

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.)
devryu.net (eCollege)

713-973-3136
1-800-594-2402

amithani@devryu.edu
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.

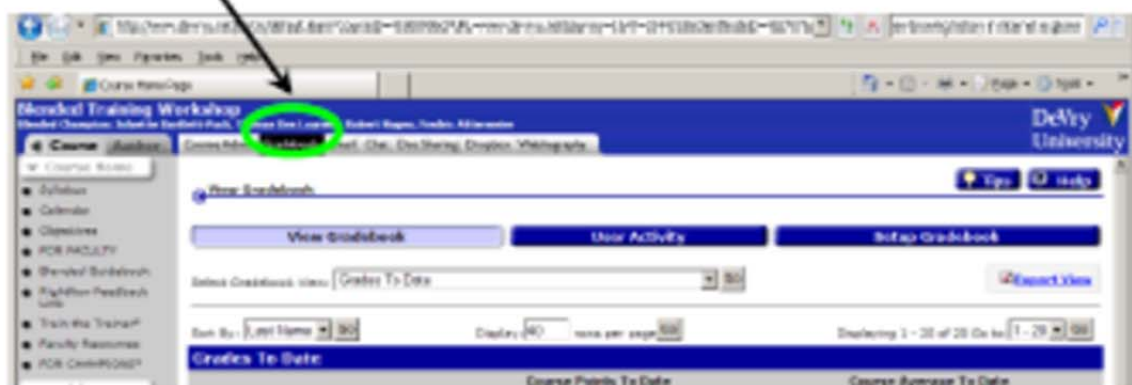
Note: Remember to Save and Return after any grade or comment made in a student's shell; check the show grades to student's box; and to choose "Show All" in the Gradebook to ensure that all grades are viewable and correct.

eCollege How To Series:

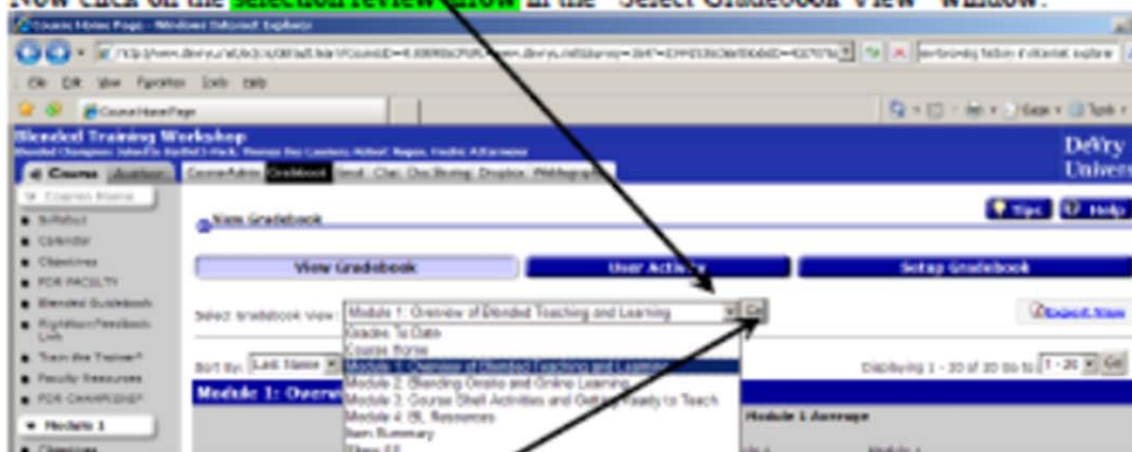
Trick to Easier Data Entry in the Gradebook

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"

The screenshot shows the 'View Gradebook' screen in the eCollege system. The page title is 'Brewster Training Working' and the course is 'Module 1: Overview of Blended Teaching and Learning'. The 'Discussion' column header is highlighted with a red box, and a red arrow points to it from the text above. The table below shows the following data:

	Assignment 30 pts	Discussion 40 pts	Quiz 40 pts	Module 1 Exam To Date	Module 1 Total Credits
	0/30	0/40	0/40	0 + 0 (0%)	0.0
	0/30	0/40	0/40	0 + 0 (0%)	0.0

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

The screenshot shows the 'Discussion' screen in the eCollege system. The page title is 'Brewster Training Working' and the course is 'Module 1: Overview of Blended Teaching and Learning'. The 'Discussion' column header is highlighted with a red box. The table below shows the following data:

	Assignment 30 pts	Discussion 40 pts	Quiz 40 pts	Module 1 Exam To Date	Module 1 Total Credits
	0/30	0/40	0/40	0 + 0 (0%)	0.0
	0/30	0/40	0/40	0 + 0 (0%)	0.0

- 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, then scroll down and select **MS Word** ..

The screenshot shows the 'Add New Content Item' form in the eCollege interface. The 'Name' field is populated with 'Week 4 Lab Results'. The 'Type' dropdown menu is expanded, and 'MS WORD' is selected. A 'Create' button is visible to the right of the dropdown. The interface also shows a sidebar with course management options and a top navigation bar for 'Teaching Excellence Course'.

4)

Now click the **Create** Button.,

This screenshot is identical to the previous one, but the 'Create' button is circled in green. A large black arrow points from the text 'Now click the Create Button.' to the circled button. The rest of the form and interface elements remain the same.

and the

eCollege How To Series:

Creating a new item to be used in a course.



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

5) _____

A screenshot of the eCollege course management interface. The page title is "Teaching Excellence Course". On the left is a navigation menu with options like "Course Home", "Collaboration", "Calendar", "Introduction /", "TSC Handbook", "K&S Testing", "PDF Resources", "Session One", "Session Two", "Session Three", "Session Four", "Webpage Info", "Gradebook", "Readings", and "Course Profile". The main content area has several buttons: "Add New Content Item", "Add Existing Content Item(s)", and "Add to Course Home". Below these buttons are two sections: "Add New Content Item" and "Add Existing Content Item(s) to Course Home". The "Add Existing Content Item(s) to Course Home" section features a list box titled "Select Item(s):" containing various content types. The item "Week 4 Lab Results" is selected and circled in green. An arrow from the "OK" button in the confirmation window above points to this circled item. Below the list box are buttons for "Add to Course Home" and "Add to Course Home & Create Dropbox Item(s)".

Congratulations, you have now created a new content item that may be used in your course.

eCollege How To Series:

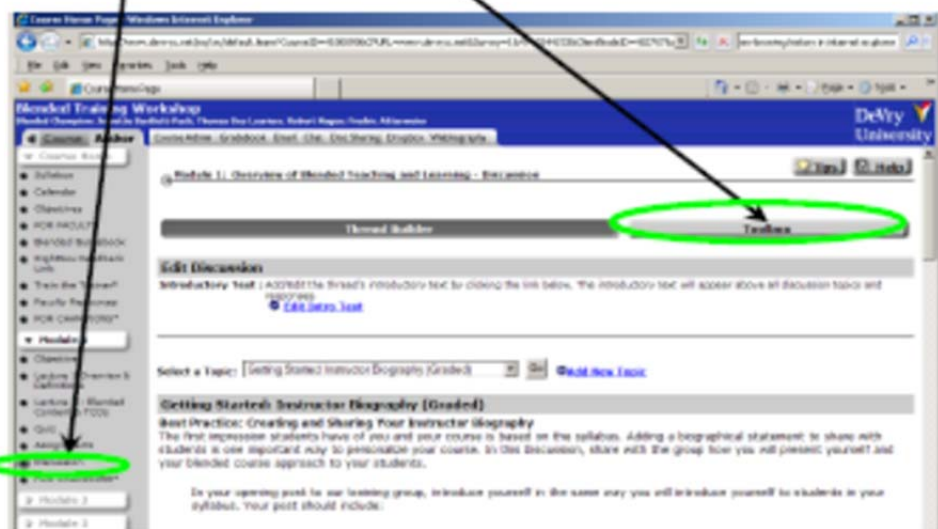
Changing Dates for an Item to be Available

In your browser of choice, go to <http://www.devyu.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 **Discussion** 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

The screenshot shows the 'Discussion Toolbox' configuration page for 'Module 1: Structure of Blended Teaching and Learning - Executive'. The 'EDIT SCHEDULE' button is circled in green. The page includes a 'Save Changes' button at the bottom.

Setting	Description
<input checked="" type="radio"/> EDIT SCHEDULE	This discussion is currently not being displayed on the calendar. Access to this Content Item is restricted by the module start and end dates.
<input type="checkbox"/> Lock Topics	Set all topics to read-only status after the scheduled end date.
<input checked="" type="checkbox"/> Hide Responses Before	Allow students to edit their threaded discussion responses after posting.
<input checked="" type="radio"/> Move Discussion	Move Discussion to another Module or renumber within the Module.
<input checked="" type="radio"/> Archive Discussion	Delete all content and completely remove Discussion from the Module.
<input type="checkbox"/> Hide Content Items	Hide Discussion from the student view and from the left navigation. The content item will only be hidden in the student view if the instructor is checked.

eCollege How To Series:

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.

Screenshot of the "Schedule Blended Learning Houston Summer A 2010 - Quiz" form. The form is titled "Schedule Blended Learning Houston Summer A 2010 - Quiz" and has "Save Changes" and "Cancel" buttons at the top. The form is divided into several sections:

- Scheduler settings:**
 - Use Module 1 start and end dates
 - Use dates below to schedule the item
 - Start Date: 5/8/2010
 - End Date: 5/31/2010
 - Restrict access before this date
 - Restrict access after this date
- Gradebook settings:**
 - Gradebook Review Date: 5/31/2010
 - Due Date: (optional)
- Schedule Access Times (optional):**
 - Schedule Student Access Time (optional)
 - Start Time: 12:00 AM (CST)
 - End Time: 12:00 AM (CST)
 - Note:** Access Times are valid for each day the exam is scheduled.
- Calendar display settings:**
 - Do not display on the calendar
 - Display on the calendar for the start and end date only
 - Display on the calendar for the duration of the item

At the bottom of the form are "Save Changes" and "Cancel" buttons.

, 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.

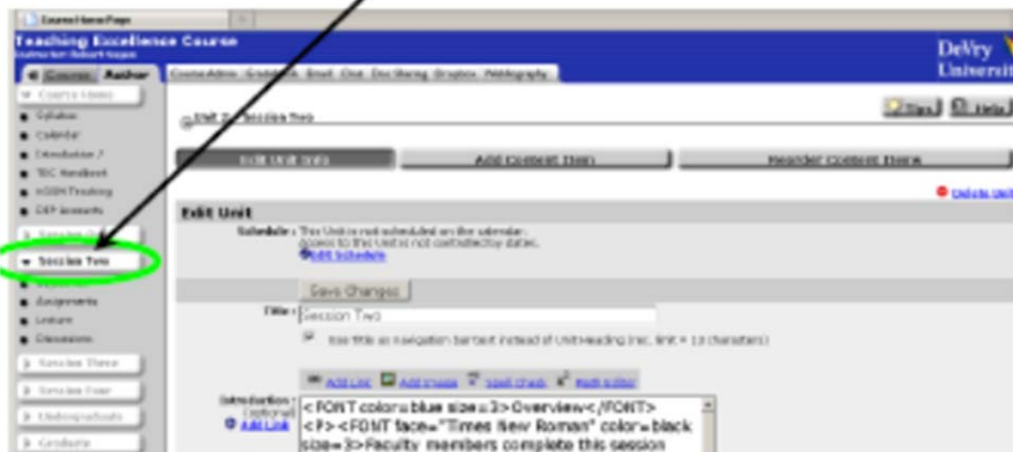
In your browser of choice, go to <http://www.devryu.net>, then sign in with your D# and password (See "Signing into the eCollege System" if you have questions.). After a successful logon to eCollege, select the course that you wish to work with, then

1) =====
Click the **Author** button.



The screenshot shows the 'Teaching Excellence Course' page in the eCollege system. The 'Author' button in the top navigation bar is highlighted with a green circle. Below the navigation bar, there are buttons for 'Edit Course Home', 'Add New Unit', 'Add Content Item', and 'File Manager'. The 'Add New Unit' button is highlighted with a green box. Below these buttons, there is a section for 'Add New Announcement' and a table with columns for 'Announcements', 'Submitter', 'Start Date', and 'End Date'.

2) =====
Select the Unit, in this case **Session Two**, to which you wish to add the item



The screenshot shows the 'Teaching Excellence Course' page in the eCollege system. The 'Session Two' unit in the left-hand navigation menu is highlighted with a green circle. Below the navigation bar, there are buttons for 'Edit Unit Info', 'Add Content Item', and 'Manage Content Item'. The 'Add Content Item' button is highlighted with a green box. Below these buttons, there is a section for 'Add New Announcement' and a table with columns for 'Announcements', 'Submitter', 'Start Date', and 'End Date'. The 'Add New Announcement' button is highlighted with a green box.

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..

The screenshot displays the 'Teaching Excellence Course' interface. On the left is a navigation menu with options like 'Course Home', 'Edit Unit', 'Add Content Item', and 'Session Two'. The main content area shows the 'Unit 2: Session Two' page. At the top of this page are three tabs: 'Edit Unit Item', 'Add Content Item', and 'Reorder Content Items'. The 'Add Content Item' tab is highlighted with a green circle, and an arrow points to it from the text above. Below the tabs, there are two sections: 'Add New Content Item' and 'Add Existing Content Item(s) to Unit 2'. The 'Add Existing Content Item(s) to Unit 2' section contains a list of content types such as Assignments, Assessments, and Discussions. At the bottom of the page, there are buttons for 'Add to Unit' and 'Add to Unit & Create Dropbox Basket'.

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.

The screenshot shows the 'Add Existing Content Item(s) to Unit 2' interface. On the left, a list of content items is displayed, with 'Week 4 Lab Results' selected and highlighted by a green circle. A green box highlights the 'Week 4 Lab Results' item in the list. At the bottom of the interface, the 'Add to Unit & Create Dropbox Button' is also highlighted with a green circle. A black arrow points from the 'Week 4 Lab Results' item to the 'Add to Unit & Create Dropbox Button'.

6) -----

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

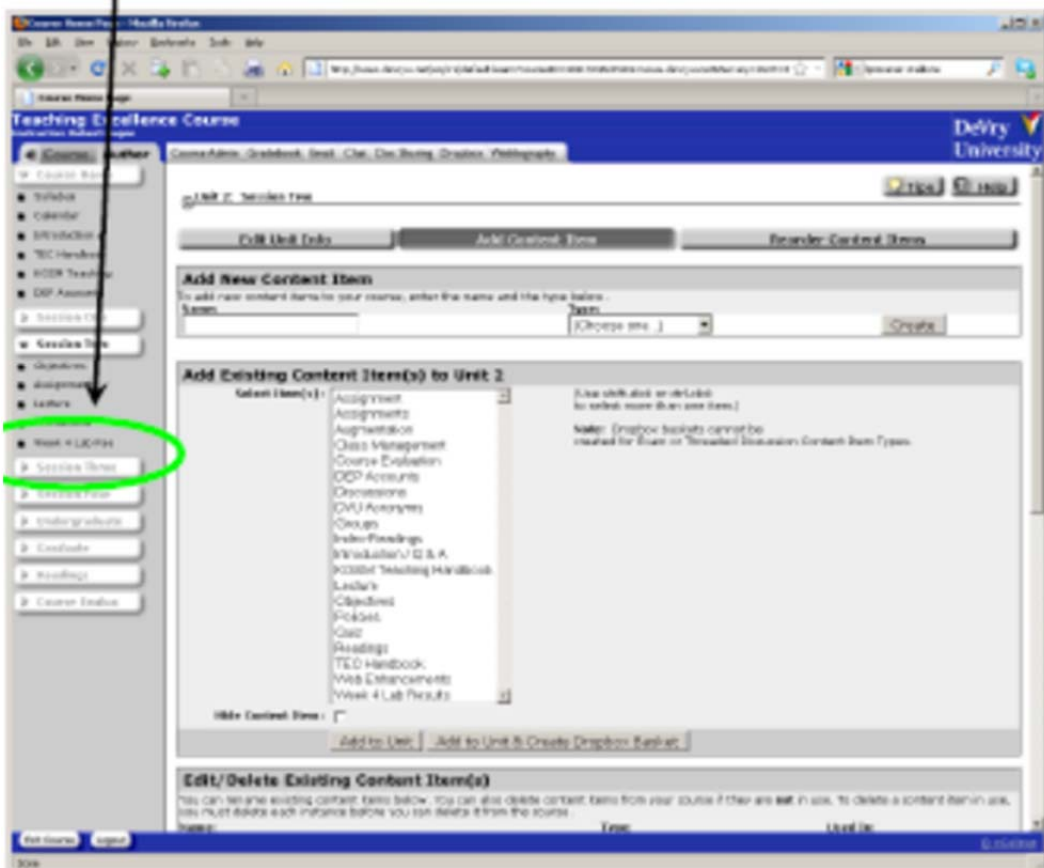


confirmation window will appear.

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

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

Ongoing

<input type="checkbox"/>	Faculty responds to all student introductions individually in Week 1 with a personalized welcome note.
<input type="checkbox"/>	Faculty is first to post to weekly discussions.
<input type="checkbox"/>	Faculty posts a minimum of 5 times per week in each graded threaded topic.
<input type="checkbox"/>	Faculty monitors Q & A and responds to students within 24 hours.
<input type="checkbox"/>	Faculty grades discussions by Tuesday of the week that follows. All assignments/quizzes graded by Friday of the week that follows.
<input type="checkbox"/>	Faculty includes substantive comments with all grades in grade book.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.*