



Managing your course in myCourses

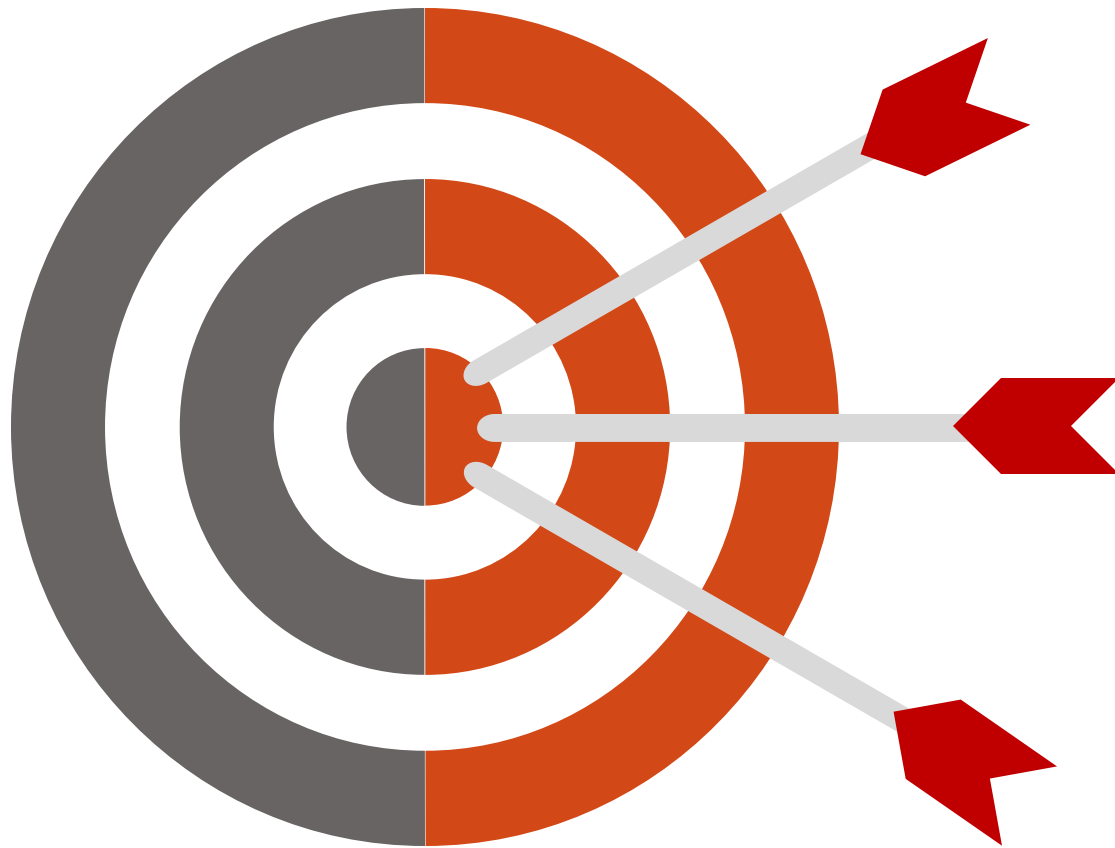
June 2020

This session is being recorded ▶

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Session Outcomes



Design your homepage with purpose to enhance the course experience.

Identify strategies and procedures for managing student grades using Grades.

Track student activities using Class Progress and Intelligent Agents.



Designing your homepage



1

2

3

Your course homepage



Design with purpose



Visually organize



Customize navbar,
banner and widgets

The screenshot shows a course homepage for 'Geography 101'. At the top is a navigation bar with links: Content, Zoom, Lecture Recordings, Discussions, Assignments, Classlist, Grades, Class Progress, and Course Admin. Below the navigation bar is a banner image of a mountain range with the text 'Geography 101' overlaid. Underneath the banner are two main sections: 'Announcements' and 'Calendar'. The 'Announcements' section shows a message: 'There are no announcements to display. [Create an announcement.](#)' The 'Calendar' section shows the current date 'Thursday, June 4, 2020' and a message: 'There are no events to display. [Create an event.](#)'

Personalizing your banner

Content Zoom Lecture Recordings Discussions Assignments Classlist Grades Class Progress Course Admin



**Add visual styling
and context:**



Use the image bank



Upload a custom
banner

Customizing your navigation bar

Content Zoom Lecture Recordings Discussions **Quizzes** Assignments Grades Classlist Course Admin



Facilitate access to course tools



Add any missing tools (e.g. Quizzes)



Be selective about links and ordering

Choosing your Widgets

An effective homepage should include widgets that help with:



NAVIGATION



COMMUNICATION

The screenshot displays a user interface for 'myCourses Essentials'. At the top, there is an 'Announcements' section with a welcome message to Barbara Stechysin and a link to 'Show All Announcements'. Below this is a grid of four module tiles: 'Overview' (0 of 2 Topics Completed), 'Course Set-up' (0 of 9 Topics Completed), 'Content' (0 of 5 Topics Completed), and 'Course Management' (0 of 4 Topics Completed). To the right, there is a 'Calendar' widget showing the date 'Monday, May 25, 2020' and a list of upcoming events: 'Chapter 1 Quiz - Due' on June 1 at 11:30 PM and 'Final Exam - Due' on July 8 at 10:00 AM. At the bottom right, there is an 'INSTRUCTOR PROFILE' for Samuel Hayes, including a profile picture and a bio: 'I've been a teacher at McGill University for over twelve years now. I am passionate about online learning, and am looking forward to teaching the class this semester.'

Recommended Widget:

Announcements:


- Share updates and reminders
- Add images, links, videos, etc.
- Personalize your messages

Announcements ▾

Welcome to myCourses ▾ ×

Posted May 25, 2020 3:16 PM

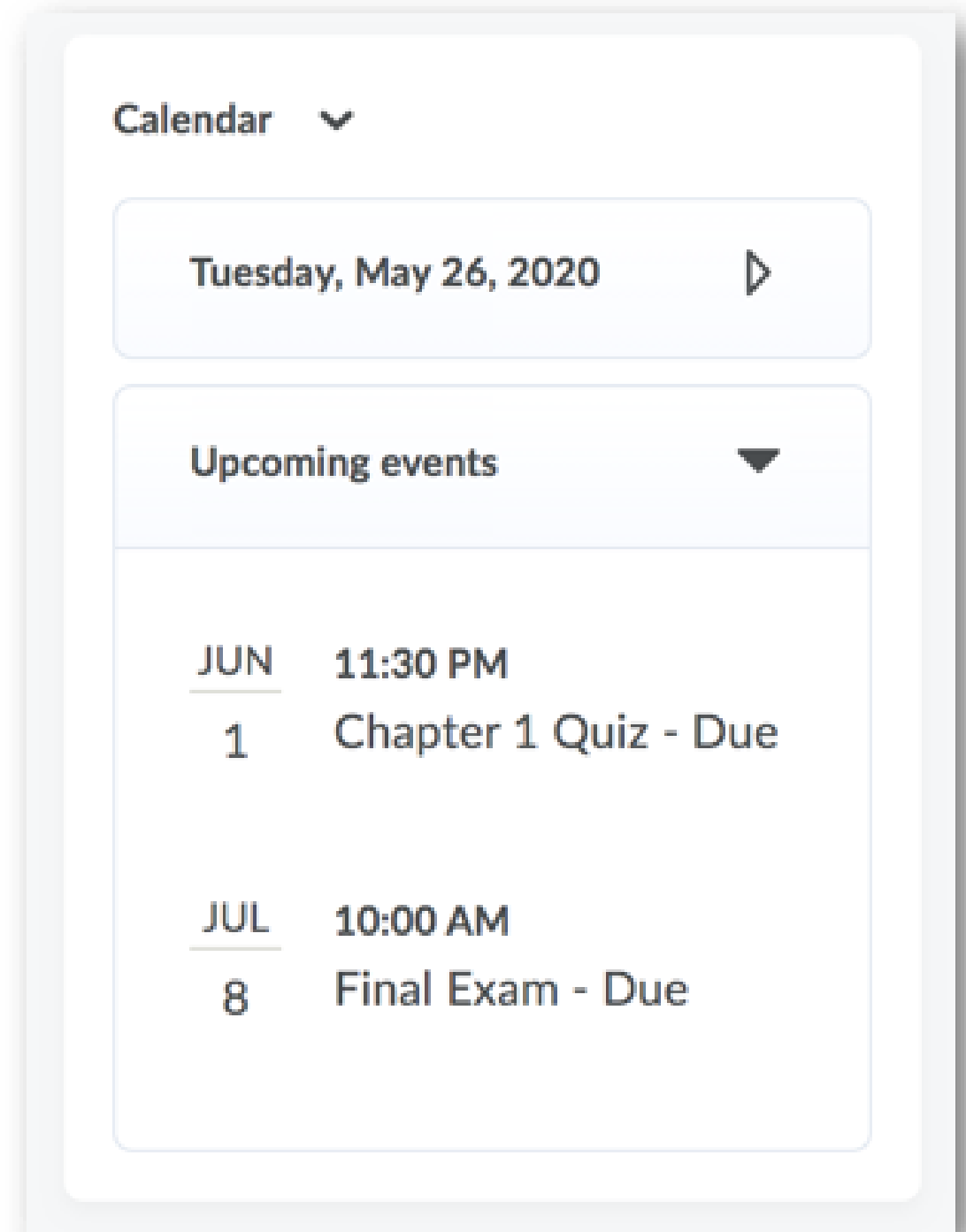
Welcome Barbara to the myCourses sample course. This course shell is intended to help instructors get a feel for how they can use the learning management system with their class. When performing the suggested activities in this course please perform them in the supplemental Sandbox. If one was not included in the email when you received access to this course than you may need to [send an email](#) for access to this [Sandbox](#).



Recommended Widget

Calendar:

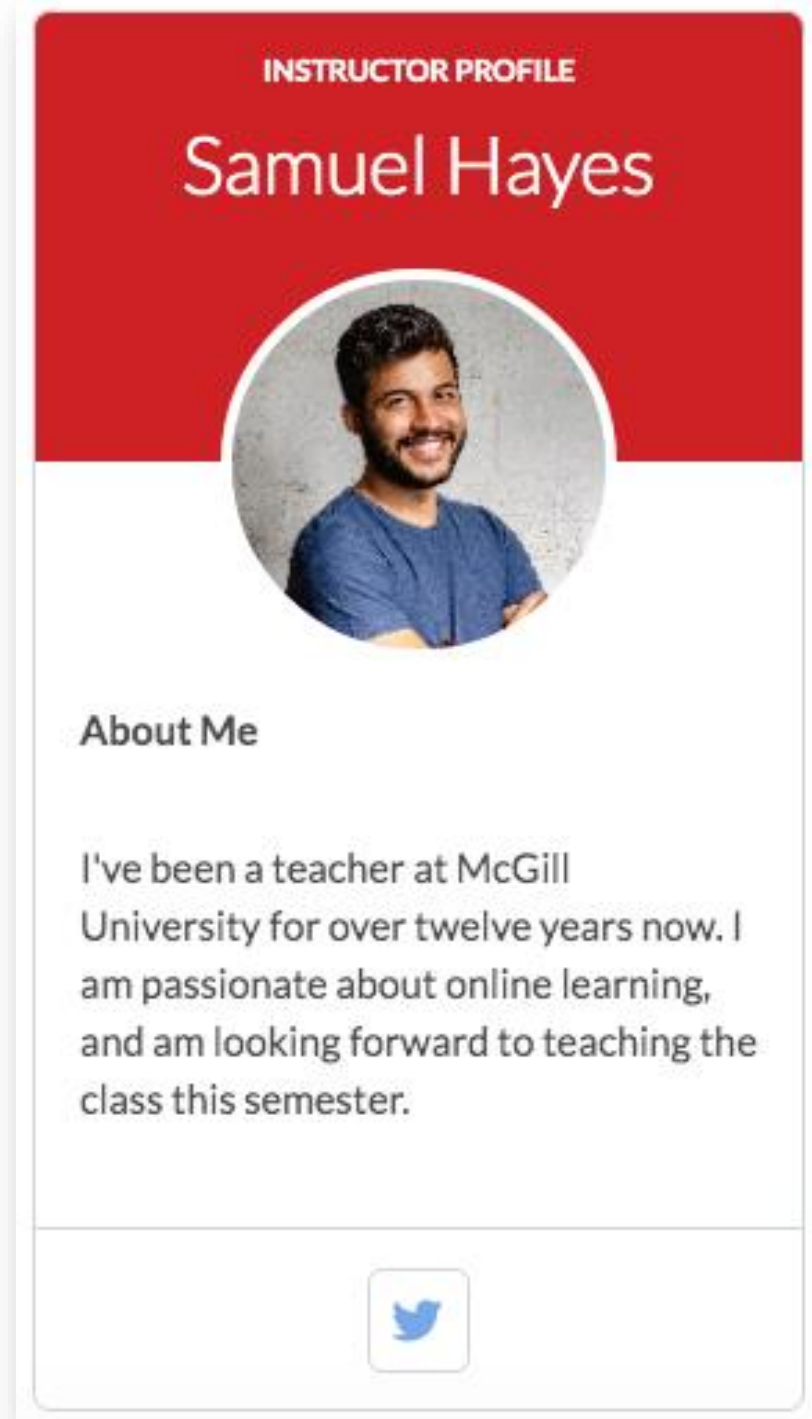
- Add upcoming events
- Automatically display deadlines
- View in an external calendar by subscribing



Recommended Widgets

Teacher Profile:

- Add a picture
- Introduce yourself
- Share social media details



The image shows a digital widget for an instructor profile. At the top, it says "INSTRUCTOR PROFILE" in white text on a red background. Below that, the name "Samuel Hayes" is displayed in large white font. A circular profile picture of a man with a beard and a blue shirt is centered below the name. Underneath the photo, the text "About Me" is written in a bold, dark font. The main body of the widget contains a paragraph of text: "I've been a teacher at McGill University for over twelve years now. I am passionate about online learning, and am looking forward to teaching the class this semester." At the bottom of the widget, there is a small blue Twitter icon inside a white square.

Recommended Widgets

Visual Table of Contents:

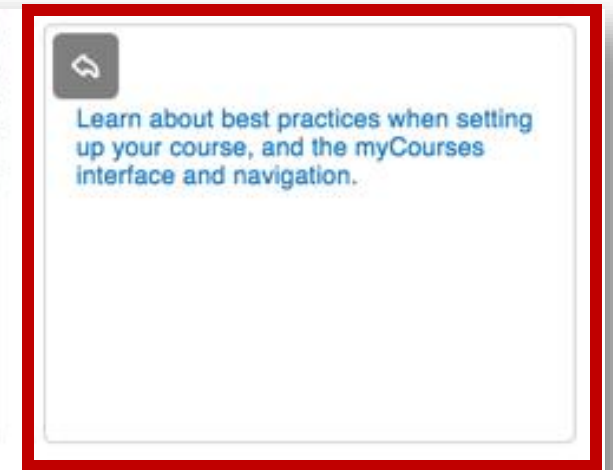
- Easy access to content
- "Flip" to reveal a module's description
- Students can track their progress



Overview

50% 2 of 4 Topics Completed

This widget features a header image of a coffee cup, a notepad, and a keyboard. It includes an information icon (i) and a flip icon (DD). A progress bar shows 50% completion for 2 of 4 topics.



Learn about best practices when setting up your course, and the myCourses interface and navigation.

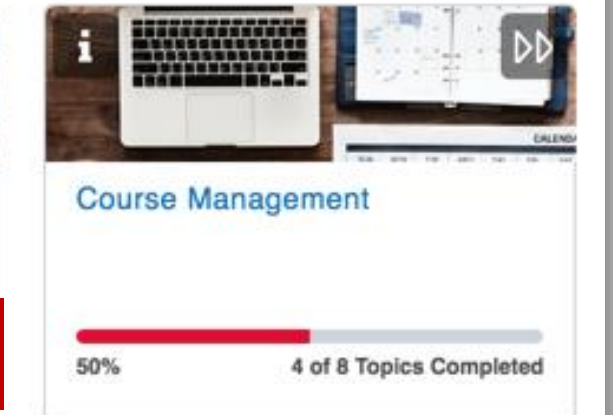
This widget is highlighted with a red border. It contains a flip icon (DD) and a text link for learning about best practices for course setup.



Content

55% 6 of 11 Topics Completed

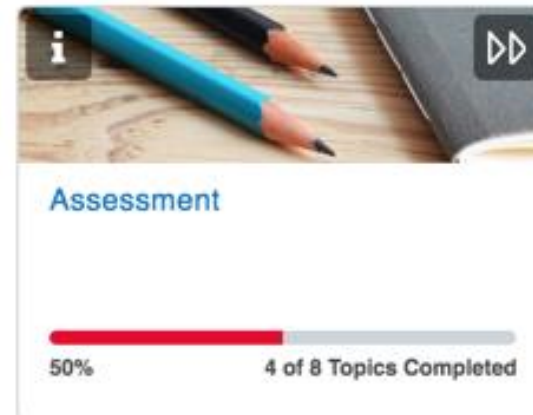
This widget features a header image of books. It includes an information icon (i) and a flip icon (DD). A progress bar shows 55% completion for 6 of 11 topics.



Course Management

50% 4 of 8 Topics Completed

This widget features a header image of a laptop and a tablet. It includes an information icon (i) and a flip icon (DD). A progress bar shows 50% completion for 4 of 8 topics.



Assessment

50% 4 of 8 Topics Completed

This widget features a header image of pencils on a desk. It includes an information icon (i) and a flip icon (DD). A progress bar shows 50% completion for 4 of 8 topics.



Interaction

50% 4 of 8 Topics Completed

This widget features a header image of people interacting with a document. It includes an information icon (i) and a flip icon (DD). A progress bar shows 50% completion for 4 of 8 topics.



Managing Student Grades



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3

What is the Grade book?

				Final Grades	
Assignment	Mid-Term	Participation	Final	Final Calculated Grade	Final Adjusted Grade
80 / 100	77 / 100	9 / 10	87 / 100	83.05 %	84 / 100

- Evaluate specific tasks
- Enter and keep track of grades
- Share grades and feedback

Grade
84 %

Individual Feedback
Great work throughout the term. I appreciate your level of participation in our class discussions and the effort you made in your group project.

Grade Item	Points	Weight Achieved	Grade	Feedback
Assignment	80 / 100	20 / 25	80 %	
Mid-Term	77 / 100	19.25 / 25	77 %	
Participation	9 / 10	9 / 10	90 %	
Final	87 / 100	34.8 / 40	87 %	

Why use the Grade book?



It does the math for you!



Multiple users can enter grades



Simplified record-keeping



Manage exactly what students see



View analytics and statistics



Export grades to Minerva

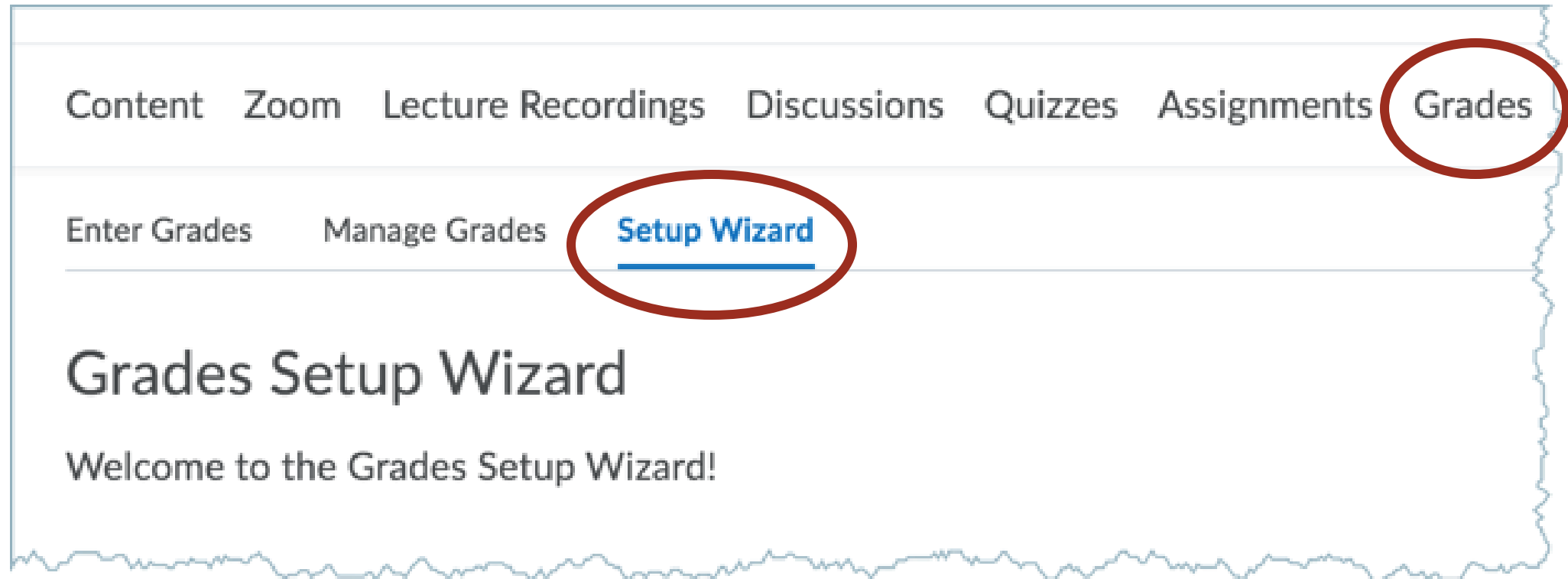
Planning Your Grade book:

1. What will you evaluate?
2. Which grading system will you use?
3. How will you allocate points?
4. How will you handle ungraded items?
5. How will you calculate final grades?

Grade Item	Type	Association	Max. Points	Weight
Quiz 1 ▾	Numeric	-	25	10
Quiz 2 ▾	Numeric	-	25	10
Quiz 3 ▾	Numeric	-	25	10
Group Project ▾	Numeric	-	100	20
Written Report ▾	Numeric	-	100	20
Participation ▾	Numeric	-	5	5
Final Exam ▾	Numeric	-	100	25
Final Calculated Grade ▾				
Final Adjusted Grade ▾				

X = 0

Use the Grades Setup Wizard



The screenshot shows a navigation menu with the following items: Content, Zoom, Lecture Recordings, Discussions, Quizzes, Assignments, and Grades. The 'Grades' item is circled in red. Below the menu, there are three options: 'Enter Grades', 'Manage Grades', and 'Setup Wizard'. The 'Setup Wizard' option is underlined in blue and circled in red. Below the navigation, the heading 'Grades Setup Wizard' is displayed, followed by the text 'Welcome to the Grades Setup Wizard!'.



Tracking Student Data



1

2

3

Tracking students with Class Progress



Visual cues on key indicators in myCourses



One location

Class Progress

Settings

Help

Search users



Filter to: All Users

Use agents to automate feedback

Name	Content Visited	Discussions	Logins	Grades
Deckard, Rick	<div><div style="width: 24%;">24 %</div></div> Completed: 20 / 83	0 read 0 threads 0 replies	 Logins: 71	
Student, Demo06	<div><div style="width: 67%;">67 %</div></div> Completed: 56 / 83	9 read 0 threads 0 replies	 Logins: 105	
Student, Demo07	<div><div style="width: 1%;">1 %</div></div> Completed: 1 / 83	0 read 0 threads 0 replies	 Logins: 25	



1

/ 1



10 per page

Drilling down to a student

The screenshot displays two overlapping panels from a learning management system. The left panel, titled 'Content Progress', shows a 'Table of Contents' with 'Module 1 - Co' at 8% completion. A 'Course Access' table lists dates from May 11, 2020, to May 23, 2020, with 4 days visited. The right panel, 'Discussions Progress', shows a summary for 'myCourses Essentials discussion forum' with 70 posts read, 1 thread created, and 15 replies posted. It lists three discussion topics: 'General myCourses questions' (2 posts read, 0 threads, 0 replies), 'Questions about real-time lectures and recorded lectures' (25 posts read, 1 thread, 5 replies), and a post about uploading lecture recordings (replied Jun 2, 2020).

Content Progress

Topics Visited: 11 / 396 Total Visits: 21

Table of Contents

- Module 1 - Co: 8 %
- Course O: 2 visits
- Introduc: 0 visits

Course Access

# Days Visited (Last 30 Days)	Last Accessed
4	5/23/2020

Discussions Progress

Posts Read	Threads Created	Replies Posted
70	1	15

myCourses Essentials discussion forum

Posts Read: 70 Threads Created: 1 Replies Posted: 15

- 5 Topics

General myCourses questions

Posts Read: 2 Threads Created: 0 Replies Posted: 0

Details

Questions about real-time lectures and recorded lectures

Posts Read: 25 Threads Created: 1 Replies Posted: 5

Details

Posts

Uploading to the Lecture Recordings section before term starts

Replied: Jun 2, 2020 9:15 PM

Sending emails automatically: Intelligent Agents

Class Progress

Settings

Help

Search users

Filter to: All Users

Use agents to automate feedback



FLAG YOU AND
YOUR TEACHING
ASSISTANTS



SET REMINDERS ON
KEY DEADLINES

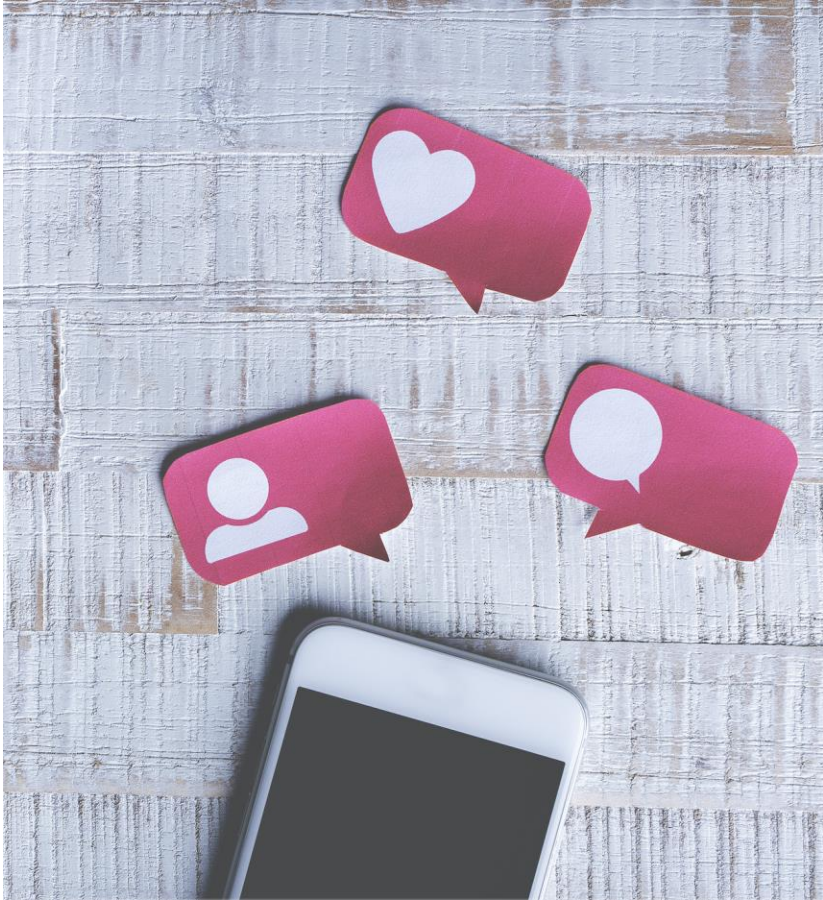


SEND A WELCOME
EMAIL



SEND ENCOURAGING
MESSAGES

Gather direct feedback from students



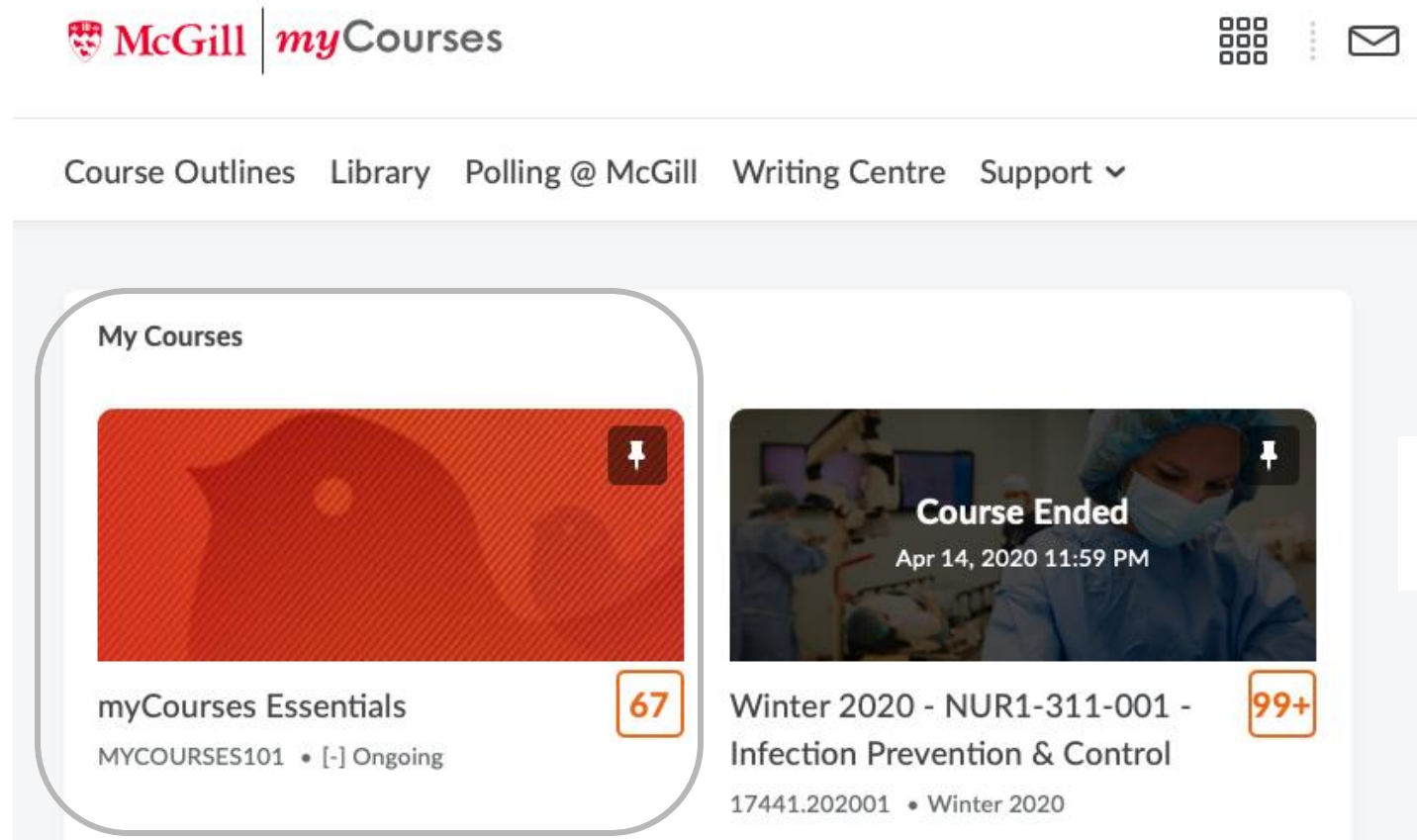
- Which particular activities are helping you learn?
- If there was one thing that you could change about this course, what would it be?

Mid-course evaluation:

<https://www.mcgill.ca/mercury/instructors/midcourse>

Next steps

New to myCourses? Need a refresher?



The screenshot displays the myCourses interface. At the top left is the McGill myCourses logo. To the right are icons for a grid, a vertical ellipsis, and an envelope. Below the logo is a navigation bar with links: Course Outlines, Library, Polling @ McGill, Writing Centre, and Support with a dropdown arrow. The main content area features a 'My Courses' section with two course cards. The first card, 'myCourses Essentials', has a red background and a pin icon; it is highlighted with a rounded rectangle. The second card, 'Winter 2020 - NUR1-311-001 - Infection Prevention & Control', has a dark background with a photo of a person in a lab coat and a pin icon.

McGill | myCourses

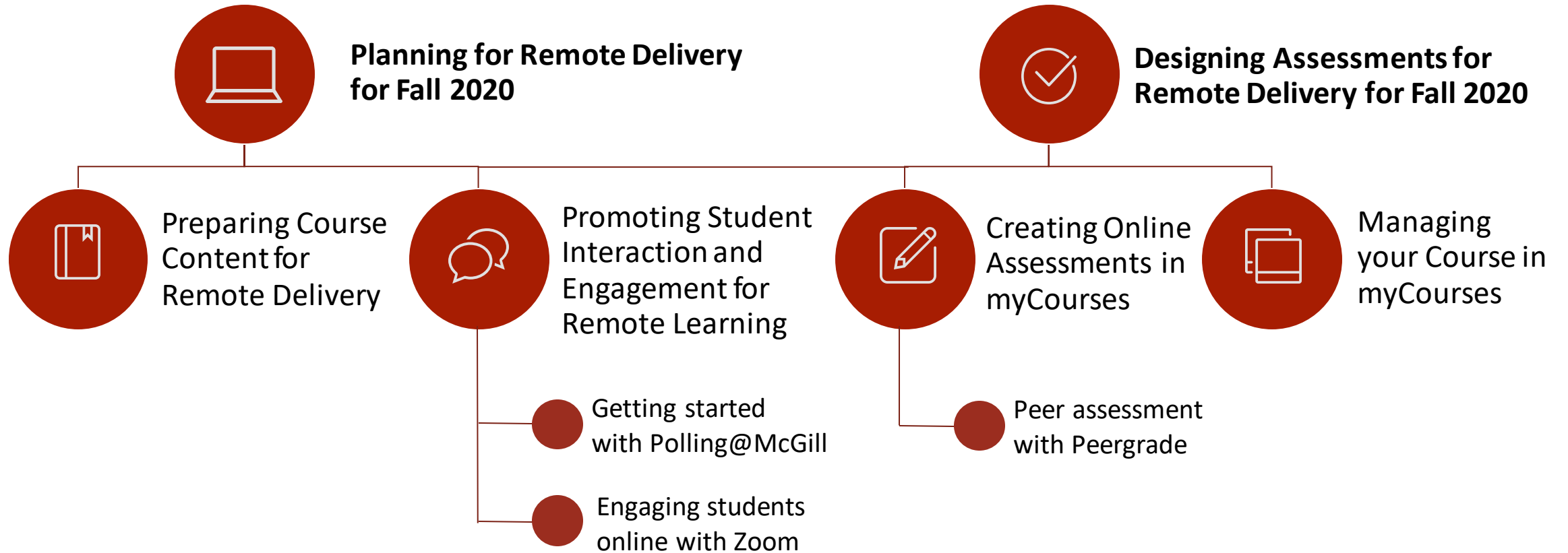
Course Outlines Library Polling @ McGill Writing Centre Support ▾

My Courses

myCourses Essentials 67
MYCOURSES101 • [-] Ongoing

Course Ended Apr 14, 2020 11:59 PM
Winter 2020 - NUR1-311-001 - Infection Prevention & Control 99+
17441.202001 • Winter 2020


Webinar Sessions



Webinar Resources


<https://www.mcgill.ca/tls/instructors/class-disruption/webinars>

Upcoming webinars



Planning for remote delivery



Does adapting your courses for remote delivery seem like a daunting task? In this webinar, we will help you plan with your specific course context and desired learning outcomes in mind. We review the options and the rationales to balance fixed activities, where students are “in class” at the same time, and flexible activities, where students participate at a time that is possible for them. Note that this webinar is preparation for "Designing assessments for remote delivery."



 [Download the companion resource document](#)

Resources and readings

Resources

- Accessibility Guidelines and Document Checkers: <https://www.mcgill.ca/osd/faculty-staff/resources> , <https://mcgill.ca/tls/instructors/class-disruption/support>
- Accessibility Assistive Technologies (Temporarily free): <https://mcgill.ca/equity/resources/disability>

June 2
[Watch recording](#) 
[Download slides](#) 

June 8
Recording to come 
[Download slides](#) 



1. What's your most important take-away from today's session?
2. Do you have any additional questions on what we covered today?

Type your answers in the chat window