MyOxford

What is MyOxford?
# Guide for staff
V1.0

Introduction

This guide is aimed at staff to introduce you to the fundamentals of the MyOxford app and what students will see when they use it.

The MyOxford app is accessible via Single Sign-on (SSO) both as a mobile application and via a web browser, ensuring ease of access from any location. Its primary purpose is to provide streamlined access for students to a wide range of systems and services.
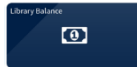
The University dashboard

The first screen students will see is the University dashboard. This dashboard provides access to their calendar, email and news. It integrates with key systems and support resources including wellbeing, maps, skills development, and events.

The calendar synchronizes with their Nexus365 calendar, Canvas calendar and CareerConnect appointments.
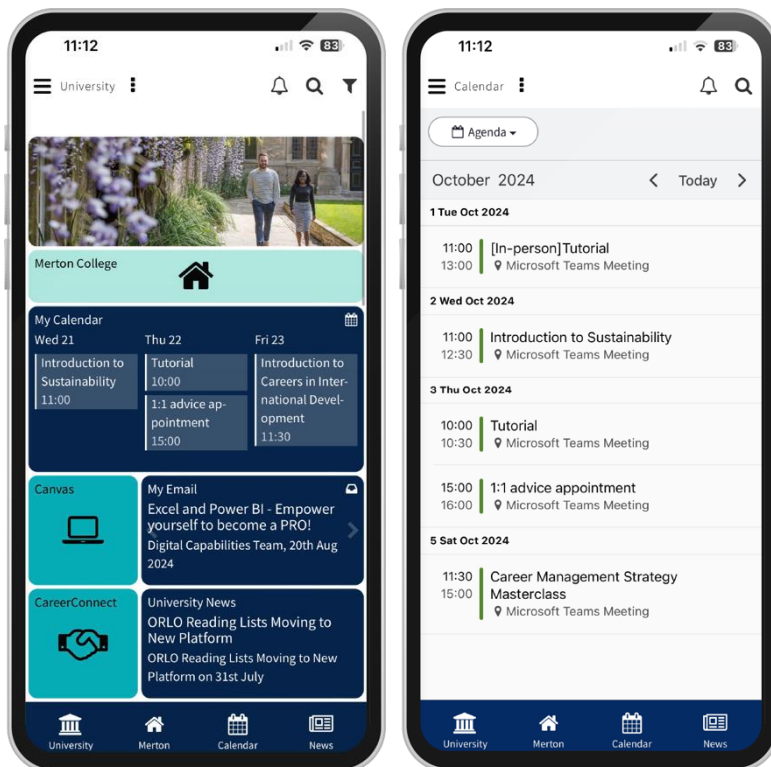
Default tile colours on the University dashboard

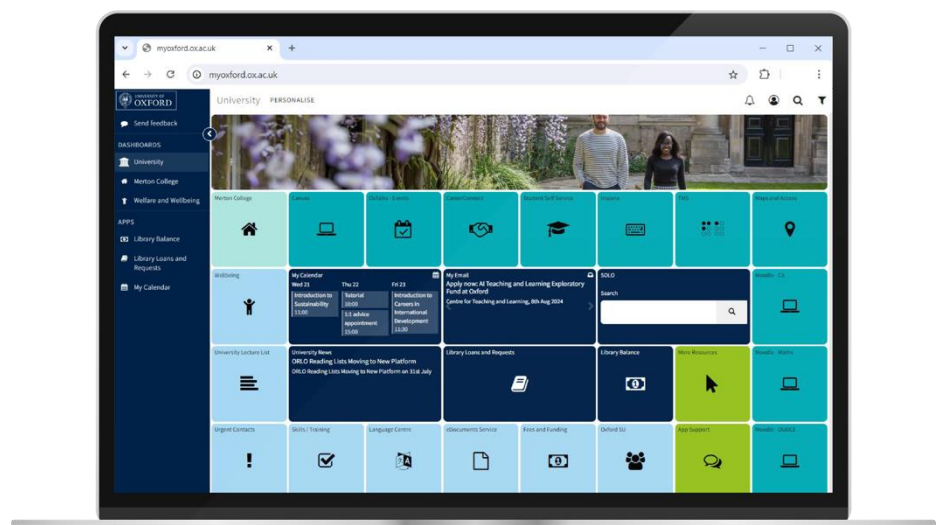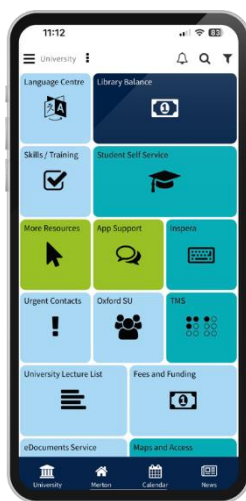|		
Dark blue		tiles pull information from elsewhere in MyOxford or from other systems to display something on the tile itself
Green		tiles are related to MyOxford
Light blue		tiles link to information pages
Teal		tiles link to systems directly

Students can change the theme colour of their dashboard to suit their accessibility needs or personal preferences. Other themes available include monochrome, dark mode, red and pastel colours.

The college dashboard
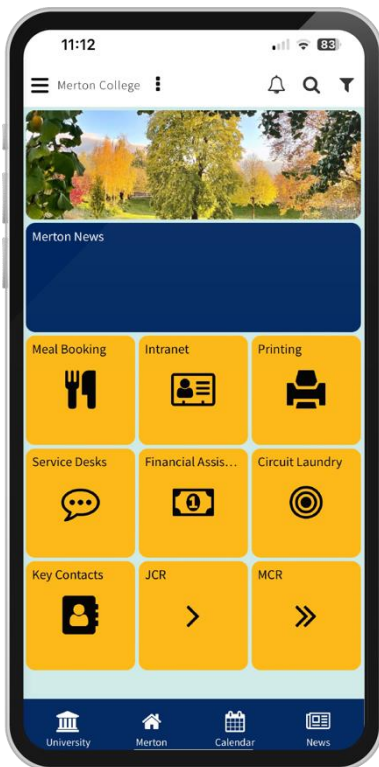
Students can access their college dashboard by selecting the **college tile** on the University dashboard or the **college icon** in the **bottom menu bar**.

The college dashboard tiles have been chosen by colleges and may include meal booking, printing, key college contacts, intranet, room booking and local news functionality for the college to communicate with their students.
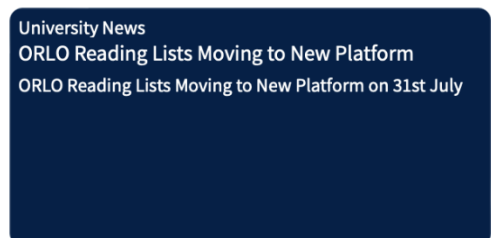
Alerts, news and banners

MyOxford includes tools for sending push notifications, alerts and news to keep students informed about important updates and announcements.

Push notifications will be sent to students' devices by the University and colleges and will be used only in case of emergency news.

Students may also get in-app alerts. They will know they have an in-app alert when they see a number next to the bell icon in the top right-hand corner of the screen. They can select the bell icon to view the alert.

The news tiles will display University-wide and college-level newsfeeds (note that not all colleges have a college-level newsfeed). When a college news channel is activated, students can access it by selecting the **News** tile or the **News** icon in the bottom menu. These will not come up with any notifications by default.

University News
ORLO Reading Lists Moving to New Platform
ORLO Reading Lists Moving to New Platform on 31st July

The bottom menu bar

1. The **University** icon takes you to the university dashboard

2. The **College icon** takes you to the college dashboard

3. The **Calendar** icon takes you to the app's calendar

4. The **News** icon takes you to the app's newsroom which will display news updates

App Support

The App Support tile can be used to access technical support, such as: specific tiles not working, the college dashboard does not display, or they cannot log into the library systems. There is a link to log a helpdesk ticket with the MyOxford team.
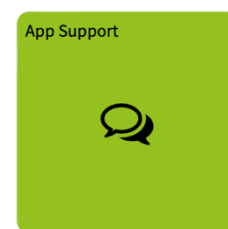
Send feedback

Students have the option to send feedback.

1. Select the **three lines icon** in the top left-hand corner of the screen
2. Select **Send feedback**
3. In the **How do you feel about MyOxford?** Section, select any of the emoji faces
4. Input a comment if you wish to do so
5. Select **Send**