Objectives
Upon completion of this course you should be able to:

• Navigate to the Raiderlink Web site and log in
• Add the eLearning Channel to your Raiderlink Portal
• Create a course syllabus and add items to that syllabus
• Create a Gradebook and setup the grade scale
• Create assignments to add to the Gradebook
• Attach files to assignments
• Allow students to upload files through eLearning
• Add grades to student assignments and release those grades for the students to view
• Add announcements
• Manage teaching assistants and their roles in eLearning
• Publish course materials
• Import a Gradebook from a previous semester
• Import a syllabus from a previous semester
• Post final grades to TechSIS
• Know where to go for help

Course Topics
• Application Terms
• Raiderlink
• eLearning Application Interface
• Announcements
• Syllabus
• Gradebook
• Assignments
• Manage Assistants
• Publish Course Materials
• Import from previous semesters
Application Terms

Raiderlink – Your TTU Customizable Portal
You can use the portal as your starting Web point for TTU information, such as TechSIS, TechFIM, leave accruals, TechDrive, Events Calendar and many other applications. In addition, you may add links to non-TTU content, such as news and weather. Raiderlink is a “one stop shop” for your Texas Tech needs. To visit Raiderlink, navigate to http://www.raiderlink.ttu.edu. Once you are there, simply log in with your eRaider username and password.

eLearning – TTU’s Electronic Course Companion
eLearning is a channel (defined below) that can be added to your Raiderlink portal. eLearning includes a faculty application and a student application. When you log in to the Raiderlink portal with your eRaider username and password, the system automatically identifies your role at the university—faculty, staff or student.

• Faculty services overview:
  o send announcements to your students
  o setup and maintain your Gradebook
  o setup assignments and add attachments
  o setup and manage your teaching assistants’ privileges within the system
  o upload course materials
  o import Gradebooks and syllabi from previous semesters

• Student services overview:
  o view the syllabus
  o view announcements
  o view assignments
  o view course materials
  o upload assignments where the faculty member has enabled uploads.

Note that students and faculty might have to add the eLearning channel to their Raiderlink portal (instructions below).

eRaider – Your TTU Electronic Identity. It is a username and password system of which everyone within the Texas Tech University Community is able to take advantage. Many applications, such as Texas Tech University e-mail, or Tech Mail, use eRaider authentication for TTU Community members to gain access to those applications. To log in to the Raiderlink portal, you must use your eRaider username and password.

channel – The content windows within Raiderlink are called “channels.” You can customize your Raiderlink portal by adding the channels of your choice. For example, eLearning is one channel you can add to your portal. If you change your mind, you can always delete a channel. As you begin to add new channels, you might find that you want to display them differently, or that you might want to organize them with tabs.

Raiderlink

eLearning is a channel housed within the Raiderlink portal. To utilize eLearning, you must first navigate to Raiderlink, by going to http://www.raiderlink.ttu.edu. Your students will get to eLearning the same way you get to eLearning.
Once you are at the Raiderlink Web site, click the eRaider **Sign In** button. Log in to the Raiderlink system using your eRaider username and password.

You will see a tab at the top of the page titled **eLearning**. Click this tab to be taken to the eLearning channel in Raiderlink.
eLearning Interface

The interface for faculty members is different than the interface for students. The first view we will look at is the faculty member view.

• At the very top of the eLearning channel, you will see a section titled “Courses I Teach/Assist.” There will be a listing for each course for which you are the instructor of record. This will change each semester if the courses you are teaching changes each semester. This listing comes directly from the TechSIS system. It is not something that you can manually change.
The other important thing to note when using the eLearning system is that you must use the buttons on the page, rather than using the buttons in the browser. For example, if you want to return to the previous page or the main menu, you must click the appropriate button on the page rather than clicking the Back button on your browser.

Icons
Each course shares a common set of icons:

![Icons Image]

**KEY**
- Manage Announcements
- Create / Modify Syllabus
- Configure Gradebook Settings
- Manage Gradebook
- Add New Assignment
- Import Segments
- Manage Class Assistants
- Manage Class Files

If you would like a listing of all of the icons and their functions, you can click on the course title and it will bring up a list of all the applications and what each one does. In each of the following sections, you will see the icon for that function and a definition of how it works.

**Term Selection**
Below your course listing you will find the course term. The default is the current semester, but you can view previous semesters as well as future semesters. There are a few things that you should note about the term.
1. If you want to view previous semesters, you will be able to look at all the information, but not change anything.
2. You can begin working on your information for future semesters in advance.
3. If you are going to work on future semesters, you have to be the instructor of record in the TechSIS system for those courses to show up in your course listings.

You are currently viewing term: 2005 Spring

**eLearning Features**

**Announcements**
The Announcements feature allows you to manage announcements for your class. You can add new announcements or edit existing ones. You have the ability to send announcements
to one or more classes that you are teaching. You can also set the dates for when you want the announcements to be visible and when the announcements will expire. Click the Announcements icon to begin adding announcements.

1. Choose the priority of the message: normal or high.
2. Type your Subject line.
3. Type your announcement message.
4. Choose a release date.
5. Choose an expiration date.
6. Once your announcement is complete, click the Save button to return to the main menu. If you want to save and continue adding announcements, click the Save and Enter New button.

Your announcement will now appear in the Announcements section. It will show the subject and release date. You will also see two icons to the right of the subject.

- ⛳️ If you click the icon that looks like a set of tools, you will be taken back to edit your message.
- ⚠️ The red circle with an “x” will delete your message.

To get back to the eLearning page from this screen, click the Back button.
Syllabus
The Syllabus feature allows you to manage the syllabus for your class. The syllabus is broken up into separate sections. Click the **Create/Modify Syllabus** icon to begin working on your syllabus.

**Create / Modify Syllabus**
- Instructor—allows you to enter information about yourself and how a student can get in touch with you.
- Resources—allows you to enter the textbooks for your class and whether they are required or recommended.
- Course—allows you to enter general course information.
- Policies—allows you to enter any number of policies you would like to add to your syllabus, such as grading policies or a policy regarding cell phones/pagers in your class. Policies allows you to add sections that were not previously covered by one of the other areas.
- Preview—allows you to view the syllabus before you publish it. You will be able to view your syllabus just as your students will be able to view it.
- Publish—makes your syllabus available to all of your students.
  - As you make changes, you will need to publish your syllabus for the changes to be viewed by your students.
  - Anytime you make an update to your syllabus, an announcement is automatically created indicating a change has been made.
There are six steps to getting your syllabus online in eLearning.

1. Instructor Information page

   a. Your name and e-mail address come in from TechSIS. If you do not want your name and e-mail address to appear as they do at the top of the page, enter how you would like for them to read on the Display Name and Display E-mail sections of the page.

   b. Enter as much or as little information as you would like to appear on the syllabus.

   c. When you have all the information entered, click the **Apply** button to save all your information.

   d. When you are ready to go to the next section, click the **Resource** link at the bottom of the page.
2. Resources
   a. You can add as many resources as you need. These can be textbooks, journal articles, Web pages, etc. If you enter the ISBN number for your books, in the published syllabus you will have a link to that book at barnesandnoble.com where the student can order the book directly and have it shipped to his/her house.
   
b. When you have all the information entered, click the Apply button to save all your information. Once you hit Apply, that resource is listed at the bottom of the page and you can add another resource.
   
c. When you have finished adding resources and are ready to go to the next section, click the Course link at the bottom of the page.
3. Course Description
   a. The Course Title, Course Number, Location, Meeting Days, and Meeting Time are all pulled in from the TechSIS system. You cannot change any of these things in the eLearning system.
   b. There are no other required fields on this section. If you want to add Prerequisites, a Course Description, Course Goals, and Course Requirements, you can do that from here.
   c. When you have all the information entered, click the Apply button to save all your information.
   d. When you have finished adding resources and are ready to go to the next section, click the Policies link at the bottom of the page.

---

**Course Description**

**C S 4852-001 OPERATING SYSTEMS**

2005 Fall

<table>
<thead>
<tr>
<th>Course Title</th>
<th>OPERATING SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>4852</td>
</tr>
<tr>
<td>Location</td>
<td>2700004</td>
</tr>
<tr>
<td>Meeting Days</td>
<td>MWF</td>
</tr>
<tr>
<td>Meeting Time</td>
<td>9:00-9:50</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>CS - 2004</td>
</tr>
</tbody>
</table>

**Course Description**

This course will give you an in depth overview of the Windows and Mac operating systems, including design and use.

**Course Goals**

**Course Requirements**

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### Instructor Resource Course Policies Preview Publish

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Monica Wall Matzner
Kathy Austin Stalcup

9/22/2005
4. Policies
   a. Give the policy a title.
   b. Add the information for your students to view.
   c. When you are finished typing a policy, click the Apply button. Your policy will be saved at the bottom under Current Policies, and you can add more policies.
   d. When you have finished adding policies and are ready to go to the next section, click the Preview link at the bottom of the page.

5. Preview
   a. Look over your syllabus to make sure it reads the way you want it to read.
   b. You can go back to any of the sections, and make changes before hitting the Publish button.
   c. When you have finished reviewing your syllabus, click the Publish button at the bottom of the page.
6. Publish
   a. Check the check box next to Publish Syllabus to Students.
   b. Click the Apply button.
   c. Your students will receive an announcement in their Announcements section informing them that the syllabus has been published.

Publish Syllabus
EDSP5307:270 PROBS/TRENDS IN SPED
2005 First Semester

To Publish Your Syllabus, Check the box and press apply
If you do not wish to publish your syllabus at this time leave the checkbox blank, or if you have already published a syllabus and wish to remove it from publication, clear the checkbox and press apply.

Publish Syllabus to Students

[Check box]

Reset Apply

Instructor Information
Instructor: Monica Matzner
Email: monica.matzner@ttu.edu
Office Location: TTU Library
Office Phone: 742-1656

Course Resources
Resource Title: Windows XP - User’s Guide
Publisher: McGraw-Hill
Resource Type: Required
Author/Creator: John Doe

Resource Title: Mac OS 9
Publisher: McGraw-Hill
Resource Type: Required
Author/Creator: John Doe

Course Information
Course Title: OPERATING SYSTEMS
Location: CP 00024
Prerequisites: CS - 2904
Course Number: CS 4302
Time/Days: MWF 9:00 - 9:50

Attendance
Attendance will be taken in class. You will be allowed 3 excused absences.

Exams
You will have 4 exams, including a mid-term and a final exam. Please bring a scantron, a blue book, and a pencil with you to each exam. These exams will make up 75% of your course grade.

Expected Learning Outcomes
Upon completion of this course, students will be able to:
1. Create layouts for digital and print media.
2. Explain differences in theories of print media versus digital media.
3. Describe principles of good practice for developing multimedia.
4. Identify effective use of multimedia in real-world applications.
5. Demonstrate competence in designing and implementing multimedia into web applications.

Learning Outcomes Assessment
The expected learning outcomes for this course will be assessed through:
1. Exams
2. In-Class Application Activities
3. Class Discussions
4. Active Learning Activities
5. Design Projects
6. Research Papers
7. Group Presentations

Civil in the Classroom
**Gradebook**

There are three components to the Gradebook: Gradebook configuration, view Gradebook, and assignments. One does not work alone without the others, and you must setup the Gradebook in a specific order.

- **Gradebook Configuration**—allows you to setup the grading scale for your class. You need to specify if you would like to grade on a percentage or point system and what the minimum values for a letter grade will be.
- **View Gradebook**—allows you to manage grades and assignments for your class. You will also be able to add specific notes for each student in a private area not viewable by students.
- **Assignments**—allows you to add individual assignments for your class. You can choose to have students upload an assignment directly into your Gradebook, as well as download course materials directly from the assignments.

**Configure Gradebook**

This is the first of two parts to setting up the Gradebook.

1. First you must setup your grading scale.
2. You must decide whether you are going to grade on a point system or on a percentage system.
3. Enter the minimum numbers for each of the grades. The + and – grades are optional.
4. When you are finished, hit the **Apply** button to make sure that your grade scale is recorded correctly. You will see a message at the bottom of the page letting you know that you have correctly configured your Gradebook.
5. If everything looks correct, click the **Save** button. This will save your grade scale and return you to the main menu.
You will not be able to click the View Gradebook icon until your grade scale has been configured correctly. Once you have done this and return to the main menu, the View Gradebook icon will no longer be gray, and you can now view the Gradebook and begin adding assignments.

View Gradebook

You can see your class roster from here, as well as being able to add assignments, add and view specific information on students, enter grades, submit final grades to TechSIS, and export the Gradebook to an Excel spreadsheet you can save on your hard drive.

You have the ability to enter a nickname or other notes for each student.
1. Click the name of the student.
2. Add a nickname if that student goes by a different name than the one listed.
3. Make notes about things such as attendance and extra credit options.
4. Enter or change grades for each assignment for each individual student.
5. Click the **Apply** button to apply any changes you have made in this section.
6. Click the **Save** button to save the changes and return to the Gradebook.

From the Gradebook, you can add a new assignment.

1. Click the **Add New Assignment Button** at the top of the page.
2. Follow the instructions in the section titled *Assignments* below.

You can also change assignment details for each assignment in the course.

1. Click the name of the assignment at the top of the grade sheet.
2. Make the necessary changes to the **Assignment Details**.
3. You can add in course materials for students to download in the **Assignment Materials** section.
4. Type a description for the file.
5. Click the **Browse** button to find the file you would like to use.
6. Click the **Publish File** button.
7. Repeat steps 4–6 to continue adding course materials specific to the assignment.
8. Add URL links by typing a description for the link.
9. Type in the URL (Web address).
10. Click the **Publish Link** button.
11. Click the **Apply** button to apply the changes.
12. Click the **Save** button to return to the Gradebook OR scroll down to enter grades for this assignment.
13. Enter a grade for each student.
   a. If you have allowed students to upload course materials, those files will appear next to the box for that student’s grade.
   b. You can click the icon to download and open the file.
14. When you are finished entering grades, click the **Apply** button to save those changes.
15. Click the **Save** button to save your changes and return to the Gradebook  
   a. Once you click the **Save** button and save your grades, those grades will automatically be visible to the students in their eLearning channel.  
   b. Students are only able to view their grades within the Gradebook when they log in.

You can view statistics such as the mean, median, high, and low grade.  
1. Scroll to the bottom of the page.  
2. View the Class Statistics.  
3. View the Grade Statistics.  
4. Click the **Back** button to return to the main menu.

You can also submit final grades to TechSIS at the end of the course.  
1. Click the **Final Grade** link at the top of the grade sheet.  
2. You will see the grade scale you setup at the beginning at the top of the page. If you would like to use that grade scale to assign the grades automatically, click the **Suggest Letter Grades** button.  
   a. You have the option to change any and all grades before you publish to TechSIS.  
   b. Pull down the drop-down menu to change a suggested grade.
3. You will see each student’s class average next to his/her name. Use the drop-down box next to the average to select or change a grade.
4. Once you have reviewed all the grades, click the **Apply** button.
5. When your grades have been saved, the Submit Page to TechSIS will become active, and you can click it to submit your grades.
   a. You must save and submit each page *separately.*
   b. After you have published one page click the >> link to go to the next page and repeat steps 3–5.

You can export your Gradebook to an Excel spreadsheet.
1. Click the **Export** button at either the top or bottom of the page.
2. Click the **Save** button.
3. Navigate to the place you would like to save the file.
4. Click **Save**.

**Assignments**
Add assignments to your Gradebook. You can indicate whether you will accept the assignment late and whether you want the student to upload their assignments directly to the Gradebook.

1. Click the **Add New Assignment** button.
2. Give the assignment a name.
3. Choose a category for the assignment.
4. Give it a due date and a time it is due.
5. Weight the assignment.
6. Add a description.
7. Choose whether or not you want students to be able to upload the assignment directly to your Gradebook for you to grade.
8. Choose whether or not you will allow files to be uploaded after the due date and time.
9. Click **Save**.

**Add New Assignment**
EDSP1307-270 PROJ6/TRENDS IN SPEC ED
2005 First Summer

- Name:
- Category: Additional Point
- Due Date: 
- Time: 
- Weight:
- Description:
- Allow students to upload files? 
- Accept file uploads after due date? 
- Disable (ignore in weighted avg)?

Monica Wall Matzner
Kathy Austin Stalcup

9/22/2005

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From the Manage Assignments area you can edit and delete assignments.
1. To edit an assignment, click the **Tools** icon.
2. Make your changes.
3. Click the **Save** button.

1. To delete an assignment, click the red circled “x”. You will be asked to confirm if you would like to delete the assignment.
2. Click OK.

### Manage Assignments

BIOL 4110 - TOPICS IN BIOLOGY
2005 Spring

[Add New Assignment] [View Gradebook]

Current assignments for this class:
Homework 1

[Back]

### Teaching Assistants

You can have multiple people assisting you with a class. The Manage Assistants section allows you to assign permissions to each of the assistants. These permissions include managing announcements, configuring the Gradebook, editing the Gradebook, and managing the syllabus.

#### Manage Assistants

You can add assistants to help you with grading, announcements, course materials, and the syllabus.

1. To add assistants, click the **Manage Assistants** button.
2. Type the eRaider username or the assistant’s last name.
3. Click the **Lookup** button.
4. Complete all the information.
5. Choose whether or not you would like for the assistants to appear in the syllabus.
6. If you choose to **Show In Syllabus**, the information you enter—Location, Phone Number, and Hours—will appear in the syllabus for that person.
7. Give them the permissions you would like for them to have.
8. Click the **Apply** button.
9. Click the **Save** button.
Course Materials
You can upload materials related to a class but that are not related to a specific assignment. All of these materials will go to one central location where the students can download and view them. There are two types of Course Materials that you can add: files and links.

Publish Course Materials
To publish your course materials follow these instructions:

1. Click the Publish Course Materials Icon.
2. Give the materials a Description.
3. Browse for the file name.
4. Click Publish File.

To add links to your Course Materials area:

1. Click the Publish Course Materials Icon.
2. Give the link a Description.
3. Type the URL.
4. Click Publish Link.
Import from Previous Semesters

With the ability to view previous semesters, you also have the ability to import your syllabus and assignments from courses you set up in previous semesters. Before you can import assignments from another class, you must first have the Gradebook configured. If you already have a Gradebook or a syllabus configured for a class, you will not see the option to import those. If you import assignments, you will have to input all of the due dates and times for each assignment. Click the Import button to begin importing materials.

1. Choose the item you would like to import.
2. Click the Submit button.
3. Choose the course to import from.
4. Click the Import button.

Import Segments

BIOl 4110  TOPICS IN BIOLOGY
2005 Spring

- Import Syllabus
- Import Assignments

Back  Submit
Student View
You will also be given a handout with the instructions for your students. You can copy these pages and distribute them to your classes so your students will have a handout on how to use the eLearning system. These pages are also for your records for what your students will see when they log in to eLearning. As a faculty member, you will not be able to see the student view when you are working in eLearning. This handout will allow you to see the screens that your students are using.

Questions
If you have questions or problems when you are working with your courses in eLearning, you have several options.
1. At the top of the eLearning channel, there is a link that reads Contact Us. If you click this link, you can send an e-mail to the eLearning team.
2. You can contact Monica Matzner – monica.matzner@ttu.edu or 742-1650; or Amy Boren – amy.boren@ttu.edu or 742-1650