Title: **Be Technologically Prepared (BYOD)**
Facilitator: **Phil Ramer, Associate Dean, Operations Management**
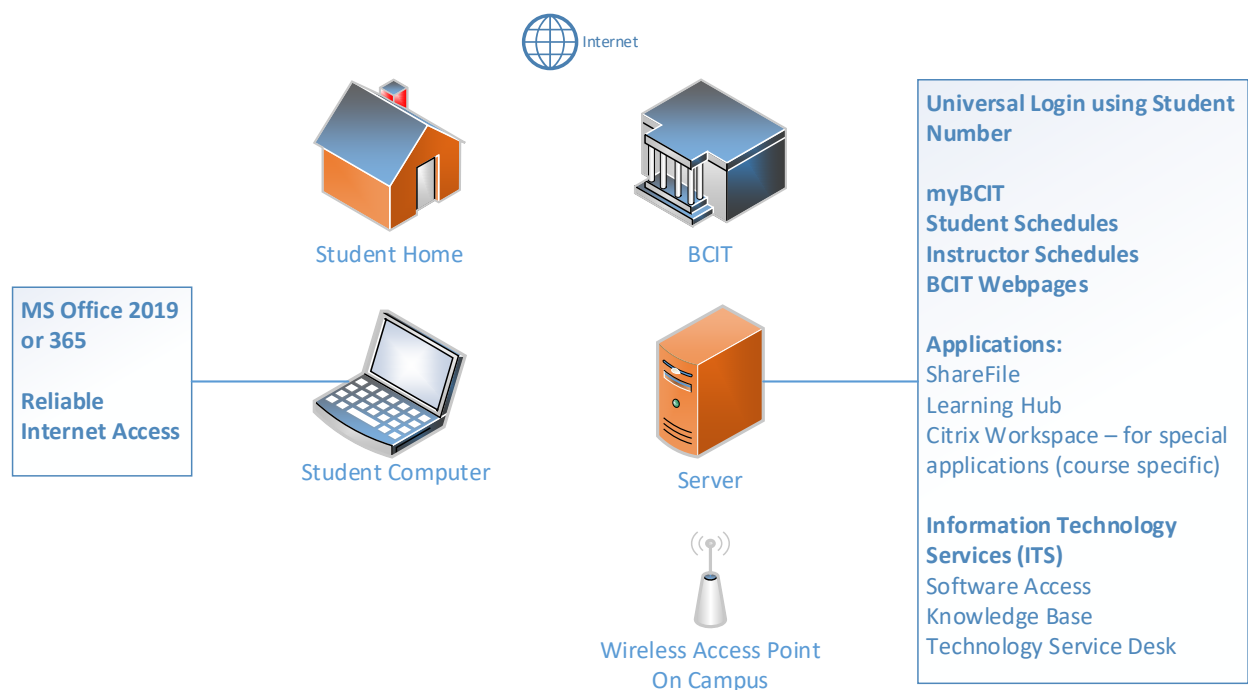
Dates:

July 13, 2020	5:00 to 6:00 pm	Full Time Students
July 14, 2020	5:00 to 6:00 pm	Part Time Students

Summary of Webinar:
This webinar will provide an overview of the technology used in the School of Business + Media. We will review the Bring Your Own Device (BYOD) specifications and additional items, how to access free software (MS Office 365, others), and how to connect to BCIT systems (myBCIT, Learning Hub).

Topics:

1. Introduction

    a. Caroline Depatie, Associate Dean, Business Administration

    b. Phil Ramer, Associate Dean, Operations Management

2. Overview of Technology Used at BCIT

Internet

Student Home

BCIT

MS Office 2019 or 365

Reliable Internet Access

Student Computer

Server

Wireless Access Point On Campus

Universal Login using Student Number

myBCIT
Student Schedules
Instructor Schedules
BCIT Webpages

Applications:
ShareFile
Learning Hub
Citrix Workspace – for special applications (course specific)

Information Technology Services (ITS)
Software Access
Knowledge Base
Technology Service Desk

3. BYOD Specifications

    a. Review document details.

    b. Webpage: https://www.bcit.ca/files/business/pdf/bcit-sobm-byod.pdf

4. Connecting to BCIT's Systems

a. Current Students

    i. Links for myBCIT, Learning Hub, and Library

    ii. Webpage: https://www.bcit.ca/current-students/

b. myBCIT

    i. For access to BCIT Email. This is your primary communication with the institute. Faculty will also send emails to this account.

    ii. Set up email forwarding to your personal email account.

    iii. Access to Grades and other items.

    iv. Webpage: http://my.bcit.ca/

c. Student Schedules

    i. For access to Student and Instructor Schedules

    ii. Webpage: https://timetables.bcitsitecentre.ca/business

    iii. Select Fall 2020. Click on program, then select your set number.

d. IT Services (ITS)

    i. Webpage: https://www.bcit.ca/its/

        1. Password Reset.

        2. ShareFile

        3. Software Licensing

        4. Read the policy

    ii. Knowledge Base

        1. The ITS Knowledge Base is where BCIT IT Services keeps help and how-to documentation for our supported technologies.

        2. Webpage: https://kb.bcit.ca/

    iii. Technology Service Desk

        1. The Technology Service Desk is a collaboration of several support teams within BCIT. Our goal is to make it easier to access the technology support resources you need through a single phone number, email, and web site.

        2. The Technology Service Desk is for supporting BCIT systems. **For students; login issues, account access.**

        3. If you are having issues specific to your personal computer, they cannot help you with that.

        4. Webpage: https://www.bcit.ca/techhelp/

e. How to log in Webpage: https://kb.bcit.ca/sr/passwords/logins-students.html

    i. myBCIT

      ii.   Computer Lab workstations – not used while programs are online

      iii.   Technology Service Desk / IT Support

      iv.   ShareFile

      v.   Learning Hub (D2L)

f.   Accessing Software for your computer

      i.   Webpage: https://www.bcit.ca/its/software/

      ii.   Click on the link "BCIT Knowledge Base article" for detailed information.

      iii.   You will need to provide consent.

      iv.   MS Office 365 is available 2 weeks prior to course start date.

      v.   We recommend you install MS Office 365 if you don't have it. Other software can wait until you receive instructions from your instructors.

g.   ShareFile

      i.   ShareFile is a BCIT service for storing and sharing your files securely. The ShareFile service stores your files in on-site BCIT storage but allows you to access them easily from a web browser or mobile device. You can also set up software on your personal computer to automatically sync files between your device and your ShareFile store. Sharing files with others is easily accomplished using the Plug-in for Microsoft Outlook or by creating a link to share your files or request files from others.

      ii.   When used correctly, your files will be backed up to the BCIT server, even when working remotely.

      iii.   Knowledge Base article, Webpage: https://kb.bcit.ca/sr/sharefile/2052.shtml

      iv.   Webpage: https://sharefile.bcit.ca/

h.   Learning Hub

      i.   The Learning Hub provides you with access to your course materials.

      ii.   Reminder: Complete the Business Math Evaluation

      iii.   Reminder: Complete the English Language Assessment

      iv.   Webpage: https://learn.bcit.ca/

          1.   More detailed information in the Webinar on August 17th and 18th. **Platforms and Apps for Online Learning: Learning Hub, Zoom, Bongo, etc.** with Kevin Wainwright. See webpage link below.

i.   LTC Student Resources

      i.   BCIT offers three technical support groups. Information Technology (IT), Educational Technology Services (ETS) and Audio Visual Services (AVS). You can contact us by phone, email or drop in for assistance.

      ii.   Webpage: https://www.bcit.ca/learning-teaching-centre/student-resources/

j.   Educational Technology Services (ETS) – Help Centre – Student Resources

        i. This site contains a wealth of information to help in your use of all BCIT's centrally supported web-based Educational Technologies (ET).

        ii. Students will find:

                1. Task specific step-by-step job aids to walk you through your use of the most common features of our ET. Request Forms, Learning Hub, Virtual Classroom/Bongo, Textbooks, Accessibility Services (Read and Write Software).

        iii. Webpage: https://techhelpbcit.ca/ and https://techhelpbcit.ca/category/student-resources/

    k. Citrix Workspace

        i. Workspace is BCIT's Citrix-based virtual application and virtual desktop delivery platform. This platform gives faculty, staff and students in participating departments the ability to access licensed software from any device connected to the internet. Virtualization of software provides a great deal of flexibility for students to access software from anywhere on or off campus, even on their personal laptops and home devices.

        ii. Your instructors will identify which applications will be used through Workspace.

        iii. Knowledge Base article Webpage: https://kb.bcit.ca/sr/workspace/2507.shtml

                1. Follow instructions to gain access. You should do this 2 weeks prior to course start.

5. Questions?

6. Closing Comments – Caroline Depatie – 5 minutes

    a. Summer Student Success Series Webpage: https://www.bcit.ca/business/welcome/success-series.shtml

    b. Business Math Evaluation

        i. We recommend completing the free online 'Business Math Evaluation' as soon as possible. The evaluation is approximately 25 minutes long and will help determine your math competency and if you would benefit from additional course work (free to all) before term start.

    c. English Language Assessment

        i. English Screening Test for Polytechnics—Online (ESTP-O)

        ii. The objective of this assessment is to determine your English level at the start of the program. This information may be used to direct you to appropriate support services, such as our free language support tutorials. Our objective is to help students succeed at BCIT. We need to understand your true English communication level at the start of the program.

        iii. To complete the assessment, please go to English Screening Test for Polytechnics-Online (ESTP-O) and log in with your BCIT ID and password. Complete the assessment between August 31 and September 2.