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WORKSHOP DESCRIPTION

The purpose of this workshop is for users to learn how to navigate the new school Portal.

LEARNING OBJECTIVES

Participants will be able to learn how to:

1. Navigate the DSC portal.
2. Enroll, swap, and drop classes by using the college portal.
3. Understand the college portal components: class schedule, transcripts, financial aid, awards and holds.
4. Update student’s personal information, by using the college portal.
5. Briefly utilize FalconOnline and find currently enrolled classes.
6. Access the Assignments and Discussion Board folder in FalconOnline.
7. Navigate from FalconOnline to Office 365 and their FalconMail.

AGENDA

1. The DSC, new student self-service portal, is a more user friendly and concise tool to navigate and work with, when using resources.
ENROLL FOR CLASSES

Click on 'My Academics', select 'Enrollment' and then 'Add Classes' from the drop down menu.

Select 'My Requirements' then click 'search.'

Select a class you have not taken, or have not yet successfully completed, from any of the ‘Not Satisfied’ areas.

Select an open section by clicking 'Select.'
Drop Classes
Click 'My Academics' select 'Enrollment' and then 'Drop Classes' from the drop down menu.

Mark the checkbox next to each class you wish to drop, then click the 'Drop Selected Classes' button.

Click 'Finish Dropping'.

View Results
Swap Classes

Click on 'My Academics', select 'Enrollment' and then 'Swap Classes' from the drop down menu.

Click 'Next' to proceed.

Click 'Finish Swapping' to process your swap request. If you want to exit without swapping, click 'Cancel'.

Search to select a class you wish to replace, from the 'My Requirements' page.

Once you are on the, ‘My Requirements’ page, you can select the class you wish to swap into.

From menu, select a class to swap.

The class that you select will be removed from your schedule.
ACCESSING FALCON ONLINE

Direct Website: https://class.daytonastate.edu

NAVIGATING FALCON ONLINE

My Home – starting point to access course content.

Course Selector – Lists and sorts courses; click “Load More Courses” if you do not see the course you are enrolled in.

Messages – Email, Pager, and ePortfolio invites.

Updates – News posts, upcoming due dates, updated grades, & assessments.

Discussions – Typically started by your instructor, discussions are online message boards that help facilitate online conversations for the class.

Navbar: Main navigation tool within a course; access content, Dropbox, Discussions, etc.

SUBMITTING ASSIGNMENTS

1. On the Assignments link, click on the assignment you want to submit to.
2. Click Add a File to browse for the file you want to submit.
3. Click Upload, locate the file, and click Open.
4. Click Done.
5. Add any comments in the Comments box.
6. Click Submit.
ACCESSING FALCONMAIL THROUGH FALCON ONLINE

FalconMail can also be accessed easily though the course management system, Falcon Online. When you have logged into Falcon Online, from My Home in the right-hand corner, click Check Your FalconMail.

USING THE OUTLOOK WEB APP

CUSTOMIZING

Your mailbox is ready to use as soon as you sign in. You don’t have to change any settings or turn anything on or off to start sending and receiving e-mail messages. However, you might still want to change some settings to suit your preferences.

You can do things such as automatically check spelling in your e-mail message before it's sent, add a signature to the messages you send, and select a default font for your messages.

GETTING HELP

To get help in the window you’re working in, click the help icon 📚 on the toolbar.

SIGNING OUT

When you finish using your mailbox, make sure to click Sign out on the toolbar, and then close all browser windows. Signing out helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other Web sites, click Sign out and close all browser windows after every session.

THE NAVIGATION PANE

OUTLOOK

When Outlook is selected in the top navigation bar, you will see your email. Here you have access to all the folders in your mailbox. You can manage the contents of your mailbox by creating, renaming, moving, or deleting folders. Emails can be moved into folders by selecting the email in the Inbox column and dragging it to the desired folder on the left side. Any emails you begin but do not send will go into the Drafts folder. After you have sent a message, it will appear in the Sent Items folder. Incoming emails that appear to be spam will automatically be filtered into the Junk E-Mail folder. The Notes folder allows you to store text; you can choose to forward that text as an email.
1. Under what tab would you find where to enroll or drop a class?
   a. My Finances
   b. My Academics
   c. Resources

2. Successful classes, added or dropped, display with a green checkmark.
   a. True
   b. False

3. What is the name of Daytona State’s online course management system?
   a. Florida Online
   b. Falcon Online
   c. Online Courses
   d. Falcon Courses

4. How do you respond to another student’s discussion post that you are currently reading?
   a. Select the [Reply] link
   b. Select the Compose button
   c. Select the student’s name from the list and send them an email
   d. Talk to them in class
NEW PORTAL

Log into My.DaytonaState.edu | Additional resources may be found here: http://www.daytonastate.edu/help/enroll.html

ENROLLING

1. Click on My Academics, select Enrollment and then Add Classes from the drop down menu.
2. Select My Requirements then click search.
3. Select a class you have not taken or have not yet successfully completed from any of the Not Satisfied areas.
4. Select an open section by clicking select.
5. Click Next to continue.
6. Click Search if you would like to add more classes to your Shopping Cart. When you are finished adding classes to your cart, click the Proceed to Step 2 of 3 button.
7. Read the terms, check button and click I agree if you agree to the terms.
8. Confirm classes and click the Finish Enrolling button.
9. View the Results Page to see your selections. The "success" message indicates you are now enrolled in classes. Classes that were not added will have a red X and an error message. Review the error message for an explanation of why a class was not added to your schedule.

Dropping

1. Click My Academics select Enrollment and then Drop Classes from the drop down menu.
2. Mark the checkbox next to each class you wish to drop, then click the Drop Selected Classes button.
3. Click Finish Dropping.
4. View Results (Successful drops display with a green checkmark).

Viewing

Schedule - Click on My Academics, select My Classes and then My Class Schedule from the drop down menu. OR you can select More Schedule Details from they My Academics Quicklook under schedule.

Enrollment Dates - Click on My Academics, then Term Information, then Academic Deadlines from the drop down menu.

Financial Aid Awards - Click on My Finances on the top menu and choose View Financial Aid form the dropdown menu, OR you can also view it under the My Student Finances Quicklook area by clicking More Financial Aid Details

Holds - Holds will appear under the top navigation bar if you have any. To find out more about the hold, click on the hold description link, and a pop-up box will appear with additional information about the hold. If you have several holds or would like additional information on multiple holds, you can click on the View More Holds link.

Unofficial Transcripts - Click My Academics, then Records then View Unofficial Transcripts.

Update Personal Data
Click My Profile, then Campus Personal Data.
Log into your FalconMail to access Office 365. Click on the “waffle” in the upper left hand corner.

**Office 365 Word (Word Online)**

Create a Word document – Click on the Word Icon box, then click on Blank Word Document or any of the templates provided.

Rename document – Click on the word Document on the black ribbon at the top of the screen and start typing in the new name.

Save document – Notice that Word Online will automatically save your document to One Drive from the very beginning and whenever you make any changes to the document. To save it outside of OneDrive, Click on File underneath the “waffle” icon in the grey ribbon at the top of the document. Click on save as, then download a copy. (Must be saved outside of OneDrive in order to drop).

Print document - Click on File underneath the “waffle” icon in the grey ribbon at the top of the document. Click on Print.

Access help – Type in a word or phrase in the “Tell me what to do” box at the center top of the screen. Select a category from the drop down box.

Share – Click on the blue Share box in the upper right hand corner. Type in the email address of the person you wish to share your document with. To give the person certain permissions, click on either “can edit” (allowing others to edit your document in real time along with you) or “can view” (only allowing others to view the document, but not make any changes).

**Office 365 ONE DRIVE**

Create a folder for documents – Click on the OneDrive box. Click on the New dropdown box, then click on Folder. Type in a name for the folder and then click Create.

Print documents – Check the document you would like to print and then click on download. Enable editing and proceed to print as normal.

Open Shared documents – Click on Shared with me in the list of options on the left, then click on the document or file to open.

Upload or Drag – To put an existing file or document onto OneDrive either; click upload, find the document and click open, or drag the document directly onto a file already in OneDrive.
RESOURCES

FalconAid
Daytonastate.edu /FalconAid
386.506.4243

Academic Support Center
Daytonastate.edu/ASC
386.506.4217

Library
Library.DaytonaState.edu
386.506.3518

DSC-UCF Writing Center
Daytonastate.edu/CWC
386.506.3297
WORKSHOP EVALUATIONS

Workshop Name: _____________________________

Date: _____________________________

Time: _____________________________

1. How did you learn about this workshop?
   □ Via Email
   □ Posters
   □ Postcard
   □ Faculty or Staff Announcement
   □ Website or Falcon Online
   □ Other: ________________________________________________

2. Did the workshop meet your expectations?
   a. Yes
   b. No
   c. Comments: ___________________________________________________________________________

3. Would you recommend this workshop to others?
   a. Yes
   b. No
   c. Comments: ___________________________________________________________________________

4. Are you going to be using the handouts provided after the workshop?
   a. Yes
   b. No
   c. Comments: ___________________________________________________________________________

5. What is/are the most important thing you learned from this workshop?
   _______________________________________________________________________________________
   _______________________________________________________________________________________

6. Ways to improve this workshop:
   _______________________________________________________________________________________
   _______________________________________________________________________________________