

Getting Started with DIAL

Oxford Graduate School

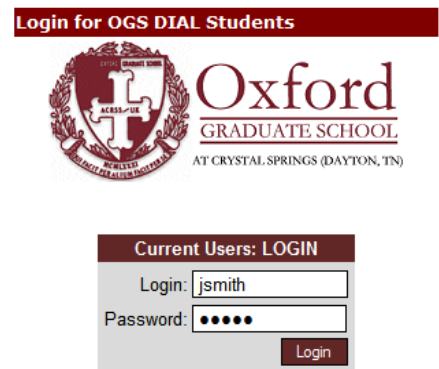
1. Visit <http://www.dialedu.org>



2. Click on the link labeled "Login"



3. Enter your username and password. By default, your username is the first letter of your first name and your last name, all lower case. For example: *jsmith*. Your password is, by default, "oxnet".



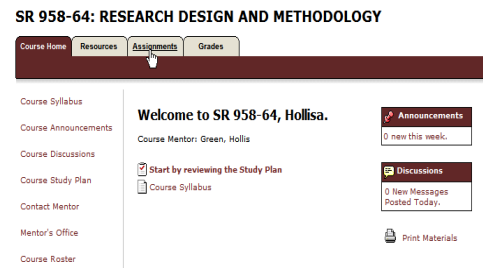
4. You will be redirected to the main page of the DIAL Online Learning System, "My DIAL Courses". You will see a list of courses for the Learning Contract in which you are presently registered.



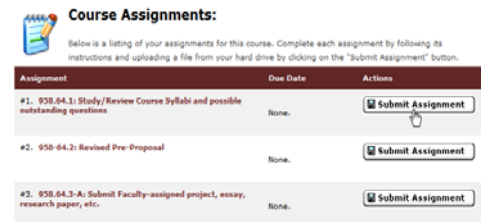
5. Click on a course title to enter that course.



6. You will see a series of tabs across the top of the course page. Click on the “Assignments” tab to see a list of assignments for that course.



7. To the right of each assignment, you will see a button labeled “Submit Assignment”. This feature allows you to upload your assignment (in Microsoft® Word or a compatible format) into the DIAL system whereby your professor can access it for grading.



8. Click on the “Submit Assignment” button to upload your assignment.



9. You will see a text box and a button labeled “Browse”. Click on the “Browse” button to locate the document on your computer.

Submit Assignment

If you are ready to turn in an assignment, you may upload it for grading by using the form below.

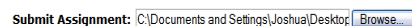
1. Click "Browse" to locate the file on your local hard drive.
2. Click "Submit" to upload the assignment; please be patient as this may take several minutes.



Submit Assignment

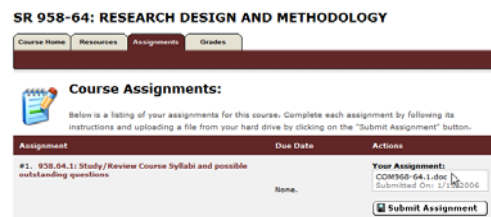
If you are ready to turn in an assignment, you may upload it for grading by using the form below.

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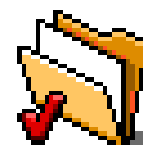


10. Click the “Submit Assignment” button at the bottom of the page.

11. Your assignment will upload. You will now see your assignment listed under the “Assignments” tab with the filename and submission date.



12. The professor for the course will grade your assignment and you will receive feedback in your DIAL e-mail box. Your grade will also be displayed under the “Grades” tab for each course or under the “My Grades” link at the top of the DIAL system.



My Grades

**PLEASE DIRECT ALL TECHNICAL SUPPORT REQUESTS TO:
jreichard@vision.edu**