

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
- (2) In the upper right corner, there is a “lock” symbol with the words “sign in”. Click it and select [CourseDen](#).
- (3) On the page that says “CourseDen” click the button that says [UWG OneLogin](#) in red lettering.
- (4) Enter your user name and password to login.
- (5) You will be asked to select an authentication factor. Your two choices are “OneLogin SMS” and “OneLogin Protect”. The first will send a code to your phone. The second will give you a number to enter into the app “OneLogin Protect”. You can get that app wherever you get apps. (Follow the directions to set up this mess. You only need to set it up once.)
- (6) On the next page, click the [CourseDen](#) icon.
- (7) Now you are on your CourseDen Home Page. Toward the top is says “Welcome” followed by your name. Below that it says “My Courses”. The course you’re in with me should appear there.
- (8) 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. **It is better to use my 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, Discussions, Email, Groups, and Announcements. See the instructions below on the Communication menu item.
 - (d) Clicking [Assessments](#) gives you a drop down menu. **This is not where you find your homework, quizzes, and tests.**
 - (e) The next item in the horizontal menu is “Grade.” You can click this any time during the semester to find your current course grade. (I usually update your quiz points and homework points every Sunday.)
 - (f) I do not use the rest of the items in this horizontal menu bar.
- (6) Beneath the Course Identification graphic on the right is a section labeled Course Updates and a course calendar with upcoming events. **This is where you will find a link to the required syllabus quiz.**
- (7) Beneath the Course Identification graphic on the left is the Announcement area. This is where I will post announcements for the course. The first announcement says “Start Here.” This is where you begin the course by completing the orientation module. The second announcement allows you to download the full course syllabus as a pdf.

Using the Content menu item

- (1) If you click the [Content](#) menu item in the horizontal menu above the Course Identification graphic, you get the the course content page. This is where you will do (almost) the entire course.

- (2) The second item on the page is the orientation module. Click triangle to the left of the word “Orientation” to open the module. You must complete the orientation module before beginning the course.
- (3) There is one module for each chapter of the text book the course covers. If you open a chapter module, there are submodules for each section of that chapter. If you open a section submodule, the first link takes you to a web based version of the text of that section of the text book (so you can read the text). The second link takes you to a list of links to various helpful videos. The third link takes you to the homework assignment for that section. **This is where you will complete the homework.**
- (4) After the module for Chapter 6, there are two modules titled “quizzes” and “tests.” **This is where you will find your weekly quizzes and the tests as they come up in the calendar.**
- (5) Then next module, labeled “Calculus, Volume 3” takes you to the web based version of the full text for the course.

Using the Communication dropdown menu

I’m only going to discuss one of the options here: Discussions.

I have set up three discussion groups on CourseDen for you to use.

- 1) The first discussion group is one where you can share your thoughts on the course material with the class. The entire class will see your comments.
- 2) The second discussion group is one where you can ask questions about the course structure and logistics. This is where you can ask questions about how the course runs and questions about where homework, quizzes, and tests are located.
- 3) The last discussion group is one where you, the students, can discuss questions on the material and solutions to homework problems. If you’re stuck on a problem, I strongly encourage you to post it here and ask your classmates for help. I might chime in from time to time and provide a small nudge in the right direction. I expect you will all use this discussion group on a regular basis and will use it frequently.

I have absolutely no problem with you discussing how to solve various problems with each other—provided each student in the discussion actively participates. In other words, I don’t simply want one student giving and answer to another student. I want you to [discuss](#) the solutions of the problems 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.

My Web Site

On my web site (not on CourseDen), you will find a slide show written by me for each section of the text book the course covers. This will substitute for my lecture for each section. I highly encourage you to go through each slide show as you cover the course.

You can access the section of my web site for your course at the link

http://mfaucette.dyndns.org/teaching/Summer_2025/MATH_2654/index_frameset.html.

If you hover over the “menu” button, you will find a dropdown menu that includes an option that says “slide shows.” **This is where you’ll find the slide shows I’ve written.**