

GoucherLearn Quick-Start Guide for Faculty	
Select a Browser	<ul style="list-style-type: none"> GoucherLearn supports the use of major Web browsers. Recommended Settings and Software: Set your browser to accept cookies Enable Javascript.
Get Into GoucherLearn	Goucher College Homepage (www.goucher.edu) => <i>Graduate Programs</i> => <i>Quick Links</i> (bottom left) => <i>GoucherLearn</i> (or just go directly to the GoucherLearn home page - http://www.learn.goucher.edu)
Find Your GoucherLearn Class Site	Go directly to the GoucherLearn home page (http://www.learn.goucher.edu) => insert your login info and click <i>Login</i> => Click on <i>Dashboard</i> (left) or the <i>Enter Courses</i> button => Click on a course title
Find Classmate Names	Administration Block => <i>Users</i> => <i>Enrolled Users</i>
Add/Enroll Users	Administration Block => <i>Users</i> => <i>Enrolled Users</i> => <i>Enroll Users</i> button => Select <i>Non-editing teacher</i> , or <i>Student</i> , or other role) => enter name in Search box => <i>Enroll</i> button (next to name) => <i>Enroll Users</i> button => <i>Finish Enrolling Users</i> button
Edit Text	<i>Turn Editing On</i> (upper right) => Click on the <i>Edit</i> dropdown menu => <i>Edit Settings</i> (conduct your edit) => <i>Save and Return to Course</i>
Add a File	<ul style="list-style-type: none"> Method 1: <i>Turn editing on</i> => Open the file directory on your computer => Drag selected file to any topic section Method 2: <i>Turn editing on</i> => Click <i>Add an activity or resource</i> => Scroll down and click <i>File</i> => Click <i>Add</i> => Click <i>Browse</i> button to select a file => Double-click on selected file => Click <i>Upload this file</i> => scroll down to bottom of the window and click <i>Save and return to course</i>
Add New Text	<i>Turn editing on</i> => Click <i>Add an activity or resource</i> => scroll down and select <i>Label</i> => click <i>Add</i> => Type text in text box => Scroll to the bottom of the window and click <i>Save and return to course</i>
Create Page of text, images, etc.	<i>Turn editing on</i> => Click <i>Add an activity or resource</i> => Scroll down and click <i>Page</i> => Click <i>Add</i> => Type in Name, Description and Page Content => Scroll to the bottom of the window and click <i>Save and return to course</i>
Import Course Materials from Another Course	In the Destination Course => Administration Block => <i>Import</i> => Select a Course => Continue => Select options => <i>Next</i>

Send Email Inside GoucherLearn	Quickmail Block => Click <i>Compose New Email</i> => Click Potential Recipient name (on right) => Click <i>Add</i> to place name in Recipient box (on left) => Type Subject; Type Message => Click <i>Send Email</i> => To see Sent Emails click <i>View History</i>
Hide materials from the Student View	<i>Edit</i> dropdown menu => <i>Eye Icon</i> => Close/ <i>Hide</i> (or Open) the Eye next to the item. To hide an entire block, close the eye on the right side of the topic block.
Hide or Show the Course to the Students	Administration Block => <i>Edit Settings</i> => General Section => Visible => Select <i>Show</i> or <i>Hide</i> from dropdown menu => <i>Save Changes</i>
Create a Discussion Fom (2 Steps)	<ol style="list-style-type: none"> 1. Create Forum Link 2. Post Discussion Question Inside: <i>Turn editing on</i> => Click <i>Add an activity or resource</i> => <i>Advanced Forum</i> => <i>Add</i> button => enter Forum Name and Introduction => Scroll to the bottom of the window and click <i>Save and return to course</i> => Click on new Forum link => Click on <i>Add a New Discussion Topic</i> => Type in Subject and Message (discussion question) => Scroll down and click <i>Post to Forum</i>
Create a Dropbox to Receive Student Assignments	<i>Turn editing on</i> => Click <i>Add an activity or resource</i> => <i>Assignment</i> => <i>Add</i> => Type in Assignment Name and Description => Select setting options => Scroll to the bottom of the window and click <i>Save and return to course</i>
Create a Wiki or Blog for Group Activities	<i>Turn editing on</i> => Click <i>Add an activity or resource</i> => <i>Campus Pack Wiki</i> (or <i>Blog</i>) => <i>Add</i> => Type in Title => Scroll down and click <i>Add</i> button
Use the Grade Book	<ul style="list-style-type: none"> • To add a Graded Item => Administration Block => <i>Grades</i> => click on <i>Categories and Items</i> tab => Scroll to bottom of page and click <i>Add Grade Item</i> button => Enter Item Name and choose options => click on <i>Save Changes</i> at bottom of the page • To Enter a Grade => Administration Block => <i>Grades</i> => click on <i>View</i> tab => click on <i>Turn Editing On</i> button (far right at the top of the page) => enter individual grades in boxes => click on <i>Update</i> button at the bottom of the page
Record Lecture Videos with Audio by Using Panopto	Panopto CourseCast Block => <i>Download Recorder</i> => Click on Recorder Icon placed on your desktop => Select Folder Name (Blue Down Arrow on the Right-Select Your Course) => Edit Title (Record a new session called:.) => Select <i>Microphone</i> (Audio dropdown menu) => Select <i>Capture PowerPoint</i> (if needed) and <i>Capture Primary Screen</i> => Click on <i>Record</i> button and speak into your microphone; proceed with lecture => Click on <i>Stop</i> button => Return to Course and find Lecture listed in Completed Recordings in Panopto Block

Get Help	<ul style="list-style-type: none">• Quick Questions? Helpdesk@goucher.edu (410) 337- 6322• GL Support Blog – click on the Find Answers icon on the GL home page• Faculty Tutorials and Resources: http://www.goucher.edu/graduate-programs/distance-learning-resources/faculty-tutorials-and-resources
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