Flexible Learning
Winter 2019
Getting Started Guide

Logins
Technical Support
UR Courses Guide
Final Examinations
Tips and Tutoring*
Key Dates

For more information, visit www.urflexible.ca

Flexible Learning Division
Centre for Continuing Education
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 register.
1. Go to 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.

   Your username is a combination of your last and first name, it is NOT your student ID number.

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.
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 con-tact the IT Support Center at 306-585-4685 or [it.support@uregina.ca](mailto: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](mailto:ur.online@uregina.ca).
  We are available Monday to Friday 8:30 – 4:30pm.
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](http://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 Guide.
The final exam for this course requires pen and paper invigilation. **You must select your final exam location within your course.** Below is an example of how it will look in your course:

This allows you to select which location is most convenient for you to write your final exam. If the locations listed are not suitable, please select "other" and follow the instructions for next steps as indicated within the selection tool.

If you select "other", you will be responsible for arranging and paying all fees associated with the invigilation. If you do not make a selection, you will be required to write the exam on the main campus at the University of Regina. **Please refer to UR Self-Service for the date/time of the final exam.** If you have any questions with respect to your exam invigilation arrangements, please contact **CCE.StudentServices@uregina.ca.**
Shortly after the 50% drop deadline, your location information will be posted within your course. You can review this information by clicking this icon:

These locations are pre-approved sites in Saskatchewan:

- Buffalo Narrows
- Creighton
- Estevan
- Humboldt
- Ile-a-la-Crosse
- Kindersley
- La Loche
- La Ronge
- Meadow Lake
- Melfort
- Moose Jaw
- Moosomin
- Nipawin
- North Battleford
- Prince Albert—FNUniv
- Regina
- Swift Current
- Saskatoon
- Tisdale
- Yorkton
- Watrous
- Weyburn
- White Bear
- Wynyard
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).
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. Choose ‘Notify me by email when new messages arrive'
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!**

- 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.
In response to the growing demand for tutoring for our distance students at the University of Regina, a Zoom tutoring pilot is being launched starting **January 15th, 2019**.

Tutoring via Zoom will be held on **Tuesdays and Thursdays** between **4 and 6**. Students will sign up for a **30 minute** tutoring session by going to [https://uregina.mywconline.com/](https://uregina.mywconline.com/) and choosing “Zoom Tutoring” from the drop down menu.

Students will then be able to book an appointment with a tutor during the available slots. Students will be emailed a confirmation/reminder of their appointment with instructions for how to download Zoom and join a meeting. They’ll wait in the waiting room if there is an appointment ahead of them until the tutor is available. They will also receive instructions on how to share their papers with the tutor, and the tutor will then take the student through the paper using the track changes and will send the paper back to the student near the end of the appointment.
# Winter 2019 Key Dates and Deadlines

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 8</td>
<td>First day of classes</td>
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<tr>
<td>January 21</td>
<td>End of course-add period</td>
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<td></td>
<td>End of no record drop period</td>
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<td></td>
<td>End of 100% refund period</td>
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<td>January 22</td>
<td>Last day to select exam location</td>
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<td>January 31</td>
<td>Deadline to apply for Spring 2019 Convocation</td>
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<td>February 4</td>
<td>End of 50% refund period</td>
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<td>February 18-23</td>
<td>No Classes - Winter Break</td>
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<tr>
<td>March</td>
<td>First day to register for courses</td>
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<td>March 15</td>
<td>End of grade-of-W drop period</td>
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<tr>
<td>April 11</td>
<td>Last day of classes</td>
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<tr>
<td>April 15-29</td>
<td>Examination dates</td>
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Remember that you can study anytime, anywhere!
Happy Studying!