eLearn for Students

eLearn Home Page

Sinclair’s eLearn home page (shown below) is the opening screen to online learning. It is the first page you will see.

This home page is managed at the college level. Each block is called a widget. Widgets are sections of content that provide information and links to tools, courses, and personal settings. Some widgets are system-based while others are custom for your course.

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.

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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 My Home (Sinclair’s homepage) and the course selector.

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

Additionally, you can access a personal menu via the dropdown 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 My.Sinclair login screen.
- The Email tab accesses your email features.
- The Calendar tab accesses the customizable calendar where you can see events across all courses or for just specific courses.
- The Online Help tab takes you to the official online resources (videos, PDFs, etc.) created by D2L.
- The End of Course Survey tab takes you to the official course survey that you will complete at the end of the term.

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Below is the course Navbar. Note how it changed from the system-wide Navbar.

- The **Course Home** tab takes you to opening screen for the course.
- 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 **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.
- The **Email** tab accesses your email features.
- The **Tools** dropdown provide **Calendar** access where you can see events across all courses or for just specific courses and **ePortfolio** access which is an assignment/file storage feature in eLearn. **Note:** not all courses use this option.

**Course Navigation**

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.

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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**

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 widget** 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, you can also filter this view by the type of calendar.

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Communications – Alerts and Email

The course communications (alerts and emails) are managed through the minibar at the upper right corner of your page.

If you see a red dot, you have one (or more) alerts that need your attention.

In this example, your Dropbox submission has been graded.

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.

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To send an e-mail, click on the **Compose** button. When you click on **Compose**, this screen appears.

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**.

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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.

**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.

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

- Print the page.  *(Note: see page 18 for printing information.)*
- Control how the content is displayed depending on your preferred viewing style.

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Course Overview (Note: 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 below.)

You will note that there is a reminder at the top telling you that “you must read all these pages and submit the Course Overview Survey.” Completion of this survey will automatically release the course content to you. You won’t 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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Help Forum
If you have general questions about the course, post them in the Help Forum. You can also help your classmates with responding to their question in this forum.

Content
In online courses, completing the Course Overview Survey will unlock the course content. The course content will appear under the Table of Contents heading organized by weeks.

![Table of Contents]

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

![Week 1]

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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.

**Note:** Classroom versions of courses may differ in their content set-up.

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**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.

**To submit an assignment to a drop box.**

1. Click on the link to the dropbox.

2. If a grading rubric is available, you will see a link to it on the dropbox page. You can click on the rubric link to see how your assignment will be graded.

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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**.

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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 e-mail has been sent to your instructor.

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

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Discussions

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.

To participate in a discussion:

1. Click on the link to the discussion.

2. If a grading rubric is available, you will see a link to it on the discussion page. You can click on the rubric link to see how your assignment will be graded.

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 or Subscribe to the thread.

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6. Click **Save as Draft** if you want to return and edit later.

7. Click **Post** to submit.

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

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

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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.

To take a quiz:

1. Click on the link to the quiz.

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

   ![Sample Exam](image)

   - **Introduction**
     This exam covers Topics 1-3. There are T/F and Multiple Choice questions.

   - **Instructions**
     You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

     Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

     When you have finished reviewing these instructions, click on "Start Quiz!" to begin Attempt 1.
     **Note:** Your quiz may take a few minutes to be set up.

     The timer will not begin until after the setup process is finished.

     ![Start Quiz!](image)

3. Click the **Start Quiz!** Button.

4. Then 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.

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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**

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).

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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 checkmark will appear on the right and the percentage/progress bar will update.

Once you have completed a topic, a green checkmark will appear beside the topic name in the Table of Contents.

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**.

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Printing in eLearn

There are several options for 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.

**Print from Browser**

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

**Note:** we do not recommend using the Firefox browser with this option, since the browser does not have a selection print option; the document would be truncated. Use the **Printer-friendly** option above.

**Internet Explorer 9+:**
1. When viewing the topic, select the entire text by right-clicking with the mouse and clicking **Select All**, or pressing **CTRL+A** on your keyboard.
2. **Print Preview** the text by right-clicking with the mouse and click **Print Preview**.
3. **Select** the **As Selected on Screen** option and then click **Print** on the printer icon.
4. **Select** any print options you prefer and then click **Print**.

**Google Chrome 34+:**
1. When viewing the topic, select the entire text by pressing **CTRL+A** on your keyboard.
2. **Press** **CTRL+P** on your keyboard to open the print preview and printer options.
3. **Select** any print options you prefer and then click **Print**.

**Safari 5.1+ (on Mac):**
1. When viewing the topic, select the entire text by pressing **CMD+P** on your keyboard to open the print preview and printer options.
2. **Select** any print options you prefer and then click **Print**.

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Need Additional Help?

If you need additional help using eLearn, contact the Sinclair HelpDesk at (937)512-HELP or e-mail the helpdesk at helpdesk@sinclair.edu.

If you need help with your course content, contact your instructor.

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