

Student Guide to Jenzabar's eLearning LMS



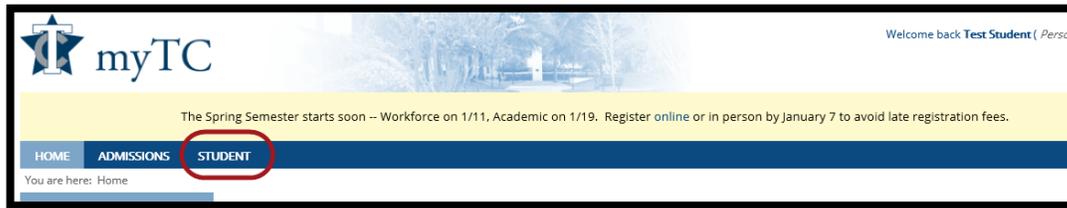
JANUARY 4, 2016
TEXARKANA COLLEGE

Student Guide to Jenzabar's eLearning LMS

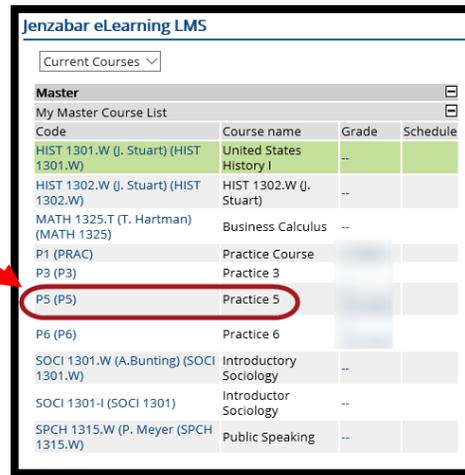
1. Log in to your myTC portal using your TC username and password.



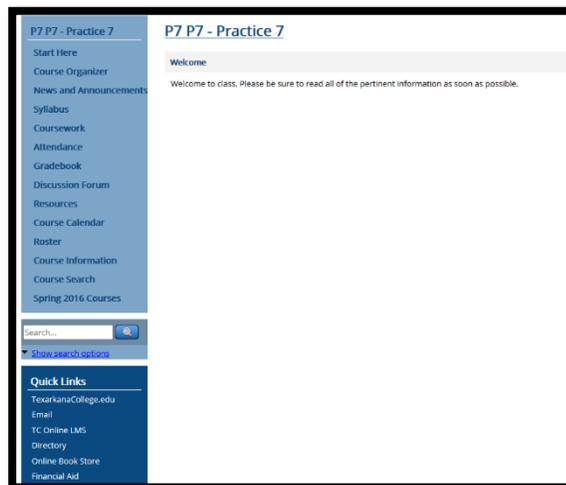
2. Click on your "Student" tab.



3. Find the Jenzabar eLearning section of the page and click on the course you want to enter.



4. When your class page appears it should look something like this.



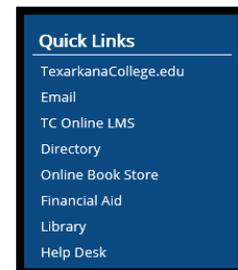
5. The page is divided into 4 sections. You have a light blue sidebar located to the top left of the page. Most of your classes will have the same titles to the links or portals available there. You may have more if the instructor includes them. Please be sure to read all instructions given by the instructor in the Welcome page of the Start Here portal and the Syllabus.



6. Below this you will find a light blue Search box. It allows you to search for specific items you might be looking for in both past and present courses.



7. Below the Search box you will find a darker blue Quick Links box. You can use this box to link to other services not found within eLearning.

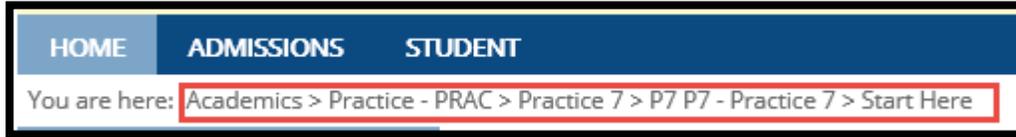


8. To the right of the sidebar, and taking up most of the page, you will find a large white space populated with information specific to the portal you are linking to from the portal sidebar.

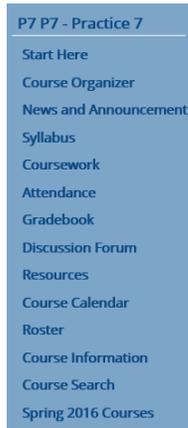


Now, let's take a look at the different Portal links in the Blue sidebar located at the top-left of the page. This is where you will navigate to the different items found within your course.

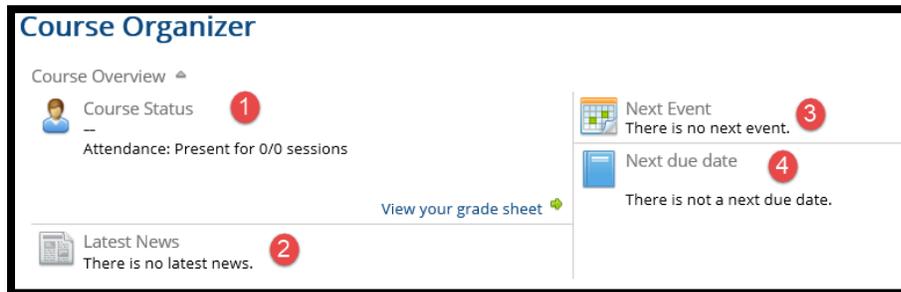
**Important: When navigating through your course you should NOT use the back or forward arrows of your browser. Use the bread crumbs at the top of your page,*



or the links in the sidebar.

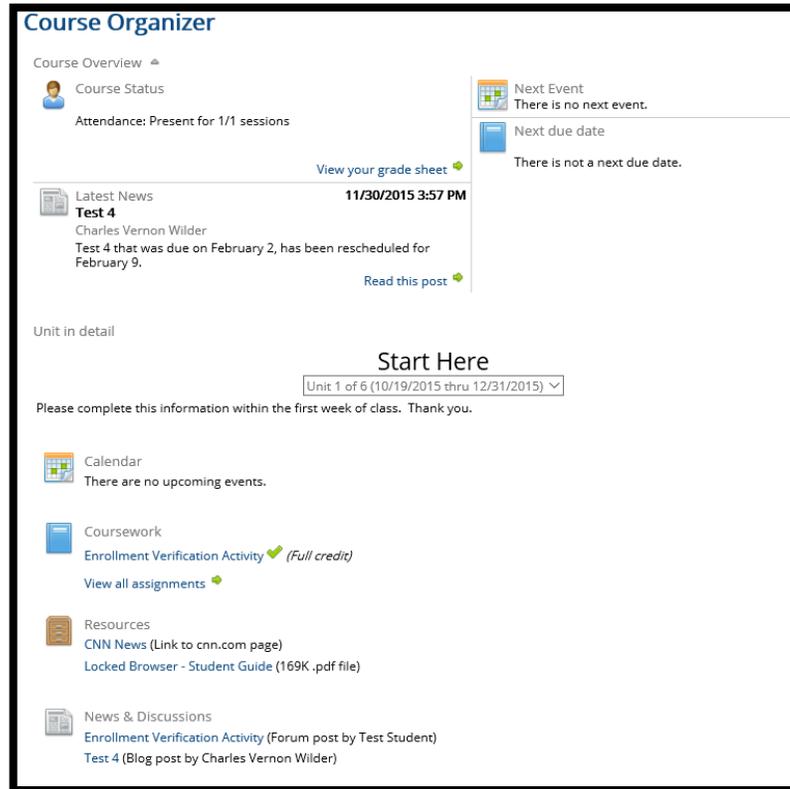


1. **Start Here:** This is the page your course defaults to when you click on the course from your student tab. The instructor is able to include a Welcome statement to students as well as post any other information that might be of importance.
2. **Course Organizer:** This portlet link takes you to a page that has your coursework arranged by Week, Unit, Topic, etc.
 - a. At the top of the Course Organizer page you will see four icons.



- 1 You can keep up with your attendance in the **Course Status**.
- 2 **Latest News** shows the most current news the professor has posted.
- 3 **Next Event** lists any event that the instructor posts.
- 4 **Next due date** lists the next assignment due.

- b. The bottom portion of the Course Organizer page enables you to switch from Week, Unit, or Topic by clicking on the drop-down arrow below the Unit name. Any Calendar events, Coursework, Resources, or News & Discussions specific to that unit will be listed in its appropriate location under its icon. Here is a sample page that shows what the Course Organizer might look like.



3. The **Syllabus** portal contains a copy of your course syllabus. This is a very important portal. You must read the syllabus. It spells out the expectations the instructor has for the students. It also includes the course objectives, due dates, and general outline of the course. The student is responsible for reading the syllabus and abiding by the policies stated within.
4. **News and Announcements:** This is where you will find any announcement posted by your instructor. The student is responsible for keeping up-to-date with all announcements made. You should check it daily. Here is a sample of what an announcement may look like.



5. **Coursework:** This page list all of your assignments for the semester.
6. **Attendance:** Here you can find a copy of your attendance for the semester.

Attendance	
Test Student	
Attendance Stats:	
Total Attendance: 1/1 (100%)	
Total Times Tardy: 0	
Absences (Unexcused): 0/1 (0%)	
Absences (Excused): 0/1 (0%)	
Total Missed Sessions: 0/1 (0%)	
Attendance Record	
Date	Attendance
Friday, December 25 (12:00 AM)	Present

7. **Gradebook:** Keeps track of your running grade for the course as well as giving you a list of each assignment and your grade on each.
8. **Discussion Forum:** This portlet lists all forums required by the instructor for the course. The forums required by many instructors for a grade are listed both here and in the Course Organizer under the specific Unit, Week, or Topic. The instructor will also use this space (if he/she wishes) to communicate with individual students. The forum keeps all communication between student and instructor for future record. Specific messages to particular students and any replies are not seen by other students. These private forums are listed as Private Topics.
9. **Resources:** Any handouts or bookmarks given by the instructor will be located here.
10. **Course Calendar:** All due dates and any information posted by the instructor for the calendar will be included in the Course Calendar.
11. **Roster:** A roster of all students in the class can be found here.
12. **Course Information:** This portlet houses the basic course description found in the Texarkana College Course Catalog.

We have just covered an overview of the Jenzabar eLearning LMS course page. Now, let us look at how you navigate these pages.

Start Here

This is the portal that comes up when you click on your course link in the Jenzabar eLearning LMS section of myTC. All classes do not look exactly the same on this page. Professors set them up according to how they wish them to display depending on the setup of their class. Below, you will see a copy of a practice course's Start Here page. It is divided into four sections: Welcome, Calendar, Handouts, and Bookmarks.

The screenshot shows the LMS interface for a course titled "P5 P5 - Practice 5". The top navigation bar includes "HOME", "ADMISSIONS", and "STUDENT". Below this, a breadcrumb trail reads "You are here: Academics > Practice - PRAC > Practice 5 > P5 P5 - Practice 5 > Start Here".

Left Sidebar:

- P5 P5 - Practice 5
- Start Here
- Course Organizer
- Syllabus
- News and Announcements
- Coursework
- Attendance
- Gradebook
- Discussion Forum
- Resources
- Course Calendar
- Roster
- Course Information
- Course Search
- Spring 2016 Courses

Main Content Area:

P5 P5 - Practice 5

Welcome

Welcome to Federal Government (GOVT 2305)

Hello everyone. My name is Vernon Wilder and I am going to be your instructor for GOVT 2305 for the upcoming Fall semester. I just wanted to introduce myself and give you some important information about this class.

Our Federal Government course will be using the Jenzabar eLearning LMS system to support our teaching and learning goals. Student access to the course in eLearning will be enabled starting August 25, 2015 and disabled on May 12, 2015. You can access our online course by logging into myTC and clicking on your course under the Jenzabar LMS heading

If you need technical assistance for any reason, you may submit an online request via Help Desk Online at <https://www.texarkanacollege.edu/helpdesk/> or contact the IT Service Desk at (903) 823-3030. I am also available to be emailed at vernon.wilder@texarkanacollege.edu and will respond within 24 hours (If you email on the weekends or holidays, it might be the next working day before I respond.

Our Federal Government course will be using Jenzabar's eLearning LMS to enhance our class activities. For example, I will post class materials such as [syllabus, readings, assignments, exam guides, tests, etc.] I will also make class announcements through the Announcement tab. Please be prepared to acquire important class materials and announcements through the class eLearn portal. In addition, you will be encouraged to make course inquiries through

Right Sidebar:

Calendar

< January 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Full Size Calendar

Handouts

Ungrouped
Unit 1 SLO.txt (.txt, 1K)

Go to Main Screen

Bookmarks

Ungrouped
TC Home page
TC Home page

Course Organizer

This portlet organizes your course by weeks, topics, or units depending on how the instructor has organized the class.

- The “Course Status” keeps up with your attendance.
- The “Latest News” posts recent announcements sent out by the instructor.
- The “Next Event” lists any event the instructor has noted in the calendar.
- The “Next due date” lists the next date any assignment is due.

You can navigate to any unit, week, or topic by clicking on the back and forward green arrows or by clicking on the drop-down arrow under the unit/topic/week that is displayed in the middle of the page.

You have some reminders of assignments that you have not completed showing up in the yellow box.

Below the yellow box you will see four icons.

- Calendar: keeps up with events that are specific to that unit, week, or topic
- Coursework: links to all assignments for that unit, week, or topic
- Resources: lists any resource such as a link to a web page and any handout that is specific for that unit.
- News & Discussions: has a link to any forum specific for that unit

The screenshot shows the 'Course Organizer' portlet interface. At the top, it displays 'Course Overview' and 'Course Status' with a grade of 'A (100%) 1/1 points' and attendance information. A 'Next Event' section shows 'There is no next event.' The 'Next due date' section highlights 'Presidential Debate' as homework, due on 3/11/2016 at 11:55 PM. The 'Latest News' section features a post about 'Test 4' being rescheduled. The 'Unit in detail' section shows 'Unit 4' selected, with a yellow warning box indicating that there are 2 assignments left to complete in Unit 1, 1 in Unit 3, and 1 in Unit 5. Below this, four icons are highlighted: 'Calendar' (no upcoming events), 'Coursework' (quiz 4 due Friday, May 13 at 11:55 PM), 'Resources' (no resources), and 'News & Discussions' (Test #1 forum post).

Syllabus

The syllabus for the course is located here. It might be written in the Introduction or most likely it will be uploaded as a handout under Syllabus File(s).

Syllabus

Introduction

Syllabus

The instructor may place the syllabus in this spot. He/She may also just place a reminder of how important it is to read and understand the syllabus here.

Syllabus File(s)

Ungrouped

GOVT 2305 Syllabus (.pdf, 863K)

[Go to Main Screen](#)

News and Announcements

This is where the instructor is able to post any announcement for the entire class to see. The example below is of the rescheduling of a test. You are not able to respond to announcements. If you have any questions you would need to email the instructor.

News and Announcements

Test 4

Posted By **Charles Vernon Wilder**, Mon, November 30 2015 3:57 PM

Test 4 that was due on February 2, has been rescheduled for February 9.

[Older Items](#) [Subscribe](#) [View My Subscriptions](#)

Coursework

This portlet lists all assignments for the course. It is broken down by unit, week, or topic. It is very similar to the Course Organizer with the exception that you see only assignments whereas the Course Organizer shows other types of information. To complete an assignment, just click on its name.

Coursework

This page lists the assignments for this course. View one to see all the details about what you need to do to complete it, and (eventually) the grade you earned.
Generally, assignments are added throughout the course, so be sure to check back often.

Due Next:
Presidential Debate due **Friday 3/11, 11:55 PM**
Quiz 1 due **Friday 5/13, 11:55 PM**
[view all assignments by date](#)

Start Here [Click to close](#)

1/1/2016 to 12/31/2016
Please complete this information within the first week of class. Thank you.

Enrollment Verification Activity (awaiting grade)

Unit 1 [Click to close](#)

1/1/2016 to 12/31/2016

Presidential Debate Now open
*Homework due **Friday, March 11 at 11:55 PM (Required)***

Quiz 1 Now open
*Quiz due **Friday, May 13 at 11:55 PM (Required)***

Who do you think should be the next President of the U.S.? (~/100, awaiting grade)

Unit 2 [Click to close](#)

1/1/2016 to 12/31/2016

There are not yet any assignments in this unit.

Unit 3 [Click to close](#)

1/1/2016 to 12/31/2016

Lesson 3 Quiz Now open
*Quiz due **Friday, May 13 at 11:55 PM (Required)***

Unit 4 [Click to close](#)

1/1/2016 to 12/31/2016

quiz 4 (0/4900, F (0%))

Unit 5 [Click to close](#)

1/1/2016 to 12/31/2016

Attendance

This portlet keeps track of your attendance throughout the semester.

Attendance

Charles Vernon Wilder

Attendance Stats:
Total Attendance: **1/1 (100%)**
Total Times Tardy: **0**
Absences (Unexcused): **0/1 (0%)**
Absences (Excused): **0/1 (0%)**
Total Missed Sessions: **0/1 (0%)**

Attendance Record

Date	Attendance
Friday, December 25 (12:00 AM)	Present

Gradebook

Here you can see your running average as well as grades on individual assignments.

Gradebook

Your grade sheet for Practice 5 (P5-P5)

F (0%)
0/10900 points

This is your current grade based on the scores you have earned so far. It may change if any new scores are entered.

[Add a comment](#)

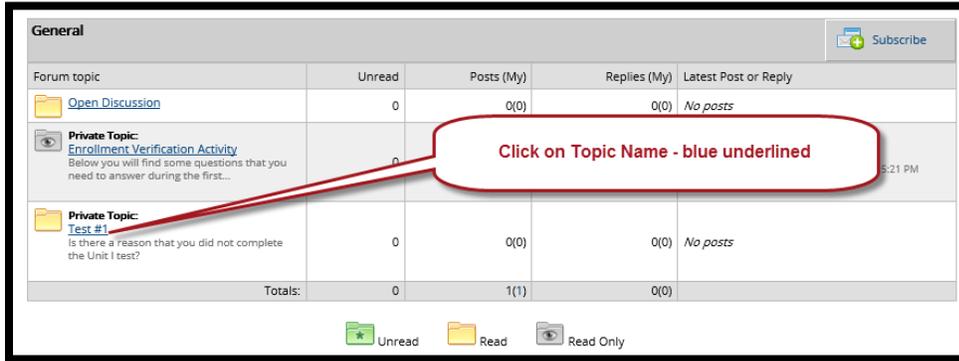
Assignment Grades

Enrollment Verification Activity	--/1
Presidential Debate	--/100
Who do you think should be the next President of the U.S.?	--/100
quiz 4	0/4900 (0%, F)
john unit 5 gift	0/6000 (0%, F)
Quiz 1	--/1500
Lesson 3 Quiz	--/1500

Discussion Forums

All discussion forums listed in your Coursework as well as private messaging and any forum that might not be for a grade are located here. Just click on the Forum topic name to view the forum.

To reply to any forum, click on the Forum topic name.

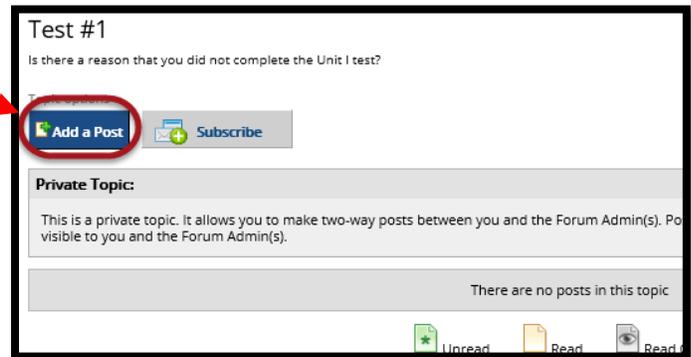


The screenshot shows a forum overview page with a table of topics. A red callout box with the text "Click on Topic Name - blue underlined" points to the underlined topic name "Test #1".

Forum topic	Unread	Posts (My)	Replies (My)	Latest Post or Reply
Open Discussion	0	0(0)	0(0)	No posts
Private Topic: Enrollment Verification Activity Below you will find some questions that you need to answer during the first...	0			5:21 PM
Private Topic: Test #1 Is there a reason that you did not complete the Unit I test?	0	0(0)	0(0)	No posts
Totals:	0	1(1)	0(0)	

Unread Read Read Only

Click on the "Add a Post" button.



The screenshot shows a forum topic page for "Test #1". A red callout box with the text "Click on the 'Add a Post' button." points to the "Add a Post" button. The page content includes the topic title, a question, a "Private Topic" notice, and a message stating "There are no posts in this topic".

Test #1

Is there a reason that you did not complete the Unit I test?

[Add a Post](#) [Subscribe](#)

Private Topic:

This is a private topic. It allows you to make two-way posts between you and the Forum Admin(s). Posts are visible to you and the Forum Admin(s).

There are no posts in this topic

Unread Read Read Only

Type in the Subject of the forum. Type in your reply to the instructor in the Your Post section, and then click on the submit button at the bottom.

New Post

Test Student

Subject: Test #1

Your Post:

Font Family Font Sizes B I U A A I

Your reply

Images: Add Image(s) How Do I Use Images

Files: Browse

(Maximum combined image and file size: 2048 K)

Post Anonymously Show My Photo

Preview Submit Cancel

Resources

This portlet lists all handouts and bookmarks that have been posted to the course. They are placed under the unit they are found in the course material.

Resources

Handouts

Unit 1 [unit]
practice (.pdf, 83K)
Textbook information

Unit 3 [unit]
practice (.pdf, 144K)

Start Here [unit]
Please complete this information within the first week of class. Thank you.
Locked Browser - Student Guide (.pdf, 169K)

Bookmarks

Start Here [unit]
Please complete this information within the first week of class. Thank you.

CNN News

Ungrouped
TC Homepage

Course Calendar

All events and assignments the instructor links to the calendar will show up here. The calendar can be viewed by the day, week, month, or year.

Course Calendar

Access Options Settings

< January 2016 > Day Week Month Year Event List

>> S M T W T F S < January 2016 > Add an Event

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 P5 P5 - Enrollment Verification Activity is due	28	29	30
31	1	2	3	4	5	6

Calendars

- P5 P5
- Add a Calendar

Subscriptions

No Subscriptions

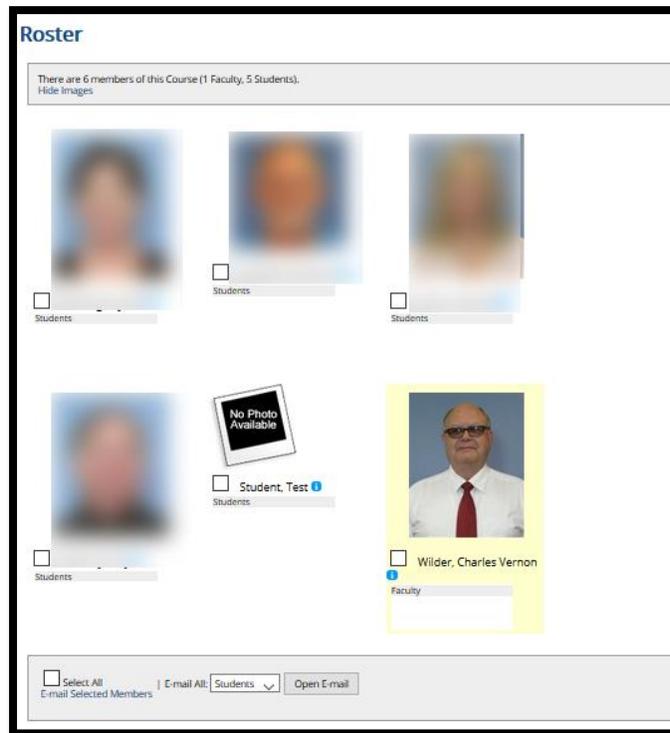
- Browse Shared Calendars

Manage Calendars

Export Events for this view

Roster

Here you see the members of the class. You are able to email one or all of the participants. All emails should pertain to class work. This is not a space for personal email.



Course Information

This portlet gives the name and picture of the instructor as well as the course description from the Texarkana College Catalog.

The following pages will show you how to go about completing assignments.

There are three basic types of assignments that you will have to complete in eLearning:

1. Taking a test or quiz online
2. Uploading a file that you have created
3. Answering forum questions

TAKING A QUIZ/TEST

If your instructor requires that you use Jenzabar's Lockdown Browser to take a test, you will need to download the browser. Instructions for this process can be found at the end of this booklet.

You can get to a quiz or test. You can access them through the "Course Organizer" by navigating to the correct unit/week/topic and then clicking on the name.

The screenshot shows the 'Course Organizer' interface. At the top, it displays 'Course Overview' with 'Course Status A (100%) 1/1 points' and 'Attendance: Present for 1/1 sessions'. A 'Latest News' section contains a post titled 'Test 4' by Charles Vernon Wilder, dated 11/30/2015 3:57 PM, stating that a test due on February 2 has been rescheduled for February 9. A 'Unit in detail' section shows 'Unit 4' selected from a dropdown menu labeled 'Unit 5 of 6 (1/1/2016 thru 12/31/2016)'. A yellow warning box below this section lists three items requiring action in units 1, 3, and 5. The 'Coursework' section is circled in red, and a red callout bubble points to the 'quiz 4' link, with the text 'Click on the link "quiz name"'. Another red callout bubble points to the 'Unit 4' dropdown, with the text 'Navigate to unit the test/quiz is located'. The interface also includes sections for 'Next Event' (P5 P5 - Enrollment Verification Activity is due on 1/27/2016 11:55 PM), 'Next due date' (Presidential Debate Homework, due 3/11/2016 11:55 PM), 'Calendar', 'Resources', and 'News & Discussions'.

You can also access a test or quiz through the “Coursework” portal in the sidebar. Once the Coursework portal appears, just find the test/quiz you want to take and click on its name.

Coursework

Due Next:
 Presidential Debate due **Friday 3/11, 11:55 PM**
 Quiz 1 (In progress) due **Friday 5/13, 11:55 PM**
[view all assignments by date](#)

Start Here [Click to close](#)

1/1/2016 to 12/31/2016
 Please complete this information within the first week of class. Thank you.

Enrollment Verification Activity (Full credit)

Unit 1 [Click to close](#)

1/1/2016 to 12/31/2016

Presidential Debate Now open
 Homework due **Friday, March 11 at 11:55 PM (Required)**

Quiz 1 In Progress
 Quiz due **Friday, May 13 at 11:55 PM (Required)**

Who do you think should be the next President of the U.S.? (-/100, awaiting grade)

Unit 2 [Click to close](#)

1/1/2016 to 12/31/2016
 There are not yet any assignments in this unit.

Unit 3 [Click to close](#)

1/1/2016 to 12/31/2016

Lesson 3 Quiz Now open
 Quiz due **Friday, May 13 at 11:55 PM (Required)**

Unit 4 [Click to close](#)

1/1/2016 to 12/31/2016

quiz 4 Open
 Quiz due **Friday, May 13 at 11:55 PM (Required)**

Unit 5 [Click to close](#)

1/1/2016 to 12/31/2016

When the test/quiz page appears be sure to read all the information on the page before clicking on the “Start the quiz” link.

Coursework

quiz 4
 Quiz in Unit 4

◀ Previous Your assignments Next ▶

This quiz is open and can now be taken (See below)
 It is due on **Friday, May 13 at 11:55 PM**

[Add a comment](#)

This quiz is **required** and is scored out of **4900 points**.

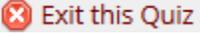
Instructions:

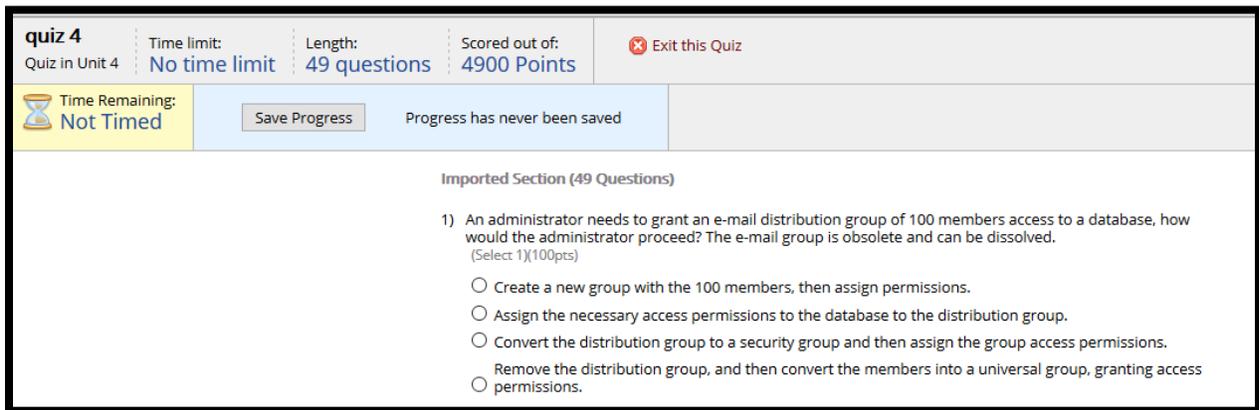
This quiz can only be taken **1 time**
 It has **no time limit**

When you are ready...
[Start the quiz 4 quiz](#)

quiz 4
 Quiz in Unit 4

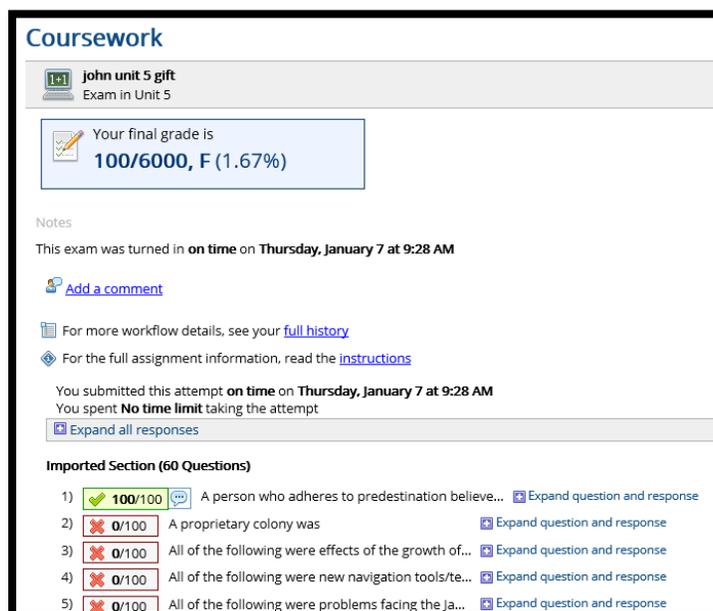
Your assignments Next ▶

When the quiz starts, the page lets you know the name of the quiz, any time limit if there is one, how many questions there are, and how many points the quiz is worth. There is also an hour glass that tells you how much time you have left if the test is timed. Just in case you lose power or are kicked off the page for some reason, it is advisable to click the “Save Progress” button after you complete two or three questions. Saving your progress does not keep you from going back and changing an answer or answering a question you might have skipped. Do not click on the  link or you will be exited from the quiz and will not be able to get back in if you have only one attempt allotted. Once you have completed the quiz, you must click the “Submit this Quiz” button at the bottom of the page. Once you do this you will not be able to change your answers.



The screenshot shows a quiz interface for "quiz 4" (Quiz in Unit 4). It includes a "Time limit: No time limit", "Length: 49 questions", and "Scored out of: 4900 Points". There is a "Save Progress" button and a message stating "Progress has never been saved". The "Time Remaining" is "Not Timed". Below this is an "Imported Section (49 Questions)" with a single question: "1) An administrator needs to grant an e-mail distribution group of 100 members access to a database, how would the administrator proceed? The e-mail group is obsolete and can be dissolved. (Select 1)(100pts)". The question has four radio button options: "Create a new group with the 100 members, then assign permissions.", "Assign the necessary access permissions to the database to the distribution group.", "Convert the distribution group to a security group and then assign the group access permissions.", and "Remove the distribution group, and then convert the members into a universal group, granting access permissions."

Once you have submitted the quiz, you are usually taken to a screen that tells you your grade as well as show you a list of the questions with the ones you missed marked with a red X. If you are taken to a different screen it is because the instructor has restricted the completed test to be viewed at a later time. If you have any questions, please contact the instructor if the answer is not in your syllabus.

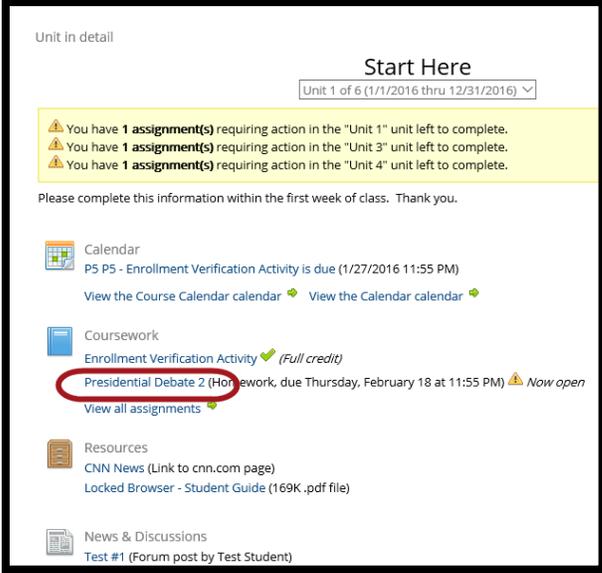


The screenshot shows a "Coursework" page for "john unit 5 gift" (Exam in Unit 5). It displays "Your final grade is 100/6000, F (1.67%)". Below this, it notes "This exam was turned in on time on Thursday, January 7 at 9:28 AM" and provides links for "Add a comment", "full history", and "instructions". It also states "You submitted this attempt on time on Thursday, January 7 at 9:28 AM" and "You spent No time limit taking the attempt". There is an "Expand all responses" button. The "Imported Section (60 Questions)" is shown with a list of five questions:

- 1) 100/100 A person who adheres to predestination believe... [Expand question and response](#)
- 2) 0/100 A proprietary colony was [Expand question and response](#)
- 3) 0/100 All of the following were effects of the growth of... [Expand question and response](#)
- 4) 0/100 All of the following were new navigation tools/te... [Expand question and response](#)
- 5) 0/100 All of the following were problems facing the Ja... [Expand question and response](#)

UPLOADING A FILE ASSIGNMENT

Navigate to the assignment through the “Coursework” or “Course Organizer” portlet. Click on the name of the assignment.



Unit in detail

Start Here

Unit 1 of 6 (1/1/2016 thru 12/31/2016)

You have 1 assignment(s) requiring action in the "Unit 1" unit left to complete.
You have 1 assignment(s) requiring action in the "Unit 3" unit left to complete.
You have 1 assignment(s) requiring action in the "Unit 4" unit left to complete.

Please complete this information within the first week of class. Thank you.

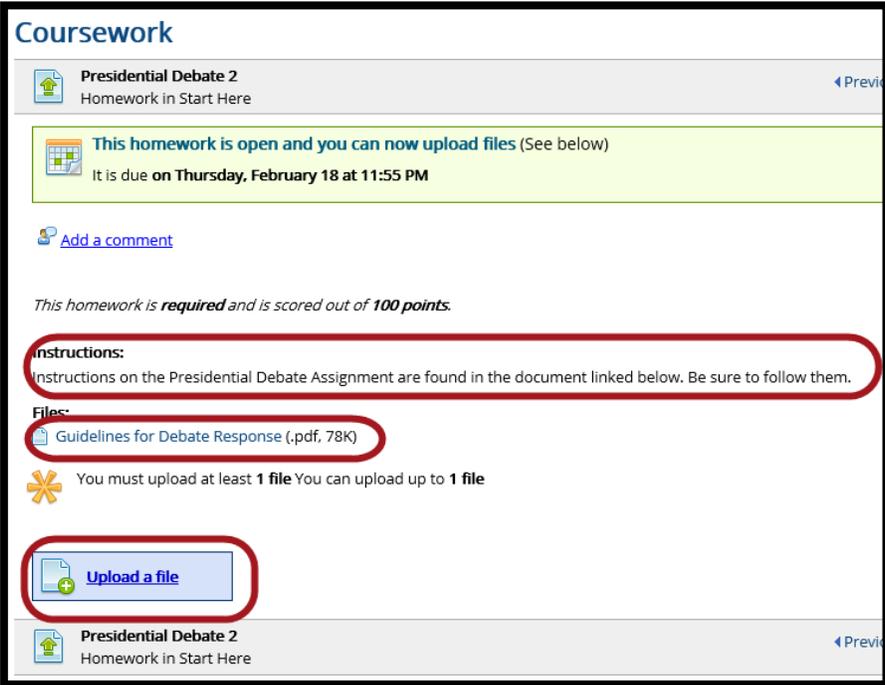
Calendar
PS PS - Enrollment Verification Activity is due (1/27/2016 11:55 PM)
View the Course Calendar calendar View the Calendar calendar

Coursework
Enrollment Verification Activity (Full credit)
Presidential Debate 2 (Homework, due Thursday, February 18 at 11:55 PM) Now open
View all assignments

Resources
CNN News (Link to cnn.com page)
Locked Browser - Student Guide (169K .pdf file)

News & Discussions
Test #1 (Forum post by Test Student)

The assignment page has an instructions section that will tell you what to do first. It will usually tell you to open a document under Files. Once you open that document, you will see all the necessary instructions for completing the assignment. You will be asked to type your response in a Word document or a text file and save it to your computer. Once you have done that, you can submit the Word document or test file by clicking on the “Upload a file” button.



Coursework

Presidential Debate 2
Homework in Start Here

This homework is open and you can now upload files (See below)
It is due on Thursday, February 18 at 11:55 PM

Add a comment

This homework is **required** and is scored out of **100 points**.

Instructions:
Instructions on the Presidential Debate Assignment are found in the document linked below. Be sure to follow them.

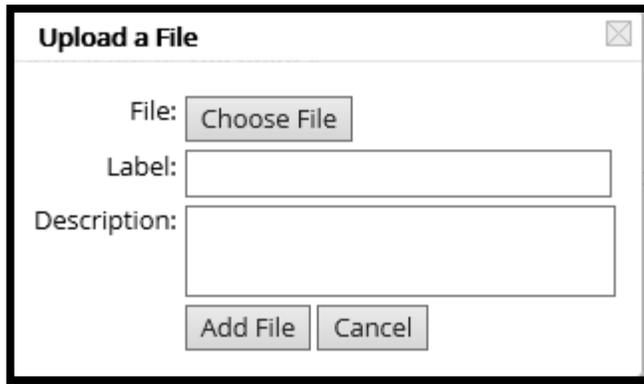
Files:
Guidelines for Debate Response (.pdf, 78K)

You must upload at least 1 file You can upload up to 1 file

Upload a file

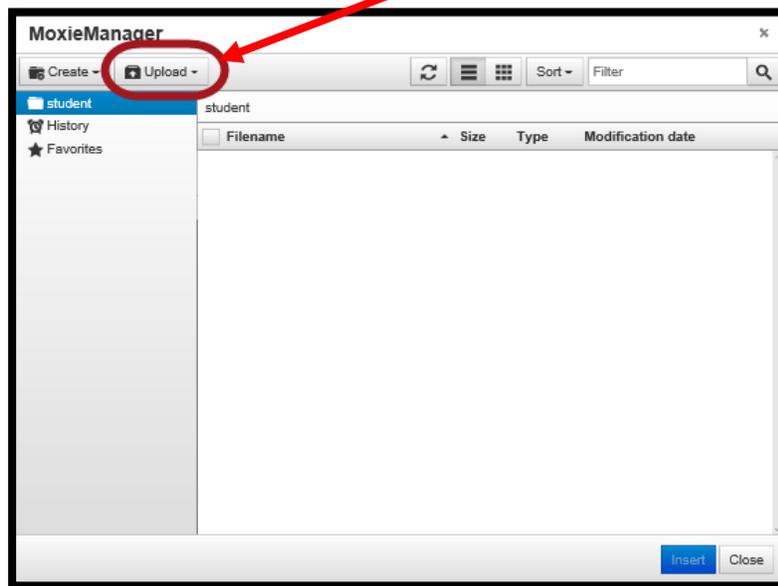
Presidential Debate 2
Homework in Start Here

Once you have clicked the “Upload a file” button, you will see this box:

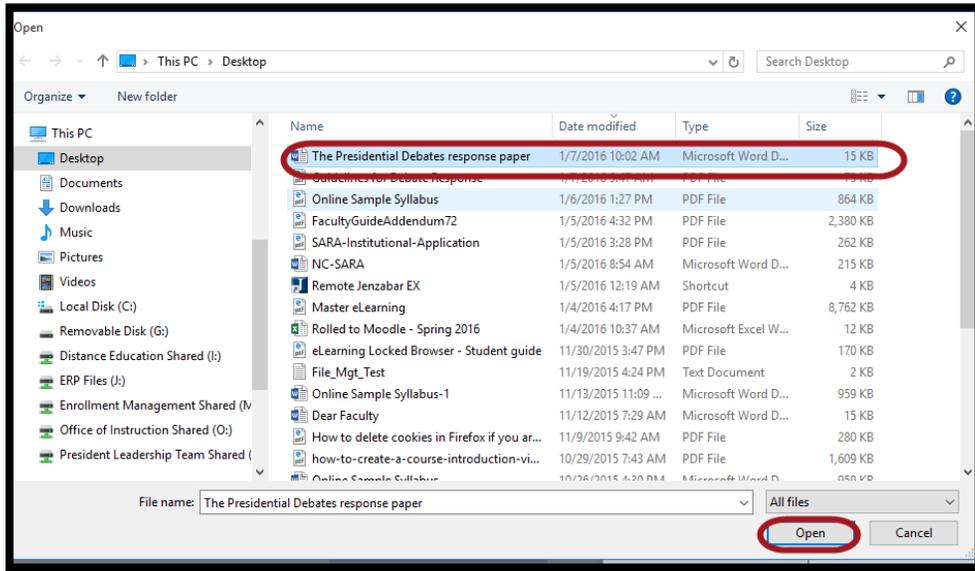


The screenshot shows a dialog box titled "Upload a File" with a close button in the top right corner. Inside the dialog, there are three input fields: "File:" with a "Choose File" button, "Label:" with an empty text box, and "Description:" with a larger empty text box. At the bottom of the dialog, there are two buttons: "Add File" and "Cancel".

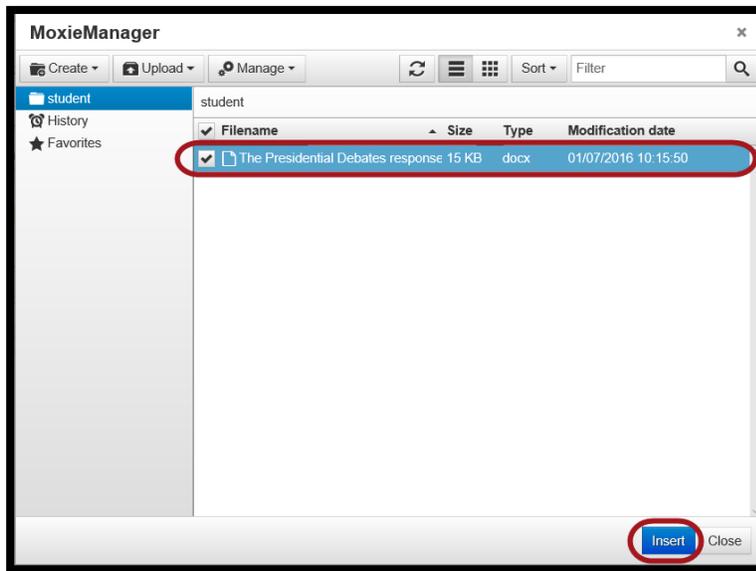
Click the “Choose File” button and you get the MoxieManager. This is nothing but a file box that you keep your files in eLearning. Click the “Upload” button.



Click “Local machine” and you can navigate to wherever you have your word or text document located on your computer. Highlight the file and then click on the “Open” button at the bottom of the page.



Once this is done, you will see the file in the MoxieManager. It should have a check mark in the box in front of the file. Click the “Insert” button at the bottom of the page.



When the next box appears, it should have the title of the file listed to the right of the “Choose File” button. Type in a label for your assignment. I have typed in Presidential Debate Response Paper since that is what I am using for my example. Leave the “Description” blank and then click the “Add File” button.

The screenshot shows a dialog box titled "Upload a File". It has a close button in the top right corner. The "File:" label is followed by a "Choose File" button and a text field containing "The Presidential Debates response paper.docx". The "Label:" label is followed by a text field containing "Presidential Debate Respose Pa" and a close button. The "Description:" label is followed by an empty text area. At the bottom, there are two buttons: "Add File" and "Cancel". The "Add File" button is circled in red.

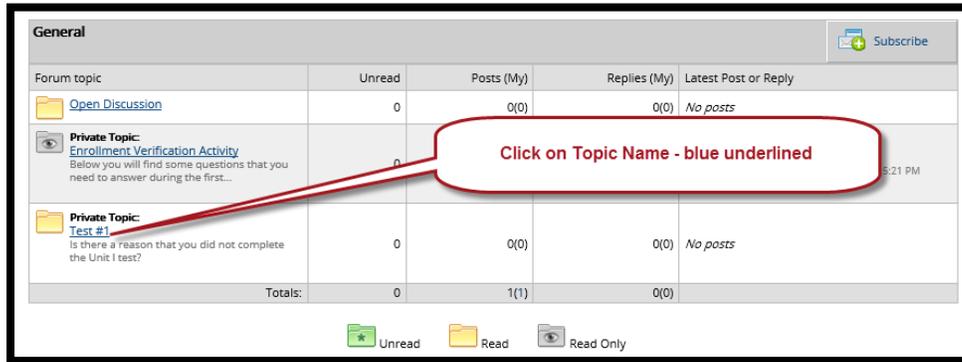
Once you click the “Add File” button you are taken to this page. Click on the Blue button with the check in it to turn in your assignment.

The screenshot shows a homework page for "Presidential Debate 2". At the top, there are navigation links: "Previous", "Your assignments", and "Next". A green banner states: "This homework is open and you can now upload files (See below). It is due on Thursday, February 18 at 11:55 PM". Below this, there is a link to "Add a comment" and a note: "For the full assignment information, read the instructions". A star icon indicates: "You have uploaded the maximum of 1 file. If you are finished, remember to turn in your homework." Below this, a file upload section shows "Presidential Debate Respose Paper (.docx, 15336k, 1/7/2016 10:31 AM)". There are two buttons: "Upload a file" and a blue button with a checkmark and the text "or if you are finished... Turn in your Presidential Debate 2 homework". The blue button is circled in red. At the bottom, there is a note: "You have uploaded the maximum number of files for this assignment. If you are finished you should turn in your paper using the link above. If you need to add another file, you will have to delete one of your uploaded files first." and navigation links: "Previous", "Your assignments", and "Next".

FORUMS

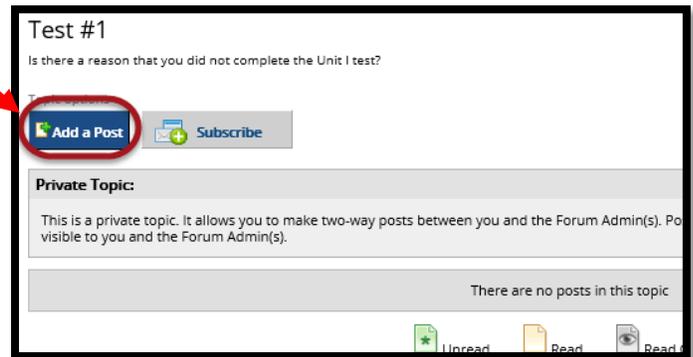
You can find forums by clicking on the “Course Organizer” and choosing the unit the forum is in, or you can click on the “Discussion Forum” portlet in the sidebar.

To read the instructions to a forum, just click on the Forum topic name.



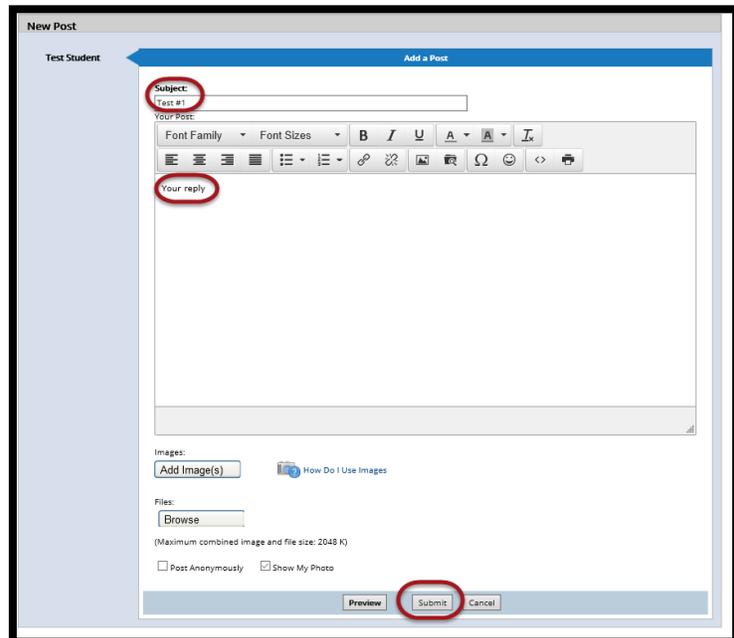
The screenshot shows a forum list under the heading "General". The list has columns for "Forum topic", "Unread", "Posts (My)", "Replies (My)", and "Latest Post or Reply". The topics listed are "Open Discussion", "Private Topic: Enrollment Verification Activity", and "Private Topic: Test #1". A red callout box with the text "Click on Topic Name - blue underlined" points to the underlined text "Test #1" in the "Private Topic: Test #1" row. At the bottom of the list are icons for "Unread", "Read", and "Read Only".

To reply to any forum, Click on the “Add a Post” button.



The screenshot shows the "Test #1" forum topic page. The title is "Test #1" and the question is "Is there a reason that you did not complete the Unit I test?". Below the question is a red circle around the "Add a Post" button. To the right of the button is a "Subscribe" button. Below the buttons is a "Private Topic:" section with a description: "This is a private topic. It allows you to make two-way posts between you and the Forum Admin(s). Posts are visible to you and the Forum Admin(s).". At the bottom, it says "There are no posts in this topic".

Type in the Subject of the forum.
Type in your reply to the instructor in the Your Post section, and then click on the submit button at the bottom.



The screenshot shows the "New Post" form. The "Subject:" field contains "Test #1" and is circled in red. Below it is the "Your Post:" section with a rich text editor. The "Your reply:" label is also circled in red. At the bottom of the form are "Preview", "Submit", and "Cancel" buttons, with the "Submit" button circled in red. There are also sections for "Images:" and "Files:" with "Add Image(s)" and "Browse" buttons respectively.

Installing and using the eLearning Locked Browser

The eLearning Locked Browser is a secure browser that faculty members may require for certain online tests in their course. It prevents you from printing, copying, navigating to another URL, or accessing other applications during a test. If a test requires that the eLearning Locked Browser be used, you will not be able to take the test within a standard web browser.

The eLearning Locked Browser should only be used for taking and, in some cases, reviewing tests. It should not be used in other areas of the course.

In this document:

- Setting up the eLearning Locked Browser
- Using the eLearning Locked Browser
- Problems

Setting up the eLearning Locked Browser

This section describes how to install the eLearning Locked Browser and confirm that the installation was successful.

Installing the browser

If your computer does not already have the eLearning Locked Browser installed, use these steps to install it. If you are not sure whether the browser is installed, refer to “Making sure the browser is properly installed” on page 3.

These steps assume that you have access to an online test that will require the use of the eLearning Locked Browser – because you will download the browser installer from the details screen for the test.

Windows systems

Use these steps to install the eLearning Locked Browser on a Windows system.

Note that prior to installing the eLearning Locked Browser, you must have installed Internet Explorer and dismissed the initial setup screens that display the first time Internet Explorer is launched.

To download and install the eLearning Locked Browser on a Windows system:

1. Confirm that Internet Explorer is installed and configured:
 - a. Start Internet Explorer.
 - b. If the browser prompts you to complete any setup steps, complete them.
2. Navigate to the course section that includes the test requiring the eLearning Locked Browser. Open the assignment details screen. This screen should include links to installers for both the Mac and PC.
3. Select the link labeled Download the Browser (PC).



The system prompts you to open or save the installation .zip file.

4. Save the file to your PC.

5. Navigate to the location where you saved the file and open it. Note that the .zip file contains an executable file.
6. Double-click the executable file and follow the prompts to install the program.

Macintosh systems

To install the eLearning Locked Browser on a Macintosh system, you must have OSC 10.4 or later, and your computer must have a minimum of 512K RAM. You also must have a valid version of Safari.

To download and install the eLearning Locked Browser on a Macintosh system:

1. Confirm that Safari is installed:
 - a. Start Safari.
 - b. If the browser prompts you to complete any setup steps, complete them.
2. Navigate to the course section that includes the test requiring the eLearning Locked Browser. Open the assignment details screen. This screen should include links to installers for both the Mac and PC.
3. Select the link labeled **Download the browser (Mac)**.



The system prompts you to open or save the installation .zip file.

4. Save the file.
5. Navigate to the location where you saved the file and open it. Note that the .zip file contains a .pkg file.
6. Double-click the .pkg file and follow the prompts to install the program. Note that you may be prompted to enter your user name and password.

When the browser is installed, the browser launches to confirm that it is working.
7. Close the eLearning Locked Browser confirmation screen and the installer.

Making sure the browser is properly installed

At times, you may want to check to make sure the browser is successfully installed on your computer. You may also want to do this if you just attempted to install it, or if you are uncertain whether it is already installed.

Note that you can complete these steps only if you have access to a test that is set up to require use of the eLearning Locked Browser.

To test that the browser is installed correctly:

1. If you are running programs such as e-mail or instant messaging applications, close these programs.
2. Using your regular browser, navigate to your course, and then to the assignment details screen of the test you want to take or review.
3. Select the link labeled **Open the locked browser confirmation page**. The system may present a dialog asking whether it is OK to open the locked browser program on your computer. If you see this, click **Allow**.

Assuming everything has been done correctly, the browser opens and displays a message stating that the browser is properly installed and configured.

4. Click the link labeled **Close the browser and return to the assignment screen**.

Using the eLearning Locked Browser

The eLearning Locked Browser is used only for taking a test and, in some cases, to review your work on a completed test. Note that the Locked Browser might be required for some tests but not others – this choice is made by your instructor when the test is created.

To take or review a test using the eLearning Locked Browser:

1. If you are running any programs such as an e-mail or instant-messaging application, close these applications.
2. Using your regular browser, navigate to your course, then to the assignment details screen of the test you want to take or review.
3. On the assignment screen, click the link that allows you to take or review the test.
4. The system opens a new screen that includes a link that lets you open the locked browser.

5. Click the link labeled **Launch the locked browser and begin the test** (or the link for reviewing the test).
6. The system may present a dialog asking whether it is OK to open the locked browser program on your computer. If you see this, click **Allow**.
7. If you are prompted to close a blocked program, click **Yes**.

Once you have started taking a test using the eLearning Locked Browser, you can only exit via the Exit link in the top right or by submitting the test using the button on the last page. If you exit the test, you may not be able to return to the test.

Problems?

The most important troubleshooting tip is to ensure that your computer has a working version of Internet Explorer (on Windows) or Safari (on Mac). These are required even if you generally access the course using a different browser, such as Firefox or Chrome. If you encounter a problem launching the locked browser, try the following:

1. Ensure that Internet Explorer (for Windows) or Safari (for Mac) is installed on the computer.
2. Once you have made sure that IE or Safari is installed, open it and navigate to your course.
3. Make sure that you have responded to any configuration prompts presented by IE or Safari, and that the browser works properly.

If you are attempting to take the test in a computer lab, you may need to have a computer lab administrator install the eLearning Locked Browser for you. If possible, visit the lab before the start of the test to ensure that the browser is installed or to get help installing it.

If you have other problems downloading, installing, or taking a test with the eLearning Locked Browser, contact your instructor or IT department.

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