

## Access Your Course Materials On Queen's Online (QOL)

Queen's Online (QOL) provides you with secure Internet access to a wide range of personal and course specific information, including module resources and exam timetables. Note that QOL is being continually developed, therefore screens may appear different or the facilities may vary slightly from those described here.

### ACCESSING QUEEN'S ONLINE

- To access QOL from a computer in one of the SCAs, double-click the **Queen's Online** shortcut on the Desktop.
- If you are using a computer off-campus, open a web browser, such as **Internet Explorer**, and go to: <https://www.qol.qub.ac.uk/>



The Queen's Online Login page will be displayed (see Figure 1). Click the **Login to Queen's Online** link.

FIGURE 1 QUEEN'S LOGIN SCREEN

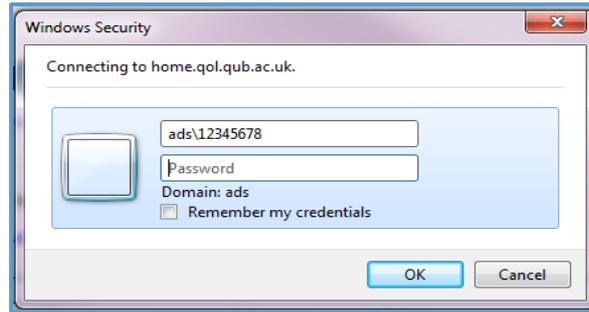
 The screenshot shows the 'Queen's Online Login' window. It has a title bar and a main content area. At the top, there's a 'Login Information' section with a list of instructions for staff and students. Below this is a 'User name' dropdown menu with 'ads\1000000' selected. A large blue button labeled 'Login to Queen's Online' is prominent. Below the button is a link: 'Forgotten your password (or just want to change it)? Click here!'. At the bottom, there's a note for registered staff and a link to 'Information Security and Acceptable use Policies'. An inset window titled 'Connect to home.qol.qub.ac.uk' shows a smaller version of the login form with 'User name' and 'Password' fields, a 'Remember my password' checkbox, and 'OK' and 'Cancel' buttons.

#### Note:

If you are using a computer in one of the SCAs, you will be taken directly to your QOL Home page (see Figure 1).

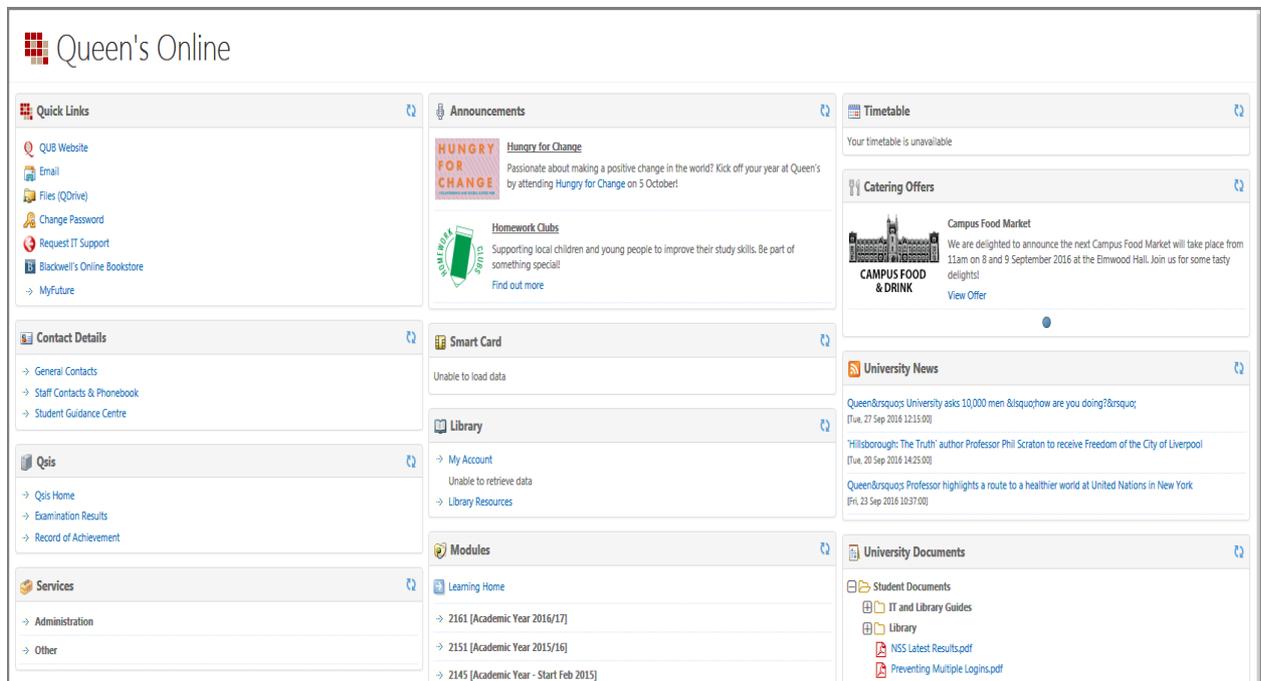
If you are using a computer off-campus, you will need to enter **ads\** before your user name in the **User name** box to log into Queen's Online (see Figure 2).

FIGURE 2 LOGGING IN TO QUEEN'S ONLINE



Your QOL Home page (see Figure 3) contains links to your timetable, course materials and other services, including your email account, Queen’s Drive Web Access and Qsis.

FIGURE 3 QOL HOME



## Course Materials on Queen's Online

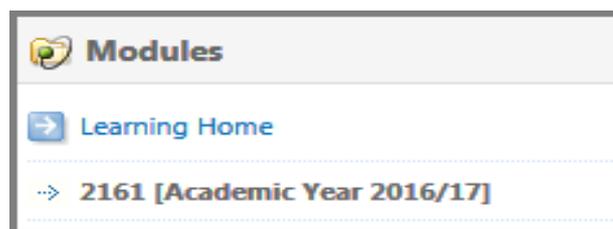
Most tutors use Queen's Online to make resources available for each module and to communicate with students taking that module. It is important that you access QOL on a regular basis to find the latest course resources, read messages from your tutor and participate in module activities. Note that it is possible for your tutor to see if you are using the resources and the discussion forums.

### ***LEARNING HOME***

Your School may provide resources which are not associated with a particular module, for example, guidelines for submitting assignments or announcements to all students in the School.

- To view these resources, under **Modules**, click the **Learning Home** link (see Figure 4)

**Figure 4** Modules on QOL home



### ***MODULE RESOURCES***

- Click on the **current academic year** (2016/17) to view the module codes for the modules that you have enrolled on (see Figure 4). To view resources associated with a module, click the **module code**.

**Note:** It may take up to 24 hours for newly registered students to see their modules.

- Once you have selected a module from the Modules list, the Home page for that module will be displayed, showing any recent announcements, plus links to library resources for this module (see Figure 5).

FIGURE 5 MODULE HOME PAGE

The screenshot shows the 'Module Home' page for 'LAW1021-AUT-QUB (Constitutional Law in Context)'. At the top, there are navigation tabs for 'QOL Home', 'Learning Home', and 'Module Home', along with a search bar. The left sidebar contains a menu with the following items: Information (with sub-items: Module Description, Staff Involved, Resources, Student Tracking, Student Images), Communication (with sub-items: Discussion Forum, Announcements, Email To Students), and Other Resources (with sub-items: Assessment, Assignment, Wiki, Surveys, Module Management). The 'Resources' link is highlighted with a red box. The main content area is titled 'Site for module Constitutional Law in Context (LAW1021-AUT-QUB)'. It features three sections: 'Announcements' (with a table header for Title and Modified, and a message that there are no items), 'Library Links' (with sub-items: Examination papers, Readings Online for LAW1021), and 'Tutorial Navigation' (with a link for LAW1021-AUT-QUB TT07-14676). Below this is a 'Links' section with a table header for Type, Edit, URL, and Notes, and a message that there are no items. The Queen's University Belfast logo is displayed on the right side of the page.

- To view contact details for the staff involved with the module, click **Staff Involved** under Information on the left (see Figure 5)

The **Resources** section is where you can find resources (for example, Word files, PowerPoint slides and web links) that your tutor has provided for this particular module. Resources may be grouped into folders by your tutor, for example, *Week 1*, *Week 2*, or *Lectures, Practical Exercises*, and so on.

- To view the resources available for the module, click **Resources** under Information on the left of the Module Home page (see Figure 5).
- To return to the module page at any time, click the **Module Home** tab near the top of the page (see Figure 5).

### **TUTORIAL GROUPS**

Within the module site there may be separate resources and facilities for each tutorial group. Tutorial groups (if available) will be listed under **Tutorial Navigation** to the right of the Module Home page (see Figure 5).

- To access materials and facilities for a particular tutorial, click the appropriate link for the tutorial under Tutorial Navigation.

***OTHER RESOURCES***

Some tutors may use QOL to manage assessments or to provide details of assignments.

- To view assessments or assignments for your module, click the **Assessment** or **Assignment** link under Other Resources on the left of the Module Home page. Follow the instructions provided by your tutor for completing the assignment/assessment.

**Note:** There is a 50Mb limit to Assignment files. If your file fails to upload, check that the file size is not too large.



If you have a question regarding specific module information, assignments or resources, you should contact the staff involved with that module.