myCourses Quick Reference Guide

myCourses allows instructors and students to interact and access materials online. This step-by-step guide for common tasks provides a basic introduction, it does not cover every feature seen on screen. To learn more visit the Help and Training information shared at the end of this document.

https://mycourses.rit.edu

Copying course components from another course

1. Go to the destination, the course you wish to copy to.
2. Click **Course Admin** on the navigation bar to the upper right of the screen.
3. Click **Import/Export/Copy Components**.
4. Select **Copy Components from another course or shell**.
5. Click the **Search for offering** button. A pop-up window will open which you can search for a course.
   TIPs: Submitting a blank search will show all of your courses. You can also search on the four-digit semester code and/or part of a course number to narrow down your choices.
6. Select the course you want to copy from by clicking the circle in the first column. Click **Add selected**.
7. At the bottom of the form you can click to **Copy All Components** or to **Select Components**. Copy Components will begin the copy immediately showing the progress.
8. If you select components, you will be asked to **Choose Components to Copy** with checkboxes for each tool. Make your selection then click **Continue**.
   - Be sure to include **Course Files** when checking off individual tools to ensure any files used by a tool are copied over.
   - We recommend *not* selecting Navigation Bars to ensure you have the current standard navigation links.
9. On the confirmation screen, click **Finish**. The progress of the copy will be shown. When finished, the **Done** button will become available. Click **Done**.

Classlist

Access the **Classlist** from the link in the navigation bar when in a course. myCourses is driven by a daily information feed from the Registrar. This feed handles the creation of credit-bearing courses, instructors, and all student enrollments (Add, Drop, and Withdrawals).

Email and myCourses

You will not receive email on myCourses. You will receive your email with your regular RIT Email.

Emailing from the classlist

- ***The entire class***

1. Click the **Email Classlist** button at the top of the page.
2. From the **All** tab, click the **Compose Email** button at the bottom of the listing.

- ***An individual***

Click on the user's name in the Classlist.

- ***Selected users***

1. In the Classlist, check off the users you wish to email.
2. Click the **Email Selected** icon at the top or bottom of the listing.

- ***Groups or Sections***

1. Click the **Email Classlist** button at the top of the page.
2. From the **All** tab, choose **Groups** or **Sections** from the **View by** drop down menu at the top of the listing. Click **Apply**.
3. The menu will change to list the groups or sections of the course. Make your selection from the menu and click **Apply**.
4. Click the **Compose Email** button at the bottom of the listing.

Composing your message

Each method above will take you to the compose message window where you may enter the subject and message in to the appropriate fields.

To attach files, drag and drop from your computer to the dotted line target area or click the **Upload** button.

When you are done, click the **Send** button.

View your sent messages

1. Click the messages icon at the top of any page.
2. Click the **Email** link.
3. Click the **Sent Mail** button to the top-right.

Adding participants to your Classlist

1. Click the **Add Participants** button.
2. Click **Add an existing user**.
3. Enter the username or last name of the person you want to add and click **Search.**
4. Check off the users you want to add from the search results.
5. After the user's name, select the role you want the user to have from the drop down menu and the section.
6. Click **Enroll Selected Users.**

- ***Users not found***

If you are trying to add a user but cannot find them when you search, they may already be in the course.

- ***User removed from course regularly***

Users added to a course who are removed each morning most likely have a Drop in the Registrar's records. The instructor of the course, not the user in question, will need to contact support for assistance.

Grades

Access the **Grades** from the link in the navigation bar. If a grade book has not been set up or imported, you'll see the **Grades Setup Wizard**. This will take you through a list of options that should be reviewed before you create grades. A **Weighted** final grade will allow you to work with percentages. A **Points** final grade will simply total the points. Review the options presented and click on the question mark icons for additional information.

Managing Grades

Your initial setup and any edits to the grade items and categories themselves will be performed under the **Manage Grades** tab.

- **Items** are what you will create for each item you wish to enter a grade for.
- **Categories** help you group items together and are never graded directly themselves.
- An item can stand on its own towards the final grade, it does not have to be placed in to a category.

Creating a category

Categories organize related grade items into sections, e.g. assignments, quizzes, discussions, etc.

1. From the Manage Grades area, click the **New** button and select **Category.**
2. Enter a **Name** for the category. We also recommend using a **Short Name**, that will only be visible to instructors. This will reduce scrolling in the grade book in the instructor view.
3. In a Weighted grade book you will enter the weight as a whole number for what % of the final grade this represents.
4. Distributing the weight is recommended if all items that will be in this category will be of equal value.
5. Click **Save,** or **Save and New** to create a new category.

Creating an item

Grade items represent individual assignments, quizzes, etc. you are grading students on.

1. From the Manage Grades area, click the **New** button and select **Item.**
2. Chose a **Grade Item Type** by clicking on the appropriate link. The majority of the time you will be using *Numeric*.
3. Enter a **Name** for the item. We also recommend using a **Short Name** of just 2-4 characters such as Q1 for Quiz 1 to give slim columns in the instructor view to reduce scrolling.
4. Specify a **Category** if you are including this item in a group.
5. Enter the **Max Points** a grade can amount to.
6. In a Weighted grade book enter the weight for an item if it is not in a distributed category.
   The weights of items in a category must sum to 100%. For example, you might have a *Final Presentation* category made up of two items - a Paper for 60% of the category and a Presentation for 40%.
7. Click **Save** or **Save and New** to create additional items.

Entering or changing grades

1. Select the **Enter Grades** tab.
2. Click the **action menu** icon next to the title of the item you wish to grade, select **Grade All**.
3. Enter the grades for the students and click the **Enter comments** icon to leave a comment for the student.
4. Click **Save**.

The Final Grade

The myCourses final grade is <u>not</u> the final grade of record for a student. *Those must be entered manually in to PeopleSoft by the instructor. For support with PeopleSoft, please contact the ITS ServiceDesk, 475-HELP or servicedesk@rit.edu.*

Releasing the Final Grade to students

The myCourses final grade is not visible to students by default, the instructor must release it if they wish students to see it.

1. Select the **Enter Grades** tab.
2. Click the **action menu** icon next to the title of the final grade item, select **Grade All**.
3. Click the **action menu** icon next to *Final Grade* heading at the top of the page, select **Release all**.

Event Log / Recovering Deleted Grade Items

Almost every level in the Grades tool offers an Event Log to track grading activity. On the Enter Grades page this Event Log can be used to recover deleted grade items with no loss of records.

1. Go to the **Enter Grades** page.
2. Click the **More Actions** button, select **Event Log**.
3. Next to the title of the deleted item you wish to recover click the **Restore** link. Restoring a grade item may take a few minutes depending on how busy the server is at the time.

For more information

myCourses Help and Resources

Click the **Help** menu found on most pages to access vendor documentation, and RIT documentation with supplmental documentation.

Innovative Learning Institute
Academic Technology Support

E-mail: tlsupport@rit.edu
Hours of service, additional contact information, and live chat:
http://www.rit.edu/tls/contact

Help and training

Teaching and Learning Services offers many training opportunities throughout the year. You may also schedule a customized One-to-One consultation with our staff at a time convenient for you through our request form.

We ask that you try to attend a group session first to make the most of our time and use the One-to-One training to address specific questions or concerns.

http://www.rit.edu/tls/events

D2L 20.21.7.31019 - August 2021

Content

Access the **Content** tool through the link on the navigation bar. It is your primary place to share documents and information. Your content is organized around **Modules** which you can think of as folders which are used to group together the **Topics** which are your documents, files, or links. You begin with a blank course and need to add at least one Module to begin creating Topics.

Creating a module

At the bottom of the left-hand column type a name for your module in to the *Add a module…* field, then press *Return*.

- ***Creating a sub-module***

Click on the module you wish to add the sub-module to, then type a name in to the *Add a sub-module...* field at the bottom.

Creating a topic

Click on the module you wish to add a topic to in the left hand column, then follow one of the sections below.

- ***Uploading files***

Drag the file from your computer in to the web page. You can drag to a module in the side bar which will turn orange as your destination. You can also drop items in order in to a module you are viewing, a target line will appear between the topics.

- ***Creating a new document***

1. Click the **New** button, and select **Create a File**.

- ***Linking to materials on the Internet outside of myCourses***

1. Click the **New** button, and select **Create a Link**.
2. Fill in the form, making sure it is a fully qualified link beginning with a scheme such as 'https://'.
3. If the link is NOT 'https://' then select **Open as External Resource**.

Restrict a module

1. Click on the module you wish to restrict in the left hand column.
2. Click on *Add dates and restrictions*.

Reordering

The ⠿ **drag handle** next to the title of a module or topic can be used to drag the item to a new location in Content.

Deleting a module

1. Click on the module in the side bar.
2. In the right-hand panel, click the ⌄ **action menu icon** next to the title of the module then select **Delete Module**.

Deleting a topic

1. Click on the module hosting the topic you wish to delete in the left hand column.
2. Click the ⌄ **action menu icon** next to the title of the topic, and select Delete Topic.

Discussions

Access **Discussions** from the link in the navigation bar. This tool is where users can post Messages in to Topics created by the instructor. Topics are grouped by Forums. You begin with a blank course and need to add at least one Forum to begin creating Topics.

Creating a new forum

1. On the main discussions page click the **New** button, and select **New Forum**.
2. Enter a **Title** and optionally a **Description** for the forum.
3. Set any forum options that you want:
   - Create a new topic with the same title
   - Allow anonymous messages
   - Require messages to be approved
   - Set forum visibility options – the forum can be hidden or shown manually or by date
   - Set forum locking options – prevent new posting but allow messages to be viewed.
4. Click **Save** to save the forum or **Save & Add Topic** to save the forum and create a topic within it.
5. Add additional topics as needed.

Creating a new topic

1. On the main discussion page click the **New** button, and select **New Topic**.
2. In the Forum drop down list, select the forum in which you want to create the topic.
3. Enter a **Title** and optionally a **Description** for the topic.
4. Set the topic options you want.
5. Click **Save** to save the topic or **Save and New** to save this topic and create another one.

Starting a new discussion thread

1. From the main discussions page, click on the topic where you wish to start your thread.
2. Click the **Start a New Thread** button.

   A compose window will open where you may enter the subject and message you wish to post.

   Post to other topics will allow you to post this one message to multiple topics which can be handy for Groups.
3. Click the **Post** button to submit the message.

Reading messages

To read messages, click on the name of the topic you wish to view from the listing on the main discussions page. You will then see the list of messages you can click on to read.

Replying to messages

- ***Replying to the course***

  While reading a message click the **Reply** button.
- ***Reply privately to the author***

  While reading a message, point at the author's profile picture and select **Send Email**.

Assignments

Access the **Assignments** from the link in the navigation bar. This is where students may securely submit files that pass only between the instructor and the individual or their group for group submissions.

Creating a new Assignment

1. On the main Assignments page click **New Assignment**.
2. Enter a **Name** for the assignment.
3. If grading, enter a value into **Score Out Of**.
4. To link to the Grades tool, click **In Grades** then select **Create or Link Grades** and follow the prompts.
5. A Due Date can be set, submissions after this date will be flagged.
6. Below the Instructions the buttons can be used to attach files or links. Mouse over the icons for a tag identifying the button.
7. Click on **Availability Dates & Conditions** to expand the options.
8. **Start Date** and **End Date** control availability, the folder will not accept submissions outside of these dates. You do not have to define either date if you wish to leave it open ended.
9. **Manage Special Access** to make exceptions for students.
10. Click on **Submission & Completion** to expand the options.
11. **Assignment Type** can be set for an Individual assignment or a Group project. Any member can submit on behalf of a group.
12. If you wish to enable Turnitin Originality Check, click on **Evaluation & Feedback** to expand the options.
13. Click on **Manage Turnitin**. Here you must check the box to **Enable Grademark** before you can manage the **Originality Check** options.

    Turnitin has very specific file submission limitations, please review.
14. Click **Save** to close the Turnitin options.
15. At the bottom of the form to the right of the Cancel Button, click the **Visibility** slider to the open eye to make it visible to students.
16. Click **Save and Close** to complete your work.

Viewing submissions

1. From the main Assignments page, click on a folder name to view the submissions. *Please note, not all fields can be previewed and the preview may not be 100% accurate.*
2. To download a file, click on the student's name to view their submissions.
3. In the list of files click the **...** icon to the right and select **Download**.

Downloading all submissions

1. From the Folder List page, click on the folder name to view the Folder Submissions.
2. Either:
   - On the **Users** tab, select the users or groups you want to download assignments for; or
   - On the **Files** tab, select the files you want to download
3. Click the **Download** icon.
4. After the files are prepared you will be shown a new window where you click the name of the zip file to download it.
5. Use your browser's **Save** dialog to save the file to your computer, choosing a location you can find easily such as your computer's Desktop.

   Most modern operating systems can open a zip file by double-clicking on the file.

Entering feedback and grades for submissions

1. From the main Assignments page, click on a folder name to view the submissions.
2. Click the **Evaluate** link to the far-right of the student's name.
3. Enter comments in to the **Feedback** box.
4. Attach any files you want to send with the feedback with the File Upload icon .
5. If you have linked this folder to a Grade Item during creation, you will be able to enter a grade score.
6. Click **Publish**.

   Feedback can be edited or new attachments made by clicking on the ***Published*** *link for the appropriate student.*

Viewing originality reports

If Originality Checking was enabled for a folder, reports will be provided for each submission.

1. From the main Assignments page, click on a folder name to view the submissions.
2. When an originality report is ready, the status will change from In-Progress to a percentage. If an error occurred, a symbol will be displayed. Click on the icon to view the error.
3. Clicking on the colored block next to the value will allow you to view the full report at Turnitin.com in a new window.

Annotating Submissions

Annotations allow an instructor to markup most documents to provide feedback.

1. From the main Assignments page, click on a folder name to view the submissions.
2. Click on the file name to view the document preview.
3. Click the Annotation icon in the toolbar to access the tools.
4. The Pen Icon offers a number of drawing tools, the Note tool lets you place icons with notes associated to them.
5. Be sure to **Publish** your feedback or **Save Draft** or your annotations will not be saved if you leave the preview.

Emailing all students who have not submitted

1. From the main Assignments page, click on a folder name to view the submissions.
2. Click the **Email Users Without Submission** button.
3. Enter your message in the **Compose New Message** window that pops up, filling in the **Subject** and **Message** fields.
4. Click **Send**.

Viewing the Submission Log

The Submission Log shows a Started event when a student clicks on the form to begin a submission, then a Submitted event when they click the Submit button on the form.

1. From the main listing click on the folder you wish to view.
2. Click the **Submission Log** button.

Regarding student submissions

- myCourses is appropriate for file submission of up to 200mb/ file. If you are working with files larger than that, please work with your academic department to make alternate arrangements for submissions.
- myCourses has never lost a file nor failed to provide logs/ notifications if a submission was made properly by the user.