

Signing In And Accessing Resources

In this section, we will accomplish the following steps

1. Signing into MyCaveHill eLearning (<https://myelearning.cavehill.uwi.edu>)
2. Exploring the user interface
3. Finding resources for faculty.

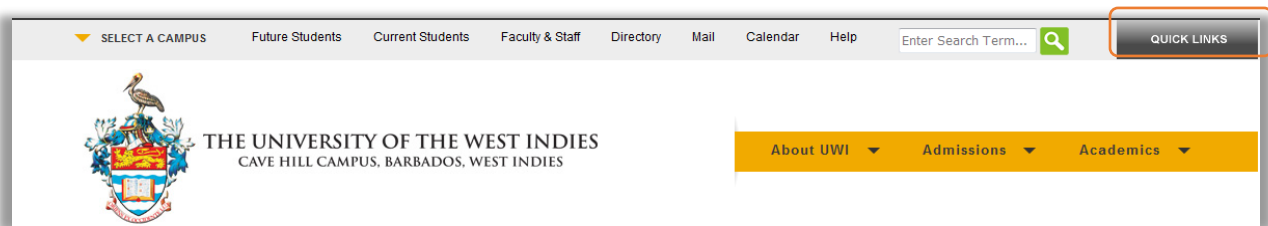


Signing In

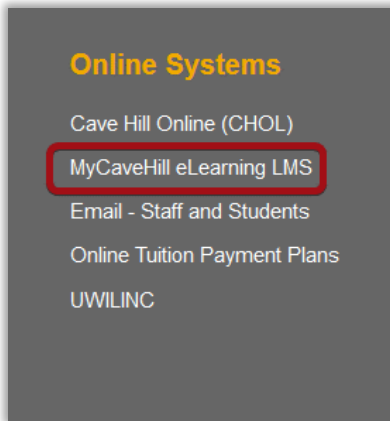


To gain access to MyCaveHill eLearning, you must have an active UWI, Cave Hill account. If you do not have an account, you should contact Human Resources Department. If you are from an affiliated institution, your course access request should come through the Head of the Department through which you are affiliated.

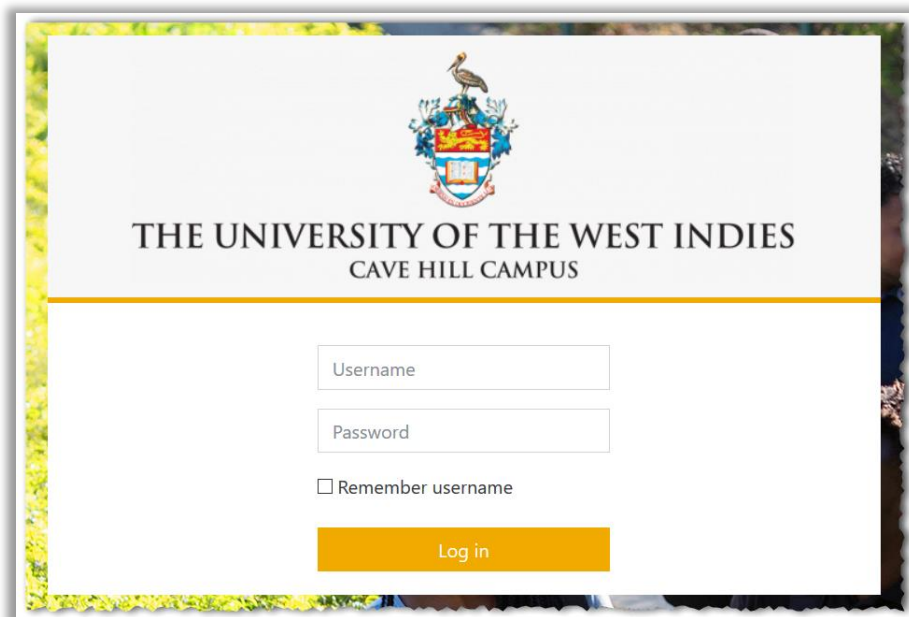
1. Visit the homepage of UWI, Cave Hill Campus <http://www.cavehill.uwi.edu/>.
2. Click on the **QUICK LINKS** button in the header of the webpage.
You can also enter the web address <https://myelearning.cavehill.uwi.edu> directly to your browser.



3. Click on **MyCaveHill eLearning** link from the menu.



4. Enter your UWI, Cave Hill credentials in the **Username** and **Password** fields.



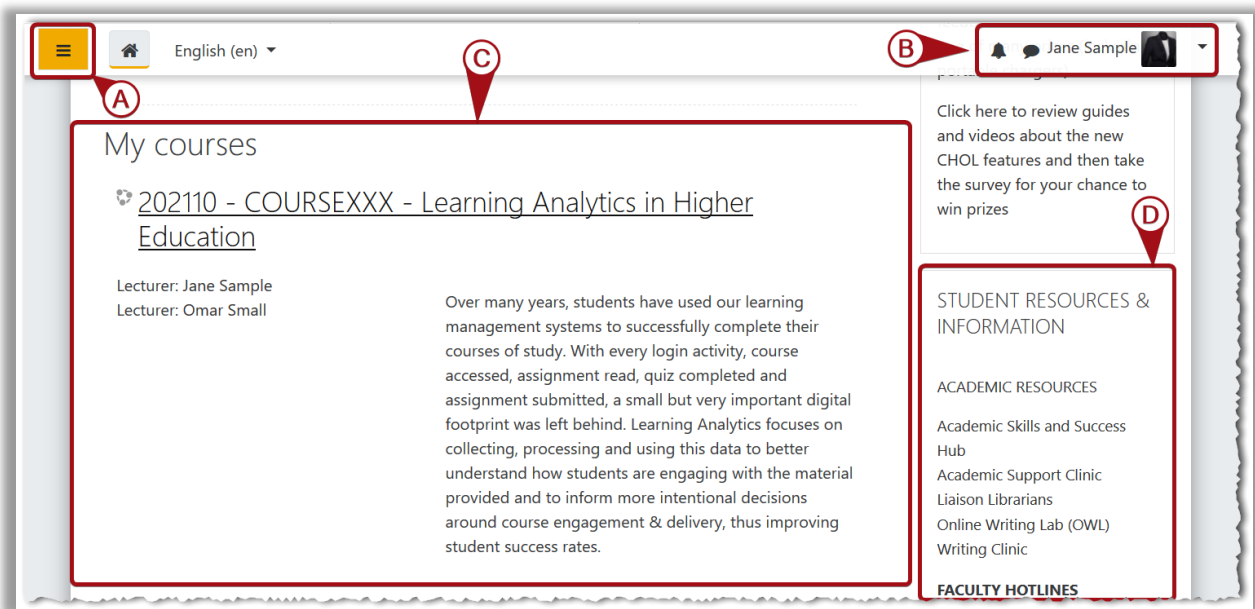
Click **Login** to authenticate your credentials.



Click the **“Site Home”** button to navigate to the “My Courses” page

Exploring The User Interface

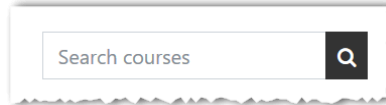
The page has four main areas of interest. The Drawer (A), Profile Settings (B), My Courses Columns (C) and Blocks Columns (D) as seen in the photo below.



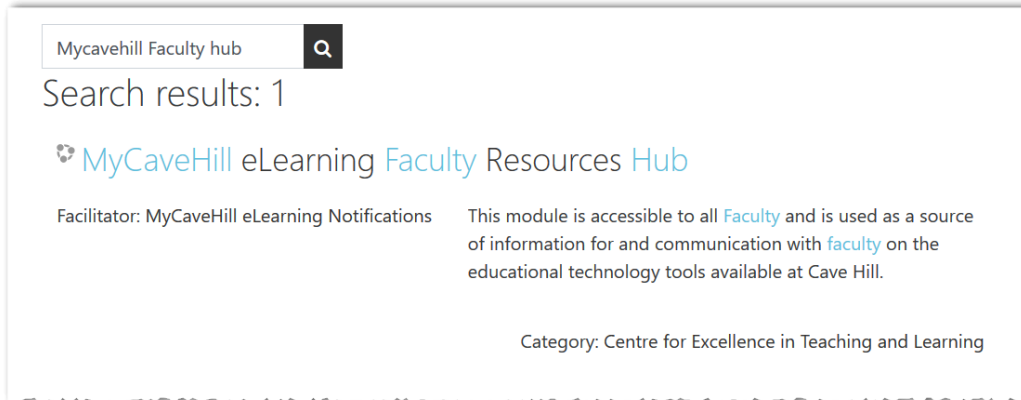
- **NAVIGATION DRAWER**– The navigation drawer contains links to the dashboard, site home, calendar, content bank and courses you are enrolled. If you are currently viewing one of your courses, you may also navigate to enrolled participants, badges, grades and varying sections added to your course.
- **PROFILE MENU** – This menu holds notifications, messages received from other users and options to adjust profile settings and general preferences.
- **MY COURSES:** This section can be seen as the starting point for all the courses in which you are enrolled. This section displays a list of your courses. A course title listed in grey and dimmed indicates that it is hidden from students. Students will not see hidden (unavailable) courses listed on their **My Courses** page but instructors will. Instructors can change the visible status of a course by visiting the **Course Management Settings** curtain in order to make it visible, or available, to students.
- **BLOCKS:** The right column contains the placeholder for your main blocks: **Upcoming Events, MyCaveHill eLearning Support, Student Resources & Information** and **Important Notices**. The term **block** refers to a particular set of configurable settings. You may also add or removed functional blocks from a course.

Finding Resources For Faculty

1. Locate the search course field, usually at the bottom of the page.



2. Type **"MyCaveHill Faculty Hub"** in the Search courses field and click on magnifying glass icon button to search.



3. Click on **MyCaveHill eLearning Information & Resources for Faculty** link.

Here will find all the guides you will need to work through the self-paced tutorials for the MyCaveHill eLearning interface. All timetable assigned faculty are automatically facilitated with access to these eLearning resources and guides.

