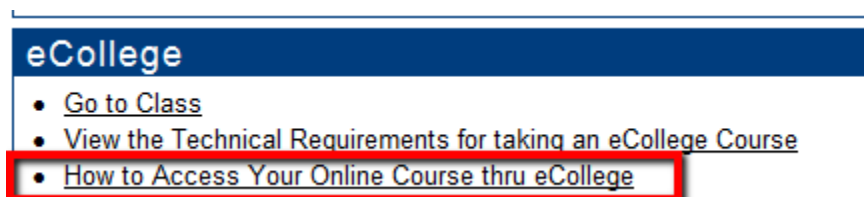


LearningStudio (eCollege) Frequently Asked Questions

Note: The only courses that appear in LearningStudio (eCollege) are online or web-enhanced courses. Face to Face courses that do not have an online component will NOT appear in LearningStudio (eCollege).

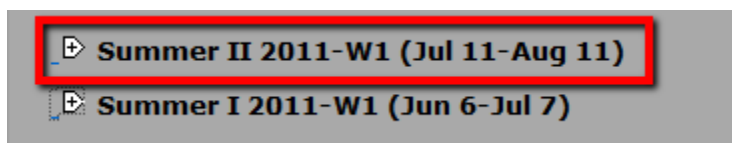
1. How do I access my LearningStudio (eCollege) course(s)?

- a. Login to myLeo
- b. View the video by clicking on “How to Access your Online Course thru LearningStudio (eCollege)” under LearningStudio (eCollege), at the bottom the screen. This will guide you through the login process.



2. How do I find my online courses without viewing the video?

- a. Login to **myLeo** portal
- b. Click on **LearningStudio (eCollege)** in the top right corner of the screen **or**
- c. Click on “**Go to Class**” in the LearningStudio (eCollege) area at the bottom of the screen.
- d. Click on “**My Courses**” tab
- e. Scroll down to find the **semester**



- f. Expand the term to see the courses in which you are enrolled by clicking on the **+ sign** to the left of the semester.



- g. Your course should be there, if not, check in your myLeo Registration to confirm that you are enrolled in the course.

3. If I am enrolled in an online or web-enhanced course, why is my course not showing in LearningStudio (eCollege)?

- Courses appear in the My Courses list **2 weeks prior** to the term start date.
- Courses are not accessible **until** the first day of class.
- If **Staff** appears on the **Schedule of Classes**, an instructor has not been assigned to the course and the course will not appear in LearningStudio (eCollege).
- Courses do not appear in LearningStudio (eCollege) until the instructor has requested the **course be created** in LearningStudio (eCollege).

4. How do I check if an instructor has been assigned to my course?

- The Schedule of Classes is found at the bottom of the university Home page, see image below.



- In the **Dropdown Menu**, select the term and press the Enter key.
- Scroll down to the desired department.
- Scroll through courses to find desired course, if:
 - Staff** appears, the **course will not** show up in LearningStudio (eCollege)
 - Instructor's name is listed; access **Syllabus** for instructor contact information.

The screenshot shows the 'Schedule of Classes' page. At the top, the title 'Schedule Of Classes' is in a blue box. Below it is a dropdown menu labeled 'Select Term to view Schedule' with 'Fall 2013' selected. To the left is a list of departments, with 'Accounting' highlighted in a red box. To the right of the department list, 'Fall 2013' and 'Accounting' are listed. Below this is a table with columns: Section, Call #, Meeting Times & Locations, Seats, and Enrolled. The first row shows 'ACCT 221 Principles of Acct I Hours: 3'. The second row shows '01E 80003' with a red box around the course number. Below the table, there is a 'Vita' link (highlighted with a red box) and a 'Syllabus' link (highlighted with a red box). At the bottom, it lists prerequisites: 'Lvl U MIS 128 Min Grade C or Lvl U CSCI 126 Min Grade C'.

5. What do I do if I am experiencing issues with LearningStudio (eCollege) or Class Live Pro?

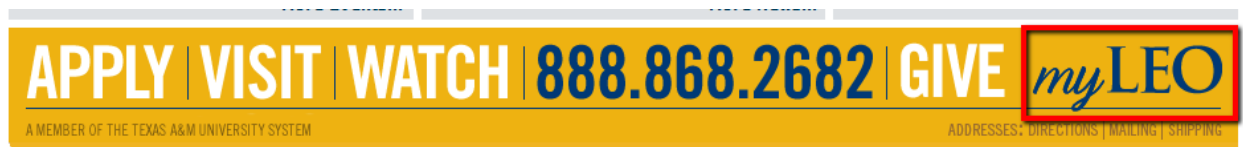
- a. Restart your computer
- b. Empty the cache on your computer
 1. Click on Tools
 2. Click on Internet Options
 3. In Browser History, click Delete.
- c. Use a different browser
 1. LearningStudio (eCollege) is **most compatible** with a PC using Internet Explorer as the browser.
 2. If you are using a Mac, install Google Chrome or Firefox as your browser.
- d. ClassLive Pro is **not compatible** with **Google Chrome**, use Firefox (Mac) or Internet Explorer (PC.)
- e. Make sure you have the latest version of Java Script on your computer.
 1. Go to <http://www.java.com/en/download/installed.jsp>
 2. On the screen, click **Verify Java version**
 3. If you need to download Java, when the page opens, click the Free Java Download button.



- f. If this doesn't work, contact the LearningStudio (eCollege) HelpDesk at helpdesk@online.tamuc.org or call the HelpDesk at (toll-free) 1-866-656-5511 or 720-931-3847.

6. How do I login to LearningStudio (eCollege)?

- a. On the university homepage, <http://www.tamuc.edu/>, click on the myLeo icon in the bottom, right corner of the screen.



- b. On the login screen, enter your **CWID** and your **Password**.
- c. Click on the **LearningStudio (eCollege)** link, in the top menu bar, or "**Go to Class**" under the LearningStudio (eCollege) tab.

7. What if I have forgotten my CWID and Password?

- a. Under the textbox for your **CWID** and your **Password**, there is a link for help with finding or resetting these.



TEXAS A&M
UNIVERSITY
COMMERCE

myLEO

Username / CWID :

[Forgot Your CWID?](#)

Password :

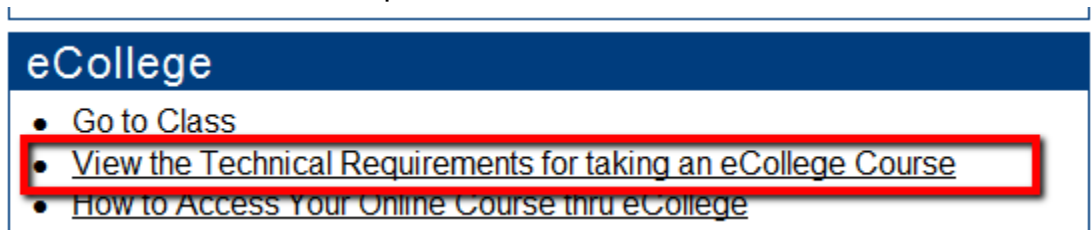
[Forgot Your Password?](#)

Login

- b. If you have any difficulty accessing the myLeo portal, contact IT Support at HelpDesk@tamuc.edu or call 903-468-6000.

8. What are the LearningStudio (eCollege) technical requirements?

- a. Internet Explorer 8 is the LearningStudio (eCollege) recommended browser (see “Technical Requirements” for full list of browsers supported by LearningStudio (eCollege)).
- b. Follow these instructions for a full list of technical requirements and to complete a browser test.
 1. After logging in, scroll down to the LearningStudio (eCollege) heading at the bottom of the screen.
 2. Click on the Technical Requirements link to run this test.



3. The **browser test** is at the top of the page

Technical Requirements

In order to make the most of your online learning experience, there are several technical requirements you will need to fulfill. Refer to the guidelines below to help ensure your online success.

Wondering if your browser meets the specs? Click on the Browser Test button to find out.

Browser Test

9. What if I am unable to access a tab in an LearningStudio (eCollege) course?

Adjust Cookies cache, and Java setting. (Cookies are a small text files that websites put on your computer to store information about you and your preferences.)

- a. Cookie for a PC:
 1. Click the Tools button, and then click Internet Options.
 2. Click the Privacy tab, and then, under Settings,
 3. Move the slider to the top to block all cookies or to the bottom to allow all cookies
 4. Click OK.
- b. Cookie for a Mac:
 1. Go Safari
 2. Go to Preferences
 3. Click on Security
 4. Beside "Accept Cookies" select "Always".

10. Why do I keep getting "timed out"?

- a. myLeo times out **after 20 minutes** of no activity.
- b. LearningStudio (eCollege) times out **after 90 minutes** of no activity.
- c. **To avoid being "Timed out" close the myLeo window but leave the LearningStudio (eCollege) window open.**

11. What if I need technical help (Error Message, page not loading, etc.) with LearningStudio (eCollege)?

Contact the LearningStudio (eCollege) HelpDesk at helpdesk@online.tamuc.org or call the HelpDesk at (toll-free) 1-866-656-5511 or 720-931-3847.

12. What if I have questions regarding the content of my course, exam, assignments, etc.?

Contact your instructor.

13. What do I do if I am kicked out of an exam or quiz?

- a. **EMAIL or CALL YOUR INSTRUCTOR IMMEDIATELY** then
- b. Attempt to re-enter the quiz or exam.
- c. If this is unsuccessful:
 - a. Contact helpdesk@online.tamuc.org or
 - b. Call the HelpDesk at (toll-free) 1-866-656-5511 or 720-931-3847
 - c. If LearningStudio (eCollege) Helpdesk refers you to Technology Services call 903-468-6000

14. How do I find out what changes or outages relate to LearningStudio (eCollege)?

After signing in to myLeo and clicking on the LearningStudio (eCollege) or Go to Courses link, the screen below opens. Notice the Announcements and Student Support Services areas.

The screenshot shows the myLeo interface for Texas A&M University Commerce. The top navigation bar includes the university logo, a 'Home' button, a 'My Courses' button, the date 'November 25, 2013', a welcome message 'Welcome Petra Strassberg', and links for 'Help' and 'Signoff'. On the left sidebar, there are buttons for 'Online Services' and 'My WebLinks'. The main content area is divided into two sections: 'Announcements' and 'Student Support Services'. The 'Announcements' section contains a red-bordered box titled 'Avoid Being Timed Out of eCollege:' which lists steps to prevent being timed out and explains the difference between MyLeo and eCollege timeouts. Below this is an 'NBC Learn:' section with links to higher education and K-12 resources. The 'Student Support Services' section contains a red-bordered box titled 'eCollege Technical Concerns:' with contact information for the HelpDesk, and sections for 'Course Concerns' and 'Student Code of Conduct'.

Announcements

Avoid Being Timed Out of eCollege:

MyLeo times out after 20 minutes. To avoid being kicked out of an eCollege course:

1. Login to MyLeo
2. Click on eCollege link
3. Access an eCollege course
4. Close (use X in right top corner) MyLeo

This will stop MyLeo from timing out. eCollege times out after No Activity for 45 minutes. As long as you are working in the eCollege course (not just having it Open), it should not time out. Working in the eCollege course means; entering text in a Discussion, viewing grades in Gradebook, uploading assignments, taking an exam etc.

NBC Learn:

The A&M System Chancellor has purchased NBC Learn for all system universities. NBC Learn provides video access to stories from NBC News archives dating back to the 1930s. These historic and current events resources are generally two to six minutes in length and are available to faculty and student.

- Higher Ed <https://proxy.tamuc.edu:10379/portal/site/HigherEd>
- K-12 <https://proxy.tamuc.edu:10367/portal/site/k-12>
- [Library's list of databases](#)

The following link is a brief tutorial on how to navigate to the NBC Learn databases: [Brief Tutorial Accessing NBC Learn via Library's Database List](#).

Student Support Services

STUDENT SUPPORT SERVICES:

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week, by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511 or 720-931-3847 (direct), or through the Online Chat by clicking on the "Tech Support" tab within your eCollege course.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

Student Code of Conduct: The A&M-Commerce Student [Guidebook](#) (page 55) details student rights and explains grievance procedures. The guidebook includes the Student Code of Conduct.