FIU-SCS Online Course Support

Student Manual

Version 2.0
By Eduardo Monteiro

Introduction

This manual assumes that you already have a basic knowledge of how to use a computer including using the internet and a web browser.

Please use this manual as a reference when you are navigating through the website.

This manual will show you how to use the basic features of the website, including logging in, changing your profile, navigating, posting to the forum, participating in activities, submitting assignments, etc.

If you need any further help, please send an email to request@cs.fiu.edu

1. Logging In

After you have opened up your browser and accessed http://online.cs.fiu.edu you will see the main page listing all the available courses.

You should find the Login box and put in your username and password. You can also click on the "Login" button on the upper right corner of the screen. It will take you to the login screen and provide you with more instructions on how to proceed.
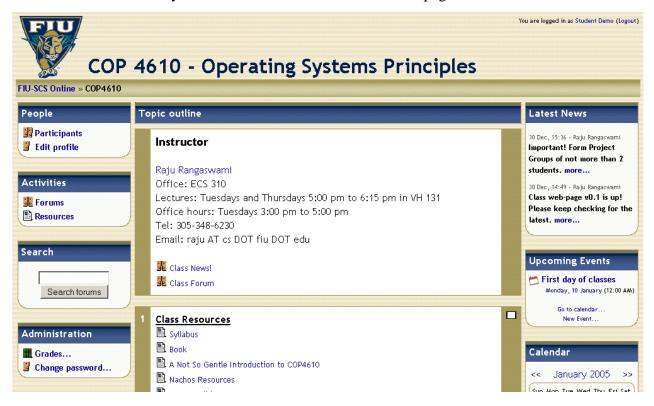
OR

Your username is your JCCL username or the first part of your FIU email. Your initial password is your PantherID. You will be able to change your password, but that comes later.

Once you have successfully logged in, you will see the courses you are enrolled in.

2. Selecting a Course

Once you have logged in, you can select the course you would like to view. Click on the course name and you will be taken to that course's main page.

3. Editing Your Profile

Your profile is very important for you and your professor. By keeping correct information, you will avoid problems during assignment submissions and grading. To edit your profile, click on the "Edit Profile" link on the upper left corner of your course page.

Here you can change your information, preferred email, and create a description for yourself. Please make sure all information is correct and feel free to change any desired fields.
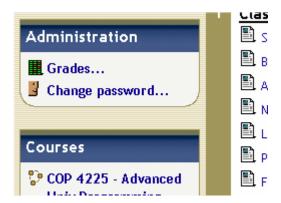

Towards the bottom of the page you will see a place to upload a picture. This picture should be uploaded by you. It will appear next to all your actions within the portal.

Every conversation and interaction in the system is always associated with a picture. This creates a personal look and feel to the site. It is a lot better to look at someone's face when having a conversation, than to only read the words. It also helps the professor identify and remember you when meeting in class.

4. Changing Your Password

In your course home page, you will see on the left hand side, a link that says "Change password…". Click on it, and you will be able to change your password.

5. Posting to the forum

Every course should have a "News Forum". You cannot post new messages to that forum, however, you can reply to posts created by the professor. Your professor can create additional Forums and allow students to post freely, so make sure you look for one of those before sending a private message to your professor.

To post something in the Forum, you must first select which of the forums to access. Click on it and you should see a page like this one.

In this case, this is the news forum, so you can't post. As you can see there are two posts on this one, all of them created by your professor. Make sure you read all of them. They are announcements and always contain important information. You also receive emails every time there is a new post to forums in your classes. OK, pick a topic and click on it to read it.

Important! Form Project Groups of not more than 2 students.
by Raju Rangaswami - Thursday, 30 December 2004, 03:36 PM

Send me details of your group, including:

1. Group name (no blank spaces)
2. Confidential Group ID (3 digits)
3. Group members (Names and Panther IDs)
4. Chosen Group password (only letters and digits, no blanks)

Reply

Remember what I said about the pictures? It makes it a lot easier to identify who's saying what, if you have a face next to it, doesn't it? Make sure you upload yours ASAP.

Add a new discussion topic...

(There are no discussion topics yet in this forum)

You are logged in as Student Demo (Logout)

Powered by Moodle

The forum above is open. You can post here. Click on "Add a new discussion topic…" link.

Every time you create content for the website, you will do so by using the HTMLArea editor. It is a very easy HTML/text editor to use. If you have ever used Word, you shouldn't have any problems. Actually, you need no HTML knowledge. This editor allows you to format your text the way you want it, without writing a single HTML tag.

Fill out all the required fields and submit the form. You will see your topic with your picture next to it.

Make sure to check the number of replies for each topic when you enter the forum. The "Last Post" date will also tell you how recent the replies are.

Is this how I post to the Forum?
by Student Demo - Saturday, 8 January 2005, 06:08 PM

This is a test...

Please Ignore! 🙂

Delete | Reply

Re: Is this how I post to the Forum?
by Eduardo Monteiro - Saturday, 8 January 2005, 06:14 PM

Nice Test!

And YES, this is how you post to the Forum!

See you later... 🙂

Show parent | Edit | Split | Delete | Reply

An email will be sent to everyone subscribed to that forum. Replies are displayed in nested form. Just follow the path and you will read the whole conversation.

6. The Calendar

The calendar is one of the best features of this website. Every time an assignment is created by your professor, its due date is automatically added to the calendar. You can also create your own personal events, which will be only visible to you. Another type of event is a system event. These are global events that are visible to everyone in all courses. Make sure you check your calendar frequently. All your projects' due dates will be posted there. You will also see other events posted, like course evaluations, start and end of classes, etc.

As you can see, there are some events already marked on the calendar. Green events are global events and visible to everyone across the

site. Orange events are course events. Only students enrolled in that course will be able to see them. To check out a marked date on your calendar without actually having to enter the calendar page, hover your mouse pointer over the marked date and a label will pop-up with more information.
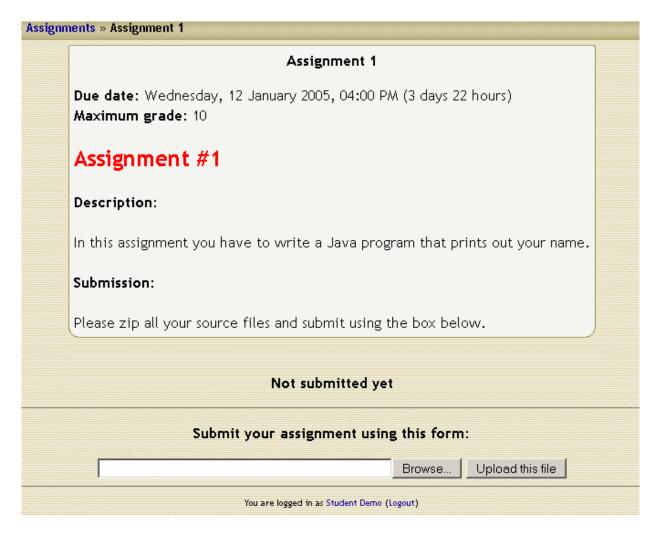

7. Submitting Assignments

Knowing how to view and submit your assignments is very important for your success in the course; after all, they're worth points and count towards your final grade. You can easily identify assignments by their icon. A category called "Assignments" will also show on the "Activities" menu.

Click on the assignment link and you will be taken to that assignment's description. Make sure you read it all. You will see the due date and how many points it is worth at the top of the description.

Assignments » **Assignment 1**

Assignment 1

Due date: Wednesday, 12 January 2005, 04:00 PM (3 days 22 hours)
Maximum grade: 10

Assignment #1

Description:

In this assignment you have to write a Java program that prints out your name.

Submission:

Please zip all your source files and submit using the box below.

Not submitted yet

Submit your assignment using this form:

| | Browse... | Upload this file |

You are logged in as Student Demo (Logout)

At the bottom, you will see the submission box. You are going to use this box to submit all your work. You can only submit one file. In order to submit multiple files, you have to create a zip archive and submit that instead. Please check with your professor for detailed instructions.

Your submission:

Last modified: Saturday, 8 January 2005, 05:02 PM

S_Demo.zip

Warning: uploading again will REPLACE your current submission

Once you pick the file and upload it, you will see a box that contains your submission. It will show the time and date, as well as a link to the file you have just uploaded. This information will be good for both you and your professor if any issues arise.

As soon as you submit your work, the professor will receive a notification. He will grade your work and leave some feedback. You will be able to see that as soon as it's available.

8. The Grade Book

You can keep track of your performance in the course by going to the grade book. You will be able to see all grades for all completed assignments, as well as a running total for the course. You can access your grade book by clicking on the "Grades" link on the course's main page.

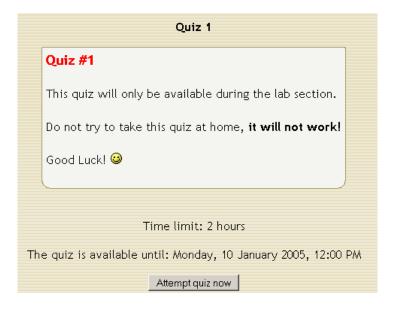Make sure you check your grade book often. Notify your professor in case you have any questions about grading.

Grades		
Activity	**Maximum grade**	**Grade**
Assignment 1	10	9
Total	10	9

Continue

You are logged in as Student Demo (Logout)
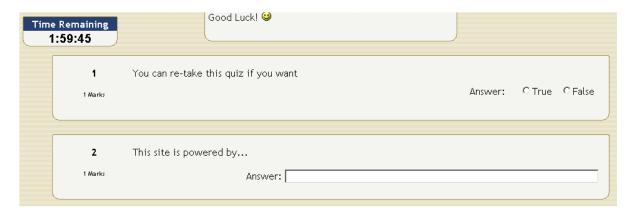
Powered by Moodle

9. Taking a quiz

If your professor posts a quiz in the course page, most likely you will have to take it. So it is to your advantage to learn how to do it now than to spend time trying to figure it out later. Luckily, taking a quiz in the course portal is extremely easy and the quiz doesn't look a lot different from a regular paper quiz you would take in class. The first step is to find the link for the quiz. Quizzes have a link that look like a sheet of paper with a check mark on it.

2	
	☑ Quiz 1

A quiz can be timed or not. Make sure you figure that out before starting the quiz. Usually you will only get one shot at it, so be prepared.

Quiz 1

Quiz #1

This quiz will only be available during the lab section.

Do not try to take this quiz at home, **it will not work!**

Good Luck! 🙂

Time limit: 2 hours

The quiz is available until: Monday, 10 January 2005, 12:00 PM
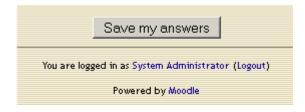
Attempt quiz now

If a quiz is timed, you will see a clock at the top of the screen that will follow the page as you scroll down.
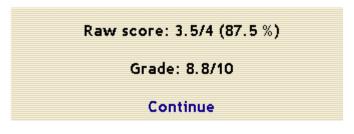

There are many types of questions available, the most common being "Multiple Choice". You will also find that some quizzes include, "Short Answer", "Matching", "Fill in the Blanks", "True or False", plus many others. You should be familiar with them already.
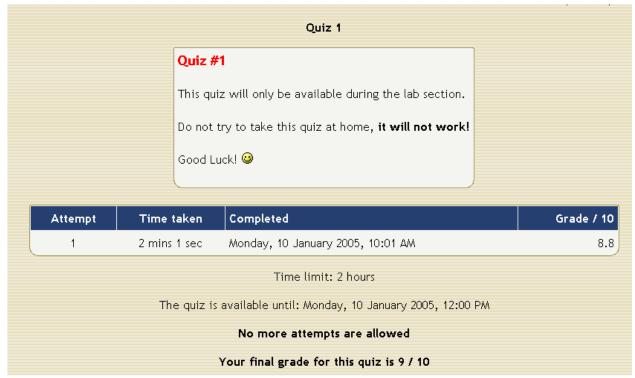

Once you are done answering all the questions, you will have to submit your answers. Make sure you don't forget to scroll down all the way to the bottom of the page and click on the submit button. Your answers will not be recorded until you submit. If the quiz is timed and you still have some time left, this is a good time to review your answers.

Once you have submitted your answers, the system will automatically grade your quiz and return your score. Scores are generated based on the answer key selected by your professor before the start of the quiz. Since all the grading is being done by a computer, we assume that there will be no grading errors. The professor will not be able to change your grade, unless he changes the actual key, so don't even bother complaining about wrong grading.

Raw score: 3.5/4 (87.5 %)

Grade: 8.8/10

Continue

Quiz 1

Quiz #1

This quiz will only be available during the lab section.

Do not try to take this quiz at home, **it will not work!**

Good Luck! ☺

Attempt	Time taken	Completed	Grade / 10
1	2 mins 1 sec	Monday, 10 January 2005, 10:01 AM	8.8

Time limit: 2 hours

The quiz is available until: Monday, 10 January 2005, 12:00 PM

No more attempts are allowed

Your final grade for this quiz is 9 / 10

Conclusion

You will probably find that the course portal is very intuitive and that you can navigate very easily through it. This guide was made to be used as a reference to the most common activities and does not even scratch the surface as far as features go. It is up to you to explore and discover the rest of these features using the knowledge acquired here. If you have any questions, concerns or contributions, please send an email to request@cs.fiu.edu . We will be happy to hear from you.