

eLearn is a way to deliver interactive courses or course components over the Web at Chattanooga State. It provides students with static content (e.g. syllabi, schedules, announcements, and lecture notes) as well as access to interactive tools (e.g. discussions). Students may connect to their class from anywhere they have computer access. The secure environment allows students and instructors to communicate and exchange course materials and grades.

24/7 eLearn Support:
1-888-298-8566

On Campus eLearn Support:
423-697-2592 (Monday - Friday: regular business hours)
FAQ — http://www.chattanoogaestate.edu/cde/cde_faq.html

System Requirements

	Required	Recommended
Operating System	Windows 98, 2000, 2003, XP, Vista, Mac OS X	Windows 2003, XP Service Pack 2, Max OS X
Video	SVGA Monitor, Minimum resolution of 800 x 600	Resolution of 1024 x 768 or greater
Internet Connection	56K Modem	56K or Cable Modem, DSL
Sun Java Runtime Environment (JRE)	JRE v1.4.2x, 1.5x, 1.6.x	The latest version
Java script	Enabled	Enabled
Cookies	Enabled	Enabled
	Browser Support—Supported Windows-IE 6.0, IE 8, Firefox 3.0 and 3.5 Mac OS X- Firefox 3.5, Safari 3.1	Browser Support—Recommended Windows- Internet Explorer 7.0 Mac OS X- Firefox 3.0

eLearn Log In

Go to URL:
<https://elearn.chattanoogaestate.edu>



Username: Your User Name is your first name initial + your last name + your two digit month and two digit birthday (mmdd).

Password: Your Password is your six digit birthday (mmddy).

RODP (R50 Sections) Log In

Go to URL: <https://elearn.rodpc.org>

System Check

There is a system check located on the log-in page. Click this tool to automatically check your machine for proper settings.

My Home Page

This is your personal gateway to your eLearn courses. Your *My Home* page will list all of the courses that you have registered for as well as campus wide *news* and a link to your *calendar* listing all upcoming events in your classes. You can add personal events to your calendar as well as print by month, week, or day.

Navigation Bar

The blue navigation bar at the top of the screen gives access to *email* delivery and retrieval, and to your *calendar*.

Welcome Box

Under the *Welcome* box, the *My Preferences* link is a useful tool in personalizing your eLearn web pages. You can change the font style and size, specify which operating system you are using, and specify the drive which is accessing your CD-ROM content.

The *My Password* link allows you to change your password as often as you wish. The change will take effect immediately. Make your password easy for you to remember, but difficult for others to guess.

Course Home Page

To access your *Course Home* page click on the appropriate link on *My Home* page. Your *Course Home* page contains all of the important tools that you will need to interact with your instructor and your course. The red course navigation bar at the top of the screen will remain visible until you navigate outside of your course.

Email

Email allows you to send, receive, reply and forward mail messages inside the eLearn system. You can also store messages, search your messages, and add mail folders.

To get in touch with your instructor:

1. Click on *Classlist*.
2. Place a checkmark by your instructor's name.
3. Click on the email icon above the classlist, and follow the instructions below for composing an email message.

Composing an email message:

1. In the mail email window, click on the *Compose* button.
2. Type the recipient's email address in the *To:* field. If you have an address book setup you can click on the *Address Book* button beside the *To:* field.
3. Type a brief description of your email in the subject line.
4. Type your message in the large text box.
5. Click the *Send* button.

Adding an attachment to an email:

1. In the main email window, click on the *Compose* button.
2. Click the *Browse* button and choose your file from your computer or drive.
3. Click the *Attach File* button.

Creating a folder:

1. In the main email window, click on the *Folders* button.
2. Click on the *Add New Folder* button on the bottom right hand side of the main folder screen.
3. Type in the name of the folder.
4. Click *Save*.

Grades

Click this link to access your grades in the course. Any components your instructor adds to the gradebook are viewable here.

Calendar

You can use your calendar to inform or remind yourself of important course-related dates and events. Your calendar view includes all of the information that you have posted, in addition to events posted by your course instructor.

Adding a Personal Event:

1. Click on *Add Event*.
2. Type the event title in the *Title field*.
3. Choose a date by using either the dropdown boxes or by clicking on the small calendar image beside the drop-downs.
4. In the *Description* text area, type a description
5. Click *Save*.

You have now returned to the main calendar screen. You will see that date is now bolded and in blue. This means that you have a personal event scheduled for that date. Click on the blue date to view the event and description.

Dropbox

The eLearn Dropbox allows electronic submission of papers to instructor.

Types of Files:

1. Your assignments can be submitted using a Word file, an Excel spreadsheet, a PowerPoint presentation, or a number of other file formats.
2. Your instructor will specify the types of files that will be accepted in your classes.

Dropping off a file:

1. Click on the *Dropbox* tool.
2. Click on the appropriate folder.
3. Click *Add a File*. *Browse* to the file that you would like to upload and click *Open*.
4. Click the *Upload* button.
5. Type in a short description or comment about the file.
6. Repeat for additional files.
7. After selecting files, click *Submit*.
8. Some files may take a long time to upload (especially if there are graphics in the file). After the upload is complete the File Upload dialog box should appear. See the steps below to verify that your file went through.

Did my file get through?

1. Go to the *Dropbox* tool.
2. Click on the *History* button.
3. All of the assignments that have been submitted will be listed.

Discussions

Discussions allow you to communicate with your instructors and classmates. Discussions let you interact with your classmates and instructors without having to be online at the same time.

The Discussions Page:

1. From the *My Homepage*, click on the course that interests you.
2. When the *Course Home Page* appears, click on the *Discussions* link. The *Discussions* page for that course will appear.

Sending a Message:

1. Access the *Discussions* page as described above.
2. Choose the topic that you would like to post a message in.
3. Click *Add Message*.
4. An area to write a message will become available.
5. Move your cursor into that area.
6. Type in your message and include a subject.
7. Click *Close*.
8. Click *Submit*.

Reading a Message:

1. Access the *Discussions* page as described above.
2. Click the topic that you'd like to view.
3. Click on the subject within the topic that you would like to view.

Replying to a Message:

1. Access the *Discussions* page as described above.
2. Click on the topic that interests you.
3. Click on the subject that you want to reply to.
4. On the bottom frame click on *Reply*. A reply form will appear.
5. In the reply form type your message. When your message is complete, click *Submit*.

Assessments

The quiz tool gives you access to take online quizzes set up by your instructor. Simply click on the *Quizzes* link and follow directions. Be sure to save and submit. Be sure any pop-up blocker software you have installed on your computer is turned OFF. You may also access your score once your instructor has graded the quiz.