

Learning Hub Quick Guide: Basics For Teachers

1. Finding Your Course for the First Time



Login to LearningHub (LH)

- Open your browser (LearningHub works best in Google Chrome or Firefox)
- Go to <http://learninghub.andrews.edu/> OR
- Go to www.andrews.edu and on the top menu bar choose “Faculty & Staff” and the “LearningHub” link is 2/3rds down the drop down list
- Enter your Andrews username and password (the same one as your Andrews email)

The Dashboard

The first page you see is called the “Dashboard”. Here you will find all the courses you are enrolled in, both as teacher and as an employee (for training). The titles of the courses you have worked in and activated appear black, whereas those un-entered (or you have chosen to hide) appear grey. Your most recently entered courses appear under the “Courses” tab in the “Course tabbed overview”. Once you have gone through the steps on this page, found your course and entered it, the next time you go to the “Dashboard” it will appear in your “Courses” list. You will then want to click on the star to the left of the name so that it will appear under the “Favourites” tab in this section and be easier to find.

Find your course for the first time

- Click on the yellow tab on the top left corner - the left column of tools will open
- Scroll to the bottom to “Course Search”
- Type the semester, course dept. letters and course number with spaces and no dashes
- For example: SP2020 ABCD 123
- When you find your course, click on it to open it.

Just a note: do not use the search field in the upper right of the Dashboard to search for courses.