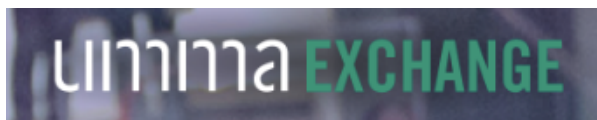


Docent: Technology



Address: <https://exchange.umma.umich.edu/>

Login: In order to view restricted resources just for docents, you need to login.

1. Click green Login button
2. Choose your method of authentication
3. Enter your email and password.

If you need a personal reminder:

Email Address: _____

Password: _____

How do I find Docent Materials?

1. Click "Featured" on top banner
2. Click "For Docents" on left menu list

What is on the Exchange:

- Object labels
- Tour descriptions and notes
- Enrichment activities for docents and teachers
- Pre-visit and post-visit suggestions
- Forms: day group list, quick contacts, procedure handbook, bus map, teacher evaluation form, star docent email to teachers, AAPS calendar
- Info from Training Continuing Education Sessions: exhibition-related, technology info, external links

How do I search for objects or resources?

1. Use the "Search the Exchange" box on top right
2. Advanced search – to search by media, keyword, or style



Address: <https://inside.umma.umich.edu/>

If you need a personal reminder:

Username: _____

Password: _____

What is in UMMA Inside Docent Portal:

- *Announcements:* CE schedule list, links to practical info on the Exchange
- *Directory:* photos, addresses, and phone numbers of other docents
- *Forums:* a place to discuss
- *Calendar:* Click on tour name to see information about each tour
- *Resources:* takes you to docent materials on the Exchange

How do I update my directory info?

- Click "My account" in top right
- Click "Edit" tab

How do I create a Tour Report?

- Look at the tour on the calendar
- Click "Add Report"
- Fill in the fields
- This info is used to report statistics, avoid traffic jams in galleries, and assist with planning

Where do I find the teacher's contact info?

- Click on tour name in the calendar. Client Details are listed at the bottom