A How to Log In to Your Course
Video link: https://youtu.be/N0iwuva3KDM

1. Open up your computer browser and go to:

   https://courses.wilmetteinstitute.org

2. In the **Username** box type your email address.

3. In the **Password** box type your email address.

These fields are case-sensitive. If you typed your email address at registration all in lower-case, you will need to type it all in lower-case when you get to this log-in screen.

4. Click the **Log in** button.

5. **You must change your password to proceed**, so type in your email address again as your Current Password, then choose a new password [enter it twice]. *You can write down your password so that you will remember it the next time you need to log in.*

6. Click **Continue** button.

7. On the Courses Home Page, click on **Dashboard** (top left).

8. Click on the course title to open the **Classroom Page**.

On the Classroom Page you will find everything you need for your course.

**If you need help (if you forgot your password, we can reset it!)
email Learn@WilmetteInstitute.org.**

B How to Set Up Your Course Profile
Video link: https://youtu.be/FqaI4C4V7n8

1. Log in to your Classroom Page

2. Click on the down arrow at top right (beside your name/the empty profile picture box)

3. In the pop-up box, click on **Profile**.

4. In the User details box, click on **Edit Profile**.

5. Scroll down to the **Description** box. Type an introduction. Tell your classmates something about yourself.

6. We recommend you post a profile picture. Scroll down below Description box to the User picture section. Click on grey box beside "New picture."

7. The File Picker box will pop up. Click on **Upload a file** (top left).

8. Click on the **Choose file** button.

9. Choose a picture from your computer. Square images work best. Select the image you want, and click to "Open" (bottom right).

10. On the next screen, you'll see the name of your file beside the Choose file button. Scroll down and click **Upload this file**.

11. Once your picture is uploaded you have the option to give it a description.

12. Lastly, you must click on **Update Profile** (at the bottom) in order to save your profile.

For help, email Learn@WilmetteInstitute.org

C How to Post in the Course Forums
Video link: https://youtu.be/gRhGFyuNsYo

1. Log in to your Classroom Page

2. Scroll down to find the Forum link for the forum you want to post in. The Units are listed in chronological order. *NB: The video demonstrates a post being created in the "Course Lounge," but the procedures are the same for any of the Forums.*

3. Click on the relevant Forum link. *Note that the Course Lounge is always located in the first Unit of the course, and you can post there at any time during the course.*

4. Click on **Add a new discussion topic**. *If you just want to reply to someone else's post, click on the post title, then click* **Reply** *(bottom right).*

5. Type a **Subject** for your post - this is a required field. *If you are replying to someone else's post, this field will already be completed.*

6. Type your post/Message in the message box.

7. Scroll down and click **Post to forum**.

8. ***You have 30 minutes to edit your post.*** Simply click on the post title if you need to edit or delete it. Then use the buttons at the bottom right of the post to edit or delete the post.

9. Standard **word processing tools** are at the top of the Message box. You can even add links and images. Be creative!

10. Don't forget to scroll down and click to "Save" your post.

If you get stuck and need help, email Learn@WilmetteInstitute.org

Welcome to the Wilmette Institute's online learning community!