Taking UACES online courses (help@courses.uaex.edu)

1. Open your web browser. In the address bar at the top, type in http://courses.uaex.edu

2. If this is your first time taking an online course here, go to the login box and click on Create new account under the Login button.

3. Use your work username, create a password, and enter the information in the fields. Write down your username and password. Then click on the Create my new account button.

You now have an account. You will receive a confirmation email. Please be sure it does not go to your junk mail folder. Follow instructions to confirm your account.
Locating and enrolling in a course

Note: Most courses are open to employees and the public. However, a few courses require you to use enrollment keys supplied by the instructor.

4 After you have logged in, find the course in the Course categories list. Click on its title to enroll and enter.

5 Enroll in the course. If it requires an enrollment key, enter the key you received (probably via email) from your instructor. Click on the Enroll me in this course button. This is separate from any course enrollment you might have completed through the In-Service Training system.

You should now be in your desired course!
6 Moving through an online course

Note: the order of some red function blocks may vary by course.

a. Navigation bar – Use the “breadcrumbs” links to move back and forth through the course.

b. Activities – Quick access to Books, the (Questionnaire) Course Evaluation, and Quizzes (and your scores on them).

c. Administration – See all your grades here. Change your password or account information under Profile. Also access this from your hyperlinked name at the top right of your screen.

d. My Courses – Click on your enrolled courses, or click on “All courses…” to go to the list of available courses.

e. People – A list of participants and instructors – click on the name to send a message.

f. Content – Click on the links in the Topic outline to access the content.