

## ITS-Educational Technology

### Content Outline: myUNiverseCT (WebCT) CE6 for Students

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#### <http://elearning.uni.edu>

- Browser settings for myUNiverseCT CE6
- Student Resources
- Contact Us

**Login to myUNiverseCT** – myUNiverseCT requires that you log in using your CatID username and password. For more information, see <http://elearning.uni.edu/support/login.html>.

#### **MyUNiverseCT Portal Area**

- My Settings, Check Browser, Help, Log Out
- My Courses, Content Manager
- Channels, Color, Layout, Mail, Calendar
- Calendar Day, To-Do list, My Grades
- Course List, External Courses, Calendar Week
- Campus Announcements, Personal Bookmarks, Campus Bookmarks, Who's Online
- Email details
  - Create a message
  - Browse for Recipients
  - Add attachment
  - Click My Courses to return to portal area
- Calendar details
  - Add Entry (Date, Summary, URL, Detail, Start Time, End Time, Access Level)
  - View Month (all private entries are italicized on the calendar)
  - Edit button
  - Delete button
  - Delete All button (You cannot delete any entries but your own.)

#### **Enter the Course**

- Once in the course, DO NOT use the Back, Forward, or Refresh buttons on your browser. Use only the buttons supplied within MyUNiverseCT.

#### **Explain the Layout of the course**

- My Courses, Accessibility, Help, Log out
- Expand/collapse Course Tools and My Tools
- Course Tools Menu; Course Content is Home Page. Green \* indicates new content
- Breadcrumbs (Navigation)

**MyUNiverseCT Help** (context specific – goes directly to help about the MyUNiverseCT function you are currently using) **The quickest & easiest way to get help on any tool or operation!**

## **Discussions**

- Topics; Posts
- Click Introductions; Create a message
  - Subject, Message
  - HTML creator
  - Attachments
  - Post, Preview, Cancel, Save as Draft
    - Additional buttons available after posting
    - Checking a message(s) & Create Printable View will compile messages.

## **Student Tools**

- My Grades
- My Progress
- My Files
  - Action Links
    - Open as Web folder (NA on Macs)
    - Allows drag & drop file transfer from your computer to your MyUNiverseCT My Files folder
  - Downloading files

## **Submitting Assignments**

- Inbox, Submitted, Graded, Published
- Clicking on an assignment opens a new dialog window. Submissions can be created in the text box as html (web) documents or existing files attached by clicking Add Attachments. Comments to the evaluator may be added. Save as Draft lets you return later to complete before submitting.

## **Assessments (Quizzes, Tests, & Surveys)**

- Clicking on an assessment brings up a new dialog window showing complete instructions. Available dates, duration, question delivery, attempts allowed and troubleshooting are described.

**Important to Log out of your course** (Do not hit the X to close out MyUNiverseCT because it only closes out that window)