

UVic Technology for Field Advisors

Teacher Education Office
Desktop Support Services

August 2022



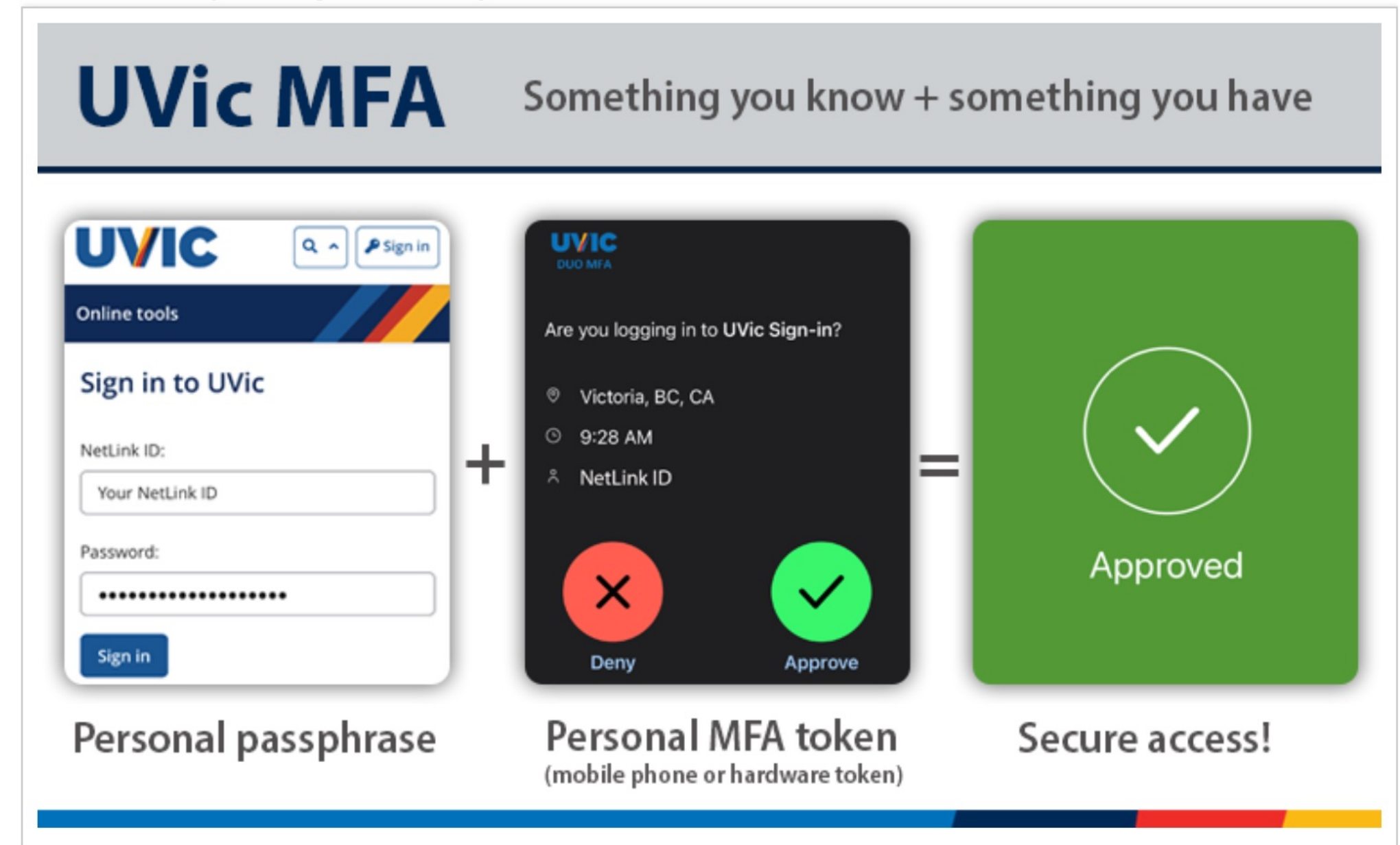
UVic Technologies

- MFA (Multi Factor Authentication)
- Online tools
- Microsoft 365
- UVic email
- Brightspace
- Zoom

MFA

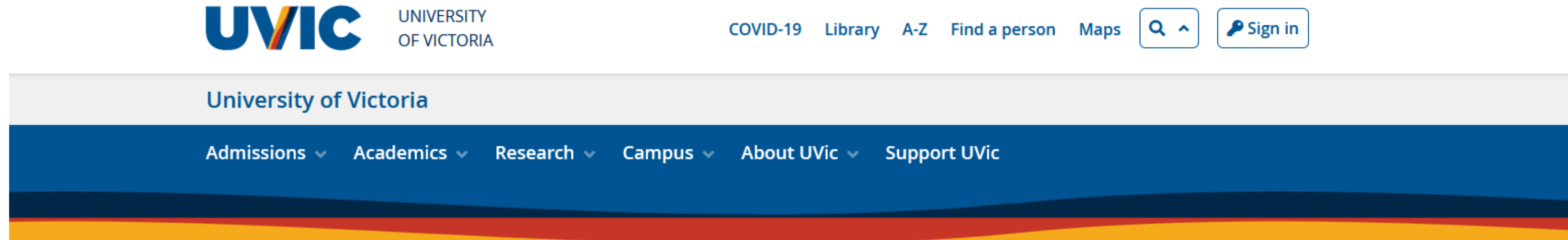
All UVic employees are required to have MFA (Multi-Factor Authentication). To find out more, please visit [here](#)

Security & privacy



Accessing UVic online tools

Go to uvic.ca and click “Sign in”



Accessing UVic online tools

When prompted, enter your
NetLink ID and password

If you have forgotten your password, click
on the prompt

Online tools

Sign in to UVic

NetLink ID:

Password:

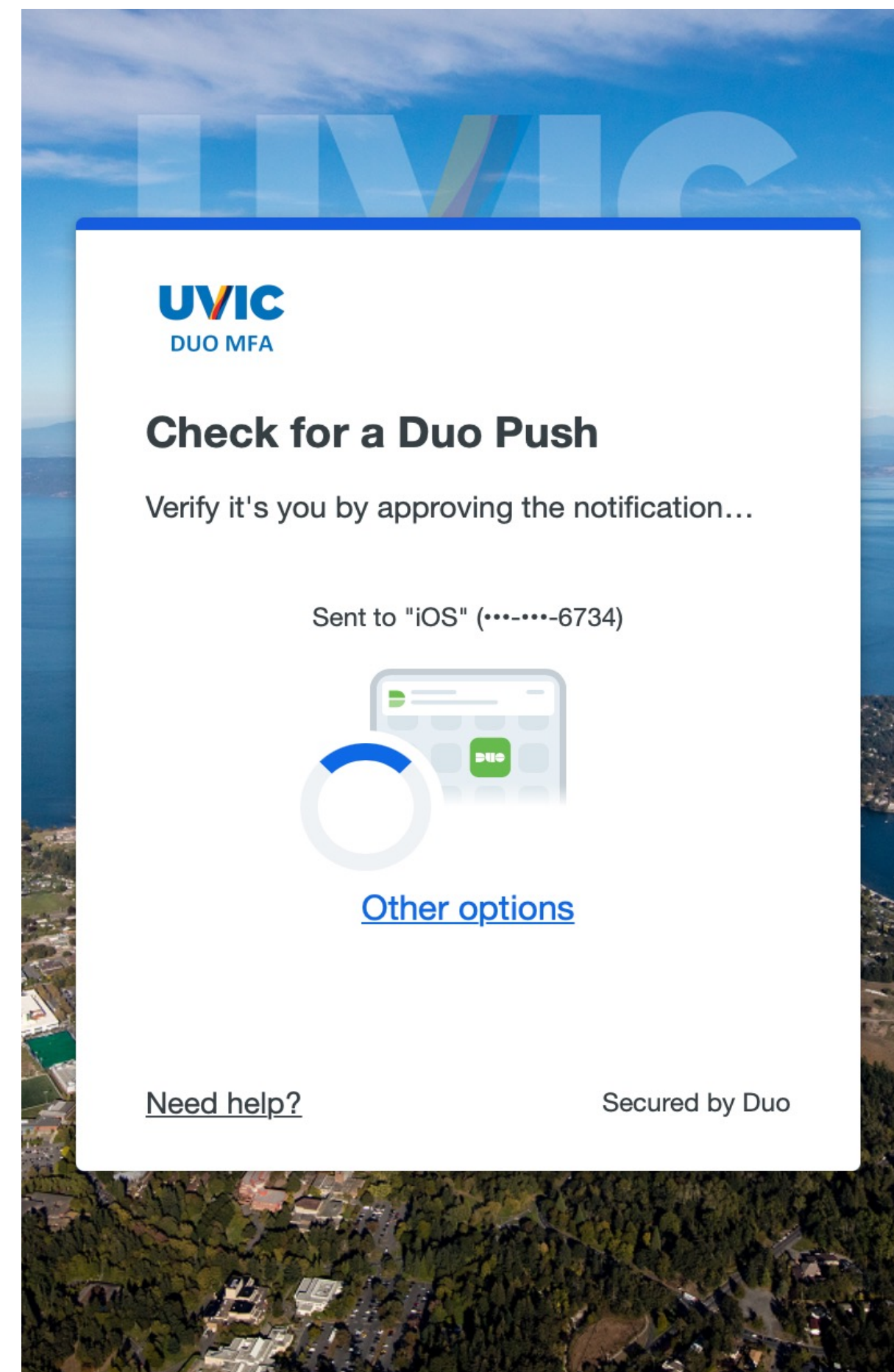
Keep me signed in for 8 hours

Sign in

- [Don't have a Netlink ID?](#)
- [Forgot your password?](#)
- [Need help?](#)
- [Security & privacy](#)
- [Online student conduct](#)

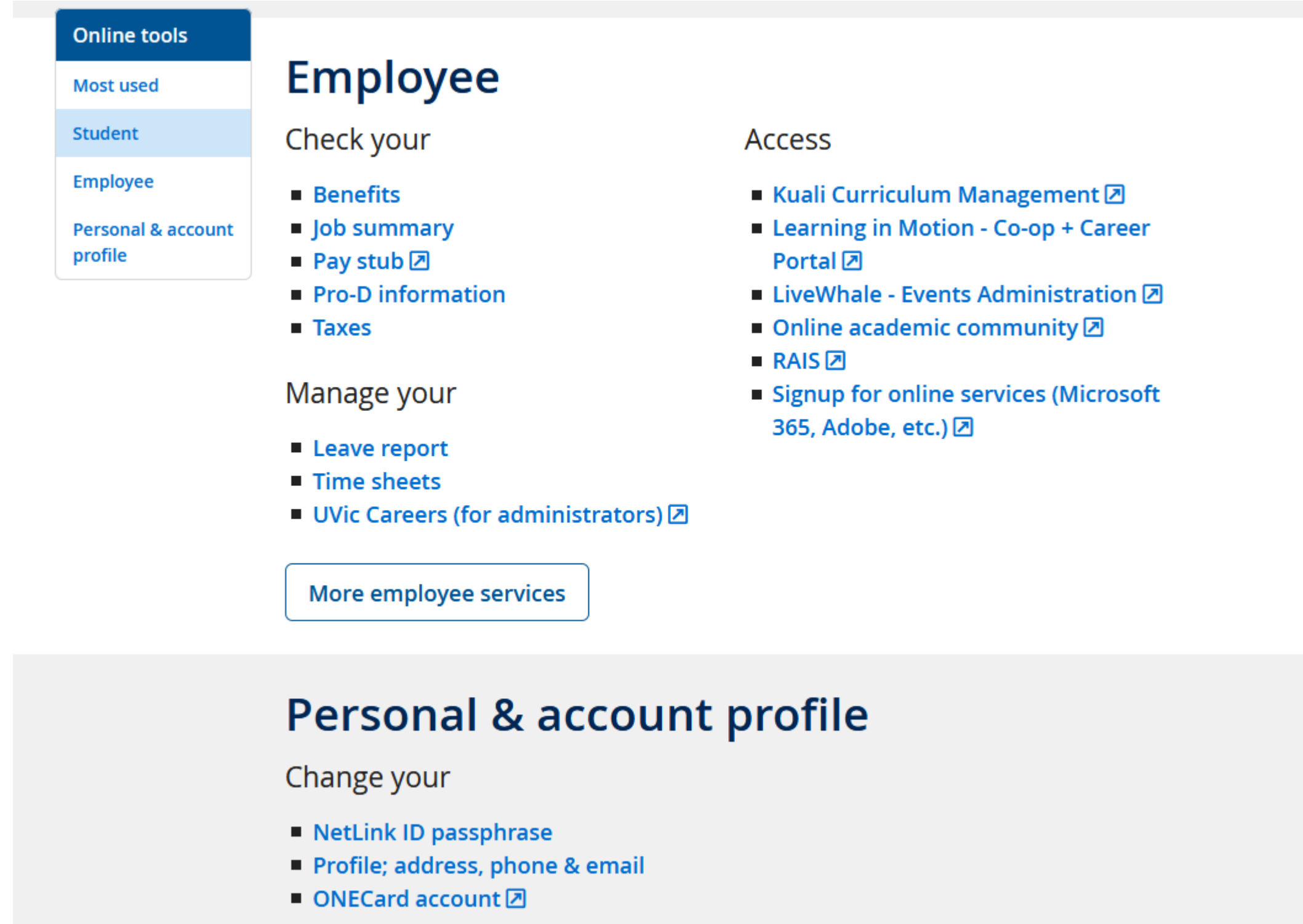
Accessing UVic online tools

You will then be prompted to send a “push” as part of MFA. Once you do this, you will have access to the online tools



Accessing UVic online tools

If you scroll down to “Employee” on this “Online tools” page you will see where you can access Pay Stubs, tax information, change your password, and update your personal information



The screenshot shows a navigation menu on the left with the following items: Online tools (highlighted), Most used, Student, Employee, and Personal & account profile. The main content area is titled 'Employee' and is divided into three sections: 'Check your', 'Manage your', and 'Access'. The 'Check your' section includes links for Benefits, Job summary, Pay stub, Pro-D information, and Taxes. The 'Manage your' section includes links for Leave report, Time sheets, and UVic Careers (for administrators). The 'Access' section includes links for Quali Curriculum Management, Learning in Motion - Co-op + Career Portal, LiveWhale - Events Administration, Online academic community, RAIS, and Signup for online services (Microsoft 365, Adobe, etc.). A button labeled 'More employee services' is located below the 'Manage your' section. Below the 'Employee' section is a grey box titled 'Personal & account profile' with a 'Change your' section containing links for NetLink ID passphrase, Profile; address, phone & email, and ONECard account.

Online tools

- Most used
- Student
- Employee**
- Personal & account profile

Employee

Check your

- [Benefits](#)
- [Job summary](#)
- [Pay stub](#)
- [Pro-D information](#)
- [Taxes](#)

Manage your

- [Leave report](#)
- [Time sheets](#)
- [UVic Careers \(for administrators\)](#)

[More employee services](#)

Access

- [Quali Curriculum Management](#)
- [Learning in Motion - Co-op + Career Portal](#)
- [LiveWhale - Events Administration](#)
- [Online academic community](#)
- [RAIS](#)
- [Signup for online services \(Microsoft 365, Adobe, etc.\)](#)

Personal & account profile

Change your

- [NetLink ID passphrase](#)
- [Profile; address, phone & email](#)
- [ONECard account](#)

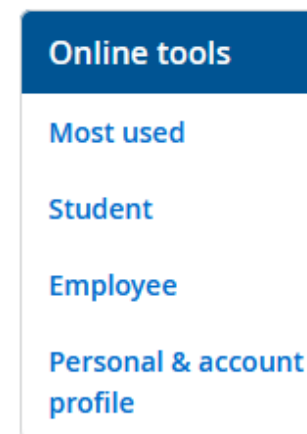
Accessing UVic online tools

From here, you can also navigate to all UVic technologies for which you have access, including

- Email
- Brightspace
- Zoom



Online tools



Most used

Online tools have been expanded to include Student, Employee, and Instructor services. [Find out more](#)

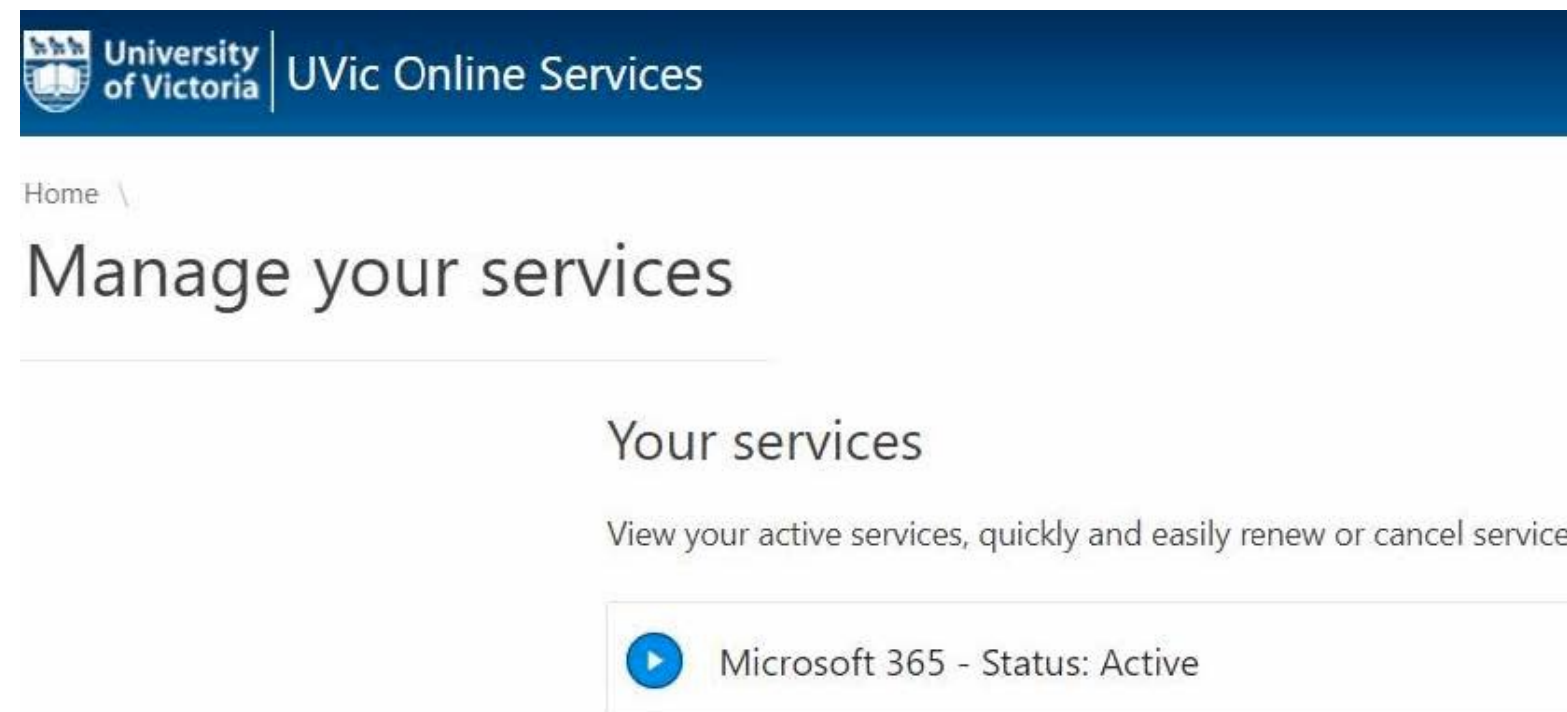
- [Email](#)
- [Brightspace](#)
- [FAST](#)
- [Workflow](#)
- [Chrome River \(expense management system\)](#)
- [Microsoft Teams](#)
- [Zoom video conferencing](#)
- [Apex Applications](#)
- [ONECard account](#)

Microsoft 365

Sign up for your UVic Microsoft 365 account:

1. Login with your NetLink ID and passphrase to onlineservices.uvic.ca
2. Under “Your services”, click into Microsoft 365
3. Review the [Microsoft 365 Terms of Service](#)
4. If you agree to the terms, select “Sign up for service”

**Please allow up to 48 hours for your account to be fully provisioned.*

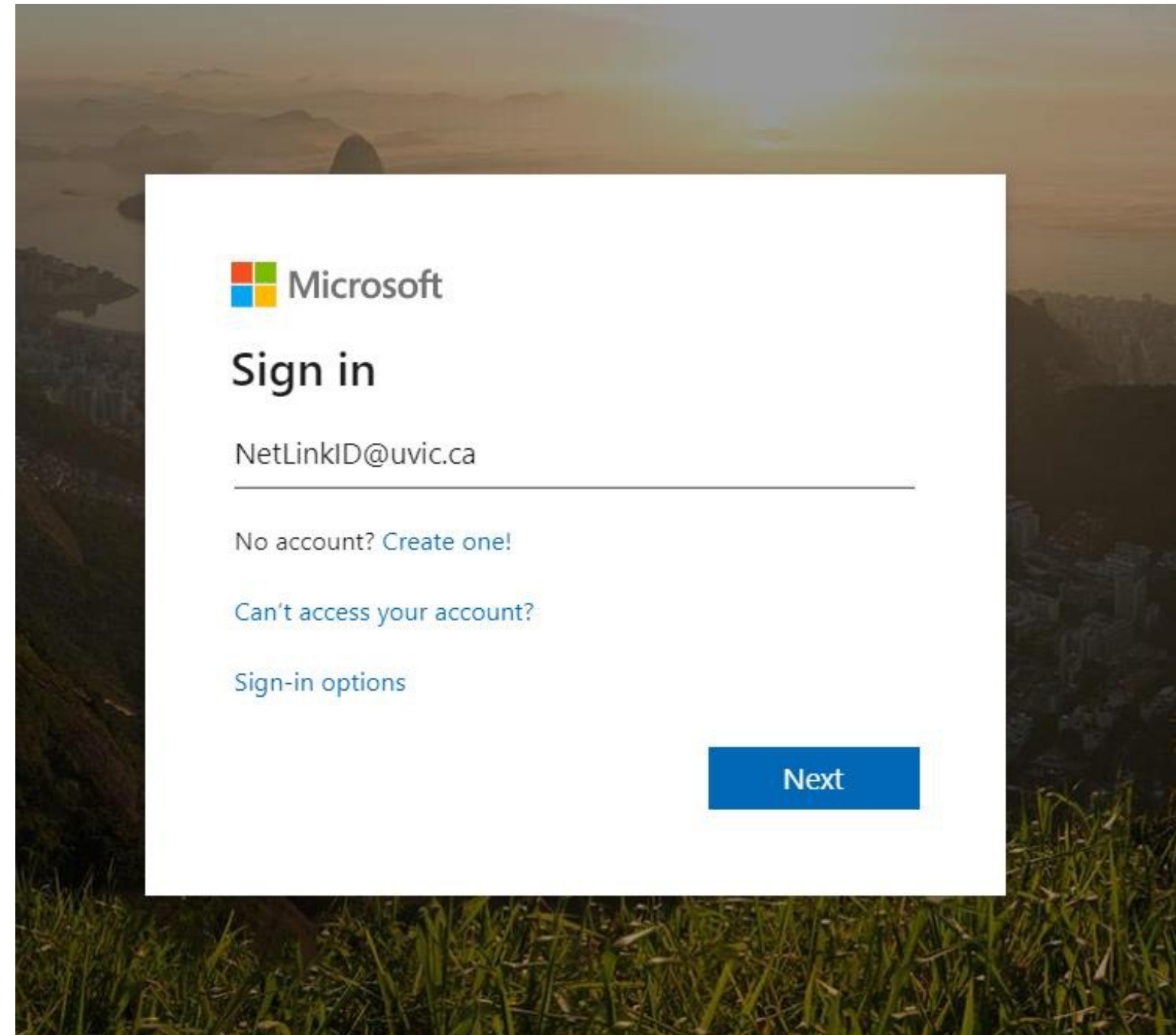


The screenshot shows the 'Manage your services' page on the UVic Online Services portal. At the top, there is a blue header with the University of Victoria logo and the text 'University of Victoria | UVic Online Services'. Below the header, the breadcrumb 'Home \>' is visible, followed by the main heading 'Manage your services'. Underneath, there is a section titled 'Your services' with the subtext 'View your active services, quickly and easily renew or cancel services.' A single service is listed: 'Microsoft 365 - Status: Active', which is preceded by a blue play button icon.

Microsoft 365

Once you have signed up for your UVic Microsoft 365 account, you can login to Microsoft 365 with your UVic account:

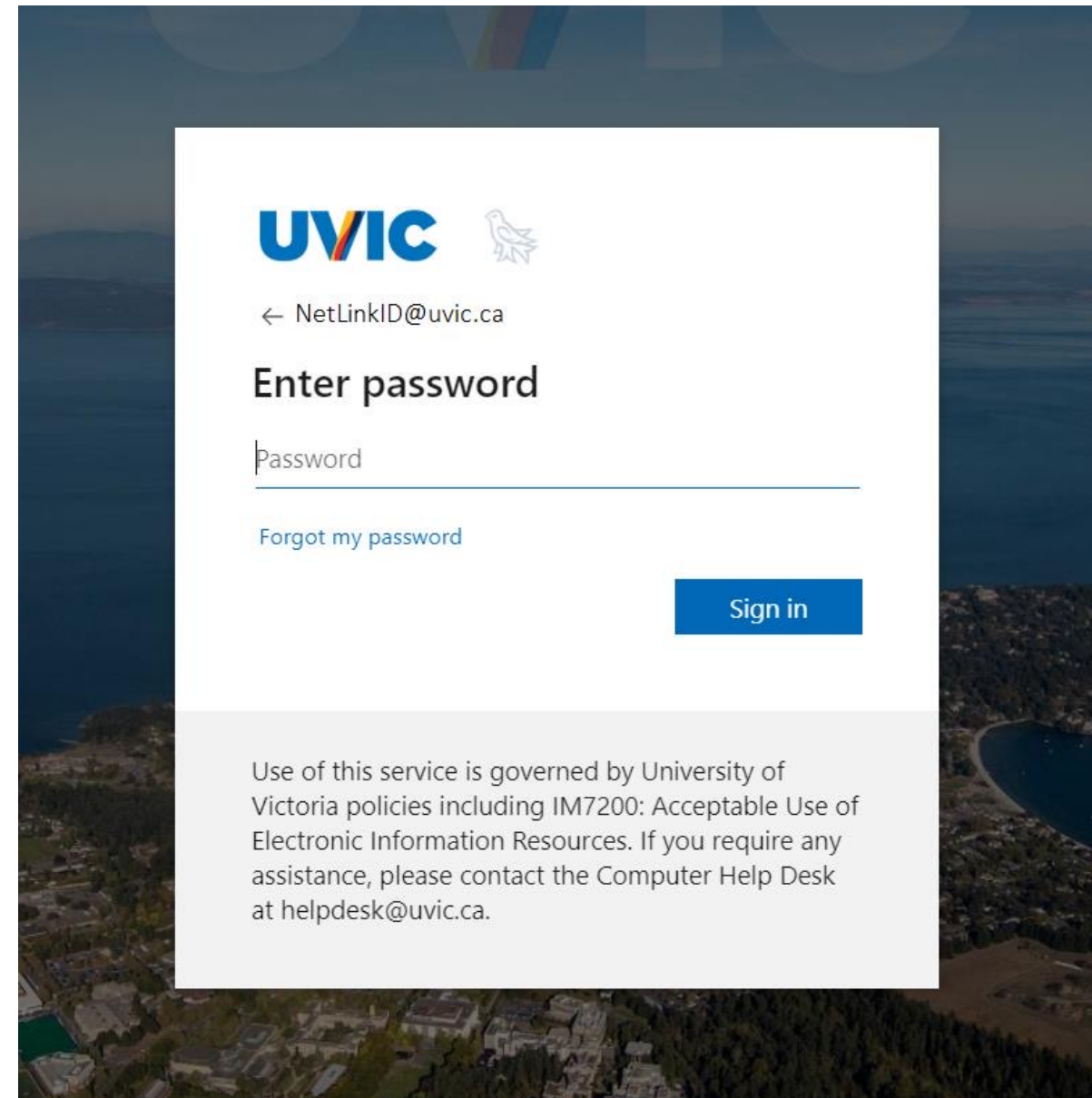
1. Navigate to portal.office.com
2. Enter your NetLinkID@uvic.ca then click Next




Microsoft 365

3. Enter your passphrase and then click Sign in

4. Click Yes or No if you want to stay signed in or not

A screenshot of the UVIC NetLinkID login page. The page features the UVIC logo and a bird icon at the top. Below the logo, the email address '← NetLinkID@uvic.ca' is displayed. The main heading is 'Enter password', followed by a password input field with the placeholder text 'Password'. A link for 'Forgot my password' is located below the input field. A blue 'Sign in' button is positioned to the right of the input field. At the bottom of the page, there is a disclaimer: 'Use of this service is governed by University of Victoria policies including IM7200: Acceptable Use of Electronic Information Resources. If you require any assistance, please contact the Computer Help Desk at helpdesk@uvic.ca.'

UVIC 

← NetLinkID@uvic.ca

Enter password

Password

[Forgot my password](#)

Sign in

Use of this service is governed by University of Victoria policies including IM7200: Acceptable Use of Electronic Information Resources. If you require any assistance, please contact the Computer Help Desk at helpdesk@uvic.ca.

Microsoft 365

NOTE: If you have an existing Microsoft 365 account with your @UVic.ca email, make sure to select the “Work or school account” when logging in:



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
NetLinkID@uvic.ca



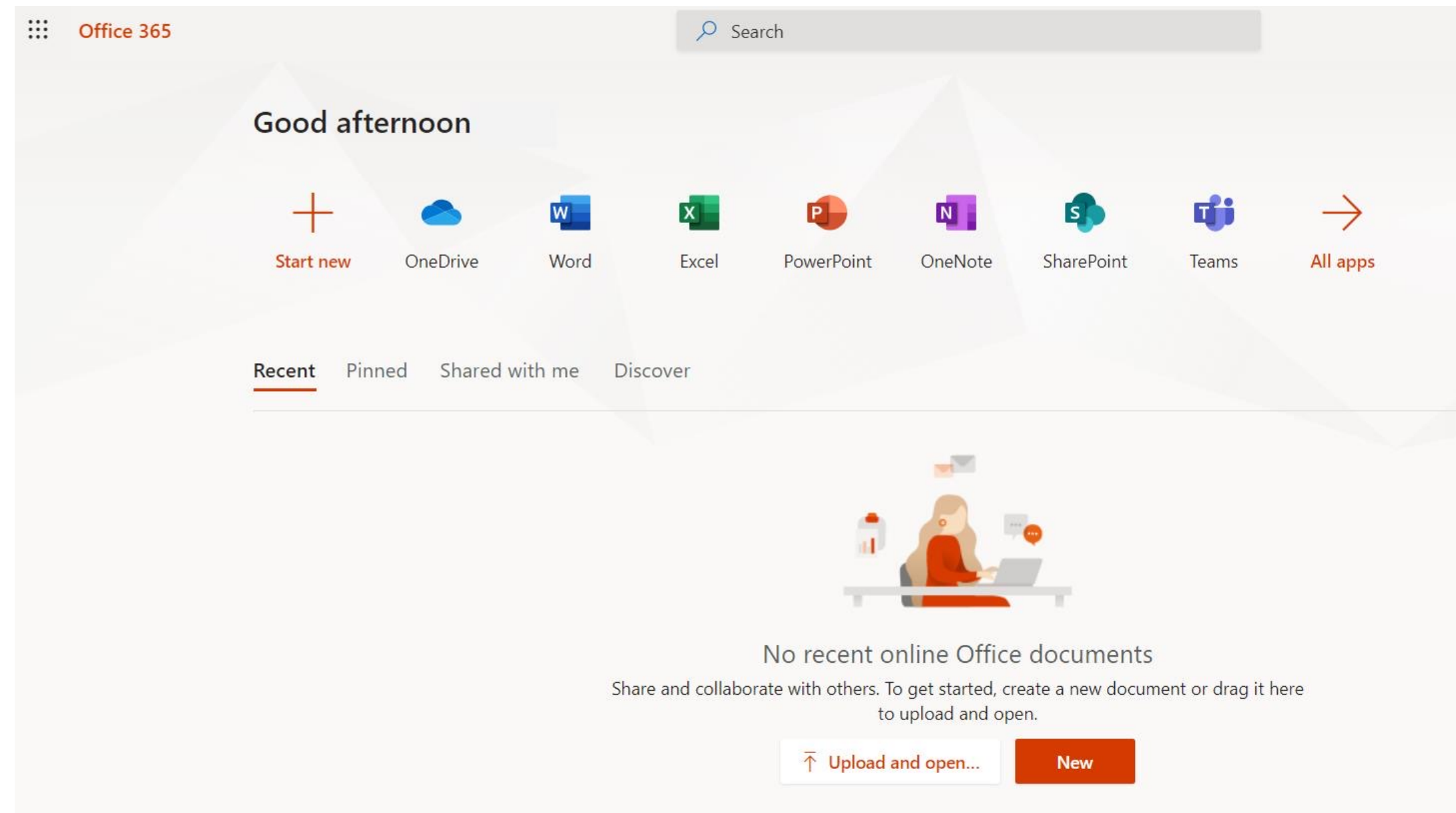
Personal account
Created by you
NetLinkID@uvic.ca

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

Microsoft 365

5. You have now logged into your UVic Microsoft 365 account



UVic email

Clicking on “Email” will take you to UVic webmail where you can send and receive emails from your @uvic.ca email address

The screenshot displays the Outlook Web App interface. At the top, there is a blue navigation bar with the text "Outlook Web App" on the left and "Mail", "Calendar", "People", and "Tasks" on the right. Below the navigation bar, the left sidebar contains a "New mail" button, a search bar labeled "Search mail and people", and a list of folders including "INBOX" and "CONVERSATIONS BY DATE". The main content area shows an email from the "Federation for the Humanities and Social Sciences" with the subject "Communiqué - March: Racialized communities during COVID-19; Democracy in the classroom". The email is dated "Tue 2021-03-23 7:01 AM" and is addressed to "Kerry Robertson". The email body contains a notice about privacy and a warning that the message was sent from outside the University of Victoria email system.

Outlook Web App

Mail Calendar People Tasks

New mail

Search mail and people

INBOX CONVERSATIONS BY DATE

All Unread To me Flagged

Favorites

Kerry Robertson

✓ Federation for the Humaniti
Communiqué - March: Racialized communities du
Notice: This message was sent from outside the Universi... 7:01a

LAST WEEK

Federation for the Humanities and S
Virtual Congress 2021 sets the stage for change | Le
Notice: This message was sent from outside the Universi... Fri 03-19

Communiqué - March: Racialized communities during COVID-19; Democracy in the classroom

← REPLY ← RE

Federation for the Humanities and Social Sciences <federation@ideas-idees.ccsend.com> on behalf of Federation for the Humanitie
Tue 2021-03-23 7:01 AM

To: Kerry Robertson;

- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).
- To always show content from this sender, [click here](#).

Notice: This message was sent from outside the University of Victoria email system. Please be cautious with links and sensitive information.

UVic email

Would you like to get UVic email on your desktop or mobile device? Need other tech support? Please open a Desktop Support Services (DSS) Ticket [here](#)

*Your department is TEAC-Teacher Education Program

- **Email:** helpdesk@uvic.ca
 - Mon. to Friday, 8:00 a.m. to 10:00 p.m.
 - Weekends, 10:00 a.m. to 10:00 p.m.
 - Stat holidays, 10:00 a.m. to 6:00 p.m.
- **Telephone:** [250-721-7687](tel:250-721-7687) (Toll Free: [1-844-721-7687](tel:1-844-721-7687))
 - Monday to Friday, 8:00 a.m. to 10:00 p.m.
 - Weekends, 10:00 a.m. to 10:00 p.m.
 - Stat holidays, 10:00 a.m. to 6:00 p.m.
- **Fax:** 250-721-8778
- **Twitter:** [@uvichelpdesk](https://twitter.com/uvichelpdesk)
 - Answered Monday to Friday, 8:00 a.m. to 4:30 p.m.

To report a major network emergency outside of operational hours, call [250-721-7687](tel:250-721-7687) for instructions.

Request help	General contact	Directory
Please tell us about the issue that you require assistance with.		
Your name (*)	<input type="text"/>	
Email address (*)	<input type="text"/>	
Phone number	<input type="text"/>	
UVic status & department	<input type="text" value="TEAC - Teacher Education Program"/>	

UVic email/text messages

The University's Protection of Privacy Policy (GV0235) states that the university must comply with FIPPA. FIPPA requires that storage and access of personal information, which may include email addresses, contact information, or other personally identifiable details, must be stored only in Canada (FIPPA section 30.1). Therefore, all FAs must use uvic.ca email addresses.

FAs can use cell phones to text with teacher candidates; however

- if those messages will form the basis for a decision about the teacher candidate, transfer any messages to your uvic.ca email account (using screenshots)
- delete any other messages from or about the teacher candidate as soon as is practical
- any official information, decisions, personal information etc. must be via UVic email

Brightspace

Brightspace is a learning management system designed to house information and allow for uploading of practicum documentation within privacy requirements

The screenshot displays the Brightspace interface. At the top, the UVIC logo is on the left, and navigation icons (grid, mail, chat, bell) and a user profile (PD Patricia Dziekan) are on the right. A dark blue navigation bar contains links for Announcements, Calendar, Echo360 Media, Discover, UVic Resources, and Help. The main content area shows a course page for 'Spring 2022 ED-P 251 A01 (23754)'. The page has a 'Pinned' status and a filter for '1 - Spring 2022'. There are four content cards, each with a forest image and a title: 'ED-P Supervisor Resources' (32 items), 'Spring 2022 ED-P 251 A01 (23754)' (61 items), 'Spring 2022 ED-P 351 A01 (23760)' (61 items), and 'Spring 2022 ED-P 361 A01 (23761)' (62 items). On the right, an announcement titled 'Welcome to the Spring 2022 Term!' is displayed, posted by Craig Scharien on Jan 7, 2022. The announcement includes four tips for success before classes start next week.

Announcements ▾

Welcome to the Spring 2022 Term!

Craig Scharien posted on Jan 7, 2022 12:10 PM • Edited

- Conditionally Released

Here are four tips for setting yourself up for success before classes start next week.

1. Connect with your peers at the [virtual New Student Welcome on January 9](#)
2. The majority of class instruction will be online from Jan 10-24, 2022. [Know where to find your classes on Brightspace](#)
3. Are you new to online learning? [Set up your technology in advance of class](#)
4. You are not alone. [Access academic supports to set yourself up with success](#)

Stay up to date with learning resources this spring on [Learn Anywhere](#)

Brightspace

On the Practicum Field Advisor Brightspace site you will find all practicum documentation, reporting documents, sample reports and places to upload practicum documentation

Field Advisor Resources

Content Navigator

Practicum Preparation Materials (al...

60% 3 of 5 Topics Completed

Final Practicum Overviews, Unit and...

38% 3 of 8 Topics Completed

Observation Note Templates

Practicum Report Forms (Fall 2022)

Announcements

Welcome Supervisors

Kerry Robertson posted on Jul 2, 2022 12:25 PM

We have updated to a new and (we hope) more intuitive homepage for Brightspace materials.

Welcome to Brightspace

Posted Jun 30, 2020 9:17 AM

Hello supervisors: Welcome to Brightspace, UVic's new Learning

Zoom

All UVic employees and affiliates are provisioned with a UVic Zoom account. Once you have logged in to uivc.ca, click on “Zoom video conferencing”. This ensures you are accessing UVic Zoom technologies.

Online tools

- Most used
- Student
- Employee
- Personal & account profile

Online tools

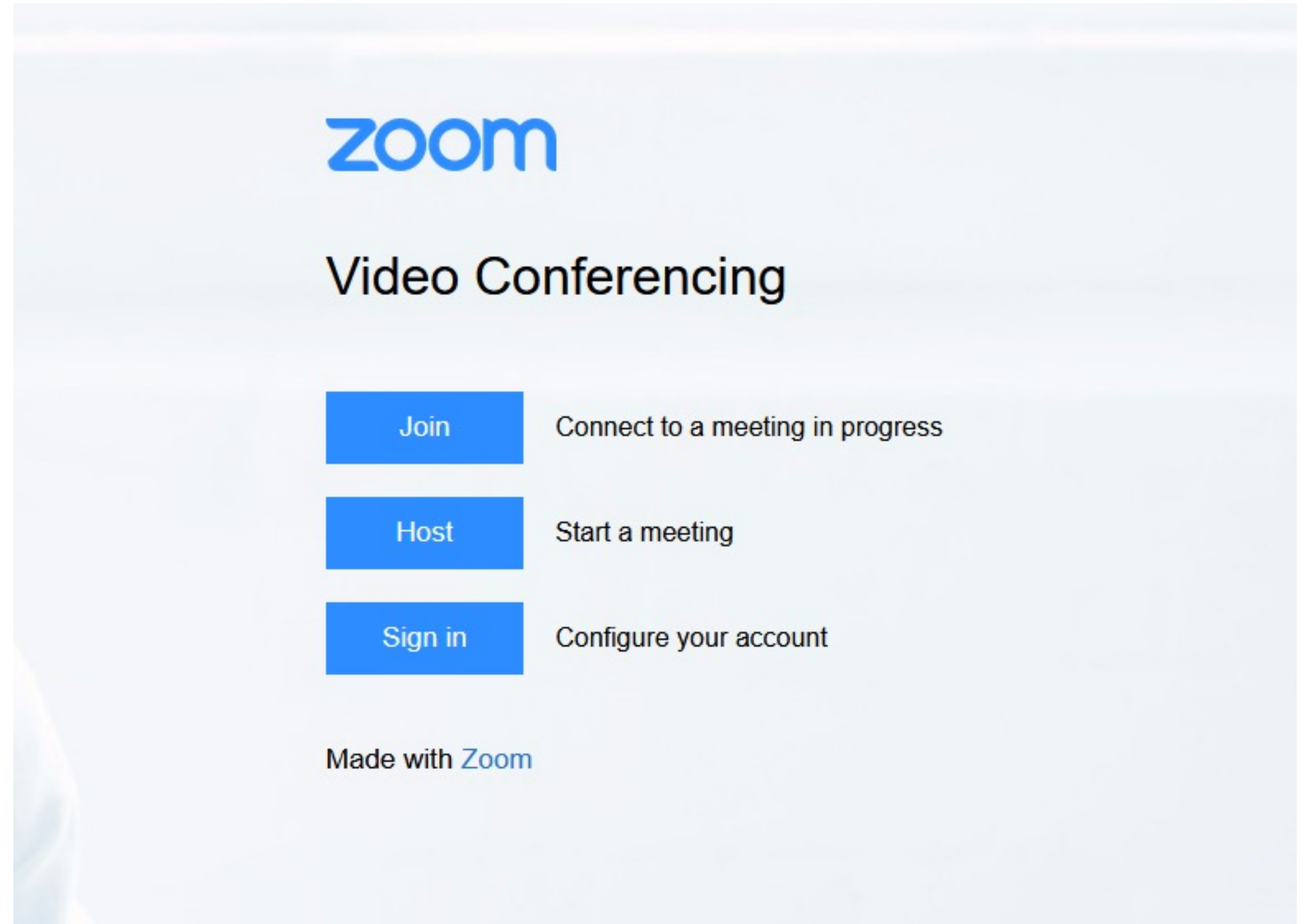
Most used

Online tools have been expanded to include Student, Employee, and Instructor services. [Find out more](#)

- [Email](#)
- [Brightspace](#)
- [FAST](#)
- [Workflow](#)
- [Chrome River \(expense management system\)](#)
- [Microsoft Teams](#)
- [Zoom video conferencing](#)
- [Apex Applications](#)
- [ONECard account](#)

Zoom

Another way to access Zoom is to log in via <https://uvic.zoom.us/>
This also ensures you are using your UVic Zoom account



Zoom

Once here you can schedule meetings with your teacher candidates by clicking “Schedule a Meeting”

The screenshot displays the Zoom web interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A user profile picture is visible in the top right corner. On the left side, a sidebar menu contains links for 'Profile', 'Meetings' (which is highlighted in blue), 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The main content area is titled 'Meetings' and includes sub-links for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. There are also links for 'Recently Deleted' and 'Get Training'. A search bar with a calendar icon and the text 'Start Time to End Time' is present. A 'Schedule a Meeting' button and a three-dot menu icon are located to the right of the search bar. The main content area shows a list of meetings, with the first one scheduled for 'Fri, Mar 26' from '10:00 AM - 10:30 AM' titled 'French Immersion' with a 'Meeting ID: 898 4165 8117'. A second meeting is partially visible for 'Mon, Mar 29'. A blue chat bubble icon is in the bottom right corner of the main content area.

Zoom

Once here you can schedule meetings with your teacher candidates by clicking “Schedule a Meeting”, including setting the **date** and **time**. You can also decide whether to have a password for the meeting. Click “Save” at the bottom of the page to save your meeting.

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Meeting with Dana

Description (Optional)

Enter your meeting description

When

03/23/2021



3:00

PM

Duration

1

hr

0

min

Time Zone

(GMT-7:00) Pacific Time (US ar

Registration

Recurring meeting

Required

Meeting ID

Generate Automatically Personal Meeting ID 389 681 7959

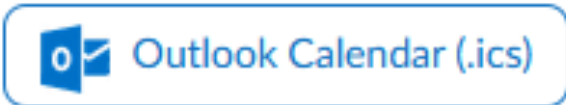


Security

Passcode

Only users who have the invite link or passcode can join the meeting

Zoom

You are then directed here where you can click “Copy Invitation” which opens a new dialogue box

Topic	Meeting with Dana	
Time	Mar 23, 2021 03:00 PM Pacific Time (US and Canada)	
Add to		
Meeting ID	825 0401 3312	
Security	<input type="checkbox"/> Passcode <input checked="" type="checkbox"/> Waiting Room <input type="checkbox"/> Require authentication to join	
Invite Link	https://uvic.zoom.us/j/82504013312	 Copy Invitation
Video	Host	On
	Participant	On

Zoom

When you click “Copy Meeting Invitation” you can then paste it into an email to send it to your invitees. You will note the meeting invitation indicates the topic, date and time, and Zoom link for your participants to use to access the meeting at the designated time.

Copy Meeting Invitation

Meeting Invitation

Kerry Robertson is inviting you to a scheduled Zoom meeting.

Topic: Meeting with Dana

Time: Mar 23, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://uvic.zoom.us/j/82504013312>

Meeting ID: 825 0401 3312

One tap mobile

+16475580588,,82504013312# Canada

+17789072071,,82504013312# Canada

Dial by your location

+1 647 558 0588 Canada

+1 778 907 2071 Canada

Meeting ID: 825 0401 3312

Find your local number: <https://uvic.zoom.us/u/kbCHYIXMMd>

Copy Meeting Invitation

Cancel

Need one-on-one support?

Need tech support? Please open a Desktop Support Services (DSS) Ticket [here](#)

* Your department is TEAC-Teacher Education Program

- **Email:** helpdesk@uvic.ca
 - Mon. to Friday, 8:00 a.m. to 11:00 p.m.
 - Weekends, 10:00 a.m. to 10:00 p.m.
 - Stat holidays, 10:00 a.m. to 6:00 p.m.
- **Telephone:** [250-721-7687](tel:250-721-7687) (Toll Free: [1-844-721-7687](tel:1-844-721-7687))
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Please tell us about the issue that you require assistance with.		
Your name (*)	<input type="text"/>	
Email address (*)	<input type="text"/>	
Phone number	<input type="text"/>	
UVic status & department	<input type="text" value="TEAC - Teacher Education Program"/>	

Free Phone App for Scanning

Want to scan a signed document to upload to Brightspace? Download the free app:

Apple:

<https://apps.apple.com/us/app/adobe-scan-mobile-pdf-scanner/id1199564834>

Android:

https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en_CA&gl=US

Additional information

Want to know more about [UVic email](#)?

Want to know more about [Microsoft 365](#) ?

Want to know more about [Brightspace](#)?

Interested in learning more about [Zoom](#)?

Want to schedule a practice Zoom meeting?

Contact Kerry at teacheredmgr@uvic.ca

Other questions?

Contact Patricia at teachered@uvic.ca