1. Location of Course Site
http://coursesite.lehigh.edu
- From the Lehigh portal, click on the icon for Course Site
- It is available using a browser on a device with Internet access

RECOMMENDED BROWSER: Firefox
Also supported browsers: Internet Explorer and Safari

2. The Home Page
Before login:
- Note the useful links
- You can change the language of the interface in the upper right corner of the window
- Login with your Lehigh userid and password.

After login:
- Look at the Site News for important system-wide news
- You will see the "My Course" block containing all of the courses in which you have a role.

4. The Course Page
- Note that the grey bar will show your location, Home will get you to your home page, the course name is next, followed by the location within the course.

Announcements Area:
- Will always be at the top and always visible. By default, you will not receive notification on this page of new forum postings, but you should go into your profile and add notification.

Content Sections
- In the middle below the Announcements section
- They are either topics (numbered) or weekly (actual dates for the weeks of the semester).
- The number of sections is set by the professor and can change in each course.

Blocks
- Are also customizable by the professor. A few important ones are:
  - Latest News
  - Upcoming Events
  - Report a Problem

Although the professor determines the basic layout and blocks, you do have control over your view of this course page since you can collapse specific topics areas and blocks, by clicking on the dash in the upper-right of each topic area of a block.

5. Announcements
- By default, you are subscribed to the Announcements forum. This means that you will receive an email message whenever your professor posts an announcement.
- You can, however change the frequency of the email messages or perhaps even stop them completely, if your professor allows that option for a forum. You do that in your profile.
- Your current subscription options for a Forum are displayed in the upper-right part of the window.

6. Forums
- Forums are the container for one or more discussions.
- Discussions are the container for one or more threads.
- You subscribe or unsubscribe at the forum level -- remember the term
subscribe only refers to getting email that contains notification of a posting.

- You control your view of the discussion, flat, threaded, or nested
- You can attach a file to a posting.

7. Profile

- You can upload a picture of yourself to your profile. This picture will be displayed with your contributions in the course. e.g. with forum postings and other types of course activities
- You set your preferences for forums in your profile (Show Advanced), see:
  - Email Digest Type
  - Forum auto subscribe
  - Forum tracking
  - Note the other options and tabs, Forum posts, Blogs, Activity Reports

8. Submit Assignments Electronically

- Assignments will be displayed in the course with a clipboard icon. There are several different types, but in general, the Assignment will either serve as a reminder with a due date for an activity, or will have a button to locate, then upload, then submit your homework.

- Some assignments will allow you to upload several versions or drafts for comments, then send in to be graded, others will be a single upload and submission.

9. Grades

- When your professor enters a grade into the gradebook, by default, it is immediately visible to you along with any comments.

- You can view your grades through the Administration block on the course page.

- Note that you can view only the grades from that particular course, or see overview of grades in all your courses.

10. Help Resources

- Help resources are available from the HELP tab on the login and main pages of Course Site.

- Context-specific help - yellow question mark at most spots that you enter text or make a choice

- Lehigh-specific resources: http://www.lehigh.edu/coursesite

- There may be a Help Block in your course

- If you have problems in Course Site, please fill out the Report a Problem form linked in every course. Someone will get back to you.

- Contact the Help Desk at 610-758-HELP (4357) or at helpdesk@lehigh.edu