

Welcome to your Online Learning Quick Start Guide!

This guide will help you get set up with the key platforms you'll use throughout your Continuing Studies course: Microsoft Outlook for email communications, Moodle for accessing course materials and submitting assignments, and Microsoft Teams for live online sessions.

Online learning can be a flexible, engaging, and fun way to explore new ideas and connect with your instructors and peers- whether you're new to online learning or just need a refresher, this quick overview will get you started with confidence.

The Online Learning Experience

All ECU online courses are conducted *synchronously*, meaning that all students in the class are present for class each week, and participating digitally at the same time.

Some examples of synchronous activities include:

- Participating in class meeting each week via Microsoft Teams videoconferencing platform
- Viewing a live video lecture or demo via videoconferencing
- Attending your instructor's office hours via videoconferencing

In online learning environments, there are shared expectations—often called 'netiquette'—that help create a respectful and productive space for everyone. Clear and considerate communication is key to keeping things engaging, but it's also important to make room for others to speak. Use the chat or raise hand feature in Teams to let others know when you'd like to contribute and keeping your comments brief to help the session stay within the scheduled time.

This ensures everyone has a chance to participate!

Coursework

Your instructor will include at-home assignments so that you can reinforce what you've learned in class. The rule of thumb is to expect 1 hour of homework for every 1 hour of class time, and this may vary based on your course topic.

Some examples of homework activities include:

- Participating in discussion forums in your online classroom, Moodle
- At-home exercises
- Individual or group projects

Three Main Online Platforms

In this guide, we will go over the top three platforms used for online learning:



1. **Microsoft Outlook Email Account**
2. **Moodle** Online Learning Platform
3. **Microsoft Teams** Video Meetings

Before you get started, know your account details!

After registration, you will have received an email from ECU continuing Studies. This email will provide you with your **account login information and password**. Your login information will include:

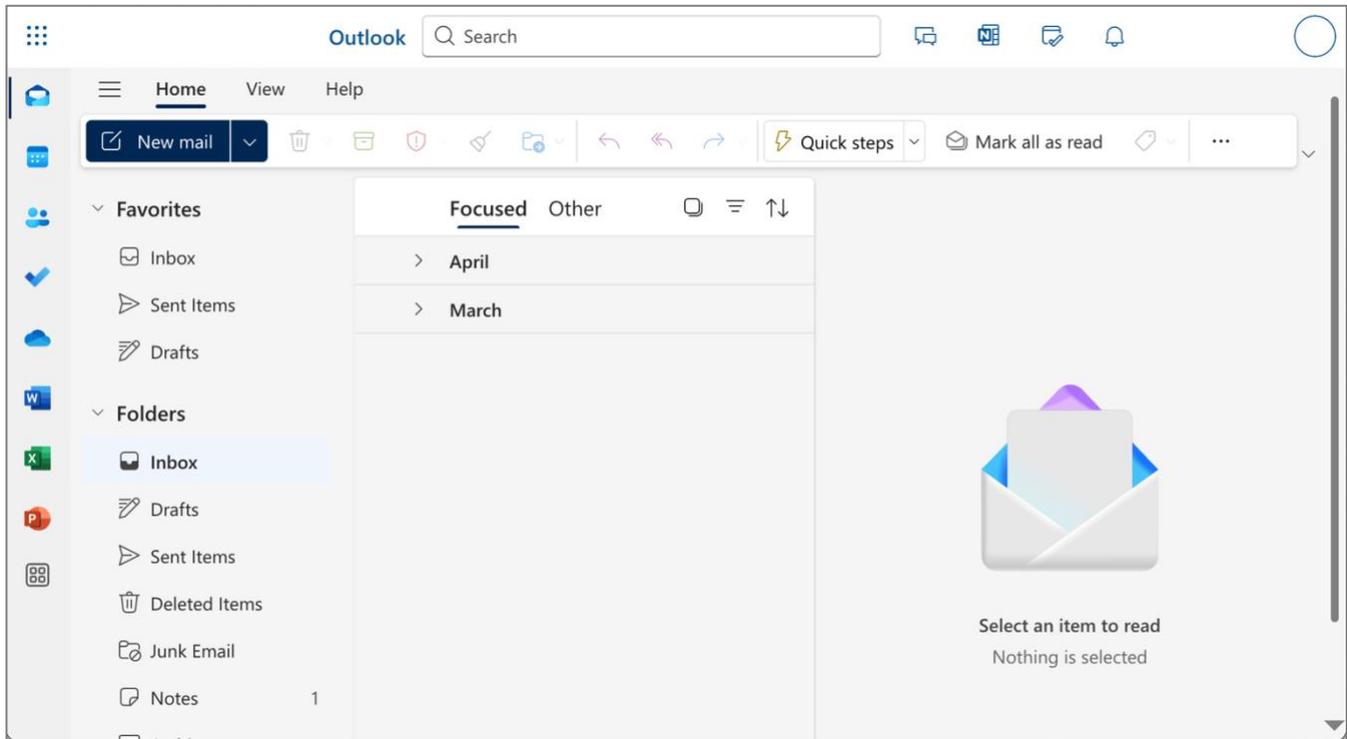
- @ECUAD.ca email address
- A temporary password

Once you set up your own personal password, **you will use these login details on all ECU-related platforms.**



1. Microsoft M365 Email Account

Your ECU email and calendar are automatically set up when you start studying at ECU.



You'll get an @ECUAD.ca email address, a Microsoft Outlook email mailbox and calendar. This ECU email mailbox will be used for all ECU-related correspondence. It gives you access to important course updates and resources from your instructors and from staff.

Login to your Microsoft Outlook email at <https://email.ecuad.ca>

Make sure to log in before your course and to check it regularly. Allow up to 24 hours after registration for your account to be activated.



2. Moodle: Your Online Classroom Resource

ECU's virtual learning platform has everything you'll need for your course. Depending on your course topic and instructor, each course's Moodle site may look different but generally you'll find:

- Course resources and reference material
- Class schedule and lesson plan
- Additional engagement activities
- Your instructor's contact information
- A Zoom link so that you can access your weekly session
- And more!

You will automatically be added into the appropriate Moodle after you register. Log into your Moodle a **few days before your class starts** so that you can familiarize yourself with the course content as well as the Moodle platform. Use the same login details as mentioned above!

Access Moodle at <https://courses.ecuad.ca>

Your Moodle Dashboard will look like this:

The screenshot shows the Moodle dashboard interface. At the top, there is a navigation bar with the university name 'EMILY CARR UNIVERSITY OF ART + DESIGN' and various menu items like 'Home', 'Dashboard', 'Site administration', etc. Below the navigation bar, the main content area is titled 'Dashboard' and 'Course overview'. There are search and filter options. The main area displays a grid of course cards. A red box highlights the course cards with the text 'Your courses here!'.

This dashboard will show all the courses that you're registered in and their respective Moodle sites. **From here you should be able to find your course's Moodle site. Click your course name to enter your course.**

Your Course Moodle Site

Your course Moodle site has various interactive elements.

The screenshot shows the Moodle course interface for 'CSPN-100-SU03-2025: Introductory Painting Techniques'. At the top, there is a navigation bar with the university logo and links for Home, Dashboard, Site administration, My Media, Faculty Support, Student Support, and Campus & Online Resources. The course title is prominently displayed. Below the title, a horizontal menu contains four tabs: 'Course', 'Participants', 'Grades', and 'Media Gallery'. A red box labeled '#1' highlights this menu. To the right, a sidebar contains two sections: 'Activities' and 'Quickmail'. The 'Activities' section lists various course activities like Assignments, Attendances, Choices, Feedback, Forums, and Resources, with a red box labeled '#4' around it. The 'Quickmail' section includes options like Compose Course Message, View Drafts, View Scheduled, View Sent Messages, and My Signatures. The main content area is divided into sections. A red box labeled '#2' highlights the 'Announcements' section, which contains several items: 'CSPN100_Syllabus_Summer2025', 'Materials List', 'Course Introductions & Community Check-in', 'Problems & Troubleshooting', 'Office Hours - Fridays 10:30 AM to 2:30 PM', and 'Attendance'. Below this is a toggle for 'Open all' and 'Close all'. A red box labeled '#3' highlights the 'Weeks' section, which lists three weeks with their respective dates and topics: 'Week 1 - Welcome + First Painting Exercise (25 May - 31 May)', 'Week 2 - Grayscale Painting: Tonal Study from Multiple Objects (1 June - 7 June)', and 'Week 3: Session 3: Color Theory - Video Prep & In-Class Assignments (8 June - 14 June)'.

Refer to the numbered picture above, while considering these next corresponding details:

1. You can click between these tabs to see your course content, class list, your grades and the media gallery. You are automatically on the “Course” tab, where all the important content is located. **Anytime you need to return to this page, click the “Course” tab again.**
2. This section includes various important documents and information that your instructor has added. Review these details and download any files you need. **We recommend downloading the class syllabus to your computer so that you can have the course lesson plan handy.**

3. This portion of the Moodle site contains all the details related to the weekly sessions. Your instructor will have labeled it by week or by date. **Click the section name to show or hide the sections** and review the contents before, during, and after class.
4. The “Activities” buttons located on the right side can allow you to easily see all your assignments, and course resources in one easy place. Simply click into each one to view.

Submitting Assignments on Moodle

When you submit your assignments on Moodle, follow these easy steps:

1. On the right side of your class Moodle site, under Activities (see detail #4 above), **click “Assignments”** to see a full list of your course work.

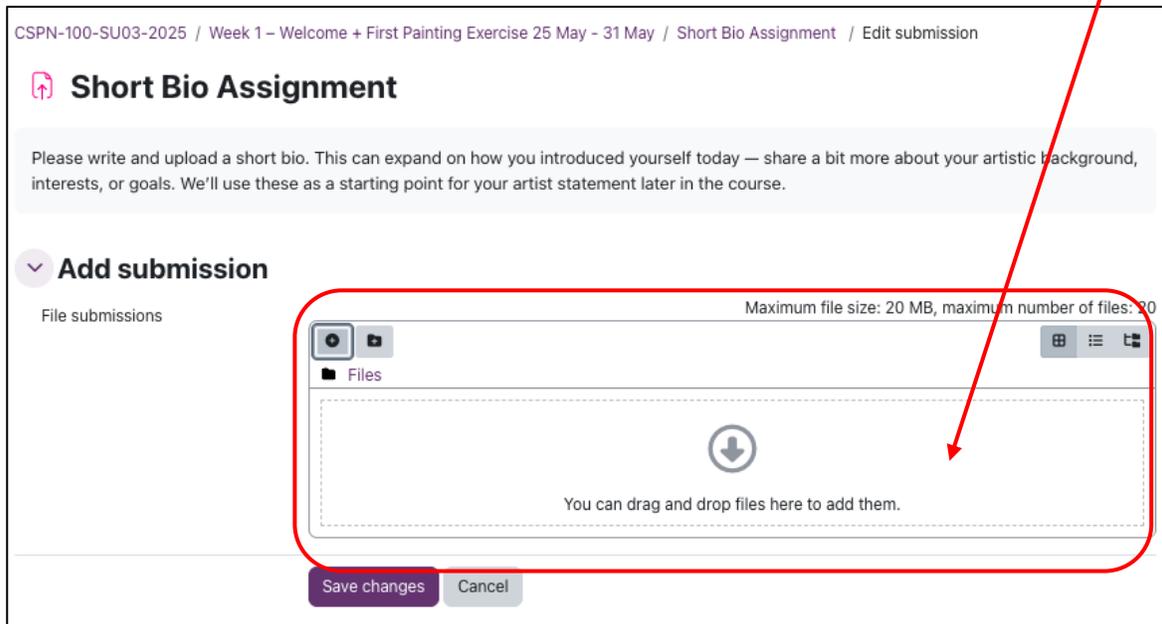
The Assignment page looks like this:

The screenshot shows the Moodle interface for the course "CSPN-100-SU03-2025: Introductory Painting Techniques". The "Assignments" section is active, displaying a table of assignments. A red box highlights the "Value Table Exercise" link in the first row, with an arrow pointing to it and the text "Select your assignment here".

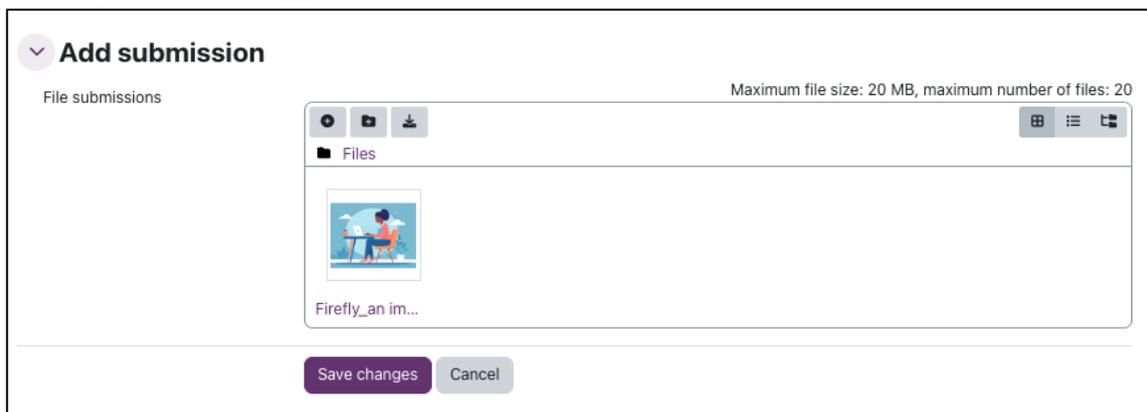
Section	Assignments	Due date	Submission	Grade
Week 1 – Welcome + First Painting Exercise 25 May - 31 May	Value Table Exercise	-	No submission	-
	Short Bio Assignment	-	No submission	-
Week 2 – Grayscale Painting: Tonal Study from Multiple Objects 1 June - 7 June	Assignment: Layered Value Study – Grayscale Still Life	-	No submission	-
Week 3: Session 3: Color Theory – Video Prep & In-Class Assignments 8 June - 14 June	Assignment 1: 12-Step Color Wheel	-	No submission	-
	Assignment 2: Complementary Mixing Grids	-	No submission	-

2. Click on the assignment you would like to submit to.
3. Then, on the next page, click on the  button. On the following page, you'll be able to upload a file.

4. To add a file, drag the file from your computer and into the file drop box, shown here:



5. When your file is dragged into the box, it will look like this:



6. When you're ready to submit, click on

Save changes

7. You've now uploaded your first submission!



3. Microsoft Teams: Video Meetings

[Follow these instructions to download the Teams Desktop Application.](#)

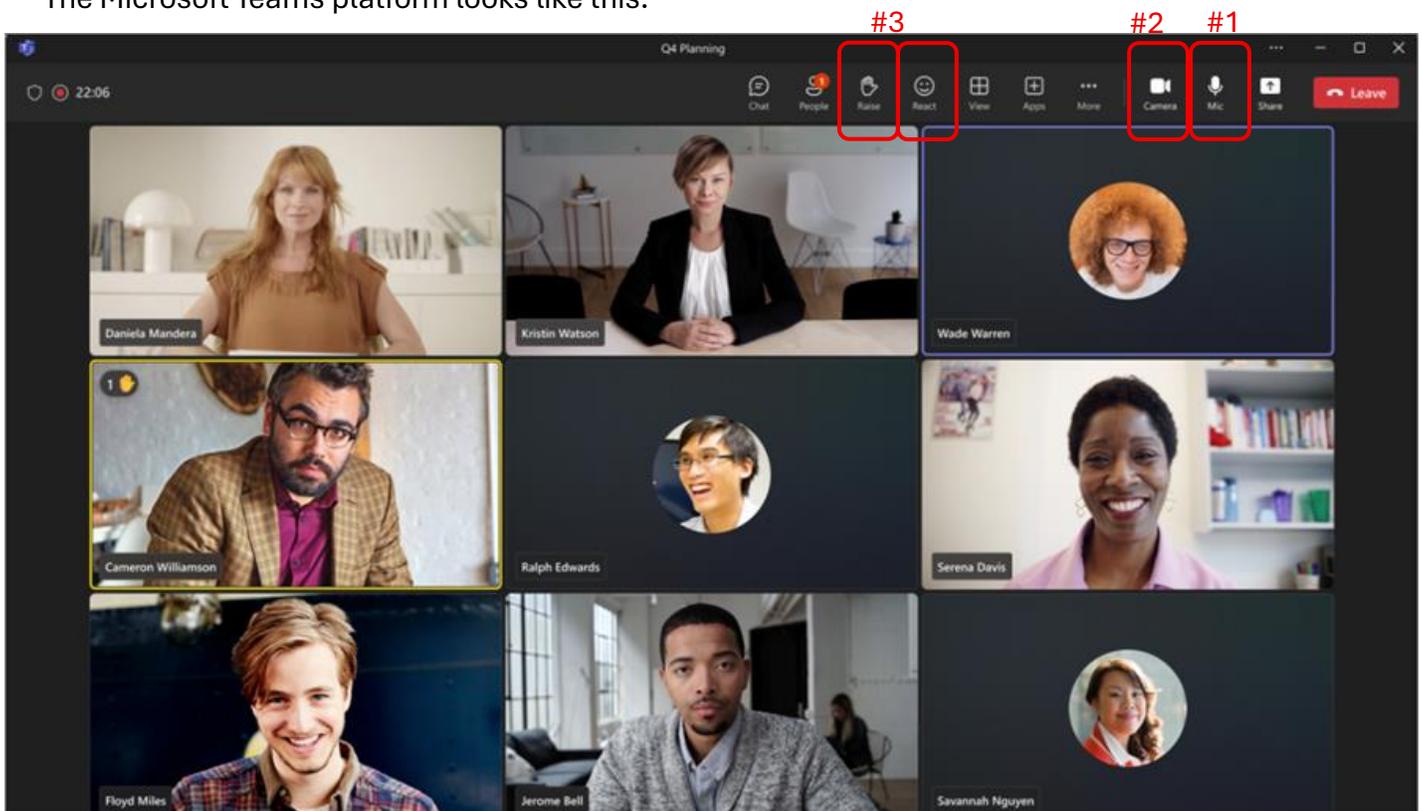
Each week, you will be participating in your class via Microsoft Teams. Find your course Teams link on your class Moodle site or wait for your instructor to send you a Teams link via email. **The Teams link is the same every week**, so make sure you have the link handy. When your class starts, **click into your Teams link and you'll be able to access the digital platform.**

Before class starts, make sure you're prepared with the following:

- A computer or laptop that is equipped with a working webcam
- A microphone
- A comfortable spot that is well-lit so that you can show your work to the camera if necessary
- Any required course materials

When joining your Teams meeting, make sure your camera is ON and your audio is OFF. **Raise your hand and turn ON the audio to speak and then turn it OFF again when you are done speaking.**

The Microsoft Teams platform looks like this:



Refer to the numbered picture on the previous page, while considering these next corresponding details:

1. **Audio** button: this button turns your microphone on and off. All microphones are automatically turned off when you first join the meeting. **Turn ON the audio to speak and then turn it OFF again when you are done speaking.**
2. **Video** button: this button turns your camera on and off. You may want to turn your camera off during breaks or designated individual work sessions during class and then turn it back on when it's time to regroup.
3. **React** and **Raise Hand** button: click the **React** button, and then click **Raise Hand** to indicate that you would like to speak. When you click the button to "raise your hand", a small hand icon will appear next on your video. **Wait for the instructor to call on you**, and then **click the Audio button (#1)** to turn on your microphone.

Remember!

Clear and respectful communication helps keep discussions engaging, while also making space for others to contribute. Use the Zoom raise hand feature to indicate when you'd like to speak and try to keep comments brief to help the session stay on schedule. *This way, everyone gets a chance to participate!*

Teams Breakout Rooms

Your instructor may put you into a Teams Breakout Room. Breakout Rooms are sessions that are split off from the main meeting. This allows students to meet in smaller groups and are completely isolated in terms of audio and video from the main session. **All students must be using the [Teams Desktop Application](#) to join class for breakout rooms to be available on Teams. Breakout rooms are not available if any one person is using the browser to join class.**

1. During class, the instructor will invite you to join a breakout room.
2. **Click Join** in the notification pop-up.
3. Participate in your group discussion.
4. When it you're ready to leave, **click Leave Breakout Room**.
5. Choose to leave the breakout room only and you'll return to the main Zoom meeting
6. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Some Tips to Help You Keep Track of Your Online Coursework

- Check your Moodle course site 2-3 times a week as a refresher for the previous week, and to review the contents for the upcoming week
- Check your ECUAD email frequently and look out for any emails from your instructor
- Set deadlines for course activities in your own calendar
- Set alarms or reminders on your phone to remind you of important deadlines
- Subscribe to any relevant Moodle discussion forums to get notifications when your instructor or classmates post
- Reach out and connect with your instructor if you have any questions!

Experiencing Troubles?

IT Services

If you're running into issues with your account login, Moodle, Teams, or ECU email, please reach out to IT for assistance.

IT Services Webpage: [Click Here](#)

ECU Account Access Guides: [Click Here](#)

Submit an IT ticket: [Click Here](#)

Continuing Studies (CS) Department

If you're running into issues regarding course registration, class content or your learning journey, please reach out to the CS team.

For registration issues: CSRegHelp@ecuad.ca

For course or programming issues: CSPrograms@ecuad.ca