



# OAKS QUICKSHEET FOR STUDENTS

For additional OAKS tutorials, please visit  
[http://blogs.cofc.edu/sits/tutorials/oaks\\_tutorials/](http://blogs.cofc.edu/sits/tutorials/oaks_tutorials/)

## Login

1. Log into **MyCharleston** ([my.cofc.edu](http://my.cofc.edu)).
2. Click on the **OAKS** icon.
3. Locate your course from the **My Courses** list.

## Set up Notifications

1. After you log into **OAKS** click on your name in the upper right corner.
2. Choose **NOTIFICATIONS** (*You have two instant notifications options - SMS (text) and Email*).
3. If you choose to receive text alerts, type in your cell number under **REGISTER YOUR MOBILE**.
4. Enter the **COUNTRY**, **MOBILE CARRIER**, and **MOBILE NUMBER** then click **SAVE**.
5. Scroll down under **INSTANT NOTIFICATIONS** and select the items you wish to receive alerts for.

**NOTE:** News, Dropbox, and Quizzes recommended.

## Content

1. After entering your class, click on **CONTENT** from the upper navigation.
2. View course syllabus and other course content.

## Grades

1. After entering your class, click on **GRADES** from the upper navigation and choose **GRADES**.
2. Your grades will be listed for all assignments.

## Dropbox

1. After entering your class click on **GRADES** from the upper navigation and choose **ASSIGNMENTS/DROPBOX**
2. Click on the assignment you wish to submit. (**Note:** you cannot submit an assignment after the end date)
3. Read any instructions listed then scroll to the **SUBMIT ASSIGNMENT** area.
4. Click on **ADD A FILE**, select file location (*My Computer, My Locker, Group Locker*) then **UPLOAD** and locate the file(s) from your computer you wish to add then click **OPEN**.
5. Click **ADD** to add the file, then **SUBMIT**.
6. Click **DONE**.

**NOTE:** If you are successful you will receive an email to your [g.cofc.edu](mailto:g.cofc.edu) address. If you do not, then please try again.

## Quizzes

1. After entering your class click on **GRADES** from the upper navigation and choose **QUIZZES**.
2. Click on the quiz you wish to take. (**Note:** you cannot take a quiz after the due date)
3. Read all the information on the page then click **START QUIZ**.
4. Make sure to click **SAVE** after answering. This will prevent your answers from being lost in case of a computer or network crash.
5. When finished click **SAVE ALL RESPONSES**.
6. Now click **GO TO SUBMIT QUIZ**.
7. Click **YES** at the prompt.
8. Click **SUBMIT QUIZ**.
9. Click **YES, SUBMIT QUIZ**.

## Discussion

### STARTING A NEW THREAD

1. After entering your class click on **COMMUNICATION** from the upper navigation and choose **DISCUSSIONS**.
2. Click on the discussion topic.
3. To post an original idea click **START A NEW THREAD**.
4. Type in your subject and text.
5. To add a file, click **ADD ATTACHMENTS**.
6. Click **POST**.

### REPLYING TO A THREAD

7. To reply to someone else's post, click on the post.
8. Click **REPLY TO THREAD**.
9. Type in your subject and text.
10. Click **POST**.