Getting Started Guide: TEL Library Courses

Pawhuska

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Overview

Welcome to TEL Library! Each TEL Library Course contains:

- Modules that divide the content of the course into major themes;
- Lessons that divide the modules into digestible content for the learner;
- Read and Expand sections that present lesson content and glossary terms;
- Watch sections that give a video presentation overview of the lesson content;
- Check Your Knowledge exercises which are three question quizzes to help you review the information in the lesson;
- Lesson Toolbox that contains additional resources to help guide the learner in understanding;
- Glossary for each lesson and module to define the major concepts presented in the lesson.

Technical Requirements

This course is delivered 100% online and you will be required to have access to a computer, laptop, or web-capable mobile device — along with consistent access to the internet — to access material.

To access materials including content, video, and quizzes you will need to be logged into your TEL Library account and enrolled in the course. Although you can access some material without being logged into your TEL Library account, you will need to be logged in to access the entire course.

Learning Strategies

Here are some strategies to help you understand the material in this course.

1. **Note taking** You should be taking notes as you review each module. If you have not taken notes, it is a good practice to go back and review/write down all of the major concepts that have been discussed in each lesson. If you have taken notes, go back and review the notes by reframing the keywords and concepts in a way that helps you remember them.

2. **Concept Map** You can create a concept map to help you see the relationships between concepts. There are many tools you can use to create a concept map, ranging in sophistication from paper and pencil to google docs or slides. Check out this example of a concept map.
3. Mnemonic Devices Another strategy is to create mnemonic devices to help you remember names, dates, orders, and processes. Check out this video about what is a mnemonic device, examples, and how to create them.

4. Sketchnoting You can also break down concepts into “sketchnotes” to help you create a visual representation of what you have learned. Sketchnoting is similar to concept or mind mapping. You can also connect your sketchnotes digitally to resources found in the lesson toolboxes.

   - Check out this video that explains what sketchnoting is and how it can be used to help you study. This video explains how to sketchnote without drawing.

5. Quiz Yourself Review the Check Your Knowledge and make sure you check the feedback for the right/wrong answers. You can test yourself by re-taking the Check Your Knowledge quizzes or by making flashcards. Ask a friend or family member to help by quizzing you with the flashcards. You can also make flashcards online using a variety of free programs.

Navigating Your Course

This Getting Started Guide will give you a step-by-step look at how to access our courses and find everything you need to know for a course.

Please click on this link to be able to get to our website: pawhuskadistrict.tellibrary.org/

You can log in with your school email address, and default password. Default passwords are created from the first 4 letters of your Last Name, and the last 4 digits of your Pawhuska Schools Student ID Number. For Example, a student named John Smith who has an ID number of 123-45-6789, would have a default password of smit6789.

How To Access Your Course

Once you login, you can access your course by going to “My Courses” at the top of the page.

Clicking on this link will take you to the homepage of your courses:
If you scroll down, you will see a box titled, ‘My Courses’:

If you click on the course link under “Registered Courses,” you will be directed to the course homepage:
How to Navigate a Course

Once you are on the course home page, you will find tabs for an introduction to the course, learning outcomes, documents, and support underneath the title of the course.

The Course Introduction section gives you an overview of the course along with information you need to know before you use the course.

The Learning Outcomes section gives you an idea about what you should have learned by the end of the course.

The Documents section contains a pdf version of the course’s table of contents.

Lastly, the Support section provides TEL Library’s support email in case you have any problems or technical difficulties.

Modules

If you scroll down the course home page, you will see a box titled “Course Content” with the modules of a course listed underneath. Click on any of the modules to access the module homepage.
Once you arrive at the Module homepage, it should look like this:

On this page, you will find a “Getting Started” section. Underneath that section, you will find the module introduction, outcomes, glossary terms, and toolbox. The outcomes, glossary terms, and toolbox contains all of the materials from each lesson in that module. You can navigate
between modules by scrolling to the bottom of the page and clicking on previous module or next module below.

Lessons

If you scroll down further on the module home page, you will see a box with a hyperlink for each lesson. You can click on any of the lesson titles to be taken to that particular lesson:

<table>
<thead>
<tr>
<th>MODULE LESSONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Introduction to TEL Library Courses</td>
</tr>
<tr>
<td>○ Developing a College Mindset</td>
</tr>
<tr>
<td>○ Becoming a Successful Online Learner</td>
</tr>
<tr>
<td>○ Finding and Using Evidence Effectively</td>
</tr>
<tr>
<td>○ College Success Module 0 - Evidence and Assessment</td>
</tr>
</tbody>
</table>

Mark Complete

You may also use the Course Navigation toolbox at the top-left of the page to access the lessons:
Course Progress

Course Navigation

- Module 0 - College Success
  - Introduction to TEL Library Courses
  - Developing a College Mindset
  - Becoming a Successful Online Learner
  - Finding and Using Evidence Effectively

When you click on a lesson, it should bring you to a page that looks like this:
Every lesson has a box called "Lesson Content" and has five sections: Inquire, Watch, Read, Reflect, and Expand. Read through these sections in order by clicking each box to expand it and access its content.

Once you have completed all of the sections, you can take the Check Your Knowledge activity to test your understanding of the lesson content.

Lastly, if you need additional resources, glossary terms, or to know the license and citations of the lesson, you can access them under “Lesson Resources”.
Once you are finished going through a lesson, you can access the next lesson by clicking “Next Lesson” at the bottom of the page, or use the Course Contents toolbox to the left of your page. You may also access previous lessons by clicking “Previous Lesson”.

Other Helpful Tools

You may notice a black box at the bottom of the page that says, “Take Notes.”

If you click on it, it will create a small window that will allow you to type notes. Remember to save your notes when you have finished typing them.

There are two methods to access the notes you have created. First, any individual page will show the saved notes for that page when you open the notes window.
Second, you can access all of the notes you have created by going to “My Courses” at the top right of page and scrolling down to the box that lists My Courses and My Notes. Click on My Notes and you can see all the links to all of the notes you have created.

By clicking on each link, it will direct you to another page that allows you to see the notes you created:
Support Information

If you have any questions about the course or have a technical issue, please contact our support team. You can do this by using the form at the bottom of every Course/Module/Lesson pages. Simply fill in all the needed information and a ticket will be sent to our support team. We will respond within 24 hours of any inquiry during our business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. CDT.

Get Help – Ask a Question

Use the form below if you have any questions about course content, assignments, grading, or if you have a technical question about the website. We will respond within 24 hours of any inquiry during our business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. central time.

**YOUR NAME**
First Name
Last Name

**OFFICIAL SCHOOL EMAIL ADDRESS**
Enter Email
Confirm Email

**QUESTION TOPIC**
1. Course content - a question for the instructor
2. Technical issues - a question about using the website

**WHAT IS YOUR QUESTION?**
Type your question here.

Submit