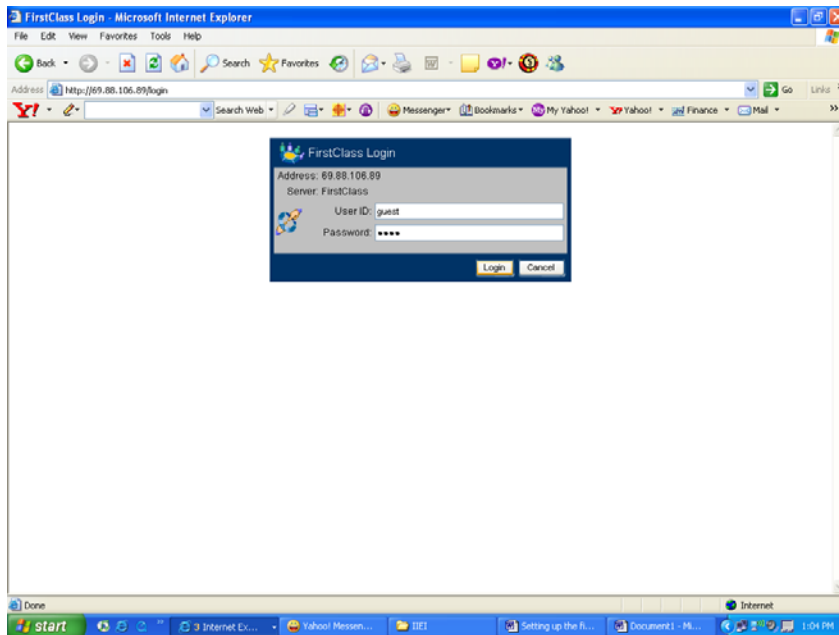


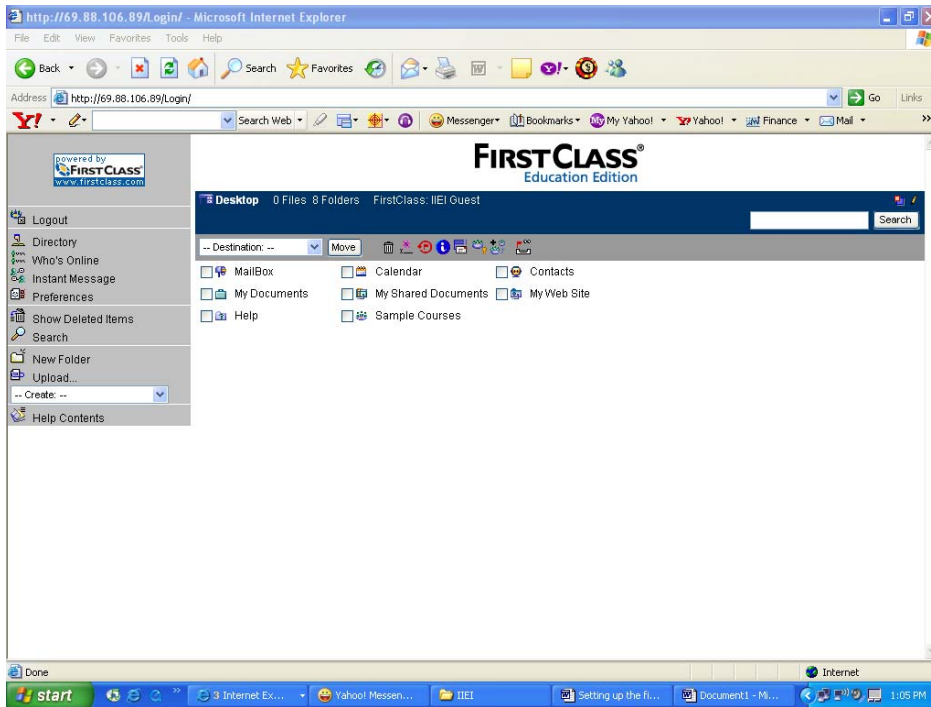
Using the web version of the classroom.

1. Entering the Classroom

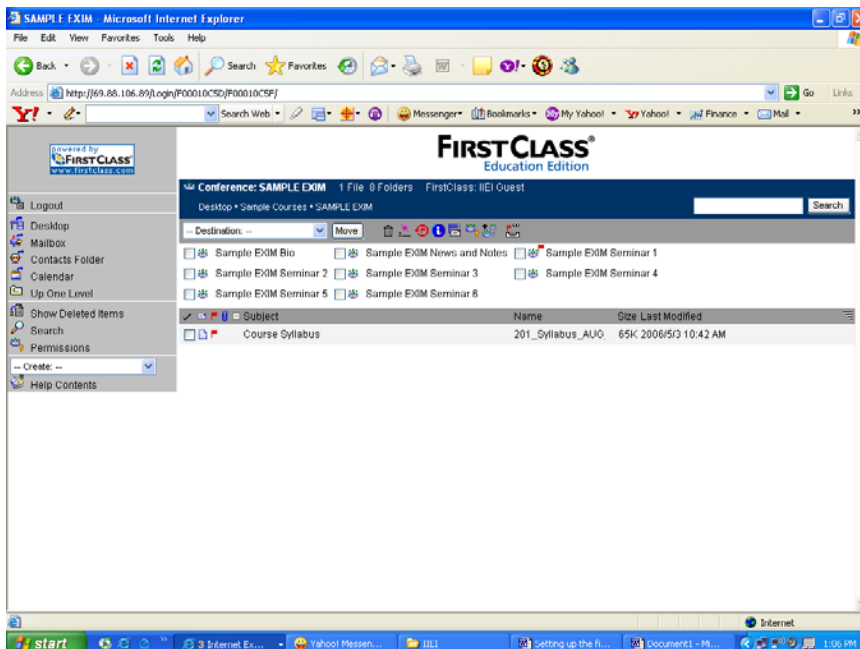
1. Go to our website, www.expandglobal.com
2. Click on “Enter Classrooms.”



3. Enter your username and password, usually your first initial and last name. (Ex. cbarron for Caulyne Barron). Your default password is was assigned in your welcome letter.
4. Click login. Your screen will look like this:



5. Click on the name of your class, in this case, Sample Courses. Do not check the box next to the class. That is for moving, deleting, etc. Simply click on the text with your class name.



Within your course, you will see your course syllabus, a news folder and bio folder, and 3 or 6 weekly folders depending on the length of your course.

2. Reading Documents

The first step is to open and either save or open and print your course syllabus. Documents are under the second gray bar that goes across the screen.

To do this, simply click on the course syllabus and it will open.



You can either print it by clicking on File, then Print from your browser menu, or save it from the same browser menu.

Make sure that you read your syllabus thoroughly.

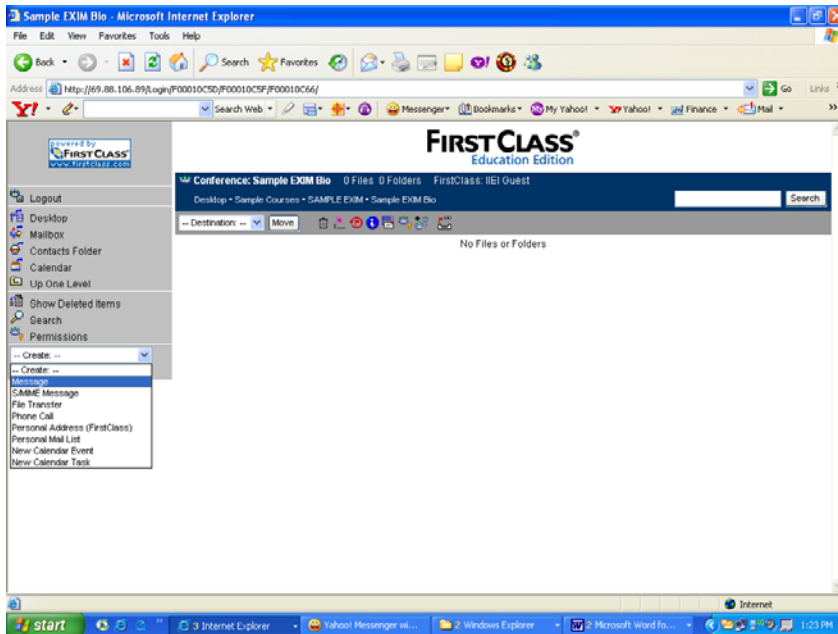
To close your syllabus, click on the back button on your browser.

3. Posting your Bio/Creating New Messages within the Classroom

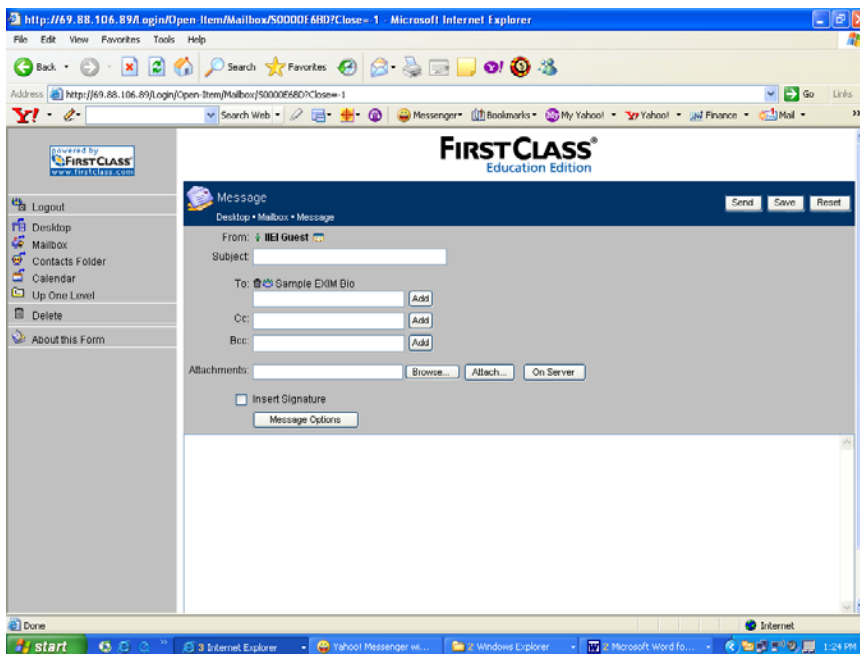
Your first assignment in the class is to post a short bio about yourself. To do so, click on the "Bio" folder. It is located underneath the first gray bar that goes across your screen.

If other students have posted their bios, you will see them listed here. However, sometimes you may be the first person to post in the bio folder.

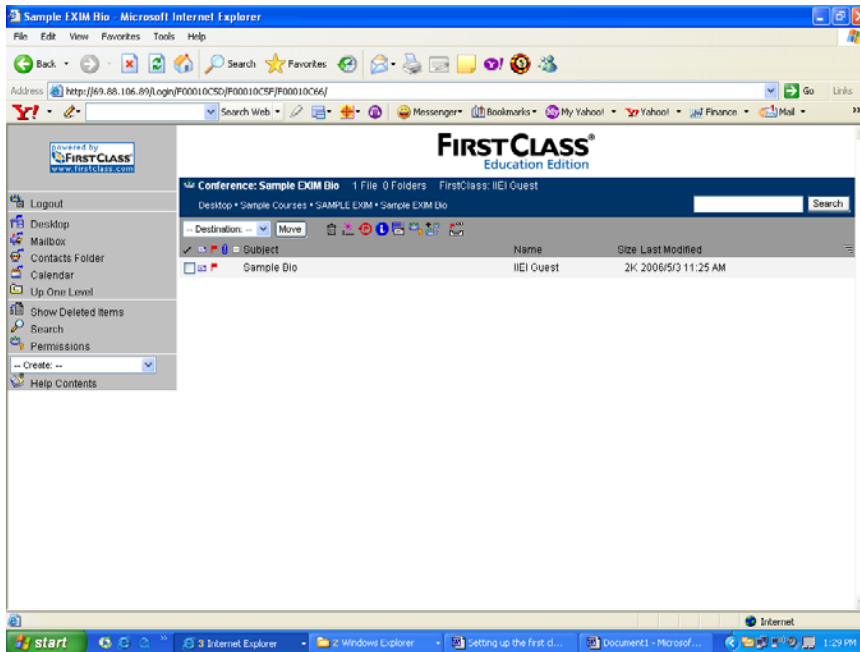
To post your bio, we need to create a new message. To do this, find the drop down menu on the left side of the screen, at the bottom of the gray menu. It is currently set to "create". Move this to "Message".



Once you move this menu to “Message”, The screen will change and it looks like a new email message. Notice that it is already addressed to the Bio folder. Type in your subject line, and a brief biography about yourself. The lower portion of the screen is your text box. Simply click in it and you will see a cursor appear. Most students will include their company or industry in which they work, why they are taking the course, and a bit about themselves outside of work. When you are done, click the send button.



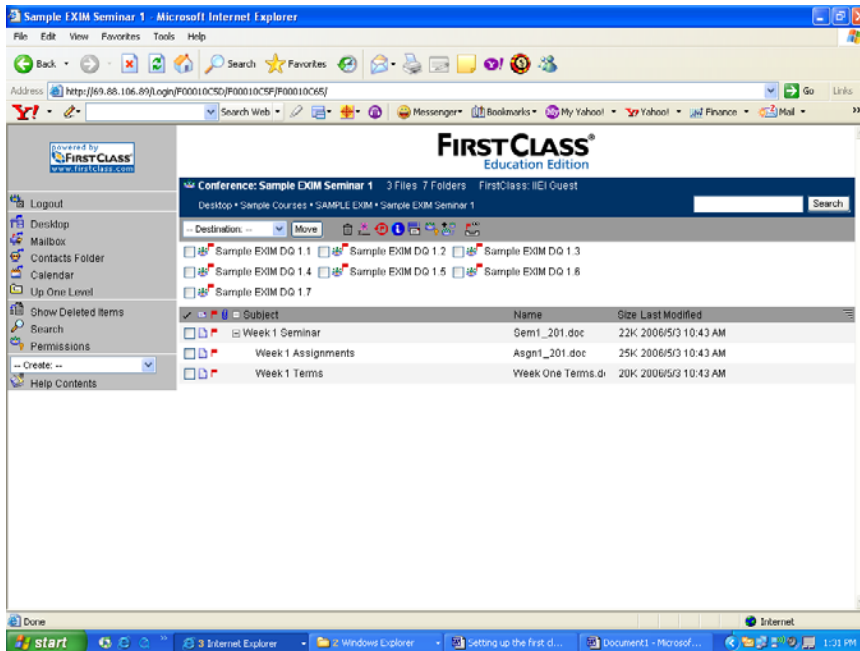
Once you click send, you will see your message posted in the bio folder.



Click "Up one level" (on the tool bar on the left) to go back to the main level of the classroom.

4. Navigating the Weekly Seminars

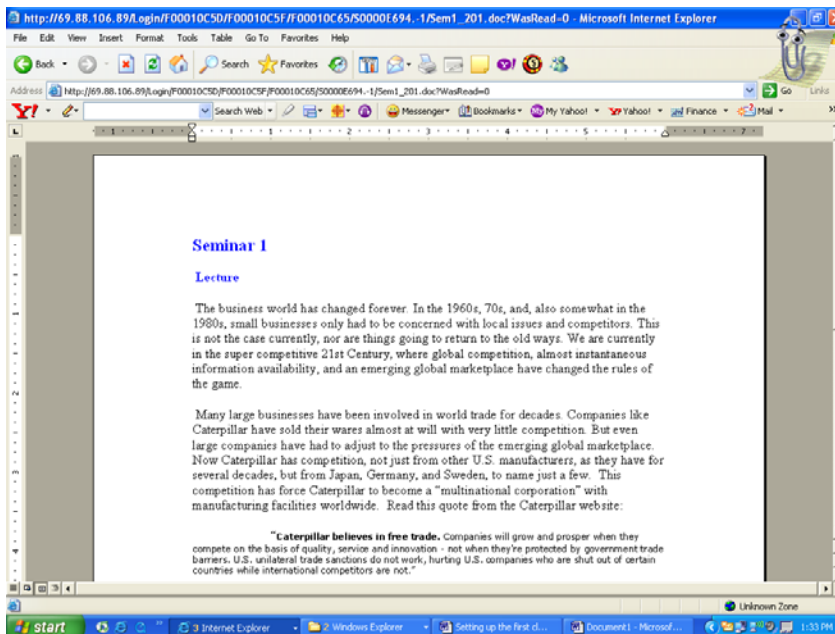
Next, click on the Lecture/Assignments Week 1 folder. Each Wednesday evening, the next week's material will open. But, when your class first begins, you will only be able to access week 1.



Each class has a different number of Discussion Questions or DQs. You'll see in this example, there are 7. Some classes have as few as 5 or as many as 18.

You will also see your Seminar 1 document here. Click on your Lecture/Assignments Week 1 document to open it up. Some classes have multiple documents for the Lecture, Assignments or Terms within the class.

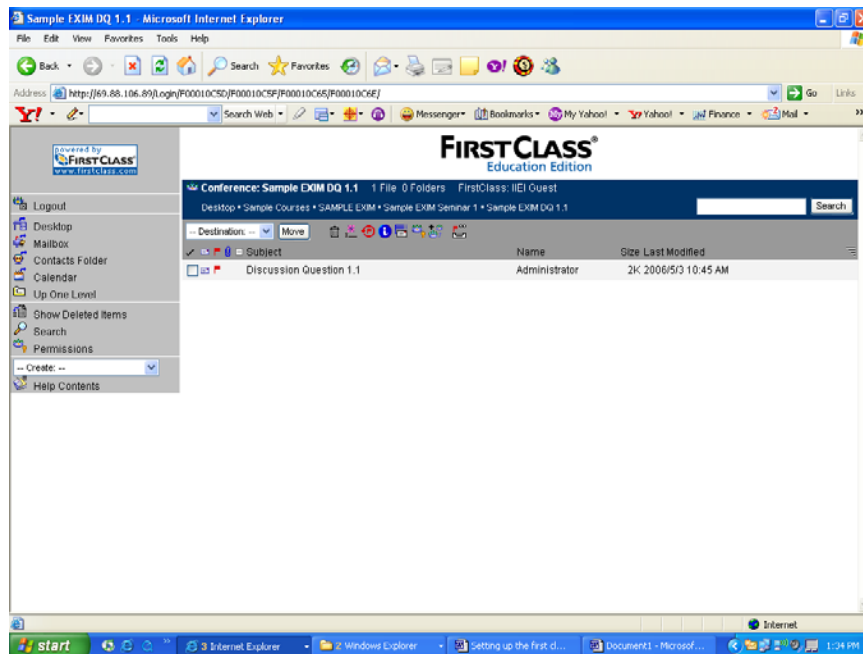
Just as you did with the course syllabus, you may print or save the Seminar 1 document. Make sure you read each document carefully.



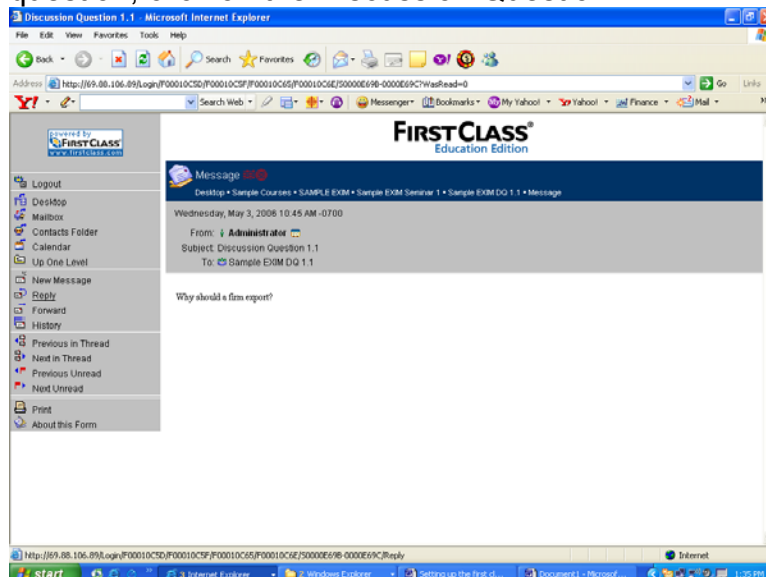
Again, use your back button to return to the Week 1 materials.

5. Answering DQs

Once you have read the lecture and any additional readings for the week, you can begin your Discussion Questions (DQ). To answer a DQ, simply click on the DQ you wish to answer. You do not have to go in any particular order. Click on the DQ from your Seminar 1 window.

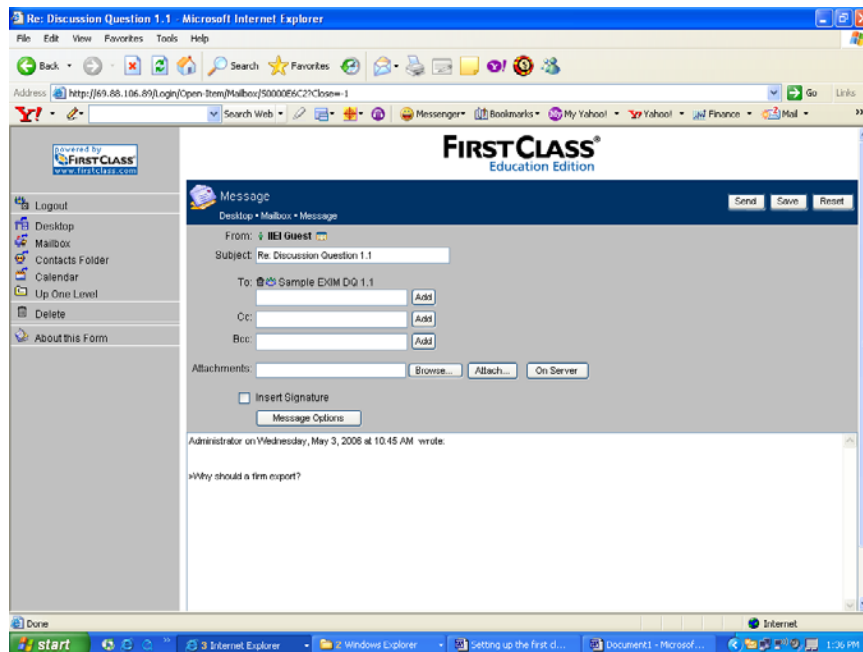


Here, you will see no students have attempted to answer this question yet, as only the original question, posed by the Administrator, is listed. To see the question, click on the Discussion Question.



You can now read the question and post your reply.

To reply, click on the “reply” button on the gray menu bar on the left.

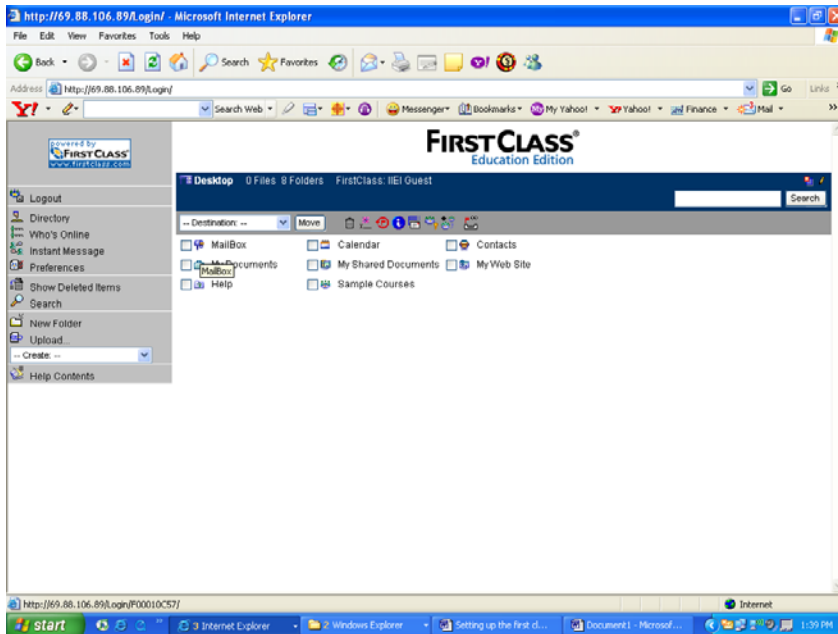


Once you have clicked the reply button, type in your answer. Note that it has automatically addressed your reply to this folder. You may want to put several carriage returns before the quoted text from the original message, or delete it all together. Putting it before the quoted text makes it easier for students to read.

Some students like to write out their DQs off-line and then cut and paste them into their messages. Please note that if you want to come back to a message and submit it later, once you have begun your message, simply close the message. A draft will be retained in your mailbox. Or, to send immediately, click on the send icon.

6. Submitting Assignments or Messages to Individuals

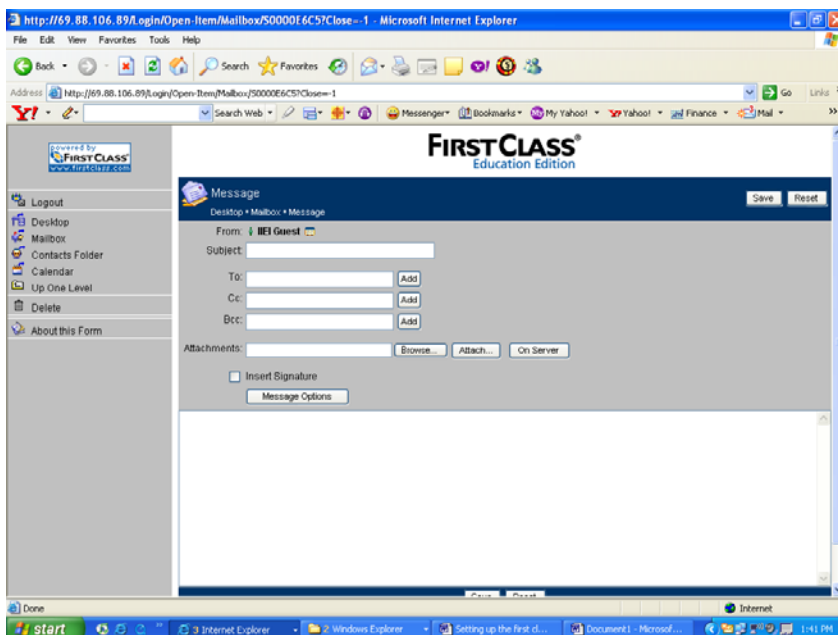
To submit an assignment, click on your desktop icon on the gray tool bar, and then on your mailbox icon.



Your mailbox will retain a copy of all messages you send, as well as the draft, unsent messages you create. You will also receive all personal messages here in your mailbox. Be sure to check your mailbox every time you enter the classroom.

To send a message to your instructor, on the menu bar on the left move the drop down menu to message.

You'll notice that from your mailbox, rather than automatically filling in where the message is going, the To field is blank.



To send a message to your instructor, put the subject in the subject line. Please note—if it is an urgent matter, please put urgent in the subject line. Some instructors hold assignments to grade all at once. We don't want an important question to be missed for several days because an instructor thought that it was homework.

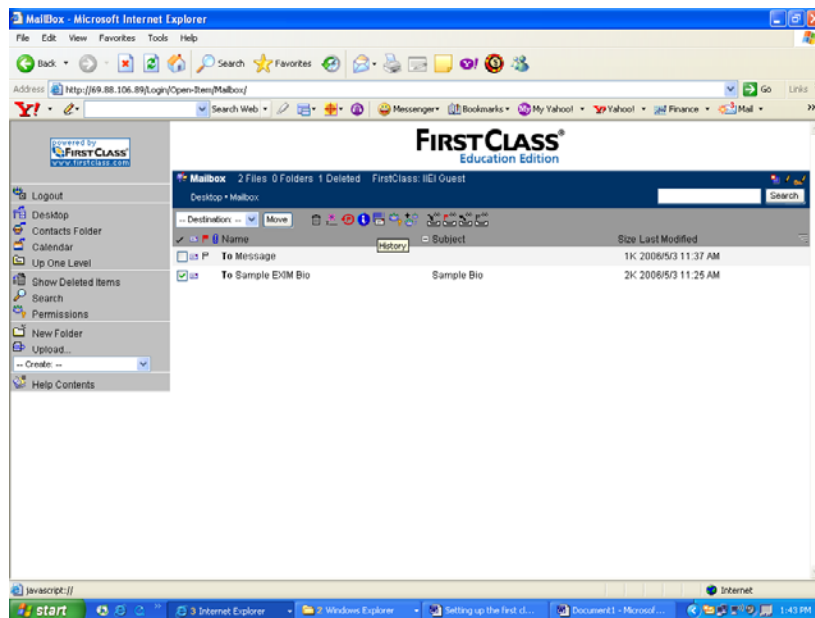
In the To: line, simply type in your instructors name and then click the small button next to the To line that says “add”. This will find the person in the address book.

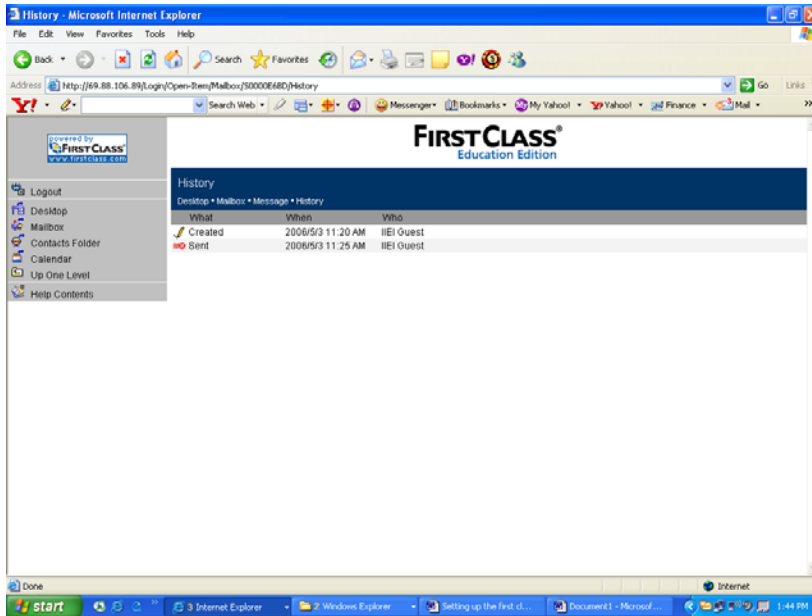
You may then either cut and paste your assignment into the text box, or attach a file from your computer using the Attach function. Click browse, find the document on your computer, and then click attach.

Remember to click send, and your message will be delivered to the person you have addressed it to.

7. Checking a Message History

To check to see if the recipient has read your message, go to your mailbox, check the box next to the message, and then find the history icon on the tool bar that goes across the top of the mailbox.





This will show you when the message was created, sent and read. To return to your mailbox, click “up one level”.

8. Need More Help?

Once you have mastered the steps above, you have learned how to navigate the IIEI classroom. See the Classroom Help folder on your desktop for additional materials, or contact IIEI at 800 474 8013.