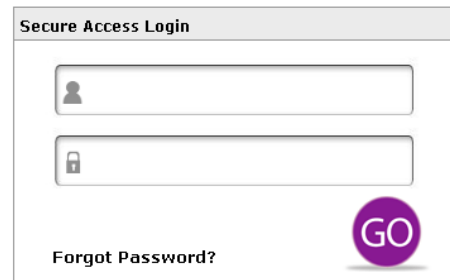


Instructions for Adding the COE Field Channel in myUCA

- 1) Type my.uca.edu in your browser's address bar and hit the Enter key.
- 2) Enter your login information in the boxes provided.



Secure Access Login

Username field

Password field

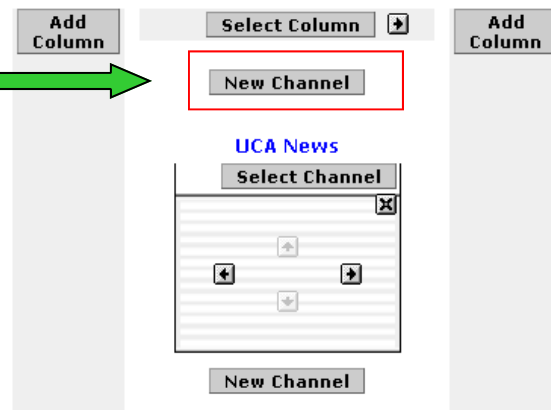
Forgot Password?

GO button



- 3) Click on the "Content Layout" link.

- 4) Click on the "New Channel" button at the top of the middle column on the page.
- 5) Select "Academic" as the category in the drop down menu; select "COE Field" in the list of channels; click "Add Channel".



Add Column

Select Column

New Channel

UCA News

Select Channel

New Channel



Steps for adding a new channel:

1. Select a category:

Academic go

2. Select a channel:

Category:

Academic Advising Center
Academic Calendar
Academic Scholarships
Academic Services
Biology 1400 Lab
Class Schedule
COE Field
Colleges and Departments
Division of Undergraduate Studies
Final Exam Schedule
Residential Colleges
UCA Bookstore

3. Add the selected channel:

Add Channel

Cancel and return



6) Click on the “Back to Home Tab” link to return to the main view.

7) The COE Field channel should appear at the top of the middle column while in your Home tab in myUCA. Note: The content is subject to regular updates and may not appear as it does below.

A screenshot of the myUCA website interface. At the top is a purple header with the myUCA logo, the text 'Content Layout', and navigation icons for Email, Calendar (showing '28'), Groups, Logout, and Help. Below the header is a horizontal menu with tabs: Home, Self-Service, Library, Resources, My UCA, Student Services, My Courses, My Work, and My Tab. The main content area is divided into three columns. The left column contains 'Campus Announcements' (no announcements), 'Personal Announcements' (no announcements), and 'Campus Weather' for Conway, AR (72035), showing a current temperature of 30°F and a forecast for the next few days. The middle column is titled 'COE Field' and lists 'Early Field Experience Documents' (Sign Up Sheet - Fall 2009, CPS Weekly Word List Correlation to Calendar Dates, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, Modifying Instruction for ELLs UCA handouts, ELL Reflection Questions, Words for Mrs. Cline and Mrs. Young, Mrs. Matthews Words--Week of October 5) and 'Internship II Documents' (Internship II Assignments for Spring 2010, Internship II Calendar for Spring 2010). The right column contains 'Quick Links' for general, student, and employee users, each with a 'Jump to...' dropdown menu, and an 'Open links in:' section with radio buttons for 'This Window/Tab' (selected) and 'New Window/Tab'. A 'Search' box is at the bottom right.