

ACCESSING NYU CLASSES

Any NYU Classes course site can be accessed via NYU Home. Go to home.nyu.edu, log in using your NetID and password then click on the Academics Tab. Within the Course Sites channel, you will see a button to access NYU Classes.

GETTING HELP

NYU Classes Online Tutorials:
wikis.nyu.edu/display/nyuclasses/Training+and+Support

To contact the IT Service Desk, call 1-212-998-3333, send e-mail to AskITS@nyu.edu, or visit <https://www.nyu.edu/its/askits/contactus/>

MY WORKSPACE

HOMEPAGE

The My Workspace Home page provides an overview of recent/upcoming activity across all sites to which you belong. The Recent Announcements, Calendar, and Recent Chat Messages widgets aggregate information from the Announcements, Schedule, and Chat Room tools (if enabled).

SETTING UP YOUR COURSE SITE

1. Select Setup course site from the lefthand menu then select the academic term for the course(s) in question, and select Continue.
2. On the following screen, select one of your desired courses from the list. The menu will expand, showing all course sections for which you are listed as an instructor. If more than one section is listed, you may choose to create a single course site containing both sections, or proceed to create a separate site for each section by selecting only one of the sections.
3. On the following screen, customize the site's title, if desired, and click Create Site.

MY PREFERENCES

Modifying the order of Courses

To modify the order of your sites' tabs start by navigating to My Preferences from the My Workspace tool menu. From there, drag and drop the sites listed in the Favorite Sites box. Click Update Preferences.

Hiding/Unhiding Courses

To hide courses, navigate to My Preferences and drag old courses from Favorites over to Hidden. To unhide, drag courses from the Hidden box and drag them over to your Favorites. Click Update Preferences.

MY PROFILE

The My Profile tool in the My Workspace tool menu provides a social media aspect to your NYU Classes account. It allows you to add personal information, upload a photo, and connect to colleagues and students in order to send communications outside of a course site.

COURSE SITES

HOMEPAGE

When you enter your course page, you will be directed to the course homepage. This page brings together the information from various course sites.

Site Information

This area is designed to provide a brief introduction to the site. By default, it is populated by the course description as it appears in ALBERT.

Recent Announcements

This section contains all the announcements related to the course. For more information on how to add announcements, please see the announcements section of this document.

Message Center Notifications

The Message Center pulls together both the messages you've received from the course and the forums that have been posted. This section simply indicates if there is a new posting or message.

PUBLISHING YOUR COURSE SITE

Every course site in NYU Classes is, by default, unpublished and only accessible to instructors, course site admins, and TAs. In order to give access to students, simply select the Publish Now link located in the top left corner of your course. The message will disappear, notifying you of your site's published state. Your students will now see the site within their NYU Classes navigation bar/list of My Active Sites.

SETTINGS

The Setting section of you course is for instructor or teaching assistants use only. Students do not have access to the Setting section.

Roster/adding users

Your roster will display in the main page of your Settings section by default. To add manual participants -

1. Within Settings, select Add Participants from the top menu bar.
2. On the following screen, enter the NetID(s) or official NYU email address(es) of the desired site participants, separated by line.
3. Choose whether you would like to assign the participants to the same role, or assign roles individually to each participant. Click Continue.
4. On the following screen, choose the desired user role Click Continue.
5. Choose whether or not to notify the participant of their access to the site. Click Continue.
6. On the confirmation screen, click Finish.

Editing Your Site's Title

You may easily edit the title of your course site by navigating to Settings and selecting Edit Site Information from the top menu bar. On the following screen, edit the Title, scroll to the bottom of the screen and select Continue. On the confirmation screen, click Finish. The new title is available immediately.

ESSENTIAL TOOLS

RESOURCES

The Resources tool serves as the main content repository for your site. Any content items loaded into NYU Classes exist within this tool.

1. In the Add drop-down menu, select the option to add either Upload Files or Create Folders.
2. On the following screen, either a) Select Choose File to upload a file, or b) Provide a folder name.
3. Select Add details for this item to add optional details including the description, copyright information (uploaded files only) and date restrictions
4. You may then choose to add another file/folder by selecting Add Another File/Folder.
5. Click Upload Files Now/Create Folders Now to add your new content.

ANNOUNCEMENTS

Creates site announcements that may be displayed in the class's Recent Announcements widget on the homepage, as well as emailed to students.

1. Within the Announcements tool, select Add.
2. Provide an Announcement Title.
3. Within the Body, type/paste the contents of your announcement.
4. Under Availability, select optional date restrictions for the announcement.
5. Add an optional attachment.
6. If you would like to send an email version, click the drop-down next to Email Notification, and choose High - All Participants.
7. You may then either Preview your announcement, or Post it.

ASSIGNMENTS

The Assignments tool provides a dedicated space for students to upload class submissions directly to the instructor.

1. Within Assignments, select Add.
2. On the following page, provide a Title, as well as Open, Due, and Accept Until dates (the assignment will not become available to students until after the Open date).
3. Choose a Student Submission type.
4. Choose an optional Grade scale, if you would like to provide grades to students within the tool.
5. Provide instructions for the assignment.
6. Choose whether you would like for the Due date to be automatically added as a Schedule event or for the Open date to be automatically released as an Announcement.
7. Add optional TurnItIn originality detection to this assignment.
8. Choose whether or not you would like to integrate this assignment with the NYU Classes Gradebook.
9. Set Notification options.
10. Add an optional Attachment.
11. You may then either Preview your assignment, save it as a Draft, or Post it.

MESSAGES

Creates messages that may be sent within the system and as external emails.

1. Within the Messages tool, select Compose Message.
2. On the following page, choose the desired recipient(s) from the list.
3. Enter a Subject and type your message into the Body.
4. Add an optional Attachment.
5. Choose to Preview the message, save it as a Draft, or Send it.

OTHER TOOLS GLOSSARY

BLOGS - Creates a separate blog for each site member. Users can add posts and share with the rest of the site.

CALENDAR - The calendar tool allows for posting course related events such as due dates and exams

CHAT ROOM - Allows for synchronous discussion outside of class-time.

FILE EXCHANGE - Creates individual folders for every student in the course, viewable only by instructor(s) and the student in question. Allows for sharing of content with individual users.

FORUMS - Creates online discussion boards for asynchronous communication.

GRADEBOOK - Integrates with other tools in the system, allowing for automated grading/course grade calculation.

LESSONS - Interacts with other tools in the system, allowing for the course requirements to be displayed on a single page as a sequential series of tasks to complete (multiple instances may be created)

NEWS - Allows RSS feeds to be added into NYU Classes.

NYU LIBRARY - Embeds the NYU Library website into NYU Classes.

ROSTER - Creates a separate tool for your course roster, visible to all site members.

STATISTICS - Generates statistical reports on site usage.

SECTION INFO - Allows you to assign TA's to a given section within your site, granting them grading abilities within all tools (including the Gradebook).

SYLLABUS - Stores/displays the site's syllabus for students.

TESTS & QUIZZES - Creates online assessments linked to your course's roster.

TURNING TECHNOLOGIES - Integrates with the ResponseCard technology, allowing for in-class polling results to be imported into the Gradebook.

WEB CONTENT - Embeds an external website into NYU Classes (multiple instances may be created).