Heritage University

The Center for Intercultural Learning and Teaching (CILT)

Beginning to Use MyHeritage:
Guidelines for Heritage Faculty
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MyHeritage Guide – Class List, Coursemates, Faculty Schedule, HU Email

To Review Class List with Student Registration Status
1. After logging in to MyHeritage, click on the file tab "Faculty."
2. Locate "Faculty Course Control" box.
3. Locate the course you want to check within the "Faculty Course Control" box.
4. Locate the "Go Directly To" column and click on the drop down menu arrow for the small window beside the desired course number.
5. Select "Class List."
6. Notice in particular the "Status" column which tells you whether a student is merely Pre-registered or Current, meaning fully registered and on your attendance, coursemates and grade lists.
7. Notice you may also email individual students or all students from this page.

View Faculty Schedule
1. Click on "Faculty" tab.
2. Locate "Faculty Course Control" box.
3. Click on blue link for "View My Faculty Schedule."

Check Your HU Faculty Email
1. After logging in to MyHeritage, click on "Webmail" in navigation bar at left, under "Quick Links".
2. Enter your Username (e.g., rousculp_e) and Password. Same Username and Password you used to log in to MyHeritage.

Email Students from Coursemates
1. Click on "Faculty" tab.
2. Locate the box for "All My Courses."
3. Locate and click on the title of the course you want to develop.
4. Locate and click on "Collaboration" in the navigation bar at left.
5. Click on "Coursemates" in the navigation bar.
6. You may select individual students or "All Members" to email from the bottom of the page. Coursemates only lists students who are fully registered.
7. Let you students know that they may email classmates or the instructor from the Coursemates page.

MyHeritage Guide –
File Cabinet for Handouts/Bookmarks

Organizing Your File Cabinet

Create Folders for Handouts
1. After logging in to MyHeritage, click on the file tab "My Pages."
2. Locate "File Cabinet" in the navigation bar at the left and click on it.
3. Click on tab "Handouts."
4. Click on "Create a New Folder."
5. Type in title for folder, usually a course name or number (Ed 305).
6. Click "Save."
7. Repeat as needed.

Add Handouts to Folders in the File Cabinet
1. Click on "Upload Files to File Cabinet."
2. Type a name for your file that will be helpful to students.
3. Click "Browse."
4. Locate drive where you have stored your file (thumb drive or U drive).
5. Double click on file.
6. Click "Save" or "Save and Add Another File."
7. Repeat as needed. You may also add images or short video clips to your file cabinet to be posted as handouts.

Post Handouts from the File Cabinet to Your Course Handouts
1. Click on "Faculty" tab.
2. Locate the box for "All My Courses."
3. Locate and click on the title of the course you want to develop.
4. Locate and click on "Handouts" under the "Main Page" heading in the navigation bar at left.
5. Click on "Import Handouts from File Cabinet."
6. Click on appropriate folder to locate file.
7. Check the box in front of desired handout(s).
8. Click on "Import Selected."
9. To move file into a folder within "Handouts," check the box in front of the file name, and then click on the arrow for the drop down menu to select the appropriate folder.
10. Click on "Submit."
11. You may want to create "Sets" as headings within your handouts list.

MyHeritage Guide – Posting Handouts Directly

1. After logging in to MyHeritage, click on "Handouts" in the navigation bar at the left.
2. Click "Add a Handout" to locate and select a handout from your drive.
3. Click "Add a Set" to create a category heading to help organize your handouts for students.
4. Once you have created one or more sets, you may move handouts under a particular set title by checking the box in front of each handout you want to move, selecting the appropriate set title from the drop down menu at the bottom of the page to the right of the word "Move" and then clicking "Submit."

MyHeritage Guide – Posting Bookmarks Directly

1. After logging in to MyHeritage, click on "Bookmarks" in the navigation bar at the left.
2. Click "Add a Bookmark" to enter a url for a website, being sure to add a title that students will understand.
3. Click "Add a Set" to create a category heading to help organize your bookmarks for students.
4. Once you have created one or more sets, you may move bookmarks under a particular set title by checking the box in front of each bookmark you want to move, selecting the appropriate set title from the drop down menu at the bottom of the page to the right of the word "Move" and then clicking "Submit."

MyHeritage Guide - Attendance

Set Up and Use Attendance

Set Up Attendance

1. Click on "Faculty" tab.
2. Locate the box for "All My Courses."
3. Locate and click on the title of the course you want to develop.
4. Click on "Attendance" in the navigation bar at left.
5. Click on "Settings."
6. Choose "Whole Sessions" and "To the Current Date."
7. Under "Notification" enter 2 after "Send a warning after."
8. Check "Student" and "Faculty."
9. Click "Save" at the bottom of the page.

Use Attendance

1. Click on "Faculty" tab.
2. Locate the box for "All My Courses."
3. Locate and click on the title of the course you want to develop.
4. Click on "Attendance" in the navigation bar at left.
5. By each student's name, select from the drop down menu
   > Present
   > Absent (Excused)
   > Absent (Unexcused)
   > Tardy

If you are presented with the past class date, click the correct date on the calendar to left.

6. Click "Save" at the bottom of the page.
7. If you need to change an entry after you have saved, just click on "Edit Saved Entries," make the change, and save again.

MyHeritage Guide – Discussion Forum

Set Up and Use a Forum

Set Up a Forum Category

1. Click on "My Courses" under "Quick Links" in the navigation bar at left.
2. Locate and click on the title of the course you want to develop.
3. Click on "Collaboration" in the navigation bar at left.
4. Click on "Forums" subtitle in the navigation bar at left.
5. Click on the link "Edit Forum."
6. Click on "Add Category."
7. Type a title for your category in the "Category Name" box, e.g. Week 1.
8. Type a description of the category in the "Description" textbox provided, if you wish.
9. Use the "Topic Ordering Method" drop down menu to select an order.
10. You may choose to moderate the forum.
11. Click "Save."

Set up a Forum Topic

1. From within the Forum for a particular class, click "Edit Forum" then click "Add a Topic" within the selected Category.
2. Type a Name for the topic.
3. Type general instructions within the Description textbox.
5. Define the dates for this topic to be active or visible to students.
6. Click "Save."
7. Click on the title link for the desired topic.
8. Click on the button for "Add a Post."
9. Enter a title for the Post and in the text box, provide the specific prompt for the discussion.

MyHeritage Guide – Define Coursework

Define Coursework and Enter Grades

Manage Units and Types

1. Click on "Coursework" in navigation bar at left.
2. Click on "Manage Units and Types" in pane at upper left.
3. To rename Units (e.g. Week 1, Week 2, etc.), click on the folder with the pencil in the Unit table. You may now rename the Unit and set dates for the Unit.
4. To add more Units, click on "Add a Unit" and repeat step 3.
5. To add more Types, click on "Add a Type" and enter new type. Types you are not using should be deleted. The process for adding assignments is simplified when you define the types of assignments in the beginning.

Add an Assignment

1. After clicking "Coursework" in the navigation bar, click on "Add an Assignment" in the pane at upper left.
2. Select the format for the assignment: Online Test, Upload File, or Basic.
   Basic (*Any assignment not being submitted via File Upload or Online Testing. Examples include assignments to be turned in as hard copy, through email, or through the forum.*)
   a. Provide a name for the assignment.
   b. Select Unit and Type.
   c. Set due date with calendar. You may also set the time.
   d. Select an option for opening the assignments for students to see.
   e. Select a grading option and <u>number of points</u>.
   f. Select an option for when grades will be available to students. (Default has changed.)
   g. You may choose to provide information regarding a reading assignment.
   h. You may choose to provide instructions and/or an attachment.
   i. Click "Save your new assignment."
   Upload File
   a. Provide a name for the assignment.
   b. Select Unit and Type.
   c. Set due date with calendar. You may also set the time. Indicate whether or not you want to allow late assignments and set a limit.

     d. Select an option for opening the assignments for students to see.

     e. Select a grading option and number of points.

     f. Select an option for when grades will be available to students. (Default has changed.)

     g. Set the minimum and maximum number of files for students to upload to Coursework for this assignment.

     h. You may choose to provide instructions and/or an attachment.

     i. Click "Save your new assignment."

Online Test

     a. Provide a name for the assignment.

     b. Select Unit and Type.

     c. Set due date with calendar. You may also set the time. Indicate whether or not you want to allow late assignments and set a boundary.

     d. Select an option for opening the assignments for students to see.

     e. Select an option for when grades will be available to students. (Default has changed.)

     f. Respond to test review, browser control options, etc. in Step 2.

     g. You may choose to include descriptions, instructions, and/or attached files in Step 3.

     h. Click to save.

     i. Question creation screen appears.

     j. Click "Add a Section." Name the section, e.g., Multiple Choice.

     k. Click "Add a Question."

     l. Provide a label and a question.

     m. Select type of question from menu provided, e.g. Multiple Choice.

     n. Enter the options for answers, checking the box for the correct answer.

     o. Indicate whether to randomize options.

     p. Click "Preview the Question."

     q. Click "Save and Add Another."

Enter Grades

1. Click on "My Courses" in navigation bar at left and select a course.

4. Click on "Coursework" in the navigation bar at the left.

5. Click on the blue link for the Assignment for which you want to enter grades.

6. You will find a list of students and 3 options for each. The options include full points (100% check mark), partial points (?% partial check mark), and no points (0% red X). If you click on the boxes for full points or no points,

the points are instantly added. If you click on the middle box for partial points, a window appears for you to enter the percentage earned.

7. Enter the grades for all students.

8. Click "Save."

9. If you need to edit a grade or add a grade, click "Edit All Grades" at the top of the page to begin.

MyHeritage Guide – Setup Gradebook

1. **After you have created assignments** in Coursework, you will be ready to setup Gradebook. From within the course, click on "Gradebook" in the navigation bar at left.
2. Next, you will want to answer the question regarding whether or not you want to include attendance automatically a part of the grade for the course. Simply click "Yes" or "No."
3. You will next define the weighting by assignment types. Click on "Final Grade Weighting" and provide the percentage each type of assignment will carry. For example, you may want the 3 exams together to be worth 25% of the final grade. In addition, the program will weight the exams equally within that type.
4. *It is very important* to make sure the grading scale within the Gradebook portlet matches the grade scale you've listed in your syllabus. To check and when necessary to change the grading scale, begin by clicking on "Letter Grade Ranges." You will see a table with letter grade ranges for A,B,C, D, and F. To change grade ranges or to include + and – grades, click on "Change to a Different Grade Scale," and then click the drop down menu to select "ABCDF and +/-." Then click "Use this Grade Scale." To change the range for any particular grade in the table, click on the grade in the table and make the change in the window that will pop up. Click "Save."

MyHeritage Guide – Final Grade Entry Process

Final Grade Entry Process

Note: You may use the final Grade Entry process whether you have kept grades in the MyHeritage Gradebook/Coursework or not. Either way, you should use the guidelines that follow.

1. After logging in to MyHeritage, click the "Faculty" tab.
2. Locate on the page the box entitled "Grade Entry."
3. Click on "View Course List."
4. You will see your course list. Confirm that the proper Term has been selected. If not, use the drop-down menu to select the appropriate term and then click "Search."
5. When you have the appropriate course list, click on the blue course number for the course you want to use.
6. You will find a drop-down menu for each student in the Final Grade column.
7. Use the drop-down menu to select the earned grade. You may not submit an "Incomplete" grade through this system. Contact the Registrar's office well in advance of the grade submission deadline for guidelines related to Incompletes.

MyHeritage Guide – About This Course

Design a Welcoming and Supportive Entry Page for Your Course

Upload an Evocative Image
1. Click on the link "Edit Content" within About this Course.
2. Click on the link "Add a New Element."
3. Enter appropriate text for Header.
4. Click "Browse" under Image.
5. Select appropriate Image Placement option.
6. Click "Save" at the bottom of the page.

Enter Text for an Abridged Course Schedule with Hyperlinks
1. Click on the link "Edit Content" within About this Course.
2. Click on the link "Add a New Element."
3. Enter appropriate text for Header.
4. Enter or paste text into Text box.
5. Highlight text you would like hyperlinked to a resource.
6. Click on the joined links of a chain in the Text box's tool bar.
7. Enter URL where the resource is located.
8. Beside "Target" use the drop-down menu to select "New Window."
9. If you like, enter a title (which will appear when someone passes their mouse over the hyperlinked text) in the Title box.
10. Click "OK."
11. When all text has been entered, click "Save."

Upload an Evocative Video
1. Go to You Tube or Teacher Tube and locate a suitable video, e.g., "Evolution Human Genome" or "When I Become a Teacher."
2. In the shaded box to the left of the video, click in the Embed box, then right-click in the now highlighted box, and copy.
3. Return to "About this Course" and click "Add an Element."
4. Enter a suitable Heading.
5. Go to the Text box, and click on "html" at the bottom of the box.
6. Now, right-click in the Text box and paste the Embed code into the box.
7. Click "Save" at the bottom of the screen.
8. To edit within any Element, click on the Pencil icon.

MyHeritage Guide – Look Up Student Password
When a Student Forgets Their Password, Look It Up
1. Click on the "Faculty" tab.
2. Click on the "Reports" link in the navigation bar at left.
3. Click on the "Student Password" link.
4. Select the appropriate term and click "Generate Report."
5. Click on the "Student Password" pdf link.
6. You will find a list of your students' usernames and passwords. (Note: Remember to protect this information as confidential.)

MyHeritage Guide – Forgot Your Password?
Take Steps Now to Allow You Entry If You Forget Your Password
1. Log in to "MyHeritage."
2. Click on "Password Management System" in the navigation bar at left, under "Quick Links."
3. Click on "Enroll into MyHeritage Password Management System."
4. Enter your user name and password, and then click "Continue."
5. Select two security questions and provide your answers, then click "Enroll."
6. Done.
7. If you ever forget your password, click on "Password Management System."
8. Click on "Forgot My Password."
9. Provide your username and answer your two security questions.
10. You will be permitted to create a new password and gain access to your account.

MyHeritage Guidelines – Moving Materials Forward to New Course

When you are preparing your courses in MyHeritage for a new semester, there is no need to upload handouts, bookmarks, coursework, etc. from scratch. There are two ways to bring material from a previously taught course forward into a new course.

Method 1: Moving Materials from File Cabinet (Straight forward.)

1. If you previously saved handouts, bookmarks, coursework, or readings to your File Cabinet as previously recommended in our guidelines, you can easily import them into your new course(s). The same method works for any of the content listed.
2. Click on the "Faculty" tab after logging in to MyHeritage.
3. Find the box entitled "All My Courses" and click on the drop down menu by the word "Show," and then click on "Future Courses." This will bring up a list of your courses for the next semester.
4. Click on the link for the course title for the course you want to prepare.
5. Now that you are in the new course, click on Handouts (or Bookmarks, etc.) in the navigation bar at left.
6. Click on the link entitled "Import Handouts from File Cabinet."
7. If you have your File Cabinet organized by file folders, click on the folder that contains the files you want.
8. Click on the box(es) in front of all the items you want to import into the new course and then click on "Import Selected." Done.

Method 2: Copying Courses (Be careful.)
1. After signing in to MyHeritage, click on "Copy Courses" in the navigation bar at left, under "Quick Links."
2. Caution: Only use this method if you have not already added material to the new course, because when you copy materials forward, it will erase files that are already there.
3. Step 1: Use the drop down menus to select a term and a course to copy from.
4. Step 2: Select a course and semester you want to copy to.
5. Step 3: Click in the appropriate circle indicating whether you want to copy "Everything" or "Selected Course Content." If you select "Selected Course Content" then a list of content types will appear and you may select the types you want to copy forward. You can click on a type for a sub-list of items included.
6. Click on "Copy." Done.

MyHeritage Guide – Create a Blog

1. To add a blog to your course, first go to a course by clicking on "My Courses" under "Quick Links" in the navigation bar at left.
2. Click on "*Add a Page."*
3. Enter a "Name" or title for your new page, e.g. Blog or Blogs.
4. Click "Save."
5. Click the "Content" tab.
6. Click "Add a Portlet."
7. Check "Blog" and click on "Add Portlets to page" button.
8. Click "Exit."
9. Click "Blog" in the navigation bar at left.
10. Click "Edit Page" at upper right of Blog page.
11. Click the "Permissions" tab, check the box for "Students" and click "Save." Click "Exit."
The instructions to this point would provide you with a blog to use as the instructor. Students could be allowed to comment on the blog. In order to create a separate blog for each student in your class, do the following for steps 5-11.
5. Click the "Content" tab.
6. Click "Add a Portlet."
7. Check "Blog," change the word "Blog" in the edit box to reflect the name of a student, e.g. "Mike's Blog," and then click "Add Portlets to page" button.
Repeat steps 6 and 7 for each student in your class.
8. Click "Exit."
9. Click "Blog" in the navigation bar at left.
10. Click "Edit Page" at upper right of Blog page.
11. Click the "Permissions" tab, check the box for "Students" and click "Save." Click "Exit."

MyHeritage Guide – Complete Blog Setup

1. Enter a course and click on "Blog" in the navigation bar at left.
2. Click on the "Setup" link.
3. Make decisions and indicate appropriate selections for RSS Feeds (be careful about making student blogs public), Comments, Attribution, Show To, Main Screen, Comment Permissions before clicking "Save."

If you have created a blog for each student, you will need to complete the setup process for each. ***In addition, you will need to click on the wrench icon at the top of the blog page, select "Permissions" and check the box under the heading "Can Add, Edit and Delete own Posts" on the "Students" line.***

MyHeritage Guide – Complete a Blog Post

1. Once in the Blog portlet for a course, click on "Add a New Post."
2. Type a "Headline," enter text in the text box for your post, add an image if desired, and click "Save."

MyHeritage Guide – Create a Page

For many classes, particularly online classes, students find it helpful to have the course organized by discrete units like weeks or chapters. MyHeritage provides an option for creating a separate page for each of these units, which can include any of the portlets available through MyHeritage, including Handouts, Bookmarks, Forums, Online Media, Custom Content, and External Content. You will find below the general instructions for creating a page followed by instructions for setting up the various portlets on the new page.

1. Once logged in to MyHeritage, click on "My Courses" under "Quick Links" and select the desired course.
2. Click "Add a Page."
3. Provide a "Name" for the page, e.g. Week 1, and click "Create."
4. Click the "Content" tab.
5. Click "Add a portlet."
6. Check the boxes for the portlets you wish to include (e.g. "Custom Content," External Content," and "Forums") and then click "Add Portlets to page."
7. Click "Exit" and you will see "Week 1" listed in the navigation bar at left.
8. Click "Week 1."

Within the "Custom Content" portlet…
9. Click "Create Content" and proceed to enter a heading and the text explaining the assignment(s) for Week 1.
10. To add an image to the Custom Content page, click "Add Image(s)," then locate, select, and open the desired image file.
11. Left click on the image and drag it where you want it in the Text box.
12. Click "Save."
13. Click "Week 1" or your unit title.

Within the "External Content" portlet…
14. Click the wrench icon in the right hand corner.
15. Click the "Settings" tab.
16. Within the box under "Web Address URI), provide the url, including http://. For example, http://www.heritage.edu.
17. You may choose to change the frame height by entering a number greater than 350 in the box provided. Try 450, for example.

18. Check the box for "Show Inline Frame in Minimized View."
19. Click "Save" and then click "Exit."
20. Click "Week 1" or your page title.

Within the "Forum" portlet…

21. Click "Forum Home."
22. Click "Edit Forum."
23. If you wish to create a category, click "Add a Category."
24. Enter a name for the category and click "Save Category."
25. Under the new category heading, click "Add a Topic."
26. Enter topic heading and a prompt before clicking "Save."
27. Click on "Week 1."
28. Click on "Forum Home."
29. Click on the link for one of the Forum topics you created.
30. If you want to provide the first post, click "Add Post."
31. Enter your information and click "Submit."