Campus Cruiser: Faculty Designer Tools

http://pds.hccfl.edu/pds
Campus Cruiser:
Faculty Designer Tools

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Objectives

Upon completion of this module, participants will be able to:

1. Log in to Campus Cruiser;
2. Access their Hawknet email account;
3. Access academic courses;
4. Identify Faculty/Designer tools;
5. Create a new assignment using the Assignments Editor;
6. Set up the gradebook using the Gradebook Manager;
7. Upload or create a syllabus using the Syllabus Editor;
8. Import previous course content and settings;
9. Upload and share files;
10. Assign roles and permission settings for Shared Files;
11. Mass and individually Email students;
12. Share Bookmarks;
13. Post Announcements;
14. Navigate the Message Board;
15. Add forums and topics on the Message Board;
16. Create and apply an assignment Grading Scheme;
17. Create and apply Assignment Categories;
18. Customize the Welcome Page;
19. Add members (students) to a course.
Overview

Campus Cruiser is a secure web-based portal with a variety of communication tools and features. While Campus Cruiser is also used for administrative purposes such as notifications and online communities, faculty can use the portal to facilitate and manage their courses.

1. **Tabs** allow you to navigate between the various areas in Campus Cruiser.

2. A **Submenu** of additional options appear under each tab when selected.

3. **Quick Access Toolbar** permits fast access to Announcements, Email, Calendar, etc.

4. **Channels** contain and display various types of functionality, tools, and resources.

5. The left **Navigation Menu** provides access to other resources and options.
Logging in to Campus Cruiser

Campus Cruiser can be accessed online through the Hillsborough Community College (HCC) website using a set of login details.

1. **Open** a web browser (e.g. Internet Explorer, Safari, Firefox, etc.)

2. **Go to** the HCC website at http://www.hccfl.edu

3. Click on the **Hawknet** link in the upper right corner.

4. Click on **Hawknet - Campus Cruiser** link.

5. Enter your **Log In ID** and **Password**.

   **Log In ID** - Your first initial of your first name followed by your full last name; 
   *Example*: William Smith = wsmith

   For identical/common names, a number may follow the last name; 
   *Example*: William Smith = wsmith02

   **Password** - Your 7 digit HCC HR ID number

6. Click the **Log In** button.
Accessing Hawknet Email

Hawknet email can be accessed through Campus Cruiser. Once you log in, there are two ways to navigate to the email page.

1. Click on the MyCruiser tab.

2. In the Personal Tools channel, click on the E-mail link.

   Note: If you have a new email message, a notification will show in red.

3. You can also access Hawknet email through the Quick Access button that looks like an envelope on the toolbar located in the right-hand corner.
Accessing Courses

As previously mentioned, Campus Cruiser allows faculty to manage and facilitate their courses online. The classes you are teaching will automatically be populated in Campus Cruiser each semester. To access them:

1. Click on the **Academics** tab.

2. Click on the **Classes** submenu option.

3. A list of the classes you are teaching for the current term will be **listed below**.

4. Click on the **course title** to be taken to the Welcome page of that course.

5. Access previous semesters’ courses by selecting the **Term dropdown box**.

Note: You can also access your courses through the **MyCruiser** tab in the **MyClasses** channel.
Faculty/Designer Tools

Once you have accessed your course, the Welcome Page will appear. The navigation bar on the left side is divided up into 5 sections each containing various types of functionality and tools.

1. The **Resources** section provides access to a list of your classes and the entire course offering at HCC.

2. The **Current Class** section lists the various features available to use in the class you selected (currently in).

3. The **Student Tools** section contains student assignments and grades.

4. The **Course Design** section contains tools to create announcements, assignments, welcome messages, and the course syllabus.

5. The **Class Admin Tools** section provides access to various functions such as bookmarks, the gradebook, file sharing, and tasks.
Creating Assignments

Located in the Course Design Tools channel, the **Assignments Editor** allows you to create assignments, assign point values, establish grade schemes, assign weights, and create submission parameters.

1. To create a new assignment, click on the **Assignments Editor** located in the Course Design Tools section of the navigation menu.

2. You will be taken to the **View/Manage Assignments** page.

3. Click on the **New Entry** button.

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**Note:** For an assignment to show in the Gradebook, you must first create it and indicate you want it to show there.
Creating Assignments (cont.)

4. The **Add Assignment** screen will appear.

5. Fill in the appropriate information in the fields such as title, description, files, and so on.

6. To assign the total possible points for the assignment, check the **Appears in Gradebook** check box and type in the point amount.

7. Click the **Save** button.

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**Add Assignment**

* Indicates required fields.

**Basic Information:**

- **Title:**
- **Category:** None
- **Available:** 12 am
- **Due Date:** 12 am
- **Detail:** (Max: 4000 characters)

**Assign To:** Select Members

**Downloads:** Add / Edit Attachment

**Related Links:** Add / Edit Links

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**Additional Data:**

- **Appears in Assignments**
- **Appears in Gradebook**
  - **Points:**
  - **Scheme:** None
- **Create Graded Message Board Topic**
  - When "Create Graded Message Board Topic" is checked, "Appears in Gradebook" will be checked automatically.
Creating Assignments (cont.)

The newly created assignment will now show on the View/Manage Assignments page. Existing assignments are edited or deleted from this page.

1. To view the details of an exiting assignment, click on the title or name of the assignment.

2. To edit an existing assignment, click on the Edit button.

3. To grade the assignment, click on the Grade button.

4. To delete an assignment, check the box next to item and select Delete Items from the dropdown box.

Note: Assignments can also be graded in the Gradebook Manager found in the Class Admin Tools section of the menu.
Gradebook Manager

The Gradebook Manager is located in the Class Admin Tools section of the navigation menu and allows you to input points for assignments and keep track of assignments.

Remember, for assignments to show in the Gradebook, they must be created in the Assignments Editor first.

1. Click on the Gradebook Manager link in the Class Admin Tools section.

2. To enter points, you can click on the assignment item name or the name of the student.

Note: By clicking on the assignment item name, you can enter in all point values for that specific assignment.

Note: By clicking on a student’s name, you can enter point values for assignments associated with that student only.
Gradebook Manager (cont.)

3. You can export the grades into an Excel Spreadsheet by clicking on the Export Grades Button.

4. The Student Statistics button will provide a list of stats related to student performance including range, mean, median, standard deviation, and distribution chart.

5. After you choose to grade by item or student, the Grade an Item screen will appear.

6. Enter point values (score).

7. Click on the Save Grades button to record but not publish for student viewing.

8. Click on the Publish Grades button to release the grades for student view.
Uploading a Syllabus

The **Syllabus Editor** allows you to create a syllabus or upload an existing file.

1. Click on the **Syllabus Editor** link located in the Course Design Tools section of the navigation menu.

2. The **Edit Syllabus** screen will appear.

3. You can manually enter in your syllabus information.

4. Or to upload an existing document such as a PDF or Word file, click on the **Upload Files** button in the Files channel.
Uploading a Syllabus (cont.)

5. A new dialogue box will open for you to locate your document.

6. Click on the **Browse** button and locate the file on your computer.

7. Click the **Upload** button.

8. The file will be scanned for viruses and will show it is ready once it is cleared.

9. Click on the **Done** button.

Note: The file will be available to students in the **Current Class** channel under **Syllabus**.
Importing Previous Content

Content such as syllabi, files, welcome messages, and assignments can be imported into your current class. This can save you a lot of time by re-using settings and content from past sections of a course.

1. Click on the Class Import Manager link located in the Class Admin Tools section of the navigation menu.

2. The Import Course Material screen will appear.

3. From the Choose Material From dropdown box, select “other classes I teach”.

4. Next, select the course you want to import your content from by using the Choose A Class dropdown box.

Import Course Material

Choose Material From: other classes I teach
Choose A Class: CGS-2876-76455-Digital Audio/Video Design-76455-08/FA Hubbard, Barry

Tips:

You can import existing materials from other classes to be used in this class. Use the drop-down list boxes to select the location of the materials; use the tabs to select what kinds of materials you want.

To import materials from your other classes (regardless of term), select other classes I teach from the "Choose Material From" list box. The "Choose A Class" list box will then let you pick from any class that you teach or have taught in the past.
Import Content (cont.)

5. To import all content and settings from the previous course, click on the Select All button.

6. Or if you only want to import specific items, click on one of the tabs (Assignments, Category, Grade Scheme, etc).

7. A list of available items will be listed. Select the desired item to be imported and click on the Add button.

Note: To select more than 1 item, hold down the Ctrl key and click.

8. Selected items to be imported will appear in the adjacent box.

9. Repeat the process until all desired content is selected and added.

10. When finished selecting, click on the Ready to Import button to begin transferring the content.
Sharing Files & User Settings

Campus Cruiser allows you to post files such as pdf, Word, Powerpoint, and media files for students to download and upload. Files are shared through the Shared Files link under the Current Class section of the left side navigation.

Instructors can also control the level of access students can have in the Shared Files area through user settings found in the Shared Files Manager.

1. To share files, click on the Shared Files link located in the Current Class section of the navigation menu.

2. The Files Home screen will appear.

3. To upload a file, click on the Upload button and browse to find the file you want to upload.

4. To delete an existing file, highlight the file and click the Delete button.

5. The uploaded files will show.
Shared File User Settings

The Shared Files Manager allows the instructor to control how the Shared Files are managed based upon the role of the user (student, faculty, designer, visitor, etc).

1. Click on the Shared Files Manager in the Class Admin Tools section of the navigation menu.

2. The Tool Access Manager page will appear.

3. A list of user types will be displayed with a row of radio buttons to the left. Select the desired role for each user type.

   Note: Faculty will always have an Admin role.

4. Descriptions for each role are listed on the right side. Read through to see what kind of permissions and access each role has to determine which one to assign.

5. When finished assigning roles, click on the Save button.

Tool Access Manager - Shared Files

Mode: ◆ User Defined ◆ Collaboration ◆ Restricted Collaboration ◆ Publishing

<table>
<thead>
<tr>
<th>System Role</th>
<th>Act As</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS_FACULTY</td>
<td>Admin  Publisher  Contributor  Viewer  No access</td>
</tr>
<tr>
<td>CLS_ASSISTANT</td>
<td>Admin  Publisher  Contributor  Viewer  No access</td>
</tr>
<tr>
<td>CLS_STUDENT</td>
<td>Admin  Publisher  Contributor  Viewer  No access</td>
</tr>
<tr>
<td>CLS_GUEST</td>
<td>Admin  Publisher  Contributor  Viewer  No access</td>
</tr>
</tbody>
</table>

User-Defined Role

Act As

No roles found.

Tips:

There are 5 tool access roles in Shared Files:

Admin: Administration of Shared Files. Download / upload, delete, rename, remove, unzip, zip files; create, rename, empty, delete folders. Edit all files or folders.

Publisher: Download / upload, delete, rename, remove files; create, rename, delete folders. Only edit their own files or folders.

Contributor: Download / upload, delete, rename, remove, zip files. Only edit their
Emailing Students

Instructors are able to email students in their course through the E-Mail Members link. Email can be sent to individual members, the entire class list (mass email), or a selected group of students.

1. To access e-mail, click on the E-mail Members link under the Current Class section of the navigation menu.

2. The E-mail Members screen will appear.

3. To email an individual student, click on the email address.

4. A new dialogue box will open for you to compose your email. Click the Send button when finished.

5. OR to email all members of this course (mass email), click on the E-mail All Members button on the right side of the screen.

6. A new dialogue box will open for you to compose your email. Click the Send button when finished.
Emailing Students (cont.)

7. To email a select group of students, check the box next to each student name.

8. Click on the Add to Collection button. A collection box will open to the left with the list of the selected names.

9. Choose the Compose Email action in the dropdown menu.

10. A new dialogue box will open for you to compose your email. Click the Send button when finished.
Posting Announcements

Announcements can be created for all users to view.

1. Click on the Announcements Editor link under the Course Design Tools section of the navigation menu.

2. The New Announcement screen will appear. Click on the New Announcement button.

3. Type in a Subject or title for the announcement.

4. Select a date range for the announcement to show.

5. Type the message/announcement.

6. Select who you want to see the announcement (guest and member/students or only member students) in the Recipients box.

7. You can also add an attachment such as a file by clicking in the Attachment box.

8. When finished, click on the Post Announcement button.
Bookmarks

Bookmarks allow instructors to save and share web sites with students and other users.

1. To add new Bookmark, click on the Bookmarks link found under the Current Class section on the left side navigation.

2. Click on the New Bookmark button.

3. Enter in the appropriate information including a Subject, the web address (URL Link), and a description.

4. Click on the Save button.

5. The new Bookmark will now show and students will be able to access it through the Bookmark link under the Current Class section of the left side navigation.
Message Board

**Message Boards** allow you to post messages and hold delayed conversations (asynchronous) with class members.

1. Click on the **Message Board** link under the Current Class section of the navigation menu.

2. By default, a **General Discussion** forum is already created.

3. To add a new or different forum, click on the **New Forum** button.

4. Enter in the name or title of the Forum and a description (if desired).

5. Click the **Save** button.

6. The new forum will now show in the list.
Message Board cont.

Once a forum has been created, you need to add a topic. A topic serves as the main thread to which students can reply and add more postings.

1. To add a topic, choose a forum and click on the New Topic button.

2. The Topic Editor screen will appear.

3. Fill in the needed information such as topic title or subject, availability, and the message. Click on the Post Topic button when finished.

4. The Topic will now appear within the Forum.

5. To read and reply to the topic, click on the title or name of the topic.

6. Click on the Reply button to post a reply message.

7. To delete a topic or posting, check the box next to the topic title and click on the Delete Checked button.

Note: To change how you view postings on the message board, go to the Message Board Manager in the Class Admin Tools. You can choose to view the postings by Date or Thread.

Forum: Discussion Board Assignment #1

- Indicates a sticky topic.
- Indicates a new topic.
- Indicates a gradable topic.
Grade Schemes

Grade Schemes allow an instructor to establish grading scales that can be applied to an assignment, group of assignments, or the overall course point total.

1. To add a Grade Scheme, click on the Assignments Editor link in the Course Design Tools section.

2. Next, click on the Assignment Settings button.

3. Then, click on the Grade Schemes link.

4. The Assignment Grade Schemes page will appear.

5. To create a new grade scheme, click on the New Scheme button.

View/Manage Assignments

Assignment Settings

Provide default settings for Assignment tools such as Grade Schemes, Categories and Submission.

Grade Schemes
Assignment Categories
Submission Settings

Assignment Grade Schemes

No Schemes Listed.
Grade Schemes cont.

6. Type in a label or name for the grade scheme in the Name field.

7. By default, the grade scheme type is set to be a percentage. You can change to a different type by choosing an option, such as Pass/Fail or By Point, in the Type dropdown menu.

8. To set the distribution for your grading scheme, enter a cut-off value in the field. For example, entering a 90 in the A field means that a student who scores at 90% or higher will receive an A grade.

9. Uncheck any grade you do not wish to use such as plus/minus grades, E grades, etc.

10. When finished, click the Save button.

Scheme Editor

Type: Grade by Percentage

Tips:
Choose the Letter Grades by checking the box to the left of the grades you want. Enter a cut-off value in the field to the right.

E.g. A = 90 means that the student scoring a 90% or higher will get an A.
Grade Schemes cont.

11. To assign a grade scheme to the overall grade, select a grade scheme that you created from the dropdown box.

12. To assign a grade scheme to an assignment, go to the Assignments Editor and select Edit for the desired assignment (or if you have not created any assignments yet, click on New Entry and see page 8).

13. All created grade schemes will now appear in the Scheme dropdown box. Select the desired scheme and click the Save button.

View/Manage Assignments

Add Assignment

* Indicated required fields

Basic Information:

- Title:
- Category: None
- Available: [ ] 12 am, [ ] 8am
- Due Date: [ ] 10 pm, [ ] 8 pm
- Detail: [ ]

Assign To:

- Select Members
- All Members

Downloads:

- Add/Edit Attachment

Related Links:

- Add/Edit Links

Additional Data:

- Appears in Assignments
- Appears in Gradebook
- Scheme: None
- Create Gradable Message Board Topic

* When "Create Gradable Message Board Topic" is checked, "Appears in Gradebook" will be checked automatically.
Assignment Categories

An Assignment Category can be created to assign a weight to an assignment or group of assignments.

1. To add an Assignment Category, click on the Assignments Editor link in the Course Design Tools section.

2. Click on the Assignment Settings button.

3. Click on the Assignment Categories link.

4. The Assignment Settings - Categories page will appear.

5. To create a new category, click on the New Category button.

View/Manage Assignments

Assignment Settings

Provide default settings for Assignment tools such as Grade Schemes, Categories and Submission.

Grade Schemes
Assignment Categories
Submission Settings

Assignment Settings - Categories

No Categories.
Assignment Categories (cont.)

6. The **Category Editor** page will appear.

7. **Name** the category by typing in a label that describes the assignment. For example, if you want to assign a weight to a test or group of tests, you may want to name the category Test.

8. You can add a **Special Rule** such as drop the worst or keep the best grade in this category by using the **Special Rule** dropdown box.

9. In the **Weight** field, enter in the weight percentage you want the category to have. For example, entering the number 30 would mean that anything you associate with this category will be weighted 30% of the overall grade.

10. Click the **Save** button.
Assignment Categories (cont.)

11. The Category will now appear.

12. Remember that your Total will need to equal 100% so you will need to repeat the process to create other categories.

13. To change or edit an existing category, click on the Edit button.

14. To delete a category, click on the Delete button.

15. To assign a category to an assignment, go to the Assignments Editor and select Edit for the desired assignment (or if you have not created any assignments yet, click on New Entry and see page 8).
Assignment Categories (cont.)

16. All created categories will now appear in the **Category** dropdown box. Select the desired category and click the **Save** button.

Add Assignment

* Indicates required fields.

**Basic Information:**

- Title: 
- Category: None
- Available: 12 am
- Due Date: 10 pm
- Detail: [Max 4000 characters]
- Assign To: Select Members
- Downloads: Add / Edit Attachment
- Related Links: Add / Edit Links

**Additional Data:**

- Appears in Assignments
- Appears in Gradebook
- Points:
- Scheme: None
- Create Gradeable Message Board Topic

- When "Create Gradeable Message Board Topic" is checked, "Appears in Gradebook" will be checked automatically.
Customizing the Welcome Page

The Welcome Page of your course can be changed to display various resources in channels such as Announcements, Message Boards, the Calendar, Shared Files, and much more.

1. To customize your Welcome Page, select the Member Welcome tab on the Welcome Page.

2. Click on the Customize button on the right side.

Note: The Public Welcome tab will display to visitors not enrolled in your course.
Customizing the Welcome Page (cont.)

3. Choose an item from the list of Available Channels by clicking on the name. A description of the item will appear in the Channel Description field should you need more information about that option.

4. Click on the Add Channel button to add the item.

5. You can use the buttons on the right side of the layout area to delete, change the order, and edit channels you selected.

6. You can also select a layout from the dropdown menu to control how the channels will be displayed (e.g. in two columns with a header, etc.).

7. When finished adding channels and selecting your layout, click on the Save button.

8. The Welcome Page will now display the channels in the layout you selected.
Adding Members

If a student or user does not have access to your course but is enrolled, you can add her or him through the Member Manager tool.

1. To add a student, go to the Member Manager link found under the Class Admin Tools on the left side navigation.

2. If you know the student’s login ID, type it in the text box and click on the Add button.

3. If you need to search for the student’s login ID, click on the Import Users button.
Adding Members (cont.)

4. The User Directory dialogue box will open.

5. Type in the student’s name and click on the Search button.

6. Find the appropriate person in the list that will generate below and check the box next to their name.

7. Click on the Add Selected Names button.

8. The login ID will now show in the text box. Click the Add button to add the student to your course.