WebStudy Orientation

If you should still have any confusion after this orientation please go to our online WebStudy tutorials at http://www.eac.edu/Webcourses/tutorials.shtm or call WebStudy Support @ 888-326-4058 option 3.

How to Log in:

- Login directly at http://eac.webstudy.com

- Or go to http://eac.edu

- Click on the WebStudy link at the very bottom of EAC’s web page (this will take you to the WebStudy login page)

- Under type the Username and Password of your Gila Hank login.

- Hit the Enter key on your keyboard or click the blue box to the right of the Password field to complete the login.
- Once you are logged in, Webstudy directs you to your Webstudy Dashboard. This is where you can view Summary of Events, Announcements, Email, Personal Information, Your courses and so much more!

**How to View a Course:**

- With your WebStudy Dashboard still up, click on the Course dropdown arrow in the top right corner and select the course name.

WebStudy should automatically bring your course page up but if not, select the white button next to the dropdown arrow.

- You should now see a webpage with the name of the course and Instructor.

* You can navigate to different courses at any time. Just go to the top of the page to course, select the drop down arrow and choose the course.

**How to Navigate Within the Course:**

- On the right hand side of the course page you will see several tabs. (About, Timeline, etc...
About Tab:

Provides the students with information about the course

- Learning Objectives
- How to contact the Instructor
- Information about the Instructor’s background
- Etc…

Timeline Tab:

Provides the Expanded Syllabus (VERY IMPORTANT!)

- Detailed information about grading, schedule, rules of the class, etc…
Provides the “Sessions or Weeks”

- Weekly assignments, forums, exams, materials to read/download, etc...
- Click on the link next to the assignment, material, exam, or forum and it will direct you to the details of that item. The assignment link is where you will send in your completed assignments.

Forum

1. Under the weekly session, click on the Forums Link (Ex: Week#1 – Student Introductions)
2. Select Enter The Forum > > >
3. Open the instructors message by selecting the message link (Ex: Student Introductions)
4. Read the message and then select Reply at the bottom of the message box.
5. Now you can start typing your response!

**News Tab:**

Informs students of things that your instructor wants to announce to the class. This is also displayed on your Dashboard. (Some instructors may not use this feature)

**Links Tab:**

Instructors can provide links that students may use. (Some instructors may not use this feature)

**Live Tab:**

Provides video conferencing or chat rooms that can use video, audio, or texting.

**Students Tab:**

Gives students the ability to contact other students within the course

- Find the student’s name and Instant Message them by clicking on “send”. You can also see any detailed info they may have provided.
Gra
des Tab:

Enables students to view their own graded assignments and overall grade. (Not all EAC instructors utilize this feature. Some may use Micrograde where grades are sent to your MonsterMail account).

Teams Tab:

A team is a group of students put together by the instructor for a project.

- If your instructor utilizes this, your team will be listed under this tab.

WebStudy also provides an electronic Notes section where you don’t have to have a pen/paper handy while studying. This can be for your own personal notes or you can make them public for those in your course to see as well. (i.e. sharing links and information to help each other collaborate with homework, etc.)

- Click on Notes
- In the Notes window scroll down or expand the window and then choose Public or Private at the bottom.

- Click on New and start typing!
- In the top right corner you can jump from your Public Notes to Private Notes and vice-versa.