# Table of Contents

- Navigating the Main Homepage .................................................................................................................. 2
- Navigating the Course Home Page ............................................................................................................... 6
- Accessing Course Content .......................................................................................................................... 8
- Submitting Assignments in Dropbox ......................................................................................................... 11
  - Dropbox: Through Course Content ........................................................................................................... 11
  - Dropbox: From Navigation Bar .................................................................................................................. 14
Navigating the Main Homepage

Log into NCUOne at ncuone.ncu.edu.

Your main homepage is broken into two sections: 1) the navigation bar at the top of the page, and 2) the main body of the page.

The main body of the homepage has five areas:
1) NCU Announcements
2) Office 365
3) Center for Teaching and Learning (CTL)
4) Calendar
5) Learning Repository (LOR)

Any of the five areas can be collapsed/expanded by clicking on the arrow at the right of the heading.
1) Students can access recent University wide announcements. Click on the announcement subject to read the full announcement.

2) Access your student email through Office 365.

3) Under the Center for Teaching and Learning, you will be able to access two important resources: the Academic Success Center (tools for academic success) and The Commons (interact with the University community).

4) The Calendar feature is personalized for each student. You will be able to see your course assignments and tasks you have created.

5) The Learning Repository allows you to search all courses for material that may be of interest to you. Please note, you will use the University Library for the majority of your research.
From the navigation bar, you can find quick links to the University library, The Commons, your calendar, and your Bookshelf.

Your Bookshelf links to Redshelf, the online location with the textbook resources for your courses.

You can click on the carrot next to your name to update your profile and account settings, set up notifications, and see your progress in a course.

Students can receive alerts through their navigation bar.

1) If you subscribe to a discussion board, you will receive an alert through the speech bubble icon.

2) When you receive a general alert in your class, you will receive an alert through the pinned note icon.

3) If you set up email or text alerts, you will be see an alert through the envelope icon.

You will see a red dot on the icon when you have an alert. Simply click on any icon to see the alert.
Once you are ready to access your class, click on the “Select a Course” drop down menu at the top left of the navigation bar.

You are also able to access various resources, forms, and links by clicking on the University Services “course” in the same location.

Once you enter University Services, click on the Content link to view all the resources.

Some of these resources include:
1) Financial information.
2) Program information, including your degree plan.
3) Academic Affairs forms.
4) General NCU resources including a link to the NCU store.
5) Student Technology Resource Center where you can get free software and discounts on equipment.

At any point, return to the main NCUOne homepage by clicking on the MyHome link at the top left of the page.
Navigating the Course Home Page

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the Select a course drop down menu at the top of the main NCUOne homepage.

Click on the course you want to access.

There are several features within the Course Home page.

1) The Updates feature will list any changes or updates to your course.

2) The Calendar will contain upcoming assignments and other events related to the course.

3) The Tasks feature allows you or the faculty to assign additional tasks outside of the course assignments.

4) The News feature will include any announcements posted by your faculty member.

5) The Content Browser allows you to see and access the modules in your course. Simply click on a module to access it.
From the navigation bar, you can find quick links to the University library, The Commons, your calendar, and your Bookshelf.

Your Bookshelf links to Redshelf, the online location with the textbook resources for your courses.

You can access your Dropbox, where you submit assignments.

Click on Grades to access your gradebook for the course.

Click on the Content link to access the content of the course.

This is where you will be spending the majority of your time.

After accessing other pages within your course, return to the Course Home page by clicking on the Course Home link.
Accessing Course Content

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the **Select a course** drop down menu at the top of the main NCUOne homepage.

Click on the course you want to access.

Access the course content from the **Course Home** page by clicking on the **Content** link.

Use the menu on the left of the page to navigate the course content. It is broken into four sections:

**Section One:** The **Overview** provides a summary of the course.

**Section Two:** Students can personalize **Bookmarks** by adding topics here as they access material.
Section Three: Students can access the course schedule and assignment due dates by clicking on Course Schedule.

Section Four: Students can click on Table of Contents to view all course content.

OR students can drill down into sub-modules by clicking on the different module titles (a course may be broken down into several sub-modules).

Access course content by clicking on topics in the body of the page.
When you are done with a topic, navigate to the previous/next topic using the arrows at the top or bottom right of the page.

OR, use the breadcrumbs at the top of the page to navigate to modules and sub-modules:
Submitting Assignments in Dropbox

Log into NCUOne at ncuone.ncu.edu.

Access your course by clicking on the Select a course drop down menu at the top of the main NCUOne homepage.

Click on the course you want to access.

In NCUOne, assignments are submitted to faculty using the Dropbox tool.

You can access Dropbox in two ways:
1) Through course content.
2) Directly from the navigation bar.

Dropbox: Through Course Content

Click on the Content link in the navigation bar on your Course Home page.”
Click on modules to drill down to the current week sub-module.

Dropbox assignments are easy to identify by the Dropbox icon. Details of the assignment are outlined below the activity title.

To submit the assignment to Dropbox, click on the activity title.

Week 6 - Assignment: Examine Theories and Research on Leadership, Culture, and Change
Due December 19 at 3:50 PM
Click on the Upload button.

Find your completed assignment on your computer, click on the assignment to select it, and then click the open button to upload into the classroom.

The final step to submitting your assignment is clicking on the Submit to Dropbox button.
You can also submit assignments directly to Dropbox and bypass the course content.

To do this, click on the Dropbox link in the navigation bar of your Course Home page.

Click on the weekly assignment you want to submit.

Scroll to the bottom of the page and click on the Add a File button.

Upload the assignment from your computer and click the Add button.

The final step to submitting your assignment is clicking on the Submit button.