WEST TEXAS A&M UNIVERSITY

Academic Technology

WTClass for Campus (Face to Face courses)
Syllabus, Calendar, Lesson files, Attendance, Communication, and Grade Center

July 2021
WTClass
Blackboard 9.1
For technical support call (806) 651-HELP (4357)
Support website: http://faculty.wtamu.edu/wtclass

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WELCOME

Welcome to WTClass! This manual is designed to work as a guide and as a companion to the training workshops sessions offered through the Academic Technology Department at West Texas A&M University.

Workshops offered through the Academic Technology Department are structured to assist you in the transition from the campus-based classroom to teaching in a virtual environment. In addition to the step-by-step instructions in learning the technical aspects of the learning management platform, information is provided over issues of communication and best practices in online instruction.

The Academic Technology Department has a supportive staff to assist you in creating your online course. Attend a workshop or contact a member of our team for assistance.

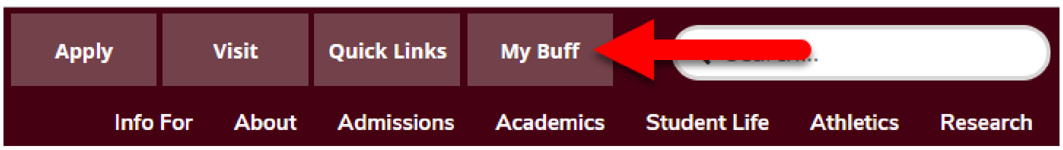
GETTING STARTED

A. SYSTEM REQUIREMENTS

WT uses a Learning Management System (LMS) called Blackboard. It has been branded with the title "WTClass" in order to help keep one system name in the event of an LMS change. WTClass is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While Blackboard products generally function well in many browsers, it is recommended that you refer to the Blackboard Support Browsers site for currently supported browsers and versions located at: https://help.blackboard.com/Learn/Student/Original/Getting_Started/Browser_Support

B. LOGGING ON TO WTCLASS

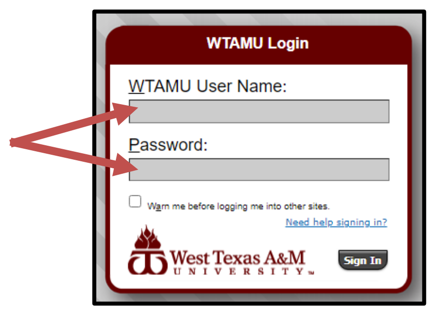
Step 1: In your browser address window, type in **www.wtamu.edu** and press the enter key on your keyboard. Click the **My Buff button** at the top of the WTAMU home page.



Step 2: In the WTAMU User Name and Password text boxes enter your **Buff Advisor** account information or your network login information.

Buff Advisor: Your username is your first and last initial plus your gold card number minus any leading zeros. (Example ab999999).

Network: Your network login is the information you use to log into your faculty email or to log into a WTAMU computer. Typically your first initial and full last name.



Step 3: Click the **Sign In** button.

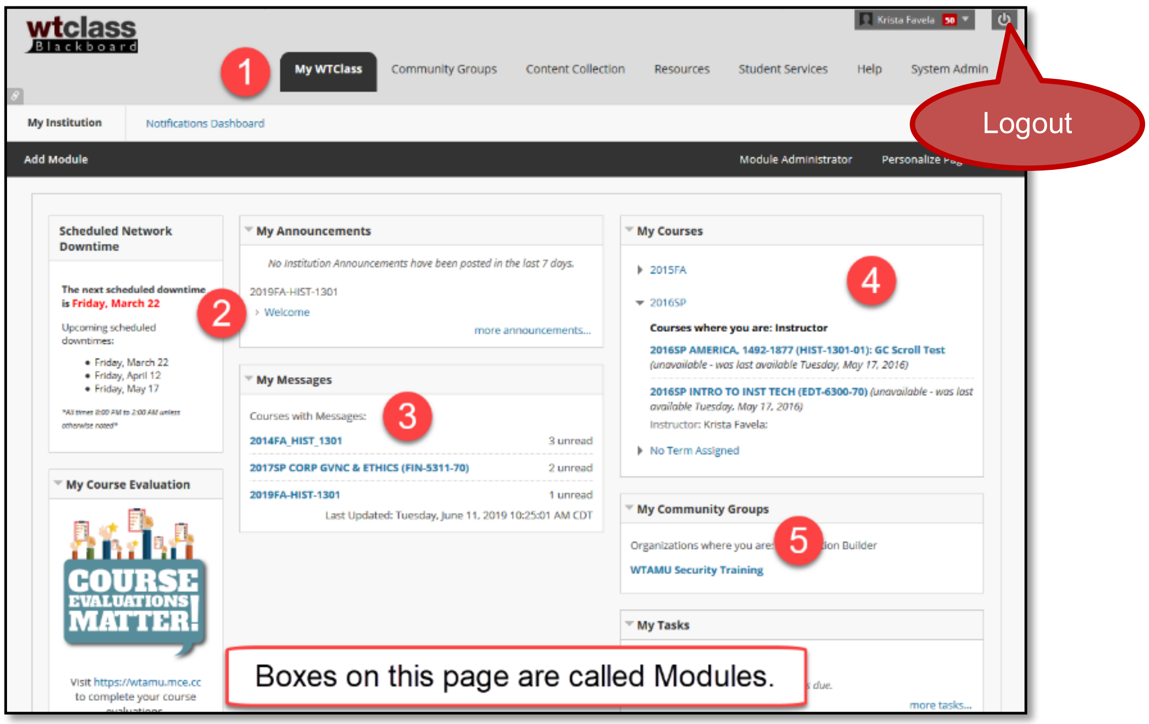
Step 4: Click the WTClass button in the upper right-hand corner of the portal.

Step 5: Your WTClass home page appears with your semester courses.

NAVIGATING THE HOME PAGE

The first screen that you will see upon entering your course is the Home page.

You can navigate this page using the page header tabs at the top, use the modules, or leave WTClass using the logout function.



1. **Tabs-** Tabs will connect you to different content or resource areas.
    - **My WTClass:** This tab is the home page.
    - **Community Groups:** This tab links to a page where Community Groups (Organizations) in which you are enrolled in are listed.
    - **Content Collection:** This tab is a place where you can store your files for use across multiple courses.
    - **Resources:** The Resources tab provides links to common WT information such as Tutoring Services, Advising, or Disability Services.
    - **Student Services**: Provides helpful information on services provided by the university.
    - **Help**: The Help tab provides quick access to help documents as well as links for how to get additional help from the Help Desk.

2. **My Announcements** – This module provides links to announcements from the courses you are enrolled in and system announcements.

3. **My Messages** – This module provides a way to access your internal course messages.

4. **My Courses** – All courses you are enrolled in will appear in this module.

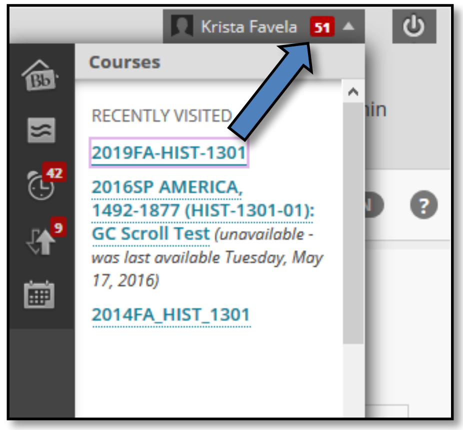
5. **My Community Groups** – This module links to all Community Groups you are enrolled in (i.e. Lab Safety Course). The same information can be found on the Community Group tab.

GLOBAL NAVIGATION MENU AND MY BLACKBOARD

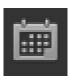
My Blackboard, located within the **Global Navigation Menu**, allows you to quickly access course information. You can navigate to your courses, read discussion messages, and check other items in your courses.

- *A number next to your name indicates how many new items are available. This feature is customizable.*

To access your **My Blackboard Tools**, click on the arrow located to the right of your name at the top of the WTClass window.



MY BLACKBOARD TOOLS

Tools	Description
	**Bb Home**: Gives you an overview of the items that are due and recently graded. Bb Home displays the five most recent activities relevant to you.
	**Calendar**: Review everything you have due and be reminded of when you need to complete it. .
	**Posts**: Displays the posts made in the last seven days in the courses and organizations you are enrolled in and follow.
	**Updates**: Review a list of notifications alerting you to important events and information. For example, you can see when an assignment needs to be graded.
	**Retention Center**: The Retention Center provides an easy way for you to discover which students in your course are at risk based on preconfigured rules and rules you create. From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement.
	**My Grades**: (*Faculty will only see this button if they are enrolled as a student in a course.)* View your grades for each assignment, test, or activity in all of your courses. Sort the grades by date or course.

IN YOUR COURSE

ENTERING YOUR COURSE

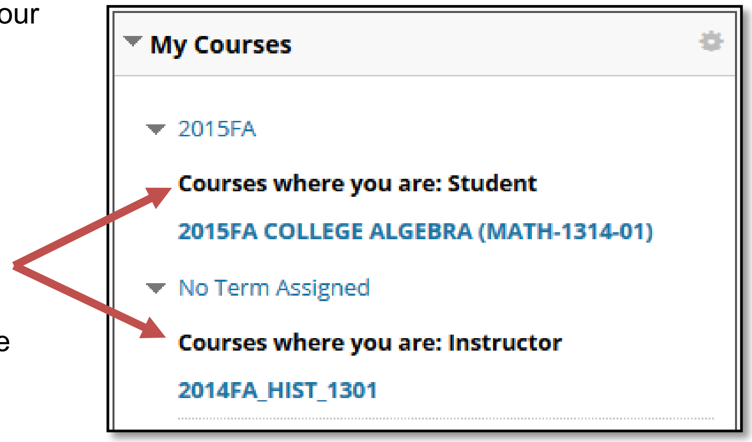
My Courses Module

On the My WTClass tab you can access your courses from the My Courses module.

This module displays all courses you are teaching and any courses you may be enrolled in as a student.

Notice the Role indicator that defines your role in each course.

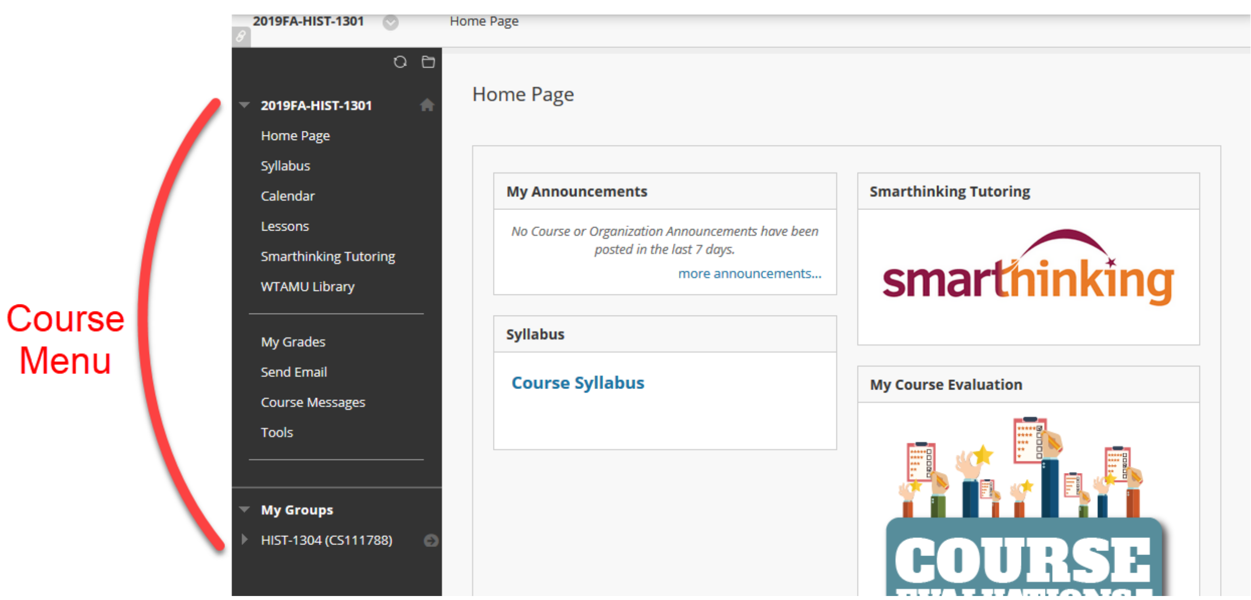
Click on a course name to open the course for editing.



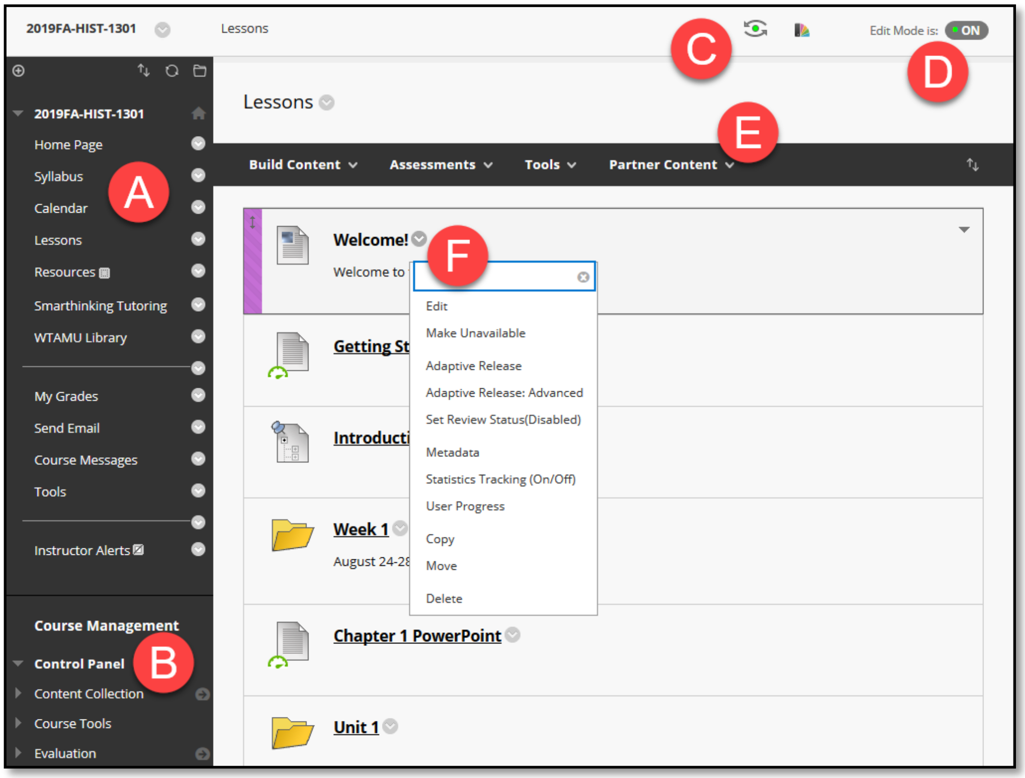
NAVIGATION WITHIN A COURSE

COURSE HOME PAGE *(LANDING PAGE)*

In most courses, the course will display the course home page which contains modules with information about course events and notifications. The modules function similar to the modules on the My WTClass tab. Use the links in the modules or on the course menu to navigate to areas in your course.



INSTRUCTOR FEATURES IN YOUR COURSE



A. **Course menu**: The access point for all course content. Instructors determine which links are available here. Learn more in the next section.

B. **Control Panel**: The panel following the course menu is an instructor's access point for course management functions. You can manage the course style, course tools, and gradebook from this area. **Students do not see the Control Panel**.

C. **Student preview**: When student preview is enabled, you can review course content and validate course behaviors from a student's perspective. You are logged in with a student account, called the preview user account, and enrolled in the current course.

D. **Edit Mode**: When **Edit Mode** is **ON**, all the instructor functions appear. This includes action bar functions such as Build Content or the appearance of contextual menus. When **Edit Mode** is **OFF**, you are viewing the course as a student sees it. The **Edit Mode** function appears to users with a role of instructor, teaching assistant, course builder, and administrator.

E. **Action bar**: Rows at the top of the page containing page-level actions such as **Build Content, Search, Delete**, and **Upload**. The functions on the action bar change depending on where you are in your course.

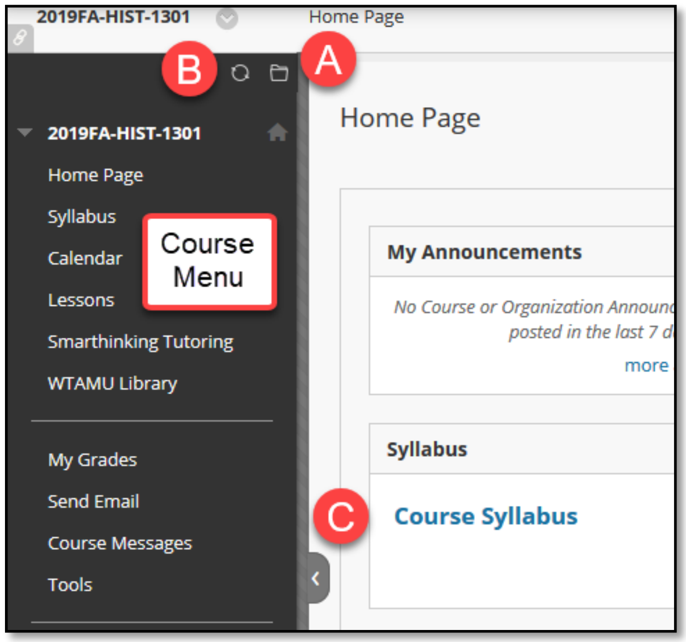
F. **Contextual menus**: Many components in WTClass have contextual menus, such as content items, course menu links, or Grade Center columns. The options in the contextual menu vary depending on the component. Click the down arrow next to an item to access the contextual menu.

COURSE MENU

The course menu is the panel on the left side of the interface that contains links to all top-level course areas. Instructors can also provide links to individual tools, websites, course items, and module pages. Instructors control the content and tools available on the course menu.

Instructors can customize the style of the course menu. They can add subheaders and dividers as well as additional links to content and tools. These customizations create variations in the look and organization of your courses.

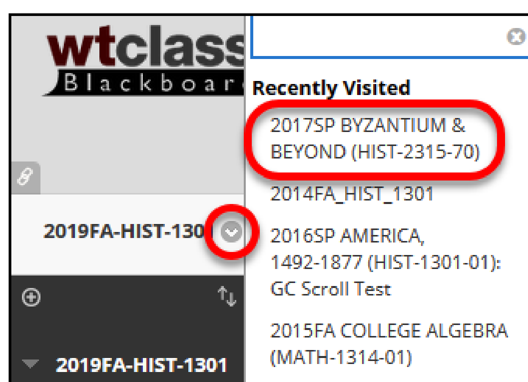
Typically all information and assignments required for your course will be under an item titled "Lessons"



A. Open the course menu in a separate window. The detached menu always displays course materials as a directory tree. You can expand the view to show the hierarchy of course navigation and move the window wherever you want.
B. Refresh your view.
C. Expand or collapse the course menu frame by moving your mouse pointer near the border and clicking the arrow. When you collapse the course menu, you have more room to view content.

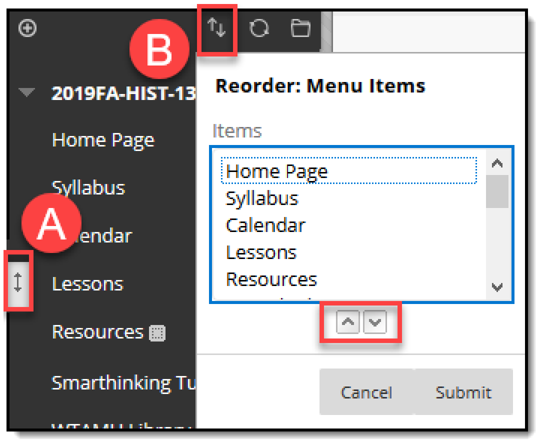
COURSE-TO-COURSE NAVIGATION

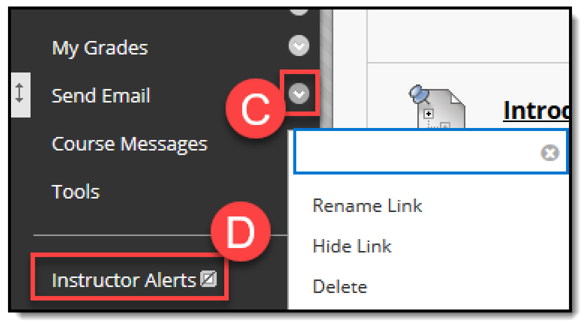
While inside one of your courses, you can conveniently access all of the courses you are enrolled in. Access the contextual menu next to the house icon. Click another course title. *The most recently visited course is listed first.*



REORDER AND MANAGE COURSE MENU LINKS

You can organize and rename the course menu links to make them easier for students to use.





A. Use the drag-and-drop function to reorder course menu links.

B. Alternatively, use the keyboard accessible reordering tool to reorder the links.

C. Access a link's contextual menu and click **Rename** to change its title. Click **Hide Link** to make it unavailable to students. Click **Show Link** to make it available to students.

- Do not **delete** the Lesson link on the Course Menu. If you **Delete** a content area, all content items within it are also permanently deleted. This action is final .

D. With **Edit Mode** set to ON, an unavailable link title appears with a square with a diagonal line through it ( ). Students do not see the link on the course menu.

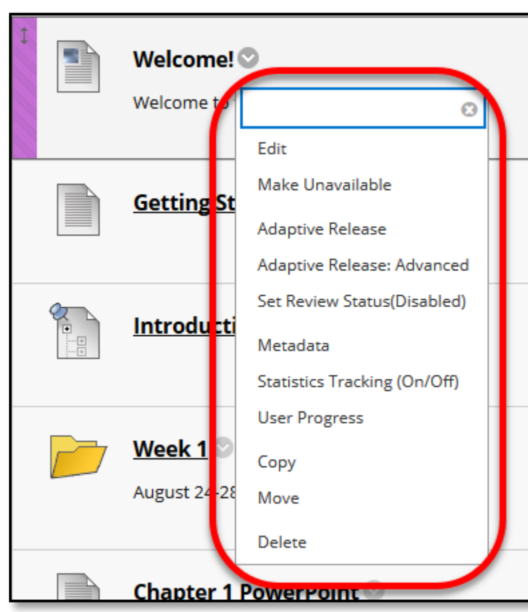
CONTEXTUAL MENUS

Throughout WTClass, items that are acted upon by a user have a contextual menu associated with them.

You access the contextual menu by clicking the arrow next to an item's title.

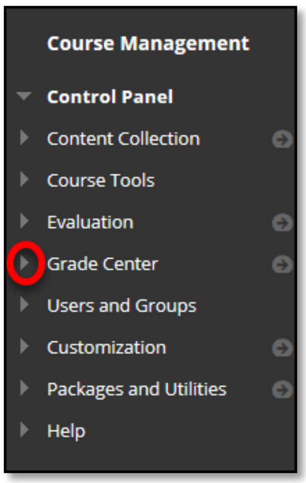
The contextual menu contains options for many components in WTClass, such as content items, course menu links, or Grade Center columns.

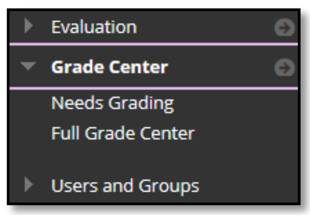
The options in the contextual menu vary depending on the component.



THE CONTROL PANEL

The Control Panel appears below the course menu and provides access to all course administration. Use the arrows next to each link to expand or collapse the area. The Control Panel is only available if you have one of the following course roles: instructor, teaching assistant (for TA's or GA's), grader, or course builder.



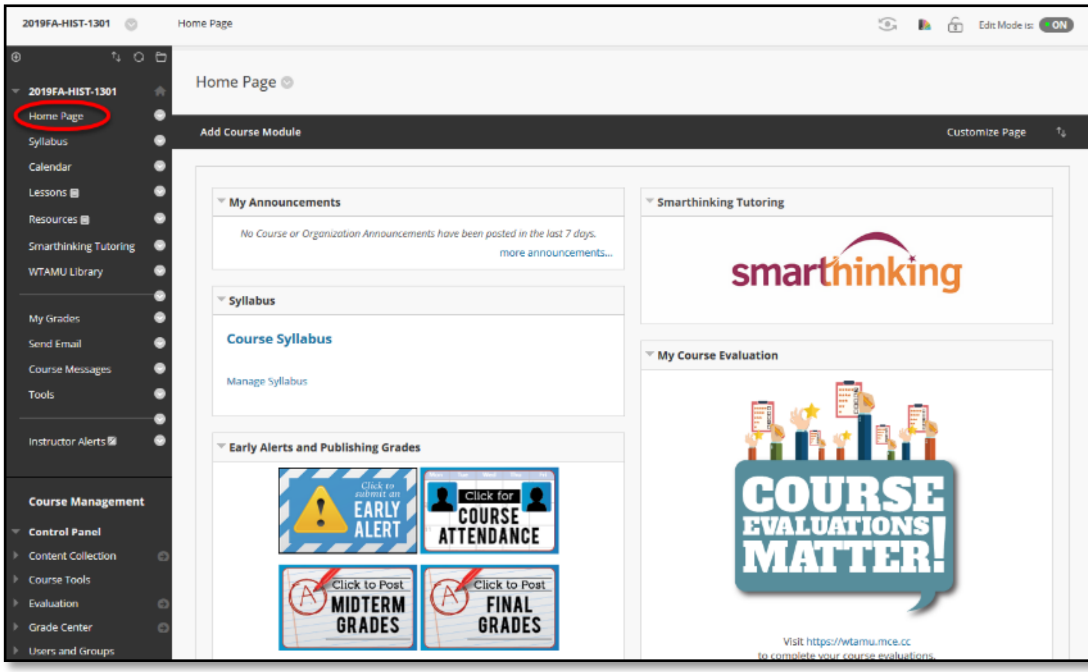


The Control Panel is comprised of the following areas.

Area	Function
Content Collection	This is where all your files are stored.
Course Tools	Contains all the available tools that are added to your course.
Evaluation	Provides links to course reports, the Retention Center, and the Performance Dashboard. Use these tools to view information about student activity and content usage.
Grade Center *(Your Gradebook)*	Provides links to the Needs Grading page, the Full Grade Center, and any smart views you create. Smart views appear in an indented list in the Full Grade Center section.
Users and Groups	*Users*: This is your course roster. *Groups*: Create formal groups of students to collaborate on work. One group is already here and is needed for publishing grades.
Customization	Some customization to the course can be changed through the Teaching Style and Tool Availability options.
Package and Utilities	Import and export a course, copy all or part of the course, and move selected files to the Content Collection.

COURSE HOME PAGE

The Home Page, located in the course menu, is often the default course entry point, which means this is the first page students see when they enter your course. It contains **modules** that inform your students of course events and notifications.



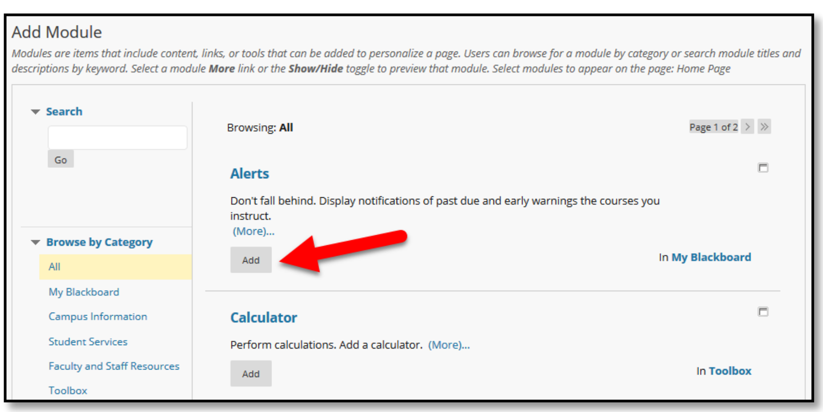
HOW TO ADD OR REMOVE MODULES

You can add or remove modules from this page.

Step 1: Click the **Add Course Module** button.

Step 2: Click the "**Add**" button underneath the module you want to add to the page. (You can also use the "Remove" button to remove modules.)

Step 3: Click "**OK**" to save changes.

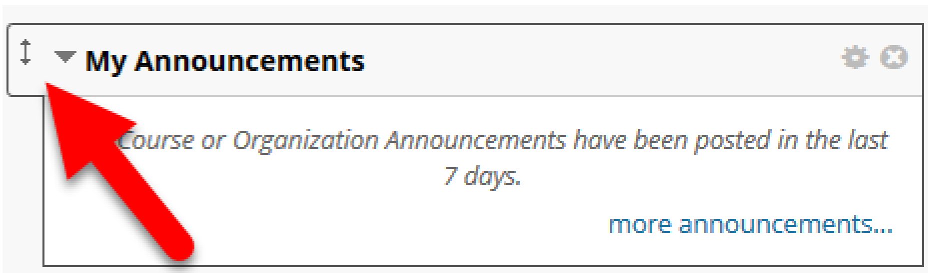


CUSTOMIZE MODULE LAYOUT

You can reorder the modules on a tab using the drag-and-drop function or the keyboard accessible reordering tool.

DRAG-AND-DROP FUNCTION

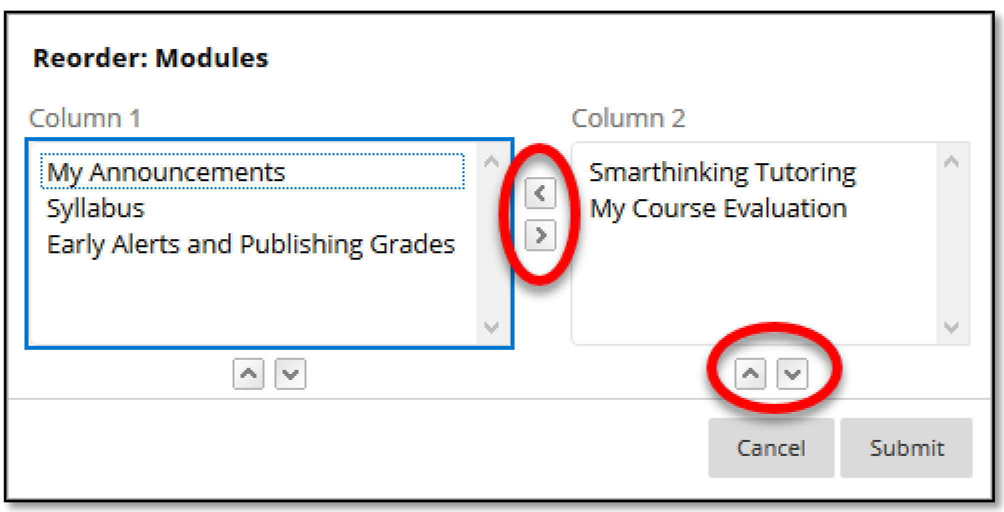
Hold your mouse button down on the header of a module and then drag-and-drop it, to move it to a new location. Release the module to place it in its new location.



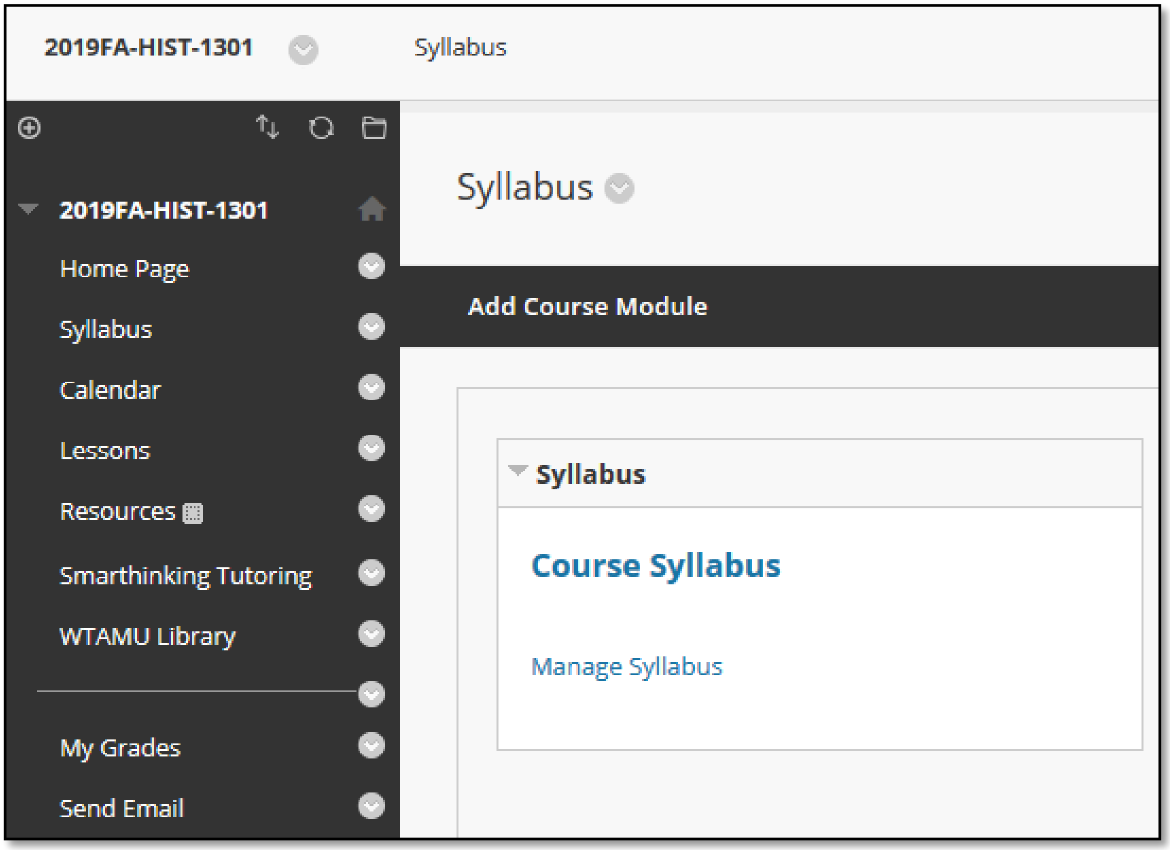
KEYBOARD ACCESSIBLE REORDERING TOOL

You can use the keyboard accessible reordering tool for an alternative method to reorder items. The tool appears on the action bar.

Select one of the modules. Use the up and down arrow icons to move the module to a new position in a column list. Use the right- and left-pointing arrows to move a module between columns. Click the **Submit** button to save changes.



SYLLABUS



ADDING A SYLLABUS TO YOUR COURSE

The syllabus is a file that your students can download from their WTClass course. It can be a Microsoft Word document or a PDF file.

(Note: Keep both your original Word document and PDF documents on your computer. If you need to make changes to your syllabus, make the changes in the original Word document and then run the conversion process to a PDF.)

(Note: WTAMU has various required items in course syllabi. Download the Teaching Excellence Center 's syllabus template of required elements at https://www.wtamu.edu/academics/teaching-excellence-center/teaching-excellence-center-teaching-toolkit.html or talk to your department about a departmental syllabus.)

UPLOADING YOUR SYLLABUS

Please note: Only instructors listed as the Instructor of Record with the Registrar's Office can add a syllabus to a course.

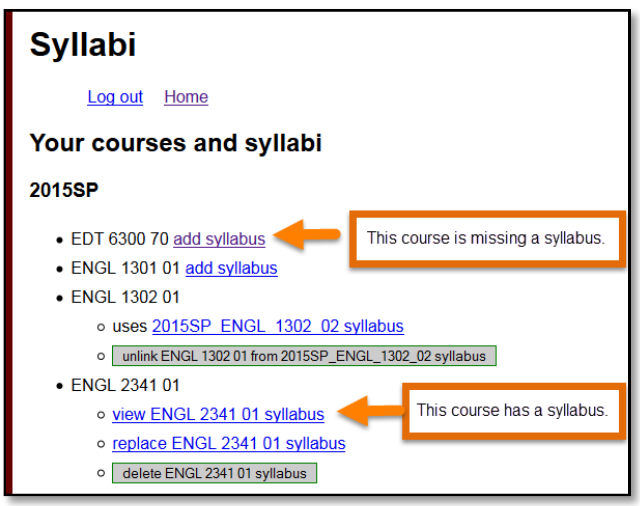
Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

Step 3: In the Syllabus module, click the "**Manage Syllabus**" link to upload a syllabus.

Step 4: The ***Syllabi*** page displays with "Your courses and syllabi" course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



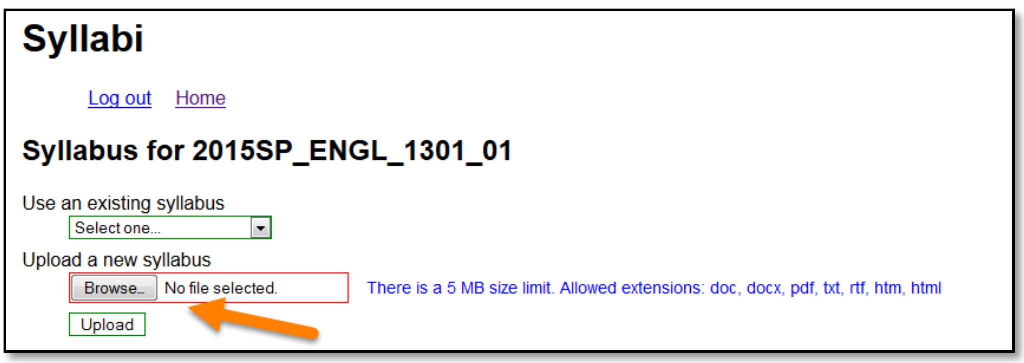
What do the links mean?

- **Add syllabus:** there is no syllabi uploaded for the course.
- **View [course] syllabus:** syllabus has been uploaded. Clicking the link will display the uploaded syllabus.
- **Uses [course] syllabus:** syllabus is associated with this course from another section. Clicking the link will display the associated syllabus.
- After a syllabus has been upload or associated with a course, the options to unlink, replace, or delete the syllabus will appear.

Step 5: Click on the linked text "**add syllabus**" to upload your syllabus file.

Note: If you do not see the linked text "add syllabus" next to your course, then a file is currently associated with the course. Use the view link to see which file was uploaded as the course syllabi. A syllabus file can be replaced or deleted by the instructor of record.

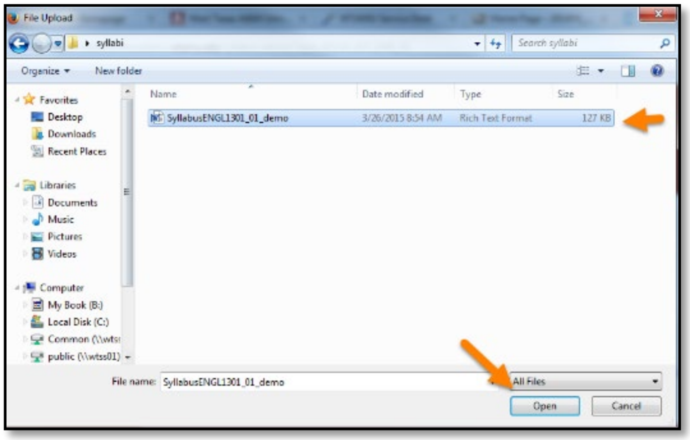
Step 6: Click the "**Browse**" button to locate the file on your computer.



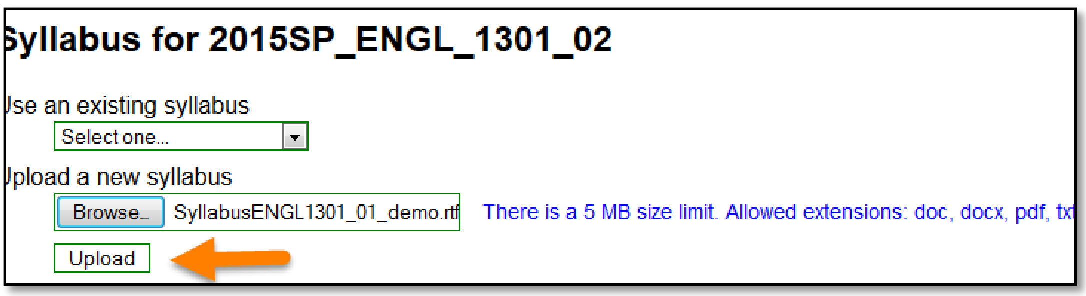
Note the information for uploaded file types and size restrictions.

- You can upload Word, PDF, and HTML documents.
  - Extensions allows are: .doc, .docx, .pdf, txt, .rtf, .htm, .html
- Syllabus files have a 5 MB size limit.

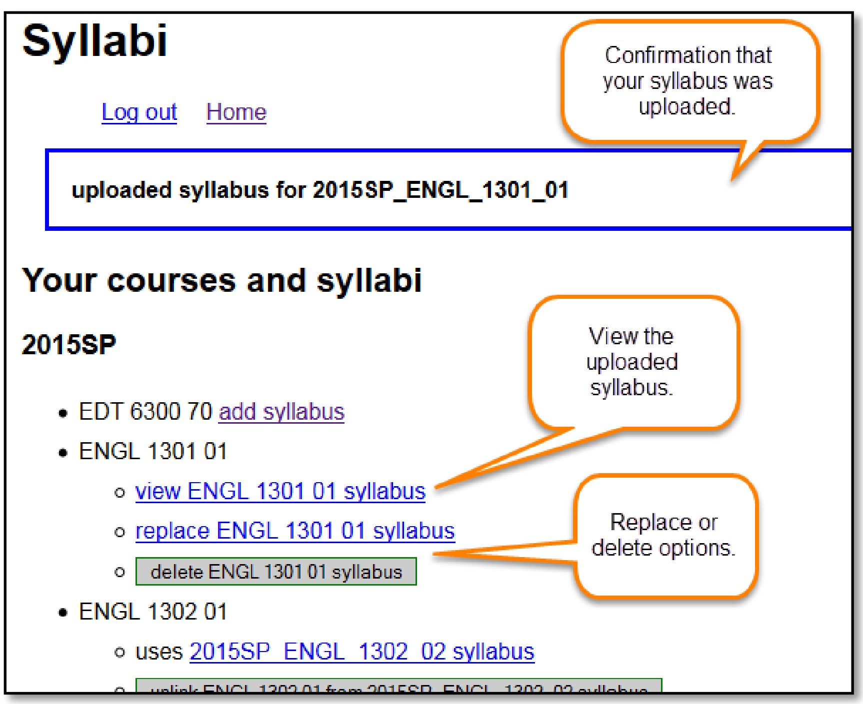
Step 7: In the *File Upload* dialog box, select the file and then click the "**Open**" button.



Step 8: Click the "**Upload**" button.



Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the **View** option to see the uploaded syllabus.



REPLACING A SYLLABUS FILE

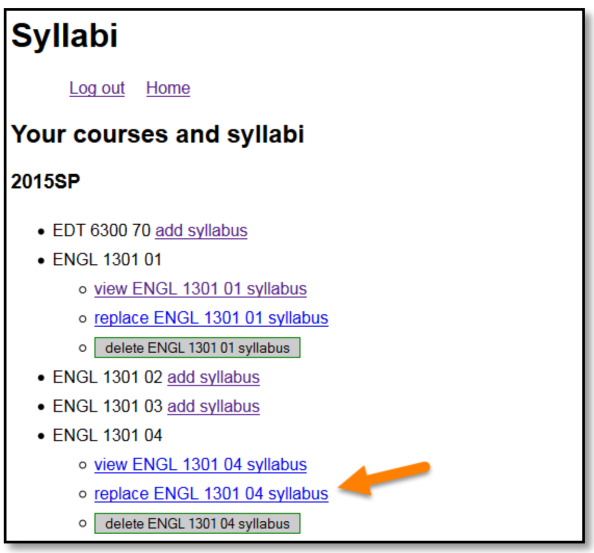
Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

Step 3: In the Syllabus module, click the "**Manage Syllabus**" link.

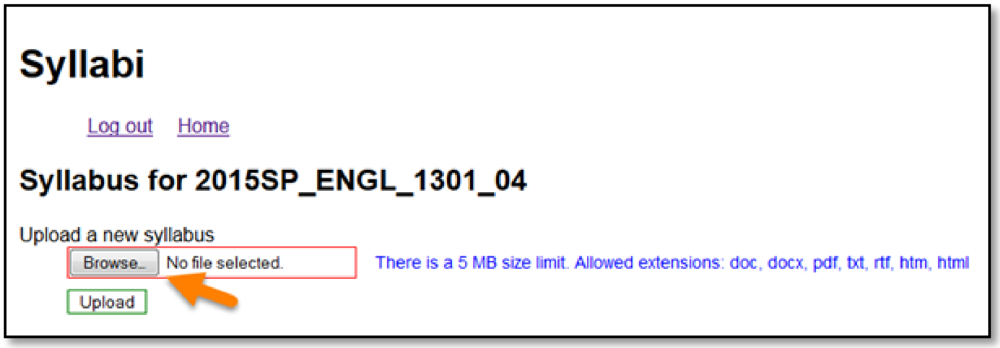
Step 4: The ***Syllabi*** page displays with "Your courses and syllabi" course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)

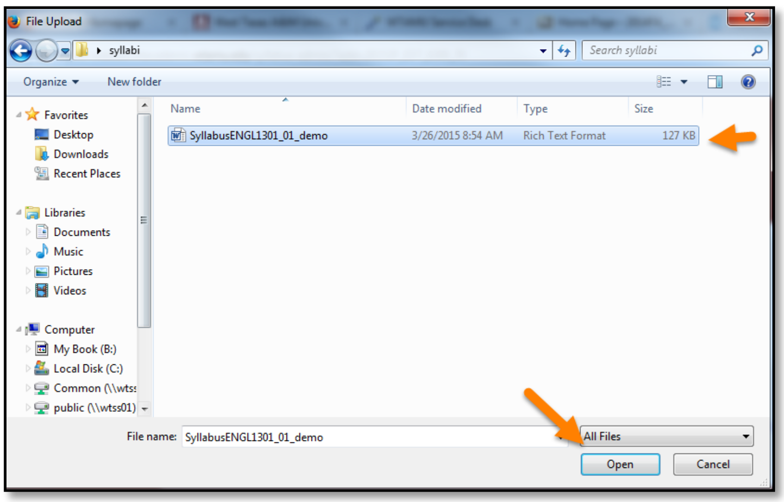


Step 5: Locate the "**replace**" option. Click the replace link.

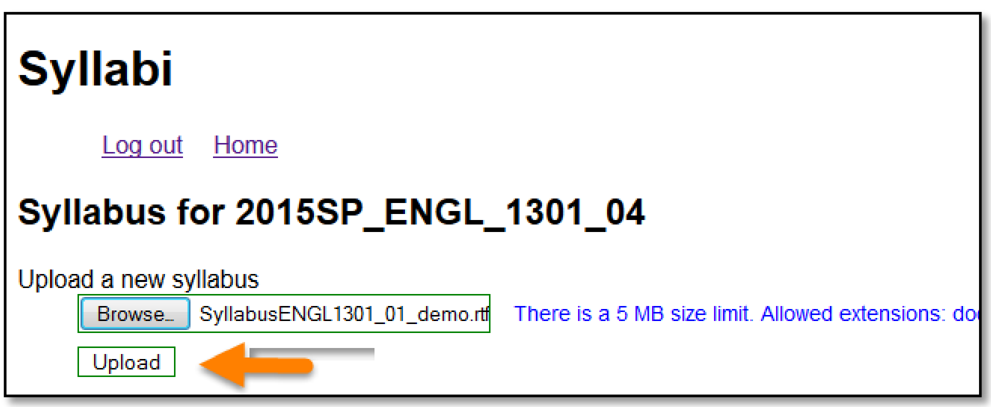
Step 6: Click the "**Browse**" button to locate the file on your computer.



Step 7: In the *File Upload* dialog box, select the file and then click the "**Open**" button.



Step 8: Click the "**Upload**" button.



Step 9: You will now see the option to view, replace, or delete the uploaded syllabus file. Click the **View** option to see the uploaded syllabus.

DELETING A SYLLABUS FILE

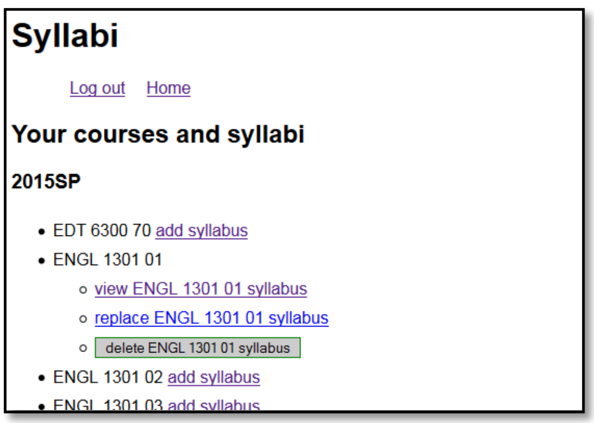
Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

Step 3: In the Syllabus module, click the "**Manage Syllabus**" link.

Step 4: The ***Syllabi*** page displays with "Your courses and syllabi" course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



Step 5: Locate the "**delete**" option. Click the delete link.

Step 6: The linked text returns to "**add syllabus**" which means there is no syllabus file associated with the course.

ADDING AN EXISTING SYLLABUS TO A COURSE

If you are teaching more than one section of a course, you can use one uploaded syllabus in one course and "link" to the uploaded syllabus in other sections.

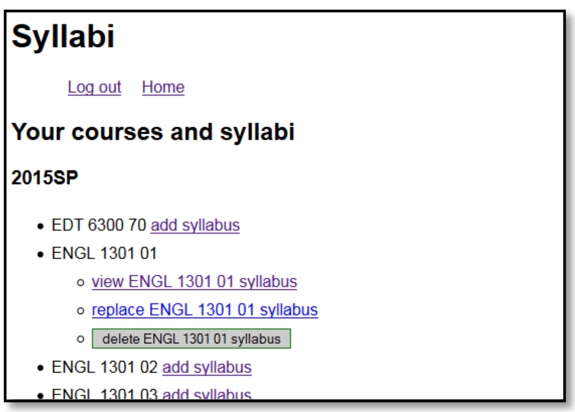
Step 1: Click on the **Syllabus** link (or Home Page) in the Course Menu.

Step 2: Check to see if **Edit Mode** is **ON**.

Step 3: In the Syllabus module, click the "**Manage Syllabus**" link.

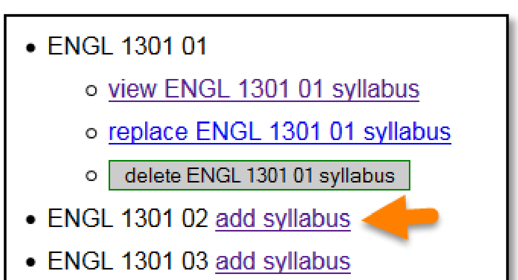
Step 4: The ***Syllabi*** page displays with "Your courses and syllabi" course listing.

Locate the course in the course listings. (Only the instructor of record can upload syllabus files.)



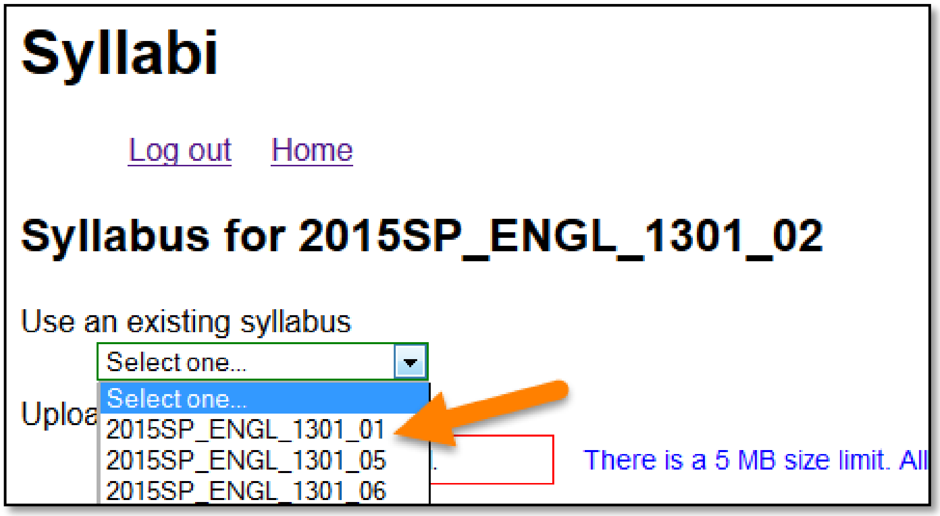
Step 5: Click the "**add syllabus**" link for the additional section you are teaching.

Note: A syllabus has been uploaded for ENGL 1301 section 1.

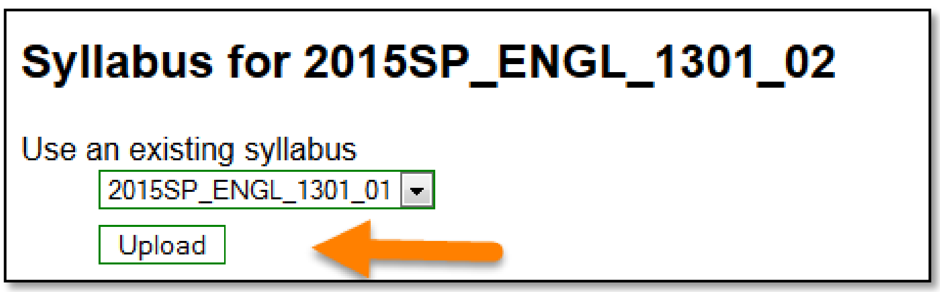


Step 6: Use the drop-down menu under “Use an existing syllabus” to select a course that contains an uploaded syllabus.

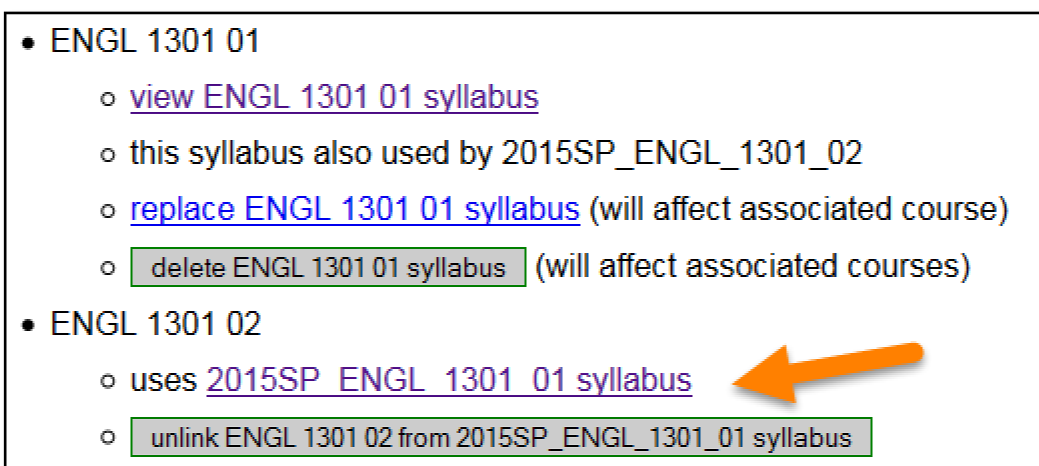
Note: In the example below, I will select ENGL 1301 01 for my existing syllabus because the syllabus for that course has already been uploaded.



Step 7: Click the “Upload” button.



Step 8: The “linked” syllabus now is available for use. You can click the link to verify the correct syllabus is displaying. If the file is incorrect, use the “unlink” option to remove the link.



EARLY ALERT

The Early Alert Program is a proactive, student-centered system of communication between faculty, staff, academic advisers, and students at West Texas A&M University. The program was designed as an early intervention program to assist students who are continuing to display behavior that puts them at risk for successfully completing a course; identify students potentially at risk for academic, social, financial and/or personal reasons; provide them with the resources to have a successful academic experience; and assist them with progress towards degree completion.

This intervention by Advising Services is not to replace direct contact by faculty with a student, but to assist faculty as an additional resource to contact students and discuss their choices.

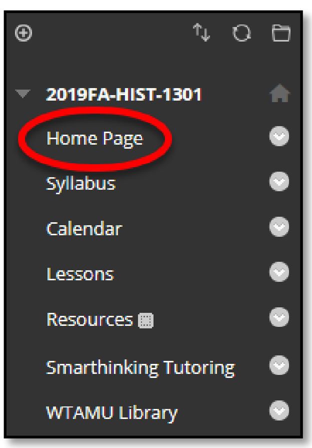
REASONS TO REFER STUDENTS

- Assignments are missing or poorly completed
- Chronic absences or tardies
- Extended illness
- Low exam grades
- Low midterm grades
- Personal issues interfering with performance in class
- Sudden changes in behavior

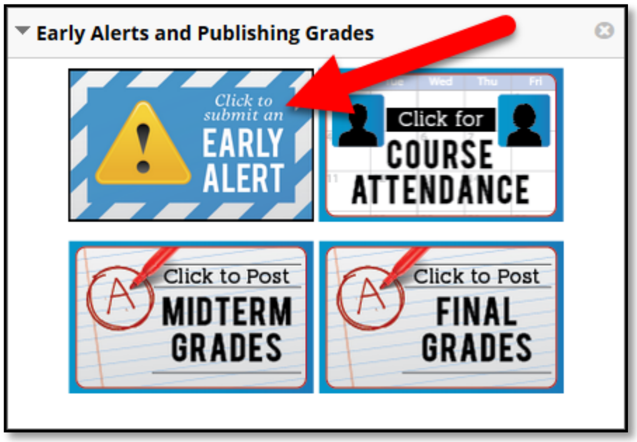
HOW TO REFER

Only the Instructor of Record has access to the Early Alert referral system through WTClass.

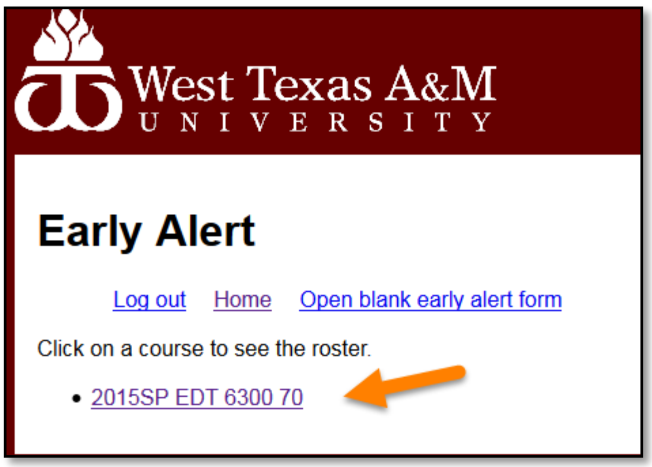
1. Select **Home Page** or **Instructor Alerts** on the course menu.



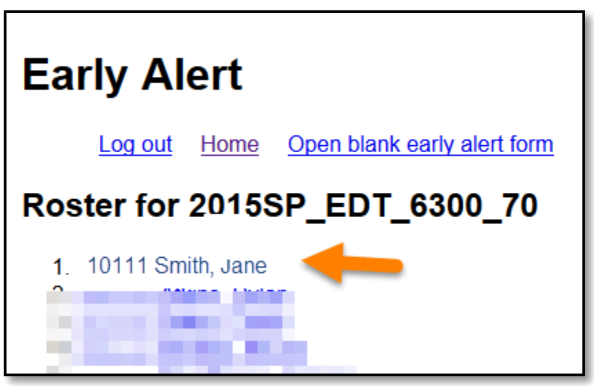
2. Click on the **Early Alert** button in the *Early Alerts and Publishing Grades* module.



3. Select your **course**.

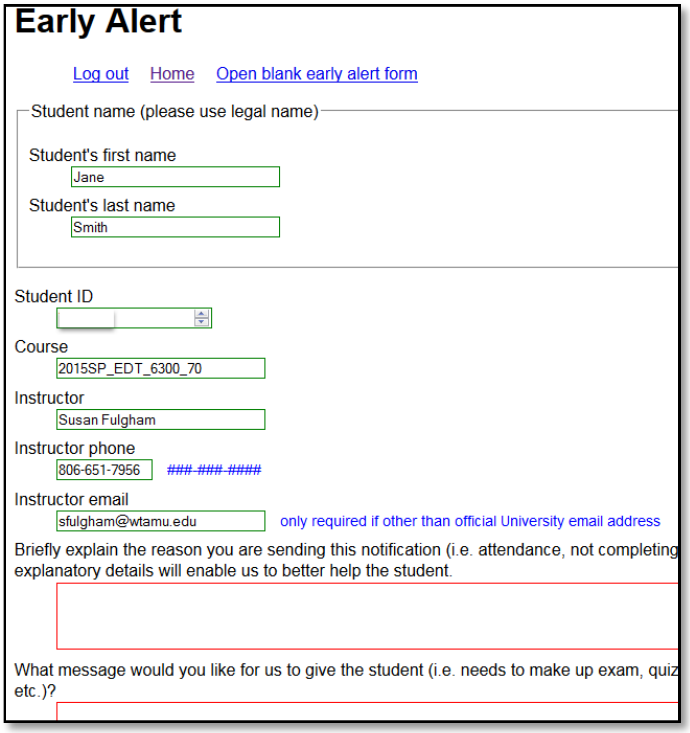


4. Select the **student** who needs the Early Alert.



*Only the current semester will appear

5. Complete the form and **submit**.



WHAT HAPPENS NEXT?

The office of Advising Services will make every effort to communicate with the students, address the concerns stated in the Early Alert referral, and assist them in finding resources for academic or personal support. Instructors will receive follow-up information once the student has been contacted and/or the issue has been resolved.

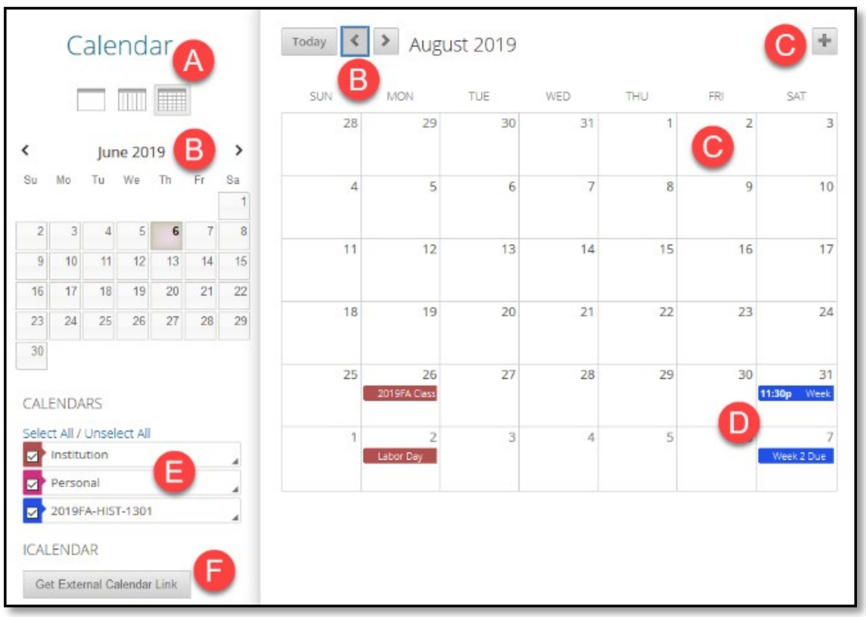
If you have any questions regarding the Early Alert Program, please contact Advising Services at (806) 651-5300.

CALENDAR

The calendar displays a consolidated view of all your institution, course, organization, and personal calendar events. You can view events by day, week, or month. You can view and organize upcoming and past events into categories.

You can also set the first day of your week by changing your personal settings in My Blackboard.

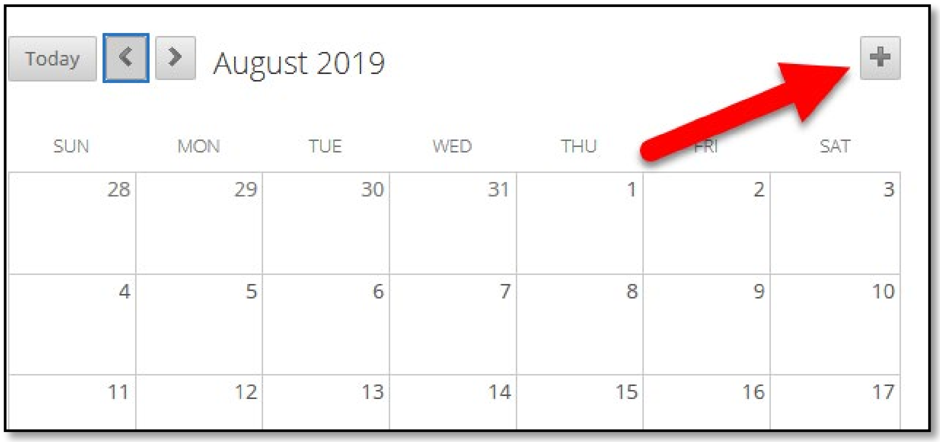
Course calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create course calendar events.

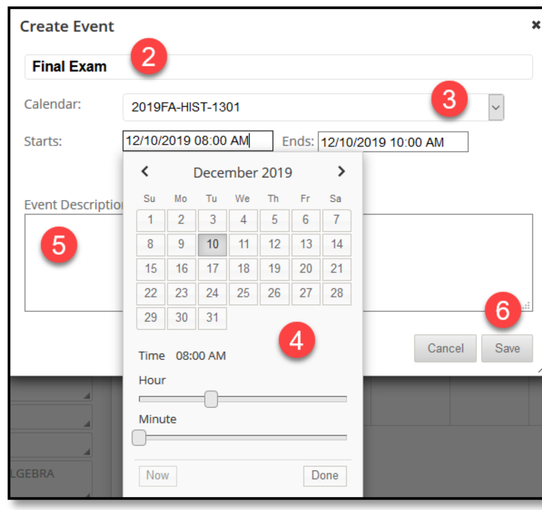


A. View events by day, week, or month.
B. Navigate to another month.
C. Click the plus (+) to create a new event. You can also click a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.
   - *Note*: Students cannot create an event on a course and institution calendar. Instructors cannot create an event for the institution calendar.
D. Click an event to manage it. You can also press and drag an event to change the date.
E. Select the calendars you want to show, such as institution, personal, or course. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar easily displays which calendar the event is associated to without opening the event.
   - *Note*: All institution events appear in the institution calendar. All course events, such as assignments due, appear in the course calendar.
F. Get an iCal URL for importing your WTClass calendar into an external calendar application.

HOW TO ADD A CALENDAR ENTRY

1. On the calendar, click the plus (+) to create a new event. You can also click a specific date to create an event**.**





2. Type the **New Event Name**.
3. Select a calendar to associate the event to, such as your personal calendar.

Note: Only instructors can add events to the course.

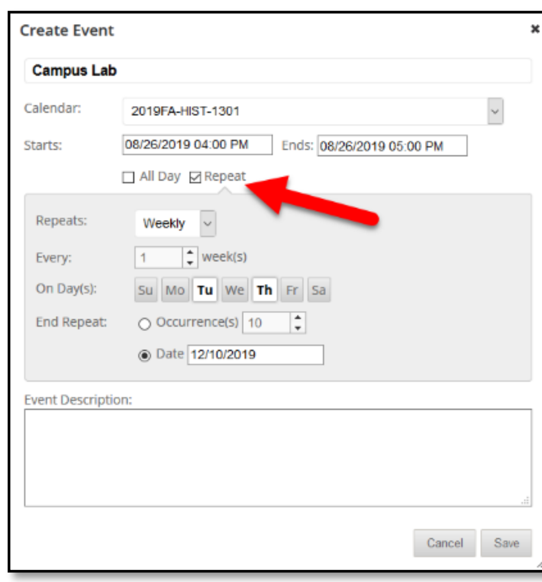
4. Select the **Start** and **End** times. *Click in the date boxes to set Start/End date and time (time is by slider) or select All Day (for no specific time). Click **Done** to save changes.*
5. Type the **Event Description**. There is a 4,000 character limit for event descriptions.
6. Click **Save**.

Tip: Date Changes

To make changes to an event, you can click the event to bring up the dialog box to edit any of its properties or simply drag the event to another day in that month.

__Reoccurring Events__

Optionally, you can make events repeat by selecting the Repeat check box. Additional options appear that allow you to create multiple events based on a repeating pattern.



COMMUNICATION

The main tools to communicate with students are announcements, email, and course messages.

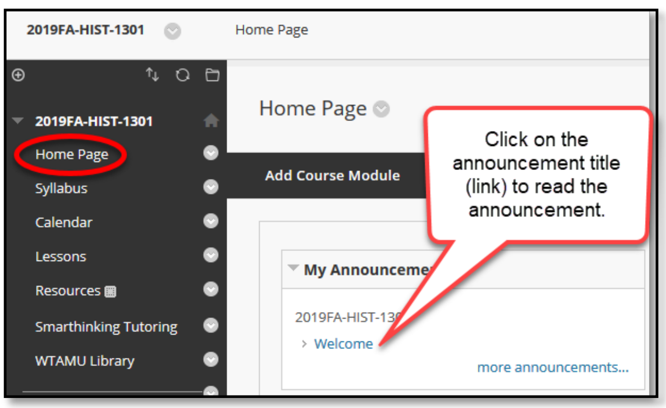
ANNOUNCEMENTS

The Announcements tool allows course editors to create course announcements that are displayed on the course welcome page and on the My WTClass tab home page. Announcements can be used in place of sending course mail to an entire class. A release date can be added to an announcement, thereby allowing instructors to set up announcements in advance to remind students of important dates, exams, or other pertinent information. Instructors may routinely post a weekly announcement to encourage students to login for the latest news concerning course issues or to offer praise for a job well done on the quality of their work.

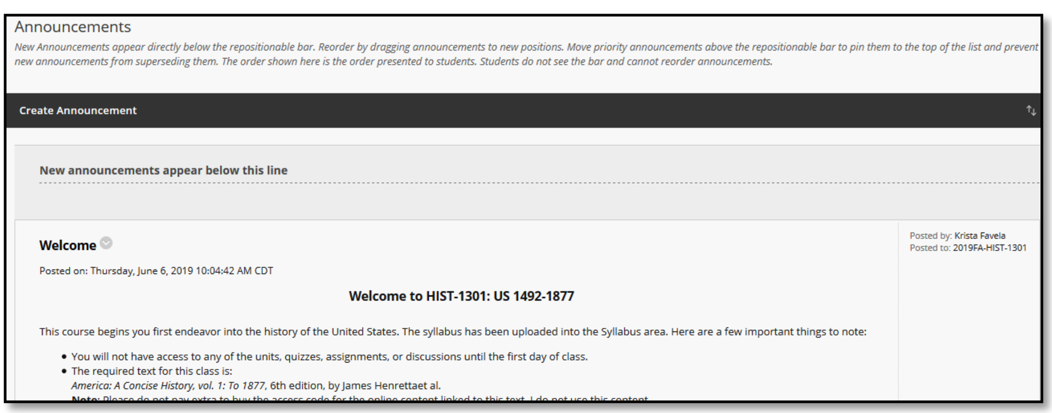
HOW TO ACCESS ANNOUNCEMENTS

Step 1: Log into your WTClass course.

Step 2: Click the **Home Page** in the course menu.



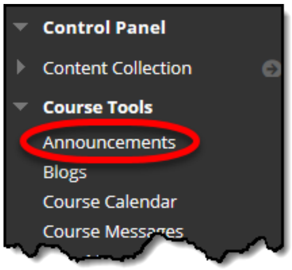
Step 3: In the Announcement module, click the **announcement title** or **hyperlink** to read the announcement.



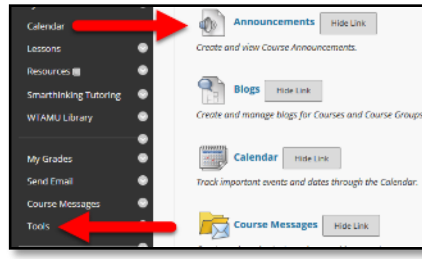
HOW TO ADD A COURSE ANNOUNCEMENT

Announcements appear in the order posted, with the most recent announcements appearing first.

1. On the **Control Panel**, expand the **Course Tools** section and select **Announcements**.

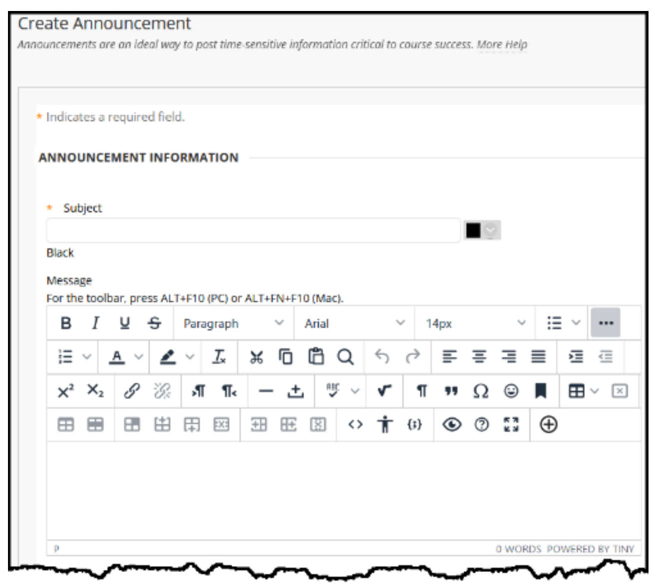


Alternatively, you can select **Tools** from the **Course Menu**, and then select **Announcements**



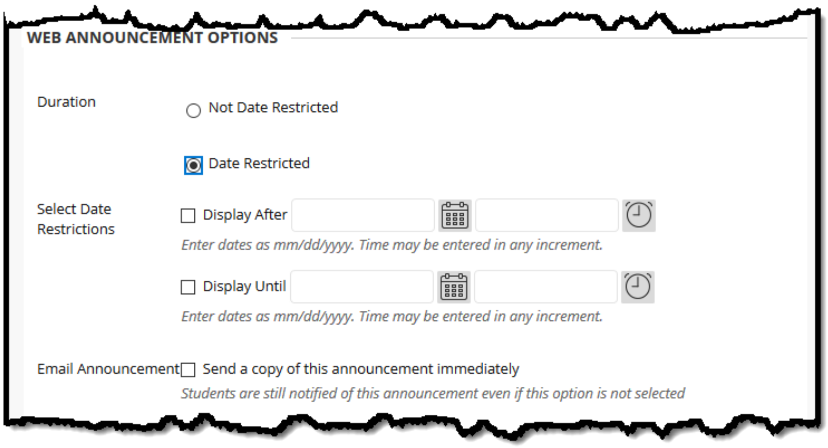
2. On the **Announcements** page, click **Create Announcement** on the action bar.

3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files you upload from your computer are saved in the Content Collection in the top-level folder.



4. In the **Web Announcements Options** section, select:

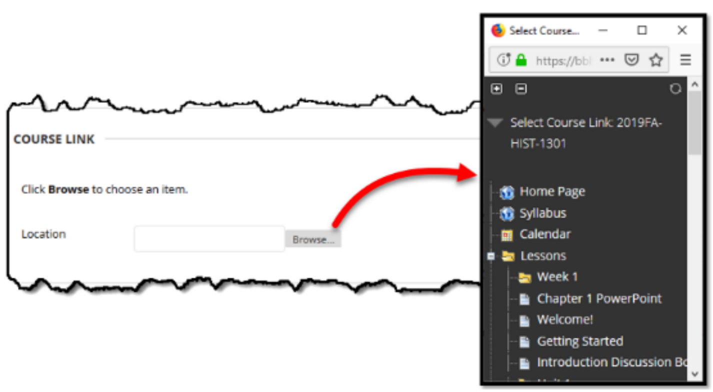
    - **Not Date Restricted** to keep the announcement visible until you remove it. -OR-
    - **Date Restricted** to limit the announcement's visibility by date and time.



5. For **Enter Date and Time Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the announcement availability, only when it appears.

6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.
Note: This option cannot be selected if **Display After** date is set for the future.

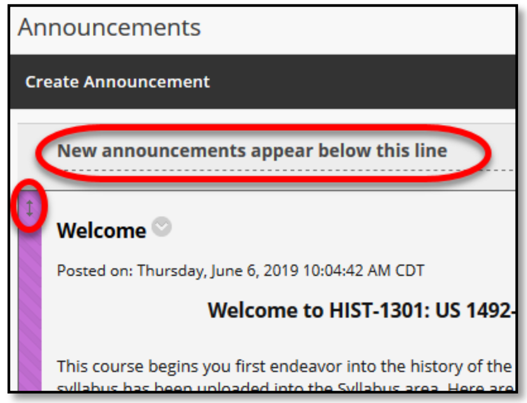
7. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.



8. Click **Submit**.

REORDERING ANNOUNCEMENTS

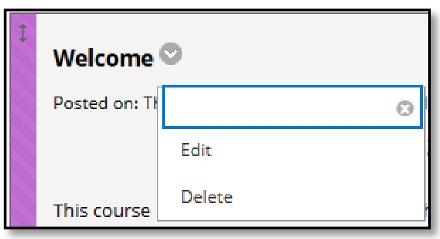
Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.



EDITING AND DELETING ANNOUNCEMENTS

To edit an existing announcement, access an announcement's contextual menu and select **Edit**. Make your changes and **Submit**.

To delete an existing announcement, access an announcement's contextual menu and select **Delete**. Confirm the deletion. This action is final and irreversible.



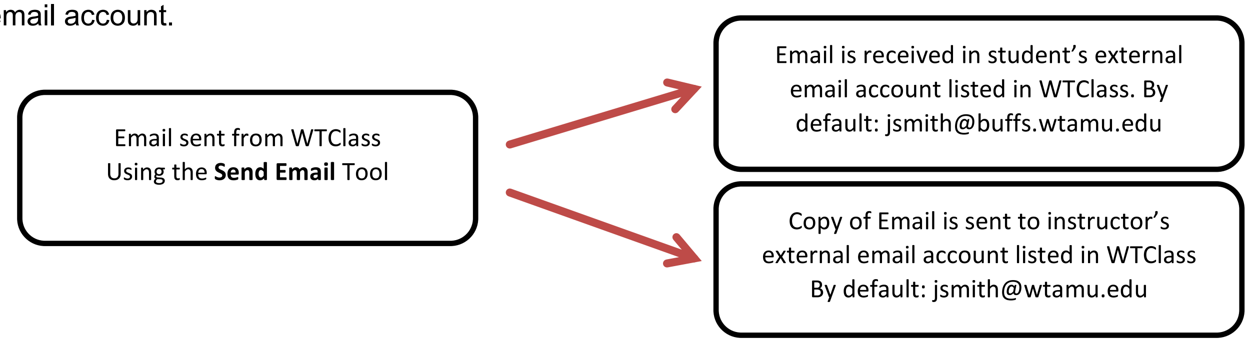
DIFFERENCES BETWEEN EMAIL AND MESSAGES

Email and Messages have two different functions inside of WTClass.

Email	Messages
• Sends to external email account listed in WTClass. By default, this is your WT email.	• Stays within WTClass, sends a notification by default to the external email address of recipient listed in WTClass.
• Does not keep a record of any sent or received email within WTClass. (A copy of any sent email is sent to sender's email address.)	• Keeps a record within WTClass of all sent and received messages.

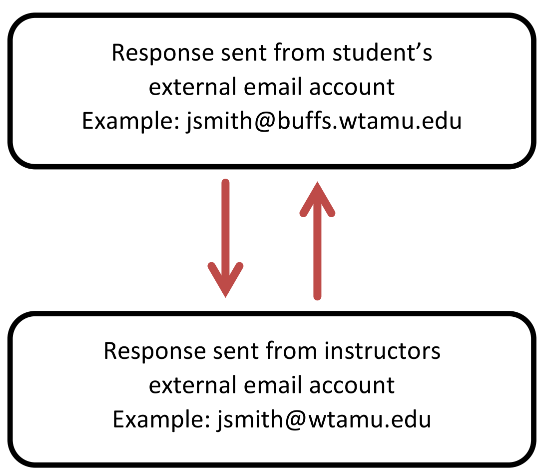
HOW EMAIL WORKS

Example: Instructor Emails Students in WTClass Course
In the example below, the instructor sends an Email using the Send Email Tool to the students. A copy is sent to the students Buff Email account and a copy is sent to the instructor's WTAMU email account.



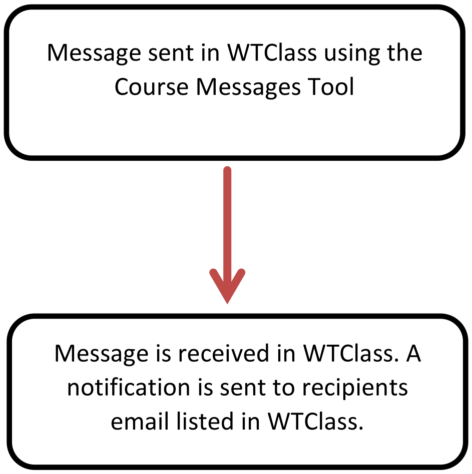
Example: Student Responds to Instructors Email
If the student responds *from their Buff Email account*, the response goes to the faculty Email account.

Note: No record is kept in WTClass of Email sent using the Send Email Tool.



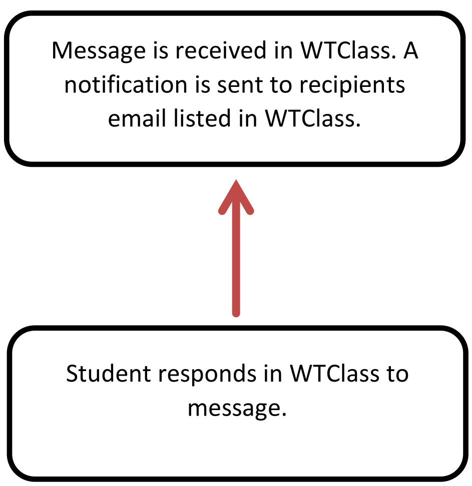
HOW MESSAGES WORK

Example: Instructor Messages Class
In the example below, the instructor sends a Course Message using the Messages Tool to the students. A copy is saved in WTClass in the Messages Tool.



Note: Only a notification is sent to an external email account. You must log into WTClass to read and reply to any message.

Example: Student Responds to Message
If the student responds from the Course Message, the response goes to the faculty Course Messages inbox in WTClass.



Note: By default, a notification is sent to Students and/or Instructors external email accounts. Students and Instructors must log into WTClass to read the course message.

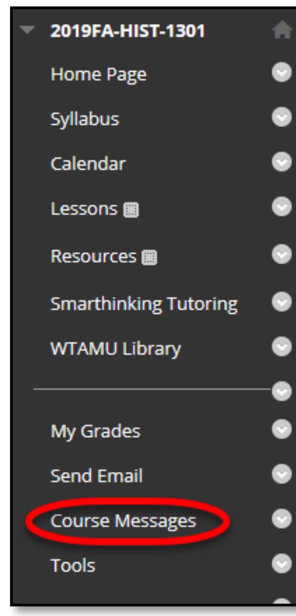
COURSE MESSAGES

Course messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, you must be logged into a course to read and send course messages. Using the course messages tool instead of the email tool can also be more reliable. Problems with incorrect or out-of-date student email addresses do not affect course communication.

> Students are notified by email, unless they have turned off the setting, that they have received a course message. Students must return to WTClass in order to view and reply to course messages.

Course messages are organized in folders, marked as read or unread, moved to other folders, or deleted. The messages area has two folders, **Inbox** and **Sent,** which you cannot rename or delete.

HOW TO SEND A COURSE MESSAGE

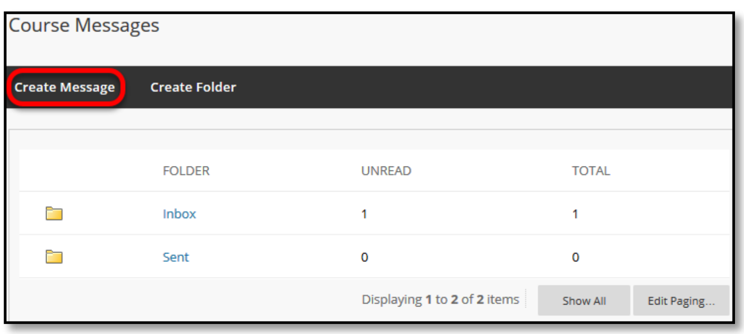


1. On the course menu, click the **Course Messages** link,

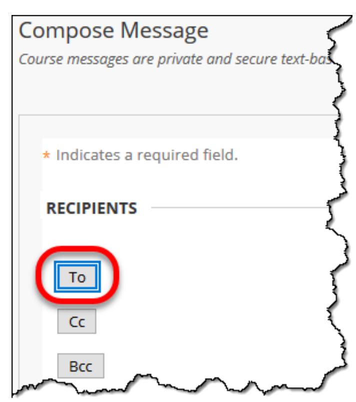
   -OR-

   On the course menu, click the **Tools** link. On the **Tools** page, select **Course Messages**.

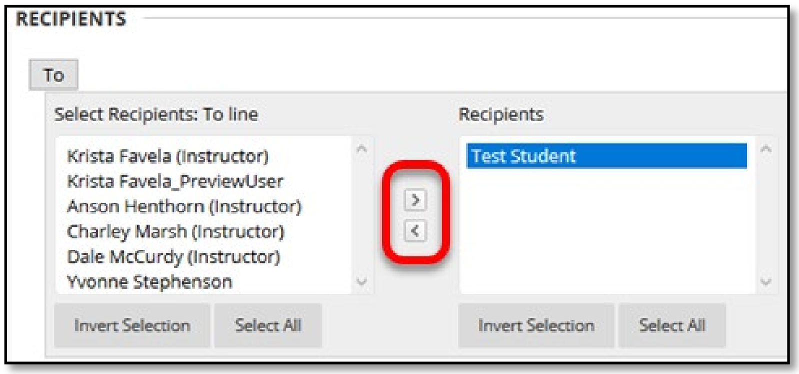
2. On the **Course Messages** page, click **Create Message** on the action bar.



3. On the **Compose Message** page, select **To** and a list of course members appears.



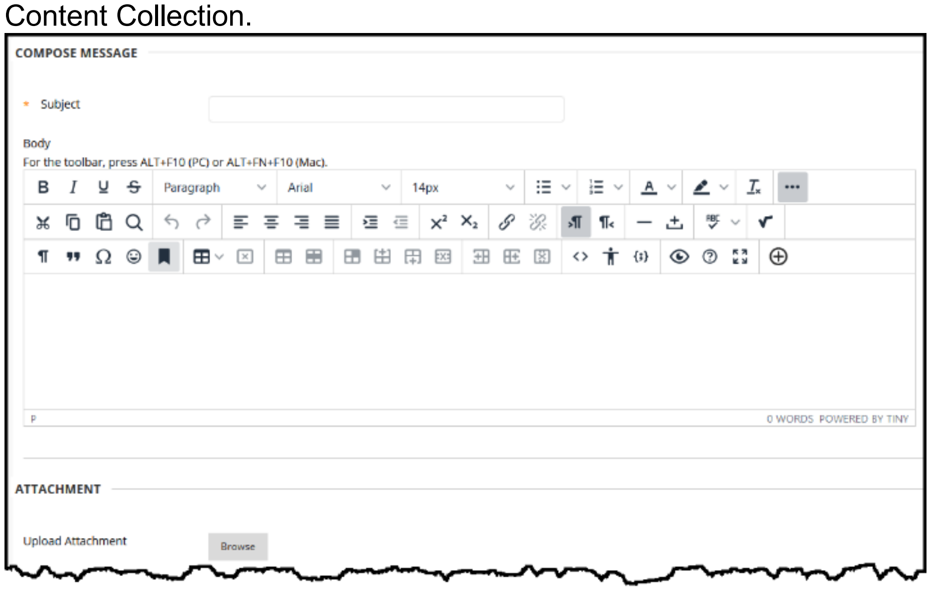
4. In the **Select Recipients: To line** box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the message to those users that may be interested in the message, but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the **Bcc** field are receiving the message.



Tip: For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

5. Type the **Subject**.

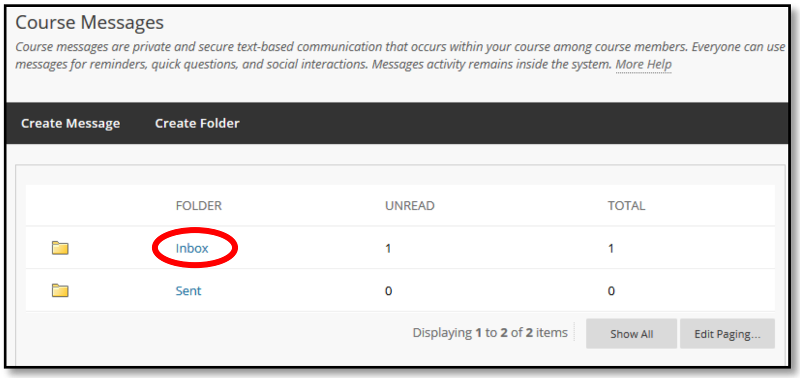
6. Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from the Content Collection.



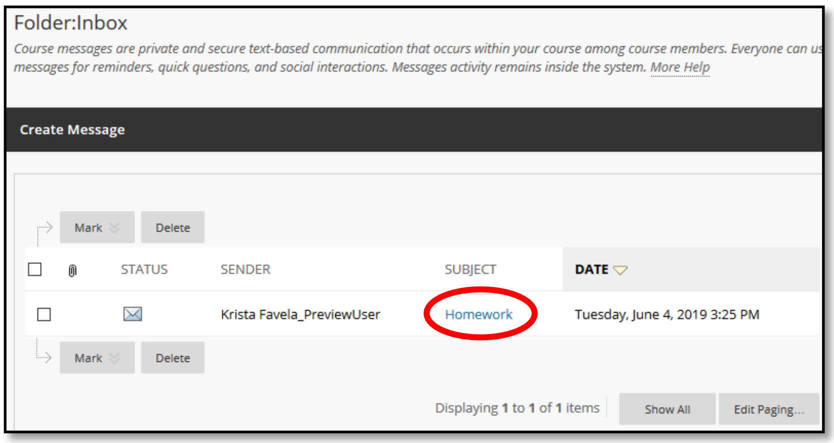
7. Click **Submit**.

HOW TO VIEW AND REPLY A COURSE MESSAGE

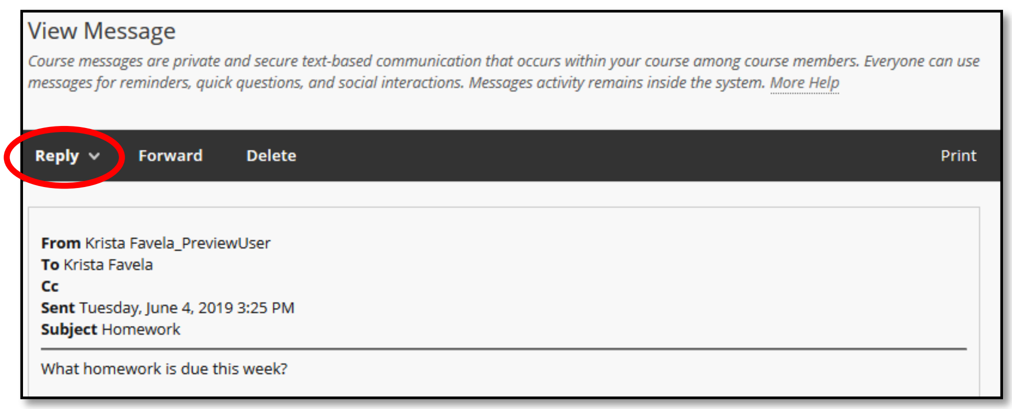
1. On the **Course Messages** page, select a folder.



2. On the **Folder** page, click the link in the message's **Subject** column.



3. On the **View Message** page, click **Reply** to the sender of the message.



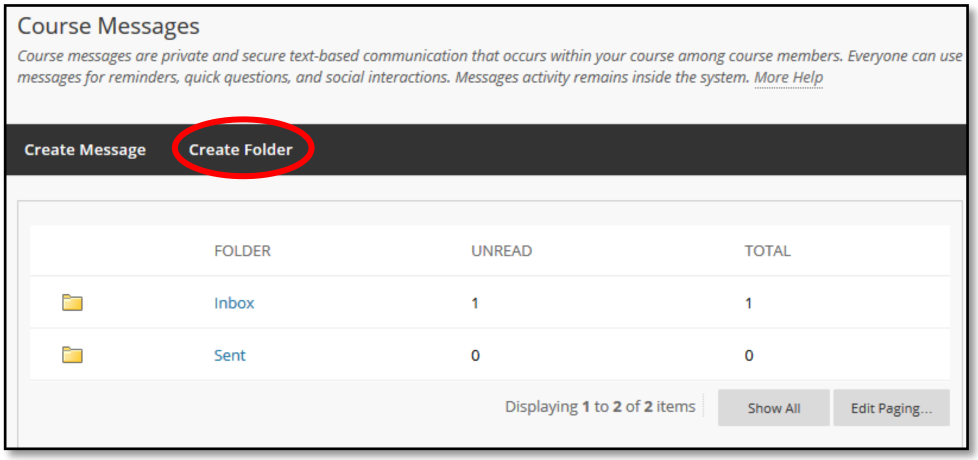
4. Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from Course Files or the Content Collection.

5. Click **Submit**.

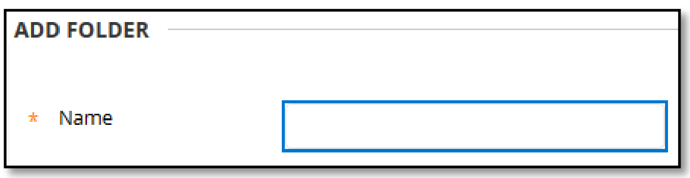
HOW TO CREATE A COURSE MESSAGES FOLDER

If allowed by your institution, you can create personal folders to help organize your course messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. After a message appears, you can move it into a personal folder.

1. On the **Course Messages** page, click **Create Folder** on the action bar.



2. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.

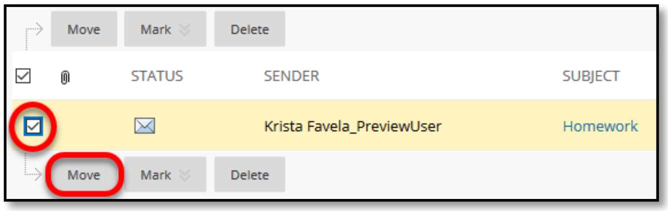


3. Click **Submit**.

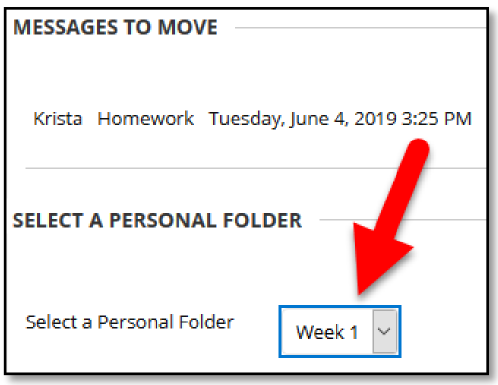
HOW TO MOVE A COURSE MESSAGE

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. You cannot move a message to the **Sent** folder or the **Inbox** folder.

1. On the **Course Messages** page, select the folder that contains the message.
2. On the **Folder** page, select the check box for each message and click **Move**.



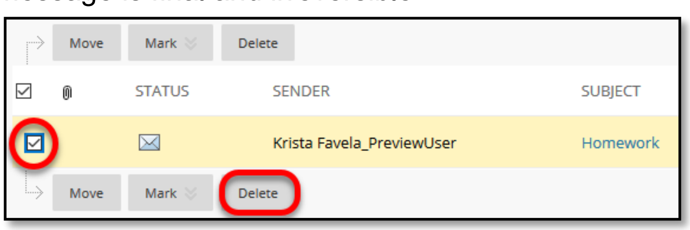
3. On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are deleted from the old folder after they have been moved to the new folder.



4. Click **Submit**.

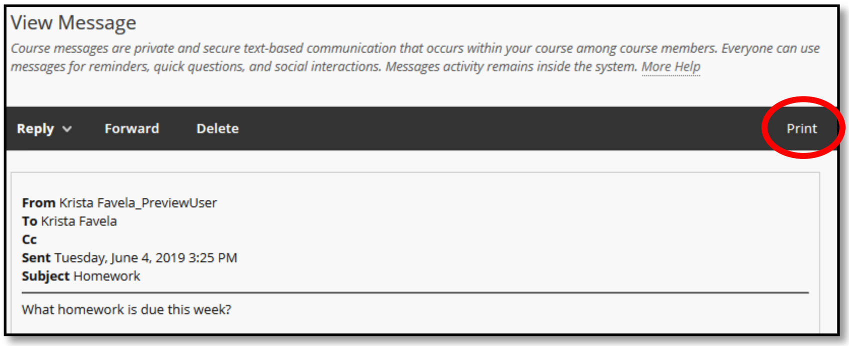
HOW TO DELETE A COURSE MESSAGE

1. On the **Course Messages** page, select the folder that contains the message.
2. On the **Folder** page, select the check box for each message and click **Delete**. Deleting a message is final and irreversible.



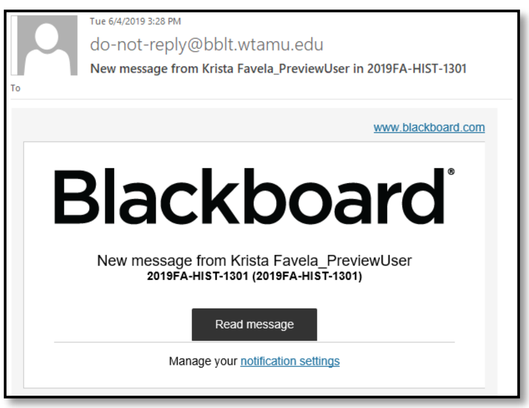
HOW TO PRINT A COURSE MESSAGE

1. On the **Course Messages** page, select the folder that contains the message.
2. On the **Folder** page, click the link in the message's **Subject** column.
3. On the **View Message** page, click **Print**. The message is printed using the web browser's print settings.

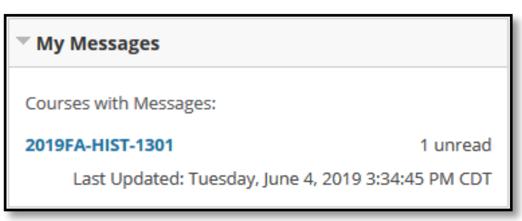


MESSAGES NOTIFICATIONS

By default, you are notified of new Course Messages in WTClass by an email in your WTAMU email. The notification email will instruct you to return to WTClass to view the Course Message.



The My Messages module within WTClass will also help you locate any new/unread Course Messages that have been sent to you.



Clicking on the course name link will take you to the Course Messages area for that course with new/unread Course Messages.

EMAIL

The email tool allows you to send email to other people in your course without launching an external email program, such as Gmail, Hotmail, or Yahoo. You can send email to individual users or to groups of users. By default, a copy of email messages is sent to the sender.

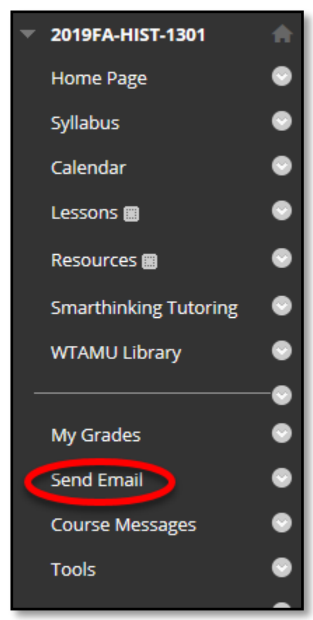
WTClass keeps no record of sent or received *email*. When you receive or send an email, the email appears in the inbox of your external email program. Keep a copy of important messages in case you need them at a later date.

You can send email to the following users:

- All Users: All users in your course.
- All Groups: All groups in your course.
- All Student Users: All students in your course.
- All Teaching Assistant Users: All teaching assistants in your course.
- All Instructor Users: All instructors in your course.
- All Observer Users: All of the observers in your course.
- Select Users: Select the users from a list.
- Select Groups: Select groups from a list.
- Single/Select Observer users: Send email to a single observer or select observers in your course.

Note: Recipients of each email will not see the email addresses of other recipients.

HOW TO SEND EMAIL



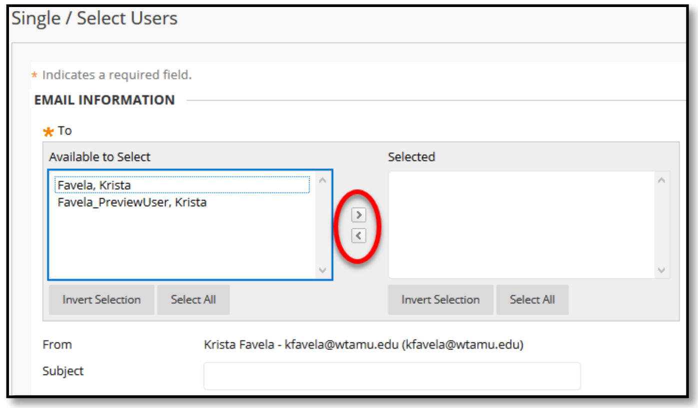
1. On the course menu, click the **Send Email** link.

   -OR-

   On the course menu, click the **Tools** link. On the **Tools** page, select **Send Email**.

2. On the **Send Email** page, select a link, such as **All Users**.
3. For **Select Users** or **Select Groups**, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection**



and selected users are no longer highlighted and those users that are not selected will be highlighted.

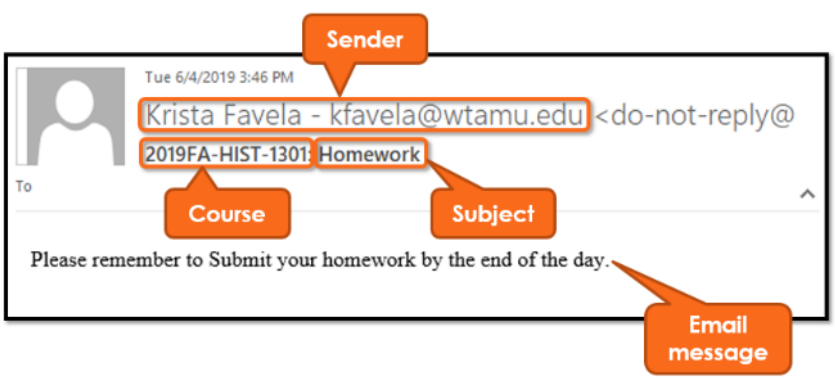
Tip: For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also use the **Select All** function to send an email to all users.

4. Type your **Subject**. Your message will not be delivered without a subject.
5. Type a **Message**.
6. Click **Attach a file** to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
7. Click **Submit**.

A message appears at the top of the **Send Email** page after the email is sent listing all recipients. The message is not a confirmation that any users received the email. It only confirms that the email was sent.

RECEIVING AN EMAIL

When you receive an email sent from WTClass. It will be sent from the senders external email address listed in WTClass (by default, students - @buffs.wtamu.edu - instructors - @wtamu.edu).



SORTING EMAILS SENT FROM WTCLASS

All emails sent within WTClass will be sent directly to your email address on file within WTClass. To keep track of student emails vs. university email it may be necessary to create automation to sort these emails for ease of use.

CREATE FOLDER(S)

Step 1: In Outlook, right-click on your **Inbox** in your folder view.

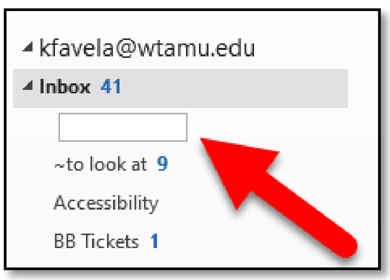
Step 2: Click on **New Folder**.

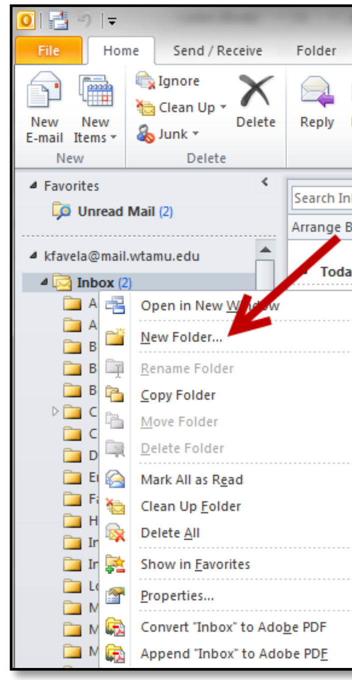
Step 3: Enter a **Name** for your new folder.

Examples:

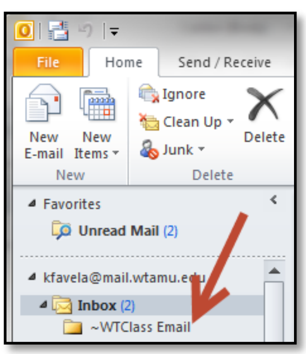
- WTClass Emails
  For all emails to filter into one folder. (By Term)

- HIST_1301
  For emails only for this course to filter into. A separate folder and filter will need to be created for each course. (By Course)





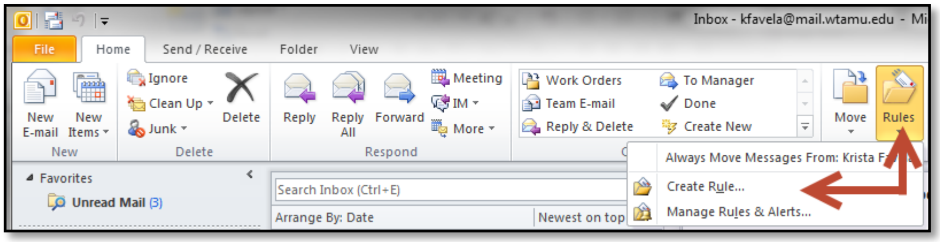
Step 4: Press the **Enter** key.
The new folder will be added to your folder list.



CREATING RULES

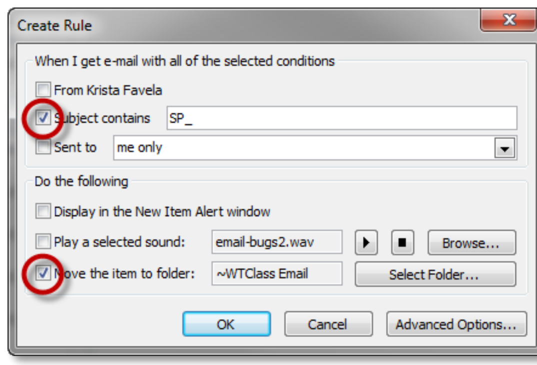
All Emails sent from WTClass will start with the term and course ID. You can create rules based off of terms.

Step 1: On the **Home** tab, click the **Rules** button, and then select **Create Rule…**

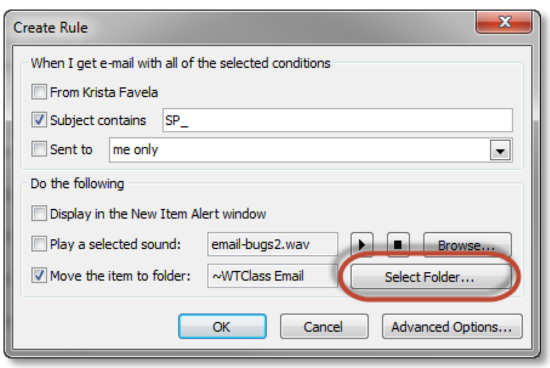


Step 2: Select the options for

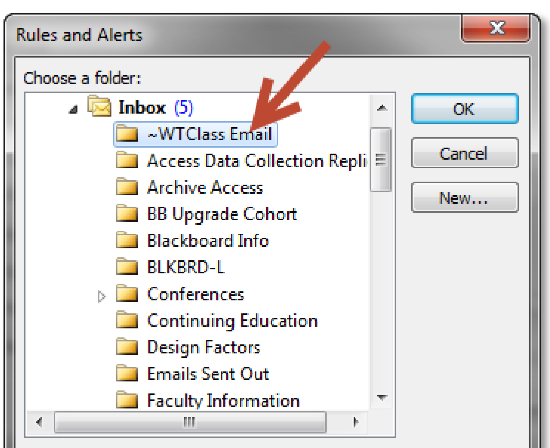
- Subject contains
- Move the item to folder



Step 3: Select the **Select Folder…** button.



Step 4: Select the folder you just created, and click **OK**.



To sort by Term:

- 2019FA
- 2019SU1
- 2019SU2
- 2019JAN (Winter Intersession)
- 2019MAY (May Intersession)

To sort by Course:

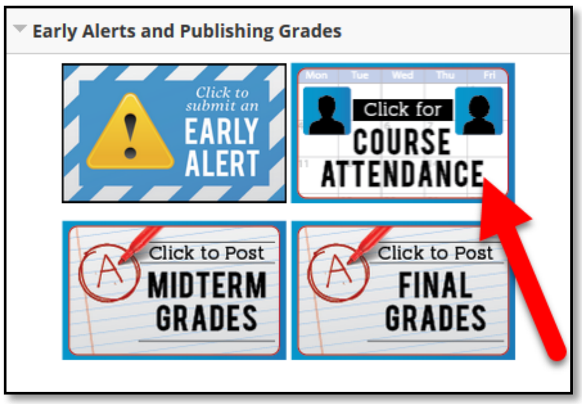
- HIST-1301
- ENGL-2311
- POSC-2305

COURSE ATTENDANCE (USING GOLD CARDS)

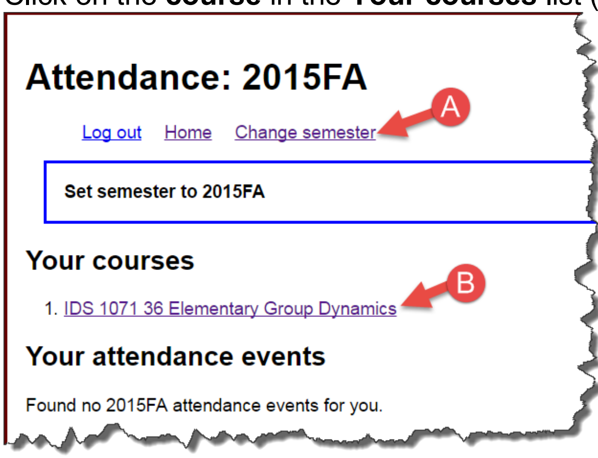
All Core classes are required to use the Attendance RFID Readers or Swipe Stations in order to track class attendance. Students are able to use their Buffalo Gold Card to Wave or Swipe to indicate that they attended the course meeting. Courses appear in the Course Attendance system 5 days prior to the start of each term for courses in which your are instructor of record.

TO REVIEW DATA FROM ATTENDANCE:

1. Access **WTClass** and click on any class in the **My Courses** module.
2. Click on the **Course Attendance** image in the **Early Alerts and Publishing Grades** module.

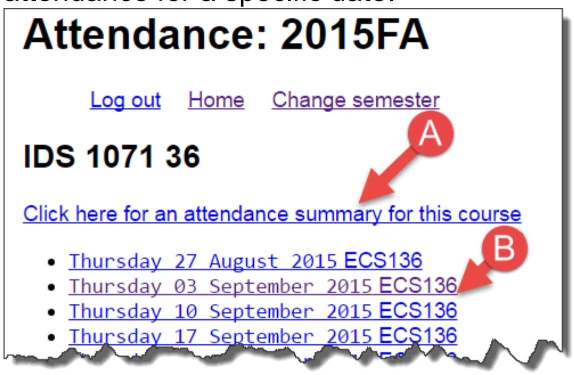


3. Click on the **course** in the **Your courses** list (B).

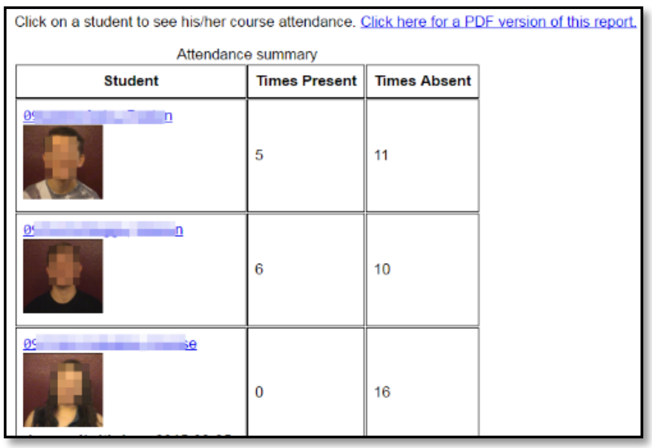


Alternatively, you may switch to a previous semester by clicking the **Change semester** link (A).

4. Click item A to see an attendance summary for the course or click a date (B) to see/edit attendance for a specific date.

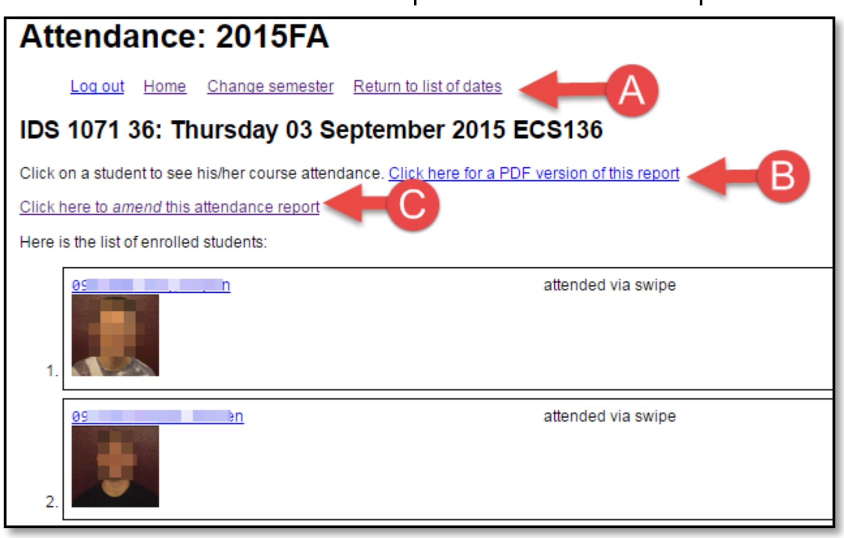


5. If the attendance summary was selected, a list of all students will appear with how many times each student was marked present and absent over the total of the semester.

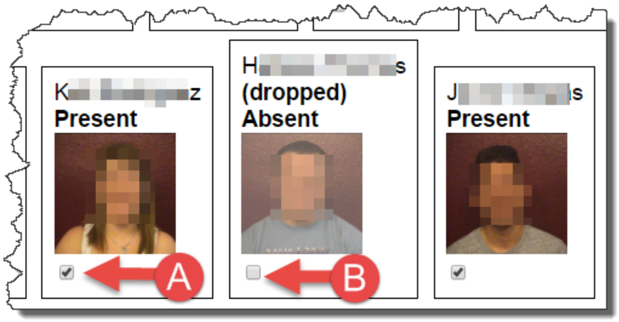


A PDF version of this report is available by selecting the link "Click here for a PDF version of this report."

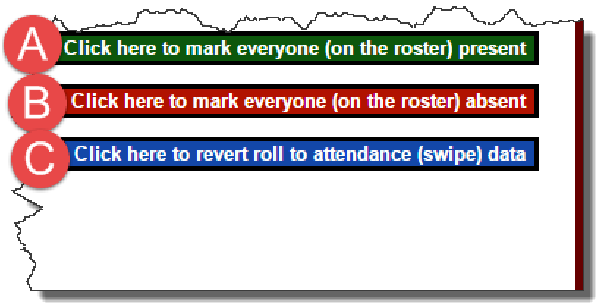
6. If a date was selected, click item C to amend attendance. Item A will return to the list of dates for the course. Item B will print an attendance report for the date selected.



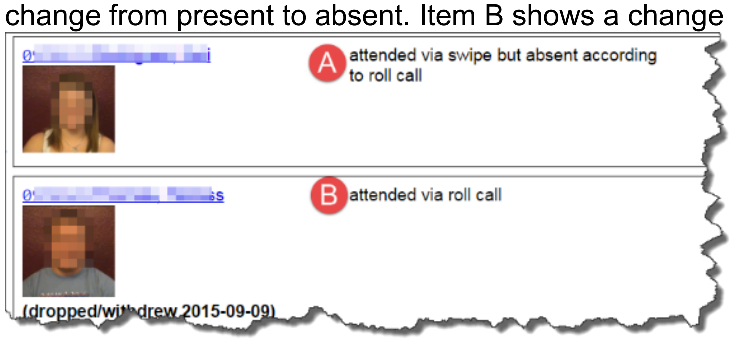
7. To amend, click the check box (see A) to mark the student present or uncheck the box (see B) to mark absent.



8. Alternatively, select "**Click here to mark everyone present**" (see A) to mark everyone as having attended, select "**Click here to mark everyone absent**" (see B) to mark everyone as not attending, or "**Click here to revert roll to attendance data**" (see C) to revert all students back to the original swipe data.



9. If attendance is amended, comments will appear showing the change. Item A shows a change from present to absent. Item B shows a change from absent to present.



THE WTCLASS/BLACKBOARD ATTENDANCE TOOL

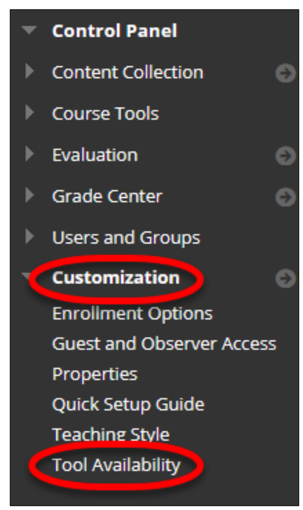
WARNING: If you do not want to use the WTClass/Blackboard Attendance Tool, or are unsure of whether or not you want to use it, *do not click on it* in the Course Tools menu. Once you have clicked on it, an Attendance column is automatically generated in the Grade Center and cannot be deleted. Please call an Instructional Designer if you are still unsure of whether or not you would like to use it after reading this document.

OVERVIEW

The WTClass/Blackboard Attendance Tool is a feature whereby you can track attendance at class meetings and automatically turn that data into a score in the Grade Center. This tool relies on manual instructor input, rather than having the students mark themselves as present or absent, or having the student swipe/tap in using their Buffalo Gold Card, and therefore should only be used if the instructor is prepared to manually mark attendance. This attendance data is aggregated on an ongoing basis in a single Grade Center column, updated every time the instructor adds the attendance for a new class meeting. Attendance can be marked as Present, Late, Absent, or Excused.

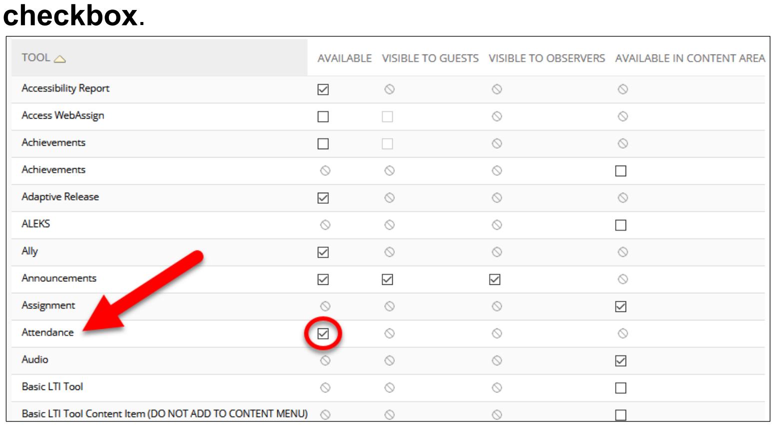
This tool has a limited scope of use and we highly recommend that instructors considering it read this entire article *before* clicking on the Attendance link found in the Course Tools menu. Clicking on that link even once will create an Attendance column in the Grade Center that cannot be deleted.

TURNING ON THE ATTENDANCE TOOL/FEATURE WITHIN YOUR COURSE



Because not all faculty may be interested in using the Attendance Tool, such as online classes, this Tool has been turned off by default and must be turned on before using within each course. To turn on the Attendance Tool:

1. Within your course, go to **Customization**, and select **Tool Availability.**
2. Locate the **Attendance** option and select the available **checkbox**.



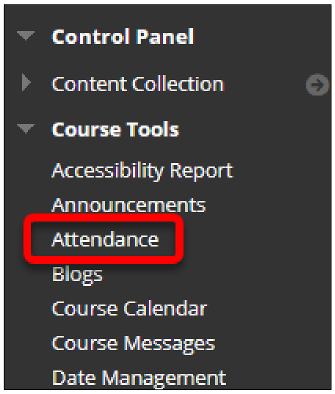
TOOL	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Accessibility Report	☑	⊘	⊘	⊘
Access WebAssign	☐	☐	⊘	⊘
Achievements	☐	☐	⊘	⊘
Achievements	⊘	⊘	⊘	☐
Adaptive Release	☑	⊘	⊘	⊘
ALEKS	⊘	⊘	⊘	☐
Ally	☑	⊘	⊘	⊘
Announcements	☑	☑	☑	⊘
Assignment	⊘	⊘	⊘	☑
Attendance	☑	⊘	⊘	⊘
Audio	⊘	⊘	⊘	☑
Basic LTI Tool	⊘	⊘	⊘	☐
Basic LTI Tool Content Item (DO NOT ADD TO CONTENT MENU)	⊘	⊘	⊘	☐

3. Click **Submit**.

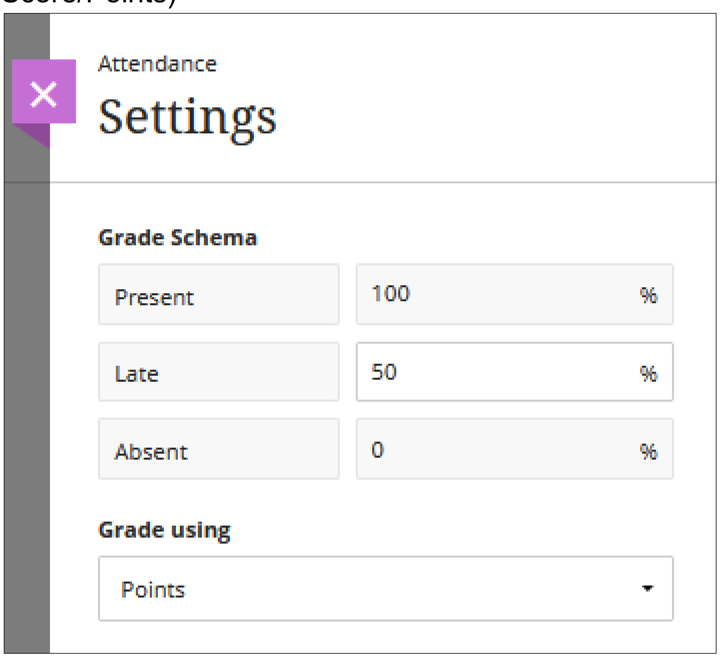
CREATING AN ATTENDANCE COLUMN STEP-BY-STEP

These instructions must be followed carefully and in sequence. Again, the Attendance column you create cannot be deleted, and its ability to be edited is limited. Once you create the column and enter the first set of attendance data, you cannot go back and try again. Read these instructions fully once *before* setting it up.

1. In the **Course Tools** menu, click **Attendance**.



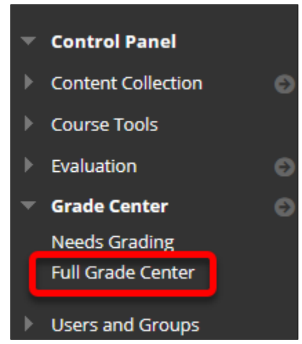
2. The first time you enter the Attendance tool, the **Settings** panel will display on the right. Only two settings can be changed in this area:
    - The percentage of the total score a Late student will receive
    - The grading schema used for the Attendance column (the default is Score/Points)



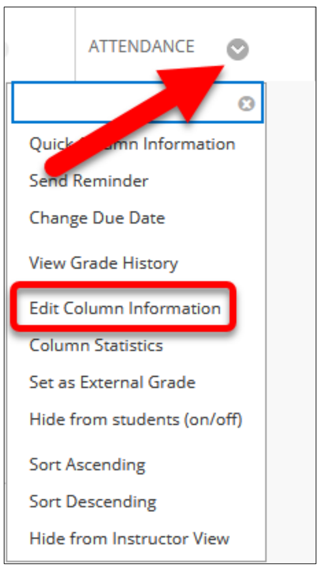
3. Click the **X** next to the Settings heading to close the panel.

Important: The Attendance column in the Grade Center is now set to be worth 100 points. If you want to change this point value, you must do so in the Grade Center *before entering any student Attendance data*. To change the point value of the Attendance column:

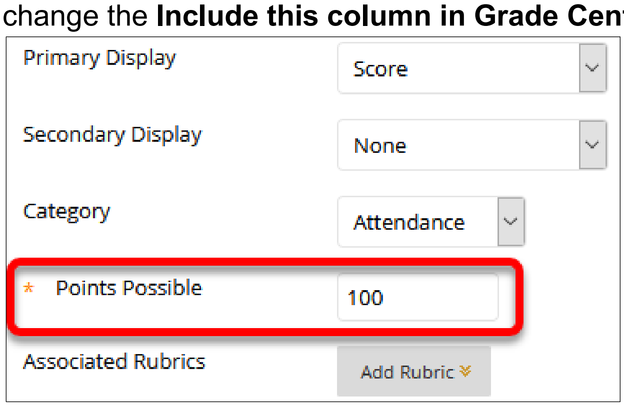
4. Enter your **Full Grade Center** by clicking on it in your Course Management menu. (It is okay to leave the Attendance tool at this time, you can return to continue setting it up later.)



5. Scroll all the way to the end of your Grade Center and find the column called **Attendance**.
6. Click on down-arrow to open the menu for the Attendance column, and select **Edit Column Information**.



7. Find the **Points Possible** heading and change the 100 point value to your preferred point value. (It is not recommended that this value be 0, however. If you do not wish to give your students points for attendance, do not change the Points Possible, but do change the **Include this column in Grade Center calculations** radio button to **No**.)



8. Click the **Submit** button at the bottom right of the screen.
9. You can now return to the Attendance Tool by clicking on it in your Course Tools menu.

MARKING STUDENT ATTENDANCE

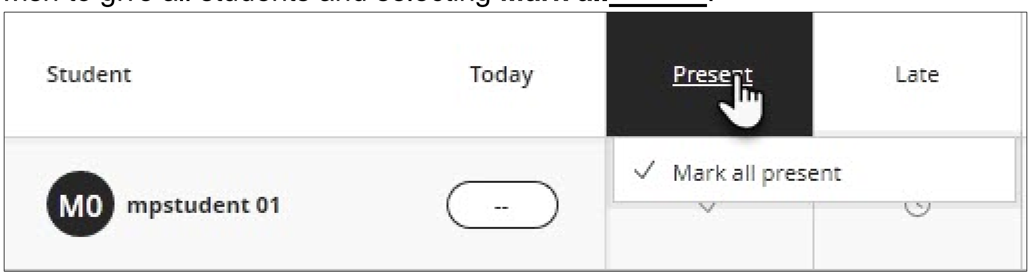
WARNING: Once you start marking student attendance, you cannot change the point value or grading schema of your Attendance Grade Center column.

When you enter the Attendance Tool, the display will default to today's class meeting. Students can be marked as Present, Late, Absent, or Excused. Marking can be done in one of two ways:

1. Students can be marked individually by clicking on one of the icons.

   If you wish to change a student's mark, you can click on that icon again and it will return the student to an unmarked state.
2. An entire class can be marked all at once by clicking on the header for the mark that you wish to give all students and selecting **Mark all**______.

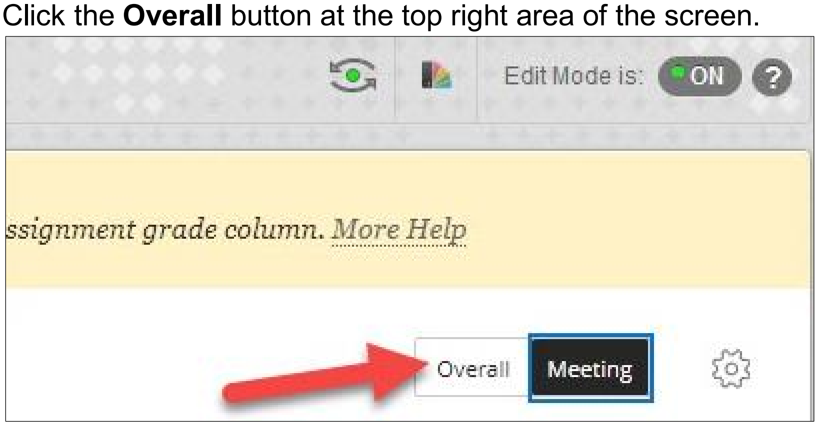
   

   You can then unmark any students whose status is different from the rest of the class and assign them a different mark, as in step 1.
3. To clear marks for an entire class, click on the header for **Today** and select **Clear Marks**

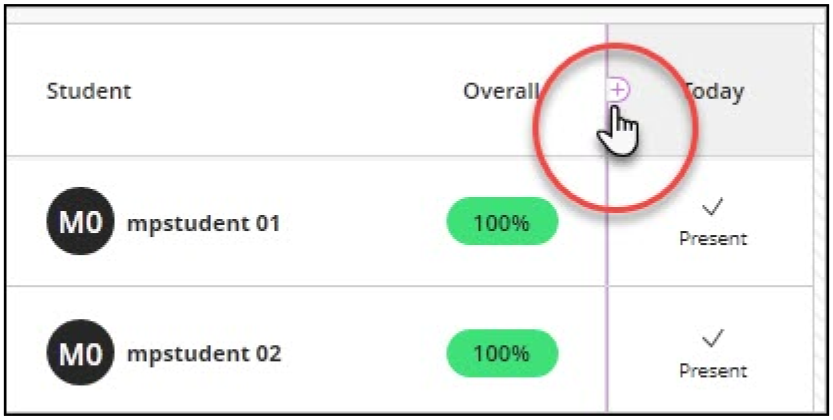
MANAGING CLASS MEETINGS

When you enter the Attendance Tool, it will default to displaying the marking grid for today's class meeting. To add a class meeting from a previous date:

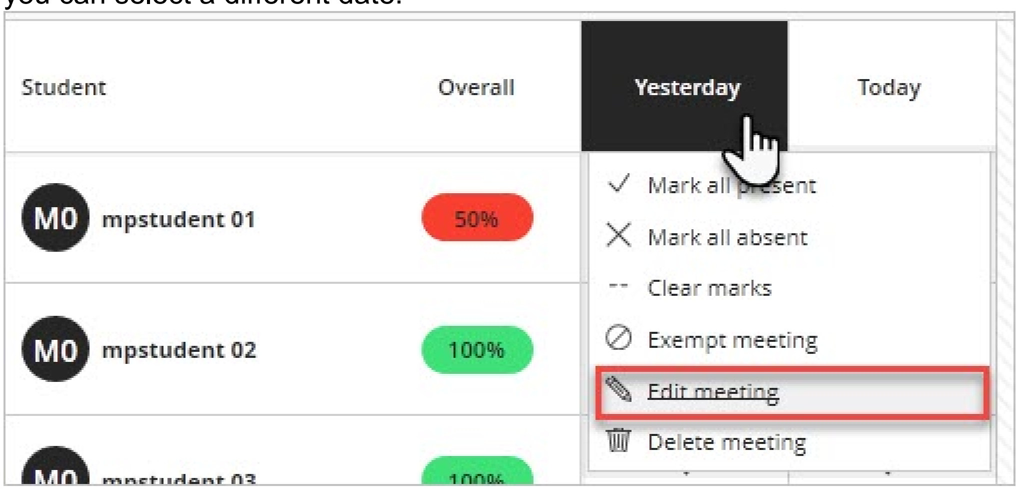
1. Click the **Overall** button at the top right area of the screen.

2. Hover over the line dividing the **Overall column** and the **Today column** until you see a small plus sign appear. Click that plus sign to insert a new column to the left of the Today column.



3. This new column will default to Yesterday but you can change the date by clicking the column header and selecting **Edit Meeting** from the menu. A calendar will appear where you can select a different date.



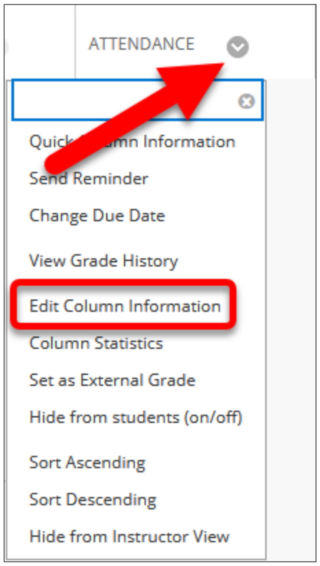
4. New class meetings can also be added to the right of the Today column using this method as well.
5. To delete a class meeting, click the column header for that meeting and select **Delete Meeting**.

WHAT TO DO IF YOU CREATED AN ATTENDANCE COLUMN BY ACCIDENT

As noted above, if you click on and open the Attendance Tool even once, an Attendance column will be created in the Grade Center, worth 100 points. This column has no Delete option in its menu like other Grade Center columns do. The best thing to do with an accidental Attendance column is to remove it from grading consideration, hide it from students, and hide it from yourself. Here is how to do that:

1. Enter your **Full Grade Center** and find the Attendance column (if you just created it, it will be the last column on the right).

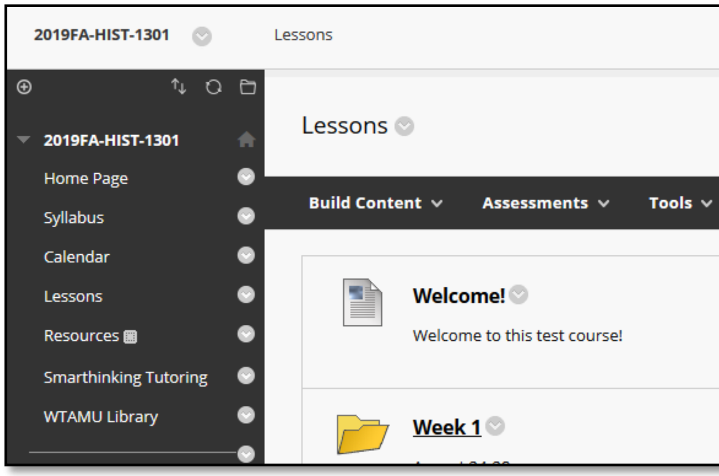
2. Click on down-arrow to open the menu for the Attendance column, and select **Edit Column Information**.



3. Scroll all the way to the bottom of the Edit Column page, to the **Options** heading.
4. Change the following settings to **No**:
    - Include this column in Grade Center calculations
    - Show this column to students
5. Click **Submit** at the bottom right.
6. When you return to the Grade Center, the Attendance column should have an icon that looks like a red slash in the header.  This indicates that students will not see this column when they view their grades.
7. Again, click the down-arrow to open the menu for the Attendance column, and this time select **Hide from Instructor View** (the final option in the menu). The Attendance column will disappear from your Grade Center view.

LESSONS (CONTENT)

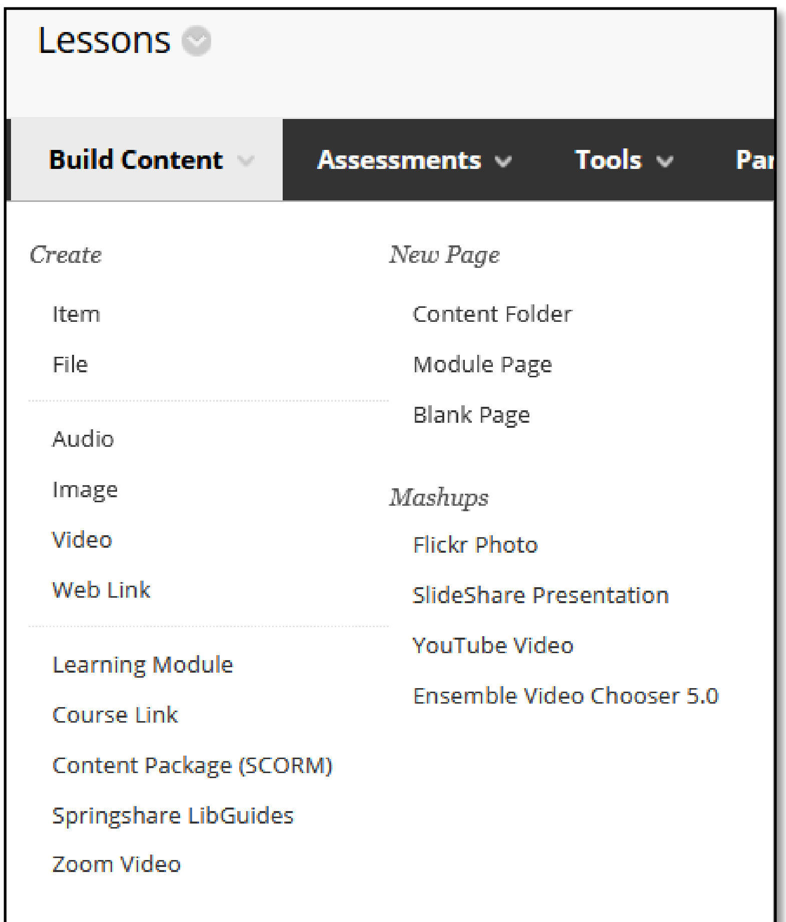
The **Lessons** area is designed to house the majority of your instructional content. Here, you can create lecture notes, hyperlinks, quizzes, discussion forums, assignments (for digital submissions), and more. Lesson content can be accessed directly within the **Lessons** area or nested within folders or subfolders.



CREATING CONTENT

THE BUILD CONTENT OPTIONS:

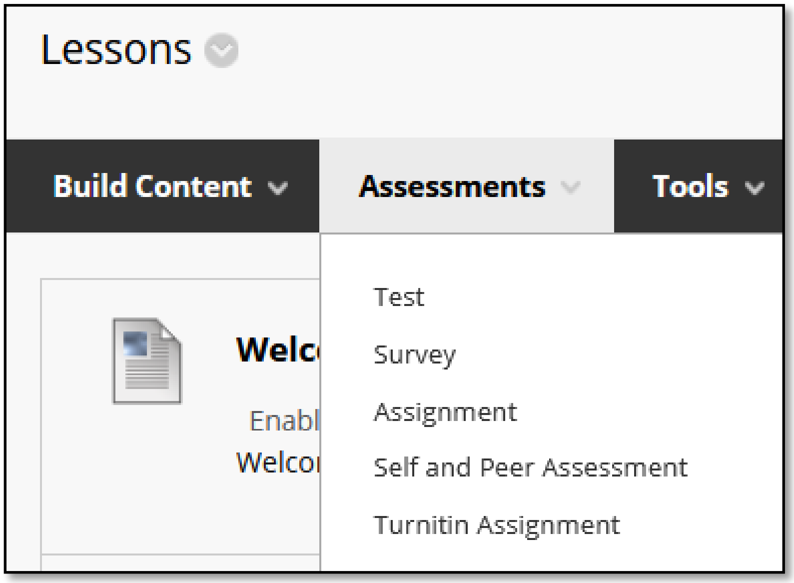
Pointing to **Build Content** (located on the action bar) displays a variety of content that instructors can create, including: folders, items, pages, hyperlinks, and more.



CREATE ASSESSMENTS IN A COURSE AREA

You can provide tests, surveys, and assignments in content areas or folders. You can create a new test, survey, or assignment or link to an existing one.

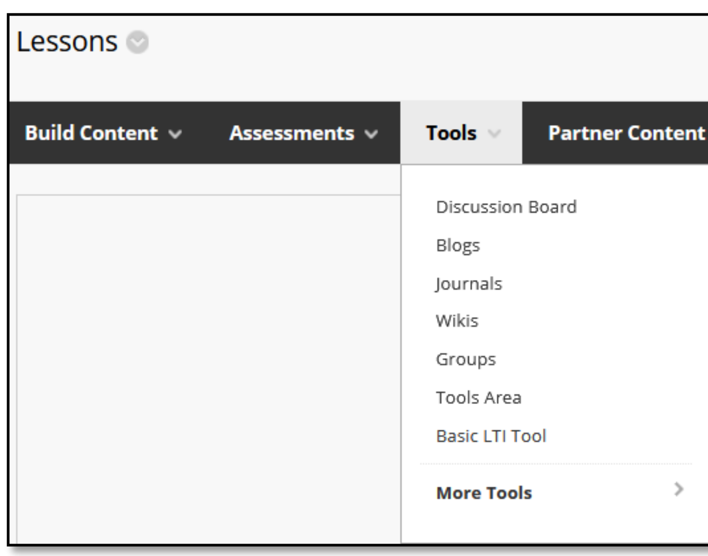
Point to **Assessment** in the course area's action bar to select the type of assessment.



LINK TO TOOLS IN A COURSE AREA

Providing the relevant tools for a lesson within a course area creates a seamless experience for users. For example, you can provide discussion forums and journals with multimedia, lecture files, and tests.

When you include a tool in a course area, you can describe what it is used for, provide instructions for the tool, and attach necessary files. For example, you can link to a blog, attach a file to read, and explain that users need to post to the blog next week.



You will learn more about how to add folders and files in this manual in upcoming sections. Please consult the Faculty Help website (faculty.wtamu.edu/wtclass) to learn more about adding other content items available in WTClass.

FOLDERS

CONTENT STRUCTURE

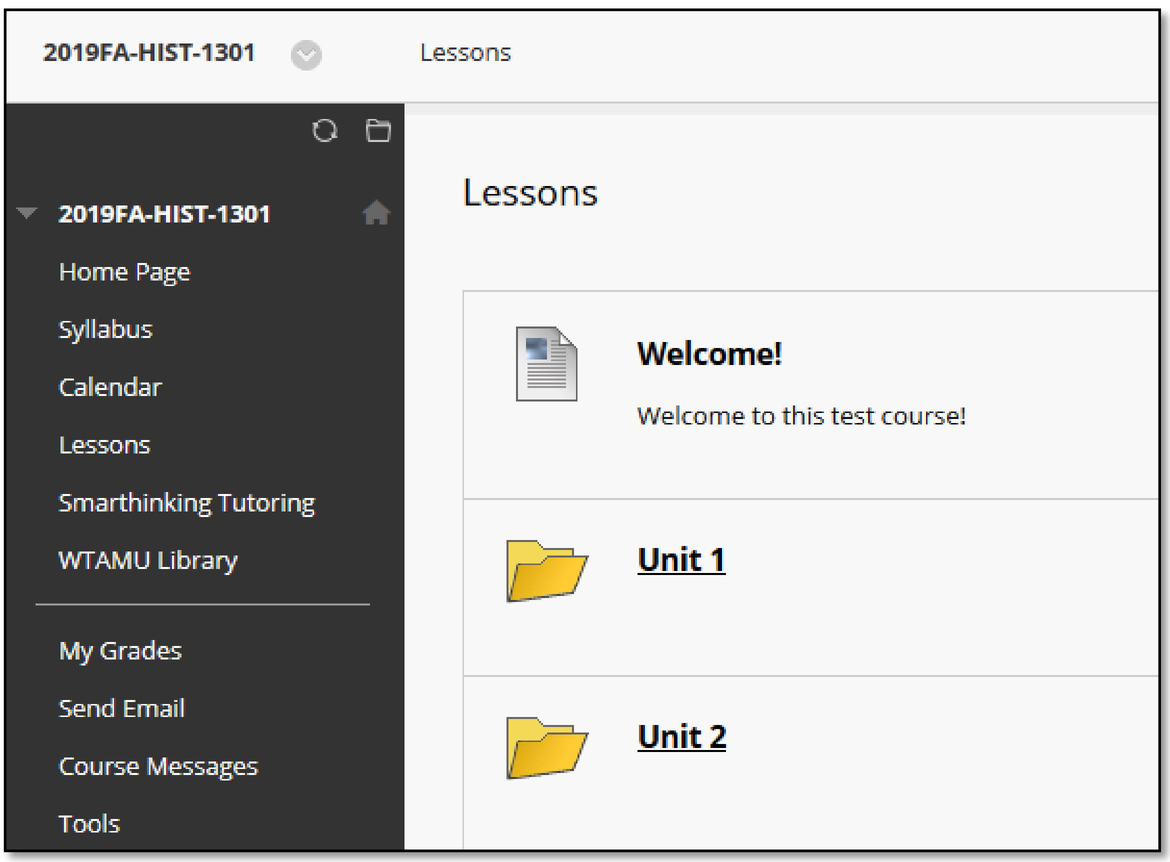
WTClass uses folders to build the basic structure of your course. The template within WTClass provides a consistent "look and feel" within the course which allows students to quickly find materials and aids instructors with course organization.

Content is organized through folders. The basic steps are to first create an organizational folder and then add content to the folder. Content items will vary per course and discipline.

For supplemental materials for your face-to-face class, you can use WTClass for:

- Posting materials that must be completed for an upcoming class session. This may include readings, quizzes, surveys, discussions, and so on.
- Review of in-class activities, usually posted AFTER completion of class.
- Review of material through online discussions, using discussion forums, chat features, or document sharing.
- Assessment of learning/submission of assignments.

Creating a weekly folder with content-driven subfolders yields the best results. Supplemental approach users may use other resources such as the calendar, communications (email or messages), or management tools (Grade Center).



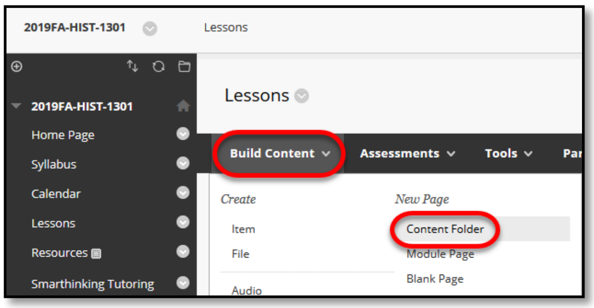
HOW TO ADD A CONTENT FOLDER

*To **add a content folder** to the Lesson area:*

1. Change **Edit Mode** to **ON**. 

2. Access a content area (Lessons or other folder).

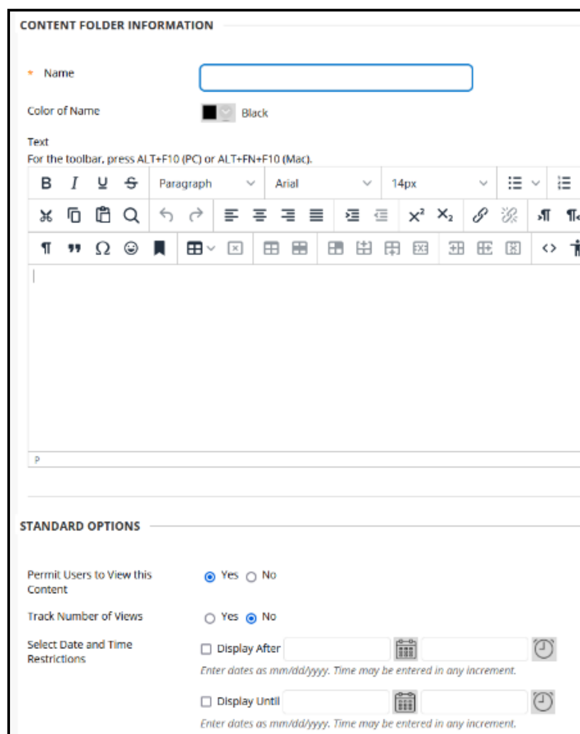
3. On the action bar, point to **Build Content** to access the drop-down list.



4. Select **Content Folder**.

5. On the **Create** page, type a **Name** for the folder. (You can add a subtitle in the text area.)

6. Select the options.



   a. Select **Yes** to **Permit Users to View this Content**.

   b. Select **Yes** to **Track Number of Views**.

   c. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.

      i. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

      ii. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

      iii. Display restrictions do not affect item availability, only when it appears.

7. Click **Submit**. A link to the new folder appears in the course area.

A newly created folder is an empty container. Click the link to the folder in the course area to access it. Next, point to any of the functions in the action bar to create content.

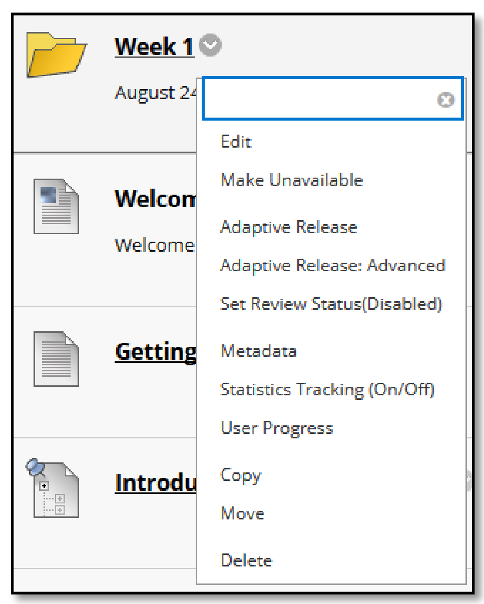
After creating content in a folder, you can set the sequence of items with the drag-and-drop function or the keyboard accessible reordering tool on the action bar.

Tip: To create a sub-folder, first create a parent folder. Click the name of the parent folder to open it, then point to **Build Content** on the action bar of the parent folder and select **Content Folder**.

Change **Edit Mode** to **OFF** to view the learning module as students see it.

HOW TO EDIT A LESSON FOLDER

To edit a folder, access the contextual menu and select edit. (Edit Mode should be turned ON.)



HOW TO DELETE A FOLDER

WARNING: Deleting a folder will also delete ALL content within the folder. This process is irreversible.

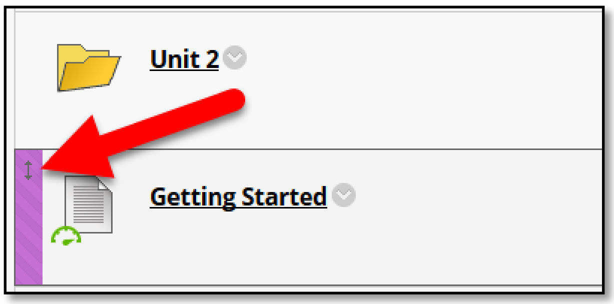
To delete the folder, use the **Delete** option from the contextual menu.

HOW TO REARRANGE CONTENT

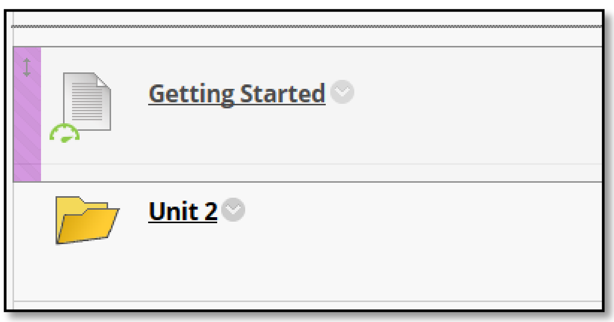
Content appears in the order you added it, but you can change the order. Use the drag-and-drop function or the keyboard accessible reordering tool to rearrange content. Be sure **Edit Mode** is **ON**.

DRAG-AND-DROP FUNCTION

To move an item using the drag-and-drop function, press the arrows next to the item. The item is highlighted.



Press and drag the item into the new location.

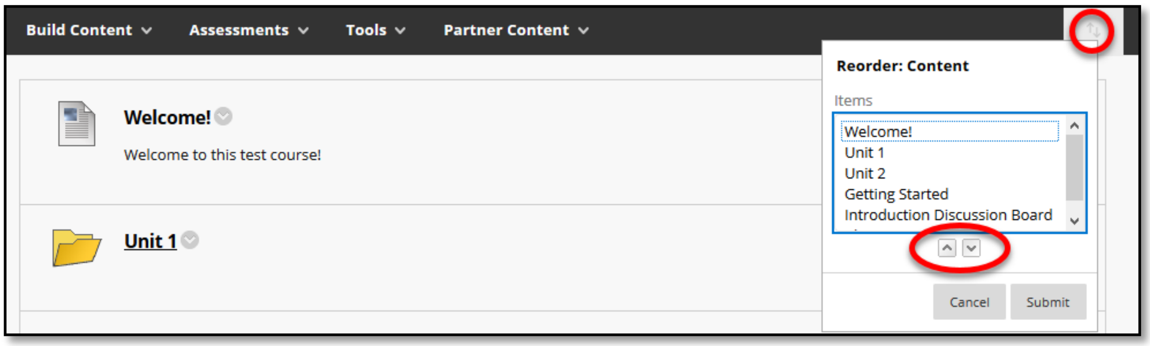


Release the item to place it in its new location.

KEYBOARD ACCESSIBLE REORDERING

Alternatively, you can use an accessible tool to reorder items.

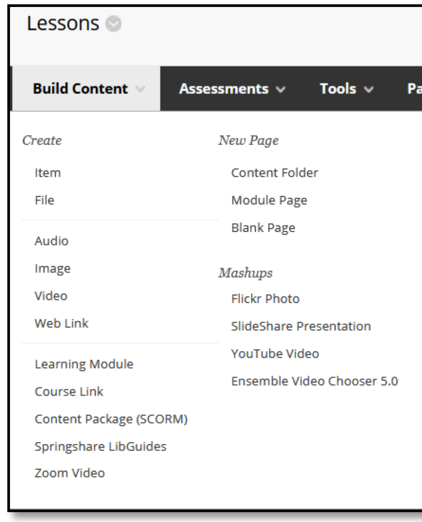
1. In the content area, click the keyboard accessible reordering tool on the action bar.
2. In the Reorder: Content box, click an item in the list to select it.
3. Use the up and down arrows following the title box to adjust the order.



4. Click **Submit**. A pop-up box states: Items have been reordered.
5. Click **OK**.

ADDING CONTENT ITEMS

WTClass provides many options for creating content. After you create a course area, such as a folder, you create content in it by pointing to its action bar to reveal menus for selecting content items, tests, and links to tools.



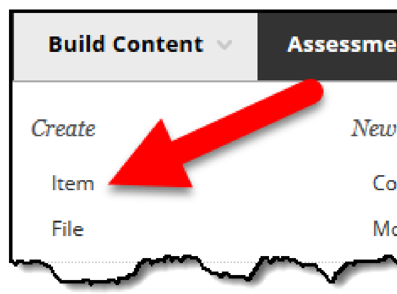
You can make content relevant and interactive by including several different types of learning materials and experiences. For example, you can provide online lectures, multimedia, and surveys.

As you create content, you can set its options, such as availability. This enables you to create content and make it unavailable to users until you are ready for them to view it.

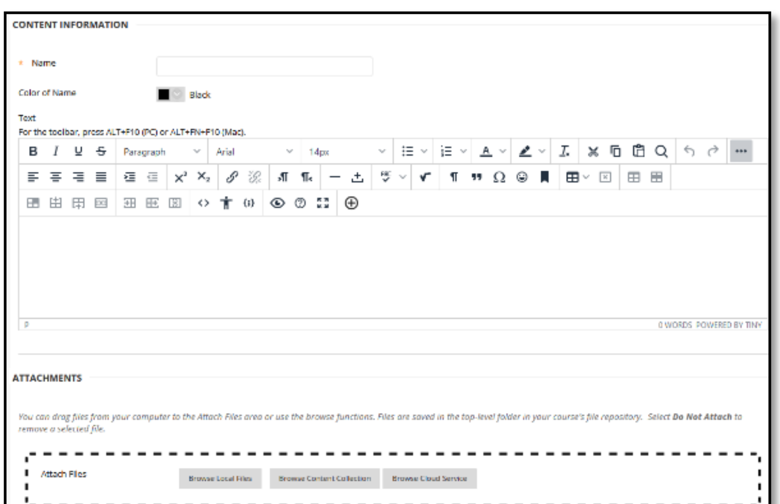
ITEM

HOW TO CREATE AN ITEM

1. Change **Edit Mode** to **ON**.



2. Access a content area or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Item**.
5. On the **Create Item** page, type a **Name** for the item.
6. Optionally, in the **Text** box, type instructions or a description.



7. In the **Attachments** section, attach a file using one of the following options. These files appear in the item before any content editor content.

    - To upload a file from your computer, click **Browse My Computer**.

    - To connect an existing file from the course's storage repository, click **Browse Content Collection**.

8. Select **Options** for the item.

    a. Select **Yes** to **Permit Users to View this Content**.

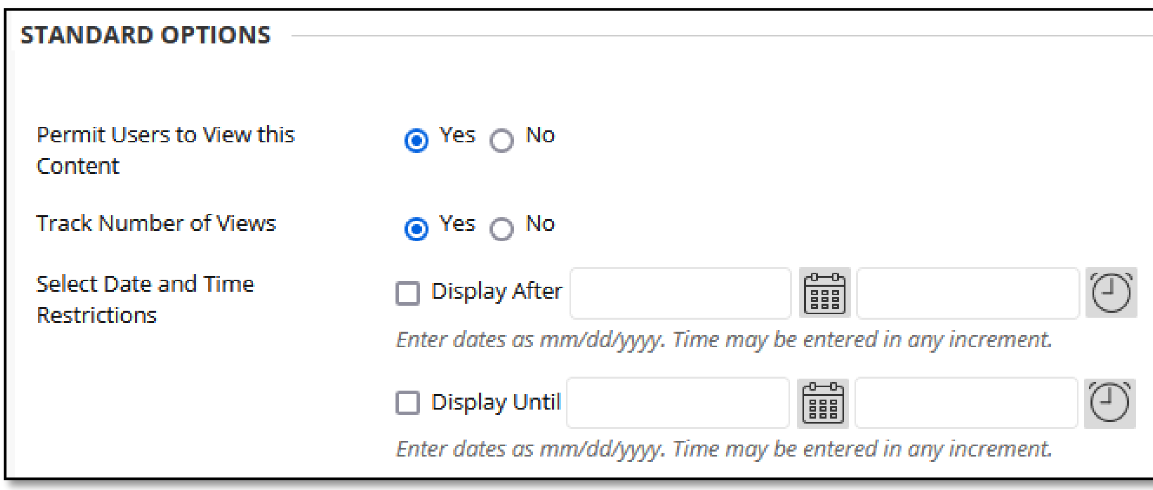
    b. Select **Yes** to **Track Number of Views**.

    c. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.

        i. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

        ii. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

        iii. Display restrictions do not affect item availability, only when it appears.



9. Click **Submit**.

UPLOADING FILES TO A FOLDER

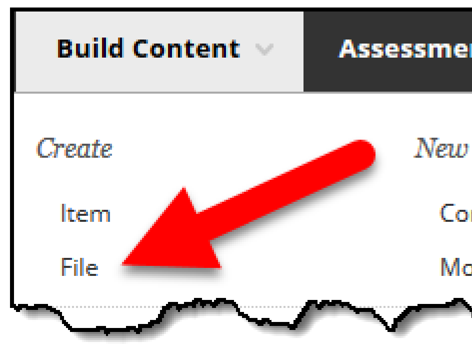
You can use the file content type to create a simple link to a file in a course area. No description appears with the link. You can choose whether users view it as a page within the course or in a separate browser window.

You can upload a single file or a single zipped package. For example, uploading a zipped package would be an effective way to provide students a group of images needed for a lab project. *(Please contact an instructional designer to learn how to upload Camtasia, SoftChalk, and web pages as zipped packages.)*

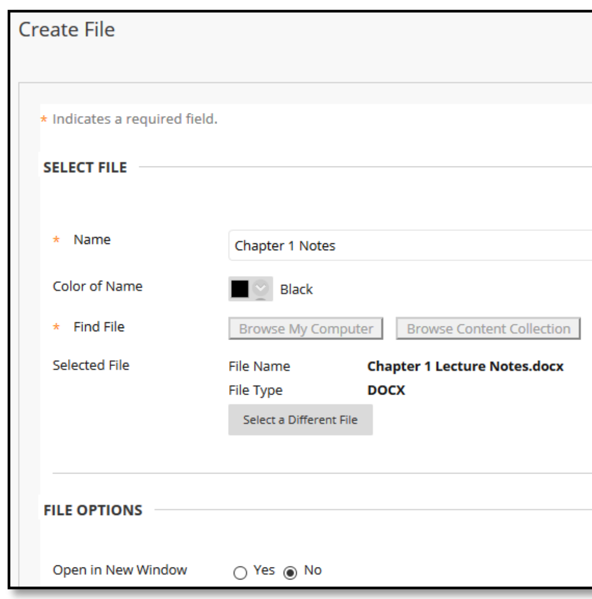
HOW TO ADD A FILE TO A LESSON (CONTENT) FOLDER

1. Change **Edit Mode** to **ON**.

2. Access a content area or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.



4. Select **File**.
5. On the **Create File** page, attach a file using one of the following options.
   - To upload a file from your computer, click **Browse My Computer**.
   - To connect to a file from the course's storage repository, click **Browse Content Collection**.
     a. If you have selected the wrong file, you can click **Select a Different File** to delete the file you linked and replace it with another.



6. Type a **Name** for the file. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link. You can also select the font color.
7. Select Yes for Open in New Window to display the content in a new browser window outside of the course's content frame.

8. Select **Options** for the item.

   A. Select **Yes** to **Permit Users to View this Content**.

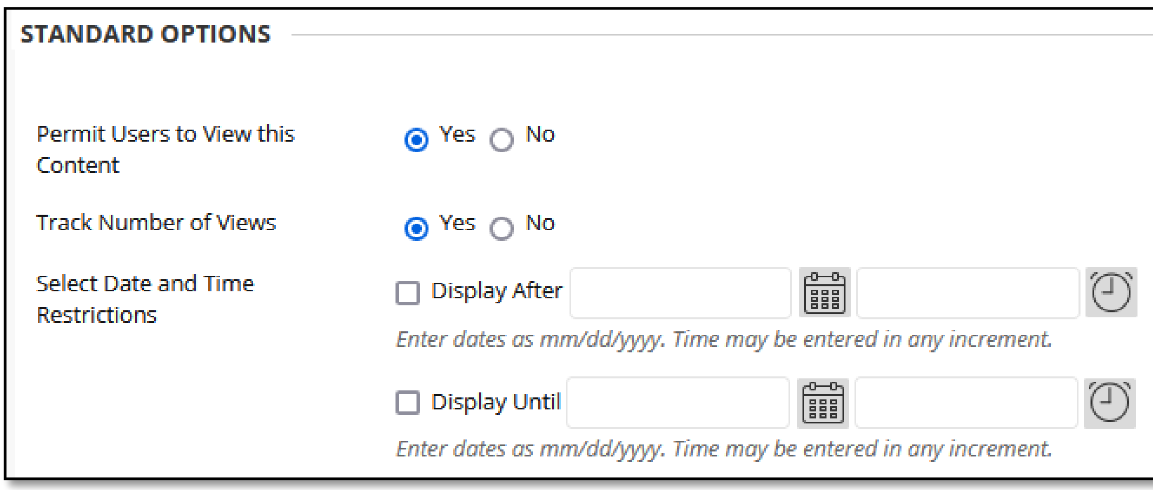
   B. Select **Yes** to **Track Number of Views**.

   C. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time.

      i. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

      ii. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

      iii. Display restrictions do not affect item availability, only when it appears.



9. Click **Submit**.

ALLY

Ally works seamlessly with WTClass to gauge the accessibility of your course files. Ally provides guidance and tips for lasting improvements to your course accessibility.

- Receive feedback on the accessibility of your course files
- Improve file accessibility with Ally's step-by-step instructions

In addition to providing you with insight to your course accessibility, Ally automatically generates alternative accessible versions of files for your students while keeping your original file. This way, while you are in the process of improving files, students can still access alternative copies.

ACCESSIBILITY SCORES

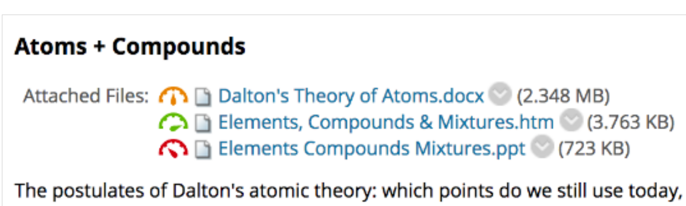
Ally measures the accessibility of your course files, and shows you a colored gauge icon, that represents your file's accessibility score, or level of accessibility. Accessibility scores are determined by the severity of issues in each file. A low score indicates the file has severe or multiple accessibility issues; a high score means there are minor or no accessibility issues. For accessibility scores less than 100 percent, Ally gives you suggestions for improving the accessibility of the file.

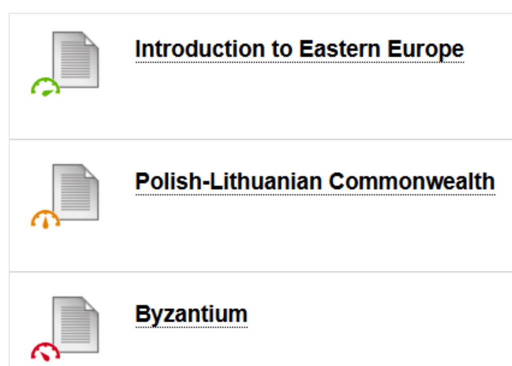
There are four colors of gauge icons that measure your file's accessibility:

- **0 - 33 percent: Red icon – Low.** The file is not accessible and needs immediate attention.
- **34 - 66 percent: Orange icon – Medium.** The file is somewhat accessible.
- **67 - 99 percent: Green icon – High**. The file is accessible but could be improved.
- **100 percent: Dark Green icon – Perfect**. The file has perfect accessibility. There is no action needed to further improve.

VIEW FILE ACCESSIBILITY

After you upload files in your course, Ally produces an accessibility score for each file. In lessons with multiple files, the accessibility score is shown for each file. Select the score (gauge icon) to view information on file accessibility.



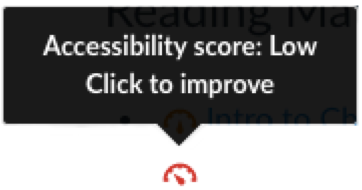


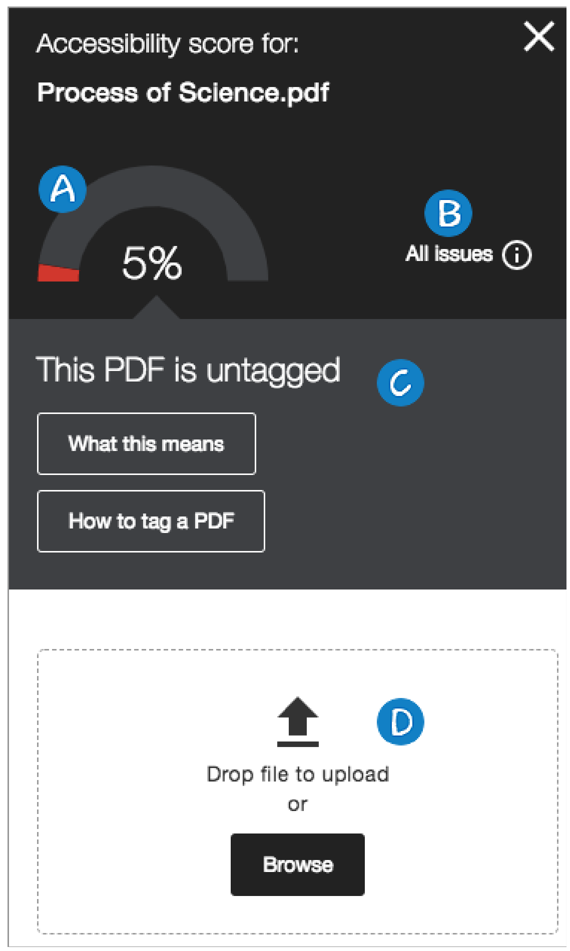
IMPROVE FILE ACCESSIBILITY

Once you have located your file's accessibility score, you can begin to explore accessibility issues and improve files to raise the score. Accessible documents are important for all audiences, and Ally gives you the tools to understand common issues and improve your course files.

THE FEEDBACK PANEL

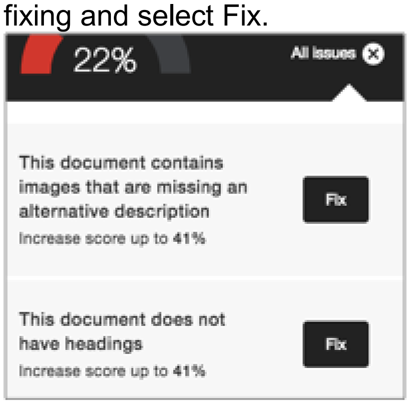
Find a file and select the Accessibility score to view the instructor feedback panel.





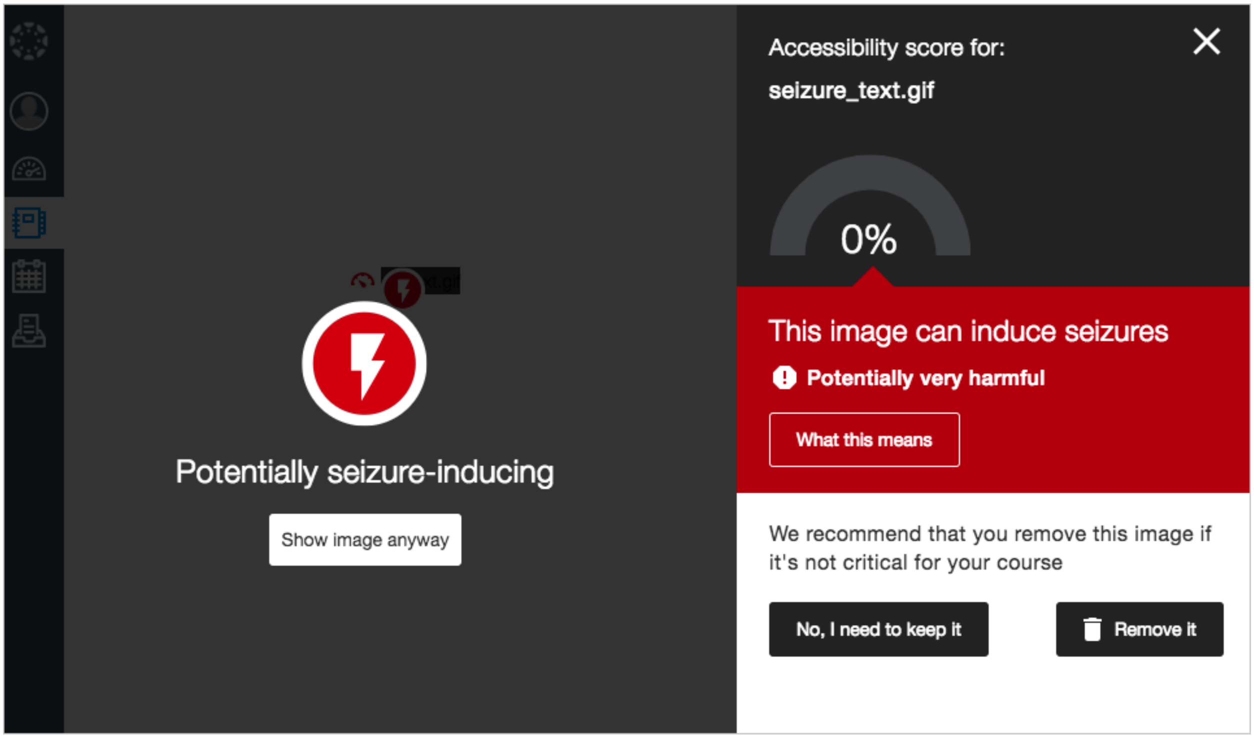
For accessible files, Ally tells you what you did correctly. For files with Low to High scores, Ally shows you the issues and gives a step-by-step guide on how to fix them.

A. Accessibility score: See the overall score for the entire file.
B. All issues: Select All issues to see every issue in the file. This view shows you by how much the score can improve by fixing each issue. Find the issue you want to start fixing and select Fix.



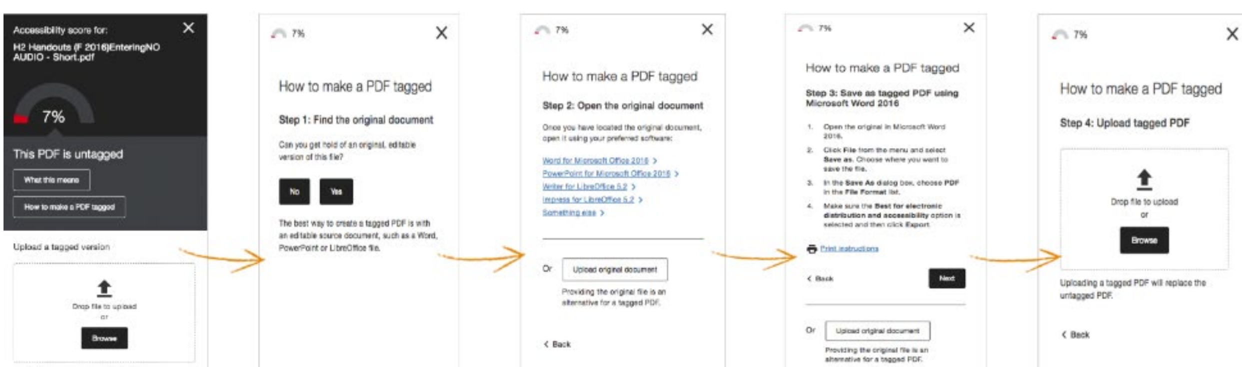
C. Description of issue and step-by-step help: See the description for an issue with the file. *These instructions change depending on the file and the accessibility issues found. For example, with a PDF you may see instructions on how to make the PDF tagged. Select How to Make a PDF Tagged.*
   - Select *What this means* to learn more about the issue.
   - Select *How to* and follow the steps to improve the file's accessibility.
D. Upload: Upload updated files to replace the existing one.

Ally produces either image or text feedback. Image feedback often involves adding a description for clarity. Text feedback will often include multiple step instructions for your preferred software, such as Microsoft Word or LibreOffice.

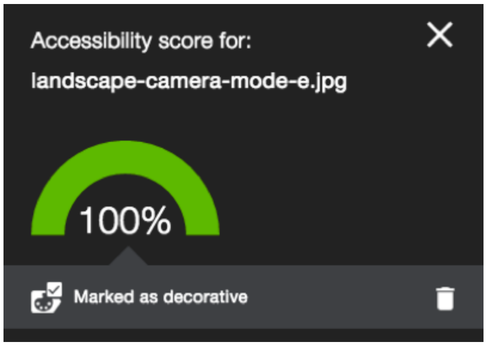


Text feedback often includes multiple step instructions for your preferred software, such as Microsoft Word or LibreOffice. Common issues include untagged PDFs or contrast issues.

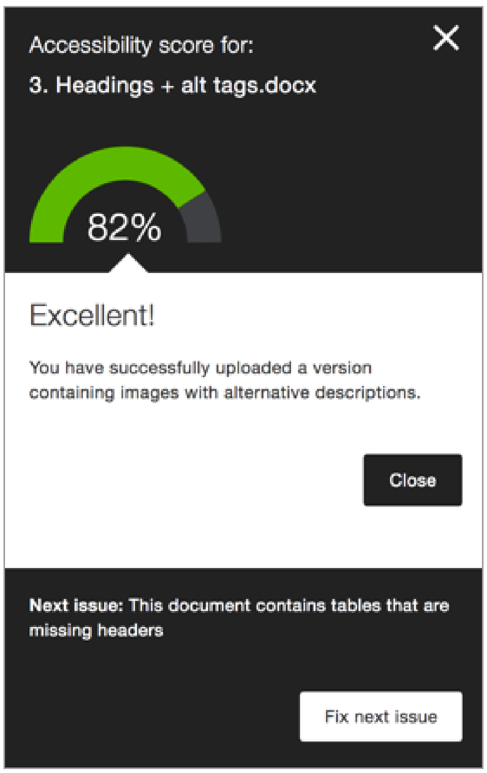
Select the file accessibility score and follow the instructions. These instructions change depending on the accessibility issues found. For example, with a PDF you may see instructions on how to make the PDF tagged. Follow the instructions to find the original document on your computer and open it. Continue to follow the instructions to tag the original document and upload it again.



Ally might prompt you to add additional information or upload resources to make the file more user friendly. Common issues include untagged PDFs, missing descriptions on images, or contrast issues.



After you make your file more accessible, the accessibility score updates next to the file. If you are unable to make your file more accessible, the file will remain with a low accessibility score. If you have multiple issues within your file, Ally will alert you of the next issue to fix.



STUDENT VIEW

Ally is a tool to help make your course content more accessible. Download alternative accessible formats of your course files - choose from semantic HTML, audio, electronic braille and more.

ACCESSIBLE FORMATS

Accessible files include readable text for screen readers, pictures with captions, and easy-to-navigate content. Ally creates multiple accessible alternatives from the original documents in your course. You can download accessible formats anywhere that files are used.

Ally generates alternative formats for these file types:

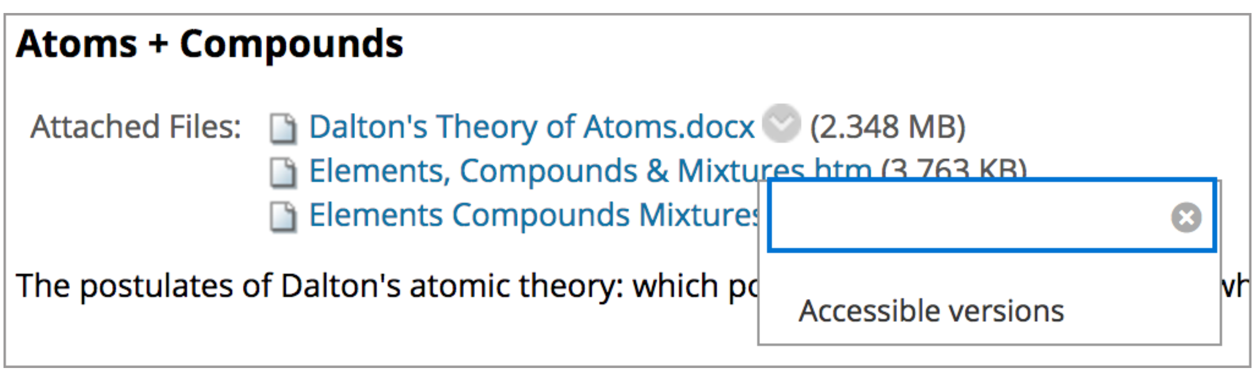
- PDF
- Word
- PowerPoint
- OpenOffice/LibreOffice
- HTML

Ally creates these alternative accessible formats:

- OCR version for scanned documents
- Tagged PDF version of Word, PowerPoint, and OpenOffice/LibreOffice files
- Semantic HTML
- ePub
- Electronic braille

FIND ACCESSIBLE FILES

In your WTClass course, locate a file's menu to the right of the file and select *Accessible versions*.



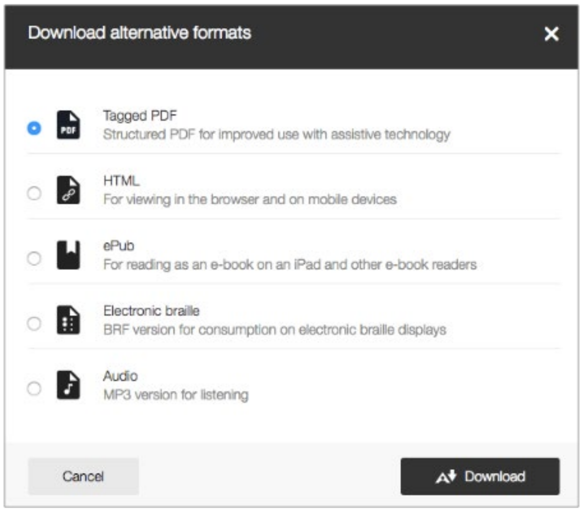
DOWNLOAD ACCESSIBLE FILES

Improved quality of your course files.

Ally creates files that are accessible and easier to use by all students. Ally works within your online course so it is available right where you need it.

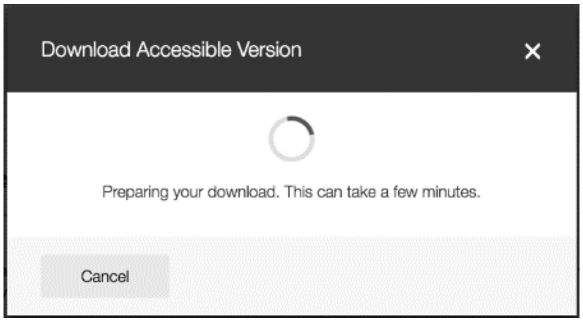
Accessible files include readable text for screen readers, pictures with captions, and easy-to-navigate content. Ally creates multiple accessible alternatives from the original documents in your course. You can download accessible formats anywhere that files are used.

Once you found your course file, select the file dropdown and select accessible file. A pop-up window lists accessible file options. Accessible versions may vary depending on the file type.



Choose a version and select *Download*.

If this is your first download of a specific file type, a *Preparing download* notification appears. The download may take multiple minutes to complete.



Once your file downloads, you can open or save the accessible version. You can also return to the original file to get different versions. The instructor's original file will always remain in your course, regardless of which alternatives you select.

TOOLS

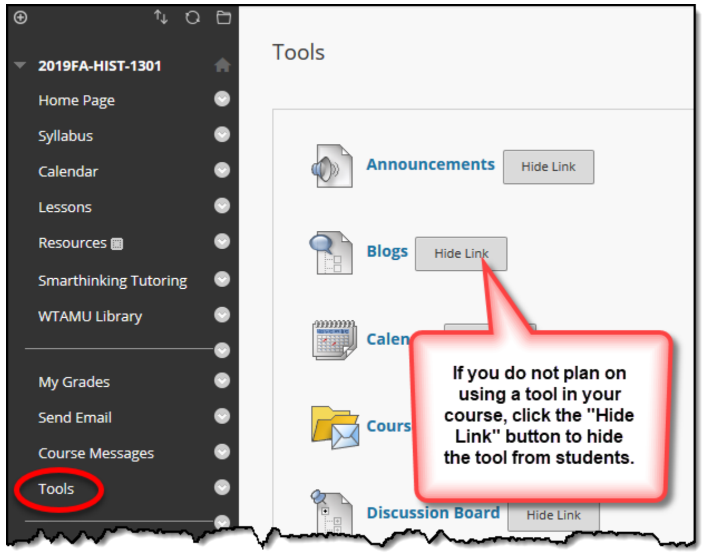
By default, a number of tools are available to your students from the Tools link on the course menu. If you do not plan on using a tool in your course, you can hide it from your students.

To hide a tool from students:

1. Click on **Tools** in the course menu.

2. Click the "**Hide Link**" button to the right of the tool.

If you decide to use the tool at a later date, simply click the "Show link" button to allow the link to become visible.



TOOL AVAILABILITY

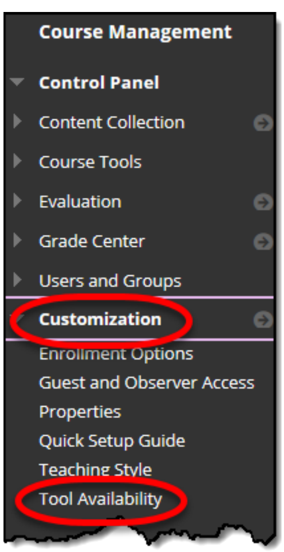
You can also select which tools are available in your course (those which appear on within the Tools link) and other areas in the course.

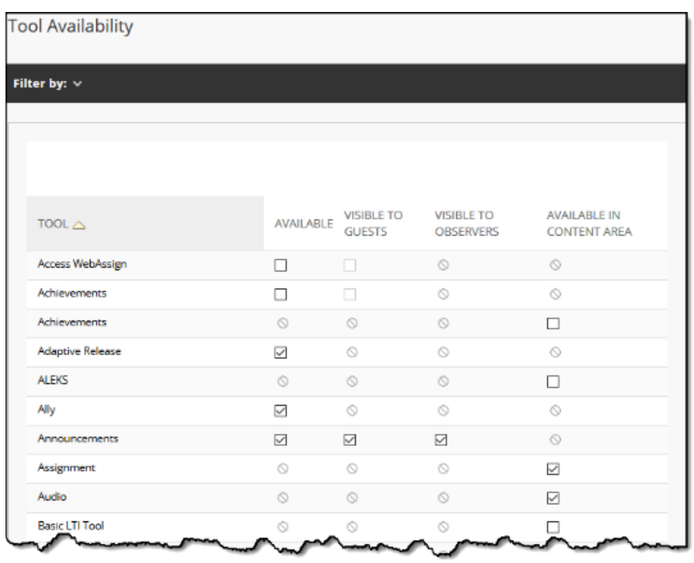
ACCESS TOOL AVAILABILITY SETTINGS

1. On the **Control Panel**, expand the **Customization** section and select **Tool Availability**.

2. Select or clear the check boxes of the tools you want to use in your course and which users will have access to these tools.

3. Click **Submit** to save changes.





*Circle with diagonal line: Unavailable option

PHOTO ROSTERS

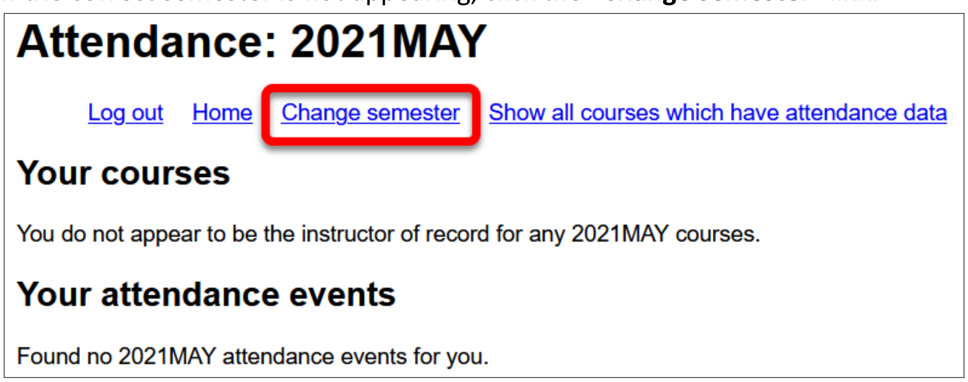
Photo rosters are available for faculty to be able to associate students face with a name. Photos pictures are photos provided by students to the Buffalo Gold Card Office. If no picture is available, the student has not received a Buffalo Gold Card.

ACCESSING PHOTO ROSTERS FOR PRINTING

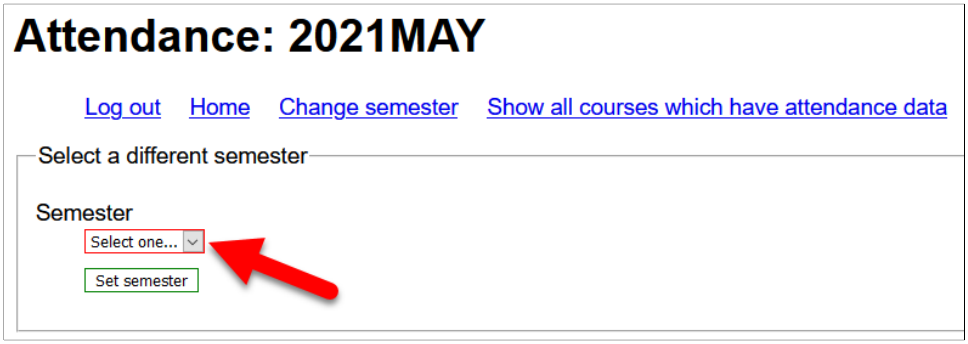
This photo roster is only available for courses who meet face to face. You can access photo roster up to five days before the semester starts. If you need access to photos roster before this, please review the Buff Advisor Photo Roster information later in the document.

1. Log into your course in WTClass.
2. On the Course Home Page, in the **Early Alerts and Publishing Grades** module, click on the "**Course Attendance**" button.

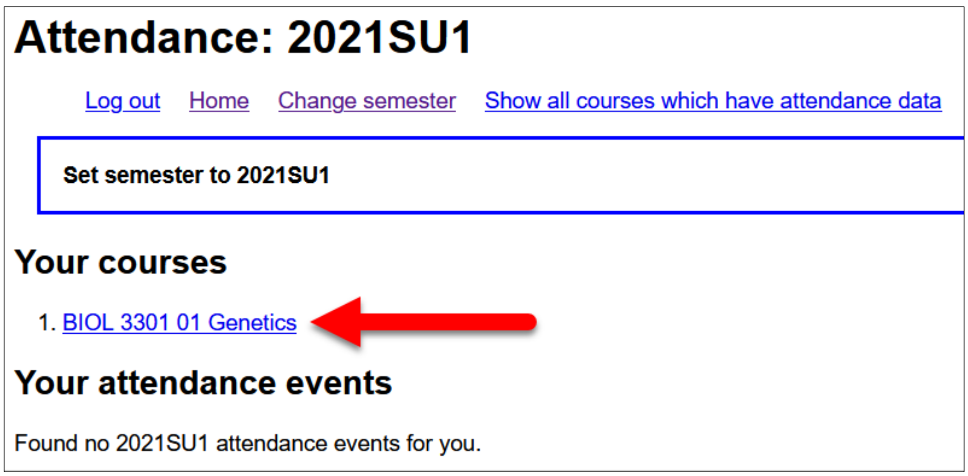
3. If the correct semester is not appearing, click the "**Change semester**" link.



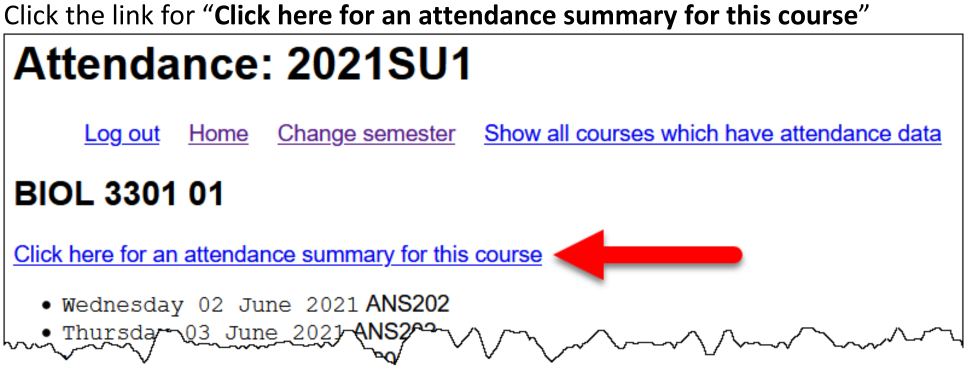
4. Click the **dropdown menu** for the semester and select the semester you want to view.



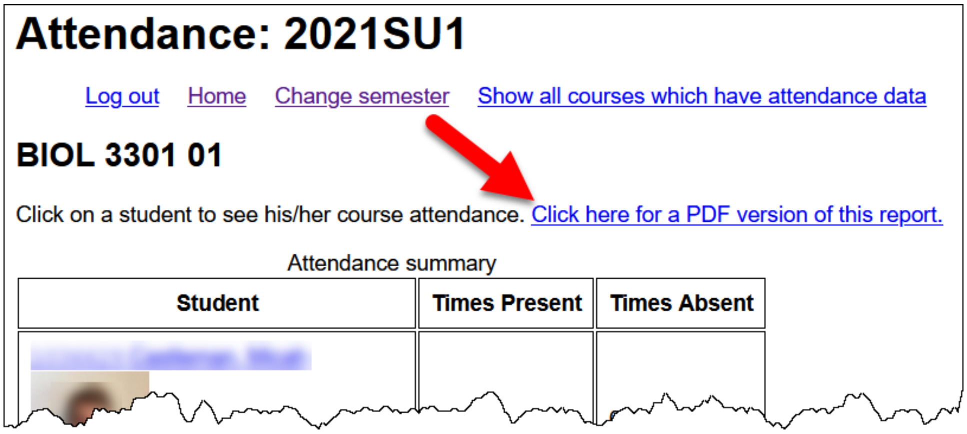
5. Click “**Set semester**.”
6. Select the course to view from the list of courses.



7. Click the link for “**Click here for an attendance summary for this course**”



8. Click the link for “**Click here for a PDF version of this report**.”



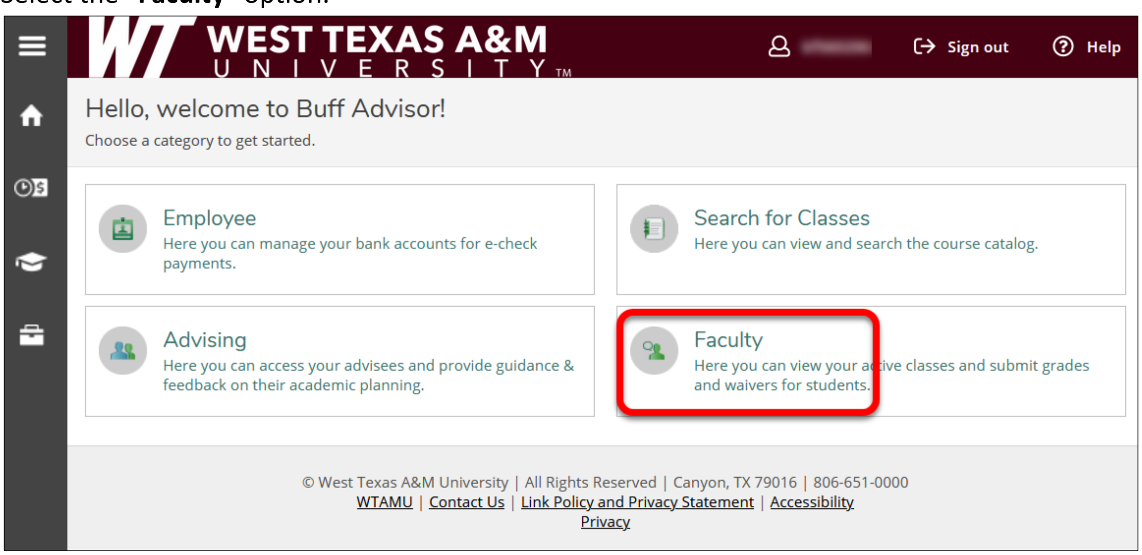
9. A PDF report will open for you to save and/or print.

ACCESSING PHOTO ROSTERS THROUGH BUFF ADVISOR

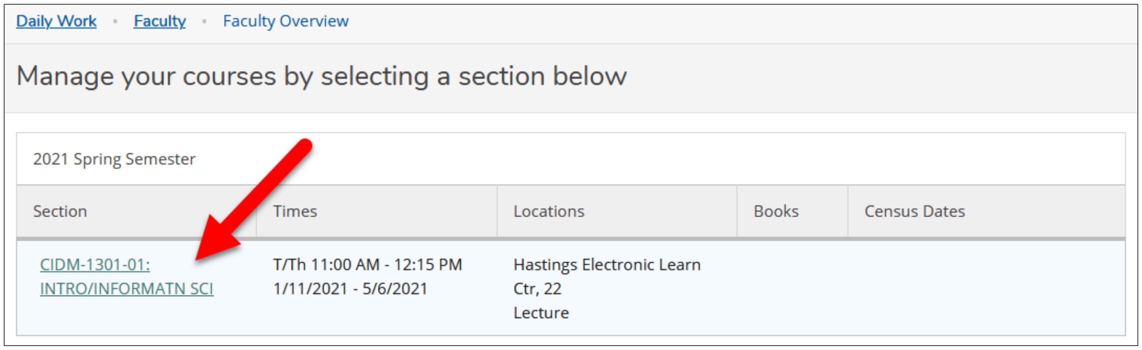
To view the photo roster for online courses, or before the semester starts, you can access a photo roster through Buff Advisor.

1. Log into the MyBuff Portal by going to the WTAMU webpage or accessing mybuff.wtamu.edu.
2. Click on the “**Buff Advisor**” icon.

3. Select the “**Faculty**” option.



4. Select the **course** from the list.



5. A list of your students with photos will appear.

GRADE CENTER (GRADEBOOK)

The Grade Center is WTClass's gradebook tool. All gradable items, like assignments and tests, are automatically attached to the Grade Center by default. Faculty can also create grade columns for any requirements that require grading but do not require a submission through WTClass.

Final Semester Grade Column (External Grade)

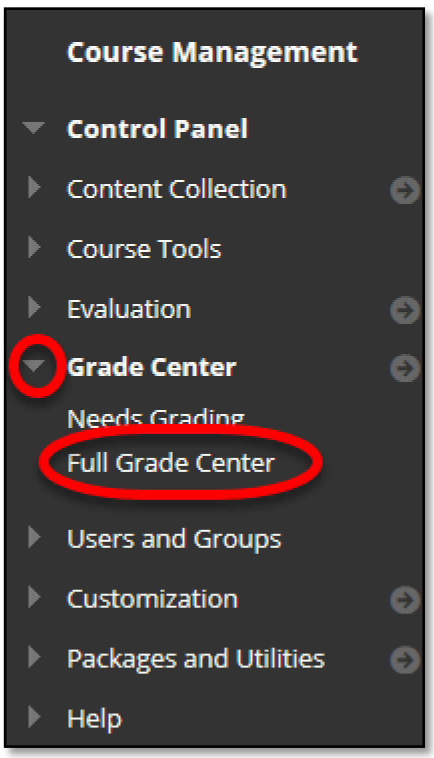
Faculty decide which grade columns are added or averaged into the external grade column for the final semester grade. (This column may be labeled Overall, Points, Percentage, Total, or Weighted Total.)

ACCESSING THE GRADE CENTER

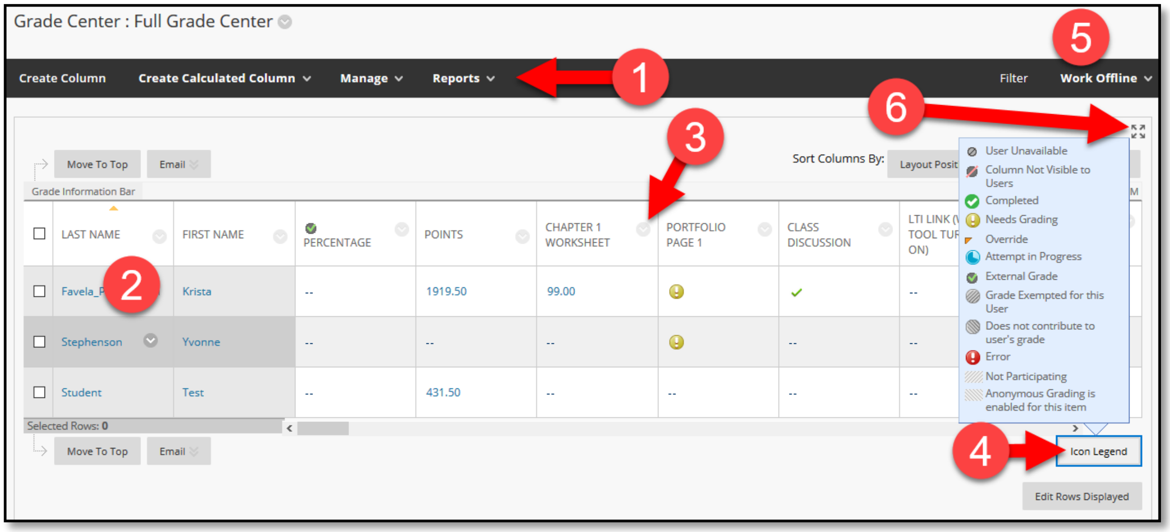
The Grade Center is accessed from the Control Panel in any WTClass course.

A. Click **Grade Center** to expand the menu.

B. Click **Full Grade Center**



Overview



1. **Action Bar**:

    a. *Create Column* – Creates a column where you manually enter grades.

    b. *Create Calculated Column* – Creates a column where you can choose multiple columns and weight grades (i.e. Percentage mode type of gradebook).

    c. *Manage* – Customize and manage the Grade Center. Choose from Grading schemas, Categories, Column Organization, and Row Visibility.

    d. *Reports* – Create Reports on information in the Grade Center.

2. **Course Roster** – List of students registered for the course.

3. **Column menu** – Provides access to the contextual menu of a column.

4. **Icon Legend** – Provides legend for icons that may appear in the Grade Center.

5. **Work Offline** – Download the Grade Center into an Excel spreadsheet for working offline or as a backup of the gradebook. (You can print your gradebook from Excel.)

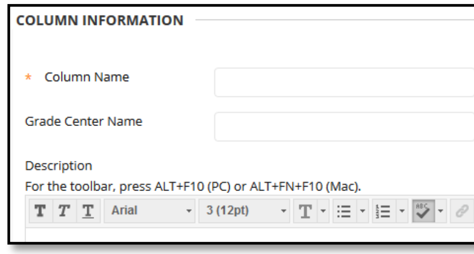
6. **Full Screen Mode** – Enlarges the Grade Center page to take up the enter window.

CREATING A GRADE COLUMN

You can create a grade column for gradable items that are submitted outside of WTClass (i.e. paper assignments).

1. On the action bar, click **Create Column.**

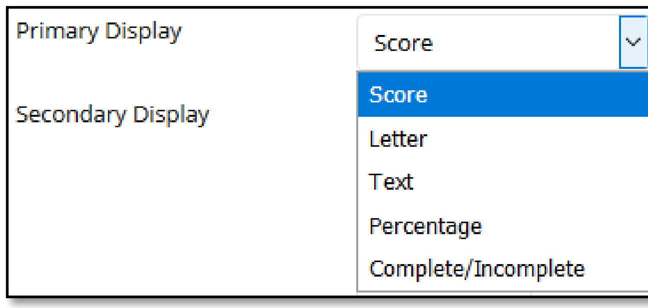
2. Provide a **Column name**



3. Provide a Grade Center Display Name (optional) – only instructors see the Grade Center name

4. Description (Optional)

5. Determine **Primary Display** for grading (Score, Letter, Text, Percentage, or Complete/Incomplete) – ***this is how your students will see their grade (98, A, 98%).***



   Important Tip: If you choose Percentage as the Primary Display and type the achieved numeric score into the Grade Center grid directly, the number you type is interpreted **as a percentage and not the score**. Therefore, if you want the system to calculate percentages when you type a score, select Score as the Primary Display and select Percentage as the Secondary Display. Scores you type directly in the grid will display a percentage in parentheses.

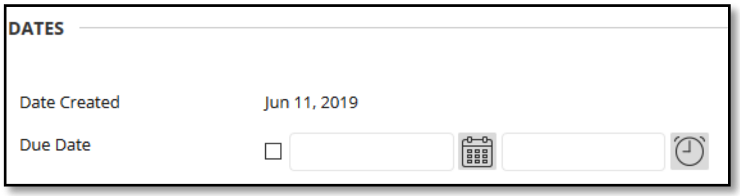
6. Determine Secondary Display (Optional) – *only instructors see this second display*. The default setting is *None*. In the Grade Center column, the secondary value appears in parentheses. **The secondary value does not appear to students.**

7. Select a pre-created Category (Optional)

8. Provide a value for the **Points Possible**. Entries must be numerical.

9. Attach a Rubric (Optional).

10. Provide a Due Date (Optional). Due dates appear on the calendar.

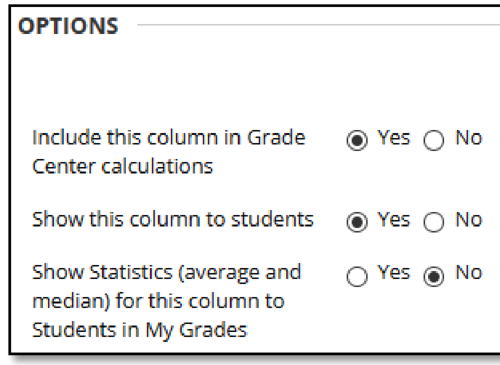


11. Determine the column's Options (default settings are recommended)

    a. *Include this Column in Grade Center Calculations:* Click **Yes** to make the column available for potential inclusion when creating calculated columns.

    b. *Show this Column to Students:* Click **Yes** to display the column to students in My Grades.

    c. *Show Statistics (average and median) for this Column to Students in My Grades:* Click Yes to include statistical information with the grade value when shown to students. (Default setting is set to No.)



12. Click **Submit**.

MANUALLY ENTERING GRADES

TO ENTER OR CHANGE A GRADE FROM THE GRADE CENTER:

1. Point to and click the desired cell
2. Type the new or corrected value
3. Press **Enter** on the keyboard.

TO CHANGE A GRADE FROM THE GRADE DETAILS PAGE:

1. Point to the desired cell, click the contextual menu and select **View Grade Details**.
2. Select **Edit Grade** and type the new value in the Current Grade Value box and add any feedback to user.
3. Click **Save**.

STUDENT PREVIEW

The student preview feature allows you to **view a course as a student does**. The system creates a student account, called the preview user account. You are logged in as that student and enrolled in the current course.

When you activate student preview, you can perform the following student activities:

- Submit assignments
- Take tests
- Create blog and journal entries
- Create discussion posts
- Create wiki pages
- View the student tool, **My Grades**

Availability

When available, the **Enter Student Preview** icon appears in the top - right corner of your course pages.

Note: Student preview is different than **Edit Mode**. When **Edit Mode** is **ON** , you see all the course content and the editing controls for each item. When you change **Edit Mode** to **OFF**, all the editing controls are hidden, but you still see content that is hidden from students. Also, you cannot see student - only content, such as **My Grades**.

ENTER STUDENT PREVIEW MODE

1. To enter student preview mode, click the **Enter Student Preview** function, at the top-right corner of your course pages, next to the **Change Course Theme** function.

2. Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course.

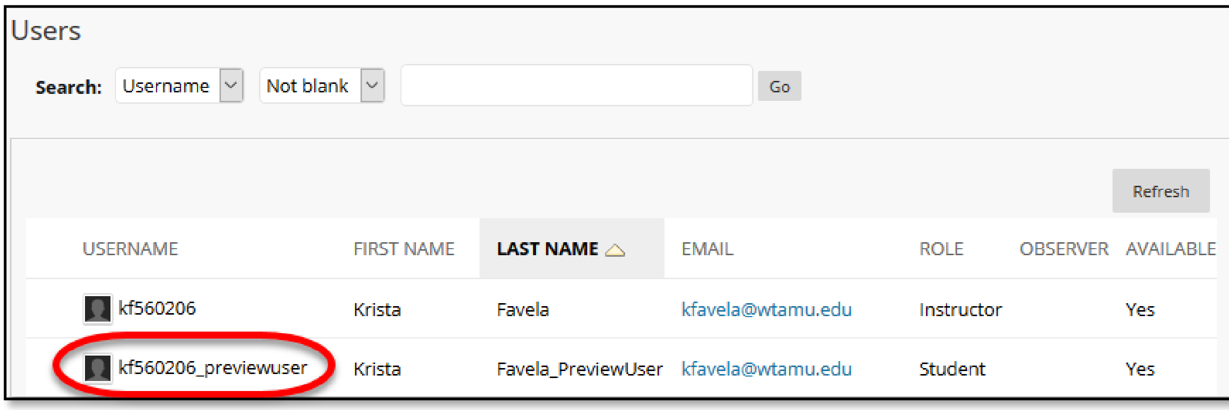
When you activate student preview, the student preview bar appears at the top of every page. The bar displays the text "Student Preview mode is ON" and has **Settings** and **Exit Preview** functions.

Student preview mode is active only in the courses where you enabled it. You are still an instructor in the rest of WTClass. However, the same preview user account will be used when you enter student preview mode in more than one course.

Understand Your Preview User Account

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course. Students and administrators can easily identify this as your preview user account by the way it is named: its last name is your last name appended with "_PreviewUser" and its username is your username appended with "_previewuser".

NOTE: If you are teaching a course with another instructor, you will each have your own preview user account.



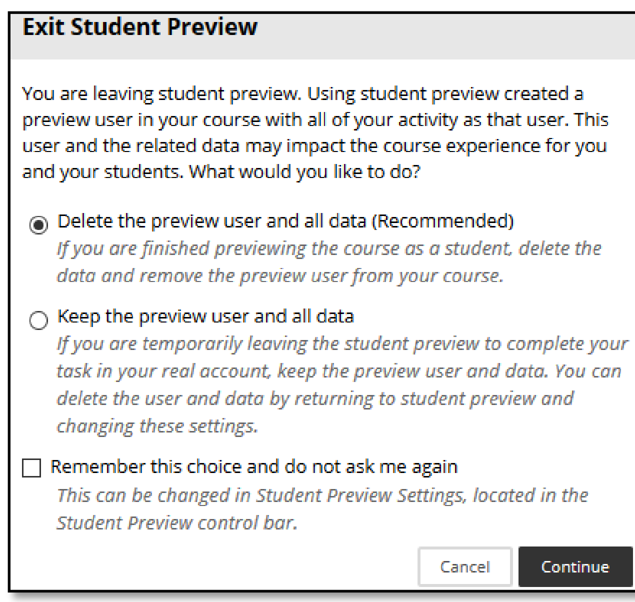
As a preview user, all the data associated with your activities are captured by WTClass, such as submitted assignments and discussion posts. In fact, other students can interact with your preview user. For example, they can reply to your posts as though you were another student enrolled in the course.

EXIT AND DELETE YOUR PREVIEW USER ACCOUNT

Click **Exit Preview** to exit the student preview.

IMPORTANT! If you leave the course without exiting from student preview you will return to student preview when you return to the course.

When you exit the student preview, you are prompted to keep or delete the preview user and all its associated data.



DELETE THE PREVIEW USER AND DATA

It is considered best practice to remove the preview user and its associated data. For a discussion of when to keep it, see “Keep the Preview User and Data”.

In the **Exit Student Preview** dialog, select **Delete the preview user and all data (Recommended)**. If you want, select the **Do not ask me** check box. The course will automatically complete your choice each time you exit student preview.
Note: To change this setting at any time, click **Settings** in the student preview bar.

Deleting the preview user has the following effects:

- All activity conducted or created as the preview user is removed from the course permanently. This includes test attempts, assignment submissions, grades, and discussion posts. Also deleted is any interaction an enrolled student has with the preview user, such as replies to a preview user’s discussion posts.
- The preview user is unenrolled from the course. If the user is not enrolled in another course, the preview user account is deleted.

KEEP THE PREVIEW USER AND DATA

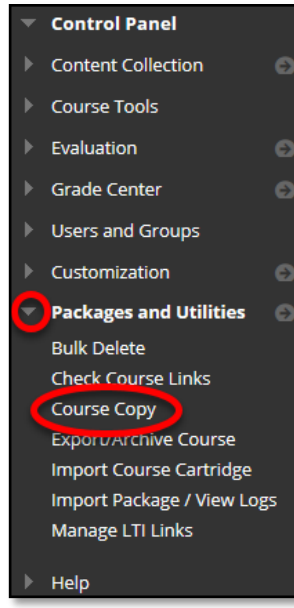
Select **Keep the preview user and all data** if you need to keep the user and data to see how student activity presents itself to you as the instructor, such as grade calculations. If you keep the data, the preview user account will appear in the course roster, Grade Center, and any place where you did something as that user.

When you save the preview user account, the dot in the middle of the **Enter Student Preview** function icon turns green, indicating the preview user account is available for use.

	WARNING! If you keep your preview user account and run reports or gather statistics from your course your numbers will be skewed by one (or more if there are multiple instructors using student preview). Also it can potentially confuse your students who may try to interact with your preview student when you are not in student preview mode to monitor the interaction.

COPYING AND MOVING COURSE CONTENT

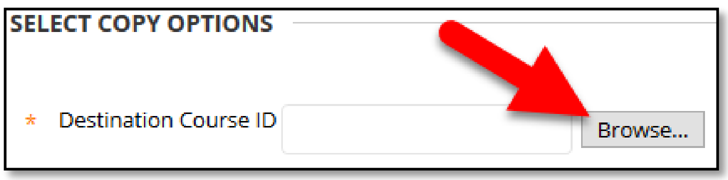
At the end of each semester, you will be responsible for moving content from the previous course shell to the new semester. For instance, if I teach a course in the Fall and the same course is offered in the spring, I will need to move (**copy**) my Fall content into my new spring course.



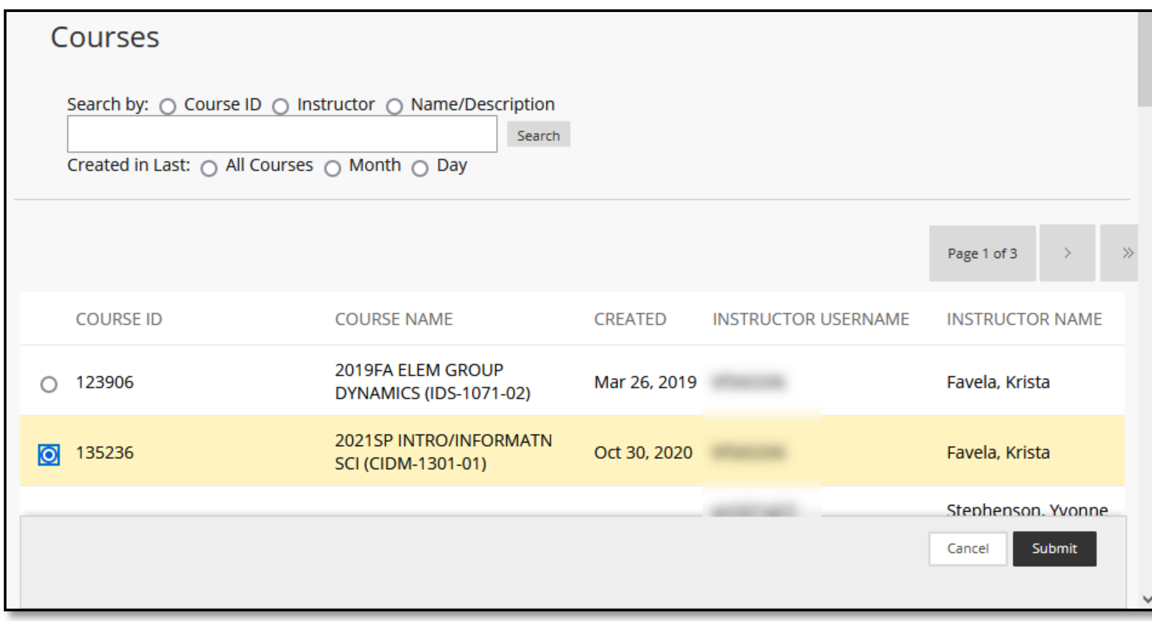
HOW TO COPY A COURSE

1. *In the course you want to copy (your "old" course)*, on the **Control Panel**, expand the **Packages and Utilities** section and select **Course Copy**.

2. For Destination Course ID, click **Browse**.

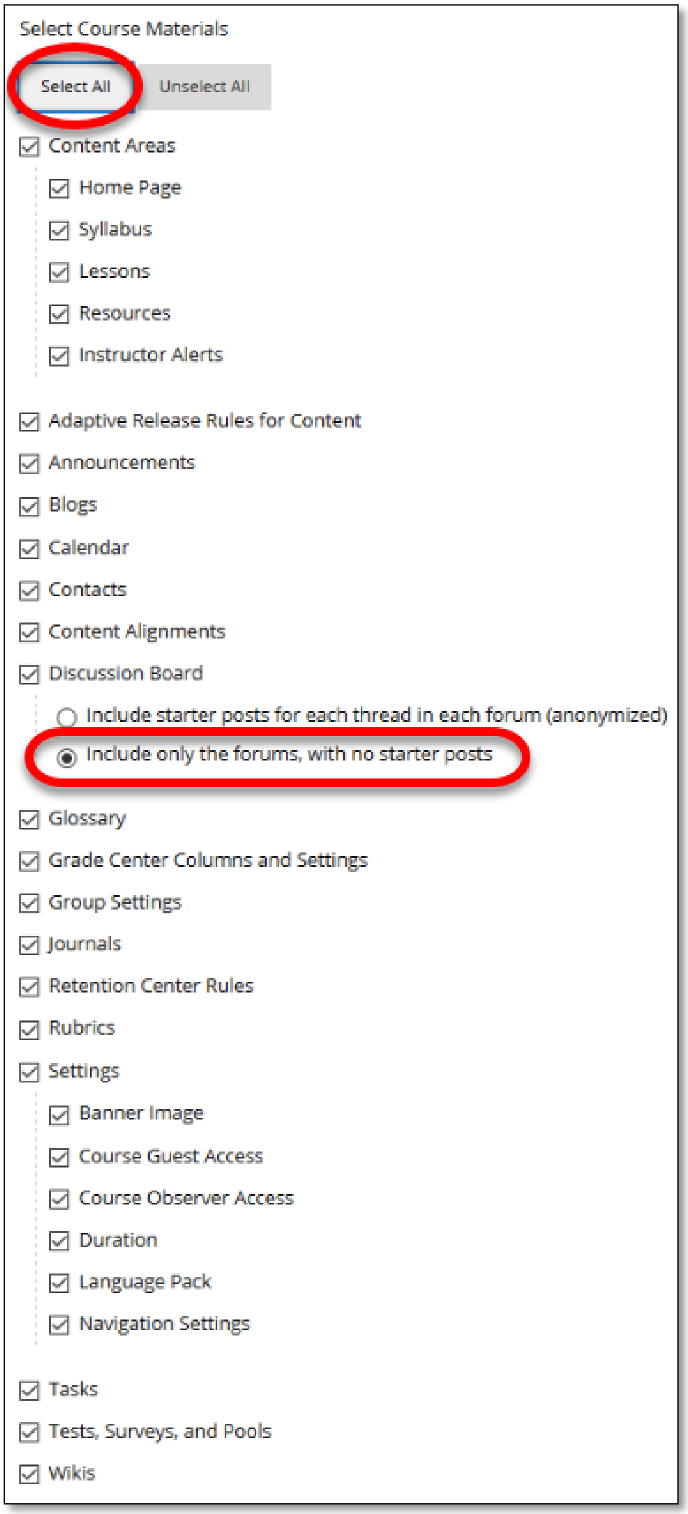


3. A list of all of your courses appear. Select the option to the left of the course you want to copy this course into (your "new" course).

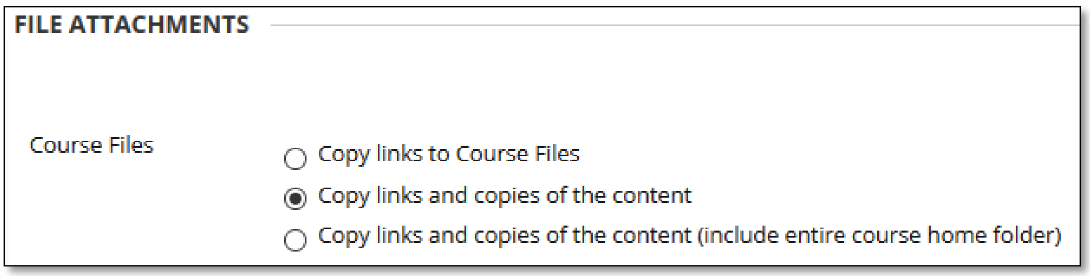


4. Click **Submit**.

5. In the **Select Course Materials** section, select the **Select All** button, and change the Discussion Board option to "**Include only the forums, with no starter posts**."
   If there is a Tool that you do not want moved into your new course, uncheck the checkbox for that Tool.



6. In the **File Attachments** section, select the option to copy links:
   - **Copy Links to Course Files**: No copies of linked files are included in the copy. The copied course will have the same set of links and those links will point back to the original location of the link defined in the origin course.
   - **Copy links and copies of the content**: This will make copies of linked files, but ONLY those files that are linked. Files within the course's home folder that are not linked to any content within the course are not included in the copy. **(Recommended Setting)**
   - **Copy links and copies of the content (include entire course home folder)**: This will make copies of ALL files in the course's home folder whether those files are linked to course content or not.



7. **(Not recommended)** Select **Enrollments** to copy the list of users in the course. User records, such as discussion board posts, grades, and assessment attempts will not be copied. **(Not recommended)**
8. Click **Submit**.
9. When you receive an email that the Course Copy process has been completed, you may begin editing your content.

Note: Content may begin to appear before you receive an email. Until you receive an email the system may still be processing the copy. **Do not re-copy your course** or you will have duplicate content that will have to be deleted.

What if not all my content appears?
If your course is missing content or no content appears, log out of WTClass, and wait 15 minutes before returning. If content is still missing contact the Help Desk or an Instructional Designer.

CLEAN-UP SUGGESTIONS

Old content such as discussion posts, and announcements may have copied over from the original course and should be deleted from the new course.

- Delete old Announcements (May be done through the Course Copy process)
- Delete old Discussion posts (May be done through the Course Copy process)
- Update Due Dates on Tests
- Update Due Dates on Assignments
- Update Opening/Closing Dates on Content
- Replace Files

DO NOT PERFORM A COURSE COPY MULTIPLE TIMES.

If you experience a problem while copying your course, contact the Help Desk or an Instructional Designer.

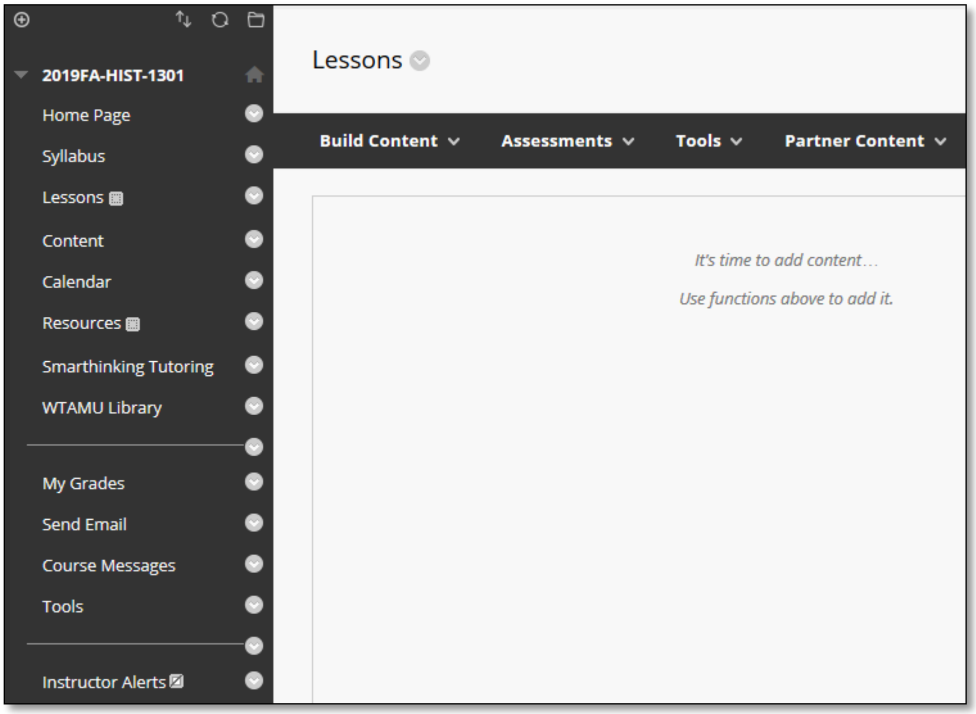
RESOLVING COPIED COURSE ITEMS

When copying content and tools from one course to an existing course, the course menu must resolve itself in the destination course. The following table describes how course menu items are resolved.

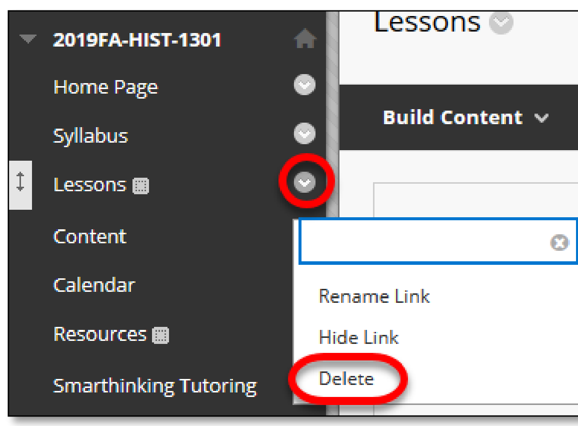
If	Then
A course area in the source course does not exist in the destination course.	The area will be added to the course menu in the destination course ***at the bottom of the course menu.***
The course area in the source course and the course area in the destination course have the same name and are of the same type, for example, Web Links, Course Documents, or Lessons.	The content from the source course will be added, ***but will not replace***, the content in the area within the destination course.
The course area in the source course and the course area in the destination course have the same name but are of different types.	The course area from the source course will be added to the destination course under a different name. The new name will append an incremental numeral to the name. For example, Course Materials will become Course Materials1.

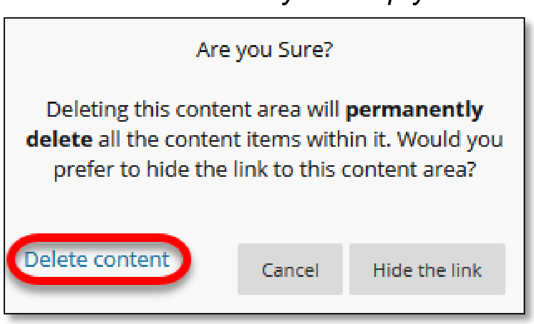
DELETING "LESSONS" AREA WHEN USING A DIFFERENTLY TITLED CONTENT AREA

1. Verify that no content exists in the Lessons area. This can be determined by clicking on the Lessons area in the course menu, and seeing "It's time to add content…"



2. Select the **contextual dropdown menu** for the Lessons area.
3. Select **Delete**.
4. In the confirmation window, select **Delete content**.
   Note: If you delete a content area, all content within this area will also be deleted. Make sure you are deleting the course menu items of your empty course.

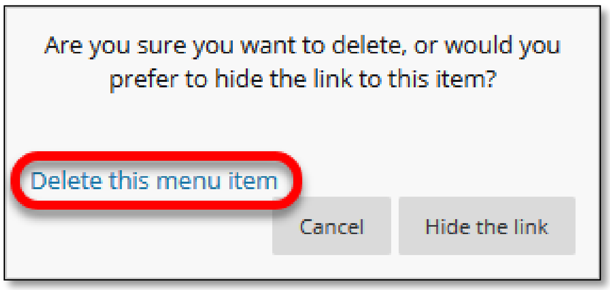


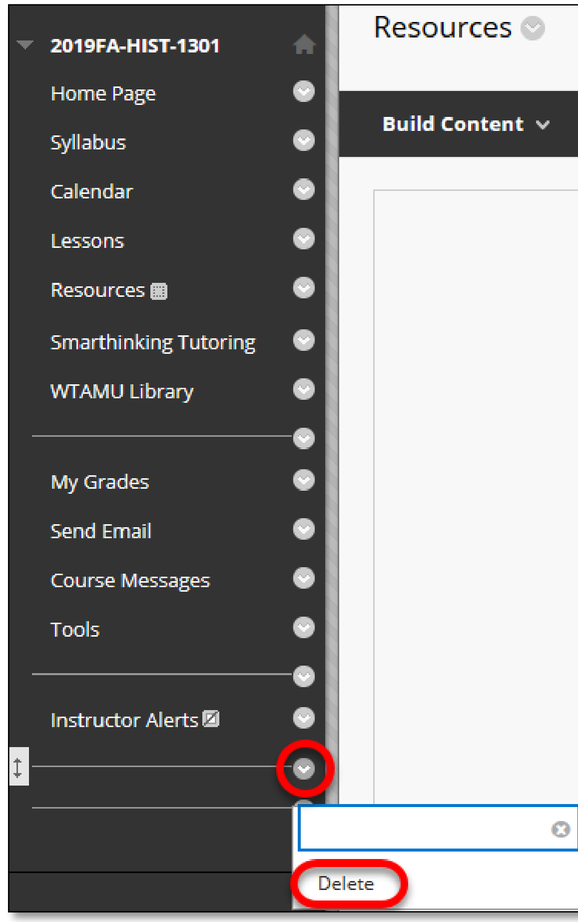


DELETING EXTRA DIVIDER LINES

Extra Divider lines may have appeared at the bottom of your course menu. Delete these extra lines to not confuse students that they may be missing content between these lines.

1. Select the **contextual dropdown menu** for the Lessons area.
2. Select **Delete**.
3. In the confirmation window, select **Delete this menu item**.





APPENDIX

A. SAMPLE SYLLABUS

A syllabus template can be downloaded from the Teaching Excellence Center located at https://www.wtamu.edu/academics/teaching-excellence-center/teaching-excellence-center-teaching-toolkit.html.

Additionally, some departments have their own syllabus template. It is also recommended that those using a departmental syllabus template review the template from the Teaching Excellence Center to ensure that no additional university required elements have been added.

B. BASIC WEB DESIGN

ACCESSIBILITY STANDARDS

All WTClass courses are required to meet federal accessibility standards. Individuals with various disabilities (including blindness, low vision, hearing impairments, deafness, learning disorders, or cognitive disorders) experience a number of obstacles if Web content is inaccessible. Many of these obstacles can be removed by taking steps to improve the accessibility of Web content, including WTClass course content. Providing content in alternative formats helps not only students with disabilities, but also many students who may simply have difficulty with the content.

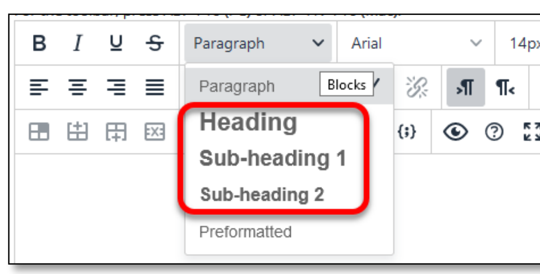
Additional information on Accessibility and Universal Design can be found at:

- http://faculty.wtamu.edu/wtclass/accessibility.html
- http://faculty.wtamu.edu/universaldesign

The following suggestions are some steps you can take to make your WTClass course more accessible.

HTML Editor

Text type	Format
Page Titles	Heading
Main Section Headings	Sub Heading 1
Subsection Headings	Sub Heading 2



Color: Contrasting color between dark and light.

Images: Add a text description for all uploaded images. (On quizzes, a brief description within the text for the quiz question.)

Uploaded Files

1. Use captions with adequate descriptions for images and charts embedded in Word, PowerPoint, or other document files.
2. Have transcripts available for media files (video and audio) for hearing-impaired students. Video should be captioned. (Check for available transcripts or videos that include captioning if the material came from a publisher.)
3. Excel charts legible in gray scale as well as color.
4. Web pages: Alt tags for images

For help with making files accessible, please visit:

- http://faculty.wtamu.edu/wtclass/accessibility.html
- http://faculty.wtamu.edu/wtclass/ally.html

Information about accessibility standards can be viewed at these web sites:

- http://www.section508.gov/
- http://www.w3.org/WAI/gettingstarted/Overview.html

RECOMMENDED WEB STANDARDS FOR CONTENT DEVELOPMENT:

- Fonts
  The minimum size font for the body of your text is between 10-12 points. The HTML editor within the application has a few basic font styles that are approved for your online course. Arial is the WT standard for all web pages. If you choose to use one of the other system fonts, it is strongly recommended that you us a san serif (without hands and tails). We are typically most accustomed to using Times New Roman. Serif fonts, like Times New Roman, are more difficult to read on computer monitors. Use black or another very saturated dark color over a white background. Other colors may be used sparingly for emphasis, but should now be the used to convey important information

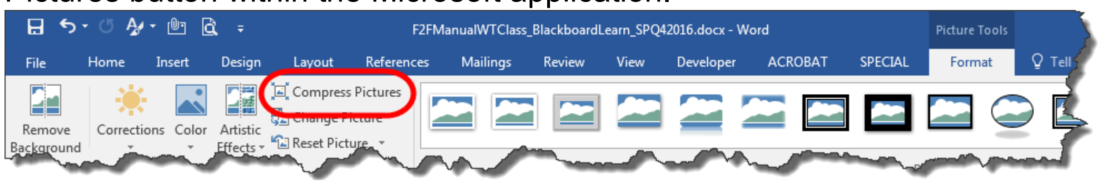
- Backgrounds
  The default background within WTClass is white. No images should be used as backgrounds. If you're importing course content from a vendor, content that was created in another Learning Management System, or content designed in a web editor that was meant to display as a web page (i.e. Dreamweaver), you should remove images and other colors from your background before you transfer content.

- Graphics
  High-resolution graphics do not display at full resolution within web browsers. Use of very large graphics and photographs causes inconvenience to users with slower Internet connection speeds (dial-up-*yes we still have students using this!*). Your

graphics will look better and load faster if they are measured in kilobytes instead of megabytes.

Recommended formats:

- Minimize dimensions and maximize crop.
- Save images as GIFs, JPEGs, and PNGs (JPEGs for photographs)
- When scanning, use image resolution to 72dpi
- To lower the file size, resize the image before uploading.
- Compress images in PowerPoint and Word documents using the Compress Pictures button within the Microsoft application.



Word 2016

- Media (Audio, Video, and podcasts):
  Any media that is copyrighted will need to be streamed to protect students from downloading publisher content.

  WTClass maintains a streaming server to house these forms of rich media. Contact the Academic Technology Department for more information on how to stream your media.

  *Accessibility accommodations: Provide text transcript files (and captioning on video files) for hearing-impaired and visually-impaired students.

- Files
  Some instructors utilize downloadable files in connection with their courses. These may include Word documents, spreadsheets, and PowerPoint presentations. Files may be in any electronic format, **as long as the student has the appropriate application (software) to open and read the file**.

- Online Style
  Reading web pages from a monitor is usually not as enjoyable as from a book or other paper source. Adopting a less formal style (short of e-shorthand) is easier to digest. Writing directly and informally to the online students not only makes the text easier to read, it can help reduce the psychological distance of an online course.

  Readers on the web generally want to find the useful information as quickly as possible. This makes the inverted pyramid format ideal. Present conclusions first, followed by details and background information.