

Faculty Orientation

Center for Teaching and Learning (CTL)

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Purpose

The Center for Teaching and Learning welcomes you to our faculty orientation in eCourseware. This guide will highlight the appropriate and safe use of the learning management system.

Audience

The faculty role in eCourseware is user account with its own username and password for logging into <https://elearn.memphis.edu>.

Learning Outcomes

On completion of this course, you will be able to:

- Successfully log in and Out of eCourseware
- Accessing Your Course
- Navigate within the Course
- Select a grading system
- Set up grade book
- Create content
- Locate help resources

Introduction

eCourseware is the suite of technologies that supports the eLearning culture at the University of Memphis. The foundation for eCourseware is Desire2Learn (D2L), which is the official Learning Management System (LMS) for the University of Memphis.

eCourseware (Desire2Learn/D2L)

The Desire2Learn Learning Management System (LMS) is the foundation of the eCourseware platform. University of Memphis banner courses receive a D2L course shell for faculty to use.

Features of D2L include:

- Post course materials for student's online (syllabi, presentations, web resources and more.)
- Secure on-line quizzes and exams
- Student grades in a secure accessible environment
- Integrations with other resources such as Turnitin.com and Ensemble.
- Access from mobile devices such as smart phones and tablets.

D2L Course Tools

Content - The content area is used to organize course materials, such as the syllabus, lecture notes, readings, etc. It helps direct the flow of the course.

Dropbox - The dropbox enables users the ability to submit assignments through the Learning Environment, eliminating the need to print, mail, fax, or email assignments.

Discussions - The discussions provide a collaborative environment where you can post, read, and reply to messages on different topics, share thoughts about course materials, ask questions, share files, etc.

Quizzes - Quizzes provide instructors with the ability to deliver online exams or quizzes, and optionally allow students to review quiz results and see class statistics for a quiz.

Rubrics - Grading rubrics are an assessment tool that can be linked directly to dropbox folders or grade items to evaluate students based on a predefined set of criteria.

Classlist - The classlist allows users to see who's enrolled in your course, check who's online and to send emails and pages.

Email - The email tool provides the users with a communication tool that allows them to send email from within Learning Environment. You can also organize received mail using folders and store email addresses using the Address Book.

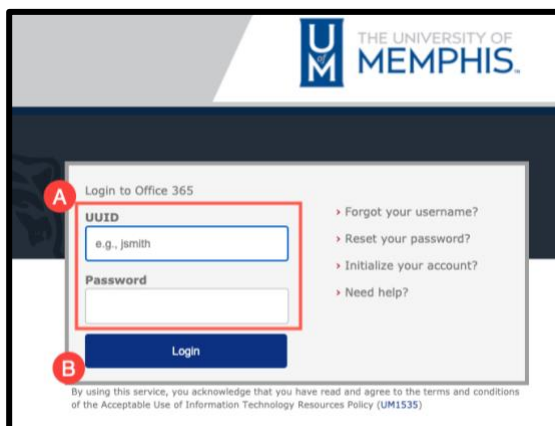
Logging In and Out

To access eCourseware, use your University of Memphis Universal User Identification (UUID) and password. The UUID and password required to enter eCourseware are the same as those used to login to your University e-mail and other University computer resources. *Note: eCourseware has a time-out of thirty minutes. After thirty minutes of inactivity the eCourseware will log you out. This is a security feature.*

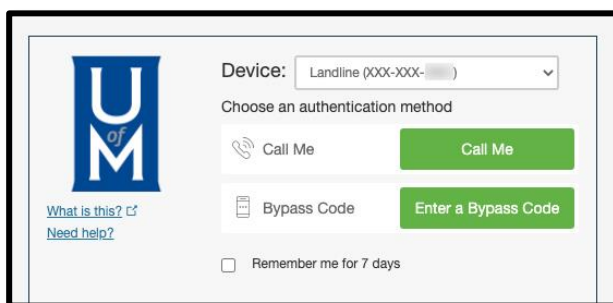
1. Go to any page on the UofM Website and click on the lower left-hand corner of the page, click on the word **eCourseware**.



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

A screenshot of the 'Login to Office 365' page. At the top is the University of Memphis logo. Below it is a login form with two input fields: 'UUID' (containing 'e.g., jsmith') and 'Password'. A red box labeled 'A' encompasses both fields. Below the fields is a blue 'Login' button labeled 'B'. To the right of the fields are links: 'Forgot your username?', 'Reset your password?', 'Initialize your account?', and 'Need help?'. At the bottom, there is a small disclaimer: 'By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)'.

3. Authenticate Using Duo.

A screenshot of the Duo authentication page. On the left is the University of Memphis logo with links 'What is this?' and 'Need help?'. On the right, there is a 'Device:' dropdown menu set to 'Landline (XXX-XXX-)'. Below this is the heading 'Choose an authentication method'. There are two options: 'Call Me' with a green 'Call Me' button, and 'Bypass Code' with a green 'Enter a Bypass Code' button. At the bottom, there is a checkbox labeled 'Remember me for 7 days'.

Note: The myMemphis Portal UUID and password are case sensitive. If you have trouble, contact your local technical support provider or you may visit the self-service portal at iam.memphis.edu

Assessing Your Course


Your courses are listed in the **My Courses** widget in My Home. Simply click the name of the course you want to access it.



If you have different roles in different courses, the courses are listed in separate tabs or a Dropdown menu by roles.

- Select the role Tab or Menu
- Click Apply

All the courses under that role will display.

- Click the course name to access the course.
- Click **My Home** link  on the course Navigation Bar (navbar) to go back.

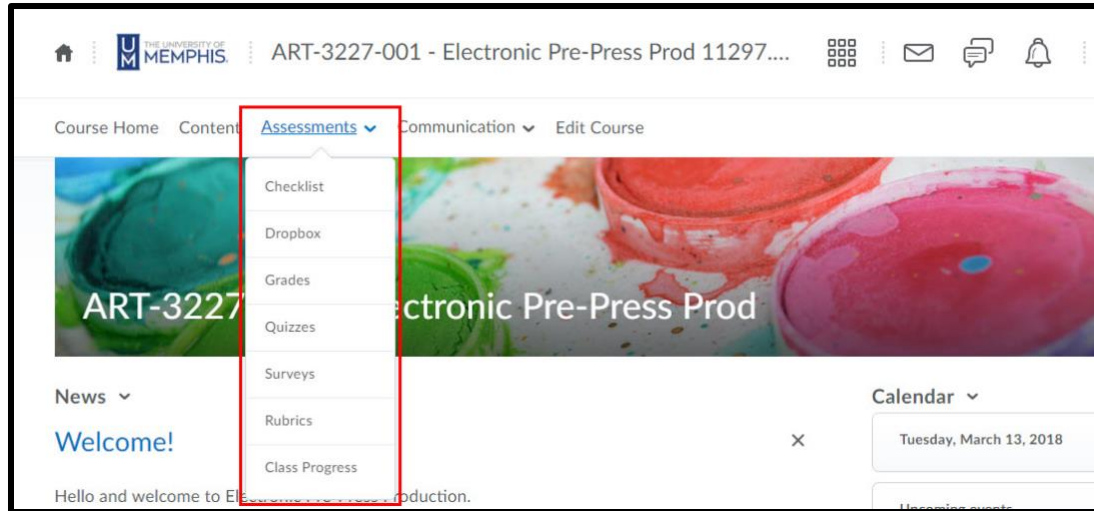
Each course has the same Navigation Bar providing links to the tools and resources available inside the course.

If you are enrolled in more than 25 courses, your **My Courses** widget might display a **Search For** box, and a list of the 10 most recently accessed courses.

If you also have multiple roles, the search box is accompanied by the role tabs or menu. Use this to select search results for specific roles.

Navigating within the Course

The primary navigation tool for a course is the dropdown menu, which is always located at the top of the screen and displays links to the tools available in your course.



Within each tool there are tool menus to navigate to different sections or pages, plus tabs to switch between sections within a page. Icons are used to initiate tasks and actions.

Organization of Content

Course Overview

When users access a course's Content tool for the first time, the first page they land on is the **Overview**. Use the Overview page to orient users to the course, content materials, and course expectations. You can insert course overview information using the HTML Editor beneath the Overview title, and you can add a file attachment by dragging a file from your computer onto the upload target, or by clicking **Add an attachment** from the Overview context menu.

*Note: If you decide not to add anything to the Overview, the **Overview** link and page is hidden from student view.*

Bookmarks

Topics you bookmark, appear in a list on the Bookmarks page. Click the **Add Bookmark** icon while viewing a topic to add it to your bookmarks list. The number beside the **Bookmarks** link indicates how many bookmarks you have.

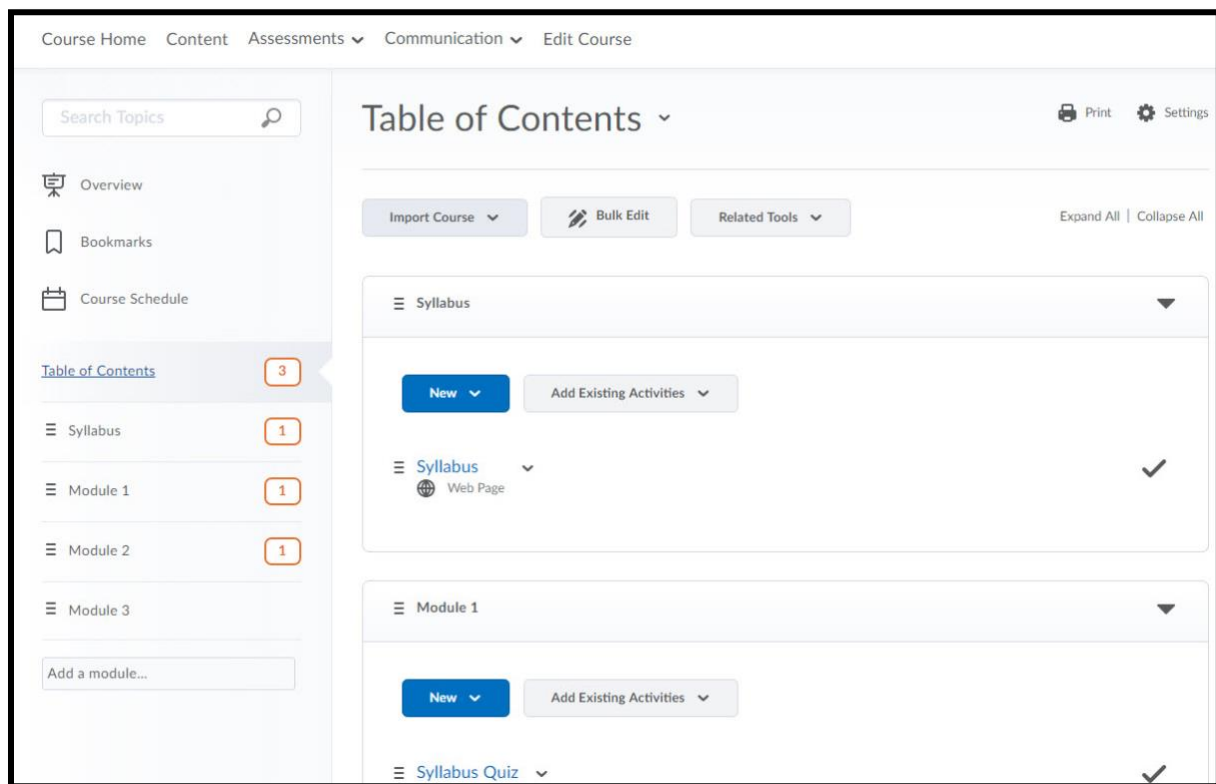
Upcoming Events

The Upcoming Events page lists course material due dates, start dates, end dates, and other course events for the next seven days. If you set availability dates or a due date for a course object, it appears in the Upcoming Events page and the Agenda view in the Calendar tool.

The dates listed on this page are not exclusive to Content topics; upcoming events include all events within the course from the Calendar tool. Click **Course Schedule** to view all past, current, and future course events. The number beside the **Upcoming Events** link indicates how many upcoming events you have.

Table of Contents

The Table of Contents panel lists all modules available in your course. Click on a listed module to view and manage its details, topics, and sub-modules. You can also stay on the Table of Contents page to view and manage all modules and topics. Click on the **Table of Contents** link to access the Table of Contents page. This page enables you to view and manage all modules and topics. You can add new topics to existing modules by dragging and dropping files from your computer onto upload targets on the Table of Contents page, and you can also rearrange course materials by dragging and dropping topics between modules. See [Managing course content using drag and drop](#) for more information.



The number beside each module name in the Table of Contents panel listing indicates the number of topics you have set completion tracking for. The number beside the **Table of Contents** link indicates the total number of topics you have set completion tracking for. Use the number totals to determine the task load being put on students per module.

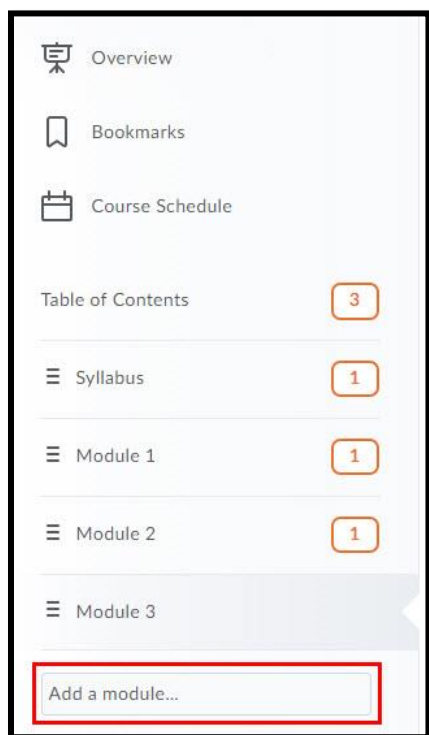
Creating Modules and Sub Modules

You must create a module before you can add topics. You can create sub-modules (modules within existing modules) to establish a deeper hierarchy.

If you want to keep your course content hidden while you are building it, set the status of your modules and/or topics as **Draft**.

Create a new module

1. Click the **Table of Contents** link in the Table of Contents panel.

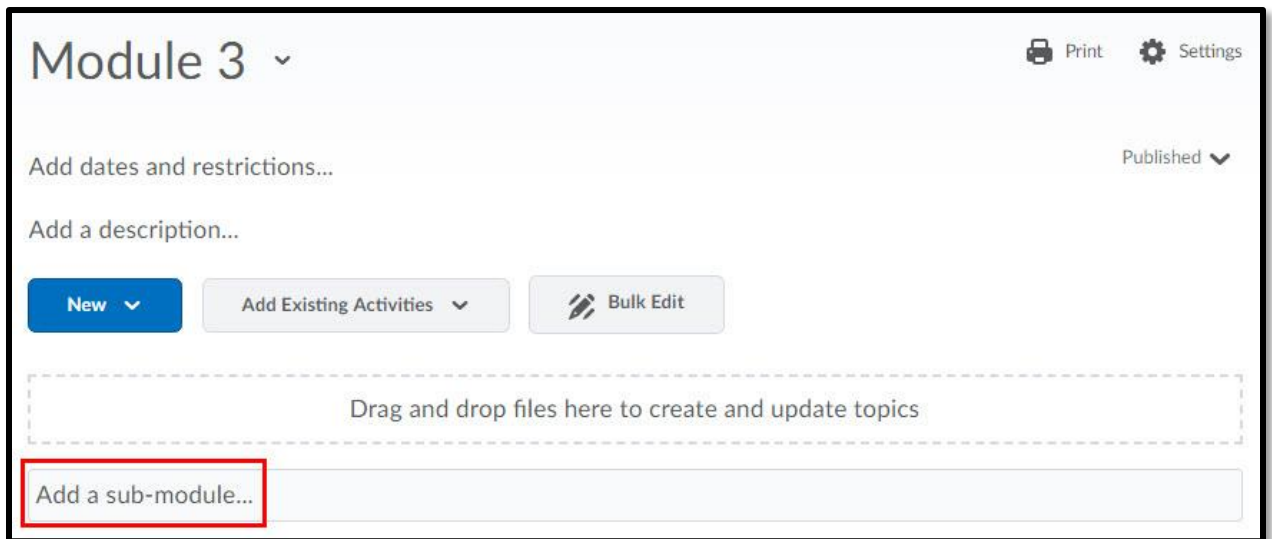


2. On the Table of Contents page, enter your new module title in the **Add a module...** field, which is below the Table of Contents title and any existing modules.

3. Press **Enter** or click outside the field to add the module.

Create a new sub-module

1. Click on the module you want to add a sub-module to from the Table of Contents panel.
2. Enter your new sub-module title in the **Add a sub-module...** field.
3. Press **Enter** or click outside the field to add the sub-module.

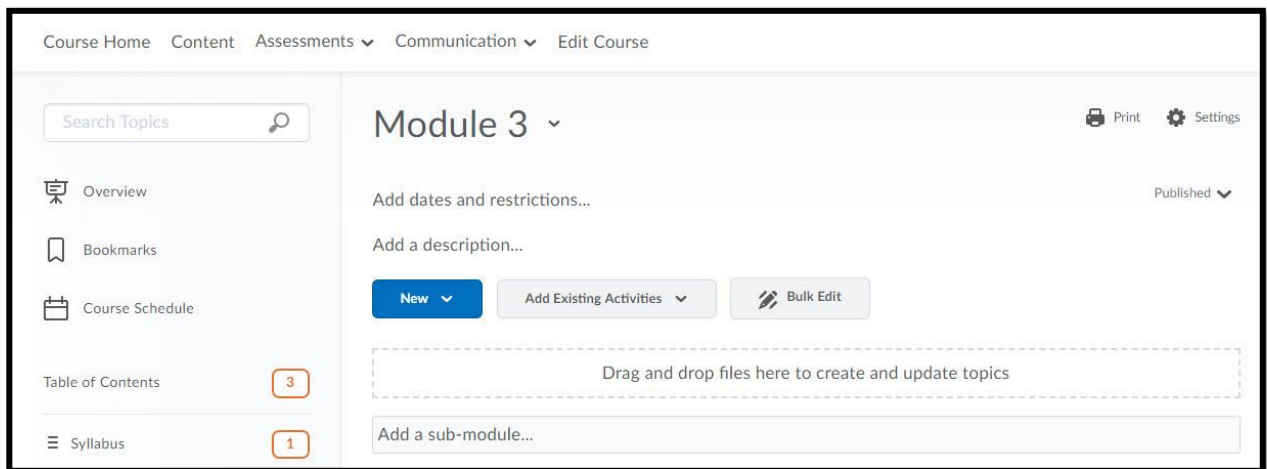


The screenshot shows the 'Module 3' interface. At the top, there's a header 'Module 3' with a dropdown arrow. To the right are 'Print' and 'Settings' icons. Below the header, there are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. To the right of these is a 'Published' status with a dropdown arrow. Below the description field are three buttons: 'New' (blue), 'Add Existing Activities' (grey), and 'Bulk Edit' (grey). Below these buttons is a dashed box containing the text 'Drag and drop files here to create and update topics'. At the bottom, there is a text input field labeled 'Add a sub-module...', which is highlighted with a red rectangular box.

Creating Content

Creating New Content

1. Click on the module you want to create a new topic for from the Table of Contents panel.
2. Select one of the options from the **New** button.
3. Fill in the required fields, such as topic **Title**, a **URL** link, **Instructions**, or select the appropriate files you want to add or upload. **TIP** If you create a **Create a File**, you can choose to **Browse for a Template**. This enables you to work from an existing template and ensure consistency across topics. See [Apply an HTML template to a new document in Content](#) for more information.



4. Do one of the following:
 - If you are creating a new document, link, dropbox folder, discussion, or quiz, click **Publish**.
 - If you are adding files from My Computer, Course Offering Files, or Shared Files, click **Add**.

5. You can continue to edit the new topic's additional details by:

- Setting a completion tracking method. See [*About tracking content completion and participation*](#) for more information.
- Adding a topic description.
- Attaching supplementary files.
- Modifying submission options (e.g. number of attempts, number of submissions). See [*Add categories to manage assignment submission folders*](#) for more information.
- Changing topic status (e.g. from Draft to Published).
- Adding restrictions (e.g. availability dates, due date, release conditions). See [*Access Release Conditions*](#) for more information.
- Adding a grade item. See [*Managing grades and grade items*](#) for more information.
- Adding learning objectives. See [*Create a learning objective*](#) for more information.

Grades

The instructor can determine how to set up the grade book to best reflect their approach to evaluation, including the grading system and grade scheme that is most appropriate for the course. Instructors can select how grades display to students, how they update in the grade book, and how you want to deal with ungraded items.

Prior to using the grade book it is important to determine the Grading System that will be used.

Selecting a Grading System

The grading system is created to help determine how the grade items in your grade book calculate and display the users' final grades. There are three options:

- The weighted system - Grade items can count as a percentage of a final grade worth 100%,
- The points system - Grade items can be worth a certain amount of points that are totaled for a final grade.
- The formula system - You can define a custom formula for how grade items contribute to a final grade.

General






Name *

Alphabetical Grade Scheme

Short Name

Alphabetical

Ranges

#	Symbol*	Start %*	Color	Assigned Value %
1	F	0		59.9
2	D	60		69.9
3	C	70		79.9
4	B	80		89.9
5	A	90		100

Weighted System

The weighted system calculates grade items as a percentage of a final grade worth 100%. The grade items are placed in categories. The categories is given a percentage and when calculated total 100%. The Max Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Points System

The points system is used to calculate points assigned to grade items that contribute to the final grade. A user's final grades are calculated, by adding the scores on all grade items together, and dividing by the sum of the Max Points values. The sum of the Max Points values for all grade items does not need to equal 100.

Formula System

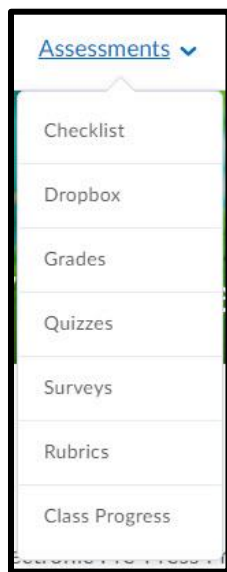
The formula system is based on the points system. Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.

Selecting a Grade System

A grade scheme enables can be set up to organize users' achievements. Based on their performance on grade items, which are determined by levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.

Grade Scheme	Example
Letter:	A, B, C, D, E, F
Numeric:	2.0, 2.5, 3.0, 3.5, 4.0
Text:	Below Expectations, Meets Expectations, Exceeds Expectations

To access and begin using the eCourseware grade book navigate to the Grades tool on the course navigation bar.



Grade Setup Wizard

The set up wizard is located in the Grade tools. If a grade book is not set up or imported for your course, you will see the [Set up your grade book](#) page when you first navigate to the tool. You can also click **Setup Wizard** to open it.

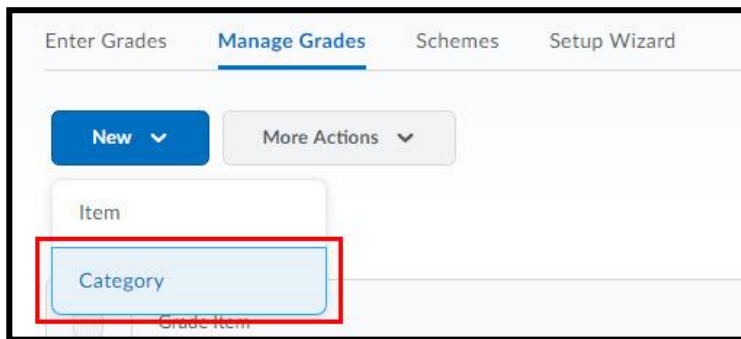
Creating Grade Items

Create a Grade Category

Use grade book categories to organize and group related grade items into sections. For example, you could have separate categories for Dropbox Submissions, Quizzes, Case Studies, Participation, Discussions, and so on. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

To create grade book categories:

1. On the Manage Grades page, click **Category** from the New button.



2. Enter a **Name** for the category.

3. If you want, enter a **Short Name** to display in the grade book.

4. If you want, enter a **Description** of the category. Select the **Allow users to view description** check box if you want to make the category description available to users.

5. If you are using the weighted system, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.

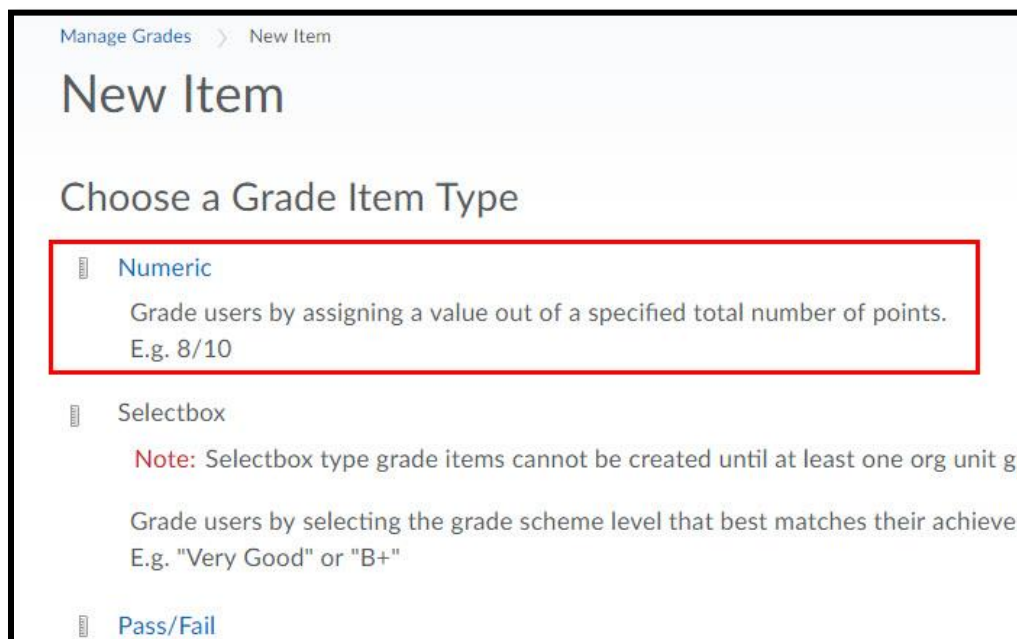
6. Set additional options as required and click **Save and Close**. To create another category, click **Save and New**.

Understanding Grade Items

Grade items in your grade book represent all the work that you want to evaluate users on in a course. Grade items can exist independently in your grade book, or you can associate them with course objects such as discussions, quizzes, and dropbox folders. Each grade item has its own entry in the grade book, which you assign a grade to for each user. Depending on the grade item type you want to create, grade items can be graded numerically or based on a grade scheme.

Creating a Numeric Grade Item

Grade users by assigning a value out of a specified total number of points.



Manage Grades > New Item

New Item

Choose a Grade Item Type

- ☒ **Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- ☐ **Selectbox**
Note: Selectbox type grade items cannot be created until at least one org unit g...
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- ☐ **Pass/Fail**

Create a numeric grade item

1. On the Manage Grades page, click **Item** from the **New** button.
2. Click **Numeric**.
3. Enter a **Name** for the grade item.
4. You can enter a **Short Name** to display in the grade book.
5. If you want the grade item associated with a category, select a category from the **Category** drop-down list or click **New Category**.
6. Enter a **Description** of the grade item. If you want to make the description available to users, select **Allow users to view grade item description**.
7. Enter the value you want the item graded out of in the **Maximum Points** field.

*Note: If you are using the weighted system, enter the **Weight** you want the grade item to contribute to the category. If the item does not belong to a category, the **Weight** you enter contributes to the final grade.*

8. If you want users' grades to exceed the total value of the item, select the **Can Exceed** check box.
9. Select the **Bonus** check box if you want the item counted as a bonus item.

*Note: Bonus items are not counted towards the maximum points for a category or final grade. If available, you must select the **Can Exceed** check box, and the **Bonus** check box to allow users' grades to exceed the maximum points specified.*

10. If you are using the points system, you can also choose the **Exclude from Final Grade Calculation** option. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.
11. You can select a **Grade Scheme** to associate with the item.
12. You can click **Add Rubric** to add a rubric, or click the **Create Rubric in New Window** link to create a new rubric.
13. Select **Display Options**.

General

Type
Numeric

Name * **3**

Short Name **4**





 ?

Category **5**

None ▾ [\[New Category\]](#)







▼ Hide Description

Description **6**



Paragraph ▾

⋮



☐ Allow users to view grade item description

Grading

Maximum Points * **7**

 ?

Can Exceed **8**

☐ ?

Bonus **9**

☐ ?

Exclude from Final Grade Calculation **10**

☐ ?

Grade Scheme **11**

-- Default Scheme -- (Percentage) ▾ ?

Rubrics **12**

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Display Options **13**

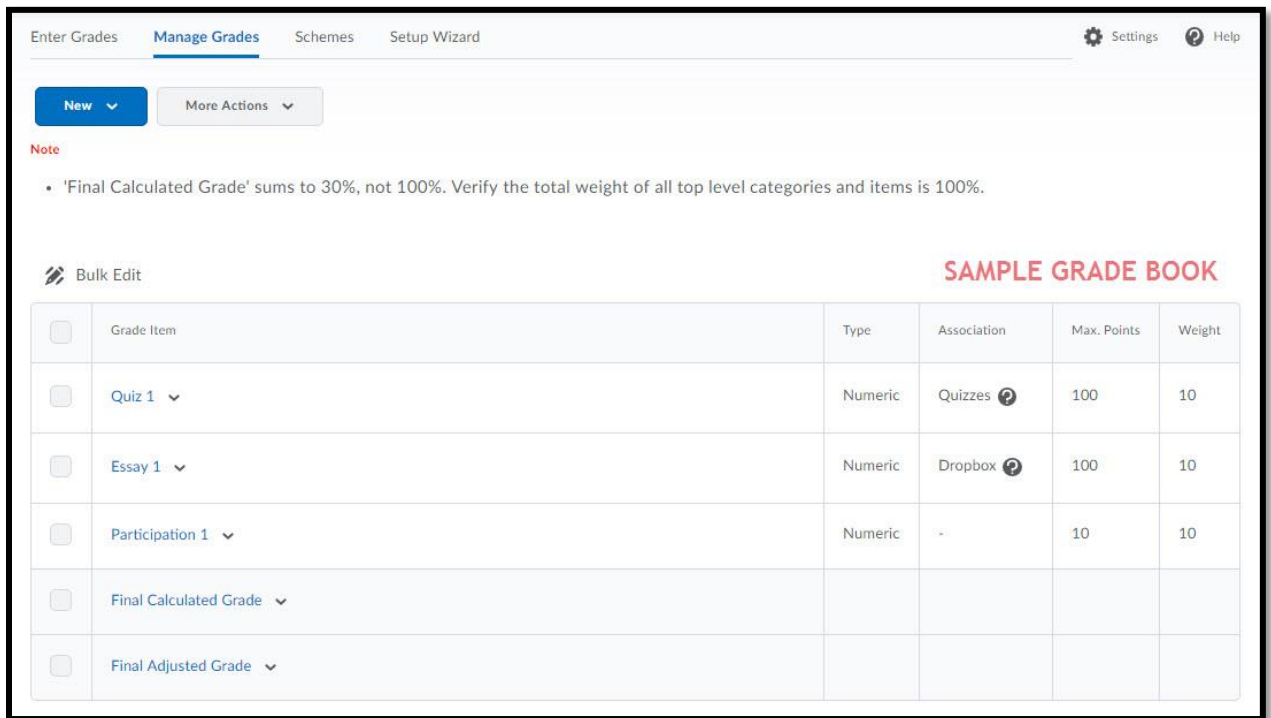
▶ [Show Display Options](#)

14. Click **Save and Close**.

Editing Grade Items or Categories

Edit a grade item or category

1. On the Manage Grades page, click on the name of the category or item you want to edit.



Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New **More Actions**

Note

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

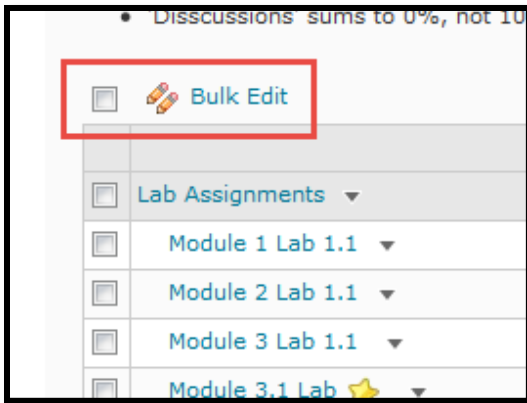
Bulk Edit **SAMPLE GRADE BOOK**

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quiz 1 ▾	Numeric	Quizzes ?	100	10
<input type="checkbox"/>	Essay 1 ▾	Numeric	Dropbox ?	100	10
<input type="checkbox"/>	Participation 1 ▾	Numeric	-	10	10
<input type="checkbox"/>	Final Calculated Grade ▾				
<input type="checkbox"/>	Final Adjusted Grade ▾				

2. Make your changes.
3. Click **Save and Close**.

Edit multiple grade items or categories

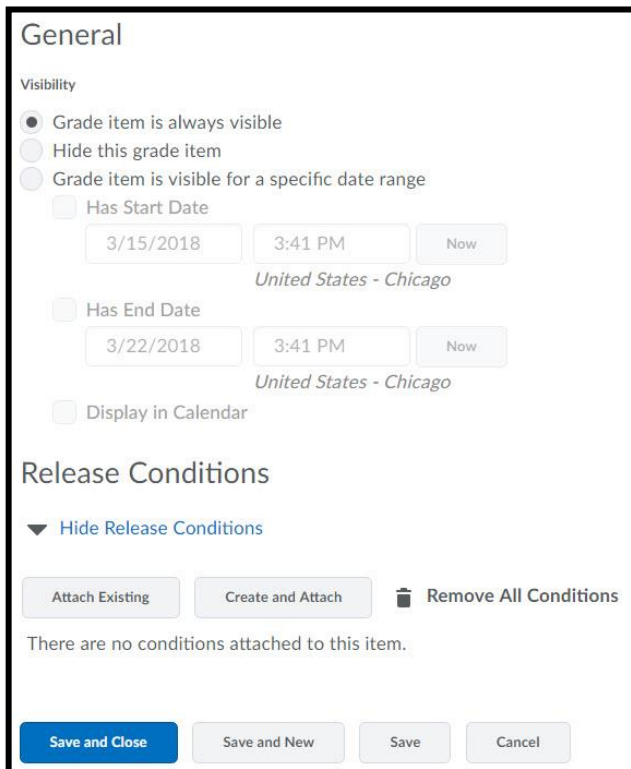
1. On the Manage Grades page, select the check box for each grade item or category you want to edit.
2. Click **Bulk Edit**.



3. Make your changes.
4. Click **Save**.

Setting Availability for Grade Items or Categories

1. On the Manage Grades page, click **Edit Grade Item** from the context menu of the category or item you want to edit.
2. In the Restrictions tab, select one of the following:
 - a. **Category is always visible/Grade item is always visible** Users can always see the category or item
 - b. **Hide this category/Hide this grade item** Users can never see the category or item
 - c. **Category is visible for a specific date range/Grade item is visible for a specific date range** Users can see the category or item during a restricted date range
3. If you select **Category is visible for a specific date range/Grade item is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to specify when the category or item should be visible. Select **Display in Calendar** to display the category or grade item in the course calendar.
4. Click **Save and Close**.



General

Visibility

☒ Grade item is always visible

☐ Hide this grade item

☐ Grade item is visible for a specific date range

☐ Has Start Date

3/15/2018 3:41 PM Now

United States - Chicago

☐ Has End Date

3/22/2018 3:41 PM Now

United States - Chicago

☐ Display in Calendar

Release Conditions

▼ Hide Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

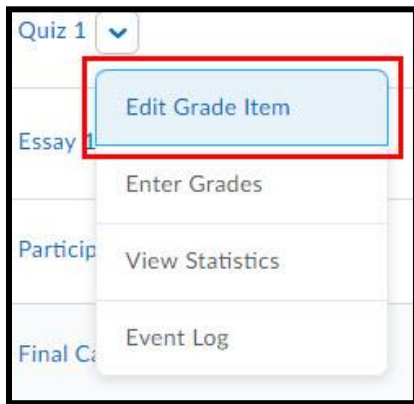
Save and Close Save and New Save Cancel

Setting Release Conditions for Grade Items or Categories

Release conditions allow you to require that users meet some other criteria, such as completing a quiz or submitting to a dropbox folder, before a specific grade item appears in their grade book.

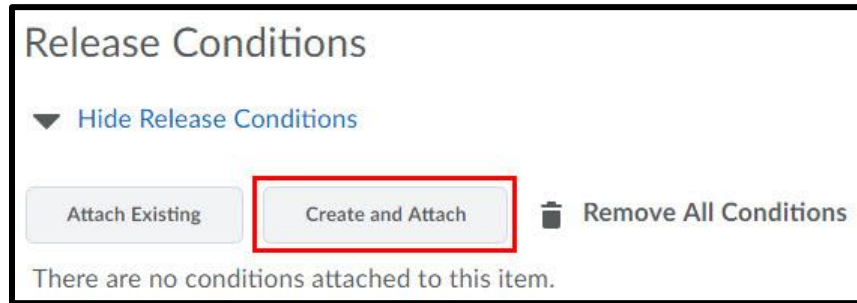
Set release conditions

1. On the Manage Grades page, click the dropdown menu next the item or category.
2. Click **Edit Grade Item** from the context menu of the category or item you want to edit.

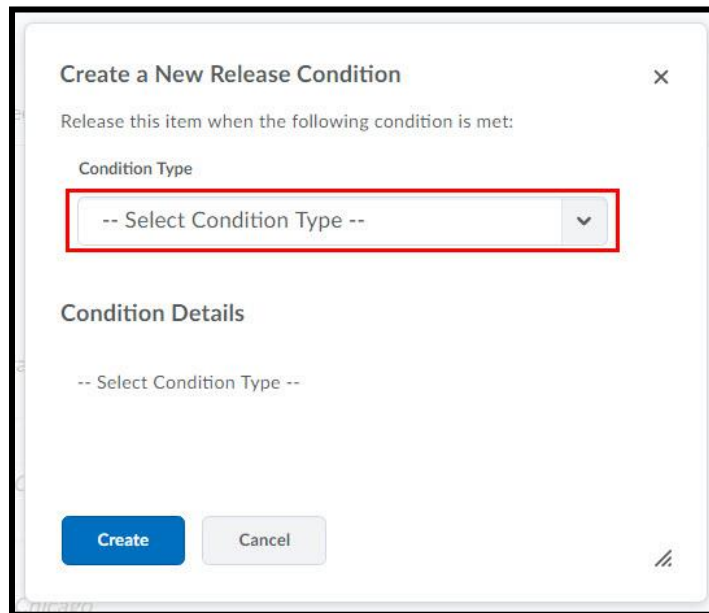


3. In the Restrictions tab, do one of the following:

- Click **Attach Existing**, then select a tool from the View Conditions for drop-down list. Select the check box for any condition you want to attach, then click **Attach**.



- Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional Condition Details that appear, then click **Create**.



4. Select from the drop-down list if **All conditions must be met** or **Any condition must be met** to access the grade item or category.
5. Click **Save and Close**.

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](#)