eCampus Training
Basic

BT 101-9 – Part 1
Getting Started

2008/2009
Table of Contents

**What is eCampus and What is eConnect?** ................................................................. 3
  - eCampus .............................................................. 3
  - eConnect .............................................................. 3

**How To Get to eCampus** ......................................................................................... 4
  - How to Log in to eCampus .................................................. 7
    - Log In ........................................................................ 7
    - Reset Password ............................................................ 8
    - Forgotten Password ....................................................... 9
    - Success ........................................................................ 9

**Updating Personal Information & E-mail** ............................................................. 10
  - Update Personal Information ........................................... 10
  - Change your Password .................................................. 12

**How to Access eCampus Training Material** ......................................................... 14
  - Course Requests ............................................................ 17
    - How to Request eCampus Faculty Support .................. 17
    - How to Request a Fake Student Account ................. 22
    - System Limitations ...................................................... 25
      - Course Limitations .................................................. 25
      - Browser and Java Limitations ................................ 25
      - Course Maintenance ................................................. 25

**Control Panel and User Management** ................................................................. 26
  - Control Panel Overview ................................................ 26
    - Course Tools ............................................................ 27
    - Evaluation ................................................................. 28
    - Users and Groups ....................................................... 28
    - Customization ............................................................ 28
    - Packages and Utilities ................................................ 29
    - Help .......................................................................... 29
  - List / Modify Users .......................................................... 30
    - List Users ................................................................ 30
    - Make the Course Available to a User ....................... 31
    - How to Enroll a Student / User ................................. 34

**Modify your eCampus My DCCCD Page** ............................................................... 37
  - Minimize and Modify Modules ...................................... 37
    - Minimize a Module ..................................................... 37
    - Maximize a Module ..................................................... 38
  - Modify Module Settings ................................................ 39
  - Modify Content ............................................................. 41
  - Modify the Layout & Color ............................................ 43
    - Modify the Layout ....................................................... 43
    - Modify the Color ......................................................... 45
eCampus 101 Part 1: Getting Started

What is eCampus and What is eConnect?

**eCampus**

eCampus can be thought of as a virtual campus – a web-based learning system and community center for students and faculty.

eCampus offers courses, communication tools, testing features and access to many teaching and learning resources.

**eConnect**

eConnect is the web interface with the District’s database, Colleague. It is the area where employees get wage, payroll and banking disbursement information; update their employee directory information, and more.

Faculty use eConnect to get their teaching schedule and class rosters; post their attendance certifications and final grades; email their classes, and more.

Students use eConnect to get their grades, see their class schedule, plan their schedule, register, and more.

**NOTE:** eConnect and eCampus have different log in procedures.
**How To Get to eCampus**

1. From the DCCCD Home page, select **eCampus**

   ![Image](http://ecampus.dcccd.edu)

   ...OR

   Select the **Address Text Box** and enter: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)
2. Select the **Access Courses** link

**HINT:** For future reference, bookmark: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu) (No other pages within eCampus should be bookmarked)
3. You are now at the eCampus page

Note the **https** in the eCampus address below:

**https://ecampus15.dcccd.edu/webapps/portal/frameset.jsp**

HTTPS stands for Hypertext Transfer Protocol Secure, "the protocol for a accessing a secure Web server" (from [www.pcmag.com/encyclopedia](http://www.pcmag.com/encyclopedia))

In December 2008, the eCampus site was changed to https.

All tutorials created prior to this change show http instead of https.
How to Log in to eCampus

Log In

1. Select the username text box and enter your username (a lowercase “e” followed by your Faculty ID; e.g., e1234567)
2. Enter your password
3. Select Login

NOTE: The first time you log in, your password will be the same as your username. Once you log in, you will be prompted to change your password.
This screen appears when a password change is required.

1. Your password has to be changed the first time you log into eCampus and every 90 days
2. Follow the password requirements when selecting a new password
3. Enter your **new password**
4. Enter the **new password** again
5. Select **Submit**
Forgotten Password

If you have forgotten your password, select the **Forgot your password?** link. *(For this to work you must have your correct email address entered into eCampus.)*

Success

Once you are logged in, you will see your **My DCCCD** page.
To update your name and email address:

1. Log in to eCampus *(if not already logged in)*
2. Select the **Personal Information** link from Tools on your **My DCCCD** page
3. Select **Edit Personal Information**
4. To modify your name or email highlight the incorrect entry and type the desired information

5. Select **Submit**

**NOTE:** The **Username** can **not** be modified.
To change your password:

1. Log in to eCampus (if not already logged in)
2. Select Personal Information from Tools

3. Select Change Password
1. Select the **New Password** text box and enter a new password (*Be sure to follow the Password Requirements*)

2. Enter the new password again to confirm

3. Select **Submit**
1. From your campus web site or the DCCCD site, select the **eCampus** link
2. Select the **Training & Support** link
3. Select **Instructor Tutorials**

**NOTE:** From the **Instructor Tutorials** page, you will be able to view the tutorials, download the training manuals.
Course Requests

How to Request eCampus Faculty Support

1. Once you have logged in to eCampus, select Training & Support

If you do not yet have an eCampus account, please contact your division office for the current Faculty Only Support Line. Once you call the Faculty Only Support Line and give them the necessary information, they will create your eCampus account.
NOTE: You will have to log in to see the current Faculty Only Help Desk phone number.

2. Getting Help:
   A. If you wish to contact the Faculty Help Desk by phone, please call the number shown.
B. If you wish to request **online** help, *(i.e., create a ticket)*, please select the **Web** link
C. Select **Submit a Ticket**
D. Follow the instructions provided
How to Request a Fake Student Account

It is recommended you request a Fake Student Account.

Why request a **Fake Student Account**?

- To view your course content as your students see it
- To test, by entering the maximum points possible, if your Total and Weighted Total columns are computing correctly
- To determine if a particular problem is due to a course's setup or a student's computer setup
- To take tests, submit assignments, etc., as a student to see if all is working as expected

Using this single **Fake Student Account**, you can enroll yourself as a student

- In all your courses
- Year after year

**NOTE:** It is also possible to view course content as a student by selecting: **Edit Mode: OFF** (found at the top right hand corner within a course)

1. Log in to **eCampus**
2. Select **Training & Support**

3. Select the **eCampus Fake Student Account Request Form** link
4. Complete the eCampus Fake Student Account Request Form

5. Select Submit
System Limitations

Course Limitations

- The system limits each course to 1.5 gigabytes of storage space
- If you course exceeds the limit, you will receive a system limitation alert by e-mail

Browser Limitations

- Firefox 3.5 is NOT yet a supported browser
- Internet Explorer 6 is NO LONGER a supported browser

Note: for additional and up-to-date information on these issues, please check (on the eCampus Welcome window) eCampus Known Issues.

Course Maintenance

Once the semester is over, you will need to:

- Clean up Assignments (from Grade Center, Messages, etc.)
- Clean up the Discussion Board (i.e., remove students’ postings)

Once the semester is over, you may want to:

- Export the Course (Export saves a copy of the course so that the content can be reused)
- Archive the Course (Archive saves a course with all of the students’ data creating a permanent record of the course)
- Keep a backup copy of all materials (graphics, documents, tests, etc.)
- Export your tests and pools
  - If you export tests that were created using the random block option, please note that random block tests cannot be successfully exported/imported (for more information, please see the assessments tutorials)
  - If you export your course, you will be automatically exporting your tests and pools

Note: You may want to save the backup files (of your courses, materials, tests, pools, etc.) on your computer and on a backup drive or CD.
Control Panel and User Management

Control Panel Overview

The Control Panel is where you will do your course setup and maintenance.

To get to the Control Panel of a Course:

1. Log in to eCampus if not already logged in
2. Select your Course

The Control Panel is located on the left side of the eCampus interface.
From the Control Panel sub-menus, you can

- Communicate with your class
- Create Pools, Tests, and Surveys
- Manage course grades
- Manage Users and Groups
- Make you course available or unavailable
- Modify the course navigational Menu design
- Access Blackboard online documentation
- Access many other tools

Select the Expand button (.expand) to expand a particular Control Panel category.

Course Tools

Course Tools contains a variety of tools, the primary ones being communication tools and course system tools.

The tools most frequently used are:

- Announcements
- Send Email
- Discussion Board
- Messages
- SafeAssign
- Tests, Surveys, and Pools
**Evaluation**

Evaluation contains the **Grade Center** and related evaluation tools.

**Users and Groups**

Users and Groups allows you to manage your course’s users and groups.

**Customization**

The Customization options most frequently used are:

- **Guest and Observer Access** (granting Guest and Observer access to the course)
- **Properties** (renaming the course, making the course available/unavailable, setting course availability dates, etc.)
- **Style** (adding course banner, changing the course Navigational Menu from a text format to a button format, etc.)
Packages and Utilities provides tools to export, import, or recycle a course.

Help contains Blackboard support contacts, online Blackboard Manual and Blackboard Tutorials.

NOTE: If you need assistance, please contact the Faculty Support/help desk (for additional information, please see the How to Request eCampus Support section).
To see all Course Users:
1. Log in to eCampus *(if not already logged in)*
2. Select the desired course
3. In **Control Panel**, expand **Users and Groups**
4. Select **Users**
5. Type `%` in the Search box. The `%` is a wildcard character that will show all users.
6. Select **Go**

You should now see all users currently in the course
The course is unavailable to James Anthony. The example will show the course made available to this user.

**NOTE:** Before making your course available to a blocked user (i.e., a student whose user access is set to unavailable), please check your eConnect class roll. If a student is not on your eConnect class roll, the student should not have access to your course.
To make the course available to this user:

1. Select the double-down arrows (▼) below the username (to the right of the student’s Username / ID)
2. Select **Change User’s Role in Course**
3. Select **Yes**

4. Select **Submit**

You should now see the changes made. (The student now has access to the course).
How to Enroll a Student / User

Before you enroll a student/user, check your eConnect class roster. If the student is not on your eConnect class roster, do not enroll the student without checking with the Faculty Support/Help Desk.

To enroll a user in the Course:

1. Log in to eCampus *(if not already logged in)*
2. Select the desired course
3. In the **Control Panel**, expand **Users and Groups**
4. Select **Users**
5. Select **Enroll User**
6. Type the student’s **UserName**, e.g., e7654323
7. Select **Submit**
The user was successfully enrolled.

NOTE: If you receive a, “User does not exist” result, the student may not have an eCampus account.

NOTE: if the user is already enrolled in the course, you will see this message.
Modify your eCampus My DCCCD Page

Minimize and Modify Modules

Modules on the eCampus My DCCCD page can be Minimized so only the title shows. In this example we will minimize the Digital Resource Repository module.

Minimize a Module

1. Log in to eCampus (if you are not already logged in)

![Image of eCampus interface showing Minimize button]

2. Select the Minimize button

![Image of minimized Digital Resource Repository module]

The Digital Resource Repository module is now minimized.
Maximize a Module

In this example we will maximize the DCCCD Health Notice module.

1. Select the Maximize button next to the DCCCD Health Notice: Notification of Rights under FERPA module

The DCCCD Health Notice: Notification of Rights under FERPA module is now maximized.
**Modify Module Settings**

The modules that contain the gear icon (⿽) can be modified by selecting the gear. In this example the settings on the **My Courses** module will be modified to show the **Course ID** and the **Course Name**. The course ID will provide additional information making it easier to identify the course. In the example only the Course Name is showing.

1. Log in to eCampus *(if you are not already logged in)*

![eCampus interface](image)

2. Select the **Manage Module** (gear) icon next to **My Courses**

![Manage Module](image)

3. Select the check box below **Display Course ID**

4. Select **Submit**

**HINT:** To hide a class you no longer wish to view, uncheck all Display check boxes
The **Course ID** and **Course Name** are now showing.
Modify Content

You can add or remove **Content Modules** on your eCampus **My DCCCD** page. In this example we will add the **Alerts** module.

1. Select **Add Module**
2. Select the check box next to **Alerts**

3. Select **Submit**

**NOTE:** Uncheck a Module to hide it. A grayed check mean the module can not be hidden.

The new Module appears at the bottom of the eCampus My DCCCD page
Modify the Layout & Color

Modify the Layout

The eCampus My DCCCD page contains three content columns.

In this example we will move the (previously added) Alerts module to the right column under My Organizations.

To move a module:

1. Place the cursor in the title section of the module
2. Hold down your left mouse button
3. Drag the module to the desired location
4. Let go of the mouse button
1. Click and hold down your cursor on the title of **Alerts**
2. Drag and drop it in the new position

The **Alerts** module has been moved to the new location.
Modify the Color

The Theme controls the color scheme of your eCampus My DCCCD page. You can change it from Personalize Page.

1. Select Personalize Page

2. Select the desired theme name

3. Select Submit
Result
LeCroy Center
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
District Software Training & Support
9596 Walnut St. Dallas, TX 75243