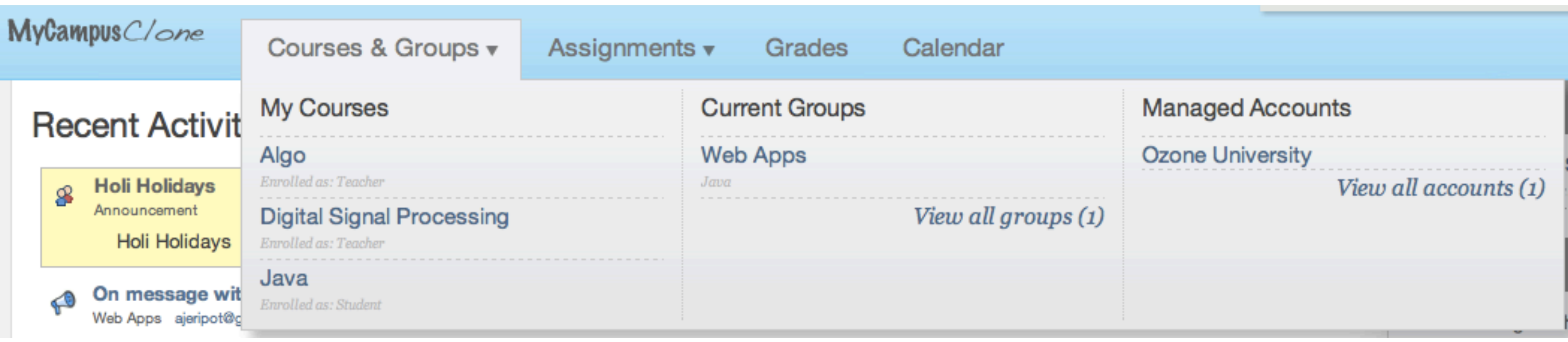
MyCampusClone
User Guide (Admin)

Contents

Accounts and Sub Accounts

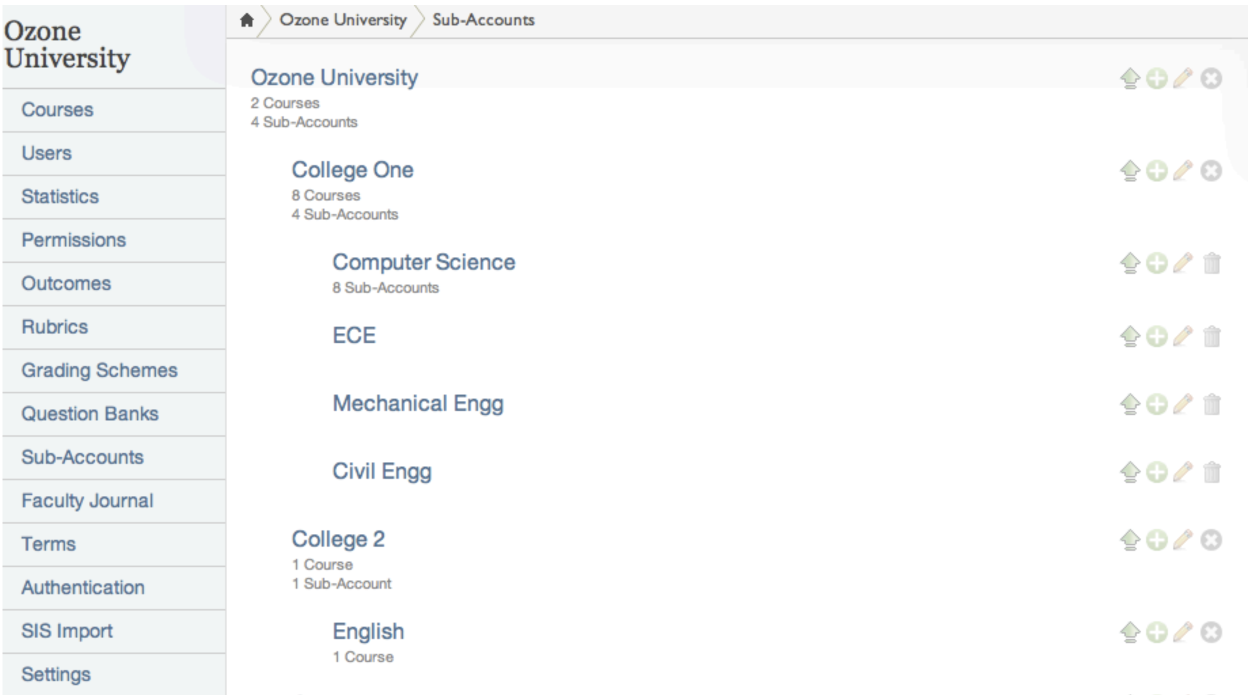
How do I create a Sub-Account in MyCampusClone?

Creating Sub-Accounts can be a good way to organize Courses, Learning Outcomes, Administrative users as well as other items in MyCampusClone. Many items that are created at an Account level can be created at a Sub-Account Level as well. In addition, features like Permissions can potentially override settings in the parent account.
This articles describes how to create a Sub-Account.



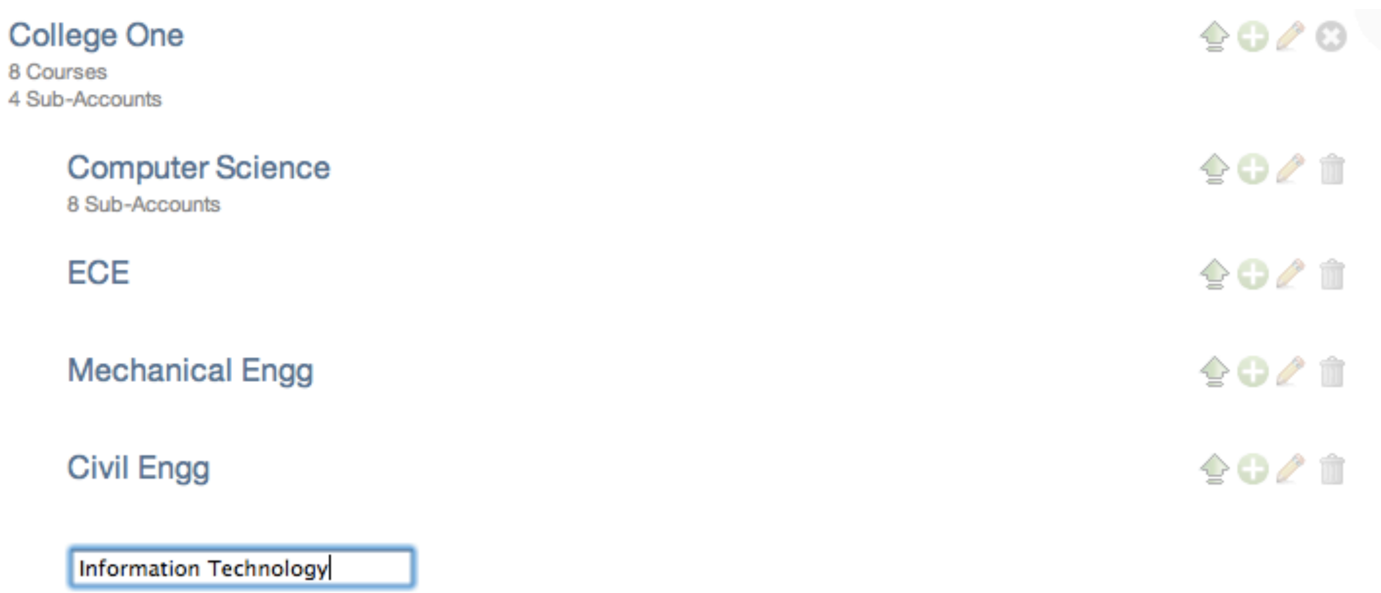
Navigate to your Account

Navigate to your Account using the Global "Courses and Groups" drop down menu. In this example, the Account being managed is Ozone University. Click on the Account.



Open Sub-Account Page

Click on Sub-Accounts. On the page that appears we will create the Sub-Account. In the main screen will be listed all Sub-Accounts under this Account. To add a Sub-Account, click on the plus sign to the right of the Account that should house the new Sub-Account. In this example, I will add a Sub-Account called **Information Technology**.



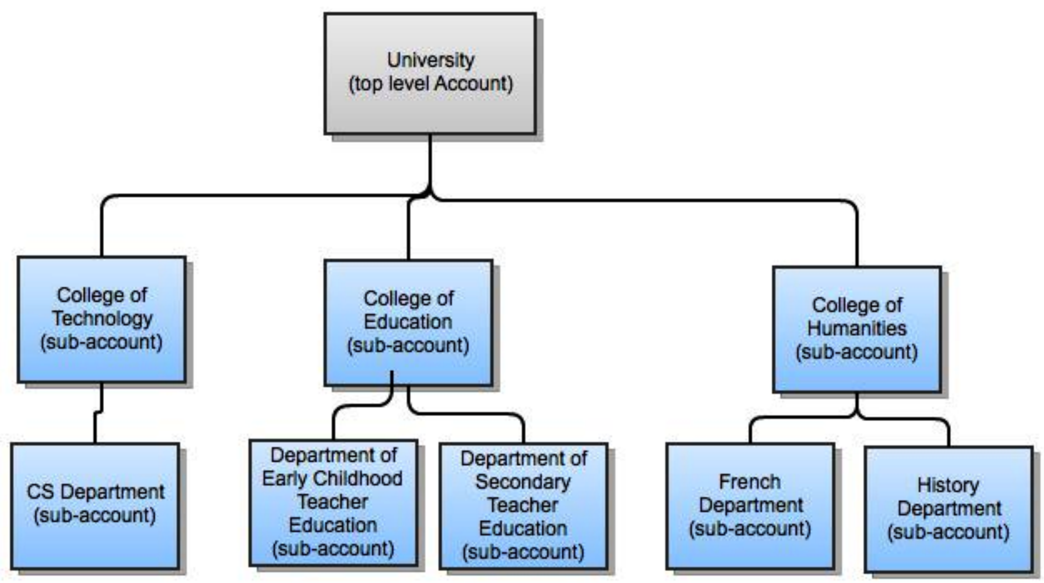
After clicking on the plus sign, a text box will appear that you should use to enter the name of the new Sub-Account then press Enter.

Click on the pencil icon to edit the name of the Sub-Account. Click on the trash can to delete it.

Note: You cannot delete an Account that has courses in it.

What are Accounts and Sub-Accounts?

In MyCampusClone, the term Account refers to an organizational unit. Every instance of MyCampusClone has the potential to contain a hierarchy of Accounts but starts out with just one Account that many refer to as the root or top-level Account. This hierarchy allows admins to group courses together. For example, this hierarchy could be used in a large university to represent colleges and departments.



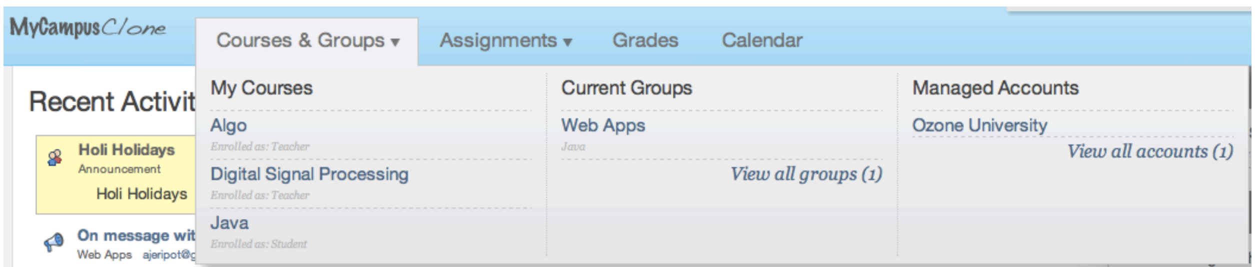
Once the hierarchy has been created, Admins can be assigned to only specific Sub-Accounts to both limit their scope of what they can change and make the courses and people they manage more specific and relevant to them.

Not only do Admins at one level (or Account) in the hierarchy have admin privileges at that level but also in any sub-account of that Account. Privileges trickle down through the hierarchy but not up.

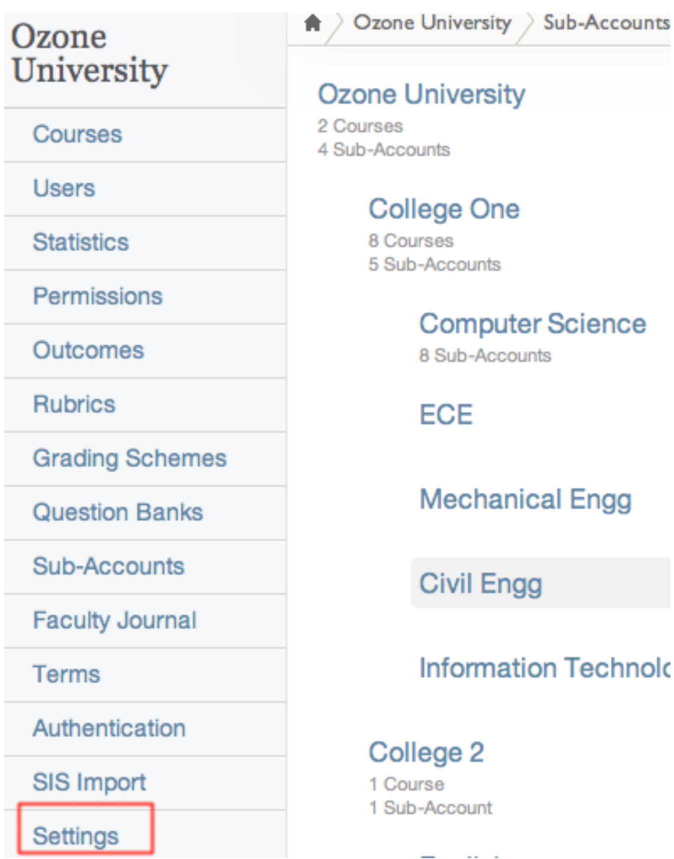
With the exception of Terms, SIS Imports, Authentication and a few account settings, most settings and items can be modified or, in the case of permissions, overridden in a Sub-Account.

Account Settings

To open the settings page for any account or sub-account, first use the global navigation at the top to find the account. If you are an account admin, those accounts will appear in the 3rd column of the "Courses and Groups" dropdown.

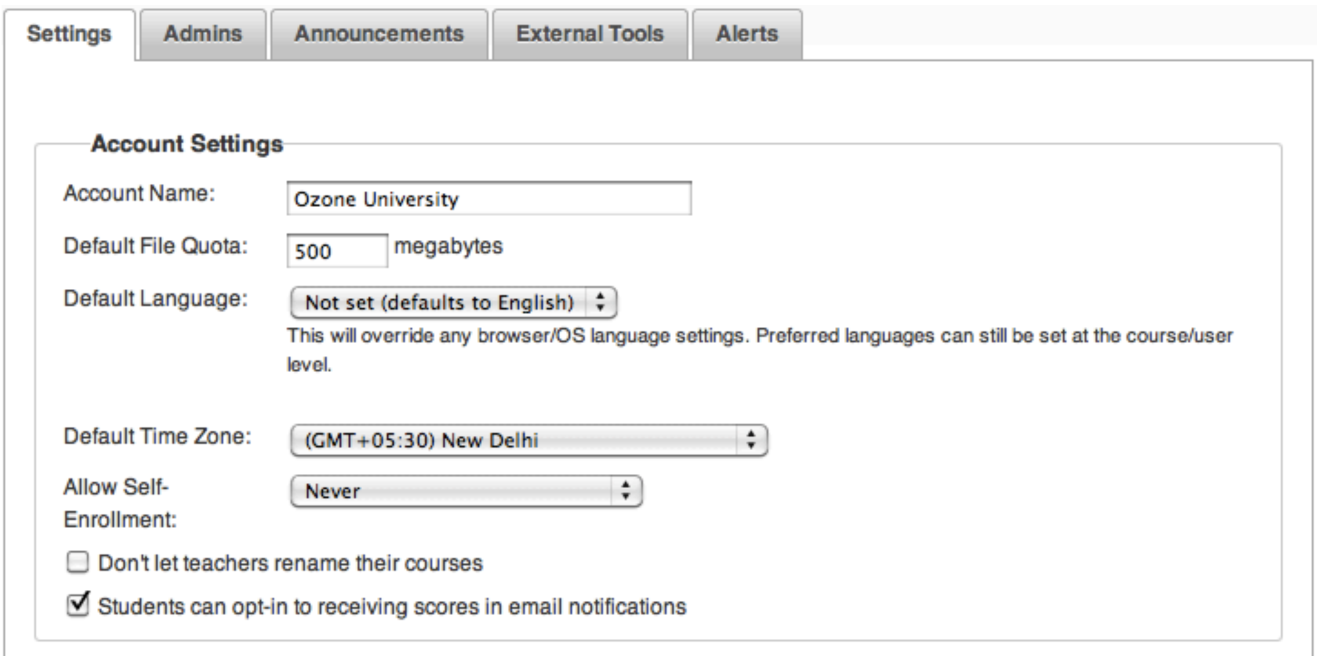


Once you get to the account, click on Settings in the menu on the left.



First Tab: Settings

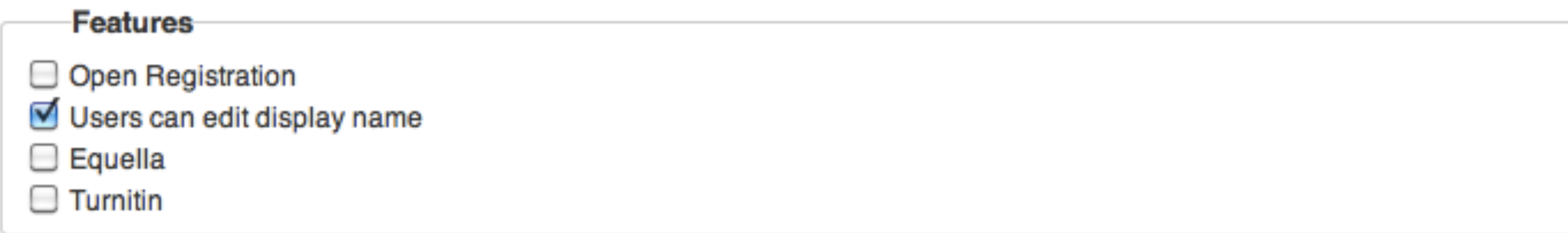
The first section of the settings page, located under "Settings", lists several settings that are, for the most part, self explanatory. The one exception being the SIS ID field. This field is visible in many places across MyCampusClone and refers to the external ID that comes from the Student Information System used by your organization. If your organization does not use an SIS system, this field can safely be ignored.



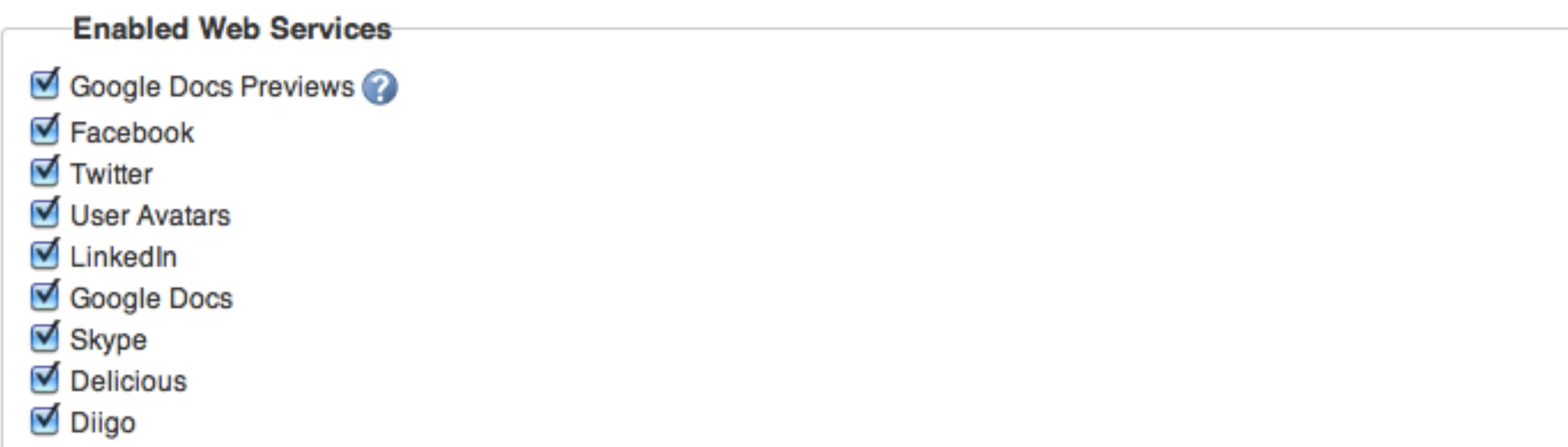
Quiz IP Address Filters

The Quiz IP Address filter allow an admin to setup a set of IP filters that can be used to limit quiz taking to those filters. This is often used by an organization to limit tests to an on-campus testing center.

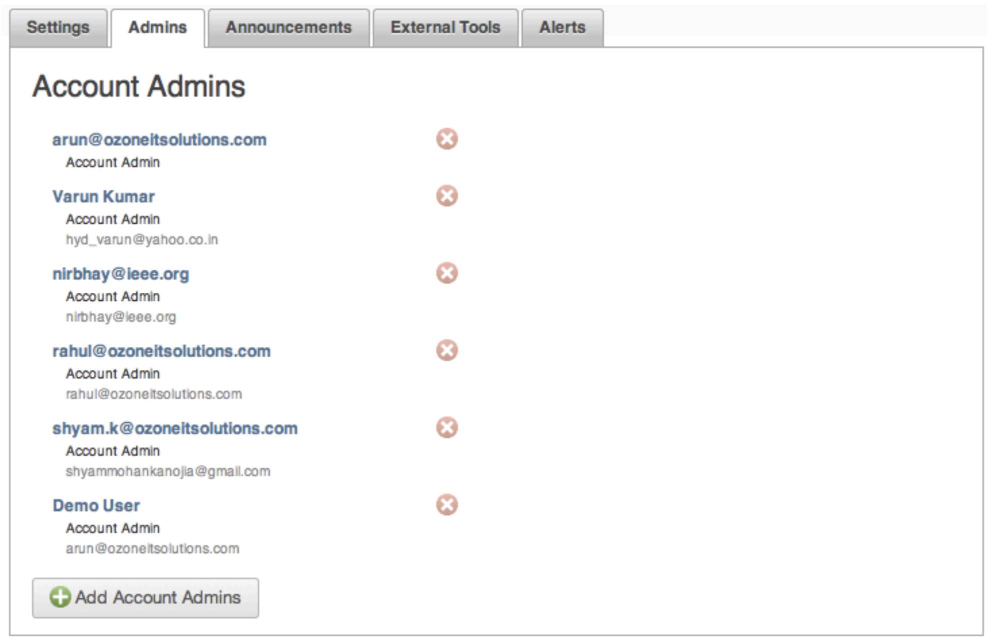
The Features section of this page is where you enable or disable certain built-in functionality of MyCampusClone. This is also where, in the case of Equella and Turnitin, you enable those 3rd party integrations.



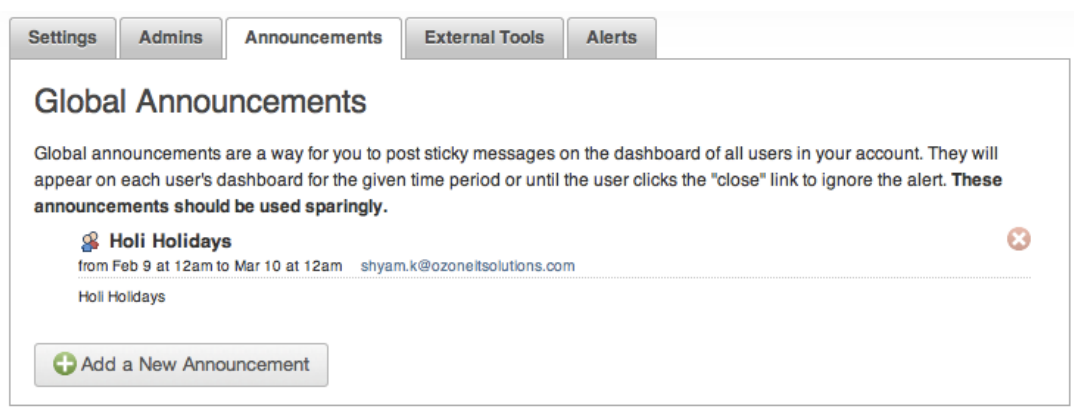
The Enabled Web Services section is where you enable third party sites integrations. These integrations can be used to extend the functionality of a user's MyCampusClone profile. For example, when a user connects their Facebook profile to their MyCampusClone user profile, MyCampusClone can send that user private messages about new assignments, quizes, messages, etc. This is all configurable on the user's Notification Preferences.



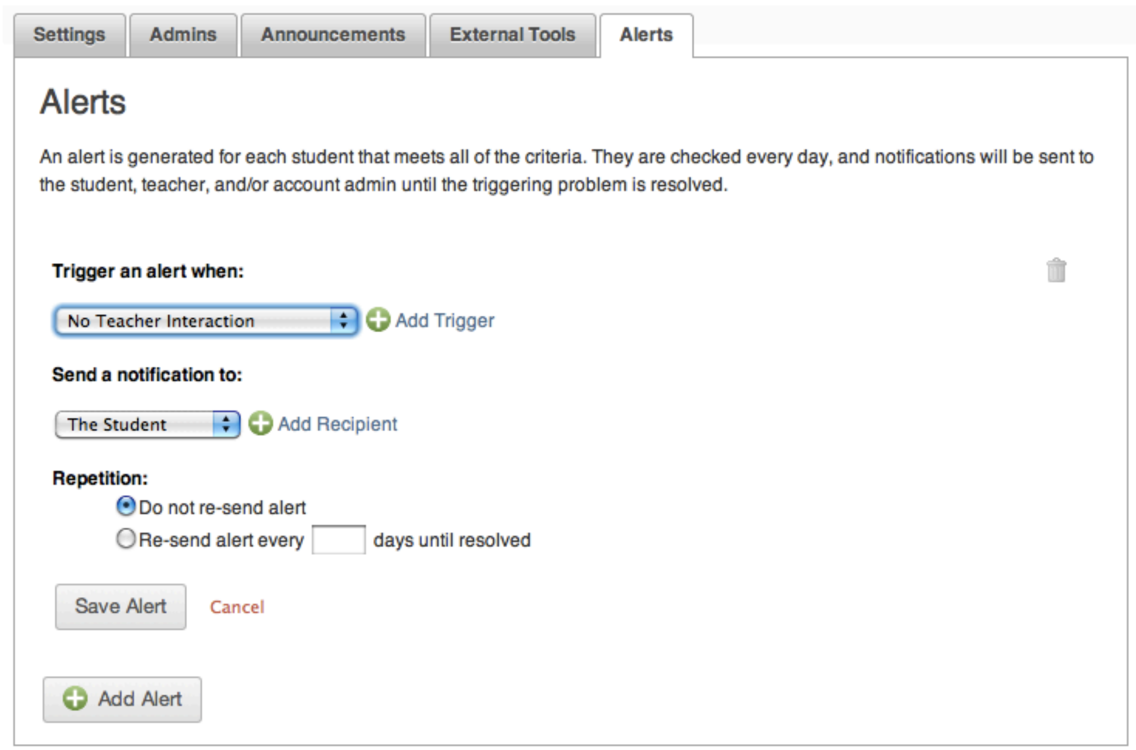
Tab Two: Admins
Use this tab to view and edit the admins assigned to this account. If you are working with Sub-Accounts, admins privileges are limited to the scope of just that sub-account and below.



Tab Three: Announcements
Global Announcements are sent out to every user in that account. These announcements are used to announce events such as building closures, class cancelations, holidays, etc.



Alerts
An alert is generated for each student that meets all of the criteria. They are checked every day, and notifications will be sent to the student, teacher, and/or account admin until the triggering problem is resolved.



External Tools
External learning tools are often developed as LTI integrations. These tools may be published along with a textbook and access to these tools is often restricted to students in the course. Any LTI provider should be able to give you the information you need to configure the tool in MyCampusClone. Once configured here at the account level, it is available to any course designer or instructor in the account.

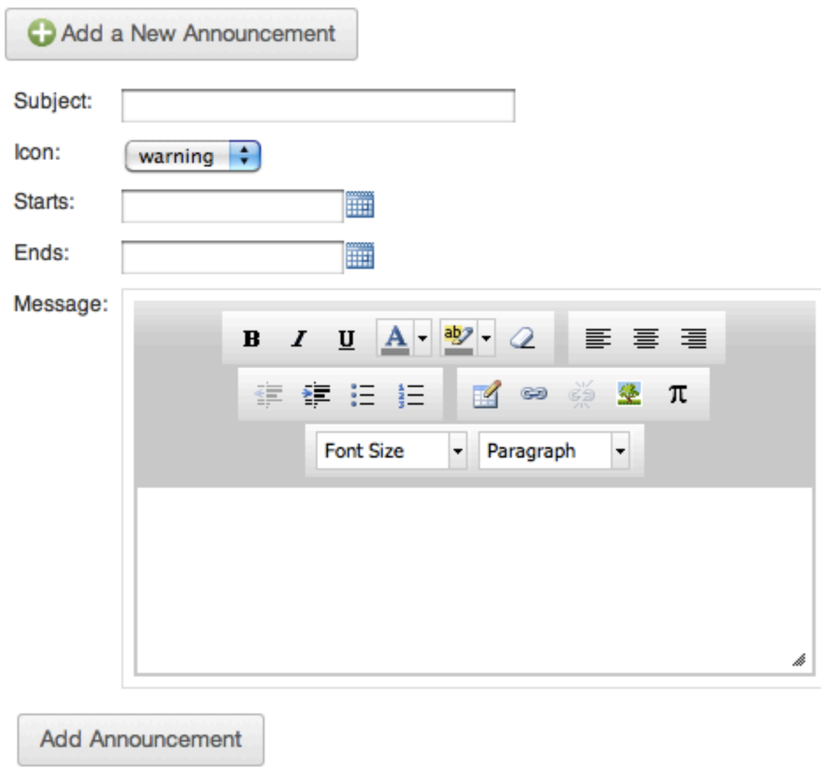
How do I send a message to all users in an account?

The ability to send a message to all users of an Account is actually called "Announcements".
Click on the settings page of the Account you want to send the Announcement to.

Click on the Announcements tab then Add a New Announcement.

Add Announcement Details

Fill out the fields for the Announcement then click Add Announcement.



How do I add an Administrative user to an account?

Navigate to the Admins Tab

Navigate to the Settings page for an Account. Click on the Admins tab.

Add Admin by Email

Enter the email address of the user you want to add as an Account Admin then click Add Admin. If the user already has a profile in MyCampusClone, they will receive an email notifying them that they are now an Admin for the Account.
If the user does not already have a profile, they will receive an email with a link they will need to use to create a profile. Once this is done, the user will be able to access the Account in the Courses and Groups drop down at the top of MyCampusClone.

How do I change self-enrollment settings for my account?

Self-enrollment allows a student to sign up for a course without being invited to the course by an instructor or added to the course via SIS import. An account administrator determines if self-enrollment is enabled, partially enabled or disabled for the account. If self-enrollment is enabled, an instructor may still choose to enable or disable self-enrollment at the course level. This guide demonstrates how to change self-enrollment options at the account level.

Choose Settings from the Account Navigation

From the Account Navigation menu, choose Settings

Select Self-Enrollment drop-down menu

On the Settings tab, select the drop-down menu next to Allow Self-Enrollment

Select a Self-Enrollment option

1. The "Never" option turns off self-enrollment for all courses. Students must be invited to the course or be enrolled via the SIS.

2. The "For Manually-Created Courses" option enables student self-enrollment for courses manually created in MyCampusClone but not for courses imported from an SIS.

3. The "For Any Courses" option enables student self-enrollment for all available courses.

Restricting self-enrollment options at the course level

Note: If an institution chooses to enable self-enrollment for courses, self-enrollment must still be enabled at the individual course level to allow self-enrollment for that course. The default for all courses is that self-enrollment is turned off.

Terms

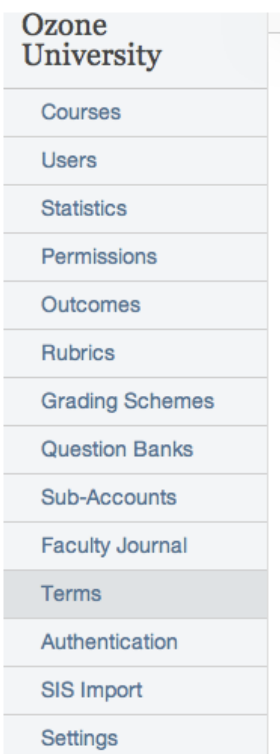
What is a Term?

The basic function of a Term is to give a default set of start and end dates to any Course assigned to that Term. As you create a Term, the Student, Teacher, and TA access dates will inherit from the Term Runs from date unless you enter an explicit date in those fields.

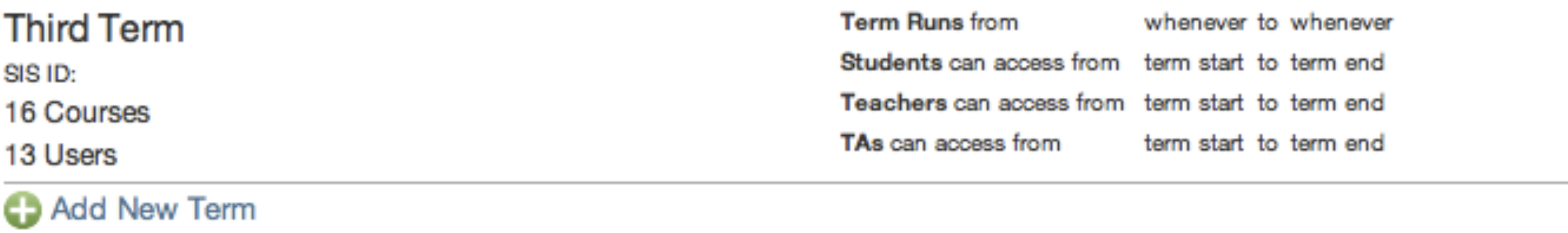
Note: Terms can be created with an SIS file.

How do I create a Term?

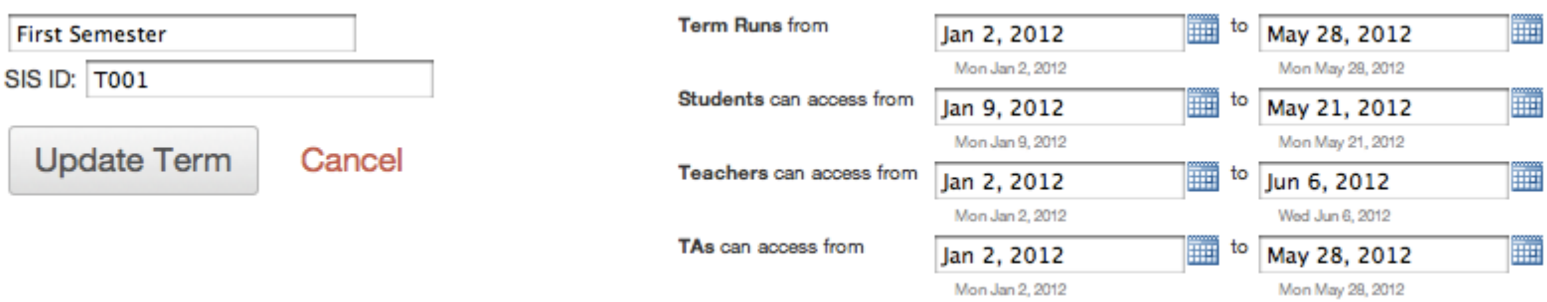
Navigate to Terms Settings Page
When looking at the Account click on Terms.



Click Add New Term



Edit Term Details



Edit the Term details. In the example above, I have created a term called First Semester. The default dates go from Jan 2, 2012 to May 28, 2012 but teachers can access it 9 days after the term ends until Jun 6, 2012.

Roles and Permissions

What do the different icons on the Permissions page mean?

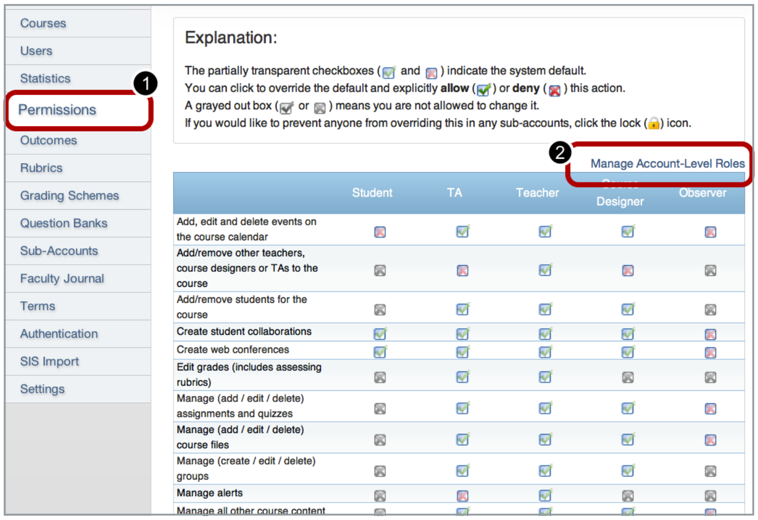
Explanation:

The partially transparent checkboxes (and) indicate the system default.
You can click to override the default and explicitly **allow** () or **deny** () this action.
A grayed out box (or) means you are not allowed to change it.
If you would like to prevent anyone from overriding this in any sub-accounts, click the lock () icon.

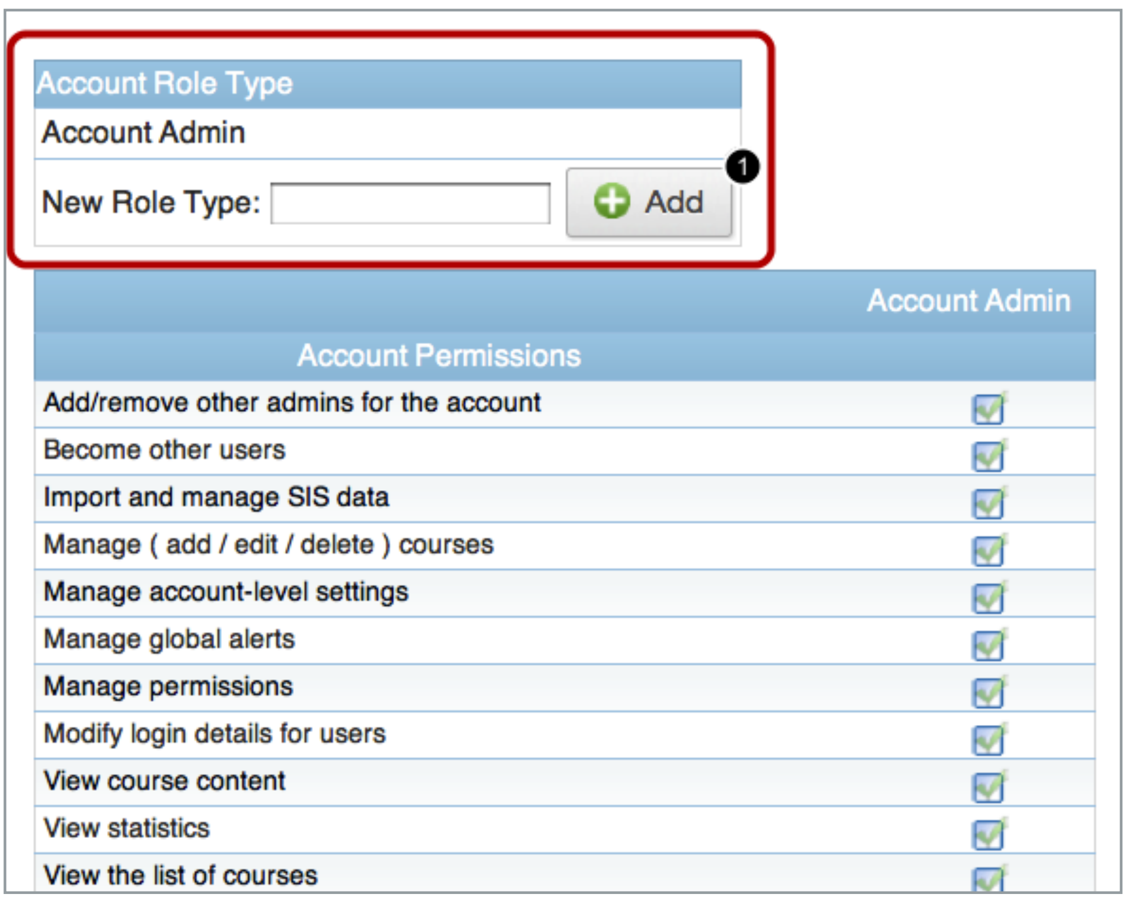
How do I limit the scope of what an Admin can do?

Assign Admins to specific Sub-Accounts
When you assign a user as an Admin in the root-level Account, that user has essentially all privileges in any Sub-Account. You might consider assigning users as Admins only in the sub-Account they are responsible for.

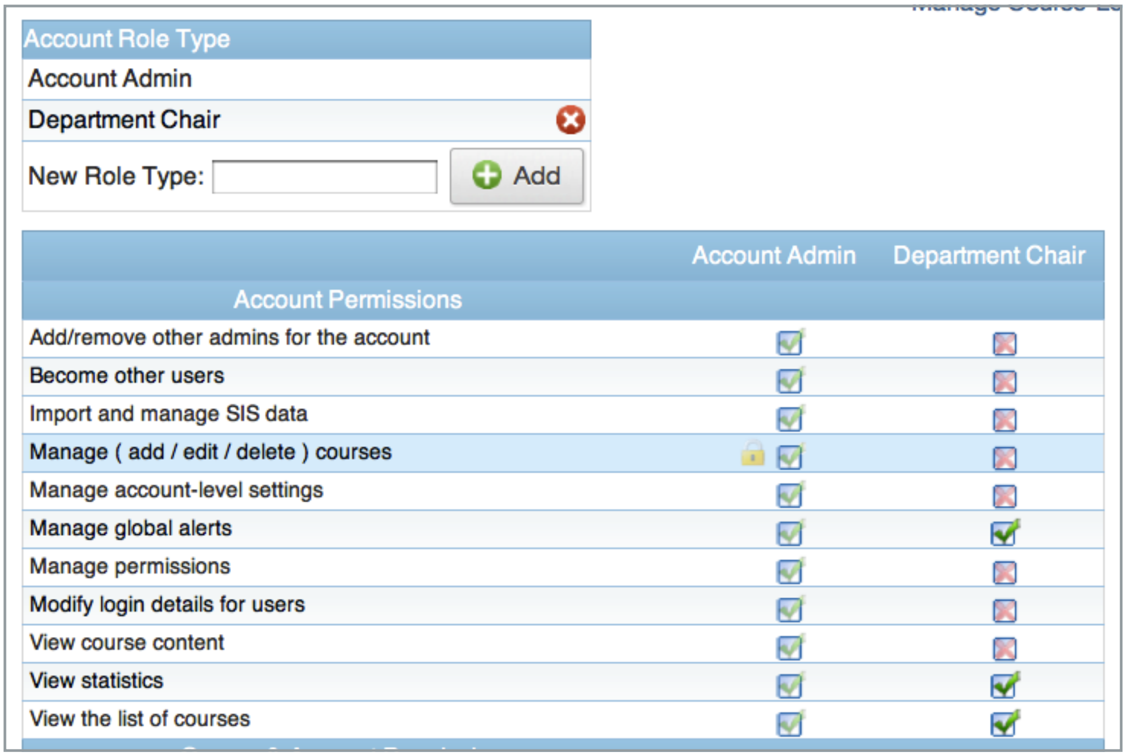
Create Additional Roles/Permissions
If you want to limit what a specific Admin user can do in the account they are assigned to, consider creating a new Admin Role Type in that Account.



Navigate to the Permissions page (1) of the Account or Sub-Account where you want to creat the new role type. Click Manage Account-Level Roles (2).



On the Account Roles Management page, create a new Role type using the dialog, make sure to click Add (1).



Once you have created the new Role Type ("Department Chair" in the example above) it is added to the roles table. Adjust the permissions for the new role.
Make sure you click Save Changes at the bottom of the page.

Users

How do I change open registration settings for my account?

Open registration allows students who do not have an existing account at your institution to register for courses. An administrator can enable or disable open registration for the account.
If open registration is enabled, an instructor can invite a student to participate in a course even if the student does not exist within the SIS. If open registration and self-enrollment are both enabled, a student can choose to self-enroll in a course without having an account in the institution's SIS.

Login to MyCampusClone with an administrator account

You must have administrator access for your institution to change the open registration setting for the account.

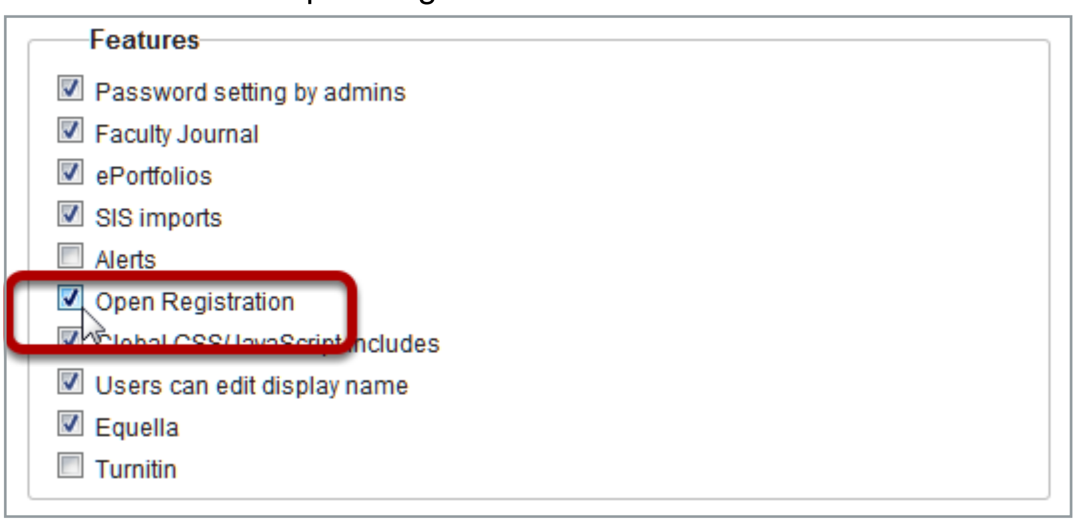
Choose Settings from the Account Navigation

From the Account Navigation menu, choose Settings

Scroll down to "Features" group

On the Settings tab, scroll down to the "Features" group of options

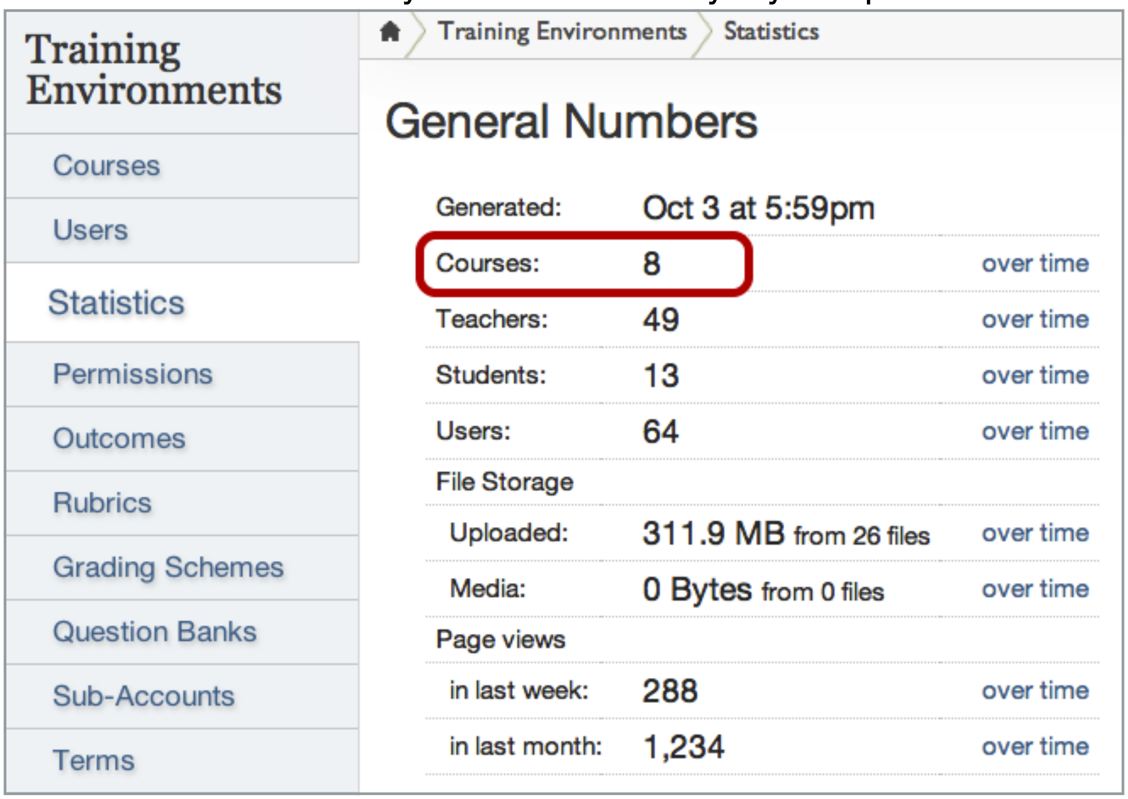
Enable or Disable Open Registration



Clicking the checkbox next to Open Registration enables this option for your account. By default, this option is turned off. If you enable open registration, students who do not have an account at your institution will be allowed to register for courses in MyCampusClone.

Reports and Statistics

How do I know how many courses are in my MyCampusClone instance?

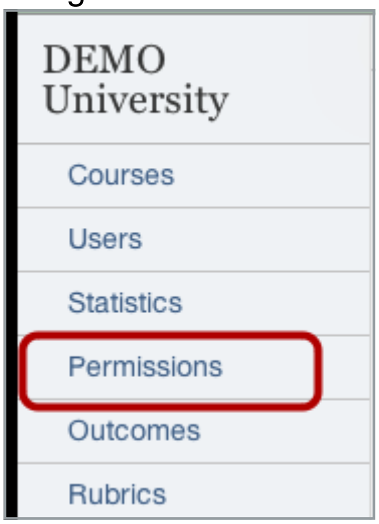


When viewing an Account, click on Statistics to view general statistics about the account that include the number of courses in the account.

Learning Outcomes

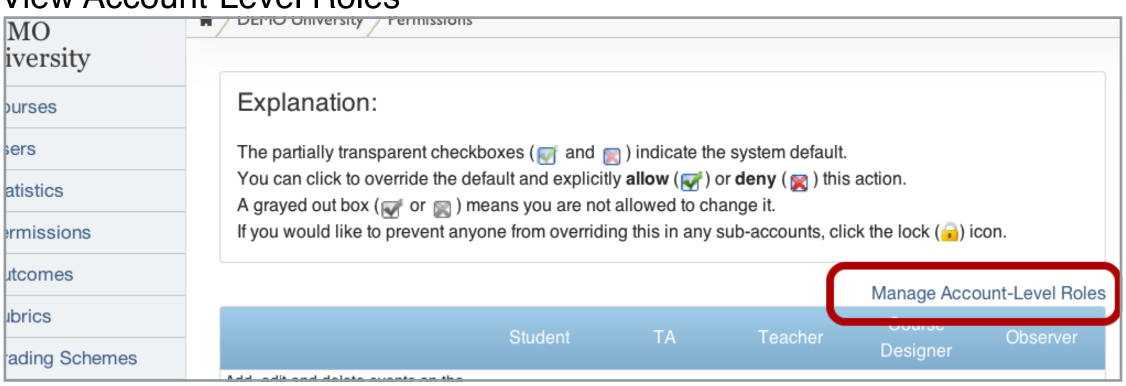
How do I create an Account-Level User Role that can manage Rubrics and Outcomes?

Navigate to Account Permissions Page



In the Account Navigation, click on Permissions.

View Account-Level Roles



Click on Manage Account-Level Roles.

Create a Custom Admin Role

We will be creating a new Account Level Role Type. Enter the role name in the box and click Add

Grant the Role Needed Permissions

The minimum permissions that an admin role needs to be able to create Rubrics and Manage Learning Outcomes are:

Manage account-level settings
Edit grades (includes assessing rubrics)
Manage Learning Outcomes

Enable these permissions on the new role and click Save Changes.

Authentication

How do I integrate LDAP?

We use LDAP for authentication only. You won't be able to log in to MyCampusClone with an LDAP account unless there is also a corresponding account created in MyCampusClone through SIS imports.
If enabled:
1. Usernames and password from the login are received over our secure login.
2. We authenticate using our provided account to the institution's LDAP server.
3. We search for the user by appending the provided filter with the provided username substituted to the Base query string
4. We re-bind using the found user and the provided password to authenticate the user
5. If the authentication was successful, we look up the associated user created in MyCampusClone (via SIS integration or Bulk Enrollment)
6. If the user is found, we log them in. Roles and permissions policies are dictated by enrollments within MyCampusClone.

In order to set up an LDAP integration with an institution we need the following information:
* Host address of their LDAP server (ex: ldap.college.edu)
* Port of LDAP server
* Does this host and port require SSL?
* Base query string
* Filter- the LDAP filter used to select subsets of the search (for example (sAMAccountName=Template:Login))
* LDAP Username
* LDAP Password for institution-created user for bind/re-bind
* Login label ex: uid or sAMAccountName (ActiveDirectory). The value of this LDAP attribute should match the login_id value given to MyCampusClone through the Bulk Enrollment API.

Firewall Rules

Many LDAP servers are not publicly available and are protected by firewalls. If this is the case, in order to authenticate users with LDAP they will have to create a firewall exception that allows our servers access to the LDAP server. We designate a stable set of servers and their associated IP addresses to simplify these firewall exception rules (stable meaning they aren't spun down due to Automated Provisioning).

Integrations

What integrations are or can be enabled with MyCampusClone?
Below is a list of industry players and our integration levels with each of them
Integrated (Normal)
No Integration (Italics)
Partial Integration (Bold)
Social Media/Communication

- Facebook
- Twitter
- Delicious
- Skype
- Diigo
- SMS
- YouTube
- Email
- RSS/Atom Feeds
- LinkedIn
- LDAP

Collaboration

- Diigo • Google Docs • Ether Pad • Scribd • Google Calendar • iCal
- Outlook • Big Blue Button (Web Conferencing)

Educational

- Turnitin • Equella

Multimedia

- Equella • Flickr • RSS

Calendar formats

- Outlook, iCal, Google

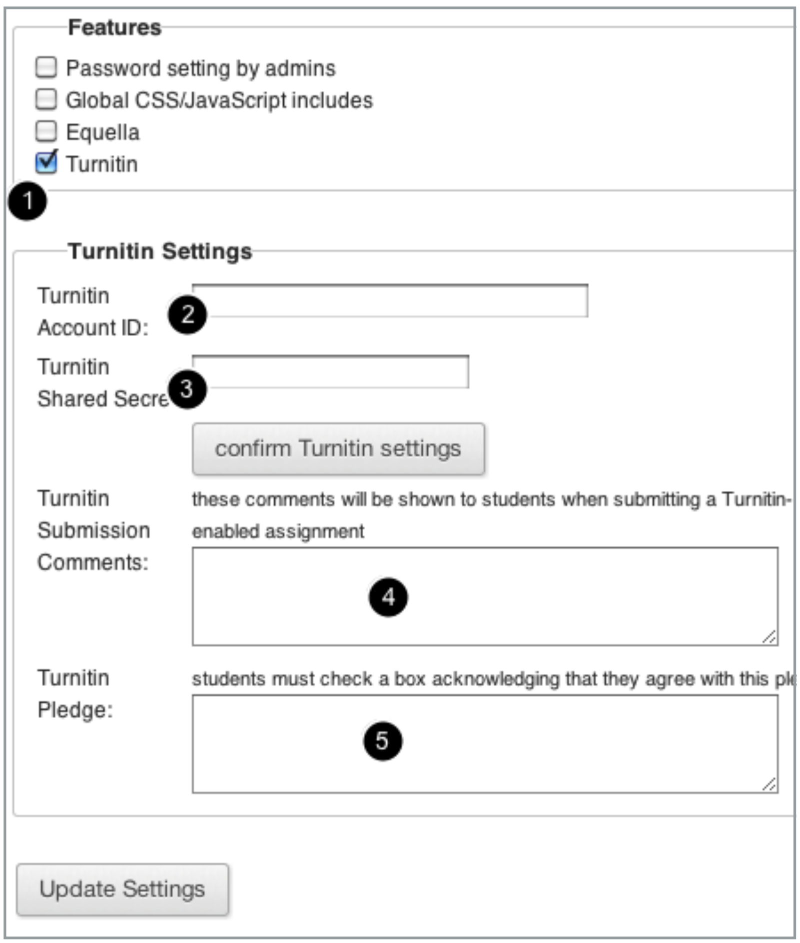
How do I enable Turnitin for my Account?

Turnitin is the leading academic plagiarism detector, utilized by teachers and students to avoid plagiarism and ensure academic integrity. (http://www.turnitin.com) MyCampusClone supports Turnitin. Follow these steps to enable it for an account or sub-account.

Signup for Turnitin Account

Signup for an account with Turnitin.com.

Enable in Account Settings Page



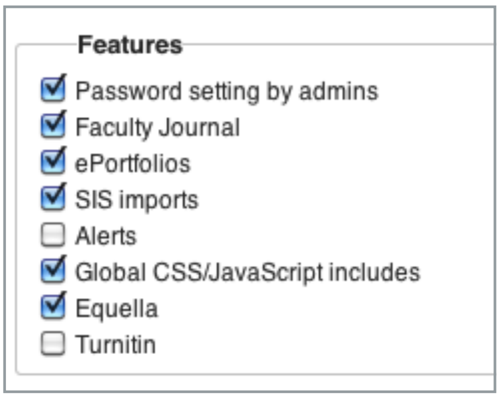
Open the settings page for the account or subaccount for which you are enabling Turnitin. Find the "Features" section and check "Turnitin" (1). Enter you Turnitin Account ID (2), and Shared Secret (3).

Those are the only required changes to make. There are two more options to fill out if you wish. You can also enter a generic comment (4) that students will see each time

they submit an Turnitin-enabled assignment. There is also a space (5) for an agreement that students must acknowledge before submitting their first Turnitin-enabled assignment.
Click Update Settings to save your changes.

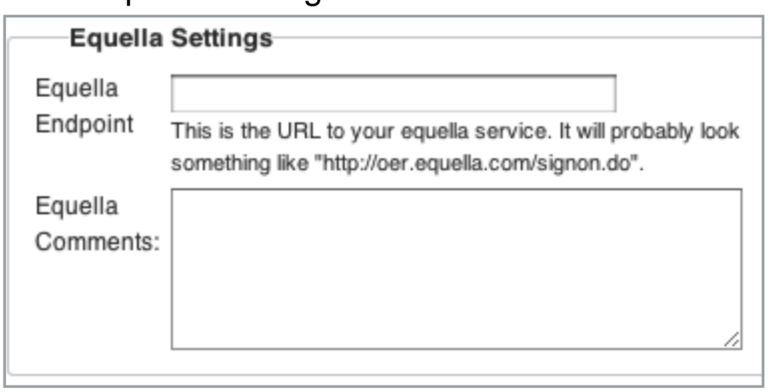
How do I enable Equella for my Account?

Enable Equella



Enable Equella by visiting the account settings page. Check the box next to "Equella".

Enter Equella Settings



In the Equella Settings section that appears, enter your Equella Endpoint URL. Click "Update Settings" at the bottom of the page.

SIS Imports

How does MyCampusClone handle new student enrollment by email address?

MyCampusClone identifies users by email address. When students are added to a course, MyCampusClone attempts to reconcile any email address conflicts when the user first logs in to the course. This guide addresses possible scenarios that may occur when an instructor invites a student to a course or when a course is enabled for self-enrollment. For possible scenarios that may occur when a student is enrolled via SIS import, see How does MyCampusClone handle email address conflicts on SIS import?

Invite a student to enroll

An instructor may invite a student to join a course using the student's email address. Alternatively, a course may be designated for self-enrollment, allowing a student to register themselves using an email address.

MyCampusClone ties the email address to an account

MyCampusClone uses the email address to identify the student. Depending on the status of that email address in MyCampusClone, one of the following four scenarios will occur:

Scenario #1: New account creation

If the email address does not already exist in MyCampusClone, the student will be prompted to create a new account.

Scenario #2: Email address already exists

If the email address is already associated with an account, the student will be asked if they want to use the existing account or to create a new account. In most cases the student will use their existing account. The option to create a new account exists to support multiple students who share a single email address.

Scenario #3: Students sharing a single email address

Sometimes more than one person shares an email address, and both people may be taking courses in MyCampusClone. MyCampusClone supports multiple students using the same email address, but each student must create their own unique account in MyCampusClone. When two accounts are already associated with a single email address, MyCampusClone will ask the user to select which account to associate with the course.

Scenario #4: Student with multiple email addresses

Sometimes a student may be using multiple email addresses within MyCampusClone. If a student responds to a course invitation at one email address, but is logged in to MyCampusClone using a different email address, the student will be asked if they want to link both addresses to the same account.

How does MyCampusClone handle email address conflicts on SIS import?

Normally email addresses are unique to each student. At times multiple students may share a single email address. When adding students to courses via SIS import, MyCampusClone recognizes when an email address is assigned to more than one student.

Import student data by SIS import

An administrator conducts an SIS import into MyCampusClone.

MyCampusClone detects email address conflict

If a new SIS ID is associated with an email address already assigned to an existing SIS ID, MyCampusClone sends an email to the email address.

Student creates new account

The student sharing an email address receives notification that the email address is already in use and is invited to create a new account in MyCampusClone.

Ozone IT solutions

Frequently Asked Questions

How do I clear my browser cache?
How do I clear my browser cache?

Firefox (Windows):
- Clear Cache: In Firefox go to Tools > Options > Advanced > Network (tab) > "Clear Now" button
- Clear Cookies: In Firefox go to Tools > Options > Privacy > "Remove individual cookie" link >"Remove All Cookies" button

Firefox 4+ (Windows):
- Clear Cache: In Firefox go to Firefox (top left) > Options > Options > Advanced > Network (tab) > "Clear Now" button

Firefox (Mac):
- Clear Cache: In the menu bar select Tools > Clear Recent History.
- Set the Time Range to clear drop-down to Everything and check cache and cookies in the boxes below and click the Clear Now button. Quit Firefox and restart.
- Clear Cookies: Same process

IE 8
- Clear Cache & Cookies: In Internet Explorer go to Tools > Internet Options > General > Browser History (section) click "Delete" button > Place checks for Temporary Internet Files and Cookies, remove check for Preserve Favorites Website Data > Click "Delete" button.
- Restart IE8

Safari
- In Safari > Reset Safari > Check these boxes:
- Clear History
- Remove all webpage preview images
- Empty the cache
- Remove all cookies
- Remove all website icons
- Close all Safari windows.

Which browsers does MyCampusClone support?

Because it's built using web standards, MyCampusClone runs on Windows, Mac, Linux, iOS, & Android or any other device with a modern web browser.

If you are interested in minimums here they are:

Internet Explorer 8 Chrome 9 Safari 5 Firefox 3.6
Flash 9 (if you want to use the audio/video recording / viewing or Chat features) But rather than focusing on minimums, we highly recommend using the newest version of whatever browser you are using and the Flash 10 plug-in.

Other Notes:
MyCampusClone will work fine without Flash installed, you just won't be able to use the audio/video features (like web conferences) or be able to use the Chat functionality.
It will work fine in IE8, you just won't have any rounded corners and rendering and interaction on a lot of pages will be noticeably slower than in a good browser like Chrome, Firefox or Safari.
There are no other browser plugins used by MyCampusClone, this means you never have to worry about Java not working on the system.

There are only 2 hard requirements:
You have to have JavaScript enabled in your browser.
No IE 6, it's just too old to be able to do do the interactive things MyCampusClone does.

Why does the student see a different version of the quiz than the one I am working on?

There are severals scenarios that can cause a student to see a different version of a quiz that the instructor.

When a Student Start a Quiz

Once a student starts a quiz, MyCampusClone essentially freezes the version of the quiz until the student completes the quiz.

Instructor Must Re-Publish a Quiz

Instructors can make changes to a quiz as much they want until students start taking the quiz. At that point the quiz is locked at the current version. Instructors can continue to make changes but until the "Republish Quiz" button is clicked, the quiz is locked at the previous version.

Why can't I edit my rubric any more?

MyCampusClone puts a Rubric into a read only mode when it has been aligned to 2 or more Quizzes, Assignments, or Discussions.

What aspects of the user experience can the MyCampusClone admin enable or disable?

There are several user experience settings that Admins can adjust for Accounts and Sub-Accounts. All of these settings are found on the Account Settings page.

Default Language

Admins can set the default language for an account. It is not set initially.

Web Services

Several of the Web Services integrated with MyCampusClone modify the user experience in small ways.

Delicious and Diigo

The Delicious and Diigo Web Services enable users to create links to their Delicous or Diigo bookmarks anywhere they use the MyCampusClone Rich Content Editor.

Google Docs

Enabling the Google Docs Web service allows:

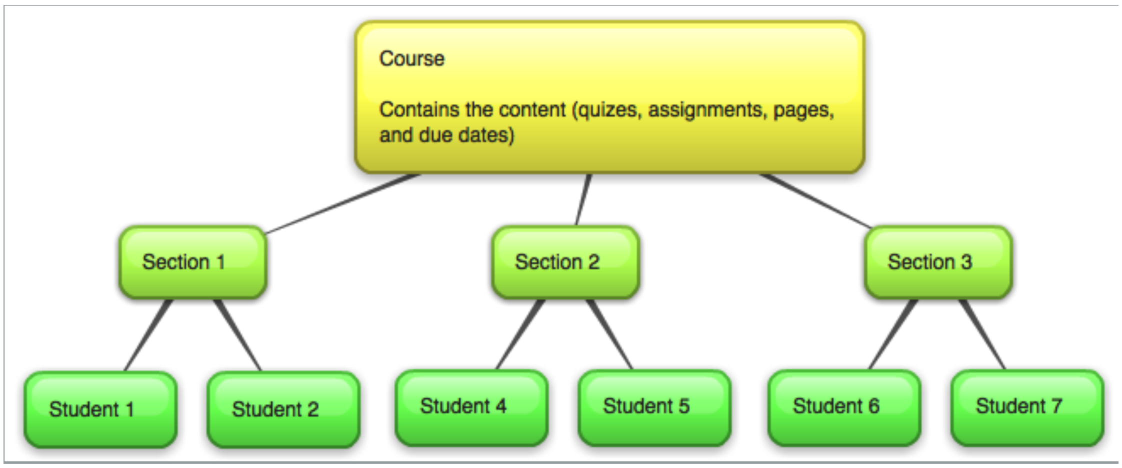
- Students to submit assignments from their Google Docs
- Students and Teachers to use Collaborations with Google Docs.

Skype

The Skype Web Service allows users to connect their skype profile to their MyCampusClone user profile. Doing this will enable a Skype Status icon to appear in several places in MyCampusClone to indicate if the user is logged into Skype.

Courses and Sections

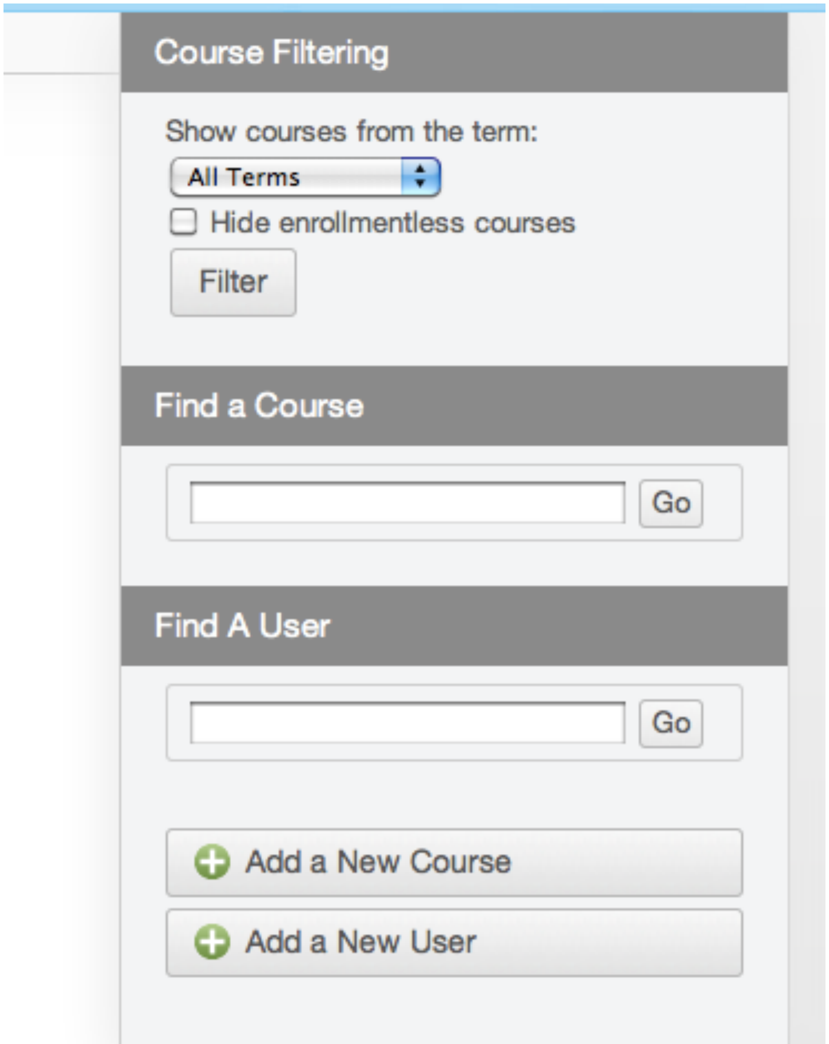
How are Courses and Sections related?



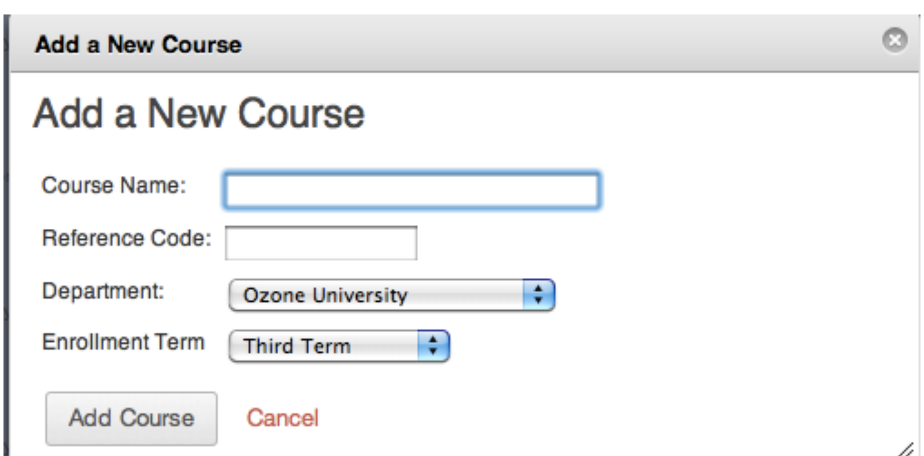
An important concept to understand in MyCampusClone is the relationship of Courses to Sections. Content (files, assignments, quizes, discussion, pages, etc) is created and stored in a Course. Any given Course will have one or more Sections. When Users are enrolled in a Course, they are actually enrolled in one of the Sections of that Course. What this means is that all sections of a Course share content, including due dates. Let's say we have an English 101 course with 2 sections. If those course are taught by the same instructor and can share due dates, then they will remain under one Course. However, if each section is taught by a different instructor and they want to have different due dates, those sections will need to be housed under two separate Courses.

How do I create a Course?

Courses can be created in one of two ways. The first, using the SIS Import tool will likely be used wIth a large institution. The second is manually. Manually created courses are not linked back to any SIS data (though they could be) and are not affected by SIS imports.



To create a Course Manually, follow these steps.
From the main (Sub)Account page, click Add a New Course



Course Name
As displayed in the Dropdown List of courses

Reference Code
The Reference Code, also referred to as the "Short Name" or "Course Code" in other places, is used as the Display Name for the course in Navigation.

Department
The (Sub-)Account this course is assigned to.

Enrollment Term
Assign the course to a Term. Remember the Term gives the course a set of access dates for Students, Teachers, and TA's.