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## **Student Orientation**

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## What's in this Orientation?

Welcome to the PAL Student Orientation. This orientation guides you through the navigation and features of your online course. This document covers five major topics:

1. System Requirements
2. How to Log In
3. Navigation
4. My Settings
5. Student Tools

This orientation is important as it will enable you to achieve your online and education goals. Once you are comfortable with using the site and the online educational tools in your course, you are well on your way!

This guide does not cover the tools used within your course, the discussion board, chat room, etc. You can find this information within your course by clicking on **Help**.

## Part One: System Requirements

You can follow the link from the PAL Login Page to perform an automatic system check to verify that your web browser is ready to work with PAL.

System and Software Requirements		
Component	Required	Recommended
Browser (Windows)	Internet Explorer 6.0 up to and including version 6 service pack 1  Firefox 1.5 or higher  Netscape Navigator 7.2	Internet Explorer 6.0 or higher
Browser (Mac)	Safari 1.3 or higher  Firefox 1.5 or higher  Netscape Navigator 7.2	Safari 1.3 or higher
Operating System	Windows 98 or higher  Mac OS 9 or OS X	Windows 98 or higher  Mac OS X or higher
Video	SVGA monitor ** set at a minimum resolution of 800 x 600 **	Resolution of 1024x768 or higher
Internet Speed	56K modem with Internet access	56k modem or DSL or Cable
Java Script	Enabled	Enabled
Cookies	Enabled	Enabled

You are expected to have an understanding of Internet basics. You will be navigating and searching the Internet and corresponding with others in your class using web-based tools.

## Part Two: How to Log In

1. Connect to the Internet, open your web browser, and go to the address for PCC's Polk Access to Learning (PAL) system below:

**<http://elearning.polk.edu>**

2. Enter your username and password in the appropriate fields in the login dialog box and click the **Login** button.

**Default username: firstname.lastname.mmdd**

("mm" is the last two digits of your birth month and "dd" is the day of your birth)

**Default password: Student ID**

This is NOT the social security number. Student IDs begin with the first letter of your first name and are followed by a series of numbers. Use your Student ID **without dashes**.

You can find your student ID in [Passport](#). After logging in to Passport, there are two ways to find your Student ID:

1. Click on the Class Schedule button (or My Schedule under the Registration Menu), then choose the current term and click OK. Your Student ID is partway down the screen under your schedule, listed beside your name in the fees section.
2. Click on the View Transcript button (or Unofficial Transcript under the Advising Menu). Your Student ID is near the top of your unofficial transcript.)

Once you have successfully logged in to PAL, you will need to change your password to one of your own choosing (see Part 4 of this document, My Settings).

**Note:** Passwords are case-sensitive, while usernames are not case-sensitive

## Part Three: Navigation

### ***My Home***

When you first login into your course site you are presented with the *My Home* page. *My Home* lists all your courses available, *My Preferences*, and any other *My Home* tools like *Events*, *Calendar*, etc.

The navigation bar on the top of the screen is referred to as the *My Home navigation bar*. It may contain common links as *Help*, *Email*, *Locker*, *Logout*, etc.

### ***Entering a Course***

On your *My Home*, locate the name of your course within a category under the box titled *My Courses*. Click on the course name.

### ***Course Home***

*Course Home* displays all the important tools for your course. The navigation bar located on the top of your screen is your course navigation bar and will remain visible until you navigate outside your course. It contains many of your important course links.

## Part Four: My Settings

### *My Preferences*

To access this area:

From **My Home**, in the Welcome Box, click **My Preferences**.

Once you have entered the *My Preferences* area, by default you are shown the **General** settings. Other preference areas are accessed by tabs running along the top.

#### Changing your font

1. Font is accessible under the **General** Tab, which is shown by default.
2. Under the heading **Font Settings**, use the drop-downs to change the font face and font size. The **Preview** box below will show you how your font will look.
3. Click **Save**.

#### Discussion Room Settings

By selecting the **Discussions** tab, you can change your default discussion settings.

1. Discussion settings are accessible under the **Discussion** Tab.
2. Choose the various discussion topic frame settings by selecting the desired preferences.
3. Use the drop-down to choose your default view type.
4. Click **Save**.

#### Email Signature

1. The email signature setup is located under the **Email** Tab.
2. Type your email signature in the provided text box.
3. Click **Save**.

#### Pager Sounds

1. The pager settings are located under the **Pager** Tab.
2. Turn on/off your pager sounds by selecting the preference.
3. Choose the desired sound from the provided list.
4. Click **Save**.

## My Email

If your external email address has changed since registration, you will need to update your email address. This will ensure that you receive any emails sent to your external email address.

1. From **My Home**, in the **Welcome** box, click **My Email**. The My Email screen appears.
2. Type your current password into the text field.
3. Type your new email address into the text field.
4. Click **Change Email**.



Figure 1: Updating your external email address

## My Password

Would you like to change your password?

1. From **My Home**, in the **Welcome** box, click **My Password**. The My Password screen appears.
2. Type your current password into the **Old Password** field.
3. Type your new password into the **New Password** field.
4. Retype your new password into the **Confirm New Password** field.
5. Click **Change Password**.



Figure 2: Change my password

**Part Five: Student Tools**

**Email**

To access this tool:

From within your course, click on the Email link on your top navigation bar.



Figure 3: Main Email Window

**Composing a Mail Message**

1. In the main Email window, click on the **Compose** button.
2. Type the recipient's email address in the **To:** field. If you have an address book setup, you can click on the Address Book button beside the **To:** field.
3. Type a brief description of your email in the subject line.
4. Type your message in the large text box.
5. Click the **Send** button.

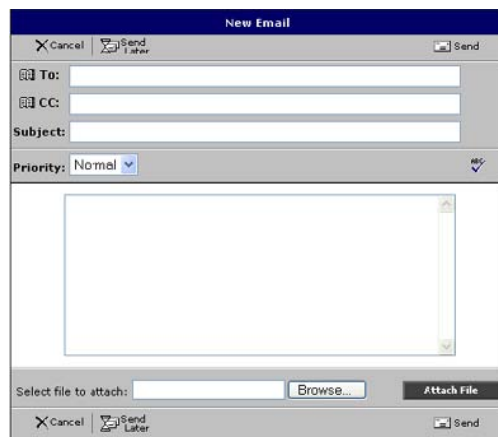


Figure 4: Composing a New Email

### Adding an Attachment to an Email

1. In the main Email window, click on the **Compose** button.
2. Click the **Browse** button and choose your file.
3. Click the **Attach File** button.

### Creating a Folder

1. In the main Email window, click on the **Folders** button.
2. Click on the **Add New Folder** button on the bottom right-hand side of the main folder screen.
3. Type in the name of the folder.
4. Click **Save**.

You will notice that the new folder appears on the left-hand side of the screen under the Folders button. You can now quickly access the folder. You can also use this folder when moving emails.

Folder Management				
Folder Name	Messages	Unread	Size	Options
<a href="#">Inbox</a>	17	0	1105 k	
<a href="#">Drafts</a>	3	0	1 k	
<a href="#">Sent Mail</a>	110	0	1320 k	
<a href="#">Trash Can</a>	9	0	11 k	<a href="#">Empty</a>
<a href="#">SBI3U</a>	0	0	0 k	<a href="#">Rename</a> <a href="#">Delete</a>
<a href="#">Misc</a>	54	0	2874 k	<a href="#">Rename</a> <a href="#">Delete</a>
<a href="#">curriculum</a>	1	0	2 k	<a href="#">Rename</a> <a href="#">Delete</a>
<a href="#">interested</a>	1	0	2 k	<a href="#">Rename</a> <a href="#">Delete</a>

**Add New Folder**

Figure 5: Email Folders

### Creating an Address Book Contact

1. In the main Email window, click on the **Address Book**.
2. Click the **Add Contact** button.
3. Type in the first name of your contact in the text field.
4. Type in the last name of your contact in the text field.
5. Type in the email address.
6. Click **Create**.

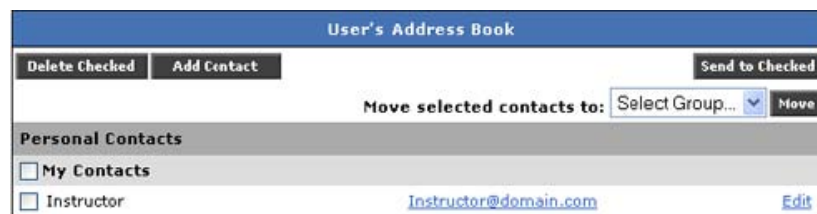


Figure 6: Address Book

**Locker**

This is an area where you can upload and store personal files. All files that are stored in the Locker are confidential and can only be accessed by you. This comes in handy when you work on multiple workstations; no more carrying around disks!

The different file types are represented by the graphic beside the file name.

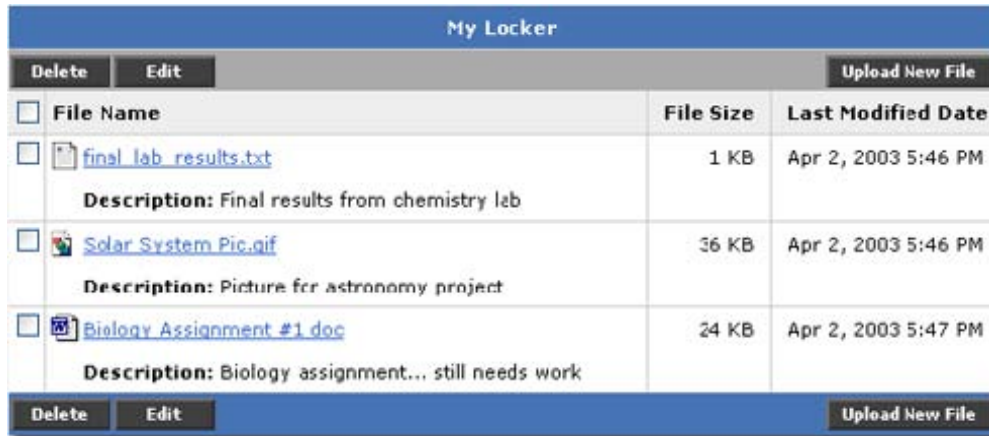


Figure 7:  
Locker

**Add File**

1. Click on the **Locker** link.
2. To add a new file to your Locker, click the **Upload New File** button.
3. Browse and select the file you wish to upload
4. Enter a brief description (if you wish) of the file.
5. To complete your addition click **Upload**.

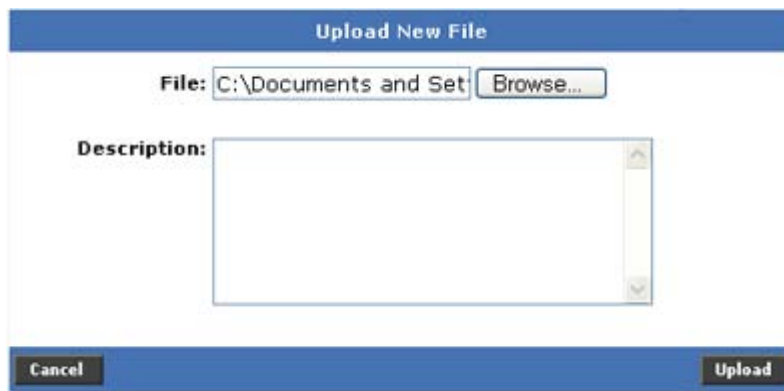


Figure 8: Adding a File to Locker

## Retrieving a File

1. To retrieve a file that you have uploaded, right-click (control-click on a Mac) on the name, and select **Save Target As...** If you are using Netscape, right-click (control-click on a Mac) on the name and select **Save As**.

## Viewing an Uploaded File

1. To view a file that you have uploaded, click on the file name.

## Delete

1. To delete an existing file, select the checkbox beside the file name and click the **Delete** button.

## Calendar/Schedule

You can use your calendar to inform or remind yourself of important course-related dates and events. Your calendar view includes all the information that you have posted, in addition to events posted by your course instructor(s).

### Adding a Personal Event

From your course home click on **Open My Calendar** button. This will take you to the main calendar screen.

Click on **Add Event**.

Type the title of your event in the Title field.

Choose a date by using either the drop-down boxes or by clicking on the small calendar image beside the drop-downs.

In the Description text area, type a description.

Click **Save**.

You have now returned to the main calendar screen. You will see that date is now bolded and in blue. This means that you have a personal event scheduled for that date.

Click on the blue date. You will see the calendar event and description shown in the screen beside the calendar.



Figure 9: Personal Calendar entry