

University of Dayton Isidore Instructor Quick Start Guide

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Supported web browsers

- PC users: the latest versions of Google Chrome or Mozilla Firefox
- Mac users: the latest versions of Google Chrome or Mozilla Firefox

How to Log in

Open a web browser. Navigate to <http://isidore.udayton.edu>. Input your UD username and password into the corresponding text boxes located in the upper right corner of the screen. Click on the “Login” button or hit the enter key on your keyboard.

Trouble Logging In

Reset your UD password at <http://porches.udayton.edu> or contact the UD Help Desk at (937) 229-3888 or helpdesk@udayton.edu.



Reset button

If you're not sure where you're at, click on the Reset button to take you back to a familiar page in the tool in which you're working.



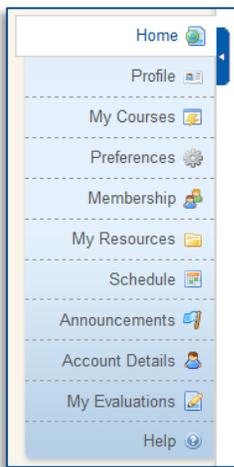
Help button

If you need help or have questions while working in Isidore, use the question mark buttons throughout the system. For detailed help, please visit:

<http://go.udayton.edu/isidorehelp>.

Understanding My Account

After logging into Isidore, you will automatically be taken to your own private space called My Account. This is the first tab on the left-hand side of the course bar. This is the space where the Isidore support team may post important messages. Additionally, this space may be used for the following:



- View a listing of courses you're a member of
- View an integrated calendar for all sites and add private entries
- Upload and manage personal files
- View announcements from all of your sites
- Create new Isidore sites
- Customize your Isidore settings

Course Tabs

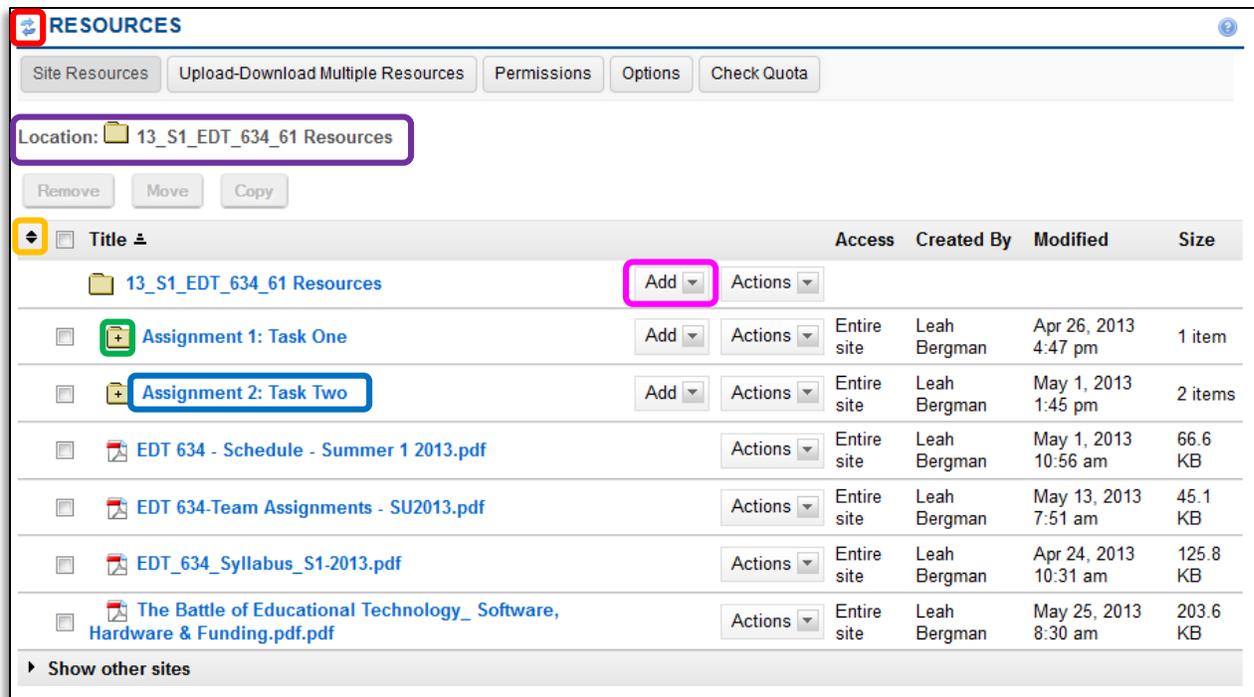
To access a course or site in Isidore, click on the course title from the tabs at the top of the page. Note that you may or may not be able to see all of your courses. To view course/sites that may not be listed in the tabs, use the "More Sites" tab (menu).

Note: Course sites are not viewable to students in most cases until 8:00 a.m. the morning the term begins.



Navigation

Isidore is designed to function independently of your web browser's buttons. When you are working with a tool and you want to return to a previous screen or step, scroll to the bottom of the Tool Content frame and click the Back or Cancel button. To restart the tool, click the Reset button at the top of the frame. Do not click the back button in your web browser.



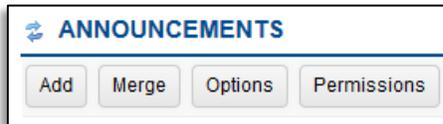
The screenshot shows the 'RESOURCES' interface. At the top, there are navigation buttons: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below this is a 'Location' field containing '13_S1_EDT_634_61 Resources'. There are 'Remove', 'Move', and 'Copy' buttons below the location field. A table lists resources with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The 'Add' button for the folder '13_S1_EDT_634_61 Resources' is highlighted in pink. The 'Assignment 2: Task Two' item is highlighted with a blue box. The 'Add' button for 'Assignment 2: Task Two' is also highlighted in pink. The 'Reset Button' is highlighted in red in the original image, but it is not visible in this screenshot.

Title	Access	Created By	Modified	Size
13_S1_EDT_634_61 Resources				
Assignment 1: Task One	Entire site	Leah Bergman	Apr 26, 2013 4:47 pm	1 item
Assignment 2: Task Two	Entire site	Leah Bergman	May 1, 2013 1:45 pm	2 items
EDT 634 - Schedule - Summer 1 2013.pdf	Entire site	Leah Bergman	May 1, 2013 10:56 am	66.6 KB
EDT 634-Team Assignments - SU2013.pdf	Entire site	Leah Bergman	May 13, 2013 7:51 am	45.1 KB
EDT_634_Syllabus_S1-2013.pdf	Entire site	Leah Bergman	Apr 24, 2013 10:31 am	125.8 KB
The Battle of Educational Technology_ Software, Hardware & Funding.pdf.pdf	Entire site	Leah Bergman	May 25, 2013 8:30 am	203.6 KB

- A. **Reset Button** – returns to the starting page of the tool, cancels current actions and collapses all folders.
- B. **Expand/Collapse All Folders Button** – displays or hides all content in current Location.
- C. **Expand/Collapse Individual Folder Button** – displays or hides content in one particular folder in current Location.
- D. **Folder Title** – changes the display to show only the items in a particular folder.
- E. **Location Link** – returns view to selected folder
- F. **Add Drop Down Menu** – upload and manage course content

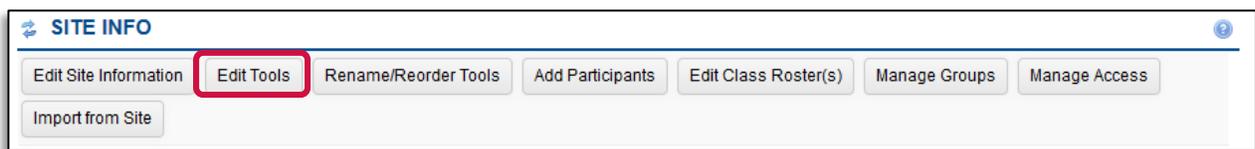
Administrative Buttons (Instructional Staff only)

Allows instructors to customize tools and edit content. These blue links at the top of every tool are only seen by instructors.

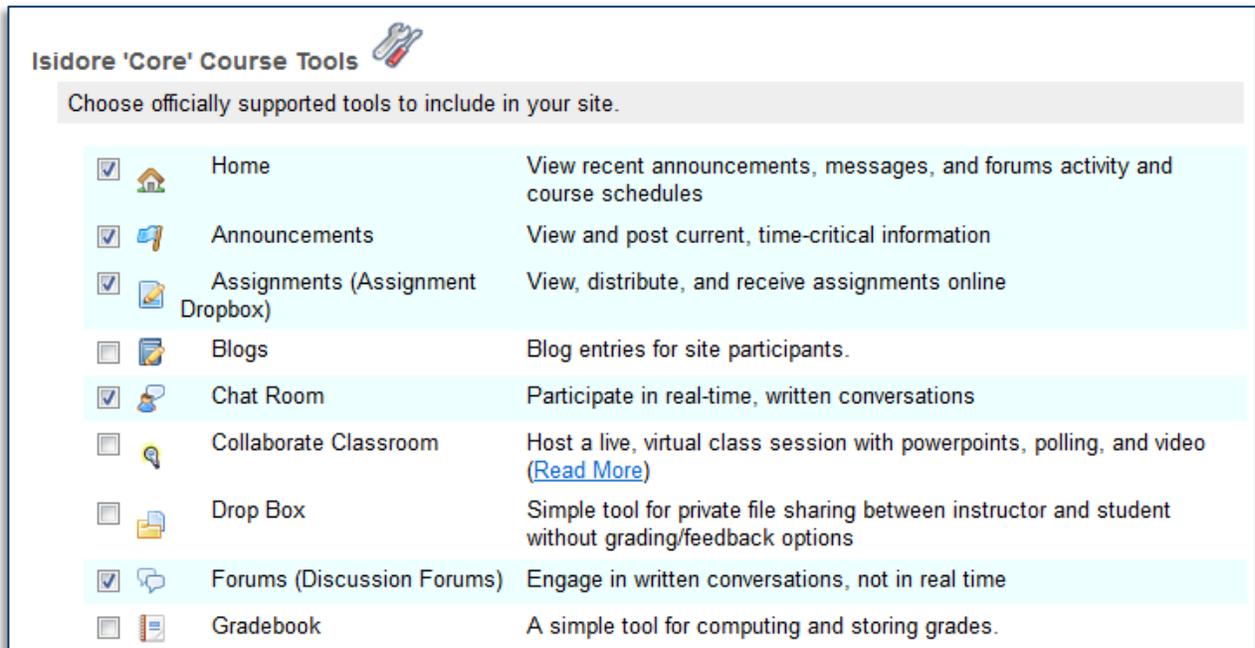


Adding / Removing Site Tools

1. Go to the desired course site and click the **Site Info** link in the left navigation bar.



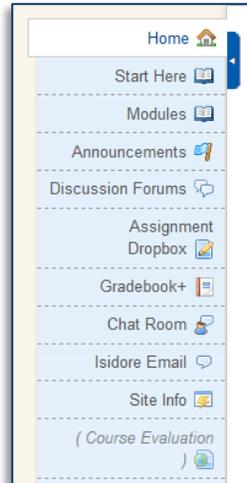
2. Click on the “Edit Tools” button. To remove a tool from your course site, uncheck the box next to the name of the tool.



3. Click **Continue**.
4. Click **Finish**.

Course Screen

Once you've added tools to your site they will show up in the left side menubar. You will use this menu to navigate to different areas of the course.



Instructors have the ability to add or remove and these tools and others in their Isidore courses. Because of this, the menu options in your course may differ from the example above.

Site Participants

Course rosters are automatically added to sites during the creation process. Students that add a course late will automatically be added to your course site within 15 minutes of registering. Instructors may add participants to their site by clicking on the "Add Participants" button in the Site Info tool. Participants may be added by their UD username, official UD email address, or ID number. Non-UD participants can be added using their personal email addresses.

Site owners can view their site participants at any time under the **Site Info** tool.

If you have any questions or problems while working in Isidore please contact the ELearning Lab at (937) 229-5039 or elarning@udayton.edu.