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.
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.
**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.

**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.

1. To submit an assignment (such as a Word document), go to the assignment and locate the Submit Assignment button on the right.

2. 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.
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.

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

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

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

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

Grades for Jane Smith

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Jan 3 by 11:59pm</td>
<td>📃 1</td>
<td>50</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Jan 5 by 11:59pm</td>
<td>📃 2</td>
<td>10</td>
</tr>
<tr>
<td>Historical Video Project</td>
<td>Jan 10 by 11:59pm</td>
<td>📃 3</td>
<td>25</td>
</tr>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Jan 12 by 11:59pm</td>
<td>📃 4</td>
<td>10</td>
</tr>
<tr>
<td>Group Assignment</td>
<td>Jan 12 by 11:59pm</td>
<td>📃 5</td>
<td>20</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Jan 1 by 11:59pm</td>
<td>🔄</td>
<td>50</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Jan 5 by 11:59pm</td>
<td>🔄</td>
<td>2</td>
</tr>
<tr>
<td>Historical Video Project</td>
<td>Jan 10 by 11:59pm</td>
<td>24</td>
<td>-</td>
</tr>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Jan 12 by 11:59pm</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Group Assignment</td>
<td>Jan 12 by 11:59pm</td>
<td>-</td>
<td>20</td>
</tr>
<tr>
<td>Declaration Summary</td>
<td>Jan 17 by 11:59pm</td>
<td>-</td>
<td>20</td>
</tr>
</tbody>
</table>

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.

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 the other Group members (People), files, announcements and discussions related to your Group Assignment.
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 contains the 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 tool.

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!