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**NCU**  
Northcentral University

## NCU Virtual Campus

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## Portal URL:

NCU Virtual Campus: <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.

**My.NCU.EDU**

**LOGIN**  
Please enter your username and password

Account Information

Username:

Password:

Remember Me?

Login

Forgot Password?

**FORGOT PASSWORD**  
Enter the email address that you have registered with the university.

Account Information

Email Address:

Email Password

Go back to login page

**To save the user name, click the 'Remember Me' box.**

**NCU MISSION**

NCU mentors students One-to-One with highly credentialed faculty via advanced delivery modalities. Northcentral commits to helping students achieve academically and become valuable contributors to their communities and within their professions.

**OUR VISION**

Northcentral University is a premier online graduate university and a global leader in providing unprecedented access to U.S. regionally accredited higher education.

**CORE VALUES**

*I.D.E.A.'s Founded on INTEGRITY*  
We hold all members of our community to the highest ethical standards of professional and academic conduct and the rules and regulations of U.S. higher education.

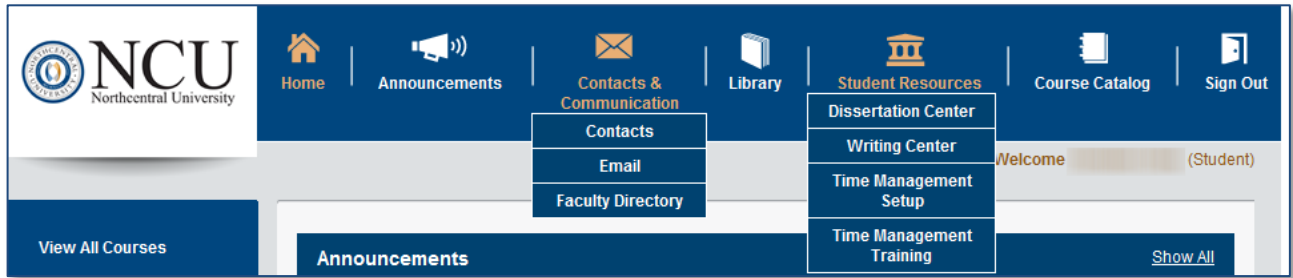
PRIVACY STATEMENT | CONTACT US

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## 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.

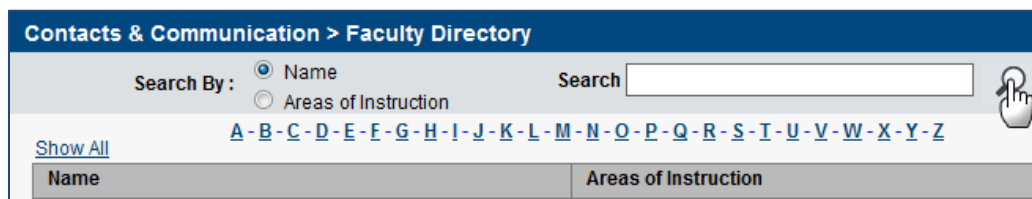
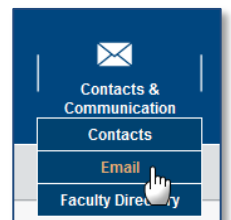
### Announcements

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.

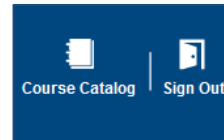
## Student resources

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.

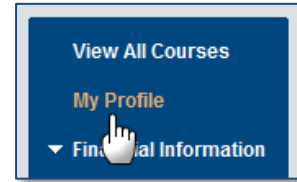
## View all courses

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.

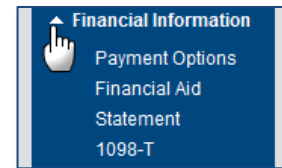
**Profile page – things you can do on your profile page**

- 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.



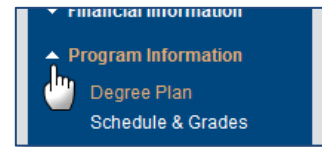
**Financial information**

- 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
This section includes registered/approved courses only.		09/23/2013	12/15/2013
		11/11/2013	12/29/2013

**Completed Courses**

Course Code	Credits	Start	End	Grade
<a href="#">MFT5101</a>	3	05/27/2013	08/18/2013	A
<a href="#">MFT5104</a>	3	06/17/2013	09/08/2013	A

## The degree plan

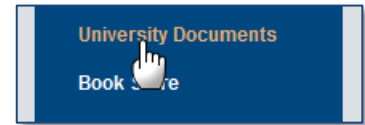
You can see all the courses in their degree plan by clicking on the degree plan link or from the link on the schedule and grades page.

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 <a href="http://www.ncu.edu">www.ncu.edu</a> or contact your Academic Advisor.					
Program Information					
<b>Degree Program</b>	MAMFT - Master of Arts in Marriage and Family Therapy (2013-04)	<b>Program Start Date</b>	5/21/2013		
<b>Specialization</b>	General Family Therapy	<b>Program GPA</b>	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		
<b>Total Credits</b>	<b>33</b>	<b>0</b>	<b>6</b>		
Program Summary					
Section	Course Code	Course Name	Credits	Grade	Grade Date
<u>Foundations</u>			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	
<u>Fundamentals</u>			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		
<u>Specializations</u>			0/0		
<u>General Family Therapy</u>			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		
<u>Clinical Experience Requirements</u>			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		
<u>Electives</u>			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.



The screenshot shows the Northcentral University (NCU) student portal dashboard. At the top left is the NCU logo. The top navigation bar includes icons for Home, Announcements, Contacts & Communication, Library, The Commons and Other Resources, Course Catalog, and Sign Out. A user greeting "Welcome [Name] (Student) 2:05:54 PM, AZ" is visible on the right. A left sidebar menu lists options like "View All Courses", "My Profile", "Financial Information", "Program Information", "Office of Academic Affairs", "FAQs", "University Documents", "Bookshelf", "Virtual Campus Tutorials", and "NCU Store". The main content area features an "Alerts" section with a message: "ALERT!!! Seven Day Notice of Non-Participation for course PSY7103". Below this is an "Announcements" section with a table of recent announcements:

Subject	Posted Date	Read?
<a href="#">Library Workshop Registration</a>	02/11/2016	<input type="checkbox"/>
<a href="#">NCU Service Desk Announcement - Online Chatting Support Now in Courseroom</a>	02/04/2016	<input type="checkbox"/>
<a href="#">NCU Service Desk Announcement - Online Chatting Support Now in Courseroom</a>	02/04/2016	<input type="checkbox"/>
<a href="#">38 New E-Books Added to the SAGE Navigator Database!</a>	01/27/2016	<input type="checkbox"/>

Below the table, it says "Total Announcements: 7". To the left of the main content is an "Activities" section with "Recent Activity Feedback" (stating "There is no recent feedback.") and "Upcoming Activities" (stating "No classes currently scheduled, reach out to your Academic Advisor to schedule your next course."). To the right is a "Current Courses" section for "Course: PSY7103 Research Methods", showing a start date of "02/01/2016" and a finish date of "06/12/2016", with a "View Syllabus" link and a "GO TO CLASS" button.

## Book store

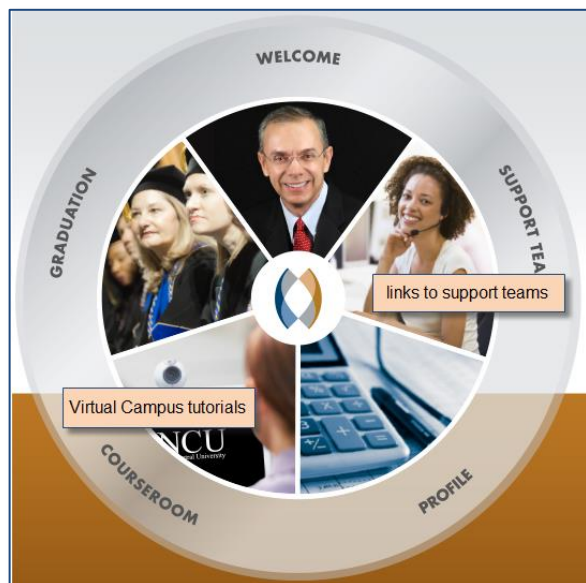
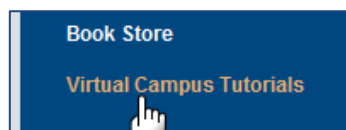
The book store links to RedShelf, Northcentral's online bookstore.



The screenshot shows the "My Shelf" page on the RedShelf platform. It features a book titled "Research and Evaluation in Education and Psychology" by Donna M. Mertens. The book cover shows a group of people. The page includes a "Redeem An Access Code" button, a "Need help? Click here" link, and a "Days Remaining: 14" indicator. There are "View Book Details" and "Start Reading" buttons. A description of the book is provided: "Focused on increasing the credibility of research and evaluation, the Fourth Edition of Donna M. Mertens's comprehensive Research and Evaluation ..."

## 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.



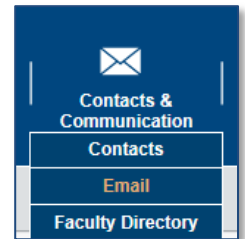
## Communicating with the instructor

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.

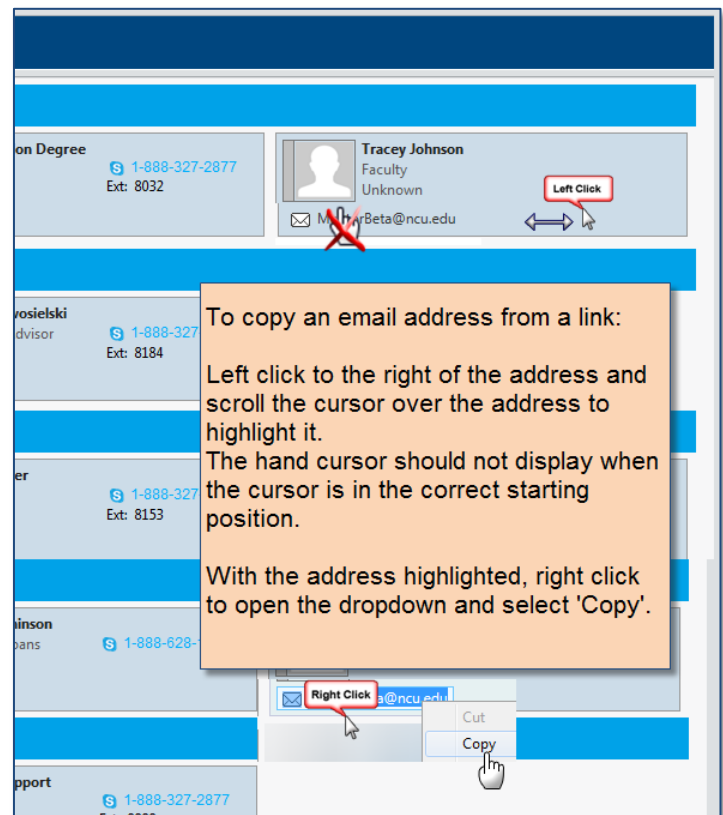
The faculty email address can be found in the course room; on the view all courses link next to the course; on the contacts list in the communication dropdown; and in the faculty directory.

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

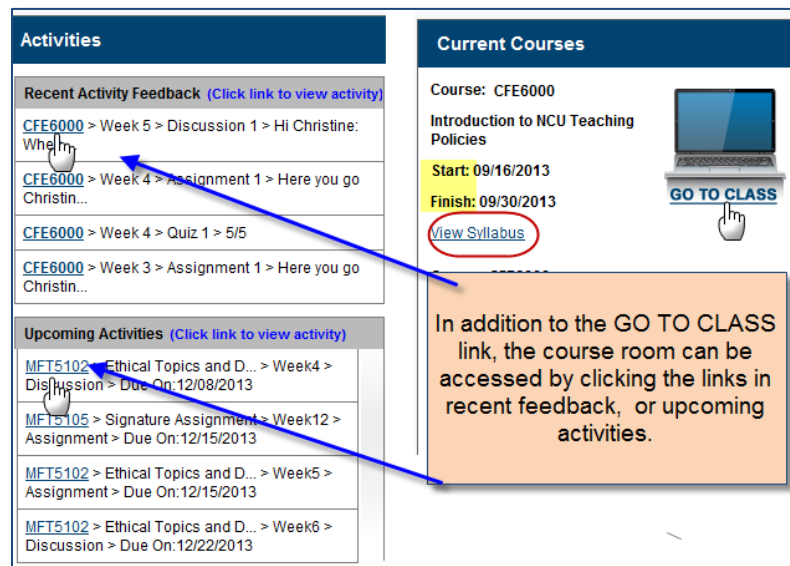
The go to class link in the current courses section is one link to the course room.

### 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

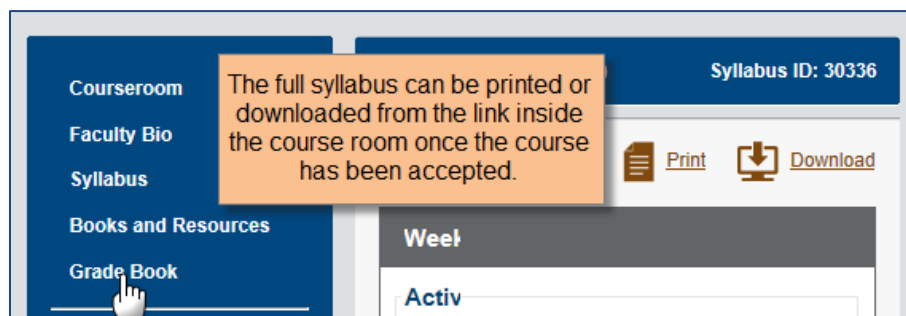
These are links to the next four activities due for all current courses. This will also give you access to each course room.



## 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.

MFT5102 > Grade Book
Syllabus ID: 
Final Grade

**MFT5102: Grade Book**

<a href="#">Collapse All</a>	Activity Type	Due Date	Date Submitted	Date Graded	Activity Total	Weekly Points	Course Points	Percent Grade	
▼ Week 1	Any or all of the activities can be expanded or collapsed by clicking the caret or the Collapse/Expand All link.					5/5	5/5	100%	
▼ Week 2				10/23/2013	15/15	15/15	20/20	100%	
▼ Week 3				10/30/2013	5/5	5/5	25/25	100%	
▼ Week 4	Discussion	11/3/2013	11/1/2013	11/5/2013	4.9/5	4.9/5	29.9/30	99.7%	
▼ Week 5	Assignment	11/10/2013	11/9/2013			0/0	29.9/30	99.7%	
▼ Week 6	Discussion	11/17/2013				0/0	29.9/30	99.7%	
▼ Week 7	Assignment	11/24/2013	12/11/2013			0/0	29.9/30	99.7%	
▼ Week 8	Discussion	12/1/2013				0/0	29.9/30	99.7%	
▼ Week 9	Discussion	12/8/2013				0/0	29.9/30	99.7%	
▲ Week 10	Discussion	12/15/2013				0/0	29.9/30	99.7%	
Title		Discussion: Professional Development					Completed		
No content to display									
▼ Week 11	2					0/0	29.9/30	99.7%	
▼ Week 12	2					0/0	29.9/30	99.7%	

Chat

## 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

**Week: 1**

**Introduction:**

Student learning is the heart of Northcentral's mission. Northcentral commits to helping students achieve academically and become valuable contributors to their communities and within their professions. Northcentral faculty help realize this mission by teaching one-to-one, faculty-to-student, following our Teaching Through Feedback (TTF) pedagogy. At the core of TTF is the simple idea that faculty **serve** students by honoring the seriousness of their students' academic pursuits in all they do. Our faculty "say" as it were in all their interactions with students: "I am here to help you acquire the skills you need to succeed in your field and master skills you want to acquire on your own terms."

1. Review the assignment.  
2. Watch the video.

**Books and Resources**

Reference	Instruction
<a href="#">How do you know you're a student?</a>	Read Article

**Websites**

Reference	Instruction
<a href="#">Annotated Bibliographies. Purdue Online Writing Lab (OWL)</a>	

**Document/Other**

Reference	Instruction
<a href="#">How people learn. How People Learn: Modules.pdf</a>	

**Activities for week (09/30/2013 - 10/06/2013)** Due: 09/29/2013

Activity 1: [Lecture \(1\)](#)

Activity 2: [Assignment \(1\)](#)

**Calendar:** September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Callout Boxes:**

- By clicking on the week number on the left navigation bar, all activities and resources for the week are available.
- Click on the individual activity to access it directly. Links to the week's activities are also available at the bottom of the week view as seen below.
- The calendar dates in red indicate a due date. Hover over the date to see which activity is due.
- Links to the weekly assignments and the calendar are available in the week view.

**Bottom Section:** Chat with instructor

## Submitting an assignment

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

**Week 7 Assignment** Due Date: 11/24/2013  
Total: 0/15 Percentage: 0% [Upload Assignment](#)

Title	Date	Points Earned	Points Possible	% Earned
No content to display				

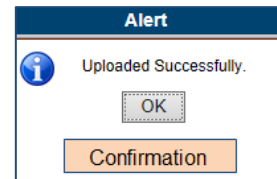
**Upload Assignment**

Add Title\*  Notes\*

Legal issues.docx ← attached file name

**Academic Integrity:** Academic Integrity Reminder: All work submitted in each course must be the Student's own. This includes all activities, assignments, exams, term papers, and other projects required by the faculty. Knowingly submitting another person's work as your own, without properly citing the source of the work, will be considered plagiarism and will result in an unsatisfactory grade for the work submitted. You may also receive an unsatisfactory grade for the entire course and risk academic dismissal.

Check here if you have read and agree to this statement.

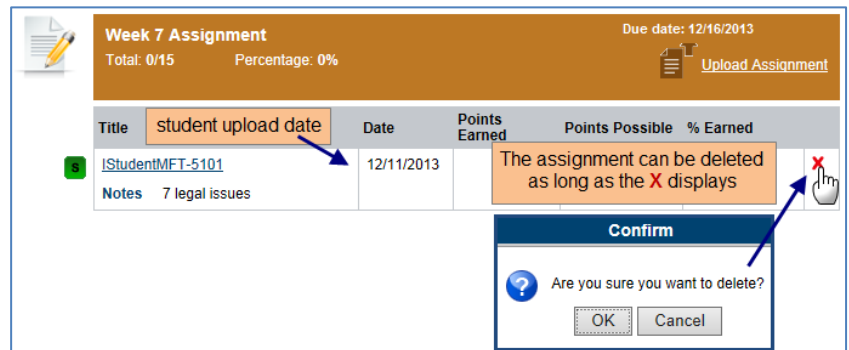


- Click the upload assignment link
- A popup box will display
- Enter the title and notes in the required boxes
- Attach the file
- Check the academic integrity agreement box
- Submit the assignment
- A confirmation box will display and you can see that the assignment was uploaded in the box at the bottom 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	EXTENSION	FORMAT	TYPE
.bmp	Bitmap Image	Image	.ppsx	PowerPoint Open XML Slide Show	Data
.csv	Comma Separated Values	Data	.ppt	PowerPoint Presentation	Data
.doc	Microsoft Word Document	Text	.pptx	PowerPoint Open XML Presentation	Data
.docx	Microsoft Word Open XML Document	Text	.pub	Microsoft Publisher	Page Layout
.htm	Hypertext Markup Language	Web	.rtf	Rich Text Format	Text
.html	Hypertext Markup Language	Web	.sav	SPSS (Statistical Package for the Social Sciences)	Data
.jpeg	JPEG Image	Image	.txt	Plain Text	Text
.jpg	JPEG Image	Image	.wav	WAVE Audio	Audio
.mp3	MP3 Audio	Audio	.xls	Microsoft Excel Spreadsheet	Spreadsheet
.pdf	Portable Document Format	Page Layout	.xlsx	Microsoft Excel Open XML Spreadsheet	Spreadsheet
.png	Portable Network Graphic	Image	.zip	Zipped	Compressed
.pps	PowerPoint Slide Show	Data			

## Discussion activity

Discussion posts are threaded in the NCU Virtual Campus

to add a new reply

to reply to this post

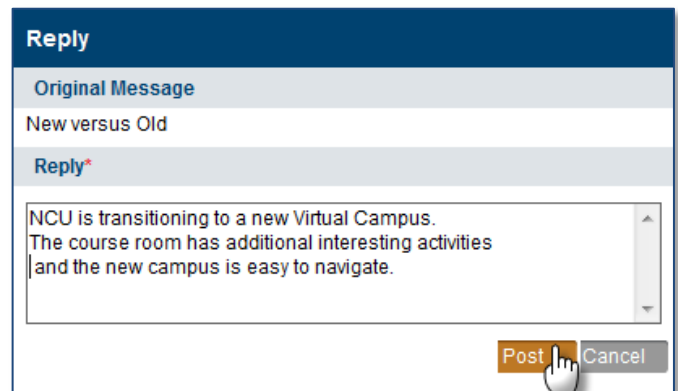
You can reply to the activity as well as any of the previous posts.

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.



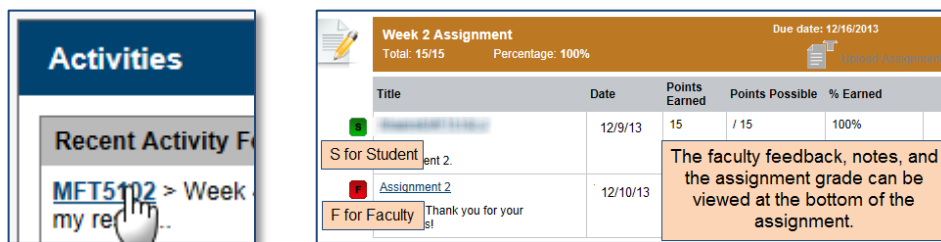


## Accessing activity feedback

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

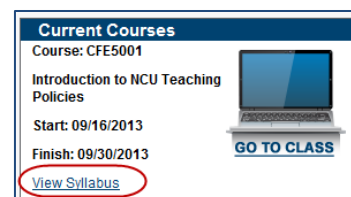
- The writing center is accessible from the student resources icon along the top bar.

### Smarthinking

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

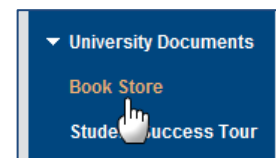
### Syllabus

- 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.

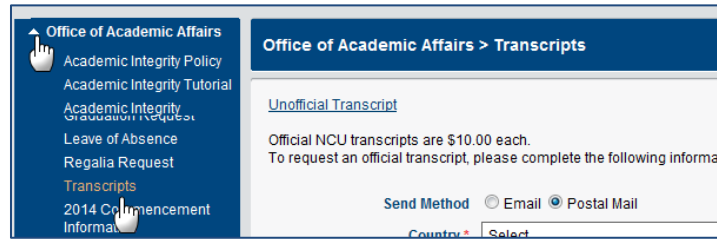


Book
Anderson, H. (1997) <i>Conversation, language, and possibilities: A postmodern</i> BasicBooks. ISBN: 9780465038053
Burr, V. (2003) <i>Social constructionism</i> London: Routledge. ISBN: 978041531
Freedman, J. M. S. W., & Combs, G. (1996) <i>Narrative therapy: The social con</i> Norton. ISBN: 9780393702071

## Transcripts

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

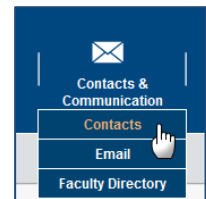
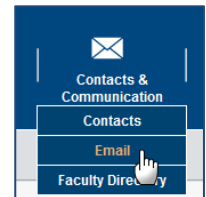
If you have multiple degree plans, you will need to request an unofficial transcript from the Registrar's office.



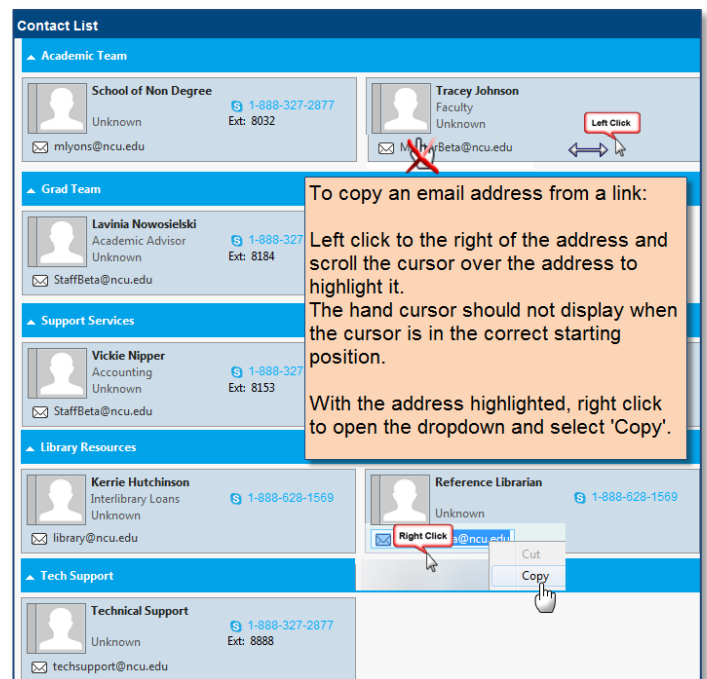
## Contacts & Communication

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.

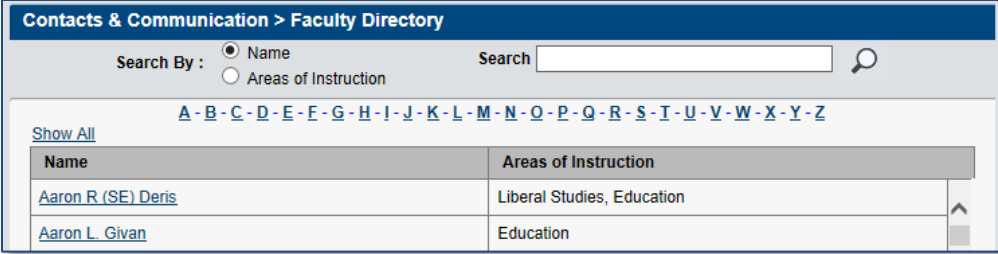


- Follow the directions in the screenshot to copy the address.
- Open your NCU email account from the contacts and communication dropdown.
- Start a new NCU email and paste the address into the address bar.
- An address book is not automatically created in your NCU email account so you can build your 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.



The screenshot shows a web interface titled "Contacts & Communication > Faculty Directory". It features a search section with "Search By:" and two radio buttons: "Name" (selected) and "Areas of Instruction". To the right is a search input field with a magnifying glass icon. Below the search section is a horizontal list of letters from A to Z, with "A" highlighted. Underneath is a "Show All" link. The main content is a table with two columns: "Name" and "Areas of Instruction".

Name	Areas of Instruction
<a href="#">Aaron R (SE) Deris</a>	Liberal Studies, Education
<a href="#">Aaron L. Givan</a>	Education

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

