

Teacher Access Keys (TAK)

Self-service

User Manual



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INTRODUCTION

myeLearning is the standard online learning platform for the University and all Banner courses are automatically loaded onto the platform along with those students who are registered.

Faculty members gain editing access their courses through course enrolment keys and the myeLearning Teaching Access Keys (TAK) self-service is a new service that allows teaching staff to access Teacher Enrolment Keys in the shortest time possible.

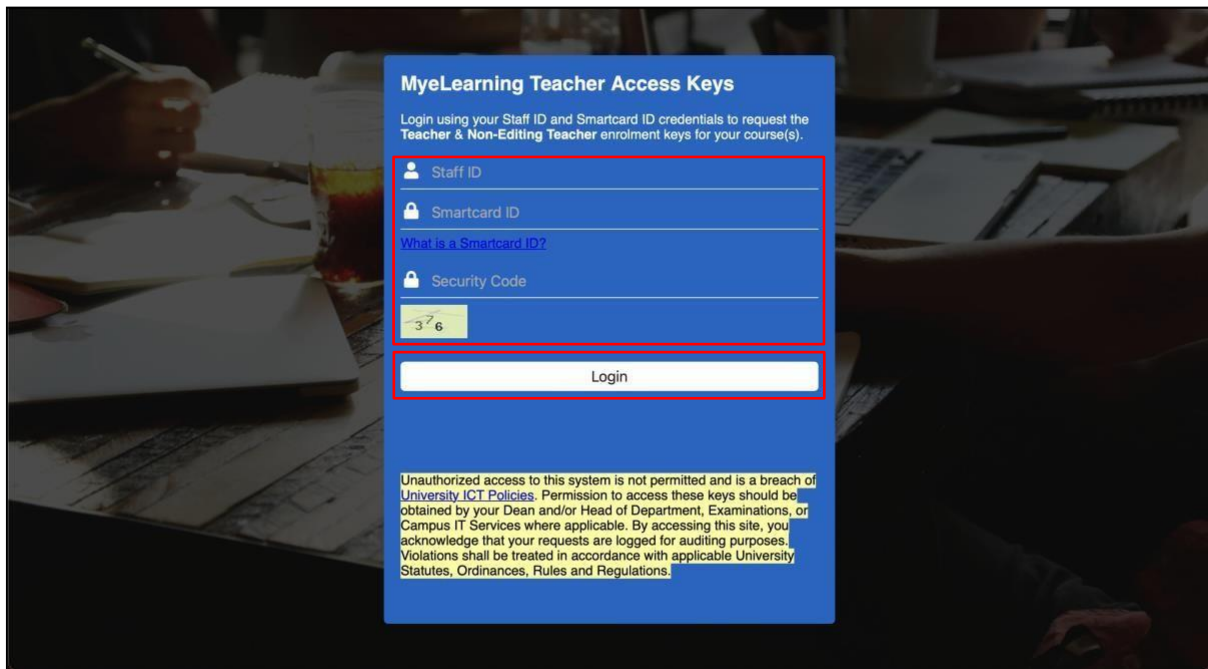


Please note that as of January 2021, only the Teacher role would have a key and non-editing teachers can be enrolled as needed by using the instructions here: [*How to enroll Non-editing Teachers.*](#)

MYEARNING TEACHING ACCESS KEYS (TAK)

Step 1: Open your web browser and go to the following link (ON CAMPUS or OFF CAMPUS):
<https://apps.sta.uwi.edu/portal/myelkeys/index.php>

Step 2: Enter your credentials (**Staff ID**, **Smartcard ID**, and the unique **Security Code**) as requested and select login in the myeLearning Teacher Access Keys login page as seen below.



MyeLearning Teacher Access Keys

Login using your Staff ID and Smartcard ID credentials to request the Teacher & Non-Editing Teacher enrolment keys for your course(s).

Staff ID

Smartcard ID

[What is a Smartcard ID?](#)

Security Code

3 7 6

Unauthorized access to this system is not permitted and is a breach of [University ICT Policies](#). Permission to access these keys should be obtained by your Dean and/or Head of Department, Examinations, or Campus IT Services where applicable. By accessing this site, you acknowledge that your requests are logged for auditing purposes. Violations shall be treated in accordance with applicable University Statutes, Ordinances, Rules and Regulations.

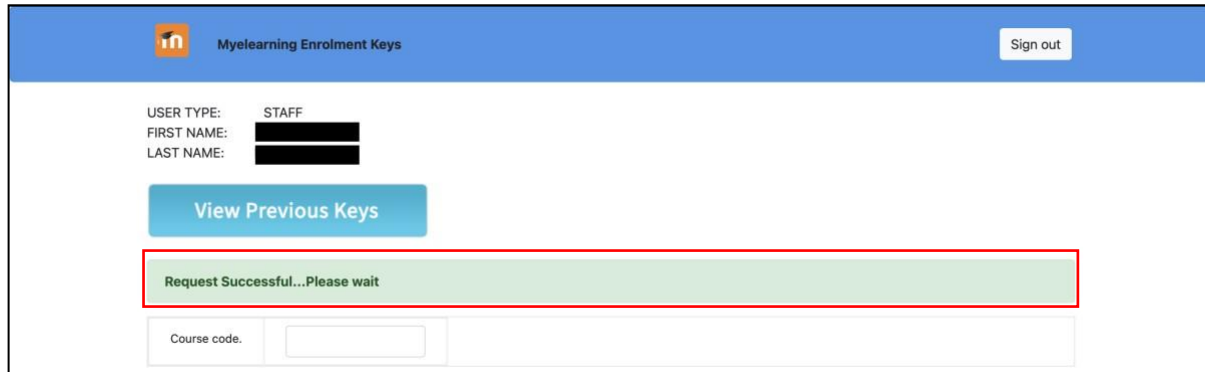
Step 3: Once you have successfully logged in, select your **course code**, **course name** and **course semester**.

The screenshot shows the 'Myelearning Enrolment Keys' page. At the top, there is a blue header with the university logo, the page title, and a 'Sign out' button. Below the header, the user's login details are displayed: 'USER TYPE: STAFF', 'FIRST NAME: [redacted]', and 'LAST NAME: [redacted]'. A blue button labeled 'View Previous Keys' is positioned above a form. The form contains three dropdown menus: 'Course code.' with the placeholder 'Select your Course.', 'Course Year.' with 'Select the Year.', and 'Course Semester.' with 'Select your Semester.'. Each dropdown menu is highlighted with a red rectangular box. Below these fields is a blue 'Submit' button. A yellow disclaimer box states: 'By clicking submit, I agree that these enrolment keys would not be shared with Students as it would provide them with elevated access to the course and would be considered a breach of University ICT Policies.' A 'Contact Support' link is located at the bottom right of the form area.

Step 4: After you have successfully selected all your course details, select **submit**.

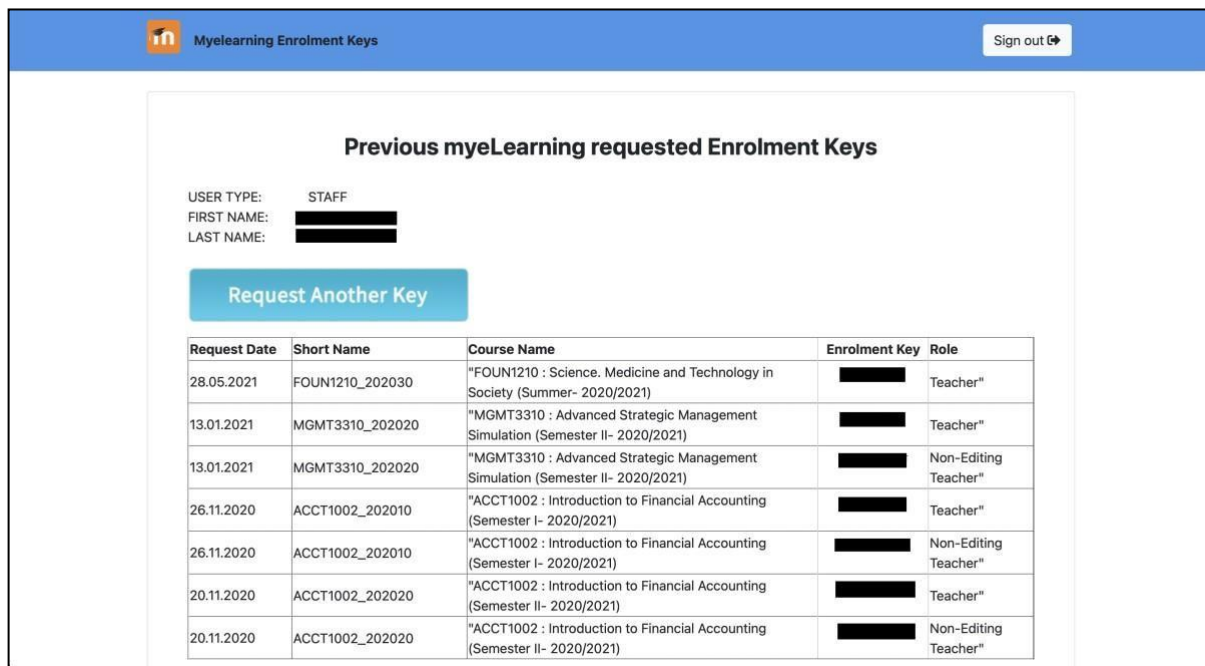
This screenshot shows the same 'Myelearning Enrolment Keys' page, but with the course details filled in. The 'Course code.' dropdown now shows 'FOUN1210', 'Course Year.' shows '2020/2021', and 'Course Semester.' shows 'Summer'. The 'Submit' button is now highlighted with a red rectangular box. The rest of the page, including the header, user details, 'View Previous Keys' button, disclaimer, and 'Contact Support' link, remains the same as in the previous screenshot.

Step 5: Please wait while your request is being processed as seen below:



The screenshot shows the 'Myelearning Enrolment Keys' interface. At the top, there is a blue header with the 'm' logo and the text 'Myelearning Enrolment Keys', and a 'Sign out' button. Below the header, the user's details are displayed: 'USER TYPE: STAFF', 'FIRST NAME: [REDACTED]', and 'LAST NAME: [REDACTED]'. A blue button labeled 'View Previous Keys' is visible. A green message box with a red border states 'Request Successful...Please wait'. At the bottom, there is a 'Course code.' label and an input field.

Step 6: Once your key has been retrieved, it would be displayed as seen below:



The screenshot shows the 'Myelearning Enrolment Keys' interface with the title 'Previous myeLearning requested Enrolment Keys'. The user details are the same as in Step 5. A blue button labeled 'Request Another Key' is present. Below it is a table listing previous requests.

Request Date	Short Name	Course Name	Enrolment Key	Role
28.05.2021	FOUN1210_202030	"FOUN1210 : Science, Medicine and Technology in Society (Summer- 2020/2021)	[REDACTED]	Teacher"
13.01.2021	MGMT3310_202020	"MGMT3310 : Advanced Strategic Management Simulation (Semester II- 2020/2021)	[REDACTED]	Teacher"
13.01.2021	MGMT3310_202020	"MGMT3310 : Advanced Strategic Management Simulation (Semester II- 2020/2021)	[REDACTED]	Non-Editing Teacher"
26.11.2020	ACCT1002_202010	"ACCT1002 : Introduction to Financial Accounting (Semester I- 2020/2021)	[REDACTED]	Teacher"
26.11.2020	ACCT1002_202010	"ACCT1002 : Introduction to Financial Accounting (Semester I- 2020/2021)	[REDACTED]	Non-Editing Teacher"
20.11.2020	ACCT1002_202020	"ACCT1002 : Introduction to Financial Accounting (Semester II- 2020/2021)	[REDACTED]	Teacher"
20.11.2020	ACCT1002_202020	"ACCT1002 : Introduction to Financial Accounting (Semester II- 2020/2021)	[REDACTED]	Non-Editing Teacher"

You have successfully retrieved your editing-Teaching Access Keys using the Self-service

KEYS NOT FOUND

However, if you have selected all the required options and selected the “Submit” button, and the course does not exist within myeLearning, you will be presented with the following screen:

“Keys not found. The course does not exist in myeLearning. Please follow up with the Banner SAS team to ensure that the course is built in Banner. For any queries, please contact myeLearning@sta.uwi.edu”.

The screenshot shows a web interface with the following elements:

- User Information:**
 - USER TYPE: STAFF
 - FIRST NAME: [Redacted]
 - LAST NAME: [Redacted]
- Action Button:** A blue button labeled "View Previous Keys".
- Error Message:** A red-bordered box containing the text: "Keys not found. The course does not exist in myeLearning. Please follow up with the Banner SAS team to ensure that the course is built in Banner. For any queries, please contact myeLearning@sta.uwi.edu".
- Course Selection Form:**
 - Course code: [Dropdown menu showing "Select your Course."]
 - Course Year: [Dropdown menu showing "Select the Year."]
 - Course Semester: [Dropdown menu showing "Select your Semester."]
 - Submit Button:** A blue button labeled "Submit".

PREVIOUS KEY RECORD

Step 1: Users are also given the option to view previous reports. If you have just completed requesting a key, click on **Request Another Key**.


Myelearning Enrolment Keys

Sign out

Previous myeLearning requested Enrolment Keys

USER TYPE: STAFF

FIRST NAME:

LAST NAME:

Request Another Key

Request Date	Short Name	Course Name	Enrolment Key	Role
28.05.2021	FOUN1210_202030	"FOUN1210 : Science, Medicine and Technology in Society (Summer- 2020/2021)		Teacher"
13.01.2021	MGMT3310_202020	"MGMT3310 : Advanced Strategic Management Simulation (Semester II- 2020/2021)		Teacher"
13.01.2021	MGMT3310_202020	"MGMT3310 : Advanced Strategic Management Simulation (Semester II- 2020/2021)		Non-Editing Teacher"
26.11.2020	ACCT1002_202010	"ACCT1002 : Introduction to Financial Accounting (Semester I- 2020/2021)		Teacher"
26.11.2020	ACCT1002_202010	"ACCT1002 : Introduction to Financial Accounting (Semester I- 2020/2021)		Non-Editing Teacher"
20.11.2020	ACCT1002_202020	"ACCT1002 : Introduction to Financial Accounting (Semester II- 2020/2021)		Teacher"
20.11.2020	ACCT1002_202020	"ACCT1002 : Introduction to Financial Accounting (Semester II- 2020/2021)		Non-Editing Teacher"

Step 2: Next Click on **“View Previous Keys”** button. Once this button is clicked, it will display all the courses requested by the user with up to 20 items per page. Alternatively, the **“View Previous Keys”** button is also available when you have logged in without requesting any additional keys on the home page.


Myelearning Enrolment Keys

Sign out

USER TYPE: STAFF

FIRST NAME:

LAST NAME:

View Previous Keys

Course code.

Course Year.

Course Semester.

Submit

By clicking submit, I agree that these enrolment keys would not be shared with Students as it would provide them with elevated access to the course and would be considered a breach of University ICT Policies.

Contact Support

Previous keys requested would be listed as seen below:

Previous myeLearning requested Enrolment Keys

USER TYPE:STAFF

FIRST NAME:

LAST NAME:

Request another key

Request Date	Short Name	Course Name	Enrolment Key	Role
14.07.2020	ACCT2014_202020	ACCT2014 : Financial Accounting I (Semester II-2020/2021)	T6F1 - rFW	Teacher
14.07.2020	ACCT2014_202020	ACCT2014 : Financial Accounting I (Semester II-2020/2021)	Ek - - lba	Non-Editing Teacher
14.07.2020	ACCT3015_202020	ACCT3015 : Accounting Information Systems (Semester II-2020/2021)	TjP - - VYd	Teacher
14.07.2020	ACCT3015_202020	ACCT3015 : Accounting Information Systems (Semester II-2020/2021)	EYE - w5	Non-Editing Teacher

Total 4 Record(s) : 1 Page(s) : 1

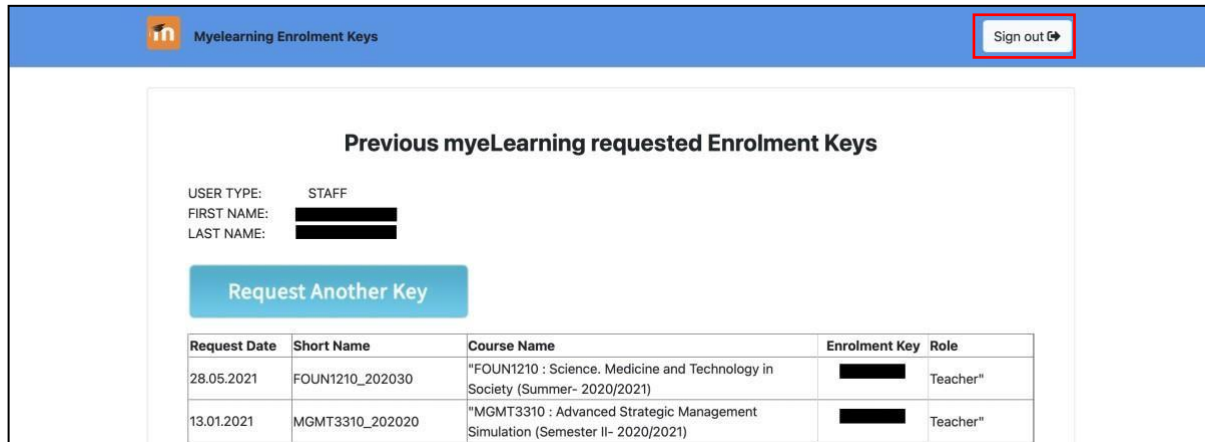
Instructions to use keys:
Step 1: Login to myeLearning using your **Staff ID** (30013866): myelearning.sta.uwi.edu
Step 2: Click on '[Search for Courses Here](#)', located on the upper right side of your Dashboard.
Step 3: Search for your course using the '**Short Name**' provided above. Example: FOUN1101_202010
Step 4: Click on the course with the appropriate academic year/term.
Step 5: Enter the appropriate enrolment key for the desired role. Then click '**Enrol Me**'.

Notes on Teaching Roles
Teacher: A Teacher can do almost anything within a course, including adding or changing the activities and grading Students.
Non-Editing Teacher: A Non-Editing Teacher is able to view and grade Students' work, but may not alter or delete any of the activities or resources within the course.

Any further assistance for managing your course content should be directed to the Blended Learning Team at the Centre for Excellence in Teaching and Learning (CETL): cetl_btl@sta.uwi.edu

LOGOUT

Once you are complete, please select “Sign out” as highlighted below:



The screenshot shows the 'MyeLearning Enrolment Keys' interface. At the top, there is a blue header bar with the 'MyeLearning Enrolment Keys' logo on the left and a 'Sign out' button with an external link icon on the right. The 'Sign out' button is highlighted with a red rectangular box. Below the header, the main content area is titled 'Previous myeLearning requested Enrolment Keys'. It displays user information: 'USER TYPE: STAFF', 'FIRST NAME: [REDACTED]', and 'LAST NAME: [REDACTED]'. Below this is a blue button labeled 'Request Another Key'. At the bottom, there is a table with two rows of enrolment data.

Request Date	Short Name	Course Name	Enrolment Key	Role
28.05.2021	FOUN1210_202030	"FOUN1210 : Science, Medicine and Technology in Society (Summer- 2020/2021)	[REDACTED]	Teacher"
13.01.2021	MGMT3310_202020	"MGMT3310 : Advanced Strategic Management Simulation (Semester II- 2020/2021)	[REDACTED]	Teacher"

For further assistance, please contact the CITS myeLearning Team: myeLearning@sta.uwi.edu