

CTL CampusWeb Guides for Students

Assignments

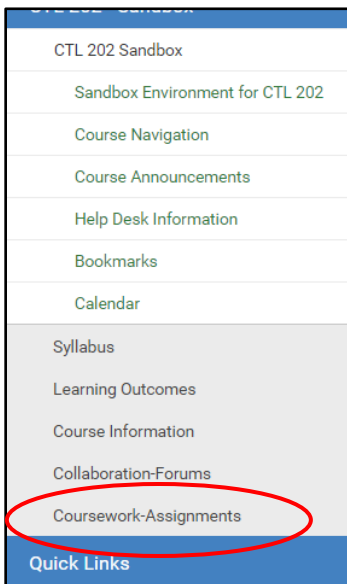
You have been signing into email and CampusWeb, and now it's time to submit your first coursework assignment. This guide will quickly walk you through the different Coursework Assignments you may need to complete.

Please note that all times posted in CampusWeb are Eastern Time, and preferred web browsers are Google Chrome and Mozilla Firefox.

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To access your assignments, navigate to the desired course, and select Coursework-Assignments from the left menu.



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All assignments will be listed in the Coursework-Assignments area of the Main Course Menu. This area has two-divisions: an area for Due Next (assignments where the due date is near) and a list of all assignments; past, current, and future.

Coursework-Assignments [Print this page](#)

Due Next:

- Forum - Introduction due 1/1/2020, 12:00 AM
- GoToMeeting due 1/1/2020, 12:00 AM

[View all assignments by date](#)

Engagement [Click to close](#)

The whole term

This assignment is graded and worth 3 points. Papers should be written in 10-12 point font with single spaced paragraphs.

The assignment will be due during the first week of the course with allow late submissions until the end of the third week enabled. Students who do not complete the assignment by the end of the third week will be reported class (which will result in any financial aid funds being reversed).

Engagement Assignment -Self-evaluation checklist summary (-/5, awaiting grade)

Orientation [Click to close](#)

The whole term

Microsoft Word Formatting (due date past) (0/8, U (0%))

CampusWeb Quiz (2/2, A (100%))

Click an assignment's name to display:

- Due date
- Comments
- If required or optional and points/percentage available for the assignment
- Instruction/description for the assignment

This assignment is open for posts & replies in the Week 1 - Introduction / Online Courses and your experience forum

It is due on Wednesday, January 1 at 12:00 AM

Test of comments sending an email 9/26/2016

comment from you, 9/26/2016 1:23 PM

[Add a comment](#)

*This discussion is **required** and is scored out of 12 points*

Go to the Collaboration-Forums page and post your response and reply to your classmates.

Instructions:

Please see the attached rubric for expectations on participation in the forums.

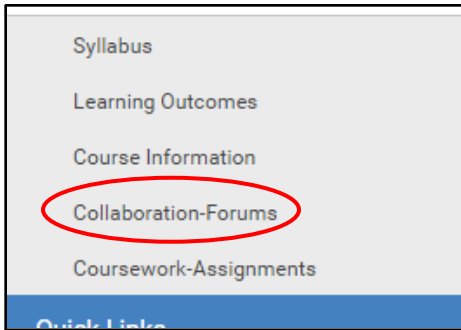
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While there are similarities amongst assignments, please note there are differences in assignment type as shown below.

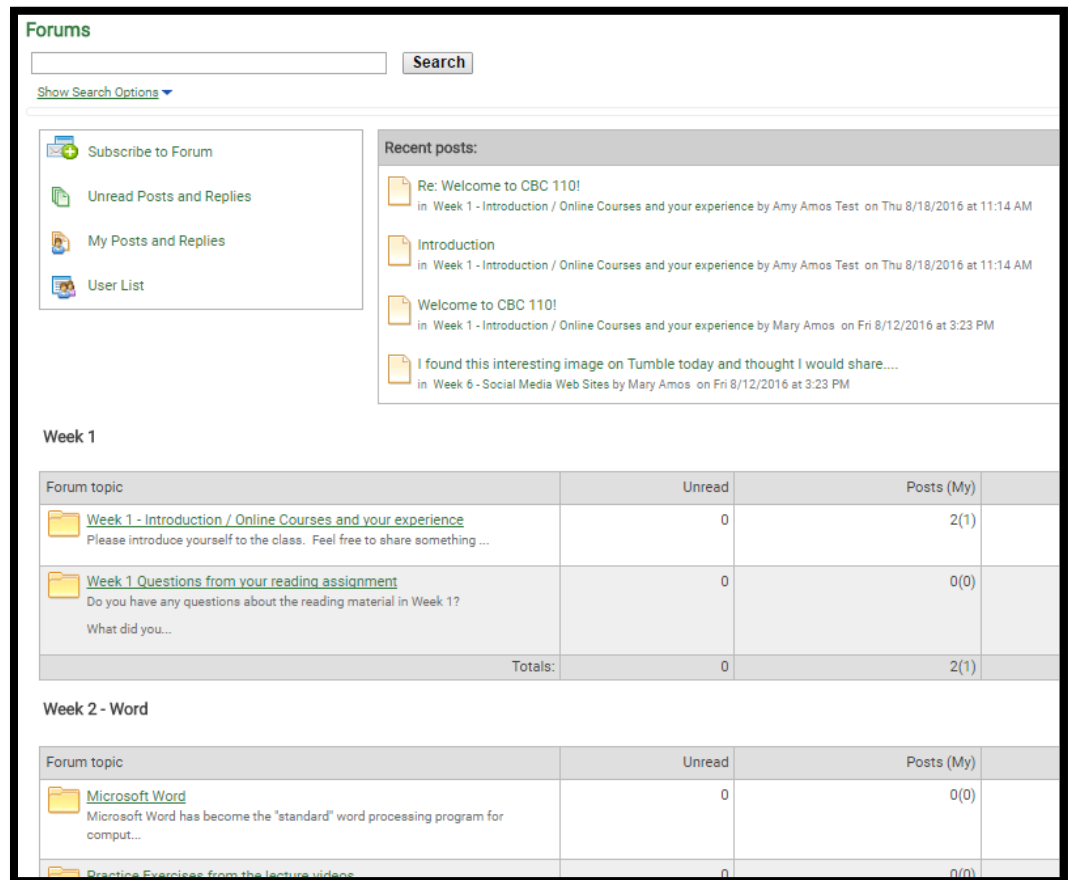
Forums/Discussion

Follow these steps to successfully post in a Forum:

1. Click Collaboration-Forums from the Course left menu.



- The Forums page will display.



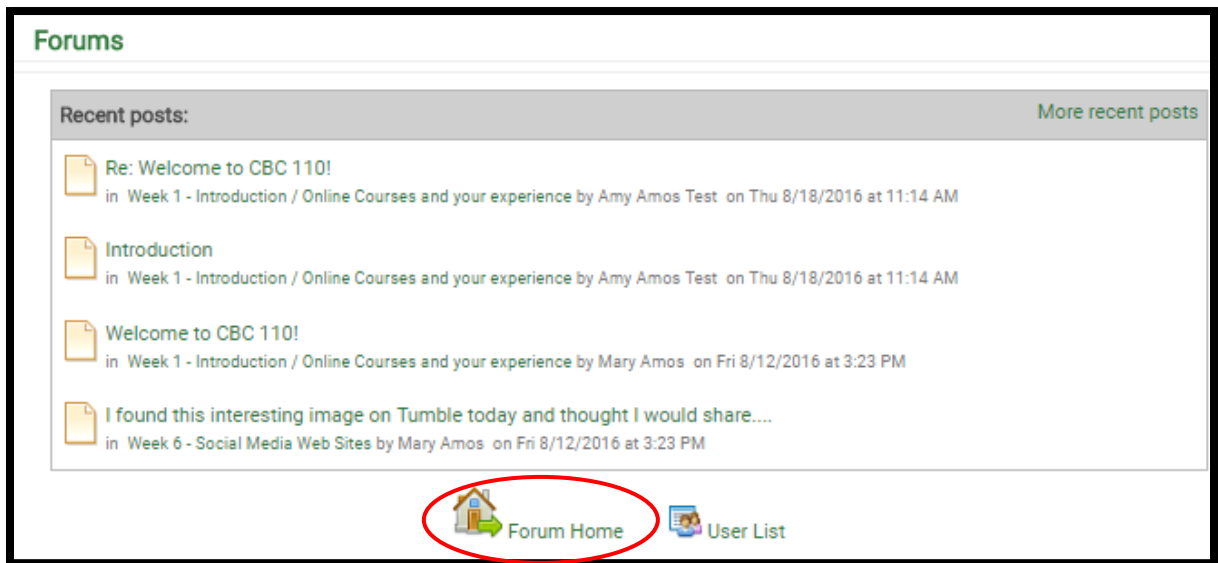
The screenshot shows the 'Forums' page interface. At the top, there is a search bar with a 'Search' button and a 'Show Search Options' dropdown. Below the search bar, there are four navigation links: 'Subscribe to Forum', 'Unread Posts and Replies', 'My Posts and Replies', and 'User List'. To the right, a 'Recent posts' section lists four posts with their titles, locations, and authors. The main content area is divided into two sections: 'Week 1' and 'Week 2 - Word'. Each section contains a table of forum topics with columns for 'Forum topic', 'Unread', and 'Posts (My)'. The 'Week 1' table has two rows of topics and a 'Totals' row. The 'Week 2 - Word' table has two rows of topics.

Forum topic	Unread	Posts (My)
Week 1 - Introduction / Online Courses and your experience Please introduce yourself to the class. Feel free to share something ...	0	2(1)
Week 1 Questions from your reading assignment Do you have any questions about the reading material in Week 1? What did you...	0	0(0)
Totals:	0	2(1)

Forum topic	Unread	Posts (My)
Microsoft Word Microsoft Word has become the "standard" word processing program for comput...	0	0(0)
Practice Exercises from the lecture videos	0	0(0)

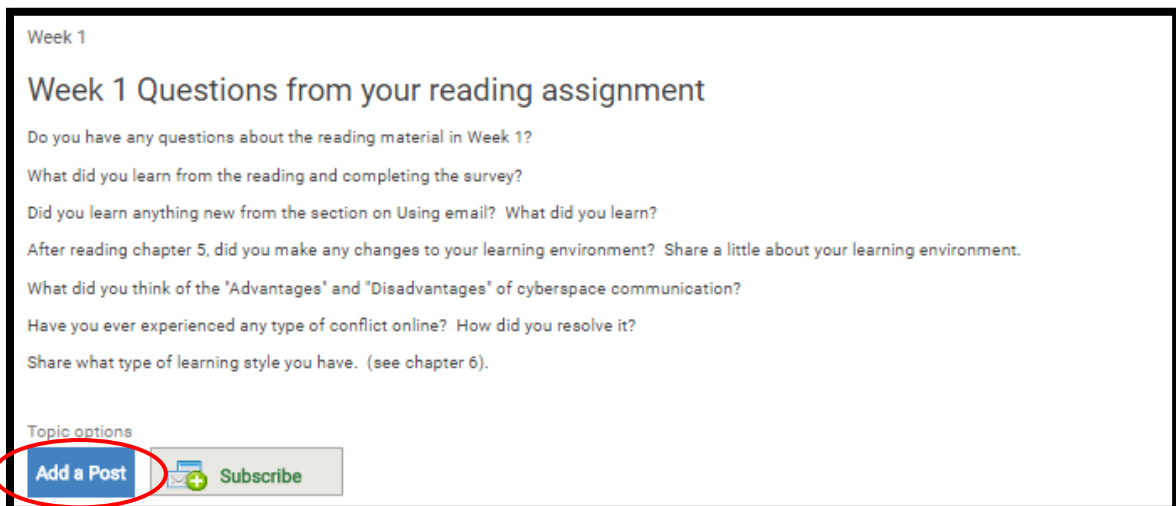
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- If you do not see the above screen, click Forum Home.



The screenshot shows a forum interface with the title "Forums". Below the title is a "Recent posts:" section with a link for "More recent posts". There are four posts listed, each with a folder icon, a title, and a description including the forum name and date. At the bottom of the forum area, there are two navigation links: "Forum Home" (with a house icon) and "User List" (with a user icon). The "Forum Home" link is circled in red.

2. Click the name of the discussion next to the folder icon.
3. Click Add a Post.



The screenshot shows a forum discussion page for "Week 1". The title is "Week 1 Questions from your reading assignment". Below the title are several questions: "Do you have any questions about the reading material in Week 1?", "What did you learn from the reading and completing the survey?", "Did you learn anything new from the section on Using email? What did you learn?", "After reading chapter 5, did you make any changes to your learning environment? Share a little about your learning environment.", "What did you think of the 'Advantages' and 'Disadvantages' of cyberspace communication?", "Have you ever experienced any type of conflict online? How did you resolve it?", and "Share what type of learning style you have. (see chapter 6).". At the bottom of the page, there are two buttons: "Add a Post" (with a plus icon) and "Subscribe" (with a plus icon). The "Add a Post" button is circled in red.

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4. Type a subject and your post.
5. Click Submit.

Subject:

Your Post:

Font Family - Font Sizes - **B** *I* U **A** **A** **I**

Images:
[How Do I Use Images](#)

Files:

(Maximum combined image and file size: 10240 K)

Show My Photo

- When a post is submitted, the Reply option becomes available in the top right corner of the forum window.

Re: Welcome to CBC 110!

Posted: Thu 8/18/2016 at 11:14 AM, in reply to Mary Amos

Hi! It is nice to meet you!

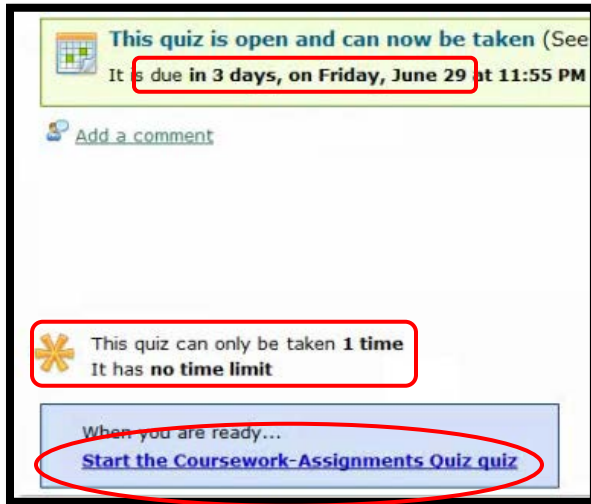
for Forum - Introduction [your assignment](#)

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Test/Quiz

Follow these steps to submit an online Test or Quiz:

1. Click the name of the Test/Quiz.
 - Details such due date, number of attempts, and time limit will display.
2. Click Start the Coursework-Assignments Quiz



- Answer the questions to the best of your ability.
3. Click Submit this Test/Quiz when complete and ready to be graded.

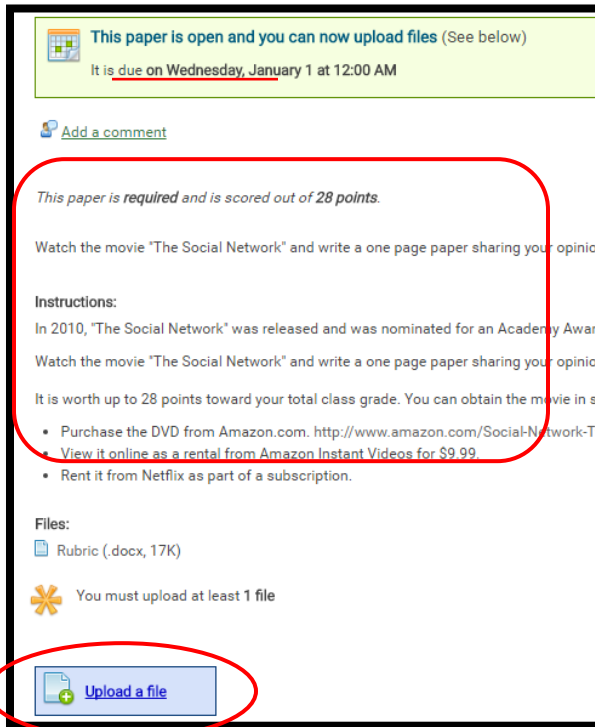


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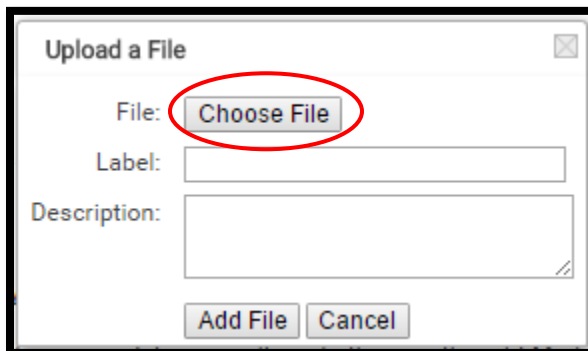
File Upload/Papers

A file upload or paper requires you to browse your computer to upload the document and submit the assignment.

1. Click on the name of the assignment.
2. Click Upload a file.

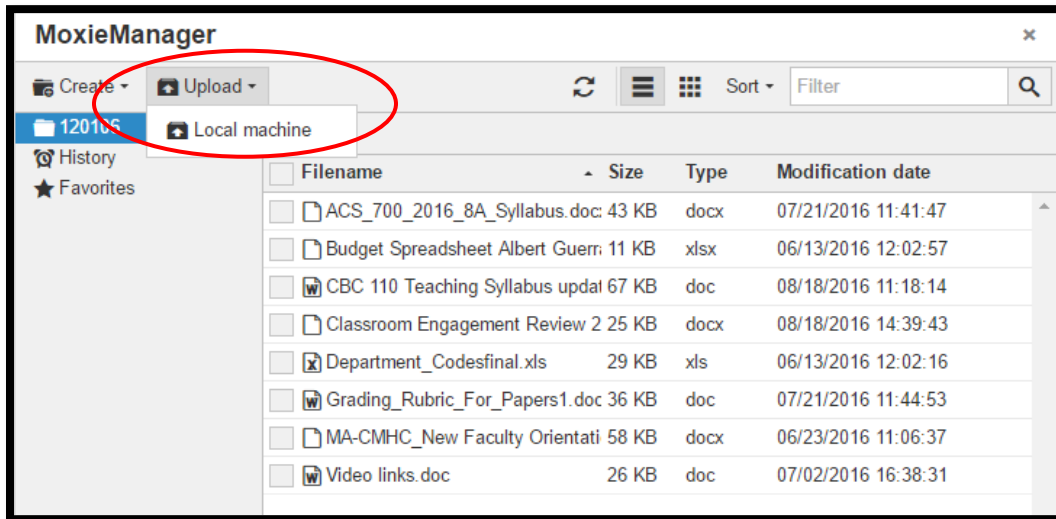


3. Click Choose File.



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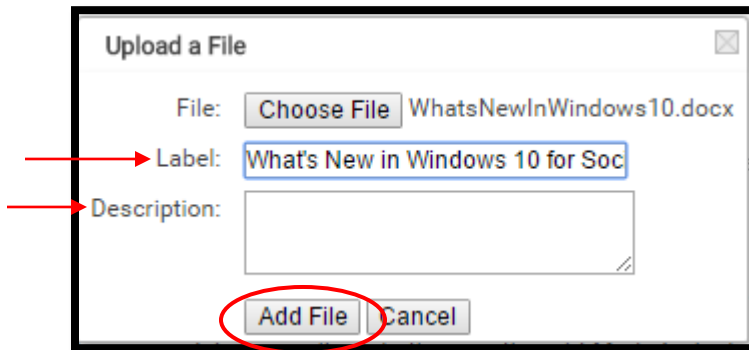
- MoxieManager window will open.
4. Click Upload, Local machine.



5. Browse your computer to locate the file and upload the attachment.

- Add a label/description if desired.

6. Click Add File.



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- The following will display.
 - Click Edit to make changes to the attachment before submitting.
 - Click Delete to remove the attachment.

7. Click Turn in your XX paper to finalize the submission.

The Social Network
Paper in Pre-Post Seminar Personal Assessment

This paper is open and you can now upload files (See below)
It is due on Wednesday, January 1 at 12:00 AM

[Add a comment](#)

For the full assignment information, read the [instructions](#)

If you are finished, remember to turn in your paper.

MA-CMHC_New Faculty Orientation Checklist.docx (.docx, 58K, 9/30/2016 10:59 AM) [Edit](#) [Delete](#)

[Upload a file](#)

or if you are finished...
Turn in your The Social Network paper

Basic Format

Basic format indicates that information regarding the assignment will be listed under Coursework-Assignments but the actual work will be completed elsewhere. For example, the assignment could be to watch a previously recorded lecture – the information regarding the lecture will be in Coursework-Assignments, directing you to where the lecture is housed.