



Student Guide

Your guide to successfully accessing and completing your online course

Contact Information

Address to Revelation Online

Tech support

St. Andrew School
West door - 11342 – 127 St.
Edmonton, Alberta
T5M 0T8

Phone 944-2006
Fax 451 - 5198

<http://ecsd.desire2learn.com>

Administration

Sacred Heart School
9624 – 108 Ave
Edmonton, Alberta
T5H 1A4

Phone 944-2000
Fax 944-2007

Principal

Stephen Bouska – Sacred Heart School

Department Head

Derek Nash – St. Andrew School

Technical Assistant

Ken Schlender – St. Andrew School

Secretary

Bev O'Brien – Sacred Heart School

Registrar

Esther Ferguson – Sacred Heart School

Your Teacher

Name:

Email:

Phone Number:

Welcome to Revelation Online's User Guide for Students. This document will introduce you to some very important steps to accessing your courseware as well as give you some very important information regarding Revelation Online.

To access the courses at Revelation Online you will need the following:

- A. **Computer Requirements** – You will need an Internet capable computer that can surf the net and download files.
 - B. **Web Access** – While you can access the course files on Revelation Online with a modem and dialup connection a high speed connection is an advantage.
 - C. **Web Browser** – You can use either Netscape Navigator or Internet Explorer, but Internet Explorer is recommended.
 - D. **Word processor** – Most classes assume that students have **Microsoft Word** available for their use to submit assignments; however Open Office is a compatible alternative and is available as a free download if you do not have MS-Word installed on your computer. Additional software requirements will be discussed in greater detail by the instructor before the start of classes.
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Being an online learner may mean that you have to change some of the habits you have had in a traditional classroom. You've heard it more than once but you are responsible for your own learning and being part of Revelation Online is no different. In fact it is probably more so since you are not even in a classroom but learning as a participant in a virtual community.

Responsibilities:

- Assignments are to be submitted on time.
- Quizzes and assignments are to be written without assistance.
- Your course will end on the date the course is scheduled to end. You will **not** be granted any extensions so complete the course on time.

Hint to help you work on your program:

- Setup a time where you can work on your materials without disruption.
- Be positive as some things are out of your control. The Internet can be a very interesting medium sometimes
- If you run into difficulties inform your teacher immediately.
- Use your school time effectively.
- Do not wait until the last minute to complete assignments and quizzes.

A **successful online learner** is one who takes initiative and responsibility for their own learning. The Teachers at Revelation Online have placed a lot of trust in you, the student; to do the best you can do without having a teacher watch your every move. Your teacher can monitor and track your activity and will call you if we notice you are not doing your course work. However, your success is always up to you.

We can not emphasize enough that it is **critical** for you to actively participate in the learning activities in your course. Successful students,

- Follow the table of contents, **reading each page in order**.
- Read all content pages doing the activities and answering the questions on each page.
- Submit assignments on time and maintain regular contact with their teachers.

STUDENT LEARNING AID: GETTING STARTED

Please take the time to read this Student Guide carefully and completely.

Getting started with Revelation Online

This section of the guide will help you get started and provide you with what you need to know to access your learning environment. The following topics are presented below and will prepare you for engaging with your course:

- Obtaining and changing passwords
- Running a system check
- Logging in to your personal home page

Obtaining course passwords

Your student ID and course passwords are included with the welcome letter or registration confirmation sent by Revelation Online. If you have not received your confirmation email please call 944-2000 and request that it be sent again.

Logging in to D2L

After you have received your initial password notification, go to the Revelation Online site – <http://ecsd.desire2learn.com> and enter your ID and the temporary password.

Type your username and case-sensitive password in the appropriate fields, and click **Login**.

Once you successfully login, you will be required to change your password to something meaningful to you. Remember that your password is case-sensitive.

Running a system check

The system check at the bottom of the Login window will automatically check that your system configurations (for example, browser version and display settings) are up-to-date.

To run a system check on your computer, select the System Check link on the Course Home Login page before logging in.

Your Home

When have successfully changed your Password, you are presented with the My Home page. From this central portal, you can:

- View news posted by your instructors or D2L administrators.
- Access your courses.
- View information about events.
- Update and change your preferences.

The screenshot shows the 'My Home' page for Revelation Online. At the top is a dark blue navigation bar with the text 'My Home Email Locker Schedule' and the 'Revelation Online' logo. Below this are several content areas:

- Welcome:** A section on the left with a 'Welcome, Ed!' message and links for 'My Settings' (My Preferences, My Email Address, My Password, My Personal Homepage, My Profile).
- Documentation:** A section on the left with a list of links including Chat, Checklist, Classlist, Course Content, Discussions, Dropbox, Email Grades, Journal, Locker, Pager, Preferences, and Schedule - Calendar.
- Updates:** A section on the left with a link to 'View Email Messages'.
- Events:** A section on the left with a link to 'Edmonton Catholic'.
- News:** A section on the right with a 'Welcome' message, a photo of a woman, and text about the new school year and course management system. It includes a red heading: 'Please read the articles in the Documentation section to the left of this News Item.' and a note about the Checklist on the Navigation Bar.
- Courses:** A section on the right titled 'My Edmonton Catholic School District Courses' with a sub-section for 'Revelation' containing a link to 'Orientation' circled in red.

Note The organization and layout of this page will change from time to time depending on the preferences set up by your instructor or organization.

The navigation bar on the top of the Home page is referred to as the **My Home navigation bar**. It contains commonly used links such as **Help**, **Email**, **Locker**, and **Logout**.

Other areas of your home page include:

- **A Welcome Box** - The Welcome area contains links allowing you to customize your preferences, input an external email address, change your password, and/or create or edit a personal homepage.
- **Documentation** – In this area you will find user guides to help you learn about the features of this learning management system. Please read all of these helpful articles, it will ultimately save you time and frustration.
- **An Updates Section** - The Updates area displays the number of new emails and discussion board posts that are available for you to read. Other updates concerning your course may appear here as well.
- **Events** - The information in the Events area is linked to the Schedule tool. You can use this tool to create and view personal and school-wide events.
- **News** - Up and coming events will be posted in this area. Check this section on a regular basis to keep up-to-date on school-wide news.
- **My Courses** - To access your online courses, click the name of the course listed in this area.

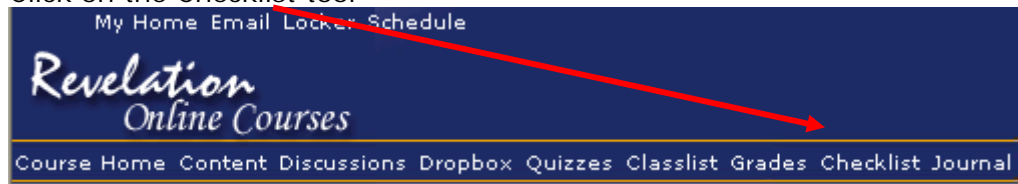
Important

The instructional materials in your course will not be released to you until you have indicated to your teacher that you know and understand how to access and use the learning tools in Revelation Online.

Read the Student guides in the Documentation section of the My Home page. It is a good idea to print these guides and keep them handy as you start working through your course.

After reading the Student guides click on the name of your course in the **My Courses** area of the **My Home** page.

Click on the Checklist tool



Check off those tools and tasks you are comfortable doing and then go back to the Student guides to learn how to use the remaining tools. When you have checked off all of the tasks in the Checklist your course materials will be made available to you.

Good Luck with your courses and remember that the Help Desk (944-2006) is there if you run into trouble.