How to Use EMUonline Course Shell: Thank you to Ms. Sabo!
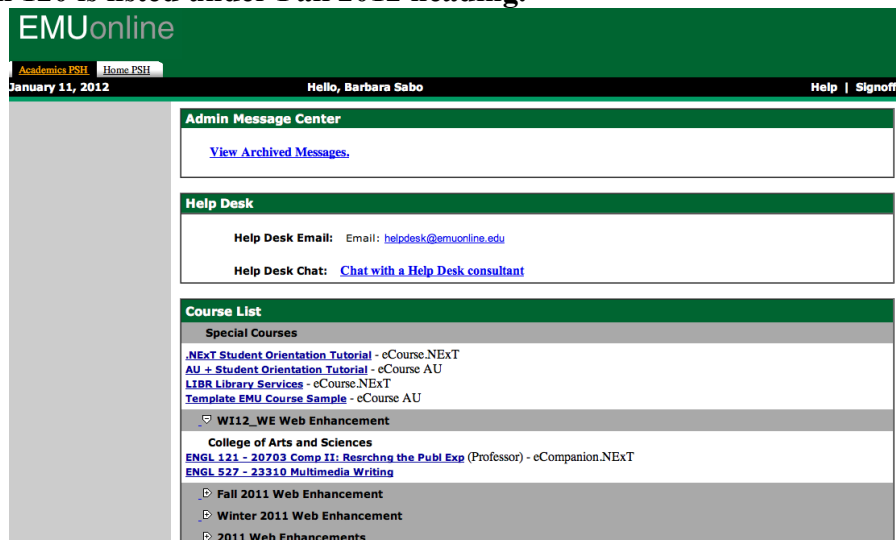
Note: The Screen Shots used are examples and representative of EMU-Online courses in general and not specifically our class.

1. You can access the course shell two different ways. The **first option** is to go directly to www.emuonline.edu, which looks like this:

   Another option is to log in to my.emich.edu and click the student tab. The page will then show your Personal Menu, MyCourses, and to the right, EMU-Online. Click to access.

2. As you can see in the screen shot above, the site will require you to log in when using the first option Your User ID is your EID number. You will create and/or already have a password of your own.

3. Once you have logged in, you will see a list of your courses that have course shells this semester. This list will look different for everyone, but here is an example of how it might look. **You will notice that ENGL 121 is listed under the Winter 2013 heading or English 120 is listed under Fall 2012 heading.**

4. Once you have clicked on our course shell, you will be taken to the home page for our class. **Notice the section headings listed down the left of the page**. These will allow you to navigate through the site. Here you'll find **our major Units and under these units homework, projects, and assignments as we work through the semester. You can print off all these documents.**

5. Other important documents that I'll be sharing with you are going to be posted in the **Doc Sharing tab, running along the top of the page**. When you click here, you'll notice that many folders are present such as:
   - Syllabus and Course Materials
   - Unit 1
   - Unit 2
   - Unit 3
   - Final Portfolio
   - Revising and Workshopping

   Articles, essays, and other readings will be posted under these folders in case you
   - lose them
   - are absent from class
   - cannot check your email, etc. as the semester progresses.

   I will direct you to these folders for downloading, printing off, and bringing to class these course texts and readings during the semester.