



# Quick Start myDouglas Student Guide

Centre for Educational and Information Technology  
[www.douglascollege.ca/ceit](http://www.douglascollege.ca/ceit)

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# myDouglas Terms of Use Policy

## Important! Please Read

Douglas College complies with the Freedom of Information and Protection of Privacy Act of BC to fulfill its mandate in the educational process; including the collection and use of personal information for the purposes of admission, registration, instruction, and research and alumni development.

Personal information is any information that enables identification of an individual such as name, address, telephone number or other identifying symbol.

The use of the myDouglas portal enables course communication with and between instructors, students and other authorized personnel. As a myDouglas user your first and last name will appear in a course class list.

E-mail addresses will be disclosed to others only if you choose to reply to a message sent to your e-mail address. By reading and accepting this Terms of Usage notice, you consent to the use and disclosure of your information as intended within the mandate for Douglas College.

If you have any concerns, please review College Policy A02.05.01 Compliance with the Freedom of Information and Protection of Privacy Act or phone the Registrar's office at 604-527-5478 or Library at 604-527-5182.

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# Logging into myDouglas

## What is myDouglas?

myDouglas is a Web-based portal that allows you to communicate with the College, instructors, and students. A variety of communication and scheduling features keep you abreast of what's going on in your classes, at school, and around the world. Some of your instructors will also use this environment for communications.

### Website

[www.mydouglas.ca](http://www.mydouglas.ca)

### User ID

Your user identification number is your 9 -digit student number. E.g. 999 888 777

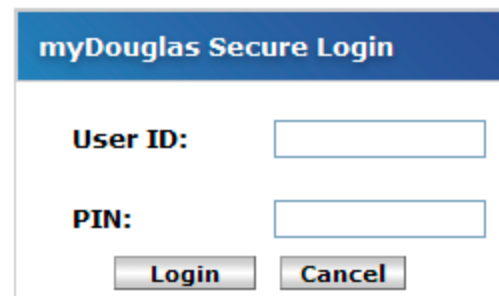
### PIN

Your personal identification number is the PIN you used for registration. The default is your birth date (DDMMYY).

## How to Log into myDouglas

To log in to myDouglas:

1. Go to the myDouglas Web page.  
<http://mydouglas.ca>.
2. Type your nine-digit student number into the **User ID** field.
3. Type your Personal Identification number in the **PIN** field.
4. Click **Login**.



The screenshot shows a login form titled "myDouglas Secure Login". It features two input fields: "User ID:" and "PIN:". Below the fields are two buttons: "Login" and "Cancel".

## Logging out of myDouglas

- Click the Logout icon on the top right-hand corner of the myDouglas window.

Always remember to log out of myDouglas to ensure that no one can access your account.

You will be denied access if you try to log in to myDouglas on more than one computer. You can only have one active login at a time.



# Customizing myDouglas

## Channels

Channels divide your myDouglas page into vertical sections or columns. Some channels are permanent, while others can be customized, re-arranged, deleted, replaced, or added to. You can make myDouglas look the way you want — within reason of course.

Common channels include Campus Announcements, Personal Announcements, My Calendar, My Email Inbox, and Self-Service.

### Customizing / Adding Channels

You can customize your channels. Under the main banner on the myDouglas home page, on the left, you will find the *Content/Layout* link. (Note: It's small, and easy to miss.)

To add, delete, resize, or move channels, click this link. A page opens showing a diagram of your myDouglas home page. You will notice that most of the channels have arrows pointing left, right, up, and down. Click the appropriate arrow(s) to move a channel to the position you prefer.

#### To add a channel

1. Click the button *New Channel* in the column you would like the new channel to reside.

The Manage/Content/Layout window opens.

2. From the drop-down list, select a category.
3. Click the *Add Channel* button.

### Removing Channels

To remove a channel, click the X icon on the channel square. See image below.

**Note:** At present, only a small number of channels are available. Although the myDouglas channel is limited, you can access your favorite websites by adding a Tab. Read the Tab instructions below to learn how.

## Tabs

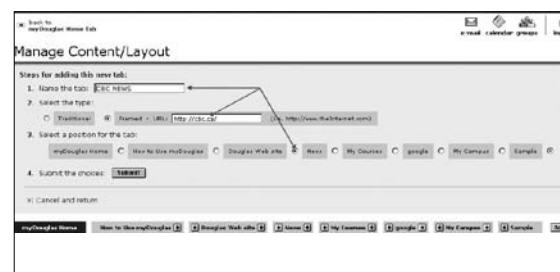
Located just under the myDouglas banner are a series of Tabs that help organize content. Similar to the channel feature, some Tabs are permanent. As a user, you can create other tabs to customize your myDouglas space.

To add a Tab, do the following:

1. Click the *Content/Layout* link. Remember, it is located on the top left-hand corner of the screen.
2. Click the *New Tab* button.
3. Enter the name of the Tab in the text box provided.
4. Select the type of tab you would like. If you select **traditional**, an empty page is created in which you can add your own channels.

If you choose **framed** and enter a web page URL, your tab will open that Web page in the myDouglas portal.

5. Select a position for your tab using the radio buttons provided.
6. Click the *Submit* button.



# myDouglas Home Tab

## Self-Service Channel

Use the Self-service channel to access your registration and personal information. As a student at the college you fall under one of two categories, credit student or continuing education student.

You are considered a **credit student** if credit points are assigned to your courses, and you are enrolled in a program that will give you a credential such as a diploma, or Bachelor's degree. **Continuing education** students, on the other hand, are enrolled in non-credit courses for personal or professional upgrading through the Department of Continuing Education or the Training Group.

To access your personal information, click either the

- **Student Self Service (Credit Students)** ① link or
- **Student Self-Service (Continuing Education Students)** ② link

The screenshot shows the 'Self-Service' page with three main sections. The first section is 'Student Self-Service (Credit Students)' with a circled 1 icon. It lists actions like 'Register, add/drop/waitlist courses, pay for courses, check registration time, medical/dental plan opt-out or check your record - transcript etc.' and provides a definition of a 'credit course student'. The second section is 'Student Self-Service (Continuing Education Students)' with a circled 2 icon, listing actions like 'Add courses, pay for courses, waitlist for courses, check your record - transcripts etc.' and describing the Department of Continuing Education's offerings. The third section is 'Employee/Faculty Self-Service' with the text 'Access pay stubs, grade book, leave balances, T4s, etc.'

## Announcements

On the myDouglas Home tab, you have two announcement channels: Campus Announcements and Personal Announcements. College representatives will use the Campus Announcement channel to send messages to the entire college community. You can send personal announcements to students in your class.

The screenshot shows three stacked panels. The top panel is 'Campus Announcements' with a 'There are no announcements' message. The middle panel is 'Personal Announcements' also with 'There are no announcements'. The bottom panel is 'My E-mail Inbox' showing 'INBOX folder has (0) messages, (0) unread' and 'You currently have no messages.' with an 'E-mail' icon.

## Email

A myDouglas email account is created for all students at the college. You can even keep your email account after graduation. Just use it to keep it active. Like most email programs, a calendar feature and address book are included. You can find your myDouglas email address on the top right-hand corner of the email channel.

You most likely have another email account but it is advised that you check your myDouglas account occasionally as messages about upcoming events, fee and registration deadlines are often communicated through myDouglas email.

To open the email facility, click the Email icon located in the channel or click the email icon located under the myDouglas banner. A new window will open that displays mail, calendar, address book and option tabs.

A horizontal row of five icons with labels below them: an envelope icon for 'E-mail', a calendar icon for 'Calendar', a group of people icon for 'Groups', a padlock icon for 'Logout', and a lightbulb icon for 'Help'.

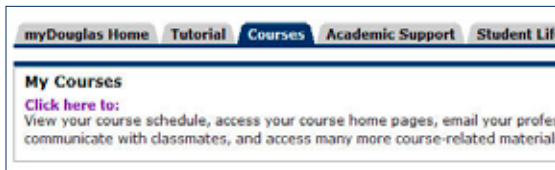
The screenshot shows an email client interface with tabs for 'Mail', 'Calendar', 'Address Book', and 'Options'. The 'Mail' tab is active, showing a 'Compose' button, 'Get Mail' button, 'External Mail' button, and a search icon. Below these are 'View: Default' and 'Quick Se'. A folder tree on the left shows 'vsimpo2@testportal' with sub-folders 'Inbox', 'Drafts', 'Sent', 'Trash', and 'Manage Folders'. The main area shows a 'Quota: 0% of 10MB' and a large empty space with the text 'This folder co'.

# myDouglas Courses Tab

On the Courses tab you will find three channels: My Courses, iTunes U and My Blackboard.

## My Courses

The My Courses channel allows you to view your class schedule and access your courses' online learning environment.



## Viewing your Course List

Your course list is a record of all the courses you are taking in a given semester.

To view your course list:

1. Go to myDouglas.ca and log in to myDouglas.
2. Click the Courses tab.
3. On the My Courses channel, click the *Click here to:* link on the left-hand side of the screen.
4. You will find your course list under the heading *Courses I'm Attending.*



## Accessing your Course's Learning Environment

- Once you have accessed your course list, click on the course link to enter your course environment.

A new page will open. You will either enter a Blackboard learning environment or a myDouglas learning environment depending on your instructor's preference.

You will need to access your courses and enter your courses' online learning environments if your instructor requests that you do any of the following:

- Read and send email to instructor(s) and other

students in that course

- Submit assignments
- Read announcements from your instructor
- Download lecture notes, handouts, etc.
- Read news items relating to that course,
- View scheduled field trips and other events
- Manage your course calendar
- Read and post messages to the message board
- Chat with your fellow students.

## iTunes U

The iTunes U channel gives you access to general college related podcasts. Some instructors are using iTunes U to enhance the classroom learning experience. If your instructor is using podcasts as a teaching tool, you will have access to these media files in the iTunes U as well as in Blackboard.

## My Blackboard

The My Blackboard channel takes you to the Blackboard communications page. Some programs use Blackboard for communication outside the course environment and this channel will allow you to access the resources that reside there.

# Academic Support Tab

The college has many supports in place to help students have a successful academic career. On the Academic Support tab, you will find the following academic supports as well as links to other services around the college.

## Online Tutoring

If you are concerned about your academic writing, trained tutors can give you suggestions on how to improve it. You can also submit your writing to a peer tutor in myDouglas or email general questions about grammar, writing, computers or study skills to the college's online tutors.

## The Library

The Library is a hub of experienced individuals who can help you with your research assignments or term papers. To learn more about Library services, go to the Library website, [www.douglascollege.ca/library](http://www.douglascollege.ca/library).

## Psychology Laboratory

Enrich your psychology studies by stopping by the psychology lab. There, you can view demonstrations,

get help with your experiments, and much more.

## The Learning Centre

At the Learning Centre, you will get peer support to help you with academic skills such as writing and math. You can also ready some or all of their self help material.



# Student Life Tab

The Student Life tab is designed to help you adjust to college life at Douglas College.

## Student Survival Guide

This guide provides you with the essential information you need to know as a new student at the college.

## Student Union

The Douglas Student Union (DSU) offers students services such as health and dental plans, and free tax filing. The DSU supports events like movie nights, pub nights, and free meals.

## My Calendar

This calendar is connected to your myDouglas email account. Use it to help keep track of your life on and off campus.

## Campus Life

"Rec your life" is the slogan of the Centre for Campus Life. The centre provides the college community with sport, recreation and wellness programs to help strengthen your body and spirit.

## Parking

Park at the college at a discount if you are enrolled in 6 credits or more. Learn more about parking services clicking on the links in this channel.



# myDouglas Resources

## Resources Tab

The Resources tab currently contains the My Calendar channel as well as the My Blackboard channel. The My Calendar channel can also be found on the Student Life tab and the My Blackboard channel can be found on the Courses tab. More channels may be added to Resources tab in the future.

## Tutorials Tab

The Tutorial channel on this page is structured as a series of questions and answers. Each question, however, is a link that will take you to the Help Centre Pages within myDouglas.

On the left-hand side of the Help Centre page, you will find help topics. Click the links to learn how to use myDouglas features.

**Tip:** The calendar instructions are quite detailed and will be useful in helping you manage course assignments and events.

**Tutorial**

- What features does the system provide?  
The system that you are using provides a number of features designed for your institution, such as e-mail, calendar, course tools, and other Web resources you may want to access. Click the link above to learn more about these features.
- What are channels?  
The campus portal displays content through channels, which are other Web resources you may want to access. Click the link above to learn more about channels.
- Can I customize my layout?  
Depending on how your institution has configured your campus portal, you may be able to customize the layout of the campus portal. You can add new tabs, remove or add channels to new or existing tabs, and change the order of the tabs. Click the link above to learn more about customizing your layout.
- How do I join an online group?  
The system provides a Groups application that allows individuals to join online groups. These homepages may be members-

**Help Center**

[General Help Menu](#)

- General Information
- How Do I...

[Help Topics Index](#)

- Calendar
- Channels
- Chat
- E-mail
- General
- Group And Course Studio
- Message Boards
- Portal
- Security
- Portal Administration
- Support

[Back](#)

**What does the system**

The system that you are using provides a number of features designed for your institution or with colleagues.

- E-mail.** The system provides a number of features designed for your institution or with colleagues. E-mail appears in the a...
- Calendar.** The system provides a number of features designed for your institution or with colleagues. The system provides a number of features designed for your institution or with colleagues. personal calendars for any...
- Group and Course Studio.** The system provides a number of features designed for your institution or with colleagues. request the creation of...

## Need Help?

### Account Issues

On the myDouglas login page, you will find two (2) links:

- How do I get a user ID and PIN?
- How do I enable an expired /suspended account?

These links will help you with the most common issues experienced when logging into myDouglas.

## CEIT Help Desk

If you still need assistance, contact our Help Desk.

- Email: [helpdesk@douglascollege.ca](mailto:helpdesk@douglascollege.ca)
- Phone: 604.527.5330

Have your student number handy.