

Accessing and Navigating Tutorial

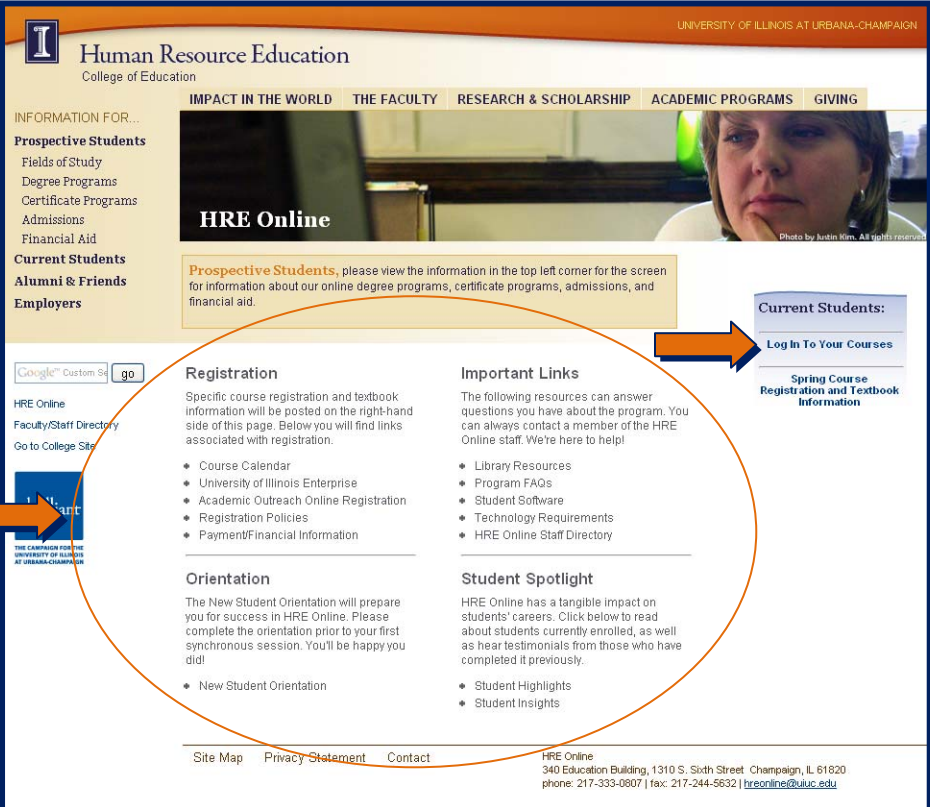
This tutorial will show you how to log in and navigate courses in the HRE Online Program. It will cover the following topics:

- Accessing an HRE Online Course
- Using Enrollment Keys
- Navigating the Course

Look for the orange and blue arrow  throughout this tutorial for tips and highlights.

Accessing an HRE Online Course

1. Go to www.ed.uiuc.edu/hre/online.
 - You will want to add this page to your Internet Browser's favorites. Course registration and textbook information will be posted to this page and there are several useful resources found here.
2. Under Current Students on the right hand side of the page, select **Log In To Your Courses**.



The screenshot shows the HRE Online website interface. The header includes the University of Illinois at Urbana-Champaign logo and navigation tabs for 'IMPACT IN THE WORLD', 'THE FACULTY', 'RESEARCH & SCHOLARSHIP', 'ACADEMIC PROGRAMS', and 'GIVING'. The main content area features a 'HRE Online' banner with a photo of a student. Below the banner, there are sections for 'Prospective Students' (Fields of Study, Degree Programs, Certificate Programs, Admissions, Financial Aid), 'Current Students' (Log In To Your Courses), and 'Employers'. A 'Registration' section provides specific course registration and textbook information, with a list of links including Course Calendar, University of Illinois Enterprise, Academic Outreach Online Registration, Registration Policies, and Payment/Financial Information. An 'Important Links' section lists Library Resources, Program FAQs, Student Software, Technology Requirements, and HRE Online Staff Directory. A 'Student Spotlight' section highlights HRE Online's impact on students' careers, with links for Student Highlights and Student Insights. A 'Current Students: Log In To Your Courses' button is highlighted with an orange arrow. A blue box labeled 'Great Resources!' has an orange arrow pointing to the 'Registration' section. The footer contains a Site Map, Privacy Statement, Contact, and HRE Online contact information.

3. Log in using your Net ID username and password.

The screenshot shows the Moodle interface for the College of Education. At the top, it says "College of Education" and "ILLINOIS UNIVERSITY OF URBANA-CHAMPAIGN". A login status indicator says "You are not logged in. (Login)".

On the left, there is a "MAIN MENU" with links for "Site news" and "Support". Below it is a "LOGIN" section with fields for "Username" and "Password", a "Login" button, and a link for "Lost password?". An "ONLINE USERS" section shows "(last 5 minutes)".

The main content area is titled "User Accounts and Passwords". It contains instructions for users: "If you are a UIUC faculty, staff, or student, please use your UIUC Active Directory account and password for this Moodle site." It also provides a URL: "http://www.ad.uiuc.edu/accounts.aspx" to unlock or change a password. A red box highlights the "Username and Password" text, with an arrow pointing to the login fields.

On the right, there is a "LATEST NEWS" section with a date "07:09 AM, Feb 8" and a "Moodle Master" announcement: "Moodle Service Change: New User Account Creation more... Older topics ...".

Below the login section is a "COURSE CATEGORIES" section with a table of courses and their counts:

Course Category	Count
Courses	
Spring 2009	72
Future Courses	
Summer 2009	
Fall 2009	
Past Courses	
Summer 2008	21
Fall 2008	79
Spring 2008	55
Fall 2007	43
Summer 2007	24
Spring 2007	37
Fall 2006	46
Summer 2006	5
Spring 2006	8
Education Online	
Spring 2009	6
Future Online	13
Past Online	
Fall 2008	5
Summer 2008	3
Spring 2008	1
Training and Development	
HRE Online	
Term 1, 2009	7
Term 2, 2009	5
Term 3, 2009	2
Term 4, 2009	1
Past HRE Online	
2007	14
2008	26
RECRUIT (C&I)	4
Miscellaneous	4
Course Templates	4
Workshops	1
Digital Audio	2
Digital Imaging	1
Digital Video	5
Other	1
Collaborative Groups	34
Learning Design Lab	2
Online Communities	7
Student Projects	
COMM 590	10
HRE 470	
Past semesters	25
Fall 08	10
HRE 472	26
Blood Pathogens	

At the bottom of the course categories, there is a search bar: "Search courses: [input] [Go]".

A red box on the left side of the screenshot contains the text "HRE Online Term 1, 2009", with an arrow pointing to the "Term 1, 2009" entry in the course categories table.


4. Once you have logged in, you will be able to navigate the Course Categories. Locate "HRE Online" and click the appropriate Term for which you want to register. For the purpose of this example, we will use HRE 400 located in Term 1, 2009. This process is the same regardless of the course or Term you are trying to access.

College of Education
HRE ONLINE

learn.ed ▶ Course categories ▶ Term 1, 2009

Search courses: Go

Course categories: Education Online / HRE Online / Term 1, 2009

HRE 400 SLW Term 1 2009 Teacher: Sandra Williams Teacher: Justin Kim 	HRE 400: Principles of Human Resource Education
HRE 472 WDH Term 1 2009 Facilitator: Kevin Gitonga Facilitator: Wen-Hao David Huang Facilitator: Anjali Forber-Pratt	HRE 472: Learning Technologies
HRE 530 ADE Term 1 2009 Teacher: Andrea Ellinger Teacher: Qiana Woodard Teacher: Justin Kim Teacher: Jeanne Koehler	HRE 530: Organization Development

Search courses: Go

Available courses will be listed here.


Using Enrollment Keys

Once you have selected your course, you will need to use an Enrollment Key to access the content. Enrollment Keys are passwords set by the Instructor and delivered to you via email. If you are not registered for the course, the Instructor or Teaching Assistant will not send you the Enrollment Key, thus you will not have access to the course. Therefore, it is crucial that you register for courses as soon as you receive the invitation to register from the HRE Online Coordinators. Don't wait!

Please note: The yellow icon indicates whether a course is ready for enrollment. Courses without an icon will remain closed until an Enrollment Key is set by the Instructor.

College of Education

learn.ed ▶ Courses ▶ Login to hre400SLW1-2009

HRE 400 SLW Term 1 2009 Teacher: Justin Kim Teacher: Sandra Williams 	HRE 400: Principles of Human Resource Education
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This course requires an 'enrollment key' - a one-time password that you should have received from Sandra Williams.

Enrollment key:

Yellow icon indicates availability.

Enter the Enrollment Key you receive from the Instructor or Teaching Assistant. If you have not received an Enrollment Key, you can email the Instructor by clicking their name just above.

Navigating the Course

Once you click on the course you wish to access, you'll see the Moodle homepage, similar to the one shown below this paragraph. The Moodle homepage is your central location for accessing all HRE Online materials. The Moodle homepage welcome messages/videos from Professors and Teaching Assistants (TAs), a course description, an outline of the weeks, and important course links that can be found within the left navigation bar which appears throughout the course system.

The screenshot displays the Moodle course homepage for "HRE 400: Principles of HRE". The page is organized into several sections:

- Navigation Bar (Left):** Includes "LAUNCH ELLUMINATE", "COURSE OVERVIEW" (with links for Syllabus, Master Schedule, Announcements, Q&A, Cafe, Issues, Chat Room, and Team Space), "CONTENT" (with links for Home and Weeks 1-10), and "ACTIVITIES" (with links for Assignments, Chats, Forums, and Resources).
- TOPIC OUTLINE (Center):** Displays the course title "HRE 400: Principles of HRE", the instructor "Sandra Williams, Ph.D.", and a "Welcome Message" section. Below this is a "Description" section and a list of seven weekly topics, such as "Week 1 - Introduction" and "Week 7: Core HRD Practices - Ethics Issues".
- CONTACT (Right):** Provides contact information for the Instructor (Sandra Williams, Ph.D.), Teaching Assistant (C. Jefferson Grider), and Course Tech Assistant (Kevin Gitonga).
- CALENDAR (Right):** Shows a calendar for December 2008 with a highlighted date (16th).
- PEOPLE (Right):** A section for "Participants".

Callout boxes with arrows highlight key features: "Welcome Videos" points to the instructor and TA information; "Course Description" points to the course description text; "Outline of Weeks" points to the weekly topic list; and "Navigation Bar" points to the left sidebar.

Navigation for the course is structured around the ten weeks in the Term. By clicking on the link to each individual week, you will see an overview for that week, the objectives to be achieved, any associated reading assignments, supplemental materials from the Professor, and any assignments that might be due.

Let's take a look at Week 1. It is useful to note the "bread crumbs" at the top of the page. This is a method of tracking the depth to which you have navigated the course website. Each "crumb" is an active link that can take you to the pages you have previously visited.

College of Education
ONLINE

hremoodle > HRE Online - Current Courses > hre400SLW1-2009 ← "Bread Crumbs"

LAUNCH ELLUMINATE

COURSE OVERVIEW

HRE 400 Syllabus
Master Schedule
Course Announcements
Course Q&A
HRE 400 Cafe
Technology Issues
HRE 400 Chat Room
Team Space

CONTENT

Home
Week 1
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10

ACTIVITIES

Assignments
Chats
Forums
Resources

ADMINISTRATION

Grades
Profile

Week 1 Introduction

Overview

This section provides an overview of the field and profession of Human Resource Development (HRD). Because of its breadth, application in many types of organizations, and roots in a variety of social sciences, scholars and practitioners differ in how they approach and define HRD. Common to virtually all definitions, however, is a concern for work performance as well as a focus on learning the skills, knowledge, and attitudes required to achieve or improve work performance. Another commonality is the attempt to balance the needs of individual employees, the needs of the team, and the needs of the entire organization. This week, several facets of the field are introduced. We introduce the discipline and profession of HRD, reviewing its purpose and goals, definitions of HRD, and core HRD beliefs.

HRD occurs in diverse settings, with practitioners working in for-profit and non-profit organizations including schools, government, hospitals, military, labor unions, small and large enterprises, churches, charities, and community-based organizations. This section also examines HRD as a professional field of practice and provides the practitioner and the novice with an overview of the HRD field.

Objectives

Upon successful completion of Week 1, you will be able to:

- Define HRD
- Describe HRD as a professional field of practice including the purpose, definition, origins, context, and core beliefs
- Describe various settings of HRD practice

Reading Assignments

Werner & DeSimone Chap 1: Introduction to Human Resource Development

Section Content

This week's book reading starts by exposing you to the relationship between HRD and other organizational functions. It will first present where HRD stands in relation to Human Resource Management (HRM). Following this, you will learn more in detail about the different functions within HRD, which includes Training and Development, Organizational Development, and Career Development. Then the following sections will bring your attention to core competencies an effective and successful HRD professional must possess, challenges that current HRD faces, and basic framework for HRD interventions, which is a simplified version of what we call ADDIE (Analysis, Design, Development, Implementation, and Evaluation).

Assignments/Due Dates

You have no assignment due this week.

CONTACT

Instructor:
Sandra Williams, Ph.D.
217.333.0807
stwillms@illinois.edu

Teaching Assistant (TA):
C. Jefferson Grider
217.333.2603
cjgrider@illinois.edu

Course Tech Assistant (CA):
Kevin Gitonga
217.333.2603
gitonga2@illinois.edu

CALENDAR

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PEOPLE

Participants

Top Forward ← Navigation Buttons

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At any time within the HRE Online system, you can click on the individual links in the Left Navigation Bar to return to the home page, or to any other week. In addition, notice the Navigation Buttons at the bottom of the page. Clicking "Top" will take you to the top of the page. Clicking "Forward" will take you to the next week's page. On weeks that are not Week 1, you will also see a "Back" button that will return you to the previous week's page.

On the Moodle homepage, you will see a link to the Master Schedule, an example of which is shown below. The Master Schedule is an excellent resource as it contains all course schedules, dates, topics, and deliverables in a single location for easy reference.

College of Education ONLINE

hremoodle ► HRE Online - Current Courses ► hre400SLW1-2009 ► Resources ► **Master Schedule**

HRE 400 TERM 1 2009

Principles of HRE

Date	Topic	Readings	Synchronous Session	Assignments
Week 1	Introduction	<ul style="list-style-type: none"> Werner & DeSimone Chap 1: Introduction to Human Resource Development 	Tuesday, January 13, 2009 7-8:30 pm, CST	You have no assignments due this week.
Week 2	HRD Foundations	<ul style="list-style-type: none"> Werner & DeSimone Chap 2: Influences on employee behavior (pages 33-43; 55-62) Barlow, M.L. The Heritage 	Tuesday, January 20, 2009 7-8:30 pm, CST	You have no assignments due this week.
Week 3	HRD Philosophy and Perspectives	<ul style="list-style-type: none"> Swanson & Holton Chap 5: The Theory of HRD Kuchinke (2003), Contingent HRD Lee, Monica (2001), Refusal to define HRD 	Tuesday, January 27, 2009 7-8:30 pm, CST	Individual Assignment #1: Your Personal HRD Philosophy
Week 4	Learning vs. Performance Debate	<ul style="list-style-type: none"> Werner & DeSimone Chap 3: Learning and HRD (pages 64-65, 84-88; 100) Swanson & Holton Chap 6: Paradigms of HRD. Swanson & Holton Chap 7: Perspectives on Learning in HRD. (pp.149-157) Sections applicable to Group Assignment #1 Bates and Chen (2005). HRD value priorities Dirkx (1996). HRD as Adult Education: Fostering the Educative Workplace 	Tuesday, February 3, 2009 7-8:30 pm, CST	<ol style="list-style-type: none"> Part I of the Final Group Project: Draft of Project and Process Plan Team - Goals, Roles, and Groundrules Group Assignment #1: Discussion of CPR Training

You will scroll down on the real Master Schedule.

There are several additional links on this page that will be covered in future tutorials. Feel free to click around to discover everything Moodle has to offer. You may contact the HRE Online Staff with any additional questions.

Contact Us!

AOL Instant Messenger (AIM): HRE UTUC
 Phone: 1.800.252.1360; ext. 3-2630
 Direct Line: 217.333.2603

You have reached the end of the Accessing and Navigating Tutorial.

