

## Interacting via Asynchronous Tools

This video tutorial will show you how to log in and navigate courses in the Education Online Program.

### [ Accessing an Education Online Course ]

1. Go to **Education Online Portal**.

<http://education.illinois.edu/online/students/>

(You may want to add this page to your Internet browser's favorites; many useful sites can be accessed from the portal.)

2. Login to the portal using your AD(Active Directory) username and password. Next you'll see any classes that you're registered for.



To create/change this password, visit: <http://passwords.cites.uiuc.edu> (enter your Bluestem NetID and password to enter the system, then click "CITES Passwords" to set your password).

3. Once you are logged in, you will be directed to the College of Education Moodle server. Moodle is an online course management system.

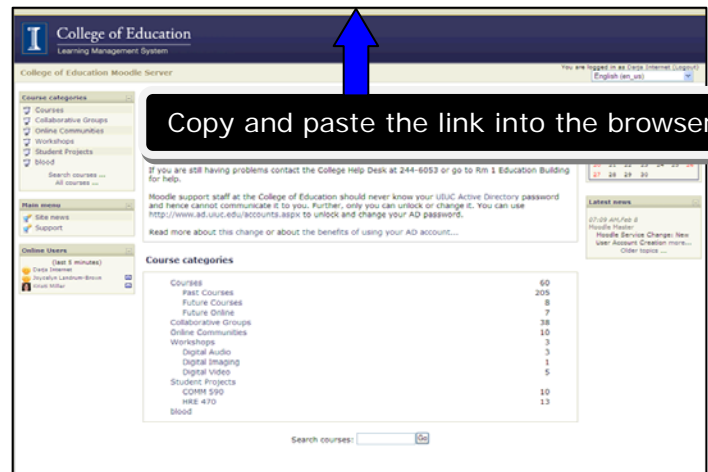
### [ First time enrollment to Moodle ]

Upon logging into Moodle, you'll need to enroll yourself to the course.

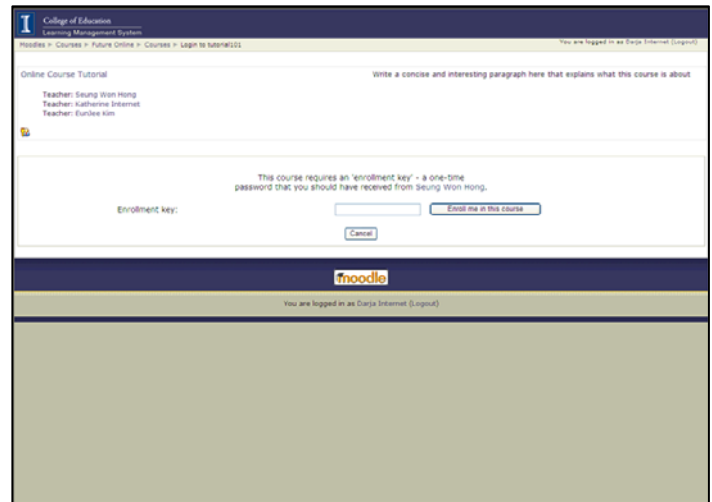
1. Before you start, make sure you received an email from your instructor which has both **the link to the course and the enrollment key**.

2. Copy and paste the link into the browser.

3. Upon logging into Moodle, you'll need to enroll yourself to the course. Before you start, make sure you received an email from your instructor which includes **the course address** and an **enrollment key**.



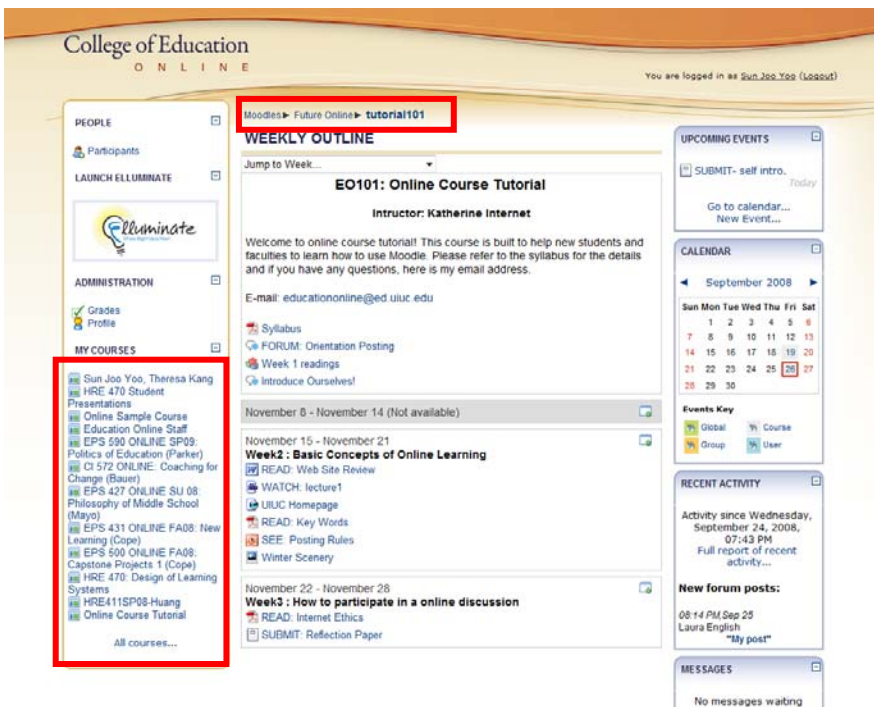
- When prompted by Moodle, insert the enrollment key. Click "Enroll me in this course". The system will direct you to the course you registered for.



[ Navigating the Course ]

Inside your course, you'll see the course homepage, similar to the one here. The course homepage is the central location for accessing all material related to a specific course. The course homepage typically contains a syllabus and a course description. The top frame, left and right navigation blocks appear throughout the course system. The label on the top frame indicates your current location in the Moodle.

Whenever you need to come back to this page:



1. Click on the course name on the label. If you have trouble finding the label
2. Click on 'Moodle' on the label to return to the home screen
3. Or, choose the course from the **My Courses** block located on the bottom left portion of the course homepage.

## [ Using Course Tools ]

Blocks that are located on the left and right side of the screen contain various tools for communication and scheduling.

### (1) 'People' block

The People Block contains The Course Participants tool that will help you get to know your classmates, TAs and the professors.

To view course participants:

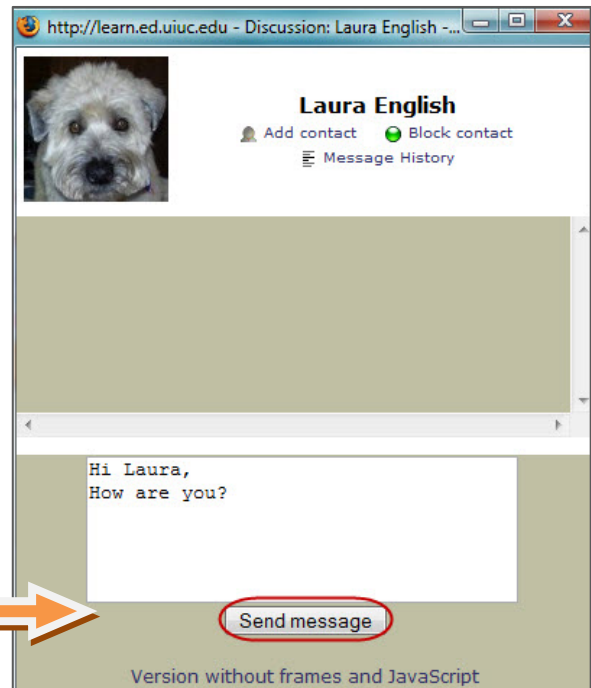
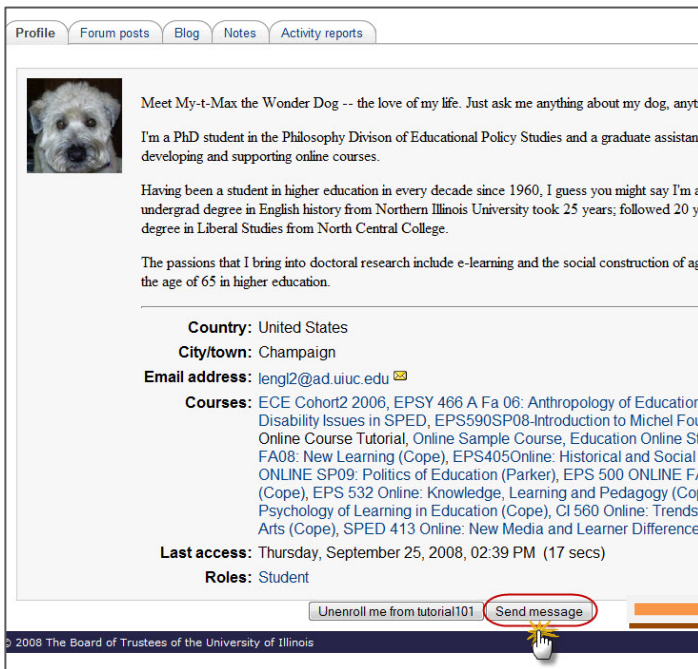
1. From the course homepage, select the **Participants** link from the left side of the screen. You will see a list of all of the students, TAs & instructors in your course.
2. Click on an individual's name to find out more about them.

The image shows two screenshots. The left screenshot shows the 'College of Education ONLINE' homepage with a 'PEOPLE' block containing a 'Participants' link. A green arrow points from this link to the right screenshot, which shows the 'ONLINE COURSE TUTORIAL' page with the 'Participants' tab selected. The page displays a list of participants with columns for 'User picture', 'First name / Last name', 'City/town', 'Country', and 'Last access'.

| User picture | First name / Last name | City/town | Country       | Last access     |
|--------------|------------------------|-----------|---------------|-----------------|
|              | Hui-Lien Hsiao         | Urbana    | United States | now             |
|              | Laura English          | Champaign | United States | 10 mins 14 secs |
|              | EunJee Kim             | Urbana    | United States | 6 days          |
|              | Jennifer Internet      | Room 10   | United States | 6 days          |
|              | Sakura Internet        | Room 10   | Japan         | 6 days 1 hour   |

To send a message to a person:

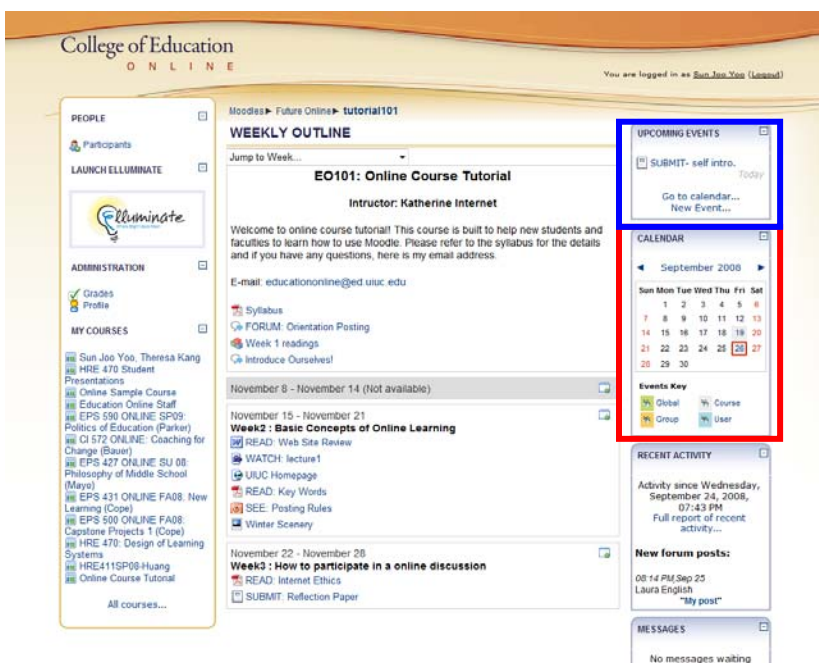
1. Click on the 'send messages' button.
2. Write a message in the message field and click the 'send message' button.
3. When you are finished, you can close the window.



## (2) 'Synchronous Space' block

Synchronous Space Block provides a link to Elluminate, a synchronous communication tool used by the Education Online program. Click on the **Launch Elluminate** link and it will direct you to a separate page where you can access to the synchronous session for your course.

## (3) 'Upcoming Events' block and 'Calendar' block



On the right side of the screen are The Upcoming Events Block and the Calendar Block. The Upcoming events and calendar tools give you notice about important course events and deadlines.

To check important course schedules:

1. See the text listed on the **Upcoming Events block**
2. Or, place your cursor on the date the colored in orange on the **Calendar**.

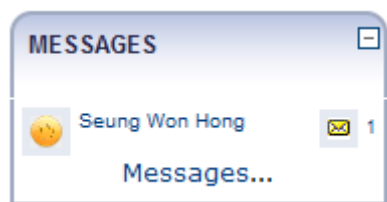
**(4) 'Recent Activity' block**

Recent activity block shows you what has changed since the last time you have logged in. It is a good way to keep track of what is changing in the class. If you would like to see the postings, click the subject link.



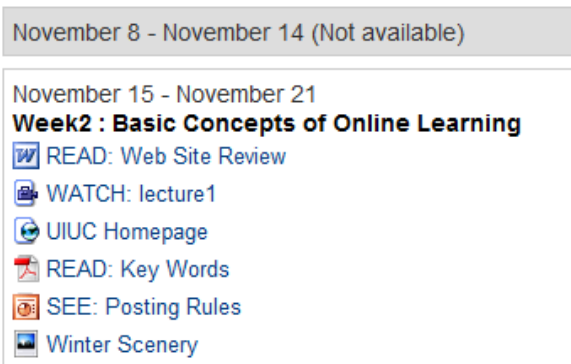
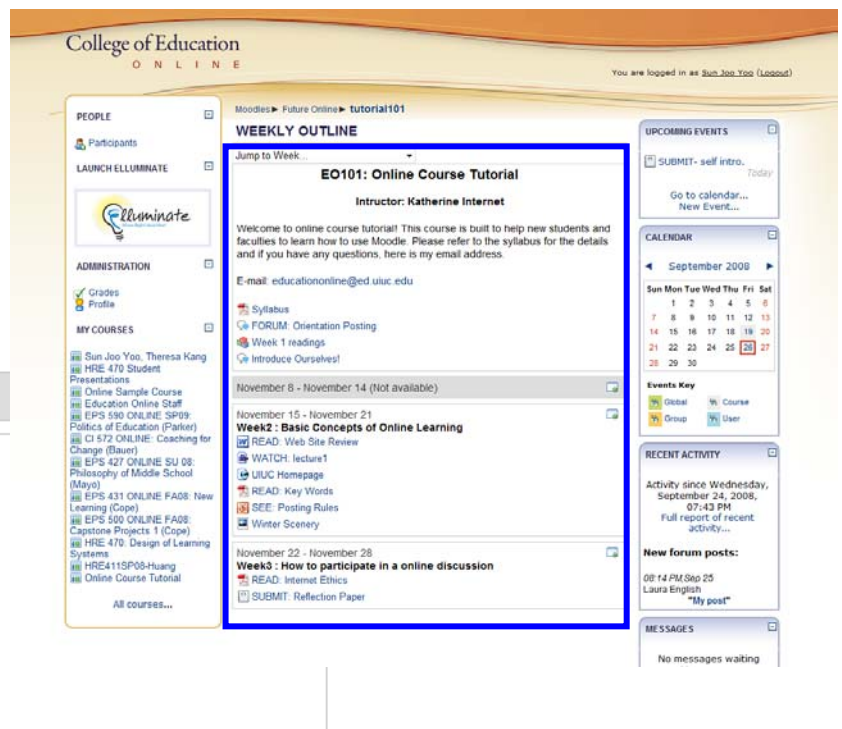
**(5) 'Messages' block**

If you received a message, notification will appear in the Message Block. To open received messages, click on the small icon next to the sender's name. A separate window will pop up to show you the message.









**[ Utilizing Course Contents]**

The Course content boxes are located in the middle part of the screen. Each box includes resources or activities for that particular week. You can click on each object (such as Reading a Word doc or viewing a powerpoint) to open them with appropriate application program.




**(1) Resources**

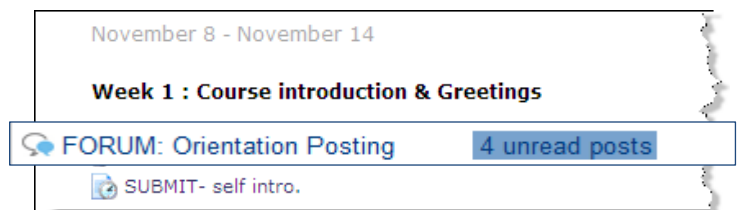
The resources come in various format. Their format is represented by small icons. Here are some examples of the icons that show which type of application is needed to open the file.


|                 |   |   |   |   |   |   |
|-----------------|---|---|---|---|---|---|
| Icons           |  |  |  |  |  |  |
| Type of content | Images  | Video files   | Word files  | PDF files   | Web pages   | Power Point files   |

**(2) Discussion Forum & Assignment Tool**

Along with resources, discussions forums and assignments are listed in the course content boxes.

 **Discussion forums** will allow you to post messages to your classmates, TAs, and professors outside of the live class session. Number of unread postings will be tracked and the total number will appear on the right side of the forum’s label.



 **Assignment tool** assists you with turning in your assignments. You can access either activity by clicking on the respective link located in the course content box.

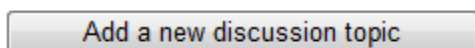
A Quick Tip: When you are not able to distinguish the format of objects by their logo, place your cursor on the object and a small tag will appear telling you its category

**[ Using Discussion Forums ]**

You will participate in specific discussion forums in the course by posting and reviewing text messages. In addition, you can post files to these forums. Posting and retrieving these messages and files will be an important part of the interaction between you, your classmates and the instructor.












To participate in the Discussion Forums:

1. Click on the discussion link, located on the course content box.
2. Clicking on the **Add a new discussion** button.



This is a place where you can practice posting.

This forum allows everyone to choose whether to subscribe or not  
 Everyone can now choose to be subscribed  
 Subscribe to this forum  
 Track unread posts

| Discussion        | Started by  | Replies | Unread ✓  | Last post  |
|-------------------|---|---------|---|--|
| My profile        |  Jennifer Internet | 0       |  | Jennifer Internet<br>Fri, Sep 19, 2008, 01:40 PM |
| Hey all           |  Jennifer Internet | 0       |  | Jennifer Internet<br>Fr, Sep 19, 2008, 01:35 PM  |
| Hi all            |  Darja Internet    | 1       |  | Darja Internet<br>Wed, Sep 17, 2008, 02:22 PM    |
| my profile        |  Yael Internet     | 1       |  | Darja Internet<br>Wed, Sep 17, 2008, 02:21 PM    |
| Hello! Everyone!  |  Darja Internet    | 0       | 0   | Darja Internet<br>Wed, Sep 17, 2008, 02:20 PM    |
| my intro..        |  Yael Internet     | 0       | 0   | Yael Internet<br>Mon, Dec 17, 2007, 01:45 PM     |
| Hello!            |  Sakura Internet   | 0       | 0   | Sakura Internet<br>Mon, Dec 17, 2007, 12:28 PM   |
| Hello!            |  Sakura Internet   | 0       | 0   | Sakura Internet<br>Mon, Dec 17, 2007, 12:28 PM   |
| my introduction   |  Darja internet    | 0       | 0   | Darja Internet<br>Wed, Dec 12, 2007, 03:07 PM    |
| self-intro- Hugo! |  Hugo Internet     | 0       | 0   | Hugo Internet<br>Wed, Dec 12, 2007, 02:48 PM     |

3. Type a subject in the **Subject** field, and then type a message in the **Message** field indicating that you successfully accessed the Moodle course forum.

4. Click **Post to forum**. The message should immediately appear in the forum.

The screenshot shows the Moodle interface for creating a new discussion topic. The title is "Your new discussion topic". There are three main input areas: "Subject" (with a "Required" label and a red box around it), "Message" (a large text area), and "Attachment" (with a "Browse..." button). Below the attachment field is the "Post to forum" button. Blue arrows point to the "Subject" field, the "Message" text area, and the "Post to forum" button.

To upload a file to the Discussion Forums:

1. Create and save a Microsoft Word (or any other uploadable file format) file. For example, type "My name is John Doe." on a Word .doc and save the file as "myfile."

2. After you've saved your file, post it by creating a new message in the forum.

3. Click the **Add a new discussion** button and type a new message, as you did before.

4. In order to attach a file to this message, click **Browse** next to the **Attachment** field at the bottom of the screen.

5. Find and select your file.

6. Click **Open**.

This screenshot is identical to the one above, showing the Moodle form for creating a new discussion topic. The only difference is that a blue arrow points to the "Browse..." button next to the "Attachment" field.

7. To upload your file and post your message, click the **Post to forum** button. Your new message should appear in the forum, along with the file attachment.

To review, edit, delete, or reply to a message:

1. Click on the discussion subject line to open your last post. As you can see, you have the option of editing, deleting, or replying to messages.
2. To edit, delete, or reply to the selected message, click the respective link.

You'll only be able to edit or delete your own messages. And you can only edit your message within the first 30 minutes from the time it was posted. You'll probably use the reply option quite frequently to respond to other people's messages.

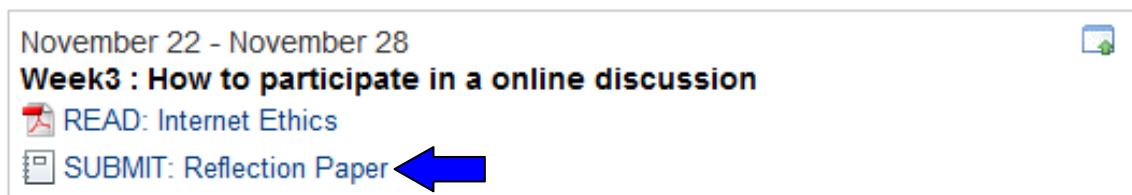


### [ Using the Assignment tool ]

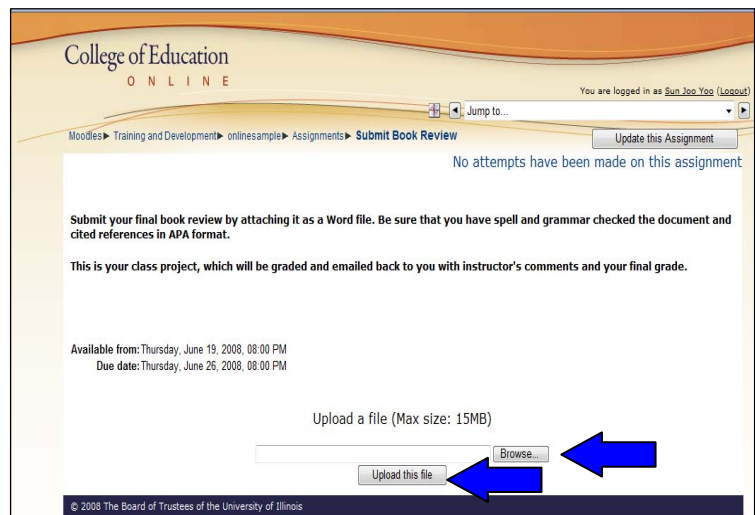
The Assignment Tool is used for turning in your class assignments.

To turn in an assignment:

1. Click on the link labeled as assignment or submission on your course homepage



- Click **Browse** to find the assignment you are submitting, and click on **Upload This File** button.



- After your instructor submits a grade or a comment you can check by clicking on the Grades link in the Administrative box.

College of Education ONLINE

You are logged in as Sun\_Joo\_Yoo (Logout)

Moodles > Future Online > tutorial101

**WEEKLY OUTLINE**

Jump to Week: **EO101: Online Course Tutorial**

Instructor: Katherine Internet

Welcome to online course tutorial! This course is built to help new students and faculties to learn how to use Moodle. Please refer to the syllabus for the details and if you have any questions, here is my email address.

E-mail: educationonline@ed.uiuc.edu

Syllabus

FORUM: Orientation Posting

Week 1 readings

Introduce Coursehes!

November 8 - November 14 (Not available)

November 15 - November 21

**Week2: Basic Concepts of Online Learning**

READ: Web Site Review

WATCH: lecture1

URUC Homepage

READ: Key Words

SEE: Posting Rules

Winter Scenery

November 22 - November 28

**Week3: How to participate in a online discussion**

READ: Internet Ethics

SUBMIT: Reflection Paper

**ADMINISTRATION**

Grades

Profile

| Grade item               | Category                      | Grade    | Percent  | Feedback |
|--------------------------|-------------------------------|----------|----------|----------|
| SUBMIT- self intro.      | Online Course Tutorial        | -        | -        |          |
| SUBMIT: Reflection Paper | Online Course Tutorial        | -        | -        |          |
| <b>Course total</b>      | <b>Online Course Tutorial</b> | <b>-</b> | <b>-</b> |          |

Moodle, the program that hosts Education Online Program has many features that can't be discussed in a short tutorial. Feel free to explore Moodle as you progress through the Education Online program. This concludes the online tutorial. You want to print out the PDF version of this tutorial for future reference. Contact the Education Online staff if you have any questions.