





*Professional Development*

- Announcements
- Start Here
- Course Information
- Staff Information
- Learning Objectives
- Assignments
- PowerPoint Slides
- Quizzes and Exams
- Discussion Board
- Communication
- Tools
- External Links

# Strategies for eCampus

# I

-  Course Map
-  Control Panel

Click Here To  
Build Your Course

*Strategies for eCampus I* is a course which is highly recommended for first time faculty users and serves as an introduction to the potential of learning management systems. It is also an excellent review of eCampus for those who need a refresher course. This is the first of three courses offered by the Wildfire Institute - Professional Development designed to prepare attendees for integrating online and off-line educational media.

*Strategies for eCampus I* is open to all full time and adjunct faculty and staff. Classes are taught in Small Group, High Exposure classes designed to promote experiential learning. Group size is typically five to a maximum of ten participants. This class is awarded six (6) hours of professional development.

The areas reviewed in this manual are:

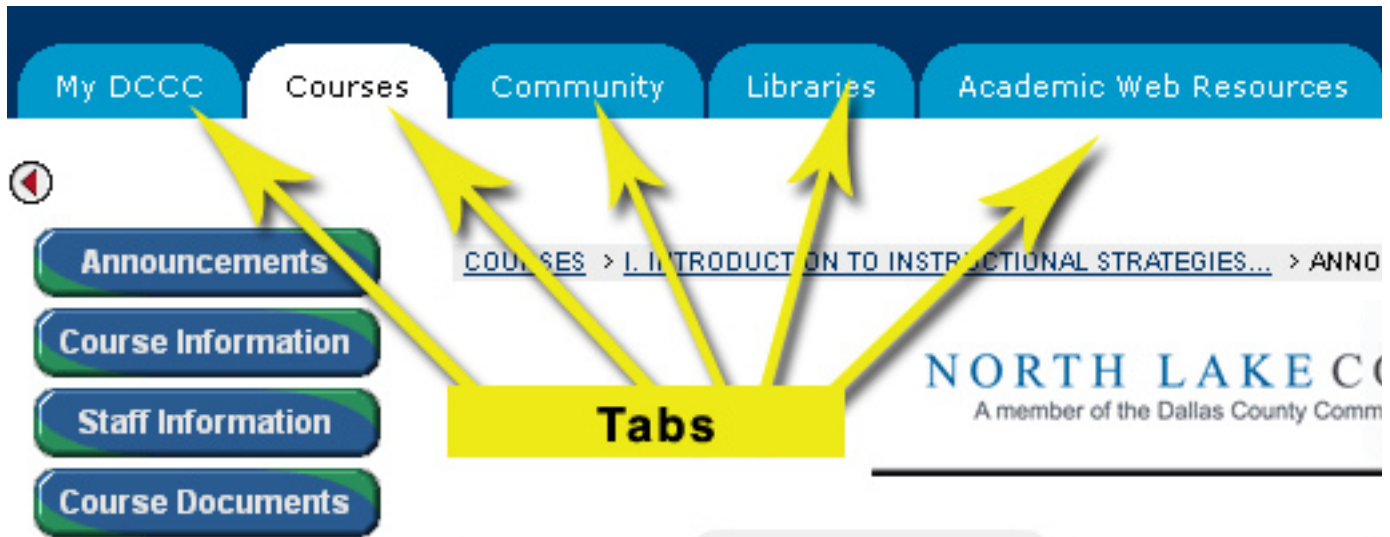
### **Student Panel**

- ◆ eCampus layout - tabs, icons, buttons
- ◆ Basic navigation - student side
- ◆ The concept of forward navigation
- ◆ Announcements - how they can work for you
- ◆ Course Information - setting the criteria for the course
- ◆ Faculty Information - your virtual office
- ◆ Assignments - your content area; posting information and documents
- ◆ External Links - the useful tool

### **Control Panel**

- ◆ Posting Announcements - Creating an announcement
- ◆ Course Information - 1) Skill requirements, 2) Syllabus, 3) Important Dates, 4) E-mail Instructions 5) Course Policies
- ◆ Faculty Information - Creating your faculty profile
- ◆ Lectures - posting your documents and assignments or copying and pasting your notes
- ◆ External Links - How to make external links in your course

# eCampus Layout - Student View



The following tabs are located at the top of your course:

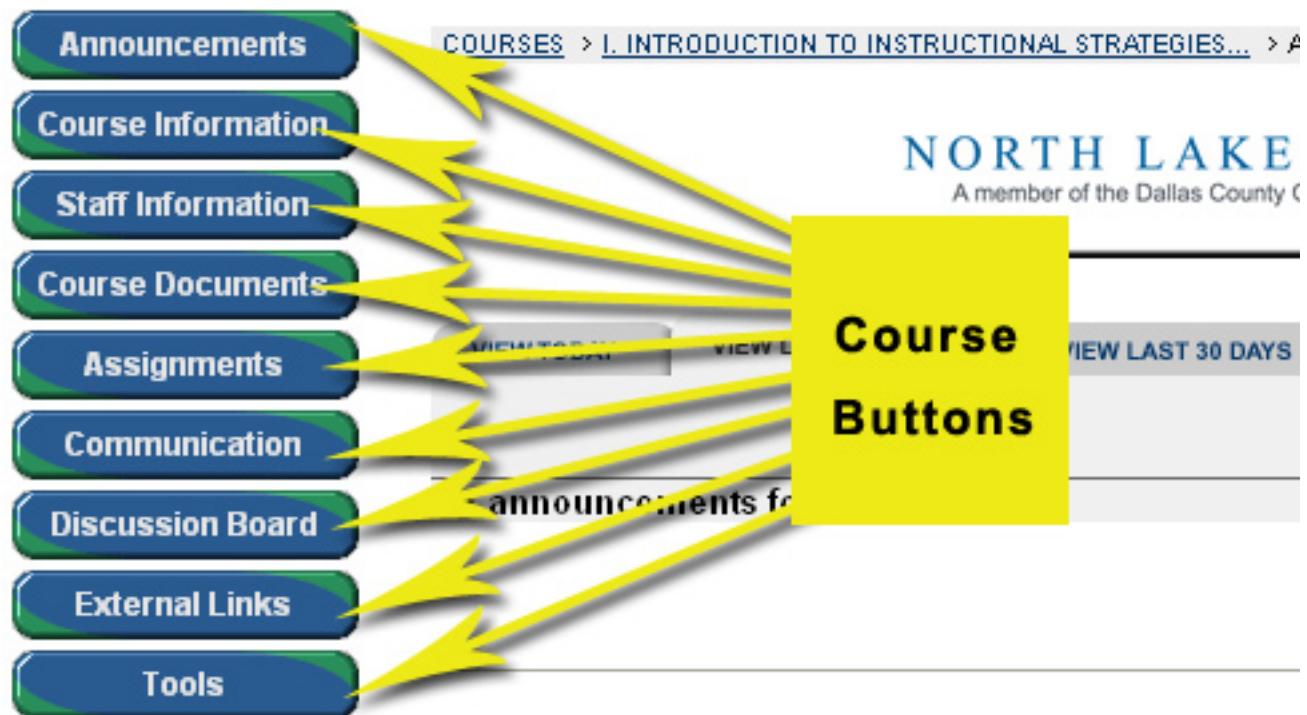
**1. My DCCCD** - Your home page which contains: The Tools area located on the far left hand side. My Announcements for all your courses, Courses: Quick View, and Faculty Information from the eCampus facilitators in the Middle of the page. On the far right hand side is My Courses, My Organizations, My Calendar, and eCampus Known Issues.

**2. Courses** - A list of all the courses that you are teaching and are enrolled in as a student. Course Catalog is a searchable database of all the available eCampus courses.

**3. Community** - A list of all the Organizations that you are participating in and a searchable database of all the Organizations in eCampus.

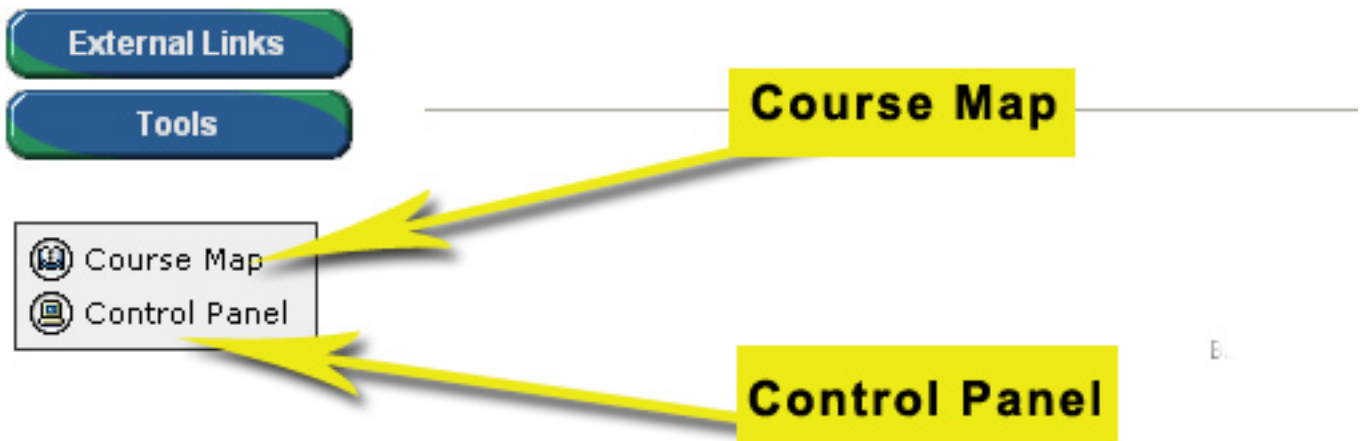
**4. Libraries** - Online databases, Library Catalog, E-Books, Journals and Magazines, Major Services and Beyond Your College Library.

**5. Academic Web Resources** - Blackboard Scholar



The following buttons are located to the left hand side of your course:

1. **Announcements** - Where a student can find announcements
2. **Course Information** - Syllabus, special instructions, guidelines, important dates, e-mail instructions and skill requirements
3. **Staff Information** - Information about the instructor: picture, location, office hours and contact information.
4. **Course Documents** - Other important documents
5. **Assignments** - Course work: modules, chapters, assignments, test links, etc.
6. **Communication** - Class Roster, send e-mail and chat room links
7. **Discussion Board** - Discussion Board forums
8. **External Links** - Important links outside your course
9. **Tools** - Digital Drop box, Calendar, Grades, Personal Information, and student Home page



The following icons are located on the left hand side below the course buttons:

1. **Course Map** - A tree structured map of your course to allow students to quickly assess the contents of the course.

2. **Control Panel** - This area is the backdoor portal to your course and is only available to instructors. The Control Panel is where instructors manage and place the components of their course into eCampus.

**I. Introduction to Instructional Strategies**

- [Announcements](#)
- [Course Information](#)
- [Staff Information](#)
- [Course Documents](#)
- [Assignments](#)
- [Communication](#)
- [Discussion Board](#)

|                                    |   |  |  |
|------------------------------------|---|--|--|
| <b>Content Areas</b>               |   | <b>User Management</b>                       |  |
| <a href="#">Course Information</a> | <a href="#">Assignments</a>             | <a href="#">List / Modify Users</a>          | <a href="#">Remove Users from Course</a> |
| <a href="#">Course Documents</a>   | <a href="#">External Links</a>          | <a href="#">Batch Create Users</a>           | <a href="#">Manage Groups</a>            |
| <b>Course Tools</b>                |   | <b>Assessment</b>                            |  |
| <a href="#">Announcements</a>      | <a href="#">Discussion Board</a>        | <a href="#">Test Manager</a>                 | <a href="#">Gradebook</a>                |
| <a href="#">Course Calendar</a>    | <a href="#">Collaboration</a>           | <a href="#">Survey Manager</a>               | <a href="#">Gradebook Views</a>          |
| <a href="#">Staff Information</a>  | <a href="#">Digital Dropbox</a>         | <a href="#">Pool Manager</a>                 | <a href="#">Course Statistics</a>        |
| <a href="#">Tasks</a>              | <a href="#">Manage Chalk Title</a>      | <b>Help</b>                                  |  |
| <a href="#">Send Email</a>         |   | <a href="#">Support</a>                      |  |
| <b>Course Options</b>              |   | <a href="#">Manual</a>                       |  |
| <a href="#">Manage Course Menu</a> | <a href="#">Import Course Cartridge</a> | <a href="#">Contact System Administrator</a> |  |
| <a href="#">Manage Tools</a>       | <a href="#">Import Package</a>          |  |  |
| <a href="#">Settings</a>           | <a href="#">Export Course</a>           |  |  |
| <a href="#">Recycle Course</a>     | <a href="#">Archive Course</a>          |  |  |

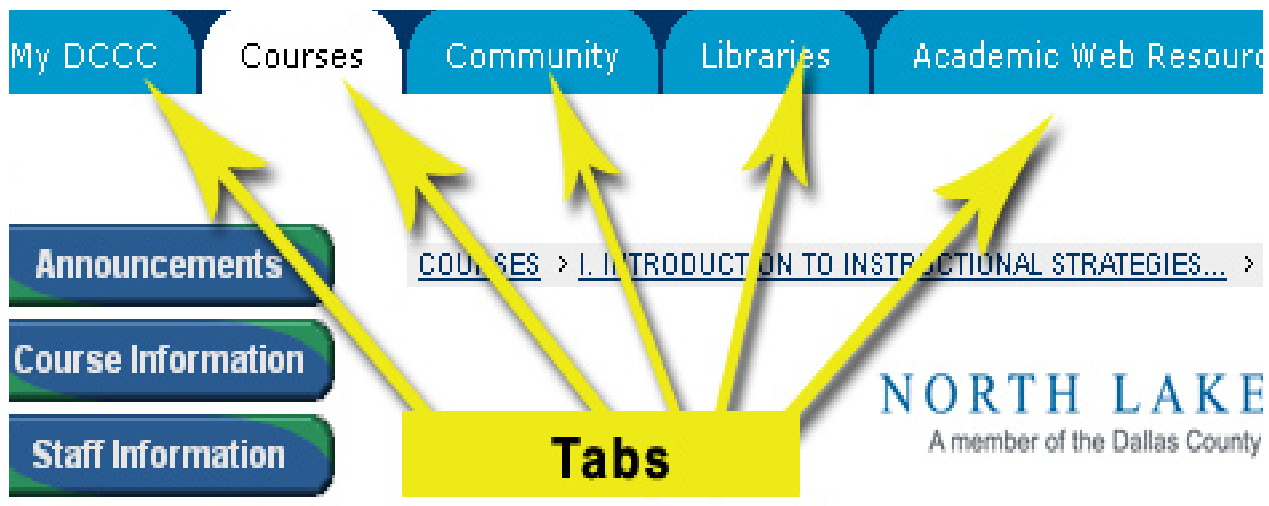
## Forward Navigation

One of the most powerful abilities of the eCampus education platform is the ability to move from one area of the course to another without ever clicking on the **Back** button.

The reason not to use the **Back** button in eCampus is because after a few minutes, the pages dissolve or go away. If you try to use the Back button, all you will see is a page error.

This is similar to the design that is used in online banking. It's purpose is to prevent anyone else who may use the computer from backing (hacking) into your course by history or "backing" up via Web pages into your course.

**Forward navigation** is moving in your course by clicking on either a **tab**, **navigation button** or **bread crumb** to move to a different area.



### The Course Tab

The course tabs in eCampus give you a option of looking at **My DCCC**, **Courses**, **Community**, **Libraries**, or **Web Resources** view. The above illustration demonstrates the location of the Tabs.

Try clicking on the "**My DCCC**" or "**Courses**" view. Clicking on a tab will take you there without having to use the **Back** button on your browser.



## More Forward Navigation with the Course Buttons

Another example of how to navigate is to click on the **Course Information** button. If you are in this area and decide to go to **Staff Information**, simply click the button to move to that area.

The point is, **no matter where you are** in your course, if you choose to move to another area you can do so with ease.



## Bread crumbs

**Bread crumb trails** plainly map out the regular path from the course start or home page to the page you are currently viewing. One of the options of **bread crumbs** is that you can step back through any of the navigated sections “**above**” your current location using the links embedded in the bread crumbs.

This navigation style is named after the trail of bread crumbs that **Hansel and Gretel** (characters in a popular fairy tale) used to find their way back home through the forest.

# Announcements

Announcements are an important tool used to communicate with students in online and traditional classroom settings. They serve as reminders to students of homework due dates and upcoming tests. You can also let students know of emergency cancellations of class before they leave for school.

Announcements

Information

Staff Information

Documents

Communication

Discussion Board

External Links

Tools

COMMUNITY > NORTH LAKE DISABILITY SERVICES > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

November 22, 2005

Mon, Nov 28, 2005 -- *eCampus downtime*  
eCampus was down from 9:45 pm until 11:10 PM, Monday, Nov. 28, 2005. Any inconvenience this may have caused.

Tue, Nov 29, 2005 -- *Final Exam December 6, 2005*  
Just a reminder that we will have our final exam on **December 6, 2005**.

# Faculty Information

Your faculty information page is your virtual office. It should contain information on how a student can contact you if a problem arises. It is a good idea to list your e-mail address, office hours and your office phone number. Knowing that a student can contact their instructor gives them a sense that you are available and willing to help them succeed in their course.



## Faculty Information

**North Lake College**  
of the Dallas County Community College District  
5001 N. MacArthur Blvd.  
Irving, Texas 75038-3899

**Gabriel Bach**  
**Faculty - Social Sciences - Government**  
**Office:** A371 **Phone:** 972-273-3553  
**E-mail:** gabrielbach@dcccd.edu

# Assignments

Your assignment area is where all of your content and exercises should be. It is best to “**chunk**” your material into units, chapters or modules. This makes it easier for your student to navigate through your course. You can attach documents, copy and paste important material, link to interactive content and list important dates and assignment deadlines.

[COURSES](#) > [AMERICAN GOVERNMENT-2301-7502](#) > ASSIGNMENTS



## [Exam One](#)

This folder contains the lecture video presentations for the first exam.

- Texas Politics
- Politics - Who Gets



## [Team Presentations](#)

This folder contains the instructions and guidelines for your 2005 team presentations.



## [Exam Two](#)

This folder contains the lecture video presentations for the second exam.

# External Links

External links is a useful tool to help a student find important material outside of your course. You can create links to material relevant to your class or to helpful software downloads like Adobe Acrobat Reader.

[COURSES](#) > [AMERICAN GOVERNMENT-2302-TELECOURSE](#) > EXTERNAL LINKS



## **Adobe Acrobat Reader**

Click the link below to download your free acrobat reader.  
This software will enable you to view and PDF documents.

[Acrobat Reader](#)



## **Useful Local Links**

Click the links below to visit the local government office web sites.  
Each link will open in a separate window.

- [www.dallasarena.com](http://www.dallasarena.com)
- [www.dallascounty.org](http://www.dallascounty.org)
- [www.dallascityhall.com](http://www.dallascityhall.com)
- [www.ci.irving.tx.us](http://www.ci.irving.tx.us)

## Announcements

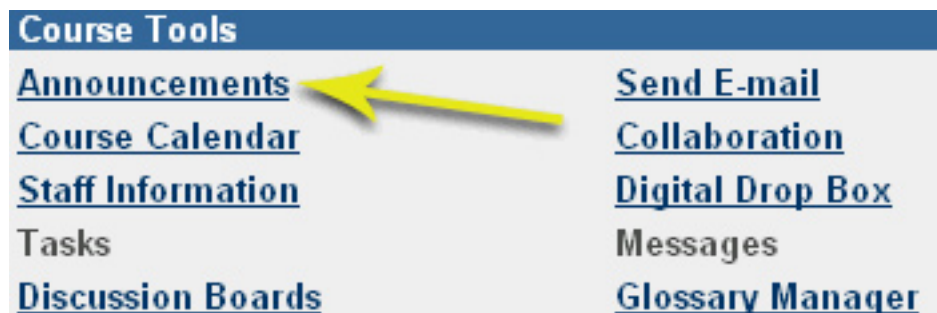
Announcements are an important way for the instructor to communicate with their students.

To create an announcement in your eCampus Course:

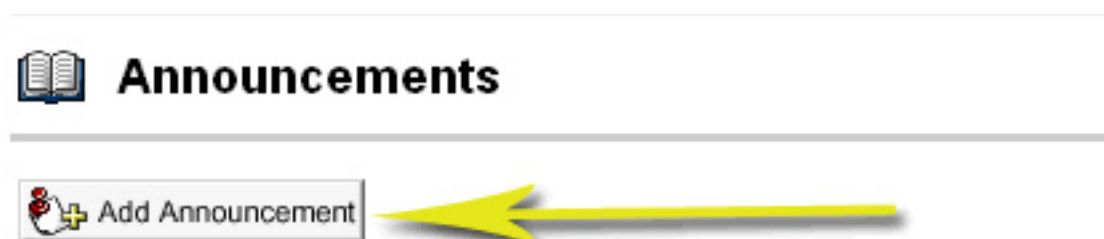
**Step 1:** Open Your Course and click on the **Control Panel**.



**Step 2:** Click on **Announcements** in the **Course Tools** section of the **Control Panel**.



**Step 3:** Click the **Add Announcement** button.



**Step 4:** Fill in the **Subject** and **Message** areas with the information that you want to place in your announcement.

**Modify Announcement**

**1 Announcement Information**

**Subject:** Upcoming Test

**Message:** There will be a test on March 11, 2005. The test will be over chapter 4-7. The test review is now available.

**Step 5:** Scroll down to the **Options** section, select the options that you would like for your announcement. You may select a date for your announcement to begin and end. Please remember that your announcements are your documentation for your course and all announcements drop down after 7 days. They can easily be accessed by clicking **View All** on the **Announcement Tabs**.

**REMEMBER:** Selecting **Yes** for **Always show this announcement on the course's main page** will make your announcement permanent. Permanent announcements will always be the first announcement that your student sees.

**2 Options**

Always show this announcement on the course's main page.  Yes  No

Restrict dates to show this announcement:

Display After

Feb 24 2005 08 40 AM

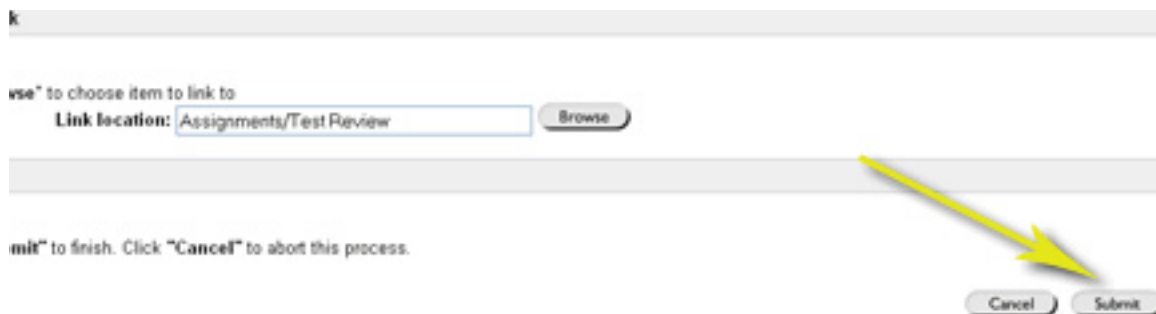
Display Until

Feb 25 2005 08 40 AM

**Step 6:** You can add links to areas in your course from your announcement, such as a test or review. To create a link in your announcement, first click **Browse** in the **Course Link** area and a separate box of your **Course Map** will popup. Select the location of the area that you would like to link to. Click **Submit** to select the location.



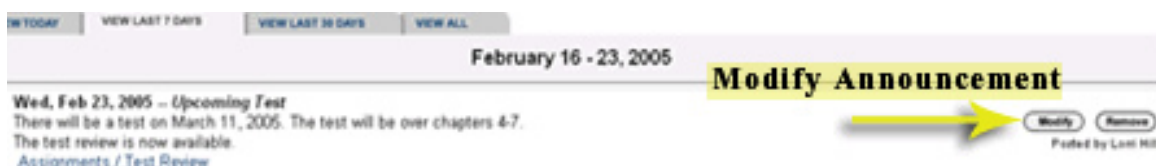
**Step 7:** Click **Submit** to create your announcement.



**Step 8:** Be sure and click **OK** to complete the process.



**Step 9:** Your announcement is ready. If you need to modify your announcement, click the **Modify** button to make any needed changes.



## Course Information

The **Course Information** section sets the criteria for your course. Your course **Syllabus** should be placed here and converted to a **PDF** document. It is important not to mount your syllabus as a word document because students can change and print their own version of your syllabus. **PDF's** can not be altered. If you do not have Adobe Acrobat, we will be happy to convert your word documents for you. You can place important items in the **Course Information** area such as important dates, e-mail instructions and skills requirements. Course expectations and policies can also be placed in this section along with anything else that you feel your students should know or expect from your course.



Announcements

Course Information

Faculty Information

Assignments

Communication

External Links

Tools

Course Map

Control Panel

COURSES > AMERICAN GOVERNMENT-2302-7502 > COURSE INFORMATION

**Syllabus**  
[GOVT 2302](#) ( 25748 Bytes )  
Click the above link to access your PDF document.

**Important Dates**  
Please make note of the following important dates.

**Email Instructions**  
Instructions on the proper procedure for email.

**Skills Requirements**  
This lists the skills requirements to take this course.

## Faculty Information

Posting a faculty profile and uploading a picture is an excellent way for your students to get to know you. You can include all of your contact information as well as the location of your office and your office hours.

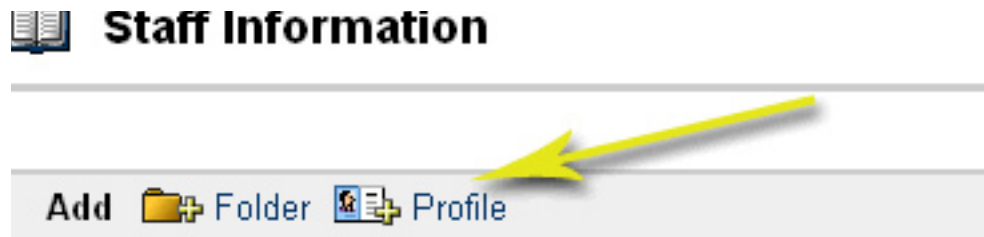
**Step 1:** Open Your Course and click on the **Control Panel**.



**Step 2:** Click on **Staff Information** in the **Content Tools** section of the **Control Panel**.

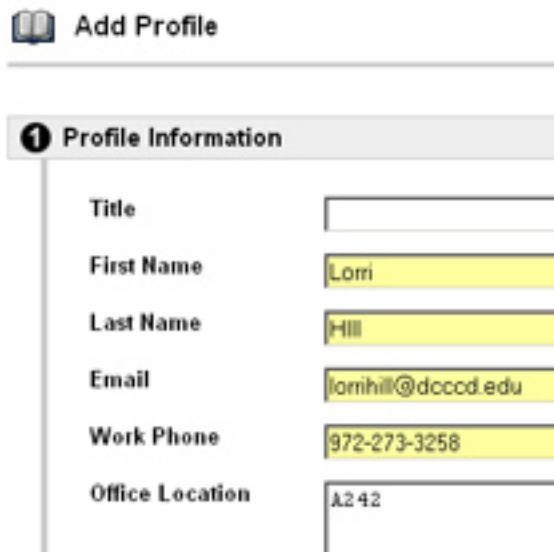


**Step 3:** Click the **Profile** button to add your instructor information to your course.



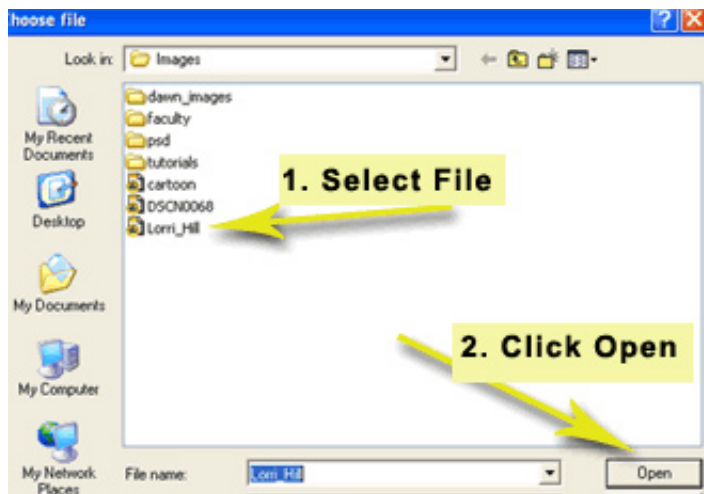
**Step 4:** Fill in the **Title**, **First Name**, **Last Name**, **E-mail**, **Work Phone**, **Office Location** and **Office Hours** as it applies to you and your course.

Note: Students will look at your instructor information to see how and when they can contact you if a problem arises.

A screenshot of the 'Add Profile' form. The form has a title 'Add Profile' with a book icon. Below the title is a section titled 'Profile Information' with a question mark icon. The form contains several input fields: 'Title' (empty), 'First Name' (filled with 'Lorri'), 'Last Name' (filled with 'Hill'), 'Email' (filled with 'lorihill@dccc.edu'), 'Work Phone' (filled with '972-273-3258'), and 'Office Location' (filled with 'A242').

**Step 6:** Locate your picture on your local computer and click **Open** to attach the file.

**Note:** Pictures should be 150 X 150 pxls.



**Step 7:** Click **Submit** to create your profile.



**Step 8:** Click **OK** to finish creating your Instructor profile

 **Lorri Hill**  
**Email** [lorrihill@dccd.edu](mailto:lorrihill@dccd.edu)  
**Work Phone** 972-273-3258  
**Office Location** A242  
**Office Hours** M-F 8-4:30



## Lectures and Assignments

There are two ways to post documents to your eCampus course. One way is to copy and paste the material into the text box area. The other method is to link to a PDF or Word document from inside of your course.

**Note:** When Attaching a syllabus document, it is recommended to convert your word document to a PDF. This prevents the student from altering the document. PDF's are also easier for a student to read on their computer, because Acrobat Reader is a free program.

To attach a document to your eCampus course:

**Step 1:** Open Your Course and click on the **Control Panel**.



**Step 2:** Click on **Course Information** in the **Content Areas** section of the **Control Panel**.



**Step 3:** Click the **Add Folder** button to add a folder to the **Course Information** section of your course. It is better to put your documents inside of folders to keep your course organized more efficiently.

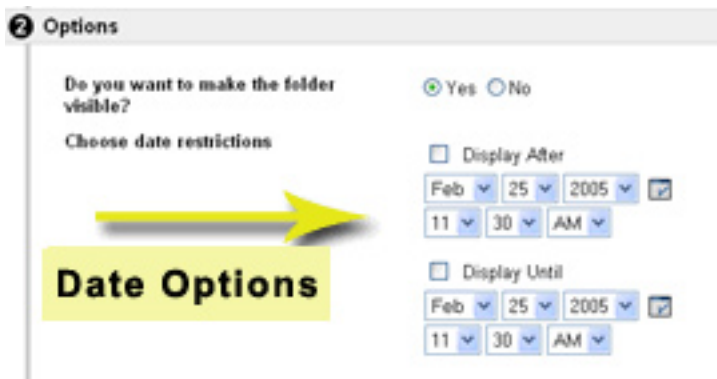


**Step 4:** Fill in the **Name** and click **Pick** to access the color picker. Select hyper-link blue for the color of the text because this will be a link to the inside of your folder.

**Note:** Students will identify with the color blue because this color is commonly used on the web to represent a link.



**Step 5:** Scroll down to the **Options** area, to select a date to turn the folder on or turn off.



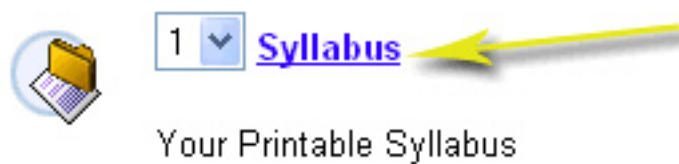
**Step 6:** Click **Submit** to create the folder.



**Step 7:** Click **OK** to finish creating your folder.



**Step 8:** Click the folder link to open the folder.



**Step 9:** Select **Add Item** button to add an item.



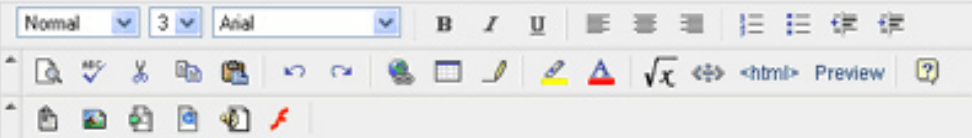
**Step 10:** Select a name from the drop down **Name** box. **Or specify your own name** and fill in the name of the document in the next box. Provide a description of the document in the **Text** area box, if desired.

## Add Content

**1 Content Information**

**Name:**  **1. Name**  
or specify your own name:   
**Choose Color of Name:**

**Text:**

Normal 3 Arial B I U 

**This is a link to your PDF document.** **2. Description**

**Step 11:** Scroll down to the **Content** area and click **Browse** to select the file from your computer to attach.

**2 Content**

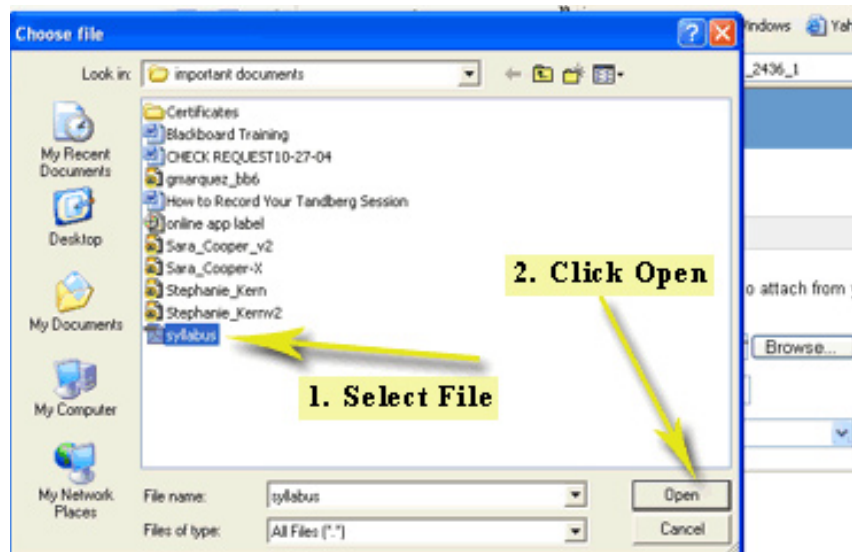
Files may be attached to the above information. Click the Browse button to select the file to attach from y file.

**File to Attach:**  **2. Click Open**

**Name of Link to File:**

**Special Action:**

**Step 12:** Locate the file on your computer, select it and click **Open**.



**Step 13:** Scroll down to the **Options** area, you can **make the content visible**, **track the number of views** it receives and **Chose date restrictions** for your linked document.

The screenshot shows the 'Options' dialog box with three yellow callout boxes and arrows pointing to specific settings:

- 1. Make visible:** Points to the 'Yes' radio button for 'Do you want to make the content visible?'.
- 2. Track Views:** Points to the 'No' radio button for 'Do you want to track number of views?'.
- 3. Select Dates:** Points to the date selection fields for 'Display After'.

The 'Display After' date is set to Feb 25, 2005, 11:40 AM. The 'Display Until' date is also set to Feb 25, 2005, 11:40 AM.

**Step 14:** Click **Submit** to attach your document.



**Step 15:** Click **OK** to finish attaching your document.

The screenshot shows a 'Content Receipt' page with the following content:

[COURSES](#) > [AMERICAN GOVERNMENT-2301-7502](#) > [COURSE INFORMATION](#) > CONTENT RECEIPT

**Content Receipt**

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content added

**Syllabus**  
Govt Syllabus 2301 (29809 Bytes)  
Click the above link to open your PDF file.

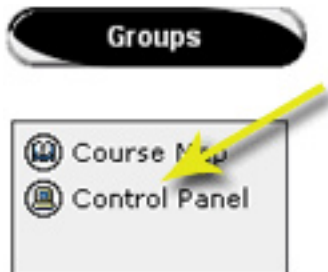
2005-12-01 10:55:52 AM

A yellow arrow points to the 'OK' button at the bottom right.

## External Links

Creating external links in your eCampus course is a useful way to allow your students to visit relevant sites pertaining to the material in your class.

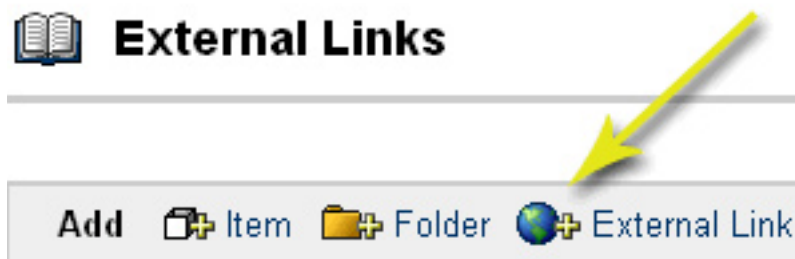
**Step 1:** Open Your Course and click on the **Control Panel**.



**Step 2:** Click on **External Links** in the **Content Areas** section of the **Control Panel**.



**Step 3:** Click the **External Link** button to add a link to your course.



**Step 4:** Fill in the **Name** of the link and the **Description** if desired.

**1 External Link Information**

\* Name:  **1. Link Name**

\* URL:   
For example, <http://www.myschool.edu/>

Description:  **2. Brief Description**

**Step 5:** To insert the *hyperlink*, minimize the browser window and open a new *Internet Explorer* window. Navigate to the web site that you would like to link to. Select the *web address* in the *Address* bar of your browser window. Right click and select copy to place the web address on your computer's clipboard. Close the window.



**Step 6:** Select the *URL* text box, right click it and paste the link into the box.

**1 External Link Information**

\* Name:

\* URL:   
For example, <http://www.myschool.edu/>

**Step 7:** Scroll down to the **Options** area. There are several options to choose from in this section.

1. You want to select **Yes** by **Do you want to make the External Link visible**, so your students can see the link.
2. It is usually best to select **Yes** on **Launch Item in external window**, because it will open a separate window when linking to the desired site. The student will only have to close the window to continue in your eCampus course.
3. You can track the statistics on this area of your eCampus course, by selecting **Yes** to, **Do you want to track number of views?**

**3 Options**

1. Do you want to make the External Link visible?  Yes  No

2. Launch Item in external window  Yes  No

3. Do you want to track number of views?  Yes  No

**Step 8:** Scroll down and click **Submit** to create the external link.

Cancel Submit

**Step 9:** Click **OK** to finish creating your external link.

[COURSES](#) > [AMERICAN GOVERNMENT-2302-7006](#) > [CONTROL PANEL](#) > [EXTERNAL LINKS](#) > CONTENT RECEIPT

**Content Receipt**

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**External Link added**  
[North Lake College](#)  
This is a link to the North Lake College web site.

2005-12-01 02:48:31 PM OK

**Step 10:** You can now see and test your external link in your course.

## External Links

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1 ▾

[North Lake College](#)

This is a link to the North Lake College web site.



*Professional Development*

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