

Getting Started with eCollege Teaching Solutions

A Student Quick Start Guide



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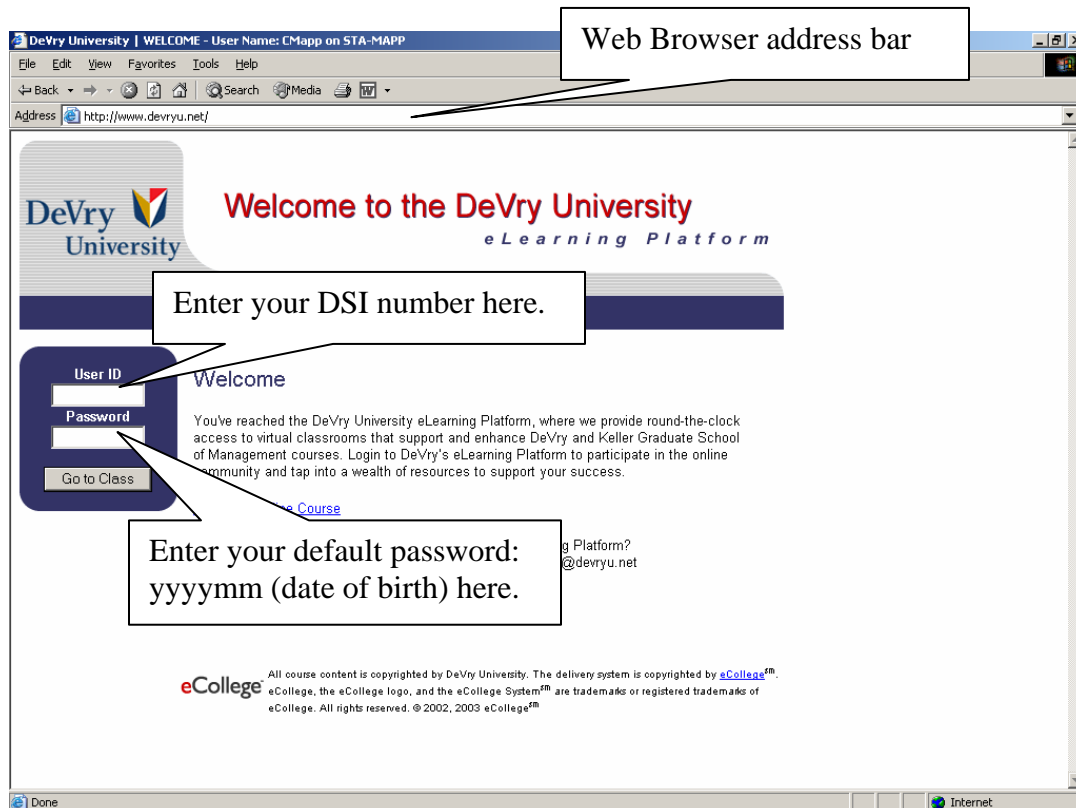
This document is a “Quick Start” guide to using the eCollege *Teaching Solutions* platform. The eCollege *Teaching Solutions* is a Course Management System that allows you to effectively communicate with your Professor or fellow students, have anytime-anywhere access to course material, and helps you 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 home page. The browser title is "DeVry University - User Name: CMapp on STA-MAPP". The address bar shows the URL: http://www.devryu.net/Shared/Portal/ECPWireFrame_xml.asp?login=1&fromFVC=true. The page header includes the date "October 15, 2003", the user name "Welcome Colin Mapp", and navigation links "My Profile | Help | Signoff".

Key sections and callouts include:

- My WebLinks:** A sidebar menu with links for "Default Link", "Technology", "Education", and "Edit Personal".
- Faculty Message Center:** A central area with a "November Course Status" message in red text: "Please Note: The blackout period has now started for all Fall Term courses. At this point, any changes you make in your Inventory shell(s) will not be copied into your Inventory shell for the Fall term." A callout box labeled "Important Messages" points to this message. Another callout box labeled "Change your password or email here" points to the "My Profile" link in the header.
- Your Course List:** A section titled "Your Course List" with a "Support Services Key" (A/V Only, Course Development (A/V Included), Instructional Design, PINs) and a list of courses. A callout box labeled "Your Course List" points to this section. A callout box labeled "Hypertext link to your Undergraduate course" points to the link "ECT265 Colin Mapp Standard Local Area Networks and The Internet (Professor) - eCourse AU" under the "Undergraduate ECT" category.

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 block shows a close-up of the course hyperlink from the "Your Course List" section. The text is: "Undergraduate ECT" followed by the blue underlined link "ECT265 Colin Mapp Standard Local Area Networks and The Internet". A callout box labeled "Course Hyperlink" points to the link.

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.

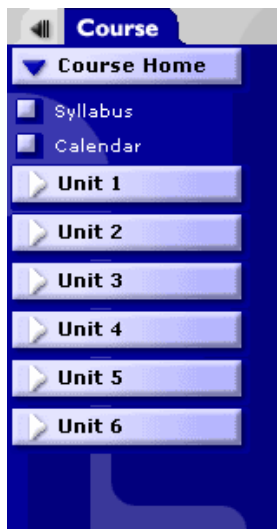
Note: Be sure to check the *Announcements* area for up-to-date course information!

The screenshot shows the eCollege Course Home page for a course. The page includes a navigation menu on the left with options like 'Course Home', 'Syllabus', 'Calendar', and 'Unit 1' through 'Unit 6'. The main content area features 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, there is a 'Course Checklist' section and a date display '25 Sep 03'. The page also includes a 'Help' button and a 'View Checklist' link.

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

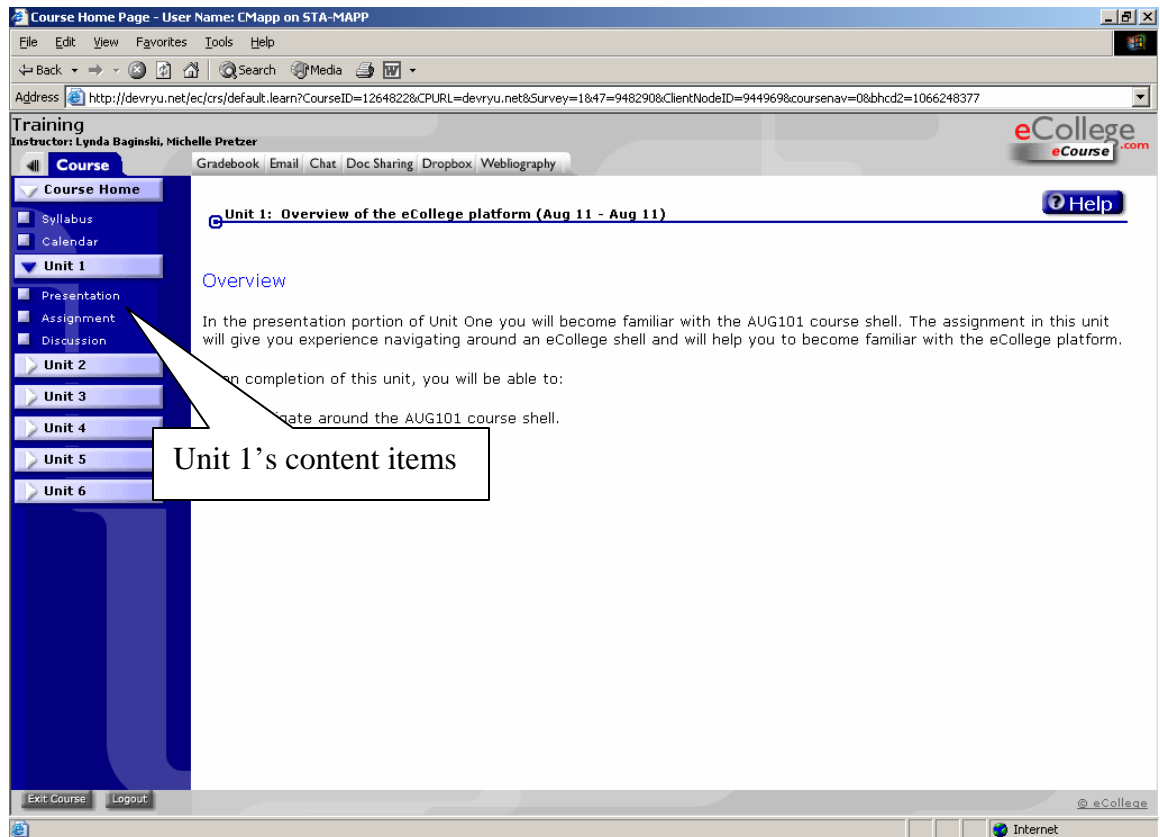


The **Course Home** is the default selection when a course is accessed.

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.

[? Help](#)

Email Class

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

Add

Recipients :

Remove Remove All

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.

[? Help](#)

Document Sharing

[+ Upload New File](#)

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	

Shared documents