



Student Manual

WELCOME TO MYCLASSES @ SALISBURY UNIVERSITY

Salisbury University Student,

Welcome to Salisbury University! We hope that your time at campus is filled with a multitude of learning opportunities. Many of those learning experiences will take place inside your MyClasses course. What is MyClasses and how will it benefit you? Great question!

MyClasses is the Course Management System used by Salisbury University for the delivery of web-enhanced, hybrid and online courses. Each MyClasses course is unique, designed by various faculty and staff members at the university. In each MyClasses course you're enrolled, you may notice similarities and differences. Faculty can choose which of the MyClasses tools they use inside their course. This manual will highlight each of those tools, which could be present in your MyClasses course.

Enjoy your MyClasses experience,

Office of Instructional Design & Delivery

COURSE ICONS



Course Content (Homepage)

This icon will lead you back to your course homepage.



Syllabus

This icon will link you to the course syllabus. The format that your instructor uploaded the course may vary. (Word documents, PDF files or HTML webpage)



Announcements

The announcement tool will list all course announcements entered by your instructor. Some faculty members also deliver announcements as pop-ups, so make sure that your pop-up blocker is turned off.



Assignments

The assignment tool allows students to see available assignments, as well as previously completed assignments. When you click on this icon you will be linked to the current list of available, uncompleted, assignments. To view the assignment instructions, click directly on its name.



Assessments

The assessments tool is where all online quizzes and tests are located. When you click on this icon you will be linked to a list of all available assessments.



Calendar

The calendar tool allows you to look at all entries added by the instructor. You can click on links inside the calendar, if they are present, which direct you to assignments and assessments.



Discussions

Discussion areas allow students to post messages and replies to prompts from the instructor. Depending on settings, you will be able to reply to other students' postings as well.



Chat

The Chat area of MyClasses allows students to communicate, in real-time, with their instructors and other students enrolled in the course.



Goals

Goals for the course can be associated with course content, assessments, assignments to give students an idea as to the purpose of the course work.



Learning Modules

Contains files and information regarding that module of the course, numbered sequentially.



Mail

Tool for sending email messages.



Media Library

Access specific files like videos, audio and glossaries here.



Roster

View the profiles of others associated with the course, i.e. other students, teaching assistants, and the instructor.



Search

Search html files that have been placed in the course by your instructor.



Web Links

Links that are relevant to the course work.



Who's Online

View a list of other students who are online in your course. From this tool you can initiate a private online chat.



My Grades

All course-related grades can be viewed from this area. Instructors have access to releasing grade columns at their own discretion.

LOGIN TO MYCLASSES & CHECK BROWSER

1. Connect to the Internet, open your web browser (i.e. Internet Explorer), and type in the URL:
<https://myclasses.salisbury.edu/>

2. The Log In area will prompt you to enter your User name and Password.

Students: Your MyClasses @ SU user name and password are the same as your SU GroupWise account user name and password. If you don't know your user name and password please contact the IT Helpdesk in the TETC, room 113, by phone at 410.677.5454 or by email at helpdesk@salisbury.edu.

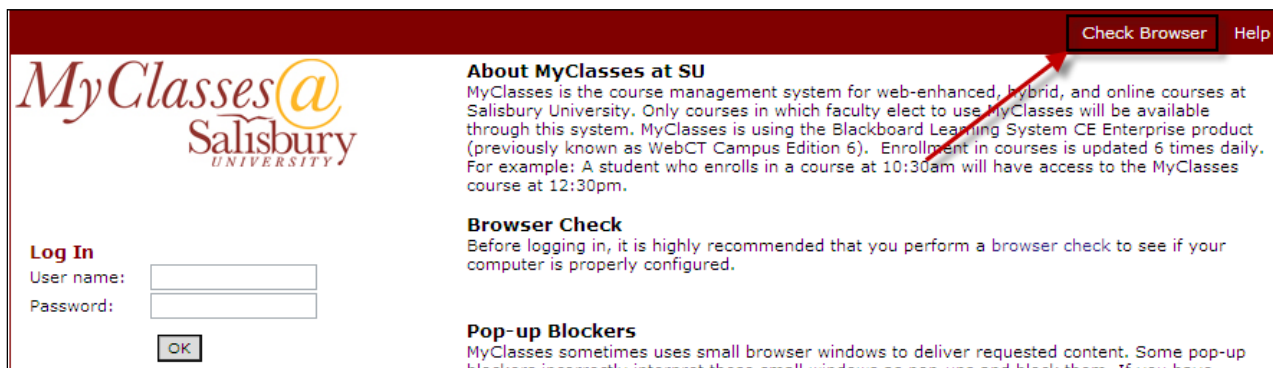


3. The first time you login, you will receive a pop-up message stating that "The applications digital signature has been verified. Do you want to run the application?" You must click RUN to ensure Java will work properly in your browser. If you click cancel, you will NOT be able to upload documents to the assignment, discussion or my files areas of your course.



4. You will now be at your personal MyClasses @ SU page. All courses in which you are associated with in MyClasses will be listed in the middle column. Announcements regarding My Classes @ SU (such as problems with the server or when it will be unavailable) will be displayed on the right. Links to additional MyClasses and SU resources are available on the right under Campus Bookmarks.

The Check Browser feature can be used to help troubleshoot issues you may have with the functionality of MyClasses. More often than not problems with MyClasses stem from an improperly configured web browser. The link for the browser check can be found in the upper right hand corner of the MyClasses login page.



Below is an example of what the browser check should look like if your internet browser is setup correctly.

Blackboard Learning System - CE Enterprise License (Release CE 8.0) [18.0.0.135]

Browser Check Results

This browser check will ensure your browser is configured so the complete functionality of this application is available to you. For each area checked, mandatory or recommended changes are indicated.
For more information, see the [Browser Tune-up Page](#).

- Browser Check**
This browser is validated for use with the Learning System.
It appears that you are using **Microsoft® Internet Explorer 7.0** browser.
- Cookies Check**
Cookies are enabled.
The Learning System uses a cookie to keep track of your current session. You must have cookies enabled so we can maintain your current state as you navigate through the application.
- Javascript Check**
Javascript is enabled.
Almost every part of the Learning System relies on Javascript for the ability to generate interactive web pages. You must have Javascript enabled.
- Pop-up Blocker Check**
Pop-up blocker is turned off.
The Learning System sometimes uses small browser windows to deliver requested content.
- Java™ Check**
It appears you are using Java 2 Runtime Environment version **1.6.0_12 (Sun Microsystems Inc.)**.

Other Resources
You may also want to review the other browser resources available on www.webct.com/tuneup

- [Step-by-step instructions to properly configure your browser](#)
- [List of supported browsers](#)
- [Troubleshooting browser problems](#)
- [Check your system for plug-ins that may be required to view course content](#)

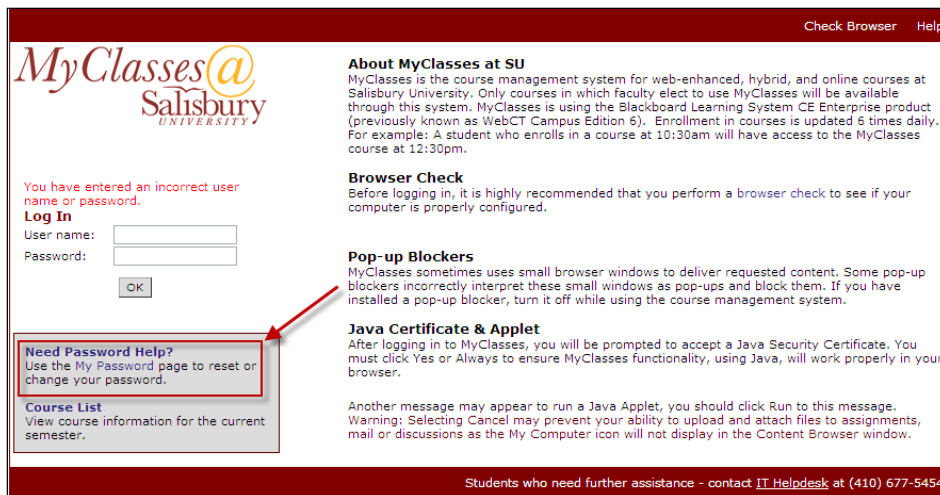
Close this window

These links will help you resolve any issues with the browser check.

Alternatively, the IT Helpdesk is also available to help you with any browser issues you run into. The helpdesk can be reached at (410) 677-5454.

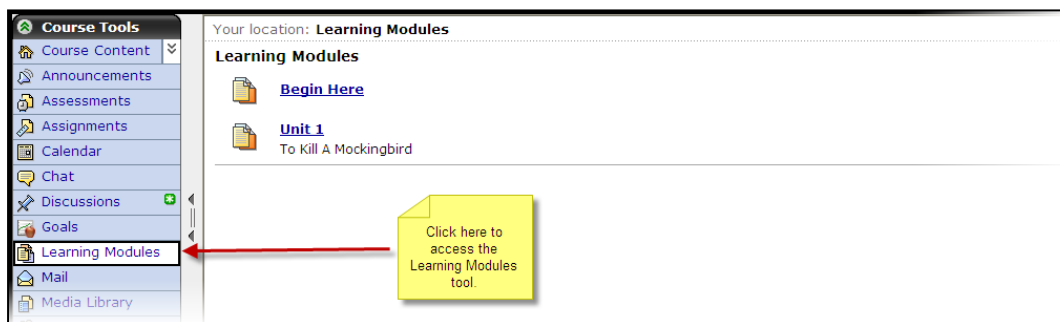
If you receive an error message similar to the one below and have verified that you have entered your password correctly you will more than likely need to reset your password by visiting mypassword.salisbury.edu. Alternatively you can access the mypassword site by clicking the box highlighted below.

Students who need further assistance with their password can contact IT Helpdesk at (410) 677-5454.

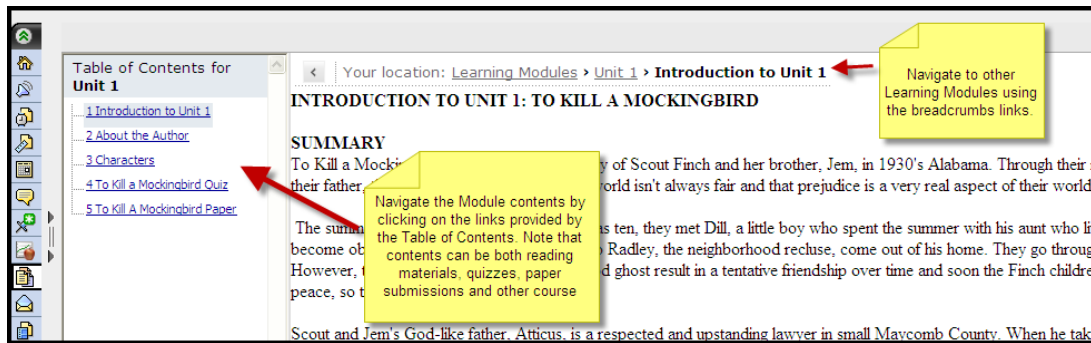


COURSE CONTENT

Learning Modules are an organizational tool to deliver course content based on the professor's pedagogical style: Modules can be made based on course chapters, units, or however a professor structures his or her course. Think of this tool as the backbone of the course! It structures the online course content in a logic that mirrors the way content would be presented in class instruction. This tool can organize course reading materials with other tools such as Discussions and Chat, Assignments and Assessments, Media Library and Web Links. A green asterisk * will indicate a new posting within the Learning Modules. You can click on the Learning Modules tool in the course tools menu to view the course content.




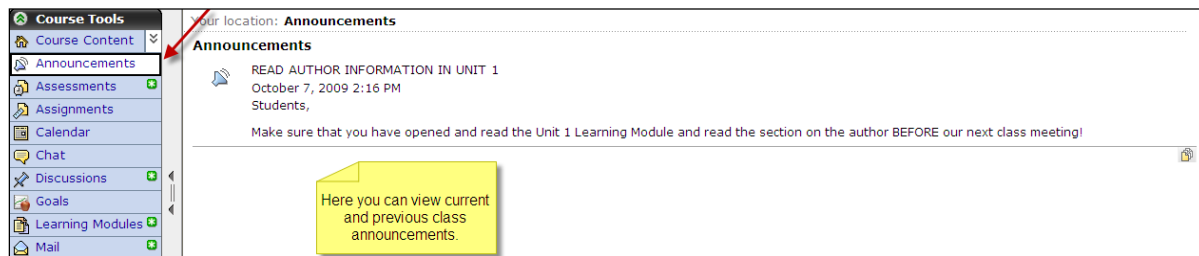
1. Click on the course material you wish to see. Course materials should be structured in units that are organized to follow class instruction.
2. The first page will appear. This will either be a table of contents of the Learning Module, or the first page of content. Navigate through the table of contents to the content you wish to view. You can click on other content from the Table of Contents side bar on the right, or view other Learning Modules by navigating back to Learning Modules main page using the breadcrumb links.



ANNOUNCEMENTS

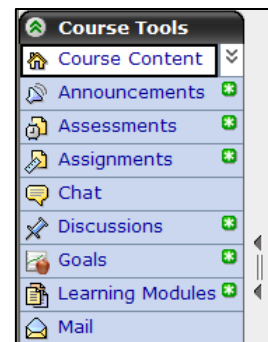
The Announcement tool in MyClasses is used by your professor to share important information with the class. Some announcements may pop when you enter the course, so be sure you have your browser's pop up blocker turned off.

In the case of the announcements tool, a green asterisk  will indicate a new class announcement. You can click on the announcement tool in the course tools menu to view previous announcements.



NAVIGATING ASSIGNMENTS

1. Log into MyClasses @ SU and select your course.
2. Your first view is of the Home Page of your course. At the left side of the page, there is a toolbar titled Course Tools.
3. Listed under Course Tools is a button titled Assessments. Click Assessments to find all your electronic Assessments.



Note: A green asterisk box means there is something new in that section as the course.

MyClasses @ SU provides an assignment tool for the electronic submission of course work. Files related to an assignment are typically created in Word, PowerPoint, etc. and then uploaded to your course. Once uploaded, you can then submit your file(s) to your instructor.

Viewing an Assignment

1. Log into MyClasses @ SU and enter your course that has the assignment.
2. Click the appropriate link in your course to go to the assignment area Inbox.



Note: This could be the Assignment link under Course Tools or a link through a Learning Module.

Your location: **Assignments**

Assignments

Inbox Submitted Graded Published

The Inbox tab contains new assignments or submissions returned to you for editing.

 [Final Paper](#) 

Status: Individual Not Started (Due January 31, 2007 12:00 PM)

Make sure all requirements are satisfied before submitting the final draft.

3. For each assignment listed you will see the title of the assignment, dates the assignment is available and possibly a description.
4. When an assignment is available, click on the title to view the due date, maximum grade value and instructions for the assignment.

Viewing an Assignment Related File

Your instructor may provide files that are related to the assignment for you to view and download. These files will be listed under the Instructions section by Attachments. To view or

Instructions:

Read the attached guidelines and make sure all requirements are satisfied before submitting the final draft.

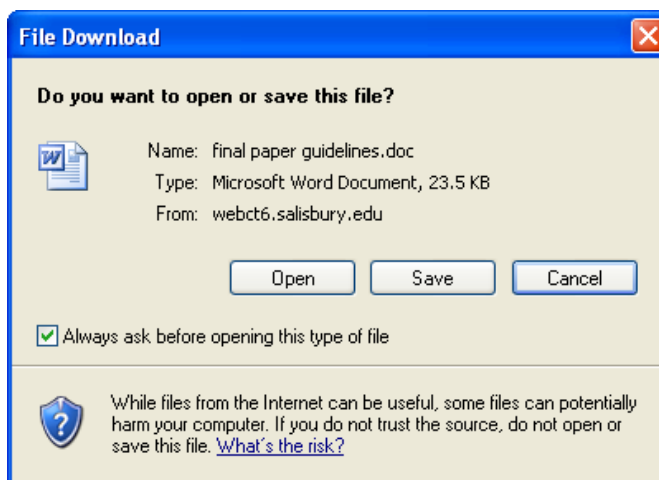
Attachments: [final paper guidelines.doc](#)

save a file:

1. Click on the filename.
2. A dialog box will appear prompting you to either Open or Save.
3. If you select Open, the file will be opened by the appropriate software on your computer.

If you select Save, follow the instructions to save the file to your desired location.

4. You will return to the assignment details page.



Note: If you are saving files in the IT computer labs, be sure to either save it to your P: drive or to removable media. If you save it to the hard drive, it will be lost as soon as the computer is logged out.

Creating and Saving Files for the Assignment

1. Create your assignment using an appropriate software program. Your instructor may tell you how your assignment should be prepared in the assignment instructions.
2. Save your assignment, making sure that the filename does not include any special characters, i.e. ~ & *.

Uploading and Submitting Assignment

Create your assignment using an appropriate software program, then when ready to submit the file(s) to your instructor:

1. Repeat steps for *Viewing an Assignment*.
2. Under *Submission*, click Add Attachments.
3. Find the file(s) for the assignment from either your computer or MyFiles (files uploaded into MyClasses). Select the file(s) for your assignment and click OK.

Note: If the assignment is a written assignment, you can compose your submission in the text box provided or by using the HTML creator. However, MyClasses will expire after one hour which may cause you to lose your work. It is recommended that you compose in another program & upload your file.

The screenshot shows a 'Submission:' window. At the top right is a button labeled 'Enable HTML Creator'. Below it is a large, empty text input area with scrollbars. At the bottom left, there is a checkbox labeled 'Use HTML' which is currently unchecked. Below the checkbox is a button labeled 'Add Attachments'.

The screenshot shows the 'Submission:' window after a file has been added. The text area is empty. Below the 'Use HTML' checkbox, there is a list of attachments: a blue link 'verfremdungseffekt- breaking the fourth wall.doc' followed by 'Demo Student' and a timestamp '- January 17, 2007 3:59 PM' with a small document icon. The 'Add Attachments' button is still visible at the bottom.

The screenshot shows a 'Confirmation' dialog box. It has a yellow background for the main message area. The message reads: 'Demo Student: You have submitted your assignment(Demo Student). Submitted Time: January 17, 2007 4:15 PM'. At the bottom left, there is an 'OK' button.

4. If desired, you can write a comment in the Comment box with any questions or concerns that you want to express to your instructor.
5. Confirm that the files listed are all the files that you want to submit to your instructor. Once submitted you typically can not change your assignment
6. Click Submit to send the file(s) to your instructor for grading.
7. Click OK to confirm that you want to submit your assignment.

What happens next?

After you have submitted the assignment a confirmation of your submission will appear. The assignment will then move from your Assignment Inbox to the Submitted tab, and from there can be viewed. When the assignment has been graded and the instructor releases the grade, the assignment will move to the Graded tab with the grade displayed underneath. The Publish tab is for any assignment in which the instructor has enabled to be viewed by all students in the class.

Clicking on the assignment after it is graded will take you into the assignment for review, along with any additional comments from the instructor. If you find the assignment has returned to the Inbox folder with an (Attempt Two), the instructor has allowed a second submission of this assignment.


Publishing an Assignment for the Class to View

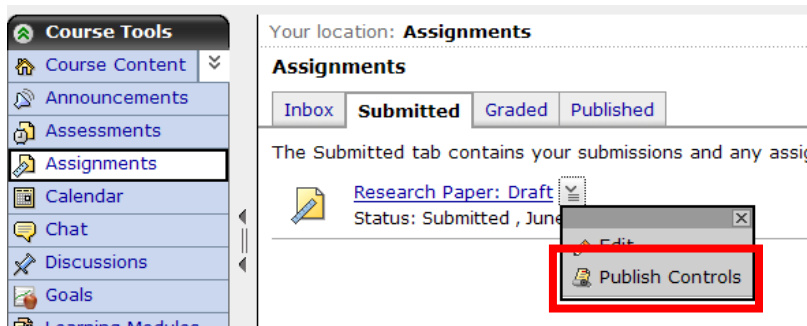
The following instructions will guide you through the steps in order to publish your submitted assignments in MyClasses for viewing by the entire class.

1. Login to MyClasses and enter your course. Click on the **Assignments** tool under the Course

Tools menu bar.



2. If you have not yet submitted the assignment you wish to publish, you must do so before continuing. Once you have submitted your assignment, you may view it under the *Submitted* tab. To the right of the individual assignment's title is an icon we call the **action link**, it looks like this .
3. Click on the **action link** and click **Publish Controls**.



4. A pop-up will appear that will alert you to submission publishing and when it is to be published.

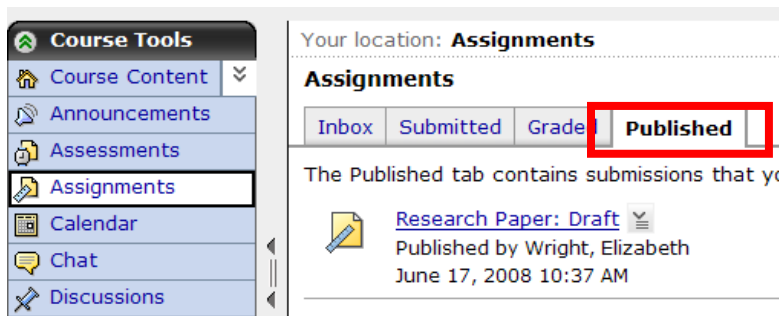
Publish Controls for: Research Paper: Draft

If you have multiple submissions, only the most current submission is published.

Published on June 16, 2008 4:05 PM
UnPublished on June 17, 2008 10:34 AM



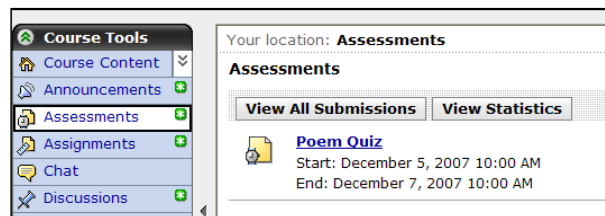
5. Click **Publish**.
6. Your assignment should now be published for the class to see. To view your publication, click on the *Published* tab.



ASSESSMENTS

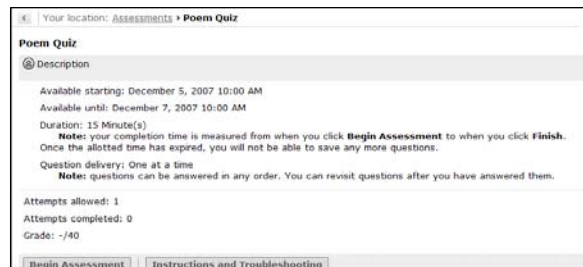
Selecting Your Assessment

1. After entering the Assessments tool, you will be able to view all your available Assessments. Each Assessment has a Name, Start Date, and End Date to let you know when it will be available.
2. If the assessment is currently available, click on the title to enter the assessment.



Beginning Your Assessment

1. After clicking on the Assessment you wish to take, you will be brought to the Begin Assessment screen.
2. This screen is very important!. It lets you know the format of your Assessment, the duration, how many attempts you are allowed, and any other specific notes left by your instructor.



3. When you are ready to begin, click Begin Assessment.

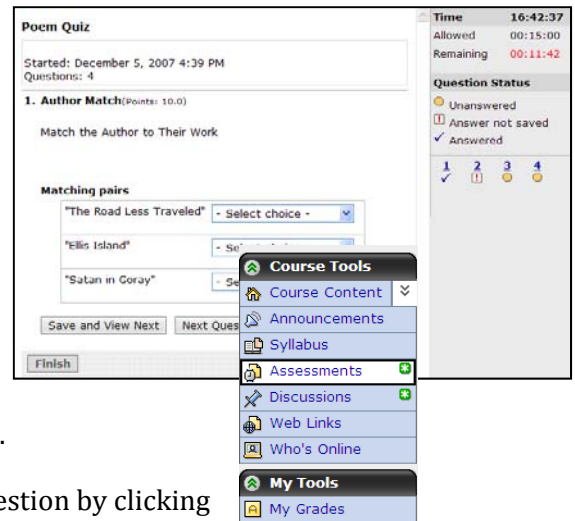
Taking the Assessment

1. After clicking Begin Assessment, your assessment will open.

2. At the right hand corner is a timer. The timer may count down. The remaining time (in red) indicates how long you have left to take the assessment.

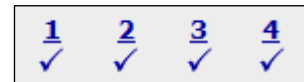
3. Underneath the Timer is the Question Status area. It indicates how many questions are in the assessment, whether you have answered the question, and whether you have answered and saved.

4. After entering your answer, be sure to Save the question by clicking



Save or Save and View Next.

1. You can return to any question at anytime but clicking on the question number on the right hand side under Question Status. Change your answer, if necessary and click Save again.



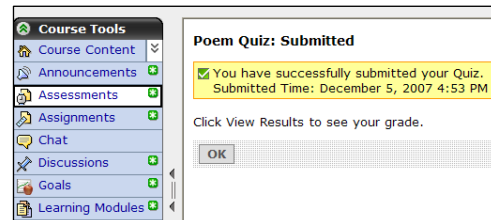
Finishing Your Assessment

1. When all your questions have check-marks, they have all been answered and saved.

2. When you are ready to submit your Assessment, click Finish at the bottom of the quiz.

Note: If you have not saved and/or answered every question, you will be prompted before submitting.

3. It will then ask you if you are sure you want to submit the Assessment. Click OK.



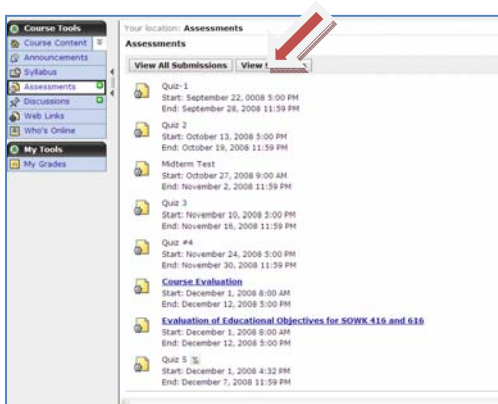
4. There will be a confirmation message that your Assessment has been submitted. Some professors provide additional info

VIEWING ASSESSMENT ATTEMPTS

Enter the course that you want to view assessments attempts

1. Click on **Assessments**

2. Click on **View All Submissions**



3. You will then see a list of all the assessments that were made available to you. If you completed an assessment, you will see the attempts located below each title. Click on the **Attempt** to view the quiz, your responses and the correct answers.

CALENDAR

The calendar tool is where you can view upcoming assignments and other useful announcements. You can also add your own entries into the calendar for to help keep yourself organized. When creating your own event be sure to click the **Save** button at the bottom of the form.

Your location: Calendar > View Month

Calendar

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#)

Month [Week](#) [Day](#) View: This course + Personal

October 2009

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	27	28	29	30	1	2	3
View Week	4	5	6	7	8 Today	9	
View Week	11	12	13	14	15	16	
View Week	18	19	20	21	22	23	
View Week	25	26	27	28	29	30	31 To Kill A Mockingbird Paper Due

Entries in italic are private entries.

To print a copy of the calendar, click on the “**create printable view**” button near the top of the screen.

The screenshot shows a form titled "Create Printable View" with several sections:

- Date Range:** Includes fields for Start Date (10/8/2009), End Date (10/8/2009), Start time between (12:00 AM AND 11:59 PM), and End time between (12:00 AM AND 11:59 PM). A yellow callout box points to the date fields with the text: "To print the whole month, set the start date as the first day of the month and the end date as the last day of the month."
- Filter Results:** A text input field for filtering entries by title and description.
- Course Selection:** Radio buttons for "Show entries from all my courses" and "Only show entries from these courses:". The second option is selected, and a red arrow points to it. A yellow callout box says: "Be sure to select this option if you only want to print calander entries from the current course." Below this, a checkbox for "Development - MYCLASSES ONLINE TUTORIAL" is checked.
- Access Level:** Radio buttons for "Private entries only", "Public entries only", and "Both private and public entries".

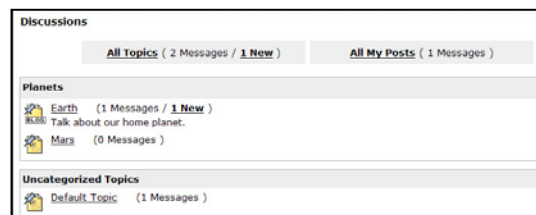
Buttons for "Continue" and "Cancel" are at the bottom.

DISCUSSIONS

The Discussion tool offers a place for asynchronous communication with all participants of your course. This tool provides the flexibility to send, read and search messages at times convenient to your own schedule.

On the main Discussions page, there are three main functions. They are:

- **All Topics** – it displays any messages that have been posted within the topics and under what thread the message is located, along with a link directly to the message.
- **All My Posts** – displays any posts you have made within the topics.
- **Main Board:** Where all the course topics are located and accessed with information about the purpose of the topic.



Viewing Messages

From the discussion page, click on the topic name to display the messages under that topic.

In the Threaded view, click the toggle box in front of a threaded discussion to collapse or expand the related messages.

For each message listed, you will see the subject, author and date/time of the message. Unread messages are in bold and will show (New) next to the heading. Any message that includes a file will have a paperclip icon displayed next to it under the Status column.



Above the column headings you will see buttons that will allow you to control your messages. You can either Expand All to expand all threaded messages or Collapse All to show the message that started a thread.

You can view messages by the entire discussion Thread or in chronological order (Unthreaded). You can also use the All option to display all messages or the Unread option to quickly display only the messages which you have not read.

Composing a Message

To compose a message:

1. Within the appropriate topic page, click Create Message.
2. In the Subject text box, type the subject of the message.
3. In the Message text box, type your message.
4. To preview your message before sending, click Preview. Click Post if you have no more changes to make, or Edit to return to the main window.
5. Make any desired modifications.
6. To send the message, click Post.
7. To cancel the message, click Cancel.

Attaching a File

Prior to posting you can attach one or several files to your message. To attach a file:

1. Click Add Attachments.
2. Locate and select your desired file.
3. Click OK.
4. If successful, the filename should be listed below the Add Attachments button.

5. Repeat these steps for each file you want to include with the message.

Reading a Message

To read a discussion message:

1. From the Discussions page, click on the topic for which you want to display messages.
2. Click in front of a message to expand the message thread.
3. Click on the subject of the message, which is a link, in order to view it. It will open up in a new window.
4. If attachments are present, you can open or download the files by:
 - a. Click on the filename.
 - b. To open (recommended for .html, .doc and .txt files only) – select Open.
 - c. To download – select Save.
 - d. Save the file to your desired location.
 - e. Repeat this process for each desired file.
5. Once you have read the message, you can:
 - a. Click Close this window to exit the message.
 - b. Reply to the message. Replying to Messages

To reply to a message:

1. Read the message to which you would like to reply.
2. Click the button that corresponds to the way that you want to reply:
 - a. Reply – to post your message.
 - b. Forward – to send a copy of the message you read to someone else, i.e. your instructor or a student in the course. This will not show up on the Discussions board, but send an email to the recipient.
3. The Compose Message screen will appear. Type your response in the message text box.
4. If you want to include a file in the message, follow the Attaching a File directions.
5. Click Post to reply. If you are sending a forward to someone, click Send.

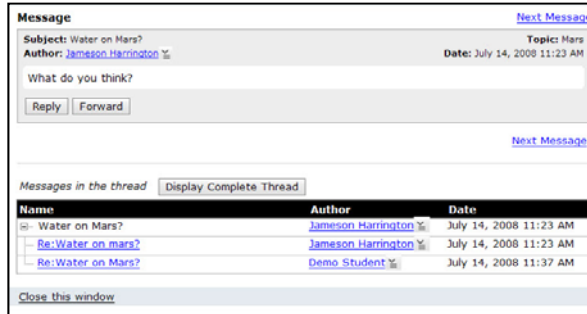
Navigating Between Messages

When reading a message, you can quickly navigate to another message by clicking on Previous Message or Next Message, located under the message box on the right-hand side.

If you are viewing one message but would like to read all of the messages of this thread at once, click on Display Complete Thread. This option can also be achieved by clicking on a magnifying glass icon to the right of a discussion thread on the list of topics page.

Number of Messages in Thread

For each thread there is a Messages column that displays the total amount of messages. If there are any new messages, there will be a parenthesis listing the number of new unread messages. [e.g. 4 Messages (1 Unread)]



CHAT

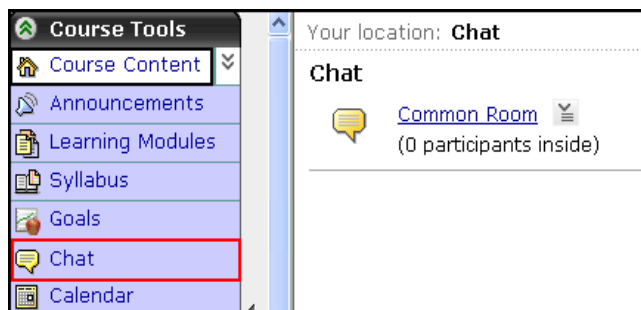
The Chat tool of MyClasses @ SU allows you communicate with the other participates in your class. Unlike most tools in MyClasses, Chat is synchronous – meaning students must participate at the same time.

The most important aspect of the Chat tool is to ensure that your browser is configured properly for Java. See the Browser Configuration handout for more details.

Entering a Chat Room

In your course, locate the Chat tool and click on its link. Typically the Chat tool located on the Homepage or on the Course Tools menu.

The Chat tool will appear as follows:



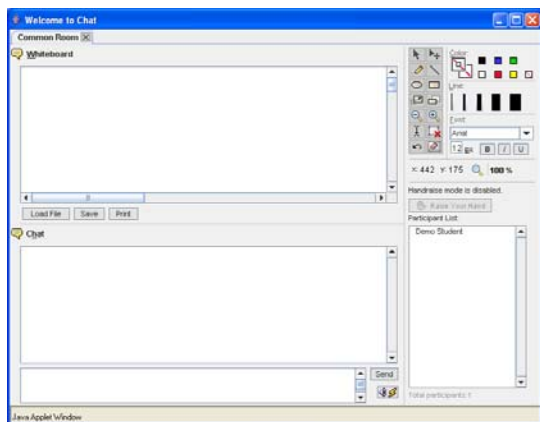
Note: The first time you enter the Chat tool, you may be prompted to accept a security certificate from Verisign distributed by CE 6. It is recommended that you click Yes to this prompt.

The Common Room is the default room just for the participants of your course. Other rooms can be created for specific purposes by the instructor.

To enter a particular room, simply click on the room name.

Participating in the Chat Room

When the Chat window opens, you will see the following:



On the right side of the window, a list of everyone participating in the chat is displayed. The synchronous communication occurs in the left portion of the window.

To add you own message to the entire group:

1. At the bottom left of the window under Enter your message below, type the message you want to send.
2. Press the Enter key to display it.

To send a private message to one or several individuals:

1. Under Users Logged On, click on each name in which you want to see the message.
2. At the bottom left of the window under Enter your message below, type the message you want to send.
3. Press the Enter key to display it.
4. To return to sending a message to the entire group, unselect each person's name.

Sharing a web page

During you discussion, if you would like to share a web page for everyone to see:

1. Near the bottom right, click Send URL.
2. Next to Enter URL:, type the entire URL (including the http://) and click Send.

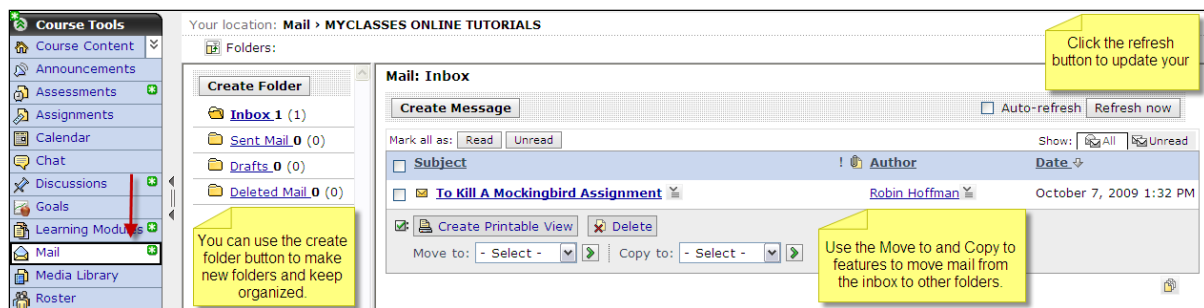
3. A window will appear stating that you have received a URL. To view the shared web page, click Okay.

A new web browser window will appear with the site information

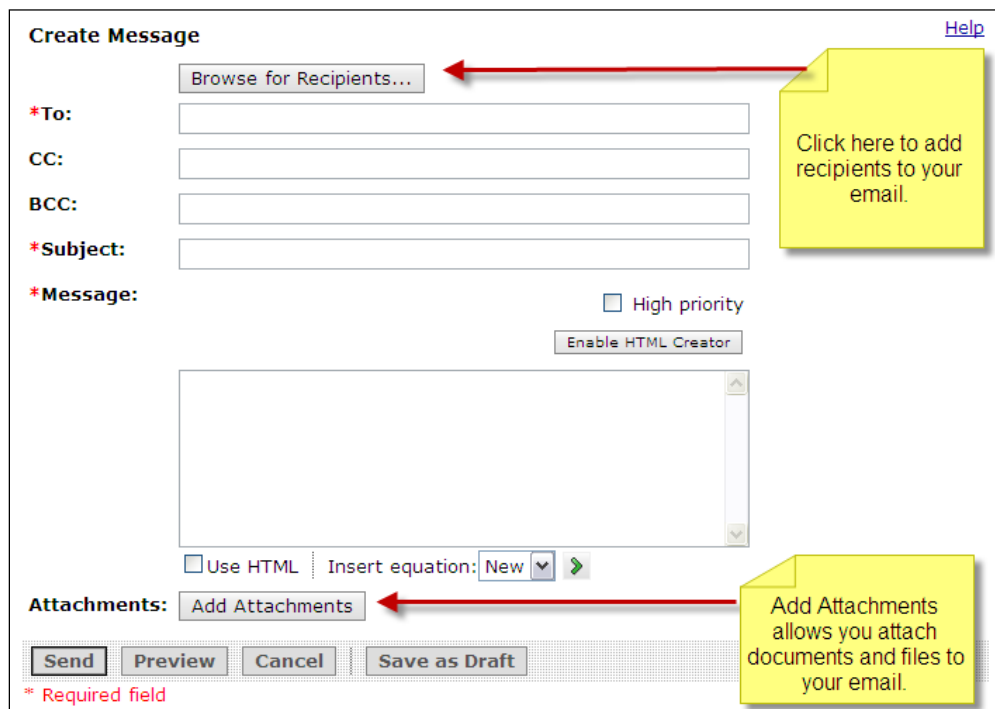
MAIL

NAVIGATING MAIL

The mail tool in MyClasses is used to facilitate communication within a course and is separate from your campus email account. You can use the mail tool to communicate with other students in your class or to email the instructors.



The + symbol next to the mail tool indicates a new unread message. The **Create Message** button will open a new window where you can compose and send emails.



MEDIA LIBRARY

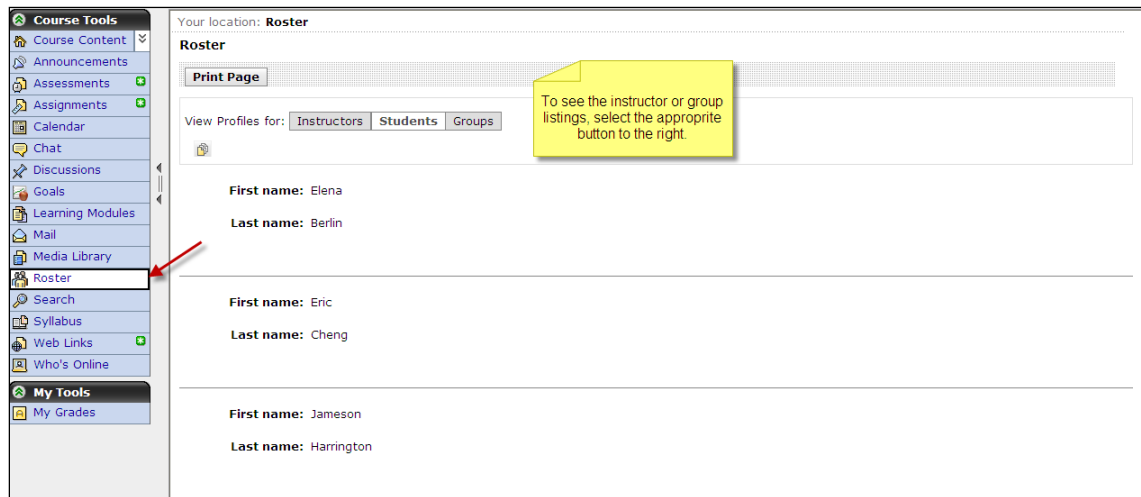
NAVIGATING THE MEDIA LIBRARY


The Media Library is where your Professor may put videos, glossaries, audio files or similar files. To access these files, click the Media Library tool and navigate to the area you would like to visit.

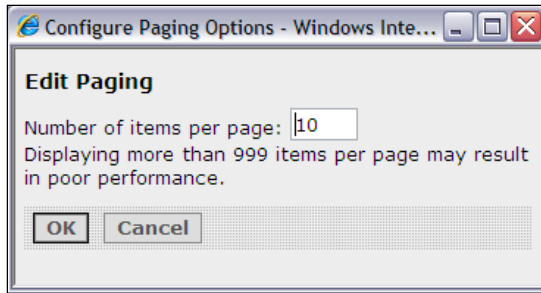


ROSTER

The Roster shows the instructors and students enrolled in your class as well as any groups that have been created by the instructor.

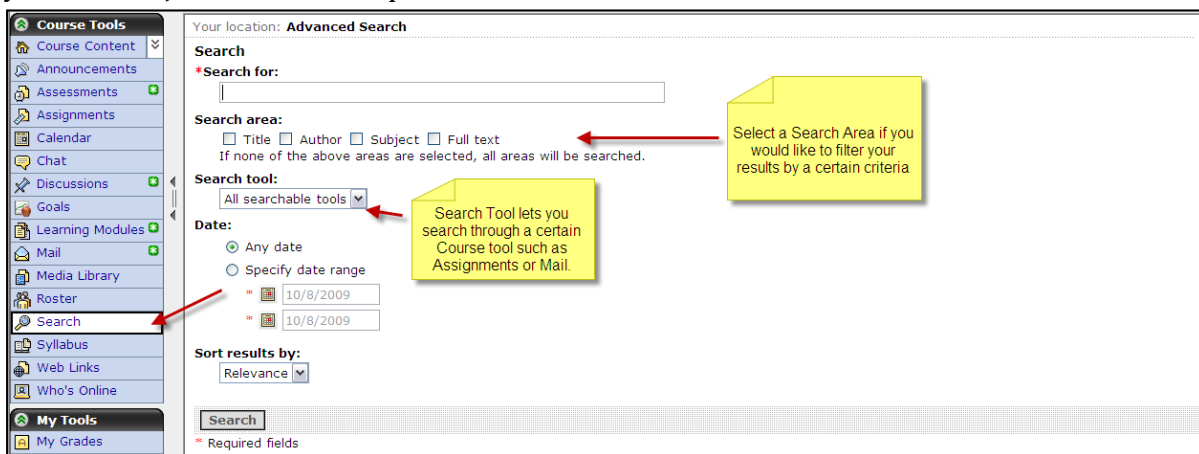


If you click the  button you will be presented with the following window. Here you can change the number of students shown per page. Clicking the print page button will print the current page so it suggested that you change the number of items to a larger number then ten.

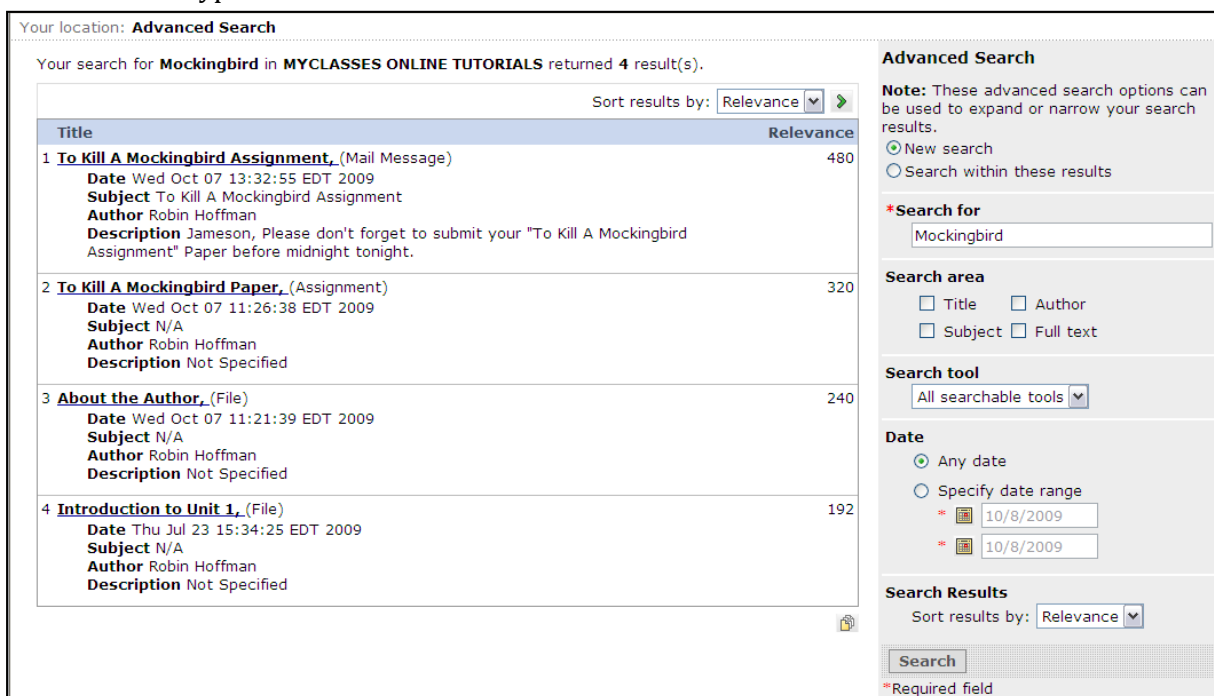


SEARCH

The Search Tool in MyClasses allows you to search for terms, names or other information inside your course. Just fill out the required fields and hit the search button.



Here is what a typical search result will look like:



WHO'S ONLINE

The Who's Online tool allows students to see a list of participants currently inside of MyClasses. From this menu you can initiate an online private chat or send an email message.

Your location: Who's Online

Who's Online

My Status: Invisible Update

Number of users online in MYCLASSES ONLINE TUTORIALS : 2

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Jameson Harrington	Section Designer , Section Instructor	Yes	October 7, 2009 12:42 PM	--	12 min
<input type="checkbox"/> Robin Hoffman	Section Designer , Section Instructor	Yes	October 7, 2009 12:55 PM	--	1 min

Refresh now Auto-refresh

Send Chat Invitation

My status has three options: Invisible, Visible/Available, and Visible/Unavailable. You will only be able to send a chat invitation to a user who is online and Visible.

Jameson Harrington

Robin Hoffman

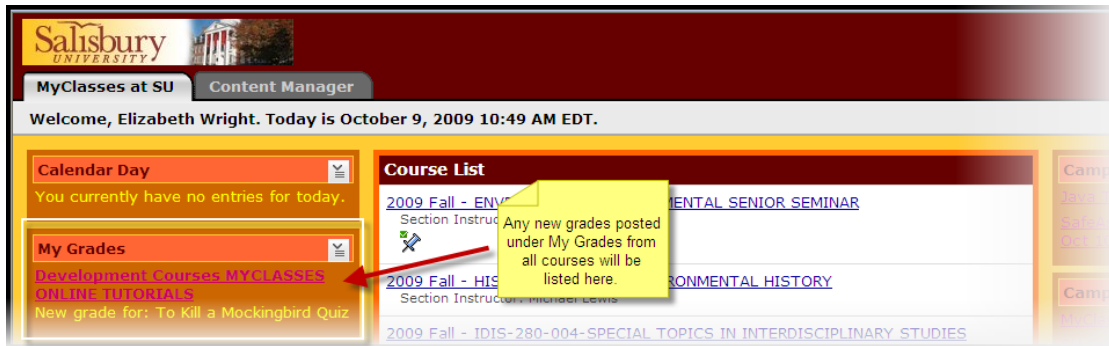
Send Chat Invitation

If you click the action link next to someone's name you will be given the option to send them an email or view their profile.

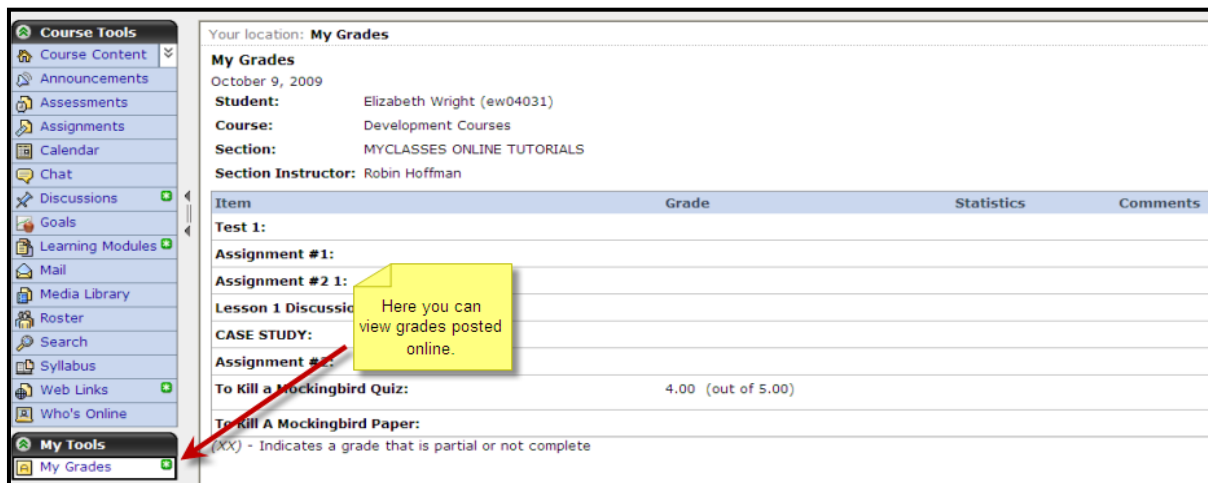
MY GRADES

The My Grades tool in MyClasses is used by your professor to share their course grade book with students. Any assignment or assessment grade that is available to view online will be hosted here. Make sure to ask your professor as to whether they will be using this tool to communicate grade results to you if you are unsure.

Any new grades posted to My Grades by a professor in any course will all be posted to the Main Page of MyClasses @ SU under the My Grades Tab, located on the right side of the screen under Calendar Day You may click on this to view a specific grade, or you may access from the course by entering your desired course and at the bottom right under My Tools click on the My Grades button

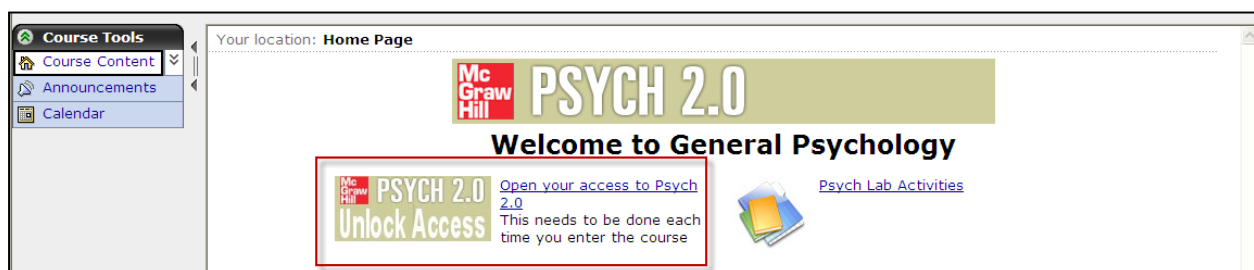


Grades posted may be either numeric or letter grades, depending on the professor's preference. They may also provide statistics which match up your grade against the class average, and any additional comments the professor may have. Note that (XX) indicates a grade that is partial or not complete. If a professor has posted grades and you are not seeing yours, do not worry! First contact the professor to report your concerns.



PSYC 2.0 CONTENT (Only for students enrolled in Psyc-101)

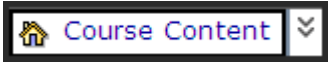
1. Log into Myclasses and select your Psych 101 course
2. On the course Content screen, select “**Open your access to Psych 2.0**”



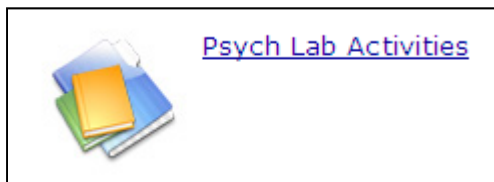
Next should appear the login screen.

3. Click on the register now link if you have not already registered. If you have, go ahead and log-in.

The screenshot shows a web browser window with the address bar displaying "Your location: Home Page > 1". The page header includes the "Mc Graw Hill" logo and "PSYCH 2.0" in large letters, with "Information Center" below it. A "Help Feedback" link is in the top right. The main heading is "Registration Required". Below this, there is a message: "You have attempted to access content or a feature that is only available to registered users. If you are a student, [register now](#) to access this feature." To the left of this message is a box containing links for "Student Edition" and "Instructor Edition". Below the message, there is a section for instructors: "If you are an instructor and you have an Instructor Preview Code from your sales representative, please click on the [register now](#) link and you will be shown how to use this code to register." Below this is a login form with fields for "*Username:" and "*Password:", a "Login" button, and a "[Forget your password?](#)" link.

4. After logging and reaching the conformation screen, go ahead and click on the **course content** button under course tools. 

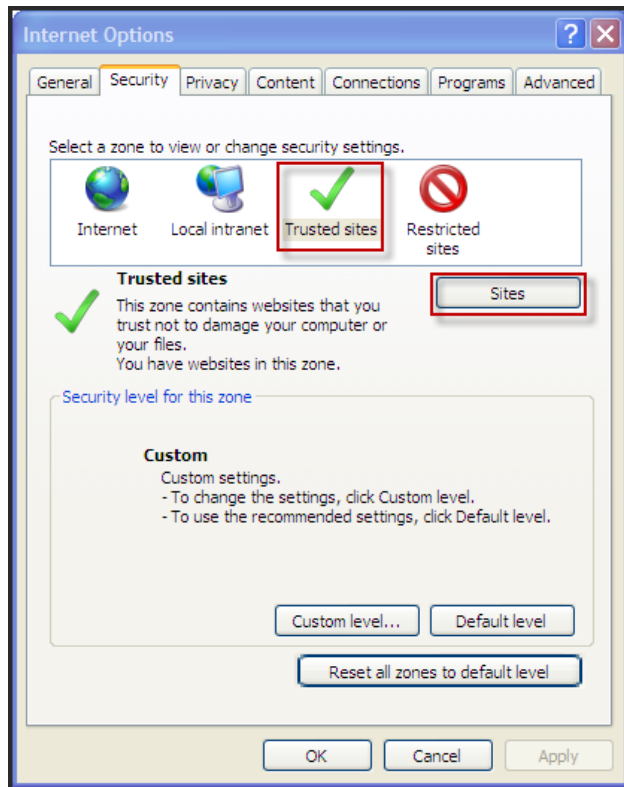
5. Now you may click on the Psych lab activities link.



Remember, you will need to do this each time you access the course.

If you run into problems with internet explorer, the following steps may help resolve the issue.

- 1) Open IE and select Tools, Internet Options and the Security Tab. Select Trusted Sites and the click Sites.



2) In the prompt box following Add this website to the zone: Type *.mcgraw-hill.com.

Be sure that the small box "Require server verification (https:) for all sites in this zone", just below the "Websites:" box is NOT checked. Then click the Add button. You should now see this entry in the list of Websites. (Make sure it does not start with http://.)

Click Close and then OK.

RESPONDUS LOCKDOWN BROWSER

Respondus LockDown Browser is a secure browser for taking assessments in MyClasses. It prevents you from printing, copying, going to another website, or accessing other applications during an assessment. If a MyClasses assessment requires that Respondus LockDown Browser be used, you will not be able to take the assessment with a standard browser. Respondus LockDown Browser should only be used for taking MyClasses assessments. It should not be used in other areas of MyClasses.

Installing Respondus LockDown Browser

1. Log into MyClasses as you normally would, using Internet Explorer or Safari (for Macs).
2. Navigate to the course that has the assessment you are going to take.
3. Go to that assessment as you normally would. You will now see a message on the screen that says “You must complete this assessment in the Respondus LockDown Browser”

TEST ASSESSMENT

Description

You must complete this assessment in the Respondus LockDown Browser. [Download Information](#)

Available starting: March 26, 2008 12:57 PM

Available until: Unlimited

Duration: 1 Hour(s)

Note: your completion time is measured from when you click **Begin Assessment** to when you click **Finish**.

Question delivery: All at once

Note: questions can be answered in any order. You can revisit questions after you have answered them.

Attempts allowed: 1

Attempts completed: 0

Grade: -/30

4. Click on Download Information.
5. You will be taken to a new website. You will want to choose the operating system that your computer is currently using. In most cases the choice would be Windows, and then click on ‘Your Own Computer’. This will then give you the option to download the program. Click Download Installer, and then click Run. (On Macs you will be asked to run a Java Application, click Yes when prompted).
6. Once the program has been downloaded you will see another window. Click Run.
7. The next window will open, click Extract (if prompted).
8. The software will then ask you if you wish to run the setup application. Click Yes.
9. Finally, click Finish once the installation is complete.

Taking an Assessment

1. Close ALL programs.
2. Locate the “LockDown Browser” icon on your desktop and open it.
3. Log into MyClasses.
4. Navigate to the assessment and select Begin Assessment.
5. Once the assessment has been started the Respondus LockDown Browser, you cannot exit until the Finished button is clicked.

SAFEASSIGN

1. In your course, go to the Safe Assign submission icon, which may be labeled differently in each course, but should share the same icon. ----->
2. Once you are in the SafeAssign submission area, click on the assignment (under Available Assignments) that you wish to upload your paper.
3. You will see a screen that is similar to the image below. At this point you will click on the **Browse** button to locate the document you wish to upload for this assignment.



Submission:

By submitting this paper, you agree: (1) to the Terms of Use at [SafeAssign Terms of Use](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

NOTE: SafeAssign accepts files in Microsoft Word (.doc and .docx)/ OpenOffice (.odt)/ TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

Global Database Submission:

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database [click here](#).

I agree to submit my paper to the Global Reference Database.

Add Comment:

Note:

To avoid

problems, file names should not contain any spaces or special characters such as #, &, etc. Papers uploaded to SafeAssign cannot be more than 10MB in size or contain more than 5000 sentences.

4. Check the box under **Global Reference Database**, that says "I agree to submit my paper to the Global Reference Database". After your paper is submitted, it will be included in future plagiarism checks for every university using SafeAssign. If you do not check the box, your paper will still be included in the institutional database, meaning that it will be used in any SafeAssign checks through Salisbury University's MyClasses courses.
5. Click **Submit** to send your assignment to the SafeAssign databases.
6. To check to make sure your assignment's been submitted, go to **My Grades**. If there is an exclamation point (!) where your grade should be, that means your assignment has been received. When your instructor grades your assignment, that exclamation point will be replaced by a grade.