

eReserves

A how-to for Faculty



Library Assistance

The library will be maintaining its course reserve assistance in much the same way as before. Faculty will need to contact Mary Fran Tiede (eres@geneseo.edu , x5036) to see about scanning, transferring files from the old Eres system and for loading new files. The Library has access to a file repository from which it can publish files to any course in a folder called Electronic Reserves. The files are located on a local CIT server so the download speed is still fast.

If you already have the files in digital format and they are under 5 mb in size, you can email them to Mary Fran Tiede with the corresponding course information. If the file is larger, please place it in your Outbox and let Mary Fran know that it is available.

Two Options for Faculty

As with eRes, Faculty may use one or both options for loading their electronic documents. The first option is to contact Mary Fran Tiede (eres@geneseo.edu, x5036) to have her scan and load your documents. She can also transfer documents from your old Eres account into your new myCourses account.

The second option is to log into your myCourses account and load the documents yourself. If you need assistance with loading your own files, please contact Mary Fran or Mark Sullivan (sullivm@geneseo.edu , x5698).

How to Use Your Course Materials

The Course Materials page is the place where you can create folders to organize stored files, links and other specialized materials for your students to access. This is also the page on which the Library Electronic Reserves folder will appear.

Add Content

The **Add Content** hyperlink allows course editors to create a variety of content items including: folders, pages, hyperlinks, assessments, surveys, games, discussion forums, drop boxes and more.

Creating Folders

As the primary tab for course content, the Course Materials tab can include both a high volume and a wide assortment of items, such as assignment guidelines, quizzes, lecture notes, message boards, and more. One way to manage your course content effectively in this area is to use folders. Course content can be nested within folders or subfolders.

To add a folder

1. Log into your course and click the **Course Materials** tab.
2. Click the **Add content** hyperlink located underneath the Course Materials title.

3. Click the **Add a Folder** hyperlink. The Folder editor appears (shown below).

On the Content tab:

1. Enter a **Title** for your folder.
2. Enter a **Subtitle** for your folder. The subtitle is used to provide additional information concerning the content item.

On the Access tab:

1. Select **User Tracking**. This is an optional setting and is used to track when users view or access a content item.
2. If users are not allowed to view the content item, select the **Do not allow users to view this item** checkbox.
3. Select the **Viewable By** option. By default **Students** is selected.
4. Enter a **Password**. This is an optional setting and is used to restrict access to a content item.
5. Select **Team Access**. This is an optional setting and is used to restrict access to a particular team.

On the Assignment tab:

1. Select the **Task Type** for the Milestone Settings. This is an optional selection.
2. Select the **Assignment** in the Gradebook Settings. This is an optional selection.

Click the **Save** button when all desired items are complete.

Working with Folders

1. To place course materials into a folder, click into the folder and click the **Add Content** hyperlink (located on the left side of the toolbar).
2. To modify or delete the folder, use the **Edit** and **Delete** hyperlinks (located under the folder you created on the **Course Content** tab main page).
3. To rearrange created folders, click **Rearrange** (located on the left side of the toolbar). Highlight the folder that you wish to move; then use the **Top**, **Up**, **Down**, or **Bottom** buttons to relocate your folder.

Create a Link Item

Link items can be useful for linking to web-based tools and databases, as well as other web based resources, articles, journals, etc. This is also the method the Library uses to keep course materials local while providing access from within myCourses.

To create a link item:

1. Click the **Add Content** hyperlink.
2. Click the **Link** hyperlink or icon (). The New Page editor appears on the screen.
3. Type **the Link Name you want** in the **Title** field.
4. Type the URL (e.g., <http://www.geneseo.edu>) in the **Link URL** field.
5. Select the **Advanced** checkbox (located in the toolbar) to display the Link Editor advanced options.
6. Optionally select **New Window** from the Target drop-down list if you would like the hyperlink to open the web site in a new window.
7. Optionally select the **no banner** checkbox if you prefer the web site to display without the myCourses toolbar (banner) at the top of the window.
8. Click the **Save** button.

Common Editor Tabs

All content items have four common tabs: Content, Access, Assignment, and Actions. The Actions editor tab displays by selecting the **Advanced** option.

Content Tab

The **Content** tab provides the page and link settings for the content item you are creating. Page settings contain information about the content item such as Title, Subtitle, Directions, etc. Link settings are used if you want to change the icon displayed for the content item; add a help link for the content item; or direct the content item to open in a new page.

Access Tab

The **Access** tab provides settings for access, viewing and editing content items. This editor allows the instructor to set tracking on content items to control information about visits to a course materials item. This editor also determines who can view the course materials item.

Note: Folders have the unique option to cascade or copy access settings preferences to all subfolders eliminating the need to modify access settings for each sub item.

Assignment Tab

The **Assignment** tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor to create milestones and gradebook items from within the content item.

Automate Tab

The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur. For example, an action could be defined to allow a student to gain access to previously locked material (action) after the submission of an assessment (event) only if their assessment grade is above 80% (condition).

Utilities (Move and Manage Content)

Moving the mouse over any of the items that you, or the Library, have created will bring up a link to Utilities. Click on this link and you will see a new menu which will allow you to manage the item.

Associated File Manager

Upload and manage files associated with this item

View Posted Submissions

Review and manage form submissions made to this item

Export Posted Submissions

Export submission data to a text file

Move Item

Move this item to another folder

Export Item

Export this item to another section