

# Consortium of Eastern Ohio Master of Public Health Welcome to Springboard (courtesy of The University of Akron)!

## HOW TO GET STARTED

You need this information to log on to the course management system “Springboard” that we will be using this semester. It is housed on The University of Akron (UA) server. This is where you will go to see your syllabi, class assignments, handouts, etc. for all of your program core courses and generalist track courses. You must be able to log on to access your program core course information. All students in the program—no matter what university—will have access to these same course materials through Springboard. Please note that if an elective is taught through a university other than The University of Akron, that you may need to log on to a different system to access this elective course (i.e. through the online course management system Blackboard).

*We also need you (especially if you are NOT a UA student) to “forward” your Springboard email to your own email address. We have made arrangements for UA to put you in the Springboard system (you probably were contacted by them about your UANet ID), but since you are not a UA student, you will not have access to email that gets sent to your UANet ID email. You must therefore forward Springboard email to one that you can access before the course starts. UA students can choose to forward or not forward their email to another account, since they would have access to their UA email accounts. The MPH program will send out a test message to make sure you have successfully forwarded your email so that the course directors can use the system to send message to the entire class.*

### Instructions to log onto Springboard

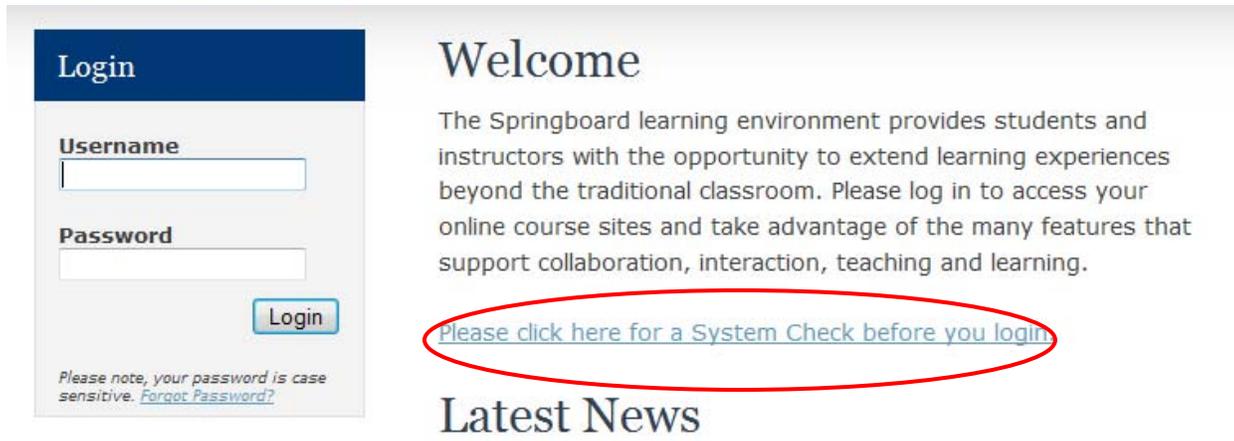
- Call The University of Akron Zip Support Center at 330-972-6888 to get your password by giving them the UANet ID that the CEOMPH office will provide to you. The University of Akron’s Zip Support Center is open Monday through Thursday from 8:00 a.m. to 8:00 p.m.; Friday 8:00am to 5:00 pm; and Saturday/Sunday from 10:00 am to 4:00 p.m. at 330-972-6888.
- If you log on is successful, you should see your core course on your home page—however, they will not open until the first day of class!

### Instructions to forward your email (UA uses Gmail accounts)

- To access area to forward your email: <http://support.uakron.edu/wiki/index.php/Webmail>
- Then click on link inside green box: **To access the Google Apps at Akron Email System visit <http://mail.zips.uakron.edu>**
- Log in, using your UANet ID and password
- Click **Settings** (looks like a cog—it is at the top right corner of the page) at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
- From the first option in the Forwarding section, select 'Add a forwarding address.'
- Enter the email address to which you'd like your messages forwarded.
- For your security, a verification will be sent to that email address.
- Open your forwarding email account, and find the confirmation message from the Gmail team.
- Click the verification link in that email.
- You also can set up [filters](#) to forward messages that meet specific criteria. You can create 20 filters that forward to other addresses. You can maximize your filtered forwarding by [combining filters](#) that send to the same address.

## Check your computer system compatibility

- Go to web site <http://springboard.uakron.edu/> or link to it from the CEOMPH web site <http://www.neomed.edu/MPH/> and click on "Students & Alumni" and then Technology Resources.
- Click on "Please click here for a System Check before you login." This will ensure that you have the appropriate browser and other system requirements to operate Springboard.
- There are other resources on this log-on page (e.g. Student FAQs) that you can review.



**Login**

Username

Password

Login

Please note, your password is case sensitive. [Forgot Password?](#)

## Welcome

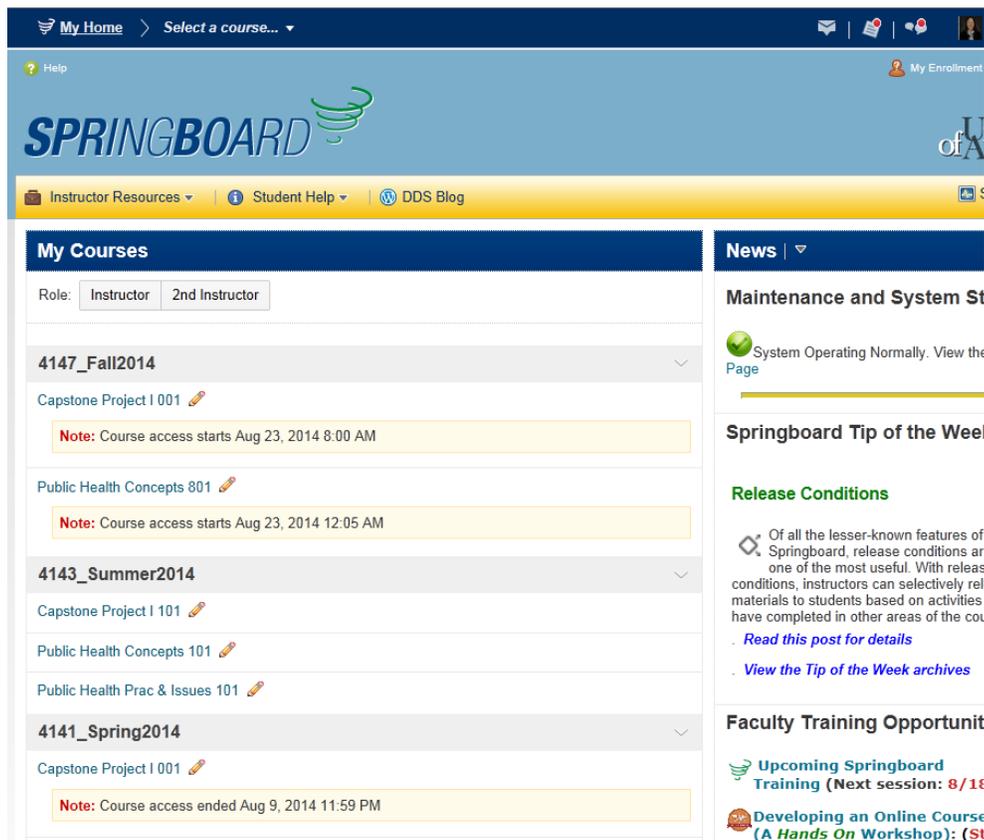
The Springboard learning environment provides students and instructors with the opportunity to extend learning experiences beyond the traditional classroom. Please log in to access your online course sites and take advantage of the many features that support collaboration, interaction, teaching and learning.

[Please click here for a System Check before you login.](#)

## Latest News

## Access your courses

- Enter your User name (your ID) and password.
- You should see the MPH program core courses in which you are registered starting on the first day of classes. If you do not see your courses, please contact Kim Trowbridge, 330-325-6178 or Amy Lee, 330-325-6164 or email [pubhth@neomed.edu](mailto:pubhth@neomed.edu).
- This is what my "course list" looks like (I have access or assist in developing of all of our core courses!). You will have courses appearing once the course begins!
- By the way, the "My Home" page has FAQ's and general announcements that help students. The log-in page also has update announcements. Check this page frequently during the semester!



My Home > Select a course... ▾

Help My Enrollment

# SPRINGBOARD

Instructor Resources | Student Help | DDS Blog

### My Courses

Role: Instructor 2nd Instructor

4147\_Fall2014 ▾

Capstone Project I 001

Note: Course access starts Aug 23, 2014 8:00 AM

Public Health Concepts 801

Note: Course access starts Aug 23, 2014 12:05 AM

4143\_Summer2014 ▾

Capstone Project I 101

Public Health Concepts 101

Public Health Prac & Issues 101

4141\_Spring2014 ▾

Capstone Project I 001

Note: Course access ended Aug 9, 2014 11:59 PM

### News | ▾

#### Maintenance and System Status

System Operating Normally. View the Page

#### Springboard Tip of the Week

##### Release Conditions

Of all the lesser-known features of Springboard, release conditions are one of the most useful. With release conditions, instructors can selectively release materials to students based on activities have completed in other areas of the course.

[Read this post for details](#)

[View the Tip of the Week archives](#)

#### Faculty Training Opportunities

**Upcoming Springboard Training (Next session: 8/18)**

**Developing an Online Course (A Hands On Workshop): (St**

## NAVIGATING WITHIN A COURSE

Here is a “screen shot” of one course’s home page:

The screenshot shows the Springboard interface for a course titled "Public Health Concepts 801" at The University of Akron. The top navigation bar includes "My Home", "Public Health Concep...", and a user profile for "Amy Lee". Below this is a secondary navigation bar with "Calendar", "Help", "LOR", "Mykron", "ACTIVATE Course (Faculty Only)", "Course Builder", "Edit Course", and "Faculty Tools". The main header features the "SPRINGBOARD" logo and the course title "Public Health Concepts 801". A secondary navigation bar lists "Course Home", "Content", "Discussions", "Dropbox", "Quizzes", "Classlist", "Grades", "User Progress", and "Course Evaluation".

The main content area is divided into several sections:

- Role Switch:** A dropdown menu showing the current role as "My Role (Teacher)" with a "Change Role" button.
- Updates:** A section indicating "There are no current updates for Public Health Concepts 801".
- Bookmarks:** A section titled "My Bookmarks" stating "No bookmarks have been added."
- Calendar:** A section showing the current date as "Wednesday, August 20, 2014" and "Upcoming events" with a note "There are no events to display. Create an event."
- News:** A section titled "Welcome to Public Health Concepts!" posted on "Aug 19, 2014 12:00 PM". It includes a welcome message from Amy Lee and a photo of MPH students with food donations for a public health week in April 2013.

### Navigation bar (under the Springboard logo)

- *Course home*—the page that contains the course announcements, welcome box, events and updates.
- *Content*—where you will find MOST of the course materials. Lectures, resources and other materials will be posted here.
- *Discussion*—some of the MPH core courses will use the discussions as assignments, some do not. If you want to start your own forum to open a discussion with your classmates, go ahead!
- *Dropbox*—this is where you would be submitting most of your written assignments.
- *Quizzes*—This is where you might find exams, questions, etc. on some of the courses.
- *Classlist*—You can check out your classmate’s profiles (if they have been posted!). If you have not forwarded your Springboard email to your preferred email address, you may not get your email, however—make sure you do this! It is best to email faculty at the email addresses posted in the syllabus—do not try to email faculty through Springboard (some are provided UA IDs that would connect with a UA email address—we cannot access these emails since most of us are not UA faculty!).
- *Grades*—This is where you would check your grades!
- *User Progress*—You can follow your progress in the course.

### News

You will find course announcements from your instructor(s) here. Check with your instructors to find out how frequently you should check the “home” page for news updates.

### “Content” screen shot

Here is a screen shot of a course’s “content” section—where you will find most of the course’s materials. The syllabus, lecture materials and many other resources are posted here.

## Manage Content

- Manage Content
 New Module
 New Topic
 Add Multiple Topics
 Reorder

Add Learning Object

Search For:  Search [Show Search Options](#)



### Content Items

#### Public Health Prac & Issues 101

#### Course Introduction

#### Important--look at these FIRST!

[Meet the instructors video](#)

[Instructor biosketches](#)

[Springboard course navigation \(video\)](#)

[Course syllabus, posted 5/20/11 \(PDF\)](#)

[Course syllabus navigation \(PDF\)](#)

[Community site introduction \(Narr PPT\)](#)

[Community site introduction \(PDF\)](#)

[Site Activity Checklist \(PDF\)](#)

[Springboard tips \(PDF\)](#)

#### Course Tips

[PHPI Q&A from previous classes \(PDF\)](#)

[Link to E-reserves \(use drop down menu choice "instructor", and type "Cap](#)

## TIPS

- If you have questions on how to “do” things in Springboard, you can call Kim in the MPH office at 330-325-6178 or [pubhlth@neomed.edu](mailto:pubhlth@neomed.edu)! If we cannot help you right away, then we will find your answer! Don't forget to click on the “help” section in Springboard first!
- If your password does not work, contact The University of Akron Zip Support Center at 330-972-6888 to get your password by giving them your UANet ID. Sometime passwords expire!
- Download items from the “content” section that seem to be running slowly (e.g., narrated PowerPoints) onto your hard-drive. Once you download them (it may take a while!), you should be able to access them quicker if they are on your hard-drive.
- **Make sure you have Adobe Reader, Adobe Flash, Real Player, and Window Media Player** (all free downloads) on your computer.
- If you find a “tip” that you would like to share with your classmates, send them to us at [pubhlth@neomed.edu](mailto:pubhlth@neomed.edu) and we will post it on the technology resources section on the MPH web page!