

GCULearn Basics: The user interface

Instructor Guide

GCULearn is the preferred **Virtual Learning Environment (VLE)** of Glasgow Caledonian University. Through GCULearn you have access to many tools to help you build online courses using various types of **Media** such as **Video, Audio, Word docs, pdfs** etc. There are also tools to help you structure your learning materials such as **Content Items, folders** and or **Learning Modules** among others. You can also use GCULearn to communicate with your students using features such as **Announcements, Emails, Wikis, Discussion Forums** and **Collaborate Ultra**. GCULearn also features tools that allow you create assignment material and tools to that support you in **Assessment** and **Feedback** of student work. This guide will focus on getting you familiar with the GCULearn interface.

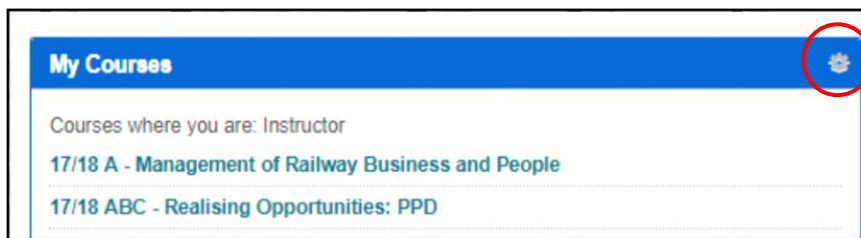
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When you first login to **GCULearn** you will arrive at the university **Landing Page** known as **My GCULearn**. **My GCULearn** is a global page where you can receive system wide or course notifications or announcements as well as access any courses you are enrolled on.

The screenshot displays the 'My GCULearn' landing page in a web browser. The browser's address bar shows the URL: https://blackboard.gcal.ac.uk/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_90_1. The page features a blue header with the 'GCU Learn' logo and a navigation menu with the following items: 'My GCULearn', 'System Admin', 'Courses', 'Content', 'Communities', 'Staff Help', and 'Student Help'. Three callout letters are present: 'A' is over the 'My GCULearn' menu item, 'B' is over the user profile 'Gordon Morlan', and 'C' is over a 'Course Evaluations' notification. The main content area is divided into several sections: 'Turnitin System Maintenance' (with a notice about service downtime on Saturday 17 March 2018), 'My Announcements' (showing no announcements posted today), 'My Courses' (listing courses where the user is an instructor, such as '17/18 A - Management of Railway Business and People' and '17/18 B - Background to Railway Operations'), and 'The Library' (promoting a new library system and providing instructions to update links). A 'Course Evaluations' section with a callout 'C' is also visible, containing a notification about completing surveys.

- A. Is the **Navigation Bar**. The navigation bar remains in situ no matter where you are in **GCULearn**. It provides a handy function for quickly accessing **Courses**, **Content** or **Communities** you are enrolled. It also provides access to additional help resources available in GCULearn. The navigation bar comes in handy if you become disorientated until you become familiar with the system.
- B. Is your **User Menu**. The user menu gives you a personalised view of all the courses you are enrolled. You access it by clicking on the downward facing chevron next to your name. The user menu provides access to all your courses and your personal settings, such as text size and personal information. It also provides access to due dates, users, and social tools that help you discover, connect, communicate, and collaborate with your GCU learning network.
- C. **Modules**: Modules on the My **GCULearn** tab collect information from all the courses you teach. Use links in the modules to view information and navigate to those areas in your courses. Modules you might see: **My Courses**: Access the courses you teach. **My Announcements**: Displays announcements for courses and from GCU. Announcements communicate important, time-sensitive information. **My Tasks**: Displays tasks you've added for your students. You can add personal tasks when you access tasks from Tools.

You can edit the settings on some of the modules by hovering over the **header** of the module to expose the **settings button**.



In this example you can edit the module lists visible in My Courses. Check or uncheck boxes to add or remove items from the list of modules in my courses. This can be very handy if you have a number of modules from previous years or you wish to see announcements appear under each course. The changes here only affect your view not the view of your students.

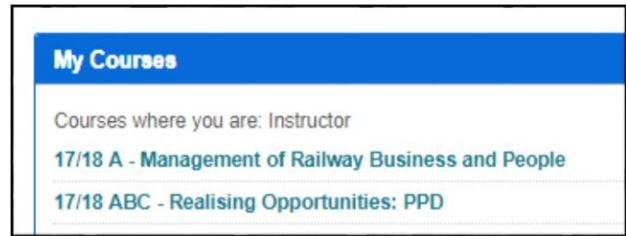
EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns is selected, the Course will not be displayed.

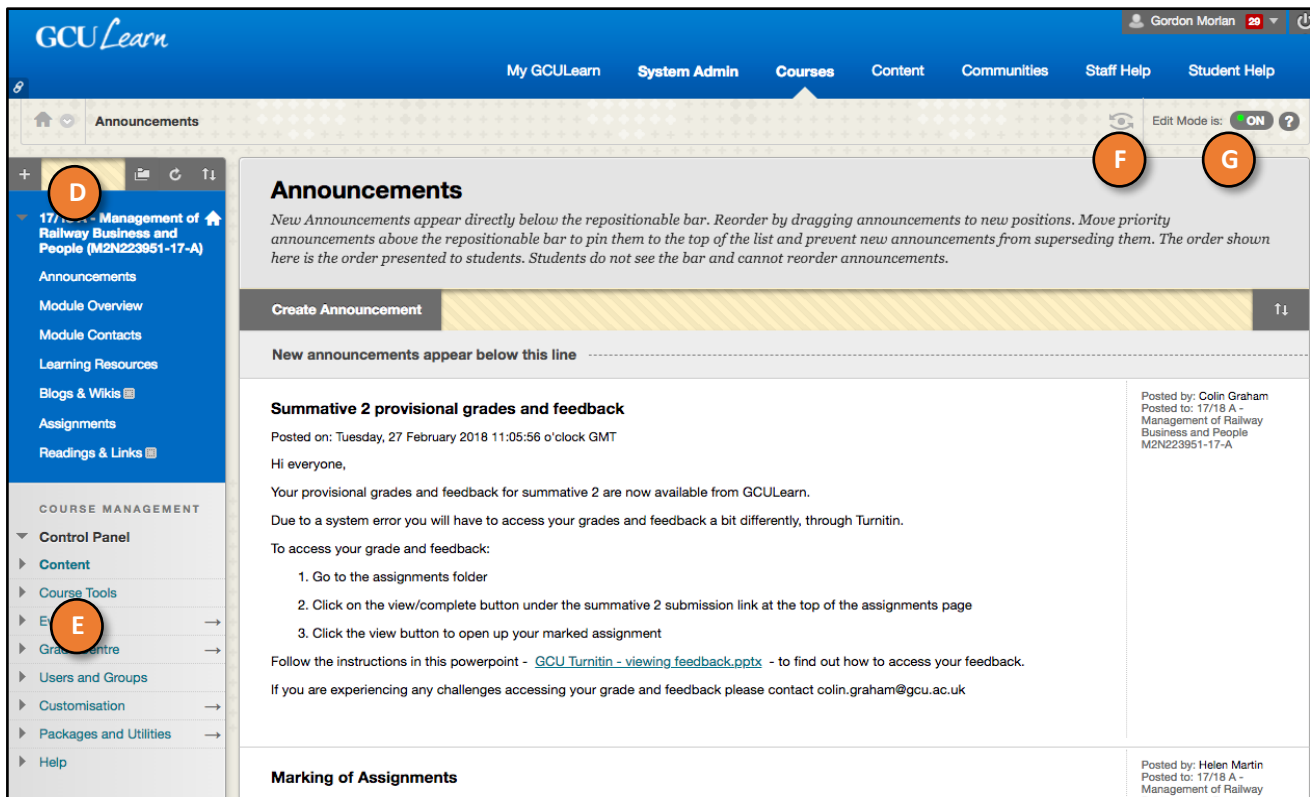
Courses that you are teaching:

<input type="checkbox"/>	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>		M1L513249-09-AB: 09/10 AB - FOUNDATIONS FOR PRACTICE IN HEALTH AND SOCIAL CARE					
<input type="checkbox"/>		P01658-09-B: 09/10 MSc Physiotherapy (Pre-reg) 2010 Intake					
<input type="checkbox"/>		SOH_CC_BSC1PHYSIO-10-A: 10/11 A - BSc Hons Physiotherapy Year 1 2010 Intake					

2 As an instructor most of your time will be spent within the courses you are enrolled. Click on the relevant course title under **My courses** or click **Courses** from the **Navigation Bar** and choose the course from there.



3 Each course has its own landing page which in GCU Learn by default is the **Announcements page**. You will notice a number of additional elements on the course page. In particular, the **Course menu** and **Course Management menu** (often referred to as the **Control Panel**) on the left-hand side of the page. You will also notice another two additional elements on the right. Student preview and edit mode. See below for a description of each.



- D. The **course menu**. This is the access point for all course content for both instructors and students. By default, the course menu is made up of the following links; **announcements**, **assignments**,
- E. The **control panel**. The area after the course menu is your access point for **course management** functions, such as **course style**, **course tools**, and **users**. Students don't see the Control Panel.
- F. **Student preview**. You can review course content and validate course behaviours from a student's perspective. You're logged in with a student account—the **preview user account**—and **enrolled** in the **current course**.
- G. **Edit Mode**: When Edit Mode is ON, all the instructor functions appear, such as **Build Content** or the appearance of menus. When Edit Mode is OFF, all instructor functions are hidden.