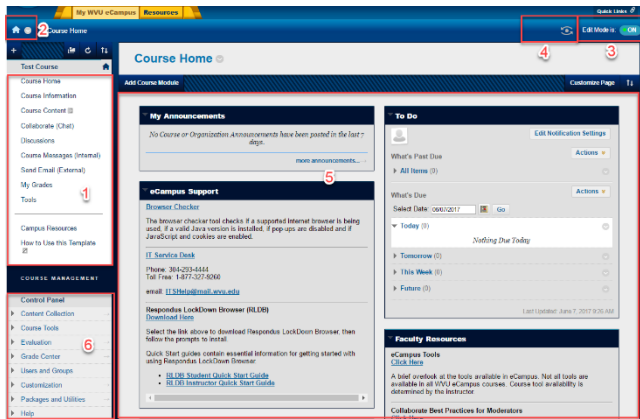


This is a quick guide to getting started with eCampus. For more detailed information, please go to <http://ecampusinfo.wvu.edu/>

From the My WVU eCampus Page, click the name of a course in the My Courses module.

eCAMPUS COURSE PAGE



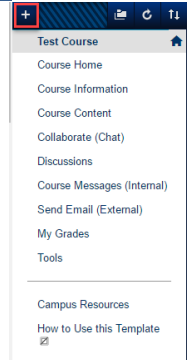
Here are the different areas within the course page. See the appropriate letter to learn more about a panel.

1. **Course Menu** – contains links to content and tool areas of the course.
2. **Course-to-Course Navigation** – contains links to the pages the user has recently viewed.
3. **Edit Mode** – allows instructors to make changes in a course.
4. **Student Preview** – allows instructors to preview course as a student.
5. **Course Home** – module page that contains useful information and tools for students e.g. course announcements, To Do, eCampus Support information, Faculty Resources, dictionary, calculator, etc.
6. **Control Panel** - allows instructors to access all the instructional and customizing tools.
 - a) **Content Collection** – Central file storage for all content.
 - b) **Course tools** - you can edit, store, and gain information on various third party and external tools.
 - c) **Evaluation** - run course reports to view information about course usage and activity, up-to-date report on the activity for all students, and discover which students in the course are at risk.
 - d) **Grade Center** – access to Needs Grading page and the Full Grade Center.
 - e) **Users and Groups** - You can view and edit the status of students and instructors enrolled in the course. You can also create groups within your course.

- f) **Customization** - You can control what tools can be used and control the course appearance
- g) **Packages and Utilities** - You can export or archive a course. You can also import a package file of a course

CUSTOMIZE THE COURSE MENU

1. To add an item to the menu, click the “+” above the menu.
2. To change a Course Menu item, click the drop-down menu next to the item and select **Rename Link, Hide Link, or Delete**.
3. To reorder items in the Course Menu, click the arrows on the left and drag the item to the desired location..



DEFAULT eCAMPUS COURSE MENU

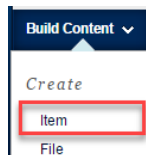
- **Course Home** – module page that contains useful information and tools for students e.g. course announcements, To Do, eCampus Support information, Faculty Resources.
- **Course Information** – displays information about your course such as the instructor and syllabus.
- **Course Content** – is the content folder where the instructor would display course content such as hand- outs, Power Points, course readings, etc.
- **Collaborate (Chat)** – a link to Blackboard Collaborate Session which enables students and instructors to hold synchronous sessions.
- **Discussions** – displays the Discussion Board, an asynchronous tool for student discussion.
- **Course Messages (Internal)** – internal message delivery system within.
- **Send Email (External)** – sends messages to the users’ external email account; this is typically the mix.wvu.edu email account.
- **My Grades** – a link for students to see their grades.
- **Tools** – contains links to tools such as Address Book, Journal, My Grades, Send Email, Discussion Board, etc.
- **Campus Resources** – contains links campus resources such as Ask a Librarian, Blackboard accessibility, Collaborate Resources.

COURSE DESIGN

1. From the Control Panel, click **Customization > Teaching Style**.
2. Choose **Course Structure, Course Entry Point, Course Theme, Menu Style** (Buttons or Text) in the Select Menu Style section. Once a style is selected, you can choose the colors and button style (if buttons are selected).
3. Choose the **Course Menu Display, Default Content View, and Select Banner**.
4. Click **Submit**.

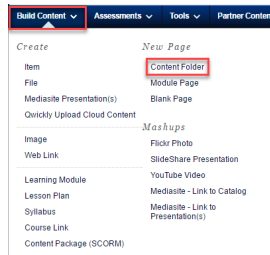
ADD COURSE CONTENT

- a) Click on one of the Content Areas to add content.
- b) Click **Build Content > Item**.
- c) Type a name for the item in the **Name** box.
- d) Enter text in the **Text** box if desired.
- e) Click **Browse** to locate a file on your computer or in Content Collection to add to the item if desired.
- f) Set **Options**: availability, time/date restrictions, or tracking.
- g) Click **Submit**.



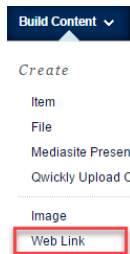
CREATE A FOLDER

1. Click **Build Content > Content Folder**.
2. Type a **Name** for the folder.
3. Enter **Text** in the text box.
4. Set **Options**: availability, time/date restrictions, or tracking.
5. Click **Submit**.



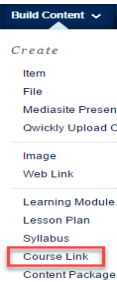
ADD A WEB LINK

1. Click **Build Content > Web Link**.
2. Type a **Name** for the link.
3. Type or copy/paste the website address in the **URL** box (example: <http://it.wvu.edu/>).
4. Optional: Add text in the Text box, attach a file in the Content area, set **Options** such as availability, tracking, and time/date restrictions.
5. Click **Submit**.



ADD A COURSE LINK

1. Click **Build Content > Course Link**.
2. Click **Browse** to locate the area of your course to which you wish to link. On the Course Map, click on the area to which you wish to link.
3. Optional: Edit the name of the link, and add text to the text box
4. Set **Options**: availability, time/date restrictions, or tracking.
5. Click **Submit**.

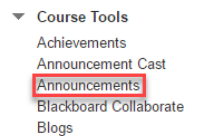


ORGANIZE CONTENT

1. Select a content area.
2. To reorder items in the Content Area, click the arrows on the left and drag the item(s) to the desired location.

CREATE AN ANNOUNCEMENT

1. In the Course Tools section of the Control Panel, click **Announcements**.
2. Click the **Create Announcement** button.
3. Type the subject in the **Subject** box.
4. Enter the Announcement in the **Message** box.
5. Optional: set any options such as Date Restrictions, Email Announcement, and Course Links.
6. Click **Submit**.



SEND EMAIL

1. In the Course Tools section of the Control Panel, click **Send Email**.
2. Select the group to whom you want to send the email (All Users, Single/Select Users, All Instructor Users, etc.).
3. Type a subject in the **Subject** box.
4. Enter your email text in the **Message** box.
5. To add an attachment, click on **Attach a file** then click **Choose File** and locate the file on your computer. Click **Open** to add the file.
6. Click **Submit** to send the email.

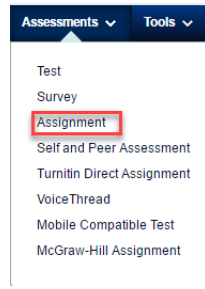
Note: a copy of the email will be sent to your Mix email account. eCampus will not save a copy of the email. It is recommended to select the **Return Receipt** box to send a copy of the message to the sender.

COURSE MESSAGES

1. In the Course Tools section of the Control Panel, click **Course Messages**.
2. In the **Select Recipients To** box, select the **recipients** and click the **right-pointing arrow** to move them to the Recipients box.
3. Type the **Subject**.
4. Type a message in the **Body**.
5. Click **Submit** to send the message.

USE ASSIGNMENTS

1. From **Assessments**, click **Assignment**.
2. Type a **Name** for the Assignment.
3. Type the instructions in the text box.
4. Click **Browse My Computer** to attach a file.
5. Enter the **Points Possible**.
6. Set any options such as Due Dates, Submission Details, Availability Recipients etc.
7. Click **Submit**.
8. To view submitted assignments, go to the course Grade Center. In the assignment column, click on the menu for the exclamation point icon, then click on **Attempt** to view an assignment.



CREATE A DISCUSSION FORUM

1. Click **Discussions** under the Course Menu.
2. Click **Create Forum**.
3. Enter a **Name** for the forum.
4. Enter text for the forum in the **Description** box.
5. Select options under **Forum Availability** and **Forum Settings**.
6. Click **Submit**.



CREATE A DISCUSSION THREAD

1. In the **Discussion Board**, click a forum name to access the forum.
2. Click the **Create Thread** button.
3. Enter a subject in the **Subject** box.
4. Enter the message text in the **Message** box.
5. Click **Attach** a file to add an attachment (optional).
6. Click **Submit**.



READ AND REPLY TO A THREAD

1. In the Discussion Board, click a forum name to access the **Forum**.
2. Click a thread name to read the thread or select multiple threads using the check boxes and click Collect to read multiple threads.
3. Click the **Reply** button to reply to the thread.
4. Enter your text in the **Message** box.
5. Click **Submit**.

CREATE A BLOG

The Blog tool allows you to set up individual, group, and course level blogs.

1. Click **Tools > Blog**.
2. Click **Create New Blog**.
3. In the **Name** box, type a name for your new blog.
4. In the **Description** area, type a description for your blog.
5. Set the **Availability and Date and Time Restrictions**.
6. Select participation, blog settings and grade settings as desired.

CREATE A WIKI

The Wiki tool allows you to setup individual, group, and course level wikis.

1. Click **Tools > Wiki**.
2. Click **Create New Wiki**.
3. In the **Name** box, type a name for your new blog.
4. In the **Description** area, type a description for your blog.
5. Set the **Availability and Date and Time Restrictions**.
6. Select participation, wiki settings and grade settings as desired.

CREATE A TEST

1. In the Course Tools section of the Control Panel, click **Tests, Surveys, and Pools**.
2. Click **Tests**.
3. Click **Build Test**.
4. In the **Test Information** section, add the **Name, Description** and **Instructions**. Click **Submit**.
5. Select a question type from the **Create Question** menu.
6. Enter the **Question Text**.
7. Select **Options** (they vary by question type).
8. Input Answer information.
9. Add Feedback information (optional).
10. Click **Submit**. To add another question, repeat steps 5-11.

ADD A TEST TO A CONTENT AREA

1. Choose the content area to which you wish to add a test.
2. Click **Assessments > Test**.
3. Select the test you wish to make available.
4. Click **Submit**.
5. On the **Test Options** page, set the **Test Availability, Self Assessment, Feedback, and Presentation** options.
6. Click **Submit**.

MOBILE COMPATIBLE TEST

Create a mobile test

1. From **Assessments**, click **Mobile Compatible Test**.
2. The Test Settings screen appears to enter the details for the test options.
3. Complete the *required fields.
4. Consider the optional settings.
5. Click **Save Settings** to save your choices.

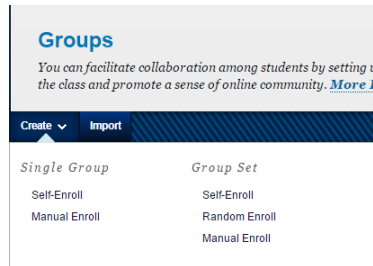
Add test questions

1. Create a mobile test Click the drop down menu to Add Question.
2. Select a question type from the list.
3. A form will open with the fields you need to complete to produce the question. (* Require fields have a red star.)
4. Click Save Progress to finish editing the question
5. and to start adding another question.

GROUPS

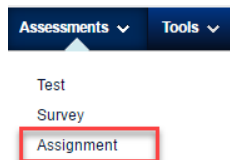
There are several options for group creation: self-enroll groups, manual enroll groups, randomized enrollment in groups, group set creation and student created groups. Instructors may also manage groups and group properties in bulk.

1. Setup and access groups from the Control Panel: **Users and Groups > Groups**.
2. To create a single group, select **Create Single Group > Self-Enroll** or **Manual Enroll**.
3. To create multiple groups at once, select **Create Group Set > Self-Enroll, Manual Enroll or Random Enroll**.



GROUP ASSIGNMENTS

1. From **Assessments**, click **Assignment**.
2. Type a **Name** for the Assignment.
3. Type the instructions in the text box.
4. Click **Browse My Computer** to attach a file.
5. Enter the **Points Possible**.
6. Set Availability and Due Date options.
7. In the **Submission** section, select the **Group Submission** radio button under **Assignment Type**.
8. Select the group(s) whom you wish to complete the assignment move them to the Selected Items box using the arrow buttons.
9. Click **Submit**.
Groups receiving the assignment may view it in the content area and on the group page.



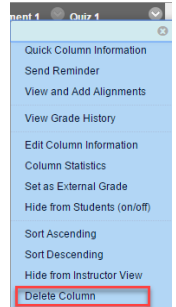
ADD A GRADE CENTER ITEM

1. Click **Grade Center > Full Grade**
2. Click the Create Column Button **Create Column**
3. Enter the name of the item in the **Column Name** box.
4. Enter a short description in the **Description** box.
5. Set the **Primary Display** and the **Secondary Display** (students only see the Primary Display).
6. Assign the item to a **Category**.
7. Enter the number of **Points Possible**.

8. Select a **Due Date** for the item.
9. Select **Options** including **Include this Column in Grade Center Calculations**, **Show this Column to Students**, and **Show Statistics for this column to Students in My Grades**.
10. Click **Submit**.

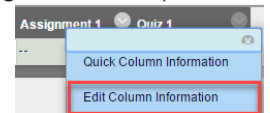
REMOVE A GRADE CENTER ITEM

1. Click **Grade Center > Full Grade Center**.
2. Click the **Drop Down Menu** on the column to be removed.
3. Click **Delete Column** from the menu.
4. Click **OK**. Note: You cannot remove Assessments or Assignments from the Grade Center without removing the actual assessment or assignment from a Content Area.



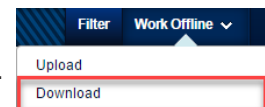
WEIGHT GRADES

1. From the Grade Center, click the Drop Down menu for **Weighted Total** then click **Edit Column Information** (or create a new weighted column by selecting **Create Calculated Column** then choose **Weighted Column**).
2. In the **Select Columns** section, select either **Columns** or **Categories** to which you wish to apply weight. Use the arrow keys to move the columns to the **Selected Columns** box.
3. Enter a **Percentage** of weight for categories or items.
4. Click **Submit**.



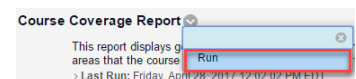
DOWNLOAD GRADES

1. From the Grade Center, click **Work Offline**, then **Download**.
2. Choose **Data to Download**.
3. Select the **Options: Delimiter Type** (Tab) and **Include Hidden Information**.
4. Click **Submit**.
5. Click **Download**, then **Save** the file.



VIEW COURSE REPORTS (STATISTICS)

1. In the Evaluation section of the Control Panel, click **Course Reports**.
2. Select a report type, then click the Drop Down menu for the report. Click **Run**.
3. Select the **Report Specifications**: Select Format, Select Users, Select an End Date, and Select a Start Date.
4. Click **Submit**, then click **Download Report**.



VOICETHREAD

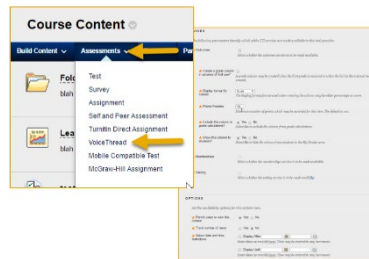
VoiceThread is a cloud application, used to create an area to share and discuss media. 50 different types of media can be used within VoiceThread. There are 5 commenting options (microphone, webcam, text, phone or audio-file upload) available to discuss the media. A VoiceThread could be shared with a single person or groups of people.

VoiceThread can be used to enhance communication, collaboration and engagement. Some examples are:

- Virtual Discussions
- Narrated PowerPoints
- Reflections
- Digital Stories
- Collaborative Presentations

Add VoiceThread to eCampus

1. From the four tabs across the section, Select **Assessments**, then **VoiceThread**
2. A Name must be provided. It is suggested to provide a Description and optionally choose when it is available.
3. Select any **Services** and/or **Options**.
4. Once the information is entered Select **Submit**.



Creating a VoiceThread

1. Select the appropriate button to begin creating a VoiceThread.
 - a. From the Course View homepage Select **Add Your Own**.
 - b. From the Individual VT screen, Select **Create New VoiceThread**.
 - c. From VT Home, Select **Create**.
2. You will then need to add media, this can be done by **Dragging and Dropping** file to the page or by selecting **Add Media**.
3. Enter **Title/Description**, then Select **Save**.

QWICKLY

Is a platform on eCampus designed to simplify instructors' workflow by providing easier access to frequently repeated tasks. Rather than clicking through each course to complete the same task, instructors can perform that task from the home screen for all selected courses simultaneously. It is not intended as a course building tool, but rather a tool to conveniently address immediate communication or content needs.

Using Qwickly+, instructors can:

- Attach documents and files to content and emails directly from Google Drive, Dropbox, OneDrive and Box.
- Add content including assignments, documents, calendar events and web links to multiple classes.
- Send email to only certain roles within a course or to multiple courses.
- Choose to post announcements in the future or send announcements to multiple courses.
- View items in need of grading.

TURNITIN

Turnitin allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases.

1. From **Assessments**, click **Turnitin Direct Assignment**.
2. On the assignment creation page, enter an assignment name and assignment description.
3. Select the submission method for the assignment. The default is **Allow Both**. Allow Both will give your student's the option to choose which method they would like to use. File upload will require your students to submit a file to the assignment. Text submission will require your students to copy and paste their paper in a text box to submit their paper.
4. Select the number of parts you want the assignment to have from the Number of Parts drop down menu.
5. Enter the point value of the assignment in the Overall Grade field. The default is 100.
6. Select the start date, due date, and post date for the assignment.
7. The Students view Originality Reports option of assignment creation provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment.
8. When creating a Turnitin assignment you may also wish to modify some of the advanced assignment options.

BLACKBOARD COLLABORATE

Blackboard Collaborate Session enables students and instructors to hold synchronous sessions.

1. From the Control Panel, Click **Tools > Blackboard Collaborate**.
2. From the Collaborate List Page, click **Create Session** and complete the form that appears

DATE MANAGEMENT

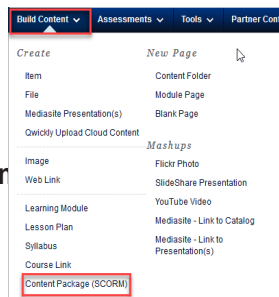
1. From the Control Panel, Click **Tools > Date Management**.
2. The Date Management tool allows you to adjust dates using three different options:
 - a. **Course Start Date** option allows you to enter two dates.
 - b. **Adjust by Number of Days** option will adjust every date in the course by the number of days specified.
 - c. List All Dates For Review option displays all existing dates on the Date Management Review page which allows the user to individually select rollover options.

RUBRICS

1. From the Control Panel, Click **Tools > Rubrics**.
2. Click **Rubrics**
3. Click **Create Rubric**
4. Provide a name for the Rubric
5. Optionally, provide a Description
6. Optionally, edit the Rubric Grid
7. Click **Submit**.

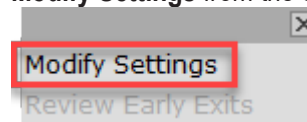
ADDING SCORM CONTENT

1. Click **Build Content > Content Package (SCORM)**
2. On the Add Content Package page, attach a file that conforms to the required standards. Click **Browse My Computer** to upload a file from your computer or click **Browse Content Collection**
3. Upload the content you want and then click **submit**.
4. Type a Name for the content.
5. Type a Description - optional.
6. Select the **SCORM Availability** and **Grading** options. Click Submit.

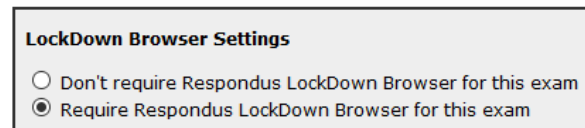


RESPONDUS LOCKDOWN BROWSER

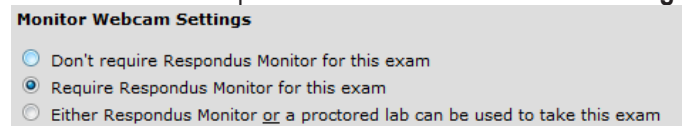
1. From the Control Panel, Click **Tools>Respondus Lockdown Browser**.
2. A list of deployed tests will be displayed. There are two columns names Lockdown Browser and Respondus Monitor
 - Tests labeled with “**Required**” require students to use the Lockdown Browser
 - Test labeled with “**Not Required**” don’t require Lockdown Browser.
3. To change the settings for the test, click the chevron and then **Modify Settings** from the context menu.



4. Select either **Don’t require Respondus Lockdown Browser for this exam** or **Require Respondus Lockdown Browser for this exam**. If you select to require lockdown browser, additional options appear.
5. Optionally, you are allowed to give the exam a password that students must enter in order to access the exam.



6. Click **Advanced Settings** for additional options.
7. If you do not intend on using Respondus Monitor, you can click Save and Close to apply settings. Continue to step 8 if you plan on using Respondus Monitor.
8. Click on one of the options under **Monitor Webcam Settings**.



9. Click on **Require Respondus Monitor** for this exam to expand additional options.
10. The **Startup Sequence** is a set of optional events that occur before a monitor webcam session begins.



11. Select any of the options by clicking the box next to the option.
12. Click **Advanced Settings** for additional options.
13. Click **Save and Close** to apply changes. Depending on the options selected, **Required** should appear in the Respondus Lockdown Browser Dashboard.