Introducing the Course Environment

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QG0024

This Quick guide will introduce you to the Course environment of MyAberdeen and some of the key features you will encounter there.

Accessing Your Course

- 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)
- From the Homepage of MyAberdeen, click on the course you want to access from the list in the My Courses module

This will open the Homepage of your chosen course. The course templates used by different Schools and courses within the University might vary slightly. The example below (Figure 1) is of a fairly standard course so can be used here for learning to navigate around the Course environment:

The Course Menu

- The Course Menu (Arrow 1) provides links to a variety of course areas where your tutor/lecturer will add course materials, information, assessments or discussions etc
- Clicking on any of the links in the Course Menu, i.e. Discussions, Course Materials, Course Information etc, will take you to its corresponding page

Note: the extent of the material available and the links used on any given MyAberdeen course will vary according to the individual course coordinator or tutor

- In Figure 1 the Course Menu is displayed in List format. You can alter the format of the Menu by selecting different views using the icons at the top of the menu panel (Arrow 2)
- The Course Menu can be collapsed/expanded by clicking the chevron icon to the left of the course name at the top of the Course Menu panel
- You can hide/unhide the Course Menu by clicking the collapse/expand arrow (Arrow 3)

My Announcements

- The My Announcements module, within the course area, displays any announcements relating to your course
- To edit the date range for announcements which appear in the module, click the wheel icon (Arrow 4) – this opens the Personalise: My Announcements page
• Click the arrow in the Show Announcements for window to open the drop down menu
• Select the range of announcements you want to display on the course homepage
• Click Submit – your changes will be applied and you will be taken back to the course homepage
• To view announcements outwith the specified date range, click the more announcements button in the module

What’s New
• You will be alerted to any changes made within the MyAberdeen course by details displayed in the What’s New module. These may include: new announcements, files or documents added by the tutor/lecturer, new test added, discussion threads/posts available etc.
• Clicking on the new window icon (Arrow 5) opens What’s New in a new window
• Clicking the Actions button (Arrow 6) opens a drop down menu with the following options: Expand All, Collapse All, Dismiss All, and Refresh
• Select the action you want to apply to the What’s new module display

To Do
• Any assignments or tasks created by your tutor/lecturer with a due date will be linked automatically to the To Do module display
• Use the Actions buttons in the same way described above in What’s New to select actions for each of the sections – What’s Past Due and What’s Due – in the To Do module
• Click the gold chevron (Arrow 7) next to the row title i.e Today, Tomorrow to expand/collapse the row and view/hide details
• Use the new window icon (see What’s new) to open To Do in a new window
• To Dismiss All the To Do notifications from a row, click the row’s chevron button (Arrow 8) and click Dismiss All in the drop down window that appears
• In the pop-up window that appears click Ok to dismiss
• You can view To Do notifications for a specific date/period by entering the date in the select date box or by using the calendar icon (Arrow 9) to select the required date
  - Click on the calendar icon
  - use the arrows to select the date
  - click on the selected date
  - click Go – the selected date will now appear in the Today row with the corresponding dates in the (formerly) Tomorrow and This Week rows

Note: you can change the notification settings of your MyAberdeen account to tailor what type of information you receive notification of, and how and where you receive this notification. See the Quick Guide on Editing Your Notification Settings for further details.