MyCampusClone
User Guide (Instructor)

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Announcements

What are Announcements?

Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

MyCampusClone Announcements
Announcements are typically used to communicate with students about the logistics of your course. Imagine you have an important piece of time-sensitive information that you want all of your students to hear about. You're not sure whether they will check their institutional email or not, so instead of sending a blast email, you decide to send them an Announcement in MyCampusClone.

As soon as you have submitted an Announcement, MyCampusClone takes care of notifying students according to their preferred Notification Preferences, whether that's through Facebook, SMS, or email. MyCampusClone also creates a new Discussion so that students can respond to your Announcement with comments and questions.
In MyCampusClone, you have the option of feeding posts from your blog or other information sources directly into your Announcements page using RSS. RSS feeds can be filtered by keyword to prevent non-relevant content from entering the course. Students who use RSS readers can subscribe to course Announcements outside of MyCampusClone.

When would I use Announcements?
• Use Announcements at the beginning of each week to remind your students what they need to accomplish to stay on track.
• Use Announcements to point students to internal and external resources that will help them achieve course Outcomes
• Use Announcements to leave a message for the entire class with video or audio comments
• Use Announcements to celebrate student success and important events that may be of interest to your students.
• Use Announcements to feed a custom RSS feed related to the topic of the course to your students. Hot topics can be quickly converted into relevant Discussions
• Use Announcements to automatically share blog posts written by your students on Wordpress, Blogger, etc. with custom RSS feeds.
• Tutorials

Assignments

What are Assignments?

Once you have determined Outcomes or your course, your next question will likely be, "How do I assess my students to see if they have achieved these Outcomes? Which activities will engage and challenge my students to apply what they are learning?"

Assignments in MyCampusClone can be used to challenge your students' understanding and help both you and your students assess whether they have achieved competency. Assignments are often grouped by assignment type (i.e. Quizzes, Tests, Discussions, Papers, Projects, etc.) for grading purposes. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

The Sidebar on the right side of the Assignments page makes it easy for you to indicate how the final grade will be calculated. Click the check box at the top of the page that says "Weight the final grade based on assignment groups" and then categorize your assignments in a way that makes sense to you. Assign a weight to each group and MyCampusClone will automatically calculate the final grade based on your percentages. Any Assignment you create on the Assignments page will automatically show up in Grades, the Calendar, and the Syllabus. The reverse is also true. Any assignments you set up in the Calendar or Syllabus will automatically show up in Assignments and Grades. MyCampusClone saves you time by automatically linking everything across the system.

Since some Assignments take some time to fully design, many MyCampusClone users prefer to quickly create Assignment shells for their course. Once the shells are in place for the entire course, then they proceed to click on the title of each Assignment and dig a little deeper, editing the title and description, embedding media, attaching Rubrics, or selecting one of MyCampusClone' time-saving assessment options. Some of the time-saving assessment options that come with MyCampusClone Assignments include:

- using the SpeedGrader and Rubrics to quickly and accurately assess Assignments while giving them timely and individualized feedback
- using peer review options to teach students how to assess each other's work and further emphasize Outcomes through Rubric-based evaluation
- using graded Discussions to encourage students to participate along clearly defined expectations that are easy for you to assess
- using auto-graded Quizzes from customized quiz banks, which can encourage students to achieve basic competency without your intervention

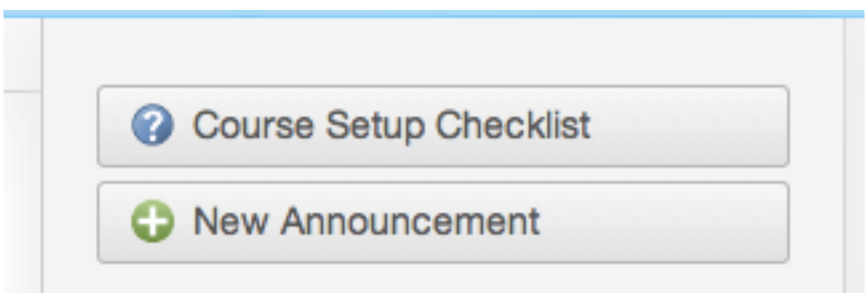
When would I use Assignments?

- Use Assignments to assess how well students are achieving course Outcomes
- Use Assignments to set up online submissions that can be quickly graded in the SpeedGrader
- Use Assignments for grading online as well as student work submitted "on-paper"
- Use Assignments to easily set up peer review
- Use Assignments to grade Discussions, either by the whole class or student groups
- Use Assignments to open Quizzes for a limited amount of time
- Use Assignments to record attendance
- Use Assignments to create ungraded activities that align with course Outcomes

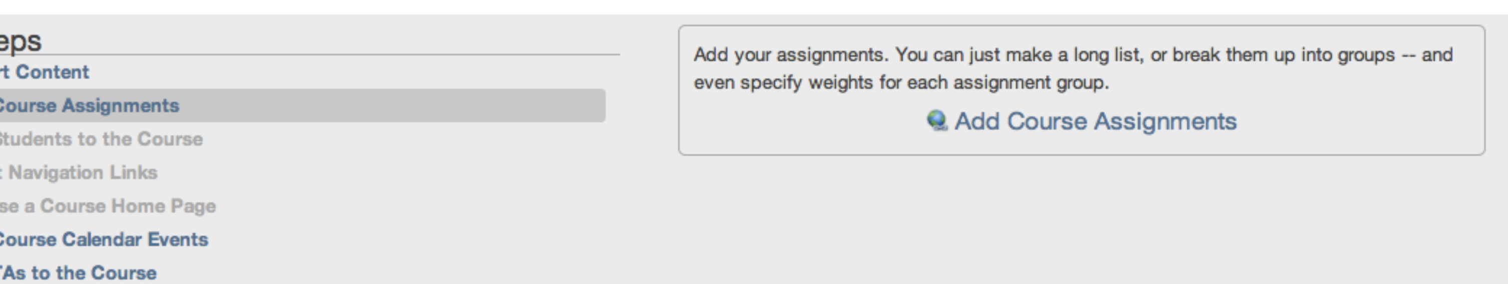
How do I create an Assignment shell?

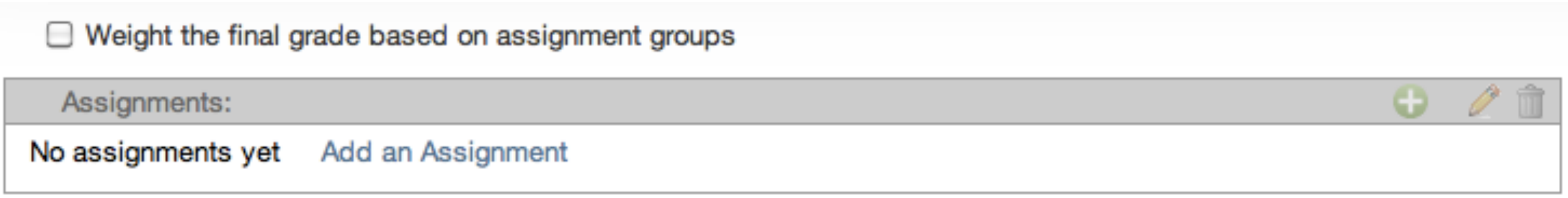
Creating a New Assignment

While in your Course in MyCampusClone click on Course Setup Checklist.

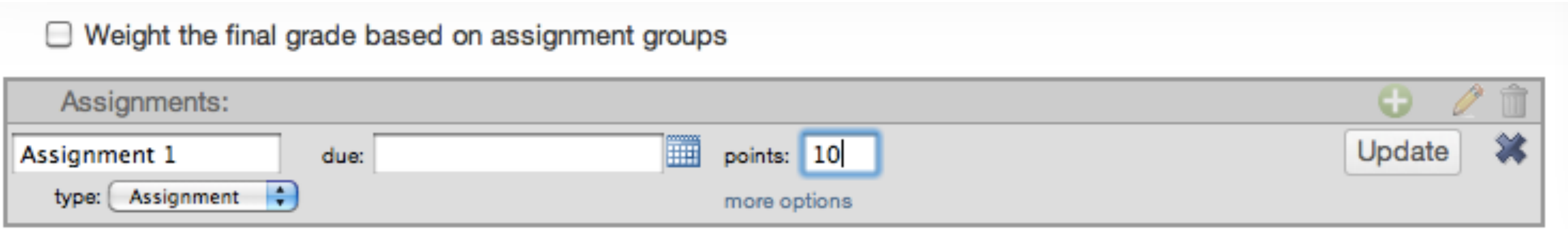


In the Course Setup Checklist click on Add Course Assignments.

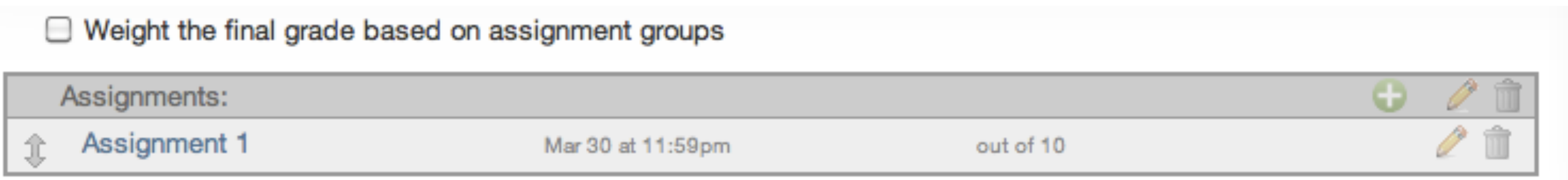




To create a new assignment click on Add an Assignment.
You can title the Assignment, set the Due date/time, assign point values and choose the type of assignment. Click Update.



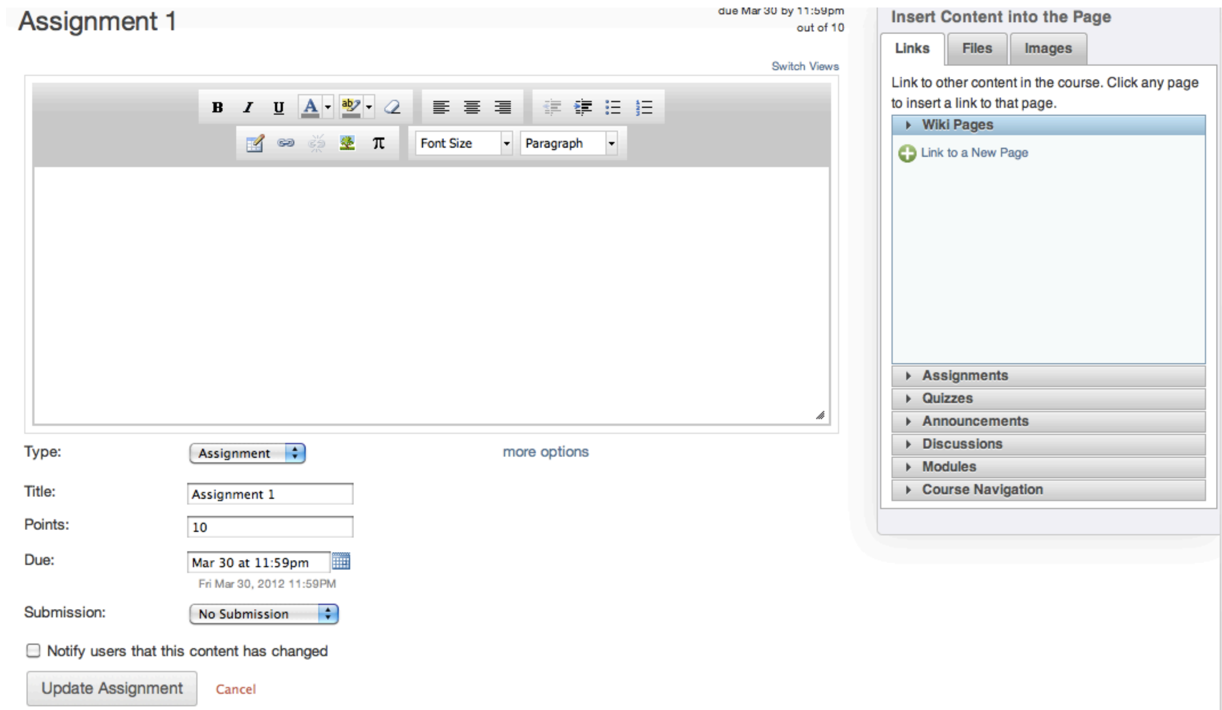
After clicking Update, you will be taken to a screen which allows you to edit and add assignment details.



How do I edit Assignment details?

Editing Assignments in Detail
There's a lot more that goes into an assignment than due dates and points. If you want to type up a description of the assignment, allow file uploads, change the grading type or a bunch of other things, click the assignment's name or click the icon.

Click more options.
From the Assignment editing page the Righ Text Editor allows you to add Assignment Content with text, tables, hyperlinks, media files, equations, images and more. You can even simply drag and drop content from the right Side Bar.

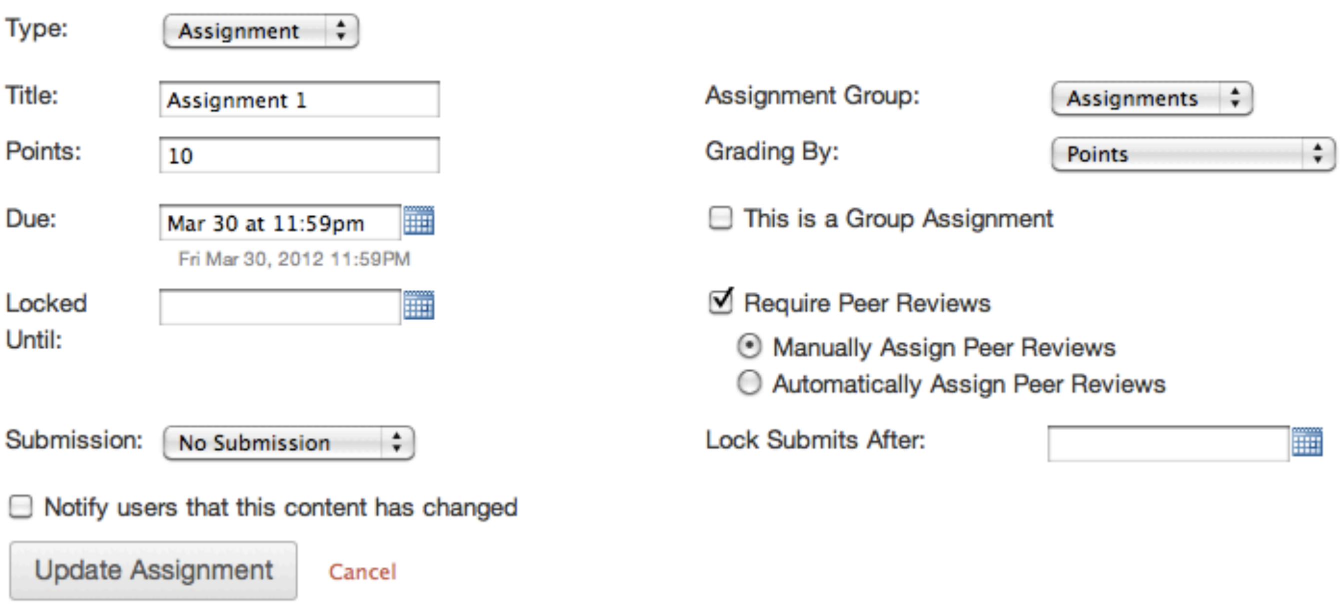


You can also lock an assignment until you are ready for students to access it. After making the desired changes click Update Assignment.

How do I create a peer-reviewed Assignment?

Creating Peer Reviewed Assignments
Summary: To do a peer review, you just come into an assignment and you'll edit the assignment settings. We put this under 'more options'. Under 'more options' you can say this is a peer reviewed assignment. And then you can either manually assign the peer reviews as they come in and manually assign them to other students to review or you can have the system do it for you which happens after the due date. So I can say automatically assign peer reviews and I say I'll select each student to do their different peer reviews. You can also specify a date when the peer reviews will be assigned after the due date, the system will then automatically assign these out to the other students at that time. On a peer reviewed assignment, you'll see this peer review link on the right side bar of the assignment. This will show you the different students and whose review what. When students perform peer reviews, we use the exact same interface that you use for grading. We use the speed grader which you can use this exact same rubric that you would use for assessment, because remember you're teaching your students how to evaluate someone else's work.

Peer Reviewed Assignments
Now that you have completed your Assignment Group it's time to create a Peer Reviewed Assignment for the Group. Click on Add an Assignment.
Title your Assignment, select the Due date, assign a point value and click on More Options.
You will see a list of options on the right side you can select Require Peer Reviews.



Determine whether you want to Manually Assign Peer Reviews or Automatically Assign Peer Reviews.
Click Update Assignment.

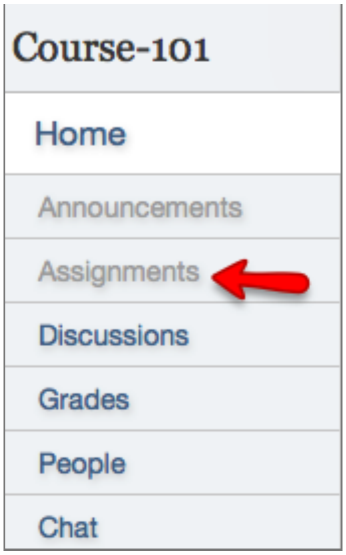
How do I group Assignments for grading purposes?

Creating Assignment Groups

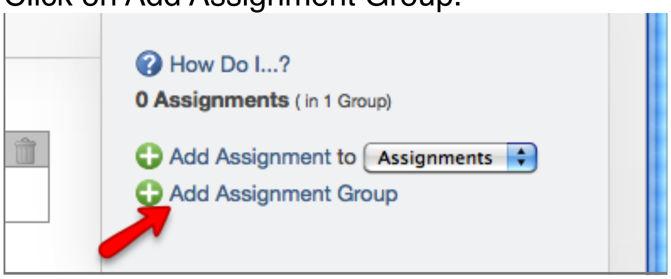
Assignment groups are just a grouping of different assignments. You group by type, or even by something like unit 2, which is something as part of your course. You would use assignment groups in order to weight the final grade based on these assignment groups. That way you can easily say that quizzes are worth 20% of the final grade. We use these for assignment groups, and these are reflected automatically in the grade book.

Creating an Assignment Group

From the Course home site click on Assignments in the left Course Navigation bar.

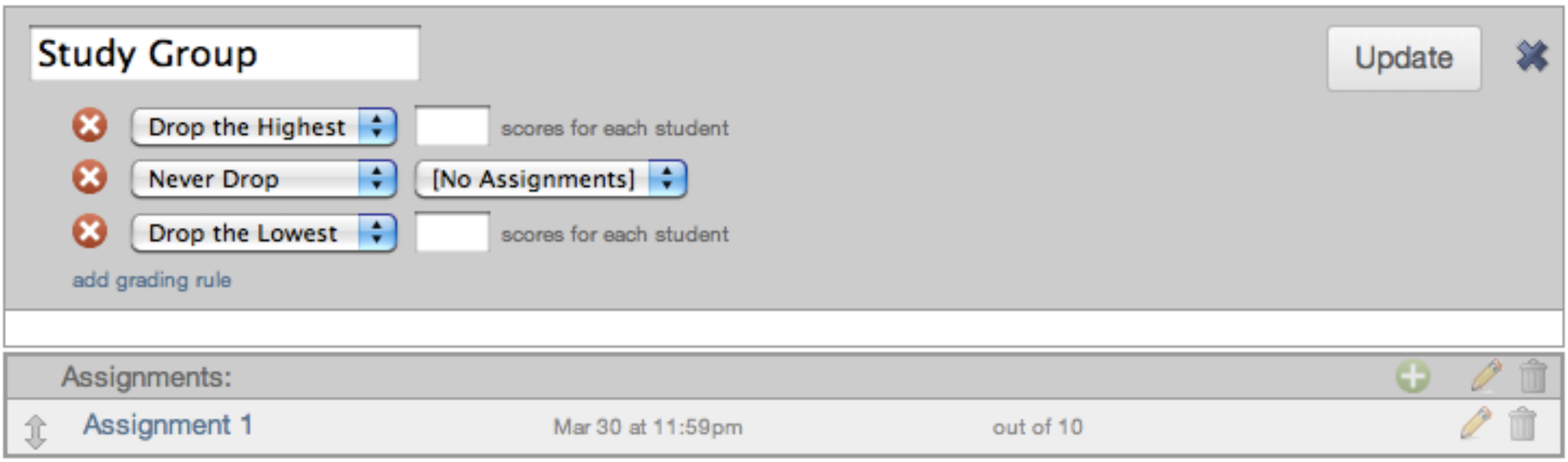


Click on Add Assignment Group.



Create a Group Name.

From here you can Add Grading Rules (drop the lowest, drop the highest or never drop certain elements).

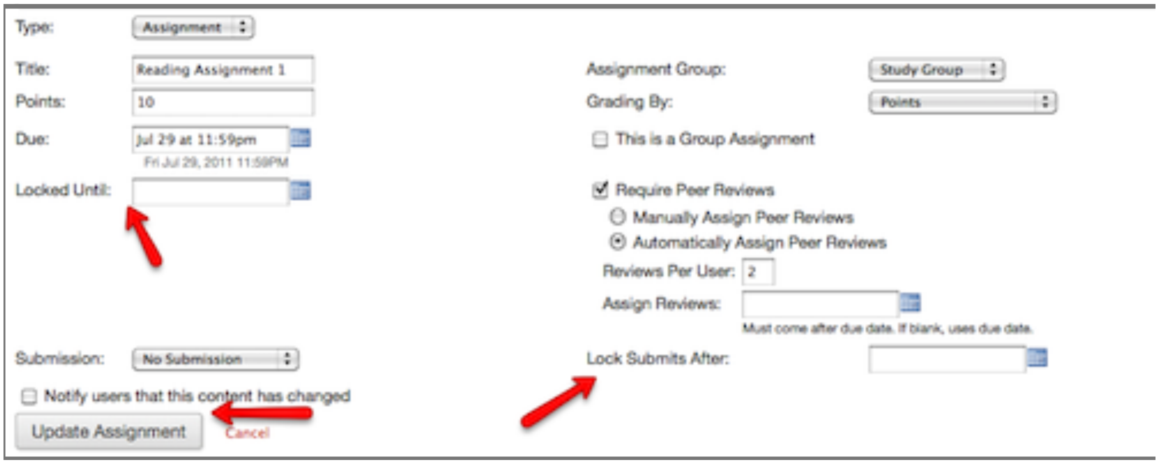


You can have the final grade for the assignment group weighted by check or unchecking the box.

You will see the percentage of Assignments in your Assignment Group if they are weighted on the left side bar.
You can also Add an Assignment from this screen as well.
Click Update to save changes.

How do I lock an Assignment before or after the due date?

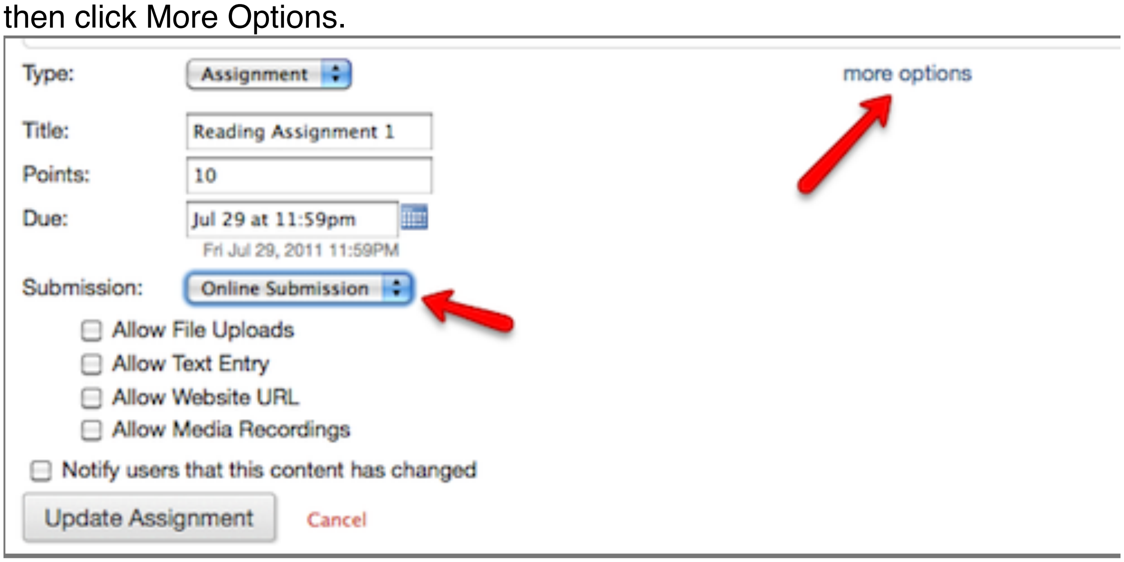
Locking an Assignment
Locking an Assignment is optional. There are two parts to locking an assignment. You can either Lock the Assignment until the Due Date so that students can not access the Assignment until you are ready. The second option is to Lock the Submits After a predetermined date which is usually the day after the Due Date.



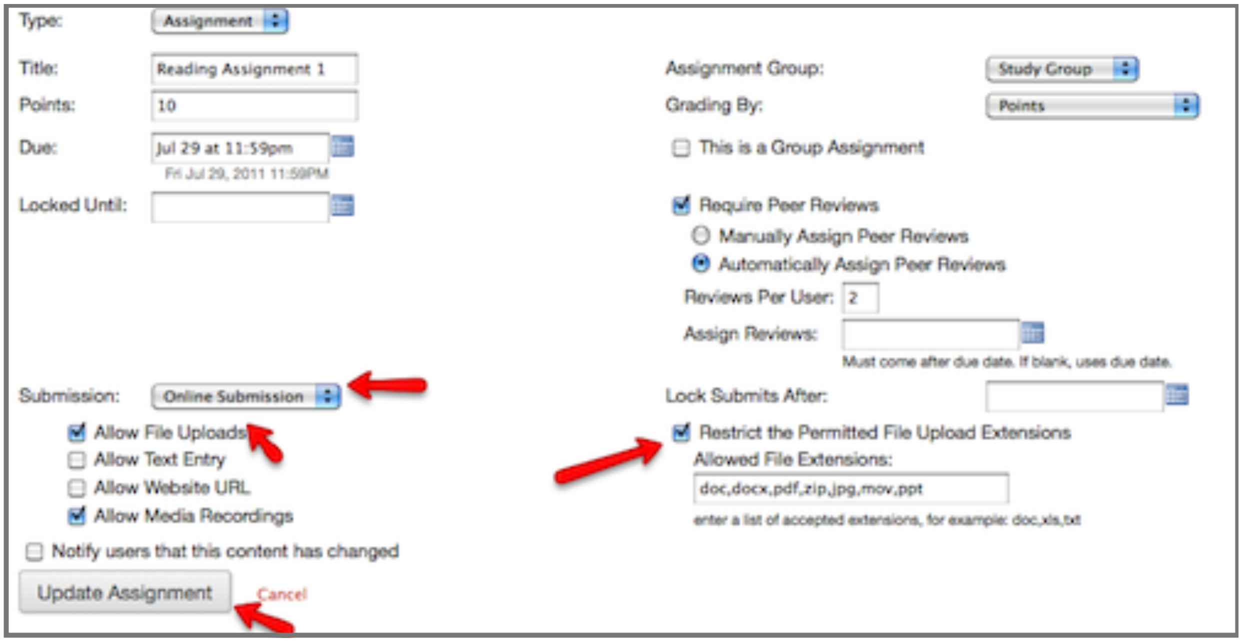
In More Options of the Assignment click on Locked Until and set the Date/Time. And/or Click Lock Submits After and set the Date/Time. Click Update Assignment.

How do I restrict online submission file types?

Setting and Restricting Online Submission Types in Assignments
When editing an Assignment setting in the Submission field select Online Submission then click More Options.



You can select which types of media you will allow your students to submit for the assignment.



Selecting Allow File Uploads will also allow you to Restrict the Permitted File Upload Extensions. Once you select the check box you can add the files types you want to permit e.g. doc,docx,pdf,zip,jpg,mov,ppt (file types need to be separated by a comma). Click Update Assignment.

Calendar

What is the Calendar?

One of the challenges facing both students and teachers is keeping track of all of the assignments planned throughout the term. Teachers are teaching multiple courses and students are learning in multiple courses. Every class has its own timeline for when things need to be done.

The Calendar in MyCampusClone makes it easy for teachers and students to keep track of upcoming assignments. If the need arises, the Calendar makes it easy for teachers to change the due date for any given Assignment. They simply drag the event from one day to another. MyCampusClone automatically sends an Announcement out to the entire class, notifying students of the date change.

Generally speaking, the Calendar is used for reminding students of graded Assignments with specific due dates and not for describing upcoming events, such as the topic of an upcoming class lecture. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.

Remember that the Calendar automatically syncs with other features in MyCampusClone, such as Assignments, Syllabus, and Grades, so if you create or change the due date of an Assignment on the Calendar, it will show up in all the others and vice versa.

The Calendar in MyCampusClone is a global feature, meaning you can see all of your assignments from all of your courses in one place. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deselecting courses in the Sidebar on the right.

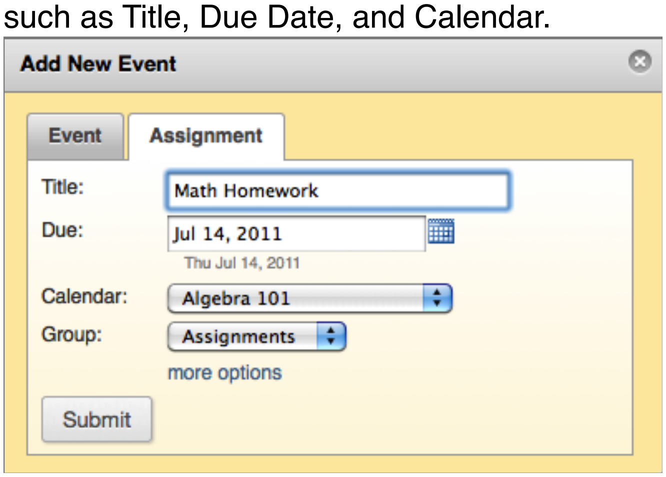
When would I use the Calendar?

- Use the Calendar to quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Use the Calendar to adjust the dates of Assignments that have been imported from previous terms. MyCampusClone makes it easy to drag and drop events across multiple months.
- Use the Calendar to copy the iCal feed for all of your courses and add it to your preferred personal Calendar.

How do I create an Assignment shell from the Calendar?

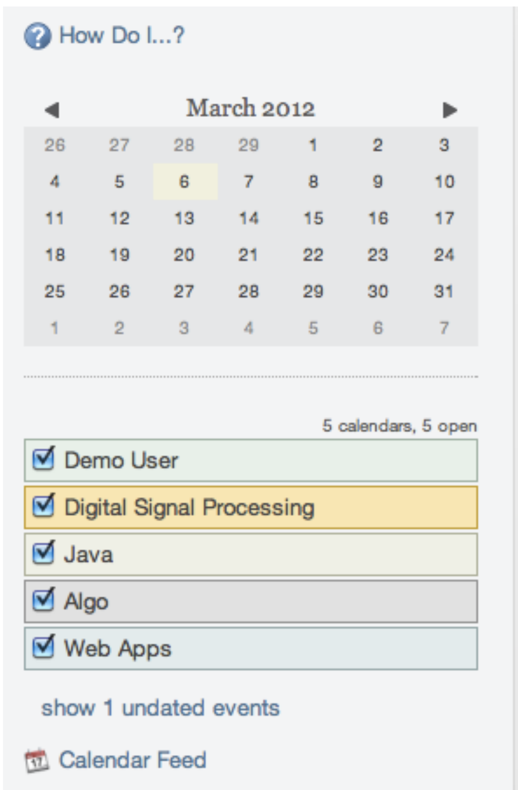
Creating an Assignment in the Calendar

Using calendar to create assignments is an effective way to schedule assignments while simultaneously viewing your MyCampusClone calendar.
To create an assignment within calendar, simply click on the date you want the assignment due. This will automatically bring up the “Add New Event” dialog box. Click on the “Assignment” tab which will then bring up a basic selection of assignment options such as Title, Due Date, and Calendar.



Clicking on the “more options” link will take you to the assignments detail page within MyCampusClone.
Once the assignment is saved and on the calendar, you can click on the calendar item to view assignment details.

How do I filter my Calendar view by course?



Filtering the Calendar by course

Filtering your calendar by course is easily done by using the dialog box seen on the right side of the screen. Simply check the courses you want to view on the calendar. Please note, you can choose a maximum of 10 calendars to view at once.

How do I subscribe to the calendar's iCal feed?

Subscribing to the Calendar using iCal feeds

The Calendar Feed feature allows you to publish your calendar to any calendar application that supports iCal feeds.
To publish your calendar, do the following:

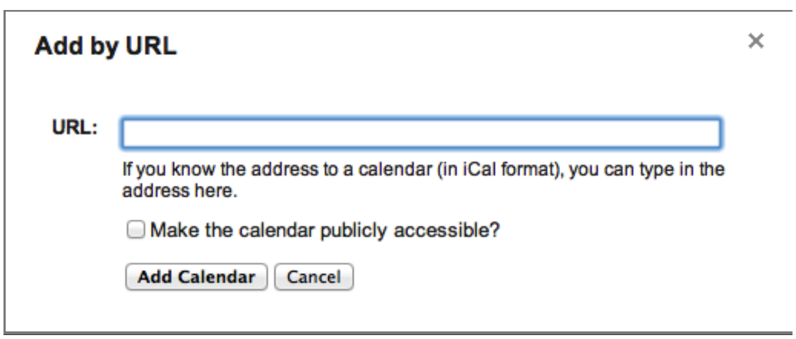
1. Click on “Calendar Feed” while viewing your calendar.
2. Copy the RSS feed that is generated
3. Paste it into the desired calendar application.

Following are examples for common Calendar applications:

Using Apple iCal:
1. Click on Calendar, Subscribe
2. Paste the iCal URL and click 'Subscribe'
3. Edit the details as needed and click OK Your new calendar will show up in the list of calendars.

Using Google Calendar:
1. In the left view pane, locate 'Other Calendars'.
2. Click on the arrow icon below next to 'Other Calendars'.
3. Click 'Add by URL'.

Using Outlook 2007
Click on Tools, Account Settings Click on the Internet Calendars tab Click 'New', paste the URL, then click 'Add' In the Subscription Options dialog box, you can optionally rename the calendar. Make sure the box is checked in the Update Limit section.



Paste the iCal URL and click 'Add Calendar'.

Syllabus

What is the Syllabus designed to do?
Students sometimes complain that they don't understand what is expected of them or they lose track of what they need to do to be successful in your course. You would like to create a single page where all of your Assignments can be listed along with their due dates and point values. The Syllabus in MyCampusClone makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

In the Syllabus there are three main parts: a calendar and grading scheme for the course situated in the Sidebar on the right side of the page, a list of dated items in the main body of the page that is automatically managed by MyCampusClone, and a syllabus description at the top of the page that you can edit. To change the grading scheme, set up assignment groups on the Assignments page.

To change the items listed in the bottom half of the Syllabus page, instructors must visit the Assignments page or the Calendar. Assignments without a due date will be listed at the bottom.

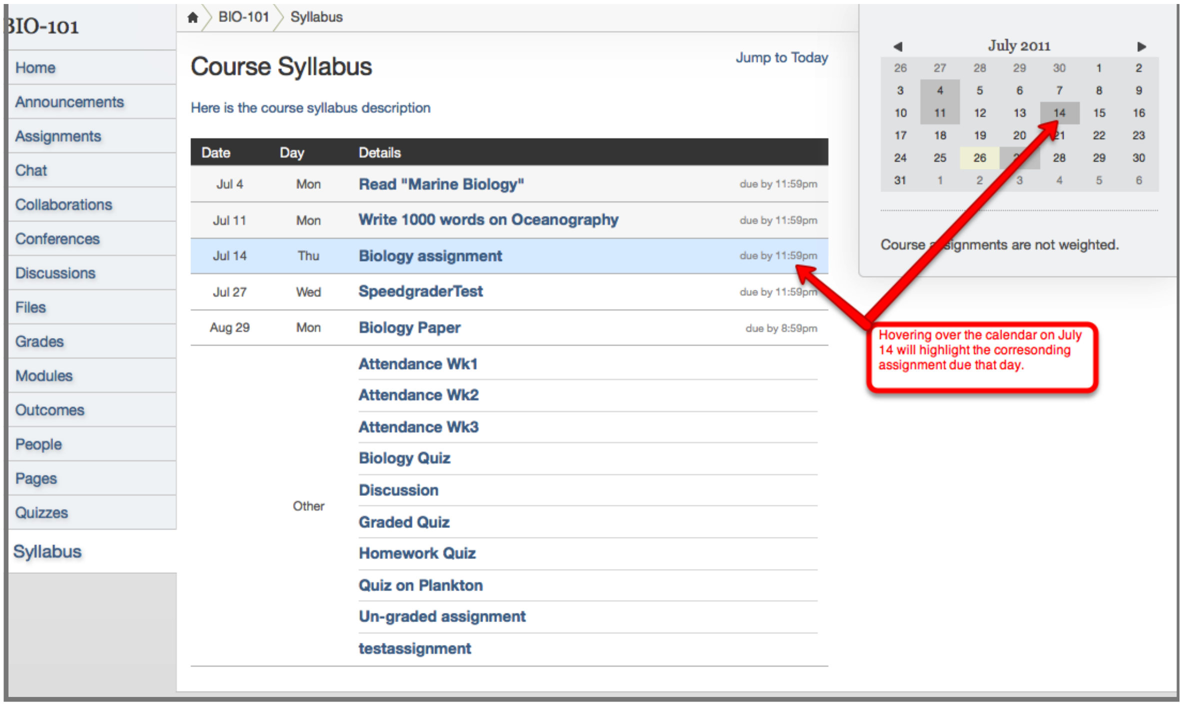
To update the syllabus description, simply click on the 'Edit Syllabus Description' button in the Sidebar. This is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. Copying content from Word documents directly into the Rich Content Editor works surprisingly well, but not all of the formatting may turn out exactly like you wish. You can also link to your Syllabus by uploading it into Files or uploading it via the content pane in the Sidebar.

When you change a due date for an Assignment or move an event on the Calendar, the list in the Syllabus will automatically reflect those changes.

When would I use the Syllabus?
- Use the Syllabus to post an introduction to your course and pesky policies.
- Use the Syllabus to introduce yourself to your students.
- Use the Syllabus to see the Assignments and the due dates.
- Use the Syllabus to display all of the upcoming Assignments and events in your course.

How do I navigate the Syllabus table and calendar?

Navigating the auto-generated portion of the Syllabus
The syllabus is automatically generated for the course. It contains a list of assignments and due dates. Clicking on any of the assignments will take you to the details of that particular assignment.



There is also a calendar which highlights due dates of all the assignments. Dates which have an assignment due while be shaded in a darker grey color. Hovering over that date will highlight the corresponding assignment as seen in the screenshot above .

Collaborations

What are Collaborations?

Imagine that you and your students have encountered a rich problem to solve or complex task to organize that will require more than a simple Discussion. Or maybe you have assigned your students a group project and want them to work effectively together. Sending emails back and forth to coordinate efforts can be tedious and participants may find it challenging to keep track of multiple versions of the same document.

MyCampusClone leverages technologies like Google Docs to allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.
Collaborations that leverage Google Docs require that all participating learners have created and linked their Google account to their Profile. Many students will already have a GoogleDocs account, but some may need instruction on how to get started. And

though GoogleDocs is fairly easy to learn on your own, some learners may benefit from instructions on how to navigate and use the tool.

Both students and teachers have permissions to create Collaborations on the fly and invite any number of their fellow learners to join in.

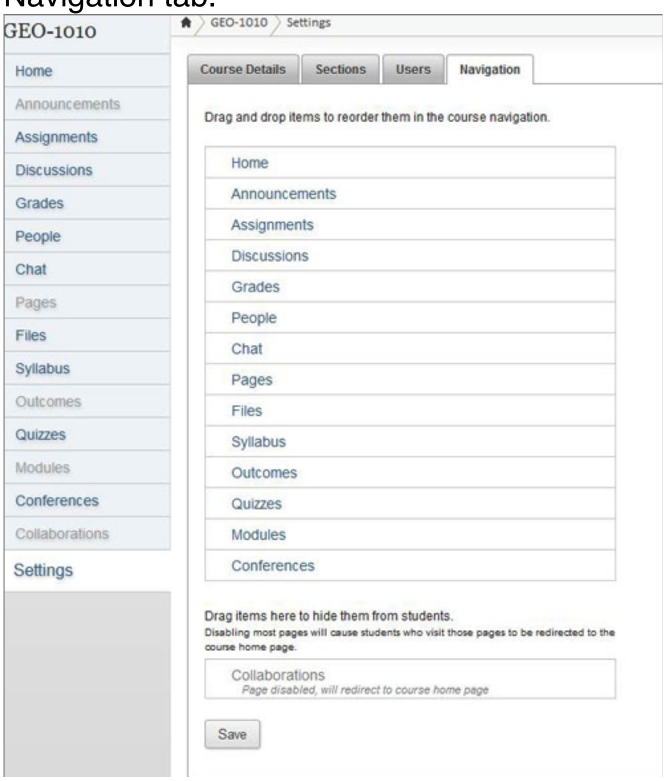
When would I use Collaborations?

- Use Collaborations to copy and paste lecture notes that everyone can access.
- Use Collaborations to assign a class "secretary" that takes notes during class that can be easily referenced by absent students.
- Use Collaborations to share with your students bullet-point lists or agendas for upcoming synchronous class time or meetings.
- Use Collaborations and the zoom function to create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Use Collaborations to assign student groups a collaborative assignment. Require them to turn in the URL as a graded Assignment.

How do I activate Collaborations?

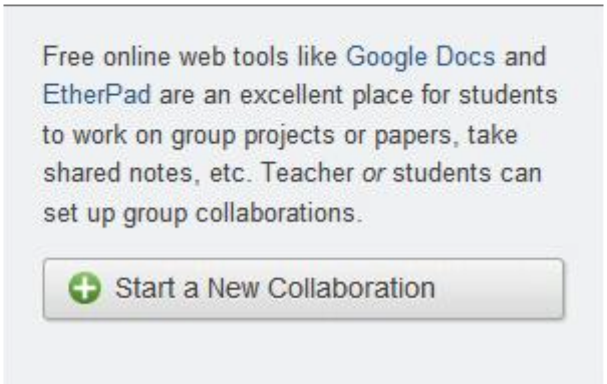
Activating Collaborations

If the Collaborations component is inactive in your section, click Settings, then the Navigation tab.



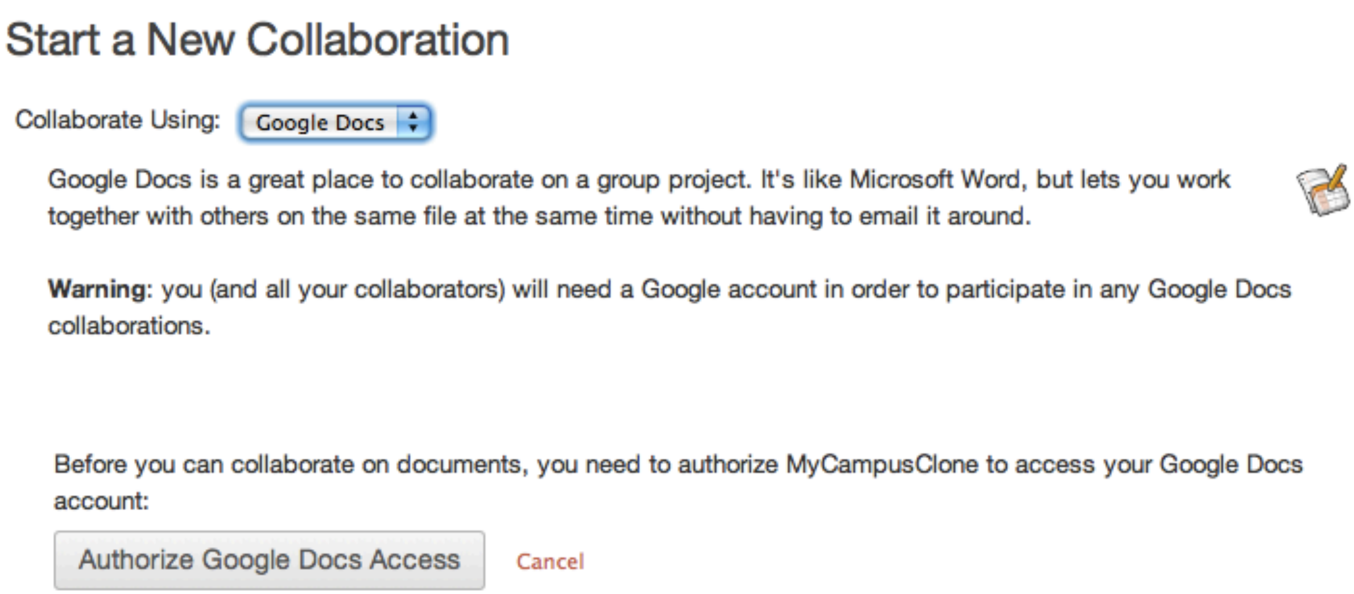
How do I start a new Google Docs Collaboration?

Starting a Collaboration
Once the Collaborations component is enabled, click on that link. Then click Start a New Collaboration.



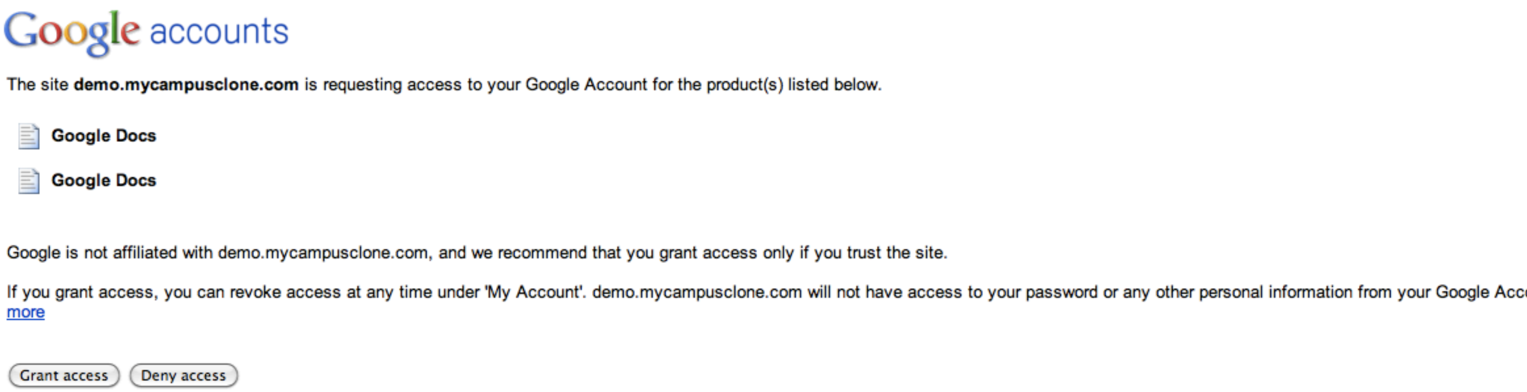
New text will appear. Fill out the information as appropriate and click Start Collaborating.

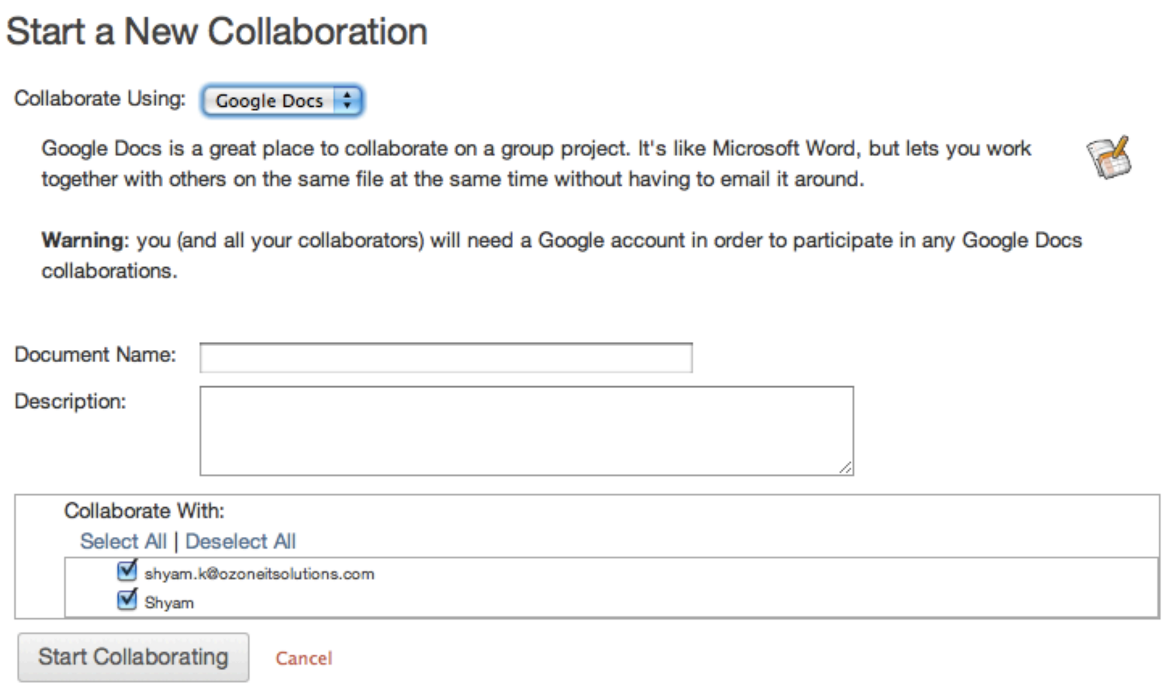
For Google Docs, you will need to authorize MyCampusClone to access your Google Account. You can always revoke access by MyCampusClone later.



Once access has been granted, collaboration can begin.

Google Docs Example

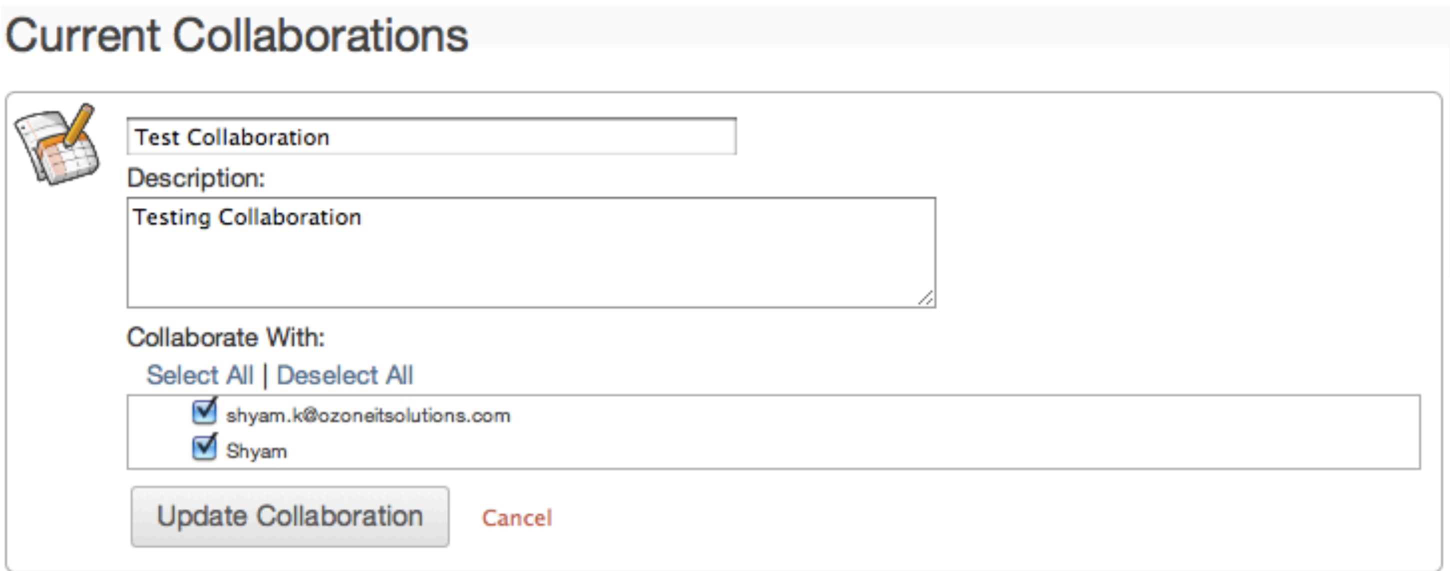




All of the collaborations for a course can be viewed by clicking on the Collaborations link.

Editing or Deleting a Collaboration

Collaborations can be edited or deleted by first visiting the Collaborations page. To edit a collaboration, click the pencil icon.



To delete a collaboration, click the trashbin icon. Google Docs will give you the option of deleting the link from MyCampusClone.

Conferences

What are Conferences?

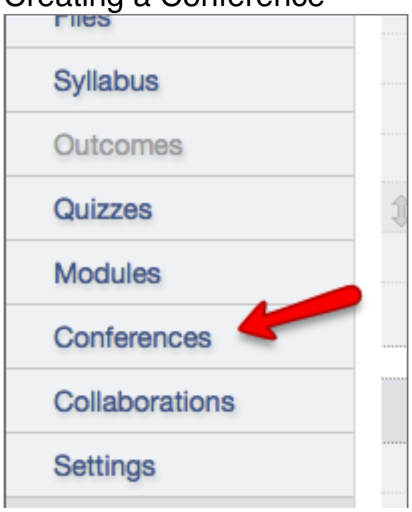
Imagine you are off campus for an extended period of time, but still want to hold a real-time class to keep your students on schedule. Or imagine you are a distance educator and you want to host a real-time debate or discussion. Conferences makes it easy to conduct synchronous (real-time) lectures for all of the students in your course. Conferences allows you to broadcast real-time audio, video, demo applications on your desktop, share presentation slides, or demo any online resources. The whiteboard functionality in Conferences and the Math Editor in MyCampusClone make it easy for you to explain concepts to your students as if you were in the same room. Currently, MyCampusClone integrates with BigBlueButton.

When you create a Conference, MyCampusClone will automatically create a link to the conference via the web conferencing tool you are using. The invitation button "Join Now" will also show up in the students' activity stream and in their notifications. Conferences primarily used for virtual lectures, virtual office hours, and student groups. It can also be used to demonstrate technologies or troubleshoot technology issues online.

When would I use Conferences?
Use Conferences to connect with your students for online office hours or special study sessions design to help them prepare for a test. Use Conferences to connect with your colleagues for professional development webinars. Use Conferences to practice presenting online. Students can set up practice presentations in their student Groups. Use Conferences to invite special guests to your classroom by adding them as a student or observer to your course. Use Conferences to broadcast a live event or lecture to the students that can't be onsite.

How do I create a Conference?

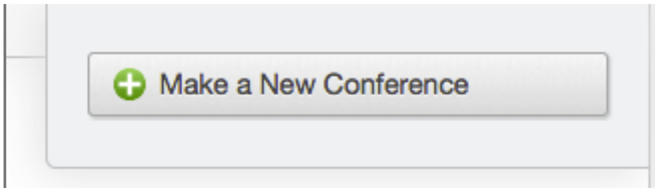
Creating a Conference



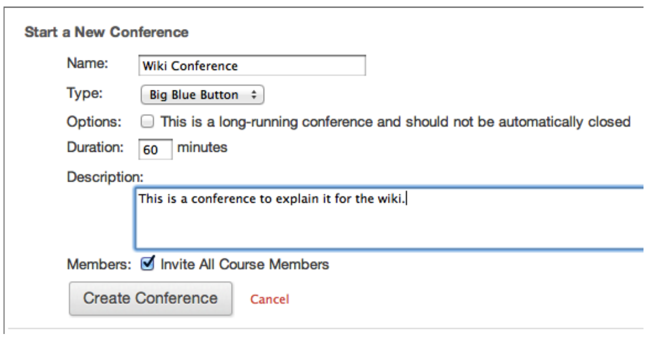
To create a conference, you just click on the 'Make a New Conference' button in the conferences tab. Next, name the conference and specify the duration for the conference. You then choose the members in the course that you are going to invite. This gives you the option of choosing one person for virtual office hours, a group of people, or the whole class.

You will then click 'Create Conference' and MyCampusClone will set up the conference with whatever program you are integrated with and provide you the link for the conference. The link will also be delivered as an invitation to all of the students you

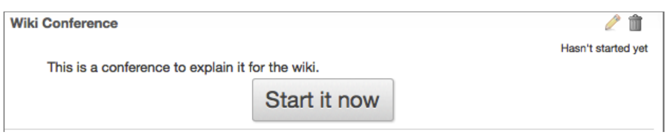
have chosen to invite. The invitation will show up in the students' activity stream and in their notifications.
In the left hand menu, select 'Conferences.'



To create a new conference, click on the 'Make a New Conference' button on the right hand side.



Next, enter your conference details and select the type of program you'd like to use. When finished, click 'Create Conference' button.

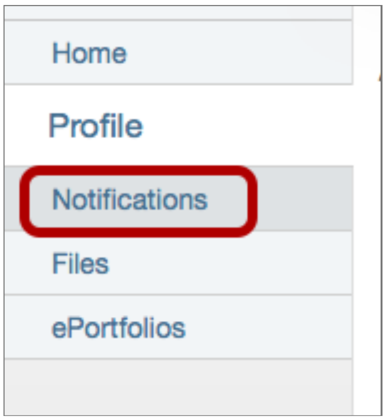


You'll see your conference in the list. To start your conference push the 'Start it now' button. If you'd like to edit the conference, click the pencil in the top right corner. If you'd like to delete it, click the trash can.
After clicking 'Start it now', your conference will start.

Conversations

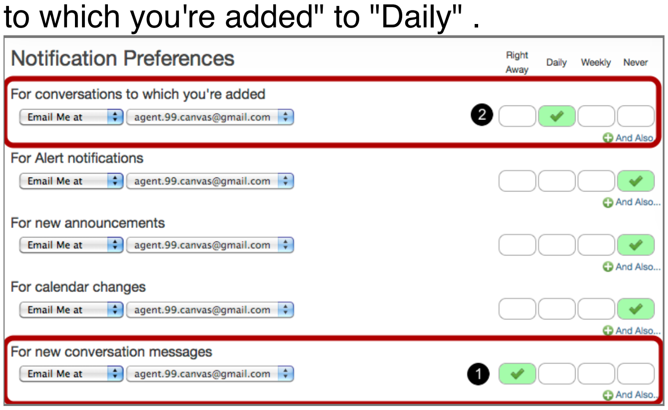
How do I adjust my Notification Preferences for Conversations?

Open Profile Click the Profile link in the Corner.
Open Notification Preferences page
Click the Notifications link in the Profile Navigation.



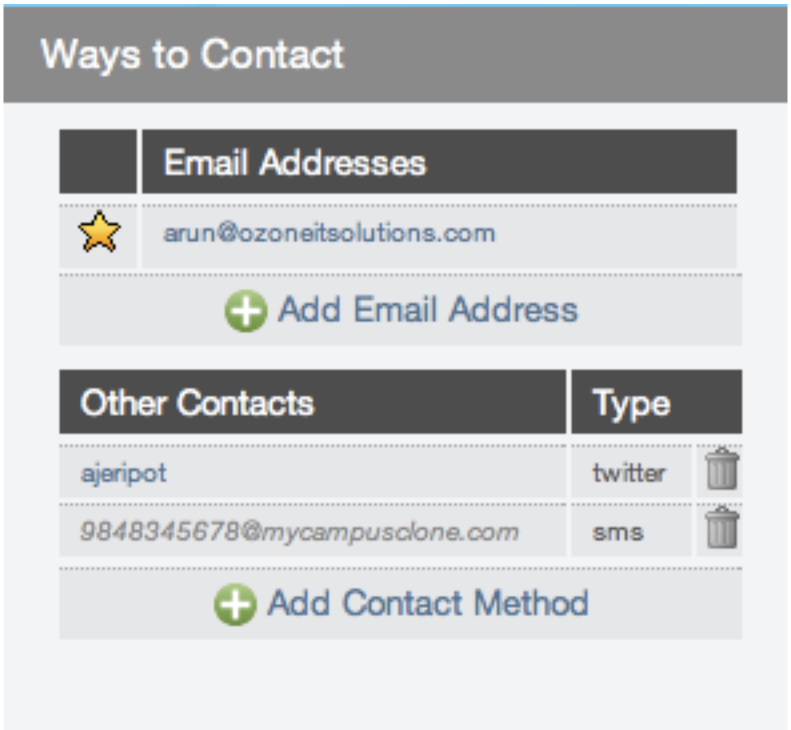
Adjust Notification Preferences
Under "For conversations to which you're added" and "For new conversation messages" adjust the frequency of notifications sent.

For example, you may want to receive a notification "Right Away" when you are first added to a conversation but want to see notifications about new messages in a Conversation sent to you in a daily digest. In this case you would set "For conversations to which you're added" to "Daily" .



Add Other Contact Methods

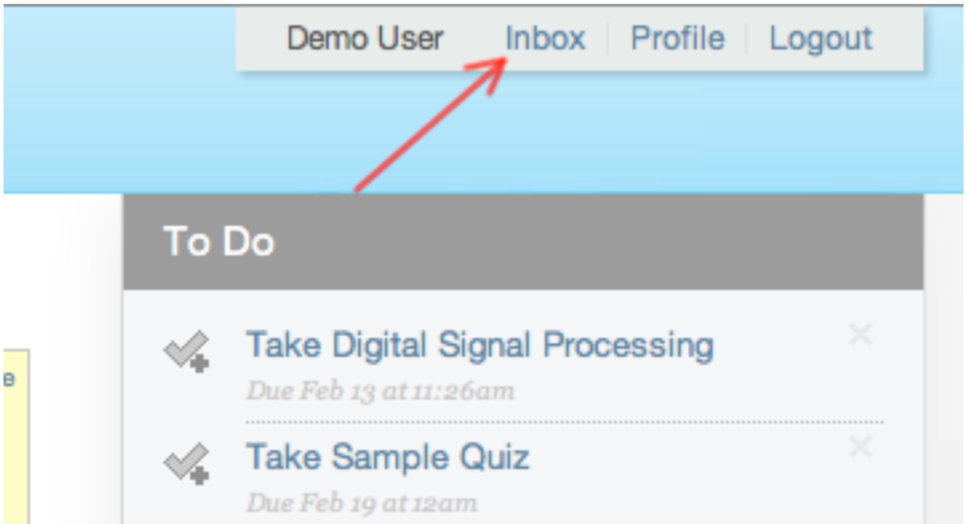
You can add other contact methods by clicking on the Add Contact Method link under Ways to Contact. Here you can add a cell phone number or another email address.



How do I access the Conversations Inbox?

Find the Conversations Inbox link

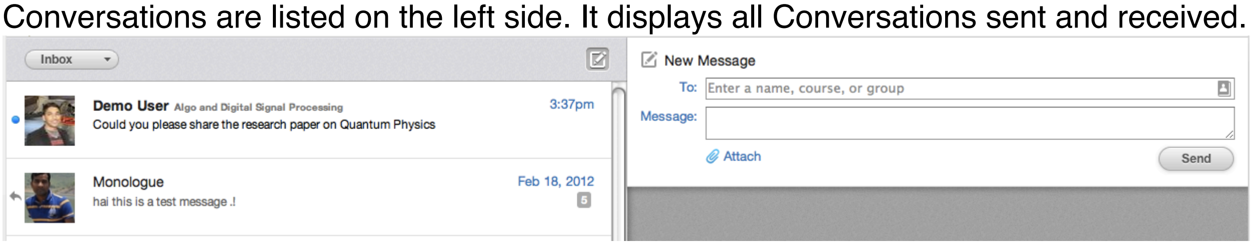
Click the Inbox link in the top Corner to open your Conversations Inbox. If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in MyCampusClone.



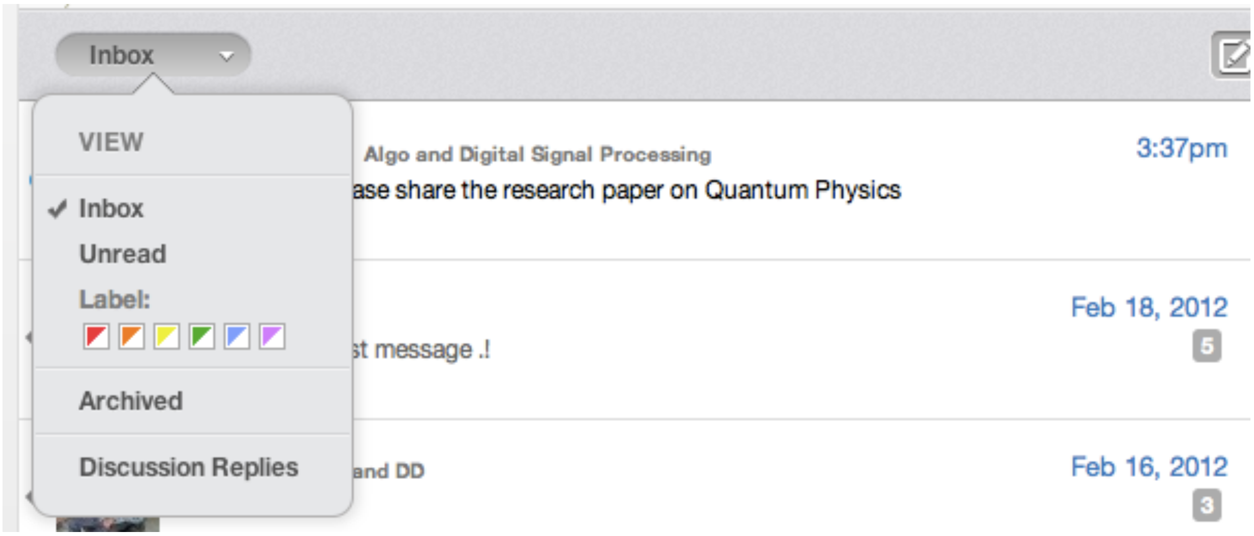
How is my Conversations Inbox organized?

View the Conversations Inbox

The Conversations Inbox is split into two windows. The Conversations preview window is on the right side. It displays the options to create and send a new message or a selected conversation.
Conversations are listed on the left side. It displays all Conversations sent and received.



View Conversations Inbox
The Conversation Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top and the older conversations appearing towards the bottom.

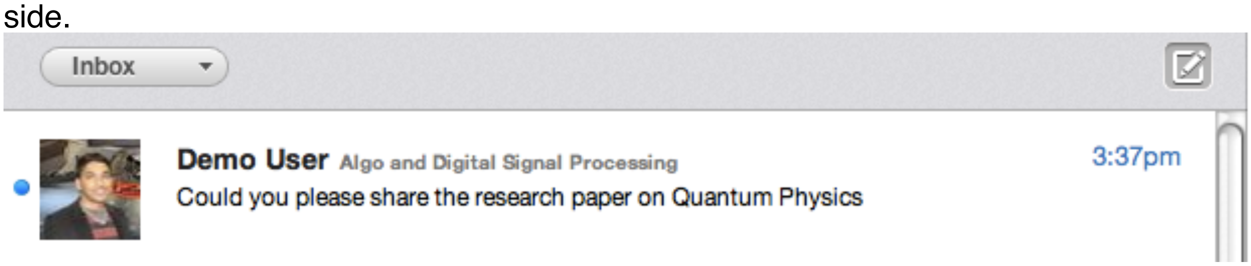


Other ways to view Conversations
By clicking on the Inbox dropdown menu, the window can be changed to display archived conversations, color-labeled conversations, unread conversations, and discussion replies.

How do I find my unread messages?

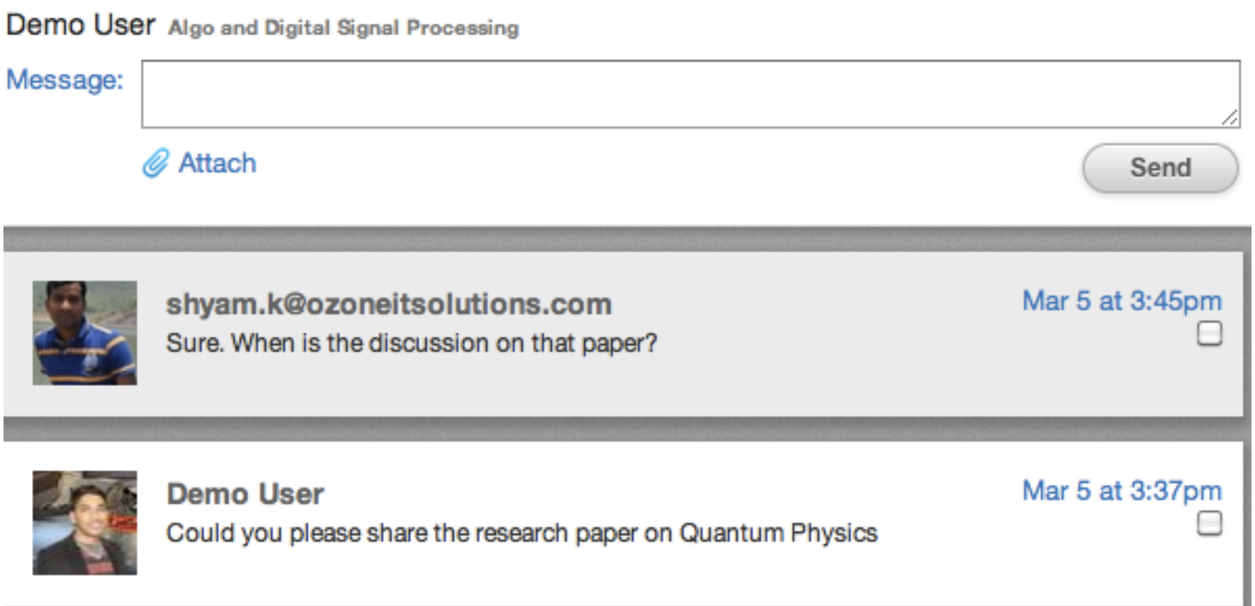
Look for the blue dot

When you click on Inbox in the Help Corner, look for the blue dot to the left of a conversation. The blue dot signifies that you have unread messages in that Conversation. Click on the Conversation to open the expanded view on the right hand side.



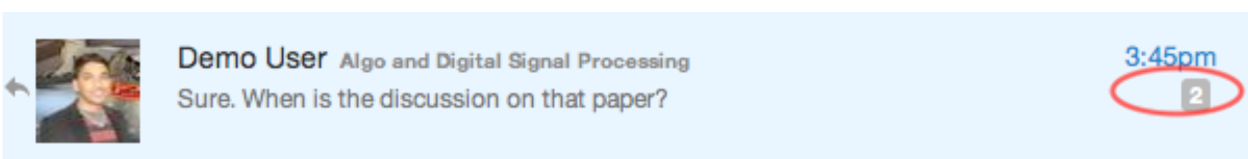
Preview messages

The active Conversation will be highlighted light blue on the left and you will be able to preview all of its messages on the right. Messages are listed in reverse chronological order: the most recent message will appear at the top of the list. Each message is date- and time-stamped.



How many messages are in this Conversation?

Locate the Conversation. Select the Conversation Label.
The total number of messages in a conversation is displayed in the right hand corner of the conversation label underneath the time stamp.

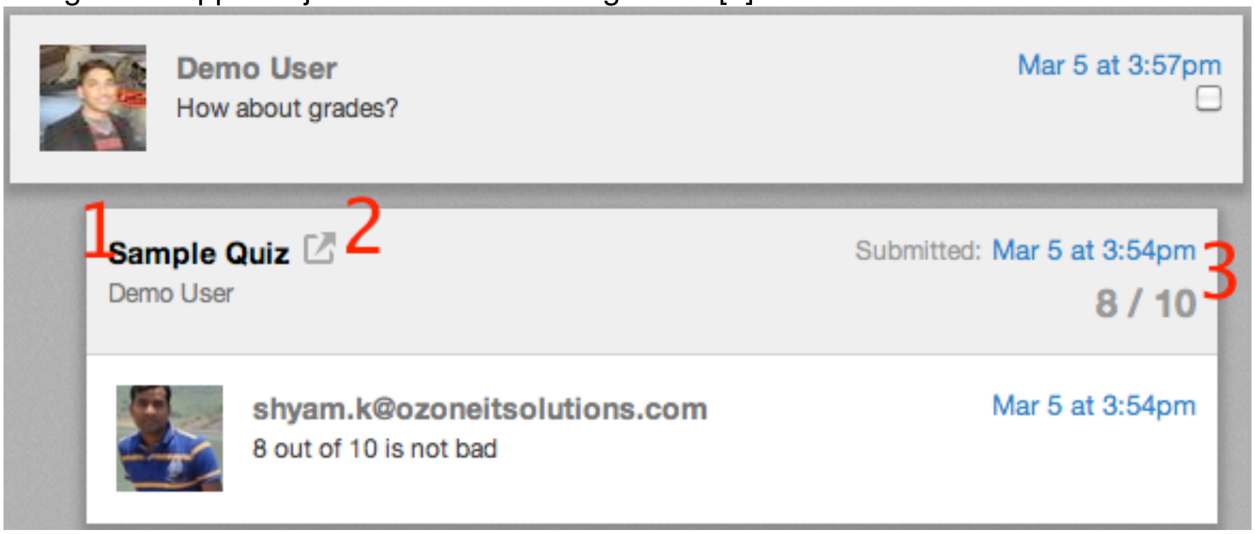


What do comments from the SpeedGrader look like inside Conversations?

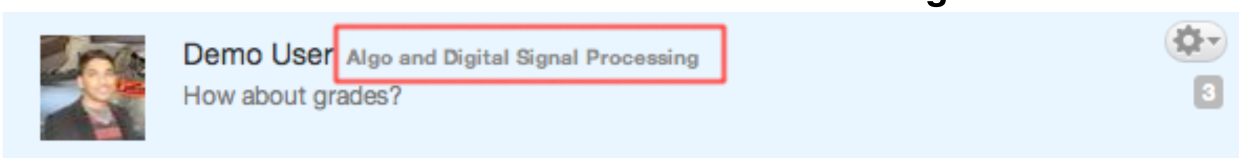
MyCampusClone will find assignment comments made by the teacher and will appear in context along with messages in any private Conversation between the instructor and the student. SpeedGrader comments will not appear if any other users are part of the Conversation.

In the example below, the student "Demo User" submitted Sample Quiz and "Teacher Shyam" made comments on the assignment.
Assignment comments are slightly indented and placed inside the expanded view of a Conversation. This block shows all assignment comments exchanged between the instructor and a student. The Assignment name is bolded [1]. Clicking on the pop-out

link next to the Assignment name links you to the SpeedGrader [2]. The score for the Assignment appears just below the message date [3].



How can I tell which course this Conversation belongs to?

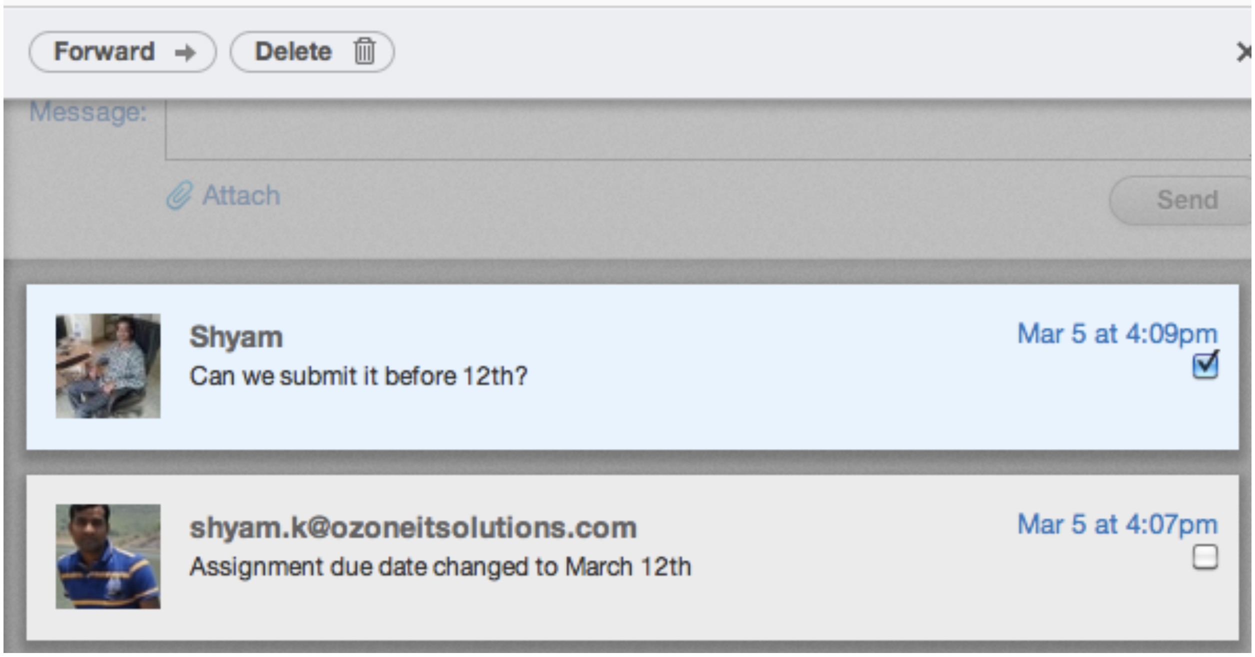


The name of the course is located next to the names of the people involved in the conversation.

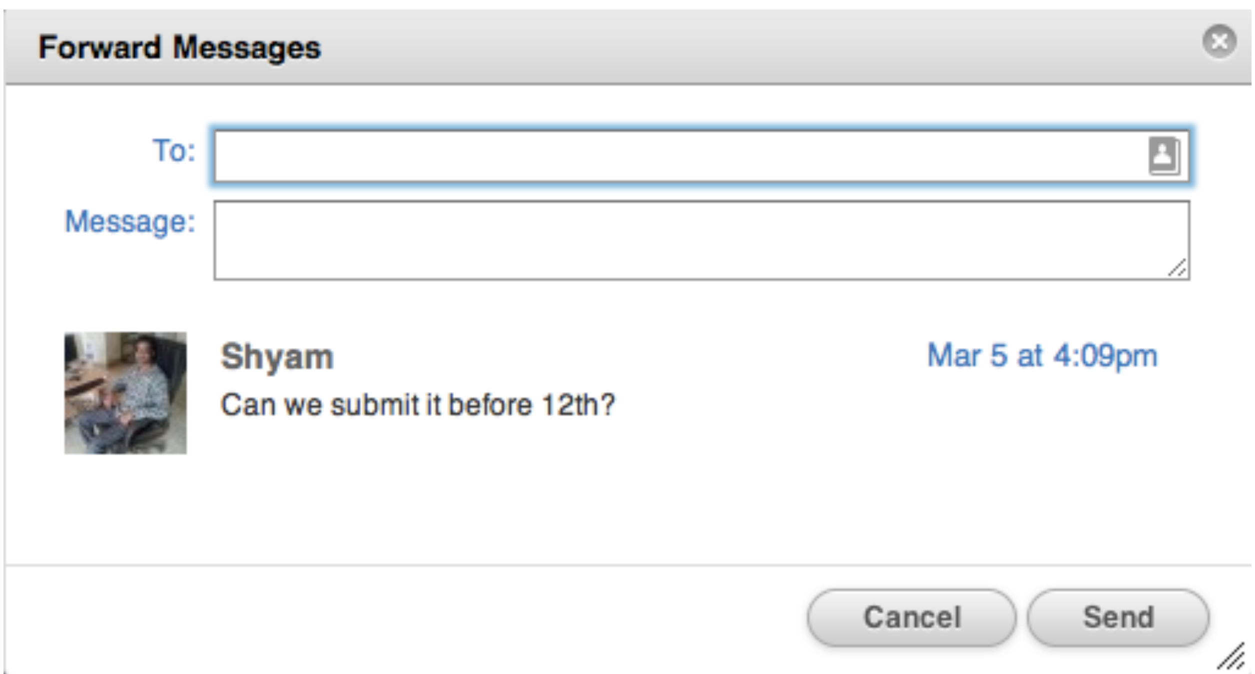
How do I forward a message from this Conversation?

Select the Conversation you want to forward on the left side of the Conversations Inbox. Select the message you want to forward by clicking the small check box underneath the timestamp.

Click on the Forward link
After you have selected the small check box, click on the Forward button to forward your message.



Forward the Message



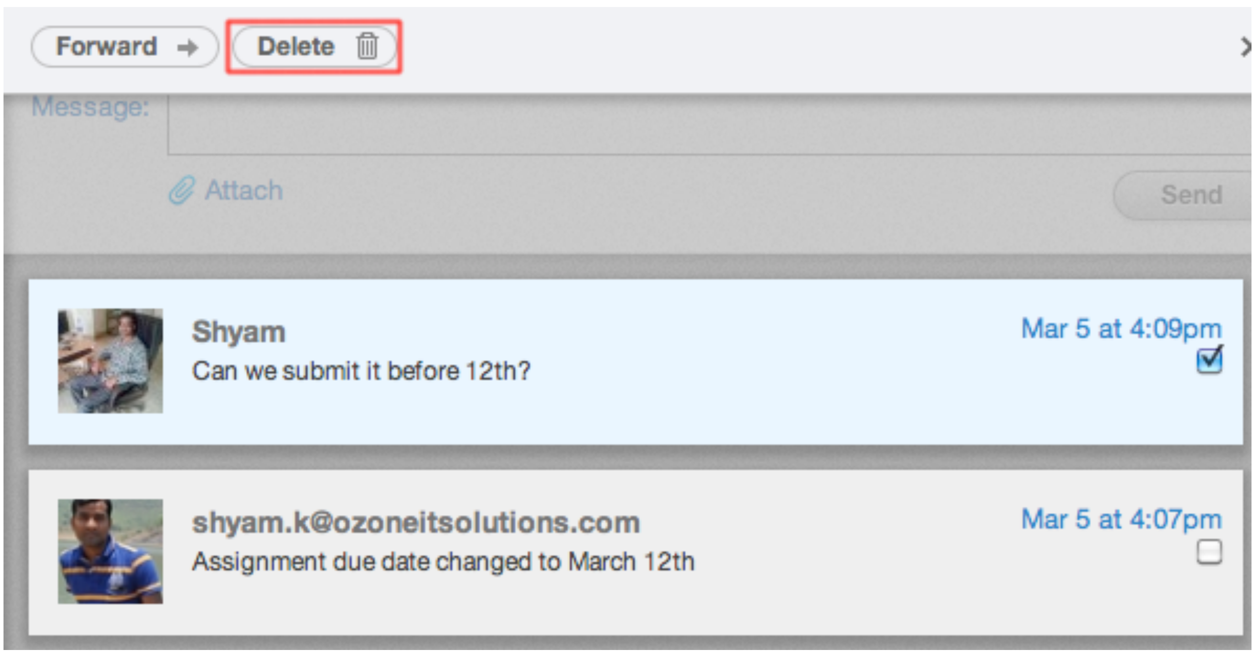
Type the name of the person you wish to forward the message to in the To: field. If you want to you may add a personal note in the Message field. This message can only be read by the people who are receiving your forward. Click the Send button to forward the message.

Select and Forward Multiple Messages
You can forward multiple messages in a conversation by selecting multiple boxes and repeating the steps above.

How do I delete a message from this Conversation?

Select the Conversation that contains the message you want to delete.
Select the message you want to delete by clicking the small check box underneath the timestamp.

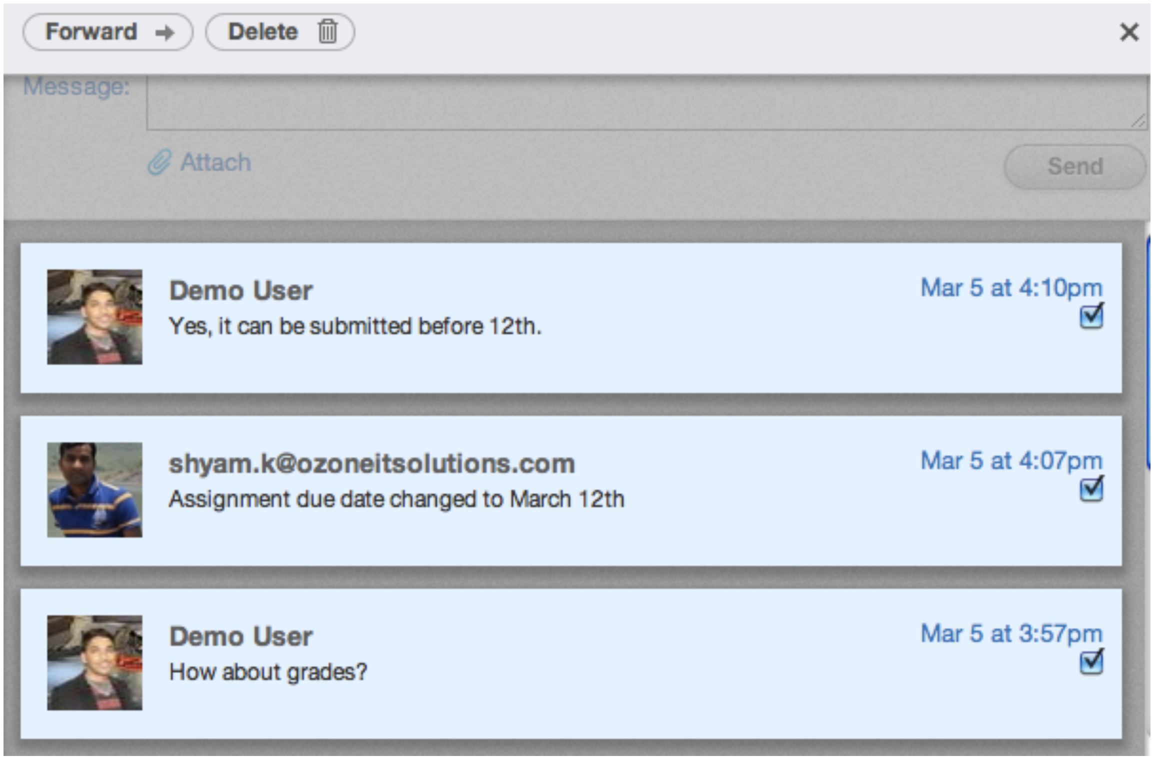
Select the Delete Button
After you have selected the small check box, click on the delete button to delete your message.



Delete the Message

A pop-up window will then appear in your browser asking if you want to delete the message. Select the OK button to delete the message. Select the Cancel button to avoid deleting the message.

Select and Delete Multiple Messages

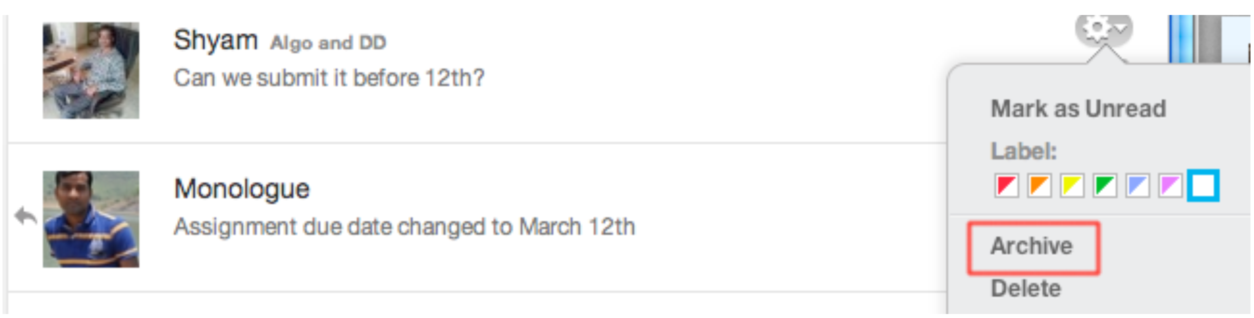


You can delete multiple messages in a conversation by selecting multiple boxes and repeating the steps above.

How do I archive a Conversation?

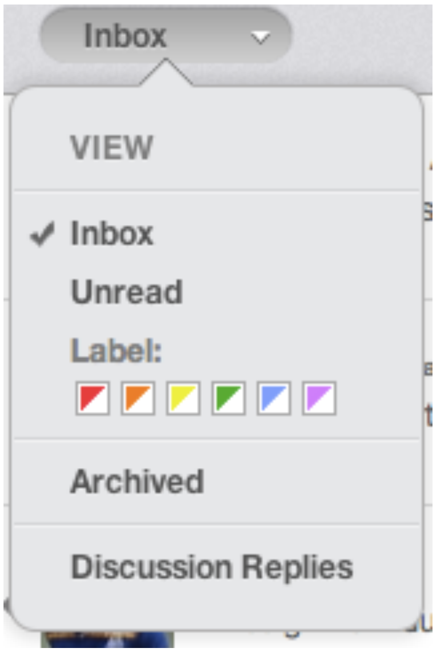
Archive Conversations

Archive old messages to hide them from the Inbox and clean things up a bit. Go to the gear icon and click on it to get the dropdown menu. Click on Archive to move the message.

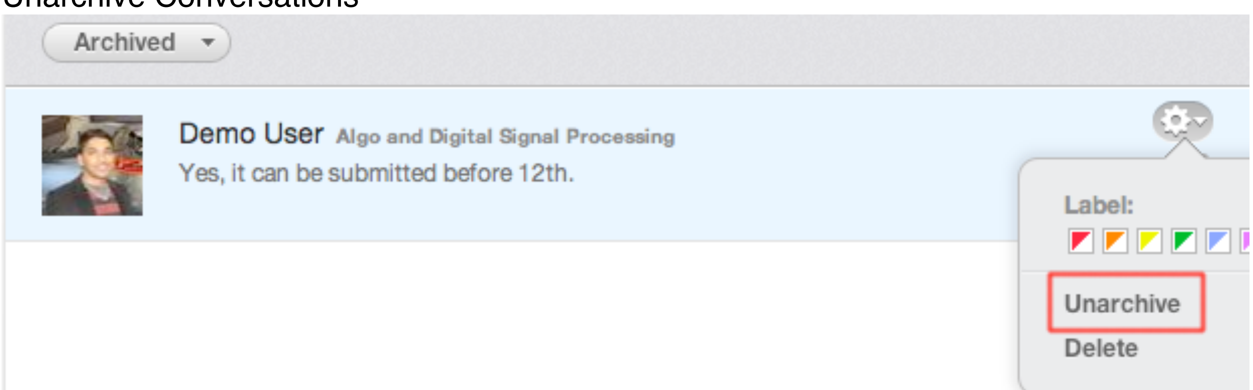


View Archived Conversations Archived messages can be viewed by clicking on Inbox > Archived.

Go to Archived Conversations
You will know you are in your Archived Conversations by seeing a checkmark next to Archived as well as being the Archived Conversations menu. The checkmark next to the word will tell you what Conversation section you are viewing.



Unarchive Conversations



To unarchive a message, go to your Archived Conversations and choose the message you want to unarchive. Select Unarchived from the gear icon menu and the message will return to your Inbox. To return to your Inbox, go to the Archived dropdown menu and select Inbox.

How do I use color labels in Conversations?

Label Messages

Label messages by color. Here are a few possible meanings that you might give to the 6 colors.

Label Importance

Red = Urgent
Orange = Important
Yellow = Sometime

Getting Things Done

Red = @Action
Orange = @Next Actions
Yellow = @Reference

By Category

Green = Course Messages
Blue = From other Instructors
Orange = From other students

In the upper right-hand corner of each Conversation is a gear-type icon. Click on it and select a color to use to label this conversation.

Locate the color label

After you label a message with a color, it will appear in the corner of the message in your Inbox.

Filter by label

As you label conversation by color, you can then filter your Conversations Inbox by those colors. Simply click on the color you chose, and all of those messages will show up in your Inbox, grouped together.

How do I compose a message?

View Inbox

Your inbox has two sides. One side is your Conversations Inbox which holds all the Conversations you are included in. The other side contains all the Conversation Messages which are the messages within in Conversation.

Compose a new message

Click on the compose button (pencil and paper icon) to start a new message.

Type individual name
Start typing the individual's first name. MyCampusClone will automatically pull up matching names. If multiple names appear, use the arrow key to select the student you want to message. Press Enter. The student's name will appear in the "To:" field, highlighted in light blue. Write a message and click Send.

If you accidentally select the wrong individual(s), press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s) from the To: field.
You can also hover over a recipient name and click on the white x to delete it from the To: field.

Select individual name from a course roster

The second way to select a recipient is to click on the Address Book icon to the right of the To: field. Select a course name from the drop down list and click the arrow to the right to expand the course list. Then check the box next to the recipient's name.
You can also use the down arrow and space bar to add a recipient to the To: field.
Press Return (on a MAC keyboard) or Enter (on a PC keyboard) or Escape to exit out of the course roster menu.
Write a message and click Send.

How do I send a private message?

Type name

There are two ways to address a message. The first is to start typing the user's first name. MyCampusClone will automatically pull up matching names. If multiple names appear, use the arrow key to select the student you want to message. Then press Enter. The student's name will appear in the "To:" field, highlighted in light blue.
If you accidentally select the wrong individual(s), press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s) from the To: field.
You can also hover over a recipient name and click on the white x to delete it from the To: field.

Select name from a course roster

The second way to select an user is to click on the Address Book icon to the right of the "To:" field . Select a course name from the drop down list and click the arrow to the right to expand the course list. Click on the teacher and then check the box next to the instructor's name.
You can also use the down arrow and space bar to add a recipient to the "To:" field. Press Return (on a MAC keyboard) or Enter (on a PC keyboard) or Escape to exit out of the course roster menu.
If you accidentally select the wrong individual(s), press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s) from the "To:" field. You can also click on the white x next to the name(s).

Type message and attach file
Type a message to your student. If you wish, click Attach and Browse... to add a file to your message. Click Send.

How do I send a message to multiple individuals?

Type student names

The easiest way to address a message to multiple individuals is to start typing their names in the To: field. MyCampusClone will bring up all the matching names. Just press Return (on a Mac keyboard) or Enter (on a PC keyboard) to select an individual from the list.
If you accidentally select the wrong individual, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove their name from the To: field.

You can also hover over the recipient's name and click on the white x to delete them from the To: field.

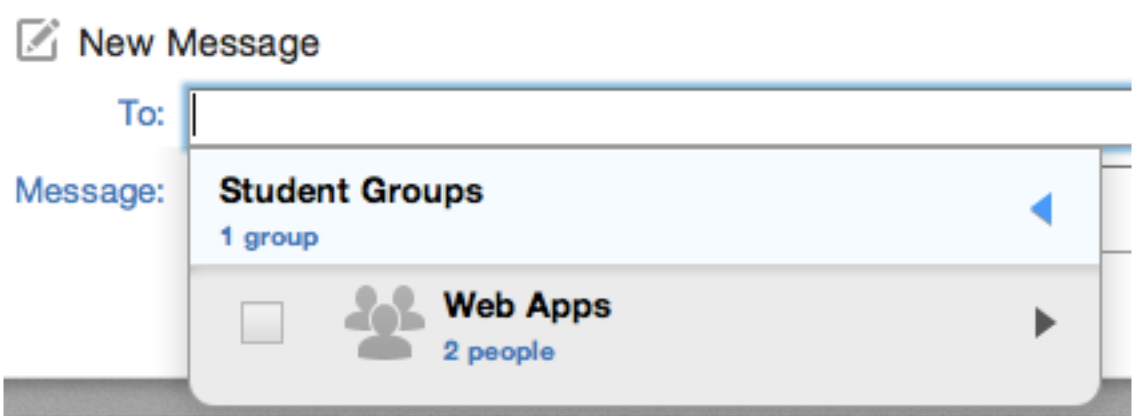
Select student names from a course roster

The second way to select multiple recipients is to click on the Address Book icon to the right of the "To:" field. Select a course name from the drop down list and click the arrow to the right to expand the course list. Then click on the student list and make a mark on the checkboxes next to the recipient names. To send a message to an instructor and multiple individuals, you do the same steps, but instead of clicking on the student list, you will click on the teacher list and select the instructor.
You can also use the down arrow and space bar to add a recipient to the To: field.

Type message and attach file
Type a message to your student. If you wish, click Attach and Browse... to add a file to your message. Click Send. This is just like to attaching a file to a regular email.
If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

How do I send a message to a group?

Open Address Book
Click on the Address Book icon in the "To:" field. Then click on the group name to select the group members. After clicking on the group name, you have the option to choose who you want to send it to. Check the box next to Select All to send the message to your whole group. Press Return (on a MAC keyboard) or Enter (on a PC keyboard) to exit the menu and begin composing your message.



TypeGroup Name

The easiest way to address a message to a group is to start typing the group name in the "To:" field. MyCampusClone will bring up all the matching names. Click on the group name you want to send the message to. Check the box next to Select All to send the message to your whole group. Just press Return (on a Mac keyboard) or Enter (on a PC keyboard) to select the group from the list.

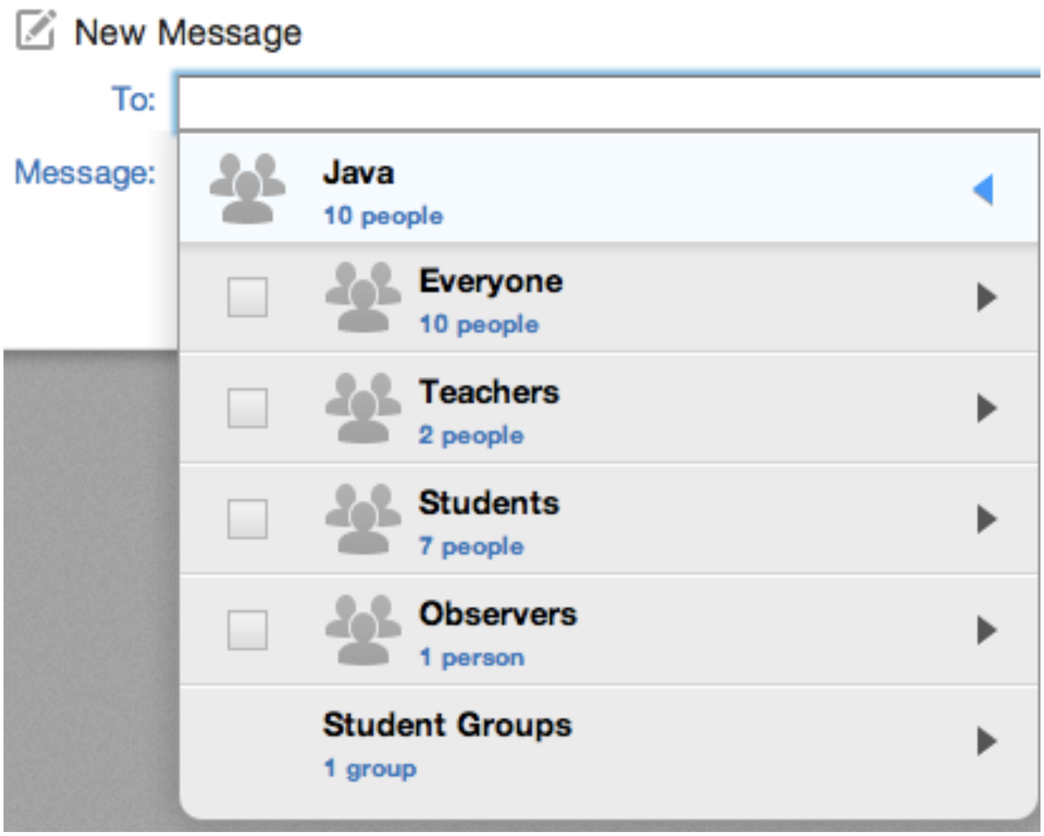
Verify recipient list

The name of the group will appear in the "To:" field, along with the number of individuals who will receive your message. In this example, the message will be sent to 2 people in the group.

How do I send a message to my class?

Open Address Book
Click on the Address Book icon in the To: field. Then click on the course name to select the entire course. After clicking on the course name, you have the option to choose who you want to send it to. Check the box next to Everyone to send the message to your whole class (including the teachers and teaching assistants).

Use arrows to see dropdown menus



You can also use the arrows to get a new dropdown menu to select the people you want to send your message to. You can select Everyone, Teachers, Teaching Assistants, and Students. After clicking on the arrow, you get more options to choose from. Simply check the box next to the name to put it in the To: field.

Verify recipient list

The name of the course will appear in the To: field, along with the number of students who will receive your message. In this example, the message will be sent to 12 people. You will not be able to view the individual names you are sending the message to, unless you select the names one by one.
If you accidentally select the wrong class, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the course name from the To: field. You can also click on the white x next to the course name.

Type your message to the class. If you wish, attach files. Then click Send.

How do I delete a name from the To: field?

Remove a name from the To: field
If you accidentally select the wrong individual(s), press Delete (on the MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s) from the To: field. You can also click on the white x next to the name.

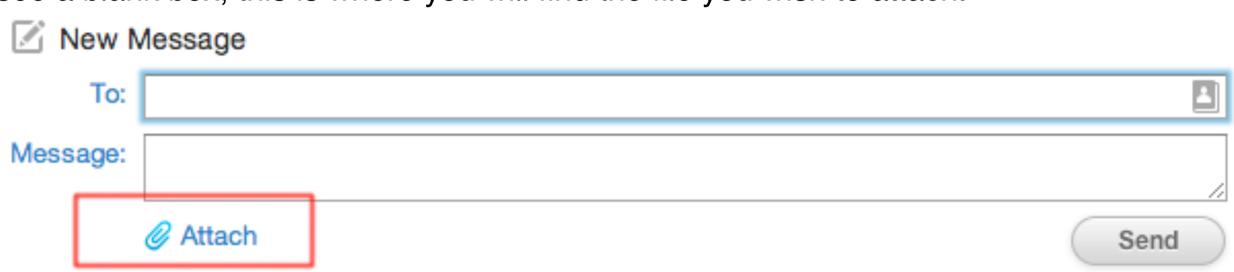
Where is my original message in this Conversation?

Open the Inbox Click on the Inbox button to open and view the Inbox.
Select the Conversation for which you would like to view the original message.
Scroll down to the bottom of the Conversation.
All Conversations are saved in chronological order from newest to oldest. The newest messages appear on the top and the oldest on the bottom. Scroll down to the bottom of the message to view the original message displayed.

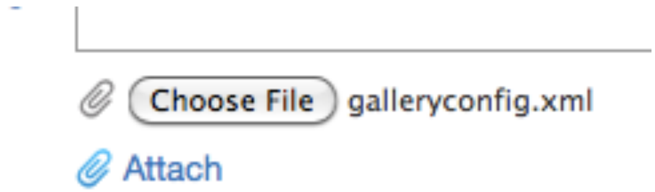
How do I attach a file to a message?

Create a new message

To create a new message, simply click on the pencil and paper icon in the Conversation Inbox. In the New Message window, you will see the word Attach with the paperclip icon next to it. Attaching a file through a MyCampusClone message is the same as attaching a file through your regular email.
Select recipients and type a message
Select the recipients you wish to send the message to. Type a message to your classmate or teacher. Click Attach and Browse... to add a file to your message. You will see a blank box, this is where you will find the file you wish to attach.



Find and select file
Find the file you want to upload and select it. Click on Open to attach the file to the message.



Select multiple files and send message

You can also select multiple files to upload by clicking Attach and Browse... to add more files. After attaching the file(s), click on Send and the recipient(s) will receive the message with the attachment.
If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

Course Activity Stream

What is the Course Activity Stream?

The Course Activity Stream shows you all of the recent activity from a single course. This is different from the Global Activity Stream, which you see in the Dashboard when you first log in to MyCampusClone.

When you first log on to MyCampusClone, you will see a Dashboard activity stream that shows you all of the activity going on across all of your classes. When you combine all of the assignments, discussions, and announcements together into one stream, this can be too much information to digest. The Course Activity Stream shows you the most recent activity from the course that you are currently viewing. In both the Course Activity Stream and the Dashboard, you can quickly reply to Discussions without linking to them first.

Things you might see in your Course Activity Stream include:
- Recent Discussions and Announcements
- Grade changes
- Grading policy changes
- New Assignments and Events from the Calendar
- Assignment date changes
- Invitations to participate in Conferences or Collaborations

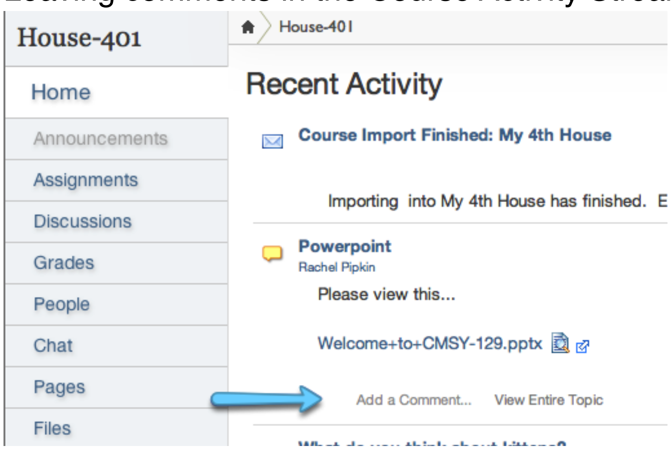
As an instructor, you have the option to show the Course Activity Stream as your Course Home Page or not.

When would I use the Course Activity Stream?

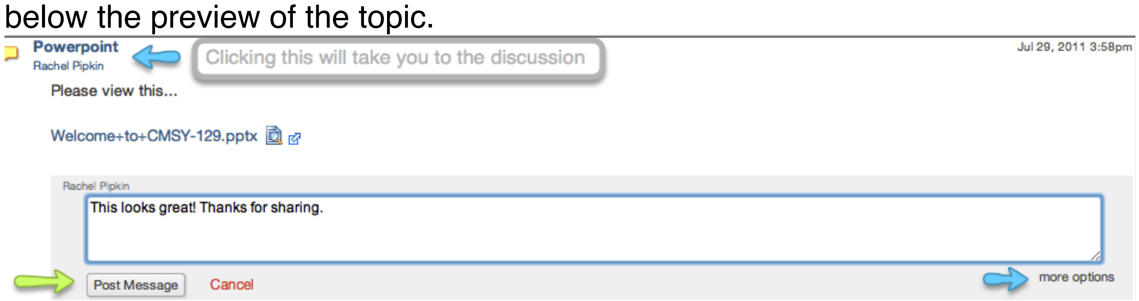
- Use your Course Activity Stream to quickly reply to student Discussions and Announcements without entering the course
- Use your Course Activity Stream to see what has happened since the last time you logged in.

How do I leave comments in the Course Activity Stream?

Leaving comments in the Course Activity Stream



When a discussion is published in the Course Activity Steam, you will have the option to make a quick replay to the comment. To do so, simply click "Add a comment ..." located below the preview of the topic.



After doing so, a field will appear allowing you to add a comment. If you'd like to view the discussion or make a comment that requires more advanced options, click on the topic header or the "more options link under the text field.

Course Home Page

Where is the Course Home Page?

The Course Home Page is the first page that students see when they click on "Home" in their Course Navigation. As an instructor, you decide what you want students to see on the Course Home Page.

You can choose to:

- show your students the Course Activity Stream
- show your students a Page that you'll design yourself
- show your students your Modules for the course
- show your students the Assignments list
- show your students the Assignments list with the Syllabus

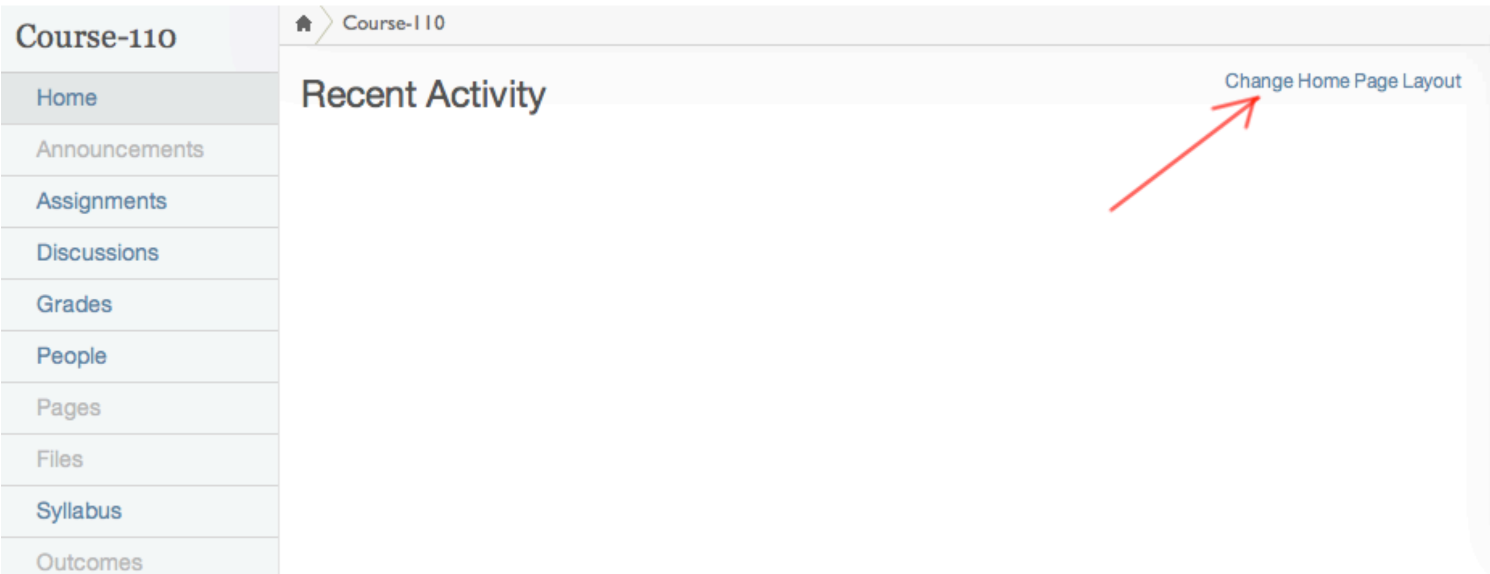
When would I use the Course Home Page?

- Use the Course Home Page to direct your students to the most important resources they will need to be successful in your course.
- Use the Course Home Page to remind students of their upcoming Assignments.
- Use the Course Home Page to outline on a weekly basis what you will be covering in class and how they can prepare.
- Set the Course Home Page as a Course Activity Stream so that you and your students can see the most recent Announcements and Discussions in your course.

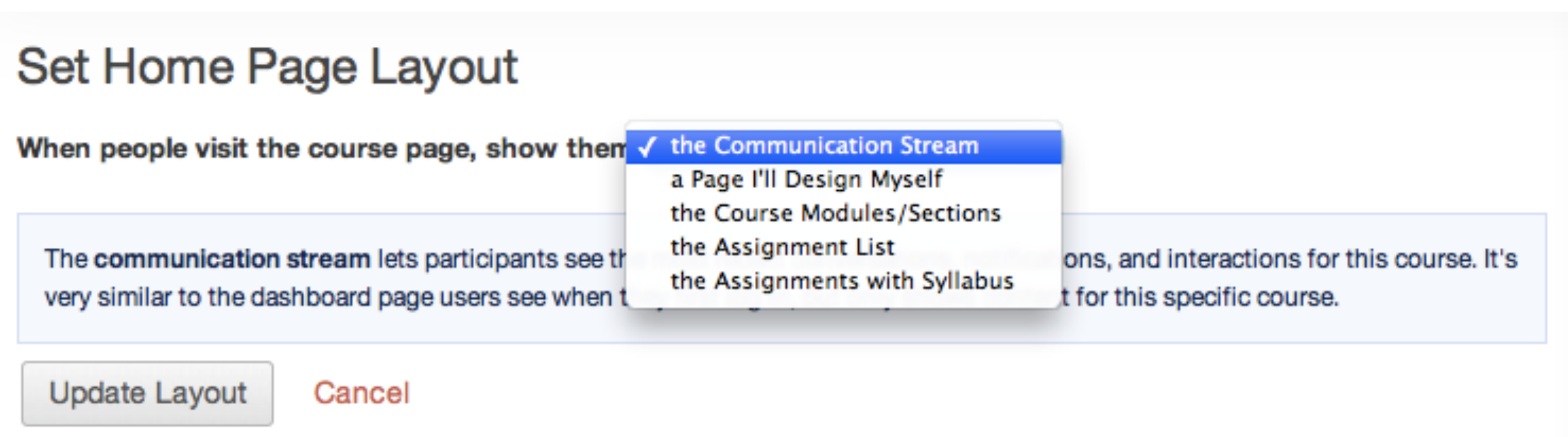
How do I change the Course Home Page?

Setting the Home Page layout

Go to Courses and Groups and Select the Course you are taking.
Click on Change Home Page Layout



Next Select the drop down menu and choose how you want your Home Page Layout to appear.



The Communication Stream: Lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for this specific course.

A Page I'll Design Myself: You can design your own course homepage and include whatever links, images or rich media you would like.

The Course Modules/Selections: You can organize your course into modules or sections, where each section contains a related set of files, assignments, pages, etc. If you want you can also sequence modules by defining criteria and prerequisites that need to be completed before each module is unlocked. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

The Assignment List: This view shows the list of assignments for this course with upcoming and recent assignments at the top of the page.

The Assignments with Syllabus: The syllabus view lets you write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.

Click Update Layout to save

Course Import Tool

What does the Course Import Tool do?

As you facilitate your course in MyCampusClone, you will probably notice certain skills that are difficult for your students to develop. You may have already developed learning activities or content in previous terms and you'd like to quickly pull in to support your students.

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous semesters and quickly import them into existing courses. The same tool is used to import course materials from different Learning Management Systems. Some of the Learning Management Systems currently supported in the Course Import Tool include:

1. Angel 7.4 export (.zip format)
2. Blackboard 6/7/8/9 export (.zip file)
3. Blackboard Vista/CE, Web CT 6+ Course
4. Cengage E-Pack file
5. Canvas Course Export
6. McGraw-Hill Course Cartridge

7. Desire2Learn

The Course Import Tool is also used to move entire courses from semester to semester. In addition to recreating the structure and content of the course, the Course Import Tool will intelligently re-schedule due dates and calendar events to the new date ranges of the new semester, including day substitutions for the new semester (e.g. MWF to TTH).

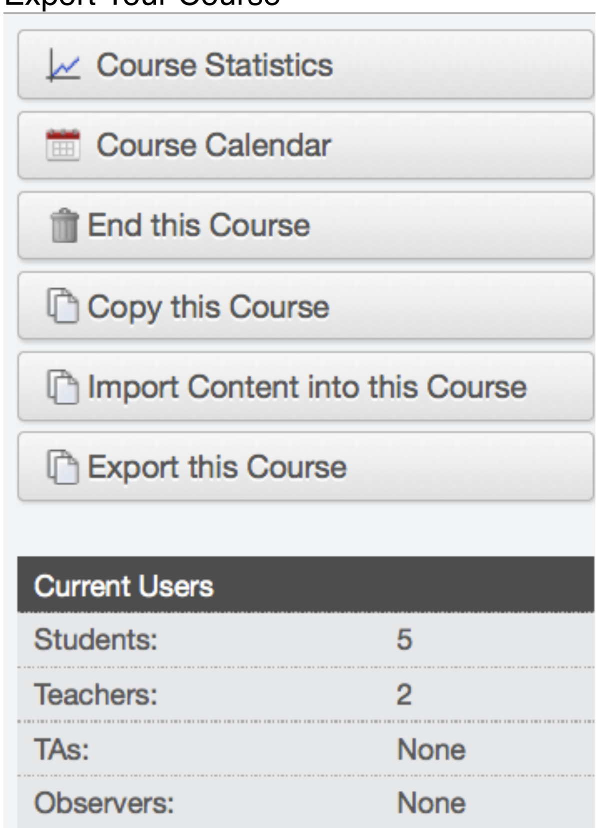
When would I use the Course Import Tool?

- Use the Course Import Tool to copy an entire course from semester to semester, including Announcements and Discussions.
- Use the Course Import Tool to "cherry pick" Assignments, Pages, Files, and anything else from previous courses you or your colleagues have taught.
- Use the Course Import Tool to import course materials from different Learning Management Systems

How do I export a MyCampusClone course?

Navigate to Course Settings Click on Settings in the Course Navigation.

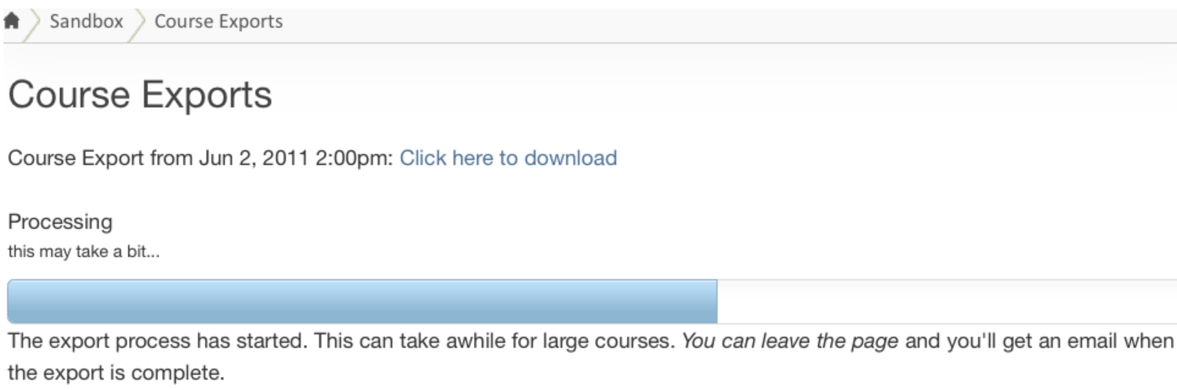
Export Your Course



Click Export this Course in the Sidebar.

Create a Course Export

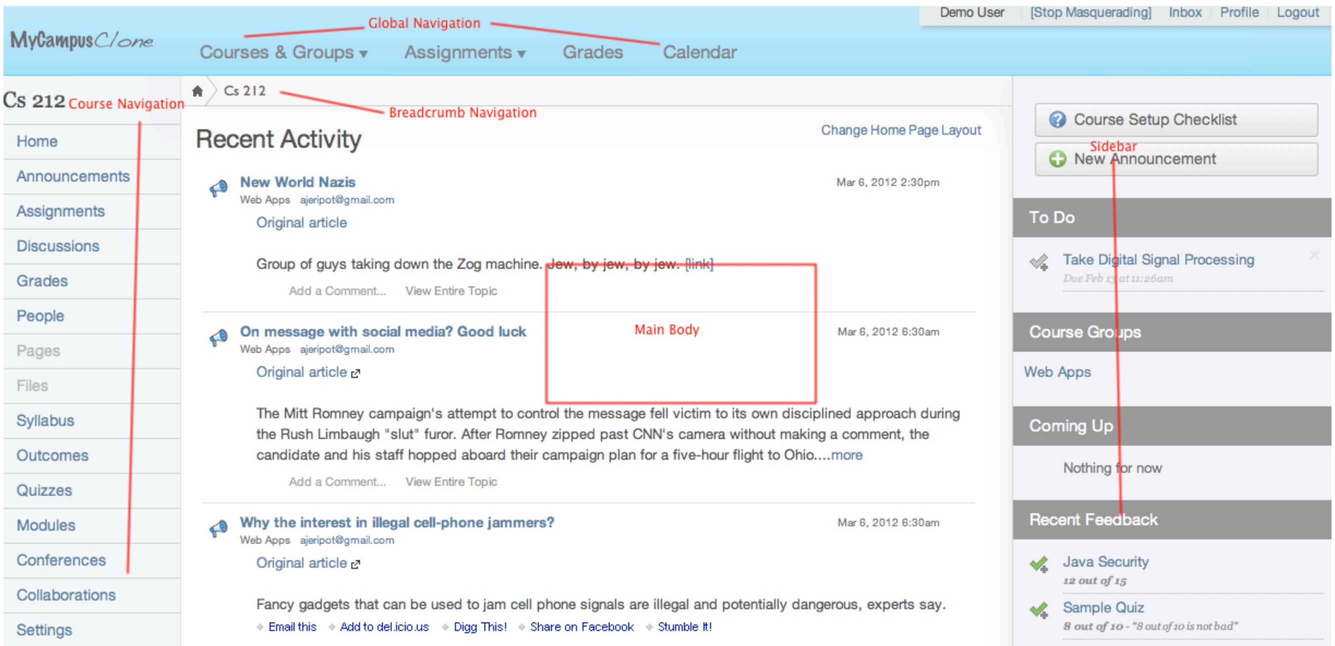
Click Create a Course Export.
Wait for export process to finish



Exporting a course in MyCampusClone may take a few minutes, depending on its size.
You will receive an email when the export is complete.

Course Navigation

How do I navigate a MyCampusClone course?



This screen shot highlights where the Course Navigation, Global Navigation, Breadcrumb Navigation, Sidebar are located inside your MyCampusClone course.

The Course Navigation helps you get to where you want to go within your MyCampusClone course.

The Global Navigation helps you get to where you want to go across all of your MyCampusClone courses.

Course Navigation is a series of links on the left side of your screen that help you get to where you want to go inside of MyCampusClone. When you create a new course, by default, you will see 16 links. They are:

- Announcements
- Assignments
- Discussions
- Grades
- People
- Chat

- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Settings

If a link is grey in your Course Navigation, it means one of two things:

1. You have not used the feature yet. Once you click on the grey link and use the feature for the first time, it will turn blue.
2. You have hidden the link from your students in Settings. Read below to learn how to customize Course Navigation.

In addition to the Course Navigation links to the left, you will notice a series of breadcrumbs above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside your MyCampusClone course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the breadcrumbs to move all the way back to the Dashboard.

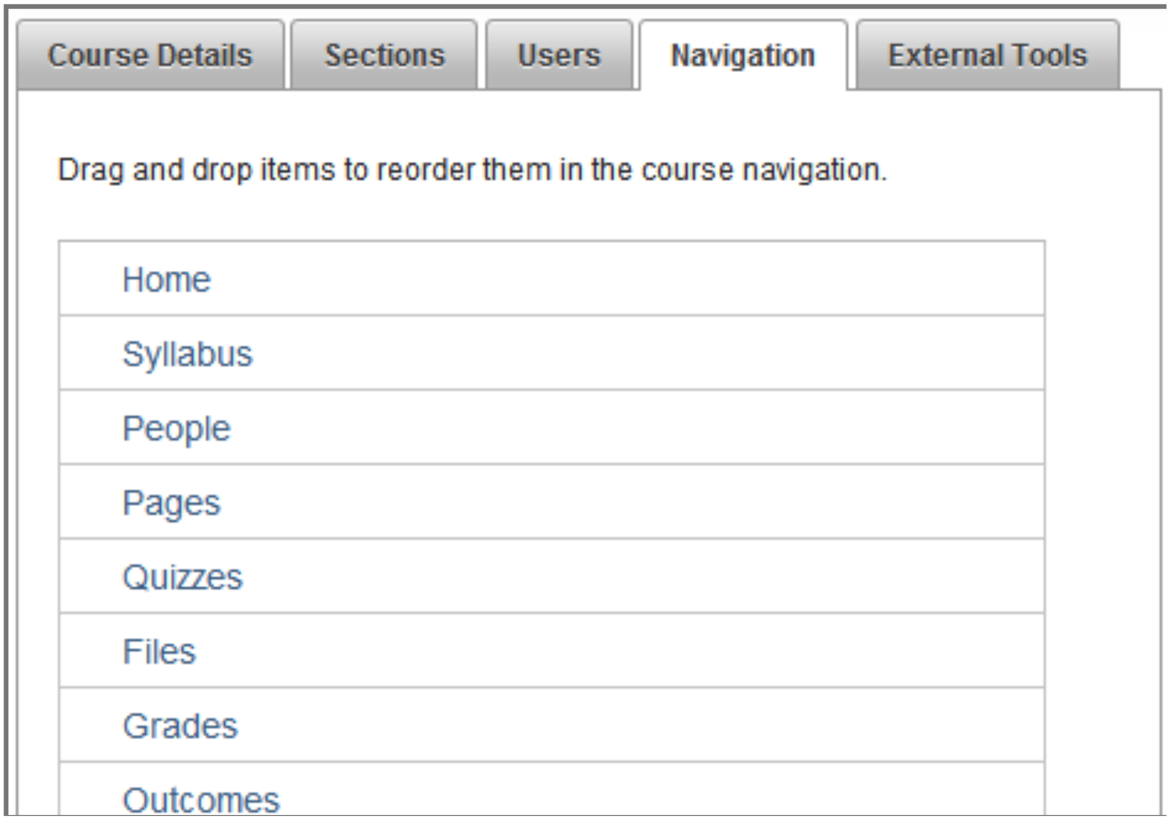
When would I use the Course Navigation?

- Use Course Navigation to explain to your students how to navigate inside of the course.
- Use Course Navigation move quickly to the activities or tasks that you need to complete.
- Use Settings to reorder Course Navigation links in a way that makes sense to you.
- Use Settings to hide Course Navigation links that your students won't need.

How do I customize Course Navigation links?

Teachers can hide and reorder links in the left navigation for their courses. By default, all links are enabled for all courses. However, links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for teachers. For example, if there are no learning outcomes set for the course, the teacher will see the "Outcomes" link in gray, and students will not see the link at all.
To customize navigation, go to the "Settings" in the left navigation bar

Then click the 'Navigation' tab



Drag and drop links in the list to rearrange them. If you don't want them to show up at all, drag them down below the "Drag items here to hide them from students" message. Click Save to update the navigation.

Course Setup Checklist

What is the Course Setup Checklist?

The first few times you create a new course in MyCampusClone, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in MyCampusClone. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the "Users" tab in Settings
- Select the links you wish to display in the Course Navigation under the "Navigation" tab in Settings
- Choose a layout for your Course Home Page

- Add events and Assignments to your course Calendar
- Add TAs to the course under the "Users" tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course
- You can choose to minimize the Course Setup Checklist pop-up window at any time by clicking the x button in the top right corner.

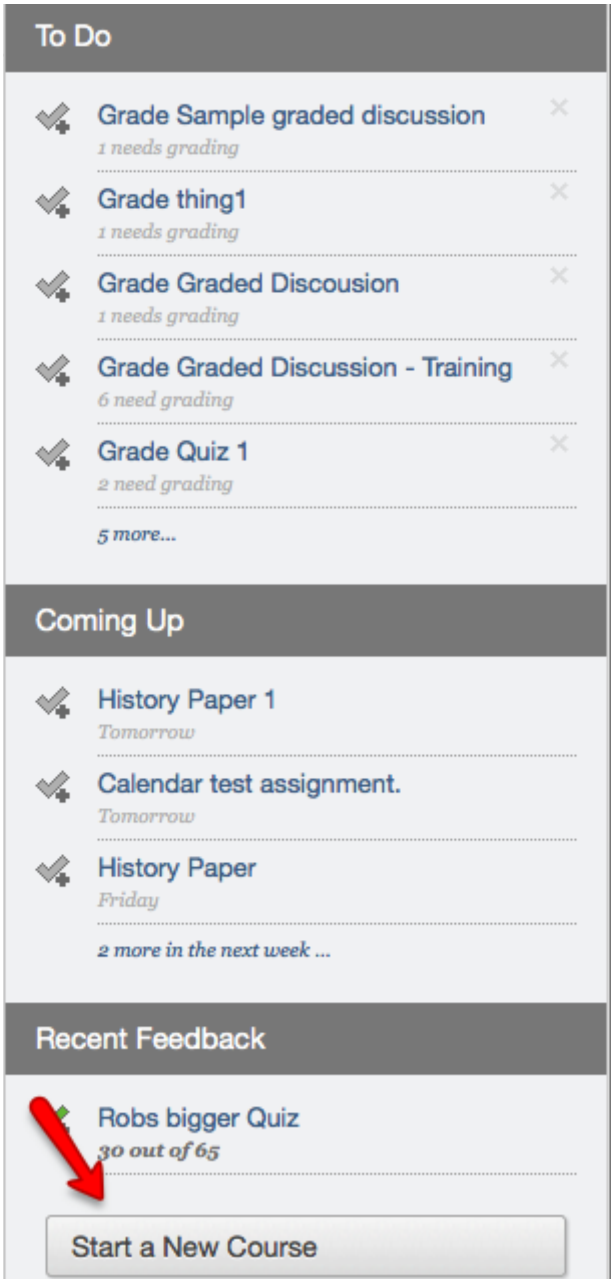
You can access the Course Setup Checklist at any time by clicking on the Course Setup Checklist button in the Sidebar of your Course Home Page.

There's a few areas in MyCampusClone where we use the word "Publish". So I'll explain what the meaning is on each different context. When you first come into a course that's been created for you, it originally starts in an unpublished state. What this means is that you can add students and teacher and TAs to your course but it isn't available to the students yet. This allows you to set up your course and get the content in and ready before it starts sending out notifications to all the students. As soon as you're ready then you just click this button and it will become published and made available to the students; they'll be able to see it and it will show up in their course menu.

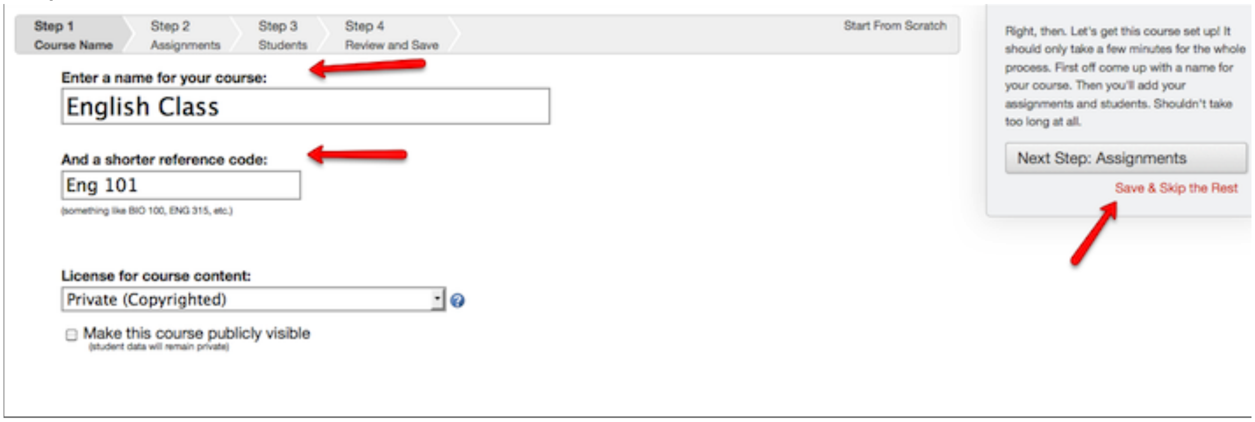
How do I create a new course shell?

Creating a new Course in MyCampusClone

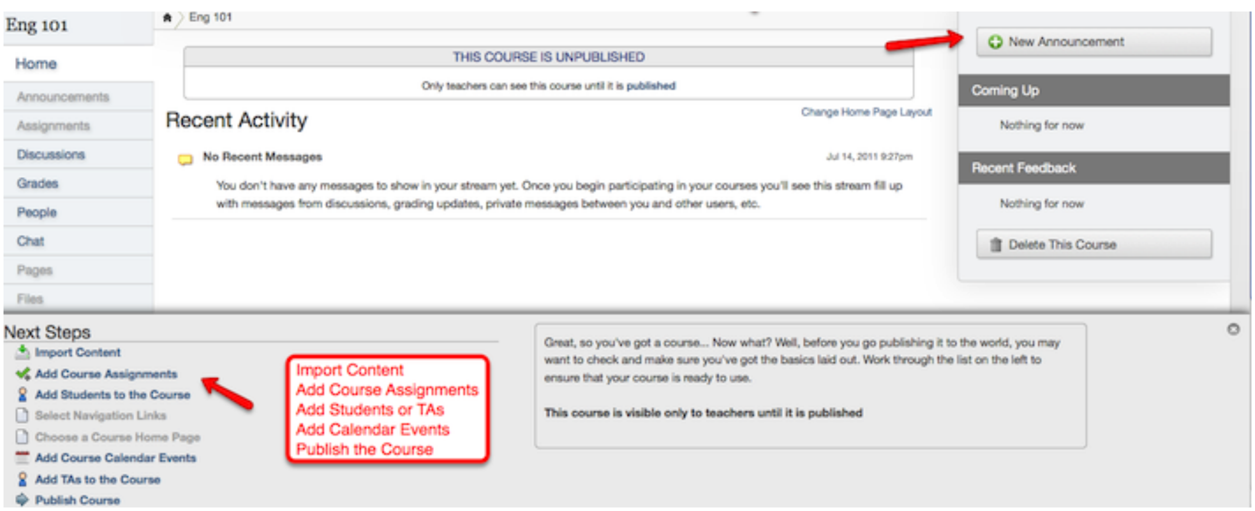
From the Home screen click on Start a New Course


To Do
Grade Sample graded discussion
1 needs grading
Grade thing1
1 needs grading
Grade Graded Discousion
1 needs grading
Grade Graded Discussion - Training
6 need grading
Grade Quiz 1
2 need grading
5 more...
Coming Up
History Paper 1
Tomorrow
Calendar test assignment.
Tomorrow
History Paper
Friday
2 more in the next week ...
Recent Feedback
Robs bigger Quiz
30 out of 65
Start a New Course

Enter in the Name of your course and Create a shorter reference code. Click on Save & Skip Rest.



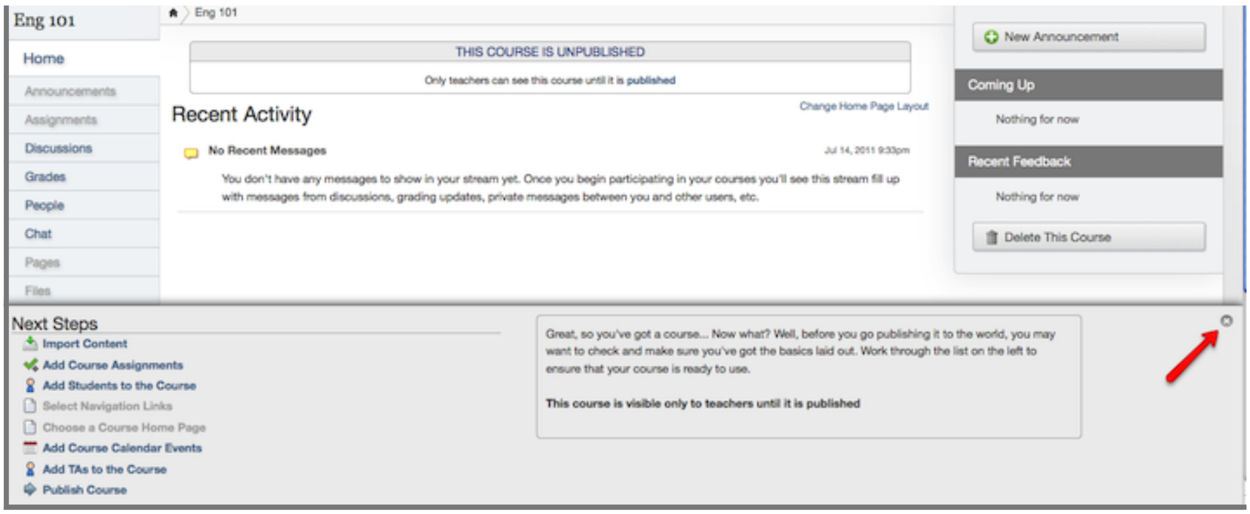
Note on the next screen you see where your Course was Updated Successfully. In this area you can also Import Content, Add Course Assignments, Add Students or TAs to your course, add Calendar Events or Publish your course. You can also create New Announcements.



**Only teachers can see your new course until it is published. Students will ONLY see the course content after it is published.

How do I close the Course Setup Checklist?

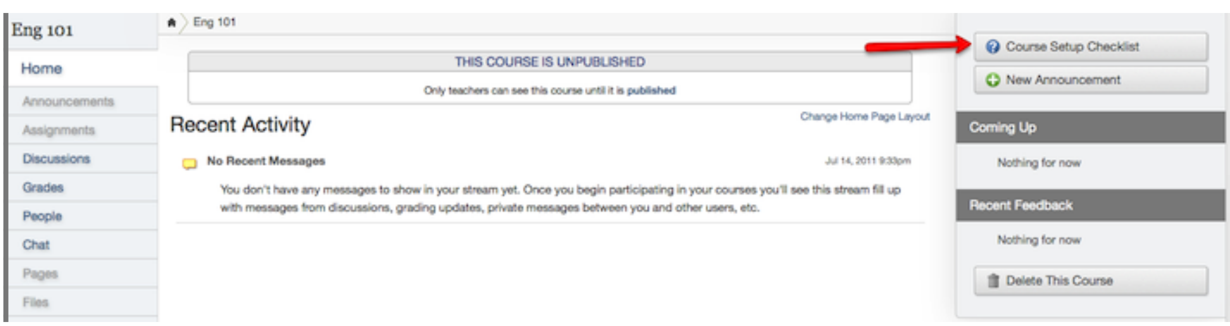
Closing the Course Setup Checklist



The Course Setup Checklist allows you to navigate quickly to add components to your course. In order to close the Course Setup Checklist click the X in the top right corner of the bottom navigation window.

How do I open the Course Setup Checklist?

Opening the Course Setup Checklist



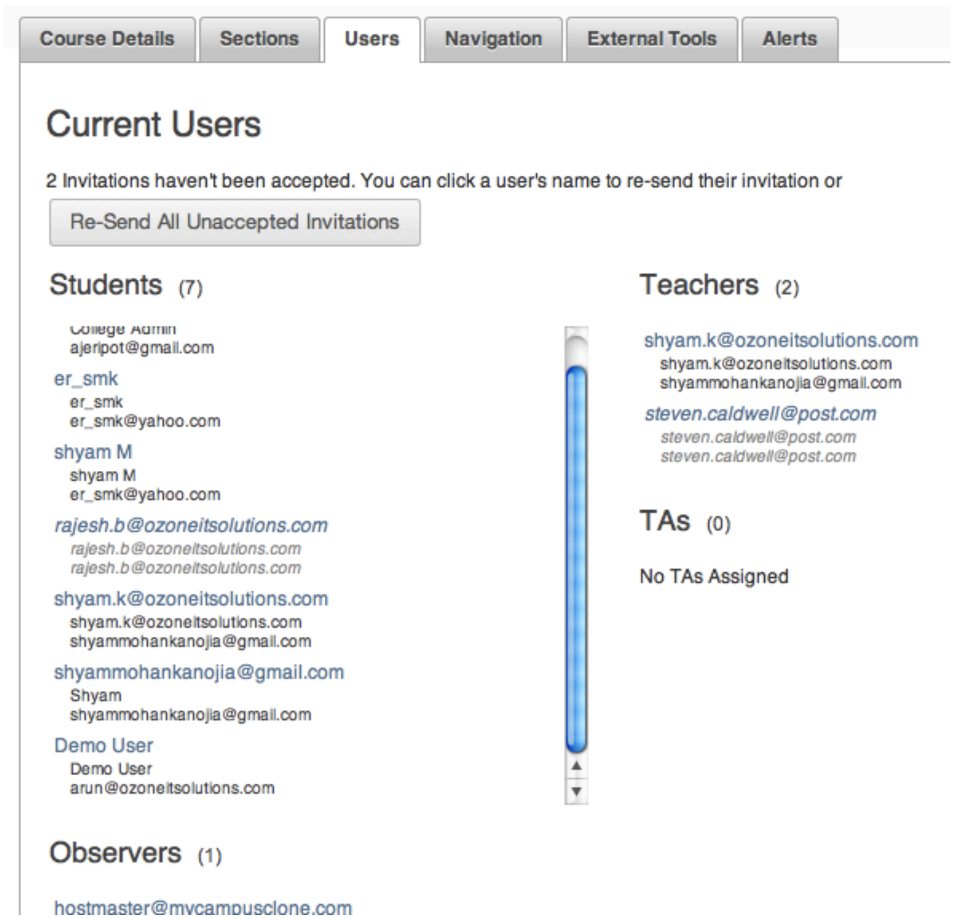
To open the Course Setup Checklist click the ? In the upper right corner. This will place the Checklist back down at the bottom of the page.

How do I manually invite students to my course?

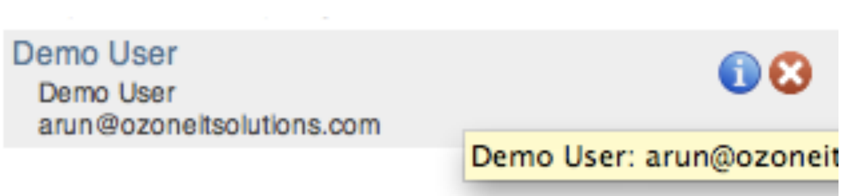
When a course is published, an invitation and registration email is sent out to all students. In the instance a student needs the invitation email sent to them again, this is how.

After logging in to your course, go to "Settings" in the left navigation bar

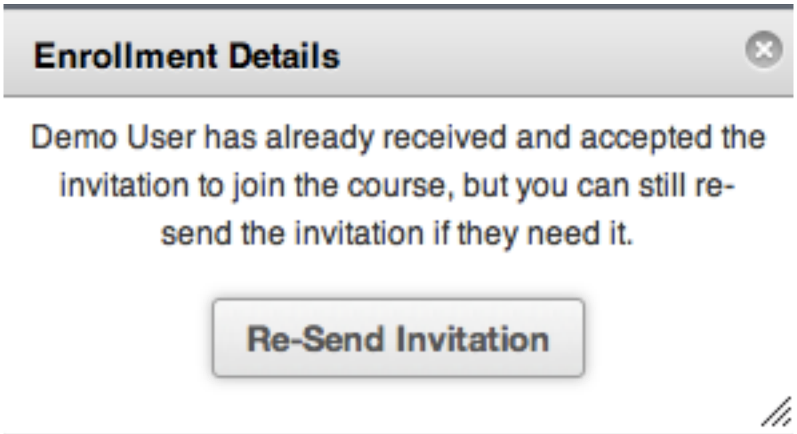
Then go to the "User" tab at the top



Locate the students name that needs the email resent and hover your mouse over it. Click on the "i"button.



A popup box that looks like this will appear. Click the "Re-Send Invitation" button and an invitation email will be sent out to the student.

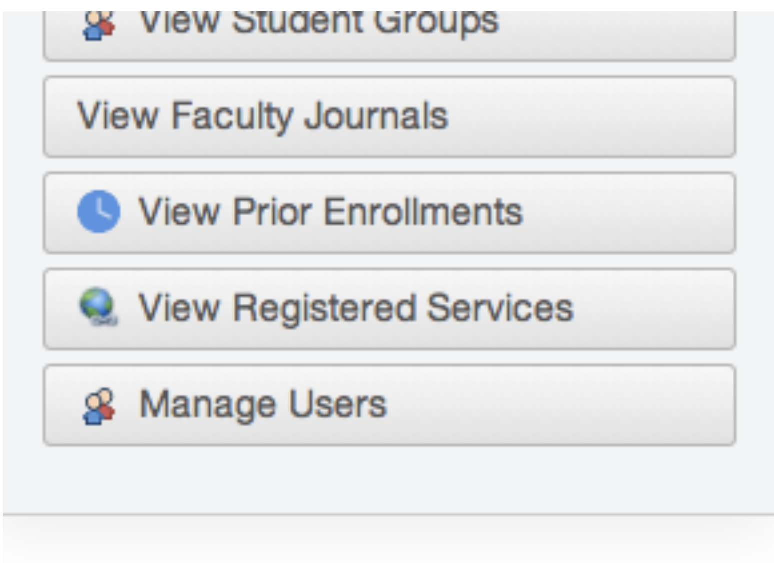


How do I resend student invitations?

Resending Invitations

In the event you need to re-send invitations to all of your students in the course click People on the left navigation bar.

Click Manage Users in the side bar on the right.



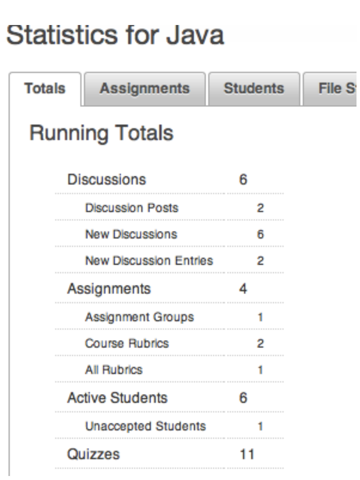
Click Re-Send All Unaccepted Invitations. This will send out an email invitation to any students who have not accepted their invitations.

Course Statistics

Where can I find statistics about page views?

Viewing Course Statistics on page views

Course Statistics for MyCampusClone are located in the Settings tab at the bottom of the navigation bar. From here you click on the Course Statistics button at the top the Side Bar. The main course statistics page will give page different statistics about your course.



Course Status

What are the different states of a MyCampusClone course?

MyCampusClone courses can be "unpublished", "published", "concluded", "deleted" "private", and "public". Learn about the various states of a MyCampusClone course below.

MyCampusClone courses have three essential states: unpublished, published, and concluded. Unpublished courses are courses in preparation; they are courses being authored by instructors, instructional designers, and administrators. While a course is unpublished, students cannot access or participate in the course, nor is the course made available in any catalog. When the course material is deemed ready by the designer, instructor, or administrator, it may be published with the click of a button. When a course is published, it is instantly available to students who may be assigned via SIS integration or manually by the instructor, administrator, or TA. When published, activity is dictated by the dates and status of course assignments and modules. Individual assignments, modules, or other course content can be individually locked (made unavailable to students) or assigned a date in the future, prior to which students will not be able to see or participate in said course component.

After a course is finished, the instructor or administrator may mark it as concluded. When done, the course enters a read-only mode: students are no longer able to make submissions or changes. This is the archive state of the course. An instructor or administrator can continue to use the course as a framework or template for future courses using MyCampusClone' course copy feature.

What is the difference between concluding and deleting a course?

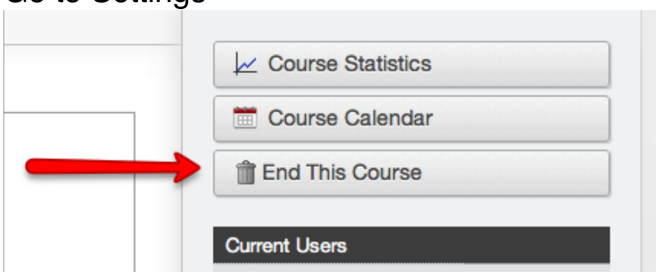
Concluding vs. Deleting a MyCampusClone course

When you're done with a course, you can end a course. We have a different concept and it's called concluding a course. What this does is that in your course menu, we show all of the current courses that are available for a specific user. These are the current courses in the current semester. The concluded courses go into a read only mode so that teachers and students can refer to those courses that have already passed and are already done. They only show up in this list, which are just the active courses but you can always get to them with the other active enrollments. So I can see all the courses I'm involved with including my old courses that I've already completed. You can also delete a course which will not list this group at all in neither the menu or the enrollments page for past enrollments as well. Deleting a course can be recoverable, but it will cost you since you'll have to bribe your course admin. After a

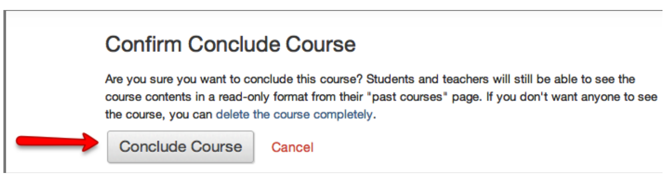
course is concluded, it goes into a read only state. This means that everyone can see the course content and their contribution inside that course but they won't be able to actively participate in that course, either via the discussions or in turning in different assignments. So typically you won't have to worry about concluding this course since the end date of the course will automatically conclude the course on your behalf. Also, at your institution, a specific term like a winter semester or a fall semester also has this specific end date which will conclude all the associated courses within it.
So normally you don't have to do any of that and it's done for you.

How do I conclude my course at the end of a semester?

You may decide you want your students to retain access to your course, but do not want it to appear in the active course list. This is referred to as "Concluding a Course."
Log in to your MyCampusClone course
Go to Settings



Click the "End This Course" on the right.



Click the "Conclude Course" button.

Now when you hover over your Courses at the top, you will no longer see that course. To access that course, hover over Courses and you will see an option in the bottom right "See All Enrollments". After clicking on that, you will see a section at the bottom of the page called Past Courses that contains your archived course.

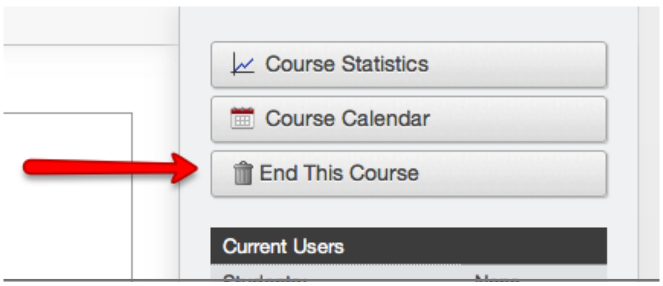
How do I permanently delete my course?

Deleting courses is permanent...use with caution

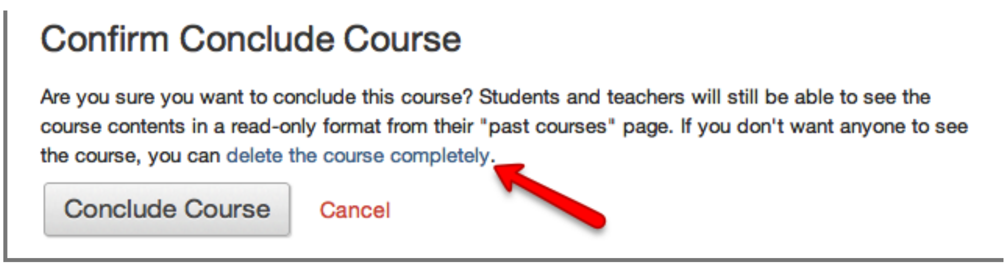
You may decide you want delete your course from MyCampusClone completely. This is referred to as "Deleting a Course."

How to delete a course

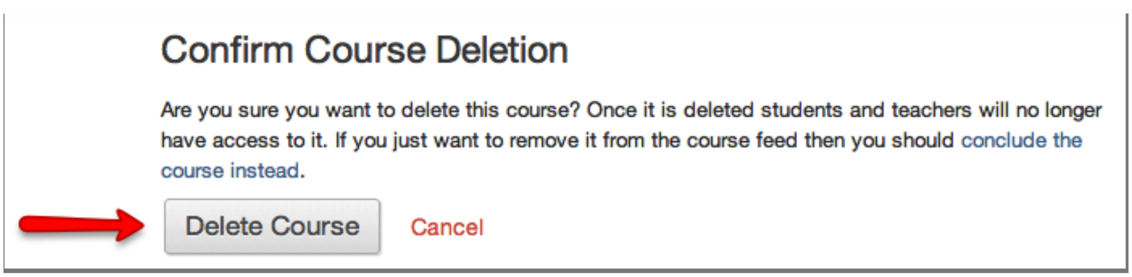
Login to MyCampusClone and navigate to the settings page for the course you want to delete.



Click the "End This Course" on the right



Click the "delete the course completely" link



A confirmation page is next. Click the "Delete Course" button.

Now when you hover over your Courses at the top, you will no longer see that course.

Dashboard

How do I use the Dashboard?

The Dashboard consists of three main elements: Global Navigation across the top of the page, a to do list with upcoming events on the Sidebar, and the Global Activity Stream that comprises the body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"

When would I use the Dashboard?

Use the Dashboard to see what is going in all of your courses.
Use the Dashboard to quickly leave comments or answers for your students.
Use the Dashboard to see at a glance what assignments need to be graded.

The Dashboard offers two different views of the calendar: in the main navigation you can view a traditional calendar with events for all courses, and in the right navigation, you can view a text list of upcoming events.

The to do list is on the right side of the page and contains a list of items and events that need to be completed in the course. Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.

The main body of the Dashboard contains a stream of recent activity for all of your courses. There are announcements, calendar events, discussion postings, due dates, and grade updates. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. Users can quickly comment on recent discussions without having to enter a specific course.

In essence, the Dashboard is designed to let students and teachers know what is new across all of their courses, and what they should be working on.

Discussions

What are Discussions?

MyCampusClone provides an integrated system for threaded discussions so that both instructors and students alike can start and contribute to as many discussion topics as desired. Discussions are date stamped when created, or replied to, and can be enhanced with any rich media like video, images, wikis, files attachments, and can be created as an assignment for grading purposes (which is then seamlessly integrated with the MyCampusClone grade book), or simply as a forum for topical and current events.

Private discussions can also be initiated within student groups, which are not viewable by others within the course. Instructors can delay the posting of the Discussion topic until a defined date, make the Discussion an Announcement, add a rubric so the student will know how their participation will be evaluated, or require students to post before reading another students reply.

If the Discussion is graded, the MyCampusClone SpeedGrader isolates each student's comments from the thread, and combines them into one easily readable view for grading.

When would I use Discussions?
Use Discussions to help students start thinking about an upcoming Assignment or class discussion.
Use Discussions to follow-up on a conversation or questions that began in a face-to-face classroom.
Use Discussions to test student comprehension of important points made in class.
Use Discussions to debate contradictory ideas. Use Discussions to brainstorm different approaches to a class problem.

ePortfolios

What is an ePortfolio?
Because ePortfolios are tied to the user Profiles and not a specific course, users can build an unlimited number of ePortfolios in which to collect and document their educational projects, submissions, experiences, and other work products. Users can keep ePortfolios private or share with other students, instructors, and/or future employers. The MyCampusClone ePortfolio tool is provided to institutions at no additional cost.

In MyCampusClone, student ePortfolios remain active as long as the student is in the institution's SIS and maintains a school log-in, they will have access to their ePortfolio even after they graduate. MyCampusClone also offers the opportunity for the students to download their ePortfolio to a zip file.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

When would I use ePortfolios?

Use ePortfolios for online educational journaling and reflection
Use ePortoflios to create an online site that can be turned as an online Assignments
Use ePortfolios to demonstrate mastery of course Outcomes
Use ePortfolios to share your best work from multiple courses
Use ePortfolios to showcase professional-quality work for prospective employees

What is the ePortfolio dashboard?
From the "Welcome to your ePortfolio" page you can control visibility and other settings
The "Getting Started Wizard" is a great resource to help you customize your ePortfolio
The "Go to the Actual ePortfoloio" will show you what others see when they view your ePortfolio Your ePortfolio is Public/Private tells you the current visibility of your ePortfolio

If your ePortfolio is Public anyone can view it if they know the address and in the future there will be navigation to your ePortfolio and it will be searchable

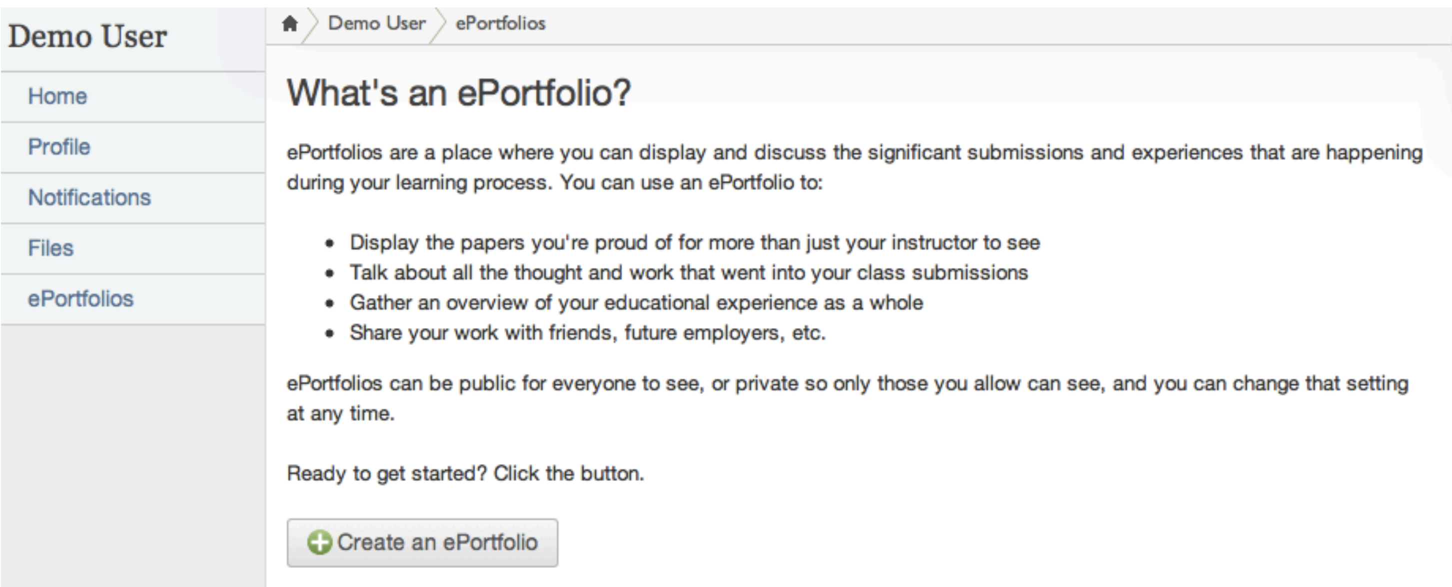
If your ePortfolio is Private only those with a non-guessable special link you give them can access the information. The link is available by copying the destination of "Copy and share this link..." or by going to your portfolio and sharing that URL.

Recent Submissions allows you to make any recent coursework part of your ePortfolio You can download the contents of your ePortfolio as a zip file by clicking the provided link

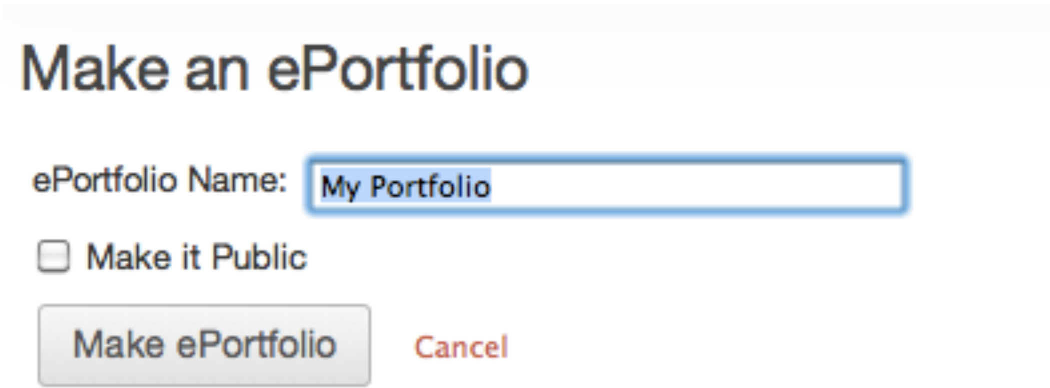
You can delete your ePortfolio with the provided link In the left-hand navigation under you can Organize the sections of the ePortfolio or modify the name and visibility with the "ePortfolio Settings" link

How do I create a new ePortfolio?

Click the Profile link.
Click on the ePortfolio link in the Profile Navigation.

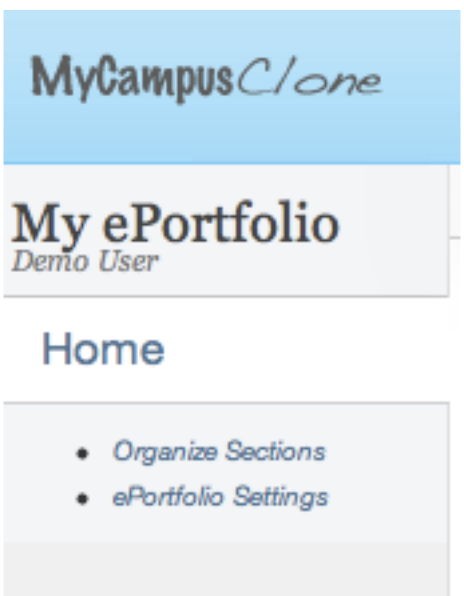


Once in the ePortfolio, there are several options for creating your portfolio, including a wizard that will walk you through your creation, step by step.
From the ePortfolio page click the Create ePortfolio button



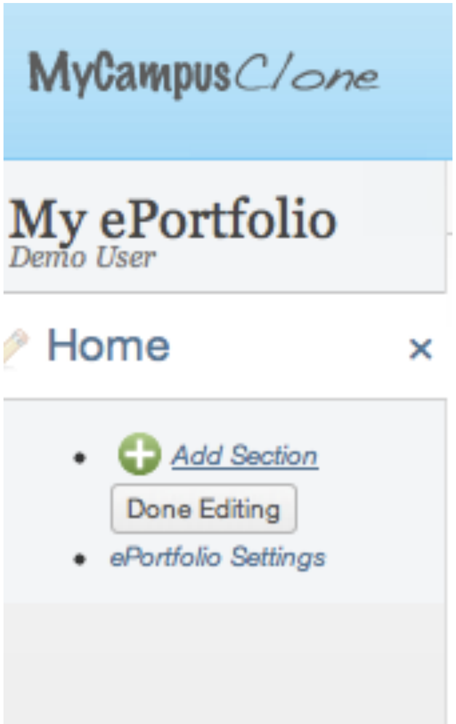
Name your ePortfolio
Decide if your ePortfolio will be public (you can change this setting later) Click the "Make ePortfolio" button

How do I create a new ePortfolio Section?

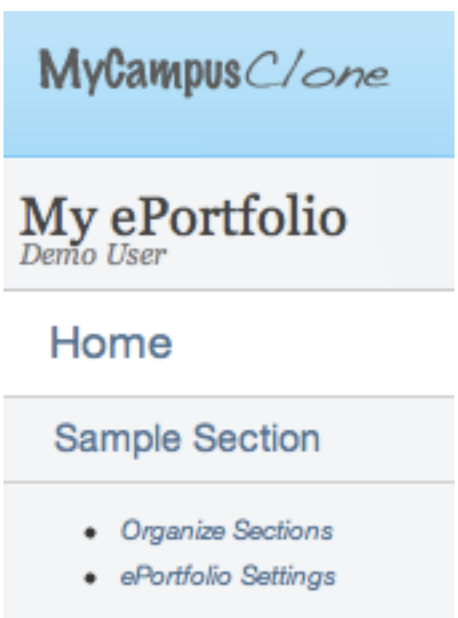


Create an ePortfolio Section
Sections are listed along the left side of the window. Each section can have multiple pages inside of it. To organize or add sections, click the Organize Sections link.

Next click on Add Section



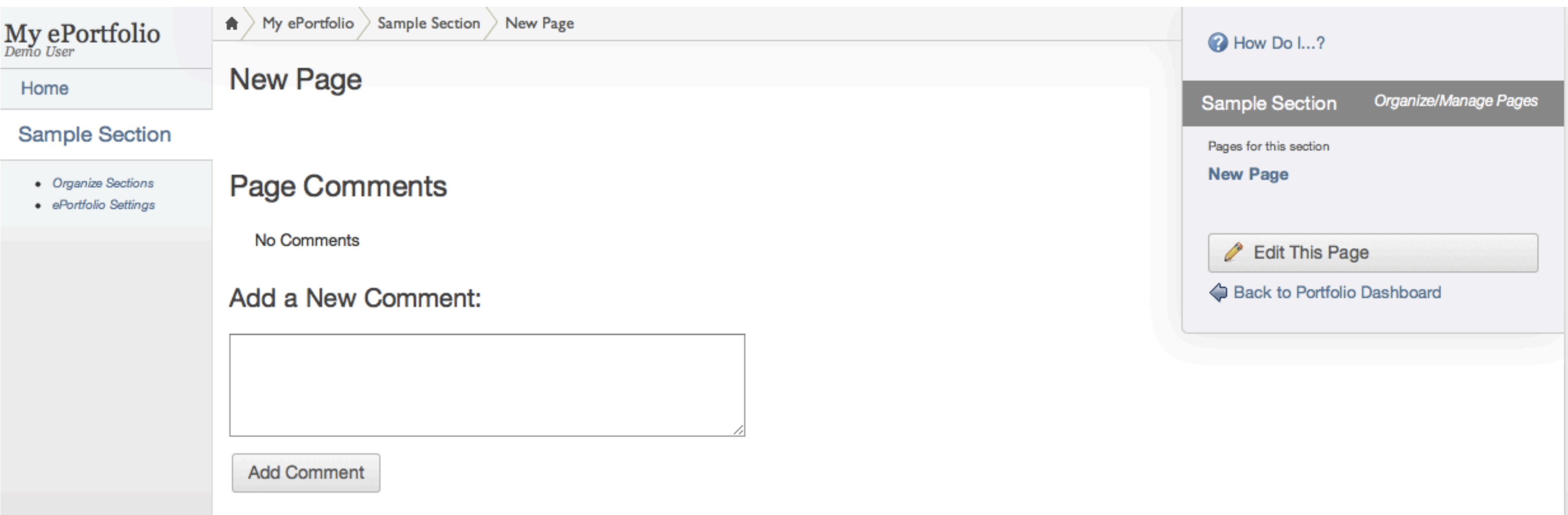
Enter in the text field the name of your new Section.



You can rename any section by clicking on the pencil icon that appears, rearrange sections by clicking and dragging them, or delete sections by clicking the × icon. When you are finished adding and/or editing your new Portfolio Sections click on the Done Editing button.

How do I edit the default page in my ePortfolio section?

Adding content to your ePortfolio



To add content to your new Section, click on the Section link you just created. The content you see on a page is the same content any visitors will see. To edit this content, click the Edit This Page link.

Once you are in the Editing screen you can create a new Page Name, Add Content (Rich Text Content, HTML/Embedded Content, Course Submission and Image/File Upload). Make sure to click Save Page to save your edits. You can also Allow others to make Comments on this Page.

You can Make Comments Public
Click on the link Rich Text Content and a WYSIWYG editor will appear. You can add: http:// links, Images, Equations, Equella Links, Insert Tables and add Text.
You can also choose to add HTML/Embedded Content by clicking on the link and adding your html code to the content editor.

To add one of the items that you have submitted from one of your courses click on the Course Submission link. Then highlight one of your submissions and click the Select Submission button.

To add one of the items that you have submitted from one of your courses click on the Course Submission link. Then highlight one of your submissions and click the Select Submission button. Make sure to always Save your work. It is good practice to click on Save Page every time you add a new piece of content.

How do I enable comments in my ePortfolio?

Commenting on an ePortfolio Page
Once your Portfolio Pages are completed viewers can comment on your ePortfolio submissions by typing in the Add a New Comment text space. Then Click on Add Comment.
Making your ePortfolio Public

By default it's private, which means it's just to the student who's creating it, unless you give this specific shared secret, this specific link, that if they have the link they can look at your ePortfolio. And if you wanted to share this with the world at large, you can go to your portfolio settings and then make it public. Which means again that we check the access policy before we let anyone view your ePortfolio and this would be to the general public which is anyone on the internet.

From your Portfolio Dash Board click on Download the contents of this ePortfolio as a zip file to download your ePortfolio. You can then save it to your local drive and distribute it as needed.

Files

How does file storage work?

MyCampusClone users will find access to files (documents, images, media, etc.) in three different places: Personal files, located in each user's profile (students, teachers, and TAs) Course files, located in each course (students, teachers, and TAs unless files are locked by the teacher)

Group files, located in each group (students and teachers who are enrolled in groups) Within the Files tool, users can rename, delete, organize, and upload files. They can also batch upload a .zip file or download entire directories as .zip files.

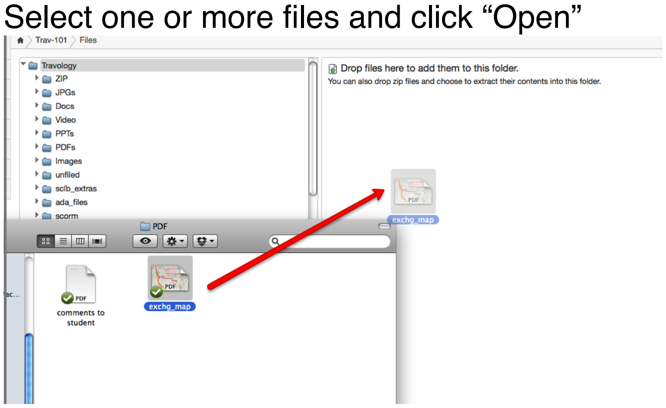
When would I use Files?

Use Files to share course documents and syllabi with your students
Use Files to copy documents from one MyCampusClone course to another
Use Files to organize course documents by day, week, or unit
Use Files to store personal documents that you don't want to share with others

How do I add a file to my course?

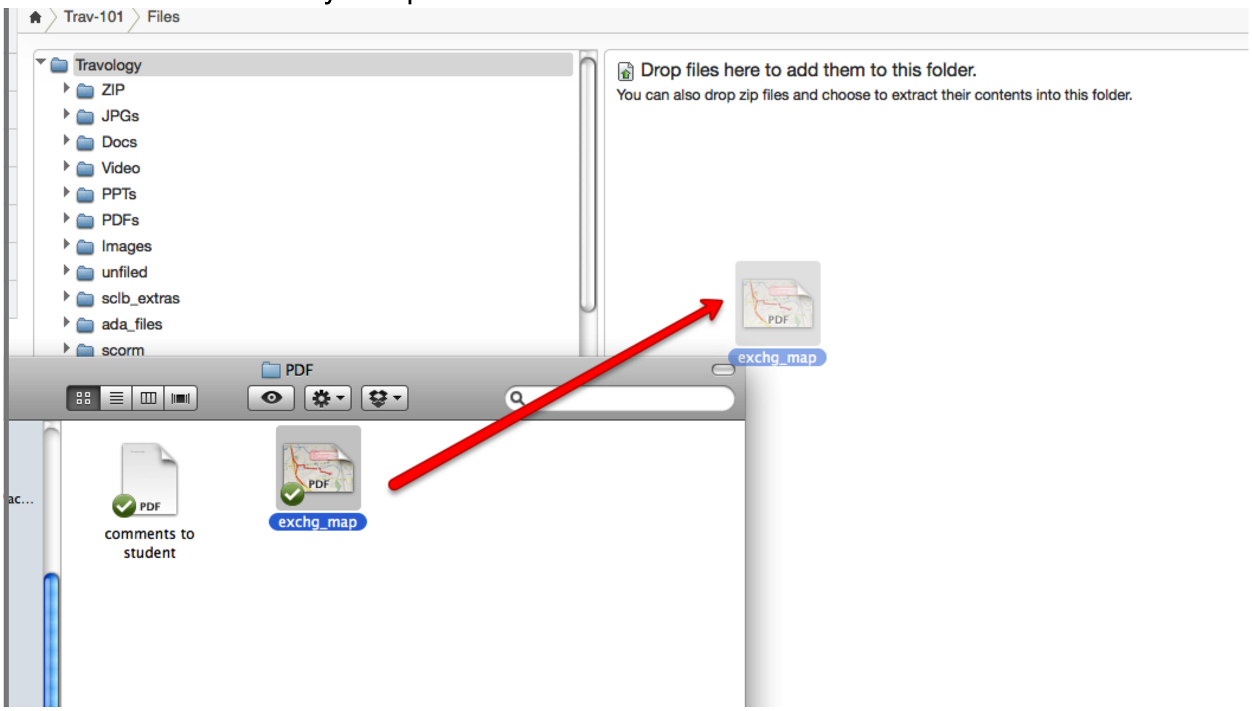
Uploading files to MyCampusClone

To add files to your course, do the following: Navigate to the files area of your course Click on the “Add Files” link on the right side. Browse to the files you wish to add Select one or more files and click “Open”



Uploading files to MyCampusClone via drag and drop in Firefox

Firefox contains a unique feature which allows the teacher to add to files by simply dragging and dropping the files from a file window directly into the MyCampusClone file repository.
In the screenshot below, you can see the user dragging a file from their workstation into the Files area within MyCampusClone.

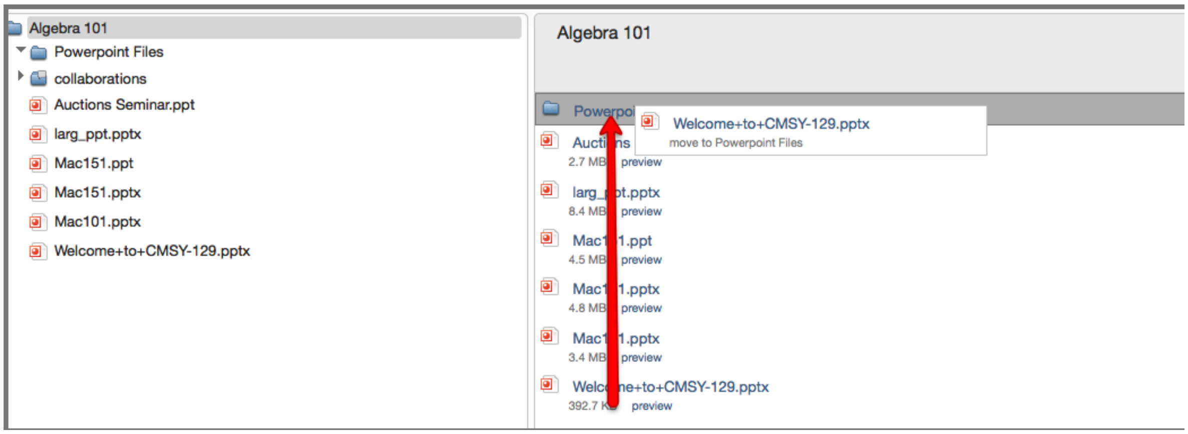


How do I import .zip files?

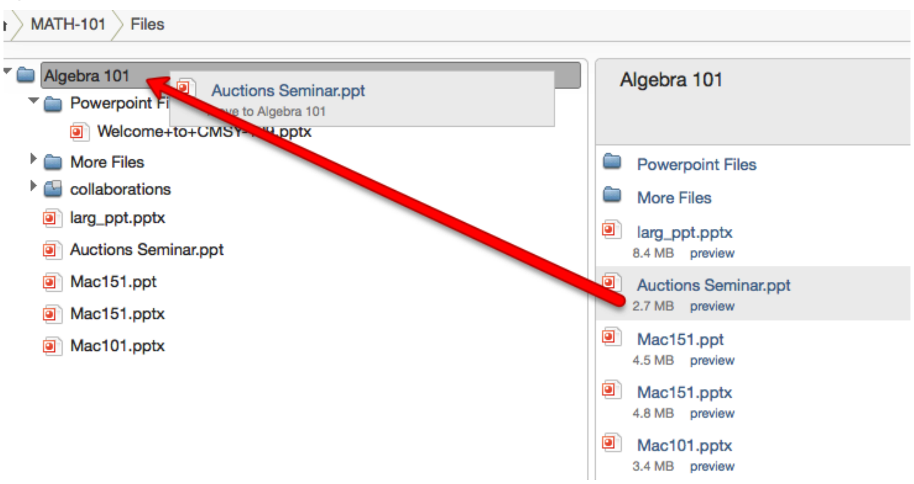
Importing files in .zip format
If you have .Zip files you would like to upload, the MyCampusClone system can automatically upload and unzip these files for you. Simply click on the “Import A Zip File” icon in the Files area as seen in the screenshot below. Once you click on that icon, you will be presented with a dialog box that allows you to choose the .Zip file to upload and tell MyCampusClone where you want the file uploaded to.

How do I move and organize my files?

Organizing files in MyCampusClone (right to left)
Your files can be easily managed using a basic click-and-drag method; however, you can only drag from right to left or within the right pane. You cannot drag from left-to-right. In the below screenshot, you can see several Powerpoint files are in the root of the Files area; however, I would like to move them into a dedicated folder called “Powerpoint Files” that I have created. I can individually drag and drop each file from within the right-and file pane.



In this next screenshot, I am moving a file from an existing sub-directory and into the root of the main file structure. This type of file move requires me to drag from right-to-left.



How do I delete a file?

Deleting files in MyCampusClone

Deleting files is pretty straight forward. Simply hover over the folder or file you want to delete. You will see the trashcan icon on the right as seen in the screenshot below. Click on the trashcan icon to delete the desired file or the folder.

How do I download a folder in .zip format?

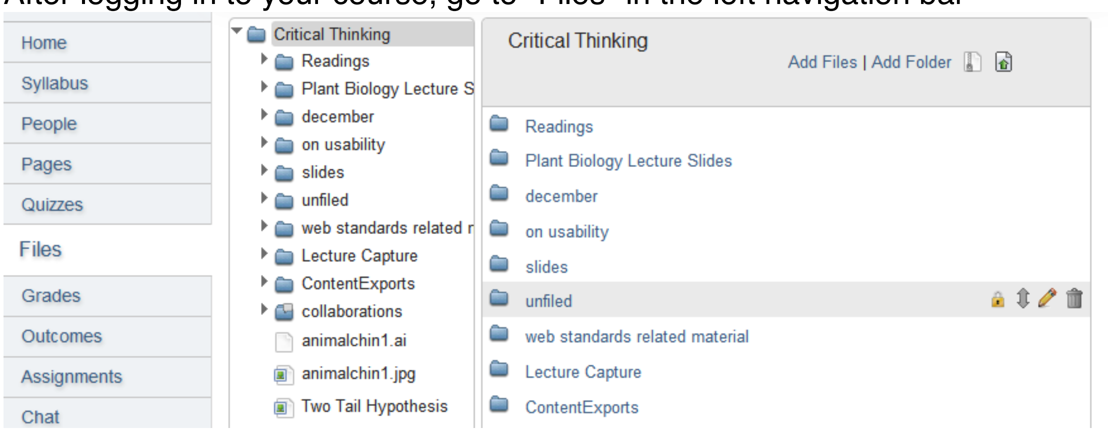
Downloading files in .zip format

You can create a .ZIP file from any directory within your Files area. Click on the .ZIP icon at the folder level. Once you click on the icon, a .ZIP file is automatically generated and you will be given the option to download the .ZIP file as seen in the screenshot below.

You can also .ZIP all the files within the course. Just click on the .ZIP icon while hovering over the top most folder in the Files area.

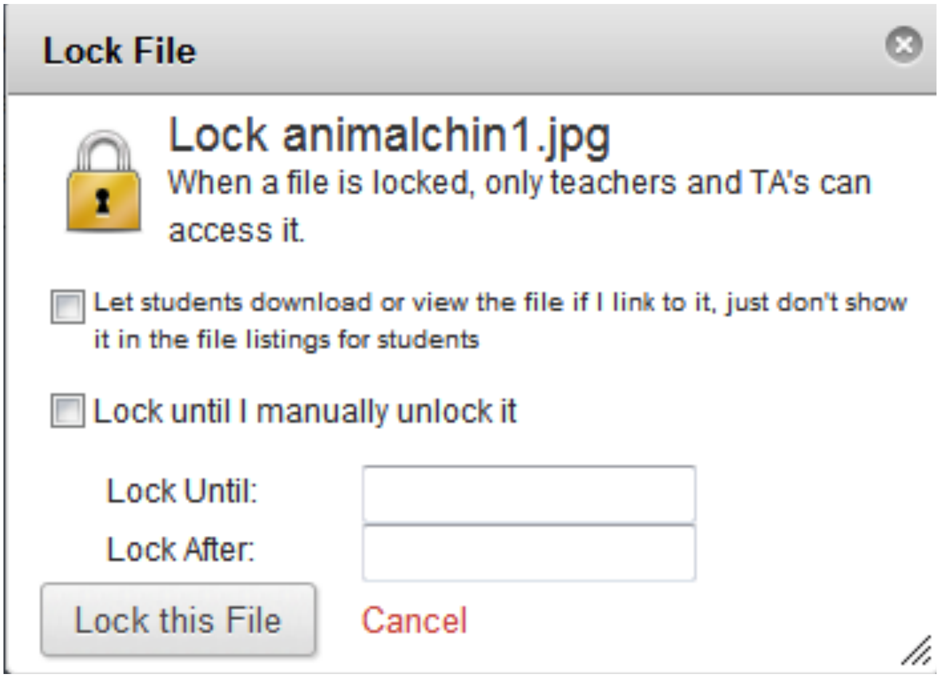
How do I lock files and folders in MyCampusClone?

By default course files are visible to all users. Teachers and TAs can lock files and folders, which means the content will only be visible to teachers and TAs in the course.
After logging in to your course, go to "Files" in the left navigation bar



Then browse to the file/folder you want to hide

Click the "lock" icon next to the file name.

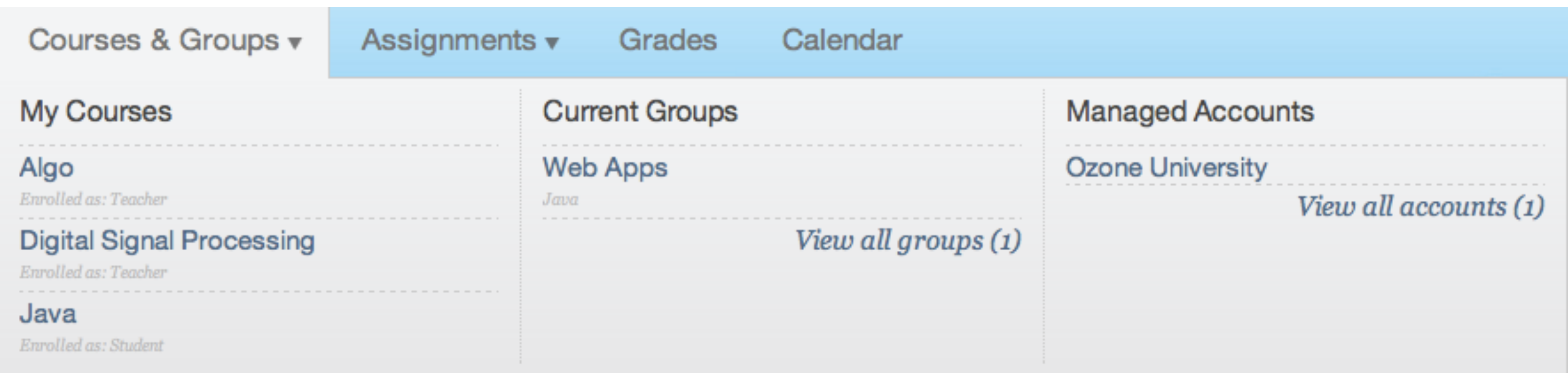


You will see a dialog pop up where you can choose access dates and whether the file should be hidden but downloadable, or completely blocked from student access.
Click "Lock this File" to set the lock.
You will know your file is locked because it will show an "unlock" icon instead of a "lock" icon that it used to show. You can always unlock a file later by clicking the "unlock" icon on a locked file.

Global Navigation

Where is the Global Navigation menu?

Your Global Navigation is found in the upper portion of the web page. It helps you switch between your courses, Groups, Grades, and Calendar. Remember that items in the Global Navigation show you what's going on across ALL of your courses, not just in one course. For example, when you click on Grades you will see grading feedback from all of your courses. Likewise, when you click on the Calendar, you will see events and deadlines from ALL of your courses.



Before you can navigate to courses or groups, you must be assigned to one or more. If after logging in you do not see the "Courses" Menu item in the Global Navigation, you are not part of any courses or groups. Mouse over the Courses & Groups menu item. A drop-down menu will appear with a section for courses you are a part of called "My Courses" and a section for groups you are in called "My Groups".

Navigating to your MyCampusClone courses
Clicking on any link under "My Courses" in this menu will take you to that course.

Navigating to your MyCampusClone groups
Clicking on any link under "Current Groups" in this menu will take you to that group.

Grades

How does Grades work?

MyCampusClone incorporates a gradebook that provides ease of use—for student and instructor—and incorporates supreme functionality for the input and distribution of grades. MyCampusClone also provides communication between the student and instructor, including the ability to alert the instructor of high-risk students. The Grade Book can calculate weighted grades, and assignments can be organized into groups for weighting as well. MyCampusClone can also assign grades by percentage, complete/incomplete, letter grade, or by points.

The MyCampusClone gradebook is a fully featured management tool that allows:

- Simultaneously viewing of grade information across all courses.
- Instructor notification when assignments submitted.
- Student notification when an assignment has been graded.
- Single, central interface to see all students enrolled in the course, where grade additions or changes can be easily made.
- Each grade change made in the system is auto-saved in a unique version to ensure all changes are recorded—allowing the instructor to revert to previous inputs.
- Grades downloaded or uploaded as a CSV file.
- Offline grading capability by downloading assignment submissions into a zip file and upload when connectivity is available.
- Students to view their grades and use a "what if" grading tool to see how different score scenarios could affect their final course grade.
- Elect not to let students view their grades until they are published.
- Custom weighting and grade ranges.
- Report of all historical grade changes is available to the instructor.
- Message students who haven't submitted yet, or scored more than X or less than Y on an assignment.
- Instructors can leave private grading notes/comments for the student—these notes or comments can be in text form, or attachments.

Students can view their grades for each assignment and their overall current grade in the class – as determined by the grading paradigm developed by the instructor. Students can access the assignment statistics – the mean, high and low scores and their personalized feedback from the instructor, if any from the same screen. Students are also given a "what if" grading tool to see how different score scenarios could affect their course grade. This tool gives students the benefit of understanding their progress within the course and also helps them to better predict their grades and set goals. This reduces the stress of frustrated users and minimizes requests to the help desk.

When would I use Grades?

Use Grades to assign zeros after the deadline (this will send a notification out to students)
Use Grades to see assignments grouped by type and automatically calculate total and final grades
Use Grades to download student submissions
Use Grades to manually enter student grades and see grade change history

How do I mute an assignment in the gradebook?

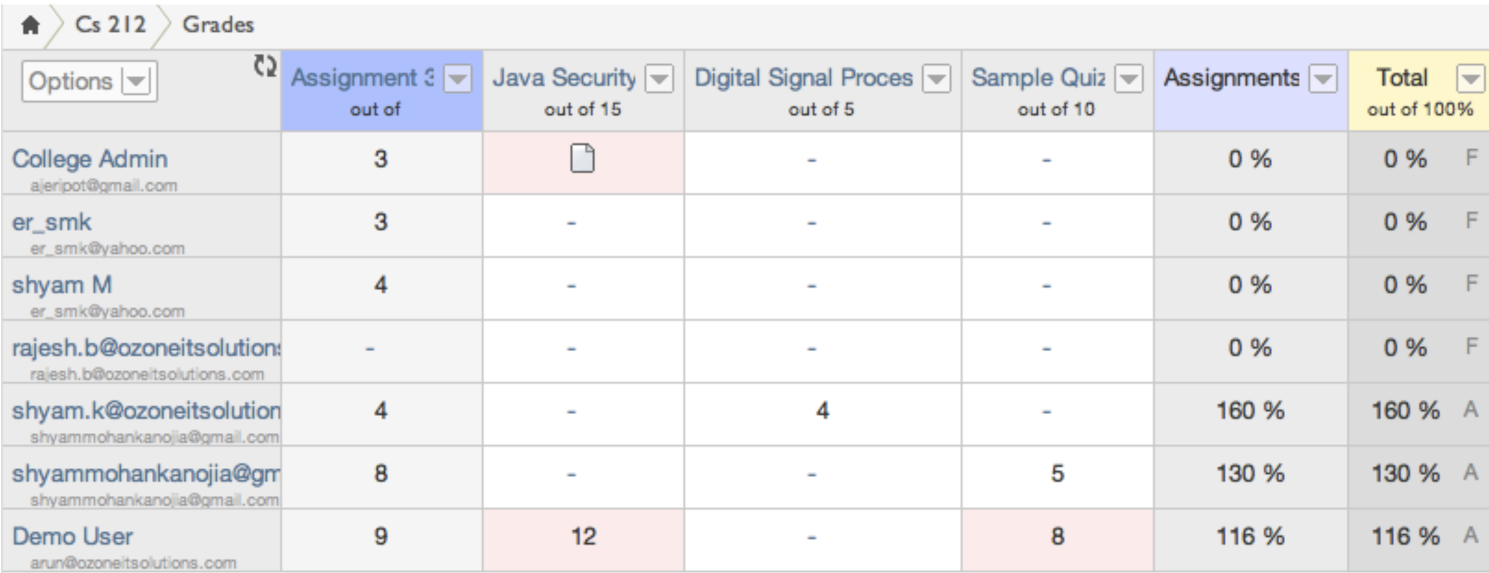
By default, MyCampusClone allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". A "muted" assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

Mute an assignment in the gradebook

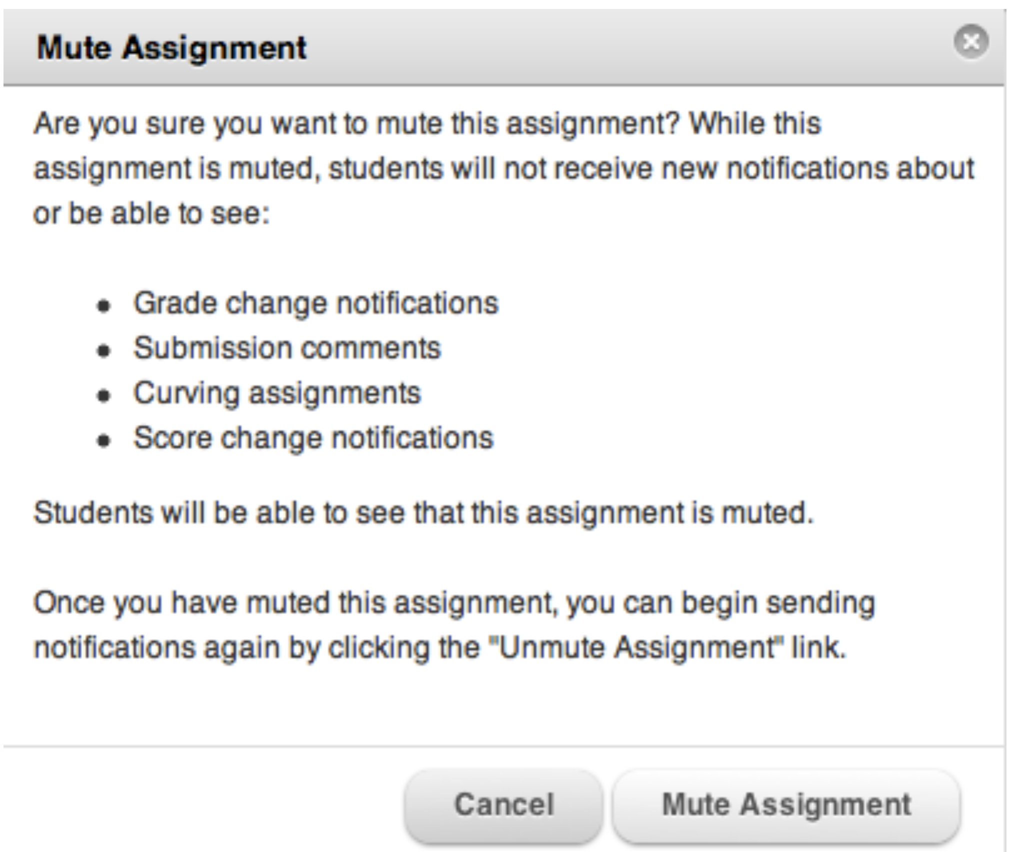
Click on Grades in the Course Navigation.

Mute the assignment
1. Locate the assignment you wish to mute Click the drop-down icon for that assignment
2. Choose "Mute Assignment"
3. Verify assignment muting



Cs 212 > Grades

Options	Assignment 3 out of	Java Security out of 15	Digital Signal Proces out of 5	Sample Quiz out of 10	Assignments	Total out of 100%	
College Admin ajeripot@gmail.com	3		-	-	0 %	0 %	F
er_smk er_smk@yahoo.com	3	-	-	-	0 %	0 %	F
shyam M er_smk@yahoo.com	4	-	-	-	0 %	0 %	F
rajesh.b@ozoneitsolution rajesh.b@ozoneitsolutions.com	-	-	-	-	0 %	0 %	F
shyam.k@ozoneitsolution shyammohankanojia@gmail.com	4	-	4	-	160 %	160 %	A
shyammohankanojia@gm shyammohankanojia@gmail.com	8	-	-	5	130 %	130 %	A
Demo User arun@ozoneitsolutions.com	9	12	-	8	116 %	116 %	A



Once the assignment is muted, the option changes to read "Unmute Assignment"

Student view

Grades For Demo User

Name	Due	Score	Out of
Assignment 3			
Java Security	Dec 31, 2011 by 12:29am	12	15
Digital Signal Processing	Feb 13 by 11:26am	-	5
Sample Quiz	Feb 19 by 12am	8	10
Assignments		80 %	
Total		80 %	-

Your instructor is working on grades. While your instructor is working on grades, grade and comment information is unavailable.

When an assignment is muted, students will see a muted icon for that assignment (Assignment3 in this case) on their course grades page. A pop-up dialog informs the student that the Instructor is working on the grades for that assignment.

Unmute assignment
To unmute the assignment and release grades to the students, click "Unmute Assignment" from the drop-down options for that assignment

How do I set a default grade for an Assignment?

Setting a default grade
You can also set a default grade for any item in the gradebook. You can do this within the gradebook by clicking on the drop-down menu next to the name of the assignment. Click on “Set default grade” and enter the default grade. You will see this grade automatically populate all cells for that particular assignment.

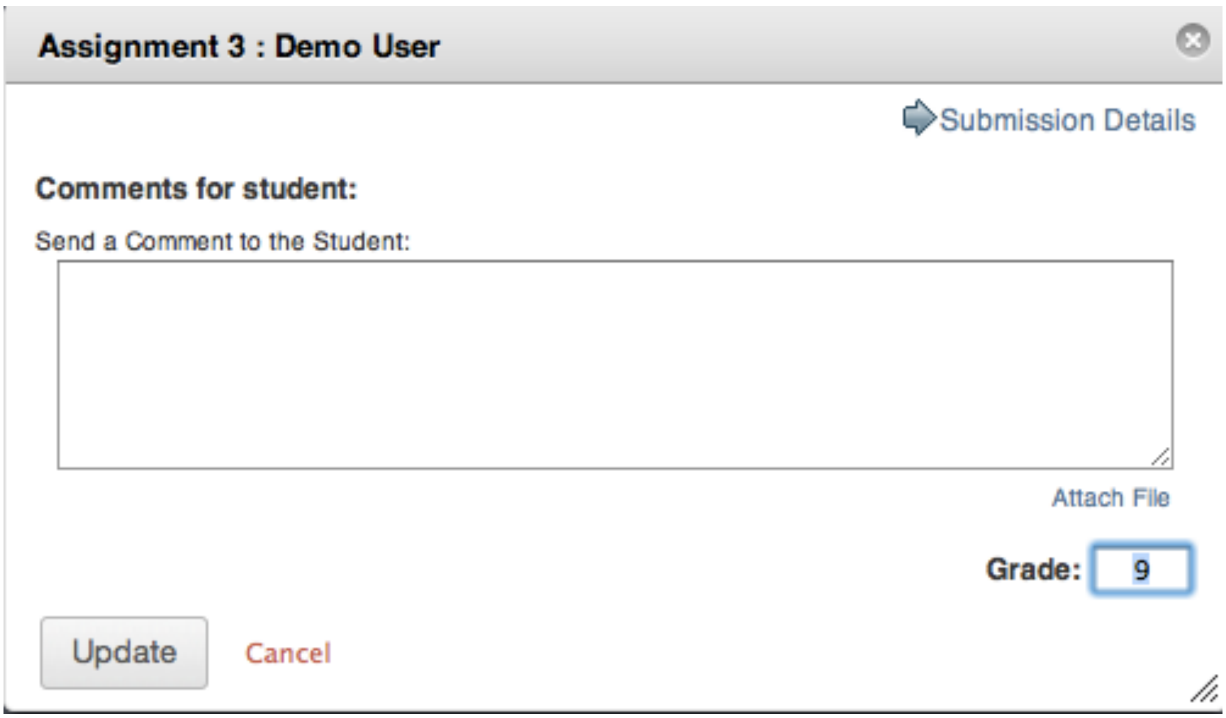
NOTE: setting a default grade will not overwrite pre-existing grades for that assignment.

How do I leave comments for my students in the gradebook?

Leaving comments in the gradebook

You can send grading comments to students directly from the gradebook. When hovering over any cell in the gradebook, you will see a 'comment' icon. Simply click on the icon and you will be presented with a dialog box to enter your comment.

NOTE: You can also update the grade within the comment dialog box.



How do I view assignment details in the gradebook?

Viewing assignment details in MyCampusClone

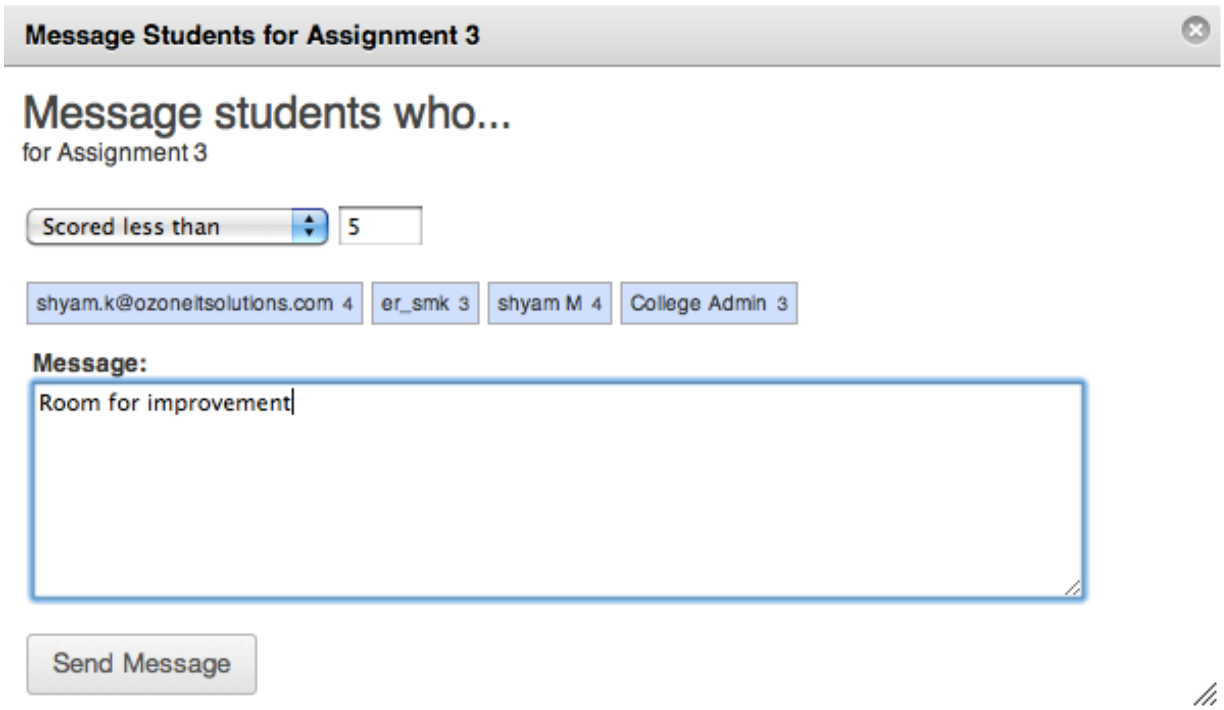
To view assignment details within the gradebook simply click on the drop-down box next to the name of the assignment and choose “assignment details”. From this window you can see statistics such as Average Score, High Score, and Low Score

How do I send a message to my students from the gradebook?

Messaging students in the gradebook

From the gradebook, you can send messages to specific groups of students based on score and submission status. To send messages, use the drop-down menu next to the particular assignment (as seen in previous sections of Grades support wiki) and select the option “Message students who...”. You will be presented with the dialog box as seen below. Choose the conditions for which the message should be sent.

In the screenshot below, I have chosen to send a message to all of the students who scored less than a 5 on a particular assignment. The messaging window shows me the four students who match this condition.



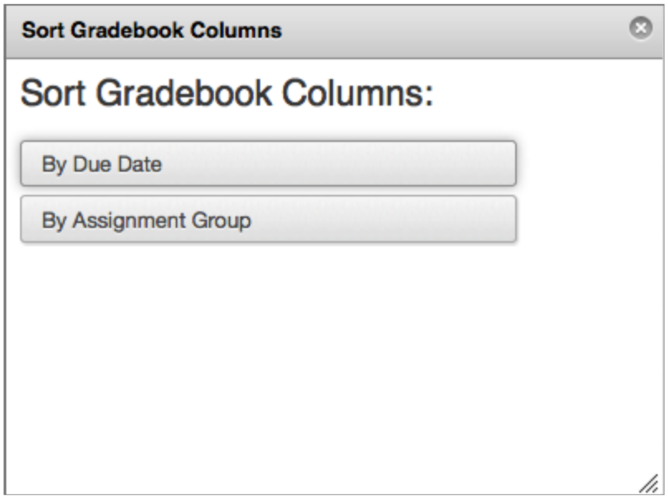
How do I curve grades in the gradebook?

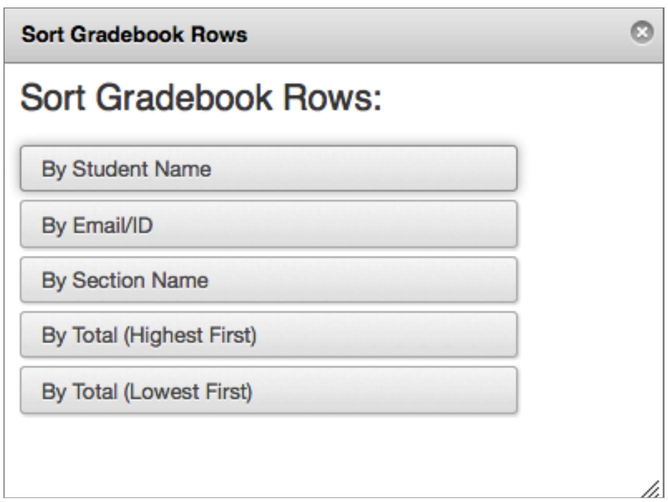
Curving grades

The option for curving grades is also found in the assignment drop-down menu in the Gradebook. Simply choose 'Curve Grades' to open the dialog box. Set the desired average score, then click on the 'Curve Grades' button.

How do I sort my gradebook?

Sorting by Rows, columns, and names in Grades

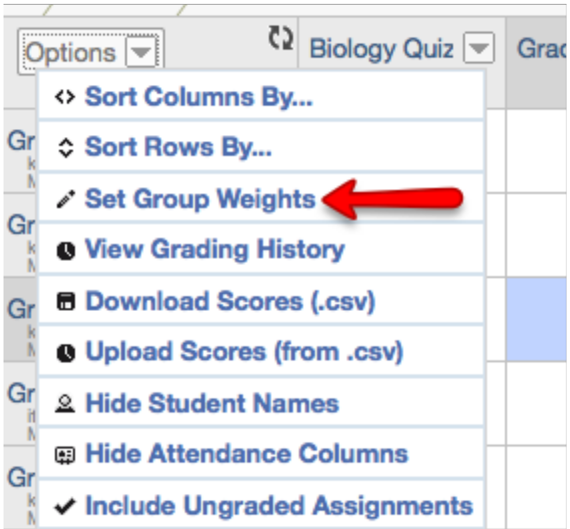




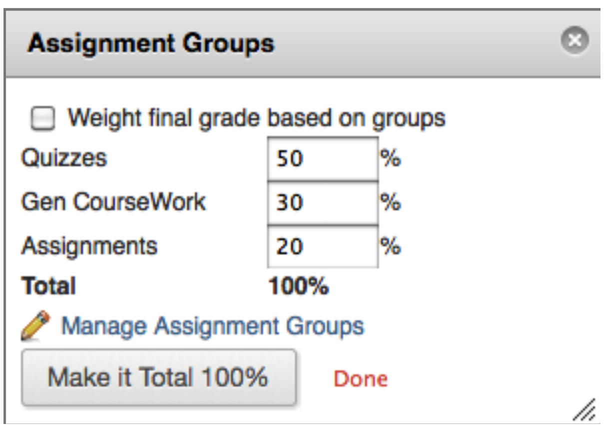
The “Options” menu in the upper left hand corner allows you to sort columns and sort rows. The “Sort Columns By...” option allows you to short the columns by due date or assignment group. The “Sort Rows By...” option allows you to sort by student name, Email/ID, section name, total (highest first) or total (lowest first)

How do I set or change assignment groups in the gradebook?

Setting Group Weights Based on Assignment groups in Grades

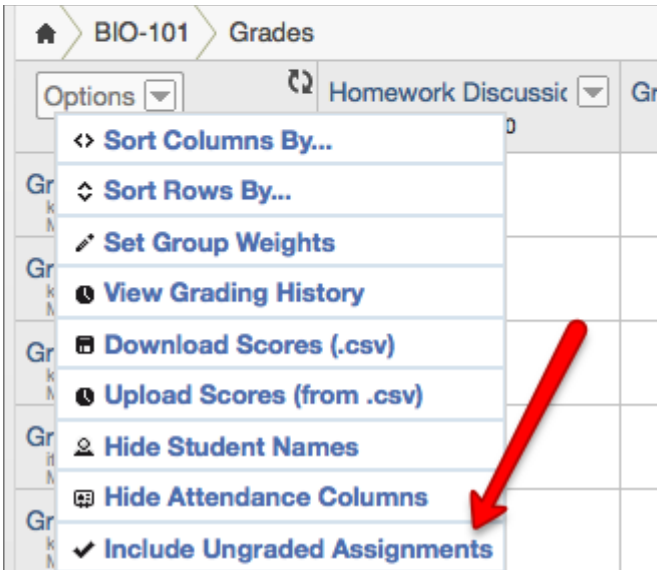


From the "Options" menu, click on "Set Group Weights". From here, you can set the final grade based on percentages from each assignment group.



How is the total grade calculated?

Viewing ungraded assignments in Grades



When viewing grades in the gradebook, you have the option of viewing score totals with or without ungraded assignments included in the total.
Under the options menu, you can toggle this function off/on.

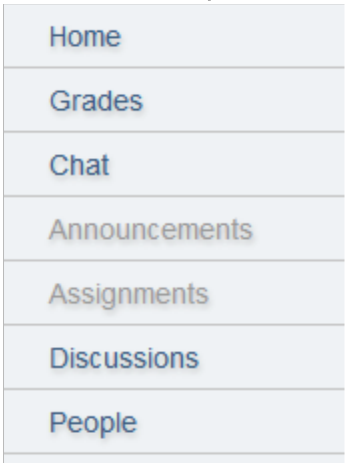
Groups

How do I make a new set of Groups?

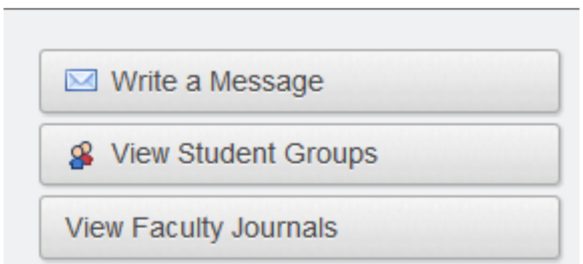
Students in a course or account can be organized into groups. There are two types of groups, course-assigned groups and student-organized groups. Course-assigned groups are created by the instructor and are organized into categories. For example, a teacher could create a set of groups called "Final Presentations" and then organize students into groups. The teacher could then place students in groups and use these groups for grading.

Student-organized groups are created and managed by the students themselves. Students can create study groups, project groups, etc. and either invite other course members to the group or leave the group open for anyone to join. Each group has its own forum, wiki, file store and calendar, as well as additional resources for collaboration. Student-organized groups cannot be used for grading purposes, because it is possible for students to belong to more than one student-organized group.

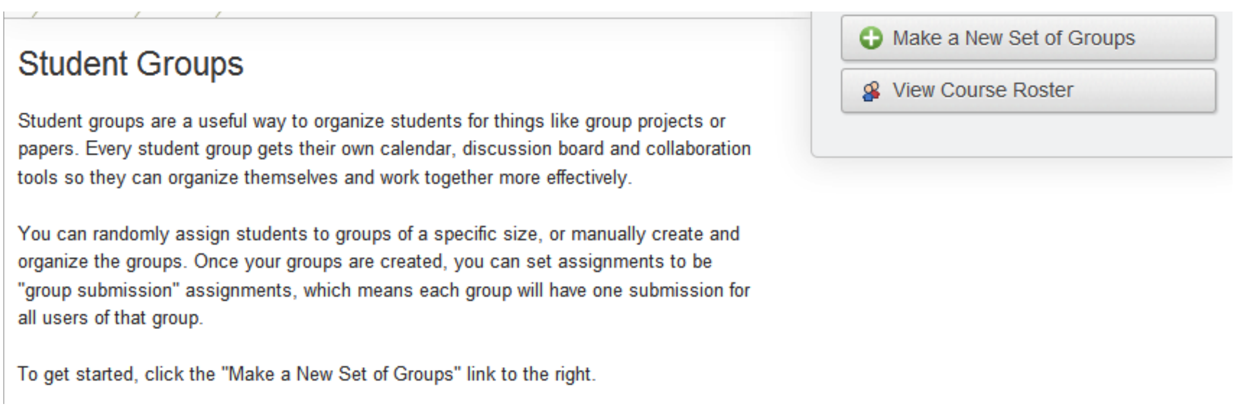
Create a Group



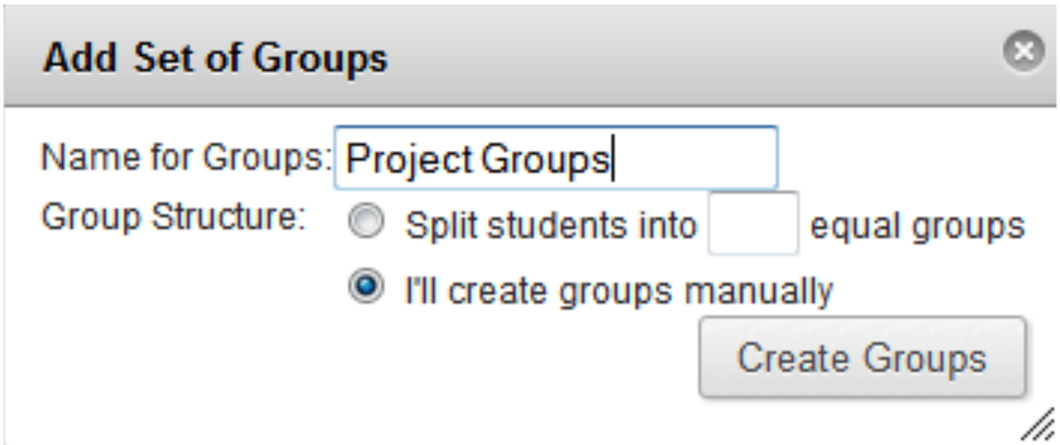
To create a set of groups, click "People" in the left navigation



Click "View Student Groups"



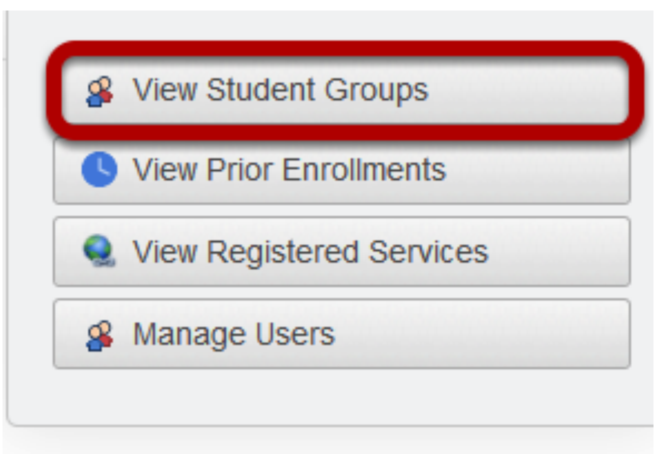
Click "Make a New Set of Groups"



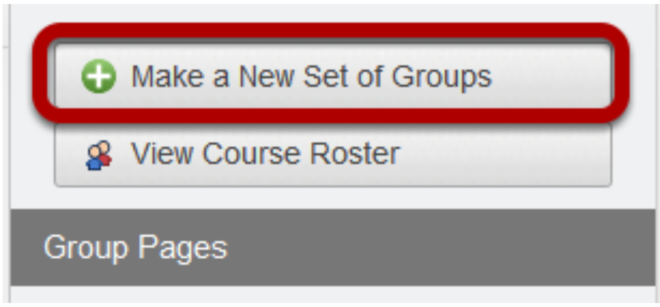
Enter the details and click "Create Groups"

How do I allow students to sign up for their own groups?

Instructors may want to create groups within a course but allow students to form their own group membership rather than have the instructor assign students to a group. Open the People page Click on People in the Course Navigation.

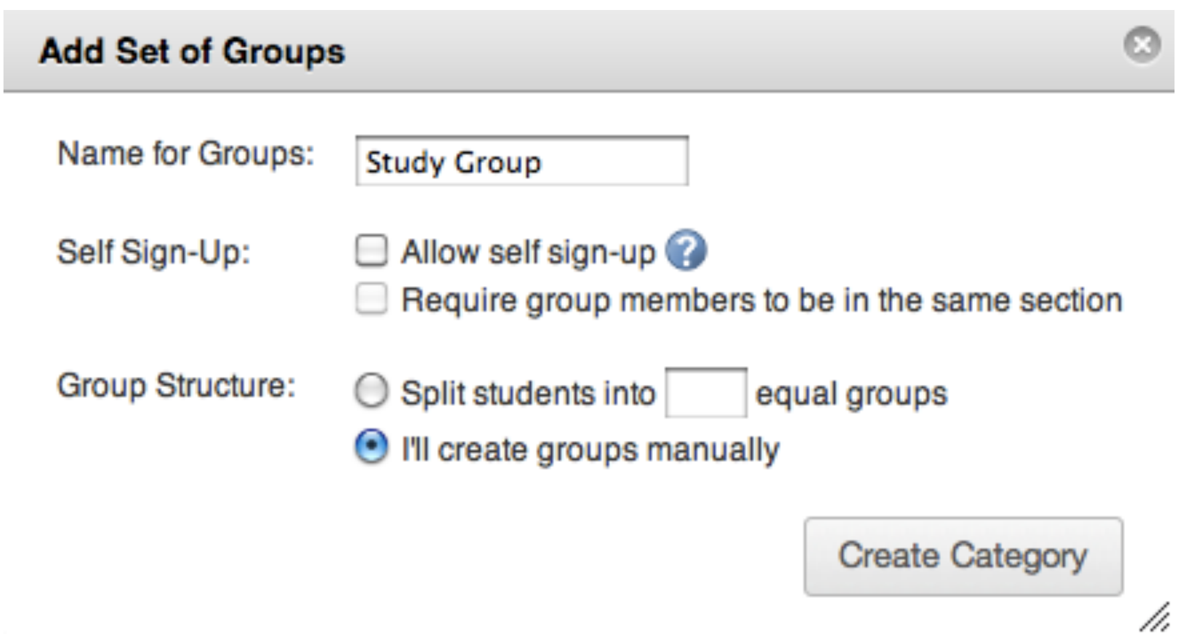


View Student Groups Click on View Student Groups in the Sidebar.



Create Groups Click on Make a New Set of Groups in the Sidebar.

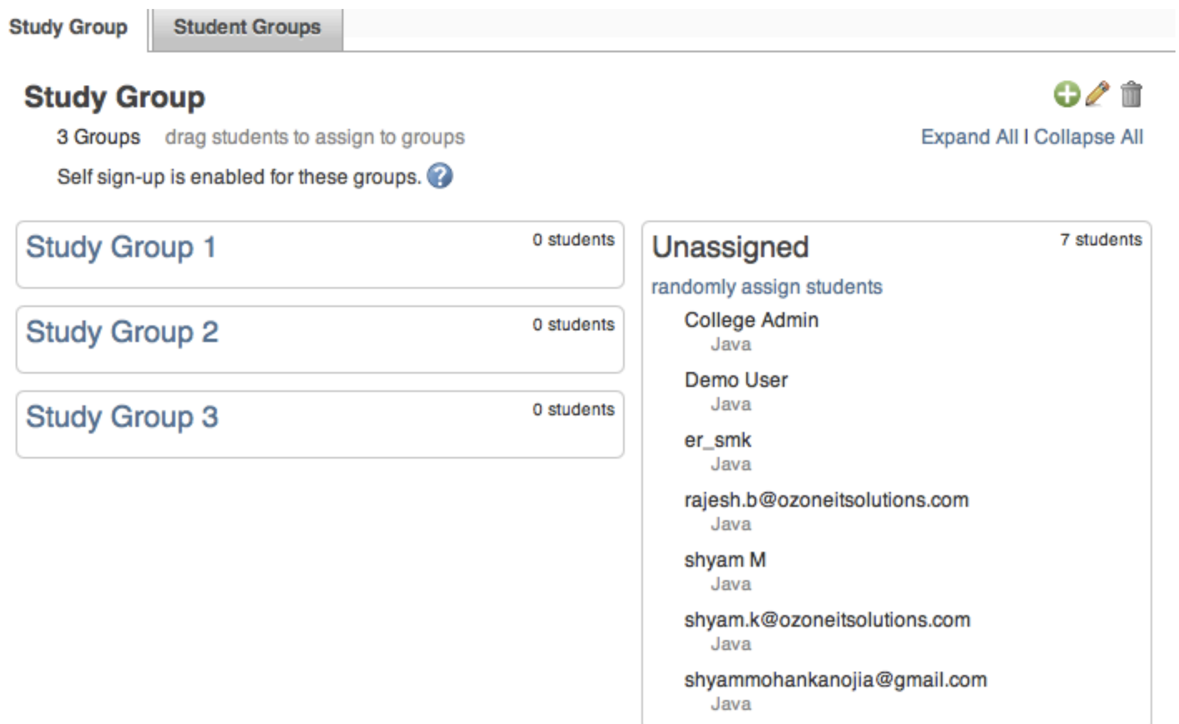
Add new group and edit group settings
1. Give the new set of groups a name
2. Check "Allow self sign-up" to allow students to choose which group to belong to
3. Check "Require group members to be in the same section" to limit group membership to the section they are enrolled in
4. Select the first radio button under Group Structure to automatically create empty group shells.
5. Select the second radio button under Group Structure to create groups manually.



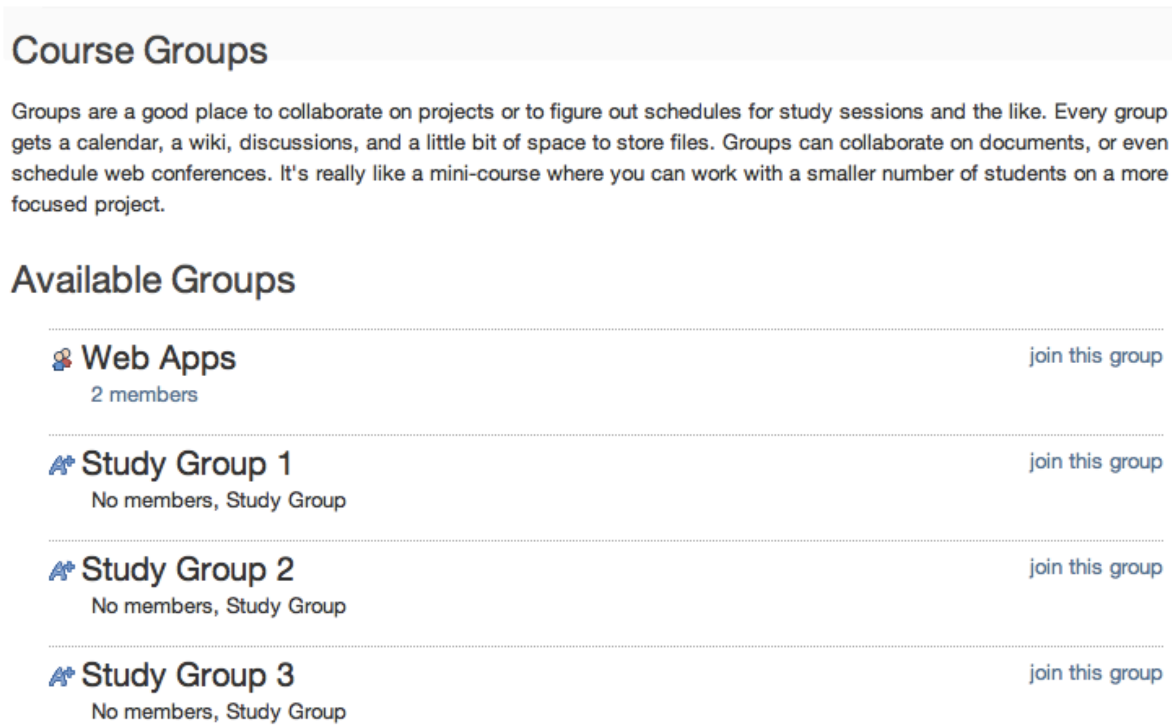
This will bring you to an empty Groups page where you can click the green plus button to create group shells one at a time.

Click Create Category to save your work and create the groups

Confirm group creation and options
A new Groups tab will be created. Verify the the number of groups created and that self sign-up is enabled.
Once self sign-up is enabled, students can join the available groups.



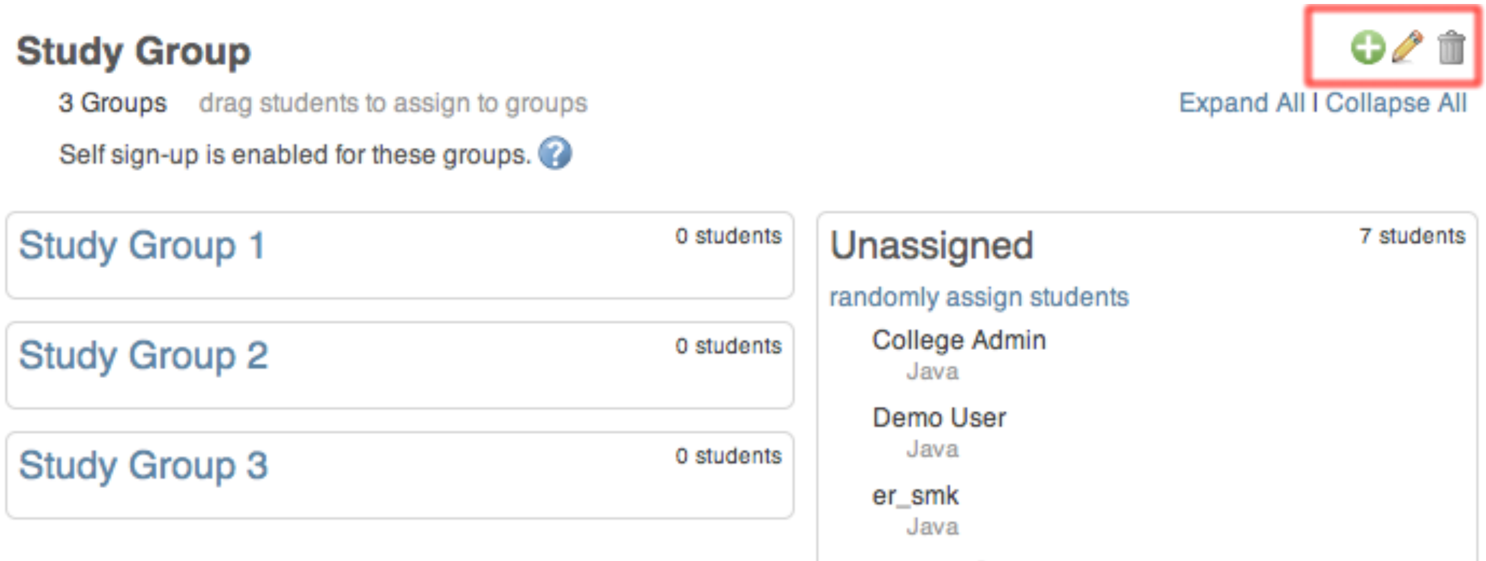
Student view of self sign-up Groups



Students can see the available groups and how many members are in each group. To join a group, students select join this group next to the group they wish to join.

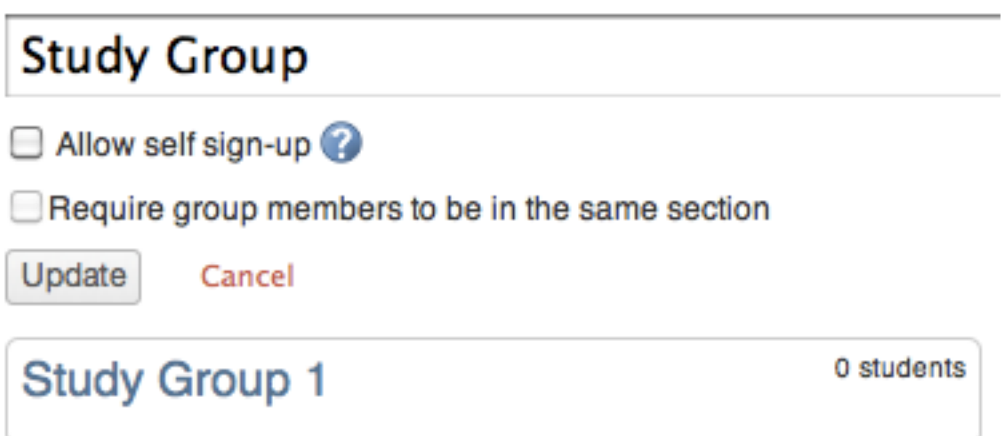
How do I prevent students from switching groups in self sign-up groups?

In self sign-up groups, students have the ability to switch groups and choose another group to join. Instructors may wish to prevent students from switching groups once the self-selected groups have been formed.

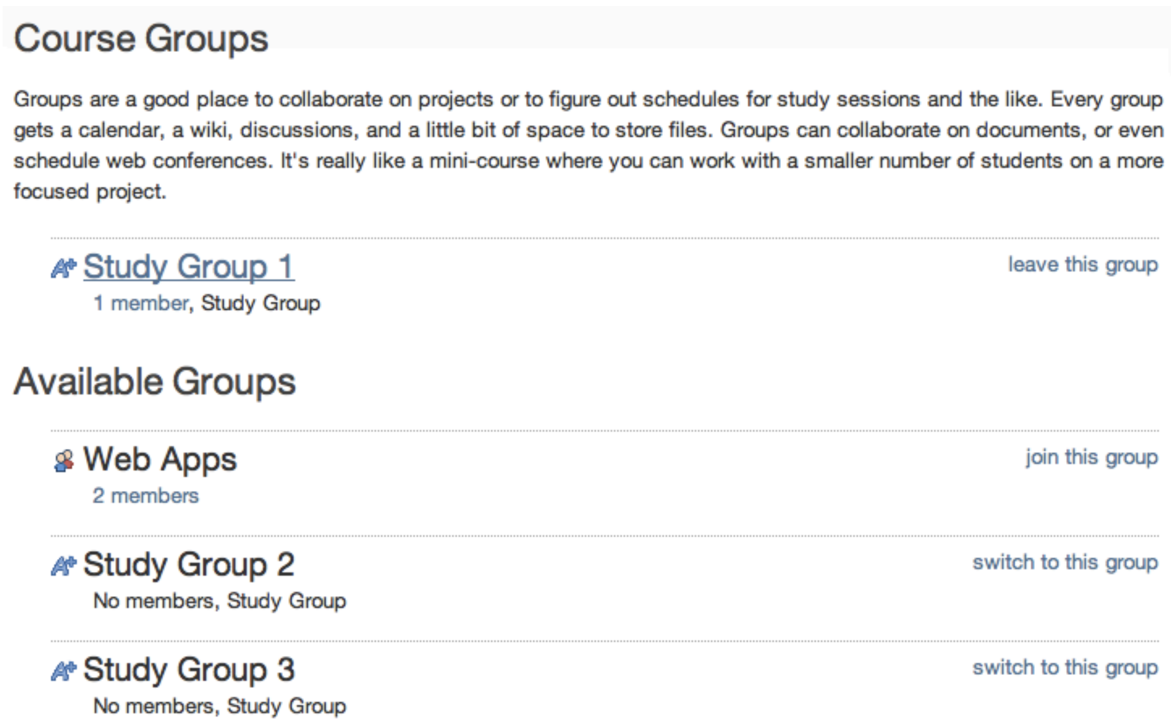


Edit the group properties
To prevent students from switching groups after the groups have been formed, click on the pencil icon to edit group properties.

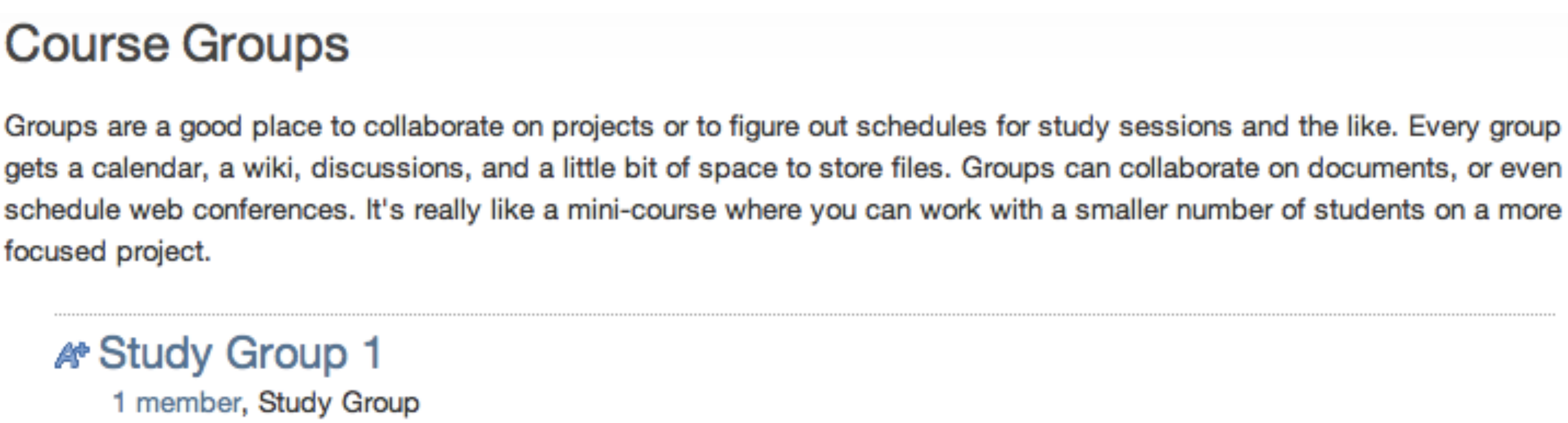
Change options
1. De-select the option "Allow self sign-up"
2. Click Update to save your changes



Student view with self-select enabled
In self sign-up groups, students have the option to leave a group or switch to another. Students can only be enrolled in one group at a time.



Student view with self-select disabled



Once the instructor removes the self sign-up option, students will only see their group link. They will not have the option to leave or switch groups.

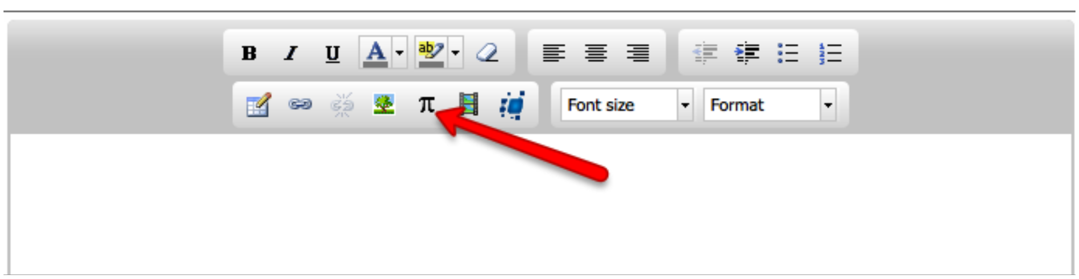
Math Editor

How do I create equations with the Math Editor?

MyCampusClone has an integrated tool for math and science formulas based on LaTex, the industry standard for academic publication. The LaTex Math Editor is built into the Rich Content Editor and always available when creating content whether in Discussions, Assignments, or Quizzes. MyCampusClone also includes the option to create equations with its graphical point and click editor.

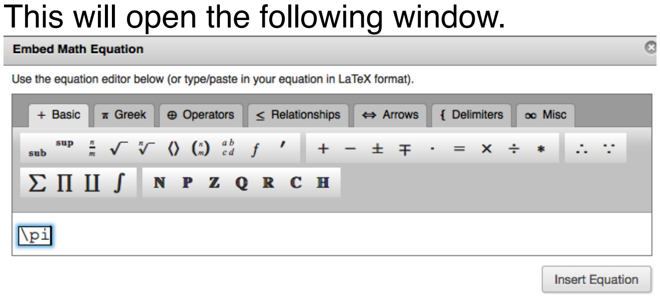
[Note: The Math Editor leverages MathML, the established standard for accessible math rendering in the browser. Screen readers with support for MathML can correctly handle the equations. MathML is not rendered very well in some browsers, so we still show a well-rendered version for sighted users.]

Creating equations with the Math Editor in MyCampusClone



To open the MyCampusClone math editor, you can click on the pi button in the WYSIWYG editor.

This will open the following window.



Typing with LaTex in the Math Editor
You can use the graphics to enter the math symbols or you can use LaTeX format to type the symbols out. Example \pi would be the greek symbol for pi, \sqrt would be the square root symbol. More information about LaTeX can be found at http://www.latex-project.org/

Mobile Apps

Will MyCampusClone work on my mobile device?

MyCampusClone functions fully on all common smart phones due to our adherence to open web standards and very minimal use of Flash including platforms such as the iPhone/iPad/iPod Touch, Android, Palm and Blackberry. To take advantage of platform-specific features and capabilities of mobile platforms, we are actively developing native mobile applications.

No applications need to be downloaded to access the site as it's currently available. There are no additional costs or services required to take advantage of these features and all future mobile features will be free.

Modules

What are Modules?

Modules are an optional way to organize your course by weeks, units, or whatever other organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Each module can contain files, discussions, assignments, quizzes, and any other learning materials that you would like to use. You can easily add items to your module that you have already created in the course. You can also create new items on the fly within the module. This allows you to create the structure of the course while developing new learning materials. Modules can easily be reordered to fit the flow of the course by simply dragging and dropping; elements within the modules can also be reorganized by dragging and dropping.

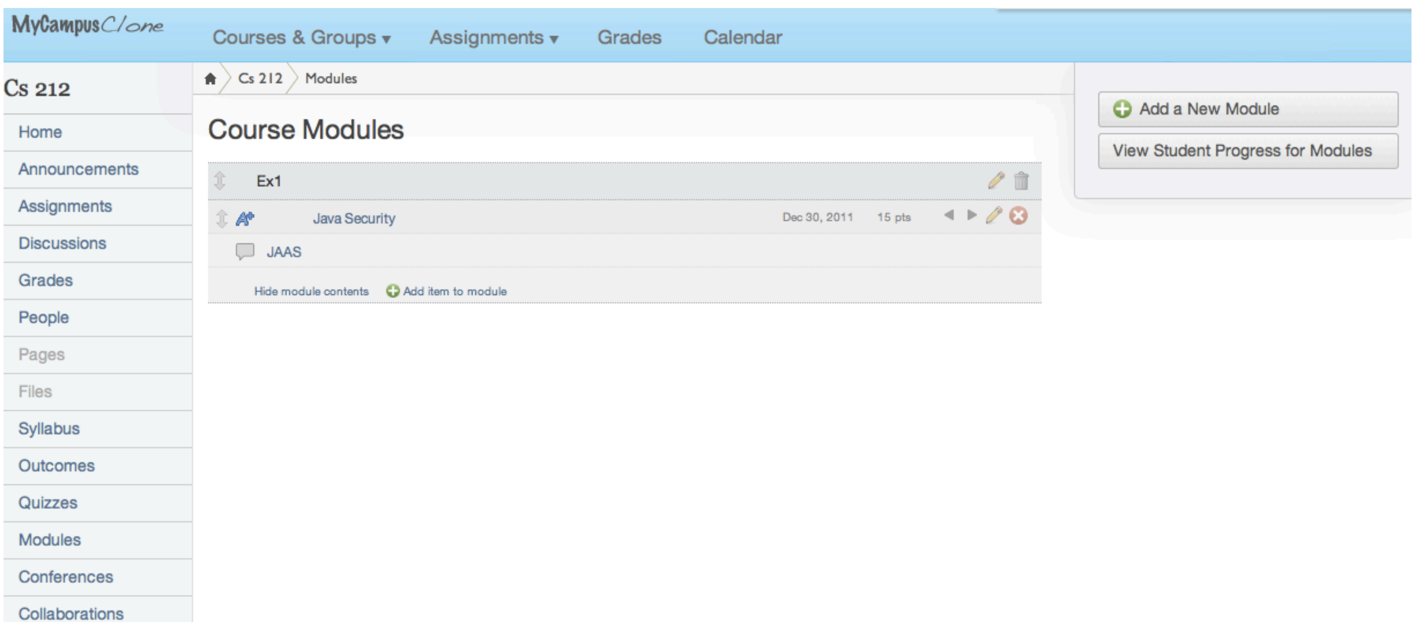
When would I use Modules?

Use Modules to create prerequisite activities that students must complete before moving on in the course Use Modules to track student progress through a sequence of learning activities Use Modules to organize course content by unit, day, week, topic or Outcome

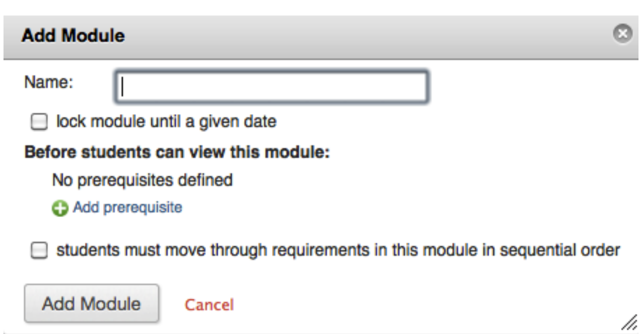
How do I create a new Module?

Creating and editing module shells

1. Click on 'Modules' in the menu, then click 'Add new module' in the top right corner.



2. Name your module, and choose your settings.



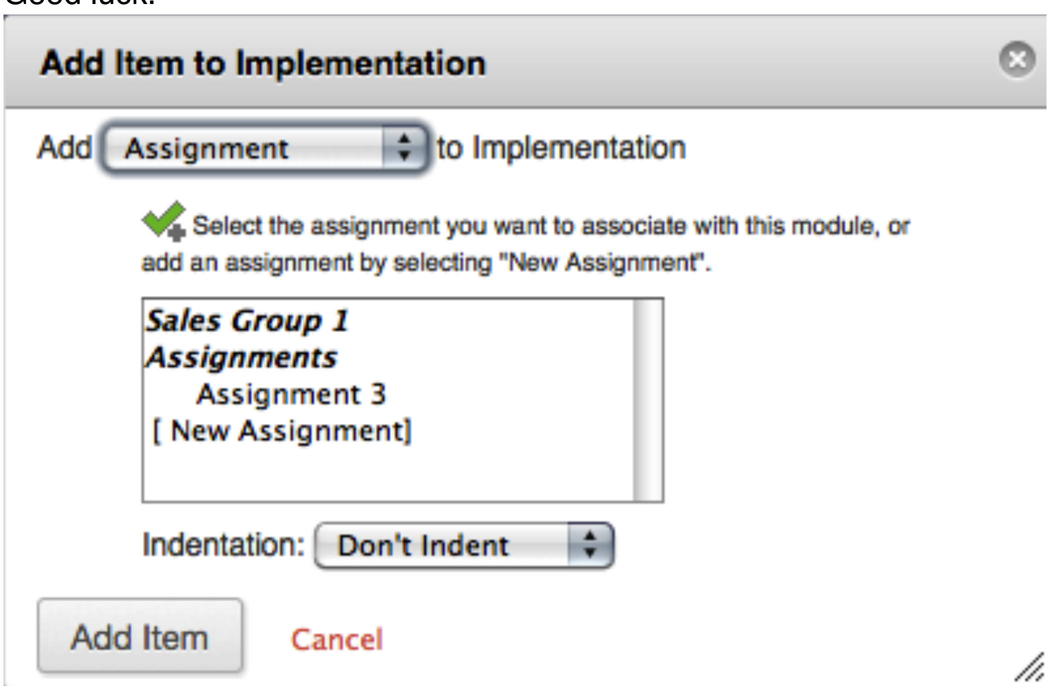
Settings include:

Lock module - this allows a module to remain 'hidden' until desired date.
Prerequisites - assign tasks and assignments that must be completed before the module is unlocked.
Sequential Order- check this box if you'd like to maintain sequential order of module completion

How do I add items to a Module?

1. Once created, find module and add content to module.

2. The following types of content can be added: Assignments, Quizzes, Files, Content Pages, Discussion Topics, URLs, and Text Headers. When the type is selected, the associated content with that type will show up (i.e. if assignments are selected, all your created assignments will show up in the list) Congratulations. You've created a module and added content. Keep adding content to your heart's content. :-)
Good luck.



Notification Preferences

How do Notification Preferences work?

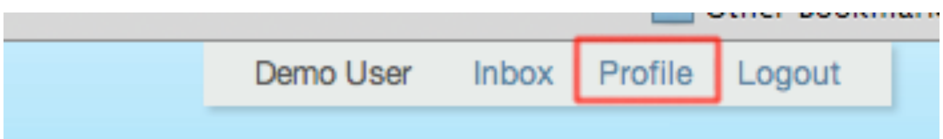
With the explosion of social media and mobile electronic devices, we live in an increasingly connected world. MyCampusClone understands that, and gives you a wide variety of communication options to keep you connected to your courses and your students.

Notification Preferences allows you to select how and when you want to be notified when various events occur within your course. This same functionality is extended to students, so they'll be notified whenever there is a change in a due date, an updated assignment, or a message sent from within MyCampusClone.
MyCampusClone supports notification through email, SMS text message, twitter, and Facebook. MyCampusClone users can choose to receive notification alerts immediately, daily, weekly, or never.

How do I change my Notification Preferences in MyCampusClone?

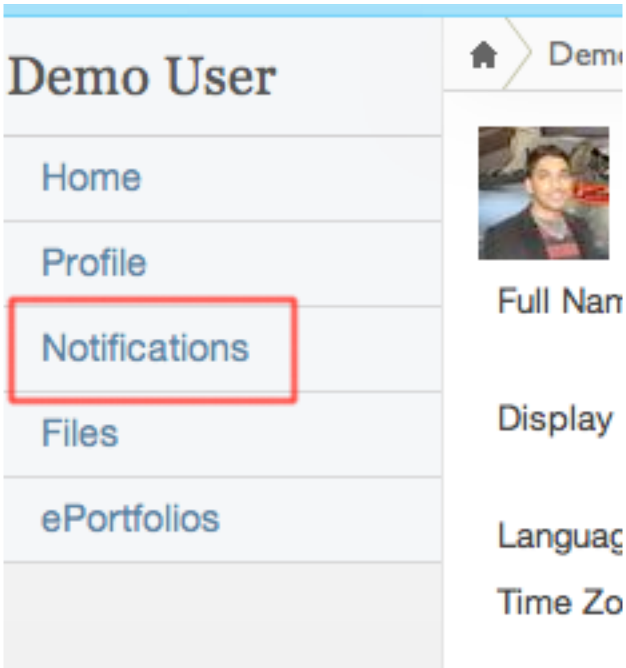
MyCampusClone gives users the ability to receive a variety of different notifications via email, text message, or other Registered Services. Users can also set different levels of frequency for each type of notification MyCampusClone offers.
Students may wish to receive grade change Notifications via SMS text messaging. Instructors, on the other hand, may prefer to receive a daily digest of class activity via email only. Notification Preferences can be adjusted at any point during a course.

Open MyCampusClone Profile



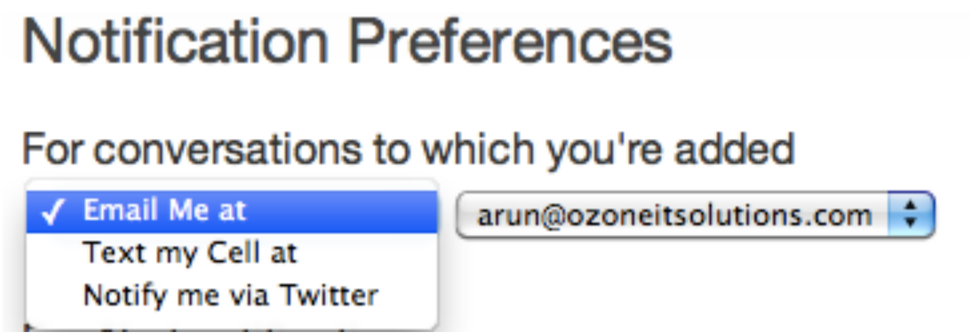
Notification settings are changed through your MyCampusClone Profile. To begin, click on Profile in the upper right corner of your screen.

Open Notification Preferences

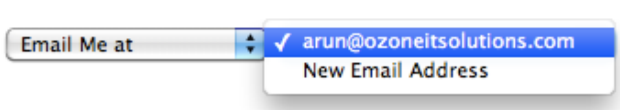


Click on Notifications in the Profile Navigation.

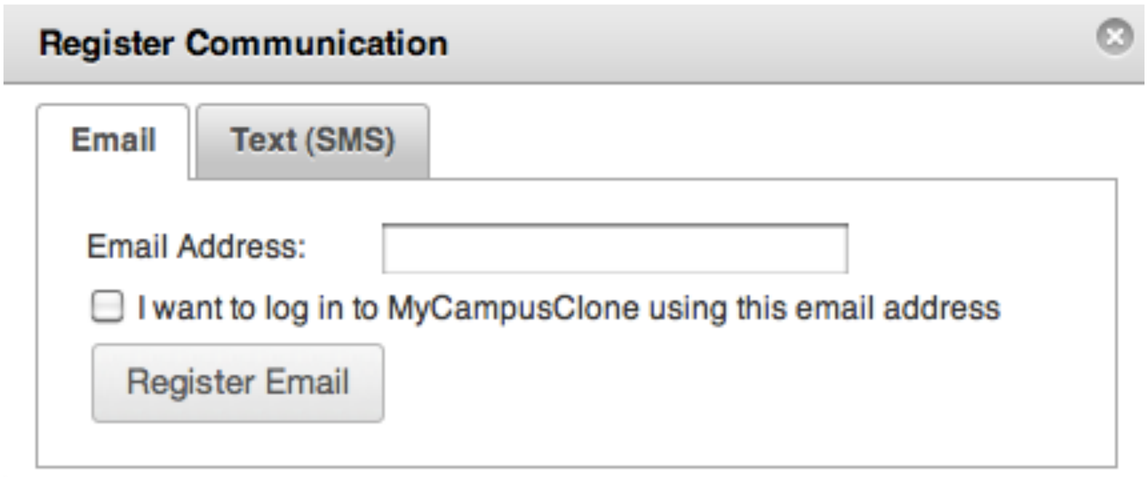
Select Email Notifications
For email notifications, the default address your notifications will be sent to is the email address you have set in your MyCampusClone Profile.



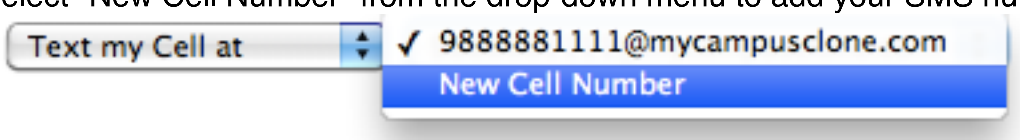
Add New Email Address
To add a new email address click the drop-down next to your email address and select "New Email Address".



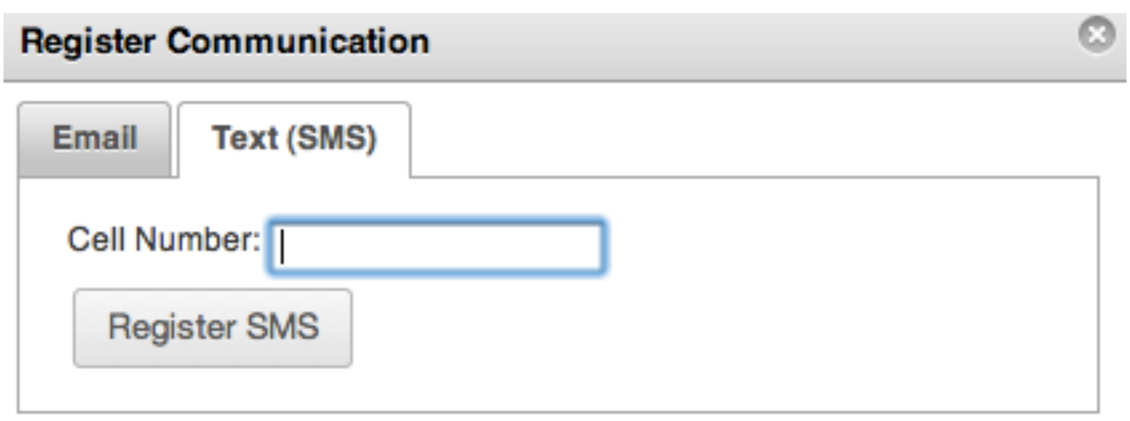
Register New Email Address
Enter the email address where you want to receive your notification, then click "Register Email" You will now have both email addresses in the drop-down menu.



Select Text Notifications
For text notifications, select "Text my Cell at" from the drop-down menu.
Select "New Cell Number"
Select "New Cell Number" from the drop-down menu to add your SMS number.

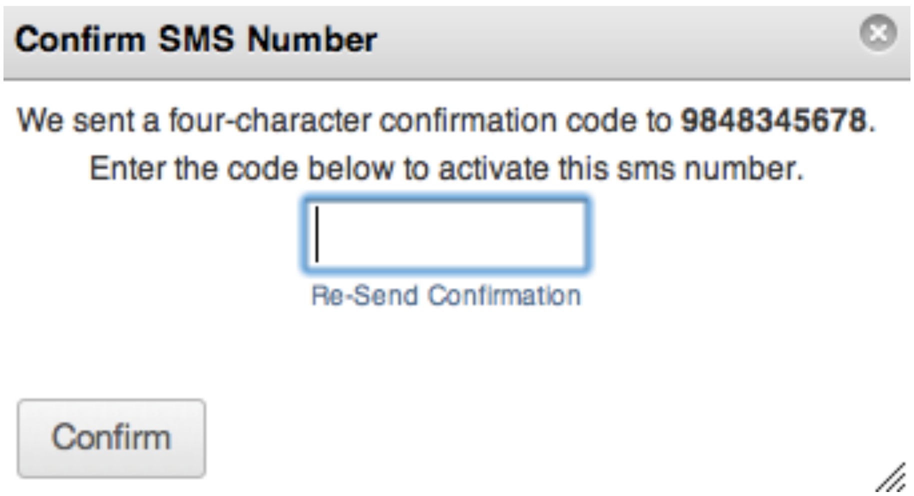


Register SMS Number



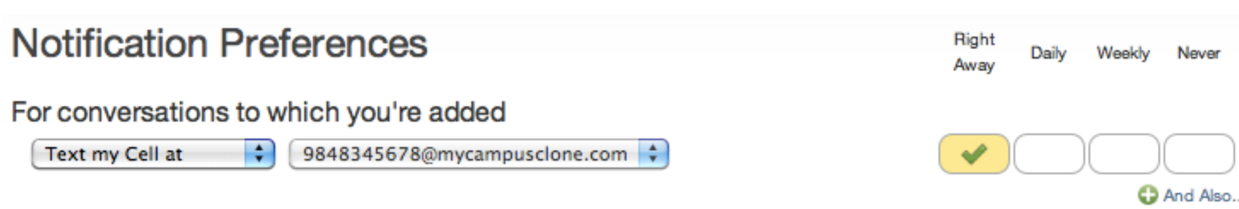
First, enter your Cell Number. Then, select your carrier from the "Select Carrier" drop-down menu. Finally, the "SMS Email" field will be automatically propagated if your carrier supports email to text.
After you've entered all of the required information, click Register SMS.

Confirm SMS Number
You should receive an activation code momentarily on your cell phone. Enter the confirmation code you received. Then click Confirm to complete the SMS registration process.



Select Notification Frequency

After you've selected your notification method, you need to select the level of frequency for which you want to receive the notification.
You have the option to send notifications Right Away, Daily, Weekly, or Never. Simply click on your preference to set the frequency for this notification. Proceed through the list of notifications setting your method of delivery and frequency of each.



Save Preferences
Once you have set all of your notifications, click "Save Preferences" at the bottom of the page to save your changes.

Communication Preferences updated
A green notification will flash at the top of the screen confirming that Notification Preferences have been updated.

What do each of the Notification Preferences mean?

Brief Definitions

Right Away - This will notify for item changes right away
Daily - This will give a summary of the items for that day
Weekly - This will give a summary of the items for that week
Never - This will not send notifications

For new announcements - Any new course announcement created
For calendar changes - Any changes made to a calendar event
For changes to course pages - Any changes made to course pages
For new topics - Any new discussion topics.
For topics I've commented on - Posts after your comment
For due date changes - Any change to due date
For new files - When new files are posted
For course grading alerts - Teachers will get alerts for assignments that need graded, and Students will be alerted for assignments that have been graded
For course grading policy changes - Any changes to grading policy for the course
For new invitations - New invitations to courses
For Membership Update alerts - For group membership updates
For new email messages - New Canvas messages
For Reminder alerts - Send reminder for any due assignments
For private messages from students - Messages sent from students through Canvas Messaging
For comments on assignment submissions - For comments made by peer review or teacher
For any other alerts - This will cover anything that is not covered.

Outcomes

What are Outcomes?

MyCampusClone Learning Outcomes tool enables the administration and faculty to track students' progress as measured by pedagogical goals or desired outcomes. Student assessments showing their knowledge or demonstrating a specific skill resulting from a learning activity can be aligned to learning outcomes using our rubrics (which can be used for grading simultaneously). Assessing or grading student work automatically collects and compiles data on student progress. The data is available for reporting to support teaching improvement, identify at-risk students, and support the accreditation process.

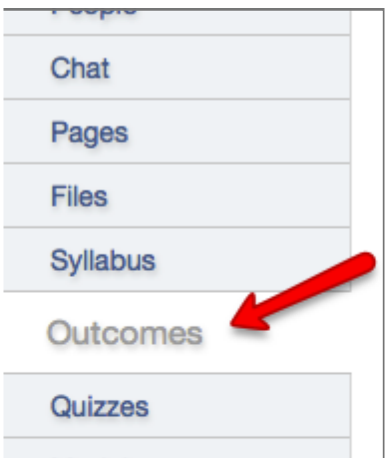
This unified, streamlined approach dramatically reduces the amount of work required to implement learning outcomes through the intelligent reuse of assessment workflows in the grading process.

When would I use Outcomes?

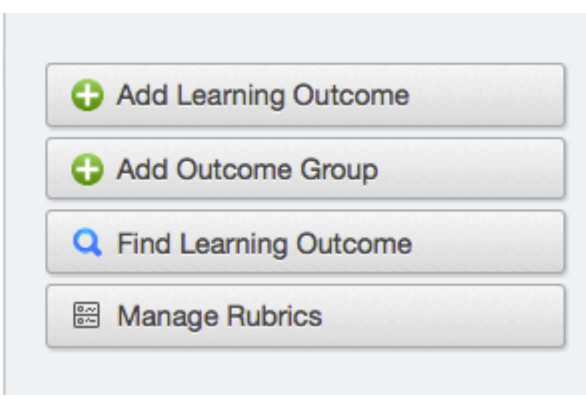
- Use Outcomes at the course level to focus your students' attention on the most important skills and activities in your course
- Use Outcomes to use align Quizzes and Assignments to different kinds of mastery
- Use Outcomes to run reports at the account-level about student artifacts of learning mastery

How do I add an Outcome to my course?

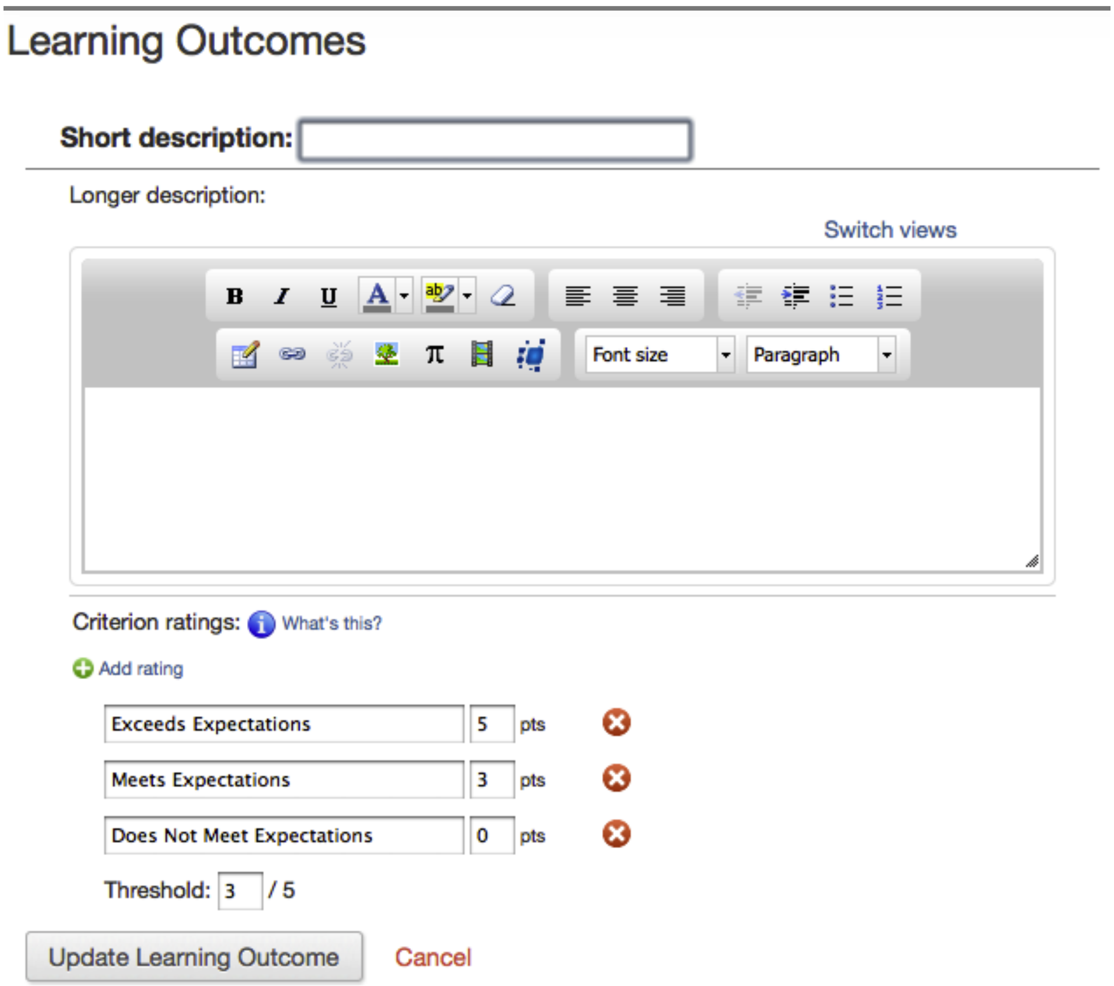
Creating and Editing Outcomes



To create a learning outcome, first select the 'Outcomes' menu option.
Next, click on the 'Add Learning Outcome' button on the right hand side.



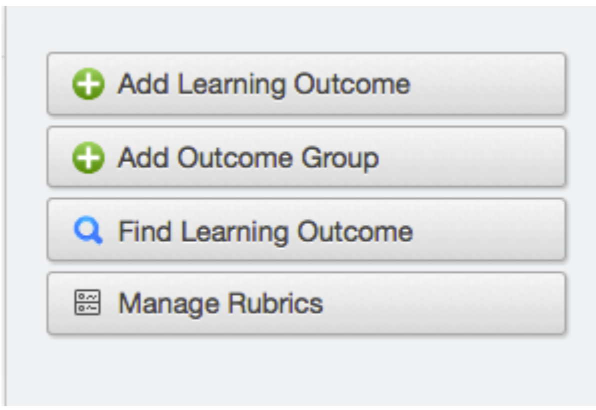
This is where you'll create your learning outcome. Start by naming it with a Short Description. Feel free to add a long description if you'd like. Next, you set up your specific outcomes. You're able to add as many as you'd like and score them in whatever way suits your grading style. MyCampusClone also gives you the ability to enter a threshold to indicate when someone has sufficiently shown mastery of the objective.



How do I create Outcome groups?

Creating Learning Outcome Groups

To create a learning outcome group, select 'Outcomes' from the menu.



Once in the outcomes screen, select the 'Add Outcome Group' button.

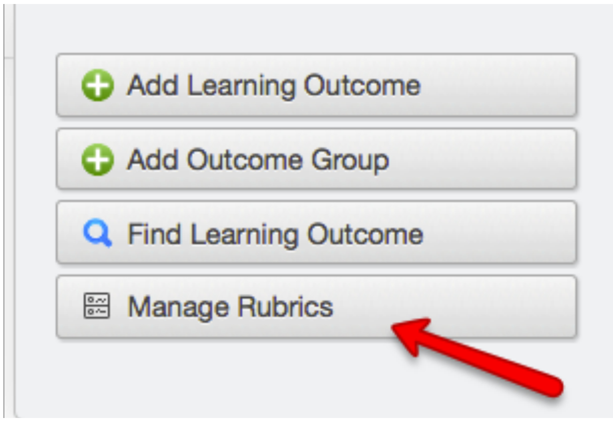
Add a name to your outcome group and save it.

How do I align an Outcome with a Rubric?

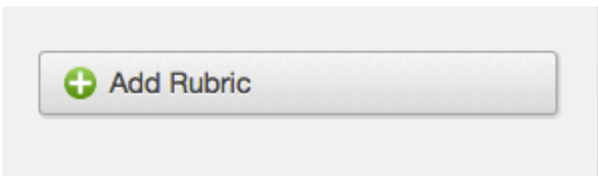
Aligning Outcomes with Rubrics

To tie your learning outcome to an assignment, you'll want to attach it to a grading rubric. This is easily accomplished from the outcomes screen.

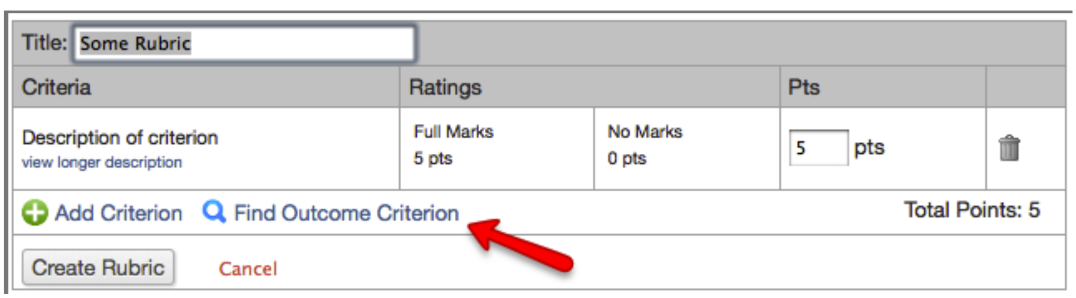
Start by clicking on the 'Manage Rubrics' button



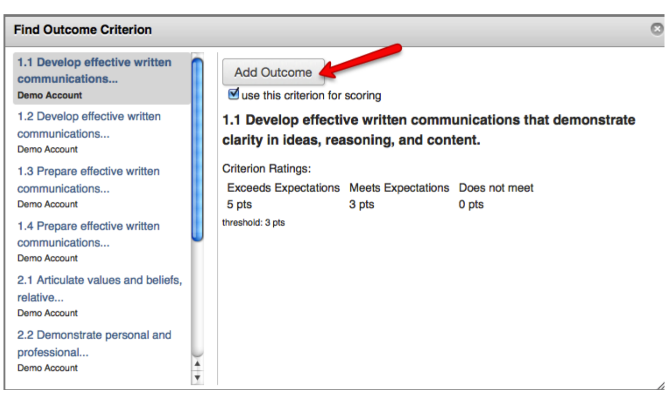
From here, you can either edit an existing Rubric or Add a new Rubric.



Once in the Rubric, attach your Outcome by clicking on the 'Find Outcome Criterion' link at the bottom.



You'll now see a list of all your created outcomes. Select your desired outcome.



Now you'll see your outcome added to the rubric and it will be marked with a fun little sunshine icon to indicate it is a Learning Outcome.

Writing Assignment					
Criteria	Ratings				Pts
1.3 Prepare effective written communications that demonstrates sentence clarity, conciseness and structure. view longer description threshold: 3 pts	Exhibits expertise 6 pts	Models above average knowledge 5 pts	Satisfies Requirements 3 pts	Lacks innovation or creativity 0 pts	6 pts
1.1 Develop effective written communications that demonstrate clarity in ideas, reasoning, and content. threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does not meet 0 pts		5 pts
2.1 Articulate values and beliefs, relative to diversity and ethics, to contextualize decision making processes. view longer description threshold: 3 pts	Exemplifies expertise 6 pts	Models appropriate structures 5 pts	Satisfies requirements 3 pts	Lacks innovation or creativity 0 pts	6 pts
					Total Points: 17

Pages

What are Pages?

Pages inside of a course is where you can put in content and educational resources that are part of your course but don't necessarily belong in an assignment or that you want to refer to in multiple assignments as well. This is a place where you can include text and video and mix that up as well or links to your files. You can even make links to the other pages that you can create. If you've ever used a wiki, this is essentially a wiki with a more usable interface. You can see the common pages, the pages that have changed most recently since we keep the entire history of the page to see how it changes over time. You can edit this page to create links to other pieces of other parts of your course. Or you can even create new pages to create new content. Pages is a place where you can put in content inside of your course that doesn't necessarily go with an assignment.

People

Who are the People in my course?

On the people page, you are able to view everyone who is in the course. As an instructor, you will be able to view the email address of each person in your class. Students will only be able to view the names of the people in the class.
On the people page, you have the ability to send a message to anyone in the class. Because each person sets up their own communication preferences, they will get the message in whatever format they have elected to receive messages in.
You and your students also have the option to set up groups on the people page. You can group students together for group projects or other activities. Students can also set up their own groups, which will allow them to work collaboratively.

On the people page you can click to view the registered services for each person in the course. If a person has registered a social media account in MyCampusClone, you would be able to see that service listed and communicate with that person through any social media site they have registered.

To view the course roster, click on the People tab in the course navigation side bar. You will now see a list of all students, teachers, and TA's in the course. Email and course information is also seen in this view. By default, observers are not listed in this window. Click on the 'Manage Users' button to see observers in addition to all other users in the course.

When students click on the People tab, they will only see a list of the teachers and other students. Students will not see observers in the course.

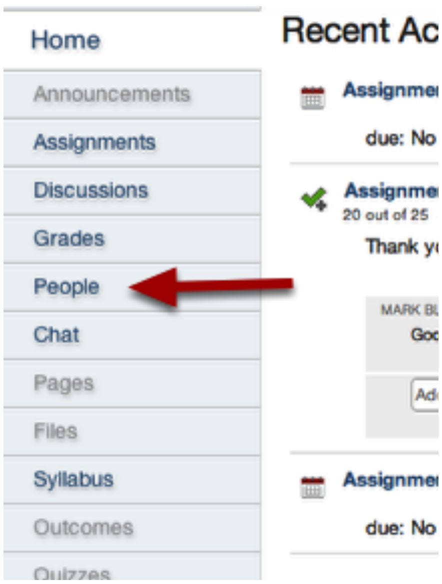
On the people tab in your Course Navigation, you can drill down into the specific student. On the student page, not only can you tell the last time they've logged in, you can see all the different messages they've sent within the system. You can also see their grades and this is where you can message him directly, or her. You can see their access reports, you can see which pieces of content within your course that “Bill's” been participating in, and also the different outcomes of learning he's associated with.

On the outcomes tab, you can see the outcomes that have been aligned with him inside of this course. If you're an administrator, or program director, you can actually see across multiple courses at the account level. So you can see of the learning outcomes associated with this student across multiple courses.

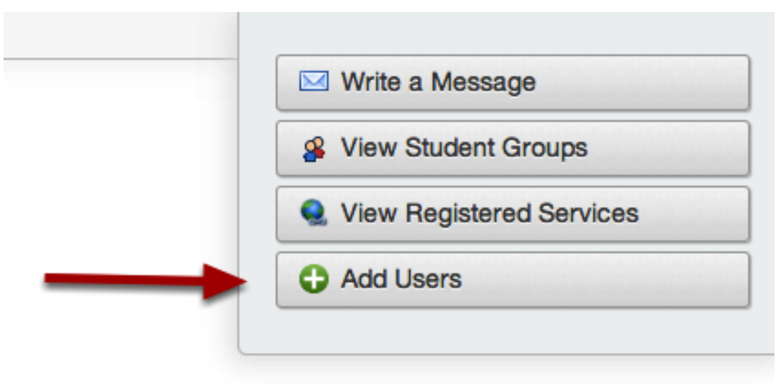
So far all of these different views, we give you a report for a course that is related only to the content activity within the course, but for an administrator, we give the exact same report, but it goes across courses.

How do I add a Student to my course?

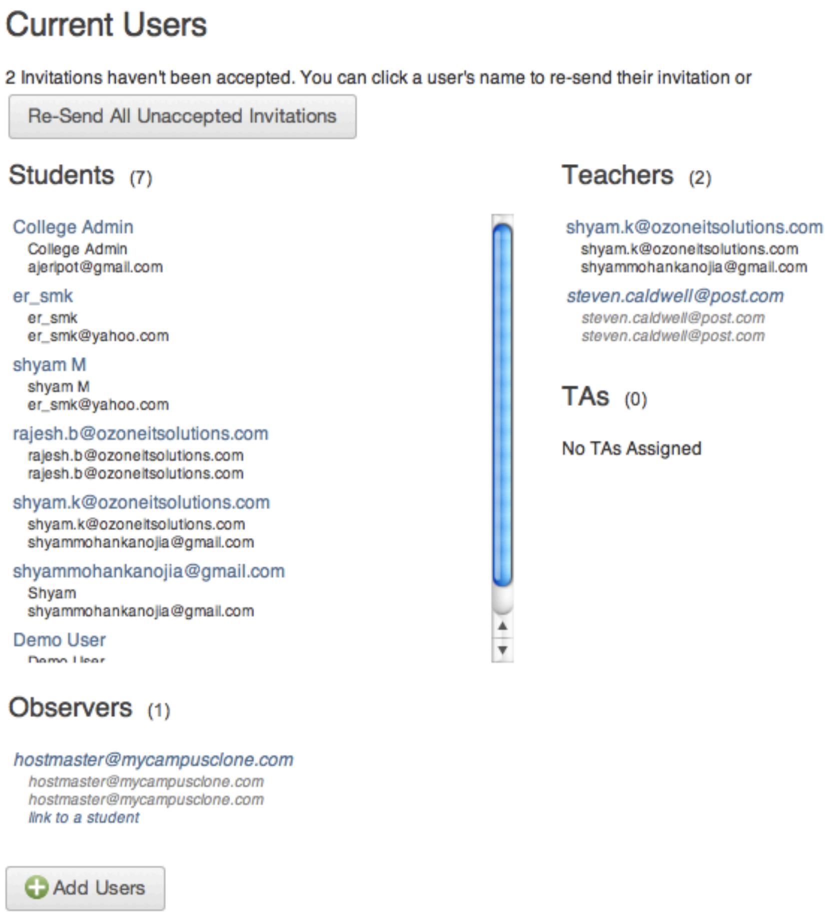
When you invite students to join your course you have the ability to set their Full Name for them. Log in to your MyCampusClone course.



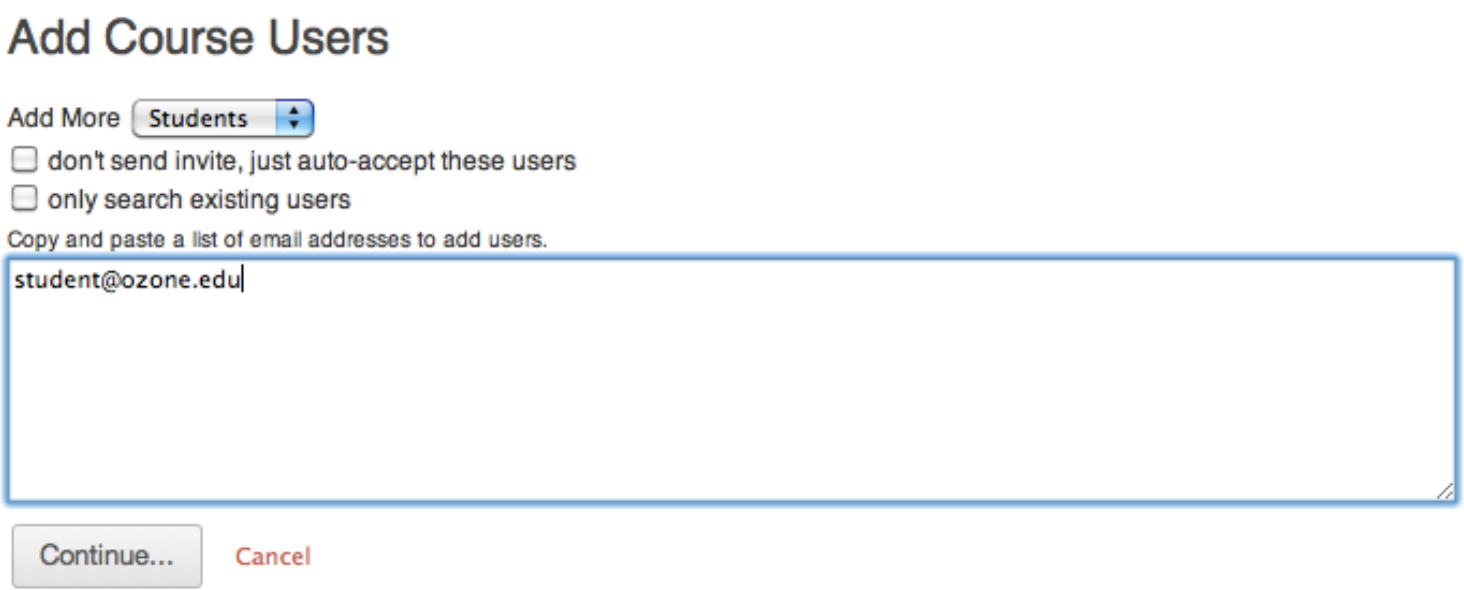
Click on the "People" section from the left navigation bar.



Click "Add Users"

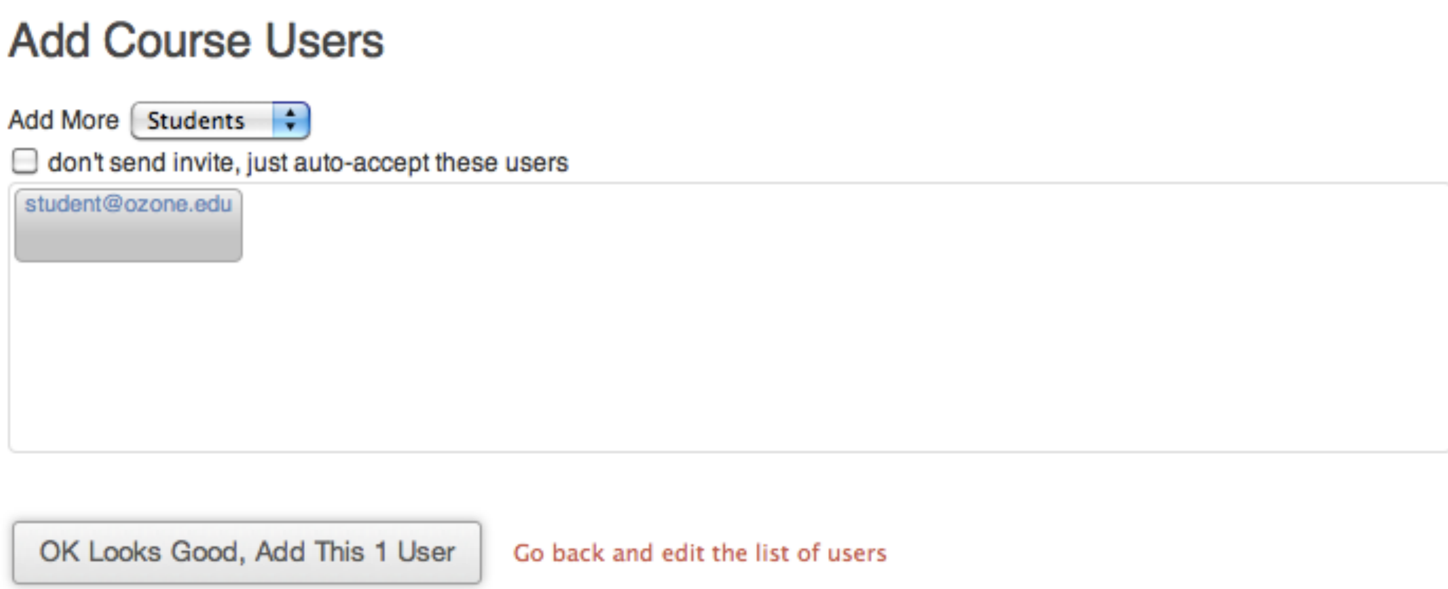


View current people. Click "Add Users" to invite more to the course
Choose who to add and enter their information. From the drop-down, choose the type of user you are wanting to invite (Students, Teachers, TA's or Observers).



In the text box, type the name and email address in the format of: First Last <email>
Click "Continue"

MyCampusClone verifies the formatting is correct
Click "OK Looks Good, Add These # Users" to send invitation(s).



How do I add Observers and TAs to my course?

Adding Observers and TAs in MyCampusClone

Adding observers and TA's is done through the same method as adding students and teachers via the “Manage Users” tab within the People section of MyCampusClone. TA's have the same level of access as teachers.

Observers only have read access to the course. They are unable to submit assignments, take quizzes, or see other students in the course.

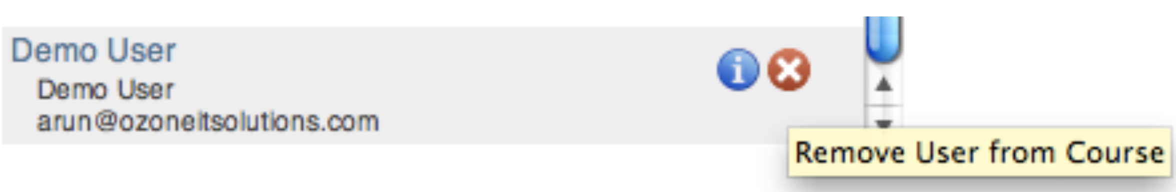
Observers can also be associated with a particular student in the course. This can be particularly useful in a K-1w environment when a teacher wants a parent to be able to see their child's progress. Once the observer (parent) is added, there is a link which allows the observer go be linked to a student as seen in the screenshot below.

Once linked to a student, observers can view the student's assignments, grades, etc.

How do I delete an enrollment in my course?

Unenrolling students

To delete a user, click on the people tab in the course navigation sidebar. From there, click on Manage Users button in the sidebar. When you hover over a particular user, you will see icons for enrollment details, editing information, and deleting the student. Click on the X will delete the user as seen in the screenshot below. Once the student is deleted, you can still view their details in the View Prior Enrollments button in the sidebar.

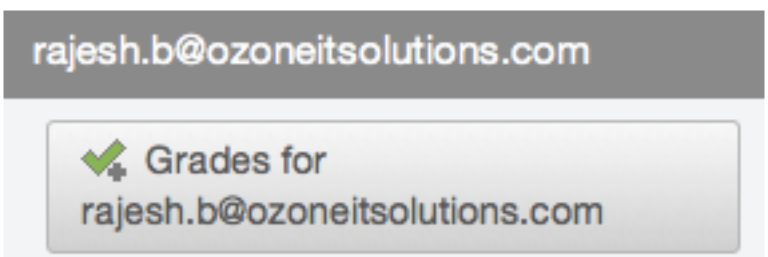


How can I view grades for concluded student enrollments?

Viewing grades for concluded student enrollments

Viewing grades for concluded student enrollments can be done from the People tab in the course navigation bar. From there click on the “View Prior Enrollments” button in the sidebar. In this window, you will see all students who were previously enrolled and their total grade.

To view additional grade details, click on that user's name. In the next window click on the “Grades for <student's name>” button in the sidebar as seen in the screenshot below.



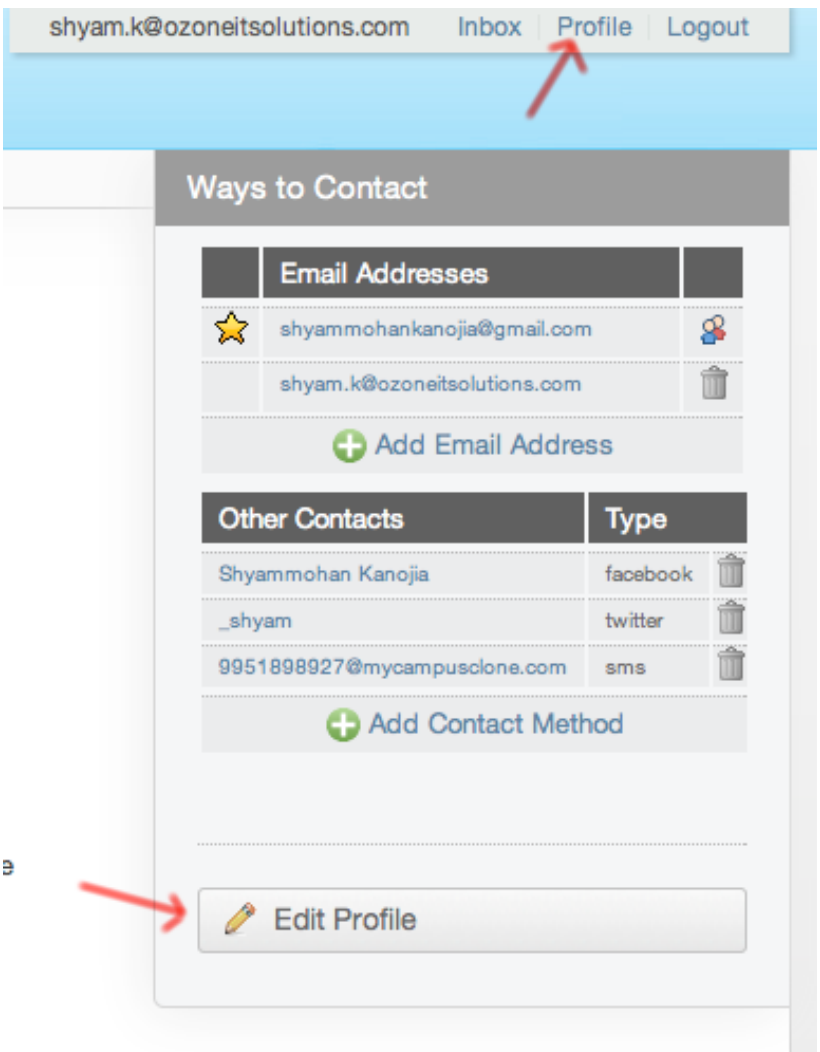
The next window will contain all grade details for this concluded user. Clicking on the “Show all details” or the checkmark-plus icon to view specific details about an assignment or quiz.

Profile

Where is my Profile page?

By clicking on the Profile link in the upper-right corner of the MyCampusClone interface, users can

- add a Profile photo
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings



How do I change my Full Name, Display Name and Time Zone?

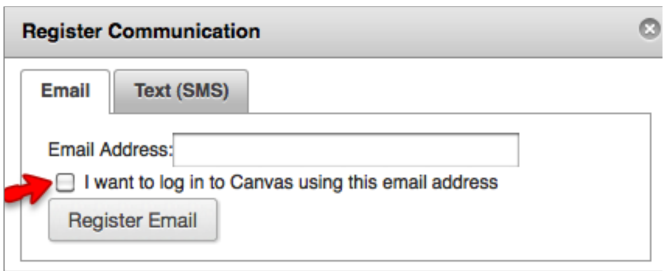
Editing your profile in MyCampusClone

You can edit your Full Name, Display Name and Time Zone. You can receive updates from MyCampusClone, delete your profile and change your password here.
First click on Profile in the top right navigation bar of the MyCampusClone. Then click Edit Profile.
You can now make your changes. Make sure to click Update Profile to complete.

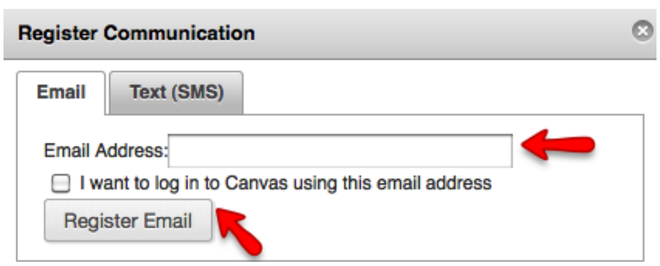
How do I add an additional email channel in MyCampusClone?

Adding Email Contacts in MyCampusClone

First while logged into MyCampusClone click on Profile
then Add Email Address.



Type in the email address you wish to add and click Register Email.



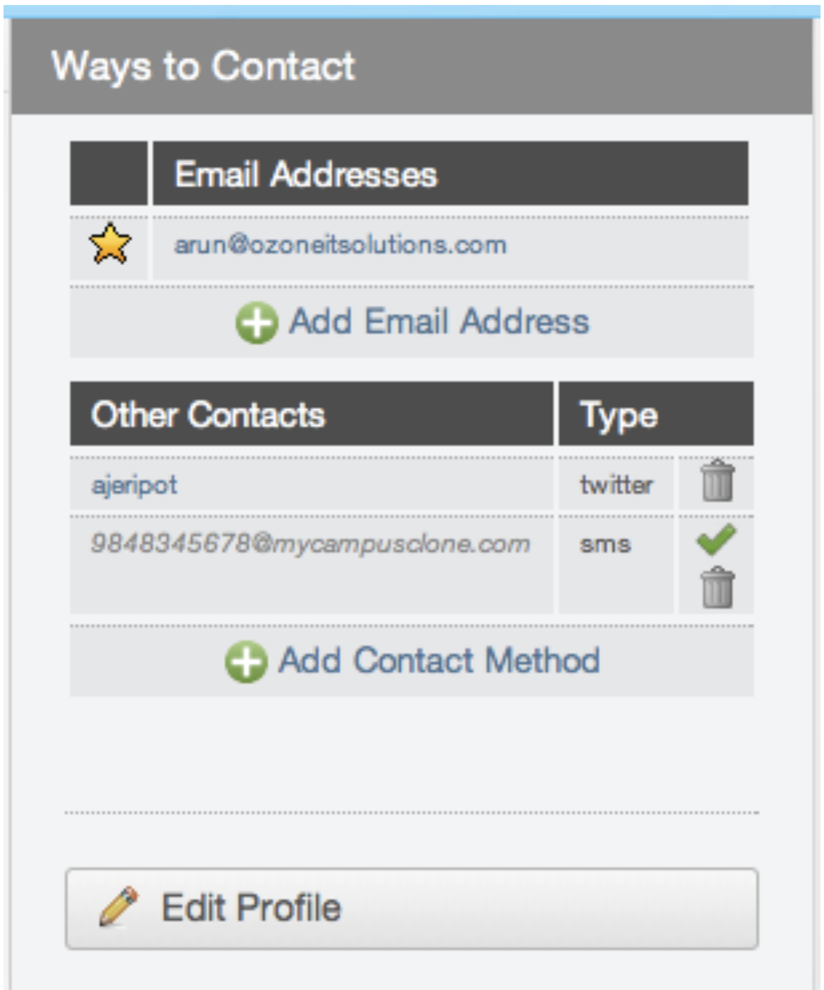
**If you wish to set this email address as your default email address which will then be your new MyCampusClone log in make sure you check the box I want to log into MyCampusClone using this email address.

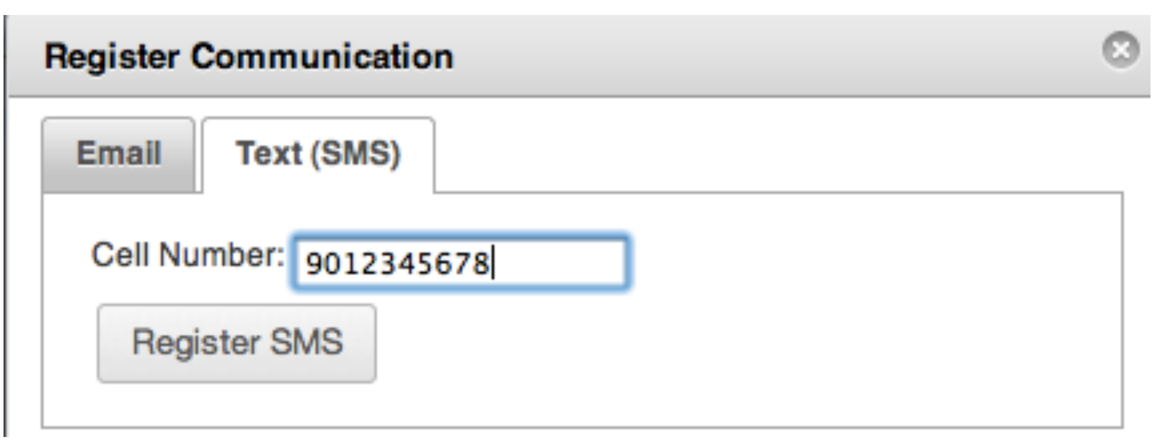
How do I add a SMS communication channel in MyCampusClone?

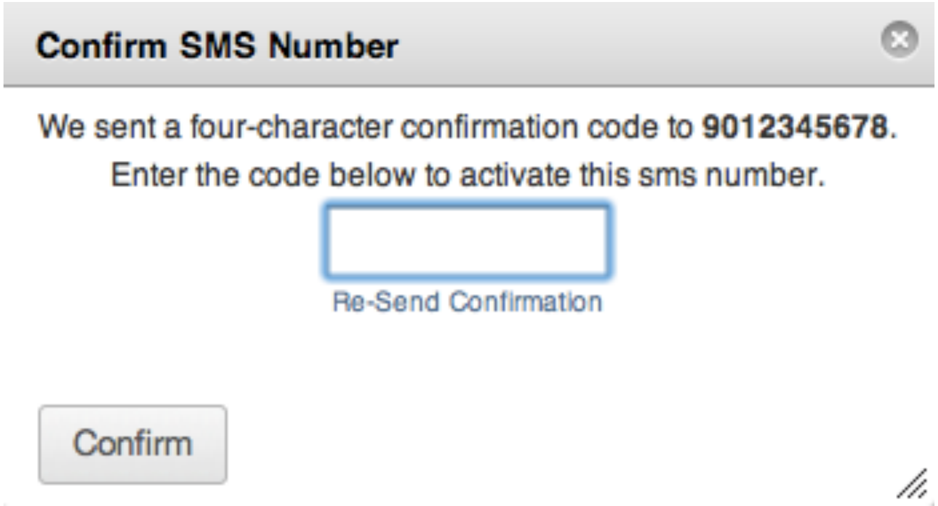
Adding a contact phone

To add a contact cell phone number to MyCampusClone in order to receive SMS text messages click on Profile then click on Add Contact Method.

Type in your cell phone number. Click Register SMS.





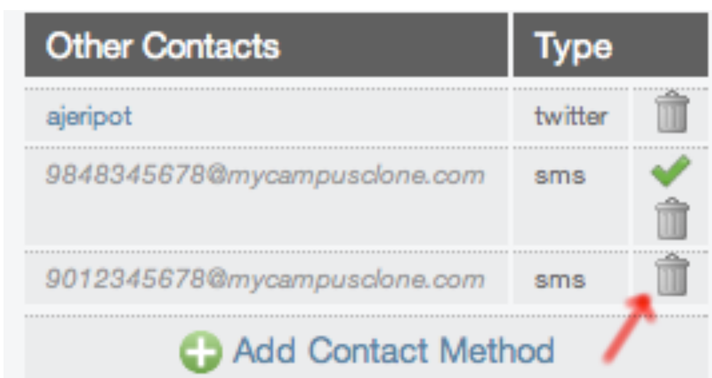


You will receive a text message on your cell phone with an activation code enter it into the box and click Confirm.
You will then note that your SMS number will be listed under Other Contacts.

To remove a cell phone number for SMS text click on the Trash Can next to the number in the Other Contacts section. Click OK.

How do I remove the SMS communication channel from my Profile?

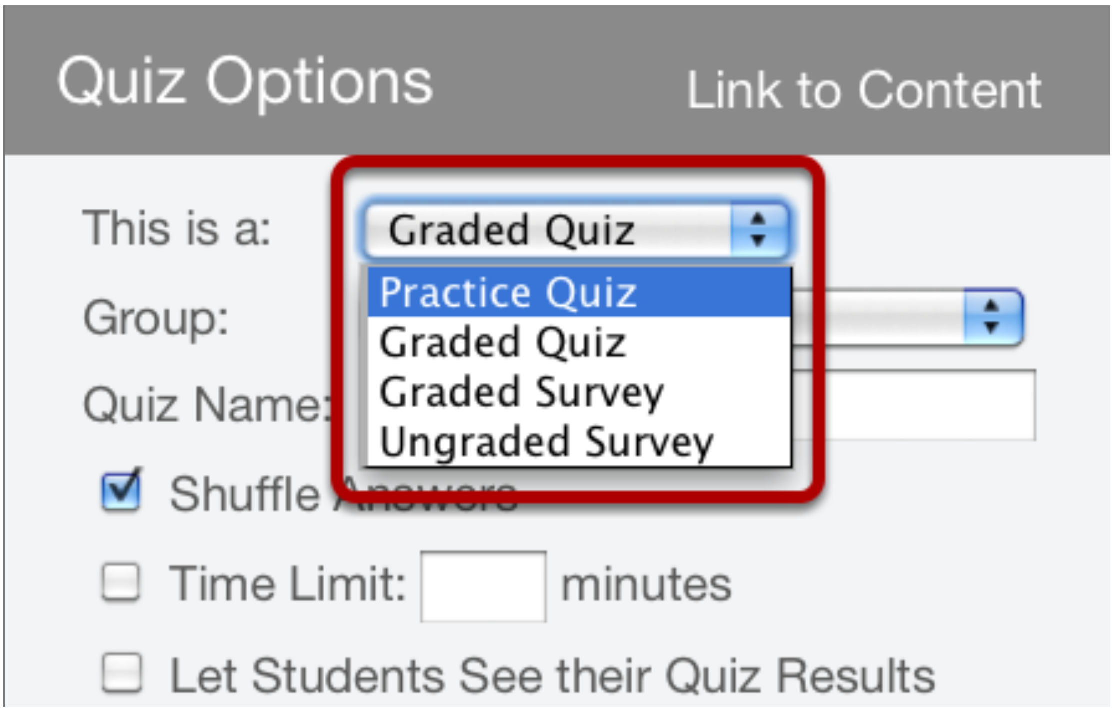
After logging in to MyCampusClone, click on "Profile" at the top of the page.
Locate the garbage can icon next to the SMS/Texting number you would liked removed.
After clicking garbage icon and you will be asked to confirm your removal of the SMS number



Quizzes

What are the different types of quizzes?

The quiz tool is used to create and administer online quizzes and surveys.

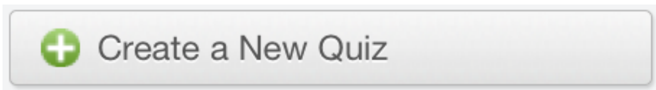


Four Different Types of Quizzes

1. A practice quiz can be used as a learning tool to help students see how well they understand the course material.
2. A graded quiz is the most common quiz and MyCampusClone automatically creates a column in the grade book for any graded quizzes you build.
3. A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.
4. An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.

How do I create a new Quiz?

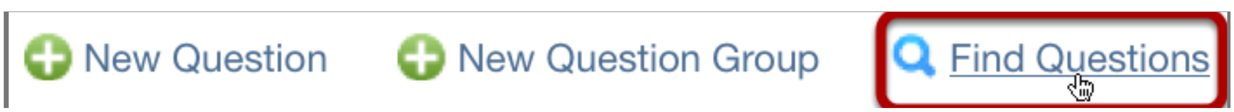
Create new quiz
Click the Quizzes link in the Course Navigation. Then click Create a New Quiz in the upper right-hand corner of the Quizzes page.



Edit Quiz Introduction
Introduce your quiz with formatted text, images, or sample math equations.

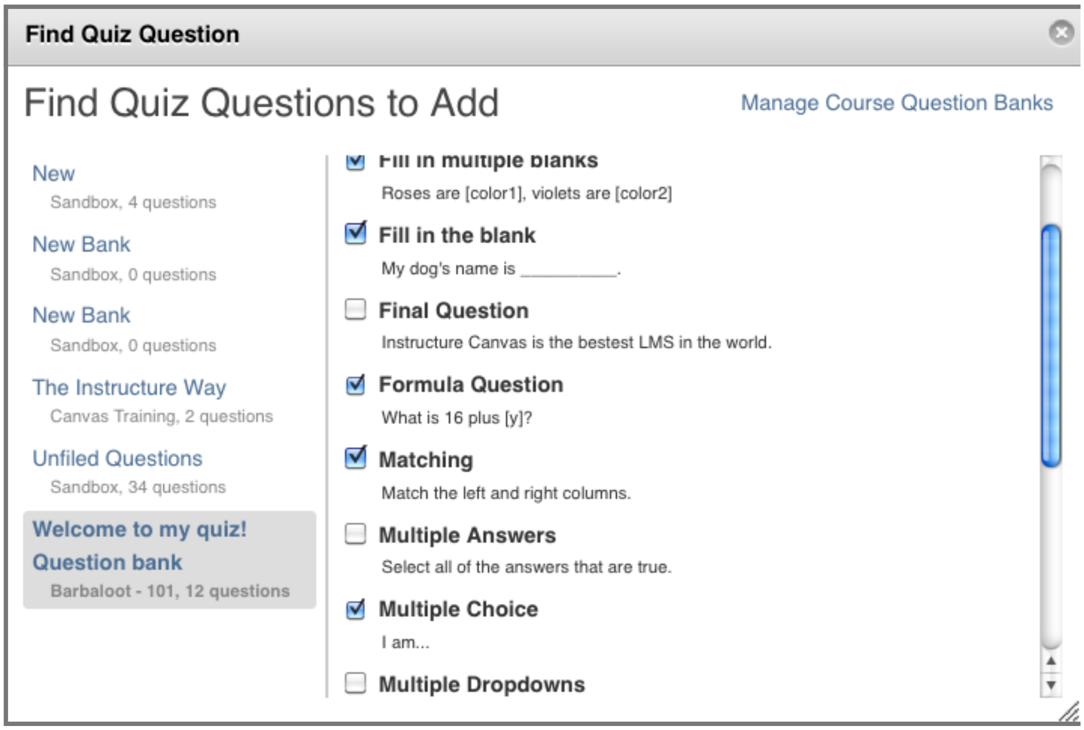
Option #1 - Manually create a new question
There are four ways of adding questions to your quiz. Option #1 is to manually create a new quiz question.

Option #2 - Copy individual questions from existing question banks.



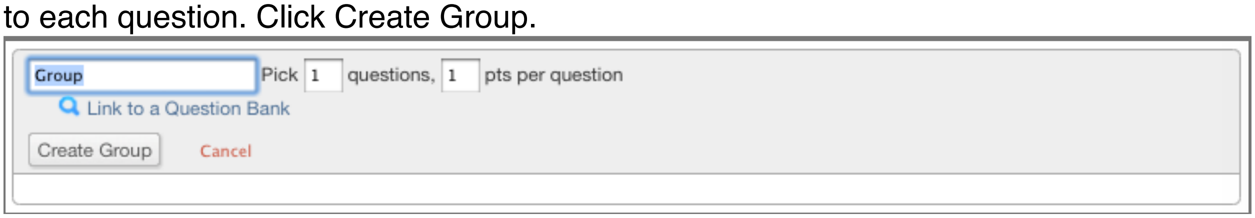
Click Find Questions to access existing question banks. You will see all of the question banks that you have built in other courses where you are the Instructor. You will also see question banks that have been added by your administrator to your sub-account. This makes it easy for instructors in the same department or program to share resources.

Select individual questions
Check the boxes next to the questions you wish to copy to your quiz. Individual questions will appear in your quiz that you can edit and group any way you like.



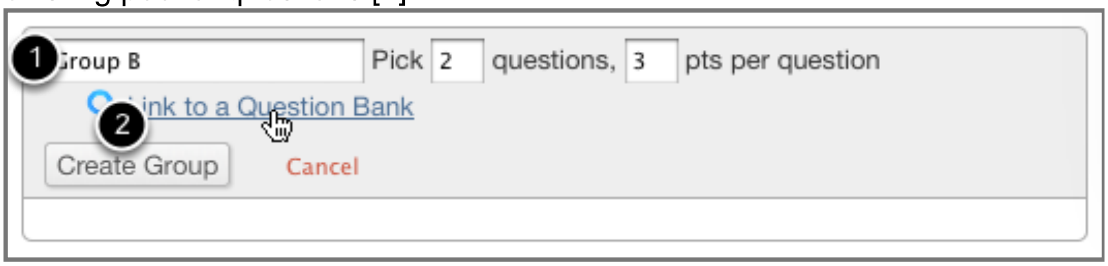
Option #3 - Create new question group comprised of manually-created questions
Name question group

Give your question group a name. Decide how many questions you want MyCampusClone to randomly select from the group and the number of points assigned to each question. Click Create Group.

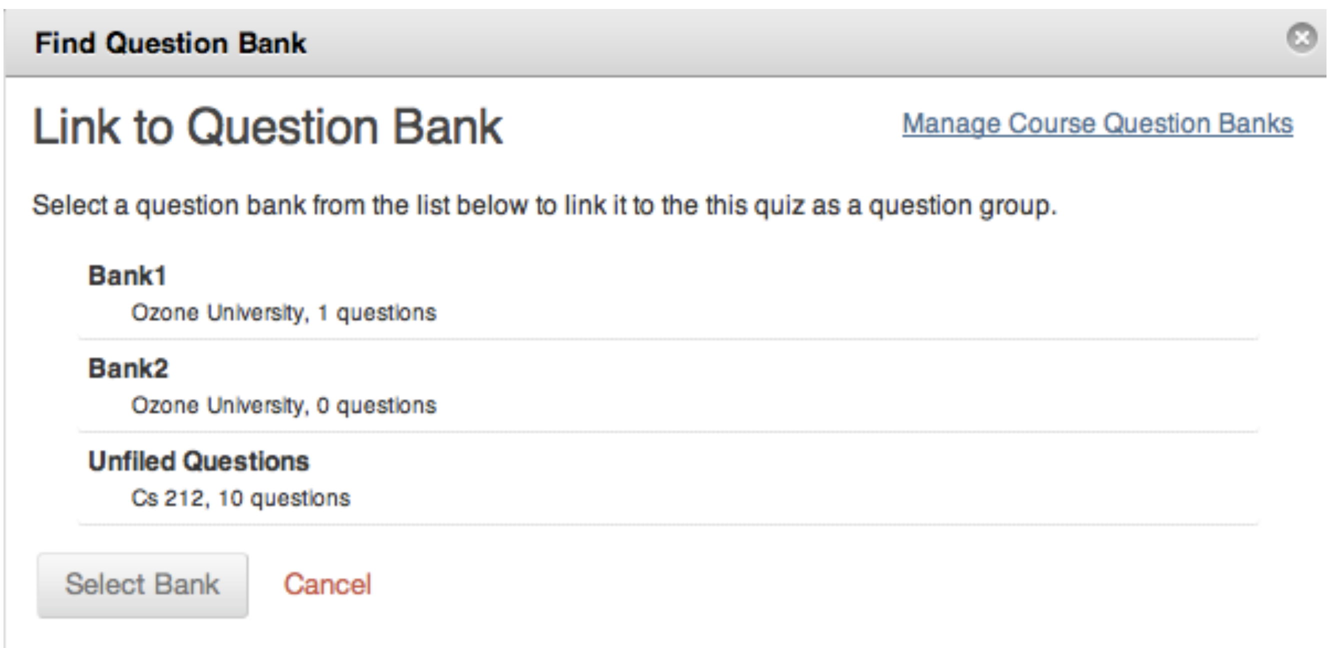


Option #4 - Link question group to a question bank Click New Question Group.

Name question group
Give your question group a name [1]. Click Link to a Question Bank to reference an existing pool of questions [2].



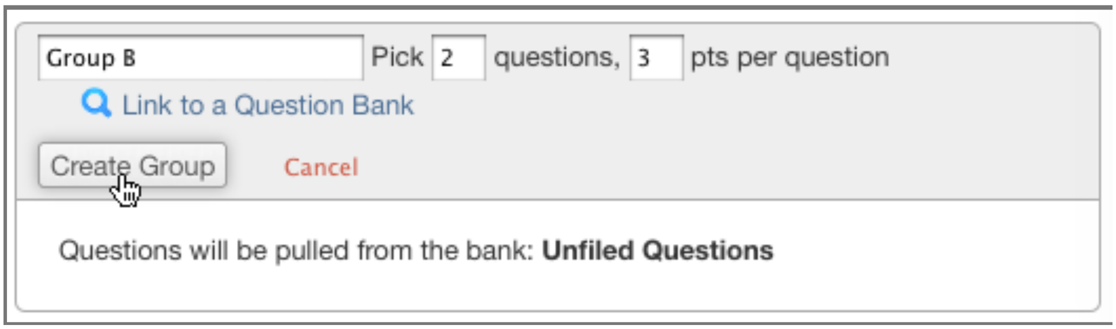
Select question bank



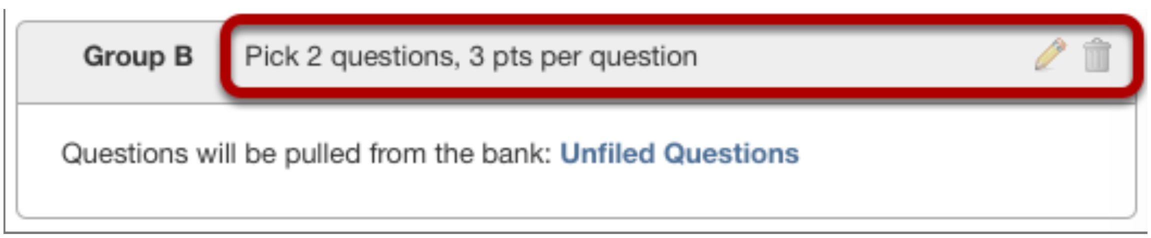
Select the question bank you want to reference in your quiz. Click Select Bank.

Save question group

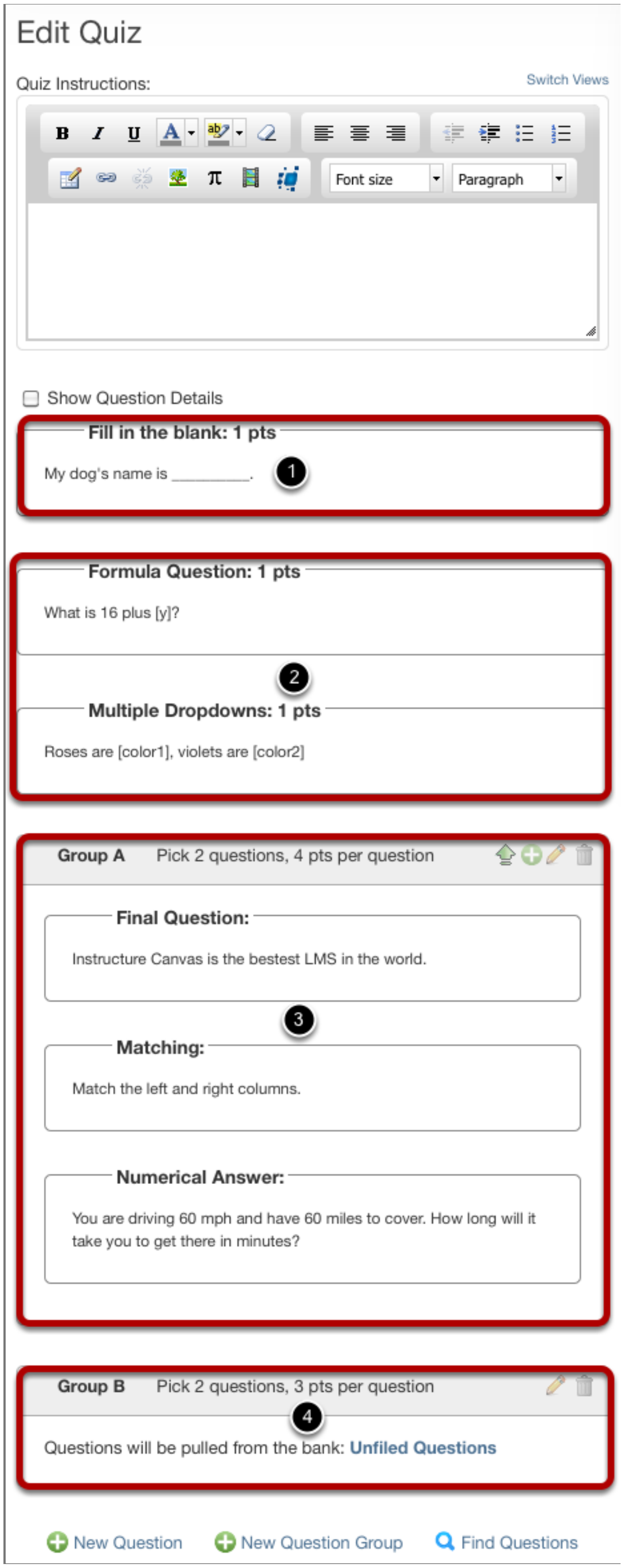
MyCampusClone will reference this bank of questions as each student takes the quiz. Each student will get a random number of question pulled from the bank. Decide how many questions you want MyCampusClone to randomly select and the number of points assigned to each question. Click Create Group.



Edit question group

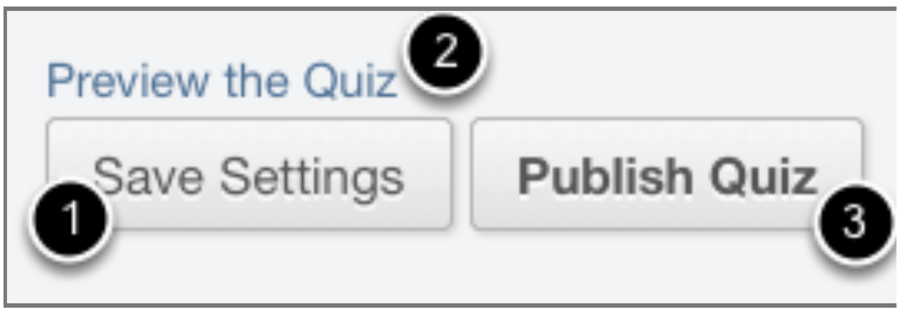


Review final quiz



This quiz was made from a manually-create question [1], two questions copied from question banks [2], three manually-created questions that have been grouped together [3], and a question group that is pulling in questions randomly from a question bank. Based on the point values of questions added, this quiz will be worth 16 points.

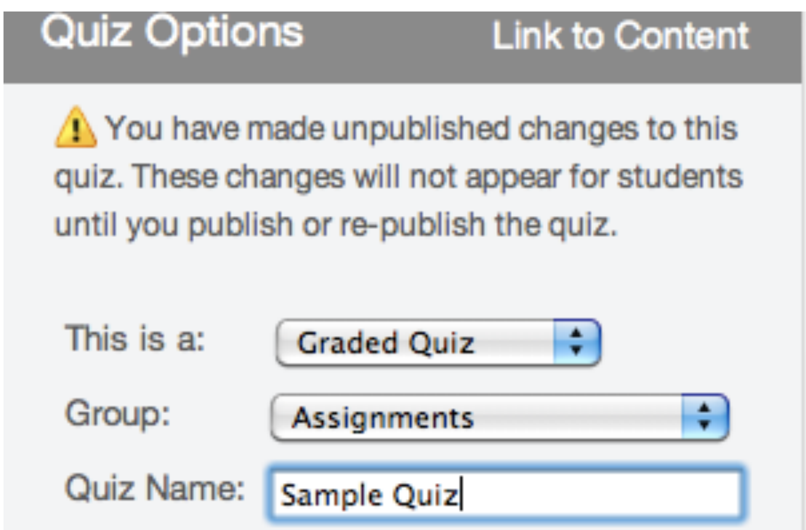
Publish Quiz



Click Save Settings to save your work [1]. Then click Preview the Quiz to see what student will see when they take the quiz [2]. If everything looks A-OK, click Publish Quiz [3].

What quiz options are available to me?

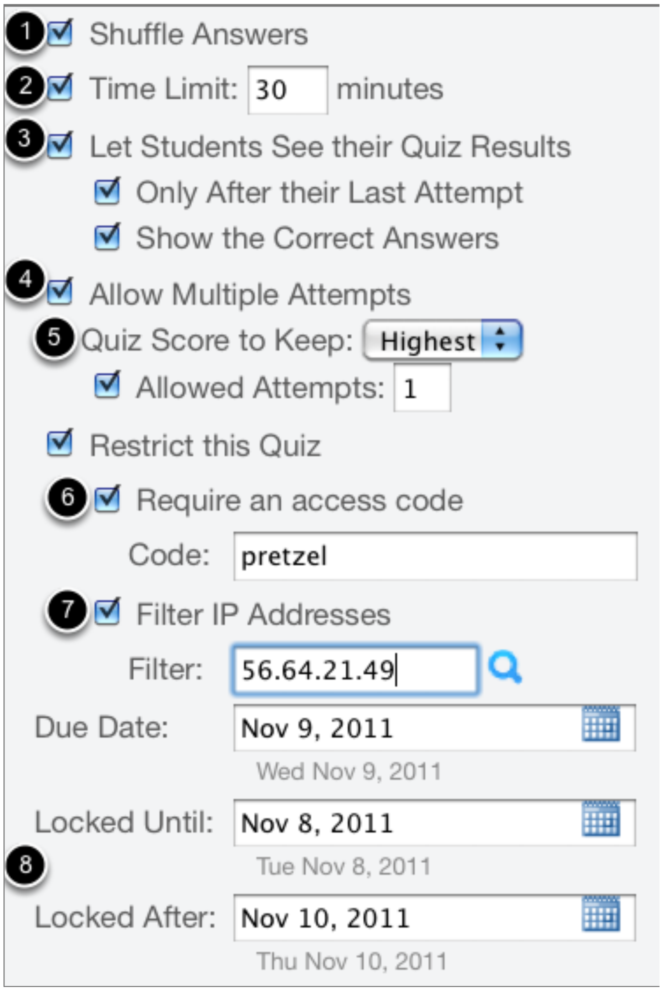
Set Quiz Type, Assignment Group and Quiz Name



You have many options when creating a quiz:

1. Select the quiz type
2. Categorize the quiz into the proper Assignment group
3. Edit the quiz name

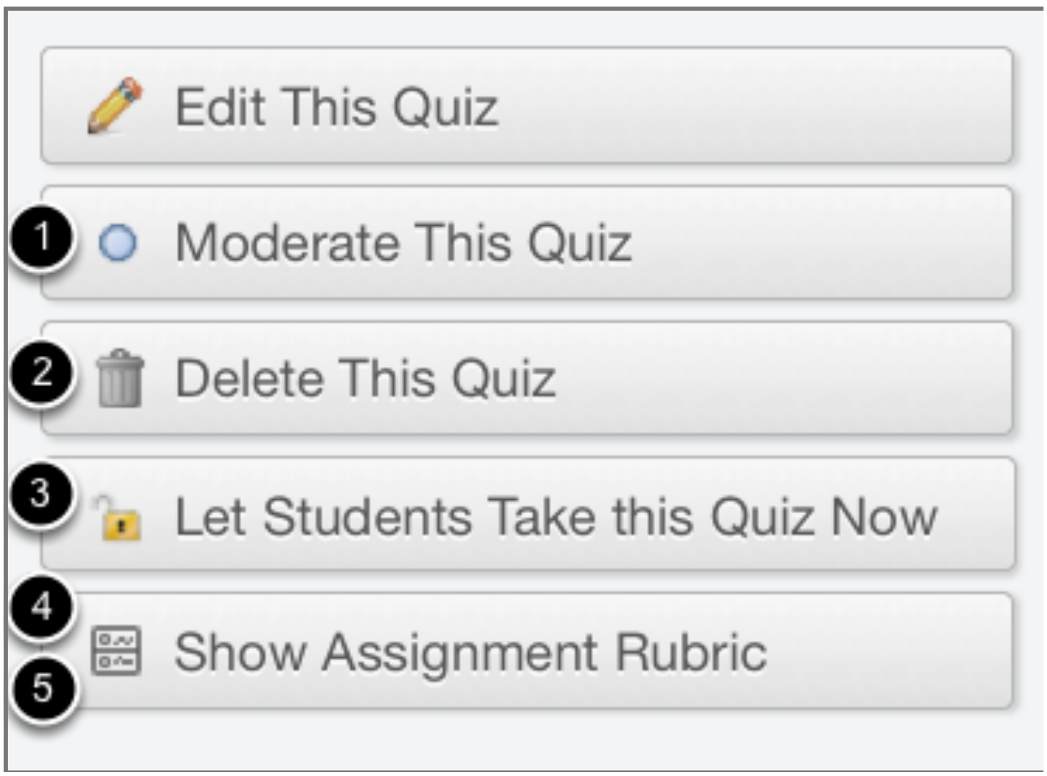
Set Quiz Options
You have many options when creating a quiz:



1. You can shuffle (randomize) answers
2. You can set a time limit
3. You can let students see their quiz results with or without showing the correct answers.
4. You can allow multiple attempts and limit the number of attempts.
5. You can keep the highest or the latest score out of the attempts.
6. You can require an access code (given by a proctor) in order to start the quiz.
7. You can require students to take a quiz from computer lab with a specified IP address range.
8. You can lock the quiz before and after the due date.

Other Quiz Options

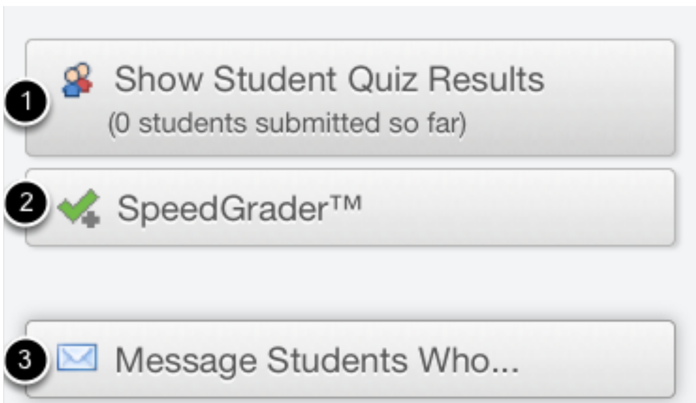
After you publish the quiz, you will see other options:
1. You can moderate a quiz to give students extra time or extra attempts
2. You can delete a quiz
3. You can manually unlock a quiz (quiz must be locked first)
4. You can add a rubric to a quiz and use the rubric to evaluate student answers (to essay questions, for example).
5. You can align a question bank to a learning outcome and use quiz results to determine whether or not a student has achieved mastery.



Show Quiz Results and Message Students

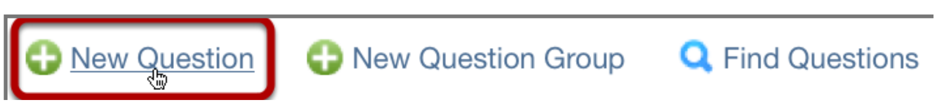
Once a quiz has been published and students have submitted their answers:

1. You can show student quiz results for the whole course
2. You can view quiz results in the SpeedGrader
3. You can message students who have taken the quiz already or who haven't yet taken the quiz



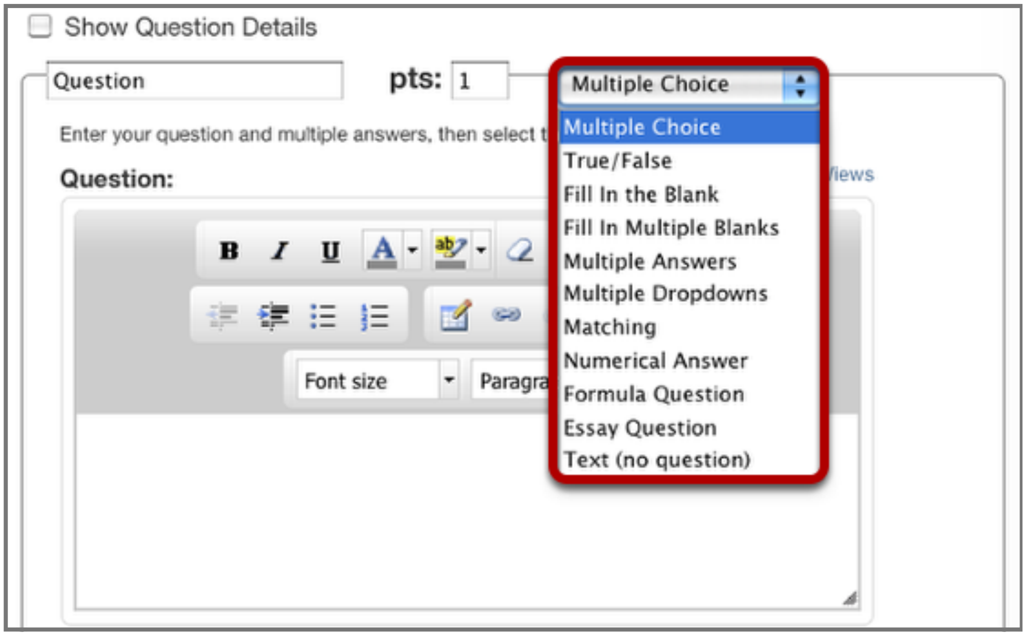
How do I create a Multiple Choice question?

Create a new question



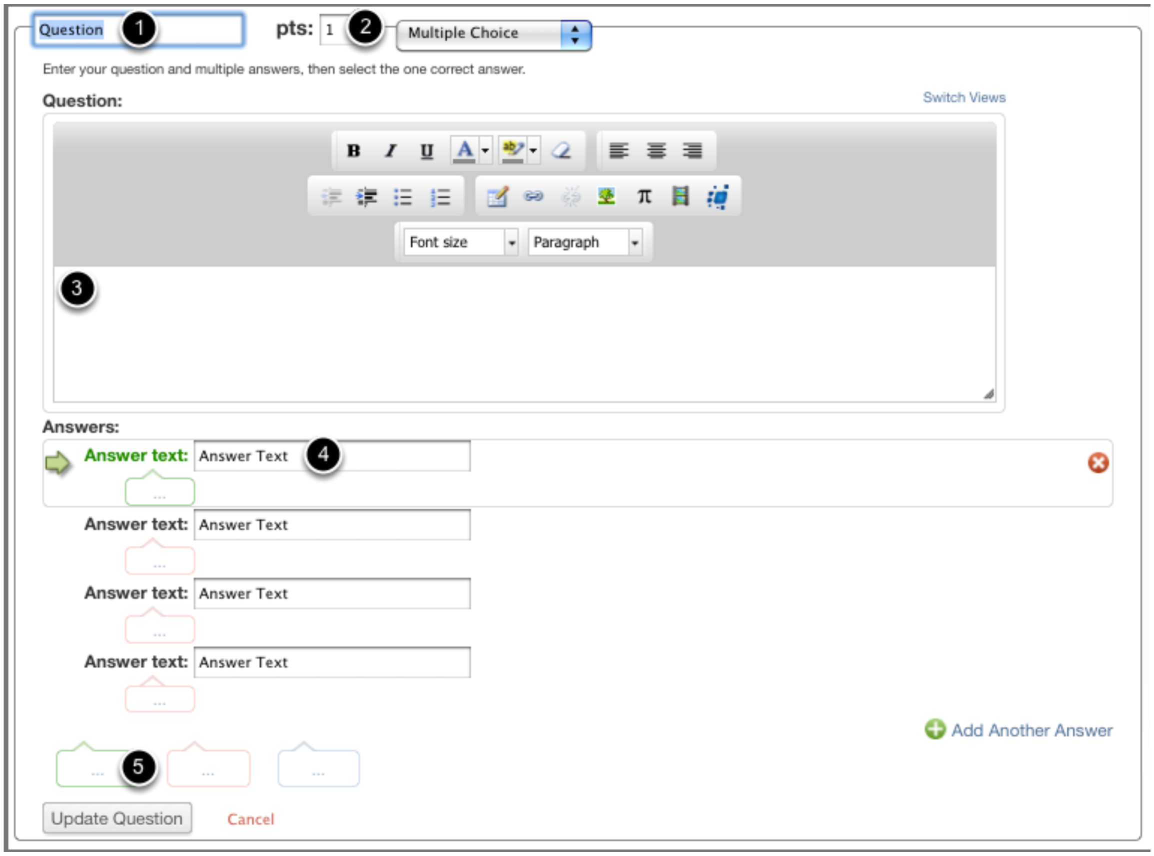
At the bottom of the quiz editing page, click New Question.

Select Multiple Choice question type
When you create a new question, the Multiple Choice question type is selected by default.

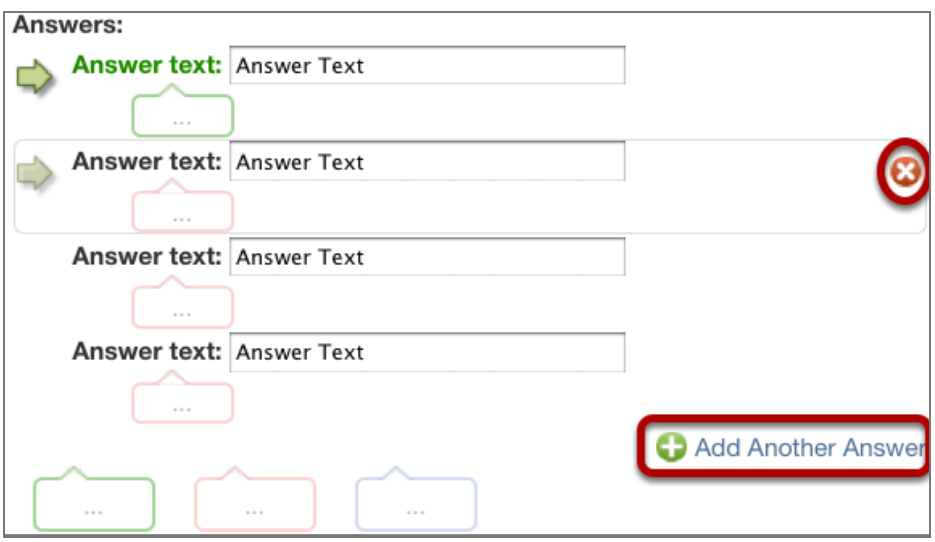


Edit Multiple Choice question details
To build a multiple choice question, you will need to add the following details:

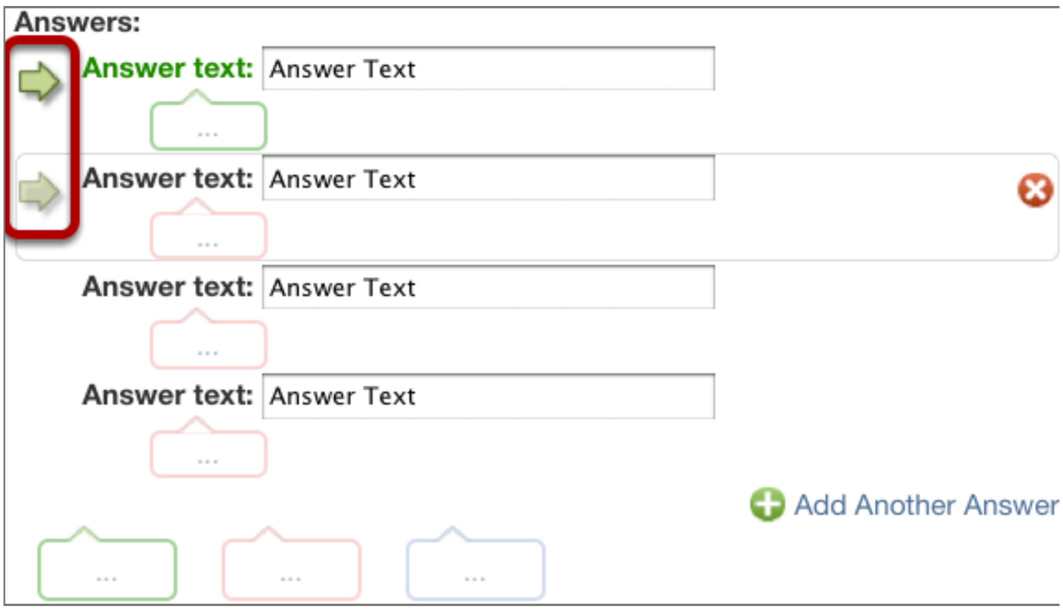
1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for each answer
5. text for the feedback bubbles under each answer and/or at the end of the question



Add or delete answers
Click on the red x to the right of an answer to delete it. Click Add Another Answer to create as many distractors as you like. Multiple Choice questions can have more than four answers.

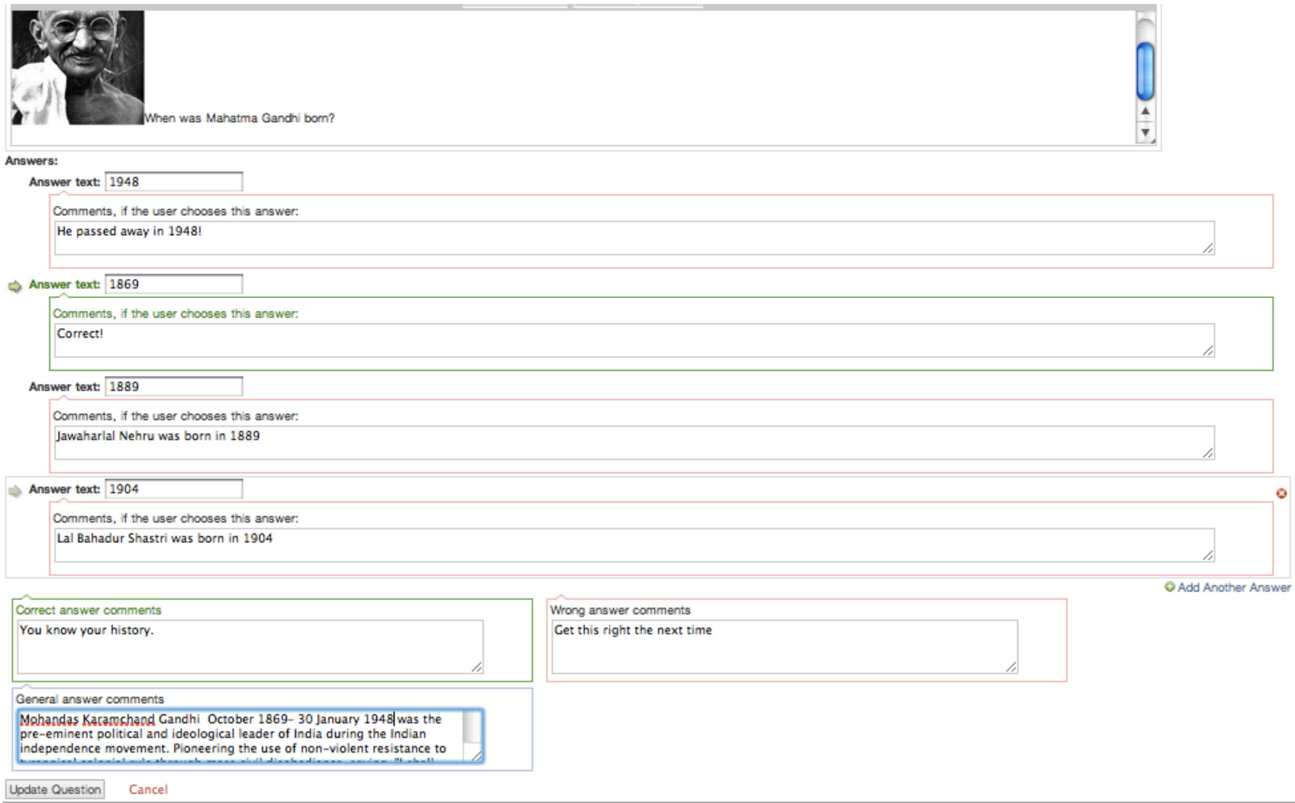


Select correct answer
Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click on the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the first answer is the correct answer.



Complete multiple choice question details
Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.

Save question Click Update Question.

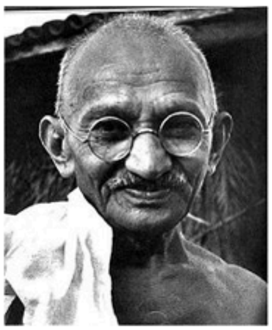


Student view of Multiple Choice question
This is what a student sees when they encounter a Multiple Choice question in a quiz.

Student view of Multiple Choice feedback
This is what a student sees if they are allowed to see correct answers after submitting the quiz.

Score for this quiz: **1** out of 1
Submitted Mar 12 at 3:01pm
This attempt took 1 minute.

Question 1: 1 pts



In which year was Mahatma Gandhi born?

1948

1869

Correct!

1889

1904

You know your history.

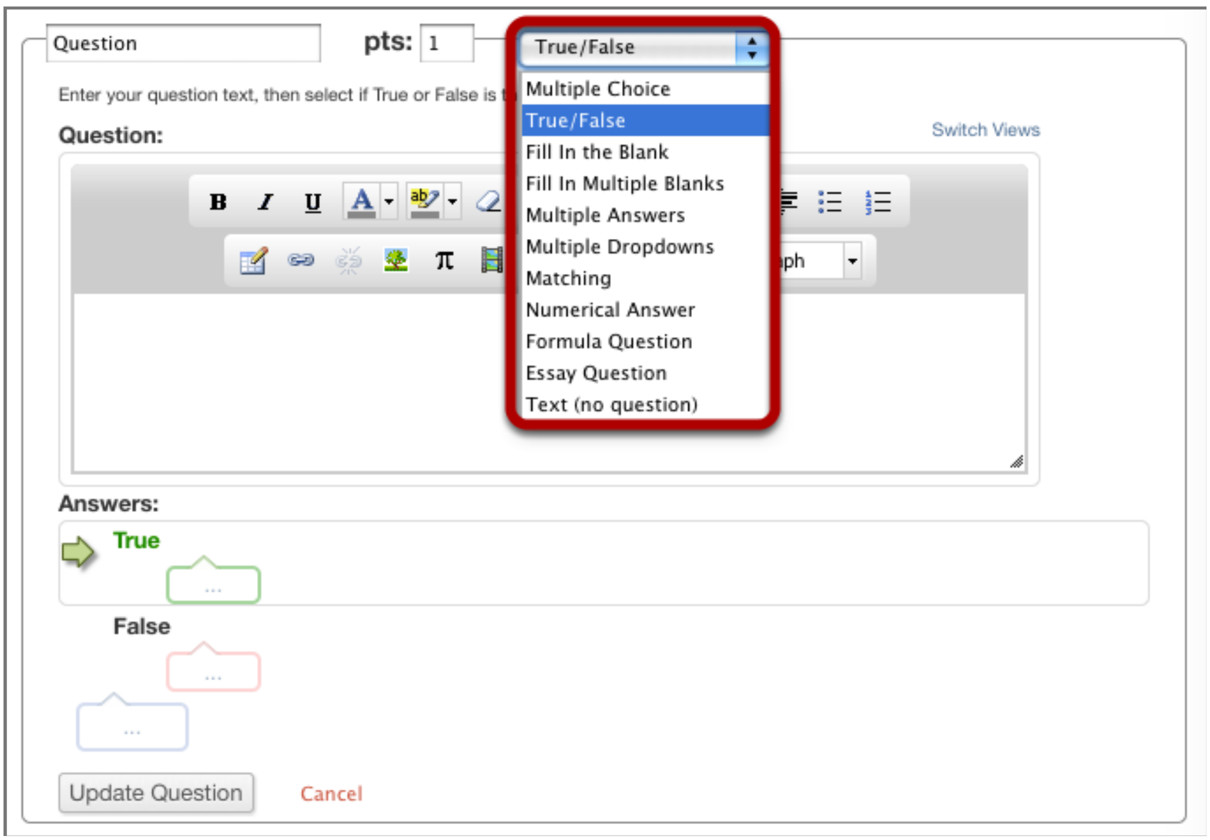
1 / 1

Students can see which response was correct if they mouse over the different answers.
A green "ghost" arrow will appear to the left of the correct answer.
No credit is assigned if the student answers a Multiple Choice question incorrectly.

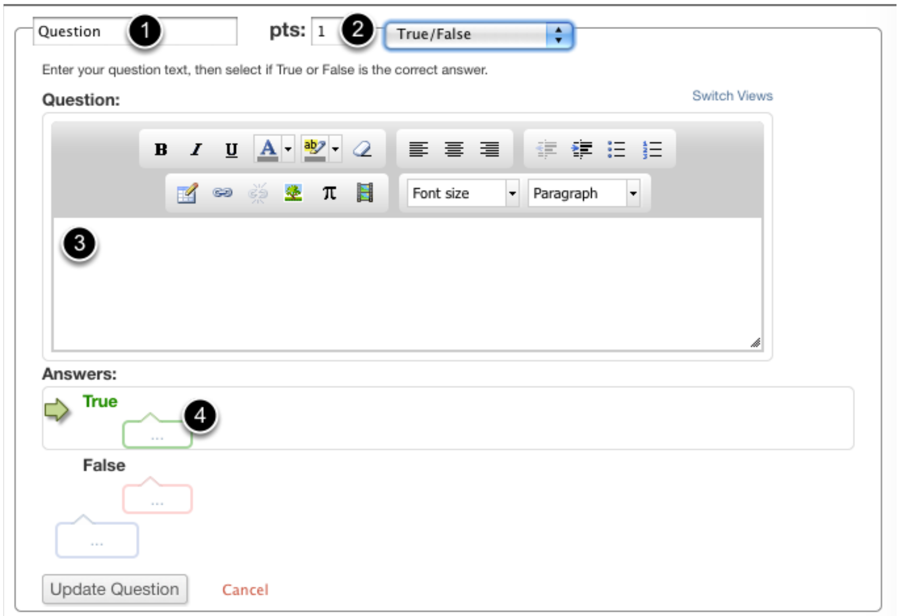
How do I create a True/False question?

Create a new question

At the bottom of the quiz editing page, click New Question.



Select True/False question type

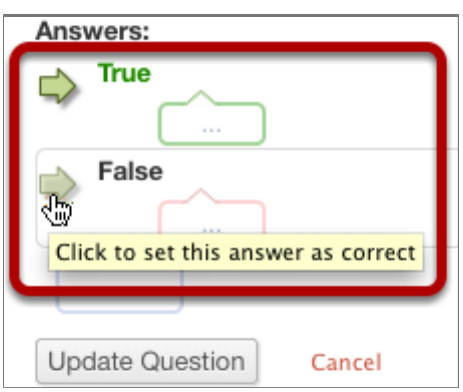


Click on the drop down menu and select the True/False question type.
Edit True/False question details

To build a True/False question, you will need to add the following details:

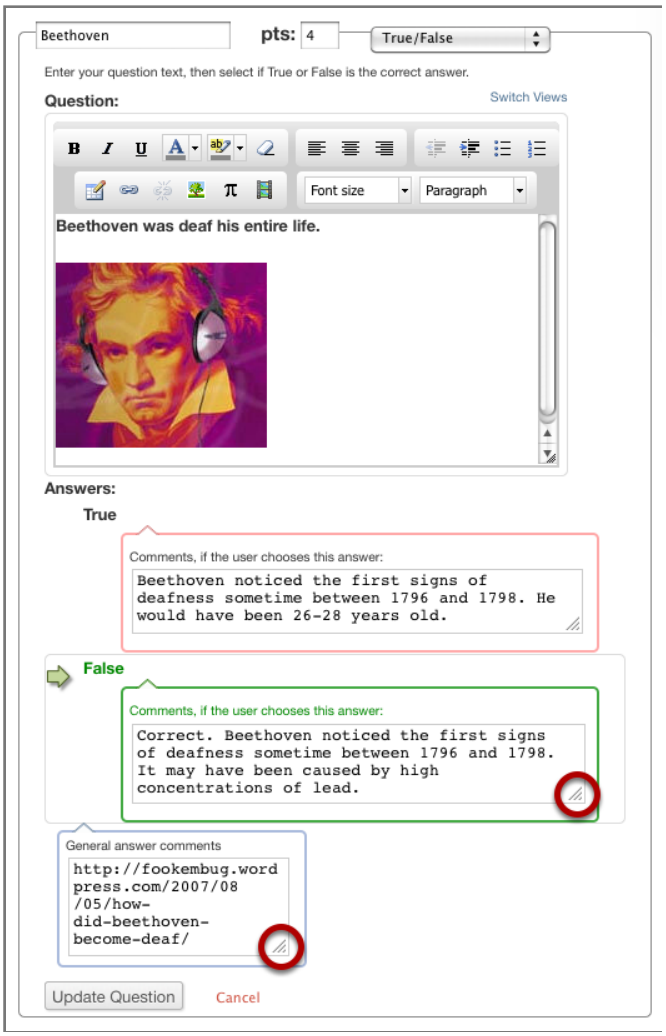
1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for the feedback bubbles under each answer (red and green) and/or at the end of the question (blue)

Select correct answer



Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click on the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the "true" answer is the correct answer.

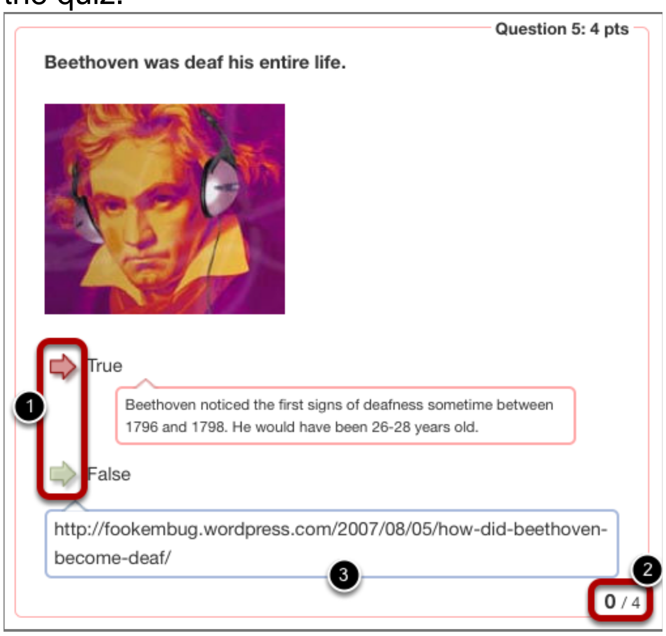
Complete True/False question details
Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.



Save question Click Update Question.

Student view of True/False question
This is what a student sees when they encounter a True/False question in a quiz.

Student view of True/False feedback
This is what a student sees if they are allowed to see correct answers after submitting the quiz.

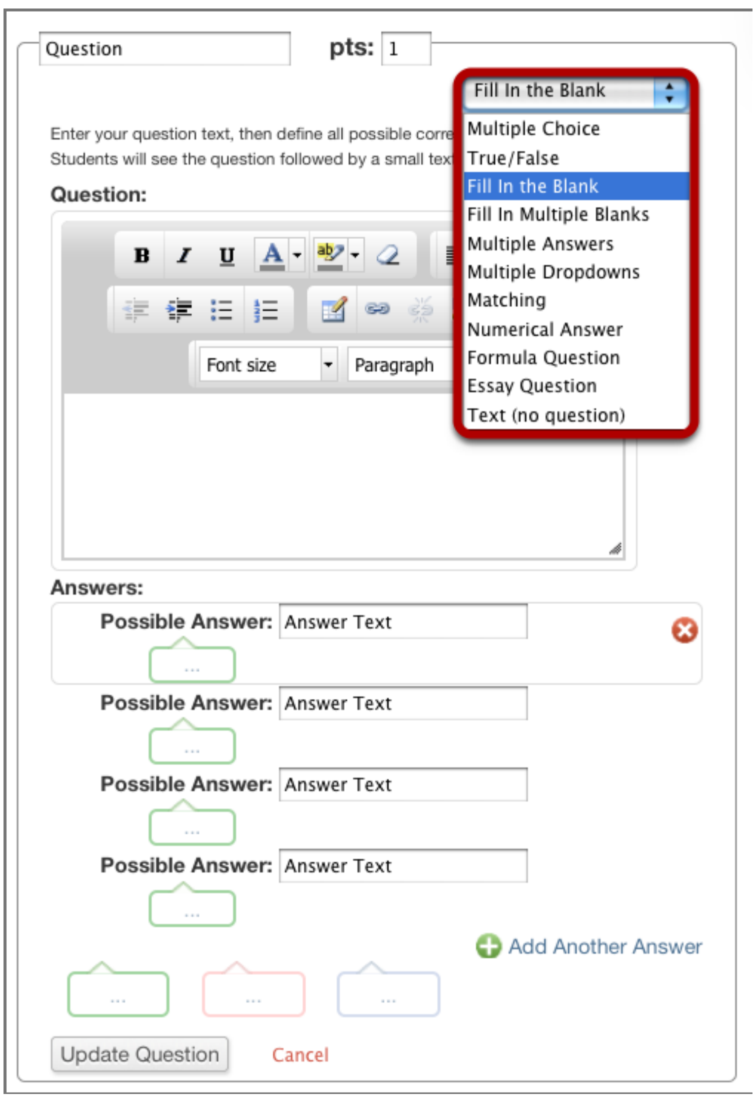


They will see which answer was true and which was false [1].
No credit is assigned if the student answers a True/False question incorrectly [2].
Notice that the blue feedback bubble appears whether or not the student gets this question right [3].

How do I create a "Fill-in-the-blank" question?

Create a new question

At the bottom of the quiz editing page, click New Question.
Select "Fill-In-the-Blank" question type

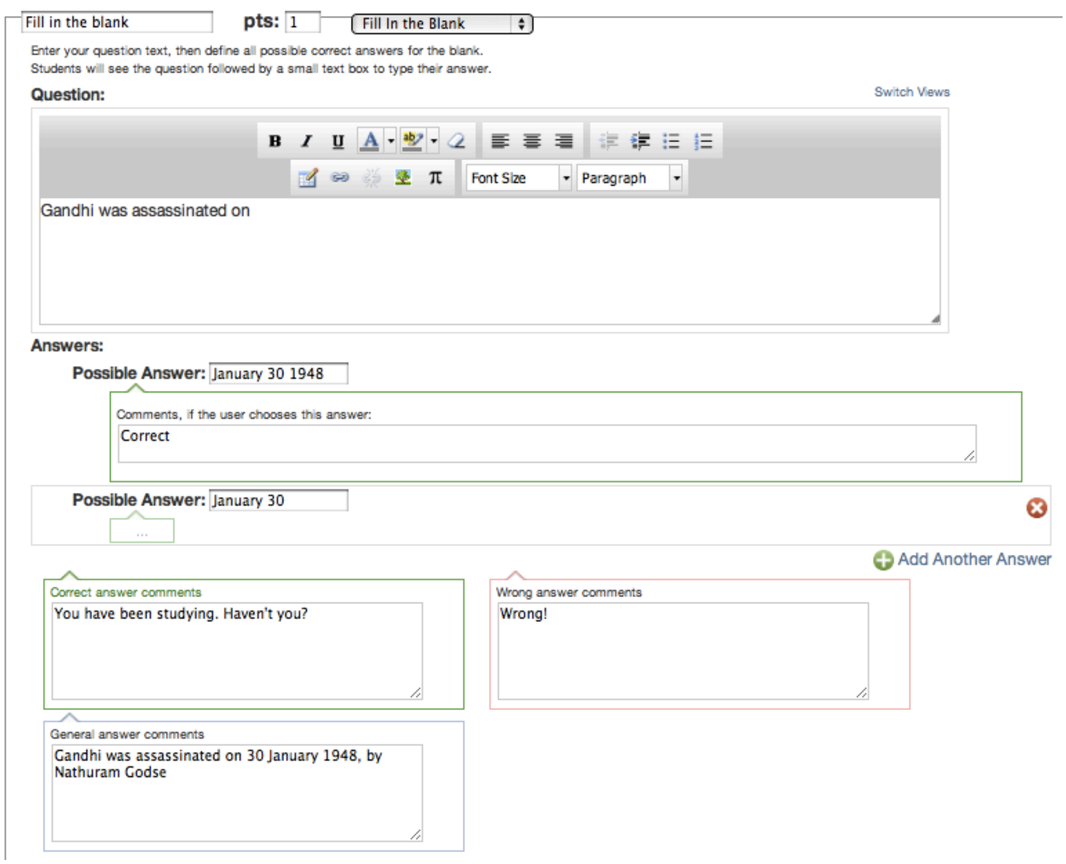


Click on the drop down menu and select the "Fill-In-the-Blank" question type.

Edit "Fill-In-the-Blank" question details

To build a True/False question, you will need to add the following details:

1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for the possible answers
5. text for the feedback bubbles under each answer (possible answers are all green) and/or at the end of the question



Enter
Possible Answers
With "Fill-in-the-blank" questions, instructors must try to account for all of the possible correct answers that a student might give. Click Add Another Answer to add as many different versions of the correct answer as possible.
Type the different versions of the right answer in the Possible Answer fields.

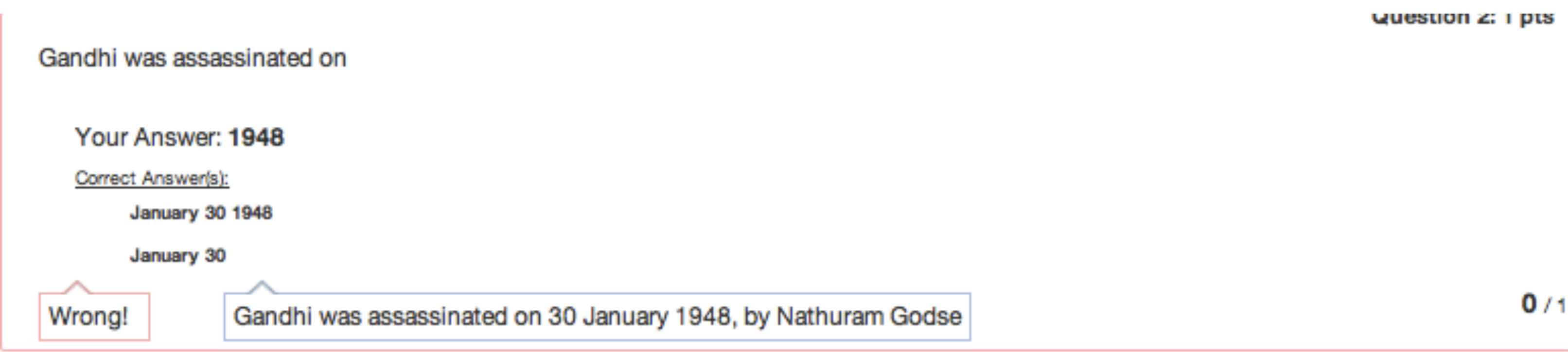
Note: Answers to "Fill-in-the-blank" questions are case sensitive. If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

Save question Click Update Question.

Student View for "Fill-in-the-blank" question

This is what a student sees when they encounter a "Fill-in-the-blank" question in a quiz.

Student View for "Fill-in-the-blank" feedback



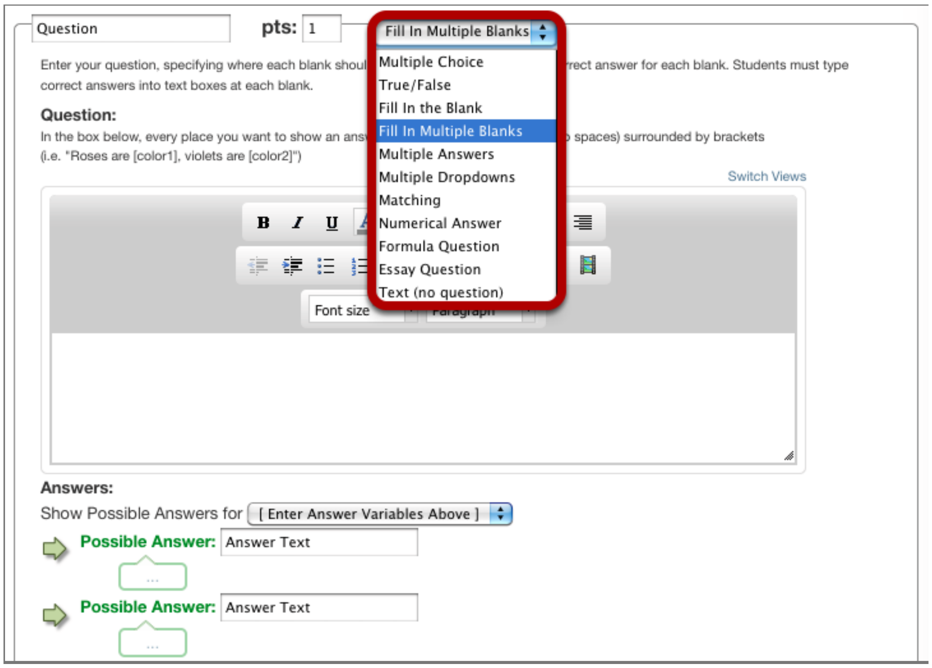
If you allow students to see the correct answers, they will see all of the potentially correct responses after submitting the quiz.
Notice that the red feedback bubble appears because the student got this question wrong.
Notice that the blue feedback bubble appears whether or not the student gets this question right.

How do I create a "Fill-in-Multiple-Blanks" question?

Create a new question

At the bottom of the quiz editing page, click New Question.

Select "Fill-In-Multiple-Blanks" question type



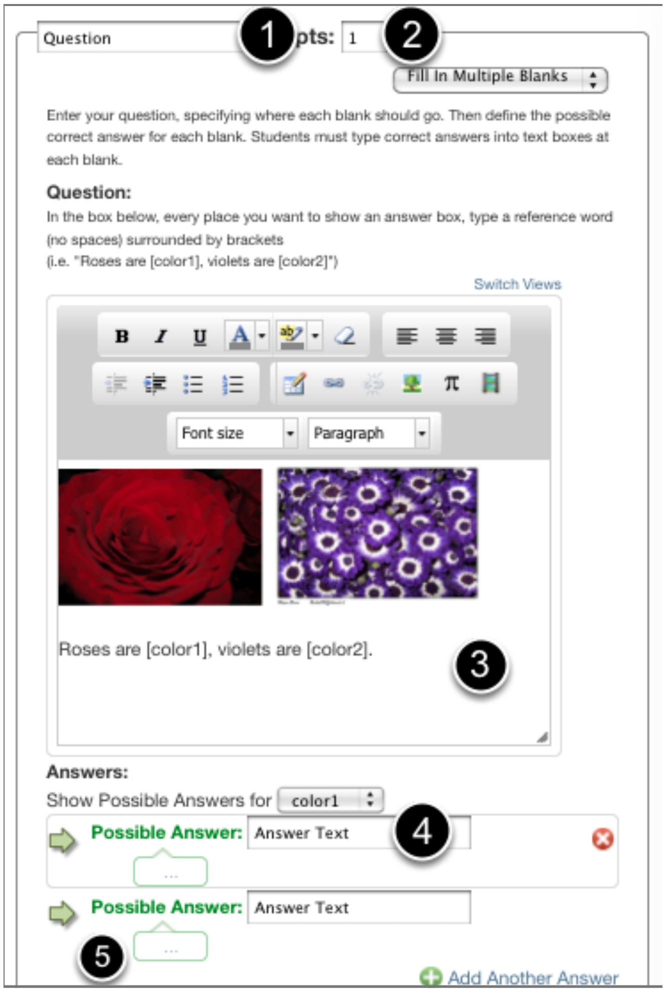
Click on the drop down menu and select the "Fill-In-Multiple-Blanks" question type.

Edit "Fill-In-Multiple-Blanks" question details

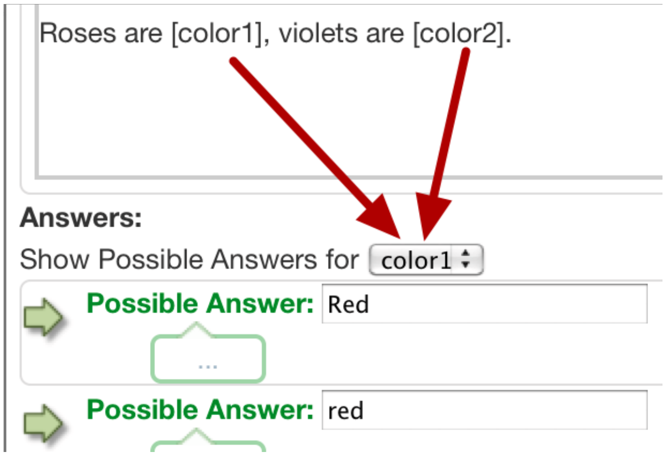
To build a True/False question, you will need to add the following details:

1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for the possible answers
5. text for the feedback bubbles under each answer (possible answers are all green)

and/or at the end of the question



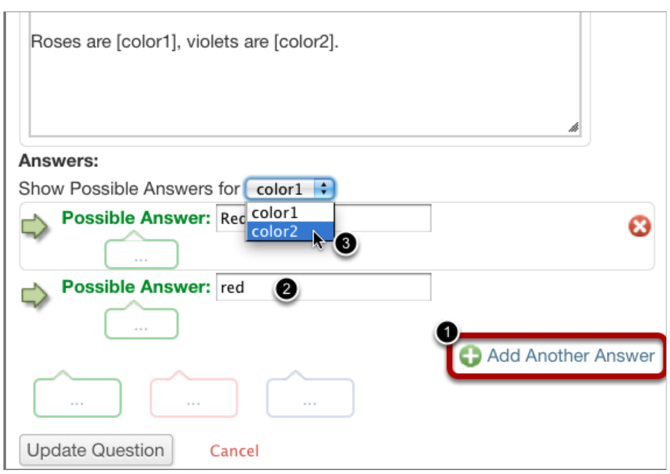
Bracket question variables
With "Fill-in-Multiple-Blanks" questions, instructors bracket the variables that they want to show up as blanks in the question. In this example, there are two variables: color1 and color2. Both of these variables will appear as different items in a drop down menu.



Enter Possible Answers for each question variable

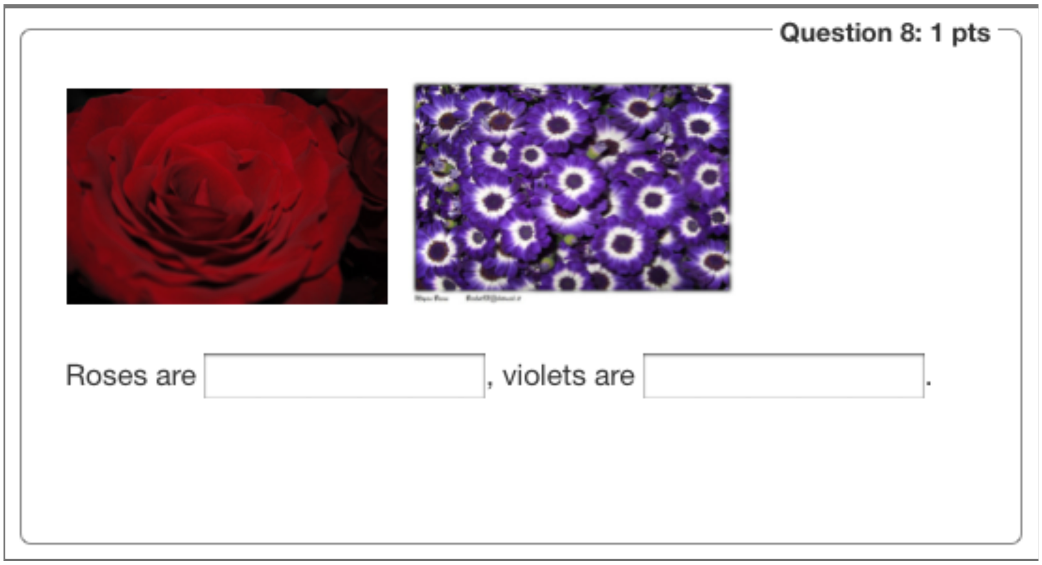
For each item in the drop down menu, instructors must try to account for all of the possible correct answers that a student might give. Click Add Another Answer to add as many different versions of the correct answer as possible [1].

Type the different versions of the right answer in the Possible Answer fields [2]. Select another item in the drop down menu to open up all of the Possible Answer fields for that question variable [3]. You can have as many question variables as you like.

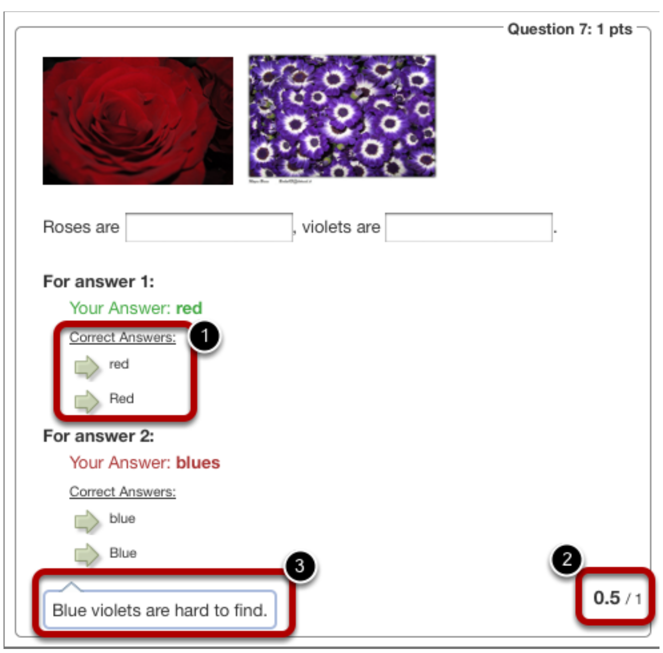


Note: Answers to "Fill-in-the-blank" questions are case sensitive. If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.
Save question Click Update Question.

Student view for "Fill-in-Multiple-Blanks" question
This is what a student sees when they encounter a "Fill-in-Multiple-Blanks" question in a quiz.

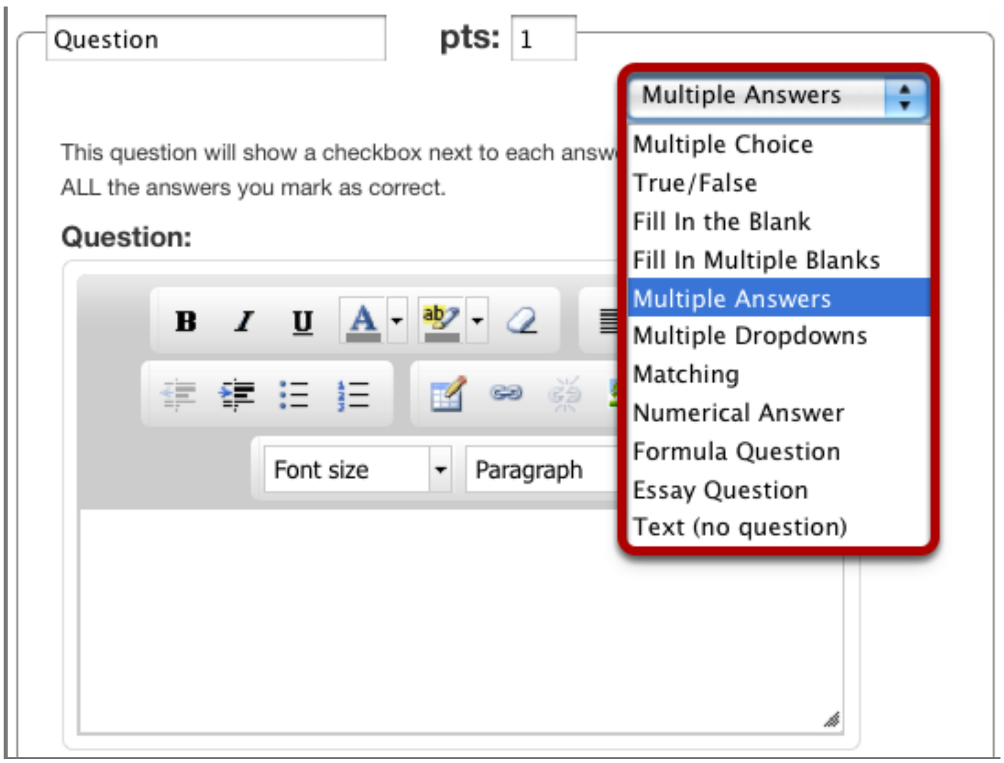


Student view for "Fill-in-Multiple-Blanks" feedback
If you allow students to see the correct answers, they will see all of the potentially correct responses [1].



Partial credit will be assigned if only one of the fields is filled out correctly [2]

How do I create a Multiple Answers question?
Create a new question
At the bottom of the quiz editing page, click New Question.
Select Multiple Answers question type

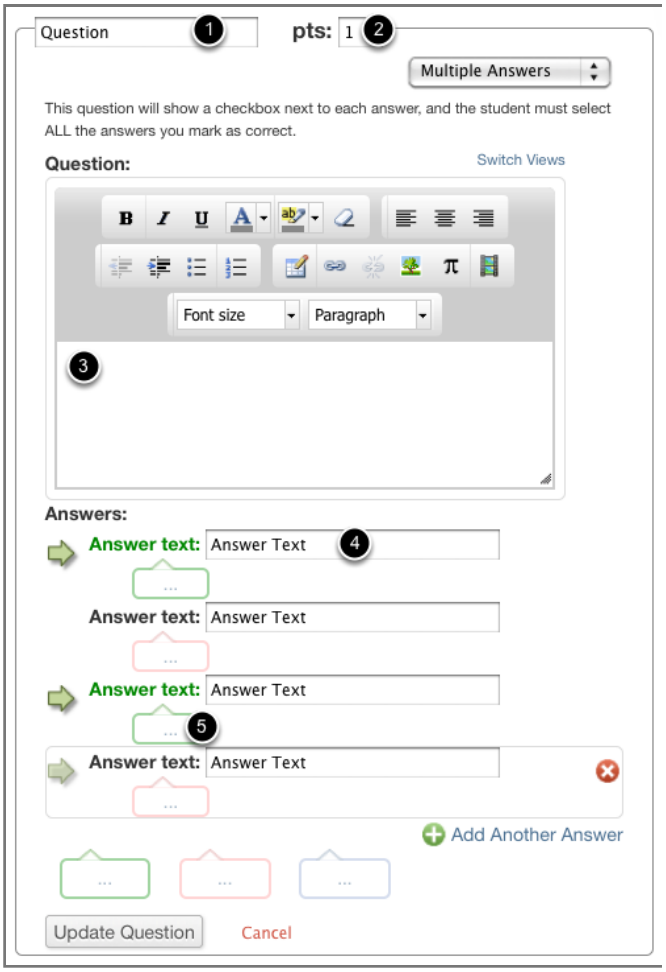


Click on the drop down menu and select the Multiple Answers question type.

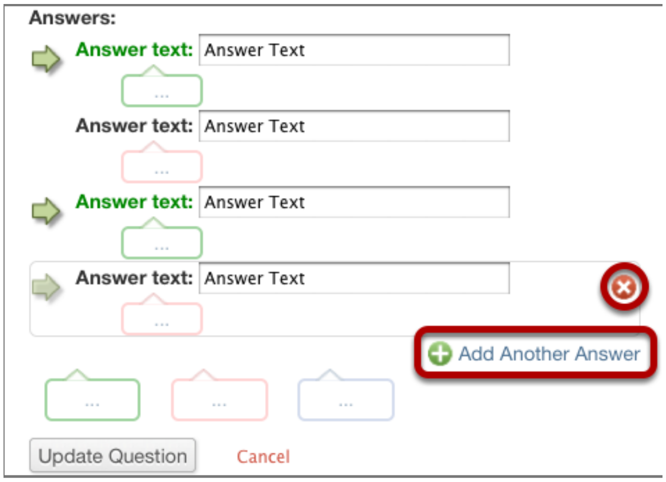
Edit Multiple Answers question details

To build a Multiple Answers question, you will need to add the following details:

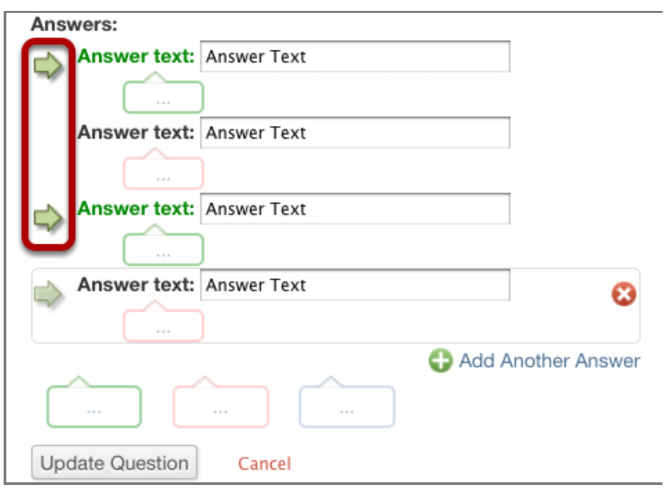
1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for each possible answer (correct answers and distractors)
5. text for the feedback bubbles under each correct answer and/or at the end of the question



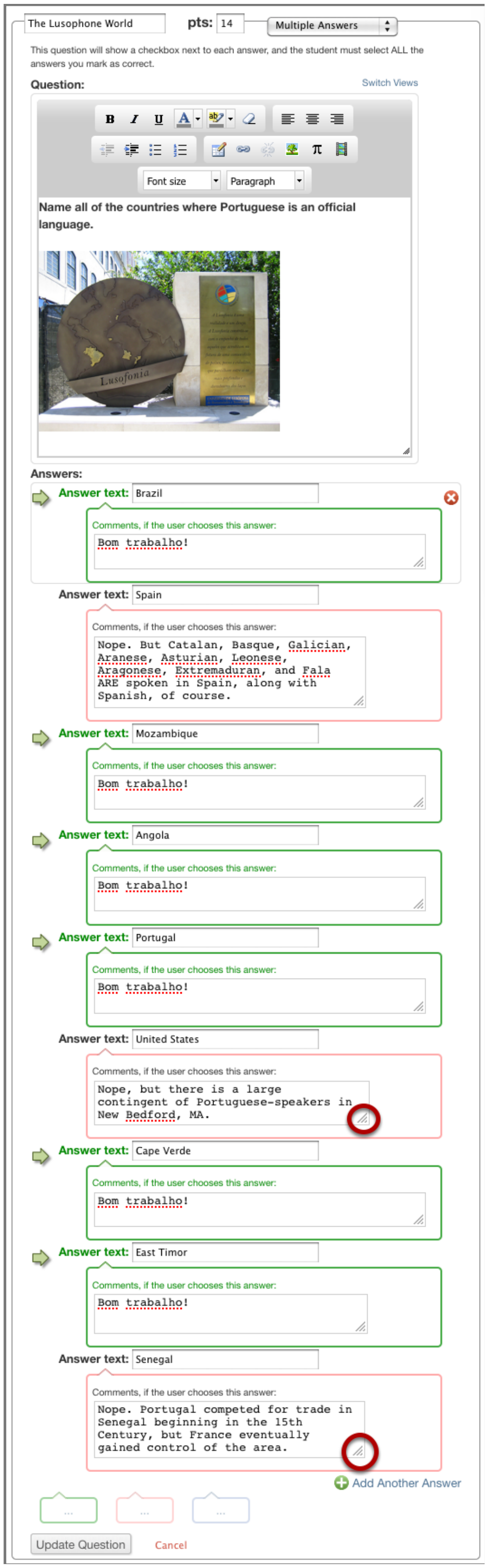
Add or delete answers
Click on the red x to the right of an answer to delete it. Click Add Another Answer to create as many correct answers and distractors as you like.



Select correct answers
Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click on the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the first and third answers are marked as correct. Students are required to select both correct answers to

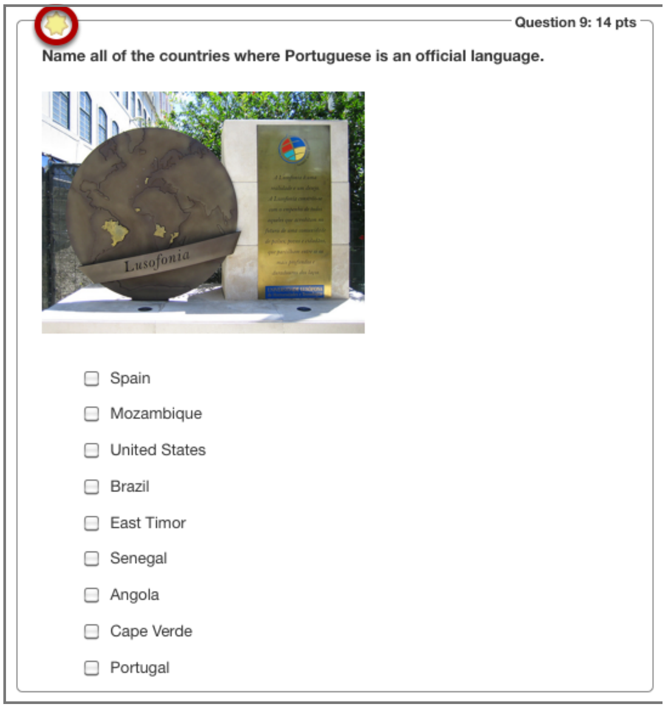


Complete Multiple Answers question details
Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.


The Lusophone World
pts: 14
Multiple Answers
This question will show a checkbox next to each answer, and the student must select ALL the answers you mark as correct.
Question:
Switch Views
Font size
Paragraph
Name all of the countries where Portuguese is an official language.
Lusofonia
Answers:
Answer text: Brazil
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: Spain
Comments, if the user chooses this answer:
Nope. But Catalan, Basque, Galician, Aranese, Asturian, Leonese, Aragonese, Extremaduran, and Fala ARE spoken in Spain, along with Spanish, of course.
Answer text: Mozambique
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: Angola
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: Portugal
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: United States
Comments, if the user chooses this answer:
Nope, but there is a large contingent of Portuguese-speakers in New Bedford, MA.
Answer text: Cape Verde
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: East Timor
Comments, if the user chooses this answer:
Bom trabalho!
Answer text: Senegal
Comments, if the user chooses this answer:
Nope. Portugal competed for trade in Senegal beginning in the 15th Century, but France eventually gained control of the area.
Add Another Answer
Update Question
Cancel

Save question Click Update Question.

Student view for Multiple Answers question



This is what a student sees when they encounter a Multiple Answers question in a quiz. Students can click on the sun icon in the upper left-hand corner to save a question they want to answer later.

Student view for Multiple Answers feedback

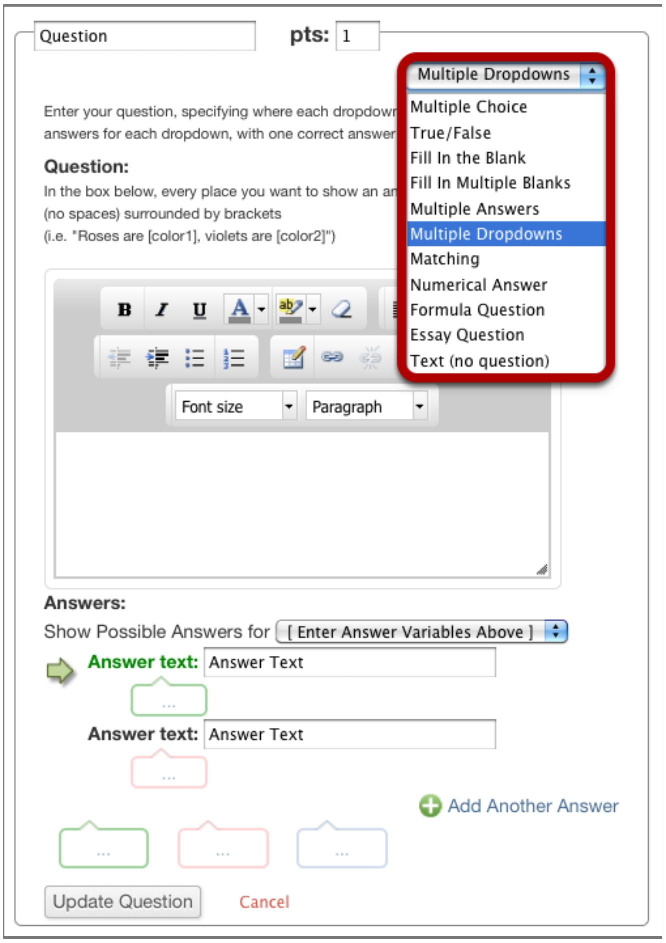
If students select an incorrect answer [1] they will get partial credit for the question [2].

How do I create a Multiple Dropdowns question?

Create a new question

At the bottom of the quiz editing page, click New Question.

Select Multiple Dropdowns question type



Click on the drop down menu and select the Multiple Dropdowns question type.

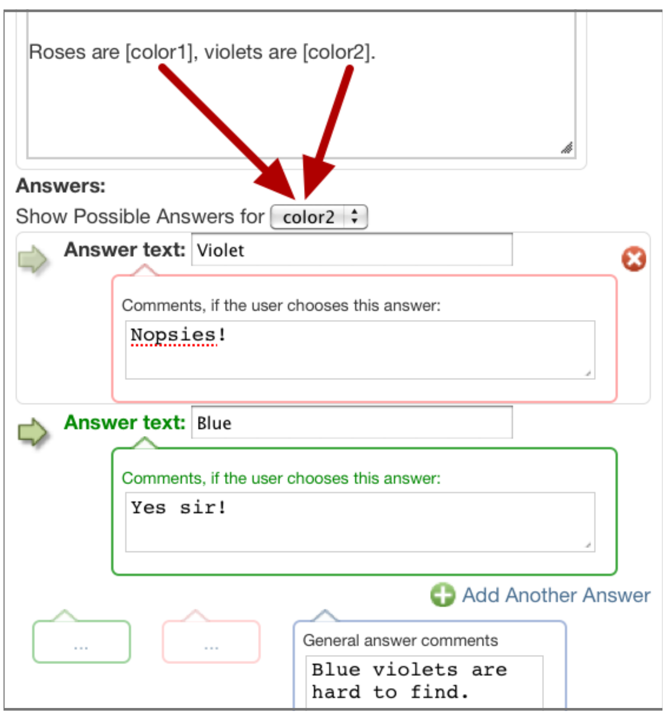
Edit Multiple Dropdowns question details

You will need to add the following details:

1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. text for the possible answers
5. text for the feedback bubbles under each answer (possible answers are all green) and/or at the end of the question

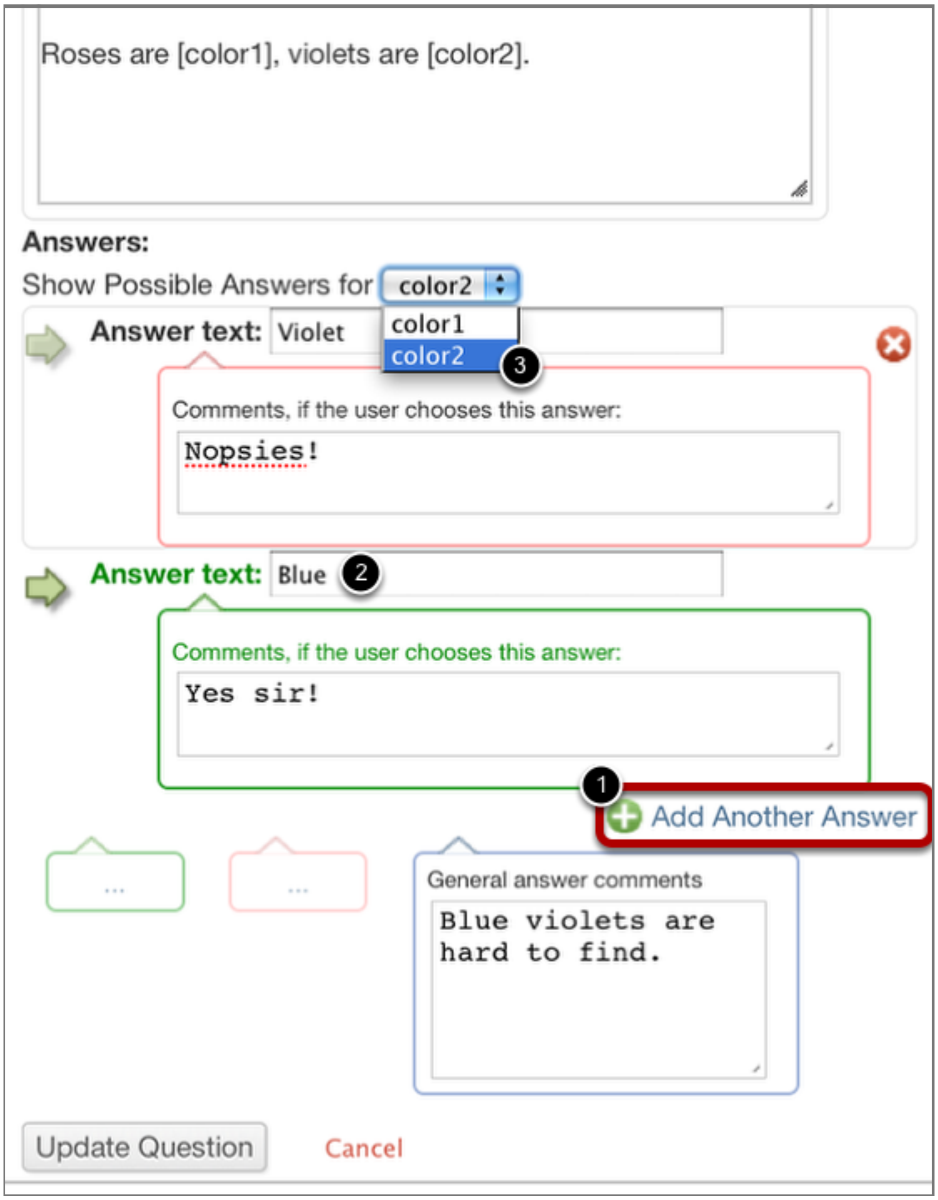
Bracket question variables

With Multiple Dropdowns questions, instructors bracket the variables that they want to show up as dropdowns in the question. In this example, there are two variables: color1 and color2. Both of these variables will appear as different items in a drop down menu.



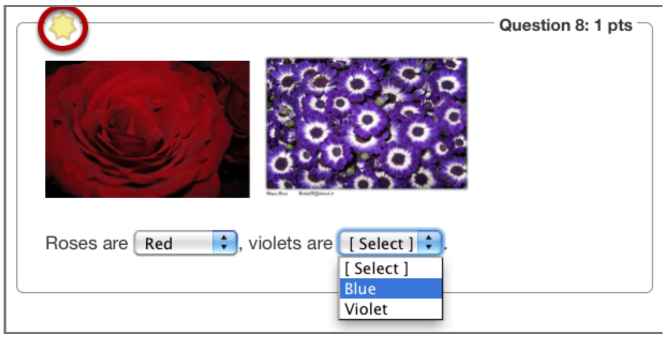
Enter Possible Answers for each question variable
For each item in the drop down menu, instructors must write one correct answer and all of the other distractors. Click Add Another Answer to add as many distractors as you like [1].
Type the correct answer and the distractors in the Possible Answer fields [2].

Select another item in the drop down menu to open up all of the Possible Answer fields for a different question variable [3]. You can have as many question variables as you like.

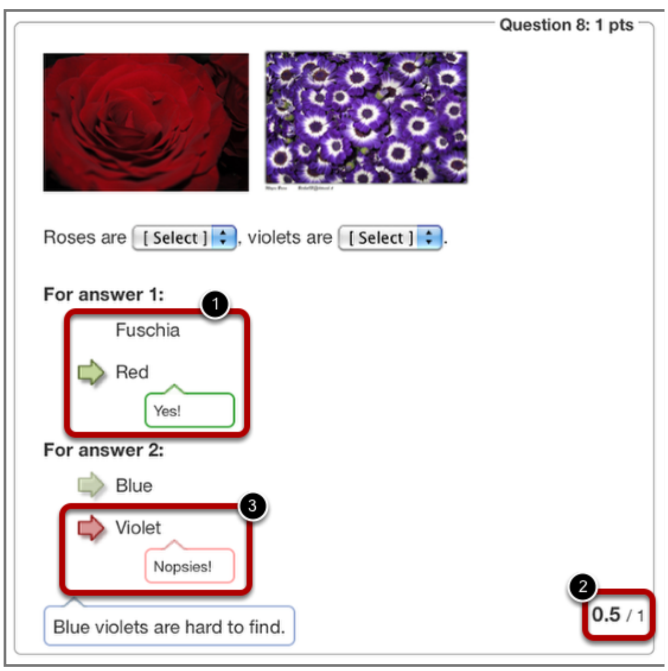


Save question Click Update Question.

Student view for Multiple Dropdowns question
This is what a student sees when they encounter a Multiple Dropdowns question in a quiz.
Students can click on the sun icon to save a question they want to answer later.
Student view for Multiple Dropdowns feedback



If you allow students to see the correct answers, they will see all the correct responses marked with a green "ghost" arrow after they submit their quiz [1].



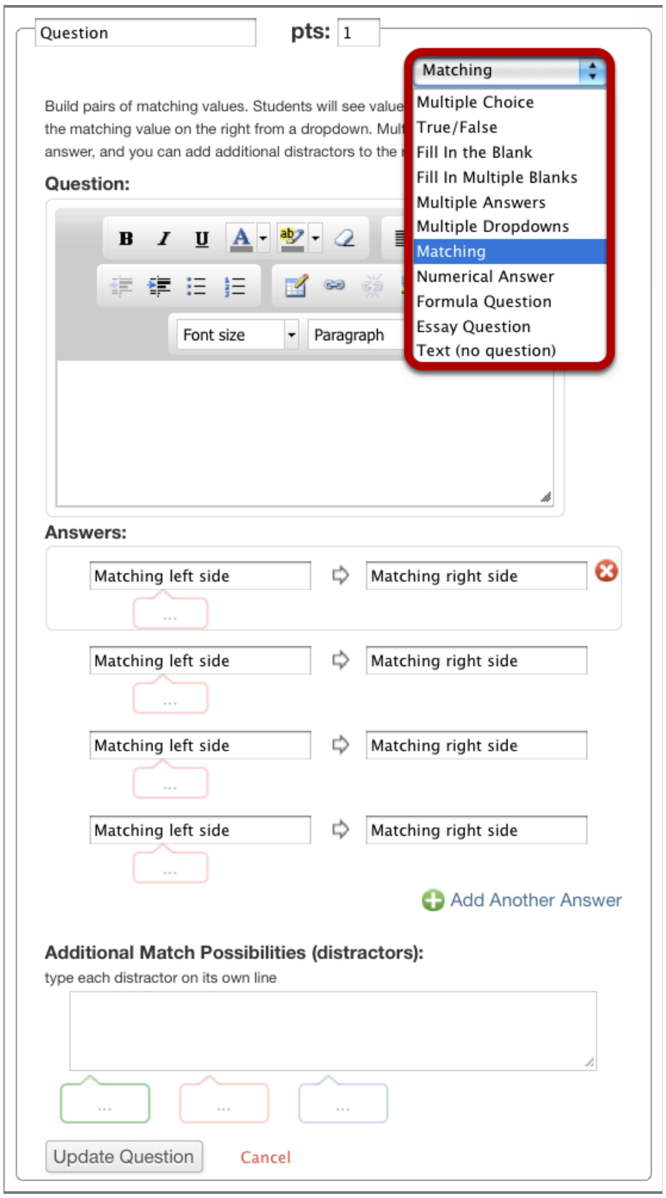
Partial credit will be assigned if only one of the dropdowns is correctly selected [2]. Notice that the blue feedback bubble appears whether or not the student answers the question correctly [3].

How do I create a Matching question?

Create a new question

At the bottom of the quiz editing page, click New Question.

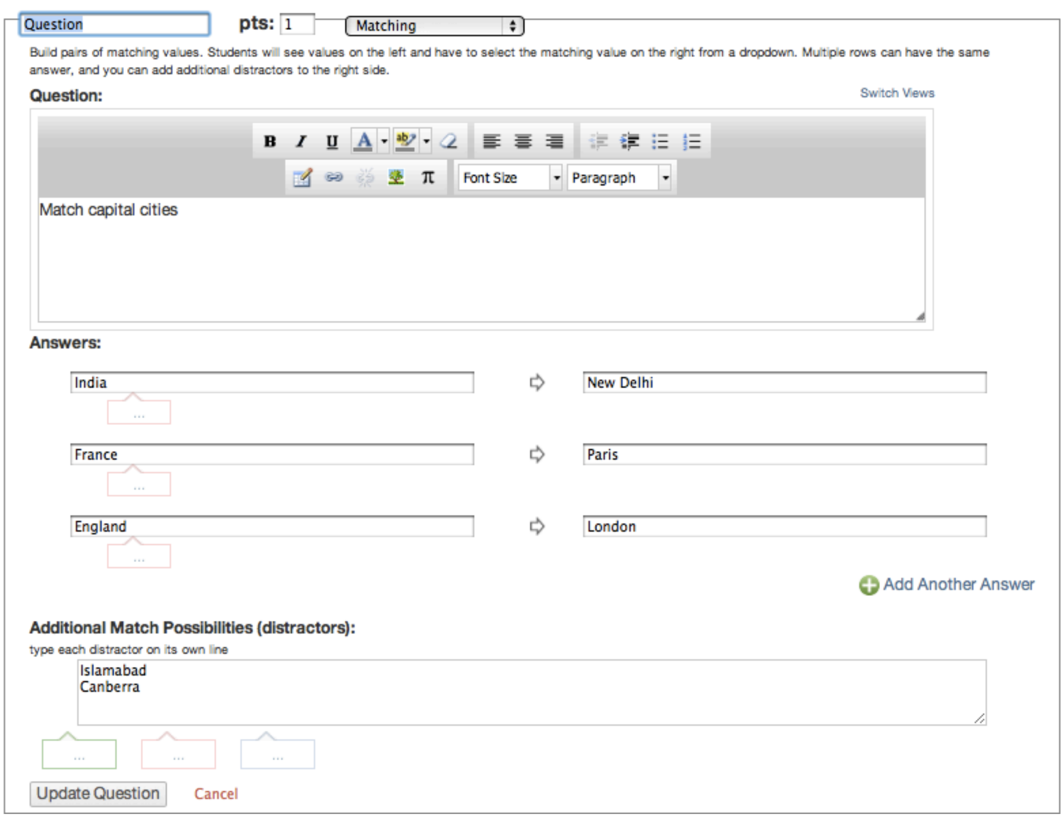
Select Matching question type



Click on the drop down menu and select the Matching question type.

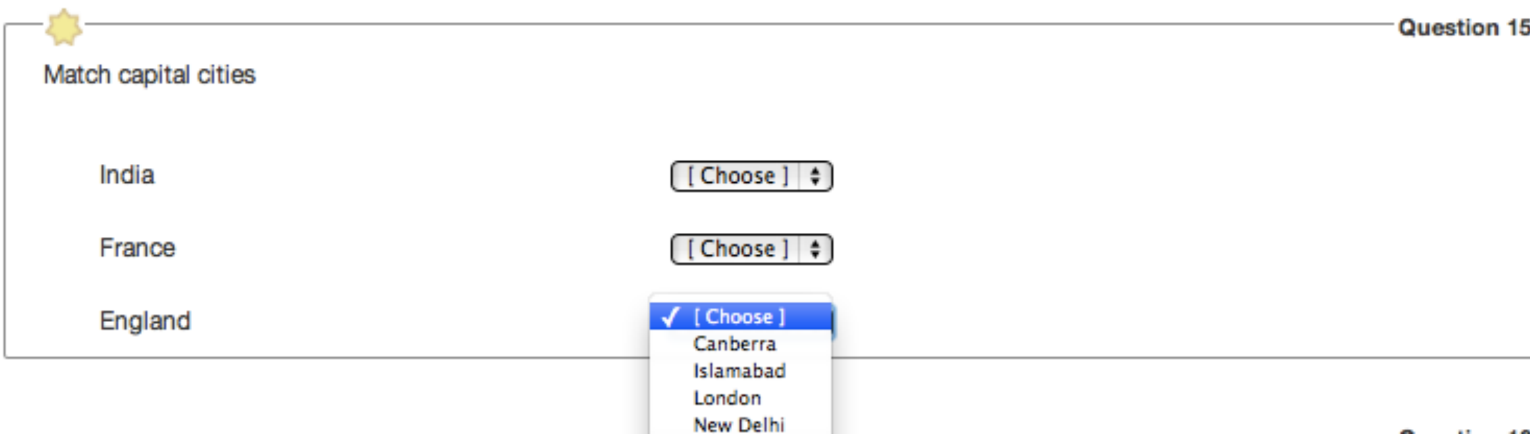
Edit Matching question details
To build a Matching question, you will need to add the following details:

1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include images, math equations, or flash activities)
4. first word of the matiching pair
5. second word of the matching pair
6. text for the feedback bubbles under each answer (all feedback bubbles are red)
7. text for Additional Match Possibilities (these words will be added to the matching list to distract students from the correct answers)
8. text for the feedback bubbles at the end of the question (green for correct answer feedback, red for incorrect answer feedback, and blue for general question feedback)



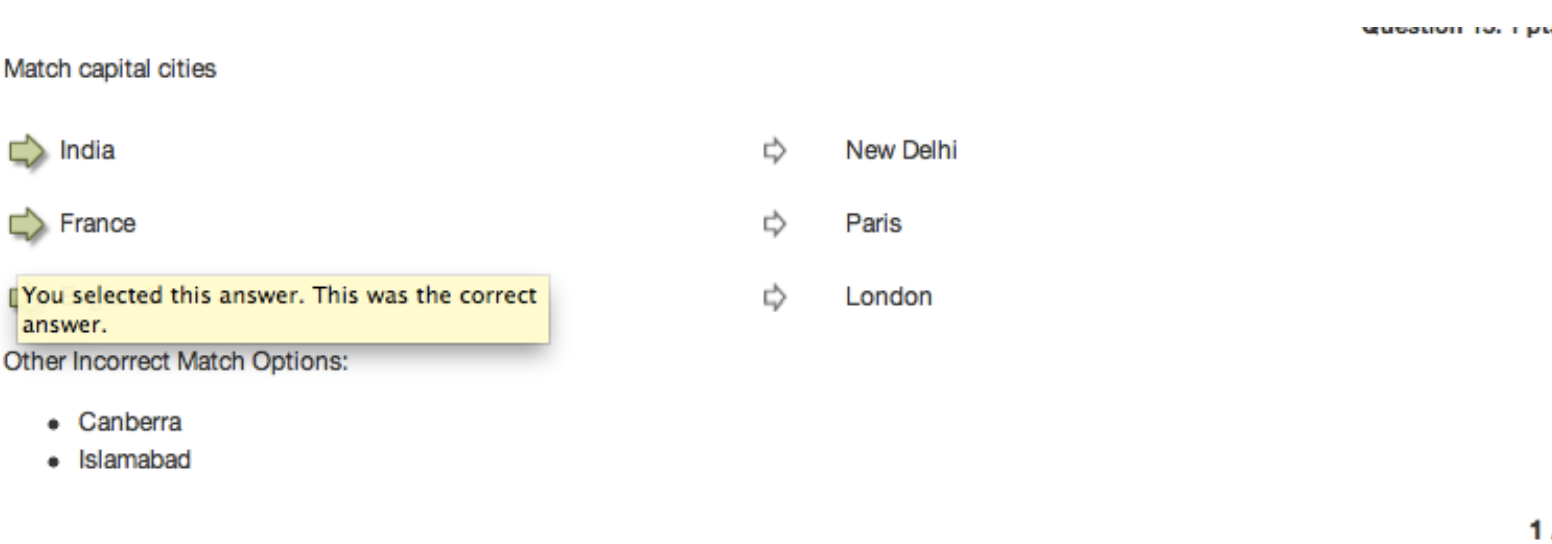
Save
question Click Update Question.

Student view for Matching question
This is what a student sees when they encounter a Matching question in a quiz.
Students can click on the sun icon to save a question they want to answer later.



Student view for Matching feedback

If you allow students to see the correct answers, they will see correct responses marked with a green arrow and incorrect responses marked with a red arrow after they submit their quiz.
Partial credit will be assigned if only some of the matching dropdowns are correctly selected.

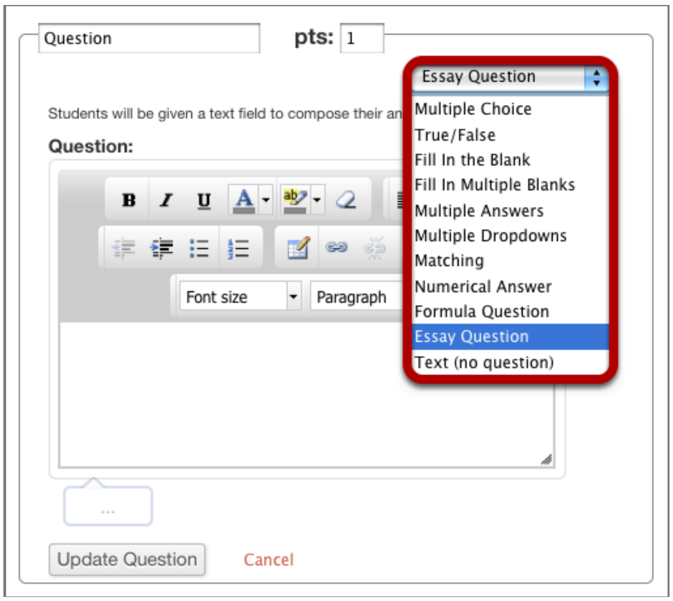


How do I create an Essay question?

Create a new question

At the bottom of the quiz editing page, click New Question.

Select Essay question type



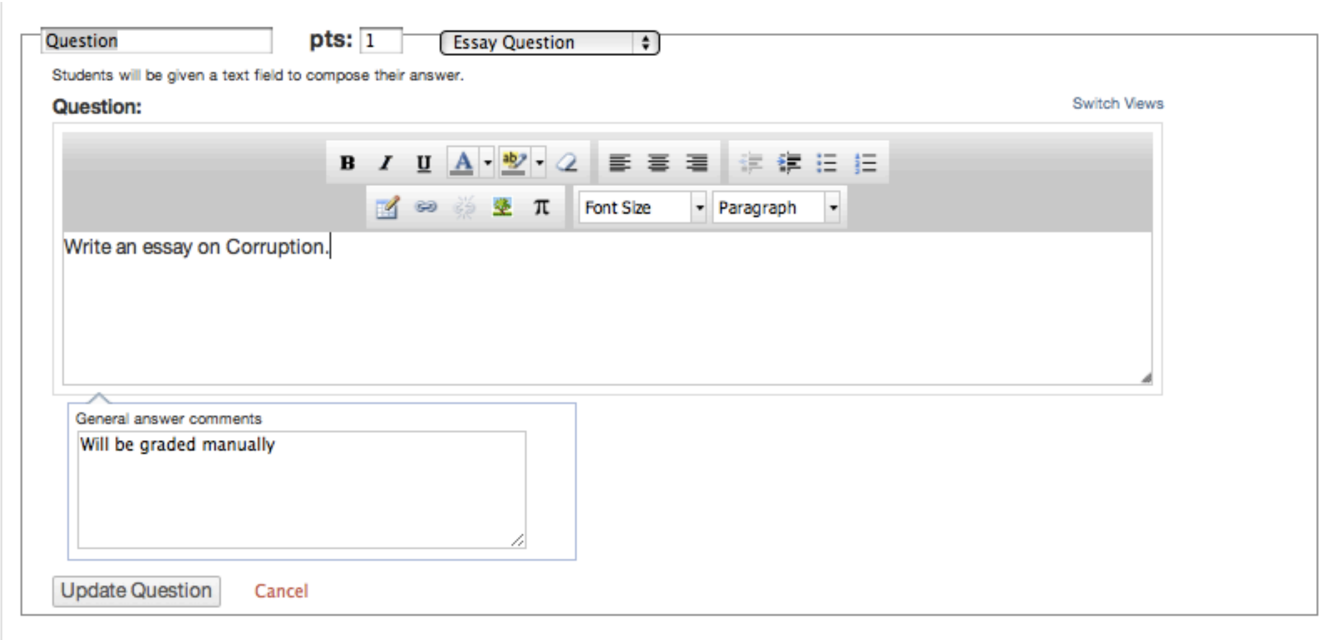
Click on the drop down menu and select the Essay question type.

Edit Essay question details

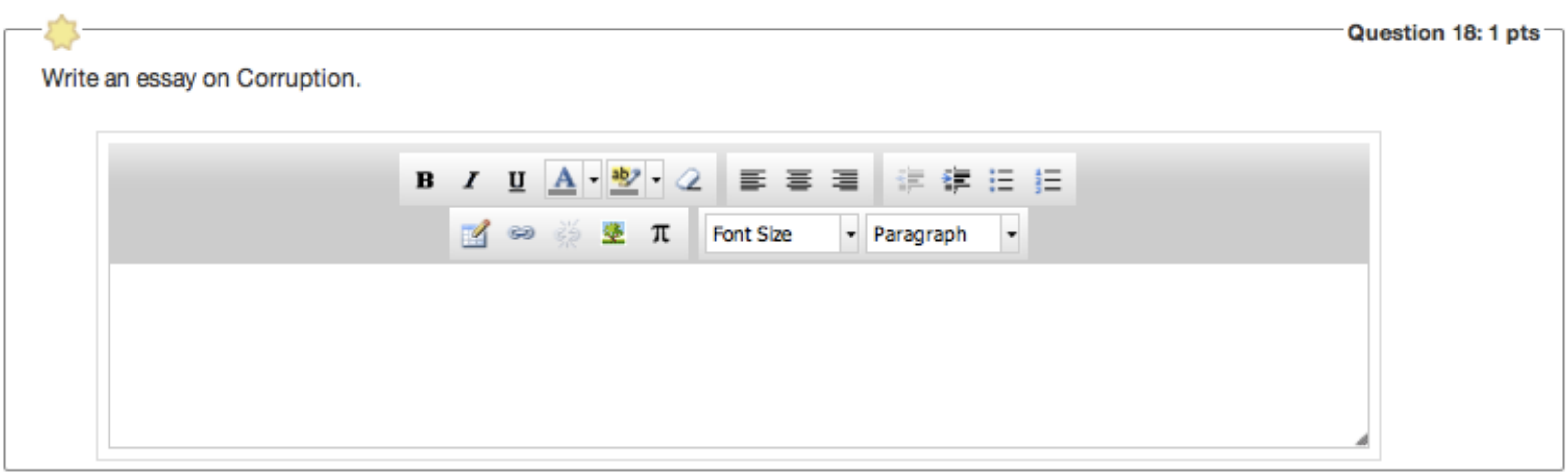
To build a Matching question, you will need to add the following details:

1. question title
2. question points (quiz totals are calculated based on combined total of questions)
3. question prompt text (use the Rich Content Editor to include video, images, math equations, or flash activities) 4. text for the general feedback bubble at the end of the question

Save question Click Update Question.



Student view for Essay question
This is what a student sees when they encounter a Essay question in a quiz. Students can use the Rich Content Editor to enter text, images, and video content as their response.



Student view for Essay feedback

Question 18: 1 pts

Write an essay on Corruption.

Your Answer:
Political corruption is the abuse of public power, office, or resources by elected government officials for personal gain, e.g. by extortion, soliciting or offering bribes. It can also take the form of office holders maintaining themselves in office by purchasing votes by enacting laws which use taxpayer money. Systemic corruption, the complete subversion of a political or economic system. Governmental corruption of judiciary is broadly known in many transitional and developing countries because the budget is almost completely controlled by the executive. The latter undermines the separation of powers, as it creates a critical financial dependence of the judiciary. The proper national wealth distribution including the government spending on the judiciary is subject of the constitutional economics. It is important to distinguish between the two methods of corruption of the judiciary: the government (through budget planning and various privileges), and the private.

Will be graded manually

-- / 1

After submitting the quiz, students will see their essay answer .
No credit will be assigned until the instructor has evaluated the essay and assigned points in the gradebook or the SpeedGrader.

Once I publish my quiz, what kinds of quiz statistics are available?

The MyCampusClone quiz statistics feature allows faculty and administrators to see the class distribution of each question, highlights consistently unanswered questions or the high ratio of wrong answers (to determine question validity), displays exam data such as mean and standard deviation, time to take the exam, and graphical representations of all student responses so student performance is more easily interpreted. Discrimination index values, the ability to set up groups with different settings for online exams, and online document editing are on the development roadmap for future release.

MyCampusClone' assessment/quiz feature includes the following options:

- Assignment of time limits, and extra time for select students
- Access Codes (Proctoring)
- Date Limiters
- Answer shuffling
- Allows for multiple attempts
- Add comments for each answer selection
- Option to show correct answer

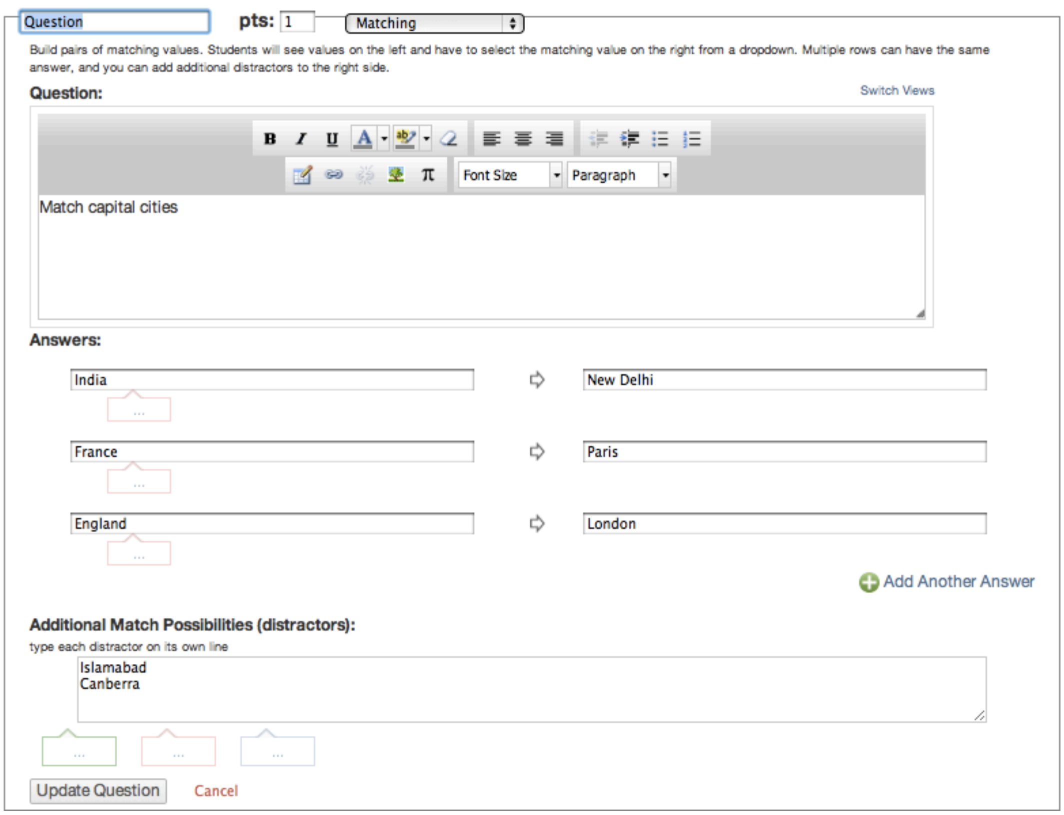
- Extra credit and Auto-grading
- Use of Rich Media
- Comment box for student self assessment
- Multiple question types
- Report on effectiveness of questions
- Quiz preview before publishing

How do I lock a quiz before or after the due date?

Find the quiz

Find the quiz you want to lock. Click on the pencil icon to edit the quiz.

View Quiz Edit Screen



Edit Dates

In the dates section of the Quiz Options panel on the right-hand side of the Quiz edit page, edit the Locked Until and/or Locked After dates. To have the quiz be locked before and after the due date, like in the example above, set Locked Until and Locked After dates.

Note, this can work without entering a due date. In the case that there is no Due Date, this effectively create a date range when the quiz is available.

How do I delete a quiz?

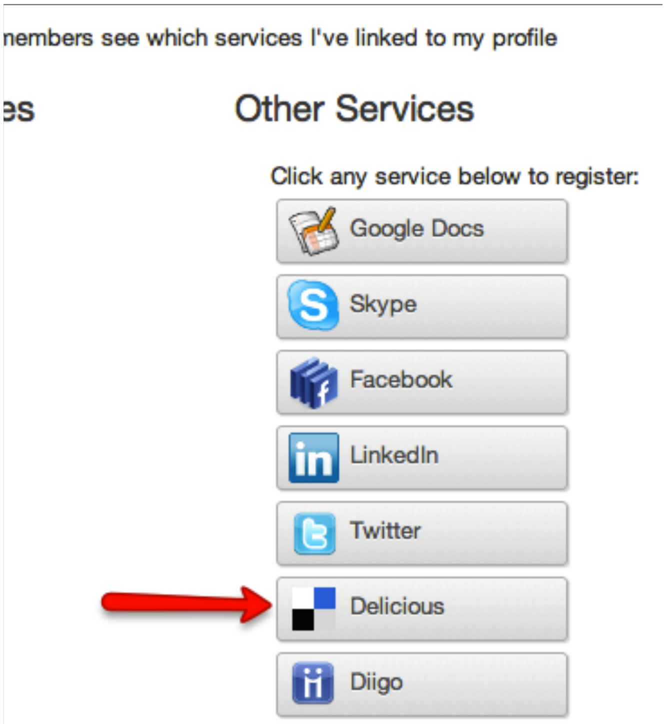
View Quizzes In the Course navigation, click on Quizzes.
Select Quiz to Delete
Find the quiz you want to delete and click on the trash can icon to the right of the quiz title.

Confirm
You will be prompted to delete the quiz. Remember, this is not reversible. Click OK to continue.

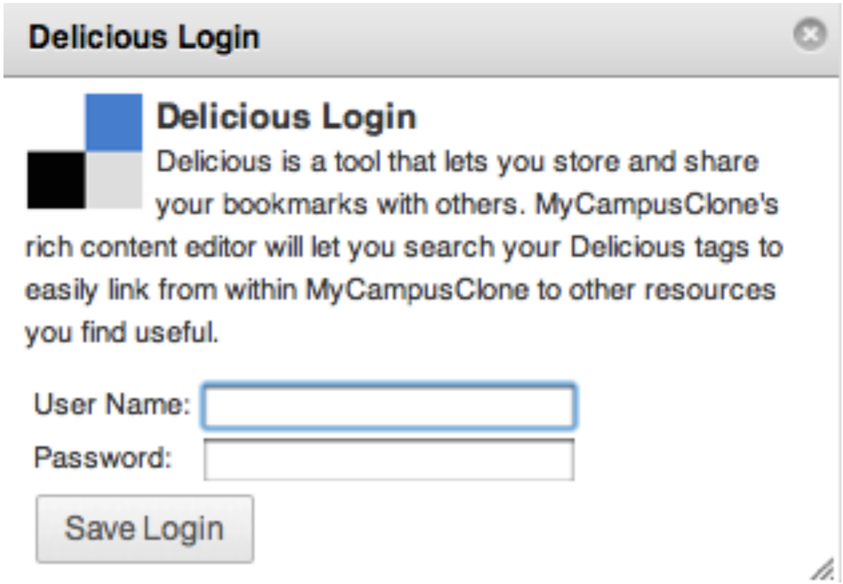
Registered Services

How do I connect to Delicious?

This will show you how to connect your Delicious account with MyCampusClone.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "Delicious" button from under Web Services

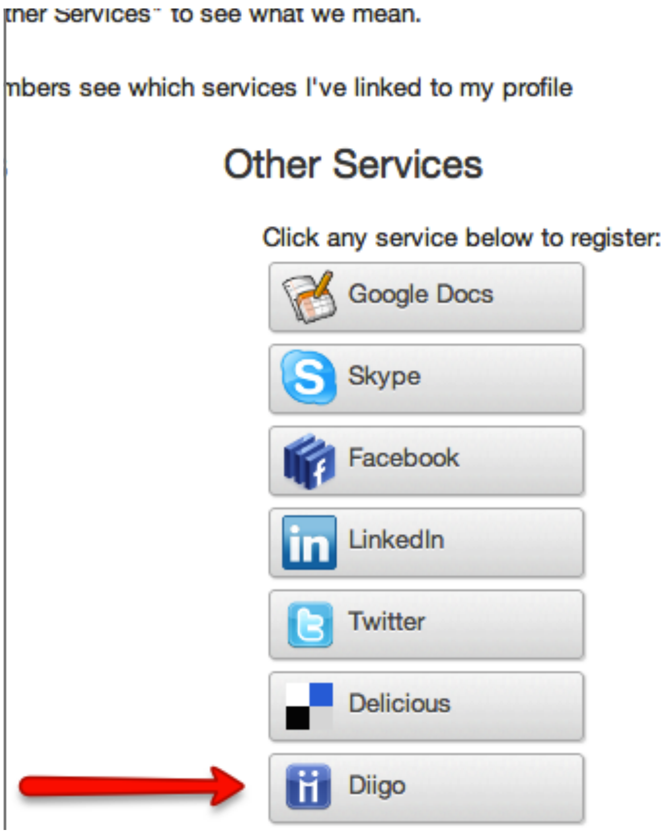


A box will appear asking you to log in to your Delicious account - fill in the boxes and click the button. Click Save Login to save the delicious information. You will now see "Delicious" under Registered Services in your MyCampusClone profile.

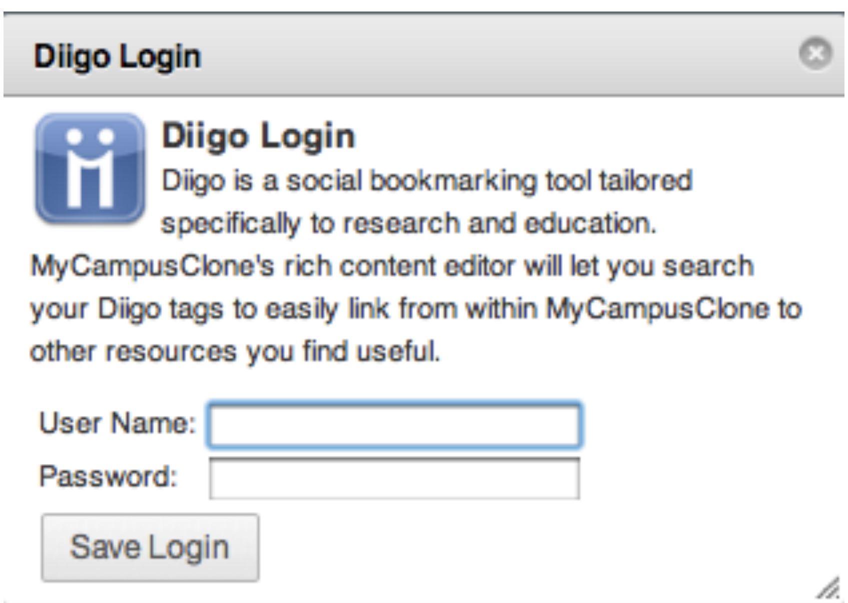


How do I connect to Diigo?

This will show you how to connect your Diigo account with MyCampusClone.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "Diigo" button from under Web Services



A box will appear asking you to log in to your Diigo account - fill in the boxes and click Save Login.



You will now see "Diigo" under Registered Services in your MyCampusClone profile

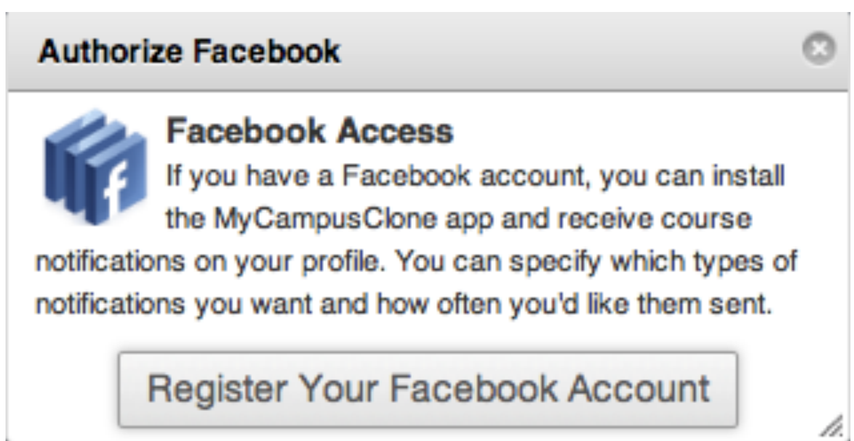
How do I connect to Facebook?

You can quickly and easily link your MyCampusClone account to your Facebook account.

Go to your MyCampusClone Profile

Find the Profile button in the top right corner MyCampusClone
Select the Facebook Service

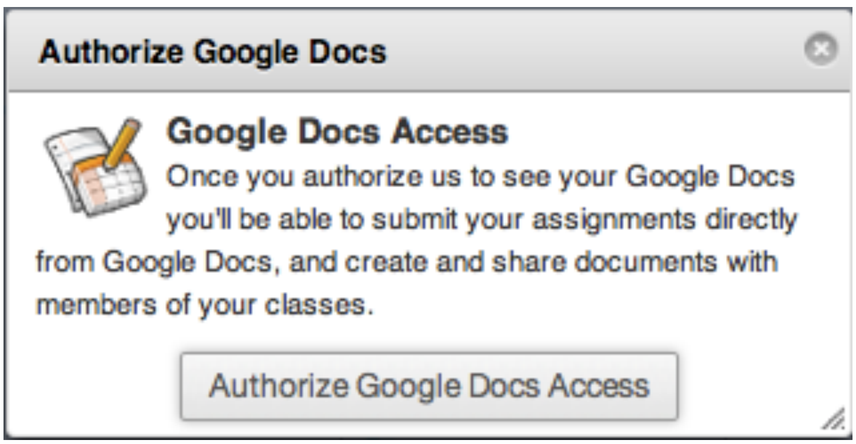
In the "Web Service" section click the "Facebook" button
In the "Authorize Facebook" pop-up that appears, click the "Register" button



Allow MyCampusClone to talk to Facebook
Once redirected to Facebook and successfully logged in, click the "Allow" button in the "Request for Permission" dialog
Success!
If everything was successful you should be redirected back to MyCampusClone where you'll see a success message and Facebook among your registered services

How do I connect to Google Docs?

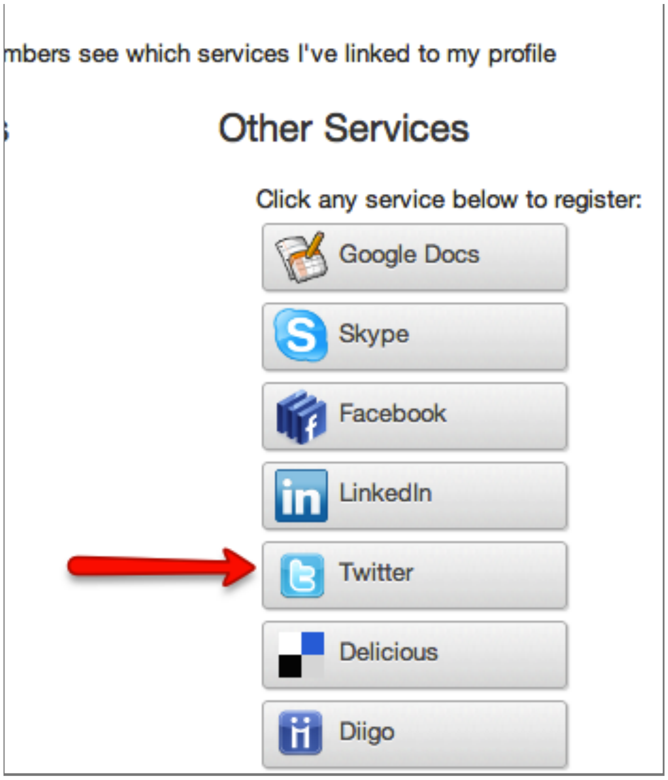
This will show you how to connect your Google Docs account to your MyCampusClone account. You will then be able to submit your Google Doc files as assignments and use Google Docs to collaborate with classmates in real-time.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "Google Docs" button from under Web Services



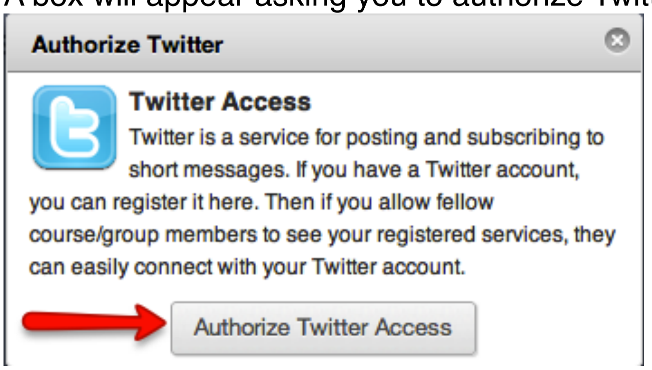
A box will appear asking you to Authorize Google Docs Access - click the button
Enter your Google Docs account information and click "Sign in". If you do not have a Google Account, you click the "Enter your email address" option at the bottom and you can set up a free one account
You will then be prompted to Grant/Deny Access - Click "Grant Access".
You will now see "Google Docs" under Registered Services in your MyCampusClone profile

How do I connect to Twitter?

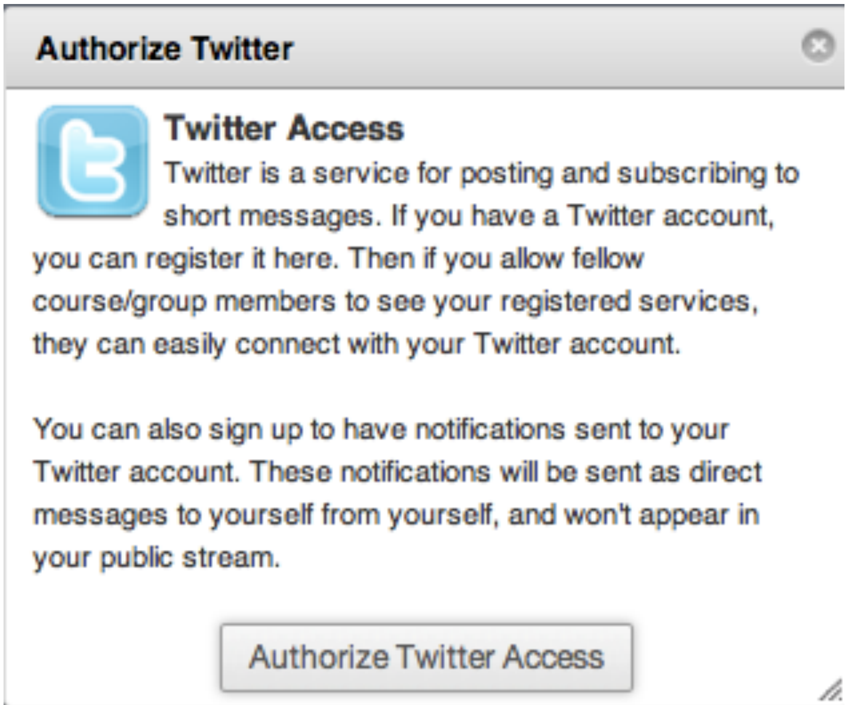
This will show you how to connect your Twitter account with MyCampusClone.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "Twitter" button from under Web Services



A box will appear asking you to authorize Twitter Access - Click the button



You will be directed to Twitter to log in and allow MyCampusClone access to Twitter



You will now see "Twitter" under Registered Services in your MyCampusClone profile

How do I connect to Skype?

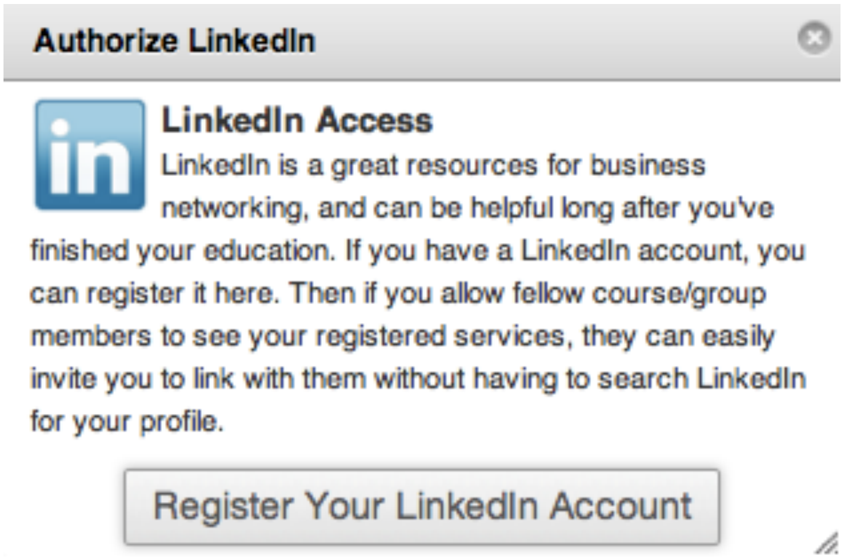
This will show you how to connect your Skype account with MyCampusClone.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "Skype" button from under Web Services

A box will appear asking you to enter your Skype Name - fill in the box. Click "Save Skype Name".

You will now see "Skype" under Registered Services in your MyCampusClone profile

How do I connect to LinkedIn?

This will show you how to connect your LinkedIn account with MyCampusClone.
Log in to MyCampusClone and click "Profile" in the upper right
Choose the "LinkedIn" button from under Web Services



A box will appear asking you to register you LinkedIn account - Click the button.
You will be directed to LinkedIn to log in and allow MyCampusClone access

You will now see "LinkedIn" under Registered Services in your MyCampusClone profile

Rich Content Editor

What is the Rich Content Editor?

MyCampusClone has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within MyCampusClone. Although clean and streamlined, it's sophisticated enough to support embedding any video content, math formula, and any other rich media. Anything that can be viewed in a web browser can be inserted as content into the MyCampusClone WYSIWYG editor. Users can also easily link to any file, image or wiki page that they have created in MyCampusClone through the MyCampusClone Content Pane – available anytime the editor is displayed. You can also input HTML directly into MyCampusClone, just use the button to "Switch Views."

Embed Pictures – You can embed images into any content area in MyCampusClone easily. You can also access the flickr creative commons directly with MyCampusClone and search the flickr repository for copyright free images.

Math Editor – With the LaTex math editor is easy to create elegant science and math equations

Rubrics

What is a Rubric?

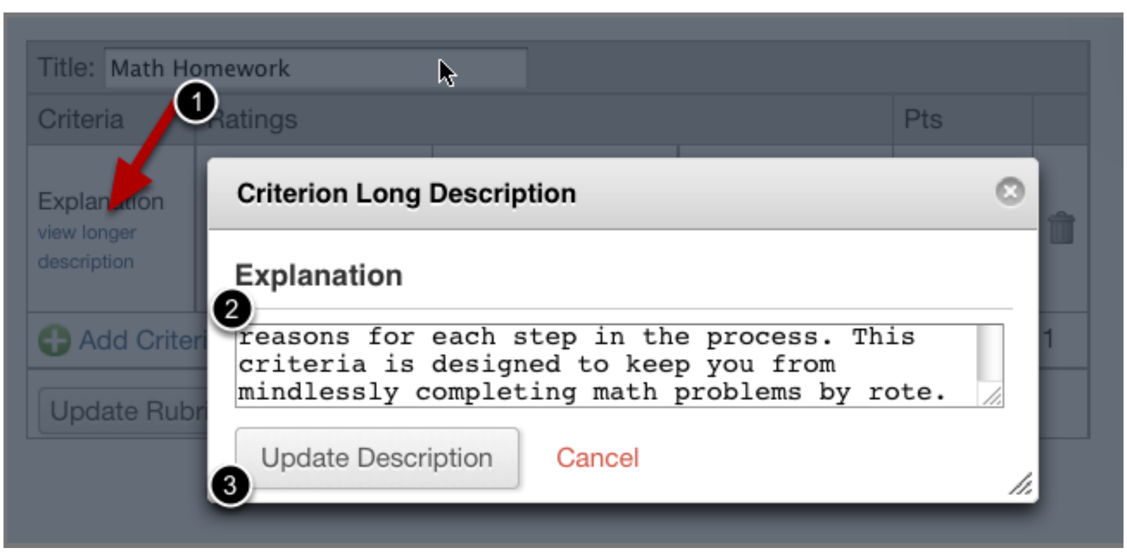
A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

"Explanation" in this screenshot is the title of a rubric criterion (row). "Explanation", "Use of Visuals", and "Mechanics" together comprise three criteria in this rubric.

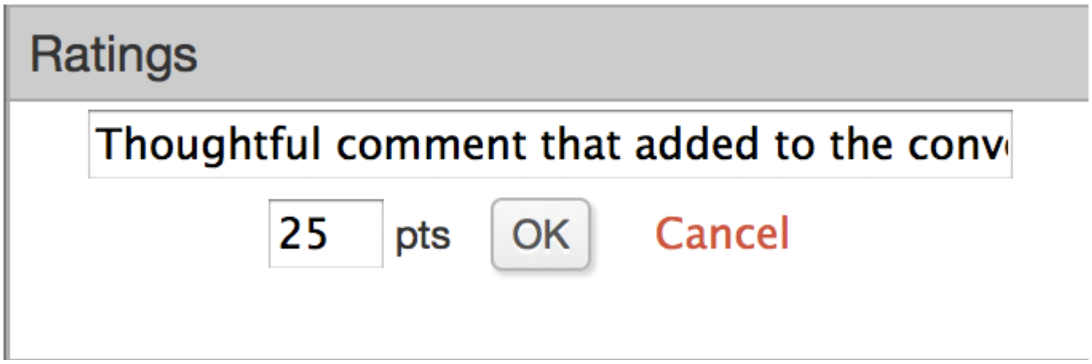
Math Homework					
Criteria	Ratings				Pts
Explanation	A complete response with a detailed explanation. 5 pts	Good solid response with few unclear steps. 3 pts	Explanation is unclear while missing key points. 1 pts		5 pts
Use of Visuals	Clear diagram or sketch with some detail. 5 pts	Clear diagram or sketch. 3 pts	Inappropriate or unclear diagram. 2 pts	No diagram or sketch. 1 pts	5 pts
Mechanics	No math errors. 5 pts	No major math errors or serious flaws in reasoning. 3 pts	Some math errors and flaws in reasoning. 1 pts		5 pts
					Total Points: 15

Criterion Descriptions

In MyCampusClone, you can add longer descriptions to each Criteria to further define what you mean. For example, under "Explanation" a teacher might add, "Students can explain their work and the reasons for each step in the process. This criteria is designed to keep students from mindlessly completing math problems by rote."



Rubric Ratings
You can have as many ratings as you like per criterion. In this example, the "Explanation" criterion contains three ratings while the "Use of Visuals" criterion contains four ratings.



Rating descriptions and point values
In MyCampusClone you can specify the point values for each rating and enter short paragraph descriptions to further define each rating.

Learning Outcomes in Rubrics
In MyCampusClone you can add pre-defined learning Outcomes to your rubrics. Outcomes can be used for alignment purposes (tracking student artifacts) and for assessment purposes (grading online submissions in the SpeedGrader).

Writing Assignment

Criteria	Ratings				Pts
1.3 Prepare effective written communications that demonstrates sentence clarity, conciseness and structure. view longer description threshold: 3 pts	Exhibits expertise 6 pts	Models above average knowledge 5 pts	Satisfies Requirements 3 pts	Lacks innovation or creativity 0 pts	6 pts
1.1 Develop effective written communications that demonstrate clarity in ideas, reasoning, and content. threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does not meet 0 pts		5 pts
2.1 Articulate values and beliefs, relative to diversity and ethics, to contextualize decision making processes. view longer description threshold: 3 pts	Exemplifies expertise 6 pts	Models appropriate structures 5 pts	Satisfies requirements 3 pts	Lacks innovation or creativity 0 pts	6 pts
					Total Points: 17

How do I add a Rubric to an Assignment?

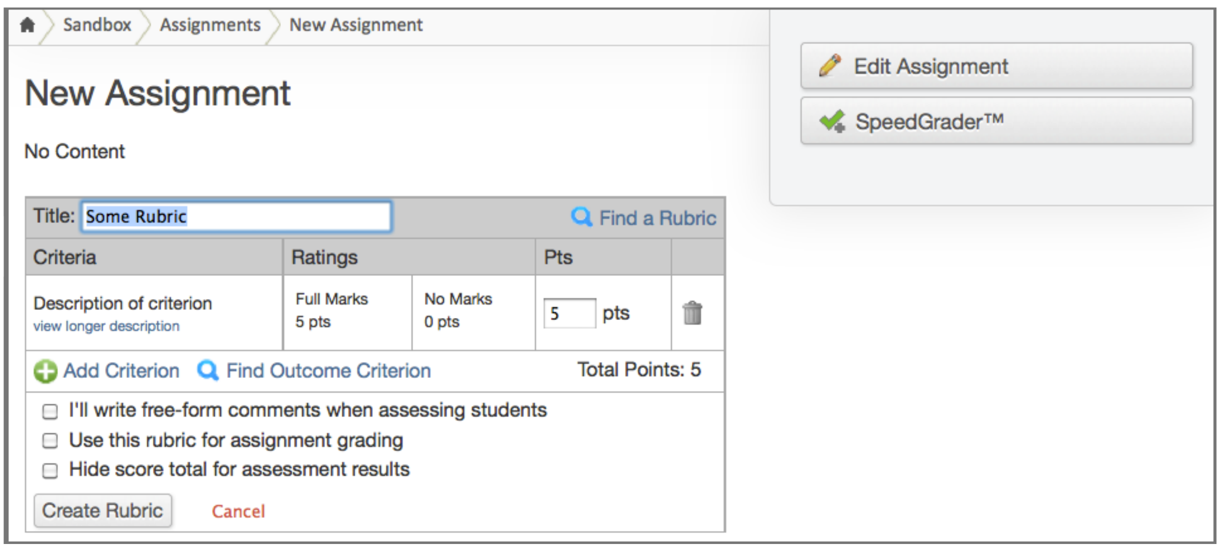
This tutorial will show you how to add a rubric to an Assignment.
Navigate to the Assignments page Click Assignments in the Course Navigation to open the
Assignments page.
Edit or Create New Assignment
Click on the Assignment you want to edit or add a new Assignment.

Add Rubric

Click Add Rubric.

Edit Rubric Details

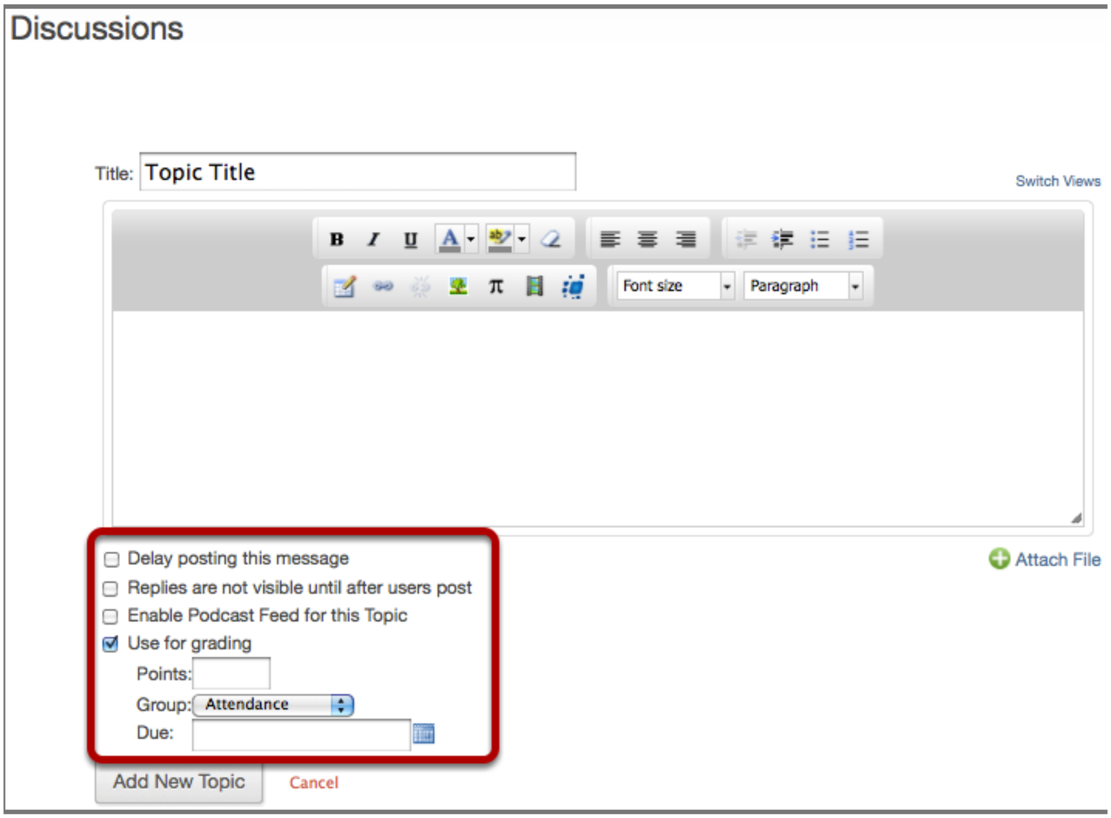
Now you can edit rubric details or find an existing rubric.



How do I add a Rubric to a Discussion?

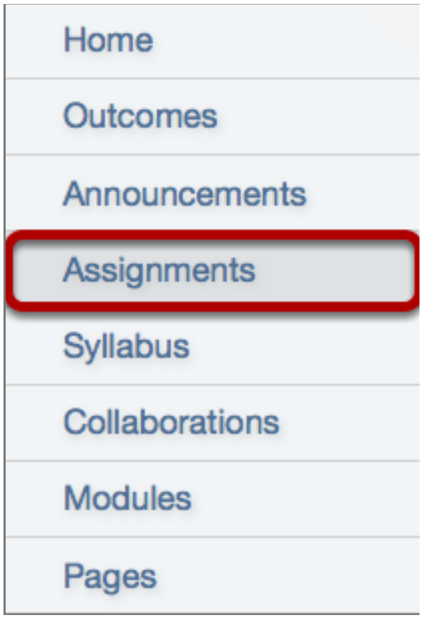
At this time, there is a very specific sequence of steps you need to follow to add a Rubric to a Discussion in MyCampusClone.

Rubrics are not available when Discussions are created via the Discussions tab

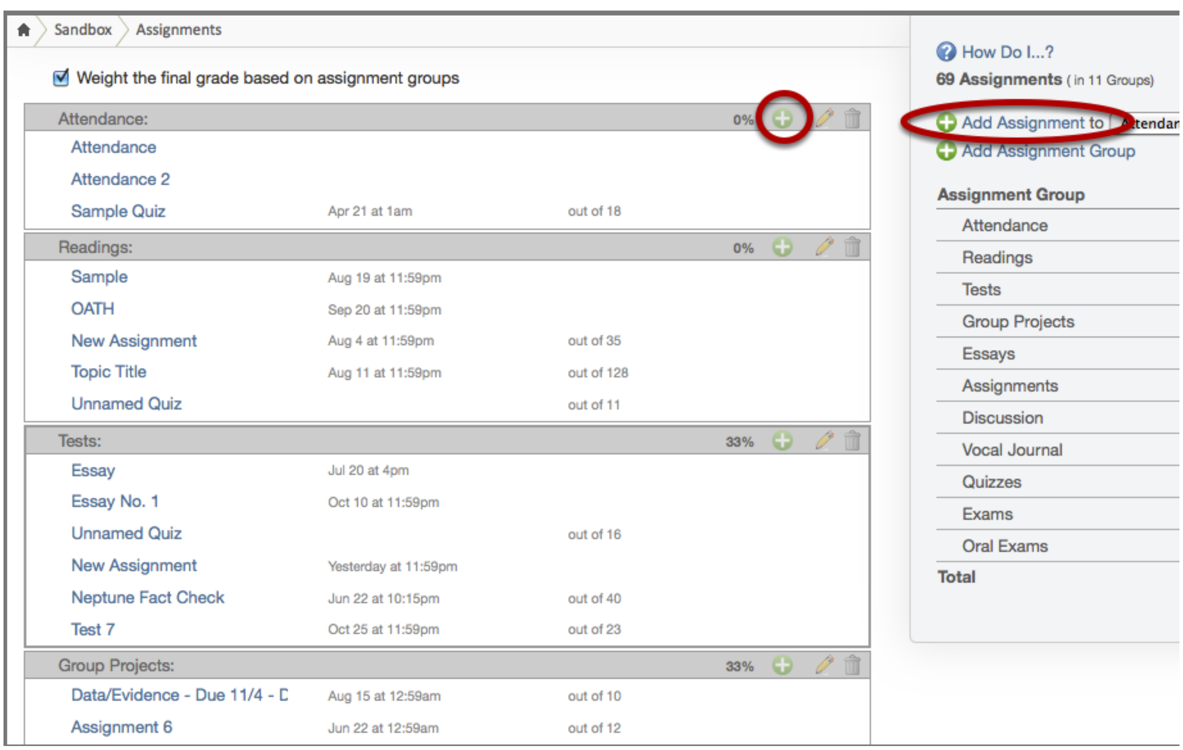


If you click on Discussions in the Course Navigation and create a new Discussion, you will see a limited number of options. You can create a graded Discussion, but you cannot add a rubric to that graded discussion.

Navigate to the Assignments page



Click Assignments in the Course Navigation to open the Assignments page.



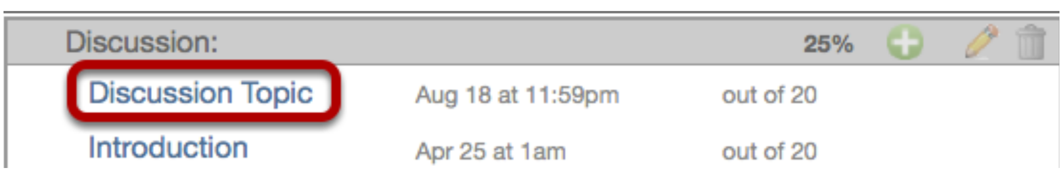
Create a Discussion via the Assignments page
Click on the green plus icon in an Assignment group header or on the "Add Assignment to" link in the Sidebar.

Option A. Create an un-dated and un-graded Discussion shell

Type in the title of the discussion [1] and specify that the Assignment type is a "Discussion". IMPORTANT: Do not click "more options". Instead, click Update to save the Discussion shell to your Assignments page.

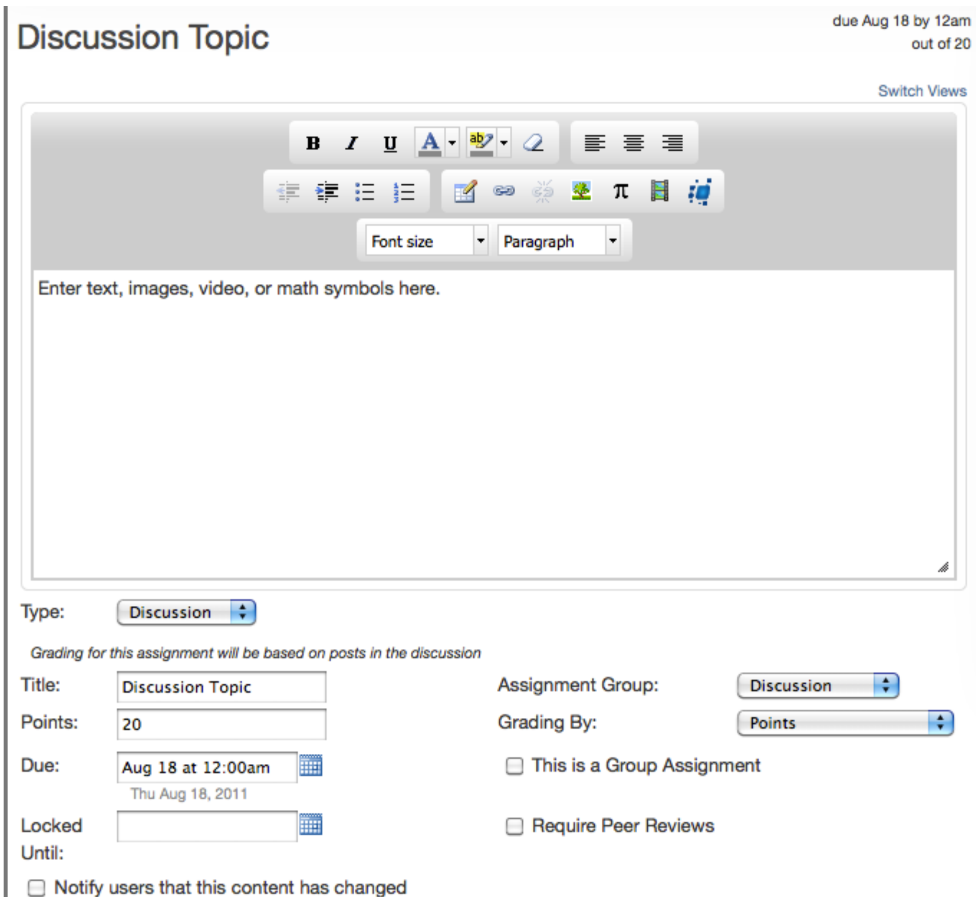
Option B. Create a dated and graded Discussion shell
If you plan to grade the Discussion, also enter a due date and number of points. Then click Update.

Click on Discussion title



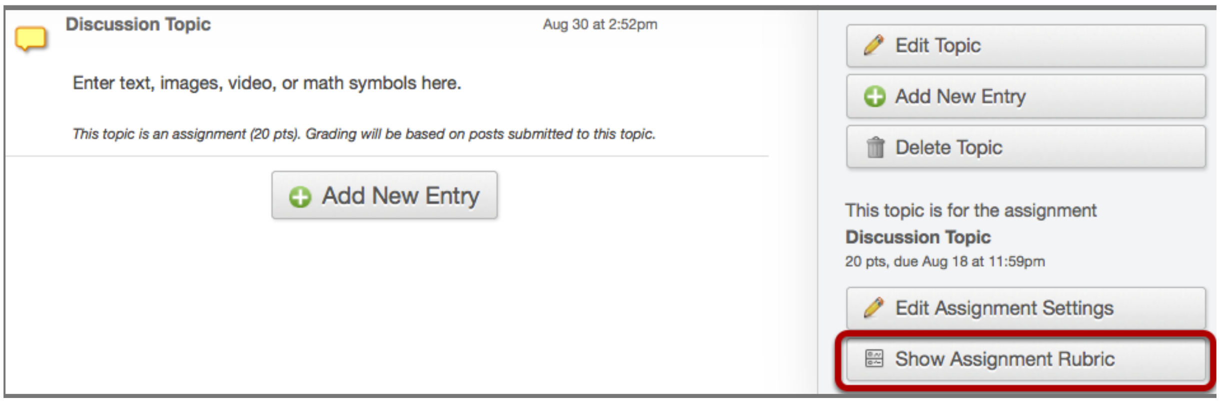
Click on Discussion title to add additional options.

Edit Discussion topic
Change due date, point values, and add additional Assignment options, such as Group Assignment or Peer Review



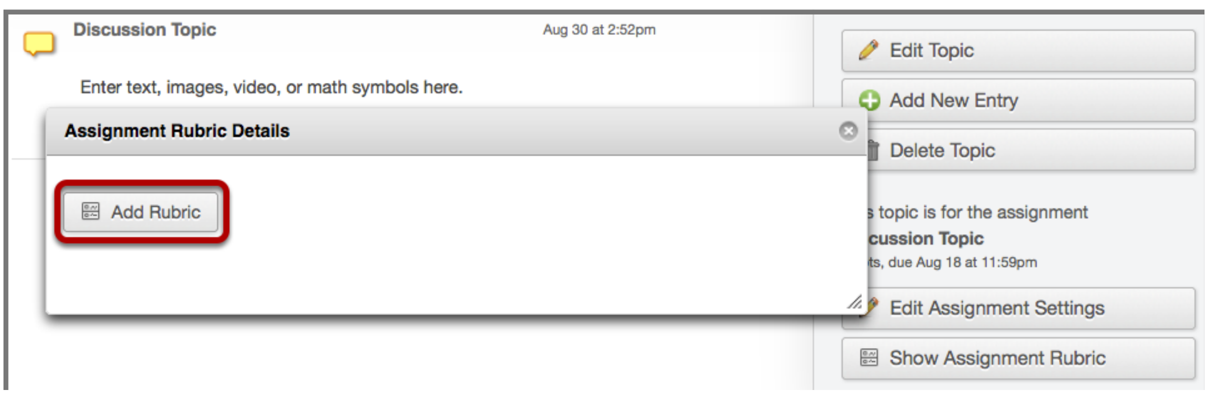
Update Assignment Click Update Assignment to save your assignment options.

Show Assignment Rubric



Now you will see a "Show Assignment Rubric" button in the Sidebar. Click Show Assignment Rubric.

Add Rubric

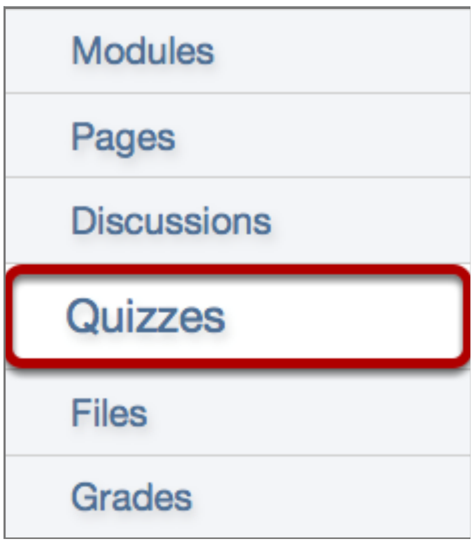


Click Add Rubric.

How do I add a Rubric to a Quiz?

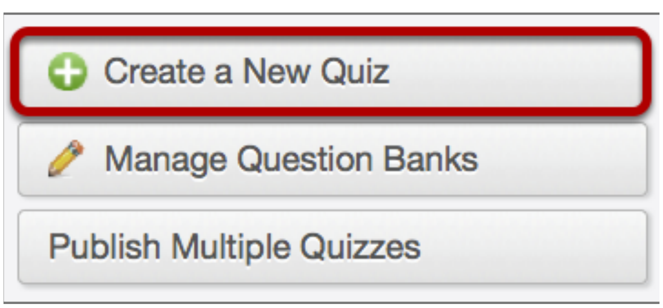
Generally speaking, Rubrics are added to Quizzes when you have an Outcome inside of the Rubric that you would like to use for alignment purposes.

Navigate to the Quizzes page



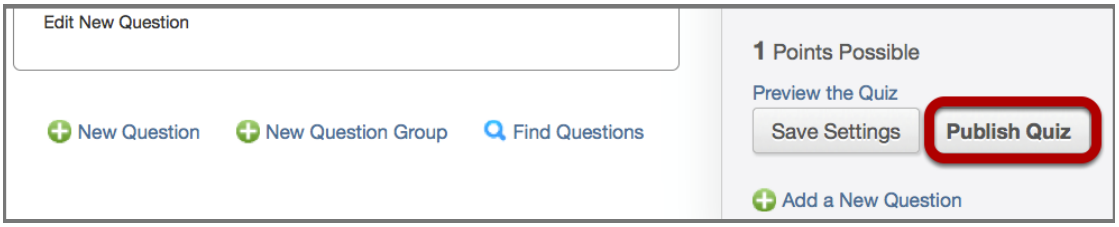
Click Quizzes in the Course Navigation to open the Quizzes page.

Create a New Quiz

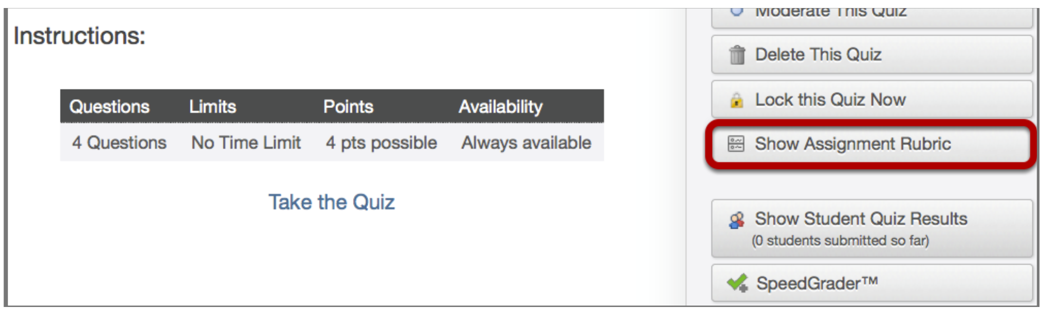


Create a New Quiz in the Sidebar.

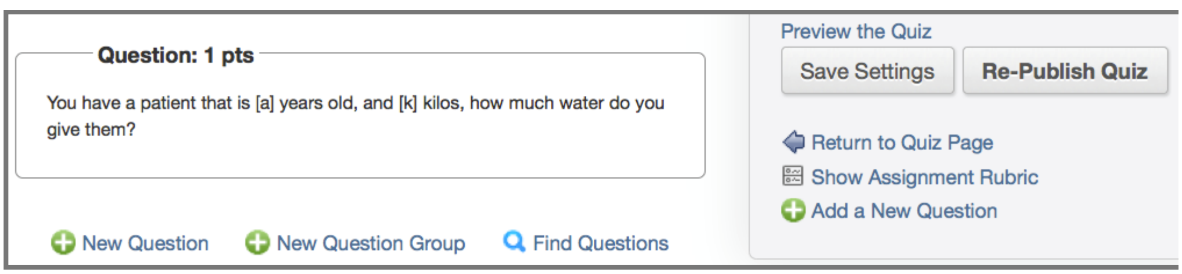
Edit Quiz Information



Enter a Quiz title and introduction. Then add questions and quiz options. Click Publish Quiz.
Show Assignment Rubric



Click Show Assignment Rubric in the Sidebar.

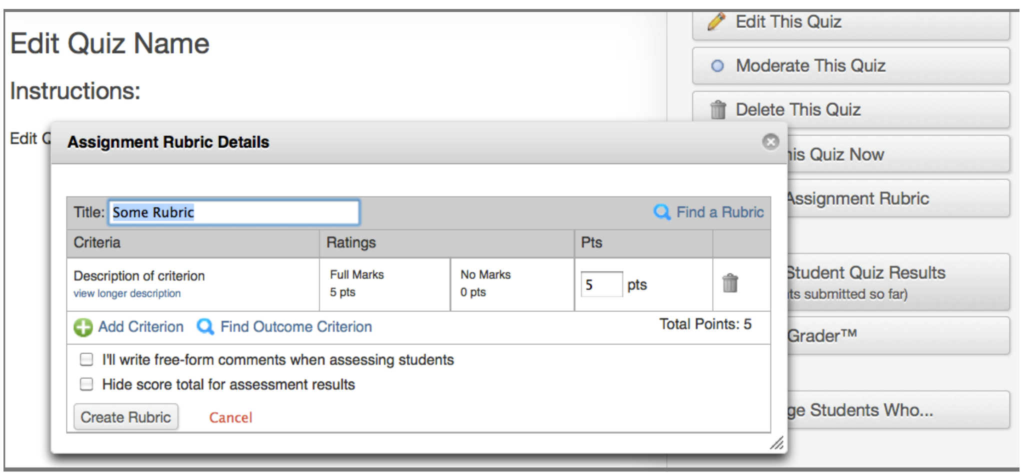


Another Way to Show Assignment Rubric
If you choose to edit an existing quiz, you will see a link to Show Assignment Rubric in the Sidebar, just below the Re-Publish Quiz button.

Add Rubric

Click Add Rubric.

Edit Rubric Details



Now you can edit rubric details or find an existing rubric.

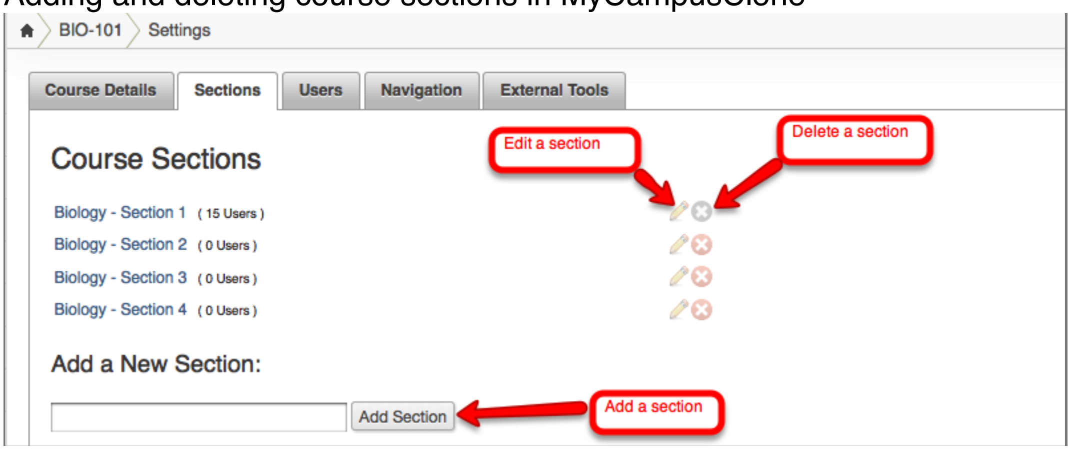
Settings

What course settings do I have control over?

The settings portion of your course is only available to teachers. Students won't be seeing this tab so this is where we put in the different reports just for the teachers themselves. You can see the details of your course, its' name, what your quota is, and what license that you've attached to this content inside of your course. This is also where you can manage the different sections of students; actually see all the people associated with your course according to role. This is also the tab where you add your TA's. The navigation tab is where you can modify the left navigation of your course. You just drag and drop here to change the order of it and then save that. If you want to hide certain features from students, you drag it below here and that disables it from this navigation. So the settings tab is where you can easily update and see the different users, sections and also modify the navigation of your course.

How do I add and delete sections?

Adding and deleting course sections in MyCampusClone



Adding and deleting course sections is done through the Sections tab within the settings of the course. To add a new course section, simply type the name of the new section and click "Add Section"
To delete a course section, click on the X icon next to the name. Clicking on the pencil icon will allow you to change the name of the section.

SpeedGrader

What can I do with SpeedGrader?

Grading takes a lot of your time. When you add up the time you spend photocopying assignments, distributing assignments in class, keeping track of assignments, evaluating assignments, entering grades into the gradebook, returning the assignments to your students, and then meeting with your students about follow-up questions and comments, it's no wonder you are burnt out at the end of each semester.

With SpeedGrader you will finish grading in about half the time you normally would, saving both you and your students precious class time while increasing the quantity and quality of feedback you can offer your students. Students get timely feedback, which allows them to improve over time, and easily submit new versions of the assignment, which you can evaluate again, if you wish.

When you open SpeedGrader for a particular assignment, you will see each individual's submission, the date and time that it was submitted, and a red notification if the assignment was submitted after the due date.

MyCampusClone accepts a variety of document formats and even URLs as assignment submissions. SpeedGrader automatically converts the various online submission types into a format that can be displayed by a web browser for your review. Within one frame, you can view, grade, start discussions, and provide students with written, video, and audio commentary.When you have finished with one student, you can jump right to the next student without leaving SpeedGrader. Your private feedback to the student, through text or audio will be sent via the communication channels that they prefer.

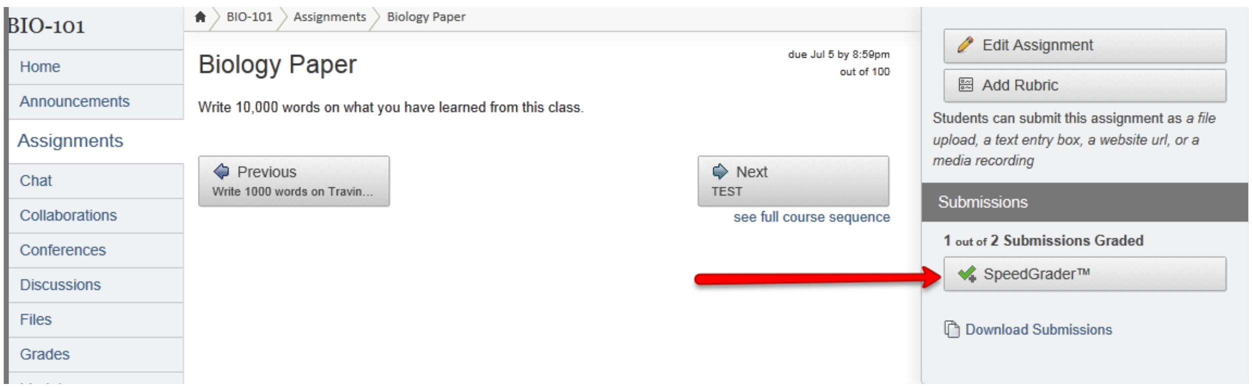
SpeedGrader also supports the use of Rubrics, which can help you communicate your expectations for any given assignment, increasing the chances that students will turn in stronger work.

When would I use the SpeedGrader?

- Use SpeedGrader to rapidly work your way through all student submissions.
- Use SpeedGrader to send private comments or start a discussion with the student.
- Use SpeedGrader with Rubrics to clearly communicate criteria for success.

How do I get to SpeedGrader from an Assignment, Quiz, or graded Discussion?

Using the SpeedGrader to grade assignments and quizzes
The SpeedGrader feature in MyCampusClone allows teachers to quickly grade assignments and quizzes from a single screen. The SpeedGrader can be accessed within “Assignments” or “Quizzes” by clicking on the particular assignment or quiz to be graded. Once the assignment or quiz is selected the SpeedGrader button appears.



How do I find a student submission in SpeedGrader?

Selecting a student assignment in SpeedGrader
Once you are in the SpeedGrader use the drop-box to select which assignments to grade. The checkbox next to the student's name indicates the status of their assignment.

Greyed out checkbox: the assignment has not been submitted yet
Empty checkbox: the assignment has been submitted but not yet graded
Green checkmark: the assignment has been graded
Yellow checkmark: the assignment was re-submitted after grading