The Basics of Using Discovery

Overview
This document is designed to familiarize students with the basic aspects of Discovery, including logging in, accessing courses, navigating the site, and uploading an assignment.

Logging into Discovery
In the instructions below look for the symbol ► indicating an action you need to take. The symbol ! will alert you to information of special importance.

To get started using Discovery with a new class, follow these steps:
► Open a window in the web browser (Firefox or Internet Explorer)
► Type in the URL http://discovery.asbury.edu (Do not use “www”.)
► Enter your full Asbury e-mail address in the username field, then your network password and click the “Login” button.

If you are unable to log into Discovery, verify that you're using your full email address and correct password, then contact the Help Desk for assistance by phone at 859-858-3511 x2177

Finding Your Classes
Your classes will be listed on the right-hand side in a module titled “My Courses.” Classes are organized into submenus by semester and year (SP12 = Spring Semester 2012).

It takes up to 24 hours for a class to appear after you have enrolled via the Registrar’s Office or Online Services under ‘My Courses’ in Discovery.

If you do not see a class that you have registered for please contact the Registrar's Office by email (registrar@asbury.edu) or by phone (x2325).
Navigating Discovery

Discovery is composed of several different modules described in detail below.

1. The Top Navigation Bar

The Top Navigation Bar is designed to let you know where you are in Discovery, as well as provide a quick way to get back to the main Discovery menu (by clicking on Home). Above this are several critical links for Asbury University students, including a link to Asbury Webmail, Asbury’s Home page, Chapel Podcasts, basic Resources (Kinlaw Library, Online Services, the most recent Bulletin of courses, and Asbury’s Calendar), and the Tools link which will take you to Asbury’s Help Desk page on Facebook.

2. The Topic List Module

The Topics List is the primary location for any content on Discovery posted by your professors. You’ll notice that in the screenshot above, the first folder (called Topic 1 in this example, but may be retitled by your professor to suit the course) is a golden color and not gray. The golden colored folder indicates that the folder has been expanded to show its contents. To expand or collapse a folder, click on the folder you would like to expand or collapse. The other direct way to view a particular topic, is by scrolling down to the bottom of the topics list and using the “Jump To” menu (shown below). This should appear below the last visible topic in the main content area.

Use this Drop-Down menu to move between topics, or to return to the Topic List (pictured above)
3. The Settings Module

The Settings Module gives you access to your course Grades as well as your Discovery Profile. Clicking on Grades will take you to a page that will report your posted grades for each assignment within the given class. To look at your grades from other courses, click the Home Icon in the Top Navigation Bar, and then access the course you’d like to view your grades in.

**Note:** Your official course grade is available through Online Services. Any grades posted in Discovery may or may not reflect your actual class grade. If you have any questions about your class grades, please contact the instructor.

The other important link in this module is the Profile Settings link. By expanding this link, you have the option to edit your profile, including uploading an appropriate picture of yourself to share with your classmates and professors. Please be mindful of the picture you choose to share and make sure that it conforms to the moral standards of Asbury University as stated in the Handbook for Community Life.

**At this time, it is not possible to change your password through Discovery.** To change your network password, please log into Webmail, click Options (upper right-hand corner), and choose the fifth option down on the right side titled ‘Change your password.’ Problems? Contact the Help Desk!

4. The Upcoming Events Calendar Module

The Upcoming Events Calendar is designed to inform you what assignments are due soon. Please note that this ‘calendar’ reflects only due dates that your professor has chosen to enter into Discovery. For the most accurate information about assignment due dates, you will want to refer to your course syllabus, or contact your professor.

5. The Navigation Module

The Navigation Module is designed to assist you in navigating between courses, assignments, and *even entire semesters.* Unlike the Top Navigation bar, this tool allows you to browse only Discovery pages, including your personal Discovery home page (the first page you saw after log-in), your profile, each course, topic, and assignment listed by your professor. You may also notice that a Participants List is displayed within each course, giving you access to the names of your classmates, and links to send a message to them, and to your professor. The Navigation Module is built as an expanding folder. To expand folders, click on the blue/green arrow next to the title.
6. EvaluationKIT Module (present only at select times in courses)

The Course Evaluation Module seen here (called EvaluationKIT) should appear in each course you take here at Asbury University. This module allows you to submit vital feedback to your professors and to Asbury University so that we may continue to improve the quality of your learning experience. All students are asked to complete the evaluation by clicking on the link ‘Take Course Evaluations’ before the end of each course. If you have no evaluations to complete, the module will inform you accordingly, after clicking on the link.

7. Weekly Chapel Schedule (may appear on certain pages)

This module appears in certain locations in Discovery (especially on the home page prior to log-in) and is simply a means of informing our campus community of the Wilmore campus chapel schedule. To access podcasts from these chapels, find the Top Navigation Bar above and click on “Chapel Podcasts.” During the summer months, this module may appear blank (as it does above)

**Uploading an Assignment to Discovery**

To upload an assignment to Discovery, first locate the appropriate Topic/Folder, then the assignment.

► Click on the Assignment and read any instructions given by your professor

► Click on “Choose a File”

► Make sure that Upload a file is selected on the left, then CLICK Browse to locate your document.

► When you’ve selected the document you wish to upload, it should appear in the Attachment: box above. To finish uploading the file, Click on Upload this file (pictured above).

Once the assignment has been uploaded, ►Click on Save Changes to Finish!

For more information about Discovery or other topics, contact the Asbury University Help Desk:

- Email: helpdesk@asbury.edu
- Phone: (859) 858-3511 x2177
- Website: http://www.asbury.edu/helpdesk
- Facebook: http://www.facebook.com/asburyhelpdesk