Contents

Portal URL: 3
Login page 3
Student homepage 4
Top Navigation Bar 5
- Home icon 5
- Announcements icon 5
- Contacts and communication icon 5
- Library icon 6
- Student resources icon 6
- Course catalog and sign out 6

Left Navigation Bar 6
- View all courses 6
- Financial information 7
- Program information 7
- Schedule and grades 7
- The degree plan 8
- University documents 9
- Book store 9
- Virtual Campus tutorials and student success tour 10

Communicating with the instructor 11
The Course Room 12
- Accessing the course room 12
- Course room navigation 12
- The grade book 13
- Course room activities 14
- Submitting an assignment 15
- Delete an uploaded assignment 15
- File size and type 16
- Discussion activity 16
- Accessing activity feedback 17

Commonly used resources 17
- The academic integrity policy 17

Attack Your Day 17
Writing center 17
Smarthinking 17
Syllabus 17
Purchase books 17
Transcripts 18
Contacts & Communication 18
Faculty biography 19

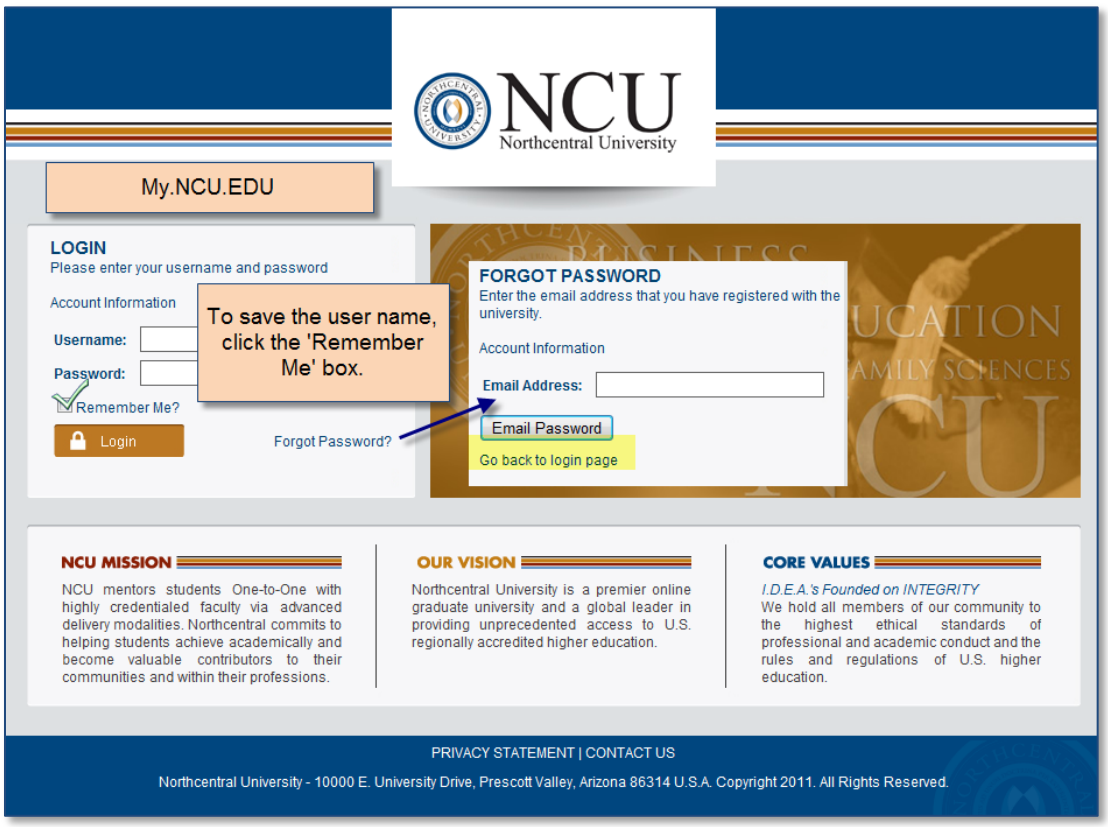
Portal URL:

NCU Virtual Campus: [https://**my.ncu.edu**](https://my.ncu.edu)

All users log in to the NCU Virtual Campus at my.ncu.edu.

Login page

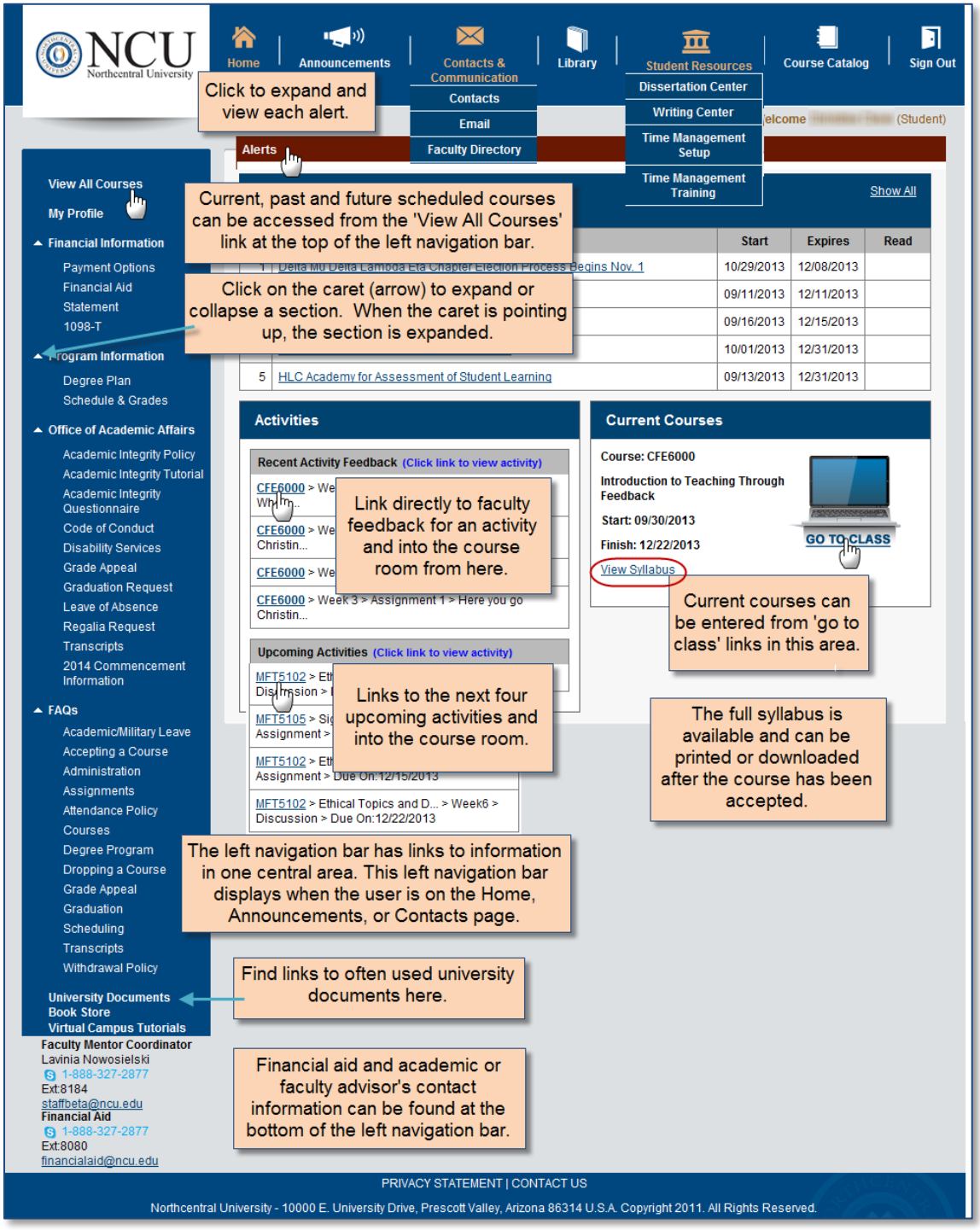
The login page provides a link to send the password to the email address on record.
The option to change the password is available on the My Profile page after logging in.



Student homepage

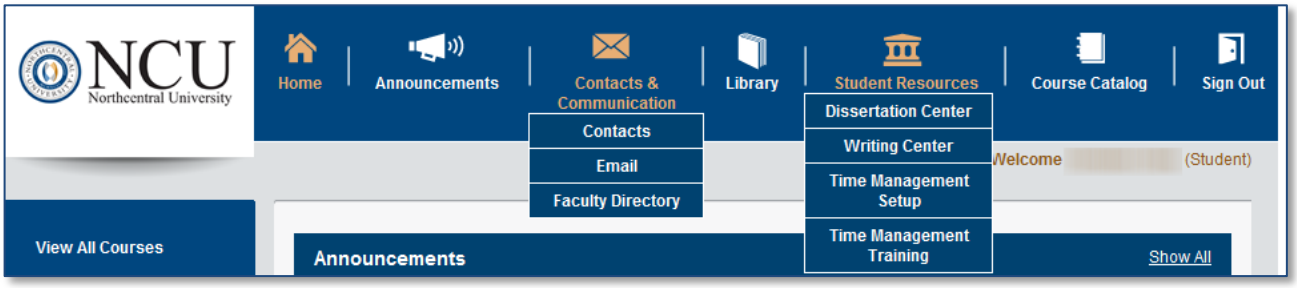
General navigation –

- Use the icons along the top and the links on the left navigation bar to access information.
- The activities section and the current courses section provide links to current courses.
- Down-pointing carets (arrows) indicate that the section is collapsed. Click on the caret to expand the section.
- When there is no caret, click on the section title to open the page.
- Courses will show on the homepage on the date they are scheduled to begin. Future registered courses can be seen on the 'view all courses' link on the left navigation bar.



Top Navigation Bar

Several of the icons were designed to open in a new window so that you can easily move between resources and the course room.



Home

The home icon is the place to link to the course room, resources and communication.

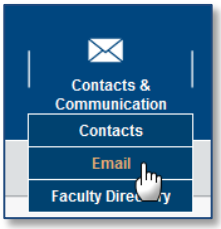
Announcements

Five announcements display on the home page but you can click on the announcements icon or the 'show all' link to view all the current announcements. Once an announcement has been opened and closed, it will be marked as read and move to the bottom of the list, keeping the unread announcements at the top of the list.

Contacts and communication

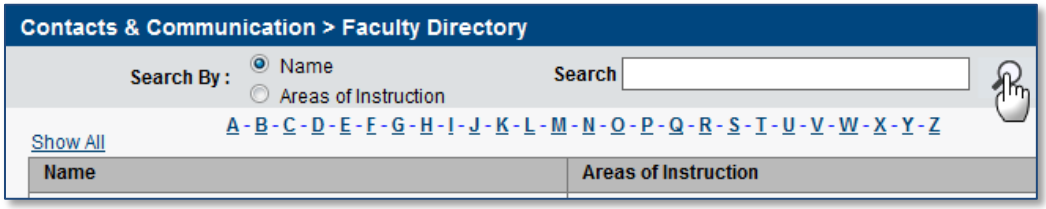
This is communication central where you can find contact information, have access to email and the faculty directory.

- The contacts link on the communication tab is divided into functional sections and pre-populated with contact information to school support team members, plus your past and current faculty members. You will not be able to add contacts to this page.
    - Email links don't open in your NCU email account so you should copy the addresses in the links and add them to your NCU email address book.



- Email is accessed by clicking on the email link on the dropdown. You won't need to sign in to the email once you are logged on to the Virtual Campus. Email is not accessible from outside of the Virtual Campus.

- The faculty directory is the place to search for any active faculty member by name or by area of instruction. The name search can be by first or last name. The search result provides a link to learn about the faculty member and also contains contact information.



Library

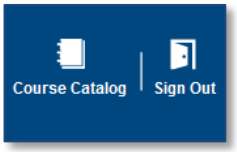
The library opens in another window to enable you to move between the Virtual Campus and the library.

Student resources

You can use this dropdown to access the Writing Center, Dissertation Center and the Time Management/Attack your Day training. These links also open in separate windows allowing you to easily move between sites and still keep the Virtual Campus open.

Course catalog and sign out

The course catalog opens in a new window.
The sign out link returns you to the login page.



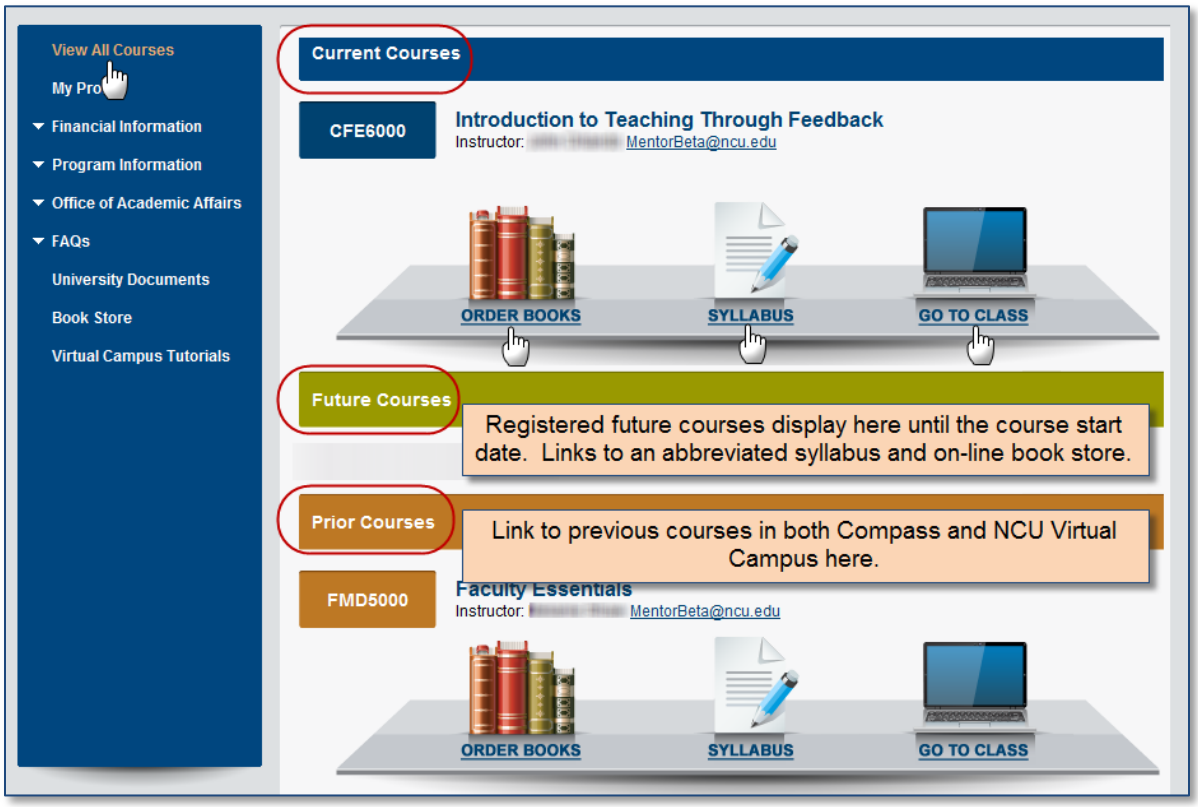
Left Navigation Bar

The information on the left navigation bar is accessible when you are on the home, announcements, or communication page. The remaining icons along the top open in new windows. The course room has a separate left navigation bar.
The following explains the information you will find on the left navigation bar.

View all courses

This link provides access to your current, past and future registered courses. You can order books, view the syllabus, link to the course room and copy the instructor's email address.

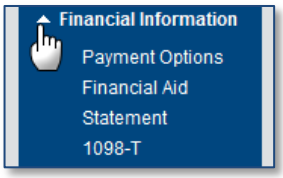
- An abbreviated syllabus is available up until the time the course is accepted.



Profile page – things you can do on your profile page

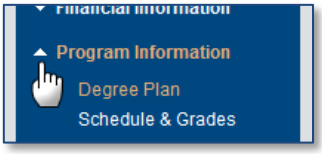
- View your new NCU email address. It will be the primary address.
- Select and update your security challenge questions.
- Find your student ID.
- Update your contact information.
- Change your password
- FERPA update
- Specify locations to send your report card.

Financial information



- My Account – View the ledger in Great Plains.
- Payment Options – Change credit card information.
- Financial Aid – Sallie Mae
- 1098-T

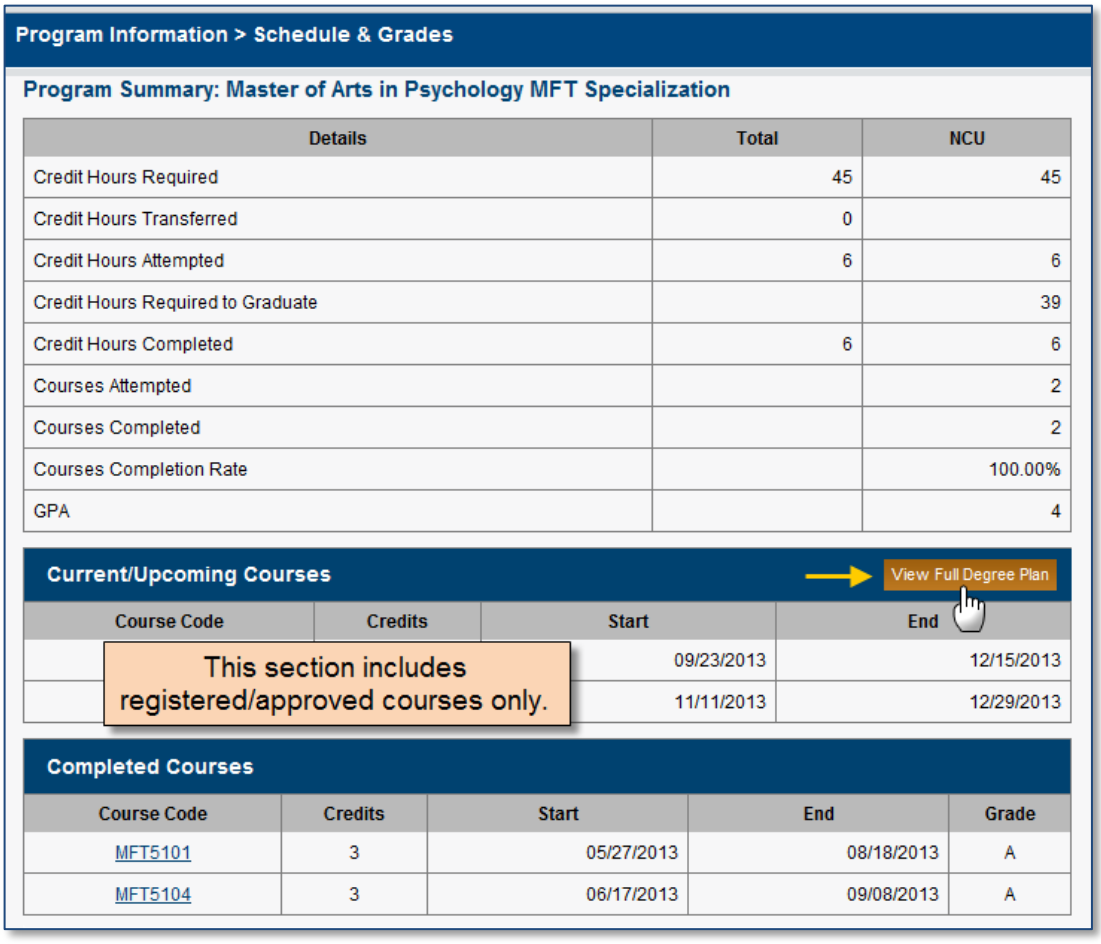
Program information



You can view your degree plan and schedule in the program information link.

Schedule and grades

You can see your progression and any future registered/scheduled courses. The schedule & grades page also contains a link to the full degree plan.



Program Information > Schedule & Grades

Program Summary: Master of Arts in Psychology MFT Specialization

Details	Total	NCU
Credit Hours Required	45	45
Credit Hours Transferred	0	
Credit Hours Attempted	6	6
Credit Hours Required to Graduate		39
Credit Hours Completed	6	6
Courses Attempted		2
Courses Completed		2
Courses Completion Rate		100.00%
GPA		4

Current/Upcoming Courses — View Full Degree Plan

Course Code	Credits	Start	End
		09/23/2013	12/15/2013
		11/11/2013	12/29/2013

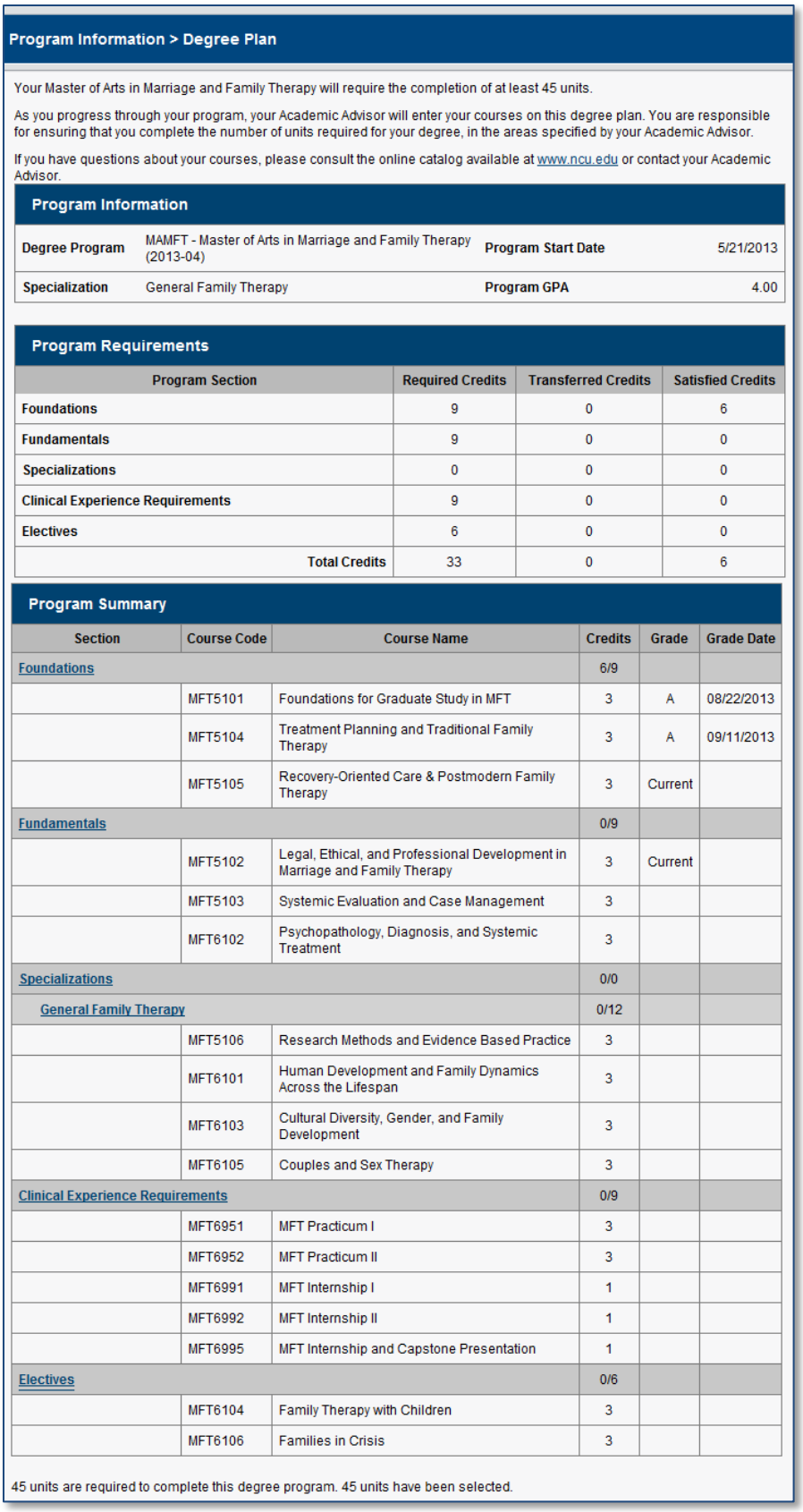
This section includes registered/approved courses only.

Completed Courses

Course Code	Credits	Start	End	Grade
MFT5101	3	05/27/2013	08/18/2013	A
MFT5104	3	06/17/2013	09/08/2013	A

The degree plan

You can see all the courses in their degree plan by clicking on the degree plan link or from the link on the schedule and grades page.



Program Information > Degree Plan

Your Master of Arts in Marriage and Family Therapy will require the completion of at least 45 units.

As you progress through your program, your Academic Advisor will enter your courses on this degree plan. You are responsible for ensuring that you complete the number of units required for your degree, in the areas specified by your Academic Advisor.

If you have questions about your courses, please consult the online catalog available at www.ncu.edu or contact your Academic Advisor.

Program Information

Degree Program	MAMFT - Master of Arts in Marriage and Family Therapy (2013-04)	**Program Start Date**	5/21/2013
Specialization	General Family Therapy	**Program GPA**	4.00

Program Requirements

Program Section	Required Credits	Transferred Credits	Satisfied Credits
Foundations	9	0	6
Fundamentals	9	0	0
Specializations	0	0	0
Clinical Experience Requirements	9	0	0
Electives	6	0	0
Total Credits	33	0	6

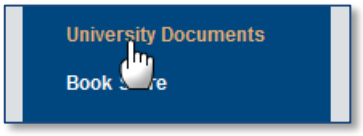
Program Summary

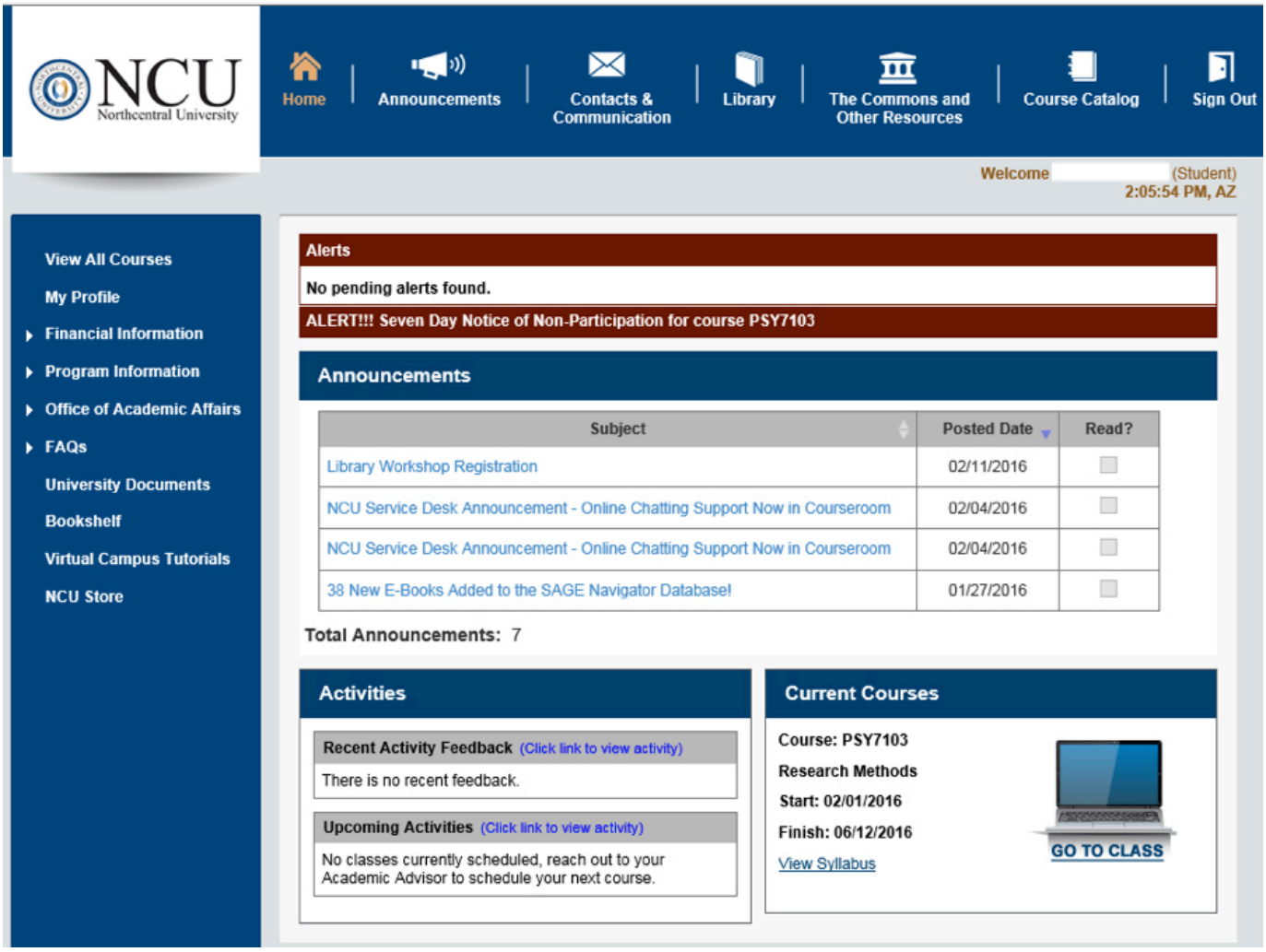
Section	Course Code	Course Name	Credits	Grade	Grade Date
Foundations			6/9		
	MFT5101	Foundations for Graduate Study in MFT	3	A	08/22/2013
	MFT5104	Treatment Planning and Traditional Family Therapy	3	A	09/11/2013
	MFT5105	Recovery-Oriented Care & Postmodern Family Therapy	3	Current	
Fundamentals			0/9		
	MFT5102	Legal, Ethical, and Professional Development in Marriage and Family Therapy	3	Current	
	MFT5103	Systemic Evaluation and Case Management	3		
	MFT6102	Psychopathology, Diagnosis, and Systemic Treatment	3		
Specializations			0/0		
General Family Therapy			0/12		
	MFT5106	Research Methods and Evidence Based Practice	3		
	MFT6101	Human Development and Family Dynamics Across the Lifespan	3		
	MFT6103	Cultural Diversity, Gender, and Family Development	3		
	MFT6105	Couples and Sex Therapy	3		
Clinical Experience Requirements			0/9		
	MFT6951	MFT Practicum I	3		
	MFT6952	MFT Practicum II	3		
	MFT6991	MFT Internship I	1		
	MFT6992	MFT Internship II	1		
	MFT6995	MFT Internship and Capstone Presentation	1		
Electives			0/6		
	MFT6104	Family Therapy with Children	3		
	MFT6106	Families in Crisis	3		

45 units are required to complete this degree program. 45 units have been selected.

University documents

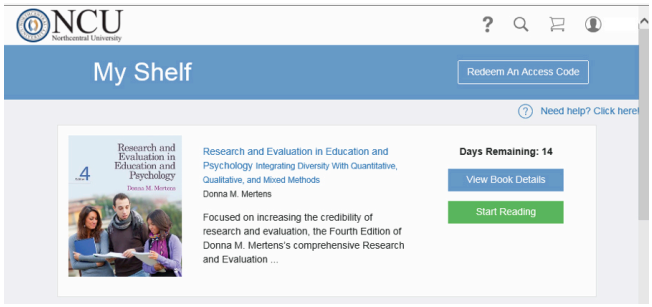
This section contains links to the Taskstream instructions and FAQs; the assignment cover sheet; appeal and request forms; plus other information that is often needed.





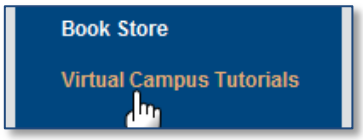
Book store

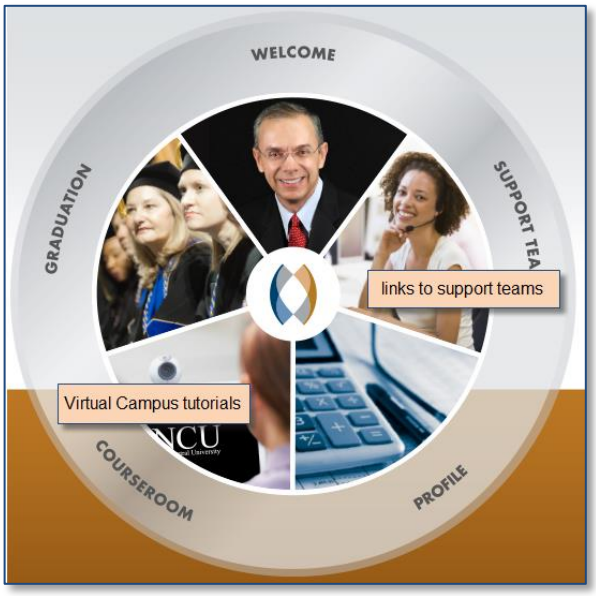
The book store links to RedShelf, Northcentral's online bookstore.



Virtual Campus tutorials and student success tour

The success tour and Virtual Campus tutorials are accessible from the link at the bottom of the left navigation bar.

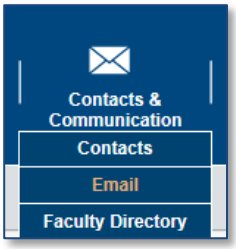




Communicating with the instructor

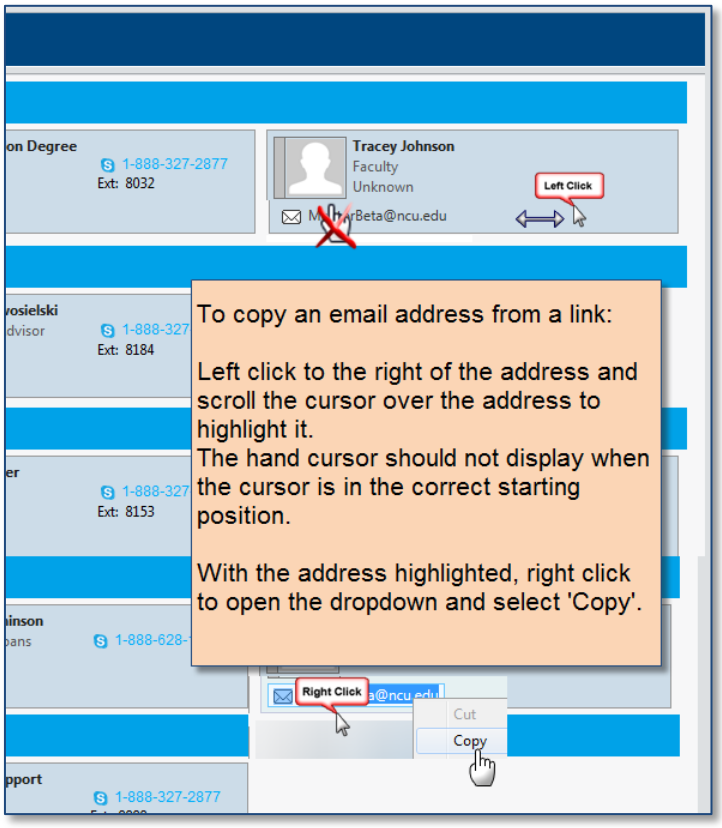
Communication with the course instructor is primarily by email and telephone. Instructors may occasionally be available to chat though the chat link at the bottom of the course room.

The faculty email address can be found in the course room; on the view all courses link next to the course; on the contacts list in the communication dropdown; and in the faculty directory.



An address book is not automatically created in your NCU email account so until you enter the addresses into your NCU email address book, addresses should be copied from the link and pasted into a new NCU email.
Clicking the email link directly to initiate an email won't open your NCU email account.

- Follow the directions in the screenshot to copy the address.
- Open your NCU email account from the contacts and communication dropdown.
- Start a new email and paste the address into the address bar.
- Email addresses can be added to the NCU email address book so addresses are available for future emails.



The Course Room

Accessing the course room

The student home page contains several links to enter current courses as seen in the screenshot below.

Go to class link

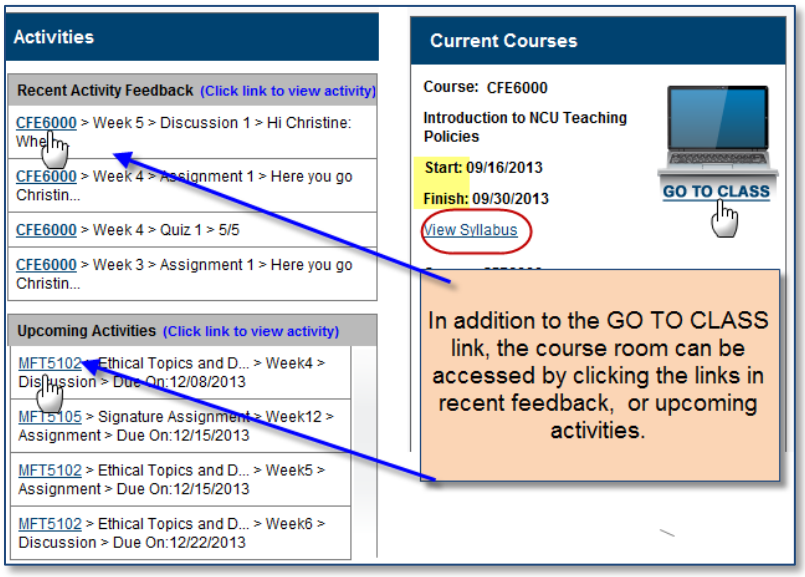
The go to class link in the current courses section is one link to the course room.

Activity feedback

To view the feedback and grade for an activity, click on the activity link. You can then navigate to any course room activity.

Upcoming activities

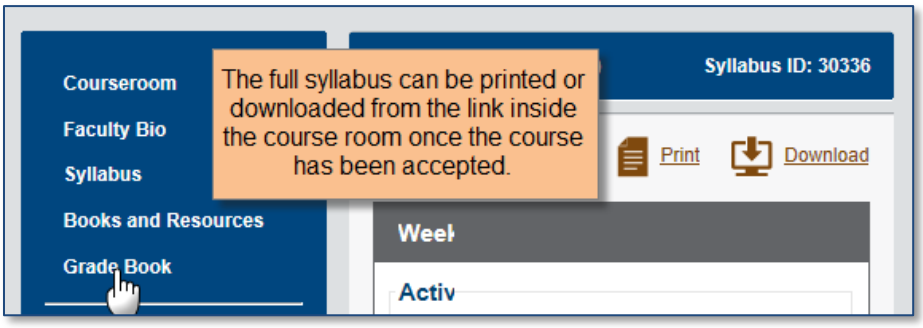
These are links to the next four activities due for all current courses. This will also give you access to each course room.



Course room navigation

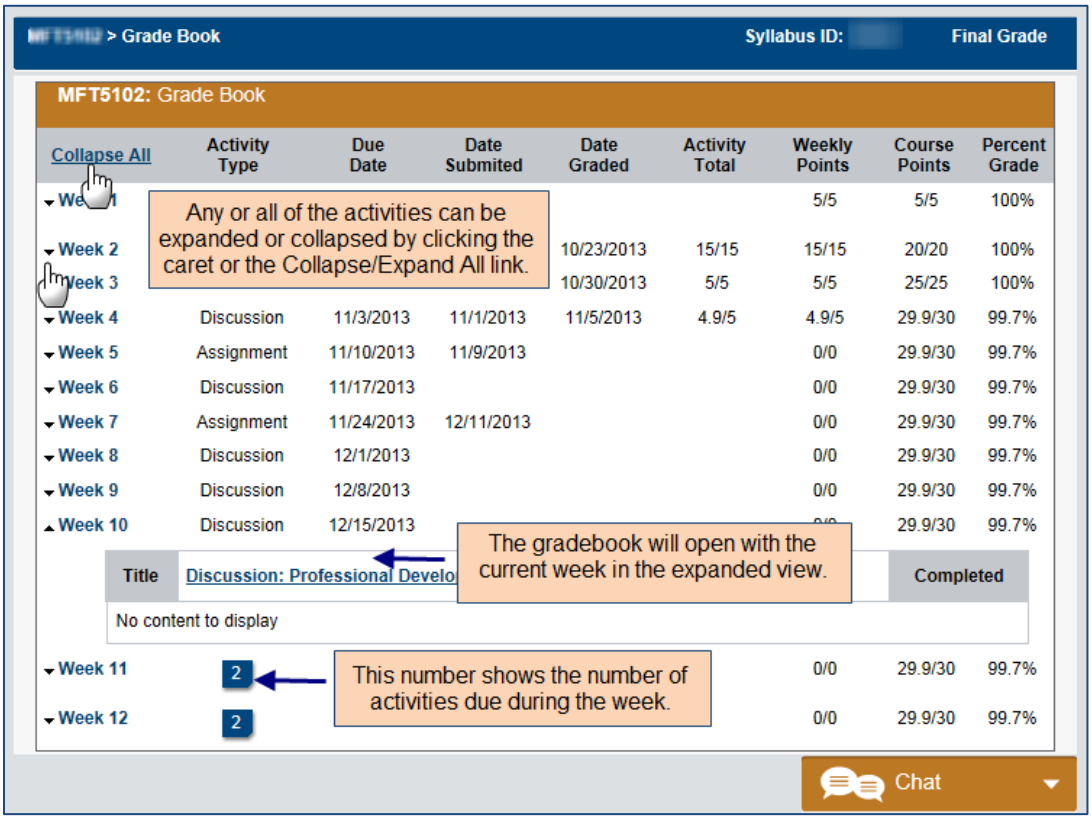
The course room opens to the courseroom view where the course concepts and learning outcomes can be viewed.

The top section of the left navigation bar in the course room has links to the faculty bio, the syllabus, books and resources that will be needed for the course, plus the grade book.



The grade book

Accessible from the left navigation bar in the course room, the grade book opens in the collapsed view except for the current week.



Course room activities

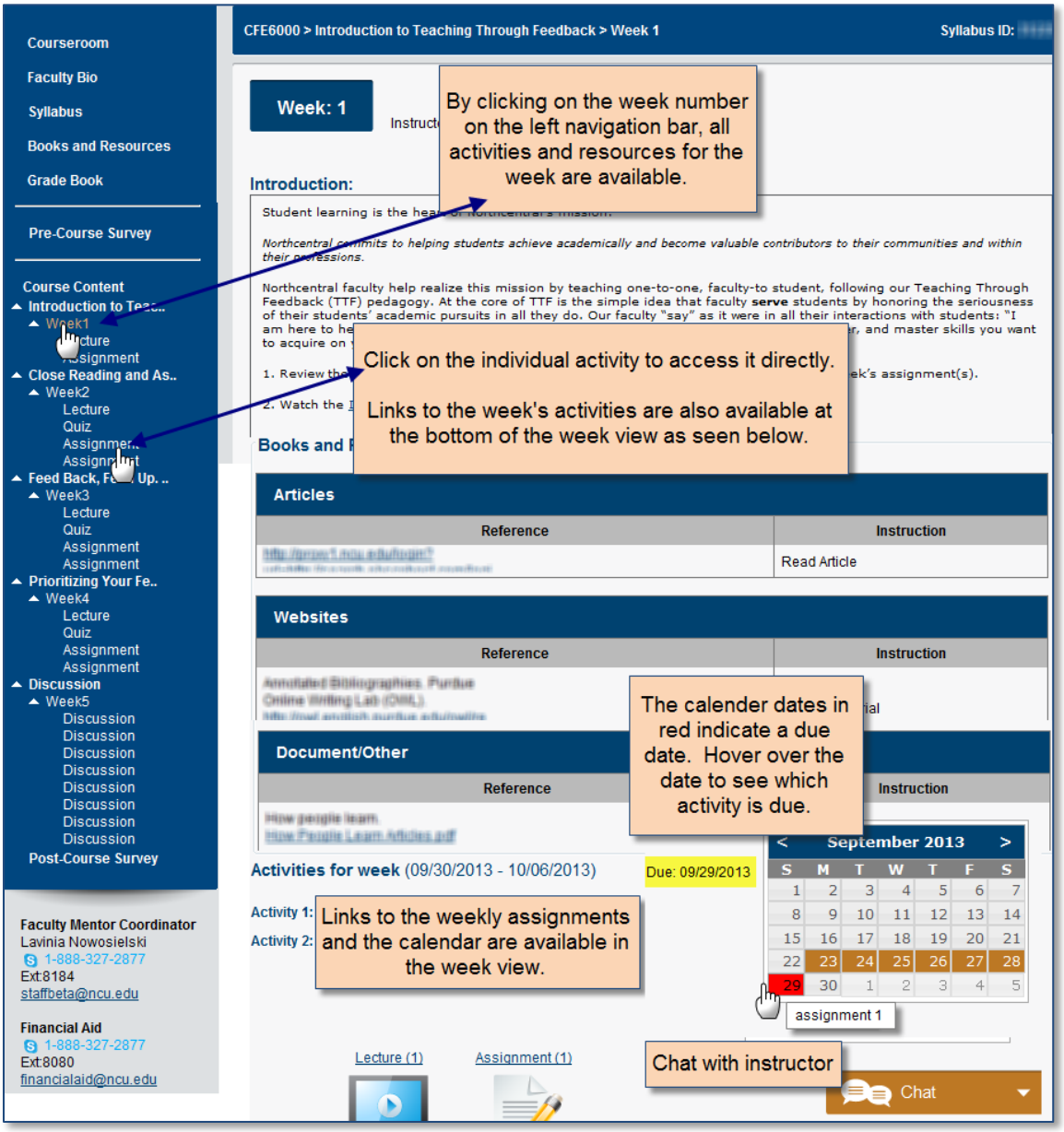
Activities in the course room, including the pre and post-course surveys, are listed in due date order and divided into weekly sections.

Clicking on the week number displays all activities and resources for the week. The calendar is visible at the bottom of the week view.

An individual activity can be opened by clicking on it from the left navigation bar or from the bottom of the week view.

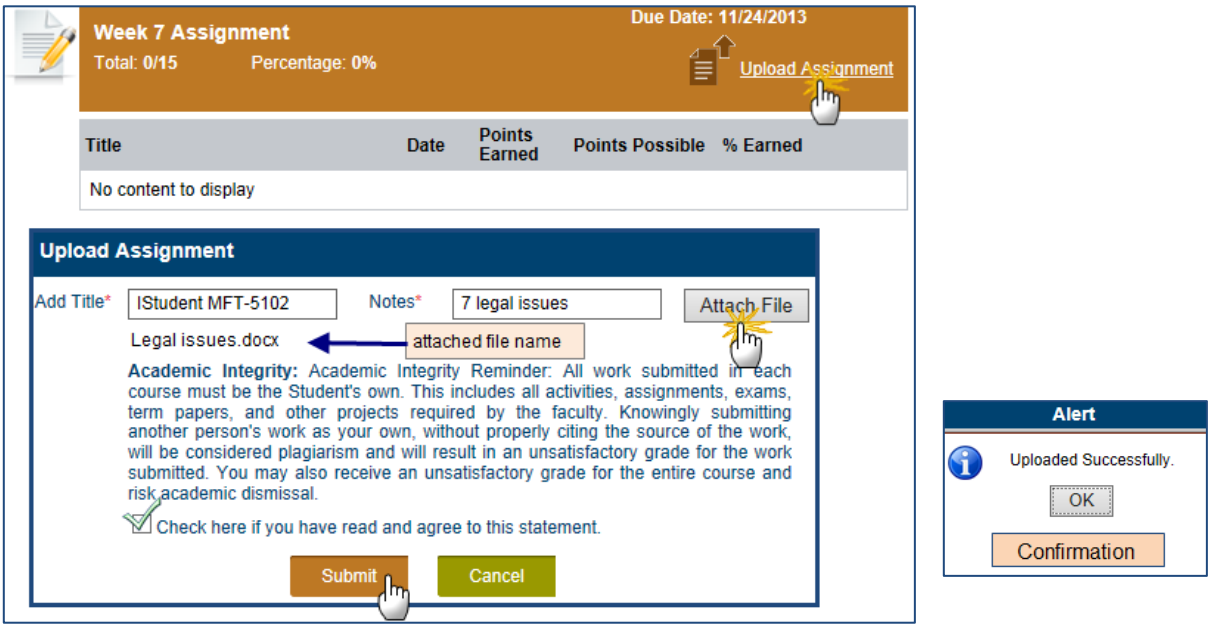
There are four activity types that may be included in courses.

- Discussion – respond to the discussion activity and to posts by other students.
- Lecture – pre-recorded presentation
- Assignment – written assignment
- Quiz



Submitting an assignment

- Upload an assignment from the link at the bottom of the assignment page.

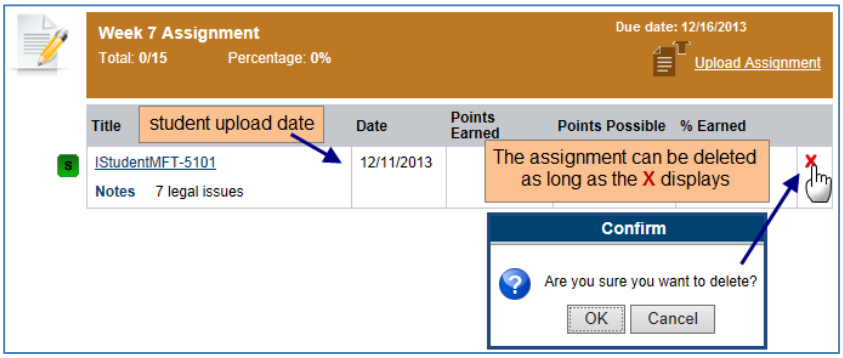


- Click the upload assignment link
- A popup box will display
- Enter the title and notes in the required boxes
- Attach the file
- Check the academic integrity agreement box
- Submit the assignment
- A confirmation box will display and you can see that the assignment was uploaded in the box at the bottom of the assignment.

Delete an uploaded assignment

The uploaded file displays at the bottom of the assignment page.

The assignment can be deleted up until the time that the assignment has been graded.



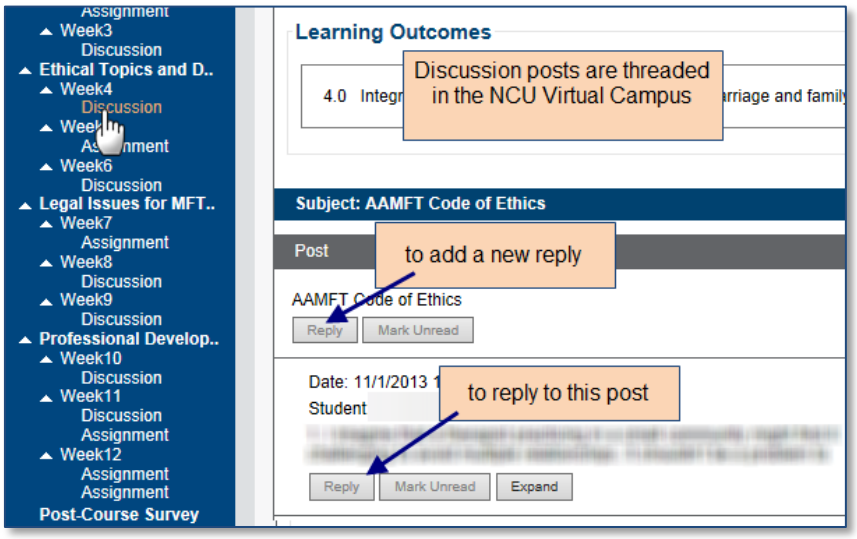
File size and type

- File size up to 250 MB
- Acceptable upload file types shown in the chart below.

EXTENSION	FORMAT	TYPE
.bmp	Bitmap Image	Image
.csv	Comma Separated Values	Data
.doc	Microsoft Word Document	Text
.docx	Microsoft Word Open XML Document	Text
.htm	Hypertext Markup Language	Web
.html	Hypertext Markup Language	Web
.jpeg	JPEG Image	Image
.jpg	JPEG Image	Image
.mp3	MP3 Audio	Audio
.pdf	Portable Document Format	Page Layout
.png	Portable Network Graphic	Image
.pps	PowerPoint Slide Show	Data

EXTENSION	FORMAT	TYPE
.ppsx	PowerPoint Open XML Slide Show	Data
.ppt	PowerPoint Presentation	Data
.pptx	PowerPoint Open XML Presentation	Data
.pub	Microsoft Publisher	Page Layout
.rtf	Rich Text Format	Text
.sav	SPSS (Statistical Package for the Social Sciences)	Data
.txt	Plain Text	Text
.wav	WAVE Audio	Audio
.xls	Microsoft Excel Spreadsheet	Spreadsheet
.xlsx	Microsoft Excel Open XML Spreadsheet	Spreadsheet
.zip	Zipped	Compressed

Discussion activity



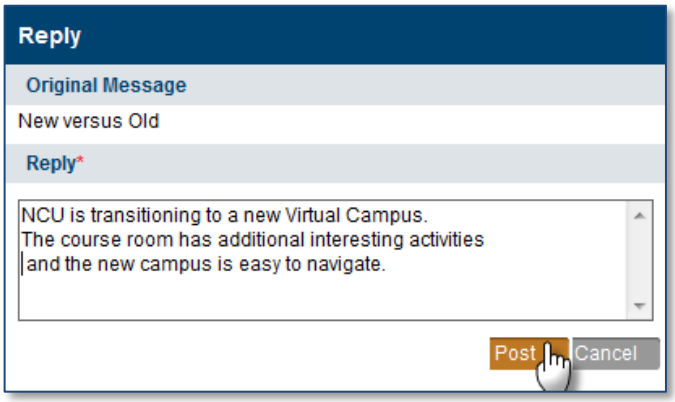
You can reply to the activity as well as any of the previous posts.

Posts remain in the discussion for 90 days.

The reply post does not currently have a spell check but messages can be written in a word program and then pasted into the reply after running spell check and word count.

The character limit in the reply is 5000.

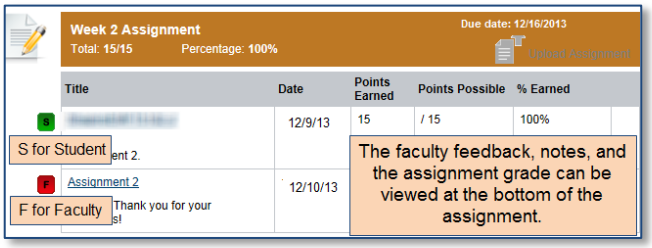
You will see a confirmation when the post was successful.



Accessing activity feedback

You are notified of activity feedback on the homepage in the activities section.
The link connects to the feedback section in the activity where you can view the assignment grade and feedback.

You can also enter the activity from the course room to view feedback and the grade.



Commonly used resources

The academic integrity policy

- The academic integrity policy, tutorial, and questionnaire can be accessed from the left navigation bar under the Office of Academic Affairs.

Attack Your Day

- Time management/Attack Your Day training is accessible on the student resources icon dropdown along the top bar.

Writing center

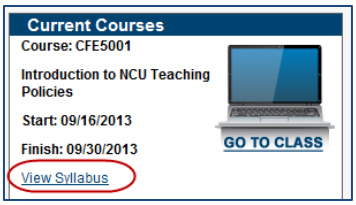
- The writing center is accessible from the student resources icon along the top bar.

Smarthinking

- Smarthinking is a tutoring service available in the writing center.

Syllabus

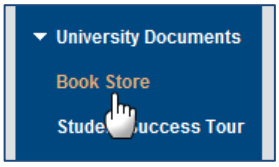
- Prior to acceptance of the course, an abbreviated syllabus is available by clicking on the 'view all courses' link on the left navigation bar and then clicking on the syllabus link below the course.

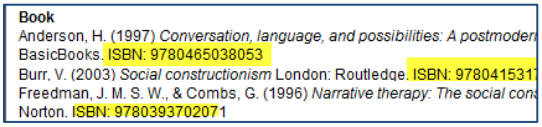


- Once the course has been accepted, the full syllabus is available to download and print from the link on the homepage and from the left navigation bar inside the course room.

Purchase books

- Links to purchase books from RedShelf bookstore are available at the bottom of the left navigation bar, in the view all courses link, and in the course room.
- ISBNs to purchase books elsewhere are available in the syllabus.

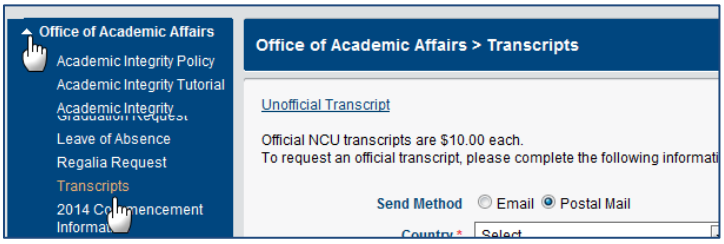




Transcripts

The 'transcripts' link on the left navigation bar gives access to request an official transcript and print or download the unofficial transcript.

If you have multiple degree plans, you will need to request an unofficial transcript from the Registrar's office.



Contacts & Communication

Compass messaging is being replaced by email as the primary form of communication in the NCU Virtual Campus. You will automatically be given an NCU email address and account when you begin your first course in the NCU Virtual Campus.

- Email is accessed from the contacts & communication icon dropdown on the top navigation bar. It does not require a separate sign on.

- The contacts link on the communication icon dropdown is divided into functional sections. It is pre-populated with contact information for school support team members and your past and current faculty members.

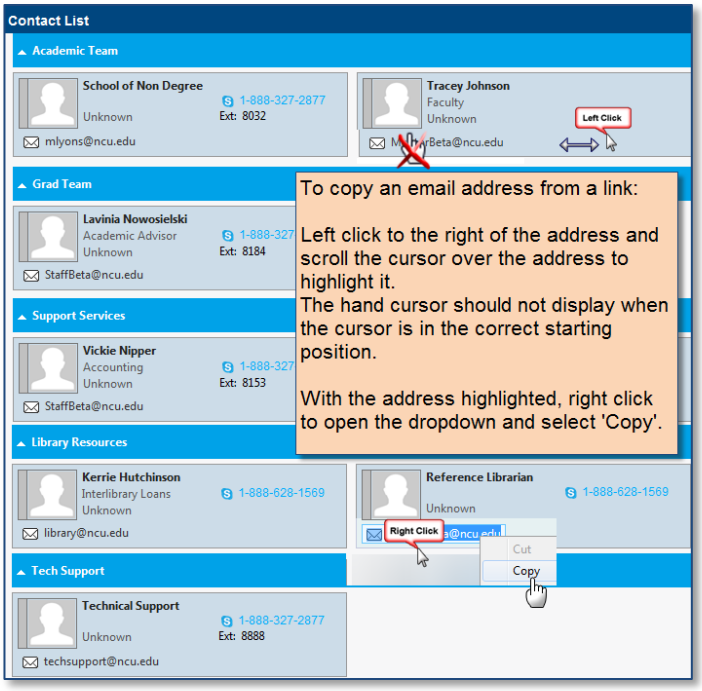
- Email addresses on the contact list and elsewhere in the NCU Virtual Campus, should be copied and pasted into a new email in your NCU email account and not sent directly from the link or contact list. This is because the link does not open your NCU email account.

  - Follow the directions in the screenshot to copy the address.

  - Open your NCU email account from the contacts and communication dropdown.

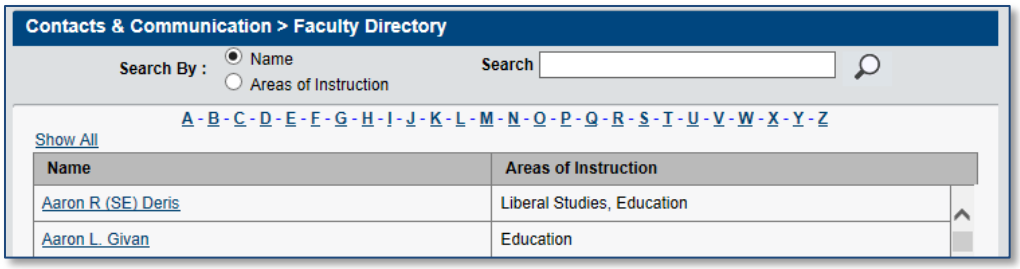
  - Start a new NCU email and paste the address into the address bar.

  - An address book is not automatically created in your NCU email account so you can build your address book by entering addresses into your NCU email address book for future emails.



Faculty biography

The biography for any faculty member is available in the faculty directory on the contacts & communication dropdown.



A link to the course instructor's biography is also found on the left navigation bar inside the course room.