



## 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.

The screenshot shows the Trunk My Workspace interface. The left sidebar contains a 'Tools menu' with items: Home, Calendar, Announcements, Resources, Tufts Now, Web Content, Search, Course Evaluations, Profile2, Membership, Preferences, Site Setup, and Help. The main content area includes a 'Message Of The Day' section with a welcome message, a 'Calendar' section for August 2014, a 'Site Information Display' section with instructions on how to add content, and a 'Recent Announcements' section. The 'Help' tool is highlighted with an arrow and the text 'Help tool is great!'.

**Site home**

**Tools menu**

**Help tool is great!**

Trunk : My Workspac x  
<https://trunk.tufts.edu/portal#>

Tufts Trunk  
 My Workspace | Fletcher Test Course | Fletcher Shopping Period | Fletcher STATA Workshop Series | Logout

Trunk Team | More Sites

**My Workspace: Message Of The Day**  
 Options

**Welcome to the new Trunk!**  
 Trunk has been upgraded to a new version of Sakai, the open source software that powers Trunk. There are many new features available. To learn more please visit our [new help site](#). Any questions or concerns contact [trunk@tufts.edu](mailto:trunk@tufts.edu)

**My Workspace: Calendar**  
 Options

**August, 2014**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29 (2)	30	31	1	2
3	4	5 (2)	6	7	8	9
10	11 (2)	12 (4)	13 (2)	14 (4)	15 (2)	16
17	18 (2)	19 (4)	20 (2)	21 (3)	22	23
24	25	26 (2)	27 (2)	28	29	30
31	1	2 (2)	3 (2)	4 (2)	5	6

**Events for August 13, 2014**

- Class section - Lecture - [ENG-111 Shakespeare's Birds Le...](#) (ENG-111-01-SHAKESPEARES BIRDS (Demo))
- Class session - [Strategic Management Course](#) (Fa14-EIB-B238-1-Strategic Management)

**My Workspace: Recent Announcements**  
 Options

**Announcements** (viewing announcements from the last 365 days)  
 View  Viewing 1 - 20 of 3761 items

Subject	Saved By
<a href="#">PSC Project Page</a>	Jonathan M. White

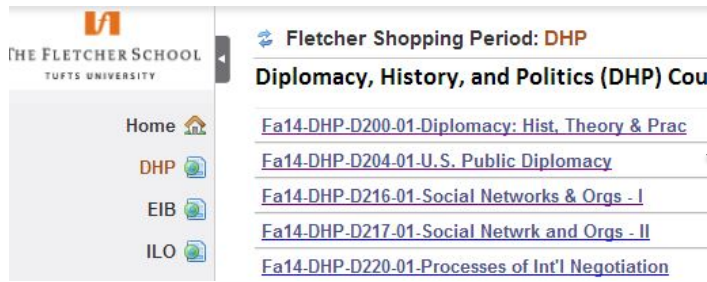
For questions about Trunk, try the Help tool or email [trunk@tufts.edu](mailto:trunk@tufts.edu).

# 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:

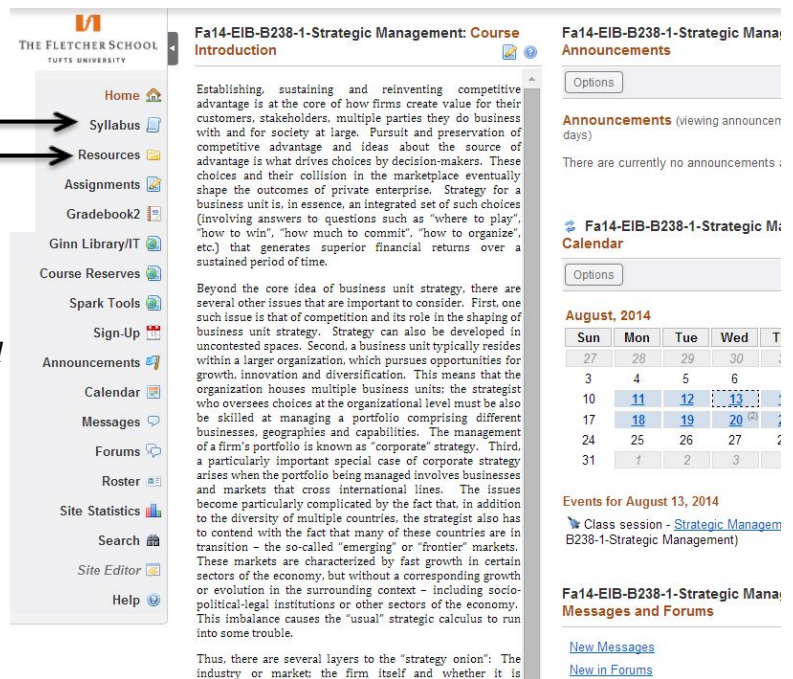
1. Click on More Sites
2. Click on Fletcher Shopping Period (under Projects)
3. Read instructions
4. Click on an initialism under Home. Diplomacy, History, and Politics courses are under DHP, Economics International Business courses under EIB, and International Law and Organization courses under ILO.



This is a partial list of what you will see when you click on the DHP initialism.

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.

