



How to Use Your Drive Dashboard



Welcome Learner!

Now that you have successfully registered on Drive, it is time to start learning . [Click Here](#) to watch our Drive Instructional Video, *How to Use Drive*, or follow this guide.

If you have any questions please submit them to drive@connectednation.org. Thank you for joining!

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Get to Know Your Drive Dashboard

The screenshot shows the Drive Student Dashboard. At the top is the Drive logo and navigation links: About Drive, Shop, Digital Works Enrollment, Contact Us, Dashboard (highlighted with a red circle 8), and Log Out. On the left is a 'Course Categories' sidebar with links to Internet and Computer Basics, Job Skills (circled 1), Social Media, Life Skills, General Education, Basic Programming, and Partner Courses. At the bottom left is a download button for a PDF (circled 7). The main area is titled 'Student Dashboard' and contains a table with three columns: My Info, Badges Earned: 0 / 0, and Overall Percentage Complete. The My Info column shows the student's name, Tinashe Chegede, and links to Account Info (circled 2) and Edit Profile (circled 3), along with the enrollment date, 02/07/2014. The Badges Earned column shows 'No badges have been issued to you.' (circled 3). The Overall Percentage Complete column shows '0%' (circled 4). Below the table are two sections: 'Enrolled Courses (0)' with a 'Browse & Enroll Course +' button (circled 5) and a message 'You are not enrolled in any classes.' (circled 5), and 'Completed Courses (0)' with a message 'You have not completed any classes.' (circled 6).

- 1 Links to courses by category
- 2 Learner profile information. Go to “edit Profile” to complete your profile
- 3 Display for badges earned for completed courses
- 4 Allows students to track status of completed courses
- 5 Shows classes that a student has enrolled in
- 6 Shows courses that student has completed
- 7 Access to the “How to Use Drive” tutorial
- 8 Click here to return to your dashboard whenever you leave the screen

Steps to Drive Training



Step 1: Browse Drive Courses

The screenshot shows the Drive Learning Hub Student Dashboard. A red circle highlights the 'Course Categories' sidebar on the left, which includes: Internet and Computer Basics, Job Skills, Social Media, Life Skills, General Education, Basic Programming, and Partner Courses. A red arrow points from a box labeled 'Option A Click here' to this sidebar. Another red circle highlights the 'Browse & Enroll Course +' button in the 'Enrolled Courses' section. A red arrow points from a box labeled 'Option B Click here' to this button. The dashboard also features a 'My Info' section with user details for Tinashe Chegede, a 'Badges Earned' section showing 0/0, and an 'Overall Percentage Complete' of 0%.

Option A
Click here

drive
OUR DIGITAL LEARNING HUB

About Drive Shop Digital Works Enrollment Contact Us Dashboard Log Out

Course Categories

- Internet and Computer Basics
- Job Skills
- Social Media
- Life Skills
- General Education
- Basic Programming
- Partner Courses

Download How to Use Drive
200 kb PDF

Student Dashboard

My Info	Badges Earned: 0 / 0	Overall Percentage Complete
<p>Tinashe Chegede Student</p> <p>Account Info</p> <p>Edit Profile</p> <p>Enrolled: 02/07/2014</p>	<p>See All</p> <p>No badges have been issued to you.</p>	<p>0%</p>

Enrolled Courses (0)

You are not enrolled in any classes.

Completed Courses (0)

You have not completed any classes.

Browse & Enroll Course +

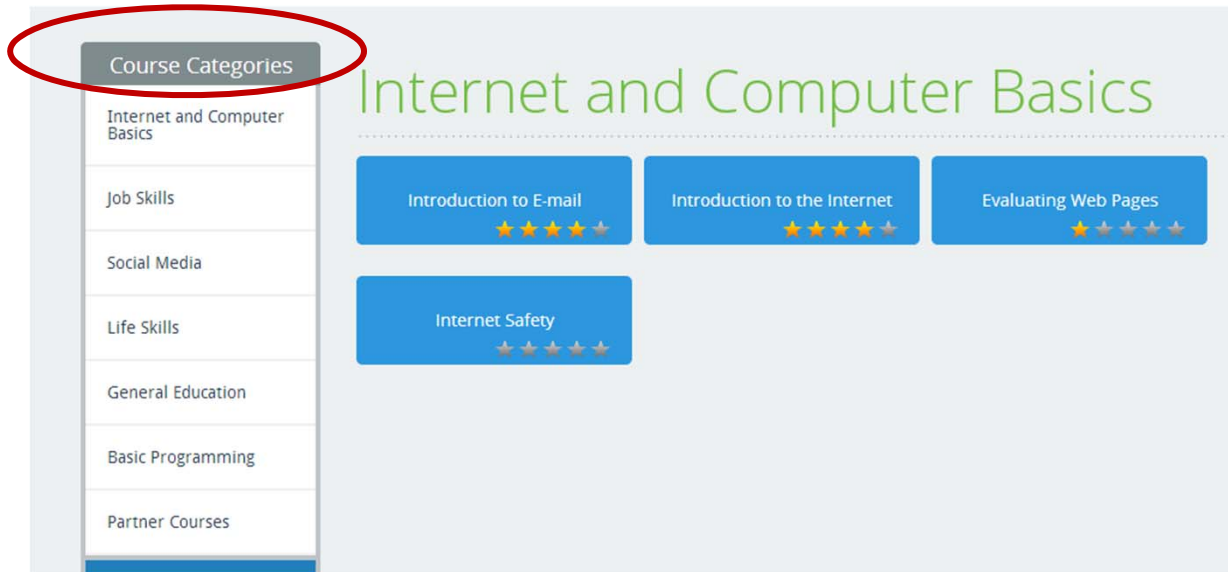
Option B
Click here

There are 2 ways to search for available training:

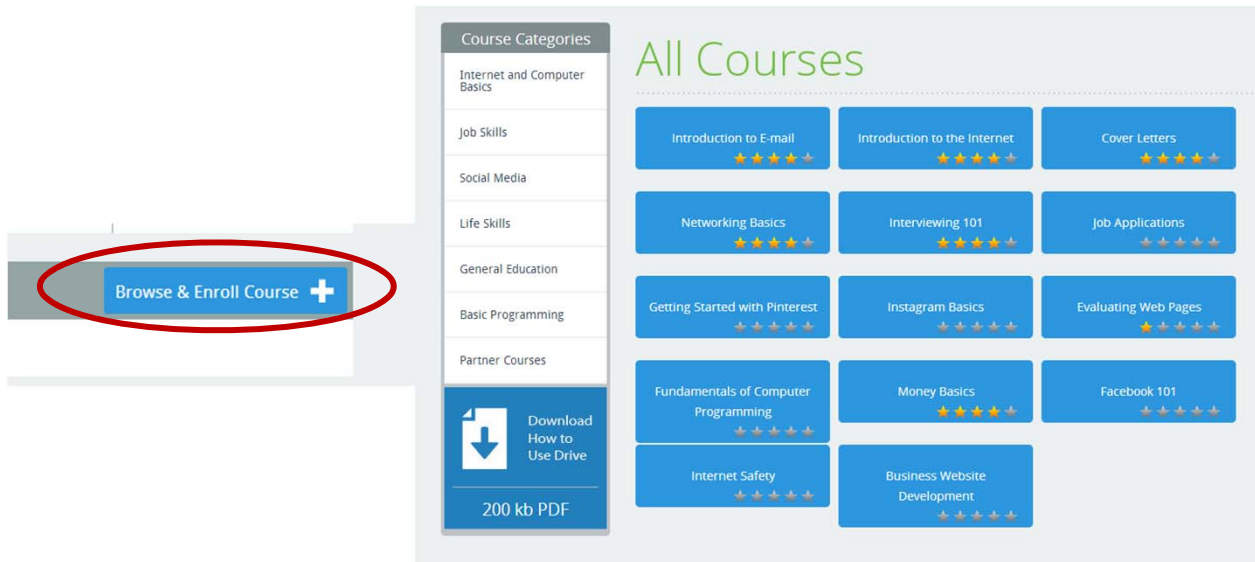
Option A lets you select a specific course category.

Option B lets you browse all the courses available on Drive.

Browsing Drive

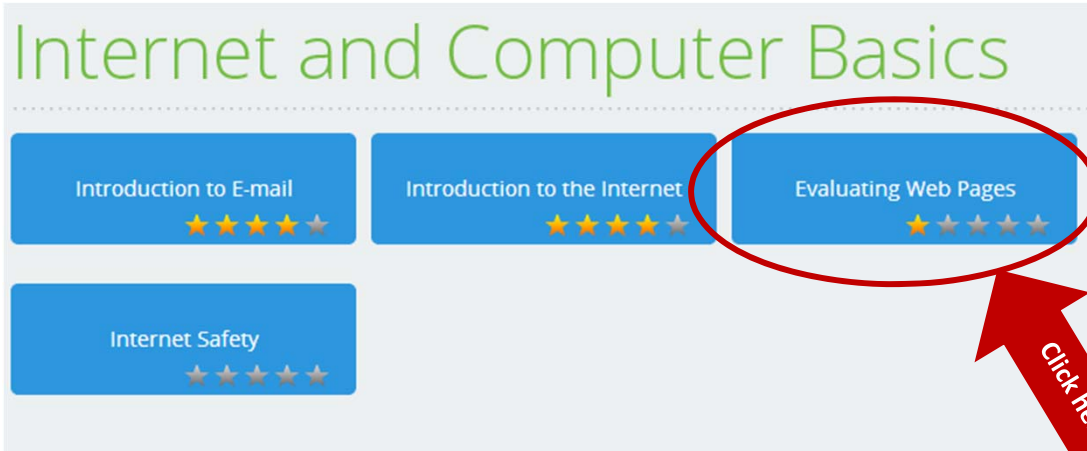


Option A: Click on the appropriate course category on the left hand side of your dashboard. By clicking on a course category, the screen will then display all of the courses that are currently available within that category. You will also be able to see the course ratings.

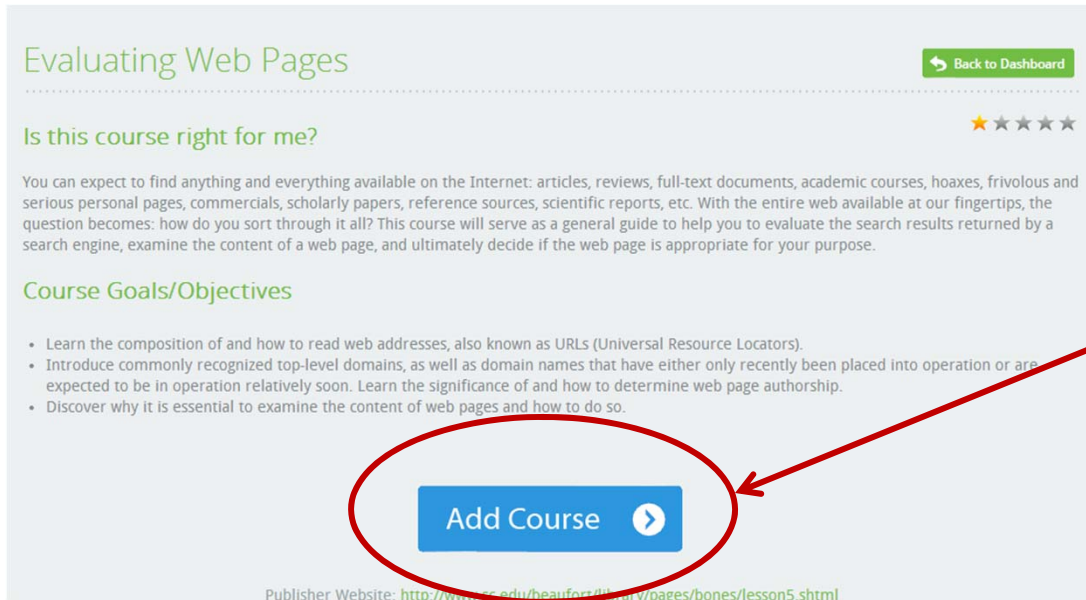


Option B: Click on the browse and enroll course button. The page will display all available courses for you to browse through.

Step 2: Selecting a Course



A. After browsing courses you can select your preferred course. In this manual we will select *Evaluating Web Pages*. When you select a course you will be able to see additional information about the course in the course detail page.



B. Review course details and if the course meets your needs and you are ready to begin click **Add Course** and the source will be added to your personal dashboard.

Step 3: Reviewing Course Details Page

The screenshot shows the course details for 'Evaluating Web Pages'. On the left is a sidebar with course information. The main content area includes course goals, lessons, a 'Start Now' button, a 'Take Quiz' button, ratings, and a 'Submit a Question' section. Numbered callouts point to specific features: 1 points to the 'Unenroll' button, 2 points to the 'Back to Dashboard' button, 3 points to the 'Start Now' button, 4 points to the 'Take Quiz' button, and 5 points to the 'Submit a Question' button.

Publisher Website
<http://www.sc.edu/beaufort/library/>

Course Category
Internet and Computer Basics

Course Outline

- Lesson One: Reading Web Addresses
- Lesson Two: Determining Page Authorship
- Lesson Three: Checking the Vital Information
- Lesson Four: Checking the Content
- Lesson Five: Assessing Web Page Stability

Course Duration (min)
20-30 minutes

Evaluating Web Pages

Course Goals/Objectives

- Learn the composition of and how to read web addresses, also known as URLs (Universal Resource Locators).
- Introduce commonly recognized top-level domains, as well as domain names that have either only recently been placed into operation or are expected to be in operation relatively soon. Learn the significance of and how to determine web page authorship.
- Discover why it is essential to examine the content of web pages and how to do so.

Lessons

Evaluating Web Pages
Start Now

Take Quiz

Ratings:
★ ★ ★ ★ ★

Submit a Question


No Comments

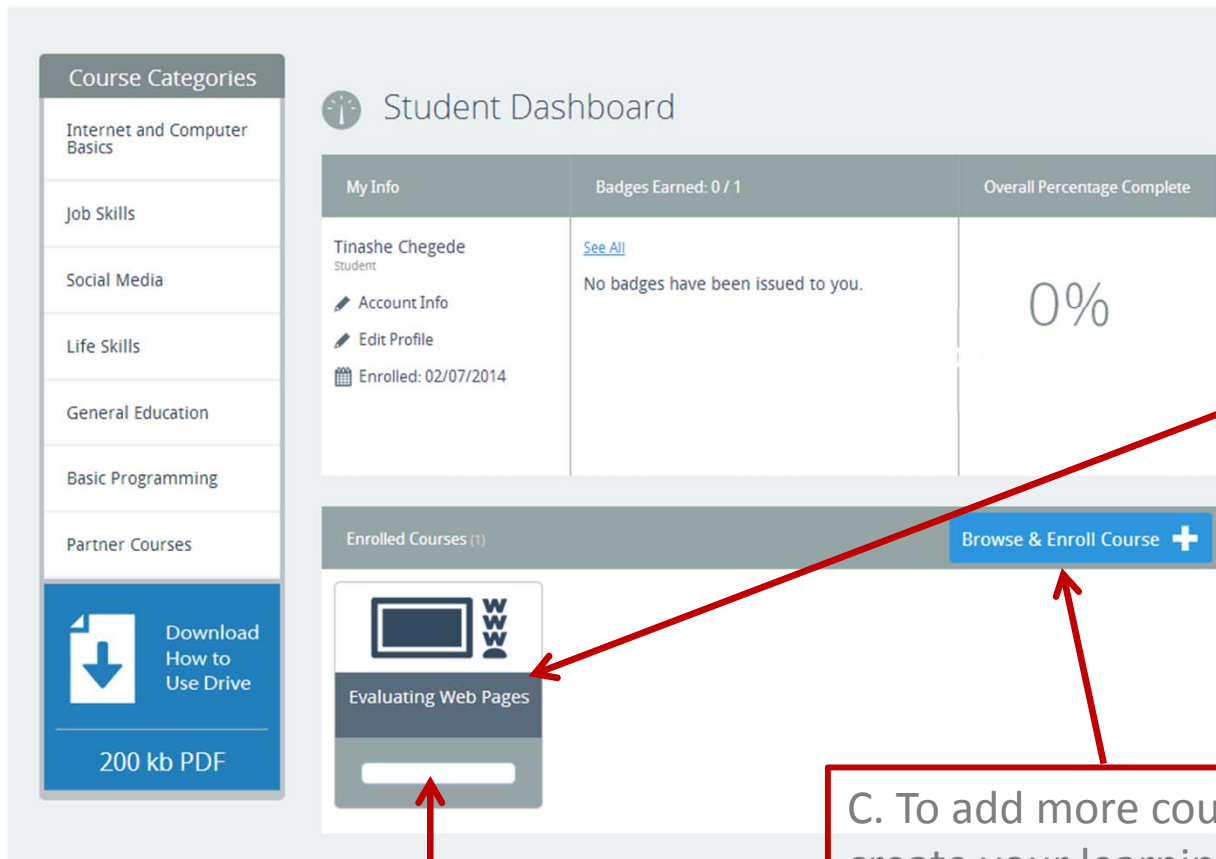
Once you have added the course you will see this screen. This is the course overview which provides additional information about the course. You can perform the following activities on this screen:

- ① To unenroll and remove courses from your dashboard
- ② To return to your dashboard
- ③ To begin training
- ④ To take the quiz
- ⑤ To ask a question of a trainer. The response will be provided within 24 hours.

Step 4: Reviewing Your Selected Course(s) or Learning Plan

A. When you have selected your preferred course, you can click

 to return to your dashboard.



The screenshot shows a 'Student Dashboard' with a sidebar on the left containing 'Course Categories' (Internet and Computer Basics, Job Skills, Social Media, Life Skills, General Education, Basic Programming, Partner Courses) and a download link for 'Download How to Use Drive' (200 kb PDF). The main content area has a header with a clock icon and the title 'Student Dashboard'. Below this is a table with three columns: 'My Info', 'Badges Earned: 0 / 1', and 'Overall Percentage Complete'. The 'My Info' column shows the student's name 'Tinashe Chegede', account info, profile edit link, and enrollment date '02/07/2014'. The 'Badges Earned' column has a 'See All' link and a message 'No badges have been issued to you.' The 'Overall Percentage Complete' column shows '0%'. Below the table is a section titled 'Enrolled Courses (1)' with a 'Browse & Enroll Course +' button. A course thumbnail for 'Evaluating Web Pages' is shown below this section. Red arrows point from the course thumbnail to a text box labeled 'D. To track your progress' and from the 'Browse & Enroll Course +' button to a text box labeled 'C. To add more courses and create your learning plan - click here'.

B. You will be able to view a thumbnail of your selected course under the **Enrolled Courses** section of your dashboard.

To return to the course - click on the course thumbnail.

D. To track your progress

C. To add more courses and create your learning plan - click here

Step 5: Starting your course

The screenshot shows the 'drive' platform interface. At the top, there's a 'Lessons' sidebar with a button labeled 'Evaluating Web Pages' and 'Start Now'. A large red arrow points down from this button to the main content area. The main content area features a 3D graphic of 'WWW' over a world map, with the text 'Evaluating Web Pages Lesson One' at the bottom. Navigation buttons 'Back To Lessons' and 'I'm Done' are visible at the top right of the main content area.

A. **Click** here to begin training from the Course Detail Page

Training Content – this content is provided by the course publisher listed on the course page. You can begin training at your own pace.

If you have completed the course you can click [I'm Done](#) and return to the home page and move on to the next page.

If you would like to return to your dashboard without completing your training, you can click on [Back To Lessons](#)

Step 6: Taking a Quiz

Evaluating Web Pages

[Unenroll](#)[Back to Dashboard](#)

Course Goals/Objectives

- Learn the composition of and how to read web addresses, also known as URLs (Universal Resource Locators).
- Introduce commonly recognized top-level domains, as well as domain names that have either only recently been placed into operation or are expected to be in operation relatively soon. Learn the significance of and how to determine web page authorship.
- Discover why it is essential to examine the content of web pages and how to do so.

Lessons

Evaluating Web Pages

Take Again

✓ Take Quiz

Ratings:

★★★★★

Submit a Question

[Submit a Question](#)

No Comments

Once you have completed a course you must complete a quiz in order to earn your badge. *If a course does not have an associated quiz, then you will not earn a badge.*

Click “Take Quiz” to begin the quiz. You must score an 80% or greater to receive your badge. If you do not, you can retake the quiz.


Step 7: Receiving and Sharing Badges

Badges



[Print](#)

[Back to Dashboard](#)

Here are the courses you have completed!



Share with:



Name:
Tinashe Chegede

Course:
Evaluating Web Pages

Date Issued:
02/25/2014

Issued By:
Connected Nation

[Send Your Badge To Your Back Pack](#)

Once you have successfully attained 80% in the quiz, you will earn your certification of completion in the form of a badge. The digital badge is an online representation of a skill you've earned. Each one has important data built in that links back to the issuer, the criteria it was issued under, and evidence verifying the credential.

Drive Badges take that concept one step further, and allows you to verify your skills, interests, and achievements through credible organizations. And because the system is based on an open standard, you can combine multiple badges from different issuers to tell the complete story of your achievements — both online and off. Display your badges wherever you want them on the web, and share them for employment, education, or lifelong learning.

Adding and Managing Courses to Drive as a Trainer



Trainer Dashboard

Trainer Dashboard

My Info	Badges Earned: 0 / 3	Overall Percentage Complete
<p>Heather Gate Trainer</p> <ul style="list-style-type: none">Account InfoEdit ProfileView Trainer ReportEnrolled: 11/08/2013	<p>See All</p> <p>No badges have been issued to you.</p>	<p>58%</p>

Created Courses: (1)

[Create a Course +](#)

HTML

Programming Fundamentals

- Enrolled: 13
- Pending: 0
- Edit Course
- Manage Lessons
- Manage Quizzes

The trainer dashboard is similar to the student dashboard (see page 2 for basic dashboard labels) with the exception of 2 differences

A. A trainer can create/add a course to Drive and generate trainer reports for course participants.
By clicking create a course, a trainer can provide the basic course outline and submit it for approval by the administrator.

B. A trainer can generate reports on students who are participating in their class

Managing Courses

Course
Thumbnail



When a course is created, a new course thumbnail is generated with the course title and course management dashboard.

Enrolled – Trainer can view enrolled students and their status. For private courses, trainers can approve students.

Manage Quizzes – Trainer can add or delete questions and associated answers. Quiz questions must be multiple choice or true/false.

Edit Course – Trainer can edit course description, privacy or outline.

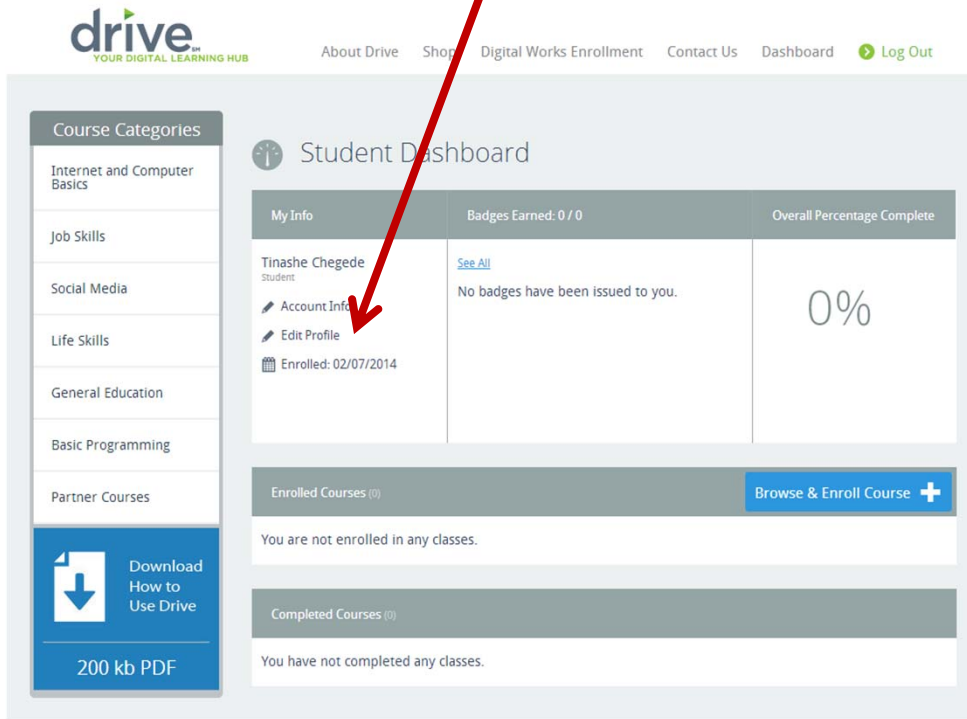
Pending – Trainers can approve students enrolled in private courses.

Manage Lessons – Trainer can add course content. Content must be in the form of a hyperlink to an external site, embedded video, or a pdf document.

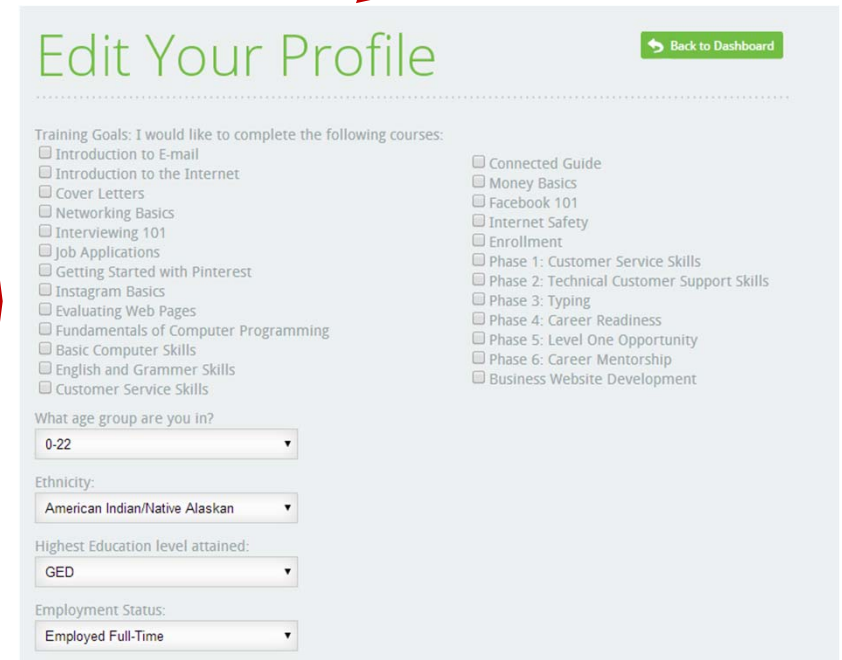
Editing Your Profile

1) Click on Edit Profile to submit information that will help us to better serve you.

2) After you have submitted your information, Click on Update Account.



The screenshot shows the 'drive' logo and navigation links: About Drive, Shop, Digital Works Enrollment, Contact Us, Dashboard, and Log Out. On the left, a sidebar lists 'Course Categories' including Internet and Computer Basics, Job Skills, Social Media, Life Skills, General Education, Basic Programming, and Partner Courses. At the bottom of the sidebar is a download link for a '200 kb PDF' titled 'Download How to Use Drive'. The main area is the 'Student Dashboard' for 'Tinashe Chegade', a student. It features a table with columns: 'My Info', 'Badges Earned: 0 / 0', and 'Overall Percentage Complete'. The 'My Info' column shows the user's name, account info, edit profile link (highlighted by a red arrow), and enrollment date (02/07/2014). The 'Badges Earned' column states 'No badges have been issued to you.' The 'Overall Percentage Complete' column shows '0%'. Below the table, there are sections for 'Enrolled Courses (0)' and 'Completed Courses (0)', both indicating no classes are currently enrolled or completed. A 'Browse & Enroll Course' button is present next to the enrolled courses section.



The screenshot shows the 'Edit Your Profile' form. At the top right is a 'Back to Dashboard' button. The form is titled 'Edit Your Profile' and includes a section for 'Training Goals: I would like to complete the following courses:' with a list of checkboxes for various courses. Below this is a section for 'What age group are you in?' with a dropdown menu showing '0-22'. There is also a section for 'Ethnicity:' with a dropdown menu showing 'American Indian/Native Alaskan'. Other sections include 'Highest Education level attained:' with a dropdown menu showing 'GED', and 'Employment Status:' with a dropdown menu showing 'Employed Full-Time'. A large red arrow points from the 'Edit Profile' link in the dashboard to this form.

Editing your profile is important as it allows us to better understand your needs as we strive to make improvements to Drive