

Introduction to CECIL

What is Cecil?

Cecil is designed to support student learning within the university and from a distance. The benefits of using Cecil include:

- Your online course material/details are accessible from any computer, 24 hours a day.
- Enhanced communication through announcements and discussion groups
- Coursework Marks available
- Self enrolling into Tutorials and Labs

Before you use Cecil:

Make sure that you know your NetID (also known as UPI) before you log on to Cecil. New students will have received their NetID details in the mail with their Enrolment letter. Otherwise you can obtain your NetID by swiping your ID card at a NetAccount printer or by seeking assistance at the Information Commons helpdesk (located at the Kate Edgar Information Commons, Level 2).

Logging on to Cecil:

1. Go to <http://cecil.auckland.ac.nz/login.aspx>
2. Click on LOGIN.
3. In the *NetID/UPI field*, Type in your NetID that you use in nDeva (e.g., astu001).
4. In the *NetPassword field*: Type in your *NetPassword*, click on SUBMIT
5. Click on HISTORY 108 in the list at the top left-hand corner of the page.

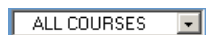
Note: To get/reset a NetPassword please visit the Information Commons Helpdesk located on the 2nd floor of the Kate Edger Information Commons building with your student ID card,

Using the Calendar:

To use the Calendar, click on *Calendar* in the left pane of the screen then select the view you prefer using the tabs that are situated just above the calendar (*DAY*, *WEEK* or *MONTH*) in the right pane. You can add your own *Personal Events* to the calendar by clicking on the Add Event icon 📅 (at top of the calendar screen).

Reading Announcements:

Click on *Announcements* in the left hand pane of the screen. Cecil will display all (old and new) announcements. To view the announcements of one course only, select the course from the drop-down box in the left pane of the screen.



Opening/Downloading Files from Cecil:

To view/download any files or course materials from Cecil:

1. Click on *Resources* in the left pane of the screen
2. Click on the course you wish to view/download resources from.
3. Click on its filename to view the file.
4. To save it click on the 📄 icon

Printing Files from Cecil:

To print files from Cecil you can either:

- Recommended: Download the file then open it from the location where you saved it to, and then print it, OR
- Open the file from its location in Cecil then select *Print...* from the *File* menu of the browser.

Check your Assessment Results:



To check your results:

1. Select the course from the drop down menu in the left pane and click on *Marks*. A summary page of your marks, sorted by activity type, will be displayed.
2. Click on the activity type of interest to view individual assessment marks.

Note: You will not be able to check your examination marks or final grades using Cecil – your final grades will be made available in nDeva.

Using Discussion Boards:

To enter the discussion forum for a course:


1. Select the course from the drop down menu in the left pane. Click on *Discussion* in the left pane.
2. Click on the forums listed to view any messages in the specified forum.
3. To create a message, click on *New Message*. To reply to a message click on the message and click on *Reply*.
4. Type your message in the space provided and click on the Post icon  to post your message or click on the Preview icon  to view/check the message before posting.
5. Messages can still be edited after they have been posted.

Signing up for a Tutorial Stream:

To sign up for a Tutorial in Cecil:


1. Click on the *Streams* on the left pane
2. All of available streams will be listed.
3. Click on the stream that you would like to join.
4. Join the stream by clicking on the join stream link.
5. Leave the stream by clicking on the leave stream link.

Changing Your Preferences:

Click on the *View Preferences* () icon on the top right hand side of the screen. If you would like e-mails from your course instructors to be sent to an email address other than your university email address:

1. Enter your e-mail address in the box provided.
2. Click on the *Save Preferences* button.

Logging Out of Cecil:

Click on the *Log out* () icon at the top right of the screen to log out of Cecil. DO NOT log out by simply closing the web browser.

Where to get Help with Cecil:

For further questions and inquiries contact your lecturer, tutor OR the following people:

E-mail: cecilhelp@auckland.ac.nz

Web: <http://cecil.auckland.ac.nz/studenthelp>

In person: Information Commons Helpdesk, Kate Edger Information Commons