



## Course Navigation

Each course will have the same navigation links to the tools.

Not every course will utilize all the tools.



DAKOTA COUNTY  
TECHNICAL COLLEGE

DCTC 2222-59 Online Course

Course Home

Content

Calendar

Discussions

Email

Dropbox

Quizzes

Grades

## Course Home

This link returns users to the course homepage.

The homepage is the first page you visit when you click on a course name. The homepage has a space for course announcements from your instructor.



## Course Announcements ▾

### Welcome



Welcome to class. I'm looking forward to an exciting semester and am hoping you are too.

If you have any issues or questions about this course you can contact me by:

Email: [online@dctc.edu](mailto:online@dctc.edu)

Phone: 651-423-8655

I will get back to you as soon as possible.

[Show All News Items](#)

This is an example of a course home page announcement



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## Content

This link is to the course materials that your instructor have provided for the course. The course content link is where you will find reading material, lectures, notes, the course syllabus, and links to resources to help you study and participate in the course



Search Topics

Bookmarks

Upcoming Events

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**Week 1** 4

Week 2 1

Week 3

Week 4

Week 1 ▾

Download

0 % 0 of 4 topics complete

**Introductions** ▾

**Introductions**

**More Clicks, Fewer Bricks: The Lecture Hall Is Obsolete: A Debate**

**Infograph 7 Myths and Facts About Online Learning**

This is an example of a course content page



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## Calendar

This link directs users to a calendar or schedule tool. Some instructors use this tool to indicate due dates and weekly course topics or content. You can add additional reminders to the calendar and view multiple courses calendars together.



[Agenda](#) | [Day](#) | [Week](#) | [Month](#) | [List](#)

[Print](#) [Settings](#)



**Today and tomorrow**

[DCTC 2222-59 Online Course](#) ▾

[Date](#) | [Course](#) | [Category](#)

No events scheduled

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	4

This is an example of a course calendar page



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## Discussions

The discussion tool is used for communication between students enrolled in the course and the instructor. Messages posted on the discussion board are visible to all users in the course. The tool may be used for discussion related to course content and offer student opportunities to share thoughts or ask questions.





**Discussions List**

[Subscriptions](#)

[Settings](#) [Help](#)

Filter by: [Unread](#)

▾ [Hide All Topics](#)

**Course Questions** ▾

▾ [Hide Topics for Course Questions](#)

Topic	Threads	Posts	Last Post
<b>Course Questions</b> ▾	0	0	

**Week 1: Introductions** ▾

Introduce yourself.

Explain why you are taking this course, if you have had previous college experience, if you have taken an online course in the past, and where you are hoping your educational experience takes you.

Take time to read your peer's introductions and comment on at least 2.

▾ [Hide Topics for Week 1: Introductions](#)

This is an example of a course discussion page



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## Email

The email link will allow you to send email to your instructor or other students in the course. Sending email from you online/hybrid/online enhanced course is for outgoing mail only, replies will be sent to your own email address.



## Compose New Message

[Settings](#)

Send

Address Book

Sent Mail

To

[Add CC or BCC](#)

Subject

Body

Rich text editor toolbar with icons for undo, redo, link, unlink, paragraph, bold, italic, underline, bulleted list, numbered list, font face, font size, background color, insert table, insert image, insert video, insert audio, insert link, and a menu icon.

This is an example of the email tool



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## Dropbox

The Dropbox tool is used to submit assignments in the course. Each assignment will have a folder to upload and submit electronic files such as documents to the instructor.



## Dropbox Folders

[Help](#)

[View History](#)

20 ▾ per page

Folder	Score	Submissions	Feedback	Due Date
<b>No Category</b>				
<a href="#">Assignment 1 Week 1</a> <b>Attachments:</b> <a href="#">Assignment 1 Week 1 Example.rtf</a> (32.16 KB)	- / 20	0	-	Sep 6, 2015 11:59 PM
<a href="#">Assignment 2 Week 2</a> <b>Attachments:</b> <a href="#">Busting-Myths-Infographic-Final.pdf</a> (1.79 MB)	- / 20	0	-	Sep 13, 2015 11:59 PM

20 ▾ per page

This is an example of a course Dropbox page



## Quizzes

The quiz tool is used for exams or quizzes in the course. Quizzes may have both a due date and be time limited. The most important thing to remember about taking quizzes is to save your answers as complete each question.



## Quiz List

[Help](#)

Without Category	Attempts
<a href="#">Syllabus Quiz</a> ▾ Ends Oct 4, 2015 11:59 PM	0 / 6
<a href="#">Quiz 2</a> ▾ Ends Oct 11, 2015 11:59 PM	0 / 1
<a href="#">Quiz 3</a> ▾ Ends Oct 18, 2015 11:59 PM	0 / 1

This is an example of a course quiz page



## Grades

This link will provide students a list of grades for each item used for assessment in the course. When instructors grade assignments, the grade is added to the list. Students can view their progress within the course as each grade is posted.





## Grades



### Grade Items

Grade Item	Points	Weight Achieved	Grade
<b>Weekly Assignments</b>		- / 30	
Assignment Week 1	- / 20	- / -	
Assignment Week 2	- / 20	- / -	
<b>Discussions</b>		- / 10	
Discussion 1	- / 10	- / -	
Discussion 2	- / 10	- / -	
<b>Quizzes</b>		- / 30	
Syllabus Quiz	- / 20	- / -	
Quiz 2	- / 20	- / -	
Quiz 3	- / 20	- / -	
Quiz 4	- / 20	- / -	
<b>Exams</b>		- / 30	
Exam 1	- / 100	- / -	

This is an example of a course grades page