Communicate

https://myCourses.geneseo.edu

myCourses is an interactive, web-based learning management system that enables educators to manage course materials, and to communicate quickly, easily and effectively with their students. It was developed by ANGEL (angellearning.com).

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ANGEL LEARNING

Some of the contents were obtained with permission from the ANGEL Instructor Reference Manual.

www.Angellearning.com

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THE COMMUNICATE TAB

On the main Communicate page you can access to all course communication tools. (e-mail, live chat, discussion groups) It also displays a course roster, news, events or announcements.

The **Communicate Tab** contains the following:

- **Edit Page** (the small link at the top left of the tool bar) allows you to change which communication features are visible for you and your students.
- **Course Mail** provides access to e-mail tools
- **Course Roster -** a list of people in the course.
- **Course News and Events** – post announcements, news and polls
- **Live Chat -** communicate with other myCourses users on-line, in real time.
- **Live Office Hours** – a virtual office. It includes scheduling capabilities and a queue manager for controlling student access.
- **Discussion Forums** are listed and accessible from *both* the **Course Materials Tab** and the **Communicate Tab**.
- **Communications Links** display a list of selected links to specific off-site Web Pages.
- **Team Files –** space for student teams to share project files and other docs. This option is not viewable if **file sharing** has not been enabled for teams.

COURSE NEWS AND EVENTS

Announcements: Course Announcements are displayed on the Course Home Page as well as a student's personal home page. To **Add an Announcement** use the Course Announcements component found on your Course Home Page. To add this component, use the Edit Page hyperlink on the Course Home Page. Use tokens to personalize announcements

News: Create course news articles. Roster members will access a read-only version of this tool. To modify or delete a news article, use the **Edit** and **Delete** buttons to the left of the news article on the News Editor Screen.

Polls: Create Course Poll Questions displayed on the Course Welcome Page and the Student's Personal Home Page. The **Polls** hyperlink opens the **Quick Poll Editor.** To **Edit** or **Delete** a poll question, use the buttons located to the left of the poll question on the **Quick Poll Editor** screen. To view a summary or detailed report of user responses, click the **Summary** or **Details** hyperlinks, located below the poll question on the **Quick Poll Editor** screen.

ABOUT MYCOURSES E-MAIL

myCourses e-mail is separate from the Geneseo email system. However, by default, all e-mail sent using myCourses is automatically forwarded to your Geneseo email (@geneseo.edu) accounts.

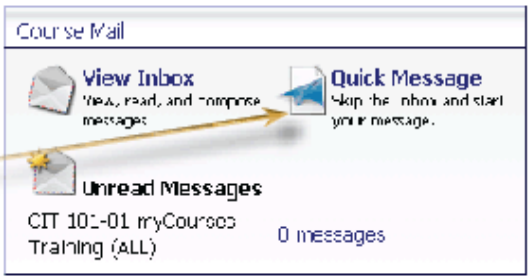
If you wish course correspondence to be stored within myCourses, replies must be sent from within the myCourses mail interface (not from your Geneseo email account).

TO SEND AN EMAIL TO YOUR CLASS(ES)

1. Log-in to myCourses and locate the **Course Mail** Component found on both the Personal Home and the Course Home pages.

2. Click **Quick Message** in the Course Mail Component.

   This will open a **Compose Message** window.



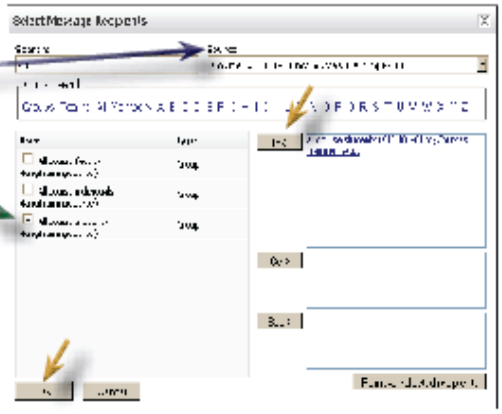
3. Click TO in order to **Select Message Recipients**.

   Use the **Source** dropdown menu (top right) to select the class you want to e-mail.

   Once you have selected a class, use the **check-box** to indicate which group you want to e-mail.

   Press the **To-->** button to designate that group as your recipient group.

   Click OK to continue with your e-mail.



4. Once you have completed your e-mail, click **Send**. The message will be sent to the recipients' my-Courses e-mail as well as their Geneseo Webmail accounts.

LIVE OFFICE HOURS, WHITEBOARD & DESKTOP SHARING

Live Office Hours

Live Office Hours has its own component for ease of use and is posted on the course calendar upon creation.

To set up your Live Office Hours, enter your course and go to the **Communicate Tab**.

Hover your mouse over the **Live Office Hours** component and click the **Pencil** to edit.

Enter your preferences for settings and then click **Save**.

This will hop you to the myCourses calendar. Return to the Communicate Tab to return to access the live office hours by clicking on the hyperlink within the Live Office Hours component. Your students will wait in a queue in the system and you can invite one or more in at a time.

Whiteboard

Whiteboard is a component of Live Office Hours. Enter a **Live Office Hours** session and click on the **Whiteboard Tab**.

Whiteboard is a basic graphics painting program, similar to MS Paint. It offers another dimension for communication; however the latency is quite high.

Desktop Sharing

Desktop Sharing is another component that can be used during Live Office Hours.

Desktop Sharing requires that the presenter's computer have Microsoft .NET 1.1 or later installed. While the presenter must use Windows, the audience can use Mac.

Desktop Sharing requires that the presenter set-up desktop sharing prior to a live chat session. To set-up & access Desktop Sharing, enter a live chat session and click the Desktop Sharing Tab.

USING TOKENS IN COURSE COMMUNICATION

What are tokens?

Tokens are a tool that can be used in different areas in order to personalize interaction with students. These tokens may be used in page text or other context. When used, the content manager will automatically replace each token with the appropriate value. Some of the most common tokens are described next with an example first to better explain how to use tokens.

Example

- In your *"About this Section"* component on the course home page, you could put the following: *Welcome to $COURSE_TITLE$ $FIRST_NAME$!*
- The student would see: Welcome to SOCL-100-03 Laura!

Common User Tokens

$FIRST_NAME$	The first name of the user accessing the system.
$LAST_NAME$	The last name of the user accessing the system.
$USER_ID$	The user ID of the user accessing the system.
$USER_NAME$	The full name of the user accessing the system.

Common Course Tokens

$COURSE_ID$	The section id of the content area being accessed
$COURSE_TITLE$	The title of the course area being accessed
$SECTION:INSTRUCTOR$	The instructor name for the course

There are many other tokens that can be used. An example would be to use tokens for assessment grade results personalized to each student. See the online help for more advanced uses of tokens.

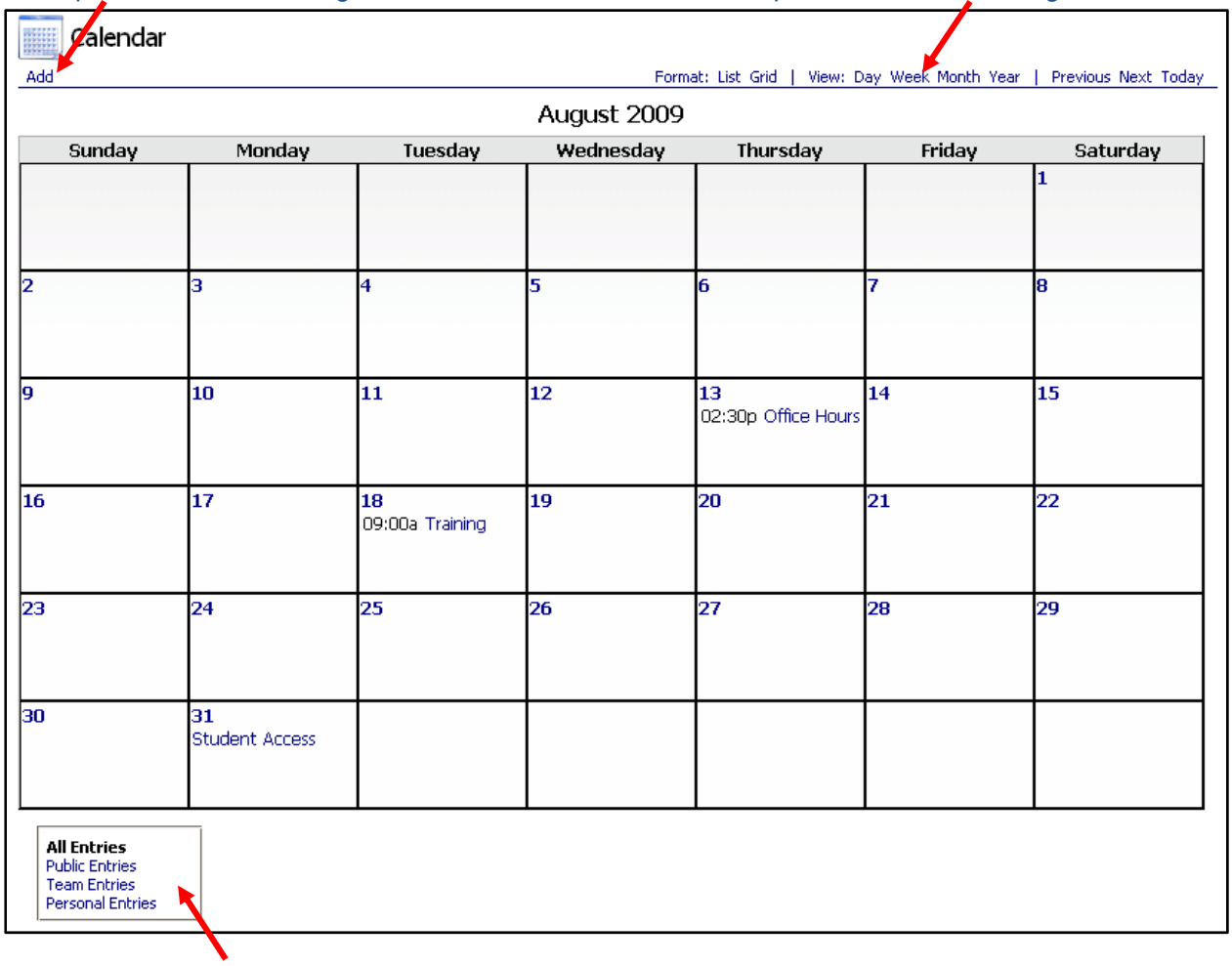
THE CALENDAR TAB

The **Calendar Tab** allows you to post course-specific schedules for yourself, for the entire class or for select students. Calendar entries that apply to the students will appear on their personal home page.

Tokens can be used in Calendar to personalize entries.

Add opens a form for creating entries

Options on this side change the **View**



Filter the entries