

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. For returning students, MyAberdeen replaces WebCT.

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 follow the **Problems logging in?** link on the login page for troubleshooting and help contacts

Your MyAberdeen Homepage

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

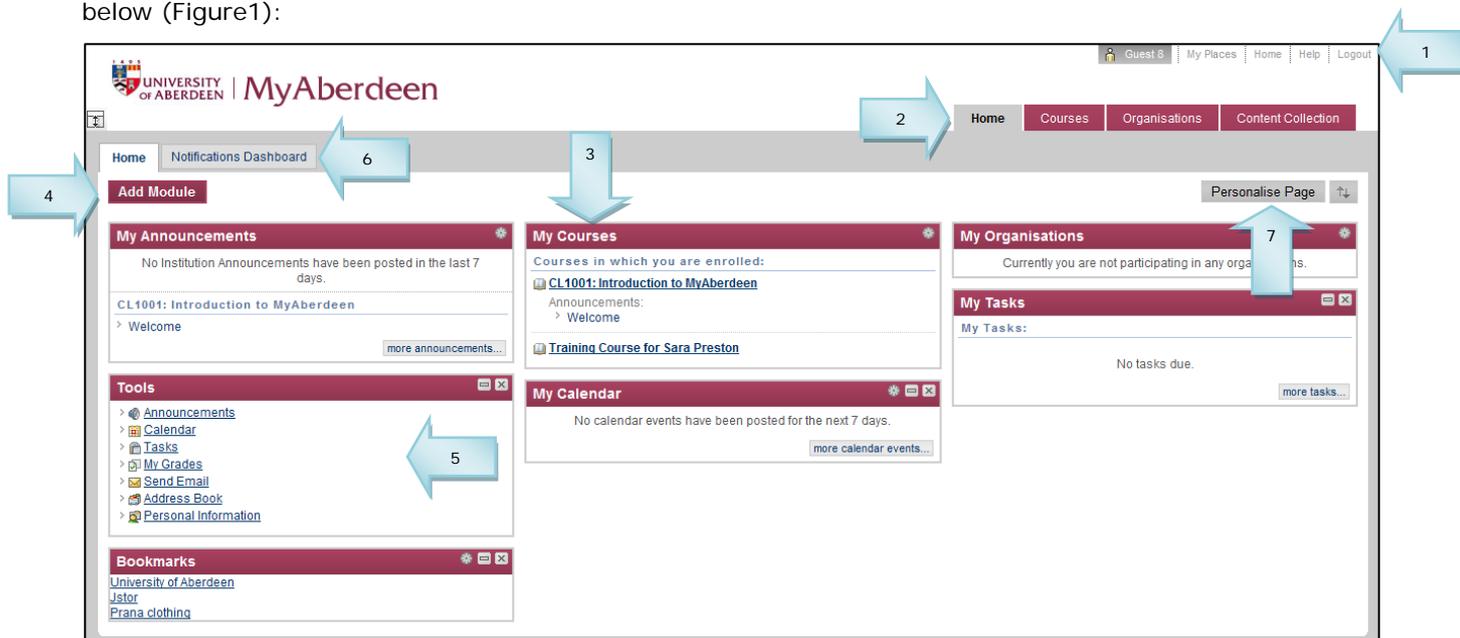


Figure 1 Sample MyAberdeen Homepage

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

1. The Hotlinks

- My Places:** this tab opens a new window where you have the option to adjust the font size and contrast settings in which your MyAberdeen account is displayed. My Places also has quick links to your most recently visited courses
- Home:** brings you back to the Homepage
- Help:** links to the student help pages at <http://www.abdn.ac.uk/students/myaberdeen>
- Logout:** click here to end your session in MyAberdeen. **Remember to log out at the end of each session**

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)

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- **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 Collection:** the content collection features a **My Content** area where you can upload and store files. This is also where you can access and build **Portfolios**

3. Modules

- These 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 **minus icon**. This icon will change to a **full-screen icon** when the module is collapsed, 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. 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

5. 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
- **My 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
- **Address Book:** enables you to create a contact list

6. 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
- Within both the **What's New** and **To Do** modules you will find an **Edit Notification Settings** button. This is also located in the **My Places** window. Here you can change the means by which you are notified about changes that may occur within your course or at institutional level

7. 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

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