SETUP

Use a supported browser

Use the system checker on the myCourses login page (myCourses.rit.edu) to verify that your browser and operating system are compatible with the learning management system.

User settings

The profile and account settings in myCourses let you share your contact information with students and increase your online presence.

MYCOURSES PROFILE

• Add a profile photo
• Include any additional information you’d like to share with students

MYCOURSES ACCOUNT SETTING

• Add your email signature (email tab)

COURSE SHELLS

A course shell is an empty course with no content. RIT automatically creates a shell for every course several weeks before the term begins.

To prepare your course before the official shell is released, you can request a development shell (wallacecenter.rit.edu/tls/ats/shellrequest.php) to build your course. Once the official shell is available, you can copy the development shell content into it.

You can also copy components from an existing course using the Import/Export/Copy Components feature under Edit Course on the myCourses toolbar.

Remember: Students enrolled in the course are automatically added to the official course shell one week before classes begin.

NEED HELP?

Academic Technology Support Desk.. 585.475.2551 tlsupport@rit.edu

Technology support chat.................................................. rit.edu/tls/quick-help

Schedule a meeting ..................................................... rit.edu/tls/consult

TLS Media Services ...................................................... rit.edu/tls/course-development/media-services

Peer Evaluation tool ...................................................... rit.edu/tls/course-design/teaching-elements/peer-eval

Request a wiki space .................................................... wiki.rit.edu/x/A7acAg

Academic Technology ................................................... rit.edu/tls/course-delivery/academic-technology

myCourses documentation ............................................. wiki.rit.edu/display/myCoursesHR/Home

Course shell request .................................................... wallacecenter.rit.edu/tls/ats/shellrequest.php

TurnItIn ................................................................. infoguides.rit.edu/turnitin

Request a development shell ........................................... wallacecenter.rit.edu/tls/ats/shellrequest.php
Whether you start with a copied course or are building a new one, check these items →

**CONTENT**

When copying content from another course, check that:
- Any date/time restrictions are set to align with the new term.
- Content does not contain outdated instructions or information.
- Content is in the correct sequence.

When creating new content:
- Set your content date/time restrictions, if needed.

**Best Practices for Content**
- Assign a due date to place an event in your course calendar.
- Contact [TLS Media Services](#) to caption and host videos on the RIT video server.
- Set to Published (so students can see it) or Draft (to keep it hidden) as appropriate.

**DROPBOX**

When copying a dropbox folder from another course, check that:
- Date/time restrictions align with the new term.
- Folders are linked to the appropriate grade item, if needed.
- Instructions do not contain outdated information.
- Attached files are the latest versions.

When creating a new dropbox folder:
- Add instructions.
- Set the number of files allowed per submission.
- Set date/time restrictions.
- Enable originality checking (TurnItIn) for written assignments, if desired.

**DISCUSSIONS**

When copying a discussion from another course, check that:
- Date/time settings align with the new term (both forums and topics).
- Locking/read-only options are set to unlocked.
- Discussion descriptions do not contain any outdated information.
- Topics are linked to the appropriate grade item under the Assessment tab, if needed.

When creating a new discussion:
- Include descriptions for each forum and topic.
- Link discussion topics to a grade item, if needed.
- Set the forum and topic date/time availability.

**Best Practices for Discussions**
- To display discussion in the course calendar, check the box Display in Calendar.

**NEWS**

When copying news from another course:
- Ensure the start and end dates for each news item align with the new term.

When creating news:
- Set the availability date/time of the news item.

**Best Practices for News**
- Use News items to provide feedback to the whole class each week.
**CALENDAR**

When copying calendar events from another course:
- Update event dates to align with the new term.

When creating new calendar events:
- Enter event title and description.
- Select the event start date and end date.

**GRADES**

When copying a gradebook from another course:
- Compare the myCourses gradebook with your current grading structure, and revise it if necessary.
- Review the grade categories and items to ensure they have the correct weights and points.
- Review the Manage Grades screen to verify that each grade item has the correct association to a quiz, dropbox, or discussion.
- Review your dropbox folders and quizzes to ensure they are associated with the correct grade item.

When creating a new gradebook:
- Use the Grade Setup Wizard to configure your gradebook settings.
- Add grade categories and items in the Manage Grades area.
- Link grade items to discussions, dropboxes, and quizzes.

**QUIZZES**

When copying a quiz from another course:
- Review the quiz to ensure it is active and that date/time availability settings align with the new term.
- Ensure the quiz is linked to the appropriate grade item under quiz properties, if needed.

When creating a new quiz:
- Add questions to the Question Library.
- Create the quiz and import questions from the Question Library.
- Link the quiz to a grade item, if needed.
- Set your quiz to active and enter your quiz date/time availability.

Using questions from a textbook publisher:
- Request access to the publisher’s test bank in D2L or Blackboard the file format.
- Request training ([rit.edu/tls/consult](http://rit.edu/tls/consult)) to learn how to convert questions to a myCourses compatible format with Respondus.
- Import questions into the Question Library.
- Create a new quiz as explained above.

**Best Practices for Quizzes**

- Select Disable right-click and Disable pager access under Advanced Properties to encourage academic honesty:
- To display quiz availability in the course calendar, check the box to Display in Calendar.
- Add a Submission View if you would like students to be able to review their questions and answers after they have completed the quiz.

**Best Practices for the Gradebook**

If there is a red note at the top the gradebook, your final calculated grade does not equal 100%. Adjust your weights appropriately so that they total to 100%
GROUPS

To assign group work or team projects:

- Create a new group category (e.g., Team Assignment 1).
- Enroll students into the group.
- Create group discussion area, dropbox, and locker.

To use the Peer Evaluation tool

- Add the `peerEval` widget to your course homepage.
- Follow the steps to create the peer evaluation at [wiki.rit.edu/display/PeerEval/Home](http://wiki.rit.edu/display/PeerEval/Home).

CLASSLIST

- Add co-instructors, teaching assistants, or other support staff, if needed.

BEFORE LAUNCHING YOUR COURSE

Use Role Change to browse the entire course as your students will see it, by selecting Student View from the drop-down list that appears next to your name in the upper right-hand corner of myCourses.

USING OTHER RIT ACADEMIC TECHNOLOGIES

Adobe Connect (web conferencing software)

- If you haven’t used Adobe Connect, request meeting host access.
- Create a meeting room.
- Add your course number to the meeting room’s participant list.
- If you have deaf or hard-of-hearing students, add the caption pod and schedule a live captionist.
- Email the meeting link to your students & add the link to myCourses.
- Consider adding a custom link to your myCourses navbar.

RIT Wiki (collaborative web pages)

- Request a wiki space for your course ([https://wiki.rit.edu/x/A7acAg](https://wiki.rit.edu/x/A7acAg)).
- You can request a custom link to your wiki on your myCourses Navbar when you request the space.

To find out more about RIT Academic Technologies

- Go to the Academic Technology website ([rit.edu/tls/course-delivery/academic-technology](http://rit.edu/tls/course-delivery/academic-technology)) for introductions and documentation
- Explore Teaching Elements for ideas on how to use technologies in online courses
- Request a consult with an Instructional Technologist ([rit.edu/tls/consult](http://rit.edu/tls/consult))