Quick Start Guide for Fletcher Students

Trunk is Tufts’ online environment designed to facilitate teaching, learning, and collaboration. Faculty use Trunk to make syllabi and other course material available to students. See reverse side for instructions on how to view syllabi and other course materials during shopping and registration period.

Login
1. To access Trunk, open a web browser and go to http://trunk.tufts.edu
2. Log in using your Tufts Username (UTLN) and Tufts Password (the same password you use for email, library catalogs, Tufts Cloud Storage (Box), or to log into a public computer).

My Workspace
After you log in, you are directed to My Workspace. My Workspace is your personal worksite, where you can store documents and view Announcements, Calendar, and Messages aggregated from all your course and project sites.

For questions about Trunk, try the Help tool or email trunk@tufts.edu.
Viewing Syllabi and Course Content

During Fletcher’s **shopping and registration period** you will have temporary access to view syllabi and class materials for the courses you wish to consider enrolling in for the semester.

**To view the syllabus / reading materials for Fletcher courses:**
1. Click on More Sites
2. Click on Fletcher Shopping Period (under Projects)
3. Read instructions
4. Click on an initialism under Home. Diplomacy, History, and Politics courses are under DHP, Economics International Business courses under EIB, and International Law and Organization courses under ILO.

5. Click on the course link to access the class of your choice.

6. Under Home, click:
   - **Syllabus** to view course syllabus
   - **Resources** to view readings, presentations and other course material.

7. Click **Fletcher Shopping Period** link to return to the list and start over. **Time saving tip:** make the Shopping Period link one of your **Active Links** by clicking on More Sites and then on Preferences.

8. If you receive a message stating **Site Unavailable**, it could mean that the instructor has yet to upload the syllabus or course materials, has not made the site public, or may not use Trunk this semester. Check again at a later time to see if materials have been posted, or ask the instructor during class.

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