

ALAN PIFER ACADEMIC SKILLS CENTER

Welcome,

get ready for the term with the Academic Skills Center (ASC)

AVAILABLE TUTORIALS

- > Navigating MyHeritage
- > Ordering Textbooks & Required Class Materials
- > File Management & Customizing Browser Settings
- > Zoom for Online Learning
- > Other Essentials
- > Outlook Calendar & Email

HOW TO ACCESS TUTORIALS



Available tutorials can be accessed in the *New Student Essential Resources* on MyHeritage or using the QR code.

SCHEDULE A 1:1 TUTORIAL

Want hands-on practice? Schedule an appointment with a tutor to practice or review a tutorial. Appointments are available in person or online. Use the QR code to access the scheduling tool.



QUESTIONS? CONTACT US

✉ ASC@heritage.edu

TUTORING BEGINS MONDAY, AUGUST 21

GET READY FOR THE TERM WITH THE

ACADEMIC SKILLS CENTER

Use the topics on this list as you prepare for your first semester at Heritage University. Each item listed has a written tutorial, video tutorial, or links to publicly available tutorials.

Use this checklist to identify what you already know. Then, visit the *New Student Essential Resources* page to review the tutorials for the topics you'd like to learn.

How to Use the Checklist

Step 1: Read the checklist

Step 2: Cross off all items that you already know how to do or have already done for this semester.

Step 3: Visit the *New Student Essentials Resource* page on MyHeritage to access the tutorials you want to learn.

Step 4: Review the tutorials on your own or visit the ASC to practice with a tutor.



NAVIGATING MYHERITAGE

- How to retrieve your Student ID
- Where to update your contact information
- Where to access the Academic Skills Center (ASC) tutoring page
- Where to find student employment opportunities
- How to find your class schedule
- How to access your class pages
- How to upload your assignments
- Where to check your grades
- Where to check for "holds"
- Where to access your award letter
- Where to access the Financial Aid Office's online resources
- Where to access the Student Accounts' online resources

ORDERING TEXTBOOKS

- How to use the *Book Credit Application* to request credit to purchase textbooks & class materials
- Locate the *Virtual Bookstore* portal on MyHeritage
- How to use your class schedule to select the required books and materials for your courses
- How to purchase your class textbooks in the *Virtual Bookstore*
- How to purchase required access codes for classes with online learning platforms, if applicable

OUTLOOK EMAIL & CALENDAR

- Set up an email signature
- Practice drafting and sending an email to your professor
- Learn the difference between Reply and Reply All
- Sign into your HU student email on your phone
- Learn how to respond to a calendar meeting invite
- Practice sending a calendar invite
- Set up your class and work schedule on Outlook Calendar

FILE MANAGEMENT & BROWSER SETTINGS

- Set up a default browser on your computer/tablet
- Set up a default search engine on your computer/tablet
- Bookmark your frequently used links on your browser header for easy access
- Organize your digital homework documents with digital files
- Practice downloading a homework document from MyHeritage
- Practice finding the downloads folder on your computer to access documents you've downloaded
- Practice renaming a document
- Practice saving your documents in a designated folder

ZOOM

- Install Zoom
- Change your preferred setting on Zoom
- Practice joining a Zoom meeting
- Practice leaving a Zoom meeting
- Practice muting/unmuting in a Zoom meeting
- Practice sending a message in the Zoom chat
- Practice sharing files directly through a live Zoom meeting
- Practice sharing your screen on Zoom
- Practice sharing one window at a time on Zoom
- Practice annotating your screen on Zoom
- Practice using the emoji features on Zoom such as the "raise my hand"
- Learn to check Zoom for updates and how to update Zoom

OTHER ESSENTIALS

- Sign up for Rave Alerts through the HU Notification System
- Access the Academic Calendar that consists of important dates
- Access the HU catalog
- Download Microsoft Office 365 (Word, PowerPoint, Excel) for free
- Print in the tutoring center using a campus desktop computer
- Check your printing balance on MyHeritage
- Add additional printers to your laptop when you need to print from student printers on campus
- Learn where to add printing balance when it runs out
- Scan your homework using your phone
- Change your browser settings to translate a page on Google to your preferred language