Pathway Technology Workshop Script

You are beginning on your journey through Pathway. Pathway and BYU-Idaho work together to deliver your courses and experiences. Through Pathway, you will have experiences that will shape your life and will provide you with opportunities for learning and growth.

There are two parts to your Pathway experience. Part of it is online. You will be required to have a good internet connection and a computer to interact in your courses and to complete your assignments each week. We have found that you will have a better experience in your courses if you do have a computer. You will have assignments that are due most often on Wednesdays and Saturdays in your classes, but each class may be a little bit different, so pay specific attention to the instructions inside your course. The other students in your online class may live in many locations around the world. Your teacher will most likely live somewhere in the United States.

The second part of your experience is the weekly gathering. In the Weekly Gathering, we will meet and interact together on Thursday nights. In the gathering, we will learn from one another and share the experiences we are having in our classes and in our lives. It is important to come to the weekly gathering to lift and strengthen each other as well as to be lifted. You will usually not have very many people in your online class that are also in your same gathering group.

For the online part of the class, we use a system called I-Learn. I-Learn is where you will find all of the activities for your class. This includes all of the reading materials, the assignments that you submit, discussions with other class members, quizzes, and exams. You will also report that you attended the gathering in I-Learn. Your teacher will most often interact with you each week through announcements, discussions, and feedback on your assignments.

Which internet browser should I use?
I-Learn works best if you use either Google Chrome or Mozilla Firefox to open your courses on a Windows or Mac computer.

How do I get started?
To get started, log in to the same Pathway website that you used to sign up for Pathway. The URL is https://pathway.lds.org.

[screen opens the Pathway website]
This is the Pathway website. Click Sign In in the top right corner to log in. You should enter your LDS account login information – your username and your password.

[screen opens the Pathway Student Portal page]

This page is an important place for you as a student to know important things that you need to do, information about your gathering group, and announcements from the Pathway home office. You can also see the courses that you need to take in order to complete Pathway. There is a Go to Class button by your class list. Just click the button to take you directly into your classes. If by chance the button does not work, you can go to https://pathway.brightspace.com to go into I-Learn.

Pause and Practice. Please pause the video now. You should each (1) log into Pathway.lds.org and then (2) open I-Learn. If you finish before your neighbor, please help them get to the same screen.
[After everyone in the group has logged in and opened I-Learn, you may resume the video.]

Pathway I-Learn
[Pathway I-Learn site appears]
This is I-Learn. It is the system where you will complete the online part of your courses. Before we get into GS 120 or GS 120L, we will take a look at a few things that will be helpful for you as students.

Set Up Profile
Let's set up your profile first.
Click your name in the top right corner and a menu will open. Choose Profile from the list. Setting up your profile can help you, your classmates, and your teacher to get to know each other so you don't feel so lonely in an online class. The most important thing for you to set up in your profile is to upload your picture. To add your picture, click the Change Picture button.

You can either upload a picture of yourself from your computer by clicking the Upload button or you can drag a photo from your desktop. After it uploads, click the Add button in the bottom left corner of the popup box.

Now you can enter as much or as little information about yourself as you would like to share. It can be a little or it can be a lot. Both your teachers and the other students in your online classes can see your information. When you finish, click Save and Close.

Pause and Practice. Please pause the video now. You should (1) Upload your picture into your profile and (2) add information about yourself you would like to share.

Set Up Notifications
The next thing we will do is set up notifications. You can get email reminders if you would like. Click your name again and this time select notifications from the menu. Scroll down to see the options for notifications.

Check the boxes for the different kinds of messages you want. I like to receive emails for new announcements, and discussions that I am subscribed to, and when grade items are released.

You can return to this page and update your options any time. When you receive email notifications, they may not contain all of the videos or images that your teacher has included, so it is always good to come into the course to see the full information. When you have selected all of your options, click the Save button in the bottom left corner of the page.

Set Your Time Zone

The last setting we will adjust is your tine zone. I-Learn can then show you when assignments are due in your own time zone so you won't miss your deadlines. Once again, click the menu under your name. This time select Account Settings. Scroll down until you see the Time Zone heading near the end of the page. First select the continent where you live. Then choose the time zone for your location.

Now your due dates and times will adjust to your local time zone. That means if your assignment is due at 11:00 PM at BYU-Idaho, and you live in New York City, your due dates will display as 1:00 AM. Now click Save and Close to save your changes.

Pause and Practice. Please pause the video now. You should (1) Set up your notifications and (2) set your time zone. Once you finish with yours, turn to your neighbor and help them if they need it.

My Home and Tools Description

Now you should have your profile, notifications, and time zone set up. Now let's get into I-Learn. This is the My Home page where you can find important announcements from the university. The announcements will share important information about how to be successful using I-Learn or to communicate times when the it may be down for maintenance. After you have read an announcement, you can click the X in the top right corner of it. That way, you won't miss a new message. You can always get back to past announcements by clicking the Announcements heading.

To get back to My Home, click the My Home link in the top left corner of your screen in the white minibar. On the right side of your screen, you should be able to see the classes that you are enrolled in as little pictures. If you want to see your current grade for your class, click the button in the top right corner of the picture. After you finish, you can click the Back button to go close it.
To get into one of your classes, click the picture and this will take you into that class.

[Land on course home page]
Before we look into the course, we will review some of the functions of the system. If you are completing activities in your GS 120 course and you want to switch to your Book of Mormon course quickly, you can always click the dropdown menu in the top minibar to select your other classes.

These icons in the middle of your screen show when you have notifications. The first one will take you to Instant Messenger where you can quickly send messages to your teacher or classmates. The middle one will show you when your teacher has graded an assignment and left feedback or when he or she has posted a new announcement. The last one will show you when someone has posted on your discussion board. That way you can respond soon and continue the conversation.

Across this bar are some tools that are used in your classes. The content tool is where you will spend most of your time. This is where you will find the activities and instructions for each week so you know what you are supposed to do.

Discussions, Assignments, and Quizzes are all class activities. The calendar tool displays the assignments and activities in the class with their due dates throughout the semester. Under My Grades, you can find your scores and feedback. The Grades tool will show you a list of all of your assignments and scores you have earned. The Class Progress tool will show you the assignments that have received scores and is probably the best place to find feedback from your teacher.

Let's practice some of the things you will need to do next week when your classes start.

Course Structure
Click the Content link in the blue bar. Here is where your teacher will post information about him or herself. On the left side, click Lesson 01: Introduction. Each lesson is organized into different sections. The Getting Started will introduce the topic and show you a preview of what you will be doing during the week. The Pre-gathering folder has all of the activities that you need to complete to prepare for the gathering. These activities are due the day before the gathering. The gathering folder has information about the gathering and also includes the attendance report that you need to complete each week. The post gathering folder contains activities that you should complete after the gathering. These activities will help you strengthen your knowledge of the topic for the week and find ways to apply it in your life. These activities are due on Saturday.

Discussions
In the first week of your classes, you will need to complete a discussion board to introduce yourself to your teacher and the other people in your online class. Click the Pre-Gathering folder in Lesson 01 and scroll down to the bottom of the list. Click the L01: Introduce Yourself Instructions to find out what you need to write in your discussion. For this example, we are going to write a quick introduction of ourselves and what we like to do. Go to the next page to open the discussion. Click the Start a New Thread button. Type a Subject, or a short title for your discussion. Then write your introduction. For this practice, it can be short. When you are writing posts for your actual class, you may choose to write your response in another program like Microsoft Word or a Google Document so you can just paste in your response. After you finish, click the Post button. After you finish with your own post, click the title for someone

else's post so it will open. After you read it, click the Reply to Thread button so you can write your own reply to your classmate. When you finish, click post.

Pause and Practice. Please pause the video now and find the L01 Introduce Yourself discussion board and write a brief introduction. When you finish posting your response, find one other person's post and read their response and reply to them. Remember this is only for practice.

Quizzes and Exams

Good job! That is one type of assignment that you will complete often in your courses. Now we are going to practice taking a short quiz. Click Content again to get back to the list of activities. Click the Gathering folder. In the middle of your screen, click the L01: Attendance Report – Instructions. This page will give you some information about the quiz you are going to take. Then go to the next page using the arrows at the top or bottom of your screen. Click the Start Quiz button in the bottom left corner of your screen to begin. A popup box will let you know your quiz may take a little time to load. Click OK. Answer the questions in the quiz by choosing the correct answer or writing your answer. Clicking the save button after each question is optional, but if you live in an area where the internet goes out frequently, you may lose some of your work unless you save it often. When you finish, click Go to Submit Quiz. Then click the Submit Quiz button. Confirm that you want to submit your quiz by clicking Yes, submit quiz. Your quiz should be submitted. Sometimes you will be able to immediately see your score and feedback. For some of them, you may need to wait while your teacher grades them.

Pause and Practice. Pause the video and open the L01: Attendance Report and take the quiz. Submit it. When you are finished, help your neighbor.

Assignments

Very good work! You have submitted two activities. Now we are going to practice the last activity. They are assignments where we need to upload a document. Click the Content link in the blue bar again to go back to the Lesson 01 list of activities. This time click the Post-Gathering folder. We are going to open the L01: Application Activity Directions page. Open a Word document and copy the questions from Step 02 from that page into your document. Answer the questions. For this practice, you do not need to answer all of the questions. Save your document. Then go to the next page so you can upload it and submit it. You can either click Upload and then browse your computer to find it or you can simply drag the document file that you just saved into the upload area. After the file uploads, click Submit. You should receive an email to let you know your upload was successful.

Pause and Practice. Pause the video now and find the L01: Application Activity. Create a Word document file and save it. Remember for the practice it can be brief. Upload your document into the assignment and submit it.

Contact your Teacher

You can find some other tools under "More Tools." One of the best ways to contact someone in your class is to use the Classlist tool. Click More Tools and Classlist. This list includes all of the other students in your online class and your teacher. Most of you will be with other students from around the world. To send an email to your teacher or to another member of your class, check the box next to his or her name. Then click the email link. This will open the email message. The person's email is automatically added for you. Type in a subject and then write the body of the email. When you finish, click the send button in the top left corner of your screen and your email will be sent to their inbox.

Pause and Practice. Pause the video now and open the Classlist under More tools. Find the name of the person sitting next to you in your group. Check the box next to their name and click Email to send them a quick message. After you send your message, continue the video.

These are some of the main things that you will need to do to complete your class activities each week. If you have additional questions about how to use I-Learn, you can always click the I-Learn Help in the top blue navigation bar. Then choose the student help guides. Each help guide answers a different question. Each one will take you step-by-step how to complete an activity or change your settings.

This has been a very brief introduction into I-Learn. We want you to have a successful experience in Pathway and hope that this can give you a foundation you can build on. Work together with your teacher and your classmates both online and those in your gathering group so you can help and support each other. If you find an easy way to do something, be sure to share with your classmates!