# Table of Contents

My Home........................................................................................................... 3  
Minibar ............................................................................................................... 4  
News Tool ......................................................................................................... 5  
    Add a News Item .......................................................................................... 5  
Calendar ........................................................................................................... 6  
    Creating events in Calendar ....................................................................... 6  
My Courses ....................................................................................................... 7  
Course Content ................................................................................................ 8  
    Create a Module .......................................................................................... 8  
    Create a Topic ............................................................................................. 8  
Discussions ...................................................................................................... 9  
    Create a Forum ........................................................................................... 9  
Dropbox ............................................................................................................ 10  
    Creating a Dropbox Folder ....................................................................... 10  
Quizzes ............................................................................................................. 11  
    Create a Quiz .............................................................................................. 11  
Grades Tool ..................................................................................................... 12  
    Create a New Grade Item or Category ...................................................... 12  
    Enter Grade for an Item .......................................................................... 13  
    Enter a Grade for a Student ..................................................................... 14  
Service Desk Request ..................................................................................... 16  
    Submitting a Ticket .................................................................................. 16  
    Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays) .......................................................... 16  
Important Links .............................................................................................. 16
General Information

Purpose
The Center for Teaching and Learning welcomes you to our orientation for eCourseware. This guide will instruct in how to use eCourseware

Audience
Faculty and staff using eCourseware.
eCourseware Essentials

My Home

1. Go to any page on the UofM Website and click on the lower left-hand corner of the page, click on the word eCourseware.

2. Using your UofM sign in with your A) uuid and B) password.

3. Authenticate Using Duo.

When you log into eCourseware you will be taken to your My Home page Each user can have a customized Homepage based on individual settings and class assignments.

Course Home is the first page you see when you navigate to a course. Similar to My Home, it also contains widgets, tool links on the navigation bar, and resources that enable you to access your personal information, account settings, and course specific content.
Minibar

The minibar is located at the top of your screen. The minibar is your main navigation tool to courses and personal settings in eCourseware.

The minibar is comprised of three major sections: The Course Selection dropdown menu, the Alerts panel, and your account dropdown menu. The minibar is also not course specific.
News Tool

The News tool enables you to create news items that help communicate course updates, changes, and new information to your users quickly and effectively. Since My Home or Course Home is the first page that users often see when they log in or access their courses, the News widget is a good area for displaying important information.

Add a News Item
1. Click the downward-facing arrow to right of the News Widget title, select New News Item.
2. Add a Headline for your News Post.
3. Add Content to your post. You can also use the HTML editor to add backgrounds, images, etc.
4. Set the Availability by setting a Start and End Date.
5. Add Attachment. You can attach images here to have them show up in the News Post.
6. Add a Release Condition if you would like the News Post to show up after some other condition is met you can set a Release Condition.
7. Click Publish to post immediately, click Save as Draft to publish later.
Calendar

Use the Calendar tool to arrange and visualize course events in multiple views and enable integration of course content and your Calendar. The dates and events that appear on the Course Calendar are visible to all students registered in the course. You can use iCal to synchronize the Calendar tool to your personal calendars (such as Outlook and Google Calendar, as well as iPhone, Android, and Blackberry).

Creating events in Calendar
1. Using the calendar menu, select the course you want to create the event.

2. Click Create Event in the calendar content area.

3. Enter a Title for the Event, optional Description, and Location.

4. Click Add Content on the Create Event page to associate course content with the event. Select the radio button of the content you want to add to the event and click Add.

5. Click Create.
My Courses

The **My Courses Widget** is where you will be able to enter your courses in D2L. This widget obtains its information from Banner and any courses assigned to you using this system will appear here. Courses are listed by Semesters.

If you are enrolled in courses by different roles, such as **Faculty and Student**, your courses may be listed under separate tabs at the top of the widget. Just select the course by clicking its name to enter it.
Course Content

The **Content** area contains the bulk of your material to be presented to your class. You may divide the content into **Modules and Topics**.

Links to documents such as Word, Excel, PowerPoint, movie or audio files, and other course tools can be placed within the Content area.

Tools such as Video Note and the Ensemble Video integration can be used here as well.

Create a Module
1. Click the **Table of Contents** link in the Table of Contents panel.
2. On the Table of Contents page, enter your new module title in the **Add a module**... field, which is below the Table of Contents title and any existing modules.
3. Press **Enter** or click outside the field to add the module.

Create a Topic
1. Click on the module you want to create a new topic for from the Table of Contents panel.
2. Select the **New** button and from the **drop-down menu** select **Upload Files**.
3. Browse to find the file(s) on your computer. Double click the file’s name to select it.
4. Click **Add**.
Discussions

Discussions is a great tool to both online and on-ground classes. Before your students can post to a discussion you must first create both a Forum and a Topic. Forums act as categories and Topics act as Prompts. Students cannot post to a Forum; they can only post to a topic within a Forum.

Create a Forum
1. Navigate to the Discussions Tool, choose Discussions from the drop-down communication menu.
2. Click New, and then select New Forum from the drop-down menu.
3. Enter a title (required).
4. Enter a description (optional).
5. Click Save and Close at the bottom of the page.
Dropbox

Dropbox is a great location for students to send in their assignments.

Creating a Dropbox Folder

1. Click the Dropbox link from the assessments drop-down menu in navigation bar.
2. Click on the New Folder button.
3. Complete the form (create a Grade Item if desired).
4. Set due date/time on the Restrictions tab.
5. To check for plagiarism, make sure the Originality Check option is enabled under the Turnitin® tab.
6. Click Save.
Quizzes

Create a Quiz

1. Click on the Quizzes from the drop-down menu link in the navigation bar.
2. Click the New Quiz button.
3. Enter a name on the Properties tab.
4. Visit the Restrictions tab to set dates of availability and time limits.
5. Associate a quiz with a Grade item on the Assessment tab.
6. Check the Auto Export to Grades and Automatic Grade options if desired.
7. Set the number of attempts allowed.
8. Setup student view of results on the Submission Views.
Grades Tool

Create a New Grade Item or Category

1. Choose **New** from the drop-down menu.
2. Choose either **Item** or **Category**.
3. Name the item/category and make property selections.
4. Click **Save**.
Enter Grade for an Item

1. Access the **Enter Grades** page.
2. Select the drop-down arrow next to a grade item and choose the **Grade All** option.
3. Enter points for each student and click **Save**.
Enter a Grade for a Student

1. Access the Enter Grades page.
2. Click on a student’s name.
3. Enter grades for each item for the student.

4. Click Save.
Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Center for Teaching and Learning (CTL) Website
- Search our Training and Documentation