

The URL address for Aquinas Course web pages is <http://courses.aquinas.edu>

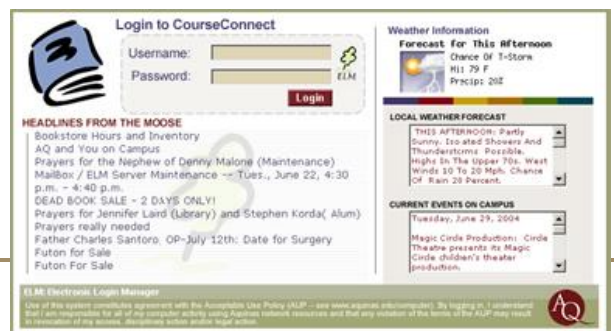
(If on campus, you will need to use your AQ Novell username and password to login to the Aquinas network and access the Internet using Internet Explorer. Once online, enter the URL above.)

Login

On this main page, click "Login" in the upper right-hand corner of the screen to login to the courseware system. This username and password is your ELM (electronic login manager) password.



NOTE: Your ELM password can be changed so that it matches your regular Novell network login. To do this, use the "wrench" symbol at the bottom of the screen to bring up the ELM settings menu. From this menu you can also choose to have your Aquinas email forwarded automatically to another email address.



My Courses

The easiest way to access course web pages is to click on "My Courses" in the upper left corner of the screen. Before this will work, however, you will need to first identify the course(s) that you are taking:

- Click on the appropriate course category or academic department down the left side of the screen;
- Scroll down to find the appropriate course and instructor and click on "ENTER" or the course title;
- Your instructor will provide you with a password "key" for accessing this course:

key =

Tips and Reminders

- The primary means of moving from page to page is from the navigation bar near the top (just below the course name and number). Clicking the second link that identifies your course number, just after "AQ Web Courses," will bring you back to the main page for a course.
- When you are finished, you will find the "logout" option at the very bottom of the screen.
- Giving out your password or using Aquinas resources to libel, slander, or harass others is a violation of the Aquinas Acceptable Use Policy (<http://www.aquinas.edu/computer/>).

Once you have access to the appropriate course(s), you will find that each instructor can format and change the page in layout and appearance to complement how they teach the course. Below are some common activities and icons you will find throughout the site.

Resources

Resources

Resources are content: information the teacher wants to bring into the course. These can be prepared files uploaded to the webpage; web pages edited Directly in CourseConnect; or external web page links made to appear as part of this course.



Activities

Assignments

Assignments allow the teacher to specify a task that requires students to prepare content (any format) and submit it by uploading it to the server, or physically turn in the assignment. Typical assignments include essays, projects, reports and so on. An online grade may also be provided by the instructor within this link.

Forums

Depending on how a Faculty member structures their online course, this module may be the most important - it is here that discussion takes place. Individuals post messages and responses that are then displayed in a persistent, common, virtual space. Students logging on to the Forum may be allowed to see a listing of the most recent postings and any replies to their earlier messages as well as announcements from their instructors. Digital images and word-processing documents can be attached to messages, allowing faculty to distribute materials to students and enabling student groups to share project information.

Journals

This module is a very important reflective activity. The teacher asks the student to reflect on a particular topic, and the student can edit and refine their answer over time. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry.

Choices

A choice activity is very simple - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

Quizzes

This activity allows the teacher to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. Each attempt by a student is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This activity includes grading facilities.