



CTools Overview

August 2008

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CTools Web sites allow professors to post electronic course resources and announcements online. Some CTools sites have online discussion threads as well.

1. Before classes begin, go to CTools at: <https://ctools.umich.edu/portal>.
2. Click on the **Login** button in the upper right-hand corner of the screen and log in with your unickname and UMICH password. If any of your professors have published CTools course Web sites you will see tabs at the top of your CTools workspace (e.g. **Law 100**, **Law 250** etc.)
3. Click on a course tab and then click on the **Resources** button on the left-hand side of the page to check for electronic resources provided for that course. Repeat for all visible tabs.
4. Any recent announcements will appear on the home page of each published CTools site. You can also click on the **Announcements** button on the left-hand side of the screen.
5. Not every course will publish a CTools site; and not every published CTools site will have resources or announcements at the beginning of the term. However, it is a good idea to log in to CTools before classes begin to check out what is available.
6. During registration, drop/add, and throughout the semester, access to CTools sites is updated automatically. If you add a course you will have automatic access to the course's CTools site within 24 hours; conversely, if you drop a course your access to that CTools site will be removed within 24 hours.
7. CTools support contact information:

CTools Help Desk

Phone: 734.615.5512

E-Mail: ctools-support@umich.edu

Select the **Help** link in CTools to visit the online help guide

Law School CTools Affiliates

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