

MyWashburn Course Homepage Quick Reference Sheet

Course Tools	Features for all users	Important Notes
Homepage	View course info, announcements, news articles, photos, links, and message board topics.	
* Announcements	View announcements posted by the instructor. <i>These announcements also appear in the Personal Announcements area of the WU Today tab.</i>	* Be sure to SIGN announcements with your name OR use an appropriate subject line so students can distinguish your announcements from others.
News	Key in or copy/paste news articles for possible posting by the instructor.	<i>Each section of a course has its own homepage. If you are teaching multiple sections of the same course, you can create a consolidated course to push down content from the consolidated course to each section.</i>
Photos	Upload photos from your personal computer and submit to instructor for approval.	
Links	Enter links to other Web sites of interest to the course and submit for instructor approval.	
** Files	Upload files to be shared with other users after instructor approval. Search for files by filename, folder name or keyword in file.	**We recommend that all word processing files be saved in rich text format (rtf) before uploading, since most word processors will be able to read them. **File size limit is currently 50 MB.
Message Board	Discuss course-related material by adding a new topic or message to an already existing topic.	<i>Students may access a link on the My Courses page entitled "MyWashburn Course Homepage for Students" to learn how to use all tools.</i> <i>Students may also get assistance with the MyWashburn Course Homepages contacting webtech@washburn.edu or by calling ext. 3000 and selecting Online Education.</i>
Calendar	View course calendar events entered by the instructor or add an event to a personal calendar.	
E-mail	E-mail all members of the course or selected individuals.	
Chat	Interact with each other in real-time through scheduled chats.	
Members	View names, personal Web sites and last date accessed of other members of the course.	
Content Tools	Features for Instructor (or TA or person delegated)	
Manage Homepage	Add photos, links to course homepage	<i>Instructors may access a link on the My Courses page entitled "MyWashburn Course Homepages for Faculty" to learn how to manage all tools.</i> <i>In addition, faculty may contact webtech@washburn.edu.</i>
Manage News, Photos, & Links	Activate news, photos & links submitted by users.	
Manage Files	Activates files submitted by users; manage folders for file storage.	
Manage Message Board	Delete topics or messages.	
Manage Calendar	Add/delete items to/from course calendar.	
Manage Announcements	Add or delete an announcement.	
Configuration Tools	Features for Instructor (or TA or person delegated)	
Applications	Decide which Course Tools to make available.	*** Guests have same permissions as students by default; teaching assistants have same permission as instructor by default. Use the Configuration Members option to remove certain permissions from a selected individual.
*** Members	Add members (guest or teaching assistant). De-activate members.	
**** Permissions	Grant permissions to manage Course Tools.	
Personal Tools	Features for all users	
My Profile	Users may add a link to a personal Web site.	

For more detailed information, access the "MyWashburn Course Homepage" link off the MyCourses tab.