

Guide to Getting Started in Graduate Courses

How to Guide

...Register

...Access myLeo Online (D2L Brightspace)

...Take an Online Class

...Purchase Textbooks



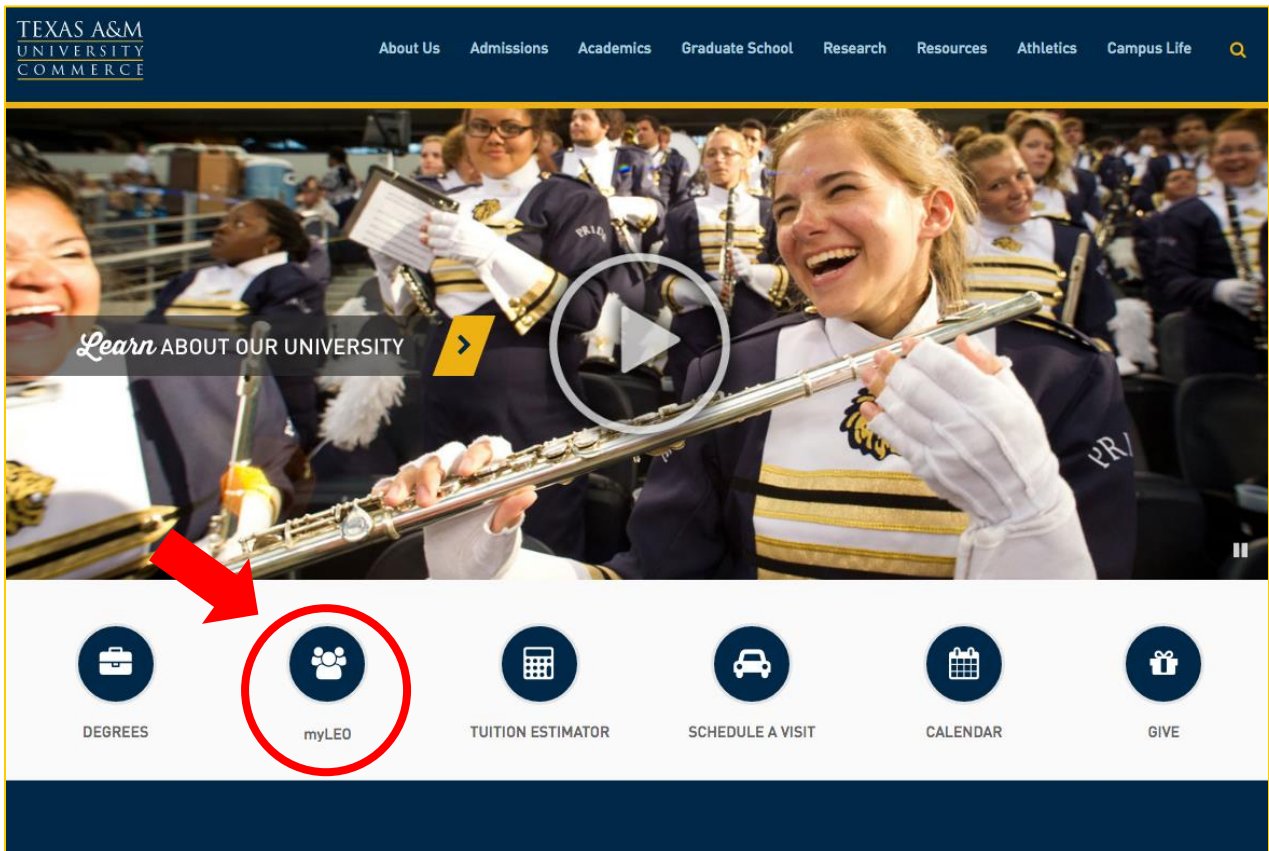
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How to register for courses through MyLeo

Step 1

From the TAMU-Commerce home page (www.tamuc.edu) click the myLEO link or <https://leo.tamuc.edu/Login.aspx>.



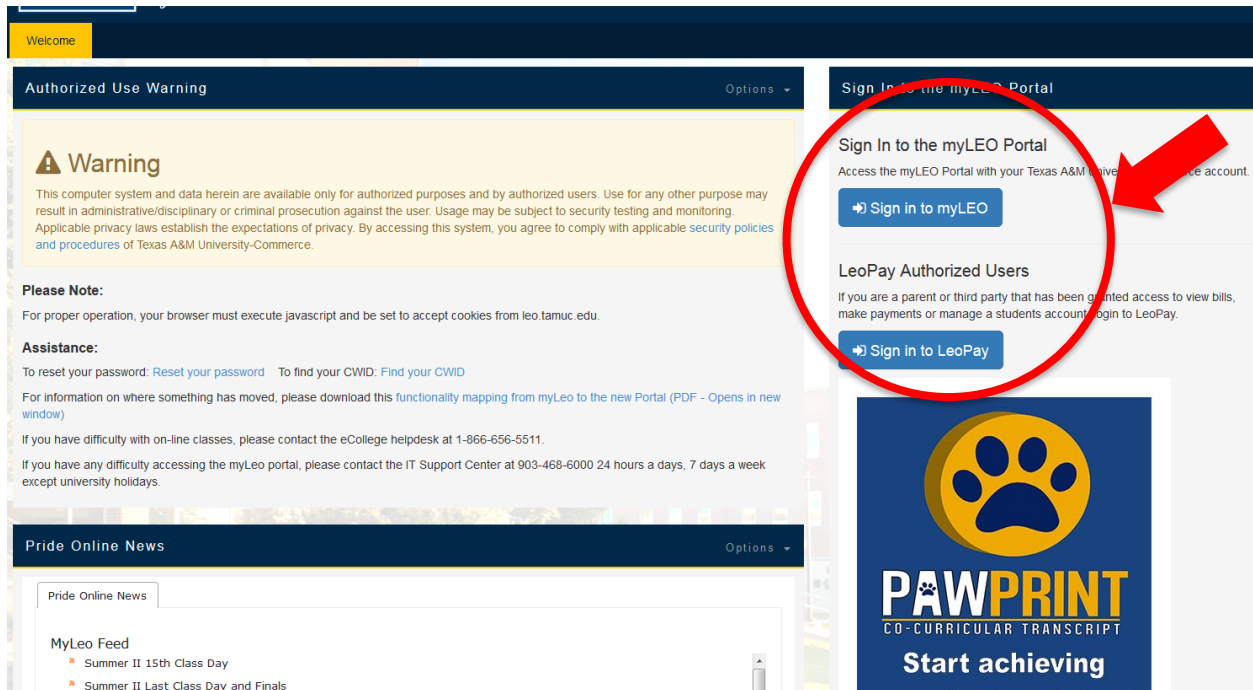
Step 2

Click Sign in to myLeo and enter your Username and Password.

USERNAME: This is your CWID (student ID number).

PASSWORD: If this is your first time logging in to myLeo, your password will be your date of birth as month/date/year (example...Jun081979). If you have logged in previously, you were prompted to change your password.

PROBLEMS LOGGING IN? Call 903-468-6000



After clicking Sign in to myLEO

A screenshot of the login form. At the top left is the Texas A&M University Commerce logo. Below it are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a red box containing the text 'Enter ID and Password here' with a red arrow pointing to the field. Below the 'Username' field are two links: '> Forgot your password?' and '> Forgot your CWID?'. Below the 'Password' field is a checkbox labeled 'Don't Remember Login' and another checkbox labeled 'Clear prior granting of permission for release of your information to this service.'. At the bottom is a red button labeled 'Login'.

Step 3

The main page for your myLeo will look like the sample page below. To register for your classes, select the Student Resources tab.

The screenshot displays the myLeo website interface. At the top left is the Texas A&M University Commerce logo. To its right is the 'myLEO' logo. Below these are navigation tabs: 'Welcome', 'Apps', 'Student Resources', 'Faculty Resources', and 'Staff Resources'. A red arrow points to the 'Student Resources' tab, which is also highlighted with a red rectangular box. Below the navigation is a 'Weather' section for 'Commerce, TX'. It shows the current weather as 90° F with wind, humidity, and pressure details. A 10-day forecast follows, with icons and temperature ranges for each day. Below the weather is a 'Pride Online News' section, which contains a 'MyLeo Feed' with a list of announcements.

Navigation Tabs: Welcome, Apps, **Student Resources**, Faculty Resources, Staff Resources

Weather: Commerce, TX

Currently: 90° F
Wind: 225 at 14.0 mph
Humidity: 54.0%
Pressure: 996.0 mb

Weather provided by [Yahoo! Weather](#)

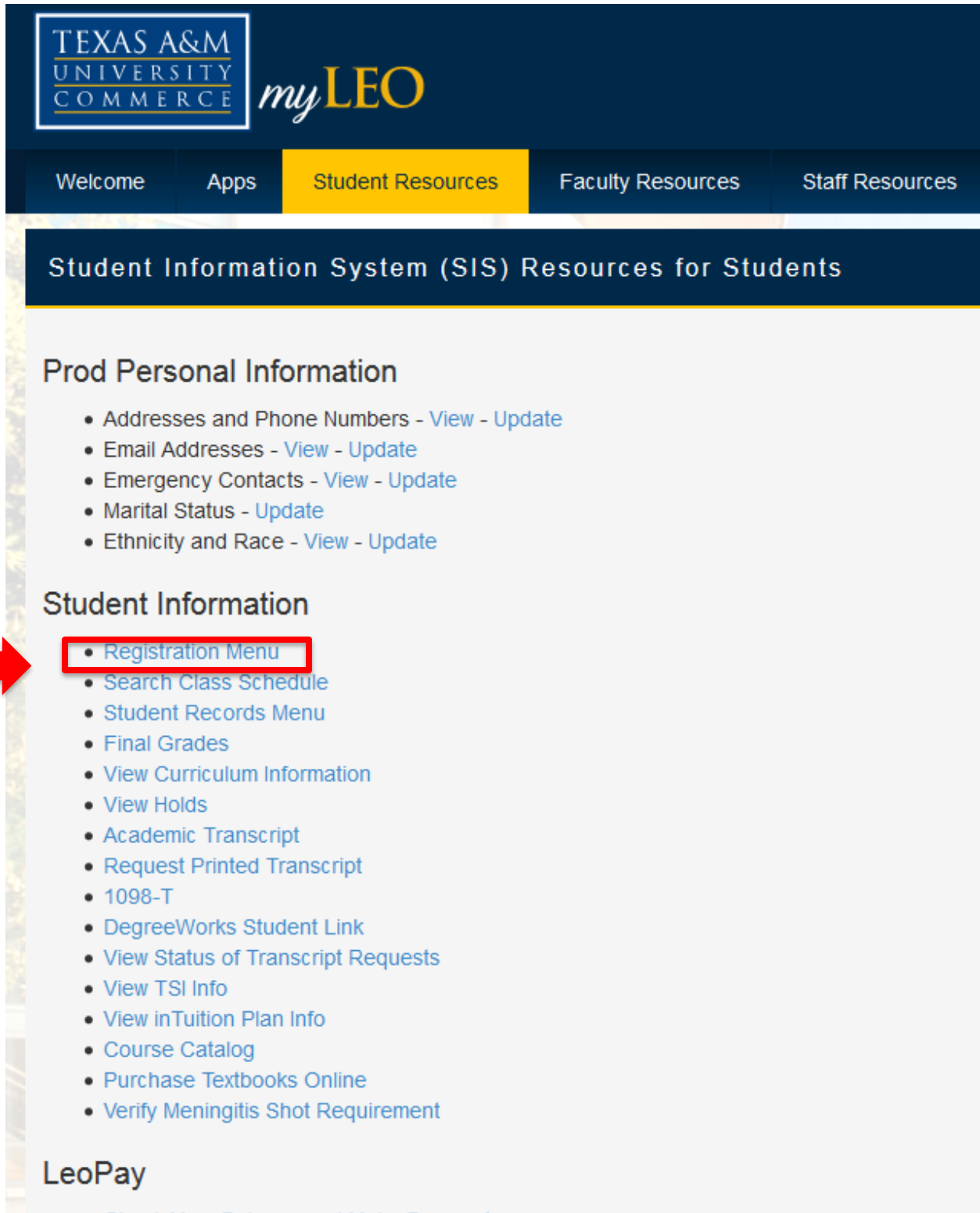
Pride Online News

MyLeo Feed

- Summer II 15th Class Day
- Summer II Last Class Day and Finals
- August Mini: Last Day to Withdraw (Drop ALL Classes) with 100% Refund
- Payment Deadline, \$25 Late Payment Fee Applies after Today
- August Mini First Class Day
- \$100 Late Registration Fee Applies Today
- Summer Graduation Ceremony for Doctoral and Masters students
- Summer Graduation Ceremony for Undergraduates
- August Mini Census Date

Step 4

Once on the Student Resources tab select "Registration Menu"



The screenshot shows the myLEO website interface. At the top, there is a navigation bar with the following tabs: Welcome, Apps, Student Resources (highlighted in yellow), Faculty Resources, and Staff Resources. Below the navigation bar is a dark blue header with the text "Student Information System (SIS) Resources for Students".

The main content area is divided into two sections:

- Prod Personal Information**
 - [Addresses and Phone Numbers - View - Update](#)
 - [Email Addresses - View - Update](#)
 - [Emergency Contacts - View - Update](#)
 - [Marital Status - Update](#)
 - [Ethnicity and Race - View - Update](#)
- Student Information**
 - [Registration Menu](#) (highlighted with a red box and a red arrow pointing to it)
 - [Search Class Schedule](#)
 - [Student Records Menu](#)
 - [Final Grades](#)
 - [View Curriculum Information](#)
 - [View Holds](#)
 - [Academic Transcript](#)
 - [Request Printed Transcript](#)
 - [1098-T](#)
 - [DegreeWorks Student Link](#)
 - [View Status of Transcript Requests](#)
 - [View TSI Info](#)
 - [View inTuition Plan Info](#)
 - [Course Catalog](#)
 - [Purchase Textbooks Online](#)
 - [Verify Meningitis Shot Requirement](#)

At the bottom of the page, there is a section for "LeoPay" with the text "Check Your Balance and Make Payments".

Step 5

A new window will open. Select "Register/Add or Drop Classes"



TEXAS A&M
UNIVERSITY
COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

- [Select Term](#)
- [Register/Add or Drop Classes](#)**
- [Search the Schedule of Classes](#)
- [Change Class Options](#)
- [Your Week at a Glance](#)
- [Your Schedule Detail](#)
- [Withdrawal Information](#)
- [Your Registration Status](#)
- [Active Registration](#)
- [Your Registration History](#)
- [Purchase Textbooks](#)
Link to Campus Bookstore

RELEASE: 8.8.1

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Step 6

On the Registration Term page, select the semester you are registering for.



TEXAS A&M
UNIVERSITY
COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term

Select a Term: Spring 2017 ↓

Submit

RELEASE: 8.7.1

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Step 7

The next screen will most likely show the Financial Responsibility Agreement - At the time of registration for any semester or term, every student is required to accept the Texas A&M University-Commerce (TAMUC) Financial Responsibility Agreement. Registration will not be permitted if the agreement is declined. For more questions, [please visit this webpage](#).

Step 8

After the Financial Responsibility Agreement is accepted, the screen below will appear

The screenshot shows the Texas A&M University-Commerce student portal. At the top left is the university logo. Below it are navigation tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Faculty Services'. A search bar is present with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Add or Drop Classes'. Below this is a message: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' The 'Add Classes Worksheet' section features a 'CRNs' header and a row of ten input boxes. A red box highlights this section, and a red arrow points to the first input box. Below the input boxes are buttons for 'Submit Changes', 'Class Search', and 'Reset'. At the bottom of the worksheet are links for '[View Holds | Change Course Options]'. The footer includes the text 'RELEASE: 8.7.1' and '© 2017 Ellucian Company L.P. and its affiliates.'

Already know which course(s) to register for?

- Enter the CRN in the box above
- Hit "Submit Changes"

Don't know the CRN for your course(s) or want to view the Schedule of Classes?

- You can search for classes using the Class Search function above, or
- You may visit this webpage: <http://appsprod.tamuc.edu/Schedule/Schedule.aspx>
 - For help in deciphering the class location please see page 10

If you receive a registration error message such as level restrictions, please contact your advisor:
Sarah.Elder@tamuc.edu 903-468-6051

How to register for online and face to face courses (Dallas/Commerce)

You can register in [myLEO](#) (see how to register instructions above)

It is easiest to search [the schedule of classes](#) to build your course schedule and then log in to [myLEO](#) to register.

Notice on this website you can either search all classes, web based only or by campus UCD/Commerce by selecting the left hand options. If you are searching all classes here are some notes to help you determine where the class will be offered:

- 01W, 02W, 03W, 04W etc- These are online courses. Anything with a W in the section name indicates it is 100% web based
- 01E, 81E etc.- Anything with an E in the section name means it is web enhanced. This is a face to face course with some online requirements (**pay attention to the location**)
- The location will be listed on any courses without a W in the section name. Typically, if it starts with 0=Commerce and 3=Dallas (El Centro Campus in Dallas). (Note: 8=Dallas (UCD Campus-Not used any longer))

**Pay attention to the course dates. In the summer I semester some of the accounting/marketing/business analytics courses run 10 weeks to cover both summer I and II.

How to log into your class

To log into your class you first need to log into [myLEO](#). Once in myLEO you will click the 'Apps' tab at the top. Once there you can click myLeo Online (D2L Brightspace). If you do not see the myLeo Online (D2L Brightspace) link verify you are enrolled in an online course. If you are enrolled in an online course but do not yet see the link check back 1-2 weeks before classes start.



What if I do not see my class listed in myLeo Online

If you do not see your course listed in myLeo Online (D2L Brightspace) you need to first verify on your registration screen that you are in fact registered in an online course. You can verify you are in an online course by checking for a W in the section name. For example Acct 525.01W or Eco 562.05W

After you register for an online course it may take up until the first class day for the course to appear. This usually means the professor is still working to create the course.

When will the class be available

You will be able to log into the class on the first class day. You can prepare for the course before hand by purchasing the book and reviewing the syllabus.

Where can I find the syllabus before the class starts

You can find the syllabus listed under the [schedule of classes](#). The syllabi are typically posted about 2 weeks before classes start.

How can I check my progress in the program

Degree Works is an online program which allows students to check on the status of their progress. You can access degree works by:

Logging into [myLEO](#)

Click on **Student Resources** tab

Click on **DegreeWorks Student Link** under the Student Information heading

Click on **Access Graduate School DegreeWorks**

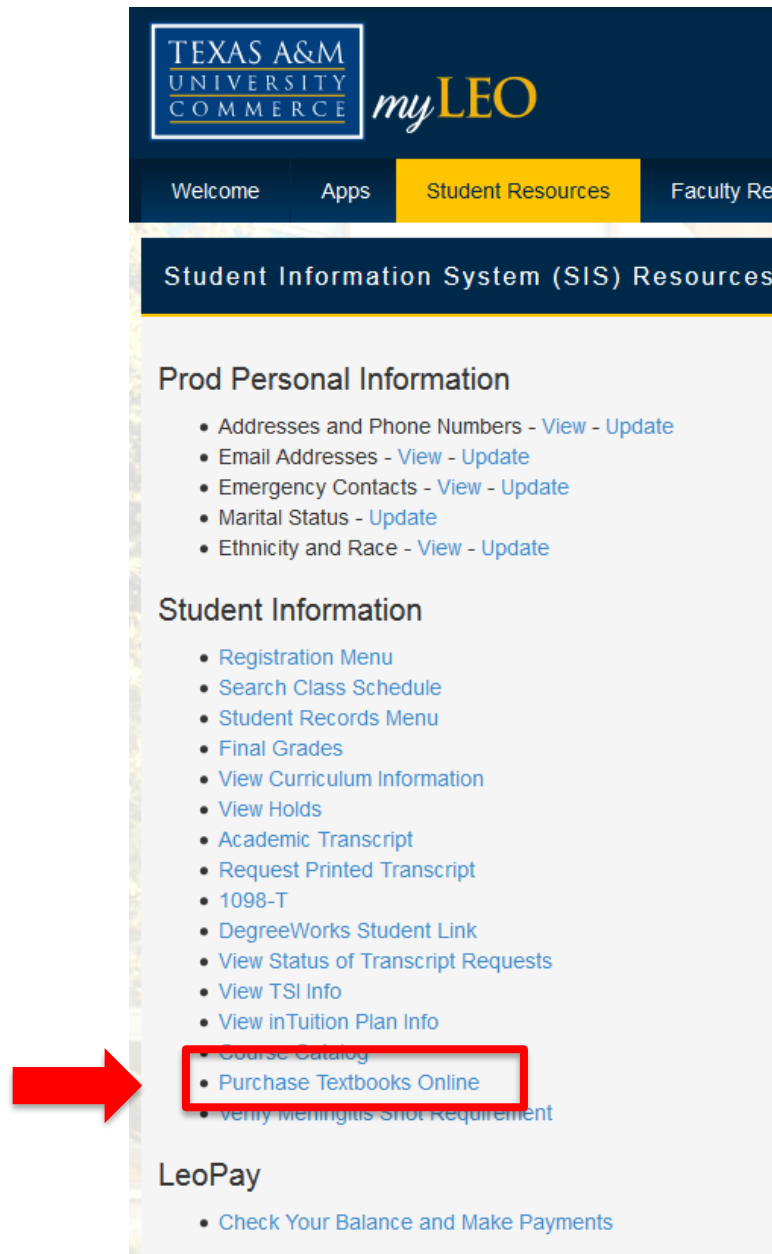
If you notice any errors with degree works please contact your advisor:

Sarah.Elder@tamuc.edu 903-468-6051

Where can I find the book information before the class starts

After you register for classes you can purchase textbooks through the [university bookstore](#). You can also click the link in [myLEO](#) called "Purchase Textbooks Online" found on the Student Resources tab to see the required course materials.

Note: Books are listed about one month prior to classes starting.



The screenshot shows the myLEO interface. At the top, there is a navigation bar with 'Welcome', 'Apps', 'Student Resources' (highlighted in yellow), and 'Faculty Res'. Below this is a section titled 'Student Information System (SIS) Resources'. Underneath, there are three main categories: 'Prod Personal Information', 'Student Information', and 'LeoPay'. A red arrow points to the 'Purchase Textbooks Online' link in the 'Student Information' list.

TEXAS A&M UNIVERSITY COMMERCE myLEO

Welcome Apps **Student Resources** Faculty Res

Student Information System (SIS) Resources

Prod Personal Information

- Addresses and Phone Numbers - [View](#) - [Update](#)
- Email Addresses - [View](#) - [Update](#)
- Emergency Contacts - [View](#) - [Update](#)
- Marital Status - [Update](#)
- Ethnicity and Race - [View](#) - [Update](#)

Student Information

- [Registration Menu](#)
- [Search Class Schedule](#)
- [Student Records Menu](#)
- [Final Grades](#)
- [View Curriculum Information](#)
- [View Holds](#)
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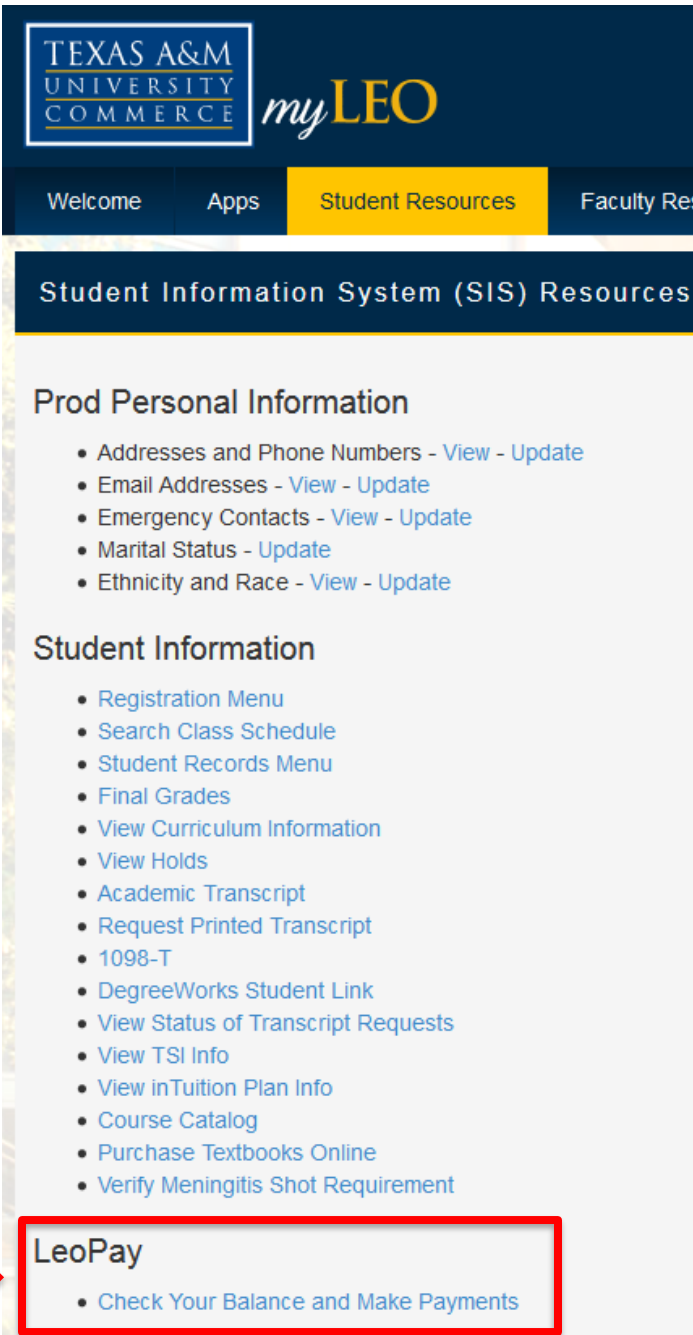
LeoPay

- [Check Your Balance and Make Payments](#)

Where can I pay for the class

You can pay for your courses in [myLEO](#) by clicking the link “LeoPay” found on the Student Resources tab. If you have any questions regarding your bill you can contact the student accounts office at 903-886-5050 or student.accounts@tamuc.edu

Note: Billing information is typically available a month prior to classes starting.



The screenshot shows the myLEO interface. At the top, there is a navigation bar with 'Welcome', 'Apps', 'Student Resources' (highlighted in yellow), and 'Faculty Res'. Below this is a section titled 'Student Information System (SIS) Resources'. Underneath, there are two main categories: 'Prod Personal Information' and 'Student Information'. The 'Prod Personal Information' category includes links for 'Addresses and Phone Numbers - View - Update', 'Email Addresses - View - Update', 'Emergency Contacts - View - Update', 'Marital Status - Update', and 'Ethnicity and Race - View - Update'. The 'Student Information' category includes links for 'Registration Menu', 'Search Class Schedule', 'Student Records Menu', 'Final Grades', 'View Curriculum Information', 'View Holds', 'Academic Transcript', 'Request Printed Transcript', '1098-T', 'DegreeWorks Student Link', 'View Status of Transcript Requests', 'View TSI Info', 'View inTuition Plan Info', 'Course Catalog', 'Purchase Textbooks Online', and 'Verify Meningitis Shot Requirement'. At the bottom of the page, there is a red-bordered box containing the text 'LeoPay' and a sub-link 'Check Your Balance and Make Payments'. A red arrow points from the left towards this box.

Is there an orientation available

Once you are given access to myLeo Online (D2L Brightspace), you can log in and view the orientation available for online students. This will help you get familiar with the online web portal before classes start. Once in myLeo Online click the MyCourses tab shown below.

The screenshot displays the myLEO Online interface. At the top, there is a navigation bar with a logo on the left and several icons on the right: a grid icon (highlighted with a red box and a red arrow), an envelope icon, a speech bubble icon, a bell icon, and a user profile icon. Below the navigation bar, there are links for "Class Progress", "Email", and "Calendar".

The main content area features an "Announcements" widget with a dropdown arrow. The announcement is titled "Welcome to myLEO Online" and is dated "Posted Sep 1, 2017 8:37 AM". The text of the announcement reads: "You will find all your online course shells right here in myLEO Online, powered by the Brightspace learning management system. There are **two ways** to access your course: 1. Using the Course Selector tool from the mini-bar area at the top of the browser page.. 2. Or, look for the 'My Courses' widget below to see the courses you are currently enrolled in." Below the text, there is a mini-bar area with the same grid icon, envelope, speech bubble, and bell icons. A tooltip "Select a course..." is visible over the grid icon. A link "Show All Announcements" is at the bottom of the widget.

On the right side, there is a "Brightspace Support" widget with a dropdown arrow. It contains the text "Got questions?" and "Find Answers Here" above a graphic of a lightbulb with various icons inside it. Below the graphic, it says "For assistance with the course please contact your instructor".

At the bottom right, there is a "Course Evaluations" widget with a dropdown arrow. It contains the text "Application BPI v3.3 by eXplor" and "is trying to access your informa".

At the bottom left, there is a "My Courses" widget.

Once on the MyCourses tab you can click the link for “myLeo Online Resource Course” pictured below:

The screenshot displays the myLeo Online interface. At the top left is the Texas A&M University-Commerce logo. To the right are navigation icons for a grid, email, chat, notifications, and a user profile. Below these are the links 'Class Progress', 'Email', and 'Calendar'. A red arrow points to a red-bordered box containing the text 'myLeo Online Student Resource Course Fall 2018 - student_res_co_201880'. Below this is an 'Announcements' section with a 'Welcome to myLEO Online' message dated Sep 1, 2017. The message explains that all online course shells are in myLEO Online and provides two ways to access the course: 1. Using the Course Selector tool (shown as a grid icon with a 'Select a course...' dropdown) from the mini-bar area at the top of the browser page. 2. Looking for the 'My Courses' widget below. To the right is a 'Brightspace Support' section with a 'Got questions?' heading and a 'Find Answers Here' button. Below that is a 'Course Evaluations' section with a message about an application error.

What to expect with an online course

Each class is designed by the professor so the requirements and expectations will differ class to class. Detailed information about specific course requirements can be found on the syllabus. Your course may include discussion boards, power points, live (or recorded) lectures and tests.

How are tests administered

Most tests (unless directed otherwise by your professor) will be given through myLeo Online (D2L Brightspace). These tests can consist of multiple choice, short answer or essay and are usually timed. Your professor will notify you at the beginning of the semester as to when the exams will open, how much time you have to complete the exam and number of questions to expect.

What time are my classes

There is no specific time associated with online courses. You should log into your class at any time on the first class day and read the syllabus for a better understanding of time requirements/due dates. You will usually see windows of time to submit assignments. For example 'The exam will open Friday and close Sunday at midnight. You have 1 hour to take the exam' or 'The discussion topic for this week is Entrepreneurship post one original response and respond to three of your classmates before Friday at midnight'

There may be some courses that meet virtually at a specific time of the week. If you are unable to attend at the time set by your professor the meeting will be available recorded so you can watch at your convenience.

How can I network with other online students

Through Facebook you can add the group "Texas A&M University – Commerce Graduate Programs in Business"

What classes will be offered in future semesters

Please see the [graduate course rotation](#) to see what will be offered in the upcoming semesters.