eLearn for Students

As a student, you will be using eLearn - Sinclair's learning management system (LMS) - in a variety of ways. For example, you may read content, participate in discussions, submit assignments, complete quizzes and exams, check your grades, and communicate with others.

This page will help you learn more about eLearn and its many features. Note: depending on the type of course you are taking - Classroom, Online, Hybrid, or FlexPace - you may have slight differences in the tools and features used.

If you need additional help using eLearn, contact the Sinclair HelpDesk at (937)512-HELP. If you need help with your course content, contact your instructor.

eLearn Home Page

Sinclair's eLearn home page (shown here) is the opening screen to online learning.

It is the first page you will see. This home page is managed at the college level.

Any announcements on this page will be Sinclair-wide. At the bottom of the page, you will have access to college-wide resources and social media connections. Your courses will be listed on the left under My Courses.

Note: Sinclair’s eLearn is based upon the Daylight Cloud version of D2L’s Brightspace learning management system (LMS).
System Navigation

There are two primary areas for system navigation: the **Minibar** and the **Navbar**.

**Minibar**

The **Minibar** always displays at the top of a page. The minibar remains constant throughout your experience in eLearn. It contains a link to the eLearn homepage¹ and the course selector².

The minibar also contains alerts³ specific to you. If you see a dot, you have one (or more) alerts that need your attention. See the image to the right.

Additionally, you can access a personal⁴ menu with links to your profile, notifications, and account settings.

**Navbar**

The **Navbar** (navigation bar) is a dynamic part of the environment that will change based upon where you are in eLearn.

This is the system-wide Navbar you will see on the Sinclair eLearn home page:

- The **Sinclair Website** tab takes you to the main Sinclair home page.
- The **Course Schedule** tab takes you to the My.Sinclair login screen.
- The **System Check** tab evaluates your device’s readiness for using eLearn.
- The **Online Help** tab takes you to D2L online resources.
- The **Appt Mgr** tab allows you to schedule a meeting with your advisor.
- The **End of Course Survey** tab will appear close to the end of each term. Please take the time to provide feedback on your courses via this link.
- The **Email** tab accesses your email features.
- The **Org Tools** tab give you access to the customizable calendar where you can see events across all courses or for specific courses.

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Course Navigation and Communication

When you first enter a course, you will see the Course Home page. Here you will find directions on how to get started in your specific course in the Start Here widget on the left side of your screen, under the course title.

Each block of information on this page is called a widget. You will commonly see the Start Here, Calendar, Course Announcements, and Recent Activity widgets. Classroom courses will also include an Attendance widget.

If you click on the Course Name, you will return to this course home page. If you click on the Sinclair logo, you will return to the eLearn Home Page.

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This is the course Navigation bar (Navbar).

- **The eSyllabus tab** takes you to an external link for your course syllabus. **Note:** not all courses use this option.
- The **Content tab** takes you to the course content.
- The **Grades tab** takes you to the grade book.
- The **Progress dropdown** provides access to **Dropboxes** for your course (this is important if your course uses Turnitin); **User Progress** access to important, customizable information about your work in the course; and **Awards** access to badges and certificates. **Note:** not all courses use Awards or Turnitin.
- The **Email tab** accesses your email features within **eLearn**. **Note:** eLearn email is separate from your My.Sinclair email account.
- The **Tools dropdown** provides **Calendar** access where you can see events across all courses or for just specific courses; **ePortfolio** access which is an assignment/file storage feature in eLearn; and **Virtual Classroom** access for video meetings and sessions. **Note:** not all courses use ePortfolio or Virtual Classroom features; your faculty will inform you what features they are using in your courses.
- The **End of Course Survey** tab will appear close to the end of each term. Please take the time to provide feedback on your courses via this link.

**Note:** If you are on a tablet or phone, the NavBar will be accessed via the three lines at the top left corner as shown below.

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**Attendance (Note: typically only used in Classroom courses)**

Your instructor may keep track of your attendance via the Attendance widget. You can view these records by clicking on the attendance link (in blue).

**Calendar (Note: typically not used in FlexPace courses)**

Your instructor will post due dates for assignments and assessments in the course calendar. You can access your calendar in two ways:

1. Via the **Calendar** link on the Course Home page.
2. Via the **Tools** link on the Navbar. Check out the options at the top of your screen for viewing preferences: Agenda, Day, Week, Month or List.

**Note:** Under the List view (shown here), you can also filter by the type of calendar entry.

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Communications – Alerts and Email

The course communications are managed through the minbar at the upper right corner of your page. If you see a dot, you have one (or more) alerts that need your attention:

- Messages
- Subscriptions (related to Discussions)
- Updates

The eLearn email system is separate from your My.Sinclair email. Any emails sent within eLearn cannot be replied to outside of eLearn.

To send or reply to an e-mail, use the envelope icon on the Minibar or the Email tab on the Navbar. Note: this email is not course specific, but can be filtered by course, if desired, via the Filter By dropdown.

To send an e-mail, click on the Compose button (see image on next page).

The To (Recipient) must be manually entered or you can access the Address Book. There you must select and add recipients.

Note: "CC" stands for "carbon copy" and "BCC" stands for "blind carbon copy." The difference is that all recipients of the email can see who receives CC, but no one can see who receives an email under BCC.

The Subject line will auto-generate based on which course you have open. This can be edited.

You can also upload or choose existing attachments and record audio/video recordings to add to e-mails.

Once you have completed the necessary information, click Send (located at the top left).

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**Course Announcements**

Your instructor may post course announcements throughout the semester. These will appear on your Course Home page in the Course Announcements widget.

You can remove the announcement from view by clicking on the “X” or see all the active announcements by clicking on “Show All News Items.”

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Content

Table of Contents

Once you click on the Content link located on the Navbar, you will see a **Table of Contents** along the left side of the page. The number indicates the items in that module.

On the right side of the page, you will have the option to:

- Print the page.
- Control how the content is displayed depending on your preferred viewing style.

Course Overview (Note: FlexPace and Classroom courses may look different)

The first topic in the table of contents is the **Course Overview**. The Course Overview contains all the opening documentation for your eLearn course. Here you will find answers to questions like: **What is required in this course? When are assignments due? And what is the grading scale?** (See the sample here.)

You will note that there is a reminder at the top telling you, **“To access your course content, you must read all the pages below and score 100% on the Course Overview Survey located at the bottom.”**

Be sure to read all these pages carefully prior to completing the Course Overview Survey.

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Completion of this survey will automatically release the course content to you. **You will not be able to move forward in the course until you complete this required survey.**

**Note:** some courses may have additional conditions that need to be met in order to release content.

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**Content (Note: FlexPace and Classroom courses may look different)**

As mentioned above, completing the survey to unlock course content is known as a **Release Condition**. These are checks put in place by instructors to ensure that certain parts of the course are completed in a specific order. There may be other release conditions in the course that must be fulfilled (i.e. complete a quiz, submit to a dropbox, earn a certain grade) in order to unlock other parts of the course.

If you are not seeing content or assignments, contact your instructor to see if there are any release conditions that you have not yet met.

Once you complete the **Course Overview Survey**, the course content will be unlocked and will appear under the **Table of Contents**. Typically, you will see content organized by **Week**. In FlexPace and Classroom courses, your content may appear in topics or units; you will not see the Week labels.

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Click on **Week 1** in the **Table of Contents** (or the expanded view) to see the content inside.

There you can click on the topic(s) for the week. There may be one or more topics listed under each week. Once you open a topic, read through the pages in order, starting with the **Introduction and Objectives** page.

**Help Discussion (Note: FlexPace and Classroom courses may look different)**

If you have general questions about the course, post them in the **Help Discussion** located under the **Table of Contents** on the left side. The sample below is commonly used. You can also help your classmates by responding to their questions in this discussion. **Reminder:** if you have questions about your course, you can always contact your instructor.

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Assignments and Assessments

Dropbox

A Dropbox is used to submit homework assignments. Dropboxes will always be located under the Content link, but not necessarily in the same place in every course.

Look for this icon to know it is a Dropbox assignment.

Your course may be using Turnitin - an integrated tool which checks for potential plagiarism as well as supports your faculty in giving comments and voice or text-based feedback on your Dropbox assignments. If your course uses Turnitin, you must access the Dropbox via the Progress tab on the NavBar.

To learn more, see the Student Guide to Turnitin at https://www.sinclair.edu/elearn.

To submit an assignment to a Dropbox.

1. Click on the Dropbox title.

2. If a rubric is available, you will see a link on the Dropbox page. Click on the rubric link to see how your assignment will be graded (criteria and points).

3. Click the Upload, Record or Choose Existing button based upon instructions. Note: upload will typically be the method used.

4. Locate the file you want to upload and select it by clicking Open. Note: you can upload multiple files, if needed and permitted by your instructor.

5. Add any Comments you wish to make.

6. Click Submit to Dropbox.

7. After a successful submission, you will see your uploaded file(s) listed as well as a note at the bottom of the screen telling you the assignment has been completed and a confirmation email has been sent to you and your instructor.

8. Your instructor will receive your submission including its date and time.

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Discussions (Note: FlexPace courses typically do not use this feature)

A discussion is used to post, read and reply to threads of different topics, to share thoughts about course materials, or to ask questions, to share files, or work with your classmates on assignments and homework. Discussions will always be located under the Content link, but not necessarily in the same place in every course.

Look for this icon to know it is a Discussion assignment.

To participate in a Discussion:

1. Click on the Discussion title.

2. If a rubric is available, you will see a link on the Discussion page. Click on the rubric link to see how you will be graded (criteria and points).

3. Click on Start a New Thread (Post). Note: you may see the requirement that you start a thread before you can read and reply to existing threads. This may also be referred to as “Post First” in the directions.

4. Enter a subject for your post.

5. Enter your text. Note: there are options to Pin (makes it easier to find) or Subscribe (you will be notified when new posts are made) to the thread.

6. Click Post to submit.

7. After a successful posting, you will see your thread listed.

8. Your instructor will receive your submission including its date and time.

9. You will return to the Discussion to reply to other students' threads.

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Quizzes

Quizzes (or tests/exams) are used to assess your knowledge of a particular topic. Quizzes will always be located under the Content link, but not necessarily in the same place in every course.

Look for this icon to know it is a Quiz assignment.

To take a Quiz:

1. Click on the Quiz title.

2. Read the information provided. This usually includes specific instructions/directions, the number of attempts you are allowed, the time limit, and points.

3. Click the Start Quiz! Button.

4. Confirm you want to begin by clicking OK.

5. Start taking your test. Note: it is up to each individual instructor to decide whether to deliver one question at a time or all the questions at once.

6. Click Save after answering each question. This ensures all answers are saved if you experience any technical issues.

7. When you are done, click the Go to Submit Quiz button.

8. Then click Submit Quiz. Note: once you click the submit button, you cannot get back into an assessment if the instructor has only given you one attempt to take the assessment.

9. You will receive a submission report. If the assessment is automatically graded, you will see your score immediately. If the assessment is not automatically graded, your instructor will receive your submission including its date and time.

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Grades, User Progress, and Awards

Grades

Click on the Grades link in the Navigation bar to see your grades in the course. There you can see individual grades on items as well as feedback from your instructor (if provided).

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Points</th>
<th>Grade</th>
<th>Comments and Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transitioning Discussion</td>
<td>4.4 / 5</td>
<td>88 %</td>
<td>Individual Feedback: Please be sure to read directions for all assignments and be mindful of deadlines.</td>
</tr>
<tr>
<td>After Math Discussion</td>
<td>- / 15</td>
<td>- %</td>
<td></td>
</tr>
<tr>
<td>Module Assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 1 Assignment</td>
<td>50 / 50</td>
<td>100 %</td>
<td>Individual Feedback: Good job!</td>
</tr>
<tr>
<td>Module 2 Assignment</td>
<td>- / 50</td>
<td>- %</td>
<td></td>
</tr>
<tr>
<td>Module 3 Assignment</td>
<td>- / 50</td>
<td>- %</td>
<td></td>
</tr>
<tr>
<td>Final Project</td>
<td>- / 100</td>
<td>- %</td>
<td></td>
</tr>
</tbody>
</table>

User Progress

You can view your progress through the course in a variety of ways:

**Using the activities progress bar:** As you start each topic/module, you will see the number of activities included in the progress bar. As you view each page, a check mark will appear on the right and the percentage/progress bar will update.

Once you have completed a topic, a **check mark** will appear beside the topic name in the Table of Contents.

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You can also check your overall progress, logins, grades, etc. via the Progress link on the Navbar. There you can check individual grades on assignments (as well as the rubric scoring, if used) and instructor feedback by clicking on Details.

Awards

Awards are badges and certificates that you can earn within your courses.

Click the Progress menu on the Navigation Bar and select Awards to see which awards you’ve earned in the course. Click on View Available Awards to see the awards you can earn. You can click on each potential award to see the criteria for earning it.

Once you earn an award, you will receive an email notification as well as a pop up message similar to the one shown here.

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Printing in eLearn

Printer-friendly version

On content pages, you will see a “Printer-friendly version” link located underneath the navigation arrows. Clicking this link will open your printer window. There you can select your printer options and print the page. **Note:** depending on your browser settings, your printed page may be reduced in size. This is typically found with IE and Firefox.

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Print from Browser

Alternatively, you can use the browser's print options to print the page.

**Internet Explorer 9+:**
1. When viewing the topic, **right-click** with the mouse and **choose Print**.
2. **Select** any print options you prefer and then **click Print**.

**Microsoft Edge 38+:**
1. When viewing the topic, **right-click** with the mouse and **choose Print**.
2. **Select** any print options you prefer and then **click Print**.

**Google Chrome 60+:**
1. When viewing the topic, **right-click** with the mouse and **choose Print**. **(Note:** you can also choose **Print Preview**).
2. **Select** any print options you prefer and then **click Print**.

**Firefox 27+:** **(Note:** we do not recommend using the Firefox browser's print options; the document would be truncated. Use the Printer-friendly option above.)
1. When viewing the topic, **right-click** with the mouse and **choose This frame>Print Frame**.
2. **Select** any print options you prefer and then **click OK**.

**Safari 5.1+:**
1. **Click** on **File>Print** on the browser bar.
2. **Select** any print options you prefer and then **click OK**.

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Other Ways to Access eLearn

Besides logging onto a computer or laptop, you can use a mobile device to access eLearn. Search your app store to find these helpful tools.

Sinclair App - search for "Sinclair Community College"

The Sinclair app is your one-stop place to connect to Sinclair resources and services. Under the Getting Started area, you can access eLearn under Academics. You will still need to sign into the app with your Sinclair Username and Password. After signing in, scroll down and select "Desktop version."

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Pulse App - search for "Brightspace Pulse"

The Pulse app helps you stay connected and on track with your eLearn courses. It provides one easy view of course calendars, readings, assignments, evaluations, grades, and news. You will select Sinclair and sign in with your Sinclair Username and Password. After signing in, you have Calendar, Courses, and Notifications tabs.

The Calendar tab shows you due dates for all your classes; the line goes up to indicate heavier workload times. You can filter by courses and add personal items in addition to course dates. The Courses tab displays your courses as icons. Click on the appropriate icon to access that course. Then you can see content, participate in discussions, submit to dropboxes, and take quizzes. The Notifications tab lists alerts from Sinclair and from your courses. You can even see when new grades have been posted.

To learn more, see the Student Guide to Pulse available at https://www.sinclair.edu/elearn.