COLL 1020 – Technology Essentials 060 (Mon-Wed)

Spring Semester

Roane State Community College

Jan Smith, instructor

GETTING STARTED WITH

MOMENTUM & MyITLab

In this assignment you will walk through the course as it is presented to you in Momentm, the course management software. Look at the black bar at the top of the course home page and find the word Momentum, and a red arrow pointing to the name of your course. Above the word Momentum, there are two items - My Home and today’s date with a red bar between them. If you click My Home you will return to Momentum home page, which lists all of the courses that you are enrolled in which are using Momentum. To get back to a course, just click the course name.

Now look at the list of items below the word Momentum. This area is called the NavBar, short for navigation bar. We will refer to each item on this bar as a link. For example, the Content link is the second item in the list. If you are taking another course that uses Momentum, you may have a different list of items on the NavBar and the items may be in a differnet order.

Let’s take a look at what’s behind each link:

Course Home: No matter where you are in the course you can always return to the course home page by clicking on this link.

Content: This is where you find all of your assignments. You will visit here frequently.

Dropbox: This is where you upload your assignments for grading. To learn how to do this, let’s upload a file from your student CD. Please follow the instructions below:

1. Put your student CD in your computers CD drive. Close the window that comes up.
2. Click the Dropbox tab, and then click Getting Started Assignment.
3. Click the Browse button and navigate to your student CD.
4. Click the readme.txt to select the file; then click the Open button.
5. Upload the file by clicking the Submit button. You will see File Submission Successful. When you need to upload more than one file, just repeat these same steps for each file.

Class List: Here you see a list of people in your class. This is the best place to go to start an email to your instructor or another class member. Click on their name and an email message shows up for you to complete.

Email: This is the class email system. You can check emails snt to you, and can also compose and send emails to others in this area. To start a new email message from here, you have to know the Momentum address or have already sent a message from this area to the person.

Grades: This is where you can see your grades. Your instructor must manually enter the exam grades and any other grades that do not come from Dropbox assignments.

MyitLab: MyitLab is the online software that you can take Word, Excel, and PowerPoint trainings and exams. Follow the steps below to register:

1. Click the link MyITLab
(The link won’t work unless you are using Internet Explorer as your browser. Publishers decision!)
2. Notice under FIRST-TIME USERS you see two selections: STUDENTS and INSTRUCTORS. Click the STUDENTS button.
3. Scroll down and click the ‘I Accept’ button.
4. Enter your Access Code from the myITlab Student Access Kit that came with your textbook.
5. Enter zip code 37748 in the third block.
6. Click Next button.
7. Type in your name (First Name / Last Name) and E-mail address.
8. Click the drop-down arrow and select the Roane State entry in the School Information section.
9. Follow the rest self-explanatory steps. You should use the same login name and password that you have for Momentum.
10. Click Next button to see your confirmation.
11. Log in to MyitLab and click Enroll in a Course. Your instructor will give you the course ID to add this class to your myITlab.

If you follow the instructions correctly, you have finished the first assignment. You may now do other assignments by following their instructions.

Due: Wed, Jan. 26, 2011