



Purpose: This guide is intended to give **students** information and guidance in order to be able to find and use sites and tools in a college or department's *WebLearn* area.

Typical use: It is a lecturer's or tutor's choice as to whether they wish to use *WebLearn* to support teaching and learning, and to what extent. Your lecturer or tutor should be your first point of contact for information about materials that they have made available in *WebLearn*.

The site owner's contact details can be found by clicking on the **Site Info** link on the left hand tools menu in a *WebLearn* site.

This guide presents information on how to access your college or department's *WebLearn* area.

There are useful **Least-you-need-to-know** guides which provide an overview of particular tools in *WebLearn*:

- Customising My Workspace – for students
- Completing assignments (for students)
- Discussion forums (for students)
- Messages (for students)
- Resources (for students)
- Subscribing to a *WebLearn* podcast

The following **Step-by-step** guides provide detailed information on particular tools in *WebLearn*:

- My Workspace
- Resources

All guides are available from <https://weblearn.ox.ac.uk> under the 'Students' section.

Accessing WebLearn

To gain the best experience we recommend that you **Login** to the system, which will ensure that you can access material that might have restricted access. If you have received log-in instructions via an email message, these will include a direct link for you to access your particular *WebLearn* course materials. Check that the link begins with <https://weblearn.ox.ac.uk>... If so, click on the link and you will be presented with a log-in screen that looks like this:





WebLearn

Please login

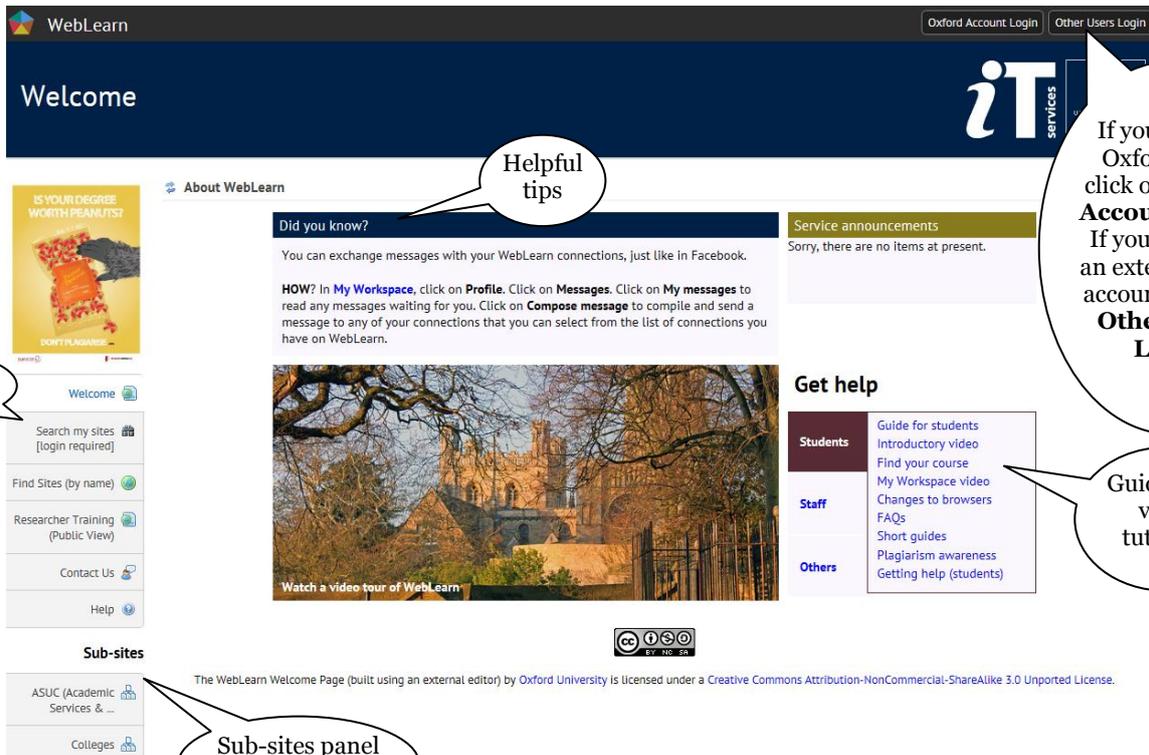
Email

Password

[Forgotten your password?](#)

Click on the **Oxford Account Login** link: this will display the standard 'Webauth' Oxford Single Sign-on (SSO) login screen. If you have never used your Oxford SSO account then you will need to activate it; if you have forgotten your password then you will have to reset it at https://webauth.ox.ac.uk/reset_password.

If you haven't been sent a link, you may go directly to *WebLearn* by opening a web browser and going to <https://weblearn.ox.ac.uk>. This brings up the Welcome page.



If you have an Oxford login, click on **Oxford Account Login**. If you are using an external email account, click on **Other Users Login**.

Tools menu

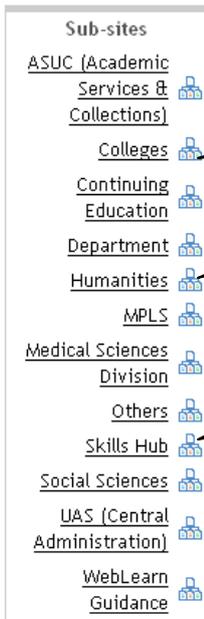
Helpful tips

Sub-sites panel

Guides and video tutorials

Navigating in WebLearn

WebLearn is organised in a hierarchy of **sites**; each site contains a number of resources and tools on the left-hand tools menu, and may also contain links to sub-sites. The **Welcome** page contains a sub-sites panel with links to the four Divisions and the Colleges (plus other top-level administrative units and a help area); within each Division there are links to the relevant Departments, Faculties or Schools and so on.



Colleges

Divisions

Generic skills courses for all students (you need to be logged in)

The extent of what you will be able to see in the hierarchy depends on whether or not you are logged in, and the access permissions that have been set at various levels.

After a successful login, four buttons appear on the top right hand side, **Quick Links**, **My Sites**, **My Workspace** and **Logout**:



Click the person icon to check that you are logged in

My Workspace is your own personal area in *WebLearn* and is discussed later in this guide.

The best way to find your course materials is to use the **My Sites** button which displays a list of sites to which you have been added as a participant; you may click on any of the links to jump straight to that site.

Avoiding Plagiarism 1	Basic layout	Basics
Career Planning in Arts	Jill SBS test	jill sub2
JillF	Jill_assignments	Jo Begbie
Practice 10	Qualities of Quantities	Research Integrity Courses
Set Theory	Test / play area	Test site for QEH Review

If you cannot find your desired site in this list, then you can try clicking on the **Find Sites (by name)** link on the tools menu:

Always return to the **Welcome** page to use the **Find Sites** tool

You don't have to be logged in to use this site search tool

Find Sites

Search for Sites

Complete the form below to find specific sites.

Type of Site:

- Admin
- Hierarchy
- Project
- Any

Optional: Search for sites by site name (e.g. ECON 101) or project name.

Search for:

Search for Sites

Find Sites

[Search](#)

Results

3 sites were found that matches your search for "Any" sites, and "Mathematics".



Worksite Title	Information	Type	Owner	Joinable	Term	Description
1st Year Mathematics	about 1st Year Mathematics	project	John Smith	false	n/a	WebLearn site for I students
Mathematics by example	about Mathematics by example	project	John Smith	false	n/a	Elementary Mather Mathematic...
Principles of Mathematics	about Principles of Mathematics	project	John Smith	false	n/a	Elementary Mather Principles...

Click on the title to go to the site

If you find the site you are looking for, but have questions about the content, or require technical help, then click on [Contact Us](#) on the left hand menu and select the relevant route:

Contact us about any problems or suggestions for improvement

This page allows you to report problems with, or suggest improvements to, WebLearn.

If you cannot find the answer in the [Help pages](#) then please choose the most relevant section below to get in touch with the appropriate people.

Problem with content? <ul style="list-style-type: none">• Missing file or document?• Broken link or blank page?• Permission denied?• Access problem?• Problem with dates in calendar?• Erroneous or misleading information?• General query about the site? Report the problem to the site owner	Ask for help? <ul style="list-style-type: none">• Cannot log in?• Site unavailable?• How can I do this?• Cannot find the answer in the Help pages? Report the problem to the WebLearn team	Report a technical problem? <ul style="list-style-type: none">• Something has gone wrong?• Problem with the system?• Tool not working as it should? Report the problem to the WebLearn team	Suggest improvement? <ul style="list-style-type: none">• Voice a request for an improvement to one of the tools• Suggest a brand new feature that would be useful to other users Make a request for improvement
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Using a site in WebLearn

Here is a sample of a *WebLearn* site for first year tutorials in Biochemistry. Note that not all sites in *WebLearn* will look similar or contain the same set of tools. The structure, content and instructions on your course site are totally dependent on your lecturer or tutor who provides it.

The screenshot shows a WebLearn site for 'Yr1 Tutorials, Biochem Lincoln'. The breadcrumb trail is 'Colleges > Lincoln College > Biochemistry (Lincoln) > Yr1 Tutorials, Biochem Lincoln'. The main content area is titled 'Welcome to the 1st yr Tutorials section of Lincoln Biochemistry Weblearn' and contains a 'Hilary Term Tutorial Schedule' with a list of weekly sessions. A 'Tools menu' is on the left, and a 'Calendar' is on the right. Callouts point to various features:

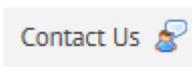
- Location of site – you can navigate by clicking on these tabs**: Points to the breadcrumb trail.
- Click here to return to the site Home page**: Points to the 'Home' link in the tools menu.
- Tools menu**: Points to the left-hand navigation menu.
- Collection of tools and resources**: Points to the 'Tools menu'.
- Course arrangements and instructions from your tutor**: Points to the 'Hilary Term Tutorial Schedule' section.
- Important announcements with more details when you click on a link. You can also click on Announcements on the left panel**: Points to the 'Recent Announcements' section.
- Calendar with more details when you click on a date. You can also click on Schedule on the left panel**: Points to the 'Calendar' section.

All sites have a **Tools menu** on the left-hand side of the screen. Use this menu to move around within a site; clicking on a tool name will take you into the tool where you will be able to view the content.

From any site you can navigate to other sites in the hierarchy:

- Above the tools menu there are one or more tabs to sites higher up in the hierarchy – you can navigate by clicking on any of these tabs.
- Beneath the tools menu there may be a list of related sites or **sub-sites** to which you have access; if you navigate to a sub-site, it will open up with the same format and navigation options as any other *WebLearn* site.

If you find a site that you think looks relevant to your studies, or if you have access to a site but encounter a problem, then you should contact the **Site Owner**. You can find out who the site owner is by clicking on **Site Info** on the left hand side (see next page), which will provide their contact details. Contact them for more information about the site and who may access it.

Alternatively, click on  on the left hand menu, as shown on the previous page.

The image shows a navigation menu on the left with the following items: Home, Schedule, Announcements, Tutorial Sheets, Tutorial Sheets - Tutor view, Biochemistry Dept Yr 1 Weblearn, Lecture & Practical Timetable, Site Info (circled in red), Contact Us, and Help. A red arrow points from the 'Site Info' menu item to a detailed 'Site Info' panel on the right.

Site Info

Yr1 Tutorials, Biochem Lincoln

Site URL: <https://weblearn.ox.ac.uk/portal/hierarchy/557b408e-b010-4df0-b066-baee9d6d9409>

Site contact and email: [redacted]@bioch.ox.ac.uk

Administration Site: Lincoln College Admin

Site Description: Welcome to the 1st yr Tutorials section of Lincoln Biochemistry Weblearn Tutorials for this cour...

Be sure to read the front page of your site for instructions from your tutor or lecturer as to what materials are available, or what is required from you.

Summary of some WebLearn tasks and tools

Note that not all these tools will necessarily be available in your course or tutorial sites. It is up to individual lecturers and tutors to build their required functionality into WebLearn sites.



In any tool, use the **Reset** button  to reset the tool to its starting page.

- **Return to your Home page:** On the **Home** page of each site, the central area is for general information provided by your tutor or lecturer. On the right hand panel, there may be summary views of the latest postings in some of the communication tools (e.g. Recent **Announcements**, **Messages** and **Forums** Notifications, and Recent **Chat** Messages) used in the site. You can always return to your **Home** page if you become disorientated in the site.
- **Find your documents and other materials:** The **Resources** tool is where your tutor or lecturer will store learning materials and other relevant files such as Word documents, PDF files, and PowerPoint slides. Depending on your course, this area may also include images, video clips, and even web links. The tool may have been re-named to something more applicable for your course, e.g. **Learning Materials**, **Student Resources**, **Useful Resources**, or similar.
- **Search for important information within documents:** If it has been added to your site, you will be able to use the **Search** tool. You can select whether to search within the current site, or across all sites in which you are a member. This tool is also available on the **Welcome** page.
- **Receive important announcements:** The **Announcements** tool may be used by your tutor or lecturer to send important announcements to everyone in the WebLearn site. If the notification option has been selected, you will also receive the announcement in your email inbox. Recent announcements are displayed on the **Home** page of the WebLearn site. You can see all announcements at any time by going to the **Announcements** link on the tools menu.
- **Check important dates:** The **Schedule (Calendar)** tool may be used in your course site to record important dates such as due dates for assignments or class meetings. The calendar can be viewed in a range of formats within WebLearn or it can be printed in PDF format. Remember that the **Schedule** tool in your **My Workspace** area is a global calendar which displays all the scheduled events from all the WebLearn sites in which you are a member.

- **Submit an assignment online:** Your tutor may have created a list of required assignments and instructions using the **Assignments** tool. Prepare your assignment offline, then log on to the WebLearn site and follow the instructions to submit your document. Ensure that you receive the on-screen confirmation that your assignment has been submitted as well as an email confirmation of submission.
- **Send and receive emails among site participants:** The **Email Archive** (if has been added to the site) provides a site-wide mailing list. Using your usual email application, you can send and receive email messages using this site address. All such messages go to all participants in the WebLearn site, and are archived in the site for future reference.
- **Take an informal test or quiz:** The **Tests** tool may have been activated by your tutor. This tool allows you can take self-assessment quizzes to check the extent of your learning in the course so far.
- **Sign up for a tutorial session:** Your tutor may make use of the **Signup** tool to organise bookings for tutorial sessions. You can see the list of sessions available and click on the **Sign up** button to sign up to the session of your choice. If a time slot is full, you can add yourself to a waiting list.
- **Surveys:** Your tutor or lecturer may have designed a course evaluation survey for you to provide feedback at the end of the course. The link to take the survey may be located in various places within the site, on the tools menu, or alternatively, the link may be sent to you via email. Please complete the survey, which is anonymous – you are not linked in any way with the answers you provide.

My Workspace

My Workspace is your own personal area in *WebLearn* that will remain there for you as long as you continue to have an Oxford single sign-on account. It summarises activities in all the *WebLearn* sites in which you are a member, for you to see at a glance.

Refer also to the separate guides which you can find at weblearn.ox.ac.uk/info:

- **My Workspace** (Guides and Tutorials -> Step-by-step guides)
- **Customising My Workspace for Students** (Guides and Tutorials -> Least-you-need-to-know guides).

There is a short video on how to use **My Workspace** that you can access from the Welcome page:

Get help

Students	Guide for students Introductory video Find your course My Workspace video
Staff	Changes to browsers FAQs Short guides
Others	Plagiarism awareness Getting help (students)

To go to your personal **My Workspace** area, log in to *WebLearn*, then select the **My Workspace** button at the top (right hand side):



My Workspace allows you to do the following:

- upload your photo and enter your contact details in your **Profile**
- set up connections with other *WebLearn* users
- store files in your own private **Resources** area

- create HTML files (private or publically viewable) in your **Resources** area
- view an integrated **Schedule** (calendar) for *all your sites*
- view **Announcements** from *all your sites*
- create your own private **Schedule** (calendar) items
- **Search** for material across all your sites and **Search** for connections with other users
- monitor which **Trusted Applications** may access your WebLearn account, e.g. the mobile Oxford portal (m.ox.ac.uk). Use this tool to remove m.ox if your phone is lost or stolen
- choose how you are notified of new or changed items on sites you belong to (**Preferences**)

Your **Resources** area is a file manager in which you can create folders and upload files. Since these files are available in an online storage area, you will be able to access them from any computer with access to the Internet.

The files you upload into **Resources** are by default private for you to view. To make a file (and in particular your photograph) public, go to that resource in your **Resources** area and click on **Edit Details (Properties)**. Select the option to make the file publicly viewable:

Availability and Access

Choose who can see this folder and its contents.

Anyone **authorised to visit the site** can see this folder and its contents.

Additional access

-  This folder and its contents are **publicly viewable**.
- This folder and its contents are **viewable by all Oxford users**.

You can modify the access levels for entire folders as well as for particular files. The folder settings will ‘cascade’ down to all resources within the folder. You can create your own HTML pages in your **Resources** area and link to them from the left hand tools menu, thus building your own mini webpage or personal cloud!

General

Logging out

Please use the **Logout** link which is found at the top right of the screen. Remember: never leave your computer unattended without logging out. When you are logged in, the single sign-on (SSO) service gives you (or anybody using your computer) access to a whole host of web-based services in your name.

To be on the safe side you should always close your browser after logging out.

Further Information

On the *WebLearn* ‘Welcome page’ (<https://weblearn.ox.ac.uk>) the ‘Students’ section provides links to information about how to use the system, frequently asked questions, ‘Least-you-need-to-know’ guides, and video demonstrations. There are also three short video tours of *WebLearn*, and a link to the student Plagiarism support site.

Under ‘**Get started**’ – **Students**, there is a copy of this introductory guide, an introductory video demonstration, a page about finding your course material, and a video demonstrating the use of **My Workspace**.

Accessibility Information

There is a link to [Accessibility Information](https://weblearn.ox.ac.uk/portal/help/TOCDisplay/content.hlp?docId=arkn) at the foot of every *WebLearn* page: