For students

Get started with Athena

IT-avdelningen

Stockholms universitet

CONTENTS

INTRODUCTION

Welcome to this student's user guide for the Stockholm University online learning environment, Athena. The online learning environment is designed to be intuitive and easy to use regardless of the type of device you choose to access, however this documentation is available to support you in getting familiar with the environment.

More information than what is covered in this introduction guide can be found on the Stockholm University service portal. The service portal is available here: https://serviceportalen.su.se/

Users know the Stockholm University online learning environment as Athena, however you may see the name itslearning when navigating the system. The reason for this is that Athena is powered by the software and learning solution, called itslearning.

LOGGING IN AND CONFIGURING ATHENA

Athena is accessible by most devices with a modern web browser. It is recommended to use Safari, Google Chrome or Firefox when accessing the web version of Athena. As a general rule, always keep your web browser updated to the latest version available.

Athena users also have a mobile app available on iOS (iPhone and iPad) and Android devices. Simply search for **itslearning** in Apple App Store or Google Play Store.

HOW DO I LOGIN TO ATHENA?

Staff and students at Stockholm University will log into Athena using the same university account that they use for other IT solutions. Athena is available at the following web address: https://athena.itslearning.com

When you visit the Athena login page (https://athena.itslearning.com) click on **Logga in med universitetskonto**. You will be redirected to the Stockholm University login page, where you can enter your username and password.

After clicking **Log in** from the Stockholm University login page, you will be redirected back to Athena. Note: the first time you log in to Athena you will be asked to confirm the language you would like to use when viewing Athena. Select either English or Swedish, but this can be changed at anytime in the future.
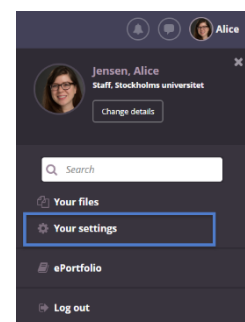
After logging in, you will land on the Athena **Home** page which looks like this:

HOW DO I UPDATE MY PROFILE PICTURE IN ATHENA?

1. Click on your name in the top right corner of the Athena window to open your personal menu.
2. Select **Your Settings.**

You will be taken to an area where you can change your settings, configure Athena and control the connection to personal cloud accounts.

3. Click on **Change details** to view your personal details and find the **Picture** section with your profile picture.

4. Click **Change Picture** to choose a file on your computer which should be your new profile picture. Follow the prompts to upload a new picture.
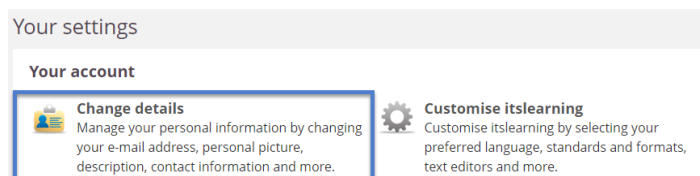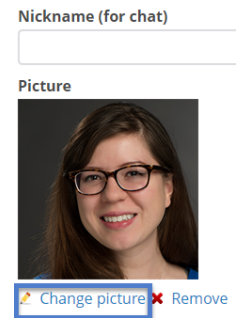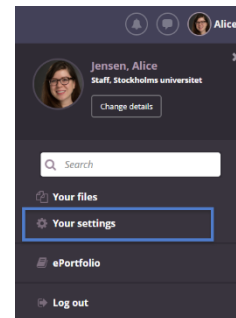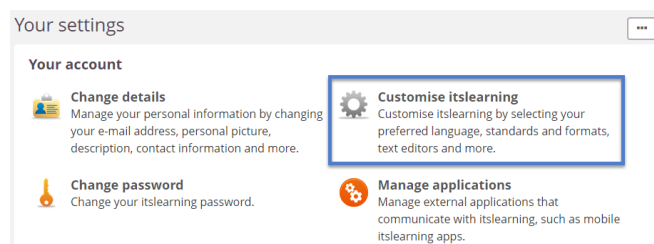
   Remember to save after completing your work.

HOW DO I CHANGE THE LANGUAGE I VIEW ATHENA IN?

1. Click on your name in the top right corner of the Athena window to open your personal menu.

2. Select **Your Settings** from the drop down list.

3. Select **Customise itslearning** to change the language you use to navigate Athena.

4. Within the Customise itslearning screen you have the ability to change the language and the standards and formats you see when navigating Athena. Standards and formats are the way that dates and times are displayed within Athena.

Recommendation

It is recommended to select either **English (UK) or Swedish**, for **both** the Language and Standards and formats section.
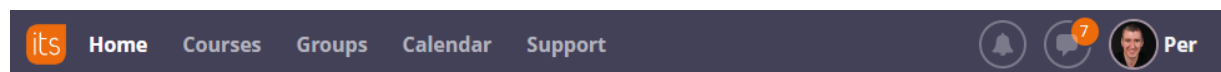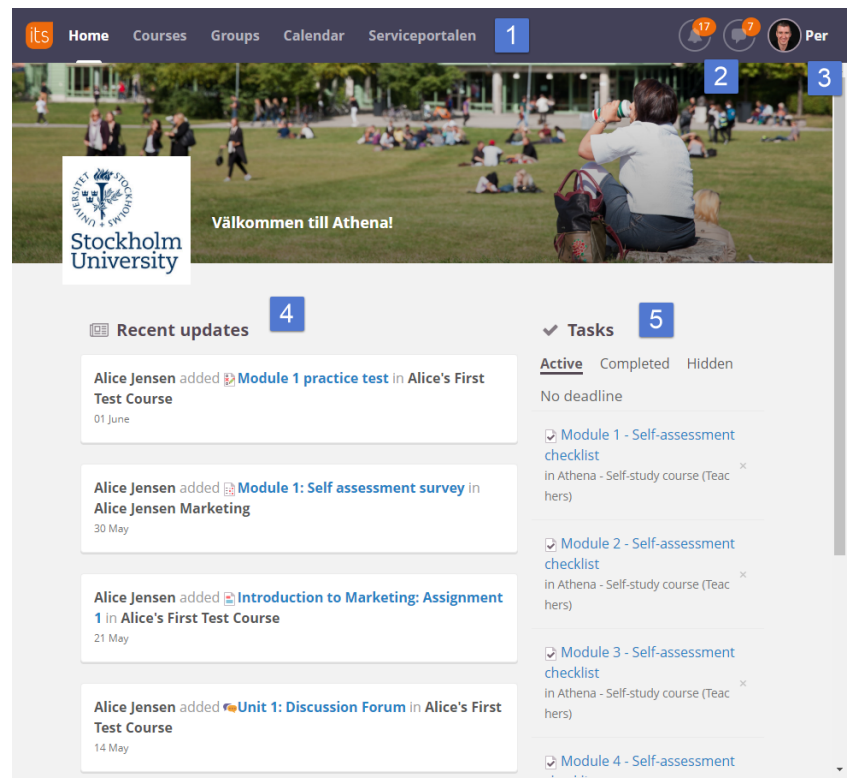
THE HOME PAGE AND MAIN MENU

When first logging into Athena, your home screen will display recent updates from your courses, your tasks (or follow up tasks) and upcoming events. This page is designed to quickly give you an overview of what is happening in your courses, the activities you are expected to complete and other personally relevant information.

This is a typical view when a user logs in to Athena.

1. The **Global Menu** stays with you when you navigate in Athena. Here you find the quick access links to your courses, your calendar, the service portal and more.
2. The **Notifications area** shows important notifications to you, and new messages that you have received.
3. The P**ersonal menu** is available under your name and photo.
4. The **Recent updates** area shows course bulletins (announcements) and new elements in the courses you are a participant in. This is where you can see what is happening across all favourite courses.
5. The **Tasks** content block lists tasks, assignments and tests that have been assigned to you by your teacher.

The Athena menu bar provides multiple options for navigation:

- **Home** will take you back to aggregated updates, tasks and events.
- **Courses** provide a dropdown list of your favourite courses. By clicking on **All Courses,** you will be able to view those that are not your favourites or those that were archived.
  - o You can favourite a course by ensuring the star next to the course is yellow.

- o Notice that you can see when courses were last updated, visited, the status and your role in the course.
- o Rather than deleting courses, they are often archived from year to year. This allows you to visit past course work and study material. Notice the **show** option will reveal active or archived courses.
- **Groups** allow you to access your projects and information dashboards.
  - o **Projects** are informal spaces that can be used for special interest groups, collaborative spaces or study groups.
  - o **Dashboards** can be enabled for institutes to use as informational spaces.
- **Calendar** displays events scheduled in your courses or communities as well as an aggregated view of course planners.
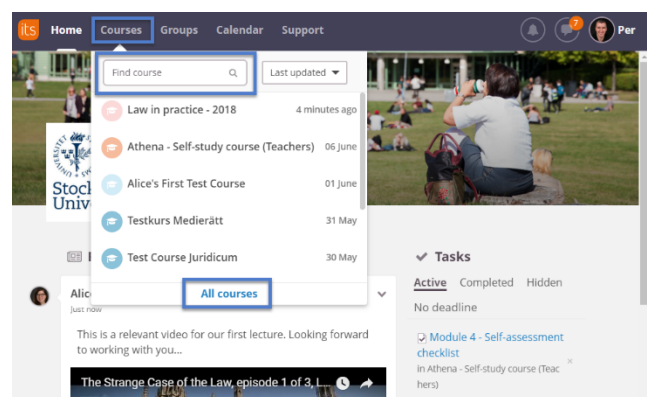

HOW DO I GET TO MY COURSE?

All courses are found within the Courses tab in the top bar of Athena. If you are a member of multiple courses, you can access them all by clicking **All Courses** within the Course drop down menu.

The Course Menu also contains a search box to quickly find courses that you are enrolled in.

Courses are displayed in the order since when they were last updated. This means that more active courses will be displayed at the top of the course menu.

If you cannot see the course within Athena, it may be possible that you are not yet enrolled in the course.

WHAT IS A FAVOURITE COURSE?

Athena allows all users to mark a course as a favourite course or remove a course from your favourites.

When a course is removed from your Favourite courses, the following information will be removed from your Start page:

- Updated and new course material will not show under **Recent Updates** in the Start page.
- Bulletins from an non-favourite course will not be shown on the Start page.
- The course will be removed from the Course Menu drop down list. You will have to select **All Courses** to find it.
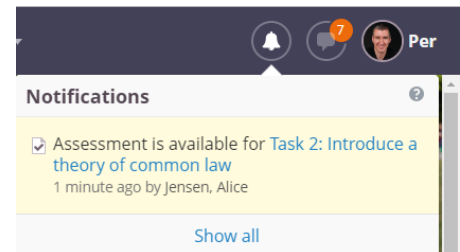

Even though a course is not a favourite, the above information will still be available when navigating to the course via the All Courses section in the Course Menu.

It is recommended that you keep all courses as a Favourite, so as to avoid missing important updates or news from those courses.
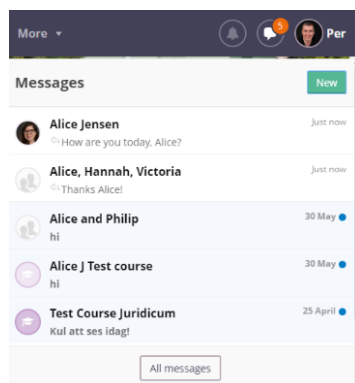
NOTIFICATIONS

The bell icon and message icon provides notifications, similar to typical social media websites. As a student at Stockholm University, you will receive notifications during the following:

- Feedback has been provided on an Assignment you submitted.
- You have been requested to review feedback and resubmit work.
- You have been invited to a Project by another student or teacher.
- Feedback has been provided in a task that you participated in.
- A teacher has completed assessment in a Test that you participated in.
- A test attempt that you have taken has been deleted by a teacher.
- Another student has submitted an Assignment or saved a draft, and indicated that you are a group member.
- A teacher has sent a reminder to complete an activity (Test or Assignment).
- You have commented on a course bulletin, and another user has added a comment to the same bulletin.
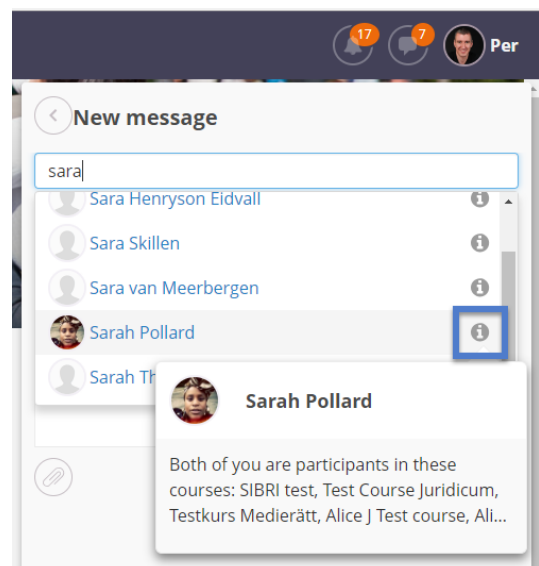- A user has sent you a message or a new attachment.

MESSAGES

The Athena Message tool (found under the speech bubble icon in the main menu) allows you to access the internal message solution. Selecting **all messages** will open a popup menu to access more message options.

To send a message to a user in Athena, simply click **New** and begin typing the user's name. To clarify who a user is, you can click the 'I' icon next to their name to see a list of courses you share with the user.

INSIDE YOUR COURSE

Use the **Courses** link within the main menu to open the drop-down menu, and select a course.

Once you are inside a course, you will see a Course Menu beneath the Main Menu.

The menu options include:

- **Overview** page containing recent updates, course bulletins, tasks or follow up tasks and course events. In addition, the plans of the day will be shown when the planner is used.
- **Plans** is the course roadmap. It is how you navigate through the course content, activities, objectives and descriptions.
- **Resources** is the "filing cabinet" of the course with the file folders and resources in the course.
- **Status and follow-up** includes your assessment record and other reports useful to track your progression through the course.
- **Participants** lists all the students, teachers and administrators in a course. You can also find which Course Groups users have been assigned to, and message your course group directly.
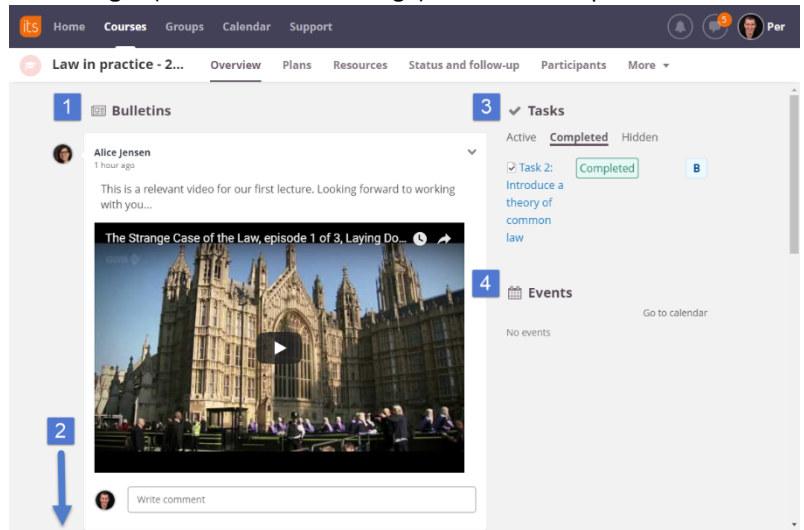
WORKING WITH THE OVERVIEW PAGE

Similar to the Home page when you first log-in, a course has an Overview page. The overview page gives you a quick glance of the course's most important changes and updates.

1. The **Bulletins** section shows you the latest announcements from the courses teachers. An announcement could be highlighting an important resources, sharing an important update or a way in which your teacher keeps a lively discussion going outside of the classroom. **Note**: You may also see relevant plans above the Bulletins section, depending on how your teacher has structured their course.

2. Below the Bulletins is a block called **Latest changes** (not shown in this image) which shows updates or new material from your courses. This could be content uploaded into the course, new activities you are expected to complete or today's presentation. Keep an eye on this area to see what is happening in your course.

3. The **Tasks** block shows only tasks for this specific course, whereas all tasks are shown on the Home page. In this view, the student is looking at their Completed tasks. Active tasks are those which are not yet completed or you are asked to redo. Hidden tasks are those that you have chosen to remove from the Active task list.

4. The **Events** section shows calendar events that your teacher or administrator has entered into the course's calendar.
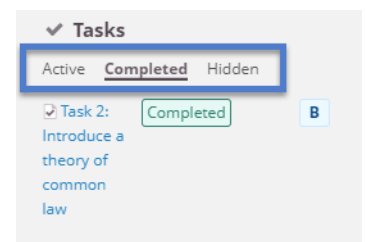
FOLLOW UP TASKS

The Follow up Tasks content block shows you tasks that have been assigned to you in the courses that you participate in. Tasks are elements within a course such as assignments, custom tasks, tests and more. A task is something that you are expected to complete within the course.

The Tasks block has three views:

1. **Active** – current tasks that are not yet complete.
2. **Completed** – tasks that you have completed and may have received feedback on.
3. **Hidden**– tasks that you have 'hidden' from the Active view (this can be used to remove optional tasks that you choose not to complete).
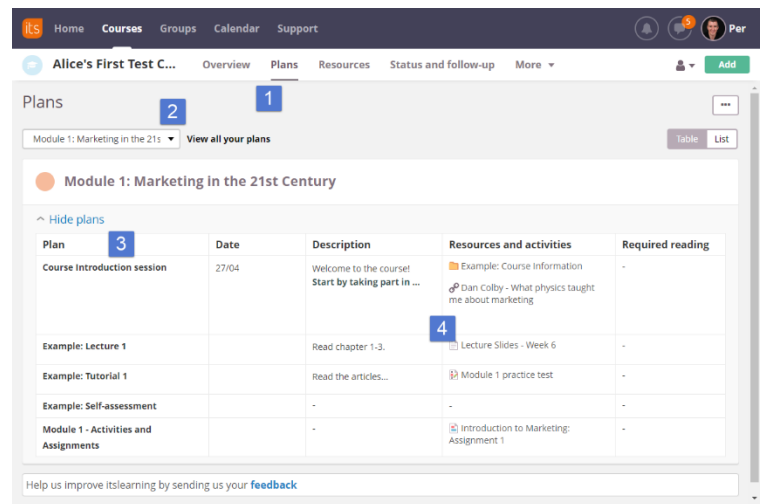
Tasks are sorted chronologically, with the tasks being due soonest at the top of the list. To hide a task from the view, click the x icon next to the task. Within the list of hidden tasks, you can click 'Show' to return the task to the Active list.

ATHENA COURSE PLANNER

Immediately to the right of the Overview tab within the course menu is the Plans tab. This tool connects topics, learning goals, study material, activities and unit descriptions together. The Planner is designed to guide you through the subject, while also allowing you to study ahead or view previous topics at your own pace.

Using the Planner, you can look through the course and see the concepts and topics that will be covered. Below you can see an example Planner with numbers pointing to specific areas of the Planner.

1. Click into the Planner by using the Course menu.
2. Use the drop down box to filter the Planner by upcoming topics, a specific topic of interest or plans in the past. Note: your teacher may not have input dates into the Planner. If the Planner has no dates input by your teacher, the filters based on time such as 'All upcoming plans' will not show any results.
3. This area shows the specific Plan that you are looking at. In this example, the topic is 'Module 1: Marketing in the 21st Century', and there are several smaller plans that make up Module 1.
4. The plan details show information such as learning objectives, required reading, connected resources and activities, and a description of the plan itself. Your teacher may have customised this view to suit their style of delivery or the type of course being conducted.
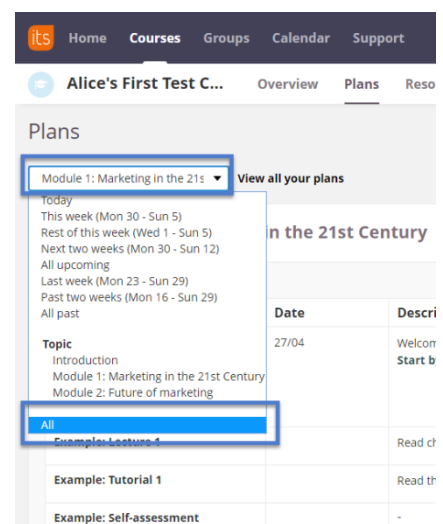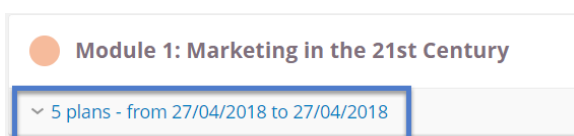

USE THE PLANNER DROP DOWN MENU TO SORT AND VIEW PLANS

When viewing your course through the Plan, it is important to use the drop down menu to select the types of content that you are looking for. For example, you can look at all content relevant to the previous two weeks, the next two weeks, or a specific topic or theme (Topic). Of course, it is sometimes easiest to just click **All** to see all specific plans within your course.

This flexibility allows you to choose specifically the type of content, activities and descriptions that you are looking for.

Note: each institution or course can use their Planner differently, so it is a good idea to invest time in looking at the various views and getting comfortable with the layout of your course.
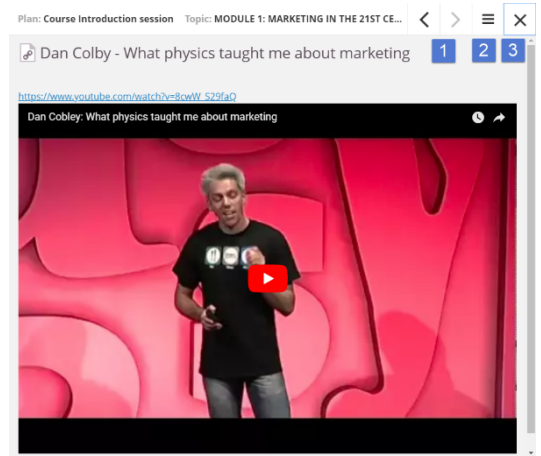

Each topic or theme of the course can be opened and collapsed by clicking on the number of plans within the topic.

'PLAN VIEWER'

When you click on a resource within a plan, you will see the full-screen Plan viewer open up. This allows you to quickly scroll through all resources, activities, learning objectives and descriptions of the plans.
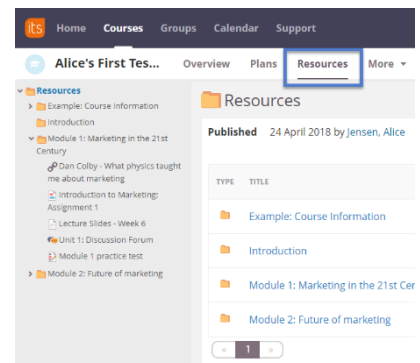

1. Use the forward and backward buttons to navigate to next and previous areas of the plan.
2. Use the index icon to show a list of all elements within the plan and quickly navigate to them.
3. Close the plan with the large X.

COURSE RESOURCES SECTION

It is recommended to use the Planner to work your way through the course resources, activities and objectives. However, sometimes you may wish to view all the content that exists within a course. This can be found within the Resources section of the course menu.

This section is a filing cabinet of all course content and is organised in folders created by your teacher.

HOW TO SUBMIT AN ASSIGNMENT

The Assignment Tool is a commonly used activity within Athena that asks users to submit work such as an essay, a report or even a video. Your assignments can be found within your task content block on the Start page or within the Overview tab of a course.

When looking at an assignment, you can see key details about the assignment on the right. This includes information such as the current status (whether you have submitted or not, or whether you are being asked to resubmit), the due date (if any) and the assessment scale that will be used to grade the assignment.

On the left of the assignment you can see the description of the activity that you are being asked to complete. When you are ready to submit your work, click **Answer**.

When submitting an assignment, it is important to follow the instructions given within the course. Athena allows you to submit plain text, video files, source code, PDF files and other types of content.

If using the Athena Rich Text Editor to input your response to the activity, choose **more options** alternative to open up the editor and be able to format your text.

To attach a file, click **Add file** and then drag a file into the area that says "or drop your file here".

Finally, you need to submit your assignment by clicking **Submit**. **NOTE:** Assignment submission is **final**. Ensure that you have attached the correct files prior to submitting the assignment. As an alternative, select **Save as draft**, and review the submission, before selecting **Submit**.

Submit: your assignment will be submitted to the course's teaching staff for review.

Important! Once submitted, you will not be able to modify or alter your assignment.

Save as draft: your assignment is not yet submitted to the teaching staff and is currently awaiting for you to review the work.

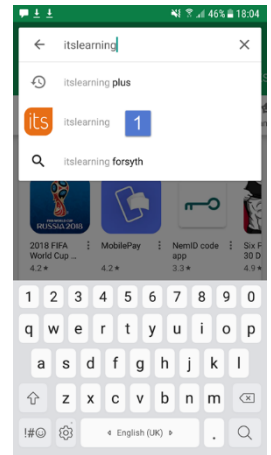## ATHENA MOBILE APP – POWERED BY THE ITSLEARNING APP

The online learning environment used at Stockholm University is known as 'Athena', but is actually powered by the software and learning company Itslearning. This means that you will see the word Itslearning in various places of Athena, and also that you will use the Itslearning app when using an iPhone, Android phone or iPad.

The Itslearning app allows you to quickly get a glimpse inside your courses, messages, tasks and calendar. The app makes it easy to check teacher feedback, send a message, review a presentation or even take a test – from your mobile phone.
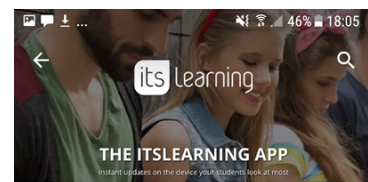
HOW TO DOWNLOAD AND LOGIN.

The Itslearning app is available on iOS and for Android mobile phones. Using an iOS device, open App store and search for **itslearning**. When using an Android mobile, use the Google Play Store and search for Itslearning. Note: the included images are demonstrating installation on an Android mobile phone, however the process is similar on an iOS device.

1. Search for **itslearning** in App store or Google Play Store.
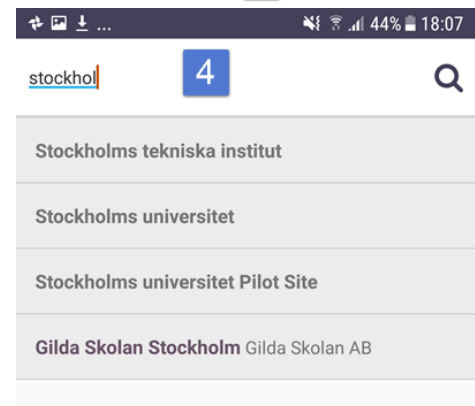2. Locate to the orange Itslearning app icon.

3. Once you have located the Itslearning app, select **Install** or follow the normal process to download and install the app on your device. Be aware that downloading the app on a metered mobile network may use your data quota. Consider connecting to WiFi before downloading the app.
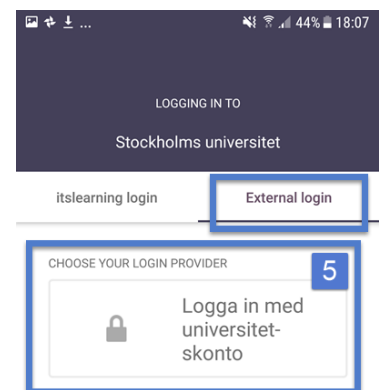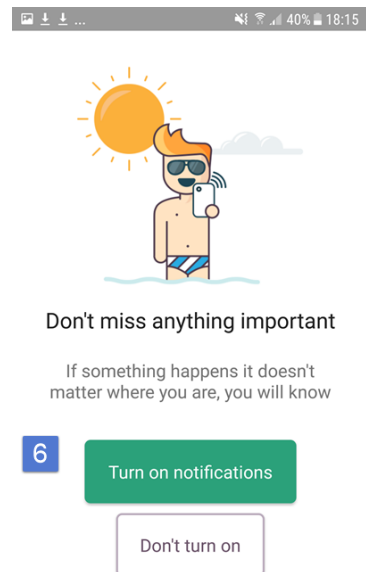
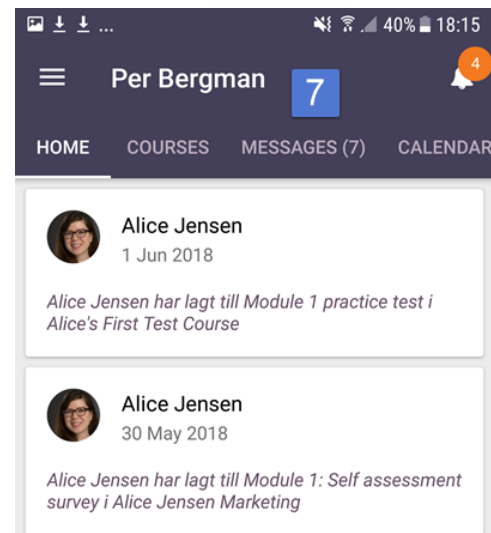4. Search for **Stockholms universitet** when asked to 'search for your school or site'.

5. Use your Stockholm University account to login by pressing on **Logga in med universitetskonto.**

6. When setting up the app, you will be asked if you want to enable Notifications and connect your calendar. This screenshot shows enabling notifications. It is recommended that you Enable notifications, so that your phone will vibrate or ring when Athena sends you a notification. These can be configured later.

7. At the top of the app, you can see the Index button on the left which brings up your personal menu. From here you can configure notifications, logout, and access other important links. You can also browse to courses, messages, calendar and tasks easily within the app. The bell icon shows the notifications that you have received.

Note: iOS and Android versions of the app are slightly different, so your graphics may appear different from those shown however the main concepts and steps are similar.

WHAT INFORMATION DOESN'T APPEAR IN THE APP?

The Itslearning app makes it easy to access your courses and communication tools, regardless of where you are. However, not all areas of Athena are available within the app. Examples of what is not included in the app are:

1. Project spaces such as study groups, collaboration areas and social clubs.
2. Dashboards showing information from your institute or other memberships you have.
3. Some small functionalities will not be available in the app or may be available in a reduced way.

Items 1 and 2 (one and two) in the above list are found under the 'Groups' menu when navigating inside Athena via a web browser.

It is therefore important that the app is used to supplement your study, rather than totally replace the need to login with a web browser. It is recommended to continue using a web browser on your PC, laptop or other device, in addition to the Itslearning App.

NOTIFICATIONS IN THE APP

The Itslearning app will notify you when you receive new notifications in Athena. The notifications are the same as listed earlier in this document, under Notifications. Note that to receive notifications you must enable them while first logging into the app, or at a later point using the personal menu.