



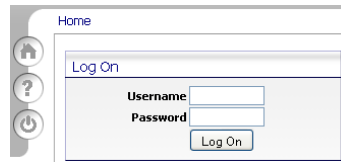
Quick Reference Guide

Computing and Information Technology (CIT)
email: myCourses@geneseo.edu

for STUDENTS

Log-On

Navigate to **myCourses.geneseo.edu** and enter your Geneseo Username & Password.



Browser Specifications

Use **Firefox** or **Internet Explorer**. Safari *does not* support myCourses features. Allow **Cookies** and **Pop-ups** for the myCourses URL.

Reference the **System Check** (in myCourses) to see if your computer meets requirements. For assistance contact the CIT HelpDesk.



the Homepage

Logging in takes you to your homepage. Access your classes and enjoy a combined view of announcements, calendar dates and mail from all your courses.



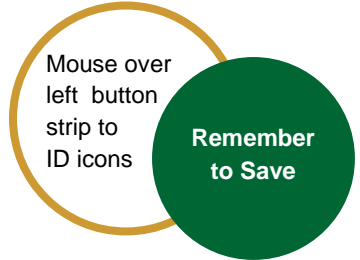
Enter a course by choosing it from the list. By default, Courses are not accessible until the first day of classes.



Use **Edit Page** to customize your myCourses homepage.

To hide unused courses, mouse over the section and use the **Pencil Icon** that will appear. (Redisplay them using the Pencil Icon again).

Home will exit a course and take you back to the Homepage.

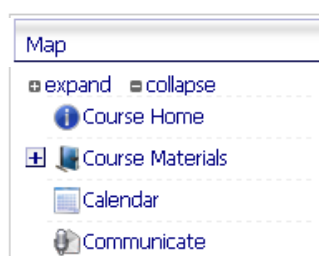


Navigating Within a Course

Option 1: Tabs → Course Home Course Materials Calendar Communicate Resources Report

Opt. 2: Breadcrumbs → Home ▶ Course → Not only are these hyperlinks, they also track where you are!

Option 3: Course Guide →



The **Course Guide** links to the same pages as the tabs. In addition, check out the **What's New**, **Tasks** and **Search** options located at the bottom of the Course Guide

Clicking the skinny tab with the small arrows on it will Expand or Minimize the course guide.

Avoid using your browser's back & forward buttons.

E-Mail

myCourses e-mail is **separate** from your *geneseo.edu* e-mail account. By default, myCourses e-mails are copied to your Geneseo e-mail address.

Note:

Check to see if the instructor prefers e-mail to be sent within myCourses or through web-mail. If myCourses, you must send e-mail through myCourses, even though you can read it from webmail.

Course Materials

You'll find most of what you're looking for under the **Course Materials** tab. (e.g. handouts, drop-boxes, quizzes and exams)

Communicate

Find **Live Office Hours**, view **Course Mail** under the Communicate Tab.

Reports

The Reports Console lets you run various reports of your progress and participation within myCourses.

Note: If the report you run doesn't have any data, it isn't an error, it means the professor isn't using that feature of myCourses.

For Grades: The most reliable & clearest report to use is Grades>Student Grades. Save it for later.

Browser Trouble?

Try clearing the cache or deleting cookies.

CIT HelpDesk: 245-5588

Technology can be uncooperative. Don't wait until the last minute to submit work.

Note