

Email

SEND AND VIEW EMAIL

To send email:

- Click on the title of a course to enter the course.
- Click the Classlist link on the NavBar.
- Check the small box to the left of the name(s).
- Click the email icon above or below the list.
- Compose your message and press Send.

To view email:

- Click the Email link on the NavBar at the top of the screen.
- Click the Filter to select the course for which you want to view email.

Discussions

SET DISCUSSION OPTIONS

- Click on the Discussions link at the top of the screen on the NavBar.
- Click on Settings on the NavBar to the left.
- Display messages in “threaded” style.
- Choose Grid or Reading style. In Grid style message subjects are displayed in a grid. In reading style, the entire message text is displayed for all messages.
- Choose other options as you desire. Click Save.

READ/REPLY TO A DISCUSSION POSTING

- Click on the Discussions link at the top of the screen on the NavBar.
- Click on the topic you wish to read then click on the subject of the message you wish to read. If you are in reading view, the message will display.
- Click on Reply.
- Key the message.
- Click the Post button.

CREATE A NEW DISCUSSION POSTING

- Click on the Discussions link at the top of the screen on the NavBar.
- Click on the topic where you wish to post.
- Click on Add Message button in the upper right of the Discussion window. A new window will open.
- Compose a message.
- Click on Submit.

ATTACH FILE(S) TO A DISCUSSION POSTING

- Refer to the previous sections for replying and creating a new discussion message.
- At the “Message details” screen, click on Add a File.
- Click the Browse button and locate the file on your computer.
- If you wish to include other files, click the Add button and browse for another file.
- Press the Upload button.
- Click the Post button.

Assignments

SUBMIT AN ASSIGNMENT

- Click on the Assignments link at the top of the screen on the NavBar.
- Click on the name of the assignment.
- Click the Browse button and locate the file that you wish to upload.
- Enter a description, if desired, and click the Upload button.
- The “1” indicates that you have submitted one file.

VIEW HISTORY OF SUBMITTED FILES

- Click on the Assignments link at the top of the screen on the NavBar.
- Click the History link to view all files submitted.
- View the score on the Assignments Folder page.
- Click on the number in the Submissions column to view the files, comments, and dates submitted for a specific assignment.
- Click on the View Feedback link to see comments or files your teacher has returned.

Quizzes

TAKE A QUIZ OR TEST

- Click on the Quizzes link at the top of the screen on the NavBar.
- Click the Quiz title.
- Click the Blue “Start Quiz” link.
- Select each answer and Save.
- Check the status window at the left to make sure icons are darkened—it means you have saved the questions.
- When all questions have been answered, click the Submit Quiz button at the lower right.

VIEW QUIZ RESULTS

- Click on the Quizzes link at the top of the screen on the NavBar.
- Click on the Submission icon to the right of the quiz you have taken—it is a question mark.
- Click the attempt number to view any results that have been released to you by your instructor.