

Marian Online Quickstart Guide for Students

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Logging into Marian Online 2:

1. Click the link to Marian Online. It will open a browser. Marian Online is compatible with Internet Explorer and Firefox browsers.
2. On the right of the screen, you will see a **Login** box. Your username and password are your email username (jldoe24) and password. Enter these in the box and click the **Login** button.



If you cannot remember your login information, go to [Password Manager](#).

3. Once you have logged into Marian Online 2, you will see the **My courses** page where all your courses will be listed. Your professors' names will appear under the course names.



If you log in and do not see all of your courses, please understand that not all instructors use Marian Online and not all courses have components online. Sometimes instructors do not open their courses to students until after the first meeting. Your instructor is the only person who can answer these types of questions for you, so contact your instructor directly to find out when/if your course will appear in Marian Online. If you do not know your instructor's contact information, click [this link](#) to find it.

Navigating within your course

You should now be in your course. You will see the course materials appearing in the center of the screen. Click on any of the items access assignments and materials. Once in an item, use the **Breadcrumb Links** in the upper left-hand corner of the screen to navigate back to the Course Home Page. See the picture below of where the **Breadcrumb Links** are:



For example, the Course Home Page is the name of the course. In the image above, it is **GEN101**. To return to the Course Home Page you would click on the GEN101 link in the Breadcrumbs Link.

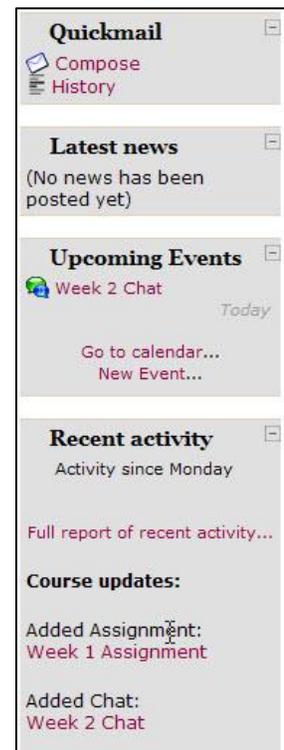


Once you click on the course name, you will see your course layout. Content is divided into three main section blocks – individual blocks on each side and a content block in the center. The blocks are organized to provide you with ease of navigation within the course. There are no icons or deep layers of navigation – everything is accessible from the one page. A few of the blocks may vary from course to course depending upon what features your professor will be using; however, as a rule, the layout will be similar from course to course.

On the left, you would generally find a **People** block with a **Participants** link; an **Activities** block with links to things like Assignments, Chat, Forums (discussions), Resources (course materials) and Wikis. (Remember, some of these may not be used in your course.) You may also see a block for searching discussion forms, for **Administration** (viewing your grades) as well as block that lists all

your Marian Online course sites. (Clicking on a course listed in the **My courses** block will allow you to navigate from one site to another without logging out.

The blocks on the right side of the screen may contain information on the **Latest News** for your course, **Upcoming Events**, a **Calendar**, **Recent activity** and **Course updates**. **Quickmail** will allow you to send Marian University email to your professor and/or other students in your course.



Navigating within your course

The center block may show a **Weekly outline**, as the picture below, (you may look at the content for each week) or a **Topics** format where topics are listed. Again, the format depends upon your professor's selection and the content of your course.



What to do after you have logged in

1. Your profile

- Once you log into Marian Online, you may wish to change your profile information. You may also upload a picture of yourself, if you wish. Some instructors may require that you do so if one has not been generated from your Student ID photo. Here's how:
- Click on **Participants** in the upper left hand block. All the participants in your class will be listed.
- Locate and click on your own name.
- You will see four tabs at the top of the block. Click on the second tab – **Edit profile**.



On this page, you may update your personal information and add a picture of yourself. Others in your course will see this picture. When you are finished, scroll to the bottom of the screen and click the **Update profile** button.

2. Chats

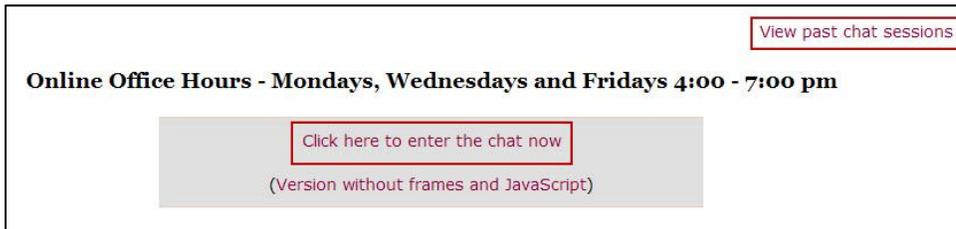
Chats are live, synchronous communication sessions that may take place at specific times. If Chat sessions have been created for your course, you will see a link in the **Activities** block. Access a Chat session by clicking **Chats** in the **Activities** block. The name of the session will appear. Click on the name – in this case, *Online Office Hours*.

Week	Name
	Online Office Hours - Mondays, Wednesdays and Fridays 4:00 - 7:00 pm

What to do after you have logged in

Chats continued...

The next screen opens and you may now click on **Click here to enter the chat now** or click **View past chat sessions** by clicking the link in the upper right side of the screen. Please note – you will be able to read the history only if your professor has chosen to make the chat history available.



Enter a message in the long white rectangular space and press ENTER on your keyboard to send the message. The message will appear in the larger space above and can now be seen by all individuals currently present in the participant list on the right side of the screen.

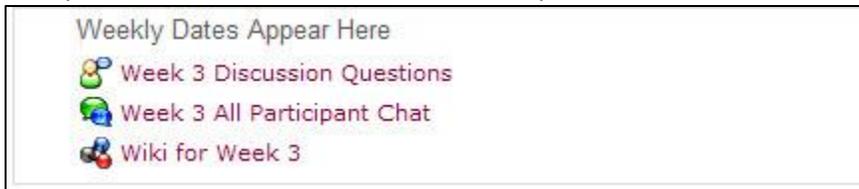
3. Forums

What is a forum?

A forum is a meeting place for discussions. The forums may be public or private (visible to individuals within groups).

Posting to a Forum

A forum may be located either at the top section of your screen or within your weekly outline. In the example below you will note a forum. The other icons represent a live CHAT and a Wiki. Your professor will create the forum and will post the first item.

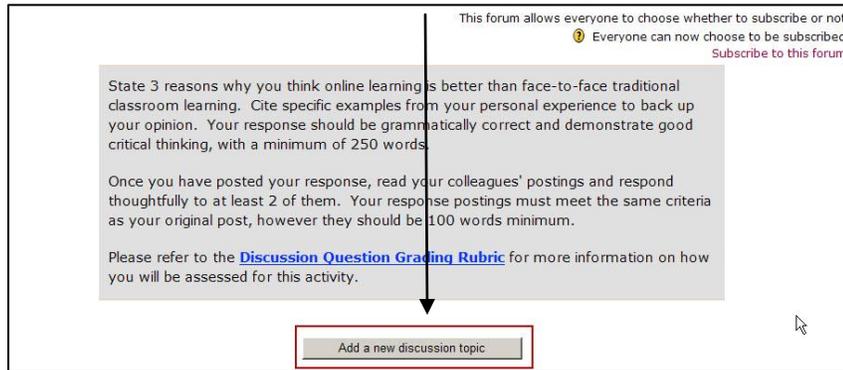


What to do after you have logged in

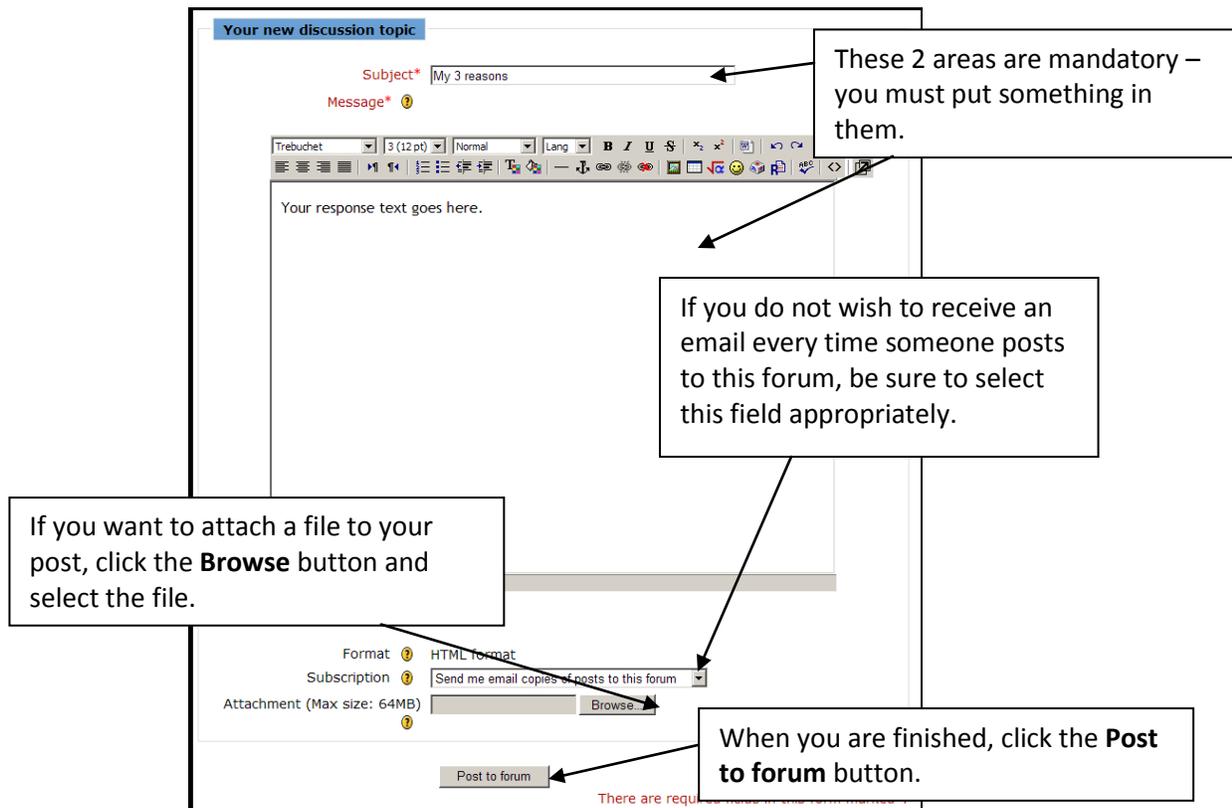
Forums continued...

Responding to a forum post

1. Click on the forum title.
2. In the next screen, click **Add a new discussion topic**.



3. In the new window that opens, type a subject that's applicable – this field is mandatory. In the **Message** body, type your text. It is ALWAYS a good idea to type your text in a word processor and then copy and paste it into the body of the message. In the event that your computer fails, you will still have a copy of the text that you can upload to the forum again. Complete your post by clicking the **Post to forum** button at the bottom of the page.



You will then receive a message indicating that the post was successful and that you have 30 minutes to edit the post if you wish.

What to do after you have logged in

Forums continued...

Replying to a forum post

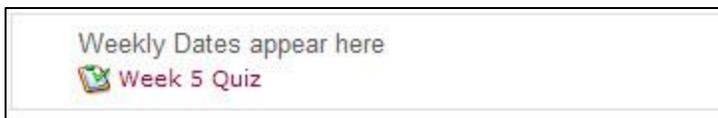
1. Click on the forum posting. At the bottom of the page you will see **Edit | Delete | Reply**.
2. Click **Reply**



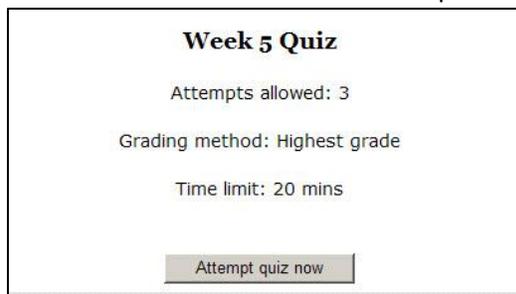
3. Type your response in the body of the message area and click **Post to Forum**. You will then see a screen indicating that the post was successfully added and that you have 30 minutes to edit your post, should you desire to do so.

4. Quizzes

If your professor has created a quiz in your course, you will find a quiz link in your list of activities for the week.

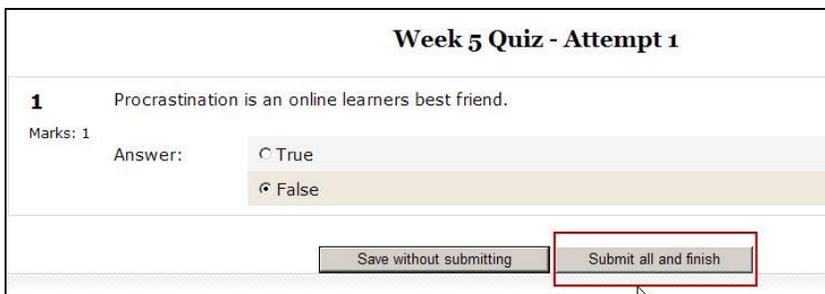


Click the link and you will see different information, depending upon how your professor has set up the quiz. In this example, you have 3 attempts at the quiz and your highest grade of the attempts is the one that will be recorded. This quiz has a 20 minutes time limit per attempt.



To begin the quiz again, click on the quiz name and select **Reattempt Quiz**. For quizzes that have not yet been attempted, you will see **Attempt quiz now**. Read each question carefully, select the appropriate answer and click **Submit** to save the question. If you do not click **Submit**, the answer will NOT be saved. When you have completed the quiz, click the **Submit all and finish** button at

the bottom of the screen.

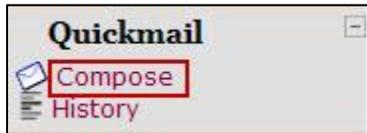


Sending and Receiving email

On the right-hand side of the screen you may see the **Quickmail** block. This block is used for sending mail – with or without attachments – to your professor and to other students in your class.

Creating a new message

1. Click **Compose**.



2. A new window opens with two tabs at the top, **Compose** and **History**.

Quickmail

Compose History

To: **Select all / Deselect all**

Instructor Name Colleague Name

Subject:

Message: **Trebuchet** 1 (8 pt) Lang **B I U S**

Read carefully ?
Write carefully ?
About the HTML editor ?

Path: ?

Formatting: HTML format ?

Attachment (Optional): Browse... Max size: 64MB

Cancel Send Email

Callout boxes:

- Select to whom you are sending the email. You may also **Select all** in your course. If you make a mistake, click **Deselect all** and start again.
- A subject must be entered in the **Subject** field and text must be typed into the body of the **Message**.
- You may use formatting tools to create a customized look for your message. Hold your mouse over the icons at the top to see a popup text field that indicates the formatting function of the icon.
- Upload an attachment by clicking the **Browse** button and then selecting the file to be uploaded.
- Finished? Click the **Send Email** button

Remember: You are using your Marian University email account to send Marian Online 2 email. Check your University email often to avoid missing important messages from your colleagues and your professor!

Reading an email you have sent

1. Click the **History** link on the **Quickmail** block. A new window opens and your messages are listed according to Date, Subject, Attachment and Action.
2. You may sort according to **Date** by clicking on the word **Date**. The ↑ and ↓
3. You may view the entire message by clicking the Icon to the left of the **X** in the **Action** box as shown below:



A sent email may be deleted by clicking the **X**. **NOTE:** You do **NOT** get a second warning. It will be gone with no additional warning! **AND** – there is no way to recover it.

TROUBLESHOOTING

Where have all of the weeks / topics gone?

You have probably clicked on the hide icon.



To reveal all of the other weeks / topics you need to click on the + icon which you will see in the right margin of the week / topic.



Why am I not getting any e-mails and others are?

Emails from Marian Online 2 automatically go to your Marian University email address. You are expected to check this account to receive correspondence from the University. If you need help remembering your password, please follow the link on Page 1 of this document to **Password Manager**.

If you have any questions or problems, please contact your instructor.

If you need technical assistance, contact the HelpDesk at helpdesk@marianuniversity.edu

Thanks and enjoy using Marian Online!