Getting Started As a New UT Student

THE UNIVERSITY OF TENNESSEE KNOXVILLE

OFFICE OF INFORMATION TECHNOLOGY

Find this presentation at **tiny.utk.edu/orientation2020**

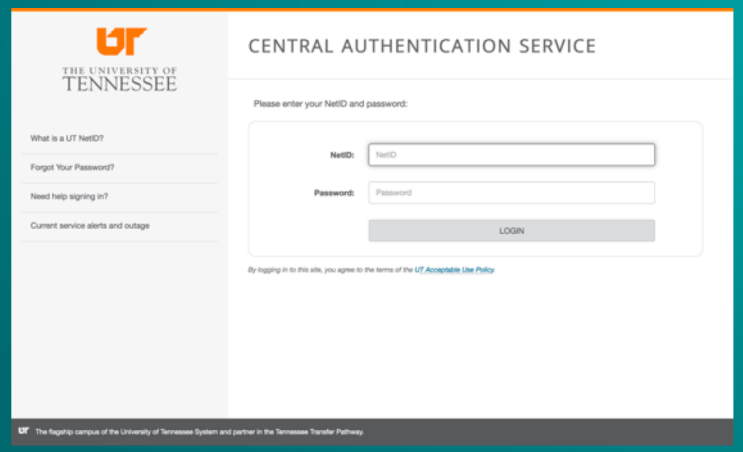
What is MyUTK?

MyUTK is your portal to many university services.

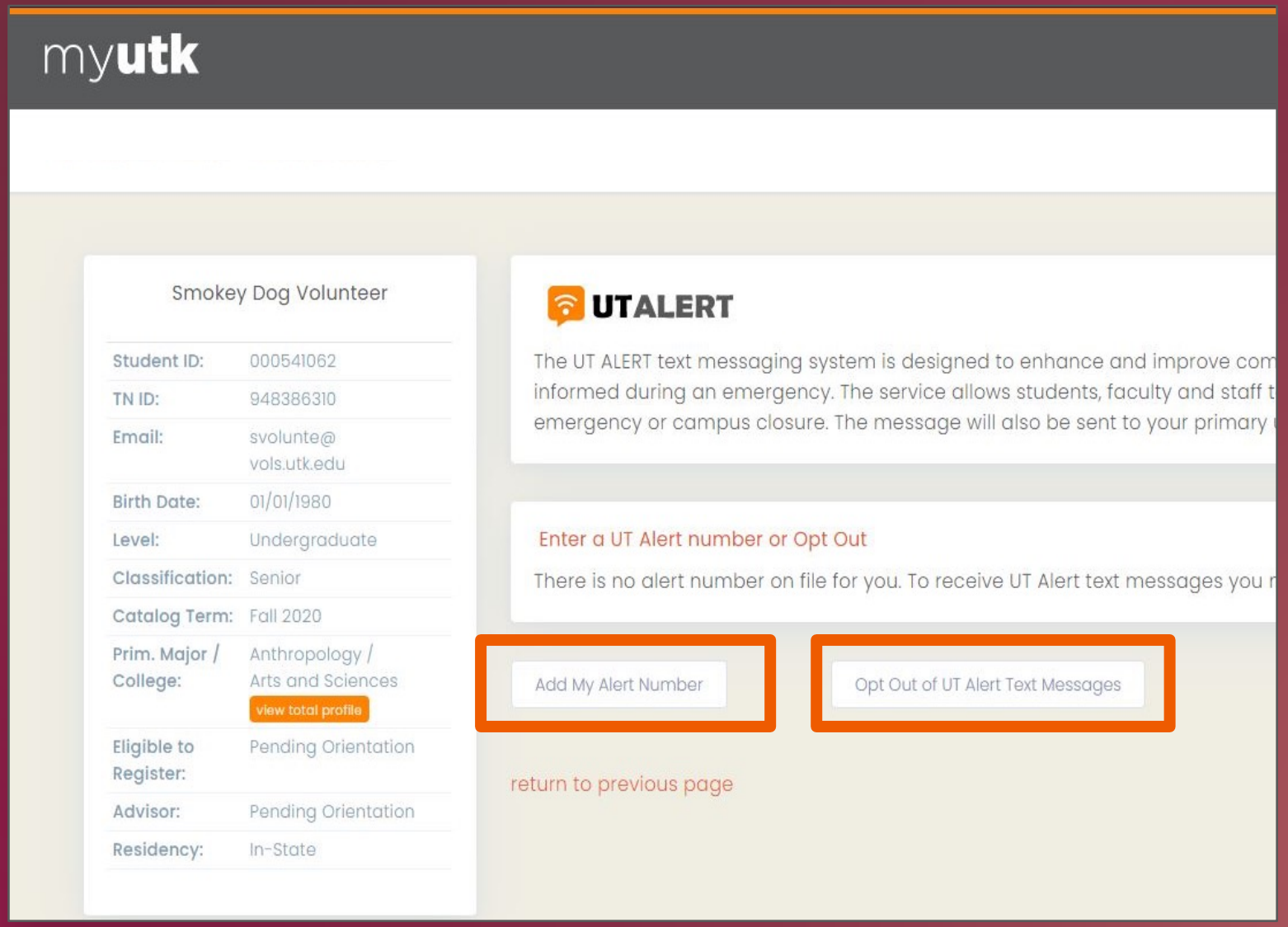
Access your tuition information, build your schedules, and even open your email

Sign in with your NetID, password, and two-factor:

my.utk.edu



What is UT Alert?



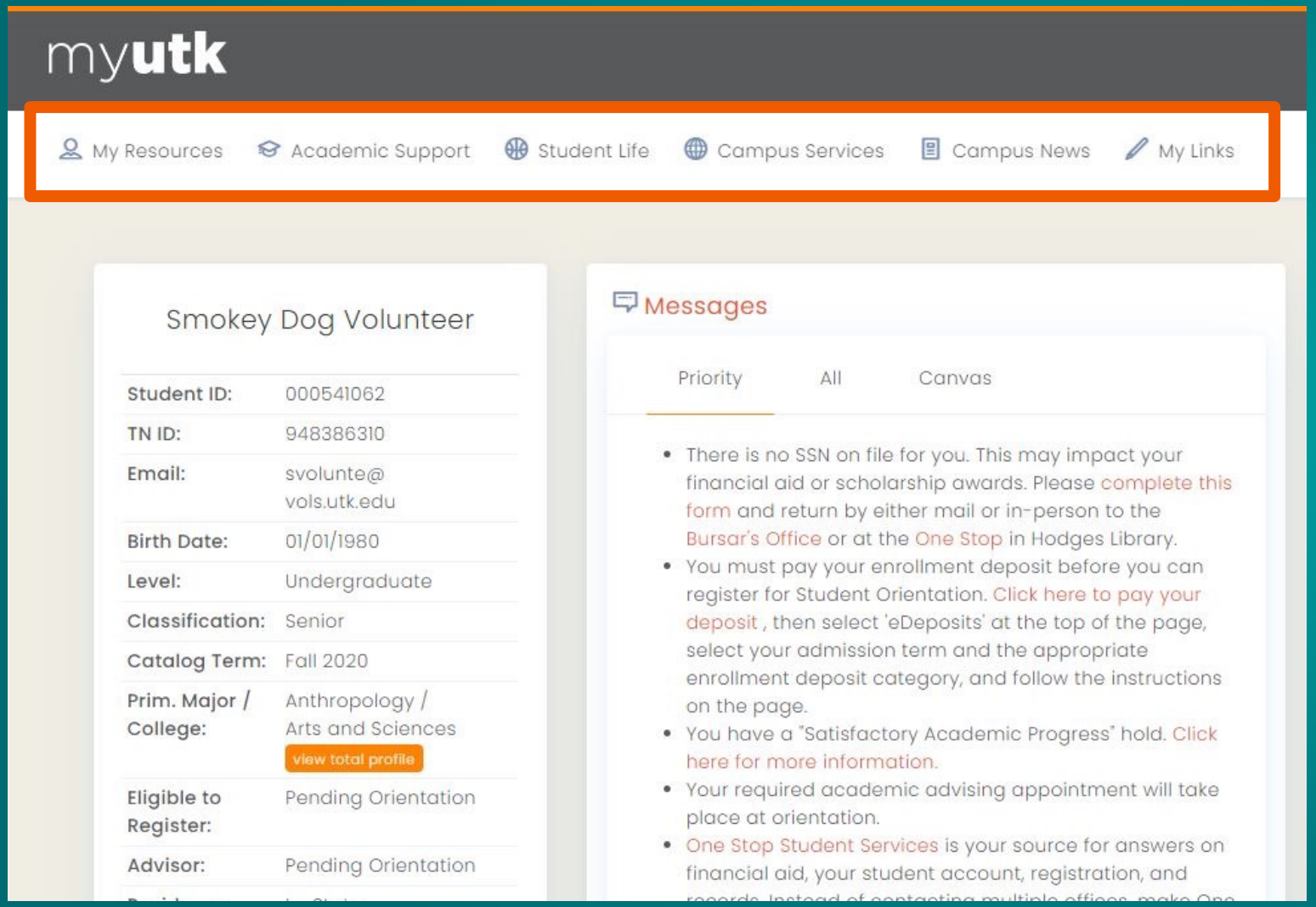
UT Alert is the **emergency communications service.**

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.

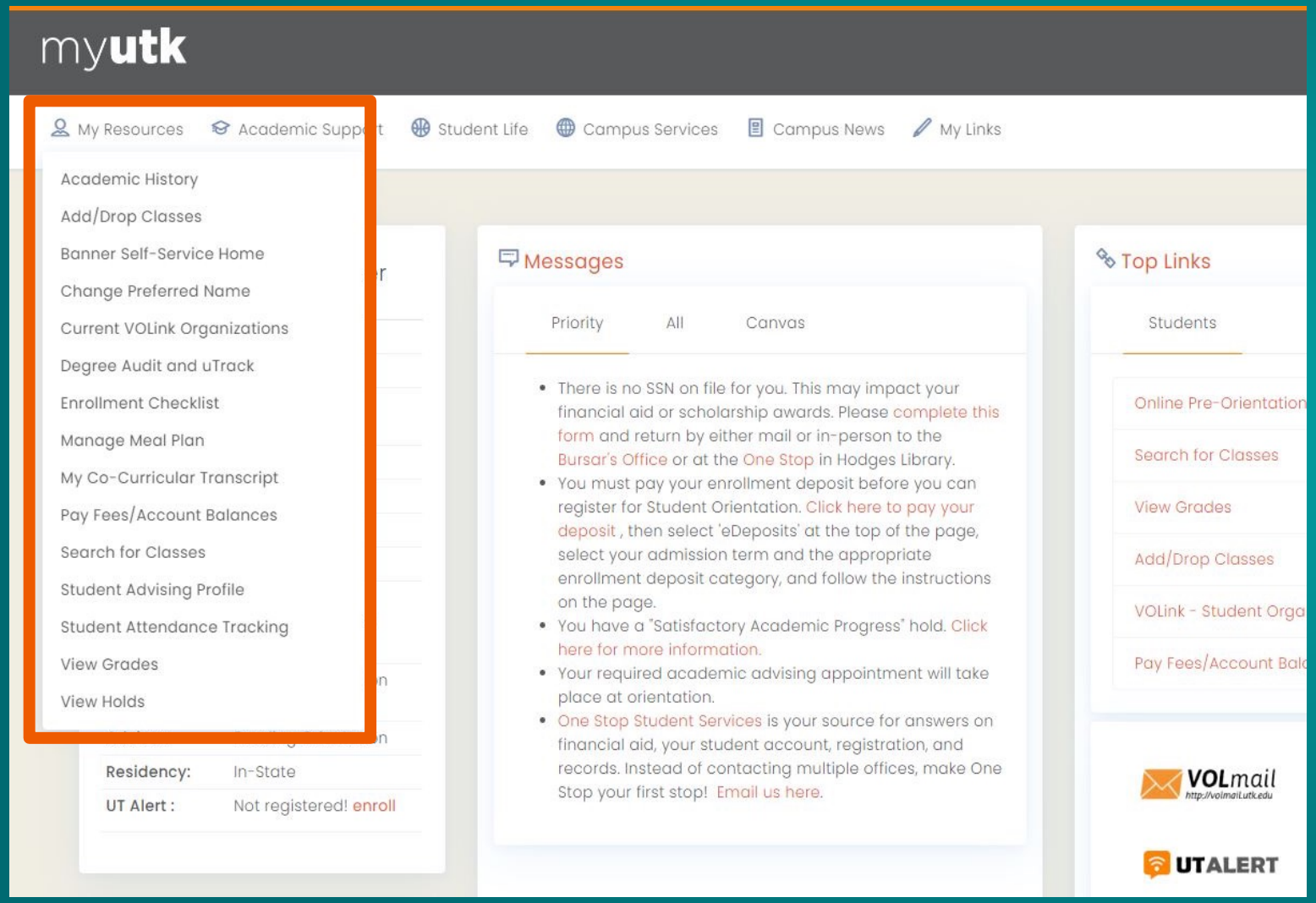
How do I get around in MyUTK?



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

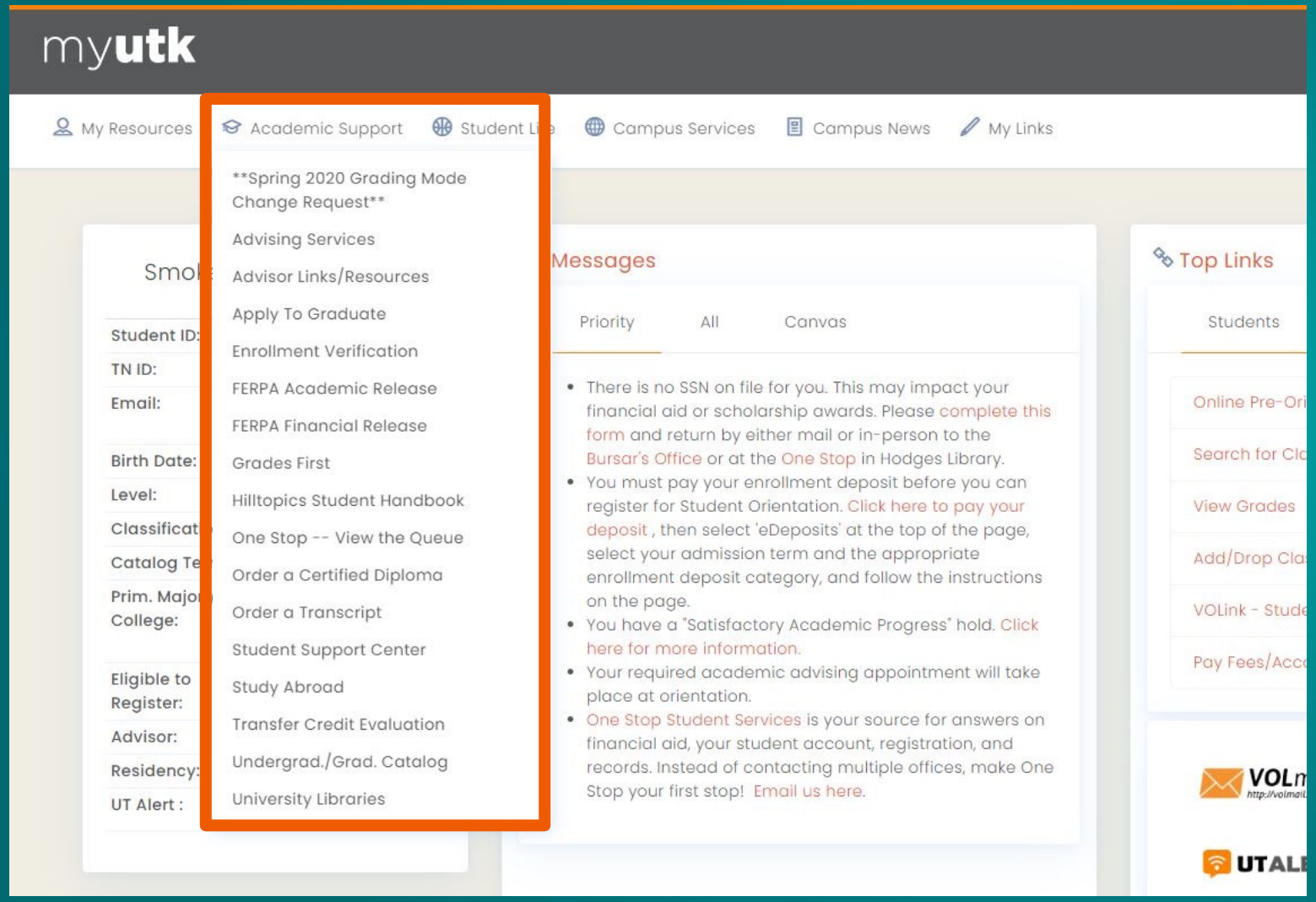
My Resources



Under My Resources, you'll see:

- Academic History
- Add/Drop Classes
- Manage Meal Plan
- Transcript
- Pay Fees/Account Balances
- View Grades

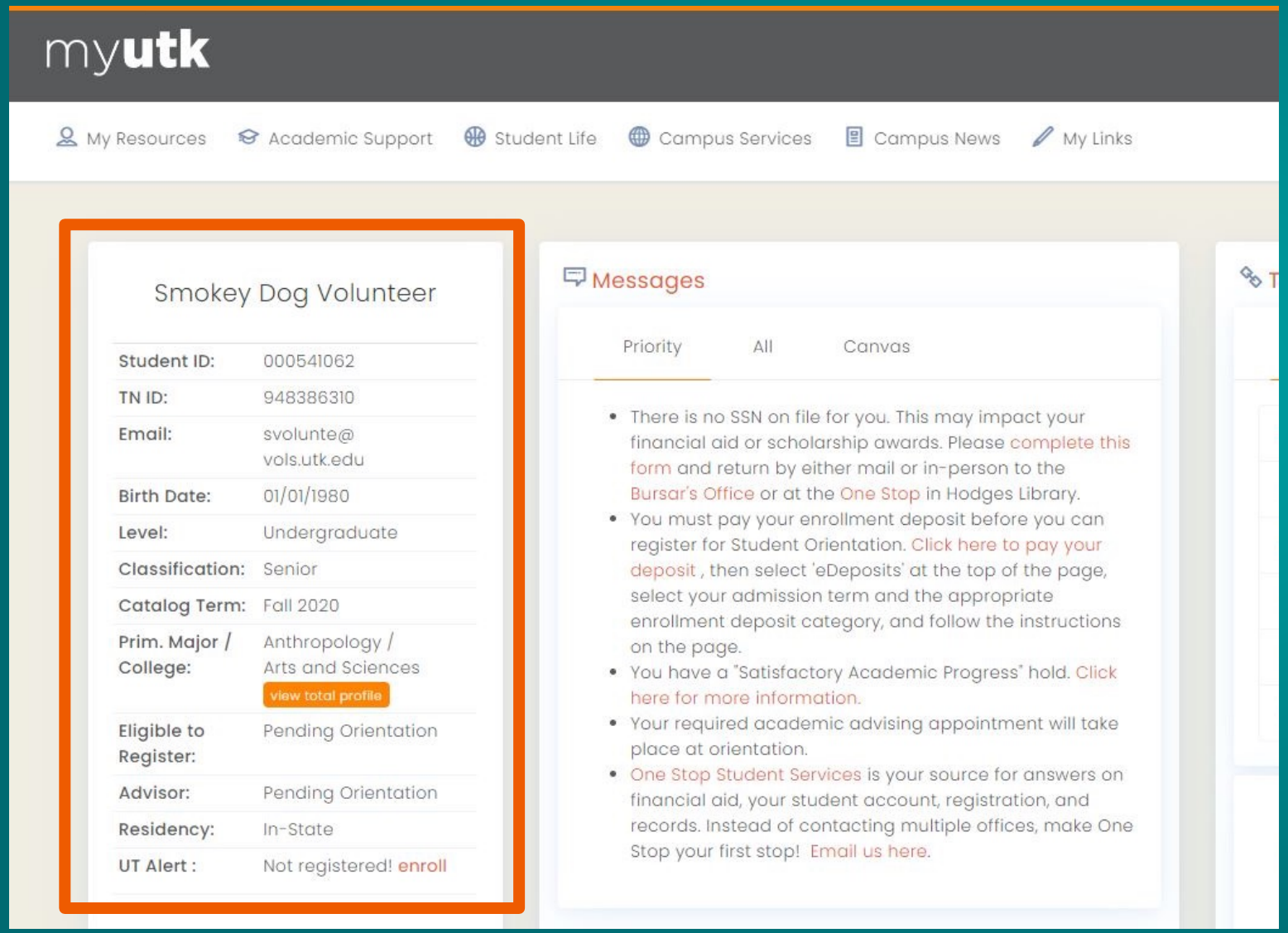
Academic Support



Under Academic Support, look for:

- Advising Services
- FERPA Academic Release
- FERPA Financial Release
- Order a transcript

What's my Student ID Number?

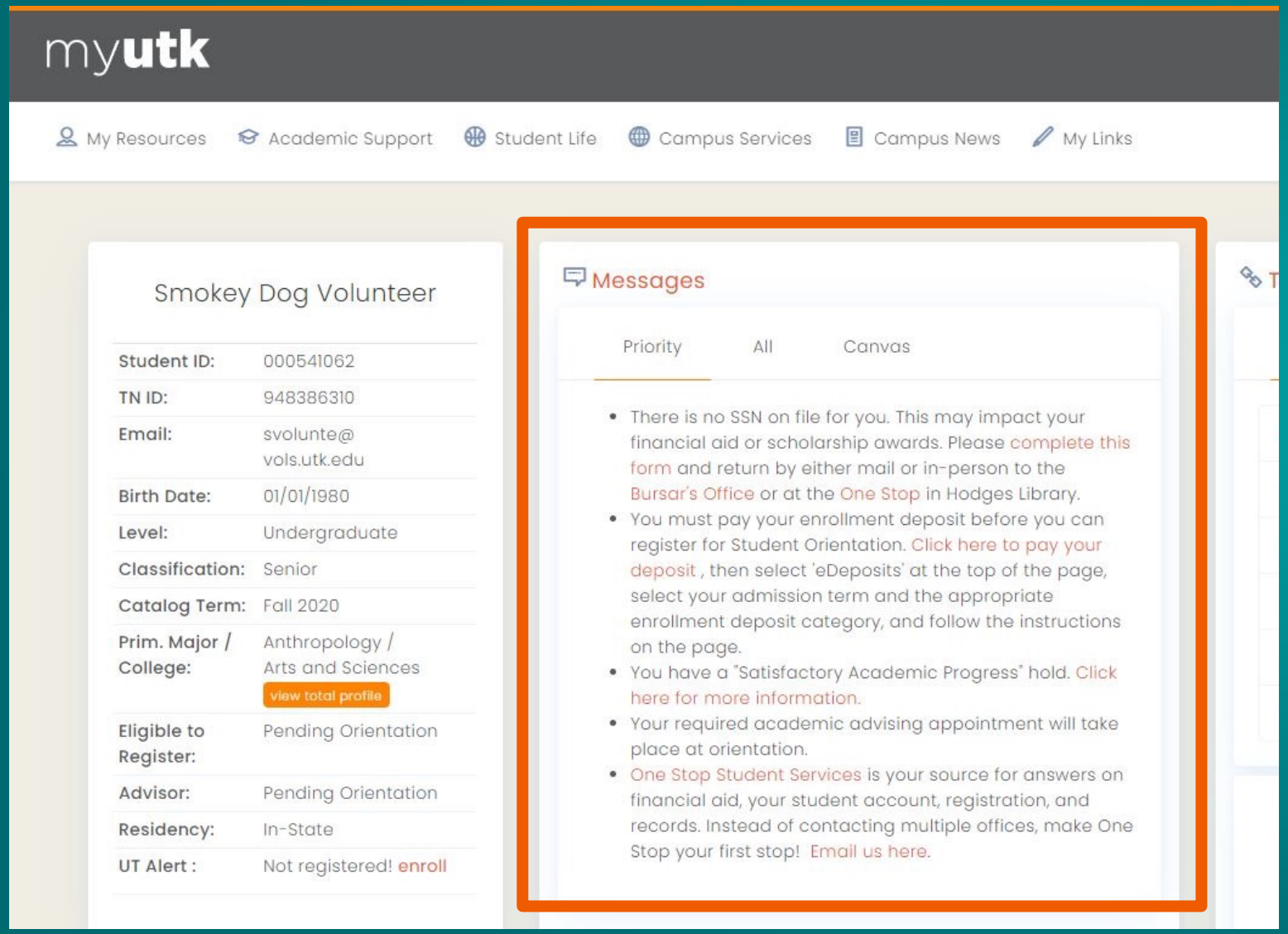


Here you can see some of your student information.

This section displays important information, such as:

- Your Student ID
- Your email address
- Your major
- Your advisor

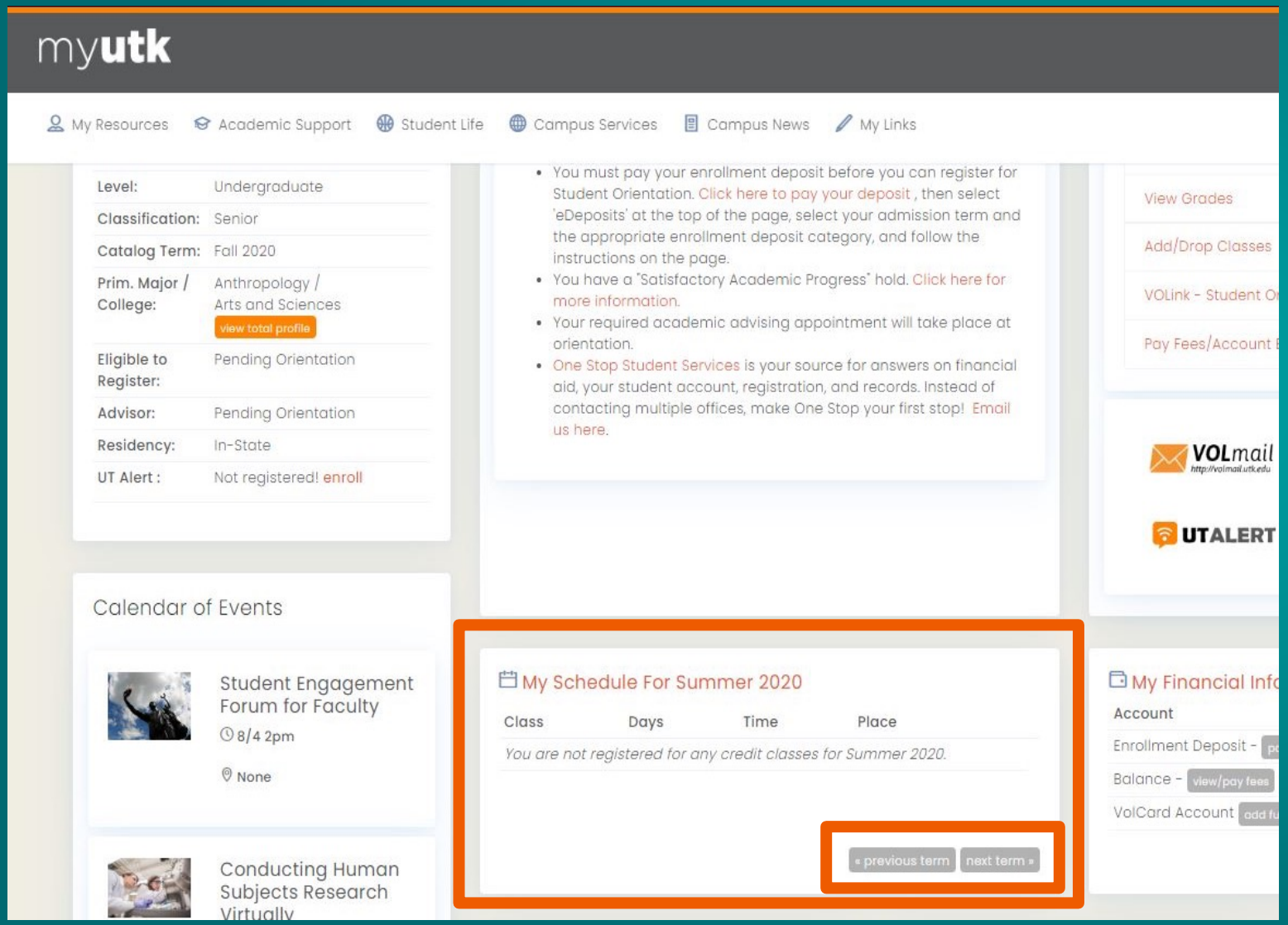
Messages



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?

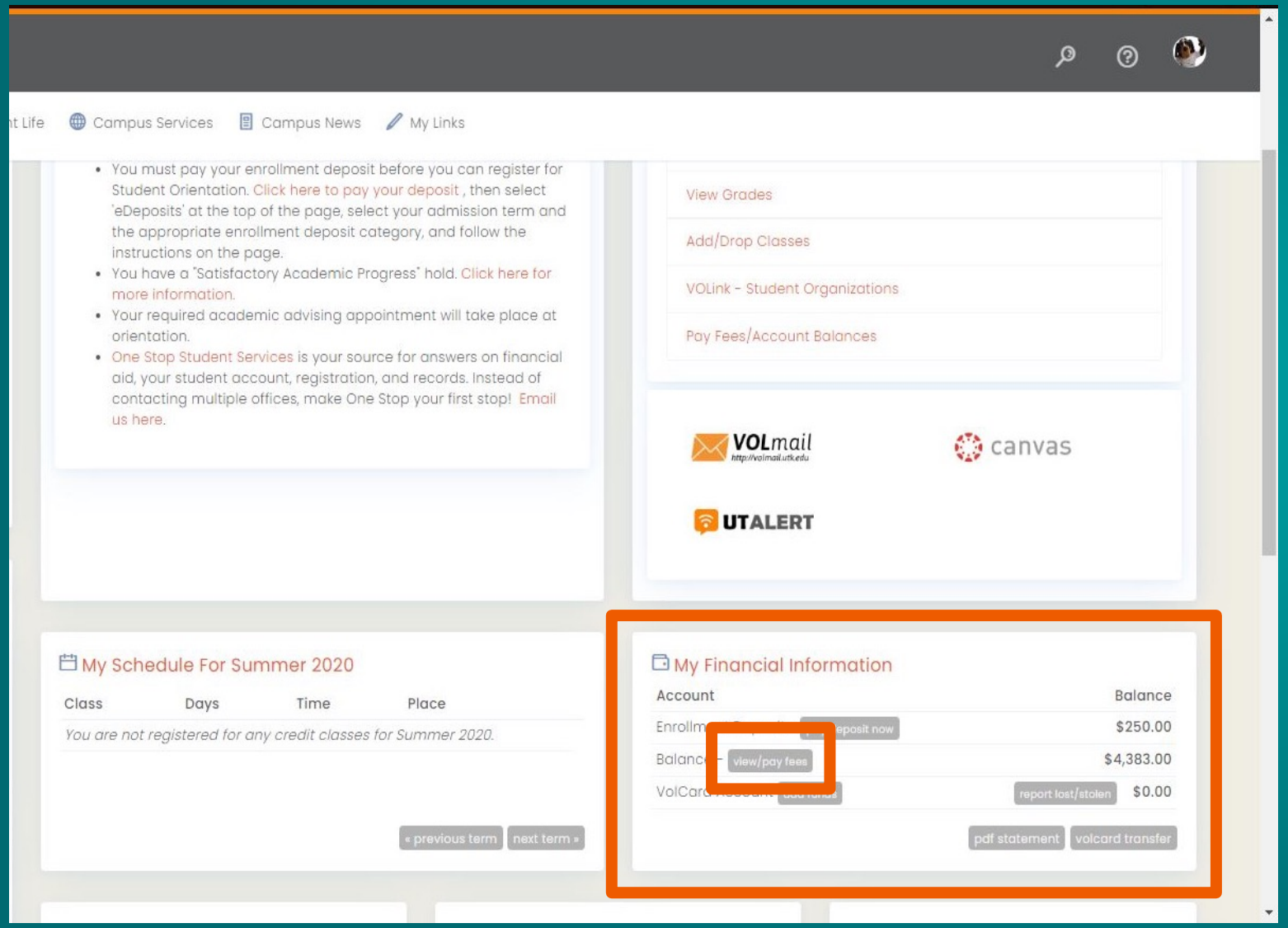


Below your messages, you can view your class schedule

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

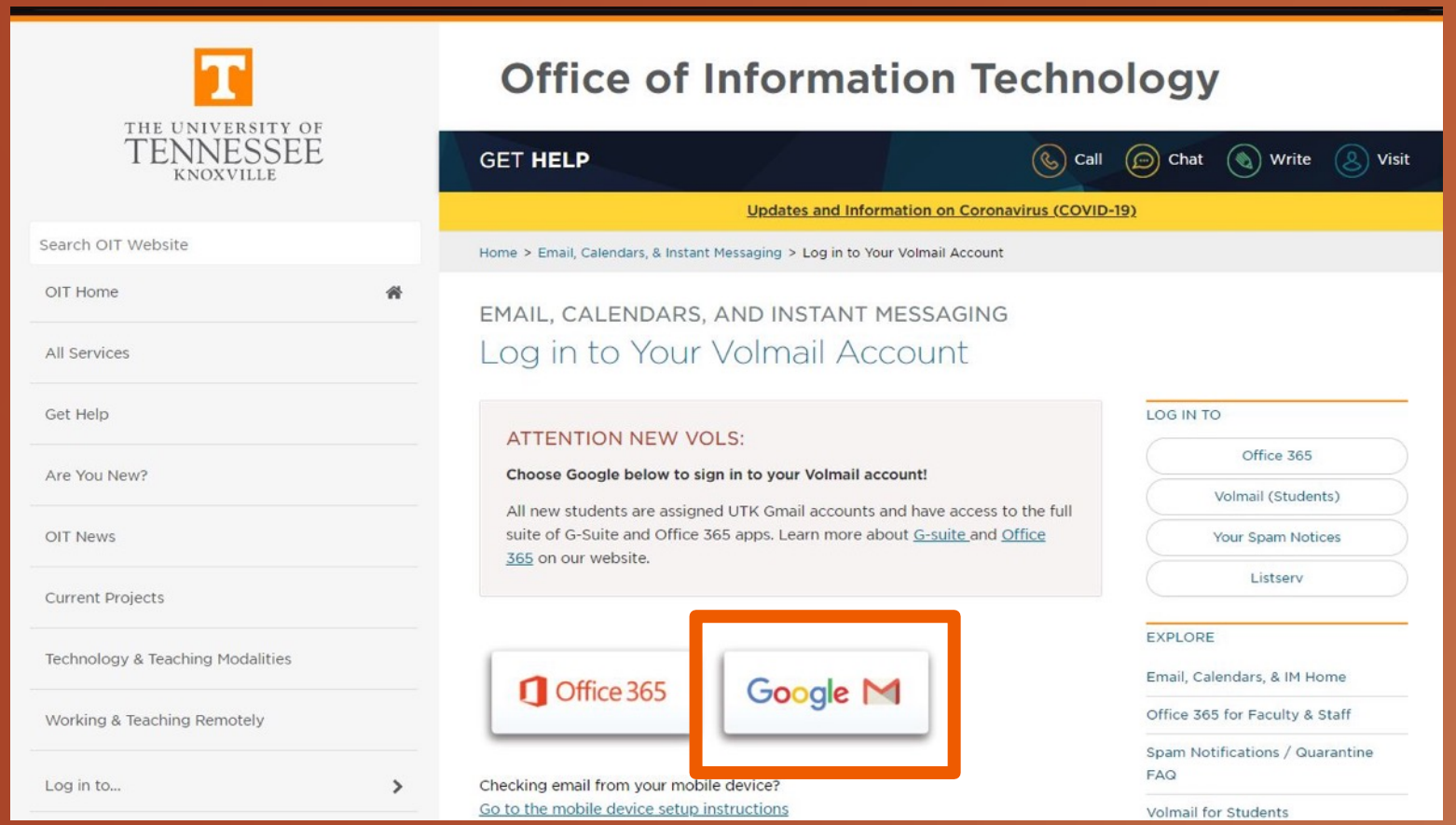
Where is my bill?



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.

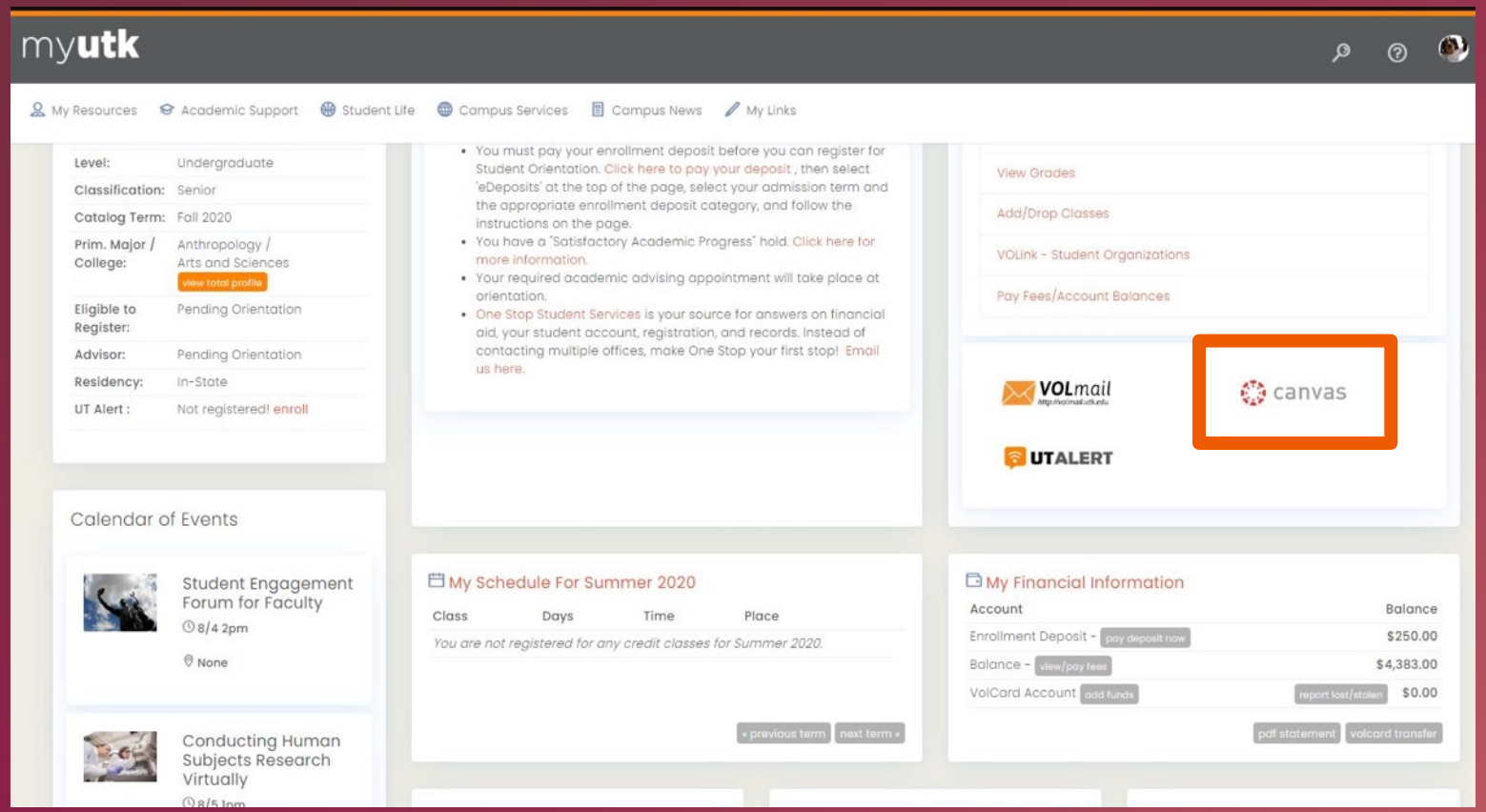
How do I check my UT email?



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

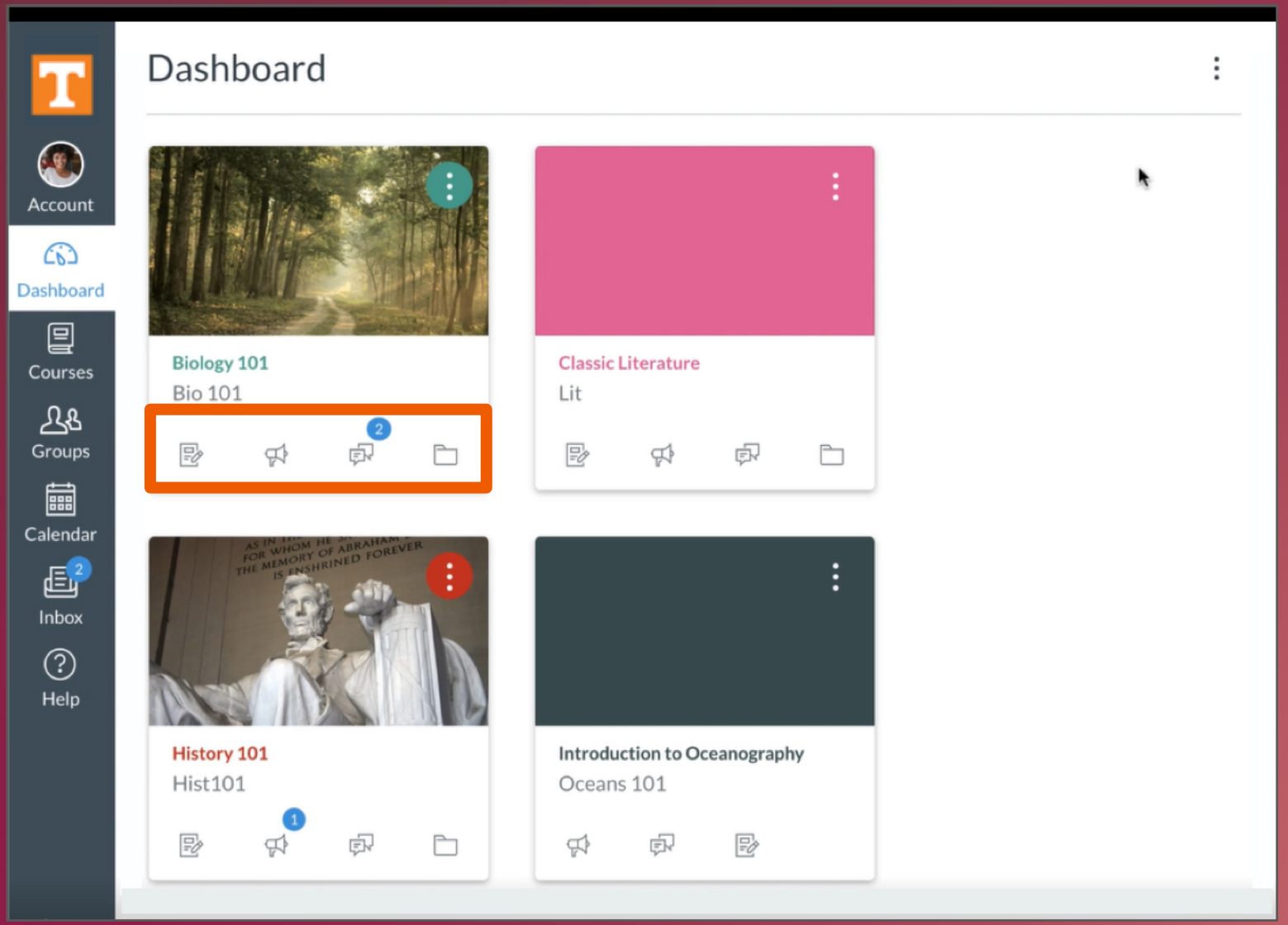
What is Canvas?

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

  Note: 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?

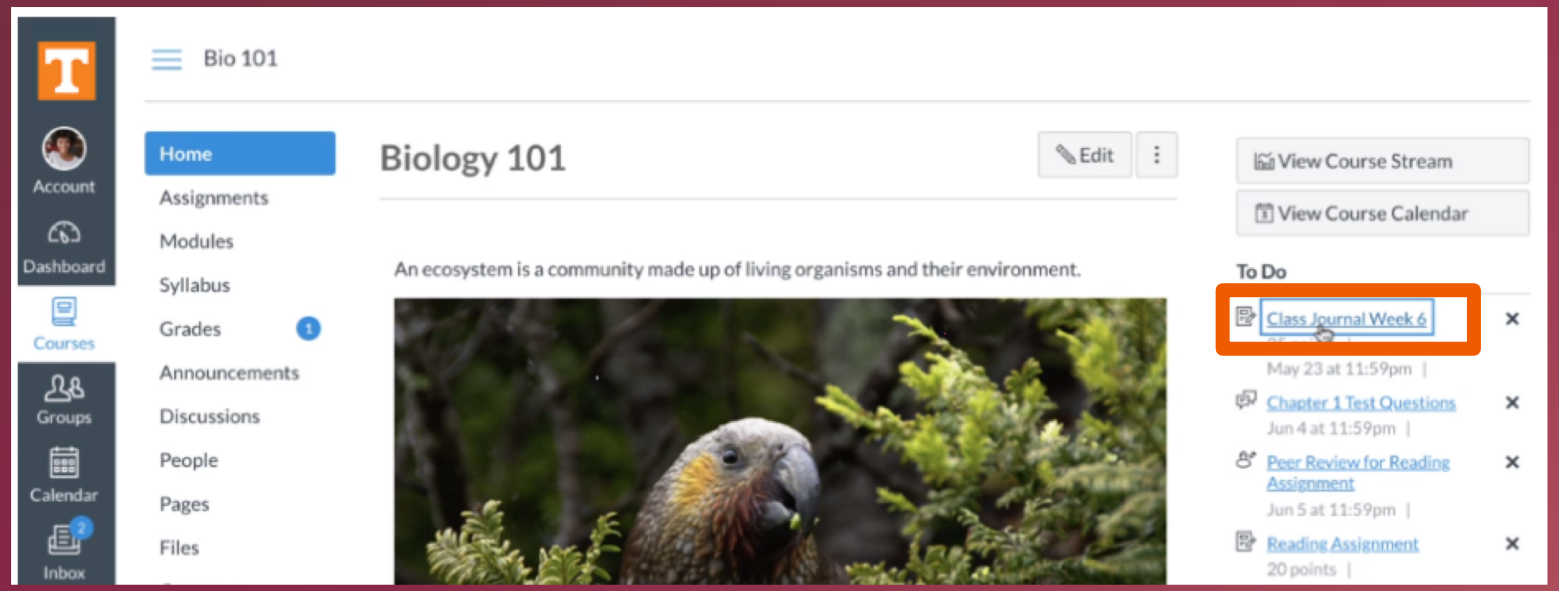


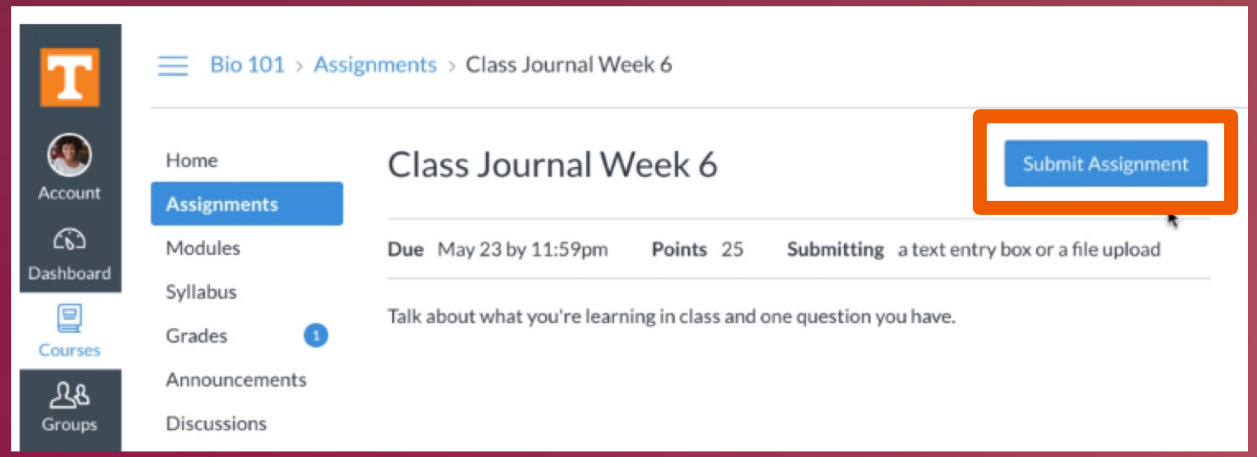
Canvas courses are viewed within the **Dashboard**, which is the first thing you see when you log in to Canvas.

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?





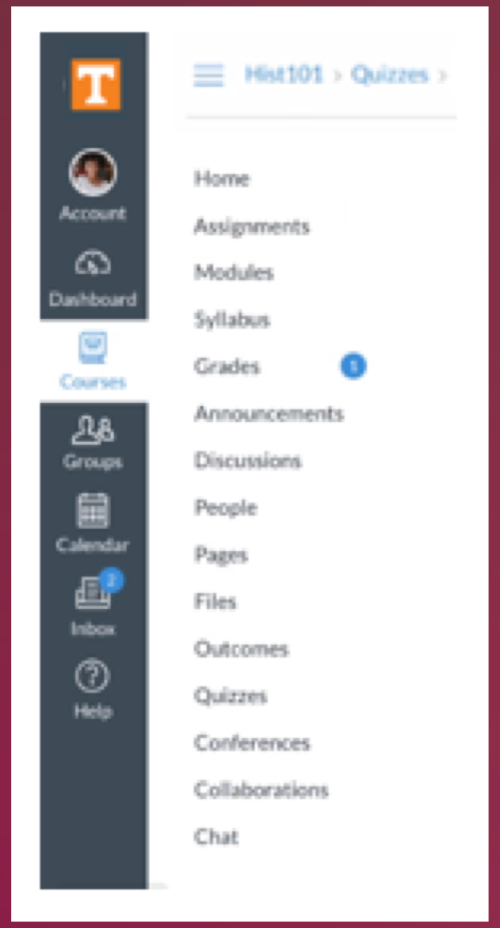
In the Canvas Sidebar within your course:

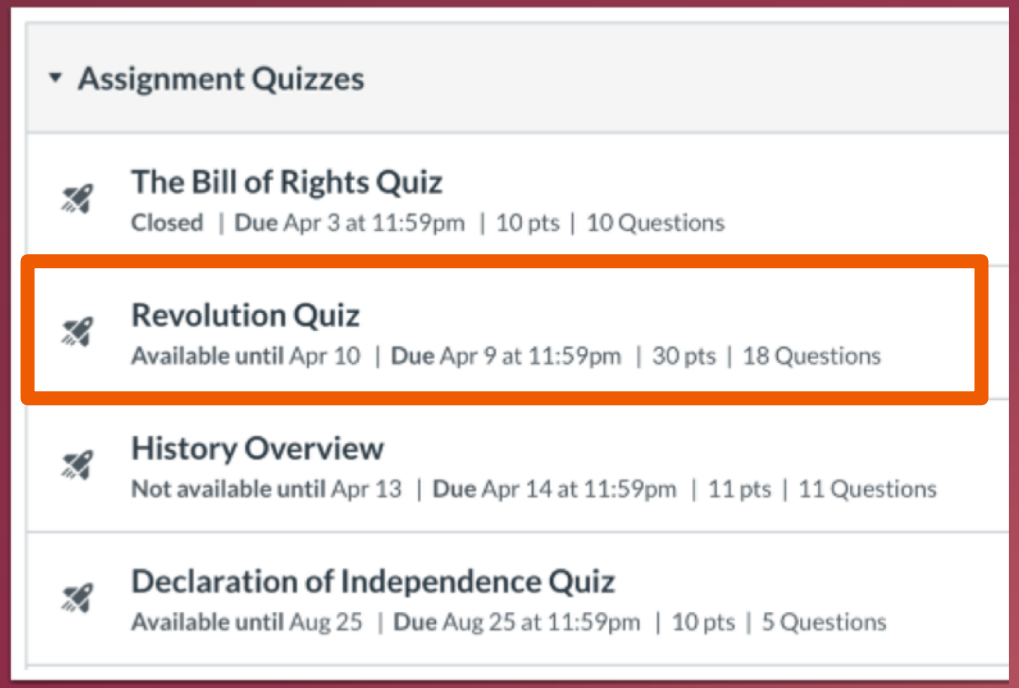
1. Select the Assignment from the To Do listing.

   Note: You can also click Assignments in the Course Menu

2. Once you have completed your work, click the Submit Assignment button.

How do I take quizzes/exams?

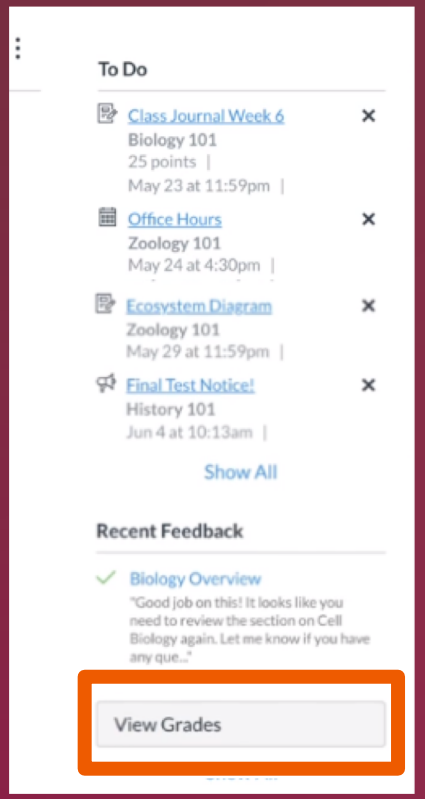


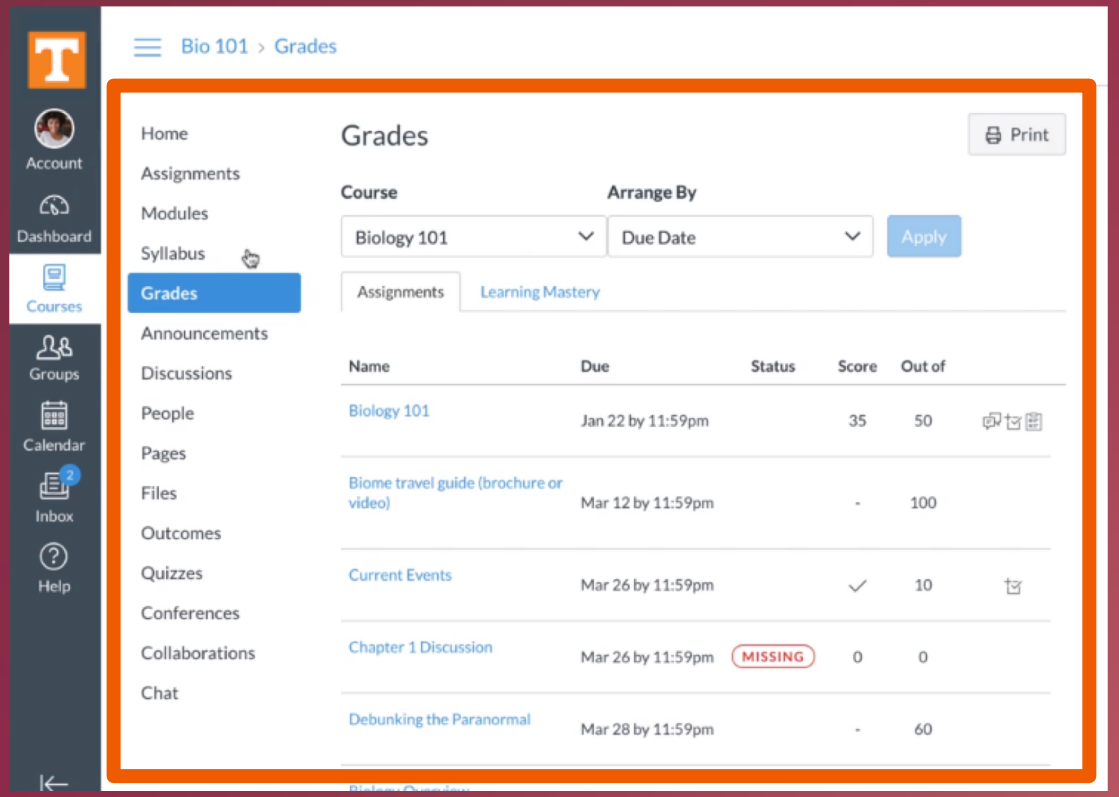


Within your course:

1. Select Quizzes in the Course Menu
2. Look for your quiz/exam and select the title to get started

How do I view my grades?





To see your grades in Canvas:

1. Look under your **To Do** list for the **View Grades** button.
2. The Grades Page will display your current courses and grades.

Note: Official grades will be posted at the end of the term in MyUTK.

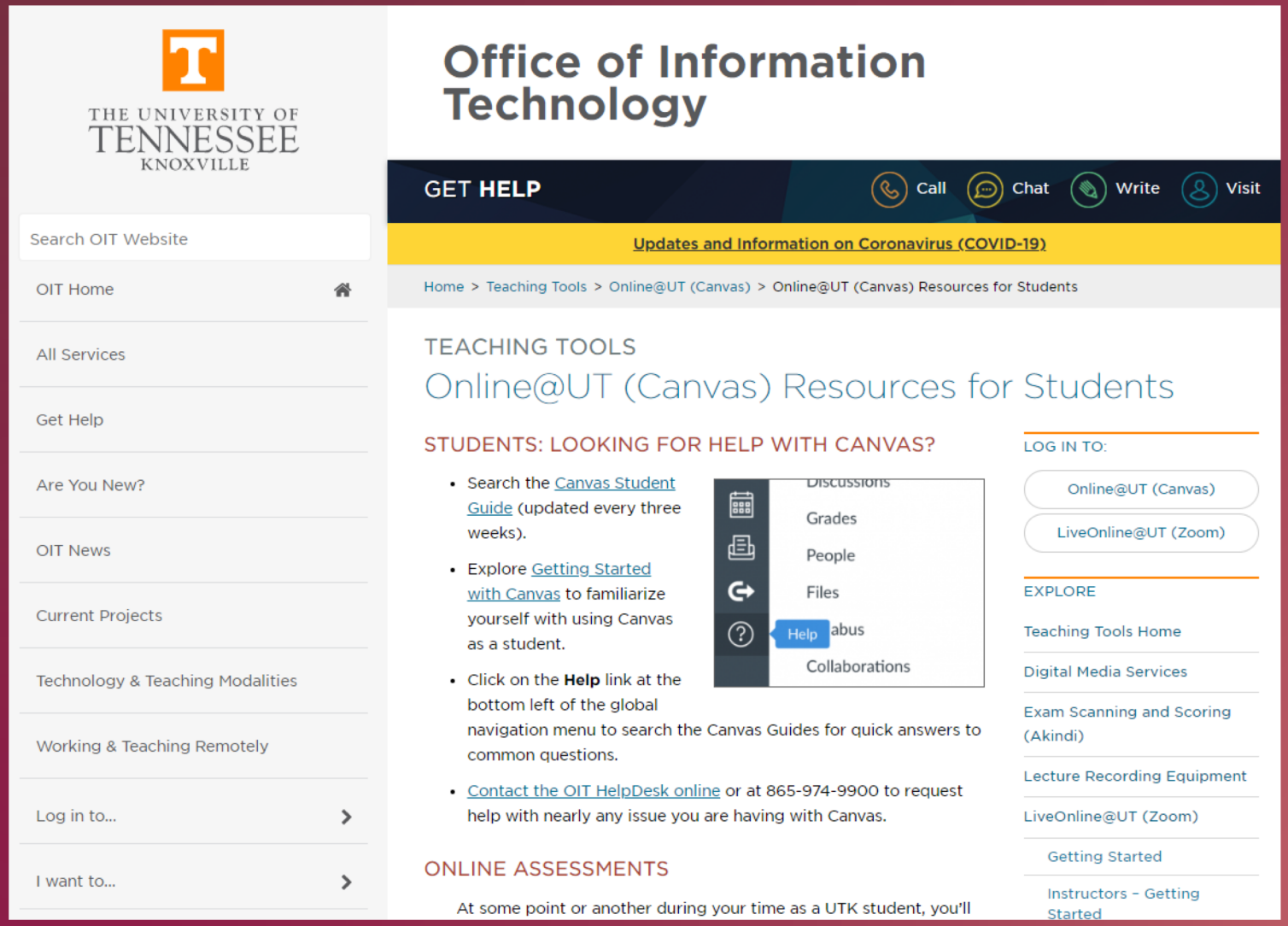
Can I use a mobile device with Canvas?

Yes! Download the **Canvas Student** app to access your courses from anywhere.

Download on the App Store

GET IT ON Google Play

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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Questions?