



Digital Classroom Services
Information Technology
MICHIGAN STATE UNIVERSITY

Health Education Technology

Revised June 2021

Introduction

Digital Classroom Services (DCS) is a branch of Michigan State University Information Technology (MSU IT).

In addition to general support for campus classrooms, DCS provides specific technical services for the students, staff, and faculty of the Health Colleges and Health Team.

The following pages will explain the services DCS provides to Health College students, as well as some of the other technology services supported by MSU IT that you will use as a student of the Health Colleges.

For assistance with MSU IT services, please call 517-432-6200 or visit help.msu.edu

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1) First Steps

We recommend you take the following steps to ensure a successful experience as a new student. For further explanation of these steps, visit the corresponding chapters in this packet.

1. Register your personal device(s) on the MSU Wireless Network (connect to an MSUNet 3.0 (not Guest) access point and navigate to dhcp.msu.edu in your browser – log in with your MSU NetID and follow the steps to register your device)
2. Log in to Kaltura MediaSpace
 - All students should confirm that they are able to log in to Kaltura MediaSpace at <https://mediaspace.msu.edu>.
 - MSU-COM students should confirm that they can see their class channel (videos may not be available, but you should be able to see the channel under My Channels after logging in).
3. Prepare for CBT
 - MSU-COM students should confirm that the device they will be using for testing meets the minimum computer based testing requirements at examsoft.com/msucom
4. Register for the lecture response system used by your college (see your college's website for more information on how to register)
 - MSU-COM uses iClicker Reef for years 1 and 2, and TopHat for semester 1)

***On behalf of MSU IT and Digital Classroom Services,
welcome to the MSU College of Osteopathic Medicine!***

2) Login IDs and Services

*For additional information regarding NetIDs, see itservicedesk.msu.edu/KB/403238
or call the MSU IT Service Desk at 517-355-2342*

The MSU NetID is a unique alphanumeric identifier auto-generated from a user's name. MSU NetIDs are assigned to all current faculty, staff, students and retirees.

Your NetID is your personal identifier at MSU and serves as your login to many university computing and networking services. Some of those services include:

MSU Wireless - dhcp.msu.edu

Email - mail.msu.edu

Library services - lib.msu.edu

Desire2Learn - d2l.msu.edu

Google drive, calendar, etc. - googleapps.msu.edu

Web Printing - print.msu.edu

Viewing live-streamed and recorded lectures on mediaspace.msu.edu and in D2L

When setting up your MSU NetID and password for the first time, visit netid.msu.edu.

If you need assistance with your MSU NetID, or any of the services listed above, you can consult the service webpage, or call the MSU IT Service Desk at 517-432-6200, toll free (844) 678-6200.

3) Wireless Internet at MSU

For additional information regarding MSUNet Wireless Networks, see itservicedesk.msu.edu/KB/403137;

For additional information regarding MUC WIFI, see itservicedesk.msu.edu/KB/404148

For assistance call the MSU IT Service Desk at 517-432-6200

Connecting to WIFI in East Lansing, Grand Rapids and DMC

Wireless internet is available throughout the MSU campus. There are two primary networks on campus, MSUNet 3.0, and MSU Guest. MSUNet 3.0 is the preferred network for MSU students because once you register a device on MSUNet 3.0 you don't need to sign in again, and upload and download speeds are faster. To connect:

1. On your device, connect to "MSUNet 3.0"
2. Open a browser. If you are not automatically directed to the MSU DHCP Registration page, navigate to dhcp.msu.edu.

https://dhcp.msu.edu

MICHIGAN STATE UNIVERSITY | dhcp.msu.edu

MSU DHCP Login

Login below to **register** your computer or to **manage** your computer registrations.

Login:

NetID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

For full network access, your computer must be registered.

DHCP Registration Notes

- You must register your computer to use it on the network at Michigan State University. You will not be able to register your computer unless you are presently connected to an active Ethernet or wireless connection on campus.
- If you have registered your computer, and are still being directed to this page, your network access may have been suspended, or you may be using a different network connection (e.g. wired vs. wireless). To check, please login.

3. Log in using your MSU NetID.

4. Click “Register your computer’s wired or wireless connection”.

[Main Menu](#) [Logout](#) [Help](#) [Contact Us](#)

Main Menu

This web page provides registration and management functions for computers attached to the Michigan State University campus computer network from an Ethernet or Wireless network adapter. Before attempting to register your computer, you must have your computer attached to the campus network from your Ethernet adapter, or to the **MSUnet Wireless** network.

Wireless users, please note: As of November 23, 2010, you will need to register your computer to use MSUnet Wireless service.

You may need to register your computer twice, if you are moving from a wired Ethernet connection to **MSUnet Wireless** service, or vice versa.

[Register your computer's wired or wireless connection](#)
[Manage your computer registrations](#)
[Logout](#)

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5. Fill in the information requested and follow the rest of the screen steps to register your device with MSU DHCP.

Connecting to WIFI at MUC

MSU-COM at MUC makes use of the Macomb Community College wireless network. To connect to the wireless network at MUC:

1. On your device, connect to the “MSUwifi” network
2. The MSUwifi network password is “gogreen@mcc” (no quotation marks)
3. If your device requires it, use the following information:
 - Security Type: WPA2-Personal
 - Encryption Type: AES
 - If prompted, check the option: Connect even if the network is not broadcasting its name (SSID)

4) Desire2Learn

Call 517-432-6200 or visit help.d2l.msu.edu if you need assistance with D2L.

Desire2Learn (D2L) is the learning management system at MSU. Much of your course information may be made available to you through D2L.

Log in to D2L using your MSU NetID.

If you have questions or issues using D2L, you can find information at help.d2l.msu.edu, or you can call 517-432-6200, or toll free (844) 678-6200.

5) Kaltura MediaSpace

Call 517-432-6200 or visit mediaspace.msu.edu/help if you need assistance with MediaSpace.

The Health Colleges use Kaltura MediaSpace for recording and live-streaming of lectures. Your Course Coordinator will determine whether your class will make use of live-streaming and/or recorded lectures. If recorded lectures are available for your class, links to the videos will generally be available in your Desire2Learn course under the heading “Course Media Gallery” (for more information on D2L, see section 4 above).

You will also have access to a channel where any recordings from the previous semesters will be stored and viewable for watching after your current semester ends.

Log in to MediaSpace using your MSU NetID.

6) Computer Based Testing

MSU-COM's Computer Based Testing platform is Bring Your Own Device (BYOD). This means that you must bring a device to MSU-COM at the time of matriculation.

Students should make sure that their device meets the minimum system requirements of Exemplify, a testing program by ExamSoft. To confirm your device meets the minimum requirements, visit examsoft.com/msucom and consult the information related to your device.

Further information for MSU-COM students regarding CBT preparation can be obtained in the  COM CBT Orientation Materials.

7) Student Response Systems

The Health Colleges use student response systems which utilize your personal device (e.g. laptop or smartphone) to interact with instructor questions. It provides the opportunity for communication in a large classroom through feedback, quizzing, warm-up exercises, taking attendance, etc.

MSU-COM primarily uses iClicker Reef, but also utilizes TopHat for semester 1.

A) iClicker Reef aka iClicker Student (COM only)

MSUCOM uses a student response system called iClicker Reef. You will use your own device (laptop, tablet or smartphone) to answer questions in the classroom.

To set up your iClicker Reef account on your personal device:

1. Create an account at <https://app.reef-education.com/#/account/create>. You will need to search for Michigan State University. **Use your MSU email address and your Student ID Number (APID) to create your account.**
 - a. iClicker Reef is free to students through June 2023. 
2. Download the software/application to your device from the iClicker website, App Store, or Google Play. More information at <https://www.iclicker.com/students/apps-and-remotes/apps>.

For questions about how to use iClicker Reef, go to support.iclicker.com.

For questions about how to register your device on D2L, visit help.d2l.msu.edu or call 517-432-6200.

B) TopHat

The TopHat app can be downloaded to your device prior to the start of the semester. Your instructors will provide further instructions on how to set up your account.

8) Printing

Call 517-432-6200 or visit help.msu.edu for help with printing.

The following document can be found at itservicedesk.msu.edu/KB/402723

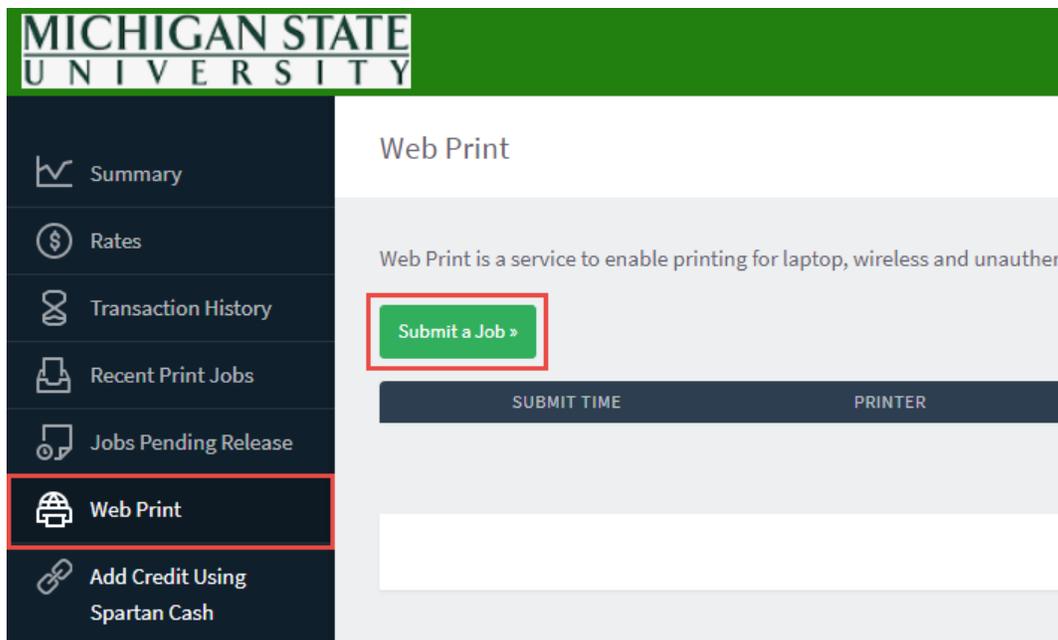
Michigan State University offers printing to students through its MSU Print service. MSU Print allows users to print documents all across campus, either from campus computer labs or any personal computer on the campus network via print.msu.edu.

Use your MSU NetID to log in to MSU Print.

Printing from MSU Print

The following instructions can also be found by logging in to print.msu.edu and clicking “Help”

1. Log in to print.msu.edu and click the “Web Print” menu item.
2. Click “Submit a Job”.



3. Select your desired printing group by clicking on the corresponding radio button. Printing groups are sorted first by **Location**, then **Capabilities**. After you make your selection, click on the “Print Options and Account Selection” button at the bottom of the page to continue.
 - **Locations**
 - i. East Lansing Campus (main campus, non-library locations)
 - ii. Health College Distance Learning Sites (this applies to DMC, MUC, and Grand Rapids)
 - iii. Libraries (also on the East Lansing campus)

- **Printing Capabilities**

- i. B/W (black and white, which costs \$0.05 per page)
- ii. Color (\$0.40 per page, not available at all distance learning sites)
- iii. Single Sided
- iv. Double sided (charges are incurred by the number of document pages, not the number of sheets of paper used)

Please note: Many printers are in classrooms where scheduled classes and events may be taking place. Refer to roomscheduling.msu.edu for schedules and information on university classroom locations.

Select a printer:

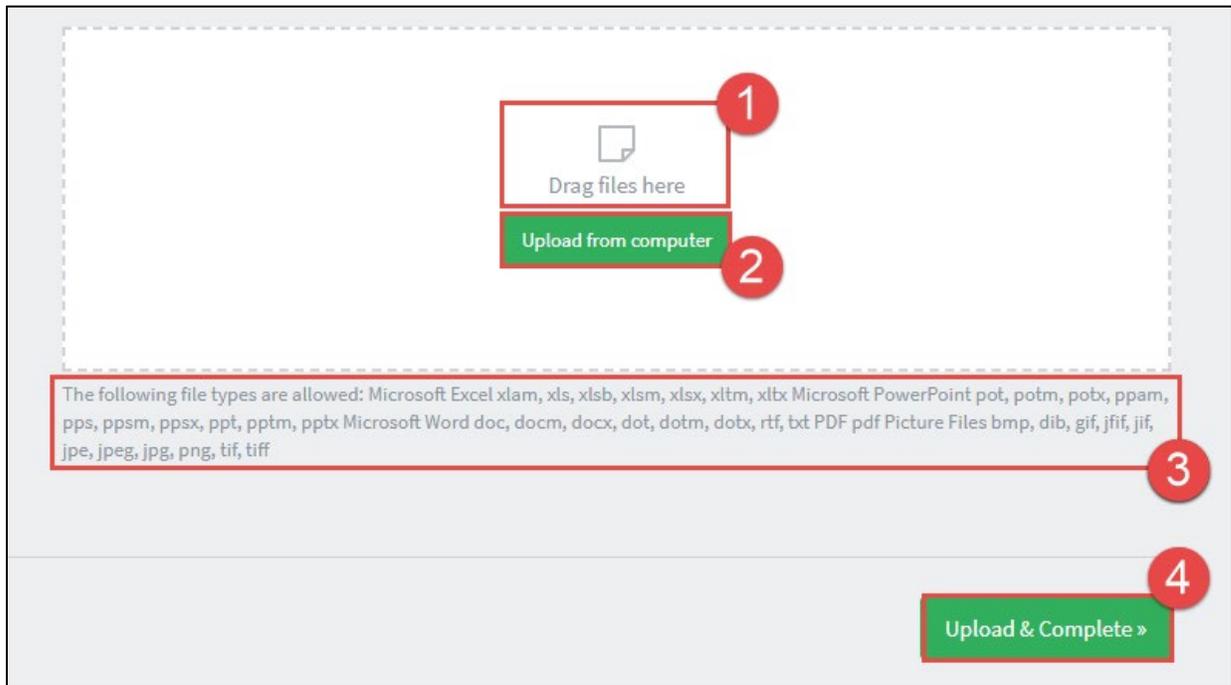
>

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> msuprint\East Lansing Campus B/W Duplex (virtual)	East Lansing Campus - B/W - Double Sided
<input type="radio"/> msuprint\East Lansing Campus B/W Simplex (virtual)	East Lansing Campus - B/W - Single Sided
<input type="radio"/> msuprint\East Lansing Campus Color Duplex (virtual)	East Lansing Campus - Color - Double Sided
<input type="radio"/> msuprint\East Lansing Campus Color Simplex (virtual)	East Lansing Campus - Color - Single Sided
<input type="radio"/> msuprint\Health College Distance Learning Sites B/W Duplex (virtual)	Health College Distance Learning Sites - B/W - Double Sided
<input type="radio"/> msuprint\Health College Distance Learning Sites B/W Simplex (virtual)	Health College Distance Learning Sites - B/W - Single Sided
<input type="radio"/> msuprint\Health College Distance Learning Sites Color Duplex (virtual)	Health College Distance Learning Sites - Color - Double Sided
<input type="radio"/> msuprint\Health College Distance Learning Sites Color Simplex (virtual)	Health College Distance Learning Sites - Color - Single Sided
<input type="radio"/> msuprint\Libraries B/W Duplex (virtual)	Libraries - B/W - Double Sided
<input type="radio"/> msuprint\Libraries B/W Simplex (virtual)	Libraries - B/W - Single Sided
<input type="radio"/> msuprint\Libraries Color Duplex (virtual)	Libraries - Color - Double Sided
<input type="radio"/> msuprint\Libraries Color Simplex (virtual)	Libraries - Color - Single Sided
<input type="radio"/> msuprint\Library MakeCentral B/W Duplex (virtual)	Library MakeCentral - B/W - Double Sided - Pick up and pay at MakeCentral
<input type="radio"/> msuprint\Library MakeCentral B/W Simplex (virtual)	Library MakeCentral - B/W - Single Sided - Pick up and pay at MakeCentral
<input type="radio"/> msuprint\Library MakeCentral Color Duplex (virtual)	Library MakeCentral - Color - Double Sided - Pick up and pay at MakeCentral
<input type="radio"/> msuprint\Library MakeCentral Color Simplex (virtual)	Library MakeCentral - Color - Single Sided - Pick up and pay at MakeCentral

4. Specify the number of copies to print in the Copies field, and the click on “Upload Documents” to continue.
5. Upload your documents. Select the documents to upload by dragging the file(s) to the “Drag files here” area (1), or click on the “Upload from computer” button (2) to browse your computer.

Note: Allowed file formats are listed (3). If your file format is not listed, you can save it as a PDF before uploading. For instructions on saving as a PDF please see knowledge document [403197](#).

Also Note: A PowerPoint file will print as an individual slide per page. If you wish to adjust this, first output a PDF file from PowerPoint with the desired format selected.



6. Wait for your document(s) to process. Once completed, the “Status” of your document will change to “Held in a queue.” Uploaded documents are held in the queue for two hours before getting automatically cancelled.

Submit Time	Printer	Document Name	Pages	Cost	1 Status
Jun 1, 2015 8:24:55 AM	msuprint\ABB14 B/W	pdf-test.pdf	1	\$0.05	Held in a queue

7. Release your “Held in a queue” document to a printer using the location and capabilities you chose in step 3.
 - a. Click “Held in a queue” on your document, or click “Jobs Pending Release” on the left sidebar menu (1).
 - b. On this page you’ll see any documents you’ve uploaded in the last two hours. Click [print] under the “Action” field (2) to send a job to a printer (or “cancel” to delete the job)

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Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit Using Spartan Cash

Jobs Pending Release

1 job pending release with cost \$0.05 ✔ Auto refresh (16) Refresh Now

Your balance:\$0.00

Release All Cancel All

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Apr 17, 2018 2:28:27 PM	msuprint\Health College Distance Learning Sites B/W Simplex	How to start Migration.docx	Web Print	1	\$0.05	[print] [cancel]

8. Choose which building and printer you wish to send your document
 - a. Select which printer you wish to print your document to.
 - i. Printers locations are listed alphabetically by building code
 - ii. Printers capabilities (e.g. B/W or Color) were selected in step 3
 - b. Once the printer location is selected, the print will complete (if funds are available)

Note: Printer availability is determined by the capabilities chosen (B/W, color, single or double-sided) during step 3. If the printer you are trying to send the document to does not appear in the list of available printers, you will need to cancel your current job and repeat the process, selecting a different printing group in step 3.

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
msuprint\DMCG026 B/W	Detroit Medical Center G026 B/W	✔ OK
msuprint\FLINT133 B/W	Flint Student Lab 133 B/W	✔ OK
msuprint\SEC257-1 B/W	Grand Rapids Secchia 257-1 B/W	✔ OK
msuprint\SEC257-2 B/W	Grand Rapids Secchia 257-2 B/W	✔ OK
msuprint\SEC259 B/W	Grand Rapids Secchia 259 B/W	✔ OK
msuprint\SEC324 B/W	Grand Rapids Secchia 324 B/W	✔ OK
msuprint\UC4103 B/W	Macomb University Center UC4 103 B/W	✔ OK
msuprint\UC4213 B/W	Macomb University Center UC4 213 B/W	✔ OK

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