

School Tech: Tips and Tricks

Canvas

Canvas is your roadmap to all things classes. Use the following tools for maximum organization and success:

- Calendar page to see when most assignments are due
- Syllabus tab to access course details, expectations, and schedules
- Modules tab to access lesson modules and assignments
- Assignments tab to access online assessments
- Grades tab to access grades and feedback on assignments
- Announcements tab to access messages from the professor
- Success at UMary tab for information on the Tutoring and Writing Centers and SSC services and events

Outlook Email

Your Outlook email is an essential communication tool. Use it to:

- Contact faculty, staff, fellow students, and student organizations
- Stay up to date with events happening on campus
- Organize and accept meetings using the Outlook Calendar

Office 365

Office 365 is FREE for all UMary students! Helpful Office 365 applications include:

- Word - for written assignments
- PowerPoint - for presentations
- Excel - for spreadsheets

My.UMary.Edu

On your My.UMary portal, you will find your:

- Website links through Login Central (including Canvas, Outlook Email, Office 365, One Stop Shop, and Student Housing Portal!)
- Course Schedule
- Assigned Advisor(s)
- Academic Records (Transcript, Academic Plan, Advising Worksheet, etc.)
- Online Course Registration
- Student Accounts and Financial Aid information
- Work Order form
- Parking permit/waiver form
- And more!

Student Housing Portal

The Student Housing Portal is where you will:

- Apply for housing
- Request roommates
- Select a meal plan
- Sign your housing agreement

MPrint

Use print.umary.edu to print to any campus printer.

- See your remaining amount of printing funds for the semester
- A list of available printers can be found on the site
- Printers are located in computer labs, residence halls, and other locations across campus!

