Getting started with my.acap

A resource for Students, including:

1. Finding your Online Classes
1. Finding your classes

Once you have logged in, you will be directed to your Welcome Homepage, as shown below, which confirms your Student ID and Course enrolment.

You will notice a Navigation box on the left hand-side, News in the centre (click on the tab to find news relevant to you)

To find your classes in my.acap, click on My Classes on the left navigation menu
The following screen will appear, showing the ‘My Classes’ homepage.

In the My Classes block in the centre, you will see a list of the modules in which you are enrolled. Click on the module name to open the class. Please note: classes for the following Term are made available on the Thursday immediately prior to Week 1 of each term. If Term has started and you still cannot see the classes into which you are enrolled, please contact the ACAP IT Help Desk on helpdesk@acap.edu.au or your local ACAP Student Administration office.
**Inside your Online Class area**

Once you have opened the class link as described on the previous page, the Class home page will appear as below. The class home page, as the name suggests, is the home page for your class. Only students enrolled in the class, the educator, and specific ACAP staff (who require access as part of their position) have access to this area.

The **People** block gives access to the **Participants’ Profiles**, email addresses and phone numbers (if they have provided them) of all class participants. This is where you can access and update your own profile.

The **Weekly Outline** block contains the course manual, divided into weeks corresponding with the term timetable. The top section contains the Announcements and Class Forum.

The **Administration and Activities** blocks are where you can access your profile, check on your assignment marks and access other resources.
# Document History

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