How to Request a HuskyCT Site for a Class

Use the Student Admin System (PeopleSoft) to request a HuskyCT site.

1. Go to http://www.studentadmin.uconn.edu/

2. Click on Self Service, then Faculty Center, then HuskyCT sections tab

3. Choose the Term

   Term codes: Fall 2016 is 1168, Winter 2016 is 1161, Spring 2017 is 1173 and Summer 2017 is 1175
   If you do not see any term listed, then you are not yet listed in PeopleSoft as the instructor of record for a class that term. Contact your department.

4. Check the appropriate box next to each course you want in HuskyCT

   For a cross-listed course (e.g., HIST 1211/HRTS 1211) or a course taught in multiple locations at once using iTV, you need to request a site for each section and then request a section combine.

5. Click Submit and OK

   Request received. Log into HuskyCT the following business day to access your section(s). (20000,29)

   To have a previous HuskyCT section restored in one or more of your new sections, fill out the “Restore HuskyCT Sections form”, hyperlinked at the bottom of this page.

   NOTE: HuskyCT sites are created automatically. No email confirmation is sent when sites are created. Log into HuskyCT (http://lms.uconn.edu) the next day to access the site(s) requested.

OPTIONAL STEPS

Use the Course Restore Request Form to have content copied over from a prior semester.

Request a Section Combine

- If not restoring content, please email your request to huskyct@uconn.edu
- If requesting a Course Restore use that form to also request the section combine

For assistance, contact Educational Technologies, edtech@uconn.edu; (860)486-5052
To restore HuskyCT content from a prior semester

NOTE: A restore request DOES NOT result in the creation of a HuskyCT site. Sites must be requested first.

1. In PeopleSoft, click the link below the Submit button to access the restore request form

2. Use the drop-down menus on the Restore Form to select Semester, Year, and Subject for the Old Course and the New Course. Enter the course number and section number in the fields provided.

3. Please note the checkboxes below the New Course Information.

   - Check to copy over old announcements
   - Check to copy over primary discussion posts (not replies to posts). Forums will always be copied over.
   - Checking this box will open a new field for a combine section request

   PLEASE NOTE
   - Section combine requests need to be submitted even for officially cross-listed courses. (e.g., ENGL 1111 & HRTS 1111)
   - To avoid complications, section combines should be requested before the start of the semester.
   - If no content restore is needed, email huskyct@uconn.edu to request that sites be combined