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Quick Start Guide

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Logging in to LearningZone

Step	Action
1	Go to HCC Web Services. Click the LearningZone link under Quick Links. or Go to e.hutchcc.edu
2	Log in using your DragonZone credentials.

Entering a Course

Step	Action
1	Log in to LearningZone.
2	At the top of the page, hover your mouse over Courses . A drop down menu will appear of all of your current courses.
3	Click on the course you want to enter.

Checklist: Setting Up an Online Course

Step	Action						
1	Log in to LearningZone.						
2	Enter your desired course.						
3	Check every item in the Get Started module, especially: <ol style="list-style-type: none"> Add your Introduction from Your Instructor Ensure textbook info is correct Check the syllabus link 						
4	Ensure that these course navigation links are visible (on the left): Home (please set Home page to Modules), Announcements, Syllabus, Grades, Instructor Sheet, Help and Resources, Attendance						
5	Review all content in modules, especially: <table border="0"> <tr> <td>c. Quizzes</td> <td>a. Videos</td> </tr> <tr> <td>d. Assignments</td> <td>b. Published and unpublished items</td> </tr> <tr> <td>e. Links</td> <td></td> </tr> </table>	c. Quizzes	a. Videos	d. Assignments	b. Published and unpublished items	e. Links	
c. Quizzes	a. Videos						
d. Assignments	b. Published and unpublished items						
e. Links							
6	Review the gradebook.						
7	Go through the Course Setup Checklist in LearningZone to ensure the course is ready to use.						
8	Publish the course.						
9	Send a welcome message to all students, letting them know what to expect and what is required for the first week of class.						

Adding Content to Modules

Step	Action
1	Choose your desired course from the course tab on the main dashboard.
2	On the left, click Modules. Or, if you've set your Home page to modules (recommended), click the Home link on the left to view your modules.
3	To add content to a specific module, click the + button in the appropriate module header. <i>Hint: To add a new module, click the blue + Module button at the top of the screen.</i>
4	In the dropdown box, select the type of content you wish to add (assignment, quiz, file, content page, discussion, text header, or external URL). See below for instructions on how to add each type of content.
Adding an Assignment (Dropbox)	
1	Select (new assignment)
2	Enter an assignment name
3	Select Add Item
4	Click on the assignment within the module to make edits
Adding a Quiz	
1	Select [new quiz]
2	Enter a quiz name
3	Select Group
4	Select Add Item
5	Click on the quiz within the module to make edits
Adding a File (document, PowerPoint, picture, video)	
1	Select [new file]
2	Click the Choose File button
3	Select the appropriate file, then click the Open button
4	Select Add Item

Adding a Page	
1	Select [new page]
2	Enter a page name
3	Select Add Item
4	Click on the page within the module to edit it
Adding a Discussion	
1	Select [new topic]
2	Add a Discussion name
3	Select Add Item
4	Click on the discussion within the module to make edits
Adding a Text Header (a section heading that helps organize content)	
1	Enter a Header name
2	Select Add Item
Adding an External URL	
1	Copy and paste the URL into the URL box
2	Add a Page Name (this is the name students will see for the link)
3	Select Add Item

Editing Assignments (Dropboxes)

Step	Action
1	Click on the desired assignment (look for the A+ symbol within the modules to easily find assignments)
2	Click the Edit button in the top right corner of the screen
3	Add an assignment title. Add assignment instructions in the text box.
4	Add or edit Points
5	Select the Assignment Group (category)
6	For Display Grade, select Percentage or Points
7	Select appropriate Submission Type
8	Select preferred online entry options
9	Select due date and/or assignment availability dates
10	Click Update Assignment

Editing Quiz Settings and Questions

Step	Action
1	Select the quiz you wish to edit (look for the Q icon within the modules)
2	Click the Edit button in the top-right
3	<p>To edit quiz settings</p> <ol style="list-style-type: none"> Enter quiz instructions in the text box Select quiz type and assignment group Select desired options and set any quiz restrictions Set a due date and/or quiz availability dates Click Save
4	<p>To add quiz questions</p> <ol style="list-style-type: none"> Select the Questions tab Click New Question Choose the type of question you would like to create Set the point value for that question Enter the question information including the question, answer choices, points value, and other options To indicate the correct answer, click the arrow next to the appropriate answer Click Update Question <p>NOTE: You must click this to update each question before clicking Save. Individually edited questions will not be saved if you don't click Update Question.</p> <ol style="list-style-type: none"> Click Save once you have added all of the questions for your quiz
5	<p>To edit quiz questions</p> <ol style="list-style-type: none"> Select the Questions tab Hover your mouse within the box containing the question you wish to edit Click the pencil icon in the top-right corner of that question box Make any necessary edits Click the blue Update Question button at the bottom of the question Scroll to the bottom of the quiz. Click the blue Save button.

Adding Files/Folders

Step	Action
1	Within your desired course, click Files in the left navigation pane.
2	To add a file/files: <ol style="list-style-type: none"> Click on the folder in which you want to add files. Click Add Files, which is located on the right. A box will pop up in which you can view the files on your computer or flash drive. Select the file or folder you want to add to LearningZone. Click Open.
3	To add a zipped file: <ol style="list-style-type: none"> Click on the folder in which you want to add files. Click the Import a zip file icon, which is located on the right. Click the Browse button. Select the zip file you wish to add to your course. Select the folder you wish to upload to. Click the blue Upload File button.
4	Select your desired file or folder and click Open . <ol style="list-style-type: none"> Select the main course file folder, listed first in the folder navigation pane. Click on Add Folder, which is located on the right. Type the new folder name in the box, then press the Enter key on your keyboard.

Locking a Folder or File

Step	Action
1	Hover your mouse to the right side of the file or folder you wish to lock
2	Click the first icon, the picture of a yellow padlock
3	We suggest that you select the option to Let students download or view files in this folder if I link to them, just don't show it in the file listings for students
4	Click the blue Lock this File or Lock this Folder button

Dragging and Dropping Files

Step	Action
1	In the desired course, click Files in the left navigation pane
2	In the folder navigation pane (on the left side of the two file panes), click the folder you wish to move files out of
3	In the preview pane (on the right side of the two file panes), hover your mouse over the icon of the file you want to move. You'll see a 4-way arrow
4	Click the file and drag it into the appropriate folder in the folder navigation pane

Editing Pages

Step	Action
1	Within your modules, click on the page you wish to edit (look for the notebook paper icon)
2	Click the Edit button
3	Edit the desired information in the text box
4	Click Save

Publishing & Unpublishing a Course or Course Content

- **Publishing a Course**

A course can be published or unpublished by clicking the **Publish** or **Unpublish** button located at the top right when you first enter a course. **NOTE: A course should never be unpublished once the course has started.**

- **Publishing Content**

Step	Action
1	Within your modules, locate the item(s) you want to publish or unpublish.
2	To the right of each item, you'll see a cloud icon. Click the cloud to publish or unpublish the item. If the cloud is green with a white checkmark, the item is published. If the cloud is grey, the item is unpublished (hidden).
3	Both individual assignments and entire modules can be published or unpublished. <i>Note: If an assignment is published but it is located in an unpublished module, students won't be able to see the assignment.</i>

SpeedGrader

Step	Action
1	Access the SpeedGrader. The most common way to do this is to click on the assignment you want to grade and then click SpeedGrader in the menu on the right side of the screen.
2	Choose a student from the dropdown menu in the top left corner of the SpeedGrader
3	In the menu on the right: <ol style="list-style-type: none"> Enter the total points earned for the assignment. Add any comment text you would like to share with the student. If desired, add an attachment or a video or audio comment by clicking one of the buttons below the comment box. Click the blue Submit Comment button
5	Navigate to the next student by using the arrows or drop-down menu at the top left
6	Repeat the process until you have graded each submission

Gradebook

Step	Action
1	In your desired course, click the Grades tab located in the left navigation pane. The default gradebook will be displayed.
2	You can enter grades by clicking in each appropriate cell
3	Various options are available for each assignment. To view options, click the dropdown arrow by the assignment name
4	Click a student's name to view his/her overall gradebook
5	The gear icon in the top-right corner allows you to: view grading history, set group weights, hide student names, arrange columns by due date, treat ungraded as 0, show concluded enrollments, and show notes column
6	You also have the options to Import or Export grades in a spreadsheet
7	The Switch to individual view link at the top-right shows the gradebook in a different layout. To return to the default gradebook from the individual view, select the Switch to default gradebook link

Creating an Announcement

Step	Action
1	Choose your desired course at the top of the screen.
2	Click Announcements, located on the left side of the screen.
3	Click the blue +Announcement button
4	Insert a title in the title box.
5	Add content in the text box. If you want to add an attachment click Browse, located under the text box.
6	Choose desired options
7	Click Save

Calendar

Creating an Event:

Step	Action
1	Click the Calendar tab, located on the top of your screen
2	Click the desired date
3	Add event title
4	Add the beginning and ending time of the event and the location. Select the appropriate calendar for the event
5	Click Submit

Adding undated items to the calendar:

Step	Action
1	Click the Calendar tab, located on the top of your screen
2	On the right side of the screen, click 'Undated items' to open a list of all items that have no associated date
3	Click and drag an undated item onto the appropriate date in the calendar

Managing Your Inbox

Step	Action
1	Click Inbox, located in the top-right area of your screen
2	Message composition buttons are located in the middle of the toolbar
3	You can filter the messages you wish to view by clicking the dropdown boxes located in the toolbar on the left
4	You can also view a specific student's messages by typing his/her name in the search box on the right

Managing Your Notification Preferences

Step	Action
1	Click settings at the top-right of the screen
2	In the menu on the right, click Add Email Address
3	Add your email address and/or cell phone number where you wish to receive notifications
4	Go to your profile by clicking your name, located at the top-right of your screen
5	On the left side of the screen, click the Notifications link
6	Customize the settings by utilizing the options in the right column