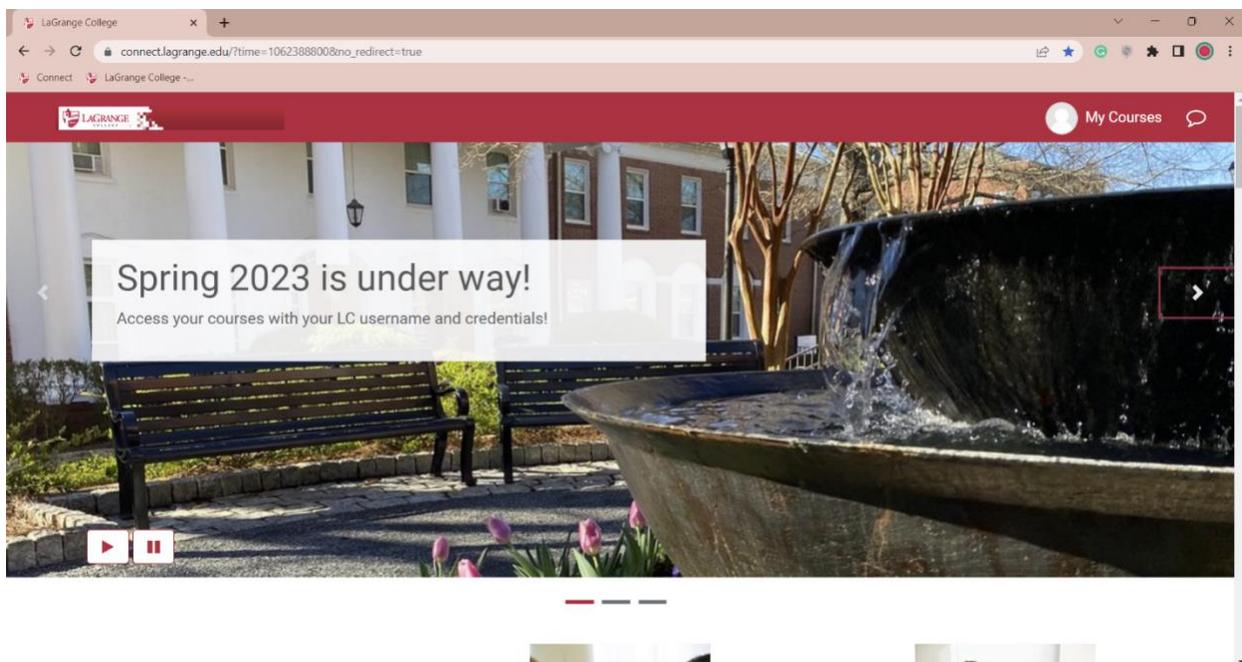




LaGrange College Online Learning Tutorial

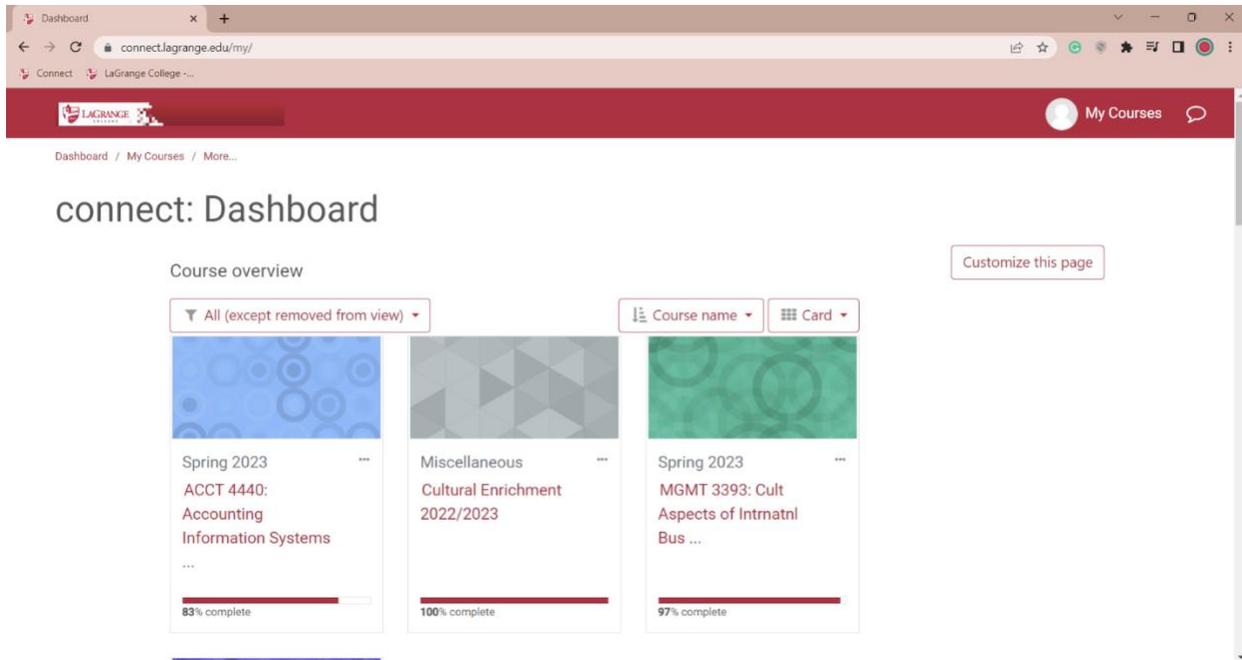
Purpose

The intent of this document is to build a simple guide on how to use LaGrange College's *Connect* learning management system. Feel free to download this document.

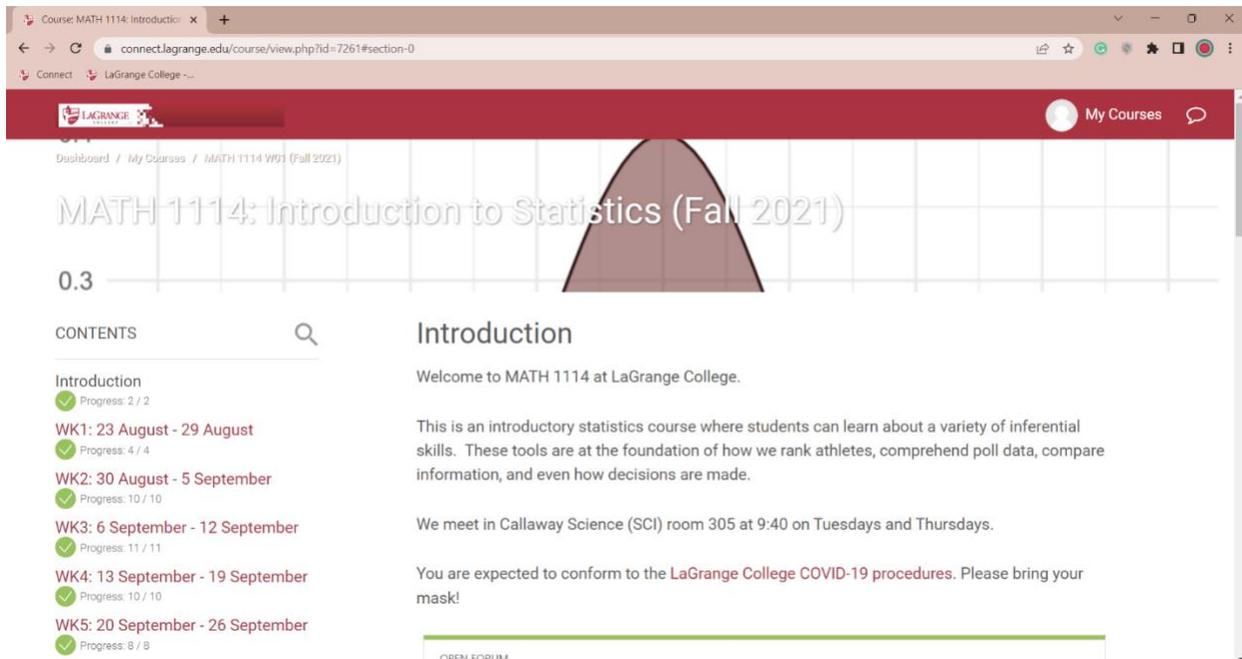


Finding and Accessing Your Courses

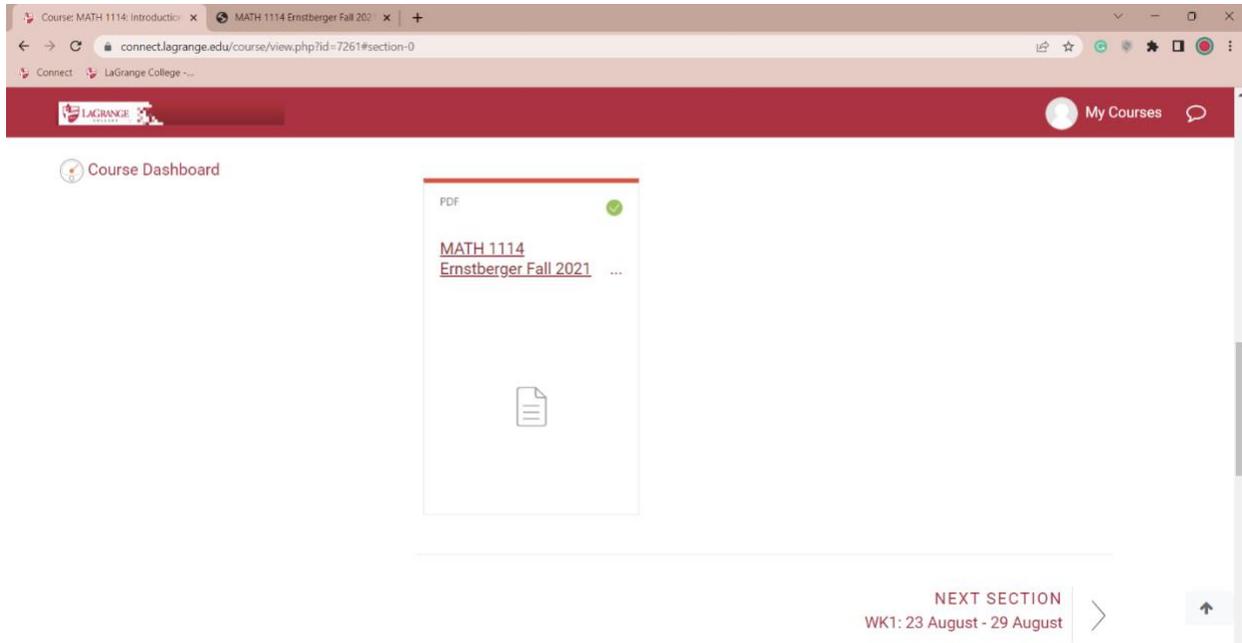
After entering your login information at <https://connect.lagrange.edu>, all the courses you are currently enrolled in will appear in your dashboard.



Once you select a course, the course homepage will list each module, section, or topic on the left side of the page.



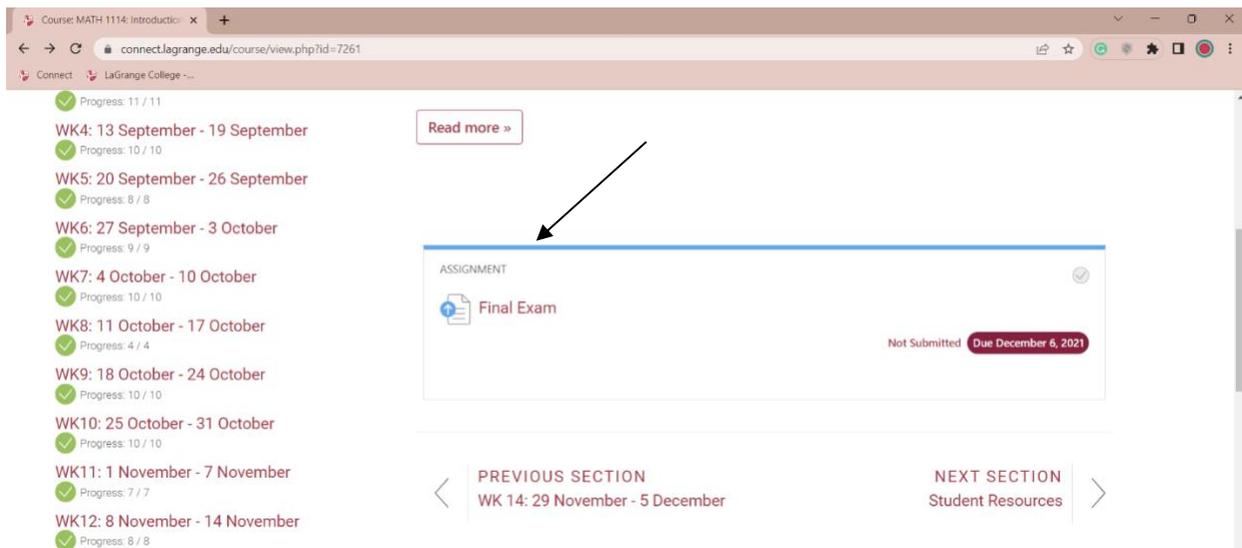
One section may be devoted to a syllabus, or even a class schedule. This will always be available to you.



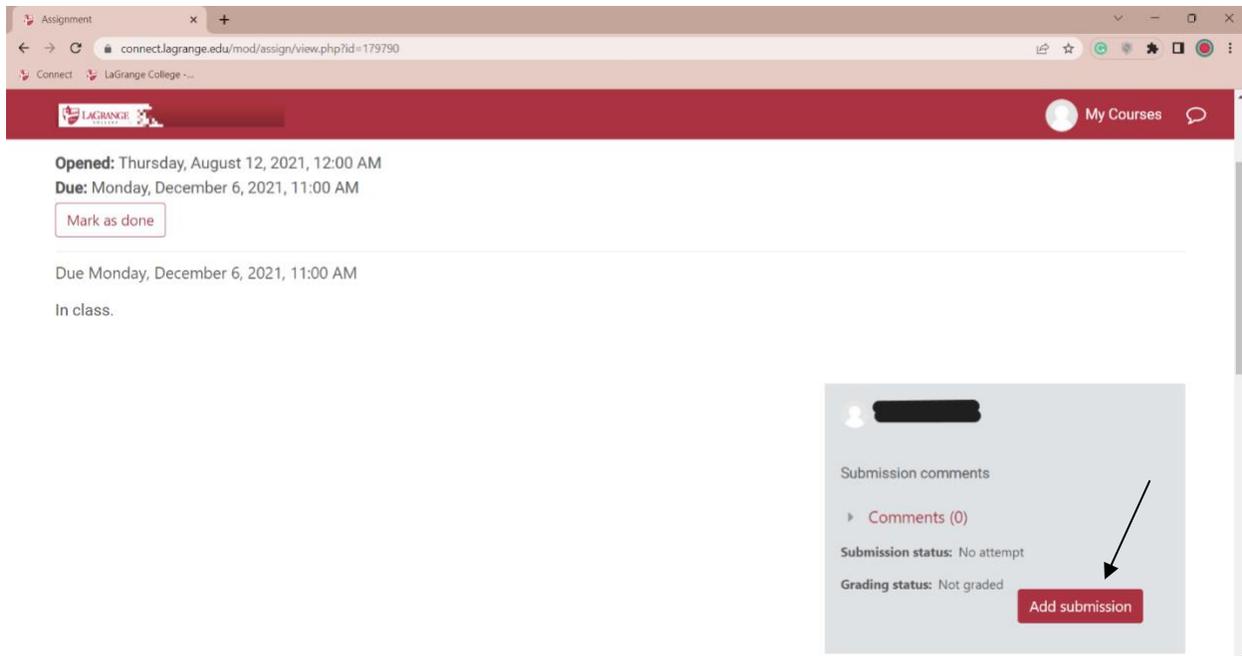
In each section, the professor will post homework assignments, links to read, or quizzes. Be sure to check the upcoming section each week so that no assignments are missed.

Submitting Homework Assignments

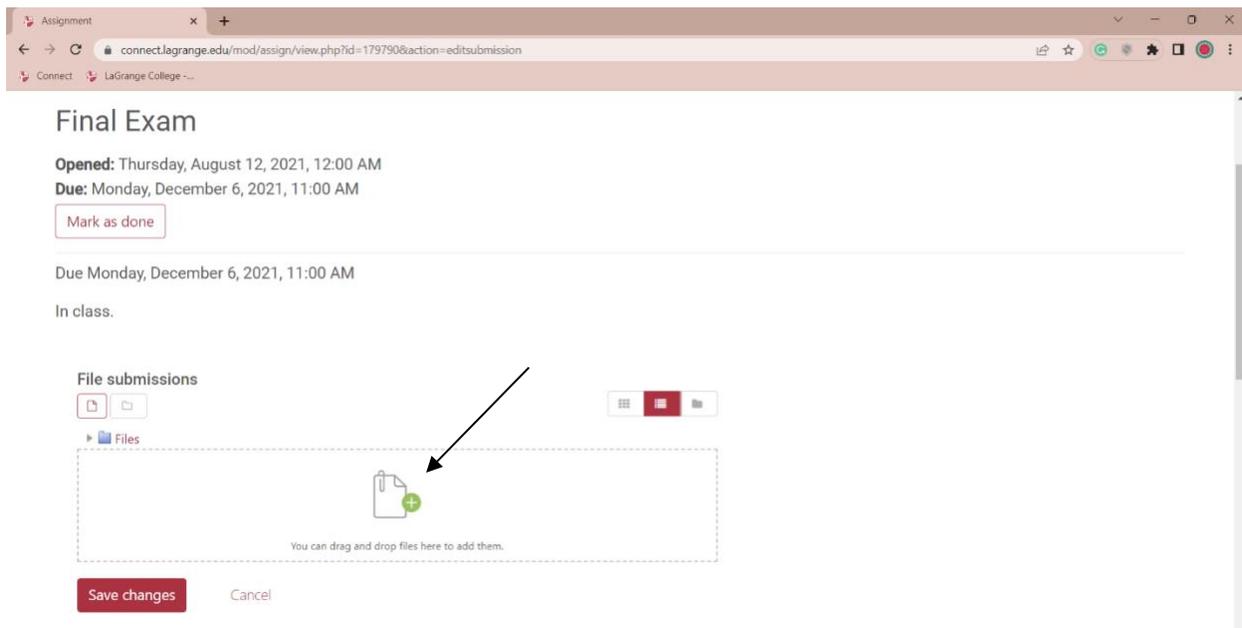
If there is homework due, the corresponding section will have a white box that says “assignment,” or the professor will name the assignment.



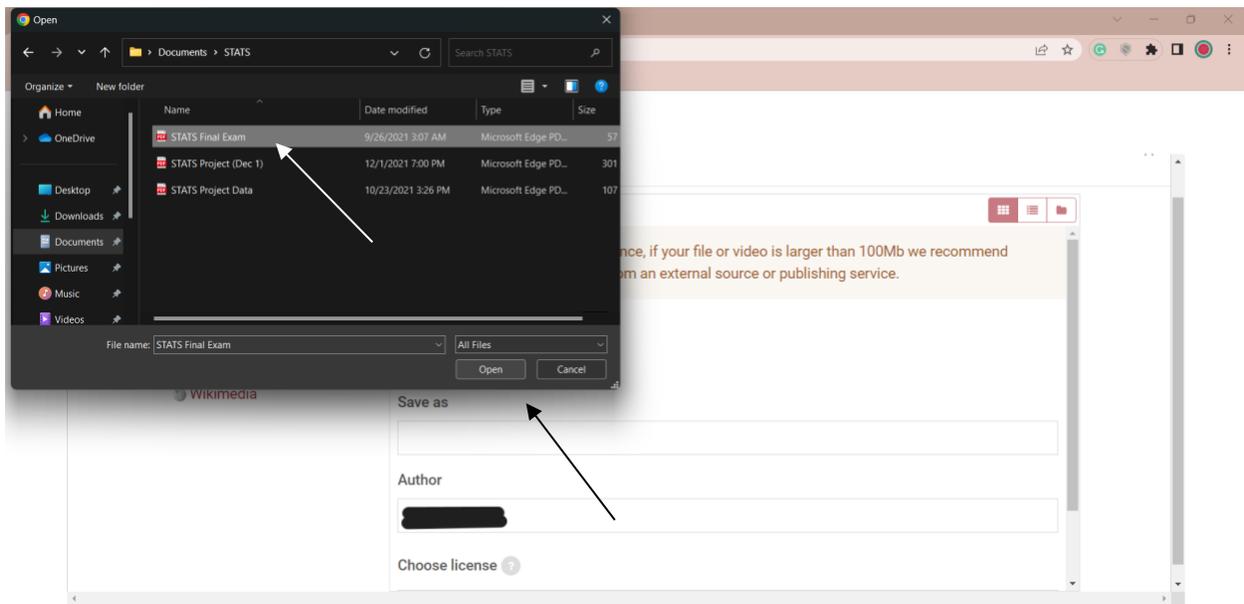
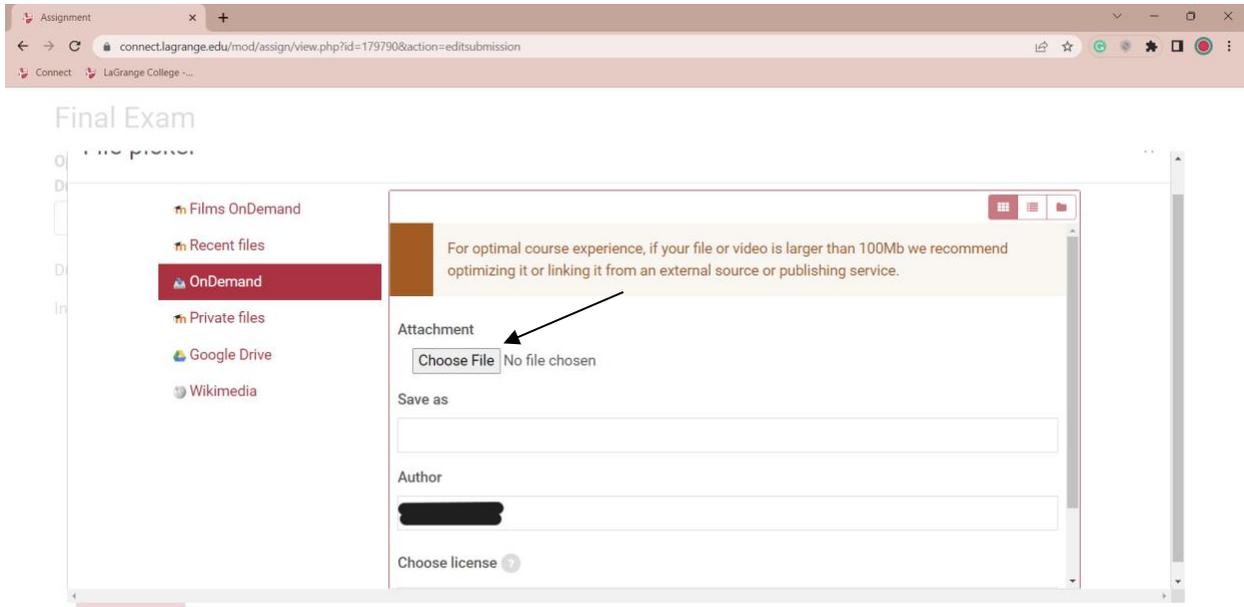
Click into this box and it will take you to a page that shows the submission status for the assignments.



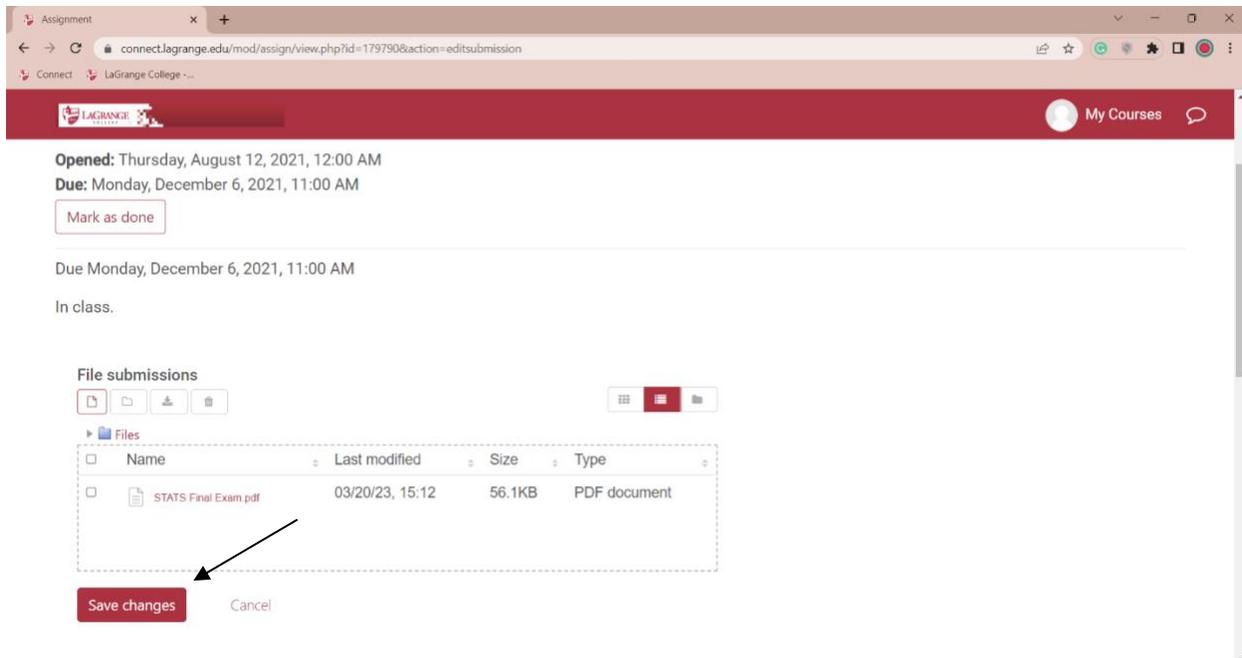
To submit the homework assignment, click the red “Add Submission” box. Then click the icon with the paper and paperclip, this will take you to a page to pick your file.



Click “choose file” and then click the document you would like to submit.



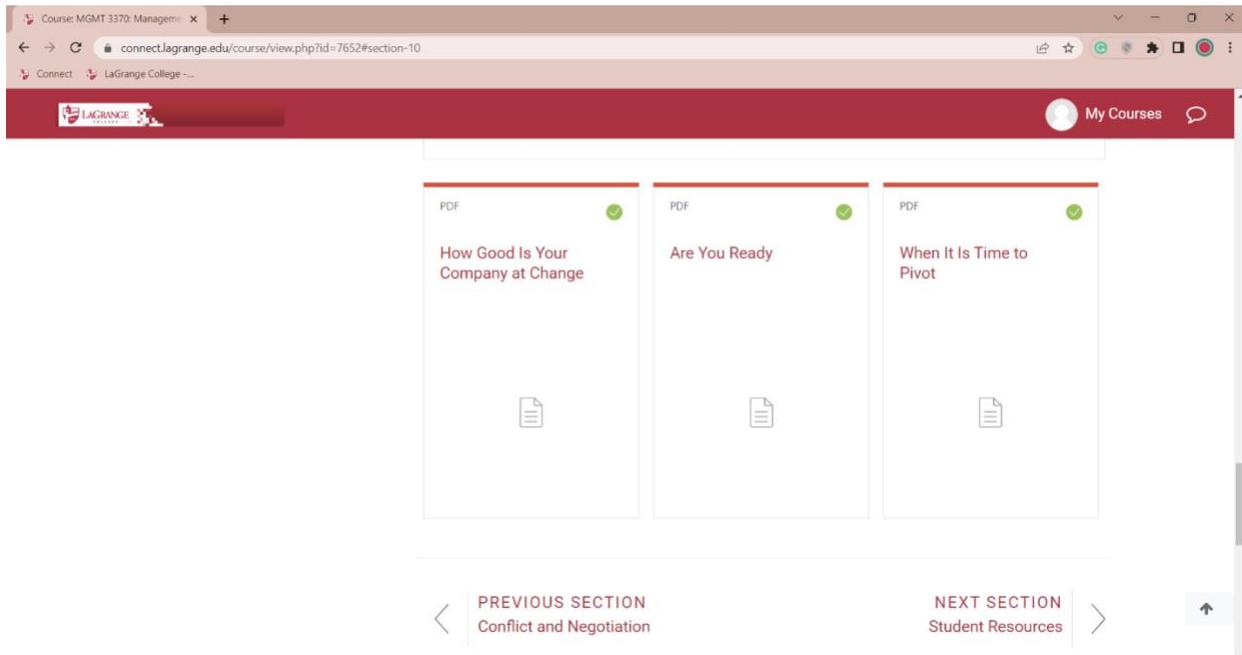
Click “Upload this file”, and then click “Save Changes”.



You just submitted your homework assignment to be graded!

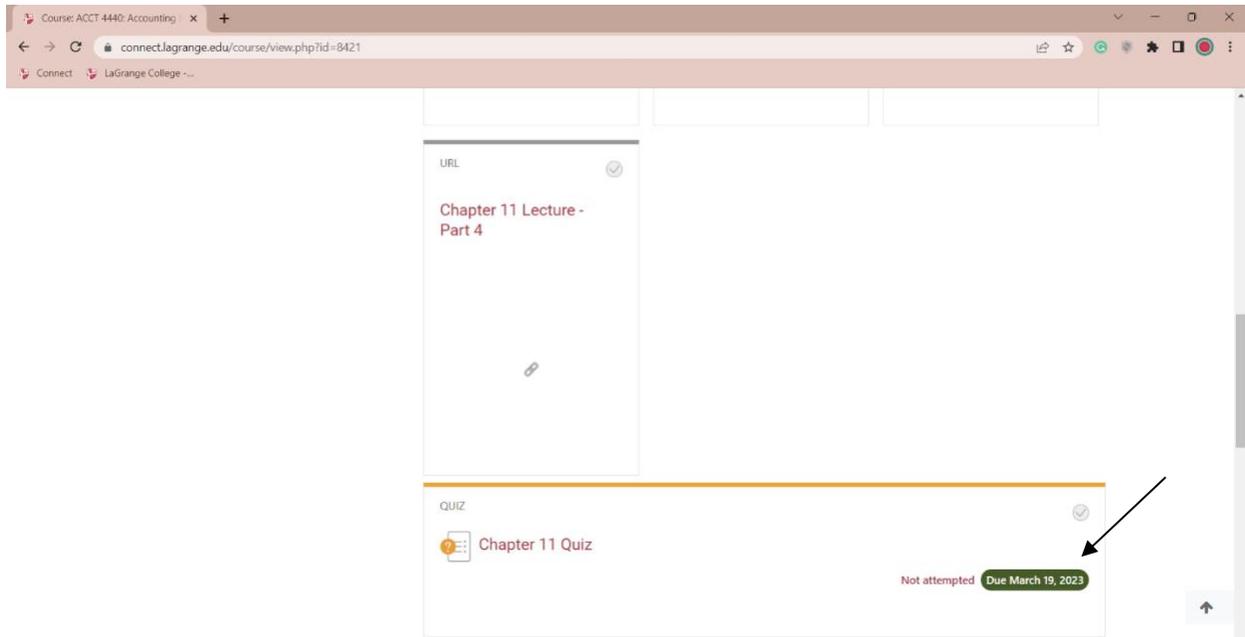
Accessing Posted Links

A professor often posts links to read for homework assignments or discussion. These links are easily accessed under their corresponding section. Clicking the box with the link will bring you directly to the page.



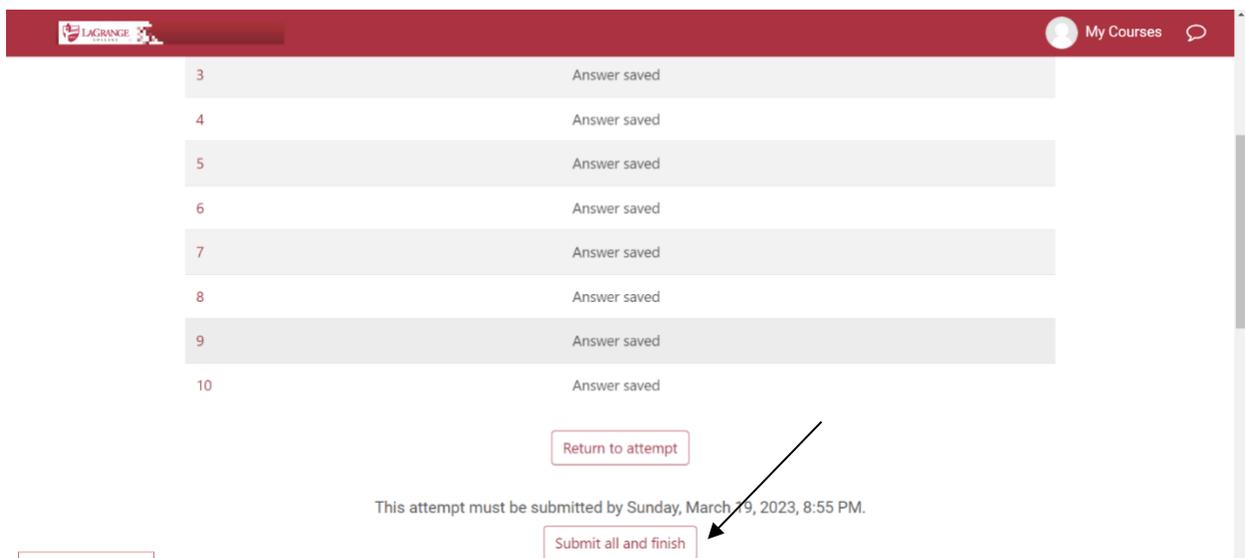
Taking Quizzes or Tests

A quiz or test will be under the corresponding section for the week it is due. It will be labeled “Quiz” or “Test.” At the bottom right corner of this box, one can see the due date for the quiz or test.



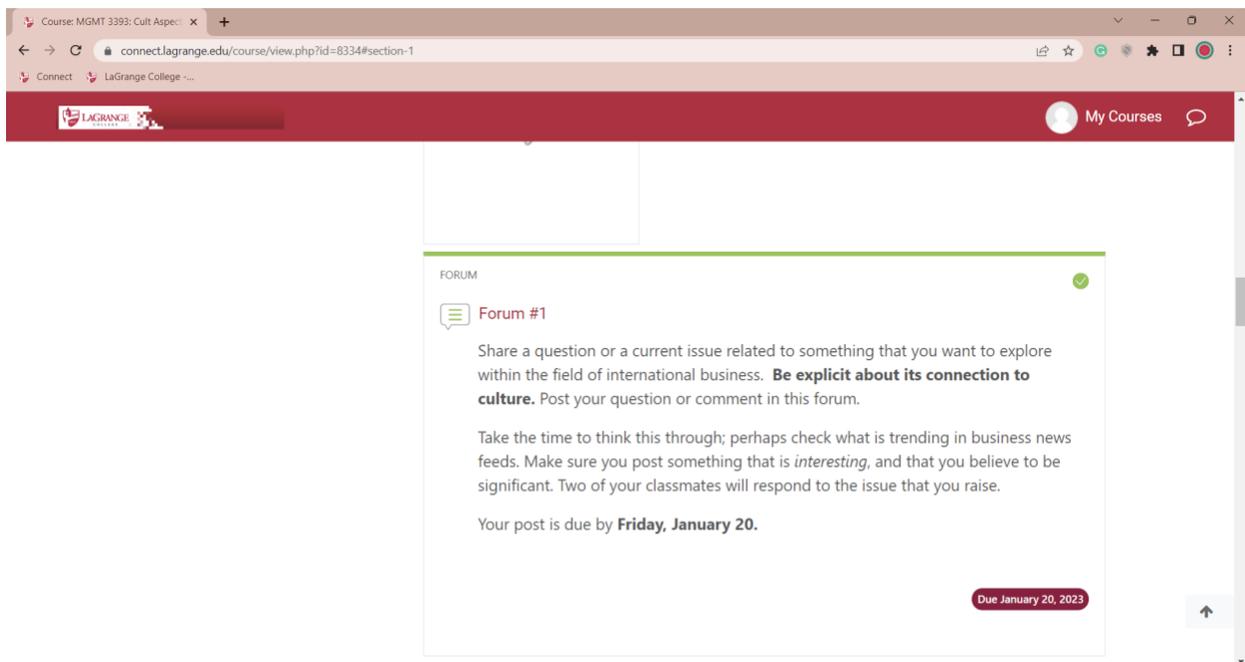
If you access the quiz, you will be taken to another page where you can click to start the quiz or test. From this point, follow the prompts of the test, and click “submit all and finish” when you are done.

Note: Be aware of the time allotted for the testing period!

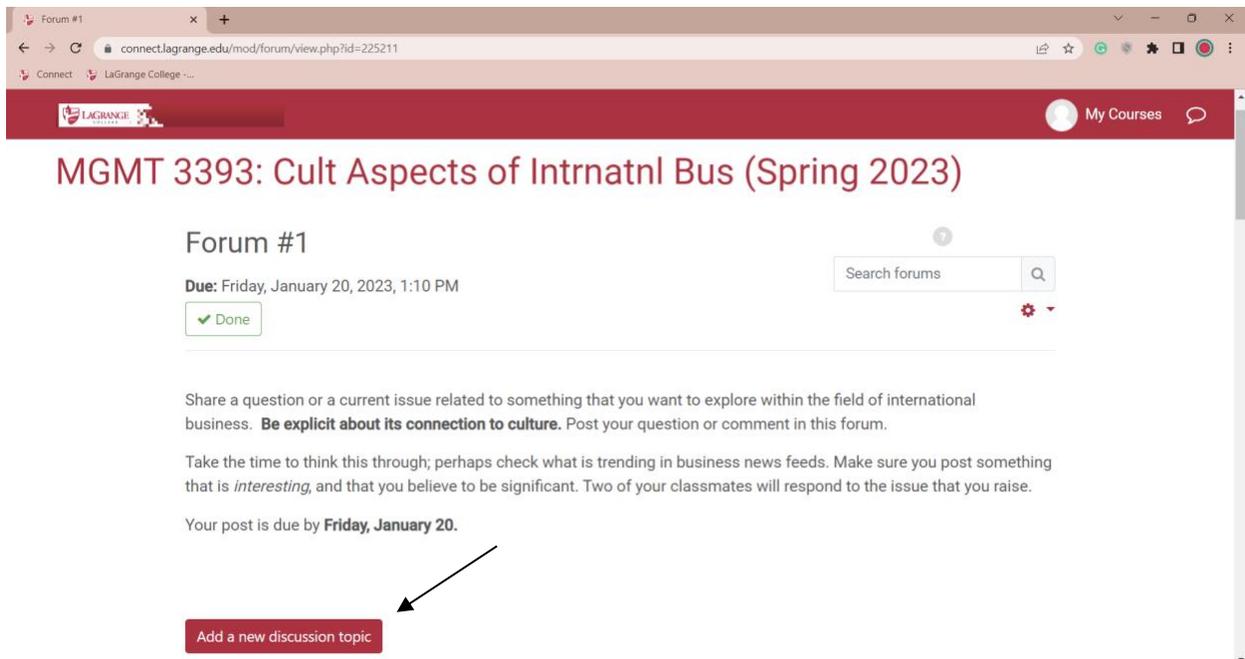


Forum Posts

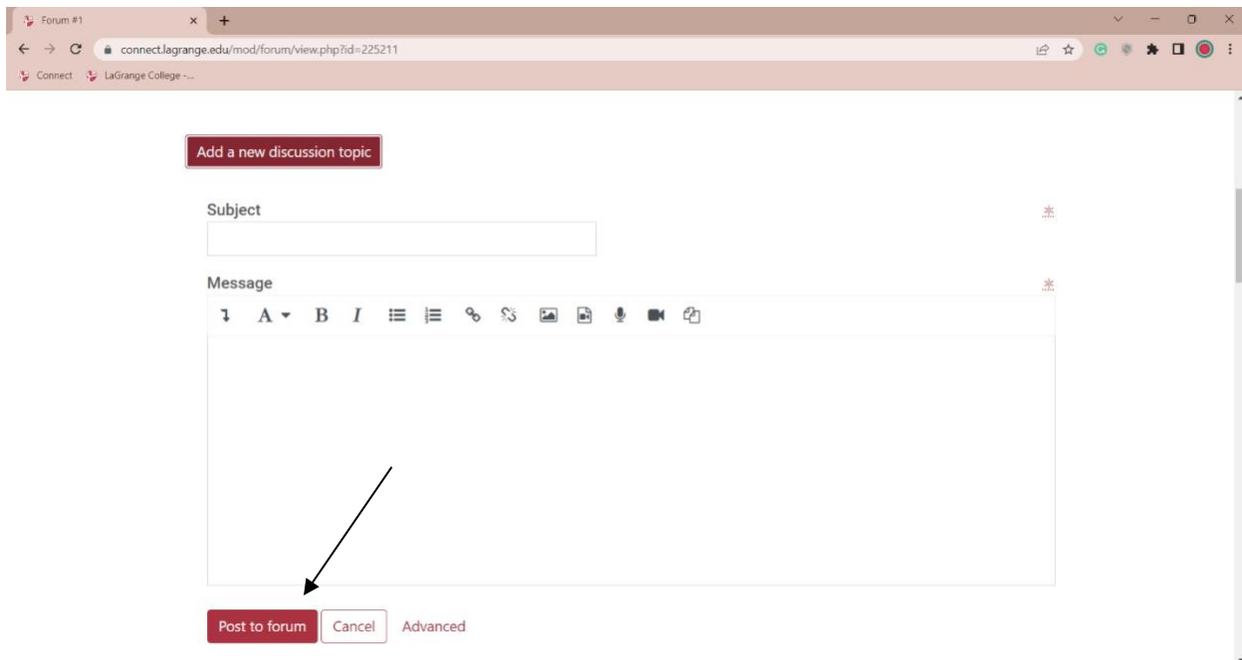
A forum post box will be under the corresponding section for the week that it is due.



Once you click into the box, an “add a new discussion” button will be at the bottom of the page.



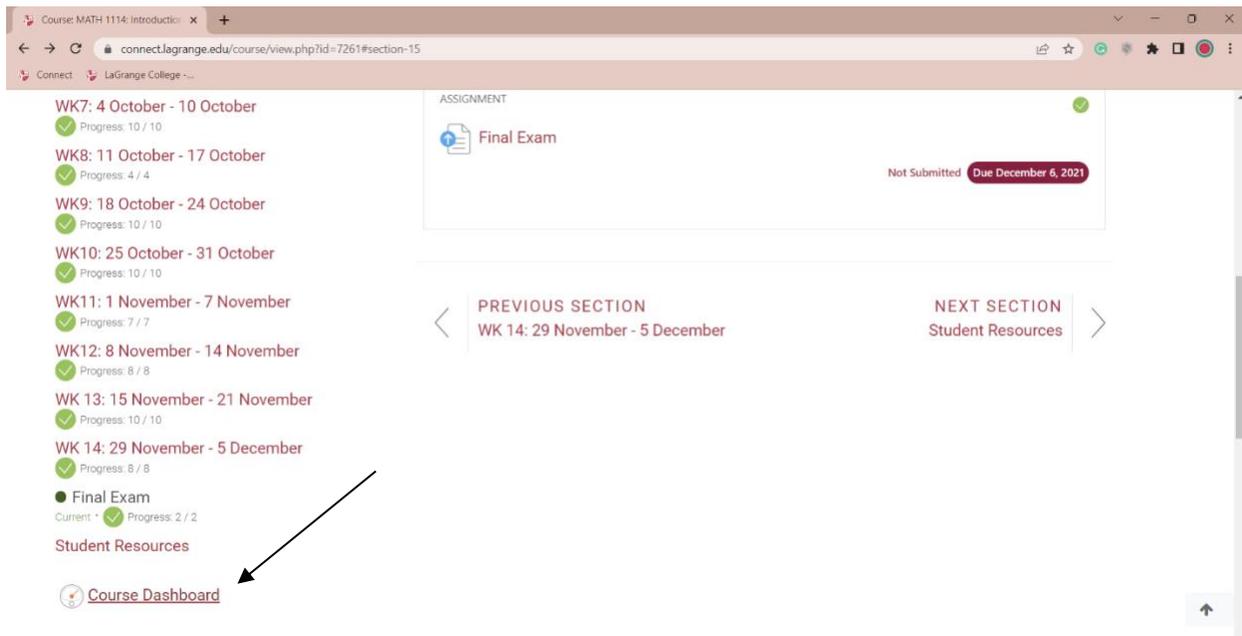
Click the “add a new discussion topic” button, type your subject, response, and press “post to forum.”



Note: Professors will often provide feedback on homework, tests, or forum posts. This feedback will be available where you submitted your assignment.

Checking Grades

When on your class page, the course dashboard will be the last section on the bottom left side of the page. Click into the course dashboard, then the grade book to view your grades for that class.



Tips

1. Check the class site daily. This is one way to ensure that you will not miss any assignments.
2. Before taking a quiz or test, make sure that you refresh your login. To do this, logout and then log back in on *Connect*.
3. DO NOT exit the page once you start a quiz or test.
4. Be sure to submit assignments a few minutes before it is due to allow enough time for the submission process. Your professor may not accept late work.

Help

If you need help with Connect, feel free to email LaGrange College's IT support at support@lagrange.edu. During daytime working hours, feel free to call 706-880-8053.

For best results, use updated versions of Google Chrome, Mozilla Firefox, Apple's Safari, and Microsoft's Edge browsers.