

UBC  
Department of French, Hispanic & Italian Studies  
**FREN 101**  
2013-14

Course materials: iLrn  
(online exercises)

# Introduction

- The online exercises for *Horizons* are at an external website (not on UBC Connect): at the iLrn Heinle Learning Centre. Also known as "Quia"; you'll see both "iLrn" and Quia" used in the publisher's materials, help resources, etc.
- These exercises are worth 10% of your final grade

# About the exercises

- Some are set for specific dates, can only be attempted once, and are timed: these are mini-quizzes, usually on vocabulary.
- Some are set for specific dates, but can be repeated several times within that period: these accompany and reinforce the work we're doing in class that week.
- Some can be completed at any point during the term: these are for practice, and you may find them particularly helpful for test and examination revision.

# What to do?

1. Keep this guide open in another window, as you may need to refer to it during the set-up process.
2. Have some paper and a pen/pencil ready to hand, to keep a note of your personal information.
3. Now: please go to <http://iLrn.heinle.com>

4. Locate your 16- to 19-character "book key" online code.

This code was either

(a) on a card/sheet of paper provided with your textbook, if you bought the "custom package" version at the UBC Bookstore;

or

(b) is all that you have, if you purchased the online-only version (without a physical paper book), from the Bookstore or from elsewhere online.

**NB ! Make sure you keep that book-key code (ex. the original card) in case of any issues!**

Known issues:

- Forgetting the number
- Making a mistake when entering it, and then being unable to fix the error because one has lost the original code or put it in the trash (we've all been here at least once in our lives, the FREN 101 coordinator too!)

# 5. Enter your book key on the iLrn site:

The screenshot shows the iLrn HEINLE LEARNING CENTER website. At the top left is the logo and name. At the top right is a navigation menu with links for Profile, FAQ, Feedback, Technical support, Log out, and Bookstore. Below this is the 'MY WORKSTATION' section, which contains two main boxes. The left box is titled 'Have a course code?' and has an input field labeled 'Enter course code...' and a 'Go' button. Below the input field is a link 'What is a course code?'. The right box is titled 'Have a book key?' and has an input field labeled 'Enter book key...' and a 'Go' button. Below the input field is a link 'What is a book key?'. At the bottom of the page, there is a text prompt: 'Still not sure how to get started? [We can help!](#)'

**iLrn** HEINLE LEARNING CENTER

[Profile](#) | [FAQ](#) | [Feedback](#) | [Technical support](#) | [Log out](#)  
[Bookstore](#)

**MY WORKSTATION**

**Have a course code?**

Enter course code... **Go**

[What is a course code?](#)

**Have a book key?**

Enter book key... **Go**

[What is a book key?](#)

Still not sure how to get started? [We can help!](#)

- If your book key does not work, check that you have typed it in correctly; if in doubt, try again.
- If you are SURE that you have entered it correctly and the iLrn system still doesn't accept it, contact the UBC Bookstore (or whoever else sold it to you).
- Please note that, as is usually with all online educational materials, a book code only works for one single user. It cannot be transferred to another user and reused.

## 6. Set up your account with a username and password

PLEASE NOTE: in accordance with BC privacy law ([FIPPA](#)):

- in the "required information" sections (= items with \*) you DO NOT have to disclose and use your full name, or indeed your real name and email address. On email addresses: see slide after next.
- in the other (= no \*) sections, you DO NOT have to fill out your full (real, true) address and telephone number

## (6. continued)

- But: in the drop-down menus for "country," "province," and "time zone" please select "Canada," "BC," and any of the time-zones that are Pacific Coast/GMT-8. That last item helps, to ensure we're all in the same time-zone: otherwise you might find that you've missed a deadline for an online exercise!

## (6. continued: usernames)

- Choose a name that identifies you clearly (ex. not “student 1”)
- Submit!
- You may find you can't, and the iLrn system rejects the information that you put in. This is most often because another person is already using the username you chose. If this happens, go back to the information page and try another username.
- Once all is well and accepted, make a note of your username and password, and of the email address you entered. Just in case.

# IMPORTANT: on email addresses

- Your instructor will never contact you from iLrn, only from UBC systems (this is UBC IT use policy).
- We don't need and will never use the email address you provided on iLrn. For course purposes, you can put anything there, including a dummy email address or an email address you made up that doesn't exist. And change it anytime.
- iLrn does NOT need your personal information

- But: when you are at the stage of **SETTING UP** your iLrn account, make sure that you use an email address *to which you have access*.
- The reason for this: if you lose/forget your username password and cannot log back in to your account, and if you then click the “forgot” button, that information is sent to the email address you provided.
- If that address doesn't exist, you won't get your information back and you won't be able to reset your password.

# Suggestions

1. When setting up your iLrn account, use (one of) your real email address(es).
2. Log out and log back in.
3. If you have any problems:
  - (i) check that you have entered your username and password correctly;
  - (ii) click “forgot your username?” / “forgot your password?” (or both); they will be resent to you by iLrn.
4. Once you are sure that your account works, you can log in, etc. ...

... once you are sure and certain that everything works, THEN change the email address attached to your iLrn account to anything else. You can invent one, ex. [mickeymouse2013@gmail.com](mailto:mickeymouse2013@gmail.com).

If you are at all unsure, if in doubt, if you *know* that you are the sort of person who forgets login information or gets it confused: use a real email address and change it later.

(You may of course choose to use a made-up email address right away, but it is your responsibility if you have issues retrieving a lost password later!)

# (6. continued: an example)

- Example: the FREN 101 coordinator's profile

The screenshot displays the Heine Learning Center user interface. At the top left is the Heine Learning Center logo, consisting of a stylized blue starburst icon and the text "HEINLE CENGAGE Learning". To the right of the logo are navigation links: "FAQ", "Feedback", "Technical support", "Log in", and "Bookstore".

The main content area is divided into two primary sections. On the left, there is a "Log in" section with a "Username:" field containing "julietobrien", a "Password:" field with masked characters, and a blue "Log in" button. Below the password field are links for "Forgot my username?" and "Forgot my password?". Below this is a "First time user?" section with a "Book key:" field and a blue "Submit" button, with a link for "What is a book key?".

On the right, there is an "Instructors" section with a blue icon of books and a pencil. It contains a list of actions: "Adopt books, create classes or create a new account." and a link for "Getting started tutorial". Below this is a "Students" section with a list of actions: "Enter book keys and sign up for classes." and a link for "Getting started tutorial". At the bottom of this right-hand section is a "Don't have an account yet?" section with a blue "Create account" button.

At the bottom of the page, there is a footer with three logos: "iLrn HEINLE LEARNING CENTER", "HEINLE eSAM powered by QUIA", and "iLrn ADVANCE". Below the logos is the copyright notice: "©2013 Heine Learning Center. Powered by Quia."

## 7. Once you're in...

- Once you enter your book key, you will have the option to enter a course code that will register you for your class and allow you to submit your assignments to your instructor.
- Your course = FREN 101
- Your course code = DGDCTM366

## 8. Your class/section:

- Next, add yourself to the appropriate "class": this is the section you're in.
- For example, FREN 101-101 is "Section 101."

## 9. And now...

- You will see your "workstation," where you will be able to access the online exercises that have been set for you.
- There will also be a calendar and assorted tools to remind you of upcoming deadlines, for the completion of online exercises/
- Please note that this is JUST for the online exercises; you will have other assignments due for FREN 101, which are *not* on iLrn: the chapter tests, compositions, midterm examination, and final examination...

# 10. Your e-book

- To work on your online exercises throughout the term, and to consult your e-textbook, annotate it, etc.: go to <http://iLrn.heinle.com>
- There will be another set of slides to guide you through using your e-book and the extra online resources associated with it.
- Further questions?

[Heinle Learning Centre FAQ](#)