

Getting Started with eCollege Teaching Solutions

A Student Quick Start Guide



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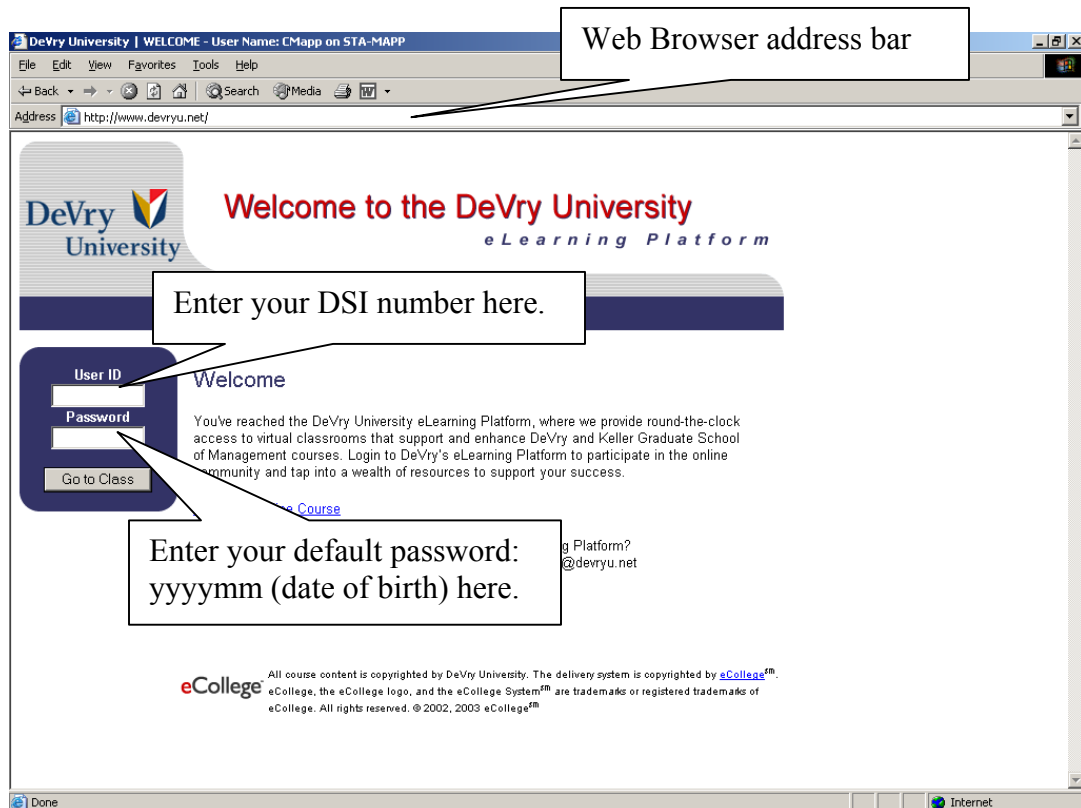
This document is a “Quick Start” guide to using the eCollege *Teaching Solutions* platform. The eCollege *Teaching Solutions* is a Course Management System that allows you to effectively communicate with your Professor or fellow students, have anytime-anywhere access to course material, and helps you to manage academic and personal events. This platform does not take the place of attending classroom lecture, but is provided as an added value to enhance access to class material and communication in the classroom.

Please refer to the **eCollege Student User Guide on Teaching Solutions** for step-by-step instructions on all of the eCollege features and tools!

Accessing the DeVry eLearning Platform

1. To access your eCollege courses, you must first log into the DeVry University eLearning Platform by entering www.devryu.net into the *address bar* of your web browser.

A “Welcome” and Login Screen appears as shown below.



2. Log into the eLearning Platform by entering your DSI number in the **User ID** field, your password in the **Password** field and clicking on the **Go to Class** button. As shown in the screenshot above.

The screenshot shows the DeVry University eLearning platform interface. At the top, the user is identified as Colin Mapp. The 'Faculty Message Center' contains several messages, including one about the November course status and another about course availability. The 'Your Course List' section displays a list of courses, including 'iOptimize Student Tutorial' and 'ECT265 Colin Mapp Standard Local Area Networks and The Internet'. Callout boxes provide additional context: 'Important Messages' points to the message center, 'Change your password or email here' points to the 'My Profile' link, 'Your Course List' points to the course list section, and 'Hypertext link to your Undergraduate course' points to the 'ECT265' course link.

3. You have now logged into your eCollege Home Page. From this page you can choose the course that you wish to access from **Your Course List** as shown above.
Note: Always check the *Message Center* at the top of your Home Page for Important messages regarding eCollege status or user support.

4. You can access an Undergraduate course by clicking the Hypertext link for the course.

This close-up shows the 'Undergraduate ECT' section of the course list. A callout box labeled 'Course Hyperlink' points to the text 'ECT265 Colin Mapp Standard Local Area Networks and The Internet', which is a blue, underlined hyperlink.

Course Home Page

5. The next screen that you will see is the eCollege **Course Home** for the Undergraduate course that you selected. The screen should appear similar to the one shown below.

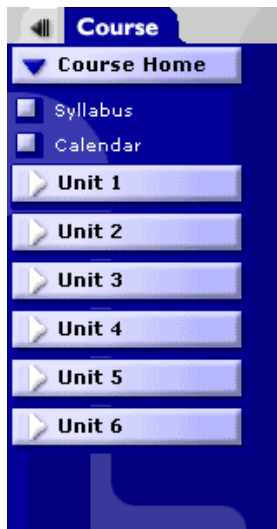
Note: Be sure to check the *Announcements* area for up-to-date course information!

The screenshot shows the eCollege Course Home page. The browser address bar indicates the URL: <http://www.devryu.net/ecfcrs/default.learn?CourseID=1264822&CPURL=www.devryu.net&Survey=1&47=948290&ClientNodeID=944969&coursenav=0>. The page title is "Course Home Page - User Name: CMapp on STA-MAPP". The instructor information is "Instructor: Lynda Baginski, Michelle Pretzer". The page features a navigation menu on the left with options: Course Home, Syllabus, Calendar, Unit 1, Unit 2, Unit 3, Unit 4, Unit 5, and Unit 6. The main content area displays an "Announcements" table with the following data:

Announcements	Submitter	Date
Updates to Gradebook	Instructor Pretzer	16 Aug 03
I've Been "Blasted"	Instructor Pretzer	13 Aug 03
Unit 2	Instructor Baginski	12 Aug 03
Unit 6	Instructor Baginski	11 Aug 03
Check How You're Doing in the Gradebook	Instructor Pretzer	10 Aug 03
Check Out Doc Sharing	Instructor Pretzer	10 Aug 03
Welcome!	Instructor Pretzer	10 Aug 03

Below the announcements table, there is a "Course Checklist" section with a "View Checklist" link. The page also includes a "See What's New Since Last:" dropdown menu set to "20 Days" and a "Go" button. The footer contains "Exit Course" and "Logout" buttons, and the eCollege logo.

6. On the Left hand side of the screen are the Course navigation buttons.

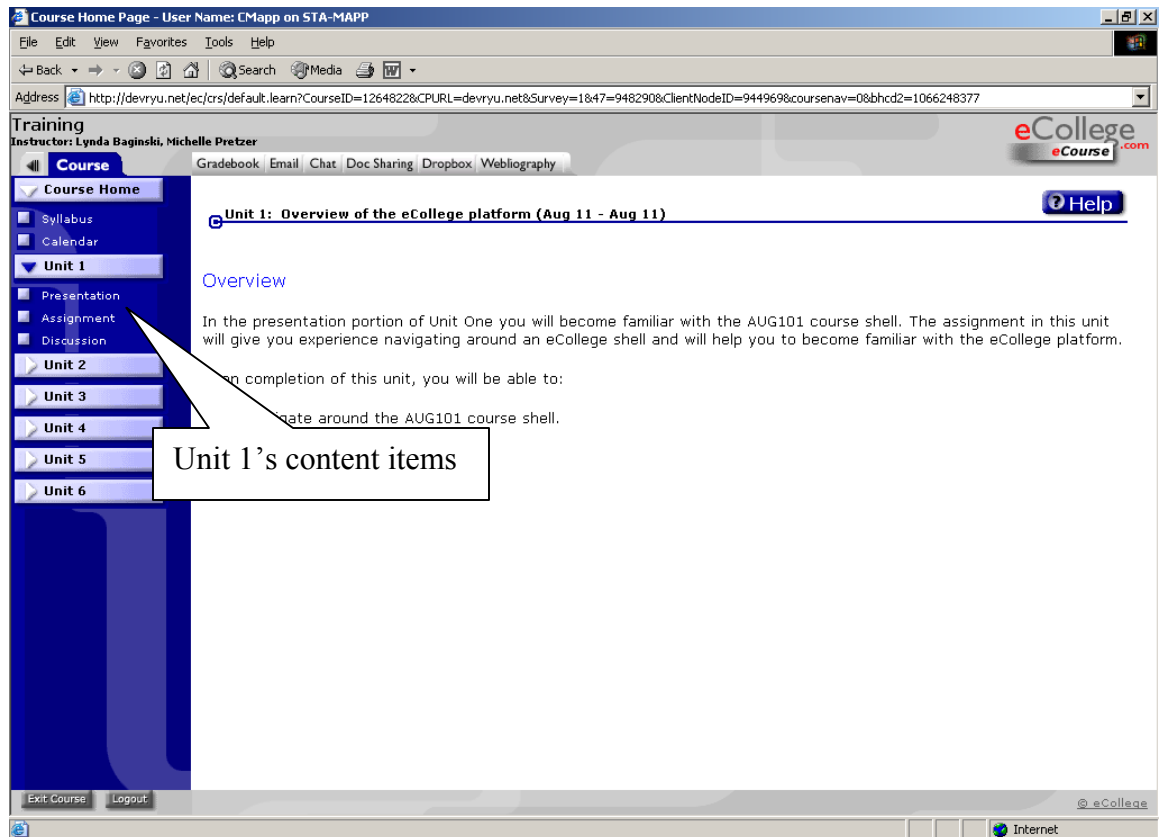


The **Course Home** is the default selection when a course is accessed.

The Course Home contains:

- The Course **Syllabus** containing the Instructor's contact information, course description and course objectives
- A **Calendar** for managing your time and keeping track of course related and personal events
- Units** corresponding to how the Instructor will deliver the course material during the semester. Each unit can contain items such as Assignments, Lecture Notes, Discussion Topics, Quizzes or Exams.

7. The screenshot below shows what happens when you click on a Unit to view its contents. Here Unit 1 is expanded to show the *Presentation*, *Assignment* and *Discussion* content items.



8. Clicking on any of the Unit content items will display the course material used to support the course.

Note: An Overview of Unit 1 is displayed in the main frame as an introducing the Unit's objectives.

Commonly used eCollege Features

There are many features of the eCollege platform available to students to assist in tracking course grades and assignments, communicating with faculty and other students enrolled in the course, submitting assignments and sharing relevant documents and web links.

Across the top of the eCollege course page, are tabs (shown below) that give you access to these feature.



The **Gradebook** feature:

Allows a student to view his/her progress in the course. It details assignments and other course content that are gradeable, the number of points achieved for an assignment, the number of point possible for a Unit and the students average grade.

[Gradebook](#) [? Help](#)

Gradebook **User Activity**

[Calculate grade to date](#)

Gradebook for Colin Mapp

	Course Content		Achieved	Points (Average)	Points	Possible
	Assignment	Discussion				
Unit 1	10	10		20 (100%)		20
Unit 2	10	10		20 (100%)		20
Unit 3	10	10		20 (100%)		20
Unit 4	10	10		20 (100%)		20
Unit 5	10	10		20 (100%)		20
Achieved Points	50	50		100		
Points Possible	50	50		100		

* Indicates an ungraded item

The **Email** feature:

Allows students to communicate via email with their Professor and other students enrolled in the course. The email **Spell Check** function can be used to “Proof” you email messages before hitting the send button.

[Email Class](#) [? Help](#)

Check Spelling
Send Message

Select Recipients : (All Class Members) Highlight name(s) and click "Add" to move them to the Recipients list

- Instructor: Baginski, Lynda
- Instructor: Pretzer, Michelle
- Al-Salman, Sami
- Asim, Paul
- Bates, Barbara

Recipients :

Subject :

Message :

The **Doc Sharing** feature:

Allows students to download and view course related documents posted to this area by the Professor or other students in enrolled in the course.

Note: A description of the document, who posted it and the date that it was posted are detailed. You can add documents to share with the class by clicking on the **Upload New File** hypertext as shown directly below.

[Document Sharing](#) [? Help](#)

[+ Upload New File](#)
[? Help](#)

Document Sharing

[+ Upload New File](#) [Sort by: date | owner](#)

File/Description	Owner	Date	Size	Share
eCollege AU Handbook 10-2-02[1].pdf eCollege Handbook	Karen Murkar	10 Aug 03	1613K	
Online Exams and Quizzes AUG.doc How to Use Exam Builder	Karen Murkar	10 Aug 03	62K	
Unit 1 Lecture AUG.doc Unit 1 Presentations	Karen Murkar	10 Aug 03	89K	
Unit 2 Lecture AUG.doc Unit 2 Presentation	Karen Murkar	10 Aug 03	1251K	
Unit 3 Lecture AUG.doc Unit 3 Presentation	Karen Murkar	10 Aug 03	93K	
Unit 4 Lecture AUG.doc Unit 4 Presentation	Karen Murkar	10 Aug 03	47K	
Unit 5 Lecture AUG.doc Unit 5 Presentation	Karen Murkar	10 Aug 03	28K	
Augmentation0811.doc Augmentation Support Timeline and Information	Nancy LaChance	13 Aug 03	32K	
Question Pool.doc How to randomly generate quiz versions	Lynda Baginski	13 Aug 03	696K	
DRAFTProcedures.zip Draft of Procedure Documentation for Discussion	Nancy LaChance	14 Aug 03	18K	