**Logging In to Elearn from www.jscc.edu**

* Click **jweb icon** (do not login)
* Click **elearn icon**

**Or log in directly at www.elearn.jscc.edu**

* + **JSCC** **login**
	+ **JSCC password**

**My Home**

* When you log in to eLearn, the first page you will see is the **My Home** page.
* My Home is where will find your classes, and set up preferences and notifications.
* You can always return to your My Home page by clicking the **My Home link** in the green navigation bar just **above the JSCC logo**.

**Course Home**

* You have only one My Home page, but you will have a **Course Home** page for each course you are taking.
* The Course Home contains **news** posted by your instructor that is specific to the course.
* The **Content** tab located on the bottom left of green band will open your assignments and syllabus documents.

**Downloading and Printing Content**

* Click **Content** on the navigation bar to access the **Manage Content** page.
* Click View Content.
* Click Print/Download in the top tool menu.
* Select the topics or modules you want to work with.
* Do one of the following:

|  |  |
| --- | --- |
| **Option** | **Procedure** |
| **Print the selected items** | * 1. **Click the https://elearn.memphis.edu/shared/Documentation/9.4.1/Student/9.4.1%20Learner%20Help/graphics/icons/print.pngPrint icon.**
	2. **Click the Print button.**
 |
| **Download the selected items** | * 1. **Click the https://elearn.memphis.edu/shared/Documentation/9.4.1/Student/9.4.1%20Learner%20Help/graphics/icons/download.pngDownload icon.**
	2. **Click the link in the Download Selected Items pop-up.**
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Note:If a topic contains a Microsoft PowerPoint file that was saved as an HTML file, that topic generates an error for download and does not print. Save the file and then print.

# Lockdown Browser

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| **Using Respondus Browser**  |   |
| * If your instructor requires Respondus Lockdown Browser to administer his/her tests, you **MUST** access your test using the Respondus Lockdown Browser.
* If you use any other browser to access the test, you **will not see the start button**.
* Your instructor should tell you if the Lockdown Browser is required, but you will also see a message on the test informing you it is needed.
* You may download the browser to your home computer. After installing Respondus, a lock icon  will appear on your desktop. **Note:** Mac users will go to Finder, Applications Folder and Downloads to open Respondus Lockdown Browser after the install is complete.
* If testing on the JSCC campus, Respondus Lockdown is installed in the **Academic Assistance Center** upstairs in the library and in the **Learning Centers** on the satellite campuses.
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**About Email**

The Email tool allows you to send email from **within the eLearn Environment**. You can also organize received mail using folders and store email addresses using the Address Book.

Use the options located across the top of the Message List page to access tool features.

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| --- | --- | --- |
| **Icon** | **Option** | **Description** |
| http://www.rodp.org/sites/default/files/images/email_messagelist.png | **Message List** | Click Message List to return to the message folder last viewed when viewing different email page. |
| http://www.rodp.org/sites/default/files/images/email_compose.png | **Compose** | Click Compose to create and send emails. |
| http://www.rodp.org/sites/default/files/images/refresh.png | **Refresh** | Click Refresh to reload this page and check for new emails. |
| http://www.rodp.org/sites/default/files/images/file_management_manage_files.gif | **Folder Management** | The Folder Management icon takes you to a page where you can sort the messages you receive by saving them in folders you have created and organized. |
| http://www.rodp.org/sites/default/files/images/settings.png | **Settings** | Click Settings to open a page where you can customize your email, display, and forwarding options. From here you can also see and edit your IMAP information, if applicable. |
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The **Filter by feature** allows you to quickly sort and view your messages (and contacts) by specific course associations, by group or section within a course, or, as in the case of contacts, as either personal or course-related. You can also view messages (and contacts) not associated with a course offering, using this feature.

Use the “Filter By” **drop-down list** to display your messages by one of the following criteria:

|  |  |
| --- | --- |
| **Filter option** | **Result** |
| **All Course Offerings** | Displays messages associated with any course offering. |
| **Specific Course Associations** **(including groups and sections)** | Displays messages associated with a specified course. All courses that you are enrolled in and that have email enabled are displayed.**Note:**  Users enrolled in a cascading role can only see the current course offering and its affiliated groups and sections. |

**Using the Classlist**

**Check who is online from Classlist**

The Online Status icon displays beside the names of other users who are currently online.

**Send a page from Classlist**

* Select the users you want to page and click the Page selected users icon.
* Type your Message.
* Click Send.

**Send an email from Classlist**

* Select the users you want to email.
* Click the Email selected users’ icon.
* Type your subject and message in the appropriate fields. Click the Browse button to add an attachment, if desired.
* Click Send.

**Submitting to the Dropbox**

From the main Dropbox page, click the name of the folder that you want to submit an assignment to, and then do the following:

* From the main Dropbox page, select the folder you want to submit an assignment to.
* Click **Add a File**.
* Click **Browse** to attach the file you want to upload. You can click Add to attach additional files.
* Click **Upload**.
* Click **Submit**. 

**Submitting group assignments to a dropbox folder**

* Group dropbox folders have a Group Folder icon beside their name. Any user in your group can submit files to the group folder.
* The Submissions column in the Folder List lets you know how many files your group submitted.
* The Submission History page provides details on who submitted files and when. Feedback, including grades, associated with group folders applies to the entire group.
	+ From the main Dropbox page, **select the folder** you want to submit an assignment to.
	+ Click **Add a File.**
	+ Click **Browse** to attach the file you want to upload. You can click **Add** to attach additional files.
	+ Click **Upload.**
	+ Click **Submit**.

**Reviewing your dropbox submission history**

* On the Dropbox Folders page, click History.
* Click the Folder you want to view.
	+ A list of submitted files displays on the Submission History page.
	+ You can check each file’s size, when it was submitted, whether comments were included with it, and who has retrieved it.
	+ For group dropbox folders you can check who submitted each file.
*  **Unread**:  The file has not been retrieved.
*  **Read**:  The file has been retrieved. (It may not have been read or graded.)

**Viewing feedback in Dropbox**

* From the Dropbox Folders page, click the View icon in the Feedback column for a folder.
* View your comments, grades, and/or rubric achievement.
* Click Download All Files to download any attachments.

# Creating Posts and Replies

**Posting a message in Discussions**

* Enter the topic where you want to post a message.
* Click Compose at the top of the message list.
* Type a Subject.
* Type your Message.
* Set any other message options you want. (These options may not be available, depending on the course and the topic.)

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| --- | --- |
| **To:** | **Do this:** |
| Attach a file | In the Attachments area, click Add a File and locate the file you want to attach. You can attach as many files as you want. |
| Pin message | Keeps the message at top of the list for the topic for all users, regardless of any sorting done to the message list. |
| Post your message anonymously | Select Author anonymously. |

* Click Post.

**Saving a draft message in discussions**

* You can save your message as a draft instead of posting it right away. Saving a draft lets you return to the message later to edit it before posting it to the topic.
* To save a draft, click the Save as Draft button instead of the Post button when writing a message.
* To find a saved draft, view the message list for the topic where you created the draft and select “Drafts” from the View drop-down list in the top right corner of the page.

**Replying to a message in Discussions**

* Locate the message you want to reply to.
* Do one of the following:
	+ If you’re using the Grid Style message list, click the subject of the message you want to reply to, and then click Reply at the top of the message.
	+ If you’re using the Reading Style message list, click the Reply link below the header of the message you want to reply to.
* Type your reply in the Message field. To include the original message’s text in your reply, click the Add Original Message Text link.
* Set any other message options you want. (These options may not be available, depending on the course and the topic.)

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| **To:** | **Do this:** |
| **Attach a file** | **In the Attachments area, click Add a File and locate the file you want to attach. You can attach as many files as you want.** |
| **Make the message anonymous** | **Select Author anonymously.** |

* Click **Post**.

**Managing Discussion Settings**

**Access Discussion tool settings**

Do one of the following:

* Click the Settings link at the left of the main discussions page or the top of the message list within a topic.
* From the Welcome Widget on My Home, click Preferences then the Discussions tab.

**Discussion Personal Settings**

Personal settings control the way you view messages inside a topic. These settings apply to all course offerings wherever you access discussions but do not affect other users.

**Display Settings**

The following display settings are available:

* Show the discussion topics list
	+ Use this setting to show or hide the list of topics.
	+ Hide it to save space or show it to switch between topics quickly.
* Show the search bar
	+ The search bar allows you to search for messages.
	+ You can also show or hide the search bar by clicking 
	+ Show Search or Hide Search on the action bar inside a topic.
* Show the preview pane
	+ If you are using the Grid Style message list, you can choose to open messages in a preview pane at the bottom of the screen or in a pop-up window.
	+ Select this option to use the preview pane, clear it to use a pop-up window.

**Default Message List View**

* Controls whether messages are displayed in threaded or unthreaded view when you enter a topic.
* In threaded view, messages are grouped together with their replies, allowing you to follow the thread of a conversation.
* In unthreaded view, messages can be sorted by author, date, subject, message ID, or average rating.

**Message List Style**

* Grid Style
	+ The Grid Style message list resembles a traditional email reader where each message’s subject, author, and date appear in a list without the full text of the message.
	+ To read a message, you click the subject; the full text is displayed in a separate area.
* Reading Style
	+ The Reading Style message list shows the full text of all messages in a single view.
	+ You read messages simply by scrolling through the page, without having to select messages and read them one at a time in a dedicated reading pane or a pop-up window.

**Reply Settings**

* Select this option to automatically include the text of any message you reply to when composing a reply.