



## Technology Tools

AY 2019-2020

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## Checklist: Complete before you arrive

Please complete and test the following items before you arrive (or as soon as possible) for your Introduction to Medicine block, or your Introduction to Professional Studies course. Several of the applications and/or plugins listed below are necessary for completing your coursework. However, please be aware that not all browsers will work with the plug-ins. IT will be available to assist you during your orientation.

Item	Website
Obtain UA NetID & Enroll in UA NetID+ for two-factor authentication	<a href="https://netid.arizona.edu/">https://netid.arizona.edu/</a>
Activate UA Student Email	<a href="http://catmail.arizona.edu/">http://catmail.arizona.edu/</a>
Install Anti-Virus Software (Sophos is recommended – download at link)	<a href="http://softwarelicense.arizona.edu/sophos-central">http://softwarelicense.arizona.edu/sophos-central</a>
Install UA VPN – may need to enter <b>vpn.arizona.edu</b> on first use	<a href="https://vpn.arizona.edu">https://vpn.arizona.edu</a>
Signup for Office 365 – free Microsoft Office software for your computer and mobile devices	<a href="https://uabookstore.arizona.edu/technology/campuslicensing/default.asp">https://uabookstore.arizona.edu/technology/campuslicensing/default.asp</a>
Install Adobe Reader	<a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>
Install Java	<a href="http://java.com/en/download/index.jsp">http://java.com/en/download/index.jsp</a>
Install Citrix Receiver	<a href="http://receiver.citrix.com">http://receiver.citrix.com</a>
Install SPlayer (required for LearningSpace)	<a href="http://bit.ly/Splayer">http://bit.ly/Splayer</a> (download from Box)
Google Drive File Stream	<a href="https://drive.google.com">https://drive.google.com</a> (also available as “Google Drive” apps for phones and tablets)
<i>Test your connection to the following:</i>	
UA WiFi	<a href="http://uits.arizona.edu/uawifi">http://uits.arizona.edu/uawifi</a>
Exemplify/SofTest	<a href="http://www.examsoft.com/uacomp">http://www.examsoft.com/uacomp</a>
One45	<a href="http://comphx.one45.com">http://comphx.one45.com</a>
Panopto – “Sign in using UA NetID”	<a href="http://arizona.hosted.panopto.com">http://arizona.hosted.panopto.com</a>
<i>The following are optional, we suggest only installing if you find a need to:</i>	
Install Flash Player	<a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a>
Install Adobe Shockwave	<a href="http://get.adobe.com/shockwave/">http://get.adobe.com/shockwave/</a>

## For IT Assistance

- **602-827-HELP (4357)**
- **After hours: 520-626-8324**



## Introduction

Welcome to The University of Arizona's College of Medicine – Phoenix on the Phoenix Biomedical Campus (PBC). This document provides information on how to get started along with a general overview of Information Technology (IT) resources and services available to you.

### COM-Phoenix IT Support

Members of the PBC IT team provide a number of services to the College and campus and are available to assist you. All students at The University of Arizona College of Medicine – Phoenix are required to own a laptop computer with a connection to the UA network and the Internet. As part of your admissions material you should have already received information regarding COM-P Laptop Guidelines. During your Introduction to Medicine / Introduction to Professional Studies block, PBC IT will be available to help you configure your laptops. In addition we are available throughout your stay here by scheduling an appointment.

The IT team is available during regular business hours (8am – 5pm, Monday – Friday). To request assistance please use one of the following:

- Phone: 602-827-4357 (HELP)

The IT team provides assistance with virus and malware removal, network connectivity, software configuration, printing, etc. Should you have a problem that is outside our realm of support, such as laptop repair, we will refer you to your laptop manufacturer or third party tech support.

### University 24/7 Support Center

In addition, the University Information Technology Services (UITS) provides support for university wide systems and operates a 24/7 Help Desk.

Contact [UITS-UAssist@email.arizona.edu](mailto:UITS-UAssist@email.arizona.edu) or call 520-626-8324 for assistance.

## Laptop Requirements

Welcome to the University of Arizona College of Medicine – Phoenix! We look forward to meeting and working with you.

All students at The University of Arizona College of Medicine – Phoenix are required to own a laptop with a connection to the UA network and the Internet. To ensure you are able to complete your studies, take exams, etc. we have provided hardware recommendations below that your laptop should meet. A computer meeting these specifications should last you throughout the next four years of your education. Whether you plan to use your current laptop, or are purchasing a new laptop, please make sure it meets these specifications.

Medical students need to arrive at the College of Medicine with their laptop available and ready for use when classes start. If ordering a new computer, you should plan to order it well in advance of the first date of classes.

Chromebooks and tablets (such as iPads) are not sufficient as a primary laptop and are incompatible with required software. You should have a full-featured Windows or Mac laptop.

Laptops should be no more than 4 years old for best support.

<p><b>PC (Windows):</b>  <b>Operating System:</b> Windows 10 required  <b>Processor:</b> Intel Core i5 or i7, or equivalent  <b>Memory:</b> 8 GB recommended  <b>Hard Drive:</b> 128 GB SSD (minimum) or 500+ GB HDD</p>	<p><b>Mac:</b>  Any Mac laptop manufactured <b>2014 or later</b>, including:  Macbook (with Retina Display)  Macbook Air (at least 8GB memory)  Macbook Pro (mid-2014 model or later)  <b>Operating System:</b> MacOS 10.10 “Yosemite” or later  <b>Memory:</b> 8 GB recommended  <b>Hard Drive:</b> 128 GB SSD (minimum) or 500+ GB HDD</p>
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Recommended:

- HDMI display adaptor (to plug into wall monitor displays in study rooms, learning studios, etc.)
- Multi-year (3 or 4 year) warranty and insurance against breakage, theft, and hazards.

The UA Bookstore ([Technology Purchases](#)) has special academic pricing on Windows and Mac computers at their site. Educational discounts are also available directly from Dell, Apple, and many other computer vendors.

## UA NetID

### UA NetID

All students need a UA NetID and password to verify identity for online services the University of Arizona provides, including UA Email (CatMail), Google Apps for Education, password protected areas of Arizona Health and Sciences Library (AHSL), and One45, to name a few.

If you have not created a UA NetID or need to reset your password, visit <https://netid.arizona.edu/> and be sure to have your Student ID and PIN handy.

### UA NetID+ Two-Factor Authentication

Once you have established your NetID and password, enroll in NetID+ two-factor authentication.

Enroll and manage NetID+ at:

**[webauth.arizona.edu/netid-plus/](https://webauth.arizona.edu/netid-plus/)**



As of 2018, NetID+ authentication is required for all campus logins.

NetID+ uses technology from [Duo Security](#) to add an extra security step when you log in with a NetID, similar to many other major websites like Google, Facebook, and Apple. This prevents hackers, strangers, or other users from accessing NetID-enabled resources, even if they know your NetID password.

After you are enrolled, when you log in with your NetID, you will be asked to approve the login by doing one of the following:

- approving a **push alert** sent to your iOS or Android smartphone or tablet via the Duo Mobile app (this is the easiest, recommended method)
- entering a **passcode** sent in a text message
- answering an **automated phone call** to a cell phone or landline
- pressing the **button** on a Yubikey token device (a small USB stick carried on a keychain, must be purchased separately)
- entering a **bypass code** that you printed out previously



## Wireless Connectivity (Wi-Fi)

UA Wireless Wi-Fi is provided throughout the Phoenix Biomedical Campus. There are two different wireless networks available: **UAWiFi** and **UAGuest**. Both networks have the same coverage area.

*Note: Users who connect to the campus network, wired or wireless, must be in compliance with the Acceptable Use of Computers and Networks policy, <http://security.arizona.edu/aup>, including security measures.*



**UAWiFi** is UA's primary secure wireless network serving students, faculty and staff (NetID required). As a student, you should connect your laptop to this network when on the PBC campus. You may also connect your smartphone and/or tablet to this network. For detailed instructions on how to connect to UAWiFi, visit <http://uits.arizona.edu/uawifi>

**UAGuest** is an unsecured wireless network provided as a community service for those without official UA sponsorship or affiliation. We do not recommend that you, as a student, use UAGuest.

### CatMail (Google Email for Students)

Students at the University of Arizona are automatically given a Google Apps “CatMail” email account when creating their NetID. CatMail for students is a part of Google’s G-Suite for Education, and your CatMail address can be used as a Google Account for other G-Suite services, like Google Drive and Google Calendar. More information on G-Suite is provided at the end of this guide.

Typically your email address will be: **netid@email.arizona.edu**. This email address is the official means of communication between the University and students. To access CatMail, go to <http://catmail.arizona.edu/>.

To set up CatMail for use in an email app, such as a mail app on your smartphone, visit: <https://it.arizona.edu/documentation/catmail-mobile-setup>

You can also use the Gmail app for Android or iOS to access your CatMail account – just log in with your full UA NetID email address.

For Frequently Asked Questions, visit: <http://uits.arizona.edu/faq/catmail>.



## Computer Security

The University of Arizona Information Security Office has a website specifically geared to students, <https://security.arizona.edu/content/security-students>. This site contains valuable information and tools on information security. It is updated frequently and is a great resource for you.

### Free Anti-Virus Software

The University takes information security seriously and offers all students **free Sophos Endpoint Security anti-virus software** to help protect your computer, data, personal information and the campus network. For information on Sophos, including download and installation instructions for your operating system, visit:

<http://softwarelicense.arizona.edu/sophos-anti-virus-endpoint-security-and-control>

*Note: We highly recommend that you use Sophos. For a list of alternative free anti-virus programs, visit <http://uits.arizona.edu/services/antivirus>, however, we do not endorse, or recommend and cannot provide support for these alternatives. You should not run multiple anti-virus programs on your system simultaneously.*

### Backup Your Data

A regular backup of the data on your computer is a vital part of any safe computing plan. Your data is probably the most important aspect of your computer, and no matter how carefully you protect your system, it can run into problems that cause data loss. We recommend backing up to an external hard drive or storing your data in cloud service. Google Drive (via your Catmail account) and Box are both available for students to use for free.

### Compromised Laptop

If your computer has been compromised, you may be blocked from the University network. Please make an appointment with the IT team as soon as possible. Please call our helpdesk at (602) 827-HELP (4357) for assistance.

## UA VPN (Virtual Private Network)

A **UA VPN** connection is required for access to some campus resources from off-campus (i.e. when you are not connected to UAWifi or plugged into an on-campus wired connection). The VPN provides a secure connection from your laptop, mobile device, etc. to the UA network. You do not need to use VPN when connected to the on-campus UAWifi network

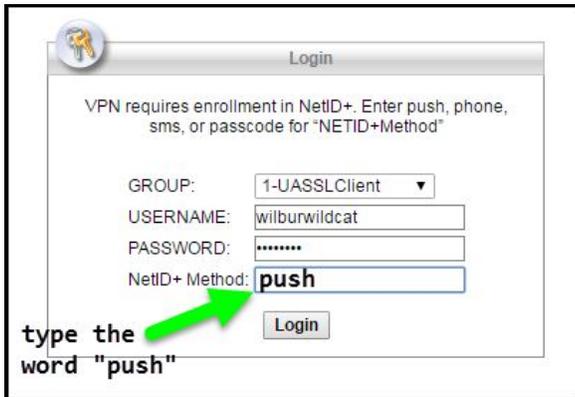
In particular, VPN is required to use the **LearningSpace** software used by the Doctoring course.



To install UA VPN on a laptop or desktop, point your browser to <https://vpn.arizona.edu> and login using your UA NetID and password. The website, depending on your operating system, may prompt you to download the most current **Cisco AnyConnect Secure Mobility** application.

Once installed, open the Cisco AnyConnect program to connect to VPN.

**Note about NetID+ logins:**



Whenever you see a box that says “NetID+ Method” or “2<sup>nd</sup> password”, this requires you type something in, depending on the NetID+ two-factor authentication method you choose.

For example, if you set up the Duo Mobile app on your smartphone (the most common method), then type the word “**push**” into the NetID+ method box, click “Login”, and look for the push notification on your phone to approve (see image to the left).

If you use NetID+ via an SMS text message, you would type in the word “sms”, wait for a text with codes, then

type in one of those codes.

Additional methods and installation help is available at:

<https://it.arizona.edu/service/ua-virtual-private-network-vpn>

AnyConnect is also available as a free mobile app for Android and iOS, to establish a VPN connection from your smartphone or tablet. Search for “Cisco AnyConnect” in the iOS App Store or Google Play store.

*Note: It is essential that you have VPN properly setup on your laptop. You will be required to use it for accessing UA resources, in particular LearningSpace, when you are off-campus. If you have trouble with VPN and LearningSpace, please contact PBC IT for assistance.*



## Campus Computer and Software Resources

### Library Common Use Computers

The common-use computers located in the Library are available to you while you are on campus. All these computers will erase themselves automatically after you are done using them, so **be sure to save all your documents to a USB flash drive!**

### Printing

The printer in the library is available from the common-use computers and can also be installed on your personal laptops. This is a pay for print service using PaperCut. The cost for Black & White printing is 10 cents per page and Color is 25 cents per page. Please be aware that duplex printing is equal to two pages and will be 20 cents or 50 cents depending on B&W and Color. Instructions for printing is available at the library front desk.

### ExamSoft

SofTest by ExamSoft is a computer based testing software you will utilize for exams. To download SofTest, visit The University of Arizona College of Medicine – Phoenix custom home page of <http://www.examssoft.com/uacomp>. During your ITM block you will take an online exam to ensure your system is ready for taking exams.

### FREE Microsoft Office 365

The University of Arizona and Microsoft have a campus agreement that provides all students a free subscription to **Microsoft Office 365 Education**. This plan allows you to install Office on up to 5 PCs or Mac computers, and use the full features of the Microsoft Office mobile apps on Android, iPhone, iPad, and Windows devices. You can keep using Office under this plan as long as you are an enrolled student.

Office 365 includes this software, which you may download and install on your computers and devices:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote
- Microsoft Outlook
- Microsoft Access (Windows only)
- Microsoft Publisher (Windows only)

To activate your subscription and download Office for your computer, visit the UA Microsoft Site License download page for Students, and click on “**Microsoft Office 365**”:

[Microsoft Office 365](#)



If your computer already has Office installed, you do not need to subscribe to Office 365. However, you may wish to take advantage of the free subscription to get the newest versions of the software, and use the mobile applications.



## Panopto – Recorded Lectures and & “ILM” Videos

The University of Arizona College of Medicine – Phoenix uses software called Panopto to record live lectures and distribute pre-recorded instructional videos. A UA NetID is required to access Panopto.

You should look for two main types of videos in Panopto:

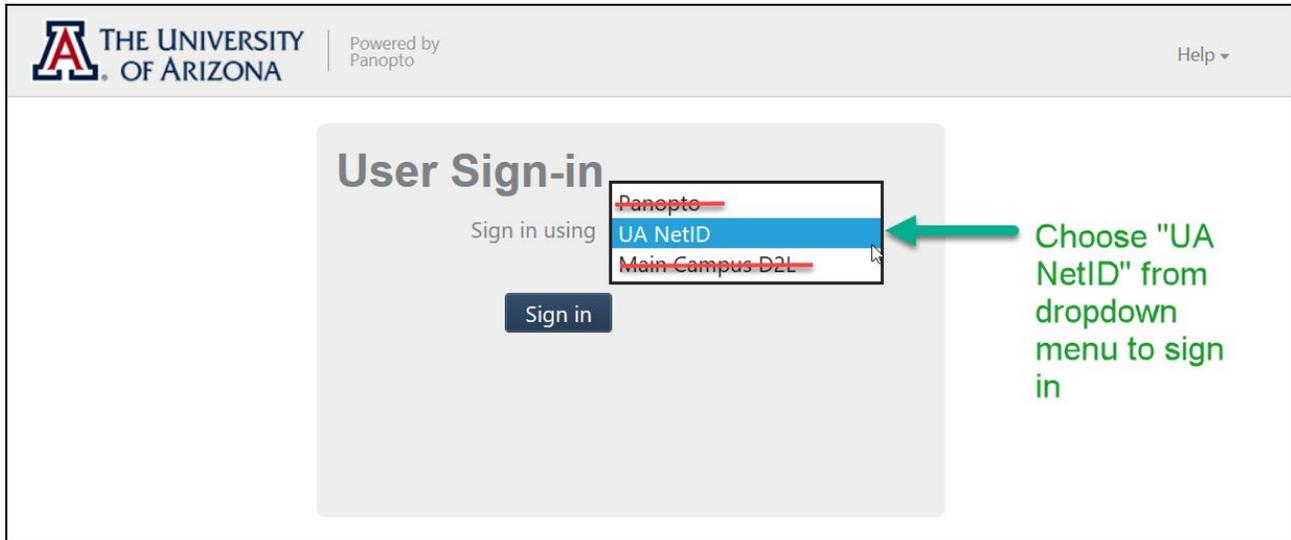
- **Recordings of regular live lectures**, or other sessions presented live to a class
  - These recordings are usually posted after the session is over (within several hours). We cannot guarantee that all lectures or sessions will be recorded. Some sessions, like patient panels, are not recorded. In other cases, technical difficulties may prevent recording.
  - You must log into Panopto directly to find these videos. They will not be posted in One45.
  - If a session is NOT going to be recorded in Panopto, this will be noted in One45
- **ILM** videos (Independent Learning Modules) – i.e. “prep material” videos
  - Recordings by the faculty for you to watch on your own time, either as a standalone lecture, or as a supplement to an in-class active learning session or lecture.
  - Direct links to ILM videos will be posted in One45 alongside other learning materials. You can click the link to access the video on the Panopto site directly.

### Logging In

URL: [arizona.hosted.panopto.com](https://arizona.hosted.panopto.com)

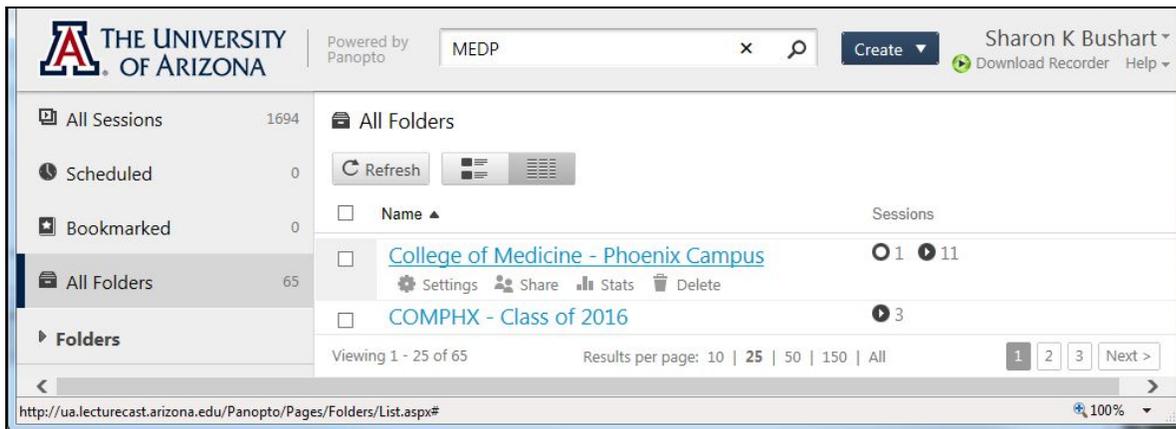
Be sure to click on the down arrow select **UA NetID**, then click on the **Sign In** button to login with your NetID and password (you should see a familiar “Web Auth” page)

***Do not select “Panopto”, “Main Campus D2L”, or any other method other than UA NetID***



Once you have logged in, you will see a list of recorded sessions that you have access to. These include in-class lectures, as well as pre-recorded modules from faculty and staff for you to watch independently.

To find the **COMPHX - College of Medicine – Phoenix** recorded sessions search for “**COMPHX**”, or navigate to the **COMPHX - College of Medicine – Phoenix** folders on the left side of your homepage. There is a class specific folder (such as “**COMPHX - Class of 2022**” or “**COMPHX - Pathways Class of 2019**”) that will contain all of your curricular videos.



Click on the session you would like to review and the session will load.



The screenshot shows the Panopto interface for a folder named "MEDP801 - Introduction to Medicine - Fall13". The interface includes a search bar, a "Create" button, and a user profile for Sharon K Bushart. The main content area displays a list of recordings with columns for Name, Duration, Date, and Rating. The recording "2013.07.09 Academic Overview" is selected and highlighted.

Name	Duration	Date	Rating
2013.07.10 Professional Code of Standards	1:43:57	7/10/2013 9:02 AM	
2013.07.09 Academic Overview	1:05:19	7/9/2013 9:44 AM	★★★★★

Any Panopto ILMs used in your blocks and courses will be linked to directly in One45 for your convenience. Regular lectures and sessions, which are offered live, will not usually be posted in One45 – you will need to find those recordings within Panopto itself. Look for lecture recordings in Panopto directly.

***Most lectures are usually recorded, but we cannot guarantee that all lectures will be recorded or made available in Panopto.***



## One45

**One45** is the *curriculum management system* you will use during your four years at the College of Medicine - Phoenix. You will use one45 for:

one45

- Viewing your academic schedule
- Accessing and downloading learning materials
- Completing evaluations of your blocks and courses, and eventually clerkships and electives
- Viewing assessments about you, completed by faculty

Your block and course directors frequently post materials in PDF, PowerPoint, and as links, in One45. So check it often!

### Accessing One45

One45 is a web-based system. You can access it from anywhere with an internet connection (you don't need to use VPN). It works best on laptop or desktop computers, but you can also view it on mobile devices like smartphones and tablets.

To access One45, go to the website:

**comphx.one45.com**

Then log in with your UA NetID, by clicking this button:



\*\*If you see a white screen after logging in, first try logging in via a different browser or device (such as your phone) then contact Cinda Stone ([cjtstone@email.arizona.edu](mailto:cjtstone@email.arizona.edu)). Please include a screenshot, if possible, whenever you experience a problem with One45.

### System Requirements

One45 works best in the latest versions of Chrome, Safari, Firefox, or Internet Explorer.

One45 also works on most full-web mobile browsers, although not all features are available.

You may download and use the **One45 mobile app**, however, this app does not include learning materials or your calendar – it only works for submitting evaluation forms. Your curricular schedule calendar can be synced directly to your calendar app using the Manage Calendar Feeds function on your eDossier page.



## One45 Student eDossier Overview

There are two types of pages you will encounter in One45: **eDossier** and **Curriculum Explorer**

The screen you see first, with your name in the upper right corner, is the **eDossier**.

Your eDossier (or electronic dossier) is a page of important information, and the central “hub” of one45.

Your eDossier includes the following functions, which always appear along the left side:

### To Do

The To Do link consists of the list of tasks that you have to complete. It is the page that appears when you first log in. The most common tasks you will perform here are:

- filling out course evaluations
- reviewing assessments of you by faculty members.

When you are assigned an evaluation form to complete, or when an assessment about you is released for you to view, the form automatically appears as a new task in your To Do list (usually, you also receive an email with each new task).

To complete a task, click on its title and follow the instructions. Once you've finished a task it is removed from your To Do page.

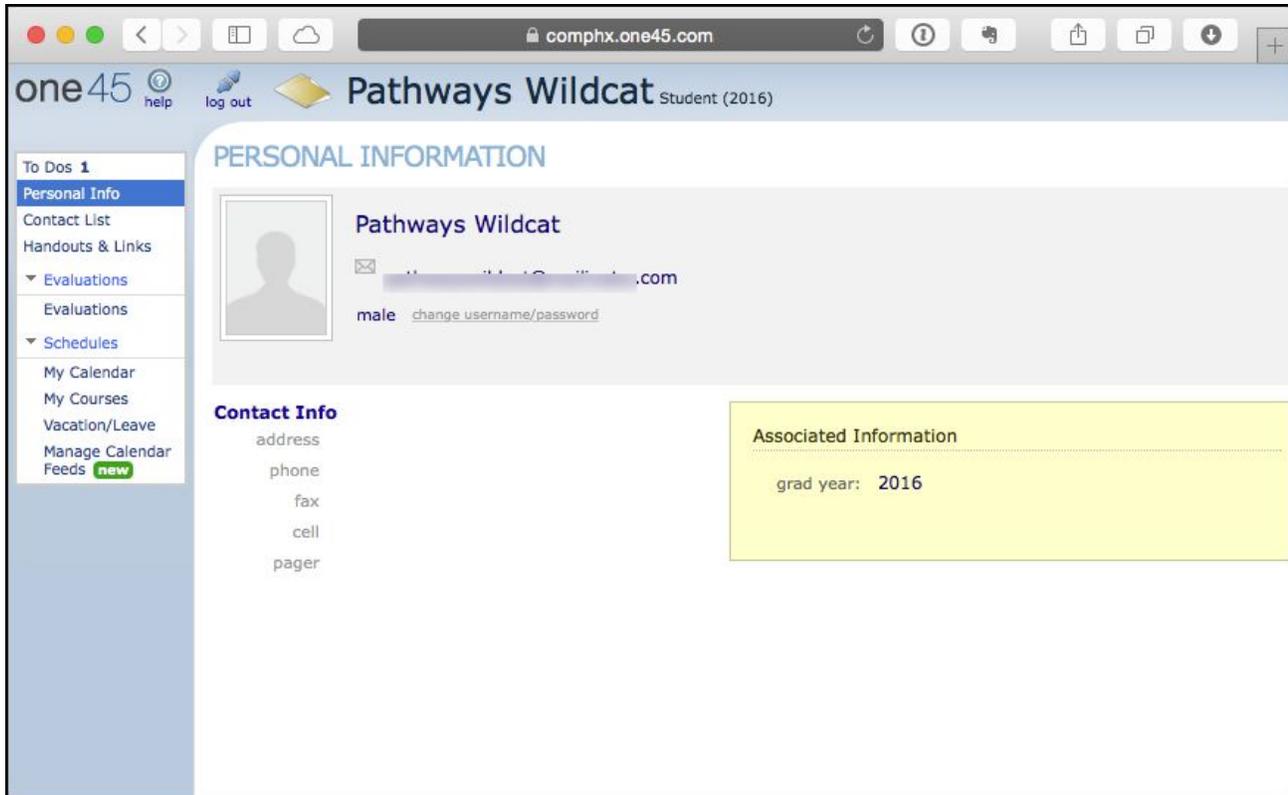
The screenshot shows a web browser window with the URL `comphx.one45.com`. The page header includes the 'one45' logo, a 'help' link, a 'log out' button, and the user's name 'Pathways Wildcat Student (2016)'. A left sidebar contains navigation links: 'To Dos 1', 'Personal Info', 'Contact List', 'Handouts & Links', 'Evaluations', 'Schedules', 'My Calendar', 'My Courses', 'Vacation/Leave', 'Manage Calendar', and 'Feeds new'. The main content area is titled 'YOUR TO DOS: 1' and includes a sub-section 'Forms to complete (1)'. Below this is a table with the following data:

Target	Activity	Program	Dates	Form	Contact
<b>Manriquez-Sanchez, Maria</b> (due: Jul 27, 10:00am)	AY 15-16 Pathway - Class of 2016 (2016) :: ITP - Introduction to Professional Studies in Health Sciences :: Non-Curricular: 2015-06-29 10:00 AM Welcome :: 1 PS_CO_2016_Full	Pathway Classes	Jun 29 /15	Student Evaluation of Didactic Lecturer/Session	---

## Personal Info

The Personal Info page will contain information about you, and a photo of you (used by faculty to recognize you for filling out assessments) and your current graduation year.

**Please do not click the change password button.** Changing your username and password within One45 will not allow you to log in to the system. Your login credentials are tied to your NetID.



The screenshot shows a web browser window with the URL `comphx.one45.com`. The page title is "one45" and the user is identified as "Pathways Wildcat Student (2016)". The main content area is titled "PERSONAL INFORMATION" and features a profile picture placeholder, the name "Pathways Wildcat", an email address ending in ".com", and the gender "male" with a "change username/password" link. A "Contact Info" section lists fields for address, phone, fax, cell, and pager, all of which are currently empty. An "Associated Information" box on the right shows "grad year: 2016". A left-hand navigation menu includes "To Dos 1", "Personal Info", "Contact List", "Handouts & Links", "Evaluations", "Schedules", "My Calendar", "My Courses", "Vacation/Leave", and "Manage Calendar Feeds" (marked as "new").

We do not usually store your address or phone numbers in One45, so you don't need to worry about seeing information in the "Contact Info" fields.

## Handouts & Links

The Handouts & Links page contains links to the learning materials (called “handouts”) associated with each of the courses you are enrolled in. It also includes links to important websites used in the curriculum.

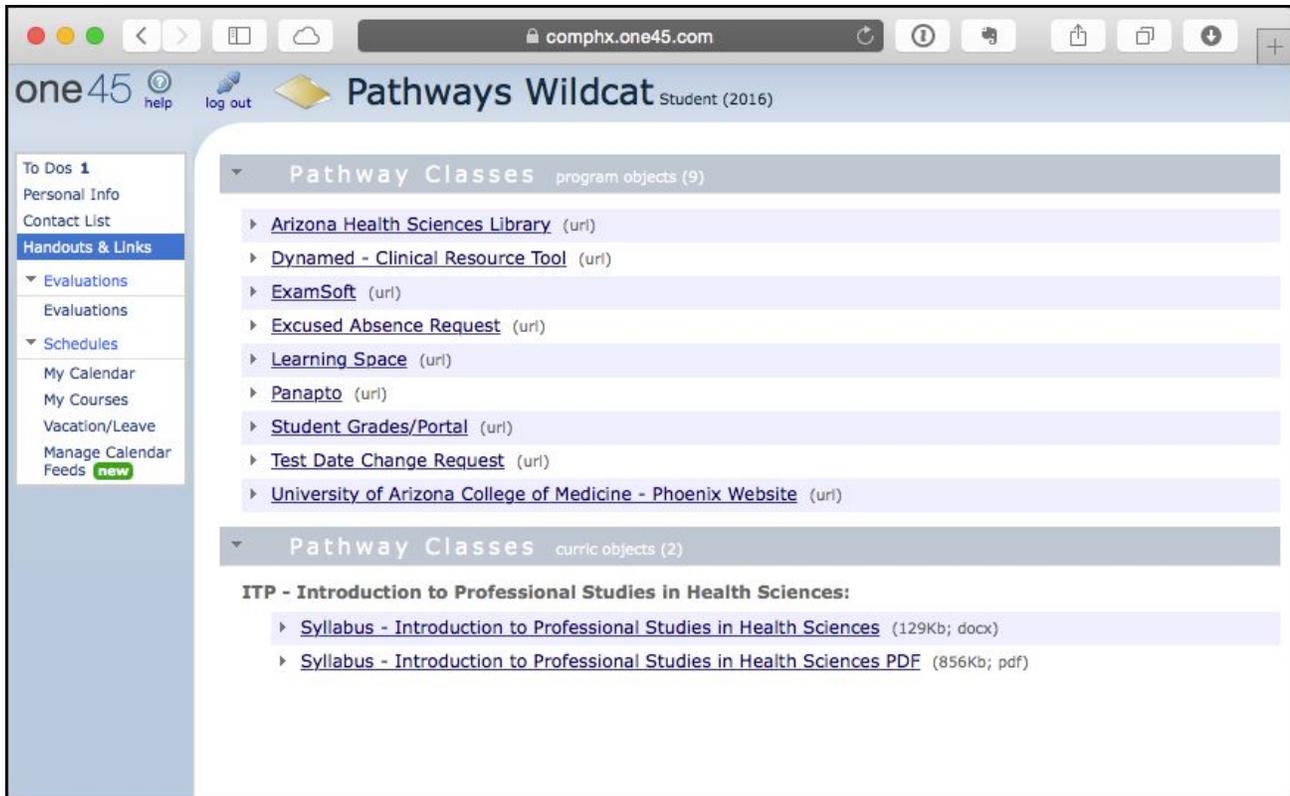
This page is organized under two headings (click to expand and collapse them):

- **Program objects:** these are links to websites used *throughout* the curriculum
- **Curric objects:** these are learning materials *specific* to blocks and courses

A few examples of learning materials are lecture slides (in PowerPoint or PDF form), journal articles, syllabi, and links to video recordings of lectures.

You can click on the links to download personal copies or to visit specific websites.

You may also see links to D2L, which is used to submit assignments in several courses, such as Scholarly Project (see the next section of this guide for more details about D2L)



The screenshot shows a web browser window displaying the 'one45 Pathways Wildcat Student (2016)' interface. The browser address bar shows 'comphx.one45.com'. The page header includes 'one45 help log out' and 'Pathways Wildcat Student (2016)'. A left sidebar menu is visible with the following items: 'To Dos 1', 'Personal Info', 'Contact List', 'Handouts & Links' (highlighted), 'Evaluations', 'Schedules', 'My Calendar', 'My Courses', 'Vacation/Leave', 'Manage Calendar Feeds' (with a 'new' badge). The main content area is titled 'Pathways Wildcat' and is divided into two sections:

- Pathway Classes program objects (9)**
  - ▶ [Arizona Health Sciences Library](#) (url)
  - ▶ [Dynamed - Clinical Resource Tool](#) (url)
  - ▶ [ExamSoft](#) (url)
  - ▶ [Excused Absence Request](#) (url)
  - ▶ [Learning Space](#) (url)
  - ▶ [Panapto](#) (url)
  - ▶ [Student Grades/Portal](#) (url)
  - ▶ [Test Date Change Request](#) (url)
  - ▶ [University of Arizona College of Medicine - Phoenix Website](#) (url)
- Pathway Classes curric objects (2)**

**ITP - Introduction to Professional Studies in Health Sciences:**

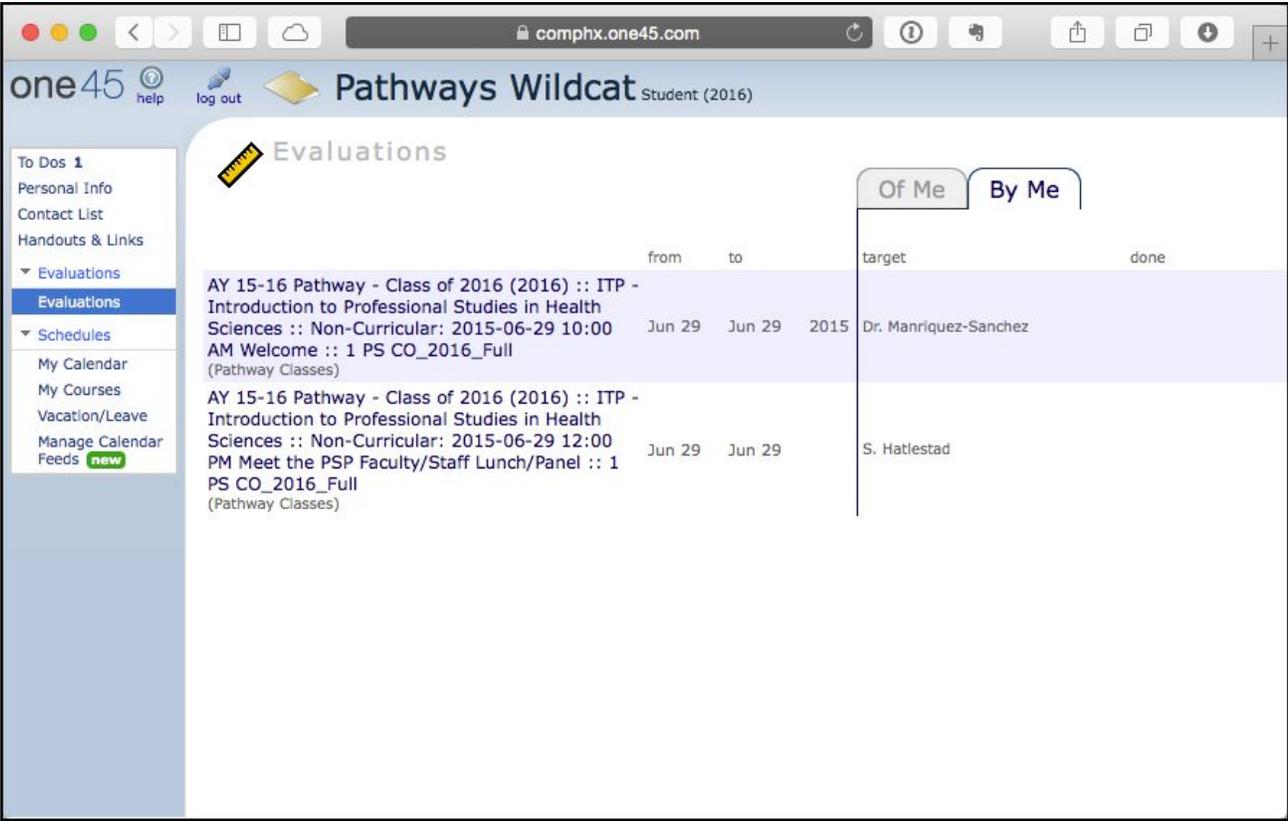
  - ▶ [Syllabus - Introduction to Professional Studies in Health Sciences](#) (129Kb; docx)
  - ▶ [Syllabus - Introduction to Professional Studies in Health Sciences PDF](#) (856Kb; pdf)

## Evaluations

The **Evaluations** page shows a summary of assessments completed **about you**, and evaluations completed **by you**.

When an assessment form is completed about you, by faculty, and reviewed and released for you to view, it will appear in the **Of Me** tab on the **Evaluations** page.

When you are assigned an evaluation to complete, it will appear in your To Do page (shown earlier in this guide). After completion, those evaluations will appear under the **By Me** tab on the **Evaluations** page



The screenshot shows the 'one45 Pathways Wildcat' interface for a student in 2016. The 'Evaluations' page is active, displaying a table of evaluations. The table has columns for 'from', 'to', 'target', and 'done'. Two evaluations are listed, both dated Jun 29, 2015. The first evaluation is by Dr. Manriquez-Sanchez and the second is by S. Hatlestad. The 'Of Me' and 'By Me' tabs are visible at the top right of the table area.

	from	to	target	done
AY 15-16 Pathway - Class of 2016 (2016) :: ITP - Introduction to Professional Studies in Health Sciences :: Non-Curricular: 2015-06-29 10:00 AM Welcome :: 1 PS CO_2016_Full (Pathway Classes)	Jun 29	Jun 29	2015	Dr. Manriquez-Sanchez
AY 15-16 Pathway - Class of 2016 (2016) :: ITP - Introduction to Professional Studies in Health Sciences :: Non-Curricular: 2015-06-29 12:00 PM Meet the PSP Faculty/Staff Lunch/Panel :: 1 PS CO_2016_Full (Pathway Classes)	Jun 29	Jun 29		S. Hatlestad



## Schedules: My Calendar

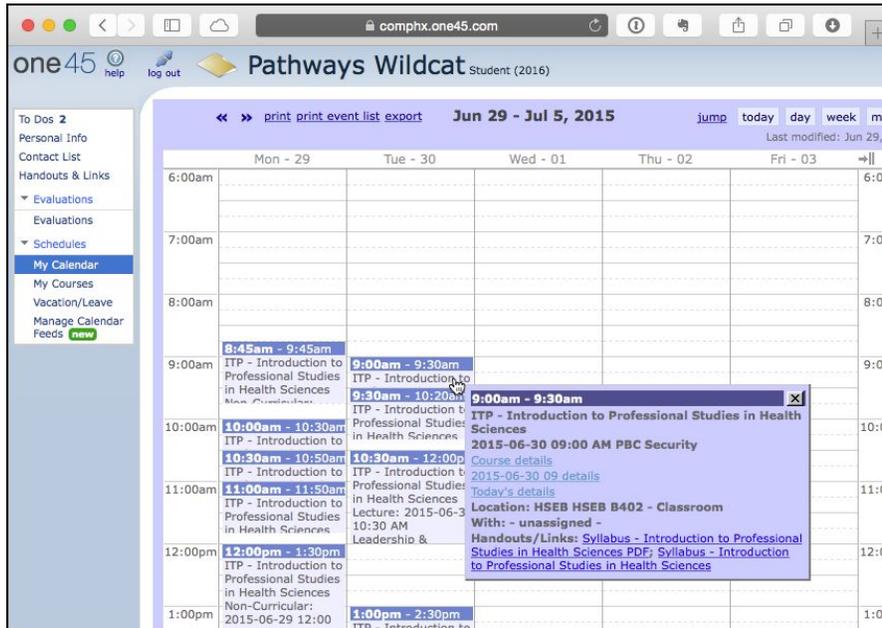
The **My Calendar** page allows you to view your courses and lecture sessions.

When you click on this tab, you will see a monthly calendar of the blocks and courses you are enrolled in.

Click “day” or “week” in the upper left corner to view a daily or weekly calendar. Or click “jump” to quickly jump to a specific month.

To expand the calendar and see more detailed information for a week, click in the empty space of any day’s box on the calendar (but not on a specific event itself).

To view the specifics of an event, click on the **event name** and a pop-up box will open which displays the information such as the lecture or event title, date and time, lecturer, room number, and attached learning materials or links.



The word ‘**MANDATORY**’ appears in the titles of mandatory sessions (visible in the pop-up by clicking on the session title) to help easily recognize these sessions. However, it is important that you confirm these using the approved syllabi for each block/course. All sessions appear in the same color on the One45 calendar, regardless of mandatory or non-mandatory status.

You have the option to synchronize your one45 calendar with an external calendaring application of your choice (ie.. Microsoft Outlook, Google Calendar, Apple Calendar, iOS Calendar) using the “**manage calendar feeds**” tool (instructions are provided on the page).

With calendar sync feature on, you can flag or re-color mandatory sessions (or any sessions you wish to highlight) in your own external calendar.



## My Courses

The My Courses page allows you to view a list of the academic blocks and courses in which you are enrolled.

portfolio	course	from	to	
AY 15-16 Pathway - Class of 2016	FCVH	Feb 8 2016	Mar 18 2016	<a href="#">view details</a>
AY 15-16 Pathway - Class of 2016	Leadership & Learning II	Jan 4 2016	May 20 2016	<a href="#">view details</a>
AY 15-16 Pathway - Class of 2016	Biomed Career Exposure I	Sep 28 2015	Dec 18 2015	<a href="#">view details</a>
AY 15-16 Pathway - Class of 2016	FMBLD	Jul 20 2015	Sep 20 2015	<a href="#">view details</a>
AY 15-16 Pathway - Class of 2016	Leadership & Learning I	Jun 29 2015	Dec 18 2015	<a href="#">view details</a>
AY 15-16 Pathway - Class of 2016	ITP - Introduction to Professional Studies in Health Sciences	Jun 29 2015	Jul 17 2015	<a href="#">view details</a>

Clicking on the **view details link** option to the right side of each row will bring you to the the Curriculum Explorer, where you can view more information, such as handouts, links, and objectives, for each course and session.

## Vacation/Leave

This feature is not used.

## Manage Calendar Feeds

This feature allows you to sync the One45 calendar to an external calendaring application of your choice, so you can view your schedule without logging into One45. However, we recommend checking One45 frequently, to ensure you receive all required learning materials and complete your evaluations in a timely manner.



## One45 Student Curriculum Explorer Overview

The **Curriculum Explorer** is the second main type of page in one45, alongside the **eDossier**. It opens in another tab in your browser. Keep in mind, the eDossier remains open in another tab behind the Curriculum Explorer, so you may need to switch back and forth.

*Note: You cannot use a “private tab”, private browsing”, or “incognito” session to access the Curriculum Explorer. You must use a normal browser window with cookies and history enabled.*

The Curriculum Explorer is where you can view a list of the sessions within a block or course, and the handouts, learning materials, and links associated with each session, as well as the session objectives. Click on any menu item on the left side of the Explorer page to view the associated information.

Each course and session has its own Curriculum Explorer page. The small “ribbon” in the upper right corner indicates whether you are viewing a course, session, or section.

This what a course looks like in the Curriculum Explorer, with the list of sessions open to view:

The screenshot shows a web browser window with the URL [comphx.one45.com](http://comphx.one45.com). The page title is "one45 - Arizona COM" and the current view is "Curriculum Explorer". The course being viewed is "ITP - Introduction to Professional Studies in Health Sciences".

Course details include:
 

- RUNS FROM:** Jun 29, 2015 to Jul 17, 2015
- GRAD YEAR:** 2016
- FACILITATORS:** Tara Cunningham, Maria Manriquez-Sanchez, ...
- HANDOUTS:** [Syllabus - Introduction to Professional Studies in Health Sciences](#), [Syllabus - Introduction to Professional Studies in Health Sciences PDF](#)

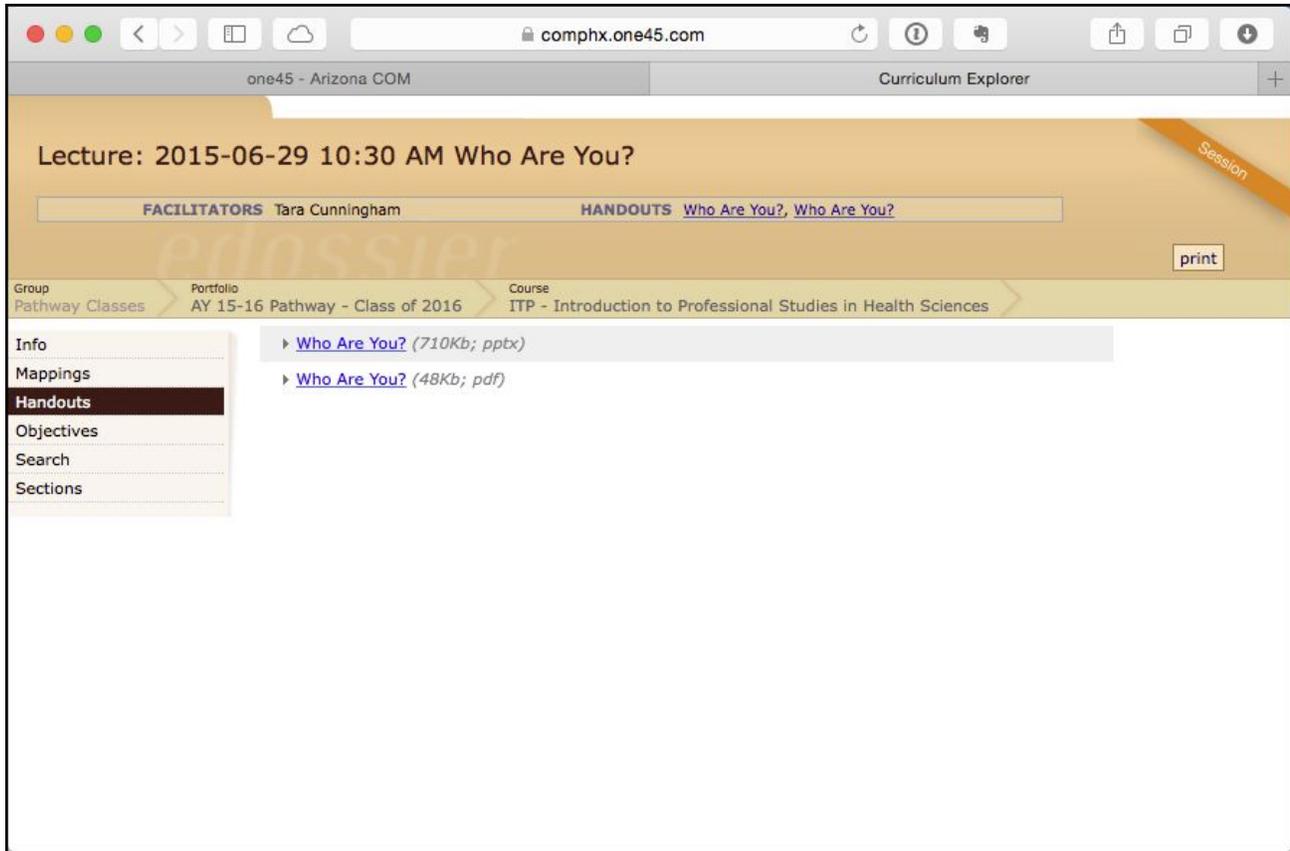
The breadcrumb trail is: Group Pathway Classes > Portfolio AY 15-16 Pathway - Class of 2016 > Course ITP - Introduction to Professional Studies in Health Sciences.

The left sidebar contains a menu with the following items: Info, Mappings, Handouts, Objectives, Search, and Sessions (which is currently selected).

The main content area displays a table of sessions:

activity	name	facilitator	from date	to date	from time	to time	room
Non-Curricular	<a href="#">2015-06-29 08:45 AM Check In &amp; Photos</a>	Stephanie Hatlestad	Jun 29, 2015	Jun 29, 2015	8:45am	9:45am	HSEB HSEB B402 - Classroom
Non-Curricular	<a href="#">2015-06-29 10:00 AM Welcome</a>	Maria Manriquez-Sanchez	Jun 29, 2015	Jun 29, 2015	10:00am	10:30am	HSEB HSEB B402 - Classroom
Lecture	<a href="#">2015-06-29 10:30 AM Who Are You?</a>	Tara Cunningham	Jun 29, 2015	Jun 29, 2015	10:30am	10:50am	HSEB HSEB B402 - Classroom
Non-Curricular	<a href="#">2015-06-29 12:00 PM Meet the PSP Faculty/Staff Lunch/Panel</a>	Stephanie Hatlestad	Jun 29, 2015	Jun 29, 2015	12:00pm	1:30pm	HSEB HSEB C401 - Classroom
Independent Learning	<a href="#">2015-06-29 1:30 PM Technology Tools for COM-Phoenix</a>	Kristinmae Cardoza, Reed Michaelsen, Cinda Stone, Stephanie Hatlestad	Jun 29, 2015	Jun 29, 2015	1:30pm	2:20pm	HSEB HSEB B402 - Classroom
Non-Curricular	<a href="#">2015-06-29 2:30 PM HSEB Exploration</a>	Tara Cunningham	Jun 29, 2015	Jun 29, 2015	2:30pm	3:00pm	
Demonstration	<a href="#">2015-06-29 2:30 PM National IT/Computer</a>	Sharon Bushart	Jun 29, 2015	Jun 29, 2015	2:30pm	3:30pm	HSEB HSEB B402

By clicking on a session title (such as the “Who are You?” lecture scheduled for June 29), and selecting **Handouts** along the left side of the Curriculum Explorer, you can view the attached handouts, such as PowerPoint and PDF files associated with the lecture:



Click each linked handout to download or open a copy of the file.

## D2L for Assignments



D2L is a secondary learning management system, used at the College of Medicine – Phoenix to collect assignments, such as (but not limited to) drafts of your Scholarly Project work, or assignments for longitudinal courses like CCE and LPC.

**Note:** If you previously attended University of Arizona, or another university that uses Desire2Learn, or a similar system such as Blackboard, you may be familiar with many other features of D2L. However, D2L will only be used as an assignment submission tool.

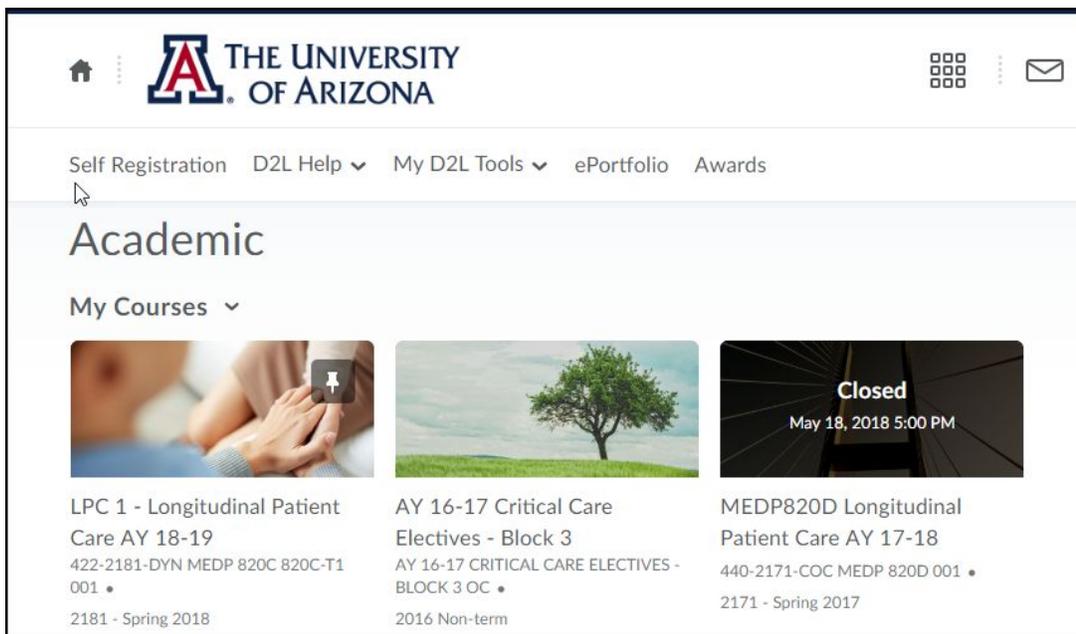
Your curricular learning materials (such as PDFs and PowerPoint items) and your calendar will be stored and displayed only in One45.

### Accessing D2L

Links to course-specific D2L pages are posted in the Handouts and Links section of your One45 eDossier page. However, you can also access D2L directly, at:

## D2L

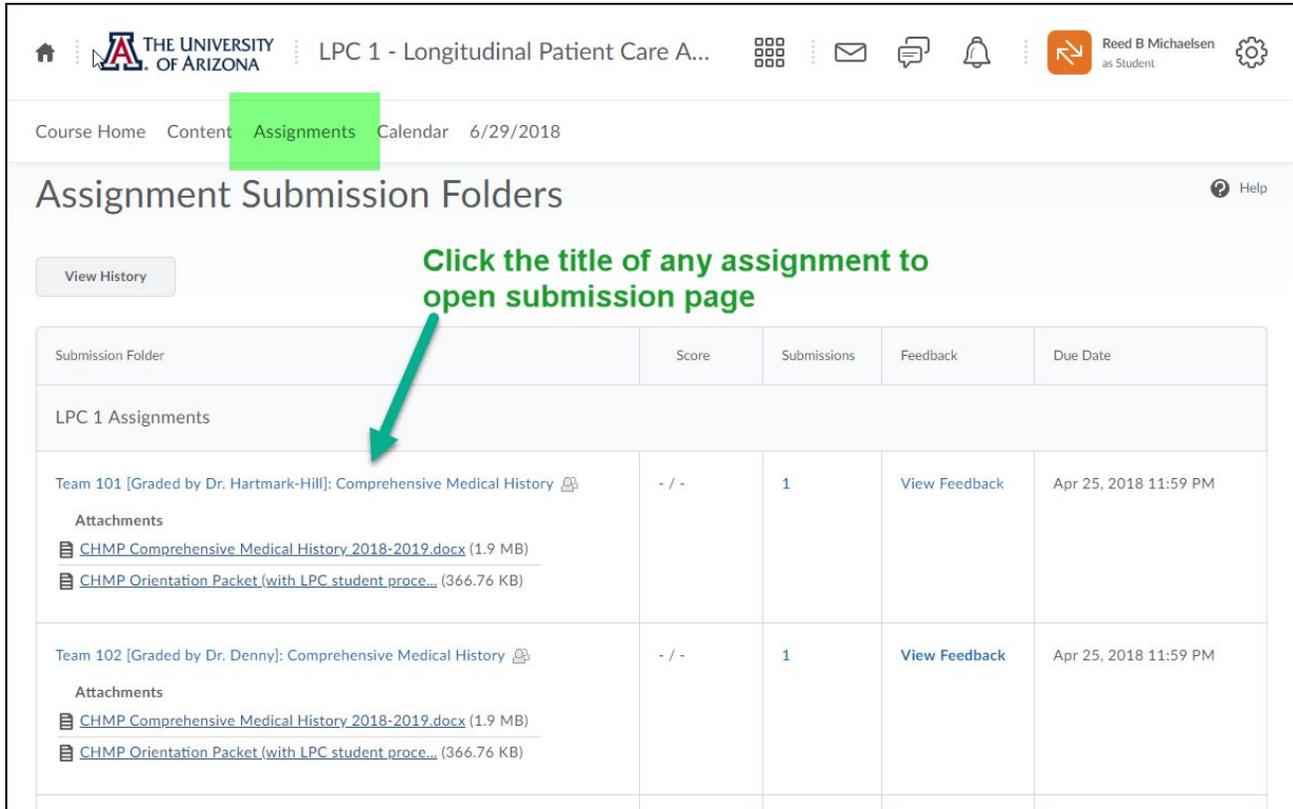
*Note: if you have attended University of Arizona in the past, you may see other courses in your D2L menu – please be sure to navigate to the correct course:*



Course Title	Course ID	Term
LPC 1 - Longitudinal Patient Care	422-2181-DYN MEDP 820C 820C-T1 001	2181 - Spring 2018
AY 16-17 Critical Care Electives - Block 3	AY 16-17 CRITICAL CARE ELECTIVES - BLOCK 3 OC	2016 Non-term
MEDP820D Longitudinal Patient Care	440-2171-COC MEDP 820D 001	2171 - Spring 2017

## Assignments Folders

The Assignments tab is where you will find “folders” (D2L’s name for “assignments”) that you need to upload.



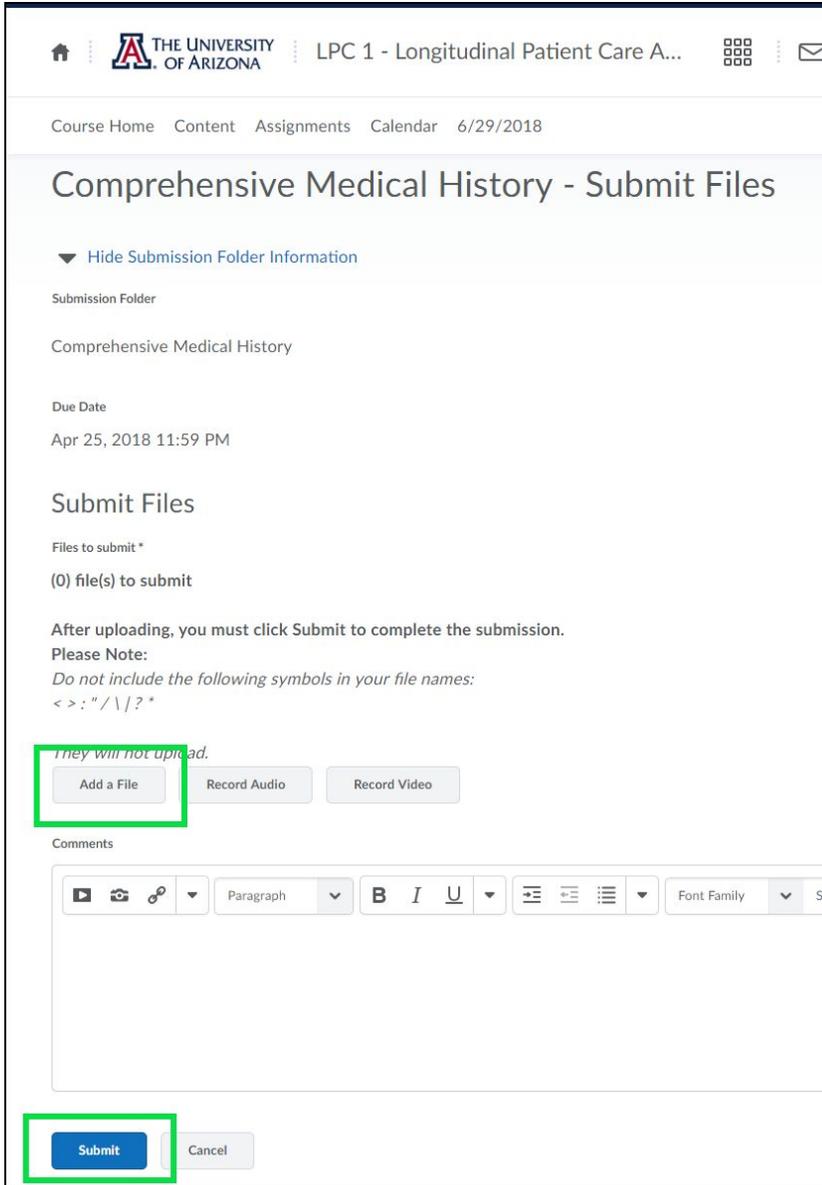
Course Home Content **Assignments** Calendar 6/29/2018

### Assignment Submission Folders Help

[View History](#)

Submission Folder	Score	Submissions	Feedback	Due Date
<b>LPC 1 Assignments</b>				
Team 101 [Graded by Dr. Hartmark-Hill]: Comprehensive Medical History  Attachments <a href="#">CHMP Comprehensive Medical History 2018-2019.docx</a> (1.9 MB) <a href="#">CHMP Orientation Packet (with LPC student proce...</a> (366.76 KB)	- / -	1	<a href="#">View Feedback</a>	Apr 25, 2018 11:59 PM
Team 102 [Graded by Dr. Denny]: Comprehensive Medical History  Attachments <a href="#">CHMP Comprehensive Medical History 2018-2019.docx</a> (1.9 MB) <a href="#">CHMP Orientation Packet (with LPC student proce...</a> (366.76 KB)	- / -	1	<a href="#">View Feedback</a>	Apr 25, 2018 11:59 PM

Click on an assignment in the list, and find the **“Add File”** button to select a file from your computer (such as a Word or PDF document) to submit.



THE UNIVERSITY OF ARIZONA | LPC 1 - Longitudinal Patient Care A... | 6/29/2018

Course Home Content Assignments Calendar 6/29/2018

## Comprehensive Medical History - Submit Files

▼ Hide Submission Folder Information

Submission Folder  
Comprehensive Medical History

Due Date  
Apr 25, 2018 11:59 PM

### Submit Files

Files to submit \*  
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.  
Please Note:  
Do not include the following symbols in your file names:  
< > : " / \ | ? \*  
*They will not upload.*

**Add a File** Record Audio Record Video

Comments

**Submit** Cancel

You may add comments, but we don't recommend pasting in your entire assignment as text into the comments box.

Don't forget to click **“Submit”** after you have uploaded your assignment.

### Help, I don't see the D2L course!

Most D2L courses appear linked to your account after you are registered for them in UAccess. Check first that your registration is up to date (you may need to contact the Registrar). If you still can't see the course you need to submit an assignment to, contact the D2L team:

[d2l@email.arizona.edu](mailto:d2l@email.arizona.edu)

(520) 626-6804

**Please check your access to D2L well in advance of any assignment deadline.**

# Suite

As a student at the University of Arizona, you are provided a free Google G-Suite account, provided by the University. This is a school-sponsored Google account, and will provide you a Google account login for CatMail (a university-branded Gmail service), as well as Google Drive, and other Google products.

By using the official Google Apps for Education account through the University of Arizona, you can take advantage of:

- Unlimited of online storage for email, Google Docs, and Google Drive
- Mobile Gmail and Google Drive apps on your Android and iOS devices (supporting multiple account login in a single app, useful if you have a personal Gmail account)
- NetID single sign on to Google products
- Google Calendar with shared UA COM-PHX calendars for student groups and academic schedules

## CatMail

Students at the University of Arizona are automatically given a CatMail email account when creating their NetID: [yourNetID] @ email.arizona.edu.

This email address is the **official means of communication between the university and students**. Please check this account frequently, and use it for any communication to faculty and staff at the College. If possible, add this account directly to your mobile devices and email software, rather than setting up an auto-forward to other addresses (auto-forwarding causes problems with important messages from our software systems).

## UA-specific shortcut URLs for Google Apps tools:

- CatMail: [catmail.arizona.edu](http://catmail.arizona.edu)
- Google Calendar: [catcal.arizona.edu](http://catcal.arizona.edu)
- Google Drive / Documents: [catdocs.arizona.edu](http://catdocs.arizona.edu)

You may also use direct links to any Google product, such as **[drive.google.com](http://drive.google.com)**, and enter your NetID email address as described below.

**Note:** the first time you log in to <http://catmail.arizona.edu> - Google will have you go through a verification page. Once done, you will land directly on your destination page.



**TIP:** If you see a Google login page for any reason (such as using your Google Apps account for logging in to Google Chrome, a mobile app, YouTube etc), and you'd like to log in with your Net ID:

1. Enter your full UA email address in the username field
2. Leave the password field (if one is presented) blank and click **Login** or **Next**
3. You will be redirected to a UA NetID WebAuth login screen
4. Enter your NetID username and password as normal
5. You will redirect automatically back to the Google product you are using, and will remain logged into Google via your NetID

Google

## Sign in

to continue to Google Drive

Email or phone

wilburwildcat@email.arizona.edu

[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in. [Learn more](#)

[Create account](#)

**NEXT**

For help using Google Apps web applications, check out the G-Suite learning center:  
<https://gsuite.google.com/learning-center/>



## Examplify (testing software from ExamSoft)

Examplify is the software used for block exams and quizzes. You will need to install the testing application on your own device in order to take your exams.

On exam days, download the exam file onto your computer at prior to the exam start time and take the exam in the test room.

**Please note: you may see references to both “Examplify” and “ExamSoft” in both this guide and the software itself. Examplify is the name of the testing program, ExamSoft is the name of the company.**

### First-time Registration

Look for an email with installation and registration instructions. This email will contain an institutional ID, student ID, and password.



cardozak@email.arizona.edu  
Installation & Registration Instructions

To

IMPORTANT: Your login information is located at the bottom of this email! Please keep this information secure and safe!

Welcome to ExamSoft! We have a few simple steps to install and register, so you can be prepared to take your upcoming exams:

1. Go to [www.examsoft.com/uacomp](http://www.examsoft.com/uacomp)

2. Log in under 'Exam Takers' using:

Institution ID: uacomp

Student ID: [REDACTED]

Password: [REDACTED]

3. Download your ExamSoft testing application and complete the installation process. Launch the program and register using your Institution ID: uacomp, Student ID and password.

#### TECHNICAL SUPPORT

For additional information about registering and using ExamSoft, please visit [support.examsoft.com](http://support.examsoft.com) or call us at +1 954.429.8889.

----- Institution ID, Student ID & Password -----

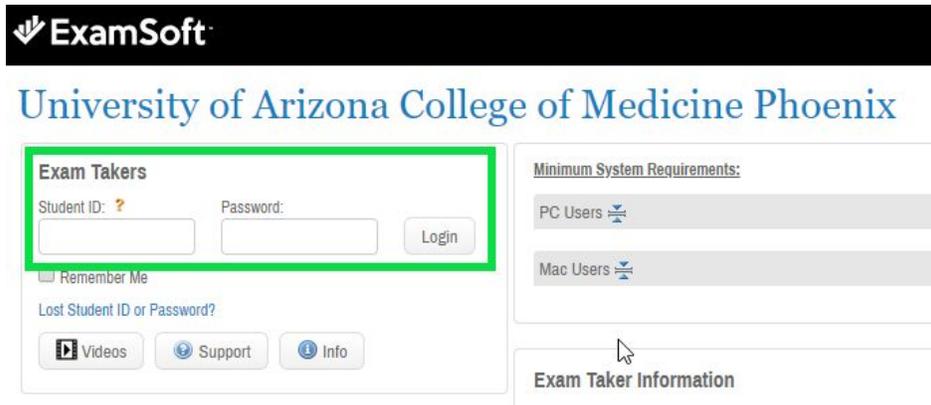
Institution ID: uacomp

Student ID: [REDACTED]

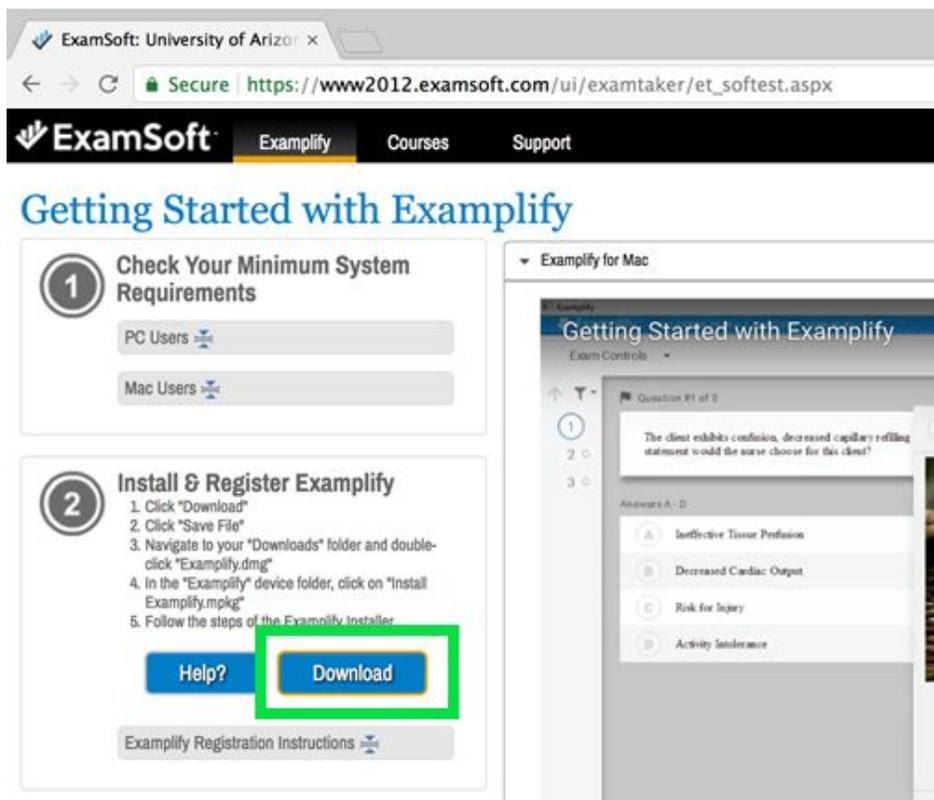
Password: [REDACTED]

### Installing Examplify (test taking program)

1. Visit <http://www.examssoft.com/uacomp>
2. Log in under “Exam Takers” using your Student ID and password in the email provided



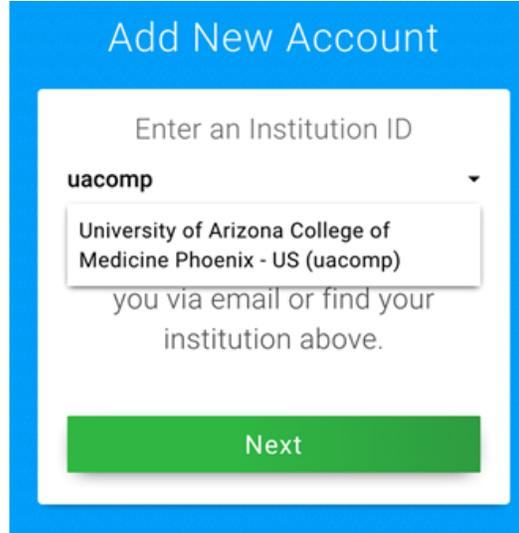
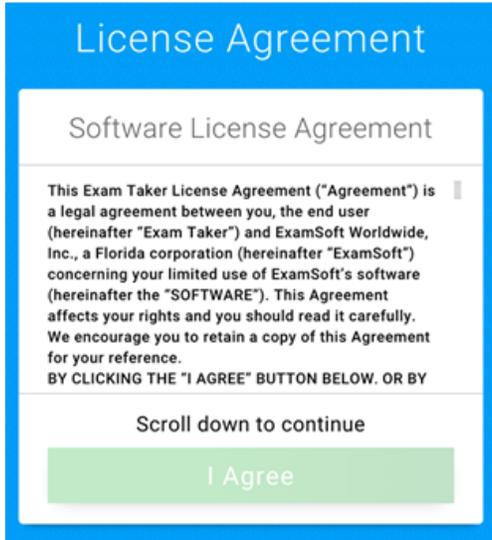
3. Look for the Install and Register Examplify section, and click Download



4. Install the application on your computer.

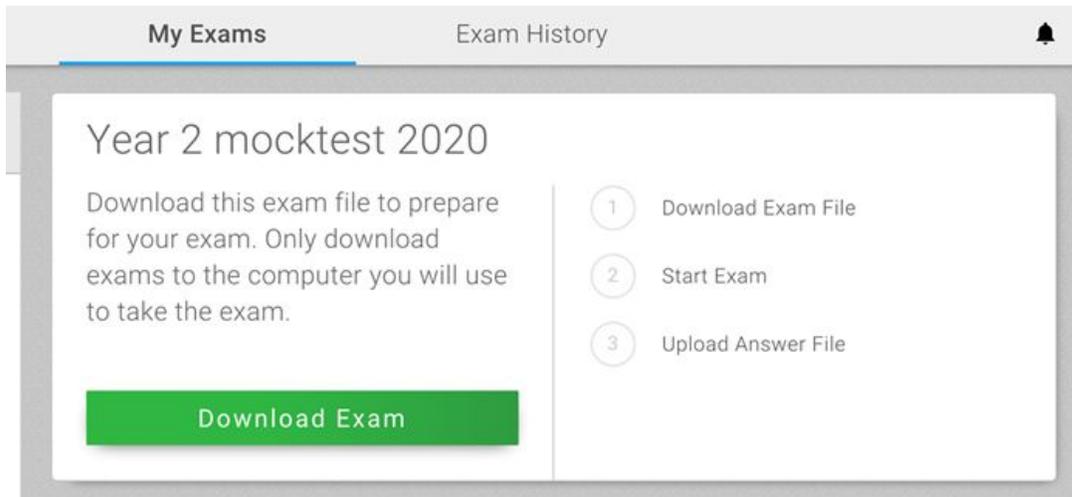


- When you open the Exemplify app, you will need to accept the user License Agreement, add your new account, and log in. If prompted for an institution ID, enter **uacomp**  
Each time you use a new device or borrow a laptop, you will need to repeat this process.



### Test-taking Procedures

Exams are downloadable files. You may download them starting at midnight before your exam.



- Download exam file to your Macbook/PC.
- Check into lecture hall 15-20 mins early
- Take Exam (scratch paper provided)
- Upon submission, you will see an immediate score
- Successful upload = Green screen



6. Return scratch paper and loaner laptop

You are done! Please exit quietly.

### Mock Exam (available after July 9)

1. Download and register Exemplify
2. Enter username and password
3. Download and take the Mock Exam. Exam password: ITM2023
4. Upload the answer file to ensure that your laptop is working properly.

### Intro to Medicine Block Exam

- Pass/Fail upon successful download, completion and upload transfer.
- Exam will be available to download by 12pm on Thursday, July 18.
- On campus exam to be completed in the lecture hall at 4pm to 4:45pm.

### Required on Exam Day

- Photo ID (driver's license, CatCard, government issued ID)
- Laptop
- Power Cord
- Student ID number
- User account password (sent via email)

### Testing Location

- C104 Lecture Hall
- Clinical Anatomy block does not use Exemplify for testing in the gross lab

### Post-Exam Review and Challenge

- Refer to syllabi for review dates (Tues/Weds afternoon option)
- No cellphones/notes/backpacks/bags or other materials are allowed inside the review room.
- 12 spare laptops will be available in the room.
- Electronic PDF copy of exam is provided on each laptop
- Each student will receive a paper answer key sheet
- Question Challenges are permitted on the assigned Challenge Computers
- Internet access to notes and slides is available on the Exam Challenge computers
- All answer keys and scratch paper must be turned into the proctor before leaving the room.

### Exam Challenge Policy

*Students wishing to challenge a question must do so using the form provided on the assigned challenge computers. Students should provide their name and ensure that challenges are clearly articulated, including a description of the specific problems identified in a question and a justification of*



*why additional answers should be considered. The Block Director will read and respond to all challenges via a single email to the entire class. The Block Director will clearly indicate if the challenge does or does not have merit and if any scoring adjustments will be made. A successful challenge will only result in additional credit being given and no question will be thrown out.*

To view the Question Challenge form – [www.tinyurl.com/uachallengeform](http://www.tinyurl.com/uachallengeform)

### **ExamSoft Questions and Support**

**Kristinmae Cardoza**  
**Manager, Exams**

HSEB B552  
Office: 602 827-2401 (M-F)  
cardoza@email.arizona.edu

### **Attendance App**

Your attendance will be recorded in all mandatory in-class sessions. We also encourage and ask you to mark your attendance in any non-mandatory lecture you attend, so the College can track space utilization, monitor student progress, and for curricular research purposes.

For Academic Year 2019-2020, the College of Medicine – Phoenix is implementing a smartphone-based attendance system, which will allow you to check in and mark your attendance directly from your phone. Please stay tuned for more information on this app.



## Absence Requests

If you need to request an absence in advance from class, or you are sick, please use the absence request form, available on your Handouts & Links page in One45:

The screenshot shows the One45 student portal interface. At the top, it says 'one45 help log out Wildcat, MS1 Student (2020)'. On the left is a navigation menu with options like 'To Dos 3', 'Personal Info', 'Contact List', 'Handouts & Links' (which is highlighted), 'Pt./Procedure Logs', 'Evaluations', and 'Schedules'. The main content area is titled '1. Undergrad program objects (20)'. A list of links and documents is displayed, with a red arrow pointing to the 'Absence Request Form (url)' link. Other items in the list include 'All Hours app for Attendance MS2 AY 18-19 (485Kb; pdf)', 'Arizona Health Sciences Library (url)', 'D2L (Desire 2 Learn) (url)', 'Duty Hours Justification Form (url)', 'DynaMed Plus - Clinical Resource Tool (url)', 'Exam Change Request Form (url)', 'ExamSoft (url)', 'Introduction to End of Year 1 Diagnostic (2714Kb; pdf)', 'Introduction to NBME Clinical Subject Exams (734Kb; pdf)', 'Learning Space (url)', 'Mayo Clinic Electives Presentation (1527Kb; pdf)', 'Panopto (url)', 'Process for Missed Mandatory Session (334Kb; pdf)', 'Student Development (url)', 'Student Government (url)', 'Student Instructions for Med U (29Kb; docx)', 'Two45 Links & Resources (Replaces Portal) (url)', 'University of Arizona College of Medicine - Phoenix Website (url)', and 'USMLE Table of Normal Lab Values (172Kb; png)'.

The form asks for your basic information, the course and dates you're requesting absence from, and the type of absence (Standard, Religious Accommodation, Personal / Sensitive, or long term).

Your request will be forwarded to the block / course director, or to Student Affairs (for religious or sensitive requests), for approval. When it is approved or denied, you will receive an email back from the same system.

If you do not receive any response to your request within a week, please either send the request again, or contact your block director or student affairs.