# **Harris Digital Learning Orientation: High School**

**Speaker** Let's learn to use our Harris Digital Learning course. Today you will learn how to launch your course, communicate, understand your dashboard, navigate and submit your work, view your gradebook and finally how to get help in your course. First, we will need to launch our course from our genius dashboard. It's important to note that your course icon card will take twenty four hours to update after completing coursework. Make sure that you click launch for each course individually, as you may have courses with multiple platforms. Your course is in a platform called eSchoolware and your course vendor is called Harris Digital Learning. It is important to know these terms as your teacher or school may refer to them in eSchoolware you will have both announcements and messages. It is important to check both daily announcements are for the entire class, while messages are between you and your teacher. You can view your announcements on the right hand side or by clicking the megaphone at the top of the screen. We have no new announcements, so let's take a look at past announcements. Clicking more on the announcement will allow us to see the full content of the message. Messages are accessed through the top envelope icon. We can see that we have three unread messages. From here you can view your messages, reply to a message, or compose a new message. On your dashboard. You will have the other information tab and your course icon card. Let's explore those now. Other information, You will use ESW help, ISS teacher directory, my grades and tutoring hours. The rest of the icons won't be applicable for your use. ESW help will take you to the student knowledge base with Harris Digital Learning. Selecting I'm a student or a parent will allow you to then view training videos and tip sheets to help remind you how to operate the course. The ISS teacher directory will allow you to look up your teacher's contact information so that you can get additional support within your course. The My Grades icon will allow you to see a quick snapshot of your current pace and grade within that course. Finally, tutoring hours will allow you to get live synchronous help for various subjects. You can join your synchronous sessions by clicking join here under the Zoom Link column. Your course icon card has several pieces of important information. You can view your gradebook, you can message your teacher, and you can launch your course. Now that you understand your dashboard, it is time to navigate your course. Make sure that you take your time and read each lesson carefully. It will always start you back where you last left off in the course. To begin, click on Essential Instruction to view your lesson content. Within your lesson, there are several things you can do to change or adjust your learning experience. Currently, you see that you have multiple pages available for you to read. However, you can click Change View and switch to a continuous scrolling feature. It is entirely up to you how you want to view your lesson content. You can use the print tab to print the lesson to use for notes and studying in the future. You can take notes using the notepad function on the screen. However, it is important to note that this will clear once you leave this lesson page. Finally, clicking text to speech will open the Speech Stream toolbar. The pointer icon will allow you to select where you would like text to speech to begin being read. In this unit you read Sandra, you can hit the stop button or pause to stop or pause the speech Stream toolbar. Text to speech. Clicking the pointer icon again will turn text to speech off, highlighting a word, and then clicking the translate feature will pop up a translation dropdown for you to read what that word would be in your set That language. You can do the same thing to view the dictionary or picture dictionary features. Screen masking will allow you to keep your place within your lesson content, and the magnifying glass will enlarge the text as it is read out loud. In this unit, you read Sandra Cisneros's novel. To turn this off, click the magnifying glass and then the pointer icon. You are also able to highlight the text with on the screen, and you can click settings to adjust some of the translation features. We have many languages that you can translate your lesson into. Anything with the audio icon can be translated into that language for text to speech features as well. Under general, you can change how fast or slow the voice speed is, and under screen tools you can adjust the contrast for the screen masking feature. Make sure that once you've adjusted your settings that you click save. When you are done reading your lesson content, you will click the check mark in the top right that says done. That will then bump you to the next portion of the assessment or the assignment. Time for the most important step submitting our work. First click enter or the score circle to enter your assignment. Click the paperclip icon and select your file. From here you can submit your assignment or if you've uploaded the wrong attachment, you can click the Trash can icon to remove that attachment, and you can begin again by clicking the paperclip icon. If you're not quite sure what your assignment submission should be, it is typically going to be linked in the directions above. Here we can see that we need to submit our completed graphic organizer for this unit, and clicking that link will bring up the graphic organizer that we need to complete and submit for our course. Once you've uploaded the proper assignment, it's time to submit for a grade. Click the submit button in the top right. It'll ask if you are sure that you want to submit this assessment. If you've uploaded the correct file and you verified this, go ahead and click okay. Now we've officially submitted this assignment, but we won't have a score because this is a teacher graded assignment. Most assignments will have a retry available. Let's learn how to get back to an assignment to retry. First select Course Map and then select the lesson for the unit that you must retry. Please note it'll default onto the first unit. You do have arrow icons up here where you can navigate between the available units within the course. Let's go to lesson one. Before we retry the assessment, let's make sure that we review the lesson content first by clicking Essential Instruction. That will bring you back in to the lesson content. There are some key features that we can talk about here on the left hand side as well. If you're in a math course, the calculator feature may be handy as you're navigating through your coursework. The eyeball icon will change you to the traditional view of your assessment. This may be helpful whenever you're working on something with slow or low internet connection. You can message your teacher right from this screen. The question mark icon will take you back to that ESW help page that we looked at earlier. And then finally, the wrench icon will allow you to change the theme color of your lesson player. Let's make ours green. Now that we've reviewed our lesson, let's select done. Once you've reviewed the lesson content and you're ready to retry the assignment, you can come back out to the main screen and you can click the circle icon that contains the score of your previous attempt. From there, you'll click Resume or Retry and then you can complete the assignment from there. Now that we've submitted our homework, it's time to learn how to monitor our grades. Let's navigate back out to our main dashboard by clicking the home icon up here. The gradebook in eSchoolware updates as you work. No twenty four hour delay here. This is the best place to check the most up to date grade information for your course. Click the blue icon to open your gradebook. Your gradebook has several pieces of important information. The Non-running total is the grade that you will receive if you do not complete your work, and take zeros for all remaining assignments. That will be found right up here. The study planner gives suggested due dates for your assignments to ensure that you have finished your course on time. However, please always refer to the pacing that your district or school provides to you. Weighting indicates how much each of your grade each assessment type is worth. By each completed assignment, you can see your total score, the total possible score, the grade that you received, the number of retries that you've used, and your submission date. An hourglass icon beside the assignment means that it is pending or in progress for a grade. The feedback icon indicates that your teacher has provided you feedback, and to review feedback to improve your knowledge and comprehension of your coursework. Congratulations! You now know how to be successful in your Harris Digital Learning course. Some days things won't work perfectly, and that's okay as long as you know how to get help for course content that is not loading or working, you will want to submit a ticket to your CAOLA support team. If you do not know who this is or how to do so, ask your advisor or your counselor at your school. If you are having trouble understanding your lesson or assignment, let your teacher know. Finally, have fun and do your best.