eLearn FAQ

How do I access eLearn?

You can access eLearn in following two ways;
- Through MoCoMotion:
    - Login to MoCoMotion (https://mocomo.mohawkcollege.ca), using your MoCoMotion login credentials.
    - Click on "**Student Academics**" tab on the top tabular bar.
    - Click on "**eLearn@Mohawk**"
- Direct URL:
    - Go to eLearn URL https://elearn.mohawkcollege

When do I get access?

You will get access to the eLearn portal only when you are registered in a course.

What to do if you register late in a course or if you don't see a course listed on eLearn even after registration?

If you register late in a course or you don't see a course listed on your eLearn portal, inform the instructor. Your instructor will verify the information and will be able to add you to the course manually.
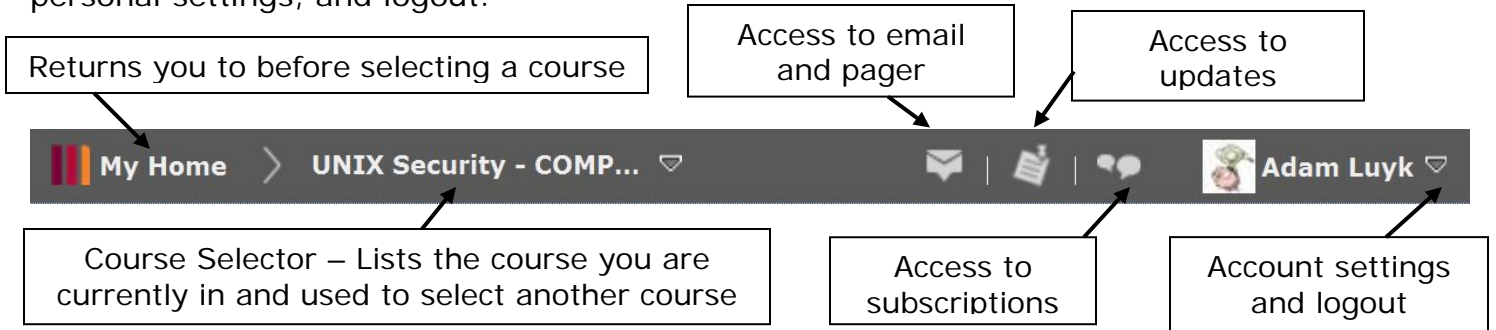
What is my username and password?

- Your eLearn user name and password are same as your MoCoMotion username and password.
- In most cases the username for MoCoMotion and eLearn is **firstname.lastname**
- If you access eLearn through MoCoMotion, eLearn will automatically log you on to your eLearn welcome page by passing the log in page for eLearn portal.

What to do if I forgot my password?

If you have forgotten your password, click the "**Forgot Password?**" link. This opens a new window where you can request a password reset link be sent to the email address associated with your MoCoMotion.

What is the Minibar?

The **Minibar** is a grey bar that runs along the top of your screen while logged into eLearn. The minibar gives you access to My Home, your courses, activity alerts, email, the pager, personal settings, and logout.

Returns you to before selecting a course

Access to email and pager

Access to updates

Course Selector – Lists the course you are currently in and used to select another course

Access to subscriptions

Account settings and logout

How do I access my courses?

Once you are registered in a course, it is available on your eLearn home page. There are two methods of gaining access to a course

1. Under the student tab in the "**My Courses**" widget. By clicking on a listed course you will gain access to the course material.


2. Along the **Minibar** that runs along the top of your eLearn page, click the drop-down menu "**Select a course…**", and click the course you would like to access.
   - You can change how your courses are listed in this drop-down menu by clicking the drop-down menu that appears within "**Select a course…**" and choosing either "**by Last Accessed**" or "**by Course Name**".
   - To the right of each course name, there is an icon that looks like a pushpin. By clicking this pushpin, you are "pinning" the course, which will make it automatically appear at the top of the list, regardless of when you accessed it or what the course name is.
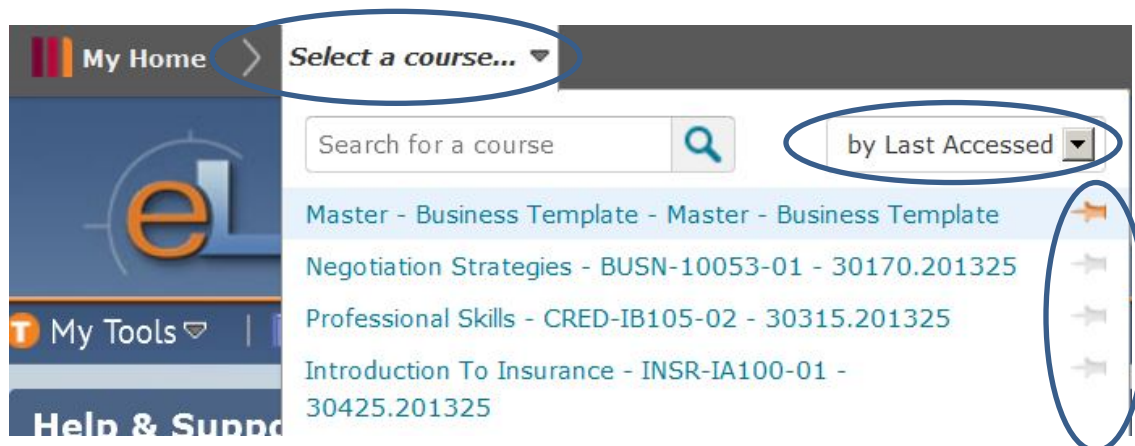
What is the Navigation Bar?

The **Navigation Bar** is found at along the top of any and all course pages, and serves as the means of accessing everything relevant to the course page that you are in. The **Navigation Bar** may have different links and functionality on it, depending on what that particular course page uses, but you will always find "**Course Home**", "**Content**", "**Discussions**", "**Classlist**", and "**Grades**".

Additional links you may find on the Navigation Bar include "**Quizzes**", "**Dropbox**", and "**Groups**"
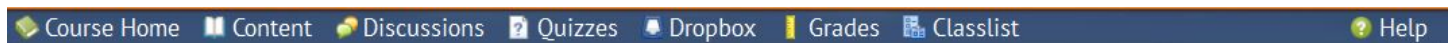
What is the Classlist and how do I access it?

You can use the **Classlist** to see who's enrolled in your course, who is online, and to send email and pager messages. You can access the **Classlist** by clicking the "**Classlist"** link on your course **Navigation Bar**.

What is the Dropbox?

The **Dropbox** tool enables you to submit assignments through the eLearn environment, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder. You can access the **Dropbox** by clicking the "**Dropbox"** link on your course **Navigation Bar**.

How do I submit an assignment (file) to the Dropbox?

- From the main **Dropbox** page, select the folder you want to submit an assignment to.
- Click the "**Add a File**" button, then the "**Upload**" button, and browse to the desired file located on your computer, USB storage device, or eLearn Locker.
- Click "**Done**" after you have selecting the desired file.
- Enter any comments you want to submit with the file.
- Click "**Submit**".

Will I be able to submit assignments to Dropbox after the deadline?

No, you will not be able to submit any files to an assignment **Dropbox** after the deadline. The **Dropbox** will automatically close on a date and time set by your instructor.

How will I be informed if my submission to the Dropbox was successful?

A confirmation email is automatically sent by the system to your eLearn email once the submission is successfully received by the **Dropbox**.

What is the Locker?

The **Locker** is your own personal storage area within eLearn. You have 50 Megabytes of space to store files. Anything you store in your **Locker** can be accessed at any time by you, from any computer. If you do not have your own personal USB storage devices, you should be saving your assignments to the eLearn **Locker**.

What is the Group Locker?

The **Group Locker** is a exactly the same as a regular **Locker**, however it can be used by a group of people. Who belongs to this group of people depend on your class and how the instructor has set it up. Any files in your **Group Locker** can be easily accessed by the other group members for collaborative work.

What is the Pager?

The **Pager** is a method of sending a quick and simple message to another user, without having to fill out email address information. The user who is sent the page is informed of the message by a loud tone that continuously plays until they read the message.

The **Pager** is not a means of annoying your fellow students and should only be used when you genuinely require getting the attention of another user. Limit your **Pager** usage to fellow students. If you need to contact your instructor, email them.

How do I use the Pager?

In order to use the **Pager**, you must first log into eLearn, then navigate to a course page that the user you wish to page is a student in.

- Click "**Classlist**" along the **Navigation Bar**.
- Locate the student you wish to send a page to
- Check-mark the box to the left of their profile picture
- Click "**Page**" at the top of the user list.
- A new window will open up where you can type in the desired message

How do I see my grades in a course?

Use the "**Grades"** tool on the **Navigation Bar** to check your grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

When your grades are published, they appear on your personal **Grades** page in the course. Depending on how your grades are set up, you might also be able to view comments and overall class performance statistics.

What are Updates and how do they help me?

Updates act like a news feed, and posts details about assignment due dates coming up, grades being released, new News items being posted, or quiz dates coming up.

It is a good idea to take a look at your **Updates** once in a while to make sure there are not assignments or tests with due dates coming up that you may have forgotten about.

Is my MoCoMotion email the same as my eLearn email?

No, MoCoMotion email is a different than your eLearn email.
Email in eLearn in most cases uses the following format:
- firstname.lastname@elearn.mohawkcollege.ca

Email in MoCoMotion in most cases uses the following format:
- firstname.lastname@mohawkcollege.ca

How do I access my eLearn emails?

The Email tool allows you to send email from within eLearn, which uses its own email address, separate from your MoCoMotion email. You can organize received mail using folders, store email addresses using the Address Book, and set automatic forwarding of emails to another email address.

There are two ways to access your email

The first method of accessing your email:

- Sign into eLearn
- Click the "**My Tools**" drop-down menu
- Select "**Email**"

If you are already logged into eLearn and on a course page, click "**My Home**" to get to the opening eLearn page where you can access the drop-down menu that leads to your email

The second method of accessing your email on eLearn:

- Log into your eLearn account,
- Look at the **Minibar** that runs along the top of your page
- Click the icon that looks like an envelope
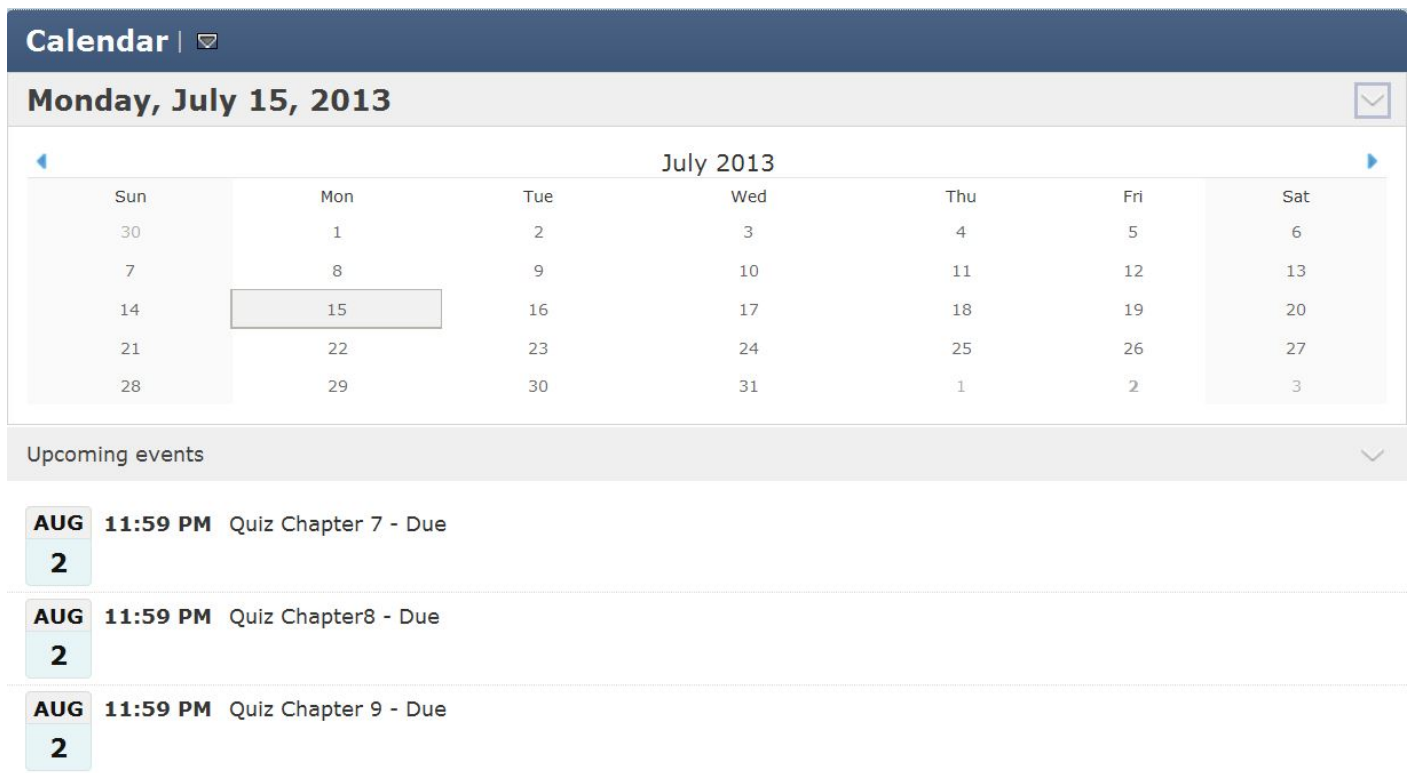- Click "**Go to Email**"

What is the Calendar?

The **Calendar** is an eLearn tool that all your instructors will use in order to detail the dates and times of when assignments are due and when tests will be happening.

The **Calendar** that you view on a course page will be specific to just that course, so you will need to look at the Calendar in each of your courses in order to get the complete range of due dates that apply to you.

You can view specific dates in the **Calendar** to see what is happening that day, or you can view "Upcoming Events" to see a list of all the important dates for that course during the semester.

Calendar	

Monday, July 15, 2013

July 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Upcoming events

AUG 2   11:59 PM   Quiz Chapter 7 - Due

AUG 2   11:59 PM   Quiz Chapter8 - Due

AUG 2   11:59 PM   Quiz Chapter 9 - Due

How do I access the Calendar?

The **Calendar** can be found at the bottom of the "**Course Home**" on any of the courses you have access to.

If I need more help with eLearn, who do I contact?

If you need more help with eLearn, you can contact the e-Learning Help Desk by email or by phone.
Email: helpdesk@eLearn.mohawkcollege.ca
Phone: **905-575-2125** or **877-226-6609**.