Student Guide to eLearn

Pathway to eLearn
You can go to eLearn by starting at the Walters State homepage (http://ws.edu) and clicking on the “eLearn” link in the top of the navigation bar.

Or, you can simply, set your browser for eLearn (https://elearn.ws.edu) and save a favorite.

Logging into eLearn from WSCC Campuses
( Check information in computer labs across all campuses.)

Finding Your Classes
After you log into eLearn, you will be at the MyHome page of eLearn. Here you will see general Walters State news and can access the email and calendars for all your courses. Also, at the bottom of the page you will see “My Courses” and under that “Fall Term 20xx” (without the quotation marks). Click “Fall 20xx” and then on “Mathematics” or “Business” or “English” and you will see the courses you are enrolled in for Fall 20xx.
Clicking into Your Classes
To click into your eLearn classes, merely click on the name of the class under “Fall 20xx.” Each class you are registered for shows up as a blue hyperlink. All the classes listed there should be ones in which you are enrolled. If there is a problem with that list, please call Student Information at 423.585.2685 to verify the classes you are enrolled in.

Seeing the CourseHome Page for each Class
When you click into a class, you will come to the CourseHome page for that class. Here, you will see any News item that your instructor has prepared for you. To go back to see a listing of all your classes, click on the words MyHome in the very top left of the screen.

Seeing the Content and Syllabus for each Class
To see the syllabus, handouts, and other “pages” in the eLearn space for any class, click on CONTENT in the navigation bar. Then, see the Table of Contents on the left. Click on any module/unit/chapter you would like to read; then, click on the page/file/topic to the right.
Binder: Downloading and Using the App

“Binder” is an app available from the App Store that allows you to export files from eLearn CONTENT and have those file available to you on your iOS device. To start, click on the name of a file in CONTENT in any of your courses, use the drop down menu at the top of the file to the right of the file name, and choose BINDER. Set up an account (“EduDentity”) the first time you export the file from CONTENT; on the second time you export the file, the file will automatically show up in your app. (Or, search the App Store from your iOS device for “Desire2Learn Binder.”) Caution: Large files may time out.

Setting up Your Email

Click on email to see the email sent to you inside eLearn. At email, you will see your INBOX.
Click on SETTINGS to set your INBOX the way you want it.

Email Settings

Email Options

- Include original message in email replies
- Save a copy of each outgoing message to the Sent

Email Signature

Display Options

- Show the Message Preview pane
- Show the Folder List pane
- Mark messages as read when viewed in the Message

You might want to put checks next to

- Include original message in email replies. (This includes the message sent you in the REPLY you send back in your email message.)
- Save a copy of each outgoing message to the SENT MAIL folder. (This insures that if you have a question about having sent a message you can always check and verify that the message was sent.)
- Create an email signature for yourself, if you wish, by clicking into the Email Signature and using this page as you would in WORD.
- If you uncheck “Show the Message Preview Pane,” email messages will appear in a pop up window rather than in the preview pane at the bottom of the email messages page and will no longer cover up the bottom of your list of incoming email messages.
- SHOW FOLDER LIST pane allows you to see and manipulate email folders.
Click on SAVE when you have the settings the way you want them.
Folder Management
While you are in email, click on FOLDER MANAGEMENT and notice that, as in other email systems, you can manage your email with folders. When you click on FOLDER MANAGEMENT, you will see

Reading and Replying to an Email Message
To see if you have any email messages in eLearn, merely click on “Email” while you are in any class or when you are at the MyHome page.

- Notice that you can “Filter By” any of the courses you are enrolled in. If you “Filter By” any one particular course you are enrolled in, you will see email messages only sent from that course. If you use “Filter By” and choose “All Messages,” you will see messages sent from all your courses in eLearn.
- To read an email message, just click on the name (subject) of the message. A new pane or window will open up. To reply to the message, just click on the word “Reply” then compose your message and hit the word “SEND” in the bottom right-hand corner.

Composing and Sending an Email Message to Your Instructor
From any class, click on CLASSLIST.

- Find your instructor in the class. He or she will have the word "instructor" to the right of his or her name.
- Click on his or her name and a window pops up. This creates an email message to your professor.
- Give the message a SUBJECT line
- Type in your message at the MESSAGE box.
- Notice in the bottom right hand corner you have options. These options allow you to take some time and compose your message carefully in WORD and then copy and paste into the BODY of the email message:
• These options allow you to spell check, see the HTML source code (as if!), preview the email message, and toggle full screen.
• Notice in the top right of the message window you have options for copying and pasting, including copying and pasting from a WORD file.

• Notice in bottom left hand corner that you can also email an attachment:

Click SEND when you are finished.

**Reading Discussion Board Messages**
Inside any class, click on DISCUSSIONS. You will see forums and topics, like so:
Forums (in dark print) and topics (in lighter print) are created for you by your instructor. Click on any topic. Above, there are two forums (“Getting Started” and “Module 1 Discussion”) and three topics to which you can post in “Getting Started.” After you click inside any topic, you may see messages already posted by other students or your instructor.

Let’s click on the topic called “Introduce Yourself” in the discussion board, above. When you do so, you will see that two people have already posted to that discussion board topic.
Replying to a Discussion Board Message
While reading a particular discussion board message, you may want to reply to a message (posting); if so, just click on REPLY TO THREAD. After composing your reply message, click on POST.

- Note that you can copy and paste from a WORD document into the text box.
- Note that in composing a reply to a discussion board message, you have all the options in the lower right hand corner that you do in composing an email message (spell check, see the HTML source code, preview the email message, and toggle full screen).
- Note that you can send a private email to the student who posted the message by clicking on the avatar in the bottom right corner of the posting, which looks like so:

Posting a Discussion Board Message
To post a message to a discussion board, click on the name of the discussion board topic you need to post to. Click on START A NEW THREAD. Give the message a SUBJECT. Then, click into the text box. Notice that you have a icon in the upper right hand corner of the message; when you hover other it, it says “Show all components” and looks like this:

Clicking on this icon allows you additional options such as copying and pasting from a WORD document. When you are satisfied with your message, click on POST.
Uploading a File to a Dropbox
To upload a file to a dropbox, click on DROPBOX in the navigation bar. You will see the names of all the dropboxes your instructor has prepared for you.

Then, click on the name of the dropbox folder to which you need to submit a file and you will see the following:
Next, click on the words ADD A FILE. Click on UPLOAD and browse your computer, desktop, or storage media until you find the file you want to upload to the dropbox. Click on the filename of the file you want to upload until it is highlighted. Click OPEN. Click ADD. If you have done this successfully, you should see the following:
Click SUBMIT. You will receive a message about the file you have uploaded, including its filename, the date and time uploaded, and other information, like so:
After your instructor has read the file you have uploaded, he or she may leave feedback, comments, grades, and/or a returned and marked file for you. To view all this, click on DROPBOX in the navigation bar. You will see the names of all the dropboxes. In the following image, you can see that the student has left one file in each of the four dropboxes. The instructor has reviewed and left feedback for the first two dropbox folders.
On the right, under FEEDBACK, you will see the word VIEW to the far right of the particular dropbox where your instructor has left feedback. To see that feedback from your instructor, click on VIEW.
In the above, after clicking VIEW, the student sees that the instructor has left a score for the work in the dropbox. The instructor has left comments under “Dropbox Feedback.” And the instructor has left a file for the student to click on and read.

If your instructor has left comments only, you will see only those comments. If your instructor has left only a grade for you, you will see only that grade under “Score.”

**Taking a Quiz**
To take a particular quiz, click on QUIZZES. Click on the particular quiz you need to take; a page of general information for quizzes will be seen, like so:
Click on START QUIZ; you will be asked if you are ready to take the quiz and you can click on OK. Take the quiz by clicking into the appropriate answers. As you move through the quiz, you will see

Save answers by clicking on the SAVE button. When you have completed all questions, you can click on SAVE ALL RESPONSES and then click on GO TO SUBMIT QUIZ. On a new page, click on SUBMIT and then a pop up window appears. Click on OK to finally submit the quiz.

HelpDesk
The Walters State Helpdesk is available to assist with your technology related needs. It is located in the Jack E. Campbell College Center building, Room 303. The Helpdesk can be contacted by phone at 423-318-2742 and has a web site located at http://helpdesk.ws.edu which includes contact information, hours of operation and useful information on various common technology related issues.

--January 7, 2014