

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 a navigation menu with 'ARM-101-A' selected. Annotations include:

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

Posting a File (Including Your Syllabus)

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

The first screenshot shows the sidebar menu with annotations:

1. Click on the **+** button
2. Select Content Area

The second screenshot shows the 'Add Content Area' dialog box with annotations:

3. Type in a name (The name 'Syllabus' is entered in the 'Name' field)
4. Check this box (The 'Available to Users' checkbox is checked)
5. Click Submit

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), available 24/7