

## Getting Started

### ► 1. Checking System Requirements

- Firefox\*** (PC, Mac) web browser  
\* *Insight works best with, Firefox/Mozilla. Note that Internet Explorer 8, Chrome and Safari don't support all Insight features that might be used in your course – such as quizzes.*
- You must have "**pop-up**" blockers disabled in your browser to use this site.
- Adobe Acrobat Reader** (free download at [www.adobe.com](http://www.adobe.com))
- Please note that **your instructor may have additional system requirements.**

### ► 2. Logging Into Your Insight Course

- Open the Firefox browser window, and go to <http://insight.ccsf.edu>
- Log in using your CCSF Student ID number and password (sent to your CCSFmail email account).
- If your student ID begins with the letter "w" use a lowercase letter. Student IDs that begin with an @ symbol, or "c" use a lowercase "x".
- Be sure to type the actual numbers in your student ID (versus letters) *ex: the number zero and NOT the letter "O."*

#### **Notes for Students in Tech Enhanced Courses:**

- Students enrolled in another Insight Online course, use the same password for ALL of their Insight courses, including Tech Enhanced courses.
- Students enrolled in Tech Enhanced courses will receive their passwords from their instructor.

### ► 3. Setting Your Password

When you login to Insight for the first time you will be prompted to select a new password:

- Type your temporary password (see above)
- Enter your new password.
- Enter your new password again
- Save your changes.

If you forget your password, click on the **Lost password?** link in the login box on the Insight Homepage.

### ► 4. Editing Your Insight Profile

In your course, on the left-hand of your screen, under the "Administration" section, select **Profile**, then **Edit profile**, and complete the required sections:

- City/Town** – Enter your City or Town (optional)
- Select your country** – Enter your Country (optional)
- Description** – Fill out information that you would like to appear to other users next to your profile.

**Optionally**, you can also edit the following choices:

- Email Digest** - Choose to receive email in batches (complete) or individually (no digest)
- Forum Auto-subscribe** – Select "Yes" to receive forum emails or "No" to not receive emails of posts.

### ► 5. Finding your Course

After you log in to Insight, you will find a link to your course in the "My Courses" section on the left-hand side of the homepage. Courses are in alphabetical order and contain the CRN and section numbers.

### ► 6. Navigating in Your Course

- In the top section, center column, you will find links to course information such as the **Syllabus** or **Course Materials**.
- You can also use the 'breadcrumb' links on the top left part of your screen, for example:  
**InsightHome >> SPCH-1A-831-SPRING 2011 >> Assignments**
- Clicking on a link will open a resource or activity page. As you begin reading, if you find that you need adaptive technologies (text reader, zoom text, voice recognition, etc.) please alert your instructor and contact the DSPS office at <http://www.ccsf.edu/dsps>.

### ► ? Getting Help

There are several ways to receive help:

- From the Insight Homepage, click on *Insight FAQ* for a searchable database – just type in your question!
- Student Help Ticket – Use this link to submit a "Help Request" for technical support. Tickets are answered Monday-Friday from 9 am to 4:30 pm.

## Participating in Class

### ► Preparing Documents – File Naming

Make sure you have named your file properly before uploading it.

- Never use spaces in the file name. You may use a dash – or an underscore \_ .
- Don't use special characters in the file name. (e.g. \* ^ . , \$ % # / } " ' )
- Only use 15 or less characters for a file name.
- Include a dot and a three letter extension to designate the file type. (e.g. .doc .rtf .pdf .ppt .xls .html)

**Correct:** report\_jones.doc

**Incorrect:** report.jones.doc (no periods in file name!)

**Incorrect:** report-jones (missing file extension)

### ► Uploading an Assignment

Select the link to the assignment you will be submitting. You might be asked to copy & paste an assignment to an HTML box or to upload a file.

#### **To upload a file:**

Browse to the location of the file on your desktop and click the "Upload a File" button.

### ► Participating in a Forum

- Select the **Forum** link, then select a discussion link. If you wish to reply, click the **Reply** link.
- Use the text box to enter your message.
- Edit choice to receive emails about your post using the drop down "Subscription" menu.
- Click **Post to forum** to submit your message to the forum. Use the **Edit** button if you wish to edit your message (*NOTE: you have 30 minutes to edit before this option goes away*).
- Use the **Unsubscribe** or **Unsubscribe** link in the upper right corner of the forum page to select your subscription preferences for that Forum.