

Baylor College of Medicine Faculty Technology

Faculty Users of Education Technology

Checklist

<http://erc.bcm.edu>

USER TIPS

- Your @bcm.edu email address is used for ALL College email communication. You must check this email account.
- For the best experience, use Google Chrome or Mozilla Firefox to access Blackboard and ExamSoft.
- BCM provides free Wifi on campus. Wifi users must use your BCM ECA and password for access.
- BCM users will have their computing devices inspected by Cisco ISE technology before connecting to the BCM network (Wired LAN, Wifi, and VPN) to enhance security. (Coming Soon)
- For assistance with a User ID/Username or password: contact the Help Desk, It-support@bcm.edu, 713-798-8737.

1 Poll Everywhere

ONLINE POLLING SOFTWARE

- ☐ >> *To Present:* Talk to Dee Bagley (dbagley@bcm.edu) about setting up a free enterprise account license.
- ☐ >> Go to <http://polleverywhere.com> and log in with the temporary credentials, then change your password.
- ☐ >> Use a Windows PC or Mac, mobile device (download the app)
- ☐ >> Plugins for PowerPoint, Keynote, Office 365 & Google Slides / must be logged into your account to present
- ☐ >> Participants can respond to polls on a laptop, tablet, mobile phone, or SMS

2 Blackboard

BCM COURSE MANAGEMENT SYSTEM

- ☐ >> Go to <https://bcm.blackboard.com> and enter your username and password. If this is your first time logging in to Blackboard, enter: USERNAME: BCM username (ECA) PASSWORD: BCM username (ECA)
- ☐ >> Change your password: "Tools" >> "Personal Information" >> "Change Password"
- ☐ >> Download the *Bb Instructor App* for your Android, Apple or Windows devices. **COMING SOON**
- ☐ >> BCM System Admin: William McKinney (wwwmckinn@bcm.edu) OR blackboard@bcm.edu) 713-798-7308

COLLABORATE VIDEO CONFERENCE SOFTWARE

- ☐ >> Runs best in Google Chrome or Mozilla Firefox or through the mobile Bb Student or Instructor app
- ☐ >> Up to 1000 participants per session, screen share, recording, attendance, chat, white board, file share
- ☐ >> BCM System Admin: William McKinney (wwwmckinn@bcm.edu) OR blackboard@bcm.edu) 713-798-7308

3 ExamSoft

COMPUTER BASED EXAMINATION SOFTWARE

- ☐ >> Exam Software for: School of Medicine, School of Allied Health & National School of Tropical Medicine
- ☐ >> Go to <http://www.examsoft.com/bcm> and log in with your BCM username and password. Inst Code: BCM
- ☐ >> Download Examplify to your laptop – be mindful of the computer specifications set by ExamSoft
- ☐ >> If you try to log in more than 3 times, your BCM account will get locked. Call the BCM Helpdesk at 713-798-8737 and a support person will unlock your account.
- ☐ >> Additional information available at <https://intranet.bcm.edu/?tmp=/mdprog/softest>
- ☐ >> BCM System Admin: William McKinney (wwwmckinn@bcm.edu) 713-798-7308

4 vBrick

ACCESS TO BCM VIDEO LECTURE STREAMING

- ☐ >> Go to <http://bcm.rev.vbrick.com/> and log in with your BCM username and password.
- ☐ >> Students will only have video access to the classes and years they are enrolled.
- ☐ >> Students will NOT be able to download videos. Has the look and feel of YouTube.
- ☐ >> Faculty will have access to multiple years and classes, if access is requested.
- ☐ >> For assistance and troubleshooting contact av@bcm.edu

5 E*Value

ALL OFFICIAL BCM MEDICAL SCHOOL EVALUATIONS

- ☐ >> Go to <https://www.e-value.net>
- ☐ >> Email notifications will come from our E*Value Admin, Lori Ezzell lezzell@bcm.edu.
- ☐ >> Changing your login and password can be done by going through My Profile.

6 Zoom

BCM VIDEO & WEB CONFERENCE SOFTWARE

- ☐ >> Go to <https://bcm.zoom.us> and log in with your BCM username and password.
- ☐ >> Use a Windows PC or Mac, mobile device (download the app), or a videoconferencing room system
- ☐ >> For assistance and troubleshooting contact av@bcm.edu

Need in-person help? Contact the BCM IT Helpdesk at (713) 798-8737 for assistance.

Engage in ERC Resources

Student Handbook

<https://www.bcm.edu/education/schools/medical-school/student-affairs/student-handbook/>

Faculty Handbook

https://intranet.bcm.edu/?&tmp=/faculty_affairs/docs/Current_Faculty_Handbook

Education Resource Center (ERC)

CIRCULATION DESK: M-F, NOON - 9PM;
WEEKENDS, 9AM-5PM

- >> ERC Hours: 24/7
- >> Go to *Catalog*: <http://bcm.follettdestiny.com>
- >> Go to <http://erc.bcm.edu> or Email: erc@bcm.edu
- >> Email erc@bcm.edu for technical support.

GYM

BCM Wellness Center
http://intranet.bcm.edu/?tmp=/finance/wellness_ctr/main

Located at TMC Garage 6, 8th Floor
(713) 798-5810

Wireless E-mail Services

All phones using "Active Sync" can receive BCM email (e.g. Android, Blackberry, iPhone, Windows Mobile)
If you would like to order the BCM wireless email service, click on the link to fill out the form. If you need help, call OIT Help Desk at 713-798-8737 or email. it-support@bcm.edu.

<https://fedidp.bcm.edu/idp/Authn/UserPassword>

The InTune app (available for Apple & Android) will be required for BCM users who wish to use their mobile device for BCM email. (COMING SOON)

BCM Security

<http://intranet.bcm.edu/?tmp=/security/home>
Service Building, Room BCM-112H
(713) 798-3000
Bcm-security@bcm.edu

Open 24/7, 365 days a year
Lost and found is located in this office

Restaurants

http://intranet.bcm.edu/?tmp=/finance/food_services
Morrison's (Anderson basement, M-F, 7a-2pm)
John P. McGovern TMC Commons - Waterwall Cafe

Office of Faculty Affairs

(713) 798-4418
E-mail: facultyaffairs@bcm.edu

Office of Faculty Development

One Baylor Plaza, N112
(713) 798-7285
E-mail: faced@bcm.edu

Medical Education Curriculum Office

<https://intranet.bcm.edu/?tmp=/mdprog/home>
Curriculum Committee:
https://intranet.bcm.edu/?fuseaction=home.showpage&tmp=mdprog/curr_comm
DeBakey Building, M220
(713) 798-7760
M-F, 7:30AM - 5PM

School of Allied Health Sciences

<https://www.bcm.edu/education/schools/school-of-allied-health-sciences>
DeBakey Building, BCM115
(713) 798-7694

Graduate School of Biomedical Sciences

<https://www.bcm.edu/education/schools/graduate-school-of-biomedical-sciences>
Alkek Building
(713) 798-4028
gradappboss@bcm.edu

Graduate Medical Education

<https://www.bcm.edu/education/graduate-medical-education>
Alkek Building, Suite 22D
(713) 798-5928
gme-off@bcm.edu

National School of Tropical Medicine

<https://www.bcm.edu/education/schools/national-school-of-tropical-medicine>
DeBakey Building, BCM164A
(713) 978-1199
tropmed@bcm.edu

Audio Visual Department

Rick Cleary, Randy Jackson, Kenny Gamer & Wayne Sheppard
(713) 798-1772
E-mail: av@bcm.edu
Available M-F 6am to 6pm

Software

- >> Microsoft Office 365 ProPlus (5 free Installs)
- >> Go to <http://mail.bcm.edu> => click on the cog wheel, then go to Office 365 settings => click on Software link => click on install
- >> Virus Protection - Free Symantec Endpoint Anti-Virus Software
- >> Go to <https://intranet.bcm.edu/?tmp=it/downloads>

- >> Cloud Storage - Go to <http://box.bcm.edu> - Use your BCM username and password to access
- >> Cloud Storage - Go to <http://mail.bcm.edu> - Click on Microsoft OneDrive

Virtual Private Network (VPN)

ACCESS BCM NETWORK OFF CAMPUS

- >> Go to <http://vpn.bcm.edu> to download client
- >> Group: ERC-Default - Then enter BCM username and password
- >> For assistance with VPN access, contact the Help Desk: it-support@bcm.edu 713-798-8737
- >> ONLY the ERC Group works for BCM resources like Up-to-date (not required for Blackboard)
- >> Multi-Factor Authentication (MFA) is also referred to as dual-factor authentication. The MFA generates a random six-digit number or "Secure Token", which will be generated on your personal mobile device (search for Dell Defender Cloud). You must use the "Secure Token" to access VPN. For assistance installing and configuring the VPN, contact the ERC. (COMING SOON)
- >> **NOTE:** the ERC VPN may cause your networked peripherals to stop working at home!

TMC Library

<http://library.tmc.edu>
133 John Freeman Blvd.
(713) 795-4200

To register for REMOTE Resource Access, go to <http://library.tmc.edu/resources/resource-access-registration/> to be able to remote access the Library's e-resources. (This process generally takes a few minutes.)

Unlike public libraries, being a registered user of the library does not automatically entitle you to full access of resources.

As a member of the TMC Library, you will have access to electronic textbooks, journal articles, and other resources for teaching purposes.

Useful Links

Online ARS

1. Poll Everywhere - <https://polleverywhere.com>

Video Conference

1. Zoom - <https://bcm.zoom.us/>
2. Blackboard Collaborate

File Conversion

1. SmallPDF - <http://smallpdf.com>

Live Feeds

1. Today's Meet - <https://todaysmeet.com>

File Share

1. Box - <https://box.bcm.edu>
2. BigFile - <https://bigfile.bcm.edu>

