

Getting Started – SPU Online Courses

Welcome to SPU Online Courses. This document will guide you through the navigation, features, and functionality of your online course. It is divided into five sections:

1. Evaluating Your Computer System
2. Accessing Your Online Course
3. Navigating Within Your Online Course
4. Viewing A Presentation
5. Participating In Threaded Discussions

Each section includes a general description of the area, step-by-step instructions to perform appropriate tasks, and some helpful hints.

Before you read this document you should already have an Internet connection so that you can view web pages and send and receive e-mail. If you have questions about setting up your internet connection, please contact an internet service provider in your area or contact Instructional Technology Services at webcoursehelp@spu.edu or call ITS at 206.281.2212.

1. Evaluating Your Computer System

Online courses at SPU utilize progressive technology to enhance course delivery, instruction and learning. Therefore, it is recommended that all students taking an online course have consistent access to both hardware and software capable of supporting their learning. By ensuring that your computer system meets the following recommendations, you will be able to focus on learning the subject matter of the course rather than the technology.

Due to the rapid changes in technology, we recommend that if you are considering upgrading your computer system, you weigh the costs and benefits of purchasing a new system. If you have any questions as to the viability of your current configuration for the online program, please feel free to contact us at webcoursehelp@spu.edu or call 206.281.2212.

Macintosh Recommended Hardware

PowerPC G3/233 MHz or faster
64 MB RAM or more
Millions of colors (24/32 Bit) at 1024 x 768 resolution
Mac OS 8.5 or greater
Speakers (Optional if built-in speakers are adequate for listening to audio)
56K modem or faster Internet access
Internet Service Provider with Web and email access
Microsoft Office 98 (Word, Excel, PowerPoint)
Microsoft Internet Explorer 5
Anti-Virus software

PC Recommended Hardware

Pentium II or compatible processor at 233 MHz or faster
64 MB RAM or more
True color (24/32 Bit) at 1024 x 768 resolution
Windows 98, Windows NT4.0/sp4 or higher, or Windows 2000
Sound card
Speakers
56K modem or faster Internet access
Internet Service Provider with Web and email access
Microsoft Office 97 or 2000 (Word, Excel, PowerPoint)
Microsoft Internet Explorer 5 or higher
Anti-Virus software








2. Accessing Your Online Course

To access the web site for your online course you will need to launch the Microsoft Internet Explorer browser. Students using a PC running Windows 98 or NT 4.0 or Windows 2000 should use IE 5 for Windows. Students using a Macintosh computer running System 8.6 or higher should use IE 5 for Macintosh. Both browsers are free from Microsoft's web site, <http://www.microsoft.com>.

You will receive an email message on the first day of your class with the address of your course, your username and your password. Once you receive that message you can access the course by launching Internet Explorer, entering the address of your course in the address bar and pressing enter. A dialog box will appear. Type in your username and password and click ok. You should now be in your course. If you have problems check to make sure you have typed in the the course address, username and password correctly. Email webcoursehelp@spu.edu or call 206.281.2290 if you have any problems logging on.

3. Navigating Within Your Course

Once you are in the course you will see the navigation area on the left side of the screen. Selecting any of these buttons will take you to the corresponding area of the course. The following table summarizes each button in the navigation area.

	This area is used to display announcements, updates, and reminders. This area appears in the main course window each time you enter the course.
	This area is used to display general information about the course. Typically, this contains the syllabus.
	This area contains specific information about instructors that are teaching the course.
	This content-specific area is used to hold the majority of information that will be delivered online such as course outlines, handouts, lecture materials, presentations, and related readings. This area also holds course assignments, tests, quizzes, and surveys.
	This area holds all of the communication tools. Threaded discussions are located here, along with student and group pages. You will be able to find email addresses for others in the class here.
	This area lists helpful URLs you can use to view related course material.
	This area holds the tools needed to submit information to the instructor, view a course calendar, check your grades, and manage your homepage.

4. Viewing A Presentation

In order to view course presentations, please download the free Authorware Web Player from Macromedia. Most public machines on campus have this installed if you need to use one of them.

Download Instructions for Authorware Web Player

PC

1. Start Microsoft Internet Explorer 5. (You will need to be connected to the Internet to download the file.)
2. Enter the following URL in the address bar of Internet Explorer 5:
<http://www.macromedia.com>
3. From the Macromedia home page, choose Downloads
4. Then choose Authorware Web Player
5. Follow the steps outlined in the Authorware Web Player Download Center. The player will automatically install. It is a large file so it may take some time (20 minutes or more) for it to download. When it is finished it will play a small animation with bouncing balls on your screen that will let you indicate that it installed correctly.

MAC

1. Start Microsoft Internet Explorer 5.0. (You will need to be connected to the Internet to download the file.)
2. Enter the following URL in the address bar of Internet Explorer 5.0:
<http://www.macromedia.com>
3. From the Macromedia home page, choose Downloads
4. Under Download Web Players, choose Authorware Web Player
5. Follow the steps outlined in the Authorware Web Player Download Center (also as follows)

Step 1 - Choose Download Now! for Authorware Web Player 5.1 for PowerMac. It is a large file so it may take some time (20 minutes or more) for it to download. You will need to open the download manager from the file menu of Internet Explorer to check the status of the download to know when it is finished downloading.

Step 2 - When the file is finished downloading quit Internet Explorer and double-click the Macromedia setup program you just downloaded to your desktop. It will unpack an installation program.

Step 3 - To complete the installation, double-click the Macromedia installation program you just unpacked and read and click through the choices. One option will allow you to choose to install the Authorware Web Player in either Netscape or Microsoft Internet Explorer. Make sure you choose Internet Explorer.

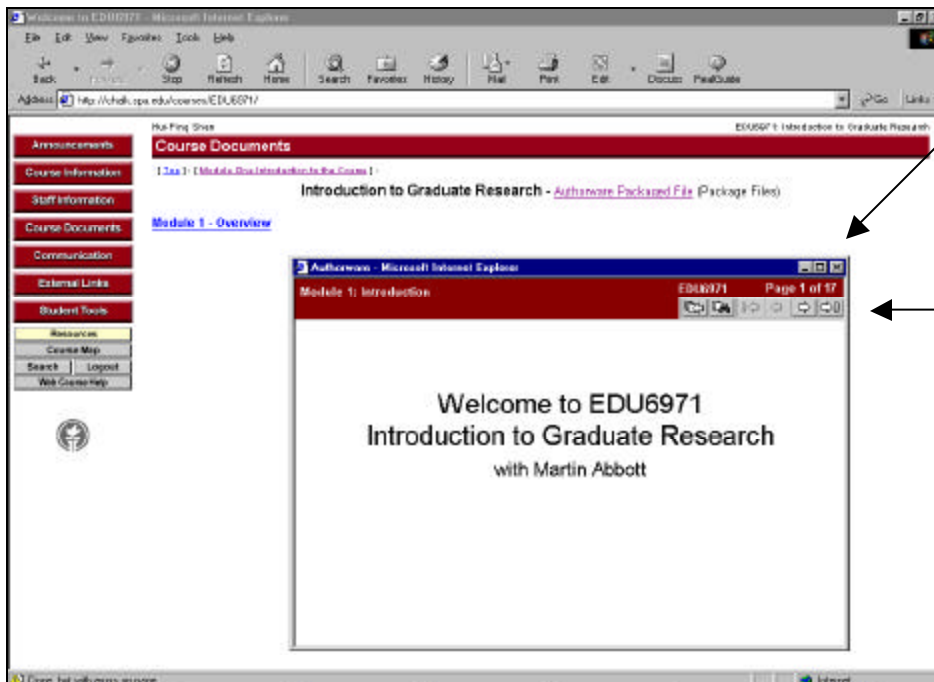
- When the installation is completed, start Microsoft Internet Explorer again and load the following address:

<http://www.macromedia.com/shockwave/welcome/authorwareonly.html>

If the installation was successful you should see an Authorware animation with bouncing balls load after 10 to 15 seconds.

Navigating Within A Presentation

Most courses will contain presentations in the Course Documents section. To view these you will need to click on the link under the title of the presentation.

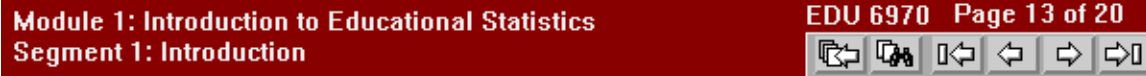


A new window will appear when you choose to view an Authorware Presentation.

A navigational toolbar frames the upper portion of your online presentation when using Authorware Web Player.

Module and Segment names are listed here.

Current page number out of total number of pages



Navigation buttons



Recent Pages: Use this button to list recently viewed pages.



Find: Use this button to search for a word/phrase in the text of the presentation.



First Page: Use this button to return to the beginning of the presentation



Previous Page: Use this button to go to the previous slide. You can also use the left arrow key to go to the previous slide.



Next Page: Use this button to go to the next slide. You can also use the right arrow key to go to the next slide.



Last Page: Use this button to go to the end of the presentation.

Note: Each page may take a short time to download depending on your modem speed. It is best to wait until each page is finished downloading before going to the next page.

At the end of a presentation:

PC – return to Course Documents to view another presentation.

Mac – close the current presentation window by pressing “Command + Q” (Open apple + Q). Then return to Course Documents to view another presentation.

5. Participating In Threaded Discussions

Your online course has a discussion board that is used as a communication tool for class discussions. This feature is designed for asynchronous use, so users **do not** have to be available at the same time to have a conversation.

An additional advantage of the discussion board is that user conversations are logged and organized. Conversations are grouped into **forums** that contain threads and all related replies.

Accessing the Discussion Board

To enter the discussion board:

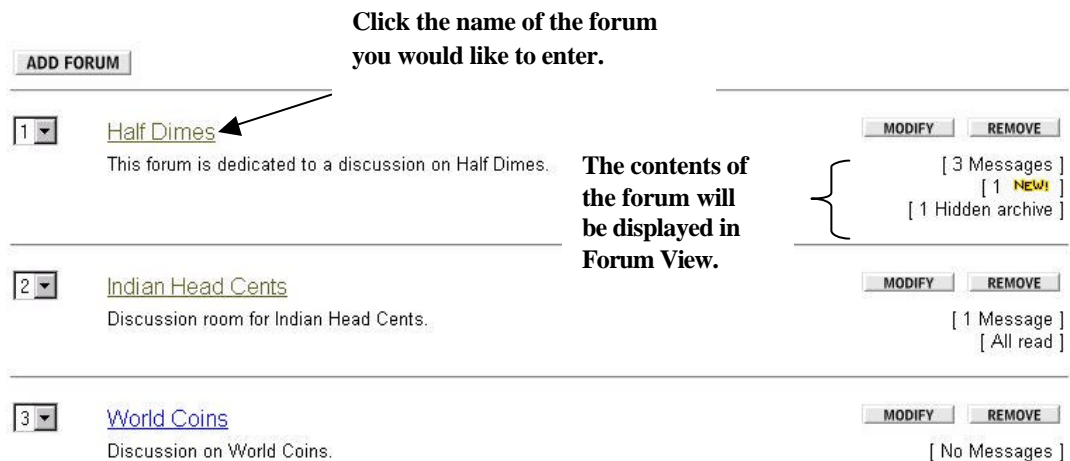
- Step 1:** From the *Course View*, click the Communication button and select **Discussion Board**.

Reading/Replying to a Message

To read or reply to a message:

- Step 1:** Click the name of the forum you would like to enter.




**Click the name of the forum
you would like to enter.**



The screenshot shows a list of forums. At the top left is an 'ADD FORUM' button. Below it are three forum entries, each with a dropdown menu containing a number (1, 2, or 3). The first entry is 'Half Dimes' with a description 'This forum is dedicated to a discussion on Half Dimes.' and a message count of '[3 Messages]', '[1 NEW!]', and '[1 Hidden archive]'. The second entry is 'Indian Head Cents' with a description 'Discussion room for Indian Head Cents.' and a message count of '[1 Message]' and '[All read]'. The third entry is 'World Coins' with a description 'Discussion on World Coins.' and a message count of '[No Messages]'. To the right of the first two entries are 'MODIFY' and 'REMOVE' buttons. A large curly bracket on the right side of the first two entries indicates that their contents will be displayed in Forum View. An arrow points from the text 'Click the name of the forum you would like to enter.' to the 'Half Dimes' forum name.

- Step 2:** Click the name of the message to which you would like to respond.

Click here to respond to this message.

EXPAND ALL  COLLAPSE ALL 
SEARCH 

Select All Invert Unselect All Mark Read Mark Unread Collect **Hide Options**

<input type="checkbox"/>	Aesthetics	Wood, Lisa	11-Jun-1999
<input type="checkbox"/>	Why are Dimes hard to find?	Wood, Michael	11-Jun-1999 New

Sort By: Start New Thread

◀ Back to Forum View

Step 3: Click the **Reply** button to post a reply.

The previous and next message buttons will be bold if there is a message before or after the current one.

◀◀ Previous Message Next Message ▶▶

Current Forum: Barber Dimes
Date: 11-Jun-1999 13:24:13
Author: Wood, Lisa <lisawood3@hotmail.com>
Subject: Aesthetics

Barber dime versus Winged dime versus current dime face?

REPLY

◀◀ Previous Message Next Message ▶▶

Current Thread Detail:

Aesthetics	Wood, Lisa	11-Jun-1999
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Click here to send an email to the person that posted the original message.

Click here to reply to the message.

Step 4: Enter the appropriate information in the text fields. You may want to use Microsoft Word to type your response. Then copy and paste it into the Message text box. The commands to do this are found under the Edit menu in both Word and Internet Explorer.

Your Response:

Current Forum: Half Dimes or Nickles?
Date: 31-Aug-1999
Author: Wood, Lisa

Subject:

Message:

Options: Smart Text Plain Text HTML
 Post message as *Anonymous*

Attachment:

Note: The message to which you are responding will be displayed under the text fields for the reply.

The Message To Which You Are Responding

Current Forum: Barber Dimes
Date: 11-Jun-1999 13:24:13
Author: Wood, Lisa <lisawood3@hotmail.com>
Subject: Aesthetics

BArber dime versus Winged dime versus current dime face?

Step 5: Click **Preview** to view your message before it is posted. Click **Submit** to post your message.

Step 6: Your message is posted and marked with the **NEW!** icon.

VIEW UNREAD MESSAGES EXPAND ALL COLLAPSE ALL
SEARCH

Hide Options

Select All Invert Unselect All Mark Read Mark Unread Collect

<input type="checkbox"/>	Aesthetics	Wood, Lisa	11-Jun-1999	
<input type="checkbox"/>	Re: Aesthetics	Wood, Michael	11-Jun-1999	New
<input type="checkbox"/>	Why are Dimes hard to find?	Wood, Michael	11-Jun-1999	New

Sort By:

◀ Back to Forum View

Step 7: Click **Back to Forum View** to enter another forum or click the link of the next message to which you would like to respond.

Expand All/Collapse All

When replies are posted to a thread you have the ability to view all of the replies by clicking **Expand All** or you can close (hide) all messages added under the original thread by clicking **Collapse All**.



Note: If you select **Collapse All**, messages added to the original thread will be displayed by a numerical value before the **NEW!** icon.

Value or highway robbery?	administrator	1999-06-03	NEW!
<input checked="" type="checkbox"/> Half Dimes... what?	mwood	1999-06-03	1 NEW!

The numerical value indicates how many messages have been posted under the original thread.

If you select **Expand All**, messages added to the original thread will be displayed beneath it as a reply with a **NEW!** icon.

Value or highway robbery?	administrator	1999-06-03	NEW!
<input type="checkbox"/> Half Dimes... what?	mwood	1999-06-03	
Re: Half Dimes... what?	lwood	1999-06-03	NEW!

This was a quick overview of some of the features to help you get started. To learn more click on Student Tools and then choose Student Manual. Also, please feel free to contact webcoursehelp@spu.edu or call 206.281.2212 if you have any questions.