# MyCourses Instructions for Teachers

## Table of Contents

- General information
  - Browser requirements
- Additional Guides
- Video tour
- Making new course workspaces - how and when
  - Log in to MyCourses
    - How to log in
    - Finding your course workspaces
  - Automatic enrollment to course workspace
  - How to manually add members to your workspace
- Course workspace layout
  - Changing the interface language
  - Forcing a specific language within a course workspace
  - Editing the course workspace
  - Importing contents from your previous course space
    - Reordering sections
    - Activities and Resources
  - Open access is the default
    - How to limit workspace guest access
    - How to restrict access to a section, resource or an activity
    - How to limit resource visibility to course members only
- Accessibility in course space
  - Add video library to your course space (Panopto integration) works on 28.12.2017
  - Add ReadSpeaker block
  - Remove ReadSpeaker block
  - Announcements
    - How to send an announcement with email notification to students
- General Discussion
  - How to subscribe General discussion
  - How to subscribe all Forums
- Material
  - How to add files
- Calendar
  - Oodi-based events
  - Activity-based events
  - Events created by teacher
  - Exporting the calendar to mail.aalto.fi -calendar
- Assignments and other activities
  - Giving assignments and receiving student submissions in MyCourses
  - Grading student assignment submissions in MyCourses
- Grading course total (gradebook setup)
  - List of activities
    - Grading and publishing grades
    - Transferring results to Oodi
    - Course info and header image
    - Creating groups
      - Error in a group assignment
    - Course space report tools
      - Basic reports
      - Visual course logs GISMO
  - Course workspaces are not archived

## General information
MyCourses is the starting point for courses. MyCourses workspace can be used to send out announcements, share materials, receive student sub
grade and give feedback. After the course is finished grades can be published there.

MyCourses is Moodle-based learning management system (uses Moodle version 3.2 since June 2017).

MyCourses imports information (course names and dates) and users (students and teachers) from Oodi.

If you can't access your course workspace after logging in, check with your local Oodi administrator that you are marked as a teacher in Oodi for th
event (course).

Browser requirements

We kindly advice you to keep your browser up to date. We regularly test MyCourses with Safari, Firefox and Internet Explorer.

Current MyCourses version (Moodle 3.2) has known compatibility issues with:

- Safari 7 and below
- Firefox Mozilla 45.9.0 and below
- Internet Explorer 10 and below.

Additional Guides

These links point to external pages:

- Default and Example Workspaces, tips for teachers
- Quick Start and Troubleshooting for Teachers
- Workspace and Material Visibility
- Instructions on moving to MyCourses from other platforms
- Aalto Library’s guide to linking to licensed materials
- MyCourses FAQ and AVLE-project

Video tour
< p> MyCourses navigation </ p>

Making new course workspaces - how and when

In the beginning of the academic year each public and confirmed course (opintokohde in Finnish) in Oodi with teaching events, except for exams, will automatically generated course workspace in MyCourses. Language Centre courses with enrollment to several groups will have automatically generated workspaces for each group. Manual production of course workspaces can be requested.

Teachers can request a personal readymade workspace for thesis supervision.

Also a sandbox or workspace for educational development work (no students allowed) can be ordered. Request a workspace

Instructions on how to import contents from one workspace to another

Please note that the new course workspaces are generated each year, in the beginning of a new academic year. Reusing the current workspace the following year is not possible. Instead the previous year’s workspace can be imported to the current year’s workspace. This way you do not have to rebuild the entire workspace every year, just an update is needed.

We have some additional tips about how to use and restructure MyCourses Workspaces.

Log in to MyCourses

mycourses.aalto.fi - official course spaces for new courses for the whole academic year.

How to log in
Use Aalto login or Haka login.

Aalto login

More information about Aalto Accounts and passwords

Haka login

If your organization is a member of HAKA federation, you can use HAKA-login.

Please note: External (not HAKA or Aalto users) workspace members are not allowed to log in to MyCourses. Faculty members, who wish to invite their foreign colleagues to the workspace, can request a Visitor Account for the visitor. More information (requires aalto-login).

Finding your course workspaces

You will see your courses after logging in at Dashboard. You can hide courses on your list and filter by term or by teacher. Your courses are also listed under the My own courses-link in the top navigation bar.

Please note that course workspaces, which are set hidden from students can still be seen by the workspace teachers. A whole workspace can be hidden by teachers' request and by administrators only.
Automatic enrollment to course workspace

In general, enrollments should be administered in Oodi. Every session (login) in MyCourses starts with an automated Oodi check of the user's access rights to workspaces. In addition, the member lists of all MyCourses workspaces are hourly synced from Oodi. This integration means that if a user is added in Oodi, he/she will be added to MyCourses workspace during next login to MyCourses or automatically after one hour the latest.

After students have enrolled to the course in Oodi, they can access the course workspace in a Student role when they next time login to MyCourses. Students’ enrolment status in Oodi is either planned, rejected or canceled, it means that his/her status in MyCourses turns to “inactive”. After that, the teacher can remove him/her from the user’s list in MyCourses.

If you have been marked as a Teacher in WebOodi (vastuuopettaja, luennoitsija or harjoitustöiden pitäjä) you will automatically get Teacher rights to your course workspaces. Your own courses are shown in the upper navigation listing in MyCourses. There is generally no need for enrollment keys. In some cases the teacher may wish to manually add persons with differing roles to the course site, and their role is called Workspace Assistant. The role is intended for personnel who may be responsible for supporting course activities.

There is generally no need for enrollment keys. In some cases the teacher may wish to manually add persons with differing roles to the course site instructions in the next section.

Students have possibility to toggle their activity status in MyCourses workspace. This means that teacher sees student’s name in grey in assignments, but student can leave email from the course space. It is important that student can set his/her status as needed.

How to manually add members to your workspace

Turn editing on open quick link Enrolled users Enrol users. OR: Choose Participants on the left side open the gear Enrolled users Enrol users.

Choose the appropriate role - Student role for students and Teacher role for teaching personnel - for the person you are adding, and use the Enrol search. Click Enrol on the person you wish to add and when you're done Finish enrolling users.
Users, including HAKA-users, can be enrolled to course workspaces manually only if they have at least once logged in to MyCourses.

You may also change participant's roles from the Roles -column and pressing the plus -icon.

External (not HAKA or Aalto users) workspace members are nor allowed in MyCourses. Faculty members, who wish to invite for example their foreign colleagues to the workspace, can request a Visitor Account for the visitor. More information (requires aalto-login).

Please note that persons who act as a Category Assistant for all courses of a specific category (school or department level) have similar rights than a Teacher in all respective workspaces. Category Assistants role is granted by request on behalf of the school or department (more information). They intended for service personnel who may be responsible for supporting course activities.

Course workspace layout

<table>
<thead>
<tr>
<th>Top navigation bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>• Navigation panel</td>
</tr>
<tr>
<td>• Link to Dashboard</td>
</tr>
<tr>
<td>• List of schools</td>
</tr>
<tr>
<td>• Service links</td>
</tr>
<tr>
<td>• Language switcher</td>
</tr>
<tr>
<td>• My Own Courses, a list of any course that you're a member of</td>
</tr>
</tbody>
</table>
Changing the interface language

Users can by default change the interface language. A dropdown list in the top navigation bar contains all available languages. If you find issues in translations, let us know.

Forcing a specific language within a course workspace

A teacher can force the course workspace interface language by changing the following setting:
Editing the course workspace

You need to have teacher-rights to edit the course site. In your workspace, click *Turn editing on* on the upper right corner of your course home page. This will open you the tools necessary to edit the course site. After the update (12.6.2017) editing options in all the activities and resources are found behind a gear:

![Gear icon](image)

Clicking the gear opens all the editing options.

In course home page, gear in the header opens course settings.

Important functions while in editing mode:

- Importing contents from your previous course space

You can import (copy) all or some contents (activities, resources) from your previous course workspace using *Import*. To do that, you must have a teacher role in both workspaces. Do not import users. You probably need to add and rename sections on your new workspace after importing.

Instructions for importing contents

Adding and removing sections

You can add, remove, rename and rearrange sections in your workspace.

When editing mode is on you can find three buttons "Show all sections", "Add new sections" and "Remove last section" in left column.

Click "Add section" and you will get a new section to the left navigation. Added section will be given a default name, such as Section 5.

When you click "Remove last section" the last section shown in left column is removed. This action does not delete the section nor its contents, but from the users. To restore the hidden section, just click "Add new section" and hidden section is shown again.

Although the sections can never be deleted, their content can be deleted (Activities/Resources).

Reordering sections

To reorder sections, first click "Show all sections" -button and then drag and drop sections from cross-symbol in front of the sections name. Clicking "List view" -button on the top collapses the sections so moving becomes easier.

Section reordering is usable also when you want to remove section which is the middle of sections. Reorder sections as the removable sections con then remove last section.

With cross-symbol, you can also reorder activities and resources.

Please take a look at some tips how to use and restructure MyCourses Workspaces.

Activities and Resources

MyCourses contains many Activities and Resources. Their listing and descriptions are found, with editing turned on, in the end of any section by clicking "Add an activity or resource".

In Teacher role users can during a session upgrade themselves to Advanced teacher role in order to use all available activities and resources. (On *Switch role to Advanced teacher*)

Open access is the default
The default setting in each course workspace is that they are openly visible to guest users, i.e. all internet users. On the course homepage and any section openly accessible things include unrestricted material, activity names and descriptions and forthcoming calendar events. The Course info is case, whose visibility cannot be restricted.

Interaction (assignments, discussions, feedback, guiding etc.) during the course is between course members only. Especially the students' activity visible.

Note that many publishers do not allow their material to be saved and shared through course web pages or different portals (detailed user terms of services can be found from here). You can, however, link electronic materials for the use of students by using Bib.fl-links and Libproxy-links. More at Aalto Library's guide to linking to licensed materials.

You need student's permission if you want to share their assignments. Do not share or reload any student work openly!

Although open guest access is the default, access can be restricted, and the teachers can control it. Below are short tips on limiting visibility in MyC more about workspace and material visibility is found on a separate page: MyCourses workspace and material visibility.

When you turn to editing mode, you see info box of your course enrolment methods and course visibility.

Open guest access increases the visibility of Aalto University's education. Current, future and past students of Aalto University can see and browse contents and perhaps get interested in various studies. For teachers, open guest access supports the idea of developing teaching collaboratively. It enables teachers to showcase their work.

Course workspaces, which are set hidden from students can still be seen by the workspace teachers. A whole workspace can be hidden by teachers and by administrators only.

How to limit workspace guest access

A guest is a user who doesn't have an Aalto- or a Haka- account (a non logged in user). To disable guest access from your workspace:

Turn editing on click Enrolment methods in the Quick links list Guest access Hide (eye icon)

How to restrict access to a section, resource or an activity

On every section, resource (e.g. Folder) or activity administration, you can restrict access to that object.

Open the section Editing mode on Edit Edit section name and summary Restrict access Add restriction Choose to restrict either by:

- Date
- Grade
- Group (You must have groups created before you can use this)
- Grouping (You must have groups and groupings created before you can use this)
- Role (With Student-role, you can restrict access to your course students only)
- User Profile (e.g. restrict with email containing @aalto.fi)
- Restriction set (add a set of nested restrictions to apply complex logic, e.g. group + date)

How to limit resource visibility to course members only

- Open the resource Activity administration Edit settings Restrict access Add restriction Role Student

Note! With this restriction, teachers and assistant can still see everything in the workspace.
Accessibility in course space

Add screen reader to your course space.

1. Turn editing on Add a block Select: ReadSpeaker Enterprise Highlighting
2. Move block to right position
3. Configure: Select language language you use in course space. Notice! student can not change the language.
4. Configure: choose where block appears in course space all pages
5. save changes

Add video library to your course space (Panopto integration) works on 28.12.2017

Teacher can add an integration block between Panopto video service and course space. Creating connection means that course has course folder service and students has view to this folder from MyCourses. So when ever teacher upload video to course folder students can see it in MyCourse: has live session students can participate session from MyCourses without special emails.

Here is how you can add course video block in MyCourses and create folder to Panopto service.

1. Goto course page in MyCourses and turn editing on.
2. Open left side navigation and click "Add a block".
3. Click Panopto and pop up window will close.
4. Now you can find block Panopto from right side of the course page (image 1.)
5. Click “Provision Course” and system will create folder for your course in Panopto service and block in MyCourses will show links to files in Panopto sharing folder that has same name as you course space. You can use this folder as you use your home folder. Notice Panopto sharing settings will be set to course student and teachers based on MyCourses course space roles.

Add ReadSpeaker block

Remove ReadSpeaker block
Announcements

Use Announcements forum (previously News forum) to send urgent announcements to course participants. The Announcements forum is for one-way messaging only - from teachers to students. All postings of this forum are shown to course members only. An e-mail alert containing the message is sent to members.

Starting December 2, 2015 teachers can open MyCourses forums to the world by enabling guest access. More information about MyCourses workspace and material visibility.

Students can choose in their profile to receive separate messages for each announcement, daily digest or no messages.

Please read MyCourses workspace and material visibility before altering the visibility settings:

- **How to open the News Forum to all Aalto/Haka users:** open News Forum Forum Administration Permissions View Discussions click select Authenticated user (Aalto/Haka user) Allow
- **How to open the News Forum to the world, i.e. guests (not logged in users):** open News Forum Forum Administration Permissions Discussions click the + sign select Guest (not logged in user) Allow

How to send an announcement with email notification to students

1. Click Add a new topic on the right column of the workspace
   a. Fill in the subject title and the content
   b. check the Send forum post notifications with no editing-time delay. If not ticked, you have 15 minutes to edit your post before sending an email.
   You can also set a display period for your message (for how long it is visible)
   c. Click Post to forum
      **OR**
   2. Go to Course home page
      a. Click Announcements
      b. Click Add a new topic
      c. Fill in the subject title and the content
      d. check the Send forum post notifications with no editing-time delay. If not ticked, you have 15 minutes to edit your post before sending an email.
      You can also set a display period for your message (for how long it is visible)
      e. Click Post to forum

General Discussion

A discussion forum for course participants. It can be used for internal discussion, posting questions about course content, forming groups etc. The teacher can create additional forums.

Please read MyCourses workspace and material visibility before altering forum's visibility settings.

How to subscribe General discussion

In General discussion, click the gear in the upper right corner Click "Subscribe to this forum".

How to subscribe all Forums

Click Forums-link in the header image to see list of all forums in your workspace. Click Subscribe to all forums in upper right corner.

Material

The default setting in each course workspace is that they are openly visible to guest users, i.e. all internet users. Above you'll find short tips on limiting visibility in MyCourses, more about workspace and material visibility is found on a separate page: MyCourses workspace and material visibility.

MyCourses supports individual file sizes up to 200 MB. Note that many publishers do not allow their material to be saved and shared through course pages or different portals (detailed user terms of single services can be found from here). You can, however, link electronic materials for the use of students by using Bib.fi-links and Libproxy-links. More information at Aalto Library's guide to linking to licensed materials.

How to add files
Go to your Materials-section and go to Editing mode

1. Click Add an activity or resource Choose Folder
   a. Give the folder a name and description
   b. You can either drag and drop files on the blue arrow icon, or click the white square icon to open the file adding dialogue

2. Click Add an activity or resource Choose File
   a. Give it a name and a description
   b. You can either drag and drop files on the blue arrow icon, or click the white square icon to open the file adding dialogue
   c. It's also possible to add sub-folders to folders

3. Drag and drop files directly to the middle column of the workspace
   a. notice that files added this way are set to be open by default

How to link a single file to multiple workspaces

Add a file to your personal files While adding a file to a workspace use the Private files-directory Pick the file you wish to add, and choose Create alias/shortcut to the file

This way the file updates to the workspaces its linked to when you overwrite the file within your Private files.

How to link within course workspace

Any activity or resource name is recognised by MyCourses and turned into a link.

E.g. Typing News forum in any description field will create a link automatically. The linking works within a single workspace.

How to link to external material

Add resource URL

Alternatively Add an activity or resource Choose Page Copy and paste a list of links to the page content field

Calendar

All users have their own personal calendars. Personal calendar shows only the events from course workspaces the user is a member of.

The calendar may contain events created by Oodi, due dates created by activity, and events created by teacher him/herself. If Oodi has events the registration and has timetable information these timetable events are shown only for those students who has registered in this events (for example group 1). If course has event in Oodi that has no registration but has timetable information the timetable information is shown to all course students.

Please note that it is not recommended to add attachments to calendar events, since they cannot be imported to the next year's course calendar. If you follow the instructions on Material delivery, next year you can import your current workspace materials and other Sections into the empty workspace.

Oodi-based events

The course calendar contains room and time information on lectures and exercises automatically driven from Oodi. Oodi-based information (event and time) will be overwritten nightly, but you may add information on the description field. This field is not overwritten.

If you need to delete a calendar event that was created automatically from Oodi, you need to delete it only from Oodi. Event will be removed from MyCourses next night.

Activity-based events

The course workspace activities' deadlines (due date) will be added to the course calendar automatically.

Events created by teacher

Teachers can create new calendar events.

The calendar can be synced with Aalto University Exchange calendar (Outlook Web Access) or other calendar systems which support iCal-format, Google Calendar.

Different calendar views

Exporting the calendar to mail.aalto.fi-calendar

If your calendar is "too full" you might reconsider exporting the calendar.
1. open your calendar in MyCourses
2. click “export calendar”
3. choose “recent and next 60 days”
4. get subscription URL and copy it
5. go to mail.aalto.fi and open my calendar
6. right click on “other calendars” > “add calendar”
7. Paste your calendar address to the URL-field and click OK

Assignments and other activities

Activities are created by teachers to activate students on a workspace. Activities are open for course students only, and submissions are visible to and assistants only.

In a workspace, Turn editing on -> click “Add an activity or resource” to see the list of activities. When you switch your role to an "advanced teacher" the full list of activities.
Giving assignments and receiving student submissions in MyCourses

In Assignment activity, students submit a file or text for the teacher to grade.

Go to Assignments section, enable editing mode and click Add an activity or resource Assignment

Give the assignment a name, description (instructions for students) and deadlines. You can also attach files to the assignment if needed.

Due date shows up in the calendar. After Cut off date, submission is no longer possible for students.

When choosing grade type, we recommend using of Points/Value instead of Scales. You can change the maximum 100 -> 5 (or anything else)

Read more:
Assignment settings

Note! There are alternative activities for receiving and assessing assignments. Turnitin assignment is designed for supporting scientific writing and preventing plagiarism. If you choose Turnitin assignment, follow step-by-step Turnitin instructions https://wiki.aalto.fi/x/IqJIBg as there are ethical regulations to be followed.

Grading student assignment submissions in MyCourses

After 12.6.2017 update, MyCourses has a new assignment grading view. All elements are on one screen and the teacher can annotate over student submissions of different file types, not just pdf’s.

To grade, open the Assignment activity. Click View all submissions to see list of students with their submissions. Click Grade to see and grade one submission. It opens student’s file automatically. You can annotate it, grade and give feedback. Save changes and see the next submission, or pick next one on the upper menu.

Grading is visible to student (or a small group) only.

In 3.2. version, also assignment overrides are available: teacher can change assignment deadlines for individuals or group, and download selected assignments to work offline. (Update 12.6.2017)

Read more:
Using and grading assignments

Grading course total (gradebook setup)

All activities with grading gather automatically in Grading report. Click Grades on the left side bar. In a grading table, you see list of all students and their submissions. The last column, Course total, calculates and shows automatically the course grade, based on your settings.

As a default, the aggregation method is Simple weighted means of grades, and the maximum grade is 100.

You can change the aggregation method: Grades -> Gradebook setup -> click Edit on the first row -> Edit settings -> Choose one in the Aggrega
(eg. weighted means of grades or natural, meaning sum of grades).

You can also change the course Maximum grade.

Also, a new grading item can be set in Gradebook setup.

**List of activities**

Activities are tools to activate students. With grading on, all the activities show in Grader report table.
| **Assignment** | Students or small groups submit assignments; files or text with ed (documents, video, photo). Submissions are visible to teachers or assistants only.  
**NOTE:** if you want to publish submissions to other course students, restrict access to students only. Do not publish without permission.  
*Due date* shows in course calendar; after the *cut of date* submission is no longer possible.  
Teacher can give feedback and grades: text feedback, comments on file, pdf-annotation. You can create a rubric (advanced grading method) grading, we recommend to use points instead of scales.  
No peer review (use Forum or Workshop).  
Note! Use separate assignment activities for individual and group assignments.  
Note! With groups, use also Groupings (instructions).  
**How:**  
Assignment settings  
Using assignments  
Assignment FAQ |
| **Attendance** | Activity to keep track on student attendance on teaching sessions (present, absent, late).  
Note: allow students to record their own attendance (not change afterwards).  
**How:**  
Attendance activity |
| **Etherpad Lite** | To support collaborative writing in real time.  
**Note:** This activity is an open to guests (non logged in users). Guests can read or, if allowed, also write in the pad. In Etherpad settings, you restrict access to your students only, or to a group. |
| **External tool** | Embed an external tool in the workspace to make it integrated and accessible for students (e.g. Aaltowiki, Aalto blogs, Aaltodocs).  
**Use for:** collaboration  
**How:**  
External tool settings  
Using external tool |
| **Feedback** | For asking questions (feedback); anonymously or with names. Results can be shown to all participants or can be restricted to teacher. Question types: multiple choice, yes/no or text input.  
**Use for:** collecting feedback after a lesson, ask if something was hard etc.  
**How:**  
Feedback settings  
Using feedback |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Forum** | Teacher and students can discuss materials, assignments, learning etc.  
Files can be included (documents, media, photo)  
Use for: small group discussions (visible or separate groups), peer informing students  
Note: “News forum” is a one-way channel from teacher to student emails automatically  
How:  
Forum settings  
Using forum |
| **Group choice** | Students enroll themselves in a group; group names must be created (Users -> Groups -> Create groups). Teacher can limit the group sizes.  
Other members can be shown to students before or after the choice, or not at all  
Use for: students choose their groups based on topics  
How:  
Group choice |
| **HotPot** | For language learning: fill-in sentences, multiple choice, matching crossword, write freely etc question types. Automatic feedback  
teacher can grade and comment |
| **Questionnaire** | Teacher can create a survey and collect data from students, answer with names. Many types of questions: scales, multiple choice, radio buttons, yes/no, text box etc. Result can be shown to all participants (statistically)  
Can be answered once or several times, students can see all their answers  
Use for: a survey in the beginning and in the end of the course  
How:  
Adding/editing questionnaire  
Questionnaire |
| **Quiz** | Quizzes including large variety of question types: multiple choice, drop, open text, fill in ...  
Can be answered once or several times; randomisation of questions (shuffle? - questions can be shuffled)  
Use for: exam, test, practicing; before a lesson (flipped classroom lesson); as part of the course grading  
Automatic grading; automatic feedback to whole quiz and/or to every question. Teacher can also comment and give grades  
Extra features/plugins using Quiz: Stack, Coderunner  
How:  
Quiz activity; Quiz settings; Building quiz; Quiz report |
| **Scheduler** | Teacher can schedule appointments with students. Meetings shown in MyCourses calendar  
Teacher can comment or make notes on a session  
How:  
Scheduler module |
| **Turnitin assignment** | For submitting assignments; to teach students to write scientific texts correctly; to support prevention of plagiarism.  
No group work.  
Teacher can comment using highlights, annotating, reusable drag phrases, a rubric and voice comments  
Important! Follow Aalto University Turnitin instructions for teacher adding this activity. |
| **Wiki** | Shared or individual web pages  
Page history visible  
Use for: groupwork; individual learning diary; process writing  
Students can comment  
How:  
Wiki settings  
Using wiki |
| **Workshop** | Structured peer assessment activity  
Teacher plans the process: student submits an assignment - self assessment is possible - peer assessment phase - teacher can give feedback - grade calculation method  
Individual students only; no group submissions or review  
Anonymous peer review possible  
Random or planned allocation of students  
Phases can be manually or automatically switched  
Grading methods: self assessment, peer assessment and teacher grades  
How:  
Workshop activity  
Workshop settings  
Using workshop  
Workshop grading strategies |

**Grading and publishing grades**

**Methods to publish grades and feedback. We recommend using the first method.**

1. **Using MyCourses Gradebook (Course administration Grades)**
   a. Grades and feedback given via any MyCourses activity are listed in the Gradebook  
   b. Student can only see his/her own feedback and grades  
   c. Feedback and grades are published to the student immediately after teacher has given them. However, it is possible to schedule grades are published.  
   d. To publish exam grades you can create an extra column (grading item) in the Grades table. This way, the exam is automatically included in the Course total.  
   In Grader report view, choose Gradebook setup in the menu. Then click Add a grade item, name the item and give maximum points.  
2. **Publishing grades in an attachment**
   a. via "For Aalto"-section, if you need to publish the grades to those who are not members of the workspace, e.g. for those only doing exams  
   b. via News Forum topic, with the grades as an attached file. Only course participants can view the file after logging in to MyCourses  
   c. **Make sure that you use only student numbers when publishing grade and feedback information**
Transferring results to Oodi

The assessments are not sent to Oodi automatically. The grades given within MyCourses can be downloaded in Excel or CSV format, among other

Course administration  Grades  Grader report -dropdown  Export

Course info and header image

The Course info -page contains automatically generated information from Oodi, course name and schedule, which are always openly available to the
The page contains separate links to enrollment, course description, timetables and exams in Oodi and also teacher names based on Oodi information.

Teachers can attach files to the Course info -page (syllabus, picture, etc.)
A Teacher can add two files to the Course info -page (a picture and a pdf-file) The files will be visible in the Info Section as well as in search results. How
1. In your workspace, go to Course home page and open the gear in upper right corner to see the editing options.
2. Choose “Edit Settings”
3. On the page find “Course summary files”
4. Drag and drop you files to the box
5. Save your work

If you add a text file in Course summary, it shows in Course list.
If you want to customise your course workspace, you can attach an image file (.jpeg, .jpg, .png) in Course summary files -box. The image shows in the

Creating groups

Groups in Oodi are copied to MyCourses workspace. This makes the use of calendar easier for students. Teacher can inform group of student:
Forum or Forum (in Forum settings; set Group mode on and inform a group).

Note! If you create groups on a workspace containing Oodi-based groups, you have to use Grouping to separate the sets of groups. See instr
below.

Error in a group assignment

In a group assignment, you can get an error info:

The setting ‘Require group to make submission’ is enabled and some users are either not a member of any group, or are a member of more
group, so are unable to make submission.

In most cases, this error is because you have Oodi based groups and groups created by you, not separated in your workspace. You should separ
“bundle up”) your groups with a grouping, and then in an assignment use your own set of groups only. Also, check that all the students are membe
group.

What to do:

1. click Participants -> click the gear -> click Groups. Open Groupings -tab. Create a Grouping (= give a name to your set of groups, eg “Lal
groups”). After that, populate the grouping with your groups (like you populated groups with people).

After that

2. Open assignment settings. Choose Group submission settings -> Grouping for student groups  choose a grouping.

Groups can be used to enable group submissions in activities. They can also be used to restrict visibility of certain sections, activities or resources.
First create groups either manually or automatically. Then choose how to add the group members: manually, automatically or by student choice.

*Course administration  Users  Groups*

**Introduction to Business Ethics Groups**

Create a single group manually

Click *Create group* and give the group a name  *Save changes*
Auto-create several groups

Can be used to create several groups at once. Give a group name and either an @- or a #-sign.

<table>
<thead>
<tr>
<th>Group @</th>
<th>Group #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Group 1</td>
</tr>
<tr>
<td>Group B</td>
<td>Group 2</td>
</tr>
<tr>
<td>Group C</td>
<td>Group 3</td>
</tr>
</tbody>
</table>

Populate groups automatically with auto-create several groups

You can let MyCourses to automatically assign students to the groups with the selection of either Number of groups or Members per group.

Populate groups manually

Select the group you want to add members to, in this case Group A and click Add/remove users
Select users from the list on the right and click *Add*. You can select several users at once by holding CTRL while clicking the users. Back to group

**Let students choose their own groups**

Group choice -activity allows students to choose their own groups from the pool of groups teacher provides.

*Editing mode*  *Add activity/resource*  *Group choice*

You must have at least 2 groups for this activity to work.

Name the activity, give a description and select the groups the students can choose from  *Save and display*

**Course space report tools**

As a Teacher you can follow students behaviour in course space from logs and reports. For example you can use this data to see who has access materials and on what pages students has viewed. By default log information is just list of events but if needed teacher can activate use GISMO plugin this information in visual format.

**Basic reports**

Go to course main page and click Gear symbol -> More -> Under heading Reports you can see course logs and reports.

Logs

*Activity report*

*Participation report*

**Visual course logs GISMO**

Activate GISMO on your course space by adding GISMO block.

1. **Turn editing on** -> click *Add a block* (Notice! find it on page left bottom. You need *open left side navigation* if closed) -> click GISMO
2. Now you should see GISMO block on right side of the page. GISMO runs every night after it has set on page. Next morning teacher will see report view on block. GISMO update report view every night.

**Course workspaces are not archived**

The system does not archive course workspaces. Every workspace will be removed after it has been for 3 years in use.

A Teacher can download a backup copy of the site. The backup contains files and activities without student generated content. A teacher can download student content of individual activities.
Usually an activity is something that a student will do that interacts with other students and or the teacher.