

eCompanion Training Manual

By Angelique Trent, Academic Director and Senior Adjunct Instructor

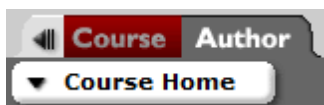
Park University

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To make any changes to your online classroom, click the gray Author tab at the top left corner.

I. Adding a tab

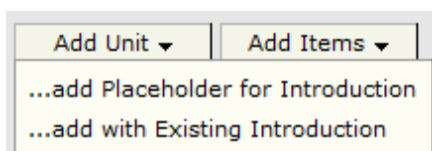
1. To add a tab, click on the Course Home tab in the left column.



2. Click on the Course Units and Items tab in the center of the screen.



3. Click the Add Unit drop down arrow. Choose either Add Placeholder for Introduction or Add with Existing Introduction. (If you have content already saved in eCompanion you want to use, choose Add with Existing Introduction. If you are adding new information, choose Add Placeholder for Introduction. If you choose the second and you realize later that you have existing information you want to use, there will be an option to use existing information. See the note in II.2 below)



4. Name your tab by typing the unit title and clicking the box to use the title in the navigation menu. Then click Add Unit.

II. Adding content to a tab (if you chose Add Placeholder for Introduction).

1. Click on the tab for which you want to add content.
2. Click Create New Content. NOTE: If you chose Add Placeholder for Introduction and then realized you had existing material to add, type your key search words into the box labeled Search for Content by Metadata. Then click Go.

Week 8: Create or Search for Content

Select the method for creating content, then click Create New Content:

Compose using the Visual Editor
 Upload web content
 Create New Content

Or, if you want to use existing content, search the library to find the content:

Search for content by metadata:

 Content Title
 Go

Search for content by course:

Select a term...

 Course Title
 Go

3. After clicking Create New Content, enter your metadata. Whatever you type in the Title box is not what will show on your tab; you have already named your tab. Instead, this is the title of the saved metadata. For example, your tab may be named Week 1, but your metadata may be called WK 1 Lecture 1.
4. Be sure to enter a description so you can distinguish between metadata of the same name. For example, if you teach more than one course and have metadata called WK 1 Lecture 1 for each course, then put the course name in the description. This will help you distinguish between metadata of the same name when you use it again in the future.
5. Type key words to help you find this metadata in the future. Then click Continue.

Enter Metadata

Enter required metadata and any optional metadata that you want to include:


Standard | [Advanced](#)


Title: *	<input style="width: 90%;" type="text" value="WK 1 Lecture 1"/>
Description:	<input style="width: 90%;" type="text" value="EN306B, Spring 1 2008, edited"/>
Keywords: *	<input style="width: 90%;" type="text" value="Week, 1, Lecture"/>

Use a comma between each keyword.

6. Type or copy and paste your metadata in the text box. Choose Save, Save and Preview, Save and Done, or Cancel.
7. Once you are done, click Save and Done. Then choose Yes, Publish Version 1 and click OK.
8. Lastly, click Publish one more time. To make sure your metadata appears correctly, click the red Course tab in the left corner of the screen. This is how your students will see your metadata.

III. Adding content to a tab (if you chose Add with Existing Information)

1. Type your key search words into the box labeled Search for Content by Metadata. Then click Go.
2. Click next to the metadata you want to use and then click Continue. In the event you have more than one metadata with the same name, click the tag icon  under the Metadata column on the right. This will show description you gave your metadata. You can also preview your metadata by click on the metadata title. (The metadata title below is

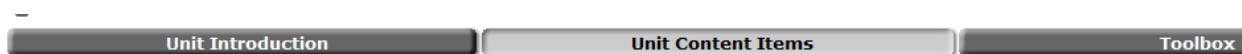
Practice.)  Practice Text/Multimedia (Content Manager)

3. On the next screen, click Add Content. Then click Publish on the next screen after that. You will have to click Publish one more time on the following screen.

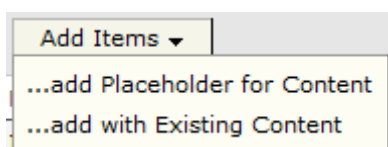
- Again, you can ensure your metadata worked by clicking the red Course in the left upper corner.

IV. Adding links (content items) to your tabs

- Click on the tab for which you want to add content items.
- Click Unit Content Items in the center of the screen.



- Click the Add Items drop down arrow. Choose either Add Placeholder for Content or Add with Existing Content.



V. Adding content items if you chose Add Placeholder for Content (includes how to add a dropbox)

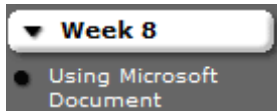
- Add the name of the content. This will not only serve as the saved name of the metadata, but it will also serve as name of the content item.
- Next select the type of content item you want to add. You can add a threaded discussion or an exam. If you want to add something from Microsoft Office, choose Microsoft Office document. If you want to type something into the text box, choose Text/Multimedia.
- If your content item is a graded item that will be submitted via dropbox, click Create Dropbox Basket. NOTE: Creating a dropbox basket will automatically create a space in a gradebook.
- Lastly, click Add Items.

 A screenshot of the 'Add Items' form. The title 'Add Items' is in a dark grey bar at the top. Below it, there are several sections:

- 'Add an item of a new name/type:' with a 'New name:' text input field.
- 'Or, add items by s...' with a list of 'Existing names' including 'Text/Multimedia (Content Manager)*', 'Microsoft Office Document (Content Manager)*', 'Exam', 'Threaded Discussion', 'Text/Multimedia', and 'Get Help (Text/Multimedia*)'. A dropdown menu is open over this list, showing 'Select a type...' options.
- 'Add to:' dropdown menu set to 'Unit 8'.
- 'Assign to:' dropdown menu set to 'All Class Members'.
- Two checkboxes: 'Hide from students' and 'Create dropbox basket', both currently unchecked.
- An 'Add Items' button in a grey box at the bottom right.

VI. Adding content items using a Microsoft Office document

1. After you type in the new name, choose Microsoft Office Document from the drop down arrow, and click Add Items, you will see the new placeholder you have created under the appropriate tab in the left column.



2. Click on the placeholder to add content to it.
3. Now click Create New Content and add the metadata information (i.e. name, description, etc.). Click Continue.
4. Next you will have to find your Microsoft Office document saved on your computer or disk by browsing and uploading your file.



5. Once you have found your file, click Upload File. Then click Yes Publish Name of File.doc and OK



6. You will have to click Publish one more time after this.

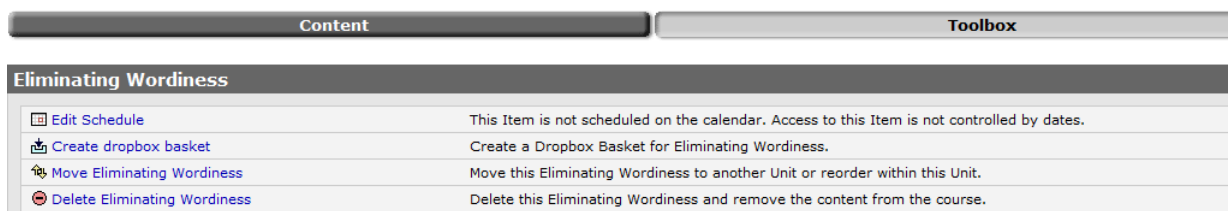
VII. Adding content items using Text/Multimedia

1. After you type in the new name, choose Text/Multimedia from the drop down arrow, and click Add Items, you will see the new placeholder you have created under the appropriate tab in the left column.
2. Click on the placeholder to add content to it.
3. Now click Create New Content and add the metadata information (i.e. name, description, etc.). Click Continue.
4. Type or copy and paste your metadata in the text box. Choose Save, Save and Preview, Save and Done, or Cancel.
5. Once you are done, click Save and Done. Then choose Yes, Publish Version 1 and click OK.

6. Lastly, click Publish one more time.

VIII. Adding a dropbox when using existing content

1. Click on the content item placeholder you want to use to add a dropbox.
2. Click the gray Toolbox tab.



3. Then click Create Dropbox Basket and click Save Changes.

VIII. Setting up your gradebook

1. Click on the gray gradebook tab at the top of the screen. You may notice you are not in Author mode. You do not have to be in Author mode to make changes to the gradebook.
2. Click Setup Gradebook.
3. You will see the Summary of Assigned Points. You will also see the placeholders from the dropbox baskets you have created.
4. To add new items to your gradebook, such as participation grades, click Add New Items to Gradebook.
5. Toward the bottom of this screen, enter in the item you want to add and click Add. You will see it added to the top with the other placeholders.

Add Custom Item	<input type="text" value="Practice"/>	<input type="button" value="Add"/>
Edit Existing	<input type="text" value=" < select an item to edit >"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Participation
- Portfolio
- Practice
- Pre-writing
- Quiz

6. Click the box next to the item you want to add. You can either click Save Changes or Next and save at the end.

- Next you will assign this item to the week in which it is due. If the item is due in Week 2, click the box in Week 2. If the item is due every week, click a box for each week. Then click Save Changes or Next.

Practice										
	Home	1	2	3	4	5	6	7	8	
All Class Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(select row)

- Now you will have to assign the item points. Type how many points the item is worth in the white box provided.

Practice										
	Home	1	2	3	4	5	6	7	8	Total
All Class Members			<input type="text" value=""/> pts.							0 pts.

- If you want the points to be weighted, click the Preferences tab the top of the screen. Once there, click the box next to Use Weighted Calculations and click Save Changes.
- You will have to go back to the Assign Points/Weights tab to assign the weights.

Practice			
	Home	1	2
All Class Members			<input type="text" value=""/> % <input type="text" value=""/> pts.

- Once you are done assigning weights, make sure your weights equal 100% at the end of the Summary of Assigned Points and Weights row.

Summary of Assigned Points and Weights										
	Home	1	2	3	4	5	6	7	8	Total
All Class Members	60% 300 pts.	20% 100 pts.	0% 0 pts.		20% 100 pts.					100% 500 pts.

X. Using the dropbox

- Click on the dropbox tab at the top of the screen.
- You can view submitted assignments by either the dropbox basket or by the student.

Basket:
 OR Student:

(Choose One...)

View all

Unit 2: Memo 1

Unit 3: Memo 2

Unit 4: Letters

Unit 5: Proposal

Unit 6: Resume and Cover Letter

Unit 7: Report

Select a "Create above. To create a new Dropbox basket, go to the Author

- Once you choose either the basket or the student, you will see the student's name in the Inbox section of the basket. Click on a student's name to view the attachment.

Dropbox Unit 3: Memo 2				
INBOX	Numeric Grade	Letter Grade	Return Select all	Date & Time

- Clicking on the student's name will open the Gradebook Detail.

Gradebook Detail - Windows Internet Explorer

http://parkonline.org/ec/grd/GrdGNDetail.learn?CourseID=3153658&ItemID=54798120&LearningToolTyp

Grade for Tamara Cochran: Unit 7: Report | OUTBOX

Numeric grade: /100 pts. Comments: [Comment Tips](#)

Letter grade:

Weighted Average: Earned: 18.40% Possible: 20%

Attachment Name(s) : No documents attached

Grade Details | OUTBOX

	Date & Time
Reviewed by: Rachel Fish	13 Dec 08 10:22 AM MST
Attachments: None	
Comments: I almost forgot your extra 5 points for using OWL! 87+5pts for OWL=92	<input type="button" value="Delete"/>
Reviewed by: Rachel Fish	13 Dec 08 9:46 AM MST
Attachments:	
Comments: ▶ Tamara, you did a good job on your report. I like the sources and information you included. However	
Submitted by: Tamara Cochran	11 Dec 08 9:34 PM MST
Attachments:	

Internet | Protected Mode: On 100%

- Within the Gradebook Detail, you will see Submitted By along with the student's name. Underneath that, you will see Attachments. If the student has attached his/her assignment, you will see a paper icon . Click on the paper icon to open the student's assignment. If you are going to make comments on the student's assignment, you will need to save it to your own computer or disk.

- Once you are ready to return the student's assignment, click Add Attachments. Next click Browse and find the file on your computer or disk. Then, click open. Once the file shows in the Browse box, click Attach File. Wait for the file name to show in this box before you click OK.

Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box.

Step 1: Select File
C:\Users\Angelfish\Desk

Click the **Attach File** button. Repeat Steps 1 and 2 to attach **additional files**.

Step 2: Attach File
-- Attachments --

Note: WAIT for the file name to display in the text box. This may take longer for larger files.

- Use the Comment box to add any necessary comments and enter in the letter grade and number grade. Then click Save and Return to Student. The grade will automatically show in the gradebook, and the gradebook will automatically calculate the grade for you.

Suggestion: Instruct students ahead of time to save their assignment files as their last name and the assignment number (i.e. Fish1). Otherwise, you will have to rename each file as you save it because students will name their work generic names which you will not be able to distinguish from the other students' work (i.e. memoassignment).

XI. Using the Doc Sharing

- Click on the Doc Sharing tab at the top of the screen.
- You can choose to just add a document or add a category for which to add your document.

[Add/Edit Categories](#)

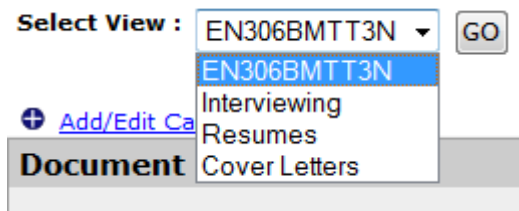
Document Sharing

[Upload New File](#) Sort by: [date](#) | [owner](#)

File/Description	Owner	Date	Size	Share	Delete	Download History
10 Clues to Decoding the Interview.doc 10 Clues to Decoding the Interview	Rachel Fish	25 Nov 08	30K	YES no	Delete	2 Downloads

- To add a single document, click Upload New File. Here you can choose to share with the entire class or allow only the instructor to view it. Upload your file by browsing your computer or disk and give your file a description.
- If you want to add a category to help organize your documents as you add them, click Add/Edit Categories.

5. Type the new category name in the Category Title box. You will be able to view your categories by clicking on the drop down arrow next to Select View in the Doc Sharing area.



6. To upload a file under a specific category, choose the category from the drop down arrow and click Upload New File once in that category.