




# Learning Hub Quick Reference Guide: Students

<p>□ <b>What is Learning Hub</b></p>	<p><b>Information:</b> Learning Hub is the system that your instructors may use to facilitate your course work. The list below gives you an idea of what the teacher may have you do in Learning Hub.</p> <ol style="list-style-type: none"> <li>1. Get course documents</li> <li>2. Submit assignments</li> <li>3. Doing quizzes</li> <li>4. View grades</li> </ol>
<p>□ <b>Where do I get help with Learning Hub</b></p>	<p><b>Information:</b></p> <ol style="list-style-type: none"> <li>1. <b>Course content questions:</b> Contact your instructor</li> <li>2. <b>Technology questions:</b> Contact <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> or 269-471-3960</li> </ol>
<p>□ <b>How do I log into Learning Hub</b></p>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://learninghub.andrews.edu/">https://learninghub.andrews.edu/</a>. Login with your AU username and password</li> <li>2. Your courses will show up under the My Courses header</li> </ol>
<p>□ <b>What do I do if my course is not listed on my Learning Hub page</b></p>	<p><b>Information:</b> On the left side of the home page, in the “Navigation” bar, there is a link labeled “My courses”, click to see your courses. If the course is not in My Courses, contact your instructor, the issue could be one of the following:</p> <ol style="list-style-type: none"> <li>1. Your registration is not completed – ask your instructor if you show up on the official Banner list – if so have your instructor contact <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>. Once registration is complete you will show on the Learning Hub class list within two hours.</li> <li>2. The instructor has not yet made the course available to the students – The instructor can contact <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> for assistance if needed.</li> <li>3. You were not financially cleared and were automatically dropped – check to see if you are on the official Banner list – if not, talk to your Student Financial Advisor – If you show on official Banner list, have your instructor contact <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>.</li> </ol>
<p>□ <b>How do I view course documents</b></p>	<p><b>How to:</b> Click on the document and it should open. Most teachers will post the documents in either word or pdf format. If you are unable to open the document, contact <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>.</p>
<p>□ <b>How do I submit an assignment</b></p>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on the assignment name - this is the possible icon </li> <li>2. Click <b>My submission tab</b></li> <li>3. Select submission type – choose file upload</li> <li>4. Title your submission – example: yourname.assignment1</li> <li>5. Click <b>Browse</b> – select the file</li> <li>6. Put a check mark in the box next to “By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.”</li> <li>7. Click <b>Add submission</b></li> </ol>
<p>□ <b>How do I submit an assignment into Turnitin</b></p>	<p><b>Note:</b> Turnitin is software that will check your assignments for areas of which it is similar to other papers. See your course syllabi for the policy on plagiarism and cheating.</p> <p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on the assignment name - this is the icon </li> <li>2. Click on <b>Add submission</b></li> <li>3. Click and drag your file into the file submission box</li> <li>4. Click <b>Save changes</b></li> </ol>
<p>□ <b>How do I take a quiz</b></p>	<p><b>How to</b></p> <ol style="list-style-type: none"> <li>1. Click on the quiz name – this is the possible icon </li> <li>2. Click on attempt quiz now</li> <li>3. Confirm you want to do the attempt now</li> <li>4. Click <b>Next</b> to go the next pages</li> <li>5. When done click on Submit all and finish</li> <li>6. Confirm you want to submit the attempt</li> </ol> <p><b>Note:</b> Depending on how the teacher has it set up you may be able to review your results immediately. Contact your instructor for this detail.</p>
<p>□ <b>How do I look at my grades</b></p>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Find the Administration block in the course.</li> <li>2. Click on <b>Grades</b> – if you have questions on your grades contact your instructor</li> </ol> 