



MyCoursesPlus:

August 2007



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Overview

MyCourses Plus is a web-based learning management system. With MyCourses Plus, you can:

1. Set up a collaborative work environment.
2. Communicate with your students.
3. Offer resources like files or web links to your students.
4. Post assignments, syllabi, and more.

MyCoursesPlus can be used to create entire online courses or to publish material that supplements existing courses. You can build pages in MyCoursesPlus or import Web pages and other files such as graphics, text, and PowerPoint.

Browsers

Certain Internet browsers perform better than others when you are using MyCoursesPlus. Following are the supported browsers:

Windows systems

- Firefox 2.0 and newer
- Internet Explorer 7.0 and newer

Macintosh Systems

- Firefox 2.0 and newer

Do not use the browser's Back button when you are working in MyCoursesPlus. Rather, use the buttons within the application's tools to perform actions, cancel them, or move from tool to tool. Clicking the browser's **Back** button can temporarily lock you out of a tool.



Log in to MyCoursesPlus

The MyCoursesPlus course server can be accessed from <http://www.udel.edu/mycoursesplus/>.

On the MyCoursesPlus page, type your UDeNet ID and password in the boxes. Then click **Login**.

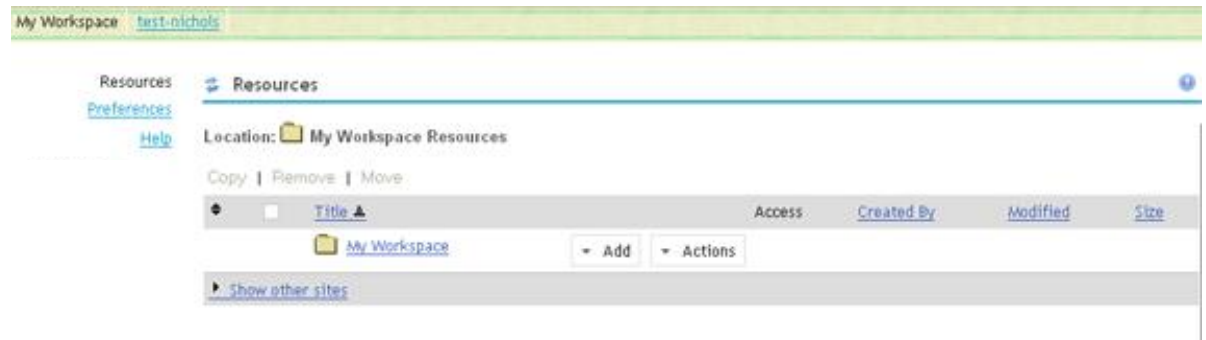
Click **Logout** at the upper right of the page to end your MyCoursesPlus session. Failure to do so and not closing your browser will make your personal course



information available to the next person who uses your computer as well as give that person complete control of your course.

The MyCoursesPlus window

After you log in (and each time you log in), you will automatically be taken to your **MyWorkspace** area. The window will look like the one below:



MyWorkspace is an area for storing files and setting preferences outside your course sites.

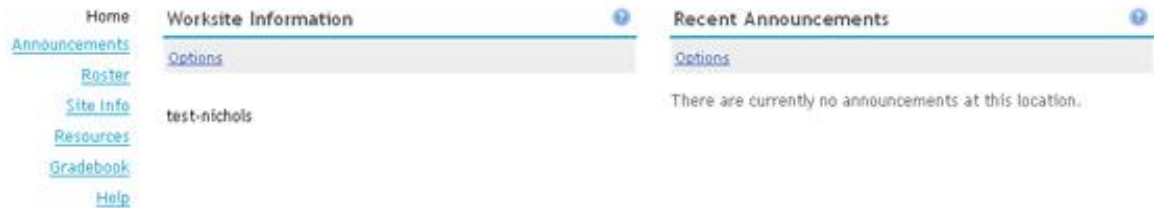


Perhaps the most important use you'll make of MyWorkspace is to upload files to the Resources area. **Your MyWorkspace Resources area provides the only location where you can keep files you upload private.** By default, when you upload a file to a MyCoursesPlus course site, students can see it immediately.

Note that when you *attach* a file to a course site tool, you're actually making a copy of the file; restrictions you set for the file in your MyWorkspace do not hold for the copy.

Course tabs

Across the top of the window, you will see the MyWorkspace tab and a tab for each of your course sites. Clicking a course tab takes you directly to that course site. If there is not room for all of your course sites across the top, the rest are listed in the drop-down box at the right.



Menubar

At the left side of the window, you'll see a menu of tools for the site you are viewing. The following tools are included in every course site:

- Home
- Announcements
- Gradebook
- Resources
- Roster
- Site Info
- Help

You can customize a course site beginning with this menu.


Worksite information

To the right of a course menubar is a **Worksite Information** box where you can either include a text description of your course or a link to a web page you want students to see when they log in to the course page.


Announcements

The **Home** page displays announcements you include about your course.

MyCoursesPlus Help

From time to time, you may wish to access detailed explanations of features in MyCoursesPlus. Click the Question Mark  above any feature, and you will be directed to a page that provides context-sensitive help for the feature you are trying to use. You can also search for a topic from the **Help** tool in the menu.

Navigation

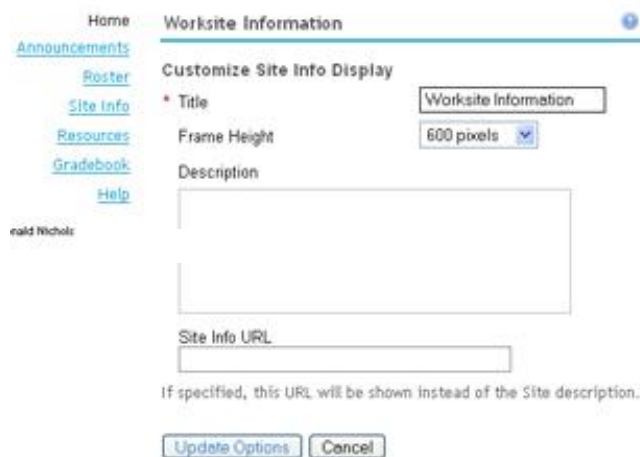
To move from tool to tool in MyCoursesPlus, click the tool's name in the menubar. On any tool page, the Reset  icon next to the tool name at the top will take you to the home page for that tool.

Sometimes buttons for performing actions like uploading a file or canceling an operation are at the bottom of the page, and you may need to scroll down to locate them.

Customize a course site Home page

Customize your worksite information

1. In the **Worksite Information** box, click **Options**. Your window will look like the one below:



2. In the **Title** box, type a title for your course. The title you choose will replace the “Worksite Information” title that appears by default when you first open this site.

 - If you wish to add a text description of your course or any other text information, type it in the **Description** box.

- If, instead, you want a web page to appear in this portion of your home page, type its URL into the **Site Info URL** box.

3. Click **Update Options**.

You'll see your additions on the home page.

Add Announcements

You can add announcements to your home page to provide students with information you want them to see as soon as they log in. Clicking **Options** in the **Recent Announcements** box lets you indicate how much of the announcement students will see, how many days it will remain on the home page, and how many announcements will appear there.

To post an announcement:

1. Click **Announcements** on the course menubar. Your window will look like the one below:



2. In the bar under the **Announcements** title, click **Add**.
3. Type a title in the **Announcement title** box.
4. Type the announcement in the **Body** box. You can format the announcement with the tools at the top of the **Body** box.
5. Change any of the settings under the body if you wish.
6. Attach a file from your computer, your **Resources** (discussed later), or a URL if you wish. To do this, click **Add Attachments**, provide the appropriate information, and click **Continue**. You will return to the **Add Announcement** page.
7. Click **Add Announcement** at the bottom of the window.

Customize your course tools

As you saw earlier, each course site comes with a default set of tools that are listed in the course menubar. Through the **Site Info** tool, you can add other tools to the menu to produce a course with the features you want to offer to your students. To add tools to your course:

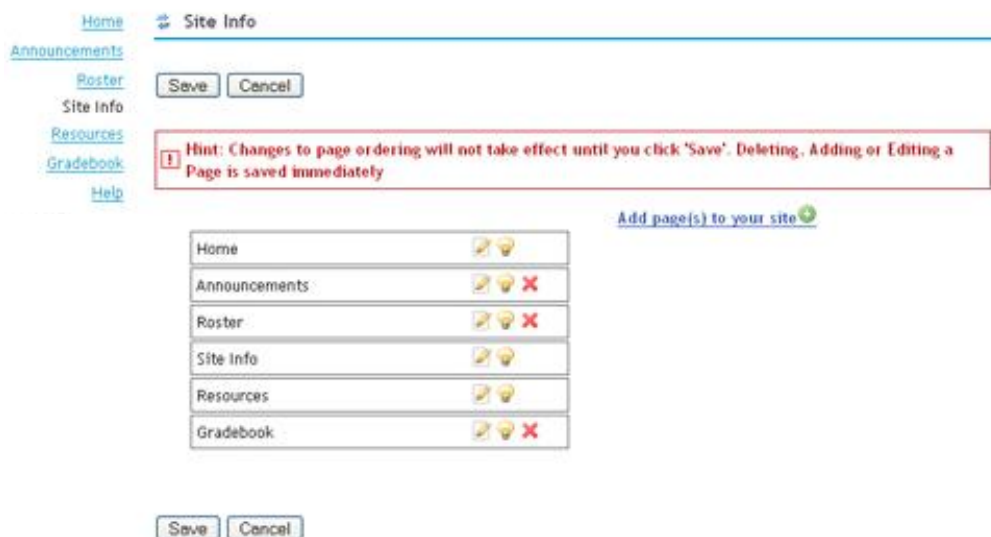
1. Click **Site Info** on the course menubar. The window will look like the one below:

The screenshot shows the 'Site Info' tool interface. On the left is a vertical menu with links: Home, Announcements, Roster, Site Info, Schedule, Resources, Gradebook, and Help. The 'Site Info' link is highlighted. The main content area has a title bar 'Site Info' with a gear icon. Below it is a menu with links: Edit Site Information, Edit Tools, Manage Groups, Manage Access, Add Participants, Duplicate Site, Import from Site, Import from File, and Page Order. The main content area displays information for a site named 'test-nichols'. It includes fields for Site Description, Site Contact and email (Ron Nichols, nichols@udel.edu), Available to (Site participants only), Included on public sites list (Yes), Creation Date (Aug 13, 2007 1:48 pm), and Icon URL. Below this is a section titled 'test-nichols Participant List (# 2)' with a pagination control showing 'Viewing 1 - 2 of 2 items' and a 'show 200 items per page' dropdown. At the bottom is a table with columns: Name, Role, Status, and Remove.

Name	Role	Status	Remove
------	------	--------	--------

The window shows information about your site, including text you've added, the site contact, creation date, who can see the site and so on. It also shows site participants and their roles. The menu at the top of this section allows you to manage your site. To add more tools:

2. Click **Page Order**. The window will look like the one below:



You will see a list of the tools in your course. You can change the order in which the tools appear by dragging and dropping the boxes.

3. To add more tools to your course, at the right of the window, click **Add page(s) to this site**. You will see a list of available tools.
4. To add a tool, drag and drop it in the desired position in the tool list at the left. You will see a message above the list that the tool has been successfully added.
5. Repeat this process to add other tools.
6. Click **Save** to save your changes and add the tools to your course menubar.

Tools available for your course site

Following is a list of the tools you can use in your MyCoursesPlus course site and how they can be used. Some tools are always included when you are given a course, while you may add others as the course owner. What you can do with a particular tool is also reflected in the list below.

Tool status:

- | | | |
|----------|-----------|--|
| R | Required | Appears in every worksite; cannot be deleted by the course owner. |
| D | Default | Appears in every worksite; may be deleted by the course owner. |
| A | Available | Does not appear in the course worksite. May be added by the course owner |

MyCoursesPlus tools and their uses

Tool	Status	Description
Home	D	Display course description, announcements, calendar, chat items.
Announcements	D	Post time-critical information on the home page.
Assignments	A	Post, submit, and grade assignments.
Blogger	A	Post online journal entries.
Chat Room	A	Communicate and collaborate online in real time; most recent posts appear on home page; posts are archived.
Forums	A	Create online discussions organized by topic.
Gradebook	D	Compute, store and distribute grades. Numeric value grades only.
News	A	Display RSS news feeds in the worksite.
Podcasts	A	Create a publicly available podcast.
Post'Em	A	Upload a comma-delimited (CSV) file and make the information available to students.
Resources	R	Store files and URLs and make them available to site participants.
Roster	D	View course participants.
Schedule	A	Post and view events, deadlines, and more in a calendar format.
Search	A	Search course content.
Site Info	R	Access options for your worksite, including adding and removing tools.
Syllabus	A	Post and maintain your syllabus online.
Tests & Quizzes	A	Create tests, quizzes, and surveys within the worksite.

Tool	Status	Description
Web Content	A	Display external web sites within the course site.
Wiki	A	Create a wiki within the worksite.

Resources tool

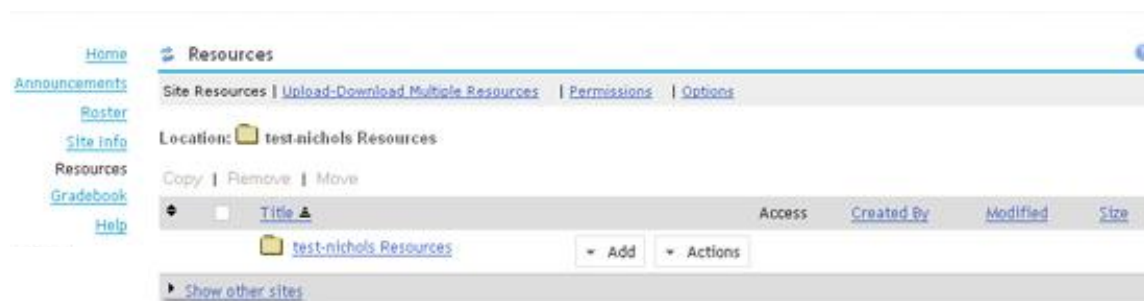
The **Resources** tool will probably be the one you use most often. It is here that you'll store all the files and URLs you upload to your course site. Because students need to be able to find what you've put into Resources, it is extremely important to develop a good organizational scheme, using clearly named folders, and to upload your files to the proper location.



As was mentioned earlier, by default, when you upload a file to a MyCoursesPlus course, students can see it immediately. Likewise, when you attach a file to a tool, you're actually making a copy of the file; restrictions you set for the file elsewhere do not hold for the copy. For this reason, files you do not want students to see immediately should be put into your MyWorkspace **Resources** rather than into your course site **Resources**. **Your MyWorkspace Resources area provides the only location where you can keep files you upload private.**

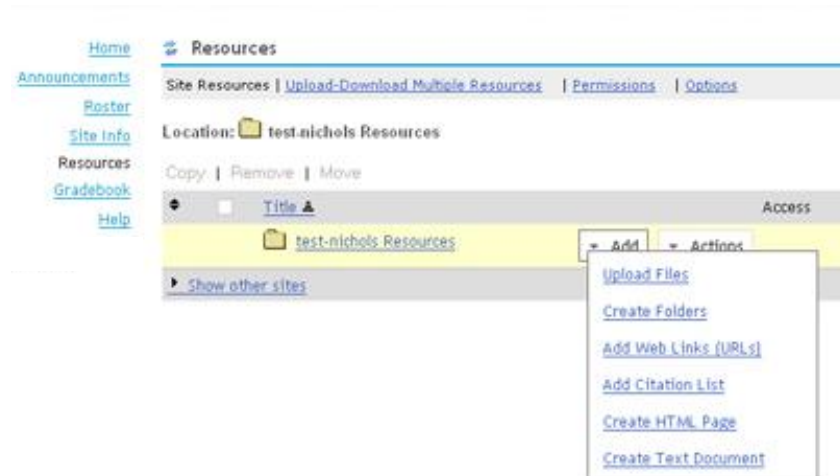
Add a folder to Resources

When you click **Resources** in the course menubar, you'll see a window like the one below:



Under the **Resources** menu is a folder with the name of the course followed by the word “Resources.” To add a new folder to your course:

1. Next to the name of the course folder, move your cursor over the **Add** drop-down box. You will see a box like the one below:



2. Click **Create Folders**.
3. In the **Create Folders** window, type a name for the folder.
4. Click the **Add details for this item** link. You can add a description for the folder and indicate who can view it and how long it should be available to course members.
5. If you wish to add another folder, click **Add Another Folder** and repeat the above process.
6. When you finish adding folders, click **Create Folders Now**.
7. You'll return to the **Resources** home page and see the folder(s) you've created.

Add a file to Resources

To add a file to a course folder:

1. Make sure that the filename includes an extension. For example, in the filename test.doc, “doc” is the extension.

2. Next to the name of the folder into which you want to place the file, click the arrow for the **Add** drop-down box.
3. Click **Upload Files**.
4. In the **Upload Files** window, browse to the location of the file and select it.
5. Type a display name for the file.
6. Click the **Add details for this item** link. You can add a description of the file, choose its copyright status, who can view it, and how long it should be available to course members.
7. If you wish to add another file, click **Add Another File** and repeat the above process.
8. When you finish adding files, click **Upload Files Now**.
9. You'll return to the **Resources** page and see icons for the file(s) you've uploaded.

Add a URL to Resources

To add a URL to a course folder:

1. Next to the name of the folder to which you want to add the URL, move your cursor over the **Add** drop-down box.
2. Click **Add Web Links (URLs)**.
3. In the **Add Web Links (URLs)** window, in the box next to **Web Address (URL)**, type the URL you want to include.
4. Type a title in the **Website Name** box.
5. Click the **Add details for this item** link. You can add a description of the web site, and indicate who can view it and how long it should be available to course members.
6. If you wish to add another URL, click **Add Another Web Link** and repeat the above process.
7. When you finish adding URLs, click **Add Web Links Now**.

8. You'll return to the Resources home page and see icons for the URL(s) you've uploaded.

Actions on Resources items

Folders, files, and URLs that you include in your **Resources** can be managed through the **Actions** drop-down box to the right of any item. Some of the actions you can perform include copying, moving, duplicating, revising and more.

Note: Checking a box next to a folder, file, or URL activates links above the title bar for copying, removing, or moving several elements at once.

Resources tool menu

In addition to uploading single items to your **Resources** in a course site, a menu above the title allows you to upload or download multiple items or entire folders at one time. Click the **Upload-Download Multiple Resources** link for instructions on how to do this.

Also on the **Resources** menu in a course site, you can set permissions for how individuals can use the resources you put there. In addition, you can set options for the types of materials that can be included in the **Resources** area.

Schedule tool

The **Schedule** tool provides a convenient way for you to post notices about class events in a calendar format.

Note: The **Schedule** tool is not automatically included in your course. You can add it by following the instructions for customizing your course tools on page 7.

Add an item to the Schedule

1. On the course menubar at the left of the screen, click **Schedule**. The **Schedule** window opens with a view of the calendar by week. You can change the view from the drop-down box under the "Calendar by Week" heading. Possibilities are:

- Calendar by Day
- Calendar by Week
- Calendar by Month
- Calendar by Year
- List of Events

You can also select previous or future days, weeks, months, etc.

2. To add an item to the calendar, click **Add** under the **Schedule** title. You will see a window like the one below:

The screenshot shows the 'New Event' form in the MyCoursesPlus interface. On the left is a navigation menu with links: Home, Announcements, Roster, Site Info, Schedule (highlighted), Resources, Gradebook, and Help. The main content area is titled 'Schedule' and contains the 'New Event' section. It includes a text box for the event title, a date picker set to August 13, 2007, and time pickers for start and end times. There are also fields for duration (1 hour, 00 minutes) and a large text area for a message with a rich text editor toolbar. At the bottom, there are checkboxes for 'Display to site', 'Frequency' (set to 'Frequency'), 'Event Type' (set to 'Activity'), and 'Event Location'. There is also an 'Attachments' section with a button to 'Add Attachments'. At the very bottom are 'Save Event' and 'Cancel' buttons.

3. In the **Title** box, type the title of your event.
4. Select the date of the event and the start time. You can also include the event's duration and end time, a description, frequency, type and location.

5. When you've included all the information for the event, press the **Save Event** button. You will return to the calendar view and see your event listed in the appropriate place.
6. Click **Home** on the course menubar. You will see the calendar showing the event you've just added highlighted in blue. Clicking the date displays the event's details beneath the calendar.

Delete an item from the Schedule Tool

1. On the course menubar at the left of the screen, click **Schedule**. You will see the calendar with the items you've added to it.
2. Go to the date from which you want to delete an item and click the item to select it. You will see a window like the one below:



3. To delete the item, click **Delete** beneath its description. You will be asked to confirm the deletion.
4. Click **Delete** again to confirm deleting the item.