eCourse Manual

Guide to using an eCourse

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1. What is an eCourse?

Cengage Education learning materials can be delivered in an eBook format, called eCourse.

The eCourse encapsulates textual, graphical and some interactive material in a digital format and is viewable via a free player called DNL Reader.

The format presents with a very high level of usability and is immediately accessible to anyone who has used a book. Once downloaded, the eCourse can be accessed offline at any time.

2. Features

Some features of eCourses include:

- hyperlinked table of contents
- search functionality
- popup elements
- embedded multimedia including zoom functions
- hyperlinks to external resources
- highlighting functionality
- user annotation (e.g. notes pages and ‘sticky notes’)
- interactive learning activities (e.g. quizzes)
- easy to print pages
- small file sizes compared to Portable Document Format (PDF).

3. Technical tips

Some technical tips for installing and using the eCourse:

- an activation code is required to open the eCourse
- once the activation code is used, you will not need to enter the code again
- if you have added any highlighting, sticky notes or notes to the eCourse, you need to save the eCourse or your changes will be lost
- eCourses are accessible on computers running Microsoft Windows and Mac operating systems.
4. Download and install DNL Reader

Downloading and installing DNL Reader enables access to eCourse. The following sections explain how to install the DNL Reader on a PC and a Mac computer, and then how to install the DNL Reader manually on a PC.

4.1 Steps for downloading and installing DNL Reader on PC running Windows operating system

1. go to www.dnlreader.com/reader
2. save the 'dnlsetup.exe' file to your computer
3. double click on ‘dnlsetup.exe’
4. close the successful install window.

DNL Reader has now been installed.
4.2 Steps for downloading and installing DNL Reader on Mac

1. go to http://dnlreader.com/reader
2. download the ‘dmg’ file to your computer
3. double click on the dmg file to start
4. double click on the ReaderInstaller drive that appears
5. double click on the ReaderInstaller
   - If your Mac asks for permission to run the installer, please allow it.
   - If your Mac is missing some components, it will try and download them from the internet to install them.

DNL Reader has now been installed.

4.3 Steps for downloading and installing DNL Reader manually on PC running Windows operating system

1. log in using Administrator account
2. go to www.dnlreader.com/reader
3. save the ‘dnlsetup.exe’ file to your computer
4. close all your web browsers
5. double click on ‘dnlsetup.exe’
6. close the successful install window.

DNL Reader has now been installed.
5. Troubleshooting

If you experience difficulties downloading and installing the DNL Reader, refer to this section of the eCourse Manual for further details.

5.1 Mac versions

If you have a Mac and have followed the installation instructions for Macs but still experience difficulties, please check that your Mac has an Intel processor or runs OS X 10.4 or later operating systems, as only these systems are supported.

If you have an older Mac, you need to install a Windows emulator, such as Parallels or Virtual PC to use the DNL Reader.

5.2 “Unable to find Wine” error

If you are running Wine and experience difficulties, try the following steps.

1. in Finder, click on Go > Applications
2. move the Darwine folder to the trash
3. restart the Mac
4. download and install the DNL reader again from http://dnlreader.com/reader and let it re-install WINE.
6. Activation

An activation code is required to open the eCourse but, once the code is used and the eCourse saved to your computer, you will not need to enter the code again.

6.1 Steps for activating an eCourse

1. download eCourse to your computer from Unit Lounge
2. open eCourse
3. follow the steps in the Product Activation Wizard:
   (a) click ‘Start’
   
   ![Product Activation Wizard]

   (b) agree to the licence agreement and click ‘Next’
   
   ![Terms and Conditions]

(c) enter the activation code you received in an email and click 'Activate'

(d) wait for the activation process to complete
(e) once the process has been completed, click ‘Finish’

![Activation successful dialog box]

(f) save the file to your computer
7. Navigation

eCourses have a number of navigation features, including a hyperlinked table of contents and a ‘go to page number’ function. The following features described below are features available in the Higher Education eCourses that might also be available in Vocational Education and Training eCourses.

7.1 Table of Contents

Click on the hyperlinks to in the table of contents to navigate to sections and main headings within sections.

![Table of Contents Image]

7.2 Header

Click on the hyperlinks in the header to navigate to sections.

![Header Image]
7.3 Navigation menu

There is a navigation menu at the bottom of the eCourse. Each feature is described below.

First or last page and previous or next page

The arrows with the vertical bars go to the first or last page and the other arrows take you to the previous page or next page.

Contents

The contents button takes you to the table of contents.

Previously visited

The curved arrows take you to the pages you last visited.

Print

The print button enables you to print the eCourse pages.

Background on or off

The background button enables you to turn the background on or off.
Minimise or exit

The horizontal bar minimises the eCourse. ‘X’ exits or closes the eCourse.
Notes
The notes button enables you to add a note to the eCourse.

Email
The email button enables you to send an email.

Search
The search button enables you to search for any text within the eCourse.

Go to
The Go To function takes you to any page in the eCourse. You can select from the drop-down list or type in the page number you want to go to.

Menu
The menu button offers a range of functions, including adjusting the page turning speed.

Help
The help button offers a range of tips on how to navigate through the eCourse.
8. Saving

It is important to save your eCourse when you close or exit out of it, otherwise any changes you make (e.g. notes, highlighting) will be lost.

**Always** select ‘Yes’ when the eCourse asks you if you want to save the book.
9. Annotation

There are a number of ways to annotate or make notes in the eCourse. Before describing each one, it is important to emphasise that any changes made to an eCourse will be lost unless you save the eCourse when you close or exit out of it.

9.1 Sticky notes

Sticky notes can be inserted by clicking on the ‘Notes’ button in the navigation menu bar and selecting ‘Add new note’, or they can be inserted by right-clicking, selecting ‘Notes’ and then ‘Add new note’. Finally, click once anywhere on the eCourse page to place the sticky note.

In summary, the steps are:

1. click on ‘Notes’
2. select ‘Add new note’
3. click on eCourse page to place sticky note
or…
1. right click
2. select ‘Notes’
3. select ‘Add new note’
4. click on eCourse page to place sticky note
9.2 Highlighting

Text can be highlighted by right-clicking and selecting 'Highlights' and 'Add new highlight'. Then click once and drag the highlighting tool across the desired area of the eCourse.

In summary, the steps are:

1. right click
2. select 'Highlights'
3. select 'Add new highlight'
4. click and drag on eCourse page to highlight text
9.3 Notes

After each section, there is usually space for longer notes.

The function buttons available are:

1. **Edit** – enables you to make notes in this part of the eCourse
2. **Preview** – enables you to exit out of the editing function of the Notes section
3. **Save** – saves the entire eCourse, not just this Notes section
4. **Lock** – prevents any more changes made to the entire eCourse (unlikely that this option should ever be chosen)
10. Selected features

There are many features in an eCourse that enable high functionality and usability. Two are described here.

10.1 Zoom

Some images or tables can be enlarged by clicking on the magnifying glass next to the image.

10.2 Pop up window

Sometimes a smaller eBook is embedded in the eCourse, particularly for presenting suggested answers to self assessment activities.