

# Introduction to Lab, eLearning site & Delicious.com

## Included in this outline...

- Lab expectations
- eLearning login & features
- Content of Mail message to your course instructor
- Instructions for submitting the first assignment (quiz)
- For Next Lab
- Delicious.com

## I. Welcome to the Course

- 1) Students' Intro: Quick poll of major (elem/sec) and standing (soph/junior)
- 2) "Name tents" (bring with you each week)
- 3) **Pass around seating chart for attendance.**
- 4) Nature of the Lab
  - a) Complement to lecture & hands-on tutorials for assignments
  - b) Attendance is required
  - c) Lab Rules
    - ⇒ No food or drinking (observe IRTS rules)
    - ⇒ Respect equipment
    - ⇒ Leave a clean environment for the next group
- 5) IRTS website: <http://www.uni.edu/coe/irtsweb/>
  - a) Point out the operating hours, including weekend hours

## II. Ed Tech & Design lab Expectations

- 1) Lab handouts are available on the Resources page each week. Students are encouraged to print these out before arriving to class (optional, but recommended).
- 2) Students are encouraged to ask questions, help other students, and participate in class.
- 3) If lost or confused just raise your hand to get teacher's attention.
- 4) If additional help is needed, use consulting/ office hours.
- 5) Follow along with lab activities. Off-task behaviors (see course syllabus) may result in the student being asked to leave and being marked as absent.

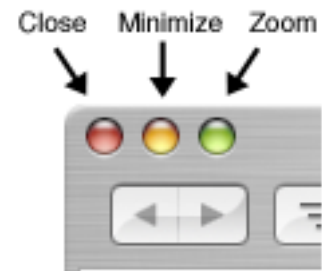
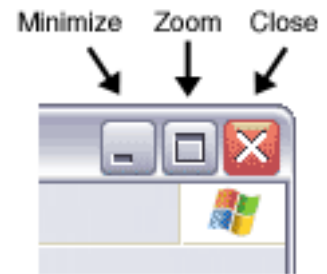
## III. Working with Software Applications

- 1) Macintosh
  - a) Dock along bottom of screen (▲ indicates application is open)
    - ⇒ Dock position & hiding (Apple menu > Dock)
    - ⇒ Adding & removing dock icons
  - b) Sidebar (Macintosh HD > Finder Sidebar > Applications)
  - c) Go menu > Applications

- 2) Windows
  - a) Start Menu (including Search)
  - b) Quick Launch bar next to Start Menu
- 3) Exiting applications
  - a) Win: Close last open window or use File menu > Exit command
  - b) Mac: Closing the last window of an application does not exit the program, so always use the application's menu to Quit the program (or Control-Click its Dock icon)

#### IV. Special Features

- 1) Minimizing, zooming, & closing windows
- 2) Mac: collapse button (top-right corner of Finder windows)
- 3) Resizing & moving windows
- 4) Icon and list views (other view options)
- 5) Contextual Menus
  - a) Win: Right-Click
  - b) Mac: Control-Click (see System Preferences > Mouse)
  - c) Options include rename, delete (move to trash), properties (Get Info), etc.
- 6) Application switching
  - a) Win: Alt-Tab
  - b) Mac: Command-Tab (⌘-Tab)
  - c) Last app vs. cycling through apps
- 7) Exposé (Mac)
  - a) F9 tiles all open windows
  - b) F10 tiles current app's windows
  - c) F11 hides all windows, exposing the desktop  
(customize mouse settings for Exposé features (System Preferences > Mouse))



#### V. Finding Files

- 1) Searching
  - a) Windows: Start Menu > Search (WinXP users go to Start > Find Files or Folders)
  - b) Mac: Spotlight Search (top-right corner of screen and Finder windows)
- 2) *Documents* or *My Documents* in the sidebar, Start menu or on the desktop

## VI. Showing File Extensions

- 1) By default both Mac/Win computers hide 3-letter file name extensions
- 2) Show these to better identify file types (we suggest you do this at home too)
  - a) Mac: Finder menu > Preferences > Advanced tab > Show all file extensions (check)
  - b) Windows: My Computer > Organize > Folder and Search Options > View tab > Hide extensions for known file types (uncheck)
  - c) Win XP: My Computer > Tools menu > Folder Options > View tab > Hide extensions for known file types (uncheck)

## VII. Troubleshooting and Closing Down the Computer

- 1) Application stops responding (crashes)
  - a) Win: Control–Alt–Delete > Task Manager > End Task
  - b) Mac: Command–Option–ESC > Force Quit
- 2) System crash (no applications seem to respond)
  - a) Press and hold the power button for 5-10 seconds. Press again to restart.
- 3) Your help is appreciated!
  - a) Remove files from desktop, empty trash and restart computer for the next lab

## VIII. UNI eLearning (formerly WebCT)

- 1) Login
  - a) Go to [www.uni.edu/elearning](http://www.uni.edu/elearning) (the URL printed on our syllabus)
    - ⇒ Note UNI eLearning News and Quick Links (login instructions, browser info)
  - b) Click on the MyCourses button under LOGIN
  - c) Username = first part of your UNI email address (before the @ sign)
  - d) Password = CatID (same as your email & MyUniverse password)
    - ⇒ Your username and password are case sensitive!
    - ⇒ Do not interrupt the browser check (pop-up window) if it appears.
    - ⇒ Trouble with login? See your course instructor before you leave today.
- 2) eLearning Overview (Opening Page)
  - a) *My Courses* homepage
  - b) Course news icons (mail, discussions, my grades)
  - c) Campus announcements (including student workshops)

- d) Customizing the *My Courses* page
    - ⇒ *My Settings*
      - *My Profile* > *Edit Profile* (add your photo, check *Public*)
      - *My Tool Options*
        - (i) *Calendar* (preferences)
        - (ii) *Mail* (forwarding)
        - (iii) *Paging* (number of items per page = 200) >Save
    - ⇒ Edit course list (pencil icon)
    - ⇒ *Channels* link – Decide what you want displayed. (Remember to *Save*.)
    - ⇒ *Layout* link – Determine what you want in each of your columns. (*Save*.)
- 3) *Educational Technology and Design* Course Page
- a) *Syllabus, Agenda & Assignment Pages* with links
    - ⇒ Quick introduction to the assignment description page format
  - b) *RWLD, Resources and Contacts & General Info* pages
    - ⇒ Review the contents of each of these pages prior to next week
    - ⇒ Panopto – lecture recordings (requires <http://silverlight.net> )
      - Observe notes, play full screen, search
- 4) Course Tools (Left Column)
- a) *Announcements*
    - ⇒ Look for course news icons on the *My Courses* page
    - ⇒ New announcements will also pop-up when you enter the course
  - b) *Assignments* (Dropboxes)
    - ⇒ Observe due date & directions for each assignment submitted electronically
    - ⇒ Note *Inbox*, *Submitted* and *Graded* tabs
  - c) *Assessments* (Quizzes)
    - ⇒ Observe availability dates of quizzes
    - ⇒ Results will be released after the due date
    - ⇒ Help menu (upper right corner)
  - d) *Mail* (under Course Tools)
    - ⇒ Only allows you to contact people from this course.
    - ⇒ Messages sent to your instructor will only be read by him/her.
    - ⇒ Must use the *Browse for Recipients* button, cannot enter regular email address

- ⇒ **Mail will not be used for submitting assignments**, rather questions or other issues discussed with your instructor.
- ⇒ Use the Browse for Recipients button to find your recipient. **Please** browse for your instructor, **do not select** “All Section Instructors”
- ⇒ Include your section number within the every message

#### 5) **eLearning Mail assignment:**

Send mail message to your instructor

(include your section # (*031-0# or 020-01*) in the title)

- ⇒ *Short introduction of yourself*
- ⇒ *Describe something unique about you*
- ⇒ *Rate your technology skills on a scale of 1-10 (10 = genius)*
- ⇒ *Any special considerations you feel are important to share with your instructor*
- ⇒ *What is something you hope to take away from this course?*

#### 6) *My Grades*

- a) Up-to-date grade and attendance records as they are recorded
- b) All questions about grading or attendance issues must be addressed to your course instructor (not a Graduate Assistant)
- c) Questions about assignment requirements or project ideas should be addressed to a course instructor (not a Graduate Assistant)

#### 7) *My Files*

- a) Good place for backing up your files. Save files using *Get Files*.

#### 8) *Notes*

- a) Good for collecting passwords and user names, reminders, project ideas and lectures notes.

### **IX. For Friday**

- 1) **Check browser compatibility between your own computer & eLearning**
  - ⇒ Login to eLearning and click “Check Browser” in upper-right corner
  - ⇒ Use the “browser information” link under Quick Links at [www.uni.edu/elearning](http://www.uni.edu/elearning)
- 2) Download / Install Firefox on you computer - [www.firefox.com](http://www.firefox.com)
- 3) Familiarize yourself with eLearning course content (Contacts, Resources, etc.)
- 4) Complete the Quiz 1

## X. Delicious.com (or deli.cio.us)

- 1) Show “*Social Bookmarking in Plain English*”
  - a) <http://tinyurl.com/socbookmark>
- 2) Give overview of how delicious works.
- 3) Students join delicious.com (requires yahoo account)
  - a) Record the user name and password (recommended Notes area of e-Learning)
- 4) Installing Delicious bookmarklets on your favorite browser
  - a) Return to the delicious.com home page & Sign In with your existing account.
  - b) Go to <http://delicious.com/help/bookmarklets> (or Help > Need tools? > Bookmarking buttons and add-ons for your browser or website? > Browser buttons for saving bookmarks > Bookmarklet buttons for any browser)
  - c) Follow the instructions specific to your browser to install two bookmarklets
    - ⇒ Bookmark on Delicious
    - ⇒ My Delicious

## XI. Exploring Delicious.com

- a) Click the My Delicious bookmarklets.
- b) Review searching terms: Bookmarks and Tags
  - ⇒ Tags > Explore > type a tag (*unieta*)
  - ⇒ Observe related tags on the sidebar > type another tag (*unit*)
  - ⇒ Observe the numbers next to each website indicating the amount of people that also bookmarked that resource
- c) Saving a website
  - ⇒ Go to the website narrowed down by exploring tags
  - ⇒ Click the Bookmark on Delicious bookmarklets
  - ⇒ Enter Tags to better organize your bookmarks
    - Observe Popular tags at bottom or side of the screen
    - Tags are separated by spaces, multiple words must be **stucktogether**
    - Use UNIETD tag to share with other students findings useful for the class
  - ⇒ Enter Notes
  - ⇒ Save