❧ Course Materials ❧

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).

Computing & Information Technology (CIT)

Email: mycourses@geneseo.edu

CIT HelpDesk: 245-5588, South 225

ANGEL LEARNING

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

www.Angellearning.com

CONTENTS

THE COURSE MATERIALS TAB

Underneath the title of this tab, there is a list of links that allow you to create and manage course content.

The **Add Content** link brings up the **Create an Item** page. From here, you can create a variety of content items, such as folders, pages, hyperlinks, discussion forums, assessments, surveys, drop boxes and more. For more information, see the section **Adding Content Items**.

The **Rearrange** link allows you to change the order in which content is displayed.

The **Reports, Utilities** and **Preferences** links provide tools to manipulate created content, to monitor each student's activity within the content, and set the preferences for the Course Materials page.

The **Print** link at the right end of the toolbar lets you print the current page.

The **My Notes** link provides an online space to create notes about any content on the Course Materials tab.
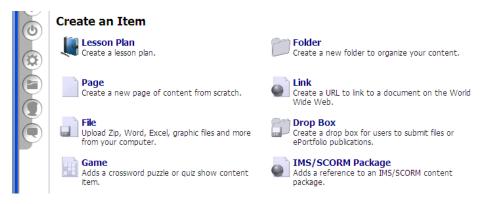
The **Previous** and **Next** links allow you to navigate through lesson content.

Adding Content Items:

Click the **Add Content** hyperlink from under the title of the Course Materials tab.

The **Create an Item** page appears. All content is added to a course via this page. A partial view of the page is shown below.
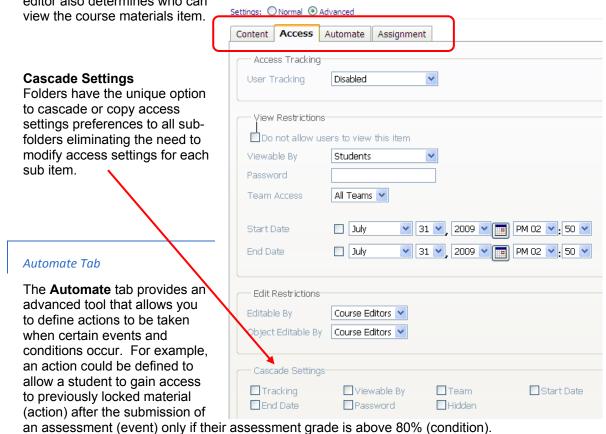
All content items have four common tabs: Content, Access, Automate, and Assignment.

Content Tab

The **Content** tab provides the page and link settings for the content you are creating. Page settings contain information about the content such as Title, Subtitle, Directions, etc. Link settings are used if you want to change the icon displayed for the item; add a help link for the item; or direct the item to open in a new page.

Access Tab

The **Access** tab provides settings for accessing, viewing and editing content items; allowing the instructor to set tracking on content items to control information about visits to an item. This editor also determines who can view the course materials item.

Cascade Settings
Folders have the unique option to cascade or copy access settings preferences to all sub-folders eliminating the need to modify access settings for each sub item.

Automate Tab

The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur. For example, an action could be defined to allow a student to gain access to previously locked material (action) after the submission of an assessment (event) only if their assessment grade is above 80% (condition).

Assignment Tab

The **Assignment** tab provides access to creating Milestones and Gradebook settings for the content item that is being created.

CREATING AND MANAGING FOLDERS:

As the primary tab for course content, the Course Materials tab can include both a high volume and a wide assortment of items. One way to manage your course content effectively is to use folders. Course content can be nested within folders or subfolders.

To Add a Folder:

1. Log into your course and click the **Course Materials** tab.

2. Click the **Add content** hyperlink located underneath the Course Materials title.

3. Click the **Add a Folder** hyperlink. The Folder editor appears.

4. Fill in the desired tabs and Save.

Managing Folders:

To place course materials into a folder, click into the folder and click the **Add Content** hyperlink (located on the left side of the toolbar).

To modify or delete the folder, use the **Edit** and **Delete** hyperlinks (located under the folder you created on the **Course Content** tab main page).

To rearrange created folders, click **Rearrange** (located on the left side of the toolbar). Highlight the folder that you wish to move; then use the **Top, Up, Down,** or **Bottom** buttons to relocate your folder.

INSERTING A LINK:

Link items can be useful for linking to web-based tools, articles, journals, etc.

To create a link item:

Click the **Add Content** hyperlink.

Click the **Link** hyperlink or icon ( ). The New Page editor appears on the screen.

Type **the Link Name you want** in the **Title** field.

Type the URL (e.g., http://www.geneseo.edu) in the **Link URL** field.

Select the **Advanced** checkbox (located in the toolbar) to display the Link Editor advanced options.

Optionally select **New Window** from the Target drop-down list if you would like the hyperlink to open the web site in a new window.

Optionally select the **no banner** checkbox if you prefer the web site being linked to, to display without the myCourses toolbar (banner) at the top of the window.

Click the **Save** button.
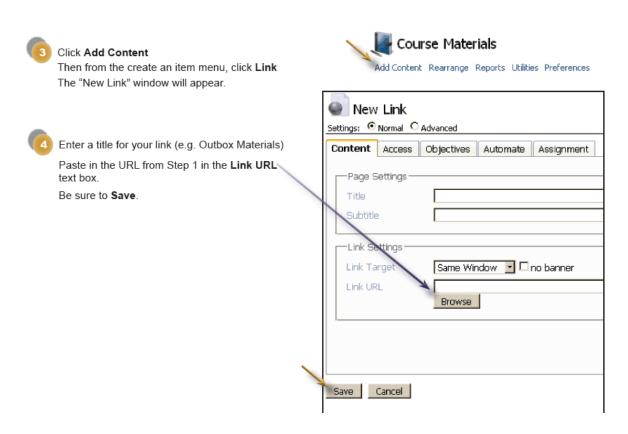
Provide a link from myCourses to your outbox on SUNY Geneseo's File Server

1 Find the **URL for your outbox** folder.
http://boxes.geneseo.edu > Log-in > Department > Your Folder
Copy the complete URL (e.g. http://boxes.geneseo.edu/CIT/cookl/)

2 Go to the relevant course and then go to the **Course Materials Tab**.

3 Click **Add Content**
Then from the create an item menu, click **Link**
The "New Link" window will appear.

4 Enter a title for your link (e.g. Outbox Materials)

Paste in the URL from Step 1 in the **Link URL** text box.

Be sure to **Save**.

Course Materials

Add Content   Rearrange   Reports   Utilities   Preferences

New Link

Settings: ○ Normal ○ Advanced

| Content | Access | Objectives | Automate | Assignment |

Page Settings
Title
Subtitle

Link Settings
Link Target   Same Window   □ no banner
Link URL
Browse

Save   Cancel

UPLOAD A FILE FROM YOUR COMPUTER TO MYCOURSES

1 Go to your course and select the **Course Materials Tab**

Course Materials
Add Content Rearrange Reports Utilities Preferences

2 Select **Add Content** from the Course Materials Tab toolbar.

3 Under the heading Create an Item select **File.**

4 Click the **Browse button** on the left side of the screen.

Upload a File
Upload Form

Instructions: Click "Browse" to locate the file then click "Upload File" to add it to your content.
File to Upload
[   ] Browse...
Title
[   ]
File Type
AutoDetect ▼
Upload File   Drag-n-Drop   Cancel

5 Navigate to the file you want to upload, and click **Open**. This should fill in the text box with the name of your file.

If you do not specify a name, it will keep the original file name when it is uploaded.

Click **Upload File.**

Drag-n-Drop Option

Instead of using the Browse button to specify the file to upload, you can use the Drag-n-Drop utility. **You can still only upload one file at a time.**

1 Follow the path: Course > Course Materials Tab > Add Content > File and click the **Drag-n-Drop** button.

2 When the Drag-n-Drop utility has finished loading, the window will display "Drag and Drop Files Here" in green.

3 Click and Drag the Item from your computer onto the Drag and Drop screen.

4 Click **OK** to upload the file.
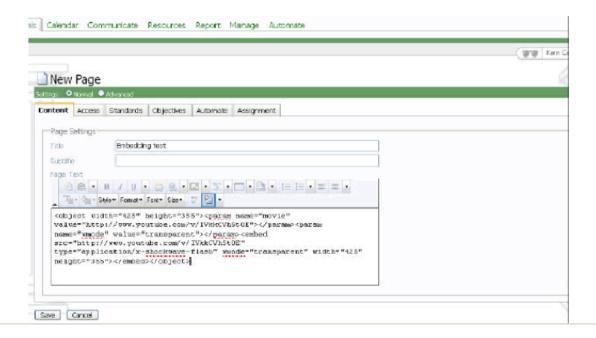
Embedding a YouTube or Google Video

1. Find the video at youtube.com or video.google.com
   and copy the Embed code on the web site. You can find the code in both youtube.com and
   video.google.com on the right side of the page, under About This Video, in a white input box
   labeled Embed.

2. In myCourses, click the **Course Materials** tab.

3. Click an existing **Discussion Forum** or **Page** and then click the **Settings**. Or create a new one
   by clicking on **Add Content** and **Discussion Forums** or **Page**.

4. In the **Content** tab, click the **Source** button (it is last button and highlighted in blue in the screen
   shot below). Copy the youtube.com or Google Video embed code into the **Page Text** box. Click
   the **Save** button at the bottom of the page.

MERLOT
Multimedia Educational Resource
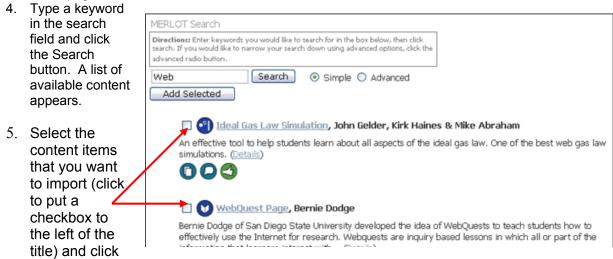for Learning and Online Teaching

About MERLOT: MERLOT (www.merlot.org) is a leading edge, user-centered, searchable collection of peer reviewed and selected higher education, online learning materials, catalogued by registered members and a set of faculty development support services. MERLOT's vision is to be a premiere online community where faculty, staff, and students from around the world share their learning materials and pedagogy.

MERLOT's strategic goal is to improve the effectiveness of teaching and learning by increasing the quantity and quality of peer reviewed online learning materials that can be easily incorporated into faculty designed courses.

Incorporating MERLOT content into myCourses: This tool in myCourses allows the search of the MERLOT Repository for content material. This search tool uses keywords to search the MERLOT site for content related to your search criteria. To narrow your search, select the advanced option to provide more detail for your search.

Follow these steps to search and add content from MERLOT:

1. Log into your myCourses course and click the **Course Materials** tab.

2. Click the **Add Content** hyperlink (located on the upper left toolbar).

3. Click the **Add content from MERLOT** hyperlink under **Templates and Wizards** near the bottom of the page.

4. Type a keyword in the search field and click the Search button. A list of available content appears.

    MERLOT Search

    Directions: Enter keywords you would like to search for in the box below, then click search. If you would like to narrow your search down using advanced options, click the advanced radio button.

    Web   [Search]   ⦿ Simple ○ Advanced
    [Add Selected]

    ☐ 🔵 Ideal Gas Law Simulation, John Gelder, Kirk Haines & Mike Abraham
    An effective tool to help students learn about all aspects of the ideal gas law. One of the best web gas law simulations. (Details)
    🔵🔵🟢

    ☐ 🔵 WebQuest Page, Bernie Dodge
    Bernie Dodge of San Diego State University developed the idea of WebQuests to teach students how to effectively use the Internet for research. Webquests are inquiry based lessons in which all or part of the information that learners interact with... (Details)

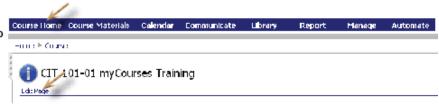5. Select the content items that you want to import (click to put a checkbox to the left of the title) and click the Add Selected button (located at the top or bottom of the page). The selected content is added to your Course Materials page.

1 Log-in to myCourses and enter the Course you want to work in.

Course Home   Course Materials   Calendar   Communicate   Library   Report   Manage   Automate

Home ▸ Course

On the **Course Home Tab** select Edit Page

(i) CIT 101-01 myCourses Training

Edit Page

2 Click **Add Components** and select **Course Feeds** from the list of available components. Click the **Add Selected** button to view the preview and position the nugget and then click **Save** to add the component to your Course Home Page.

3 Mouse over the Course RSS Feeds component and click the pencil icon that appears in the toolbar to edit it.

4 Use the following screen to add RSS feeds to the component.

Current Feeds (1)   Add Feeds

Geneseo News

Edit Feed   Remove Feed
Max Items: Default ▾   ☑ Show Titles

OK   Cancel

The left side displays the current feeds and allows you to edit them.

Feed Editor

Directions: Edit the settings for the selected feed using the form below and click the "Update Feed" button.

Feed URL
http://geneseo.edu/news/news-enhanced.rss

Feed Title
Geneseo News

Update Feed   Cancel

Feed Preview

Geneseo News

Princeton Review Again Names Geneseo One of the Best
Jul 28, 2009

SUNY Chancellor Nancy Zimpher to Visit Geneseo Campus
Jul 21, 2009

Alumni Association Presents Summer Reunion Awards
Jul 14, 2009

Chancellor Grants Faculty and Staff Awards for Excellence
Jul 02, 2009

Conesus Lake Study Confirms Best Practices Improve Water
Jun 29, 2009

The top right allows you to enter the URL for a feed directly. Provide a title.
Clicking **Update Feed** will add the feed to the list on the left.
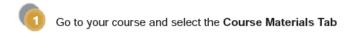
5 Click **OK** to **Save** your changes

CREATING A DROP BOX

1 Go to your course and select the **Course Materials Tab**

Course Materials
Add Content Rearrange Reports Utilities Preferences

2 Select **Add Content** from the Course Materials Tab toolbar.

3 Under the heading Create an Item select **Drop Box.**

Drop Box
Create a drop box for users to submit files or ePortfolio publications.

4 Under the **Content** Tab, enter a **Title** for your Dropbox.
Optionally, you can enter a subtitle and descriptive text.

5 Go to the **Submission** Tab to specify:

1) **Max Submissions** (how many times a student may submit an assignment.)

2) **Message Box**, if enabled, gives students a text box in which to enter their assignment directly (good for shorter responses) or to comment about an attached assignment.

3) **Attachments,** must be enabled for students to attach a file to the dropbox. If Disabled, students may only submit by using the message box.

6 Go to the **Review** Tab to specify who can see submissions:

Normal: students see only their own submissions
Peer Review: students see all submissions
Disabled: students cannot see their submissions, only the instructor can.

Optional: Go to the **Access Tab**, to enable User Tracking

7 Click **Save** to create your Drop Box

1 Go to your course and select the **Course Materials Tab**

2 To **Download Attachments:**

1) Click on the Drop Box to open it.

2) Click the "Submissions" hyperlink in the toolbar to access the Submission Utilities Menu

3) Click **Download Submissions** and make a selection using the drop down menu and click Download. Save to your computer.

The Track Changes Feature in Microsoft Word is a useful tool for grading drop box submissions
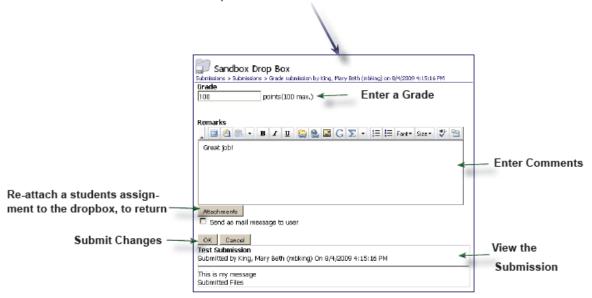
3 To **Review and Grade Submissions:**
Click on the Drop Box to open it.
Once in the drop box, locate the table displaying all submissions.

4 Use the **Crumb Trail** or the **Course Materials Tab** to return to the drop box and the table of submissions.
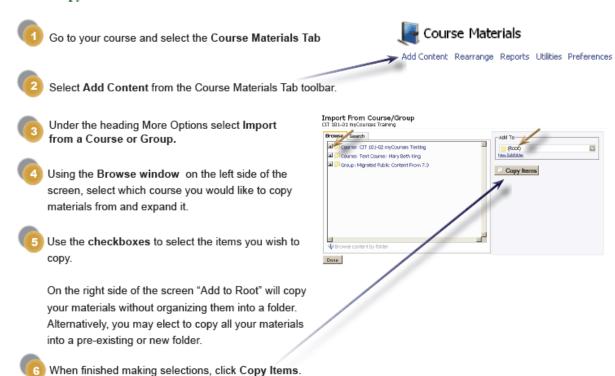
Click the **Title** of a submission to open the Grade Submission Window.

Sandbox Drop Box
Submissions > Submissions > Grade submission by King, Mary Beth (mbking) on 8/4/2009 4:15:16 PM
Grade
100   points(100 max.) ← **Enter a Grade**

Remarks
Great job!

→ **Enter Comments**

Re-attach a students assign-ment to the dropbox, to return → Attachments
☐ Send as mail message to user

Submit Changes → OK   Cancel
Test Submission
Submitted by King, Mary Beth (mbking) On 8/4/2009 4:15:16 PM

This is my message
Submitted Files

View the Submission

5 To review another assignment, use the crumb trail or the Course Materials Tab to return to the drop box and the table of submissions.

Part I: Copy Course Materials from One Course to Another

1 Go to your course and select the **Course Materials Tab**

📘 Course Materials

Add Content   Rearrange   Reports   Utilities   Preferences

2 Select **Add Content** from the Course Materials Tab toolbar.

3 Under the heading More Options select **Import from a Course or Group.**

4 Using the **Browse window** on the left side of the screen, select which course you would like to copy materials from and expand it.

5 Use the **checkboxes** to select the items you wish to copy.

On the right side of the screen "Add to Root" will copy your materials without organizing them into a folder. Alternatively, you may elect to copy all your materials into a pre-existing or new folder.

6 When finished making selections, click **Copy Items**.

Import From Course/Group
CIT 101-01 myCourses Training

Browse Search

- Course: CIT 101-02 myCourses Testing
- Course: Test Course: Mary Beth King
- Group: Migrated Public Content From 7.3

Browse content by folder

Done

Add To
(Root)
New Subfolder

Copy Items

Part II: Copy Course Materials from Within the Same Course

1 Go to the your course and select the **Course Materials Tab**

2 Select **Add Content** from the Course Materials Tab toolbar.

3 Under More Options, select **Copy Items**

Copy Items
Create a duplicate of an existing folder or item.

4 Click right on the name of an Item or Folder to copy it.

Library Assistance

The library maintains its course reserve assistance the same way as before myCourses – it is just in a new system. As before, faculty should contact Mary Fran Tiede (eres@geneseo.edu , x5036) for help with scanning, transferring files from the old Eres system, and for loading new files.

If you already have the files in digital format and they are under 5 mb in size, you can email them to Mary Fran Tiede with the corresponding course information.

Two Upload Options for Faculty

As with eRes, faculty may use one or both options for loading their electronic documents.

1. The first option is to contact Mary Fran Tiede (eres@geneseo.edu, x5036) to have her scan and load your documents. She can also transfer documents from your old Eres account into your myCourses account.

2. The second option is to log into your myCourses account and load the documents yourself. If you need assistance with loading your own files, please contact Mary Fran or Mark Sullivan (sullivm@geneseo.edu , x5698).

Where are the e-Reserve documents in myCourses?

The Library has access to a file repository within myCourses from which it can publish files to any course. When published, e-reserves will appear in a folder called Electronic Reserves under the Course Materials tab.