

Introduction to Lab, eLearning site & Del.icio.us

Included in this outline...

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

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 hours. For major projects students must bring a storyboard and/or concept with them in order to get help. Bring specific questions so that we can assist you.
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.

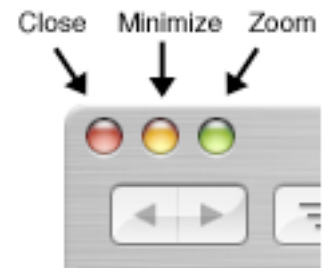
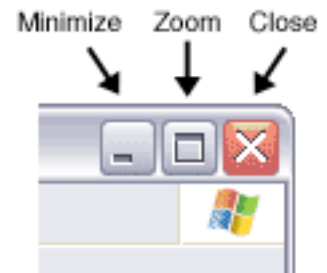
III. Working with Software Applications

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 Vista
 - a. Start Menu
 - 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 the Dock icon)

IV. Special Features

- 1. Minimizing, zooming, & closing windows
- 2. Mac: collapse button (upper-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 > Keyboard)
 - c. Options include rename, delete, 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



V. Finding Files

- 1. Searching
 - a. Win XP: Find Files or Folders (Vista: Start Menu > Search)
 - b. Mac: Spotlight (upper-right corner of screen and Finder windows)
- 2. *Documents* or *My Documents* in the sidebar 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. Win Vista: 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. eLearning - Login

1. Intro – All course information is available in eLearning (WebCT)
2. Login
 - a. Go to 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 **eLearning** button under LOGIN
 - c. Username = first part of your UNI email address (before the @ sign)
 - d. Password = CatID (same as your email & MyUniverse password)
 - ⇒ The eLearning password is no longer your university student ID number.
 - ⇒ 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.
 - e. **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

3. 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* > Edit *Profile* (add your own picture)
 - ⇒ *My Settings*>Edit *Tool Options* (items per page = 200)
 - ⇒ 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.*)
 - e. How to *Log out* (upper-right corner)
4. *Educational Technology and Design* Course Page
 - a. *Syllabus, Agenda & Assignments* with links to each assignment description page
 - ⇒ 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
5. 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
 - d. *Mail* (under Course Tools)
 - ⇒ Private course mail messages. It does not work as regular e-mail.
 - (a) Only allows you to contact people from this course.
 - (b) Messages sent to your instructor will only be read by him/her.
 - (c) 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.
- ⇒ Three steps to send mail –
 - (a) *Create Message* > Browse for recipient (CC; BCC) > Send
 - (b) Use the Browse for Recipients button to find your recipient. **Please** browse for your instructor, **do not select** “All Section Instructors”
 - (c) Write message and click the *Send* button to send it.
- e. **ASSIGNMENT: Send mail message to your Instructor (do this now—during lab)**
 - ⇒ *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. Add your class notes here. Enter notes from lecture save them here. Good for collecting project ideas as well.

IX. Saving Web Addresses

- 1) Show “*Social Bookmarking in Plain English*”
 - a) <http://tinyurl.com/socbookmark>
- 2) Give overview of how Del.icio.us works.
- 3) Join del.icio.us (or delicious.com)
 - a) Possible Problems (password composition, Terms of Service)

User Name: _____ **Password:** _____

- l) Installing Delicious.com on your computer.
 - b) Return to the delicious.com home page & *Sign In* with your existing account.
 - c) Click the *Help* link in the upper-right corner.
 - d) One of the first few FAQs is “*How do I install the bookmarking buttons...*”
 - e) With Firefox (recommended), you must *Install Firefox Add-On*.
 - f) Click the green *Add Buttons* button.
 - g) Click the *Allow* button in the yellow bar that appears across the top.
 - h) Click the *Install Now* button and *Restart Firefox* as prompted.
- 4) Exploring Delicious.com
 - a) Click the *Bookmarks > My Bookmarks* link to go to your del.icio.us homepage.
 - b) Review Terms: Bookmarks, Tags, (ignore people & subscriptions)
 - c) Tag a website.
 - ⇒ Go to the website, www.uni.edu
 - ⇒ Click the Tag icon at the top of the browser window.
 - ⇒ Enter Tags (show Popular tags at bottom of screen), Add “panthers” too.
(a) Tags are separated by spaces, multiple words must be **stucktogether**.
 - ⇒ Enter Notes (Greatest university in the Midwest)
 - ⇒ Click Save
 - d) Tag another site.
 - ⇒ Go to www.discovery.com and tag it.
 - ⇒ Select tags from the bottom box
 - ⇒ Also tag it with UNIETD and *Save* it
 - ⇒ Go to your own Del.icio.us account by clicking on the Del.icio.us Box.
 - ⇒ Notice Discover Channel in top of bookmark list. Notice the tags?
 - ⇒ Click on the number of people who have tagged this site. Explore their accounts.
 - ⇒ Click on UNIETD to see who used that tag. Click the other tags and explore.
 - e) Search for resources that fit your potential thematic unit topic and tag them.
 - ⇒ Use UNIETD in every tagging you do.

X. For Next Week!

1. Go to SEC 123A or any ITS lab on campus and confirm that you know how to login to computers there—write down your username and password & bring to class next week.
2. Bring your USB Flash Drive!
3. Familiarize yourself with eLearning course content (Contacts, Resources, etc.)
4. Complete the RWLDs (*readings, watchings, listenings, doings*) due next week.
5. Know when & where to attend your lecture and lab next week.
 - a. Refer to the General Info page in eLearning for the schedule.
6. Continue to explore DM and Pella curriculum websites to find ideas for your own unit of instruction.