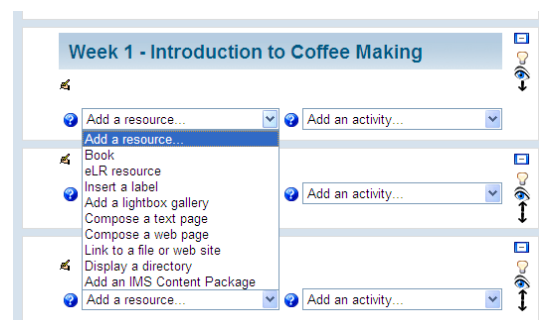
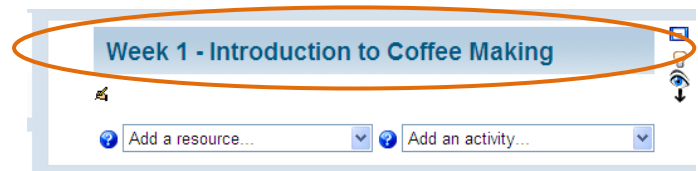




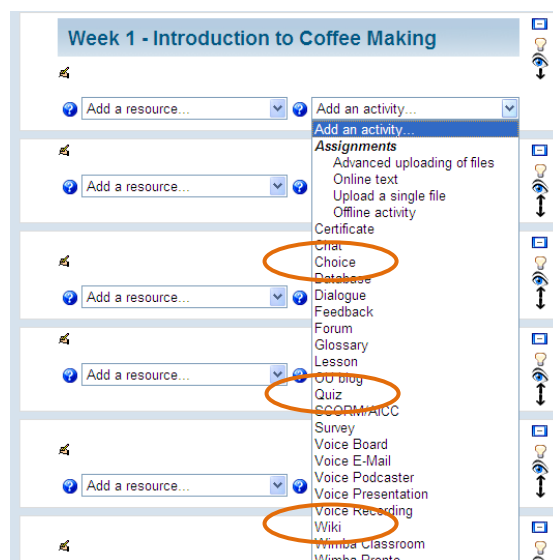
eLearn Tips and Tricks

eLearn Learning Management System

- Ensure both yourself and your students have gone into your own profiles and updated your email address. (This is defaulted to your CIT student number so it is important to change this to your normal CIT email).
- Make it clear in the first block where students can contact the teacher by adding a label with the teachers contact details including telephone and/or email.
- Only use blocks which are useful for your subject i.e. do not have the 'latest news' block displayed if you are not going to use this with your students. .
- Try to keep all content in two columns only. This is the default setting for eLearn. If you do add blocks move them over to the **left hand column**.
- Use the highlight (light bulb) icon to highlight the current block
- Use meaningful titles in your topics so the navigation block makes sense to students (e.g. Don't just add Week 1, Week 2, Week 3 but rather add descriptive topic headings for example,
1 - Introduction to Types of Coffee
- To make your course look more professional, use the **Heading 1** selection for the title of the block. This will make the heading stand out and put a blue banner in the background. Try to keep it to one line of text. The **Heading 1** text should be in its own topic block. The content in another.
- Do not ever use any size higher than 5 points in the font size (do not use 6 or 7 as it tends to overlap other work).
- Use the **eye** icon to hide/reveal resources and activities or whole blocks as they are needed (or no longer required). You can also use this feature to hide future weeks or topics while you are working on them.
- Don't forget to look at different options for uploading content for example the full list of **Add a resource** options is below. You might like to create a quick one page document for your students using the **Compose a webpage**.

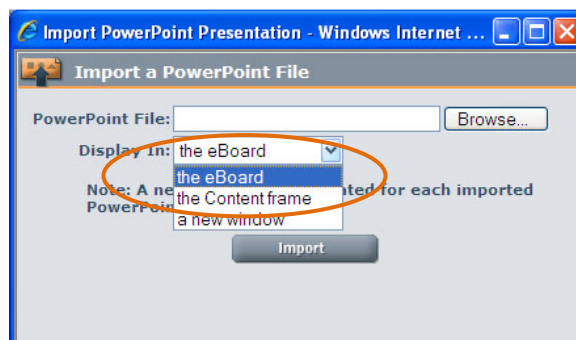


- Also have a look at all your options for **Add an activity** function. For example you can add a **Wiki** or add a **quiz** or you could also add a **choice** for students to select the best availability for the teachers to set the time and date for an eLearn Live Virtual Classroom session.



eLearn Virtual Classroom

- Always ensure your usb headset and/or webcam is plugged into your computer BEFORE logging into eLearn.
- When you upload your PowerPoint directly into your room make sure you choose to display it in the **e-board** (this will allow you to interact with the eboard drawing tools).



- If you want guest access (outside of your course) you can send the direct URL for your live classroom to others (use this for NON teaching/learning activity). This is great for your guest speakers to log in from their own workplace. This can be found by going to the **Activity block**, clicking on the **Virtual Classroom** link, clicking on **your room**, clicking on the **Settings** icon, and then selecting the **Access** tab.
 - Limit sessions to up to a maximum of **one hour** for any session.
 - Ensure you use the emoticons regularly to ensure your students stay engaged.
 - You can use the recording feature for the following:
 1. A completely online class
 2. A blended class where you have some students in the classroom and some logging in from their homes
 3. A face to face class that you would like to record (good if you have guest speakers)
- NOTE – Flex:Ed has wireless usb plug and play knecklace microphone that you can loan.

eLR (eLearn Object Repository)

- If you want to share to all CIT staff select **CIT View** (this means your resource will show up in search results and be viewed by others)
- You can add regularly used files to your favourites (or those you've searched for a want to use again).
- You can upload draft resources to your **My Content** area in eLR to work on these at various locations (eg. Home, campuses). Once ready to go you can transfer these to the CIT collection ready to add to your subjects.

Remember if you have any questions or would like any help call the friendly team at Flex:Ed on 62073833.

