



How to Self-Register for the “Introduction to OAKS for Students” course

Note: The Self-Registration for SPEC Courses ONLY tool for the Introduction to OAKS for Students course allows students to enroll themselves automatically into this course only (students will have to go through normal registration process to register for CofC courses). Once a student has filled out the self-registration form, they will then be added only to the “Introduction to OAKS for Students” course. This is a non-credit course, therefore, this course has been designed for students to learn and understand basic OAKS navigational functions and features.

COLLEGE of CHARLESTON

Welcome to OAKS powered by Brightspace/D2L

Log in to view your courses, explore tools and features, and customize your eLearning experience.

Username *

Password *

Log In

1. In OAKS, enter your **Username** and **Password** then click the **Log in** button.

Important:

You will only be allowed to self-register for the **Introduction to OAKS for Students** course. In order to register for other CofC courses, please click the link [Course Registration](#)

Once you have registered for the “Introduction to OAKS for students” course, you will see the course available in the **My Courses** section of OAKS.

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My Home Help Library My Media OAKS Monthly update **Self Registration for SPEC Courses ONLY**

Announcements/News

Changes to the Nav bar and Homepage

Posted Apr 30, 2019 1:27 PM

Please note the changes to your OAKS My Home navigation bar and home page. This is **ONLY** for the MyHome page. Individual Course Homepages are not affected. Click [here](#) learn about all the changes.

The most significant change is the addition of *Self Registration* on the navigation bar for Students. This allows any student to register for a how to use OAKS non-credit course. **This is the only course that uses Self Registration.**

The self-registration tool for the **Introduction to OAKS for Students** course allows students to enroll themselves automatically into this course only (students will have to go through normal registration process to register for CofC courses). Once a student has filled out the self-registration form, they will then be added only to the “Introduction to OAKS for Students” course. This is a non-credit course, therefore, this course has been designed for students to learn and understand basic OAKS navigational functions and features.

NOTE:
You will **ONLY** be able to self-register for the “Introduction to OAKS for Students” course. If you need to register for other courses, you must follow the credit course process.

3. Mouse-over the course images and click on the three dot icon then choose Pin.
4. Repeat with all of your current courses.
5. Click the X in the upper right to close the All Courses window and return to the OAKS Homepage.

2. In OAKS, select the “Self-Registration for Student OAKS” training course to register for the “Introduction to OAKS for Students” course.

NOTE:
You will **ONLY** be able to self-register for the “Introduction to OAKS for Students” course. If you need to register for other courses, you must follow the credit course process.

3. Click the "Introduction to OAKS for Students" link located on the Self-Registering Course Offerings page.

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My Home Help Library My Media OAKS Monthly updates Self Registration for SPEC Courses ONLY

Self Registering Course Offerings

Course Offering Code	Course Offering Name	Course Offering Cost	Enrollment Status
SPECIntroOAKSStudents	Introduction to OAKS for Students		Not Enrolled

Description

[Course Offering List](#) > [Course Offering Description](#)

Step 1: View Course Offering Information

Course Offering Name: Introduction to OAKS for Students
Course Offering Code: SPECIntroOAKSStudents

Description: Enroll yourself automatically into this course ONLY. This course is a non-credit courses designed for you to learn and understand basic OAKS navigational functions and features. You will have to go through normal registration process to register for other CofC courses.

Cancel Register

4. View **Course Offering Information** and the course **Description**.

5. Click **Register**.

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#)

Step 2: Enter Registration Information

Required fields are marked with a *

* **First Name:** Fake
* **Last Name:** Knox
* **Email:** knoxky@cofc.edu
Org Defined ID: fakeknoxky

Back Submit

6. Review the auto filled information on the **Registration Form** and click **Submit**.

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

Step 3: Confirmation

FirstName: Fake
LastName: Knox
Email Address: knoxky@cofc.edu
OrgDefinedId: fakeknoxky

Back Finish

- 7. On the **Confirmation** page, review the information.
- 8. Click **Finish**.
- 9. In the Registration Summary, select “Go to course offering Introduction to OAKS for Students”. This will take you to the course (See screenshot below).

Registration Summary

- [Go to course offering Introduction to OAKS for Students](#)
- [Register for another course](#)

Done

COLLEGE of CHARLESTONIntroduction to OAKS for Students☰✉💬🔔👤 Fake Knox

Course Home Content Communication ▾ Grades ▾ Virtual Classroom Management ▾

Introduction to OAKS for Students

Introduction to OAKS for Students - SPECIntroOAKSStudents

Announcements/News ▾

Welcome to OAKS Online Orientation Course! ×

Calendar ▾

Friday, May 10, 2019 ▶

- 10. You have been added to the “Introduction to OAKS for Students” course.