This guide is designed to give new users a brief overview of Learn360. It will review how to begin using the many tools, features and functionality Learn360 has to o er.

Login

Figures 1, 2 and 3 feature the di erent components of the Login screen. Figure 2 shows the main login box. All users must login to the site using their created or assigned username and password. In order for the site to remember a username, check the "Remember Me" box.
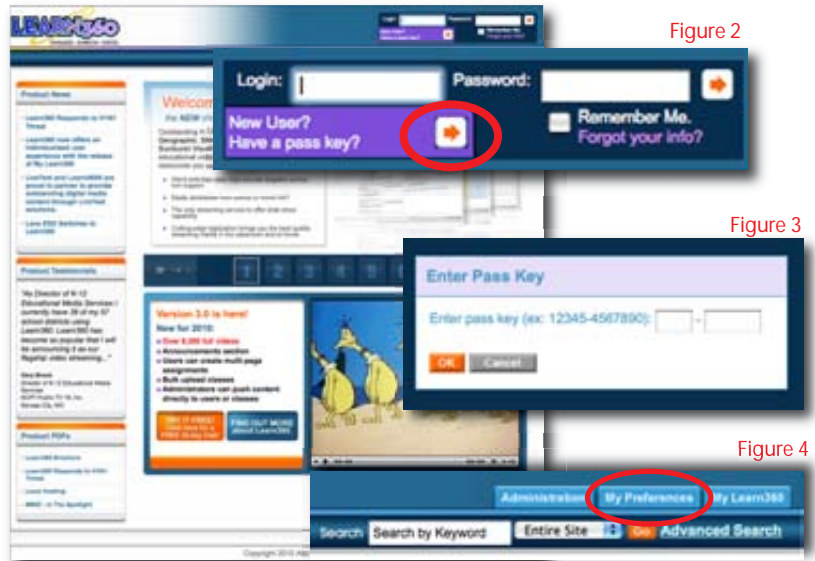
If a new user has been given a Pass Key, click the circled arrow in Figure 2. The window in Figure 3 will appear. Enter the Pass Key and you will be prompted to create your own unique username and password upon entering the site (if you enter a username that is not unique, the site will prompt you to choose an alternate).

Figure 1

Figure 2

Figure 3

Figure 4

Learn360 suggests users set their Preferences, seen in Figures 5, 6 & 7, by clicking the My Preferences button, circled in Figure 4.
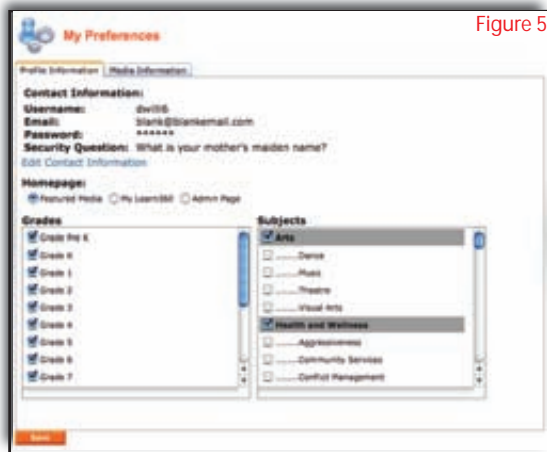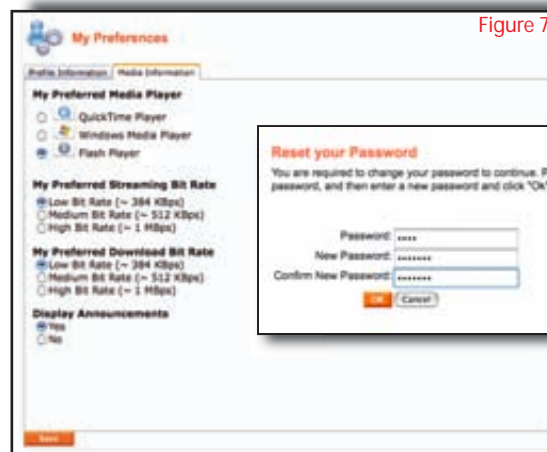
Figure 5

Figure 7

Figure 6

In Figure 5, users can set their grade and subject preferences as well as select a default home page: Featured Media, My Learn360 or Admin Page. Some users may be asked to reset their password as seen in Figure 6.

With the proper permission, users can change their Media Preferences, seen in Figure 7. Choose from 3 di erent video formats and 3 di erent streaming and download rates.

Searching Options

With Learn360, there are three diﬀerent searching options which are displayed in Figures 1, 2, & 3.

Figure 1 shows the Keyword Search box, which is visible upon logging into the site. With the Keyword Search, users can input a search term, as well as choose the type of media to search for with the drop down menu to the right of the search box. Once a search is speciﬁed, click the orange "Go" button, and the results will appear.

Figure 2 is the Advanced Search Page. This page is accessed through the "Advanced Search" link, shown in Figure 1. The Advanced Search Page allows users to ﬁlter their exact search criteria using one search. Users can narrow their search by Keyword, Subject, Grade Level, Media Type, Publisher, Copyright Year, Language, Series, Video Editability, Closed Captioning and Teaching Resources.
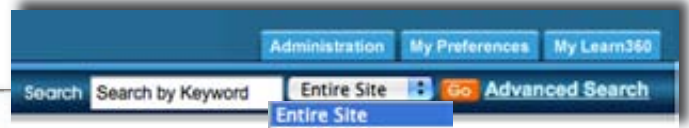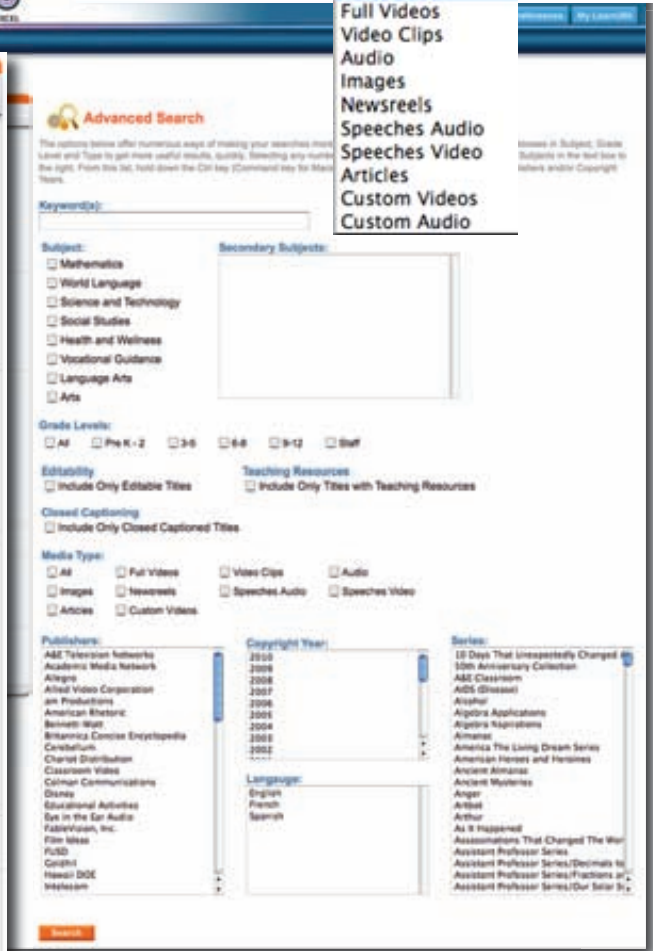
Figure 3 shows the Browse By menu. This is a great tool to help narrow down results. Choose content by Subject Area, Grade Level, Media Format and State Standards.

Users can access their Playlists and Slideshows, as well as create new ones, all from the Browse By menu.

The Browse By menu is really helpful when trying to locate videos tied to your State's Standards. Each piece of content is automatically correlated to the state of each user.

Search Results Page

The Search Results Page, seen in Figure 1, shows users the content their search produced. This page indicates the number of results the search yielded and allows users to select the quantity of results to appear on a page.
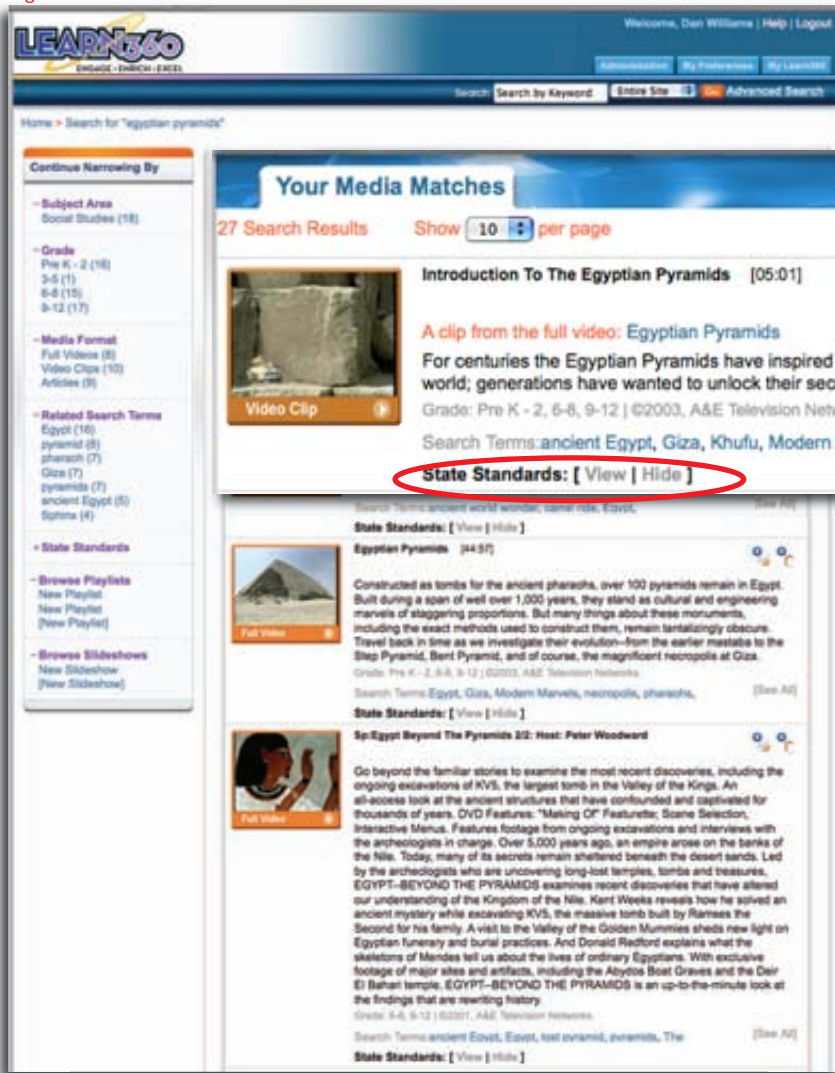
Figure 1

Figure 2 is a zoomed-in view of a single result from Figure 1.

Figure 2

There are many features available to users via the results page. In Figure 2, there are two icons circled in black. The icon to the left allows users to add videos or images to either playlists or slideshows (depending on whether the result is an image or video). The icon to the right allows users to add content to a new or previously existing assignment.

Users can also utilize Search Terms, featured in Figure 2, above State Standards. These Search Terms are links to other content on Learn360 that relate to the search link.

The State Standards correlation link appears at the bottom of Figure 2, circled in red. When the "view" link is clicked, the State Standards for the video will appear.
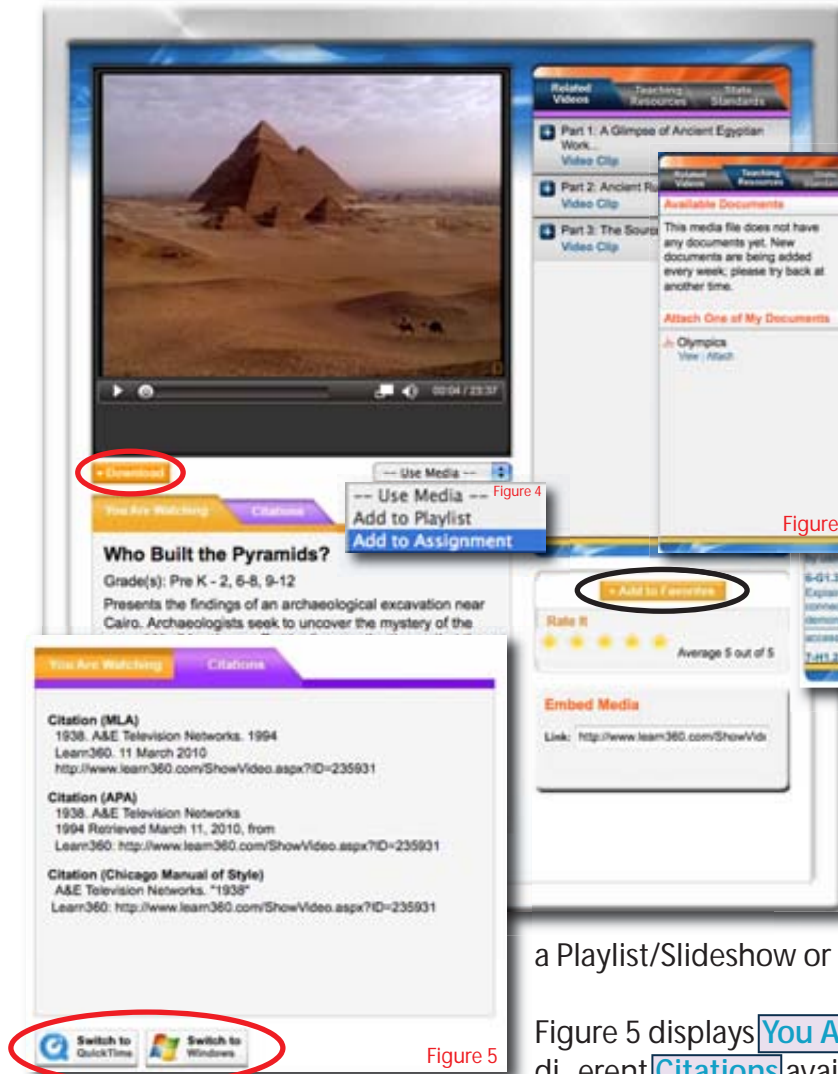
To view the video, users can either click the video title or click on the thumbnail for the video. Clicking to view the video will launch the Learn360 Video Player Page. Users can choose between three different types of video players: Flash, QuickTime and Windows Media Player, as well as three types of streaming bit rates: Low, Medium and High.

Video Player Page

The Video Player Page is where users can stream and download videos on Learn360. Figure 1 shows all the features of the Player Page, including: Related Videos, Teaching Resources, State Standards, Downloading, a drop menu to help Use Media in playlists, slideshows or assignments, Media Description, Citations, Player Formats, Add to Favorites button, Media Rate It system and an Embed Media link.

Figure 1

The Related Videos tab, seen in the top right of Figure 1, oers clips of the video currently being viewed.

Teaching Resources are documents associated with the media being viewed (Figure 2). These resources can be teaching guides or helpful reference les.

Figure 3

The tab next to it, featured in Figure 3, are all the State Standards that correlate to the video.

Circled in red on Figure 1 is the Download button. Users have the ability to download certain content within Learn360. If the button is absent, the title is not available for downloading.

Figure 4

Figure 2

The Use Media drop down menu in Figure 4 shows how to add the media to a Playlist/Slideshow or an Assignment.

Figure 5 displays You Are Watching (media description) and the dierent Citations available, as well as the dierent player options. Simply click one of the circled icons to switch formats.

Figure 5

To the bottom of Figure 1 is the Add to Favorites button, circled. Clicking this button will add the video into the user's My Favorites tab in My Learn360. Below that, users can rate each piece of content from 1 to 5 stars with Learn360's Rate It system. To link the video to a blog or discussion board, use the Embed Media link located below the Rate It system.

My Learn360: *My Content*

My Learn360 is where users can upload, create, share and organize their user-created content. Users can access the My Learn360 page by clicking on the blue My Learn360 button, circled in Figure 1.

After clicking the My Learn360 button, user's will see the My Content tab by default (Figure 2). Here, users can upload documents and media and create playlists and slideshows.

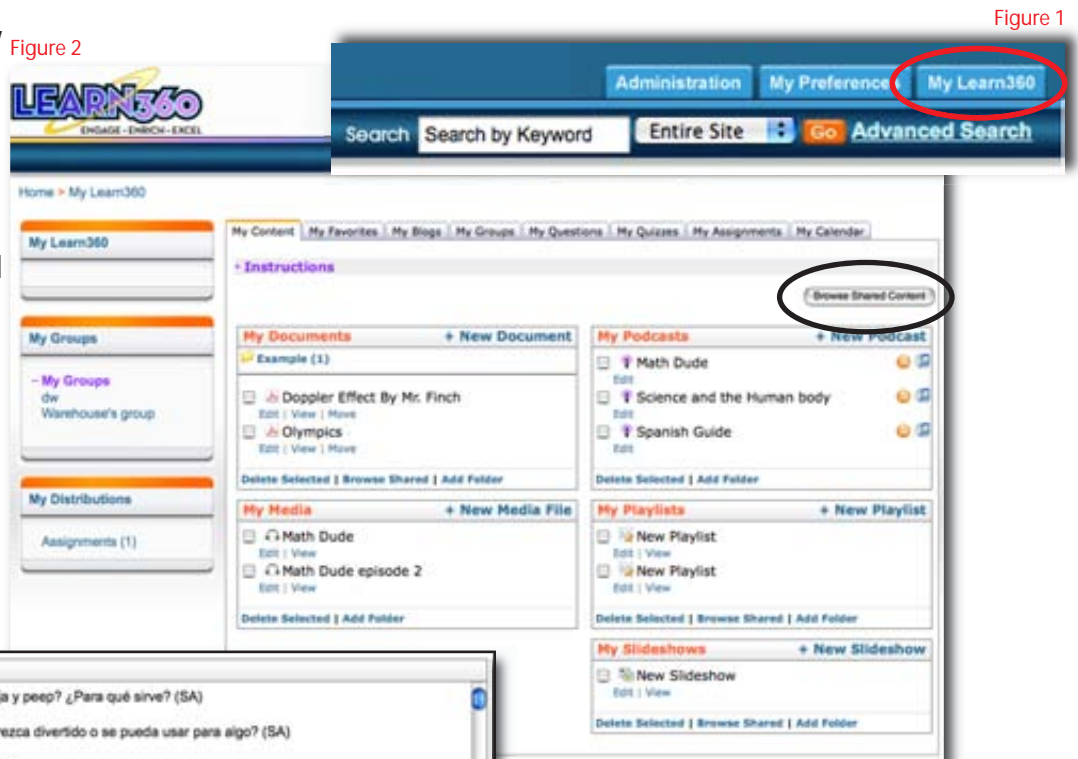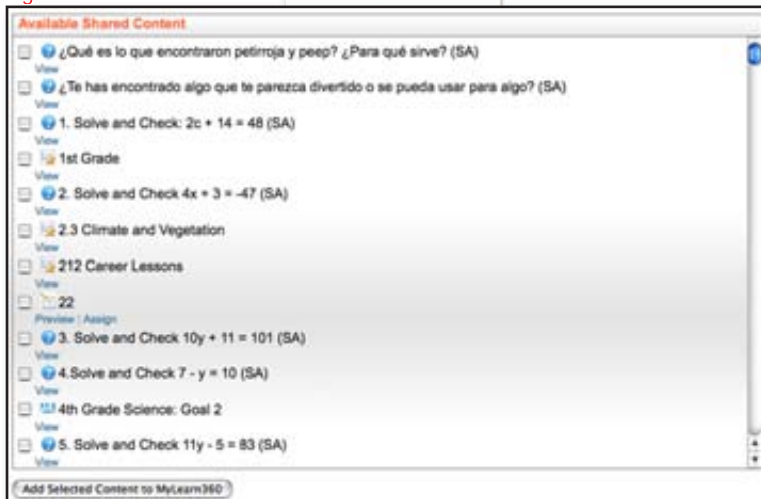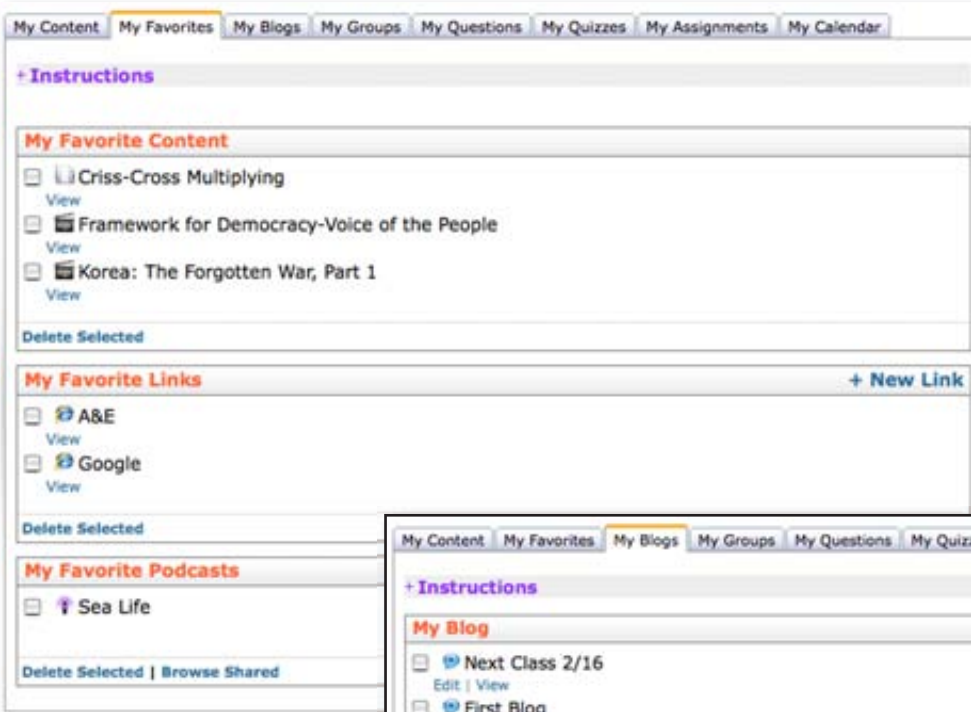Users can only upload media (audio & video) if they have a local hosting server.

Figure 1

Figure 2

Figure 3

Each user can share content they have created with Learn360 tools or have uploaded to their account. Clicking the circled Browse Shared Content button in Figure 1 will take users to the page seen in Figure 3. This shows all the shared content within the user's location (ie: documents, media, podcasts, playlists, slideshows, blogs, questions, quizzes and assignments). Users can preview a piece of content before copying it into the My Content tab. When copying any piece of content from a shared folder into My Content, it will automatically be placed in the proper content section of My Learn360.

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My Learn360: *My Favorites & My Blogs*

As referenced on the Video Player Page (page 4) the My Favorites tab, in Figure 1, is where media added to favorites will be stored. Any piece of media that has a Player Page can be tagged as a favorite piece of content. This is an easy way to store content you view frequently.

Figure 1

Users can also create favorite links that will be stored in the My Favorite Links section. These links can be pages on Learn360 or other educational websites.

Learn360 also gives users the option of adding podcasts to the My Favorites tab. These can be podcasts found on Learn360 or in iTunes.
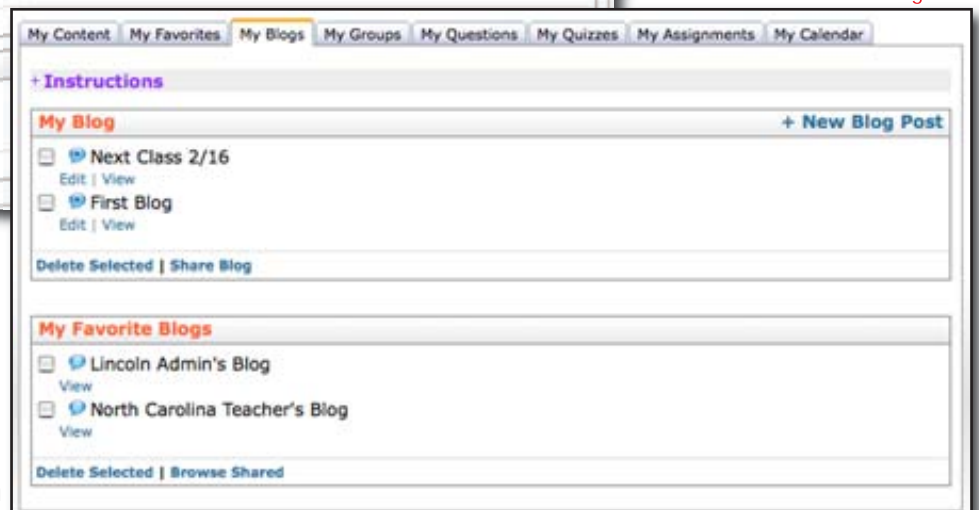
Figure 2

Figure 2 is displaying the My Blogs tab. Each user is given their own blog by Learn360. This is a great tool that can be used to communicate with teachers and students. Like everything on Learn360, blogs can be shared with users in your location or all of Learn360. When a user decides to share a blog, it gives other users the ability to not only view but comment on the blog.

Users have the option of tagging blogs in their favorites as well. However, as seen in Figure 2, these blogs will be stored in the My Blogs tab. This section will allow users to track the updates of their favorite blogs and comment on them.

My Learn360: *My Groups & My Questions*

Moving down the My Learn360 tabs, Figure 1 shows the My Groups tab. This is where users can create both Groups and Classes to help organize users at a location. With Learn360, administrators can add users individually or use the bulk upload to add multiple users.

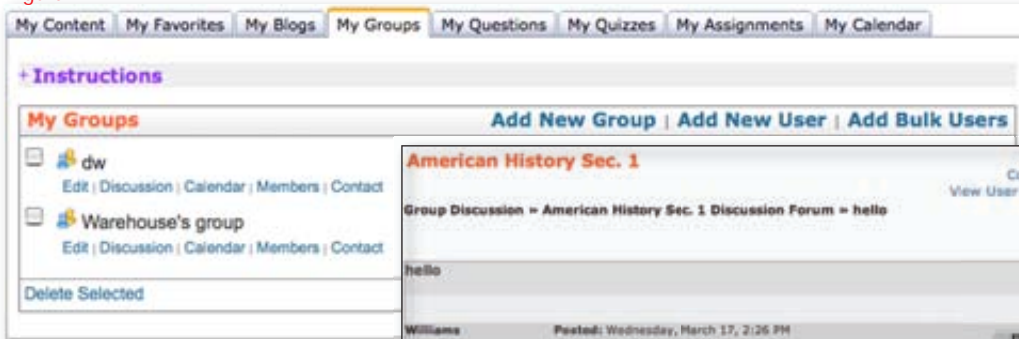The My Groups tab has a lot of useful tools for teachers. Discussion Boards allow teachers to communicate with their students, displayed in Figure 2. The group creator can distribute quizzes and assignments, or send mass emails to the group or class they created.

Figure 1

Figure 2

My Questions is seen in Figure 3. This is where users can create 3 different types of questions that can be placed into either a quiz or assignment. It is also the tab where each user's created questions are stored and organized.

Figure 3

Displayed in Figure 4 is the default, Short Answer Question Builder. This is one of the three question options available for users to create. As you can see in Figure 4, the drop down menu provides the other two Question Builder choices: Multiple choice and True or False.

Like all content on the site, users have the option of sharing their questions with different locations on Learn360.
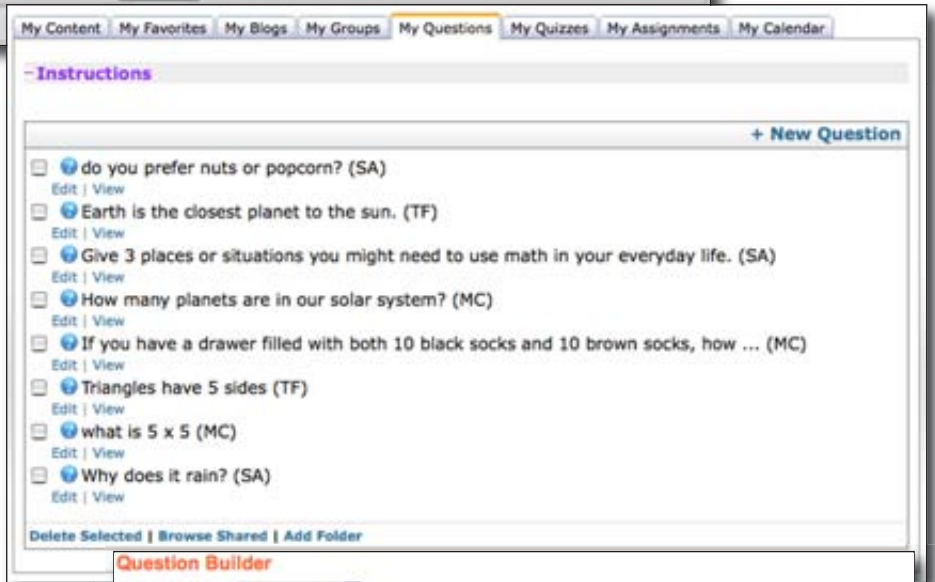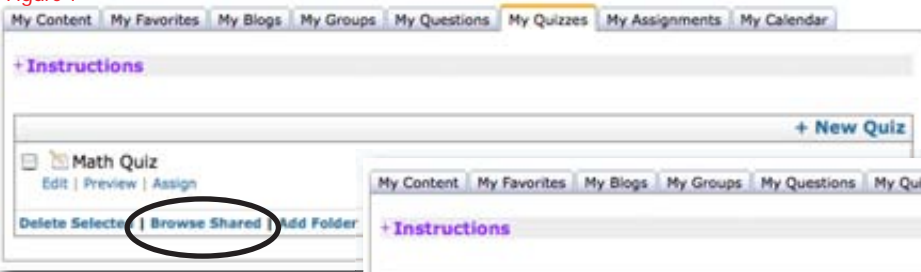
Figure 4

My Learn360: *My Quizzes, My Assignments & My Calendar*

The last three tabs in My Learn360 are displayed in Figures 1, 2 & 3. Figure 1 shows the My Quizzes tab. This is where users can create and distribute quizzes. Through the quiz builder, users can create questions on the y, use previously created questions or import shared questions.

Figure 1

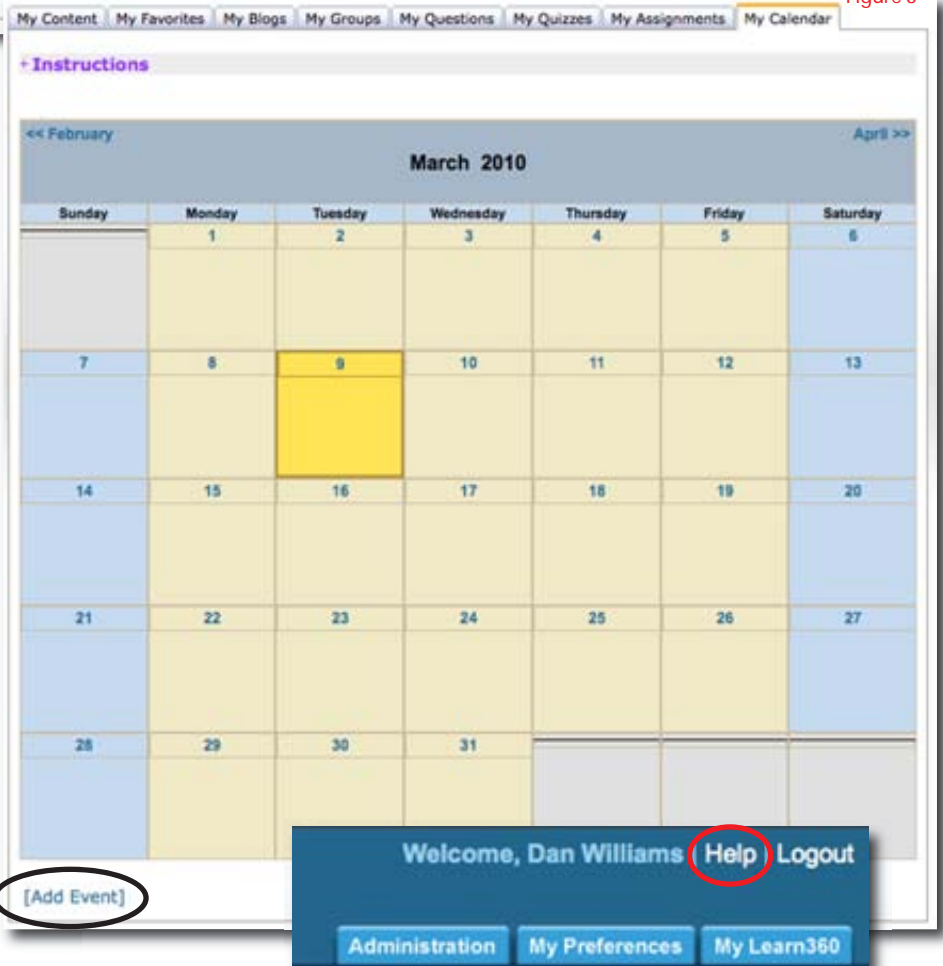Users can search for shared quizzes by clicking the circled Browse Shared link in Figure 1.

Figure 2

The My Assignments tab can be seen in Figure 2. Clicking the + New Assignment link will queue the Assignment builder. Similar to the Quiz Builder, users can not only add questions to an assignment but also add media, documents, playlists, slideshows and podcasts to accompany the assignment. When a user creates a new assignment, it will be stored in their My Assignments tab.

My Assignments is where users can distribute their created assignments to their Groups and Classes.

When a user distributes a quiz or assignment to their Group or Class, the recipients will see it on their My Calendar page, seen in Figure 3. Every user has a My Calendar tab where they will see events, quizzes or assignments distributed to them.

Users can add an event by clicking the link circled in Figure 3. This is a good way to remember tasks or homework.

Figure 3

For additional information, please visit the online Help Center, accessed through the circled Help link.

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