UBC
Department of French, Hispanic & Italian Studies

FREN 101 & 102
2016-17

Course materials: how to access your e-book, online exercises, and other online materials at iLrn

Last updated: 2016-09

Introduction

- We are using the online version of *Horizons* for three reasons:
  (1) so that you can have an e-book, in addition to or instead of a traditional paper physical book;
  (2) to provide you with regular practice, of a kind that is essential to language learning: just as practice is necessary when learning and working in music;
  (3) and to provide you with some extra resources such as virtual flashcards.

- This is an intermediate step towards using our own (UBC FHIS) materials, while we are developing them...

What to do next?

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. Have your book key ready (see next slides for troubleshooting)

4. Now: please go to http://hlc.quia.com/books

(Troubleshooting: book key / access code)

In order to register on and access iLrn, you will need 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) all that you have, if you purchased the online-only version (without a physical paper book).
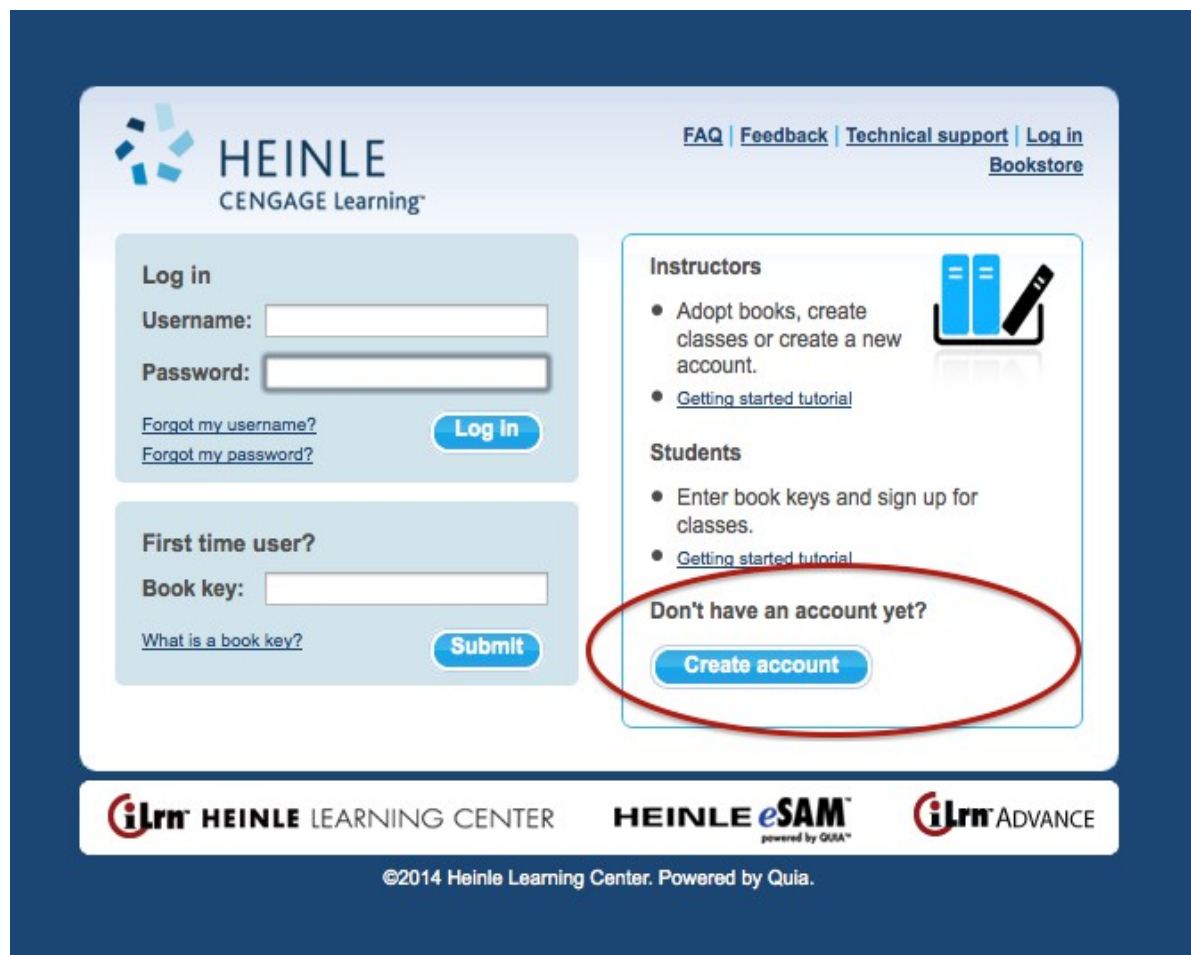
(troubleshooting, cont.)

- 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!)

1. Register / create an account

- Go to http://hlc.quia.com/books

- Click on "create account"

This profile-form will appear:

How to complete your profile

- An example follows in the next slide, for how the FREN 101 & 102 coordinator filled in her profile

- Next slides describing the process in fuller detail

- After this section (1), the rest of these slides cover the following points:
  2. How to enter your book key
  3. How to enter your course code
  4. Registering in your class/section
  5. Using iLrn

My Profile

Personal Information

Username	**julietobrien**
Password	change
First Name	Juliet
Last Name	O'Brien
E-mail Address	juliet.obrien@ubc.ca
School	
Phone Number	
Country	Canada
City	
State/Province	British Columbia
Zip/Postal Code	
Time Zone	(GMT−08:00) Canada/Pacific

Username, password, name

- Username: choose something that identifies you clearly (ex. not "student 1")

- Choose a password that you will remember

- First and last name: this can be whatever you like. Your real name, a shortened form, a nickname,...

- Please let your instructor know if the name you choose is very different from the one on UBC records, otherwise you might not get a mark for your exercises!

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 could 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, has no legal right to it, and you are under NO obligation to provide it in order to use their system

- 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.

Information that you DO NOT have to provide to iLrn / include on you profile

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

- you DO NOT have to complete the other (= no *) sections; you DO NOT have to provide a telephone number, or your full (real, true) address

- you DO NOT have to provide information on your time-zone, though this may be useful: to ensure we're all in the same time-zone: otherwise you might find that you've missed a deadline for an online exercise!

(final stages + troubleshooting)

- 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.

(tips / troubleshooting-prevention)

- Once all is well and accepted, make a note of your username and password, and of the email address you entered. Just in case.

- When setting up your iLrn account, use (one of) your real email address(es).

- Log out and log back in. Once you are sure that your account works, you can log in, make changes, 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.

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!)

(troubleshooting: problems logging in)

If you have any problems logging in:
(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.

2. Enter your book key:

(troubleshooting)

- 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 whoever sold it to you.

- Please note that, as is usual with all online educational materials, a book code only works for one single user. It cannot be transferred to another user and reused.

3. Enter your course code

1

(September–December) 2015 is: FR ... 98

- See next slide for other FREN 101 & 102 courses through 2015-16...

Course names & codes (2016-17)

- FREN 101: 2016 winter session term 1:
FREN 101
JED439 (opens / accessible from 7 September 2016)

- FREN 101: 2016 winter session term 2:
FREN 101 term 2
FGTTKR347 (opens 3 January 2017)

- FREN 102: 2016 winter session term 2:
FREN 102
GXJBE894 (opens 3 January 2017)

4. Your class/section:

- Next, add yourself to the appropriate "class": this is the section you're in.

- For ease of identification, each section choice includes information on the day, time, and location of the class.

- For winter-session courses with several sections, section names are of the form "Section 201" (= FREN 101-201) followed by your instructor's name.

5. Using iLrn

- Once everything is set up...

- You will see your "workstation," where you will be able to access your e-book and the online exercises that have been set for you.

- Please note that you will have other assignments due for your French class, which are *not* on iLrn: quizzes, chapter tests, compositions, and the midterm and final examinations.

The online exercises

- These exercises are worth 10% of your final grade: 9% for practice exercises, 1% for online mini-tests*

- Practice exercises can be repeated several times through the term; they accompany and reinforce the work we're doing in class that week.

- They may also be repeated for revision practice before chapter tests, the midterm, and the final exam.

- Mini-tests are timed and can be taken only once; they are meant to be taken at the end of that chapter.

  * (this may vary in summer courses, depending on your instructor)

Your ebook

Opens in a new window:

Your ebook can be highlighted, annotated, and otherwise personalised...
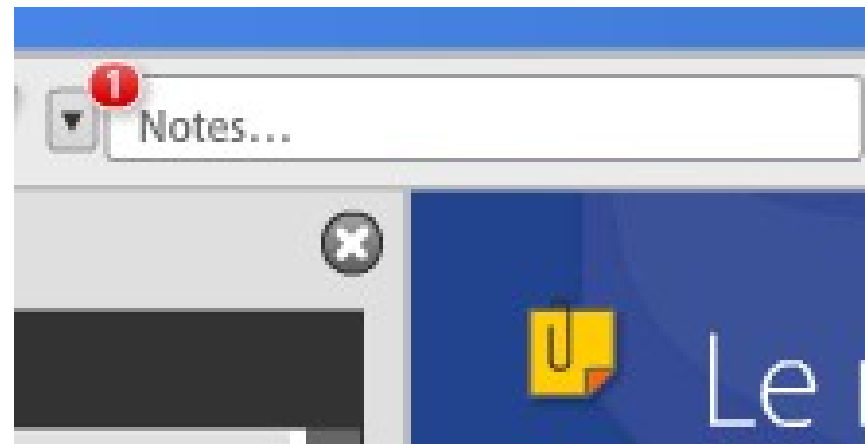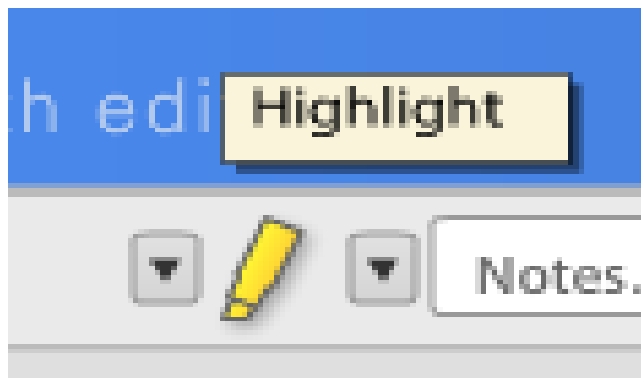
You can print (+on Macs, save PDFs) from your ebook (and of course take screenshots...)
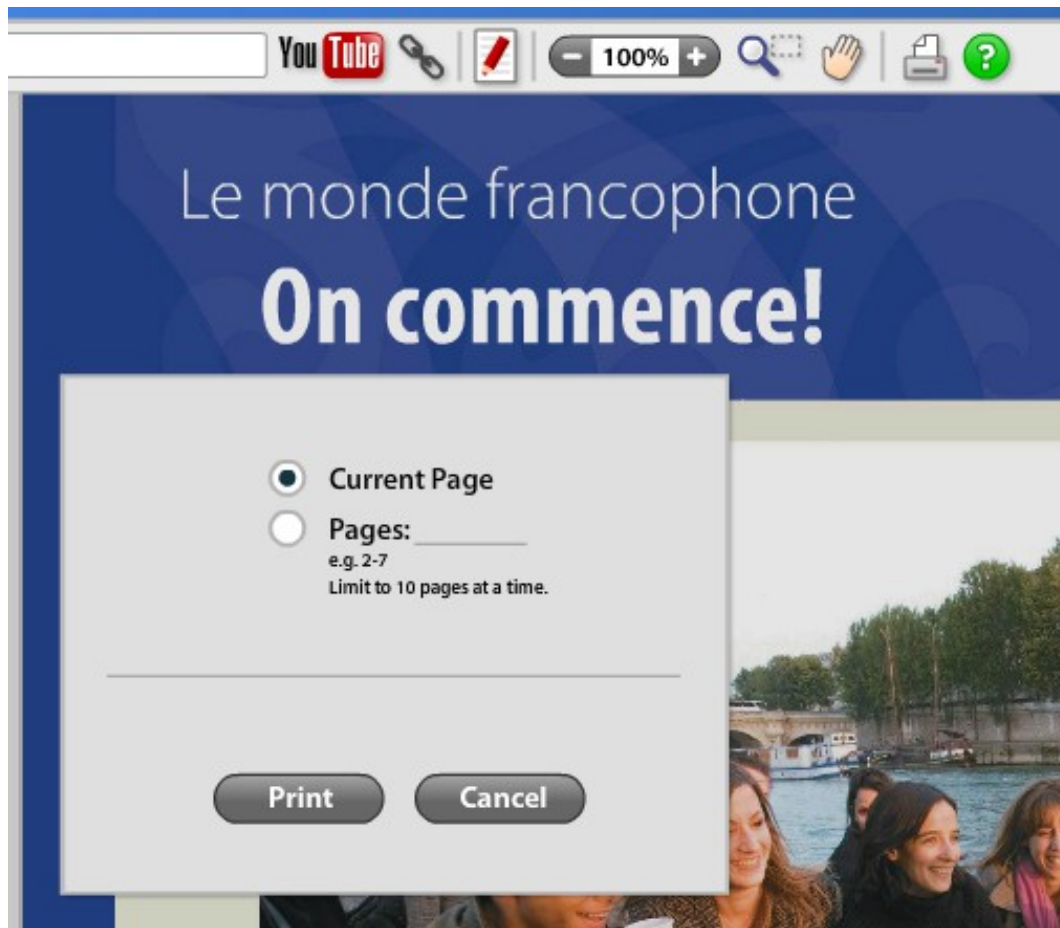
Further resources at iLrn:
(+ more in iLrn guide 3 at your course site)
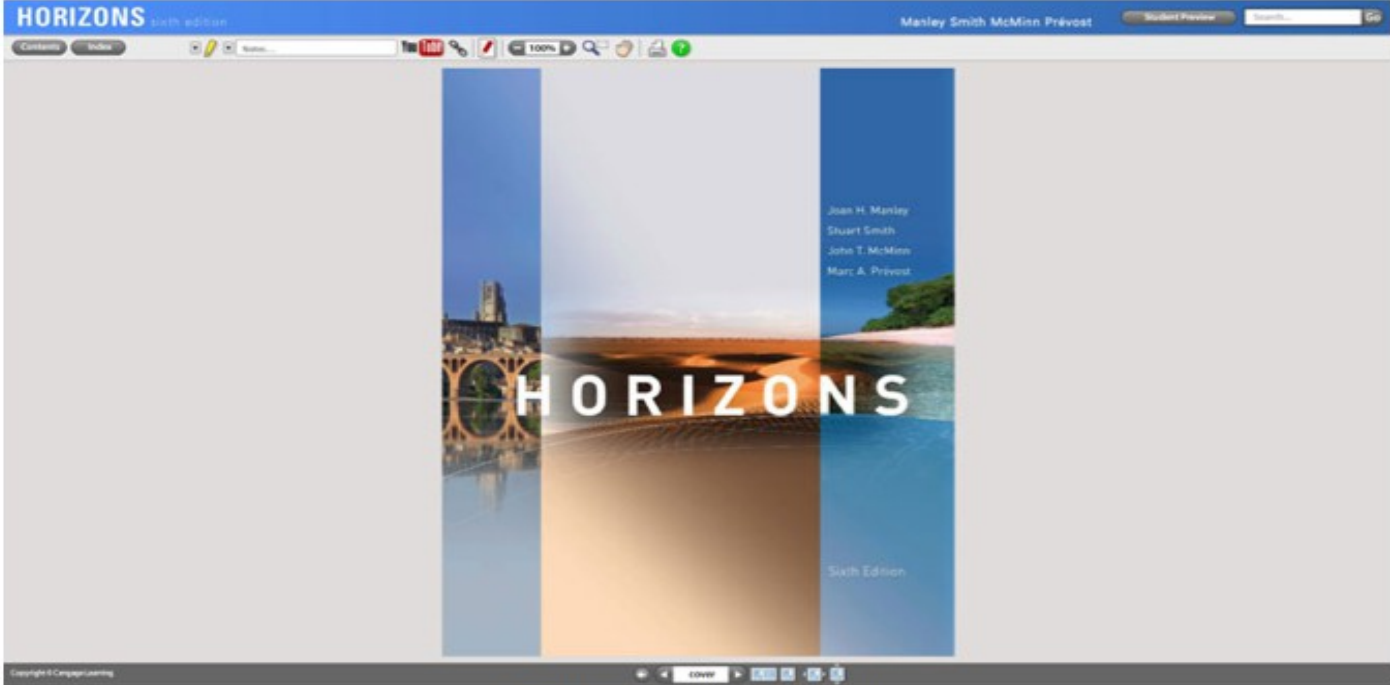
Self-tests

Media Library

Practice

Further questions? Technical issues?

- Heinle Learning Centre FAQ