

E-campus faculty guide

Two internet tools (in addition to e-mail) are available to help you communicate and interact with your learning community students: Shared Directories and Course Forums. Both are accessible through WSC's E-campus, which can be found at <http://ecampus.wsc.edu>, or by clicking E-campus from the WSC homepage.

On the E-campus page, log in with your network username and password (just as you would when logging on to your computer).

Shared Directories

After you have logged in to E-campus, click on the G: Drive button (just below the weather). You should see a folder (ex. Classes_2003_Fall) that contains folders for each of the classes you are teaching. Students have access to these as well. Click on the main class folder and you will see individual course folders. Click on an individual course folder and you will see a collaboration folder and a hand-in folder. The collaboration folder allows students to access any files placed into it by faculty or students. The hand-in folder is secure – it allows faculty full access to files within it, but students have only storage rights. In other words, they can place files in the folder, but they can't open their own or anyone else's files. This is intended for students to submit assignments, papers, etc., that will be seen by the faculty member and no one else.

To place a file in a folder: Click on the folder you want to place a file into. Click Browse to find the file on your computer or network directory. Then click Upload.

To retrieve a file from a folder: Click on the appropriate folder, then click on the file you want. One of two things will happen, depending on the browser you are using. Either the file will open in its application (for example, a Word Document will open in MS Word), from which you can save the file to your computer, or a dialog box will appear, asking if you want to save the file or open it.

You can access files from your J: network directory the same way.

Course Forums

A Course Forum is a bulletin-board tool that allows faculty and students to post and reply to announcements. On the E-campus page, click on one of the courses listed under the WSC BBS Forums heading at the right of the page. To read a message, click on the listing under Topics. To post a new message, click on the New Topic button, type your message – be sure to type a subject line — and click Submit. Then click Return to forums, or just wait a few seconds and you should automatically return to the forum. To reply to a message, click Post Reply, type your message and click Submit.

If you want to get a bit more advanced – to make some text bold, for example – you must use the buttons just above the message body. To make text bold, highlight the text you want bold-face, and click the B button. It's similar to html – web language. The Emoticons – smiley faces and what-not – can be placed in your message just by clicking on them. The forum gives you a couple of choices for the type of message. There is little difference. Stick with "Post Topic as Normal."

To delete messages, click **Moderate this Forum** in the lower right corner of the screen. Select the message(s) you wish to delete by clicking a checkmark in the box to the right of the message list, and click the **Delete** button.

Students' Usernames

If a student does not know his or her username, you can find it on Screen 10 of the VAX/Alpha system. Enter the student's name or Social Security number on screen 10, and you will see the student's Willy e-mail address. The student's username is the first two letters of the first name, the first four of the last name, and usually 01. It does not include the @willy.wsc.edu part.

Lotus Notes Web E-mail

You can also access your Lotus Notes E-mail through E-campus. Click on **My Lotus Notes E-mail** in the right column of links on the E-campus page. If your e-mail password is different than your network password, you will have to log in as you normally do to for e-mail on campus. If you have never accessed your e-mail via the web, you may have to change your e-mail web password.

To change your Lotus Notes web password (for access via the internet), log on to your campus e-mail. Click the file menu and select **Database, Open**. Choose the **Superman/WSC** server, then scroll down to select **WSC's Address Book**. Click **Open**. Find your name in the address book and double-click it, then double-click to the right of **Internet password** within the **Person** record. The **Edit Person** record window will appear. Highlight all the characters within the brackets to the right of **Internet Password**, delete, and type in your new password. Click on **Save and Close**, and close the **WSC** address book window.