

C O N N E C T A T
T R A D E T E C H



TITLE V INSTRUCTIONAL TECHNOLOGY

Instructional Technology Workshops:
Etudes Workshop

Agenda

- Overview
- Online Registration
- Log on as student
- Log on as instructor
- Questions/Discussion

Overview

- PROCESS for online registration/orientation
 - how students sign up for online classes
 - Returning students
 - New Students
 - Matriculation – Limited Enrollment form
 - Express Registration form for Online Students
 - Before the term starts
 - how students send instructor their email ids
 - how instructors establish student id/password
 - Auto-generation of accounts in ETUDES
 - Orientation to ETUDES – in person and online
 - Why students submit TBA assignment

Overview

- Log into Summer Health 11 class
 - Explore each of the areas of the classroom
 - Understand how the class set-up helps the student understand what to do
- Log into your own classroom shell if it is created
- Upload your course syllabus to the ETUDES shell
- Upload course syllabus to the Instructor Homepage through Oracle Portal
- Hand out Quick Start Tutorial
- Assignments for next workshop
 - create a point tracking workshop
 - bring an assignment
 - bring a list of Internet resources

Online Registration

- We'll start at <http://lattc.edu> and click on **On-Line Classes** from the navigation bar to go through the process
- Note tutorials that students can go through to learn course management system
- Note ETUDES portal link
- Note list of online classes and where the links go; follow a link on a class section number
- Complete a **Welcome Form**
- Note directions for **id/password**
- Return to Online Class homepage
- Note steps to register to the campus

Online Registration

- Note steps to get into a class
 - Returning students – follow normal class registration process
 - New Students – use Matriculation limited enrollment form **PLUS** Express Online Student Registration form **OR** the Add Permit
 - New students include copy of Social Security card and driver's license that is double normal size
 - Fax options:
 - go to campus and then wait for add permits to reach instructor
 - go to dept fax and instructor signs and walks over to Cookie in admissions
 - go to general campus fax and potentially get lost
 - Before term begins, use Express Online Student Registration form. After classes start use Add Permits
 - All pre-requisites must be met and Assessment Test required for Math/English or official transcripts of pre-requisites being met

Online Registration

- Steps a student takes AFTER getting into the class
 - Go to class homepage – complete Welcome Form, get syllabus, get login information if it is there, get textbook information, get list of days required to go to campus
 - Send email to instructor
 - Get textbook required for class
- Steps a teacher takes when Welcome Form arrives
 - Creates spreadsheet with email id for each student
 - Either uses ETUDES auto-account generation or creates accounts for student
 - Sends email response to student's Welcome Form. This tests email id of student
 - Sends additional directions to the student and contact information if necessary
- On campus Orientation – weekend prior to semester starting

Student Tutorial

- Open Internet Explorer and go to: <http://lattc.etudes.fhda.edu>
- Select Spring 2005 from the pull down menu
- Select Health 011 Principles of Healthful Living
- Use id = guest and password = fool
- **Click** on the “**continue**” after it accepts id/password
- **Click** on the word “**classroom**” in the left navigation area
 - We will go through several of these areas, taking note of certain features
- **Click** on the word “**assignments**” in the left navigation area
 - We will go through several of these areas, taking note of certain features
- Demo one of the assignments – the TBA assignment
- **Click** on the word “**forums**” in the left navigation area
 - We will go through features in this area
- **Click** on the word “**messages**” in the left navigation area
- Demo an email message
- Log out

Instructor Tutorial

- Start at <http://lattc.etudes.fhda.edu> (ETUDES portal)
- Select Training Courses
- Login default is:
 - id = admin
 - password = foothill
 - admin code = LFN (this is case specific)
- Click on **classroom**, **assignments**, **tests**, **forums**, **messages** and see the difference between student and instructor look. Only the message and forums area are the same
- Note you have two additional areas: **Student Information** and **Miscellaneous**

Instructor Tutorial

- Follow these steps to upload the course syllabus into the classroom from your floppy:
 - Click on **Classroom** in the left navigation area
 - Click on button that says: **New Link / Import**
 - Click on **Click here** to upload a page and/or use a page you have previously designed
 - Click on **Browse** and go find it on your floppy drive A:
 - Click on **Upload** this file now
 - Click on **Preview**
- Save or upload additional images. You will upload additional files and images if your original file was a HTML file with pictures

Questions/Discussion

- Questions/discussion