Courses Tips & Tricks

- It is recommended that you always use a **word processor** for typing your journal/online text and discussion board entries then simply copy/paste (ctrl-C/ctrl-V) your typing into Courses. This will give you a chance to spell check, and avoid losing information if your Internet connection is lost while typing your draft.

- Clicking on “My Courses” when you first log-in will list all of your current online courses to eliminate having to scroll through all of the departmental pages.

- Use the blue navigation bar at the top of the screen to quickly jump back to the main page for a given course number. Or, use the drop-down arrows on the left-hand side to navigate to a specific course item.

- You can have your Aquinas email forwarded to another email account. Follow the instructions under the “AQ Email Forwarding Instructions” on the same page that you accessed this tips and tricks document.