

Blinn eCampus Quick Guide

Course Navigation

This quick guide provides information about how to navigate eCampus and the essential functions you will use.

eCampus Minibar

The eCampus minibar provides shortcuts and alerts (see Figure 1).

1. My Home – Takes you to the eCampus home page
2. Course Selector – Allows you to access all of your courses and pin them to My Courses
3. Message Alerts – Gives direct access to new emails and to your mailbox
4. Subscription Alerts – Indicates new posts to discussion forums you have subscribed to
5. Update Alerts – Indicates new News items, grades posted, and upcoming due dates
6. Personal Menu – Allows you to edit your profile, set up notifications, change account settings, view your class progress, and log out



Figure 1: eCampus Minibar

My Courses

The My Courses widget on the home page displays the courses that you pinned (see Figure 2). Click a link to enter that course. (To pin courses to My Courses, go to the Course Selector on the minibar.)

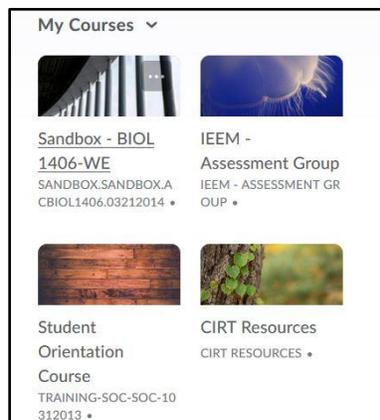


Figure 2: My Courses

eCampus NavBar

Once you select a course, the Navigation bar, also known as the NavBar, will appear (see Figure 3). The NavBar consists of links to course-specific tools and resources. Note: The style, layout, and available links in the NavBar may not be the same for each of your courses.

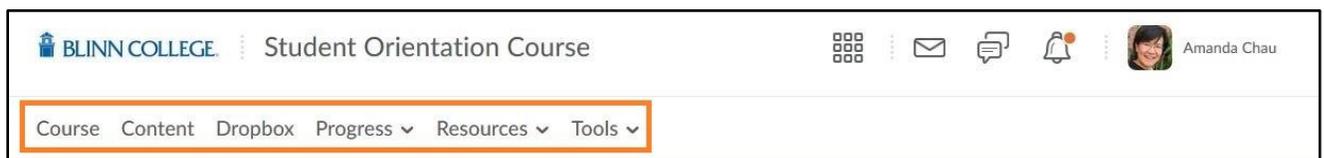


Figure 3: eCampus NavBar

Content

Course materials, such as lecture notes and assignments, are located in Content (see Figure 4).

1. Bookmarks – Access topics that you have bookmarked
2. Course Schedule – View upcoming due dates, a schedule of events, and overdue items
3. Modules – View the modules and topics associated with the course
4. Number of Incomplete Items – The number next to each module heading indicates the number of incomplete items within that module. A checkmark means that all items within a module are completed.
5. Course Topics – Click the course topic to view its contents
6. Content – Click individual links to complete the tasks
7. Completion Tracking – Shows an overview of your progress for the selected module
8. Completion Indicator – A dot next to a topic indicates that you have not completed it yet. A checkmark indicates that you have completed it.

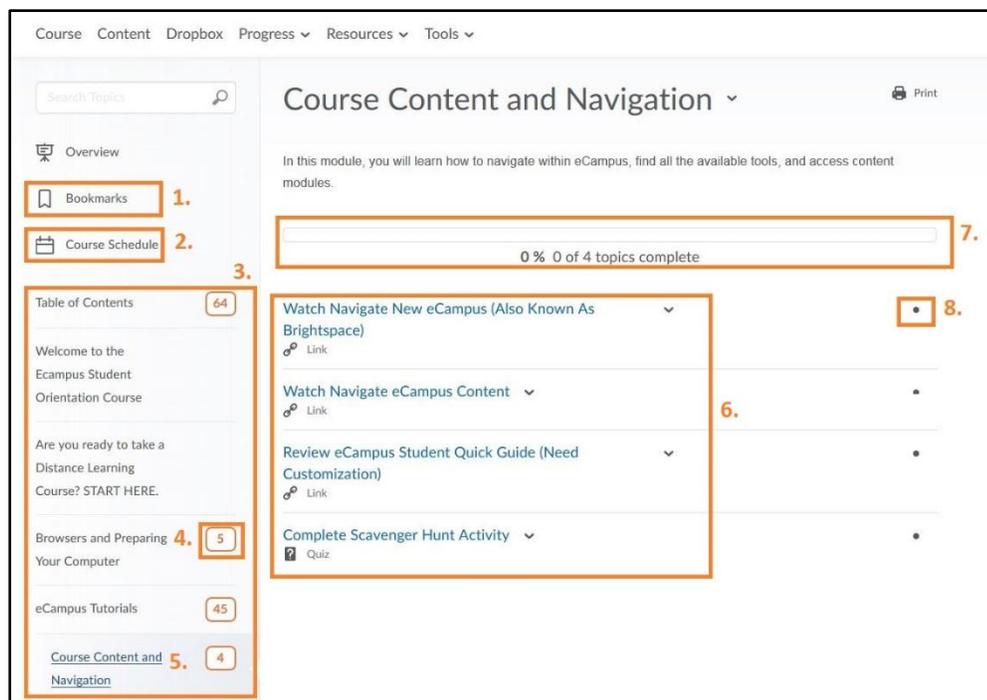


Figure 4: Content Tool

Discussions

Discussions are organized into forums and topics. You will access Discussions directly through links under Content. Click on a topic to view and reply to messages.

Creating New Threads

1. To make a new post, click **Start New Thread** (see Figure 5 on page 3).
2. Enter a subject and a message for your post. You can also add attachments (files and audio) and subscribe to a thread. See the next page for more information.
3. When you are finished, click **Post**.
4. Your post will appear in the topic.

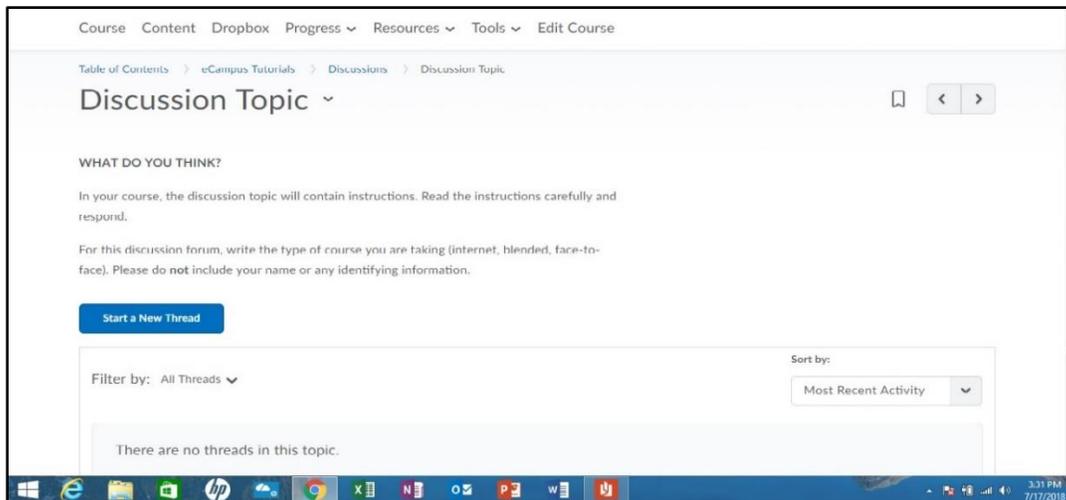


Figure 5: Starting a New Thread

Replying to Threads

1. To read and reply to the message, click on the message subject.
2. Click **Reply to Thread**.
3. Enter your message to reply.
4. When you are finished, click **Post**.
5. Click the checkbox next to “Subscribe to this thread” to receive notifications when someone replies to this thread. You can subscribe to threads or entire forums or topics.

Adding Attachments to a New Thread and Replies

1. If you need to add an attachment, click **Add attachments** (see Figure 6).
2. If you want to add a file, click **Upload**.
3. If you want to add audio, click **Record Audio**.

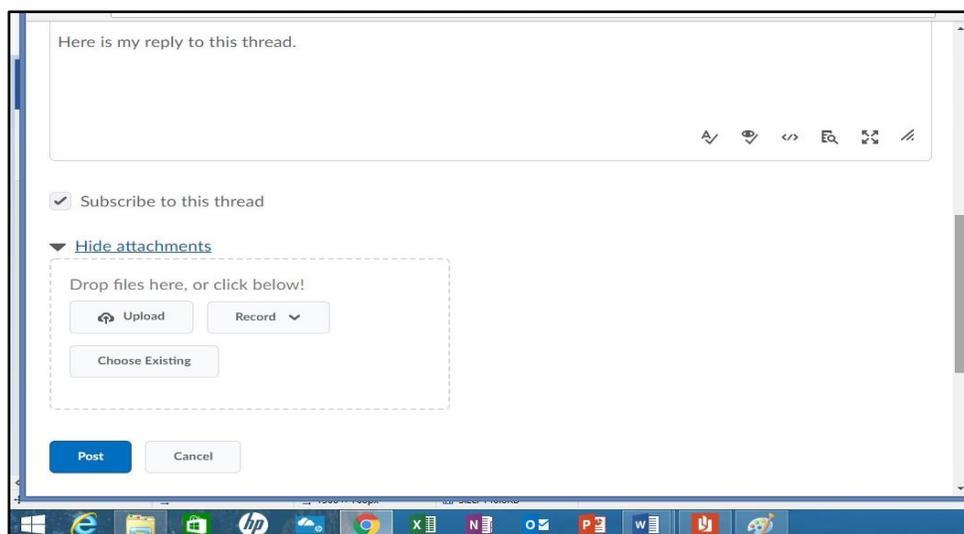


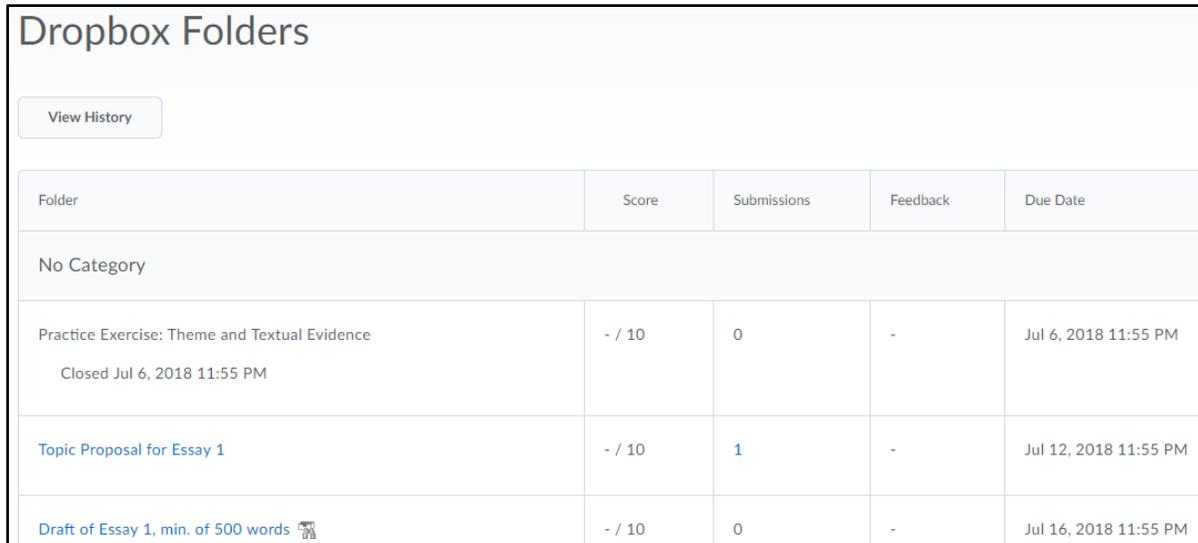
Figure 6: Uploading a File, Adding Audio, and Subscribing to a Thread

Other Options

After posting, you can click the upsidedown triangle to see editing options. You can edit your own thread. You can flag a thread to find topics later. You can also copy or print the thread.

Dropbox

Dropbox, which is organized into folders (see Figure 7), is a place to submit assignments for grading. Note: You may not see this page if you access the folder through a Content item.



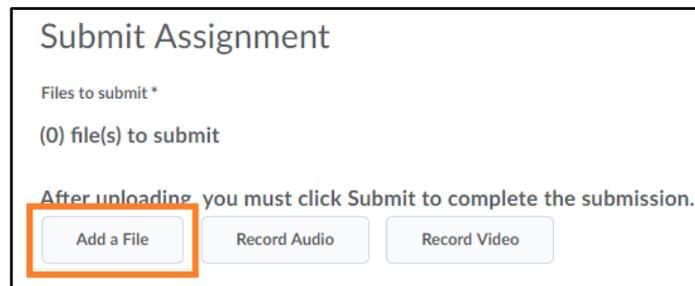
Folder	Score	Submissions	Feedback	Due Date
No Category				
Practice Exercise: Theme and Textual Evidence Closed Jul 6, 2018 11:55 PM	- / 10	0	-	Jul 6, 2018 11:55 PM
Topic Proposal for Essay 1	- / 10	1	-	Jul 12, 2018 11:55 PM
Draft of Essay 1, min. of 500 words	- / 10	0	-	Jul 16, 2018 11:55 PM

Figure 7: List of Dropbox Folders

Submitting an Assignment

Click on the dropbox assignment. You will open a summary page that may include specific instructions, a rubric, and/or attachments for you to view.

1. To submit an assignment, click **Add a File** (see Figure 8). **Note:** The following file types do NOT work with eCampus dropboxes: .gdoc, .zip, .wpx, .wps, a link to a OneDrive/SharePoint file, and any files from Apple's iWork, including .pages.



Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

Figure 8: Add a File Button

2. Select the place where the file is located, typically My Computer.
3. Find the file you wish to upload, either by dragging and dropping it into the Add a File dialog box or by clicking the **Upload** button.
 - A. Be sure the document is saved as an appropriate file type.
 - B. If you need to submit multiple files, drag and drop or upload all files here.
4. After you have selected your file, click the **Add** button at the bottom of the Add a File dialog box. The uploaded file will now be listed under the Add a File button.
5. Type any comments in the Comments box.
6. Click the blue **Submit** button at the bottom of the page.
7. A confirmation screen lets you know the file has been submitted successfully.

Email

To access eCampus email, click the **Message Alert** icon and select **Email** (see Figure 8).

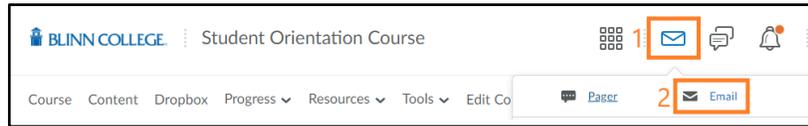


Figure 8: eCampus Minibar

Clicking **Email** will take you to your inbox (see Figure 9). From your inbox, you can read emails or write new messages.

1. Compose – Compose a new outgoing message
2. Filter By – Select a different course to view
3. Subject – Click on a subject to read the message

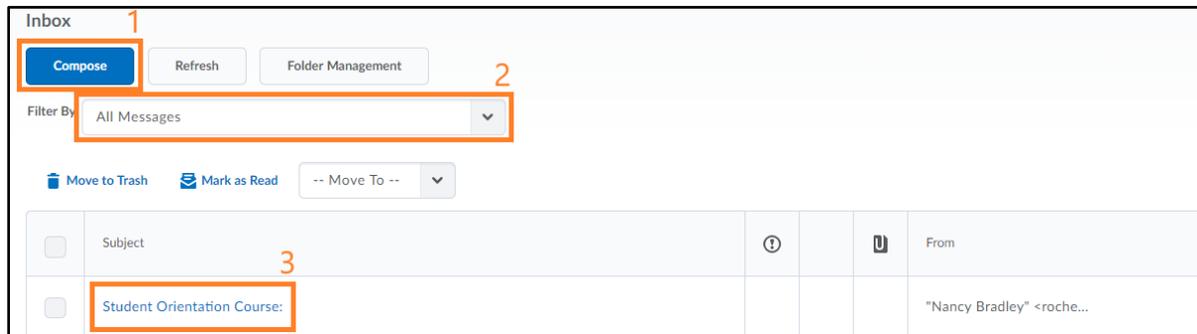


Figure 9: Email Inbox

Sending an Email

Option 1: To email people in your class, go to Progress, and click on **Classlist**. There are three ways to use the Classlist to send an email (see Figure 10).

1. Email Classlist – Compose a message to send to *everyone* in your class.
2. Name – Use the dropdown menu next to the name of the recipient. Select Send Email.
3. Email – Click the checkbox to select those whom want to email, and click **Email**.

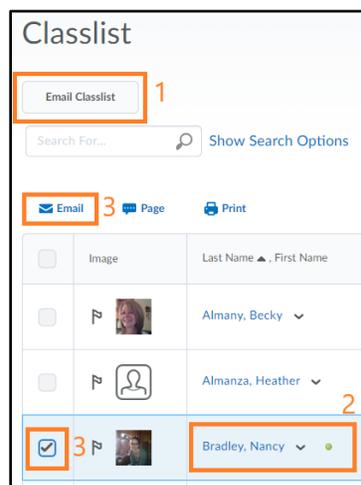


Figure 10: Email from Classlist

- Option 2: To email anyone, including people not in your class, use the email Address Book.
1. From your inbox, start a new message by clicking the **Compose** button.
 2. If you know the recipient's email address, type the email address in the **To** field.
 3. If you do not know the recipient's email address, click **Address Book** in the upper right-hand corner to open a list of contacts (see Figure 11), and follow these steps:
 - A. Click the checkbox next to the recipient's name.
 - B. Click **To** to add the person's email address to the To field. If applicable, you can also click **Cc** (copy) or **Bcc** (blind copy) to add the person's address in the respective field.
 - C. After selecting all recipients, click **Add Recipients** at the bottom of the page.

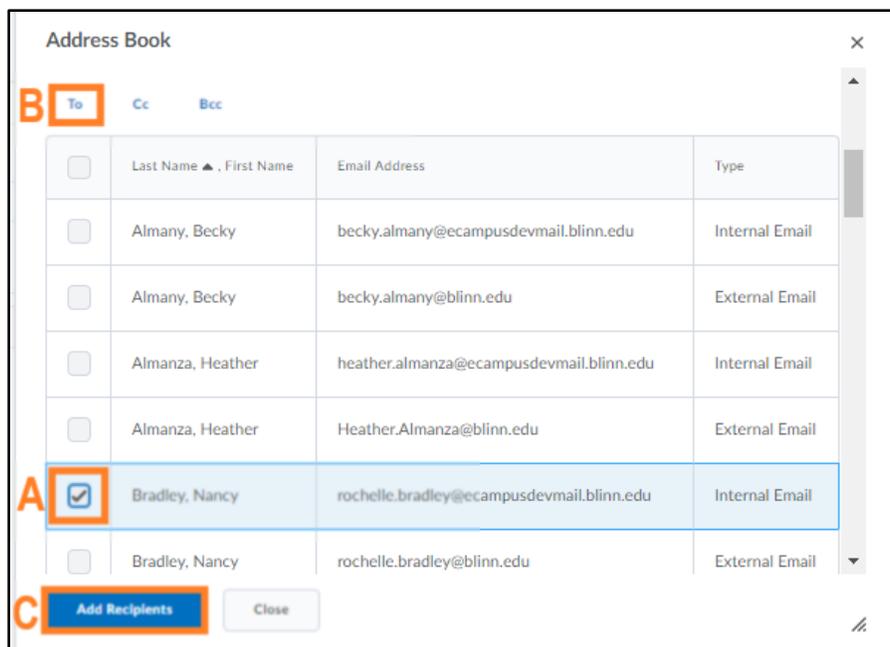


Figure 11: eCampus Address Book

Quizzes

In eCampus, all practice exercises, quizzes, and exams are called Quizzes. To take a quiz, follow these steps:

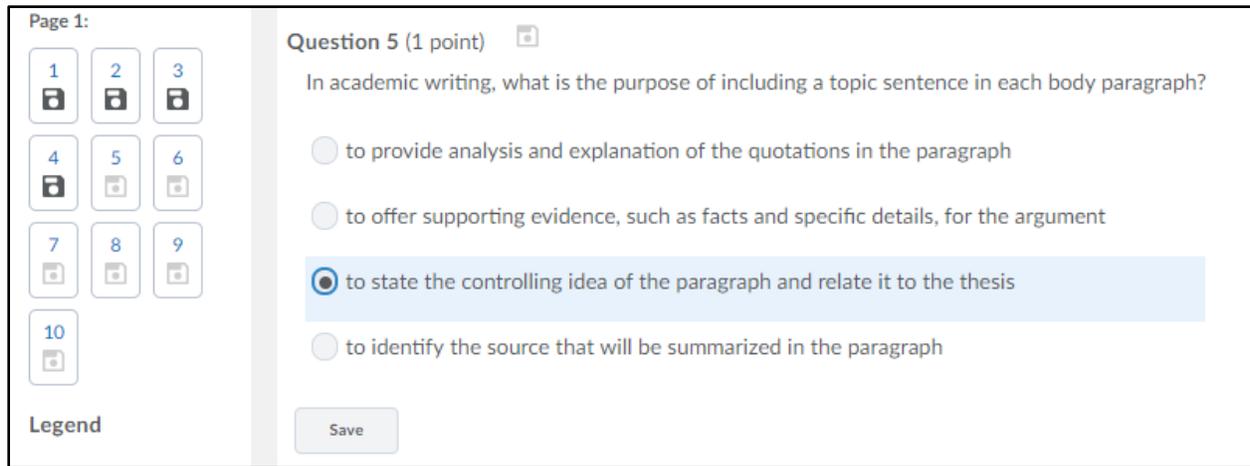
1. Click on the link for quiz you want to take. You will open a Summary page that provides the Quiz Details. Read these instructions carefully.
2. To begin the quiz, click the blue **Start Quiz** button at the bottom of the Summary page.
3. At the top of the Quiz screen, you will see a timer (see Figure 12). Be sure to keep an eye on the timer if your quiz or exam has a strict time limit.



Figure 12: Quiz Timer

4. The quiz questions will appear in the middle frame of your browser window. Question types in the eCampus quiz interface include multiple choice, written response (essay), short answer, matching, and others. Click to select or to type your answers.

- After you answer each question, click the **Save** button beneath it to ensure you do not lose any work. The disk icon for the corresponding question number will change to black to show that a question has been saved (see Figure 13).



The screenshot shows a quiz interface. On the left, there is a grid of question numbers from 1 to 10, each with a small disk icon below it. Below the grid is a 'Legend' label. On the right, the question is titled 'Question 5 (1 point)' with a small icon. The question text is 'In academic writing, what is the purpose of including a topic sentence in each body paragraph?'. There are four radio button options: 'to provide analysis and explanation of the quotations in the paragraph', 'to offer supporting evidence, such as facts and specific details, for the argument', 'to state the controlling idea of the paragraph and relate it to the thesis' (which is selected and highlighted in blue), and 'to identify the source that will be summarized in the paragraph'. At the bottom right of the question area is a 'Save' button.

Figure 13: Example Quiz Question and Save Button

- When you have answered all of the questions, click the gray **Go to Submit Quiz** button at the bottom of the page.
- Read the Quiz Submission Confirmation page. Then click the blue **Submit Quiz** button. Note: Once you click Submit Quiz, you will not be able to return to the quiz.
- After you submit the assignment, you will see a summary of your submission. The information on this page depends on your instructor's quiz settings and the types of questions in the quiz.
- Click **Return to Content** in the upper right corner to resume the class!

User Progress

User Progress is a tool that provides progress reports and instructor feedback to the student. Access your progress reports by clicking Progress in the Navigation bar and then selecting Class Progress. This will open a Progress Summary report, which includes your grades, and other information as determined by your instructor. Below is an overview of two useful progress reports.

Content Progress

The Content progress provides an overview of your progress in the class, specifically focusing on the Content items that you have viewed and completed. Click the dropdown arrows next to each Content item to get more information about your progress.

The report also includes the number of times you visited Content, the total time spent viewing Content, and the number of content items visited. There is also a visualization showing the total percentage of topics viewed and progress towards the total of all available content for the user.

Grades Progress

The Grades summary area shows the current value of the final grade. Depending on instructor settings, it may also show your maximum possible grade and minimum possible grade. This area also includes a graph of the current final grade along with scores of the last 15 items.

Most importantly, the Grades report lists the grade earned on each completed assignment, and includes any feedback your instructor has provided, for example, written comments or rubrics (see Figure 14).

The screenshot shows a user interface for a Grades report. At the top left, there is a dropdown menu with a downward arrow and the text '1 Items'. At the top right, it says 'Last Modified: Jan 29, 2018 9:03 PM'. Below this, the main content area is titled 'Introduction Forum'. To the right of the title, there is a progress indicator showing '8 / 10 | 80%' next to a blue square. Below the title, there are two sub-sections: 'Feedback' with a downward arrow and 'Rubrics'. Under 'Rubrics', there is a grid icon followed by the text 'Rubric for Discussion Forums'. On the right side of the rubric section, it says 'Worth 0 % of final grade. Achieved 8 %' and 'Last Modified: May 12, 2017 9:37 AM'. At the bottom right of the rubric section, the word 'Adequate' is displayed.

Figure 14: Accessing Feedback through Class Progress