Student Directions for using eLearning
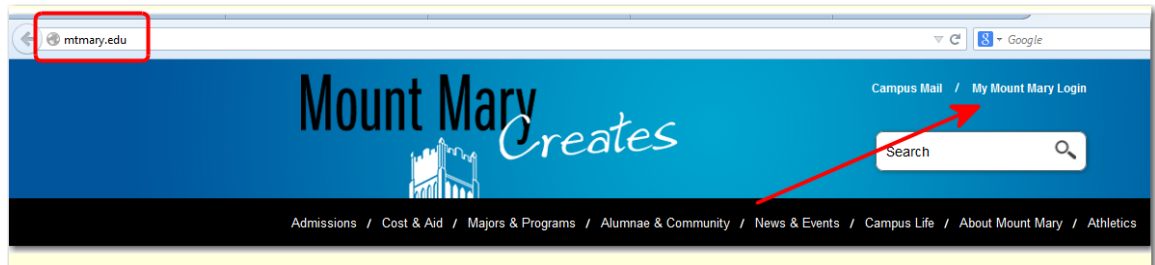
Logging on to eLearning course site

Open the web browser you are have installed.
Type in the following URL (web site) address:
https://my.mtmary.edu
or go to mtmary.edu and click on My Mount Mary Login at the right upper corner:

Find the User ID box just below the "My Mount Mary" header at the top of the page.
Log in with your user ID which is your Mount Mary College Student ID number and
your password, which is the password used to register for courses (case sensitive).
Look on the left side of the page for the **Quick Links** portlet.
Click on the desired **Course Name**.

Practice the steps for downloading weekly readings and handouts

Look on the left side of the course page for the green menu bars.
Find or click on **Resources** menu and click on **Handouts** (organized by class date).
Click on the **title** of the desired handout; click on **Open or Save**.

Practice the steps for submitting a weekly discussion assignment

Look on the left side of the course page for the green menu bars.
Click on the **Discussion Forum** link.
Look for the **class date** and click on the **topic** for the posting (e.g. Introductions,
        Readings, Article Set)
Click on **Add a Thread** (upper right hand corner of the topic portlet).
Type a subject in the box labeled **Subject** (e.g. Introductions, Readings, Article Set)
Type your message in the box labeled **Message** (or copy from WORD document).
Scroll down and click on **Save** to submit posting to course site.

To **read** other class participants' postings, click on the "Underlined Thread" under
        Subject column of the "Topic View" portlet.
To **reply** to a posting, click on "Reply" in the upper right hand corner of the "message."
After reading a posting, to **return** to the topic and add your thread, click on
        "Topic Name" in upper left hand corner of portlet.

**VERY HELPFUL HINT: Previous class participants have recommended writing
answers for each week's assignments in MS WORD. Leave the MS WORD
document open. Open your browser and go to the ELearning site. Go to the
location for posting the week's assignment. Using the Task Bar (bottom of screen)
or Windows (top of screen) Click on your MS WORD document. Highlight the**

answer and copy it (Click on Edit – Copy, or Click on the copy icon). Use the Task Bar or Windows menu to return to the ELearning site. Drop the cursor in the box where you would type your answer on ELearning. Click on the Edit menu at the top of the screen and click on Paste to transfer your answer to the ELearning page. This approach prevents losing lots of hard work…and MS WORD documents with each week's answers can be easily copied/combined into final paper.

Practice the steps for uploading an assignment
Look on the left side of the course page for the green menu bars.
Click on the **Coursework** menu.
Look for **class date** and click on the **assignment name.**
Look for the "Upload a File" box. Click on **Browse** to locate file on your computer; double click on **file name**; click on **Upload**.
The uploaded file appears on the right under "My Files." To confirm that the uploaded file is the one being submitted for grading, scroll down and click on "**Mark as Final**."

Creating an Online Identity
In order to create an online learning community, we hope that each class participant will be willing to upload a picture and provide email contact information. Some class participants know each other from previous classes, but some will also be newer.

Find the words "Personal Info" following your name and just under the My Mount Mary header.
Click on "**Personal Info**."
If you'd like to use a different First Name, click on the "**Account Info**" tab and type the preferred name in the box.
If you'd like your middle name to be excluded from postings, click the box at "Hide Middle Name."
Click on "**Save**."

Click on the "**Biographical Data**" tab.
Click on the **Pencil Icon** just to the right of "Name and Address."
Enter changes to your email, USPS address and phone numbers.
Scroll down and click on **Submit**. (This change will take effect after review by the Registrar.)

Emailing the instructor and class participants
Look on the left side of the course page for the green menu bars.
Click on the **Roster** menu link
Click on the **checkbox** next to the name of the person you would like to email.
Scroll down and click on "Email Selected Members"