ONLINE COURSES

MYHSSU/ELEARNING LOGIN

Direct link is: **https://live.hssu.edu/ics**
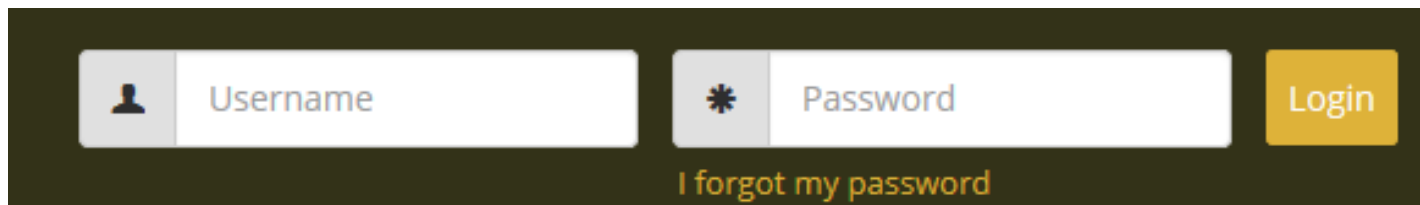
<u>User Name</u> is the same as your email login name, i.e. DoeJ.

<u>Password</u> is hsXXXX – where the 4 X's are the last 4 numbers of social.

To enter the eLearning part of MYHSSU, go to My Courses and select the course you want to work on.

ATTENDANCE

- Check Settings and Notifications
  - Attendance warning notification number is set by the system automatically

  Note: If you change the number you are responsible in maintaining the number in the warning notification box

- Manage Sessions – cancelling sessions
  - Registrar Office will cancel all Holiday sessions

Notification

Send a warning after: 2 | Unexcused Absences ▾

☑ Consecutive

Send the warning to: ☑ Student

☑ Faculty

☑ Other: attendance@hssu.edu

Session Record	
Date	**Status**
Thursday, November 28 (10:40 AM)	As Scheduled ▾
Friday, November 29 (10:40 AM)	As Scheduled ▾

ATTENDANCE

- Take Attendance - Choose Present, or Absent Excused/Unexcused
  - After completed, be sure to click SAVE at bottom of page

Name	Friday 11/22
Pink-Yellow, Lucy Lou ⓘ	Present ▼
Yellow, Johnny Lee ⓘ	Present ▼

Save   Cancel

< November 2019 >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	**22**	23
24	25	26	27	28	29	30

Weekly View

➕ Add a Session
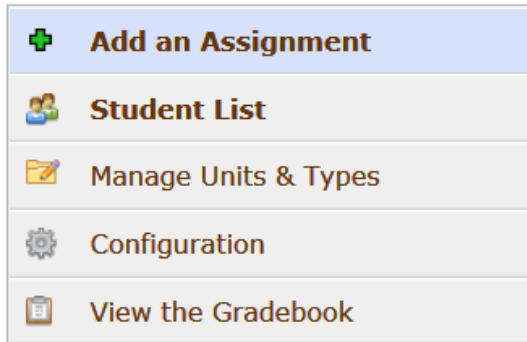
🖉 Manage Sessions

Settings

Export Full View to Excel

ATTENDANCE PARTICPATION TIP

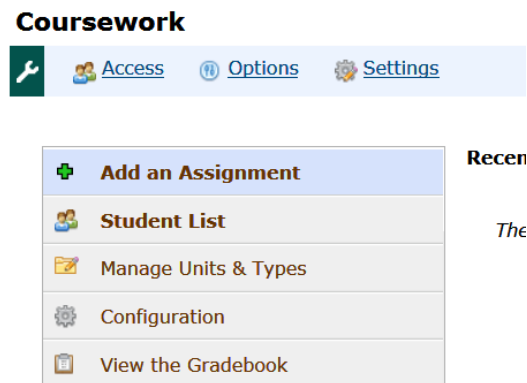- The options for tracking attendance is at the instructor discretion.

COURSEWORK

- ## Manage Units & Types
  - ### Choose one under Configuration
  - ### Then select Manage Units & Types

Units

Units are the way you organize your c
topic, or anything you want. You can
assignment is part of only one unit, th

📁 Add a Unit   ✖ Unit ordering   📅

Name	Date Range	Edit/Delete
Unit 1	The whole term	📝

Types

Types are used to differentiate your a
paper or a quiz, a forum post or class
in this course. Each assignment has o

➕ Add a Type   ✖ Type ordering

Exam	✏️	🗑️
Homework	✏️	🗑️
Lab Report	✏️	🗑️
Paper	✏️	🗑️
Participation	✏️	🗑️
Quiz	✏️	🗑️
Reading	✏️	🗑️
Test	✏️	🗑️

Add an Assignment menu

- ➕ Add an Assignment
- 👥 Student List
- 📝 Manage Units & Types
- ⚙️ Configuration
- 📋 View the Gradebook

- ## Add an Assignment

Coursework
🔧   👥 Access   ⓘ Options   ⚙️ Settings

- ➕ Add an Assignment   Recen
- 👥 Student List   The
- 📝 Manage Units & Types
- ⚙️ Configuration
- 📋 View the Gradebook

COURSEWORK

- Select one of the assignment formats

What would you like to use to create your assignment?

Specific activities

The **Online Test** format
For all types of online testing, from pop quizzes to final exams. You build (or import) the test, and students take it online right here.

The **File Upload** format
For collecting one or more files from students. Papers, lab notes, art projects -- any files that can be uploaded can be accepted here.

The **Forum** format
Completed via participation in a course forum or discussion board.

All other activities

The **Basic** format
For anything (and everything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

COURSEWORK

- For the Basic Format
  - Enter name, due date, open (select one), and grading points.

- For the File Upload Format
  - Same as Basic, except the student will be able to upload a file

The **Basic** format
A simple format that works for just about everything.

Change the format

Name: Test 1

Unit: Unit 1 ✚

Type: Test ✚

Audience: Entire class

Due date: On a selected date
8/24/2018 📅 11 : 55 PM
☐ Hide this assignment from all My Calendar feeds

Open: Unspecified (later) ☐ Display to stude
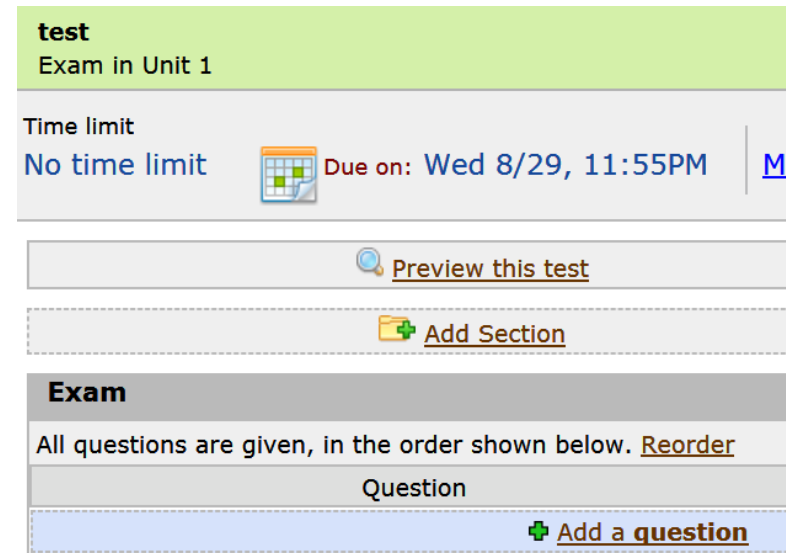
Grading: Graded out of 10 Points

w grade: As soon as grade is available

☐ Show the class average to all students

COURSEWORK

- For Online Test
  - After setup, Test Builder will open. Here you will add your questions, choose type, and correct answer. Contact us for further training.

- For Forum Format
  - Set up the Discussion Forum for it first
  - Setting up assignment is the same as Basic, except you will add the Forum Discussion Category and Topic.

COURSEWORK

Select to make
assignment active

Select to edit
assignment

📁 **Unit 1**   *Click to close*

The whole term   ➕ Add an Assignment   📅 Edit due dates

Assignment		Due Date	Type	Status	
Test 1	🔲	6/1/2030, 12:00 AM	📘 Exam	Not open (Not visible)	✏️

Select to grade assignment

COURSEWORK

- Use the checkmarks, x's, or 'Edit all grades' to enter grades

GRADEBOOK

Gradebook

- Main Page
- Evaluations
  - Select Yes or No for Attendance
  - Do NOT use for assignments

Gradebook

- Point Method-Default
  - Options are available for other weighting methods – schedule appointment

- Letter Grade-Use the Default scale

Overview: Overview of everything in your course

News and Announcements: Instructors can post important information
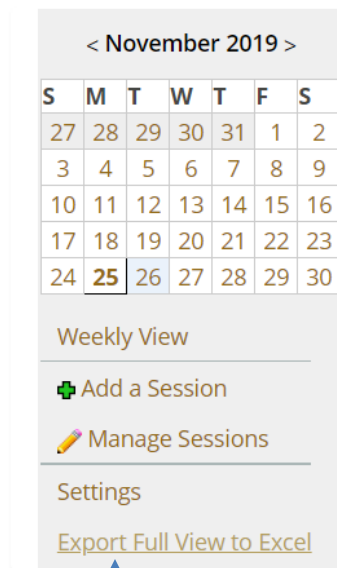
Resources: Add Handouts and Bookmarks

Roster: Email your students, View Printable Roster, and see photos of students

Syllabus: Upload Syllabus - required

GOOD HOUSEKEEPING

- Be sure to record attendance in eLearning after each class session

Attendance

< November 2019 >						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Weekly View

➕ Add a Session

✏️ Manage Sessions

Settings

Export Full View to Excel

- Export and print attendance once a week

RESOURCES

Elearning handouts: https://live.hssu.edu/ICS/Faculty/

Training guides and videos:
http://go.hssu.edu/rsp_content.cfm?wid=3&pid=1396
(or www.hssu.edu, and go to IT Services/Training web page)

Faculty and Staff Resource Page – www.hssu.edu
(Faculty & Staff icon located on upper right corner)

Helpdesk: (314) 340-3327
helpdesk@hssu.edu
HGA, Room 017