e Learning Commons Online
Instructions for Accessing Course Materials and Exam
In addition to completing course exams online, students will also access and print their own course materials using UGA’s eLearning Commons (eLC).
To access eLC, use the URL below

https://uga.view.usg.edu/

Preferred browsers:
• Chrome
• Firefox
• Safari
• Microsoft Edge
• No mobile devices
Select Non-MyID Login

UGA MyID Login is for UGA employees/students

Login problems should NOT be sent to EITS Help Desk – contact CVIOG coordinator
Username and Password

• Each participant has a unique username
  Your username will be your email address provided to us during registration with the “@” symbol changed to “.”
  Example: if your email address is student@uga.edu, the username is student.uga.edu

• IMPORTANT – If you have changed your email address since you last enrolled in a course, your login to eLC will continue to be the email address (without the @) provided when registering for your class
Username and Password

• If you have used eLC for previous courses, you may use your current password.
• If you are new to eLC or don’t remember your password, click on the “forgot your password” link. You will then create your own eLC password which will be used for this course as well as all future courses taken with us.
• You must click on the Non-MyID login to get to the Forgot your password link.
Username and Password

• After creating your password, you can then log in using your username and new password. Remember to use the Non-MyID Login.

• Keep a record of your password in a safe place as you will use it each time you take a course.
After clicking on your course, you will be on the course home page.

- Take a moment to read the Welcome announcement under Course Home as this will provide you with valuable information.
- Next, click on Content at the top left corner.
Under Content, you can access all course materials.

Course Materials

Add dates and restrictions...

As a student you will see two folders, "Files to Print" and "Optional Materials for Printing." Please note that you need to print all the files in the "Files to Print" folder as we will be referencing these documents during class. The remaining files are optional for printing; however, you should save all of these files to your laptop, tablet, or other electronic device as you will want to have access to these files during the course for viewing purposes.
To return to the eLC home page, just click the eLearning Commons logo at the top left of the web page.
Be sure to print documents under “Files to Print” and bring with you to class. Other files should be printed or downloaded for access during class.
You will not have access to the course after the exam closes

- Be sure to download class files before the exam close date.
Exam access is also found under Content

- Exam will not be available until the day after class ends. It will open at 8 AM on that day.
- Be sure to read the Final Exam Instructions before taking the exam.
Exam Access

• Exams will be open for a period of seven calendar days and will close at 5 PM on the 7th day.

• BE SURE TO ATTEMPT LOGIN BEFORE 4pm FRIDAY. ASSISTANCE IS NOT AVAILABLE OVER THE WEEKEND.
Tips

• Make sure you SAVE your response for each question
  • If you run out of time, you can only submit your saved responses
• To proceed to the next question, click Next Page
• Prior to submitting quiz for grading, you can click on a question and change your response
  • Be sure to save the response you change
• When ready select Go to Submit Quiz
  • You cannot return to your quiz once it is submitted
After Quiz Submission

• Any questions missed will be immediately displayed once your quiz is graded
  • Your answer will be indicated with the radio button selected
  • To your right you will see 0/1 point as shown below
Grade

• You may view your grade by selecting Grades in the upper left navigation bar
Grades

• If you receive 70% or above
  • No other attempt is allowed
  • Cannot try to increase score

• What if I did not receive a passing score on the exam?
  • You will need to make a second attempt to pass the exam within the 7 day period.
  • Make sure you review the course content before taking your second attempt.
Exam Structure

- The exam consists of randomly generated questions.
- Questions are multiple choice.
- Typically 50 questions for a two-day class and 20 questions for a one day class
- Exams are timed
  - 60 minutes for 50 questions
  - 30 minutes for 20 questions
Course Credit

• Remember “YOU” have not reached the finish line and completed the course until you have taken the exam!
Online Exam Internet Connectivity Issues

• Please take your exam from a location with a reliable internet connection. Remember – wired internet is always better than Wifi!

• We cannot extend deadlines or allow exam retakes for problems associated with connectivity issues. Please plan accordingly!
Avoid the Pitfalls

• DO NOT wait until the last minute to login into eLC and take the exam.
• eLC may not be accessible due to system downtime or maintenance
• You may experience login difficulties
• You may have a personal emergency or unexpected job assignments
• Class credit will not be given without successfully passing the exam
• Failure to take the exam during the required time frame will require the student to retake the course. New registration and payment will be required.
Log In Support
Monday – Friday 8.00 – 5.00

Local government CVIOG coordinator – contact
• Michele Jurkiewicz
  Phone: 404.463.6804
  Email: mjurkiew@uga.edu

State government CVIOG and Charter coordinator – contact
• Sharon Verbeek
  Phone: 404.463.6801
  Email: sverbeek@uga.edu
Questions??