

## O-Week 2020

### All About Courselink: Guelph's Online Learning Management System

#### Friday, 4 September 2020

During this session, you will become familiar with CourseLink, the University's online learning management system (LMS). Using D2L's Brightspace platform, CourseLink is where most instructors post grades, upload course materials and make course-related announcements. This session will cover all the CourseLink basics such as how to access the system and your course sites, how to set up your profile and notification settings, and what to expect from the most commonly used tools. It will also provide advice on how to effectively use the LMS to help you achieve academic success!

#### How to Access CourseLink

CourseLink can be accessed several ways:

1. By signing in to the University of Guelph intranet through the **Student, Faculty, Staff Login** on the [U of G website](#). Once you have accessed the intranet, you can select **CourseLink** from the list of Tools on the right hand side of the page.
2. Go directly to CourseLink using the URL: <https://courselink.uoguelph.ca>

#### CourseLink Landing Page

##### Top navigation

- Select a course (9 squares): easily move between courses you are part of
- Messages (envelop icon)
  - If you have received any messages within courses that you are a participant in
- Subscription alerts (chat bubble icon)
  - If someone replied to a thread of yours in Discussions
- Updates (bell icon):
  - New announcements, new Content, received feedback on an assignment, received a new grade, etc.
- Name (initials in square box)
  - Profile
  - Notifications
    - Contact methods: By default, this will be your University of Guelph email address. You can also add a mobile number if you would like to receive notifications via text.
    - Instant notifications: You can update your settings to determine what you would like to be notified about for your courses. This includes announcements, content updates, Dropbox feedback, new grades and quiz reminders.
  - Account Settings
    - Account Settings
      - Font size
      - Reading content: If you use an assistive technology such as a screen reader then you may wish to disable this feature.

- Discussions: Update your global discussion settings
- Email: Update settings for email sent through CourseLink
- Log Out

## My Courses Widget

- List of all courses you are a member of
- List will grow over your time at Guelph
- Courses can be sorted by semester (*i.e.*, Fall 2020). This can be a useful option if you are having trouble finding a course that you are registered in.
- Pinning a course: Pinning a course will bring it to the top of the My Courses widget. A course can be pinned by hovering over the image for the course to view the context menu (3 dots). Click on the context menu and select Pin. A course can be unpinned by clicking on the pin icon.

## Within a Course

### Navigation Bar

- List of tools used in the course across the top
- Some courses will take advantage of a dropdown to keep the navigation bar organized. You will see this if you are taking a distance education (DE) course.
- These navigation bars can be customized for different courses so they may not all look the exact same

### Course Homepage

- Announcements
  - Main section of the course homepage
  - Often used by professors and instructors to communicate weekly expectations, assessment information, interesting pieces of news that relate to your course
  - ONLY see the last five announcements on this page
  - Dismissing an announcement
    - Perhaps an announcement doesn't apply to you (*i.e.*, already completed a quiz), you can dismiss it
    - This can be done by clicking the X to the right of the announcement name.
  - Seeing all announcements
    - To see all the announcement from a course, click on the context menu (down arrow) beside "Announcements" and select Go to announcement tool
- Updates
  - Course-specific updates including assignment feedback, released grades, etc.
- Other course homepage items
  - Some professors may add other info to the course homepage like a calendar
  - Explore your course homepages to make sure you know what is available on each

### Content

- This is where professors & instructors will share the bulk of the course information with you
- Content is structured into modules (and sub-modules) and then content topics/pages are placed within them

- Each course will look a little different
  - Some will organize based on content type (i.e., lectures, activities, assessments, etc.)
  - Some will organize based on week
- Finding the Course Outline
  - One of two places
    - Course Outline at the very top of the left side navigation
    - Some may make the Course Outline the first module under the Table of Contents
  - Professor provides you with an overview of the course, including assessments
  - First place to go if you have a question about the structure of a course
- Zoom
  - If your professor is using Zoom for synchronous lectures, you may see a Zoom module in the Table of Contents. By going into this module and opening the Zoom External Learning Tool, you will be provided with a list of course meetings and can join them from here.

### Groups

- May or may not be part of your courses
- Allow instructors to break students up into groups for discussions, assignments, topics, etc.
- My Groups
  - Groups you are already a member of
  - See who your fellow group members are & send an email
- View Available Groups
  - Sometimes, there are groups that require you to self-register (i.e. picking a topic for an assignment)

### Dropbox

- This is where many of your assignments will be submitted
- Each assignment will have its own folder
  - Completion status
    - Click here to submit
    - May be additional information here to help you with the assignment like a rubric
    - Upon submission, you should receive an email confirmation
  - Score (what it is out of)
  - Evaluation status
  - Due Date
- Some courses will take advantage of Turnitin to check for similarity between your submission & other papers, this will be clearly communicated in the course outline

### Discussions

- Commonly used area to communicate with instructional team as well as other students
- Professor creates forums and topics, as a student, you can start a thread and reply to threads
- Unread threads & replies will be indicated by a blue line down the left side of the post
- Select “Start a New Thread” when you want to start a new conversation within a Topic.

- When you author a new thread, you are automatically subscribed to it. This mean you will receive subscription alerts when someone replies to your post
- To reply to a thread, select “Reply to Thread”

### Quizzes

- Another common tool within CourseLink
- Often used for weekly quizzes
- Also being used for online midterm and finals during remote delivery
- List of current quizzes, past quizzes & upcoming quizzes
- To being a quiz, click on its name
  - Not the quiz details (i.e., time) and the instructions
- If you ever run into technical problems during a quiz, reach out to CourseLink Support

### Virtual Classroom/Video Assignments

- Some courses will use these tools
- Virtual Classroom
  - This is a web conferencing option that is available within CourseLink. If you are using this for a course, you will see Virtual Classroom in your course navigation bar.
  - Can be accessed through the navigation bar
  - When you access the tool, you will see a list of upcoming meetings.
  - To join a meeting, move to the “action” column for the meeting you wish to join
  - Students will only be able to enter the meeting room/test their system 15 minutes prior to the start of the meeting
- Video Assignments
  - This tool allows students to complete individual and group assignments that require video.
  - To access a video assignment, the instructor will share this with the students through the Content section of the course

### Grades

- This section will begin to be populated as you complete assignments, quizzes, midterms, projects, etc. throughout the semester
- Your professor may have already created grade items in the gradebook
- Grade item release is one of the notifications you can turn on
- This can also be a place to view overall feedback for an assignment