Graduate Student Orientation

College of Nursing

VILLANOVA UNIVERSITY
Graduate Student Technology Orientation

Sharon Roth-DeFulvio, BIS, MCSE
College of Nursing IT Coordinator
Villanova Student Services Site

http://www1.villanova.edu/villanova/unit/studentservices.html
Nursing Computer Requirements
PC Laptop or Macbook

Nursing

The College of Nursing recommends students follow the minimum computer requirements as outlined below:

<table>
<thead>
<tr>
<th>Laptop</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 7, 8 (Professional &amp; Windows 10)</td>
<td>Approved</td>
</tr>
<tr>
<td>Apple OSX</td>
<td>Approved</td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>Downloaded for Free</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>320GB Recommended</td>
</tr>
<tr>
<td>DVD</td>
<td></td>
</tr>
<tr>
<td>Gigabit Ethernet Connector</td>
<td>Recommended</td>
</tr>
<tr>
<td>WiFi</td>
<td>Required</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel i5 Recommended</td>
</tr>
<tr>
<td>RAM</td>
<td>4GB, 8GB Recommended</td>
</tr>
<tr>
<td>Onboard USB Ports</td>
<td>Required</td>
</tr>
<tr>
<td>Ethernet Cable (CAT 5)</td>
<td>Recommended for Undergraduate Students for ATI Proctored Exams</td>
</tr>
</tbody>
</table>

Each student is required to have a local installed copy of Microsoft Office. For additional details and other applications available please click here.

Both Mac and PC platforms are acceptable operating systems for academic use in the College.

vDesktop is a virtual Windows desktop that provides students online access to many applications (Office, SPSS, etc.).

Q: What computer system or platform do I need to access vDesktop?
A: Windows, Mac OS X, Linux, OS Android and many other devices can access vDesktop.
Villanova Student Services Site
Office 365 (Exchange, Office & OneDrive)

UNIT offers Microsoft’s Office 365 to the Villanova community. The cloud-based version of the Microsoft Office desktop suite includes Word, Excel, PowerPoint, OneNote and OneDrive. This initiative provides users with increased storage using Microsoft OneDrive (OneDrive-Villanova University).

Where to find it: http://office.villanova.edu

Login using your Villanova UserID (MyNova) and password.

View the Office 365 FAQ

Office 365 for the Villanova Community

- Exchange Online
- Office Online
- OneDrive Villanova University

OneDrive for Business

Your personal cloud storage in Office 365. When you create and store files on OneDrive for Business, you can synchronize and access them across multiple devices, and share them with others.

Synchronize and access files across multiple devices, and share them with others.
Caring for your laptop/macbook

- Virus/Spyware protection agent that updates automatically
- Run Updates
- Visit only trusted sites
- Seek support if uncertainty arises while operating the computer (i.e. questionable website, pop ups, etc.)
- Backup Data - purchase of external hard drive is suggested.
Student IDs and Email

- Villanova User ID and Password
- Villanova Student ID – in lieu of SS#
- Novasis Registration Pin# – Gives you the ability to register for classes online. Your advisor will give you a Registration Pin# each semester.
- Villanova Email: userid@villanova.edu
Turning off Conversations in Outlook Mail: Click on the down arrow next to Conversation by Date and uncheck the Conversation box.

Changing your Reading Pane View: Click on the View drop down menu and choose Reading Pane view of Right, Bottom or Off.
Edit Your Account/Change Password

Villanova Student ID#
Villanova's web portal (online gateway) that provides improved and personalized access to online, internal Villanova information and web services (email, Blackboard Learn, Novasis, etc.).

Visit the site @ mynova.villanova.edu
Use your VU user Id and password to login
Villanova's web portal
mynova.villanova.edu
Blackboard Learn – Online e-Learning System
Blackboard Learn Browser Check

Use the button below to check if your web browser is properly configured to use Blackboard.

Test your Browser
Blackboard Learn Browser Check

Browser Test

This page shows you the results of tests of your web browser. Click the More Information button below for further details describing what each component does and how to add it to your computer if it is missing.

More Information
Other Tests

Your Computer
This information may help you describe your computer and web browser software to someone else.
You appear to be using Internet Explorer.
This tool attempts to check whether you have a number of plugins installed which will result in some ActiveX components.
These calls may trigger security warnings to alert you to this fact. You need to allow these ActiveX components to run for the tests to complete.

If you have any concerns about this please contact your Blackboard Administrator or IT Staff for advice.

The user agent string supplied by your browser identifies itself and the operating system askzilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/4.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.3.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.2).
It appears to use the platform Win32.
Your screen resolution is set to 1280 x 1024.

Required Components
If any of these components are missing, you may not be able to log in, or use some of the advanced features of Blackboard.

- Your browser supports JavaScript.
- This is used by many of the data validation and interactive user interface tools (e.g. the Grade Centre).
- Your browser Allows Cookies.
- These are needed to store information about you whilst you are logged into Blackboard.
- You have a Java runtime environment (JRE) installed - this is needed for some tools, e.g. the Virtual Classroom.
- For best results you should use the same version of Java on your computer as that running server side.
- This server is currently running Java version 1.6.0_20.
- You can use this button to display the version of Java you have installed on your computer, but you are advised to ignore any prompts to upgrade.

Java Test

Optional Components
These items are not required to use the basic features of Blackboard, but may be needed to display certain content types particularly audio and video files.

- You have a Macromedia Flash Player installed.
- This is a common format for displaying videos (e.g. on YouTube) and animations.
- You have a Macromedia Shockwave Player installed.
- This is another common format used to display animations.
- You have Windows Media Player installed.
- This is often used to play embedded or streamed audio and video files.
- You have RealPlayer installed.
- This is sometimes used to play embedded or streamed audio and video files.
- You have an Apple QuickTime Player installed.
- This is often used to play embedded or streamed animations, audio and video files.
- You do not have a separate Scalable Vector Graphic Viewer installed.
- Some (still relatively uncommon) images may not display correctly.
- Many modern browsers (e.g. Firefox or Safari) won’t need one, as they have built in support for SVG images.

Pop-ups
Some web pages in Blackboard use JavaScript pop-up message boxes and alerts to communicate information to you.
Pop-up blocking software installed in your web browser (e.g. in the Yahoo and Google Toolbar) can prevent you from seeing these - unless it is configured to allow pop-ups from Blackboard.
Use the buttons below to test whether your browser currently allows pop-up and alert messages.
Blackboard Collaborate

For assistance during business hours, please contact UNIT’s Center for Instructional Technology at: 610-519-5777 or e-mail: cit@villanova.edu.
BlackboardMobile App for iPhone, iPad and Android
Villanova Mobile Apps:

- Nova Now
- Villanova University Guides
- Blackboard Mobile
- CBORD Mobile ID
- The Clay Center at VSB
- Augustine’s Confessions
- SaVU
- Nova Safe

Blackboard Mobile App for iPhone, iPad and Android
American DataBank’s comprehensive tool for student screening, immunizations and compliance.

https://villanova.complio.com  Carolyn Kilroy, RN, Compliance Coordinator
Compliance Requirements
https://villanova.complio.com

Go to villanovabackgroundcheck.com for more information.
Compilio Account Login: https://villanova.complio.com/.
Uploading Documents
https://villanova.complio.com
Online Testing – Nurse Anesthesia & Nurse Practitioner Students
Examsoft – Online Testing

Intelligent exam delivery.

1. Create your exam online
2. Exams made available to exam takers
3. Deliver exams offline any way you like…laptops, labs, iPads, Scantrons
4. Complete the exam and results are uploaded
5. Instantly score & analyze exams

Cloud-Based Portal
Properly folded proteins are essential for life. There exists a hierarchy of structures used to describe these architectures. Given that the yellow colored image provided denotes a single protein chain, the following two images best illustrate:

A. A primary structure within a quaternary structure.

B. An alpha helix within a quaternary structure.

C. Secondary and tertiary structure, respectively.

D. Tertiary structure and quaternary structure, respectively.
Villanova Wireless Access

Villanova VUMobile Wireless is strategically located throughout campus, including the academic buildings and common areas.

- Configuring your **PC** for VUMobile Wireless Access:
  [http://www.villanova.edu/unit/support/wireless/configuration/](http://www.villanova.edu/unit/support/wireless/configuration/)

- Configuring your **MAC** for VUMobile Wireless Access:
  [http://www.villanova.edu/unit/support/wireless/mac.htm](http://www.villanova.edu/unit/support/wireless/mac.htm)
Student Computer Labs on Campus

Falvey Library: *Open Monday through Friday, 8 a.m. to 5:00 p.m.)*

Mendel: Room G8
*(Open 24 hours a day - 7 days a week)*

Tolentine: Room B2 and Room B4
*(Open 24 hours a day - 7 days a week)*

Multimedia Lab: Room B6
*(Open Monday-Friday, 8:00 AM-8:00 PM)*
Student Printing

- Sign in and access your documents via email or your personal Flash drive;
- Print your document(s) to the VPrint system release station;
- Swipe your Wildcard to retrieve your document(s).
- You’re out of there!

Driscoll Hall 207, Falvey Library, Bartley Print Center, Mendel 85, Tolentine 2 & 4
Student Printing

Uploading Documents with VPrint

VPrint is the new printing system for students that provides four convenient ways to upload and print documents of various formats, including Microsoft Word documents, PowerPoint presentations, Excel spreadsheets, PDFs, as well as images and pictures.

1. Print from a VDesktop Terminal anywhere on campus!
   - Next time you print, set your printer to “VPrint on VPRINT2” and enter your normal Villanova email username (without @villanova.edu)

2. Email your documents to vprint@villanova.edu
   - Log in to your Villanova email account and send an email to vprint@villanova.edu with the attached document(s) you wish to print

3. Upload documents using VPrint Mobile from any laptop or desktop computer, either on campus or at home!
   - Simply visit: https://vprintmobile.villanova.edu
   - Use your normal Villanova email username and password to log on
   - Click on the “Upload” button found on the top left hand side of the website
   - Choose the document(s) you wish to upload
   - Log out by clicking on your name visible on the upper right hand side of the screen and clicking “Log out”

4. Print from your own laptop!
   - Download the VPrint student software, available at: https://software.villanova.edu

<table>
<thead>
<tr>
<th>Falvey Memorial Library, 1st and 3rd floors</th>
<th>Driscoll Hall, Room 207</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartley Hall, Bartley Print Center</td>
<td>Donahue Hall, Cafeteria</td>
</tr>
<tr>
<td>Connelly Hall, Cyber Lounge</td>
<td>Mendel Hall, Room G85</td>
</tr>
<tr>
<td>CERF, Room 104</td>
<td>Talentine Hall, Room B2  (Upper Lab)</td>
</tr>
<tr>
<td>CERF, Ground Level</td>
<td>St. Mary’s Hall, Student Lounge</td>
</tr>
</tbody>
</table>
Student Printing
iprint.villanova.edu

Getting Started

1. Go to iprint.villanova.edu
2. Follow the instructions for a one time download of the print driver.
3. Fill out your profile.
4. Submit your first request.
5. Get back to studying and forget about printing.

Pick up @ Falvey 8:00 a.m. - 5:00 p.m.
Pick up @ Bartley 7:00 a.m. - 6:00 p.m.

- Print 24 hours a day, 7 days a week using:
- iprint.villanova.edu Using iPRINT, students can submit print jobs 24 hours a day, 7 days a week from anywhere with web access using your LDAP user id and password. Simply login into the site, attach files, customize your print job and pick it up at the Bartley Print Center on your way to class.
Villanova University Shop
Textbook Online Ordering

TEXTBOOK ONLINE ORDERING

The Villanova University Shop has an online textbook ordering option. Villanova students can purchase their textbooks online and ship to the address of their choice. The prices and inventory quoted at the online site are real-time, and the same as in the physical store. There are shipping charges incurred for all online orders.

To order books online, please go to this link:
http://www.villanovabookstore.com/t-booksreservations.aspx
Learning Resource Center
Clinical Simulation Labs

- Lab sessions for the nurse practitioner and nurse anesthesia students.
- Adult, pediatric and maternity human patient simulators, nursing models, and electronic and diagnostic equipment to facilitate the simulation of clinical areas and situations.
- 6 state of the art large practice labs, 2 individual simulation rooms, a community health room and 3 standardized patient rooms.
Resources – Student Materials Site
Login: vuad\user id

ATTENTION STUDENTS:
IN ORDER TO ACCESS SOME RESOURCES ON THIS SITE FROM OFF-CAMPUS, YOU WILL NEED TO AUTHENTICATE USING YOUR VILLANOVA USERNAME AND PASSWORD. PLEASE TYPE vuad\ before your username. For example: vuad\jsmith01 then enter your Villanova email password.
Resources – Student Materials Site

- Clinical Practicum Forms
  - Pre-initiation Clinical History Clearance Form (CY-113) (Form located at bottom of linked page.)
  - Request for Criminal Record Check Form
  - Health Risk Form - Villanova Student Health Center (Form is at the bottom of linked page.)
  - Practicum Application
  - Nurse Practitioner Summer-Fall Practicum Application

- Handbooks/Catalogs
  - Villanova University Student Handbook (Bias Book)
  - Nursing Undergraduate Student Handbook
  - Nursing Graduate Student Handbook and Catalog
  - Graduate Nursing Program Student Survival Guide

- Program Descriptions
  - 4-year Traditional BSN
  - BSN/Express
  - Alternate Sequence Curriculum
  - BSN/MSN Gateway
  - Master's/PhD-Focused Programs
  - PhD
  - International Study

- Registration
  - Graduate

- Graduate Student Policies
  - Policies

- Scholarships
  - Graduate Independent Study: Guidelines for NUR 8002 & 9004
  - IRE application
  - Graduate Program Graduation Application
  - Graduate Course Request Form

- Academic Resources
  - ATI Testing Inc. Website
  - Tutor List
  - Fairley Library
  - Consultation Hours: Barbara Guarnaccio, Library Liaison
  - Nursing Resources
    - Graduate Nursing Research Guide
    - PubMed
    - CINAHL
    - The Basics of APA Style Tutorial
    - RefWorks - Never type a bibliography again!
    - Set up a RefWorks account and start saving citations today.
    - Step-by-Step RefWorks Tutorial
    - Multimedia Resources Search

- Career
  - Extending and Job Opportunities (VU Career Services)
    - AfterCollege.com
  - Visit CampusRN - Pennsylvania Nursing Scholarship to apply for the $1000.00 scholarship.
  - Nursing Student Advisor E-newsletters

- Graduate Traineeships
  - Federal Traineeship — Nurse Anesthesia Traineeship Program (NAT)
  - Federal Traineeship — Advanced Education Nursing Traineeship Program (AENT)

- Doctoral Program Forms and Information
  - Forms
  - Information
Villanova University uses the Roam Secure Alert Network to quickly contact you during a major crisis or emergency, university snow closure. NOVA Alert delivers important emergency alerts, notifications and updates to all the devices you choose to register:

- cell phone (via SMS/texting)
- email account (work, home, other)
- smartphone/PDA (BlackBerry, iPhone, Treo & and other handhelds)
- pager

Sign up @ http://alert.villanova.edu
Getting Help: unit.villanova.edu
VUTechZone on Facebook
http://www.vutechzone.org/techzone.html
Venues of Support

Phone Support
M-F 8-5 @ 610-519-7777

Online
https://easyvista.villanova.edu
Submit your own Ticket
Browse our Knowledge Base for answers

In-Person
The TechZone in 101 Vasey Hall
M-F 9-5 (summer)
M-R 9-7 F 9-5 (fall/spring semesters)
Getting Help

- Sharon Roth-DeFulvio, BIS, MCSE
  Villanova University College of Nursing
  Information Technology Coordinator
- Office: 610.519.6827
- Email: Sharon.Roth@villanova.edu
Questions?

Sharon Roth-DeFulvio, BIS, MCSE
College of Nursing IT Coordinator