

# eCourseware Essentials

## Center for Teaching and Learning (CTL)

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# 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

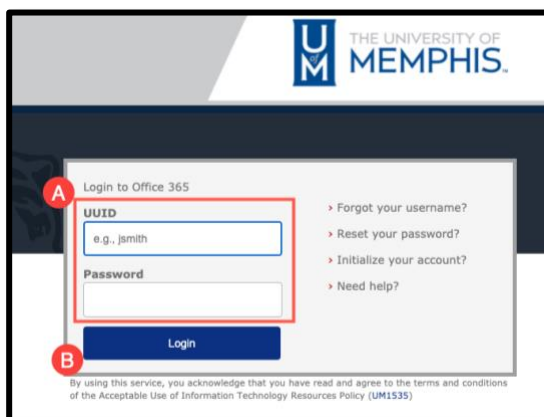
## My Home

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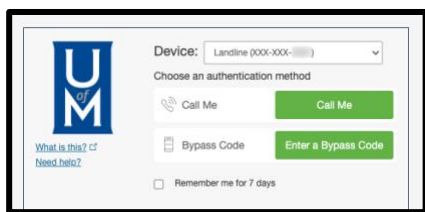
1. Go to any page on the UofM Website and click on the lower left-hand corner of the page, click on the word **eCourseware**.



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

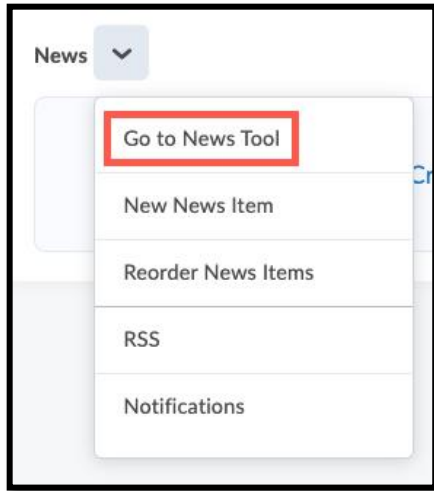
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The **minibar** is located at the top of your screen. The **minibar** is your main navigation tool to courses and personal settings in eCourseware.

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

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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.

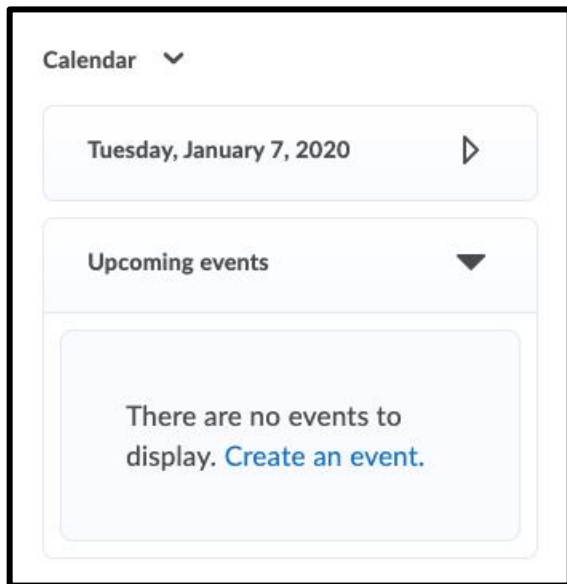
## Calendar

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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.



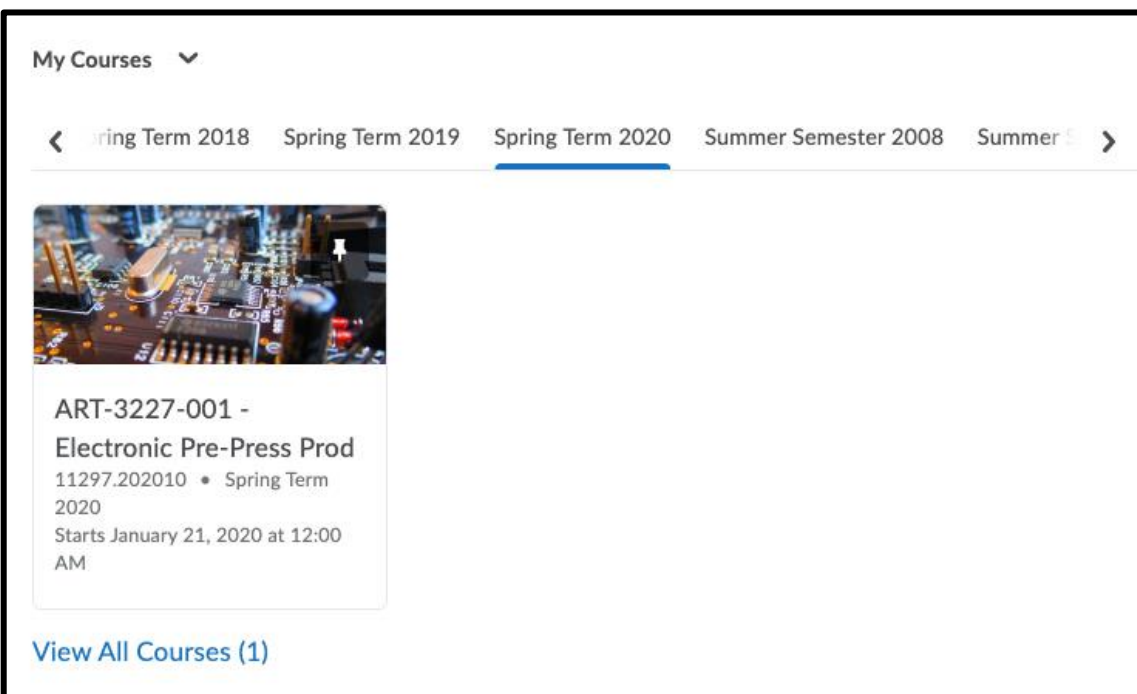
2. Click **Create Event** in the calendar content area.
3. Enter a **Title for the Event**, optional Description, and Location.
4. Click **Add Content** on the Create Event page to associate course content with the event. Select the radio button of the content you want to add to the event and click Add.
5. Click **Create**.

## My Courses

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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.





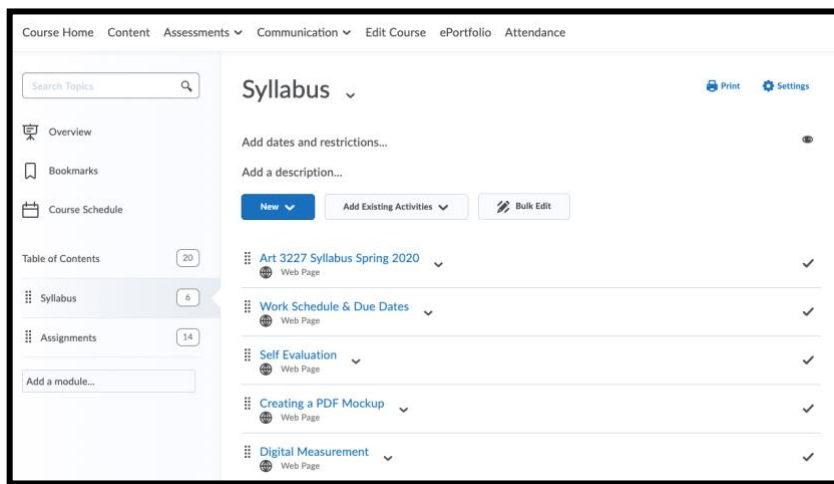
## Course Content

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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

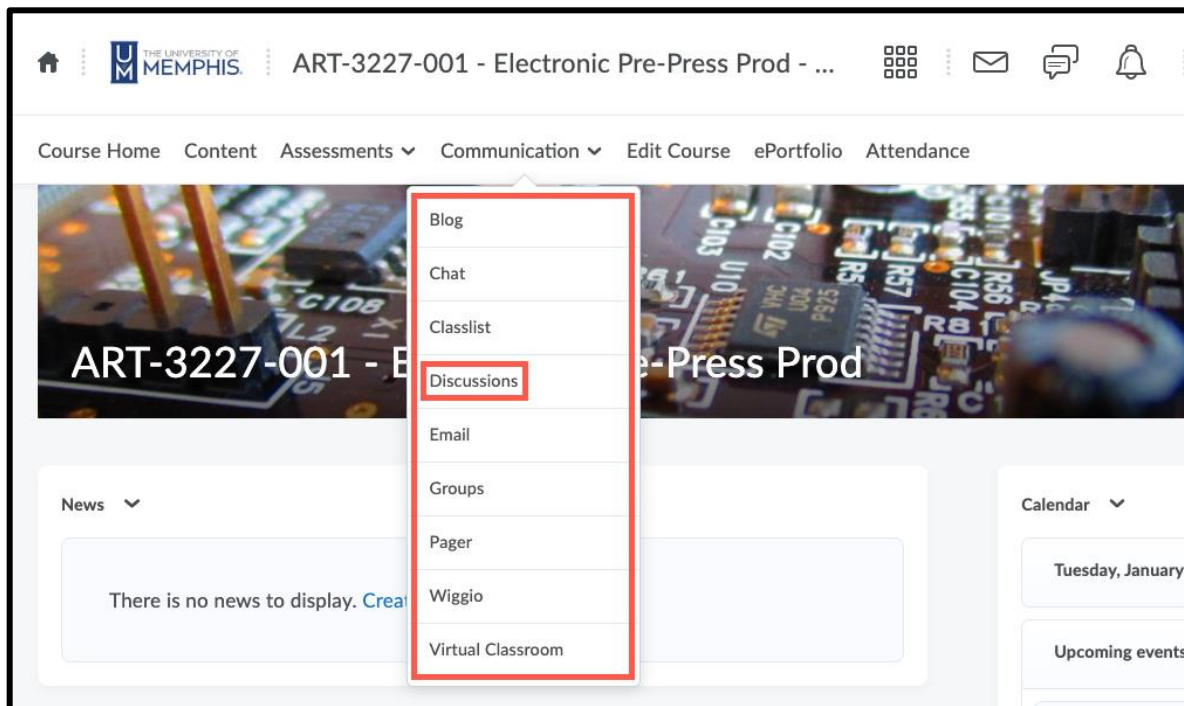
1. Click the **Table of Contents** link in the Table of Contents panel.
2. On the Table of Contents page, enter your new module title in the **Add a module...** field, which is below the Table of Contents title and any existing modules.
3. Press **Enter** or click outside the field to add the module.

### 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

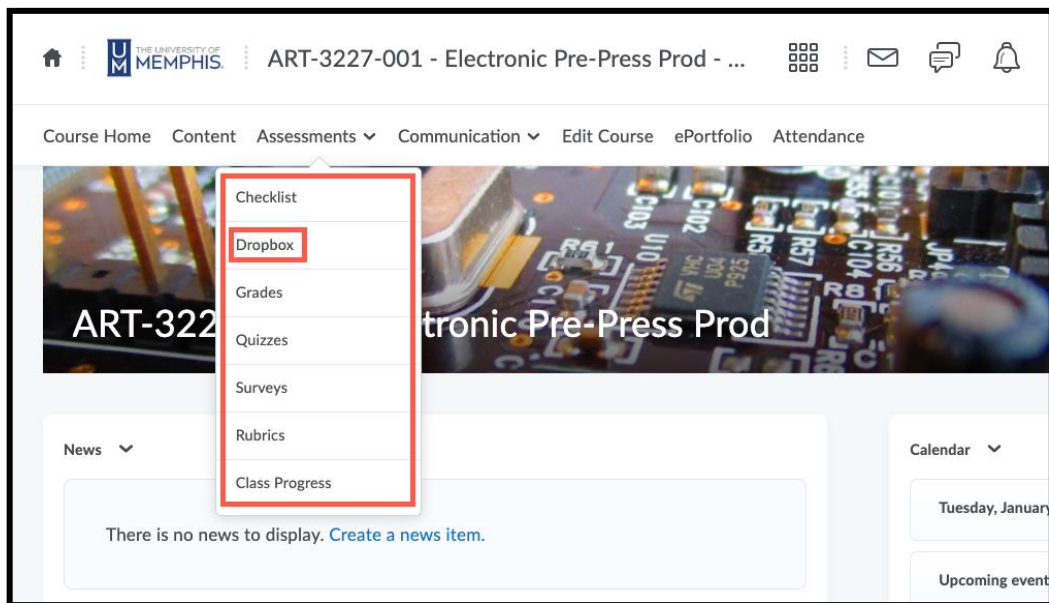
1. Navigate to the Discussions Tool, choose Discussions from the drop-down communication menu.
2. Click **New**, and then select **New Forum** from the drop-down menu.
3. Enter a **title** (required).
4. Enter a **description** (optional).
5. Click **Save and Close** at the bottom of the page.

## Dropbox

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

### Creating a Dropbox Folder

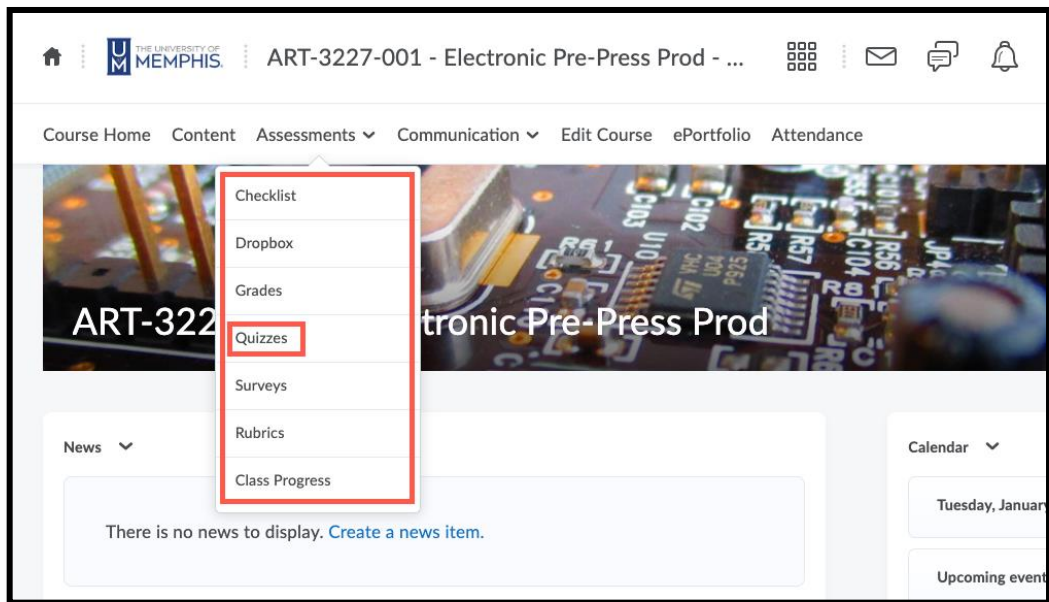


1. Click the **Dropbox** link from the assessments drop-down menu in navigation bar.
2. Click on the **New Folder** button.
3. Complete the form (create a Grade Item if desired).
4. Set **due date/time** on the **Restrictions** tab.
5. To check for plagiarism, make sure the **Originality Check** option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

## Quizzes

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### Create a Quiz

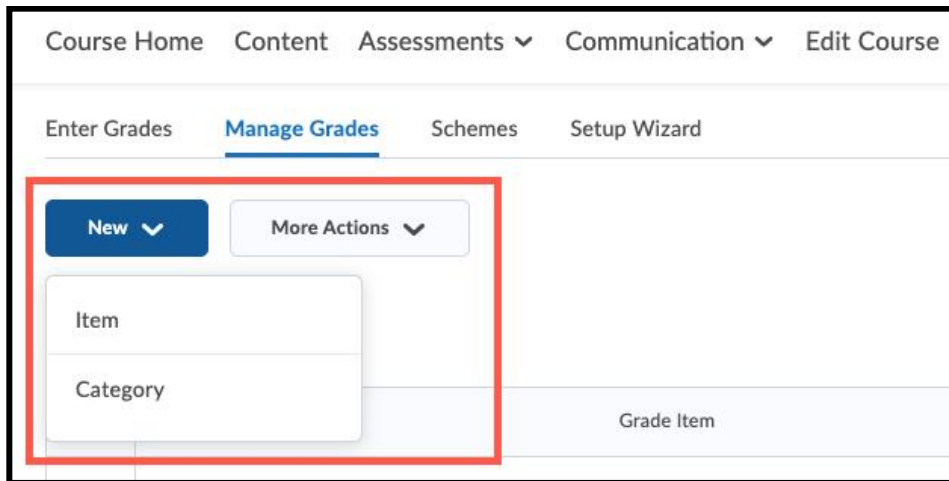


1. Click on the **Quizzes** from the drop-down menu link in the navigation bar.
2. Click the **New Quiz** button.
3. Enter a name on the **Properties** tab.
4. Visit the **Restrictions** tab to set dates of availability and time limits
5. Associate a quiz with a **Grade** item on the **Assessment** tab.
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

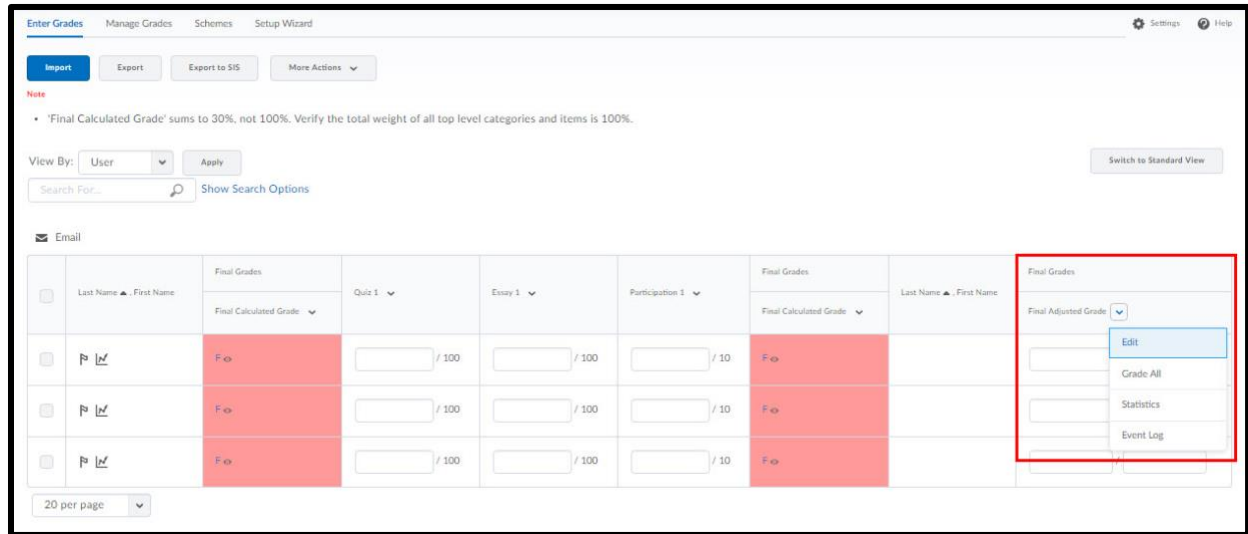
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### Create a New Grade Item or Category



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



Enter Grades | Manage Grades | Schemes | Setup Wizard

Import | Export | Export to SIS | More Actions

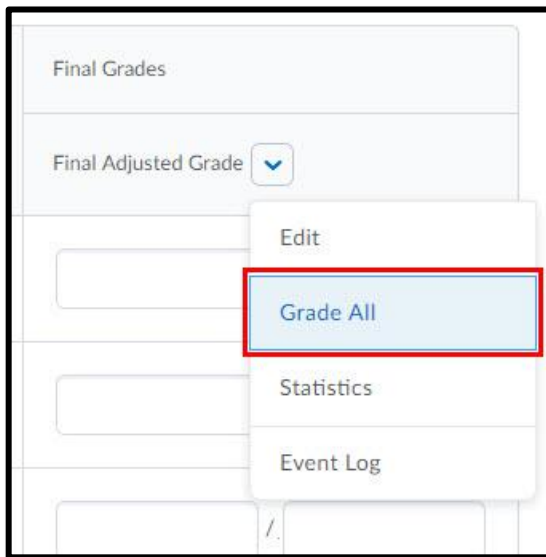
Note: • 'Final Calculated Grade' sums to 30%, not 100%. Verify the total weight of all top level categories and items is 100%.

View By: User | Apply | Search For... | Show Search Options | Switch to Standard View

	Last Name - First Name	Final Grades	Quiz 1	Essay 1	Participation 1	Final Grades	Last Name - First Name
		Final Calculated Grade				Final Calculated Grade	
	P. [Name]	F	/ 100	/ 100	/ 10	F	
	P. [Name]	F	/ 100	/ 100	/ 10	F	
	P. [Name]	F	/ 100	/ 100	/ 10	F	

20 per page

1. Access the **Enter Grades** page.
2. Select the drop-down arrow next to a grade item and choose the **Grade All** option.



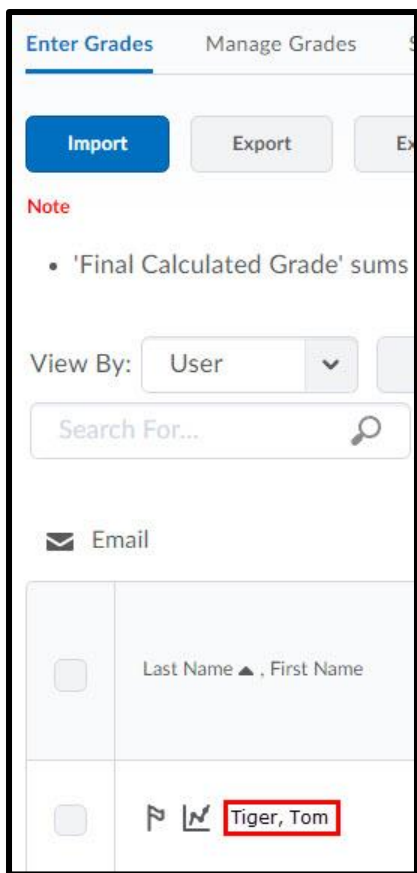
Final Grades

Final Adjusted Grade

- Edit
- Grade All**
- Statistics
- Event Log

3. Enter points for each student and click **Save**.

## Enter a Grade for a Student



Enter Grades Manage Grades

Import Export



Note

- 'Final Calculated Grade' sums

View By: User

Search For...

Email

<input type="checkbox"/>	Last Name ▲, First Name
<input type="checkbox"/>	  Tiger, Tom

1. Access the **Enter Grades** page.
2. Click on a **student's name**.



3. Enter grades for each item for the student.

Tom Tiger

< >

User Details

Name

  Tiger, Tom

Org Defined ID

U00000001


Email

ttiger1

Username

ttiger1

Final Grade

 [Show Comments](#)



Final Calculated Grade

28 / 30

Release

☒ Release Final Calculated Grade

Final Adjusted Grade

/   

Grade Items

Quiz 1

Grade

Save and Close

Save

Cancel

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

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### 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](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

## Important Links

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