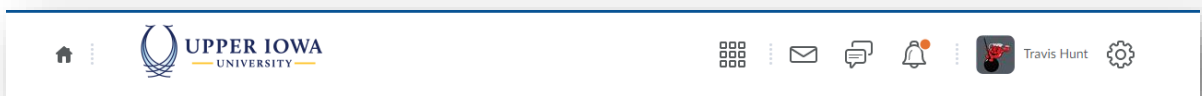


uiuLearn TUTORIAL

ACCESS & NAVIGATION > NAVIGATE UIULEARN

This tutorial covers how to navigate uiuLearn using the nav bar.

STEP 1> The primary navigation that is present on all pages is found at the top of the screen. It is displayed at the top of every page. This can be used to quickly find your courses and change your personal settings. The navigation area contains a link to My Home, the course selector, alerts and the personal menu.






STEP 2> The first item is 'Home'. This will take you back to the uiuLearn homepage.

STEP 3> The select a course link (waffle icon) contains a dropdown menu listing your courses. Click the waffle button and choose your course or use the Advanced Search option to filter your courses.

STEP 4> Alerts are displayed on the right side.

STEP 5> There are three alert categories:


- 1)  Message Alerts: Quick access to Email (send-only) and Instant Messages
- 2)  Update Alerts: new and updated posts, upcoming due dates, new and updated grades
- 3)  Subscription Alerts: new discussion posts in forums, topics and specific threads that you subscribed to

STEP 6> The final item is the Personal Menu. Click on your name to access this menu. The Personal Menu includes a link to your user Profile, setup for email and SMS Notifications, your account settings and a link to Log Out.

- 1) Profile: complete your profile including adding a photo. This is optional. Anything you add to your profile is visible by your peers in the course.

- 2) Notifications: Sign up to receive instant Email and/or SMS notification for different activity in the course, including discussion subscriptions, Quiz and Assignment due dates, new or updated grades and new or updated Announcements.
- 3) Account Settings: Various settings are customizable in this area, including increasing your view of the font size in uiuLearn.

STEP 7> Below the main navigation area is the Nav Bar. Let's take a look at the nav bar that is available in your courses.



Content Assignments Discussions Quizzes Grades Classlist More Tools ▾ Student Resources ▾ Help ▾

STEP 8> The following tools are available inside your course: Content, Assignments, Discussions, Quizzes, Grades, Classlist, More Tools dropdown menu, Student Resources dropdown menu and Help dropdown menu.

STEP 9> To get to the course's homepage from anywhere, click the uiuLearn logo or the name of the course.

STEP 10> Click the 'Home' icon to go back to the uiuLearn homepage.

STEP 11> Content contains all course items, including lectures/notes from your instructor, assignment instructions, assignment uploads and feedback and quizzes are delivered via Content.

STEP 12> Assignments allows you to manage and submit assignments and check your Turnitin scores

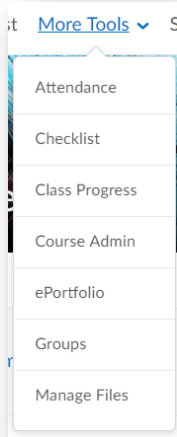
STEP 13> Discussions is where you can access weekly discussions and collaborate with your class.

STEP 14> Quizzes will take you straight into the available quizzes in the course.

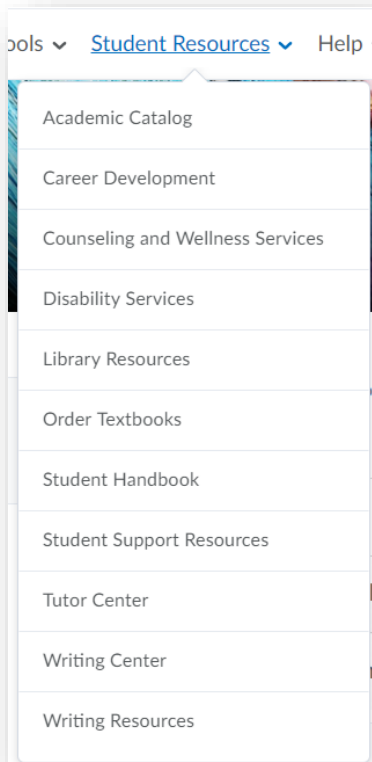
STEP 15> The grades tool is next on the navbar. This is where you go to see all items in the gradebook.

STEP 16> The classlist link shows everyone enrolled in the course. It also contains emailing functionality to quickly send messages to your peers.

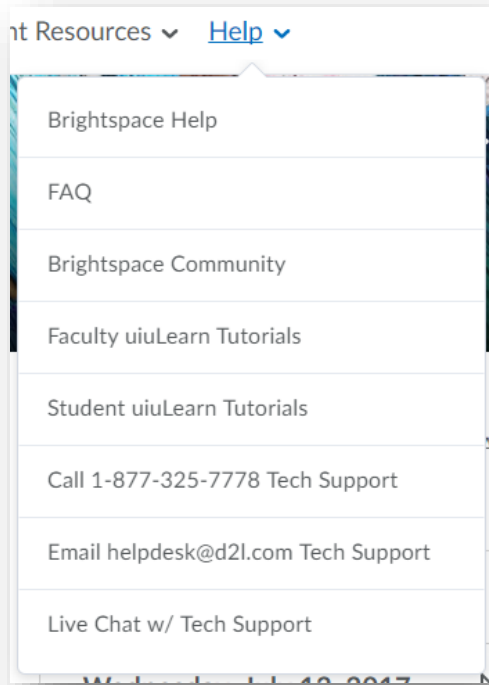
STEP 17> Under the more tools menu, the following tools are available: Attendance, Checklist, Class Progress, Course Admin, ePortfolio, Groups and Manage Files



STEP 18> The Student Resources dropdown menu contains links to various student resources available to all UIU students.



STEP 19> The Help menu is your one-stop-shop for help with uiuLearn. Technical support contact information, handouts (such as this one), videos and FAQs are all available here.



i IN NEED OF MORE UIULEARN TUTORIALS? FIND THEM HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).