Overview

Getting Started with iLearn

What is iLearn?

iLearn, which stands for *Innovative Learning Environment and Research Network*, is a webbased "collaborative learning environment" built to support formal and informal collaboration, ranging from fully online and face-to-face courses to faculty committee work and student clubs. The system provides a range of communication and information management tools designed to facilitate interactions with content, your instructor and peers.

iLearn is a toolbox for teaching, learning, and collaboration. You can pick and choose any combination of tools in it that fits your needs. You don't have to know all of them to get started. See the next section for a matrix of iLearn tools and their functions.

How do you access or "login" to iLearn?

To login to the system, follow these simple steps:

- 1. Open up a web browser¹ and go to <u>http://ilearn.marist.edu</u>
- 2. **IMPORTANT**: The support links to **FAQs**, **tutorials** and **tip sheets** are under "**Learn**" on the login page.
- 3. Click on the red "Log In" button in the upper right corner.
- 4. Enter in your Marist Account (*Please contact the Marist Help Desk at (845) 575-HELP or at <u>http://www.marist.edu/it/helpdesk</u> with account related questions).*
- 5. Click the "Login" button to access iLearn.

Logging out: Once you are done using iLearn, click on the "Logout" button in the upper right corner of your screen, and then **close your browser** and all open tabs.

How do you access your Course or iCollaborate Site?

Once you login to iLearn, you will be placed in your "My Workspace". Note that **important system announcements** are posted to this area.

- 1. You can access your various courses by clicking on the course title or "More Sites" links on the top.
- In the left navigation bar of My Workspace, use "My Settings >> Preferences" to add a site to your visible quick links. Click on the tab, and make the necessary changes. You will need to be enrolled in a Course/iCollaborate site before it will appear in the My Sites.





¹ We recommend that you use the latest versions of the FireFox, Internet Explorer, or Chrome web browsers.

Teach, Learn and Collaborate with iLearn Tools

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
iLearn Tools	Notify students of class activities and change of schedules	Share materials such as readings, presentation slides, lecture notes, etc.	Share multimedia materials such as Youtube videos, recordings, websites, etc.	Post assignments, grade them and send them back to students with comments	Post grades	Conduct engaging online activities such as discussions, group work, and projects
Communication						
Announcements 🗐	Notify the whole class in public	Share spontaneous resources, not everything	Share spontaneous resources, not everything			
Calendar 📰	Add entries from other tools to the calendar					
Messages 🖓	Notify the whole class or groups privately	Share specific resources with some individuals or groups, not everything	Share specific resources with some individuals or groups, not everything			
Forums 🖓		Share resources related to forum activities	Share resources related to forum activities	Set up discussion activities, grade forum posts and send the grades to the Gradebook		Great platform for asynchronous discussion activities for the whole class and private groups; Also profile pictures (if added) are present with posts
Chat Room 🔗						Simple tool for synchronous chatting activity
Meetings 🍰						Virtual videoconference with audio, video, desktop sharing, text chat, and more
Sign-Up 📆						Electronic appointment book for class activities

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			websites, etc.	comments		
Lessons	Add open/close	Link to files in the	Link to files in the			
	dates for modules	Resources tool	Resources tool			
Resources 🔚		YES! Share	YES! Share			
		everything here!	everything here!			
Assignments 🌌		Link to files relevant	Link to files relevant	YES! Grades and	Yes. Students	
		to assignments	to assignments	comments can be	can see	
				released to students	grades or	
					boro	
Tasta & Ouissan &				Somo quizzos con ho	Voc. Students	
Tests & Quizzes 🎸				automatically	can see	
				graded Vou can	grades of	
				manually add	tests and	
				comments and	auizzes here	
				override grades.	quizzes nere.	
Wiki 🖉				0.000		Collaborative
						production of wiki pages
Cradabaak 2				Comments can be	Yes. All	P
Gladebook 2				added here.	grades	
					aggregate	
					here to	
					calculate the	
					final course	
					grade.	
					Comments	
					can be added	
					too.	

Overview of Best Practices for Using iLearn Tools

PLEASE NOTE: This table provides only an abbreviated look at commonly used tools and their recommended best practices. For the complete best practices along with step by step instructions for each tool, please refer to the appropriate page listed in the Table of Contents.

Announcements	 Set the Options in the Recent Announcements box on the Homepage to show 2 listings or the last 10 days. Set Options to also show at least the first 100 characters of the body of the posting. Use a meaningful but short title.
	 Use "red" or another bright color and bold formatting to stress critical points.
	 Use the "Accept Until" to provide students with a few extra days to submit assignments (they will be tagged as "late"). Select Points for the grade scale option for uncomplicated integration with the Gradebook.
	 Use the e-mail notification option to be alerted to when submissions are
Assignments	posted, and to alert students when new grades are posted.
Assignments	 Use the "In/New" column to quickly see if you have new submissions.
	 Use the Additional Information to release notes to specified users at a
	specified time or to leave yourself a note for future semesters.
	 Automatically generate an originality report from Turnitin.com for each
	submitted assignment.
	NOTE: Be sure to review our Best Practices for using Turnitin.com.
	 Students will not be able to view a Forum that does not contain at least one topic.
	 When creating a FORUM, leave the short/full descriptions blank.
	• When creating the first TOPIC of your course, the short description should
	read: "Please read the full description"
Forums	 The "full description" should then include: INSTRUCTIONS: To post, click on the Topic title (e.g. Chapter One Questions) to access the topic and then click the "Post New Thread" hutton.
	• Once students become accustomed to the Forums tool you will not need to
	include this text.
	 Use the Statistics option within the Forums tool to review student
	participation and view all posts by an individual student.
	 Use the Watch feature to be notified when new posts are made.
	Consider releasing Course Grades to students only during specific points in
Gradebook?	the course when it is useful, e.g. Midterms and Finals.
GIAUEDUUKZ	 Drag the items up and down to customize the order of your Gradebook.
	 Check "All Grades" for a spreadsheet view of all student grades.

• Use the "Upload or Link to a File in Resources" option to: • Link to a file previously uploaded to Resources, • Upload a new file into Resources and link to it, or • Create a new folder in Resources, upload a new file, and then link to it. • Set start and end dates to the past to prevent student viewing of module you are actively drafting. • Enable student printing in the Preferences menu. • Files in Resources must be "shown" to students in order for links to work. • Use the "show/hide" scheduling option to save time. • Messages are always sent to the recipients' Messages tool in iLearn. • Send a copy to a recipients' official Marist email by selecting the option to "Send a copy" when drafting a message. • If you only want to receive messages within the messaging tool in iLearn (and not in your email), change the setting for "Allow sending copies to recipients' email address(es)" to "No. " Messages • Set a policy regarding use of Messages at the start of the course.
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bet a point, regarding use of messages at the start of the course.
 Make sure students are either regularly checking Messages in YOUR course or that they
set up the forwarding to be notified
 If desired, you may ont to tell students that you'll send all messages to their Marist
F-mail Account.
• To control students' access use "hide/show" or schedule when the resource will be
shown to or hidden from them.
• It helps to organize your content into folders that represent complete lessons (e.g. all
Resources chapter 1 content in a Chapter 1 folder in Resources)
• Use the "Move" option to take a resource out of one folder and place it in another
• To reorganize folders, use Reorder function under the actions menu for the course-level
folder.
 Post your syllabus directly in the Syllabus tool for easier on-the-fly changes.
 Make a multi-part syllabus for easy editing and viewing without downloading the whole
document.
• Consider giving students a one-point guiz on the syllabus to ensure they've reviewed it.
This will also familiarize them with Tests & Quizzes tool.
 Always use the Paste-from-Word button to copy text from MS Word into rich text
editor.
• Use the Print option to save a PDF file of your exam. Students are unable to print exams.
• Under the Grading settings. ALWAYS select "Students' identities can be seen by
graders".
 Under "Assessment Organization", the "Random access" and the "Fach question on its
own page" options are STRONGLY recommended
• Under the "Feedback Delivery" setting, the "release feedback on a specific date" option
Quizzes is recommended.
• At a minimum, always provide Student Responses and Correct Response in feedback.
• In a timed assessment, set the retract date to at least the duration of the test past the
due date (e.g. if a one-hour exam is due at 5 p. m. set the retract time to no earlier than
6 p. m.).

Work Flowchart of Course Site Setup

