



Learn eLearn – Getting Started

Overview

This exercise covers an introduction to using the basic features of eLearn. You will log into an eLearn course and customise it for one of the subjects you teach. At the end of the session you will be able to backup your work.

Contents

PART A: FIRST STEPS WITH ELEARN	2
<input type="checkbox"/> ACTIVITY 1: LOG INTO ELEARN.....	2
<input type="checkbox"/> ACTIVITY 2: REQUESTING A DEVELOPMENT COURSE.....	2
<input type="checkbox"/> ACTIVITY 3: TURN EDITING ON.....	2
<input type="checkbox"/> ACTIVITY 4: ADD A HEADING	3
<input type="checkbox"/> ACTIVITY 5: ADD MORE TOPICS	3
PART B: CUSTOMISE YOUR ELEARN COURSE.	4
<input type="checkbox"/> ACTIVITY 6: MANAGE TOPICS	4
<input type="checkbox"/> ACTIVITY 7: LINK TO A WEB PAGE	4
<input type="checkbox"/> ACTIVITY 8: CREATE A QUICK WEB PAGE.....	4
<input type="checkbox"/> ACTIVITY 9: UPLOAD A FILE TO ELR.....	5
<input type="checkbox"/> ACTIVITY 10: ADD LINK TO A YOUTUBE OR TEACHER TUBE VIDEOE	6
<input type="checkbox"/> ACTIVITY 11: BACK UP YOUR COURSE.	6
<input type="checkbox"/> ACTIVITY 12: CUSTOMISE YOUR PROFILE.....	7
PART C: ADDITIONAL ACTIVITIES (OPTIONAL)	8
<input type="checkbox"/> ACTIVITY 13: MONITOR LEARNER PROGRESS.....	8

Part A: First steps with eLearn

Activity 1: Log into eLearn

Your first task is to log into eLearn and access your course.

Instructions

- Open **Firefox** and go to <http://elearn.cit.act.edu.au>
- Enter your username and password. (CIT ID and Banner PIN)
- If you already have a course to play in, you can use this and skip to Activity 3, otherwise, please see Activity 2.

Activity 2: Requesting a Development Course

- To the left of your eLearn home page, you will see a block called Teaching links
- Click on the link for **Course Development Area**
- In the text at the top of the page, there is a link for **course request feature**. Click on this, fill out the form and click **Request a course** button.
- You have now requested a course.
- Once approved by CIT Online Support (or your presenter) you can now use this course to complete the following activities.

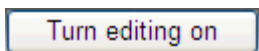


Activity 3: Turn editing on

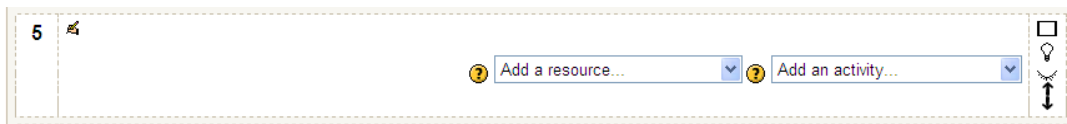
To make changes to your course you need to go into editing mode.

Instructions

- Click on the **Turn Editing On** button in the top right area of the screen.



- Click this button again to turn editing off and notice the differences. You should see a little hand with a pen in various positions on the screen. You will also see some symbols in the right hand side of the main mid column.




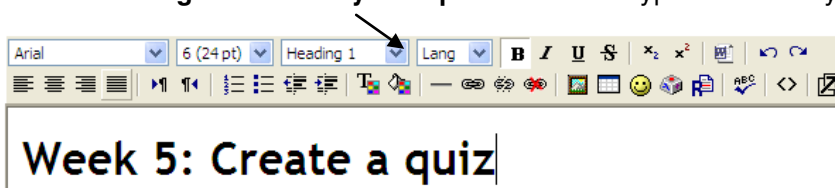
Activity 4: Add a heading

You will see that your eLearn course has several blocks. Many teachers will choose to use a block for each week of their subject.

Your task now is to add or change a heading in one of the blocks.

Instructions

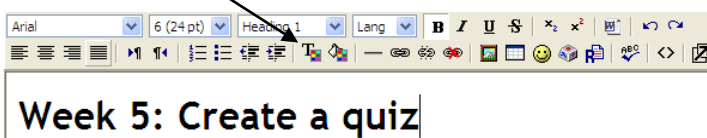
- Turn editing on.
- Click the small hand in the top left hand corner of the block.  You will be taken to the eLearn editor.
- Select **Heading 1** from the **style drop down menu**. Type the text for your heading.



Once you click the 'Save changes' button below the eLearn editor and return to your course home page, you will see a result similar to this:

Week 5: Create a quiz

If you would like a heading without the background gradient, then do not select Heading 1 from the style drop down menu. Instead, choose the font that you would like from the font drop down menu and choose a colour for your heading by first selecting the text and then clicking on the Font Colour button in the centre of the second formatting bar. Look for the button with a 'T'.



Activity 5: Add more topics

You can easily add more topics to your eLearn course.

Instructions

- Turn editing on.
- Clicking on **Settings** in the **Administration** box in the left hand column.
- Scroll down the screen and click on the drop down list labelled **Number of weeks/topics**.
- Select the number of topics you need.
- Scroll down the screen and click on **Save Changes**.



Part B: Customise your eLearn course

Activity 6: Manage topics

Order your topics or weeks

- You can move your topic /weeks up or down on the page by clicking on small black arrows in the right hand side of each block.
- Try this now.

Hide some topics/weeks

- Click on the eye  on the right side of a week/topic to hide it. Notice how it changes to a .
- Go to student view and see your changes. You can access Student View by clicking on the drop down list on the top bar labelled **Switch Role To**

Activity 7: Link to a web page

You can easily add a web page to your eLearn course without the need to know HTML.

Instructions

- Turn Editing On.
- Choose Link to file or website from the Add a Resource drop down list.
- Enter a name for the website in the **Name** field. i.e. ABC.
- Enter a web address (URL) in the Location field. i.e. <http://www.abc.net.au>
- Scroll down the screen and click on **Save and Return to Course**.

Activity 8: Create a quick web page

eLearn has a WYSIWYG editor which means you can easily add a web page to your eLearn course without knowing HTML.

Instructions

- Turn Editing On.
- Choose Compose a Web Page from the Add a Resource drop down list.
- Type your information in to the editor in the window **Compose a Web Page**. You can format it using the editor buttons.
- When you have finished click on **Save and return to course**.
- NB You can see the HTML which is created automatically as you type by clicking on the two angle brackets in the editor. Click this button again to exit.

Activity 9: Upload a file to eLR

Your files will be stored in Equella which is a database. There are a number of steps to uploading a file, however there are also benefits in that you will be able to search through your files and share these with your colleagues.

Instructions

Go into eLR

- Turn editing on.
- Choose **Add an eLR Resource** from the **Add a resource...** drop down menu.
- Click on **Contribute** in the bottom right.
- Click on **CIT Learning Resources**
- Select **Single File** and wait while fields appear which allow you to upload a file from your computer.
- Click on the **Browse** button, select a file then click on **Attach**.

Enter details about the file

- Enter a **Searchable name of this item**. Choose a name that identifies the file for example **Subject Outline Semester 1 2010**.
- Select **All my own content**.
- You now need to select a **Subject – Course number**.
- Click **Search**. You can now browse for your Subject code or in the **Search Terms** tab, you can search for your subject. Click on the Subject code on the left, click **Select this term** on the right then **OK** down the bottom right. If you cannot find the term you want, then search for and select 'Not applicable'.
- Enter a few **Keywords for this item** that relate to the file. You can use these later to search for the file.
- Choose your Centre from the **Originating CIT Centre** drop down list.
- Scroll down the screen and click on **Save** then in the new window that appears, select **Submit for Moderation**
- This screen is to review the item. Click **Select this item**
- Click the radio button next to your item (this will be the resource with the icon such as a Word icon or a pdf icon etc. For the time being, please ignore the one with the 0's and 1's). **Select Resource**
- You will get a preview of the resources. To return to the course, click on the blue breadcrumb bar at the top of the screen.

Activity 10: Add Link to a YouTube or Teacher tube video

There are a number of ways that you can link to a TeacherTube or YouTube video. One way is to embed a link into the front page of your course.

Instructions

- Go to <http://www.youtube.com> or <http://www.teachertube.com> and search for a video.
- Display the video and look for a small button called **Embed code** (or Object)
- Select and copy the code beside this button.
- Return to eLearn and choose **Insert a label** from the **Add a resource** drop down menu.
- The elearn editor will be displayed. Click on the two angle brackets to enter HTML mode.
- Paste in the code.
- Scroll down the screen and click on **Save and return to course**.



Activity 11: Back up your course

You can create a backup of your course and save it. You will be able to restore your work to an eLearn course at a later stage.

Instructions

- Click on **Backup** in the **Administration** block.
- You will be presented with several screens of information. Keep clicking on Continue to progress through these screens.
- Click on the name of the backup file to download it.
It will have a name similar to [backup-comm-414-0 - 70002201020-20100719-1527.zip](#)
- Save to disk.

Activity 12: Customise your profile

Each person with an eLearn account has a profile which can be seen by other users. You can customise your profile. You can edit it.

- Click on Profile in the Administration block **or**
Click on Participants in the navigation block, then click on your name **or**
Click on your name at the top of the page.

This page contains a list of the courses you are enrolled in. It also allows you to disable any mail sent to your email. Just click on the small envelope beside your email address.

- Click on Edit profile.

Email settings

- You can change your email address. Automatically, this is set to your student email address. If you would to be notified of Dev course approvals, when students submit work etc, please change this to the appropriate email.
- Just enter your new address in the Email Address field and scroll down the screen and click on **Update profile**.
- You can also specify how and if you would like others to see your email. Click on the drop down menu beside **Email Display** and choose one of the following options.
 - Hide my email address from everyone.
 - Allow everyone to see my email address.
 - Allow only other course members to see my email address.

Add your photograph

- Scroll down the screen to the **Picture of....** section.
- Click on the **Browse** button and find the file on your computer.
- Click on **Open**.
- Add a few words in the **Picture description** for example you could enter your name.

Part C: Additional activities (Optional)

Activity 13: Monitor learner progress

You can access reports which give you detailed logs and participation reports of student activity. Return to your Course when you are enrolled as a teacher.

Instructions to access Course Reports

- Click on **Reports** in the Administration block
- Enter your criteria by choosing options in the drop down list.
- Click on Get these logs.
- The following type of information should be available:

Live logs from the past hour

See which pages learners have accessed at what time and date.

Current Activity

Lists all course activity in the past hour.

Activity report

Shows how many times each activity has been viewed.

Participation report

Shows the number of times each learner has performed the specified action.

Statistics

Gives more detailed summary report

