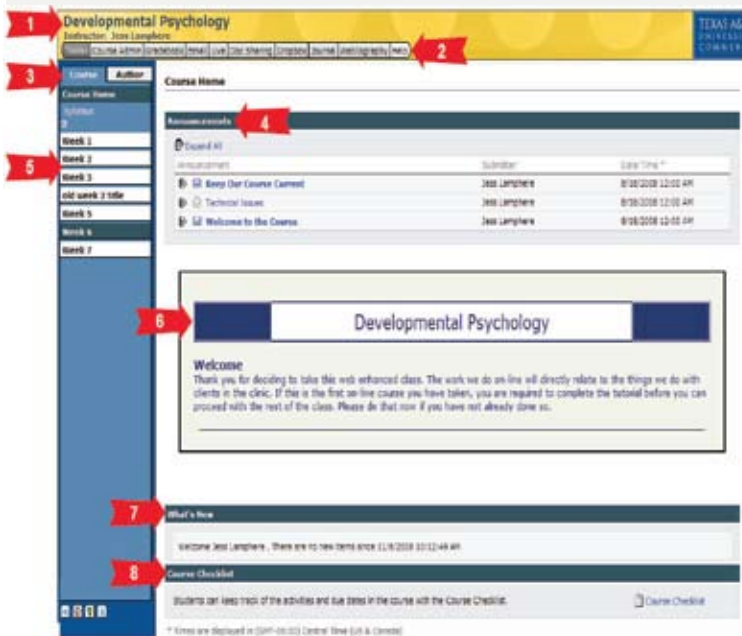


Getting Started

Your Course Home Page



- Header Frame**—contains institution image, course title and instructor.
- Tool Bar**—contains the tools used to design and manage the course.
- Course and Author tabs**—Course mode displays the course as the student would view it and Author mode is used to design and edit the content items.
- Announcements area**—Instructors can post announcements for the course on the Course Home page. Students can see all announcements or messages the next time they log in.
- Units**—As with a traditional course, you will want to break your online course up into Units, Sessions, Weeks, Chapters, or any other division you choose. You can also create feature-based sections in your course navigation. For example, you can create a single Unit called Discussion areas, a Unit called Homework, a Unit called Glossary, etc. As a result, you can create a Unit-based course: Unit 1, Unit 2, etc.; a feature-based course: Introduction, Readings, Homework, Exams, etc., or a combination of both.
- Course Introduction**—is a friendly way for you to introduce yourself to your students, welcome them to the class and address any preliminary issues regarding the course. If you like, you can use audio and video in your introduction to make it more personable.
- What's New**—From What's New, you can see since your last login when individual students contributed to a select area of the course, such as the Dropbox. This is helpful because it saves you time from searching through every Unit or content item to see which students have contributed to various course areas.
- Course Checklist**—From the Course view, the course checklist displays a list of all course assignments and their associated due dates, as well as a check box for each item so that students can monitor their progress in regard to assigned coursework. Ideally, the course checklist helps students to be aware of assignment due dates and prompt them to complete assignments on time.

Note: The eCollege platform is a highly customizable application; therefore some views may differ somewhat from those in this guide.

Course Admin Tool



- General Information & Settings**—Information about the course including the Course Title, Instructor Title, TA Title, Unit Headings and Navigation can be edited here.
- Enable/Disable Tools**—As the instructor, you can select which tools are used in the course. Gradebook, Email, Live, Doc Share, Dropbox, Journal and Webliography can be selected individually. Disabled tools will be hidden from view and cannot be seen by the student or the instructor.
- Threaded Discussion Pref**—Set how threaded discussions are accessed during the course.
- Course Scheduler**—Use the Course Scheduler feature to set start dates, end dates, and due dates for all the Units and content items in your course from a single location.

Building a Syllabus

The Syllabus tool enables you to either upload a syllabus that you have previously created in an MS Word document or to add your own syllabus items using the Visual Editor, but not both. This means, if you choose to upload an MS Word document, and then later decided to add your own syllabus text items, the system will delete your word document. Similarly, if you have previously added items to your syllabus and then choose to upload an MS Word document to the syllabus, the system will delete all existing syllabus text items.

To Create a New Syllabus:

- Click the **Author** tab.
- Click **Syllabus** under the Course Home button.
- Choose either:

Compose Text Item (Visual Editor), to compose and add your own text items using Visual Editor.

Upload Microsoft Word Syllabus (.doc), to upload an existing syllabus (MS word document).

- Click **Add**.

Upload an existing syllabus (MS Word doc)

- Click the **Author** tab
- Click **Syllabus** under the Course Home button
- Select **Upload Microsoft Word Syllabus (.doc)**, and click **Add**.
- Click **Browse** to navigate to the custom document you want to upload to your course.
- Once the syllabus is uploaded, click **Upload & Convert File**. A link to your Word document displays under **Syllabus Items**. Students can click the link to open the Word document and view the Syllabus.

As with a traditional course, you will want to break your online course up into sections such as Units, Sessions, Weeks, Chapters, or any other division you choose.

Creating a new Unit

Within each Unit you will add content items that are specific to that Unit. For example, a multimedia presentation or a Threaded Discussion, or perhaps both. All Units you create display in the navigation tree of your course and your students' course.

1. In the navigation tree, click the **Author** tab, click **Course Home**.
2. Click **Course Items**, and then **Add Unit**.
3. In the **Title** field, type a title for the Unit. The Unit title displays as a heading in the main content area in course view when the student clicks that particular Unit. Unit titles you might use are: Units, Sessions, Weeks, Chapters, etc.
4. Select the **Use title in navigation menu** check box to display the Unit title in the course navigation tree. If you do not select this check box, the default Unit heading in course preferences on the **General Information & Settings** page displays in the navigation tree.
5. From the **Introduction type** drop-down list, select a content item type for the Unit introduction. The Unit introduction displays when students click the individual Unit. The Unit introduction can include text, multimedia, or other content elements. Click **Add Unit**. To add more Units, click **Save & Add Another Unit**. Once a Unit is added, you can add an introduction or overview about the Unit.

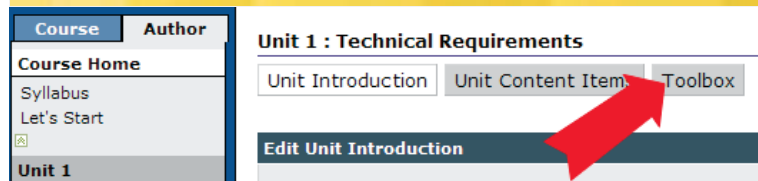
Adding Content to a Week

After you add Units to your course, you are ready to add content items. A content item is a sub-section within a Unit that does not contain actual content. After a content item is added to a Unit, you must go back into the content item and add the actual content. To insert actual content into your content item, click on the content item in the navigation tree and insert your content.

1. In the navigation tree, click the **Author** tab.
2. In the navigation tree, click the Unit to which you want to add a content item.
3. Click **Unit Content Items**, and click **Add Items**.
4. Enter information in the fields provided accordingly.
5. Click **Add Items**.

To add more items, click **Save & Add More Items**.

Content Toolbox



Each content item you add to your course has a **Toolbox** associated with it. The Toolbox is where you can set preferences and properties for each content item. Most options are common to all content items. Several options are unique to a particular content item.

Create Dropbox Basket

1. Open Toolbox
2. Click Create Dropbox Basket
3. Click Save Changes

Move

You can rearrange the order of content items within a Unit or move them to another Unit at any time.

Open Toolbox

1. Click **Move**
2. At this point, you can:
 - In the Move drop-down list, select the Unit to which you want to

move the content item.

- Change the numbers in the **Order** column to reflect the new order.

Delete

1. Open **Toolbox**
2. Click **Delete**. A confirmation message displays.
3. Click **OK**

The content item and the **content it contains** is deleted from your course.

Assign to

Select an audience for the item. This might be the entire class or a group.

Hide from Students

Hide the content item from course view so that students cannot see it. When you set up your course structure, you can hide and show content items as the course progresses.

Linking to Items

On the Visual Editor toolbar, click . The Add a Link window opens. If you do not see icon on the Visual Editor toolbar, you probably cannot add links to that particular element.

1. Select either:

- **Link to Content or Files**
- **Insert an Image**
- **Link to a Website**
- **Link to a Course Tool**
- **Link to Course Content**


2. Select the type of link: **File, Image, Website, Tool or Content**.
3. In the **Text to Display** field, type the text students will click to open the link.
4. Browse and select the specific file, image, or tool you want to link.
5. Click **Add Link**


Creating an Announcement

You can post announcements for your course on your Course Home page. Students can see all announcements or messages posted by you the next time they log in. Use announcements to welcome students to the course, give specific instructions about a course or Unit change, inform students about changes in office hours, or explain other urgent situations that might otherwise get lost in email.

As an instructor, you can post, edit, or delete course announcements on the Course Home page. Your students can only view announcements.

To add an announcement:

1. In the navigation tree, click the Author tab, and then click Course Home.
2. Click  Add Announcement.
3. In the Subject field, type a short subject for your announcement. This is the text students click on to read the announcement.
4. Select Display Dates for your announcement. You can enter a

date directly into the text box (mm/dd/yyyy), or you can click  to select a date from the calendar. The Display Dates default to the course start and end dates, so if you don't enter Display Dates, your announcement remains on the Course Home page throughout the entire course unless you delete it or change its Display Date.

- Click **Add Announcement**.

Email

Use email to address student questions, concerns, and issues individually or send messages and files to groups of students. When a user is enrolled in an eCollege course, his/her university email address is uploaded into that course.

Students can use email to send private messages to instructors regarding course or assignment questions or other personal concerns, or to communicate with other group members on collaborative projects. The carbon copy (Cc) option is not available to students.


ClassLive Pro

ClassLive is an interactive graphical chat tool available in fully online courses that allows you to communicate with your students in real time. For example, you can place or draw objects on the whiteboard, you can share a software application from your computer, you can send and receive graphed or plotted equations, you can participate in synchronous chat sessions with your students, you can broadcast live audio, and you can work through complex mathematical, accounting, and chemistry problems one step at a time. Use ClassLive with a group of students, or use the tool for one-on-one help.

As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc. This page can be viewed at: <http://www.elluminate.com/support/training/>

Chat


The Chat tool enables you and the students in your course to communicate with each other in real time.

- On the Tools menu, click Live. By default, the main Chat page displays.
- Click  **Add Chatroom**.
- In the **Name** field, type a name for the room.
- In the **Description** field, type a short description of what kind of discussion should take place in room.
- (Optional) Select the **Private room** check box if you don't want a chat log created for the new chatroom. By default, a chat log is created for every room.
- In the **Assign Room To** drop-down list, select who can access the new chatroom. You can make the chatroom available to all class members or to specific groups you've defined within the course.
- Click **Add Room**. If you have more rooms to create, click **Save & Add Another Room**.

Delete Chatrooms

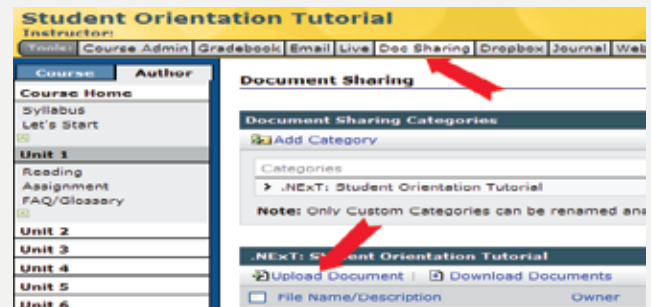
Remember, when you delete a chatroom, the logs for that room are no longer available.

On the Tools menu, click **Live**. By default, the main Chat page displays.

In the **Delete** column, click  for the chat you want to delete. A confirmation message displays.

Click Delete Room & Chat Logs.



Doc Sharing



Use Doc Sharing to share documents with your students for the course. You and your students can upload and download documents, images, spreadsheets, .zip files, and HTML pages. Students can download documents you share or download documents shared by other students. Additionally, students can view, build, revise, or recreate the documents they download and then upload their changes for the entire class to view.


Both you and your students can access shared files, but only instructors can delete files. Instructors can also create and edit Document Sharing categories.

To upload a file for sharing:

- On the Tools menu, click **Doc Sharing**.
- Click  **Upload Document**. If you want to upload the document to a specific category, first locate and click the category name, and then click  **Upload Document**.
- In the fields provided, enter information accordingly.
- Click **Upload Document**.
- Type a description for the document telling students what to expect when they open the document. This description displays in the Doc Sharing list.
- Click **Add Entry**. Your entry displays in the main Doc Sharing page.

The Journal

The Journal tool allows students to record personal notes and record thoughts. You can use the Journal as an assignment area and require students share their Journal entries with you. As an instructor, you can read, modify, and comment in the Journal entries that students choose to share. Students can set each entry as Private or Share entries with the instructor.

- On the Tools menu, click Journal.
- In the Name column, click the student's name.
- Click  Add Entry.
- Type a title for your entry, and then type your entry in the Visual Editor. To view the comments you add to a student's Journal, ensure that Share Entry with Instructor is selected; otherwise, select Private Entry so that your comments are only visible to the student.
- Click Add Entry.

Viewing grades

When you open Gradebook, it defaults to the **Grades To Date** view, showing each students' name along with their current grade. By default, Gradebook Preferences are set to display points and automatic calculations.

You can change the settings in your Gradebook Preferences to show letter grades, or add weighted calculations. Whatever your preference, the Grades To Date view can display:

- a letter grade only (points and calculations off);
- current course points and current course average (points and calculations on);
- or course weighted average (points and weighting on).

View students' grades

The View Gradebook page provides you with various ways to view grades for individual students or all students in the course. Click on individual student names to see grades listed by Unit.

View individual student grades for all content items

1. On the Tools menu, click **Gradebook**.
2. Click on a student's name. Scores for the selected student display.
3. Open a specific gradable item for this student by clicking the student's score in the Gradebook (if the item has been graded) or by clicking the asterisk * sign if the item has not been graded.

View a student's work while you are assigning a grade

1. On the Tools menu, click **Gradebook**.
2. Click on an individual student name to display all grades for that student. You can also locate the content item you want to grade using the **Select Gradebook View** drop-down list.
3. Click the asterisk * sign under the content item you want to grade.
4. Click **Expand**. This option is only available for some content items and exams.

View a summary grade report

1. On the Tools menu, click **Gradebook**.
2. In the **Select Gradebook View** drop-down list, select **Item Summary**.
3. Click **Go**. A summary score for all content items, course tools, and custom course items for each student displays. For example, if you had five Reading assignments in your course, each worth 20 points, the Item Summary shows you each student's score out of 100 (five assignments X 20 points each) rather than showing five separate Readings scores. You'll also see each student's final course points and course average.

Student's view of Gradebook

Ever wonder how your students see the Gradebook? Switch to Course mode to view the Gradebook as your students see it. You can also use this view to grade one particular student. Students can view the Gradebook by Unit or by item.




Groups

Group Management

Online groups can be useful for holding private team discussions, having specialized readings, assignments, and group emails, and using other tools to complete final team projects or papers.

If you choose to create course groups, the Group feature is pervasive within many course tools, including Email, Document Sharing, individual content items, and the Gradebook.

Create groups




1. In the navigation tree, click the **Author** tab.
2. On the Tools menu, click **Course Admin**.
3. Click **Group Management**. The Groups page opens and displays a list of any groups you've already created.
4. Click  **Add Group**. To plan ahead, you can create groups without adding group members. This is helpful when you know you want to divide the class into working groups but have not determined which students will work together.
5. In the Group Name field, type a name for the group (i.e. Group A, Group B, etc.).
6. In the Select Group Members list, select the members to include in the group by clicking on their names and using the  button. The members you select appear in the Group Members list.
7. Remove a member from a group by clicking the name in the Group Members list and using the  button.
8. Click **Add Group**. Once a new group is added, the system assigns the group a Group ID. To add another group, click **Save & Add Another Group**.

Assigning Tasks & Content to Groups


Assign a content item to groups

1. In the navigation tree, click the **Author** tab.
2. In the navigation tree, click the content item you'd like to assign to a group.
3. Click **Toolbox**.
4. In the **Assigned To** drop-down list, select the group to which you want to assign the content item. The **Assigned To** drop-down list only appears if you've already created groups in your course.
5. Click **Save Changes**.

Edit groups

1. In the navigation tree, click the **Author** tab.
2. On the Tools menu, click **Course Admin**.
3. Click **Group Management**. The Groups page opens and displays a list of any groups you've already created.
4. Locate the group you want to edit and click  **Edit**.
5. Select group members and use the  and  buttons accordingly to make changes.
6. Click **Save Changes**.

Delete groups

1. In the navigation tree, click the **Author** tab.
2. On the Tools menu, click **Course Admin**.
3. Click **Group Management**. The Groups page opens and displays a list of any groups you've already created.
4. Locate the group you want to delete and click  **Delete**. A confirmation displays.
5. Select the check box to accept the confirmation message, and then click **Delete Group & Group Content**.

Student Orientation Tutorial

Instructor:

Tools: Course Admin | **Gradebook** | Email | Live | Doc Sharing | Dropbox | Journal | Webliography | Help



Gradebook

You and your students have access to a shared online Gradebook. Use the Gradebook to determine which aspects of your course should be graded and add these items to your online Gradebook as gradable items.

Next, assign a "total points possible" value to each gradable item. As students complete assignments, you can evaluate their work and then enter their grades into the Gradebook.

If you entered a total point value for each gradable item when you set up your Gradebook, the Gradebook can use the students' actual points and the total points possible to calculate current student grades at the content item, Unit, and course level. Students' names display in Gradebook after they have enrolled in your course.

Additionally, you can use Gradebook to post comments for each grade, grant students additional test time, create links to course content for review, and view students' activity in the course. You can also create custom gradable items as they relate to the course, such as participation, group projects, extra credit, assignments, etc.

Adding Gradable Content

Adding items to Gradebook is the first step in your Gradebook setup process. When you add items to Gradebook, you are selecting which course items and course tools to display. For example, you might decide that the Lecture content item does not need to display in the Gradebook, but that Threaded Discussions should.

If your course includes **Sharable Content Objects** (SCO's), each SCO is gradable by default and each SCO is assigned 100 points in the Gradebook. This is because the SCORM Player returns a student's score as a percentage of 100%; it is therefore necessary to convert the percentage into a point value.

Design Tips:

If you have not added any content items to your course yet, only the default course tools display on the **Add New Items** page.

Exams and content items that have a Dropbox associated with them are selected by default because the system assumes they are gradable items. You can clear the check box for content items selected by default.

Adding Non-Content Gradable items

Add new items

1. On the Tools menu, click **Gradebook**.
2. Click **Setup Gradebook**, and then click the **Add New Items** tab.
3. Select the check box next to each item you want to display in your Gradebook. Selected items are visible to you and to your students when viewing the Gradebook.
4. Click **Save Changes**.

Add custom items

1. On the Tools menu, click **Gradebook**.
2. Click **Setup Gradebook**, and then click the **Add New Items** tab.
3. In the **Add Custom Item** field, type a name for the custom item.

4. Click **Add**. The new item displays in the list of content items.
5. Select the check box next to the custom item name to add it to your Gradebook.
6. Click **Save Changes**.

Exams

Once an Exam item is created whether it's a quiz, a midterm, or a final exam, questions need to be added to the exam. Question types include: Multiple Choice, Multiple Answer, True-False, Essay, Short Essay, Fill in the Blank, and Matching.

The **Question Pools** feature randomly extracts questions from a pool of questions for use in the exam, or exam questions may be stored in the **Test Bank** for reuse in the future. Regardless of the types of questions and features, exams questions may be edited at any time.

Insert Questions

1. In the navigation tree, click the **Author** tab.
2. In the navigation tree, click on the Exam content item.
3. In the **Title & Introductory Text** section, click **Edit** to add a title and introduction to your exam.
4. In the **Page** section, select the page number to which you want to add questions. If you are starting a new exam, only Page 1 displays. To add a new page, click **Add New Page**.
5. In the **Add** drop-down list, select the type of question you want to add.
6. In the **as row** box, type a number to specify the order in which the question should display on the page. For example, type 2 and the question is added as the second question on the exam page.
7. Click **Add**. Depending on the selected question type, the Visual Editor opens with specific fields in which you can enter information to build your actual question.

Respondus is a software tool that allows exam questions to be imported from text files and from publisher materials. **Respondus** software and individual training is available.

The **Toolbox** is where exams may be **Scheduled, Moved** or **Deleted**. Additionally, settings such as how many times a student may take an exam, how much time is allowed, grading and grade display options are available. This is where the instructor may assign a Password to the exam as well.

The exam **Schedule** is where the date of the exam and the date the exam is available for review in the Gradebook may be entered.

Help

Help is always available by pressing the F1 key or by clicking on the toolbar.



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