uiuLearn Student Demo Tutorial Video Transcript

Table of Contents

Logging in to uiuLearn

[00:00:00 - *Upper Iowa University Logo - female voice*] Logging in to uiuLearn. Using Chrome browser, go to the Upper Iowa University web site at uiu.edu.

[00:00:15] Click the login link in the upper left corner. On the login page, click the uiuLearn link. Type your full student email address. Type your password and click the Sign in button.

[00:00:35] The Office 365 email widget is on the right side of the uiuLearn global homepage. The first time you access D2L (i.e., uiuLearn), click the Office 365 Sign In button and log in to your account.

From then on, simply click the toggle to see your email preview. Click the toggle to see your email preview.

[Back to Table of Contents](#)

uiuLearn 101: the basics for Students

[00:00:57 – *music – male voice*] Welcome to uiuLearn 101: the basics for students. So, let's do a quick run through of the user interface of uiuLearn. There are a series of buttons up top. There's a home button that will take you back here from anyplace in the system. There's also a series of square icons—I refer to this as the waffle icon since it kind of looks like a waffle iron. This will show you all the courses you're enrolled in. You can also pin and unpin courses to put them on the top of your list.

[00:01:30] Next in line is the message alerts icon. That's how you can get to Instant Messages and Email. Subscription alerts are next. If you subscribe to any discussions, notifications will pop up there. Then we've got [News] alerts, as well. As you can see here from one of my courses, some content was just put in there. So this will keep you up to date.

[00:01:53] Finally, you can click on your name and let's explore the profile area. If you'd like, you can put in a picture of yourself. The picture will show up in your courses' classlist and also in discussions. It's kind of a neat way to put a face to a name in the online classroom.

[00:02:12] As we talked about a little bit ago, there is a notifications area, as well. Here's where you can sign up for text message alerts and various notifications that show up in your navigation area that we

just went through. And this is all fully customizable, and you're welcome to use any or none of these notifications.

[00:02:38] Also in the list there are account settings. So, let's pop into that real quick. And here's where you can set some very specific items just based on how you would like the system [interface] to look from your point of view.

[00:02:54] Let's go back to the homepage. And we'll go down on the page to the navigation area. On all pages in uiuLearn there's a Student Resources dropdown with links to all kinds of resources that are available to all students at UIU. And there's also a Help menu where you can get quick help on lots of different items and also the contact information for technical support.

[00:03:23] Below that there's the Announcements area. We'll do our best to keep you up to date with anything going on with uiuLearn.

[00:03:30] So, let's go ahead and try to get into one of your courses now. As I showed before, you can do that by going to the waffle icon or you can go down to the My Courses widget. This will show you your courses. You can also click on the View all Courses link to see all of your courses that are pinned and unpinned. As you can see, it gives you a handy notification to let you know when the course has ended, which doesn't necessarily mean you don't have access anymore, it just means that the term has ended. And it also lets you know if your course has not yet started. You are not able to go into your course until the first day when it begins, so keep that in mind.

[00:04:08] If you have a course you access frequently, you can pin it to the top of your list, which also pins it to the top of your My Courses widget. So, let's go ahead and go into the View all Courses again, and I will go into this Art 202 course.

[00:04:28] So here's the course homepage. And at the top is the navigation area where you can get access to your course content. Content is going to be the primary thing that you're going to in your courses. When you go into the course the first time, it should take you to the Overview & Syllabus section. Also, the course is divided into modules. Your course may be set up a little differently depending on how your instructor has it set up. But generally, they're laid out in 8-week formats.

[00:05:01] Let's go into a discussion. To post to a discussion, click on the blue button and type in a subject line and your message itself. So in this particular discussion, we're just doing a quick welcome and introduction to collaborate with the rest of your class. You can also subscribe to the thread to get notifications any time you get a response. We'll go ahead and post that. And you'll see that my thread is posted. You can also go into the thread to see specific responses from your classmates and your instructor.

[00:05:45] Let's go back to the content area and let's check out submitting assignments. I will click on the assignment listed in the content area. Next, click the Upload button to choose the paper that you have written. In this instance, I'm just going to upload a PDF real quick. And click Open. It will upload the file.

[00:06:11] Now, this does not mean that it is submitted yet. You have another couple of steps to do. You can put in some comments if you'd like, but you don't have to. And then finally, make sure you click Submit. When it is submitted you will get a notification, and also an email will be sent to you. It does say

at the bottom that a confirmation email was sent successfully. That gives you a record of your submission, and you can come back to this at any time to monitor your submission.

[00:06:40] Next, let's go to the Classlist tool. Here's where you can see all of your classmates and your instructor. This is also a great place to go to actually email or instant message your instructor. To do that, click on the checkbox next to their name and then choose email or instant message. Or you can click the dropdown arrow next to their name and email them that way. You can also email your entire class pretty easily by clicking the checkbox at the top and choosing email.

[00:07:21] Next, let's go to the Grades area. This area is pretty self-expanatory. It will show your various graded items. If you're not seeing your grades, be sure to check in with your instructor. Also, if you're not seeing your running total grade, make sure to reach out to your instructor for that, as well.

[00:07:41] There are some other tools up in the navigation area. One we'd like to direct you to is the Class Progress found under the More Tools menu. This is a great place to go to see a summary of everything you've done in the course. So, if I scroll down, you can see I've posted one time in the course and it gives the date and time stamp, and also a direct link to that post. Additionally, you can see assignments that were submitted and a date and time stamp for that. So, this is a great place to go just to make sure that you're keeping up in the course.

[00:08:18] You can click on the course's name or the uiuLearn logo to get back to the course homepage. Or you can click the Home button to go all the way back to the main uiuLearn homepage. When you're all done, click your name and log out.

[00:08:36 – *text board with information about related uiuLearn tutorial resources*]

Back to Table of Contents

Resources

For more tutorials and information about uiuLearn, see our web page at https://uiu.edu/online/resources/studentsuiulearn.html.

Back to Table of Contents