

# Basic WebStudy Tasks for Students

A summary of basic operations in the WebStudy *Learning* LMS

## Success Strategies

Start early!

Use the first few days of class to learn WebStudy.

Develop a schedule for accessing your class, completing assignments, and reviewing required materials.

Alert your professor to any problems as soon as they arise using WebStudy [Mail](#).

Dedicate time to your class each week.

## Contents

|  |    |
|--|----|
| To Change Your Password & Personal Information ..... | 2  |
| To Read WebStudy Mail.....                           | 4  |
| To Reply to Mail .....                               | 4  |
| To Compose & Send WebStudy Mail .....                | 5  |
| To SELECT A COURSE.....                              | 6  |
| Summary of Tabs .....                                | 7  |
| The Timeline.....                                    | 8  |
| Using Forums .....                                   | 9  |
| To Submit Assignments (Two Methods).....             | 11 |
| To Remove an Attachment from an Assignment.....      | 14 |
| Taking Online Tests .....                            | 15 |


## To Change Your Password & Personal Information

The screenshot shows the WebStudy interface. At the top, there is a navigation bar with 'WebStudy', 'Mail', 'Personal', and 'Calendar'. A 'Course:' dropdown menu is set to '--SELECT A COURSE--'. Below this, a secondary navigation bar contains 'About', 'Homepage', 'WebFolio', and 'Preferences'. A red arrow points to the 'About' link. A tooltip above 'About' says 'edit your personal information'. The main content area is titled 'PERSONAL' and 'Edit user information'. It features an 'Upload or select 'avatar' picture (optional)' button. Under 'Login Credentials', it shows 'Account created on: 1/13/2010 4:30:21 PM'. The form fields are: 'Login ID:' (username, editing disabled), 'Password:' (masked with dots), 'Confirm Password:' (masked with dots), 'Password Reminder:' (text input), 'Working email address:' (studentemailID@yourcollege.edu), and 'Show the email address to other users in your course:' (Yes, make it public).

**Note:**

*All Fields marked with a ! are **Required** and must be filled in.*

1. Move your mouse over the **Personal** option on the shared tools bar, and click on **About**.
2. Replace the dots in the **Password:** text box with what you want your password to be.
3. Be sure to type the exact same thing into the **Confirm Password:** text box.
4. Use a password that you can easily remember and provide a hint in the **Password Reminder:** text box. [Write it down and remember it. Whatever you change it to remains for future semesters.]
5. Add or correct any other information you wish. (Note: It is helpful to provide an external email address and phone number so that WebStudy tech support can contact you if necessary.)

6. Scroll down to the bottom of the page and Click  to **save your changes**.

When you receive new **WebStudy Mail** you will receive a notification on your Welcome page:



## To Read WebStudy Mail



1. Move your mouse over the **Mail** option on the shared tools bar, and click on **Incoming**.
2. Click the **Subject** of any email listed to read the message.



**Note:** After you have read an email message, you can scroll down below the message text box and click the **Print** button if you want to print a copy.

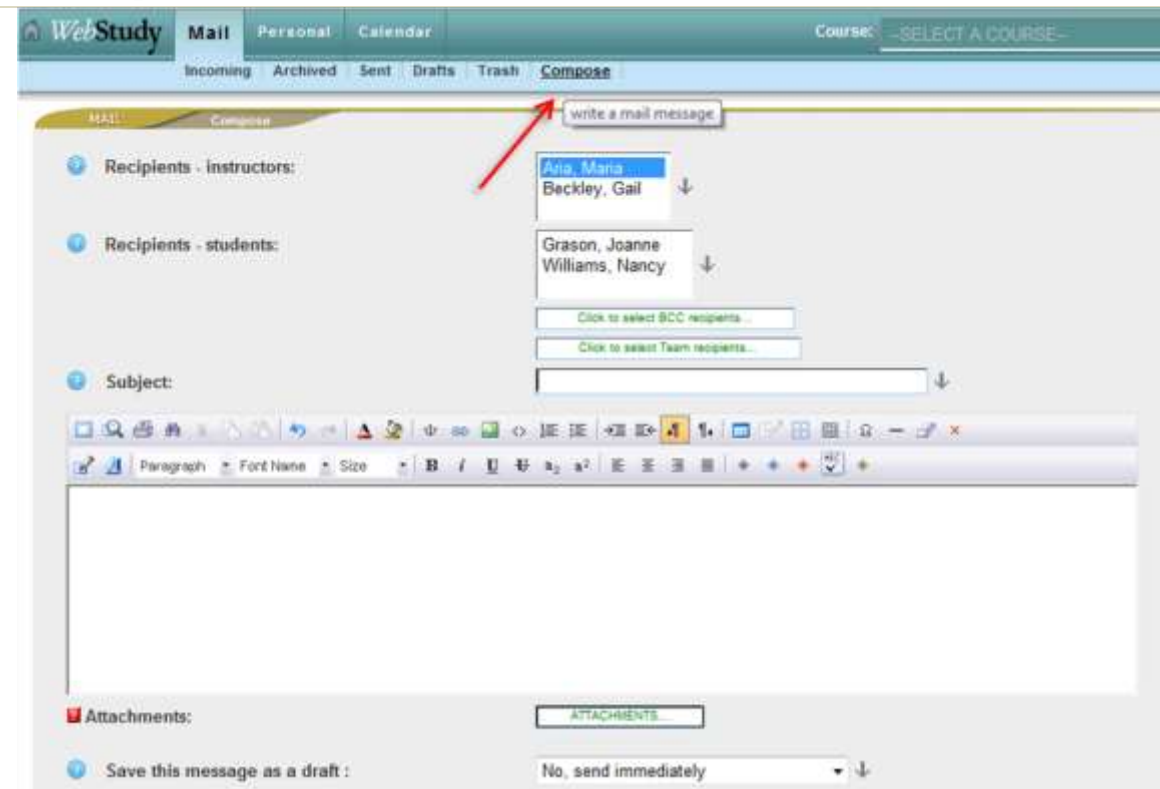
## To Reply to Mail

1. Scroll down below the message; optionally edit **Subject** line.

2. **Type your reply** in larger text area.
3. Select **No, send immediately** if you want to Send now, OR **Yes, access it via “Drafts” folder later** if you want to Save the message to complete and send later.
4. Click **SUBMIT** and your reply will be **sent to the Sender** of the email.

You should see the following message: OK! The mail was sent to the recipient(s)' WebStudy mailbox.

## To Compose & Send WebStudy Mail



### **Important:**

***If you do not select at least one recipient, your email will go to the Drafts folder.***

*[You can still send it from there by selecting a recipient.]*

1. Move your mouse over the Mail icon shared tools bar and on **Compose** .

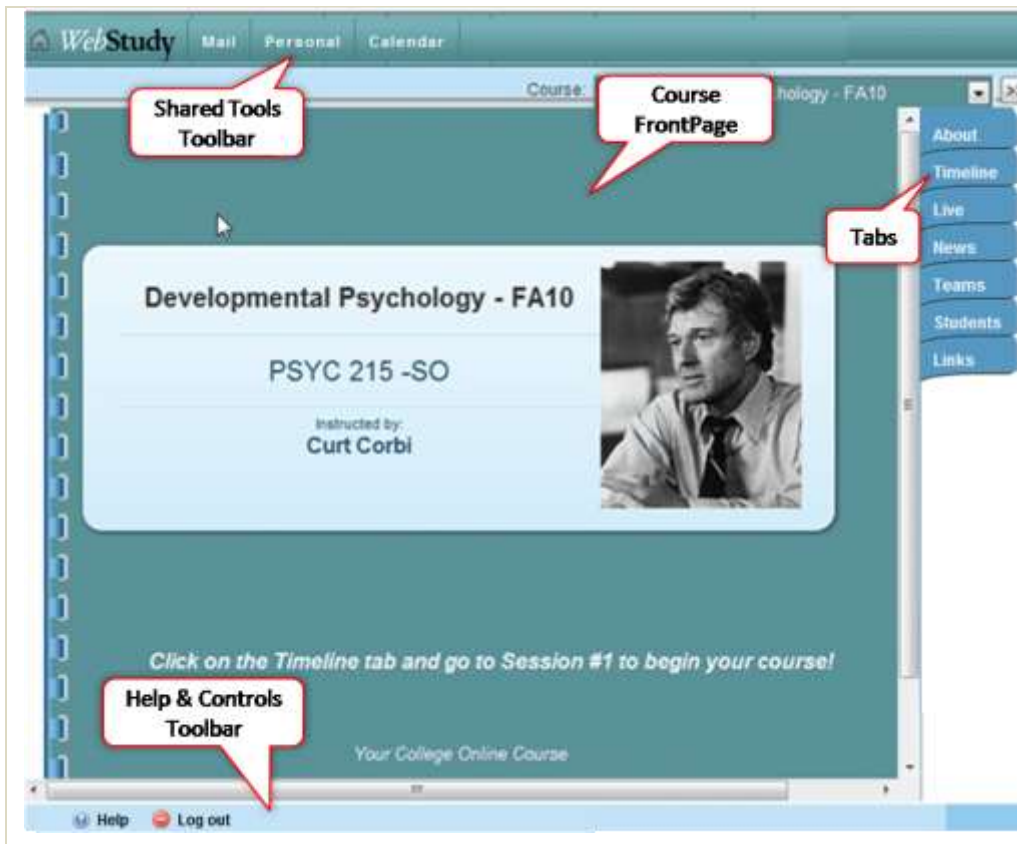
2. **Select recipient(s).** Click to **Select** your **Instructor(s)**, and/or your **classmate(s)**.
  - To select **more than one recipient** from a list - Click on the first one, then **hold down the Ctrl key while clicking** on any other names you want to add.
  - To Deselect a highlighted recipient - hold down the Ctrl key while clicking on the highlighted name.
  - Click on the **name of the course** to send an email to the **entire class**.
  - If Teams are being used in your course, you will also see a list of the Team names and you can send an email to everyone on your team by clicking on the **team name**.
3. Fill in **Subject** and **type your message** in the rtf (rich text format) text box.
4. Optionally add **attachments** (click attachment button and follow directions).
5. Select "**No, send immediately**" if you do not want to save message to complete and send later.
6. Click **SUBMIT** .

## To SELECT A COURSE

After you have logged on, to enter a course, you need to **select it from the SELECT A COURSE drop down list** found in the upper right part of the Welcome/Events Summary page.



1. Click the **down arrow** at the right end of the SELECT A COURSE drop down list box to display a list of the active courses you are enrolled in.
2. Click on the **name of the course** you wish select.



3. The **course FrontPage** will be displayed. (If it does not display the blue notebook FrontPage automatically, click the >> button.)
4. Read any instructions the Instructor has listed on the FrontPage. In most courses, the next step is to click on the **Timeline tab**, but you may also be instructed to review any information that has been posted on the About tab.

## Summary of Tabs

**Your course may have fewer tabs.** [There is nothing wrong with your course or your computer if you see less tabs. Your instructor decides which tabs will be visible in each course.]

|           |  |
|-----------|--|
| About     | <u>About</u> - general information about the course and your instructor  |
| Timeline  | <u>Timeline</u> - an interactive course syllabus with links to various course elements; a good starting point              |
| News      | <u>News</u> - announcements from your instructor   |
| Students  | <u>Grades</u> - online gradebook   |
| Live      | <u>Students</u> - classmates and shared presentations and information  |
| Links     | <u>Tests</u> - practice quizzes and graded exams; NOT in order by due date, alphabetized within categories                 |
| Teams     | <u>Forum</u> - class discussions; NOT in order by due date, alphabetized within categories                                 |
| Grades    | <u>Materials</u> - required and supplemental materials for class; NOT in order by due date, alphabetized within categories |
| Forum     | <u>Work2Do</u> - class assignments; NOT in order by due date, alphabetized within categories                               |
| Materials | <u>Links</u> - access to course-related web sites  |
| Work2Do   | <u>Live</u> - real-time discussion area  |
| Tests     | <u>Teams</u> - student work groups and tasks   |

## The Timeline

By default, after you SELECT YOUR COURSE and click on the **Timeline tab**, you will normally see a **list of all active sessions** in your course.

- To **open all the sessions**, click on the **EXPAND ALL** link to the left of the course tabs.
- You can **close all the sessions** by clicking on **COLLAPSE ALL**.
- You can also open the SESSION LIST here, and click on the name of a session to go directly to it .



To **open just one session**, click on the icon to the left of the session name.



## Using Forums

### To Post your Response

1. Follow the link to the desired Forum (either from the Timeline or the Forum tab).
2. Read any instructions and/or forum topic or questions.
3. When you are ready to post your response, click the **ENTER THE FORUM>>** link to open the message area.

#### Course forums

The screenshot displays two forum cards. The top card, titled "Open Forum for General Questions", is marked as "NOT IN THE FINAL GRADE" in red. It shows "NO NEW POSTS", "POSTS: 0 (0 unread)", and "THREADS: 2". The "ENTER THE FORUM >>>" link is centered. Below the link, it says "Post General Questions for Instructor and Classmates Here" and "This forum is an open, non-graded discussion board where you can post questions for the Instructor and for your classmates." The "LAST POST" is by Nancy Jamell (05/27/2011) with the subject "Re: Forum Grading Rubric".

The bottom card, titled "Unit 01 Forum - History of Personal Computers", also shows "NO NEW POSTS", "POSTS: 49 (1 unread)", and "THREADS: 20". The "ENTER THE FORUM >>>" link is centered. Below the link, it says "History of Personal Computers" and "What event(s) led to the soaring popularity of personal computers in the 1990's? What people and/or companies contributed?". A note at the bottom reads "Please post your initial response by Thursday and reply to at least one classmate by Sunday." The "LAST POST" is by Gail Beckley (05/18/2011) with the subject "Re: History of PCs - Microsoft Antitrust Judgment Expiring".


4. There are two ways an instructor can set up a Forum:  

The most common way is to allow students to start their own thread. In this case, you will see a START NEW THREAD button at the top of the screen. Click "**Start New Thread**" to begin a new message.

The second way is to have all the students **REPLY to an initial post** by the instructor. In this case you will not see a START NEW THREAD button when you enter the message area. Click on the Instructor's initial post and then click Reply.
5. **Enter your response in the text box.**

6. When you've finished, click "SUBMIT".

### **To Reply to Other Posts**

1. Click the "Reply" button -  - under their message.
2. Enter your message in the text box.
3. Click "SUBMIT".
- 4.

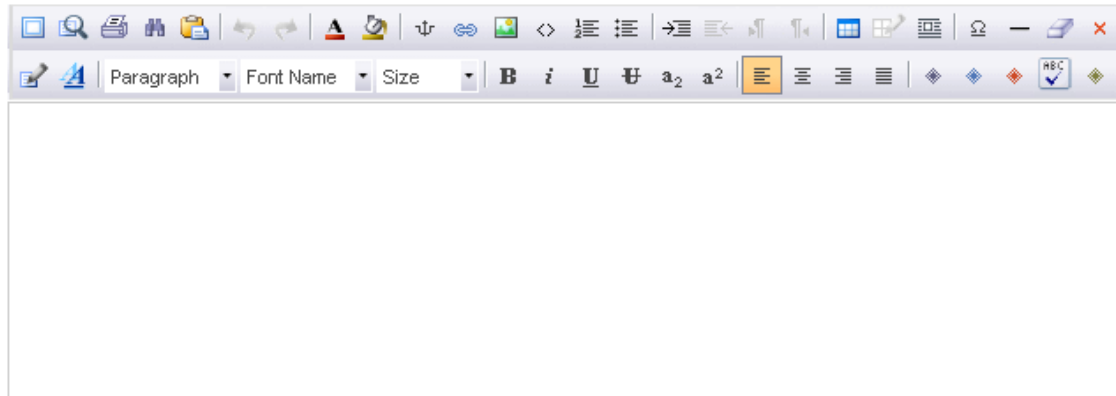
## To Submit Assignments (Two Methods)

Write the assignment

Assignment Status : Awaiting your submission.

Max points you can get: 100

! Text of your assignment:



A rich text editor interface with a toolbar containing various icons for text formatting, alignment, and editing. Below the toolbar is a large, empty text area for writing the assignment.

Manage attachments

! Assignment Status :

- Do NOT send to instructor yet. ↓
- SEND IT TO INSTRUCTOR

 SUBMIT

### Method #1. Text area

1. Click on the **Write the assignment** button to open the assignment.
2. **Type your answer/response in the rtf (rich text format) text box** in the lower half of your screen. You can Copy & Paste BUT it is NOT recommended to copy & paste directly from a word processor (MS Word for example). Such documents have embedded printer codes that can have unexpected results on a webpage.

#### **Recommendation:**

**Create** your assignment in a word processor and **Save** the document. (This creates a backup copy in case there is any problem or you later

need to edit or resubmit the assignment.)

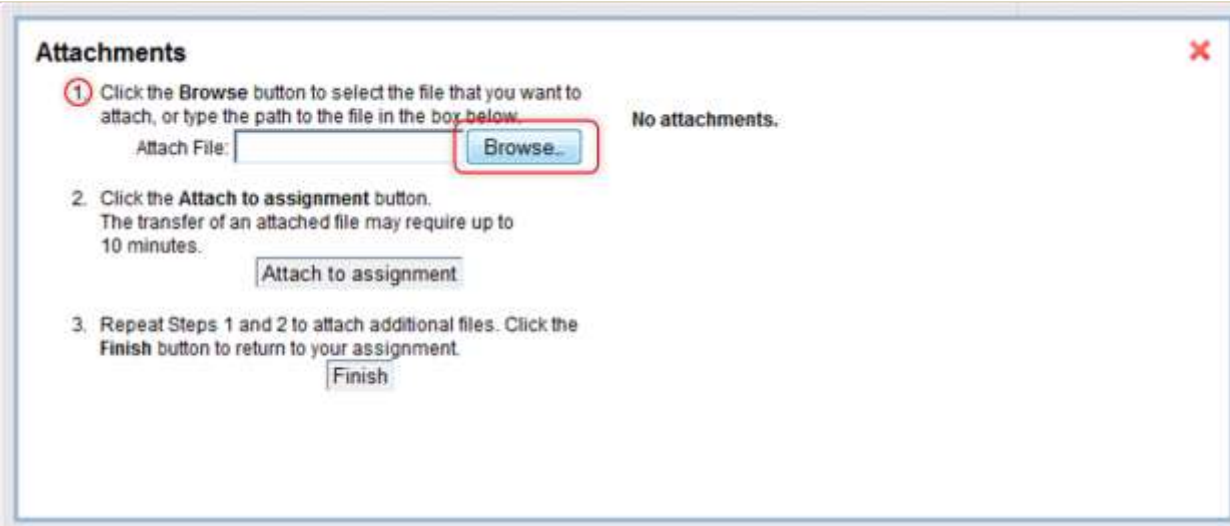
Then, Copy and Paste the text into NotePad (a plain text editor) , next Copy and Paste from NotePad into the assignment text box. This removes any formatting and unnecessary embedded codes.

[You can then add formatting using the two toolbars at the top of the text box if you want.]

3. Select **SEND TO INSTRUCTOR** (as shown above) if your work is complete.
4. Click **SUBMIT**.

### **Method #2. Upload file**

1. **Create your assignment** document in Word or appropriate application. **Name, Save and Close the file.**  
Note: If Instructor directs you to Save in RTF format - ([how do I do that?](#)) – do so before attaching to assignment.
2. Click the Assignment link in the Timeline.
3. Under the **! Text of the Assignment:** box, click the **Manage Attachments** button.



4. In the **Attachments** box, follow step **1** and click the "**Browse**" button.
5. Locate and select your assignment file.
6. Click "Open" in dialogue box.

**Attachments** ✖

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.

Attach File:

2. Click the **Attach to assignment** button. The transfer of an attached file may require up to 10 minutes.

3. Repeat Steps 1 and 2 to attach additional files. Click the **Finish** button to return to your assignment.

No attachments.

- After you see your filename appear in the Attach File: box, follow step 2 and click the **“Attach to assignment”** button.

**Attachments** ✖

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.

Attach File:

2. Click the **Attach to assignment** button. The transfer of an attached file may require up to 10 minutes.

3. Repeat Steps 1 and 2 to attach additional files. Click the **Finish** button to return to your assignment.

Team1TeamForumPresentation.ppt 1445 kB  
**Current total = 1445 kB**

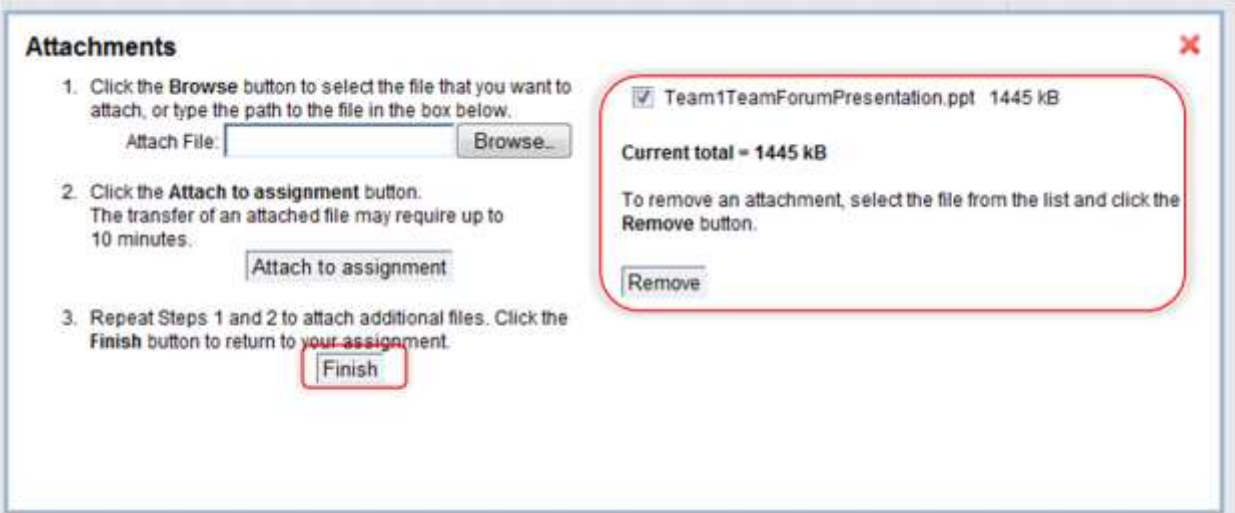
To remove an attachment, select the file from the list and click the **Remove** button.

- After you see the filename move to the upper right corner of the **Attachments** box, you have the option to Repeat steps 1 & 2 to attach another file if needed.
- When you see the filenames of all the files you want to attach to this assignment listed, click the **“Finish”** button – to return to the assignment where you can send it to the instructor.

 **Assignment Status :**       Do NOT send to instructor yet. ↓  
 SEND IT TO INSTRUCTOR

10. Update the **Assignment Status:** by Clicking in the circle to the left of "**SEND TO INSTRUCTOR**" if your work is complete.
11. Click the "**SUBMIT**" button. **Note:** *The status of the Assignment will say WAITS FOR GRADING, until the Instructor opens and grades it.*

### To Remove an Attachment from an Assignment



**Attachments** ✕

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.  
Attach File:
2. Click the **Attach to assignment** button.  
The transfer of an attached file may require up to 10 minutes.
3. Repeat Steps 1 and 2 to attach additional files. Click the **Finish** button to return to your assignment.

Team1TeamForumPresentation.ppt 1445 kB

**Current total = 1445 kB**

To remove an attachment, select the file from the list and click the **Remove** button.

1. Open the assignment.
2. Click on the "**Manage Attachments**" button
3. Click the checkbox to the left of any attached file you want to remove from the assignment submission (as shown above).
4. Click the "**Remove**" button.
5. Click the "**Finish**" button.

## Taking Online Tests

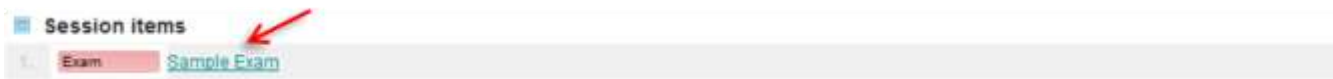
**If you lose your internet connection while you are in a test, you will NOT be able to SUBMIT your test and your answers will NOT be saved!**

**For tests that have a time limit of 1 hour or more**, if you have already been logged on for an hour or more, then go and start the test, you are much more likely to lose your internet connection during the test. (See Tips for AOL Users below.)

**To avoid being timed out by your browser,**

- ✓ finish whatever else you are doing in the course,
- ✓ then log out,
- ✓ close your browser (Firefox, Internet Explorer, Safari, etc.),
- ✓ click to start a new browser session,
- ✓ log back in to the course and immediately take the exam.

**Alert others not to interrupt you as WebStudy exams have a time limit.**



1. Click the **Name of the Exam** on the timeline, (or select Exam or Quiz from Tests tab if tab is visible and you are instructed to).
2. Click the **Take the Exam** button.
3. Read the **precautions while taking an exam** including –
  - Do NOT click the browser's BACK BUTTON (usually a circle with a < in it at the upper left corner of the screen).
  - Do NOT press the Enter key
  - Do NOT click on any other browser tabs or windows
  - **ANY of the above 3 things will end your test without you being able to SUBMIT it, so your answers won't be saved.**
4. Click on the button that says "I agree to take the exam NOW". *Once you click it, an attempt is recorded, the timer starts and you must complete and SUBMIT the exam.*

5. **Select correct answers by clicking in the square check box** (or round radio button) **to the left of the best answer.** *(Be careful with scroll mouse - scroll wheel may change your answer if you do not click outside question area after picking an answer with a round radio button.)*

6. If you have enough time left, review all responses before clicking "SUBMIT" button.

7. **When finished, click the  button at the end of the test. *No answers will be Saved until you click the SUBMIT button.***

Multiple choice and True/False questions will be immediately graded by the computer. Essay questions will be graded later by the Instructor.

**Feedback:** If your Instructor has allowed **feedback**, you will see the questions and your right and wrong answers listed immediately after taking the test/quiz. Correct answers have a green arrow pointing to them. Wrong answers have a red arrow pointing to them. The Instructor also has the option to display a third green outline arrow indicating what the correct answer is for the questions you got wrong (if any). You will see it one time only immediately following taking the test/quiz.

**Review:** If your instructor has allowed **review**, you will be able to click on the Exam link in the Timeline session to see the feedback. It will also indicate correct and incorrect answers, and optionally the correct answer for questions you got wrong (if any).

**TIP for AOL users:** AOL tends to disconnect students. Suggest first going into commerce area; start to buy a cheap product. Then take test in another Window. After selecting your answers and clicking SUBMIT to save them, return to purchase and cancel it. AOL seems to not disconnect when you are buying something.