

The Asynchronous Platform

Overview	2
Navigating the Dashboard	3
Left Side	3
Technical Assistance	4
Accessing New Courses and Past Courses	5
Using the Course Wall	5
Viewing and Tracking Coursework	7
Viewing Coursework	7
Tracking Coursework	8
Activity Report	8
Roster	8
Viewing Video Content	9
Study List	9
Raise Hand	10
Asynchronous Navigation	10
Interactive Asynchronous Material	11
Text Responses	11
Completing Assignments	12
Assessments: Quizzes and Exams	13
Viewing Your Graded Assignments	14
Using the Files Area	14

Overview

"Asynchronous" is the term we use for course materials that professors have prepared for you ahead of time. You will complete this content on your own each week before the live class session.

You will spend a big portion of your time with the asynchronous course materials. Because of the independent nature of the asynchronous platform, the academic content contained in the materials usually consists of learning activities to be done individually. This often includes presentations in various forms that might be accomplished in a typical classroom lecture with PowerPoint or by watching a video. Since you have access to the platform 24/7, you can view the asynchronous course material when it fits your schedule. Please keep in mind that you will need Internet access to view the course content unless you are utilizing the learning platform mobile app with Mobile Offline Mode feature on your smartphone or tablet. Mobile Offline Mode allows users to download their course content using a WiFi connection for viewing at a later date when network access is unavailable. You can find a detailed instruction guide in the Tool Box found within this Student Orientation course.

Although courses vary, the strategy is to have students engage in the asynchronous session with the content that will form the basis for discussion or further interactive learning during your live class sessions. Asynchronous material is expected to be completed by you each week prior to attending the live synchronous class sessions.

Navigating the Dashboard

When you log in to the learning platform, the first thing you see will be the dashboard. It has links to key features of the learning platform. Note that you can easily return to your dashboard at any time by clicking on the icon on the very top, left-hand corner of the page.

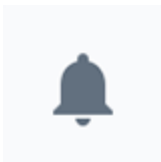
Left Side



Courses. Gives you quick access to the courses you are currently enrolled in.



Groups. Gives you access to your social groups.



Notifications. Lists academic and social notifications.



Meetings. Allows you to join meetings for class or create meetings for group work.



Support. Pull up contact information for support and run a system check.



Dark Theme. Toggle between dark/light settings - great for reviewing coursework in the evening.



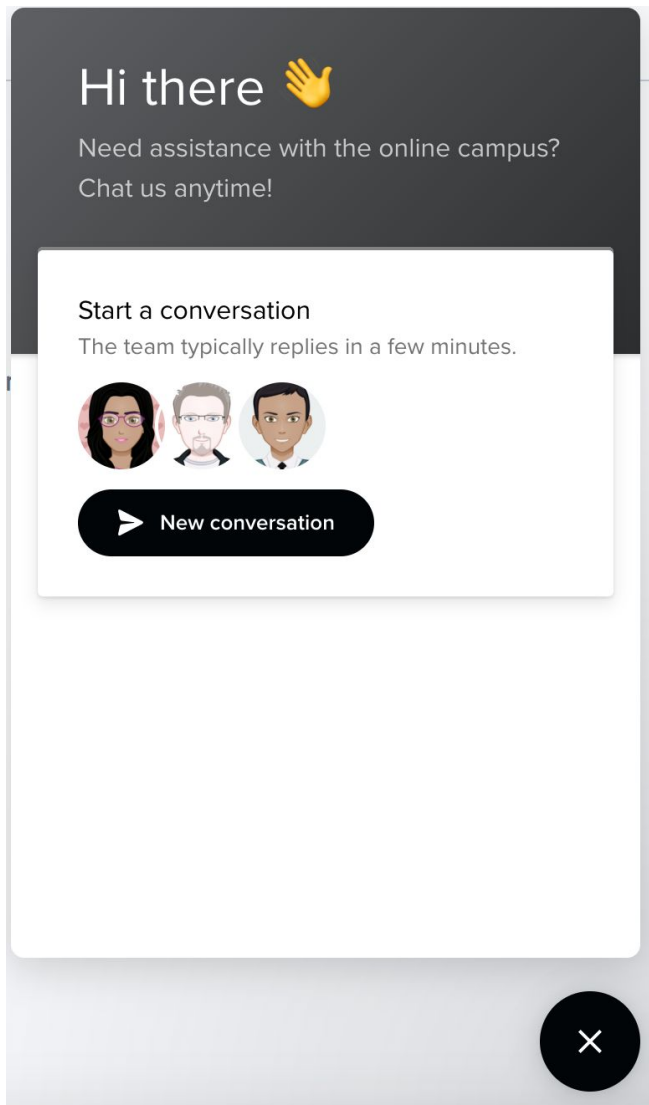
Profile. At the bottom of the navigation bar is a link to edit your personal profile and your settings.

Technical Assistance

At the very bottom right of the page is an icon of a square word bubble. This icon has two functions. Firstly, if you see a number on the upper right-hand corner of the icon, there is a notification from Online Campus Support to review. These notifications hold important information about maintenance times during which you should avoid using the Online Campus or important information about updates.



Additionally, this icon allows you to live chat for immediate support. Click on the icon and click on “**New Conversation**” at the bottom of the window that pops up. In the new window, state what you could use assistance with. Note, you should start a new conversation every time you need support to ensure you get the first available agent. If you prefer to call in to receive support, please click on the **Question Mark icon** on the left-hand menu for additional contact information for support. As a reminder, we recommend live chat or phone for any urgent issues.



Accessing New Courses and Past Courses

To access your courses, click **Courses** in the upper-left corner (the graduation cap icon). Always log in to your new courses as soon as you gain access to confirm you are in the correct section of the course and that you have access to the courses you registered for. As you progress through your program, you will see previous-term courses listed here in chronological order with most recent/active courses at the top.

Using the Course Wall

The first page you will see when you enter your course is the coursework overview. Navigate to the course wall by clicking **Wall** at the top of the screen in the top navigation menu (Coursework, Grades, Activity Report, Files, and Roster are also listed). This wall is where you, your classmates associated with the section of the course, and your instructor can post files, pictures, videos, links, and comments that are relevant to this section of this course. This wall will only be seen by users associated with this section of the course.

When you think of a course wall, think of a small, intimate classroom setting in college. Any conversation that you would feel comfortable having in that classroom (with your instructor, of course) is appropriate for a course wall. For example, if you just read a great article about a topic that the class was recently discussing, your course wall is a perfect place to post a link and tell your classmates why it is worth reading. Do you have a question about an assignment? Do you have knowledge of an upcoming office hours session that you think might benefit others? The course wall is perfect for this as well.

You can post comments or add comments to an existing post on the course wall. To post on the wall, click in the **Post Your Comment Here** field. This will expand and allow you to type in text. You can change the font and the font color, size, and style, and you can add bullets or numbering. Anything you post here will be visible to everyone associated with this section.

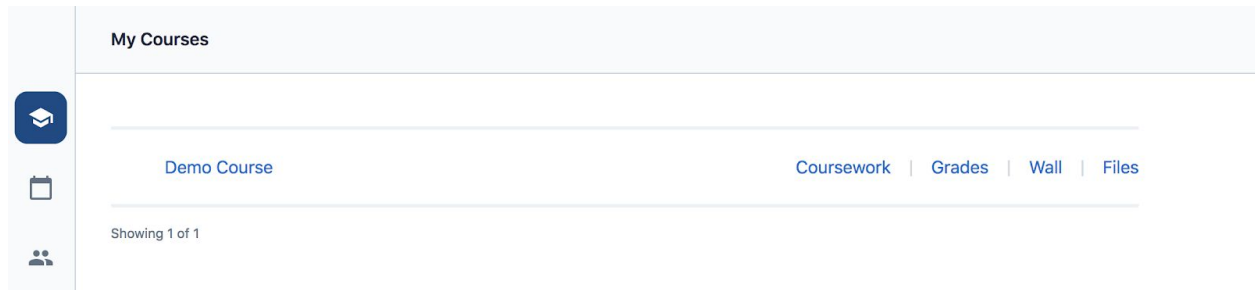
The screenshot shows a course wall interface. At the top, there is a navigation bar with "Demo Course" and "Spring 2019 - S..." followed by tabs for "Wall", "Coursework", "Grades", "Activity Report", "Files", and "Roster". On the left side, there is a vertical sidebar with icons for home, calendar, people, notifications, and help. The main content area features a text input field at the top with the placeholder "Post your comment here...". Below this is a post by "Esmé Warren" from "2 hours ago". The post text reads: "Hello students, I am excited to begin the semester and looking forward to meeting you all in person during our first live session. Please be sure to review the syllabus and pay close attention to the group assignment outline, as we'll be designating groups during our first week's class. I will be checking this course wall during the week and responding to questions and replies to shared posts. Please be sure to do the same, as we will use this space to communicate outside of class. I have sent you all an email with my contact information which can be used for offline communication." Below the text, the name "Esmé" is displayed, and there are buttons for "COMMENTS (0)" and "RECOMMEND". A blue "Instructor" button is also present. To the right of the post is a "CALENDAR" for "March 2019" showing a grid of dates. Below the calendar is a "TOOL BOX" with links for "Syllabus", "Lecture Slides", "Reading Materials", and "Course Documents". At the bottom of the page, there are links for "Terms of Use" and "Privacy Statement", and a circular chat icon in the bottom right corner.

On all course wall posts, you also have the ability to make comments on other users' posts by clicking **Comments** below the text. You can also **Recommend** the post, which is similar to "liking" something on Facebook.

Note: Anything that is purely social and unrelated to the course itself should not go on your course wall. For instance, that pie-eating contest you won over the weekend? Interesting, sure, but that would be more appropriately shared on your personal wall, not on the course wall.

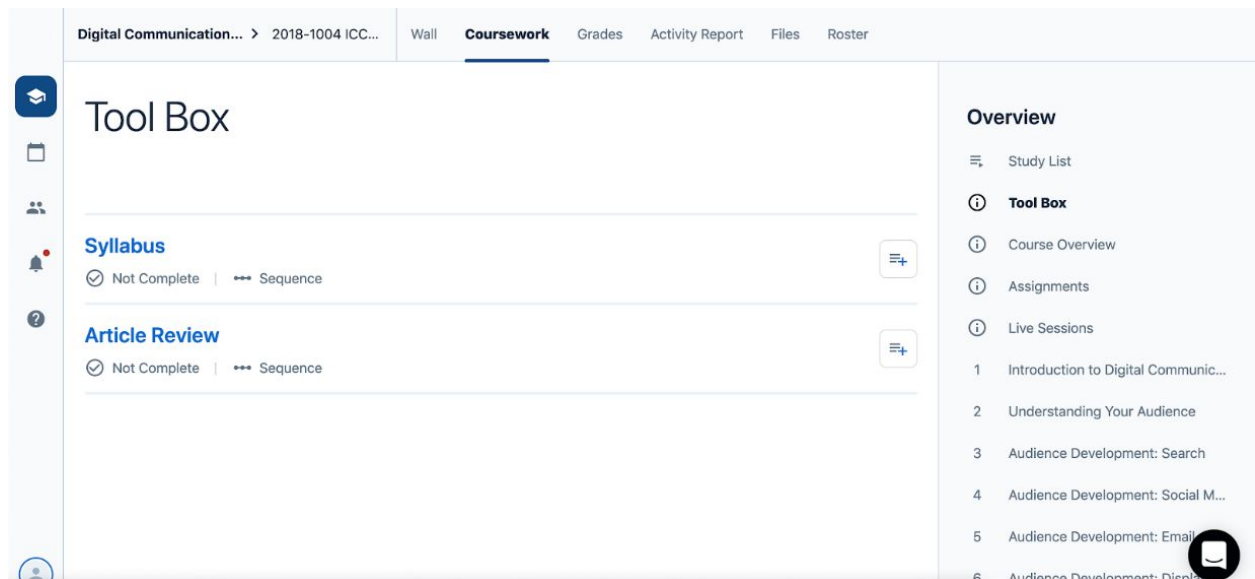
Viewing and Tracking Coursework

Viewing Coursework



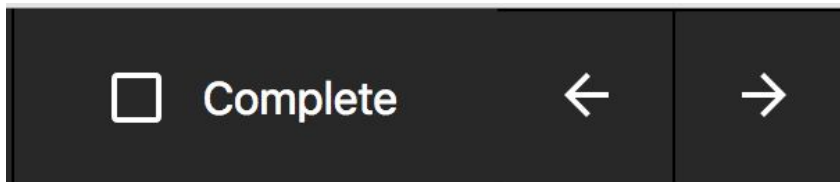
You can access your coursework for active and archived courses by clicking the **Graduation cap** on the left-hand menu bar. You will then see a list of your current and past courses - either click the title of your course or the **Coursework** link to dive right into your coursework.

If you click the course title, you will want to click **Coursework** in the top navigation menu of the course. The **Coursework** area divides the course into different modules. Not all courses are structured exactly the same way, but most will look similar to the example below.



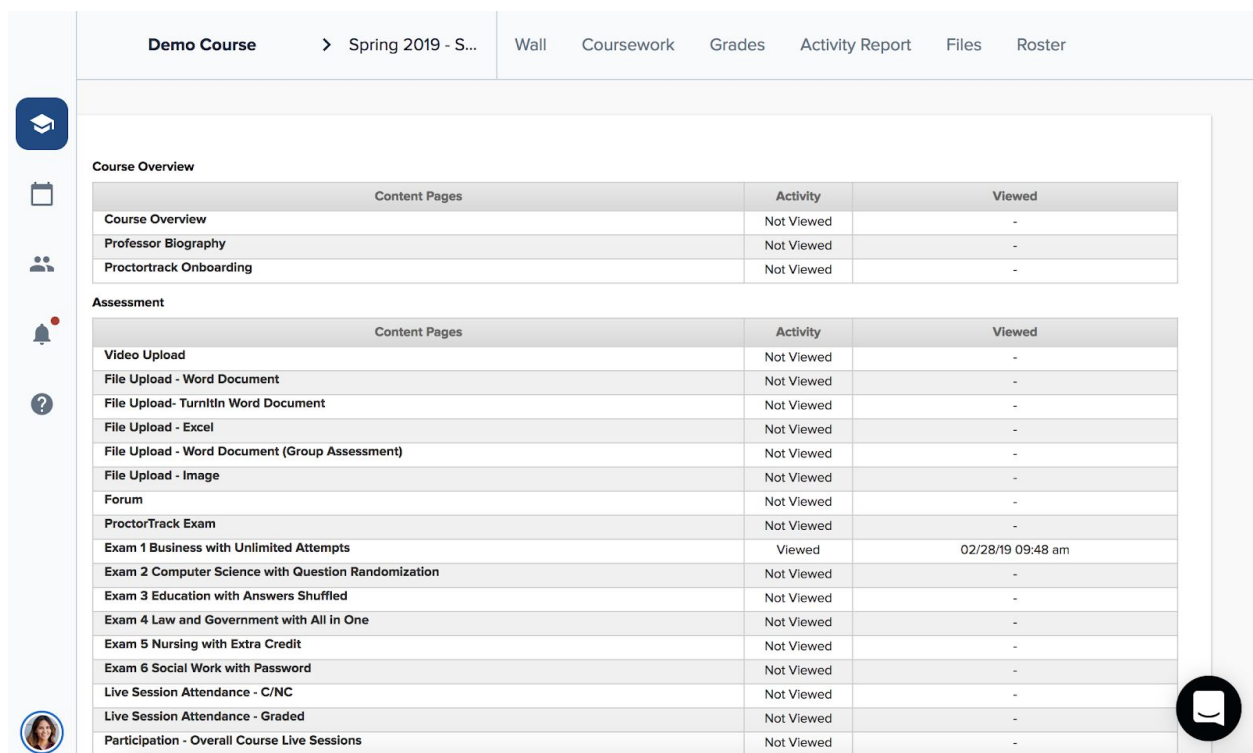
Tracking Coursework

You can track your progress in each unit by seeing a checkmark next to each part of a unit that you have completed. You can make a checkmark after completing part of a unit by selecting the box next to “Complete” in the top right corner of the unit’s screen. Then you can click **the right arrow icon** to continue to the next page. Your progress in your classes will display on the homepage dashboard when you log in to the learning platform.



Activity Report

For a quick view of content you have reviewed and when, click **Activity Report** in the top navigation menu. The time stamp shows the last time you clicked a page; it does not track every time you clicked that page. *Note: This area takes up to 24 hours to update. You will not see a timestamp until approximately 24 hours after you have viewed each page.*



Course Overview		
Content Pages	Activity	Viewed
Course Overview	Not Viewed	-
Professor Biography	Not Viewed	-
Proctortrack Onboarding	Not Viewed	-

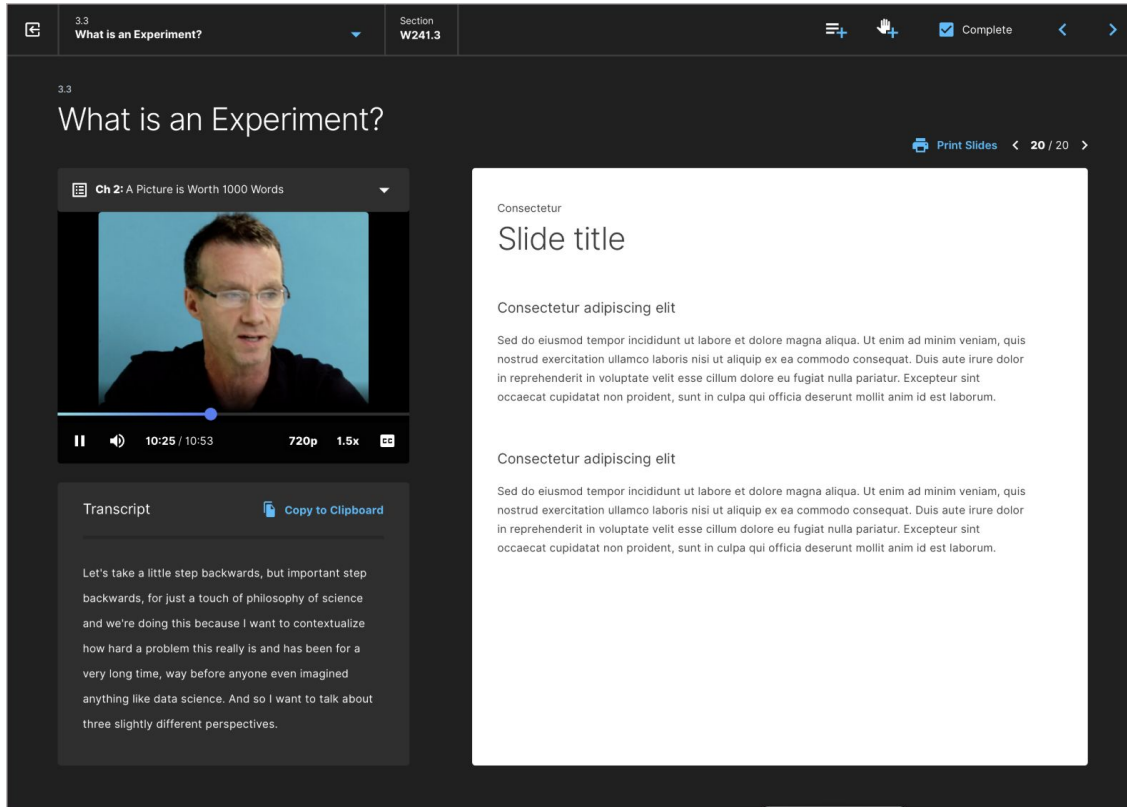
Assessment		
Content Pages	Activity	Viewed
Video Upload	Not Viewed	-
File Upload - Word Document	Not Viewed	-
File Upload- TurnItIn Word Document	Not Viewed	-
File Upload - Excel	Not Viewed	-
File Upload - Word Document (Group Assessment)	Not Viewed	-
File Upload - Image	Not Viewed	-
Forum	Not Viewed	-
ProctorTrack Exam	Not Viewed	-
Exam 1 Business with Unlimited Attempts	Viewed	02/28/19 09:48 am
Exam 2 Computer Science with Question Randomization	Not Viewed	-
Exam 3 Education with Answers Shuffled	Not Viewed	-
Exam 4 Law and Government with All in One	Not Viewed	-
Exam 5 Nursing with Extra Credit	Not Viewed	-
Exam 6 Social Work with Password	Not Viewed	-
Live Session Attendance - C/NC	Not Viewed	-
Live Session Attendance - Graded	Not Viewed	-
Participation - Overall Course Live Sessions	Not Viewed	-

Roster

This tab in the top navigation menu of the course will list the instructor(s) for the class and your fellow classmates. You will be able to see the names and email addresses for everyone in your course.

Viewing Video Content

To view videos, click the Play icon in the lower-left corner of the video. You can pause, fast forward, and rewind all videos. It may be helpful after you have watched a video all the way through to go back and replay part of it.

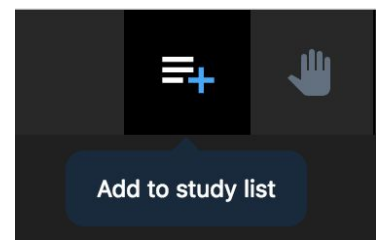


You can change the quality of the video by clicking the resolution button and selecting **1080p**, **720p**, **480p**, or **360p**. You can increase the speed of the video by clicking the Speed button and selecting **0.5x**, **1x**, **1.25x**, **1.5x**, or **2.0x**.

Unless you download content to the mobile app, you will need an Internet connection to play videos. If your connection is not strong, click **Play**, and then immediately click **Pause**. This will allow the video to download completely and help avoid buffering. This only takes a few seconds; a status bar shows the video-download progress.

Study List

While viewing the video player or from the coursework menu, select the Study List icon to add the course video (course segment) to revisit any time. You can click the button again to remove the course video from the Study List. The Study List is accessible from the Dashboard when you log in and also from the asynchronous navigation menu (details below). This will help you find and organize the course content in a way that keeps you organized.

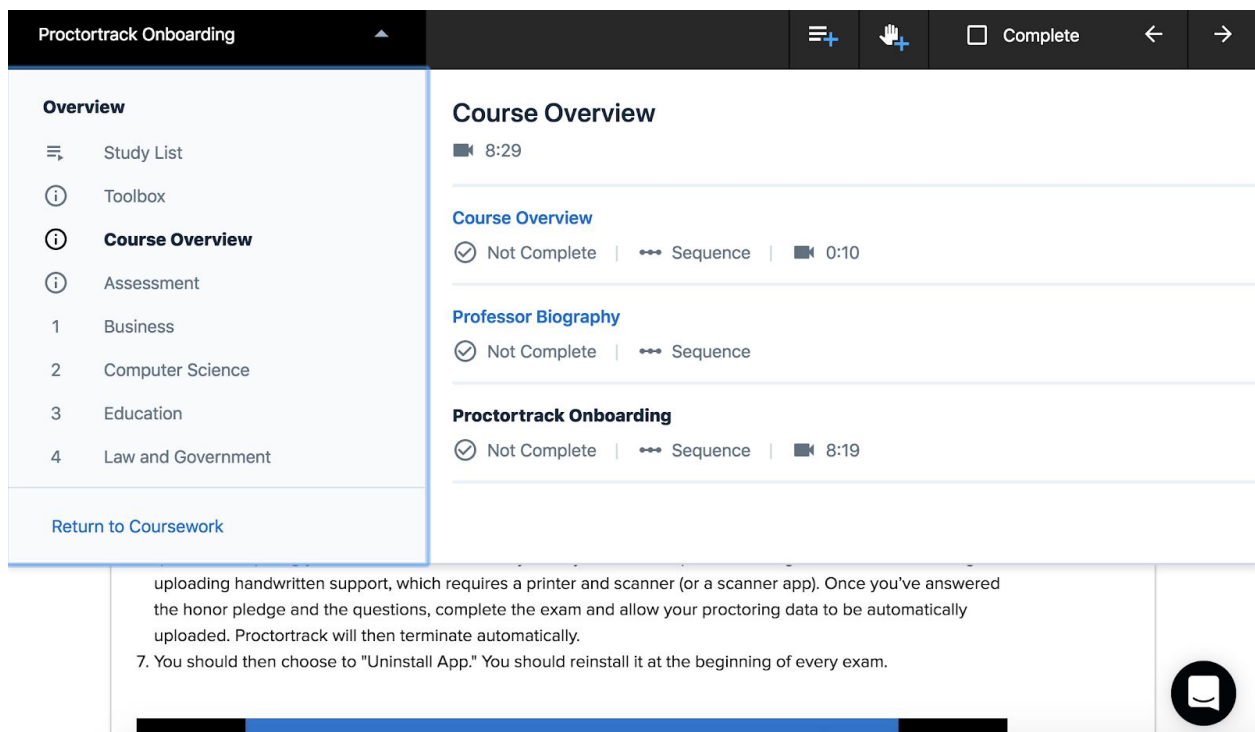


Raise Hand

Also known as Suggest for Discussion, you can press this icon while watching the course video or completing the coursework to let the Professor know that you have a question about this particular piece of material. This will be flagged for the Professor. You can remove your Suggest for Discussion by clicking the button again. This button is found to the right of the **Study List** icon.

Asynchronous Navigation

If you want to navigate to a different part of the course, click the top-left corner of the screen where the course segment name appears. A drop down menu will show the other parts of the course you can navigate to, allowing you to quickly access the course material. This menu also allows access to your Study List. Select "**Return to Coursework**" from the drop down to see the left navigation menu and the overall course menu (Wall, Grades, Activity Report, Files, and Roster).



The screenshot displays the Proctortrack Onboarding interface. At the top, a dark navigation bar contains the text "Proctortrack Onboarding" on the left, and icons for a menu, a hand (Raise Hand), a "Complete" checkbox, and navigation arrows on the right. Below the navigation bar, the interface is split into two main sections. On the left is a sidebar menu titled "Overview" with the following items: "Study List", "Toolbox", "Course Overview" (highlighted with a blue bar), "Assessment", and a numbered list: "1 Business", "2 Computer Science", "3 Education", and "4 Law and Government". At the bottom of the sidebar is a button labeled "Return to Coursework". The main content area on the right is titled "Course Overview" and shows a video player with a duration of 8:29. Below the video player, there are three sections: "Course Overview" (Not Complete, Sequence, 0:10), "Professor Biography" (Not Complete, Sequence), and "Proctortrack Onboarding" (Not Complete, Sequence, 8:19). At the bottom of the screen, there is a white text box with instructions: "uploading handwritten support, which requires a printer and scanner (or a scanner app). Once you've answered the honor pledge and the questions, complete the exam and allow your proctoring data to be automatically uploaded. Proctortrack will then terminate automatically." followed by a numbered list item: "7. You should then choose to 'Uninstall App.' You should reinstall it at the beginning of every exam." A circular chat icon is visible in the bottom right corner.

Interactive Asynchronous Material

Many courses use interactive features that allow you to engage more fully with asynchronous content. You may be asked to write a response to a video or slide, answer a multiple-choice question, or even record a video of yourself discussing a topic.

Text Responses

For text response questions, take note of the minimum and maximum word limit. You will not be able to proceed through the material if your answer does not stay within the specified parameters. Also look for whether or not the response can be edited upon submission.

Depending on the professor's discretion, your responses to material may be public and posted for your classmates to view in order to encourage continuing discussion. If your response will be public, at the end of the material, there will be instructions and links redirecting you to the cards containing public questions for you to interact with on a discussion board.

If the material does not contain any public questions, at the end, you will simply be directed to proceed to the next page.

Completing Assignments

You may have assignments to complete as part of your courses. They may be graded or ungraded and can include formal papers, oral presentations, group work, forum posts, or other activities. Each course has a section where the instructor will post the assignments and instructions.

To upload your assignment, go to the **Assignment** or **Assessment** page under the Coursework section of the course. The actual assignment description and notes from your professor may be in the Assignment tab, which you see first by default. Otherwise, you should consult your course syllabus for Assessment details.

File Upload - Word Document

File Upload - Word Document **UNSUBMITTED**

Assignment | Scale: 5 pts | Weight: 2.38% | Grades

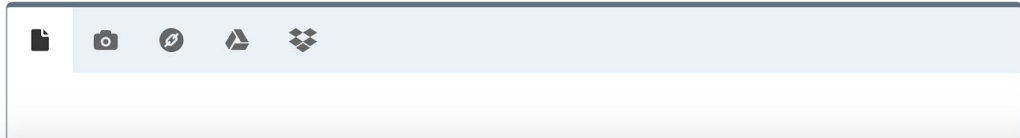
Description

You will submit your assignment to this page.



Please refer to your course syllabus for additional details about this assignment.

When you save your assignment, the file name should be "First Name_Last Name_Assignment Name."




Submission



On this page, you can submit up to five documents (.doc, .ppt, .pdf, or any other document types your professor will accept), five videos (which you can record within the learning platform or upload from your computer), and/or type a response in the **Notes to instructor** section. To upload a document, click **Choose a Local File** and then **Submit for Grading**, or simply drag and drop the file into the submission box within the assessment's page.

Uploads	
Name	Uploaded On
 project_charter.docx 85.79 KB	10:48 AM MDT · Wed Mar 13, 2019 

Note to instructor (Optional)

B I U S C    ?

|Type something

Submit for Grading

You can save your submission as a draft, which allows you to change or re-upload documents before sending to your professor, or submit it for a grade. When you click **Submit for Grade**, your submission is uploaded and sent to your professor, and you can no longer make any changes to your documents or videos.

IMPORTANT: If you need to make a change to the file you have submitted, you must reach out to your professor. You are not able to make immediate changes once you have submitted your assignment.

You may be required to have a scanner to upload assignments. You will also need software to convert the scanned objects into a .pdf file (if not provided with your scanner).

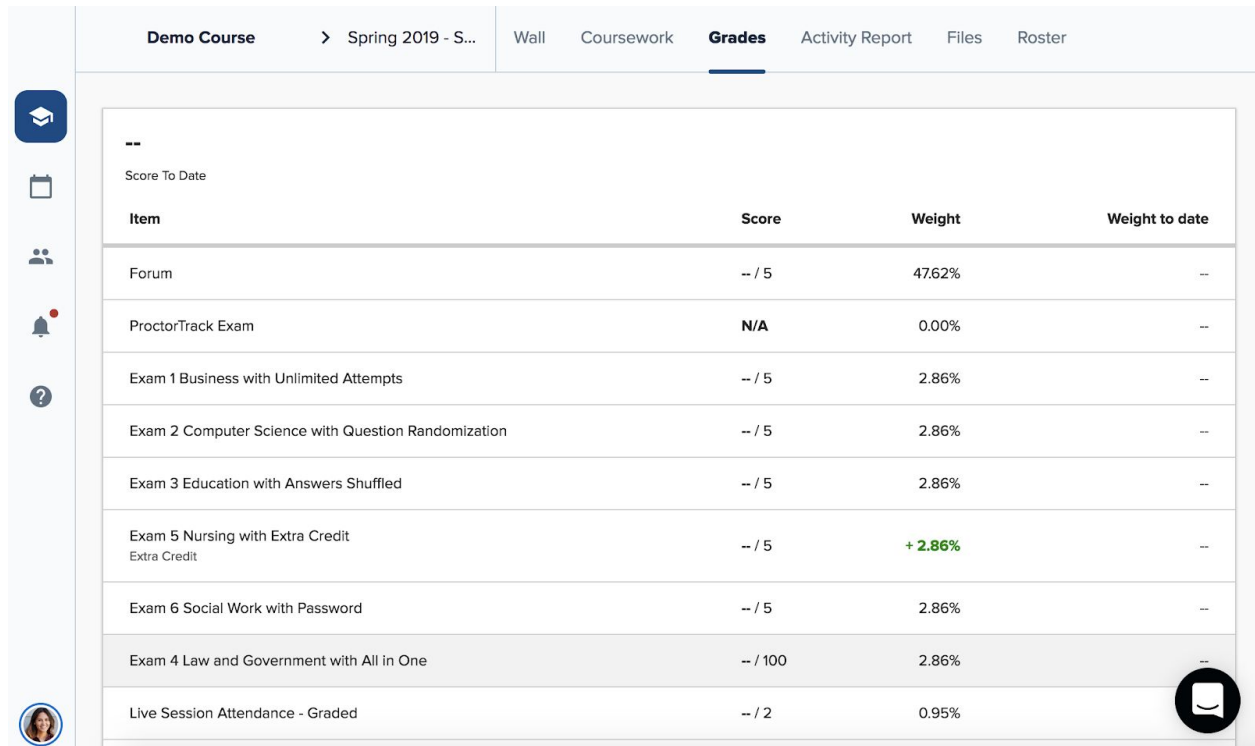
Always submit assignments and exams in the designated areas; do not email your assignment to your instructor or post it in the Files area. If you do not see where to submit an assignment when the time comes, please contact Student Success for guidance.

Assessments: Quizzes and Exams

In addition to assignments, some of your course may include quizzes or exams contained in the asynchronous coursework. Quizzes and exams can consist of multiple-choice, true-false, matching, short-answer, calculated, embedded-answer, and essay questions. Quizzes and exams may be delivered as assignments or made available during a certain stated time period. Refer to your class syllabus or your professor for specific quiz instructions. Reach out to your Student Success Advisor if you have questions about quizzes and/or exams.

Viewing Your Graded Assignments

You can look at all of your grades at once on the Gradebook page in every course. To view your grades, make sure you are logged into your course, then click **Grades** in the top navigation menu. This page shows all of your assignments in a grid. Assignments are broken up into categories (Assignments, Homework, Assessments, etc.) depending on how each course is organized. Once your professor has submitted a grade, you will see the score updated on this page. Click on the assignment name from this page to see feedback from your professor, if provided.



Item	Score	Weight	Weight to date
Forum	-- / 5	47.62%	--
ProctorTrack Exam	N/A	0.00%	--
Exam 1 Business with Unlimited Attempts	-- / 5	2.86%	--
Exam 2 Computer Science with Question Randomization	-- / 5	2.86%	--
Exam 3 Education with Answers Shuffled	-- / 5	2.86%	--
Exam 5 Nursing with Extra Credit Extra Credit	-- / 5	+ 2.86%	--
Exam 6 Social Work with Password	-- / 5	2.86%	--
Exam 4 Law and Government with All in One	-- / 100	2.86%	--
Live Session Attendance - Graded	-- / 2	0.95%	--

You can choose in your notification settings how you want to be notified when a grade is posted for one of your courses. Please note that if you select the option to receive an email when an assignment has been graded, the link in the email will take you back to the assignment and not to the actual grade.

Using the Files Area

There is a **Files** area in all courses as well as in all **Social Groups**. Your instructor may choose to add documents there for you to review, or he or she may post on your course wall. You can access the **Files** area on the top navigation bar when in a course.

To view all documents you have uploaded in the Files area across all courses and groups, click **Profile** in the top menu bar, then select **Portfolio**.