

This guide is designed to give new users a brief overview of Learn360. It will review how to begin using the many tools, features and functionality Learn360 has to offer.

## Login

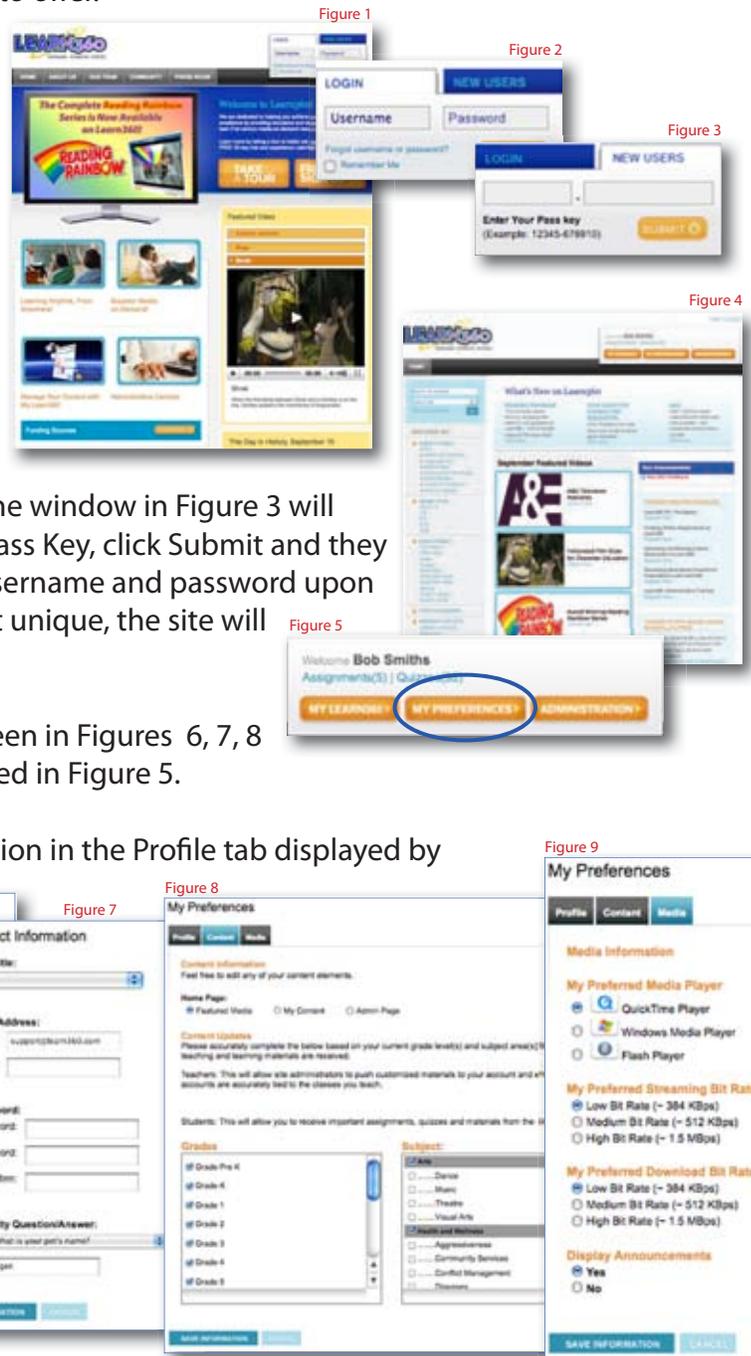
Figures 1, 2 and 3 feature the different components of the Login screen. Figure 2 shows the main login box. All users must login to the site using their created or assigned username and password. In order for the site to remember a username, check the box next to "Remember Me".

If a new user has been given a *Pass Key*, click the blue tab in Figure 2 labeled "NEW USERS". The window in Figure 3 will appear. The new user must enter the numeric Pass Key, click Submit and they will be prompted to create their own, unique username and password upon entering the site (if the username entered is not unique, the site will prompt the user to choose an alternate).

Learn360 suggests users set their *Preferences*, seen in Figures 6, 7, 8 & 9, by clicking the My Preferences button, circled in Figure 5.

In Figure 6, users can view their profile information in the Profile tab displayed by default. If a user would like to edit their information, they must click the Edit button, circled in Figure 6. This will take the user to Figure 7 where they can adjust their contact information. In Figure 8, users can set their grade and subject preferences as well as select a default home page: Featured Media, My Learn360 or Admin Page. Some users may be asked to reset their password upon logging in for the first time.

With the proper permission, users can change their Media Preferences, seen in Figure 9. Choose from 3 different video formats and 3 different streaming and download rates.



## Searching Options

With Learn360, there are three different searching options which are displayed in Figures 1, 2, & 3.

Figure 1 shows the *Keyword Search* box, which is visible upon logging into the site. With the Keyword Search, users can input a search term, as well as choose the type of media they would like to search for with the drop down menu below. Once a search is specified, click the blue “Go” button, and the results will appear.

Figure 2

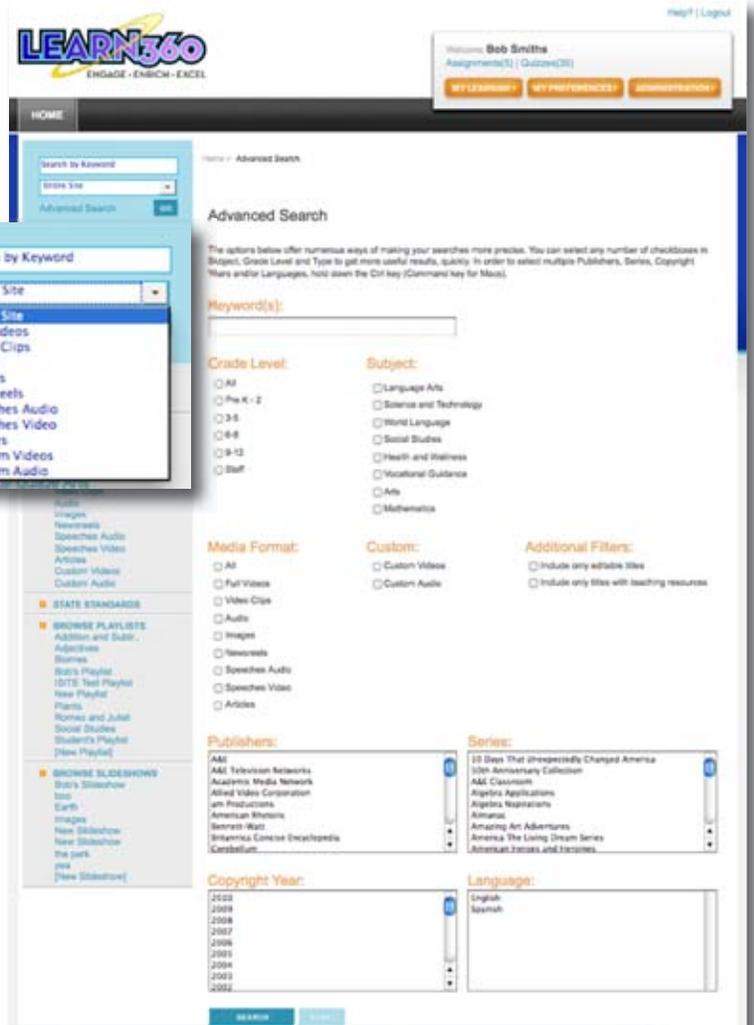
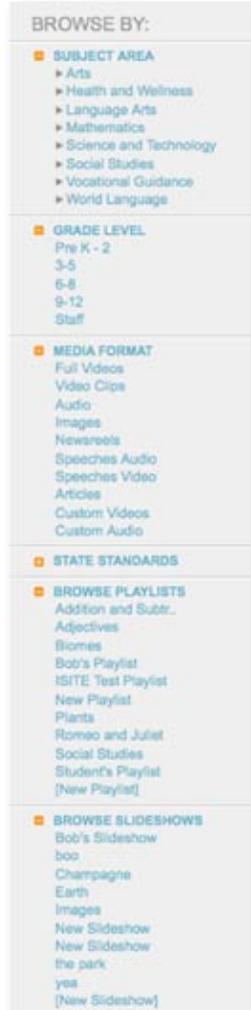


Figure 1

Figure 2 is the *Advanced Search* Page. This page is accessed through the “Advanced Search” link, shown in Figure 2. The

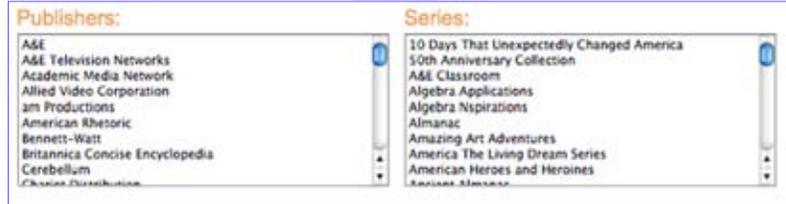
Figure 3



Advanced Search Page allows users to filter their exact search criteria using one search. Users can narrow their search by Keyword, Grade Level, Subject, Media Format, Custom Media, Publisher & Series (Figure 4), Copyright Year, Language, Video Editability and Teaching Resources.

Figure 3 shows the *Browse By menu*. This is a great tool to help narrow down search results as well as a place to begin searching. Choose content by Subject Area, Grade Level, Media Format and State Standards.

Figure 4



Users can also access their Playlists and Slideshows, as well as create new ones, all from the Browse By menu. The Browse By menu is really helpful when trying to locate videos tied to your State’s Standards. Each piece of content on Learn360 is automatically correlated to the state of each user.

## Search Results Page

The Search Results Page, seen in Figure 1, shows users the content their search produced. This page indicates the number of results the search yielded and allows users to select the quantity of results to appear on a page.

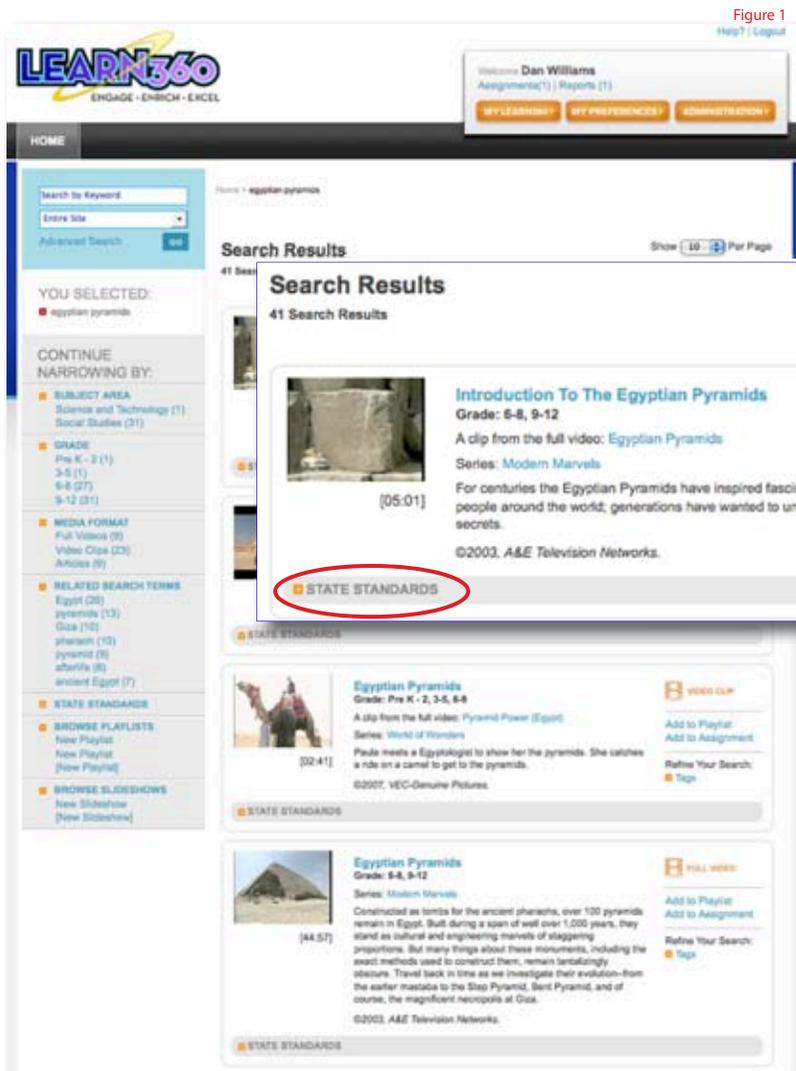


Figure 1

Figure 2 is a zoomed-in view of a single result from Figure 1.

There are many features available to users via the results page. In Figure 2, there are two links circled in black. The link labeled *"Add to Playlist"*, allows users to add videos or images to either playlists or slideshows (depending on whether the result is an image or video). The link labeled *"Add to Assignment"* allows users to add content to a new or previously existing assignment.

Figure 2

Users can also utilize the *"Tags"* link at the bottom right of Figure 2. These *"Tags"* are links to other content on Learn360 that relate to the search result.

The *State Standards* correlated to the content appear at the bottom of Figure 2, circled in red. To see which State Standards correlate to the content, click the orange plus sign to the left, and the State Standards will appear.

To view the video, users can either click the video title or click on the thumbnail for the video. Clicking to view the video will launch the Learn360 Video Player Page. Users can choose between three different types of video players: Flash, QuickTime and Windows Media Player, as well as three types of streaming bit rates: Low, Medium and High.

## Video Player Page

Figure 1 The Video Player Page is where users can stream, download and interact with media on Learn360.



Boxed in Figure 1 is a side menu of options which allow users to manage content outside the player page. Starting from the top, you will notice the content playing is a Video Clip (this icon will change depending on what the user is viewing: image, video, article, etc.).

Below the icon are three links: *Add to Favorites*, which will place the content into your My Favorites section. *Add to Playlist* (or Slideshow), which will put the content into the playlist or slideshow the user chooses. *Add to Assignment* will add the content to an assignment of the users choosing. If a user does not have either a playlist, slideshow or assignment created, they can make one on the fly without having to go to their My Learn360 section.

Figure 2

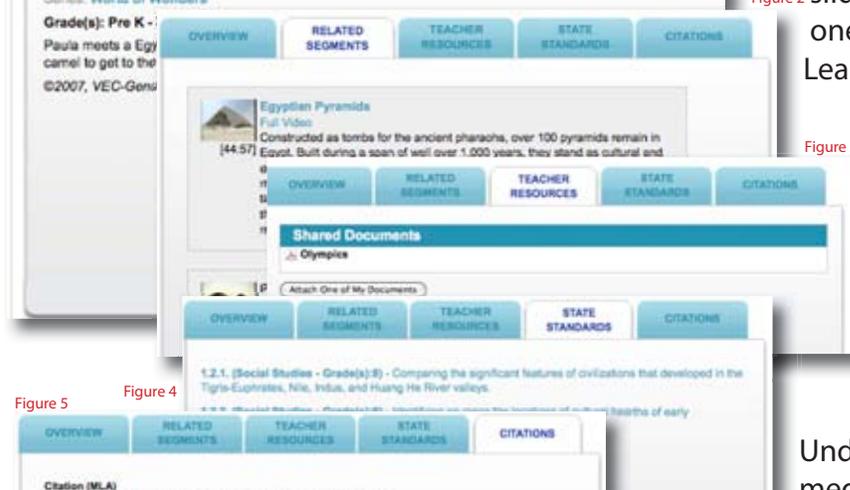


Figure 5

Figure 4

Figure 3 Below the Links are the two *Media Formats* available for users to seamlessly transfer between. If a user would like to change the media player format they are currently using, they can click the button of the format they would like to switch to (Flash, Windows or QuickTime).

Under the Media Formats is an *Embed Link* to the media that will allow users to easily use the content in class presentations. There is also a five star media grading system called "*Rate It*". Simply click the number of stars you wish to rate the media, five being the best.

Circled in Figure 1 are the *Download* button (not always available for all media) and the *Launch Player* button. To Download media being viewed, click the Download button and follow the prompts that follow. Clicking the Launch Player button will open the media in the current media player format on the users desktop.

Starting at the bottom of Figure 1 and continuing to Figure 5 are the Resource tabs associated with all media on Learn360. The *Overview* tab in Figure 1 gives a brief description of the content being viewed. The *Related Segments* tab gives users other media that is related to the viewed content. *Teacher Resources* are teachers guides, documents or presentations that have been attached or come with the media. The *State Standards* tab provides users with the State Standards correlated with the media. Finally, the *Citations* tab provides users with citations in MLA, APA and the Chicago Manual of Style.

## My Learn360: My Content

My Learn360 is where users can upload, create, share and organize their user-created content. Users can access the My Learn360 page by clicking on the orange My Learn360 button, circled in Figure 1. Figure 1

After clicking the My Learn360 button, user's will see the *My Content* tab by default, seen in Figure 1. Here, users can upload documents and media, and create playlists and slideshows.

Users can only upload media (audio & video) if they have a local hosting server.

Each user can share content they have created with Learn360 tools or have uploaded to their account. Clicking the orange *Browse Shared Content* box in Figure 1 will take users to the Available Shared Content page, seen in Figure 2. This shows all the shared content within the user's location (i.e.: documents, media,

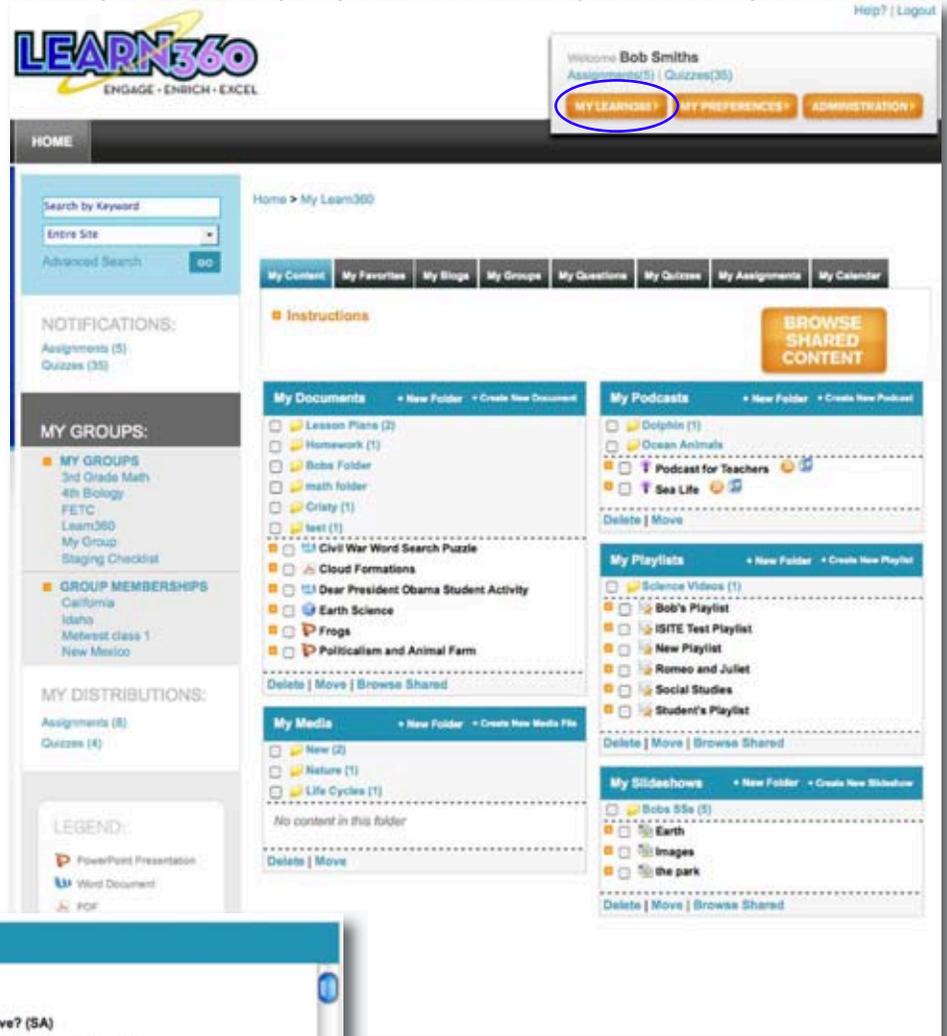
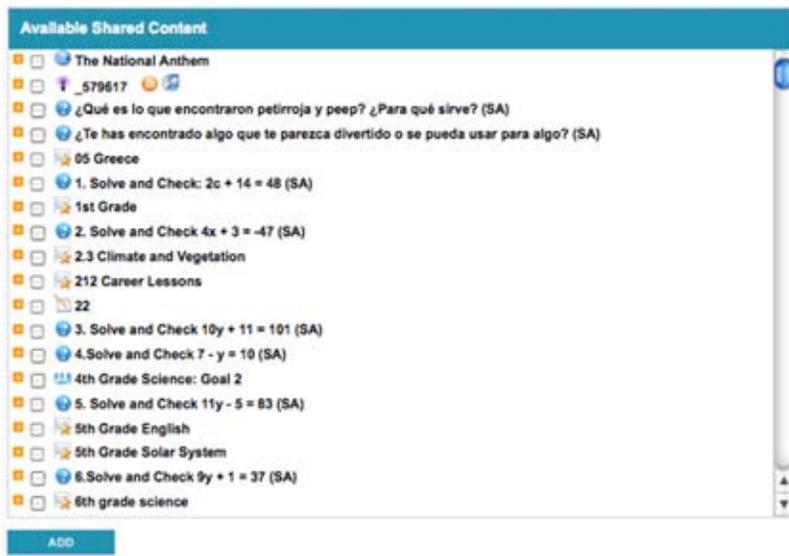


Figure 2

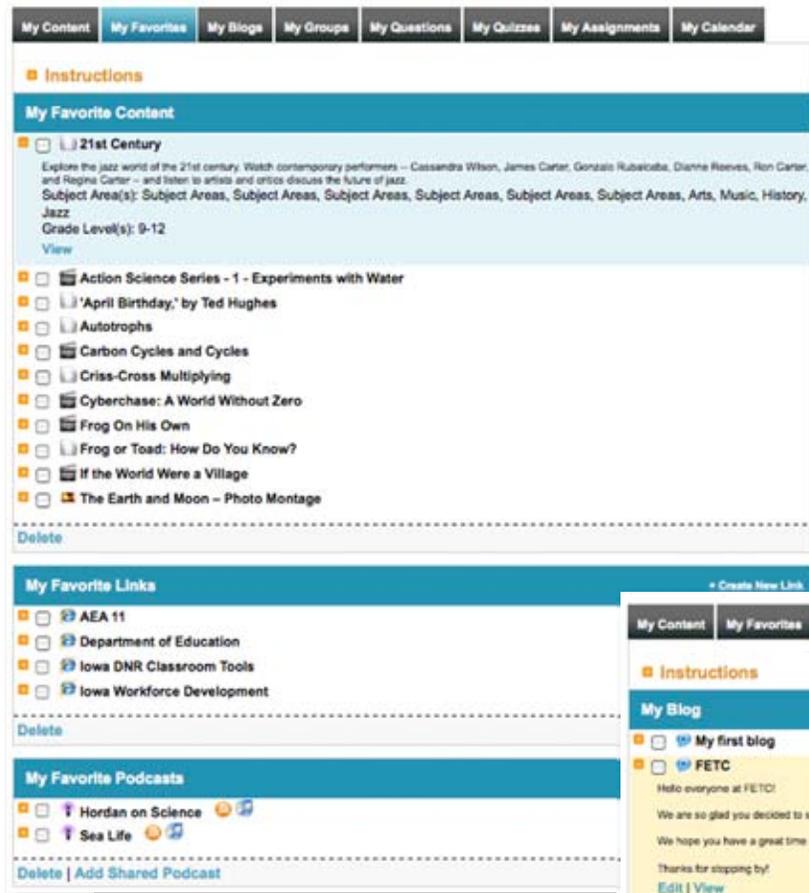


podcasts, playlists, slideshows, blogs, questions, quizzes and assignments). Users can preview a piece of content before copying it into the My Content tab. When copying any piece of content from a shared folder into My Content, it will automatically be placed in the proper content section of My Learn360.

## My Learn360: My Favorites & My Blogs

As referenced on the Video Player Page (page 4) the *My Favorites* tab, in Figure 1, is where media added to favorites will be stored. Any piece of media that has a Player Page can be tagged as a favorite piece of content. This is an easy way to store content that is viewed frequently.

Figure 1

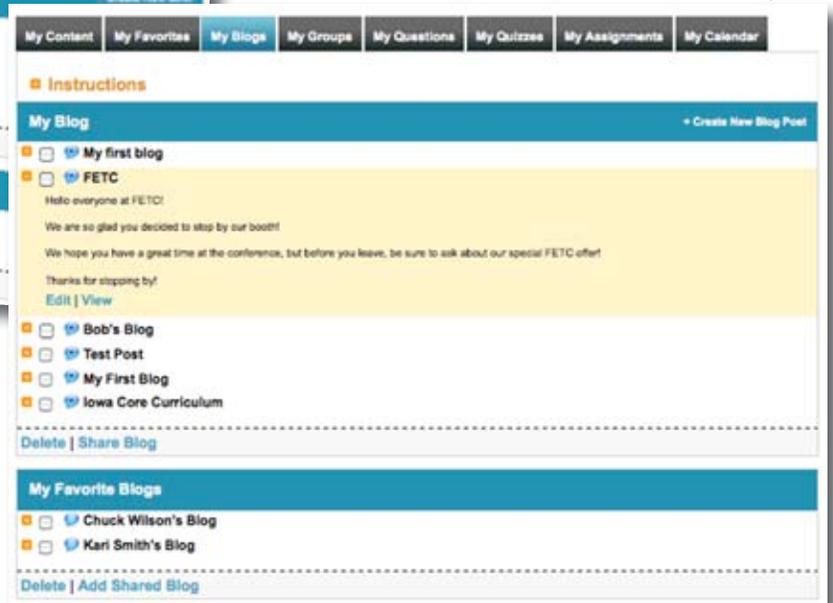


Users can also create favorite links that will be stored in the *My Favorite Links* section. These links can be pages on Learn360 or other educational websites.

Learn360 also gives users the option of adding podcasts to the My Favorites tab. These can be podcasts found on Learn360 or in iTunes.

Figure 2 is displaying the *My Blogs* tab. Each user is given their own blog by Learn360. This is a great tool that can be used to communicate with teachers and students.

Figure 2



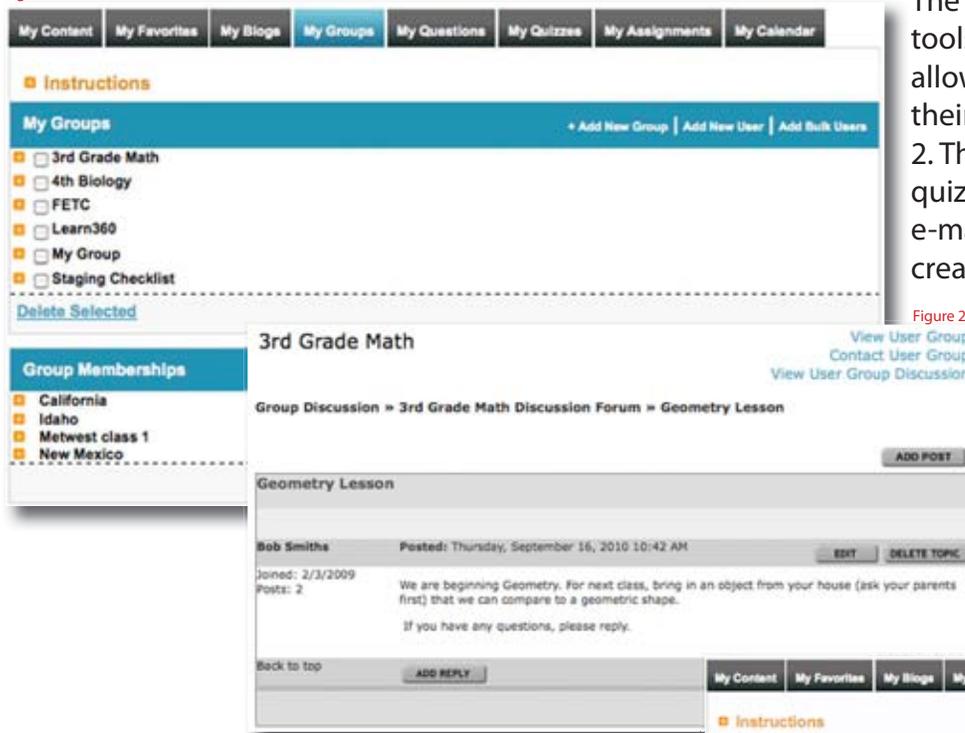
Like everything on Learn360, blogs can be shared with users in your location or throughout Learn360. When a user decides to share a blog, it gives other users the ability to not only view but comment on the blog.

Users have the option of tagging blogs in their favorites as well. However, as seen in Figure 2, these blogs will be stored in the My Blogs tab. This section will allow users to track the updates of their favorite blogs and comment on them.

## My Learn360: My Groups & My Questions

Moving down the My Learn360 tabs, Figure 1 shows the *My Groups* tab. This is where users can create both Groups and Classes to help organize users at a location. With Learn360, administrators and teachers can add users individually or use the bulk upload to add multiple users.

Figure 1

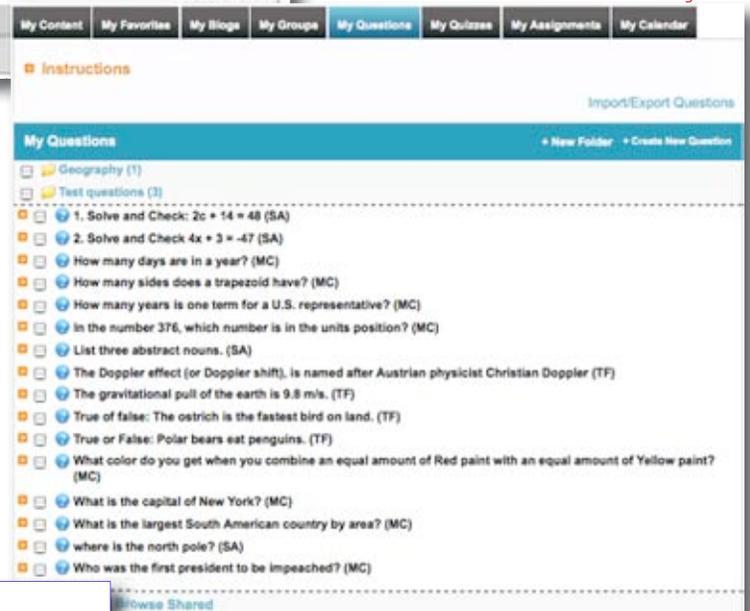


The My Groups tab has a lot of useful tools for teachers. *Discussion Boards* allow teachers to communicate with their students, displayed in Figure 2. The group creator can distribute quizzes and assignments, or send mass e-mails to the group or class they have created.

Figure 2

*My Questions* is seen in Figure 3. This is where users can create 3 different types of questions that can be placed into either a quiz or assignment. It is also the tab where each user's created questions are stored and organized.

Figure 3



Displayed in Figure 4 is the default, Short Answer *Question Builder*. This is one of the three question options available for users to create. As you can see in Figure 4, the drop down menu provides the other two Question Builder choices: Multiple choice and True or False.

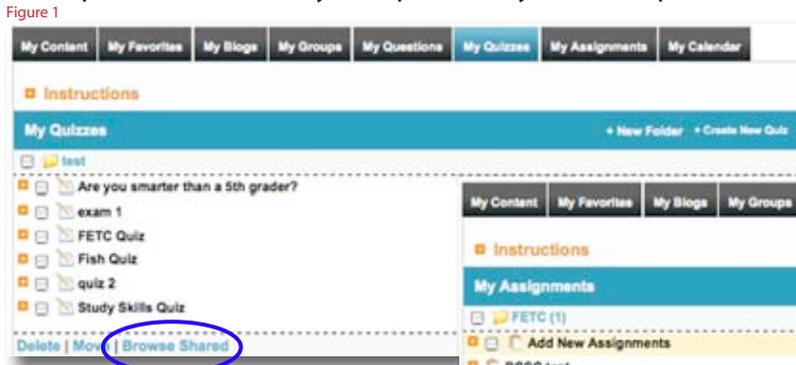
Like all content on the site, users have the option of sharing their questions with different locations on Learn360.

Figure 4



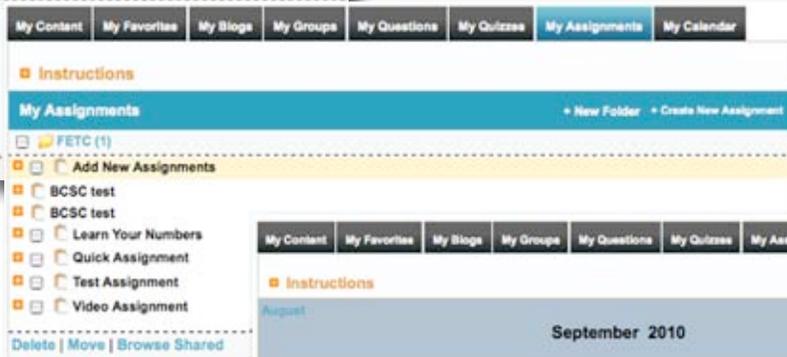
## My Learn360: My Quizzes, My Assignments & My Calendar

The last three tabs in My Learn360 are displayed in Figures 1, 2 & 3. Figure 1 shows the *My Quizzes* tab. This is where users can create and distribute quizzes. Through the quiz builder, users can create questions on the fly, use previously created questions or import shared questions.



Users can search for shared quizzes by clicking the circled *Browse Shared* link in Figure 1.

Figure 2



The *My Assignments* tab can be seen in Figure 2. Clicking the + New Assignment link will queue the Assignment builder. Similar to the Quiz Builder, however, users can not only add questions to an assignment but also add media, documents, playlists, slideshows and podcasts to accompany the assignment. When a user creates a new assignment, it will be stored in their My Assignments tab. My Assignments is where users can distribute their created assignments to their Groups and Classes.

When a user distributes a quiz or assignment to their Group or Class, the recipients will see it on their *My Calendar* page, seen in Figure 3. Every user has a My Calendar tab where they will see events, quizzes or assignments distributed to them.

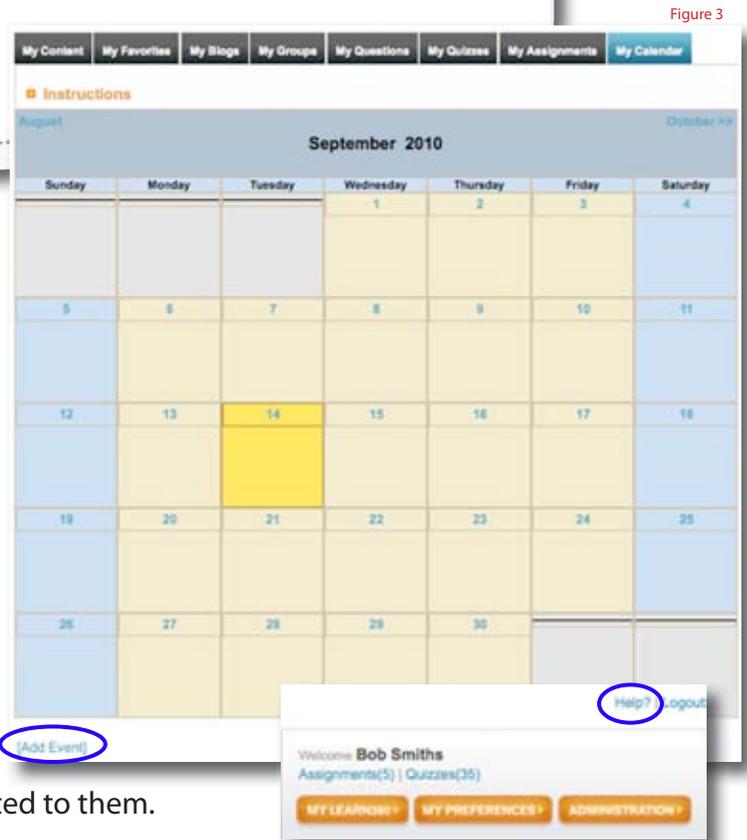


Figure 3

Users can add an event by clicking the link circled in Figure 3. This is a good way to remember tasks or homework.

Figure 4



**For additional information, please visit the online Help Center accessed through the circled Help link in Figure 4.**