DeVry University - Houston

Faculty Orientation Manual

IN THIS SECTION: eCollege Information

- ➢ Login and Help with eCollege Problems

- ➢ Tutorials & Tips

- ➢ Shell Expectations/Checklist

ECOLLEGE INFORMATION

Login –www.devryu.net

Username: D#
Default Password: MMYYYY (where Y is the year and M in the month when you were hired)

For issues regarding eCollege please contact our local systems administrator before calling the eCollege help desk number.

Amynah Mithani (eCollege Systems Admin.)   713-973-3136   amithani @devry.edu
devryu.net (eCollege)   1-800-594-2402   Helpdesk@devryu.net

Tutorials & Tips

DeVry has several online tutorials to guide you through using your course shell. They are located in your eCollege home page directly above the course shells assigned to you. An example of the tutorials is given below.

Your Course List

Special Courses

ECOLLEGE -- ID April 2004 Course Tutorial (old) - eCompanion AU
eCollege Design Course Tutorial (NEW) - eCourse AU
MML MyMathLab Resource and Training Support - Hybrid AU
ONLINE -- Graduate Student Orientation - eCourse AU
ONSITE FACULTY - SIFF Tutorial Student Instructional Feedback Form - Hybrid AU
ONSITE FACULTY -- Creating Links Creating Links Using the Add Link Tool - Hybrid AU
ONSITE FACULTY -- Enhanced Gradebook Tutorial Tutorial for Revised eCollege Gradebook - Hybrid AU
ONSITE FACULTY -- Exam Builder Exam Builder - Hybrid AU
ONSITE FACULTY -- File Manager File Manager - Hybrid AU
ONSITE FACULTY -- Group Work for iOptimize Group Work for iOptimize - Hybrid AU
ONSITE FACULTY -- Offline Exam Building Using Respondus to Create and Edit Exams - eCompanion AU
ONSITE FACULTY -- Threaded Discussions Threaded Discussions - Hybrid AU
ONSITE FACULTY -- Web Research Web Research - Hybrid AU
Turnitin Information Resource Shell - Hybrid AU
DeVry Inc Purpose, Vision and Values - Hybrid AU

We have also attached several tips to navigating and creating your course shell provided by Houston Campus faculty members.

Note: Remember to Save and Return after any grade or comment made in a student's shell; check the show grades to student's box; and to choose "Show All" in the Gradebook to ensure that all grades are viewable and correct.
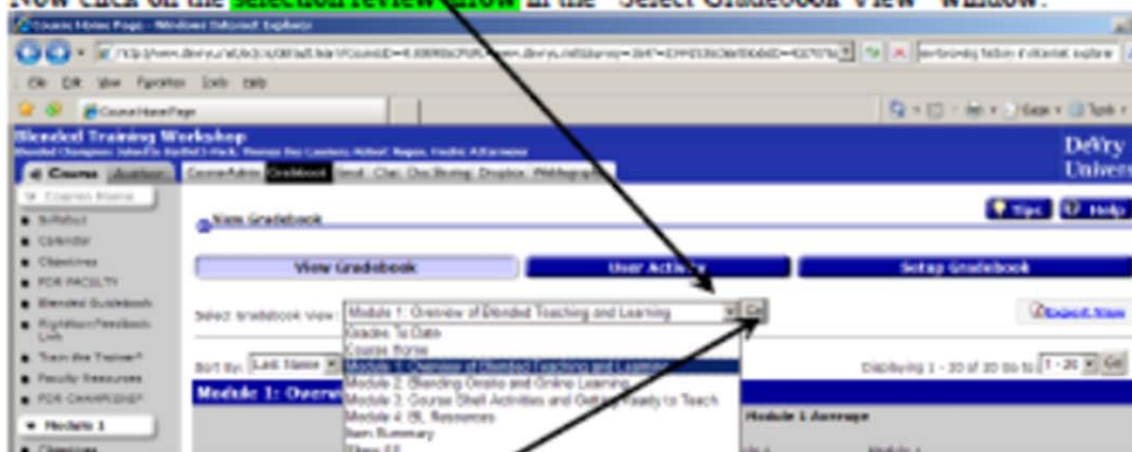
eCollege How To Series:

Trick to Easier Data Entry in the Gradebook

In your browser of choice, go to http://www.devryu.net, then sign in with your D# and password (See "Signing into the eCollege System" if you have questions.). After a successful logon to eCollege, select the course that you wish to work with, then

1) =====================================
Click the **Gradebook** button and the following screen will appear (with student names as available)..
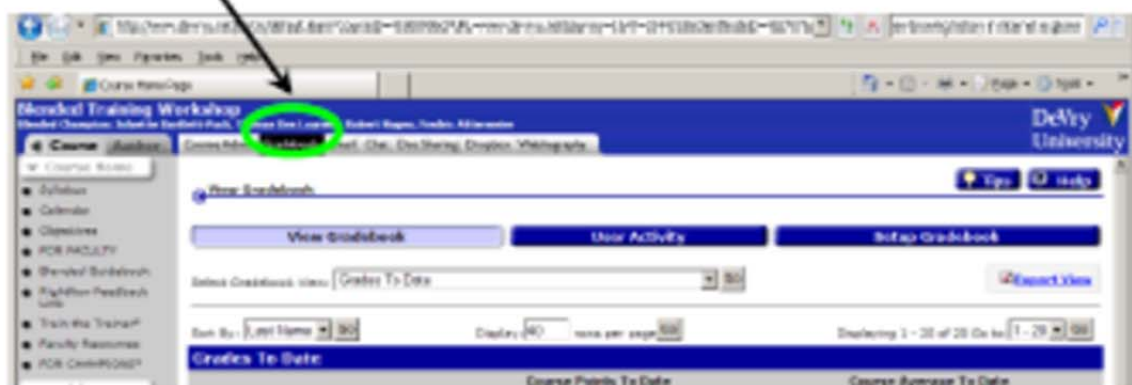
3) =====================================
Now click on the selection review arrow in the "Select Gradebook View" window.

Pick the line item that you wish to expand (we'll demonstrate with Module 1) and click it to highlight it. CLICK THE **GO** button.

eCollege How To Series:

Trick to Easier Data Entry in the Gradebook

4)   ==========================
And roughly, the following screen will appear. Note that there will be a list of names showing. Now to select the easier methodology, click on the item at the top of a column, such as "Discussion"

And the following type of screen will appear (names will be available).

5)   ==========================
Click on a name entry and the screen with the "Save and Next" box will appear on selected data types.

eCollege How To Series:

Creating a new item to be used in a course.

3)   ==================================

In the **Name:** box, key "**Week 4 Lab Results**", then click the **"Type:"** selection button to expand the list of entries, than scroll down and select **MS Word** ..

4)   ==================================

Now click the **Create** Button.,

and the

eCollege How To Series:

Creating a new item to be used in a course.

The page at http://www.devryu.net says:

⚠ The Content Item has been created.

OK

confirmation window will appear. Close this window, and the list will now include an item called "**Week 4 Lab Results**, as shown below.

5) ====================================

Congratulations, you have now created a new content item that may be used in your course.
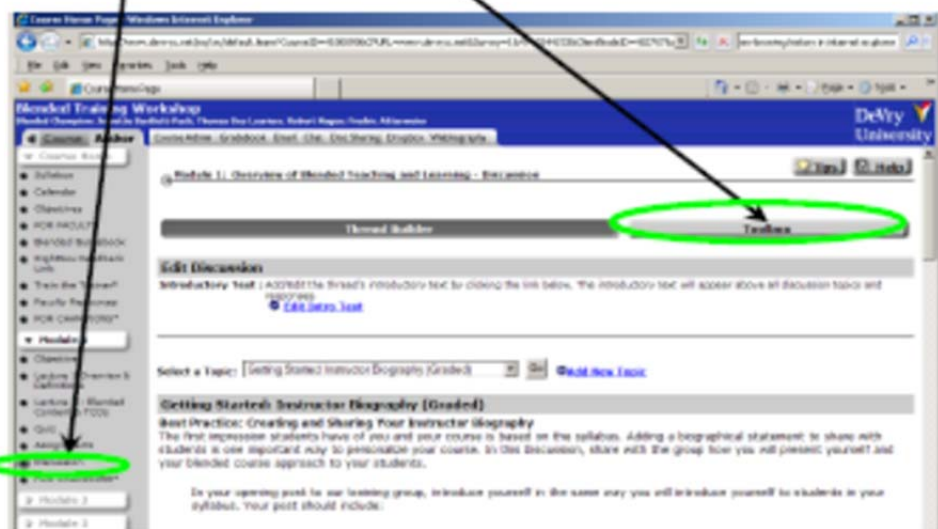
eCollege How To Series:

Changing Dates for an Item to be Available

In your browser of choice, go to http://www.devryu.net, then sign in with your D# and password (See "Signing into the eCollege System" if you have questions.). After a successful logon to eCollege, select the course that you wish to work with, then

1) ==============================

Click the **Author** button.

3) ==============================

Then click on the item whose date needs to be changed, in this case **Discussions** then click on the **Toolbox**

eCollege How To Series:

Changing Dates for an Item to be Available

4)   The following screen (or a similar one) will be displayed. Click on the **EDIT SCHEDULE** button

Changing Dates for an Item to be Available

5) =========================

Now, change the schedule to your desired values from the following screen, using the date entry boxes, for start date or end date

If you just need the item to have the same date as the module, then use the "use Module X start and end dates", as shown below.

, then click the "Save Changes" button. Your item should now have accurate viewing dates associated with it.

When an item is also in the gradebook, from this screen, you can set the date for gradebook review. This sets the first day that the students can see this item in their gradebook

eCollege How To Series:

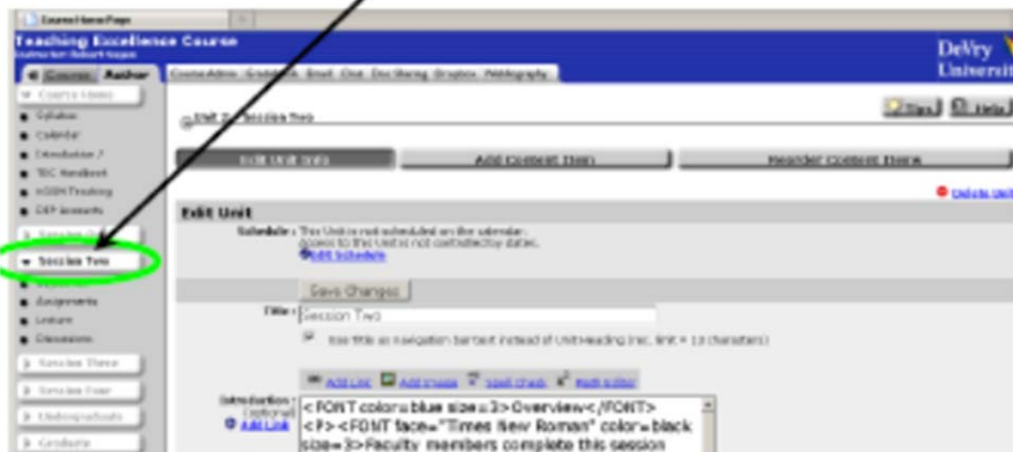## Adding an Existing Content Item to a Unit and Creating a Dropbox.

In your browser of choice, go to http://www.devryu.net, then sign in with your D# and password (See "Signing into the eCollege System" if you have questions.). After a successful logon to eCollege, select the course that you wish to work with, then

1) ===============================

Click the **Author** button.

2) ===============================

Select the Unit, in this case **Session Two**, to which you wish to add the item

eCollege How To Series:

Adding an Existing Content Item to a Unit and Creating a Dropbox.

3) ==

Now click the **Add Content Item** tab

This allows us to select either of two modes, a) add a new item to the existing items, or add an item to the unit currently selected, Session Two, at this point. In this unit, we are choosing to add an existing item to a unit..

eCollege How To Series:

Adding an Existing Content Item to a Unit and Creating a Dropbox.

5) ==========================

Now from the list of items shown in the picture above, select the **"Week 4 Lab Results"** item.

6) ==========================

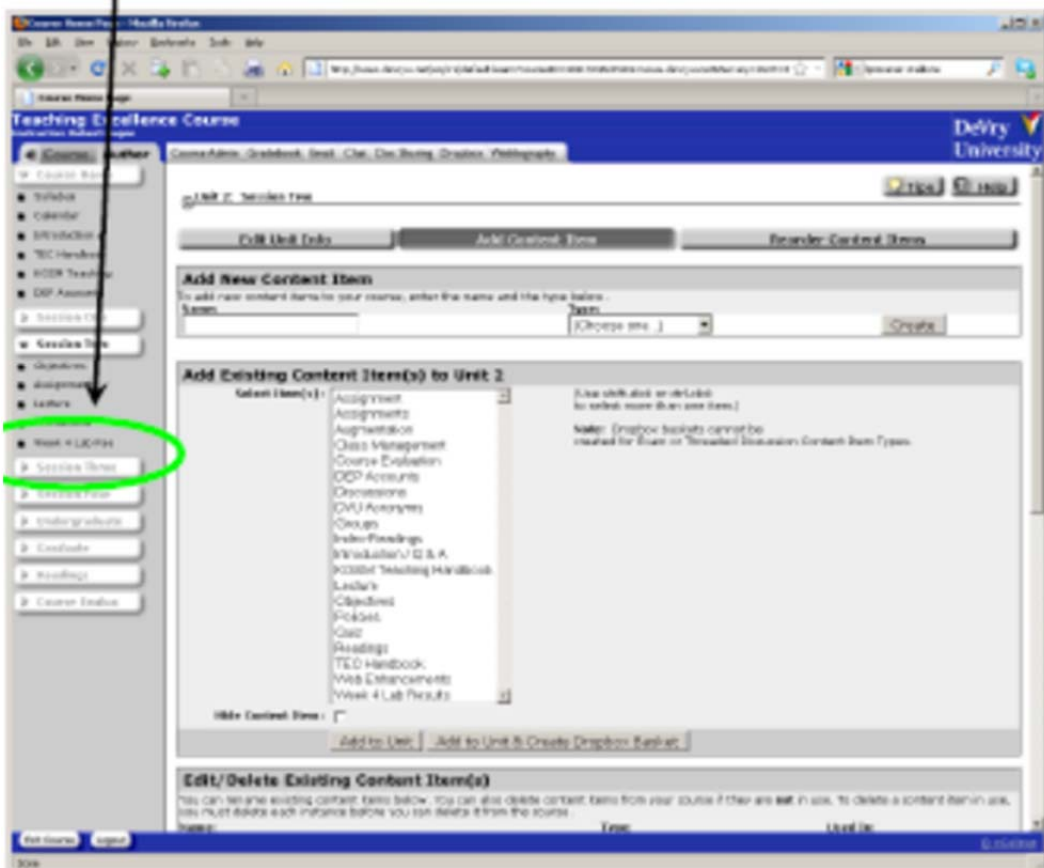Now click the **Add to Unit and Create a Drop Box** Button, and the

confirmation window will appear.

eCollege How To Series:

Adding an Existing Content Item to a Unit and Creating a Dropbox.

Close this window, and the Session Two list will now include an item called "Week 4 Lab Results", as shown below.

Congratulations, you have now added a content item to a Unit of your choice.

Shell Audit Checklist

Prior to Preview Week

☐	Student FAQ Document Posted in Announcements
☐	Course Welcome Posted in Announcements
☐	Gradebook is configured for 1,000 points
☐	Bio with Picture, Email, Phone #, Office Hours, Class Time and Location on Syllabus
☐	Attendance Policy in Announcements
☐	Late Assignment Policy in Announcements
☐	Split out 10 discussion points in gradebook as "Onsite Activity Points"

Ongoing

☐	Faculty responds to all student introductions individually in Week 1 with a personalized welcome note.
☐	Faculty is first to post to weekly discussions.
☐	Faculty posts a minimum of 5 times per week in each graded threaded topic.
☐	Faculty monitors Q & A and responds to students within 24 hours.
☐	Faculty grades discussions by Tuesday of the week that follows. All assignments/quizzes graded by Friday of the week that follows.
☐	Faculty includes substantive comments with all grades in grade book.
☐	Grades of Zero are assigned to any assignment not submitted by the due date. Faculty may update when assignment is submitted, depending on the instructor's late policy.
☐	All Weeks run from Sunday to the following Sunday except for Week 8 which is at the instructor's discretion.

A best practice is to email students each announcement, and include the date of the email in parentheses as part of the title in the shell. For example, "Welcome to COLL 148" (*emailed 10/31/12*)]

*No points can be given for participation in My Course Evaluation surveys at the end of course.

*Any curriculum changes to a course shell (i.e. adding tests or quizzes) must receive prior approval from the designated Associate Dean/DAA.