

How to Request a HuskyCT Site for a Class

Step 1: Log into the Student Admin System (PeopleSoft)

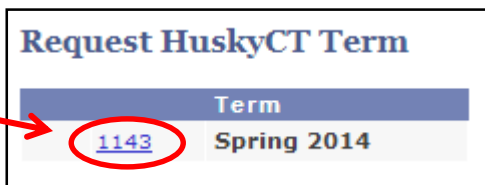
Go to <http://www.studentadmin.uconn.edu/>

Step 2: Navigate to the HuskyCT Sections Request Page

Click on Self Service, then Faculty Center , then HuskyCT sections tab



Step 3: Choose the Term



Term code for Summer 2014 is 1145

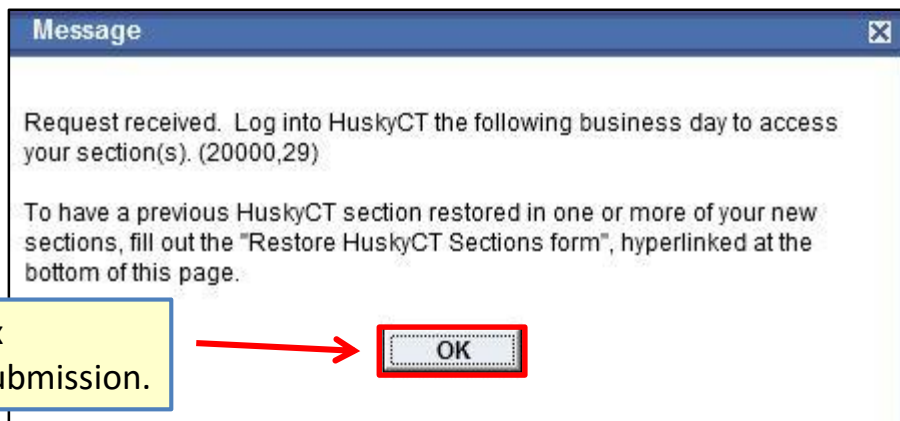
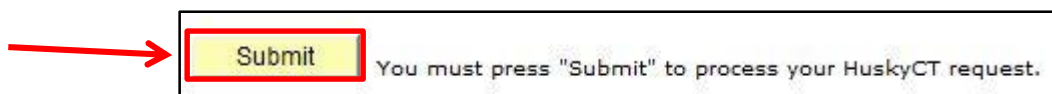
Term code for Fall 2014 is 1148

If you do not see a term listed, then you are not yet listed in PeopleSoft as the instructor of record for a class that term. Contact your department.

Step 4: Check the appropriate box next to each course you want in HuskyCT

Include?	Subject	Catalog Nbr	Class Section	Co
<input checked="" type="checkbox"/>	EPSY	5199	014	IND
<input type="checkbox"/>	EPSY	5621	001	LEC

Step 5: Click Submit



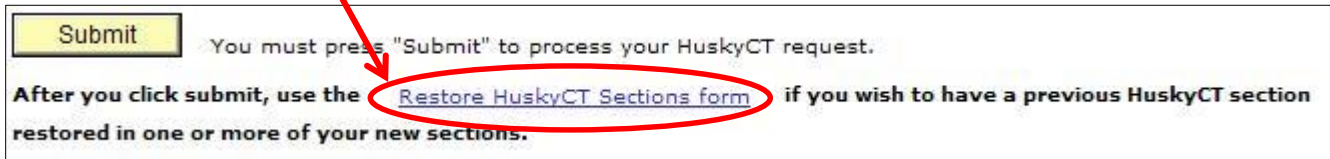
Click "OK" on message box confirming your request submission.

NOTE: HuskyCT sites are created automatically. No email confirmation is sent when sites are created. Log into HuskyCT (<http://huskyct.uconn.edu>) the next day to access the site(s) requested.

OPTIONAL - To restore HuskyCT content from a prior semester

NOTE: HuskyCT sites for the upcoming semester must be created before a restore can be done. Requesting a restore DOES NOT result in the creation of a HuskyCT site. That request must be made separately.

In PeopleSoft, click the link below the Submit button to access the restore request form



The screenshot shows a form with a yellow 'Submit' button. Below it, text reads: "You must press 'Submit' to process your HuskyCT request." A red arrow points from the text above to the link "Restore HuskyCT Sections form" which is circled in red. Below the link, text reads: "After you click submit, use the Restore HuskyCT Sections form if you wish to have a previous HuskyCT section restored in one or more of your new sections."

1. Entering the SOURCE COURSE information:

On the left-hand side of the restore form, use the boxes provided to indicate which course site you want to have copied (e.g., ENGL 1000, section 1, Fall 2011)

2. Entering the TARGET COURSE information:

On the right-hand side of the form, provide the information for the HuskyCT course site that the content should be **copied into** (e.g., ENGL 1000, section 2, Spring 2014).

3. Entering COMMENTS:

- If you want to have multiple HuskyCT sites combined, please indicate this in the Comments section. Sections will be combined before the content is restored.
- By default, announcements in the old course will not be copied over. If you prefer to have them copied, please indicate this in the comments.
- If you used the Discussion Board in the old course, you may specify whether you want do not want the old messages that were the start of "threads" to be copied over. Forums will still come over.

REMEMBER: If you have not already requested your course site for the upcoming semester, the restore cannot be done.

OPTIONAL - To have multiple HuskyCT sites combined

To request that sites be combined, email huskyct@uconn.edu

- To avoid complications, section combines should be requested before the start of the semester.
- Please indicate in your email which sections need to be combined and whether you need to have any content from a prior semester restored into the combined section. It is important to indicate if the old content is coming from a combined section.

NOTE: Section combine requests need to be submitted even for officially cross-listed courses. (e.g., ENGL1111 & HRTS1111)