



**ERAU Dual Enrollment
Course Navigation Guide**



How to Access your ERAU Course for the First Time

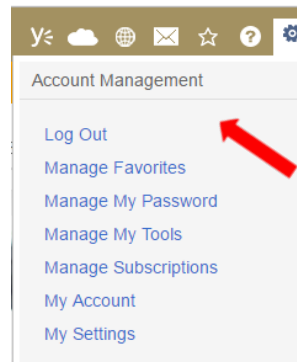
This guide is designed to provide you with a detailed overview on how to access your course and navigate through its content.

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

Setting up Your Account

Before term starts, you'll want to ensure you setup your account including **Notifications**.

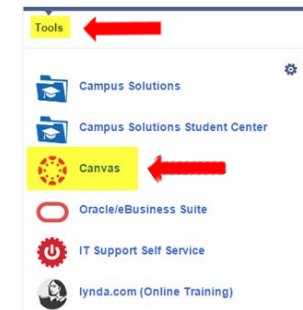
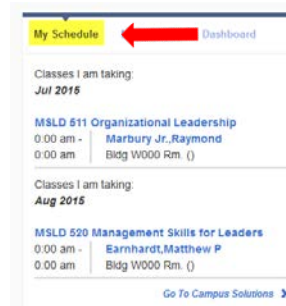
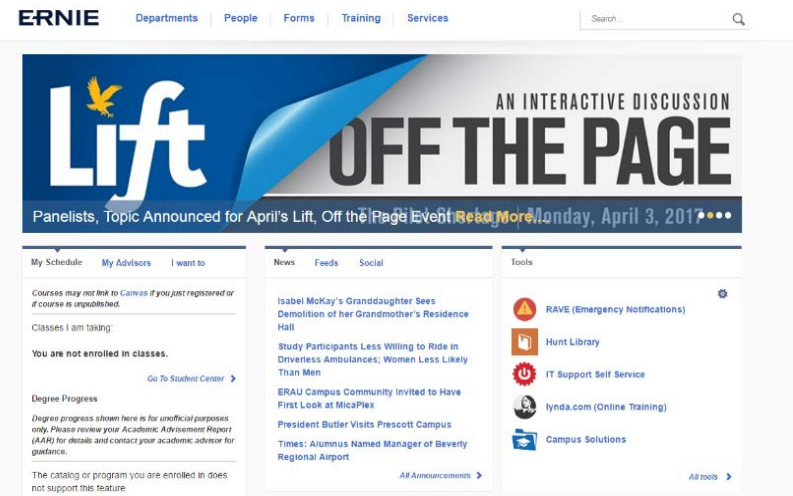
Setting up **Notifications** is important so that you can determine when to be alerted about grade changes, announcements are posted, and more!



Accessing Your Course

Your ERAU Dual Enrollment course can be accessed through **ERNIE** in two ways.

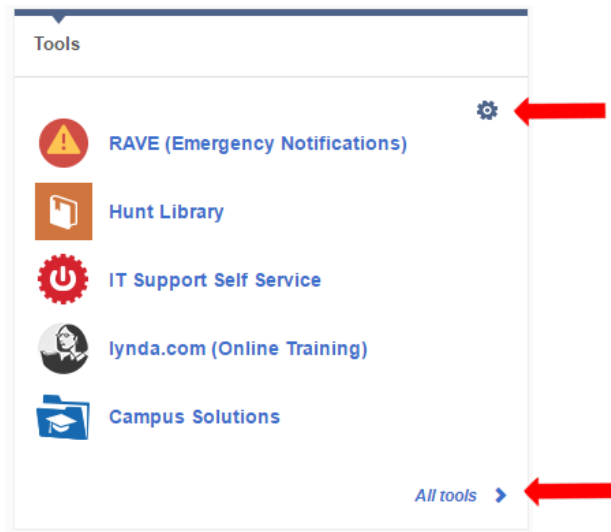
1. Courses can be found under the **My Schedule** tab. The Course title will be highlighted in Blue, and is a direct link to your course. *****It is important to note that although you may see your course listed, you will be unable to access the course until it is activated on the first day of the term.***
2. Locate the **Canvas** link under **Tools**. Once the **Canvas** dashboard loads, hover over **Courses** and select your course.





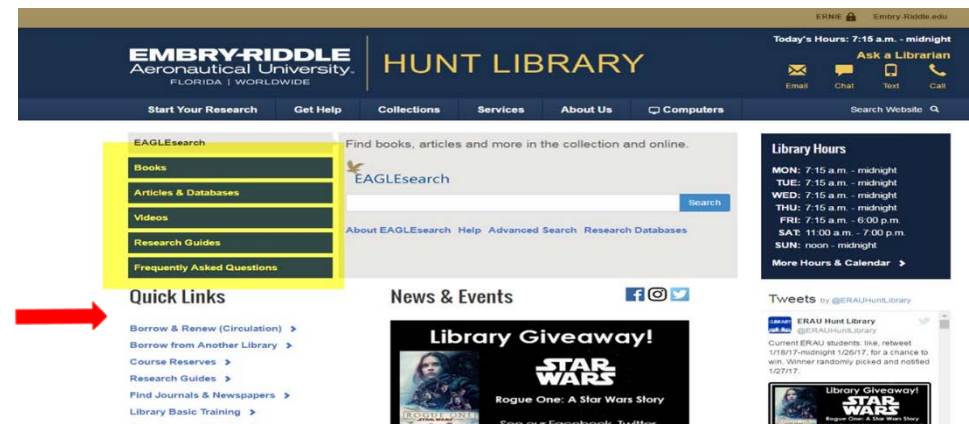
Tools

The **Tools** section of **ERNIE** contains several helpful resources. You can also see what resources are available by clicking the “**All tools**” link located in the bottom right side of the section. You can organize these resources by clicking on the “**Gear**” icon located in the top right side of the **Tools** section.



Hunt Library

One of the **Tools** available to each student is the **Hunt Library**. The Hunt Library contains a variety of digital resources that students can access during designated Library Hours.

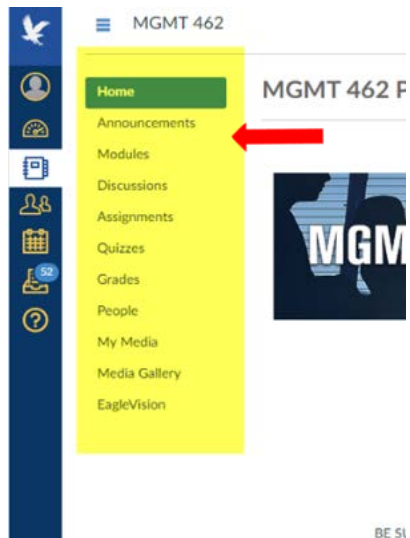




Course Home Page

Upon entering your course, you will find several items located on both sides of your **Home Page**. The course **Home Page** is your central hub for all things related to your course.

The right side of the course **Home Page** contains content areas for easy course navigation.



The left 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

View Course Stream

Quickly view announcements from your instructor.

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

Your group assignments

Course Groups

Group F

Coming Up

View Calendar

Future Assignments & Projects

- 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



The middle of your course **Home Page** contains helpful information such as your course name, term dates and the name of your instructor.

There is also a link labeled “**Start Here**”. Once you enter your **Home Page**, and click on this link, you will find your **Course Syllabus** and other very useful course related tools.

MGMT 462 Project Mgmt Adv Concepts - Jan 2017 - Online



Term Dates: 01/09/17 to 03/12/17

Your Instructor: Nancy Entezari

[Start Here](#)

BE SURE TO CHECK THE ANNOUNCEMENTS SECTION EACH TIME YOU ACCESS THE COURSE

Before you begin the course, be sure you have read the important course information below. If you have any questions, be sure to contact your instructor.

Complete the following:

[Read the MGMT 462 Syllabus \(PDF\)](#)

Contains textbook information, the course schedule, an explanation of assignments, and other crucial information.

[Read About Your Student Responsibilities \(PDF\)](#)

You and your Instructor have the same goal: for you to succeed in this course. In order to help you accomplish this goal, these responsibilities outline the expectations for a ERAU WW student.

[Read About Policies for Worldwide Online Courses \(PDF\)](#)

You are responsible for knowing these Embry-Riddle Policies.

[Review This Plagiarism Tutorial \(PDF\)](#)

Definitions of plagiarism, ERAU policy on plagiarism, and a tutorial from U.S. Department of Health and Human Services, Office of Research Integrity.

[Complete Library Basic Training](#)

The Hunt Library's Library Basic Training course is designed to provide students with a library instruction opportunity similar to classroom instruction. The online course introduces students to the services available, teaches them how to use EAGLEsearch, demonstrates how to access our databases and provides the steps for requesting items from the Hunt Library.

[Review the Canvas Student Quickstart Guide](#)

Links to basic Canvas tutorials and guides. Be sure to read about notification preferences.

[Watch Ignite Your Research at Embry-Riddle Worldwide Video](#) (02:51)

Ignite is the University's Quality Enhancement Plan (QEP) focusing on encouraging undergraduate research through innovative research opportunities, increased research funding, expanded academic and co-curricular experiences, and enhanced faculty student research collaboration.

Remember to Complete the End of Course Evaluation - It's Important!



Modules

Course Modules control the entire flow of the course, along with its content. Some instructors will use modules to organize the course.

Note: Your instructor may choose to hide the **Modules** link in **Course Navigation**. If the **Modules** link is not available, please refer to your *Course Syllabus* for directions on where to locate your course content.

Module Start & End Dates for the Week

This is where you will find the due date and available points for each action item

- Module 1 - Managing Projects: What and Why? (01/09/17 - 01/15/17)
 - Module 1 Overview and Objectives
 - 1.1 - Discussion: Introduce Yourself
 - 1.2 - Readings: Chapter 1 and Additional Resources
 - 1.3 - Project Management Videos
 - 1.4 - Discussion: Four Temperaments
Jan 15 | 100 pts
 - 1.5 - Module Review Questions
Jan 15 | 100 pts
 - 1.6 - Web Research: Project Management Institute
Jan 15 | 100 pts
 - Heads-Up: Research Paper
 - Module 1 Wrap-Up

Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). This is where you will find each course assignment and how many points they are worth.

Any assignment created by your instructor in the **Assignments** page will automatically show up in the Grades, Calendar, and Syllabus features. To access an assignment, click the name of the assignment.

- To submit an assignment (such as a Word document), go to the assignment and locate the **Submit Assignment** button on the right
- Use the **Browse** button to locate your file. You can add comments for the instructor here, too. If Turnitin (an anti-plagiarism tool) is enabled for the assignment, you will also be required to put a check in the box attesting that you are submitting your own work. Click **Submit Assignment**

File Upload Onedrive for Business

Upload a file, or choose a file you've already uploaded.

File: **Browse...** No file selected.
 + Add Another File
[Click here to find a file you've already uploaded](#)

Comments...

This assignment submission is my own, original work

Cancel **Submit Assignment**



Discussions

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

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.

Note: Depending on the course, you may not be able to see any of your peers' replies until you post for the first time.

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 your classmates and instructor. Exploring computer technology and applications will help you acquire skills in your career.

Consider and Discuss

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

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

Search entries or author

Unread



Reply

Quizzes

Depending on your course, quizzes may be set so that they are due on a certain date, and may not be available after that date. If a Quiz is available, the link will display in Blue.

1. Click the **Take the Quiz** button

Module 1 - Quiz: Key Terms

Due Aug 16 at 11:59pm Points 100 Questions 1 Time Limit 30 Minutes

Instructions

The purpose of this activity is to assist you in becoming familiar with glossary or key terms related to computers and applications. Match the definition to the appropriate term.

Take the Quiz

2. There are many types of quiz questions including multiple choice, essay, and true/false. Complete the quiz and choose **Submit Quiz**

No new data to save. Last checked at 4:00pm

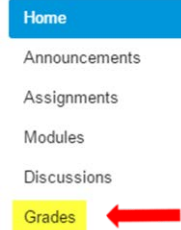
Submit Quiz

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.



Course Grades

Once you are on the course **Home Page**, grades and feedback are accessed from the **Grades** link on the left side menu.



All course related items that are scheduled for grades will be found listed in the middle of the **Grades** page.

Grades for Jane Smith

For the course Arrange by

[Learning Mastery](#)

Name	Due	Score	Out of
The Declaration of Independence: A Revisionist History	Jan 1 by 11:59pm	1	50
Course Introductions	Jan 5 by 11:59pm	2	10
Historical Video Project	Jan 10 by 11:59pm	3	25
Bill of Rights Topic Discussion	Jan 12 by 11:59pm	4	10
Group Assignment	Jan 12 by 11:59pm	5	20

The following icons represent different assignment submission types on your **Grades** page:

1. **Document Icon:** File upload submitted, not graded
2. **Discussion Icon:** Graded discussion submitted, but not graded
3. **Link Icon:** A URL has been submitted, not graded
4. **Muted Icon:** Score is hidden while instructor is grading;
5. **Filmstrip Icon:** Media recording submitted, not graded
6. **Quiz icon:** Quiz submitted, not fully graded
7. **Text Icon:** Text entry submitted, not graded





Assignment updates may also include additional icons representing submission details:

1. **Blue Dot:** Appears when your instructor grades your assignment.
2. **Discussion Icon:** Assignment comments
3. **Check Plus Icon:** Scoring details
4. **Rubric Icon:** Rubric details

Name	Due	Score	Out of
The Declaration of Independence: A Revisionist History	Jan 1 by 11:59pm		50
Course Introductions	Jan 5 by 11:59pm	✓ 2	10
Historical Video Project	Jan 10 by 11:59pm	24	3
Bill of Rights Topic Discussion	Jan 12 by 11:59pm	-	10
Group Assignment	Jan 12 by 11:59pm	-	20

Under the **Score** column on the **Grades** page, you will see a variety of different **Grade Types**. Each **Grade Type** shows up differently.

Name	Due	Score	Out of
Course Introductions	Sep 1 by 11:59pm	1 ✓	10
Bill of Rights Topic Discussion	Sep 8 by 11:59pm	2	10
The Bill of Rights Quiz	Sep 15 by 11:59pm	3 ✗	10
A Closer Look: The United States Constitution Written Response 2	Sep 22 by 11:59pm	4 19 (C)	25
The Declaration of Independence: A Revisionist History	Dec 9 by 11:59pm	5 48 (4.0)	50
A Closer Look: The United States Constitution Written Response 1	Nov 17 by 11:59pm	6 60%	15
Revolution Quiz	Nov 17 by 11:59pm	7 EX	10
Declaration Summary		8 -	20

1. **Check Icon:** Complete grade
2. **Number:** Grade shown by number of points
3. **X Icon:** Incomplete grade
4. **Letter:** Letter grade
5. **GPA:** GPA scale
6. **Percentage:** Grade shown as a percentage
7. **EX:** Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
8. **Dash:** No submission
9. **Grade Info Icon:** Points earned from this assignment do not count toward your final grade



As **Grades** are posted, your overall course grade percentage will update. This can be found at the top right side of the page.

Total: 87.64% ←

Show All Details

Assignments are weighted by group:

Group	Weight
Discussions Questions	20.0%
Module Review Questions	20.0%
Group Projects	10.0%
Additional Activities	15.0%
Research Paper	15.0%
Final Exam	20.0%
Total	100% ←

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

Groups

Your course may involve assignments where you will be tasked with working in a **Group**. In this case, you will be able to find your assigned **Group** listed in the right side menu on the **Course Home Page**.

Clicking on your **Group** will take you to the **Group Page**. There you will see the other Group members (People), files, announcements and discussions related to your **Group Assignment**.

View Course Stream

To Do

- Turn in 2.5 - Self-Assessment: Kinsey 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



Microsoft Office

As an Embry-Riddle student, you are eligible to upgrade to **Office 365** for free. For the link and more information about **Office 365**, please visit this page in **ERNIE**: <https://ernie.erau.edu/Departments/information-technology/office-365/Pages/Default.aspx>. You will need to log in to view this information.

Office 365

☆ Add to Favorites

Office 365 combines latest versions of the familiar Microsoft Office desktop suite with cloud-based versions of Microsoft's communications and collaboration services—including Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft Office Web Apps—to help you be productive from virtually anywhere through the Internet.

Students/faculty/staff - **Get Office 2013 installed on your personal home computer.** ←

- **E-mail and Calendar** -- 50 GB of e-mail storage, calendaring, contacts, tasks, and instant messaging all integrated with the Embry-Riddle e-mail address book. E-mail can be read, composed, and sent using any web browser or any favorite e-mail app.

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**.



As you prepare to start your first course as an Embry-Riddle Dual Enrollment student, we encourage you to utilize all resources made available to you. This opportunity is truly one of a kind and very special for you, and for your family. Please take this course and all course work seriously. If you experience any issues during your course, please contact the Dual Enrollment Office immediately.

We wish you the best of luck as you begin your journey with us as an official ERAU Dual Enrollment student!