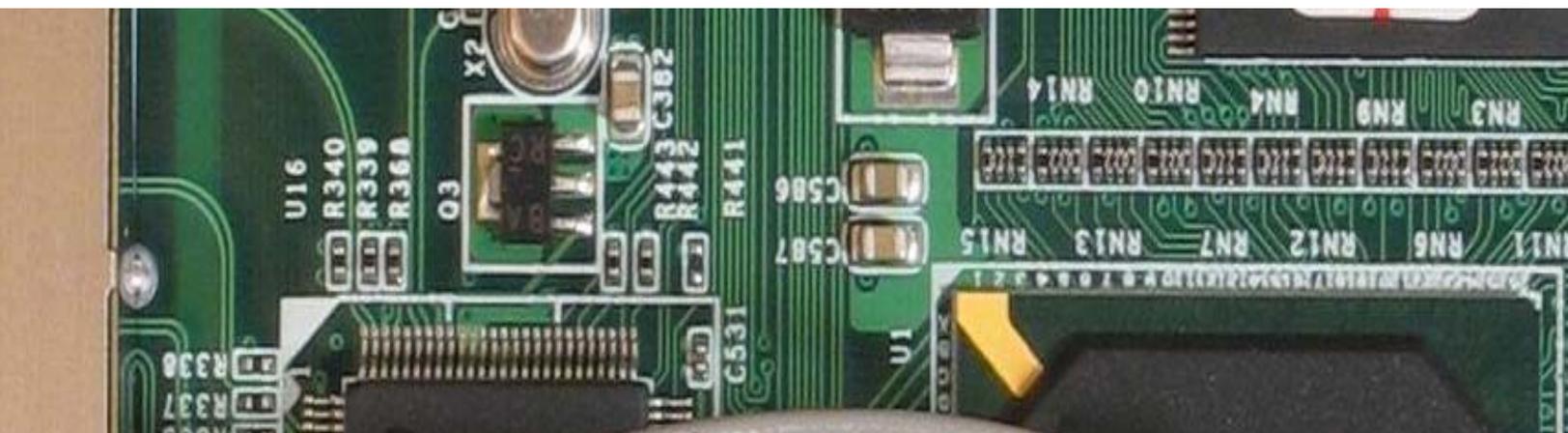# DECclic: The Basics

A User's Guide

September 24, 2009
DECclic Corporation

Foreword

"DECclic: The Basics" is designed to assist teachers and college personnel in the use of DECclic.

The subjects covered in this document follow a logical progression: from logging on to DECclic, to creating an online activity (a course, a virtual department or help centre, for example), to using the integrated communication and programming tools.

The purpose of this document is to help teachers and other college professionals master the basics as quickly and as efficiently as possible. Once the basics have been mastered, we are certain that users will be more than ready and willing to go beyond the basics and exploit all the features of DECclic.

Wishing you a positive DECclic experience,

Corinne Mäder
Brent Davis Reid

Table of Contents

Overview of DECclic for Teachers

DECclic is a non-profit bilingual course management system run by Québec colleges for Québec colleges.

With DECclic, you can add a virtual component to your course by creating a learning activity on the DECclic platform.

A learning activity includes **one or more** of the following features:

1. Teacher-created Web pages
2. Discussion Groups
3. File Directories
4. Course Links and FAQs
5. Weekly Course Schedule & Messaging
6. Online Evaluations created with Exam Studio[1]

With DECclic, you decide how many features you want to use. As you explore the platform, help is available from a variety of sources:

1. Online help documents, including print and audiovisual
2. Onsite local administrators
3. Online provincial coordinators[2]

Note: User assistance is available in a variety of ways, the simplest of which is to contact your local administrator (See "Appendix," page 60.)

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[1] Exam Studio is a software package designed for use with DECclic.
[2] The coordinators for the 2008-2009 academic year are François Lizotte, Claudette Ouellette, Monique Tardif, Jean-Paul Raîche and Brent Davis Reid.

Logging On to DECclic

<u>Procedure</u>

1. To log on to DECclic, you will need an access code and a password; your local DECclic administrator can provide you with this information.
2. In your Internet browser (Internet Explorer, Firefox, Safari, etc.), go to https://lms2.decclic.qc.ca/.
3. In the drop-down list beside "Établissement", select your learning institution. Beside your "Code d'accès", type in your access code. Beside "Mot de passe", type in your password. Click on "connecter" to enter the site.
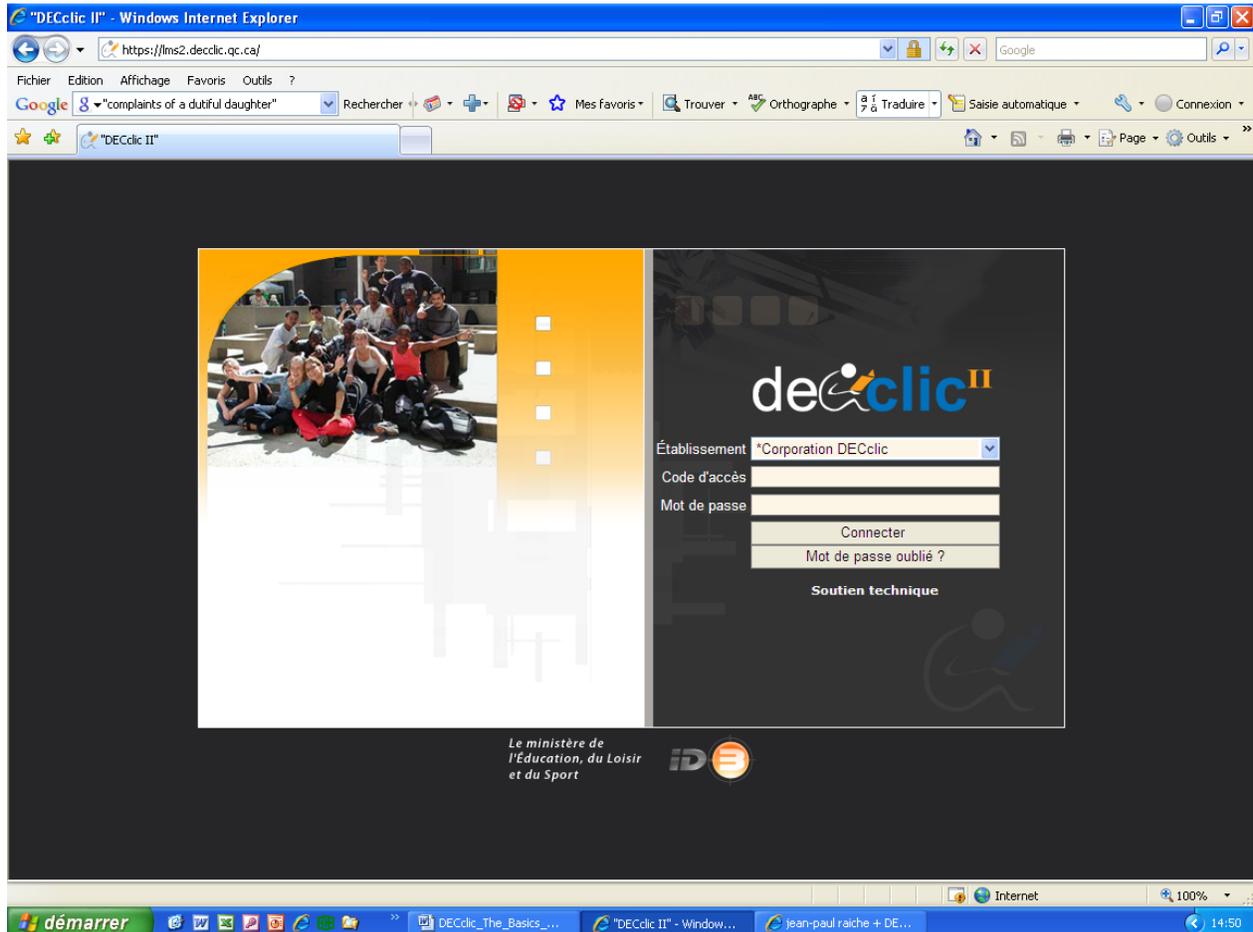
New Users Welcome Screen (*Bienvenue Assistant d'accueil*)

First-time users will be greeted with a series of screens (a wizard) in the language of the institution in which they work. By completing the wizard, users:

- Accept DECclic's terms and conditions
- Verify the accuracy of their account information
- Can modify the language of the platform (French or English)
- Allow other users to see their picture
- Can allow other users to see your e-mail address
- Can request e-mail notification of messages on DECclic
- Opt for pop-up window notification of messages when logged on to DECclic
- Can modify administrator-assigned passwords if desired

Note: If you wish to have your photo displayed on DECclic, you will have to provide the local administrator with the photo, which s/he will upload for you.

Changing the Language of the Platform (from French to English)

Should you wish to change the language of the platform after your initial log on, follow the procedure below.

Procedure

1. Once logged on, go to the **Panneau de configuration** located in the right-hand menu.
2. Click on **Panneau de configuration** and double-click on **Fiche d'inscription**.
3. Click on **Préférences** in the left-hand menu. To the right of **Langue de préférence**, select **Anglais**.
4. Before closing the window, click on **Appliquer** (bottom of the window) and then on **OK**.
5. Click on **Quitter** and log on to the platform again in order for the language change to take place.

Creating an Online Learning Activity

For most teachers, an online learning activity is an extension of the classroom, a place in which they create one or more of the following elements for their students:

1. Web pages
2. Discussion Groups
3. File Directories
4. Course Links and FAQs
5. Weekly Course Schedule & Messaging
6. Online Evaluations created with Exam Studio

For these teachers, the term "online learning activity" refers to a complete course and not to one particular activity (or exercise) in that course.

For other teachers, especially department and program coordinators, an online learning activity is an extension of the department or program, a virtual meeting place for colleagues.

It is important to know that some academic institutions use a gateway[3] while others do not. This will affect which procedure needs to be followed to create an online learning activity: "Procedure A" or "Procedure B".

Procedure A: Institutions with a Gateway

1. In the right-hand menu, click on **Activity Manager**.
2. In the upper left-hand corner, click on **Add** and select **Learning Activity**; this will launch the first screen of the **Add a New Learning Activity** wizard.
3. As you are using a gateway to create your online learning activity, answer "Yes" to the question, "Would you like to use the gateway to help you import the necessary information to create this activity?" Your name appears by default as the owner of the activity. Click on **Next**.
4. In the second screen, verify that the default session date is correct and select the course to be associated with the online learning activity by clicking on **Course Number**. Click on **Next**.
5. In the third screen, the name of the course and its description are indicated by default. Click on **Next**.

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[3] A gateway is a computer link between your academic institution and DECclic, facilitating the registration of your student groups into your online learning activity. Almost all institutions have a gateway.

6. In the fourth screen, your name appears by default. Click on **Add** only if you are co-teaching. Click on **Next**.

> Note: If you wish to add a teacher, click on your co-teacher's name in the pop-up window. To find your colleague's name, type the name beside **Key Words** and double-click on the name. (More than one co-teacher can be added.) When finished, click on **OK**. If you are co-teaching with a colleague from another academic institution, you need to allow administrators from that institution to access your online learning activity in order for them to register students from that institution. To do so, select the name of that institution in the appropriate field by clicking on **Add**. Click on **Next**.

7. In the fifth and final screen, select the five elements listed:

    (a) Web content (course Web page)*

    (b) Schedule (a student schedule of planned activities)

    (c) Discussion Group

    (d) File Directory

    (e) Database

    Click on **Finish**.

*If you wish, leave "(a) Web content" unselected and add this element later. (Some users find it easier to add this element after the learning activity has been created.)

You have now created your online learning activity. There are three ways to access your activity (one as a student and two as a teacher):

1. By clicking on "Teachers" on the desktop. (Look under **Mes activités de formation**. Find the name of the learning activity you have just created, and click on "Teachers", located directly under the name of the activity.) By accessing in this way, you access the activity as would a student.

2. By clicking on the pencil 🖊 located beside the name of the learning activity you have just created.   By accessing in this way, you access the activity as a teacher, meaning you see a split screen allowing you to add or modify content on the left-hand side.

3. By clicking on **Activity Manager** in the right-hand menu and then on the name of your activity in the left-hand side of the split screen.

Student View

Teacher View

Procedure B: Institutions without a Gateway

1. In the right-hand menu, click on **Activity Manager**.
2. In the upper left-hand corner, click on **Add** and select **Learning Activity**; this will launch the first screen of the **Add a New Learning Activity** wizard.
3. As you are not using a gateway to create your online learning activity, the response to the question, "Would you like to use the gateway to help you import the necessary information to create this activity?" is "no" by default. Click on **Next**.
4. In the second screen, type the name of the learning activity (course title) in the first field. In the second field, type a brief description of the course (year, session, etc.) Click on **Next**.
5. In the third screen, your name appears by default. Click on **Add** only if you are co-teaching. In such a case, be sure to click on your co-teacher's name (or co-teachers' names) in the pop-up window. To find your colleague's name (or colleagues' names), type the name (or names) one at a time beside **Key Words** and double-click on each name as it appears. When finished, click on **OK**. If you are co-teaching with colleagues from another academic institution, you need to allow administrators from that institution to access your online learning activity in order for them to register students from that institution. To do so, select the name of that institution in the appropriate field by clicking on **Add**. Click on **Next**.
6. In the fourth and final screen, select one or more of the five elements listed that you would like included in your online learning activity:
   (a) Web content (course Web page)
   (b) Schedule (a student schedule of planned activities)
   (c) Discussion Group
   (d) File Directory
   (e) Database
   Click on **Finish**.

You have now created your online learning activity. There are three ways to access your activity (one as a student and two as a teacher):

4. By clicking on "Teachers" on the desktop. (Look under **Mes activités de formation**. Find the name of the learning activity you have just created, and click on "Teachers",

located directly under the name of the activity.) By accessing in this way, you access the activity as would a student.

5. By clicking on the pencil 🖍 located beside the name of the learning activity you have just created.   By accessing in this way, you access the activity as a teacher, meaning you see a split screen allowing you to add or modify content on the left-hand side.

6. By clicking on **Activity Manager** in the right-hand menu and then on the name of your activity in the left-hand side of the split screen.

In some academic institutions, the local administrator may well have created the online learning activity for you. In such a case, verify that the activity has the elements you require. Elements can be added or deleted as desired.

Student View

Teacher View
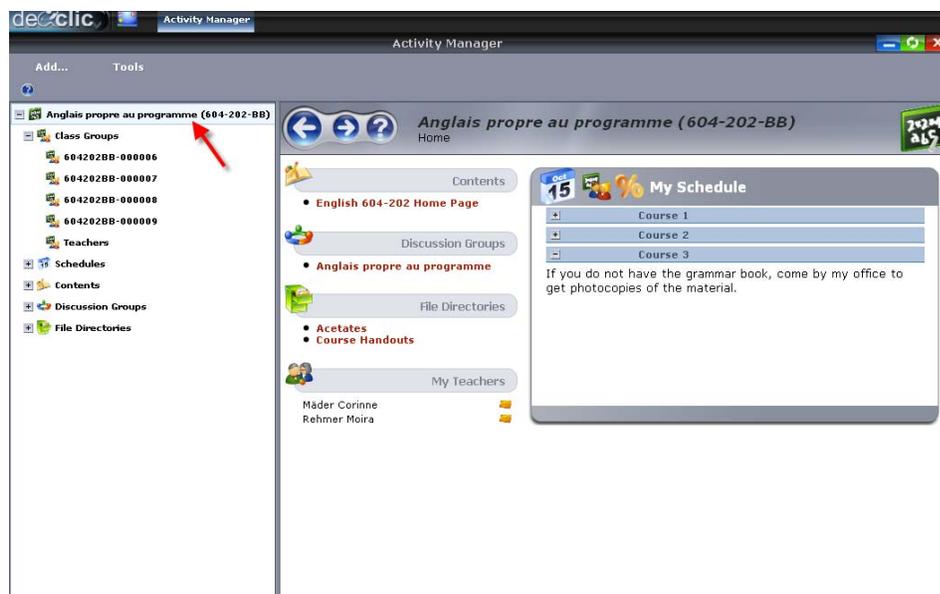
Adding a Class Group (Students) to a Learning Activity

Remember that the vast majority of academic institutions use a gateway. (For institutions without a gateway, contact your local administrator; s/he will register your students for you.) For institutions with a gateway, follow the procedure outlined below.

Procedure for Institutions with a Gateway

1. Click on **Activity Manager**.
2. Click on the name of the learning activity to which you wish to add a class group.
3. Click on **Add…** in the upper left-hand corner of the screen.
4. Click on **Class Group**. A pop-up window will appear.
5. In the first screen, respond "yes" to the question "Do you wish to use the gateway to automatically create the group?" Click on **Next**.
6. In the second screen, accept the default information. Click on **Next**.
7. In the third screen, click on the group number of the class group you wish to add. (Groups are added one at a time.) Click on **Next**.
8. In the fourth screen, a list of your students will appear. Students with a yellow bullet and a check mark are currently registered in another learning activity on DECclic. Students with a green bullet and a check mark are not currently registered in another learning activity on DECclic. Click on **Next**.

Last Name	First Name	ID	Permanent Code

Note: Should you see a red bullet with an "X" beside a student's name, contact your local administrator as you will not be able to add the class group until the situation has been rectified.

9. In the fifth screen, accept the default class group title and description. Click on **Next**.
10. In the sixth screen, verify the default start and end dates. Make any changes if desired. Accept the automatic 20-day archiving period. Click on **Finish**.

Your class group has been added.

Creating a Web Page (Web Content) for the Learning Activity

Most teachers create a Web page (Web content) for administrative reasons. Typically, teachers include the following pieces of information:

- Their name and the title of the course
- Their office number, phone number and e-mail address
- Their weekly office hours
- A hyperlink to the course plan
- Personal information (interests, pictures, etc.)

For teachers who selected **Web content** (course Web page**)** when the learning activity was created, follow "Procedure A". For teachers who did not select **Web content (course Web page)** when the learning activity was created, follow "Procedure B" should you wish to create a Web page.

Procedure A

1. Click on **Activity Manager**.

2. Click on the name of the learning activity on the left-hand side of the screen.

3. Click on the plus sign beside **Contents**. Contents Right click on the Web page folder (given the name of your activity by default) located under **Contents** and select **Web Content Manager**…in the pop-up menu.

   > Note: If using a single-button mouse, press control and click.

4. Click on the plus sign beside the name of the Web page folder. English Test Activity 4 Click on the plus sign beside **Pages**. Pages Right click on **Home Page** located under **Pages** and select **Edit** in the pop-up menu. A window will appear.

5. In the window, type in the information that you wish to include on your Web page (e.g. name, course title, office number, phone number, office hours, etc.). Click on **Apply** and then **OK**. The window will close.

6. Click on **Activity Manager**. Right click on the Web page folder (given the name of your activity by default) located under **Contents**. Click on **Properties** in the pop-up window and then on **Web Content** on the left. In the drop-down menu beside **Default Page**, select **Dynamic Page**. A new field will appear. Click on **Browse** and select **Home Page**. Click on **OK**.

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4 Note: The activity created for the purpose of this document was given the title *English Test Activity*. The title of your learning activity will obviously differ.

7. Select **Template** and then select the template of your choice from the list. Click on **Apply** and then **OK** to close the window.

Your Web page has now been created for your learning activity.

Procedure B

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on   **Add…** in the upper left-hand corner of the screen select **Web Content** from the drop-down menu.
4. In the first screen, leave **Learning Activity Web Content** which was selected by default. Click on **Next**.
5. In the second screen, leave the name of your learning activity which was selected by default. Click on **Next**.
6. In the third screen, leave the default profiles for teachers and students as they are. Click on **Next**.
7. In the fourth screen, select **Dynamic Page**. Click on **Next**.
8. In the fifth screen, select the graphic template of your choice from the list. Click on **Next**.
9. In the sixth screen, enter the text that you would like to have appear on your Web page. Click on **Next**.
10. In the seventh screen, enter the name of the Web page in the first field. In the second field, enter a description of the Web page. Click on **Finish**.
11. Click on the name of your learning activity in the left-hand menu. Click on the name of the Web page your have just created under **Contents** in the learning activity.

Adding Links to Your Web Page (Web Content)

Having created your Web page, you may wish to insert a link to:

- Another Web page (Web Content) on DECclic
- An external Web page
- An e-mail address
- A document
- An evaluation

To add a link, you must be in the editing window. (See steps 1 to 4 of **Procedure A** in the "Creating a Web Page (Web Content) for the Learning Activity" on page 15 of this document.)

Procedure to Insert a Link to a Web Page

1. Should you wish to create a hyperlink to an existing Web page on DECclic, type in the name of that page in the editing window, highlight the name and click on the chain link ☍ located in the upper right-hand corner of the screen. A **Create a Link** pop-up will appear. In response to the question "To which kind of target do you wish to create a link?", select **To a Web Content Page**. A new field will appear; click on **Browse** to the right of the field. A new screen will appear.
2. In this screen, click on **Choose**. A new screen will appear.
3. In this screen, select the desired Web content page. Click on **OK**.

Procedure to Insert a Link to an External Web Page

1. Should you wish to create a hyperlink to an external Web page, type in the name of that page, highlight the name and click on the chain link ☍ located in the upper right-hand corner of the screen. A **Create a Link** pop-up will appear. In response to the question "To which kind of target do you wish to create a link?", select **To an External Address**, and at the bottom of the window, type in the external address.
2. Select how you would like the Web page to appear: in the same window; in a new window; or in a new tab. If you select "in a new tab" you will be prompted to give a title to the tab.
3. Click on **OK** to close the pop-up.
4. Click on **Apply** and **OK** to close the editing window.

Procedure to Insert a Link to an E-mail Address

1. Should you wish to create a hyperlink to an e-mail address, type in the address and hit the space bar or the enter key. Your link should automatically be created. If not, highlight the address and click on the chain link [icon] located in the upper right-hand corner of the screen. A **Create a Link** pop-up will appear. In response to the question "To which kind of target do you wish to create a link?" select **To an Email Address**, and at the bottom of the window, type in the e-mail address.
2. Select how you would like your e-mailing software to appear: in the same window; in a new window; or in a new tab. If you select "in a new tab" you will be prompted to give a title to the tab.
3. Click on **OK** to close the pop-up.
4. Click on **Apply** and **OK** to close the editing window.

Procedure to Insert a Link to a Document

1. Should you wish to create a hyperlink to a document (such as your course plan), type in the name of the document in the editing window. Highlight the name of the document and click on the chain link [icon] located in the upper right-hand corner of the screen. A **Create a Link** pop-up will appear. In response to the question "To which kind of target do you wish to create a link?", select **To a Document**. A new field will appear; click on **Browse** to the right of the field. A new screen will appear.
2. In this screen, click on **Choose**. A new screen will appear. Click on **Upload** and then on **Add** in the **File upload** window. Double-click on the document you would like to upload.
3. Click on **Apply** and **OK** to close the editing window.

Procedure to Insert a Link to an Evaluation

In order to create a link to an evaluation on your Web page, you must have first added an evaluation to a schedule. For information on creating a schedule and adding an evaluation, see "Creating a Schedule" or "Adding a Schedule" on pages 34-35 and "Evaluation (Exam Studio)" on page 40.

1. Should you wish to create a hyperlink to an evaluation, type in the name of the evaluation. Highlight the name of the evaluation and click on the chain link located in the upper right-hand corner of the screen. A **Create a Link** pop-up will appear. In response to the question "To which kind of target do you wish to create a link?", select **To an Evaluation**. A new field will appear; click on **Browse** to the right of the field. A new screen will appear.

2. In this screen, click on **Choose**. A new screen will appear. Beside **Learning Activity**, click on **Choose**. Double-click on the name of your learning activity. Double-click on the evaluation listed below. Select the link target: in the same window; in a new window; or in a new tab.

3. Click on **OK** to close the pop-up.

4. Click on **Apply** and **OK** to close the editing window.

Using Your File Directories
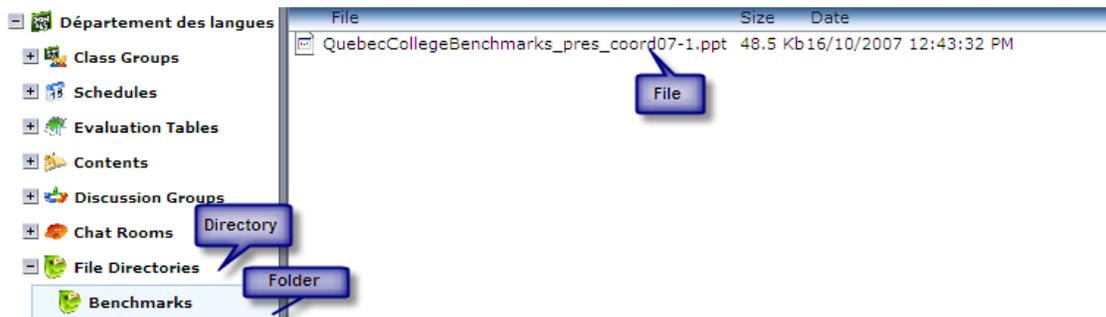
When creating your learning activity, (see "Creating a Learning Activity") your file directory was given the name of the activity by default. The name of this directory can be changed for purposes of clarity, and other directories can be added depending upon the intended usage. Typically, teachers have directories for:

- Course Handouts
- Student Assignment Submissions

It is important to understand that the teacher (the owner of the learning activity) can modify student access as he or she sees fit: i.e. students can be given access to upload, to download or to do both.

Changing the Name of the Default Directory to Course Handouts

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on the plus sign beside **File Directories**.
4. Click on the name of the default file directory. (This directory has the name of your learning activity.)
5. Right click (or press control and click for a single-button mouse) on the name of the default file directory and select **Properties** from the drop-down menu.
6. In the **Name** field, type "Course Handouts."
7. Click on **Apply** and then **OK**.
8. Click on the refresh button located in the upper right-hand corner of the screen and click on the name of your learning activity again in order to see the modification.

Adding a Directory

1. Click on **Activity Manager**.

2. Click on the name of the learning activity on the left-hand side of the screen.

3. Click on **File Directories**.

4. Click on   **Add…** in the upper left-hand corner of the screen and select **File Directory** from the drop-down menu.

5. In the first screen, write "Student Assignment Submissions" in the name the file directory field (the first field.) If you wish, enter a description of the directory. Click on **Next**.

6. In the second screen, leave the type of learning directory selected by default (i.e. **Learning Activity Directory**.) Click on **Next**.

7. In the third screen, accept the default learning activity entry and click on **Next**.

8. Leave the teacher default profile "as is", but adjust the student profile in the drop-down menu to **Write Only**.

9. Click on **Finish**.

10. Click on the refresh button located in the upper right-hand corner of the screen and click on the name of your learning activity again in order to see the modification.

Note: By selecting **Write Only** as the student profile, you have limited what students can do in this directory: students can hand in assignments, but they cannot download and read assignments submitted by other

File directories can be renamed to anything you wish in the same way that added file directories can be named anything you wish. For added directories, students can be given any profile you wish.

Creating a Folder

After creating a file directory—but before uploading files—it is a good idea to create folders for organizational purposes.

To create a folder:

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on the plus sign beside **File Directories**.
4. Right click (or press control and click for a single-button mouse) on the file directory in which you wish to add a folder and select **Create Folder** from the drop-down menu.
5. In the screen that appears, type in the name you wish to give to the folder. Click on **Finish**.

Uploading Files to a Folder

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on the plus sign beside **File Directories**.
4. Right click (or press control and click for a single-button mouse) on the file directory which contains the folder to which you wish to upload a file and select **Open** from the drop-down menu.
5. Click on the name of the folder to which you wish to upload a file.
6. Click on **Files** in the upper left-hand corner of the screen and select **Upload to Server….** If you are uploading a compressed folder (a .zip file), check the box beside **Auto extract archived files**.
7. Click on **Add**. In the pop-up window, double-click on the file you wish to upload. Click on **Finish**.
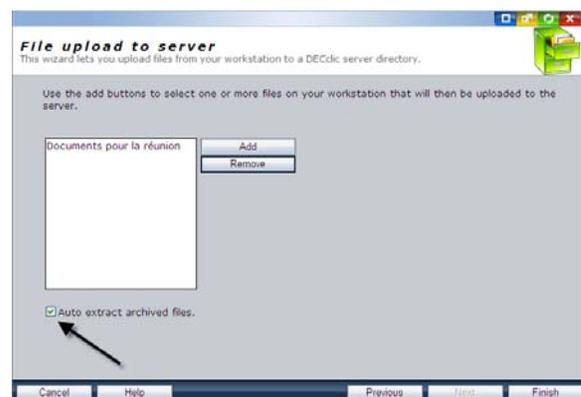
Creating a Student Discussion Group for a Learning Activity

Online discussion groups can be used in a variety of ways for a variety of reasons:

- To replace class discussions when time is short
- To facilitate contributions from shy students
- To track student participation (written record)
- To allow students to prepare collaboratively for evaluations
- To brainstorm and/or discuss controversial issues (anonymous postings possible)

Discussion groups are most effective when:

- The discussion topic is specific
  Example: Next Week's Midterm Exam on Hemmingway's "Hills Like White Elephants"
- The discussion group description is well-defined
  Example: Before next week's exam, each student is required to post at least one response to the following question: What role does symbolism play in Hemmingway's "Hills Like White Elephants"? Your participation is worth 2% of your grade on the midterm exam. You have until noon the day of the midterm exam to post a response; after this time, your access to this discussion group will be removed.

For teachers who selected **Create a Discussion Group** when the learning activity was created, follow "Procedure A." For teachers who did not select **Create a Discussion Group** when the learning activity was created, follow "Procedure B."

Important: More than one discussion group can be added to a learning activity. When adding your second (third, fourth, etc.) discussion group, use "Procedure B."

Procedure A

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on the plus sign icon beside **Discussion Group**.
4. Click on the name of the default discussion group. (This discussion group has the name of your learning activity.)
5. Right click (or press control and click for a single-button mouse) on the name of the default discussion group and select **Properties** from the drop-down menu.
6. In the **Name** field, change the name of the discussion group to a name of your choosing.

7. In the **Description** field, write a description of your discussion. (Remember: The more precise the description, the better!)

8. Click on **Apply** and then **OK** to close the window.

Note: It might be a good idea to click on the **Security** tab on the left and change the students' rights from the default **Participant Thread Creator** setting to **Participant** only. By disallowing threads, students are not able to branch off and create new subjects.

Procedure B

1. Click on **Activity Manager**.

2. Click on the name of the learning activity on the left-hand side of the screen.

3. Click on **Add…** in the upper left-hand side of the screen, and select **Add a Discussion Group**.

4. In the name field of the first screen, type in the name you wish to give the discussion group and in the description field, type in a brief, yet specific, description. Decide whether or not to allow anonymous postings by checking (or not checking) the **Anonymous Articles** box at the bottom of the screen. Click on **Next**.

Note: Identities are anonymous for fellow students, not teachers.

5. In the second screen, leave the type of learning directory selected by default (i.e.   **Learning Activity Discussion Group**.) Click on **Next**.

6. In the third screen, accept the default learning activity entry and check the **Customize access rights by class group** box at the bottom of the screen. Click on **Next**.

7. In the fourth screen, select **Participant** in the drop-down menu beside *Membres* (students). If you leave the default setting of **Participant Thread Creator**, students will be able to branch off and create new subjects. Click on **Finish**.

Creating a Chat Room

Chat rooms can be used in a variety of ways, for a variety of reasons:

- Teachers can hold "virtual office hours"
- Students can run virtual study groups
- ESL students can use chat rooms to practice informal conversation skills with native speakers

Chat rooms are most effective when scheduled. For example:

- Teachers inform students they will be online in the chat room the night before a difficult exam between 7 and 8 p.m.
- Students set up weekend student groups to be held Saturday afternoon at 1 p.m.
- ESL teachers pair up their students with first language practice partners to meet at mutually-agreed upon times

It is important to mention that chat room conversations can be printed out for future reference.

More than one chat room can be added to a learning activity

Procedure

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on **Add…** in the upper left-hand side of the screen, and select **Add a Chat Room**.
4. In the name field of the first screen, type in the name you wish to give the chat room and in the description field, type in a brief, yet specific, description. Click on **Next**.
5. In the second screen, leave the type of learning directory selected by default (i.e. **Learning Activity Chat Room**.) Click on **Next**.
6. In the third screen, accept the default learning activity entry and check the **Customize access rights by class group** box at the bottom of the screen. Click on **Next**.
7. In the fourth screen, leave **Participant** in the drop-down menu beside *Membres* (students) as the default setting unless you want students to:
   (a) act as <u>moderators</u> (allowing them to print out chat room conversations)
   (b) act as <u>administrators</u> (allowing them to print out chat room conversations and / or delete the chat room)
   (c) have <u>no rights</u>, discontinuing student access and allowing you to archive chat room contents for future reference

Adding a Database (Web Links and FAQs)

Databases allow you to create listings of information to which students or user groups are authorized to contribute or not. A database can be linked to a learning activity.

There are three types of databases available to DECclic users: Internet resources, Frequently Asked Questions (FAQ) and Custom. We will focus our attention on the first two types.

A. Creating an Internet Resource Database

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on **Add…** in the upper left-hand side of the screen, and select **Database**.
4. In the name field of the first screen, type in the name you wish to give the database and in the description field, type in a brief description. Click on **Next**.
5. In the second screen, leave the "Learning activity database" selected by default. Click on **Next**.
6. In the third screen, accept the default learning activity entry and check the **Customize access rights by class group** box at the bottom of the screen. Click on **Next**.
7. In the fourth screen, leave the default group "Teacher's—Activity [activity name]" and "Students—Activity [activity name] ". Click on **Next**.
8. In the fifth screen, select **Internet Resource** for the type of database you wish to create. Click on **Finish**.
9. Click on the name of the learning activity on the left-hand side of the screen.
10. Click on the plus sign beside **Database**.
11. Click on the name of the database you created.
12. In the right-hand screen, click on **Add**.
13. Complete the site name, Web address and description fields. Check the validation box or your students won't be able to access the resource. Click on **Add**.

Your Internet resource database has now been created.

B. Creating a FAQ Database

1. Click on **Activity Manager**.
2. Click on the name of the learning activity on the left-hand side of the screen.
3. Click on **Add…** in the upper left-hand side of the screen, and select **Database**.
4. In the name field of the first screen, type in the name you wish to give the database and in the description field, type in a brief description. Click on **Next**.
5. In the second screen, leave the «Learning activity database» selected by default. Click on **Next**.
6. In the third screen, accept the default learning activity entry and check the **Customize access rights by class group** box at the bottom of the screen. Click on **Next**.
7. In the fourth screen, leave the default group "Teacher's—Activity [activity name]" and "Students—Activity [activity name] ". Click on **Next**.
8. In the fifth screen, select F.A.Q. for the type of database you wish to create. Click on **Finish**.
9. Click on the name of the learning activity on the left-hand side of the screen.
10. Click on the plus sign icon beside **Database**.
11. Click on the name of the database you created.
12. In the right-hand screen, click on **Add**.
13. Complete the question and response fields. Check the validation box or your students won't be able to access the FAQs database. Click on **Add**.

Your FAQ database has now been created.

Sending, Reading, Replying, Forwarding, Deleting and Verifying Messages

Messages on DECclic are sent, read, replied to, forwarded, deleted and verified within a closed system; that is, DECclic users can only communicate with other DECclic users via the messaging system. The DECclic messaging system:

- Facilitates class messaging
- Permits photo identification
- Eliminates all threat of viruses and spam

The DECclic messaging system replicates the main features of most e-mailing software, the possibility to:
- Send messages to individuals or groups
- Send blind copies (hidden recipients)
- Attach documents

Messages can be sent from within a learning activity to students registered in that activity, or messages can be sent to other DECclic users (teachers, students, etc.) by clicking on **Messaging** located in the right-hand menu.

Procedure: Sending a Message to Students from within a Learning Activity

1. Click on **Activity Manager**.

2. Click on the name of the learning activity on the left-hand side of the screen.

3. Under **My Schedule** click on the "student-in-front-of-a-blackboard" icon .

4. Click on the envelope beside the name of the student to whom you would like to send a message.

> Note: To send a message to a group, select the group from the drop-down menu and click on the envelope associated with that group.

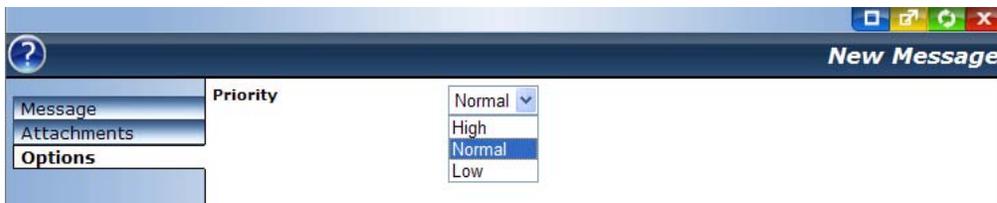5. A "New Message" screen will appear.
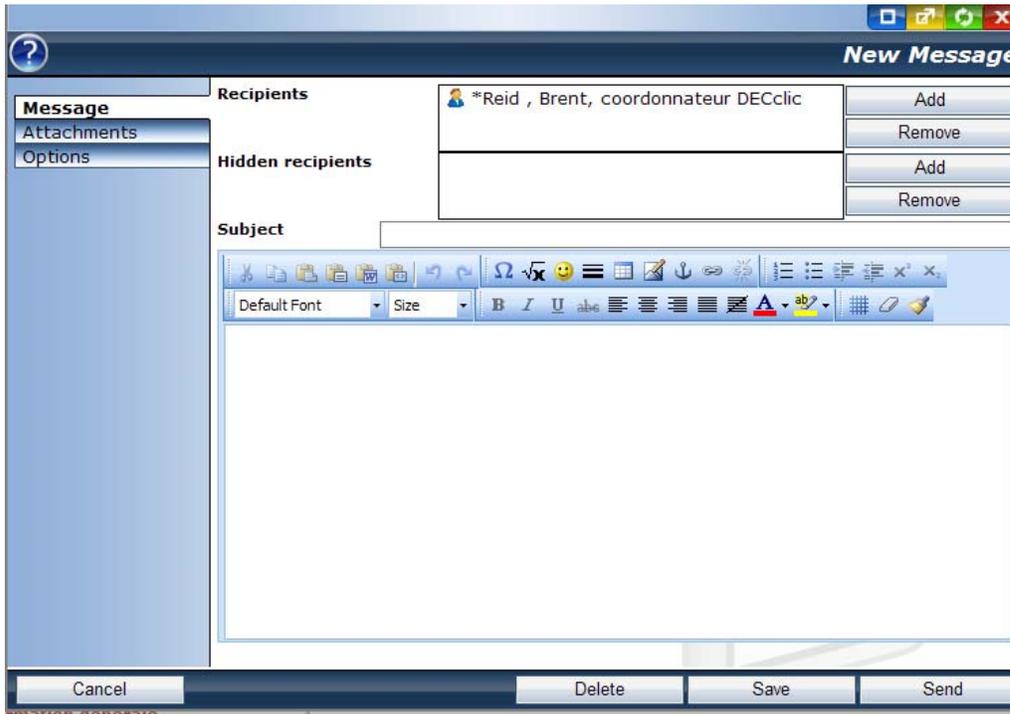
6. Fill in the **Subject** line and then type your message.

7. Should you wish to attach a document, click on **Attachments**. An "Attachments" screen will appear.

8. Attach documents stored on DECclic or from your computer.

9. Should you wish to send the message as "high" or "low" priority, click on **Options**. An "Options" screen will appear.


10. Select the priority you wish to give your message.

11. To review your message, click on **Message**. To send your message, click on **Send**.

Note: By clicking on **Save**, your message will be sent to the **Drafts** folder in Messaging. By clicking on **Delete**, your message will be deleted.

Procedure: Sending a Message to Other DECclic Users

1. Click on **Messaging** located in the upper right-hand corner of your screen.
2. Click on **New**…in the upper left-hand corner of your screen and select **Message** from the drop-down menu.
3. A "New Message" screen will appear.
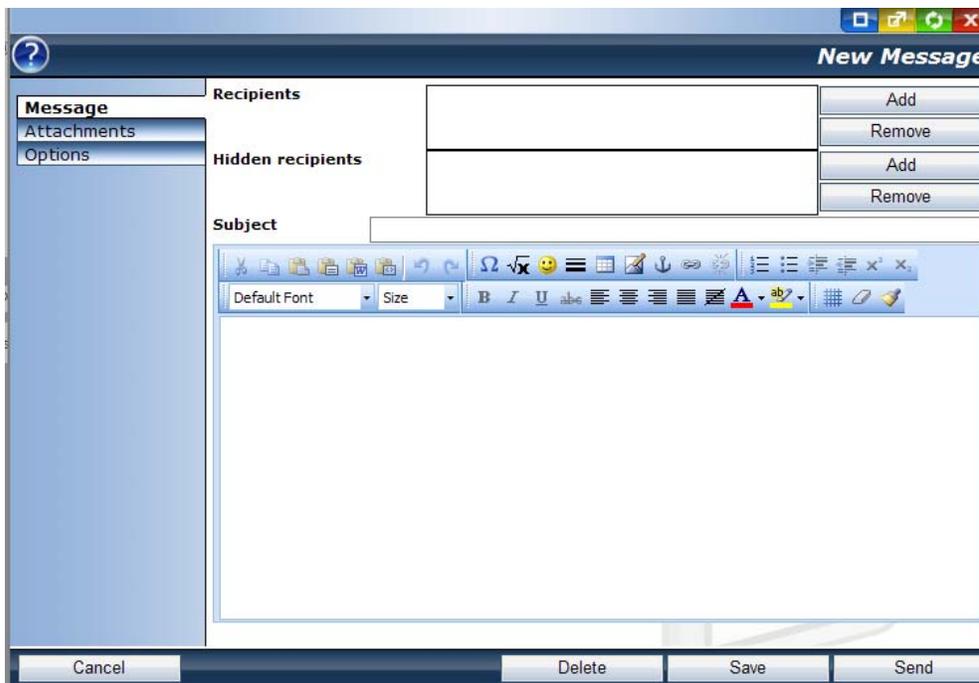
4. Click on **Add** beside the **Recipients** field. The following screen will appear:
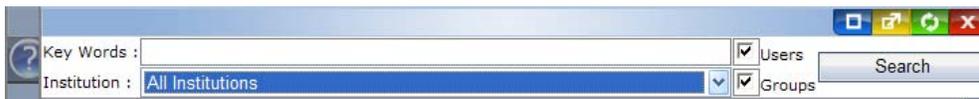
5. Click on the drop down menu beside **Institution** and select the appropriate institution.
6. In the **Key Words** field, type in the name of the person (or the group) to whom (or to which) you would like to send a message.

7. The name of the person will appear in a pop-up screen.

8. Double-click on the name of the person to make that person the recipient of your message. Click on **OK**.

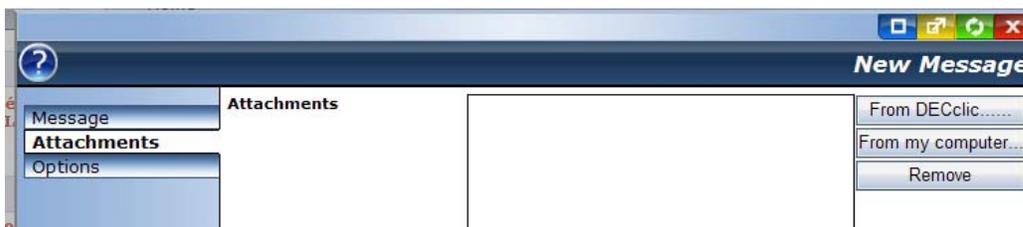Note: Repeat steps 6, 7 and 8 for multiple recipients.

9. A **New Message** screen will appear.

Note: A blind copy can be sent by clicking on **Hidden recipient** and repeating steps 5 through 8 above.
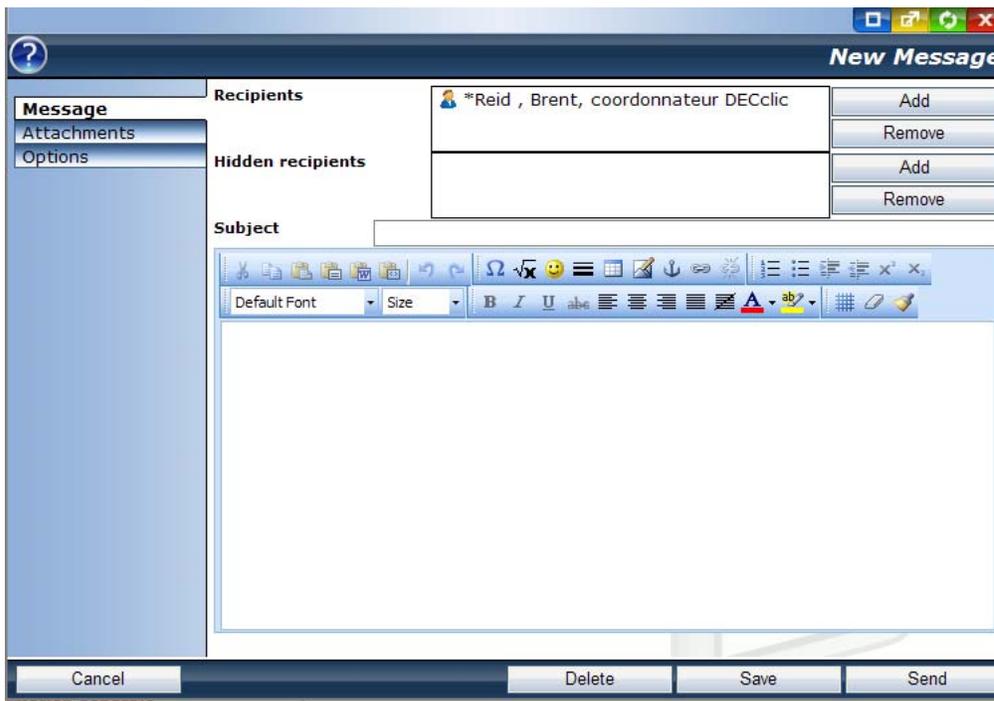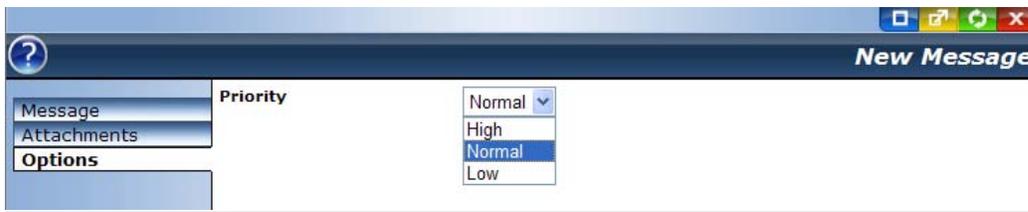

12. Fill in the **Subject** line and then type your message.

13. Should you wish to attach a document, click on **Attachments**. An "Attachments" screen will appear.

14. Attach documents stored on DECclic or from your computer.

15. Should you wish to send the message as "high" or "low" priority, click on **Options**. An
    "Options" screen will appear.

16. Select the priority you wish to give your message.

17. To review your message, click on **Message**. To send your message, click on **Send**.

Note: By clicking on **Save**, your message will be sent to
the Drafts folder in Messaging. By clicking on **Delete**,
your message will be deleted.

Procedure: Reading, Replying, Forwarding and/or Deleting a Message

Should you have a new message (or messages), the envelope above **Messaging** located in the upper right-hand corner of the screen will flash. (If enabled, you will also have a pop-up window and or have received an e-mail in your designated e-mail account informing you of this fact. See **User File Settings** in the **Control Panel**, located in the lower right-hand corner of the screen.) To read, reply, forward and/or delete a message:

1. Click on **Messaging**. (All unread messages are highlighted in yellow.)

2. Double-click on the message which you would like to read, reply, forward and/or delete: the message will appear in a pop-up window.
3. Should you wish to reply, forward or delete, click on the appropriate button located directly under the message.
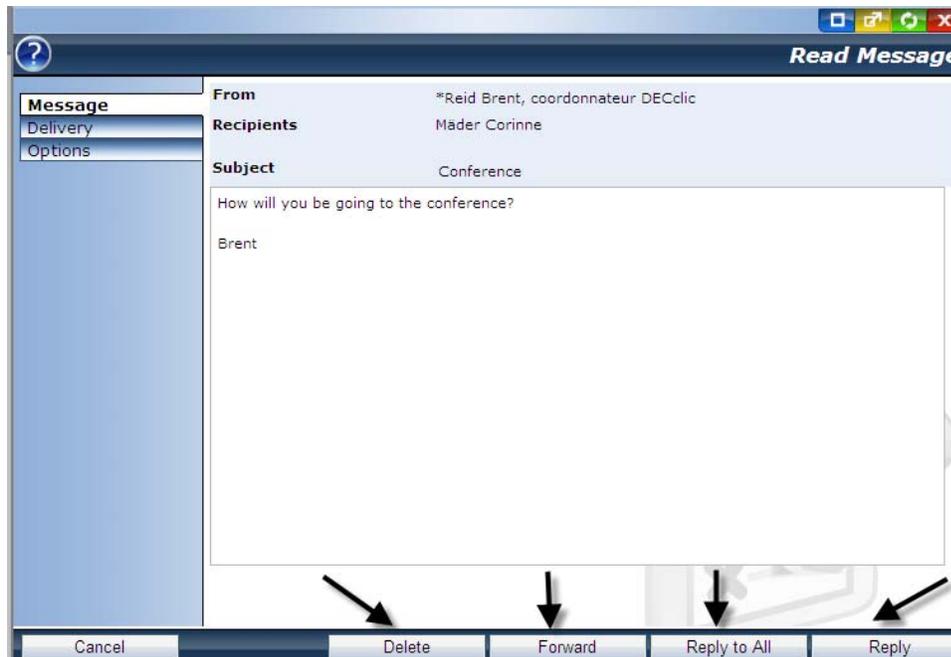
Procedure: Verifying Message Reception Status

Should you wish to know whether a recipient of your message has in fact opened (and hopefully read!) your message:

1. Click on **Messaging**.

2. In the left-hand menu, click on **Outbox**: a list of messages sent will appear to the right.

3. Double-click on the message sent to the recipient.

4. Click on **Delivery** to view the user's name, reception date and opening date.

Creating a Schedule

A schedule is a syllabus in which teachers typically list class activities by week, by course, etc. With DECclic, teachers can create a large variety of schedule items:

- No link
- External internet address
- Web content
- Document
- Evaluation

In order to create a schedule, you must first have created an online learning activity (see "DECclic: The Basics," page 9).

For those who opted to create a schedule when creating the initial learning activity, go directly to page 35 to learn how to add schedule items.

For those who did not opt to create a schedule while creating the initial learning activity, you will have to add a schedule before adding schedule items.

Adding a Schedule to an Existing Learning Activity

Procedure

1. Click on **Activity Manager**.
2. Click on the name of the learning activity to which you wish to add a schedule.
3. Click on **Add…** in the upper left-hand corner of the screen.
4. Click on **Schedule**. A pop-up window will appear.
5. In the first screen, write the name you wish to give the schedule as well as a brief description for identification purposes (session used, course title, etc.) Click on **Next**.
6. In the second screen, indicate whether you want to import the elements of another schedule; if not, leave the field blank. Click on **Next**.
7. In the third screen, add the class groups to which you would like to assign the schedule. Click on **Finish**.

Your schedule has now been created.

> Note: A leaning activity can contain more than one schedule. By default, all students registered in a learning activity share the same schedule.

Adding Schedule Items

As previously mentioned, there are many types of items that may be added to a schedule:

*   No link
*   External Internet Address
*   Web Content
*   Document
*   Evaluation (link to an existing evaluation table, Exam Studio evaluation, document submission, manually-entered grade)

We will now explore in detail the various schedule item types.

No Link (Information Only)

A "no link" schedule item is an item which provides information only. Typically, teachers use this type of item to assign homework, list class activities, provide student reminders (e.g. bring dictionary to your next class), etc.

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.

2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (Course 1, a specific date, etc.) as well as a brief description. Click on **Next**.

> Note: The name of the schedule item will appear as a heading for the students in the schedule; the description will appear under the heading and is intended to provide students with specific information.

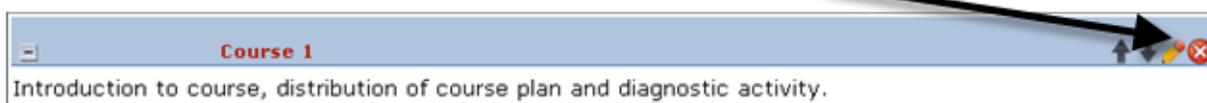4. In the second screen, select **No Link** as the kind of item to be scheduled. Click on **Finish**.

Should you wish to delete the item, click on the "X."
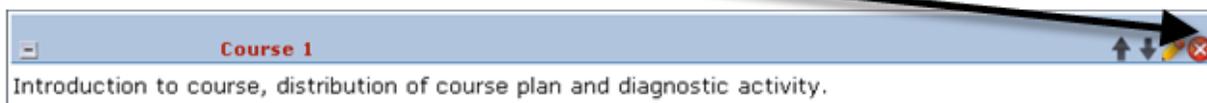
☐	Course 1	⬆⬇✏❌
Introduction to course, distribution of course plan and diagnostic activity.

Should you wish to move an item up or down in a schedule, click on the arrows.

☐	Course 1	⬆⬇✏❌
Introduction to course, distribution of course plan and diagnostic activity.

Should you wish to modify the schedule item, click on the pencil.

☐	Course 1	⬆⬇✏❌
Introduction to course, distribution of course plan and diagnostic activity.
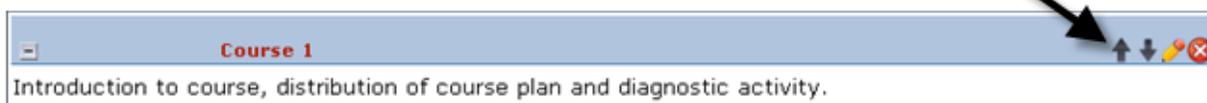
(You can also use the drag-and-drop function to move schedule items within a schedule.) Possible modifications include correcting or modifying the description, limiting the time students can access the item, having the description open or closed by default, etc. Click on **Apply** and/or **OK** to save modifications.

External Internet Address

An "external Internet address" schedule item is an item which, logically enough, sends students to a specific Web page.

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.
2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of Web link) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.
4. In the second screen, select **External Internet Address** as the kind of item to be scheduled. Click on **Next**.
5. In the third screen, provide the URL (Internet) address. Click on **Finish**.
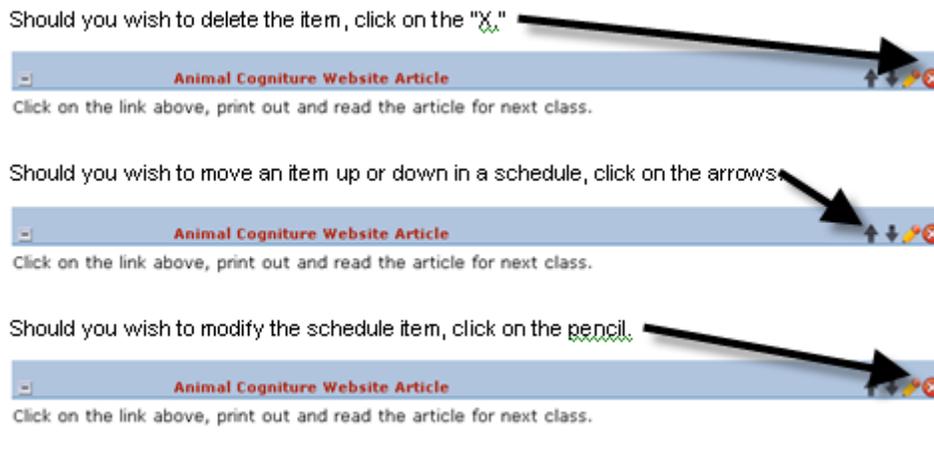
(You can also use the drag-and-drop function to move schedule items within a schedule.)

Possible modifications include correcting or modifying the description, limiting the time students can access the item, having the description open or closed by default, etc. Click on **Apply** and/or **OK** to save modifications.

Web Content

A "Web content" schedule item is an item which sends students to a Web page created with DECclic's online Web content editor (i.e. the Contents part of an online activity).

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.
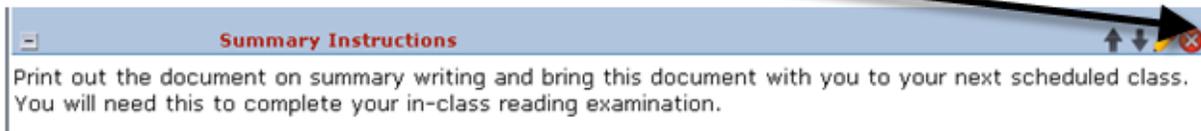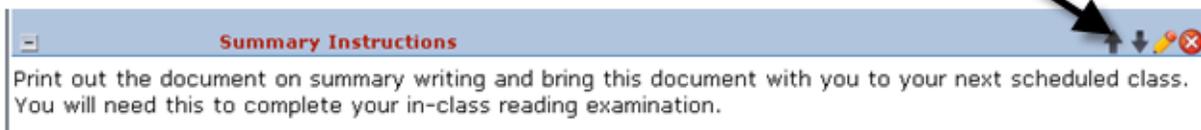2. Click on **Add a Schedule Item…**near the top of the screen.
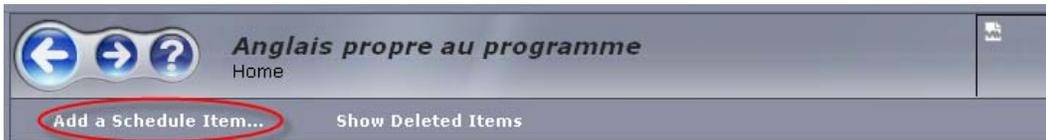
3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of Web Content page) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.

Note: A Web Content page is a Web page created with DECclic's online content editor and is usually part of an online learning activity.

4. In the second screen, select **Web Content** as the kind of item to be scheduled. Click on **Next**.

5. In the third screen, select the **Web content page** to which you would like to direct your students. Click on **OK** and click on **Finish**.
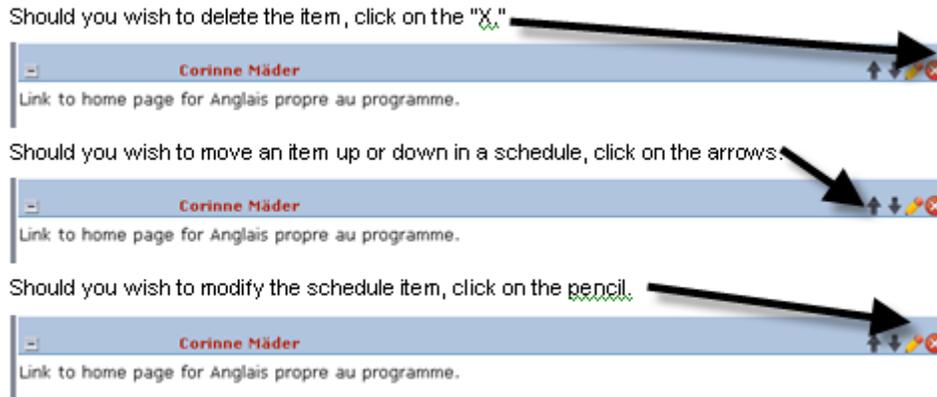
(You can also use the drag-and-drop function to move schedule items within a schedule.)

Possible modifications include correcting or modifying the description, limiting the time students can access the item, having the description open or closed by default, etc. Click on **Apply** and/or **OK** to save modifications.

Document
A "document" schedule item is an item which allows students to download a specific document.

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.
2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of document) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.
4. In the second screen, select **Document** as the kind of item to be scheduled. Click on **Next**.

5. In the third screen, upload the document (from DECclic by clicking on **Choose** or from your computer by clicking on **Upload**) you would like to distribute to your students. Select the document and click on **Finish**.
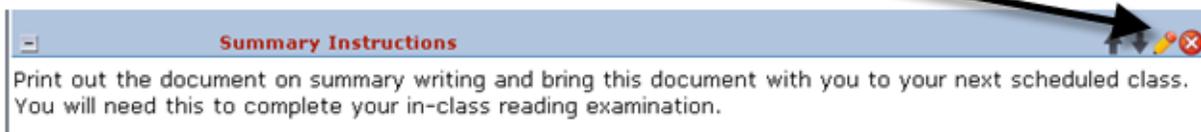
Should you wish to delete the item, click on the "X."

| ☐ | **Summary Instructions** | ⬆ ⬇ 🖋 ⊗ |
Print out the document on summary writing and bring this document with you to your next scheduled class. You will need this to complete your in-class reading examination.

Should you wish to move an item up or down in a schedule, click on the arrows.

| ☐ | **Summary Instructions** | ⬆ ⬇ 🖋 ⊗ |
Print out the document on summary writing and bring this document with you to your next scheduled class. You will need this to complete your in-class reading examination.

Should you wish to modify the schedule item, click on the pencil.

| ☐ | **Summary Instructions** | ⬆ ⬇ 🖋 ⊗ |
Print out the document on summary writing and bring this document with you to your next scheduled class. You will need this to complete your in-class reading examination.

(You can also use the drag-and-drop function to move schedule items within a schedule.)

Possible modifications include correcting or modifying the description, limiting the time students can access the item, having the description open or closed by default, etc. Click on **Apply** and/or **OK** to save modifications.

Evaluation (Exam Studio)

An "evaluation" schedule item is an item which allows students to complete an evaluation. There are three basic types: Exam Studio, document submission and manually-entered grade.
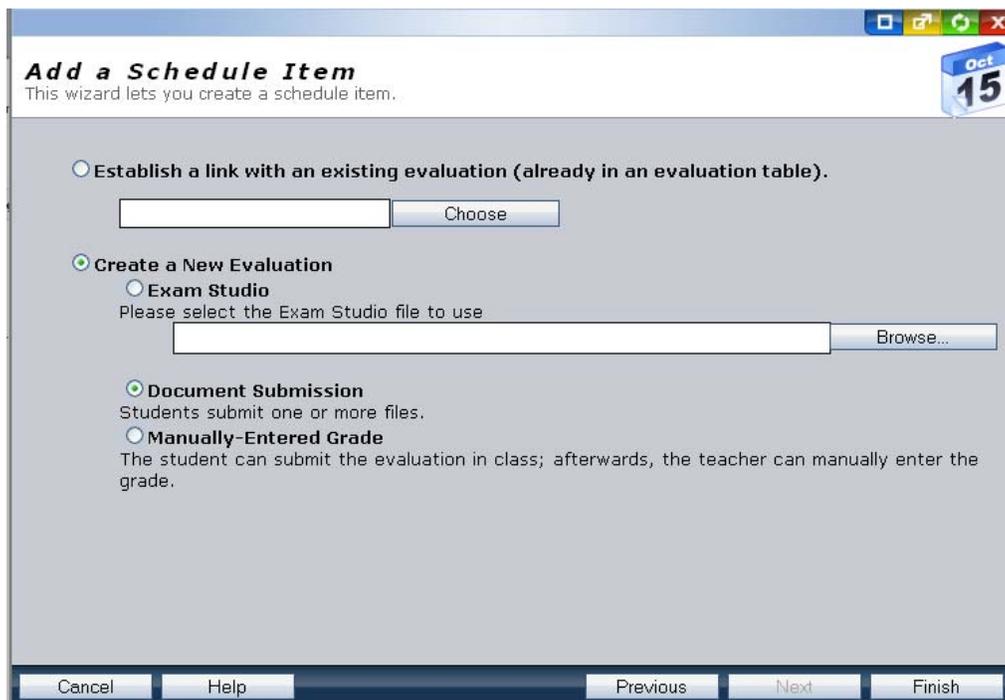
Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.

2. Click on **Add a Schedule Item…**near the top of the screen.

Anglais propre au programme
Home

Add a Schedule Item...   Show Deleted Items

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of the Exam Studio evaluation) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.

4. In the second screen, select **Evaluation** as the kind of item to be scheduled. Click on **Next**.

5. In the third screen, click on **Create a New Evaluation**. Three options will appear: **Exam Studio, Document Submission** and **Manually-Entered Grade**. The first option, **Exam Studio**, has been selected by default. Click on **Browse**.

6. In the pop-up window, click on **Upload**, and in the next pop-up window click on *Parcourir* (**Browse**). Double-click on the name of the Exam Studio file you wish to upload. Click on **Finish**.

7. In the next pop-up window, click on the name of the file you uploaded. Click on **OK** and then on **Finish**.
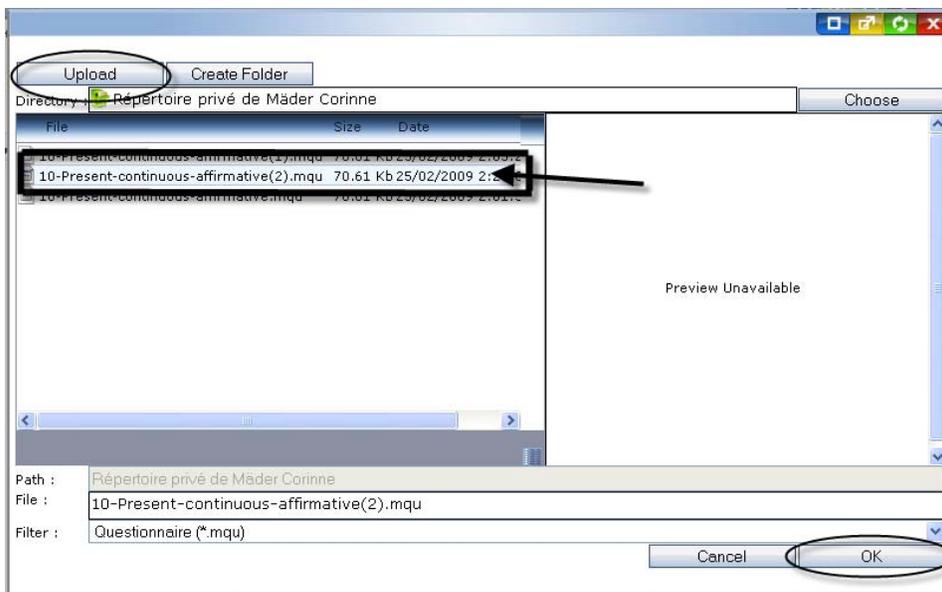
Evaluation (Document Submission)

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.
2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of the document to be submitted as an evaluation) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.
4. In the second screen, select **Evaluation** as the kind of item to be scheduled. Click on **Next**.
5. In the third screen, click on **Create a New Evaluation** and select **Document Submission**. Click on **Finish**.

You have now created a schedule item in which students can submit documents to be evaluated (essays, summaries, etc.) Your screen will now look like this:
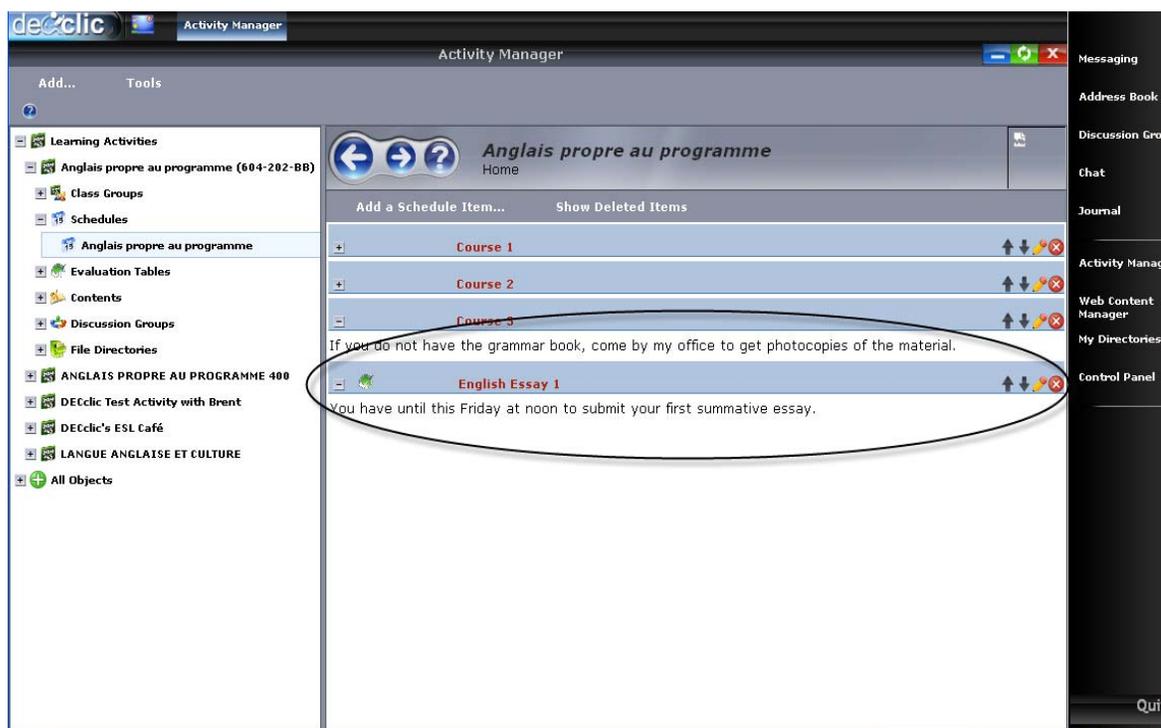
6. By default, no time constraints are imposed. To set time constraints, click on the pencil on the created schedule item.
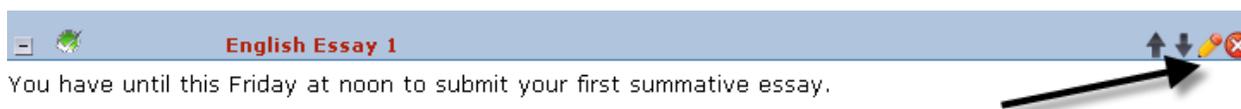
7. In the pop-up window, click on **Link Access** in the left-hand menu, and set the time constraints to one of the following: no access; haste date (access granted at a future date); date limit (access granted until a future date); access period (access granted between two specified hours). In addition to setting time constraints, teachers can modify the evaluation description, choose to leave the evaluation description open or closed by default, etc.

Note: To adjust weighting, double-click on **Evaluation Table**, click on the name of the table associated with the schedule, click on the pencil located beside the name of the evaluation (schedule item) and indicate the weighting in the pop-up screen.

You have now set up a schedule item in which students can submit documents for evaluation.

How Students Submit Documents for Evaluation

In order to submit documents, students must do the following:

1. Once in the learning activity, students click on the schedule item. (In our example, the schedule item was named English Essay 1.)

2. A pop-up window appears, informing the students of the status of the evaluation (completed or not, number of steps involved, etc.) Once again, the student clicks on the name of the evaluation.

3. In the next pop-up window, students upload the document from their computer or add the document from a DECclic directory. Once the document has been uploaded (or added), students click on **Submit**.
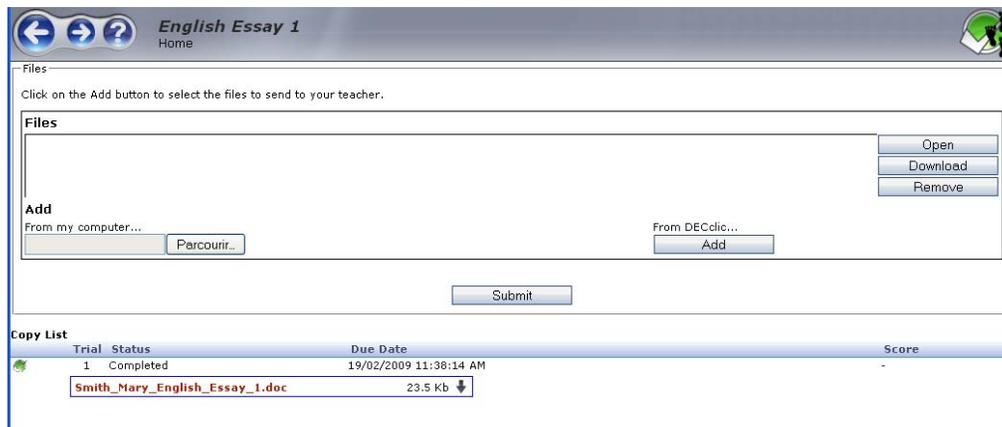
Once submitted, students cannot remove their documents.

Remember: You can access your learning activity as a student through the link on your desktop and as a teacher through the **Activity Manager**.

How Teachers Can Retrieve Documents for Evaluation

In order to retrieve documents, teachers must do the following:

1. Click on **Activity Manager**.

2. Click on the name of the learning activity containing the schedule item, double-click on **Class Groups** and then double-click (once again) on the name of the desired class group. Click on **Results** located under the name of the desired class group.

3. Above the student names and below **Default**, click on the name of the evaluation. (In our example, the evaluation was named EE1 for English Essay 1.)

A new screen will appear. In this screen, click on the name of the evaluation (e.g. EE1); a new screen will appear. In this screen, click on **Correction** located above the student names; a new screen will appear. In this screen, click on **Export Documents** located above the student names to create a .zip file of all student documents; upload this file and save it to the desktop of your computer for correction.

Note: The .zip file will bear the same name as the evaluation (in our example, English Essay 1.) Double-click on the .zip file to extract student documents. The student files are automatically renamed to include the student's first and last names as well as his or her student number (DA) to facilitate identification.

How Teachers Can Enter Grades and Return Documents

In order to enter grades, teachers must do the following:

1. Click on **Activity Manager**.
2. Click on the name of the learning activity containing the schedule item, double-click on **Class Groups** and then double-click (once again) on the name of the desired class group. Click on **Results** located under the name of the desired class group.

3. Above the student names and below **Default**, click on the name of the evaluation. A new screen will appear. In this screen, click on the name of the evaluation (e.g. EE1); a new screen will appear. In this screen, click on **Correction** located above the student names; a new screen will appear. Enter student grades in the field provided; you can change the denominator as required. Return documents by clicking on **Browse** and then on the name of the appropriate document. Click on **Apply**.
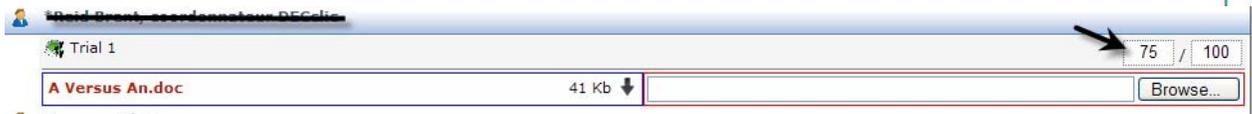
Note: To adjust weighting, double-click on **Evaluation Table**, click on the name of the table associated with the schedule, click on the pencil located beside the name of the evaluation (schedule item) and indicate the weighting in the pop-up screen.
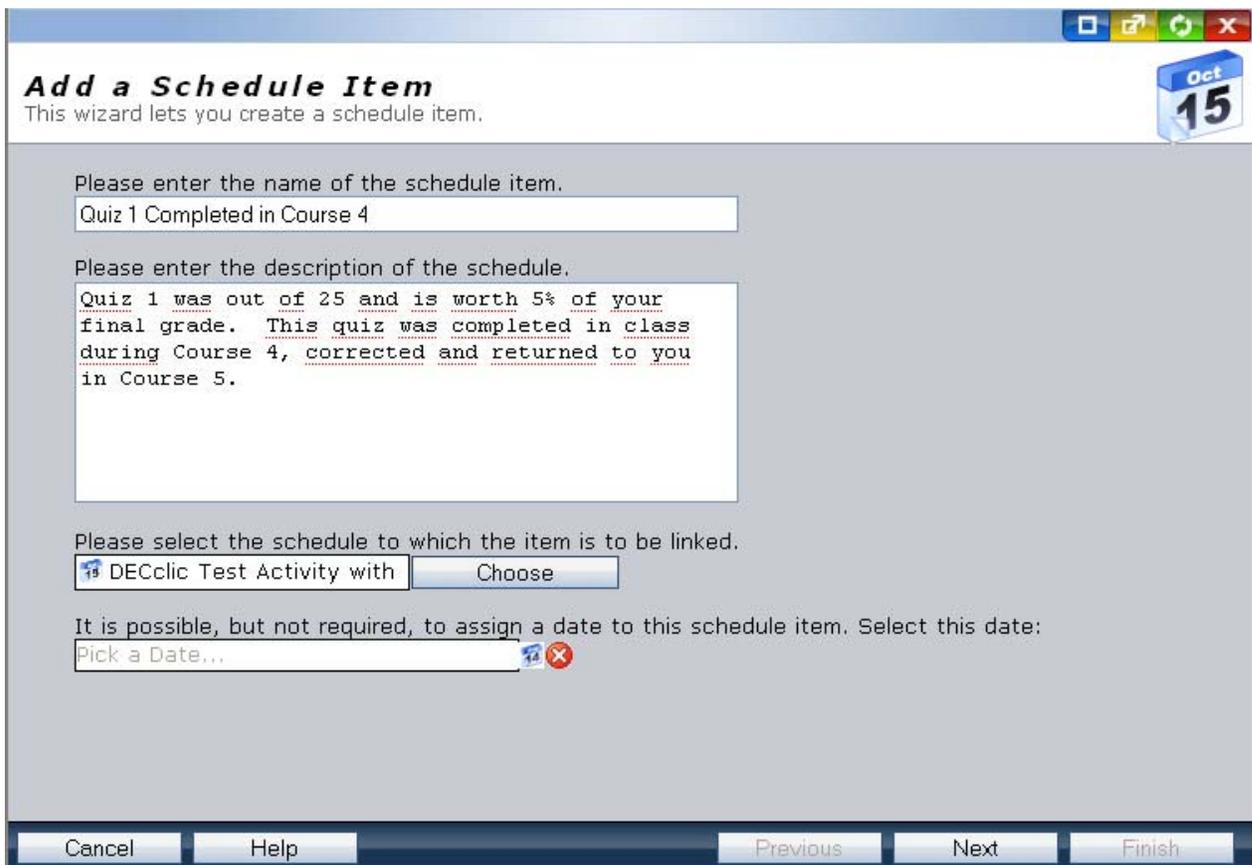
Evaluation (Manually-Entered Grade)

If they wish, teachers can record grades of evaluations completed in class (quizzes, compositions, etc.) by selecting the **Manually-Entered Grade** feature.

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.

2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add (name of the evaluation) as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.

4. In the second screen, select **Evaluation** as the kind of item to be scheduled. Click on **Next**.

5. In the third screen, click on **Create a New Evaluation** and then on **Manually-Entered Grade**. Click on **Finish**. A manually-entered grade schedule item will appear in your schedule. Note:
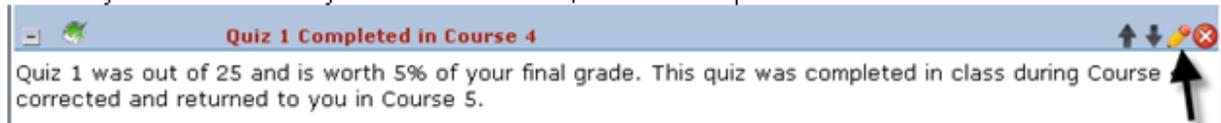
Should you wish to delete the item, click on the "X".
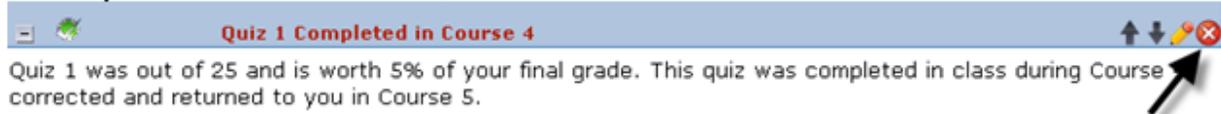
Should you wish to move an item up or down in a schedule, click on the arrows.
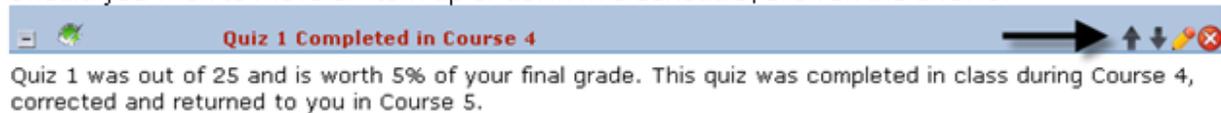
Should you wish to modify the schedule item, click on the pencil.

(You can also use the drag-and-drop function to move schedule items within a schedule.) Possible modifications include correcting or modifying the description, limiting the time students can access the item, having the description open or closed by default, etc. Click on **Apply** and/or **OK** to save modifications.

6. To manually enter a grade, click on the plus sign beside **Class Groups** (or double-click on **Class Groups**) in your online learning activity, and then double-click on the name of the class group containing the students for whom you would like to manually enter a grade. Click on **Results**. A list of student results will appear to the right of the screen.

Note: To export results in Excel or Comma-separated values (CSV) format, click on **Export Results** and download the file in the selected format.

7. Click on the name of the manually-entered grade schedule item (in red). (Our example, entitled "Quiz 1 Completed in Course 4" was automatically given the acronym Q1CI.) A new screen will appear. Once again, click on the name of the manually-entered grade schedule item (in red); a new screen will appear. In this screen, enter the grade in the fields provided. (By default, the denominator is 100; this can be modified to any denominator you choose.) To add bonus points, enter the number of bonus points awarded in the field located under **Adjust**. Click on **Apply**.

Note: To adjust weighting, double-click on **Evaluation Table** located on the left side of the screen. Click on the name of the table associated with the schedule (likely called **Default**) and then click on the pencil on the green line located beside the name of the evaluation (schedule item) and indicate the weighting in the pop-up screen. Click on **Apply** and/or **OK**.

8. Teachers can view detailed information about a student by clicking on the student's name.

9. Students can view their individual results by clicking on the percentage sign located at the top of the schedule.

Adding a Schedule Item to an Existing Evaluation (Already in an Evaluation Table)

Teachers teaching two (or more) class groups of the same course may wish to set up two or more schedules within the same online activity (i.e. a separate schedule for each class group taught.) When using multiple schedules within an online activity, it is possible to link to existing evaluations in other schedules[5].

Procedure

1. Click on the plus sign beside **Schedules** (or double-click on **Schedules**) in your online learning activity, and then click on the name of the schedule to which you would like to add an item.

2. Click on **Add a Schedule Item…**near the top of the screen.

3. An **Add a Schedule Item** wizard will appear. In the first screen, enter the name of the schedule item you would like to add as well as a brief description. Reminder: Students will be able to read the description you write. Click on **Next**.

4. In the second screen, select **Evaluation** as the kind of item to be scheduled. Click on **Next**.

5. In the third screen, accept the default selection **Establish a link with an existing evaluation (already in an evaluation table)** and click on **Choose**.

6. In the pop-up window, click on the name of the evaluation to which you would link to create a link. (If many evaluations are listed, use the **Search** function located at the tope of the screen. Click on **Finish.**

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[5] Schedules can easily be added to any online activity (see page 35 of this document). When adding an evaluation schedule item (Exam Studio, document submission or manually-entered grade) an evaluation table is automatically created: to be precise, it is in the evaluation table that the evaluation is stored.

A Return to the Right-Hand Menu

The right-hand menu is divided into two basic sections:

1. Basic platform-wide[6] communication tools (messaging, address book, discussion group, chat, journal)
2. Basic programming tools (activity manager, web content manager, control panel) and personal and shared document storage (my directories)

On page 28 of this document, we examined the messaging tool. We will now turn our attention to the remaining communication tools and then, the basic programming tools.

Address Book

Typically teachers consult the address book to locate DECclic users (online[7] and offline) and create a personalized address book (personal contacts list).

After clicking on **Address Book**, you will be presented with the following:

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[6] The communication tools in the right-hand menu are similar to those used within a learning activity but are used to communicate with DECclic users not registered within a particular activity.
[7] An asterisk before a user's name indicates that the user is a DECclic coordinator. DECclic coordinators are online weekdays during regular hours. Should you require immediate assistance, click on **Online Users** and then on **All Institutions**; then, click on the coordinator's name, do a right-click (or press control and click for a single-button mouse). A menu will open; select **Send a Message…** .

Locating Users

To contact an online user:

1. Double-click on **Online Users** and search for the user you wish to contact: searches can be conducted per institution or throughout all institutions.
2. To initiate the search function, select the type of search you wish to carry out and click on **Search** located on the upper-left hand side of the screen.

To contact any user (online or offline):

1. Double-click on **All Users** and search for the user you wish to contact: searches can be carried out in alphabetical order or by institution.
2. To initiate the search function, select the type of search you wish to carry out and click on **Search** located on the upper-left hand side of the screen.

Creating a Personalized Address Book (**My Contacts**)

To create a personalized address book (a **My Contacts** list), do a right-click on the name of the user you wish to add to your contacts (or press control and click for a single-button mouse) and click on **Add to My Contacts**. You will find the user's name added to **My Contacts**.

Should you wish to remove a user from your personalized address book, do a right-click (or press control and click for a single-button mouse) on the name of the user you wish to remove from your contacts (or press control and click for a single-button mouse) and click on **Remove from my Contacts**. The user's name will be removed from **My Contacts**.
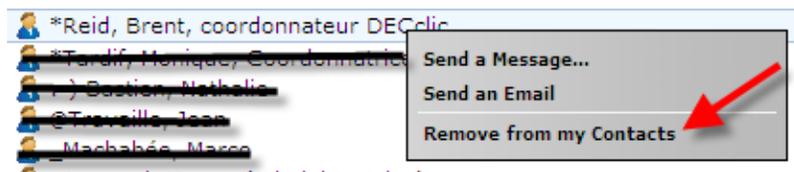
Discussion Group

On page 23 of this document, we learned how to create a discussion group (or forum) for an online learning activity. DECclic users have access to a variety of discussion groups:

- **My Forums**
  Discussion groups created by you for your students (or other users)
- **My Activity Forums**
  Online activity discussion groups created for you by another user
- **My Team[8] Forums**
  Online activity team discussion groups created for you by another user
- **My Shared Forums**
  Platform-wide discussion groups created by the DECclic Corporation for specified DECclic users (teachers, students, etc.)

Discussion groups in which one is a regular participant may be added to **My Favourites**. To add a discussion group to **My Favourites**:

1. Click on **Activity Manger** in the right-hand menu (or tool bar)
2. Double-click on **All Objects**.
3. Right click (or press control and click for a single-button mouse) on the name of the discussion group you would like to add to your list of favourites.
4. From the menu, select **Add to My Favourites…** .

Participating in a Discussion Group

To participate in a discussion group:

1. Click on **Discussion Groups** in the right-hand menu.
2. Select the discussion group (forum) in which you would like to post a comment.
3. Click on the name of the discussion group.
4. Click on the subject.
5. Click on **Reply**.
6. In the pop-up window, type your comment, attach a file and click on **Publish** (or **Cancel**, should you decide not to publish your comment after all.)

Once a post has been published, it may be altered at a later date by clicking on **Edit**. Click on **Display** to alter viewing method (**Chronological** or **Tree**) and **Print** to print posts of particular interest.

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[8] It is possible to create teams within an online learning activity; discussion of team creation is beyond the scope of this document.

Chat

DECclic users have access to a variety of chat groups:

- **My Chat Rooms**
  Chat rooms created by you for your students (or other users)
- **My Activity Chat Rooms**
  Online activity chat rooms created for you by another user
- **My Shared Chat Rooms**
  Platform-wide chat rooms created by the DECclic Corporation for specified DECclic users (teachers, students, etc.)
- **All Chat Rooms**
  A list of all chat rooms to which you have access.

Chat rooms in which one is a regular participant may be added to **My Favourites**. To add a chat room to **My Favourites**:

1. Click on **Activity Manger** in the right-hand menu (or tool bar)

2. Double-click on **All Objects**.

3. Right click (or press control and click for a single-button mouse) on the name of the chat room you would like to add to your list of favourites.

4. From the menu, select **Add to My Favourites…** .

Journal

DECclic users have access to a journal (or personal agenda) to keep track of tasks or important events by date. Dated schedule items are automatically added to a user's journal, and a user can add a task (or an important event) to his or her journal in the following way:

1. Click on **Journal** in the right-hand menu (or tool bar)

2. By default, your journal will open to today's date. Dates with a task or important event (already indicated) are highlighted.

3. To add a task or important event, click on the date of the task (or event) to be added and click on **Add** located in the upper left-hand corner of the screen.

4. In the pop-up window, type a description of the task (or event), click on **Apply** and **OK** to close the window.

The task (or event) will have been added to your journal. Tasks (or events) can be edited or deleted. To delete a task (or event) click on the "X"; to edit a task (or event), click on the pencil and edit the item in the pop-up window.

You can scroll backwards or forward in the journal by clicking on the arrows located at the top of the calendar.

Notes

Appendix

CÉGEP	Administrator
Abitibi-Témiscamingue	Marie-Josée Tondreau
Alma	Michelle Bouchard
André Laurendeau	Nathalie Bastien
Baie-Comeau	Caroline Boucher
Bois-de-Boulogne	Marco Machabée
Chicoutimi	Constance Riverin
Édouard-Monpetit	Serge Roy
François-Xavier Garneau	Caroline Dubé
Gaspésie et des Îles	Marie-Hélène Bergeron
Granby Haute-Yamaska	Huguette Dupont
ITA	Khalid Gueddari
ITHQ	Jean-Bernard Fortin
Jonquière	Manon Lessard
La Pocatière	Martin Bérubé
Lanaudière Assomption	Normand-Kevin Aubin
Lanaudière Formation continue	André Beauregard
Lanaudière Joliette	Louis Mailhot
Lanaudière Terrebonne	André Beauregard
Lévis-Lauzon	Richard Dubuc
Limoilou	Séverine Parent
Lionel-Groulx	Johanne Raymond
Marie-Victorin	Dominique Lebel
Matane	Anick Arsenault
Montmorency	Pierre Cohen-Bacrie
Outaouais	Louis Raymond
Rimouski	Bruno Lavoie
Rosemont	Lucia Lepage
Saint-Jean	Danielle Charbonneau
Saint-Jérôme	Frank Fournier
Sept-Îles	Normand Bérubé
Sorel-Tracy	Pierre Levasseur
St-Félicien	Bernard Gagnon
St-Hyacinthe	Gilles Boulanger
St-Laurent	Michel Vincent
Thetford	Joé Turgeon
Trois-Rivières	Chantal Desrosiers
Valleyfield	Louise Leduc
Vanier	Brent Davis Reid
Victoriaville	Lorraine Ouellette