

# 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. Click 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) In the upper right corner 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). **It is better to use my [faucette@westga.edu](mailto:faucette@westga.edu) address. You will get a faster response.**

- (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, Discussions, Announcements, Email, Zoom Conferencing, 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 the course information sheet to fill out and submit online.
  - (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. The table of contents contains modules titled Syllabus, Slide shows, and MyLab Math

- (3) 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.
- (4) If you click Slide Shows in the table of contents, you can find links for each section of the book the course covers. There are two slide shows for each section: One written by the publisher and one written by your instructor. Periodically examples and answers to student homework questions will also be posted here.
- (5) If you click MyLabMath in the table of contents, here are the links were you can do your homework and quizzes. This is also where you can find a link to access your online text book.

## 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.