FLEXIBLE LEARNING GETTING STARTED GUIDE

UNIVERSITY OF REGINA, FLEXIBLE LEARNING

GILBERT NIYOYITA
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Navigating the guide: On the top right of every page, there is in book search box to get to content you would like. Example, search "exam" if you would like to see all content about exams.

Bottom left and right of every page has a next and previous chapter.

A video element has been excluded from this version of the text. You can watch it online here: https://opentextbooks.uregina.ca/gettingstartedguide/?p=4
1. Technical Support

Check to make sure your computer has all the **required software** to ensure UR Courses runs smoothly. Within the student guide you will find the technical requirements and any downloads needed.

- If you are having **technical problems** with your course, please contact the IT Support Center at 306-585-4685 or it.support@uregina.ca.

Information Services has two locations on-campus:

- **ED 137—New main floor location**

Mondays to Fridays (7:30 am-4:30 pm)

- **Archer Library—Main floor commons, left of main entrance** Monday to Friday (8:30 am-9:45 pm [closes 7:45 pm S/S]) Saturdays (11:00 am-5:00 pm) Sunday (1:00 pm-5:00 pm)

- For any **content related questions**, please contact your course instructor.
- If you have **any other questions** about your course please contact Flexible Learning at 306-585-5836 or ur.online@uregina.ca.

We are available Monday to Friday 8:30 – 4:30pm.
2. Logins

All online courses at the University of Regina use UR Courses. **You will be able to access your class in UR Courses by the end of the first day of classes of the semester. If you register after the first day of classes, you will be able to access your class 24 hours after you enroll.**

**Logging into UR Courses**

1. Go to [www.uregina.ca](http://www.uregina.ca) and click the UR Courses link at the top of the page.

2. Click the ‘Login to UR Courses’ button and enter your username and password.

3. If you are having trouble logging in or cannot remember your username and password, click **“Forgot your password?”** If this does not work, contact IT Support at 306-585-4685/it.support@uregina.ca.
3. Student Guide for UR Courses

The Student User Guide provides you with a brief introduction and orientation to UR Courses, so that you can equip and prepare yourself to succeed in your courses.

Please navigate through the different sections to familiarize yourself with UR Courses. To find the Student User Guide:

1. Go to www.uregina.ca and click the UR Courses link at the top of the page.
2. Choose For students, and click on UR Courses Student User
4. TEXTBOOKS

Students can access their textbook list and purchase textbooks online at [www.uregina.ca/student/bookstore](http://www.uregina.ca/student/bookstore). If you need your text delivered, it will be sent by mail, bus or courier. Contact the University of Regina Bookstore toll free at 1-888-478-2665 or 306-585-5377 or email [bookstore@uregina.ca](mailto:bookstore@uregina.ca).
5. Email

Please check your official U of R email (ending in @uregina.ca) **regularly.** Any correspondence from faculties and departments at the university will be sent to that email address. This includes your course evaluation which will be sent to your U of R email address near the end of the semester.

There is also email in UR Courses and your instructor will likely send you correspondence through it. You can set up the UR Courses email to send a notification to an outside mail account. You will have to use the UR Courses email to reply to any UR Courses email, you will be notified of any new emails to the UR Courses account via your **@uregina.ca** email or the alternate email address you provide.

**To setup email notification:**
1. Log into UR Courses and click on your course.
2. Look for the Activities block, then click on Course Email.
3. Then click on Email Notification.
4. A notification will be sent to **XXXXg@uregina.ca email** when you get a new course email. Use the switches below to toggle email notifications.
6. Tips for a Successful Online Course

• Check to make sure you have access to basic computer equipment and that you are familiar with it. For example, you will need regular access to a computer with an Internet connection. Make sure you feel comfortable working on the computer and on the Internet (including email) before the class starts!!

Click HERE to visit remote Learning guide.

• Start your course on the first day of classes, especially because a number of assignments are due in the first two weeks of classes!! If you are going to be late starting the course, let your instructors know as soon as you can – i.e., before you fall too far behind, miss an assignment, etc.
• Check-in on your course on a regular basis because course information and updates will be posted on the home page and in the discussion area throughout the semester. Make sure you know what is happening!
• Keep up with your weekly readings in the textbooks and online.
• Complete your assignments and group work on time.
• While the course is running, discuss in your group and/or let your instructor know right away if you have questions about your lectures, readings, assignments, discussions, etc. so that you can get help right away!!
• Contact technical support (it.support@uregina.ca) as soon as possible if you have trouble with the UR Courses site while the course is running. If you do not tell anyone you are having problems, no one can help.
7. Key Dates and Deadlines
### WINTER 2021

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<td>AND NO-RECORD DROP PERIOD</td>
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<td>END OF 100% REFUND PERIOD</td>
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View full 2020-2021 Academic Schedule:
Remember that you can study anytime, anywhere!
Happy Studying!

Brought to you by:
University of Regina
Flexible Learning Division
Centre for Continuing Education
8. My Audio is Not Working on computer/iOS/Android

Click the link below if you have audio issues on the computer

https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

Click on the below link if you have problems on the phone

https://support.zoom.us/hc/en-us/articles/204484835-My-Audio-is-Not-Working-on-iOS-or-Android