

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
- Course content including graded activities.
- Student grades (*You should see only your students' grades. If you see all students' grades, contact the instructor.*)
- 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 your students and the instructor

How to log in

The screenshot shows the Clarendon College website. At the top is a green navigation bar with the college logo and links: ADMISSIONS & AID, ACADEMICS, STUDENT SERVICES, ABOUT CC, and COMMUNITY. Below this is a secondary green bar with icons and links: INSIDE CC, STUDENT PORTAL, FACULTY PORTAL, ONLINE CLASSES, and LIBRARY. The main content area is titled "Online Classes" and contains a paragraph of text with a link: "Click here to login to Online Courses". A red box highlights the "ONLINE CLASSES" link in the secondary navigation bar, with a callout stating: "At Clarendon College's home screen, click **ONLINE CLASSES**". Another red box highlights the "Click here to login to Online Courses" link, with a callout stating: "Read the information, then click here to get to the login screen." A third red box highlights the login form on the right, with a callout 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 "Forgotten your username or password?".

At Clarendon College's home screen, click **ONLINE CLASSES**

Read the information, then click here to get to the login screen.

Fill in your login information obtained in an email from the network administrator, Will Thompson.

Student orientation

Encourage your students to complete the MOST 1200 My OpenLMS 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.

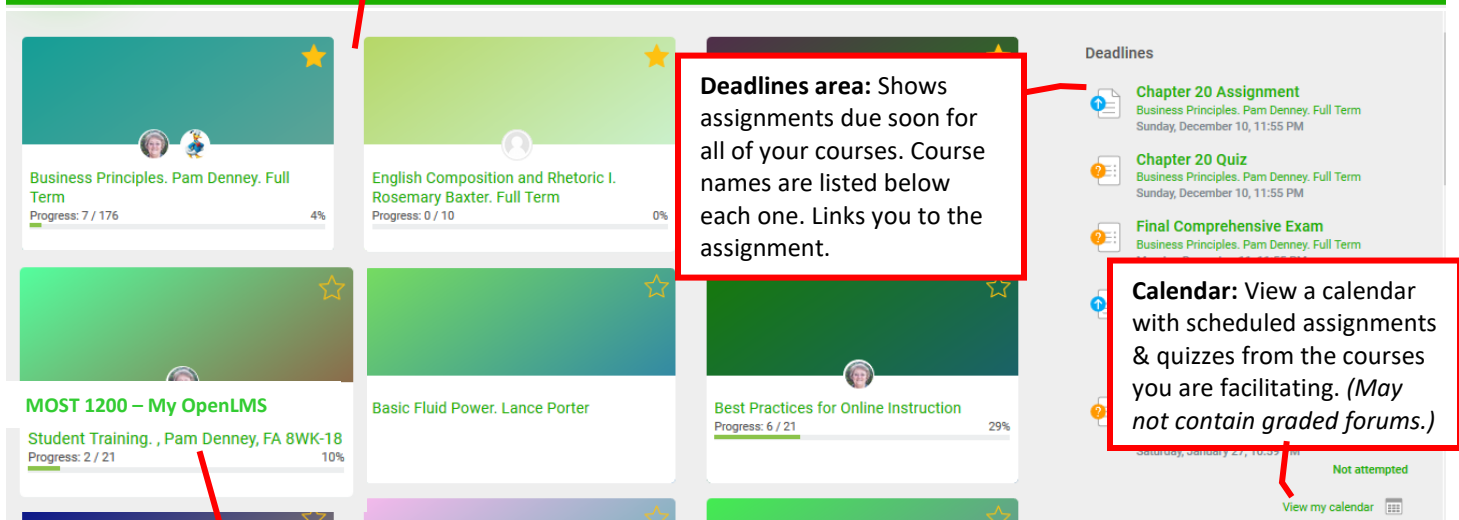
The OpenLMS (Moodle) platform

Clarendon College primarily uses the OpenLMS (sometimes called Moodle) platform to deliver online courses. The remainder of this guide helps you learn how to use the platform and obtain the information you will have access to.

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.



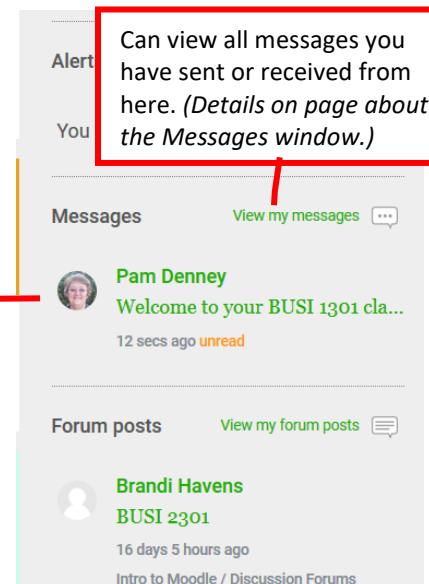
Deadlines area: Shows assignments due soon for all of your courses. Course names are listed below each one. Links you to the assignment.

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 My OpenLMS Student Training course when they log in. (You will not.) Instead, you will only see the course(s) you are facilitating.

Messages area: Shows recent messages sent to you.

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



Course home page

Appears after clicking on a course from the My Courses page

Clarendon COLLEGE
My Courses

Business Principles

CONTENTS
Course Introduction

1. **Syllabus and Quick Links**
Progress: 0 / 2

2. **Class Orientation** - due by Sept. 14 (11:55 p.m.)
Progress: 1 / 5

3. **Chapter 1 Activities** - due by Sept. 17 (11:55 p.m.)
Progress: 3 / 14

4. **Chapter 2 Activities** - due by Sept. 24 (11:55 p.m.)
Progress: 2 / 12

5. **Chapter 3 Activities** - due by Oct. 1 (11:55 p.m.)
Progress: 1 / 13

7. **Chapter 5 Activities** - due Oct. 15 (11:55 p.m.)
Progress: 0 / 13

8. **Chapter 6 Activities** - due Oct. 22 (11:55 p.m.)
Progress: 0 / 11

9. **Chapter 7 Activities** - due by Oct. 2 (11:55 p.m.)
Progress: 0 / 12

10. **Chapter 8 Activities** - due by Nov. 2 (11:55 p.m.)
Progress: 0 / 12

11. **Chapter 9 Activities** - due by Nov. 2 (11:55 p.m.)
Progress: 0 / 14

12. **Chapter 10 Activities** - due by Dec. 3 (11:55 p.m.)
Progress: 0 / 14

13. **Chapter 11 Activities** - due by Dec. 3 (11:55 p.m.)
Progress: 0 / 14

14. **Chapter 17 Activities** - due by Dec. 3 (11:55 p.m.)
Progress: 0 / 12

My Courses

Course Dashboard

Gradebook **2 Participants** **Open Reports**

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

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

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

A number here indicates you have X number of unread messages. Click it to see the messages & reply.

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

Course Dashboard

Gradebook **2 Participants** **Open Reports**

Click to see your students' individual grades. See below for more help.

If set by instructor, you will only see list of your students. Can send messages to them from here.

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)
Mickey Mouse

If enabled by the instructor, the Class List block lists ALL students, H.S. facilitators (Nt), and instructor (T) in the course. Click text bubble to send message to the instructor or a single student.

Gradebook

Grader report

View **Setup** **Export**

Grader report **Grade history** **Overview report** **User report**

Visible groups: All participants

All participants:

First name **All** **A** **B**

Last name **All** **A** **B**

If enabled by the instructor, you will only see your students' grades here. If you see everyone's grades, you can ask the instructor to change it so you only see your students.

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

Last name **First name** **Email address** **Chapter 1 Quiz** **Chapter 2 Quiz** **Chapter 3 Quiz** **Chapter 4 Quiz** **Chapter 5 Quiz** **Chapter 6 Quiz**

Mickey Mouse mouse.m@clarendoncollege.edu 87 93

The Messages feature

As explained on previous pages, you can access the Messages feature from several different places. Below is what you will see and can do once you have accessed it.

The screenshot shows the Messages interface. On the left, a list of messages from students is shown. A red box highlights the student's name and the number of unread messages. A red box points to the back key at the top left of the screen. Another red box points to the 'My Courses' link at the top right. A red box highlights the 'Type reply here' text input field. A red box points to the 'Send reply' button. A red box highlights the 'Selected student's messages are not highlighted' text. A red box highlights the 'Your messages to selected student are highlighted in gray' text.

Once a student has sent you a message or you have sent the student a message, the student's name appears here. Unread messages have a number beside it. Click the name to read all messages and be able to reply.

Click the ← back key at the top left of your screen or **My Courses** to get back to the course from Messages window.

Type reply here

Selected student's messages are not highlighted.

Your messages to selected student are highlighted in gray.

Send reply button

Open Reports screen

The screenshot shows the Open Reports screen. At the top, there is a 'Course Dashboard' section with three buttons: 'Gradebook', '2 Participants', and 'Open Reports'. A red box highlights the 'Open Reports' button. Below this, there is a 'Course Reports' section with a dropdown menu. A red box points to the 'Dashboard' dropdown menu. The dropdown menu lists various reports: 'Activity Grades', 'Activity Views', 'Assignment Submissions', 'Dashboard', 'Forum Posts', 'Glossary Posts', 'Needs Grading', 'Quiz Submissions', 'Recent Activity', 'Roster', 'SCORMs', and 'Wiki Posts'. A red box highlights the 'Assignment Submissions' report. A red box highlights the 'Recent activity' report. A red box highlights the 'The dashboard charts display data for the pa' text.

Course Dashboard

Gradebook

2 Participants

Open Reports

Click Dashboard drop-down menu

Course Reports ▾ Business Principles, Pam Denney, Full Term ▾ Dashboard ▾

The dashboard charts display data for the pa

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.