Overview of CTools

Purpose
CTools is a web-based course management and research collaboration tool designed for users to share information on the Internet. This document is intended to give you an overview of how to use CTools for your course or projects at the University of Michigan.

How to get there
1. Open your favorite Internet browser (Internet Explorer/Firefox/Safari/Chrome) and go to: http://ctools.umich.edu
2. Click on the log in button in the top right corner of the screen.
3. You may be prompted to log in. Please use your uniqname and kerberos (also known as level 1) password.

Basic navigation
4. The top menu bar is for navigating to different course or project sites within CTools. Note that you may have More Sites available in the drop down menu.
5. The side menu bar is for navigating to different sections within that course or project site.
6. When navigating each section, look for the back arrow to get back to the beginning of that section.

For more in-depth information please go to http://ctools.umich.edu and look for the help link or contact son-it@umich.edu

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Creating and managing your CTools sites

7. When you first log into CTools you are brought to the My Workspace section.

8. To create a new CTools site go to Worksite Setup and then click on New. Follow the additional prompts to complete the setup.

9. In the My Preferences section, you are able to show, hide and re-order your CTools sites across the top menu bar.

Adding different tools to your site

10. You may add different tools to customize your CTools site. These tools appear in your side menu bar. The tools allow you to customize your sites and are easy to enable.

Adding users to your site

11. After you create your site, you may add users to your site by going to Site Info and then click on Add Participants. The following are different roles each user may have:

12. Be sure to log out of CTools when you are finished.

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