

## First Things To Do with Educator

### Using Educator

Decide how will you use Educator with your students – what will be you main focus?

1. As a place to pick up handouts (like Blackboard)
2. For taking assessments (Quizzes and Tests)
3. As a Discussion Board
4. To store external links to relevant web sites
5. To provide a Chat Room
6. Allow students to drop off assignments and work (digital Drop box in Blackboard)

### Working with your Educator Course

Educator is a very powerful tool, and as such it can seem somewhat overwhelming when you first begin to use it. To help simplify the process, we have set up a template for Alverno courses. This means that when your course is created certain areas (navigation buttons) will be visible in Educator. There are numerous other navigation areas and function that you can use, but these come “hidden” when the course is created to simplify beginning use. The buttons that are part of the Alverno faculty template include:

- Syllabus
- Course Materials
- Announcements
- Discussion Groups
- Examinations
- External links
- Email
- Chatroom
- Students
- Technical Support
- Logoff
- Course Manager
- Customize

We have also modified the navigation areas available for students on the Alverno template. The buttons available to students include:

- Announcements
- Course Materials
- Discussion Groups
- Chatroom
- Email
- External Links
- Examinations
- Students
- Technical support
- Grades/Profile (automatic)
- Course Manager
- Logoff

You can make any of the other Educator buttons (navigation areas) visible to your students, but the areas listed above are the defaults we have set.

### Important Suggestions

Since Educator provides so many so many options to work with, we have created a list of suggestions as to what to do first and directions to accompany these suggestions.

1. Setting up Registration Options
2. Enrolling Yourself As a Student
3. Organizing and Uploading Materials to Your Course
4. Having Students Submit Files to Educator (Digital Drop Box)

### Specific activities in Educator include:

1. Using the Discussion/Group Area
2. Creating Examinations
3. Setting Up Group Student Folders for Sharing
4. Creating Announcements
5. Using Educator’s Search Tools
6. Setting up External Links
7. Using Educator’s Email Forwarding
8. Customizing Your Course