mmu Institute of Education

Manchester Metropolitan University

Continuing Professional Development

Professional Development Programme

7

GUIDANCE 7: GUIDANCE ON ACCESSING AND USING ELECTRONIC RESOURCES

2009 onwards

www.ioe.mmu.ac.uk/cpd/

Index

How to forward your student/university email to your personal email address PRIORITY!

How to forward your Student email to another email mailbox

Every student is given a student email account when they begin to study at the University. This email address consists of your eight digit student number @ the university, so it will look like this

00000000@mmu.ac.uk

This email account will be used for all normal communications such as sending receipts for submitted assessment or for notifying you of library reservations. It is vital that you ensure that mail sent to this email address is forwarded to the email address you use on an everyday basis. This should be done as a matter of course as soon as you are enrolled at the University.

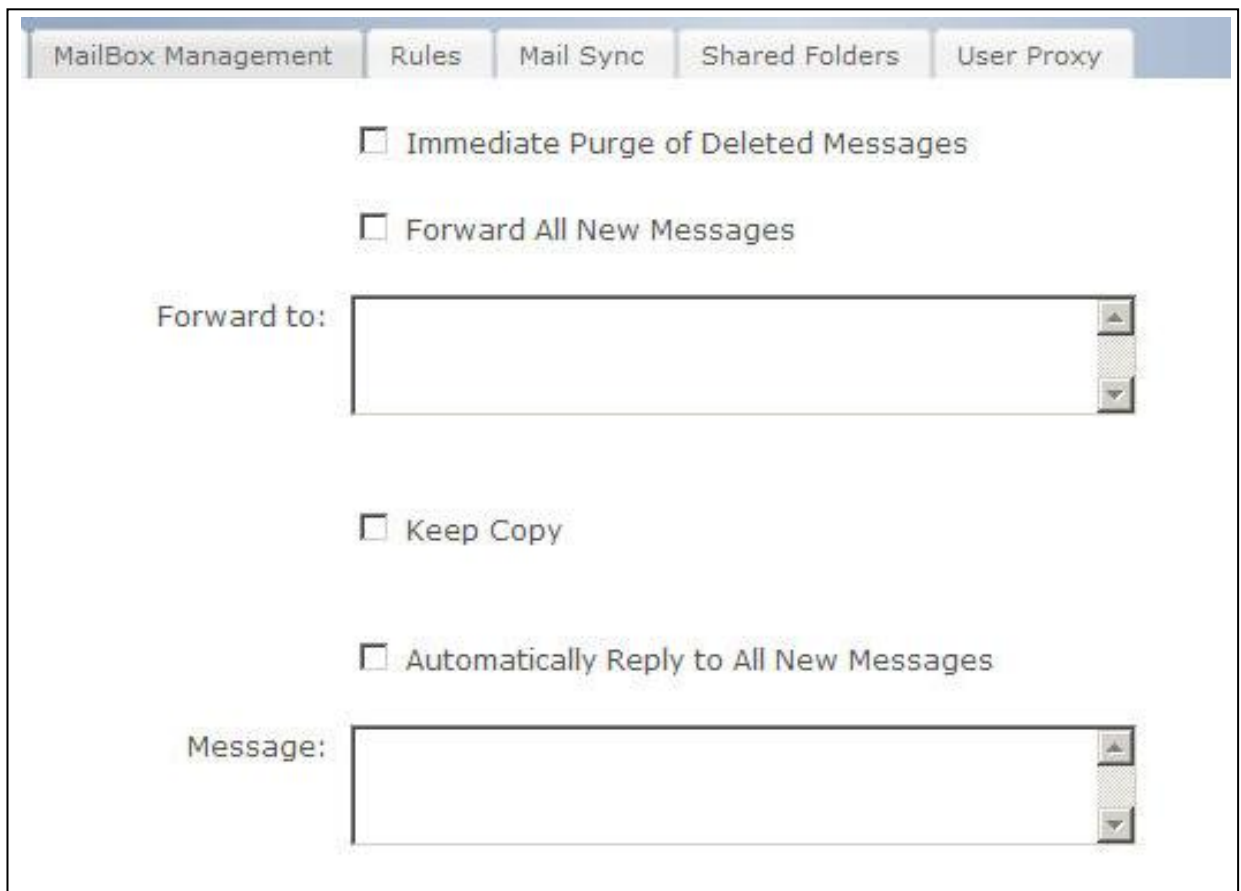# How to forward your Student email to another email mailbox

1. Log into your Student email account at:

www.student.mmu.ac.uk

2. Click on the Settings option
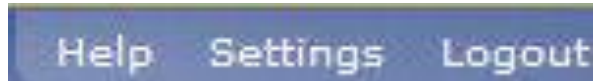
3. Click on the Mailbox Management tab

4. Tick the Forward All New Messages option

5. In the Forward to: box type in the address you want email to be forwarded to

6. Tick Keep Copy if you want to keep a copy of the email also in your student email account

7. Click the Save option

All email from your student email account will now
be forwarded to your other email account

THREE ESSENTIAL HOMEPAGES

Link to the Professional Development Programme's homepages

Link to E-learning entry page for entry to WebCTVista resources and unit pages

Link to University Library's homepage

INSTITUTE OF EDUCATION HOMEPAGE http://www.ioe.mmu.ac.uk/

Frequently changed and latest information … unit and timetable information plus the annual calendar

Specific programme information

Application information and downloadable application

Tutor contact details and information

Administration contact details and information

CPD Homepage: http://www.ioe.mmu.ac.uk/cpd/

Access keys | Skip navigation | Alternative styles

Manchester Metropolitan University

MMU Library

Main library catalogue and general information

| Catalogue | My Library Account | Reading lists | News | A-Z index | Site map | Contacts | Search | Go |

■ Key information   ■ Help and guidance   ■ Electronic library   ■ Other information

Welcome!

MMU Library aims to provide you with a full range of services and resources to help you to complete your studies and research successfully.

As from 1/8/2008 we have changed to a new system of logging in to our electronic resources, so you no longer have to manually set MMU as your institution. Full details

» Library catalogue
» Electronic subject resources
» Your MMU ID, password, PIN and logging in to our resources
» Library sites, contacts and feedback
» Opening hours
» Borrowing, renewals and other services

News

Opening hours variations
■ Late summer term and summer vacation opening hours
Please check before travelling.

Access problems
■ Lexis Nexis International GAAP Online
Athens login not working: temporary solution available. Also break in service availability.
■ ScienceDirect unavailable off-campus

Access to databases (see later sections in this booklet) and lists of electronically available journal.

Main sources of help and guidance; particularly important for students studying away from the campus

LIBRARY HOMEPAGE: http://www.library.mmu.ac.uk/index.html

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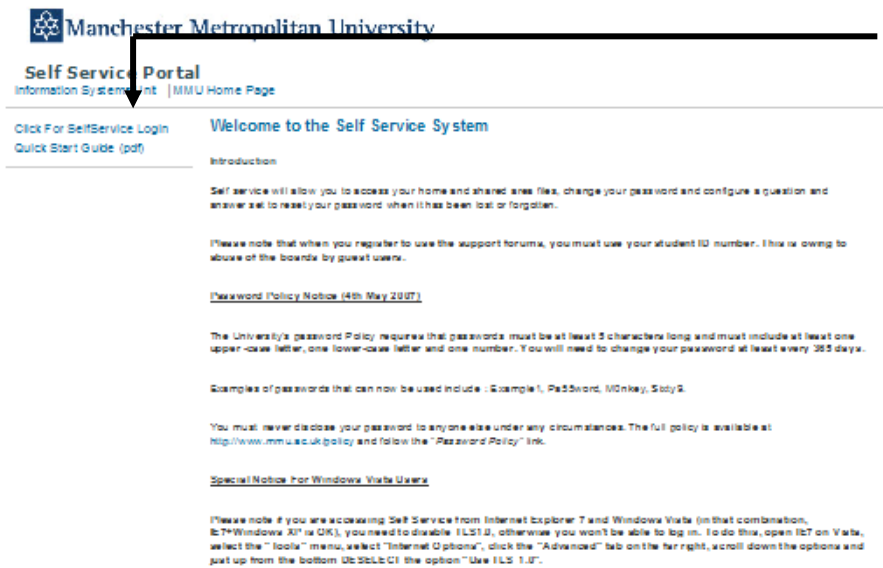
CHANGING YOUR PASSWORD

THIS IS A PRIORITY TASK – CHANGE YOUR PASSWORD AS SOON AS YOU ENROL

NOTE: ALWAYS READ THE DIRECTIONS ON THE WEBSITE – DETAILS MAY CHANGE WITHOUT NOTICE AND WILL NOT BE REFLECTED IN THIS BOOKLET

Self sevice portal: http://www.mmu.ac.uk/self/

Click here

It is vital that students studying with the Professional Development Programme are able to access the University Websites. These websites hold the contact information and study material which plays a huge part in following their course successfully. In order to access the websites properly, students must have a fully operational password, and this section is placed first in the booklet because of its importance. Please read it thoroughly and act on the password change requirement outlined below!

The password policy of the University is outlined on the self-service portal page, and is reproduced here. Follow the steps below to change your password immediately.

"The University Password Policy requires that passwords must be at least five characters long and must include at least one upper case letter, one lower case letter and one number. You will need to change your password at least every 365 days."

The initial passwords issued to all students when they register (which then should be changed immediately) are in date of birth format as follows: ddMonyy i.e. for someone born on 1st April 1990 their initial password would be 01Apr90 or if they were born on 13th October 1952 their initial password would be 13Oct52. **Temporary passwords only last a few days so it is vital to change them immediately.**

On the Admin page menu under "Your Account" select "CHANGE YOUR PASSWORD"
Step 2
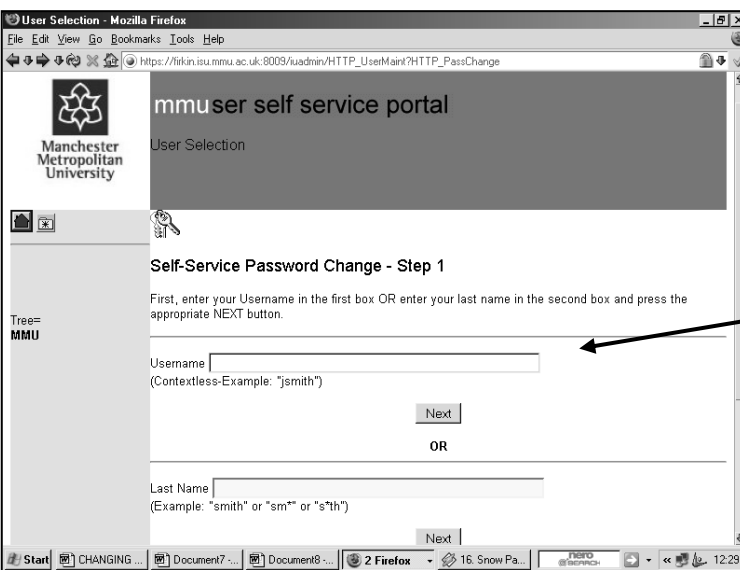
Enter your user ID (registration or library number)
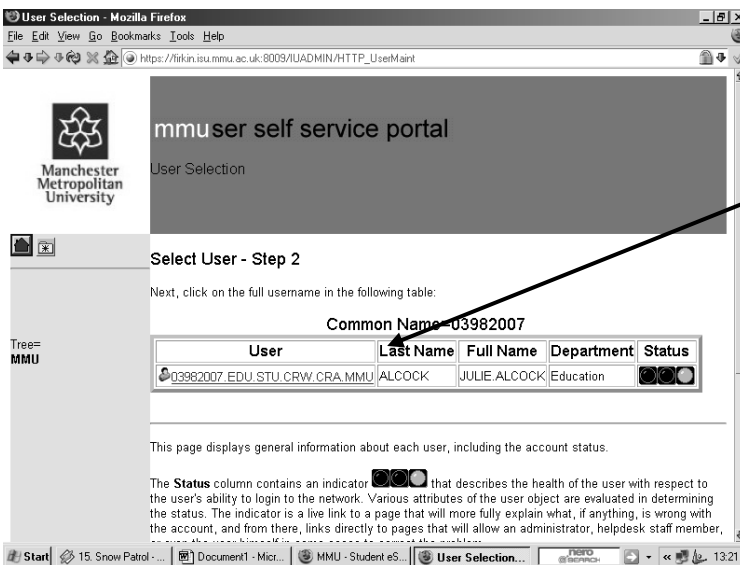
Ensure that the name shown is correct, and if it is click on it (the name) for the next screen.

Enter your current password, your new password, and then re-enter your new password.

Press: SUBMIT

You should get a "success" message which means your password has been changed.

If you get any other message you need to try again.

"Logging in" to use library resources

Logging in to use library resources
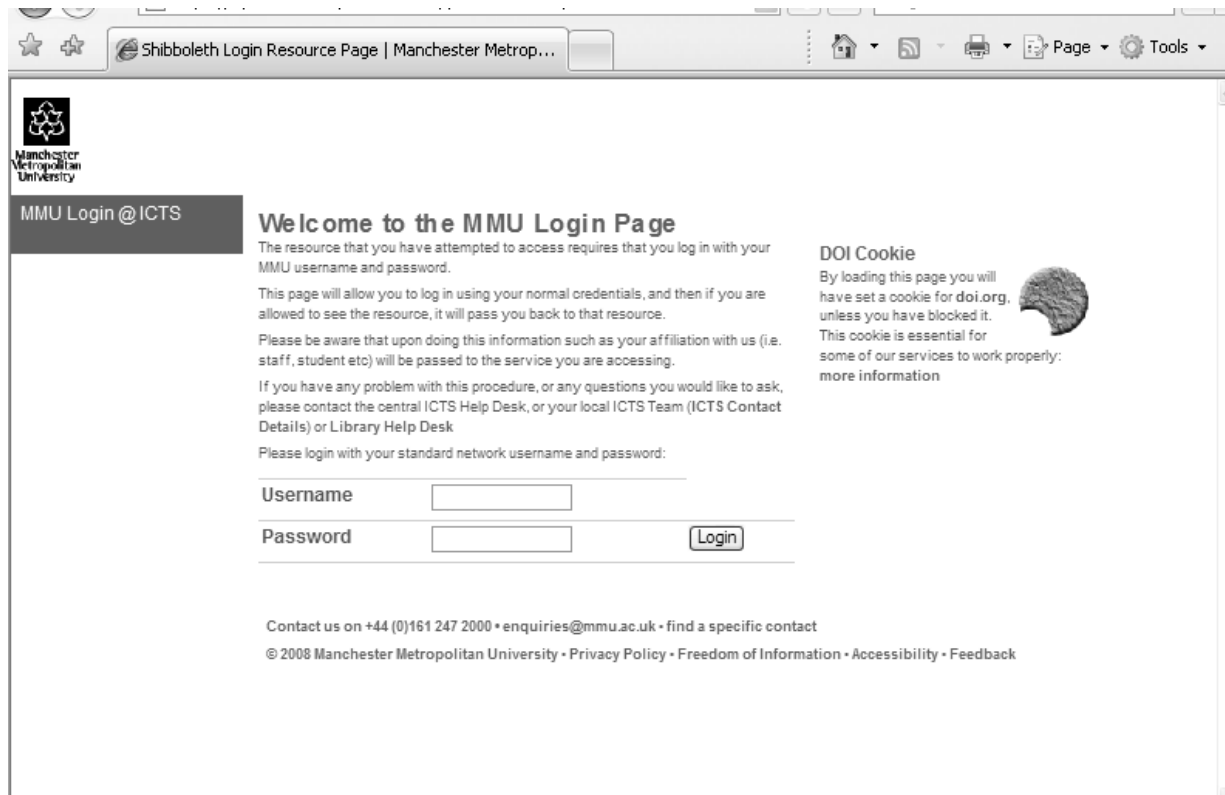
When using library resources such as electronic journals or books, you will be asked to "log in"; this process ensures that only accredited university students have access to the resources. You must use your username (the number on your registration/library card and your password (see the earlier section – changing your password). It is important when logging in that your web browser (Internet Explorer etc) allows you to import cookies. If you are unsure, go to the "TOOLS" menu, choose "INTERNET OPTION" and check the "PRIVACY" tab – this allows you to accept cookies.

Using the British Education Index (BEI)

MMU Library

Home   Access keys | Skip navigation | Alternative styles

| Catalogue | My Library Account | Reading lists | News | A-Z index | Site map | Contacts | Search | Go |

■ Key information   ■ Help and guidance   ■ Electronic library   ■ Other information

Electronic library

As from 1/8/2008 we have changed to a new system of logging in to our electronic resources, so you no longer have to manually set MMU as your institution. Full details

Quick links

» Electronic subject resources
» Databases by title
» Find it! e-journals list
» Find it! article finder
» E-books
» Newspapers
» Exam papers
» EndNote

Select the "ELECTRONIC LIBRARY" tab

Choose "DATABASES BY TITLE" from the Quick links

■ Key information   ■ Help and guidance   ■ Electronic library   ■ Other information

Databases by title

As from 1/8/2008 we have changed to a new system of logging in to our electronic resources, so you no longer have to manually set MMU as your institution. Full details

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Database information

The library has a selection of electronic databases which contain references to journal articles on specific subjects. It is easier and more efficient to use this sort of database than to look through the contents pages and indexes of individual journals. The databases can be searched quickly by subject or keyword. The

Choose "B" from the index

MMU - Library - databases by title - B

^ Top of page

British Education Index

Access the service | Terms and conditions | Helpsheet (PDF format, large download) | Helpsheet (HTML format) | Online tutorial | More information | EndNote information

Available within MMU and outside MMU (login required) Find it! mmu library ■■■

^ Top of page

Move down the page to the section entitled "BRITISH EDUCATION INDEX" and click on "ACCESS THE SERVICE"
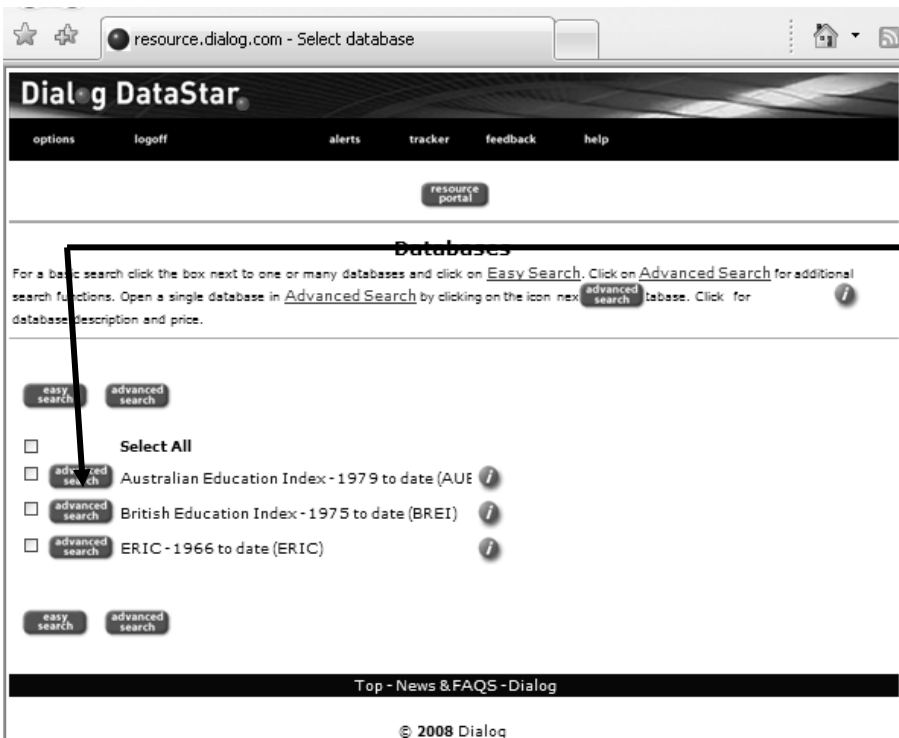
Select the "ADVANCED SEARCH" button next to the "BRITISH EDUCATION INDEX"
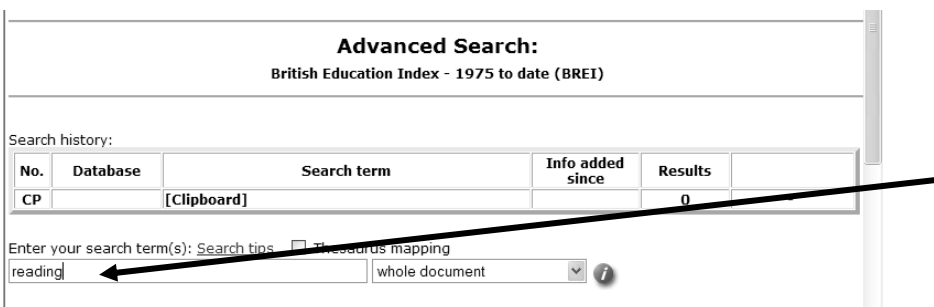
Enter a search term in the search box, in this case "READING" has been entered.

Click on "SEARCH"
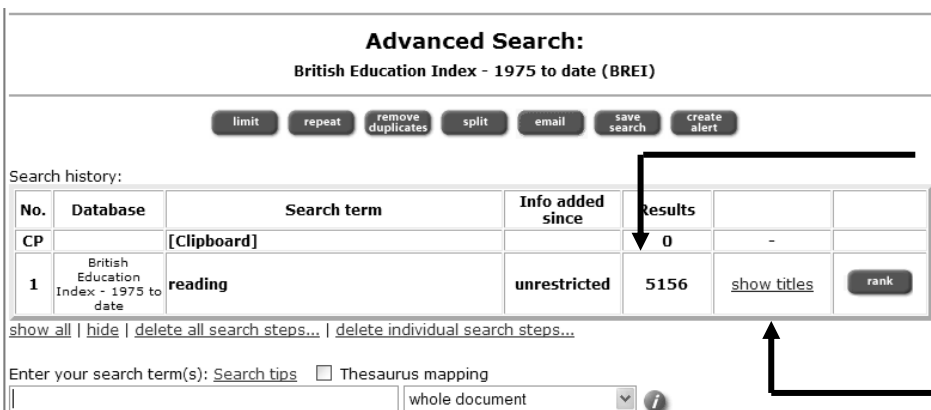
The number of references found is shown in the results box, and if you click on "SHOW TITLES" they will be listed beginning with the most recent.

Titles

To view one or many selected titles scroll down the list and click the corresponding boxes. Then click display at the bottom of the page. To view one particular document click the link above the title to display immediately.

`next titles` `remove duplicates` `save search` `print screen` `copy to Clipboard`

Documents 1 to 20 of 5156 from your search **"reading"** in all the available information:
Number of titles selected from other pages: 0

☐   **Select All**

☐ 1   **Full text may be available at** `Find it!` mmu library

(BREI) Link to abstract/database record
The association between mathematical word problems and **reading** comprehension.
Educational Psychology, July 2008, vol. 28, no. 4, p. 409-426, ISSN: 0144-3410.
Vilenius-Tuohimaa-Piia-Maria, Aunola-Kaisa, Nurmi-Jari-Erik.

☐ 2   **Full text may be available at** `Find it!` mmu library

(BREI) Link to abstract/database record
Visuospatial working memory in adolescents with poor performance in mathematics: variation depending on **reading** skills.
Educational Psychology, May 2008, vol. 28, no. 3, p. 273-289, ISSN: 0144-3410.
Kyttälä-Minna.

By pressing the "FIND IT!" button next to the reference, you will be automatically taken to the library link for this article.

If there is no electronic version of the article available, it is worth checking to see if the library has a hard copy of the article available.

---

mmu | library | find it!

▪▪▪ *Find it!*   » Library home » Help

Title: The association between mathematical word problems and reading comprehension.
Source: Educational Psychology [0144-3410] Vilenius yr:2008 vol:28 iss:4 pg:409

≫   Basic

Full text

Full text available via Informaworld Journals

Year: 2008   Volume: 28   Issue: 4   Start Page: 409   `GO`

Authentication: Off-campus users need to login to this resource. See the Library website for details.

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If the catalogue reports that no results match your search, please try a
Title search within the catalogue to check for other holdings.

Holdings in other library catalogues

Union Catalogue of British and Irish Libraries - COPAC ☑   `GO`

☑   Advanced

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Search within this journal

[ ]   `Go`

The association between mathematical word problems and reading comprehension

ⓘFirst
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Authors: Piia Maria Vilenius-Tuohimaa [a]; Kaisa Aunola [b]; Jari-Erik Nurmi [b]
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First Published: July 2008
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Abstract

This study aimed to investigate the interplay between mathematical word problem skills and

You may have to log in at the journal home page – if so look for the ATHENS log in option and follow the directions.

If this isn't required you will see the downloading options, and you may choose the option you prefer.

Using the Applied Social Sciences Index and Abstracts (ASSIA)

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☐ Key information   ☐ Help and guidance   ☐ Electronic library   ☐ Other information

Electronic library

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Quick links

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» Find it! article finder
» E-books
» Newspapers
» Exam papers
» EndNote

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Choose "DATABASES BY TITLE" from the Quick links

☐ Key information   ☐ Help and guidance   ☐ Electronic library   ☐ Other information

Databases by title

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Choose "A" from the index

MMU - Library - databases by title - A   🏠 ▾ 🔊 ▾ 🖨 ▾ 📄 Page ▾ 🔧 To

ASSIA: Applied Social Sciences Index and Abstracts
Access from within MMU | Access from outside MMU | Terms and conditions | Helpsheet (PDF format, large download) | Helpsheet (HTML format) | Online tutorial | More information | EndNote information
Available within MMU (no login required) and outside MMU (login required)
Find it! mmu library ▪▪▪

^ Top of page

Atypon Link
Access the service | More information
Available within MMU and outside MMU (login required)

^ Top of page

Move down the page until you come to the section entitled ASSIA: Applied Social Science Indexes and Abstracts and click on access this service (either from within if you are on campus or outside if you are accessing it from elsewhere)
You may be asked to log in (see earlier sections of this booklet)
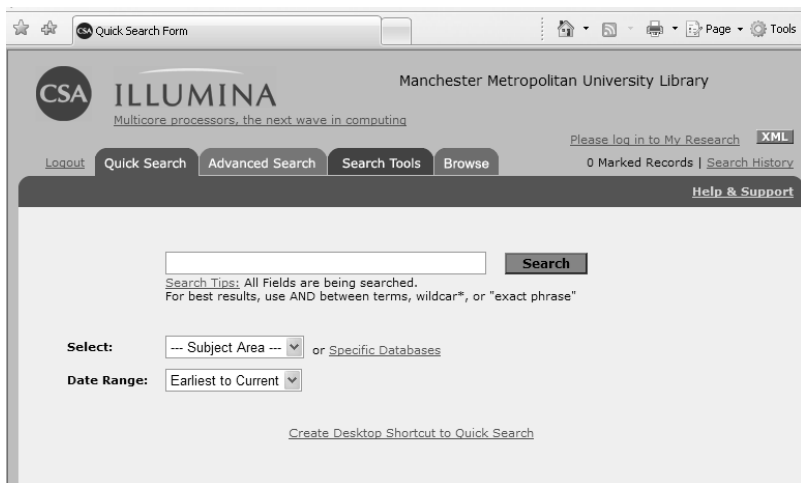
The simple search is an easy way of exploring a range of material in different areas.
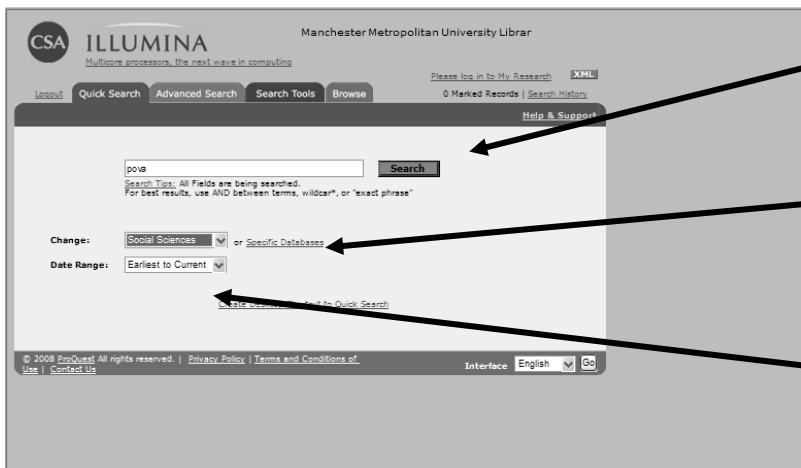
By entering a search term

and limiting the search to a specific subject area

or date, you can find a range of literature across a wide range of journals and other sources

By pressing the "FIND IT!" button next to the reference, you will be automatically taken to the library link for this article.

If there is no electronic version of the article available, it is worth checking to see if the library has a hard copy of the article available.

mmu | library | find it!

Find it!   » Library home » Help

Title: The association between mathematical word problems and reading comprehension.
Source: Educational Psychology [0144-3410] Vilenius yr:2008 vol:28 iss:4 pg:409

⌃ Basic

Full text

Full text available via Informaworld Journals

Year: 2008   Volume: 28   Issue: 4   Start Page: 409   GO

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Holdings in other library catalogues

Union Catalogue of British and Irish Libraries - COPAC   GO

⌄ Advanced

By pressing the "GO" link after the reference, you will be taken directly to the journal website.

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experimental educational psychology

The association between mathematical word problems and reading comprehension

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Authors: Piia Maria Vilenius-Tuohimaa [a]; Kaisa Aunola [b]; Jari-Erik Nurmi [b]
Affiliations: [a] Department of Educational Sciences/Special Education, University of Jyväskylä Jyväskylä Finland
[b] Department of Psychology, University of Järvskäyl, Jyävskyä, Finland
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Published in Educational Psychology, Volume 28, Issue 4 July 2008 , pages 409 - 426
First Published: July 2008
Subject: Educational Psychology;
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Abstract
This study aimed to investigate the interplay between mathematical word problem skills and

You may have to log in at the journal home page – if so look for the ATHENS log in option and follow the directions.

If this isn't required you will see the downloading options, and you may choose the option you prefer.

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Using an electronic book

You searched for:

Keyword:
Title: EDUCATING CHILDREN
Author: cooper, p

Source: My library catalogue
Collection: Main Catalogue
Library Site: All (works only when searching the library catalogue)
Year: any year

Search Again

New Search   Hide search

There are 2 titles matching your search.   Sort by title   Page 1 of 1 previous next

☐ 1 Educating children with AD/HD : a teacher's manual / Paul Cooper and Fintan   request
      Cooper, Paul, 1955-   Other titles by Author(s)
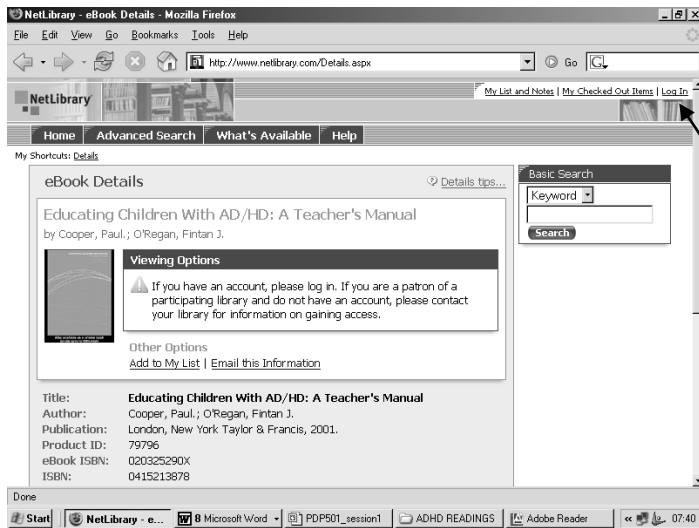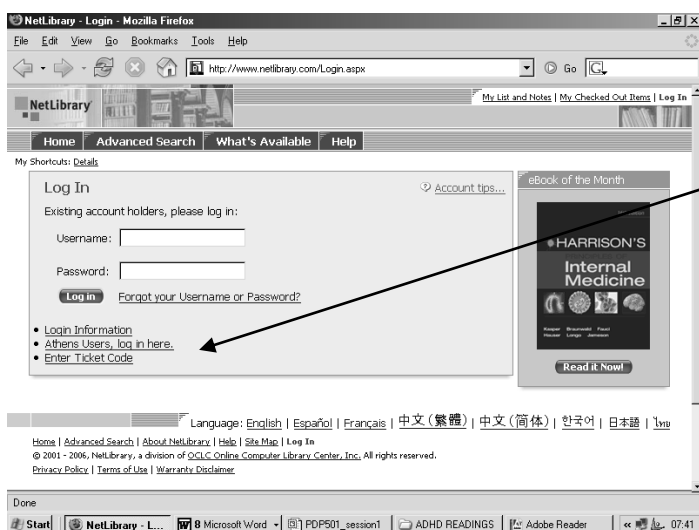   Publication Date: 2001
      Control Number: 0415213878
      Copies: 4 copies - Show Copies

☐ 2 Educating children with AD/HD [electronic resource] : a teacher's manual / P   request
      Cooper, Paul, 1955-   Other titles by Author(s)
      electronic resource
      Publication Date: 2001
      Control Number: 020325290x
      Link(s): Click here to access the e-resource
      Copies: 1 copy - Show Copy

                                                         Page 1 of 1 previous next

Print/output records:

Locate the electronic book you want to use in the University Library Catalogue

Choose the "access the e-resource" option.

NetLibrary

Home | Advanced Search | What's Available | Help

My Shortcuts: Details

eBook Details   Details tips...

Educating Children With AD/HD: A Teacher's Manual
by Cooper, Paul.; O'Regan, Fintan J.

Viewing Options
⚠ If you have an account, please log in. If you are a patron of a participating library and do not have an account, please contact your library for information on gaining access.

Other Options
Add to My List | Email this Information

Title: Educating Children With AD/HD: A Teacher's Manual
Author: Cooper, Paul.; O'Regan, Fintan J.
Publication: London, New York Taylor & Francis, 2001.
Product ID: 79796
eBook ISBN: 020325290X
ISBN: 0415213878

Basic Search
Keyword
Search

Click the Log In button: Note that the layout, wording and instructions may vary from book to book. You may have to search for the appropriate log in instructions.


NetLibrary

Home | Advanced Search | What's Available | Help

My Shortcuts: Details

Log In   Account tips...

Existing account holders, please log in:

Username:
Password:

Log in   Forgot your Username or Password?

• Login Information
• Athens Users, log in here.
• Enter Ticket Code

eBook of the Month

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Internal Medicine
Kasper Braunwald Fauci
Hauser Longo Jameson
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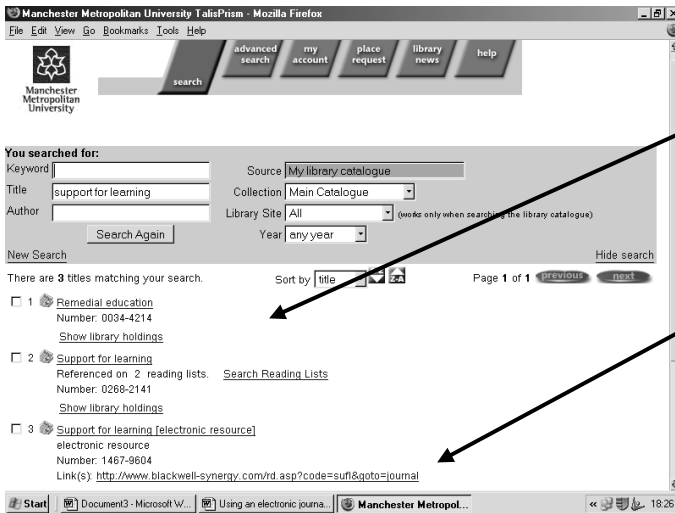If there is an intermediate stage, always choose the ALTERNATIVE ATHENS LOGIN if offered.
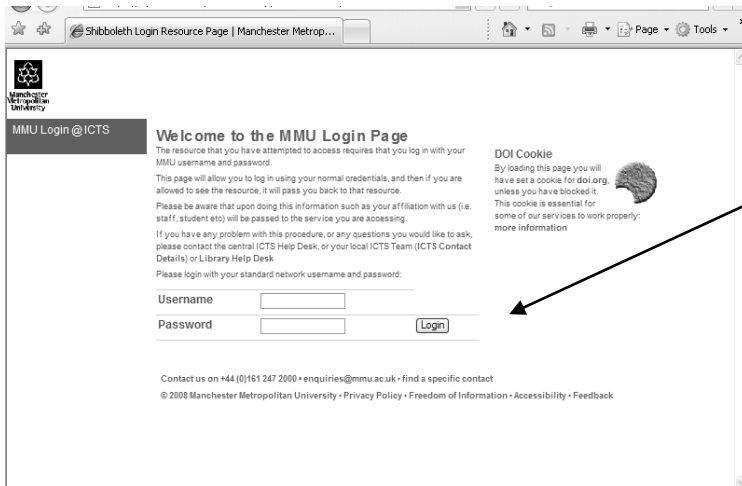
Enter your University username and password (username is the string of numbers on your library/registration card) [password for the first time of use is your date of birth entered in the format ddMonyy i.e. 1st April 1990 would be 01Apr90 – please see section on changing your password if still using dob]
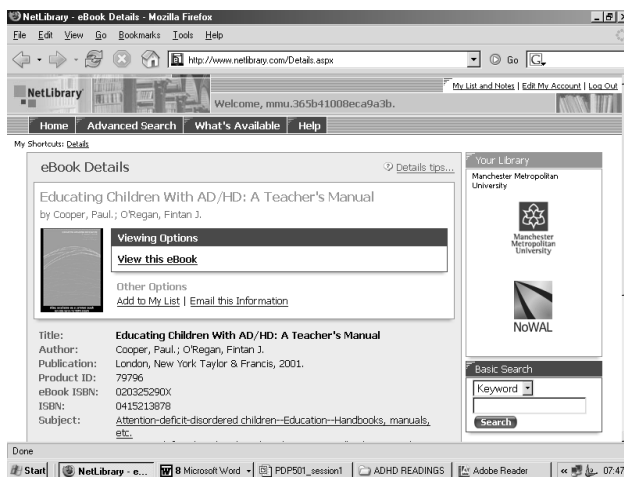

You will be taken back to the electronic book which you can then start reading … you may only have to go through this process once each library session when you use electronic books or journals; but there isn't necessarily a clear rule!

Using an electronic journal

Locate the electronic Journal you want to use in the University Library Catalogue

Choose the "access the e-resource" option.
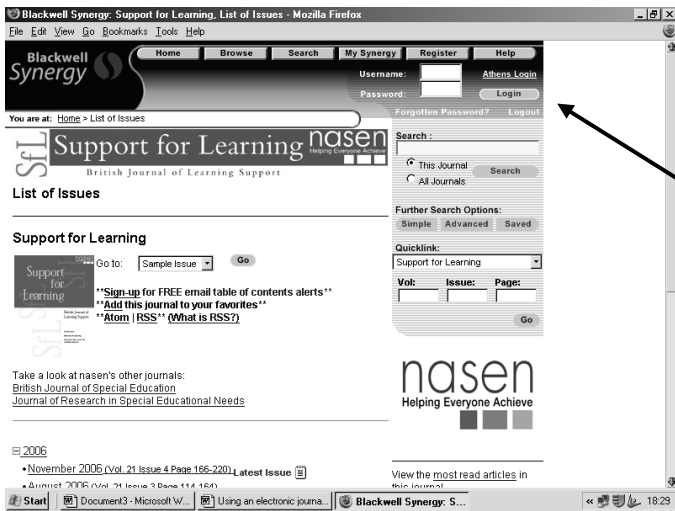
Choose the "Athens users log in here button" (the location of this button may vary from journal to journal)

If there is an intermediate stage, always choose the ALTERNATIVE ATHENS LOGIN if offered.
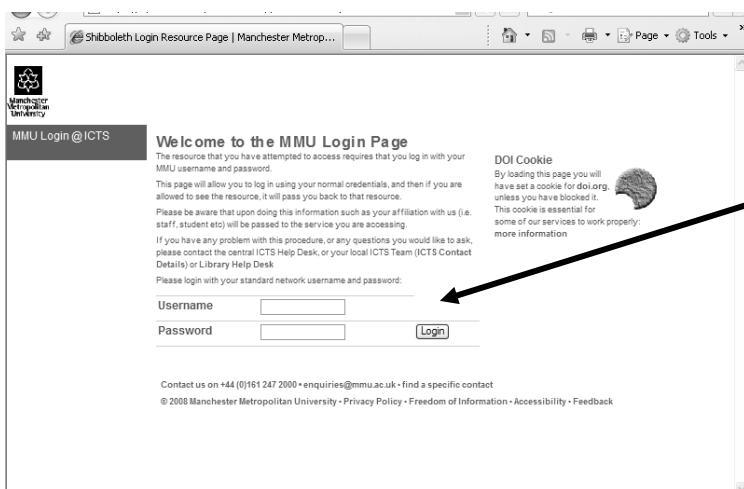
Enter your University username and password (username is the string of numbers on your library/registration card) [password for the first time of use is your date of birth entered in the format ddMonyy i.e. 1st April 1990 would be 01Apr90 – please see section on changing your password if still using dob]
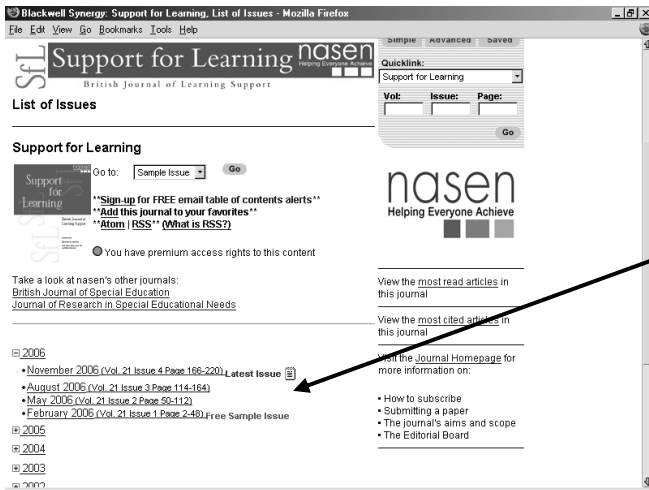
Choose the edition of the journal which you want to read
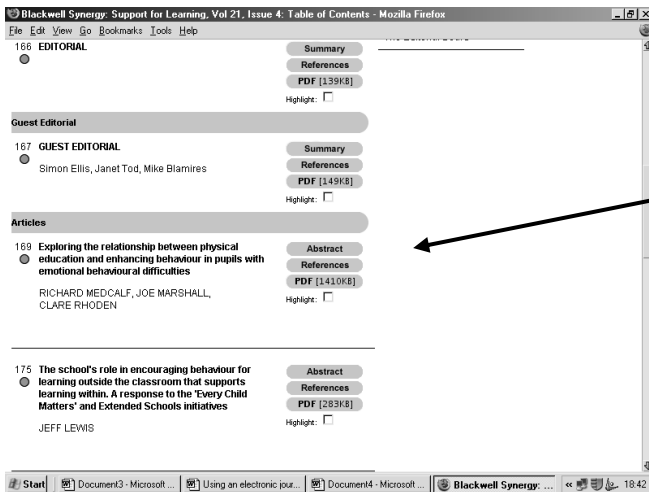
To read and/or print the article, select the PDF option. This will open the article in a separate programme.
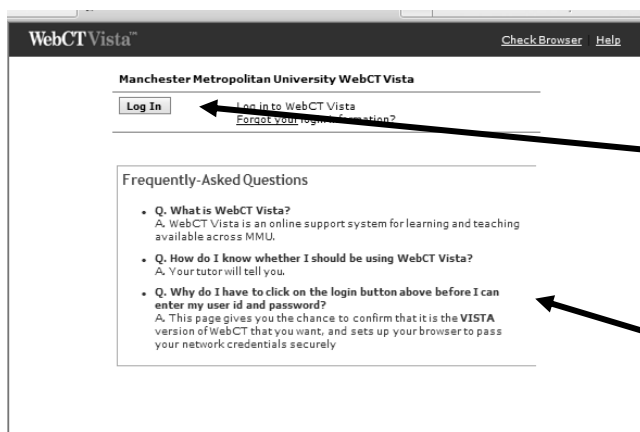
Using WebCTVista

e-learning homepage: http://www.elearning.mmu.ac.uk/
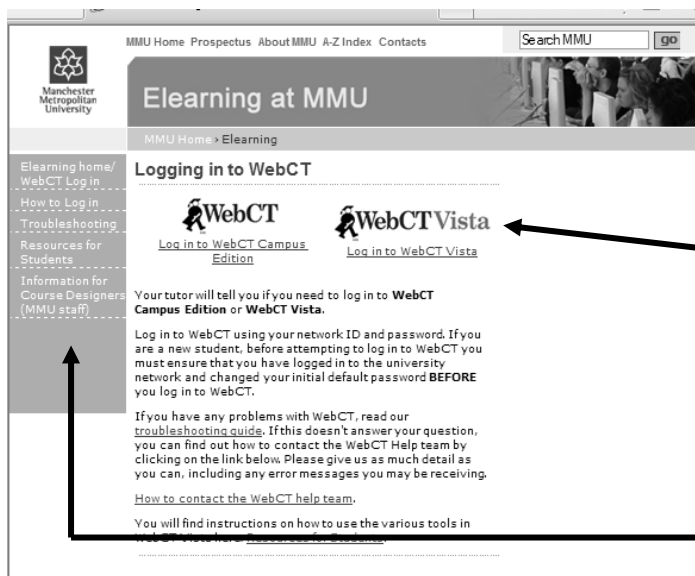
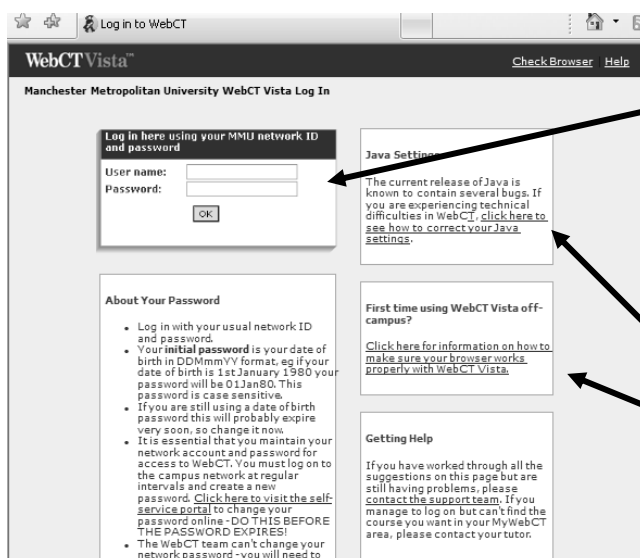**Log into WebCTVista by clicking here.**
(Remember that from the beginning of the autumn term 2008 the programme no longer uses the Campus version of WebCT)

Note the sources of help and advice here

After checking that you are logging in to the WebCTVista website, click here

The "Frequently asked questions" offer another source of help in logging in

Enter your user name *(number on your registration/library card)* and your password *(see earlier section)*

If you are a first time user, you should look at both of these areas for support and help.

File   Edit   View   History   Bookmarks   Tools   Help

http://www.webct.mmu.ac.uk/webct/cobaltMainFrame.dowebct?appforward=/webct/urw/lc71761449041.tp76449473061/startFrameSet.dowebct% | Google

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Welcome. Mrs Helen Ann Chatwood . Today is 12 August 2008 12:37 PM BST.

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Calendar Day
You currently have no entries for today.

To Do List
You currently have no items.

My Grades
You currently have no new grades.

Course List
Student Inquiry 1 Pt 83391103 – 0708
  Section Instructor: Wendy Whittaker

UCD 83391105 – 0708

Rights and Diversity FD – 0708
  Section Instructor: Russell Jones

Calendar Week
You currently have no entries for this week.

Campus Announcements
Student E-Learning Feedback Survey 07/08

Personal Bookmarks
You currently have no bookmarks.

Campus Bookmarks
University Student Agreement (PDF)
MMU home page
Student email
MMU Library
Regulations for Taught Programmes of Study
Faculty Online Student Handbook
Node Information

Who's Online
Student Inquiry 1 Pt 83391103 – 0708 (1)
UCD 83391105 – 0708 (1)
Rights and Diversity FD – 0708 (1)

Bookmarks both personal and University wide

Tools available for you to use

Resources areas, including a general PDP area as well as areas for each unit you are registered for.

Other students online in the discussion areas you subscribe to