PageOut® Student Handbook

Home Page

The "Home page" allow students to view the course description. The course description provides a synopsis as to what to expect to learn in the course. Your instructor may also post announcements on the homepage. Some announcements might be the cancellation of class, assignment postings, upcoming examinations, etc.

Instructor Page

The "Instructor" page contains typically brief biographical and contact information for the Instructor. If you need to get in touch with your instructor, the Instructor page is a good way of locating your instructors contact information. On average, an instructor will place the following information:

- First Name, Last Name
- Office Hours
- Phone Number
- Fax Number
- Email Address
- A Short Biography about themselves

Syllabus

The "Syllabus" outlines the activities, requirements, grading, and objectives of the course. The Syllabus page is where the instructor places the content of course information for the student to access. On the Syllabus page you can also locate the Course Content area if your instructor has chosen to associate the two pages together. Some of the following elements may be contained in your instructors Syllabus page:

- Title of course and course number
- **Course Term:** Day(s), time, and place class meets
- Name of instructor
- Day(s), time, and place of office hours
- **Course Materials:** Required and optional texts and readings
- General statement or purpose of the course
- **Course Goals**
- **Course Policies** (may include student responsibilities, as well as instructor responsibilities in the areas of attendance, grading, makeups, assignments)
- Course schedule (may be chronological or topical; may include reading schedule, holidays if no classes held, due dates for assignments, exam dates)
- Course evaluation procedures
- Campus resources for students

Course Content

The "Course Content" menu item allows the use of an interactive calendar/list of course sessions. The Course Content feature may contain the following pieces of content depending on what you instructor has setup:
- Student Notes for the Chapter
- Assignments and Quizzing
- External Web Site resources
- Chapter links to the McGraw-Hill Online Learning Center for your text book.
- Discussion Questions

<u>**Accessing the Course Content area:**</u>
1. Click on the "Course Content" link to the left of the page.
2. You can either locate sessions on the calendar (if your instructor has chosen to provide this feature) by clicking on the day of the month that is linked. You can also click on the session title from the list of sessions.

Student Homepages

PageOut® offers instructors the option to use Student Homepages within their course so students can share information with other classmates in the course.

<u>**Creating a Student Homepage**</u>
1. Click on "Student Homepages" link on the menu to the left.
2. Click on the "My Homepage" button.
3. Enter your User ID and Password in the fields provided, and then click on the "Login" button to continue.
4. Enter your information in the following fields below:

   - Welcome Message
   - Major
   - Interests
   - Favorite Saying
   - Nickname
   - E-Mail Address
   - Page Style
   - Page Style External URL

   NOTE: Your information will be limited to 4000 characters or less per field.

5. Click on the "Save" button once you have completed filling out your information.

<u>**Viewing Student Homepages**</u>
1. Click on "Student Homepages" link on the menu to the left.
2. A list of registered homepages will appear on the page.
3. Click on one of the homepage links to view homepages offered by other students.

Discussion Area

PageOut®'s Discussion Area provides an online forum for students and instructors to start or continue discussions, debates, and lines of inquiry beyond the walls of the classroom. The Discussion Area is setup as a message board where the instructor or student can post a new topic, and then can be replied to in the asynchronous discussion thread. Discussion Area in PageOut® is setup so the instructor and his/her students can have a threaded discussion.

<u>**Entering the Discussion Area**</u>
1. Click on the "Discussion Area" link on the menu to the left.
2. Click on the "Enter the Discussion Area" link to enter the discussion.
3. On the top of the page is where your Navigation Bar resides to view messages posted into the discussion area.

| Current ▼ | Topics Only ▼ | All Messages ▼ | All Days ▼ | 30 at a time ▼ | Newest First ▼ | Update View |

Viewing messages 1-4 out of 4.
<< Previous | Next >>

Filter Options Help

Subject	Author	Posted	Modified
· <u>Using Cell Phones</u>	candyman56	Oct 19, 2003 09:58am	Oct 19, 2003 10:06am
· <u>Communications in the 21st Century.</u>	candyman56	Oct 19, 2003 09:48am	Oct 19, 2003 10:06am
· <u>Communicating at Work</u>	gtheo	Oct 17, 2003 03:47pm	Oct 19, 2003 10:06am
· <u>Communicating in Groups</u>	gtheo	Oct 17, 2003 03:46pm	Oct 19, 2003 10:06am

[Post New Topic] [Moderate]

<u>Navigating the Discussion Area</u>

"Viewing messages" calculates the amount of messages that are in the discussion area. Depending on how many messages you chose to display on the page at a time, << Previous |

Next>> allows you to navigate between the pages.
The discussion area is setup by "Subject", "Author", date/time that you "Posted", and "Modified" your discussion threads.

The "Filter Options" link to the right of the page will give you an explanation of each option within the Navigation bar.

- **"Current or Archived"** messages allow you to view the "current" or "archived" messages.
- **"Topics Only or Topics and Replies"** allow you to view the high level "topics only" or expand to view "topics and replies".
- **"All Messages, Read, and Unread"** allow you to view "all messages", only those messages that you have "read" or only new messages that you have yet to read ("unread").
- **"All Days / Last 7, 14, 21 or 30 Days"** allow you to view all messages regardless of the date they were posted or you may view only those messages which have been posted in the last 7, 14, 21 or 30 days.
- **"10, 30, 50, 75, 100 at a time"** allow you to view a specific number of messages at a time.
- **"Newest First / Oldest First"** allow you to order your messages in chronological order.
- **"Update View"** allow you to submit the changes that you have made to the Navigation Bar reflect your discussion area.

<u>Posting a New Topic</u>

1. Click on the "Post New Topic" button to create a new topic.
2. On the upper left hand corner, there is a Replying To which consists of the date and time that this message is getting posted by.
3. Enter your "Subject" in the Subject field.
4. Compose the message that you want to discuss in the "Body" dialog box.
5. If there is a website that pertains to your message, you can type it in the "Related Link" field.
6. You are informed that your message is going to be posted with your account information, for example:

   This message will be posted using your PageOut® account.
   User ID xxxxxx

7. Click on the "Post This Message" button.
8. Your message has been posted to the discussion area.

9. On the left hand side of the page you have the option of printing your message in HTML or Text format. Once you click either option, click on your print button in the browser window to print your message.
10. There is the option to "Reply" or "Edit" your message that you just posted. If you click on "Reply" you will compose another message replying to yours. If you click on "Edit" you can edit the "Subject", "Body", and "Related link" fields.
11. Once you have made any changes, always click on "Save" at the bottom of the page.

Replying to a Topic

1. Click on one of the topics in the "Subject" category for the discussion area.

Subject	Author	Posted	Modified
· Using Cell Phones	candyman56	Oct 19, 2003 09:58am	Oct 19, 2003 10:06am
· Communications in the 21st Century.	candyman56	Oct 19, 2003 09:48am	Oct 19, 2003 10:06am
· Communicating at Work	gtheo	Oct 17, 2003 03:47pm	Oct 19, 2003 10:06am
· Communicating in Groups	gtheo	Oct 17, 2003 03:46pm	Oct 19, 2003 10:06am

2. Click on one of the topics in the "Subject" category for the discussion area.
3. On the "Subject" page, click on the "Reply" button.
4. Enter your "Subject" in the Subject field.
5. Compose the message that you want to discuss in the "Body" dialog box.
6. If there is a website that pertains to your message, you can type it in the "Related Link" field.
7. You are informed that your message is going to be posted with your account information, for example:

This message will be posted using your PageOut® account.
User ID xxxxxx

8. Click on the "Post This Message" button.

NOTE: The "Moderate" button can only be used by your instructor or the moderator(s) of the discussion area.

GradeBook

Students can view their course grades in the grade book upon completion of assignments within PageOut®. Assignments are broken down by Assignment Name, Due Date, Actual, Possible, %, and Grade.

Accessing the GradeBook

1. Click on the "GradeBook" link on the menu to the left of the page.
2. Enter your User Id and Password in the fields provided to access the "GradeBook" feature.
3. In the grade book on the middle of the page, you will see a listing of assignments that need to be completed pending on the start and end date. An example is shown below as to how your grade book would look like with one assignment and two quizzes in the course:

GradeBook

Student Total: 0 *

Total Possible: 113

*Note: Only course assignments listed in PageOut® are included in this total.

		General			
Assignment	**Due Date**	**Actual**	**Possible**	**%**	**Grade**
Assignment #1	Oct 16, 2003	N/A	100	N/A	N/A
Chapter 1 Quiz	Nov 1, 2003	N/A	3	N/A	N/A
Chapter 2 Quiz	Nov 4, 2003	N/A	10	N/A	N/A

1. If your instructor chose to allow you to view feedback at any time during the semester after an exam Assignment has been completed, you will be able to view your results.
2. Click on the "Assignment title", a new browser window will open with the results from the assignment.

Web Links Page

If your instructor chooses to enable this option, the web links page contains external links that are supplemental to the course.

Accessing the Web Links Page
1. Click on "Web Links" on the menu to the left of the page.
2. On the Web Links page you will see a list of URL's with their title and a brief description below each title.
3. Click on the link that you want to access. This process will open a new browser window.

Student Registration

Students must register for PageOut® before taking any kind of graded assessments, graded assignments, use of discussion area, student homepages, SimNet XP, Power of Logic Tutor, Grade Summit, Student Notes, and PageOut® account information. To create a student PageOut® account, click on the Student Registration link to access the registration page.

To Register for a New PageOut® Account
1. Click on "Student Registration" in the links to the left of the page.
2. If you do not have a username and password in PageOut®, click on the Create New Account button to register.
3. Enter the following information which is required to create a PageOut® Student Account.
   - First Name **(required)**
   - Last Name **(required)**
   - User Id **(required)**
   - User Password **(required)**
   - Verify Password **(required)**
   - External Student ID

- E-Mail Address **(required)**
- Phone Number
- Fax Number
- Privacy Please
- Course Registration Password **(required – only if the instructor chooses to password protect the Student Registration. The password should be given to you by your instructor prior to registration.)**

Note 1: all fields that are required must be filled out in order for your account to be created.

Note 2: usernames are derived from one central database, so no two students can have the same username. Only lower case letters, numbers, and dashes are allowed when creating a username and external student id.

4. Once all required fields have been filled out click the "Create" button to create your new PageOut Student Account.

To Register With an Existing PageOut® Student Account

1. If you already have an account with another course in PageOut®, the same username and password could be registered for this course.
2. If your instructor has chosen to password protect registration, they will give you the password prior to registration for the course.
3. Enter the user id and password for your existing account in the fields below the page and click on the "Register" button to register for the course.
4. Upon registration, a message will appear in red informing you that you registered for the course with a listing of all the fields from your account information.
   You will receive one of four following messages depending on how your instructor selected certain parameters for the course. If Message 1 appears, than you must wait for your instructor to activate your account to receive full access to the website. If Message 2 appears, then you have full access to all the components within PageOut®. If Message 3 appears, then you need to contact the instructor for registration.

   Message 1: If Instructor didn't automatically activate the students.

   Registration Successful!
   You have not yet been activated. Your instructor will activate you. You do not need to register again.

   Message 2: If Instructor set automatic activation

   Registration Successful!
   Your registration is active. You may access all features of the course website

   Message 3: If the Registration Period has not been opened yet.

   Registration Period   Open Nov 13, 2003
                                     Close Nov 13, 2003
   The registration period has not yet opened. Please see your instructor if you need to register.

   Message 4: If the course password does not match.
   Invalid registration password

View Existing Account Information

PageOut® allows students to view their account information and the ability to update their PageOut® account information.

To View the My Student Account

1. Select the proper course that you are registered for from your instructors list of courses.
2. In the upper right hand corner select the My Account link, next to logout. This will open a new browser window which will required login. **NOTE: If you have a pop up stopper enabled, it may not allow this window to open.**
3. Enter your User Id and Password in the fields and click on the "login" button. **NOTE: PageOut® accounts are case sensitive.**
4. If you have forgotten your password, click on the link at the bottom of the Login browser window.
5. Enter your PageOut® User Id and Email address that you registered with for the PageOut® Student Account. Then click on the "Email Password" button to receive the forgotten password.

   NOTE: If you're PageOut® User Id and Password verify correctly, an email will be sent to the verified email address. If the email address given does not match the email address currently set in the account specified, please contact your instructor for your account information.

Editing the My Student Account

Once logged in to you're My Student Account you should see your student account information. You can click the "Edit My Account" button to update your account information, or you can click on the "Change My Password" button to change your password.

1. Click on the "Edit My Account" button to update your account information.
2. You can update the following information on this page:

   - First Name **(required)**
   - Last Name **(required)**
   - User Id **(required)**
   - External Student ID
   - E-Mail Address **(required)**
   - Phone Number
   - Mobile Phone (Messaging) ***Charges May apply to the recipient (If you are using a listed service, please type your cell phone number only and select the service in the drop down box. If you would like to use a non-listed service, choose other and define the entire messaging email address.)**
   - Fax Number
   - Privacy Please
   - CD Drive **(If your instructor is using CD-Rom content that requires you to view with the same CD-Rom that your instructor is using for class materials within Course Content, you must choose the drive letter of your CD-Rom that the CD is going to operate off of.)**

3. Click the "Save" button at the bottom of the page to activate any changes made.

Change My Password

1. Click on the "Change My Password" button to change your password.
2. To change your password, type in your current password. Then type the New Password and then type the new password in the New Password Again field.
3. Then click on the "Save" button for the changes to take effect.

To View Existing Account Information from Student Registration Page

Students also have the option within the Student Registration page to view their account information.

1. Click on Student Registration link to view the Student Registration page.
2. At the bottom of the page, there is a sentence asking you if would like to view your existing account information, please click the link.
3. Enter your User Id and Password in the fields provided, and click on the "Login" button.
4. You can click the "Edit My Account" button to update your account information, or you can click on the "Change My Password" button to change your password. If you need to make any of these changes, view the steps above on **Editing the My Student Account** instructions.
5. In the **Courses** section, if you are registered for other courses in PageOut® there will be a listing made available. There is a chart below that will show the "Course Title", the "Instructor", and "Status In Course". The "Status In Course" column indicates whether the instructor has activated you for that course. If you have not been activated in the course, you will not be able to access the restricted areas that require a login. Please contact your instructor if you have not yet been activated for your course.
6. You can also **Register for a new course** by clicking your instructor's web site address (URL) and click "Go". You will be taken to your instructor's web site where you may register for one of your instructor's courses.

Assessments

PageOut® offers two different ways that a student can take an assessment. Students can login into the grade book to access the particular assessment that has been assigned or in the Course Content page of the course.

Accessing Assessments through the Grade book

1. Click on the "GradeBook" link on the menu to the left of the page.
2. Enter your User Id and Password in the fields provided to access the "GradeBook" feature.
3. In the grade book on the middle of the page, you will see a listing of assignments that need to be completed pending on the start and end date. An example is shown below as to how your grade book would look like with two assignments in the course:

GradeBook

My Notes My Account Logout

Student Total: 10 *
Total Possible: 20
*Note: Only course assignments listed in PageOut® are included in this total.

Assignment	Due Date	Actual	Possible	%	Grade
Mid-Term Exam	Nov. 2, 2003	10	10	100	A
Final Exam	Oct. 5, 2003	N/A	10	N/A	N/A

NOTE: There is a distinct difference with both exams above. Mid-Term Exam is a selectable link since the exam start date and time has been made available for the student to take this exam. Final Exam does not have a selectable link since this exam has not yet been made available to the student by the instructor.

4. Click on the assigned exam by the instructor that needs to be taken by the due date.

5. If your instructor has chosen to prepare a timed exam for your course, you will receive the following message before preceding on to the exam:

    You are about to take a timed PageOut® Assessment. Clicking the "Begin Assessment" button below will load the assessment and start the timer.

    Note: Once you start the timer you must complete the assessment within the allotted time. When the timer runs out, the assessment will be submitted automatically.

    Click the **"Begin Assessment"** button to continue.

6. Click the "Begin Assessment" button to begin this assessment.
7. On the top frame of the page the Exam title will be in bold type, and the clock counter will be over to the right of the exam with the amount of Time Remaining. If this is a timed exam, the clock will count down to 0 hrs, 0 minutes.
8. Make sure to read the Instructions before taking the exam. Your exam will also have the total amount of points that it is worth on the left of the page.
9. If your instructor has opted to place a URL to visit before taking the exam for supplemental materials to the exam, the link will appear below the amount of points.
10. Select the appropriate answers to the questions for the exam and select the "Submit" button at the bottom of the page to submit your exam.
11. Once you have submitted the exam, depending on what your instructor has selected in the options menu, you will receive one of the following results pages:

1. Immediate feedback from your exam with your graded answers and letter grade with percentage.
2. No graded answers and only results for your letter grade with percentage.
3. Controlled feedback which you will have to come back and view your graded answers at a later date selected by your instructor.

12. If your instructor chose to allow you to view your graded answers, at the bottom of the page you can view your result statistics.

Accessing Assessments through Course Content

1. Click on the "Course Content" link on the menu to the left of the page.
2. This next step depends upon what your instructor has named the session titles within the Course Content area. Assessments can be contained in the particular session. Ex. Your instructor tells you to click on the Chapter 1: Learning Assignments Session to access the Chapter 1 Quiz.
3. Click on the Course Content session for Chapter 1.
4. Then in the list of components within the session, locate the Chapter Quiz which should look like this, 🖺 Chapter 1 Quiz and click on the link.
5. If your instructor has chosen to prepare a timed exam for your course, you will receive the following message before preceding on to the exam:

    You are about to take a timed PageOut® Assessment. Clicking the "Begin Assessment" button below will load the assessment and start the timer.

    Note: Once you start the timer you must complete the assessment within the allotted time. When the timer runs out, the assessment will be submitted automatically.

    Click the **"Begin Assessment"** button to continue.

6. Click the "Begin Assessment" button to begin this assessment.
7. On the top frame of the page the Exam title will be in bold type, and the clock counter will be over to the right of the exam with the amount of Time Remaining. If this is a timed exam, the clock will count down to 0 hrs, 0 minutes.
8. Make sure to read the Instructions before taking the exam. Your exam will also have the total amount of points that it is worth on the left of the page.
9. If your instructor has opted to place a URL to visit before taking the exam for supplemental materials to the exam, the link will appear below the amount of points.
10. Select the appropriate answers to the questions for the exam and select the "Submit" button at the bottom of the page to submit your exam.
11. Once you have submitted the exam, depending on what your instructor has selected in the options menu, you will receive one of the following results pages:

    a. Immediate feedback from your exam with your graded answers and letter grade with percentage.
    b. No graded answers and only results for your letter grade with percentage.
    c. Controlled feedback which you will have to come back and view your graded answers at a later date selected by your instructor.

12. If your instructor chose to allow you to view your graded answers, at the bottom of the page you can view your result statistics.

Scrolling List Question Display

Scrolling list displays assessment instructions as well as all questions on a single scrolling page. All assessment questions are loaded on a single web page and students can quickly navigate from question to question with very little delay. With this style of question presentation, all answers are submitted upon completion of the entire assessment. For this reason, in the event of a lost connection prior to final submission, all answer data will be lost.

One at a Time Question Display Assessments

One At A Time Question displays questions one at a time. Assessment instructions as well as each question will be presented on its own web page. Students navigate through questions using "Next" and "Previous" buttons. Using this style of presentation, each question/answer pair is submitted upon completion of that question. This provides for greater security in the event of a lost connection.

1. Once the student has logged into the assessment, the assessment title header will appear in the middle of the page and the Time Remaining clock will count down depending on if your instructor chose to present the assessment with a time limit.
2. Instructions for the students, total amount of points, and web URL (optional if instructor chooses to use this function) are to the left hand side of the assessment page.
3. The Navigator drop down menu is to the right of the page. You can select the Question number that you would like to navigate to and click on the "Go" button. After clicking on "Go" it will take you to the question number that you selected.
4. To begin this kind of assessment, you will need to click on the "Questions" button to the left of the page.
5. Upon clicking on the "Questions" button, Question #1 of the assessment will appear on the page.
6. After you have selected your answer to Question #1 by clicking on the radio button next to the answer, click on the "Next" button to advance to Question #2.
7. If you need to go back to the previous question, click on the "Previous" button.
8. The Navigator drop down menu to the right of the page, will allow you to navigate to the various question numbers by selecting the question and clicking on "Go".

9. If you are finished and would like to submit the assessment, click the "Done" button at the bottom of the page.

   NOTE: Do not click the "Done" button during the assessment unless you are certain that the assessment is ready to be submitted for grading.

   NOTE: If you use a mouse with a scroll wheel, and have not clicked off of the answer, it will change which answer you choose inadvertently. If you use the up and down arrow on the keyboard within the answer, it will change which answer you choose inadvertently.

Accessing My Notes

PageOut® offers the instructor the option of using Student Notes in their courses, by making it available for students through their course settings. This feature allows students to create and save electronic notes while they are visiting the course web site. The students may also print their notes or download them to a text file. Your instructor may not have activated this feature if the Student Notes link does not appear in the upper right hand corner.

Login into My Notes
1. Click on the "My Notes" link.
2. Enter your User Id and Password in the fields provided to access the "My Notes" feature.
3. My Notes will appear in a new browser window which will look like a pop up window. **NOTE: If you have a pop up stopper enabled, it may not allow this window to open.**
4. As you navigate from page to page within PageOut®, you can take notes from materials that the instructor has posted in the Course Content area. Notes can be taken within any McGraw-Hill products that are tied to the course. Example, if your instructor has the Online Learning Center linked in PageOut, as long as you logged in through PageOut you can take notes from the site.
5. In the dialog box, you can type the notes that pertain to the certain subject that you are viewing on the page.
6. Notes can be "saved", "cleared", "closed", and "downloaded" when clicking on the proper button below the note.
7. If you click on the "Download" button, your notes will be saved in a text file on your hard drive.
8. You can also print your notes via the Printer-Friendly Notes link at the bottom of the My Notes page. When you click on the link it will open a new browser window that will allow you to print the notes by clicking on the "Print" button.
9. There is also the option of "Formatting Tips" in the upper right hand corner of the My Notes page. When you click on the link a new browser window opens that will give you a listing of basic HTML tags that can be used in the body of the notes to enhance the appearance of your notes.

Additional Modules

SimNet XPert PageOut® Edition
Simnet XPert is a powerful training and assessment solution for courses that cover computer applications and/or computer concepts. **Simnet XPert** includes a Learning Component for computer- (or web-) based training, and an Assessment Component for testing student proficiency.

Students will need to load lessons and exams to their SimNet XPert enabled course web site. The following links have instructions on adding a lesson and exam to your SimNet course.

SimNet XP PageOut Installation
http://www.simnetxp.net/install/stu_pginstall.htm

Loading a Lesson from PageOut
http://www.pageout.net/simnetxp/files/loading_a_lesson_from_pageout.doc

Loading an Exam from PageOut
http://www.pageout.net/simnetxp/files/loading_an_exam_from_pageout.doc

If Exams and Lessons are not loading properly
http://www.simnetxp.net/faq/faq0701.htm

Issues with Logging into PageOut SimNet XP
http://www.simnetxp.net/faq/faq0506.htm

SimNet XPert support is available online at http://www.simnetxp.net/. It is also available via e-mail at help@triadinteractive.com, or by phone at 1-866-TRIADHE(LP). PageOut® support is available by phone at 1-800-541-7145 or by e-mail at mh_pageout@mcgraw-hill.com.