

# University of Sydney Online Learning Guide

## The eLearning Environment (My eLearning Sites)

### Overview

Once you've logged in to USYD eLearning, you'll be directed to your eLearning Environment, and in particular, to your "My eLearning Sites" page. Below is an overview of the main sections in your eLearning environment. They will be described in more detail below:

The screenshot shows the "Your eLearning Environment" page. At the top, there is a navigation bar with "My eLearning sites" highlighted in a red box. To the right of the navigation bar are links for "My Settings", "Check Browser", "Help", and "Log out". Below the navigation bar, there is a "Course List" section with two units: "SEMESTER 1 2007 AGE4108 - Quantitative Planning Methods" and "SEMESTER 1 2007 CIVL4614 - Hydrology and Wind Engineering". The "Course List" section is annotated with red arrows and text: "Click on tool icon to go directly to that tool in that unit" pointing to a globe icon, and "Click on the title to enter the site for that unit of study" pointing to the unit title. To the right of the "Course List" is a "Campus Announcements" section with "Personal Bookmarks" and "Campus Bookmarks" sections. The "Campus Bookmarks" section has a link to "The WriteSite". At the bottom of the page, there are "Left channel" and "Right channel" labels. The interface also includes a "Calendar Week" section, a "To Do List" section, and a "My Grades" section. The top right corner has a "Channels" menu with "Color" and "Layout" options, and a "global mail and calendar tools" icon.

### Accessing your Online Units of Study

To enter your online unit of study simply click on the blue underlined title of your unit in the central Course List section of the eLearning environment.

Your instructors name should be displayed underneath the unit title. If there are icons displayed underneath your unit of study title, it means that something new has

SEMESTER 1 2007 CIVL4614 - Hydrology and Wind Engineering  
 NO STUDENTS.  
 Section Instructor: Helpdesk C  
 My Role: Student  
 [Icons: document, globe, calendar]

happened in one of the tools in your site since you have last logged on. It could be new content, a new assessment item becoming available or a new discussion posting. Click on the icon to be taken directly to that tool within your online unit.

*Student Handout For Assessments In Webct Version 6*

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## Global tool settings, browser configuration, help and logout

In the top right hand of your eLearning environment are a number of special links offering different services within your eLearning environment as list below:

[My Settings](#) | [Check Browser](#) | [Help](#) | [Log out](#)

**My Settings** - here you can choose various default values for your online tools including:

- calendar viewing preferences
- discussion posting viewing preferences
- font type/size default preference
- set up mail forwarding from your eLearning account to your
- University mail account
- your default visibility within the Who's Online tool

**Help** - this opens up a new window with useful help pages about your eLearning environment.

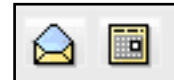
The help pages are contextual, so they will try to provide you with help about the page or tool you were using when you clicked the help link.

**Check Browser** - this opens up a new window that provides information about whether your browser is supported and correctly configured for this eLearning environment.

**Log out** - when you have finished working within your eLearning environment you should always logout using the Log out link and close the internet browser you are using. If you do not log out after you have finished, the next person on the computer could accidentally be logged in as you and have access to your files, marks and emails.

## Global Mail and Calendar Tools

Clicking on the small envelope icon will show you any mail that has been sent to you in any of your units of study within the eLearning environment. Clicking on the calendar icon will show you any calendar entries made (by yourself or unit coordinators or tutors) in any of the your units of study online.



## Left and Right Channels

Channels are extra sources of information that you can choose to have displayed on you're my eLearning page when you login, before you enter a specific unit of study's site. Here is a list of what channels are currently offered on your eLearning page:

**Campus Announcements** - institutional level announcements from The University of Sydney will be displayed here.

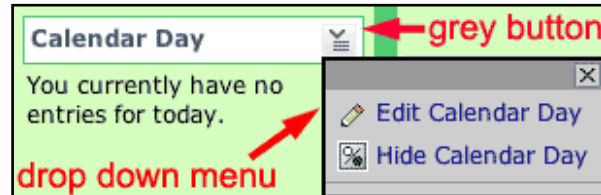
**Calendar Day** - if you have any entries in your personal calendar for the current day, they will be displayed here.

**Calendar Week** - if you have any entries in your personal calendar for the current week, they will be displayed here.

**My Grades** - if you have grades posted in one of your eLearning sites you should be able to view them here.

- To Do List -** you can create prioritised 'to do' entries in this channel.
- Personal Bookmarks -** you can create a list of personal bookmarks here.
- Campus Bookmarks -** institutional level bookmarks from The University of Sydney will be displayed here.
- Who's Online -** you should be able to see if any other members of your online units of study are currently logged in here.

To edit or hide a particular channel, click on the pale grey drop-down menu to the right of the channel title. You can always reveal a hidden channel again by going to the 'Channels' link in your eLearning environment.



## Adjust the look of your eLearning Environment

The three links 'Channels', 'Color' and 'Layout' allow you to customize your eLearning environment to suits your personal tastes. The Channels link allows you to hide/reveal different channels on your eLearning homepage. The Layout link allows to you changes the columns in which each Channel is displayed and order them to your wish. The Color link allows you to modify some of the text, background and hyperlink colours used on your eLearning homepage. There is also an option of High Contrast colours if desired.



## Upload your files to the Content Manager

Clicking on the 'Content Manager' tab takes you to your own personal My Files area within your eLearning environment. This is a place where you can store and order files that are relevant to your online units of study. You can create (HTML and text) files, upload and download files, and create folders in this simple file manager. These files stay with your eLearning environment so can be access from any computer where you can login to your eLearning environment. The files are available from within your individual units of study sites if you need to upload or download material. This file space is private to your account and cannot be shared among other users. It is for unit of study related material only.