

WELCOME TO NOTRE DAME!


This presentation is designed to quickly familiarize you with a few Notre Dame resources, such as:

- Technology Letter/Network Accounts
- Web Advisor – A web based application that allows Notre Dame students access to course schedules, grades, billing information and more.
- Gator Mail - Student email using O365
- Joule – Notre Dame's Learning Management System to facilitate course content, collaboration and communication.

Technology Letter/Network Accounts

As a Notre Dame student you have a number of electronic tools available to help you in the classroom, assist with administrative and transaction needs and keep you connected.

Before you begin your classes, you will receive a Technology Welcome Letter listing all of your accounts and login credentials to resources such as, Web Advisor, Email, Joule and the LNDL library.



Ms. New Studentname
223 Main Street
Anytown, MD 21009

Welcome to Notre Dame of Maryland University!

We hope that the electronic tools available for you at Notre Dame will help take care of your classroom and administrative/transactional needs. These tools, along with information available at www.ndm.edu, are designed to help you stay connected, understand policies/deadline dates and have a successful transition from day one!

Students who plan on using financial aid must complete an Electronic-Consent Form --see reverse side.

Below are your personalized accounts and access information:

	how to access	username / password
Network	campus computer ctrl + alt + del	Username: nstudentname1@live.ndm.edu Password: NS1234ndmu (case-sensitive)
Please register online to manage your network password changes. Network passwords must be changed every 90 days. Visit http://portal.ndm.edu/FIMportal.html		
WebAdvisor	www.ndm.edu Portal -or- 'Login to WebAdvisor'	User ID: nstudentname1 (must be all lower-case) Password: 111111
Email	http://gatormail.ndm.edu	Sign In: nstudentname1@live.ndm.edu Password: NS1234ndmu (case-sensitive)
Joule	http://learn.ndm.edu	Username: nstudentname1 Password: NS1234ndmu (case-sensitive)
Library	www.LNDL.org 'Library Account'	Barcode (ID): 22425000891234 Last Name: Studentname
Student ID	for use by campus offices	ID Number: 0444444
ID Card	visit IT Help Desk for photo displays student name, student type and Library barcode number	

Campus Residents: see Residence Life staff for IT packet on - network connectivity in residence halls
- [phone](#) mail setup

Need more info? portal.ndm.edu ▶ Registered Student Portal ▶ Help Me With...
IT Help Desk can also be reached at 410-532-5200 or helpdesk@ndm.edu

See reverse for details on these University systems.

4701 North Charles Street | Baltimore, Maryland 21210 | T 410.435.0100 | ndm.edu

Web Advisor

Web Advisor is a web based application that allows Notre Dame students to access course schedules, grades, billing information and more. Notre Dame provides all registered students with a multi-faceted Web Advisor account. Through this web-based application, students can manage their academic curriculum, register for courses, view grades, GPA, financial aid statements and request transcripts. Additional links are available including submitting payments on-line.

- To Access Web Advisor, navigate to <http://advisor.ndm.edu>
- Enter your username and password (refer to Technology Letter)
 - Example
 - Username: kmoon1 (first initial, last name and a number)
 - Password: 123456 (last six digits of social security number)
- Click **Submit**

Web Advisor: Register for Courses

1. Login to Web Advisor
2. Click **Search and Register** for sections
3. Select your term and specific course elements such as subject, course level, days of the week, time, etc.
4. Click **Submit**
5. Select the course to enroll
6. Select **Register** from the drop down menu at the top
7. Click **Submit**

To print registration confirmation, select **File** then **Print**. (You may also hold the Ctrl and P keys for a print menu.)

Search for Sections

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Web Advisor: View Grades

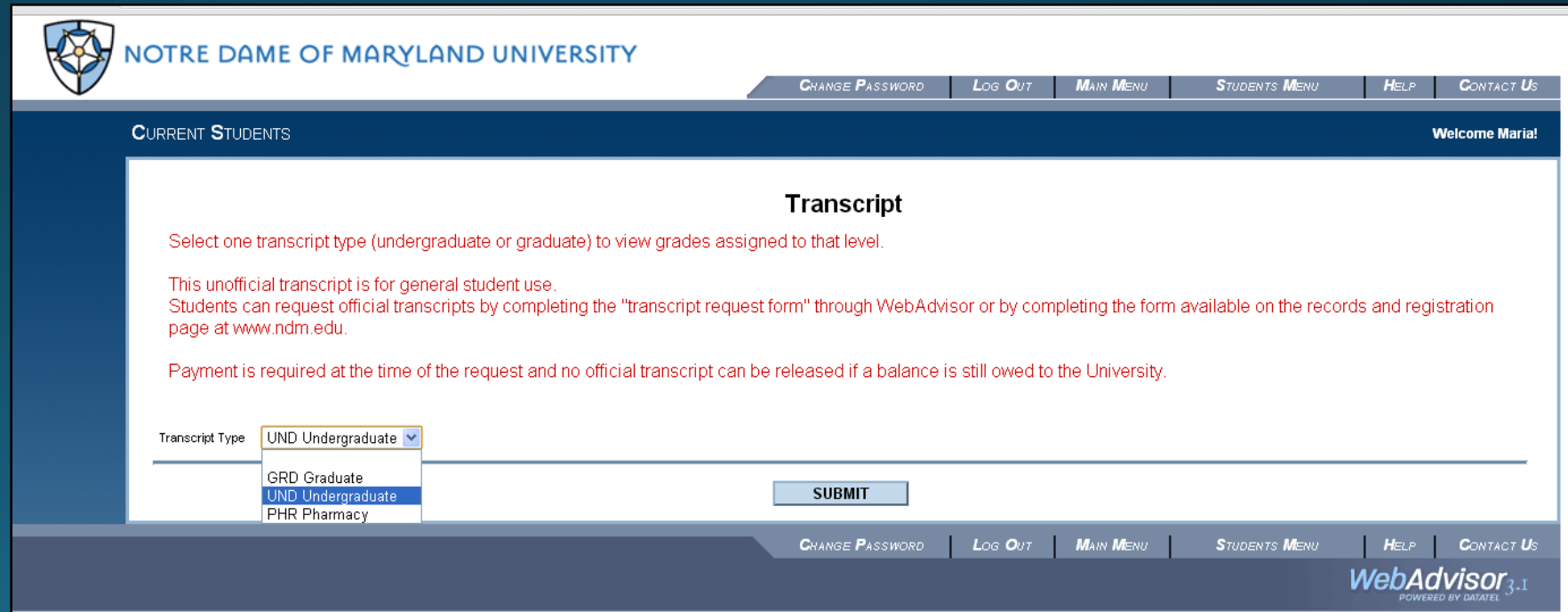
1. Login to Web Advisor
2. Select the **Students** tab on the right side of screen
3. Click **Grades** (bottom right under Academic Profile)
4. Choose appropriate term
5. Click **Submit**

To print registration confirmation, select File then Print.
(You may also hold the Ctrl and P keys for a print menu.)



Web Advisor: Request Transcript

1. Login to Web Advisor
2. Select the **Students** tab on the right side of screen
3. Click **Transcript Request** (bottom right under Academic Profile)
4. Enter required information
5. Click **Submit**



The screenshot shows the Web Advisor interface for Notre Dame of Maryland University. At the top, the university's logo and name are displayed. A navigation bar includes links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT Us". Below this, the user is identified as "Welcome Maria!". The main content area is titled "CURRENT STUDENTS" and "Transcript". It contains instructions: "Select one transcript type (undergraduate or graduate) to view grades assigned to that level." and "This unofficial transcript is for general student use. Students can request official transcripts by completing the 'transcript request form' through WebAdvisor or by completing the form available on the records and registration page at www.ndm.edu." A note states: "Payment is required at the time of the request and no official transcript can be released if a balance is still owed to the University." Below the text is a dropdown menu for "Transcript Type" with options: "UND Undergraduate", "GRD Graduate", "UND Undergraduate", and "PHR Pharmacy". A "SUBMIT" button is located to the right of the dropdown. The footer includes the same navigation links as the top bar and the "WebAdvisor 3.1 POWERED BY DATATEL" logo.

NOTRE DAME OF MARYLAND UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS Welcome Maria!

Transcript

Select one transcript type (undergraduate or graduate) to view grades assigned to that level.

This unofficial transcript is for general student use.
Students can request official transcripts by completing the "transcript request form" through WebAdvisor or by completing the form available on the records and registration page at www.ndm.edu.

Payment is required at the time of the request and no official transcript can be released if a balance is still owed to the University.

Transcript Type:

- GRD Graduate
- UND Undergraduate
- PHR Pharmacy

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

WebAdvisor 3.1
POWERED BY DATATEL


Gator Mail (Student email)

1. Navigate to <http://gatormail.ndm.edu>
2. Enter username and password under **Sign In**
Example (refer to Technology Letter)
 - Username: kmoon1@live.ndm.edu (first initial, full last name and a number followed by @live.ndm.edu)
 - Password: KM1234ndmu (first and last initial in uppercase, last four digits of social security number along with ndmu)
3. Click **Sign In**
4. You will be prompted to change your password upon log in





Forwarding Email

1. Login to your email account
2. Click settings icon  at top right of screen
3. Select **Options** from drop down menu
4. Select **Forwarding**
5. Click **Start Forwarding**
6. Enter the email you wish to forward to in the “Forward my email to:” box
7. Click **Save**

← Options

Shortcuts

▸ General

▾ Mail

▾ Automatic processing

Automatic replies

Clutter

Inbox rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

▾ Accounts

Block or allow

Connected accounts

Forwarding

POP and IMAP

Welcome to Joule!

Joule is a web based learning management system that uses an open-source application called Moodle. Joule provides delivery of course content, activities and resources to students online and in classroom settings.

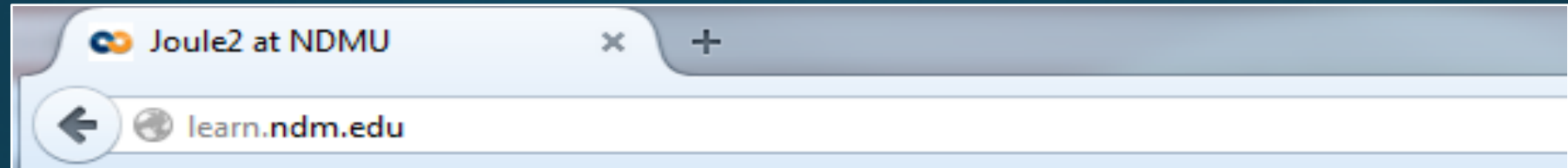
Joule features include:

- Delivery and submission of course content, assignments and quizzes
- Collaboration using online discussion forums
- Communication via messaging, email and announcements
- Viewing course grades
- Storing for course files
- Submitting online course evaluations

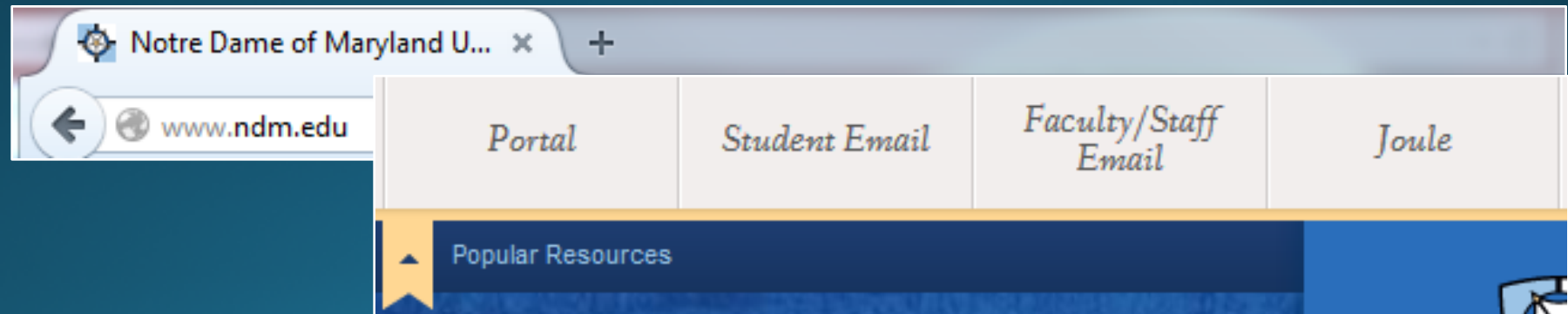
Accessing Joule

Access Joule in one of two ways:

1. Type “**learn.ndm.edu**” in web browser (Firefox is recommended)



2. From Notre Dame’s website at “**ndm.edu**”
 - Click “**Popular Resources**” tab
 - Click “**Joule**” link



Joule Home Page

- Resource bar – Access to Notre Dame website, LNDL, Web Advisor, Gator Mail, Joule Help, Counseling Center and more.
- Announcements – View information about University closings, delays, system status, etc.
- System Status – At-a-glance view of system performance or disruption.
- Upcoming events – View scheduled system events and maintenance.

The screenshot displays the Joule Home Page interface. At the top, a blue navigation bar contains links: [Joule Help](#), [Check your NDM email!](#), [University Services for Success](#), and [Popular Resources & Quick Links](#). Below this is a secondary link: [Can't Login? Reset Your Password](#). A banner image of a campus path features the text "Connecting People. Connecting Ideas." Below the banner, a white box contains an announcement titled "Attention Students -- Important info from the Registrar". The announcement is divided into sections for "UNDERGRAD, CAUS & GRAD Students" and "CAUS & GRAD Students", each with specific instructions. A section titled "In accordance with the NDMU Honor Code, by logging in to Joule I hereby affirm that:" includes a bulleted list of affirmations. On the right side, a "System Status" widget shows the date and time as "01/03/2016 - 9:02 AM" and lists "Joule", "Turnitin", and "SmartEvals" with green checkmarks indicating 100% system status. A key explains the status indicators: a green checkmark for 100%, a yellow triangle for less than 100%, and a red triangle for system down. Below the status widget, an "Upcoming events" widget lists "Turnitin Scheduled Maintenance" for Saturday, January 16, 10:00.

▶ [Joule Help](#) ▶ [Check your NDM email!](#) ▶ [University Services for Success](#) ▶ [Popular Resources & Quick Links](#)

▶ [Can't Login? Reset Your Password](#)

Connecting People.
Connecting Ideas.

Attention Students -- Important info from the Registrar

UNDERGRAD, CAUS & GRAD Students

Please make sure you have read the email sent to your NDMU email account regarding registration for Winterim and Spring AND how to be entered into the drawing for \$100 credit to your NDMU account!

CAUS & GRAD Students

Please be sure to get your tuition remission forms turned in as soon as possible. January 11th is the Spring tuition remission due date.

In accordance with the [NDMU Honor Code](#), by logging in to Joule I hereby affirm that:

- I am the person to whom this account was issued,
- all communications will conform to University Standards of personal responsibility and respect for others, and
- all work completed is my own and conforms to the standards of academic integrity and excellence.

System Status

01/03/2016 - 9:02 AM

Joule ✓

Turnitin ✓

SmartEvals ✓

Key:

- ✓ System is 100%
- ⚠ System is less than 100%
- ⚠ System down

Upcoming events

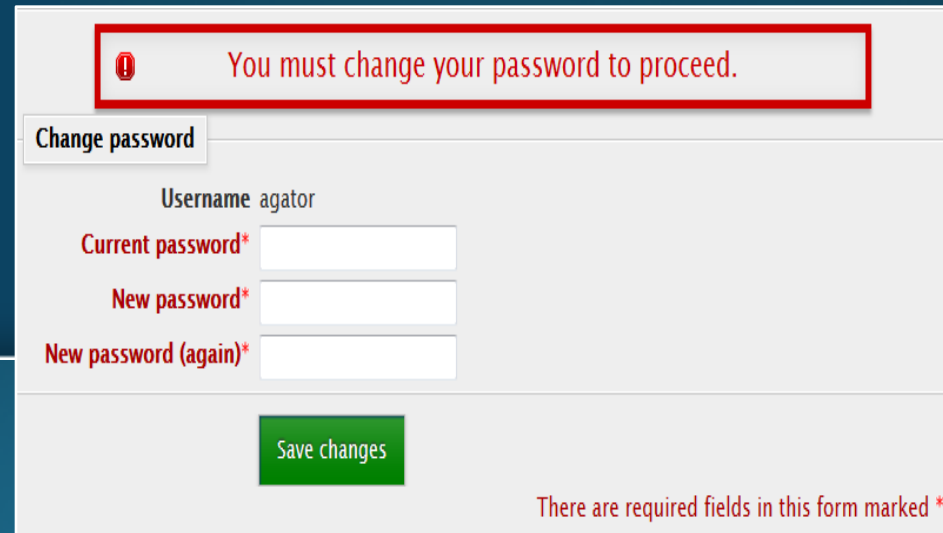
Turnitin Scheduled Maintenance
Saturday, January 16, 10:00

Log in

Click login tab.

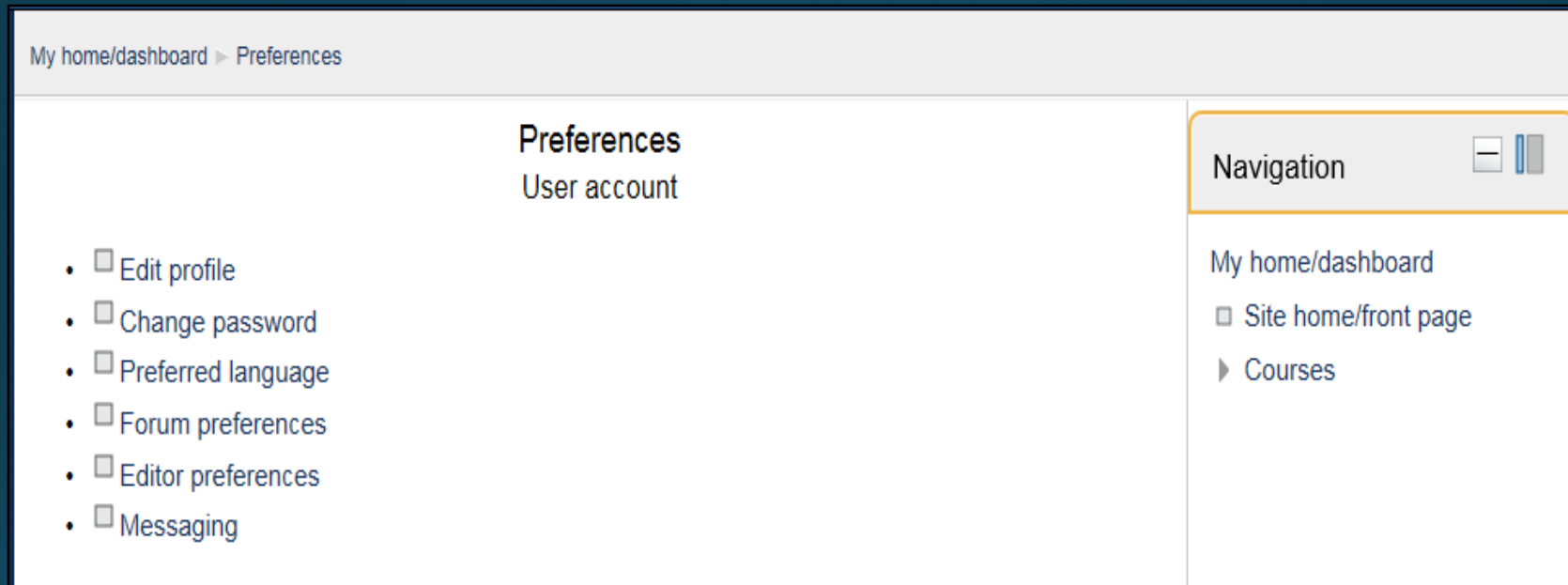


Enter your Joule login information and change your password.

The image shows a login form on a dark blue background. It has two white input fields: "Username" with the text "agator" and "Password" with six black dots. Below the fields is a dark blue button with the word "Login" in white.The image shows a "Change password" form on a light gray background. At the top, a red-bordered box contains a red exclamation mark icon and the text "You must change your password to proceed." Below this is a tab labeled "Change password". The form contains a "Username" field with the text "agator", and three "Current password*", "New password*", and "New password (again)*" fields, each with a white input box. At the bottom is a green button with the text "Save changes". In the bottom right corner, there is a note: "There are required fields in this form marked *."

Preferences

Edit your profile, change password, select forum and messaging preferences.



[For more information visit the IT Virtual Helpdesk on the Notre Dame Portal](#)

My Home/Dashboard

View announcements, messages, upcoming events and course evaluations.

Resource blocks along the right provide access to courses, forum posts, activity stream, and other optional information.

The screenshot displays a user's dashboard with the following components:

- Header:** "My home/dashboard" on the left and a "Customize this page" button on the right.
- Announcements:** A block titled "Announcements" with a minus sign and a vertical bar icon. Below it, the text "(No news has been posted yet)" is displayed.
- Messages:** A block titled "Messages" with a minus sign and a vertical bar icon. Below it, the text "No messages waiting Messages" is displayed.
- Upcoming events:** A block titled "Upcoming events" with a minus sign and a vertical bar icon. Below it, an event is listed: "Turnitin Scheduled Maintenance" on "Saturday, January 16, 10:00 AM" to "2:00 PM". Below the event, there are links for "Go to calendar..." and "New event..."
- Navigation:** A block titled "Navigation" with a minus sign and a vertical bar icon. Below it, the text "My home/dashboard" is followed by a list of links: "Site home/front page" and "My courses".
- Activity stream:** A block titled "Activity stream" with a plus sign and a vertical bar icon.
- Course Evaluations:** A block titled "Course Evaluations" with a minus sign and a vertical bar icon. Below it, the text "No information about upcoming course evaluations found." is displayed, followed by the "SmartEvals!" logo.

Navigation

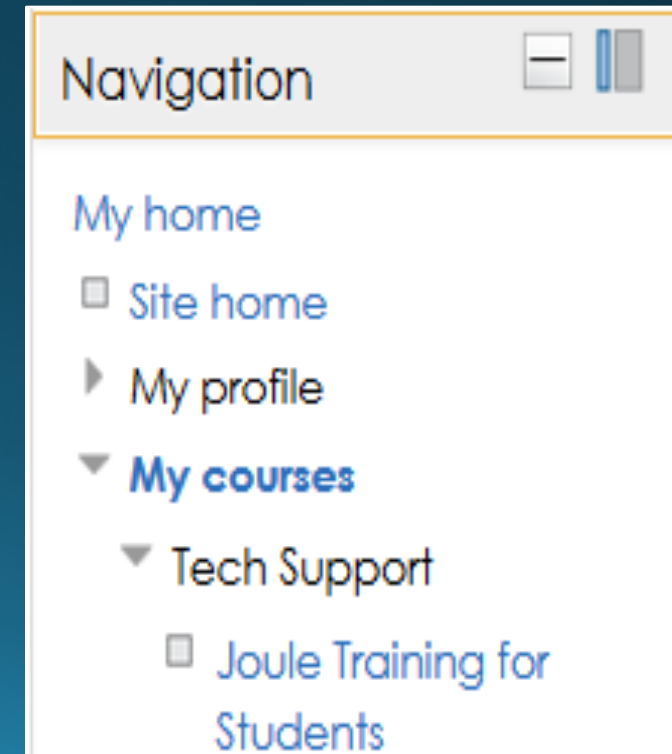
View Courses by term or category

Quick Tips:

Click  to expand the block to view additional functions

Click  to minimize the block for less content

Click  to “dock” any block on the left side of your page for more screen space

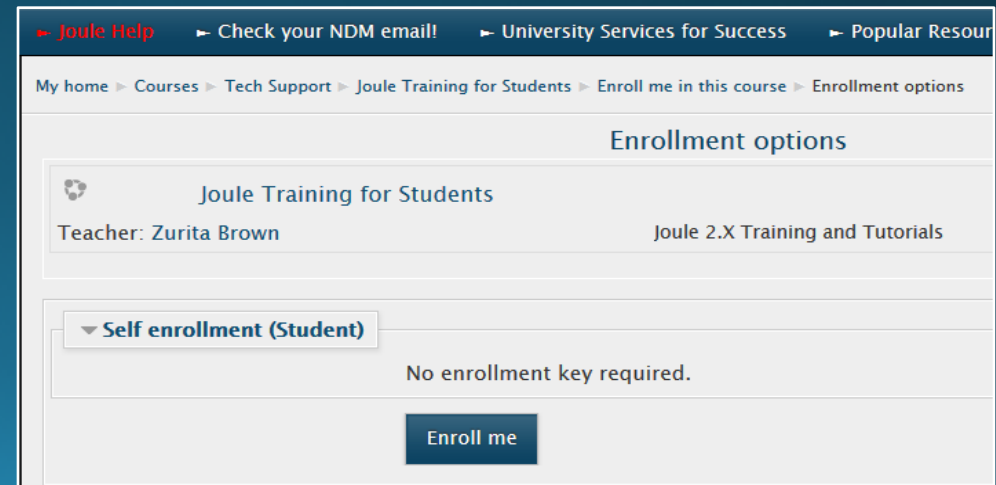
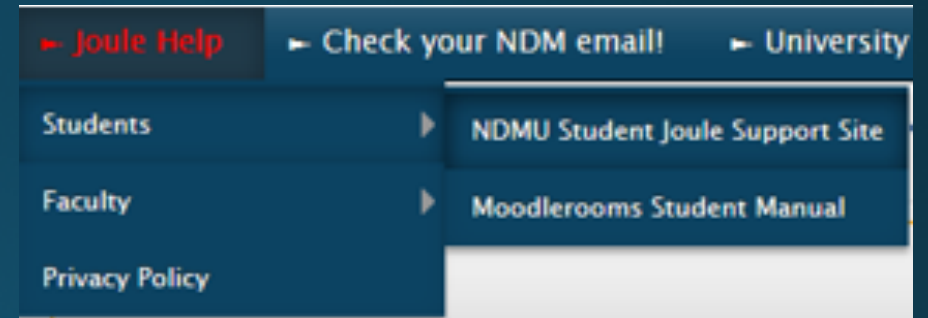


Joule Training

Self enroll in the Joule Student Training course for more information on common Joule features.

Self-enroll in Joule Student Training course:

1. Hover over “Joule Help”
2. Hover over “Students,”
3. Click “NDMU Student Joule Support Site”
4. Under Self enrollment (Student) click “Enroll me.”





Turnitin compares student submissions for academic integrity and originality: identifies spelling, grammar, usage and style.

Submitting assignments:

1. Select file type
2. Enter submission title
3. Browse to select your file
4. Agree to University Honor Code
5. Click "Add Submission"

A screenshot of the Turnitin submission interface. At the top, there are two tabs: "Summary" and "My Submissions". Below the tabs, a message states "No submissions have been made [Submitted to Turnitin? Click here to retrieve.]". The main section is titled "Add Submission". It contains several fields: "Submission Type" is set to "File Upload"; "Submission Title" is "Sample document"; "Submission Part" is "Part 1"; and "File to Submit" is "Sample document for Turnitin.docx" with a "Browse..." button. A checkmark is placed next to the "File to Submit" label. Below these fields is a checkbox for the University Honor Code, which is currently unchecked. The text of the honor code is: "In accordance with the NDMU Honor Code*, I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment. *Violations of the honor code would include cheating, plagiarism, reuse of work, misrepresentation in bibliography and footnotes, and dishonest use of computer facilities and resources. The instructor may impose an appropriate sanction up to and including an 'F' in the course". At the bottom right, there is a green "Add Submission" button.



Submission Summary tab contains information about submitted work.

My Submissions tab provides status of submitted work and feedback based on the assignment's criteria.

- **Similarity:** Contains the Originality Report icon for the submission and displays the percentage of text within the paper that matches content in the Turnitin databases.
- **Grade:** Contains the grade received for the paper and the GradeMark icon. Clicking on the GradeMark icon opens up the graded paper in GradeMark. After the post date of the assignment both the grade for the paper and GradeMark will be available to view.
- **Feedback:** If the instructor has left feedback for your paper, the blue number link will show the number of comments an instructor has made. Click the blue number to view the instructor's comment(s).

For more information or assistance with any resource presented, try one of these options:

1. [Visit the Notre Dame Portal - Help me with...](#)
2. Self enroll in Joule Student Training
3. Contact the Notre Dame IT Help Desk
 - Email: helpdesk@ndm.edu
 - Phone: 410-532-5200
 - Visit: Rice Hall, Room 105