NAVIGATING YOUR COURSE

Getting familiar with the navigational structures of your online course will help you utilize the resources made available to you to the fullest extent.

The leftmost tab in your learning management system is Courseware. This is where you will find your course's content. Most courses contain the following kinds of content in this section:

- Pre- and Post-course surveys
- Videos
- Syllabi
- Homework assignments
- Quizzes
- Midterm and Final exams

The next tab in your online course is the Course Info section. This is the tab your course will default to after you register. The instructor typically introduces the course here, sets class expectations and adds updates as the quarter progresses. Students should check here for pointers, changes and other important information about the course.

The Discussion tab allows students to share questions and comments, and to elaborate on topics covered in the class, or to otherwise debate material as they wish. If a homework assignment or quiz question has a student stumped, this is a great place for students to pose their questions. Questions for which students have included the word "STAFF" in the subject heading are intended to be addressed by the instructor or TAs of the course.   Students should make sure to not share answers in this space, only tips and suggestions, in order to help fellow classmates along in the material. If students additionally need to upload files to the course, they can create a discussion, attach a file, and post the discussion, and in that way, have their file successfully uploaded to the course.

The Wiki is for students, primarily, to add pages of content that they think make sense. For example, a self-paced math course might have lots of resources for helping students solve problems, but if another student wants to share a series of formulas which might help other students find the right way to solve a problem, then they could use the wiki to create this resource for their fellow classmates. Sometimes instructors use the wiki to create a page containing links to files and other downloadable content available in various locations throughout the course.

The Progress tab reflects a student's individual progress throughout the course. Students can use this to measure their strengths and weaknesses. Scored received for homework assignments, quizzes and exams all get posted here and tallied up, so that students can see how they are doing.   If a student happens to spot a trend in

their progress during the course, help is available! They can then proactively contact the instructor, email a TA, post their question in the Discussion section, or reach out to a friend.

SUBSECTIONS

Subsections are found inside of sections the instructor has created under the Courseware tab. These help to organize course content by topic or week. Within a subsection, you will usually see one or more pages called "units."

Across the top of a subsection's page is a horizontal bar. If the left and right arrow tabs are grayed out and only one icon displays in the horizontal bar, then that denotes that there is only a single page in the subsection. IF there are multiple icons and a clickable arrow tab, that denotes that multiple pages exist in the subsection.

Instructors may use multiple pages in subsections to insert video snippets, with quiz questions interjected between them, to ensure that students are watching and understanding the content in these pages.

Depending on which content has been added to a page in a unit, a different icon will appear. The most common icons encountered are noted below:

List icon	This icon indicates that you will see exercises (e.g. multiple choice, checkbox)
Film strip icon	This icon indicates you will see a video on the page
Paper icon	This icon indicates you will see text, an embedded PDF or other uploaded document on the page

DISCUSSION

The Discussion tab, as mentioned above, is where students can share their thoughts, questions, brainstorm about ideas, and otherwise interact with their fellow classmates, as well as the instructor or TAs.

To ensure a discussion gets noticed by the instructor, TAs or the Course Operations team, students should add [STAFF] to the subject heading of their posted discussion.

The discussion page will show discussions in a left-hand column. By default, discussions having the most recent activity will display first in the list. It's also possible to sort by the number of votes or comments a discussion has. If there are comments or discussions you haven't read, you will see blue number bubbles display beside the discussion subject heading.

Votes are added by students. If a student finds a particular discussion or reply to be especially useful, they can click on the "+" button beside the subject heading to "upvote" it. If they just want to follow the discussion, clicking on the star icon will enable them to do that. Anyone wanting to see which discussions they're following can click on the arrow carrot next to "Show All Discussions" and select "Posts I'm Following."

To get an email digest with updates made to all discussions you are following, you can go to the Discussion homepage (accessible from any discussion page by clicking on the home icon) and check the box next to "Receive updates."