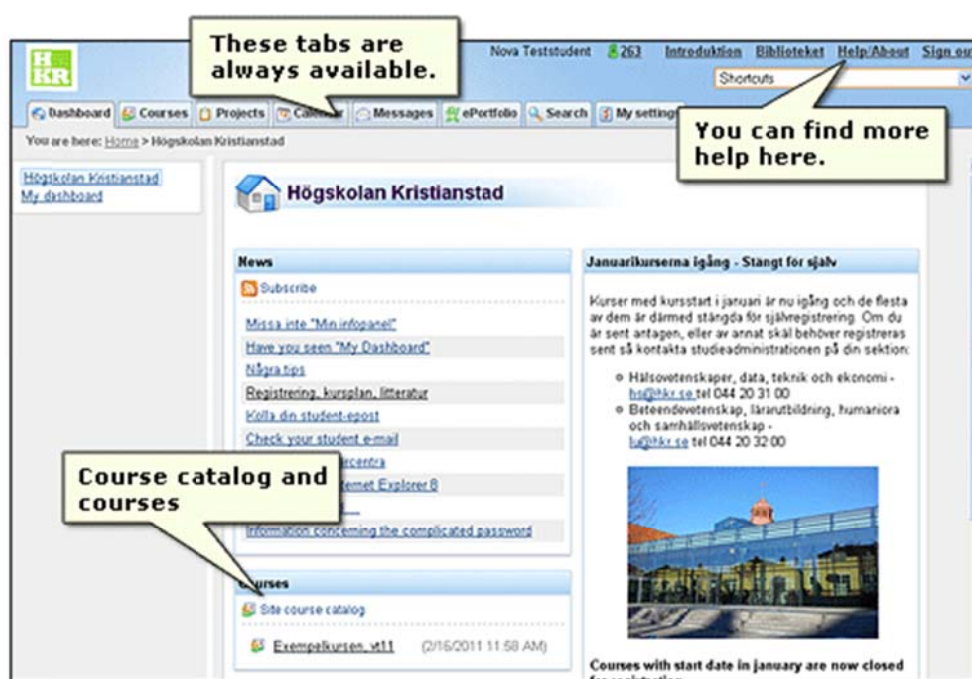


Quick Reference It's Learning

Find your way around

Once you are logged in to It's Learning you will get an overview of materials and features. You will find, among other things:

- Help Pages - click on *Help / About* in the upper right corner
- Course catalog and your courses
- Tabs for Calendar, Messages, Search and My settings



Get access to your course

For most courses you need a registration key to get access to the course. This key should be sent to you by the administration of your school.

Locate the link *Site course catalogue* on the tab *Dashboard*. Click it and you will get a list of courses open to registration. Please note that courses are not added to the list until a week before the course starts.

You will get an information page for the course. Here you will find contact information for teachers and administrators.

Click on the link *Enrol in the course*. Enter the registration key you received and click *Save*. Then click the tab *Courses* or return to the *Dashboard* to enter the course.

The image shows a screenshot of a course catalogue website. The top section is titled "Course catalogue" and includes a "Back" button and a search box. Below this is a table of courses with columns for "Title" and "Code". The table lists several courses, including "Strategic Human Resource Management, summer 09 (FE6146v09)". A callout box points to the "Course catalogue" link, stating: "Click the link Course catalogue and look your course up in the list. If it's not in the directory it is not available for registration at the moment." Another callout box points to the "Enrol in the course" link, stating: "Click 'Enrol in the course' to enter your registration key." A third callout box points to the "Studieadministration" link in the course details, stating: "Click 'Studieadministration' if you need to contact the administration of your school." The course details for "Strategic Human Resource Management, summer 09" are shown below, including the course administrator's name and contact information.

Title	Code
Hantering av arbetsbelastning och stress i lärararbetet, sommar 09	PE1381v09
Kreativt skrivande, sommaren 09	SK2141v09
Learning Study I, sommar 09	PE1351v09
Makroekonomi, sommar 09	NF6021v09

Title	Strategic Human Resource Management, summer 09
Registration	This is an open course but you need the registration key to enrol.
Course administrator (6):	Broberg, Pernilla , Damjanovic, Dragana , IT-pedagog, Åsa , Källström, Lisa , Studieadministration, HS, Umans, Timurs .
Learning location	Högskolan Kristianstad
Credits	15 hp
Course code	FE6146v09
Content	
Objective	
Organisation	
Evaluation	

Register on www.hkr.se/registrering

On www.hkr.se/registrering you can register in Ladok. This is really the formal registration, after doing that you are guaranteed a place on the course. Registration is also essential to keep track of your academic performance, and if you are eligible for Swedish student aid is required it for you to receive your first payment.

For all questions regarding registration and registration keys please contact the student administration at your school:

- **School of Health and Society** - hs@hkr.se or phone: +46 44 20 31 00
 - For you who study Computer Science, Business Administration, Gastronomy, Health Sciences, Informatics, Human resources, working life & leadership, Engineering.
- **School of Teacher education** - lu@hkr.se or phone: +46 44 20 32 00
 - For you who study Biology, Biomedicine, Landscape Planning, Teacher Education, Pedagogy, Psychology, Sociology, Environmental Technology, Water management.

For efficient service always include your name, date of birth and name of the course if you need help.

Create a short presentation

You decide what information about you that will be available to your fellow students. By default they can only see your name. Since cooperation within the course benefits if you know a little more about each other, it is possible that your teacher asks you to make a presentation. This is how to make a simple presentation:

1. Click the tab *My Settings*
2. Click *Change details*
4. Fill out the information you want to share with your fellow students.
5. If you would like to upload a picture, click the button *Upload file*
 - a. The file you upload should be in one of the formats jpg, gif or png.
 - b. The image file you upload should have a name that contains only the letters a-z and the numbers 0-9
 - c. For best result, chose a portrait with a maximum size of 400 * 400 pixels.
6. Do not forget to save

Chose My Settings - Change details.

Click to upload an image.

Enter the information you want to share.

Don't forget to save.

You see each other's presentations in the course by clicking the link *Participants* in your course and then click a name in the list.

Inside your course

Exactly how it looks inside the course can vary widely between different courses. It is the teacher of your course who decides which functions should be used. The top part of the menu shows the features found in your course.

Some common features are:

- *Status and follow-up - Grade book* - here you can see results of assignments and tests. This function is not used in all courses.
- *Status and follow-up - Personal report* - here you can see what documents you have opened, which assignments you have submitted etc.
- *Participants* - here you can see a list of your teachers and fellow students. On the Card list you see who uploaded their picture and allowed fellow students to see it. If you click someone's name you can send a personal message.

The top part of the menu shows the features used in your course.

Assignments might be shown here. You will find the same assignments in the course material.

The lower part of the menu shows the actual course material.

Sometimes upcoming activities are shown here.

The screenshot shows a course page for 'Exempelkursen, v09'. The left sidebar contains a menu with items like 'Status and follow-up', 'Participants', 'Properties', 'Links', 'Exempelkursen, v02', 'Frågor och funderingar', 'Kursintroduktion', and 'Moment 1'. The main content area includes a 'Bulletin board' with a 'Välkommen' message, a 'Task list' with an assignment 'Lämnas in gussarbete 1.h' due in one month, and an 'Activities' calendar showing an activity on 29/12/2008.

The actual course material is often organized into folders. If you click on a folder you will get a list where you can see the material contained in the folder and the name of the teacher who published it. If you click on the teacher's name you can choose to send a message. This is a good way to reach the teacher if you have questions about the course material.

The teachers name is shown here. Click on the name if you want to send a message to your teacher.

Click on a folder to show a list of the material inside.

The screenshot shows a folder view for 'Kursintroduktion'. It displays a list of materials with columns for 'Type', 'Title', 'Published', and 'Active'. The materials listed are 'Kursplan och litteraturlista' published on 09/12/2008 by Åsa Kronkvist.

Course Materials

Your teacher can use various tools to create course materials, and therefore different types of course materials can work in slightly different ways. After a while you will probably learn to recognize various types since they have different symbols.

Here are some of the most common types of materials:



Text (possibly including pictures, movies and links) entered as a note. Material entered with the note tool should be possible to open on any computer without any extra plug ins.



File. If your teacher uploaded a file you can download it by clicking the link. Depending on what kind of file, you may need different applications. Below the link to the file you can usually see what application may be needed. If you have trouble downloading a file the reason is often security settings on your computer. It is important that you contact your teacher if you have trouble downloading files in your course.



Link. Since links often lead to material outside It's Learning a security warning might pop up. Normally you should allow the material to load.



Discussion. Discussions can be used in many different ways. It may be, for example, a course FAQ or a seminar discussion. Click *Post reply* to reply someone's post, or *Start new thread* to create a completely new. Fifteen minutes after you publish a post, you have the possibility to change it. Thereafter, it is locked. If you upload photo in *My Settings - Change details* it will be shown next to your contributions.



Assignment. If your teacher used the tool to create an assignment, you get a link to click to submit your answer. Only your teachers and you can read the answer (and your team mates, if you submitted as a group assignment).



Test. With the test tools your teacher can construct various kinds of examinations and tests. You click a link to start submitting your answers. It is very important that you don't click on anything in the menu while working in test. Otherwise the test might be interrupted and it is not certain that you can start over. It is only teachers who can read your answers to a test.



Survey.



Process-oriented document. A tool to work with group feedback on texts. When you submit a text via the process-oriented document, it is important that you checkmark in the bottom to make it active. Then all participants in the course read your text and give you feedback

Messages

Note! The feature Messages is for internal messages only. It is not possible to send to a regular e-mail address.

There are several ways to send messages to teachers and fellow students. Here are some of the most common:

To send a message to a specific person

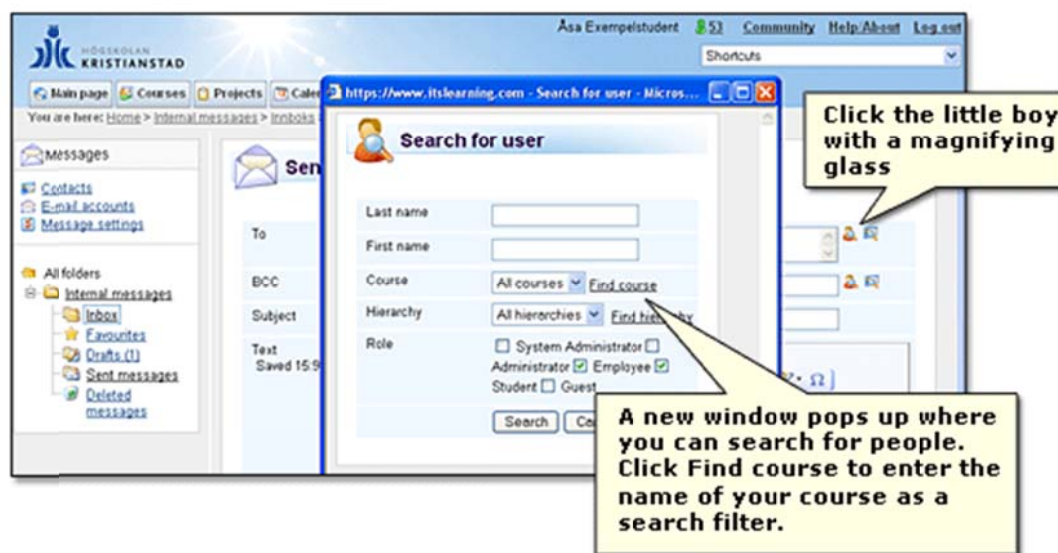
Click on the person's name in a discussion or in the participants list. A new window pops up. In the new window, click the button *Send Message*.

To send a message to all of the course participants

Click on the link participants and then the *Send message* button above the list of participants.

To send a message to several of the course participants, but not to all

1. Click the tab *Message*
2. Click the button *New Message*
3. Click the little boy with a magnifying glass next to the address box.
4. Click *Find course* to enter the name of your course as a search filter and then click the *Search* button
5. Tick the people you want to write to and click *OK*.
6. Write the title and message. Click on *Send*.



If you click on the Messages tab and then click Message settings you can choose to forward a copy of all messages to your e-mail address.

Important! If you respond to a copy forwarded to your email address the answer will not be sent back into It's Learning. Instead your response will be sent to the recipient's e-mail. Since it is not certain that the person who wrote to you is checking his or her mail it is a good habit to log in to It's Learning when you want to respond to your messages. Then you can be sure that the recipient really receives your response.