

Logging into myCourses

Navigate your web browser to mycourses.lsu.edu. In the Login box, enter your username/password, which should be identical to the those you use to login to myLSUE.

Navigating Your Course List

After logging in, you should see the login box replaced with a list of your courses. Click on the appropriate semester, then the appropriate class that you would like to enter.

Navigating Your Course

Upon entering your course, you will see course blocks arranged on the left and right hand side of the screen. Some example blocks with their general function are as follows:

Course Menu- This contains a list of topics/weeks for your class. The Control Panel will allow you to change your profile. The gradebook will allow you to check your grades, and the calendar will show you any events, assignments, or tests that may be scheduled.

Search Forums- This block will allow you to search the forums for certain words/phrases.

Upcoming Events- This block is similar to the calendar, in that it will show you any upcoming events, but it also has a link to the full course calendar.

Recent Activity- This will show you anything that has changed recently in the class, such as new assignments, tests, or documents.

Activities- This block provides links to all course activities assigned by the instructor sorted by type of activity.

Some examples of activities are:

- Assignment - Shows any online/offline assignments.
- Chat - Chat rooms that are logged for later review by your instructor.
- Forum - Threaded discussions created by your instructors that allow student participation.
- Glossary - A list of terms and their definitions that your instructor wishes you to know.
- Journal - A personal journal that your teacher can view.
- Lesson - An interactive online lesson activity for you to take part in.
- Resource - Any documents/websites that your instructor wishes you to have.
- Quiz - Any quizzes/tests your instructor has laid out for you.

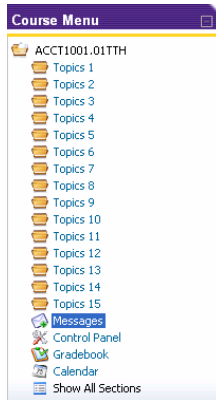
Editing Your Profile

To edit your Profile, enter on of your courses and click the Control Panel. Select Edit Profile from the list of options.

You may change things such as your personal description, your preferred language, or the picture that you use as your avatar. By clicking on the "Show Advanced" button, new customization options will become available, such as the ability to enable forum tracking and auto-subscribing. Other options include entering more detailed personal descriptive information such as personal web addresses and IM usernames that other users might use to contact you.

Messaging Your Fellow Students/Instructors

myCourses provides a simple, easy, and interesting way to message anyone within the system. On your Course Menu, is a button labeled "Messages", as seen below.



By clicking on this button, you will be brought to a messages control panel that will have three tabs across the top shown, which include your contacts, your search menu, and your message settings tab.

Users will be shown on the contacts tab if you have decided to add them as contacts, which can be done by searching for the user and then adding them. To search for a user, click on the Search tab and you will be brought to the following menu.



This menu will not only allow you to search for other people, but it will give you the ability to also search your inbox for messages provided that you enter in at least a keyword that was included in the original text.

The Settings tab gives you the ability to change how your messages are handled by our system. This tab gives you the ability to show the messages window when you first login to the site, giving you the ability to check your new contacts and messages when you first enter the system. If you have QuickTime installed on your machine, you can also set the system to provide you a beep when you receive new messages while logged in. One great feature of this system is the ability to set the system to forward your messages to

another email address when you are offline. You can set the amount of time that it waits for you to be offline before it begins to redirect messages (default of 10 minutes), the alternate email address, and the format in which it will be sent. Complete the process by clicking the "Save my settings" button

Frequently Asked Questions

How early can I log into myCourses and begin work on my class?

It all depends on your instructor and how fast they have their information put on their particular class. You can log into myCourses and see your courses as soon as you have completed the registration process and paid all of your outstanding fees.

How do I get to the myCourses page?

You can navigate directly to the page at mycourses.lsu.edu, through the myCourses tab on the left hand side of the screen on the Current Students page from www.lsu.edu, or through the myCourses tab within myLSUE.

What is my login name and password to myCourses?

Your login name and password will be the same information that you use to login to the myLSUE system, unless you have explicitly changed it within the myCourses system.

What browsers are supported by the new myCourses system?

Most browsers should work with the new myCourses system, but if we had to recommend a few, it would be Internet Explorer, Firefox, Opera, or Safari.

How do I enroll myself into my individual courses for the myCourses system?

This is done automatically for you when you login on the front page. Also, if you have dropped any courses since your last login, those should be updated as well on your next login.

I am having other problems connecting to this site/navigating through my classes. Who should I contact about this issue?

You can call the Office of Information Technology at 550-1307. We will be more than happy to address your questions and help you solve your problems. Our office hours are Monday – Friday, from 8:00 AM to 4:30 PM.