

eLearn Minimum Standards: How to For Faculty

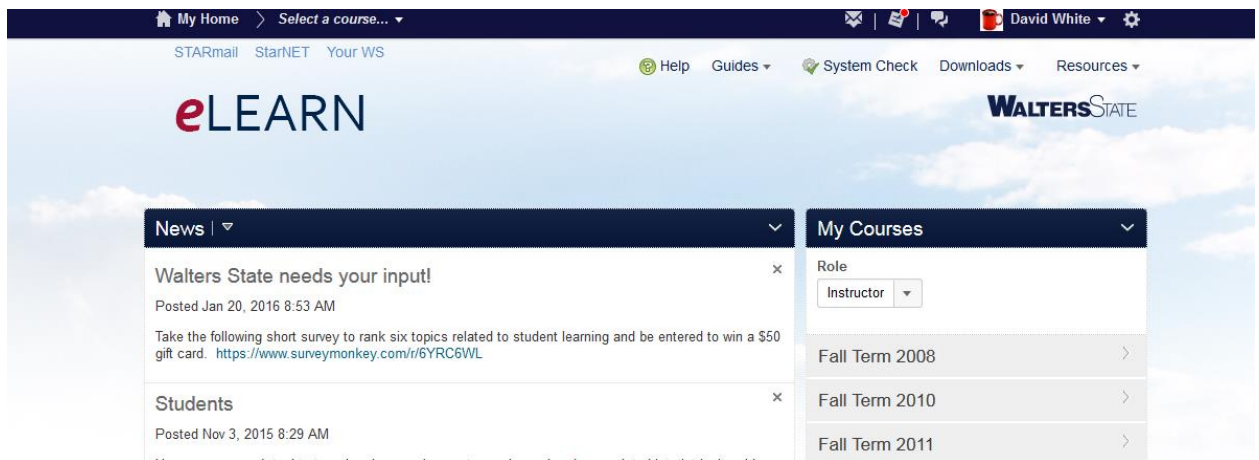
The purpose of this document is to walk faculty members through performing the actions in eLearn for the eLearn Minimum Standards: (1)create a news item with course and instructor information, (2)send an email to students with that same information, and (3)post a syllabus to the course. Here's how:

Logging in to eLearn

1. Point your browser to elearn.ws.edu.
2. At the log in, enter your username and password. This is the same username and password used to log onto all WSCC computers, WEBMAIL for faculty, and onto the Intranet for WSCC.
3. Click "Login". (If your username and password does not work, please contact the WSCC HelpDesk at 423.318.2742.)
4. (Also notice, before clicking on "Login" that there is a help page for students and a help page for faculty. To see the help page for students, merely click on "Student Guide to eLearn"; this page is public and open to all students and faculty. To see the help page for faculty, click on "Faculty Guide to eLearn;" you must then enter your username and password since this page is located on the WSCC Intranet and is open only to WSCC faculty and employees.)

Finding Your Classes

1. After logging into eLearn, the first page that you will see is the MyHome page for eLearn, like so:



(Notice RESOURCES on the top right that there is a list of WSCC Links, helpful to students and faculty.)

2. Use the scroll bar on the far right to scroll down the page.

3. At the bottom and middle of the page, under “My Courses,” you will see the classes you are assigned to teach each semester. (On the student side, students see the courses they are enrolled in each semester.)
4. Click into one of the classes you are assigned to teach. (A shortcut to your classes is also located at the top of the eLearn page by clicking on “Select a course...” and using the drop down arrow to click into a course.)

Clicking into Your Classes

1. To enter a class, click on the name of a class, either at “My Courses” or “Select a course...” .
2. You are now inside one particular class, and you will see the name of that class repeated at the very top of the page.
3. (To go back and enter into a different class, click on “MyHome” in the very upper left corner of the screen. When you are back at the MyHome page, you can click into another class and enter that different class, either through “Select a course...” or “My Courses.” Notice that when you are in a particular course and want to go to another course you can also use the “Select a course...” shortcut to another course.)

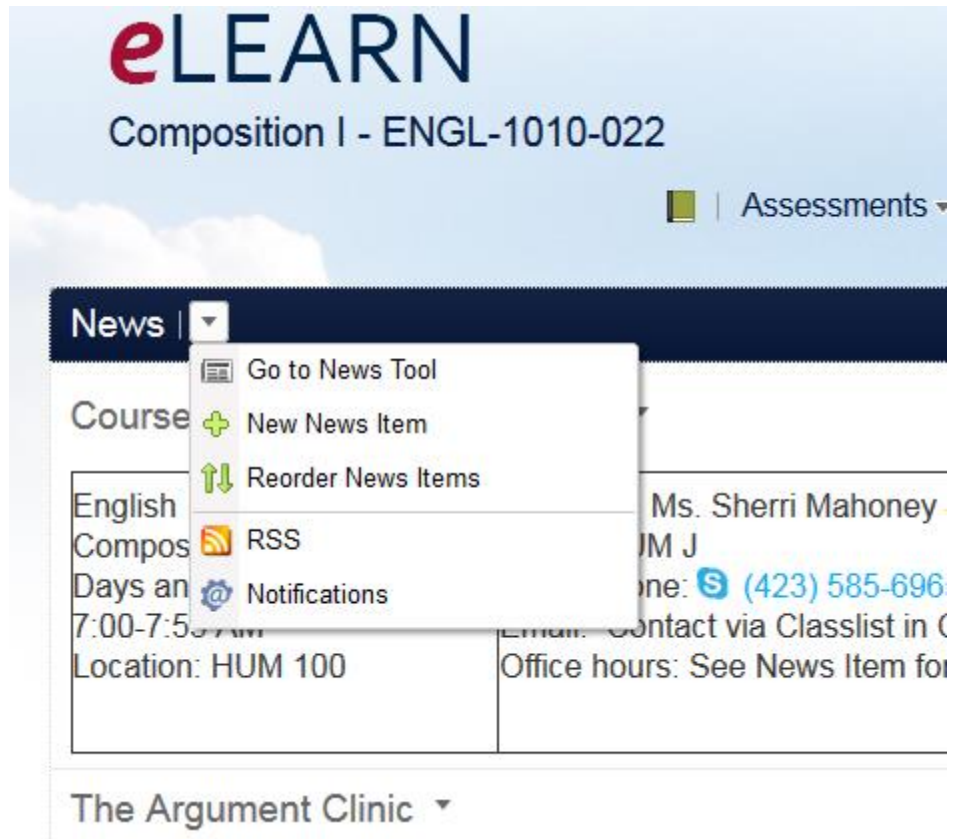
Creating a NEWS Item Inside a Class

1. After clicking into one class, you will see the name of the class at the top of the page. You will see “News” in the middle of the page, like so.

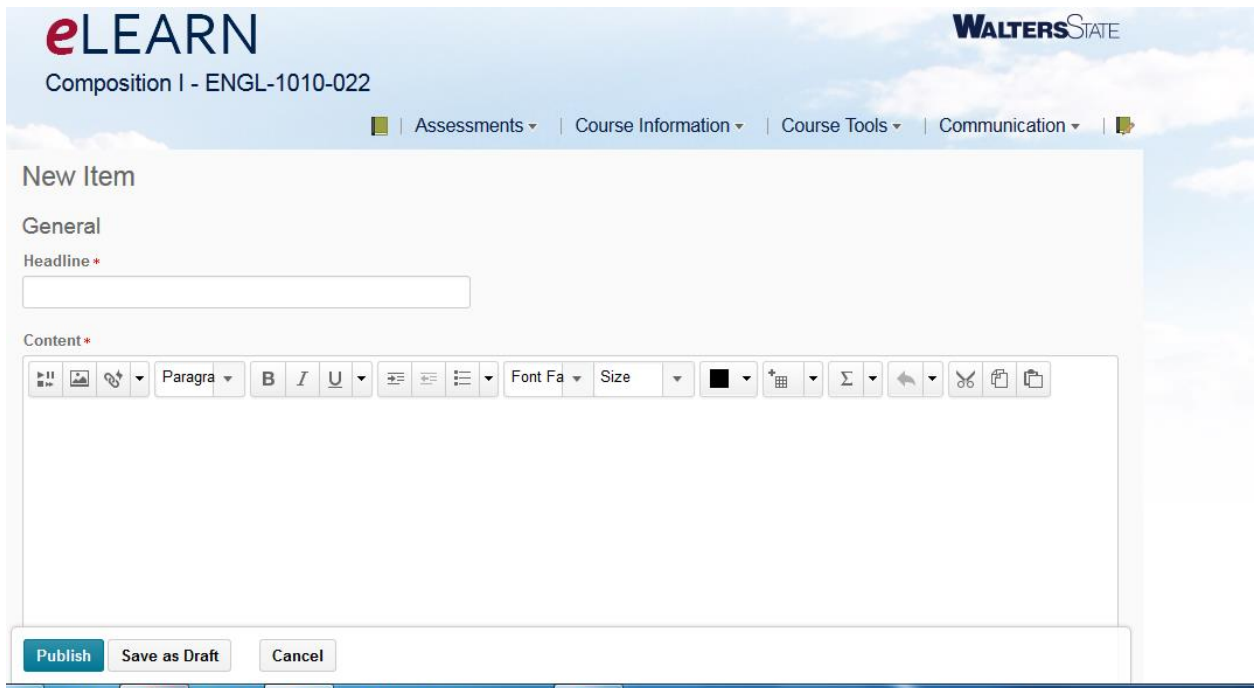
The screenshot shows the eLEARN interface for a class. At the top, the eLEARN logo and the course name 'Composition I - ENGL-1010-022' are visible. Below the logo, there is a navigation menu with 'Assessments', 'Course Information', 'Course Tools', and 'Communication'. A 'News' dropdown menu is open, showing 'Course Info & Instructor Contact' and 'The Argument Clinic'. The 'Course Info & Instructor Contact' section includes details for English 1010-022, Composition I, days and time (MWF, 7:00-7:55 AM), location (HUM 100), instructor (Ms. Sherri Mahoney Jacobs), office (HUM J), office phone ((423) 585-6965), email (Contact via Classlist in Course Tools tab), and office hours (See News Item for office hours). The 'Calendar' dropdown menu is also open, showing the date 'Thursday, January 21, 2016' and 'Upcoming events' with a message 'There are no events to display. Create an event.'

Immediately to the right of the word “News,” notice the down arrow. Click on the down arrow.

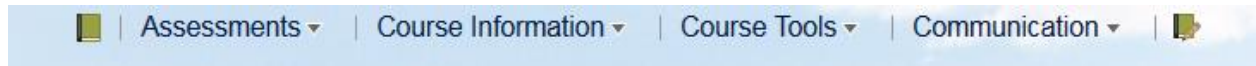
2. When you click the down arrow, you will see options, like so:



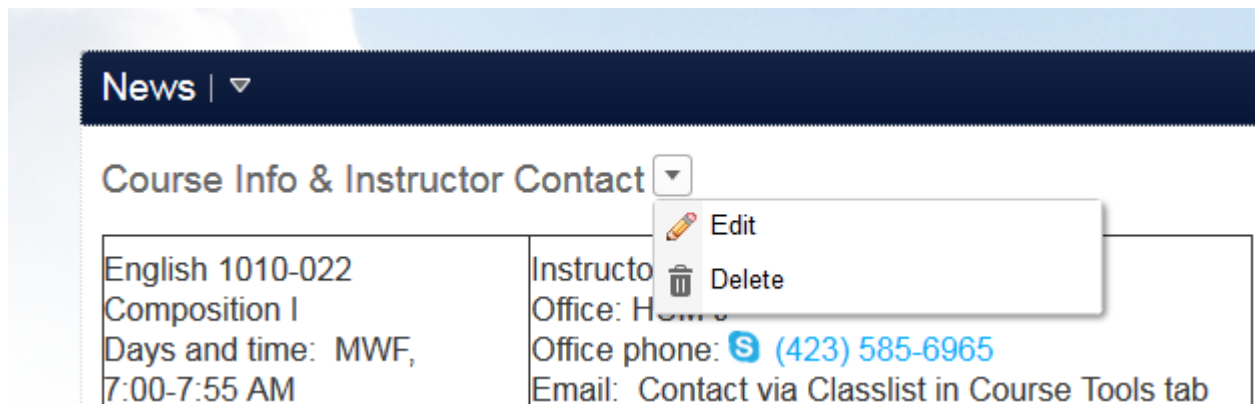
Click on the green plus sign (+) and a new page opens up to create a NEWS item, like so:






3. At "Headline:" click into the box and type a headline for your news item such as "Welcome to English 1010, Fall 2016" or other headline of your choice.
4. At the HTML editor ("Content:"), click into the box and type a message.
5. When you are finished typing your message, use the scroll bar on the far right to scroll down and click PUBLISH.
6. To see your NEWS item message as students will see it, click on the course home icon to the left of the word ASSESSMENTS .



7. From COURSE HOME, you may edit the NEWS item you just wrote. To do that, see the small down arrow to the right of the heading.



click on the pencil icon () inside that down arrow; make any needed changes; click on UPDATE after making changes. To throw away the message you just wrote, click on the garbage can icon () inside the down arrow

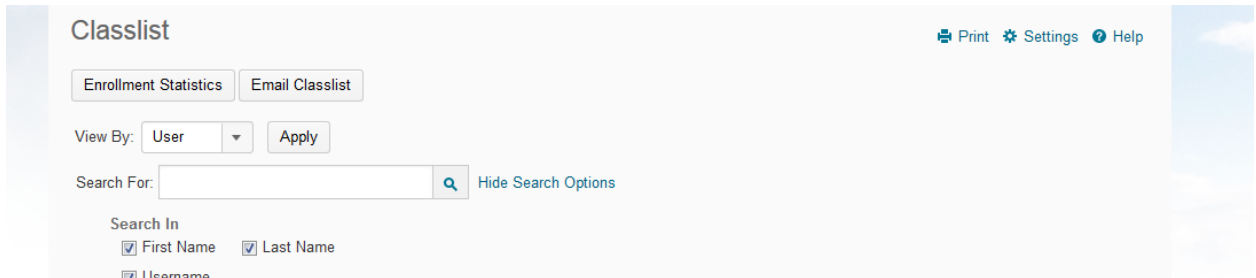
8. To reorder NEWS items, click on the down arrow to the right of the word NEWS and choose the up/down arrow icon () and use the dropdown menu to put your NEWS items in the order you prefer. (Students do not have the pencil icon, the garbage can icon, nor the reorder icon.)
9. If you would like to add another NEWS item, from COURSE HOME click on the down arrow immediately to the right of NEWS and continue as above.

Emailing All Students from CLASSLIST

1. Inside one particular class, click on CLASSLIST in the navigation bar. (You will now see a list of all students in this class. This list should correspond to the list of students in STAR_NET for this class. However, STAR_NET is the list of record for students in your class. If a student is not in CLASSLIST but is reporting to your class, please have the student contact the WSCC HelpDesk

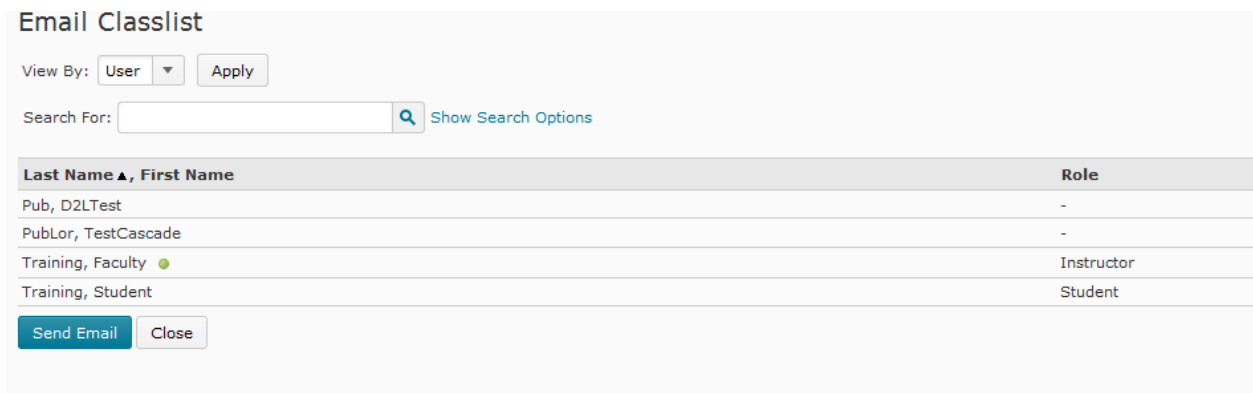
[423.318.2742]. If there are other discrepancies between your list of students in CLASSLIST and STAR_NET, contact your division secretary; adjunct may also contact Tammy Wells in Distance Education [423.585.6889]. Also, you will also see your own name in the CLASSLIST with the label INSTRUCTOR to the right of your name.)

2. At CLASSLIST, you will see something like this:



See the phrase “Email Classlist” at the top of the page.

3. Click on “Email Classlist.” A new window opens up that looks like so:



4. Click on SEND EMAIL and a new page opens up.
5. At “Subject:,” click into the subject box and type a subject line for your message such as “Welcome to English 1010, Fall 2014”.
6. At the HTML editor (“Body”), click into the box and type a message.
7. Notice that you have options at the bottom left of the email message, like so:

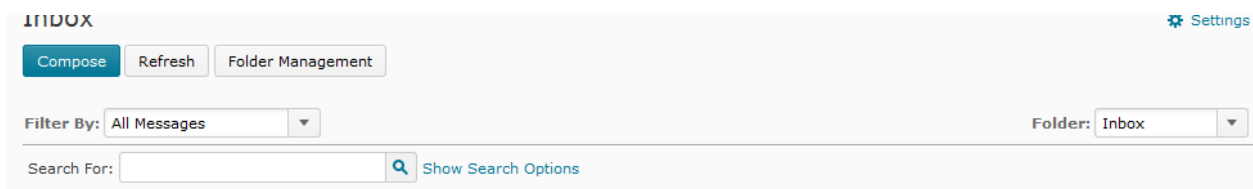


You can attach a file (UPLOAD) to the email message, or you can attach a voice message (RECORD AUDIO) to the email message, or you can attach a file from the course CONTENT files (CHOOSE EXISTING) to the email message.

8. When you are finished typing your message, use the scroll bar on the far right to scroll up and click SEND from the far left. (As in all things email, once you click SEND, you will not be able to “unsubscribe” your message.)
9. (Notice that from CLASSLIST you can also send one message to multiple students. To do that, click in the square box to the left of the names of the students to whom you wish to send one message. Then, click the icon of the envelop (✉) at the top or bottom of the list of names. A new window pops up and you can send one message to several students. Click SEND to send the message.)
10. (Notice that from the CLASSLIST you can also send one message to one student. To do that, click on the name of the student and then proceed as above.)
11. (Notice that from the CLASSLIST you can also print out a class roll. Merely click on the icon of the printer [🖨]). Remember that your Star_Net class roll is the official college roll for each of your classes.)

Reading Email Messages

1. Because you, too, were on the CLASSLIST, the message you sent (above) to your students was also sent to you. You can read that message and other messages sent to you by students in eLearn email.
2. Click on EMAIL in the navigation bar.

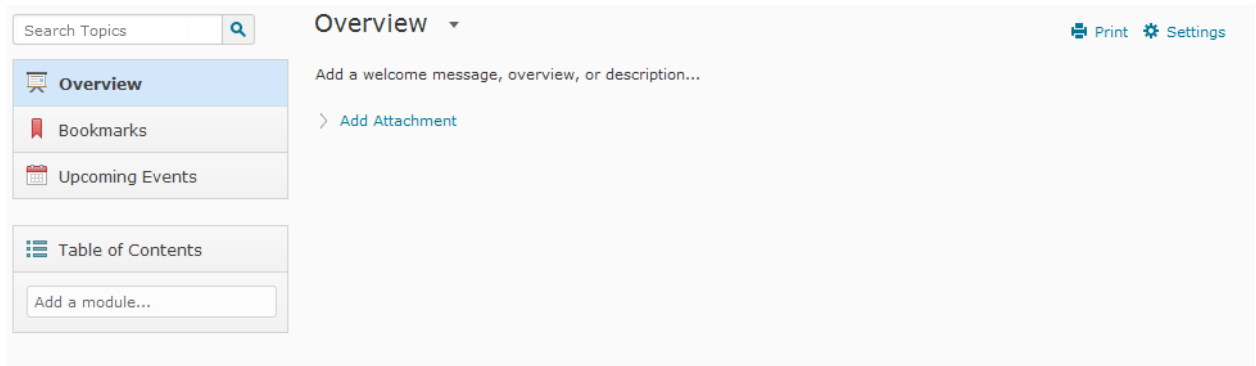


1. (Notice that in EMAIL you have a “Filter By:” option. You can use the drop down menu to the right of “Filter By” to change your filtering options to “ALL MESSAGES” or to this particular class. If you change the “Filter By” to this particular class, you will see only messages sent by students or by you in this particular class. If you change the “Filter By” to “All Messages” you will see email coming in to you from all your classes.)

2. (Notice, too, in EMAIL that you have a SETTINGS icon at the top of the EMAIL page. Click on the SETTINGS icon to track activity for messages sent to internal email addresses, to include original messages in email replies, to save a copy of each outgoing email message to the SENT MAIL folder, to remove the preview pane window, to show internal email addresses in the ADDRESS BOOK, to allow filtering message and contacts on group enrollment, and for other options. Click SAVE after changing your SETTINGS. Click MESSAGE LIST to go back to you list of email messages.)
3. To read a message, click on the subject of that particular message. A new window pops up.
4. If you wish to reply to the sender of the message, click REPLY. A new window pops up, and you may type a message and then hit SEND.

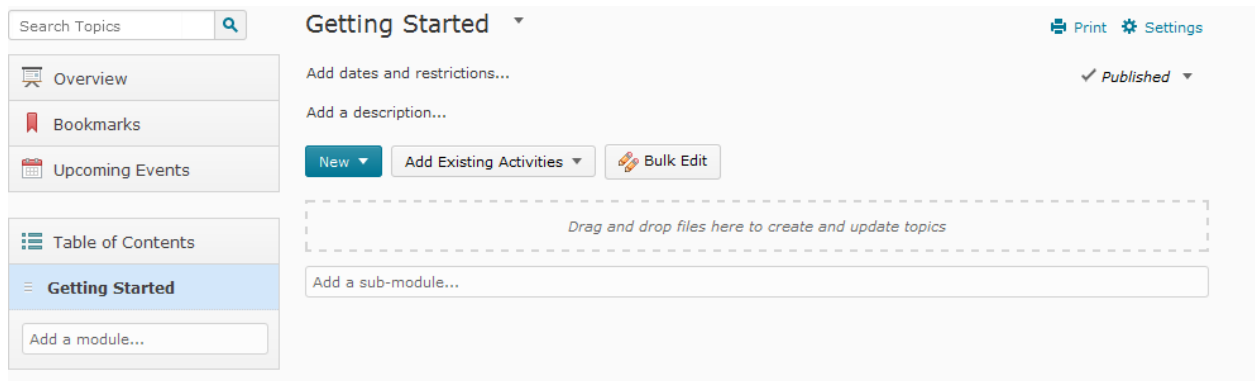
Creating a Page in CONTENT (Syllabus)

1. To display your syllabus to students, begin by clicking on CONTENT in the navigation bar. When you come to a new class that has nothing in it, the CONTENT page will look like so:

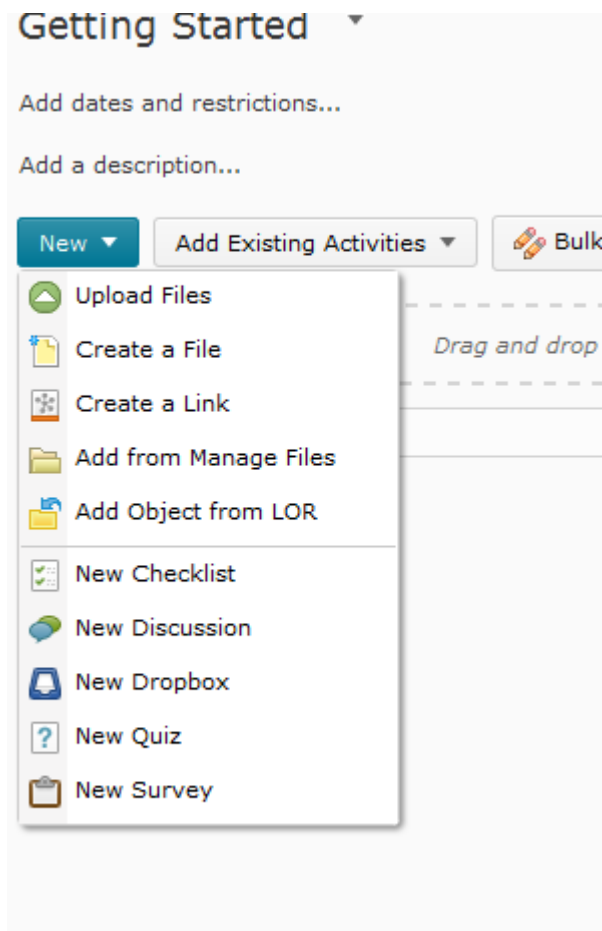


There is nothing in CONTENT—no modules, no files/pages/topics, no overview. Begin by adding a module (which serves like a folder) in CONTENT.

2. Underneath the Table of Contents, where you see “Add a module...” click into the empty box and type in a name for your module. Let’s call it “Getting Started” or “Introduction to the Class” or “Beginning English 1010, Summer 2014” or anything indicating that the module pertains to the entire semester. This will be a module (folder) where you can place the syllabus and anything else that applies to the entire course as a whole. In an English class, you might place the syllabus, a handout on citations, a page of explanation of plagiarism, how to use the dropbox and the discussion boards in eLearn, etc. Type the name of the module and then hit enter. Our CONTENT page now looks like this:



3. Now, it is time to add a file to the module called “Getting Started.” To do so, click on the down arrow beside NEW. When you do so, you will see



4. From that menu, click CREATE A FILE. A new page will open up. You will see something like this:

Create a File in "Getting Started"

Enter a Title

Paragr... **B** *I* U Font F... Size


5. At "Enter a Title", click into the box and type a title such as "Syllabus for English 1020 Fall 2014." Now, shift over to WORD on your computer while keeping the eLearn window open. Open WORD and copy a document (your syllabus) from WORD. On a Windows machine, that would be START > ALL PROGRAMS > MICROSOFT OFFICE > MICROSOFT OFFICE WORD. Use WORD to find your syllabus. Highlight the syllabus/file using your cursor. (You can also use CTRL + A to highlight the entire file.) Right click and copy the syllabus. (You can also use CTRL + C to copy.) Click back into the eLearn window .
6. Back in eLearn at the HTML Editor (the open box below "Enter a Title"), you have the ability to paste from a WORD document. Click into the HTML Editor and then right click and choose PASTE. (You can also use CTRL + V to paste.)
7. Click PUBLISH and the CREATE A FILE window closes and you are back at CONTENT. You should now see something like this:

Search Topics


Getting Started

Add dates and restrictions...

Add a description...

 **White syllabus English 1010 W42**

Add a sub-module...

8. At this point, you can add another file to this module (click the down arrow to the right of NEW).
9. You can edit the file (syllabus) you have created in CONTENT. Click on the drop down arrow to the right of the name of your file and choose "Edit HTML" with the pencil icon (). You can now make changes. Click UPDATE when you are finished with any editing.

If you would like additional help with eLearn, be sure to

- watch your WSCC email (Outlook or Webmail) for announcements of training sessions,
- contact an eLearn mentor in your discipline/campus, or
- contact a member of the WSCC Instructional Design department,
- or call Vickie Mills (423.585.2694) for more information about eLearn training for faculty.

--February 2014

--Updated, January 2016