
Working in “my courses”

OVERVIEW

Each new course in myLesley is created using a standard template with similar, customizable navigation areas within each newly created course shell.

Within these tools there are more advanced features. For more information on these advanced features, please contact 1-888-myLesley or view the eLearning and Instructional Support myLesley Tips & Tutorials resources page at <http://www.lesley.edu/elis/resources/mylesleytutorials.html>.

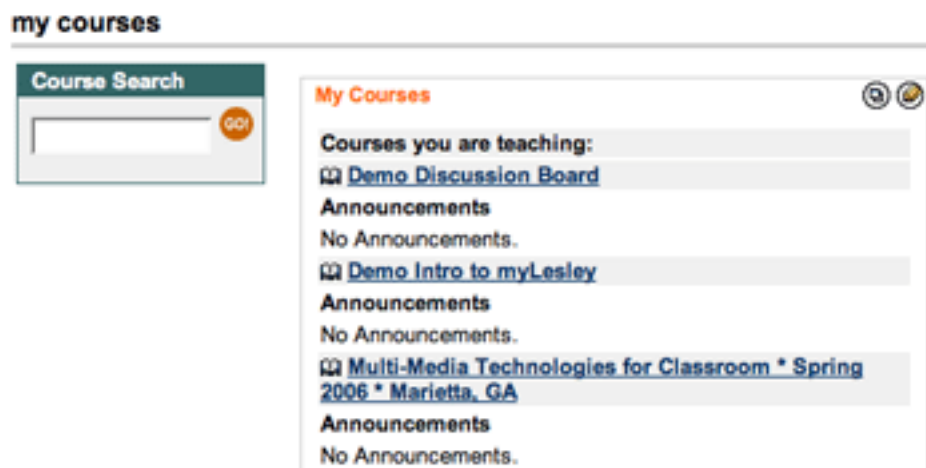
Working in “my courses” (continued)

LOCATE A COURSE

1. Choose **my courses** from the tab list.



2. Under “My Courses” go into the course or “my Space” by clicking on the name of the course, which is a link.



Working in “my courses” (continued)

MAIN NAVIGATION MENU

Each course is generated using a standard course shell. This shell includes the following:

- Announcements
- Syllabus
- Assignments
- Resources
- Faculty Info



COMMUNICATION

The Communication area contains tools to help members communicate with one another. The most popular tools are enabled by default such as the Discussion Board, Roster and Send Email. Faculty/Leaders can turn items on or off.

COURSE TOOLS

The Course Tools area contains various tools to help members of the course or community to work together collaboratively.

CONTROL PANEL

The control panel is only viewable by the course instructor and TA only. This allows the instructor to edit and customize areas of the course.

REFRESH

Changes to the main navigation menu appear when you return from the Control Panel. If you do not see the change appear, choose the “Refresh” button at the bottom of the main navigation menu.

Working in “my courses” (continued)

DETAIL VIEW/QUICK VIEW

This option is known as the “Advanced Course Menu.”

The “Quick View” is the default setting for the navigation menu, while the “Detail View” allows users to expand and collapse the Course Menu, and displays a clickable link to each item in the course allowing the user to click jump to a specific folder or item. This is particularly useful if faculty/facilitators have deep sub-folders.

Users can customize their personal view by toggling between the Quick View and the Detailed View; or the faculty/facilitator can disable this feature for the user/student and choose one or the other.

Detail View

The Detail View navigation menu for a course titled "demo faculty course" is shown. At the top, there are expand (+) and collapse (-) icons. Below the course name, a tree structure is displayed with a red pin icon next to "Announcements". The tree includes "Announcements", "Syllabus", "Assignments", "Resources", and "Faculty Info", each with a folder icon. Below the tree is a "Tools" section with three items: "Communication" (with a computer icon), "Course Tools" (with a wrench icon), and "Course Map" (with a map icon). Below the Tools section is a "Control Panel" button with a computer icon. At the bottom, there are two buttons: "Refresh" (with a circular arrow icon) and "Quick View" (with a person icon).

Quick View

The Quick View navigation menu for a course titled "demo faculty course" is shown. It displays a list of course items: "Announcements", "Syllabus", "Assignments", "Resources", and "Faculty Info", all in green text. Below this list is a "Tools" section with three items: "Communication" (with a computer icon), "Course Tools" (with a wrench icon), and "Course Map" (with a map icon). Below the Tools section is a "Control Panel" button with a computer icon. At the bottom, there are two buttons: "Refresh" (with a circular arrow icon) and "Detail View" (with a person icon).

Working in “my courses” (continued)

ADAPTIVE RELEASE

This is a more advanced tool that allows an instructor to create an individual student centered learning experience through course content and activities. Content items, assessments, assignments, or other activities can be released to students based on a set of criteria including: date and time, specific users, group membership, grades or attempts on a particular test or assignment, or Review Status of another item in the course.

REVIEW STATUS

If a faculty has enabled Review Status, students are able to mark items as “read” to help them manage their learning experience. This tool works independently or with the Adaptive Release feature to help instructors scaffold the learning experience.

To access these features in a content area, click on “Edit View” and click **Manage** next to the content item you wish to update. A menu screen will appear with several of these new features.



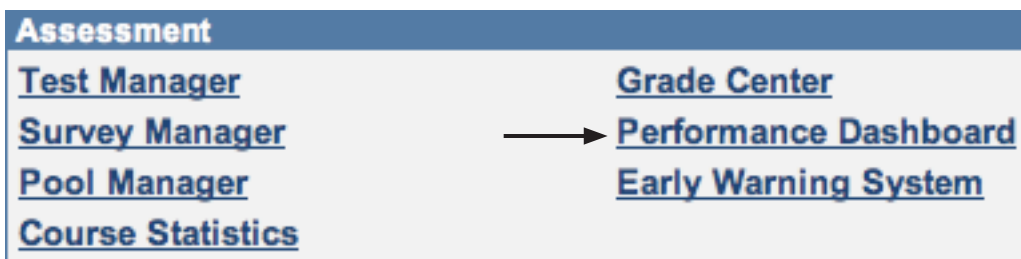
- ▶ [Adaptive Release](#)
Create or modify a basic Adaptive Release rule.
- ▶ [Adaptive Release: Advanced](#)
Create or modify advanced Adaptive Release rules. Use this feature when creating multiple rules.
- ▶ [Review Status](#)
Enable or disable review for this item.
Current Status: *Disabled*
- ▶ [Adaptive Release and Review Status: User Progress](#)
View availability and review status of this item for all users.
- ▶ [Statistics Tracking](#)
Enable or disable tracking for this item. View system tracking information for this item.
Current Status: *Enabled*
- ▶ [Metadata](#)
Set metadata information for this content item.

Working in “my courses” (continued)

PERFORMANCE DASHBOARD

This tool gives instructors the ability to see user performance and activity information for better one-on-one student centered learning.

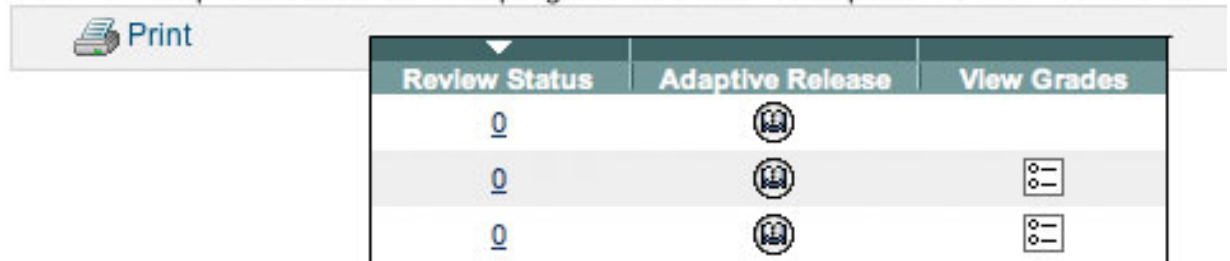
To access the Performance Dashboard, go into the Control Panel, and click on **Performance Dashboard** located under the “Assessment” menu.






The image shows a screenshot of the 'Assessment' menu. On the left side, there are four links: [Test Manager](#), [Survey Manager](#), [Pool Manager](#), and [Course Statistics](#). On the right side, there are three links: [Grade Center](#), [Performance Dashboard](#), and [Early Warning System](#). A black arrow points from the 'Performance Dashboard' link on the right to the 'Performance Dashboard' link on the left.

Performance Dashboard

Use the links provided to view user progress details for each performance measurement.



The image shows a screenshot of the Performance Dashboard interface. At the top left, there is a 'Print' button with a printer icon. Below it is a table with three columns: 'Review Status', 'Adaptive Release', and 'View Grades'. The table contains three rows of data.

Review Status	Adaptive Release	View Grades
0		
0		
0	