



Managing your course in myCourses

This session is being recorded ►

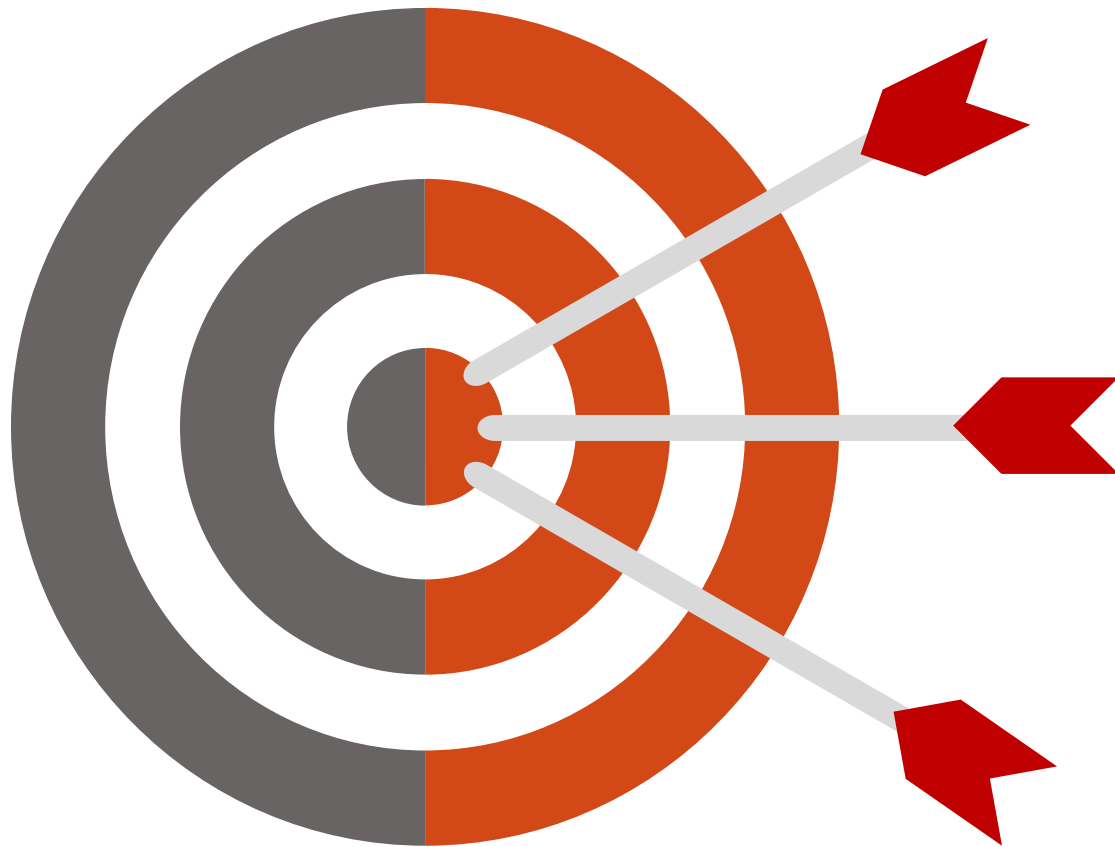
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McGill

Teaching and
Learning Services

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.

Promote non-graded activities using Awards.



Designing your homepage



1

2

3

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Your course homepage



Design with purpose



Visually organize



Customize navbar,
banner and widgets

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



Geography 101

Announcements ▾

There are no announcements to display. [Create an announcement.](#)

Calendar ▾

Thursday, June 4, 2020 ▶

Upcoming events ▾

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

Chat Question

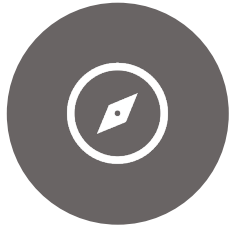


Please answer in the chat.

What information do you want to share with your students from your homepage?

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. Below this is a 'Calendar' widget showing upcoming events: 'Chapter 1 Quiz - Due' on June 1st at 11:30 PM and 'Final Exam - Due' on July 8th at 10:00 AM. The main content area features four progress widgets: '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). On the right side, there is an 'INSTRUCTOR PROFILE' for Samuel Hayes, including a photo and a bio.

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

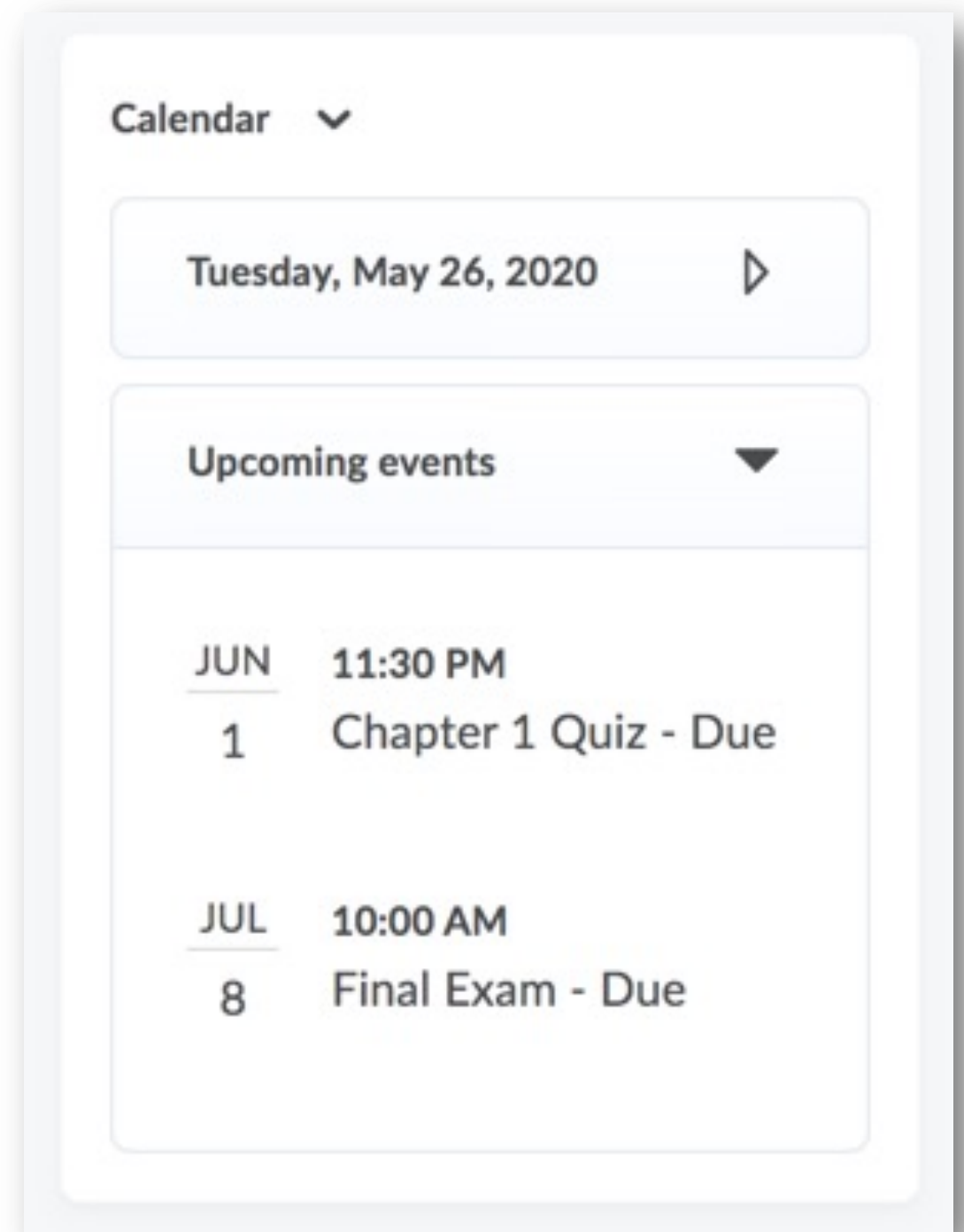
Welcome Barbara to the myCourses sample course. This course shell is intended to help instructors get a feel for how they can use the learning management system with their class. When performing the suggested activities in this course please perform them in the supplemental Sandbox. If one was not included 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:

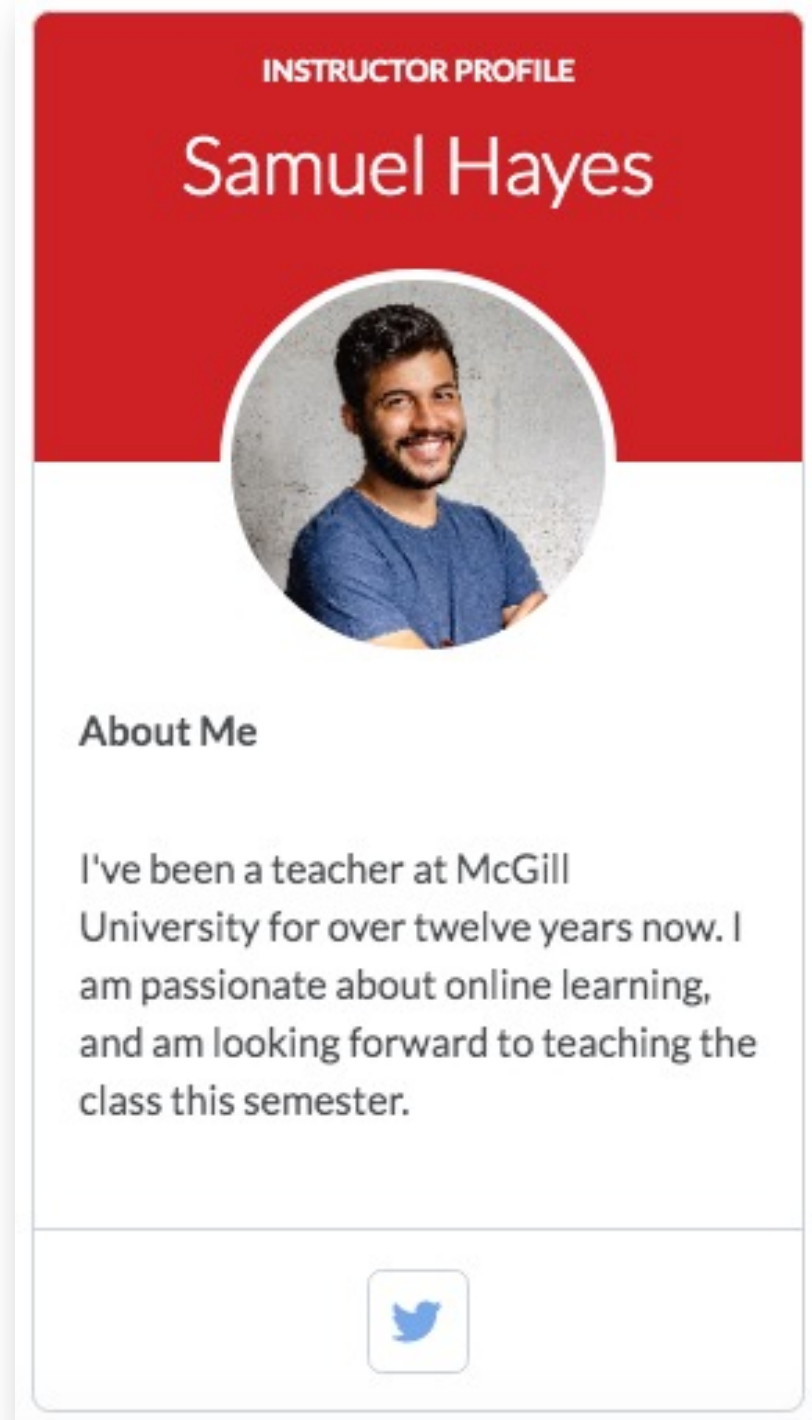
- Add upcoming events
- Automatically display deadlines
- View in an external calendar by subscribing
- From myCourses homepage: view all events from all course calendars



Recommended Widgets

Teacher Profile:

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

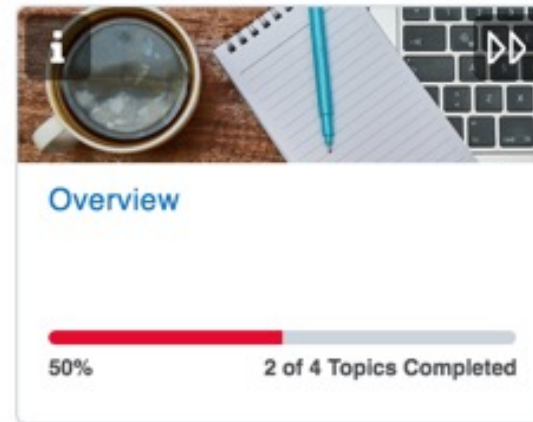


The image shows a digital widget for an instructor profile. At the top, it says "INSTRUCTOR PROFILE" in white text on a red background. Below that, the name "Samuel Hayes" is displayed in large white font. A circular profile picture of a man with a beard and a blue shirt is centered below the name. Underneath the photo, the text "About Me" is written in a bold, dark font. The bio reads: "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:

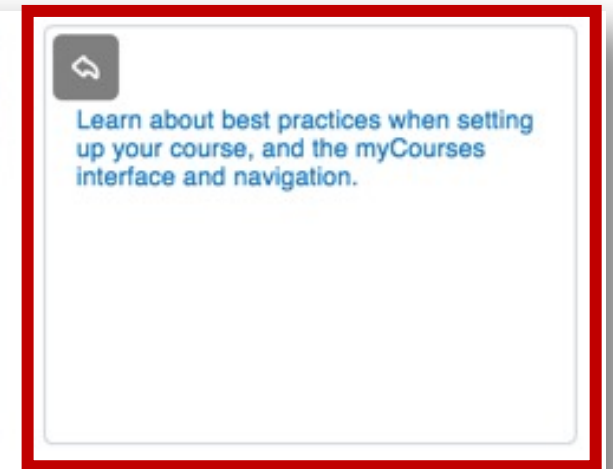
- Easy access to content
- "Flip" to reveal a module's description
- Students can track their progress



Overview

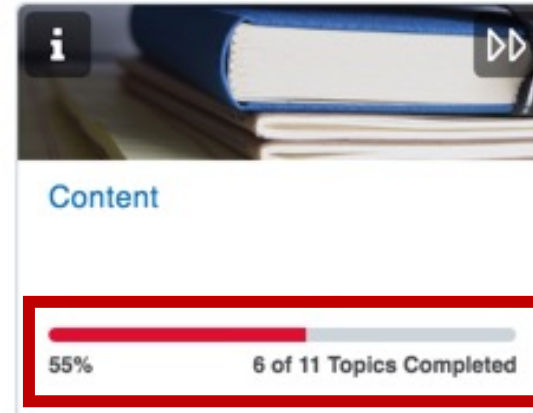
50% 2 of 4 Topics Completed

The Overview widget features a header image of a coffee cup, a notepad, and a keyboard. It includes an information icon (i) and a flip icon (two right-pointing arrows). Below the title is a progress bar that is 50% filled with red, and text indicating '2 of 4 Topics Completed'.



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

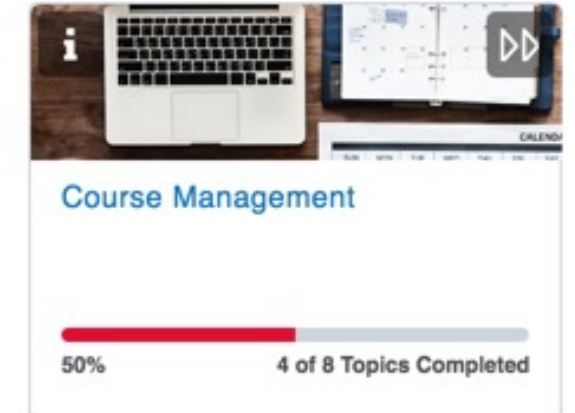
This widget is highlighted with a red border. It contains a single line of blue text providing information about course setup and navigation.



Content

55% 6 of 11 Topics Completed

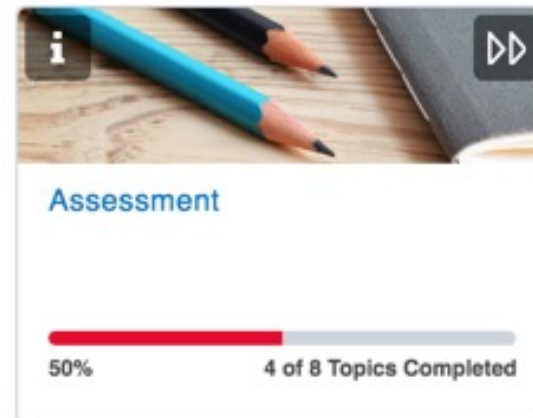
The Content widget features a header image of a stack of books. It includes an information icon (i) and a flip icon (two right-pointing arrows). Below the title is a progress bar that is 55% filled with red, and text indicating '6 of 11 Topics Completed'. This widget is highlighted with a red border.



Course Management

50% 4 of 8 Topics Completed

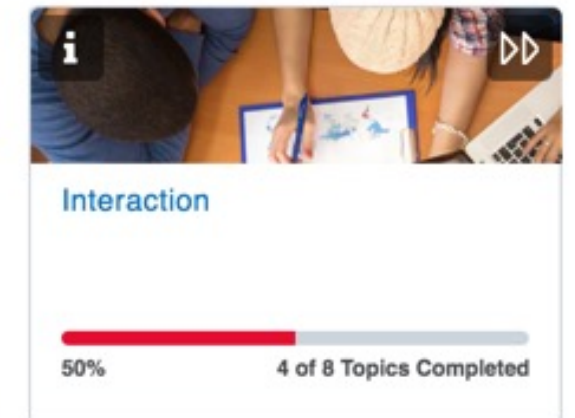
The Course Management widget features a header image of a laptop and a tablet. It includes an information icon (i) and a flip icon (two right-pointing arrows). Below the title is a progress bar that is 50% filled with red, and text indicating '4 of 8 Topics Completed'.



Assessment

50% 4 of 8 Topics Completed

The Assessment widget features a header image of pencils on a desk. It includes an information icon (i) and a flip icon (two right-pointing arrows). Below the title is a progress bar that is 50% filled with red, and text indicating '4 of 8 Topics Completed'.



Interaction

50% 4 of 8 Topics Completed




The Interaction widget features a header image of people working together at a table. It includes an information icon (i) and a flip icon (two right-pointing arrows). Below the title is a progress bar that is 50% filled with red, and text indicating '4 of 8 Topics Completed'.

Recommended Widget

Updates:

- Overview of recent course activities
- Select which tool updates are displayed

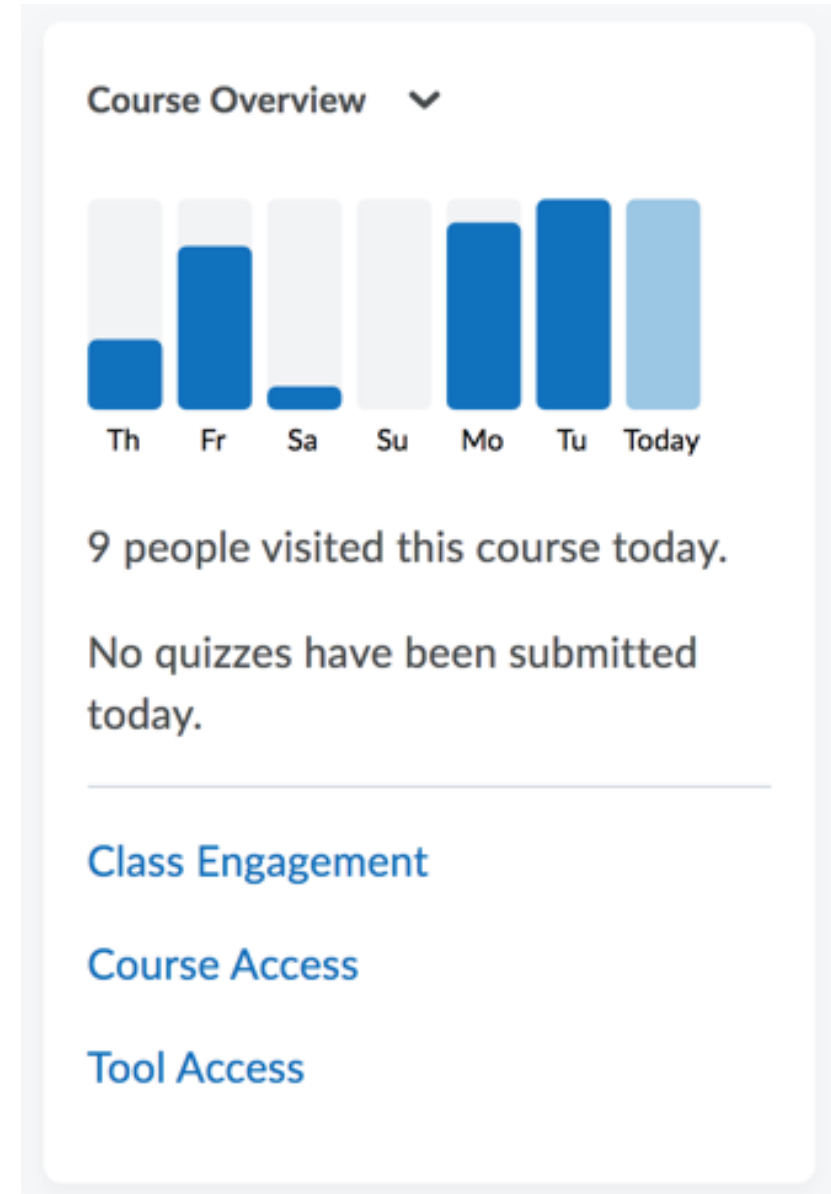
Updates

-  **1** Unread Discussion Posts
-  **2** New Assignment Submissions
-  **1** Ungraded Quiz Attempts

Recommended Widgets

Course Overview

- Easily access analytics
- High-level aggregate information about your course and student activity.
- Links to Class Engagement, Course Access and Tool Access reports.





Managing Student Grades



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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

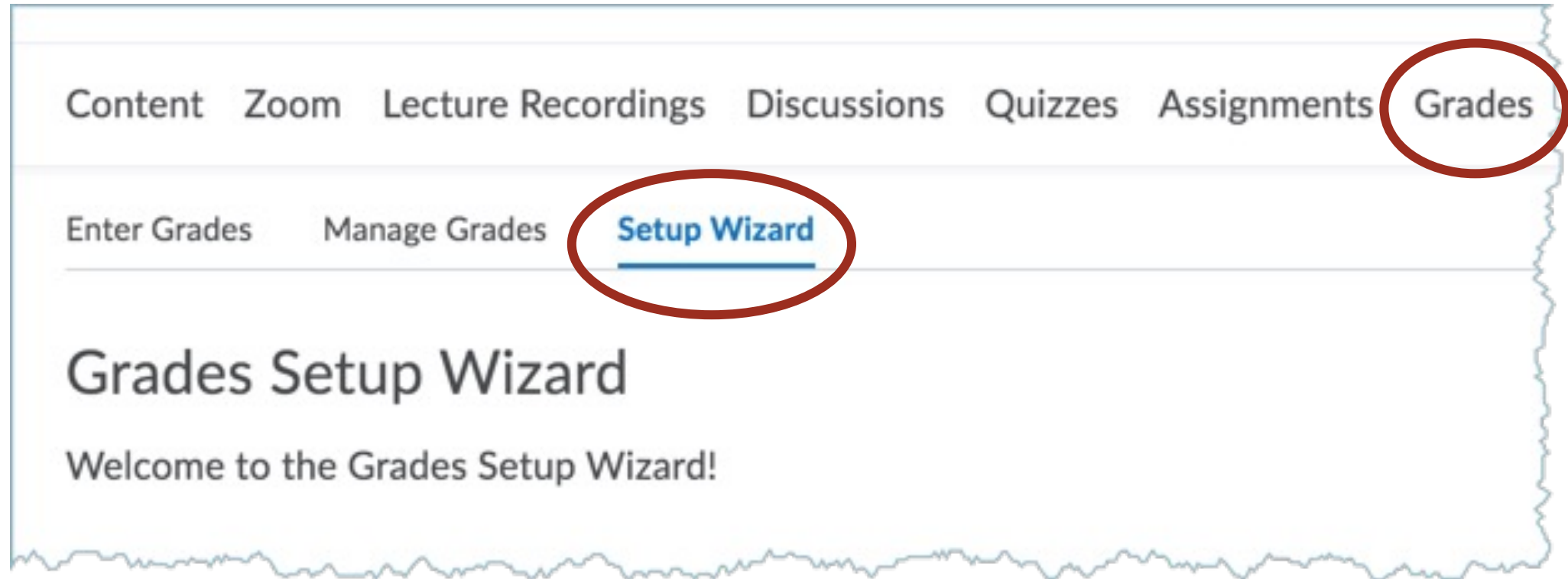
Planning Your Grade book:

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





Tracking Student Data



1

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4

Chat Question



Please answer in the chat.

What myCourses activities are you interested in knowing about your students?

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	 24 % Completed: 20 / 83	0 read 0 threads 0 replies	 Logins: 71	
Student, Demo06	 67 % Completed: 56 / 83	9 read 0 threads 0 replies	 Logins: 105	
Student, Demo07	 1 % Completed: 1 / 83	0 read 0 threads 0 replies	 Logins: 25	

< 1 / 1 > 10 per page

Drilling down to a student



The image shows a course dashboard with two main sections: 'Content Progress' and 'Discussions Progress'. The 'Content Progress' section includes a 'Table of Contents' with 'Module 1 - Co' at 8% completion and a 'Course Access' table showing visits for May 18, 2020. The 'Discussions Progress' section shows overall statistics (70 posts read, 1 thread created, 15 replies posted) and a list of discussion forums. A red box highlights the 'Questions about real-time lectures and recorded lectures' forum, specifically a post titled 'Uploading to the Lecture Recordings section before term starts'.

Topic	Posts Read	Threads Created	Replies Posted
myCourses Essentials discussion forum	70	1	15
General myCourses questions	2	0	0
Questions about real-time lectures and recorded lectures	25	1	5




Date	Visits
May 18, 2020	2
May 11, 2020	0

Tracking access in Content



Content Zoom Lecture Recordings Discussions Assignments

0% Outcomes + New Unit  Visible 

Preview as a Student
View Reports

Import Course  Bulk Edit  Related Tools 

Start here!

Upload / Create  Add Existing 

Course Builder
Manage Files
View Reports

Last Name, First Name	Content Topics Available	Content Topics Visited	Average Time Spent	
[REDACTED]	111	99		
[REDACTED]	111	81	0:12:00	
[REDACTED]	111	104	0:18:55	
[REDACTED]	111	81	0:04:51	
[REDACTED]	111	110	0:09:32	
[REDACTED]			0:14:22	
i. [REDACTED]		77	69	0:14:08
ii. [REDACTED]		77	45	0:19:39

Tracking access in Content

The screenshot shows a course content page with a calendar view at the top. Below the calendar, there are several tabs: 'Activity Details', 'Learning Objectives', and 'Completion Summary'. The 'Completion Summary' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with 'laura' entered and a dropdown menu showing 'All Users'. Below the search bar, there is a table with two columns: 'Name' and 'Completion'. The table contains two rows, both for a user named 'Laura'. The first row shows 'Has Viewed the Topic' completed on Tuesday, May 4, 2021 at 4:57 PM EDT. The second row shows 'Has Viewed the Topic' completed on Monday, May 3, 2021 at 10:03 AM EDT. The entire table area is highlighted with a red box.

The screenshot shows the 'Completion Summary' page for the user 'laura'. The page has three tabs: 'Activity Details', 'Learning Objectives', and 'Completion Summary'. The 'Completion Summary' tab is selected. Below the tabs, there is a search bar with 'laura' entered and a dropdown menu showing 'All Users'. Below the search bar, there is a table with two columns: 'Name' and 'Completion'. The table contains two rows, both for a user named 'Laura'. The first row shows 'Has Viewed the Topic' completed on Tuesday, May 4, 2021 at 4:57 PM EDT. The second row shows 'Has Viewed the Topic' completed on Monday, May 3, 2021 at 10:03 AM EDT. The second row is highlighted with a red box. At the bottom of the page, there is a pagination bar showing '1 / 1' and a dropdown menu for '50 per page'.

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



Recognize student milestones



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Awards tool: Badges

My Awards [View Available Awards](#)


Search awards

Badges


Course Outline
Winter 2020-LRNT-101-001



Discussion
Winter 2020-LRNT-101-001



Icebreaker
Winter 2020-LRNT-101-001



Congratulations, Rick Deckard!

Discussion

Earned by posting an all 5 discussion threads.

Course Winter 2020-LRNT-101-001

Evidence Adds 1 threads to discussion to...

Issue Date 12/4/2020

Issuer Brightspace











[Close this Dialog](#) [View Awards](#)

Winter 2020-LRNT-101-001

Announcements ▾

There are no announcements to display. [Create an announcement.](#)

Awards Leaderboard ▾

1	 RD Rick Deckard 3 awards	  
2	 Erin McDonagh 2 awards	 
2	 Jasmine Parent 2 awards	 

Setup

Select an Image from the library

Search image library

Badge_Book_Mark.png

Badge_C

Badge_D

Badge_D

Badge_F

Badge_G

Select

Icebreaker



Description:

Earned by posting to the "Introduce yourself" thread

Issue Date:

Dec 9, 2020 2:14 AM

Issuer:

Brightspace

Evidence:

Completed icebreaker

My Awards [View Available Awards](#)

Search awards

Badges



Course Outline

Earned for reviewing the Course Outline



✓ Discussion

Earned by posting on all 5 discussion topics.



✓ Icebreaker

Earned by posting to the "Introduce yourself" thread

Create a Release Condition

Release this item when the following condition is met:

Condition Type

Content

Visited content topic

Visited all content topics

Not visited content topic

Completed content topic

Not completed content topic

Discussions

Posts authored in topic

Score on associated rubric

No posts authored in topic



Use or build your own badge



Display or hide



Automatic or manual awarding

Examples

Increasing time on task:

- Viewing course content
- Practicing using multiple attempt self-assessments

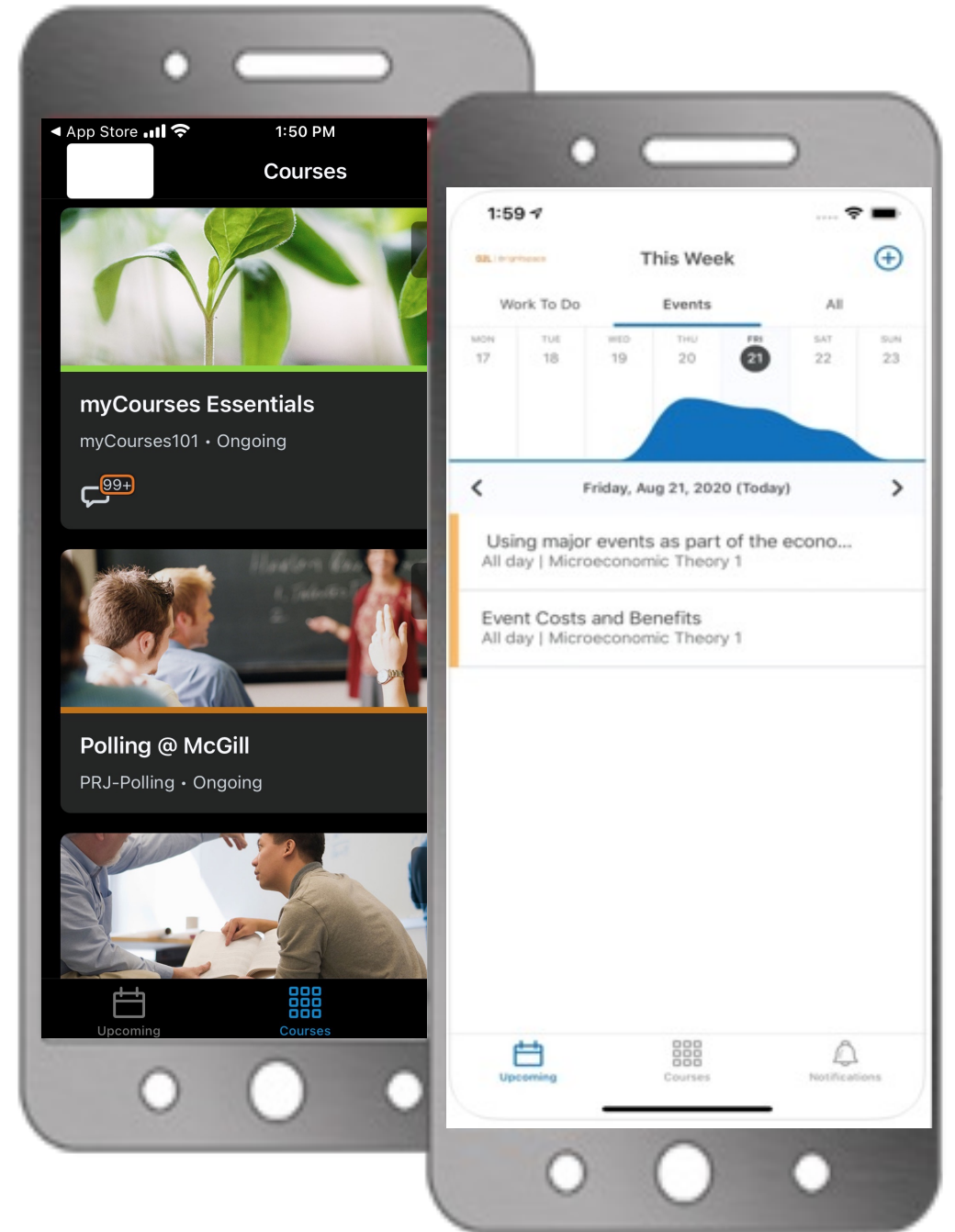
Participating in activities:

- Posting a discussion thread
- Attending virtual office hours or review sessions
- Completing a practice run
- Providing course feedback

Pulse mobile app

Helps students manage their workload and stay connected:

- See important dates and deadlines
- Receive notifications about content, announcements and grades
- View course content



Chat Question



Please answer in the chat

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

Thank you!

Next Steps



Register for upcoming sessions

www.mcgill.ca/tls/events



Access resources

www.mcgill.ca/teachingkb

www.mcgill.ca/tls

teachingblog.mcgill.ca



Connect with a colleague



Book a consultation

www.mcgill.ca/tls/contact/consultations