

Technology Resources for Bread Loaf Students

Bread Loaf School of English Summer 2023 Session

Contacts:

- Tom McKenna for BreadWeb and technology issues across campuses:
tpmckenn@middlebury.edu
- Caroline Eisner for Vermont campus technical issues, Apple Cellar, and Canvas help:
ceisner@middlebury.edu

Middlebury College Help and Support Pages

Middlebury IT Helpdesk

Zoom: <http://go.middlebury.edu/zoom2helpdesk/> (The college staffs a live helpdesk via Zoom. Hours match those below. A kiosk in the Apple Cellar connects directly to the Middlebury Helpdesk.)

Phone: Middlebury: 802-443-2200 / Monterey: 831-647-6656

Web: <http://go.middlebury.edu/helpdesk/>

Email: Helpdesk@Middlebury.edu

Hours: M-F 8:15 am - 8:00 pm ET

(See all hours at <http://go.middlebury.edu/helpdeskhours/>.)

New this year: All faculty and students need to have Middlebury credentials (Middlebury email and password) and actively manage their Middlebury.edu emails during the session to receive communication from the Bread Loaf office and to access other platforms at BLSE.

BLSE asks all students, faculty, and staff to activate and manage their Middlebury.edu accounts. These accounts will be the primary point of contact from Bread Loaf during the summer sessions. Campus-wide emergency notifications, training links, and communication from Bread Loaf staff and administration will be sent to your Middlebury email account. Check that account regularly or have your email forwarded to your regular email account. Contact the Middlebury Helpdesk (contacts below) if you need assistance.

Your Middlebury.edu account will provide access to library resources, BannerWeb, some course discussions, Vermont and California Wi-Fi, and on-campus computer access. Beginning this year, access to BreadWeb, our communications portal for students, faculty, and staff, will only be available through your Middlebury.edu credentials.

Use [this link](#) for Account Activation instructions, including setting up the multi-factor authentication (MFA) process.

Please make every effort to activate your account before arriving on campus.

If you wish to have your Middlebury College email redirected to another email address, follow [these instructions](#).

Connecting to Wi-Fi and Printing

These instructions—also available on the Vermont and California Campuses—will assist you in getting connected to the Internet and in printing. Specific instructions for Oxford will be available upon arrival at Lincoln College. *(Note that you may need administrative access to your computer to change some settings; if you are using a computer from your school or workplace, be sure to check with your administrator before coming to Bread Loaf.)*

- [Directions for connecting to Wi-Fi at Bread Loaf](#) (Vermont and California)
- [Printing from Your Own Computer: Bread Loaf Vermont Campus](#)
- [Printing from Your Own Computer: Bread Loaf California Campus](#)

Apple Cellar

In Vermont, Bread Loaf offers a range of technology to support your work. There is a well-equipped computer center (“the Apple Cellar”) on campus, on the ground floor of the Davison Library, providing computers and staff support. Wireless connections are available throughout the campus, in almost all dormitories and public spaces. The Apple Cellar, Inn lobby, and library also have Ethernet ports.

Caroline Eisner manages the Apple Cellar and will be on the Vermont campus throughout the summer to assist with technology issues there.

BreadWeb

BreadWeb, a gathering place for enrolled students, faculty, staff, and Bread Loaf Teacher Network members, will allow you to find one another and key resources, and to participate in public and private groups. As we note above, this year you’ll need to access BreadWeb using your Middlebury.edu email. During late May, look for an email from Tom McKenna introducing BreadWeb, with instructions for logging in. If you don’t receive the invitation email, contact Tom at tpmckenn@middlebury.edu. Each campus will host its own BreadWeb group. All members of the community will have access to Cyberbarn, our digital commons. We encourage students and faculty to request their own groups via a link within BreadWeb.

Tom will be available for BreadWeb orientation sessions (in person and via Zoom) during BLSE’s first week. [Tutorial documents](#) are available to help you navigate common BreadWeb tasks. Once you’ve entered BreadWeb, bookmark <http://breadweb.middlebury.edu> to return, and follow the guides to download the phone app.

Commonly Requested Tools

Middlebury College Library Resources

Kellam Ayres, a Bread Loaf grad, is our dedicated Library Specialist at Middlebury College. She maintains this [library page](#) for us, and she encourages faculty and students to contact her directly with questions and requests. Kellam's email address is kayres@middlebury.edu.

Canvas for Discussion and Course Documents

Some faculty will use Middlebury's instance of [Canvas](#) (a course management tool) to host discussions, share work, and calendar events. Students are pre-enrolled in those Canvas "courses." If your class uses Canvas, your instructor will let you know, and you'll find your course at <http://middlebury.instructure.com>. Login with your Middlebury email and password. (Middlebury has 24/7 Canvas support. For technical support, please refer to Instructure's 24/7 phone (833-890-4166) and real-time chat support available via the Help tab when you're logged into Canvas). You will also see a link to your Canvas course(s) within BreadWeb. If you encounter problems finding or accessing your Canvas course, contact Caroline Eisner at ceisner@middlebury.edu.

Zoom for Video Conferencing and Recording

You will have access to the professional version of [Zoom](#) via your Middlebury login credentials. This will allow you to initiate (and, optionally, record) video conference sessions.

Google Drive for Shared Documents and Files

Your Middlebury credentials are connected to Middlebury College's Google applications. You can set up a shared drive, shared documents, or folders.

Panopto for Video Storage and Streaming

If you have large files, such as video clips or narrated lectures, that you don't want to put on Google Drive, YouTube, or Vimeo, you may opt to Middlebury's [Panopto](#) system.

Middlebury Digital Learning and Inquiry (DLINQ) hosts a resource page for remote students at <https://dlinq.middcreate.net/remote-student/>.