# How to Navigate the Classroom

Each course, webinar, video, or lesson you purchase from the Clean Run Learning Center is set up in its own classroom. Here we'll discuss the basics for getting around the classroom.

- o At the top of the page in the dark blue bar, you will see your profile photo, the name you chose to use for your Learning Center account (called your profile name), and the My Learning Library link.

- o In the lighter blue bar, you will see the name of the classroom (left) and the main navigation bar (right).
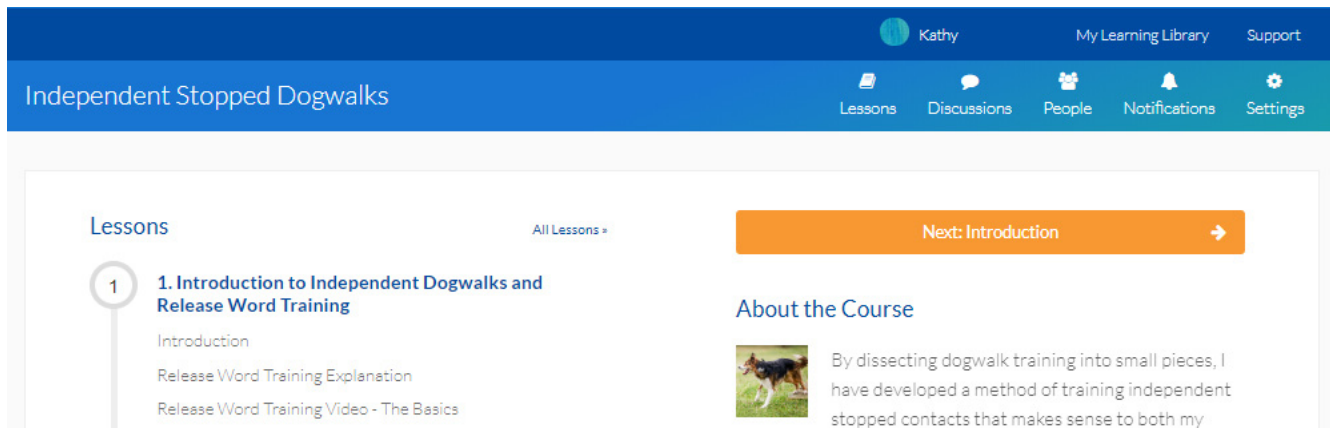


## Your Profile

Clicking on your profile name displays a drop-down menu with two options: Profile and Sign Out.

If you select Profile, you go to the screen shown below. You can use the circled menu to change your profile name, your photo, or your password.

## 👤 Profile

- **Name:** For your profile name, you can use your real name or a nick name. Your profile name will be what is displayed in the classroom in discussions and in the list of class participants.

- **Email:** Notifications will be sent to the email address you enter here. Student email addresses are not displayed in the classroom; they are private and only visible to the instructor.

- **Short Bio:** Entering a bio is optional.

- **Timezone:** You can also change your time zone. Changing this to the correct zone for your location ensures that you will receive email notifications and event reminders at the correct time for you. This is particularly important if a course includes webinars or a live event.

## 🖼 Photo

The Learning Center automatically assigns a default photo to your profile that is just a graphic image. If you want to use your own photo, select Photo from the menu and then upload a JPG or PNG file. Photos should be square and no larger than 700K.

## 🔒 Password

Select Password from the menu to change your Learning Center password at any time.

## My Learning Library

Clicking on My Learning Library takes you to your home page, with the listing of all courses you have registered for. Click on the course title to enter that classroom.



NOTE: If you recently paid for a course, but do not see it listed, then you haven't completed registration. You do this by clicking on the link provided in your email confirmation for the course. If you don't have this email, then follow the instructions in the document called "How to Find Your Classes."

## Main Navigation Bar

Following is information on how to use the options available in the main navigation bar, which is located to the right of the classroom name.

**Lessons**

Click the Lessons link to see a list of lessons for the course.
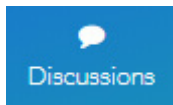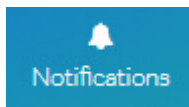
**Discussions**

Click the Discussions link to go to the main discussion forum for the classroom. This page is a place for students to engage each other in conversation about any topic covered in the course, or to ask general questions. Any student can start a conversation, ask questions, or share links, resources, and insights.

On this page, you will see a list of all of the discussion topics. Each discussion topic is in a box, and there is a summary of how many replies there are for that discussion. Click anywhere in the box to continue reading and see all of the posts in that thread. For more information, see the document "How to Participate in Discussions."
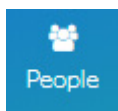
**People**

Click the People link to see a list of the people enrolled in the course. You will see their photo, profile name, and a short bio if there is one available. Email addresses are never displayed to other students.

**Notifications**

Click on the Notifications link to read the latest comments in discussions. These will be listed in order of submission, not necessarily in the order of the lessons and activities.

**Settings**

Click on the Settings link to set your email preferences for classroom notifications. These settings only affect the current classroom. If you are enrolled in more than one classroom, you will need to adjust the email settings in each classroom.

- You can choose Yes or No to receive email announcements from the instructor. We *strongly* suggest keeping this set to Yes so that you get important announcements about the course.

- You can choose Yes or No to receive an email when someone comments on one of your posts or a post that you have also commented on. For example, say you comment on a post by Alice. A couple of days later, Bob comes into the discussion and comments on Alice's post. If you have this option set to Yes, you will receive an email notification because you commented on Alice's original post, which means that Bob's comment might be interesting to you as well.

o   You can choose Yes or No to receive lesson and webinar email reminders. By default, students participating in scheduled courses will receive a "new lesson is available" notification just after 12:01 am in their time zone (as chosen in your profile settings) on the date a new lesson begins. If you opt out of these emails, you will not receive any email reminders that a new lesson has become available nor will you receive email reminders if the instructor schedules a webinar. We *strongly* suggest keeping this set to Yes.

o   You can choose whether you receive emails about the most recent activity in a course. If nothing has happened, you won't get an email. If you want to receive emails, you can choose to get a weekly digest, daily digest, or an immediately email. You can also opt out of these emails by selecting No.

## Lessons and Activities

Lessons are the basic organizational structure of the classroom. Lessons don't have any content of their own. Instead, they act like headers for groups of content called activities.

Activities are the basic building blocks of your course and make up the content of the course. Activities can include videos, audio files, PDFs, discussion questions, etc. In the screenshot below, the color headings with numbers are lessons, and the items listed under each lesson are activities.

Lessons                                      All Lessons »

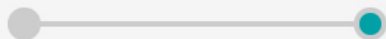1   **1. Introduction to Independent Dogwalks and Release Word Training**

Introduction

Release Word Training Explanation

Release Word Training Video - The Basics

Release Word Training Video - Advanced

2   **2. Shaping the Rear Foot Behavior**

Shaping the Rear Foot Behavior Explanation

Shaping the Rear Foot Behavior Video

3   **3. Naming the Rear Foot Behavior**

Naming the Rear Foot Behavior Explanation

Naming the Rear Foot Behavior Video

Naming the Rear Foot Behavior Video 2

4   **4. Recalling, Running, and Sending Using the Plank**

Plank Work: Recall, Run, and Send Explanation

Plank Work: Recall, Run, and Send Video

## The Download Section in an Activity

At the bottom of an activity, you may see one or more files listed under the heading Downloads. These can be PDF files that include course notes, videos, magazine articles, course layouts, or additional resources the instructor wants to provide to you. There may also be Clean Run Course Designer AGL files that you can use if you own the software, video files that you can download and watch when you're not online, or other types of files.

Just click on the name of the file you want to download and follow the instructions on the screen.