

ECAMPUS TABS



When you login to eCampus and select your course, there are several tabs that have information for you.

Course tab: This page provides at-a-glance information about the course.

Calendar tab: This page allows you to view calendar items for the day, week, month, or year.

Lessons tab: This page contains most of your course content, such as lecture notes, links, quizzes, discussion forums, drop-box assignments, and other objects.

Resources tab: This page provides resources that are important to your course.

Communicate tab: This page provides access to the course's communication tools.







Report tab: This page includes common course tools to help you track your course progress, grades, and more.

Support tab: Link to eCampus support page.

Library tab: Link to the Blinn College Library.

NAVIGATION

Within your course, there are several navigation options.

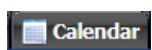
-  Home: Returns you to your home page.
-  Help: Displays the searchable help.
-  Log off: Logs you out of eCampus.
-  Course Guide: Looks like four small arrows next to the Home icon on the Power Strip; click on the arrows to expand or collapse the guide.
-  Preferences: User settings (personal information, password, theme selector, etc.)
-  Instant Messenger: Communicate with other users online.

USING THE COURSE TAB



When you click on a course, this is the tab that will appear first. It contains a summary of your activity, grades, course mail, course announcements, and more. Your instructor can customize this page specific to your course.

USING THE CALENDAR



1. Click on the *Calendar* tab.
2. Click on the item listed in the calendar to view the full entry.
3. If the item is tied to an assessment or assignment, you can click on *View Item* to go to the assessment or assignment.

USING THE LESSONS TAB



This page contains the bulk of your course content, such as lecture notes, links, quizzes, discussion forums, drop-box assignments, and other objects.

Instructions for using quizzes, discussion forums, and drop box assignments are located in this reference guide.

USING THE DISCUSSION FORUM

Discussion Forums will be located in the Lessons or Communicate tab.

Creating a New Post

1. Click on the link to the discussion forum.
2. Click the *New Post* button.
3. Type a *title* for your post. Type a *message* for your post.
4. If you need to attach a document, click *add a file*.
 - Click *Select*.
 - Find the file on your computer.
 - Click *Open*.
 - Click *Upload*.
5. Click the *Save* button. Your message has been posted.

Replying to a Post

1. Click on the message you wish to reply to.
2. Select the *Reply* link.
3. Type a *reply* to the post.
4. Click the *Save* button. Your reply has been posted.

TAKING AN ASSESSMENT

Assessments will be located in the Lessons tab.

1. Click on the assessment link.
 - Read through the instructions on the assessment page. This information is important to note before you start your assessment.
2. Click the *Begin Now* button.
 - If the assessment has a time limit, you will receive a message that says “This assessment is time limited. Please pay attention to the remaining time in the upper right hand corner.” This is a reminder message for you.
3. Click the *Continue* button.
4. Take the test or assessment by answering each question. Make note of your time limit in the upper right-hand corner.
5. When you have finished the test or assessment, click the *Submit* button.
6. Click the *OK* button. You may be able to see your results if your instructor has set the assessment up that way.
 - Click on the assessment link.
 - Under the *Your Submissions* area, click on the submission to see the results.

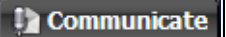
USING THE DROPBOX

Drop-box assignments will be located in the Lessons tab.

1. Click on the link to the drop box.
2. Follow the instructions provided by your instructor. You will either type your message in the message box or you will attach a document. Your instructor should tell you which to do.
3. To type into the message box, click in the *message box* and type your *message* to the instructor.
4. To add an *attachment*, click the *Attachments* button
 - Click *Browse*.
 - Click the file you wish to attach.
 - Click the *Open* button
 - Click the *Upload File* button
 - Click the *Finished* button
5. Click the *Submit* button
6. Click the *OK* button

USING THE RESOURCES TAB

The Resources area contains extra information and resources for you in your course. The Course Resources area includes links and other information from your instructor. The Institutional Resources area includes links and other information from Blinn College and Distance Education.

USING THE COMMUNICATE TAB

This page provides access to the course’s communication tools. Most of these tools are located in other areas of the course (such as mail or discussion forum).

USING THE REPORT TAB

The Report tab allows you to run reports about your activity in your course. The most common report that you will run will be the Student Grades report.

1. To run the grade report, click on the drop-down menu for Category.
2. Choose Grades from the drop down menu.
3. The default report is student grades and the default user is your account. You will only be able to see your grades for this course.
4. Click the Run button
5. Your grade report will appear.

USING THE SUPPORT AND LIBRARY TABS

The SUPPORT tab in eCampus allows you to quickly access basic technical information about eCampus. This information includes browsers, browser settings, additional software, and tutorials.

The LIBRARY tab in eCampus sends you directly to the Blinn College Library web site. The Library web site has a variety of resources for you to use as you take your eCampus course.

DISTANCE EDUCATION INFORMATION

Phone: 979-209-7298
 Brenham Location: Classroom Building, Office 19
 Bryan Location: Bookstore Building, Room 212
 Web Site: <http://www.blinn.edu/disted>