

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!

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Using the British Education Index (BEI)

Using the Applied Social Sciences Index and Abstracts (ASSIA)

Using an electronic book

Using an electronic journal

Using WebCTVista

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

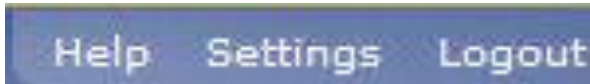
This email account will be used for all normal communications such as sending receipts for submitted assessment or for notifying you of library reservations. It is vital that you ensure that mail sent to this email address is forwarded to the email address you use on an everyday basis. This should be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

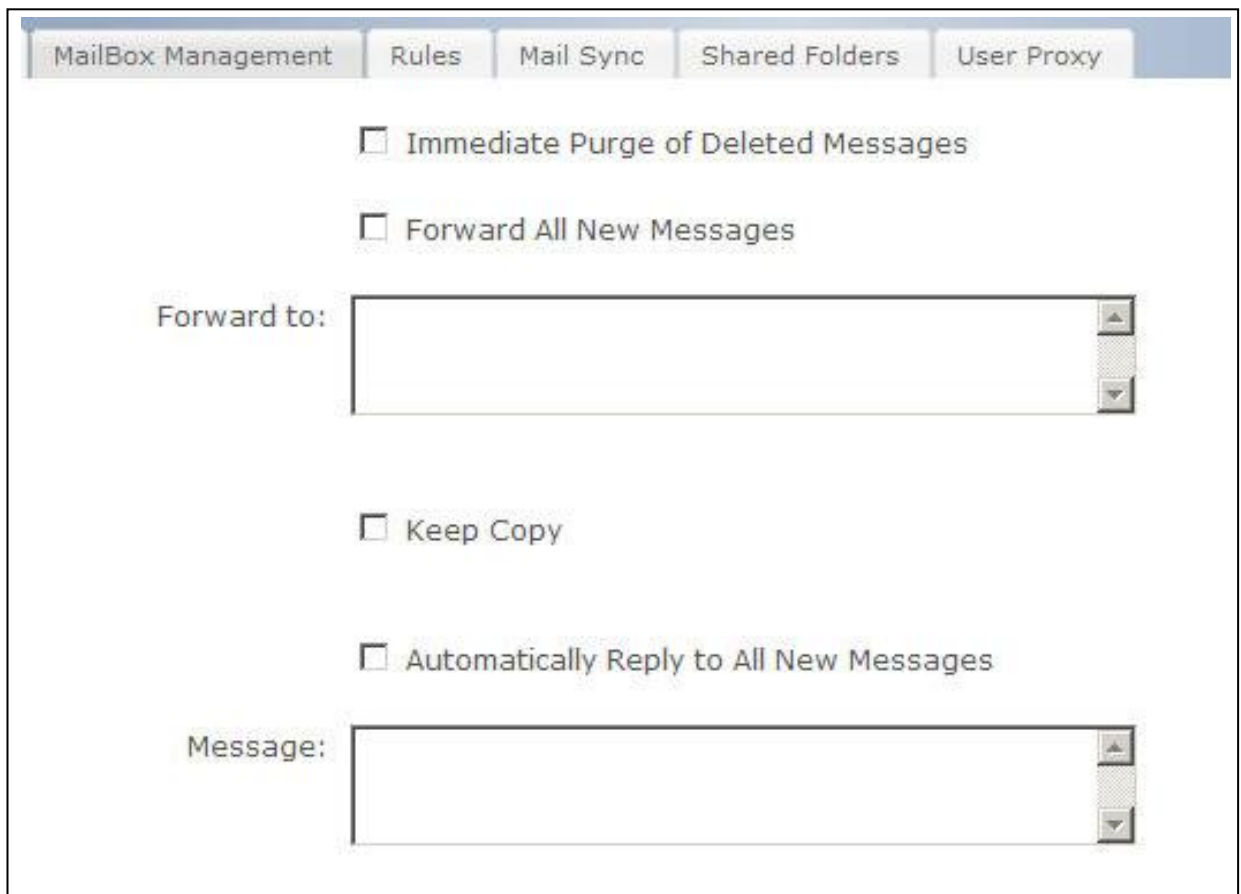
1. Log into your Student email account at:

www.student.mmu.ac.uk

2. Click on the Settings option



3. Click on the Mailbox Management tab

A screenshot of a web interface for mailbox management. At the top, there is a horizontal menu with five tabs: 'MailBox Management', 'Rules', 'Mail Sync', 'Shared Folders', and 'User Proxy'. Below the menu, there are several settings options, each with an unchecked checkbox: 'Immediate Purge of Deleted Messages', 'Forward All New Messages', 'Keep Copy', and 'Automatically Reply to All New Messages'. There are two text input fields: one labeled 'Forward to:' and one labeled 'Message:'. Both input fields are empty and have a vertical scrollbar on the right side.

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



mmu Institute of Education

text only

www.mmu.ac.uk/ioe

- Institute's Home
- Initial Teacher Education
- Multi-professional Programmes
- Professional Development Programme
- Research
- Full List of Programmes

INSTITUTE OF EDUCATION : A FACULTY OF MMU



Latest News

Teacher Training quality 'outstanding' Course rankings improve again!

Honour for Sir Mike, Ex-schools chief becomes Honorary Doctor

MMU Open Days

Research News

PGCE Vacancies 2008 Entry

We still have some vacancies for 2008 entry for the following PGCE Courses:

- Secondary Education Maths (1 and 2 year courses)
- Secondary Education Science (Biology, Physics or Chemistry) (Crewe Campus Only)
- Secondary Education Modern Foreign Languages (French, German or Spanish)
- Secondary Education Geography (Crewe Campus Only)

On 1st August 2007, the MMU Institute of Education became a full Faculty of the university in recognition of its standing as one of the UK's leading, internationally recognised, educational centres.

Recent Events

Assessment for Learning and Engaging with Student Voices The Annual Learning and Teaching Conference for the Institute of Education and the Faculty of Health, Psychology and Social Care, which took place on the 15th May 2008.

Recent Success

The Institute has expanded from its established initial teacher training focus and developed successful provision in Enterprise Education, Education Studies, Early Years and Childhood Studies, Urban Education and Community Studies, Education and Business Management Leadership, Educational Research (including research training) and international activity.

During 06-07 Ofsted inspected the Institute's primary and secondary teacher training provision and both gained a prestigious grade '1' for overall Management and Quality Assurance.

Leading centre for research

The Institute's Education and Social Research Institute (ESRI) consolidated its status as one of the leading UK centres for applied educational research and evaluation. Recent sponsors include the Education and Social Research Council, the Nuffield Foundation, the Gatsby Foundation, the Wellcome Trust, the Esmée Fairbairn Foundation, the DFES, the European Union, the General Teaching Council for England, Barclays, Microsoft and Siemens/Lego. [More...](#)

- About IoE
- News & Events
- Centre for Innovation and Enterprise
- Current Students
- Placements
- Staff
- Centres / Projects
- Partnership
- E-Learning
- Library
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- Contacts
- MMU Cheshire



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/>

MMU Home | Prospectus | About MMU | A-Z Index | Contacts

Search MMU go

Manchester Metropolitan University

mmu Institute of Education

IoE Home > Professional Development Programme

Professional Development Programme

Welcome

Welcome to the home pages of the Professional Development Programme (PDP) at the Institute of Education. The PDP offers all professionals working within the education community high quality courses in professional development that enhance their skills, extend their knowledge and challenge their thinking. Professionals that study with us come from all areas of teaching and instruction, including educational settings, police and armed forces training programmes, health and welfare settings and the voluntary sector.

Explore the range of courses available to you, both at Didsbury and Crewe, and look at the further details provided on the website.

You are welcome to contact

the Professional Development Programme Office
Didsbury
 Tel: 0161 247 2011 /2012 /2088

or **Crewe**
 Tel: 0161 247 5074 /5582 /5057

to arrange an informal and non-committing discussion with one of the programme tutors, for advice on which courses meet your personal professional needs.

All courses and units are taught outside normal working hours, either in the evening or at weekends, and students are encouraged to use their workplace experiences and learning both as a basis for their studies and as an opportunity to gain credit against aspects of the taught course.

Related Information

- ▶ Student Calendar 2008-09
- ▶ Dissertation Workshops Oct 2008
- ▶ Units on Offer Crewe 2008-09
- ▶ Units on Offer Didsbury 2008-09
- ▶ Guidance on Electronic Resources - new version available
- ▶ Web Vista Has arrived - more information here

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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/>

Manchester Metropolitan University

MMU Library

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

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](#)

Main library catalogue and general information

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

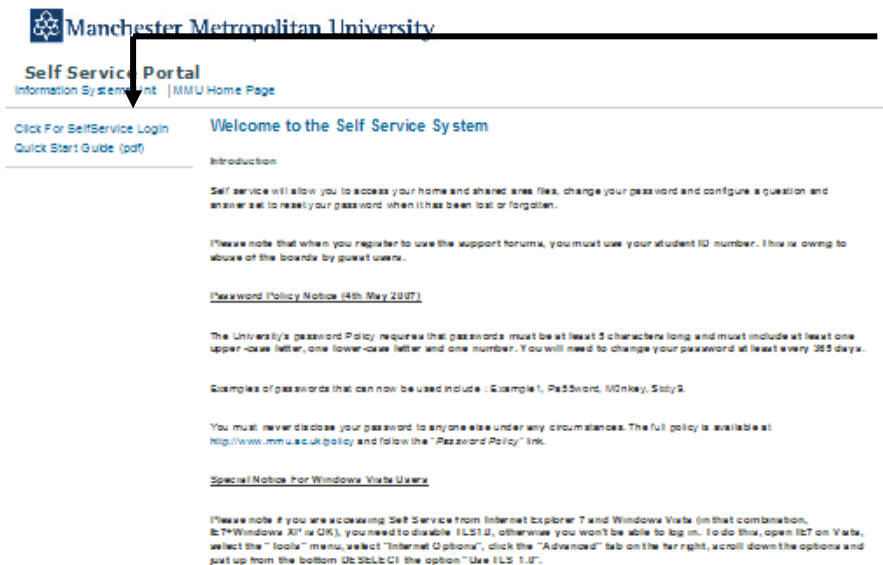
LIBRARY HOMEPAGE: <http://www.library.mmu.ac.uk/index.html>

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 service portal: <http://www.mmu.ac.uk/self/>



Manchester Metropolitan University

Self Service Portal
Information System Login | MMU Home Page

Click For SelfService Login
Quick Start Guide (pdf)

Welcome to the Self Service System

Introduction

Self service will allow you to access your home and shared area files, change your password and configure a question and answer set to reset your password when it has been lost or forgotten.

Please note that when you register to use the support forums, you must use your student ID number. This is owing to abuse of the boards by guest users.

Password Policy Notice (4th May 2007)

The University's password Policy requires that passwords must be at least 5 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.

Examples of passwords that can not be used include - Example1, Password, Monkey, 5aty9.

You must never disclose your password to anyone else under any circumstances. The full policy is available at <http://www.mmu.ac.uk/policy> and follow the "Password Policy" link.

Special Notice For Windows Vista Users

Please note if you are accessing Self Service from Internet Explorer 7 and Windows Vista (in that combination, i.e. Windows XP is OK), you need to disable ILS1.0, otherwise you won't be able to log in. To do this, open IE7 on Vista, select the "tools" menu, select "Internet Options", click the "Advanced" tab on the far right, scroll down the options and just up from the bottom Uncheck the option "Use ILS 1.0".

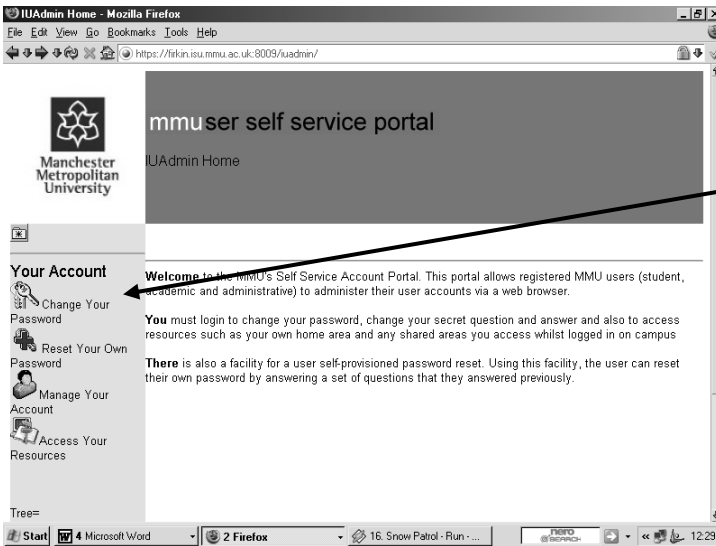
Click here

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.”

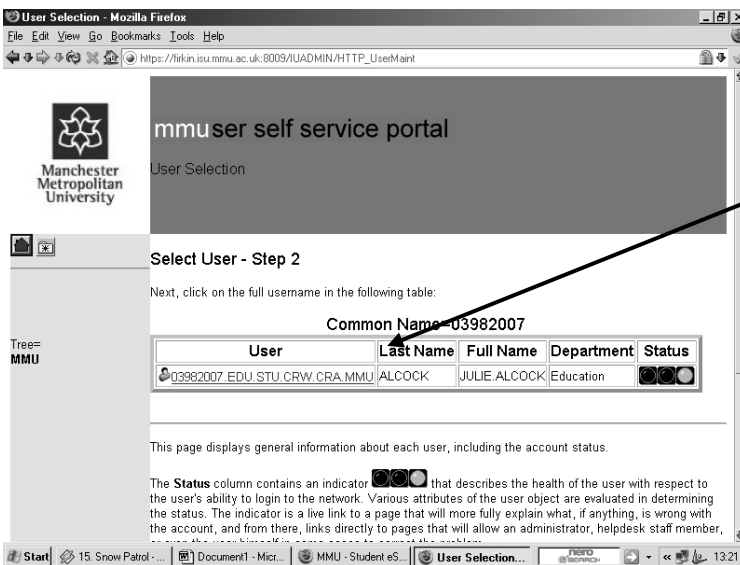
The initial passwords issued to all students when they register (which then should be changed immediately) are in date of birth format as follows: ddMonyy i.e. for someone born on 1st April 1990 their initial password would be 01Apr90 or if they were born on 13th October 1952 their initial password would 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.

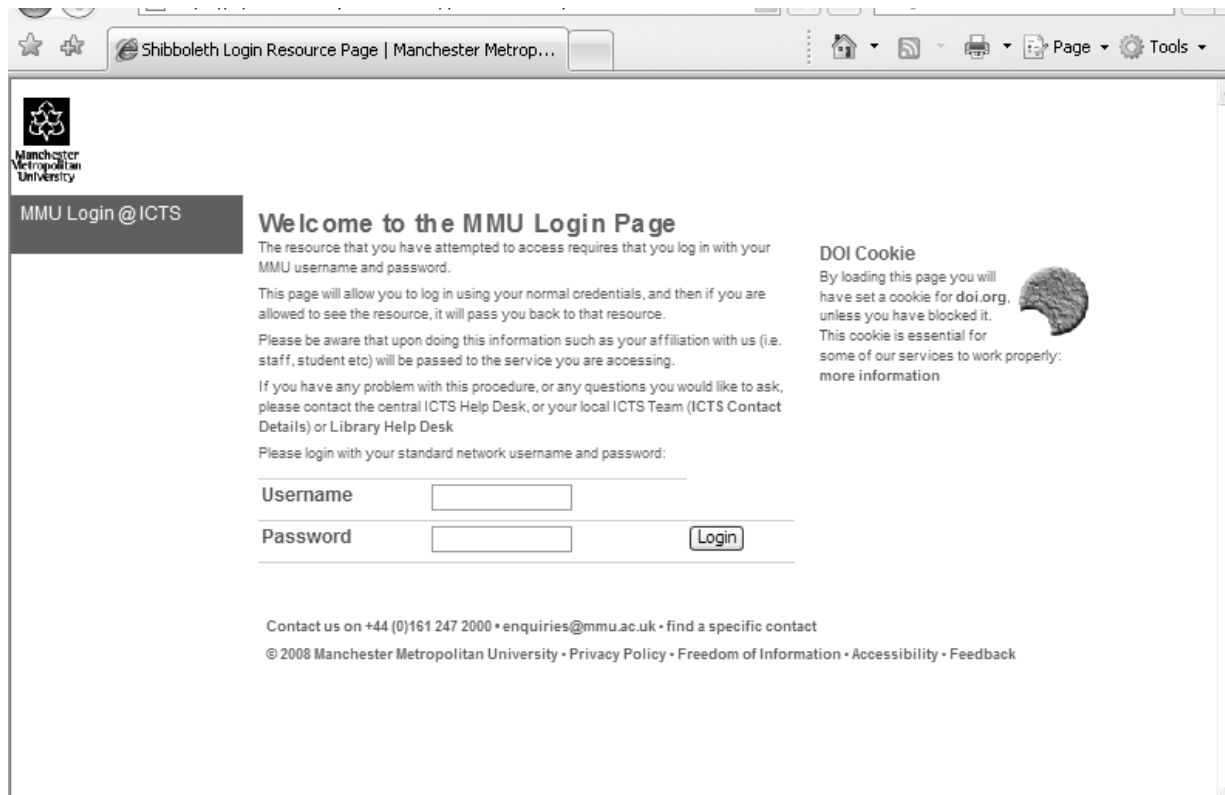
Press: SUBMIT

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)

Home [Access keys](#) | [Skip navigation](#) | [Alternative styles](#)



MMU Library

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

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
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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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A | **B** | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | V | W | Z

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](#)

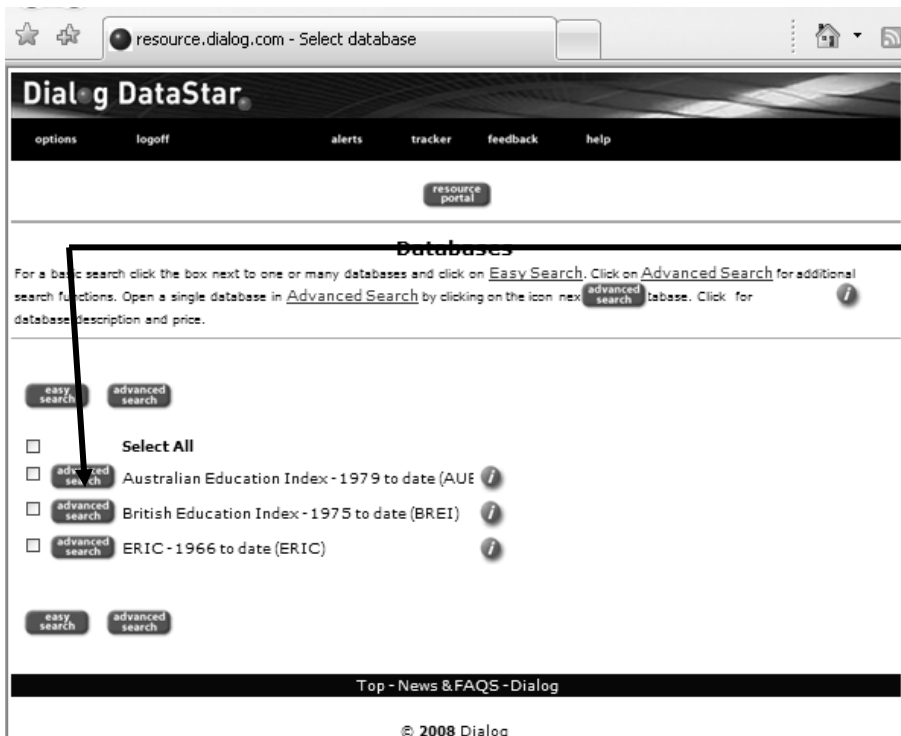
British Education Index

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

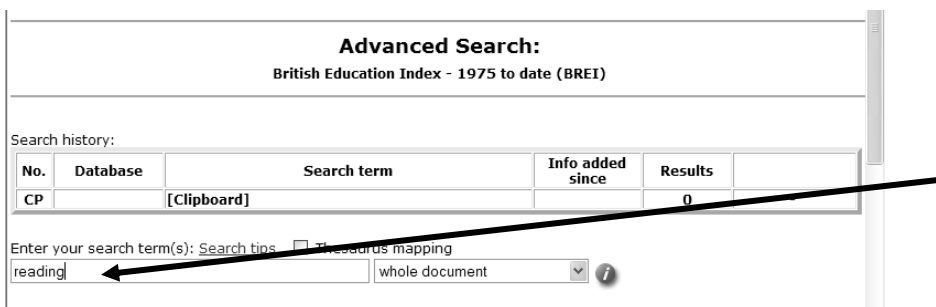
Available within MMU and outside MMU ([login required](#)) 

[^ Top of page](#)

Move down the page to the section entitled "BRITISH EDUCATION INDEX" and click on "ACCESS THE SERVICE"

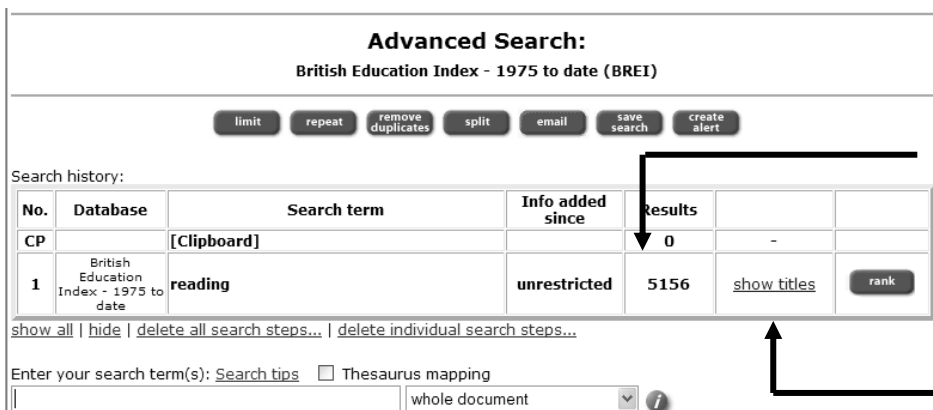


Select the “ADVANCED SEARCH” button next to the “BRITISH EDUCATION INDEX”



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.

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

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

Additional holdings information

Holdings in MMU Library Catalogue

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

Advanced

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

Routledge Taylor & Francis Group

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The association between mathematical word problems and reading comprehension

Authors: Piia Maria Vilenius-Tuohimaa; Kaisa Aunola; Jari-Erik Nurmi

Affiliations: Department of Educational Sciences/Special Education, University of Jyväskylä Jyväskylä/Finland
 Department of Psychology, University of Järvenpää, Jyväskylä, Finland

DOI: 10.1080/01443410701708228
 Publication Frequency: 7 issues per year
 Published in Educational Psychology, Volume 28, Issue 4 July 2008, pages 409 - 426
 First Published: July 2008
 Subject: Educational Psychology;
 Formats available: HTML (English); PDF (English)
 You have: @ACCESS
 Article Requests: Order Reprints; Request Permissions

View Article: Article (PDF) Article (HTML) Section-at-a-time (HTML)

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.

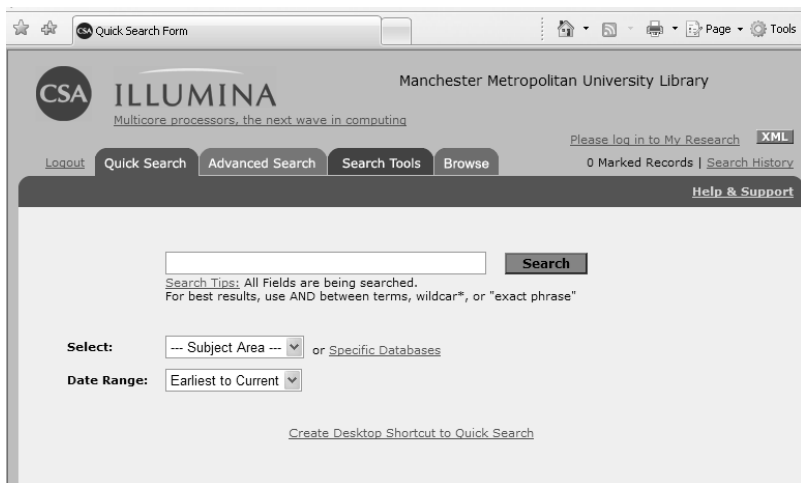
Using the Applied Social Sciences Index and Abstracts (ASSIA)

Select the "ELECTRONIC LIBRARY" tab

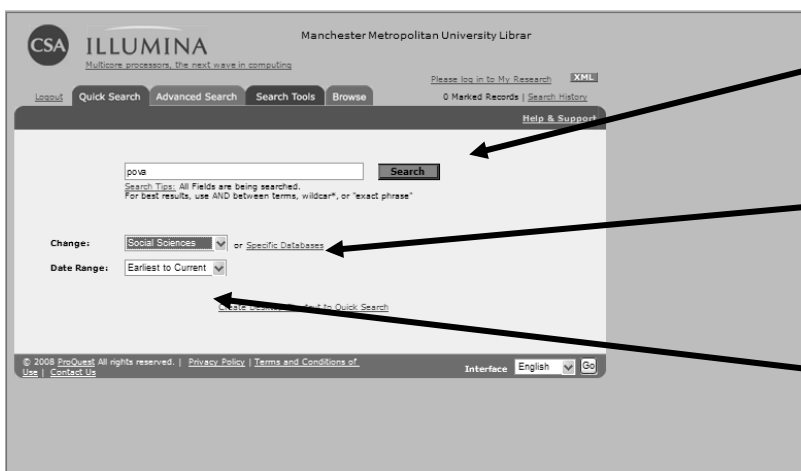
Choose "DATABASES BY TITLE" from the Quick links

Choose "A" from the index

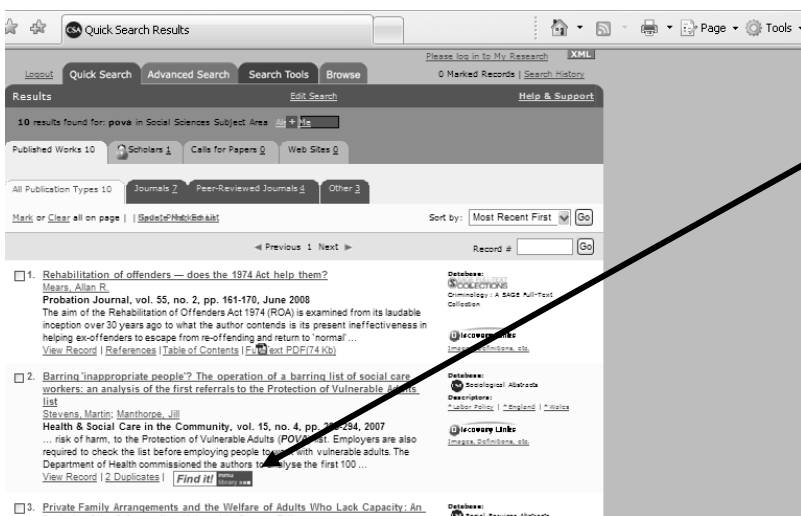
Move down the page until you come to the section entitled ASSIA: Applied Social Science Indexes and Abstracts and click on access this service (either from within if you are on campus or outside if you are accessing it from elsewhere) You may be asked to log in (see earlier sections of this booklet)



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**

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

Additional holdings information

Holdings in MMU Library Catalogue **GO**

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

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

Routledge Taylor & Francis Group

Search entire site or Explore informaworld

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informaworld

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first Prev to Next Last Download Citation Recommend Mark Alert Print RSS

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The association between mathematical word problems and reading comprehension

Click here for immediate access to the latest key research articles

Authors: Piia Maria Vilenius-Tuohimaa; Kaisa Aunola; Jari-Erik Nurmi

Affiliations: Department of Educational Sciences/Special Education, University of Jyväskylä Jyväskylä Finland; Department of Psychology, University of Järvisläki, Jyväskylä, Finland

DOI: 10.1080/01443410701708228

Publication Frequency: 7 issues per year

Published in Educational Psychology, Volume 28, Issue 4 July 2008, pages 409 - 428

First Published: July 2008

Subject: Educational Psychology;

Formats available: HTML (English); PDF (English)

You have ACCESS

Article Requests: Order Reprints; Request Permissions

View Article: View Article (PDF) View Article (HTML) View Article Section-at-a-time (HTML)

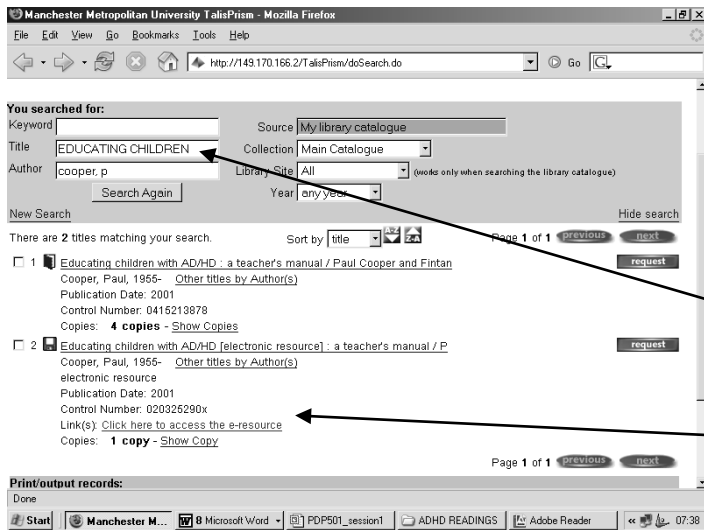
Abstract

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.

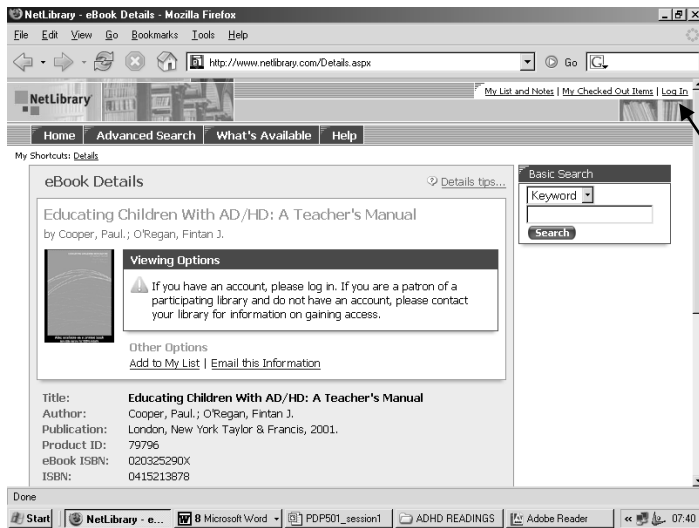
If this isn't required you will see the downloading options, and you may choose the option you prefer.

Using an electronic book



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

Choose the “access the e-resource” option.

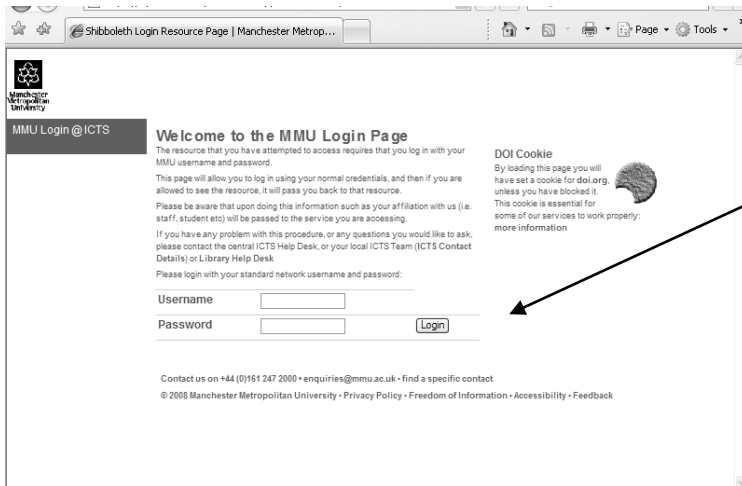


Click the Log In button: Note that the layout, wording and instructions may vary from book to book. You may have to search for the appropriate log in instructions.

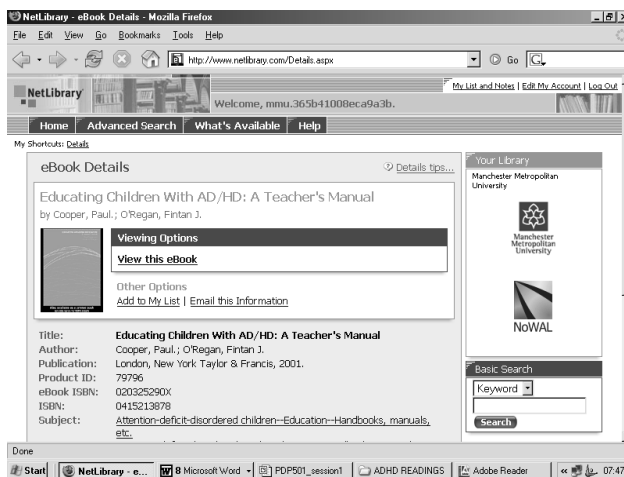


Choose the “Athens users log in here button” (the location of this button may vary from book to book)

If there is an intermediate stage, always choose the ALTERNATIVE ATHENS LOGIN if offered.

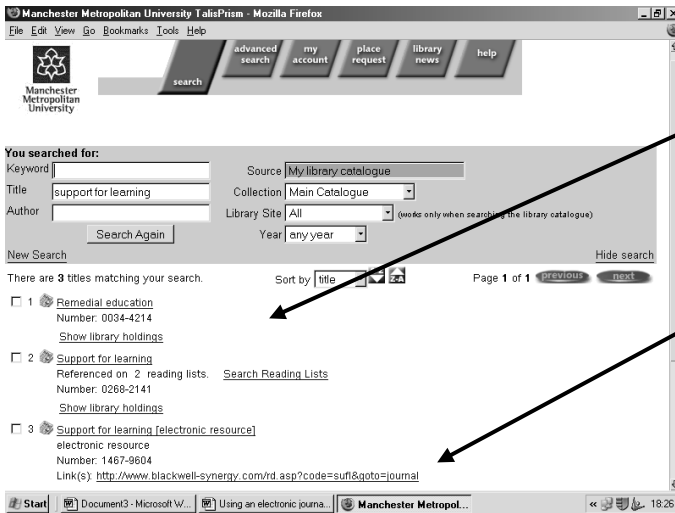


Enter your University username and password (username is the string of numbers on your library/registration card) [password for the first time of use is your date of birth entered in the format ddMonyy i.e. 1st April 1990 would be 01Apr90 – please see section on changing your password if still using dob]



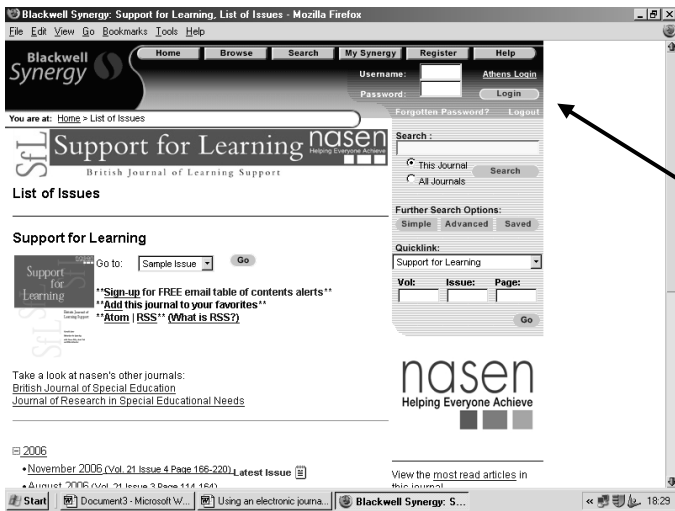
You will be taken back to the electronic book which you can then start reading ... you may only have to go through this process once each library session when you use electronic books or journals; but there isn't necessarily a clear rule!

Using an electronic journal



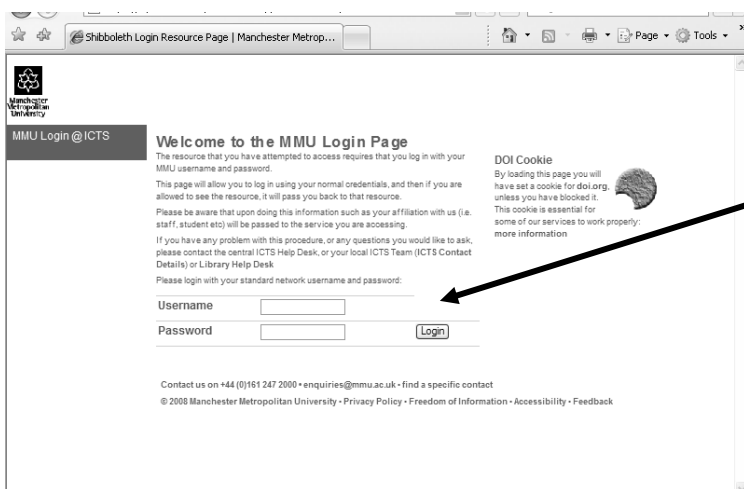
Locate the electronic Journal you want to use in the University Library Catalogue

Choose the “access the e-resource” option.

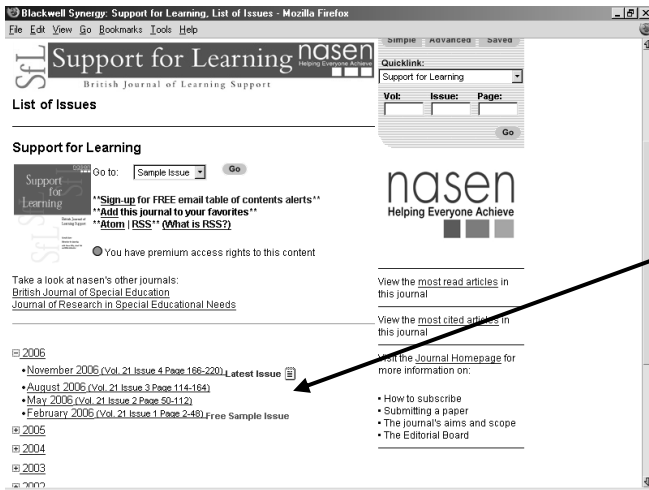


Choose the “Athens users log in here button” (the location of this button may vary from journal to journal)

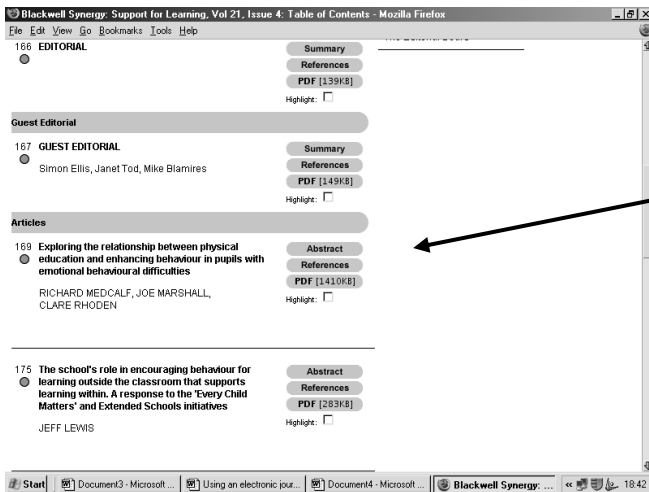
If there is an intermediate stage, always choose the ALTERNATIVE ATHENS LOGIN if offered.



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]



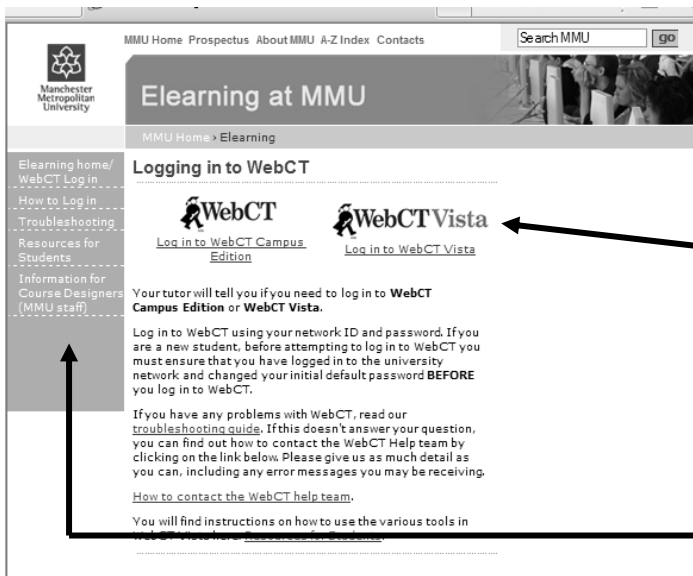
Choose the edition of the journal which you want to read



To read and/or print the article, select the PDF option. This will open the article in a separate programme.

Using WebCTVista

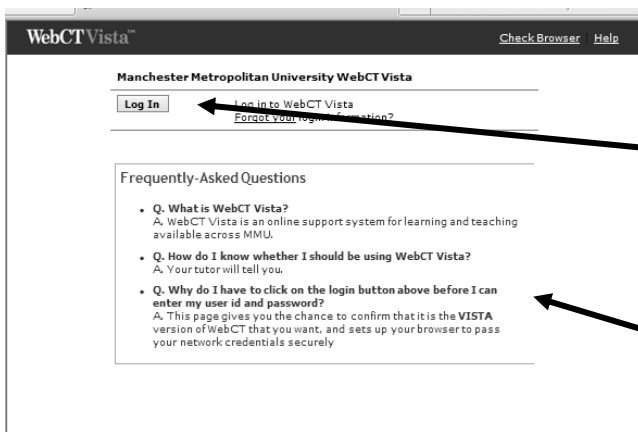
e-learning homepage: <http://www.elearning.mmu.ac.uk/>



Log into WebCTVista by clicking here.

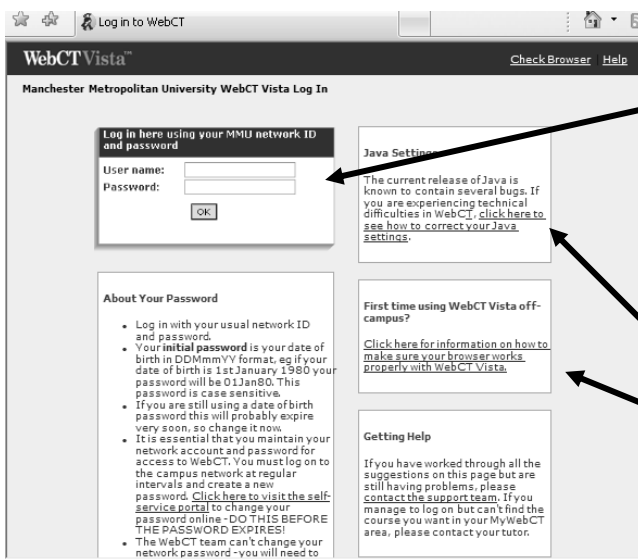
(Remember that from the beginning of the autumn term 2008 the programme no longer uses the Campus version of WebCT)

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.

The screenshot shows the Blackboard Learning System interface. At the top, there is a navigation bar with 'My WebCT' and 'Content Manager' tabs. Below this, a welcome message reads: 'Welcome. Mrs Helen Ann Chatwood . Today is 12 August 2008 12:37 PM BST.' The main content area is divided into several sections: 'Calendar Day', 'To Do List', 'My Grades', 'Course List', and 'Calendar Week'. The 'Course List' section contains three entries: 'Student Inquiry 1 Pt 83391103 - 0708' (Section Instructor: Wendy Whittaker), 'UCD 83391105 - 0708', and 'Rights and Diversity FD - 0708' (Section Instructor: Russell Jones). The 'Calendar Week' section is currently empty. On the right-hand side, there is a sidebar with several sections: 'Campus Announcements' (with a link to 'Student E-Learning Feedback Survey 07/08'), 'Personal Bookmarks' (empty), 'Campus Bookmarks' (with links to 'University Student Agreement (PDF)', 'MMU home page', 'Student email', 'MMU Library', 'Regulations for Taught Programmes of Study', 'Faculty Online Student Handbook', and 'Node Information'), and 'Who's Online' (with a list of students online in various discussion areas).

Annotations with arrows point to the following areas:

- Tools available for you to use:** Points to the 'My Grades' section.
- Resources areas, including a general PDP area as well as areas for each unit you are registered for:** Points to the 'Course List' section.
- Bookmarks both personal and University wide:** Points to the 'Personal Bookmarks' and 'Campus Bookmarks' sections.
- Other students online in the discussion areas you subscribe to:** Points to the 'Who's Online' section.

