

ERAU DUAL ENROLLMENT

COURSE NAVIGATION

GUIDE

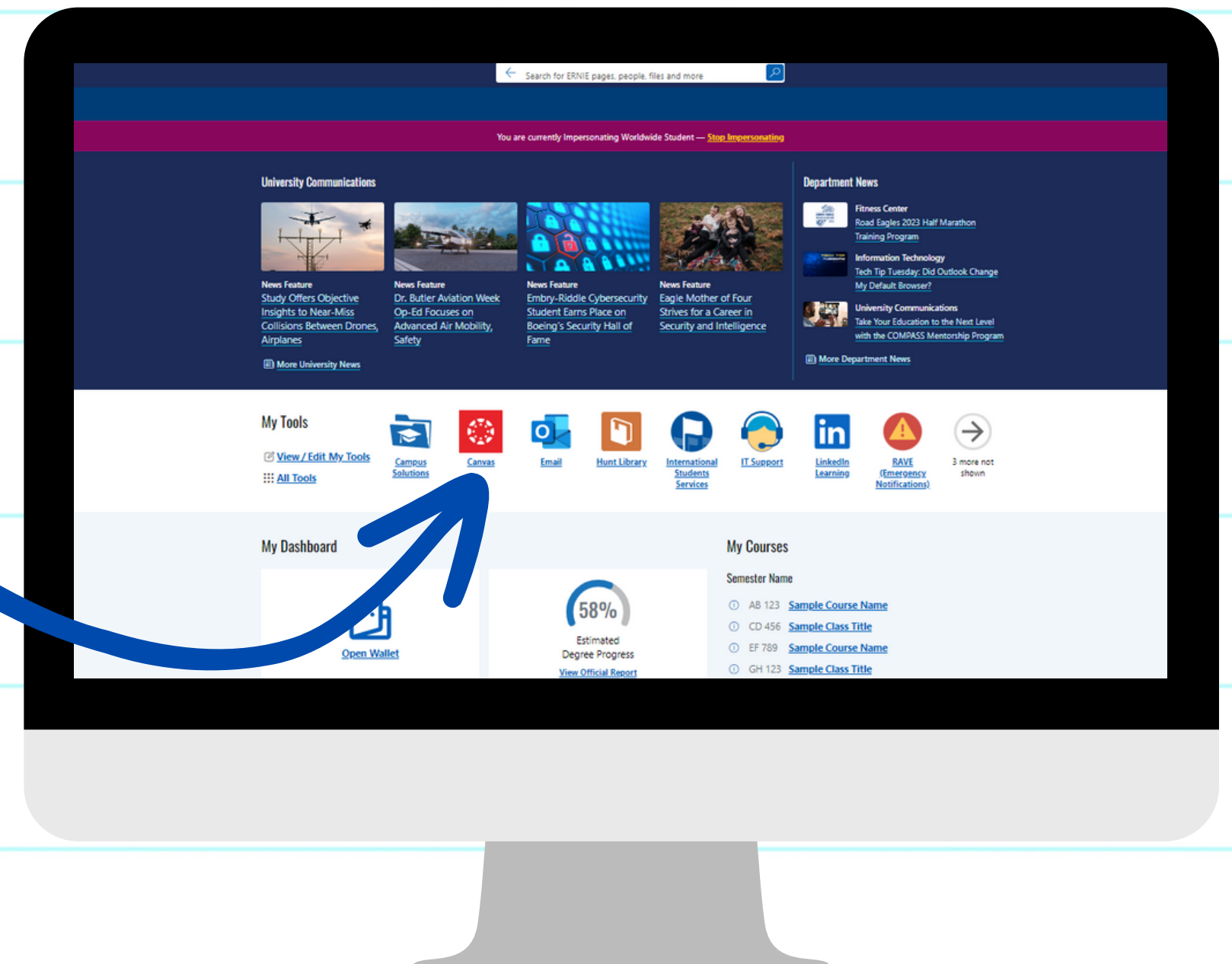


This guide is designed to provide you with a detailed overview on how to access your course and navigate through its content.

If you experience any difficulty with course access or have any questions, please contact us immediately for support at dualenrollment@erau.edu

HOW TO ACCESS YOUR ERNIE COURSE FOR THE FIRST TIME

- 1 Sign into your ERNIE Student Account
- 2 Locate the Canvas Icon under My Tools in the center of the ERNIE homepage.



Pro tip: If you do not see the Canvas icon click view/edit tools to move the icon to your home page

ACCESSING YOUR COURSE

Once in the Canvas app, choose your course tile.

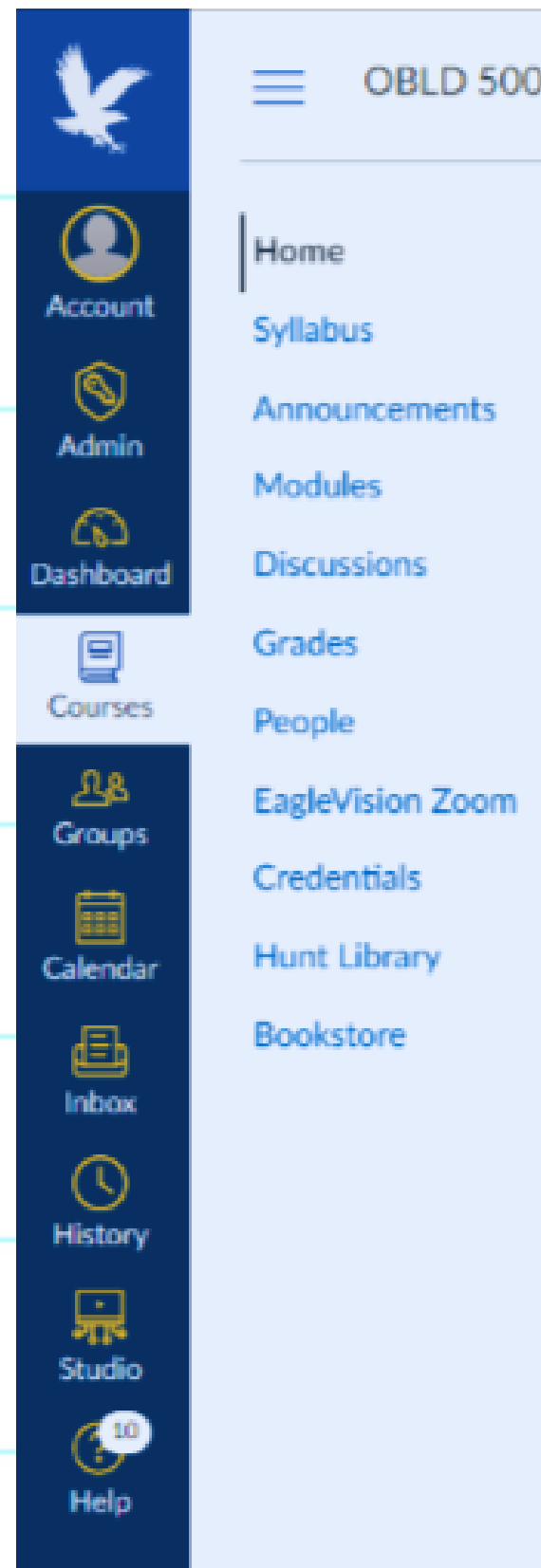


GETTING TO KNOW YOUR COURSE HOMEPAGE

- 1 The navigation menu to the left-hand side houses all the areas of your course.
- 2
 - **Start Here** will help you to gain a greater understanding of your responsibilities as a student.
 - **Instructor Bio** will help you learn more about your instructor and how to contact them.
 - **Academic Resources** is where you can find helpful tools to make you more successful in your course!
- 3 Here you will find your term dates and instructor name
- 4 Modules are where you will find each week's assignments. You may access these from here or your navigation menu.

The screenshot shows a course homepage interface. On the left is a dark blue navigation menu with icons and labels: Home, Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, and Help. The main content area has a light blue background. At the top right, it says 'Apr 30, 2023, 2:01 AM'. Below the navigation menu, there's a list of links: Home, Syllabus, Announcements, Modules, Discussions, Grades, People, EagleVision Zoom, Credentials, Hunt Library, and Bookstore. A callout '1' points to this list. The main header area features a blue bar with the text 'Course Title here' and a graphic with the word 'LEADERSHIP' in large white letters. Below this, there's a section with three buttons: '→ Start Here', 'Instructor Bio', and 'Academic Resources'. Callout '2' points to the 'Start Here' button. Below the buttons, there's a note: 'Be sure to check the Announcements section each time you access the course.' Callout '3' points to the 'Term Dates: 03/20/23 to 05/21/23' and 'Your Instructor: J. [redacted]' section. Below that, there's a list of module links: Module 1, Module 2, Module 3, Module 4, Module 5, Module 6, Module 7, Module 8, and Module 9. Callout '4' points to this list. At the bottom, there's a copyright notice: '© Copyright 2023. All rights are reserved. The material contained herein is the copyright property of Embry-Riddle Aeronautical University, Daytona Beach, Florida, 32114. No part of this material may be reproduced, stored in a retrieval system or transmitted in any form, electronic, mechanical, photocopying, recording or otherwise without the prior written consent of the University.'

GETTING TO KNOW YOUR COURSE HOMEPAGE CONT...



- **Syllabus:** On your first day of class review your course Syllabus. The syllabus contains important information regarding deadlines, policies, and class expectations.
- **Announcements:** Your instructor will communicate with the class. You can find important announcements from your instructor and helpful hints for weekly assignments!
- **Modules:** Each class consists of 9 modules, one for each week. Each module contains your assignments for the week.
- **Discussions:** Course discussions take the place of a real classroom environment. Each week you will be given a prompt to respond to and be required to respond to a minimum of 2 of your course peers.
- **Grades:** All graded assignments will be shown here.
- **People:** The people tab displays your fellow students as well as your instructor.
- **Eaglevision Zoom:** Not currently available to DE students.
- **Credentials:** Not Applicable to DE students.
- **Hunt Library:** Digital library for students
- **Bookstore:** Not currently available to DE students.

GETTING TO KNOW YOUR COURSE HOMEPAGE CONT...

The Right side of the course Home Page contains important action items such as Instructor Announcements, Your To-Do List, Course Assignments & Groups.

Assignments
due this
week



Your group
assignments



Future
Assignments &
Projects



The screenshot shows the right sidebar of a course homepage. At the top is a yellow button labeled 'View Course Stream' with a blue arrow pointing to it from the text 'Quickly view announcements from your instructor.' Below this is a 'To Do' section with four items, each with an icon, title, points, and due date. Below 'To Do' is a 'Course Groups' section with a link to 'Group F'. Below that is a 'Coming Up' section with a 'View Calendar' link and three items. At the bottom is a 'Recent Feedback' section.

View Course Stream

To Do

- Turn in 2.5 - Self-Assessment: Keirsey Personality Type 100 points • Jan 22 at 11:59pm
- Turn in 3.2 - Discussion: Determining the Business Case 100 points • Jan 29 at 11:59pm
- Turn in 3.3 - Module Review Questions 100 points • Jan 29 at 11:59pm
- Turn in 3.4 - Case Study: Bisbee Aerospace 100 points • Jan 29 at 11:59pm

Course Groups

Group F

Coming Up [View Calendar](#)

- 3.2 - Discussion: Determining the Business Case 100 points • Jan 29 at 11:59pm
- 3.3 - Module Review Questions 100 points • Jan 29 at 11:59pm
- 3.4 - Case Study: Bisbee Aerospace 100 points • Jan 29 at 11:59pm

Recent Feedback

Quickly view
announcements from
your instructor.



Syllabus

On your first day of class
view and print your
syllabus. The syllabus
explains course
expectations!

ANNOUNCEMENTS

Always check your class
announcements for
updates and helpful
hints on class
assignments!

The screenshot displays the Blackboard LMS interface. On the left is a dark blue navigation sidebar with icons for Home, Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, and Help. The main content area is titled 'OBLD 500 > Announcements'. It features a search bar and a list of announcements. Each announcement includes a profile picture, a title, a description, and a 'Posted on' date. The announcements are as follows:

Title	Posted on
Week #9: The end is nigh! Don't wait to look at this week's assignments. 15-21 May 2023	May 14, 2023, 2:01 AM
Week #8 - Two weeks remain in the term. -- 8-14 May 2023	May 7, 2023, 2:01 AM
Module #7: The differences between Coaching and Mentoring. -- 1-7 May 2023	Apr 30, 2023, 2:01 AM
Week #6: More Mentoring and some fun. -- 24-30 April 2023	Apr 23, 2023, 2:01 AM
Week #5: A Look At Mentoring -- 17-23 April 2023	Apr 16, 2023, 2:01 AM
Week #4: A Deeper Look at Coaching and Revised Group Assignments -- 10-16 April 2023	Apr 8, 2023, 6:49 PM
Welcome to Week #3: Coaching week. 3-9 April 2023	Apr 3, 2023, 2:01 AM

MODULES

The screenshot displays a course management system interface. On the left is a dark blue sidebar with a vertical list of icons and labels: Home, Syllabus, Announcements, Modules (highlighted with a white bar), Discussions, Grades, People, EagleVision Zoom, Credentials, Hunt Library, Bookstore, Courses, Groups, Calendar, Inbox, History, Studio, and Help. The main content area on the right has a light gray background. At the top, a 'Start Here' section is visible. Below it, the 'Course Specific Information' section is highlighted with a red border and contains a list of links: Course Overview, Assignment Guidelines & Help, Free 24/7 Tutoring, Writing Style Guide, and Copyright and Policies. Further down, the 'Module 1 - Critical Thinking and Fallacies (03/20/23 - 03/26/23)' section is also highlighted with a red border. This section lists several items: Module 1 Overview and Objectives, 1.0 Critical Thinking Pre-Topic Survey (with a sub-item 'Mar 26 | 100 pts | Viewed' highlighted in red), 1.1 Discussion (DQ): Introductions, 1.2 Course Reading (CR): Readings & Resources, 1.3 DQ: Fallacies (with a sub-item 'Mar 26 | 100 pts'), 1.4 General Assignment (GA): Library Certificate (with a sub-item 'Mar 26 | 100 pts'), Heads-Up #1, and Module 1 Replenishment Station.

Under the modules tab, you will find Course Specific Information that provides helpful resources that are specific to your course!

Modules:

Course Modules control the entire flow of the course, along with its content.

DISCUSSIONS

Discussions are accessed through the Modules or Discussions links on the left menu.

Pro tip: To receive Full Credit you must post one discussion response, and respond to the posts of two classmates. You must also avoid using responses like “great job”, or images such as emoji’s as your response. Your replies must be meaningful and should be a minimum of 250 words.

This is a graded discussion: 100 points possible

1.4 - Discussion: Computer Solutions

The object of the discussions in this course is for you to learn through experience and interact with various classmates and instructor. Exploring computer technology and applications will help you acquire skills for your career.

Consider and Discuss

Consider a problem in society (for example, Pestilence, War, Famine) and consider how software applications can be applied at home or at work. (Note: This should not be a problem that has an existing obvious solution such as needing a new software application.)

Read your classmates' responses and expand on the ideas of at least two of their posts. Feel free to challenge ideas (use words). Post your initial posts and responses in the [VTBE](#). Use the attachment tool when providing documents.



Reply

- 1 To reply to a prompt, click Reply under the prompt.
- 2 To reply to a classmate's post, click Reply under the classmate's reply.

GRADES

OBLD 500 > Grades > [Name]

Home Syllabus Announcements Modules Discussions **Grades** People EagleVision Zoom Credentials Hunt Library Bookstore

Grades for [Name] [Print Grades](#)

Course: OBLD 500 Leadership Four Arrange By: Due Date [Apply](#)

Assignments Learning Mastery

Name 1	Due 2	Status	Score 3
1.0 Critical Thinking Pre-Topic Survey Pre and Post Surveys	Mar 26 by 11:59pm		100 / 100
1.3 DQ: Fallacies Discussions	Mar 26 by 11:59pm		100 / 100 1
1.4 General Assignment (GA): Library Certificate Development	Mar 26 by 11:59pm	✓	1
2.0 Coaching Pre-Topic Survey Pre and Post Surveys	Apr 2 by 11:59pm		100 / 100
2.1 GA: Going Around the Circle Development	Apr 2 by 11:59pm		98 / 100 1
2.3 GA: Coaching for Your Development Development	Apr 2 by 11:59pm		100 / 100 1
3.1 DQ: A Standard of Thought Discussions	Apr 9 by 11:59pm		100 / 100 1
3.3 GA: Coaching Triad (GRS) (GRC) Development	Apr 9 by 11:59pm		100 / 100 1
4.1 Reflection Blog (RB): The Virtuous Leader Reflection Blogs	Apr 16 by 11:59pm		100 / 100 1
4.3 GA: Coaching Triad (GRC) Development	Apr 16 by 11:59pm		100 / 100 2
4.4 Coaching Post-Topic Survey	Apr 16 by 11:59pm		100 / 100

Total: 99.35% **4**

[Show Saved "What-If" Scores](#)

[Show All Details](#)

Assignments are weighted by group:

Group	Weight
Development	25%
Discussions	15%
Reflection Blogs	15%
Mastery Assessments	40%
Pre and Post Surveys	5%
Total	100%

☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

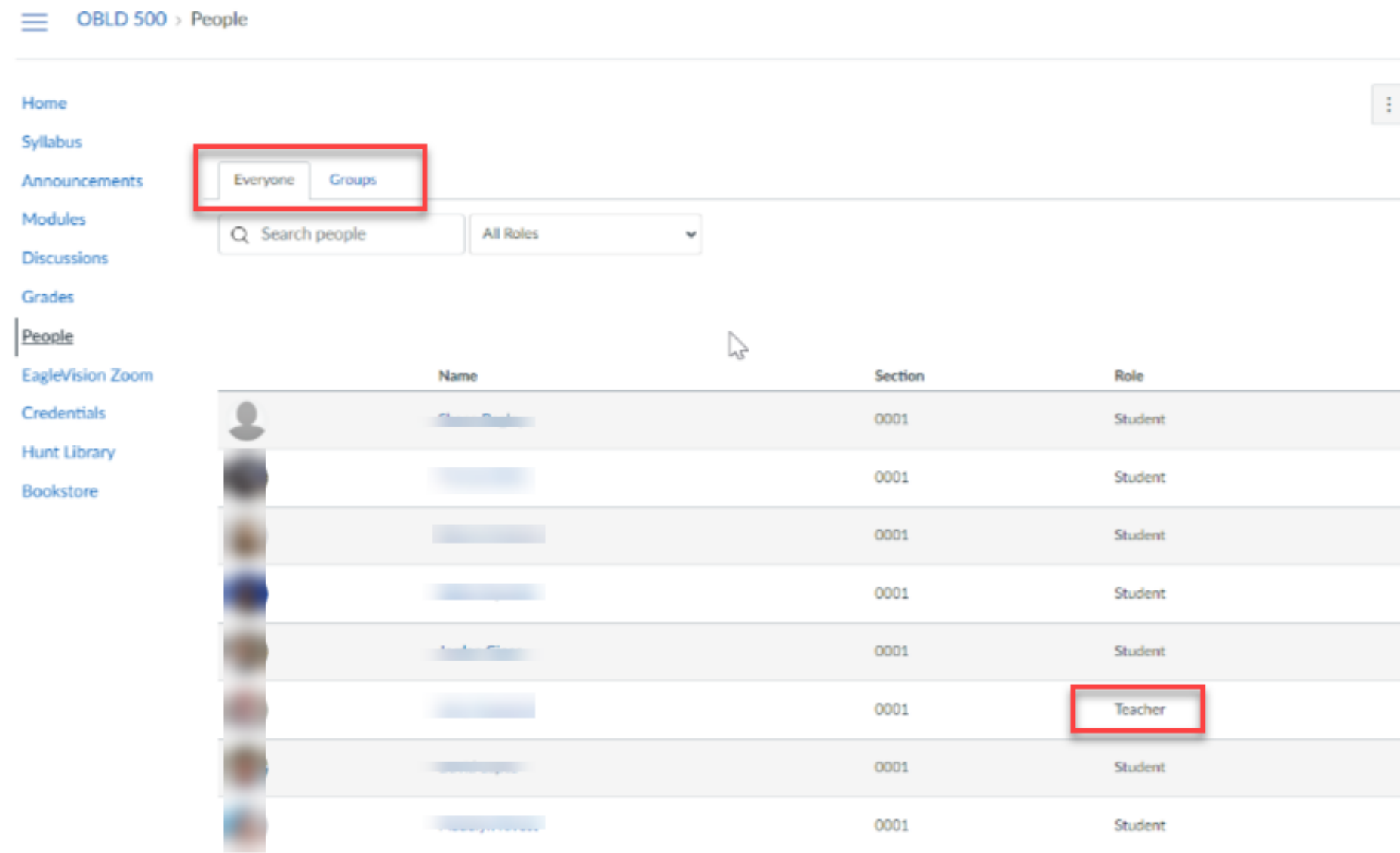
1 Name of assignment

2 Due date of assignment

3 Score /score possible

4 The right side panel shows the weight of each assignment and how much it will impact your final grade.

PEOPLE



Everyone tab

Under the **everyone tab** you can find a list of classmates as well as your teacher

Need to contact your instructor?

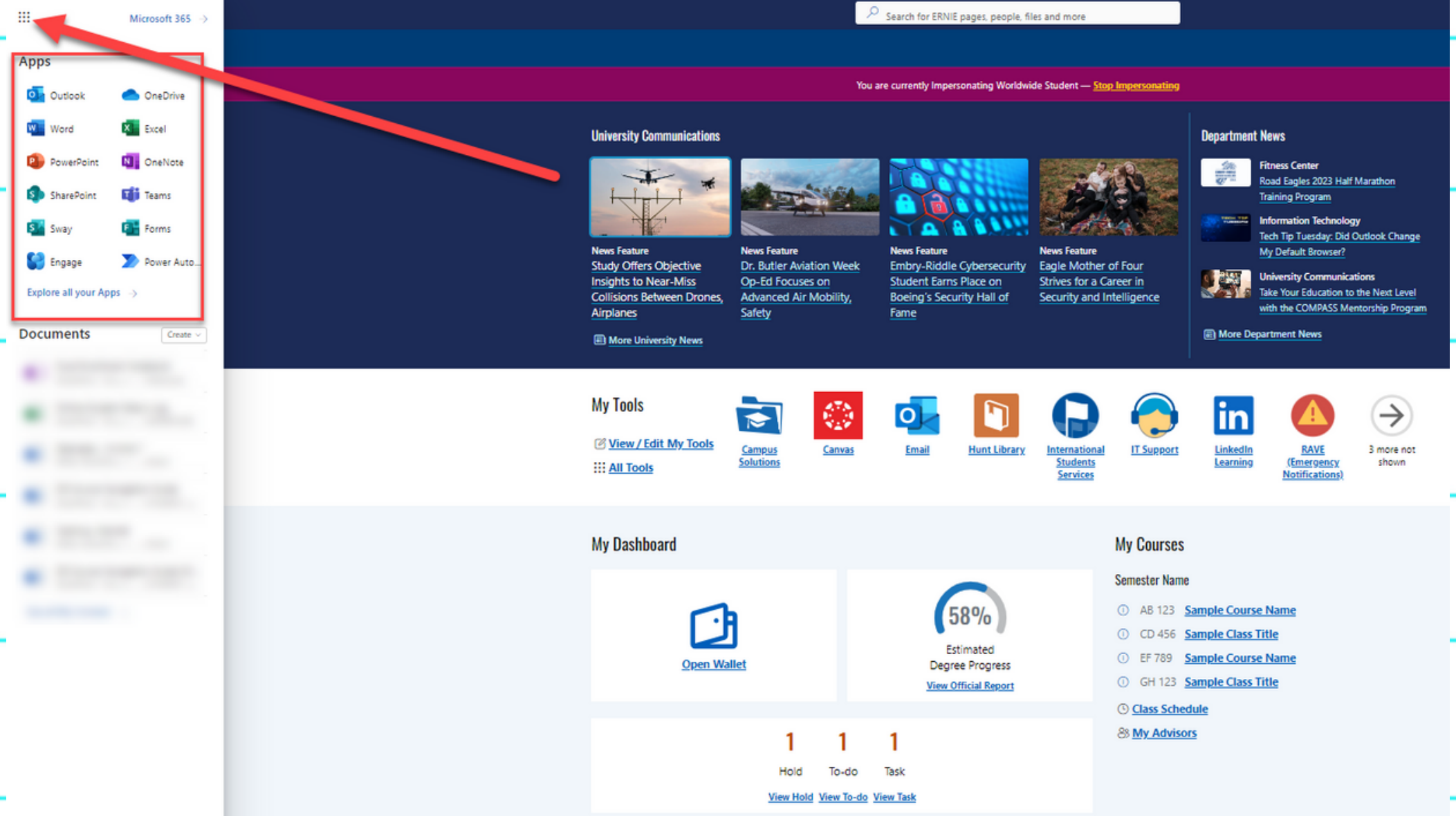
Click the instructor's name and send them an email!

Group Tab

The **group tab** is where you will find your group for any Group assignments.

MICROSOFT OFFICE

As an Embry-Riddle student, you are eligible to upgrade to Office 365 for free.



As an Embry-Riddle student, you also have access to OneDrive, cloud-based storage for your files that allows you to access them from anywhere, and within Office 365.

This can be found by logging into ERNIE with your ERAU credentials and locating the Cloud icon. This icon opens OneDrive. After opening OneDrive, you will see a link to Office 365.