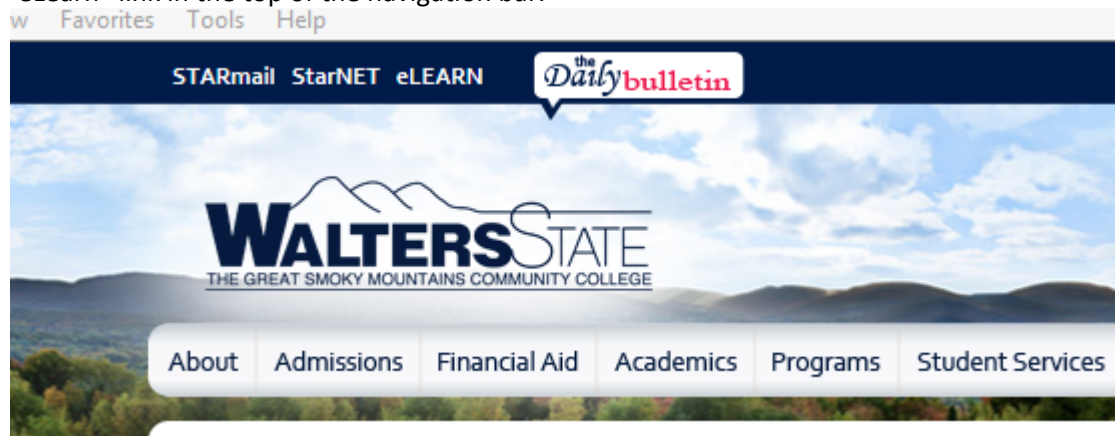


Student Guide to eLearn

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.

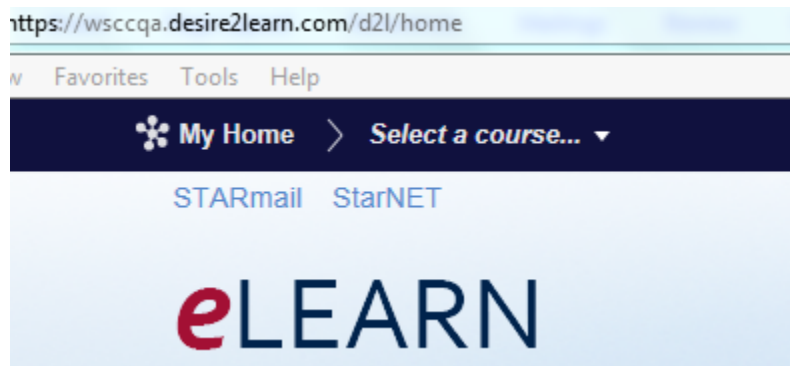


Clicking into Your Classes

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.



Or, you can click on “Select a course” to go to your course in eLearn.

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.

Search Topics

- Overview
- Bookmarks
- Upcoming Events

Table of Contents 236

- eLearning Minimum Standards** 2
- Version 9.4.1 of eLearn 7
- Free From the Web 30
- Teaching Online 90
- Plagiarism, Intellectual Property Rights, and Online Security 41

eLearning Minimum Standards

Add dates and restrictions...

Add a description...

New Add Existing Activities Bu

- eLearn Minimum Standards
- How to Carry Out the eLearn Minimum

Add a sub-module...

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

Inbox Settings

Compose Refresh Folder Management

Filter By: All Messages Folder: Inbox

Search For: Show Search Options

Move to Trash Mark as Read -- Move To -- 20 per page

	From	Subject	Date	Size
<input type="checkbox"/>	d2lhelp@ws.edu <d2lhel...	Dropbox submission receipt	Nov 22, 2013 4:34 PM	0.1 KB

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

Rich text editor toolbar: Undo, Redo, Link, Unlink, Paragraph style dropdown (Paragraph), More options (three dots).

Display Options

- Show the Message Preview pane
- Show the Folder List pane
- Mark messages as read when viewed in the Message pane
- Show internal email addresses in the Address Book

Save **Cancel**

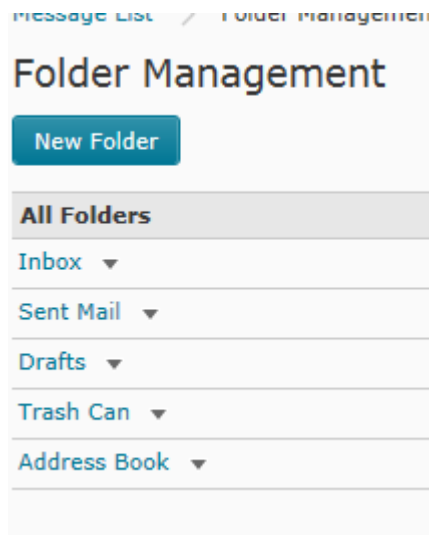
You might want to put checks next to

- 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.

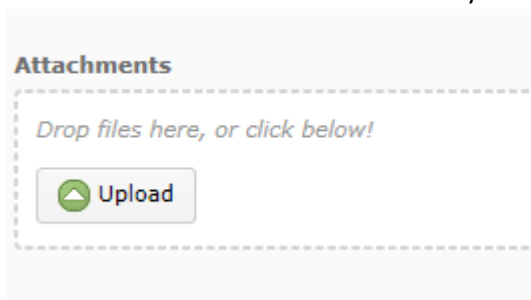
- Find your instructor in the class. He or she will have the word "instructor" to the right of his or her name.
- Click on his or her name and a window pops up. This creates an email message to your professor.
- Give the message a SUBJECT line
- Type in your message at the MESSAGE box.
- Notice in the 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:

Getting Started

Hide Topics for Getting Started

Rectangular Snip

Topic	Threads	Posts
Introduce Yourself ▾	1	2
Computer Problems; eLearn Problems ▾	0	0
Reading for Fun: What I Am Reading Now ▾	0	0

Module 1 Discussion Board

Hide Topics for Module 1 Discussion Board

Topic	Threads	Posts
Chapter 2 Discussions ▾	0	0

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.

Discussions List > View Topic Settings Help Search Introduce Yours

Getting Started 0

Introduce Yourself 0

Computer Problems; 0

eLearn Problems

Reading for Fun: What I Am Reading Now 0

Module 1 Discussion Board 0

Module 2 Discussion Board 0

[Hide the Topics List](#)

Introduce Yourself

[Hide Description](#)
Add a description ...

[Start a New Thread](#)

Filter by: [Unread](#) [Flagged](#) Sort by: [Most Recent Activity](#)

[Introducing Dan Smith](#)
Faculty Training posted Dec 10, 2013 4:17 PM

Hello Folks, This is Mr. Dan Smith. I am your instructor for this course. I have taught at WSCC since January of 1986, which makes me a bit older than dirt. I have taught English courses, including Composition I and II as well as Western World Literature II and II. Welcome to class!

0 Unread 1 Replies 3 Views Last post 28 minutes ago by Student Training

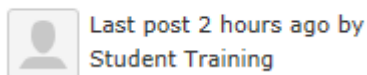
[Introducing Joe Student](#)
Faculty Training posted Dec 20, 2013 5:22 PM

Hello. I am Joe Student. This is my first online class. Can anyone tell me where to get information about taking an online

Replying to a Discussion Board Message

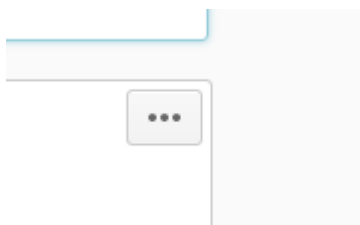
While reading a particular discussion board message, you may want to reply to a message (posting); if so, just click on **REPLY TO THREAD**. After composing your reply message, click on **POST**.

- 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

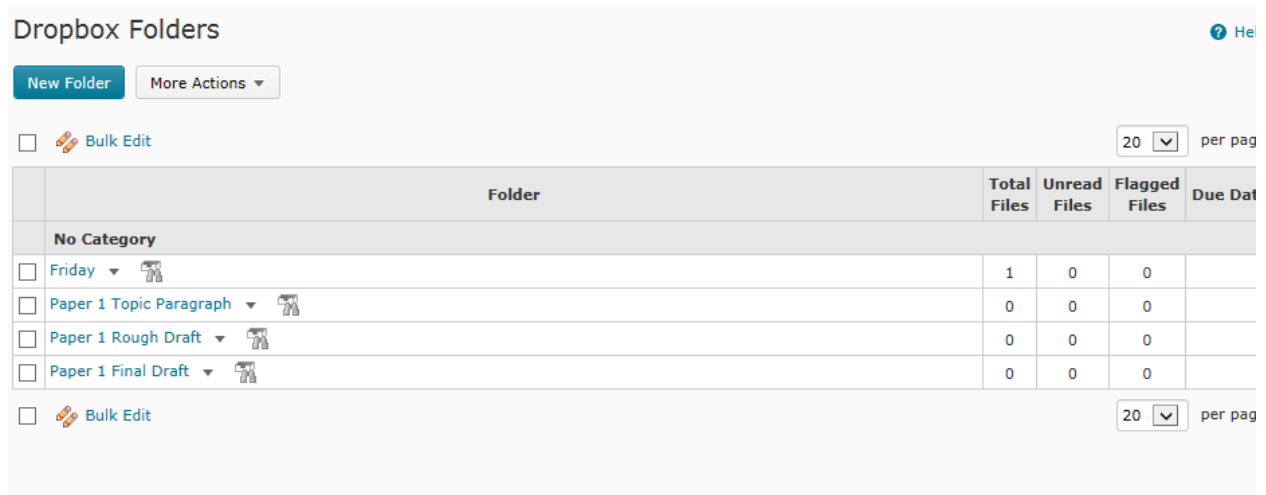
To post a message to a discussion board, click on the name of the discussion board topic you need to post to. Click on **START A NEW THREAD**. Give the message a **SUBJECT**. Then, click into the text box. Notice that you have a icon in the upper right hand corner of the message; when you hover over 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 you 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.




The screenshot shows the 'Dropbox Folders' interface. At the top, there is a 'New Folder' button and a 'More Actions' dropdown. Below this, there is a 'Bulk Edit' option with a checkbox and a '20 per page' dropdown. The main part of the interface is a table with the following columns: 'Folder', 'Total Files', 'Unread Files', 'Flagged Files', and 'Due Date'. The table lists four folders under the 'No Category' heading: 'Friday', 'Paper 1 Topic Paragraph', 'Paper 1 Rough Draft', and 'Paper 1 Final Draft'. Each folder has a checkbox, a dropdown arrow, and a folder icon. The 'Friday' folder has 1 total file, while the others have 0. At the bottom, there is another 'Bulk Edit' option and a '20 per page' dropdown.

	Folder	Total Files	Unread Files	Flagged Files	Due Date
No Category					
<input type="checkbox"/>	Friday	1	0	0	
<input type="checkbox"/>	Paper 1 Topic Paragraph	0	0	0	
<input type="checkbox"/>	Paper 1 Rough Draft	0	0	0	
<input type="checkbox"/>	Paper 1 Final Draft	0	0	0	

Then, click on the name of the dropbox folder to which you need to submit a file and you will see the following:

Folder







Paper 1 Topic Paragraph 






Submit Files

Files to submit*
(0) file(s) to submit


After uploading, you must click **Submit to complete**

Comments

    Paragr:  

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:


Paper 1 Rough Draft 

Submit Files

Files to submit *

(1) file(s) to submit

After uploading, you must click **Submit** to complete the

 [ADA Guidelines for Faculty September 2013.docx](#) (22.73

Comments

Submit

Cancel

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:

File Upload Results

File submission successful

Uploaded By

Student Training

Folder

Paper 1 Rough Draft

Instructions**Submitted Files**

 [ADA Guidelines for Faculty September 2013.docx](#) (

Comments**Submission Date**

Dec 20, 2013 9:09 PM

Total File Size

22.73 KB

Email Status

Confirmation Email Sent Successfully

Note: To view originality reports for this submission, go

Done

View History

Upload More Files

Seeing Your Instructor's Feedback in Dropbox

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.

Dropbox Folders

He

View History

20 per pag

Folder	Score	Submissions	Feedback	Due Dat
No Category				
Friday	9 / 10	1	View	
Paper 1 Topic Paragraph	- / -	1	View	
Paper 1 Rough Draft	- / -	1	-	
Paper 1 Final Draft	- / -	1	-	

20 per pag

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.



View Feedback

User Submissions

Folder

Friday

Submitted Files

Submitted Files	Report	Grade
 Message about Nov 24 Stop Work.docx (12.09 KB)		0 % 

Feedback

Score

9 / 10

Feedback Date

Dec 20, 2013 9:14 PM

Dropbox Feedback

Good start. Keep going

Attached Files

 [ADA Guidelines for Faculty September 2013.docx](#) (22.73 KB)

Download All Files

Done

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:

Quiz List > Summary

Summary - test ▾

Quiz Details

Current Time
9:37 PM [Update](#)

Current User
Student Training (username: sgtraining)

Quiz Period
always

Time Allowed
5

Attempts
Allowed - 5, Completed - 1

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

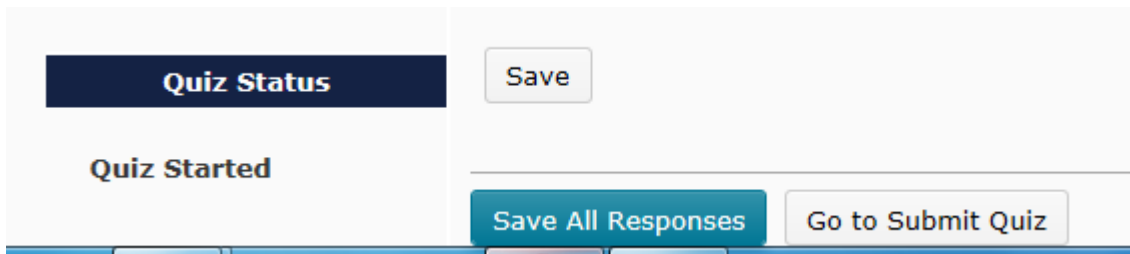
When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 2.

Note: Your quiz may take a few minutes to be set up.

The timer will not begin until after the set up process is finished.

[Start Quiz!](#)

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

