Introduction to MyAberdeen

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This Quick Guide will introduce you to MyAberdeen and outline some of its key features. MyAberdeen is the University’s Virtual Learning Environment (VLE). This is where you will find learning materials and resources associated with the courses you are studying.

Accessing MyAberdeen

- You can log in to MyAberdeen by going to http://www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network)
- MyAberdeen is accessible 24 hours a day from any computer that is connected to the internet
- If you have any problems logging in to MyAberdeen contact the service desk on 01224 273766 or e-mail servicedesk@abdn.ac.uk

Your MyAberdeen Homepage

When you log in to MyAberdeen you will see your Homepage, which will look like the example shown below (Figure1):

Figure 1 Sample MyAberdeen Homepage

The key features and links to be found on the Homepage are highlighted by the numbered arrows in Figure 1. These are:

1. Global Navigation Menu
   - Here you can access everything you need to, such as viewing recently visited Courses and looking at all your courses. Moreover you can access your Organisations, Tools and Settings.
   - Moreover you can view Overview, Posts, Updates, MyGrades, Retention Centre, Calendar.
   - At the bottom there is a quick link to Home and the Help page.

2. The Tabs
   - Home: brings you back to the Homepage
Courses: opens a new window where you can access all the courses you are enrolled on. Click any of the courses listed in the Course List module to enter that MyAberdeen course. Using these links you can access the information, course materials, discussions and assignments that your tutors/lecturers have created (Note: the extent of the material available and the tools used on any given MyAberdeen course will vary according to the individual course coordinator or tutor). You will also be able to access past papers and submit SCEF form from the courses page.

Organisations: this opens another page, similar to the Courses page but for your organisations. Organisations, in this case, may include any societies to which you belong (if they have a MyAberdeen page), any School-wide communities, and any institution-wide programs such as the ACHIEVE Graduate Attributes programme. These communities can be accessed by clicking on the appropriate link in the Organisations module.

Content & Portfolios: this page features a My Content area where you can upload and store files. This is also where you can access and build Portfolios. There is also a sub tab called ‘What are Portfolios?’ containing important information about Portfolios and how they can be used.

Feedback Logs: this is a portfolio that is specific to logging feedback from your lecturers or tutors.

Library: this opens a page containing information about the library including news and events. There is also a link for you to be able to search their collections.

Careers: this tab contains important information about the opportunities offered by the Careers service.

Help: quick guides, video tutorials and Frequently Asked Questions are located here to help you with any problems you may have.

3. Add Module

Clicking the Add Modules button opens a window where you will find a list of available modules which can be added to your homepage display. By adding and removing modules MyAberdeen enables you to create a homepage that suits your needs.

Modules are the named boxes that make up the main area of the Homepage such as: My Announcements, Tools, Bookmarks etc. Some of the available modules are ‘required’ and cannot be removed from display while others are optional and can be added or removed.

Modules with manageable content display a cog-wheel icon at the top right. Click here to open a new window where you can edit settings or content. Created content items, such as calendar entries or announcements, appear as links in the module area. Click on the links to access these directly.

All modules are collapsible by clicking on the chevron to the left of the Module name, by clicking on it you can expand the module again.

Optional modules have an X icon at the top right corner. Click this icon to remove the module from your screen.

4. Notifications Dashboard

Clicking the Notifications Dashboard sub-tab opens a new page which looks similar to the Homepage where you will find a further collection of modules. The Notifications Dashboard has the same functionality as the homepage and is designed, primarily, to enable you to place your notification modules, such as What’s New and To Do, on a separate page in order to prevent the Homepage from becoming overly cluttered.

You will be alerted to any changes made within your MyAberdeen account by details displayed in the What’s New module. Any assignments or tasks created by your tutors/lecturers with a due date will be linked automatically to the To Do module display. (Please note that you will not be notified of TurnitinUK assignments that are due within the ‘To Do’ module).

Within both the What’s New and To Do modules you will find an Edit Notification Settings button. Here you can change the means by which you are notified about changes that may occur within your course or at institutional level.

**Note:** Each notification also has an on/off check-box down the left hand side; by unticking this box you can turn off the notification. Although you are strongly advised not to, it is possible to turn off all notifications, however, your tutor/lecturer has the ability to override this option with certain notifications which they feel are too important to go un-received.
5. **News & Events**
   - This is a separate page where you can see up to date information on campus news, society news, student notice board posts as well as national news pages.
   - You are able to customise the page by adding and deleting modules as described within the Add module section.

6. **Courses**
   - This module takes you to the different courses that you are enrolled in.
   - You access your courses from previous academic years by clicking on the different tabs within the module.

7. **Services**
   - This module contains links to essential University websites: E-mail, Portal, Password Manager, Print Manager, Electronic Payments, IT Help and Student Support. *(Note: you may have to login again to gain access to the websites)*

8. **Personalise Page**
   - In addition to the Add Modules function, you can also personalise your page in terms of colour and the layout of modules
   - Click on the Personalise Page button to select a new colour theme
   - Drag and drop modules on the Homepage to rearrange the layout

9. **My Announcements**
   - This module will display any announcements made by your lecturers or tutors for all your courses.
   - You can edit how many announcements you see by clicking on the cog-wheel icon and selecting the time period for which you would like to see announcements.
   - Alternatively you can click on 'more announcements' to see a list of all announcements that have been made.

10. **Tools**
    - **Announcements:** enables you to view announcements that you have received either as **View All, Institution** or **Courses and Organisations**
    - **Calendar:** opens the calendar and lets you alter the view and create personal events
    - **Tasks:** opens a window where you can view all tasks and create personal tasks to be displayed in the **My Tasks** module
    - **My Grades:** lets you view your grades *(Note: the option to display grades here may not be used by your course coordinator)*
    - **Send Email:** lets you send emails to participants within MyAberdeen as groups or individuals
    - **Goals:** allows schools to demonstrate why their programs and curricula are effective by aligning course content and activities with goals in Blackboard Learn.

11. **Course List**
    Here you can view the courses you are currently taking, as well as accessing courses you have taken in recent years.

12. **MyOrganisations**
    Here you can view your **MyOrganisations**.

13. **Achieve Graduate Attributes**
    The Aberdeen Graduate Attributes are at the heart of learning at the University of Aberdeen, view them here.

14. **MySCEF**
    View the grading scale here if your course coordinator has made it available.

15. **Absence Reporting**
    A quick way of reporting your absence, simply select **Report an absence** and follow the instructions.

*Please take the time to explore the functions of MyAberdeen in order to help make your learning experience as fruitful as possible.*