Getting Started with My Courses

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Introduction

This document covers the basics on getting started with My Courses on the MyUH Portal web site. To access the MyUH Portal web site, you need the following minimum system requirements:

- A PC running Windows 2000 Pro or later or
- A Macintosh running Mac OS 9.2.2 or later
- A Web browser*

* For the latest browser recommendations, please visit

http://www.hawaii.edu/help/support/webapplication.html

In addition, you will need your UH Username and Password to access the MyUH Portal web site. If you do not have a UH Username and Password, please visit

http://www.hawaii.edu/account
What are My Courses?

My Courses is a collaboration of information designed for courses that you are associated with. My Courses allows faculty and students the ability to share information for areas related to that particular course. Some of the features of My Courses include chat rooms, message boards, and online calendars.

Note: Not all courses will have a course homepage. It is at the instructor’s discretion to create and maintain a course homepage.

How do I access My Courses?

To access My Courses, log in to the MyUH Portal web site at


Enter your UH Username and Password in the appropriate box.

![Figure 1: MyUH Portal Login screen](image)
After a successful login, you should see a window similar to the one below.

To access the My Courses, click on the **Quick Links** drop down menu at the top right portion of the screen and select **My Courses**, or click on the course you would like to access under the **My Courses** section in the middle of your screen. *See Figure 2: MyUH Portal page for the exact locations.*
If you select My Courses from the Quick Links menu, a new web page will open. You should see a listing of all the courses you are currently associated with. Please click on the course you would like to view. See Figure 3: My Course Listing. If you clicked on the course name from the main portal page, see Figure 4: My Course Homepage.

![Figure 3: My Course Listing](image1.png)

After you click on the Course name, the Course Homepage window will display.

![Figure 4: My Course Homepage](image2.png)
**Announcements**

To access the announcement, click on the **Announcements** link. The following screen will display.

![Figure 5: My Course Announcements](image)

To post a new announcement, click on the **Send Announcement** link.

![Figure 6: Compose Announcement](image)

Enter the title and announcement in the appropriate fields, and then click on **Send**. Students can not post an announcement.
News

If you would like to post a news article for this group, click on the News link. Then click on Post an Article.

![Course News](image1)

Figure 7: Group news

After you click on the Post an Article link, the following window will open.

![Post an Article](image2)

Figure 8: Submit article

By default, your name will automatically be entered into the Posted by field. Select Active in the Status drop down box. Enter the Title/Subject and News Article in the appropriate fields, then click on Post.
Photos

You may view or post photos that are particular interest to the course. To view a photo, click on the Photos link.

![Course Photos](image)

Figure 9: Course Photos

To post a photo, click on the Post a photo link.

![Post a Photo](image)

Figure 10: Post a Photo

Select Active in the Status drop down box. Enter the file name of the photo, photo title, and photo caption in the appropriate fields, and then click on Post.
Links

Links are also called urls. They are web sites that are of particular interest to your course. Posting the links allow you to share your websites to members of your course. If you would like to post a link for this course, click on the Links link under the Group Tools. Then click on Post a link.

![Course Links](image1)

Figure 11: Course links

After you click on the Post a link, the following window will open.

![Post a Link](image2)

Figure 12: Post a link

By default, your name will automatically be entered into the Posted by field. Select Active in the Status drop down box. Enter the Title, URL, and Link description into the appropriate fields and click on Post.
Files

You may post files that are of particular interest to the Course. To post a file, click on the Files link. The following window should display.

![Figure 13: Course Files](image)

To post a file, click on the Add a New file to .... Link. Click on the Browse... button and select the file you would like to add. Click on the Add button to add the file.

![Figure 14: Post a link](image)
Message Board

If you would like to post a message on the group’s message board, click on Message Board link. A list of posted topics will display (if any). If you would like to view a message, click on the message.

![Message Board Topics](image)

If you like to post a message, click on the Post a Topic link.

![Post a Topic](image)

Enter the title and description in the appropriate fields, then press Post. Your message will then display on the Message Board.
Calendar

My Courses contains a calendar for that course’s events. To access the calendar, click on the calendar link. After you click on the link, the calendar will open. For more information on how to use the Calendar, read the Getting Started with Calendaring document available at:

http://www.hawaii.edu/itsdocs/net/MyUH/calendar.pdf

![Calendar View](image)

Figure 17: Group calendar
Email

You may send email to any member in your course. To send email, click on the Email link. The following window should display.

![Email Members](Image)

**Figure 18: Email Members**

If you would like to send email to all members, click on Select All or you may click on the checkbox next to each name. Then click on Send E-mail. You should then see the following screen.

![Compose Email](Image)

**Figure 19: Compose Email**
Please enter the Subject and Message of your email. If you would like to send an attachment, click on the Attach button.

Click on the Browse button and select the file you would like to attach, and then click the Attach button, and then click on OK.
Chat

My Courses has a chat feature that allows you to talk with other members in your course. To access Chat, click on the Chat link. You should then see the following screen.

![Course Chat](image)

Figure 21: Group chat

You may only chat with others who have also joined the chat. All connected users to this chat room will have their names listed in the right column. In this example, John Doe is the only person in the chat room. All messages sent are displayed in the big box. To exit out of the chat room, click on the Exit link in the upper right corner.

In the bottom right corner, you should see a Whisper button. This button allows you to send a private chat message to one or more participants in the chat session. To use this feature, highlight the person (hold down the Shift key to select more than one participant) that you would like to send a private chat message to, then enter your message in the Type your message here, and hit the return key box, and then click on the Whisper button. In this case, DO NOT press the return key.
Members

Clicking on the Members link, allows you to see who belongs to the course. You should see a listing similar to the one below.

![Figure 22: Email Members](image)

Clicking on a members name will display more information about that specific member. See Figure 23: Member Information below.

![Figure 23: Member Profile](image)
My Consolidated Courses

A new feature of the MyUH Portal is the My Consolidated Courses. This feature enables you to combine multiple courses together, so that you can manage one course homepage for all courses. To access My Consolidated Courses, click on the My Consolidated Courses link as shown in the image below.

Courses that are enabled to be consolidated will appear in the Courses Available for Consolidation section. If you already have a consolidated course, it will appear in the Consolidated Course List section.
To consolidate two or more courses, check the box next to the courses to be consolidated and then click on the **Create** button.

![Courses Available for Consolidation]

*Figure 26: Creating a consolidated course, step 1*

A new page will load, where you can enter the consolidated course name, and the consolidated course title. Also, if you missed a course that you wanted to include in this consolidated course, you can add it by clicking on the check box in the Courses Available for Consolidation section.

![Create New Consolidated Course]

*Figure 27: Creating a consolidated course, step 2*

Click on the **Create** button, and a window will load informing you that the course is consolidated and ready to use.

To manage your newly created consolidated courses, click on the consolidated course name, and manage this course as you would any normal course, following the directions preceding this section.
Deleting a My Consolidated Course

There may come a time when you no longer wish to have your multiple courses consolidated. This section will detail how to unconsolidate those courses.

In the My Consolidated Course section, click on the consolidated course’s home page that you would like to remove. On the left side of the window, under the Configuration Tools section, click on Courses.

Under the Active Courses section, remove the courses you no longer want consolidated by checking the box and then clicking on the Remove button. You’ll be prompted if you really want to remove the selected courses, click on the OK button.
To completely remove the consolidated course (after removing all active courses), go back to My Courses, click on My Consolidated Courses, and check the box next to the consolidated course you want to delete and click on the **Remove** button. You’ll be asked if you really want to remove the selected consolidated course, click on the **OK** button to remove the course.

![My Consolidated Courses](image)

*Figure 30: Deleting a My Consolidated Course, step 3*

**Exit**

To exit out of the Group window, click on the **Exit** link in the top right corner, see Figure 4: Group Homepage.

**Getting Help**

The MyUH Portal site has a very good help section. To access the online help, log in MyUH Portal and click on the **help** icon located in the top right corner of the portal window. The answer to your question may be there. If not, call the ITS Help Desk at the phone number below.

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to **help@hawaii.edu**, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at **http://www.hawaii.edu/help**

The ITS walk-in Help Desk is located in Keller 105, Keller 213, and the ITS Hamilton Lab on the UH Mānoa Campus.

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