Student FAQ

OHIO DOMINICAN UNIVERSITY **PantherLearn**

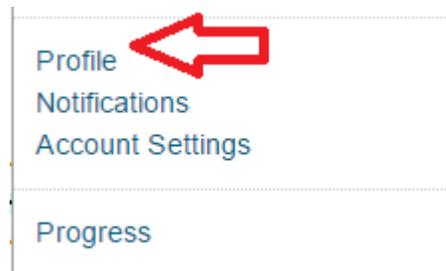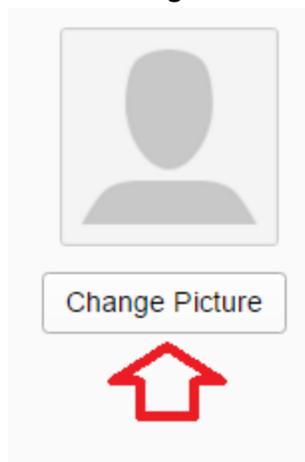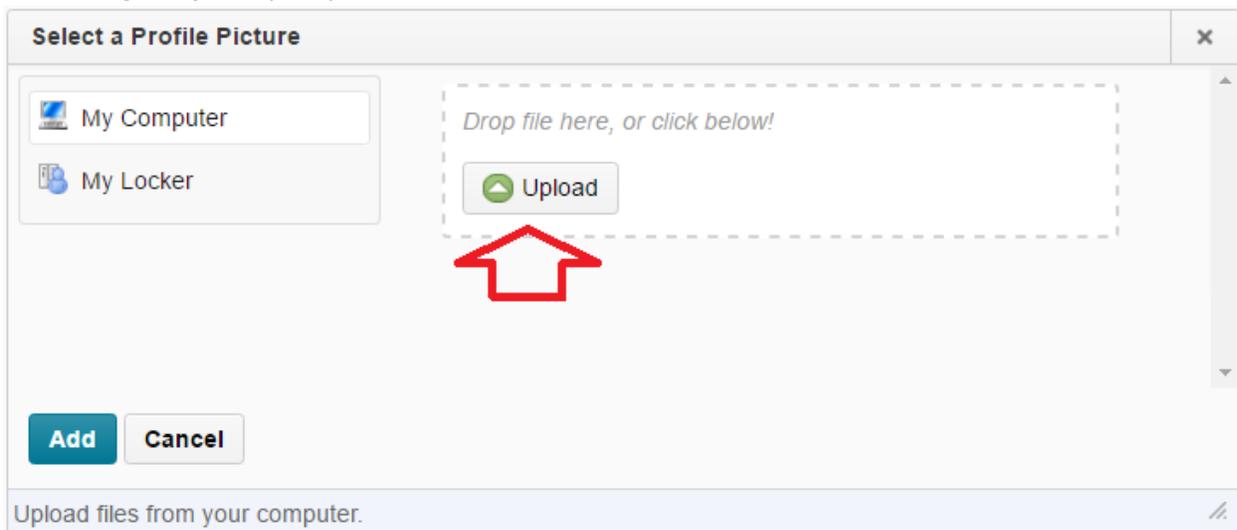## How do I add my profile photo?

1. From the minibar, click on the down arrow to the right of your name and select **Profile**.

Profile

Notifications

Account Settings

Progress

2. Click on **Change Picture**.

Change Picture

3. Either drag or **Upload** your photo. Then click **Add**.

Select a Profile Picture   ×

My Computer

My Locker

Drop file here, or click below!

Upload

Add   Cancel

Upload files from your computer.

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How can I set email and text alerts for changes and due dates in my class?

1. Change your email if you want others to use a different address. Note that PantherLearn email is an internal email system.

2. Register your mobile phone number so you can receive alerts via text message.

3. Specify how you want to be notified for each action. For example if you check SMS for the final choice (Quizzes- quiz and date is 2 days away), you will receive a text message 2 day before a quiz is due in your class. If you click the Email for the second item, you will get an email when new content in your course is changed.

Instant Notifications	Email	SMS
Content - content item created	☐	☐
Content - content item updated	☑	☐
Content - content overview updated	☐	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☑	
Dropbox - dropbox folder due date or end date is 2 days away	☐	☐
ePortfolio - feedback added to subscribed items	☐	☐
ePortfolio - another user has subscribed to your updates	☐	☐
ePortfolio - feedback added to my items	☐	☐
Grades - grade item released	☐	☐
Grades - grade item updated	☐	☐
News - item updated	☑	☐
News - new item available	☑	☐
Quizzes - quiz end date is 2 days away	☐	☐

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How do I find my classes?

Option 1: Click on the drop arrow next to *Select a course* on the minibar and select the course from the list.

Option 2: Click on the specific course from the course listing in the **My Courses** widget.
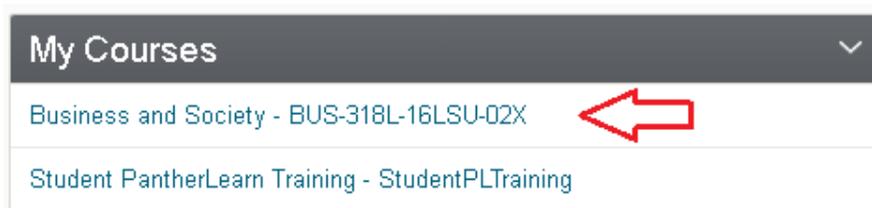
Note that your course will always be visible on the first day of the term. The instructor may make it visible sooner, though, especially for an online course.

What do I do if I don't see my course?

1. Verify that you are scheduled for the class by checking your schedule on ODU Online.

2. If it is the first day of the class, and you do not see your course, contact your instructor.

3. If you are taking an online course and you do not see your course one week prior to the start date, contact your instructor.

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PantherLearn

How do I email my instructor?

You can email your instructor several different ways.

1. When you compose a PantherLearn email, filter by your specific class.

2. Alternatively, click on Class list from the Grades option on the navbar. Click on the check box next to your instructor and then click on the email icon.

How do I find my course content?

Click on **Content** from the navbar.

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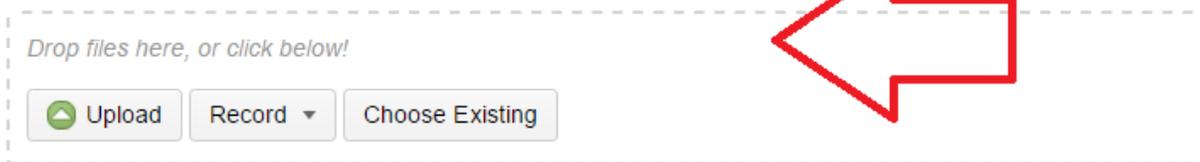## How do I upload a paper?

You can do this two ways.

From Content:
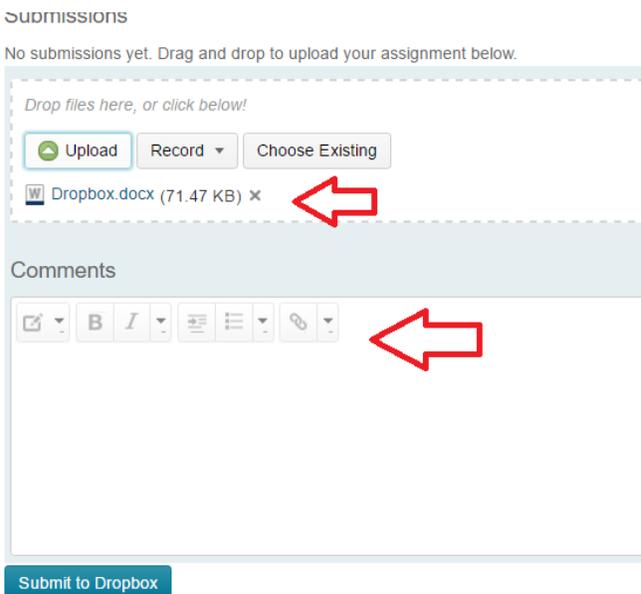
1. Click on Content on the navbar.

2. Click on the appropriate module where the dropbox is located.

3. Click on the dropbox.

4. Either drag or **Upload** files. You can also record from here or choose a file you have already uploaded.

5. Verify that the file has been uploaded and add any comments.
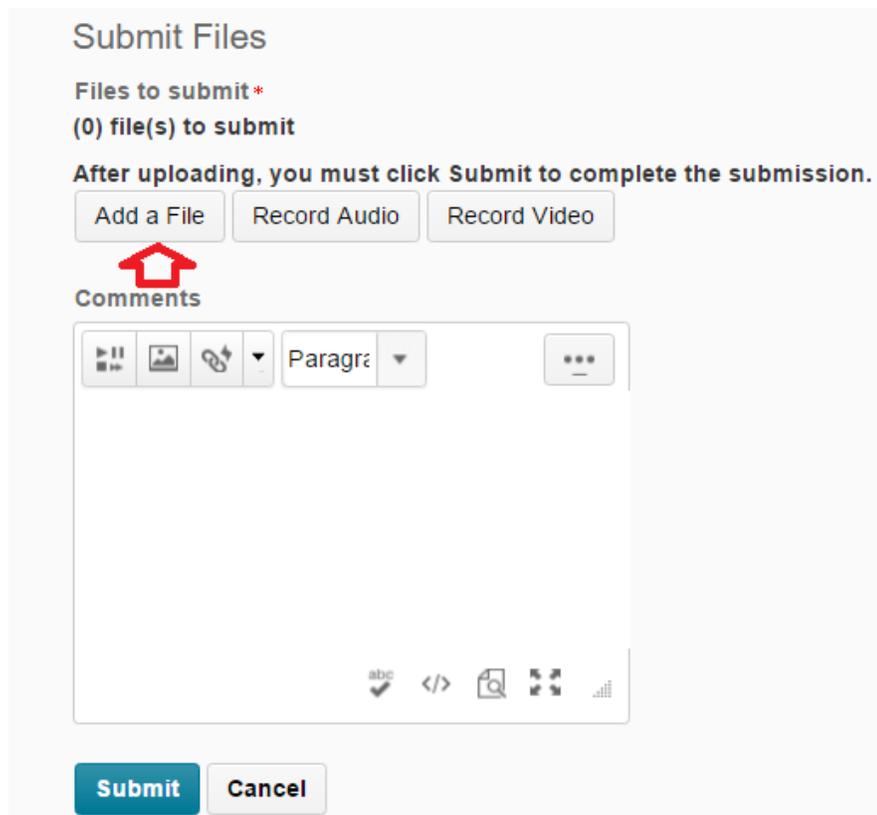

6. Click **Submit to Dropbox**.

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From Assignments:

1. Click on **Assignments** then **Dropbox**.

2. Click on the appropriate dropbox.

3. Click on **Add a File.**

4. Add a comment if needed and then click **Submit**.

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How do I participate in a discussion?

You can do this two ways.

From Content:

1. Click on **Content** on the navbar.

2. Click on the appropriate module where the discussion is Located.

3. Click on the discussion.

4. Click on **Start a New Thread** to add your own thread.

Start a New Thread ⬅

5. To **Reply**, click on a thread, then click **Reply to Thread**.

Reply to Thread

> Don't forget you can spell check your post.

From Assignments:

1. Click on **Assignments** then **Discussion**.

2. Click on the appropriate discussion.

3. Click on **Start a New Thread** to add your own thread.

Start a New Thread ⬅

4. To **Reply**, click on a thread, then click **Reply to Thread**.

Reply to Thread

Don't forget you can spell check your post.

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How do I take a quiz online?

You can do this two ways.

From Content:

1. Click on Content on the navbar.

2. Click on the appropriate module for the quiz.

3. Click on the quiz.

4. Review all the quiz settings.

5. Click **Start Quiz!**

6. The timings and attempts are listed at the top.

   Time Limit: 2:00:00   **Time Left:** 1:59:57   **Chance Smith:** Attempt 1

7. The questions status is at the left.

8. The questions are listed at the right.

9. Save after each questions.

10. When you are done, click on **Go to Submit Quiz**.
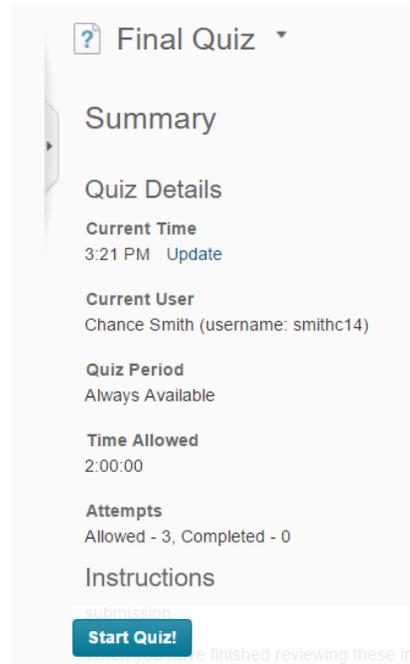
11. Review the final confirmation and click **Submit Quiz**.

Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

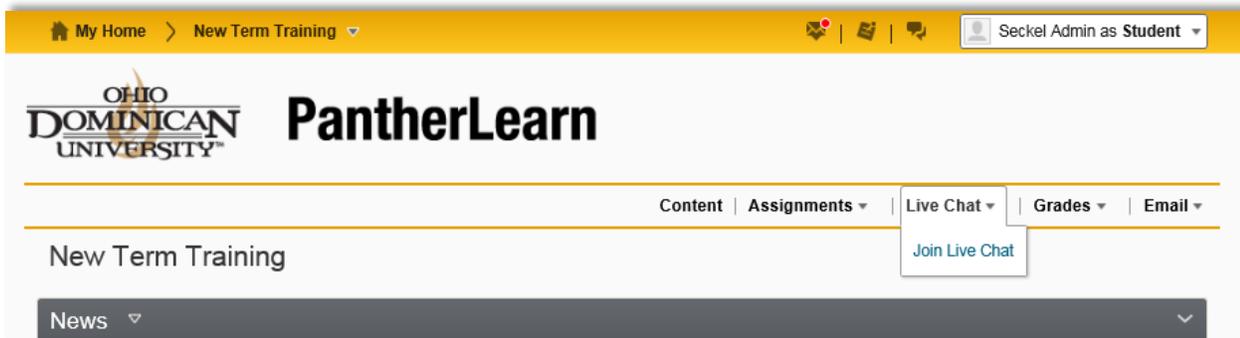Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

From Assignments:

1. Click on **Assignments** then **Quiz**.

2. Click on the appropriate quiz. Follow the steps listed above.

How do I participate in a Collaborate session?

1. Sign into your course.

2. Click on **Live Chat** on the navbar.

My Home > New Term Training

Seckel Admin as **Student**

PantherLearn

Content | Assignments ▾ | Live Chat ▾ | Grades ▾ | Email ▾

Join Live Chat

New Term Training

News ▽

How do I view a Collaborate session that was previously recorded?

1. Click on Live Chat from the navbar.

2. Select the weekly recording you would like to view from the list (Note: videos can take up to 24 hours to load)

My Home > New Term Training

Seckel Admin as **Student**

PantherLearn

Content | Assignments ▾ | Live Chat ▾ | Grades ▾ | Email ▾

Join Live Chat
Week 1 Recording

New Term Training

News ▽

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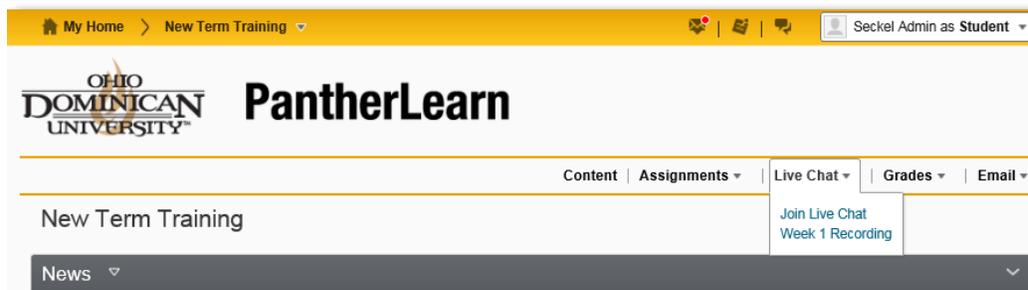
How do I see who else is in my class?

Click on **Classlist** from the **Grades** option on the navbar.

	Image	Last Name ▲, First Name	Role
☐ ✉ Email 📶 Page 🖨 Print			200 ▼ per page
☐ ⚑		Smith, Angel ▼	Student
☐ ⚑		Smith, Antanique ▼	Student
☐ ⚑		Smith, Brandi ▼	Student

- If a student is currently online, there will be a green dot to the right of their name.
- From the Classlist, you can email or page your classmates.

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Ohio Dominican University **PantherLearn**

How do I see my grades?

Click on **Grades** from the **Grades** option on the navbar.

Grade Item	Points	Grade
Discussion		-%
Paper		-%
Quiz		-%

If a grade is missing, contact your instructor.

How can I view my content offline?

You can use the Binder app to view content offline.

First, create your Binder account by selecting the Binder button within your PanterLearn course. nline and download the app to your mobile device.

You can get documents in to your Binder two ways.

1. When you visit your class and find pages you want to view in Binder, click on the **Binder** button below the page.

2. You can log into the binder on your mobile device (when you have WiFi access) and select the items you want to have in the Binder.

How do I "resync" my Binder with PanterLearn to submit the work I've done offline?

Once you have completed your work in D2L Binder, you may need to upload it into a PantherLearn dropbox. It all begins with the Export button.

1. Tap the document from the document list to open it for editing.
2. If the menu bar is not visible, tap anywhere on the document to make it appear.
3. Tap the Export button in the bottom right of the display.
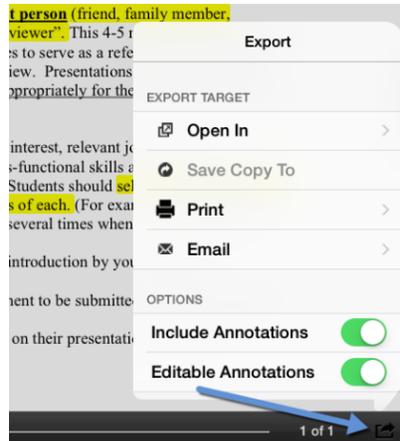
How can I view my TurnItIn originality report and/or grade?

If your instructor marked the dropbox to use Turnitin and if they allow you to view your originality reports then you will need to do the following to view the report:

1. Go to **Assignments** on the navbar.

2. Choose **Dropbox** from the list.

3. Click on the **View History** button at the top of the list of dropboxes.
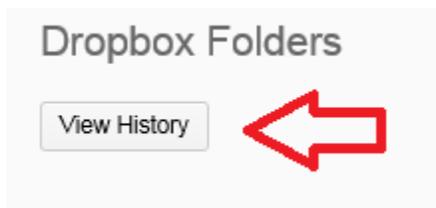
4. Select the TII assignment you want to view from the droplist and click the **Apply button**.
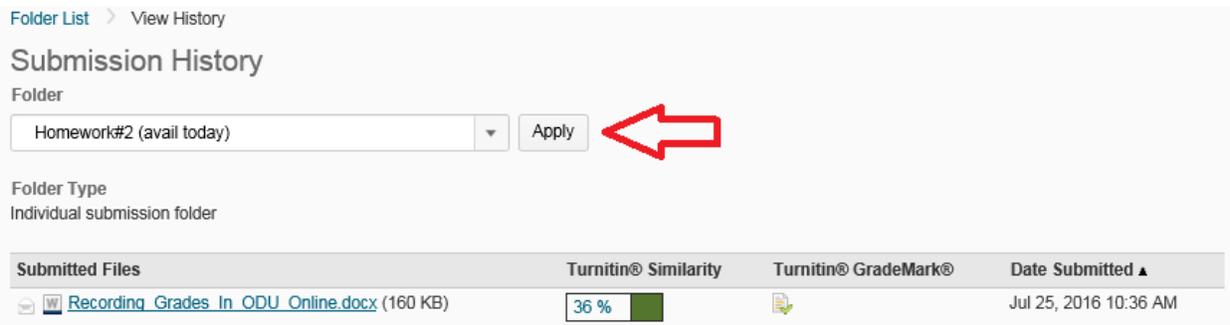
5. Click on the icon in the **Turnitin GradeMark** column to enter TurnItIn and view your instructor's feedback.

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## How do I record a Video Note?

You can create a video note in an email, assignment drop box, or discussion board.

**How to create a Video Note as an Attachment.**

1. Click **Record Video** in the **Attachments** section of the tool you are in.
2. Click **Allow** when the Flash player prompts you to allow camera and microphone access.
3. Click **Record** and record your video. Click **Stop** when you finish recording.
4. You can click **Play** to preview your video note.
5. If you want to re-record, click **Clear**. If you are satisfied with your recording, click **Add**.
6. Enter a **Title and Description** of your video note. Text you provide in these fields become searchable if users have permission to search and insert other people's video notes.
7. Click **Add**.

You can also use Video Note anytime you get the editor and the Insert stuff icon.

Video Note as an Attachment
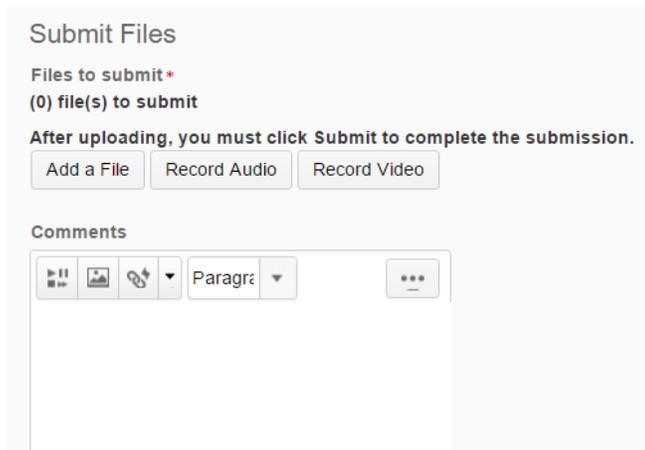
Video Note with editor

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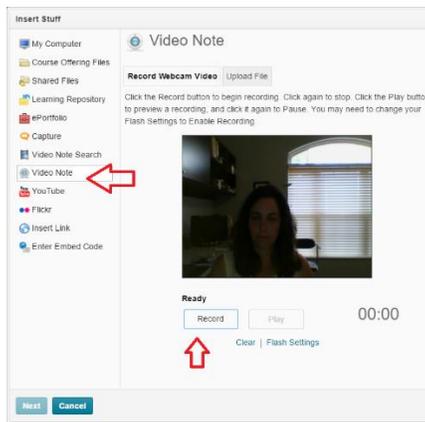
How do I keep my assignments organized?

ODU's PantherLearn system utilizes the Brightspace platform from a learning management company called D2L. Many, many universities across the country use this same platform, so D2L offers a number of add-on tools for its Brightspace users. One of those tools is Brightspace Pulse.

Brightspace Pulse is a mobile app that can help you stay connected and on track with your courses in PantherLearn. It provides one easy view of course calendars, readings, assignments, evaluations, grades, and announcements. The app can help you make better decisions about how to handle workload, when to submit assignments, and when to prepare for tests. Real-time alerts let you know when classes are canceled, rooms are moved, or new/updated course content and grades are made available. The schedule view and weekly visualization provides you with a quick, at-a-glance view of what is due today, this week, and later in the term across all their courses.

You can use Brightspace Pulse to do the following:

- See all the important dates and deadlines for each of your courses
- Mark activities as complete
- Anticipate busiest times with a quick glance
- Receive the latest grades, course content, and announcements
- Share updates by email, text message, and social media
- Enter events and deadlines
- View course details and customize how much assignments and tests are worth
- Seamlessly log in to PantherLearn via a browser to complete tasks

Download and Log in to Brightspace Pulse

1. Go to the appropriate app "store" on your mobile device and download the Brightspace Pulse app.
2. Tap the Brightspace Pulse icon to open the app.
3. Learn more about Brightspace Pulse by swiping left/right or proceed to the next step by tapping **Next**.
4. Tap **Pick Your School**. You can quickly find your institution by turning on your device's geolocation service.
   Note: Brightspace Pulse searches for all institutions within a 55km / 34 mile radius from your current location. The list may not include all institutions that use the Brightspace platform. If there are no search results, you can type in our URL to connect to PantherLearn: pantherlearn.ohiodominican.edu.
5. Log in with your credentials just as you would for PantherLearn and then tap Log In. Brightspace Pulse loads your course data by retrieving calendar events from Content, Checklist, Discussions, Assignments, and Quizzes in PantherLearn.