

MYHSSU/ELEARNING

LEARNING MANAGEMENT SYSTEM

A QUICK START GUIDE FOR INSTRUCTORS

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INTRODUCTION

The IT Support Office recommends that all new instructors contact our office to receive eLearning training. The IT Support Office is located in room 017, HGA, and our hours are 8 a.m. – 5 p.m.

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 StudentSupport@hssu.edu, or call the helpdesk at (314) 340-3327.

GETTING LOGGED IN AND ACCESSING YOUR COURSES

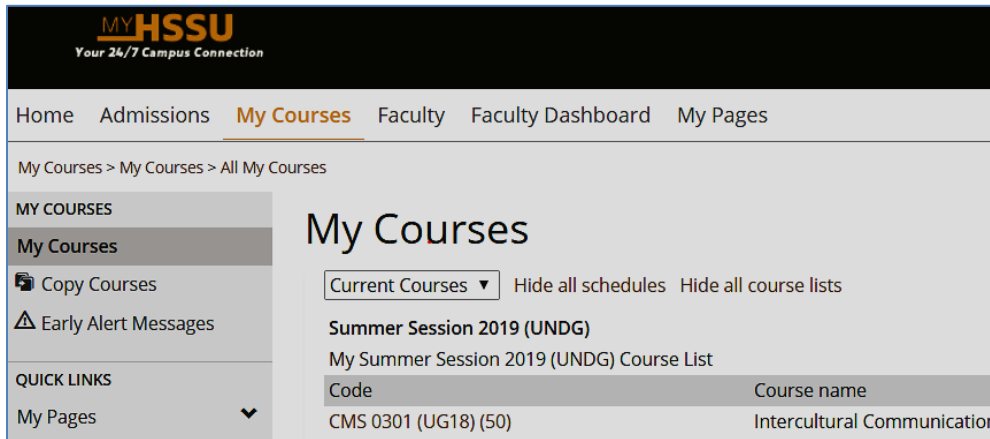
Log into eLearning at: <https://live.hssu.edu/ics>



Your login name is the same as your login name for email (last seven letters of your last name and the first initial of your first name (i.e. DoeJ)

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 my selecting the 'My Courses' link, either on the top tab or the sidebar. A list of courses you are teaching will appear, to enter the course, click on the course name.



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.


Course Side Bar

After logging, you can select the different sidebar links in your course.

JICS TEST

Home

Online Meetings

 Copy Courses

 Early Alert Messages

Attendance

Chat

Course Calendar

Course Information

Coursework

Discussion Forum

Gradebook

News and
Announcements

Overview

Resources

Roster

Syllabus

ONLINE MEETINGS: Start Online Meetings here.

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: 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.

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 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 New Post, add Headline and Text, and save.

OVERVIEW: Shows overview of the course.

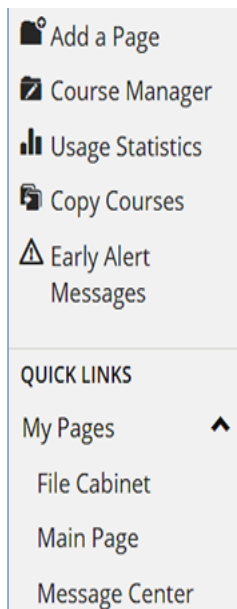
RESOURCES: Handouts and Bookmarks can be uploaded or entered here. Select Add a Handout, name it, and Moxie Manger or From my computer to find file, and save. For Bookmarks, provide name and URL address, and save.

ROSTER: View printable roster-find student id #'s here, or email your students.

SYLLABUS: Syllabus is created or uploaded here. Use Create Content, Show external remote content, or Add handout.

Course Side Bar

After logging, you can select the different sidebar links in your course.



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

COURSE/CONTEXT MANAGER: Adjust settings here, such as properties, default page, reorder pages, edit, create sub-sections, permission, and email log.

USAGE STATISTICS: Check stats for students and any visitors here.

COPY COURSES: Use to copy entire courses or partial courses. (Contact Helpdesk for assistance with copying courses.)

EARLY ALERT MESSAGES: Use to submit early alert messages.

MY PAGES: Expand this to access:

File Cabinet - You can view items that were previously saved to the File Cabinet here, and then retrieve through coursework, handouts, etc. to re-use them.

Main Page – Is like an overview page

Message Center – Contains Administrative Withdrawal Notifications

OVERVIEW

The Overview or Course Overview page 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. You will see an 'Overview' of everything here, i.e. calendar, coursework, resources, events and news.

Course Overview ▲



Next Event

There is no next event.



Latest News

There is no latest news

Unit in detail

Unit 1

Unit 1 (5/21/2012 thru 6/1/2030) ▼

 [Add unit content](#)



Calendar

There are no upcoming events.



Coursework

There are no assignments.



Resources

There are no resources.



News & Discussions

There is no news or discussions.

TAKING ATTENDANCE

Attendance

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 'Tardy'.

By Hour

Use this method if you want to track the amount of time each student was present for. Time is tracked to the quarter hour (e.g. .50, 1.00, 1.75).

By Minute

Use this method if you want to track the amount of time each student was present for. Time is tracked to the minute (e.g. 60, 105).

Notification

Send a warning after: Unexcused 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 emails (to the indicated recipients) for students who currently meet the "warning" condition set above.

Warning Highlight: On the Weekly View screen, highlight students who meet the "warning" condition set above.

This is a useful indicator, but it will make your Weekly View noticeably slower to load and display.

Before entering attendance, make sure your Settings are correct. On the front page of Attendance, go to Settings. Then check Notification/“Send a warning after.”

Check at www.hssu.edu, on the Registrar’s website for the current policy for Administrative Withdrawal Notifications on the **Excessive Absence Administrative Withdrawal Policy** page. For example, 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:’

Sunday, September 8 (12:00 AM)	As Scheduled	
Sunday, September 15 (12:00 AM)	As Scheduled	
Sunday, September 22 (12:00 AM)	As Scheduled	
Sunday, September 29 (12:00 AM)	As Scheduled	

Attendance

< June 2019 >

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	1	2	3	4	5	6

Weekly View

Add a Session

Manage Sessions

Settings

Export Full View to Excel

Most Recent Session

Name **Tuesday 6/11**

Violet, Purple	Present
Violet, Purples	Present
Yellow, Johnny Lee	Present
Yellow-Brick, Johnny	Present

Online Courses: Attendance for Online courses are now taken on every Sunday. This is automatically setup in Attendance.

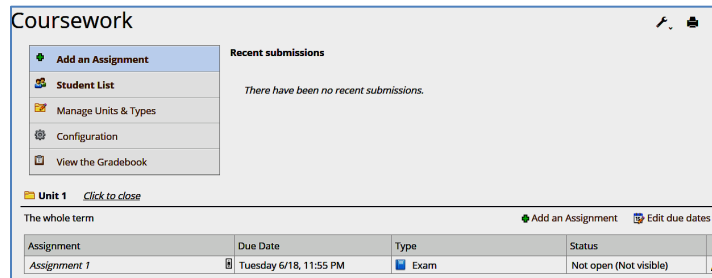
Select ‘Manage Sessions’, if you need to cancel, edit or delete a class date. Select a choice from drop down box, and ‘save’. Registrar Office will set all Holidays.

To take Attendance: Select Attendance to go back to front page of Attendance. Select the attendance date from the calendar that you want to enter attendance for.

Present
Absent (Unexcused)
Present
Present

‘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’. After saving, the screen choices will look like this.

COURSEWORK



Coursework is the main area where instructors create assignments –homework and tests.

Units or Types can be used to organize your coursework. 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 assignment format, 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 list an assignment with a grade, you would select the **Basic format**. This is mostly used for courses that are taught on campus.

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

If you wanted a student to upload an assignment you would choose the **File Upload format**.

The **Forum Format** is used when you want to grade a Discussion Forum post. Create the Discussion Forum first and then the assignment.

When adding coursework, there are mandatory fields that must be filled in. Other fields are optional. Mandatory fields are Name, Due date, and Grading Points. When you select 'Save', the system will tell you if you have missed a box. Open Step 2 and 3 for additional options. Assignments will automatically be added to your gradebook for you after creating.

What would you like to use to create your assignment?

- 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.
- 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.

Step One: General Assignment Information

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

Change the format

Name:

Unit: Unit 1

Type: Exam

Audience: Entire class

Due date: On a selected date 11:55 PM

Hide this assignment from all My Calendar feeds

Open: Unspecified (later) Display to students before it's open

Grading: Graded out of Points Included in final grade

Show grade: As soon as grade is available

Show the class average to all students

Step Two: Basic Assignment Options (Optional, Click to expand)

Step Three: Instructions & Files (Optional, Click to expand)

COURSEWORK

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

Then 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. Or select 'edit all grades', which is helpful when grading everything at one time.

You can save assignments to file cabinet here also. And select 'More' for other options. Or click on the students name for options for a specific student.

Coursework

- [Add an Assignment](#)
- [Student List](#)
- [Manage Units & Types](#)
- [Configuration](#)
- [View the Gradebook](#)

Recent submissions

There have been no recent submissions.

Unit 1 [Click to close](#)

The whole term

Assignment	Due Date
Assignment 1	Tuesday 6/18, 11:55 PM

due 6/1/2030, 12:00 AM

Edit all grades

Enter a default grade

[Push to Faculty File Cabinets](#)

[More](#)

Student Results

Student	Grade
	<div style="display: flex; gap: 5px;"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
	<div style="display: flex; gap: 5px;"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>

Scored out of 5 points
0% have been graded

COURSEWORK

Coursework

Recent submissions

There have been no recent submissions.

Unit 1 [Click to close](#)

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

Assignment	Due Date	Type	Status
Assignment 1	Tuesday 6/18, 11:55 PM	Exam	0 of 4 complete

Click on the pencil, to edit assignments you have already added. The 'Edit due dates' option on this page allows you to change all due dates without editing each assignment.

Units

Units are the way you organize your coursework - a unit can be as small as a forum post or as large as a class participation. You can use multiple units throughout the course, or you can have any number of assignments.

[Add a Unit](#) [Unit ordering](#) [Edit date ranges](#)

Name	Date Range	Edit/Delete
Unit 1	The whole term	

Types

Types are used to differentiate your assignments. The type you use for a forum post or class participation? You can use our default type or create your own.

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

Exam	
Homework	
Lab Report	
Paper	
Participation	
Quiz	
Reading	
Test	

[Back to main screen](#)

Select 'Manage Units and Types' to make changes. You can edit/add/delete units and types here.

COURSEWORK

To create a test online, select Online as the format. Add the test name and due date, you will not need to add grading for this format. Review Step Two for all available options for online test. After selecting save, you will see the screen below.

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'. You can also create different sections here and preview the test.

Fill in the question label and text, point value, select the answer type and fill in the fields accordingly.

The screenshot shows the 'Coursework' interface. At the top, it says 'Online Test' and 'Exam in Unit 1'. Below that, it shows 'Time limit' as 'No time limit' and 'Due on: Thu 6/27, 11:55PM' with a 'More' dropdown. There is a 'Preview this test' button and an 'Add Section' button. A section titled 'Section 1' is visible, with 'Edit' and 'Delete' buttons. Below the section, it says 'All questions are given, in the order shown below. Reorder'. There is a table with columns 'Question', 'Type', and 'Point Value'. At the bottom of the table, there is an 'Add a question' button.

Once all questions are answered, you will need to activate the test. You can do that by selecting the symbol here.

The screenshot shows a list of assignments under 'Unit 1'. The text 'The whole term' is above the list. A blue arrow points to the 'Test Online' entry in the list.

Assignment	Due Date
Test Online	6/1/2030, 1

DISCUSSION FORUM

Discussion Forum is used for any type of general group or classroom discussion.

Instructors may choose to use it to take attendance for online courses. Select Edit Forum.

Discussion Forum

- Edit forum
- Subscribe to forum
- Unread posts and replies
- My posts and replies
- User list

Recent posts:

There are no recent posts.

General

Topic	Users	Approval	Unread	Posts (My)
Open discussion	0	-	0	0(0)
Totals:	0	0	0	0(0)

Discussion

- Edit forum
- Subscribe to forum
- Unread posts and replies
- My posts and replies
- User list

General

Topic	Users
Open Discussion	0
Attendance	0

Discussion Forum

Allow anonymous posting:
 Allow users to post messages anonymously

General

Topics are ordered: Manual

Topic	Users	Posts	Replies	Access
Open discussion	0	0	0	
Totals:	0	0	0	

Once save you will see your topic under 'Open Discussion'. See example above.

On this page, select Add Topic. Give this topic a name, i.e. Attendance. And then save it. Note you can use this area to add other Categories and Topics as well as manage them.

DISCUSSION FORUM

Discussion Forum

Allow anonymous posting:
 Allow users to post messages anonymously

[Add category](#)

General
[Edit category](#) [Delete category](#)

Topic	Users
Open discussion Edit Delete 0	0
Attendance Please post present by replying to post. Edit Delete 0	0

Add post

Content [Options](#)

Display:
Start: Display now Display later Display on
8/24/2019 at 5:00 AM

before: [Hidden](#)

End: No end date End now End on
8/24/2019 at 10:00 PM

after: [Read only](#)

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

Moderation:
Moderation is NOT required for posts in Attendance
[Edit topic settings](#)

[Preview](#) [Submit](#) [Cancel](#)

Next, go back to the front page of Discussion Forum. Select the topic name, and Add Post. Instructors can add post to start a discussion or to take attendance.

If instructors chose to use the discussion forum to take attendance, the following is an example of how to do this (this example can be used as well or other types of post):

Name this post 'August 24'. Select the Options tab here. Select: 'Display on', August 24, and 5:00 AM

Select: 'End on', August 24, and 10:00 PM

Continue to add post to this topic for each attendance date. This allows students to only enter attendance on a specific date. You may want to set this up for each attendance date.

DISCUSSION FORUM

You can add additional topics that pertain to group discussions with the class, as in the example below. Or you can use the default Topic, which is called 'Open Discussion'.

After you add a Topic and post a question, your students can 'Reply' to your post.

The screenshot displays a 'Discussion Forum' interface. At the top, there is a search bar with a 'Search' button and 'Search options' on the right. Below this is a header for 'Chapter 1' with a 'Subscribe' button and the text 'There are 0 replies: View/Reply options'. The main content area shows a post by 'Karen A. Essenpreis, Faculty' with the title 'Chapter 1' and the text 'Discuss Chapter 1.'. The post is dated 'Mon 6/17/2019 at 12:05 PM'. A yellow bar at the bottom of the post contains moderation options: 'Private comment', 'Edit', 'Delete', and 'Move post'. A 'Visibility' dropdown menu is set to 'Visible'. A blue arrow points from the text in the upper box to the 'Reply' button in the screenshot.


GRADEBOOK

In Gradebook, there are several areas and options you can make. To view all grades

select:

 View the full Gradebook

If you want to include Attendance in your Gradebook as a grade check Yes, or No if you do not.

 Do you want your final grade to include an attendance grade?

Yes
 No

You can review this area under Evaluations or the middle tab.

If you want to change to another grading method, select the 4th tab, shown below.

If you want to change the grading scale, select the last tab. Check with your department before making changes here, as they may have a policy on which grade scale to use.

Gradebook

Evaluations

Evaluations are components of your final grade, used to grade students on any aspects of their performance in the course that you are evaluating. If you aren't using Coursework, evaluations can also be used as a way to enter your offline assignment grades.

[Add an evaluation](#)

Attendance

Do you want an **automatic attendance score** to be included in the final grade for this course?

Yes, include attendance.
 No, do not include attendance.




[View the current course attendance status](#)

Gradebook

Evaluations

Evaluations are components of your final grade, used to grade students on any aspects of their performance in the course that you are evaluating. If you aren't using Coursework, evaluations can also be used as a way to enter your offline assignment grades.

[Add an evaluation](#)

Evaluation	Status	
 Attendance	✔ Included in the final grade	 

Gradebook

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.

Letter Grade Configuration

You can use this screen to configure letter grades that are used for final grades and assignment grades in this course.

Change to:

Select a global grade scale to use for this course. The selected grades will not be saved until the "Save" button is pressed.



The current grade scale ▼

Add / Edit a grade

New grade name:

This grade starts at: %

[Add / Edit](#)






A	93 to 100%	
A-	90 to 92.99%	

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. For assistance using another method contact the Helpdesk.

Gradebook

Your current weighting method:
The Point Method

 **Final Grade Weighting**
Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.
[? What is final grade weighting?](#)

Assignment	Points	Weight
 Assignment 1	10	100%
<i>This is your current grade breakdown</i>	10	100%

Dropping Assignments

Drop each student's lowest scores out of all assignments*

* Scores can also be dropped manually for individual students on the Student Detail screen.

END OF SEMESTER AND MIDTERM 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, or class is canceled.
3. Submit Midterm, or Final Grades and last day of Attendance (see instructions below).
4. Export Gradebook to Excel and email it to your department secretary (see instructions below).
5. Export Attendance to Excel and email it to your department secretary (see instructions below).

3. SUBMIT MIDTERM, OR FINAL GRADES AND LAST DAY OF ATTENDANCE:

1. Select the “Submit Your Grades” link. It is located in Gradebook directly below “Letter grade ranges”.

Click on the “Submit Final Grades” link. It is located in Gradebook directly below “Letter grade ranges”.

Gradebook

The screenshot shows the 'Your Students' Grades' section of a Gradebook. It features a table with two columns: 'Student' and 'Final Grade'. The student names are redacted with black bars, and the final grades are all '--'. To the right of the table is a navigation menu with a 'View the full Gradebook' button and a section titled 'Other screens' containing links for 'Final grade weighting', 'Evaluations', and 'Letter grade ranges'. Below the 'Letter grade ranges' link is a blue arrow pointing to the text 'Submit Final Grades'.

Student	Final Grade
[REDACTED]	--
[REDACTED]	--
[REDACTED]	--
[REDACTED]	--

[View the full Gradebook](#)

Other screens

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

[Submit Final Grades](#)

2. The link will be made available by the Registrar’s Office when grading is open.
3. If any grades or LDA is incorrect, you can change it here.
4. Be sure to check all boxes next to students that you want to submit grades for (if not already checked).
5. When everything is correct, click on the ‘Submit Selected Grades’ button at the bottom of page.
6. After submitting your grades, verify that your grades are accurate and were recorded by:
 - o Clicking on the Faculty Tab.
 - o Select Faculty Course Management.
 - o Select semester Term and View Courses.
 - o Select the course Class List (from the drop down box) to see midterm or final grades.

- If you are able to view the students' grades here, then the grades were submitted & received by Registrar's Office. If you cannot see grades, go back to the beginning of step 3.
- You will also receive an email that shows the grades were completed. If an error was made, you can correct the grades or LDA in eLearning, 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. These are located on the Faculty Dashboard.**
- Check with the Registrar's Office (314-340-3600) if you are unsure of when you should be entering midterm or final grades.

4. EXPORT GRADEBOOK TO EXCEL AND EMAIL IT TO YOUR DEPARTMENT SECRETARY:

Go to Gradebook

Click 'view the full gradebook'

Click 'view everything at once on one page'

Click 'export to excel'

Click 'open', review the file for accuracy (if anything is wrong, close this and make changes in eLearning.)

Enable editing, and then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook. Then close the file.

Send excel file as an attachment to department secretary.

5. EXPORT ATTENDANCE TO EXCEL AND EMAIL IT TO YOUR DEPARTMENT SECRETARY:

Go to Attendance

Click 'Export Full View to Excel'.

Click 'open', review the file for accuracy (if any attendance is missing, close and make changes in eLearning.)

Enable editing, and then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook. Close the file.

Send excel file as an attachment to department secretary.

Helpdesk: (314) 340-3327 | helpdesk@hssu.edu | IT Support Office, Room 017

Access MYHSSU/eLearning at <https://live.hssu.edu/ics>

IT Support Office, updated December 2, 2019, supersedes all previous copies.