Introduction to MyAberdeen (staff)
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Q60023

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):

![Sample MyAberdeen Homepage](image)

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
   - It is highly advisable to familiarize yourself with the Global Navigation Menu as this is the easiest way to navigate around MyAberdeen. Here you can access everything you need, such as viewing recently visited Courses, see all of your courses, access your Organisations, Tools (including your Portfolio) and Settings. You can also view Overview, Posts, Updates, MyGrades, Retention Centre and Calendar. At the bottom there is a quick link to Home and the Help page.

2. The Tabs
   - **Courses**: 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.
   - **Home**: brings you back to the Homepage with Quick links, a welcome video and help.
   - **Student Services**: this gives you a resource to refer your students to if they are in need of additional support.
   - **For Staff**: this page features the Content Collection area where you can upload and store files. There is also a sub tab for Help in using MyAberdeen, specifically aimed at Staff, including links to Quick Guides and for producing online programmes.
   - **Help**: this includes links to FAQs, advice for technical queries and links to the Learner’s Toolkit.

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.
   - 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. Optional modules have an X icon at the top right corner. Click this icon to remove the module from your screen.
   - Modules with manageable content display a cog-wheel icon at the top right. Click here to edit settings or content. All modules are collapsible by clicking on the arrow adjacent to its name. When the arrow is pointing downwards the module has been expanded.

4. Staff Course List
   - This module takes you to the different courses that you are enrolled in.
   - Access your courses from previous academic years by using the different tabs within the module.

5. My Organisations
   - This module will display any Organisation that you are enrolled in, including your Personal Tutor organisations (see Quick Guide 048 for further details).

6. Tools
   - **Announcements**: enables you to view announcements that you have received either as Show All, Institution or Courses
   - **Send Email**: lets you send emails to participants within MyAberdeen as groups or individuals
   - **Provisional Grades**: lets you view your grades if participating as a student on courses
   - **Search Primo**: Allows you to search the Library catalogue using Primo.
   - **My Media**: gives access to Kaltura videos (not those created with Panopto)

7. Personalise Page
   - Here you can also personalise your page in terms of colour. The layout of modules can be re-arranged by clicking on the arrows to the right of Personalize page.

8. Staff Services
   - This module contains links to essential University websites such as Webmail, Student Records, Primo, Sharepoint, etc. (Note: you may have to login again to gain access to the websites).

9. Updating Your Course
   - This section explains how you can make your course available to students and the things you ought to check before doing so.

10. Welcome to MyAberdeen video
    - This video gives students a quick overview of how the MyAberdeen interface works for them.

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