

Creating and Managing a MyPima Course Homepage

**PCC Center for Learning Technology
and
PCC Web Systems**

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Introduction

MyPima is a secure site providing Pima students, faculty and staff with online services and information. Students use MyPima to check e-mail, register for courses, and log into WebCT for online classes. Employees access to Banner Online services and Banner forms, Pima Reports, and more through MyPima.

MyPima automatically generates a course home page for each credit course CRN. These course homepages give faculty other communication channels with students in their classes. Besides posting documents, faculty can send out announcements and news plus, create a message board and send/receive email. Students registered for your class will automatically have access to the course homepage making it easy for them to find class information.

For WebCT courses, faculty will have access to a red “edit” button on the My Courses page that will allow them to switch student access to the WebCT homepage. If you should be using WebCT and do not have an edit button next to the course title on the My Courses page, ask your campus scheduler to put the WEBCT code into Banner for your class. The change may not be picked up by MyPima until the next day.

MyPima is customized to the specific roles individuals have a Pima: students vs employees. Depending on your role(s), you will have the ability to view, create and manage different sections of MyPima and the course website.

The process of using the Course Homepage is really quite simple:

1. Login to MyPima.
2. Configure the Course Homepage.
 - a. Enable applications.
 - b. If necessary, set/review members and permissions.
3. Add content using the Content Tools.
4. Manage the Course Homepage during the semester.

Keep these five steps in mind as you go through this tutorial.

As of July 23, 2007, each CRN or Consolidated course in MyPima can contain a total of 500 MB of content.

Learning Outcomes

This workshop will focus on the fundamentals of using Course Home page. When you complete this workshop, you will be able to

- Log on to MyPima.
- Understand the purposes of the Course Tools (The Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, Email, Chat and Members.)
- Navigate using the breadcumbs.
- Manage the Course using the Content Tools. (The Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, Email, Chat and Members.)
- Configure the Course Homepage using the Configuration Tools. (Applications, Permissions.)
- Know the differences between the student and course leader view.
- Use contextual help.
- Use the Course Homepage in the classroom.
- Log out of MyPima.

Materials needed:

- This document.
- A working computer with internet access.
- A username and password for MyPima.
- Pen or pencil and paper for notes.
- Optional: Any course material you want to post online, such as a syllabus.

Intended Audience: Faculty and staff members who have no prior experience with using the Course Homepage.

Prerequisites: None.

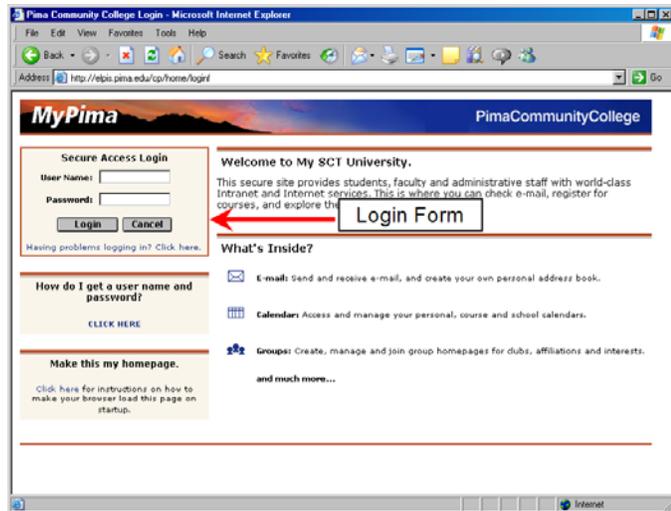
Course format: Lecture with hands-on practice.

Workshop duration: Two hours.

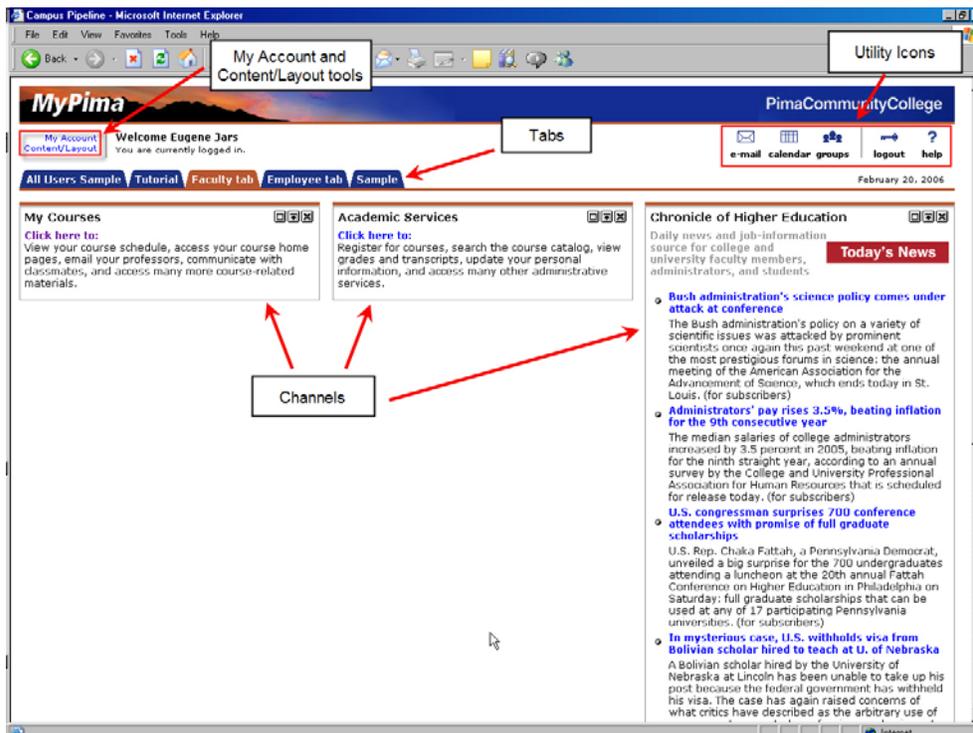
Getting Started

You will need a MyPima username and password before you can log into the MyPima production system or training server. To set up your MyPima account, use the self-discovery tool (“Activate My Account”) available on the MyPima login page.

All faculty should be able to log into the training server to try out the My Courses tools. Go to: <http://mypimatraining.pima.edu> and log in using your real MyPima username and password. Note that this server is designed for My Courses training: some other channels and links do not work; it is available from on- or off-campus; and announcements or email created on this server will not be sent to actual students or faculty.



When you log in, you will see an interface similar to what you see below. The layout has 4 sections: *My Account* and *Content/Layout* links, *Tabs*, Utility Icons and various Channels.



My Account and the Content/Layout Tools

These two hyperlinks, located in the upper left-hand corner, let you change your password and individualize the content and layout of your portal homepage.

Change Password

You may change your password from the MyPima login page or from within MyPima.

The Content/Layout Tools

The Content/Layout Tools lets you customize the look of your MyPima webpage. Using this tool, you can add or modify tabs, channels and columns. This workshop does not specifically address these tools, but there are clear instructions on how to use these tools on the Content/Layout Tools page. You may not delete a tab.

Some of the layout tabs, channels and columns will be part of the default layout and cannot be deleted or removed.

Channels

Channels provide information or online services to you. You may add or delete channels using the Content/Layout link. Channels are created and deployed by the Web Systems Office. As we move forward, more channels will be available to you. You will be alerted to new channels through the *MyPima Update* channel on the Home tab.

Tabs

- Each tab allows you to go to a set of customizable channels. The *Home* tab can not be removed, and everyone has the same default channels on this tab. These channels will change as we complete development of the portal. You may also add channels to his tab by

Utility Icons

These icons, in the upper right-hand corner, provide links to other MyPima features and applications:

- Email provides easy access to the student e-mail application, which allows students to send and receive email messages.
- Calendar is an application allowing students and employees access to course, group and personal calendars.
- Groups provide a group homepage and communication tools for clubs, committees, departments and other college-related activities.

Student email/calendar: The student email and calendar system is different then the one used for employee email. Students will use MyPima to access their email. It is a fully-

functioning email system that can send/receive messages from inside or outside the College. Student email addresses are: **username@students.pima.edu**

Employee email: Employees use Microsoft Outlook as their email/calendar system. WebOutlook is available from a channel on the Home tab as well as from the email icon. You may continue to use your desktop client or weboutlook.pima.edu to send and receive email. Employee email addresses are: username@pima.edu.

Contextual Help

Contextual help, or content sensitive help, provides information that is appropriate to the MyPima section you are in. Any time you need help, click on the help link, located on the upper-right hand side in the Utility icons. The help documentation is good, and can provide you with in-depth information about how the Course Homepage works. Use it frequently to become a power user!

The Course Homepage

The Course Homepage is an easy-to-use tool for communicating to your students. The Course Homepage is not designed to replace the face-to-face classroom sessions, but it serves to supplement the classroom.

With the Course Homepage, you can post course-related content on a secure network. It is not a full-scale course management tool like WebCT, for example it does not contain a tool for creating and managing tests online.

The Course Homepage provides a set of easy-to-use tools for enhancing your classroom with online resources. With the Course Homepage, you can post course material online, including the syllabus, handouts and relevant links. You can also send out announcements and news to your class. Some suggested uses are

- Place your syllabus online.
- Place any relevant links you discussed in class online.
- Place course lecture notes or sample tests online
- Place durable links to library resources online.
- Send out reminders for upcoming events, such as upcoming exams.

The Course Homepage can be used with traditional courses, such as a

- Face-to-Face classes.

The primary differences between MyPima's Course Homepage and WebCT are

1. WebCT can create a complete system for online learning, leading students through a course by modules.
2. The Course Homepage is **not** a complete learning environment, it is intended to supplement instruction and increase communication among class participants.

- Independent Study courses.
- Self-Paced courses.
- Weekend courses.
- Web enhanced courses (no reduced seat time).

The WebCT should be used for all courses that are:

- Hybrid courses (reduced seat time).
- Fully online courses.

Getting to your Course Homepage

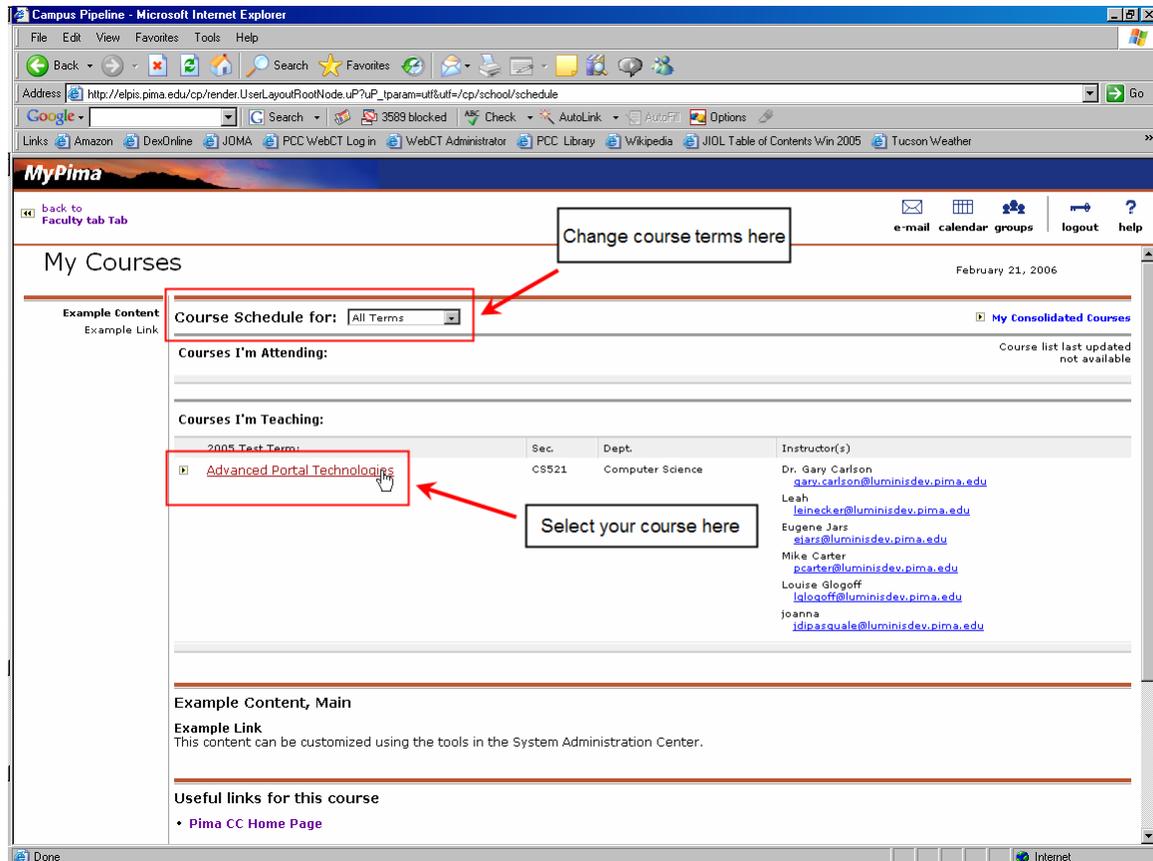
To locate the Course Homepage, first click on the *Teach/Advise tab*, then click the link in the *My Courses* channel, as shown on the screenshot on the next page.



This will take you to the *My Courses* page. On this page, you will see a list of courses you are attending and/or teaching. If necessary, you may need to use the “*Course Schedule for:*” drop-down box to select the proper term. Next to the list of courses, you will see additional information about the course, including the CRN and the course instructors.

Before the beginning of the semester, Course Homepages are automatically populated with faculty and students based on Banner data. No courses will be listed if you have not registered for or are not teaching a class. If your course is not listed, contact your campus Master Scheduler, department chair or division dean. Master schedulers can also accommodate team teaching situations to allow all instructors access to the course area.

To go to the each specific Course Homepage, click on the link to your course in the My Courses channel.



On the Course Homepage, you will see four sections on the left-hand side:

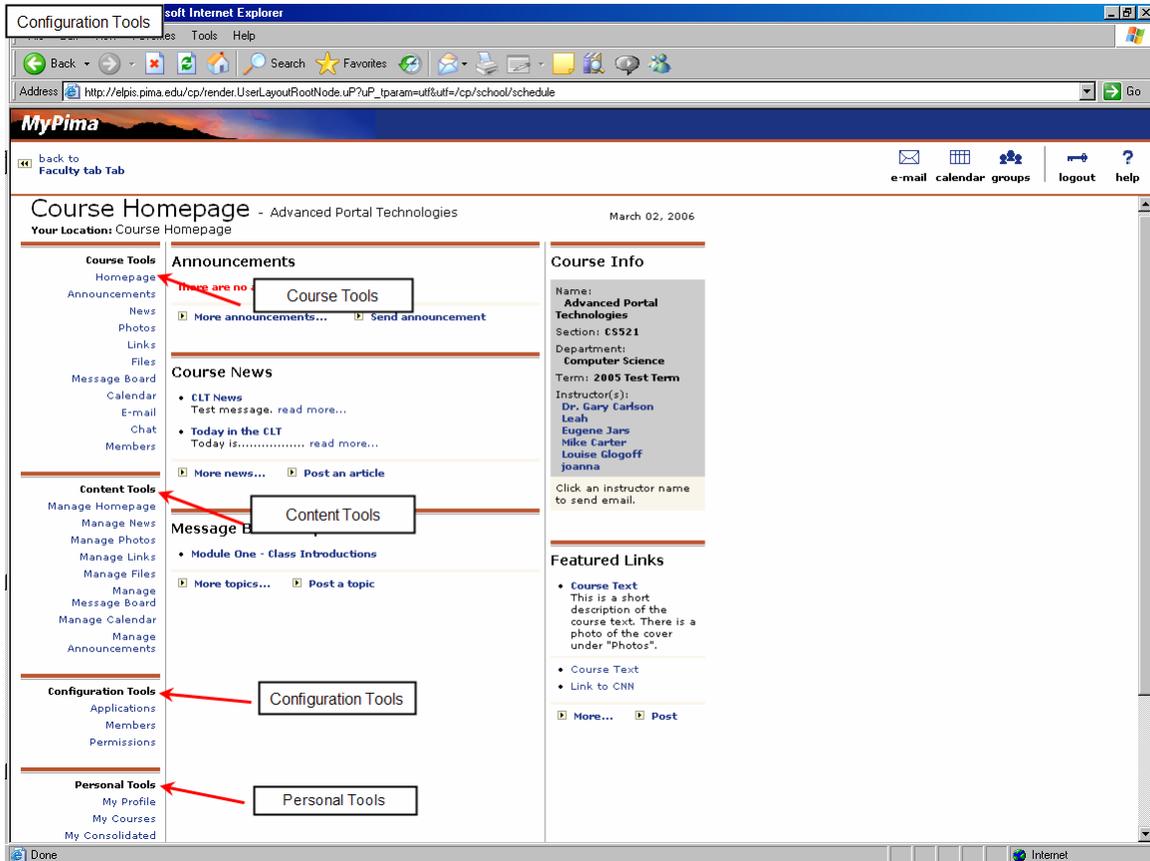
- Course Tools
- Content Tools
- Configuration Tools
- Personal Tools

The **Course Tools** provide links to various sections in your Course Homepage. The Course Tools are the only tools seen by the students.

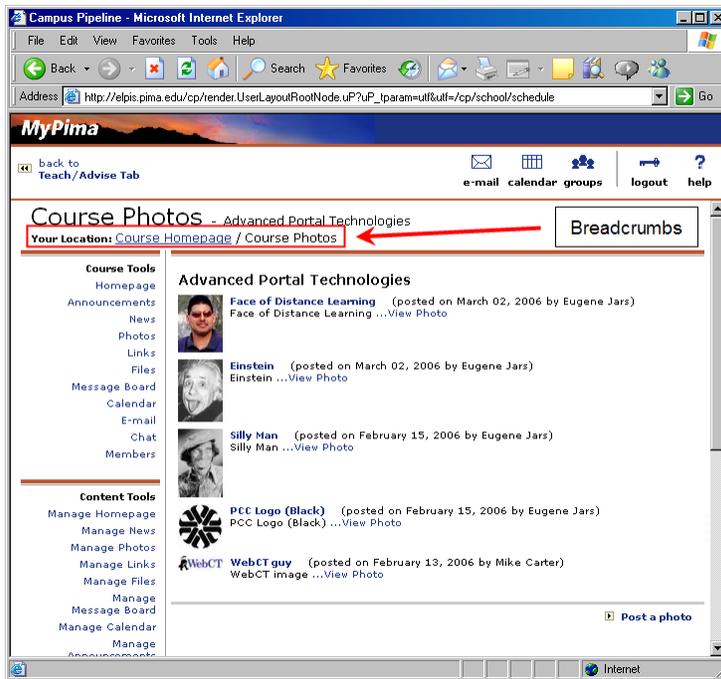
The **Content Tools** are the tools you use to manage you homepage. These tools allow you to add content to your homepage. The students will not see the list of Content Tools.

The **Configuration Tools** allows you to set-up, or configure, the Course Homepage. Using the Configuration Tool, you can set-up the Content Tools the students can use, manage students and instructors and set permissions.

The **Personal Tools** allows you to view you profile and course and allows you to consolidate courses.



Breadcrumbs identify your location in MyPima. You can use the links in the breadcrumbs to quickly go back to the previous page.



Exercise:

1. Click on the Content/Layout Tools link. Using the instructions in the Manage Content/Layout page, do the following:
 - a. Click on MyTab.
 - b. Add a new Channel by clicking on the *Add Channel* button.
 - c. Find a channel that is moveable, and move the channel to the right or left. When you are done, remove the new tab by following the onscreen instructions.

2. Return to MyTab. Click on the Teach/Advise tab. Click on the link in the My Courses channel. Go to your Course Homepage.

Configuring the Course Homepage

The Configuration Tools allow you to configure the Course Homepage, enabling the course tools you want to use, managing members and setting permissions.

Applications

You should only activate the Course Tools you will use in your class. The Course Tools you decide to make available to your class will display on the left-hand side of the Course Homepage.

Deciding on what tools you want to use requires some planning on your part. You need to plan on how you will use the tool in your class. If you don't need it, don't enable it. You can turn it on at any point in the course. The table below describes the various tools

available to you. The Homepage itself cannot be disabled, as you must always have a Course Homepage.

Tool	Description	Students can Submit Items
Homepage	The default view of the Course Homepage, which displays the course information, news, announcements, message board topics, feature photos and links.	No
Announcements	Allows you to compose and post announcements to the course members.	No
News	Allows you to read articles posted by other course members and allows you to submit articles for possible posting.	Yes
Photos	Allows you to view photos that have been posted and allows you to submit photos for possible posting.	Yes
Links	Allows you to view the links that have been posted and submit links for possible posting.	Yes
Files	Allows you to view the files which have been posted and submit files for possible posting.	Yes
Message Board	Allows you to enter a message board where you can read and post topics, messages and replies.	N/A
Calendar	Allows you access to a course calendar.	N/A
E-mail	Allows you to send and receive email.	N/A
Chat	Allows you to enter a chat room where you can participate in real-time discussions with other course members.	N/A
Members	Allows you to view a list of other course members and information about each member, including any homepages a member may have. You may post you own homepage link.	Students can only change the URL of their homepage.



The last column, *Students can Submit Items*, identifies if a student can submit items for publication. While the student may submit items, it is up to you to activate, inactivate or delete the item. We will cover these steps in more detail later.

To Configure the Course Tools

1. Select *Applications* from the *Configuration Tools* menu.
2. Check the Application you want enabled.
3. Click on the *Update* button when finished.



Exercise:

Configure the Course Tools, enabling and disabling the various applications and viewing how the tools appear/disappear under the Course Tools. Enable all applications when done for further exercises.

Permissions

The *Permissions Listing* sets who can edit, publish or share files and messages on the Course Page. The course instructor will automatically be added as the Course Leader. By default, the students are added as Current Members.

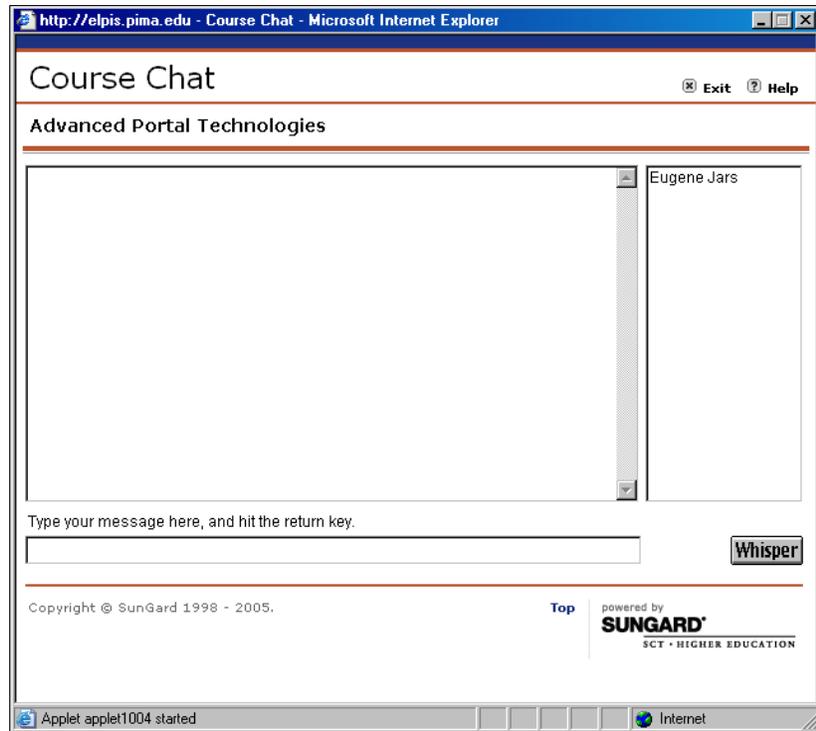
By clicking on the red *EDIT* button, you may delegate permissions for the various applications. **Do not give students in your class permission to manage these applications.** You are responsible for managing the Course Homepage, as it's your classroom.

Chat and Email Tools

The Chat Tool

The Chat tool is a text-messaging application. With this application, any class member can chat with other users who are online. Each course has its own chat room, and if enabled, is always on. You, as the instructor, do not have to be present when students are using the chat tool.

When you enter a chat room, you will see a list of users who are online. You can chat with everyone who is online by typing in a message and hitting the return key. This sends your message out to everyone who is in the chat room.



If you want to send a private message, use the Whisper button.



This application must be enabled before you can use it. How to enable applications is covered in the "Configuring the Homepage" section.

The E-mail tool

The e-tool in the Course Homepage allows you to send e-mail to the people who are enrolled in the course.

The screenshot shows the 'E-mail Members' page in a Microsoft Internet Explorer browser window. The browser title is 'Campus Pipeline - Microsoft Internet Explorer'. The address bar shows the URL: http://elpis.pima.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=/cp/school/schedule. The page header includes the 'MyPima' logo and navigation links: 'back to Teach/Advise Tab', 'e-mail', 'calendar', 'groups', 'logout', and 'help'. The main content area is titled 'E-mail Members - Advanced Portal Technologies' and shows the date 'March 23, 2006'. Below the title, there is a navigation menu with 'Course Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar). The main content area contains a table of members with checkboxes for selection. A red box highlights the 'Select All' checkbox, with an arrow pointing to it from a box labeled 'First select.'. Another red box highlights the 'Send E-mail' button, with an arrow pointing to it from a box labeled 'Then send.'. The table lists members with their names, roles, and last visit dates.

Member Name	Last Visit
<input type="checkbox"/> Andrea Peterson	February 06, 2006
<input type="checkbox"/> Dr. Gary Carlson Instructor	February 06, 2006
<input type="checkbox"/> Eugene Jars Instructor	March 23, 2006
<input type="checkbox"/> joanna d Instructor	March 14, 2006
<input type="checkbox"/> John Smith Student	February 06, 2006
<input type="checkbox"/> Leah Instructor	March 10, 2006
<input type="checkbox"/> Louise Glogoff Instructor	March 10, 2006
<input type="checkbox"/> Mike Carter Instructor	March 13, 2006
<input type="checkbox"/> Select All	

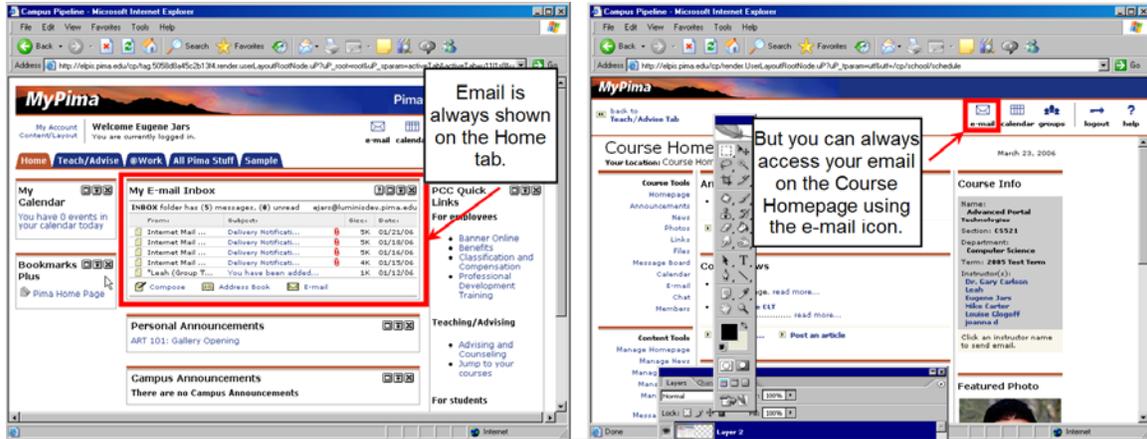
To send an e-mail

1. Click on the *E-mail* tool located under Course Tools.
2. Select the members you want to send the e-mail to.
3. Click on the *Send E-mail* tool.
4. Compose your message.
 - a. Add an attachment by clicking on the *Attach* button.
 - b. Spell check your message by clicking on the *Spell Check* button.
5. Students can: *Save a Copy to Sent Folder*, *Save a Draft*, *Send* or *Cancel*. Faculty can *Send* or *Cancel* the email.

When you send an e-mail, the message will be sent to the members you selected, but the names of the members will not be seen in the Compose e-mail window. These messages

will be sent as a Bcc. (Blind Carbon Copy: where each member gets the same message but cannot see who else the message was addressed to.)

E-mail cannot be seen inside the Course Homepage. To view e-mail, students need to go back to the MyPima Home tab or click on the e-mail icon at the top of the MyPima web page. **Since e-mail is not course specific, but global, any course-related e-mail should clearly identify the course in the subject line.** If not, it may easily get lost between regular email and other courses' email messages. Faculty email will be delivered to their Outlook account.



Adding Content to the Course Homepage

Once you have access to your Course Homepage and have enabled the appropriate applications, your next task is to add content. Without content, the Homepage will be just a shell with basic course and instructor information.

Remember you must keep the content current. You cannot just “File-and-Forget,” or post information at the beginning of the semester and never update the content. The same goes with email. If you are going to use the email tool, then you need to check the email on a regular basis. Your course syllabus should include how you are going to use the Course Page in the classroom, and should set expectations, such as how many times you will check your email and policies on what will be shared and/or posted and how the posts will be moderated.



The contents of the Course Homepage does not have to be recreated every semester, and contents between similar courses can be shared by using the Consolidated Courses feature. This is covered in a later.

Course Content is not archived.

Each student, staff and faculty member has a pima.edu account, which will serve as the email account during one’s tenure at the College. Emails within the Course Homepage are archived by the individual within their email system (Outlook for employees, SunOne for students). These email accounts are full-featured, personal email accounts that accept internal and external email and are not limited to course email. (This is different from WebCT where email is restricted to the WebCT environment.)

It is your responsibility

- To have an antivirus software installed and scanning all files that you upload or download to your computer. MyPima also scans all files uploaded to courses for viruses.
- To back up all important course files on a separate location, such as a DVD.

Manage Homepage

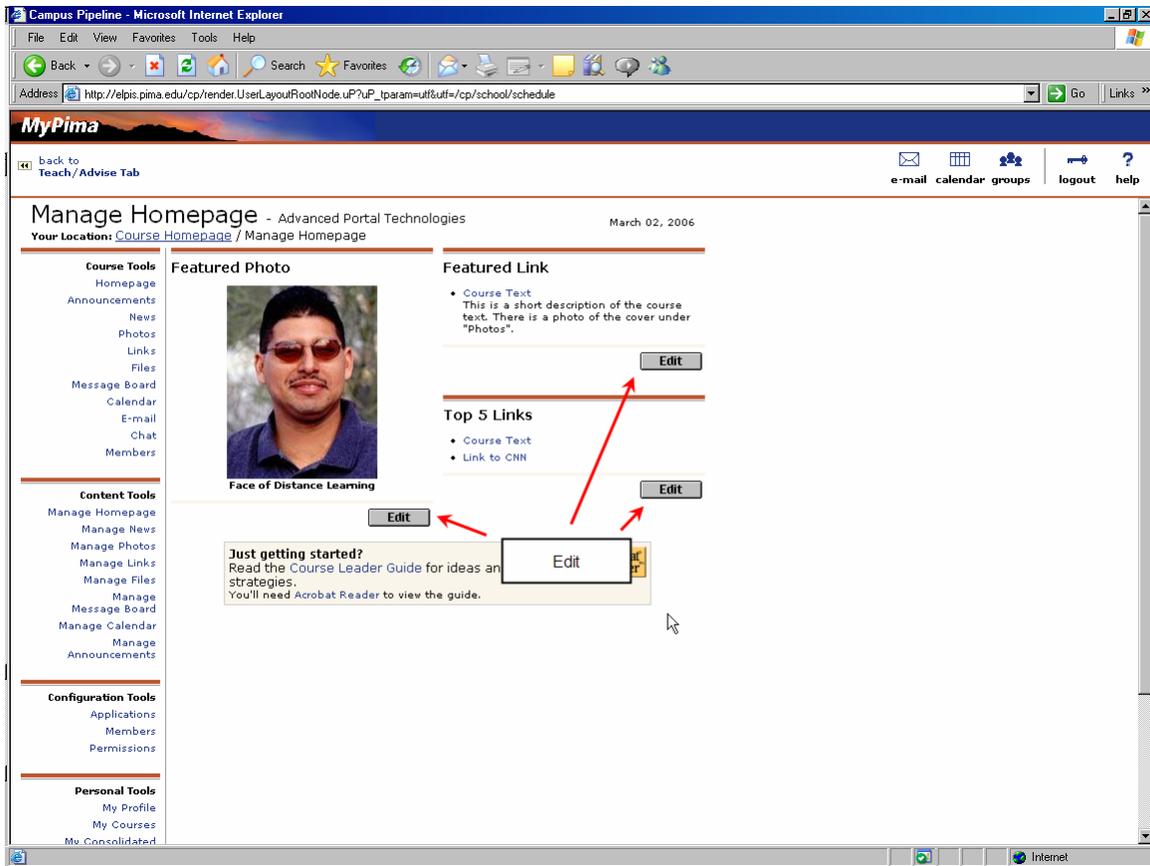
The *Manage Homepage* Content Tool allows you to create and update three sections:

- Feature Photo
- Featured Link and
- Top 5 Links.

These three sections are shown on the Course Homepage.

The screenshot shows the MyPima Course Homepage interface. The browser window title is "Campus Pipeline - Microsoft Internet Explorer". The address bar shows the URL: http://helpis.pima.edu/cp/ender.UserLayoutRootNode.uP?uP_tparam=ut&ut=/cp/school/schedule. The page features a navigation menu on the left with categories: Content Tools, Configuration Tools, and Personal Tools. The main content area is divided into several sections: CLT News, Today in the CLT, Message Board, and Module One - Class Introductions. On the right side, there are three featured sections: "Featured Photo" (showing a man's face with the caption "Face of Distance Learning"), "Featured Links" (listing "Course Text" and "Link to CNN"), and "Top Five Links". Red arrows point from labels "Featured Photo", "Featured Links", and "Top Five Links" to their respective sections on the page. The footer includes "Copyright © SunGard 1998 - 2005.", "powered by SUNGARD SCT - HIGHER EDUCATION", and "Internet".

. After you have uploaded images and have created links, you can use the *Edit* function to add/edit the Featured Photo, Featured Link and Top 5 Links.



Setting the *Featured Photo*

1. Click on the *Featured Photo* Edit button.
2. Select the photo you want featured or inactive the section if you want no photo
3. Click on the *Set Photo* button to activate your selection.

Setting the *Featured Link*

1. Click on the *Featured Link* Edit button.
2. Select the link you want featured or inactive the section if you want no links.
3. Click on the *Set Link* button to activate your selection.

Setting the *Top 5 Links*

1. Click on the *Top 5 Links* Edit button.
2. Select the links you want featured or inactive the section if you want no links.
3. Click on the *Top 5 Links* button to activate your selection.

Before you can select which photo or links to place on the Homepage, the photo and links must be imported (or loaded) into MyPima. Go to the *Manage Photos* or *Manage Links* to learn how to import photos or links.

Manage Course News

The Course news should be used to post routine course announcements and information. You can input and activate course news articles and your students can submit content for your approval and activation. To activate/deactivate the News application, click on the *Applications* link, located under Configuration Tools.

To post a news article, you must

1. Click on the *News* link in the *Course Tools* section and
2. Click on the *Post an Article* link.
3. Select the Status, Title/Subject and select if the News Article will be in plain text or HTML.
4. Write your message.
5. Click on *Post* or *Cancel* when done.

- **Submitted:** Items which have been submitted, but not yet reviewed and posted.
- **Active:** Items which have been posted and are visible on the course homepage.
- **Inactive:** Items which have been deactivated (not visible on the homepage) but not yet deleted.

Students can submit a news article for your review using the following steps

1. Click on *News* in the Course Tools section,
2. Click on *Submit an Article*
3. Enter a Title/Subject and select if the News Article will be in plain text or HTML
4. Enter the news article
5. Click *Submit*

You must review articles that students have submitted through Manage News before they are available to the class. You can:

1. Select *Manage News* under *Content Tools*
2. *Activate* or *Delete* the submitted article from the Manage News page or click on the article title to read and/or edit the article and then activate or delete it

Advanced users may use HTML in the text of the news article, but there is no HTML editor available within the Course Homepage. Only HTML may be used; no JavaScript or any other scripting language. You cannot embed images. The Course Homepage is sensitive to incorrect HTML.

If you decide to activate/post any article, you may inactivate or delete it later. All inactivate articles are saved and you may re-activate or delete them at any point. Once an article is deleted, it is permanently gone and cannot be recovered.

Exercise:

1. Post a news article in *Manage News*, selecting the submitted status in the drop down menu.



Manage Photos

If you have activated the Photos application, you may provide images for your students and your students may submit photos for your review and approval. To enable the application, click on the *Applications* link, located under Configuration Tools.

Students do have the ability to submit photos. As the instructor, you must review and manage any submitted photos.

Posting a photo is straight-forward:

1. Click on Photos in Course Tools
2. Click on Post a Photo
3. Select Active
4. Browse to find the photo you want to post
5. Enter a brief title for the photo (displays on homepage)
6. Select whether the caption will be in plain text or html
7. Enter a caption

Photos: Size and type

At the time of this printing, the maximum file size that can be submitted is 2MB. If possible, reduce any photos to a small file size.

Photos should be GIF's or JPG's.

Students can submit a photos for your review using the following steps

1. Click on *Photos* in the Course Tools section,
2. Click on *Submit a Photo*
3. Follow steps 4-7 above
4. Click *Submit*

Managing photos is just like Managing News. (previous page)

Exercise:

1. Post a new photo in Manage Photos, selecting the submitted status in the drop down menu.
2. Go back to the Manage Photos section and change the status of the submitted photo to active.
3. Post another photo, placing it in inactive status, then go back to the Manage Photos section, and change the status of both photos, making the active photo inactive and the vice versa.
4. Go to the Manage Homepage section, and make the one of the photos active. Click on the *Homepage* link, under the Course Tools section, to see active picture.



Manage Links

If you have activated the Links application, you may provide links to web pages for your students and your students may submit links for your review and approval. To enable the application, click on the *Applications* link, located under Configuration Tools.

Submitting an instructor link, or student link submission and instructor review are very similar to processes used in news and photos.

- **Submitted:** Links which have been submitted, but not yet reviewed and posted.
- **Active:** Links which have been posted and are visible on the course homepage.
- **Inactive:** Links which have been deactivated (not visible on the homepage) but not yet deleted.

Key differences are:

- You must enter a URL for the link. For example: www.pima.edu for a link to the Pima home page
- Always check your links! Web pages move or are deleted, so check that you still are providing live content to your students.

Links can also be incorporated into Course News using HTML code, or can be included in Word documents posted to the Files section of My Courses.

Exercise:

- Post a new link in Manage Links, selecting the submitted status in the drop down menu.
- Go back to the Manage Links, section and change the status of the submitted photo to active.
- Post another photo, placing it in inactive status, then go back to the Manage Links, section, and change the status of both photos, making the active photo inactive and the vice versa.
- Go to Manage Homepage, under Content Tools. Make the one of the links the Featured Link. Click on the *Homepage* link, under the Course Tools section, to see the featured link.



Manage Files

If you have activated the Files application, you can make computer files (e.g., Word documents, PowerPoint presentations) available to your students and your students can submit files for your review and approval. To enable the Files application, click on the *Applications* link, located under Configuration Tools.

Submitting a file as an instructor, or student file submission and instructor review are very similar to processes used in news and photos. Manage Files lets you post course content online. Using this tool, you can post text documents to the Course Homepage for the students to view. You can also add and delete folders and files with the Manage Files tool.

Files may not be larger than 25 MB. The Course Homepage is not an HTML editor, and shouldn't be used to create stand-alone web pages or a course website.

A student may submit a file for your review. The file is not automatically posted to the class web site. In the Manage Files section, you will see a "New file requests" link in the middle of the page if files have to be activated by you. Clicking on this link will lead you to a list of files.

Files: Size and Type

Any type of files may be posted. As of this printing, the maximum file size is 25 MB.

To active a submitted file,

1. To check the file, click or right-click on the name of the file and run or open the file as appropriate to check the file.
2. To post the file on the group or course homepage, click Activate.
3. To reject the file from being posted, click Delete.
4. To return to the previous page (Manage File page), click Done.

To add a file,

1. Go to the Manage Files section by Clicking on the *Manage Files* link under Content Tools.
2. Under the Folders section, select the folder where you want to put the file. The folder selection is highlighted in yellow. (See the next paragraph if you want to add another folder.)
3. Using the *Browse* button, find the location of the file you want to add.
4. Click on the *Add* button.

To add a folder

1. Go to the Manage Files section by Clicking on the *Manage Files* link under Content Tools.
2. Under the Folders section, select the folder where you want to put the file. The folder selection is highlighted in yellow, with the default being the top-level folder.
3. Type in the name of the new folder in the *Add New Sub-folder* text box.
4. Click *Add* when done.

Editing a file allow you to rename or replace a file or change the folder where the file resides at. To edit a file,

1. Go to the Manage Files section by Clicking on the *Manage Files* link under Content Tools.
2. Select the folder where you want to put the file.
3. Click on the red *edit* button.
4. Change the file name, folder location or replace the file.
5. Click *Update* or *Cancel* when done.

To delete a file,

1. Go to the Manage Files section by Clicking on the *Manage Files* link under Content Tools.
2. Select the folder where the file resides at.
3. Check the file you want to delete.
4. Click on the *Delete* button.

You can search for files by file name, folder name or file content. The file content search does not work on Word, Excel or other proprietary file formats. To search for a file,

1. Go to the Files or Manage Files section by clicking on the *Manage Files* link under Course Tools or the Manage Files link under Content Tools.
2. Check the appropriate search criteria of file name, folder name or file content. You may select a single criteria, a combination or all criteria.
3. Type in the search terms in the *that contain* textbox.
4. Click on the *Search* button.

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

The search results will be returned to you.

Exercise:

- Add a new file to the Course Homepage using the Mange Files tool.
- Add a sub-folder to the Mange Files page.
- Edit the file you just added, changing the folder location to the sub-folder you just created.
- Add another file.
- Click on the *Files* link under the Course Tools section. Verify that the files you just added are there. Click on the files to make sure that the files open correctly.
- Delete one of the files.



Manage Message Board

If you have activated the Message Board application, your class can conduct asynchronous online discussions. To enable the application, click on the *Applications* link, located under Configuration Tools.

The Message Board allows your class to have online discussion about a specific topic. The contents of the Message Board are open to everyone in the class, and should not be used for private communications between individuals.

A message board is divided into topics, messages and replies. To start a conversation, you need to post a topic. The message board participants create a message by responding directly to a topic. A reply is made when they respond to a message.

To get the message board started, you must post a topic. To post a topic,

1. Click on the *Message Board* link under *Course Tools* or *Content Tools*. (It doesn't matter which link.)
2. Click on the *Post a Topic* link.
3. Fill in the Title of the message and put the message into the Description textbox.
4. Click *Post* or *Cancel*.

You can read and post topics, messages and replies in both locations, clicking of the Message Board under Course Tools or by clicking on the Manage Message Board under Content Tools. However, you can only delete messages by opening the Manage Message Board section. Once a message is deleted, it is permanently gone.

To manage the message board,

1. Click on the *Manage Message Board* link under *Content Tools*. (It doesn't matter which link.)
2. Click on the red "d" to delete the topic.
3. Expand the topic by clicking on the small triangle located next to the topic to view the messages.
4. Click on the red "d" to delete the message.
5. Click on the small triangle located next to the message to view the replies.
6. Click on the red "d" to delete the replies.

When you delete a message, clicking on the top level "d" deletes all the messages below it, as shown in the diagram below.

Clicking on the top "d" deletes all messages under it.

	Replies	Posted on
Eugene Jars	1	2-15-06
Eugene Jars	1	3-07-06
Eugene Jars	0	3-07-06

At any time, whether you are reading or managing the messages, you may go back to either the message list or topic list by clicking on the Topic List or Message List hyperlinks, located under the breadcrumbs at the top of the page.

Exercise:

- Post two new topics.
- Post a message to another topic.
- Reply to a message.
- Delete one of your topics.

Manage Announcements

Announcements are critical, short notices that you need the class to be aware of. For example, you may want to inform the class of a cancellation or relocation. Managing the announcements gives you a way to create, edit and delete announcements.

All announcements are shown on the MyPima *Home* tab in the Personal Announcements channel, so **you must clearly identify the class in the subject header**. If not, the announcement will appear out-of-context when it appears in the channel. Subject headers such as “ART 101: Exam postponed until 9/23” or “BUS 234: Class Cancelled” clearly identify the announcement contents.

NOTE: Announcements should be used sparingly, since students will be in many classes and groups, and we will also be using Announcements to alert students to important academic or financial events.

The screenshot shows the MyPima website interface. The browser title is "Campus Pipeline - Microsoft Internet Explorer". The address bar shows the URL: http://elpis.pima.edu/cp/tag_3b6a1a03ced321d2.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u111s8&uP_tparam=frm&frm=

The page header includes the MyPima logo and "PimaCommunityCollege". The user is logged in as "Eugene Jars".

The main navigation bar includes: Home, Teach/Advise, @Work, All Pima Stuff, Sample. The date is March 21, 2006.

Key sections visible:

- My Calendar:** You have 0 events in your calendar today.
- My E-mail Inbox:** INBOX folder has (5) messages, (0) unread. ejars@luminisdev.pima.edu

From:	Subject:	Size:	Date:
Internet Mail ...	Delivery Notificati...	5K	01/21/06
Internet Mail ...	Delivery Notificati...	5K	01/18/06
Internet Mail ...	Delivery Notificati...	5K	01/16/06
Internet Mail ...	Delivery Notificati...	4K	01/15/06
"Leah (Group T...	You have been added...	1K	01/12/06

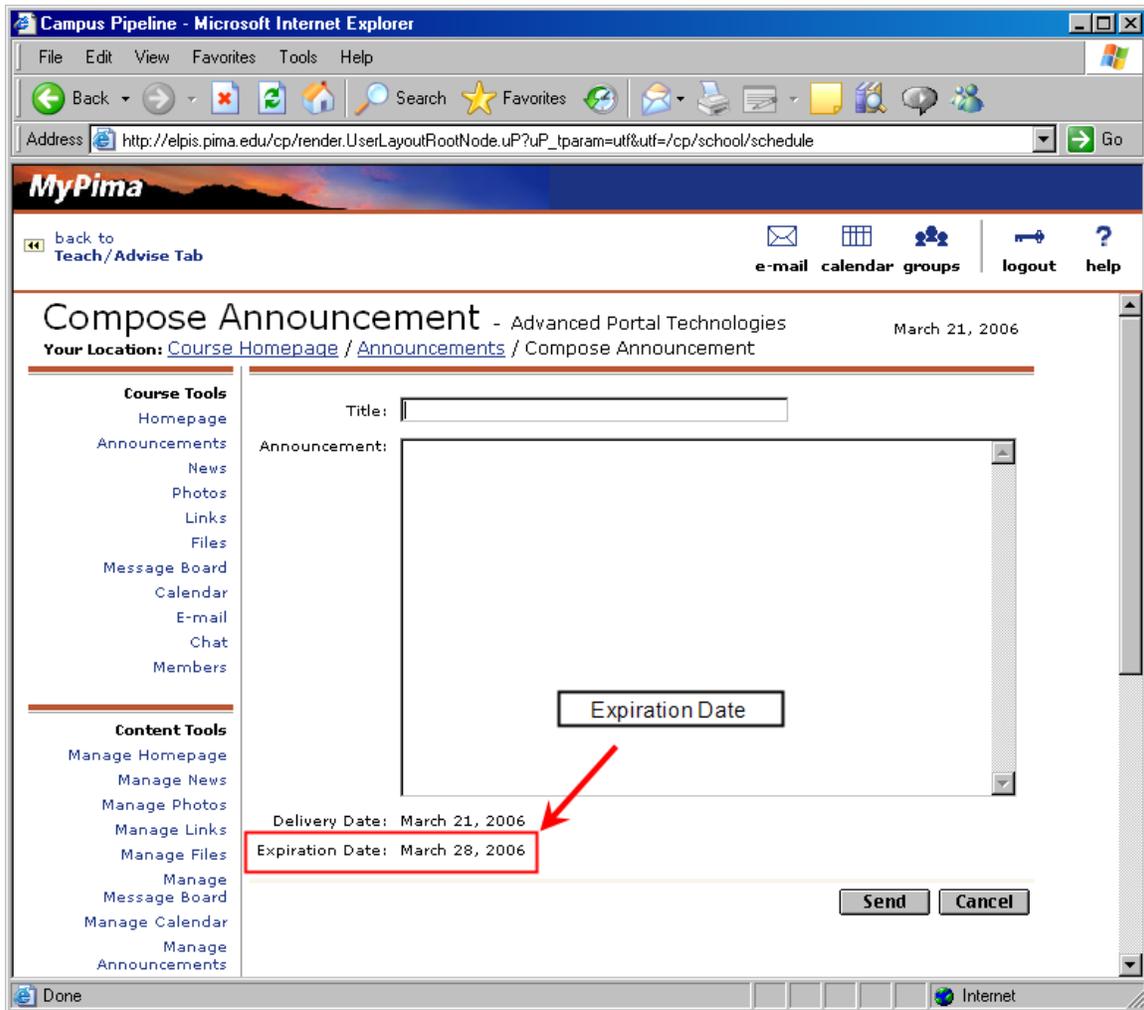
- Personal Announcements:** ART 101: Gallery Opening
- Campus Announcements:** There are no Campus Announcements
- PCC Quick Links:**
 - For employees:** All announcements are shown on the Home tab.
 - Teaching/Advising:**
 - Advising and Counseling
 - Jump to your courses
 - For students:**
 - Academic Calendar
 - Banner Online
 - Campus Café

To send an announcement,

1. Click on the *Announcements* link under *Course Tools* or use the *Manage Announcements* link under *Content Tools*.

2. Click on the *Send Announcements* link or *New Announcements* button, respectively.
3. Type in the announcement information.
4. Click on *Send* or *Cancel*.

Take care to pay attention to the automatic message deletion time. Announcements will automatically delete in seven days, so do not post any announcements that take place in more than seven days. If you do, the announcement will expire before the event take place. The expiration date is on located on the *Compose Announcement* tool, as shown below.



To edit an announcement,

1. Click on the *Manage Announcements* link in the Content Tools section.
2. Click directly on the announcement you want to edit.
3. Edit the announcement.
4. Click on *Send* or *Cancel* when done.

If you did make a change to the announcement, the announcement will be reset.

To delete an announcement,

1. Click on the *Manage Announcements* link in the Content Tools section.
2. Check the announcement you want to delete.
3. Click on the *Delete* button.



Exercise:

- Create a new announcement and send it out.
- Click on the *Announcements* link under the Course Tools and verify your announcement was posted.
- While still in the Course Tools, click on the *Send Announcement* link and send out another announcement.
- Verify the announcement was posted.
- Go back to the *Manage Announcements* page under the Content Tools.
- Delete one of the announcements.

Manage Calendar

Managing the calendar involves creating new events and tasks. On the manage calendar, there are four tabs:

- **View Tab:** This folder contains information on working with events and tasks, including how to search and schedule tasks and events.
- **Calendar Tab:** This folder contains information on creating calendars, editing existing calendars, and subscribing and unsubscribing to calendars.
- **Calendar Sets Tab:** This folder describes calendar sets, including how to create and delete calendar sets, and how to edit an existing set by adding or removing calendars from the set.
- **Options Tab:** This folder contains information on how to set the various Calendar application options, and also describes how to import data into a calendar, and export data from a calendar.

As with all the content tools, the Calendar tool must be enabled before using it.

The calendar tool is intended for student-related activities. It will not be synchronized with your Outlook calendar. For more in-depth information on using the Calendar tool, click on the help button when in the calendar view.

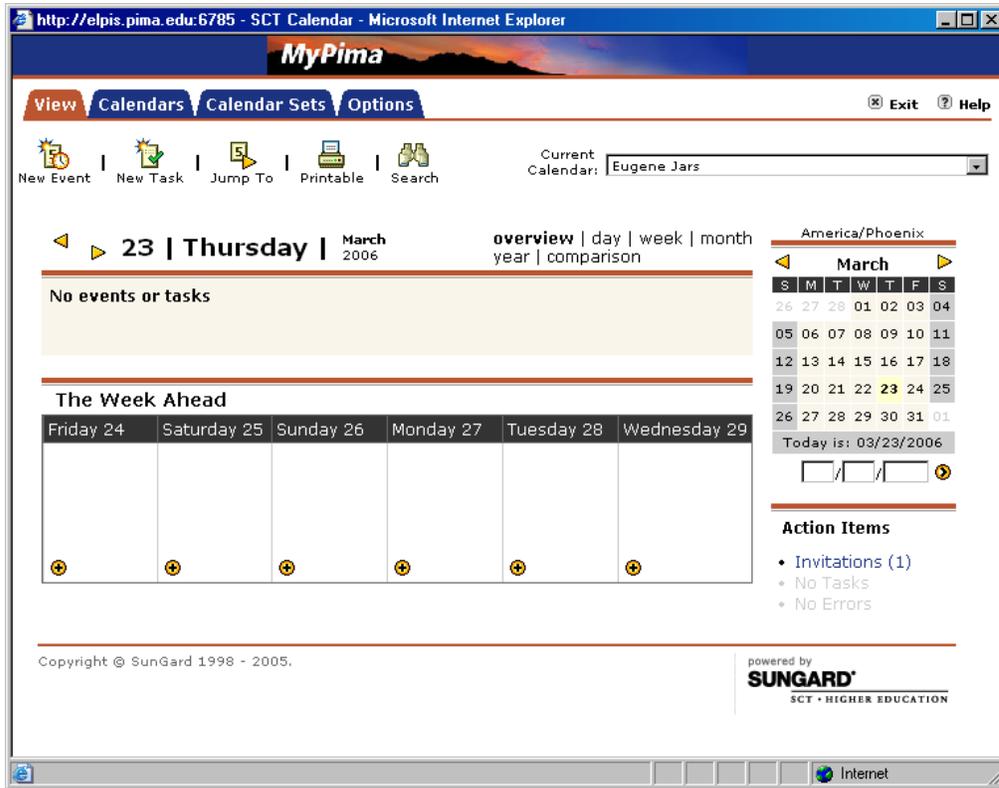
The *calendar* icon on the MyPima home page provides a quick way to access the class calendar without having to open up your course homepage.

The screenshot displays the MyPima web application interface. The browser window title is "Pima Community College Login - Microsoft Internet Explorer". The address bar shows the URL "http://elpis.pima.edu/cp/home/loginf". The page header features the "MyPima" logo and "PimaCommunityCollege" text. A navigation bar includes "Home", "Teach/Advise", "@Work", "All Pima Stuff", and "Sample". A user greeting says "Welcome Eugene Jars". A toolbar contains "e-mail", "calendar" (highlighted with a red box), "groups", "logout", and "help". The main content area has three panels: "My Calendar" (0 events), "My E-mail Inbox" (5 messages), and "PCC Quick Links".

From:	Subject:	Size:	Date:
Internet Mail ...	Delivery Notificati...	5K	01/21/06
Internet Mail ...	Delivery Notificati...	5K	01/18/06
Internet Mail ...	Delivery Notificati...	5K	01/16/06
Internet Mail ...	Delivery Notificati...	4K	01/15/06
"Leah (Group T...	You have been added...	1K	01/12/06

The Calendar View Tab

The default tab of the Calendar is the *View Tab*. This tab lets you view your calendar, the associated events and tasks, and you can add new events and tasks.



There are many options available to you in selecting different time periods and dates when viewing your calendar.

- You may progress through the dates one at a time by clicking on the small yellow triangles, located next to the bolded date, above the event and task information.
- To change the time period, click on the *overview / day / week / month year / comparison* links.



- To go to a specific date, enter the date in the spaced under the monthly calendar and press the arrow icon or click on the *Jump To* icon.



To create events or tasks, use the *New Event* or *New Task* icons. The major difference between creating an event and task is an event involves other people. A task is set for something you need to do, and does not involve other people.

To create an event, click on the *New Event* tab. There are two essential items you must fill in when creating a task: The time and description of the event and who you want to invite. If you don't know the full name of the persons you want to invite, use the *Search* button to find them. When you are done, click on the *OK* button, located at the bottom of the window. Click on this button will automatically add the event to the calendar and send out the invites.

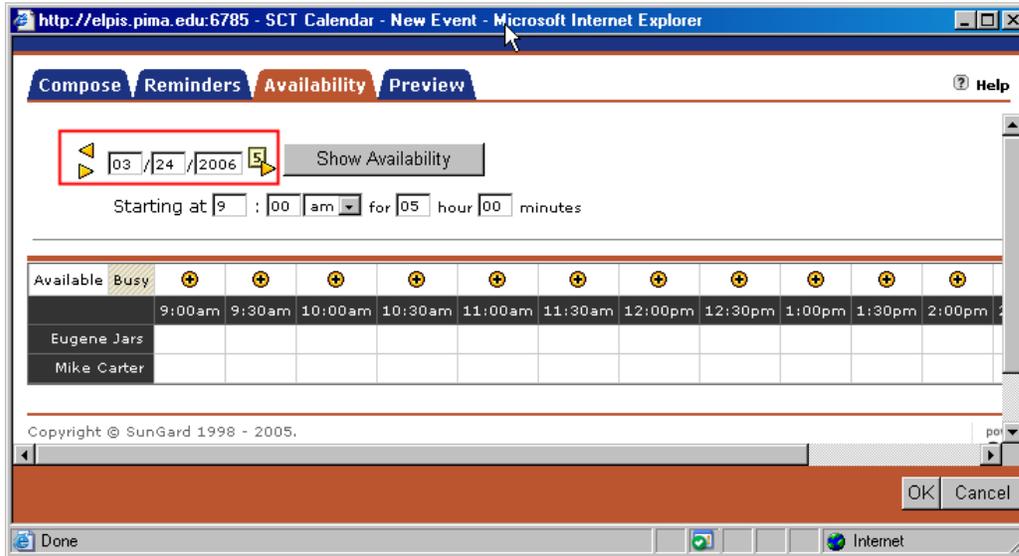
The screenshot shows a web browser window titled "http://elpis.pima.edu:6785 - SCT Calendar - New Event - Microsoft Internet Expl...". The page has a navigation bar with tabs: "Compose", "Reminders", "Availability", and "Preview", along with a "Help" icon. The main form is titled "New Event" and contains the following fields and controls:

- Calendar:** A dropdown menu showing "Eugene Jars".
- Event Title:** An empty text input field.
- Date:** A date picker showing "03 / 23 / 2006".
- Time:** Radio buttons for "12 : 00 pm" (selected), "All Day (For example, vacation or birthday)", and "Repeat [Change repeat pattern]".
- Location:** An empty text input field.
- Description:** A large text area with a vertical scrollbar.
- Invite other users or resources:** A section with an input field, "Invite", and "Search..." buttons. Below it, instructions state: "Enter userid, first or last name. Userid must be exact, full or last names can be partial. For example: John Smith, Jo*, Smi* or jsmith. If you don't know the name click Search." A "Quick Invite" dropdown menu is also present.
- Invitees:** A list box containing "Eugene Jars" with a "Remove" button next to it.
- Inform about Event:** A text area with a "Remove" button next to it.

At the bottom right of the form are "OK" and "Cancel" buttons. The browser's taskbar at the bottom shows the "Internet" icon.

When you create an event, you may want to check if the persons you invite are available to attend. To check the availability of the event participates, you must first add the

invitees on the *Compose* tab, and then click on the *Availability* tab. To search for other availability dates, use the dates tool located in the *Availability* tab.



A task is something you have to do. To create a new task, click on the *New Task* icon, located on the *View* tab in the calendar view. Within this tab, you can create task due dates and times, and indicate the status of the task. There is no *Availability* tab in the compose task window, since a task only involves you and you do not invite other people. Click *OK* or *Cancel* when done composing a task.

Common to creating both new events and tasks is the *Reminders* and *Preview* tabs. The *Reminders* tabs enables you to sent yourself a reminder about the event or task. The *Preview* tab lets you preview the event or task before it's sent out.

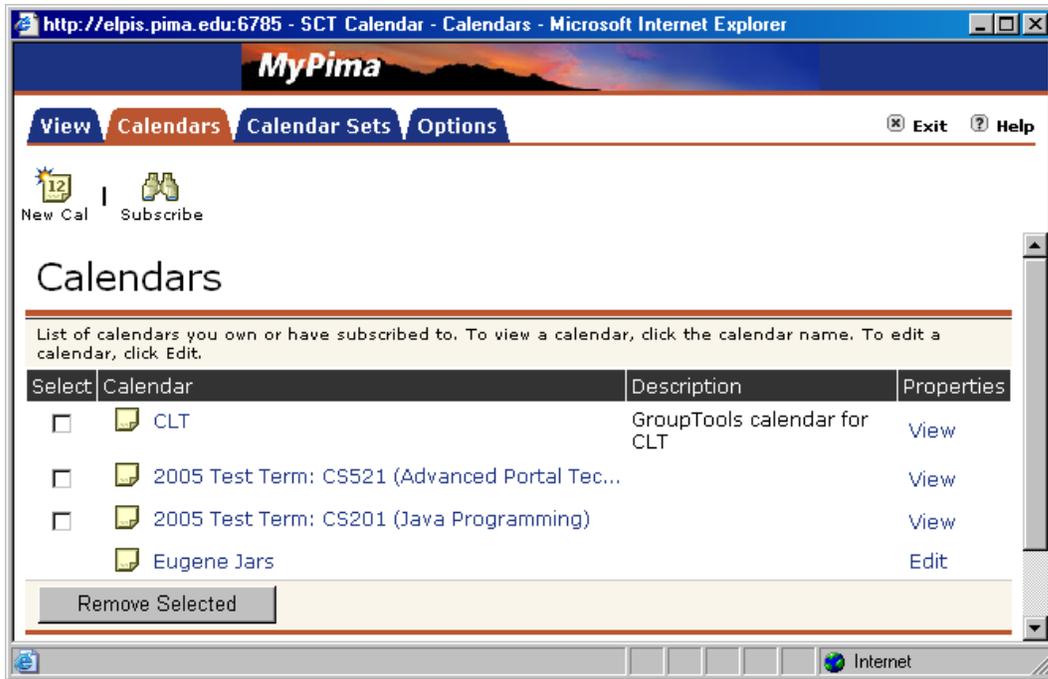
Every event and task you add to the calendar while in your course homepage is global. Make sure you clearly identify the event or task.

To more icons we didn't cover: *Printable* and *Search*. The *Printable* icon makes the calendar printer friendly. The *Search* icon lets you search events and tasks.

When you are done with the calendar, click on the *Exit* icon, located in the upper right-hand corner.

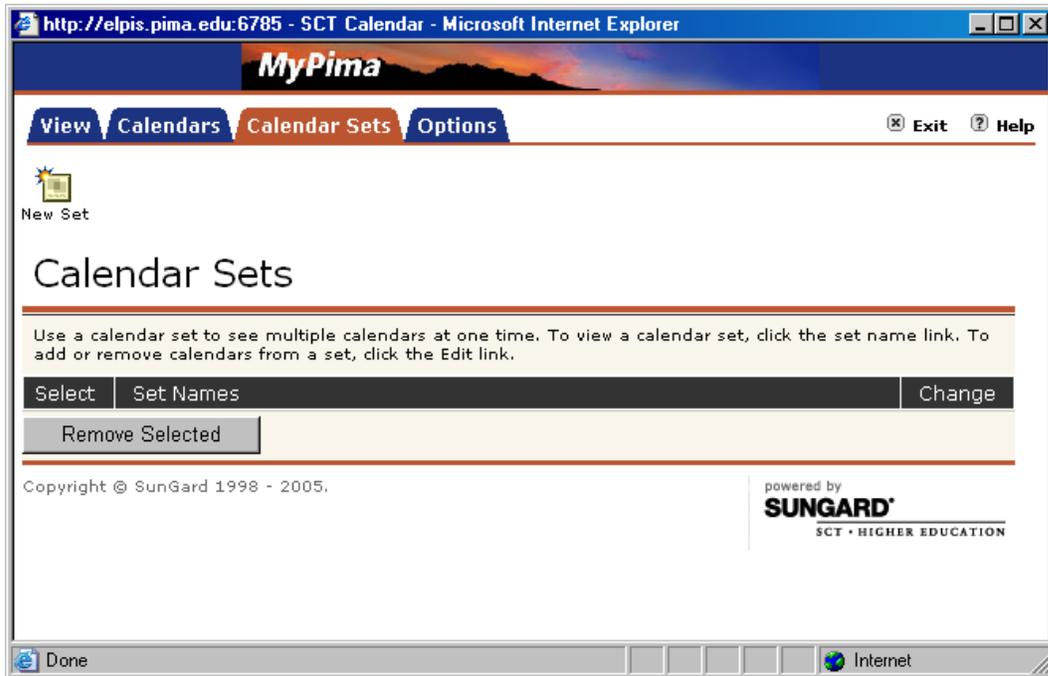
The Calendars Tab

The *Calendars* tab lists the calendars you are subscribed to. Use this tab to view, edit or remove calendars from your view.



The Calendar Sets

The *Calendar Sets* tab allows you to view multiple calendars at once. You can add or remove calendars using this tab.

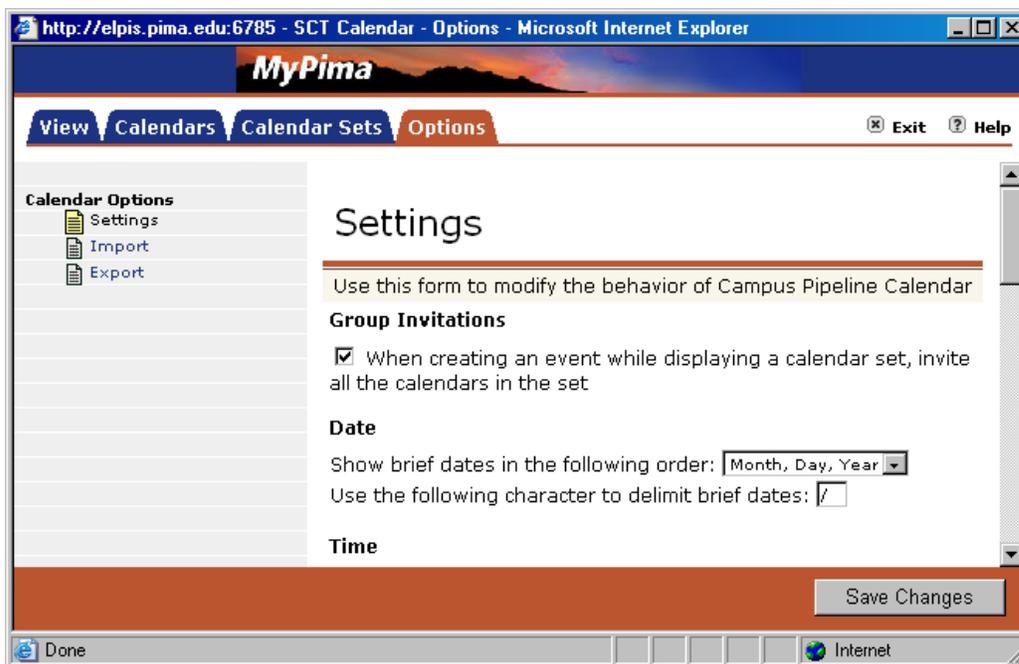


The Options Tab

The *Options* tab lets you modify the behavior of your calendar. Some options you can set are:

- The way dates are displayed (month, day, year; year, month, day; etc.)
- Time (12 or 24 hour clock).
- Day (day start, end, etc)
- First day of the week (Sunday, Monday, etc).
- Time zone.
- Event and Task reminders.
- Event Notifications.

Click on the *Save Changes* button when finished.



Exercise:

Go into the calendar tool and create a new task and event.

Personal Tools

The Personal Tools allows you to view you profile and courses, and allows you to consolidate courses.

My Profile

The information contained in the Member Information section is

- Name: The name of the member.
- Member type: Instructor or student.
- Member Since: The date the member joined or was added to the group.
- Last Visit: The date of the last time the member visited the Course Homepage.
- Homepage: [not available within MyPima]
- Permissions: The permission level of the member.

My Courses

My Courses list all the courses you are attending and/or teaching.

My Consolidated Courses

The Consolidated Courses tool is useful:

- if you are teaching more than one section of a course and want to post content only once
- if you want to move course content from one semester to another

With this tool, you can post files, links or news to a consolidated “parent” course page and have it distributed to the “child” homepages all at once, without having to go to each course separately. Also, individual course content cannot migrate from semester to semester; only Consolidated Course content can migrate.

You cannot “consolidate” at the end of the semester without double-posting files, news etc. to your active “child” courses. This must be accomplished at the beginning of the semester.

Scenario 1: Faculty member Juarez is teaching 3 Writing 101 sections and plans to provide lecture notes and samples for each module of the course. MyPima has created 3 Course Homepages, 1 for each section.

Plan of action: Create a Consolidated Course “Juarez Writing 101” and place the files in this course. All 3 sections will be associated with this consolidated course. Juarez will be able to load the files into the consolidated course, and they will be displayed to students in each of the sections.

Scenario 2: Faculty member Greenley is teaching 1 section of AJS 101 in Spring 2007, but he teaches it every semester. He plans to load his PowerPoint presentations, and links to important web sites for his students. Greenley would like these files to be available every semester.

Plan of action: Greenley would create a Consolidated Course “Greenley AJS 101” at the beginning of Spring semester. When Summer Session A is available to faculty, he will associate his AJS 101 section in the summer with the Consolidate Course. The Spring semester courses will eventually be disabled, but the consolidated course will remain.

The My Consolidated Courses page lists the courses that are available for consolidation and those courses you have consolidated.

Adding/deleting courses from an existing Consolidated Course

To add or delete a section from a consolidated course that already exists:

1. Go to the MyPima **My Courses page**. This should be the list of your courses.
2. Click **My Consolidated Courses** near the top-right of the screen. (see image page 8)
3. **Click the name of the consolidated course** that you would like to add/remove sections from
4. In the left column, under Configuration Tools, click **Courses**
5. Take one of the following options:
 - a. to remove a section, check the box next to its name under Active Courses, then click the Remove button
 - b. to add a section, check the box next to its name under Available Courses for Consolidation, then click the Add button

Deleting a Consolidated Course

First you must remove the child courses that are associated with the course (see above). Then, go to My Consolidated Courses and click in the check box next to the course title. Click Remove to remove the consolidated course.

Featured Links Images in Consolidated/Child course displays

If you add links or images to a consolidated course, the images or links are available in all the child courses through the “Links” and “Photo” navigation links.

However, Featuring an image and/or links on the consolidated course homepage does not create a Featured homepage image or Featured homepage links in the child courses. For each image/link you would like to Feature on the child home page you need to:

1. add the image to each child course through Manage Photo
2. add the links to each child course through Manage Links
3. then Feature the image and links on the child course homepage through Manage Homepage

Log out of MyPima

Be sure to logout when you are finished with MyPima. To log out, click on the key shaped logout icon, located in the upper right-hand corner of the screen.



When you login to MyPima, the session is always open unless you logout. If you open another browser window up, say by clicking on a link within your course page, you are still logged into MyPima. If no activity happens on your account, you will be automatically logged out after 20 minutes.

Using the Course Homepage in your Course.

You must carefully decide on how you will use the Course Tools in your course. Your syllabus should clearly state how you will use the Course Homepage. If you will not be using any tools at all, disable all applications.

Remember, MyPima will automatically add a link to a Course Homepage for all non-WebCT courses, with all students being automatically added as members. We recommend that, as a minimum, you should post your syllabus in the Course Homepage and enable/disable tools you will not be using.

Consideration should be given to how you will use the announcements, news, calendar and email in class. You should be clear to students how often they should check these sections and what happens when material is submitted for posting. For email, tell your students how often you will be checking email and how long it will take to respond back to their messages. If you will not be using email, then say so.

There are two areas of consideration for using the Course Homepage tools in your class: procedural and pedagogical.

Procedural issues concern how you will use these tools in the classroom and your expectations. Some questions to consider are

- How often will I be checking the Course Homepage for student submissions?
- Will I be sending out news and announcements? How often do I expect the student to check the Course Homepage?
- Since eMail and Announcement can be seen on the *Home* tab or the students email InBox, are these messages easily identifiable, i.e. the class name put in the subject header? If there isn't a standard way to address these messages, you may have a hard time determining which message/announcement is from which class.

Pedagogical considerations are concerned with how you will integrate the Course Homepage tools in your teaching. Some questions to consider are:

- Will the Course Homepage only serve as a file repository?
- Would the message board serve as extension of the classroom lecture?
- Will the students be required to participate in the message board and submit news articles? If so, are the grading requirements clear? Is there a rubric for grading?
- Will I only publish items to the Course Homepage that were mentioned in class? Or will I post items outside of class and expect the students to read them prior to class?

Summary of the Announcements, Course News, Message Board and eMail Tools

Tool	What is it?	Use	Notes	Student Submissions Allowed?	Seen on the <i>Home</i> tab?
Announcements	Allows you to view, send and delete announcements.	Announcements are short notices of upcoming events that that you want the class to be aware of. For example, you may want to send reminders about an upcoming exam or an art show.	Announcements expire after a set time. Students cannot send or submit announcements, only faculty members. Announcements are about major events only.	No	Yes
Message Board	An online public forum.	Discuss a specific topic online.	If you are going to use a message board in your class, the messages can be graded or un-graded. If graded, you must develop a rubric to set clear expectations for the student.	N/A	No
Course News	Allows you to post news articles relevant to the classroom goals.	A news article might be anything from a informational announcement or it might be a article on a subject of interest to the group.	Students can submit a news article, which must be reviewed and made active by the group leader.	Yes	No
eMail	Communication between students and instructor. Group or private (individual) messages can be sent.	Can be used to discuss grades or other private instructor / student communications.	Course leaders and students can send / receive email.	N/A	Yes