* Getting Started As a New UT Student
	+ Find this presentation at tiny.utk.edu/orientation2020
* What is MyUTK?
	+ MyUTK is your portal to many university services. ​
	+ Access your tuition information, build your schedules, and even open your email​
	+ Sign in with your NetID, password, and two-factor: ​my.utk.edu
* What is UT Alert? ​
	+ UT Alert is the emergency communications service.
	+ UT will check with you again every six months.
	+ When you first log into MyUTK, you’ll need to:
		- Add your phone number to the ​UT alert system, or
		- Opt out of UT Alert ​text messages
	+ UT will check with you again every six months.
* How do I get around in MyUTK?
	+ Along the top of the site, you will see a few menus that contain helpful links.
		- My Resources
		- Academic Support
		- Student Life
		- Campus Services
		- Campus News
		- My Links
* My Resources​
	+ Under My Resources, ​you’ll see: ​
		- Academic History
		- Add/Drop Classes
		- Manage Meal Plan
		- Transcript
		- Pay Fees/Account Balances
		- View Grades
* Academic Support​
	+ Under Academic Support, look for:
		- Advising Services
		- FERPA Academic Release
		- FERPA Financial Release
		- Order a transcript
* What's my Student ID Number? ​
	+ Here you can see some of your student information.
	+ This section displays important information, such as:
		- Your Student ID
		- Your email address
		- Your major
		- Your advisor
* Messages​
	+ Next to your information, you will see a message box.
	+ The message box will display important messages from the University regarding your account, your finances, and even major university events.
* Where can I find my schedule?
	+ Below your messages, you can view your class schedule​
	+ By default the current term will be selected​
	+ You can click the “Previous Term” and “Next Term” buttons to navigate between past and future semesters
* Where is my bill?
	+ Under My Financial Information, view live balances of your tuition, Volcard and meal plan.
	+ By clicking the “View/Pay Fees” button, you can pay your tuition and any other fees.
* How do I check my UT email? ​
	+ You can also use MyUTK to navigate to websites that you will use daily.
	+ By clicking the Volmail icon, you can navigate to the Volmail page, and then your UT Gmail account.
* How do I get to my classes online?
	+ Canvas is UT’s Learning Management System​
	+ Select the Canvas icon to get to your classes online​
	+ Note: You can also reach Canvas by signing in with your UT NetID, password, and two-factor at: online.utk.edu
* What is Canvas?
	+ Canvas is . . .​
		- The official Learning Management System (LMS) at UTK
		- Also known as “Online@UT (Canvas)”
		- The online place for your course materials, assignments, assessments, and communication
		- Changes to your schedule are synced daily – expect to see updates in Canvas the day after you add/drop a course.
* How do I view my courses?
	+ Canvas courses are viewed within the Dashboard, which is the first thing you see when you log in to Canvas.
	+ The Card View displays a course card for each of your favorited courses, with icons for easy access to:
		- Assignments
		- Announcements
		- Discussions
		- Files
* How do I submit Assignments?
	+ Canvas Sidebar​
		- Select the Assignment from the To Do listing in the sidebar on the right. Note: You can also click Assignments in the Course Menu
		- Once you have completed your work, click the Submit Assignment button.
* How do I take quizzes/exams?
	+ Within your course: ​
		- Select Quizzes in the Course Menu
		- Look for your quiz/exam and select the title to get started
* How do I view my grades?
	+ To see your grades in Canvas:
		- Look under your To Do list for the View Grades button.
		- The Grades Page will display your current courses and grades.
	+ Note: Official grades will be posted at the end of the term in MyUTK.
* Can I use a mobile device with Canvas?
	+ Yes! Download the Canvas Student app to access your courses ​from anywhere.
* Learn more about Canvas on OIT's website​
	+ Find guides, videos, ​tutorials, and more at: oit.utk.edu/student-resources
* Need Help? ​
	+ For MyUTK questions such as class scheduling, paying bills, viewing grades, and advising, contact:
		- One Stop ​Student Services
			* Call: 865-974-1111​
			* Email: onestop@utk.edu​
			* Website: onestop.utk.edu
	+ For questions about Canvas, ​Zoom, email, passwords, and ​other technology, contact:
		- OIT HelpDesk
			* Call: 865-974-9900​
			* Chat: oit.utk.edu/chat​
			* Write: help.utk.edu​
			* Visit: Second Floor, Hodges Library​
			* Check the OIT Knowledge Base: ​oit.utk.edu

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