



# HLLN eClass Guide

It is my hope that this document can help serve as a step-by-step guide for using eClass. This guide will cover how to set up HLLN courses, navigate the course format and how to set up modules to add content.

In this guide, I have tried to be as clear and concise as possible and cover only the parts that pertain to HLLN's purpose for eClass. That said, I understand that there still might be questions, in which case, you can reach out to me through Teams.

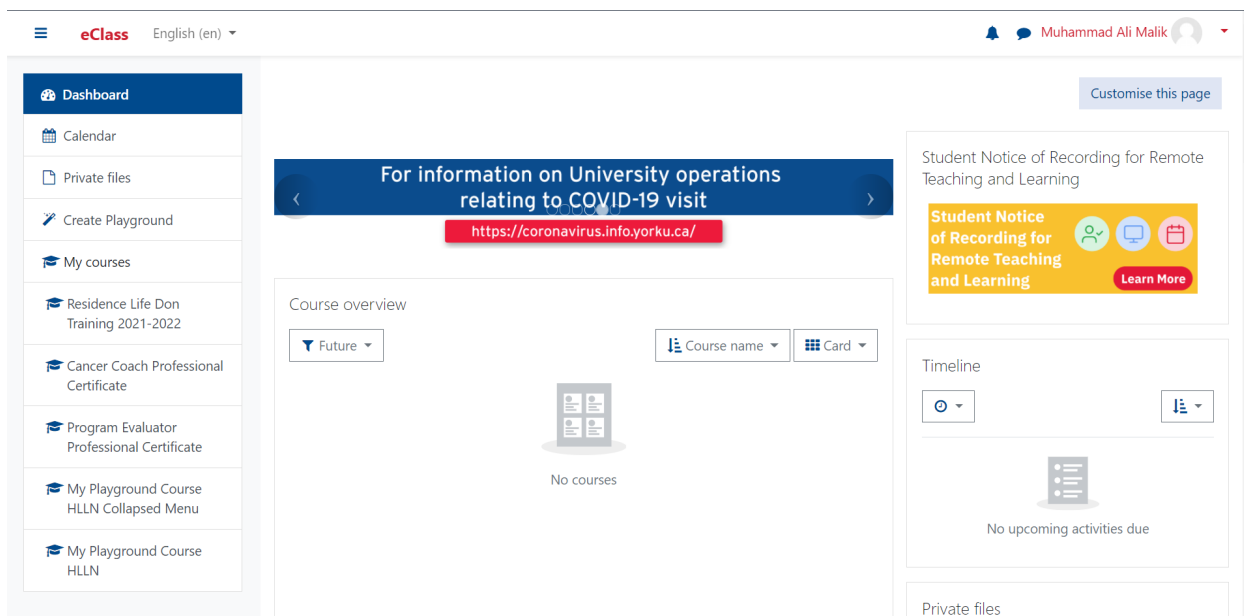
This can be a lot of information and so it can take a little bit of time to digest. And of course, the best way to learn is by actually doing the steps that are listed below. By doing this over and over again, eventually, it will become second nature.

I will cover the following three topics and these are enough to get started:

1. How To Create a new HLLN course
2. How To Navigate the Course Format
3. How to Add Content to the Course Format
4. Labels, Emojis and Maintaining Internal Consistency

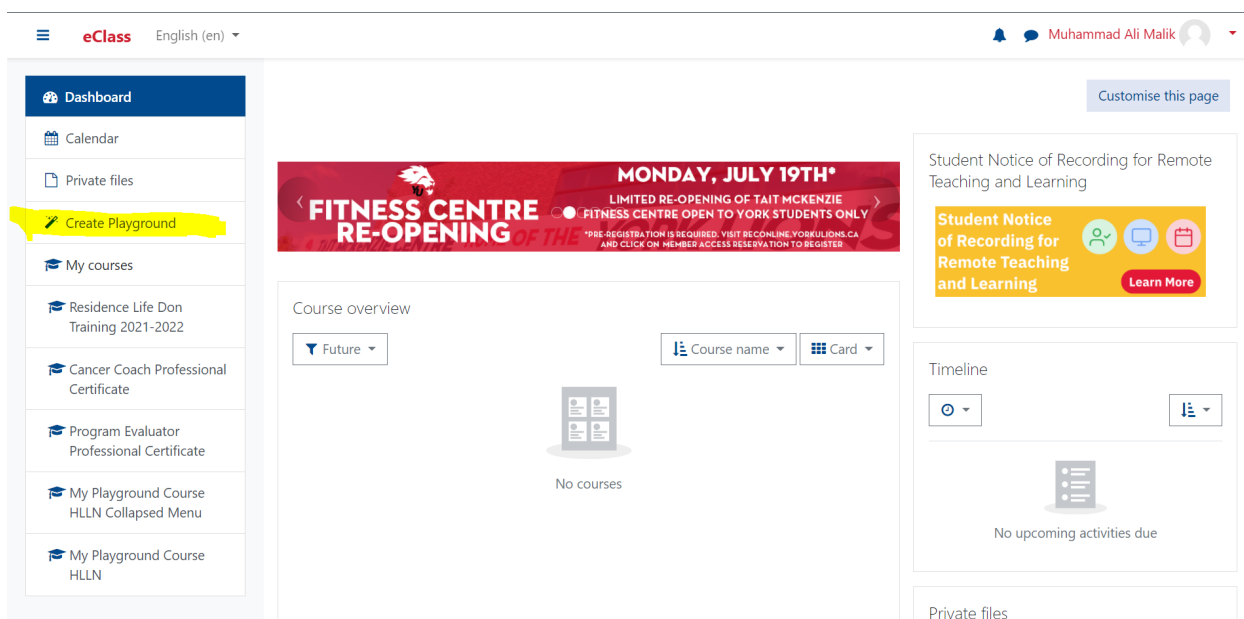
## How To Create a new HLLN course

- ▼ Log in to eClass using your employee PPY credentials. <https://eclass.yorku.ca>.
- ▼ Once logged in, you are brought to the Dashboard, which looks like the screenshot below.

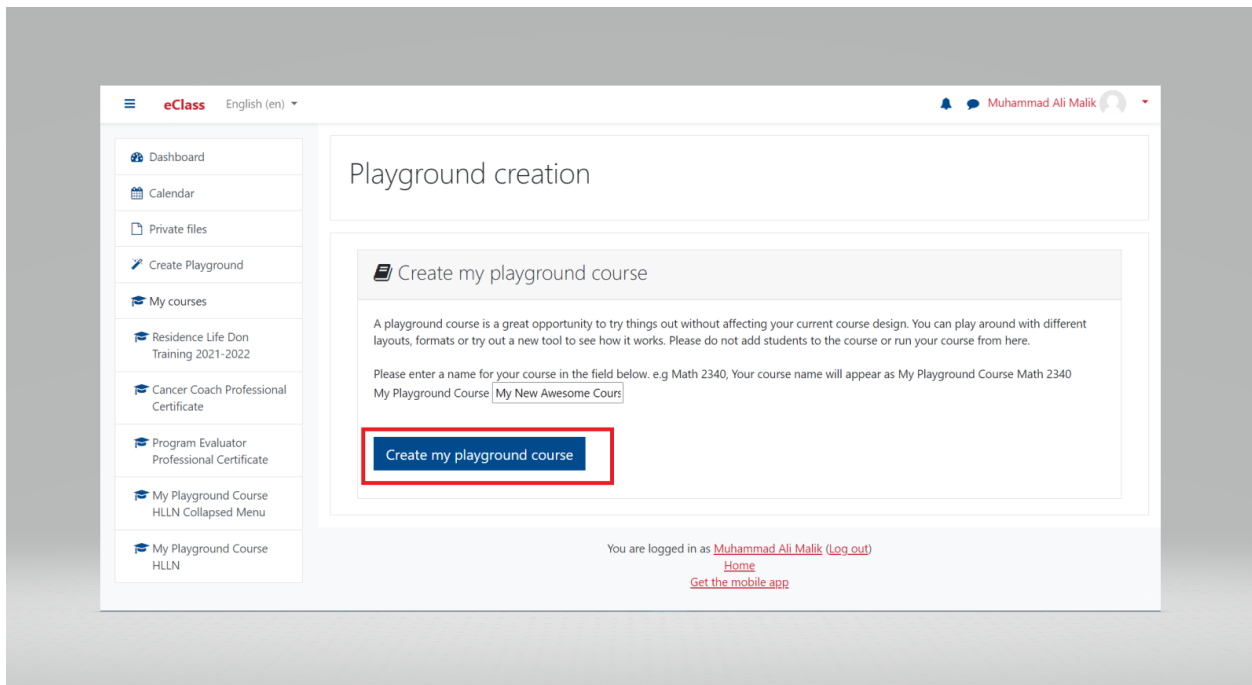


Dashboard is like the homepage for eClass. This is where all your courses appear. As it can be seen in the screenshot above, all the courses that I am currently enrolled in are listed in the left navigation menu, under "My Courses".

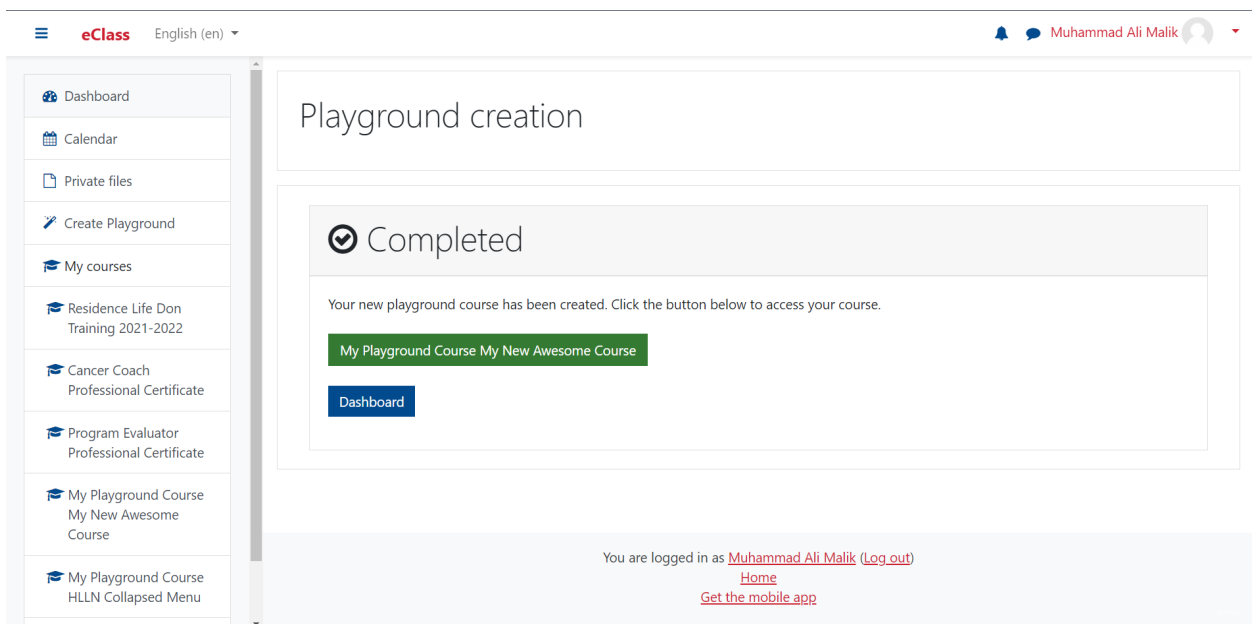
▼ To create a new course, click on **Create Playground** in the left navigation menu.



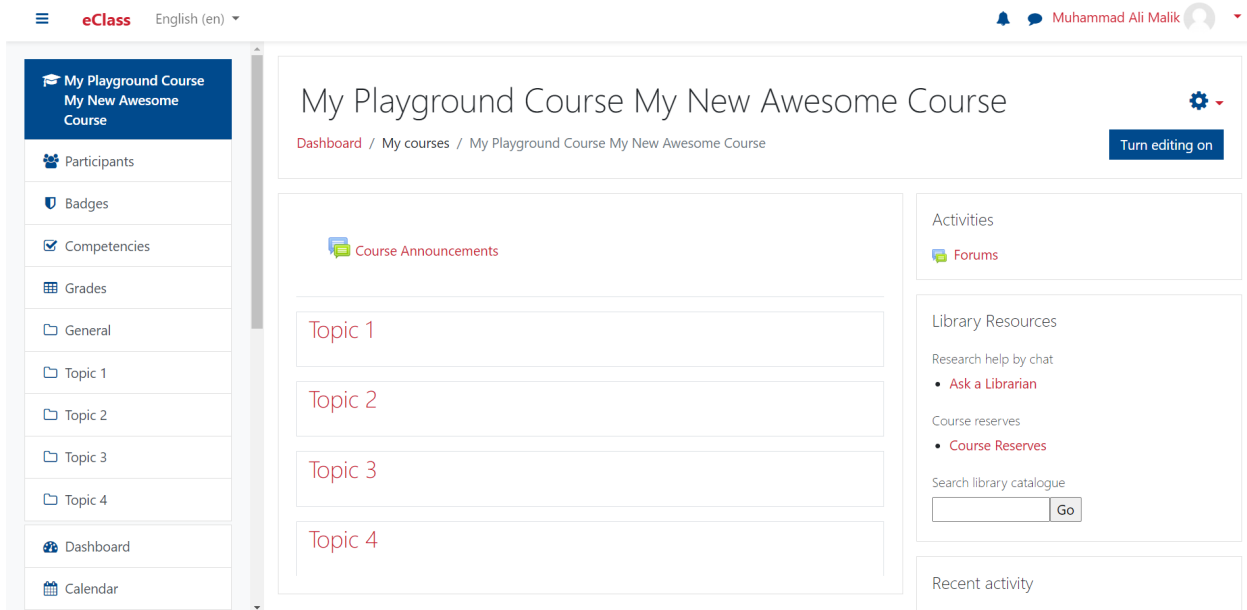
▼ This will bring you to the following screen. Name the course to your liking and once satisfied, press 'Create my playground course' as demonstrated below.



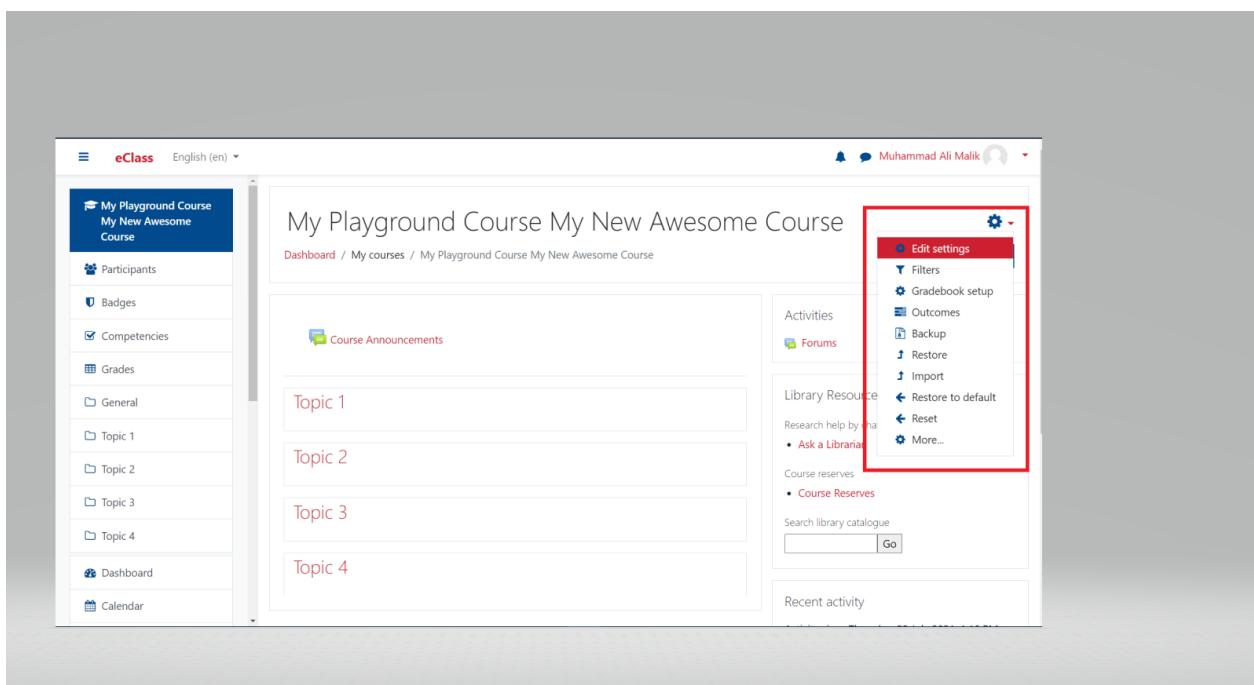
▼ This can take some time so patience is key here. Once the playground course is created, you will receive an email notification that your course is created and also see the following screen on your eClass.



▼ Once you witness this screen, please click on the green button with your course on it. This will take you directly to your course that you just created. You can also follow the link in your email.



▼ By default, your newly created course will look like the above. It will not have the HLLN theme and the HLLN course format applied. This, we must do ourselves.



▼ Now, in order to view details of our course, we can click on the gear icon on the top right, as highlighted in the screenshot above. This will open up a menu and upon doing so, please click on **Edit Settings**.

My Playground Course My New Awesome Course

Dashboard / My courses / My Playground Course My New Awesome Course / Edit settings

### Edit course settings

Expand all

**General**

Course full name	<input type="text" value="My Playground Course My New Awesome Course"/>
Course short name	<input type="text" value="Playground course Muhar"/>
Course category	<input type="text" value="Playground"/>
Course visibility	<input type="text" value="Hide"/>
Course start date	24 July 2019 00 00 <input type="checkbox"/>
Course end date	24 July 2021 13 21 <input type="checkbox"/> Enable
Course ID number	<input type="text" value="sandbox_12741"/>

▼ We are brought to the above screen. Here, we can edit the name of our course, give it a short name, **view** the course category and set the course visibility and view the course start date and course end date and the ID number.



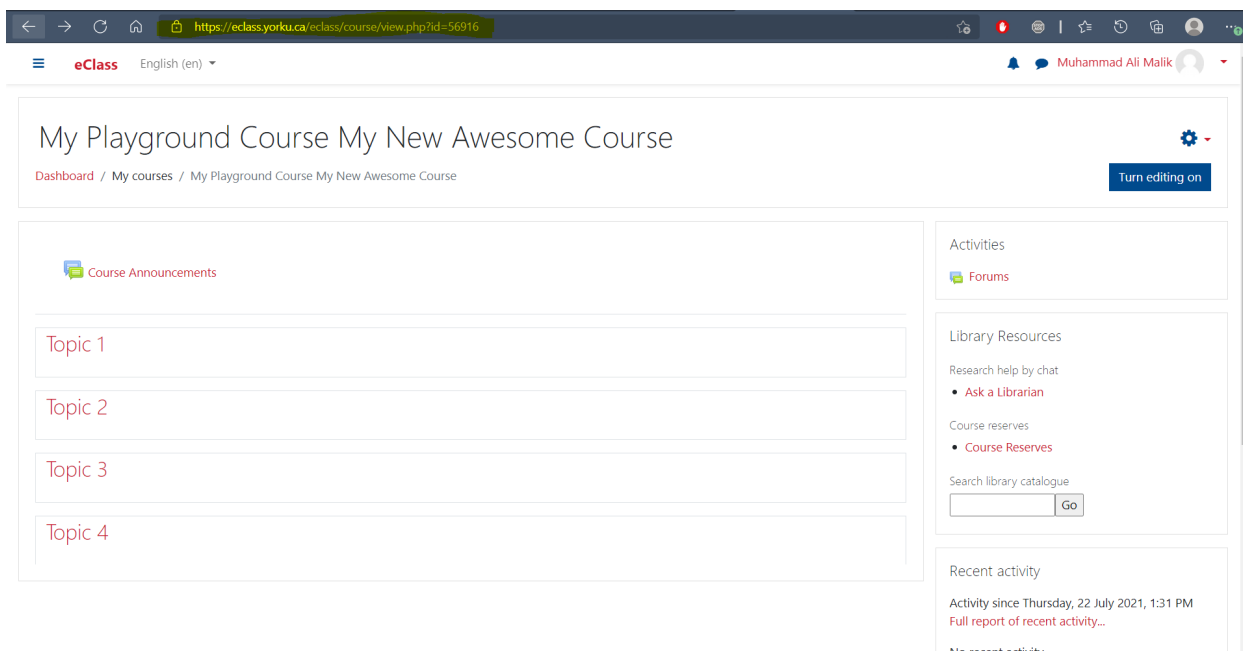
**Course Category:** Every single course on eClass must belong to a category. For example, a Lassonde course would belong under the Lassonde School of Engineering course category. Since we created a playground course, it is under the Playground Category. The instructors **cannot** change the category of the course and must request the course to be put under the **Health Leadership & Learning Network** course category. By the same token, course start date and course end date must also be requested, should the instructor wish to change it.

Contact Helen Brennagh: [brennagh@yorku.ca](mailto:brennagh@yorku.ca) for this.

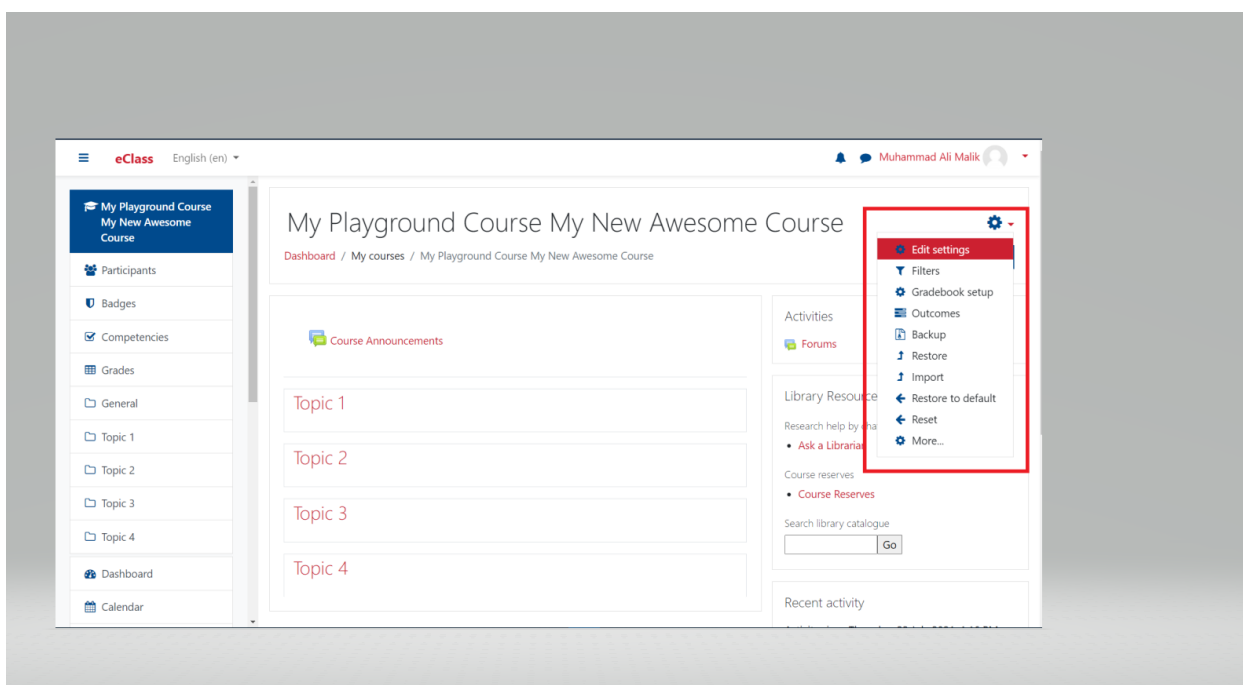


**Course Visibility:** This setting determines whether students are able to view the course in the list of their courses. The default is set to **Hide**.

▼ In order to change our course category, start and end date, a request must be put through LTS (Learning Technology Services). This is done by sending LTS the URL of the course homepage (shown below) and requesting it to be put under the **Health Leadership & Learning Network** course category, along with the desired start and end date.

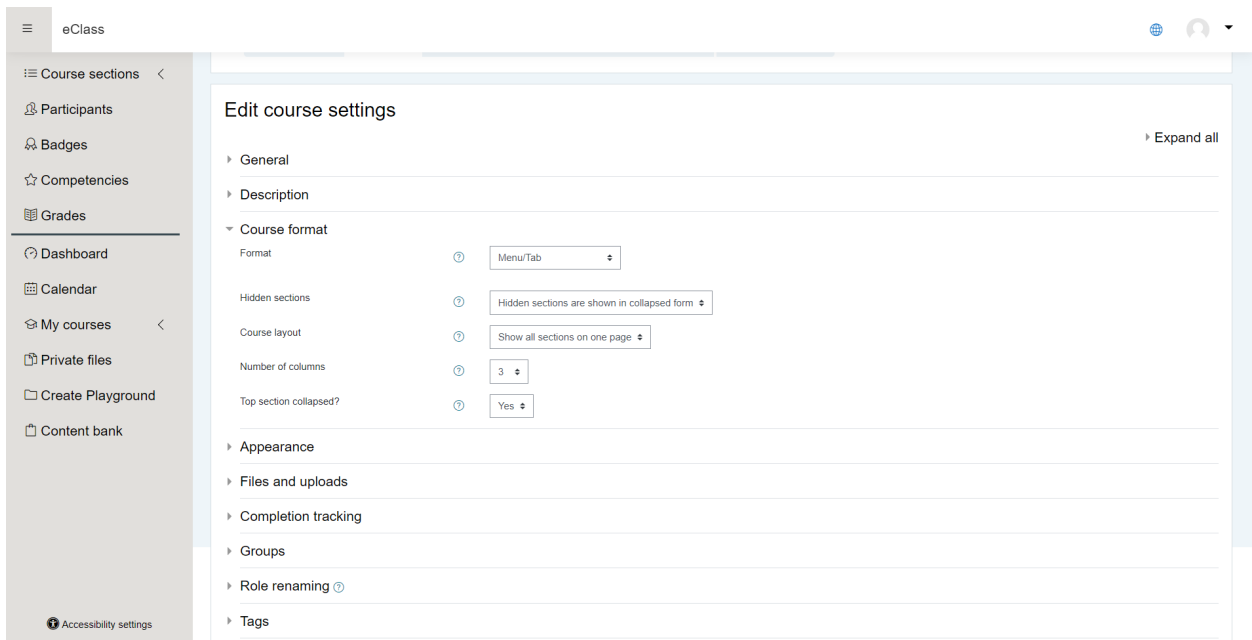


▼ Once the course has been put into the correct category, we can now choose the correct course format and the HLLN theme. This is done as shown below: We want to go back to **Edit Settings** in the course homepage.



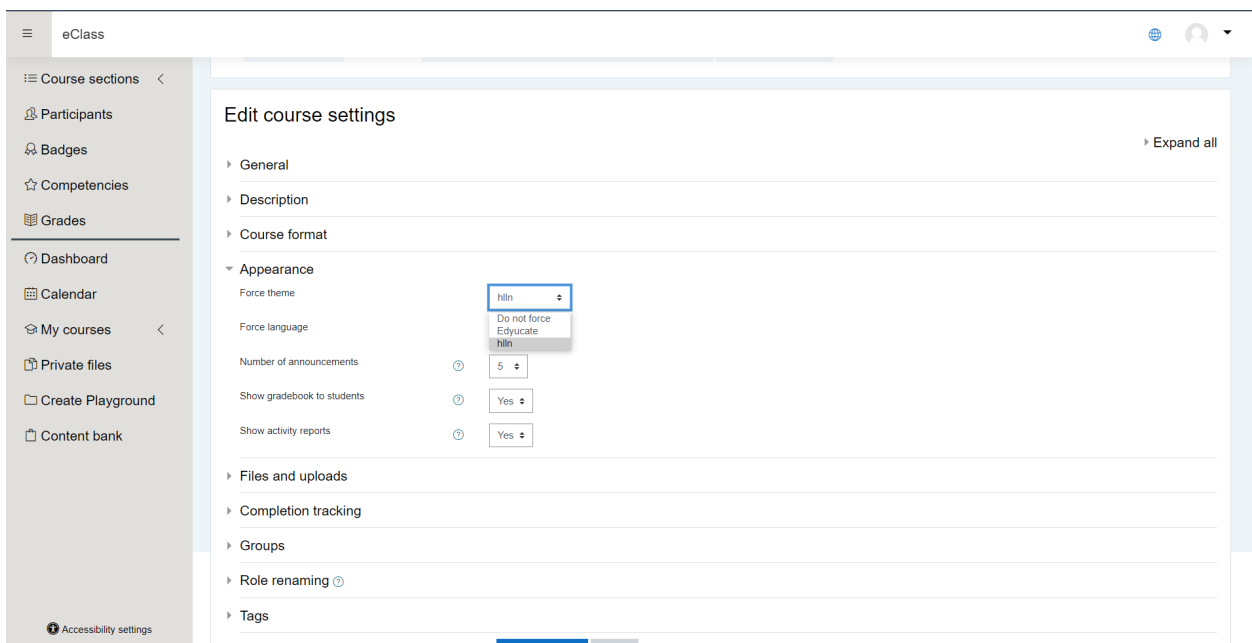
## How to Navigate the Course Format

▼ First, let's set up the course format. Scroll to the section with the heading, '**Course Format**' and select the following settings:



The Menu/Tab course format is what we will be using for HLLN courses. This format allows to split the course into Modules and allows us to have tabs, under which, we can populate the content.

▼ Next, let's go under appearance to select our theme. Chose 'hlln' from the drop-down for the **Force Theme** option. This is what allows us to change the look and feel of eClass.



▼ The last thing we need to change in the course settings is to turn the completion tracking on. This is what allows Moodle to keep track of each individual's progress.

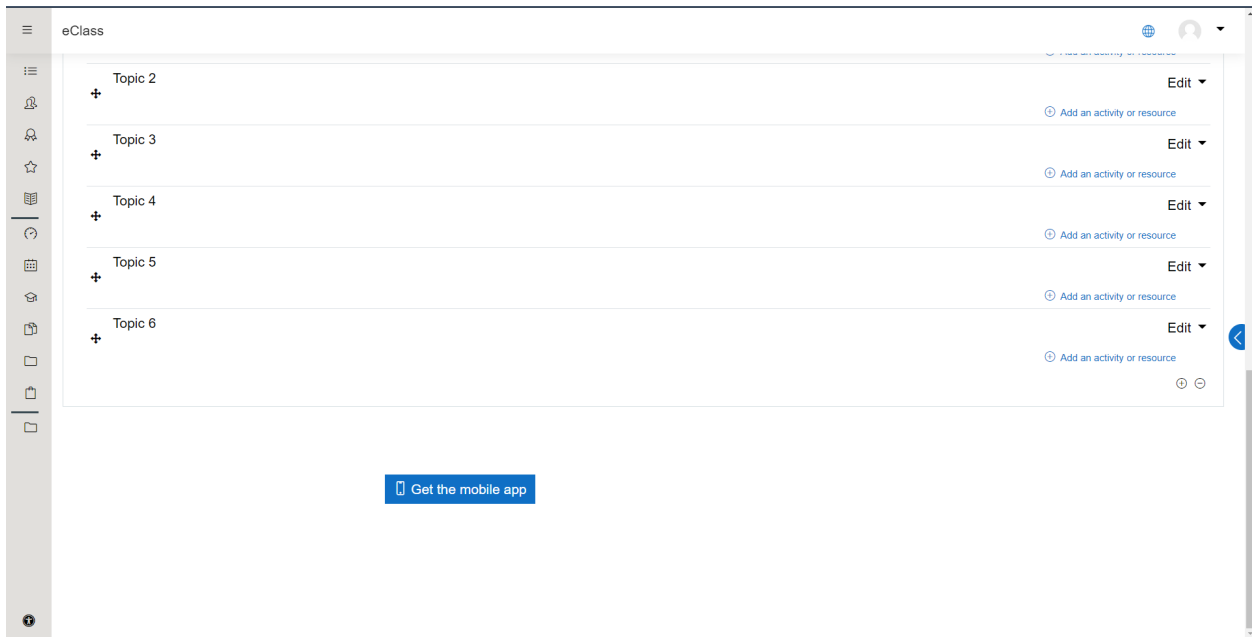
### ▼ Completion tracking

Enable completion tracking



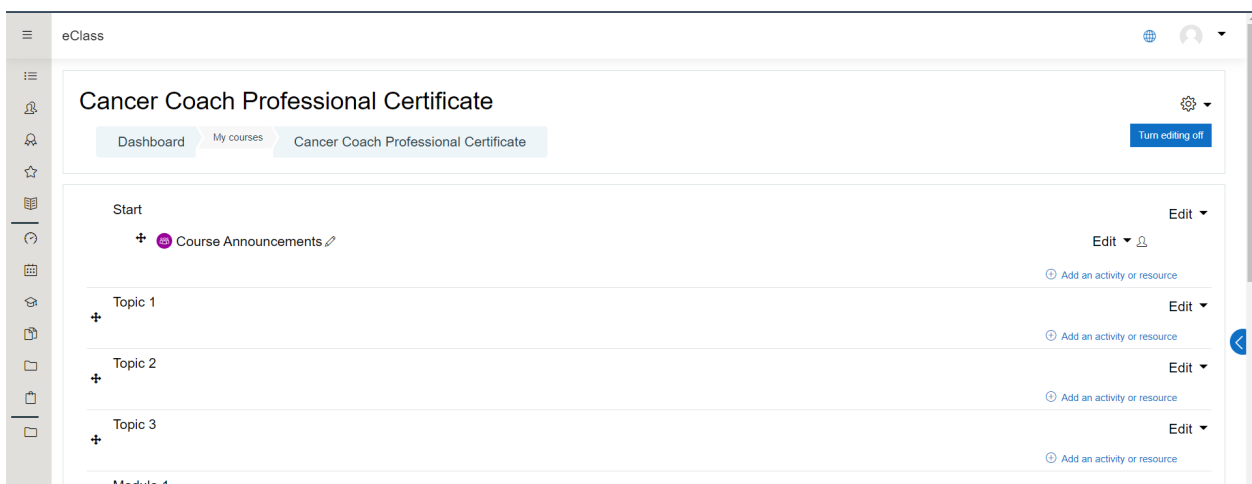

▼ Once this is all set, Click 'Save and Display'.

▼ Next, we are brought to this page.



By default, eClass will call all of the modules topics, as can be seen above. Please note that this view is when 'Editing is On', that is, instructor's view. Of course, we can change the name and call them Modules or whatever we would like. So, in the screenshot above, all the content that pertains to Topic 2, would go under Topic 2 and so on and so forth.

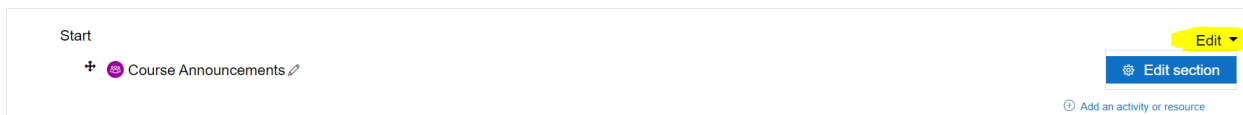
▼ However, before we start populating the topic/modules, we should set up our collapsible start menu, which is unique to our course format.



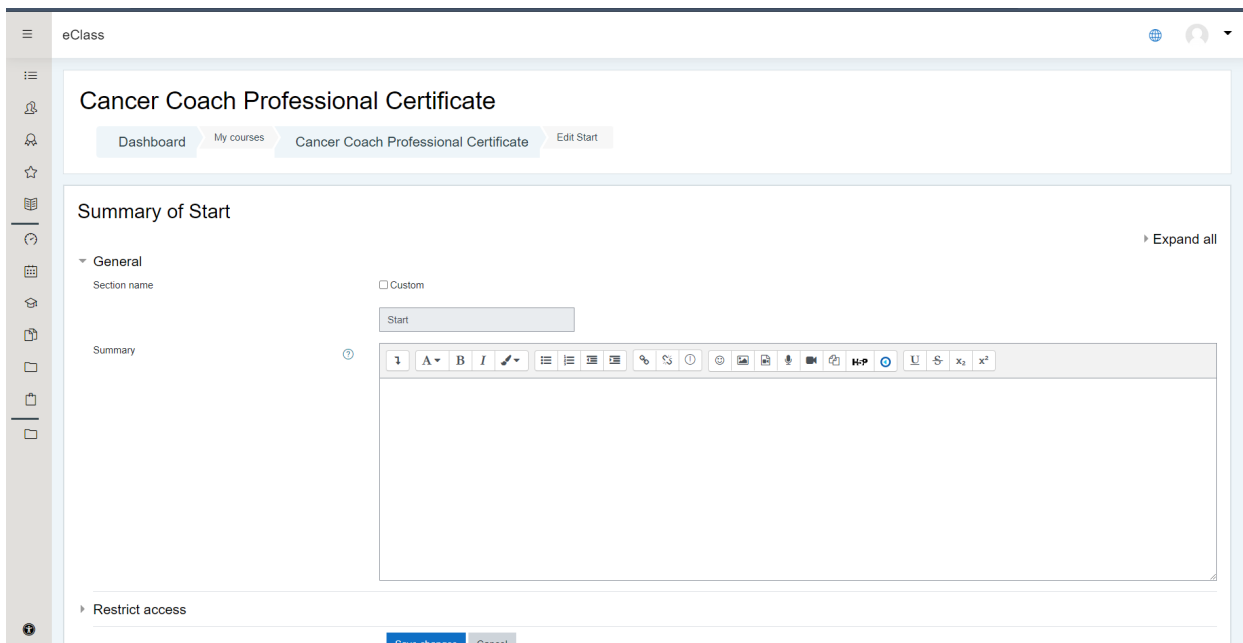
▼ As seen in the screenshot above, the section on the very top that is labelled 'Start', is our collapsible menu where the zoom instructions and the program binder will be uploaded.

▼ Start editing this by pressing the **Edit** button, as shown below.

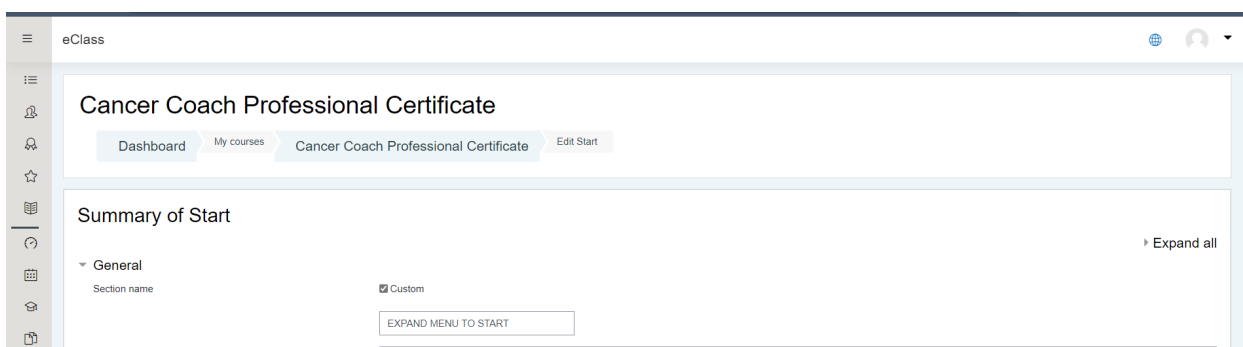




▼ We are brought to the page below. By default, the name of the collapsible button is called **Start**.

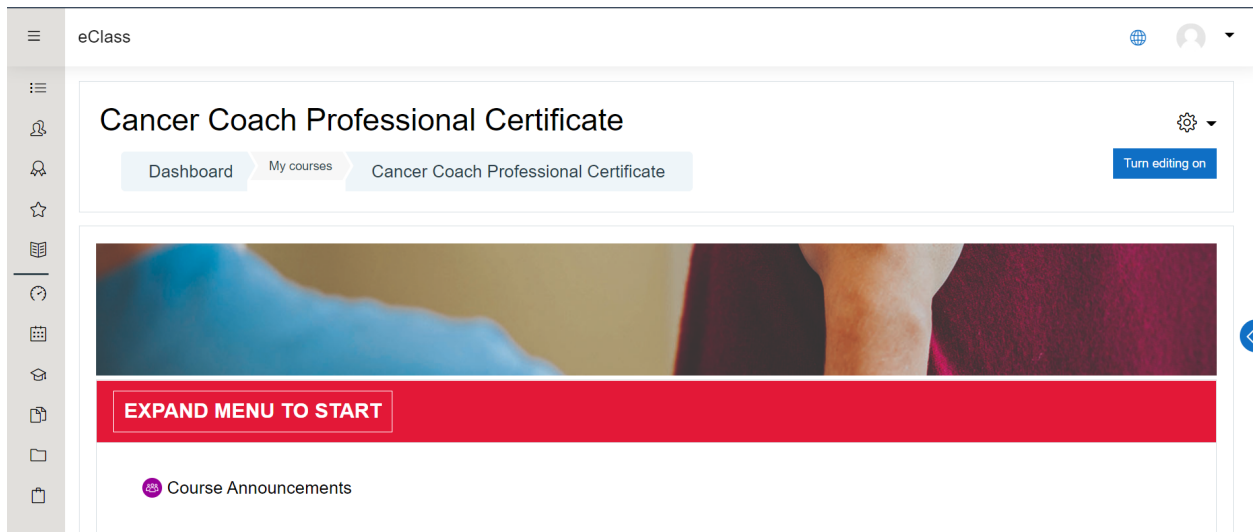


▼ To change the name of the collapsible button, check the **Custom** setting and change the name to your liking.



▼ Click on Save changes and we will be brought back to our home-screen.

▼ Turn Editing off and you will be able to see the following screen. Notice how our text appears inside of the Button. This button can be clicked to show or hide the items (in this case, course announcements) in the menu.



▼ Now that we have set up our start menu, we must learn how to populate the modules. Since our course format is the Menu/Tab course format with some added functionality, LTS already has documentation on it. Please refer to this link:

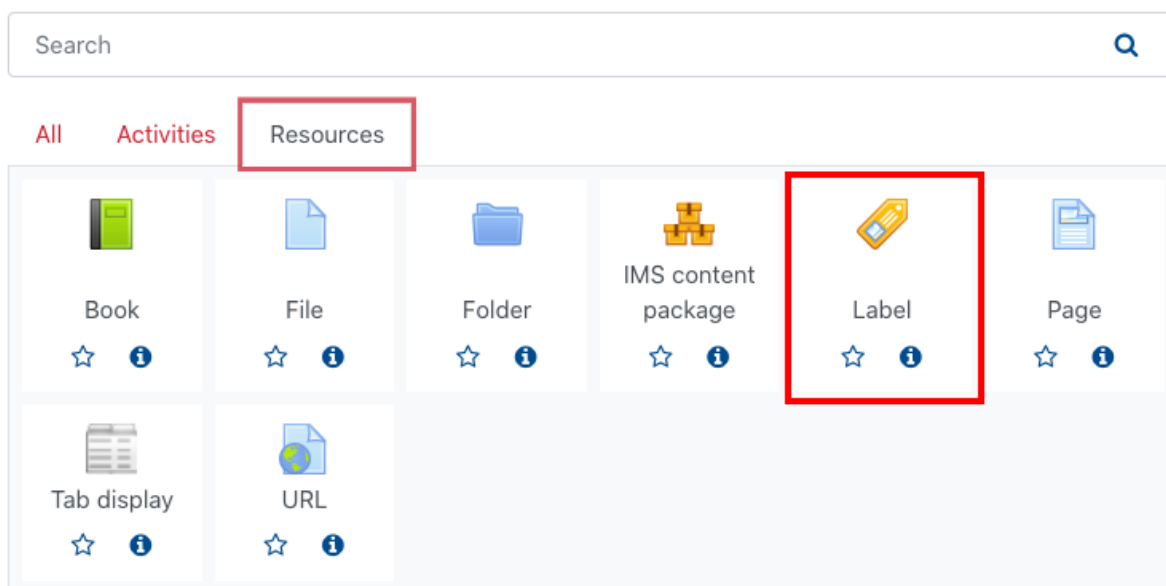
<https://lthelp.yorku.ca/setting-up-your-course/how-to-use-the-menu%2Ftab-format>

## How to Add Content to the Course Format



As you are able to tell, the LTS documentation only includes how to create a tab using text. For HLLN purpose, we want to create a tab with an image. To create a tab with the image, we follow the following steps. This is the heart of our course format.

▼ Creating a tab is as simple as adding a label and selecting the "Tab" style from the Paragraph styles in the Atto editor. Any content under the "tab" label will be the content for that tab. You can repeat the step to add a second, third etc tabs. Start by clicking, 'Add an activity or resource' in the 'Editing On' mode.



▼ Upload the image you would like to display inside of the tab by clicking the image icon in the atto editor, highlighted below.

#### Updating Label in Module 1



Expand all

##### General

Label text



▼ Then, in order to display the image as a tab, make sure to select **Tab** from the atto editor, as shown in the image below. This step is **very** important since it tells Moodle whether the picture will be inserted within the tab or not.

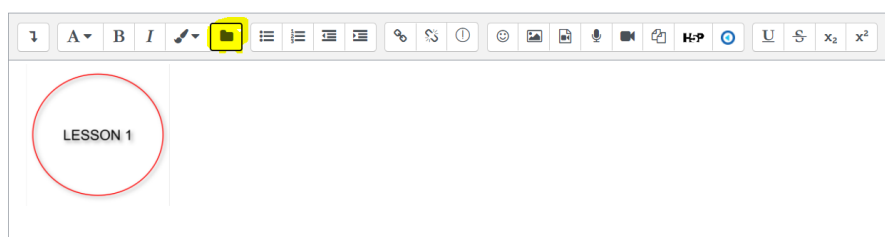
#### Updating Label in Module 1



Expand all

##### General

Label text



▼ Click Save and return to course.

▼ Add activities and resources under the new tab as required, shown below.

## Module 1

+

LESSON 1

+

Discussion Forum

Keeping in mind lessons from the recorded lectures, please respond to the discussion topics before the next live webinar.

+

Motivational Interviewing Practice

+

Self-Directed Lessons

+

Introduction

+

Lesson 1A

+

Introduction (copy) (copy)

Edit

Edit

Edit

Edit

Edit

Edit

Edit

Edit

▼ Turn editing off.

▼ You will see that the picture uploaded as a label converts to a tab and the resources you added appear under the tab.

▼ Repeat as necessary.

Module 1

Course home

Module 1

LESSON 1

LESSON 2

Discussion Forum

Keeping in mind lessons from the recorded lectures, please respond to the discussion topics before the next live webinar.

Motivational Interviewing Practice

Self-Directed Lessons

Introduction

Lesson 1A

Introduction (copy) (copy)

Additional Resources

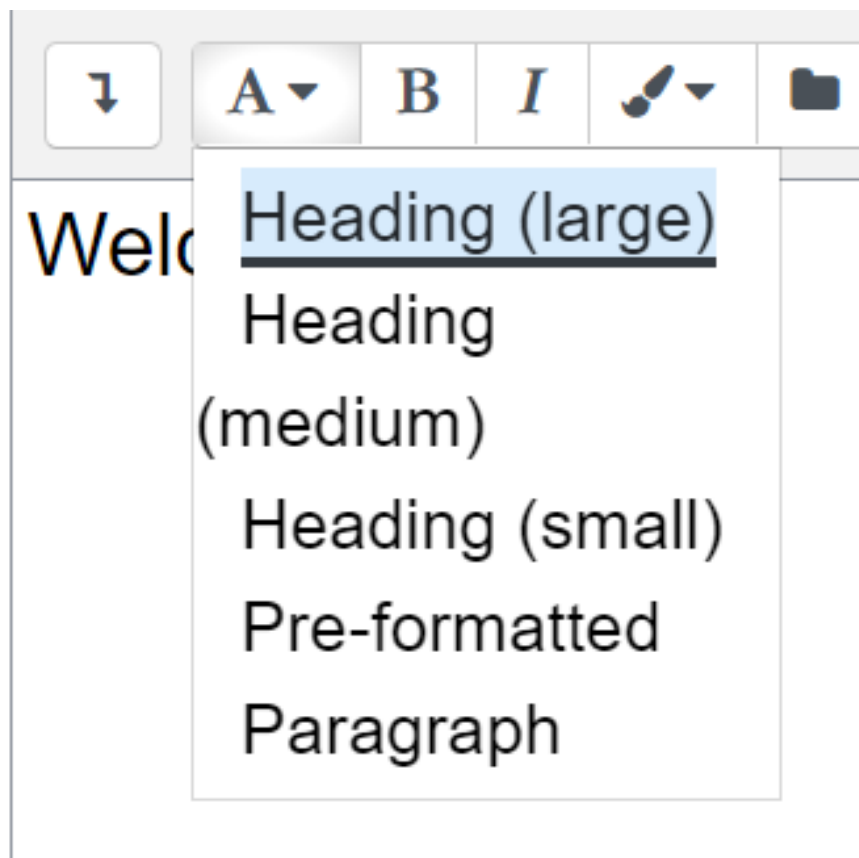
Here are some additional resources, such as web pages, videos and articles, which you may find useful.

## On the Topic of labels, emojis, and internal consistency

As we have witnessed in the screenshots above, the content under each of the tabs makes use of labels, different activities and resources.

**NOTE:** Whenever we want to add any kind of TEXT under the tab, we use the Label resource.

Let's take the above screenshot as an example. The text Discussion Forum and the text beneath it is **one** label. However, the phrase **Discussion Forum** is a large heading, which is applied by selecting the text, 'Discussion Forum' and choosing the following option from the atto editor.



The text beneath the **Discussion Forum** is formatted as a **Paragraph**, also shown above.

To add an emoji, use the emoji option in the atto editor.

It is important that we use these exact settings to keep internal consistency within the HLLN courses.

That is all. I have tried to be as extensive as possible while also trying to keep it all succinct. If there are questions, you can reach me on MS Teams or send me an email at [malik99@yorku.ca](mailto:malik99@yorku.ca).