

# Using Online Instruction

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**You should always use Google Chrome as your browser when using CourseDen.**

## Accessing CourseDen

- (1) Go to the UWG home page: [www.westga.edu](http://www.westga.edu)
- (2) In the upper right corner, there is a “lock” symbol. Hover over it and select [OneLogin Portal](#).
- (3) Enter your user name and password to login. You may be asked to set up two factor authentication or you may be asked to provide two-factor authentication. Click [Continue](#).
- (4) On the next page, click the [CourseDen](#) icon.
- (5) Now you are on your CourseDen Home Page. Toward the top it says “Welcome” followed by your name. Below that it says “My Courses”. The course you’re in with me should appear there.
- (6) Click on the [box for your math class](#). This takes you to your Course Home Page.

## The Course Home Page

- (1) Log into CourseDen. Go to your Course Home Page. (Follow the instructions above.)
- (2) At the top of the Course Home Page is a house icon, the UWG logo, the CourseDen logo, and the course, section number, and term.
- (3) Clicking the house icon returns you to your CourseDen Home Page.
- (4) To the right of the name of the term are several icons. One is shaped like an envelope. Clicking this will allow you to send and receive email within CourseDen. **Your CourseDen email address is different from your UWG email address.** You should check both. If you want to send me email, you can do it inside CourseDen using this icon or outside CourseDen using my email address [faucette@westga.edu](mailto:faucette@westga.edu).

- (5) In the next line down the page there is a horizontal menu bar containing [Course Home](#), [Content](#), [Communication](#), and [Assessments](#) links.
  - (a) Clicking [Course Home](#) takes you back to the Course Home page.
  - (b) Clicking [Content](#) takes you to the course content. See the instructions below on the Content menu item.
  - (c) Clicking [Communication](#) gives you a drop down menu containing the menu items Classlist, Groups, Collaborate Ultra, Discussions, Announcements, Email, and Chat. See the instructions below on the Communication menu item.
  - (d) Clicking [Assessments](#) gives you a drop down menu. The first menu item here is [Assignments](#). This is where you will find your tests, download them, and submit them. See the instructions below on the Assessments menu item.
  - (e) I do not use the rest of the items in this horizontal menu bar.
- (6) Beneath the horizontal menu bar is the Course Identification graphic. This gives the course name, section number, and term.
- (7) Beneath the Course Identification graphic on the left is the Course Updates area. This takes you to your CourseDen email area.
- (8) Beneath the Course Updates area on the left is a course calendar with upcoming events.
- (9) Beneath the Course Identification graphic on the right is the Announcement area. This is where I will post announcements for the course. Currently, there is only one announcement where you can download the course syllabus. If you click on the blue link [Syllabus](#), you open a tab where you can download the syllabus by clicking the blue link [Syllabus.pdf](#). On the other hand, if you click the blue link [Syllabus.pdf](#), the syllabus downloads without having to open a new tab. (Hey, don't ask me: I didn't write the stinking software.)

## Using the Content menu item

- (1) If you click the [Content](#) menu item, you get the the course content page.
- (2) In the left column, there is a table of contents.

Below the table of contents there is a [Syllabus](#) link. If you click on Syllabus in the table of contents, you get to a page where you can view the syllabus online by clicking the blue [Syllabus](#) link on the right. If you click the down arrow to the right of the blue [Syllabus](#) link, you get a popup menu. From the menu, you can choose [Download](#) to download the syllabus immediately.

In the table of contents below the syllabus link are links that take you to the syllabus (where you can once again download the syllabus), followed by links for every section the course covers in the online text book.

Clicking on a section gives you access to two slideshows. One is a PowerPoint slideshow written by the publisher of the online text. The second is a slideshow written by me that is a pdf. Let me know if you find typos on any of my slideshows.

- (3) If you click on one of the blue links for the slideshows, you can view them here on CourseDen.
- (4) If you click the down arrow to the right of the blue link, you get a drop down menu where you can download the slideshows to your laptop and watch them there.

## Using the Communication menu item

- (1) If you select the [Communication](#) menu item, you get a dropdown menu with a number of menu options. I'll only explain one of these options and let you explore the rest.
- (2) If you select the dropdown menu item [Collaborate Ultra](#), you're taken to the page from which you access our virtual classroom. **The virtual classroom is always open and available to you.** Here you can meet each other, have discussions, work problems, etc. I may also have question-and-answer sessions here from time to time.
- (3) Below the horizontal black band that says "Sessions" is a horizontal white bar that gives the course name, section number, term, and then says [Course Room](#). Click on this bar to access the virtual classroom.
- (4) After you click on the bar to enter the virtual classroom, on the right side is a large logo that gives the course name, section, and term. Below that there is a black button that says [Join Course Room](#). Click this button.
- (5) You will taken through steps to let you verify that your microphone and camera are working. After you check each one, click the appropriate button: Either [Yes - It's working](#), or [No - I need help](#).
- (6) The next page allows you to go through a Collaborate Ultra tutorial. You can go through the tutorial now by clicking the white button [Start the tutorial](#) or go through it later by clicking the link below that button labeled [later](#).
- (7) You'll be given an opportunity to take a tutorial on Collaborate Ultra, You can also find all the tutorials in the Session menu. Click [close](#).

- (8) Once you're in the virtual classroom, there are four icons at the bottom in the middle of the Classroom window.
  - (a) The first icon allows you to set your status and settings. Here you can click feedback emojis. You can also post a notice if you step away from your computer.
  - (b) The second icon turns your microphone on and off. If the microphone is off, there is a diagonal line through the microphone icon. If the microphone is on, the microphone icon turns green and if you speak it shows the volume level.
  - (c) The third icon turns on your camera. If the camera is off, there is a diagonal line through the camera icon. If the camera is on, the camera icon fills with blue. Don't worry: After you turn the camera on, you will see a video preview, a [Cancel](#) button, and a [Share Video](#) button. You still have to click the [Share Video](#) button for anyone to see you.
  - (d) The fourth icon allows you to raise and lower your hand.
- (9) In the lower right corner of the classroom window, there is a purple tab with arrows pointing to the left. Clicking on this opens a pane with four icons at the bottom.
  - (a) The first option allows you to start a chat with everyone in the room. The chat box is at the top of that column under the word [Chat](#).
  - (b) The second option gives you a list of everyone inside the course room.
  - (c) The third option allows you to share a whiteboard, an application, or a file with everyone in the room.
  - (d) The fourth option allows you to adjust your settings. You can change and check your audio and video settings, configure your notification settings, and configure your session settings.
- (10) Clicking the purple tab with the X in it to the right of the icons closes this pane.
- (11) In the upper left of the classroom window is a black tab with three horizontal white lines. Clicking this opens the Session Pane. I'll let you play with these options, but at the very bottom is a button [Leave Session](#) that allows you to leave the Collaborate Ultra session. This means you leave the virtual classroom.
- (12) When you leave the classroom, you're asked for your feedback. You can either complete this and submit it or skip it.
- (13) After you finish with the feedback, you can close the Collaborate Ultra tab. This takes you back to the Collaborate Ultra pane on CourseDen.

## Using the Assessments menu item

- (1) If you click the [Assessments](#) menu item, you get a dropdown menu containing several menu items. I'll let you explore these, but I'll only talk about one of them.
- (2) If you choose the [Assignments](#) menu option, this will take you to a page where I will post things for you to download and do. Currently, the only item posted there is the class information sheet. **You should submit your class information sheet here.** This is also where I will post your tests. You will download your tests, do them, and submit them here.

## Exiting CourseDen

- (1) In the upper right corner there is a colorful box with your initials in it, followed by your name, followed by a gear symbol. If you click on your name, you get a dropdown menu. The bottom menu item is [Log Out](#). Click this to log out of CourseDen.