**QUIZZES**

The Quiz list displays all the quizzes, tests, and exams made available by your instructor. The quizzes are usually in the Content area of the course or you can click on Quizzes from the NavBar.

To take a Quiz:
1. Click on the quiz’s name.
2. The Quiz details will appear. Read the instructions on this page, paying attention to the time allowed, number of attempts, and instructions.
3. Click Start Quiz!
4. Read the dialog box confirming that you want to start your quiz, and click OK.
5. Answer the questions that appear in the right-hand panel. If you click Save after each question, the disk below the corresponding question number will change to blue to show that the question has been saved.
6. When you have finished the quiz, click Go to Submit Quiz.
7. Read the Quiz Submission Confirmation notice, and click Submit Quiz.
8. A second confirmation window will appear. Read it and click Yes, submit quiz.
9. Once you submit, you will see a summary of your submission. What you see on this summary depends on your instructor.

**DISCUSSIONS**

Discussions are your course message boards, organized into forums and topics by your instructor. The discussion forums are usually in the Content area of the course.

To read and create new threads:
1. Click on a topic to view and reply to messages.
2. To make a new post, click Start New Thread.
3. Enter a subject and a message for the discussion topic.
4. When you are finished, click Post.
5. Your post should appear in the topic.

To reply to a thread:
1. Click on the message subject.
2. Click Reply to Thread.
3. Enter message to reply.
4. When you are finished, click Post.
5. Your post should appear in the topic.

**DROP BOX**

Dropbox is a place to submit assignments for your instructor.

To submit to a drop box:
1. Click on the dropbox assignment. The assignment will usually be in the Content area of the course.
2. Read and follow the instructions on the assignment page.
3. To upload a file to the dropbox, click Upload. Find the file you wish to upload, and click on it. Click Open.
4. To record audio (you must have a microphone to use this option), click Record Audio. Click the Record button (red circle) to begin the recording. Click the Record button (red circle) to stop the recording. Click the Arrow (green triangle) to play the recording before you attach it. Click Save to attach it to the dropbox assignment.
5. Add any comments (as appropriate) in the Comments box.
6. Click the Submit to Dropbox button.
7. A confirmation and summary screen appears, letting you know your files have been submitted successfully.

**EMAIL**

Email is a way to communicate with your instructor and other students who are also enrolled in your course.

To access email, click Tools, and click Email.

To compose a new message:
1. Click Compose.
2. Click Address Book in the upper right hand corner in order to select the recipients.
3. Enter a subject and message for the discussion topic.
4. When you are finished, click Post.
5. Your post should appear in the topic.

To reply to a thread:
1. Click on the message subject.
2. Click Reply to Thread.
3. Enter message to reply.
4. When you are finished, click Post.
5. Your post should appear in the topic.

Email is a way to communicate with your instructor and other students who are also enrolled in your course.

To access email, click Tools, and click Email.

To compose a new message:
1. Click Compose.
2. Click Address Book in the upper right hand corner in order to select the recipients.
3. Choose the recipients from the list. To choose a recipient:
   a. Click the checkbox next to the recipient’s name.
   b. Click To to add their name in the To field. Click Cc to add their name in the Cc field. Click Bcc to add their name in the Bcc field.
   c. After selecting all the recipients, click Add Recipients at the bottom of the page.
4. Type a subject and message.
5. Add an attachment if needed
6. When you are ready, click Send.
7. You will receive confirmation that the message was successfully sent.
**Pager**

Pager is an online messaging tool for sending messages to your instructor and other students in the course.

To access the pager:
1. Click on the small envelope icon with a triangle below it on the MiniBar.
2. Click Go to Pager.
3. You’ll first be presented with your Friends list. To add people to your Friends list, click the Classlist tab at the top of the window.
4. Click the checkbox next to the people you correspond with frequently, and then click the Add icon at the top of the list of users.
5. The users you selected will now show up on your Friends list.

Reading and Sending a Pager Message
1. From your Friends list, click on the name of the person to read and send Pager messages.
2. When you click on the name of the person, your pager conversation with that person will appear. Type into the bottom field to respond.
3. Click Send.

**Calendar**

Calendar allows you to see all of the events coming up in your courses.

To access the calendar, click Tools, and click Calendar.

**Grades**

The Grades area shows you a breakdown of all graded items in the course.

To access your grades, click Grades from the NavBar.

**User Progress**

The User Progress Area contains reports of your progress in all areas of the course.

To access your user progress, click User Progress from the NavBar.

**Navigation**

When you log in, you will be taken to the My Home page. The bar at the top is the MiniBar. It includes links to the course drop down list (1), notifications (2), and settings (3).

- **Course Dropdown List** – Access your courses.
- **Notification icons** – Notifications of messages from other students and updates in your courses.
- **Your Settings** – Edit your profile, notification settings, and logout.

When you click on a course from the Course Dropdown List, you are on that course’s home page. The NavBar (4) contains links to course-specific tools. Below the NavBar is your Course Home Page (5).

**Course Content**

To access the course content, click Content from the NavBar. As you click on modules in the left panel, a list of topics is displayed in the right panel. Navigate through a topic using the Arrow buttons.

- A small dot next to the topic indicates that it has not been completed
- A small checkmark indicates that it has been completed.
- At the top of the page, there is an overview bar that shows your progress

When all topics in a module are completed, a checkmark appears next to the module name in the Table of Contents sidebar.