Getting started with my.acap

A resource for Students, including:

1. Logging-in to my.acap
2. Accessing your Classes
3. Participant Profiles
   a. Updating your own Profile
4. Announcements and Discussion Forums
# Contents

1. Logging in to my.acap .......................................................... 3  
   1.1. Agree to Site Policy ......................................................... 4  
   1.2. Logging out .............................................................. 4  
2. Finding your classes ............................................................ 5  
   2.1 Inside your Online Class area ........................................... 7  
3. Finding Class Participants ..................................................... 8  
   3.1 Updating your Profile ..................................................... 10  
4. Announcement and Discussion Forums ................................. 12  
   4.1 Starting a Discussion ...................................................... 12  
   4.2 Viewing and replying to discussion posts .......................... 15  
5. Document History .............................................................. 17
1. Logging in to my.acap

Go to – http://my.acap.edu.au. Login by entering your username (your student ID) and password. Click ‘Submit’

Forgotten your login details? Click ‘Yes, help me log in’, then enter your email address or username, click ‘OK’, and your login details will be emailed to you.
1.1. Agree to Site Policy

When logging into my.acap for the first time, you will be asked to Agree to the Site Policy – read the Policy and select ‘Yes’ as shown below.

1.2. Logging out

Click ‘Logout’ at the top right of the page to end your session.
2. 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.**
2.1 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.
3. Finding 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.
3.1. Updating your Profile

Find your own profile in the class list. Click on your name to open your Profile. Once your profile page is open, Click on the ‘Edit Profile’ tab, as shown below and the screen on the following page will appear.

Tip: Each participant can only edit their own profile. You cannot edit someone else’s profile and vice versa.

About your profile

There are four main parts to your profile:

- **General information**: General information allows each participant to update core information about themselves and the way they interact with my.acap. This includes their name, location, their ACAP email address and some information about the way the participant wants to receive information from my.acap (e.g. automatic subscriptions to forums etc). Many of these fields have been pre-populated with standard information and it is recommended that you do not change this information.

- **Picture**: Each participant may attach a picture of themselves or an image that represents them.

- **Interests**: Participants may add information about their interests.

- **Optional (or Advanced)**: This section allows participants to add extra information about themselves, if they choose.

**NOTE**: Your profile is your ‘my.acap’ profile. That is, you do not need to update it for each class or module. It will flow through to all the classes into which you’re enrolled and will be retained Term after Term. However, it is good practice to check your profile each term to ensure the information is current.
It is recommended that you do not change this ‘default’ information.

Enter a description or a short biography of yourself here.

Fields marked in red are mandatory.

Add optional ID or contact information if you wish.

To save the changes you have made, click ‘Update Profile’.

To add a photo to your profile, click on ‘browse’, select the image from within your computers files (just like attaching a document to an email). The image will be saved when you update your profile below.
4. Announcement and Discussion Forums

There are two types of ‘forums’ within each online class. The ‘Announcement’ and the ‘Discussion’ forum. The functionality of these two forum types is identical, in that the process of making a new, or responding to someone else’s entry is the same. The key difference between these two forum types is:

**Announcement Forum**: Only the Educator and ACAP can post an announcement (students cannot make an announcement). Also, students cannot respond or reply to an announcement. It is meant as a tool for one way communication to the class. Additionally, by default, all students enrolled in the class will receive an email when an announcement is made in the class.

**Discussion Forum**: In the discussion forum, any participant (student or educator) can start a new discussion topic or respond to someone else’s entry. The discussion forum can be used in many ways by the educator and by students. The purpose of discussion forums is to facilitate communication between participants on topics related to the module or class.

4.1. Starting a Discussion

To open the Discussion forum, click on ‘Discussion Forums’ as shown below.
The following screen will appear, which shows any Discussions that have already been started.

To start a new discussion, click on ‘Add a new discussion topic’, as shown below.
The following screen will appear. To start a new discussion topic, enter the ‘Subject’ of the discussion and then type your message in the ‘Message’. Once you have finished, click ‘Post to Forum’. Your new discussion topic will be added to the top of the list of discussion topics, as shown on the previous page.

To post your Discussion topic to the class, click ‘Post to forum’. Your discussion topic will now appear in the list as shown in the screen image on the previous page.
4.2. Viewing and replying to discussion posts

To view a discussion, click on the topic of interest from the discussion topic list.

The discussion topic, including the original post and subsequent replies, will open as in the screen below.

Tip: You can view the discussion in different formats. Choose a different view by selecting from the dropdown box.
To reply to a discussion, open the entry to which you wish to reply. Click on ‘Reply’

The following screen will appear:

Initial discussion post and subsequent replies

To add your reply, type your message in the message box

To post your reply, click ‘Post to forum’

Attachments: You may attach a file (e.g. powerpoint, word document etc) to your message. Click on ‘browse’, select the image from within your computers files (just like attaching a document to an email).
5. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Feb 2010</td>
<td>V1</td>
<td>Maria Spies</td>
<td>First Release</td>
</tr>
</tbody>
</table>