



# LMS User Guide for Student – V1.01

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## The Learning Management System (LMS) Overview

The LMS provides functionality that can be used by faculty members and students to facilitate classroom and distance learning in the Web-based environment.

### Benefits:

- Faculty can view course schedules, course descriptions, and enrolled students. They can also organize and present course documents, create and monitor course groups, make and grade assignments, and track attendance.
- Students can view their course schedules, course descriptions, assignments, grades, and attendance. They can also complete online assignments and participate in chat groups and forums.

## The All My Course Portlet

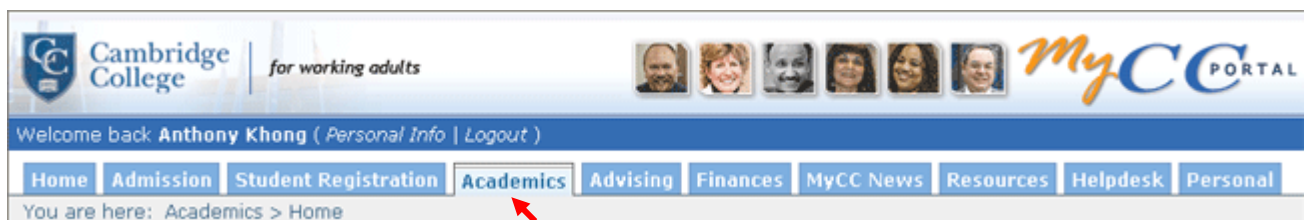
The **All My Courses** portlet allows students to view current, past, and future courses, depending on the value you select in the **Show** drop-down list box. If you are not registered for any course in the selected drop-down, the following message appears: "There are no courses to display."

Courses are grouped by academic terms, and maximize and minimize icons allow you to expand (Show) or collapse (Hide) the list of courses associated with each term.

## Accessing All My Courses

1. Logon MyCC portal
2. Click the **Academic** tab on the top navigation menu (See figure 1.1)

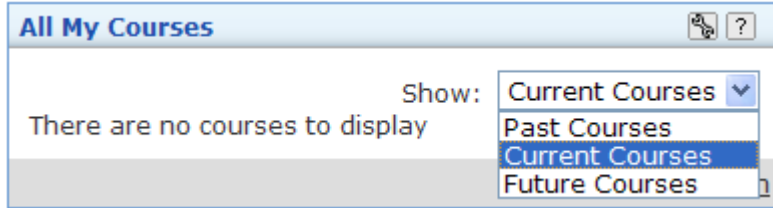
**Figure 1.1 – The Academic tab**



3. Locate the “All My Courses” portlet on main section of the homepage (see figure 1.2)

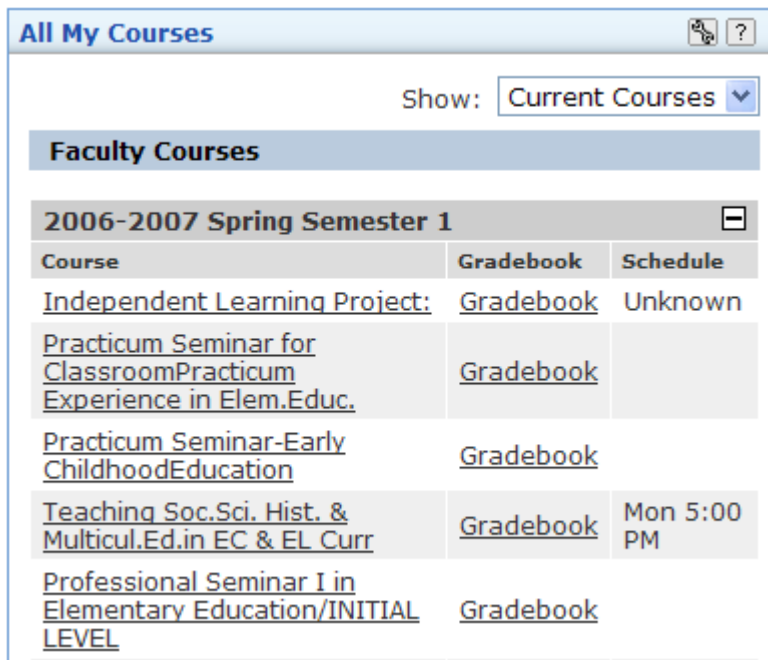
**Note:** By default, MyCC shows your current course(s) you are registering for the current semester. If you wish to access past or future academic courses then click the dropdown menu. (See figure 1.2)

**Figure 1.2**



4. Click a course that you want to view (See figure 1.3)

**Figure 1.3**



## The Announcements Portlet

The Announcement Portlet will allow you to read announcement messages from faculty/staff at Cambridge College. You will also see this portlet on your personal home page.

## The Handouts Portlet

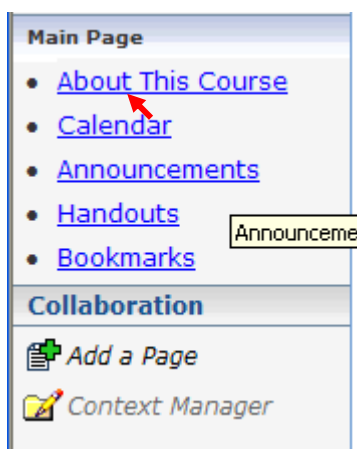
The Handouts Portlet will allow you to access your handouts, articles, study guides, and etc. for your current course.

## Viewing your Handouts

1. Logon MyCC portal
2. Click on the **Academic** tab
3. Locate the “**All My Courses**” and select a course that you want to access
4. Click on the **Handouts** link on the left menu. (See figure 1.4). Alternatively, locate and click on the **Handouts** portlet on the main page

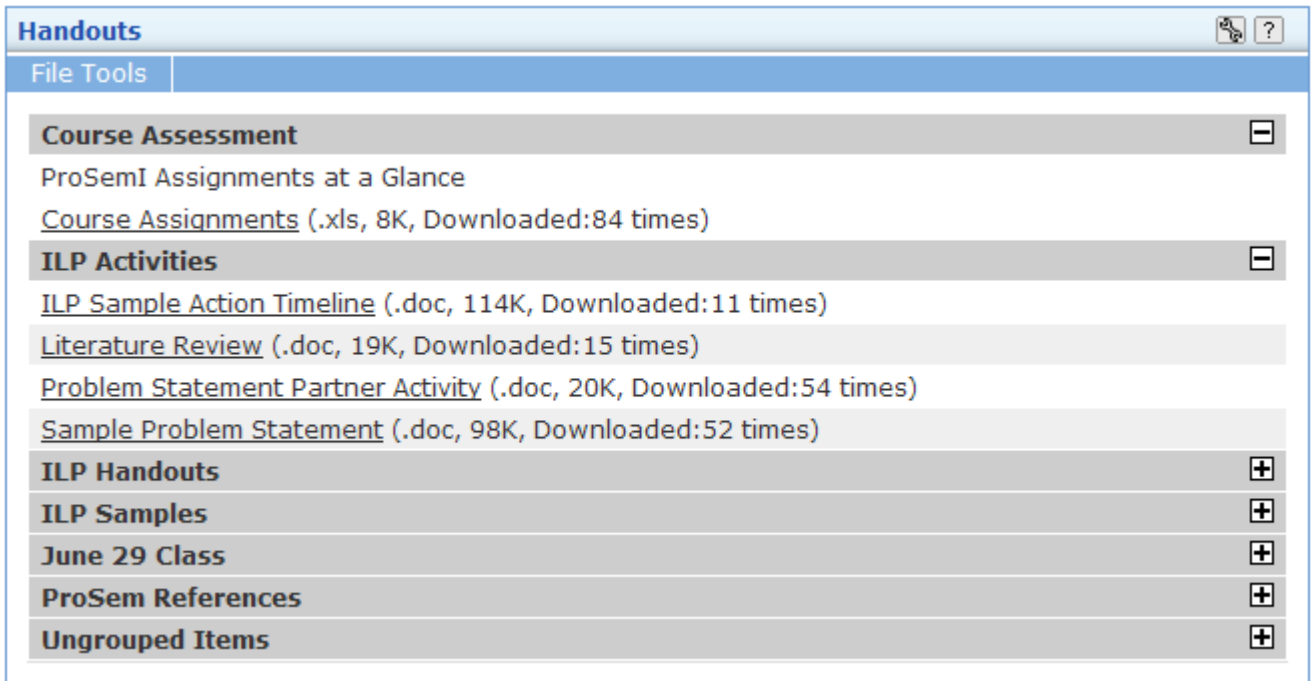
**Tips:** The handouts are usually grouped, and clicking the link opens the handout. Right-clicking on the link gives you other options, such as printing, copying, emailing, saving as, saving as a favorite, etc.

Figure 1.4



5. Locate and click on hyperlink to view a **Handout** (See figure 1.5)

Figure 1.5



## Setting Handouts to display Alphabetically


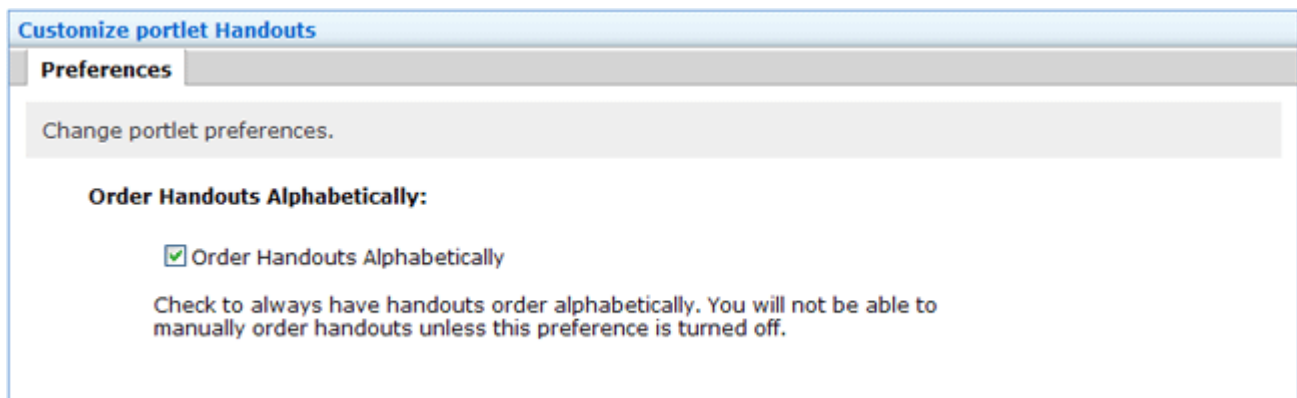
1. Within your current course
2. Click on the **Handouts** link on the left menu. Alternatively, locate and click on the **Handouts** portlet on the main page
3. Click the  Wrench icon on the top right of the Handout portlet
4. Select the **Order Handouts Alphabetically** check box to always have handouts be displayed in alphabetical order. However, you will not be able to manually order handouts if this preference is selected (See figure 1.6)

Figure 1.6



5. Select the **Order Sets Alphabetically** check box if you want to have sets display alphabetically

6. Select the **Show Empty Sets** check box if you to see sets that have no handouts
7. Click the **Save** button when done

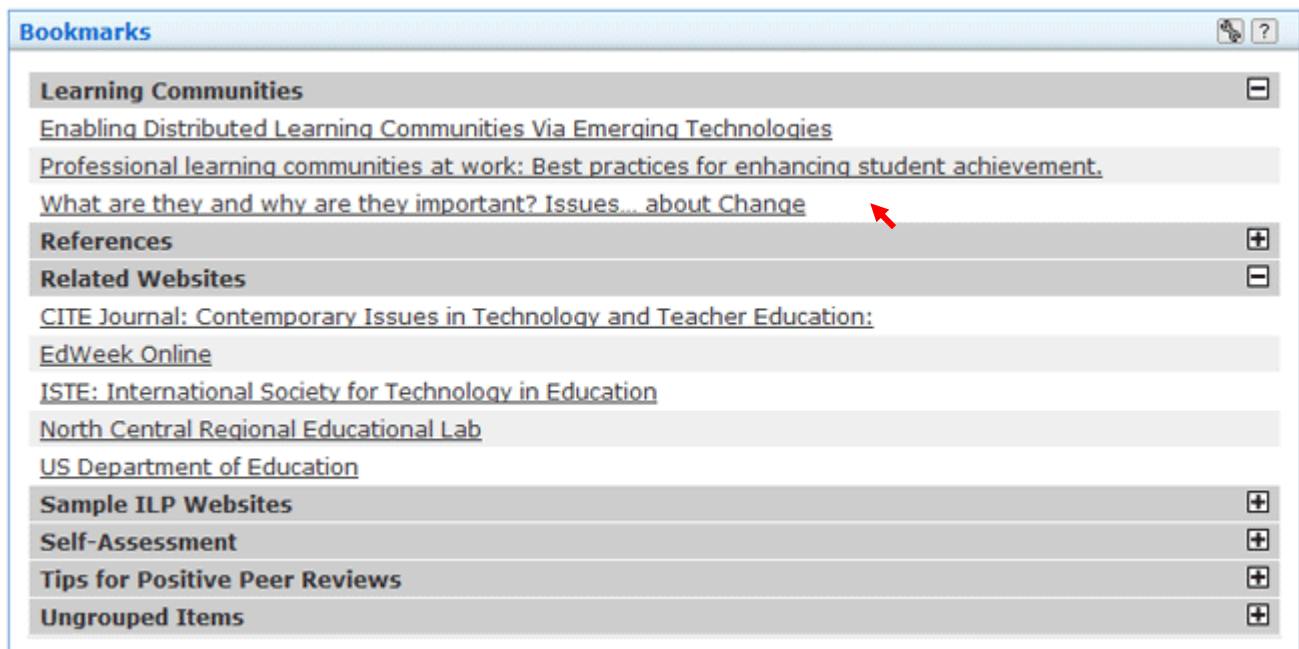
## The Bookmarks Portlet

The Bookmarks portlet can be used to access links that instructor made them available to student(s) registered in this course. Similar to the Handouts portlet, the Bookmarks portlet can be segmented into sets so that students can easily recognize websites to specific chapters or units in the course.

## Viewing your Bookmarks

1. Logon MyCC portal
2. Click the **Academic** tab on the top menu
3. Locate the “**All My Courses**” and select a course that you want to access
4. Click on the **Bookmarks** link on the left menu (See figure 1.7)

Figure 1.7



## The Forums Portlet

The Forums portlet can be used as a discussion area for course or group participants. Message topics are posted for all members of the course or group to view and responses can be sent. A threaded discussion can continue on the topic with input from all participants.

By default, you will find the forums portlet on the **Collaboration** page of your course. This page can be accessed on the left menu.

## Accessing the Forum

1. Logon MyCC and open a course you want to access
2. Click on the **Collaboration** link from the left menu
3. Click the **Forums** link (See figure 1.8)

Figure 1.8

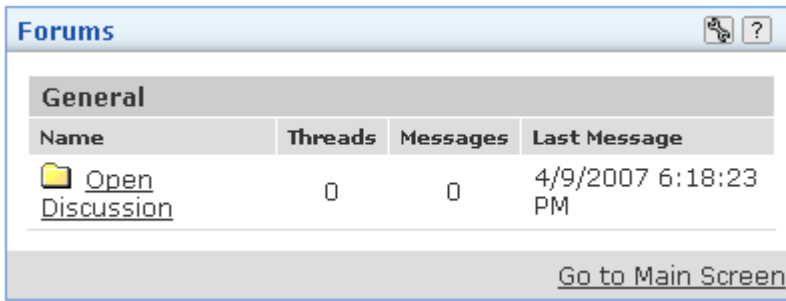


## Participating in Threaded Discussion

When participating in threaded discussions it is important that everyone in the class follow the same guides in order to have an effective discussion.

1. Within your current course
2. Click on the **Collaboration** link on the left menu
3. Click the **Forums** link
4. Once here, find the discussion that you wish to participate in and click the title to open the discussion (See figure 1.9)

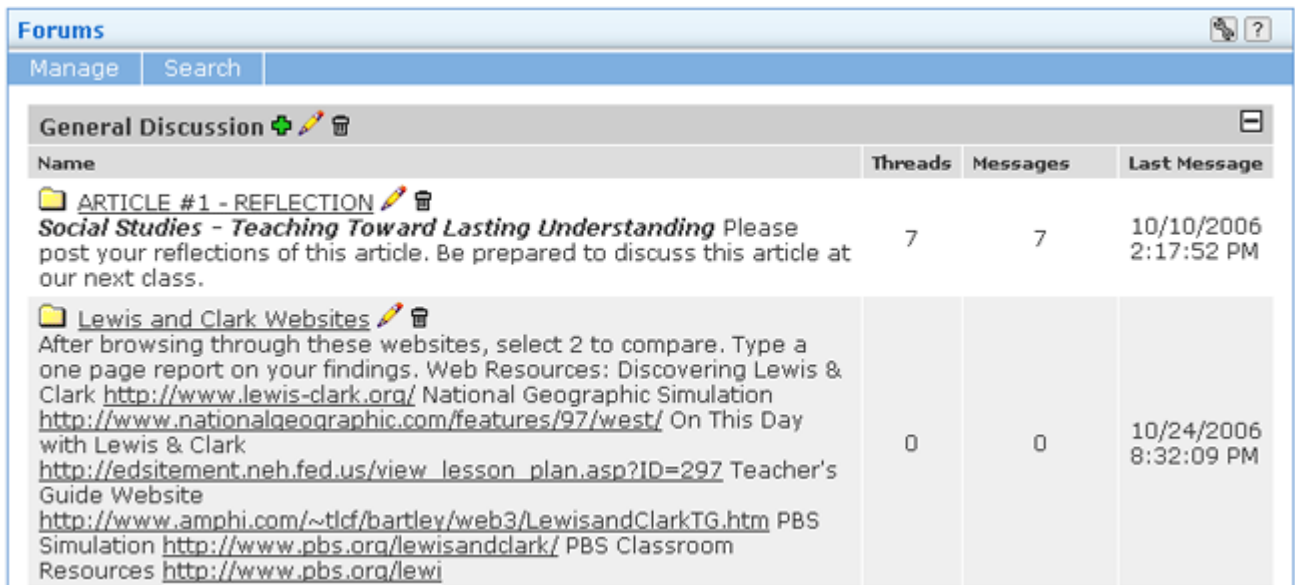
Figure 1.9



5. You will then see the topics listed by your instructor: To participate in the discussion, click the subject listed by your instructor. This will open up a discussion with the question asked by the professor. (See figure 2.0)

**Note:** DO NOT select the “add a thread” feature to start your own topic.

Figure 2.0



## The Coursemates Portlet

All registered students and instructor of a course are listed on the main view of **Coursemates**. Each name may also be identified by the role (Student or Faculty) to which they have been assigned. By default, images are not shown in order to speed up the loading time. (See figure 2.3)

The level of information available for each member depends on the details that have been entered by each individual in their respective **My Info** portlet. A photo of the coursemate/faculty may be displayed, depending on whether the photo was attached to their **My Info** and whether they have elected to show or hide the image.

**Tip:** In addition to viewing information for coursemates/faculty, you can also email selected course members and view and print a course roster if you have permission to do so.

## Accessing the Coursemates

1. Within your current course
2. Click on the **Collaboration** link on the left menu
3. Click the Coursemates link (See figure 2.1)
4. You should now see all members (faculty/students) on the homepage

**Figure 2.1**



## Sending email to faculty/students

1. Within your current course
2. Click on the **Collaboration** link on the left menu
3. Click the **Coursemates** link
4. Select the check box **Select All** if you would like to send an email to an entire class (See figure 2.2)
5. Click the **Email Selected Members** link (See figure 2.2)
6. Enter a subject & a message for this email (See figure 2.4)
7. If you would like to attach a file to this email, locate and click the **Browse...** button
8. Click **Send** when you are done

**Figure 2.2**

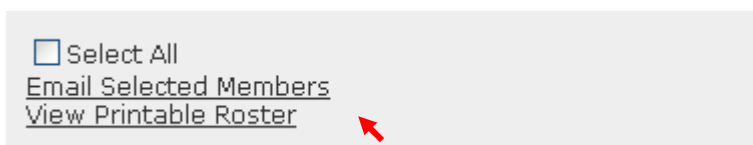

















Figure 2.3

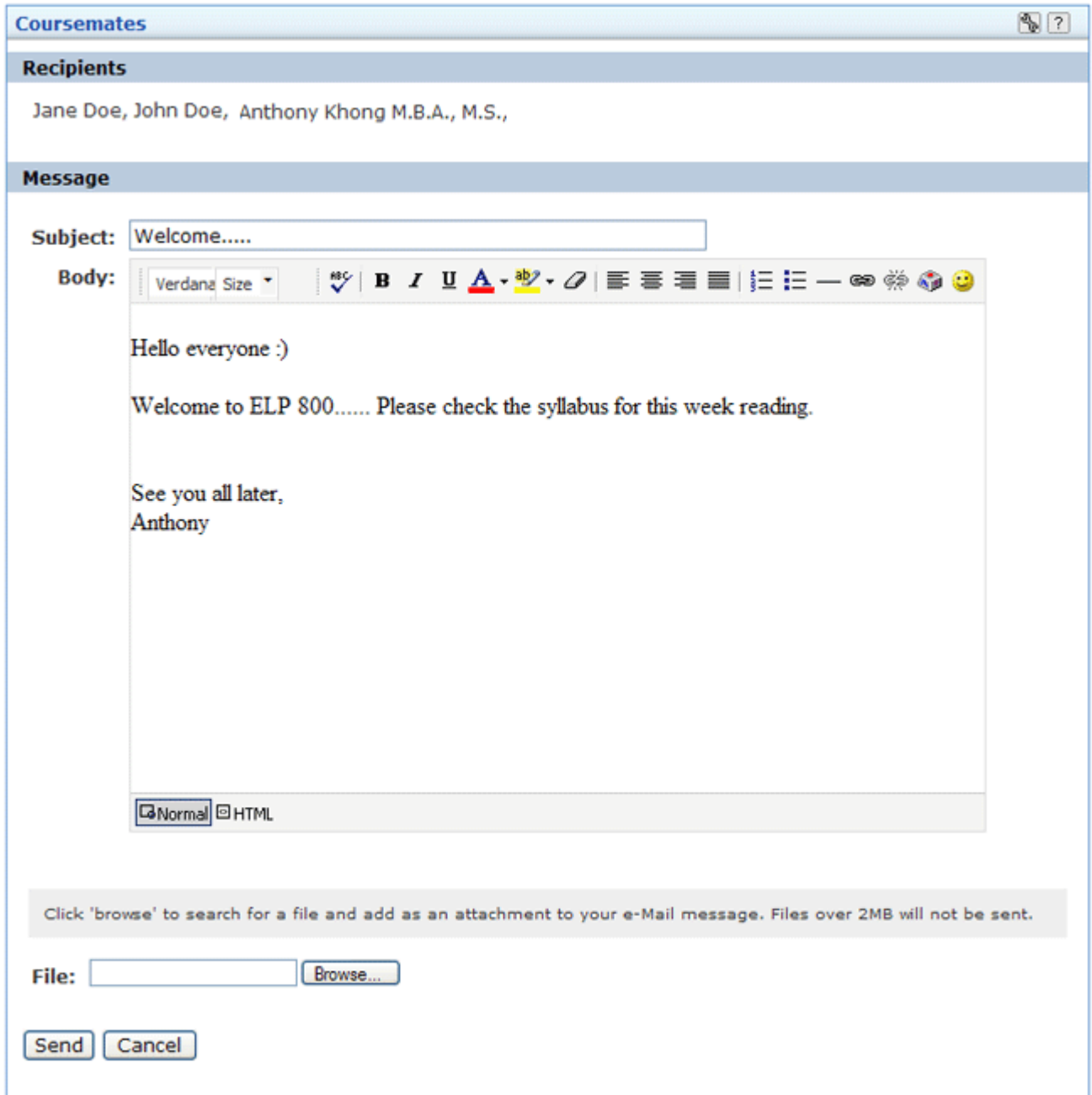
**Coursemates**  

There are 7 members of this Course (1 Faculty, 6 Students).  
[Hide Images](#)

 <input type="checkbox"/> Carl, Elaine  Students	 <input type="checkbox"/> Doe, Jane  Students	 <input type="checkbox"/> Doe, John  Students	 <input type="checkbox"/> Fleury, Stacey  Students
 <input type="checkbox"/> Kennedy, Barbara  Students	 <input type="checkbox"/> Khong, Anthony  Faculty	 <input type="checkbox"/> Student, Robin  Students	

Select All  
[Email Selected Members](#)  
[View Printable Roster](#)

Figure 2.4



## The Chat Portlet

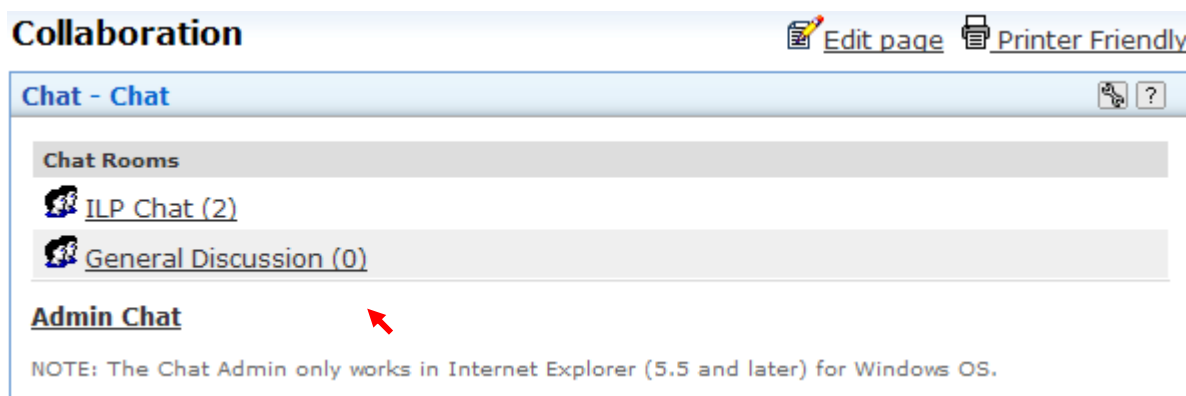
You can use the **Chat** portlet to enter chat rooms and participate in conversations. Private messages can be sent to "chat" participants, and you may print and/or save the chat transcript. This is a great place for students and faculty to chat about assignments, readings, or other topics that do not relate to the forum discussions without tying up space on the forum.

**Note:** It is important to note that the Chat portlet appears in a pop up window. In order to participate in Chat, you must first allow pop ups from the Cambridge College site and **turn off the pop up blocker** on your computer.

## Entering a Chat room

1. On you current course page
2. Click on the **Collaboration** link on the left menu
3. Click the **Chat** link
4. Now click on the **Chat Room** that you would like to participate in conversations. (See figure 2.5)

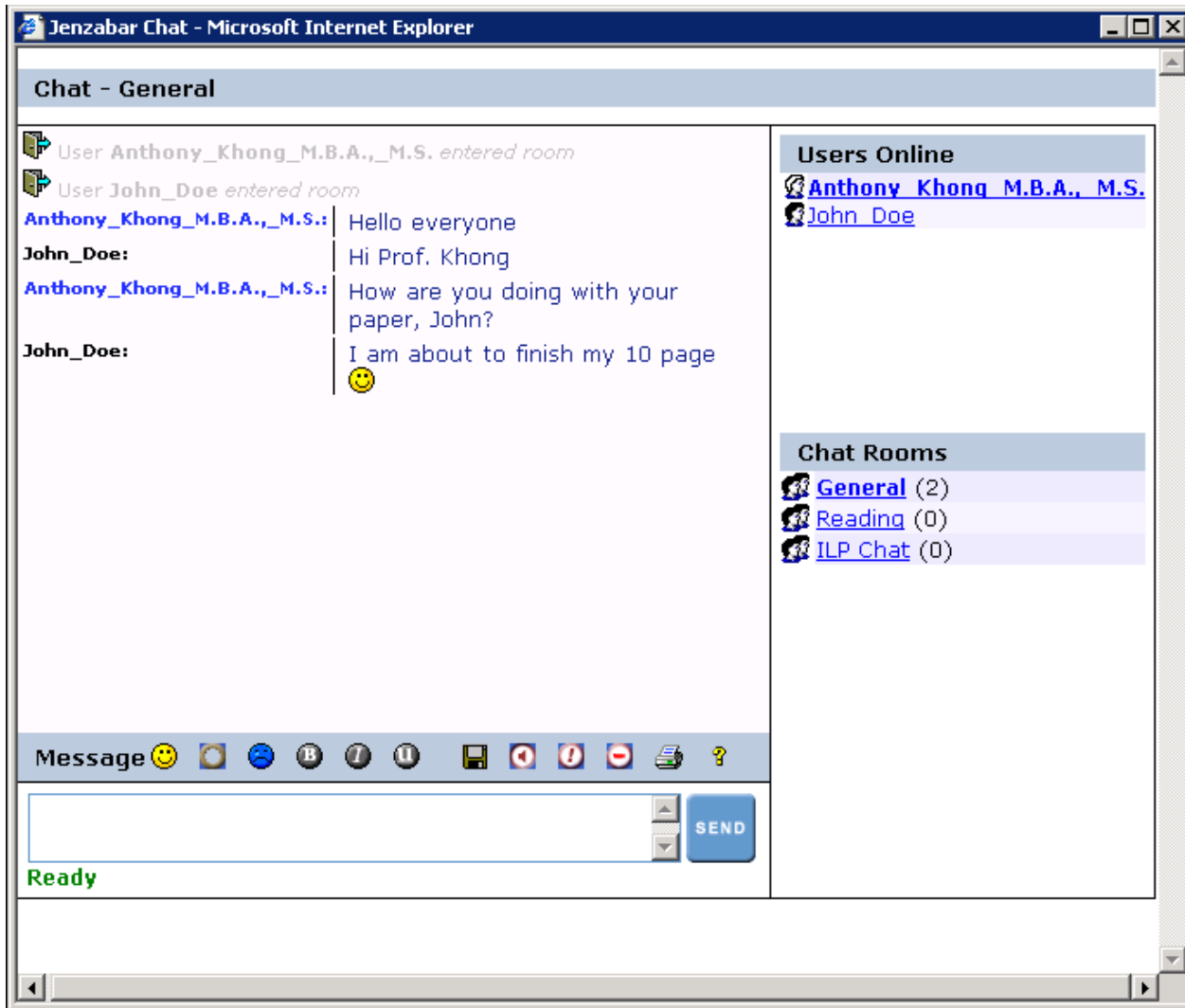
Figure 2.5



5. The **Chat Room** will open in a new window. On the right you will be able to see who else is in the room at that time. (See figure 2.6)

**Note:** It is important to note that the Chat portlet appears in a pop up window. In order to participate in Chat, you must first allow pop ups from the Cambridge College site and turn off the pop up blocker on your computer.

Figure 2.6



## Sending a private message:

1. Within your current chat room
2. Click on the person's name from the **Users Online** section
3. Select the **Private Message** pop-up menu (See figure 2.7)
4. Type your message and click the **Send** button

**Note:** The message will be displayed in the chat discussion section with the user's name highlighted to indicate it was a private message

Figure 2.7



## The Task Manager Portlet

This portlet allows you to view and manage your own personal tasks or view tasks that your instructor has assigned to you.

**Note:** Any task that is past due will display the due date in red. High priority tasks will be highlighted in yellow.

## Accessing the Task Manger

1. Within your current course
2. Click on the **Collaboration** link on the left menu
3. Click the **Coursemates** link
4. Click the **Task Manager** link
5. You should see all tasks under the **My To-Do List** (See figure 2.8)

Figure 2.8

Collaboration Print Friendly


Task Manager - My To-Do List ?

My To-Do List


All Tasks - EAD 691N CA01 - Professional Seminar I in School Administration/INITIAL LEVEL

Show:  
All Tasks - EAD 691N CA01 - Professional Seminar I in School Administration/INITIAL LEVEL

Display Tasks Due: [Within 7 days](#) [Within 30 days](#) [All Tasks](#)

<input type="checkbox"/>	Task	Created By	Status	Priority	Due Date
<input type="checkbox"/>	<a href="#">Reading for this week</a>	Kathleen M. Buckley Ed.D.  EAD 691N CA01 - Professional Seminar I in School Administration/INITIAL LEVEL	In Progress	High	05/10/2007

Mark Selected As:

 [Add a New Task](#)

## The Course Syllabus Portlet

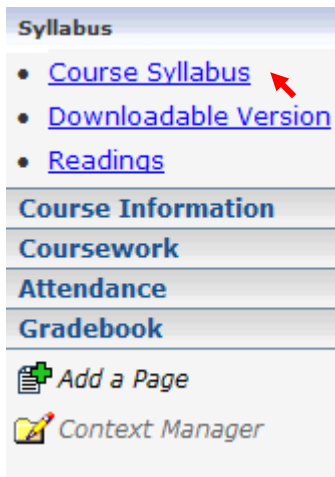
The Course Syllabus portlet allows you to access the syllabus of the course you are currently taking.

**Note:** Please contact your instructor if you cannot see the course syllabus on this page.

## Accessing the Course Syllabus

1. Logon MyCC Portal
2. Open a course that you wish to view
3. Click on the **Syllabus** link on the left menu (See figure 2.9)
4. Click the **Course Syllabus** link

**Figure 2.9**



**Tips:** You can also access the downloadable syllabus if your instructor has posted for this course by clicking the Downloadable Version link

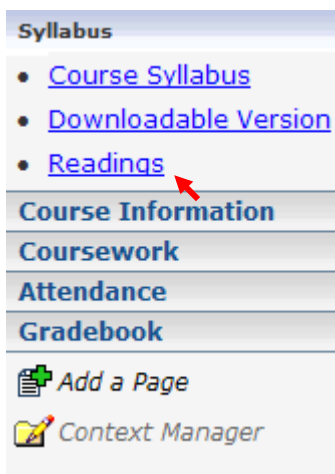
## The Readings Portlet

The **Readings** portlet displays various textbooks, journals, and other reading materials associated with this course. Readings can be grouped according to similar characteristics and identified with a set. Readings that are identified with a particular set will appear within the same category when they are viewed. If a reading is not associated with a specific set, it will display within the **Ungrouped** set that is automatically created.

## Accessing the Readings

1. Within your current course
2. Click on the **Syllabus** link on the left menu
3. Click the **Readings** link (See figure 3.0)

**Figure 3.0**



## The Course Information Portlet

The Course Information portlet displays read-only information for a particular course, including the name and term. The Course Name, Term and Description are generated through the EX system and the registrar's office.

The Faculty section can display a photo of the faculty member along with an email address and office hours. Clicking the **i** icon beside the faculty name opens the **My Info** portlet for that faculty member; however, the information in the **My Info** portlet is determined by the faculty member. By default, the faculty email is hidden. (See figure 3.1)

Figure 3.1


Course Information Print Friendly

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**Course Information** ?

**Professional Seminar I in School Administration/INITIAL LEVEL (EAD 691N)**  
Term: 2006-2007 Spring Semester 1

**Faculty**

 **Anthony Khong M.B.A., M.S.** **i**  
Hidden  
**Office Hours:**  
Office hours are Tuesday and Thursday by appointment. Other days can be arranged to meet student needs.

**Schedule**

Thu, 6:00 PM - 9:30 PM (2/8/2006 - 2/8/2006) Location: C Thu, 6:00 PM - 9:30 PM (4/5/2006 - 4/5/2006) Location: C Thu, 6:00 PM - 9:30 PM (3/22/2006 - 3/22/2006) Location: C Thu, 6:00 PM - 9:30 PM (4/26/2006 - 4/26/2006) Location: C Thu, 6:00 PM - 9:30 PM (5/10/2006 - 5/10/2006) Location: C Thu, 6:00 PM - 9:30 PM (2/22/2006 - 2/22/2006) Location: C Thu, 6:00 PM - 9:30 PM (3/8/2006 - 3/8/2006) Location: C

**Description**

Professional Seminar I in School Administration/INITIAL LEVEL

## The Coursework Portlet

The Coursework Portlet is where you will take your assignments and tests. There will always be one of three formats:

- Online 
- File Exchange 
- Offline 

These assignments can be organized by **Unit** or **Type** and are sorted by Due Date by default. Each assignment listing includes the format, the due date, type, and status. The listing of assignments can be sorted by any of the five columns on a Unit by Unit or Type by Type basis depending on how the portlet was organized. Details of the assignment can be viewed by clicking the assignment name. Information displayed depends on the assignment type and state.

## Online Assignments

Online  assignments are quizzes/tests/exams created by your instructor and which you complete within the portlet.

Clicking a linked assignment name in the **Coursework** portlet will display different views of the Student **Assignment Detail** screen, depending on the state of the assignment. An Online assignment might be viewable but inactive, which means that you can learn about the assignment but you cannot complete it. The Online assignment could also be Active and thus ready to be completed. If the Online assignment has already been completed, you will see a screen informing you of that fact and possibly providing access to the grade and any feedback received.

The **Student Assignment Detail** screen displays the following:

- The **Header** displays the type and name of assignment, unit, format, grading method, time limit, grading information, status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active or has been completed.
- Any links to relevant **Files** are displayed following the same parameters as the **Instructions**.
- The **Coursework** section allows you to complete the assignment and view completed and graded assignments.

- **Single-Attempt Assignment**

If you have not yet taken the test, a message to that fact displays in the **Header**, the **Coursework** section displays some **Important Information** about the test, and the Take this Test link is available.

If you started the test but did not complete it, the test is assumed to be in progress. If the assignment allows re-entry, the **Important Information** will display the time remaining and the [Resume this Test](#) link is available.

If the test is complete but not graded, the following message appears: "You took this test (time and date). Your grade is not available."

If the test is complete and graded, the **My Results** table displays the final grade, completion and graded dates, and a [Review completed/graded test](#) link (if allowed by the instructor). If you submitted an assignment that was returned to you for rework, which you edited and re-submitted, a **Workflow** table may display the flow of the assignment. If so, an **Individual Results** table will display each attempt and its completion date, the score, time spent on the attempt, and status. If the assignment has been completed and graded, [Review](#) links are available for viewing all attempts.

- **[Multiple-Attempt Assignment](#)**

If you have not yet taken the test, a message to that fact displays in the **Header**, the **Coursework** section displays some **Important Information** about the test, and the [Take this Test](#) link is available. The **Header** may also display how many times the test has been attempted and how many attempts are remaining.

If you started the test but did not complete it, the test is assumed to be in progress. If the assignment allows re-entry, the **Important Information** will display the time remaining and the [Resume this Test](#) link is available.

A **Mark as Final** button is available for you to submit an attempt as the final one, even if all attempts were not used. For example, you may make a perfect score on the first attempt, making it unnecessary to use remaining attempts.

The **Individual Results** table shows the number of attempts allowed and results of any attempts that have already been made. If a review is allowed, each attempt will have a [Review](#) link. If the test is complete but not graded, the **Important Information** will indicate this fact. If the test is complete and graded, the **My Results** table displays the final grade, any adjustments, feedback, and a [Review](#) link to review the graded test (if allowed by the instructor).

## Taking a Test

1. Logon MyCC Portal
2. Open a course that you wish to view
3. Click the **Coursework** link on the left menu
4. Click the appropriate assignment (See figure 3.2)

Figure 3.2

Coursework Print Friendly

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Coursework ?

Organize by: Unit ▾

**Unit 1**

Assignment	Format	Due Date	Type	Required
<a href="#">Quiz #1</a>		4/12/2007 12:00 AM	Exam	Required
<a href="#">Research paper</a>		4/12/2007 12:00 AM	Paper	Required
<a href="#">Class presentation</a>		4/13/2007 12:00 AM	Lab Report	Required
<a href="#">Quiz #2</a>		4/17/2007 12:00 AM	Exam	Required

- Click the Take this Test link (See figure 3.3)

Figure 3.3

Coursework Print Friendly

---

Coursework - Student Assignment Detail ?

**Exam: Quiz #1**

Unit 1	<p><b>You have been granted a retake</b></p> <p> This assignment is <b>required</b>. It is <b>due tomorrow</b> at 12:00 AM, Thursday, April 12, 2007.</p>
Format: <b>Online</b>	
Grade Method: <b>Graded out of 10</b>	
Time Limit: <b>30 minutes</b>	

Coursework

Workflow		
Action	Date	Note
Automatically submitted	Tuesday, April 10, 2007 12:00 AM	Late (3 days)
Automatically graded	Tuesday, April 10, 2007 12:00 AM	
Retake granted by Helen F. Virga M.Ed.	Wednesday, April 11, 2007 9:25 AM	

**Important Information:**

- This test is **timed**. You will have **30 minutes** to complete it once you start.
- This test can be taken up to **2 times**.
  - Your final score will be the **average** of all attempts.

**Take this Test**

6. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section
7. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time
8. Review and change (if necessary) your answers
9. Click the **Submit for Grading** button

## Resuming a Test

1. With in the current course
2. Click the **Coursework** link on the left menu
3. Click the appropriate assignment (See figure 3.2 above)

If you started a test and did not complete it and if you are allowed multiple sessions, click the **Resume this Test** link (See figure 3.4)

Figure 3.4

**Coursework - Student Assignment Detail**

**Exam: Quiz #1**

Unit 1 Format: <b>Online</b> Grade Method: <b>Graded out of 10</b> Time Limit: <b>30 minutes</b>	<b>You have been granted a retake</b> This assignment is <b>required</b> . It is <b>due tomorrow</b> at 12:00 AM, Thursday, April 12, 2007.
---	--

**Coursework**

**Workflow**

Action	Date	Note
Automatically submitted	Tuesday, April 10, 2007 12:00 AM	<i>Late (3 days)</i>
Automatically graded	Tuesday, April 10, 2007 12:00 AM	
Retake granted by Helen F. Virga M.Ed.	Wednesday, April 11, 2007 9:25 AM	

**Individual Results**

Assignment	Attempt	Date Finished	Score	Time Spent	Status
Retake	1		-/10		In Progress

**Important Information:**

This test is **timed**. You will have **30 minutes** to complete it once you start.

This test can be taken up to **2 times**.

- o Your final score will be the **average** of all attempts.

**You have already started this test. You have 29 minutes, 27 seconds remaining.**

**Resume this Test**


4. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section
5. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time
6. Review and change (if necessary) your answers
7. Click the **Submit for Grading** button.

## Reviewing completed/graded test

1. Within the current course
2. Click the **Coursework** link on the left menu

3. Click the hyperlinked name of the appropriate assignment
4. You may see the following:
  - The test name, unit, format, grading method, time limit, and time spent taking the test
  - Each question marked with a green circle for a correct answer and a red block for an incorrect answer
  - Number of points earned for each correct answer
5. Feedback (if any) from the instructor

## File Exchange Assignments

File Exchange  assignments involve downloading files by your instructor and/or uploading files by you. The instructor may include one or many uploaded files, and you can upload one or many assignments back to the instructor for grading. An example of a file exchange assignment is a term paper. Clicking an assignment name displays the details of the assignment. This view will differ, depending on the state of the assignment.

1. The **Header** displays the type and name of assignment, unit, format, grading method, time limit, grading information, status message, and due date information
2. A **Description** is always displayed
3. **Instructions** are displayed once the assignment is active
4. The **Coursework** section allows you to download any hyperlinked files uploaded by the instructor, upload and submit the assignment, and view completed and graded assignments.

- The **Upload a File** box allows you to locate and upload files that will be submitted to the course instructor for grading.
- The **My Files** table lists the files that you have uploaded for the assignment, along with upload dates and notes that were entered. You can also edit or delete the file by clicking the file name.
- The **Mark as Final** button is used to indicate that the assignment is complete. Before the assignment is indicated as complete, you can add, edit, and delete files and the instructor cannot view the files or assign a grade. Once the assignment is completed and you click the **Mark as Final** button, files cannot be added, edited, or deleted, and the instructor can view and grade the files.


An assignment that has not been submitted by the due date will be automatically submitted with the files that have been uploaded. It will automatically be given a grade of 0, but the instructor can manually change the grade.


- A **Workflow** table may display the life cycle of an assignment. For example, you may have submitted an assignment that was unacceptable and returned to you for rework, which you edited and re-submitted. The **Workflow** table would display the flow of this assignment.
- The **My Results** table is visible after the assignment has been graded and shows the final grade for the assignment, when it was completed, when it was graded, any course-wide bonus points applied, and any instructor feedback. The graded and returned file may also be available (if allowed by the instructor).

## Uploading a File

1. Within your current course
2. Click the **Coursework** link from the left menu
3. Click the appropriate File Exchange assignment (See figure 3.5)





Figure 3.5

Coursework  Print Friendly

Coursework  ?



Organize by: Unit

**Unit 1**


<u>Assignment</u>	<u>Format</u>	<u>Due Date</u>	<u>Type</u>	<u>Required</u>
<a href="#">Quiz #1</a>		4/12/2007 12:00 AM	Exam	Required
<a href="#">Research paper</a>		4/12/2007 12:00 AM	Paper	Required
<a href="#">Class presentation</a>		4/13/2007 12:00 AM	Lab Report	Required
<a href="#">Quiz #2</a>		4/17/2007 12:00 AM	Exam	Required

4. In the **Upload a File** table, click the **Browse** button to locate the file to be uploaded (See figure 3.6)

Figure 3.6

 
**Coursework - Student Assignment Detail**

**Paper: Research paper**

Unit 1 Format: <b>File Exchange</b> Grade Method: <b>Graded out of 40</b>	<b>Your assignment is in progress</b>  This assignment is <b>required</b> . It is <b>due tomorrow</b> at 12:00 AM, Thursday, April 12, 2007.
---	--

**Coursework**

<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>Upload a File</b></p> <p>File: <input style="width: 150px;" type="text"/> <input type="button" value="Browse..."/></p> <p>Note: <input style="width: 200px;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Upload"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>My Files</b></p> <p>No files</p> </div>
---	--

**Important Information:**

When you are ready, mark this assignment as final and it will be submitted for grading. Once you mark the assignment as final, you will not be able to **add, edit, or remove** any files. Please be sure you have fully completed the assignment and consider your submission final before marking it as final.

You must **mark the assignment final** or it won't be submitted and you risk getting a 0.

5. Enter any note you want to add
6. Click the **Upload** button
7. The file is uploaded, and the **My Files** table lists the file and uploaded information

## Editing an Uploaded File


1. Within your current course
2. Click the **Coursework** link from the left menu
3. Click the appropriate File Exchange assignment
4. In the **My Files** table, click the edit icon  beside the appropriate uploaded file name (See figure)

Figure 3.7

**Coursework - Student Assignment Detail**

**Paper: Research paper**

Unit 1  
Format: **File Exchange**  
Grade Method: **Graded out of 40**

**Your assignment is in progress**

This assignment is **required**.  
It is **due tomorrow**  
at 12:00 AM, Thursday, April 12, 2007.

**Coursework**

**Upload a File**

File:    
Note:

**My Files**

File	Date Uploaded		
<a href="#">Research Paper.doc</a>	Wednesday, April 11, 2007 9:50 AM		
<b>Note:</b> My Research paper			
<a href="#">Works Script.sql</a>	Wednesday, April 11, 2007 9:48 AM		
<b>Note:</b> My paper			

**Important Information:**

When you are ready, mark this assignment as final and it will be submitted for grading. Once you mark the assignment as final, you will not be able to **add, edit, or remove** any files. Please be sure you have fully completed the assignment and consider your submission final before marking it as final.

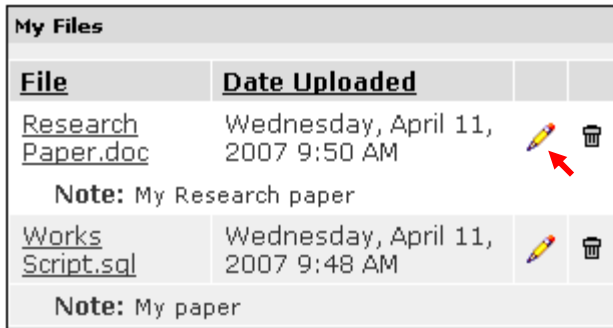
You must **mark the assignment final** or it won't be submitted and you risk getting a 0.

5. Only the **Note** field is available for editing
6. Click the **Save** button.

## Deleting an Uploaded File

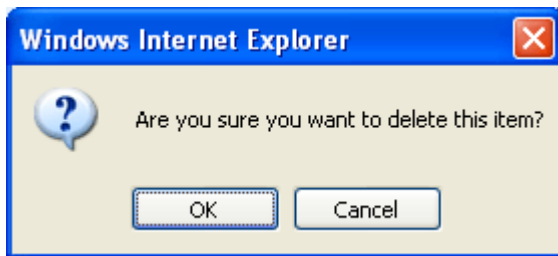
1. Within your current course
2. Click the **Coursework** link from the left menu
3. Click the appropriate File Exchange assignment
4. In the **My Files** table, click the trash can icon beside the appropriate uploaded file name (See figure)

**Figure 3.8**



5. The following message appears: "Are you sure you want to delete this item?" (See figure 3.9)

**Figure 3.9**



6. Click the **OK** button to confirm the delete process

## Submitting a File

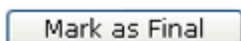
1. From the current **Coursework**
2. Click the appropriate File Exchange assignment
3. Click the **Mark as Final** button. Once you submit the file, you cannot reverse the submission (See figure 4.0)

**Figure 4.0**

**Important Information:**

When you are ready, mark this assignment as final and it will be submitted for grading. Once you mark the assignment as final, you will not be able to **add, edit, or remove** any files. Please be sure you have fully completed the assignment and consider your submission final before marking it as final.

You must **mark the assignment final** or it won't be submitted and you risk getting a 0.



## Reviewing a Graded File

1. From the current **Coursework**
2. Click the appropriate File Exchange assignment (See figure 4.1)

**Figure 4.1**

The screenshot shows a web interface titled "Coursework" with a "Print Friendly" link. Below the title is a "Coursework" header with a search icon and a question mark. A dropdown menu is set to "Unit". The main content is for "Unit 1" and contains a table of assignments.

Assignment	Format	Due Date	Type	Required
<a href="#">Quiz #1</a>		4/12/2007 12:00 AM	Exam	Required
<a href="#">Research paper</a>		4/12/2007 12:00 AM	Paper	Required
<a href="#">Class presentation</a>		4/13/2007 12:00 AM	Lab Report	Required
<a href="#">Quiz #2</a>		4/17/2007 12:00 AM	Exam	Required

3. When the assignment has been graded, the results are displayed in the **My Results** table (See figure 4.2)

**Figure 4.2**

The screenshot shows a detailed view of a student assignment titled "Lab Report: Class presentation". It includes details about the unit, format, and grade method. A prominent message states that the assignment has been graded and is required, with a due date of 2 days from the screenshot date. Below this, a "My Results" table shows the final grade and feedback.

**Coursework - Student Assignment Detail**

**Lab Report: Class presentation**

Unit 1  
 Format: **Offline**  
 Grade Method: **Graded out of 20**


**Your assignment has been graded**

This assignment is **required**.  
 It is **due in 2 days**  
 at 12:00 AM, Friday, April 13, 2007.

**Coursework**

My Results	
<b>Final Grade</b>	<b>18/20</b>
<b>Graded On</b>	Wednesday, April 11, 2007 10:15 AM
<b>Feedback</b>	Good job :)

## Offline Assignments

Offline  assignments have no online component. They are listed within the portlet and graded within the portlet, but they are completed offline. Examples of offline assignments are a reading from a textbook, viewing of a video, or attending a lecture.

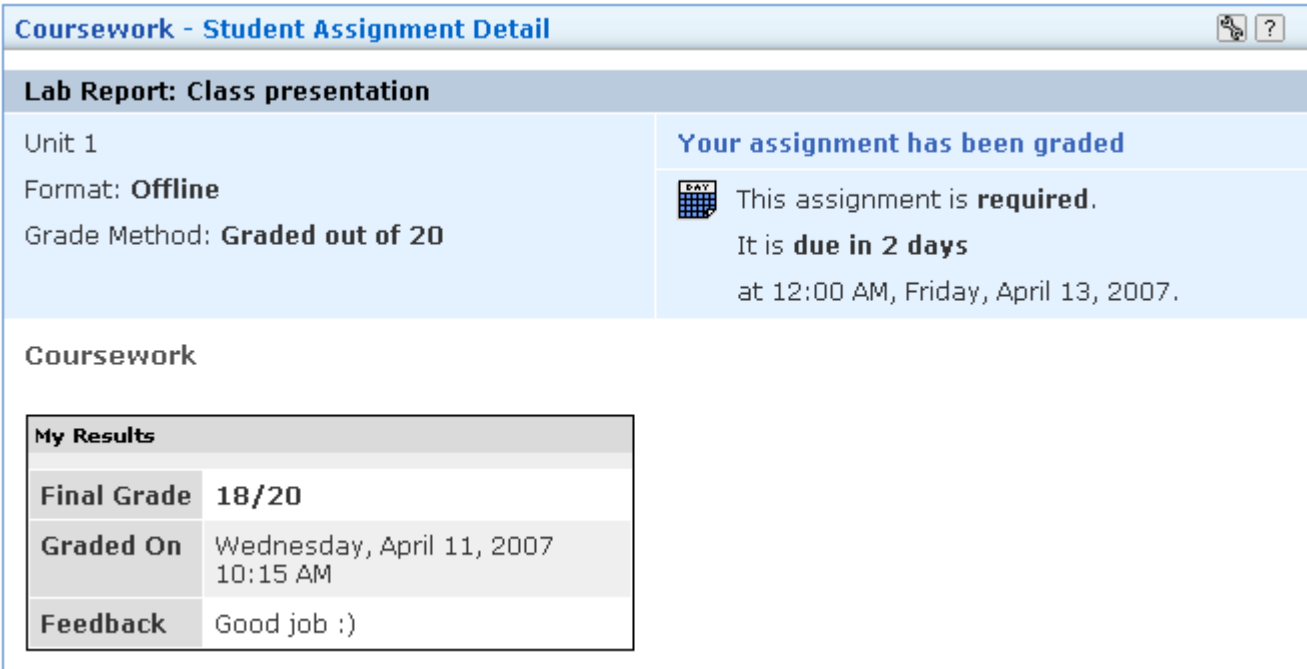
Clicking an assignment name displays the details of the assignment.

1. The **Header** displays the type and name of assignment, unit, format, grading method, grade information, status message, and due date information
2. A **Description** is always displayed
3. **Instructions** are displayed once the assignment is active
4. Any available **Files** are displayed
5. The **My Results** table is visible after the assignment has been graded and shows the final grade for the assignment, when it was graded, any course-wide bonus points applied, and any instructor feedback.

## Viewing Grade for Assignment

1. From your current course
2. Click the **Coursework** link on the left menu
3. Click the appropriate **Offline** assignment
4. When the assignment has been graded, the results are displayed in the My Results table (See figure 4.3)

Figure 4.3




**Coursework - Student Assignment Detail**

**Lab Report: Class presentation**

Unit 1  
Format: **Offline**  
Grade Method: **Graded out of 20**

**Your assignment has been graded**

 This assignment is **required**.  
It is **due in 2 days**  
at 12:00 AM, Friday, April 13, 2007.

**Coursework**

My Results	
Final Grade	18/20
Graded On	Wednesday, April 11, 2007 10:15 AM
Feedback	Good job :)

## The Attendance Portlet

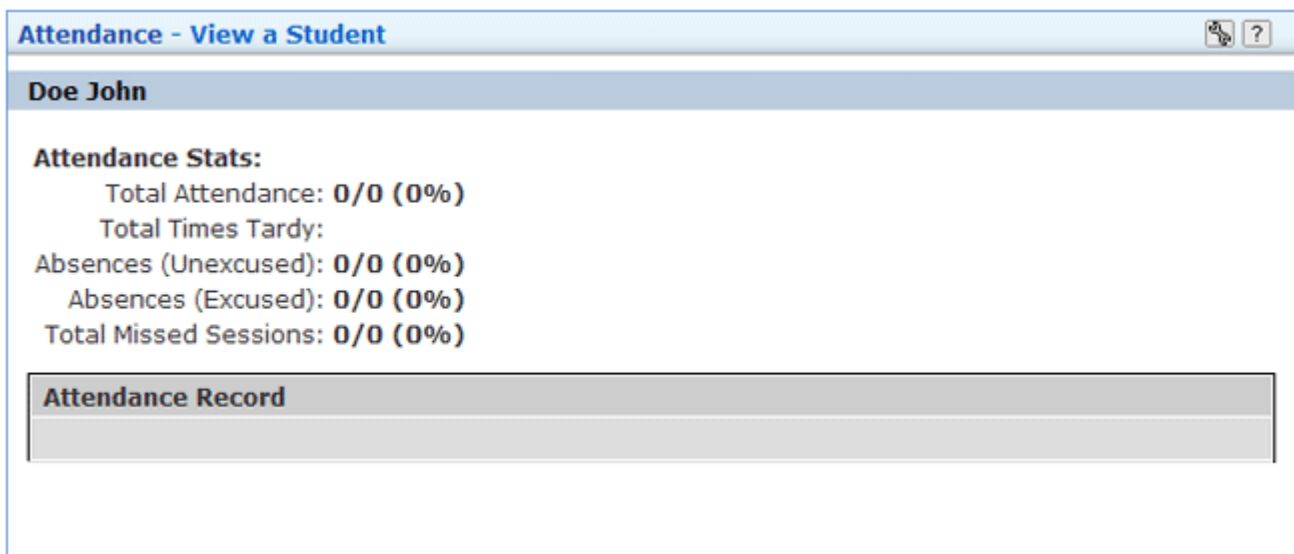
Your **Attendance Record** displays the date of each session, your attendance status for each session, and the number of minutes you attended each session if your instructor uses minutes to track attendance. Blank listings mean that your instructor has not yet saved the attendance for those days. If make-up times have been set, they are displayed at the bottom of the page.

**Attendance Stats** include the total number of excused, unexcused, and missed sessions and the number of minutes attended if your instructor uses minutes to track attendance.

## Accessing Attendance

1. Logon MyCC Portal
2. Open a course that you wish to view
3. Click the **Attendance** link on the left menu
4. You should now be able to see your **Attendance Stats** (See figure 4.4)

Figure 4.4



## The Gradebook Portlet

Attendance and Coursework are the two main components of a student's grade. Attendance information and Coursework grades are automatically imported from the Attendance and Coursework portlets into Gradebook.

## Viewing your Gradebook

1. Logon MyCC portal
2. Open a course that you wish to view
3. Click the **Gradebook** link on the left menu
4. You should now be able to see your Gradebook (See figure 4.5)

Figure 4.5

Gradebook
🔍 ?

### Gradesheet for Doe John

Grade Results	
Grade	-999.0 %
Grade (Letter)	--

Overview			
	Score	Weight	Grade
Attendance & Other	0.0 %	0.0 %	0.0
Coursework	--	100.0 %	--
<b>Totals:</b>	<b>(100%)</b>		<b>0.0 %</b>

Attendance & Other Detail			
Attendance (0.0 %)		Overall Attendance & Other	
Attended (Sessions)	Score	Score	Weighted Grade Points
0/0	A	0.0%	<b>0.0</b> out of 0

Coursework Detail		
Unit 1 (0.0 %)	Overall Coursework	
Score	Score	Weighted Grade Points
--	--	<b>0</b> out of 0

[View All Assignments](#)

? This assignment has not been assigned a value yet  
Grade values in red have been dropped  
\* This grade is approximate, due to ungraded items.