Quick Start Guide for Fletcher Students
Trunk is Tufts’ online environment designed to facilitate teaching, learning, assessment, 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, Tufts VPN, or Tufts Cloud Storage Box, or to log in to a public computer).

My Workspace
After login, 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.

To access My Workspace, click My Workspace

For more information, visit http://sites.tufts.edu/trunksupport/
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 My Sites
2. Click on Fletcher Shopping Period (under Projects)
3. Read instructions under Site Information Display
4. Click on an initialism under PROJECT TOOLS. Diplomacy courses are under DHP, business courses under EIB, and law courses under ILO.

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

5. Click on the course link to access the course of your choice. The course will appear in Site Display Window.

6. Under COURSE TOOLS, click:
   • Syllabus to view course syllabus
   • Resources to view other course material

7. Click Refresh to return to listing and start over.

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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