

Advanced eCollege

Setting up Dropbox & Threaded Discussions

1) Adding a Dropbox or a Threaded Discussion (“Content Items”) to your course

While in “Author Mode”:

1. Click on “Course Home”
2. Click the “Course Items” button
3. Click “Add Items”
 - a. For a Dropbox:
 - i. Type the name of your assignment in “Name” (i.e., Research Paper)
 - ii. Select “Text/Multimedia” from the Item Type drop-down menu
 - iii. Check off “Create dropbox basket” and “Add to Gradebook”
 - iv. Input number of points for the assignment
 - v. Click “Add Item”
 - b. For a Threaded Discussion:
 - i. Type the name of your assignment in “Name” (i.e., Chapter 1 Discussion)
 - ii. Select “Threaded Discussion” from the Item Type drop-down menu
 - iii. Check off “Add to Gradebook”
 - iv. Input number of points for the assignment
 - v. Click “Add Item”

The screenshot shows the 'Add Items' form with the following details:
Name: Research Paper
Item type: Text/Multimedia
Add to: Course Home
Grading: Add to Gradebook (checked), 100 Points
Options: Create dropbox basket (checked), Hide item from students (unchecked), Exclude from Grade (unchecked), Extra Credit (unchecked)

The screenshot shows the 'Add Items' form with the following details:
Name: Chapter 1 Discussion
Item type: Threaded Discussion
Add to: Course Home
Grading: Add to Gradebook (checked), 15 Points
Options: Create dropbox basket (unchecked), Hide item from students (unchecked), Exclude from Grade (unchecked), Extra Credit (unchecked)

2) Adding Topics & editing your Threaded Discussion

While in “Author Mode”, click on the discussion in your course’s left-hand menu.

You should add your discussion question by clicking the “Add Topic” button, circled in red below:

The screenshot shows the 'Introductory Text & Topics' menu. The 'Add Topic' button is circled in red. Below the menu is a text box containing 'Introductory Text (appears above all topics)' and an 'Edit' button.

Once you’ve added a topic, edit it by clicking the small paper pad & pencil under “Edit,” circled in red below:

The screenshot shows the 'Introductory Text & Topics' menu. The 'Add Topic' button is circled in red. Below the menu is a table with columns: Topics, Hidden, Post first, Edit, Delete, Reorder. The 'Edit' button is circled in red.

Topics	Hidden	Post first	Edit	Delete	Reorder
>Chapter 1 Discussion	No	No			

Setting up your Gradebook

Note: Setting up your Gradebook is easiest to do *after* you have created all the graded Dropbox items and Threaded Discussions for your course.

For step-by-step instructions on how to set up your gradebook in eCollege, please visit <http://idt.camden.rutgers.edu/support> and click the “eCollege” button, then look for the “Gradebook” section.

eCollege

Getting Started:

- eCollege: Create a course shell
- eCollege: Add a syllabus
- eCollege: Adding/moving/deleting Units
- eCollege: Adding materials (Content Items) to Units
- eCollege: Rearrange/rename/delete Content Items

Editing Content Items:

- eCollege: “Visual editor” overview
- eCollege: Adding links to “Text/Multimedia” pages
- eCollege: Adding images to “Text/Multimedia” pages
- eCollege: Adding YouTube videos to “Text/Multimedia” pages

Gradebook:

- Setting up your eCollege gradebook
- Add custom items to eCollege gradebook

Posting and responding to discussions



Respond

Click the Respond button at the top of the discussion thread to make a new post. Respond buttons also appear underneath each individual student reply so that you can respond individually to student comments.



Click the “Expand” arrow, found next to each student’s post, to reveal his or her comments. The option to “Expand all” also exists at the top of the thread if you would to make the text of all responses visible.

Grading in eCollege: Dropbox, Threaded Discussions & entering grades into Gradebook

1) Accessing and grading Dropbox items

While in “Author” mode:

1. Click “dropbox” button in top menu.
2. Click the name of the assignment (Dropbox basket) you would like to grade.
3. The names of any students who have submitted assignments will appear in a list.
4. Click the first student’s name; a pop-up window (Grade Detail View) will appear:

Grade Detail View

https://gradebook.next.ecollege.com/(NEXT(2824eef90b6c43f29df837dbf7269c90))/Main/AuthorMode/GradeDetailProf/GradeDetailViewV2.ed

Course Home: Research Paper | INBOX

Student: DeCarolis, Christie Student

Comment

Return to student upon closing

Cancel Save

Save & Close

Grade

Letter [] Numeric [] / 100

Attachments: Add/Remove

Details

Author	Date/Time *	Delete
Christie Student DeCarolis	1/13/2015 11:31 AM	

Did I organize the cover page properly?

* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)

2) Grading Threaded Discussions

While in "Author" mode:

1. Click on the discussion thread in your course's left hand menu.
2. You will see a small icon of a pad and paper to the right of the name of each post's author.

 Expand All  Print View  Show Options

Responses		
Response ^	Author	Date/Time*
  Hi, I'm Christie	Christie Student DeCarolis 	 1/13/2015 12:48:30 PM

* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)

3. Clicking on this icon will make the "Grade Detail View" window appear (see previous page under "Accessing and grading Dropbox items" for an image of this).
4. Enter numeric grade and any comments you may have; then, Save.


Note: If you do not see the pad and paper icon while in Author mode, the discussion has not been set up as a "gradable item." See section on "Setting up your Gradebook" for more information about selecting/adding gradable items.

3) Entering grades into Gradebook

If you have added gradebook items to your gradebook that are not associated with an eCollege tool (such as class participation or in-class exams), you'll need to go to the Gradebook to enter those grades.

While in "Author" mode,

1. Click the "gradebook" button in the top menu.
2. From the drop down menu next to "Select Gradebook View," choose either "Course Home" or the unit under which the assignments appear, then click the "Go" button.
3. Your assignments should be listed in columns across the screen. Click on the **title** of the assignment for which you would like to enter grades.
4. A column with your students' names will appear. You should input each student's grade into the textbox that appears to the right of his/her name.

Course Home : Class Participation	
	Numeric Grade 100 pts. Edit Grades
DeCarolis, Christie Student 	85 pts.
	100 pts.

5. Click the "Save Changes" button when finished.