April 28, 2013
https://connect.cuonline.edu/r49u97remh6

Always Learning with OpenClass

Job Aid

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Spring 2013

Contents

DASHBOARD

The Dashboard is the landing page upon logging into OpenClass. Dashboard is the central view of the online campus.

From Dashboard instructors and learners can:

- All Activity – Post comments
- Following – Share an update, link or video
- Courses – Access courses

TOOLBAR

The toolbar is the orange banner located across the main page. On the toolbar, instructors and learners can access:
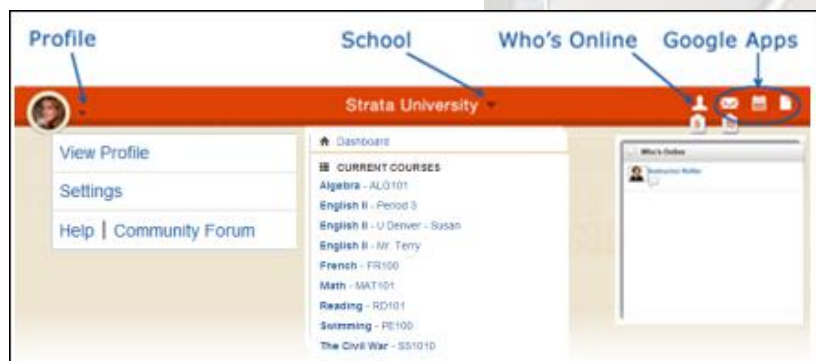
Profile: View and edit profile.
Settings: Manage settings including password, privacy, notifications and services.
**Help:** Access the online help system.

Community Forum: Access the Community Forum for additional support.

Institution Menu: Access current courses:

- **Dashboard**
- **Current Courses**
- **Exchange (available to select partners):** marketplace for instructional materials.

SOCIAL MEDIA

- **Chat:** Click [icon] to See Who is online and initiate a chat. The numeric counter indicates when other users are also online. This feature allows instructors and students to expand their professional learning networks across the entire online campus and is not course-specific.
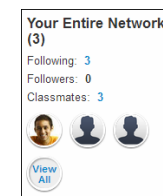
- **Email:** Access email.
- **Notifications:** Assignments and activity.
- **Google Apps:** Integration with Google Apps icons to access Gmail, Google Calendar, and Google Docs.
- **Skype:** Allows instructors and learners to chat with contacts outside of OpenClass.

COURSE HOME

Select the course from the Course List on the left navigation panel or choose it from the Institution menu.
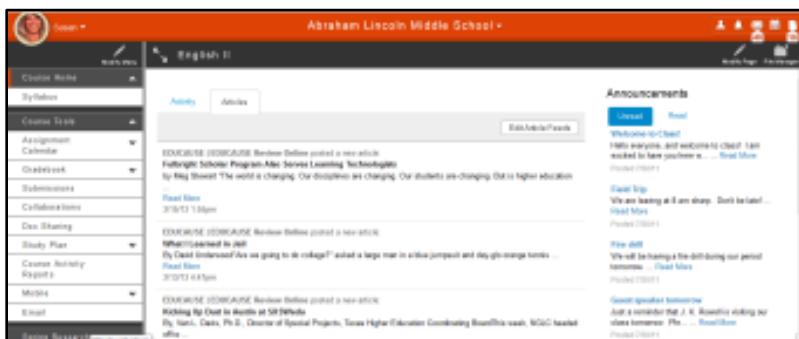

Menu: Left panel includes the course menu where instructors and learners can access the Course Home page, Course Tools, Modules, Supplemental and More. Instructors can click **Modify Menu** to change their course at any time.

Modify the Course Menu & Add New Item:

1. Choose a course.
2. Click **Modify Menu**.
3. Select **Add & Arrange**.
4. Click **Add new item to main level**.
5. Select the Item Type and Menu Item Name Field.
6. Choose additional options: Gradable / Points, Hidden from Student, Allow Submissions.
7. Click **Save**.

Activity Feed Instructors and students can share an update, link, photo or video to send instructions, feedback and comments to the class without having to send an email. Click **Comment** to share with the class.
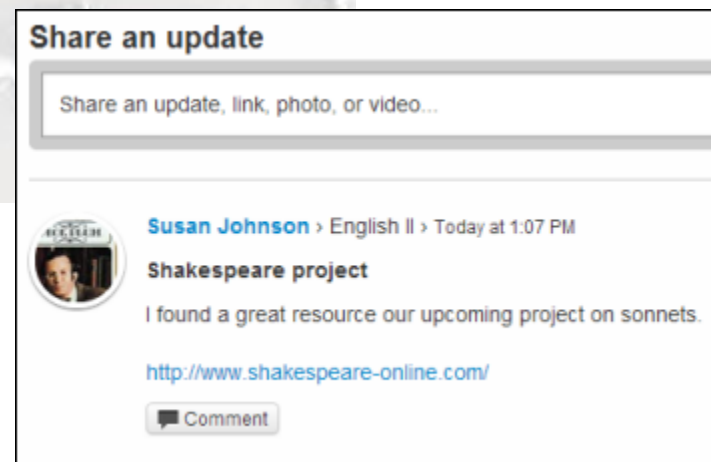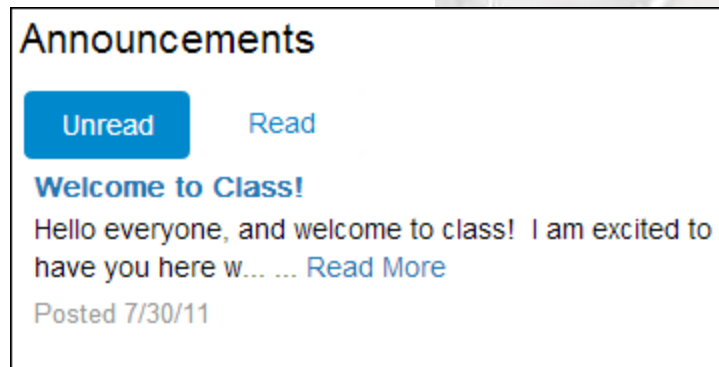
Articles (Instructors only) view and manage article feeds to stay current on news items relating to the course.

1. Choose a course.
2. **Articles** tab.
3. Click **Edit Article Feeds**.

Edit Article Feeds   ×

Add a Feed
Paste a website or feed URL. Example: openclass.com or openclass.com/feed

[   ]   Add Feed

EDUCAUSE | EDUCAUSE Review Online
http://www.educause.edu/browse/content/all/45009/feed

Announcements Instructors post announcements and important information to display on the course Announcements feed.

Announcements

Unread   Read

Welcome to Class!
Hello everyone, and welcome to class! I am excited to have you here w... ... Read More
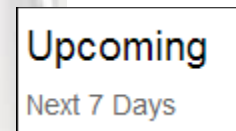
Posted 7/30/11

Add an Announcement:

1. Click **Modify Page** and select **Manage**.
2. Click **Add Announcement**.
3. Enter a **Subject**.
4. Enter the announcement text using the visual editor.
5. Select **Start** and **End** dates.
6. Click **Add Announcement**.

Upcoming View those items due within the next 7 days.

1. Choose a course.
2. Scroll to the center of the page.

Upcoming

Next 7 Days

For Review Feed (Instructors only) View all students' work that has been submitted and manage assignment submissions.
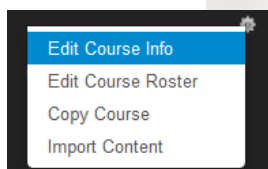
1. Choose a course.
2. Scroll to the bottom of the page.

For Review

No submissions awaiting review
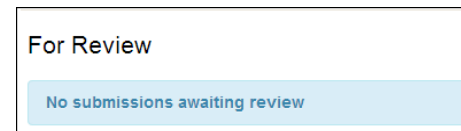
COURSE OPTIONS (Instructors only):

Course Options is a toolbox that has been designed for instructors.

1. From the Institution menu, select **Dashboard**.
2. Click the **Geer** Icon on the course you would like to edit.


COURSE TOOLS

Course tools are out-of-box tools you can use to enhance the online classroom experience. Instructors, remember: Unlike course menu item types, course tools cannot be deleted.

Syllabus: Students view an online syllabus for their courses.

Assignment Calendar: Provides instructors with the tools necessary to manage and enter due dates for class assignments. Where students can view due dates for recently scheduled assignment from the Upcoming feed.

Schedule an Assignment:

1. Choose a course.
2. Click **Course Tools**.
3. Select **Assignment Calendar**.
4. Click **Modify Page** and select **Manage**.
5. Choose a menu item and click or tap on a date. A clock appears next to the item on the menu indicating the assignment has been scheduled.
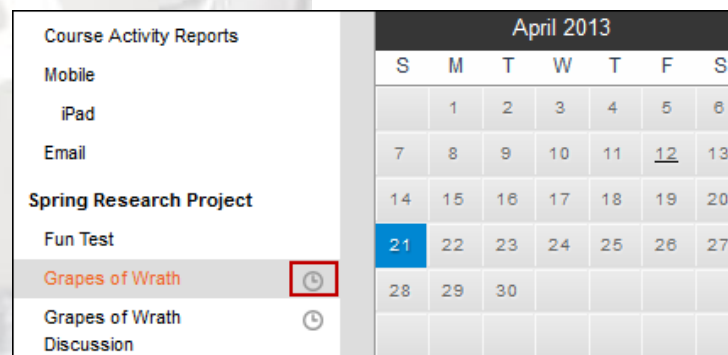
Gradebook Instructors maintain grades, rubrics and weights for learners who are enrolled in their courses. Students can view their grades and comments for their courses.

Assignment Name	Points	Letter Grade	Comments
Spring Research Project	--/10	--	--
Spring Research Project: Grapes of Wrath	--/25	--	--
Spring Research Project: Grapes of Wrath Scavenger Hunt	--/50	--	--
Module 1: 1.01 Plan Your Pace	--/0	--	--
Module 1: 1.03 Ease into Essays	--/0	--	--
Module 1: 1.07 Meet Over the Miles Discussion	--/10	--	--

Submissions: A central location where instructors and students submit and retrieve assignments and graded activities.

Collaborations: Utilizes embedded Google Docs Collaboration Collection. Provides instructors and students to organize into collaborative groups where they can list and share documents, grant read and write permissions, and invite others to join their Collaboration Collection space.
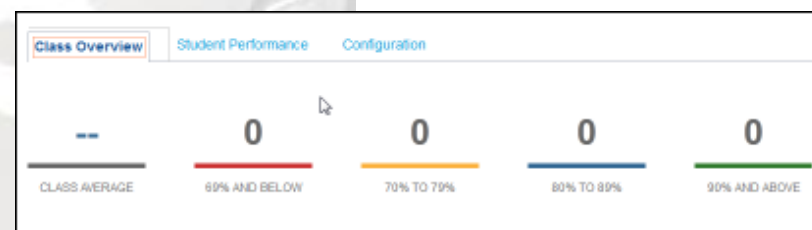
Doc Sharing: Instructors and students can upload and download documents, images, spreadsheets, .zip files, and HTML pages. This functionality uses the built-in collaboration tool in OpenClass and is not Google Application.

1. From the Course Tools menu, click **Doc Sharing**.
2. Optional: Click **Add Category**.
3. Click **Upload Document** and browse for the file.

4. Choose sharing options: **Instructor Only** or **Entire Class**.
5. Click **Upload Document**.

Study Plan: Instructors view suggested content, content review, and completed outcomes.

Course Activity Reports: Instructors view aggregate and individual student performance data. Students view their individual performance.

Class Overview	Student Performance	Configuration

--	0	0	0	0
CLASS AVERAGE	69% AND BELOW	70% TO 79%	80% TO 89%	90% AND ABOVE

Mobile: For instructors, this feature simulates the course view in mobile devices.

Email: Instructors and students send email messages to the entire class, instructor, or individual students. This address is automatically

EXCHANGE

Exchange (available to select partners): Provides instructors with a simple integrated solution for finding and adopting learning materials. Exchange is an online marketplace that uses Open Educational Resources (OER) materials.

1. From the Institutions menu.
2. Select **Exchange**.
3. Optional search for materials by:
   a. Subject
   b. Product Type
   c. Education & Grade Level
   d. Sources
4. Click ![+ Add]
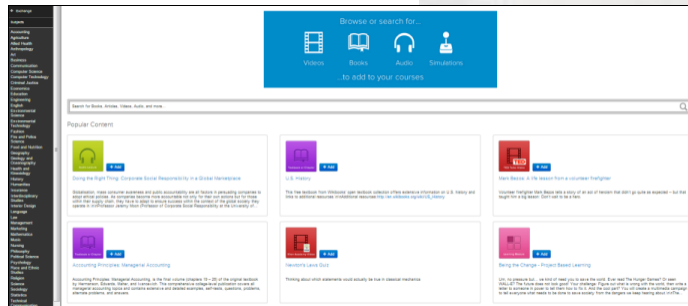
COMMUNITY FORUM

Instructors and learners post questions on the forum to:

- Ask questions
- Get answers
- Share an idea
- Report a problem
- Give praise

Locate an existing topic:

1. Access Community Forum from the Toolbar.
2. Click **View Profile** and select **Community Forum**.
3. Optional: Search for Topics.
4. Optional: Use the filters **New Activity**, **Popular**, **Latest** and Unanswered to quickly locate pots.
5. Click the post title and enter your comments and respond to other posters.
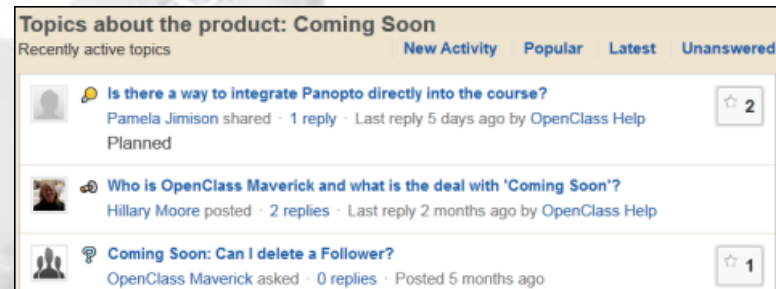
Create a new topic:

1. Click **Create new topic**.
2. Select a topic type: **Question**, **Idea**, **Problem** or **Praise**.
3. Enter a title to your topic.
4. Add one or two paragraphs of details.
5. Optional: Select an Emoticon and enter a word to descript your feelings.
6. Click **Post**.