



MyCampus Overview for Staff and Faculty

My Campus

My Campus is a web-based portal for students, faculty and staff to access campus resources and information. It is a single login that seamlessly allows you to access multiple systems and links you to a wide range of resources. Students can register, check grades, access their courses, and communicate with their professors and other students. Faculty can access schedules, post marks, manage their courses and access various other resources.



www.uoit.ca/mycampus

A screenshot of the UOIT My Campus login page. It has a light gray background. At the top left, it says 'Secure login' in blue. Below that are two input fields: 'Username:' and 'Password:'. At the bottom, there are two buttons: 'Login' and 'Cancel'.

www.durhamcollege.ca/mycampus

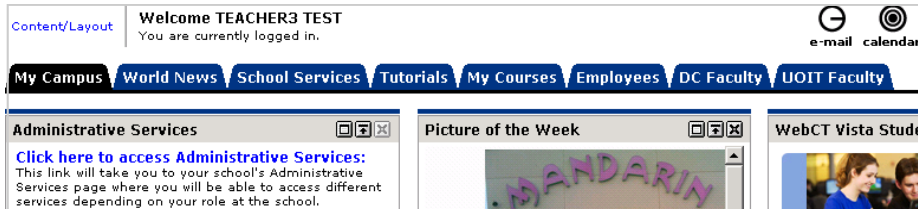
A screenshot of the Durham College My Campus login page. It has a light yellow background. At the top, it says 'Username:' followed by an input field. Below that is 'Password:' followed by an input field. At the bottom, there are two buttons: 'Login' and 'Cancel'.

You can access My Campus from the main UOIT or Durham College homepage. Use your 9 digit ID (100.....) for your User Name: and enter in your password. Your default password is either your birth date (MMDDYY eg. 032788) or your postal code without the space (L1N9R4). Changing your password would be advisable.

Check your email?Page 6
Learn how to link to WebCTPage 10
Want to change your password?Page 13
Faculty—Need a class roster?Page 22
Faculty—Display Office hoursPage 24
Faculty—Forwarding MyCampus Email to OutlookPage 26

My Campus—Tabs Overview

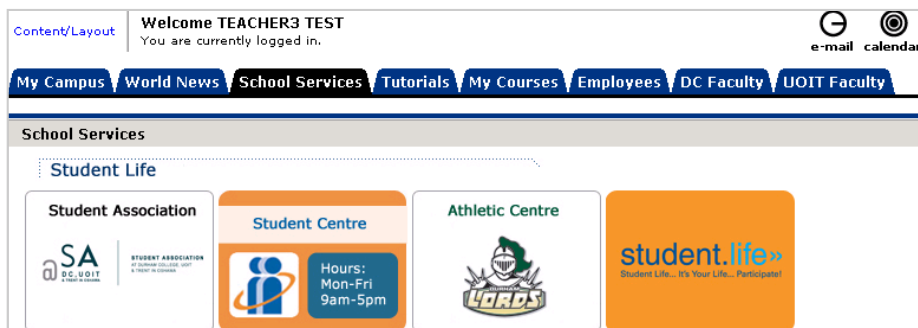
MyCampus is made up of tabbed pages and each page is made up of channels of information. All users will have access to the MyCampus tab, World News, School Services and Tutorials. As a staff member with an employee role you will have access to the Employee tab. If you were previously a student you will also have a DC or UOIT student tab. All faculty will have a DC or UOIT faculty tab. MyCampus is designed to customize information viewed or accessed by the user through these roles.



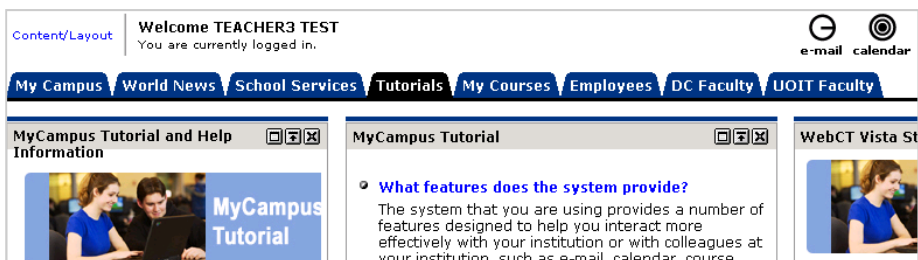
The **My Campus** tab provides access to a wide range of information, including: Campus Announcements, News and Events, School Resources, Administrative Services, and the Registrar's Office



The **World News** tab provides channels for Campus News, Weather, News, The Riot Campus Radio.



The **School Services** tab provides access to services such as the Centre for Students with Disabilities, the Student Association, Job Site, Media Services, Public Transit Info, and the Campus Bookstore



The **Tutorials** tab provides access to tutorials and FAQ's for using MyCampus.

My Campus—Tabs Overview

Content/Layout Welcome TEACHER3 TEST
You are currently logged in. e-mail calendar

My Campus World News School Services Tutorials **My Courses** Employees DC Faculty UOIT Faculty

My Courses
[Click here to:](#)
 View your course schedule, access your course home pages, email your professors, communicate with classmates, and access related materials.

The **My Courses** tab provides access to courses you are attending or teaching. Faculty and students are able to access their WebCT course through this link.

My Courses

[Attention Apprenticeship Students, please click here to access your courses.](#)

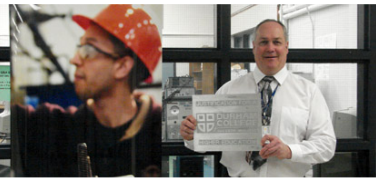
Course Schedule for: DC Winter 2006

Courses I'm Teaching:

DC Winter 2006:	Sec.	Dept.	Instructor(s)
Sample Course	SAMP-9999D-001		JANE KLARER-LACKEY jane.klarerlackey@mycampus.uoit.ca

My Campus World News School Services Tutorials **My Courses** **Employees** DC Student DC Faculty UOIT Faculty April 2, 2009

Campus News - Durham College



Jean St-Arnaud, professor of Metal Machining Trades was on hand during the Applied Sciences and Technology Open House held on February 25. The event offered information about metal machining and the state-of-the-art facilities available to students at Durham College.

Telephone Directory

TELEPHONE DIRECTORY


First Name:


Last Name:

The **Employee** tab provides links to the Campus News, the Telephone Directory, staff links and other employee resources.

Content/Layout Welcome TEACHER3 TEST
You are currently logged in. e-mail calendar

My Campus World News School Services Tutorials **My Courses** **Employees** **DC Faculty** UOIT Faculty

My Courses



DC Faculty - From Your Reference Librarians



Google Search


Users with a Faculty role will have access to the **DC or UOIT Faculty** tab. This tab provides access to faculty resources in general and specific to your institution.

Content/Layout Welcome Sample 2 Student
You are currently logged in. e-mail calendar

My Campus World News School Services Tutorials **My Courses** **DC Student** UOIT Student

WebCT Vista

[Click here to access your courses](#)
 WebCT Vista Student Tutorial

Picture of the Week


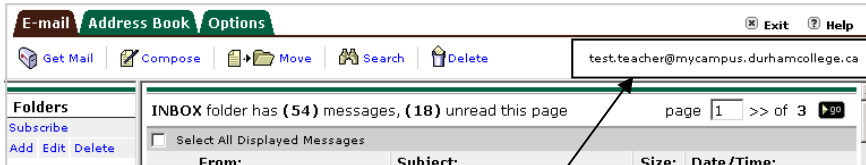
UOIT Student Loans

 Has My OSAP Arrived?
 Download the Overview

Users with a Student role will have access to the **DC or UOIT Student** tab. This tab provides access to student resources in general and specific to their institution.

My Campus—Overview

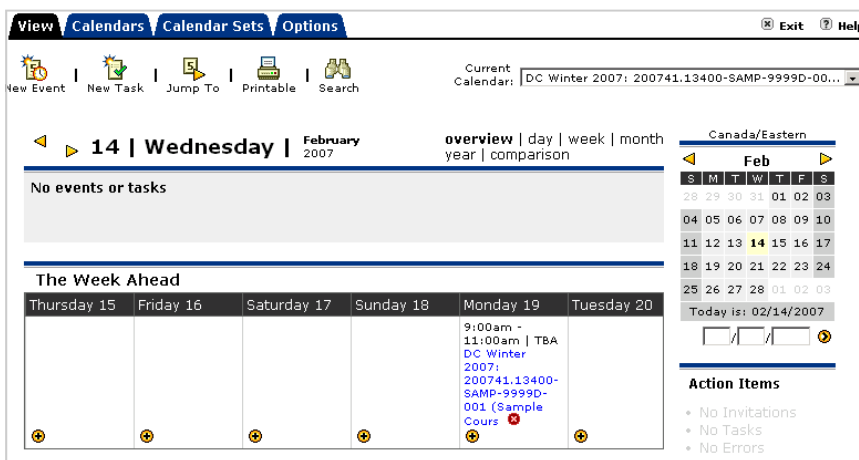


On the upper right hand corner of MyCampus you will find icons for email, calendar and groups.

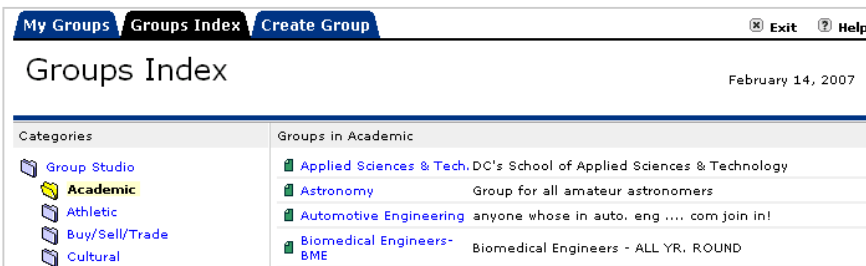


My Campus is campus wide email available to **students and faculty only**.

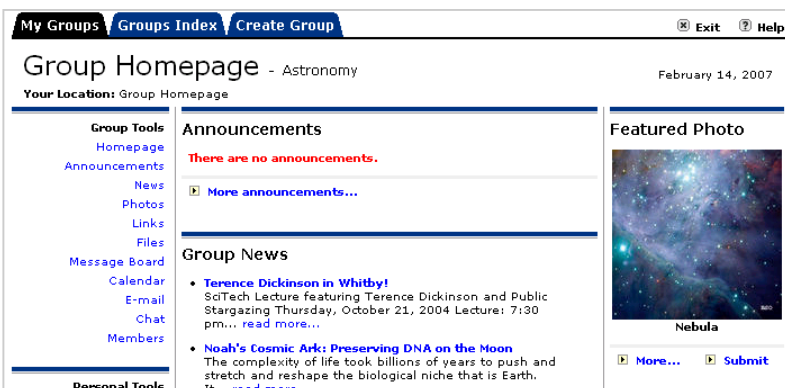
Firstname.lastname@mycampus.durhamcollege.ca or
 Firstname.lastname@mycampus.uoit.ca
 If there duplicate names a number will be appended to your name



The **calendar** is used as a personal calendar but also includes courses that you are attending or teaching.



Groups allow you to interact and communicate with members of your organization. Groups can be created by any student or staff member and used for groups such as committees, interest groups, or classes etc.



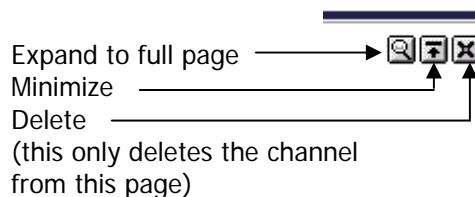
Each group has its own homepage, News, Links, Files, Photos, Emails, Chats, Message Board, and Calendar. Groups are managed by one or more individuals.

My Campus—Customizing Channels and Tabs

Channels are containers of information, links and images generally related to a topic or target audience. The Personal Announcements channel contains targeted announcements associated with the roles and description of the user. For example, a message may be sent from a faculty or school to only those students that belong to it.

The image displays four channel widgets arranged in a 2x2 grid. Each widget has a title bar with a square icon, a maximize icon, and a close icon. The top-left widget is titled "Administrative Services" and contains a blue link "Click here to access Administrative Services:" followed by a paragraph of text. The top-right widget is titled "Personal Announcements" and lists "Student Association Communication March 7 SA Announcement" and "OSAP REPAYMENT - Everything you need to know!" with a "More personal announcements..." link. The bottom-left widget is titled "From DC Registrar's Office" and features a photograph of a modern building with the text "DC Registrar's Office" overlaid. The bottom-right widget is titled "Campus Announcements" and lists "Improving Your ThinkPad Laptop Performance" and "New Smoke Alarm Requirements".

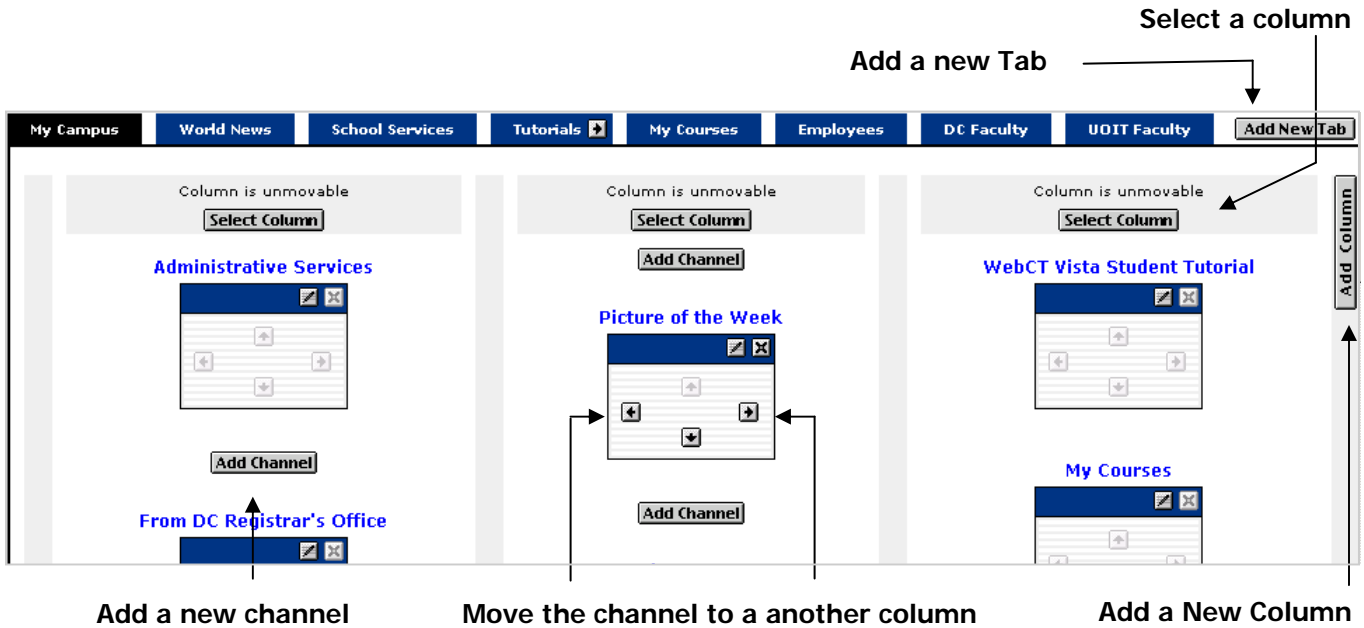
There are a number of fixed channels such as the Administrative Services, Personal Announcements and Campus Announcements. These channels contain links to important information and services. These channels can be minimized but not moved. Other channels can be minimized, moved, or deleted.



Moving, adding channels, and columns can be done through the **Content/Layout** link.



My Campus—Customizing Channels and Tabs



You can add a **new Tab** that can be used to either contain a website or add your favorite channels. In the Preferences page, click on the New Tab.

1. Name the tab
2. Select the Type (**Traditional** is a page with channels that you select, **Framed** is a website)
3. Select a position for the tab (this defaults to the last position)
4. Click on **Submit**
5. Click on **back to MyCampus**

User Preferences

Steps for adding this new tab:

1. Name the tab:
2. Select the type:

 Traditional Framed URL:
3. Select a position for the tab:
4. Submit the choices:

[Cancel and return](#)

You can also decide on which tab will be your default when MyCampus is launched. While in User Preferences, click on the **selected Tab** and click on **Make this the default "Active Tab"**.

User Preferences

Options for modifying this tab:

[Make this the default "Active Tab"](#). (the tab that is selected when you log into the portal)

[Cancel and return](#)

My Campus
World News
School Services
Tutorials
My Courses
Employees
DC Faculty

Column is unmovable

Select Column
Select

Add Channel
Add C

My Campus—My Courses

Most UOIT and Durham College day faculty will be using WebCT as their course management system. A link to your WebCT course is provided for you and your students. If you are not using WebCT, the My Courses tab has a number of tools that allow you to manage your courses and communicate to your students through a homepage, announcements, news, photos, course links, files, calendars, email, discussions and chats.

My Courses March 08, 2006

Course Schedule for: DC Winter 2006 [My Consolidated Courses](#)

Courses I'm Attending: Course list last updated
Mon Feb 23 09:37:44 EST 2004

Courses I'm Teaching:

DC Winter 2006:	Sec.	Dept.	Instructor(s)
Sample Course	SAMP-9999D-001		JANE KLARER-LACKEY jane.klarerlackey@mycampus.uoit.ca

Course Homepage - Sample Course March 08, 2006

Your Location: Course Homepage

<p>Course Tools</p> <ul style="list-style-type: none"> Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members <p>Content Tools</p> <ul style="list-style-type: none"> Manage Homepage Manage News Manage Photos Manage Links Manage Files Manage Message Board Manage Calendar Manage Announcements 	<p>Announcements</p> <ul style="list-style-type: none"> • 2010 Winter Olympics The city of Vancouver was elected Host City of the XXI Olympic Winter Games in 2010 at the 115th IOC Session in Prague... read more... <p style="text-align: right;">More announcements... Send announcement</p> <hr/> <p>Message Board Topics</p> <ul style="list-style-type: none"> • Winter Olympics 2006 <p style="text-align: right;">More topics... Post a topic</p>	<p>Course Info</p> <p>Name: Sample Course</p> <p>Section: SAMP-9999D-003</p> <p>Department:</p> <p>Term: DC Winter 2006</p> <p>Instructor(s): JANE KLARER-LACKEY ALLAN MARTIN CHRIS HINTON GEORGE IORDANOV STOIANOV TEACHER3 TEST MICHAEL SMART</p> <p>Click an instructor name to send email.</p>
---	---	---

My Campus—Faculty—Setting Course HomePage to WebCT

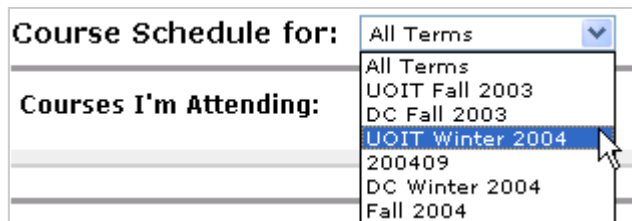
Faculty **course links** in MyCampus will need to be configured to allow students to access WebCT from the link. The system defaults the link to the MyCampus course homepage and this must be changed in order for your students to access your WebCT course from MyCampus. In some cases, the default may already be set to WebCT.




1. From the **My Courses** tab click on the link: **Click here to:**

2. **Select** the **Term** (eg. UOIT Winter 2004) from the drop down menu.

3. Click on the **Edit** button to the left of your course link.



Courses I'm Teaching:				Course
200409:	Sec.	Dept.	Instructor(s)	
EDIT  Sample Course	SAMP-9999U-001		ROBIN PEREIRA robin.pereira1@mycampus.durhamcollege.ca MAUREEN WIDEMAN maureen.wideman1@mycampus.uoit.ca JANE KLARER-LACKEY jane.klarerlackey@mycampus.uoit.ca	

Set Course Homepage


Select the site that you want to be the default homepage for the following Course:

Academic Period: **200409**
Course Title: **Sample Course**
Section: **SAMP-9999U-001**
CRN: **40324.200409**
Academic Period: **200409**

My Campus (use My Campus's default class homepage)

WebCT (use WebCT class homepage)

Copyright © 1998 - 2002 Campus Pipeline, Inc. [Top](#)

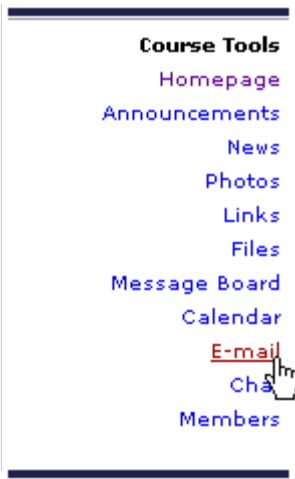


The homepage will be defaulted to My Campus.

4. Select **WebCT** and **Save Changes**.

My Campus—Faculty—My Courses—Email

MyCampus allows faculty to email one student or your entire class. The message will be sent to the student MyCampus email account. Your course link will need to be set at **MyCampus** (see Page 10)



When you click on the **E-Mail** link the email window will open. You can select any number of students from the **Student List** or you can click on the **Select All** button. Click on **Send Email**.

Select All **Send E-mail**

Member Name	Member Type	Last Visit
<input checked="" type="checkbox"/> Sample 1 Student	Student	March 07, 2006
<input checked="" type="checkbox"/> Sample 2 Student	Student	March 07, 2006
<input checked="" type="checkbox"/> Sample 3 Student	Student	March 07, 2006
<input checked="" type="checkbox"/> Sample 5 Student	Student	March 07, 2006

Enter Recipients: Separate recipient names with commas.
To: **Address**
Cc: Bcc:
Enter Subject:
Enter Message:

 Save a copy to the 'Sent' folder Add Signature Request Read Receipt
Attachments:
Attach **Save a Draft** **Spell Check** **Send** **Cancel**

NOTE: you will not see your list of students

Enter in the message

Select your options:

Save a copy to the Sent folder
Add Signature
Request Read Receipt
(to create your signature, go to your MyCampus email>Options>Signature)

If an attachment is required, click on the **Attach** button

Attach File(s)

- Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.
 Browse...
(PC users, select "All Files" for type of files)
- Click the **Attach** button. **Attach**
(The transfer of an attached file may take some time depending on the file size.)
- Repeat steps 1 and 2 to attach up to 5 files. Click the **OK** button to return to your message.

Vancouver2010.doc

Current total = 23.5K
Current total message size = 32.6K
Each attachment cannot exceed 1,229K
Total size of message and all attachments cannot exceed 3,901K

Remove

To remove an attachment, select the file from the list and click the **Remove** button.

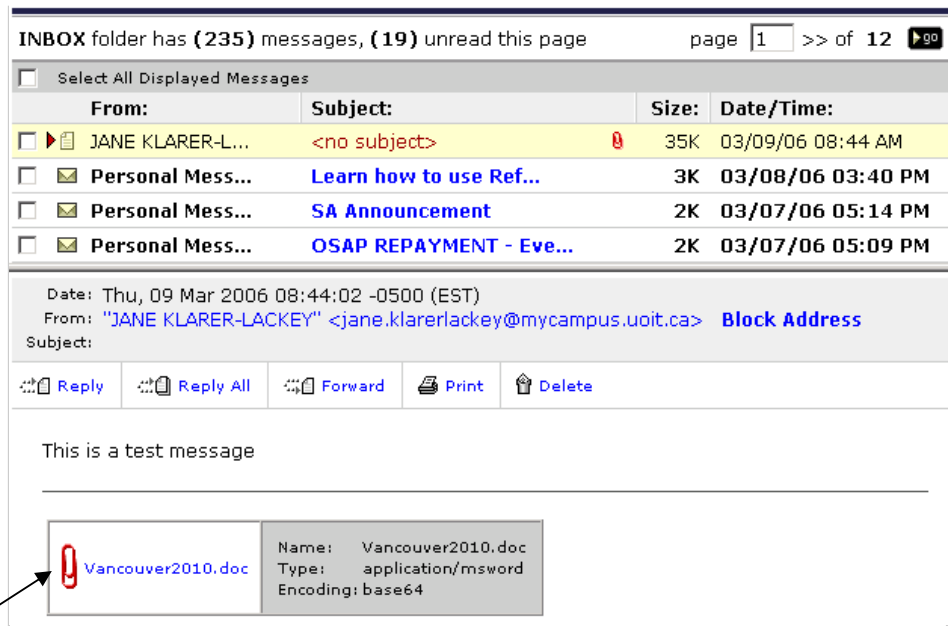
OK **Cancel**

Follow the steps listed and click on **OK**.

A message will let you know that the email has been sent.



The student will receive the message in their MyCampus email account.

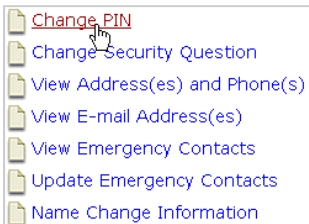
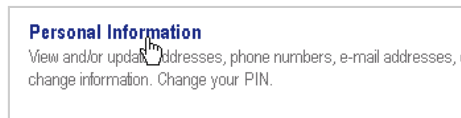
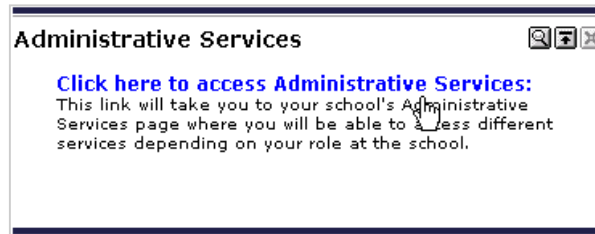


The attachment will be a link that will launch the file

My Campus—Administrative Services—Changing Your Password


Under the **My Campus** tab the **Administrative Services** channel is a direct seamless connection to our **Banner** Student Information System. All information in MyCampus (Campus Portal) and WebCT (Learning Management System) is driven by the information in Banner.

From the Administrative Services channel links are provided for **changing your password** and viewing your personal information.



It is advisable to change your password from the default birth date or postal code. Select **Change PIN to change your password.**

Your PIN must be 6 characters long.

 You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.
Your PIN must be 6 characters long. When finished, click Change PIN.

Your new PIN must be exactly 6 characters in length to be saved!

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

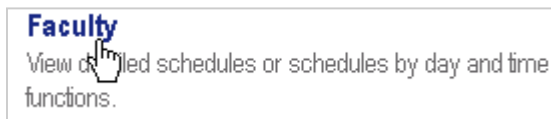
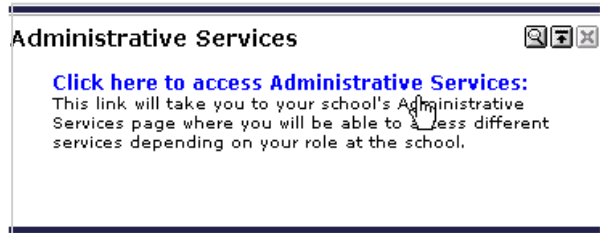
Enter in your **current** password
Enter in your **new** password
Repeat your **new** password

Remember your new password.....

Administrative Services for Faculty

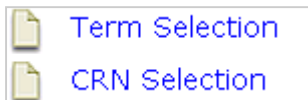
My Campus—Administrative Services—Faculty

The **Faculty** link is available through the **Administrative Services** channel. From this link you can access your schedules, view your class lists, download class rosters, find student information



Term Selection and **CRN Selection** are required in order to access the links: Grades Menu, Faculty Schedules and Class List Menu. If you do not select the Term and CRN you may be prompted when you click on the other links.

NOTE: **CRN** is a 5 digit **C**ourse **R**eference **N**umber that refers to your Course Section.



Select the Term for processing then press the Submit Term button.

Select a Term:

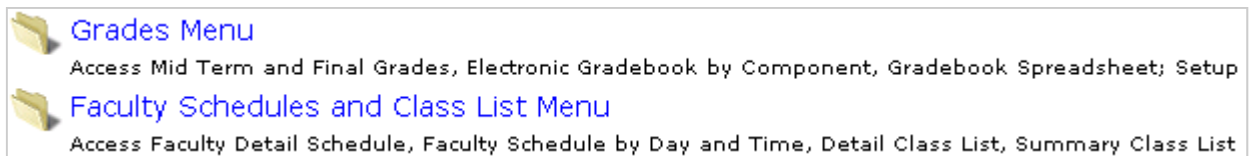
RELEASE: 6.1

- DC Winter 2008
- DC Winter 2008
- UOIT Winter 2008
- DC Fall 2007
- DC Summer 2007
- DC Winter 2007
- UOIT Fall 2007
- UOIT Summer 2007
- UOIT Winter 2007
- DC Fall 2006
- DC Summer 2006
- DC Winter 2006

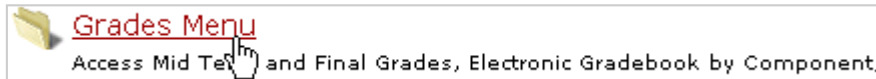
Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

- Sample Course - 41096
- Sample Course - 41096
- Sample Course - 41100
- Sample Course - 41143
- Sample Course - 41144



The **Grades Menu** accesses links to upload marks to the Banner Student Information System.
**** Different processes are used for marks submission, contact your school department for direction on marks submission. ****



Regardless of the system used to import grades, they all end up in Banner (Student Information System). Once the marks are in Banner, and the Registrar’s office has released them, they will be visible to the student. Below is an example of what a student will see.

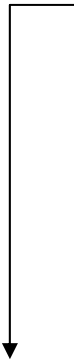
<i>Student Information</i>										
Student Name:		Sample 2 Student								
Current Program		Degree not declared								
Level:		Undergraduate								
Program:		Undeclared								
Admit Term:		UOIT Fall 2003								
Admit Type:		Current ON High School								
Catalog Term:		UOIT Fall 2003								
College:		Undeclared								
Campus:		UOIT - Oshawa Campus								
Major:		Not Applicable								
<i>Undergraduate Course work</i>										
CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
70203	SAMP	9999U	001	Sample Course	UOIT - Oshawa Campus	A	0.000	0.000	0.000	0.00
<i>Undergraduate Summary</i>										
	Attempted	Earned	GPA Hours	Quality Points	GPA					
Current Term:	0.000	0.000	0.000	0.00	0.00					
Cumulative:	0.000	0.000	0.000	0.00	0.00					
Transfer:	12.000	12.000	0.000	0.00	0.00					
Overall:	12.000	12.000	0.000	0.00	0.00					

When grades are uploaded into Banner, they sit in a holding field. At this point, grades can be reviewed and checked for completion. They are then transferred to a student’s Academic History as a permanent record. Any INC (incompletes) that have not been corrected by the due date, will become part of the student’s permanent record as well. Once the marks are in the Academic History tables, GPA’s are calculated and they become part of the student transcript. Students will also be able to view their transcript online.

The **Faculty Schedules and Class List Menu** accesses links to your class schedules

 **Faculty Schedules and Class List Menu**
 Access Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Summary Class List

-  [Term Selection](#)
-  [CRN Selection](#)
-  [Faculty Detail Schedule](#)
-  [Faculty Schedule by Day and Time](#)
-  [Other Faculty Schedules You Can View](#)
-  [Detail Class List](#)
-  [Summary Class List](#)
-  [Whitby Attendance Sheet](#)
-  [Apprenticeship Marks Sheet](#)
-  [Export Class Roster](#)
-  [Office Hours](#)



Sample Course - 14201 - SAMP 9999D - 002

Status: Active
Available for Registration: Jul 09, 2007 - Sep 12, 2007
College: College not used in calculatio
Department: No department designated
Part of Term: 1
Course Credits: 0.000
Course Levels: Post Secondary, Undergraduate
Campus: Oshawa
Override: Yes
Syllabus: [Add](#)
Rosters: [Classlist](#)
Office Hours: [Add](#)

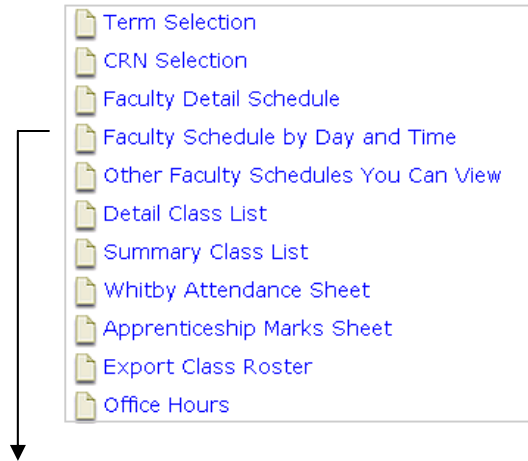
Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	10	9	1
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 11:00 am	W	TBA	Sep 05, 2007 - Dec 14,	Lec	JANE KLARER-LACKEY (P), BRAD CARSON , JORDANNE CHRISTIE , SAMPLE2 I. FACULTY , CHRIS HINTON , ALLAN MARTIN , SHERRYL

The **Faculty Schedule by Day and Time** allows you to view your schedule a week at a time.



Faculty Schedule by Day and Time

Nov 26, 2007 09:56 am

Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Nov 26, 2007** (223 of 244) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	SAMP 9999D-003 14202 Class 9:00 am-11:00 am		SAMP 9999D-002 14201 Class 9:00 am-11:00 am	SAMP 9999D-005 14204 Class 9:00 am-11:00 am	SAMP 9999U-002 41143 Class 9:10 am-11:10 am		
10am	TBA		TBA	TBA			
11am			SAMP 9999D-001 14200 Class 11:10 am-1:00 pm				
12pm			TBA				

You can view a week at a time and scroll through the weeks using the **Previous week** or **Next week** link.

The **Detail Class List** has detailed information about all the students in a course.

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Other Faculty Schedules You Can View](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Whitby Attendance Sheet](#)
- [Apprenticeship Marks Sheet](#)
- [Export Class Roster](#)
- [Office Hours](#)

Select another **Term** or **CRN** using these links.



Sample Course - SAMP 9999D 001
CRN: 14200
Duration: Sep 05, 2007 - Dec 14, 2007
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	10	9	1
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Sample, Student 4	100252346	**Registered**	8

Current Program
 BA (Hons)

Level: Undergraduate
Program: BA, Criminology and Justice
Admit Term: UOIT Summer 2006
Admit Type: Current ON High School
Catalog Term: UOIT Fall 2005
College: Criminology, Justice & Policy
Campus: UOIT - Oshawa Campus
Major: Criminology and Justice

The **Summary Class List** has detailed information about all the students in a course.

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Other Faculty Schedules You Can View](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Whitby Attendance Sheet](#)
- [Apprenticeship Marks Sheet](#)
- [Export Class Roster](#)
- [Office Hours](#)

Select another **Term** or **CRN** using these links.



Course Information
Sample Course - SAMP 9999D 001
CRN: 14200
Duration: Sep 05, 2007 - Dec 14, 2007
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	10	9	1
Cross List:	0	0	0

NOTE: Enrollment status available here

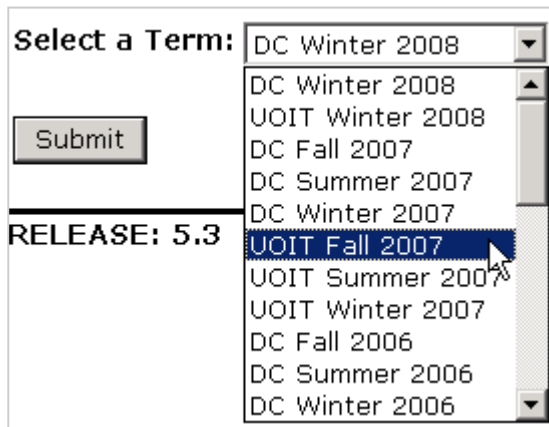
Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Sample, Student 4	100252346	**Registered**	Post Secondary	0.000	87	P	
2	STUDENT, SAMPLE	100303169	**Registered**	Post Secondary	0.000	89	87	
3	Student, Sample 1	100252331	**Registered**	Post Secondary	0.000	12	INC	
4	Student, Sample 2	100252343	**Registered**	Post Secondary	0.000	65	25	
5	Student, Sample 3	100252344	**Registered**	Post Secondary	0.000	P	75	
6	Student, Sample 5	100252347	**Registered**	Post Secondary	0.000	60	45	
7	TESTING, ONE T.	100204454	**Registered**	Post Secondary	0.000	70	35	
8	TESTING, STUDENT	100251839	**Registered**	Post Secondary	0.000	67	99	
9	TESTING, TWO	100204464	**Registered**	Post Secondary	0.000	95	95	

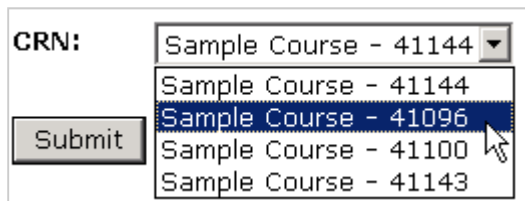
1. Select **Export Class Roster**



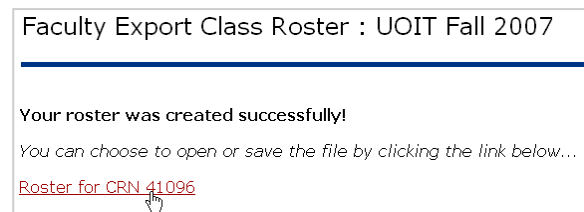
2. Select a **term** from the drop down menu and click on **Submit** button.



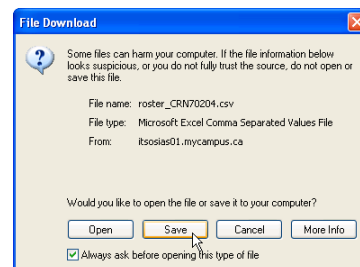
3. Select your course from the drop down menu and click on the **Submit** button.



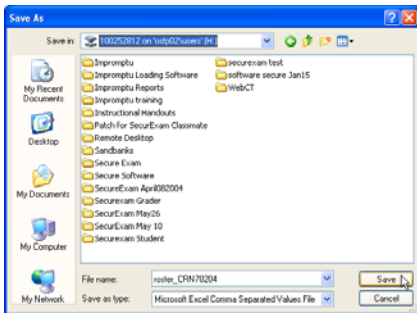
4. Click on the link that was created for your class roster.



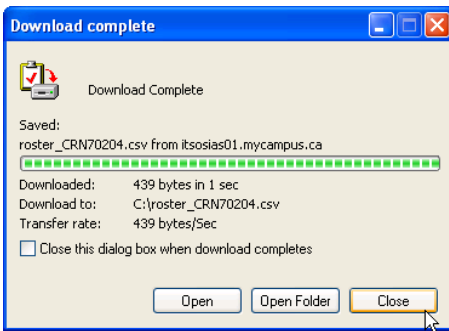
5. Save the file into a folder on your computer.



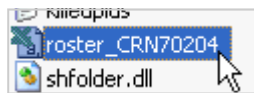
My Campus—Administrative Services—Faculty—Faculty Schedule and Class List



6. Search for a location on your computer to save the file.



7. Once you have finished downloading the file click on the **Close** button



8. Locate the file on your computer. It should be named roster_CRNXXXXX. Double click to open.

Microsoft Excel - roster_CRN70204

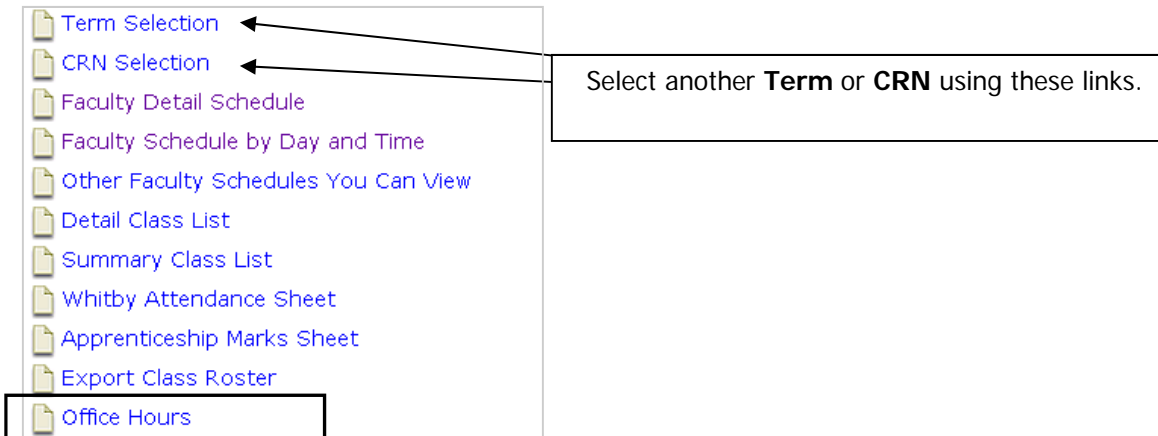
	A	B	C	D	E	F	G	H	I	J	K	L
1	DIANA W	CHRIS HIN	JANE KLARER-LACKEY									
2	#	Term Code	CRN	Course Co	Student ID	Last Name	First Name	Middle	Email			
3		1	200401	70204 SAMP 999	100257283	Sample	Fred	Student	sample.student7@mycampus.uoit.ca			
4		2	200401	70204 SAMP 999	100257281	Student	Sample-6		sample.student5@mycampus.uoit.ca			
5		3	200401	70204 SAMP 999	100257282	Student	Sample-7		sample.student6@mycampus.uoit.ca			
6												

The class roster is saved in an Excel format. You can expand any columns that require more width.

My Campus—Administrative Services—Faculty—Faculty Schedule and Class List

Faculty can set up their office hours in the Administrative Services area of MyCampus. When a student views their schedule they have the option of viewing faculty's office hours through the course link (see next page).

Select **Office Hours**



If you have not selected a Term and CRN prior to clicking on Office Hours, you may be prompted. Office Hours are visible to your students by CRN and therefore, you will need to indicate your hours through each CRN. **Enter in the From and To time, the day of the week, location and From and To Dates.** If you would like student to view the hours, make sure the **Display** indicator is selected.

You can also **Copy** the hours to another CRN.

Click on the **Submit** button

Course Information
 Sample Course - 41143 - SAMP 9999U - 002
 CRN: 41143

Scheduled Meeting Times

Week	Type	Time	Days	Where	Date Range	Schedule Type	Instructors
	Class	9:10 am - 11:10 am	F	TBA	Sep 06, 2007 - Dec 05, 2007	Lecture	JANE KLARER-LACKEY (P)

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week M T W Th F S U	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text" value="0900"/>	<input type="text" value="1000"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="D205"/>	<input type="text" value="09/01/2007"/>	<input type="text" value="05/25/2008"/>	<input checked="" type="checkbox"/>
<input type="text" value="1500"/>	<input type="text" value="1600"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="D205"/>	<input type="text" value="09/01/2007"/>	<input type="text" value="05/25/2008"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

My Campus—Administrative Services—Faculty—Faculty Schedule and Class List

Students will be able to view faculty Office Hours through the Administrative Services area. If they view their schedule and click on their course link, the assigned instructor's name turns into a live link. The link opens a page that provides the office hours of the assigned faculty.

Student Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am	SAMP 9999D-003 14202 Class 9:00 am- 11:00 am		SAMP 9999D- 002 14201 Class 9:00 am-11:00 am	SAMP 9999D- 005 14204 Class 9:00 am- 11:00 am	SAMP 9999U- 002 41143 Class 9:10 am- 11:10 am	
10am	TBA		TBA	TBA	TBA	
11am						

Student Detail Schedule:

UOIT Fall 2007
Nov 26, 2007 11:55 am



This page displays detailed course schedule information based upon the selected Term. To view another Detailed Schedule that you may have, simply [click here to select another Term](#).

Total Credit Hours: 0.000

Sample Course - SAMP 9999U - 002

Associated Term:	UOIT Fall 2007
CRN:	41143
Status:	**Registered** on Jul 19, 2007
Assigned Instructor:	JANE KLARER-LACKEY
Credits:	0.000

Faculty Link

Scheduled Meeting Times

Week	Type	Time	Days	Where	Date Range	Schedule Type	Instructors
	Class	9:10 am - 11:10 am	F	TBA	Sep 06, 2007 - Dec 05, 2007	Lecture	JANE KLARER-LACKEY (P)

Office Hours for JANE KLARER-LACKEY

UOIT Fall 2007
Nov 26, 2007 12:39 pm

Sample Course - SAMP 9999U 002

CRN: 41143

Scheduled Meeting Times

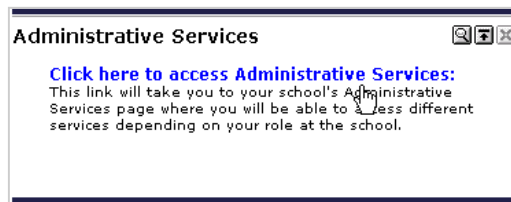
Week	Type	Time	Days	Where	Date Range	Schedule Type	Instructors
	Class	9:10 am - 11:10 am	F	TBA	Sep 06, 2007 - Dec 05, 2007	Lecture	JANE KLARER-LACKEY (P)

Office Hours

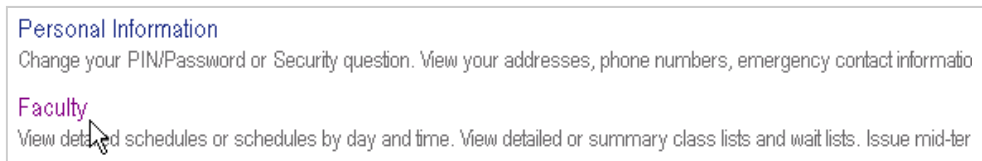
Time	Day of the Week	Location	Date Range
09:00 am - 10:00 am	M	D205	Sep 01, 2007 - May 25, 2008
03:00 pm - 04:00 pm	W	D205	Sep 01, 2007 - May 25, 2008

MyCampus—Administrative Services— Faculty—Forwarding MyCampus Email to Outlook

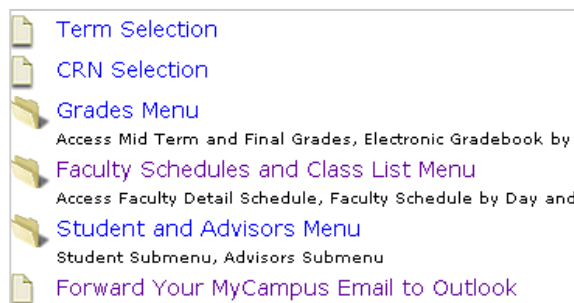
1. From the **MyCampus** tab click on the link: **Click here to access Administrative Services:**



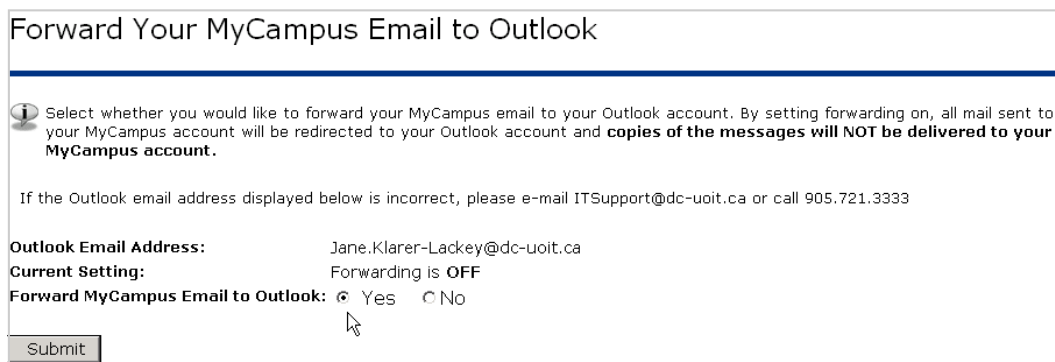
2. Select the **Faculty** link



3. Select **Forward Your MyCampus Email to Outlook**



4. Select **Yes** and then click on the **Submit** button.



A screenshot of a web form titled "Forward Your MyCampus Email to Outlook". The form contains the following text: "Select whether you would like to forward your MyCampus email to your Outlook account. By setting forwarding on, all mail sent to your MyCampus account will be redirected to your Outlook account and **copies of the messages will NOT be delivered to your MyCampus account.**" Below this text is a line of text: "If the Outlook email address displayed below is incorrect, please e-mail ITSupport@dc-uoit.ca or call 905.721.3333". The form also displays the following information: "Outlook Email Address: Jane.Klarer-Lackey@dc-uoit.ca", "Current Setting: Forwarding is OFF", and "Forward MyCampus Email to Outlook: Yes No". A "Submit" button is located at the bottom left of the form.

You will receive a confirmation that forwarding has been turned on.
Later, if you wish to **change back** to **MyCampus** email, follow the same steps but select **No**.

