

User Guide for Dual Credit Facilitators

As a dual-credit facilitator some of the common activities to which you have access in Clarendon College online courses are:

- Course syllabus that contains due dates for all graded activities
- Student grades
- Activity reports showing when students accessed the course and what they worked on
- Reports showing if students submitted specific assignments
- Messaging feature to send/receive messages to/from students

How to log in

The image shows a screenshot of the Clarendon College website. At the top, there is a green navigation bar with the Clarendon College logo and links for ADMISSIONS & AID, ACADEMICS, STUDENT SERVICES, ABOUT CC, and COMMUNITY. Below this is another green bar with icons and links for INSIDE.CC, STUDENT PORTAL, FACULTY PORTAL, ONLINE CLASSES, and LIBRARY. The main content area is titled "Online Classes" and contains a link to "Click here to login to Online Courses". A callout box points to the "ONLINE CLASSES" link in the navigation bar, stating: "At Clarendon College's home screen, click **ONLINE CLASSES**". Another callout box points to the "Click here to login to Online Courses" link, stating: "Read the information, then click here to get to the login screen." A third callout box points to the login form, stating: "Fill in your login information obtained in an email from the network administrator, Will Thompson." The login form has fields for Username and Password, a Log In button, and a link for "Forgot your username or password?".

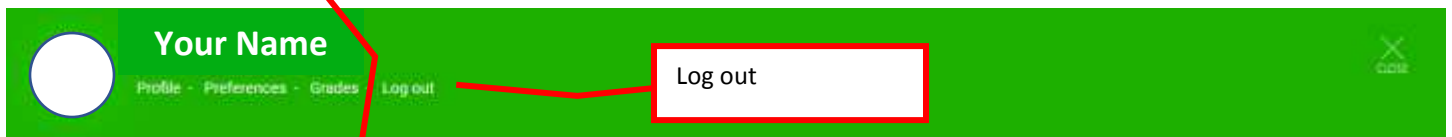
Student orientation

Encourage your students to complete the MOST 1200 Moodle Orientation Student Training course if it is the first time they are taking an online course through Clarendon College. It is available to them when they log in. Students do not need to repeat the orientation if they have taken online courses before unless they choose to do so.

My Courses page

Appears after logging in

The **My Courses** page contains a list of all courses you are facilitating. Click on desired one to open its contents.



Deadlines area: Shows assignments due soon for all of your courses. Course names are listed below each one. Links you to the assignment.

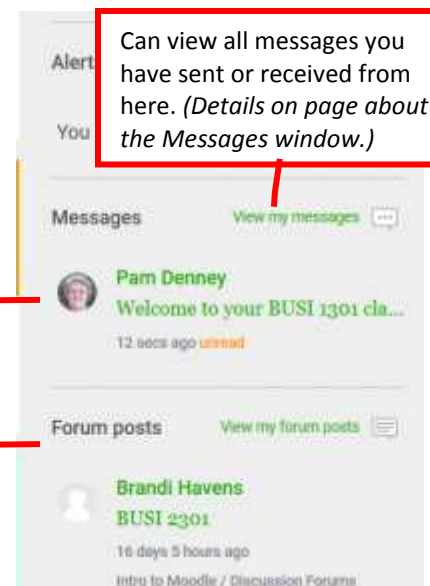
Calendar: View a calendar with scheduled assignments & quizzes from the courses you are facilitating. (May not contain graded forums.)

Students will see the MOST 1200 Moodle rooms Orientation Student Training course when they log in. (You will not.)

Can view all messages you have sent or received from here. (Details on page about the Messages window.)

Messages area: Shows recent messages sent to you.

Forum posts area: Identifies most recent posts. Includes course names.



Course home page

Appears after clicking on a course from the My Courses page

Click My Courses to switch back to the My Courses page where you can switch to a different course or log out.

A number here indicates you have unread messages.

Click **Course Dashboard** to access the Gradebook, Participants, Open Reports, and Class List block.

CONTENTS area contains all sections/units in the course. Click one to cause contents of that section/unit to appear below the CONTENTS area.

The **course syllabus** is available in the Syllabus and Quick Links section.

Course Dashboard

Gradebook

2 Participants

Open Reports

See your students' individual grades.

Send message to instructor or one or multiple students.

See when students have worked in course, what they worked on, and whether they submitted specific assignments.

Class List

Pam Denney (T)

Donald Duck (Nt)

Mick

Class List block lets you send message to instructor or a single student.

Gradebook screen

Grader report

Grader report

View Setup Export

Grader report Grade history Overview report User report

Grader report tab is the default. Check out other tabs for other possible grade information.

Visible groups: All participants

All participants: 1 / 1

First name All A B

Last name All A B

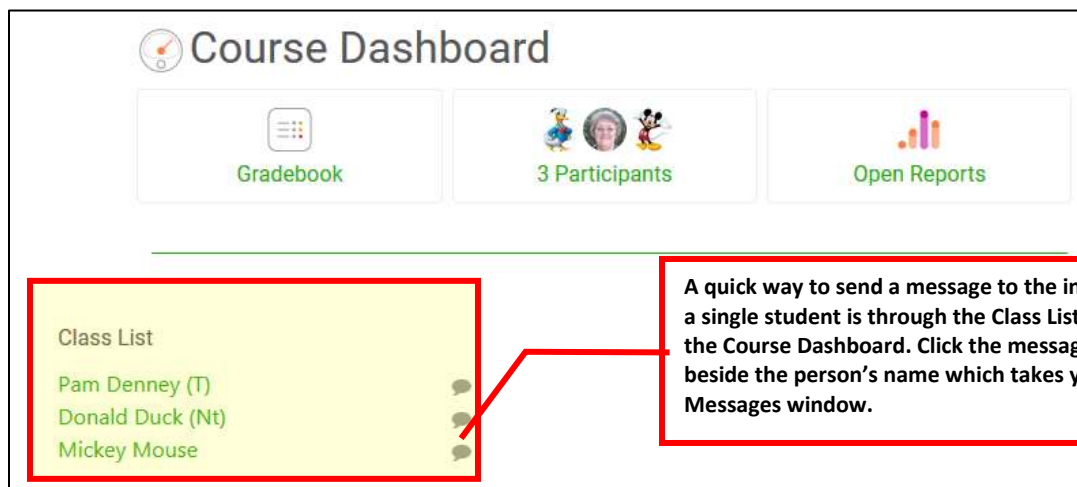
All student grades are displayed here in the Grader report tab. Scroll down to see your students' grades.

Chapter Quizzes

Last name First name Email address

Mickey Mouse mouse.m@clarendoncollege.edu 87 93

Send/Receive Messages



The screenshot shows the 'Course Dashboard' with three main buttons: 'Gradebook', '3 Participants', and 'Open Reports'. Below these is a 'Class List' section containing three entries: 'Pam Denney (T)', 'Donald Duck (Nt)', and 'Mickey Mouse'. Each entry has a small speech bubble icon to its right. A red box highlights the 'Class List' section, and a red arrow points from this box to a larger red box containing text.

Course Dashboard

Gradebook 3 Participants Open Reports

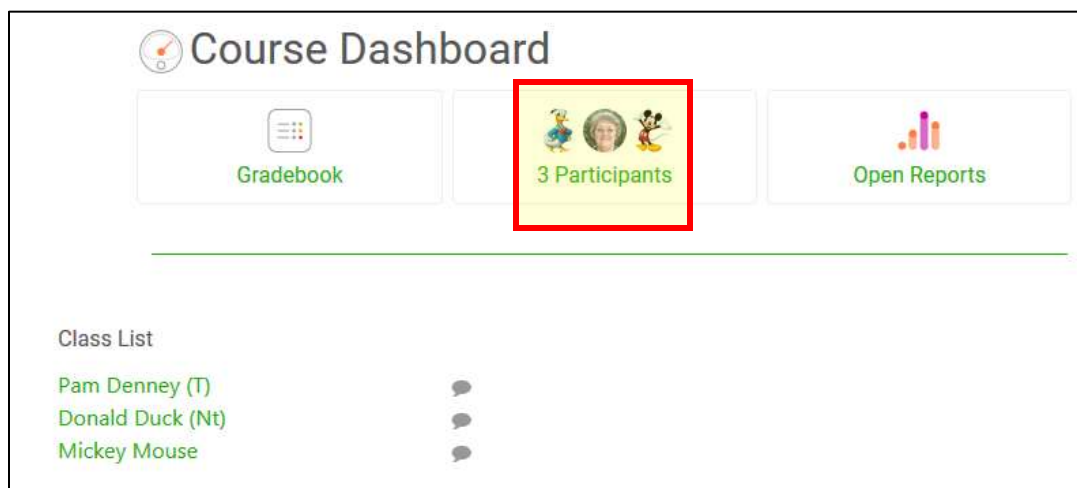
Class List

Pam Denney (T)

Donald Duck (Nt)

Mickey Mouse

A quick way to send a message to the instructor or a single student is through the Class List block on the Course Dashboard. Click the message icon beside the person's name which takes you to the Messages window.



This screenshot is similar to the first one, but the '3 Participants' button is highlighted with a red box. Below the dashboard buttons, the 'Class List' section is visible with the same three entries and their respective message icons.

Course Dashboard

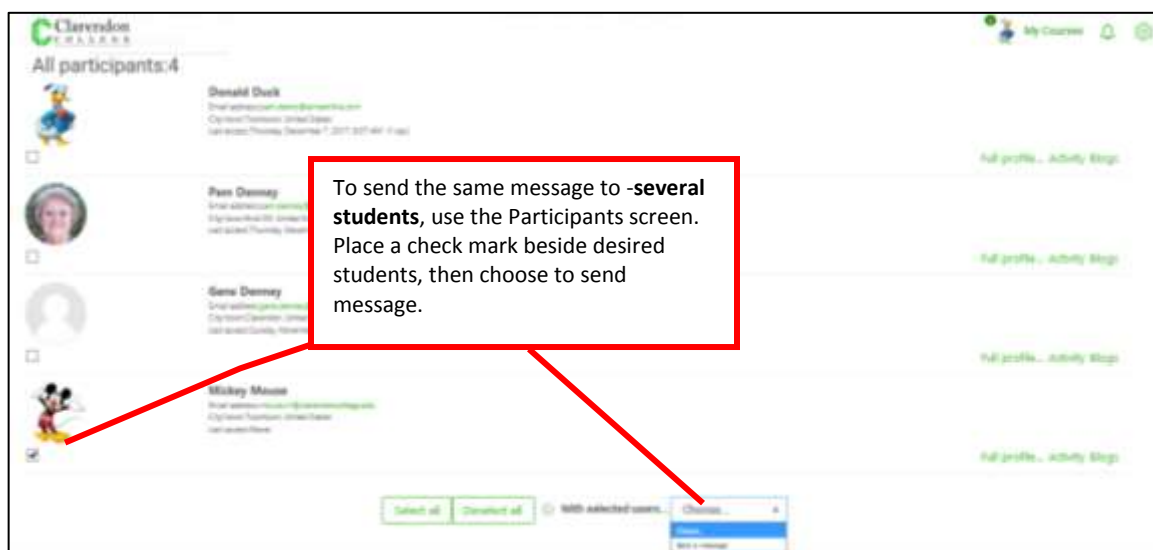
Gradebook 3 Participants Open Reports

Class List

Pam Denney (T)

Donald Duck (Nt)

Mickey Mouse



The screenshot shows the 'Participants' screen for a course. It lists four participants: Donald Duck, Pam Denney, Gene Denney, and Mickey Mouse. Each participant has a checkmark box to their left and a 'Send a message' link to their right. A red box highlights the 'Send a message' link for Mickey Mouse, with a red arrow pointing to it from a text box.

Claremont COLLEGE

All participants: 4

Donald Duck

Pam Denney

Gene Denney

Mickey Mouse

Select all Deselect all With selected users

Send a message

To send the same message to **-several students**, use the Participants screen. Place a check mark beside desired students, then choose to send message.

Messages window

As explained on previous pages, you can access the Messages window using either of these two methods:

- Click the message icon beside a student's name in the **Class List block** on Course Dashboard
- Click **View my messages** on the My Courses page.

Once a student has sent you a message or you have sent the student a message, the student's name appears here. Click a name to send message or to see all messages sent to and from you with the person.

Click **My Courses** to get back to the course from Messages window.

Your messages appear in green.

Student messages appear in gray.

The screenshot shows a 'Messages' window with a list of contacts on the left and a message thread on the right. The list includes names like Donald Duck, Gene Denney, Brandi Havens, Mark James, Kim Jeffrey, Jocelyn Lastley, Rodney Donahue, and Chera Miller. The message thread shows a 'Hi teacher' message in gray and several outgoing messages in green, including a reminder about an assignment and a welcome message.

Open Reports screen

The screenshot shows the 'Course Dashboard' with three main widgets: 'Gradebook', '2 Participants', and 'Open Reports'. The 'Open Reports' widget is highlighted with a red box.

Click Dashboard

Assignment Submissions shows whether student has submitted a specific assignment.

Recent activity shows you when students were working in the course and what they worked on.

The screenshot shows the 'Course Reports' dropdown menu for 'Business Principles, Pam Denney, Full Term'. The 'Dashboard' option is selected, and a dropdown menu is open showing various report categories. The 'Assignment Submissions' and 'Recent Activity' options are highlighted with red boxes and callouts.