



eCollege

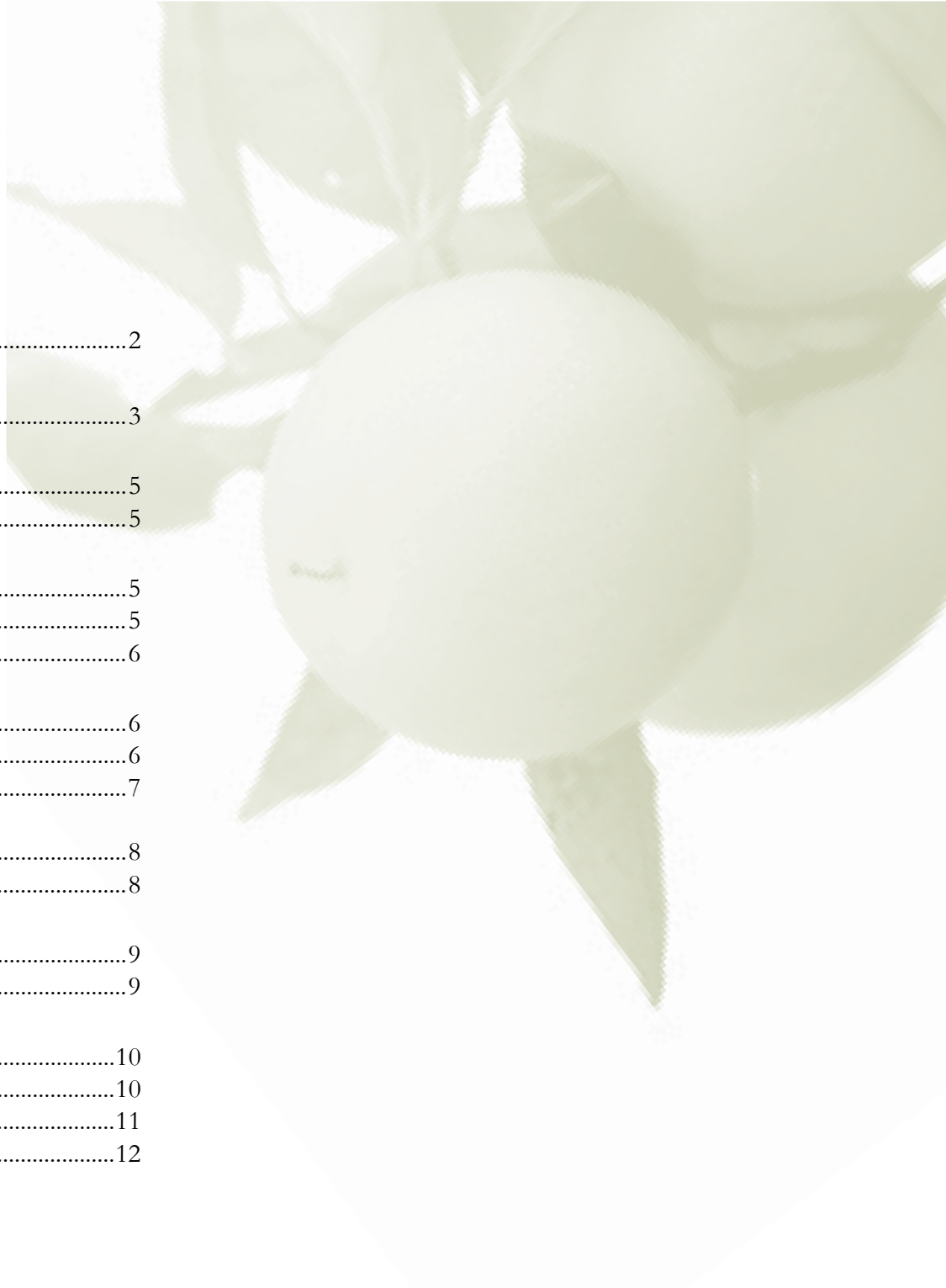
QUICK GUIDE FOR STUDENTS

September 2011



Table of Contents

Table of Contents	2
eCollege Quick Guide for Students	3
Gradebook	5
To access the Gradebook:	5
Email	5
To send an email to the instructor or a classmate:	5
To send an email to the entire class:	6
Live	6
To access the chat:	6
To access ClassLive:.....	7
DocSharing.....	8
To retrieve documents from DocSharing:	8
Dropbox	9
To access the Dropbox:	9
Discussion Posts	10
To post to the discussion area:.....	10
To respond to your classmates' posts:.....	11
Suggestions for good discussion posts:.....	12

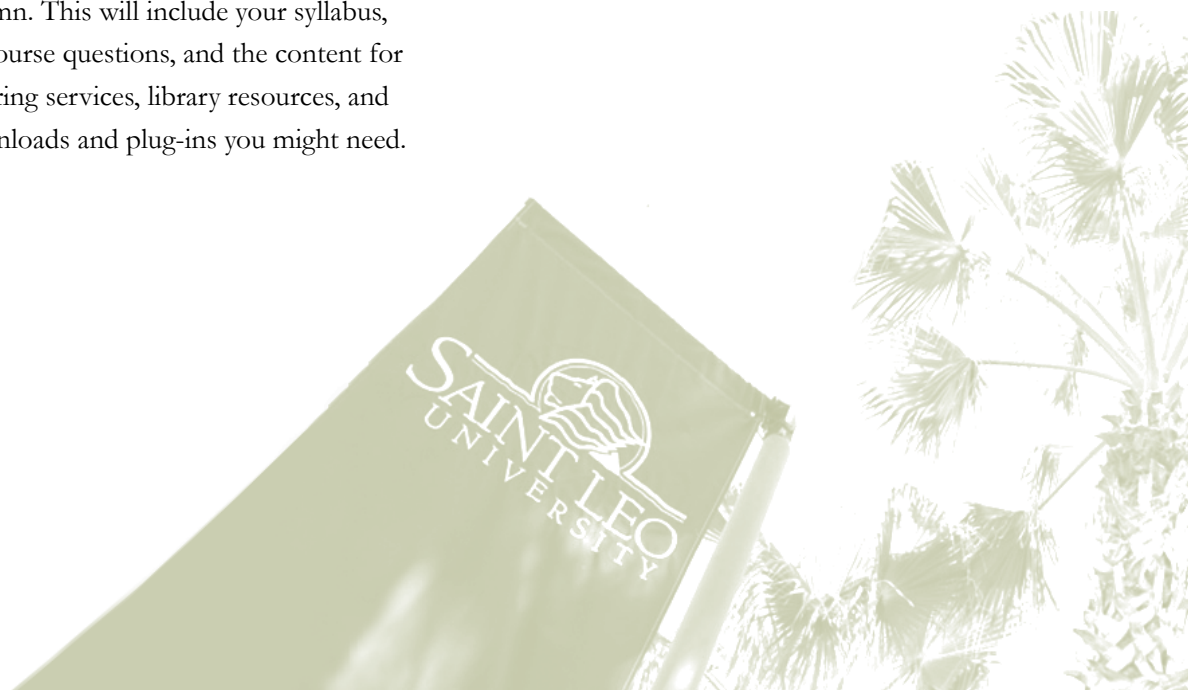


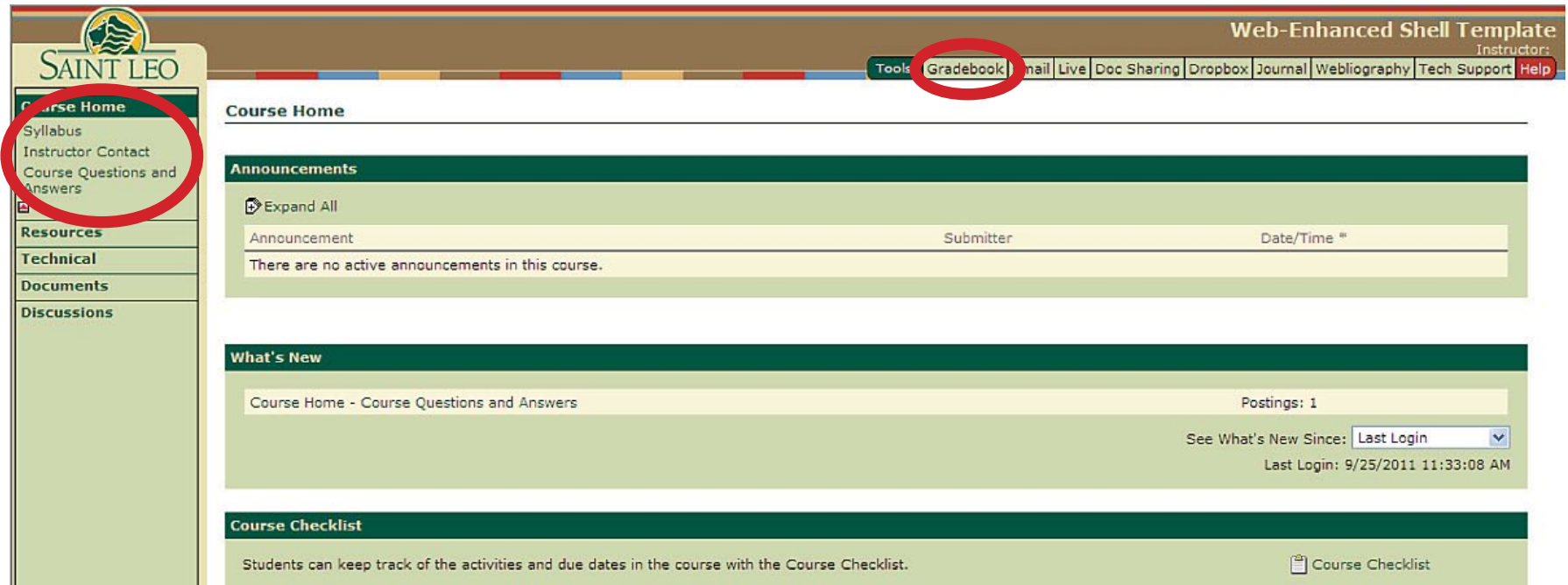
eCollege Quick Guide for Students

eCollege is the learning management system that will be used for all courses at Saint Leo University beginning Spring 2012. eCollege is a convenient online system that allows you to access materials related to your courses and communicate with your instructors and classmates from any computer or device connected to the Internet.

To access eCollege, connect to the Saint Leo University portal (<https://my.saintleo.edu/>), enter your user name and password to log in, and then click on the eCollege link along the top of the screen. A new window will open connected to eCollege.

Once you are connected, click on the Courses tab in the upper left corner of the screen, and you will see your classes listed. There will be some variation in what information your instructor provides, but there are some common elements to look for – the left column menu and the course tools across the top. Course content is found along the left column. This will include your syllabus, instructor contact information, a discussion forum for general course questions, and the content for your course. The Resource section includes information on tutoring services, library resources, and style guides. The Technical section includes information on downloads and plug-ins you might need.





Course Tools run along the top. This includes the **Gradebook**, chat areas (labeled **Live**), **Email**, **DocSharing**, **Dropbox**, and **Tech Support**.

The email tool is internal to the course; it will not link to your regular Saint Leo email account. DocSharing is a place for your instructor to provide files that you will use in the class – perhaps study guides or practice exercises. You will use the Dropbox for submitting assignments. At the end of the list of tools, you'll notice that there is both a Tech Support tab and a Help tab. Tech Support provides you with information on getting personalized help through a toll-free telephone number, chat session, or email. These services are available seven days a week, 24 hours per day. Help provides context sensitive help pages. For example, if you are in the Dropbox and need information on how to use it, the appropriate information will be displayed. Information on each of the tools you will need to use in your course are included below as a reference guide. You may want to print this to use as a reference during your first term.

Gradebook

The Gradebook provides you with information on grades earned as well as total points in the course and any weighting of assignments in reference to the final grade.

To access the Gradebook:

1. Click the **Gradebook** tab.
2. Click on a blue graded item link to view comments your instructor made on your assignment. You may respond or submit any additional information if necessary.

Email

Course email is an effective tool for communicating with your instructor and your classmates. Remember that the course email is internal to the class only and will not connect with your regular Saint Leo email account.

To send an email to the instructor or a classmate:

1. Click the **Email** tab in the course toolbar along the top of the page.
2. Click the **New Message** button.
3. In the **Select Recipient's** box, use the scroll bar to locate the person's name.
4. Click on the name.
5. Click the arrow to send the name to the **Recipients** box.
6. Type a subject line.
7. Type your email message.
8. Click the **Send Message** button.



At this time, eCollege does not have the ability to attach documents to email but this feature is scheduled to be added in early 2012.

To send an email to the entire class:

1. Click the **Email** tab in the course toolbar along the top of the page.
2. Click the **New Message** button.
3. In the Select Recipient's box, click on **All Class Members**.
4. Click the arrow to send the names to the **Recipients** box.
5. Type a subject line.
6. Type your email message.
7. Click the **Send Message** button.

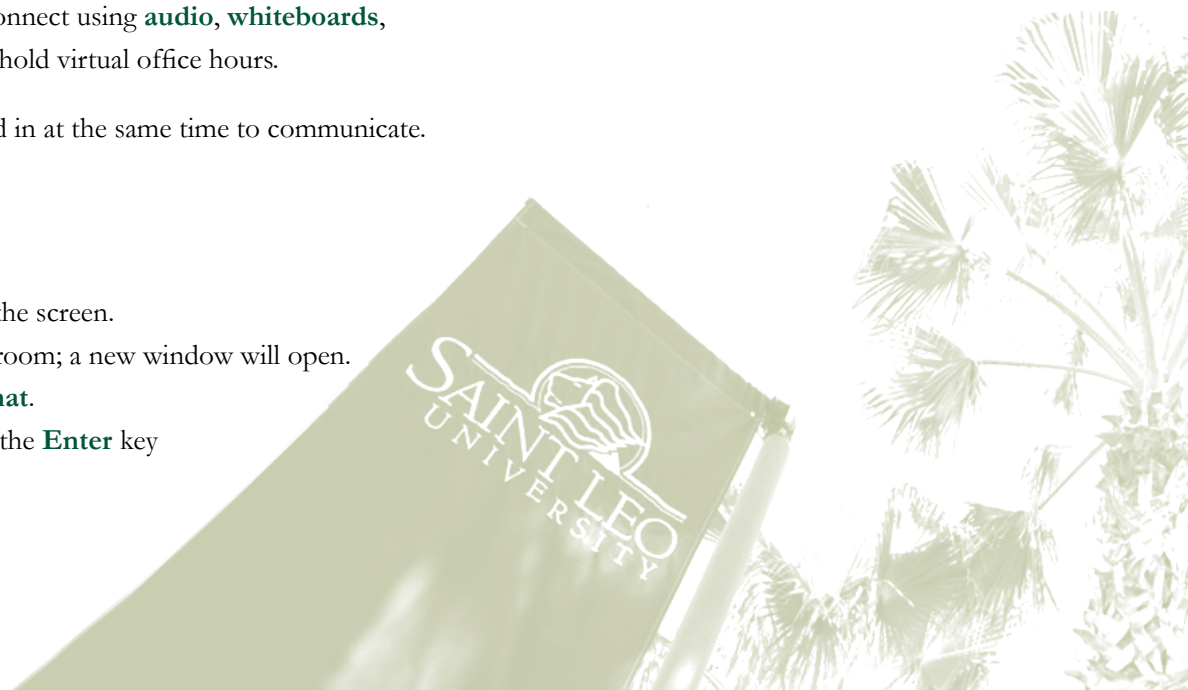
Live

eCollege offers two methods to connect with your classmates or instructor in real-time – **Chat** and **ClassLive**. Chat is text-based and ClassLive provides a way to connect using **audio, whiteboards, break out rooms, and text chat**. Many faculty use ClassLive to hold virtual office hours.

Remember that with chat tools, all participants need to be logged in at the same time to communicate.

To access the chat:

1. Click the **Live** tab.
2. Click the **Chat** button in the upper left portion of the screen.
3. Click the appropriate link to enter the desired chat room; a new window will open.
4. Click the button labeled **Click Button to Enter Chat**.
5. Type your thoughts into the white text area and hit the **Enter** key on your keyboard to post your message.



To access ClassLive:

1. Click the **Live** tab.
2. Click the **ClassLive** button in the upper left portion of the screen.

NOTE: If this is your first time entering ClassLive, you will be prompted to download the software. Follow all of the prompts. If you have never participated in an online whiteboard session, click Help in the menu at the top of the screen, then Participant Help to learn about all of the features available.

3. Click the **Join a Session** link.
4. The chat area is located in the lower left portion of the window.
5. Type your comments in the text field and click the **Send** button.

You can also participate using the audio feature if you have a headset with microphone.



DocSharing

DocSharing is an area for you to retrieve documents from your instructor, and you can share documents with your classmates and instructor.

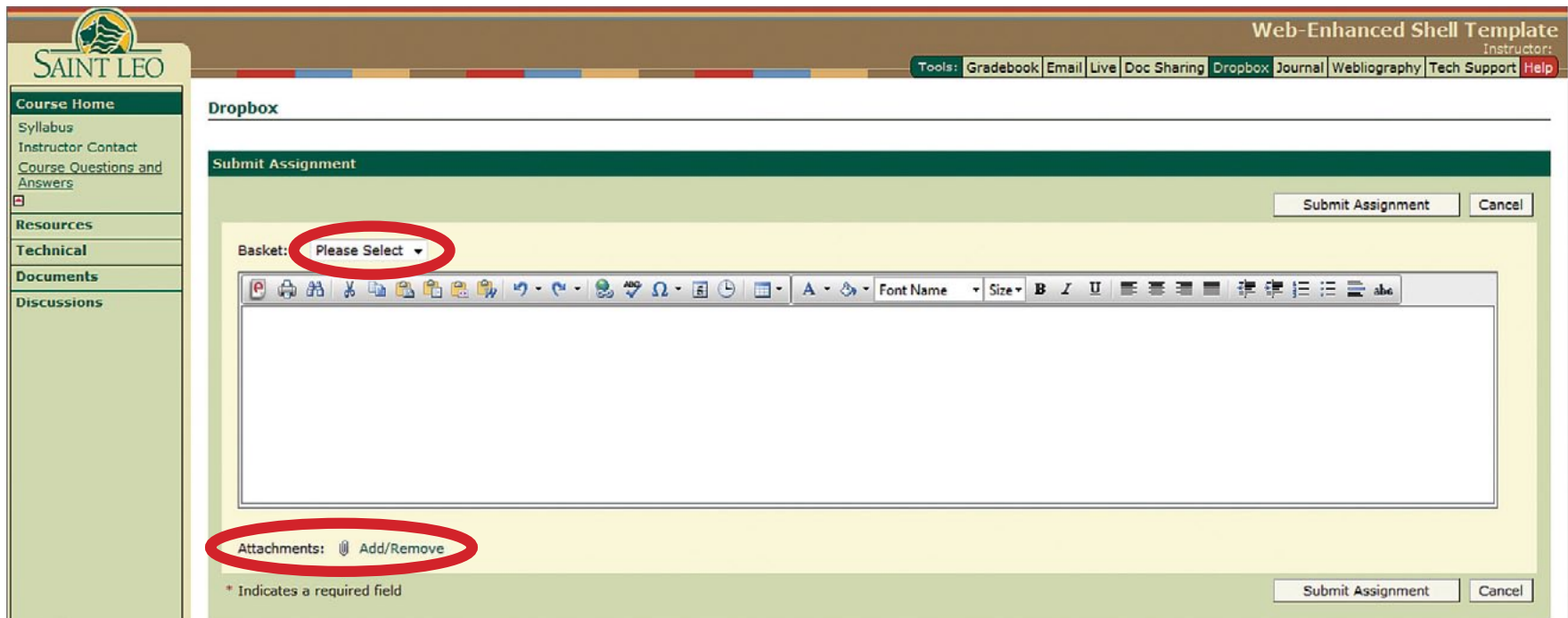
To retrieve documents from DocSharing:

1. Click the **DocSharing** tab in the course toolbar along the top of the page.
2. Click the underlined name of the document to open it or save it to your computer.

If you have an electronic document that you want to share with the class, for instance a scanned article from the newspaper, you can upload it into the course and allow everyone to see it.

1. Click the **DocSharing** tab in the course toolbar.
2. Click the **Upload Document** link.
3. Select whether you want to share it with the **Instructor Only** or the **Entire Class**.
4. Click the **Browse** button and select the file you want to share.
5. Click the **Upload File** button.



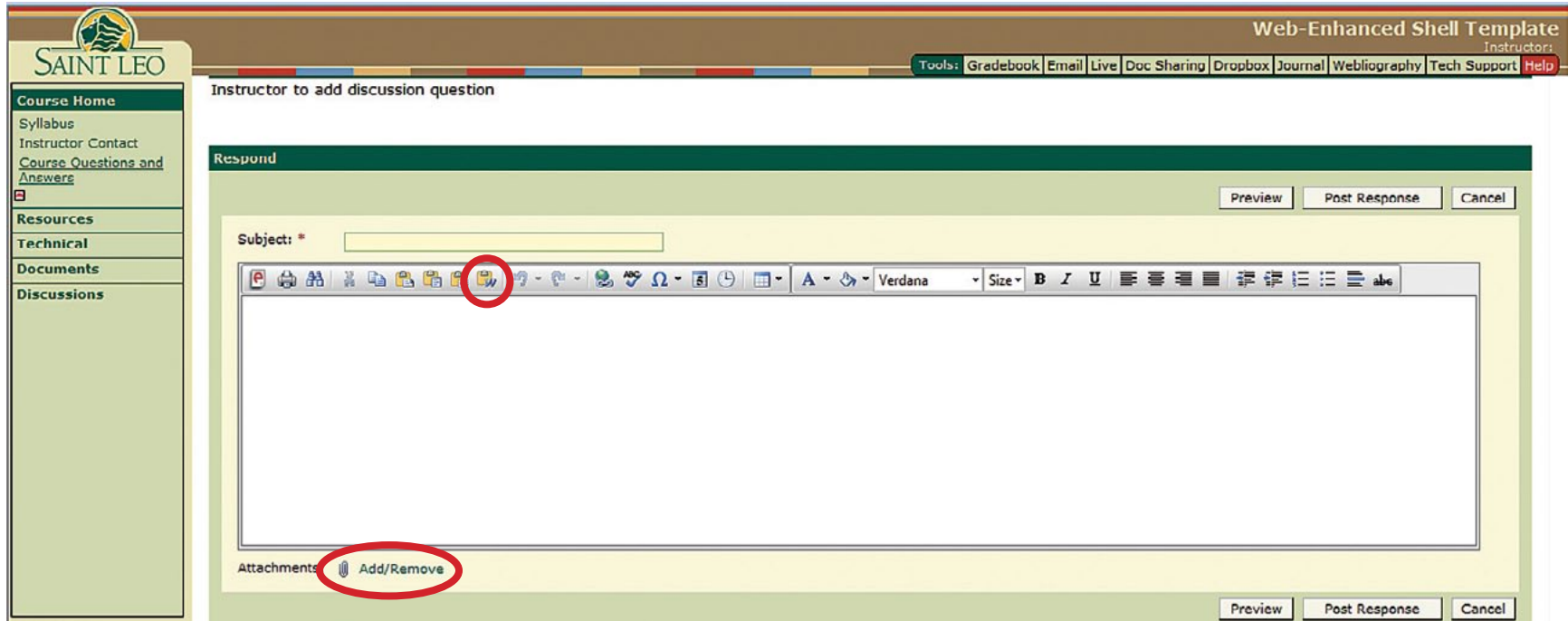


Dropbox

The Dropbox is used to electronically submit your assignments to your instructor.

To access the Dropbox:

1. Click the **Dropbox** tab.
2. Click the **Submit an Assignment** link.
3. Select the appropriate **Basket** for the assignment.
4. Input any comments regarding that assignment that you would like your instructor to see.
5. Click the **Add/Remove** link next to the word **Attachments**.
6. Click the **Browse** button to locate the appropriate assignment document on your computer.
7. Click the **Attach File** button.
You may attach more than one file at a time.
8. Click the **OK** button.
9. Click the **Submit Assignment** button.



If you have formulated your response in Microsoft Word before logging into eCollege, there is a special button that will keep all of the formatting that you had in Word in the new post. Look for the 9th icon from the left.

Discussion Posts

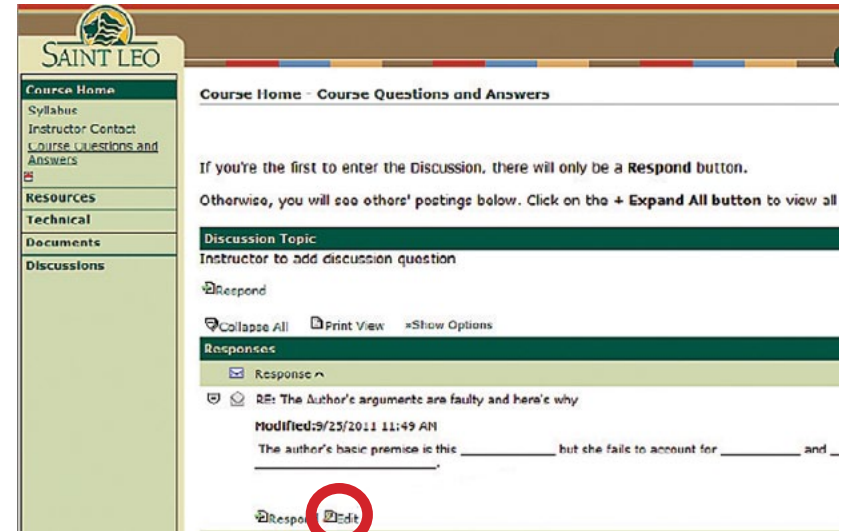
To post to the discussion area:

1. Click on the Discussion in the left menu.
If you're the first to enter the Discussion, there will only be a **Respond** button. Otherwise, you will see others' postings below. Click on the **+ Expand All button** to view all of the entries made by your fellow learners or click each one, one at a time.

2. Click the **Respond** link.
3. Input your response.
4. If you want to attach a document, click on the **Add/Remove** link and locate the appropriate document on your computer.
5. Click the **Preview** button if you want to review it before posting and then the **Post Response** button to submit it to the discussion forum.

To respond to your classmates' posts:

1. Click on the **Respond** link directly beneath the posting to which you would like to respond.
2. Type your response and click the **Post Response** button.



If you need to edit your post after you have posted it, look for the Edit button directly beneath the post.

Suggestions for good discussion posts:

- Provide concrete examples from the readings to support what you are writing.
- Integrate prior readings and prior discussions to connect learning between class sessions.
- Include personal observations and knowledge – what does this content mean to you in the real world?
- Should be well-organized and information should be presented in a logical sequence with word choice and sentence structure that are appropriate for college-level writing.

