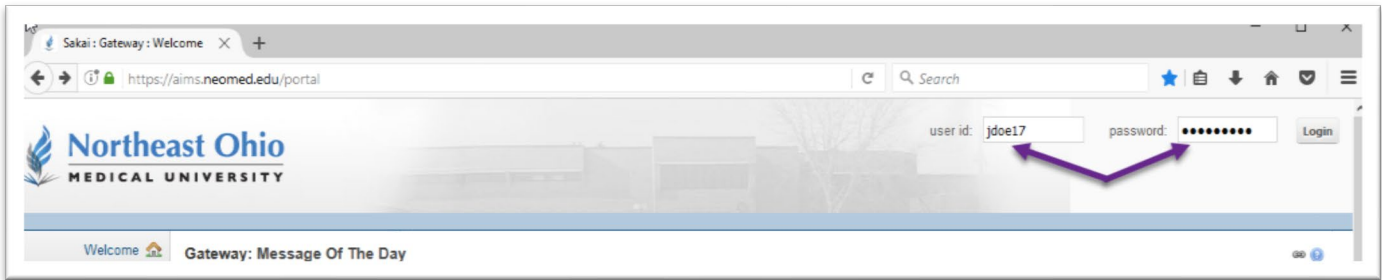




AIMS (Sakai 11) Quick Start Guide for Students

Login

Login in at: <https://aims.neomed.edu>. Enter your NEOMED ID and password (same credentials for 0365 and email). Click 'Login'. AIMS and 0365 passwords are synchronized. When your 0365 password is updated your AIMS password will automatically update.




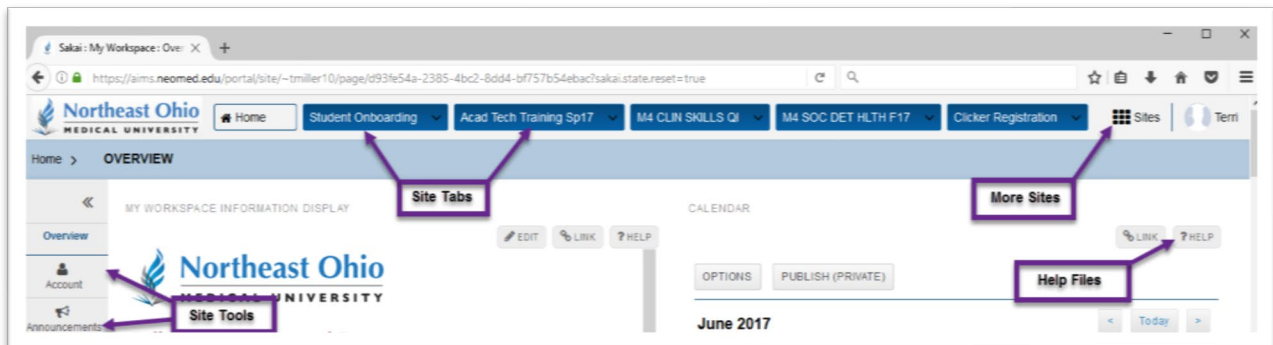
If you forget your password, please email the help desk at help@neomed.edu enter PASSWORD RESET in the subject line or call 330-325-6911.

Passwords can be reset online if you have PRE-REGISTERED!!!

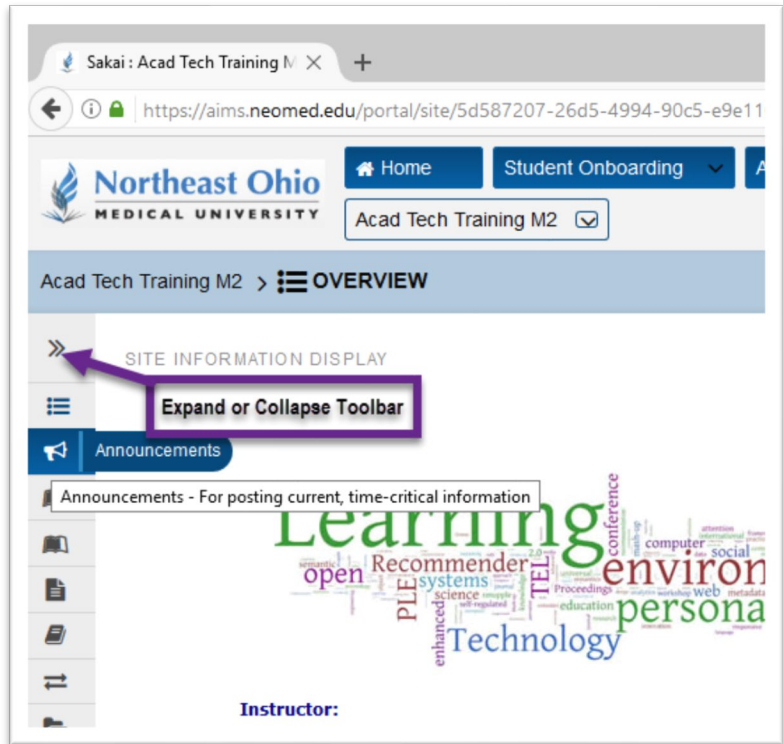
Pre-register at <https://reset.neomed.edu/>

AIMS basic layout

The home screen is a private work area called **Home**. Here you can organize what sites you see and set preferences like language settings or email notifications. Tabs across the top of the display represent sites to which you have access. If you do not see all your sites, click  **Sites** (previously **More Sites**) to access a drop-down menu. As you select different tabs, the left-hand menu will change to correspond to the tools available in that site. Most site tools will have the default titles but can be different depending on the preferences or customization of your course Instructor.



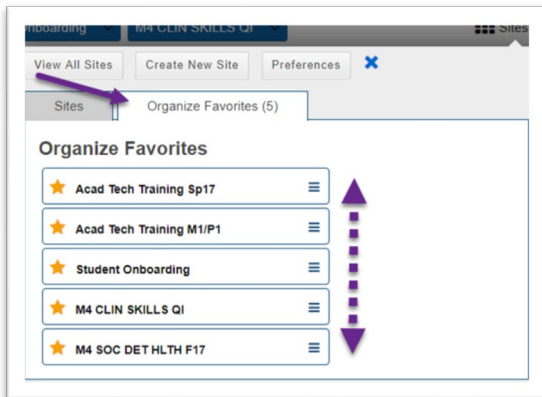
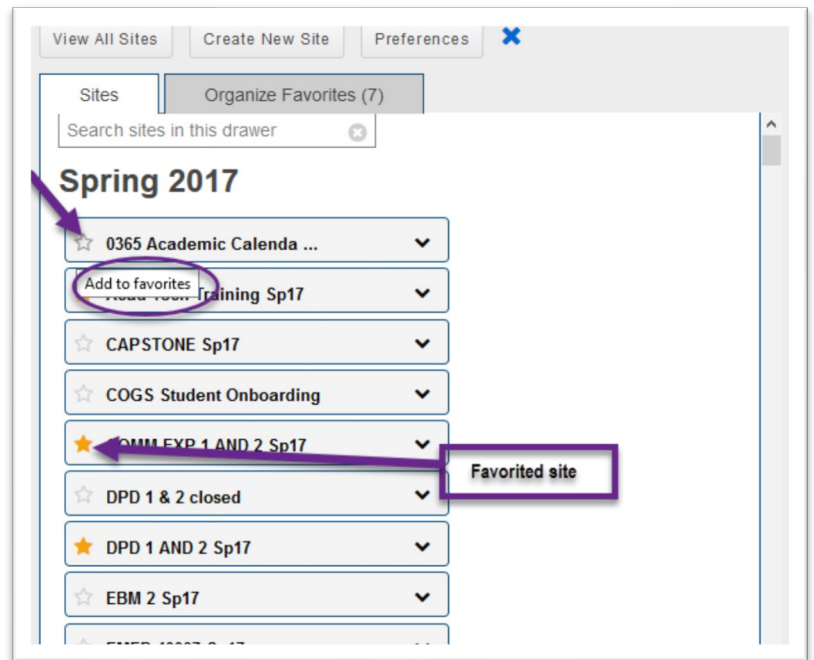
Special features in the navigation bars make it easy to go directly to a specific site and tool. Plus, you can collapse the menu bar in any site to make more room. Moving your mouse over a collapsed tool displays its function.



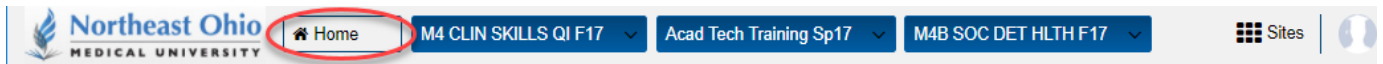
Favoriting Sites:

If you would like to change the sites that appear at the top of your **Home** page, click on Sites (previously More Sites) and favorite the sites you'd prefer by clicking on the star next to the site name.

Click on the Organize Favorites tab and drag and drop the sites to reorder your favorites.



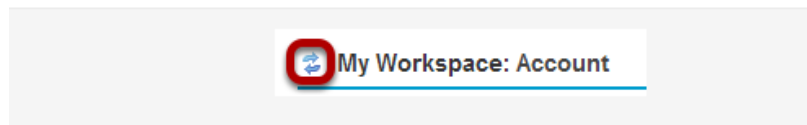
Site Navigation



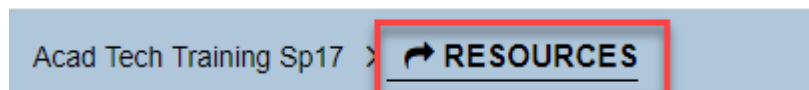
The Site Navigation across the top of the screen in AIMS allows to you access the sites in which you are enrolled. You may also return to Home (previously known as 'My Workspace') at any time by clicking on the Home button on the far left.

Using Breadcrumbs to Navigate AIMS

Previously In AIMS if you wanted to refresh or reload the main page of a tool you used the reset button (double headed arrows) that was located near my workspace. You may have noticed that the reset button is gone.



AIMS (Sakai 11) utilizes breadcrumb navigation to return where you started. If you have scrolled down the page or clicked to several screens down within the tool you can simply click on the Tool name in the Taskbar and it will return to the main page for the tool. In the example below clicking Resources will return you to the main home page of the Resources tool.



Browsers, Cache, Cookies, & History

First a word about your computer's operating system. If your operating system on your computer is out of date your browsers will be affected. Ensuring your computer is up to date helps to keep all the security systems up to date as well.

What do you do... when sites or items no longer load, or won't update or refresh on your Computer? You may have to clear your cache and history ...

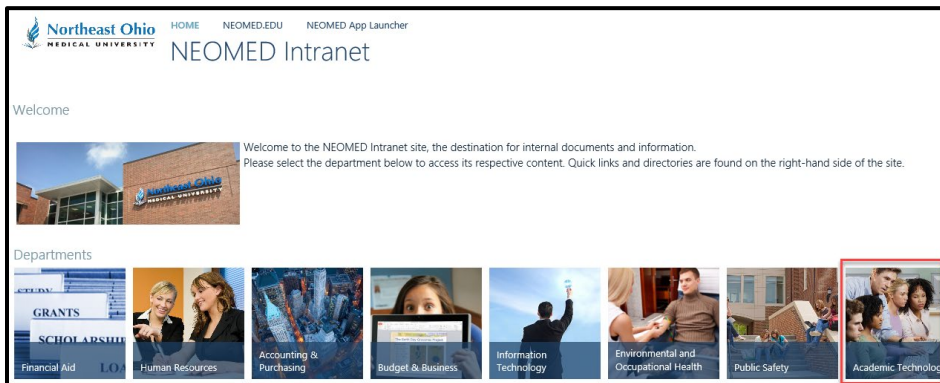
- Submit personal information online (e.g., when you make an online purchase)
- Notice your browser's performance is declining for no apparent reason
- Know that you are viewing an older version of a page after you've refreshed the page
- Have difficulty submitting work to your instructor in AIMS
- Experience issues logging in to AIMS
- Notice that you have multiple windows open in AIMS and nothing appears to work

Note: Clearing the computer cache can make all the difference. If the page you are on doesn't seem to be functioning, clear your browser, close all the open pages and log back into AIMS. If pages still are not loading try restarting your system to apply updates; restart and try again.

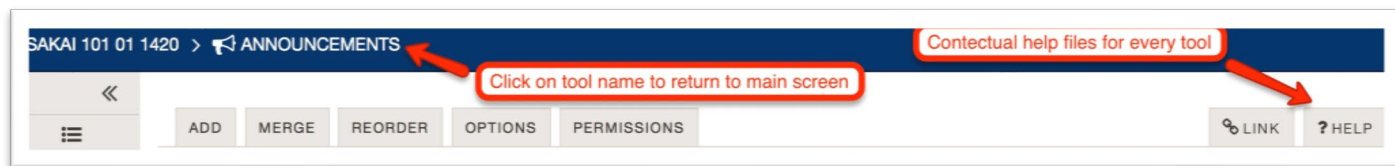
The easiest method to reset your browser is to use a short cut/quick menu to clear your cache, cookies, and history. Try using the short cuts listed below to quickly restore your browser.

Browser	Shortcut	Further Documentation & Notes
Internet Explorer 11 & Edge	CTRL-SHIFT-DELETE	Internet Explorer 11 and earlier versions You can also use the InPrivate Browsing feature within this version of IE.
Firefox All Versions	Windows or Mac: CTRL-SHIFT-DELETE	Firefox (Mozilla)
Chrome 9 or later	Windows: CTRL-SHIFT-DELETE Mac: See note.	Chrome (Google) Mac shortcut documented as SHIFT-COMMAND-DELETE . If that doesn't work on your Mac, from the Chrome drop-down menu, select Clear Browsing Data .
Safari	Mac: From the Safari drop-down menu, click Reset Safari . In the dialog box that appears, make sure that the only checkbox that has a check mark is Remove all website data . Click the Reset button.	Safari 9 for Mac (Apple) Safari 8 for Mac (Apple)

Visit the Academic Technology Intranet Site at <https://neomed0.sharepoint.com> For up to date tutorials, instructional videos and help documents.



Need help?



Contextually-appropriate help is accessible within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset a tool by clicking on the tool title. This restores the tool to its home screen and is often more effective than the browser's back button.

Visit us in Academic Technology (located within the Library) for additional help or schedule a meeting.

Contact us by email at: aims@neomed.edu

Sharon Combs-Eisenbarth
Learning Management System Administrator
Room L201E

Terri Miller
Instructional Technologist
Room: L216

Academic Technology
Northeast Ohio Medical University
4209 St. Rt. 44
Rootstown, OH 44272