Getting started with my.acap

A resource for Students, including:

1. Contacting your educator
1. Finding your Educator and Class Participants
The ‘People’ block on the top left of the screen, as shown below, provides information about who is ‘enrolled’ into the class (including students and the educator). To access this list, click on ‘Participants’.

The following screen will appear, which is a list of those ‘enrolled’ into the class. By default, the list is sorted according to last access (the person who accessed the class most recently is listed first). You may change this order by selecting one of the options at the top of the columns.
To open a participant profile, click on the person’s name in the participant list.

The selected person’s Profile page will appear, as shown below. Each person’s profile page contains some standard information, such as their name, city location, country, the modules into which they are enrolled, their role in the class (student or teacher), the first and last time they accessed the class and their ACAP email address. In addition to this standard information, each participant can add a photo or image as well as words to accompany their profile.

Once you have located your educator’s profile, you will then have access to their my.acap email address to which you can contact them.