Online Course Logistics

This document contains important information pertinent to your online or blended course. Please read the document in its entirety.

If you need course adaptations or accommodations because of a disability, please contact the Office of Academic Support for Students with Disabilities, 237 Luther Bonney Hall, 780-4706.
http://www.usm.maine.edu/~oassd/

Tutorials:

How to activate your e-mail

How to log in to Blackboard

How to forward e-mail

Navigating your Blackboard site

Navigating the Discussion Board in Blackboard

Using the Assignment Tool in Blackboard

To find out how Blackboard works, go here. Click on Blackboard Practice Site on the right side of the page under Course Catalog, click on the Course ID (DEV_A_BBPRACTICE). This will give you limited access to the practice site. You can see more features if you have a UMS Id by self-enrolling in the practice course:

- Log into Blackboard, (see   video tutorial on logging in)
- Clicking on the Courses tab
- Click on Blackboard Practice Site

Textbooks: Textbooks are available from the USM Portland campus bookstore or through the UM Augusta bookstore. Textbooks for courses originating from Lewiston Auburn College (HUM, LAC, LCC LOS, SBS) and taught by LAC faculty are physically housed in the LAC bookstore only but may still be purchased online through the USM Bookstores website (see below). Payment options include cash, USM Card, VISA, MASTERCARD, DISCOVER CARD, and personal checks. A picture ID and your student ID number are required for check purchases. Used textbooks cost 30% less than new texts and are available for most courses.

How to Order Textbooks: You may order by phone, e-mail or online. The cost of each order will include a shipping and handling fee determined by the total cost of your order.

Up to $100	$8.95
$100.01 - $200	$9.95
$200.01 - $400	$10.95
$400 and up	$11.95

USM Bookstores:　(Portland, Gorham, LAC)

Telephone:　　(207) 780-4070 or 1-800-800-4876 ext. 4070 Portland

Website:　　　http://www.usm.maine.edu/books/

E-mail:　　　　bookstore@usm.maine.edu

Or

You may order from the University Bookstore at UMA

Telephone:　　1-800-621-0083 or (207) 621-3467

Website:　　　http://www.umabookstore.com

Technology Requirements: To access your online course, you will need a relatively new computer with an up to date web browser. Depending on individual course delivery methods, high speed internet access may be a requirement for your course in order to access many of the larger media files that are prevalent in today's online education community. You may also need free media plug-ins such as Quicktime or Flash, or a software MP3 player. Your instructor may also require specific software to use for completing assignments, or require that assignments be submitted in certain file formats. Read your instructor's requirements carefully. There are rarely requirements that you purchase specific software on your own.

Your UMaine System account: If you are a student new to the University of Maine System, you will need to activate your System account. (For an explanation of this account, see http://usm.maine.edu/computing/networking/ums_accounts.jsp) Before a University of Maine System account can be used for any purpose, it must be activated through the website at http://mail.maine.edu. (Choose Account Activation.) To activate your account, you will need your Student Identification Number and your account Activation Key. If you have difficulty activating your e-mail account or need an Activation Key, please call Tech Support at 1-800-696-4357 or the USM Help!Desk at 1-800-800-4USM x4029 or 207 780-4029, or e-mail helpdesk@usm.maine.edu

To view a video tutorial of the process of activating your University e-mail account, click on this URL: http://media.usm.maine.edu/~ctel/tutorials/act_email/act_email.html

To view a video tutorial of the process of forwarding your University e-mail account, click on this URL: http://media.usm.maine.edu/~ctel/tutorials/forward_mail/forward_mail.htm

Using Blackboard With Your Course: You can access the course site at www.courses.maine.edu. After clicking on the login button, use your University of Maine System User ID and password which must be activated before using. For questions about logging in as well as navigating around the course, consult the Blackboard Quick Guide, available at the login screen. If you continue to have login problems, please call Tech Support at 1-800-696-4357 or the USM Help!Desk at 207-780-4029, M-F, 8 AM - 4:30 PM.

An online video tutorial is available here:

http://media.usm.maine.edu/~ctel/tutorials/login/login.htm

USM Library Services: http://library.usm.maine.edu/services/distanceed/index.html

(Please note: The USM Card Office will issue library cards by this method if a student is taking ONLY online courses and has no other UMaine system campus affiliation and library card.)

The University of Southern Maine Library provides a full range of library services to students taking online classes. To access online resources students must have a USM ID card and be registered with the library. It may take several days for the library database to be updated with student info. It is important that students contact the USM Card Office for their ID card early in the semester.

- Contact the USM Card Office at 207.780.5454
                            Or
- Email: lgrant@usm.maine.edu

Students need to provide their name, address and id number

The card office will notify the library and access should be available within 3 days.

- Contact Casandra Fitzherbert at 207.780.4279 for remote access issues
                            Or
- Email: Casandra@usm.maine.edu

If you are a USM student and already have a USM photo ID, you need to have the barcode linked to your library record. If you have are uncertain whether or not your barcode is already linked, contract Casandra Fitzherbert Casandra@usm.maine.edu

Students who have some other U Maine campus affiliation (Orono, Machias, Fort Kent, Augusta, Presque Isle, Farmington) or who register through University College in Augusta should contact Off-Campus Library services http://www.learn.maine.edu/ocls/ for library services in support of their online course.

Parking: If you are taking only blended or online courses (i.e. you are not taking any in-classroom courses) you will NOT be automatically charged a Transportation Fee, and therefore will not have access to parking on campus. For your convenience, however, you may purchase a parking decal for your vehicle by visiting the Parking Office, located on the ground level of the Abromson Community Center on the Portland campus. Decals cost $44.00 per semester. Alternatively, you can park in the Abromson parking garage for $1.00/hour. Parking on the Lewiston-Auburn Campus is free of charge, so if you only need to park on the Lewiston-Auburn

Campus, you will not need to purchase a decal. The Parking office can be reached at 207-780-4718.

Important Links:

USM Homepage: http://www.usm.maine.edu/

Student Billing: http://usm.maine.edu/buso/

Registrar: http://usm.maine.edu/reg/

Computing: http://usm.maine.edu/computing/

Advising: http://usm.maine.edu/advising/

Financial Aid: http://usm.maine.edu/fin/

Parking Services: http://usm.maine.edu/police/parking.htm

Library: http://library.usm.maine.edu/services/distanceed/index.html