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## MyClasses Users Group

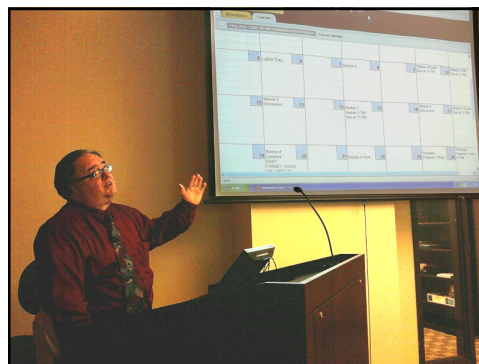
Wednesday, September 29th was the first meeting of the MyClasses Users Group for the Fall 2010 semester. During our first meeting, faculty got the chance to talk about what they like and things they weren't too sure about.

Dr. Darrell Mullins, from the Communication Arts Department shared some of his "finds" after his class had used MyClasses Learn for a month. "I had to find a way for students to know the deadlines for online submissions," he said. After which he began demonstrating the steps he took to make that process much easier for his students. "I decided to take the MyGrades section of Learn and change the name to MyGrades and Deadlines because that area displays not only the grade



received by the student, but the deadlines for other grade book columns as well."

Included in his demonstration, Dr. Mullins also showed his use of Google Docs and how embedding them inside MyClasses Learn can be of benefit to the students. Dr. Mullins displays his course's Google Calendar (left) as a way to keep students in-the-know about course deadlines.



Other faculty members in attendance voiced their questions and solutions about the new MyClasses Learn. It was a very productive MyClasses Users Group Meeting. We look forward to seeing more faculty during our next session, which is Wednesday, October 27th at 5pm in TE213F.

## Want to Use MyClasses Learn?

Are you interested in using the new version of MyClasses during the Winter 2011 or Spring 2011 semester? You have a lot of options to get started! First, visit our Workshops webpage at [www.salisbury.edu/instructional-design-and-click-workshops](http://www.salisbury.edu/instructional-design-and-click-workshops). From there, find the workshops that are titled "Fast Track to MyClasses

Learn". Register for either of those sessions. They are 2 hours in length and will give you the experience you need to get started with MyClasses Learn.

From moving content from the "old" MyClasses to how to present content in the "new" MyClasses, our Fast Track sessions cover it all!

**MyClasses@SU**  
Migration from  
"Campus Edition" to "Learn"  
Information

**Visit our new  
Migration website!**

## Drop In Sessions

Our drop-in sessions are designed for faculty to venture over TETC-213G and receive support for MyClasses and any other university-supported instructional software.



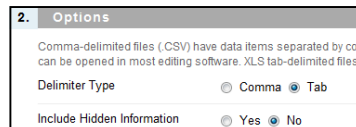
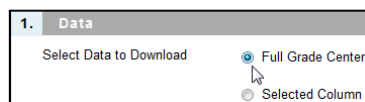
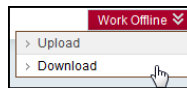
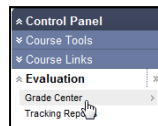
Friday, October 1, 2010	9:00 AM to 11:00 AM
Monday, October 4, 2010	9:00 AM to 11:00 AM
Tuesday, October 12, 2010	2:00 PM to 4:00 PM
Monday, October 18, 2010	2:00 PM to 4:00 PM
Thursday, October 28, 2010	9:00 AM to 11:00 AM
Friday, November 5, 2010	3:00PM to 5:00 PM
Monday, November 8, 2010	2:00 PM to 4:00 PM
Tuesday, November 16, 2010	9:00 AM to 11:00 AM
Wednesday, December 1, 2010	9:00 AM to 11:00 AM
Thursday, December 9, 2010	2:00 PM to 4:00 PM

## MyClasses Learn Tips

### DOWNLOADING & UPLOADING GRADES FROM THE GRADE CENTER

#### To Download the Grade Center

- Enter your course.
- Under the Control Panel
- Click Evaluation then the Grade Center
- Click Work Offline then Select Download
- Select Full Grade Center under Select Data to Download. (You can, however, manually choose which columns you wish to download)

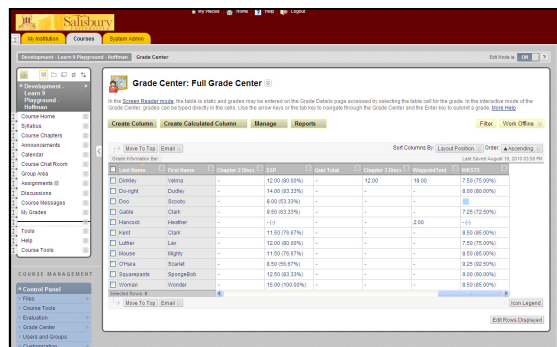


- Choose your options
- Click Submit
- Click Download then Save
- Select Download Location, Then Save
- Click OK to Exit

#### To Upload the Grade Center

After you have made your necessary changes to the Grade Center, you can upload the data.

- Enter your course.
- Under the Control Panel
- Click Evaluation then the Grade Center
- Click Work Offline then Select Upload
- Click Browse and select the exported Grade Center file you want to upload. It must be saved as a CSV file
- Set Delimiter Type (Automatic), then click Submit.
- Review the list and select what to upload
- Click Submit.



## Moving to MyClasses Learn – Next Steps

Course delivered through our course management system will be using MyClasses Learn by the Summer I - 2011 session. To assist faculty in the migration from MyClasses Campus Edition to MyClasses Learn, here are the options to get started. All faculty currently using MyClasses Campus Edition will need to attend one of the following:

- Fast Track to MyClasses workshop (offered every two weeks)
- Departmental organized Fast Track to MyClasses workshop
- Getting Started with MyClasses Learn workshop (ideal for faculty new to the University or using MyClasses)

While the Fast Track to MyClasses Learn workshop is your place to start – we highly recommend that faculty do not stop there. In addition to this workshop, we have a plethora of tutorials and handouts on how to use MyClasses Learn on our migration site for faculty at <http://www.salisbury.edu/instructionaldesign/cms/Faculty.html>.

Also, with this new version, there are plenty of nuisances and best practices for each feature that you add to your course. So we have additional workshops for you which are highly recommended. Be on the lookout for these popular workshops offered throughout the Fall semester and in January:

- Presenting Content in MyClasses
- Working with Assignments & Groups in MyClasses
- Working with Online Quizzes, Tests & Surveys in MyClasses
- Working with the Grade Center in MyClasses

Lastly, don't be surprised to hear directly from Melissa or Robin. We will be contacting faculty directly to help schedule their migration to MyClasses Learn.

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## Winter and Spring 2011 MyClasses Course Request – New Deadline

Due to the migration from MyClasses Campus Edition to MyClasses Learn, we are establishing a due date for the first time for MyClasses course requests. If you need a MyClasses course in either the Campus Edition or Learn version – request your courses at <http://www.salisbury.edu/instructionaldesign/cms/courserequest.html> by the following dates:

- Winter 2011 Deadline: December 15, 2010
- Spring 2011 Deadline: January 14, 2011

What happens if you miss the deadline? We will still create the courses, but will have a waiting period of about three to seven days after the beginning of the semester.

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## Removal of Fall 2009 Courses from MyClasses CE

Time is once again upon us to clean up the MyClasses Campus Edition server and remove courses from Fall 2009. Removal of courses will begin on November 8 and continue through November 19. Because this year we are migrating from MyClasses Campus Edition to MyClasses Learn – please let us know if your Fall 2009 course is the only version of the course on MyClasses Campus Edition. We also encourage faculty to attend a Fast Track to MyClasses workshop in order to obtain an account on MyClasses Learn and start moving your current courses to the new version.

## ID&D Hosting Online Teaching & Learning Conference

Join us October 20-21 as we host the Jossey-Bass Online Teaching & Learning Conference. This virtual conference will be held from 11 AM – 5 PM each day in TE 213F.

The publishers of the Online Teaching and Learning Series bring to life their books and provide the opportunity to hear directly from the authors and others during this virtual conference. New topics include teaching lab sciences online, creating a sense of presence, the excellent online instructor, and more. Highlighted sessions include:



- "The Graphic Syllabus as a Course Design Tool" (with Robin M. Smith, Ph.D.)
- "How to Teach a Lab Science Course Fully Online" (with Linda and Peter Jeschofnig)
- "The Excellent Online Instructor: 10 Tips for Training and Development" (with Rena Palloff, Ph.D. and Keith Pratt, Ph.D.)
- "Making Online Teaching Accessible" (with Norman Coombs, Ph.D.)
- "Eportfolios for Lifelong Learning" (with Darren Cambridge)

"Creating Memorable Online Learning Experiences — in Real Time" (with Jonathan Finkelstein)  
The full agenda of the conference is available at <http://2010.onlineteachingandlearning.com/>.  
So please join us to exchange ideas and collaborate on blended and online learning at Salisbury University during these two days, even if you can drop in for only a session or two.

### Office of Instructional Design & Delivery

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