# Quick Guide for Online Course at USM:

There are many Online courses open to the general student population here at USM. However, if you cannot come to campus and are in the position to take only Online courses, you should apply for one of our Online Programs which are listed at the ONLINE at SOUTHERN MISS (https://online.usm.edu/ ) website.

- ➢ All admitted USM students are assigned a Campus ID (also known as SOAR ID)
    - o This may contain 6 to 8 digits preceded by a "w" (ex: w123456)

- ➢ The Campus ID and your password are required to register for courses through SOAR (https://info.usm.edu/soar/ )

- ➢ If you do not have a password, contact the iTech Help Desk – 601 266-HELP (601 266-4357).
    - o The hours are 8am to 5pm Monday through Friday.
    - o Once you have a password, you can go to Campus ID Password Management (https://campusid.usm.edu/IDM/jsps/pwdmgt/ForgotPassword.jsp ) to change your password.

- ➢ The iTech Help Desk can also explain how to access you USM email account.
    - o Your USM email account is your only means of receiving electronic communication from The University of Southern Mississippi
    - o You may find the Itech site – Student Hot Sheet (http://www.usm.edu/itech/student-hot-sheet) will provide you with valuable information.

- ➢ **Required Equipment**
    - o Computer with high speed Internet connection
        - ▪ Tablets and Smart phones can be used for some applications, but will not provide everything that may be required by your instructor.

- ➢ **Minimum required Skills**

    *Students should be able to:*

    - o Create and Save a Word document
    - o Compose an email
    - o Attach a file
    - o Upload a file
    - o Download a file
    - o Take a digital photograph and upload to a computer
    - o Save a file to computer or USB device
    - o Use a Webcam, if applicable
    - o Use a microphone
    - o Create a basic PowerPoint presentation, if applicable

- ➢ **Minimum Software**
    - o Canvas Browser Support (https://community.canvaslms.com/docs/DOC-10720 )

    - o **Firefox seems to work best**. Firefox download (https://www.mozilla.org/en-US/firefox/new/?scene=2)
        - ▪ *Hint - if having problems with Blackboard, try using a different browser.*

- ➢ Additional required Software
    - o Latest version of Java (https://java.com/en/ )
    - o Adobe Acrobat Reader (http://get.adobe.com/reader/)

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- o Microsoft Office (Word, Excel, PowerPoint) or compatible desktop publishing software packages (OpenOffice, iLife, etc.)
- o Adobe Flash Player (http://get.adobe.com/flashplayer/) *remove Optional Offers.*
- o Shockwave Player (http://get.adobe.com/shockwave/)
- o Quicktime (https://support.apple.com/kb/DL837?locale=en_US )

- ➢ Several of USM's websites will lead you to the login page for your online courses.
  - o USM 's Home page > Current Students

- ➢ Or you can go directly to https://usm.instructure.com

- ➢ Before logging in, take a moment to scroll down the login page of Blackboard to review the information and Links provided.
  - o This information is available to help your Online experience be successful.

- ➢ Now, you are ready to login using your SOAR/Campus ID ("w" and 6 to 8 digits) and password.

- ➢ **Important – Read your syllabus for each of your online courses to make sure you have the skills and/or can be online at the required time to complete the course.**

- ➢ For login issue to SOAR or Canvas contact
  - o 601 266-HELP (8am – 5pm, Monday through Friday)

- ➢ For 24/7 HELP for technical problems vist
  - o Canvas Support Hotline 1 (844) 880-9815

- ➢ For SOAR tutorials
  - o https://lec.usm.edu/training/soardocs/90/Publishing%20Content/PlayerPackage/toc.html

- ➢ For the USM Bookstore
  - o http://usm.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&storeId=13556&langId=-1

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