NEW STUDENT MOODLE ORIENTATION
## A Walkthrough Navigation of Coleman University's Webclass

I. Training Introduction and Overview

a. Welcome to Webclass, Coleman University's learning management system. For your time as a student here at the university you will be reliant on this system to submit homework assignments, projects, and other documentation for your classes. As your ability to navigate Webclass successfully is a crucial aspect of your education, we have designed a tutorial for you that helps create a better understanding all of the tools, tips, and tricks Webclass has to offer. So without further ado, let us begin!

II. Accessing the System

a. The first and most important step is ensuring that you can access the system. To log in use your student ID number as your username and the password provided to you at orientation.

b. Once you have logged in to the system you will be directed to the landing page, or home page, from which you will have access to all of your current courses.
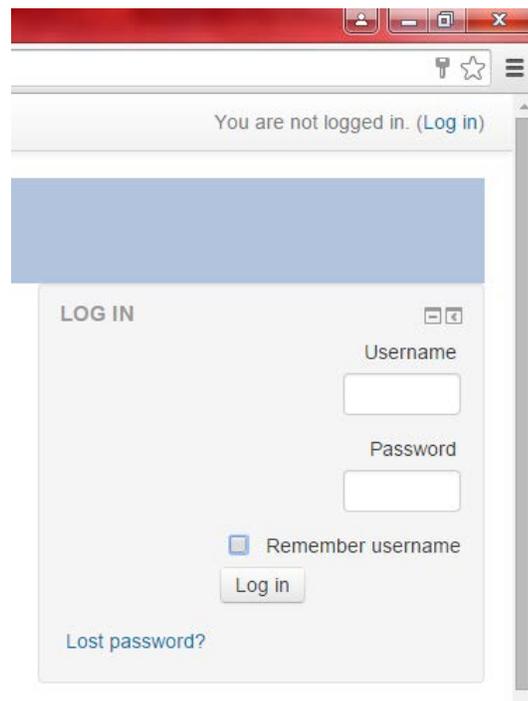
III.   Home / Landing Page

a.   From the home page you will be able to access all the areas of the student version of Webclass. Not only does it allow you to navigate to your courses, but the main page also provides you with information relevant to the goings-on within the campus. It displays the week's date range along with what week of the term we are currently in. Also provided for your convenience on the home page are manuals with instructions regarding Turn It In and how to access and setup your Student E-Mail account.
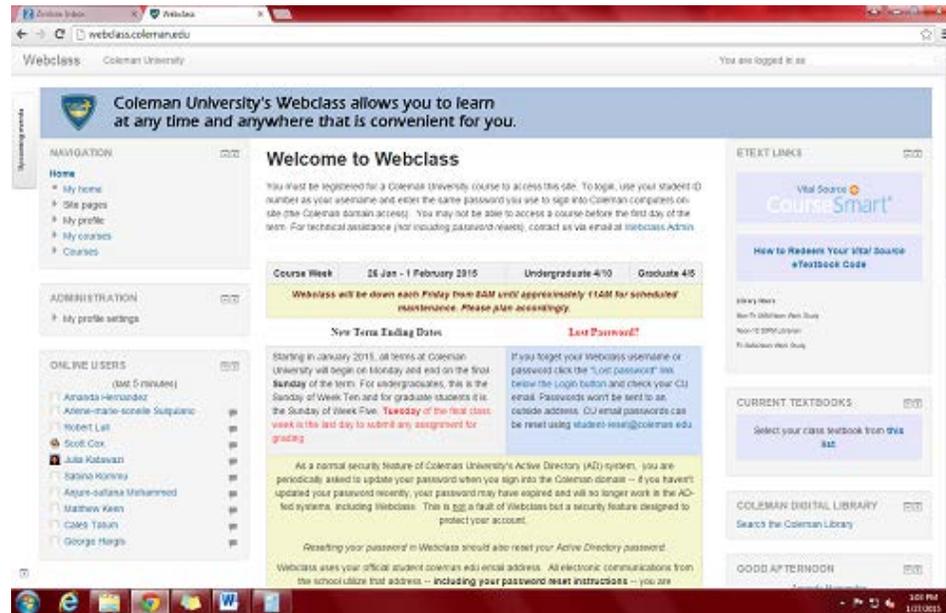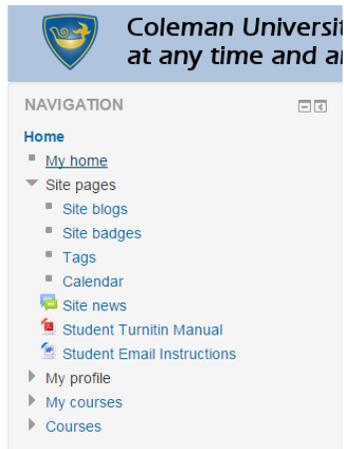

b.   On the home page, as well as throughout the rest of the site, there are multiple panels that can be hidden or docked. The minimize icon on the panel will hide that particular block while clicking on the arrow will dock the panel to the left hand side of the screen. These panels will be explored in detail in the coming section.

IV.   Navigation Panel

    a. Site Pages:

      i. Blogs: A forum in which students can post comments, discussions, or questions pertaining to their degree program or professional industry.

     ii. Badges: This links to a page describing the badges you as a student can receive. They work similar to the achievement systems in video games. These badges indicate a high level of academic achievement and this page explains just how to go about getting them.

   iii. Tags: Similar to the tagging system on Twitter or Facebook that uses the hashtag (#) these are buzzwords on the Coleman University Webclass site. By clicking on one it will direct you to topics or areas of the site pertaining to the tag you chose.

   iv. Calendar: The overall campus event calendar.

         1. Site News: Details about possible outages with the Webclass site and other information that is urgent or requires immediate attention.
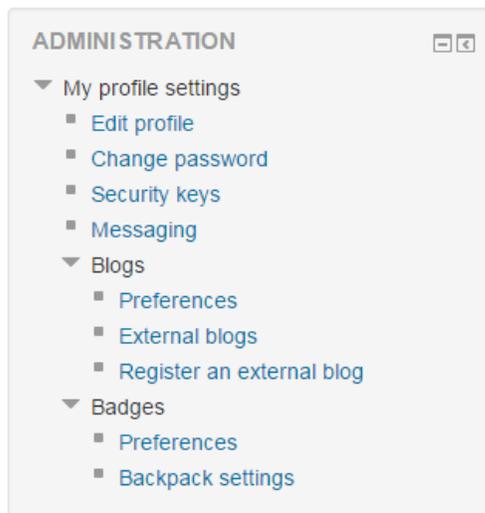
b. My Profile:
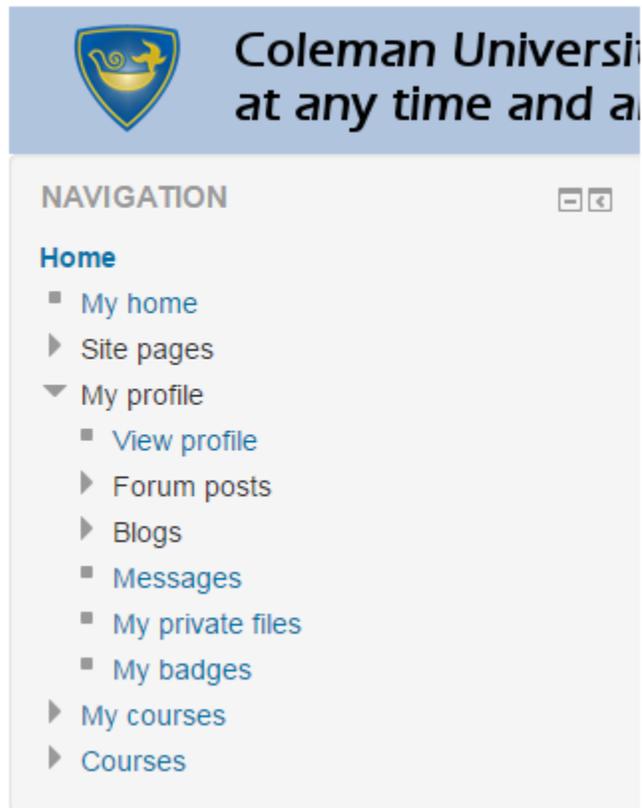
i. View Profile: Takes you to your currently public, academic profile.

ii. Forum Posts: Allows you to return to posts you have made and discussions you have started.

iii. Blogs

1. View all of your written Blog entries.

2. Add a new Blog entry.

3. Access the RSS feed of your Blog.

iv. Messages: Access your private message inbox in order to read received messages or send new ones.

v. My Private Files: Essentially works as a dropbox for any files you wish to store on the site without having to submit them to a course.

vi. My Badges: View the academic achievements / badges you have received.

c. My Courses:
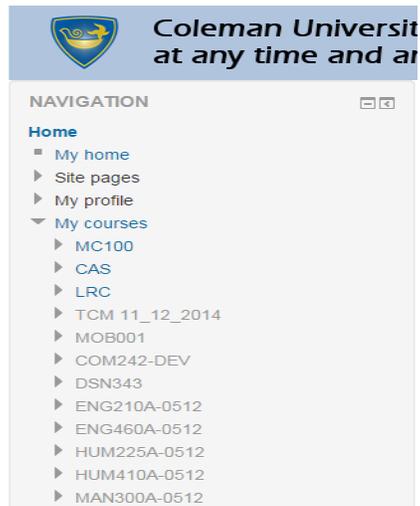
i. This section holds the links to all of your currently active class course rooms. From this tab you can navigate to any of your courses which are currently in progress to submit work, write posts, take quizzes, or retrieve pertinent information.

V. Administration Panel

a. There are several options located under the Administration Panel. The majority of these however, are located under the sub-section of My Profile Settings

b. My Profile Settings

i. Edit Profile: Takes you the page containing your information that is stored and displayed to the public when someone chooses to visit your profile.

Students and instructors alike have access to this page so please keep that in mind when deciding what personal information to include.

ii. Change Password: Links you to the page where you can choose to change your password. Remember, when you change your password for Webclass the system changes your domain login as well.

iii. Security Keys: Links to a page containing the current RSS feed token. You have the ability to reset the key if you feel as though it has been compromised. Keep in mind though that if you do reset it all of your RSS URLs will become invalidated.

iv. Messaging: Allows you to set the parameters for your Webclass messaging system.

v. Blogs

1. Preferences: Allows you to adjust your settings and preferences in regard to your Blogs.

2. External Blogs: Provides you with the option of registering an external blog.

vi. Badges

1. Preferences: Allows you to adjust your settings and preferences in regard to your acquired badges and achievements.

2. Backpack Settings: Links you to the Mozilla Persona site and requests that you set up an account using your Coleman student E-Mail. This site allows you to store all of the academic achievement badges you receive during your time here at Coleman.

VI.   E-TEXTS Links Panel
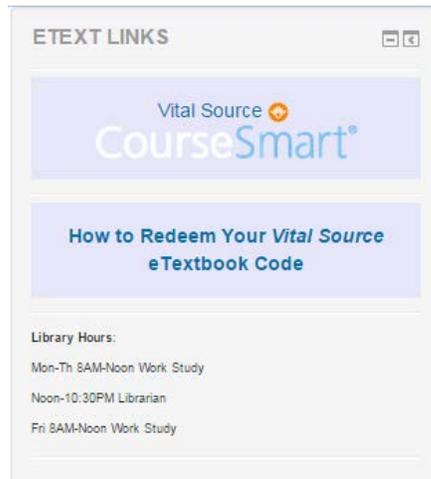
a. This is where you will retrieve your required digital reading materials for the course. Through this link you will be able to redeem your course textbook codes that were provided to you either during orientation or on the first day of classes.

b. Listed beneath the link for CourseSmart is not only an instruction manual for redeeming your e-Textbook codes, but also the hours and relative person on duty for the library.

VII.   Other Relative Panels on the Homepage
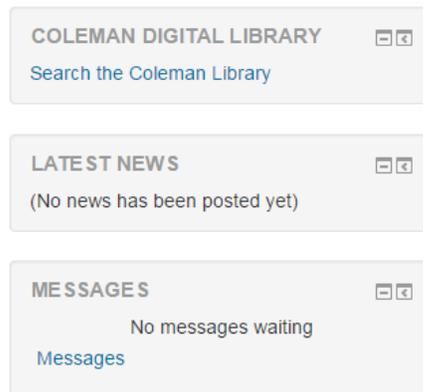
a. Current Textbooks: Allows you to look up the textbook that will be used in your course by both the name of the course and course number.

b. Coleman Digital Library: Links you to search through the online database provided to students by the library.

c. Latest News: Typically relevant when you are within your class view (to be explained in a later section) and will indicate which assignments are due or if there is a test / quiz scheduled. On the Homepage this section will display any relevant news about the school that requires immediate attention.

d. Messages: Displays the messages within your Webclass inbox.

VIII. Navigating the Course Room [Blended Courses – On Ground and Online]
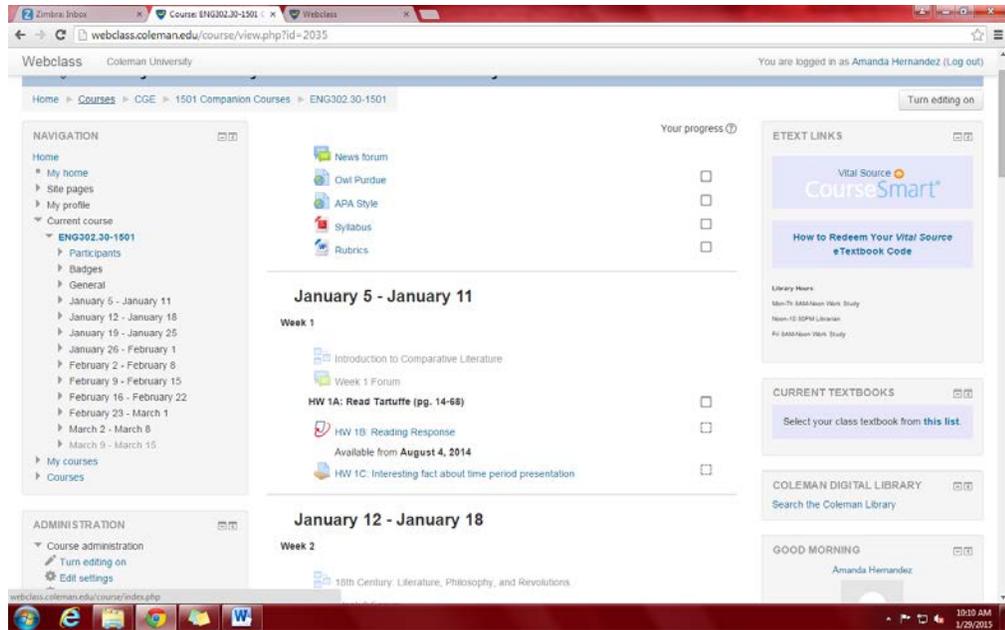
a. Once you have chosen a course you are currently enrolled in from the Navigation Panel you will be in the Course Room view for your class. Each course is divided into ten week sections correlated with the weeks of the term. The very first section of the Course Room is dedicated to materials and links that the instructor feels will either help you through the course or are required reading. Your syllabus and course news forum are also part of this section. Also, you will notice the inclusion of new panels as well as changes to some of the ones from the initial landing page.

IX.   Panels in the Course Room
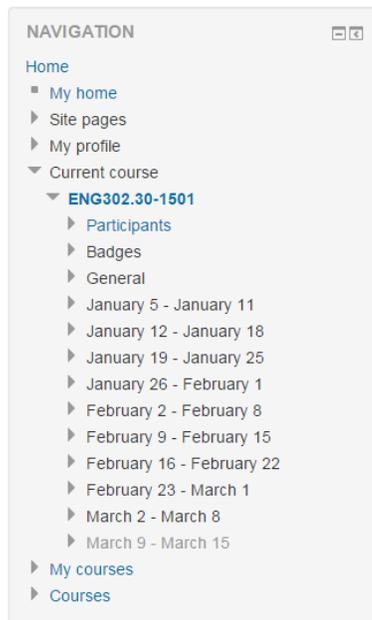
a. **Navigation:** As you may have noticed most of the Navigation panel has remained unchanged from the Homepage. There are however, an extra set of options now that you are within the Course Room. Under current course you have a few different options underneath the Current Course drop down.

     i.   Participants: Allows you to be able to see which other students are a part of your course.

    ii.   Badges: View the Badges you have received relevant to this course.

   iii.   General: Refers to the first section of the course where you syllabus is located.

   iv.   Week #: Most of the time instructors will list their course sections by the week, but on some occasions they will leave the date range instead. The correlating date range or week number relates to the section on the Course Room page and gives you quick access to the links that are contained therein.

ADMINISTRATION

▾ Course administration
  ▦ Grades
▸ My profile settings
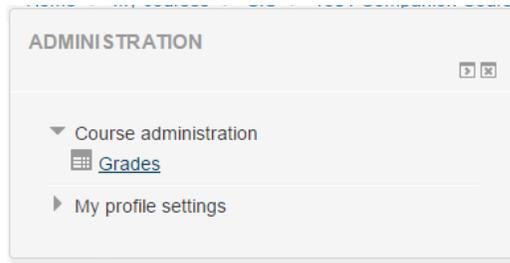
b. **Administration Panel:** As you can see, the Administration panel within your course room has significantly less options than it did on the Homepage.
   i. Course Administration: The link in this particular section will take you to your gradebook. Within the gradebook you will be able to see a complete breakdown of your grade by each individual assignment and exam.

ACTIVITIES
  📄 Assignments
  📛 Forums
  📑 Lessons
  📄 Resources
  📎 Turnitin Assignments

c. **Activities Panel:** The activities panel is broken down into different sections. In order to allow quick access to what you are specifically looking for you can use the activities panel.
   i. Assignments: Within this section there are links to each of the assignments you will receive throughout the course. This is a centralized location in order to make it easier to find things.
   ii. Forums: This is where the links to all of the existing forums within the class are.
   iii. Lessons: This is where the links to all of the existing lessons are within the class.
   iv. Resources: A link to all the course Resources.
   v. Turn It In Assignments: This is where the links to all of the existing Turn It In Assignments given throughout the course of the class are.

d. **Upcoming Events:** Within this panel you will be able to see assignments that are approaching their due date and quizzes / tests that are coming up soon.
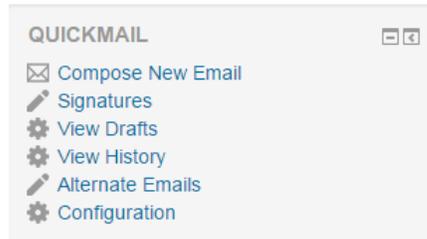
e. **Quick Mail:** The purpose of this panel is to be able to manage your Webclass communications in an expedient manner. It allows you to quickly write messages, change your signature, view your drafts and history, add in alternate E-Mail addresses, and edit the configuration of your mail.

X.   Identifying Symbols in the Course Room

a. Lessons: Indicated by the Workflow Diagram, these are interactive lessons designed by the instructor to help you understand the material covered in class and in your reading better. Once you click on them you will be directed through the lesson using the 'Next' button underneath the content. Some instructors will add graphics, short quizzes on the reading, or activities you must complete in order to move on to the next segment.

b. Discussion Forums: The chat bubble icon indicates a discussion forum. These are more commonly used within strictly online courses, but some instructors still like to make use of them for blended courses. These can be used to post questions for the instructor or to fellow students, to collaborate on team projects, or simply

share ideas about the course. It functions much in the same way as a message board.

HW 1B: Reading Response

c. Turn It In Assignments: The red and blue icon pictured above indicates a Turn It In assignment. This is what the university uses to determine the similarity of your assignment to all other material on the internet. This includes websites, online journals, e-books, and all other digital formats of information.

    i. Walk-through for Turn It In
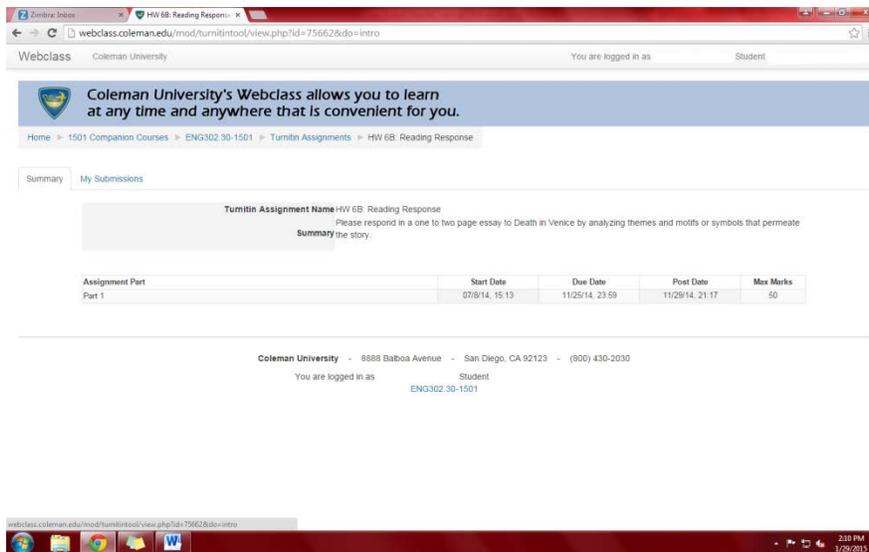
        1. Once you select the link for your Turn It In Assignment this is the screen you will see. From here you will need to select the My Submissions tab on the left hand side of the screen.
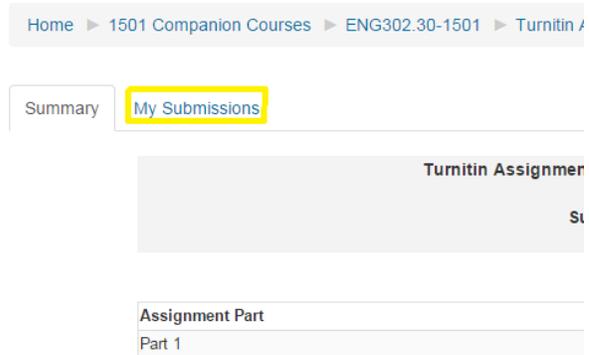
2. Once you click on the My Submissions tab you will click the dropdown menu and select File Upload.
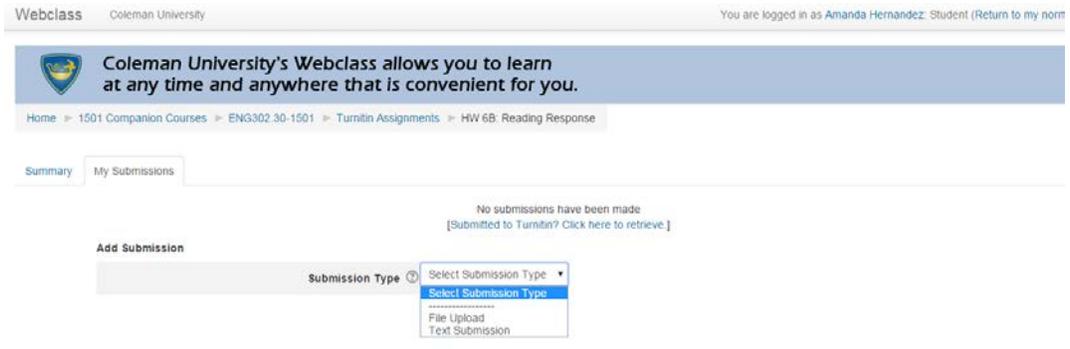
3. On this screen you will enter a title for the Submission that you are uploading. Then you will click on the 'Choose File' button and select the appropriate file from the location that it is stored on your computer. Before hitting 'Add Submission' make sure to check the box confirming that the submission you are uploading is your own intellectual property.
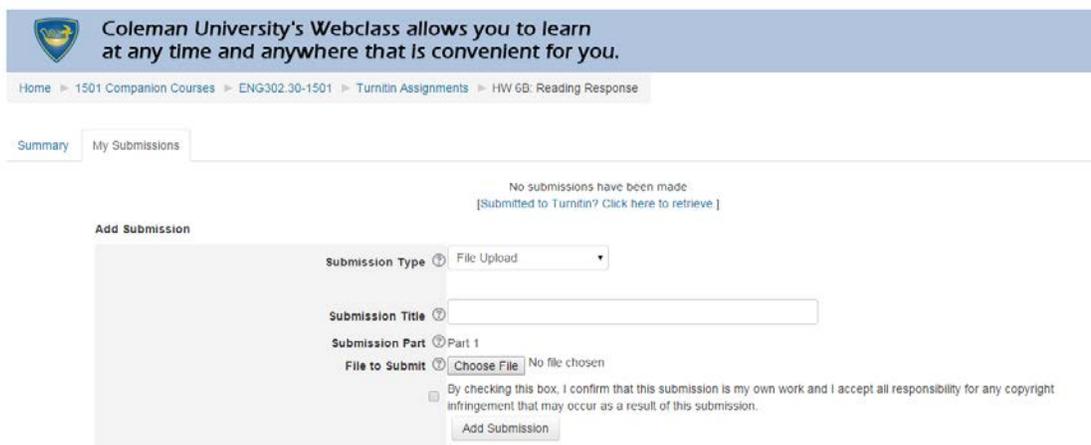
4. At this point a new window will pop up showing you the submission on Turn It In. The similarity score will show up in the right hand corner. Typically it takes a bit for the process to return a similarity score so you may want to close the window and check back later.

HW 1C: Interesting fact about time period presentation

d. Assignments: This is where you will turn in your class participation and other assignments.

    i. Assignment Walkthrough

        1. Similar to the Turn It In assignment you will need to click the 'Add Submission' button underneath the description of the assignment.

        2. From here you will click on the icon resembling a blank piece of paper with a '+' sign on it. This will allow you to choose which file you want to upload. You also have the option to simply drag and drop your file into the submission box.

        3. Finally, when you have uploaded the appropriate file hit the 'Save Changes' button to submit your assignment.

Midterm Paper Prompt for Week 6

e. Course Resources: The icon resembling a page with a corner turned down indicates a resource that you may need to complete an assignment, read, or utilize within your course.

Ulysses Continued

f. Website Links: The icon resembling a piece of paper with a globe in front of it indicates a web page that your instructor would like for you to visit. This is often used for assigned online readings, online resources, or guides.

XI. You Made It!

a. This concludes the Webclass tutorial. I hope that you all learned what you needed to in order to be successful within your course and in navigating Coleman University's learning management system. If you did not however and still have questions please feel free to contact me at ahernandez2@coleman.edu between the hours of 9AM – 8PM Monday through Thursday. Thanks!