

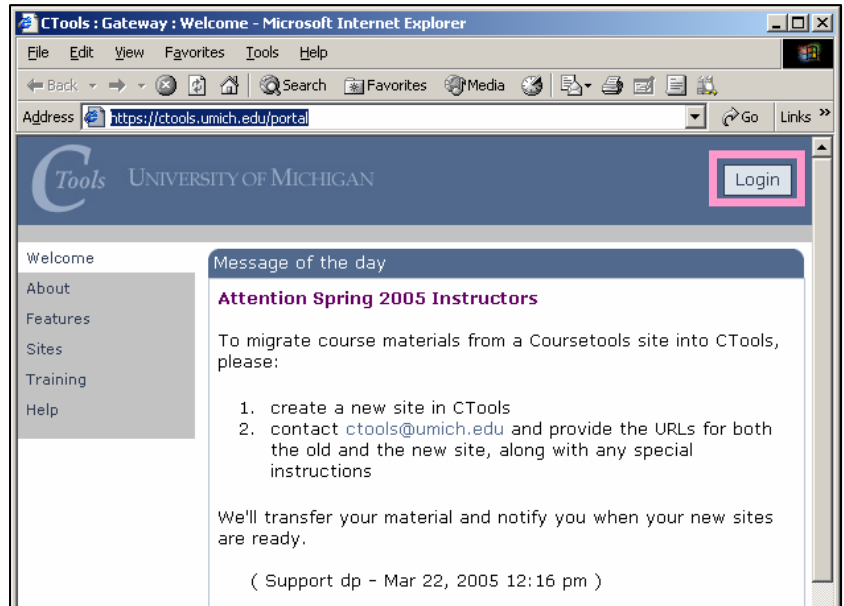
# CTools Intro for New Users

## Finding CTools

- Open a web browser (Internet Explorer, Firefox, or Netscape) and point it to <http://ctools.umich.edu/>
  - Note 1: There's also a link on the U-M home page <http://www.umich.edu/>
  - Note 2: If that doesn't work, try <https://ctools.umich.edu/portal/> Be sure there's an "S" after "http".

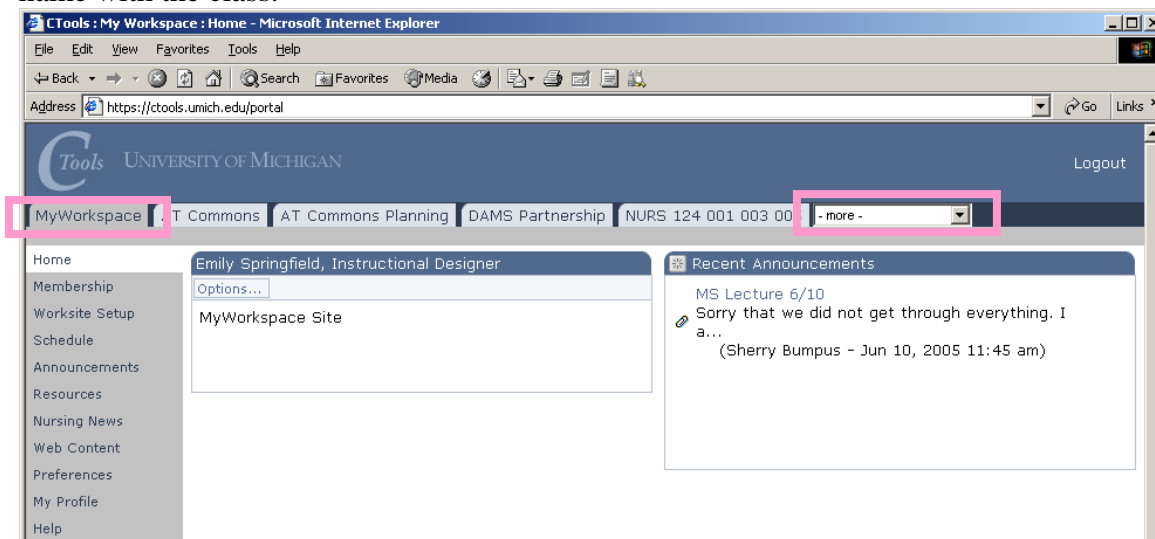
## Logging in

- Next, you'll see this screen. Click "Login" in the upper right corner.
- After you log in using your username and Kerberos password, you'll be directed to your Workspace (pictured below).



## Finding your class

When you log in, you'll first see your Workspace. Your courses and work groups are listed as tabs along the top of your workspace. If you don't see your course, look at the "More..." drop-down menu. If you still don't see it, contact [ctools@umich.edu](mailto:ctools@umich.edu) and let them know – they will help associate your name with the class.



## Announcements

If the instructor has an announcement about the class, she'll post an announcement within CTools. You will receive a copy of this in your e-mail (unless you change your settings to only receive "high priority" messages), and you will also see the most recent announcements from all your courses in the "Recent Announcements" section of your workspace. In addition, when you get inside the CTools site for your course, you can click on the "announcements" button to see all the announcements for that course for the whole semester.

## Resources

- This is where all the readings, web sites, PowerPoint decks, etc. for courses are stored.
- They may be sorted into folders – usually named Week 1, Week 2, Week 3, etc.
- Students can read the resources online, or save them to a disk. Most students also like to print out resources because they're easier to read on paper than on screen.

## Assignments

Some instructors like to use the "Assignments" feature of CTools. Some instructors prefer that you simply e-mail your homework to them. At the beginning of every course, instructors will clarify to students which method they prefer.

## Discussions

This is a "threaded discussion" or "bulletin board" format. You post a message, and later, others can post replies to your message. All of the messages are sorted by subject line (also called a "thread").

## Power User Tip:

If you ever get "lost" within a section of the CTools, site, click the "reset" button next to the name of the tool you're using.

