Getting started – for students

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:
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.

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

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.

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:

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.
Find Sites

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

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Information</th>
<th>Type</th>
<th>Owner</th>
<th>Joinable</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Mathematics</td>
<td>about 1st Year Mathematics</td>
<td>project</td>
<td>John Smith</td>
<td>false</td>
<td>n/a</td>
<td>WebLearn site for 1st Year Mathematics</td>
</tr>
<tr>
<td>Mathematics by example</td>
<td>about Mathematics by example</td>
<td>project</td>
<td>John Smith</td>
<td>false</td>
<td>n/a</td>
<td>Elementary Mathematics Mathematics...</td>
</tr>
<tr>
<td>Principles of Mathematics</td>
<td>about Principles of Mathematics</td>
<td>project</td>
<td>John Smith</td>
<td>false</td>
<td>n/a</td>
<td>Elementary Mathematics Principles...</td>
</tr>
</tbody>
</table>

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?**
  - Missing file or document?
  - Broken link or blank page?
  - Permission denied?
  - Access problem?
  - Problem with dates in calendar?
  - Errorneous or misleading information?
  - General query about the site?

  Report the problem to the WebLearn team

- **Ask for help?**
  - 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?**
  - Something has gone wrong?
  - Problem with the system?
  - Tool not working as it should?

  Report the problem to the WebLearn team

- **Suggest improvement?**
  - 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

IT Services
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.

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 Contact Us on the left hand menu, as shown on the previous page.
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.

- **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 **Signup** 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](http://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:

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:

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 at the foot of every WebLearn page: https://weblearn.ox.ac.uk/portal/help/TOCDisplay/content.hlp?docId=arkn