



1. Student User Guide

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1.1 MyWorkspace

The screenshot displays the MyWorkspace interface. At the top, a navigation bar includes 'My Workspace', 'Users Group', 'TRAINERS DG', 'ETUDES 101 GN 1127 F06', and 'ETUDES 101 NW 1127 F06'. A '- more -' dropdown menu is also present. On the left, a vertical navigation menu lists: Home, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, and Account. Below this menu, it shows 'users present: Vivie Sinou'. The main content area is divided into two sections. The left section, titled 'GLOBAL CALENDAR', shows a calendar for December 2006 with the 28th highlighted. Below the calendar, it lists 'Events for Dec 28, 2006' with one event: 'Deadline - Due Upgrade assignment test'. The right section, titled 'TIPS & INFORMATION', contains a 'Welcome to your personal workspace!' message and a detailed explanation of the workspace's purpose and features, such as managing personal documents, schedules, and preferences.

My Workspace is an individual worksite for each user. When you first log into the system, you will be in your *MyWorkspace* area. It is the first (leftmost) link on the top navigation menu bar. In addition, the top navigation menu bar will have links to course sites for which you are a member (registered student).

Key Concepts

In *MyWorkspace*, you can perform various tasks, including:

- Post (upload) files in your own private Resources area
- View an integrated Schedule for all sites that you are an active student.
- View Announcements from all your course sites
- Create your own private Schedule course items
- Choose how you would like to be notified of new or changed items on sites you belong to in the Preferences tool

Things to Consider

In *MyWorkspace* you can print a PDF file of all your Schedule events for the day, week, or month.

You can save drafts or backup copies of work in progress in *MyWorkspace* Resources.

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1.1.1 MW Preferences

There are four options in Preferences. They are explained below:

Notifications

Set the preferences for how you would like low priority notifications to be received. This includes announcements, email archive and resources. The options are to receive these items:

- individually when posted,
- as a daily digest, or
- to block them so you never receive them.

Note: All high priority notifications will be sent via email. Students cannot set high priority items to not be received. If your instructors really needs to send you notification about something urgent, he/she can. If your email address in your account is valid and not too full for new messages, you will receive an email message.

The screenshot shows a web interface for 'PREFERENCES'. At the top, there are four tabs: 'Notifications', 'Customize Tabs', 'Time Zone', and 'Language'. The 'Notifications' tab is selected. Below the tabs, the heading 'Notifications' is displayed. A message states: 'You will receive all high priority notifications via email. Set low priority notificati below.' There are two main sections: 'Announcements' and 'Email Archive'. Each section has three radio button options. In the 'Announcements' section, the third option 'Do not send me low priority announcements' is selected. In the 'Email Archive' section, the third option 'Do not send me emails sent to the site' is selected.

PREFERENCES

[Notifications](#) [Customize Tabs](#) [Time Zone](#) [Language](#)

Notifications

You will receive all high priority notifications via email. Set low priority notificati below.

Announcements

- Send me each notification separately
- Send me one email per day summarizing all low priority announcements
- Do not send me low priority announcements

Email Archive

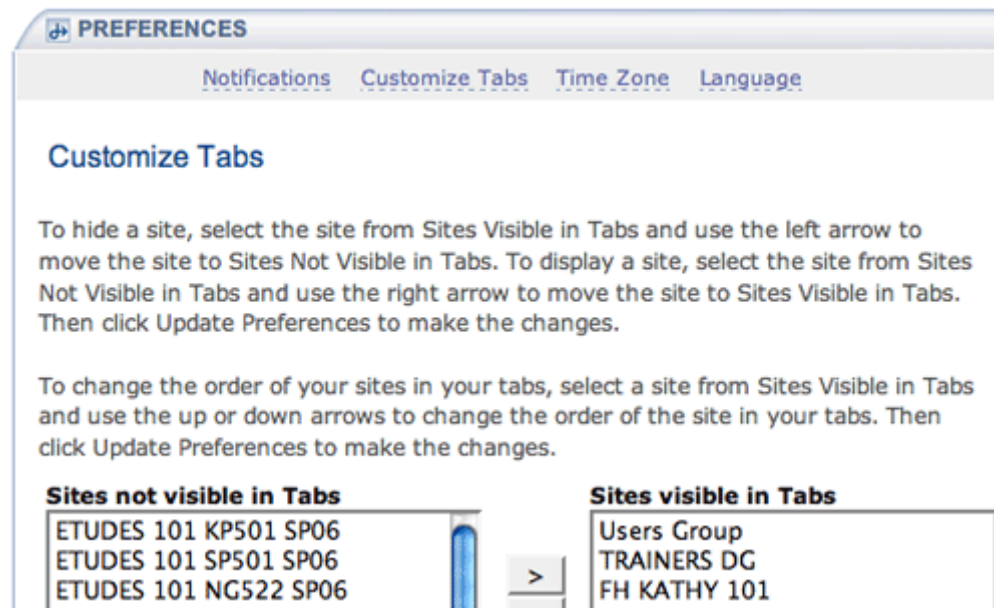
- Send me each mail sent to site separately
- Send me one email per day summarizing all emails
- Do not send me emails sent to the site

Customize Tabs

If you are registered or are a member of more than one course in the system (older terms, etc.), you can organize the tabs across the top of the page. In the visible sites list portion of Customize Tabs, the class at the top of the list shows up at the left in tabs across the

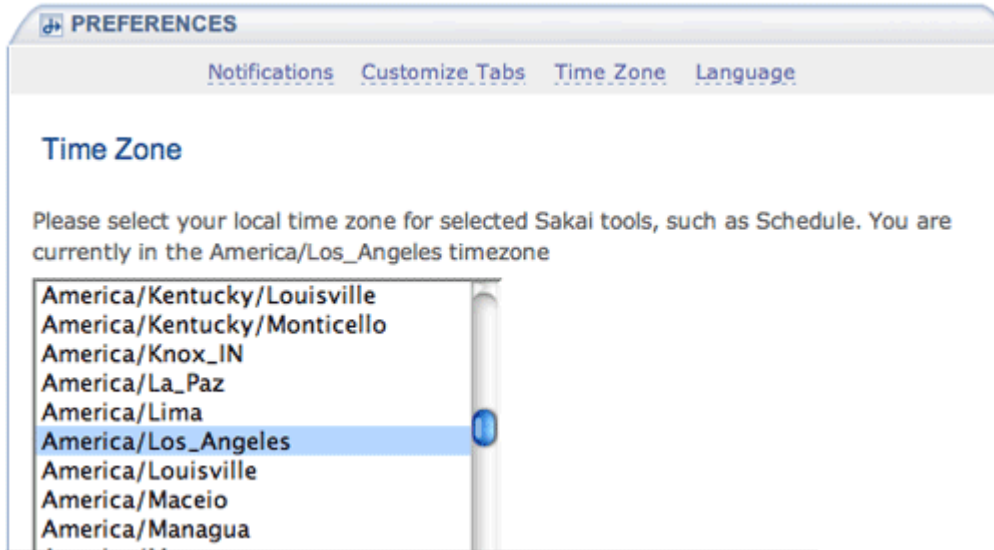
top of the window. If you have too many visible sites to fit across the page, the leftovers will be in a pop-down menu.

Move finished classes over, if the instructor has not disabled them, to the left box in Customize Tabs to make them not visible. This will save room on your row of site tabs, but leaving the class still accessible by coming back here and making it visible again if you need to access the class for some reason.



Time Zone

The Time Zone allows you to choose what time zone you are in. When you do that, the times will be reflected in areas that use time, such as Chat Room and Tests & Quizzes. Give it a try to see how it works: I chose LaPaz and my Chat Room time went ahead 2 hours from my standard Pacific Time. Then when switched back to Los Angeles time, that same Chat message dropped 2 hours back.



Language

The Language preference allows you to set your language to something other than English. Some system-related words, such as buttons and directions, will change to the new language. But text entered by you or the instructor will remain in the language in which it was typed. Go ahead and give it a try. You can return here and switch it back to English whenever you want.



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1.1.2 Account Settings

Account

The Account link allows users to change their name, password, and email address. This is important, for example, if a student goes by their middle name, or if they get married, they'll want to use the correct name. Also, many times students (and maybe faculty, too) will want to use a different email account than the one they listed when they first were admitted to the school. If that information is not current, each user can come in here to correct it. The only thing that can't be changed is the User ID.

Faculty do not have access to student passwords.

ACCOUNT

Review and modify this User's information.

User Id: kaUly

First Name: Kathy

Last Name: Fransham

Email: franshamkathy@fnda.edu

Create New Password:

Verify New Password:

Created By: ETUDES-NG Administrator

Created: Jun 24, 2005 2:19 pm

Modified By: ETUDES-NG Administrator

Modified: Jun 24, 2005 4:32 pm

Save Cancel

NOTE 1: It is highly recommended that you do not change your name to something the teacher won't be able to recognize as you. Be sure to notify the teacher if you change your name here within the system.

NOTE 2: It is highly recommended that you do not change your name with your school's SIS system in the middle of the term. If you do so, the system may not recognize the change, so you'll end up with a portion of your work under your old name and a portion of your work under your new name, and not enough points to pass the class under either name.

Logout

At the upper right is a Logout button which allows you to log out of the system. Be sure to click here when you are finished working. Close all browser windows to ensure that you are completely logged out and prevent unauthorized access to your site by others.

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1.1.3 The Jiffy Lube - Reset Button

This section does not have anything to do with My Workspace, but it is such an important button to know about, we decided to cover it here. The jiffy lube button is also known as the 'reset' button.



That little icon to the left of each tool's title (looks like a jiffy lube logo) is a link back to that tool's beginning (table of contents) or home page. If you get stuck at a level deeply in your course, like in Assignments or Modules, and you find that the back button of the browser does not help, click on the jiffy lube icon.

For example, if you are reading a lesson in the Modules area, you will return to the list of modules when you click on the icon. Many times, you can use the menu options of tools to return to the home page. However, some times, if you are in the middle of a process, you cannot get out by clicking on a menu option. You have to finish what you are in the middle of by clicking on 'done,' or 'cancel' or 'submit' at the bottom of the page. The jiffy lube will reset the tool and will get you out, without requiring you to scroll to the bottom of the page.

All the tools except for Discussions have one of those Jiffy Lube icons and they all work the same way.

(By the way, we are calling it a Jiffy Lube icon because it is a curly arrow that looks like Jiffy Lube's logo. It's not really related to Jiffy Lube at all.)

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1.1.4 MW Menu

The menubar on the left contains buttons for many functions, described below. It is important to understand that the *MyWorkspace* menubar is different from a course site's menubar, although they are located in the same area and look similar.

Home
Membership
Schedule
Resources
Announcements
Worksite Setup
Preferences
Account

users present:

Kathy Fransham

Home: The Home button takes you to the homepage of *MyWorkspace*. There are two informational boxes here. The System Administrator provides content for both boxes. The upper box is an Announcements box. By clicking the Options link at the top of the box, you can set how much of the announcement shows, the number of days in the past your announcements can be without dropping off, and how many announcements you want to view here. The lower box welcomes you to your personal workspace. You have the options of changing the title of the box and the height. That's it. After making your choices, click the Update button. Your changes should take affect immediately.

Worksite Setup: This area contains a list of your class sites. When your course is over, your instructor may disable the course and you will no longer be able to access it. Also, if you get dropped from a course, you will no longer see a tab for it on the navigation menu bar.

Preferences: There are three links at the top of the page. Notifications is the area where you can set up how you want to be notified of course activity (announcements, e-mail archives and resources). The options are to be notified of all activity, to save notification and send out in a digest once a day, or to receive no notification. The Customize Tabs page allows you to organize your course tabs at the top of the window. If you have more than a few courses (say you have tabs for courses from last term or more in the past), you may want to make them invisible and you make that choice here. A final tab allows you to set your time zone.

Schedule: Viewable in a calendar or list format, the MyWorkspace schedule will contain events from all your class schedules. You can also add your own events to this calendar.

Membership: The membership feature provides a list of Current Sites that you belong to.

Resources: In the Resources area you can store personal files (documents, images, etc.) You may choose to arrange your Resource area into folders based. It is your private resources.

Account: The account area summarizes your information, such as name, e-mail and type password. Click on Modify to change your name, email address or password. Changes made here are internal to the System -- it does nothing to your accounts in your college's systems.

Announcements: Announcements are created in courses by instructors. The announcement area in *MyWorkspace* summarizes any announcements from courses you are a member of.

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1.1.5 MW Schedule

The schedule allows instructors or site organizers to post items in a calendar format. The calendar has day, week, month, year, and a flat list views. The schedule in *MyWorkspace* merges the schedules from all your joined sites in one place. Students can add events to their *MyWorkspace* schedule.

Key Concepts

To see a list of all the activities on a calendar, click View: list of events.

Merging Schedules

All schedules on sites you have access to are merged in your *MyWorkspace* Schedule. You have no control over that. You can also selectively merge schedules from class sites you have access to using the merge feature from the site you want to add other schedules to.

Things to Consider

- Any schedule item can have multiple attachments.
- You can print an Adobe PDF file of any view of a schedule by clicking the Printable Version button while in the desired view.

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1.1.6 MW Announcements

Announcements

MyWorkspace Announcement List shows which site the announcement is from

Click on the Subject Title to view announcement

Viewing 1 - 10 of 27 items

Subject	From	Site	Date
MacWorld Conference	Kathy Fransham	KATHY 101 001	Nov 30, 2005 1:33 pm
Module 14 Assignment clarification	Norah Glover	ETUDES 101 N21 D05	Nov 29, 2005 5:42 pm
email aliases for your sites	Vivie Sinou	ETUDES 101 N21 D05	Nov 28, 2005 11:29 am

Announcements are used to inform site participants of current items of interest. Recent announcements appear on a class home page. Instructors have the ability to customize the look of these announcements and the length of time they stay on the home page.

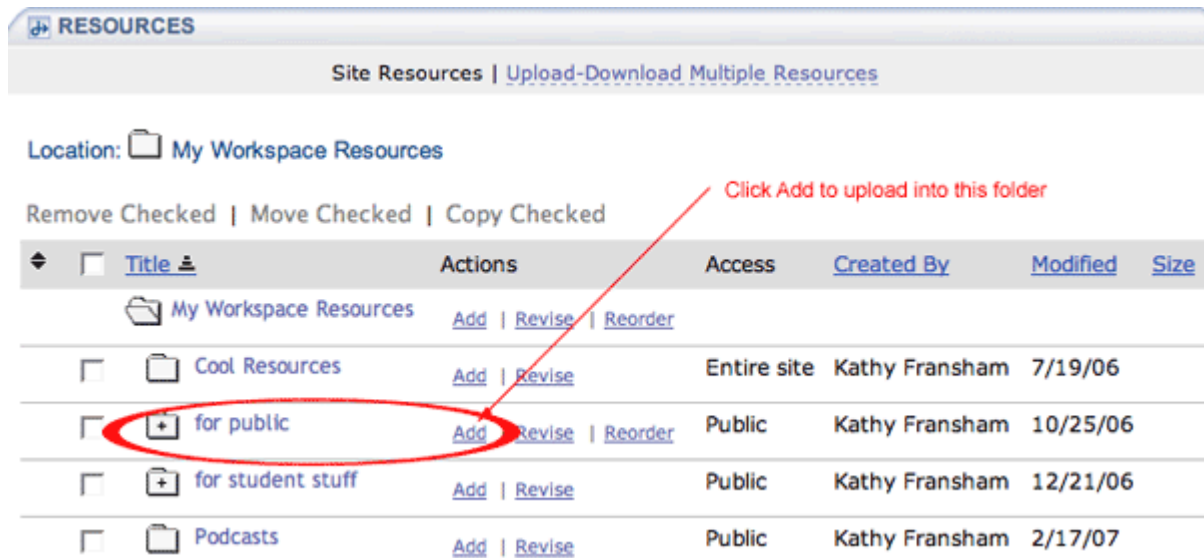
All classroom announcements are also viewable in *MyWorkspace*. To see announcements from all the sites to which you belong, click Announcements in the menubar of *MyWorkspace*. They will be listed only by title. Click on a title to view the entire announcement. Once in an announcement you can click Next to see the next one, or click on Return to List to go back to the list of all announcements. (You can also return to the list by clicking on the small "Jiffy Lube" logo to the left of the Announcements title at the top of the page.)

Key Concepts

- When you click Announcements in the left menubar, you will see a list of announcements. To rearrange the list:
- Click or double-click Subject to arrange the announcement titles alphabetically. Click or double-click Subject again to reverse the order.
- Click or double-click From to arrange the announcements by the authors' last names. Click or double-click it again to reverse the order.
- Click or double-click Date to arrange the announcements chronologically. Click or double-click it again to reverse the order.


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1.1.7 MW Resources










RESOURCES

Site Resources | [Upload-Download Multiple Resources](#)

Location:  My Workspace Resources

[Remove Checked](#) | [Move Checked](#) | [Copy Checked](#)

 Title 	Actions	Access	Created By	Modified	Size
 My Workspace Resources	Add Revise Reorder				
<input type="checkbox"/>  Cool Resources	Add Revise	Entire site	Kathy Fransham	7/19/06	
<input type="checkbox"/>  for public	Add Revise Reorder	Public	Kathy Fransham	10/25/06	
<input type="checkbox"/>  for student stuff	Add Revise	Public	Kathy Fransham	12/21/06	
<input type="checkbox"/>  Podcasts	Add Revise	Public	Kathy Fransham	2/17/07	

Resources is a folder where you can store resources online to refer to for study or projects. It is your private space - not viewable by your instructor or peers. The Resources folder available in *MyWorkspace* is not the same as the ones available in each course site. The Resource Folder in a course is controlled by the instructor and stores information for that course. Users (instructors or students) can store their **own** resources in *MyWorkspace*.

Resources uploaded into *MyWorkspace* are not available to anyone else. There are three types of resources: documents (e.g., word processing documents, spreadsheets, slide presentations, plain text), links to other websites, and simple text documents that display right on the page.

You can upload up to ten resources at a time, post items in or outside of folders, create folders inside other folders, and create HTML documents in the system.

Key Concepts

Once you click Resources in the menubar, you will see a list of the resources and/or folders containing resources. Click a resource title to open it, or click the folder icon next to the folder name or the name itself to open a folder.

You can sort the resources by title (click Title), size (click Size), the resource creator (click Created by), and when the resources were last modified (click Last modified). To reverse the order, click any of these links again.

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1.2 Using the Discussion Tool

The Discussions & Private Messages tool is a place for asynchronous discussion amongst us... Since we'll be a lot of that, we thought we'd cover a few basics. You can probably figure out most of this on your own as you post and reply to topics, but if you get stuck, more information can be found here.

At the very minimum, please review the "sections" on *Marking posts as read* and how to **set up your profile**.

Discussion Home Page

The screenshot shows the 'DISCUSSION AND PRIVATE MESSAGES' interface. At the top, there are navigation links: Discussion Home, Search, Recent Topics, Member Listing, My Profile, My Bookmark, New Private Messages: (2), and Mark All As Read. Below these are status messages: 'You last visited on: 12-21-2006 07:55:24:AM' and 'The date and time now is: 12-21-2006 07:56:50:AM'. The main section is titled 'Discussion List' and contains a table with columns: Discussions, Topics, Messages, and Last Message. The table lists several categories: 'Kathy's Stuff' (header), 'Questions' (1 topic, 5 messages), 'Fun stuff' (9 topics, 30 messages), 'Class Discussions' (10 topics, 41 messages), 'Other' (header), and 'Student Lounge' (1 topic, 3 messages). At the bottom, there are status indicators: 'New Messages', 'No new messages', and 'Blocked Forum'. Red arrows point to various elements: 'Link to discussion home' points to 'Discussion Home'; 'Set profile here' points to 'My Profile'; 'Send/read private messages' points to 'New Private Messages: (2)'; 'Mark messages as read' points to 'Mark All As Read'; 'Category level' points to 'Kathy's Stuff'; and 'Forum level' points to the 'Questions' row.

Discussions	Topics	Messages	Last Message
Kathy's Stuff			
Questions Come here to ask questions pertaining to the class.	1	5	11-16-2006 15:12:29:PM user4 Foothill →
Fun stuff	9	30	12-08-2006 16:44:59:PM Kathy Fransham →
Class Discussions Use this forum to participate in class discussions.	10	41	11-16-2006 15:14:30:PM user4 Foothill →
Other			
Student Lounge Use this forum for other questions/topics amongst yourselves.	1	3	12-08-2006 16:45:28:PM Kathy Fransham →

The picture above shows the first screen, or Home Page, of the discussion tool.

To read discussions and contribute, you can follow a couple of approaches.

(1) You can go straight to the most recent dialogue. You can click on Recent Topics (see top menu) to see recent posts in chronological order. After you read one and reply, click on Recent Topics again, and go to the next, and so on.

Or,

(2) You can go directly to a forum and then a topic, by clicking on them. This is particularly important if you must contribute to a particular Forum topic / discussion, as assigned by your instructors.

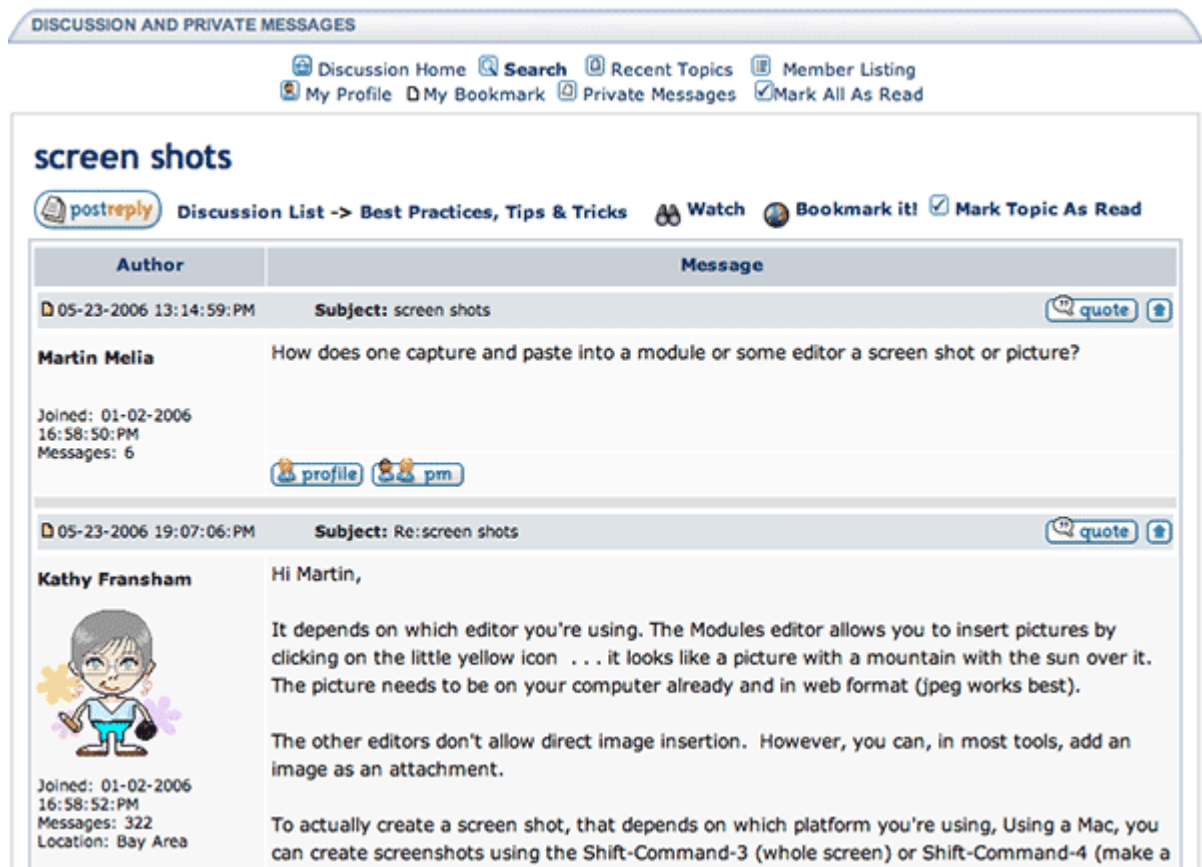
The following section shows how you can post and reply to messages.

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1.2.1 Post & Reply

To read the topics and posts within a particular forum, click on the forum title on the Discussion Home Page. You will see a list of topics related to that forum. Orange-colored icons indicate new replies since you last marked the forum as read. (For information about how to mark topics or the forums as read, see next section).

Click on a topic to see all the postings about that topic. You'll probably get into the habit of scrolling down to see just the orange posts. Also, be aware that postings are listed chronologically -- that is, the latest post is at the end of the list.



The screenshot shows a forum interface with a navigation bar at the top containing links for Discussion Home, Search, Recent Topics, Member Listing, My Profile, My Bookmark, Private Messages, and Mark All As Read. The main content area is titled "screen shots" and includes a "postreply" button and a "Discussion List" link. The discussion list shows two posts:

Author	Message
Martin Melia Joined: 01-02-2006 16:58:50:PM Messages: 6 profile pm	Subject: screen shots How does one capture and paste into a module or some editor a screen shot or picture?
Kathy Fransham  Joined: 01-02-2006 16:58:52:PM Messages: 322 Location: Bay Area	Subject: Re: screen shots Hi Martin, It depends on which editor you're using. The Modules editor allows you to insert pictures by clicking on the little yellow icon . . . it looks like a picture with a mountain with the sun over it. The picture needs to be on your computer already and in web format (jpeg works best). The other editors don't allow direct image insertion. However, you can, in most tools, add an image as an attachment. To actually create a screen shot, that depends on which platform you're using, Using a Mac, you can create screenshots using the Shift-Command-3 (whole screen) or Shift-Command-4 (make a

There are three ways to add your own 2¢ to the discussion:

#1 - Post Reply


To add your own statement to this list of messages, click on the Post Reply button, located both top and bottom of the existing posts. That will open up an editor window where you can add your statement. When you submit it, your post will be added onto the bottom of the list.

#2 - Quick Reply

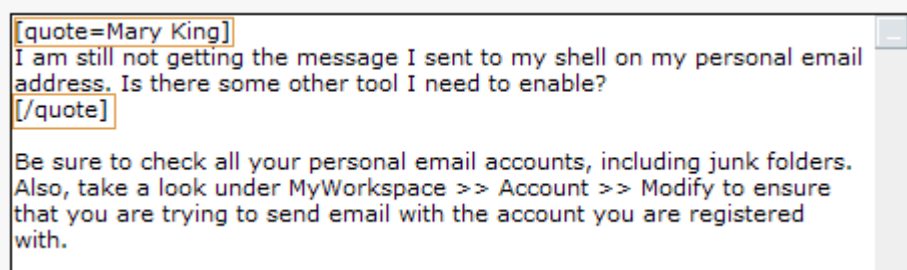
You may also click on Quick Reply at the bottom of the screen to post a reply. This is very useful if you are NOT concerned about having formatting options, but you want to post a quick reply to someone and move on. The Quick Reply link gives you a small, plain window to compose and post a reply. (If you know bb code, you can use it there. If you don't know what bb code is, don't worry about it. It is not required here.)



#3 - Reply with Quote

Reply with quote is a feature located in the upper right corner of the message window. It is critical to use  `quote` if you are responding to a portion of someone's message. This works very much like when you are responding to email and you are embedding comments inline someone's writing. Like in email, you should remove the parts of the message that are irrelevant to what you want to comment on, and leave just the phrase or sentence that you want to focus your reply on.

Be sure to **leave** quote tags around the original message `[quote=user]` and `[/quote]`, intact, as in the following example. Add your reply **after** the `[/quote]` tag.



After you post your reply, it will look like this:

Mary King wrote:

I am still not getting the message I sent to my shell on my personal email address. Is there some other tool I need to enable?

Be sure to check all your personal email accounts, including junk folders. Also, take a look under MyWorkspace >> Account >> Modify to ensure that you are trying to send email with the account you are registered with.

Whether you reply with quote or simply post a reply, your message will be posted at the bottom of the topic in chronological order. That is why it is critical that you use reply with quote if you want to address a specific comment so that it is framed in a border, helping others see what you are answering to.

Create a New Topic

If no one has already created a topic for something you'd like to discuss, you can create your own topic (unless the instructor has made a forum "Read Only" or "Reply Only").

1. Click on the forum where you want to post a topic.
2. Click on the New Topic button (available at the top and bottom of the forum screen)



3. Fill out the form that appears... Just about the only difference between creating and replying to a post is that you have to give the topic a subject title.

There is no reset or cancel button at this time. To cancel your operation, just click on the Discussion List or Discussion Home links at the top of the forum. If you don't click on Submit, your topic won't get posted.

Once you post your message, you will be taken back to the forum you were posting to and you will see your topic posted.

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1.2.2 Mark As Read

Reading *Recent Topics* from all Forums

The **most efficient** way to view and read **new** topics in any of the discussion forums is by clicking on *Recent Topics as soon as you log on!* You will see a list with topics that have been posted in chronological order, with the most recent first.

Topics that are new since your last visit will be highlighted in orange.

The **second thing** to remember is to click on *Mark All As Read* (see menu bar) on your way out, if you have read the discussion! This way, when you return to the class, only new discussion will be highlighted when you click on *Recent Topics*.



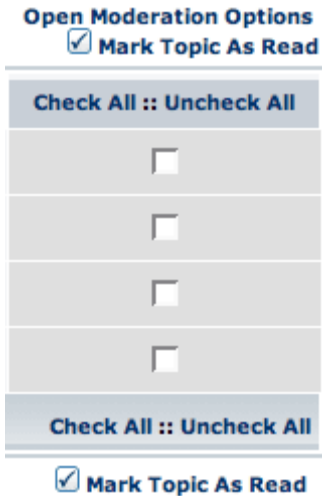
The screenshot shows a forum menu bar with the following items: Discussion Home, Search, Recent Topics (highlighted with a red box), Member Listing, Manage, My Profile, My Bookmark, Private Messages, and Mark All As Read. Below the menu bar is a table titled 'Discussion List -> Recent Topics' with the following data:

Topic	Answers	Author	Views	Last message	Forum Name
 Final Exam	0	vivie	3	11-12-2005 12:10:46 vivie 	Student Lounge
 email not received	3	user12	18	10-28-2005 23:18:51 sfloyd 	Module 7 - Email Archive Tool

- Click on the title of topic to read it and all the replies below it.
- After completing that topic, click on *Recent Topics* **again** to return to the list and proceed to the next unread topic.
- When done reading and replying to **ALL** the new topics, as needed, click on *Mark All As Read* (see menu bar).

Marking Read Topics

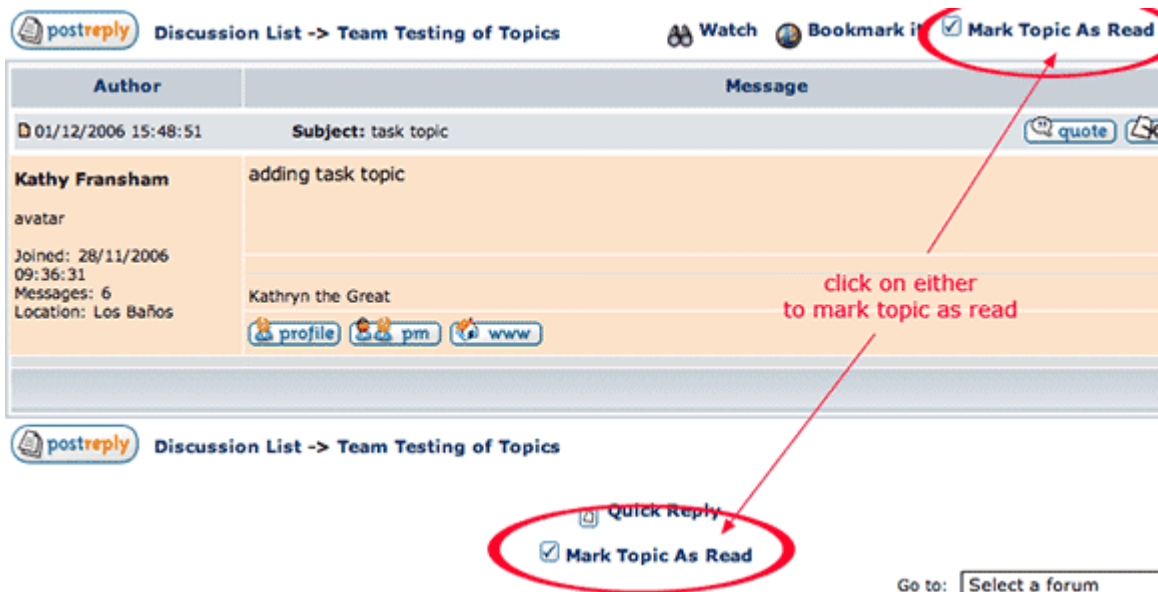
When you read a topic, the icon changes from orange to white, to indicate that you've read it. If someone later posts to that topic, the icon turns orange again, indicating that there is something you haven't read yet. This works well so long as you remain in your discussion tool (single browser session). However, as soon as you leave your site (log out, go to another class, etc., and log back in) all those white icons turn orange again. You need to get into the habit of marking posts as read, so that the system knows you've truly read them. There are several ways to do so:



In the LIST of TOPICS, there is a column of check boxes. Click in the boxes you want to mark as read, then click on **Mark Topic As Read**, either at the top or the bottom of the list.

You can easily choose all boxes (or none) by clicking on Check All::Uncheck All.

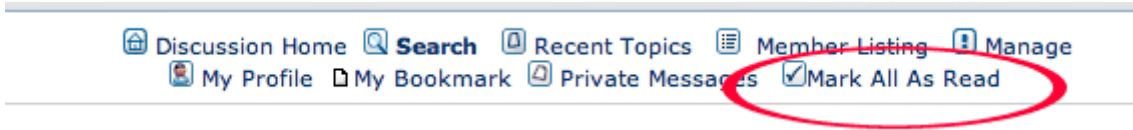
WHILE you're reading a topic, you can click on **Mark Topic As Read**, which is located both above and below the topic list.



Notice that new postings have a pinkish background until they've been marked as read. Once they are marked, they become white.

This makes it easy to see at a glance which postings are new when you enter the topic list.

If you've read ALL the new posts but didn't yet mark them, you can click on **Mark All As Read**, located at the top of your page. This affects **EVERY** posting in *every* category, so just be sure that's what you want.

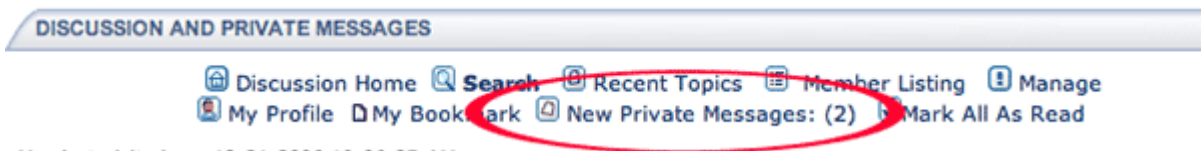


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1.2.3 Private Messages

You can send other class members private messages (PM) -- classmates as well as the instructor.

If you have any new messages, the number of unread, new messages is shown in parenthesis at the top menu bar. See image for an example.



The Private Messages area comes with an Inbox and a Send Box. The In-box includes all the messages that came in from other users, and the Send box saves copies of the Private Messages that you send to others. Upon clicking on Private Messages, any message that is unread is highlighted in orange.



Discussion List

	Subject	From	Date	
	When will the next unit open?	Vivie Sinou	11-13-2005 00:46:58	<input type="checkbox"/>
	odd error message?	Suzanne Floyd	11-12-2005 22:20:41	<input type="checkbox"/>
	Hiya!	Karl Peter	11-12-2005 17:27:21	<input type="checkbox"/>

In the Inbox, you can:

- Delete private messages. Simply check the boxes of the messages you want to delete and click on "delete selected."
- Read and reply to a private message received from someone else.
- Send out a PM to someone else (click the new topic button).

Sending a Private Message

You will want to send private messages if you want to share aside or off-topic notes with others, or to communicate information that would not be appropriate to post publicly.

Three ways to send a private message:

1) Using the Member Listing link at the menu bar:

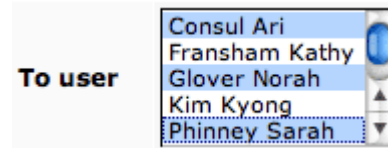
- Click on Member Listing.
- Scroll down and find the user that you want to send a private message to.
- Click on the PM icon next to the user's name.
- Type a subject and message and post.

2) Using the Private Messages link on the menu bar:

- Click on Private Messages.
- Click on New Topic.
- In the To User area, click on the person you want to send the private message to. By default, you can send a private message to up to 10 members at a time. If you want to send the message to more than one person, highlight more than one name:
 - If the names are next to each other, just click on the first and drag to the next
 - If names are separated, click on one, then hold the Control (PC) or Command (Mac) key and click on the others

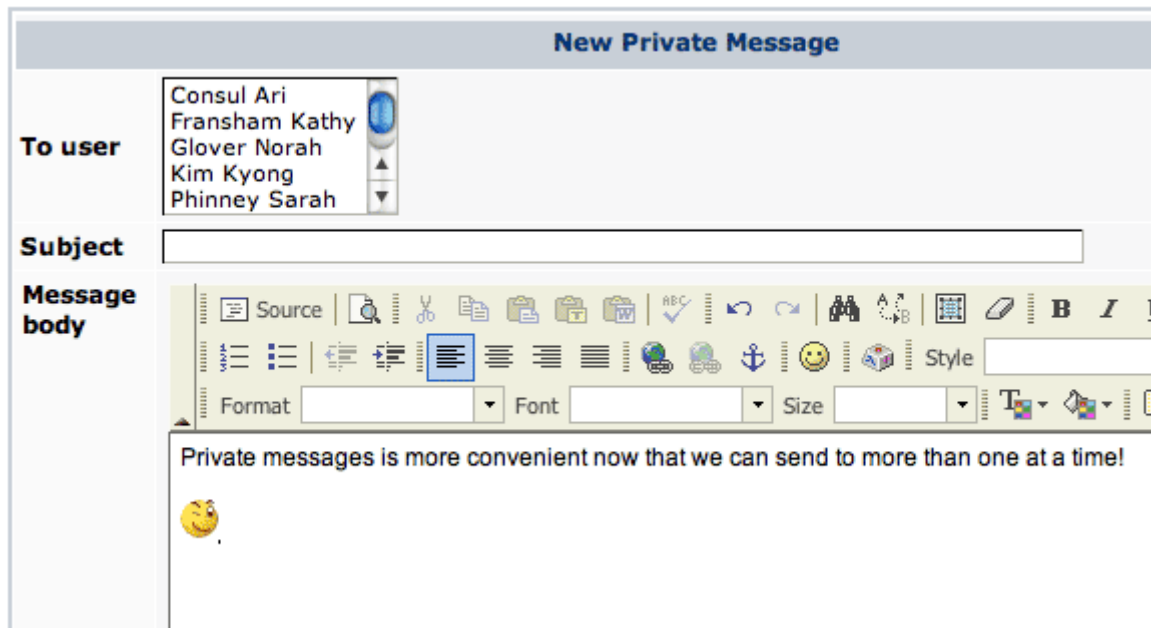
- If you highlighted someone you don't want, hold the Control (PC) or Command (Mac) key and click again - it's like an on/off switch
- Type a subject and message and post

Here is what it looks like with several participants chosen to send PM to:



3) While you're reading a discussion message from someone, **you can click the PM button under their post.** Type a subject and a message and click on post. That will set it up to send them a private message..

The New Private Message window looks like this. As you can see, it looks very much like creating a new discussion message.



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1.2.4 My Profile

You can set some personal information in the My Profile area of the Discussion Tool. Things such as a photo of yourself, a link to allow others to send you email or instant messages, and other personal information.

Some things to remember:

- Set your preferences once. Your profile settings are global (they are reflected in all your course sites).
- Setting profile preferences is **optional**. It is up to you how much information you want to share.
- If you don't set any preference in your profile, only your name will be listed and a link to Private Messages.
- If you enter data in email, IM, website, etc., links to them will show up at the bottom of each of your posts.
- You can view others' profiles by clicking on a user's name and under Member Listing.
- Your name and email address is retrieved from the system. You can't change it in My Profile.

If you click on a user's name anywhere in the Discussion tool, or on the Profile icon in a user's post, you'll see that person's profile. Here is an example of a user's profile snapshot:

Profile for :: Karl Peter	
Avatar	All about Karl Peter
 Ranking: five stars Karma: 	Registration date: 11-05-2005 18:57:16 Number of messages posted: 42 Website: http://www.fothill.edu/bio/programs/vettech Occupation: Veterinary Educator
Contact Karl Peter	
Private Message:  pm	

Setting Your Profile Preferences

To set your profile preferences, click on My Profile.

[Discussion Home](#) [Search](#) [Recent Topics](#) [Member Listing](#) [Manage](#)
[My Profile](#) [My Bookmark](#) [New Private Messages: \(1\)](#) [Mark All As Read](#)

Class Discussions



Discussion List -> [Class Discussions](#)

[Open Moderation Options](#)

Default User Register Information

First, you will see your "Register Information." You **cannot** change this information here. Your account information can be changed by you in one central location, under MyWorkspace >> Account >> Modify. If you change your account information in the system, the changes will be reflected here as well.

Register Information	
User:	vivie sinou
Email Address:	<input type="text" value="SinouVivian@foothill.edu"/>

Next, you can set "General Information about yourself."

General Information About Yourself

This is optional, but if you set it, this information will appear by your posts. Try it. If you don't like what is displayed to other site participants, you can come back and change your profile. Your changes will update all references of your profile in all sites where you are a member and have posted topics and messages.

General Informations about yourself	
This information will be public viewable	
ICQ UIN:	<input type="text"/>
AIM Info:	<input type="text"/>
MSN Messenger:	<input type="text"/>
Yahoo Messenger:	<input type="text"/>
Web Site:	<input type="text" value="http://www.foothill.edu/kci/linc"/>
Location:	<input type="text" value="Los Baños"/>
Occupation:	<input type="text" value="trainer"/>
Interests:	<input type="text" value="school and work"/>
Signature: <small>This is a text block that will be added to your messages' end. Optional, limit of 255 chars</small>	<input type="text" value="Kathryn the Great"/>

Note that you can complete as many or as few fields as you want to be viewable by other site participants.

Here is an example that shows a user who included her IM information, etc. in her profile. Once included in My Profile, this information appears in every topic or message a user posts.

Dolores Davison
 ★★☆☆☆
 five stars

Joined: 11-06-2005
 14:26:28
 Messages: 17
 Location: Foothill College

Suzanne, I guess I am asking more specifically about the assignments; I did read the section that stated that only open assignments will show, but I assumed that the module list was along the lines of a syllabus and therefore would show due dates. Is there any kind of list of due dates for the assignments? I understand that the course is not self-paced, but any additional specifics about how long we will have for assignments would be appreciated for planning purposes.

Thanks so much!

[profile](#) [pm](#) [YIM](#)

Rate ▾

Setting Your Preferences

Go through the list, and set your preferences. Again, remember that these settings are global. They define how the JForum discussion tool will handle email notifications, show signature, show email address, etc., in **every** discussion forum that you are a member of - in all your course or project sites.

For example, if you want to be **notified via email** every time someone posts a **new topic**, you can select 'yes' in the preferences.

Preferences	
Show my e-mail address:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send e-mail notification when new topics are posted:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send e-mail when a private message is sent:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Always attach my signature:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Including Avatars

You can upload or link to an image that you'd like to use as an avatar. This image will appear next to your post. Before uploading an image, please resize it so that it an appropriate size. 130 X 130 pixels or smaller is recommended. You can always return and remove an avatar or replace it with a new one.

Avatar Control Panel

Current Avatar

Shows an image together to your messages. This image cannot be larger than 130x130 pixels.



Remove this Avatar

Load avatar from your computer:

Use an external image as avatar (type the URL):

When you are finished, click on "Submit" at the bottom.

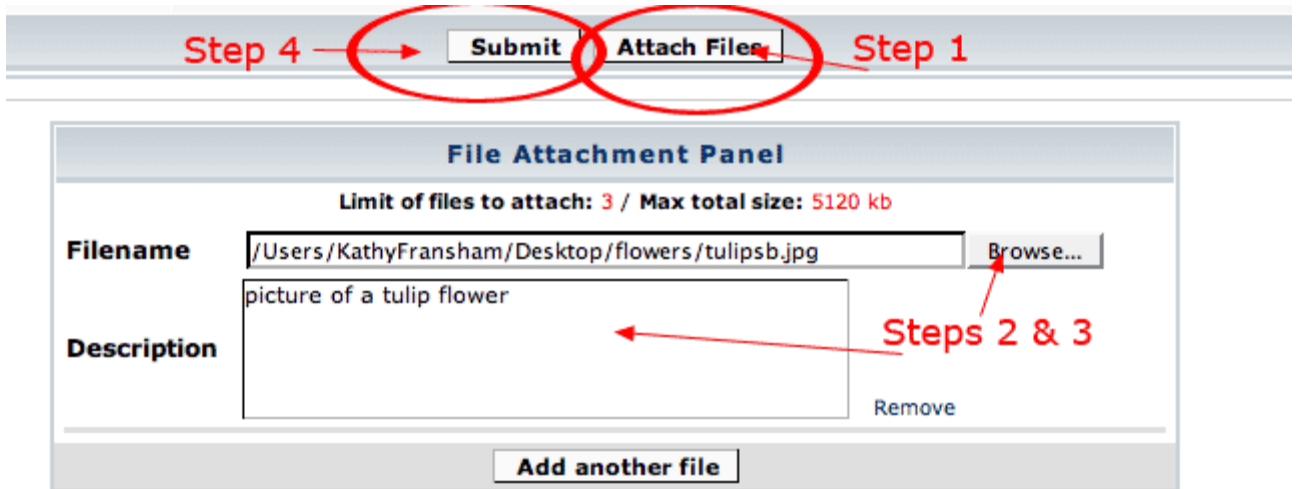
You can always come back to changes your Profile settings. They will be changed globally in all sites where you are a member of a discussion tool. If you have posted messages in forums, your adjustments to your profile will be updated in all your posts, member listing information, etc. in all of your sites.

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1.2.5 Adding Attachments to Posts

You can easily add attachments to your discussion posts, if needed. Here is the procedure, using an image as the attachment.

- After typing the text portion of the post into the editor window, click on the Attach Files button at the bottom of the window. (Note, a post must have some text in the window as well as the attachment, even if it's a simple, "Here is my file.")
- Next, locate the file on your local computer that you want to attach. Notice there is a 3-item limit. It's a very good idea to put a description in the box to make your posting accessible.
- Click on the Submit after attaching the files you wish, remembering that 3's the limit.



One thing to be aware of when adding attachments to posts: only images and media files appear embedded (inline) the posting. Other attachment types will come in as something students can download onto their own computers before opening.

Allowable Extension Types

This is a list of file types that can be added as attachments to your discussion posts. Your files must include one of these suffixes to upload as an attachment.

Image/Photo	Media	Document	Utilities
.bmp	.midi	.doc	.gz
.jpg / .jpeg	.mov	.pdf	.tar
.gif	.wav	.xls	.zip
.png	.mp3	.ppt	.sit / .sitx
.psd	.aac	.pps	
.tiff		.htm / .html	
.swf			

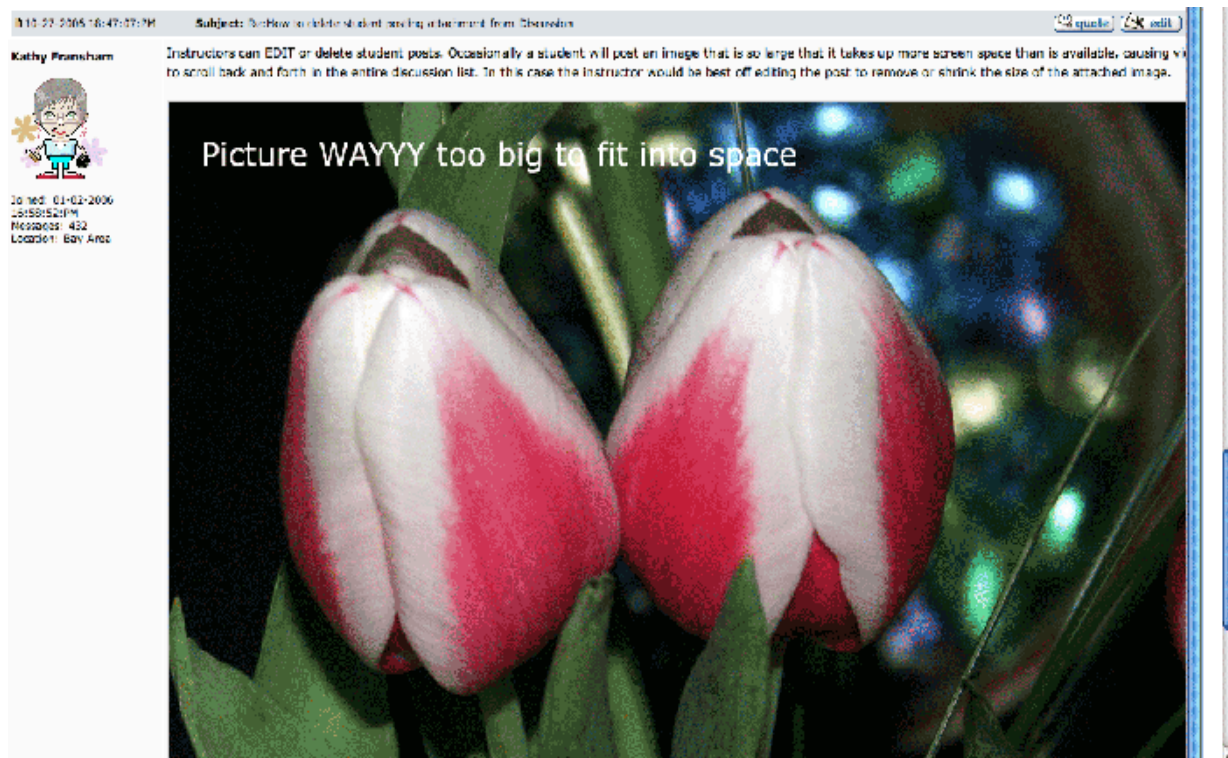
File types which are *NOT* allowed include: .exe, .bat, .pif, .bin.

You can attach up to 3 attachments maximum per post. The default file size limit is 5MB per attachment.

Note: Text must be included in the message window of the post that you are including an attachment. You cannot post a message with attachments but no text in the window. The browser will refresh and your post will not be accepted without any message. Add something like, "Attached is my project."

Delete/Remove Attachments

If you post an image that is so large that it takes up more screen space than is available, it makes the window too wide to fit in the monitor window, so viewers have to scroll back and forth in the entire discussion list. If you post an extra-large image, you should either remove it or shrink it down and repost. If not, the instructor will probably edit your the post to remove or shrink the size of the attached image.



Here's an example of an enormous image posted by a user.

In order to scroll to see the entire image in the discussion forum, the viewer will either have to scroll down to the bottom of the page to see the horizontal scrollbar, or use their arrow keys to move to the right. (It depends on your browser exactly how to handle this issue.) And the worst part of it is that all the other posts in this list will also be too wide now, even those without large images. What can you do to fix the problem?

- Click on the **edit** button at the top right right above the image. (You may need to scroll right to see it.)
- That will open up the editor window where you can scroll down to the Attachments area.
- Click on the Remove link and then Submit. That will get rid of the image.
- You can open the original image in a photo editing program, such as Photoshop Elements, and resize it so that it's no larger than 600 pixels wide, and then reattach it to your message.

Images should probably be no larger than about 600 pixels wide.

Step 2

File Attachment Panel

Limit of files to attach: 3 / Max total size: 5120 kb

Filename	/Users/KathyFransham/Desktop/flowers/tulipsb.jpg	<input type="button" value="Browse..."/>
Description	picture of a tulip flower	
		<input type="button" value="Remove"/>

Step 1

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1.2.6 Extra Features

There are several little features of the Jforum Discussions & Private Messages tool that you may want to know about. They are introduced in this section.

Watch

If you click on "Watch" at the top of a topic, you will be notified via email when replies get posted. The email notifications will go to the email address that you are registered within the system. This is a useful feature if you want to keep an eye on a discussion that might otherwise get buried.

If the topic gets too much traffic, and the email notifications are getting out of hand, polluting your in-box, you can turn it off by click on "Unwatch" topic.

Note: if you use the QuickReply feature to reply to a topic, it will automatically turn on the Watch feature. You will need to return to that topic and "Unwatch" if you don't want to receive email notifications anymore.

Bookmark

You have the option to bookmark topics that may be of interest to you and want to save or revisit regularly. To bookmark a topic, click on the link named "Bookmark It!" located at the top right corner of a topic thread.

To view your bookmarks, click on My Bookmark in the breadcrumb links at the top of the window. In a particular site, you'll only see the bookmarks for that course. You can delete the bookmarks or edit their title and descriptions in the list of bookmarks.

Member Listing (Roster)

You can view and contact any active member in your class by clicking on Member Listing in the breadcrumb links at the top of the window. As the purpose of Member Listing is to communicate and collaborate with other members of your course, only "active" users are listed.

Search

The discussion tool allows you to search for topics. Accurate word(s) must be provided. Partial words will not return information. Enter the search terms and select "search all items" if the string must be matched or select "Search any term, or as is written" if any of the terms included should be matched and the condition does not require that all are found.

You can limit your search to one forum or one category if you want to narrow down your search.

Using Emoticons

Since we have no verbal ways of expressing ourselves in a virtual class, consider using smilies to help clarify your meaning or to show the emotion behind your words. These "smilies" may appear silly, but they can help to avoid misunderstanding. When posting new topics or messages, you have access to a small library of emoticons in your editor.

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1.3 Taking Tests

You will take tests, quizzes and other assessments in the Test Center area. You can also view individual test scores here, and if set up by the instructor, you will be able to review submitted tests to see how you did on individual questions.

When you click on Test Center, if any tests are open, or have been accessed, your screen will look like the following example. If no tests have been published by your instructor, the screen will be empty.

Test List

Test List

Title	Status	Open	Due	Time Limit	Tries	Finished	Grade
sampler Begin	Ready to begin	Apr 17, 2007 1:00 pm	May 4, 2007 5:00 pm	-	0 / ∞	-	-
Greek Gods Quiz Try again	Finished (may try again)	Apr 25, 2007 9:52 pm	Apr 27, 2007 9:52 pm	00:15:00	1 / 2	Apr 25, 2007 10:16 pm	5 Review
Learning Styles Inventory	Finished	Apr 17, 2007 1:00 pm	May 4, 2007 5:00 pm	-	1 / 1	Apr 25, 2007 10:14 pm	ungraded No Review
Orientation Quiz	Finished	Apr 9, 2007 8:00 am	May 4, 2007 11:59 pm	-	1 / 1	Apr 25, 2007 10:18 pm	5.6 Review after Apr 26, 2007 8:00 am

This screen shot shows the student Test Center. All tests (new, in progress and completed) show up in one list.

The columns provide much information:

- 1) **Title**: links to begin or continue a test appear under the title. If there is no link, the test is not currently available to you.
- 2) **Status**: you can see if a test is not yet open, ready to begin, started but not turned in, or finished by looking at the status column.
- 3) **Open/Due Date**: shows date and time when test is open and when it closes.
- 4) **Time limit**:
 - Column shows how much time is available for the test, if it is a timed test
 - Once a test has been started, the column shows a bar with time remaining
- 5) **Tries**: shows how many attempts are allowed and how many attempts have been submitted. If unlimited tries are allowed, it will be indicated by an infinity symbol.
- 6) **Finished Column**: shows date and time of highest attempt, if graded, or the latest attempt, if ungraded.
- 7) **Grade**:
 - Column shows total points earned and possibly a link to review of results:

- If feedback is set to ‘immediate,’ you will see the review page as soon as you submit the test. You can also click on the review link at a later date to view it again.
- If review is not available until a specific time, that date will be listed. The review link will become active at the specified time.
- If no feedback is available, no review link will be shown.

Notes:

- If the test is graded, the **highest** score/review is shown in the Grade column. If the test is **ungraded**, the Review page, if allowed, shows the latest try. In a future release, students will be able to review all tries.
- If the test allows multiple tries, the **highest** score is always used for grading.

Taking a Test

When you click the **Begin** link under a test title, you may be taken to a “Ready to Begin?” page with special instructions explaining the implications of getting started, and giving you the option to cancel and begin when you have a good block of time to work on your test. Keep in mind that you may exit and continue later, in any test, but you must return and complete it within the time period that it is open and within the time allotted, if it is a timed test. When you exit, the clock keeps running!

Submitting a Test

After submitting a test, you will not see a confirmation page if the instructor has created one. Otherwise, you may see a review page (*if feedback is set immediate*). If the instructor does not allow Review until a future date, you will see when Review of your performance and possibly score will be available. If the instructor did not set his test to show immediate feedback, you will be taken to the list of tests where you can see the date submitted, if you are allowed more tries, and your score (if enabled to show).

Please refer to the following sections for more details about Test Center.

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1.3.1 Take a Test

How to Take a Test

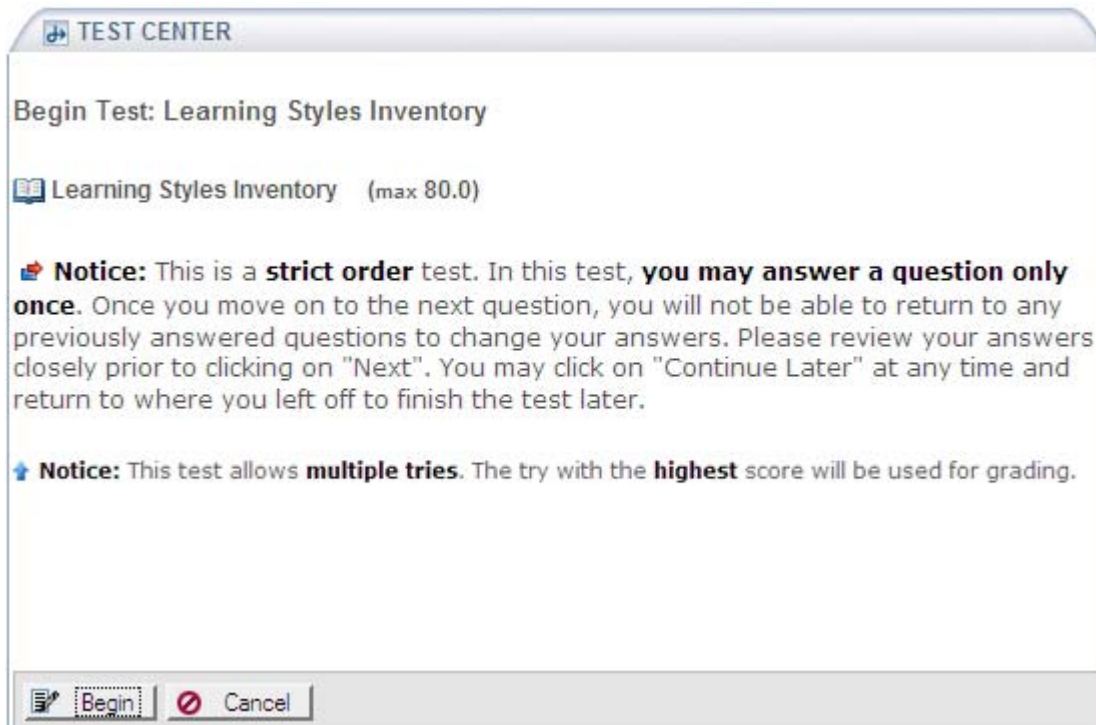
To take a test, go to the Test Center (left nav menu of your course site).

To begin a test, click on the Begin link under the title of the test on the Test List page.

You will be taken to a test entry screen, **Begin Test** instructions page, such as the examples to the right.

This screen contains instructions and information about your test's settings and expected behavior, as set by your instructor. You will be able to access this information while taking the exam, as well. Don't worry about forgetting the fine details of the instructions. The instructions will vary, depending on the type of test your instructor has published.

The following is a 'strict' order test.




And, the following sample 'begin test' page is from a flexible order test.

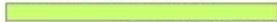
Begin Test: Greek Gods

 Greek Gods --- 55.0 Points

Please review chapter 15 before getting started. Thanks.



 In this test, you have the flexibility to move back and forth using the "Next" and "Prev" buttons and the Table of Contents to change your answers. You may mark questions to review them again before finishing; these will be tagged for you in the Table of Contents. You may exit at any time by clicking on "Continue later". Your exam will be completed only when you click on (and confirm) the "Finish" button. If no late submissions are allowed and the due date passes, the system will auto-finish the test for you, with all of the answers you have completed up to that point.

Remaining Time: 00:30:00



Time Limit: 00:30:00

 **Notice:** This is a timed test. **The timer will start as soon as you begin.** When time runs out, the test will finish automatically with all of the answers you have completed up to that point.

 Begin  Cancel

Click on the Begin button to start the test.

If you're not ready to take the test after all, click on the Cancel button.

Keep in mind that you may exit and continue later, in any test, but you must return and complete it within the time period that it is open and within the time allotted, if it is a timed test. When you exit, the clock keeps running!

Instructions

You will have access to all instructions (instructor instructions, timed, flexible order, strict order, or part instructions) via a link at the action bar of a test, accessible from every page of the test.




The *Instructions View* allows you to review the instructor's and system notices (all provided in one page) at any time, and continue from where you left off, as in the following example:

Instructions for Test: Greek Gods

 Continue

Remaining Time: 00:27:46


Time Limit: 00:30:00

 Greek Gods --- 55.0 Points



Please review chapter 15 before getting started.

 Part 1 of 2 - Objective Questions --- 55 Points

This is an open book component, covering Chapters 1 - 10 in your textbook.

 Part 2 of 2 - Evaluation --- 0 Points

This portion of the test is not covered in the lecture.


 In this test, you have the flexibility to move back and forth using the "Next" and "Prev" buttons and the Table of Contents to change your answers. You may mark questions to review them again before finishing; these will be tagged for you in the Table of Contents. You may exit at any time by clicking on "Continue later". Your exam will be completed only when you click on (and confirm) the "Finish" button. If no late submissions are allowed and the due date passes, the system will auto-finish the test for you, with all of the answers you have completed up to that point.

 **Notice:** This is a timed test. The timer started as soon as you began. When time runs out, the test will finish automatically.

Navigating Test Pages

Your test may be set up with one question per screen, or you may have several questions on one screen.

In either case, there will be a bar of buttons at the top and bottom of the page. These buttons allow you to go to the next question, save your work and leave the test to continue later, or to submit your test by clicking on the Finish button.

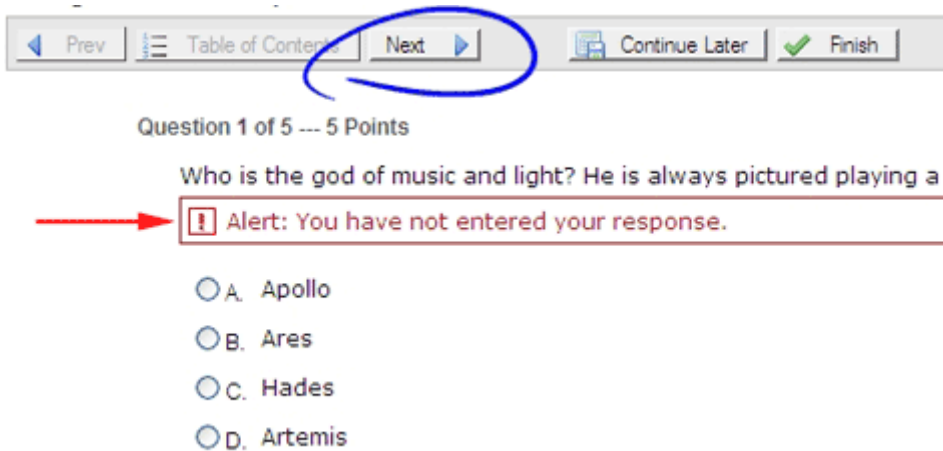


You *may* also be able to return to previous questions or a Table of Contents list of all your questions, depending on if the instructor chooses those options or not.

When an instructor creates a test, he can set it up so you can move back and forth between questions, changing your answers at will, and going to the Table of Contents (TOC) to see what you've left unanswered or marked to review later, prior to submitting the test. This is called a '**flexible**' order test, and it is the most commonly used type by

instructors, especially for short, weekly quizzes.

Alternatively, your instructor can set up a test so you can answer a question only once. If that option was chosen, you will only be able to move forward. This is called a '**strict**' order test. In strict order tests, you are not allowed to go to previous questions and there is no Table of Contents. Once a question has been answered, you won't be able to return to it. You will be able to leave the test and continue later. If you click on "continue later" and return, you'll return to the **last question, where you left off**. If you see a question but don't answer it, you'll get an alert message warning you to answer it. If you decide to move ahead anyway, without answering it, you won't be allowed to return to this question. Strict order is typically chosen by instructors for high-stakes exams that count for a large percentage of the grade and there is concern about academic dishonesty.



Mark for Review

Under each question there is a "mark to review later" check box (only available in *flexible* order tests). This feature will flag the question and you can return to it later to rethink and/or revise your answer.




Question 6 of 10 (max 10)

Which of the following quiz questions are supported by the Tests
(Check ALL that apply).

- A. Matching
- B. Survey
- C. Drag and drop
- D. Fill-in the blank
- Check to review **before** finishing (will be flagged in Table of Contents)

If you've used the 'check to review before finishing" feature, before submitting your exam you will be directed to the Table of Contents page where you will be able to see which questions you marked for review. They will have a special icon next to them. You can click on the question in the list to return to that question to review your answer, and revise it, if you want.

Key:

-  unanswered question
-  question marked for review
-  missing rationale

Save and Exit

Finish

Notice that the Table of Contents will list questions that are marked for review, as well as unanswered questions, and those which required rationale but you didn't include it in your answer.

Table of Contents: Reading Skills - Part per page

Save and Exit Finish

Reading Skills - Part per page - 7/20 Answered Questions - 40.0 Points

Part 1 - Strict Order Questions - 7/10 Answered Questions - 20.0 Points

1. Skilled readers make predictions about what they think might... (2.0 Points)
2. When we read "actively," we try to be as biased as possible ... (2.0 Points)
3. When we practice active reading we: (Check ALL that apply) (2.0 Points)
4. When skilled readers read, they ____ text "into words and me... (2.0 Points)
5. Active reading is a process of reading critically, taking no... (2.0 Points)
6. We are asking ourselves questions, having a "relationship" w... (2.0 Points)
7. Skilled readers ____ when they read. This allows them to bui... (2.0 Points)
8. Skilled readers make personal ____ when they read. (2.0 Points)
9. Skilled readers ____ understanding and ____ as they read. (... (2.0 Points)
10. After we've read a piece, we can write an outline or a summa... (2.0 Points)


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1.3.2 Submit A Test

Remaining Time: 00:23:10




Time Limit: 00:30:00

 There are unanswered parts in your test. Click on any question to continue your work.
Press "**Finish**" when you are ready to hand it in.

Timed Quiz - immediate - 3/5 Answered Questions - 55.0 Points

1. Who is the god of music and light? He is always pictured pla... (5.0 Points)
2. Who is the goddess of love, desire and beauty? (10.0 Points)
3. He is the fastest of the gods. He wears winged sandals, a wi... (10.0 Points)
4. She is the lady of the wild things. She is the huntsman of t... (10.0 Points)
5. He was widely worshiped by seamen. He is second only to Zeus... (20.0 Points)

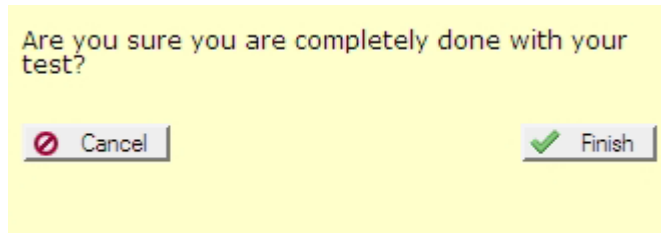
Key:

 unanswered question

When you are finished with your test, click on the Finish button, available at the top/bottom of each page.

If something has been left incomplete (no answer or no rationale), you will be taken to the Table of Contents page with the warning that something has been left unanswered. You should go back and complete the indicated question(s).

When you are *sure* you are finished with your test, click on the Finish button. If there is nothing left unanswered, you will see, a confirmation box allowing you to Finish or Cancel. Click Finish again to submit the test.




What happens after submitting a test depends on the settings selected by the instructor. You may or may not see a "Thanks for your submission" message. You may or may not see a review page with your answers marked. You may be taken back to the Test Center list of tests. Please read the next section about review.

After submitting a test, you will not see a confirmation page if the instructor has created one. Otherwise, you may see a review page (*if feedback is set immediate*). If the instructor does not allow Review until a future date, you will see when Review of your performance and possibly score will be available. If the instructor did not set his test to show immediate feedback, you will be taken to the list of tests where you can see the date submitted, if you are allowed more tries, and your score (if enabled to show).

Auto-Submitting Tests

Test Center treats tests with hard due dates (*late submissions not allowed*) as timed tests. If you take a test that has a hard due date, you will see a colored bar timer **when the test is within two hours of the due date**. If there is plenty of time left before the test closes, the bar will be green. It turns red when the test is over.

The timer shows in the list of tests, in the enter screen, and while you're taking the test (viewing questions, TOC, and instructions). In list view the timer sits in the "due" column in place of the normal date display. Once you've submitted the test, or if it's past due, the test list shows the normal due date display.

Status ▾	Open	Due
 In progress	Apr 10, 2007 7:57 am	Remaining Time: 00:03:31  Due: Apr 19, 2007 12:59 am

When time is up, you will see a red bar and the test will be submitted.



Status	Open	Due
 In progress	Apr 10, 2007 7:57 am	Remaining Time: 00:00:00  Due: Apr 19, 2007 12:59 am



No matter what you're doing or at what point you are in the test (answering questions, staring at a monitor, looking at the TOC, or have exited a test to continue later), when a hard due date is up, the test will be auto-completed and submitted on your behalf, with whatever answers you have already completed.

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1.3.3 Review & Feedback

Question 6 of 9 Score: 5 (max 10)

Roses are  red and violets are  purple

 **Answer Key:** red, blue
 **Feedback:** fill-in incorrect feedback

Correct answers indicated with green check

Incorrect answers indicated with red X

You will not see any feedback *during* test delivery. You *may* see feedback after a test has been submitted depending on the test settings of your instructor. Exactly *what* is shown and *when* a completed test's *Review* is available to learners is dependent on the settings of the test (immediate, at a specific date, no feedback, etc.).

Immediate Feedback

If the instructor has set the test to 'immediate' feedback....

- You will be able to review the test immediately after submission. You will be taken directly to a review page. Test questions, your answers, and the total score of objective questions may be displayed. The instructor may

choose to **not** show your score until later, in which case, you will see 'ungraded.'

- You **may** also see correct answers, correct/incorrect feedback and overall feedback. The instructor may choose to show you just your answers but not the Answer Key until later or never. Many instructors worry about academic dishonesty (students sharing the answer key) and don't show the answers.
- You will be able to return to this review page at a later time to see it again along with any remarks made by the instructor while grading essay questions. When a test is graded, you will see a score.
- If an instructor chooses to show feedback at a later time, the Review link will not be there until then.

Feedback will be displayed at a specific date

- If Review is not immediately available, but will be at a later time (say after the test due date), you will be taken back to the test list view after submitting your test. You'll see that the test has been finished, along with the date and time finished and possibly your score. The link to the review page is not visible yet.
- Once the feedback display date set by the instructor is reached, the Review link will appear and will show the test questions, your answers and score (if enabled), along with any optional feedback set by the instructor: correct answers, correct/incorrect feedback, overall feedback and grader's comments.

No Feedback will be available to students

- If the setting is set to "no feedback will be shown to students," when you complete a test, you will be taken back to the test list view. You will see that the test has been finished, along with the date and time finished and possibly the total score (minus essay questions that may have to be graded still).
- There will no be a link to a review page.
- If the instructor changes the feedback options to allow feedback (immediate or at a specific date), then a link to a review page will appear.

Viewing Scores

Depending on the settings your instructor chose when creating the test, you may be able to see your test scores in Review, the Test List (Grade column) and in the Gradebook. However, it's possible that it is set up so the test scores don't show anywhere until the instructor reviews the answers and grades the submissions. In that case, you will see 'ungraded' in the test list, and you will see a ' - ' in the Gradebook. Or, the instructor can choose to never show grades in the Gradebook, if the test is not administered for a grade,

and perhaps there won't even be a Gradebook in your class. These options are all set by the instructor so they may vary from class to class.

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1.4 Printing from iFrames

At some point, you may want to print out some of your ETUDES-NG lessons, either the lesson modules or perhaps a discussion topic. Here are instructions for doing so on particular platforms and browsers.

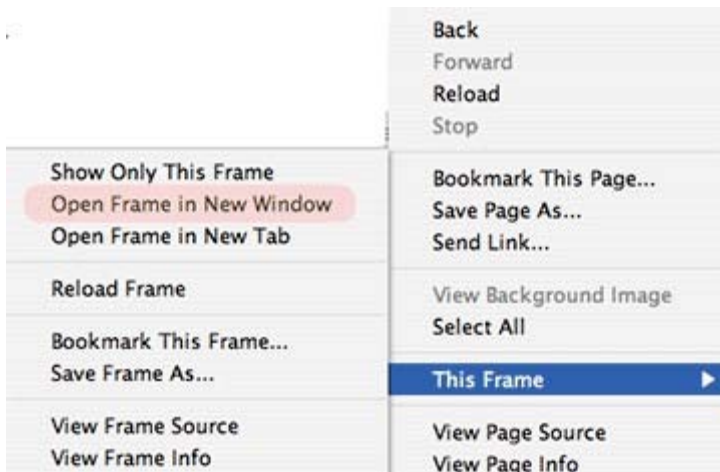
Discussion on a Mac with Firefox	Module Sections on a Mac with Firefox
Discussions on a PC with Firefox	Module Sections on a PC with Firefox
Discussions on a PC with IE	Module Sections on a PC with IE

NOTE: Safari (Mac only) and AOL (Mac & PC) are not supported: DO NOT USE!

Print Discussions on a Mac

Firefox:

1. If you have a 2-button mouse, right click in the middle of a discussion anywhere.
2. A menu pops up. Pull down to This Frame... and over to Open Frame in a New Window.
3. The frame opens in a new window without the header and left nav menu. Choose File >> Print.
4. In the resulting print dialog box, click on Print at the bottom of the window.



Print Lectures on a Mac

Firefox:

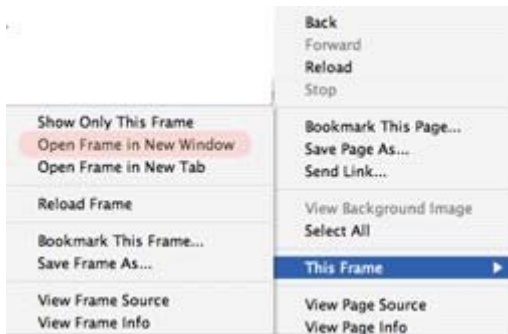
1. Click and drag to select the information you want to print.
2. Choose File >> Print
3. In the Copies & Pages drop-down box near the top, click and drag down to Firefox
4. Check Print Selection Only
5. Click the Print button at the bottom of the window.



Print Discussions on a PC

Firefox:

1. Right click in the discussion you want to print. A menu pops up.
2. Pull down to This Frame... and over to Open Frame in a New Window.
3. Choose File >> Print. Click OK in the resulting print dialog box.
4. Close the new window to return to the ETUDES site.



IE:

1. Right click in the middle of the discussion you want to print. A menu pops up.
2. In the print dialog box that appears, click Print.
3. In the resulting print dialog box, click Print at the bottom of the window.

Print Lectures on a PC

Firefox:

1. Right click in the discussion you want to print. A menu pops up.
2. Pull down to Select All. (Alternatively, you can select what you want to print by clicking and dragging yourself.)
3. Choose File >> Print.
4. In the Print Range box (lower left), click Selection
5. Click the OK button at the bottom of the box.

IE:

1. Click and drag to select what you want to print.
2. Choose File >> Print.
3. In the Page Range box (lower left), click Selection.
4. Click the Print button at the bottom of the box.

OR

1. Right-click inside the lecture you want to print.
2. Choose File >> Print
3. In the print dialog box, click on the Options tab at the top of the window.
4. Click on the Only the Selected Frame radio button.
5. Click on the Print button at the bottom of the box.

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1.5 Frequently Asked Questions

What is cache and how does it affect my class?

Cache is a high-speed mechanism of storing information in a browser's memory. When you access a page that has been viewed before, a browser will look in cache to see if it has stored the page, and if so, it will return that page very quickly. However, when using ETUDES, we don't want to find stored pages, we want only the very newest and latest information. So the browser needs to be set so that it doesn't store and return older information.

There are instructions on the Gateway page (the log-in page before you log into your ETUDES site) for how to set your browser so it doesn't save pages in cache. If you always use the same computer for your class, you should only have to adjust these settings once. However, if you use a computer in a lab situation you'll need to configure your browser settings every time you access your ETUDES class before logging in.

When configuring your cache settings, you must **CLEAR THE EXISTING CACHE** as well, and then restart the browser so that you start with a new session and no saved old cache.

What is the maximum file size that students can upload in ETUDES?

It's the same as that of faculty: 5MB.

Is there a limit to the number of files I can attach to an assignment?

No, there is **NO** limit to the number of files students can attach to an assignment. You can attach as many as required/asked by the instructor. The same file size limit applies, however, per file. It is 5MB.

Is there a limit to the number of attachments in Discussions?

In the discussion tool, we have set the limit to 3 attachments max **PER** post.

What types of files can I upload as attachments in the Discussion forum?

This is a list of allowable file types in the Discussions & Private Messages forum. Your files must include the suffix in order to upload as an attachment.

Image/Photo	Media	Document	Utilities
.bmp	.midi	.doc	.gz
.jpg/.jpeg	.mov	.pdf	.tar
.gif	.wav	.xls	.zip

.png	.mp3	.ppt	.sit/.sitx
.psd		.pps	
.tiff		.htm/.html	
.swf			

The following file types are NOT allowed: .exe, .bat, .pif, .bin.

Is there a spell check feature for students? Like when I do an assignment or create a discussion posting, can I check spelling?

Yes, if you use a PC and Internet Explorer as your browser. This is not available for the Mac.

You can download ieSpell that comes with the FCK Editor used in most tools. It is a limited spell-checker, however. You can download ieSpell - A Spell Checker for Internet Explorer at the following site: <http://www.iespell.com/download.php>

It is not a bad idea for you to always type your work in Word, and save it, prior to posting it online, whether you are posting an assignment, a discussion post, or an answer to an exam question. Not only does this allow you to spell-check your work (always advised and desired by your instructors), but you'll always have a local copy should you lose connectivity.

If a module page does not open completely, but just show the titles, how come?

You may need to disable your pop-up blocker. This is explained on our Gateway page, but it's easy to miss.

Click on the link: [Computer \(PC and Mac\) and Connectivity Requirements](#) for details. Setting up cache, turning off pop-up blocker, and enabling cookies are three standard things that users should do. Allowing pop-ups impacts opening documents in separate browser windows, opening the widgets and other parts of the software where help is provided to users in the form of pop-up windows.

Depending on how paranoid users are with regard to security, other things may have to be changed (i.e. allow downloads). It is too hard to know everyone's local configurations.... The more restrictions folks put on their browsers, the more problems they will have.

I have enrolled in a class that uses ETUDES, but when I log with my account, there is no way to get to that class. All I see is MyWorkspace. How come? Where is the tab to my course? It's gone!

It means that you have been dropped by Admissions & Records (perhaps due to non-payment) or by your instructor due to lack of activity, and you're no longer officially enrolled. Once you are dropped officially, your account becomes inactive for that course.

Contact your instructor or Admissions for information on the change in your enrollment status.

If you get reinstated officially, your account will be activated the morning after you are enrolled again.

My teacher says that she has sent some announcements to us using email, but I didn't get them. Why not?

There are two issues here:

- The email account you use might not be the same one that ETUDES-NG is sending to. You can check this following these steps:
 1. Click on the Update Details button at the bottom of the page. Now email will be sent to the updated email address.
 2. After you log into your ETUDES account, you'll be in MyWorkspace. Click on the Account link in the left nav menu.
 3. Click on the Modify Details button at the bottom of the window.
 4. On the Account Details page that appears, put your correct email address into the correct box. (Notice that you can also change your name and password here, too. But remember that this only affects your ETUDES account. You'll need to contact Admissions & Records to make changes school-wide.
- It could be that you're receiving the emails, but your email program is automatically sorting the messages into your bulk/junk folder. This is particularly true if you're using hotmail or yahoo as your email account. You can try adding your ETUDES class email address to your address book so that it will be recognized as not junk, or just get into the habit of looking in your bulk/junk folder for class emails.

My instructor said that I can resubmit an assignment, but when I try to, it won't accept it.

Your computer cache is not set correctly. It needs to be set to "every visit to the page" and thus you are seeing old sessions. Go to the Gateway for information on how to set your browsers' cache. Also be sure to CLEAR any existing cache.

I clicked on a graded assignment to see my grade, but now I can't get back to the screen that lists all currently available assignments.

Click on the Jiffy Lube icon of a tool (top left corner of tools) to get back to the home page, or close what you opened (buttons at the bottom of open page).

How can I see my scores for assignments, tests & quizzes?

