Welcome to iLearn/Moodle, Gavilan College’s Learning Management System (LMS), which will provide you with online access to course materials at any time and from anywhere that you can access the web. We recommend that all students new to online learning explore the course LIB732 Intro to Gavilan Online as there are many great resources to make sure your online experience is successful. You can click on the link provided above or look for the class under your “My Courses” block after you login.

Hardware and Software Requirements

- A laptop with a wireless card is ideal for campus life, but any modern computer, Mac or PC, with broadband access to the Internet will do.
- If using a laptop, get a lockdown cable...and use it!
- Firefox is the recommended web browser

Login

- http://ilearn.gavilan.edu
- Username is your GAVID (such as G00123456) and your password is the same one you use to Login to Banner and the Wireless network. Note: you cannot change your password in iLearn, as it is linked to the campus authentication system. Instead, use https://ssb.gavilan.edu/PROD/twbkwbis.P_WWWLogin
- If you cannot login, call the Help desk at (408) 848-4733

Find/Enter Your Courses

- Under the My courses heading, click on the course name to enter it. If you don’t see your courses...check with your instructor. They may not have yet made it visible...or they may be using some other Learning Management System...or not using one at all!

Warning: Log off and quit the browser, whenever using public computers, to prevent others from accessing your courses as you!
Editing Your Profile: Changing Personal Settings

Your profile contains information about you. Other users in iLearn can see your profile if they click on your name... so don't add information that you don't wish to share!

- Click on your name in the upper right hand corner of iLearn, "You are logged in as your name". This will take you to your Profile page.
- Enter information you wish to share under Edit profile.
- **Important:** include a recognizable image of yourself. This image will appear next to your name in forum postings, messages etc. Click on Browse to upload your image.
- Click Update Profile button.
- The tab "Blogs" allows you to keep an online journal.
- The tab “Forum posts” shows all your entries to forums.
- To return to your homepage, click the iLearn button located at the bottom of the screen.

Tip: Help about most features can be found by clicking on the small yellow circle with the question mark.

Other Important Profile Settings under Advanced:

- **Email format:** You can choose to have emails sent from iLearn in Plain text format or Pretty HTML format. HTML format will include images.
- **Forum auto-subscribe:** If you select yes, when you post a message to a forum, you will be subscribed to that forum and receive email copies of all messages for that forum. You may unsubscribe from forums if you wish as well.
- **Email digest type:** You may choose to receive all emails from iLearn in one daily message. There is also the option to receive either the complete message or just the Subjects from forums you subscribe to.
- **Forum tracking:** If it is enabled, it will highlight unread forum messages so you can easily see what is new.

Navigating in iLearn

To get back to your home page or other previous pages, you can often use the navigation links or “bread crumbs” at the top left of the page. Or click on the button at the very bottom some pages. You can jump between courses by clicking on the links in the My Courses block, if it has been enabled.

Hiding/Showing Weeks/Topics

To hide all other weeks/topics on the page, click on the hide icon to the right of the weeks/topics. To reveal all of the weeks/topics, click on the show icon.

Tip: Hot links do not always appear blue or underlined---you may have roll over them first with your mouse to see that they are hotlinks! A little hand will appear.
Communication

- If the **Messages** block is turned on, you can send messages to your instructor or other students within iLearn ...rather than by email.
- Or under the **Participants** block, click on an image, to see a profile, and then click on the “Send Message” button at the bottom.
- If the **Online Users** block is enabled, you can real time text chat by clicking on a name, or send an internal message to anyone in the course by clicking on the envelope icon. Or by entering a **Chat Room**.

**Forums**

Forums provide online threaded discussion areas for individual and group assignments. In some forums, you must first post your own response BEFORE you can see those of others.
Activities

The activities block shows all the activities available in a course. In the iLearn Moodle Features Demo Course, all the activities are available for you to try.  
http://moodle.org/course/view.php?id=34  
Log in as “Guest”.

How to Upload Assignments
http://ilearn.gavilan.edu/mod/resource/view.php?id=63629

How to take a quiz
http://www.youtube.com/watch?v=4ld-NAP-5c8&feature=related

Wiki’s are websites that you and/or your group can quickly create in Moodle to collaborate in and share materials.  
http://docs.moodle.org/en/Wiki_module

Seeing Grades & Instructor’s Feedback

Click on Grades under the Administration block, and then click on the link Individual or Team Participation to see a list of the current assignments.

Tip: Don’t panic over totals percentages or course averages! The grade book takes into account unmarked and un-submitted work. In other words, you start with zero and as you progress through the course and complete graded activities the percentage will steadily rise. By the end of the course...the percentages will be correct!

When provided, Instructor Feedback may be accessed by clicking on the assignment links through the grade book, or by going back to the inbox or other location where you posted your assignment. Depending upon how the assignment was set up, you may receive an email when it has been marked with a direct link to the feedback.
Additional iLearn/Moodle Resources

HELP!

Where have all of the weeks / topics gone?
You have probably clicked on the SQUARE icon. To reveal all of the other weeks / topics you need to click on the DOUBLE SQUARE icon which you will see in the right margin of the week / topic.

Emails and Forums

Why am I not getting any e-mails and others are?
Chances are your email address in your profile (change in Banner) is either wrong or disabled (check in edit profile).

How do I change/edit my email
The new procedure to update your email for iLearn is through Banner (SSB). To do this go to https://ssb.gavilan.edu/PROD/twbkwbis.P_WWWLogin
1. Login
2. Go to update personal information
3. Update E-Mail Addresses
4. Enter current email
5. Make sure preferred email is checked
6. submit
Your email will take a couple of hours to update in the online course system. Please let me know if you have any questions at all.

How can I stop all of these e-mails?
E-mails are an essential part of the way iLearn/Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:
* Edit your profile and change your e-mail settings to digest
* Unsubscribe from non-essential forums (although they are there for a reason!)

Assignments and Grades

Why is there no upload or inbox box?
This is either because:
* The assignment has now closed
* The assignment is not yet open
* You already uploaded something and the settings prevent resubmissions

How can I see my recent assignment feedback?
There are many ways you can access their feedback. The most common method is by simply going to the same place where you uploaded the work.