Getting Started with WebLearn, For Students

A quick introduction for Oxford students on using WebLearn

Recommended Browsers

Best results are obtained by using Firefox (http://mozilla.com); Microsoft Internet Explorer 11 or above is also recommended; Internet Explorer versions 8, 9, 10 are partially supported. Some WebLearn features are not available in Safari and Opera.

Getting There

Any supported browser is the starting point for entry

1. **Open a Web browser**: Firefox is recommended
2. **Type** https://weblearn.ox.ac.uk **in the address bar**

Finding Help

1. **Welcome page:** Consult the **Help for students** section for resources such as video tutorials, step-by-step guides, least-you-need-to-know guides, 'how to' demonstrations, amongst others.

2. **Click** [Help] for general help on using tools in the system:
   a. In the upper left frame, **Type a search term** and **Click Search**
   b. In the lower left frame, **Click the + sign** to see topics → **Click the topic of interest**
   c. **In the right frame, Click the links** to access help documents and videos listed above

Logging In

We recommend that you should login to WebLearn – this will ensure that you see all material that logged-in users are authorised to access.
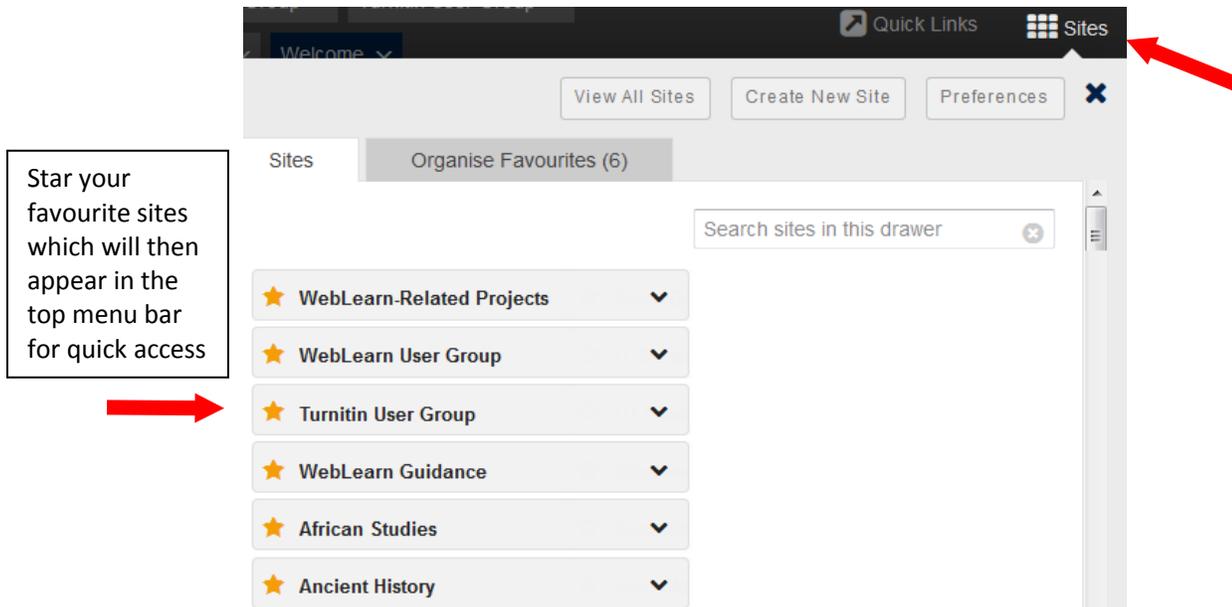
1. In the upper right corner of the screen, **Click the 'Oxford Account' link**
2. This will display the standard **Oxford Single Sign-on (SSO)** login screen
3. Use your **Oxford Single Sign-on details:** Enter your **username** → Enter your **password** → **Click login**
   - If you have never used your SSO account then you will need to activate it at https://webauth.ox.ac.uk/activate
   - If you have forgotten your password then you will need to reset it at https://webauth.ox.ac.uk/reset_password
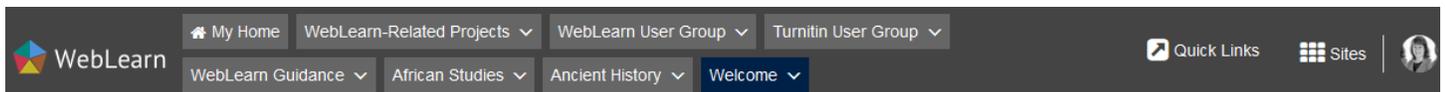
Navigation

WebLearn is organised in a series of sites and sub-sites; each site may contain a number of resources and tools set up by your lecturer or tutor.

1. Some sites in WebLearn are public and you will be able to access their web-address without logging in.

2. If you have been given a direct web address (URL) to find your material in WebLearn, then you should use that – it will **prompt** you to log in and take you directly to the correct location within WebLearn.
3. You can search the content in all sites of which you are a member (after logging in): → **Welcome page** → **Search My Sites**.
4. You will also be able to visit other sites that are available to logged-in users and Oxford students in general. To do this, navigate via the **Welcome** (front) page. You will see a **list of Divisions** on the lower left side of the screen, according to the university hierarchy. You can drill down to your particular area of interest using these links.
5. Click on the **Sites** tab (on the far right of the screen) to get a list of all the sites in which you are enrolled as a site member:

6. Your favourite sites are displayed across the top of the screen. To navigate to a specific site, **Click on its title:**
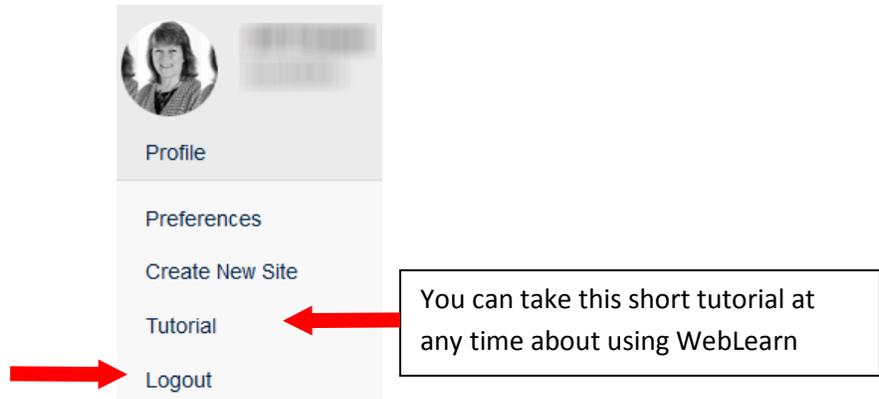

My Home

1. **Click My Home** at the top left of the screen: [My Home] This is your personal (private) area in **Weblearn** which enables you to perform the following functions:
   - upload your photo and contact details using the **Profile** tool and connect with other WebLearn users
   - store files in your own private **Resources** area
   - view **Calendar** from all WebLearn sites in which you are a member
   - view your integrated **Announcements** from all WebLearn sites in which you are a member
   - create your own private **Calendar** items
   - **search** for material across all your sites
   - choose **how you are notified** of new or changed items on sites you belong to, using the **Preferences** tool.

Any Problems

1. If you think you should be a member of a site but do not see it in **Sites**, then try searching for the site title using **'Find Sites (by name)'** from the **Welcome page**:
   - If the site is found, click on the site title to enter it
   - If you find a relevant site, it may be **'joinable'**:
     o there may be a link on the front page of the site prompting you to join the site
     o alternatively click on **Site Info** on the left hand tools menu, which will provide a button to **Join this site**
2. If you cannot find or join the required site, then contact your tutor or departmental IT officer for assistance.
3. If you have access to a site, but encounter a problem within the site, then contact the **Site Owner**. You can find their contact details by clicking on **Site Info**.

Logging Out

Please use the Logout link which is found by clicking on your Profile at the top right of the screen:

Profile

Preferences

Create New Site

Tutorial

You can take this short tutorial at any time about using WebLearn

Logout

1. Remember – never leave your computer unattended without logging out. Once you've logged in, the **Single Sign On (SSO)** service gives you (or anybody using your computer) access to a whole range of web-based services including Email; this will include all your saved messages which could contain sensitive data.
2. To be on the safe side you should always close your browser after logging out.

Further information

Visit the WebLearn Guidance site (https://weblearn.ox.ac.uk/info) which provides tool-specific details and **short video tours of WebLearn** which demonstrate most of the information provided in this guide.