STUDENT eLEARNING GUIDE

MIDSTATE COLLEGE LEARNING MANAGEMENT SYSTEM (LMS)
UPDATED: NOVEMBER 2018
# Table of Contents

## System Requirements for Students

- Operating Systems ................................................. 4
- Hardware ............................................................ 4
- Minimum Requirements when Purchasing a Laptop/Computer ...... 4
- Browser ............................................................ 4
- Software ............................................................ 4
- Recommendations when Purchasing a Laptop/Computer ............ 4
- Contact Information ................................................. 4

## Course Delivery Description

- Description of Student Schedule .................................. 5
- Definitions .......................................................... 5

## eLearning Student Policies

- Attendance Policy .................................................... 6

## What to Expect from eLearning

- eLearning Student Guidelines .................................... 6
- eLearning Communication Etiquette ............................... 7
- eLearning Faculty Commitment to Students ...................... 8
- eLearning Department Contact Information .................... 8

## Student Plagiarism and Identity Tracking

- Library Resources ................................................... 9
- Credit Hour Definition ............................................ 10
- Logging In to the LMS .............................................. 10
- Logging Out of the LMS .......................................... 11
- Name Badge ....................................................... 11
- How to Edit Your Profile ......................................... 12
- How to Change Your Password .................................. 12
- Navigating the “My Courses” Page ............................... 13
- Navigating the Course Page ..................................... 14
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messages in the LMS</td>
<td>14</td>
</tr>
<tr>
<td>Overview of a Week</td>
<td>16</td>
</tr>
<tr>
<td>Lecture</td>
<td>16</td>
</tr>
<tr>
<td>Assignments</td>
<td>17</td>
</tr>
<tr>
<td>Quizzes</td>
<td>22</td>
</tr>
<tr>
<td>Forums</td>
<td>25</td>
</tr>
<tr>
<td>Site News</td>
<td>27</td>
</tr>
<tr>
<td>Appendix A</td>
<td>27</td>
</tr>
<tr>
<td>How Do I Turn Off My Pop-Up Blocker?</td>
<td>27</td>
</tr>
<tr>
<td>Appendix B</td>
<td>28</td>
</tr>
<tr>
<td>The Gradebook</td>
<td>28</td>
</tr>
<tr>
<td>Appendix C</td>
<td>29</td>
</tr>
<tr>
<td>How Do I Download Skype?</td>
<td>29</td>
</tr>
<tr>
<td>How to Set Up a Skype Account</td>
<td>29</td>
</tr>
<tr>
<td>How to Add a Contact</td>
<td>30</td>
</tr>
<tr>
<td>How Do I Call Someone on Skype?</td>
<td>31</td>
</tr>
<tr>
<td>Appendix D</td>
<td>31</td>
</tr>
<tr>
<td>Turnitin</td>
<td>31</td>
</tr>
</tbody>
</table>
SYSTEM REQUIREMENTS FOR STUDENTS

OPERATING SYSTEMS
Windows 7 or above

HARDWARE
DVD-ROM Drive (optional)
Speakers/Headphones
Printer (optional; printers are available for use on-campus)
HD Webcam: Supported by Midstate Technical Support and available in the Bookstore (required in some courses).

MINIMUM REQUIREMENTS when PURCHASING A LAPTOP/COMPUTER
Processor: 2 gigahertz and up
Memory: 2 gigabyte and up
Hard drive: 250 gigabyte and up

BROWSER
Mozilla Firefox
Google Chrome
Microsoft Edge

SOFTWARE
Up-to-date antivirus protection
Adobe Flash Player
Adobe Reader
Oracle Java Runtime Environment
Skype 8.10 or higher (download for free and required in some courses)
Microsoft Office 2016 (can work with the IT Department to get downloaded on the student’s computer or laptop; or, the student can log into the Gateway, then click on Technical Support, and Overview. From here, there are instructions and a link for downloading Microsoft Office.)

RECOMMENDATIONS when PURCHASING A LAPTOP/COMPUTER
Recommended Brands:
- Acer
- HP
- Lenovo

Note: Because classes have certain requirements with Microsoft Office, the Midstate College IT Department recommends not relying solely on a Chromebook, iPad, iPhone, or MacBook to complete eLearning or on-campus courses.

CONTACT INFORMATION
Mike Bunch | IT | mbbunch@midstate.edu | 309.692.4092, ext. 1400
Kaitlin Seaman | eLearning | kmseaman@midstate.edu | 309.692.4092, ext. 1340
COURSE DELIVERY DESCRIPTION

DESCRIPTION OF STUDENT SCHEDULE
The student schedule has three areas which need additional definitions. You can see an example of a student schedule in the figure labeled “Student Schedule” below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Instructor</th>
<th>Credits</th>
<th>Audit</th>
<th>Room</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO110: Anatomy</td>
<td>NF</td>
<td>S. Lee-Bond</td>
<td>4.00</td>
<td>N</td>
<td>503</td>
<td>M 6:00pm-9:30pm, Flex Learning</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>DF</td>
<td>S. Lee-Bond</td>
<td>2.00</td>
<td>N</td>
<td>126</td>
<td>M 4:10pm-5:55pm, Flex Learning</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Under “Meeting Times” you will find when your class is held during the week. All eLearning courses are labeled with “eLearning.” This means that the entire class will be offered online.

The definitions and descriptions for the column heading labeled “Section” are defined under the sub-heading definitions below:

DEFINITIONS

An **on-campus class** is taught in a physical classroom on a weekly or bi-weekly basis.

- On a student schedule the Section heading is labeled **Day (D)** and the Delivery Mode description is **On-Campus**. This is for an on-campus class taught during the day.
- On a student schedule the Section heading is labeled **Night (N)** and the Delivery Mode description is **On-Campus**. This is for an on-campus class taught at night.
- On a student schedule the Section heading is labeled **Saturday (S)** and the Delivery Mode description is **On-Campus**. This is for an on-campus class taught on Saturday.

An **eLearning class** is taught at a distance and delivered asynchronously using the Internet.

- On a student schedule the Section heading is labeled **eLearning (E)** and the Delivery Mode description is **eLearning**. This is for an eLearning class.

A **flex class** is taught both on-campus and through eLearning. Flex classes offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On a student schedule the Section heading is labeled **Day Flex (DF)** course. The Delivery Mode description is a blended class which offers a daytime session on-campus.
- On a student schedule the Section heading is labeled **Night Flex (NF)** course. The Delivery Mode description is a blended class which offers an evening session on-campus.
- On a student schedule the Section heading is labeled **Saturday Flex (SF)** course. The Delivery Mode description is a blended class which offers a daytime Saturday session on-campus.
An **eLearning Class with an On-campus Component** is a course taught at a distance and delivered asynchronously using the Internet, but contains an on-campus requirement such as a mock interview, a faculty lecture or session, or a proctored assignment. The student in this course may be asked to meet face-to-face with the instructor, proctor, or employer to complete assignments, assessments, etc.

- On a student schedule the Section heading is labeled (EC) and the Delivery Mode description is **eLearning with an On-campus Component**. This is for an eLearning class with an offline component.

An **Arranged Class with an eLearning Component** is a class taught at a distance and delivered asynchronously using the Internet but with the option to meet face-to-face as the student’s academic progress dictates. If a student needs a course not being offered, the program director may recommend an arranged class with an eLearning component. Midstate College recommends that students not take more than 25 percent of the total classes in their program on an arranged basis.

- On a student schedule the Section heading is labeled (AE) and the Delivery Mode description is **Arranged with an eLearning Component**. This is for an Arranged class with an eLearning component.

**eLearning Student Policies**

**Attendance Policy**

Attendance and participation have proven to be key factors in academic success. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work. Instructors will outline their specific participation and grading policies in the course syllabi.

**What to Expect from eLearning**

The following is a description of what to expect from eLearning:

- Courses are asynchronous, meaning students can participate at their own convenience throughout the week.
- The eLearning term is divided into 12 weeks, each of which extends from noon on Monday through 8 AM the following Monday.
- Students have access to new weekly course content every Monday afternoon.
- Students are required to participate a minimum of two days per week in each course.
- eLearning courses can require more time and commitment than traditional courses; students can expect to spend up to 12 hours per week, per course.
- Students can easily view graded materials and cumulative gradebook information.
- Technical Support is available to help students who experience technical problems with Midstate eLearning. Students can call, email, or complete a technical support request form to receive assistance.
- eLearning requires students to stay organized, read instructions, and be self-disciplined when working on assignments and interacting with classmates throughout each week.
- Instructors may ask students to access the online library resources to complete research papers and other projects.
- Lectures may be presented as text-based or in an audio/visual format.
- Additional course content may be presented in PDF format or bookmarked as links.
• Students can interact with and ask questions of instructors using the general discussion forum, messaging within the LMS, or Midstate email. If additional communication is needed, students can schedule a time to meet with the instructor via telephone or interactive chat tools.

eLearning Student Guidelines
Midstate College has provided a list of important eLearning student guidelines. Please review the guidelines listed below:

• Students are required to use the LMS messaging or Midstate email for all classroom communication in eLearning courses.
• Students are required to submit substantial, gradable work to be counted present for the week.
• Students are required to review the course lecture each week. Lectures may be available in several formats.
• Students are required to respond to questions posted in the weekly discussion forums with ideas, thoughts, research, and reactions to the discussion topics at least two days per week.
• Students may be required to prepare a summary each week. The instructor will specify how the summary is to be submitted.
• Students are required to post assignments to the appropriate assignment activities. If an assignment is submitted late, the instructor may not accept it or may deduct points from the grade at his/her discretion.
• Students may be required to participate in group assignments. Group members can communicate using Midstate email, LMS messaging and/or chat, and designated discussion forums.
• Students should check the gradebook each week for feedback on graded materials. Occasionally additional feedback may be delivered via the LMS messaging and Midstate email.
• Students experiencing technical problems should contact Technical Support. Students who cannot complete coursework due to these problems should notify their instructors immediately.
• Students are required to ensure that all emails, discussion forum posts, and assignments have been spell checked and meet eLearning etiquette standards.

eLearning Communication Etiquette
Midstate College expects students to follow professional etiquette in online interaction.

Please follow the guidelines listed below for eLearning communication etiquette:

• Avoid sending messages in the LMS, Midstate email, and discussion forum posts with incorrect spelling and grammar.
• Avoid using abbreviations and acronyms that may confuse your instructor and/or classmates.
• Avoid using emojis. Emojis are a series of images which can be used to convey an emotion. Emojis can clutter a message and make it difficult to read.
• Avoid using sarcasm. Written text can easily be misinterpreted.
• Avoid using all capital letters in a message. Using all capital letters can make messages difficult to read.
• Avoid posting irrelevant information in discussion forums. Discussions should be relevant to the topic assigned by the instructor.
Student eLearning Guide

- Avoid sending Midstate email or assignments without a clearly defined subject. Messages that are vague or unspecific are easy to overlook.
- Avoid sending attachments that others may not be able to open. Instructors should specify which applications are to be used. For example, research papers and writing assignments will generally be composed using Microsoft Word.
- Avoid sending any communication which is less than professional.

Students should follow the same communication standards which apply in the business world.

---

**eLearning Faculty Commitment to Students**

Midstate College is committed to providing the highest quality of education for our students, both on-campus and online.

The following is a description of what students can expect from Midstate eLearning faculty:

- Faculty will attempt to answer all student queries within 24 hours.
- Faculty will login to the Midstate College Learning Management System (LMS) and Midstate College email at least 5 days a week with no more than one day between logins.
- Faculty will participate in the eLearning course, including Messaging with the students and engaging in the Discussion Forums.
- Faculty will keep the gradebook up-to-date with no more than a week lapse for graded work unless otherwise communicated.
- Faculty will publish blocks of time of availability in the syllabus for messaging with the students in a live setting.
- Faculty will use a rubric to grade all major assignments.
- Faculty will create clearly defined assignments.
- Faculty will proofread and review all coursework such as exam questions, discussion forums, syllabi, etc. before the term begins.
- Faculty will maintain academic rigor by incorporating instructor and student activities appropriate to the course learning objectives (refer to Bloom’s Taxonomy).
- Faculty will use techniques to reduce cheating, limit plagiarism, and ensure student identity.
- Faculty will create lectures with added value that do not simply reiterate the text.
- Faculty will refer students to the Student Success Department when students are not thriving.
- Faculty will upload a personal photo, autobiography, and video greeting (when possible) for each course.

---

**eLearning Department Contact Information**

If you have any questions or concerns, feel free to contact the eLearning Department.

**eLearning Coordinator**
Kaitlin Seaman, Room 134
kmseaman@midstate.edu
309.692.4092, ext. 1340
**Student Plagiarism and Identity Tracking**

The College uses many different methods to help ensure eLearning student identity. It starts at enrollment where students who submit an application at a distance are required to submit a notarized copy of their driver’s license with enrollment. At the login page, the College’s Learning Management Systems contain a disclaimer statement acknowledging student identity citing the College’s Academic Integrity Policy. See disclaimer statement below:

“The Higher Education Opportunity Act of 2008 (PL 110-315) provides for additional governance of distance education. Specifically, institutions offering distance education are required to have processes to establish that the student who registers for a distance education course or program is the same student who participates, completes a course or program, and obtains the academic credit.

By entering the eLearning course, you acknowledge that you are the student registered for the course. In addition, you acknowledge that you are the individual who is completing all applicable coursework, including, but not limited to exams, quizzes, eLearning discussions, etc.

Further, you acknowledge that should Midstate College, or representatives thereof, determine that the individual who is registered for the course is not the individual completing and submitting coursework or participating in course requirements, you will be subject to the College’s Academic Integrity Policy. Failure to comply with the College’s Academic Integrity Policy may result in suspension from the College.”

At the beginning of every term, instructors request that students post an autobiography. This permits the instructor to become acquainted with each student and provides a writing sample for future writing comparison. In several courses requiring the use of webcams, eLearning students are required to show their state issued identification before giving live oral presentations or completing mock interviews.

In several programs, major exams are physically proctored face-to-face. eLearning instructors are trained on the use of security features available in the Learning Management System for eLearning assessments. These features include: disabling right-click; disabling copy or print during a test; test duration; seeing only one question at a time with no backtracking; randomizing the order of questions; and only providing feedback after all students have completed the exam.

Students are given the opportunity to utilize anti-plagiarism software, such as Turnitin, to check writing assignments before turning in major projects or research papers. Instructors utilize this software to ensure the student’s work is original. The College also uses SAM for eLearning assessment of multiple software courses, and ALEKS for multiple math courses. These types of software require each student to purchase an individualized code for participation.

Students should be aware that their eLearning activity can be observed by instructors and administration. Activity tracking includes, but is not limited to: coursework, learner profile, chat room, messaging, and email.

The eLearning department will continue to make efforts towards strengthening the verification of student identification, limiting cheating, and curbing student plagiarism.
LIBRARY RESOURCES

The Barbara Fields Memorial Library at Midstate College provides students access to a number of electronic research resources to aid them in their academic endeavors. Our online libraries and databases augment our print collection by offering the full texts of over 70,000 books and 15,000 journals, many of which are peer-reviewed titles. These resources are available twenty-four hours a day, seven days a week from anywhere in the world. Professional library staff members are available via phone or email to assist students with their research.

CREDIT HOUR DEFINITION

Below is the definition for credit hour, per the Midstate College catalog:

CREDIT HOUR DEFINITION

Midstate College defines a quarter credit hour as at least one unit of direct faculty instruction with at least two hours of out-of-class student work each week. One unit of faculty instruction is at least 50 minutes.

All courses employing alternative methods of delivery are designed to be equivalent to traditional classes in academic rigor. To ensure that this remains the case, learning objectives for each class, regardless of delivery method, are identical and are evaluated using the same academic assessment processes. Students in non-traditional classes must complete comparable assignments as their traditional counterparts. In order to simulate traditional classroom discussion, students and faculty are required to post substantial writing multiple times per week to online discussion forums. Instructors use written lectures, videos, audio files, PowerPoint presentations, and participate in forums as a means of delivering course content to students.

LOGGING IN TO THE LMS

1. Open a browser and type https://midstate.mrooms3.net/ in the address bar. Click on “Log in.”

You will then enter the credentials you were given on orientation day. Your username will be your first initial, middle initial, and last name (e.g. John Michael Smith would be jmsmith). In some cases, the username may contain a number (e.g. jmsmith2).

Enter your password. The default Midstate eLearning password is your first initial, last initial and the last four digits of your student ID number (e.g. js1234). This can be found on your schedule or student ID.

NOTE: Prior to logging into the LMS, if you scroll down you will see Site News. Site News pertains to all eLearning students; be sure to review this information each time before you log into the LMS.
2. Click “Log in.”

LOGGING OUT OF THE LMS
1. Click on “My Courses” at the top right of the page. Then, click “Log out” below your name at the upper left-hand side of the screen.

NAME BADGE
Click on “My courses” at the top right of your page; then, click on your name in upper left-hand corner of the screen. This will take you to an area where you can edit your profile.

NOTE: If you change your Midstate eLearning password it will not apply to any other Midstate systems such as email, the Gateway, etc. It is strongly suggested that if you change your password in one system, you also change your passwords in all other systems. In the event that you should forget your password, Technical Support cannot retrieve a changed password, but can reset it to the Midstate College default.
HOW TO EDIT YOUR PROFILE

1. Click on “My Courses” at the top right of your screen; then, click on your name on the upper left-hand side.

2. Click “Edit Profile.”

3. When your editing is complete, click “Update Profile” at the bottom of the page.

NOTE: We suggest that you upload a picture of yourself so that your instructor and classmates can get an idea of who you are. It makes the eLearning experience richer to be able to put a face to a name.

HOW TO CHANGE YOUR PASSWORD

1. Click “My Courses” in the upper right-hand side.

2. Click on preferences under your name in the upper-left hand side.
3. Click “Change Password.”

User account
- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Messaging

4. Enter your current password.
5. Enter your new password.
6. Enter your new password again.
7. Click “Save Changes.”

Navigating the “My Courses” Page

1. Your Name
   a. Profile – clicking on this will take you to your profile. Here, you can upload a profile picture or provide more information about yourself.
   b. Dashboard – if your instructor is using due dates for assignments or quizzes, you can use this area to quickly see what is due. As a note, do not rely solely on this area to know what is due each week.
   c. Preferences – here you can update various preferences, including changing your password.
   d. Grades – this gives you a quick look at your current grade(s) in your class(es) based off what your instructor has graded.

2. Courses
   a. A list of the eLearning courses in which you are currently enrolled.

3. Deadlines
   a. If your instructor uses due dates for assignments and quizzes, these items will show here.
   b. Clicking on “View my calendar” will bring up a calendar version of your due dates.

4. Feedback
Student eLearning Guide

a. This shows you what has been graded in your classes.

5. Messages

a. Shows any messages you may have received.

NAVIGATING THE COURSE PAGE

Contents

1. Contents
   a. All 12 weeks will be listed here; if it says “Not available”, then your instructor has not yet made that week available to you. Clicking on an available week will take you to that week.

2. My Courses
   a. Clicking here will bring you back to your list of courses that you are enrolled in.

3. Course Dashboard
   a. Here, you can see the participants enrolled in your class, your gradebook, as well as a full report of what you have done in the LMS.

MESSAGES IN THE LMS

How to Create a Message

NOTE: It is important to turn off your browser’s pop-up blocker when using the LMS. Doing so will allow you to receive live messages when you are logged into your courses. See Appendix A for instructions on how to turn off the Pop-Up Blocker.

1. When logged into a course, click on “Course Dashboard,” located below the list of weeks.
2. Click on “Participants.”

![Course Dashboard](image)

3. Click on the profile picture of the person you want to send a message to.

![Profile Picture](image)

4. Click “Message.”

![Message Button](image)

8. Type your message into the text box. Click “Send Message.”

**NOTE:** You can send a message to your instructor or classmates when they are not online. The message will be forwarded to their Midstate email. However, there can be a delay before your classmate or instructor will receive the message as an email. If the message is important or time sensitive, please use an additional mode of communication. Messages do not allow attachments so if you need to include an attachment you will need to use your Midstate email.

**How to Read a Message**

If you've received a message while you were offline, the next time you log in, you will be able to view it. It will also be forwarded to your Midstate email.

1. You will see the message in the Messages block. Click on the message to read it. Messages that you have not yet read are marked in orange with “unread.”
OVERVIEW OF A WEEK

The Overview will cover the topics, objectives, assignments, discussions and summaries for the week. If there is a deadline for an assignment or discussion that is different from the typical 8AM on Monday, that will be clearly laid out in the Overview. Below is an example:

NOTE: Clicking on “Read more” will expand the overview; at the bottom of the overview you’ll see an X – this will collapse the overview. If your instructor changes an assignment, due date or any such thing from what is stated in the syllabus, the updates will be made clear in the Overview.

LECTURE

Lectures may be created as a webpage, a word document that will automatically download to your computer, a link to a PowerPoint Presentation, a YouTube video, or downloadable PDF. Below is an example of a lecture as a webpage:
ASSIGNMENTS

The two types of assignments are Online Text and File Submission. If your instructor has set dates for the assignment, it will show in blue. If you have not yet submitted to an assignment, it will say “Not Submitted” in orange. Once you have submitted to the assignment, it will show you the date that you submitted it in green.

Online Text

1. Click on the name of the Assignment.

2. To create your submission, click “Add submission.” This will then take you to the next page, where you will enter your text.

3. You can compose in this HTML box, but we recommend composing first in Microsoft Word and copying and pasting into the HTML box. That way, if you were to lose your internet connection, you would not lose any of your work. To submit your work, click “Save changes.”

NOTE: Be sure to check off “This assignment is my own work...” before clicking “Save changes.”
4. After you click “Save changes,” you will be routed back to the assignment page. You can click on “Edit submission” if you need to make any changes.
Uploading a File

1. Click on the assignment that you are going to submit to.

2. You will be brought to an informational page. This page tells you further information about the assignment.

   **Week 3 Assignment**
   
   Due Monday, December 18, 2017, 12:00 PM  
   Time remaining: 1 hour 15 mins  
   Read chapter 3 and answer questions 2-14 at the end of the chapter, on page 46.

   1 – Due date and time remaining: this area tells you if your instructor has set a due date, and how much time remains until the due date.

   2 – Directions: this area displays the instructor’s directions.

   3 – Submission comments: if you or your instructor have posted any comments on the submission, they will show here.

   4 – Submission status and grading status: shows if a submission has been posted, and if the item has been graded by the instructor.

   5 – Add submission: click here to add your submission.

3. To upload your file either drag it from a folder into the file area and drop it:
4. Or click the “Add” icon.

5. Click “Upload a file” then “Choose File;” browse for your file, then click “Upload this file.”

6. If the assignment requires multiple files, repeat steps 3-5. If not, click “Save changes” to submit your files.
7. Some instructors will require you to submit your work as a final draft that can no longer be edited. If that’s the case, you will see the following screen. Here, you can make changes by clicking “Edit submission,” or you can provide comments to your instructor regarding the assignment by clicking on “Comments.” Once you’re ready to submit your assignment, click “Submit Assignment.”

8. Some instructors may ask you to confirm that you are submitting your own work. Check off that you confirm and click “Continue.”
QUizzes

1. Click on the name of the quiz.

   ![Week 1 Moodle Orientation Quiz]

2. Click “Attempt quiz now.”

   **NOTE:** If there is a time limit, it will show here; if there is a due date, it will show here.

   **Week 1 Moodle Orientation Quiz**

   This quiz will assess your knowledge of eLearning policies and Joule.

   Attempts allowed: 2

   This quiz will close at Monday, September 25, 2017, 9:10 AM

   Time limit: 10 mins

   Grading method: Highest grade

   ![Attempt quiz now]
3. If the quiz has a time limit a window will pop-up requiring you to confirm the attempt. Click “Start attempt” to continue.

NOTE: The timer will not pause once you have started the quiz, even if you log out of the LMS or close the browser. You will see it in the lower left-hand corner of the screen.

4. Your quiz will automatically save as you answer the questions (outside of essays; you will want to key your essay questions in Microsoft Word and copy them over just before you submit your quiz.) However, you can click “Finish attempt” (located at the bottom of the page) every few questions; when you do this, you’ll see either “Answer saved” or “Not yet answered.” However, clicking on this will not pause the timer.

5. To return to the quiz click “Return to attempt.”
When you have completed the quiz, click “Submit all and finish.”

A window will pop up asking you to confirm. Click “Submit all and finish.”
8. The information available to you once you have finished a quiz is highly customizable and entirely up to the instructor. Below is one way it can look.

<table>
<thead>
<tr>
<th>Started on</th>
<th>Wednesday, August 3, 2016, 11:06 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Finished</td>
</tr>
<tr>
<td>Completed on</td>
<td>Wednesday, August 3, 2016, 11:15 AM</td>
</tr>
<tr>
<td>Time taken</td>
<td>8 mins 45 secs</td>
</tr>
<tr>
<td>Marks</td>
<td>42.00/42.00</td>
</tr>
<tr>
<td>Grade</td>
<td>20.00 out of 20.00 (100%)</td>
</tr>
<tr>
<td>Feedback</td>
<td>Great Job!</td>
</tr>
</tbody>
</table>

You’ll see some basic information, such as when you completed the exam, how long it took, and your grade. Depending on the instructor, you may also see what questions you got right or wrong, and if you got a question wrong, what the right answer is.

**FORUMS**

There are a number of different styles of forums that are used to provide space in the course for interaction and discussion between students and instructor.

- The **Announcements Forum** is a read-only forum containing announcements from the instructor. To access the Announcements Forum, click on “Announcements” in the Introduction section of the course.

- Each Person Posts One Discussion Forum and the **Standard Forum for General Use** both require the student to start a new discussion topic. Other students and the instructor can respond to the thread once it is created.

To post to one of these forums, click “Add a new discussion.”
The **Single Simple Discussion Forum** is meant for one topic discussions. This forum produces only one thread of posts for users to reply to and does not allow starting a new discussion.

To post to this forum click “Reply” on the post to which you are responding.

The **Q&A Forum** is designed to permit the student to post a reply to a question posed by the instructor. The student will not be able to see other students’ posts until he or she posts to the forum. To post to the Q&A Forum, first click on the title of the instructor’s thread.
Then click “Reply” to the instructor’s post.

Once you reply to the instructor’s post, you will have a thirty minute window to edit your post before seeing the other students’ responses. After the thirty minute window closes, your post will become public, you will not be able to make any changes to your initial post, and you will be able to read the other posts.

**NOTE:** The instructor is able to respond to you in private. The private reply will look just like a regular forum post only there will be no “Reply” button.

**SITE NEWS**

Prior to logging into the LMS, you can scroll down and see “Site News.” This information pertains to all eLearning students; it is recommended that you review this section prior to logging into the LMS.

**APPENDIX A**

**HOW DO I TURN OFF MY POP-UP BLOCKER?**

**NOTE:** It is important to turn off your pop-up blocker when using the LMS. The LMS uses pop-ups to open resources.

For information about turning off your pop-up blockers, you can go to this website: [http://www.wikihow.com/Disable-Popup-Blockers](http://www.wikihow.com/Disable-Popup-Blockers).
THE GRADEBOOK

When setting up the gradebook, your instructor has a choice between “Weighted Mean of Grades” and “Natural.” Whichever method was used will be stated in the syllabus. There are multiple settings that your instructor can choose from. Below is an example of what the gradebook looks like.

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Calculated weight</th>
<th>Grade</th>
<th>Range</th>
<th>Feedback</th>
<th>Contribution to course total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joule Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation Quiz</td>
<td>100.00 %</td>
<td>100.00 %</td>
<td>0–10</td>
<td></td>
<td>1.64 %</td>
</tr>
<tr>
<td></td>
<td>(10.00)</td>
<td>(10.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes total</td>
<td>1.64 %</td>
<td>100.00 %</td>
<td>0–10</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>(10.00)</td>
<td>(10.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1 Assignment</td>
<td>20.00 %</td>
<td>100.00 %</td>
<td>0–100</td>
<td></td>
<td>16.39 %</td>
</tr>
<tr>
<td></td>
<td>(100.00)</td>
<td>(100.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turnitin Assignment</td>
<td>20.00 %</td>
<td>55.00 %</td>
<td>0–100</td>
<td></td>
<td>9.18 %</td>
</tr>
<tr>
<td></td>
<td>(55.00)</td>
<td>(55.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2 Homework Assignment</td>
<td>20.00 %</td>
<td>88.00 %</td>
<td>0–100</td>
<td></td>
<td>14.43 %</td>
</tr>
<tr>
<td></td>
<td>(88.00)</td>
<td>(88.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3 Homework Assignment</td>
<td>20.00 %</td>
<td>75.00 %</td>
<td>0–100</td>
<td></td>
<td>12.30 %</td>
</tr>
<tr>
<td></td>
<td>(75.00)</td>
<td>(75.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2 Homework Assignment</td>
<td>20.00 %</td>
<td>95.00 %</td>
<td>0–100</td>
<td></td>
<td>15.57 %</td>
</tr>
<tr>
<td></td>
<td>(95.00)</td>
<td>(95.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The calculated weight shows how much those items are weighted both in each category, and overall. The contribution to course total is a column of percentages indicating how much each grade item contributes to your course total percentage (after weighting is applied).
APPENDIX C

HOW DO I DOWNLOAD SKYPE?

HOW TO SET UP A SKYPE ACCOUNT
1. Open a browser and type www.skype.com into the address bar. Click “Sign in” then choose “Sign up.”

2. Enter your information in the fields. Note that the fields marked with an ‘*’ are required.
3. Choose a Skype name (username) and password. Choose if you’d like to receive emails regarding Skype and Microsoft; then, enter the characters that you see and click “I agree – Continue.”

![Image of Skype login form]

**How to Add a Contact**

HOW DO I CALL SOMEONE ON SKYPE?
For information about how to make a call to someone using Skype, or for troubleshooting any issues with Skype, click on this link: https://support.skype.com/en/skype/windows-desktop/calling/.

APPENDIX D

TURNITIN
For information about how to create a Turnitin account, click on this link:

For information about enrolling in a Turnitin class (for example, to be able to submit to the “Plagiarism Checker” class that is available to students each term), click on this link:

For information about how to submit a paper to Turnitin, click on this link:

For any other Turnitin questions you may have, click on this link:

NOTE: Turnitin will flag passages even if they have been properly cited. If you have included a quote in your paper and cited it correctly then pay special attention to the Originality Report as it might show a higher similarity percentage than is warranted.