

MYHSSU/ELEARNING

LEARNING MANAGEMENT SYSTEM A QUICK START GUIDE FOR INSTRUCTORS

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Getting Logged In and Accessing Your Courses

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**Helpdesk: (314) 340-3327 | helpdesk@hssu.edu | Room 017
Access MYHSSU/eLearning at <https://live.hssu.edu/ics>**

IT Support Office, supersedes all previous copies, 28 Nov 2018

INTRODUCTION

MYHSSU/eLearning is a learning management system that is integrated with MYHSSU (the University's portal solution).

Some instructors use eLearning a lot and some use it very little. No matter how you choose to use the system, be sure and reserve a little time to discuss with students how eLearning will be a part of your class.

It is important to recognize that instructors and students use eLearning in very different ways. Training for students is focused on getting them logged into eLearning and understanding the basic layout.

Refer students to the Student Quick Start Guide which is posted on the front page of MYHSSU and also under Documents and Forms under the Student Tab. If a student needs additional help, they can email support@hornets.hssu.edu, visit one of our computer labs (room 023, HGA, Library open area, etc.) or the IT Support Office in room 017, HGA.

The IT Support Office recommends that all new instructors contact our office to receive eLearning training. Our daytime hours are 8 a.m. - 5 p.m.

GETTING LOGGED IN AND ACCESSING YOUR COURSES

Welcome back **Hattie K. Weaver** ([Personal Info](#) | [Logout](#))

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MYHSSU
Home

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- [My Courses](#)**
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MYHSSU

Welcome to MYHSSU!

[CLICK HERE TO REVIEW NEW ATTENDANCE STANDARD](#)

Log into eLearning at <https://live.hssu.edu/ics>. Your login name is the same as your login for email (last seven letters of your last name and the first initial of your first name.) Your password is hsXXXX - where the 4 X's are the last 4 numbers of your SSN.

Once you are logged in, you can access your courses in two ways. These are shown in the example. A list of courses you are teaching will appear. To enter the course, click on the course name.

[Home](#) [Manage My Work](#) **[My Courses](#)** [Faculty](#) [Admissions](#) [Faculty Advising](#) [My Pages](#)

You are here: [My Courses](#) > [My Courses](#)

My Courses
[My Courses](#)

Quick Links

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My Courses

All My Courses

[Current Courses](#) [Hide all schedules](#) [Hide all co](#)

Permanent Courses
My Permanent Courses Course List

Code	Course name
OTC (FacTrain)	Online Training Co

Spring Term 2015 (UNDG)
My Spring Term 2015 (UNDG) Course List

Code	Course name
ENG 0110II (UG14) (03)	English Compositi
ENG 0110II (UG14) (05)	English Compositi

If you need to access future or past courses, use the My Courses at the top of page and select the down arrow by Current Courses, change the selection to Past Courses or Future Courses. Then select the course you wish to access.

When navigating through eLearning, avoid using the browser forward and back buttons. Instead, use the breadcrumb trail.

REVIEW OF THE MENU

ATTENDANCE: Take student attendance for each class, and manage notification withdrawals and sessions. (See Taking Attendance in this handout for more info.)

CHAT: Use to chat with students.

COURSE CALENDAR: Can review calendar here.

COURSE INFORMATION: This page contains information about the instructor, dates and times when the class meets, and a description of the course. MYHSSU/eLearning automatically creates this information for you and your students.

COURSEWORK: Assignments and tests can be entered and then graded. (See Coursework in this handout for more info.)

DISCUSSION FORUM: Used for online courses, taking student attendance, and and for group discussion. (See Discussion Forum in this handout for more info)

GRADEBOOK: Where grades are managed. (See Gradebook and Submitting Grades in this handout for more info.)

NEWS AND ANNOUNCEMENTS: Instructors can post important information here. Select Add a Post, add Headline and Text, and save.

OVERVIEW/COURSE ORGANIZER: See next page for more information.

RESOURCES: Handouts and Bookmarks can be upload or entered here. Select Add a Handout, name it, browse to your file and save. For Bookmarks, select Add a Bookmark, type in label and URL, and save.

ROSTER: Email your students. View printable roster with student id's.

SYLLABUS: Syllabus is created or uploaded here. Select Create Content, type header and text, save. Or select Add a Handout, type name, browse to file, save.

ADD A PAGE: You can add more pages here. Just select what you want.




CONTEXT MANAGER: Set default page, reorder/edit/delete, and permissions.

USAGE STATISTICS: Check stats for students here.

MY PAGES: Expand this to access File Cabinet, Main Page, Message Center, and Handouts. You can view items that were previously saved to the File Cabinet here, and then retrieve through coursework, handouts, etc. to re-use them.

COPY COURSES: Use to copy entire courses or partial courses. (See IT Support for assistance with copying courses.)

EARLY ALERT MESSAGES: Use to submit early alert messages.

Attendance
Chat
Course Calendar
Course Information
Coursework
Discussion Forum
Gradebook
News and Announcements
Overview
Resources
Roster
Syllabus
 Add a Page
 Context Manager
 Usage Statistics

Quick Links

My Courses

My Pages


[File Cabinet](#)

[Main Page](#)

[Message Center](#)

[Handouts](#)

 [Copy Courses](#)

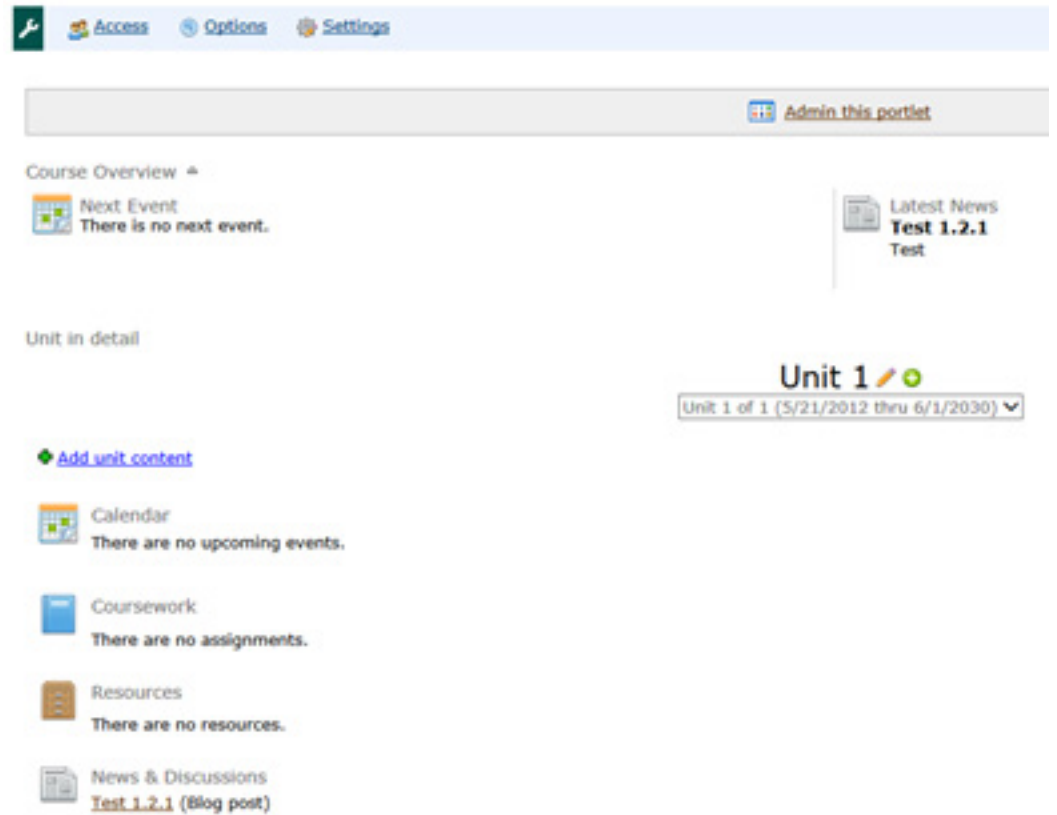
 [Early Alert Messages](#)

OVERVIEW/COURSE ORGANIZER

OVERVIEW/ COURSE ORGANIZER

The Overview or Course Organizer is the default page for a student.

This page contains a collection of items pulled from their perspective pages to give the student an overview of what is going on for the day/week.



OVERVIEW/COURSE ORGANIZER: You will see an ‘Overview’ of everything in your course here, i.e. calendar, coursework, resources, events and news.

TAKING ATTENDANCE

Before entering attendance, make sure your Settings are correct. On the front page of Attendance, go to Settings and Notification. 'Send a warning after:'

Check at www.hssu.edu, Campus Office, and Registrar, for the current policy for Administrative Withdrawal Notifications on the Excessive Absence Administrative Withdrawal Policy page.

For a regular semester the policy is two consecutive weeks, so if you have class three times a week, the notifications should be set to 6. If this is incorrect, contact us - Helpdesk@hssu.edu. Be sure that all of the checkboxes are checked for the 'send the warning to:'

Online Courses: If you are teaching an online course you will need to add all of your attendance days by selecting 'Add a Session'. Select the date and hours, and save this. You will need to add 3 days a week to do your attendance. These 3 days should correspond with the 3 days each week you have listed in Discussion Forum.

Or you can email Registrar@hssu.edu and tell them what days of the week you are having class and they will setup the entire semester for you.

To take Attendance: When you click on the Attendance option in your menu, your attendance page will appear. Select the attendance date that you want to enter attendance. 'Present' is the default, if a student was not here select the drop down box and Absent Excused/Unexcused. Once you have entered for all students, make sure you select 'Save'.

In the event that you need to modify a session, click on the Manage Sessions link. You can cancel a class in this area. Always select 'Save' at the bottom of page after adjustments are made. Registrar Office will set all Holidays.

Attendance Marking Method

☒ **Whole Sessions**

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tard

☐ **By Hour**

Use this method if you want to track the amount of time each student was present for. **Time is tracked to 1**

☐ **By Minute**

Use this method if you want to track the amount of time each student was present for. **Time is tracked to 1**

Notification

Send a warning after: Absences

☒ Consecutive

Send the warning to: ☒ Student

☒ Faculty

☒ Other:

To enter more than one address, separate them with semicolons (;).




Resend all warnings:

This will send notification e-mails (to the indicated recipients) for stud

Warning Highlight: ☐ On the Weekly View screen, highlight students who meet 1

This is a useful indicator, but it will make your Weekly View noticeably

Attendance

 Access
  Options
  Settings

< August 2015 >

S

M

T

W

T


F


S

26	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	31	1	2	3	4	5

No Current or Previous Session

Weekly View

 Add a Session

 Manage Sessions

Settings

Export Full View to Excel

[illegible]

COURSEWORK

Coursework is the main area where instructors create course materials: homework, tests, handouts, and so on.

Course work can be divided into units or Types. Select Configuration, and then Manage Units & Types to setup.

Select 'Add an Assignment. You will need to select which type of format to use for your assignment.

When selecting the Format option, it is helpful to think in terms of how you expect students to complete the work: **online**, **offline**, through the **discussion forum**, or **uploading a file**.

For example, if you simply wanted to distribute an assignment, you would select the **Basic format**. This is mostly used for courses that are taught in a classroom.

if you wanted to create an online test, you would select **Online Test format**.

If you posted a document you wanted a student to edit and submit back through eLearning you would choose the **File Upload format**.

When adding coursework, there are mandatory fields that must be filled in. Other fields are optional. For the Basic Format you will need to enter a Name, Due date, Open: (select one), and Grading Points. When you select 'Save', the system will tell you if you have missed a box.

When you create coursework, the assignments will automatically be added to your gradebook for you.






The screenshot shows the 'Coursework' page with a navigation bar containing 'Access', 'Options', and 'Settings'. A welcome message states: 'Welcome to your Coursework page! Coursework is where you enter all the components of your syllabus into this online course. Doing so...'. Below this is a list of bullet points: 'Assignments with online components (online tests, uploaded papers, etc.) can be completed...', 'Adding all the work for your course (even assignments without an online component) gives st...', and 'Having all the course components entered here lets you use the Gradebook to determine the...'. A sidebar on the left lists: 'Add an Assignment', 'Student List', 'Manage Units & Types', 'Configuration', and 'View the Gradebook'. The 'Add an Assignment' button is highlighted with a green plus icon. To the right, a 'Getting started:' section says: 'To get started setting up your course, customize (an...'. Below the sidebar, a unit header reads: 'Unit 1 This unit begins on 8/22 Click to close'. A message states: 'The whole term There are not yet any assignments in this unit. Add an Assignment'. The main content area is titled 'What would you like to use to create your assignment?' and is divided into 'Specific activities' and 'All other activities'. Under 'Specific activities', there are three options: '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.), and 'The Forum format' (Completed via participation in a course forum or discussion board.). Under 'All other activities', there is one option: '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.).

The screenshot shows the 'The Basic format' assignment creation form. It includes a title 'The Basic format' and a description 'A simple format that works for just about everything.' Below this is a link 'Change the format'. The form fields are: 'Name: Quiz_1', 'Unit: Quizzes' (with a dropdown arrow and a green plus icon), 'Type: Quiz' (with a dropdown arrow and a green plus icon), 'Audience: Entire class' (with a dropdown arrow), 'Due date: On a selected date' (with a dropdown arrow, a date field '1/18/2017', a time field '8:00 PM', and a 'PM' button), 'Open: Immediately (now)' (with a dropdown arrow and a checkbox 'Display to students before it's open'), 'Grading: Graded' (with a dropdown arrow), 'out of 50' (with a text field), 'Points' (with a text field), 'Included in final grade' (with a dropdown arrow), 'Show grade: As soon as grade is available' (with a dropdown arrow), and a checkbox 'Show the class average to all students' which is checked.

COURSEWORK

To grade an assignment, click on the name of the assignment, which in this case is Chapter 1.

Click on one of the check boxes; the full check will give students 100%, the half check will let you type in a grade, and the X is for a F.

-  **Add an Assignment**
-  **Student List**
-  **Manage Units & Types**
-  **Configuration**
-  **View the Gradebook**

Recent submissions

There have been no recent s

Unit 1 [Click to close](#)

The whole term

Assignment	
Chapter 1	Today, 11:55 PM
Test	Today, 11:55 PM

Coursework


[Access](#)
[Options](#)
[Settings](#)



Chapter 1 Exam in Unit 1



due **Today, 11:55 PM**



[Edit all grades](#)



[Enter a](#)

Student Results

	<u>Student</u>	<u>Grade</u>
	Purple, Mary Jane	10/10, A (100%)
	Yellow, Johnny Guy	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

COURSEWORK

Unit 1 [Click to close](#)

The whole term [Add an Assignment](#) [Edit due dates](#)

Assignment	Due Date	Type	Status	
Chapter 1	Today, 11:55 PM	Exam	1 of 2 complete	
Test	Today, 11:55 PM	Quiz	Complete	

Note that if you click on the pencil, you can edit the assignment.

The Edit due dates option on this page allows you to change all due dates without editing each assignment.

Manage Units & Types

Choose one under Configuration

Then select Manage Units & Types

Units

Units are the way you organize your course by **topic**, or anything you want. You can have as many units as you want, but each assignment is part of only one unit, the whole term.

[Add a Unit](#) [Unit ordering](#)

Name	Date Range	Edit/Delete
Unit 1	The whole term	

Types

Types are used to differentiate your assignments. You can have as many types as you want, but each assignment has only one type, a paper or a quiz, a forum post or class in this course. Each assignment has one type.

[Add a Type](#) [Type ordering](#)

Exam		
Homework		
Lab Report		
Paper		
Participation		
Quiz		
Reading		
Test		

Add an Assignment

Student List

Manage Units & Types

Configuration

View the Gradebook


COURSEWORK

To create a test online, select Online as the format.

NOTE: If you do not select **Online** for the format, your Test Builder will not show up.


Below is your Test Builder. You can begin by adding questions at the 'Add a question'.

Coursework

 [Access](#) [Options](#) [Settings](#)


Chapter 1 Online Test
[Click to return to the assignment overview](#)


Time limit
No time limit


 **Opens on:**
You need to enter an opening date ➡

Due on:
Mon 8/17, 11:55PM



[More](#) ▼

 [Preview this test](#)


 [Add Section](#)


 [Import question\(s\)](#)
from your File Cabinet

Exam

 [Edit](#)  [Delete](#)

All questions are given, in the order shown below. [Reorder](#)

Question	Type	Point Value
 Add a question		

 [Assignment Detail](#)

DISCUSSION FORUM

Discussion Forum is used for any type of general group or class-room discussion.

It is also used for students of Online Courses to submit Attendance. Instructors will need to set up the Forum for this. Select Edit Forum on this page.

Discussion Forum

[Access](#) [Options](#) [Settings](#)

[Show Search Options](#)

[Edit Forum](#)
[Subscribe to Forum](#)
[Unread Posts and Replies](#)
[My Posts and Replies](#)
[User List](#)
[View My Subscribed Forums](#)

Recent posts:

There are no recent posts in this forum.

General

Forum topic	Users	Approval	Unread	Posts (My)	Replies (My)	Latest Post
Open Discussion	0	-	0	0(0)	0(0)	No posts
Totals:	0	0	0	0(0)	0(0)	

☒ Unread
 ☐ Read
 ☐ Read Only
 ☐ Hidden

On this page, select Add a Topic. You can name this Topic Attendance.

Next, go back to the front page of Discussion Forum.

Select Attendance, and Add a Post.

Discussion Forum

[Access](#) [Options](#) [Settings](#)

[Discussion Forum](#) > [Edit Forum](#)

Allow Anonymous Posting:
☐ Allow users to post messages anonymously.

[Add a Category](#)

General

Topics are ordered: **Manually**

Forum topic

[Add a Topic](#)

[Open Discussion](#)

Attendance

Topic options

DISCUSSION FORUM

Name this post Attendance for August 24.

Continue to add post to this topic for each attendance date.

[Discussion Forum](#) > [Attendance](#) > [New Post](#)

[illegible]

Select the Options tab here. Set the Start date to August 24 with a time that is early morning, set the End date to a time that is late on that date. This will allow students plenty of time to submit their attendance and they will only be allowed to enter it for the date you have chosen.

You will need to set this up to include 3 days a week throughout the semester. This will allow you to enter their correct attendance in the Attendance tab.

Discussion Forum > Attendance > New Post

New Post

Karen Essenpreis

Add a Post

ContentOptions

Display:

Start:

☐ Display now
☐ Display later manually
☒ Display on:

8/24/2015

+

5

:

00

AM

before: Hidden

End:

☒ No end date
☐ End now
☐ End on:

8/24/2015

+

11

:

55

PM

This post is:

☒ Open to Multiple Replies
☐ Open to one reply for each user

Replies:

☒ Display immediately
☐ Display to each user only after they have replied.
(Does not apply to admin or moderator users)
☐ Display after

8/17/2015

+

11

:

55

PM

Moderation:

Moderation is NOT required for posts in Attendance
 [Edit Topic Settings](#)

Preview

Submit

Cancel

DISUCSSION FORUM

You can add additional topics that pertain to group discussions with the class, as in the example below. After you add a Topic and a post question, your students can Reply to your post.

You can also use the default Topic, which is Open Discussion.

Discussion Forum

[Access](#)[Options](#)[Settings](#)[Show Search Options](#) ▼

[Discussion Forum](#) > [Chapter 1 Discussion](#) > Discuss your View

Discuss your View

Original post and 0 replies:

Karen Essenpreis

Faculty



Discuss your View

Original Post: Mon 8/17/2015 at 9:49 AM

Read Chapter 1, section 1. Discuss your view this section on this post.

[Private Comment](#)[Edit](#)[Delete](#)[Move Post](#)

GRADEBOOK

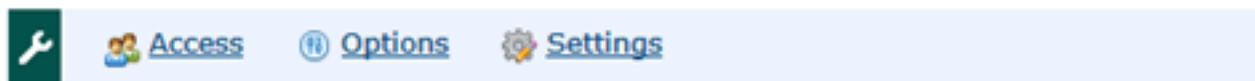
In Gradebook, there are several areas and options you can make. Select View the full Gradebook, to view all grades for all students.

If you want to include Attendance in your Gradebook as a grade, check Yes, or No if you do not. You can review this area under Evaluations.

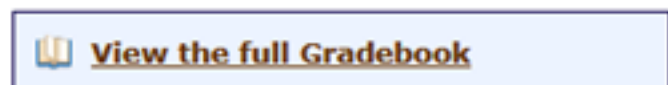
You can review and/or change the weighting method used by selecting Final Grade Weighting.


For the Letter Grade, use the default.

Gradebook



Your Students' Grades	
Student	Final Grade
Purple, Mary Jane	A (100%)
Yellow, Johnny Guy	A (800%)



	Do you want your final grade to include an attendance grade?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="button" value="More Info"/>

Other screens

 [Final grade weighting](#)

 [Evaluations](#)

GRADEBOOK

When selecting Final Grade Weighting, you can access this screen and select a different grading method.

The Point Method is the default and is the easiest method to use. We recommend using this method unless you need to use another.

Your current weighting method:
The Point Method



Final Grade Weighting: Weighting Method

Use this screen to choose the method you want to use to determine the final grade for this course. Usually this method is based on what you have outlined in your syllabus.



[What is a final grade weighting method?](#)

For this course I'd like to use:



The Point Method

All assignments are weighted based on their point value.



The Unit Method

Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.



The Type Method

Grouped by Type, with each Type weighted manually and its assignments weighted equally.



The Manual Method

You enter each student's final grade by hand.



A Custom Method

Configure the grouping and weighting settings however you want them.



[Back to the Final Grade Weighting screen](#)

END OF SEMESTER AND MIDTERM/FINAL GRADING STEPS

REQUIRED STEPS AT THE END OF EACH SEMESTER:

1. Complete Coursework by adding and grading all assignments.
2. Complete Attendance, make sure every student has something marked each day.
3. Export Gradebook to Excel and email it to your department secretary (see instructions below).
4. Export Attendance to Excel and email it to your department secretary (see instructions below).
5. Submit Midterm or Final Grades and last day of Attendance (see instructions below).

3. EXPORT GRADEBOOK:

Go to Gradebook

Click 'view the full gradebook'

Click 'view everything at once on one page'

Click 'export to excel'

Click 'open' or 'save as', enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook.

Open the file to review it for accuracy.

Close the file.

Send excel file as an attachment to department secretary.

4. EXPORT ATTENDANCE:

Go to Attendance

Click 'export full view to Excel'.

Click 'open' or 'save as', enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook.

Open the file to review it for accuracy.

Close the file.

Send excel file as an attachment to department secretary.

SUBMITTING GRADES

SUBMIT MIDTERM OR FINAL GRADE:

The “Submit Final Grades” link will be available when grading is open. It is located in Gradebook directly below “Letter grade ranges”.

The screenshot shows the Gradebook interface. At the top, there is a navigation bar with icons for a wrench, people, and a gear, followed by links for [Access](#), [Options](#), and [Settings](#). Below this is a section titled "Your Students' Grades" which contains a table with two columns: "Student" and "Final Grade". The table has two rows, both with the student name "Violet, Purple" and a final grade of "--". To the right of the table is a button labeled "View the full Gradebook". Below the table and button is a section titled "Other screens" which contains four links: "Final grade weighting" (with a pie chart icon), "Evaluations" (with a medal icon), "Letter grade ranges" (with a large letter A icon), and "Submit Final Grades" (which is underlined and bolded). A black arrow points from the text above to the "Submit Final Grades" link.

Student	Final Grade
Violet, Purple	--
Violet, Purples	--

[View the full Gradebook](#)

Other screens

- [Final grade weighting](#)
- [Evaluations](#)
- [Letter grade ranges](#)
- Submit Final Grades**

5. SUBMIT MIDTERM OR FINAL GRADE:

The “Submit Final Grades” link will be available when grading is open.

It is located in Gradebook directly below “Letter grade ranges”.

The Registrar’s Office will make the link available when grading is open.

When it is open, you will click on the “Submit Final Grades” link.

If any grades or LDA is incorrect, you can change it here.

Once changed, click on the Submit button at the bottom of page.

The Registrar’s Office will receive this information and you will receive an email that it was completed.

If an error was made, you can correct the grades or LDA and submit them again.

NOTE: If the corrections need to be made after the Registrar has closed grading, you will need to submit a Change Grade form for each student.

To verify your grades were submitted and recorded, you can click on the Faculty Tab, select Faculty Course Management, select semester Term and View Courses, and select the course Class List (from the drop down box) to see midterm or final grades. Check with the Registrar’s Office (314-340-3600) if you are unsure of when you should be entering midterm or final grades.