



Scholar Quick-Start: Instructor Basics

If you're new to Scholar, this is the least you need to know to prepare for classes.

Login

Also see the Knowledge Base Article, *Logging on to My Scholar Account*:
<http://answers.vt.edu/kb/entry/3369/>

Any supported browser is the starting point for entry. [Recommended: Internet Explorer 7.x or Mozilla Firefox 3.x and newer]

1. **Open a web browser**, such as Internet Explorer or Firefox
2. In the address field, **Type <http://learn.vt.edu/>**
3. In the middle of the screen, **Enter your username and password**
4. **Click *Login to Scholar***

Access a Course Site

Also see the Knowledge Base Article, *Accessing Courses in Scholar*:
<http://answers.vt.edu/kb/entry/3372/>

The sites to which you belong are displayed as tabs across the top of the screen. If you belong to more sites than can be displayed as tabs, additional sites are in the tab, ***My Active Sites***.



To enter your course, **Click the course tab** OR **Click the *My Active Sites* tab → Click course link**

Reorganizing the Site Tabs

Change the order of site tabs so that they are positioned most conveniently for you.

1. **Click *My Workspace***
2. In the navigation pane at the left of the screen, **Click *Preferences***
3. Near the top of the screen, **Click the *Customize Tabs* link**
4. In ***the Sites visible in Tabs list*** on the right, **Click a site you would like to re-order**
5. To move the item in the list, **Click an arrow button up or down as desired**.
Note: The first four or five items will appear as tabs across the top of the screen.
6. To save the changes, at the bottom of the screen, **Click *Update Preferences***

View and Print the Roster

Also see the Knowledge Base Articles, *Viewing a Course Roster*: <http://answers.vt.edu/kb/entry/3397/>
and *Viewing Student Profiles in Scholar*: <http://answers.vt.edu/kb/entry/3411/>

1. From the list of tools on the left side, **Click *Roster***
2. To view students' photo ID's, **Click *Pictures* link**
3. For a printable version of the roster, **Click the *Print Pictures in Single Column* button**
4. To print the roster, **Click the *Print* button**

Post a Syllabus by Adding an Attachment

Also see the handout entitled, *Displaying a web page, PDF, or Word file for your syllabus*

1. On the toolbar, **Click *Syllabus***
2. To start creating a syllabus item, **Click the *Create/Edit* link**
3. **Click the *Add* link**
 - a. In the *Title field*, **Type a syllabus title**
 - b. In the *Content field* we recommend **Type the text**, *To view and print the course syllabus, click the link below*
 - c. **Scroll down → Click *Add Attachments* → Click *Browse***
 - d. **Navigate to the location of the syllabus file → Double-click the file**
 - e. **Click *Continue***
 - f. **Scroll down → Click *Post***
4. To view the finished product, **Click the *Preview* link**

Send an Announcement

Also see the Knowledge Base Article, *Adding Announcements in Scholar*:

<http://answers.vt.edu/kb/entry/3419/>

1. From the list of tools to the left side, **Click *Announcements***
2. To begin adding a new announcement, **Click the *Add* link**
3. In the *Title field*, **Type an announcement title**
4. In the *Body field*, **Type the announcement details**
5. **Scroll down to the bottom of the page**
6. In the *Email Notification field*, **Click the dropdown arrow → Click *High-All participants***
7. To post the announcement for the course site, **Click *Add Announcement***

Remove Unused Tools from the List of Site Tools

Also see the Knowledge Base Article, *Using the Page Order tool to rename, reorder, hide, remove, and add tools to the menu in Scholar*: <http://answers.vt.edu/kb/entry/3510/>

1. In the list of tools on the left, **Click *Site Info***
2. **Click the *Edit Tools* link**
3. **Check the tools that you want the students to access**
Suggested list - Home, Announcements, Resources, Roster, Syllabus
4. **Uncheck the tools that you want to remove from the tool bar**
5. **Scroll down → Click *Continue***
6. **Click the *Finish***
7. **Refresh the browser page to view the new list of tools**

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