

## Logging into Learn

- <http://learn.drexel.edu>

## Selecting Your Course

- From the My Institution or Courses tab, click on the course name to enter the course
- The message “Unavailable—will be available...” means your course is unavailable to **students** until the designated date. If you can see the course, you can access the course.

## Your Blank Course

The screenshot shows a course page for ARM-101-A. The page title is "There are no available items in this course". The left sidebar shows the course management menu. Annotations include:

- Red box: "Your course name and number, i.e. ENGL-101-001" pointing to the course name in the top header.
- Red box: "Make sure the Edit Mode is ON (click on the button if needed)" pointing to the "Edit Mode is OFF" button in the top right.
- Red box: "You're going to create a menu item here" pointing to the "+" button in the left sidebar.

## Posting a File (Including Your Syllabus)

- You need to create a content area in the menu to post your syllabus.

The screenshot shows the "Add Content Area" dialog box. The left sidebar shows the course management menu. Annotations include:

- Red box: "1. Click on the + button" pointing to the "+" button in the left sidebar.
- Red box: "2. Select Content Area" pointing to the "Content Area" option in the left sidebar.
- Red box: "3. Type in a name" pointing to the "Name" field in the dialog box.
- Red box: "4. Check this box" pointing to the "Available to Users" checkbox in the dialog box.
- Red box: "5. Click Submit" pointing to the "Submit" button in the dialog box.

## Loading a File

The **File** option only allows you to attach a file and provide a name.

- Click on the name of the menu item you created. This will open the Content Page.
- To load a file, such as a syllabus, hover over the **Build Content** button, and select **File**.
  - In Section 1:
    - Enter the name of the link to the file (this is what the students see)
    - Keep the color black
    - Click on the **Browse My Computer** button and select your file
  - In Sections 2-4:
    - Make sure **Yes** is checked in the **Open in New Window** options
    - Keep the **Add alignment to content** to **No**
    - If you want the file to be available the entire term, leave the **Select Date and Time Restrictions** as it is. If you want to restrict the availability, click the checkbox and then modify the date and time as needed.
  - Click on the **Submit** button. Your file is now available to your students.

## Loading an Item

An **Item** allows additional information to be posted, such as a description or instructions, as well as attaching one or more files.

- Click on the name of the menu item you created. This will open the Content Page.
- To create an Item, hover over the **Build Content** button, and select **Item**.
  - In Section 1:
    - Enter the name of the Item
    - Keep the color black
    - Type in relevant text
  - In Sections 2-4:
    - Click on the **Browse My Computer** button and select your file
    - Repeat if attaching more than one file to this Item.
    - Make sure **Yes** is checked in the **Open in New Window** options
    - Keep the **Add alignment to content** to **No**
    - If you want the file to be available the entire term, leave the **Select Date and Time Restrictions** as it is. If you want to restrict the availability, click the checkbox and then modify the date and time as needed.
  - Click on the **Submit** button. Your Item is now available to your students.

## Resources

- OnDemand Learning Center (<http://ondemand.blackboard.com/>)
- Learn Tutorials for Faculty (<http://drexel.edu/irt/coursetools/toolList/learn/faculty/tutorials/>)
- Online Learning Team (215-895-1224, [olt@drexel.edu](mailto:olt@drexel.edu)), available 24/7