

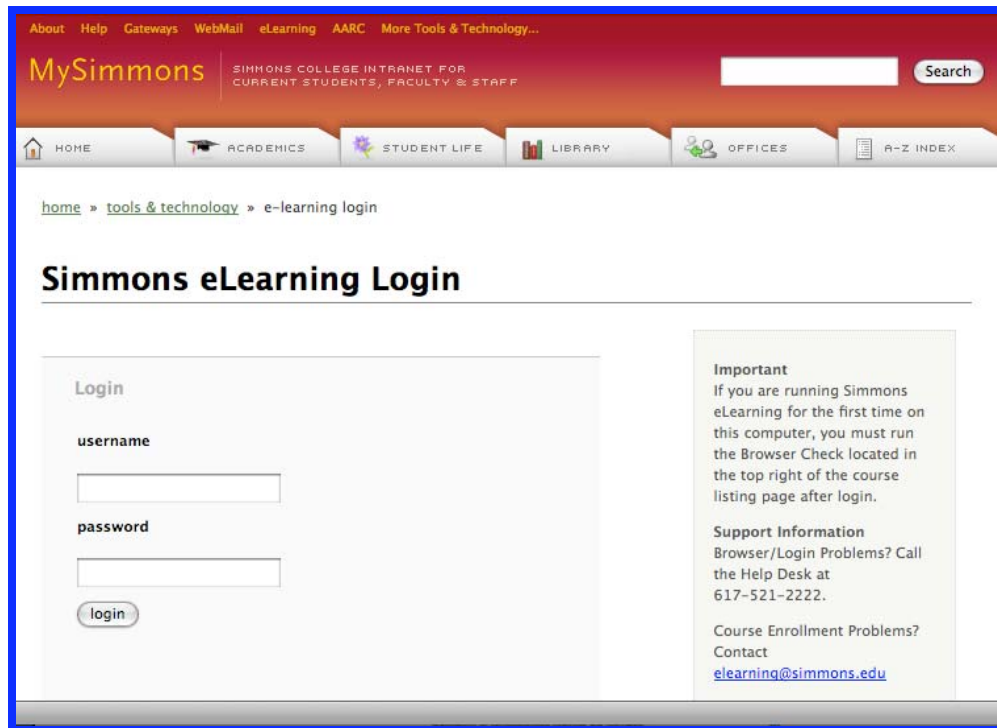
Using eLearning (aka WebCT Vista)

What is eLearning?

E-Learning is a password-protected course management system. While each instructor may choose to use different tools of the site, most GSLIS instructors use eLearning to post course material, facilitate online discussions and quizzes, share a course calendar and post grades.

To login to your account:

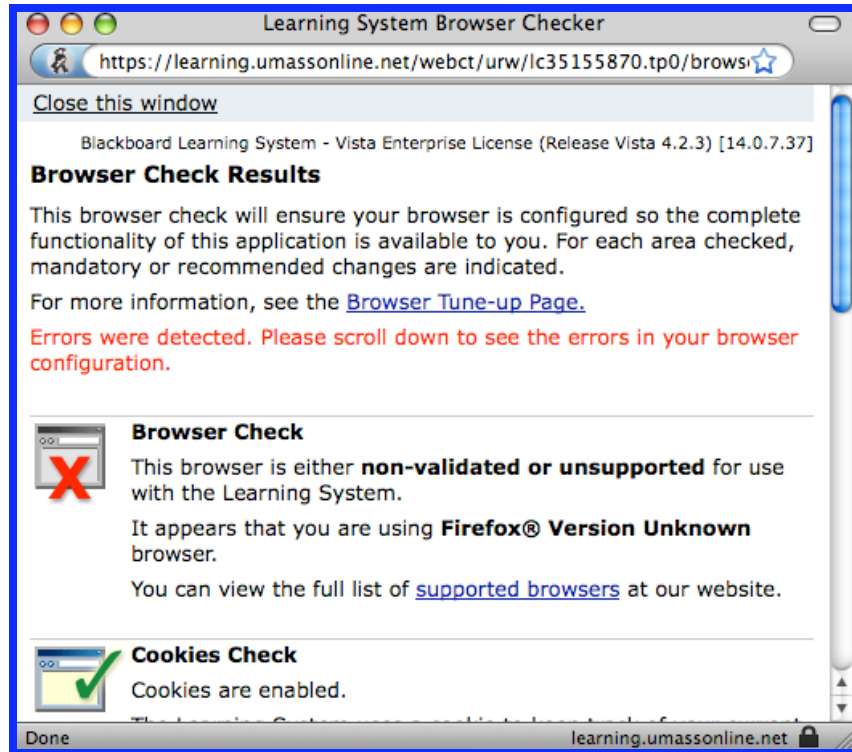
1. Go to <http://my.simmons.edu/elearning>. The screen below should display.
2. Enter your Simmons e-mail username and password. The default password is your seven-digit ID number.
3. Click **login**.



The screenshot shows the Simmons eLearning Login page. At the top, there is a navigation bar with links: About, Help, Gateways, WebMail, eLearning, AARC, and More Tools & Technology... Below this is the MySimmons logo and the text "SIMMONS COLLEGE INTRANET FOR CURRENT STUDENTS, FACULTY & STAFF". A search box is located on the right. Below the navigation bar are tabs for HOME, ACADEMICS, STUDENT LIFE, LIBRARY, OFFICES, and A-Z INDEX. The main content area has a breadcrumb trail: home > tools & technology > e-learning login. The title is "Simmons eLearning Login". On the left, there is a login form with fields for "username" and "password", and a "login" button. On the right, there is an "Important" notice: "If you are running Simmons eLearning for the first time on this computer, you must run the Browser Check located in the top right of the course listing page after login." Below that is "Support Information" with the text: "Browser/Login Problems? Call the Help Desk at 617-521-2222." and "Course Enrollment Problems? Contact elearning@simmons.edu".

Note:

After clicking **login**, a browser check will run automatically, to make sure that your browser is configured properly. You will be alerted to problems and receive suggestions for making changes to preferences as needed.

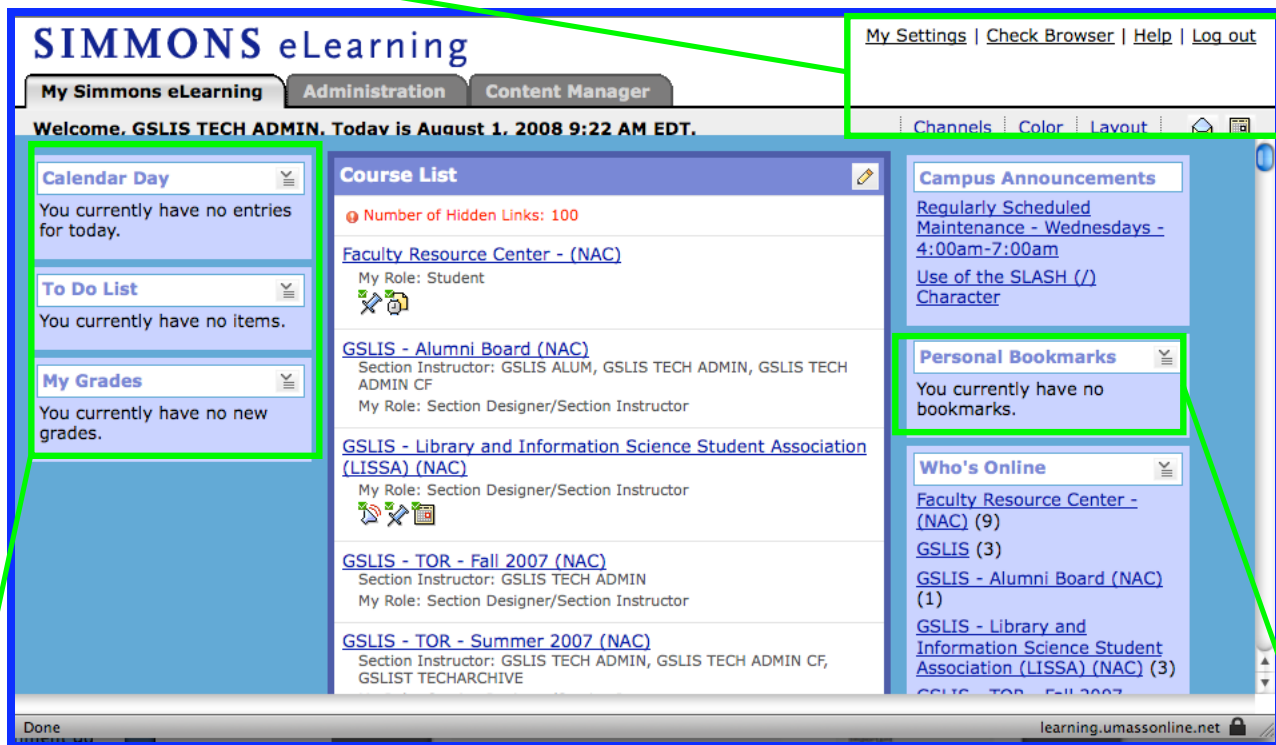


You should also be sure that your browser is **not blocking pop-ups**. A handout available at <http://my.simmons.edu/gslis/techlab/howto-info.shtml> may be useful if you are unsure about how to change pop-up settings.

Simmons eLearning Main Page

After logging in, you will see a welcome screen entitled **My Simmons eLearning** with your name and a listing of all your courses. See the screenprint below for general information and highlights.

Notice the useful links to find **Help**, **Logout**, update your **Calendar**, and access any **mail** you've sent or received within eLearning. The **Color** and **Layout** links allow you to alter the appearance of your main page.



You can check your **Grades**, create a **To Do List**, and add your own **Calendar** events. The calendar will also display any events posted by your instructors.

Course List links will take you to the home page for any course in which you are currently enrolled.

Use this tool to create useful **Bookmarks** to other sites (such as email, My Simmons or the library), which will open in a new browser window.

Course Homepage: A Sample

While the appearance of the course homepage will differ depending on the instructor, the screenshot below is an example of what you can typically expect to see.

SIMMONS eLearning My Simmons eLearning | Accessibility | Help | Log out

LIS 403 - Eval of Info Services - Spring 2008 section 02 02N

Your location: **Home Page**

Course Tools

- Course Content
- Assignments
- Discussions
- Mail
- Announcements
- Calendar

My Tools

- My Files

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LIS 403-02 **Instructor: Sheila O. Denn**

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Office Hours: Tuesdays, 10 am - 12 noon, or by appointment

ANNOUNCEMENTS

- 2/4/2008: Chapter 1 from the Powell & Connaway book is now linked as a PDF in the Class Materials section. I have also confirmed with the Bookstore that they have cleared up the error, and Powell & Connaway is now available there.

 Syllabus	 Class Materials Powerpoints and handouts such as Word docs and PDFs.	 Reserve and Internet Links Links to electronic readings held at Beatley Library or elsewhere on the web
 Tester	 Assignments	 Week 14 slides (4/29/2008)

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 Office Hours: Tuesdays, 10 am - 12 noon, or by appointment

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Areas to note:

1. Main Menu Bar

- **My Simmons eLearning** link will return you to the main eLearning page
- **Logout** and **Help** links are available, as they were on the main eLearning page

2. Course Menu Bar

- Links to the tools your instructor has chosen to make available, such as Discussions, Calendar, My Files, or Assignments.



3. Course Icons

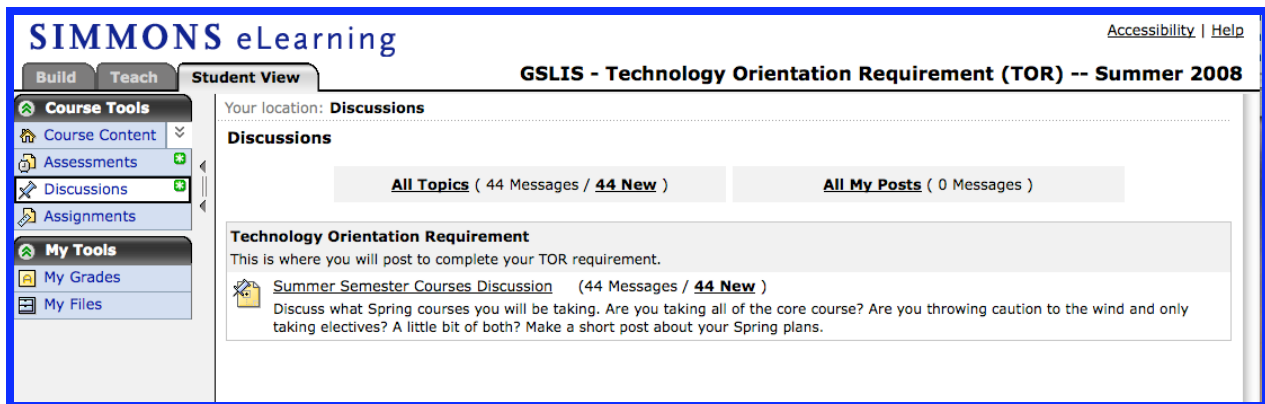
- The type of icon may vary according to instructor. At minimum, each course will usually have a Syllabus and Materials or Content icon.

Specific Tasks in eLearning

This section will introduce you to the three most common tasks that your professor will ask of you in eLearning: participation in Course Discussions, submitting Assignments, and completing online Assessments.

Participation in Course Discussions

E-Learning facilitates online discussions, which enable students to collaborate with classmates and share links and files. Selecting the  **Discussions**  icon from the Course Menu opens a list of discussions, as shown in the screenshot below.




Selecting a discussion will allow you to read and reply to the current messages, or to post your own new message. Alternately, you can select **All Topics** to create a new message. When you select **Create Message**, a popup box will open, like the screenshot below.

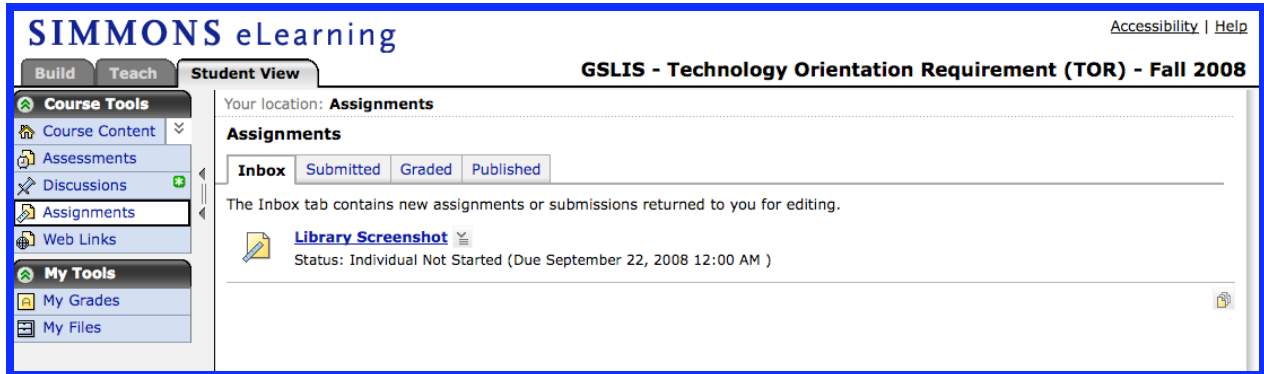
If you have selected **Create Message** from the **All Topics** screen, you will be asked to select the appropriate **Topic** (there may only be one choice); add a **Subject** (required) and then type or paste your message. If you want to attach a file (text or picture) use the **Add Attachments** button.

You have the option to Preview, Cancel or Save as Draft. When you are ready to add your message select **Post**.

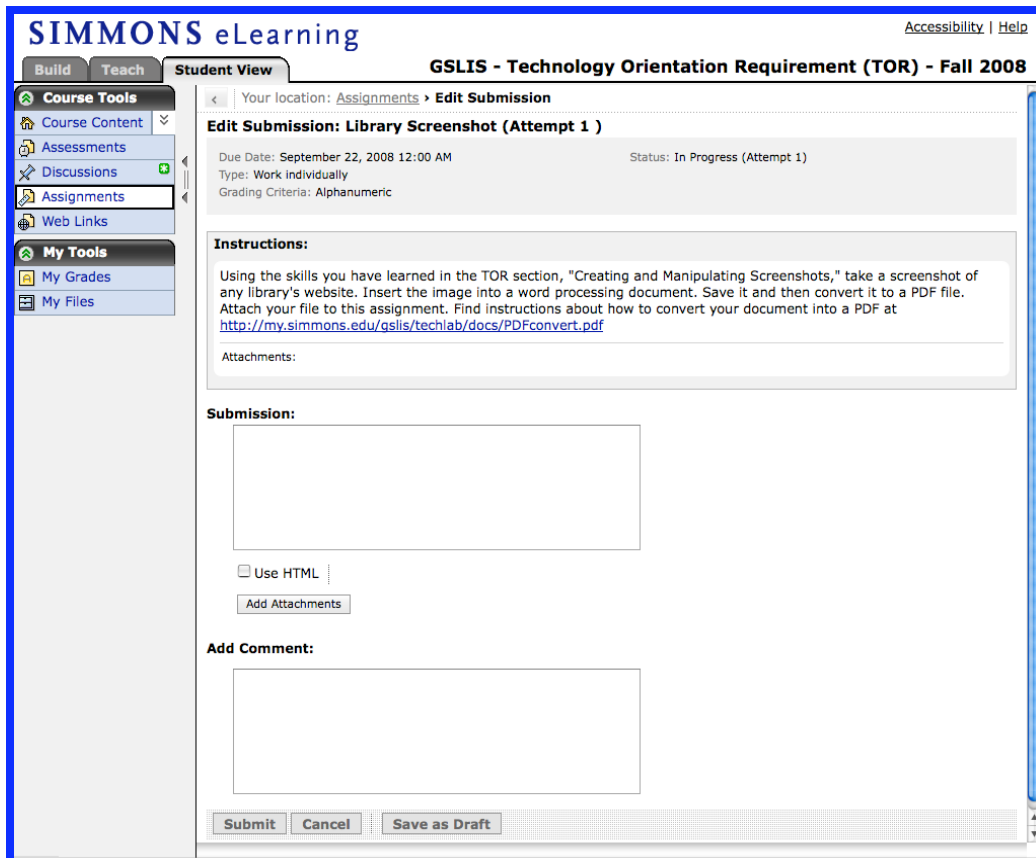
You can format your message using HTML by either checking the **Use HTML** box, or by turning on the **HTML Creator**.

Submitting Assignments


If your professor chooses to use the **Assignments** feature, you will see the  **Assignments** icon in the Course Menu. Clicking the icon will take you to a screen like the one below. From this screen, you can access the assignments currently posted to your **Inbox**, as well as view any **Submissions** you have made and any **Grades** your professor has posted.

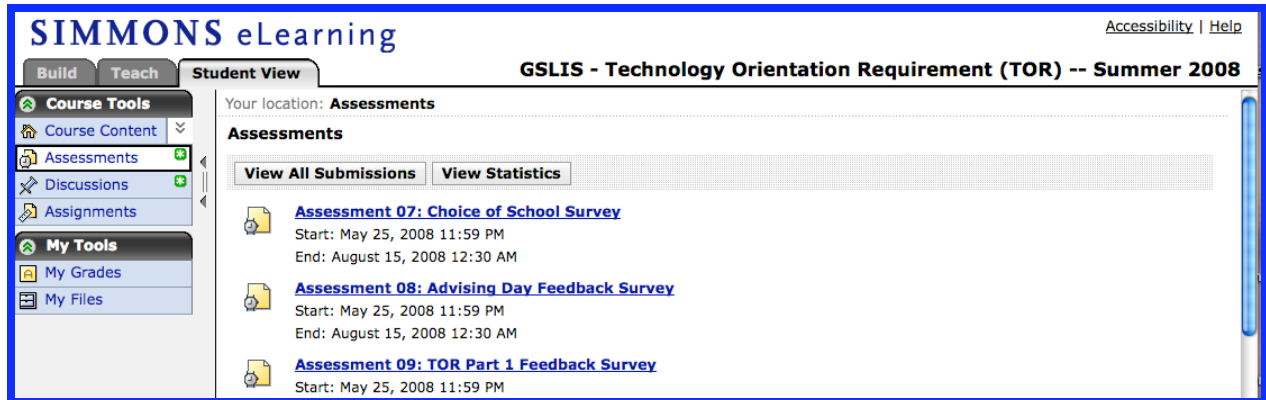


Clicking on an assignment will take you to a submission screen like the one below. From this screen, you will be able to view the instructions, type text or HTML directly into the submission box, or upload your assignment as an attachment. You can save the submission as a draft or you can submit it from this screen.



Assessments

If the Course Menu includes the  [Assessments](#) icon, you can click on it in order to see a list of the quizzes your instructor has chosen to administer, such as the screenshot below.



Clicking on an Assessment will take you to a page that gives you information about the quiz. Once you click “Begin Assessment”, the quiz will open in a pop-up window like the one below.

