

Educational Technology Guide for Students

University of the Pacific Arthur A. Dugoni School of Dentistry

Meixun Sinky Zheng, PhD Director of Educational Innovation & Assessment Professor, Learning Sciences Office of Academic Affairs

SF Information Technology (IT)
Raybel Ramos, Associate Dean of Information Technology
Adrian Hernandez, Network Administrator
Sandy Martino, Technical Writer & Web App Support

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(* Only available to first-year DDS and dental hygiene students.)

Get Support

For technology questions in a specific course, you can always reach out to the **course director or instructor** for assistance. Other support options are available when needed.

San Francisco IT

For technical support, contact SF IT.

- pchelp@pacific.edu
- IT service request: https://technology.pacific.edu/
- Visit the IT help desk in room 107

Vendor Support

The vendor provides a variety of support resources. The contact information is listed within the guide for the specific technology.

Academic Affairs

For general questions and suggestions, contact Office of Academic Affairs.

Meixun Sinky Zheng, MA, PhD Director of Educational Innovation and Assessment szheng@pacific.edu

Office: 4A-11

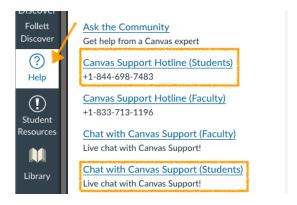
Didem Ozdemir Ozenen, DDS, PhD, PhD Associate Dean for Oral Health Education dozdemirozenen@pacific.edu

Office: 4A-13

Canvas

Canvas is the university's learning management system.

Canvas Support: In the Canvas global navigation, click Help to access help.



Access Canvas

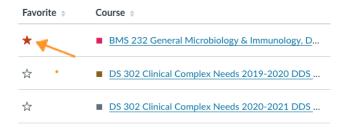
- https://pacific.instructure.com/
- Log in with Pacific credentials.

Access All Canvas Sites

- Click Courses [1] in the global navigation to bring up the Courses panel.
- Click All Courses [2] to see all courses you are enrolled in.
- The **Published Courses** [3] section lists courses that you have "starred" for quick access.



 Click the star next to the course title to "favorite" the course. It will be added to a quickaccess list under Published Courses (see above).



Access a Specific Canvas Site

- Click the course title to enter the course.
- Use the navigation area to access different sections of the site.



- Syllabus: course syllabus.
- Announcements: all course announcements are archived here.
- Modules: course materials.
- **Zoom**: Zoom meeting links for the course.
- Assignments: All course assignments (quizzes, discussions, etc.).
 - o Show assignments by **Date** [1] or **Type** [2].
 - o Show by Type [2]: It displays assignment weights [3].



Grades: Assignment grades (and feedback).

Discussion Forums

Access the forum

On the course Canvas site, click the forum title to enter the forum.

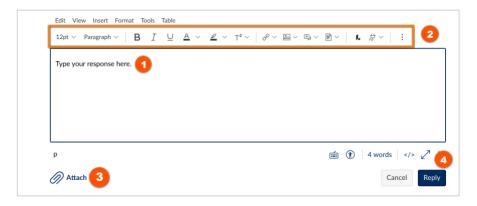


Post a response

Click Reply [1] at the bottom of the forum instructions.



- Type your response in the textbox [1].
 - o Use the **toolbar** [2] to format text, insert links, images, etc.
 - O Click Attach [3] to attach a file.
 - O Click **Reply** [4] to post your response.



Edit your response

- Click the **three dots** [1] at the top right corner of your post.
- Click Edit [2] in the dropdown menu.
- Edit your post, and click Save to save the changes.



Reply to a peer's post

• To reply to a **classmate's post**, click **Reply** at the bottom of their post.

Subscribe to discussions

- Within the forum, click the **Subscribe** button [1]. The button will turn **green**.
- You will receive email notifications when new responses are posted.

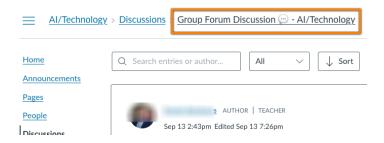


Group Discussions

Participating in a group discussion

If the faculty has created a small group discussion forum:

- Enter the course Canvas website.
- Click the forum title.
 - o You will be taken to your group's discussion room.
 - The **group name** is displayed at the top of the page.



Note: This discussion room is only accessible to group members and the instructor.

Click Reply [1] to post a response.



Other things to do within your group's discussion room:

- Create new discussion threads, viewing member names, and sharing files with the group.
 - Visit the Canvas Student Guide <u>here</u> for tutorials.
 - In the left sidebar, click **People and Groups.**

Assignment Submission

• To upload a file for an assignment, follow the tutorial here.

View Assignment Comments

You can view assignment comments by the instructor in the **Grades** page.

- Overall assignment comments: Tutorials here.
- **Comments in the rubric**: If the assignment uses a rubric linked to the assignment, the faculty might have left comments within the rubric. Tutorials here.
- **Annotated comments:** If you submit a file for the assignment, the faculty might have left annotated comments within your file. Tutorials here.

Peer Review Assignments

- How do I know if I have a peer review assignment to complete? Tutorials here.
- How to submit a peer review comment for an assignment? Tutorials here.
- Where to find my peers' feedback for peer reviewed assignments? Tutorials here.

Manage Notification Settings

Account-level notifications

Canvas includes default notifications you can receive for your courses. You can change the **account-level** default settings by setting your own notification settings.

Notifications are sent as one of four delivery types:

- Notify immediately
- Daily summary
- Weekly summary
- Notifications off

Course-level notifications

The account-level notification settings (see above) apply to **all** of your courses unless you <u>set notification settings for individual courses</u>.

Additional Resources

Canvas has a student guide that you can review here.

ExamSoft

ExamSoft is the school's secure computer-based classroom testing system.

ExamSoft

- 24/7 hotline: <u>866-429-8889</u>, ext. 1
- General support: <u>examsoft-support@turnitin.com</u>

Before Exam: Be prepared!

Install the Examplify app

Follow instructions from IT to download the software at the online portal here.

Purchase a privacy screen

Per the exam policies, you need to purchase and use a privacy screen during an exam.

During Exam: Navigate Examplify

For tips about using exam controls and navigating through the exam:

Video tutorial for Dugoni students <u>here (15 mins).</u>

After Exam: Access Reports

Strengths and Opportunities Report

If the faculty releases this report, you can access it at the online portal here.

Longitudinal Performance Report

You can run your own **longitudinal** performance analysis report at the <u>online portal here.</u>

Note: The report can be configured to show your performance in major content areas over time across multiple exams and multiple courses, providing rich data to guide your future study.

Additional Resources

- ExamSoft has a series of tutorials here.
- ExamSoft FAQ website: http://155fifthfaq.pacific.edu/category/examsoft/
- (password: Dental155)

Zoom

Zoom is the university's video conferencing system.

Before Class: Access Zoom Links

- On a course Canvas site, click **Zoom** in the course navigation area.
- Click on the meeting title to join the meeting.



During Class: Navigate Zoom

Zoom provides several tools to customize your learning experience and to participate in activities. The tool bar might look like the screenshot.



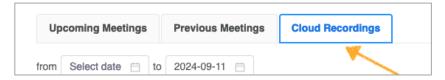
- Mute: Unmute to talk and mute yourself when you are not talking to avoid audio echo.
- Start Video: Turn on or off your video.
- Chat: Submit comments or questions; upload files and links.
- **Share:** Share files, the entire desktop or selected applications from your device with other meeting attendees.

- Annotation: Annotate on the screen.
- Reactions: Send an emoji reaction.
- Raid hand: Raise your virtual hand.
- Other tools: The faculty might use other tools within Zoom such as the built-in polling tool and whiteboard. Follow given instructions from the faculty to participate the activity.

Note: You might need to click **More** in the tool bar to bring up some tools listed above.

After Class: Access Recordings

- On the course Canvas site, click **Zoom** in the navigation area.
- Click the Cloud Recordings tab.



Note: Some faculty also link Zoom recordings to their respective modules under Modules.

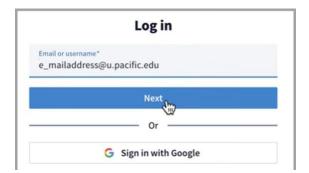
Polleverywhere

Polleveywhere is a mobile audience response system. Faculty might use it to conduct in-class polls for self-assessment and engagement.

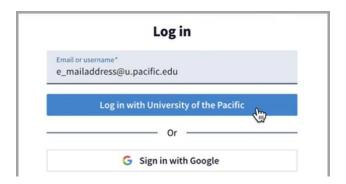
Register for a Student Account

If you are a student and you have been sent a link to join a Poll Everywhere group set up for your class:

- 1. Click the link sent to you that will take you to Poll Everywhere and allow you to join that group.
- 2. On the Log in screen, enter your @u.pacific.edu email address and click Next.



3. Click Log in with the University of the Pacific.



4. Log in to the OKTA screen with your PacificNet username and password. Click Sign In.



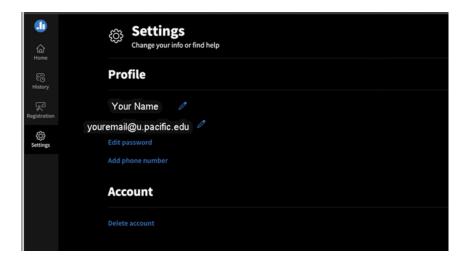
5. Verify with a push notification or a code from the OKTA Verify App.



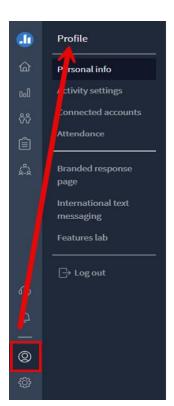
6. The push notification screen will open, indicating Push notification was sent, or you will see a screen prompting you to enter a code.



7. You will be taken to the Poll Everywhere **Settings** page for your account. Your account has been created.



- 8. Your account has been created. Please continue to finish your profile settings.
- 9. Click **Profile** or **Registration** in the left navigation. Click **Change** next to **Mobile Phone Number.**

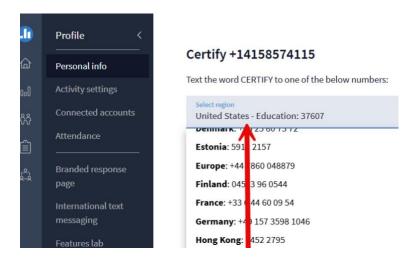




10. In "Update Your Phone Number", click +1 (for US) then your 10-digit area code and phone number. Click **Save**. (*You must use a U.S. phone number*.)



11. At the "Certify" page, click in the **Select Region** box. Select "United States Education" from the pull-down menu.



- 12. Using the cell phone you registered, text the word "CERTIFY" to 37607.
- 13. You will receive an acknowledgement message, like the one below:



You have successfully registered for Poll Everywhere and have been added to the group for your class.

Osmosis *

Osmosis provides a variety of learning resources, including animated videos.

*Note: Osmosis is only available to first-year DDS and Dental Hygiene students.

Access Osmosis

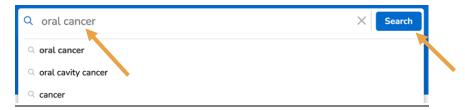
- o Click here to access the Osmosis website.
- Log in with your Pacific ID.

Searching for Videos

Osmosis has a collection of animated videos organized by content areas and disciplines.

Option 1: Search a video using the Search tool

• Type the topic (e.g., oral cancer), and click **Search**.



Option 2: Review videos for all content areas

• Click **View all topics**. It will show the list of content topics.



Scroll to the bottom of the list, click Featured Series -> choose Dentistry.

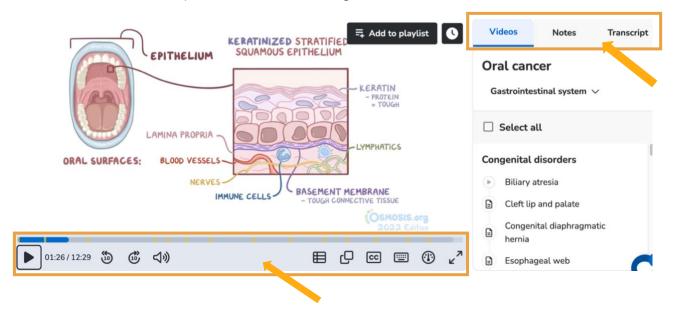


Nagivating the Videos

Use video controls

Use the tool bar at the bottom of the video and the side bar to access video controls.

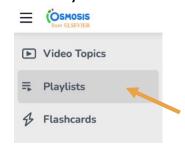
- Clickable chapters: click yellow dots in the video timeline to go to a specific spot of the video.
- o **Playback speed:** speed up or down the narration.
- Caption: turn on and off the video on-screen caption.
- Transcript: read the full transcript of the video.
- Notes: take time-stamped notes while watching the video



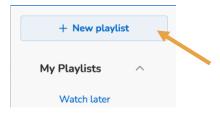
Create video playlists

The video playlist is a great way to organize videos by course/topic.

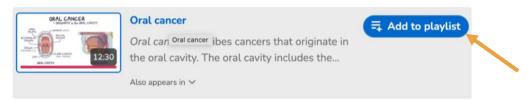
Click Playlists in the left navigation area of the Osmosis website.



Create a new playlist and give it a name (e.g., "Pathology videos")



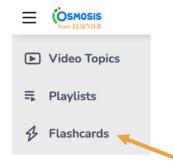
o Click **Add to playlist** to add a video to the playlist.



Flashcards

Osmosis has a collection of flashcards for self-testing.

• Click Flashcards in the left navigation area.



• Browse content topics (e.g., Biochemistry) -> choose subtopics -> Click Build quiz.



• Click **Start now** (to quiz yourself now) or **Save to Queue** (for later use).



VoiceThread

Voicethread (VT) is an online learning platform that allows you to watch presentations and make comments/ask questions on slides. It integrates with Canvas.

Student Account

- To watch a presentation: You do **not** need an account.
- To make comments on the slides: You <u>need</u> to have an account and log in.

Account set up

The faculty will share a Voicethread link on Canvas that allows single sign on using your Pacific credentials.

The first time you click on the link:

- Your account is automatically set up same as your Canvas credentials.
- You will be prompted to **verify** your account. Follow given instructions to complete this.

Note: You only need to do account verification **once.** In the future, when you click on the configured link, you will be **automatically signed in** to your account.

Access a Presentation

Click the presentation link on Canvas set up by the faculty.

Navigate the Presentation

Continue to the next page.



Listen to narration

• Click the **profile icon** [1] on the edge of the slide to listen to the narration.

Navigate among slides

- Use the **arrows** at the bottom [2] to navigate among slides.
- Click the **square** icon [3] to bring up the thumbnail of all slides.

Post a question/comment

- Click the + icon [4] to bring up ways of commenting: text, audio, and video.
- Click to choose a commenting format.

Your comment will appear as a profile icon on the edge of the slide.

Reply to a peer's/instructor's comment

- Click the "reply" icon at the bottom of their comment [5] to reply publicly.
- To post a private reply, click the "lock" icon [6].

Zoom in and out on the slide

• Click the + and - buttons at the top right corner [7].

Nearpod

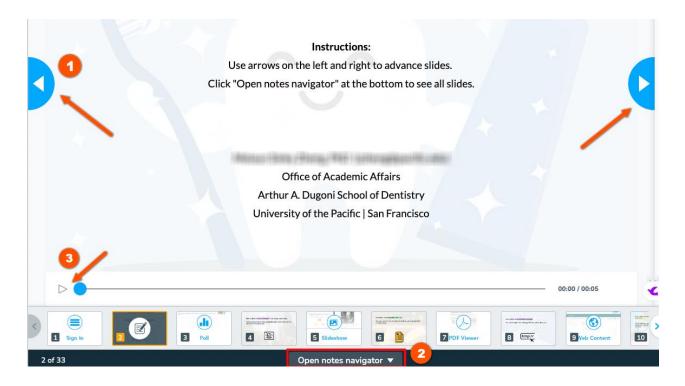
Nearpod is an all-in-one online learning platform that combines content delivery, activities, and assessment. It intergrates with Canvas.

Access Nearpod Lessons

- On the course Canvas site, locate and click on the lesson link.
- You will be taking to the lesson landing page. Your name is automatically populated. Click **Enter** to start the lesson.

Navigating the Slides

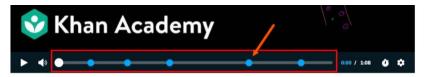
- Use the **blue arrows** [1] on both sides of the slide to navigate slides.
- Click Open Notes Navigator [2] to bring up thumbnails of all slides. You can then click on a specific slide to go to the slide directly.
- If a slide has audio, you will see a **play button** [3]. click to listen to the audio.



Videos with Embedded Questions

If the faculty have added self-assessment questions into the video:

• Questions are indicated by **blue dots** in the video timeline. When you play to a spot where there is a question, the question will pop up.



A note about skipping

Depending on the activity setting, you might have to watch the video in its entity and answer all questions in it **before you can proceed to the next slide.**

Embedded Files

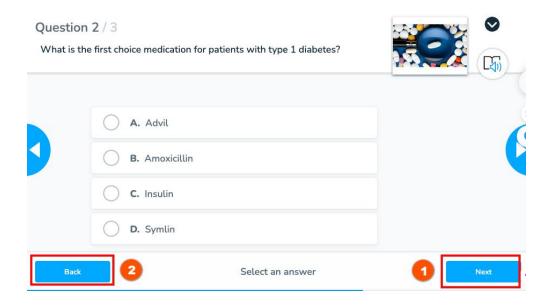
For embedded PDF files, you can read it within Nearpod or save it to your device.

- Use the left navigation [1] to navigate among the pages.
- Use the **tool bar** [2] at the top to zoom in and out.
- Click the **download icon** [3] to download the file to your device.

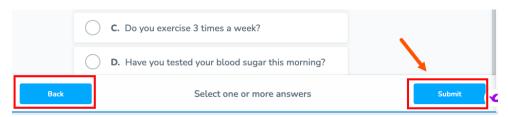


Quiz Questions

- Click **Next** [1] to go to the next question in the quiz.
- Click **Back** [2] to go back to the previous question.



When you are done with all questions in the quiz, click **Submit** [3] to submit your answers.



Note: Depending on the lesson settings, you might see immediate feedback that includes your performance on each question and the correct answer.

Polling

- Click to choose an answer [1].
- Click Submit [2] to submit your answer.

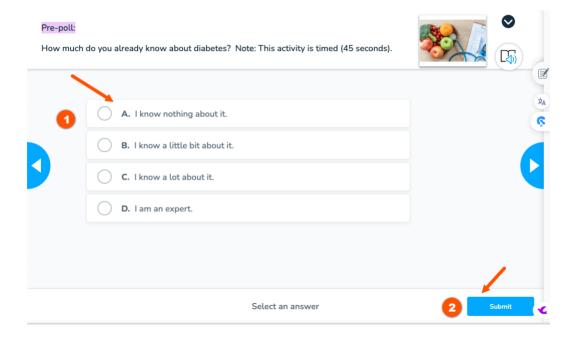
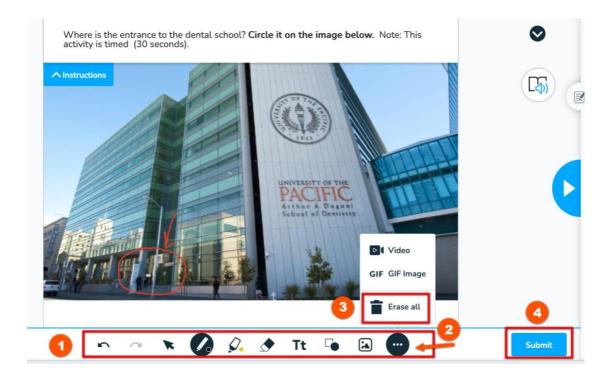


Image Annotation

- Use the **tool bar** [1] to perform annotation tasks (choosing a color, adding a textbox, etc.).
- Click the **three dots** [2] to bring up more tools (e.g., **Erase all** annotations [3]).
- When you are done, click **Submit** [4].



Exiting the Lesson

Close the lesson tab to exit the lesson when you are done. Your responses have been saved to the cloud and sent to the Canvas gradebook.

SoftChalk

SoftChalk is a cloud-based learning platform that integrates with Canvas.

Access SoftChalk Lessons

- On the course Canvas site, locate and click on the SoftChalk lesson link.
- You will be directed to the lesson's landing page, where your name is automatically transferred to the lesson.

Navigating the Lesson

Use the navigation bar to navigate different pages of the lesson.

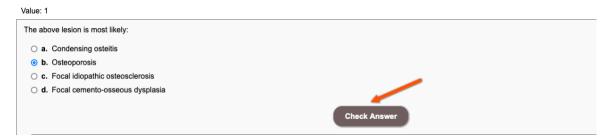


Participating in Activities

There might be graded or non-graded activities on different pages pages of the lesson.

Multiple-choice questions (MCQ)

Select an answer, then click Check Answer to see feedback.



 Depending on the activity setting, the feedback might include whether your answer is correct and explanations for correct and incorrect answers.



Short answer questions

- Type your response in the textbox.
- Click Finish below the textbox to save your response for later submission.



Tracking Your Progress

As you work through the lesson, the score you have accumulated will be automatically updated and displayed at the **top right corner** of the lesson.



Submitting Your Responses

Click the **Finish button** on the **last page** of the lesson when you are done. This will send your lesson answers to the Canvas gradebook.



Start A New Attempt

If the faculty allows more than one attempt, click the **lesson link on Canvas** to start a new attempt.

Note: If you exist the previous attempt without finishing it (did not click the Finish button), when you return to the lesson, **it will prompt you to finish the previous attempt**, after which you can start a new attempt.

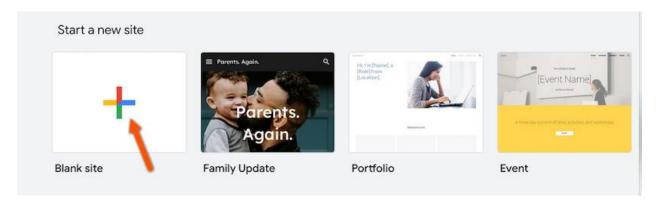
Google Sites

You can use Google Sites to create e-portfolio websites such as your graduation e-portfolio. You can watch the video tutorial or use the screenshots below.

Video tutorial: Click here for a video tutorial (10 mins).

Create a New Site

- Go to: https://sites.google.com
- Click on the "+" button in the dashboard. A new site will be created.

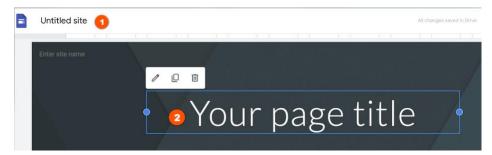


Customize the Page

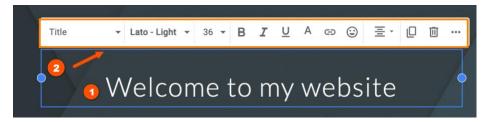
You will have only one page for the newly created site, as shown below. Follow steps below to customize this page.

Set site and page title

- Click on the **site title** [1] at the top to edit the site title.
- Click the page title [2] to edit the page title.



• Type your **new page title** [1] and use the **tool bar** [2] to customize the title.



Change header image

Hover over the header; you will see tools to change the header image and layout.



Click Image [1] to upload a new image from your device or select from Google Gallery [2].

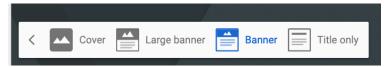


Change header type

Hover over the header and Click Header Type.



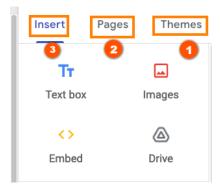
You will see 4 header layouts. Click to choose one of them.



Tools to Develop your Site

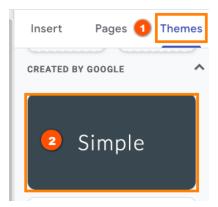
One the **right sidebar**, there are tools to customize your site.

- Themes [1]: Choose a theme (look and feel).
- Pages [2]: Create new pages and subpages.
- Insert [3]: Insert content into each page of your site.



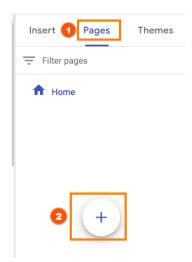
Choose the Theme for Your Site

- Click on **Themes** [1] on the right sidebar. It will display available themes and templates.
- Click to **select** one of the themes [2]. The theme of your site will be instantly updated.

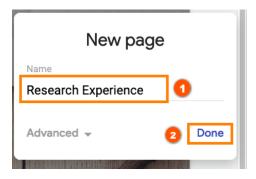


Create a New Page/Subpage

- Click on the Pages tab [1] in the right sidebar.
- Click "+" icon [2] at the bottom to add a new page.



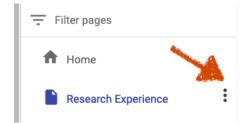
• Type the page name [1] and click Done [2]. The new page will be added to your site.



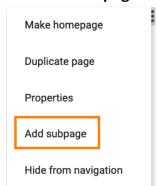
Create a subpage

You can group related pages as subpages under main (parent) pages.

• Click the **three dots** next to a parent page to add subpages.



• Click **Add subpage** in the dropdown menu.

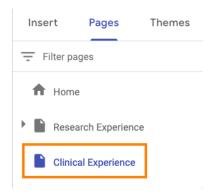


Enter the subpage name [1] and click Done [2] to save it.



Reorder pages

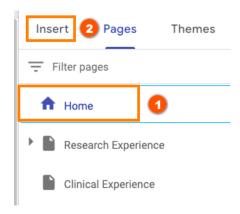
• **Click and drag** pages under the Pages tab to reorder them. For example, drag and drop Clinical Experience to above Research Experience.



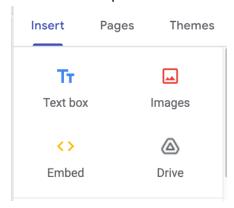
Insert Content to a Page

Now that you have created the pages, you can upload content.

- Click to select a page [1] under the Pages tab.
- Click the **Insert** tab [2] to insert content to the selected page.



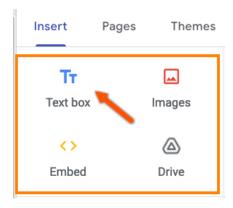
• You will see the types of content to upload (text, images, embedding video/web links). You can also upload files from Google Drive. Scroll down for additional features.



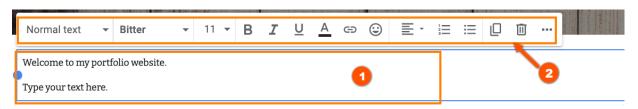
IMPORTANT: For word docs, PDFs, and slides, you need to upload them to Google Drive first and then link them to Google Sites.

Insert text

• Select the **Text box option** within the **Insert** tab.



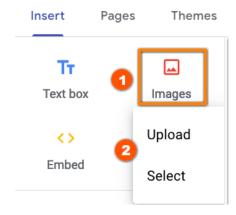
• A textbox will be added to the page. Type text into the **box [1]** and use the **toolbar [2]** to customize the text.



Repeat the same process to add additional textboxes as needed.

Insert an image

- Select the **Images** option [1] within the Insert tab.
- Upload [2] an image from your device or select [2] an image from Google Gallery.

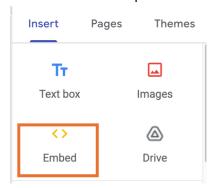


- Click to **select** the newly added image. You can then:
 - o **Drag** the blue dot at the lower right corner of the image to **resize** it.
 - o **Edit** the image using the tools at the top (crop, duplicate, or remove it).



Embed videos

Select the Embed option within the Insert tab.



• Paste the video link (e.g., a Youtube video link) and click **Insert.**

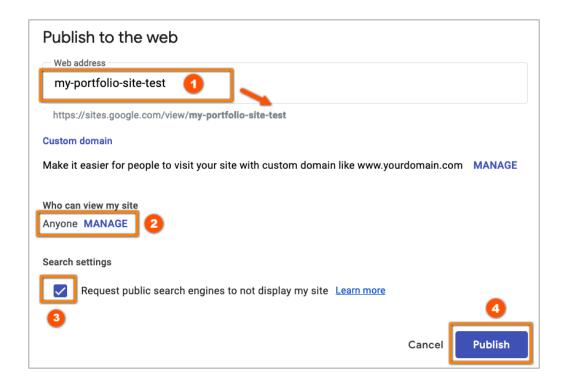


Publish Your Website

Click Publish after finalizing your site to make it visible online.



- Enter a unique web address for your site [1].
- Under **Who can view my site**, set it to **Anyone** [2]. If it is not Anyone, click **Manage** [2] to update it.
- Check **Request search engines to not display my site** [3] to add privacy protection to your site.
- Click Publish [4].

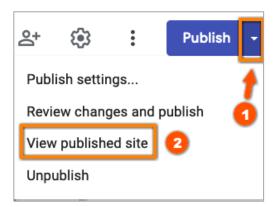


IMPORTANT: Setting it to "Anyone at University of the Pacific" does NOT allow faculty to access your site (faculty do not have a university affiliated google account).

Preview Your Website

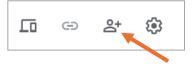
After your site is published, you can preview it.

- Click the arrow [1] next to the Publish button.
- Click View Published Site [2] to see how the site looks like.



Share Your Site

Click the Share icon at the top right corner of your site.



- Under General Access [1]: For Published site [2], set to Public.
- Copy the link [3]. You can share the link in an email or upload it to Canvas as needed.
- Click **Done** [4] to close the sharing window.



Scopus Al

All students have access to the Scopus AI feature through the university library.

Michele Gibney, University library, mgibney@pacific.edu

Accessing Scopus Al

- Go to the library website here.
- Scroll down to the middle of the page. Click Articles and Databases.



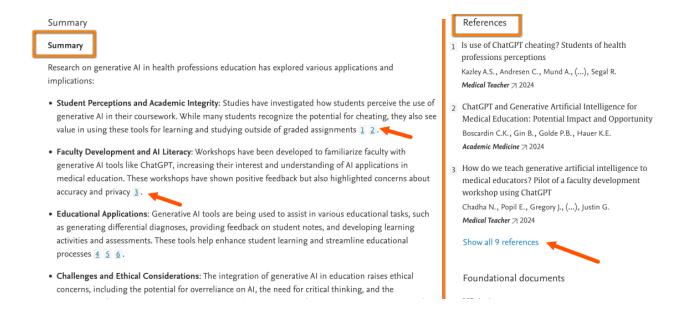
• Click Scopus AI; type your query in the textbox.



Output Features

Research summary

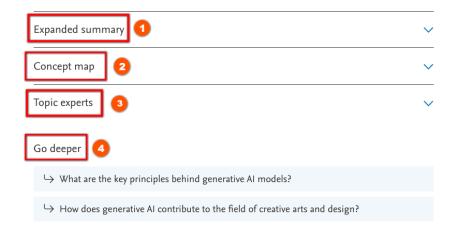
- It generates a summary of research relevant to the topic in your query, with in-text citations.
- On the right side, it lists all references used in the summary.



Other output types

Scroll down the page to see other features.

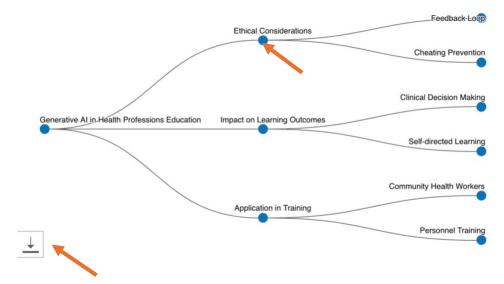
- Expanded summary [1]: read an expanded summary of the research in the field.
- Concept map [2]: visualize the research areas/subareas in an interactive concept map.
- **Topic experts** [3]: see who the top experts (e.g., the most cited authors) in the area.
- Good deeper [4]: explore literature in other related areas.



Concept map

The concept map generated by Scopus AI shows subtopics that have been researched.

- Click the **blue dots** to learn more about research in each subtopic.
- Click the **download icon** at the lower left to download the concept map.



EndNote

Pacific Dugoni has subscription to the reference management system EndNote. To request to have EndNote installed on your school laptop, submit a service request:

https://technology.pacific.edu/

RefWorks

The university has subscription to the reference management system RefWorks.

Michele Gibney, University Library: mgibney@pacific.edu

Tutorial: Visit the library website here for tutorials.

Pac Manual

Pac Manual is your one-stop-shop for clinical learning resources.

SF IT: See the Get Support page.

Access: Click here to access. Log in with Pacific credentials required.

San Francisco Software

List of software and applications available on the San Francisco Campus (login required).

University Software

<u>List of software and applications (design, reference management, statistics packages, and others) available at the university (login required).</u>