MYHSSU/ELEARNING

LEARNING MANAGEMENT SYSTEM

A QUICK START GUIDE FOR INSTRUCTORS

Guide Contents

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

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.

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:

| Attendance |
| Chat |
| Course Calendar |
| Course Information |
| Coursework |
| Discussion Forum |
| Gradebook |
| News and Announcements |
| **Overview** |
| Resources |
| Roster |
| Syllabus |
| Add a Page |
| Course Manager |
| Usage Statistics |
| Copy Courses |
| Early Alert Messages |

QUICK LINKS
My Pages ^
  File Cabinet
  Main Page
  Message Center

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 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 upload or entered here. Select Add a Handout, name it, and Moxie Manger or From my computer to fine 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.

ADD A PAGE: You can add more pages 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. (See IT Support 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, and Message Center – contains Administrative Withdrawal Notifications.

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. 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 & DiscussionsThere 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: [6] [Unexcused Absences ▼]
   ☑ Consecutive

Send the warning to: ☑ Student
   ☑ Faculty
   ☑ Other: [attendance@hssu.edu]
   To enter more than one address, separate them with semicolons (;).

Resend all warnings: [Send]
   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.

[Save] [Cancel]

Session Record

Date	Status
Tuesday, May 21 (8:00 AM)	As Scheduled ▼
Wednesday, May 22 (8:00 AM)	As Scheduled ▼
Thursday, May 23 (8:00 AM)	As Scheduled ▼
Tuesday, May 28 (8:00 AM)	As Scheduled ▼
Wednesday, May 29 (8:00 AM)	As Scheduled ▼
Thursday, May 30 (8:00 AM)	As Scheduled ▼

[Save] [Cancel]

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 ▼

[Save] [Cancel]

Present
Absent (Unexcused)
Present
Present

Before entering attendance, make sure your Settings are correct. On the front page of Attendance, go to Settings.

Then Notification. 'Send a warning after:'

Check at www.hssu.edu, Registrar website 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 check for the 'send the warning to:'

Online Courses: If you are teaching an online course 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. Or 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.

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: 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'. After saving, the screen choices will look like this.

COURSEWORK

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

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, 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***.

The ***Forum Format*** is used when you want to grade a Discussion Forum. 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. For the Basic Format you will need to enter a 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.

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   ➕ Add an Assignment   📝 Edit due dates

Assignment	Due Date	Type	Status
Assignment 1	📄 Tuesday 6/18, 11:55 PM	💻 Exam	Not open (Not visible)

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: [   ]

Don't want to create fro
You can import an existing

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

Coursework

✚ **Add an Assignment**	**Recent submissions**
👥 **Student List**	*There have been no recent*
📝 Manage Units & Types	
⚙️ Configuration	
📋 View the Gradebook	

📁 **Unit 1**   *Click to close*

The whole term

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

To grade an assignment, click on the name of the assignment, which in this case is Assignment 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. Or select 'edit all grades', which is helpful when grading everything at one time.

Coursework

📘 **Assignment 1**
Exam in Unit 1

🗓 due **Tuesday 6/18, 11:55 PM**   📝 Edit all grades   📇 Enter a default grade   More ▾

Student Results

✳️ Scored out of 10 points
0% have been graded

▲ Student	Grade		
Violet, Purple	✔	✔	✖
Violet, Purples	✔	✔	✖
Yellow, Johnny Lee	✔	✔	✖
Yellow-Brick, Johnny	✔	✔	✖

COURSEWORK

Coursework

✚ **Add an Assignment**	**Recent submissions**
👥 **Student List**	
📝 Manage Units & Types	*There have been no recent submissions.*
⚙ Configuration	
📋 View the Gradebook	

📁 **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 the assignment. 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 b[e]
want. You can use multiple units throughout the course, or yo[u]
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 yo[u]
forum post or class participation? You can use our default typ[es]
one type.

✚ 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.

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

Online Test
Exam in Unit 1

Time limit
No time limit   Due on: Thu 6/27, 11:55PM   More ▾

🔍 Preview this test

📁 Add Section

Section 1 ▲ ▼		🖉 Edit 🗑 Delete
All questions are given, in the order shown below. Reorder		
Question	Type	Point Value
➕ Add a question		

DISCUSSION FORUM

Discussion Forum is used for any type of general group or classroom discussion. It is also used for students of Online Courses to submit Attendance. Instructors will need to setup the Forum for this. Select Edit Forum on this page.

Discussion Forum

Search

- 📝 Edit forum
- 📋 Subscribe to forum
- 🗂 Unread posts and replies
- 📄 My posts and replies
- 🗄 User list

Recent posts:

There a

General

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

Discussion

Search

- 📝 Edit forum
- 📋 Subscribe to forum
- 🗂 Unread posts and replies
- 📄 My posts and replies
- 🗄 User list

General

Topic	U
🗁 Open Discussion	0
🗁 Attendance	0

Discussion Forum

🔧 🖨

Return to forum

Allow anonymous posting:
☐ Allow users to post messages anonymously

Add category

General
Edit category   Delete category

Add topic   Topics are ordered: **Manua**

Topic			Users	Posts	Replies	Access	
↕ 🗁 Open discussion	✏ Edit	🗑 Delete	0	0	0	🌐	
		Totals:	0	0	0		

On this page, select Add Topic. You can name this topic 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
⇅ 📁 Attendance Please post present by replying to post.	✏ Edit 🗑 Delete		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 Attendance, and Add Post.

As an example, name this post 'August 24'.

Select the Options tab here.

Select 'Display on', August 24, and 5:00 AM
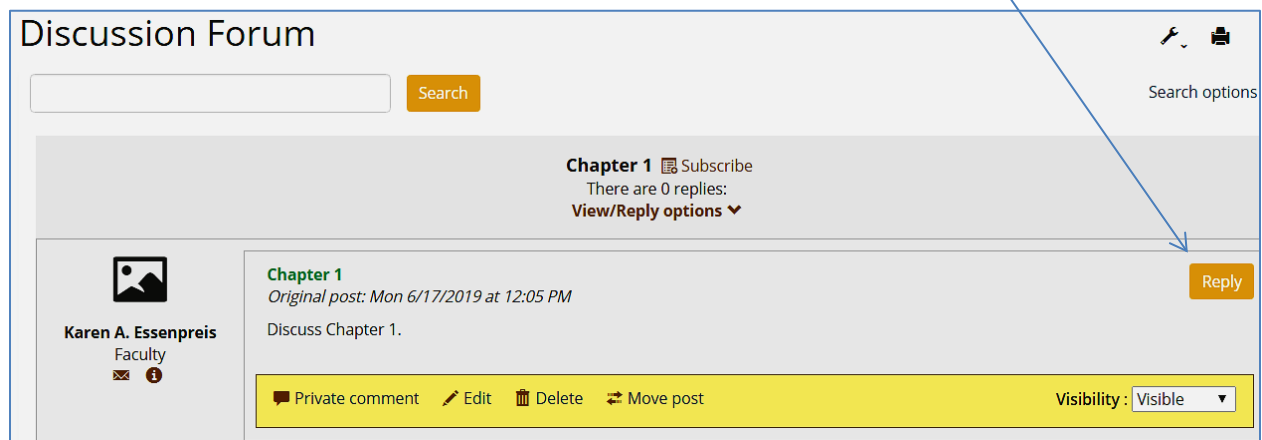
Select 'End on', August 24, and 10:00 PM

Continue to add post to this topic for each attendance date. This allows students to only enter attendance on a specific date, and will allow you to enter their correct attendance in the Attendance tab.

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.

GRADEBOOK

In Gradebook, there are several areas and options you can make. To view all grades for all students, 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. You can review this area under Evaluations.

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.

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

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%
This is your current grade breakdown	10	100%

Dropping Assignments
☐ Drop each student's 1 ▼ lowest scores out of all assignments*

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

<u>**END OF SEMESTER AND MIDTERM GRADING STEPS**</u>

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. 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".

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

Gradebook

Your Students' Grades

Student	Final Grade
Violet, Purple	--
Violet, Purples	--
Yellow, Johnny Lee	--
Yellow-Brick, Johnny	--

View the full Gradebook

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

✔ Yes   ✖ No   ❓ More Info

Other screens
🔵 Final grade weighting
🏅 Evaluations
𝔸 Letter grade ranges
<u>Submit Final Grades</u>

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:
   - Clicking on the Faculty Tab.
   - Select Faculty Course Management.
   - Select semester Term and View Courses.
   - 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 June 3, 2019, supersedes all previous copies.