

# 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/>

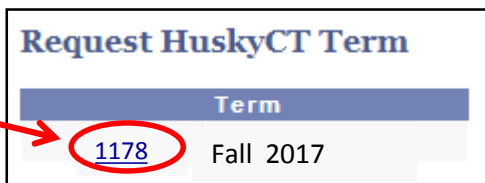
2. Click on Self Service, then Faculty Center , then HuskyCT sections tab



Faculty Center    Advisor Center    Search    **HuskyCT sections**

HuskyCT sections

3. Choose the Term



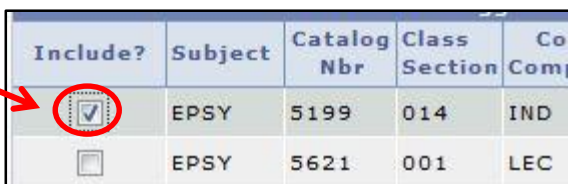
**Request HuskyCT Term**

Term

**1178** Fall 2017

**Term codes: Fall 2017 is 1178, Intersession 2018 is 1181, Spring 2018 is 1183 and Summer 2018 is 1185**  
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.

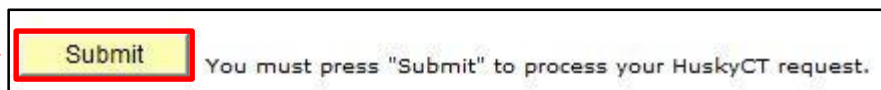
4. Check the appropriate box next to each course you want in HuskyCT



Include?	Subject	Catalog Nbr	Class Section	Co
<input checked="" type="checkbox"/>	EPSY	5199	014	IND
<input type="checkbox"/>	EPSY	5621	001	LEC

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



**Submit** You must press "Submit" to process your HuskyCT request.



**Message**

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.

**OK**

**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](mailto:huskyct@uconn.edu)
- If requesting a Course Restore use that form to also request the section combine

**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.

The form is divided into two main sections. The top section, 'Old Course Information (Previous Semester)', contains dropdown menus for '\* Semester of Old Course' (set to 'Fall') and '\* Year of Old Course' (set to '2013'). The bottom section, 'New Course Information (Upcoming Semester)', contains dropdown menus for '\* Semester of New Course' (set to 'Fall') and '\* Year of New Course' (set to '2014'). Below these are input fields for '\* New Course Subject' (set to 'ANTH'), '\* New Course Number' (set to '1000'), and '\* New Section Number' (set to '001').

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

This section contains three checkboxes with corresponding callouts:
 

- Callout: "Check to **copy over old announcements**" points to the checkbox "Check if you want to restore the old announcements".
- Callout: "Check to **copy over primary discussion posts** (not replies to posts). Forums will always be copied over." points to the checkbox "Check if you want to restore the old starter posts of the discussions".
- Callout: "Checking this box will open a new field for a **combine section request**" points to the checkbox "Check if you want to combine HuskyCT course sections".

 Below the checkboxes is a section titled "Request to Combine Courses" with a text area: "Please list the courses that you want to have combined".

**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](mailto:huskyct@uconn.edu) to request that sites be combined