e-Scholar for Instructors

Quick Startup and Reference Guide

Log into the possibilities

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Introduction

e-Scholar for Instructors is a tool to help you set up a course web site with ease. It was designed to save you time and to enhance your communication with students. The blue shading in the right margin allows you to find a tutorial based on the following categories:

- Getting Started: This section walks you through logging into the e-Scholar Portal and adding buttons to the course web site.
- Communication: This section covers ways to communicate with your students using e-Scholar.
- Course Work: This section shows you how to post different types of assignments, post grades and track attendance.
- Course Information: This section goes through various supplemental instructional materials you can add to the site, such as lecture notes, glossaries, news feeds and links.

University of Wisconsin—Stout instructors are increasingly expected to incorporate online teaching tools in their courses, as students gain better access to computers. Our goal is to allow instructors to effectively apply e-Scholar in the classroom and to make the best use of the technology resources at this institution.

This manual covers the basics of setting up a course web site. When you become more comfortable with e-Scholar, you can explore more advanced features such as WebBoard and Breeze. This manual does not cover the Roster and Learn@UW modules because they do not require any action or maintenance on your part.

Log in

How will this help me?

This allows you to locate the e-Scholar Portal on the Internet and log into e-Scholar.

Log in

1. Go to the UW—Stout web site (http://www.uwstout.edu).

2. Click the "E-Scholar Portal" link in the "Go Direct" list (see Figure 3.1).

3. Type your UW—Stout e-mail username and password into the text fields (see Figure 3.2).

4. Click the "Log in" button (see Figure 3.2).

   You are now logged in to e-Scholar and can select which class you wish to update.

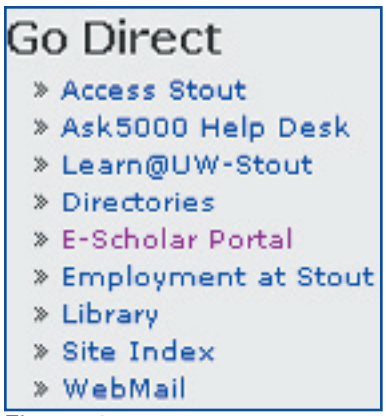

Figure 3.1

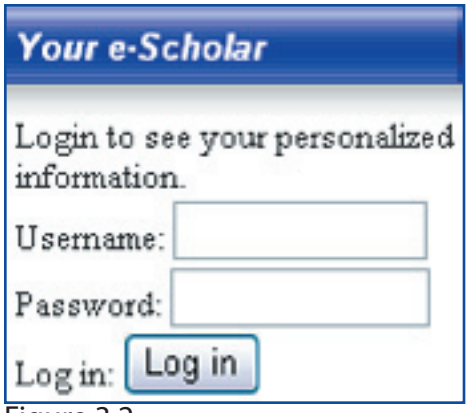

Figure 3.2

Course Administration

GETTING STARTED

How will this help me?

This allows you to choose which modules you would like to use for the class. Course modules range from Course Work to Glossary to WebBoard. This tutorial will show you how to add modules.

Add Module Buttons

1. Click the "Course Admin" button.
2. Select a module from the list of "Available Modules" (see Figure 4.1).
3. Click the "Add >>>" button (see Figure 4.1).
4. Repeat steps 2 and 3 to add more modules.
5. Click the "Save Changes" button (see Figure 4.1).

   The modules that you selected are now buttons on the left side of the course window.

Configure Course Delivery

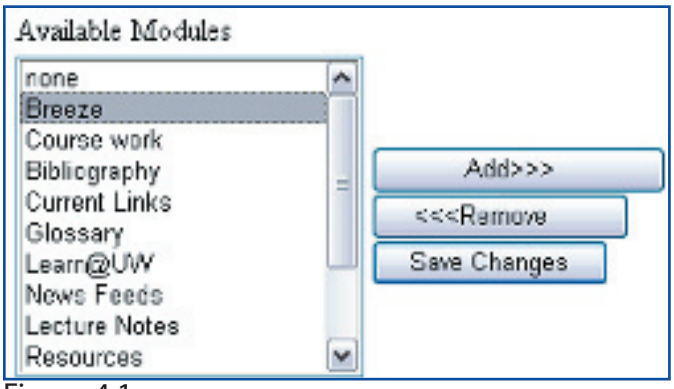

Figure 4.1

FAQs

How soon am I able to upload information for my students?
Instructors can upload information to the course web site up to one term prior. For example, you can upload information at the start of the summer term for your fall classes.

When is my course information available to my students?
You can decide in Course Administration when you would like your students to see the information.

What is the maximum size file students can upload into the Drop Box?
Your Drop Box size limit is 256 megabytes.

Who can change my information on the e-Scholar site?
Besides yourself, e-Scholar administrators and users to whom you give managing access to can change the information.

Must I click the save changes link each time I change or modify my information?
Yes; this updates the information and ensures the changes that you have made are put into effect.

When does the updated information go into effect?
The information is instantaneously updated.

How do I give managing access to other faculty or student aides?
You can add other users in the Course Administration module.

If I add additional users to my e-Scholar site, will they receive e-mail from me?
They will receive your e-mail if you select the entire class or if you select them individually.

How do I make changes to an assignment?
Go to the modify section of the assignment module. Modules such as Announcements, Lecture Notes, Links, Resources, Syllabus and all of the Course Work modules have a modify section that makes it easy to change posted information.

Do I get a confirmation of a successful upload if I leave feedback?
Yes; a green light next to the feedback link will appear to confirm a successful upload.

Do students get a confirmation of a successful upload to the Drop Box?
Yes; in the Drop Box, it says "successfully uploaded". Students may have to scroll to see this.

Can a student take something out of the Drop Box before an instructor sees it?
Yes; students are allowed to delete a submission and re-upload a different file. However, the time and date is recorded, so you know when the most recent file was placed into the Drop Box.

Can I post PowerPoint presentations?
Yes; this can easily be done in the Lecture Notes module and Resources module.

What information can I personally change on my course site homepage?
You can change your office hours, web site information and photograph. This can be done in the profile builder, which is located on the e-Scholar Portal. To update a photograph, "use as portrait" must be checked.

Glossary

Announcement: information you can post that students will see when they log in to the course

Breeze: a program that allows you to show information on all of your students' computers in class.

Course Work Modules: assignments, projects and tests set up in the Course Work module for grading

Date Ascending: sorts items chronologically from the newest entry to the oldest

Date Descending: sorts items chronologically from the oldest entry to the newest

Do Not Save Modifications: the entered content will not be saved

End Date: the last date students can view an item

Holistic Grading: grading system that only allows letter grades

Learn@UW: a program that is very similar to e-Scholar, also known as Desire2Learn

Log in: signing into e-Scholar using your UW—Stout e-mail username and password

Module: each section of e-Scholar is a module (i.e. course work, breeze, resources)

News Feeds: gives students the top 20 news articles to many different subjects

No Grading: grading system where you will not use the grading features but still be able to post document and use the Drop Box

Not Viewable by Students: information will not be in the view mode but will be in the modify mode

Posting date: the date that an item will be added to class site

Resources: additional materials students may need for the class

Save Modifications: the entered content for will be saved for this course

Save Modifications and Copy: the entered content will be saved for this course and can be copied to other courses

Start Date: the first date students can view an item

Title A-Z: sorts items in alphabetical order

Title Z-A: sorts items in reverse alphabetical order

Total Point Grading: basic grading system

Viewable Between Dates Below: information students will only be able to view during the time period you select

Viewable by Students: information students can always view

Weighted Grading: grading system that allows fixed percentages for each course work module

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