For Students

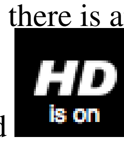
Overview

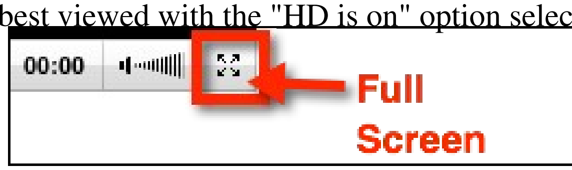
If your professor is giving you this document, he/she has set up a course website in the CLE*W* environment to assist you in your learning of the course material.

CLE*W* stands for **Collaboration and Learning Environment Windsor**, the place where learning resources are posted and online collaboration takes place for your course. It is completely web-based, therefore you will need to have a reliable connection to the Internet and a device that enables interactivity to do so.

(**Note:** clicking on the images in this article will enlarge them. Click the back link on your browser to return to the article.)

Introductory Video

This video will help show you with a quick introduction to some of the features available in CLEW. More detailed instructions on how to complete a task in CLEW are available in this CLEW Help Wiki, which contains a search option in the upper right corner of this page. Also, if you click the Main Page, there is an entire section for students on the right side. The video is best viewed with the "HD is on" option selected 

, and it can be maximized for your screen by clicking the 

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Loading video, please wait...

Logging In:

You will need your **UWin ID** and **password** to access your CLE*W* course site.

Your UWin ID is the first part of your University of Windsor email address, the part before ?@uwindsor.ca?. Your password is usually the same one you use to access your Webmail.

If you wish to login to CLE*W*, you can use this link: http://clew.uwindsor.ca

If you have difficulty logging in:

1. Verify that you are only using your UWin ID, not your entire email address. (The UWin ID is the part *before* the @uwindsor.ca)
2. Test your UWin ID login at this website: http://www.uwindsor.ca/verifypassword. If your password is incorrect, follow the link to reset it.
3. If you continue to have difficulty logging in, contact the HelpDesk at ext. 4440 or helpdesk@uwindsor.ca.

Finding Your Course Website:

There are a number of ways you can find your CLE*W* course website.

Method #1 (General):

1. In your web browser, enter http://clew.uwindsor.ca (You can bookmark this Web page for easy future reference.) This will take you to the Gateway or the main log-in page.
2. Type your **UWin ID** and **password** into the appropriate boxes and click **Log In**. This will bring you to the **My Workspace** page.
3. You will see tabs along the top of the page. On the left you?ll see the **My Workspace** tab. On the right you?ll see a **More Sites** tab. In between these two tabs you may see up to four tabs for your course / project sites. If your course appears on one of these tabs, click on the tab. If your course is not on one of these tabs, click the **More Sites** tab. You will see a list of courses in which you are registered and possibly project sites. Click the course title of the site you want to open. This brings you to the home page of the course website.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

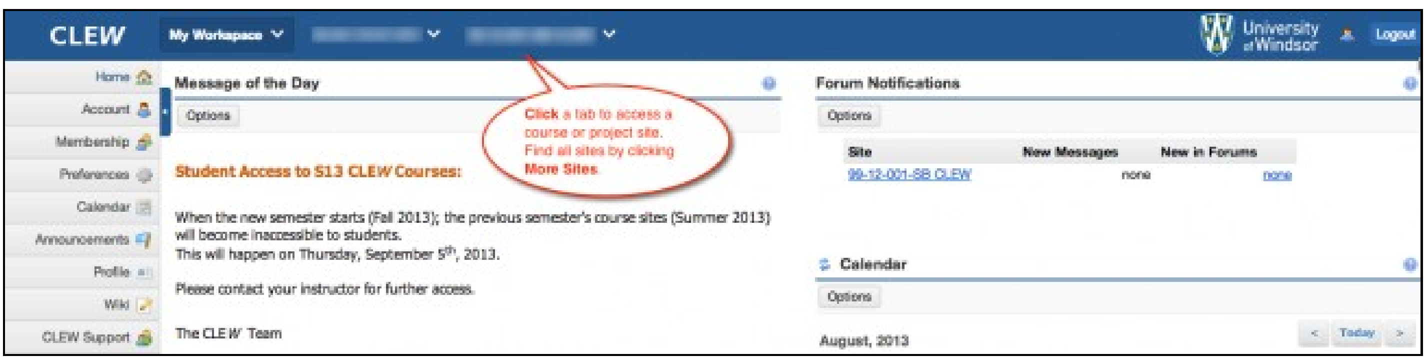


Figure: How to access sites through tabs

Method #2 (through the Student Portal):

1. Once you have logged into your portal, you will see the link to CLE*W* near the top of the left-hand menu. **Click on the link to CLE*W***. You will not need to log in again. You will be brought to your **My Workspace** page.
2. You will see tabs along the top of the page. On the left you?ll see the **My Workspace** tab. On the right you?ll see a **More Sites** tab. In between these two tabs you may see up to four tabs for your course / project sites. If your course appears on one of these tabs, click on that tab. If your course is not on one of these tabs, click the **More Sites** tab. You will see a list of courses in which you are registered. Click the course number of the course you want to open. This brings you to the home page of the course website.

Method #3 (through Class Notes):

1. On the Class Notes website (www.uwindsor.ca/courses), find the course you want and click on its link.
2. Click on **Course Website**.
3. Type your **UWin ID** and **password** into the appropriate boxes and click **Login**. This will brings you to the home page of the course website.

Method #4 (Course specific):

1. If your instructor provides you with the URL of the course site, you can enter that address into the address text box in your web browser.
2. You will be asked for your **UWin ID** and **password**. Enter them in the appropriate boxes and click **Login**. This will bring you to your course website home page. (You can bookmark this web page for easy future reference.)

Can?t Find Your Course Website?

- If you see *Course website not available* in "Class Notes" your professor either is not using a website for this course or has not yet made his/her course website available to students.
- If you don?t see a tab with the course number in CLE*W*'s "My Workspace", or if you do not see the course listed when you click on **More Sites** tab, check that you are registered for the course. You can verify your registration through the SIS site.
- If you have confirmed registration and you still don?t see your course listed in "More Sites", your professor either is not using a website for this course or has not yet made his/her course website available to students.
- Check the " All my sites" tab. If you are enrolled in more than four sites, you can find your other sites in the "All my sites" tab. You are able to reorder these tabs through **Preferences**.

Note: Only four sites will be present in the top Tab Navigation bar.

Web Browsers

Supported Browsers for CLEW

Some Web browsers work better with CLEW than others.

Note: To determine which browser version you're running, on a *Windows* computer, click **Help**, and then click **About Internet Explorer** or **About Mozilla Firefox**. On a *Mac*, from the Firefox menu, select **About Mozilla Firefox**.

CLEW (Powered by Sakai CLE) is designed to work with modern browsers. You should be safe with the latest versions of the following:

- Firefox (Mozilla),
- Safari (Apple),
- Chrome (Google), and with
- IE 10, IE 9 (Microsoft Internet Explorer aka IE) and IE 8.

CLEW (Powered by Sakai CLE) does not work with IE 7 and earlier nor with Firefox 10 and earlier.

Other Considerations
Note: You may get *unexpected results* if you use two browser windows to access the same tool at the same time or use multiple tabs. For best results, use **only one browser window** to work in the application.

You will need internet access and a Web browser. Some Web browsers work better with CLE*W* than others. See the inset at the right side of the page to help you determine the best browser for you.

Tools: Access Tools for Each Site in the Left Menu

Each site will feature a number of tools, which may very from site to site depending on the settings set by the instructor. These tools appear in the left hand menu. Clicking a tool will open the tool in the main content frame. Tools may also offer a gray toolbar for special options.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

Accessing Site Tools
Figure: How to access tools for each site

- **Left Menu**: In More sites, you will find a left menu with tools or options for the site. Instructors and site owners can customize and reorder the tools.
- **Toolbar**: Each tool has different capabilities. Some tools will allow you to define settings or access additional information. You will find these features in a gray toolbar below the tool's page heading.
- **Reset Button:** As you navigate a tool, Courses will remember where you last were. If you navigate away and then return, Courses will try to bring you to the last page you visited. If you ever need to return to the home page or main area of the tool, click the blue reset button.
- **Built in Help**: Need assistance? Look for the blue question mark icon. Clicking the blue question mark will open the built-in help window of Courses. By default, it will open the help information for the tool you are currently using. You can also search for other help information.

Customize Tabs: Order or hide your course or project sites

Preferences Overview
Figure: Preferences Overview

You can control which site appear as tabs and how many tabs to display. Since tabs are ordered alphabetically by default, it can be very helpful to reorder or even hide sites. At the start of each new academic term, we recommend that you reorder your tabs so that the most current course or project sites appear for you. (**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

Instructions

1. Click **My Workspace** tab.
2. Click the **Preferences** tool in the left menu.
    - ♦ The **Customize Tabs** page should appear. If it does not, click the **Customize Tabs** menu button or the blue reset button next to the **Preferences** heading.
        - ◊ To change how many tabs appear, select the **number of tabs** in the drop-down menu in the **Tabs displayed** box.
    - ♦ To reorder a site: in the **Active Sites** window, click the site name you wish to reorder. Then, click the up or down arrow buttons to move a site to a desired location.
    - ♦ To hide a site, in the **Active Sites** window, click the site name of an unused or older site that you wish to hide. Use the single left or right arrow buttons (< or >) to move sites into or out of the **Hidden Sites** window
3. Click **Save** when done
4. Your change(s) will appear once you click on another left menu tool or another site tab.

Editing Notifications

Change How You Receive "Low" Priority Messages

Your instructors or other site owners can send you alerts when they post announcements or upload files. If they send you a "low" priority message, you can choose how to receive these messages. The options are: separate messages, a daily summary of all messages, or don't send any low priority messages. If they send a "high" priority message, however, you will always receive the e-mail.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

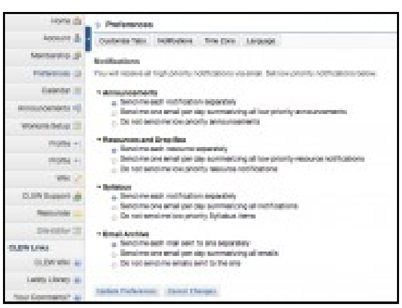


Figure: How to change how you receive low priority messages

Instructions

1. Click the **My Workspace** tab
2. Click **Preferences** in the left menu.
3. Click **Notifications** in the gray toolbar
    - ♦ For each avaiable tool, select your desired choice: "send me each resource separately", "send me one email per day summarizing all low priority resource notifications", or "do not send me low priority resource notifications".

4. Click **Update Preferences** to save the new preferences, or **Cancel Changes** to revert to previous settings.

Profile: Limit who can search and View Your Information

Profile tool has social media type connections, privacy settings you can set, ability to upload profile pictures, post on someone's wall, control your connections and more!

Profile Highlights

Using Profile, you can:

- Create your own personal profile
- Add an image to your profile
- Post status updates (even to Twitter)
- Search for people with common interests
- View other people's profiles
- Add people as connections
- Manage your pictures, and view other people's pictures
- Send messages to your connections

In addition, you have a comprehensive set of:

- Privacy controls so you can decide who can see the information you have posted, and
- Preferences where you can configure various settings like your Twitter details (if you have a Twitter account), and what emails you'd like to receive from your connections.

Choose one of the items above to learn more about how to use Profile. Full details about the Profile tool available in the Profile article. Profile is the social networking tool for Sakai. The Profile tool allows members of the University of Windsor community to search for people by name or common interests, view their profiles, view their connections, add them as a connection, send personal messages, and much more. You can update your status and have it sent on to your Twitter account. The Profile tool has privacy by design and is ?completely opt-in?, requiring interested community members to modify their Profile permissions and to add information before it can be shared.

Profile: Limit who can search and View Your Information

Profile is the social networking tool for Sakai. The Profile tool allows members of the University of Windsor community to search for people by name or common interests, view their profiles and pictures, view their connections, add them as a connection, send them messages, and much more. You can also update your status and have it sent on to your Twitter account. The Profile tool has privacy by design and is ?completely opt-in?, requiring interested community members to modify their Profile permissions and to add information before it can be shared. You may set your privacy options via **My Workspace** for the tool so that you can choose what information to share and with whom to share it with.

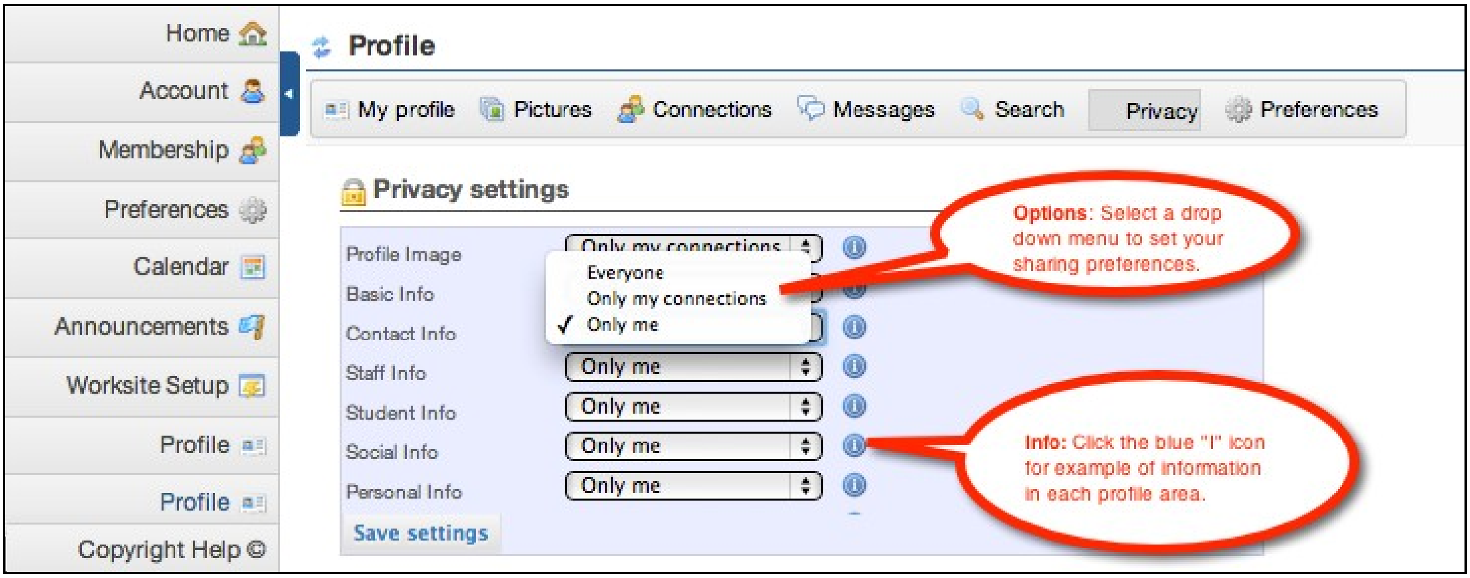


Figure: Limit who can search and view your information

Instructions

1. Click the **My Workspace** tab
2. Click **Profile** in the left menu
3. Click **Privacy**
    - For each option, select the drop down menu and set your preference
4. Click **Save settings**

Activating and Using the Profile Tool

If **Profile** is not already visible on your **My Workspace** site:

1. Click **Site Editor** then **Edit Tools**
2. Ensure that **Profile** (with the description of: edit your profile, post status updates, search for people with common interests, view their profile and add them as connections) has a check mark beside it
3. Click **Continue**
4. Click **Finish** to complete

Editing your profile

To edit your profile:

1. Hover over any of the information sections and click **Edit**.
2. Update your information and click **Save changes**.

Any fields you leave blank will be left out of your profile view.

You can also configure what information in your profile other people can see on your Privacy page.

Uploading an image

To upload an image:

1. On the profile page, hover over the profile image panel and click **Change picture**.
2. A new panel will appear underneath. Depending on your browser you will be able to click **Choose file** or **Browse** to open a window to locate an image on your computer.
3. Select your picture.
4. Click **Upload** to upload your image.

The image you choose must be a valid image, ie JPEG, GIF or PNG and must not be larger than the maximum size set by your system administrator (default is 2Mb).

Adding an image via URL

To add an image via URL:

1. On the profile page, hover over the profile image panel and click **Change picture**.
2. A new panel will appear underneath. Type in, or paste the URL to the image in the field provided.
3. Click **Upload** to upload your image.

To post a status update

1. On your **Profile** page, type something in the status box provided, that says **?say something?**.
2. Click **Say it** to post the update.

Note: you can only enter 140 characters, as this is the limit for the allotted characters on twitter

Searching for people

To search for people by name or email

1. On the **Search** page, type their name, email or part thereof, into the **person's name or email** search box.
2. Click **Search by name or email** to find people that match your search parameters

The list of results will be returned underneath the search box. If your search returns too many results, you'll be prompted to refine your search.

When you search, you might have the option to **Add them as a connection** or **View their connections**. See below more for information on these actions.

Note: Depending on each person's individual privacy settings, what you see in the search results may be restricted. You too can control who can find you in searches and what other people see of your own profile in your privacy settings.

Sending a message

To send a message:

1. Click **Compose message**.
2. A new panel will appear underneath. Start typing the name of one of your connections to get a list of connections you can send a message to, then select them from the list.
3. Enter a message an optionally the subject.
4. Click **Send message** when finished, and your message will be sent.

Reading and replying to your messages

To read your messages:

1. Click **My messages**.
2. If you have any messages, they will appear. Threads with unread messages will be highlighted.
3. Click the subject of the message to open the thread.
4. Here you can read the message and see the rest of the thread.
5. If you want to reply, enter a message in the box and click **Send message**.

Instructions

1. Click the **My Workspace** tab
2. Click **Profile** in the left menu
3. Click **Privacy**
    - For each option, select the drop down menu and set your preference
4. Click **Save settings**

Drop box: Share documents privately with Your Instructor

The Drop Box is a simple tool to allow you to share documents privately with your course instructor. You can upload documents for your instructor to review. Your instructor can also upload files for you through the Drop Box, too.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

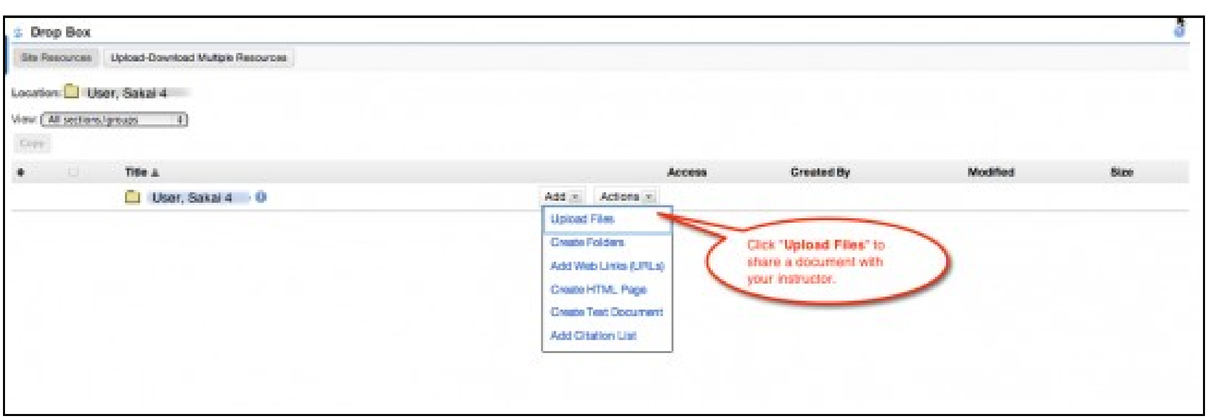


Figure: How to add a file to Dropbox

Instructions

1. Click the tab for your course or project site.
2. Click **Drop Box** in the left menu.
3. Click **Add**.
4. Click **Upload Files**.
5. Click **Choose file**.
6. A popup window for your computer's hard drive will appear. Select a file, and click **Open**.
   - **Note**: Whether you are uploading one or more files, your total upload cannot exceed 50 BM.
7. Select **Send an email notification to the instructor(s)** if you want to send a notice to your instructors.
8. Be sure to chose a copyright status, and select whether or not you would like that status to be viewed by those accessing the file.
9. Click **Upload Files Now**.

Forums

Contribute to Class Discussions

The forums tool allows your class to engage in online, threaded discussion. (**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

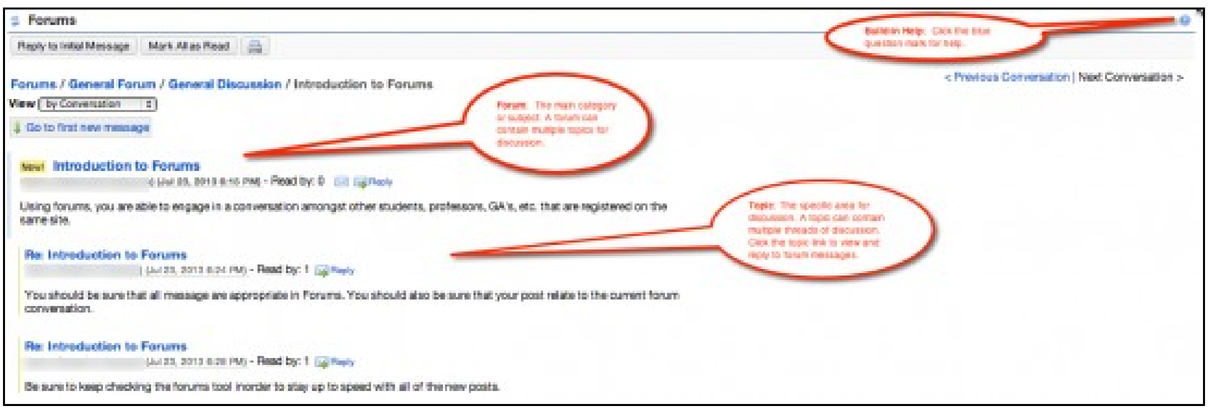


Figure: Forum View

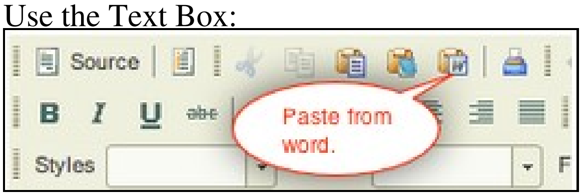
(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

Figure: Topic View

Reply to a Thread

Instructions

1. Click the tab for your course or project site.
2. Click **Forums** in the left menu.
3. Click the topic **title**.
4. Read the messages.
5. Click **Reply** in the right of the message title.
6. Use the Text Box:



   - For the best experience, we recommend that you first write and save your work in a word processor, like Microsoft Word. Once ready, you can copy your material and "Paste from Word" into the text box.
   1. **Copy** your text from the word processor.
   2. Click in the text box.
   3. Click the tool **Paste from Word.**
   4. Click in the Paste from Word popup window.
   5. Paste your work [Ctrl+V (PC) or Command+V (Mac)].
   6. Click **OK.**
7. Attach a document (optional):
   1. Click "**Add Attachments.**"
   2. Click "**Choose File**."
   3. Select the file from your computer and click "**Open**."
   4. Wait for the file to upload.
   5. Click "**Continue**."
8. Click **Post Message**.

Gradebook

The Gradebook allows your instructor(s) to securely share grades and feedback with you.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

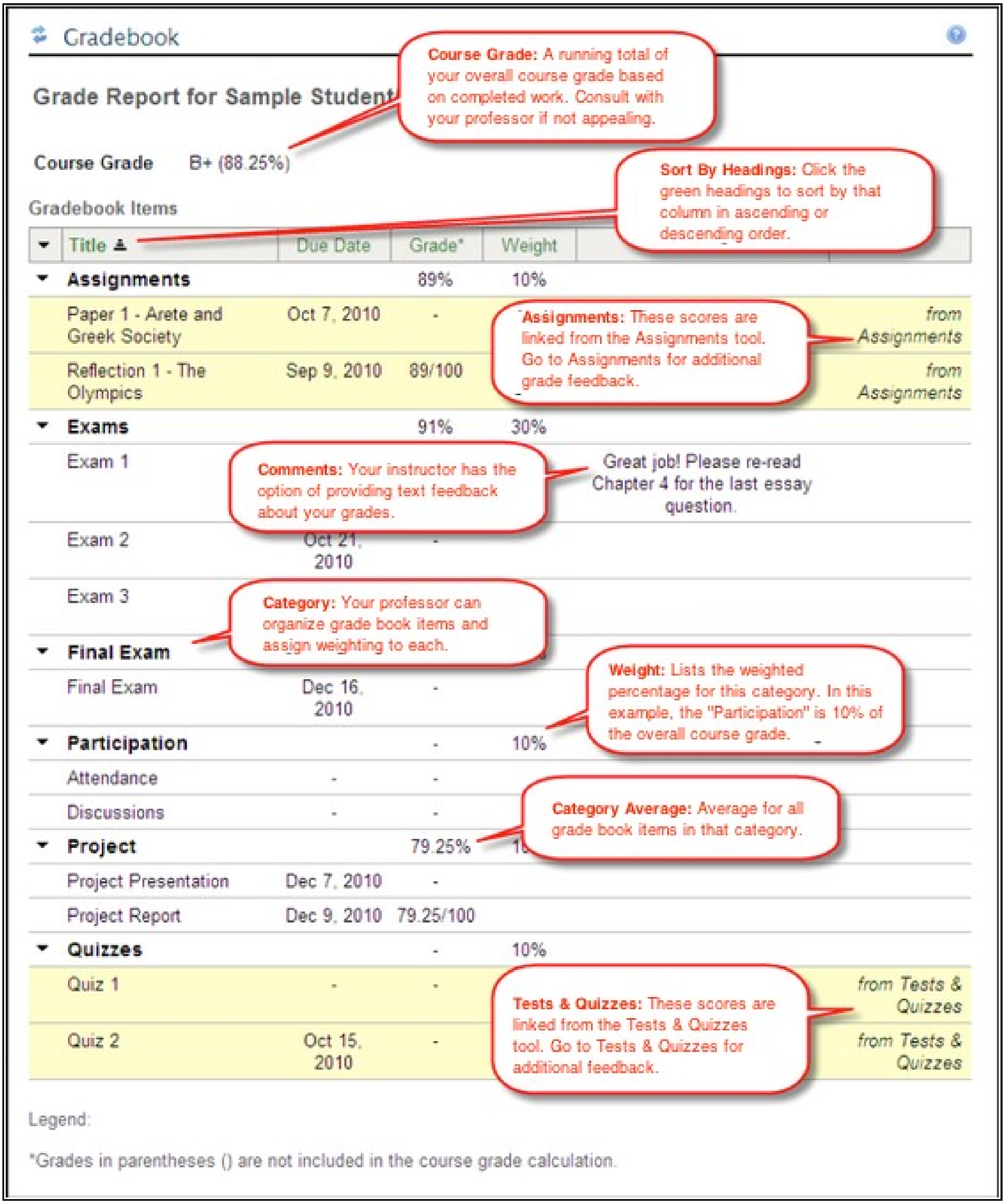


Figure: Sample Gradebook with weighted categories

View Your Grades

1. Click the tab for your course or project site.
2. Click **Gradebook** in the left menu.
3. Review your grades.

Resources: Access Course Documents and Links

The Resources tool is where your instructor will share documents, web links, and other resources with you. Optionally, your instructor can create a group folder so that you and select classmates can share documents and collaborate within the course site.

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)

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Figure: Accessing Site Resources

Downloading a File

1. Click the tab for your course or project site.
2. Click "**Resources**" in the left menu.
3. Click the folder name or expand the folder by clicking the folder icon, if applicable.
4. Click the document title.
5. You may "**Open**" or "**Save**" the file. We recommend that you "**Save**" the file. By saving the file, you will be able to select the best location so you can find the file easily in the future.

Tests & Quizzes: Take an Assessment

Test Taking Tips BEFORE YOU START YOUR TEST OR QUIZ

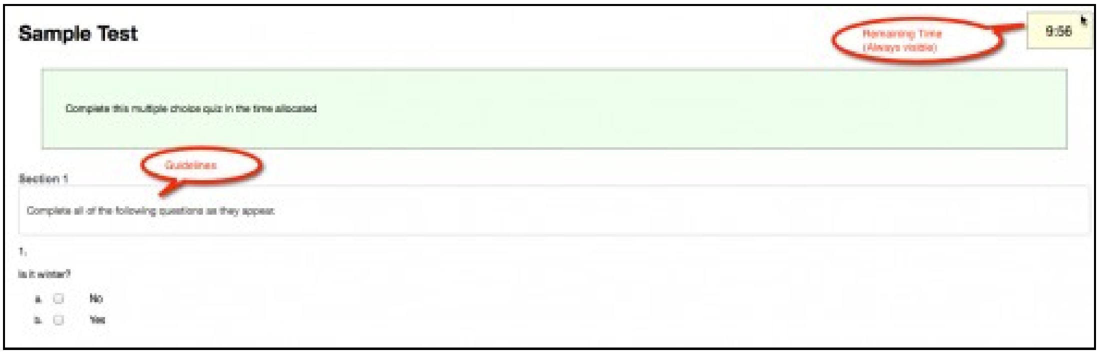
1. **READ ALL INSTRUCTIONS AND QUESTIONS CAREFULLY.** We cannot stress this step enough. The most common reason why students do not perform well on assessments is because they skip or rush through instructions or questions.
2. **Study and be prepared before you begin**. The same preparation you put into a classroom- based exam is required for online assessments. Be sure to study and be ready for your exam before you begin.
3. **Use a reliable Internet connection and plug in your laptop**. We recommend that you use a wired Internet connection when taking an online assessment, if possible. Also, if you are a laptop user, be sure to use your AC power adapter. You may lose work if you lose your network connection or power during a quiz or test.
4. **Use a supported Web browser that is properly configured** Be sure to use a supported Web browser. You must also allow cookies, JavaScript, and Java.
5. **Close all other browser windows and tabs.** For the best experience, we strongly recommend that you use a single browser window to take your assessment. Close all other windows and tabs to avoid difficulties or interference from other Web sites. Finally, do not open the CLEW site in multiple tabs or you may lose work.
6. **Disable third-party browser security add-ons or applications**. To complete your online quiz or test, you need to submit the assessment online. Some browser toolbars, add-ons, or internet software may block pop-up messages or filter information you submit online. These tools could interfere with your assessment. We recommend that you temporarily disable any Web filtering or pop-up blocking software while you take your quiz or test.
7. **Log directly into CLEW**.

DURING YOUR TEST OR QUIZ

1. **Do not use your browser's back button.** When navigating your online exam, only use the navigation buttons within the exam itself. Do not use the "back" or other buttons in your Web browser since you may lose your work.
2. **Be mindful of your time**. During your online exam or quiz you should pay attention to the assessment deadline or any visible timer.
3. **Write short answer or essay questions in a word processor or text editor and then paste into the CLEW text editor.** As a best practice, we recommend that you compose and save your written work frequently in a word processor. This way you'll have a backup copy of any short answer or essay questions in case of a problem with your computer or your network connection.
4. You must click **Submit Your Answers** to receive credit for your test or quiz.

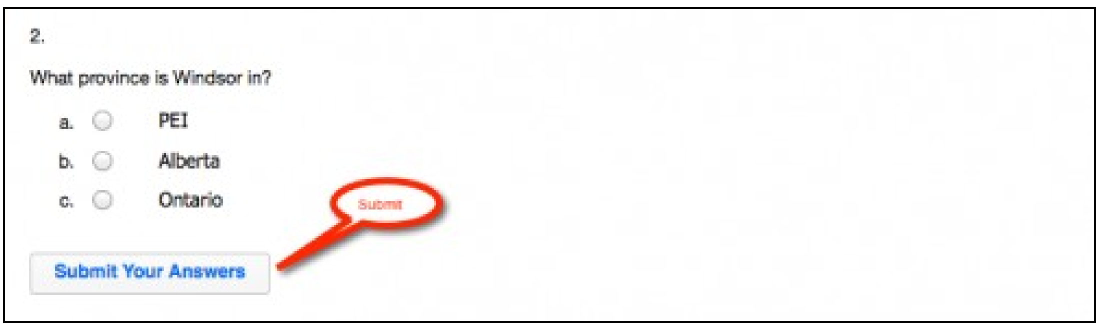
What to Expect Beginning the Assessment

After clicking on the **Start** link, the assessment is officially running and the first page is displayed. You should be able to see an interface as shown below. You can see a running clock in the upper right corner of the page (if there is a time limit), indicating the remaining time to complete the assessment, as well as the assessment identification and its guidelines. Information, instructions or case studies will be placed ahead of the first question.



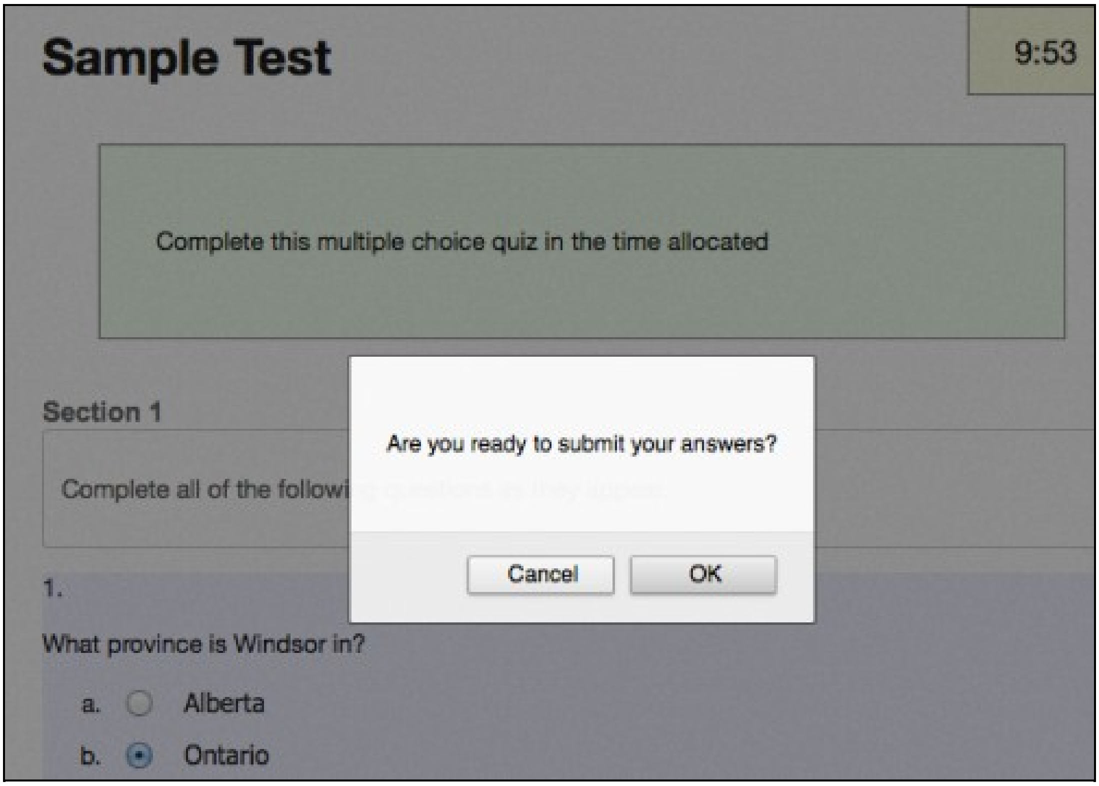
Typical Interface

To submit your answers click on the **Submit Your Answers** button at the end of the page. Notice that the clock will be always visible for timed assessments, indicating the official remaining time for the assessments as the image below demonstrates.



Quiz/Test Submit Button

Note: The clock ***cannot be paused*** by minimizing the browser or other means. The image below shows the prompt to confirm submission of your answers.



Quizzes & Tests Confirmation Dialog Box Message

Once the time specified for the assessment is over or if you did not submit your answers by clicking on **Submit Your Answers** button, the evaluation will close automatically preventing any further changes and auto-submit. The information may or may not include the results of the assessment (depending on what the instructor has requested). The following image illustrates the final screen of the assessment with optional information that may/may not be configured by the instructor.

Quizzes & Tests Final Score Information (Optional)

Important: Do not leave the assessment webpage until you have submitted your results. Reloading or navigating away will result in the loss of the data previously entered. All retake attempts/requests are **only approved by your instructor,** therefore please contact them directly if this applies to you.

Course Basics

Assignments: Submit your Coursework

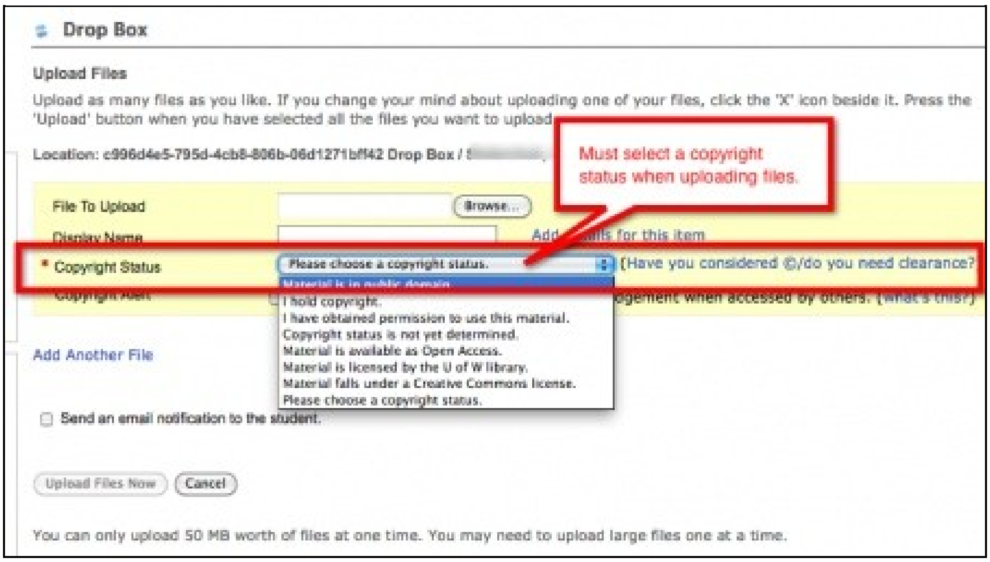
The assignment tool is a helpful feature that allows your instructor to gather your coursework electronically. In addition, your professor can also securely share feedback and grades with you.

Avoiding Formatting / Copy / Paste Problems

CLE*W* uses a **text editor** that provides several formatting options. The text editor is available to students within several tools such as Assignments, Forums , Discussions, Calendar (My Workspace) and some other locations. Students may occasionally experience problems when pasting content into the editor, creating links or when trying to upload an image. To avoid these problems, please review the article on using the Text Editor.

Copyright Status Selection

(**Note:** clicking on the image will enlarge it. Click the back link on your browser to return to the article.)



Copyright status needs to be chosen when uploading files in Drop Box (or in the Resources tool found in My Workspace)!

In order to comply with the Copyright Act you must select the copyright status of files that you upload to the CLE*W* site using the Drop Box (what most students would use), Resources and Lessons tools (if you have been given the technical permissions to do so). You will also be reminded about your copyright obligations with other tools with upload capabilities such as Forums, Discussions, Assignments, etc.

The Leddy Library has a great web site with all of the options explained clearly, and information about the Fair Dealing Policy we operate under.

For the most part, documents you upload to Drop Box, or other places in CLEW, will be material that* you *have created. This means that the correct selection will be "I hold copyright."

To become more familiar with other options, visit the Copyright & CLE*W* web page http://web4.uwindsor.ca/units/leddy/leddy.nsf/Copyright&CLEW}}

Course Outline or Syllabus:

Usually, instructors will post their Course Outline or Syllabus using the Syllabus tool. To access it, click **Syllabus** in the left-hand menu. You should see the course outline. If there is an attachment, click on the name of the attachment to open it.

Instructors may choose to post their Course Outline or Syllabus in a place other than the Syllabus tool. For example, you may find the Course Outline in Announcements, Resources, or Lessons.

Accessing Material Posted on the Course Site:

To access the material your instructor has posted for you, click on the appropriate tool in the left-hand menu.

The most commonly used tools your professors will use to post course material are "Resources", "Content Viewer", and "Lessons". If you do not see the tool in the left-hand menu, your professor is not using it.

Resources

This is where most instructors put lecture notes, handouts, and various other materials to help in your studies.

1. Click on **Resources** in the left-hand menu. You may see material organized into folders or several files.
2. To view what is in a folder, click on the folder?s name.
3. To open any of the documents posted in "Resources" click on the name of the document.

Lessons:

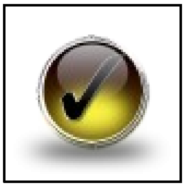
You may find lecture notes, handouts, and various other materials within "Lessons" instead of "Resources" or in addition to "Resources".

1. Click on **Lessons** in the left-hand menu. You will see material organized into modules or lessons.
2. To view the contents of a module or lesson, **click on a module title**.
3. Then click on the name of each content section to view it.
4. To proceed to the next content section, click **Next**. To return to the list of modules or lessons, click **Table of Contents**.

Email

If you see "**Email**" in the left-hand menu, you may use this tool to email your professor through CLE*W*. See the Email Instructors article for more information.

1. Click **Email** in the left-hand menu.
2. Click in the **To:** section, either "All", "Roles", "Sections" or "Groups" depending on who you want to access.
3. Place a **check mark beside the name** of the person you wish to email by clicking in the box, or type their email under **Add Other Recipients**.
4. Enter a subject in the **Subject** text box.
5. Enter your email body in the **Message** text box.
6. If you want to include attachments, click **Attach a File**, **Choose File**, locate the file on your computer and double click on the file?s name. The maximum upload file size is 10 MB.
7. Click **Send** when you are ready to send the email. If you check the box next to **Send me a copy**, a copy will be automatically sent to your UWin account.



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