Welcome to LON-CAPA at UIUC! We will be using LON-CAPA, or Lecture Online Network with Computer-Assisted Personalized Approach, in your MCB course. The software was officially piloted in MCB during Spring 2005. The program itself is a combination of learning assessment tools with course management capabilities. You may be using LON-CAPA this semester to access and complete assignments, in addition to using many other features the system supports.

**Access Instructions:** In order to use log into LON-CAPA you must have a username and a password. Your username is your UIUC NetID. The password for LON-CAPA will have to be established by setting up an Active Directory (AD) password with CITES. To set up your Active Directory password visit the following site:

http://www.ad.uiuc.edu/accounts.aspx

Click on the “Change PASSWORD” box to set up your password if you haven’t already used Active Directory. You will then need to enter your NetID and your Bluestem password. Set up your Active Directory password (please make a note of it to avoid forgetting it later!).

Once you have created an AD password visit our LON-CAPA website at:

http://www.lon-capa.uiuc.edu

This log in page will ask you to enter your LON-CAPA username (your UIUC NetID) and password (CITES AD password you created). The domain, “uiuc” is already filed in for you. After successful login, you will get to a screen with your currently available courses and roles, for example 'student in MCB 150.' Select the course you would like to access.

Once you have logged in you can move forward and backward in the content with the arrow buttons in the Remote Control (the small extra window that may come up depending on the web browser used), or you can press the NAV ("Navigate Content") button to quickly move to a page in the course. Note: in order for the Remote Control to work you must allow pop-up windows, cookies, and JavaScript, however LON-CAPA is also fully functional without the Remote Control by using the inline menu that can be accessed at the top of the screen.

**Browsers:** LON-CAPA functions using all common and current web browsers, like Mozilla, Firefox, and Internet Explorer on PC and Macs, as long as JavaScript is enabled in your browser. If you have problems seeing figures or getting content to load on your computers, try switching to a different web browser. If you still have problems contact the LON-CAPA Support Coordinator.
Using LON-CAPA in your course

**Material:** Because the system is new here in the department (and at the University) content is continually increasing on the site. The majority of the material for the course (including homework) will be added and modified throughout the semester.

**Communication:** LON-CAPA has built-in communication support. You can send messages regarding the course content using the FDBK (Feedback) button in the Remote Control. You can choose different categories of feedback, including a contribution to the course discussion. Normal feedback gets routed to the TAs and course faculty.

Course discussions are page-specific bulletin boards and come up right under the page that you are viewing. You can choose to post anonymously, in which case only the course faculty can see your name. It is also suggested that you create a screen name (for anonymous posts). To send internal email or look at replies to your feedback, use the COM (Communication) button. Please use the built-in communication rather than normal email, since it automatically provides context for your questions and concerns. This is particularly true for questions about particular problems.

**Grades:** You can see how many points you have earned on a particular assignment, or in the course so far, by using the GRDS function. Please report any grading discrepancies as soon as possible.

**Calendar:** The CLDR function will show you when folders are opened, when they are due, and when the answers will be available.

**Preferences:** The PREF page allows you to set up your own preferences including how LON-CAPA is displayed as well as setting up screen names among other features. An important preference to set is “Change Message Forwarding and Notification Addresses”. Here you can set up LON-CAPA messages to be sent directly to the email address you provide. This ensures that you will not miss important messages about course assignments if you are not logged into LON-CAPA.

**Troubleshooting:** The major cause of problems in using LON-CAPA is students being unable to log in. There are two common reasons for this: a ‘locked password’ or forgetting the password. If the Active Directory password has not been used in a while it is ‘locked’ for security reasons. The solution to this is to go to the Active Directory website (see above) and click on the ‘unlock ACCOUNT’ box. If you have forgotten your password click in the “change PASSWORD” box used when the account was first set up, or contact the CITES Help Desk at 244-7000, and specify you have forgotten you Active Directory password. Do not contact the MCB office or the LON-CAPA Support Staff for questions about forgotten passwords! The AD passwords are handled by CITES exclusively.

Please contact Alejandra Stenger, LON-CAPA Support Coordinator, if you have any problems or questions about accessing the course LON-CAPA website at astenger@uiuc.edu or at 244-7241. If your question is about a specific issue you encounter while in LON-CAPA please use the internal communication (COM function), and specifically tell me your name, course, section letter, and question (include assignment number, problem number, etc., if applicable).