

ReggieNet Overview

Logging into ReggieNet

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

Navigating your Home page

Each time you login to ReggieNet, you will start on your **Home** page. **Home** 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 new Messages or Forums posts.

The screenshot shows the ReggieNet Home page interface. At the top is a red navigation bar with the 'ReggieNet' logo, a 'Home' button, and a 'Favorites' dropdown menu. On the right side of the bar are 'Sites' and 'Charles' buttons. Below the bar is a sidebar with navigation options: Overview, Calendar, Resources, Announcements, Profile, Membership, News, Preferences, Account, and Help. The main content area is divided into several sections: 'MESSAGE OF THE DAY' with a 'Message of the Day' callout; 'RECENT ANNOUNCEMENTS' with a 'See recent Announcements from your courses' callout; 'CALENDAR' showing a calendar for April 2017 with a 'View calendar entries for each of your classes' callout; and 'COURSE MAIL & DISCUSSIONS NOTIFICATIONS' with a 'Check for messages from your instructor or other students' callout.

Figure 1: Home 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 Home workspace, regardless of where you go in ReggieNet.

Option 1: Favorites

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

Option 2: Sites button

1. The Sites button is always located in the top right of the screen.
2. Click on Sites to see a popup menu that lists all of the courses you are involved in during this semester. **Note: Sites where the star is highlighted yellow (by clicking on it) will appear in your Favorites; you can adjust the order of those by clicking on the “Organize Favorites” tab.**
3. Click on the name of the site you want to access to be brought to it.



Getting Back to Home

1. From any site in ReggieNet, you can return to your Home page by clicking the Home button at the beginning of your Favorites.

Logging Out of ReggieNet

You can log out of ReggieNet by clicking the dropdown list indicator next to your name in the top right of most screens in ReggieNet. You will also be timed out of ReggieNet if you are inactive for 60 minutes. Note that just typing in an edit box is not recognized as activity; you need to save your work before then, or you may lose 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.

The screenshot shows a course site home page with several annotations in green boxes:

- Course Name and Section:** A box pointing to the course title "ENG 101A10 027 FA2016 - Composition As Critica..." in the top navigation bar.
- Tool refresh:** A box pointing to the "OVERVIEW" button in the top navigation bar.
- Return to Course Site Home Page:** A box pointing to the "Overview" button in the left-hand navigation toolbar.
- Left hand navigation (toolbar):** A box pointing to the entire left-hand navigation toolbar.

The page content includes:

- SITE INFORMATION DISPLAY:** A section with a "LINK" and "HELP" button.
- RECENT ANNOUNCEMENTS:** A section with a "LINK" and "HELP" button.
- Announcements:** A section with the text "There are currently no announcements at this location."
- MES SAGE CENTER NOTIFICATIONS:** A section with a "LINK" and "HELP" button, containing a table with two rows:

Notification	Status
New Messages	none
New in Forums	none

At the bottom of the page, there is a footer with the Illinois State University logo and the text: "© 2017 Illinois State University. An equal opportunity/affirmative action university encouraging diversity."

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 lefthand navigation, available on any 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 **Overview** button located at the top of 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.

 **Announcements:** Your instructor may use the Announcements tool to relay important information concerning the course.

 **Gradebook:** The Gradebook will show you the grades you have received for the assignments, quizzes, tests, etc. you have completed so far when your instructor releases them to you. Your instructor may also choose to display your current overall grade in the class.

 **Forums:** The Forums tool is a discussion board where you can post questions, thoughts, and responses to your instructor and other students.

 **Lessons:** The Lessons tool will give you access to guided lessons that you can work through at your own pace as they are assigned to you. **Note:** these pages may have individualized labels.

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

 **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.

 **Messages:** The Messages tool allows you to send and receive messages within ReggieNet. Even if these messages are forwarded to an external email address, to reply you must log in to ReggieNet and do so within the Messages tool.

 **Email:** Your instructor may use the Email tool instead of **Messages** to facilitate communication with and between students.

Refreshing your view

You can refresh your view of any tool by clicking on the tool name in the black bar near the top of the page. When you click the refresh, the tool you are using will be resent to its home screen. If you are ever confused about how to get back to the main page of a tool, or you receive an error, click the refresh to bring the tool back to its default state.

Example: If you are posting within a Topic in the Forumss tool, you can use the refresh option to take you back to the main page of the Forums tool so that you can enter another topic and read what has been posted there.