

### **Slide 1:**

Welcome to your new online classroom!

This presentation will introduce you to new features that will help you maximize your learning experience at Ashford University.

### **Slide 2:**

Let's review some of the new online classroom benefits!

Announcements are more accessible and easier to navigate. This feature presents a more organized and user friendly home page.

Discussions are conveniently organized by week. Your discussion questions will now remain visible while you type your response. This will allow you to stay on task and better address the forum topic.

### **Slide 3:**

The Dropbox gives students one central location for submission of all Written Assignments.

The new Gradebook easily allows access to instructor comments on assignments. Timely feedback will improve student success.

The new online classroom is more reliable with minimal downtime. Limited technical interruptions will enhance your learning experience.

### **Slide 4:**

Logging into your new online classroom is quick and simple. You will login through your student portal using your existing credentials. Simply click on the course link to access your class.

Are you ready for a tour? Let's get started.....

### **Slide 5**

Once you log into the new Ashford classroom you will find many similarities to the former classroom environment.

However, you will also recognize some differences that we feel will enhance your learning experience.

In your new Ashford classroom, click the **Start Course Here** link to display key features that will be useful for you to review.

This presentation will focus on the new features and will help you have a smooth transition into the new classroom.

### **Slide 6:**

Your new classroom has a left hand navigation menu similar to your previous classroom. By clicking on the headers, this will expand the menu options.

The next item we would like to introduce is the announcement page - Your instructor uses the course Announcements in order to communicate important information about the course

- This will be your landing page each time you enter the classroom
- It is important to note that you can now access each announcement by clicking on the titles. You will no longer have to scroll down to view the announcements.
- Make sure to open ALL announcements as this is a major enhancement of the new system. Check for these updates from your instructor regularly!

### **Slide 7:**

In contrast to the former classroom, the Announcements link in the Course Home page can be expanded and collapsed for your convenience.

You will now have access to all Announcements in one central location!

If you would prefer to see all announcements at one time, you can simply click on the “Expand All” link.

### **Slide 8:**

Refer to the left hand navigation menu where you will find the **Course Home**. This link contains folders with important information pertinent to your success in each course.

- This area in your classroom contains all the information that was previously housed under the Course Info link.
- Here you will find items such as your course syllabus, materials, calendar, policies, disability services, the Ashford Café and the Help Desk.

Please note that the Ashford Café is now located here within the Course Home. Continue to use this area as you would in your former classroom. Additionally, please notice the small red icon that allows you to minimize the expanded view option

### **Slide 9:**

The next link along the left navigation menu is “**Meet Your Instructor**”:

This area contains your Instructor’s profile. You can get to know your instructor by reading this section

Also found in this section are the Faculty Expectations – this will inform you about what you can expect from your instructor and what they should expect from you, the student! This area includes information on the instructor’s late work policy, availability, and other important items.

### **Slide 10:**

Also contained in the “Meet Your Instructor” area is the “Ask Your Instructor” forum. This replaces the “Questions and Concerns” section which used to exist in the discussion forum area. You can post questions to your instructor by clicking on the “Respond” link.

### **Slide 11:**

Now let's take a look at each of the weekly tabs.

- When you click on each Week's tab you will automatically see Learning Outcomes, Readings, and detailed instructions for both your Discussion questions and assignments.
- In addition, within each Week, you will find your Instructor Guidance, Discussion Forums, your Assignment instructions, and assessments. The Instructor Guidance is the weekly lecture that provides you with expert information and support. Do not miss out on this weekly learning opportunity!

**Slide 12:**

- Let's now look at the new and improved discussion board forums.
- In the previous version of your online classroom, all of your discussion forums were located in the same area.
- In the new online classroom the Discussion Boards are now separated by week!
- This allows for less sorting, makes them easier to navigate and the overall class is more organized.

**Slide 13:**

- One of the key improvements in our new online classroom is that you can now view the discussion question while you type your original post!
- To post your initial "thread" in the discussion forum you will need to click on the blue Respond link.

**Slide 14:**

We will now review how to submit written assignments. Written assignments will now be submitted through one centralized location. This location is known as the "Dropbox". The "Dropbox" Tool allows you to submit your work and also receive your Instructor's feedback. Think of it as an assignment "inbox" and "outbox".

To submit a written assignment, click on the **Dropbox** tab located at the top of your screen.

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After you have selected the Dropbox window, you will need to click on the “Submit Assignment” link. Also visible on this page are the assignments inbox and outbox. Upon proper submission of your written assignments you will be able to view them in your “outbox”. Once your instructor grades your written assignment, it will be available in your “inbox”.

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- The final steps for submitting your assignment is to utilize the Basket drop-down menu and select the appropriate assignment.
- The text box provided is reserved for comments to your instructor only.
- Do not forget to attach your assignment prior to final submission.

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Let’s review the steps to submit your written assignments.


1. Click Dropbox
2. Select assignment date from Basket drop down list
3. Attach your document
4. Submit Assignment



**Slide 18:**

In order to view your grades and feedback from your instructor, select the Gradebook tab. This tab is accessible from anywhere within your classroom. Click on the specific assignment grade to view instructor comments.

**Slide 19:**

Now we will introduce you to the following New Function Buttons. These are located at the bottom of the Left-hand Navigation menu.

- The backwards arrow icon hides or shows the left navigation panel 

- The Home icon sends you back to the homepage where your courses are listed 
- The Key icon logs you out of the system completely 

These replace the features previously located at the top of your old online classroom.

### **Slide 20:**

Let's review the benefits of your new online classroom. You can now save time navigating with the organized intuitive classroom design. Your discussions are now separated by week. You will be able to view your discussion question while typing your response. The Dropbox is the central location for submitting all written assignments. You also now have increased visibility and improved access to feedback in the Gradebook. Remember that you have technical support twenty four hours a day, seven days a week

### **Slide 21:**

Attendance Update

To clarify, attendance in your classroom must be posted by:

- 11:00 P.M. Pacific Time
- Midnight Mountain Time
- 1:00 A.M. Central
- 2:00 A.M. Eastern
- Or the appropriate conversion if outside the continental U.S.

Please refer to the Attendance Policy communication.

### **Slide 22:**

We are confident that you will find the new learning platform both improved and more user friendly

This is an exciting time for Ashford University and our students. These classroom changes are just one more way we are fulfilling our Mission and creating a positive learning experience.

Please contact your Academic Advisor if you have any further questions on your new classroom environment.