

brought to you by the
Teaching and Learning Collaborative

➔ **Site Location:** <http://elearning.miis.edu>
(without www!)



➔ Login:

Returning students continue to use their First Class login. New Students use their Outlook Exchange Login (not the full email, just the account/user name, for example pbrilliant, NOT peter.brilliant).

Contact the ITS Help Desk if you experience difficulty logging in: helpdesk@miis.edu, 831-647-6656.

Once you've logged in, go to "Course Finder" in the drop-down menu of "Courses."



The next screen that appears is called "Course Categories". Select the program you're in. If you're an ESL, TESOL or T&I student, select "Translation, Interpretation & Language Education." If you're an MBA or IPS student, select "International Policy & Management."

Course categories

- International Policy & Management
- Translation, Interpretation & Language Education
- Institute Working Groups
- Custom Language Services
- James Martin Center for Nonproliferation Studies
- Teaching & Learning Collaborative
- Campus Technologies
- William Tell Coleman Library

Search courses:

Next, you will find a list of subcategories with all departments. Select your department.

Sub-categories

- Arabic Studies (AS)
- Chinese Studies (CS)
- English as a Second Language (ESL)
- English for Academic & Professional Purposes (EAPP)
- English Preparation for Translation & Interpretation (EPTI)
- French Studies (FS)
- Japanese Studies (JS)
- Russian Studies (RS)
- Spanish Studies (HS)
- TESOL & TFL
- Translation & Interpretation General Courses (TI)
- T&I Chinese Program (TIC)
- T&I French Program (TIF)
- T&I German Program (TIG)
- T&I Japanese Program (TIJ)
- T&I Korean Program (TIK)
- T&I Russian Program (TIR)
- T&I Spanish Program (TIS)
- TILE COURSE ARCHIVES
- German Studies (GS)

Finally, you will see a list of courses. Most of the courses need an enrolment key that you should have received from your professor.

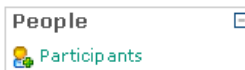


Enter the enrolment key and click "Enrol me in this course."

Enrolment key:

You only have to enroll once. You will not need the password after that. Once you're enrolled, make sure to bookmark the link to this Moodle site for easy reference.

➔ Edit your Profile and Upload a Picture:



The people block in the upper right hand corner contains a list of all the participants in the course. To edit your profile, click on your name and select "Edit profile".

74
23
35
6
10
3
5
4



Introduce yourself and upload your picture. Whenever you change your profile, make sure to scroll down to the bottom of the page and click on "Update profile."

→ Course Layout:

Your course will include a broad column in the center, and one or two side columns. The broad central column is where the course materials and activities are located, organized either by topics or by weeks with dates.

→ Activities and Resources:

Each activity or resource has a different icon. But these icons may change slightly depending on the design chosen by your professor.



Zipped folder



PDF file



Word file



Forum: Compose and reply to threaded discussions. Participations can be graded.



Weblink



Assignment: You can submit your assignment here (one or multiple files). Some teachers will also upload their response files/feedback here (rather than sending them to you by email).



Quizzes: Quizzes may be used for self-assessment or they may be graded. Sometimes, you only have one attempt, but sometimes the teacher may allow several attempts.

→ Navigating within a course:

[Monterey_Institute](#) ▶ [EPTI 350 SU09 C](#) ▶ [Forums](#) ▶ [Discussion FORUM](#)

As you're exploring your course, a list of "breadcrumbs" shows at the top of the display. Each breadcrumb represents a level or screen you moved through. Clicking on a breadcrumb returns to that level. As you can see above, you're in a forum right now. If you'd like to return to the main page of this Moodle Course, where you can see all activities and resources, click on "EPTI 350 SU09."

→ Submitting an Assignment:

Assignments: Please submit all your assignments here.

[Article Summary: CLIMATE CHANGE Due Date: Thursday, Oct. 22 midnight](#)

Whenever you see this icon , it means that you're expected to submit your homework or an assignment for grading here. Click on the assignment, use the "Browse" button to select

your file from your computer. You can upload any type of file: Word, Excel, PDF, Powerpoint, mp3 or even a short movie. The maximum file size is 30 MB. Once you've chosen the file from your computer, click on "Upload this file" and "Send for marking."

Final submission for assignment marking

You will be asked if you're sure you want to submit the file. Click on "yes." After that you will no longer be able to make any changes as the file has been sent to your professor for grading.

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?