


<p>► Requirements</p> <ol style="list-style-type: none"> <li>1. an email address. (Get a free account from Yahoo or Gmail.)</li> <li>2. a current browser. IE (PC) or Firefox (PC, Mac).</li> <li>3. the Acrobat Reader (<a href="http://www.adobe.com">http://www.adobe.com</a>).</li> <li>4. a current word processor. (Microsoft Word, Word Perfect, Apple Works. See your college bookstore for educational pricing or download an open source program.</li> <li>5. current registration for the class</li> </ol>
<p>► Log Into <i>Insight</i></p> <ol style="list-style-type: none"> <li>1. Open an Internet browser window. Go to : <a href="http://insight.ccsf.edu">http://insight.ccsf.edu</a></li> <li>2. Log in using your CCSF Student ID number and password (1<sup>st</sup> time–instructor has pswd).</li> <li>3. Click the course link in the My Courses block.</li> </ol>
<p>► Find your Course</p> <p>Find your course links (listed by course short name). Courses are in alphabetical order and contain the CRN and section numbers. Be sure to verify your CRN, section number, and instructor.</p>
<p>► Edit Profile</p> <p>In the Administration block, select <b>Edit Profile</b>.  <i>You will need to fill out the top half of the page:</i>  <b>Email</b> – fill out your preferred email address  <b>City/Town</b> – enter your town  <b>Description</b> - fill out information that you would like to appear to other users next to your profile.  <b>Optionally</b> You can adjust other menu items:  <b>Email Digest</b> - <sup>s</sup>elect options to receive email in batches (complete) or individually (no digest)  <b>Forum Auto-subscribe</b> – select options to receive email copies of posts select "Yes: when I post " No ..." (just read posts in the forum.)</p>

<p>► Change Password</p> <p>In the Administration block, select <b>Edit Profile</b>, then the <b>Profile tab</b>. At the bottom of your profile box is the "change password" button.</p>
<p>► Navigate Course Links</p> <ol style="list-style-type: none"> <li>1. Begin with the top section, center column, where you will find links to course information such as the Syllabus and Student Services. Click on the links in the order they appear.</li> <li>2. Clicking on a link will open a resource or activity page. As you begin reading, if you find that you need adaptive technologies (text reader, zoom text, voice recognition, etc.) please contact the <a href="#">DSPS</a> office.</li> <li>3. For course navigation, use the activities block on the left or the arrows and “jump to” menu on the top right of the screen.</li> <li>4. For site navigation, use the links on the top left part of your screen, for example:  <b>InsightHome &gt;&gt; CNIT-101-831-FALL-2008&gt;&gt; Assignments</b></li> </ol>
<p>► Upload Assignments</p> <ol style="list-style-type: none"> <li>1. Select the link of the assignment to which you will be submitting. Sometimes you will be asked to copy &amp; paste an assignment; other times you will be asked to upload a file.</li> <li>2. To upload a file:              Make sure you have named your file properly before uploading it. (See next section.)              Browse to the location of the file on your desktop and click the "Upload a File" button.</li> <li>3. Your instructor will reply within a given period of time, usually set in the course syllabus.</li> </ol>

<p>► Prepare Documents – File Naming</p> <ul style="list-style-type: none"> <li>∞ Never use spaces in the file name. Use a dash – or an underscore _.</li> <li>∞ Don't use special characters in the filename. (e.g. * ^ . , \$ % # / } " ' )</li> <li>∞ Do not use more than 15 characters in name of file.</li> <li>∞ Include a dot and a three letter extension to designate the file type. (e.g. .doc .rtf .pdf .ppt .xls .html)  <b>Correct:</b> report_jones.doc  <b>Incorrect:</b> report.jones.doc (no periods!)  <b>Incorrect:</b> report-jones (missing extension)</li> </ul>
<p>► Participate in a Forum</p> <ol style="list-style-type: none"> <li>1. Select the <b>Forum</b> link and select a discussion link. If you wish to reply, click the reply link.</li> <li>2. Use the text box to enter your message. Formatting tools can be found above the message box to add colors and links.</li> <li>3. Decide if you want email copies of posts to the forum using the menu next to "Subscription"</li> <li>4. Click <b>Post to forum</b> to submit your message to the forum. Use the Edit button if you wish to correct something in your message (you have 30 minutes to edit before this option goes away).</li> <li>5. To block forum email, use the <b>Unsubscribe</b> link in the upper right corner of the forum.</li> </ol>
<p>►  Help</p> <p>Within <i>Insight @ CCSF</i> click any ? icon for detailed information, ask your instructor, or visit the topics in the Main Menu on the Insight @ CCSF homepage.</p>