

# ReggieNet Overview

## Logging into ReggieNet

1. Go to <https://Reggienet.illinoisstate.edu/xsl-portal>.
2. Click on the Central Login button.
3. Logging into ReggieNet requires the same username and password as logging into iCampus or other University services. Enter your ULID (your Illinois State e-mail address) and your University password.

## Navigating My Workspace

Each time you login to ReggieNet, you will start on the My Workspace page. My Workspace offers you an overview of new information from all of the courses you are involved in; you can see due dates for course work on the Calendar, read announcements that were recently posted in your classes, and check to see if you have any Course Mail from a teacher or other students.

The screenshot shows the ReggieNet My Workspace page. At the top right, it says "Hello, Robby!" and "Logout". Below that is a navigation bar with "Quicklinks: ENG 101 008 SP2012" and "Go to your Course using Quicklinks". The main content area is titled "My Workspace" and includes a "Message Of The Day" section with a welcome message. To the right is a "Recent Announcements" section with a table of announcements. Below that is a "Course Mail & Announcements Notifications" section with a table of messages. At the bottom is a "Calendar" section for January 2012. Callouts point to various features: "Go to your Course using My Sites" points to the "My Sites" tab; "Go to your Course using Quicklinks" points to the "Quicklinks" bar; "View due dates for your assignments, readings, etc. in each of your classes" points to the "Calendar" section; "See recent Announcements from your courses" points to the "Recent Announcements" section; and "Check for messages from your instructor or other students" points to the "Course Mail & Announcements Notifications" section.

Subject	Saved By	Site
Welcome to ENG 101 08	Robby Koehler	ENG 101 008 SP2012

Site	New Messages	New in Forums
ENG 101 008 SP2012	none	none

Figure 1: My Workspace Page

To get to the Course Site for any of the Courses you are involved in, you have two options. These options are always available to get you to another course site or back to your My Workspace, regardless of where you go in ReggieNet.

### Option 1: Quicklinks

1. As in the screenshot below, your Quicklinks are located in the gray bar that runs across the top of all pages in ReggieNet.
2. To go to any course site in your Quicklinks, click on the course name.

### Option 2: My Sites

1. My Sites is always located directly below the Logout button in the top right of the screen.
2. Click on My Sites to see a drop down menu that lists all of the courses you are involved in during this semester.
3. Click on the name of the site you want to access to be brought to it.

### Getting Back to My Workspace

1. From any site in ReggieNet, you can return to your My Workspace page by clicking the My Workspace button in the top right of the screen next to the My Sites button.

## Logging Out of ReggieNet

You can log out of ReggieNet by clicking the Logout button in the top right of most screens in ReggieNet. Be aware that once you start an assessment such as a test or quiz in ReggieNet, you will be unable to log out of ReggieNet until you complete it.

## Course Sites

Depending on how your instructor is using ReggieNet for his or her class, you may see slightly different versions of your course site home page for your class than that displayed below.

Quicklinks: ENG 101 008 SP2012 [Exit](#) [My Workspace](#) [My Sites](#) [Exit Student View](#)

**Home** [Return to Course Site Home Page](#)

**COURSE INFORMATION**  
Syllabus  
Announcements  
Calendar  
Gradebook  
Feedback  
Sign-Up

**COMMUNICATION**  
Discussion Forums  
Course Mail  
Chat Rooms

**LEARNING ACTIVITIES & ASSESSMENT**  
Modules  
Resources & Materials  
Tests & Quizzes  
Assignments  
File Drop

**SUPPORT**  
Search  
Help

**ENG 101 008 SP2012** Course Name and Section

**Recent Announcements** [+](#)

**Announcements** (viewing announcements from the last 10 days)  
[Welcome to ENG 101.08](#)  
(Robby Koehler - Jan 16, 2012 1:27 pm)

**Recent Chat Messages** [+](#)

**Course Mail & Discussions Notifications** [+](#)  
[New Messages](#) none

**Calendar** [+](#)

Options: [<](#) [Today](#) [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Figure 2: Course Site Home Page

## Accessing Course Tools from Your Course Site Home Page

All of the Course Tools available in your course site are located in the menu on the left side of the home page. To access any of these tools, click on the tool name in the menu.

## Returning to the Course Site Home Page

To return to the home page from using any tool, click on the Home button located just above the Course Tools menu.

## Important Course Tools

The list below gives descriptions of the most commonly used tools in ReggieNet. Your instructor might be making use of other tools in ReggieNet that are not described here.

**Syllabus:** The Syllabus tool will hold a copy of the syllabus for the course you are taking.

**Gradebook:** The Gradebook will show you your current grade in the class along with the grades you have received for the assignments, quizzes, tests, etc. you have completed so far when your teacher releases them to you.

**Calendar:** The Calendar tool will show you all of the due dates that have been scheduled for your class.

**Discussions:** The Discussions tool is a Discussion Forum where you can post questions, thoughts, and responses to other students .

**Resources & Materials:** This is a storage place where your instructor can place course materials that you need to access such as readings, study guides, etc.

**Modules:** The Modules tool will give you access to guided lessons that you can work through at your own pace as they are assigned to you.


**Tests & Quizzes:** You can take all assigned Tests, Quizzes, and other assessments in the Tests & Quizzes Tool.

**Assignments:** In the Assignments tool, you will hand in papers, responses, and other assignments your teacher assigns for grading. You will also receive feedback on those assignments in this tool.

**Course Mail:** Course Mail allows you to send and receive e-mail from your instructor and other students within ReggieNet.

**Blogs:** The Blogs tool lets you create a Blog that's based in your course site that your instructor and other students in the class can view.

## Using the Reset Button

The Reset button (  ) is located next to the title of every course tool that you access in ReggieNet. When you click the Reset button, the tool you are using will be resent to its home screen. If you are ever confused about how to get back to the home page of a tool, click the Reset button to bring the tool back to its default state.

**For Example:** If you are posting within a Forum in the Discussions tool, you can use the Reset button to take you back to the home page of the Discussions tool so that you can enter another Forum and read what has been posted there.