GETTING STARTED

LOGGING IN
From the TC Homepage, go over MyTC with your mouse, this will show a pull down menu, select MyTCportal

Type your UNI in the text field

NOTE: (Your UNI is the first part of your e-mail address - for example if your address is xz123@columbia.edu your UNI is xz123)

Your PASSWORD is your Columbia e-mail password,

Click on the Login. button

Click on HELP if you need to get further login information and a detailed description of MyTCPortal and Classweb

Consult the Help pages if
• you need to activate your Columbia email account and get a UNI
• you have problems logging in,
• you don’t remember your password
• your password is not working
• you want to change email address
• you want to consult the classweb manual
• you need to contact us

LOGIN AND GENERAL HELP

Select from the list below the appropriate link for the help you seek. Please note that different services at Teachers College may require different solutions for the login problems you may be facing.

General Help
• Login Problems?
• Forgotten password?
• Change your preferred e-mail address
• Instructions & Manuals

MyTCportal/ClassWeb Help
• About MyTCportal
• About ClassWeb
• Recommended browsers
YOUR PORTAL PAGE

Once you successfully log in you will access MyTCPortal which is your portal page.

Your portal page by default shows the COURSES Section – You will see the courses you are teaching and the ANNOUNCEMENTS.

You will be able to enter your courses by clicking on the active link, or directly access sections of your courses (i.e. outline, files etc)

If you click on the “GROUPS” tab you will be able to see all the affinity groups you belong to.

If you click on “NEWS” you will see some default links and the TC student life link.

You can customize this page and add your favorite links.

Click on the Layout link.
To move a content item to a different part of the portal page, select each content item and click on the arrows under the middle column field.

To add a content item select an item from the pull-down menu and click on the ADD button

Click on the Save Preferences button at the bottom of the page

Utilities allows you to copy content course from one semester to the other, change password and add and email signature