
































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<ol style="list-style-type: none"> <li>1. PC - Use Internet Explorer or Firefox; Mac - Use Firefox.</li> <li>2. Go to <a href="http://insight.ccsf.edu">http://insight.ccsf.edu</a>. Log in using your Groupwise User Name and the default password. You will be prompted to change it when you first log in.</li> </ol>																											
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<ol style="list-style-type: none"> <li>1. Once you've logged in, you should see links to the courses you have permission to enter.</li> <li>2. To edit your profile, click on <b>Participants</b>, then on your name. Add information or even an image.</li> </ol>																											
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<p>Select one of one of your course links (left side) after logging in. Initially, the links appear grayed-out. Select <b>Course Settings</b> from the Administration block.</p> <p><b>Summary:</b> Enter official course summary.</p> <p><b>Format:</b> "Weekly" or "Topics". Set course dates.</p> <p><b>Availability:</b> Make the course available. (This changes grayed-out link to a blue, active one.)</p>																											
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<p>Click <b>Turn Editing On</b> button at the top right or click the link in your Administration block.</p>																											
▶																											
<table border="0"> <tr> <td style="vertical-align: middle;"></td> <td style="vertical-align: middle;">or </td> <td>Edits the object next to it.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Deletes the object next to it.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Drag and drop to move the object.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Moves the object next to it to a specific place of your choice.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Moves the object one tab left or right.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Moves the object one level up or down.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Hides or displays the object next to it.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Group options for the object next to it.</td> </tr> <tr> <td style="vertical-align: middle;"></td> <td></td> <td>Provides pop-up help for the object.</td> </tr> </table>		or 	Edits the object next to it.			Deletes the object next to it.			Drag and drop to move the object.			Moves the object next to it to a specific place of your choice.			Moves the object one tab left or right.			Moves the object one level up or down.			Hides or displays the object next to it.			Group options for the object next to it.			Provides pop-up help for the object.
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▶ Course Content Area
<p><b>Blocks</b> appear to the left and right of the screen. Show, Hide, Move and Delete blocks using the icon tools. The <b>Block Menu</b> adds additional blocks.</p> <p><b>Course content area</b> - This is the central column with sections by topics or weeks.</p> <ul style="list-style-type: none"> <li>∞ Use the top <b>"block 0"</b> for general course info, syllabus, forum, etc.</li> <li>∞ Use the subsequent sections to hold course assignments, documents and links.</li> </ul>
▶ Upload a File
<p>Select <b>Files</b> link from the Administration block.</p> <ol style="list-style-type: none"> <li>1. Select <b>Make a folder</b>. Decide on naming system:             <ul style="list-style-type: none"> <li>∞ topics, weeks, units, lessons or modules</li> <li>∞ task types (e.g. course info, labs, readings)</li> <li>∞ file type (e.g. images, docs, movies)</li> </ul>             Don't touch "moddata" and "backups" folders.           </li> <li>2. Select <b>Upload a File</b>, browse, upload the file. For <b>multiple files</b>, use compression software to zip. Upload the zipped file. Unzip it in <b>Files</b> window.</li> </ol>
▶ File Names and Types
<ul style="list-style-type: none"> <li>∞ Keep file names to less than 12 characters; no spaces; no special characters (!@#%&amp;*,.&lt;&gt;); with extension (doc, pdf, txt, rtf) included.</li> <li>∞ Use compatible file formats: html, txt, rtf, pdf, pps, ppt, doc, xls, ppt, odt; <i>avoid</i>: swx, wkb.</li> </ul>
▶ Compose a Web Page
<p>Select <b>Compose Web Page</b> from <b>Add a resource</b> menu.</p> <ol style="list-style-type: none"> <li>1. <b>Name:</b> Create a name for this resource;</li> <li>2. <b>Summary:</b> write short description of the resource;</li> <li>3. <b>Full Text:</b> write text; add formatting and images.</li> <li>4. <b>Window:</b> Select new window (accessibility)</li> <li>5. Click <b>Save and display</b>.</li> </ol>

▶ Link to a Web Page (external)
<p>Copy the URL of the web page into your "clipboard". Select option from <b>Add a resource</b> menu.</p> <ol style="list-style-type: none"> <li>1. <b>Name:</b> Create a name for this resource link;</li> <li>2. <b>Summary:</b> write short description of the resource;</li> <li>3. <b>Location:</b> Paste URL into location field or use "Search for web page" option.</li> <li>4. <b>Window:</b> Select new window (accessibility)</li> <li>5. Click <b>Save and display</b>.</li> </ol>
▶ Link to a File (internal)
<p>Select option from <b>Add a resource</b> menu.</p> <ol style="list-style-type: none"> <li>1. <b>Name:</b> Create a name for this resource link;</li> <li>2. <b>Summary:</b> write short description of the resource;</li> <li>3. <b>Location:</b> "Choose or Upload a File";</li> <li>4. <b>Window:</b> Select new window (accessibility)</li> <li>5. Select a folder (or <b>Make a folder</b>)</li> <li>6. Click <b>Upload a file</b> button;</li> <li>7. Browse to the file. Then, click <b>Upload this file</b>;</li> <li>8. Click CHOOSE next to the file name on the right and close upload window.</li> <li>9. Click <b>Save and display</b>.</li> </ol>
▶ Using the Grade Book
<p>Using the Grade book is a 2-step process:</p> <ol style="list-style-type: none"> <li>1. Create the assignment: enter text, upload file(s), offline or other activity type that is graded.</li> <li>2. Set up the grade book preferences.</li> </ol>
▶  Help
<p>Within <b>Insight @ CCSF</b> click any ? icon for detailed information; check the TLC workshops listing; or look for tutorial/support courses within Insight for faculty. Additionally, wonderful tutorials and podcasts are available on the CSM "WebAccess" site: (WebAccess = CSM's Moodle)</p> <p><a href="http://www.smccd.net/accounts/ctl/webaccess/index.html">http://www.smccd.net/accounts/ctl/webaccess/index.html</a></p>