

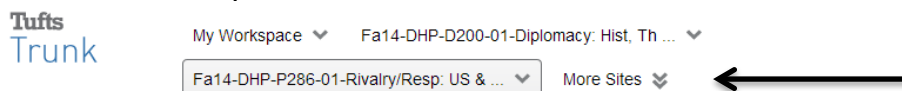
Fletcher's Frequently Asked Trunk Questions

1. How do I get added to a course?

Once you register for a course, you will be automatically added to the course's Trunk site. This process is automated in which SIS transfers the information to Trunk each night.

2. How do I find my courses in Trunk?

You can see **all** of your courses under the **More Sites** tab.



3. Why aren't all my classes listed? I registered in SIS, but still cannot see the sites.

- When did you register? There is an automated feed each night from SIS to Trunk; check back tomorrow to see if you can access the site.
- Your instructor might not have published the site and it is still in draft mode. If you enrolled via SIS, the course should appear once the instructor published the site.

4. How do I view course syllabi and other materials during shopping and registration period?

Log into Trunk and click on Fletcher Shopping Period site (under More Sites). From that site, you will have access to syllabi and reading materials for all of the courses that have been published.

5. How can I be added to a course if I am not a Fletcher student?

If you have permission from the instructor or the Registrar's Office during shopping and registration period, submit a request at: <http://go.tufts.edu/TrunkGuestForm>. If you have a Tufts email address, please make sure you include it in the email field.

6. I dropped a class, why do I still see the Trunk site for it under My Sites?

If you dropped a class via SIS, it will take 24 hours for SIS and Trunk to sync and for you to be removed from the roster.

7. How can I see the syllabus for a course I am interested in learning more about, but did not register for?

If this is during shopping and registration period, please see question #4. If this is during the semester, you will need to ask the instructor for permission to be added to her/his site, or for a copy of the syllabus. Course syllabi and other materials are considered intellectual property of the instructor.

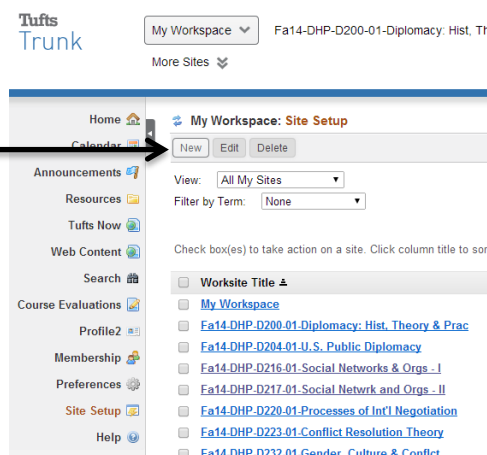
8. What browser works best with Trunk?

Chrome, Safari, and Internet Explorer work best with Trunk.

9. Is Trunk only used for class, and if not how can I use it in a different capacity?

Tufts' faculty, students or staff may create project sites for their work. To create a project site:

- a) While in My Workspace, click on the Site Setup tool
- b) Select New from the toolbar
- c) Choose project site and follow the instructions to create your site



10. How long will I have access to Trunk?

Faculty may choose to take down their Trunk sites at the end of the semester, however, most faculty leave their sites active. If the Trunk site is still active, you will have access to it for as long as you have a Tufts account (approximately one year after graduation).

11. Where can I go for more information?

For more information about Trunk, and to see other frequently asked questions, visit: <http://sites.tufts.edu/trunksupport/>.