



MoCoMotion and eLearn@Mohawk

This manual is designed to introduce new student users to Mohawk's web portal - MoCoMotion and the College's Learning Management System (LMS), eLearn@Mohawk, and to some of the features available. Topics to be covered include:

1. What is MoCoMotion
2. Logging into and out of MoCoMotion
3. Navigating MoCoMotion
4. What is eLearn@Mohawk
5. Accessing eLearn@Mohawk
6. Navigating eLearn@Mohawk
7. Accessing your course in eLearn@Mohawk
8. Downloading files from your course area
9. Submitting files to your instructor
10. Accessing your email
11. Accessing your grades via MoCoMotion

1. What is MoCoMotion

MoCoMotion is Mohawk's web portal. You can use MoCoMotion to look up your student record, read your email, access your electronic calendar, get notices (called Announcements) from your instructor and the College, and much more.

Information is presented on tabs and in channels. You navigate through MoCoMotion using tabs, links and icons.

The screenshot shows the MoCoMotion web portal interface. At the top, there is a navigation bar with tabs: Welcome, Student, Jobs, Teaching Tools, and Staff Member. Below the tabs, there are several channels (boxes) containing information: My News, Mohawk News, My Calendar, My E-mail Inbox, and Continuing/Distance Education. On the right side, there is a Main Menu with various links and a Phone Directory section. At the bottom right, there is a Local Weather section for Hamilton, ON. Annotations with arrows point to specific elements: 'Tabs' points to the navigation bar, 'Channels (boxes)' points to the My News, Mohawk News, My Calendar, and My E-mail Inbox sections, 'Links (any blue text)' points to various blue links in the Main Menu and CE sections, and 'Icons' points to the navigation icons at the top right.

2. Logging into MoCoMotion

Every student, employee and applicant of Mohawk College has a unique MoCoMotion username and password. As a Continuing Education student, your username and password can be found on the "Continuing Education Acknowledgement of Registration & Student Account" form that was sent to you after you registered for your night school course. Your User ID and Password are in the top right corner of that form:

CONTINUING EDUCATION
Acknowledgement of
Registration & Student Account

Date: 10/22/2004
ID#: 000123456
Term: 200510
 CE Winter

Login at mocomo.mohawkcollege.ca

User Name: john.doe1
Password: 023457 *(Used for first time login only)*

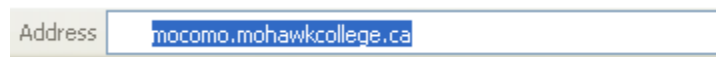
LEARN THE SKILL

In this exercise you will log into and out of MoCoMotion.

1. Click on **Start**
2. Select **All Programs, Internet Explorer**

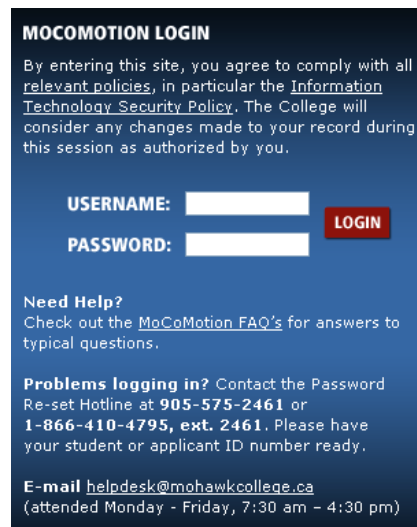
You can also start Internet Explorer from a desktop icon. Internet Explorer will open displaying the home page.

3. In the Address bar, type: *mocomo.mohawkcollege.ca* and press Enter.



In the Secured Access Login area,

4. Type: your MoCoMotion *username* and press Tab.
5. Type: your MoCoMotion *password* and click the **Log In** button or press Enter.

A screenshot of the MoCoMotion login page. The title is 'MOCOMOTION LOGIN'. Below the title is a paragraph of text: 'By entering this site, you agree to comply with all relevant policies, in particular the Information Technology Security Policy. The College will consider any changes made to your record during this session as authorized by you.' There are two input fields: 'USERNAME:' and 'PASSWORD:'. To the right of the password field is a red 'LOGIN' button. Below the input fields is a 'Need Help?' section with a link to 'MoCoMotion FAQ's'. There is also a 'Problems logging in?' section with contact information for a Password Re-set Hotline. At the bottom, there is an 'E-mail' section with the address 'helpdesk@mohawkcollege.ca' and operating hours.

If this is the first time you have logged into MoCoMotion, you will see a Password Expired Screen:

Password Expired

A screenshot of the 'Password Expired' screen. It features two input fields: 'New password:' and 'Confirm New password:'. To the right of these fields is a list of password requirements: 'Password' must contain at least one letter, at least one digit, a length of 7 or greater, and a length of 20 or less. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

If you see this screen, you must choose a new password. Notice the Password rules on the right.

6. Type *your new password* into both boxes on the screen.
7. Click the **Save Changes** button. The Welcome screen now appears.
8. Log out of MoCoMotion by clicking the **logout** icon in the top right corner.



PRACTICE THE SKILL

In this exercise you will practice logging into and out of MoCoMotion

1. If required, open Internet Explorer.
2. In the Address field type: *mocomo.mohawkcollege.ca* and press Enter.
3. In the Secured Access Login screen, input your MoCoMotion *username and password* and click the **Login** button or press Enter. NOTE: if you have already logged in and changed your password, use your new password.
4. Click the **logout** icon.

3. Navigating MoCoMotion

You navigate through MoCoMotion using tabs, links and icons.

LEARN THE SKILL

In this exercise, you will visit some of the features in MoCoMotion using each of the navigation methods.

1. Log into MoCoMotion.
2. Click on each of your tabs to see what information and services appear in the channels on each tab.
3. Click on the **Welcome** tab.
4. In the **Mohawk News** channel, click on a *link* (blue text).
5. Click the **Back to Welcome Tab** link in the top left corner to go back to the *Welcome* tab.



6. Access your electronic calendar by clicking the **Calendar** icon in the top right corner.



Note that your calendar opens in a new window.

7. Close the *Calendar* window using the **Exit** link in the top right corner.



4. What is eLearn@Mohawk

eLearn@Mohawk is Mohawk's Learning Management System (LMS). We've called it eLearn@Mohawk; the underlying software is called Desire2Learn or D2L.

You can use eLearn@Mohawk to access your courses, contact your instructor, submit assignments, take quizzes, and much more.

Information is presented in columns and widgets. You navigate through eLearn@Mohawk using links and navbar options.

Widget
(similar to a MoCoMotion channel)

Navbar
(Navigation Bar)



The screenshot displays the eLearn@Mohawk interface. At the top is a navigation bar (Navbar) with links for 'My Home', 'Email', 'Locker', 'Schedule', and 'Blog'. Below the navbar is a blue banner with the 'eLEARN @MOHAWK' logo and 'Discussions FAQ' links. A 'Widget' box is highlighted, containing a 'System Support' section with a play button icon and text: 'For help with this system please click here or call 905 575-2125'. Below this is a 'My Settings' section. To the right of the widget is a 'Quicklink behaviour' section with a date 'Posted Jun 17, 2010' and a text snippet: 'Instructors: Strange but reproducible behaviour may be no as new Content Topics. All Quicklink categories may not l a new bug and we're working with D2L Support to resolve t'. Below that is a 'New Tutorial Video' section.

5. Accessing eLearn@Mohawk

You will access eLearn@Mohawk through MoCoMotion. Log into MoCoMotion and click on the **Student** tab. Click on the **eLearn@Mohawk** link in the channel eLearn@Mohawk channel.

LEARN THE SKILL

In this exercise you will access eLearn@Mohawk and logout.

1. If required, log into MoCoMotion.
2. Click on the **Student** tab

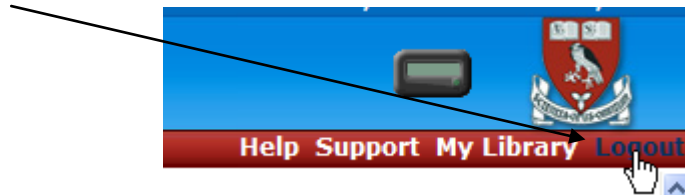


3. Click on the link in the **eLearn@Mohawk** channel to access the LMS.



Another window will open and will display the common eLearn@Mohawk home (landing) page.

4. Click the **Logout** link at the bottom right of the navbar. You will be taken back to the login screen.



5. Close the eLearn@Mohawk window using the red 'X' in the top right corner.

PRACTICE THE SKILL

In this exercise you will practice accessing eLearn@Mohawk and logging out.

1. Log into MoCoMotion.
2. Click on the **Student** tab.
3. Click on the **eLearn@Mohawk** link.
4. Click on the **Logout** link.
5. Close the eLearn@Mohawk window.

6. Navigating eLearn@Mohawk

You navigate through eLearn@Mohawk using links.

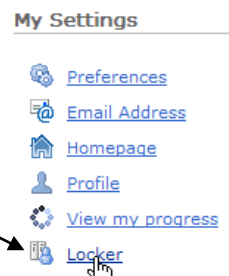
LEARN THE SKILL

In this exercise, you will visit some of the features in eLearn@Mohawk using links in navbars and widgets.

1. If required, log into MoCoMotion and access eLearn@Mohawk.
2. Click on the **Locker** link in the top navbar.



3. Click on the **My Home** link in the top navbar to go back.
4. Click on the **Locker** link in the My Settings widget.



Notice that it takes you to the same screen.

5. Click on the **My Home** link in the top navbar to go back.

PRACTICE THE SKILL

In this exercise you will practice accessing some of the features in eLearn@Mohawk.

1. Click on a number of links in widgets using the **My Home** link to take you back each time.

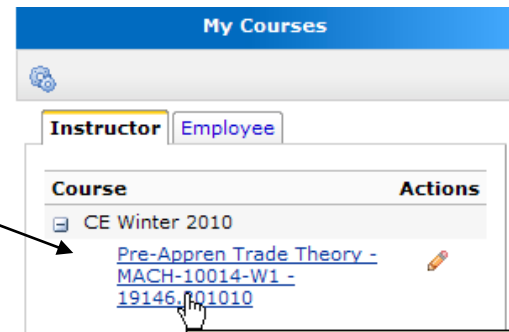
7. Accessing your Course

The Course Homepage is an area where your instructor can share files, quizzes, and information with all students in the course. Your instructor can also post announcements and send email to the class from the Course Homepage. You can email your instructor, access files posted by the instructor and submit files to your instructor.

LEARN THE SKILL

In this exercise you will access your Course Homepage in eLearn@Mohawk.

1. Click on one of the courses in your **My Courses** widget.

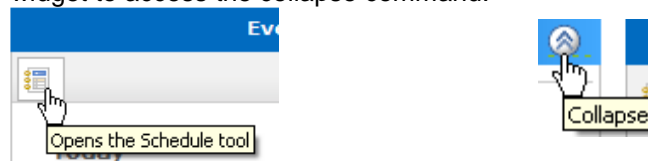


The primary navigation tool for a course is the navbar, which is always located at the top of the screen and displays links to the tools available in your course.



2. Click on the different links in the Navbar.
3. Use the **Course Home** link in the navbar to go back to your Course Homepage.

Icons are also used to initiate tasks and actions. You can hover your mouse over an icon to find out what it does. E.g. If you hover your mouse over the **Events** icon on your Course Homepage, you should see more descriptive information or hover your mouse over the two up arrows in the corner of any widget to access the collapse command.



4. Hover your mouse over some of the icons in your course area.

PRACTICE THE SKILL

In this exercise you will practice accessing your Course Homepage in eLearn@Mohawk .

1. Click on a course in the My Courses widget.
2. Click on the different links in the navbar.
3. Use the Course Home link to go back to your course homepage.
4. Hover your mouse over icons and notice the text that is displayed.

8. Downloading Files from your Course Area

Files can be shared between your instructor and students in your class using the **Course Information** widget of your eLearn@Mohawk Course Homepage.

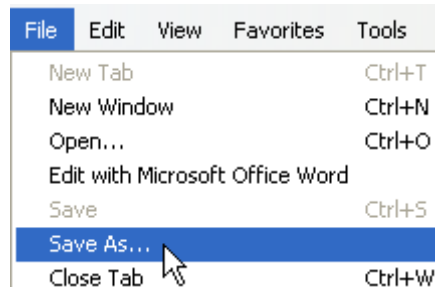
LEARN THE SKILL

In this exercise you will access the **Course Information** widget and download a file to your computer.

1. Click on the **Assignments.doc** file in the Course Information widget.

A new window will open and display the contents of the **Assignments.doc** file.

2. In your browser window, click on **File-> Save As...**



3. Navigate to the **My Documents** folder.
4. Save the file as *Assignments.doc*.

PRACTICE THE SKILL

In this exercise you will practice accessing files in the Course Information widget and downloading a file to your computer.

1. Click on the **Assignments.doc** file in the Course Information widget.
2. Click File -> Save As... in your browser window.
3. Navigate to the My Documents folder.
4. Click the Save button.

9. Submitting Files to the Dropbox

You can submit files to your instructor via the **Dropbox** link on your course navbar.

LEARN THE SKILL

In this exercise you will submit an existing file to the **Dropbox** area of your Course Homepage.

In your eLearn@Mohawk Course Homepage:

1. Click the **Dropbox** link in the navbar section of your *Course Homepage*.



A folder list page will open.

2. Click on the **Practice** folder.
3. Click **Add a File** in the Submit Files window.
4. Click the **Browse** button and navigate to the My Documents folder.
5. Click on the *[your name]'s Computer Basics Document* in the displayed list, and then click **Open**. To upload multiple files at once, click the **Add** button and repeat the process.
6. Click the **Upload** button in the bottom right corner.
7. You are returned to the Submit Files screen and can include a comment, if you like. Once finished, click the **Submit** button in the bottom right corner.

A message is displayed to indicate your file submission was successful.

You can now navigate back to the Folder List using the link near the top of your screen, or upload more files using the Upload More Files button near the bottom of your screen.

PRACTICE THE SKILL

In this exercise you will practice submitting an existing file to the **Dropbox** area of your Course Homepage.

In your eLearn@Mohawk Course Homepage:

1. Click the **Dropbox** link in the navbar section of your *Course Homepage*.
2. Click on the **Practice** folder.
3. Click **Add a File** in the Submit Files window.
4. Click the **Browse** button and navigate to the My Documents folder.
5. Click on the *[your name]'s Computer Basics Document* in the displayed list, and then click **Open**.

6. Click the **Upload** button in the bottom right corner.
7. Click the **Submit** button in the bottom right corner.

10. Accessing your Email

Most of your College email will be received in MoCoMotion. Your College email address is your MoCoMotion username plus “@mohawkcollege.ca”. For instance, if you logged into MoCoMotion with a username of john.doe, your email address would be john.doe@mohawkcollege.ca. To send an email message to a Mohawk College email account, you do not have to include “@mohawkcollege.ca”, you may simply address a message to their username. To send an email message to a non-Mohawk College email account, you will need to include the full email address.

Email messages sent from your instructor within the course area will show up in your eLearn@Mohawk email area. Your eLearn@Mohawk email address is your MoCoMotion username plus “@elearn.mohawkcollege.ca”. Using the example above, your eLearn@Mohawk email address would be “john.doe@elearn.mohawkcollege.ca”. The following instructions outline how to send and receive email within eLearn@Mohawk.

Sending an Email Message

LEARN THE SKILL

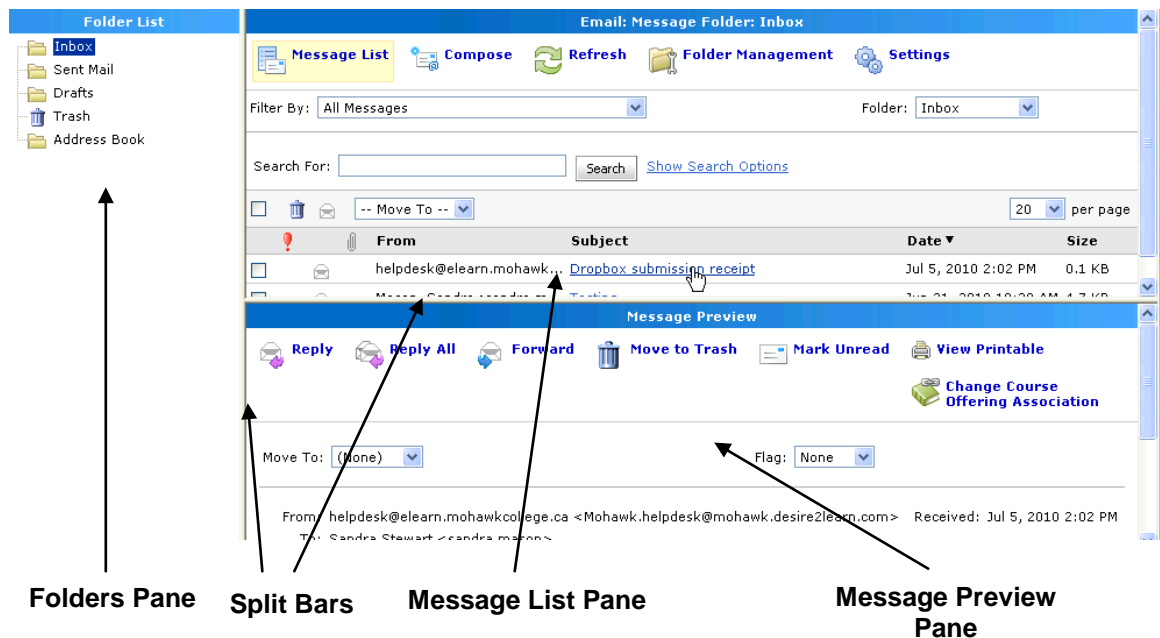
In this exercise you will learn how to access your email, send and reply to email, and include attachments.

In eLearn@Mohawk:

1. Access your email by clicking the **Email** icon in the top navbar.




Your window will display the contents of your email account. Note that the window is separated into three panes.



Folders Pane	Displays a list of email folders. Some folders are standard with every email account. You can also add your own folders.
Split Bars	The vertical bar between the Folders and Message List panes and the horizontal bar between the Message List and Message Contents Display panes; drag these bars to show more or less of each pane.
Message List Pane	All incoming messages are displayed in this pane. To open/read an email message, click on the <i>Subject</i> text.
Message Preview Pane	Contents of messages are displayed in this pane.

- Click on the **Compose** icon at the top of the Message List pane.

In the Compose Email window:

- In the **To:** field type: *your eLearn@Mohawk email address*. NOTE: you'll need to include the full address - including the "@elearn.mohawkcollege.ca" part.
- Click in the **Subject:** field and type a subject.
- Click in the large white space (message composition area) and type a message.
- To check your spelling, click the spell check icon . Words that are incorrectly spelled will be underlined in red. Click once on each misspelled word and select the correct spelling from the choices provided.
- Once all spelling errors have been corrected, click the **Send** icon in the bottom right corner.

A message will display indicating your email message was sent successfully and you will be returned to your main Email window.

To check for new messages:

- Click the **Refresh** icon at the top of the Message List pane to retrieve any new messages.



PRACTICE THE SKILL

- If required, access your email by clicking the **Email** link in the top navbar.
- Click on the **Compose** icon at the top of the Message List pane.
- In the **To:** field type: *your eLearn@Mohawk email address* or ask a classmate for their email address and type that into the *To:* field.
- Click in the **Subject:** field and type a subject.
- Click in the large white space (message composition area) and type a message. Use Spell Check, if desired.
- Click the **Send** button.
- Click the **Refresh** icon at the top of the Message List pane to retrieve any new messages.

Replying to an Email Message

LEARN THE SKILL

In this exercise you will learn how to reply to an email message.

In your Email Message List pane:

1. Open an email message by clicking the *Subject:* text in the Message List pane. Notice the contents of the message are displayed in the Message Preview pane.

2. Click the **Reply** or **Reply to All** icon at the top of the Message pane. Notice the To: and Subject: fields are already filled in and the original message is quoted in the Message: field.



Reply



Reply All

3. Type your reply in the Message Composition area.
4. Click the **Send** icon.

PRACTICE THE SKILL

1. Open an email message by clicking the *Subject:* text in the Message List pane.
2. Click the **Reply** or **Reply to All** icon at the top of the Message pane.
3. Type your reply in the Message Composition area.
4. Click the **Send** icon.

Sending an Email Message with an Attachment

LEARN THE SKILL

In this exercise you will learn how to send an email message with an attachment.

1. If required, access your email by clicking the **Email** icon in the top navbar.
2. Click on the **Compose** icon at the top of the Message List pane.

In the Compose Email window:

3. In the **To:** field type: *your eLearn@Mohawk email address*. NOTE: you'll need to include the full address - including the "@elearn.mohawkcollege.ca" part.
4. Click in the **Subject:** field and type a subject.
5. Click in the large white space (message composition area) and type a message.
6. Click the **Browse...** link in the bottom part of the screen.
7. Navigate to the *My Documents* folder.
8. Click on the *[your name]'s Computer Basics Document 2* in the displayed list, and then click the **Open** button. Notice that your file is listed under *Attachments* in the first box.

To add additional files, click the Add button and repeat steps 7 and 8.

9. Click the **Send** button.

PRACTICE THE SKILL

1. Click on the **Compose** icon at the top of the Message List pane.

In the Compose Email window:

2. In the **To:** field type: *your eLearn@Mohawk email address*. NOTE: you'll need to include the full address - including the "@elearn.mohawkcollege.ca" part.
3. Click in the **Subject:** *field* and type a subject.
4. Click in the large white space (message composition area) and type a message.
5. Click the **Browse...** link in the bottom part of the screen.
6. Navigate to the *My Documents* folder.
7. Click on the *[your name]'s Computer Basics Document 2* in the displayed list, and then click the **Open** button.
8. Click the **Send** button.

11. Accessing your Grades

You can access your grades/academic history records via MoCoMotion.

To do so:

1. Log in to MoCoMotion (if necessary).
2. Find the **Main Menu** channel on the right side of your **Welcome** tab.
3. In the Main Menu channel click the link to **View... Your Grades**.

A new window will open and you will be prompted to select a term to view.

4. Choose a term and click the **Submit** button to see your grades for that term.

To view grades for a different term, click the **Select Another Term** link at the bottom of the screen.

You may close the window when you're finished and you will be returned to your previous MoCoMotion window.