



FoxTALE Student Guide

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Choosing a Browser

Firefox is the preferred web browser for FoxTALE. You can download a free copy of Mozilla Firefox at <http://getfirefox.com/>. George Fox laptops will usually have Firefox installed.

Macintosh Users

Please note that Safari is not supported for FoxTALE.

PC Users

Internet Explorer works for most functions in FoxTALE, but Firefox is preferred.

Configuring your Browser

For optimal FoxTALE performance, you will need to configure your browser:

Pop-Up Blockers

Check that your computer is not blocking pop-up windows from the FoxTALE site. Depending on which browser you are using, you can add <http://foxtale.georgefox.edu> to your trusted sites.

Firefox Instructions

1. Select **Tools > Options**, and click on **Content**.
2. If **Block pop-up windows** is checked, then click the **Exceptions** button to the right of **Block pop-up windows**. For the address of the web site, type <http://foxtale.georgefox.edu> or *.georgefox.edu for all George Fox sites, and click **Allow**.
3. Click **Close**, and click **OK**.



Internet Explorer Instructions

1. Select **Tools > Internet Options**, click on the **Security** tab, then click on **Trusted Sites**.
2. In **Trusted Sites**, click **Sites**, and remove the tick from the box next to **Require server verification (https) for all sites in this zone**.
3. Under **Add this Website to the zone:** type <http://foxtale.georgefox.edu> or *.georgefox.edu for all George Fox sites. Click **Add**, then click **OK** and click **OK** again.

Cache (or Temporary Internet Files) Settings

Set Internet Explorer to refresh pages more frequently. FoxTALE will more easily show the newest versions of web pages.

FireFox Instructions

1. Select **Tools > Options**, and click the **Advanced** tab.
2. Click the **Network** tab.
3. In the **Cache** section, change the setting to **Use up to 2 MB of space for the cache**.
4. Click **OK**.

Internet Explorer Instructions

1. Select **Tools > Internet Options**, and click the **General** tab.
2. For Internet Explorer 6.x:
 - Under **Temporary Internet files**, click the **Settings** button.
 - For **Check for newer versions of stored pages**, click **Every visit to the page**.
 - Click **OK**, and click **OK** again.
3. For Internet Explorer 7.x:
 - Under **Browsing history**, click the **Settings** button.
 - For **Check for newer versions of stored pages**, select **Every time I visit the webpage**.
 - Click **OK**, and click **OK** again.



Logging in to FoxTALE

Go to <http://foxtale.georgefox.edu> and log in using your **George Fox (Domain) user ID and password**. If you do not have a George Fox account or if you have forgotten your user ID or password, please contact the Service Desk at 503.554.2569 or via email at servicedesk@georgefox.edu.

You can also access FoxTALE through the FoxTALE link in [MyGFU](#).

Finding Your Course

Once logged into FoxTALE, you will be shown a list of courses in which you have already enrolled, or you can search for a course.

To search for a course, scroll to the bottom of the FoxTALE portal page you see when you first log in. You'll find the **Search courses** text box.

Search courses:

Type in your professor's name or the course ID, for example, PSTD 564. Notice the space between the department code and the course number. Click **Go**.

Search results will appear. Select the course title hyperlink.

FoxTALE > Courses > Search > 'PSTD 564'

Search results: 1

[PSTD 564: Theology and Practice of Worship \(Conniry\)](#)

Teacher: [Chuck Conniry](#)
Teacher: [Darla Samuelson](#)



Enrolling in Your Course

After you click the course title hyperlink, then you will see the course login page.

This course requires an 'enrolment key' - a one-time password that you should have received from [Darla Samuelson](#).

Enrolment key:

The professor may have added an enrollment key, which is a password that you must enter the first time you access the course. The professor will communicate this enrollment key to you.

Enter the enrollment key, and click **Enrol me in this course** to enroll. When you log in to FoxTALE again, you will see the course listed so that you can access it. You only need to enroll the first time.

If the professor enrolled you...

Some professors prefer to enroll you in the course in FoxTALE. In this case, you will see the course listed when you log in to FoxTALE, and you will not need to search for your course.

NOTE: Enrolling in a course in FoxTALE is not the same as enrolling in the university. You must still register for this course and other courses through MyGFU.

Navigating in Your Course

NOTE: Be sure to save your changes on the current page before using any navigation tool.

- Hover your mouse over different icons to view a pop-up message explaining what each icon does.
- **Breadcrumbs** show your current position in the course. They are positioned below the course title and at the bottom of each course page. The notes below the following breadcrumbs example will make this clearer.

FoxTALE » MoodleTraining » Quizzes » Animal Quiz





FoxTALE: Clicking on this will take you to the FoxTALE home page, which displays all of the courses in which you are enrolled.

MoodleTraining: This is the shortened name for a course. Clicking on this will take you to the course home page.

Quizzes: Clicking on this will display a list of all of the quizzes in this course.

Animal Quiz: This is in a different color and indicates that this is the activity currently being viewed.

The above is only one example of how the breadcrumbs menu may appear. Keep an eye on the breadcrumbs menu as you navigate around the course. You will notice that the breadcrumbs change to reflect your current position.

While in a course activity you can move to another activity or resource in the course by means of the **Previous**  and **Next**  buttons, which will take you back and forth between the activities and resources in the order in which they appear in the course topics.

Clicking the dropdown list will allow you to select from the complete list, in topic order, and navigate directly to your selection.



Topics

Topics often reside in the center of the main course page. It is in the **Topics** section that your professor will place the activities, resources, etc., which make up the online elements of your course. The column of topics may vary in appearance depending on how your teacher has designed the course. Topics may be identified by a number, a number and date range, or simply by a descriptive name.



Example Topic Outline:

For some topic outlines it is possible to focus on one topic or week



only. To achieve this, click on the squares (circled) at the right edge of the topic area you want displayed.

This will “collapse” the topics, leaving just one in view.

The process can be reversed by clicking one of the two squares now displayed at the right of the topic area.

When clicked, the **Jump to** menu allows you to select other topics to view.

Changing Your Picture

You can upload a picture from your computer to FoxTALE. This picture will be used in various places to represent you. For this reason, the best images to use are a close-up of your face, but you can use any image you like. The picture must be in JPG or PNG format (i.e. the names will usually end in .jpg or .png) and must not be greater than 2MB.

You can get a picture file using one of these methods:

1. If you use a digital camera, your photos will most likely already be on your computer in the right format.
2. You can use a scanner to scan a printed photograph. Make sure you save it as a JPG or a PNG format.
3. If you're artistic, you might draw a picture using a paint program.

To upload your picture, click on your name in the top right corner then click on the **Edit Profile** tab. Scroll down the page until you see an area that displays the default smiley picture. Click **Browse** and navigate to where the picture is stored on your computer. Click **Update Profile** to save your changes.

NOTE: Make sure the file is not larger than the maximum size listed (in this case, 2MB), or it will not be uploaded. If the file is too large, use a photo editing tool to resize it.

IMPORTANT: Please make sure that any picture you upload is appropriate and not rude or offensive as your picture can be viewed by all FoxTALE users.



Frequently Asked Questions

Can members of my course access work I upload to FoxTALE?

Yes and No. The only way other students will have the ability to see any work you post onto FoxTALE is if you attach it to a forum message. If the course professor or administrator has set your course into groups, say to work on a particular project, and you upload work to a forum as an attachment to a message, this can only be accessed by other group members, your professor and site administrators. When you submit assignments, tests, or quizzes, only the course professors and administrators can see your work. Feedback delivered to you by any of these people is confidential.

I've forgotten my password. How do I get a new one?

If you do not have a George Fox account or if you have forgotten your ID or password, please contact the Service Desk for more information at 503.554.2569 or via email at servicedesk@georgefox.edu.

How do I change my password?

There is no way to change your password directly in the FoxTALE site. You must log in to MyGFU and click **Change Password**.

NOTE: **This will change your domain password**, which changes your password for MyGFU, BruinMail, Campus Workstation Login, FoxTALE, FoxFiles, BruinBoards, and any other GFU campus related passwords.

How do I forward my email to another email address?

Log in to MyGFU and click on the **E-mail Forwarding** link.



How do I update my profile?

- In the top corner you will see a message that says **You are logged in as [username] (Logout)**. Click on your username to be redirected to the edit profile page.

How do I turn off receiving email messages from the forums?

- Click on your name in the top right corner, and click the **Edit Profile** tab.
- Click **Show Advanced**.
- To no longer be auto-subscribed to every forum you view, set **Forum auto-subscribe:** to “**No: don’t automatically subscribe me to forums.**” Click **Update profile** at the bottom of the screen to save.

You can also unsubscribe from an individual forum. Click on the forum to open it, and click **Unsubscribe from this forum**. You will no longer receive emails for posts to this forum.

How do I post to a forum?

Open the forum to which you wish to post.

- To reply to a current post, click the title of the post. Click **Reply** for the post to which you wish to reply, type your message and click **Post to Forum**.
- To create a new topic of discussion, click **Add a new discussion topic**, type your message and click **Post to Forum**.
- To receive email copies of each forum post, make sure the **Subscription:** says “**Send me email copies of posts to this forum.**”

Helpful Hint: You might consider composing your post in Word or a text editor. When you have finished composing, then copy the text and paste into the FoxTALE forum post. You will have your words in case of a network hiccup or other issue.

NOTE: Any file you attach to forums will be visible to EVERYONE in the course unless your course is set up in separate groups, in which case, the attachment will only be visible to your group members and professors.



How do I upload a file?

When in an activity or when posting to a forum you might be required to upload a file such as a Word Document. Find the location on the page where you would see the following:

A screenshot of a file upload interface. At the top, it says "Upload a file (Max size: 20MB)". Below this is a text input field, a "Browse..." button, and an "Upload this file" button.

Click **Browse** and find the file on your computer that you wish to upload. Once found, click **Upload this file**.

How do I download files?

Professors typically upload course files to the FoxTALE course site for your convenience.















In the event that you are having difficulty downloading files, you can right click the file link and select **Save Target As...**, enter a path, and save it to the location of your choice.

Where can I back up my files?










Simple answer: foxfiles.georgefox.edu. Log in using your GFU domain username and password. FoxFiles is accessible from anywhere in the world as long as you have an Internet connection and browser. You have a total of 100MB of storage space to use however you wish.



FoxTALE Resources and Activities

-  A discussion forum
-  A quiz/test
-  Link to a website
-  A chat session
-  An assignment
-  A choice – similar to a poll
-  A lesson
-  A directory containing files
-  A glossary
-  A journal
-  A resource – web page or text page
-  A survey
-  A workshop
-  A book

Links to Application Resources

-  Link to a Word document
-  Link to a PowerPoint presentation
-  Link to an Excel spreadsheet
-  Link to an Adobe Acrobat file
-  Link to a graphic/image
-  Link to a flash file
-  Link to a sound file
-  Link to a movie
-  Link to a zipped file