

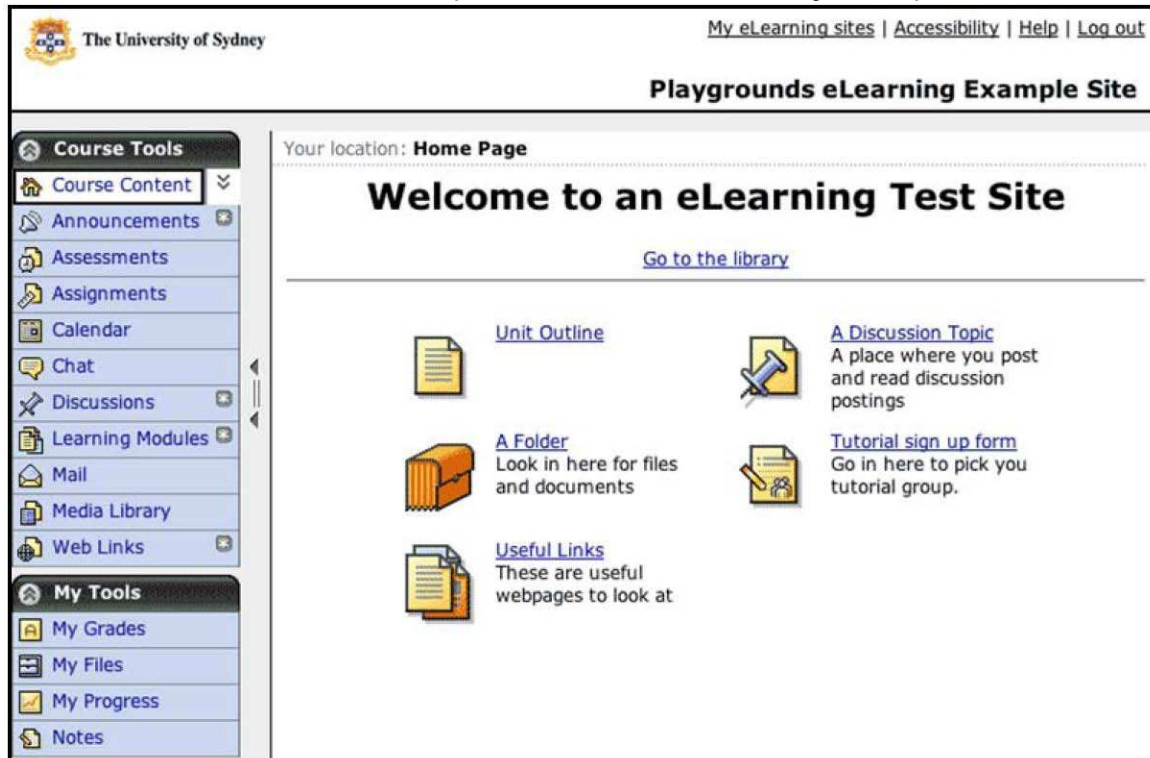
University of Sydney Online Learning Guide

Inside My eLearning Site

When you enter the site

Whilst eLearning sites can look very different from each other, there are some navigational features that are shared between all online units. Below is an example of a site with all the basic navigation and tools in place:

On the left there is the **Course Tools** panel and, in some cases, a **My Tools** panel.



On the right is the site's **Home Page** containing a title and icons representing files, folders, discussion topics and other tools. We'll explain how to use these in "Getting to the Course Content" below.

In the top right hand corner of the screen are your global navigation tools.

The **My eLearning sites** link will take you back to the list of your online units of study.

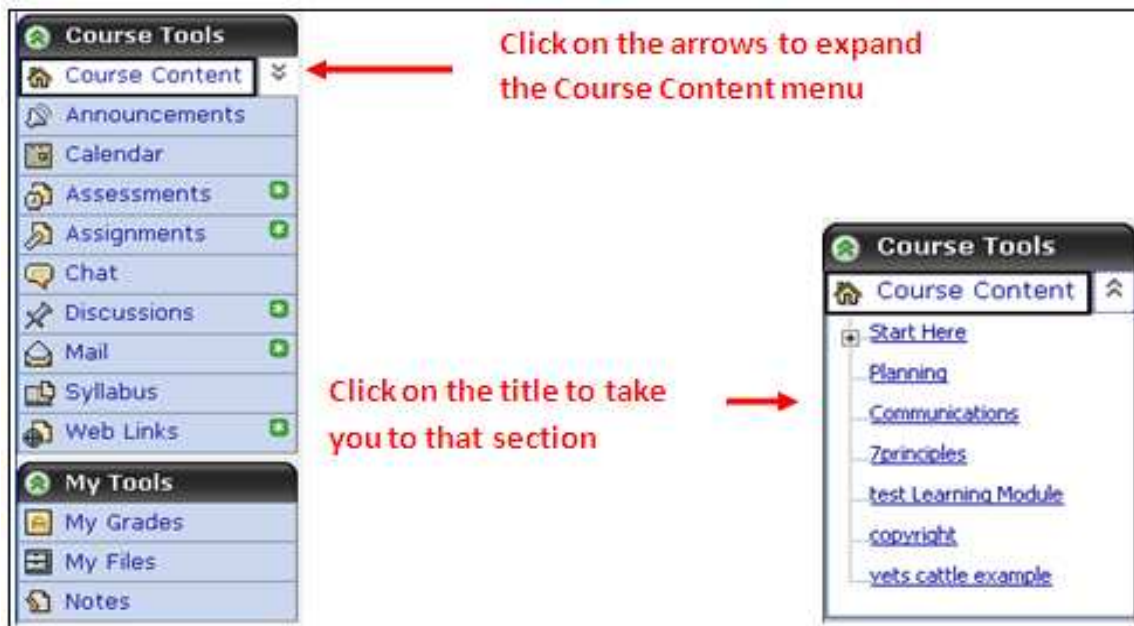
Help opens up a new window with a contextual help index - that is - it will try to give you help on the tool or area you are visiting in the site.

The **log out** link is important to recognize if you work on campus or in an Internet café. **Make sure you log out of your eLearning site if you use a public computer, otherwise the next person may have access to your mail, postings and assessments.**

Getting to the Course Content

You can get to the unit of study content by clicking on the icons and links on the home page - the main section bottom-right with icons and descriptions.

You can also quickly navigate to the content in your unit of study using the **Course Content** dropdown or menu.



If your site uses the drop down list of blue underline links, you can collapse the list again by clicking on the two up pointing arrows next to Course Content.

Course Tools

If you want to make more room on the home page of your site, you can temporarily collapse the Course Tools panel by clicking on the vertical bars and arrows as shown below:



In the Course Tools and My Tools panels there may be many or few options available to you. Which options are available depends upon the unit coordinator and the needs of the unit of study. The most common tools are displayed below in an image to the right, with short descriptions on the left.

Announcements: Announcements posted by your unit of study coordinator or tutor.



Assessments: Online quizzes, self-tests and surveys

Assignments: Where to submit assignments online

Calendar: A calendar where you and your coordinator can post relevant date information

Chat: If some in this unit of study if logged in at the same time you can type to them directly in real time here.

Discussions: You can post discussion postings and read other users' postings here in a variety of discussion topics.

Learning Modules: Content material is often ordered into a study stream here.

Mail: You can post and receive mail internal to this unit of study here using the mail tool. You can also set your mail tool to redirect internal mail to your USYD account

Media Library: Glossaries or image/sound libraries can be made available here if appropriate

Web Links: Lists of internet links that may be useful

My Grades: If you grades are kept online, you may be able to view them here

My Files: If this feature is enabled, you can see you personal file space here

My Progress: If this feature is available, you can see which pages you have visited here.

Notes: If this feature is available, you can make personalized notes in this unit of study.

Assessments, Assignments, Discussions and Mail are described in more detail in our series of guides available from:

<http://www.usyd.edu.au/elearning/student/guides/> .