



# OAKS QUICKSHEET FOR STUDENTS

## Login

1. Log into **MyCharleston** ([my.cofc.edu](http://my.cofc.edu))
2. Click on the **OAKS** icon
3. Locate your course from the **Courses** list and click on the one you wish to enter

## Dropbox

1. After entering your class click on **GRADES** from the upper navigation and choose **ASSIGNMENTS**
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](http://g.cofc.edu) address. If you do not, then please try again.

## Set up Notification

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:** Recommend selecting News, Dropbox, and Quizzes

## Quizzes

1. After entering your class click on **GRADES** from the upper navigation 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 you want
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**

## 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
3. If you do not see your grades, contact your professor