

my Big Campus

Quick Start Guide

updated February 1, 2012



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WHAT'S SO GREAT ABOUT MY BIG CAMPUS

- COLLABORATIVE
 - Web 2.0 tools: File storage, blogging, discussions, wiki-like group pages, calendar, online assignments, closed messaging, group video and text chat
 - For student discussions, projects, differentiated learning
 - For professional learning communities
- SHARED
 - Resource sharing across districts
 - Websites, videos, files
 - Topics and individual following
- SAFE
 - INTEGRATED
 - Integrated with network and filter
 - Submissions to Resource Library are CIPA-compliant
 - Resources bypass filter to access good stuff in frequently-blocked sites like YouTube
 - Uploaded files are scanned for viruses and skin-tone analysis
 - No new login credentials to remember
 - MANAGED
 - Access controlled by policy
 - No anonymity, first and last names required to display
 - Profanity interception
 - Predefined and customizable suspicious activity reports for AUP enforcement
- FREE with Lightspeed's web filter
- FREE as a stand-alone site for collaboration (limited policy control, no SIS or filtering integration, see complete details at: <http://www.mybigcampus.com/get-started>)

HOW DOES HAVING A MY BIG CAMPUS ACCOUNT HELP ME?

With My Big Campus, I can

- Share YouTube videos and websites that might otherwise be blocked
- Post mimeo sessions and videos of my lectures
- Communicate with all my group members at once
- Extend class discussions online so even the quietest students may participate
- Store and organize all my files online for access anywhere
- Allow students to dialogue about the class and assignments
- Access a shared calendar
- Create digital assignments with due dates and online submissions
- Create online quizzes that will be graded automatically
- Export grades to a SIS or gradebook
- Create and share documents in a user-friendly integrated word processor
- Assign students to take class notes, on a rotating basis, and post them
- Reduce time in the copy room
- Stop lugging papers to and from school
- Avoid printer break downs
- Save paper
- Rest assured everything is being monitored with no anonymity

SET YOUR POLICIES

Policies are set by school or district admins by navigating to Administration > Policies.

- Blogging: Who can blog or comment on blogs?
- Discussions, Wallposts, Events: Can users post, comment?
- Conversations: allow email between users within school? (within district for staff); alternatively limit to student-staff exchanges only.
- Conversations - External Email: send and receive email outside My Big Campus? When enabled, the student email address is screenname@mybigcampus.com (screenname can be found under Edit Account Information). All external email addresses must be stored in the MBC Allow List. Ask your admin for more information.
- Group Chat: enable for chat within groups? Group owner or admin can lockdown or disable any time.
- File Storage: upload an unlimited number of files up to 100MB each.

(continued on next page)

The screenshot shows the 'Add Policy' form with the following sections:

- Name:** [Text input field]
- School:** [Dropdown menu]
- Permissions:**

	Enabled	Can Post
Blogs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discussions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wallposts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conversations	<input checked="" type="checkbox"/>	
External Email	<input checked="" type="checkbox"/>	
Students can't message other students	<input type="checkbox"/>	
Group Chat	<input checked="" type="checkbox"/>	
File Storage	<input checked="" type="checkbox"/>	
Add Own Profile Photo	<input checked="" type="checkbox"/>	
SMS (Mobile Alerts)	<input checked="" type="checkbox"/>	
Library	<input checked="" type="checkbox"/>	
Add Library Items	<input checked="" type="checkbox"/>	
Create Groups	<input checked="" type="checkbox"/>	
- Internet Sharing:**

Can make blog public	Force blog public	Can make groups public
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- What social content can the user see?**
 - Users can only see content generated by users in their school
 - Users can only see content generated by users in their district
 - Users can see content generated by any My Big Campus user
- Following:**
 - Can Be Followed?
 - Can Follow Others?

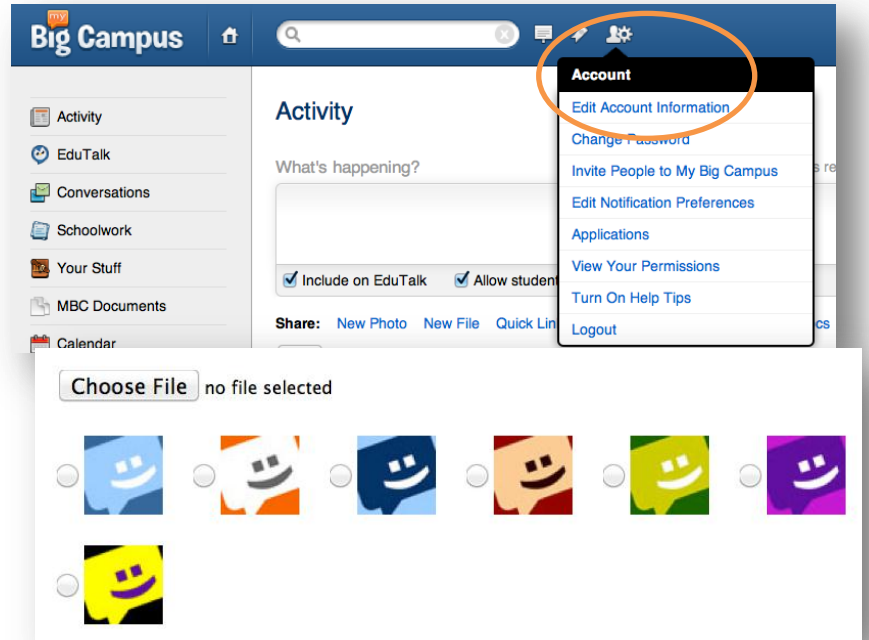
Buttons: Save, Cancel

RECOMMENDATION:

Enabling external email provides students with an email address to register for educational websites. This email address is also a great way for high school seniors to communicate with prospective colleges.

Control Student Access (continued)

- Add Own Profile Photo: if enabled, when editing account information, user will see a button to choose a file. If not, user must choose from the default avatars/images.
- SMS (Mobile) Alerts: allow user to add mobile number and carrier to receive SMS/text alerts as specified under Edit Notification Preferences.
- Library: if access is disabled, users will not see the top-navigation link to the Library or any library items in search results. Rather, users will only see library items when they have been shared by school staff members in groups or wallposts.
- Add Library Items: normally staff only. Consider when teachers can access YouTube to search for additions (always, only after school)?
- Create Groups: normally staff only.



- Internet Sharing: what user content will be or can be optionally made public? Blog and/or groups?
- Social Content – allow users to see social content of other users? If so, within the school, district, or all of My Big Campus?
- Following: can the user be followed by or follow those outside their groups and district Following either way requires individual requests and approvals.

MANAGE STUDENT BEHAVIOR

- Lockdown temporarily limits students' ability to communicate with other students through messaging and wallposts.

Select Lockdown Status on your Group Home Page to lockdown all group members or lock down group members individually by going to the group's Members page.

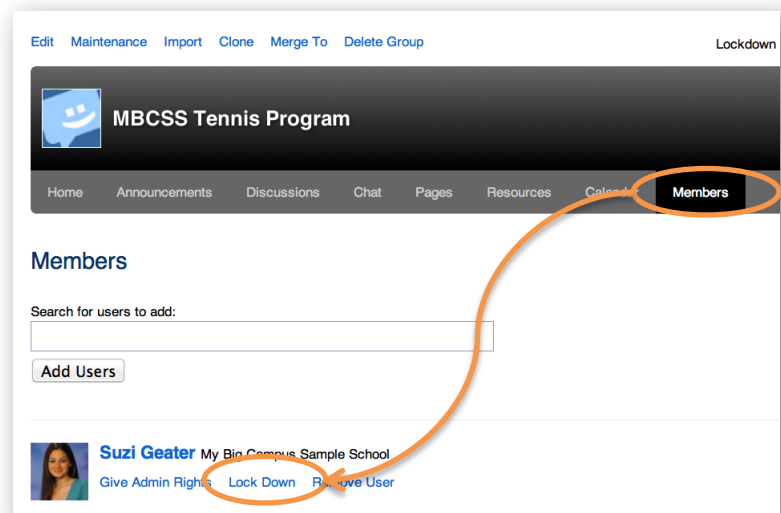
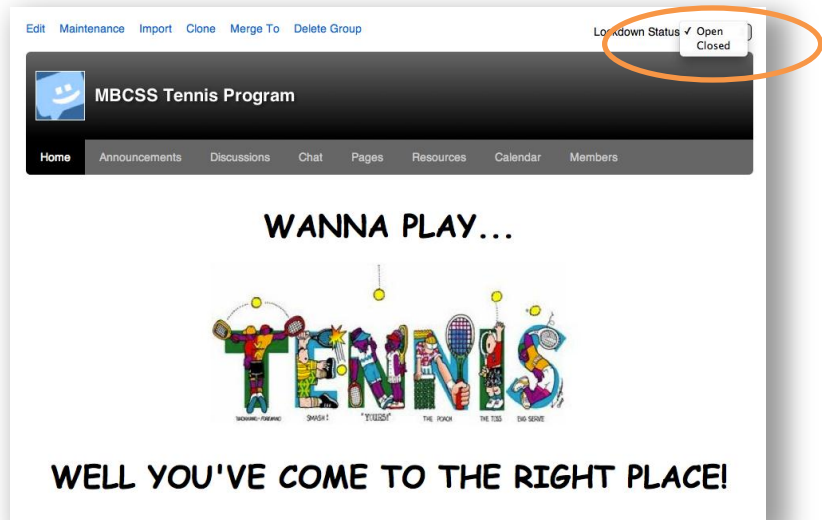
The lockdown expires automatically in 15 minutes and can be used to help students focus on the lesson. It does not prevent them from participating in group discussions.

RECOMMENDATION:

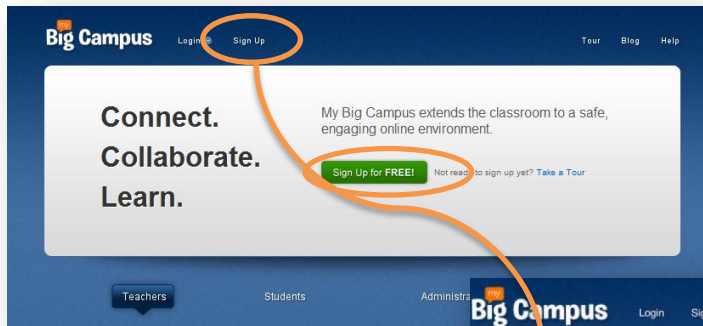
Have a school or district My Big Campus administrator create a "timeout" policy for misbehaving students. (Details at: <http://www.mbcurl.me/3SP>)

By disabling a user's messaging, chat, and wallposts, only school-related activity can be performed.

Determine who can move students in and out of the policy and give them admin rights.



CREATE YOUR ACCOUNT



Your IT staff may have auto-created accounts. If you're not sure, navigate to www.myBigCampus.com. Click on "Sign Up" and search for your school. You'll get a message if the school's accounts have already been created.

First and Last Names

Real names are required. There's no anonymity on My Big Campus.

Email

Required to receive notifications of MBC activity. If you don't have an email address, you'll need to have an MBC member give you an invitation code and use that on the first sign up page instead of searching for your school.

Username (case sensitive)

Used for logging in to My Big Campus, should be the same as your school network username.

Screen Name

Must be unique in My Big Campus and contain only letters and numbers as it is used in the web addresses of your pages (e.g., profile, blog).

Password (case sensitive)

Used for logging in to My Big Campus, usually same as your school network password.

Note: The first time you login, you will be asked to accept the terms of use. The terms of use are also accessible from the foot of every MBC page.

A screenshot of the My Big Campus sign-up form. The form is titled 'Sign Up' and has a blue header with the My Big Campus logo and navigation links. It contains several sections: 'Are you a student or an educator?' with radio buttons for 'I am a student' and 'I am an educator'; 'What school do you attend?' with a search bar and a dropdown menu showing school options; 'Have an invitation code?' with a text input field; and a series of required fields: 'First Name', 'Last Name', 'Email', 'Username', 'Screen Name', 'Password', and 'Re-type Password'. Each field has a red dot indicating it is required. A 'Sign Up' button is at the bottom right.

RECOMMENDATION: As a first exercise with your students, have them copy and post to their wall your expectations for online conduct.

LOGIN TO MY BIG CAMPUS



Navigate to www.myBigCampus.com.

Click on “Login.”

Username & Password: These are usually the same as your school network username and password (yes, these are case sensitive).

School Name: Begin typing to see and select your school.

Notes:

The first time you login, you will be asked to accept the terms of use. The terms of use are also accessible from the foot of every MBC page.

Next you will be asked to provide information regarding your educational role and interests. This will populate the About Me in your profile.

You can change your display name to include a salutation rather than your first name. Go to Account > Edit Account Information to select a salutation.

RECOMMENDATION:

As a first exercise with your students, have them copy and post to their wall your expectations for online conduct.

What shows up on your Activity page?

The Activity page is like a news feed of group discussions, assignments, group member posts, and (if your network administrators allow it) wallposts and blogs of people you follow.

Keep up with Bob’s Announcements and Bob’s Blog Posts to know when new features will be released, bugs fixed, and so on.

At the top of Activity, you can post to your wall, share photos, files, library items, or items from Your Stuff.

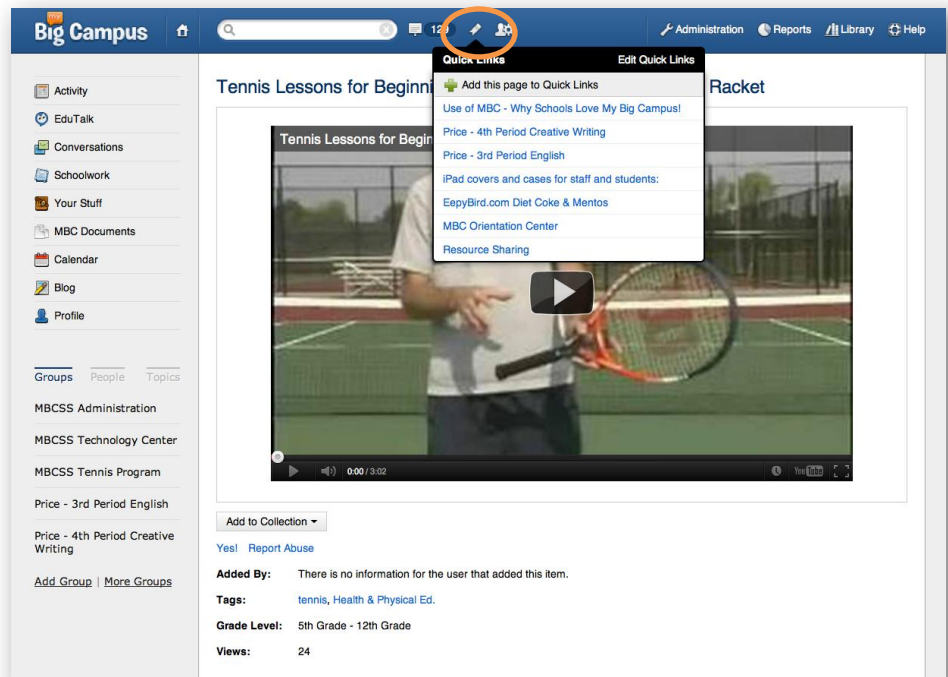
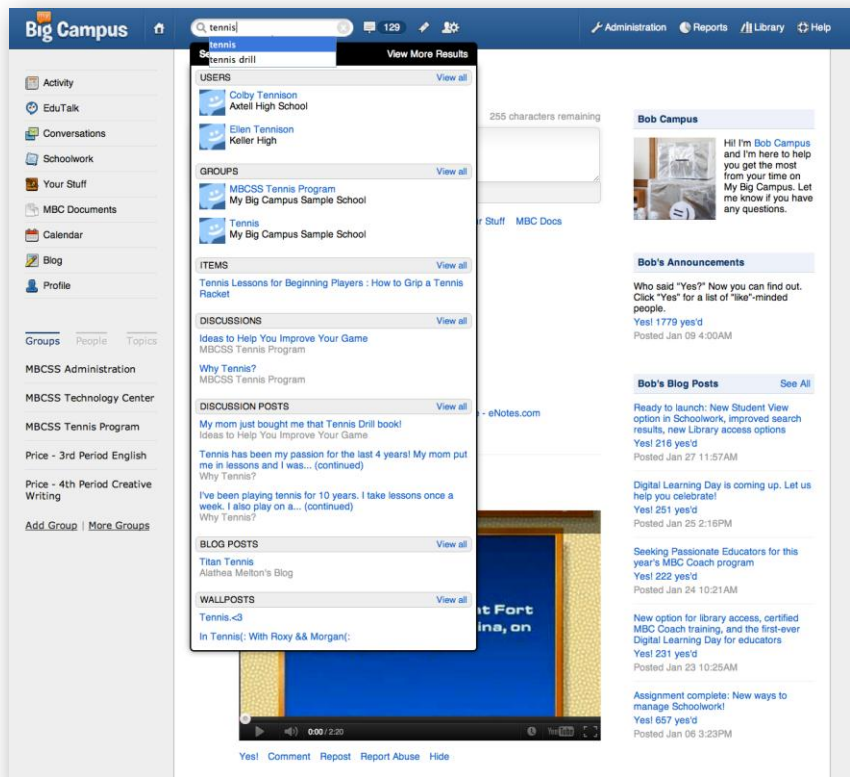
FIND USERS, RESOURCES IN THE LIBRARY, DISCUSSIONS, GROUPS, PAGES, BLOGS

As you enter your keywords to search, matching search results will begin to appear. These results may be filtered by the type of results you're looking for. If you're searching for items in the shared Resource Library, click on "View all" next to ITEMS. Or click on what you want in the drop-down results.

Notes. To improve your search results, put your keyword phrase in quotation marks, e.g., "tennis drills."

When searching for users, enter a first or last name and the school name.

Once at a library item detail page, you can create a **Quick Link** to easily return to it in the future. Quick Links are like an Internet browser's Favorites or Bookmarks. You can also share Quick Links on walls, conversations, group pages, etc.



JOIN A GROUP

Navigate to
Groups > More Groups

Look for a group to join.

Request to join the group.

The group owner will
receive your request under
Notifications > Requests.

You will receive a message
when your request has been
accepted—and the group
name will appear under
Groups in your left
navigation.

Notes:

Members may also be
added to a group...

-manually by group owner

-automatically by IT admin
through a SIS import

The first screenshot shows the 'Activity' page in Big Campus. The left navigation menu is visible, with 'More Groups' circled in orange. Two orange arrows point from 'More Groups' to the 'Groups' section in the main content area.

The second screenshot shows the 'Groups' page. A search bar is at the top, and a list of groups is displayed below. The 'More Groups' link in the left navigation menu is circled in orange.

The third screenshot shows the 'Howards - 3rd Period Earth Science' group page. The 'Join Group' button in the top navigation bar is circled in orange. Below the group name, there are tabs for 'Home', 'Announcements', 'Discussions', 'Chat', 'Pages', 'Resources', 'Calendar', and 'Members'. The main content area features a quote by Martin H. Fischer and a paragraph about Earth science, followed by a large image of Earth from space.

CREATE A GROUP

Navigate to
Groups > Add Group

Give your group a title and description. You are this group's owner, so you'll see Group Controls such as Edit, Maintenance, Import, Clone, Merge To, and Delete.

As people learn about your group, you may also receive requests to join (or leave) your group under Notifications > Requests.

You can communicate to all group members at once through Announcements, which appear in all members' Activity pages.

Notes:

Students cannot create groups unless your MBC admin has created a policy that allows them to do so.

If you want a group to cross school boundaries so members from any school in the district can see and join it, have the MBC district admin Manage Groups and designate the group as a "district wide group." These groups display when you click "More Groups."

The image illustrates the process of creating a group in Big Campus. It consists of three overlapping screenshots:

- Top Screenshot:** Shows the 'Activity' page. The 'Post' button is circled in orange. The page includes a search bar, navigation tabs (Administration, Reports, Library, Help), and a sidebar with options like Activity, EduTalk, Conversations, Schoolwork, Your Stuff, MBC Documents, Calendar, Blog, and Profile. A list of groups is visible on the left, including 'MBCSS Administration', 'MBCSS Technology Center', 'MBCSS Tennis Program', and 'Price - 3rd Period English'. A 'Add Group' link is circled in orange at the bottom of the sidebar.
- Middle Screenshot:** Shows the 'Add New Group' form. An orange arrow points from the 'Add Group' link in the top screenshot to the form. The form has fields for 'Group Title', 'School' (with a dropdown menu set to 'My Big Campus Sample School'), and 'Group Description'. The sidebar is identical to the top screenshot.
- Bottom Screenshot:** Shows the 'MBCSS Tennis Program' group page. An orange arrow points from the 'Add New Group' form to this page. The page has a navigation bar with 'Home', 'Announcements', 'Discussions', 'Chat', 'Pages', 'Resources', 'Calendar', and 'Members'. The main content area features the text 'WANNA PLAY...' above a colorful graphic of tennis equipment and the text 'WELL YOU'VE COME TO THE RIGHT PLACE!' below it. The 'Lockdown Status' is set to 'Open'.

ADD MEMBERS TO YOUR GROUP

Click on Members.

From a class roster or other list, begin typing the first few letters of a name. My Big Campus will show you matching names to select from so you do not have to enter full names.

When you're done entering names, click Add and everyone you entered will now see this group's name listed under Groups in their left navigation.

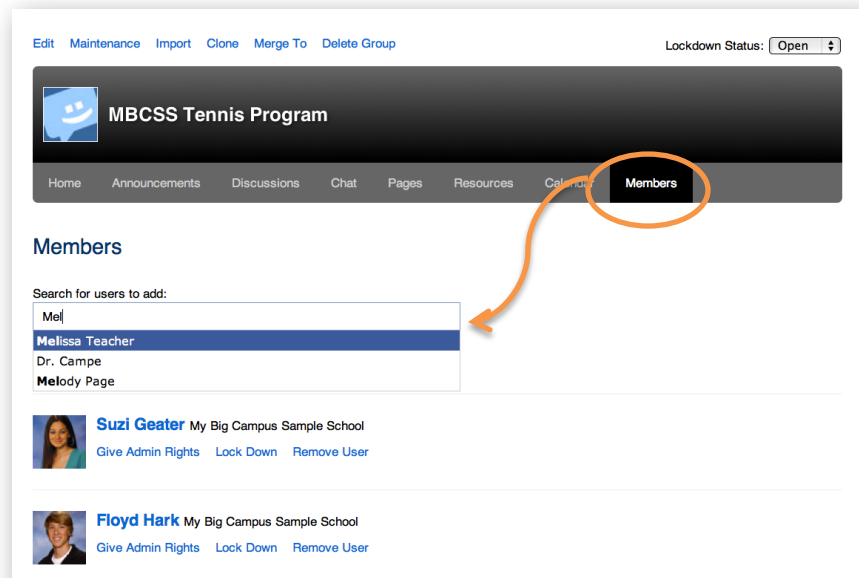
Notes:

Click "Give admin rights" (next to a member's name) to allow others to add:

- announcements
- resources
- assignments
- members
- pages

Click "Lock Down" to limit the group member from communication with other students for 15 minutes.

Click "Remove User" to remove a member from your group. If a student member requests to leave, the group owner can approve or ignore the request under Notifications > Requests. Staff members do not need to be approved to leave a group.



Other ways to populate groups

- SIS import (requires district admin)
- Requests to join—tell prospective members the name of the group or send them the web address (the address will begin with www.mybigcampus.com/groups/...) and have them click "Join Group." Requests appear in Notifications, and you can approve or deny the requests.

CUSTOMIZE YOUR GROUP

Click Edit just above the group header.

Use the text editor to create content that will appear on your home page. To enhance pages, add videos from the library, upload pictures, or include links to specific pages within the group.

Privacy

If this group is for teachers' eyes only (or some other group), you can hide its content from all but group members.

Conversely, depending on your MBC policies, you may be able to make some or all of your group's content public, for example, to improve school-home communication. That way, the group will be visible to anyone—no My Big Campus login required.

Page Creation

Pages may be added to your group. Here you can decide who can create them. Later we'll see how you can allow specified members to edit existing pages.

Enabled Pages

If you won't be using all of the group's features, you can disable them so they won't appear in the navigation.

The screenshot shows the 'Edit Group' interface for the 'MBCSS Tennis Program' group. The 'Edit' button is circled in orange. The interface includes the following sections:

- Title:** MBCSS Tennis Program
- Description:** Your resource for the Tennis Program at MBCSS (209 characters remaining)
- Home Page Content:** A rich text editor with a heading 'WANNIA PI AV'.
- Privacy:** Only group members can view this group's content. Anyone on the Internet can view this group's content. Below this, a list of content types to share: Discussions, Announcements, Calendar, Resources, Pages (custom pages made by group members).
- Page Creation:** Which group members are allowed to create pages for this group? None, All group members, Only the group members selected below. A list of members is shown with checkboxes: Tasha Heade, Gordon Hertel, Jason Lacey, Lily Strous, Jeremy Thomas, Chris Waggoner, Tom Zingler.
- Enabled Pages:** Announcements, Discussions, Chat, Pages, Resources, Calendar, Members.
- Photo:** A placeholder for a group photo with a 'Choose File' button and 'No file chosen' text.

Note: To share your group information with parents, simply cut and paste the group's web address from your browser window. The address will begin with www.mybigcampus.com/groups/...

Share this address with parents via email, school newsletter, or district website. This will give your parents access to all areas of the group that have been made public.

For more access, parents will need to have their student login to their My Big Campus account.

CREATE A GROUP DISCUSSION

RECOMMENDATION

The quickest way to get started with groups is to extend a classroom discussion online.

Click Discussion on the group's top navigation, then click Add Discussion.

Title and post are easy enough. You can also add a photo, file, Quick Link, library item, MBC Document or an item from Your Stuff.

When appropriate, you can restrict the discussion to specific group members. Just begin typing their names and then select them from the drop-down boxes until you have everyone you need.

Notes:

Anyone in the group, including students, can add a discussion if their MBC policy allows them.

You can be notified of group activity in several ways. Your Activity page will show your group members' discussion posts. Notifications will let you know someone has posted, and optionally you can receive emails and SMS (text) alerts.

To set notification preferences, go to Account > Edit Notification Preferences. For SMS alerts, you'll also need to set your mobile number and carrier in Account > Edit Account Information.

The image consists of three overlapping screenshots of the MBCSS Tennis Program group interface, illustrating the steps to create a discussion. The top screenshot shows the group's main navigation menu with the 'Discussions' tab highlighted by an orange circle. The middle screenshot shows the 'Discussions' page with the 'Add Discussion' button highlighted by an orange circle. The bottom screenshot shows the 'Add Discussion' form with fields for Title, Starts (Now selected), Post, Share, and Restrict to these people, with a 'Save' or 'Cancel' button at the bottom right. An orange arrow points from the 'Add Discussion' button in the middle screenshot to the 'Add Discussion' form in the bottom screenshot.

ADD AN EVENT

Click Calendar, then click Create a New Event.

Change event from Personal to Group. Then select which group(s) the event applies to.

Next enter dates and times and the weekly recurrence if appropriate. Location defaults to the school.

You may create a custom category for events, like Birthdays, Holidays, or Math Bowl Practices (please note - this field cannot be edited once it has been saved).

You have options for each event to show a map, send invitations by making the event "Attendable," and to send an event reminder in advance (minutes/hours/day).

Note: Group events will display in the group's calendar as well as in each group member's consolidated Calendar.

The screenshot displays the MBCSS Media calendar interface. At the top, there are navigation links: Edit, Maintenance, Import, Clone, Delete, and a Lockdown Status dropdown set to 'Open'. The main navigation bar includes Home, Announcements, Discussions, Chat, Pages, Resources, **Calendar** (highlighted with an orange circle), and Members.

The calendar view shows July 2011. A 'Calendar Legend' on the right indicates 'Assignments' (checked) and 'Recurring Events'. Below it, 'Calendar Actions' includes 'Create a New Event' (circled in orange) and 'Subscribe to calendar'.

The 'Create Event' form is open, showing the following details:

- Create Event For:** A dropdown menu for 'Group' with checkboxes for Mr. Michaels - 5th period, MBCSS Administration, 6th period Greek Mythology, MBCSS IT Group, and MBCSS Media.
- Title:** Back to School Refresher
- Begin:** 2011-08-12 at 08:00AM
- End:** A calendar widget for August 2011 is shown, with the 12th selected.
- Occurs every:** A weekly recurrence pattern is shown with the 1st, 8th, 15th, 22nd, and 29th of August highlighted.
- Location:** Bakersfield
- Address:** Bakersfield

Below the form, a map of Bakersfield is displayed. The map shows the location of the event, with a red pin. A 'Google' logo is circled in orange. Below the map, there is a section for 'Can you attend this event?' with radio buttons for 'I can make it' (selected) and 'I can't make it', and a 'Show attendance' link.

On the right side of the map, there is a 'Calendar Legend' with 'Assignments' (checked) and 'Group Events' (checked). Below it, 'Calendar Actions' includes 'Create a New Event', 'Subscribe to calendar', and 'Expand Calendar'. A red circle highlights the 'Back to School Refresher' event on the calendar.

ADD CONTENT TO YOUR GROUP

You can add content to your group in a couple of ways: Resources and custom group pages.

Resources. Upload photos, files, Quick Link items, Library items, Your Stuff items, MBC Docs, or items directly from your computer to this page and move them into folders you've created. If your browser supports it, you can drag and drop multiple files at once.

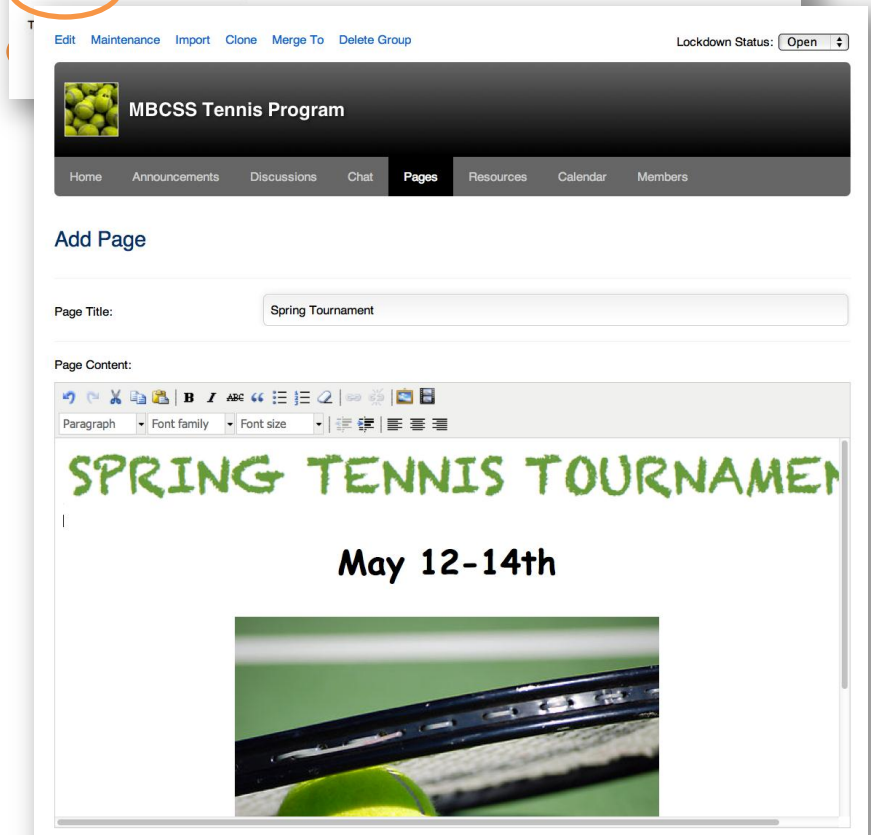
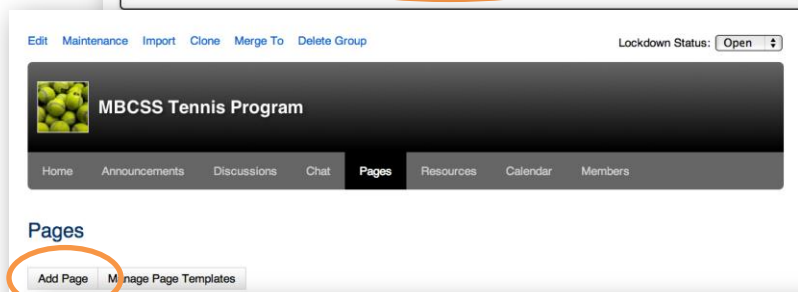
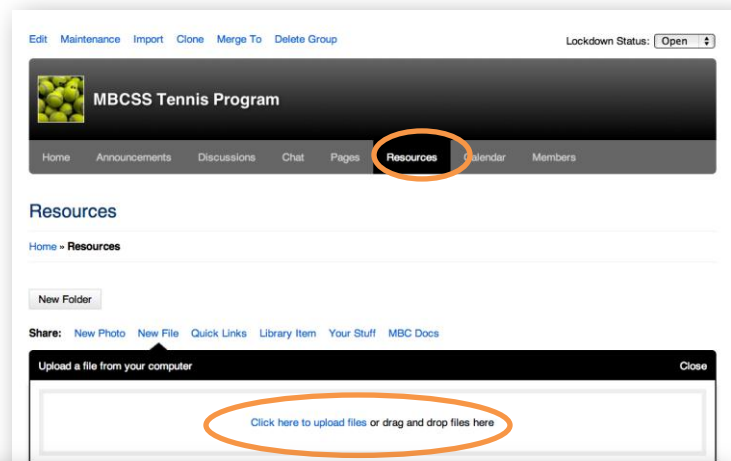
Pages. You can add custom pages for such things as course content, meeting agendas, and group projects. In addition to formatted text, these pages can contain:

- Images
- Links
- Embedded YouTube videos from the Resource Library

Just below the text editor, you can grant editing rights to other members in the group.

Note:

You can create page templates so new pages are formatted similarly. Manage Page Templates appears next to the Add Page button.



CHAT AND VIDEO CHAT IN A GROUP

Group chat can be used for back channeling in a computer lab or 1:1 equipped class. It may also be used for off-campus group study, a professional book study, addressing your class from a remote location, and more.

All participants must be on this page to appear as available for the chat.

Note: Only staff members can initiate video chat.

To start or join a video chat, select the webcam icon next to Available.

If a user does not have access to a webcam, they can still participate in the chat by viewing and listening then typing their responses in the text box.

You can enable and disable chat for the group as needed when you Edit the group (see Customize Your Group, Enabled Pages earlier in this document).

Troubleshooting Note:

If you experience issues with video chat, make sure you are running the latest version of Adobe Flash Player. Also, talk to your IT department to make sure your firewall is configured to allow traffic on ports 1935 and the dynamic 51637, and the web site tokbox.com.

The image displays two screenshots of a social media group interface. The top screenshot shows a chat window for a group named "Price - 4th Period Creative Writing". The interface includes a navigation bar with options like "Home", "Announcements", "Discussions", "Chat", "Pages", "Resources", "Calendar", and "Members". A "Lockdown Status" dropdown is set to "Open". On the left, there is a list of members categorized into "Available" and "Offline". The "Available" list includes Melissa Price, Drew Free, and several others. The "Offline" list includes Floyd Hark, Carlo McGurn, and others. The chat area on the right shows a message from Melissa Price saying "hi Hello" and a response from Drew Free saying "Howdy, Sheri!". A text input field at the bottom prompts the user to "Type your message, hit enter...".

The bottom screenshot shows a video chat window for a group named "Pentathlon - Social Science". The interface is similar to the top screenshot. At the top, there are buttons for "Leave Video Chat" and "Stop Your Video". A video feed shows a woman with glasses speaking. Below the video feed, there is a list of members categorized into "Available" and "Offline". The "Available" list includes Merleen Johnson, Kaleb Johnson, and others. The "Offline" list includes Jeffrey Jagels and Cherie Payne. A red circle highlights the video chat icon in the "Available" list. The chat area on the right shows a message from Kaleb Johnson saying "hola" and a response from Merleen Johnson saying "Welcome, Kaleb--glad you could make it. Do you know if Brandon was planning to join?".

ADD TO THE SHARED RESOURCE LIBRARY

Navigate to **Your Stuff** and click on Add. Select YouTube Video or Website.

Copy and paste a web address, then click Get Info. Most often the title, description, and tags fields will auto-populate.

Since the library is CIPA compliant and secure, the web address being submitted is checked against the Internet filter database. Content categorized by the Internet filter as pornography or security, will prompt you to request a review.

Edit any of the fields as needed, then select a category and minimum and maximum grade level for this content. Currently, this information is added for reference when selecting content to use, not for filtering what a user can see (but filtering by grade level is coming).

Once you click Add, the content may be found in the library.

Note: You can add uploaded files in Your Stuff to the library by clicking the gear icon next to the file name, then selecting “Add to the My Big Campus Library.” If the file is licensed content, you can restrict its access to your school by clicking the file name, selecting Edit, checking the box “This item is copyrighted and should only be visible by my school,” and then saving.

The image displays three screenshots from the Big Campus interface. The top screenshot shows the 'Your Stuff' page with a list of items. An orange circle highlights the 'Add' button next to a file, and an arrow points to the 'Add to Collection' dropdown menu, which is open and shows options for 'File', 'YouTube Video', and 'Website'. The middle screenshot shows the 'Add New YouTube Video' form. The 'YouTube Video Address' field contains a URL. The 'Get Info' button is highlighted. The 'Title' field is populated with 'Metaphors and Similes'. The 'Description' field contains a website URL and a brief description. The 'Tags' field is populated with 'Figurative, Similes, Language, Metaphors, school, teacher, student, tutorial, tutorials, teachertube, homes'. The 'Category' field is set to 'Select category...'. The 'Minimum Grade' and 'Maximum Grade' fields are set to 'Select Minimum Grade Level...' and 'Select Maximum Grade Level...' respectively. The bottom screenshot shows the 'Edit File' form for a file named 'Staff Meeting Agenda - 1_17_12.pdf'. The 'Title' field is populated with the file name. The 'Description' field is empty. The 'Tags' field is populated with 'Personal Document'. The 'Category' field is set to 'Select category...'. The 'Minimum Grade' field is set to 'Kindergarten'. The 'Maximum Grade' field is set to '12th Grade'. A checkbox labeled 'This item is copyrighted and should only be visible by my school' is checked. The 'Save' and 'Cancel' buttons are at the bottom right.

ADD TO YOUR STUFF, YOUR PRIVATE FILE STORAGE

Your Stuff is also where users store files and works in progress. These files can be accessed from anywhere, eliminating the need for flash drives.

Click Add and select File. Click to browse for one or more files, or if your browser supports it, drag and drop files into the box.

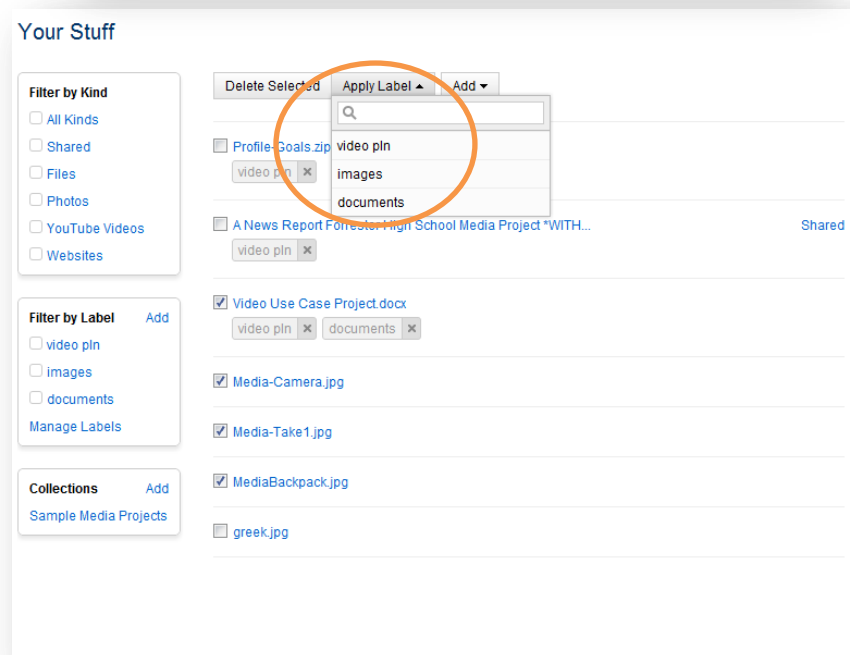
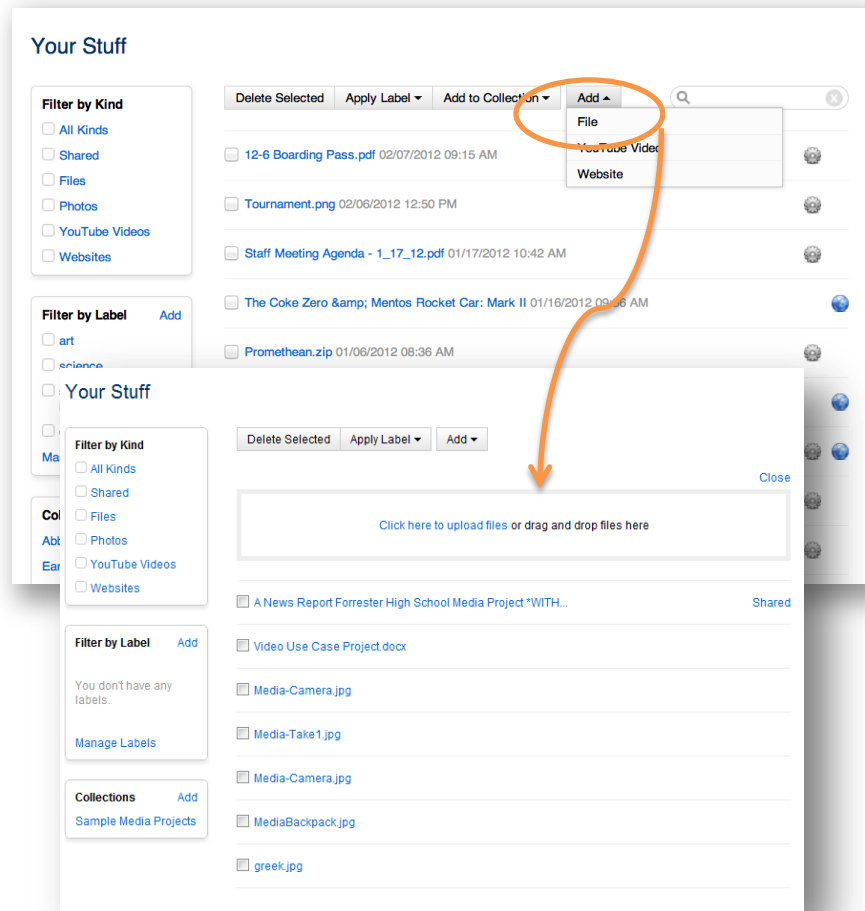
Apply Labels. To organize your uploaded files, you can create and apply labels.

Edit an Uploaded File. To edit a file, click on the file name and on the item details page, click the Download button. Open, edit, and save your work, then upload it to Your Stuff to replace your earlier version.

Notes: Individual files are limited to 100MB, but overall storage is unlimited.

Security-risk file types are prohibited, including .exe and .bat.

Uploaded images undergo a skin-tone analysis. Suspicious images appear in a report.



MAKE A COLLECTION

Collections are sets of library items and/or your files, which are particularly useful for presenting the resources you've used (or would like used) for a particular assignment. Create a collection under Your Stuff.

You can include items you've added to the library (also under Your Stuff) or search the library for resources added by others.

In either case, click "Add to Collection" below the item. You can add to an existing collection or create a new collection right from the item detail page.

Notes:

You can include documents, images, and other files in a collection by uploading them to Your Stuff then dragging and dropping them into the Collection title.

You can post collections to

- an assignment
- your wall
- a group member's wall
- a group announcement
- a group discussion

The screenshot shows the 'Your Stuff' interface. On the left, there are two filter menus. The 'Filter by Kind' menu includes options for All Kinds, Shared, Files, Photos, YouTube Videos, and Websites. The 'Filter by Label' menu includes 'math' and a 'Manage Labels' link. Below these is a 'Collections' section with an 'Add' button and a list of existing collections: Greek Mythology, MBC Information, and Math Activities. The main area displays a list of items with checkboxes, labels, and dates. The 'Add to Collection' button in the top right is circled in orange.

The screenshot shows the item detail page for 'Greek-Gods.Info - Greek Gods and Goddesses of Ancient Greece'. The page content includes a header, a main image, and a description. At the bottom, there is a collection menu with options: 'Add to Collection', 'Edit', and 'Delete'. The 'Add to Collection' button is circled in orange. Below the menu, there are fields for 'Added By:', 'Tags:', 'Grade Level: 5th Grade - 12th Grade', and 'Views: 22'.

BONUS:

When you share a collection, any updates you make to it are automatically reflected everywhere it has been shared.

MANAGE SCHOOLWORK

Create and manage online assignments and quizzes, as well as export grades, using Schoolwork.

The tabs offer several views of schoolwork:

- Needs grading
- Assigned by You
- Templates
- Assigned to You
- Your Submissions

Templates allow you to create a copy of a quiz or assignment so that it can be reused at another time.

You can **export your grades** to your SIS, gradebook, or even a simple table format by group and date range.

Notes: The tabs are organized by groups and times. Use the dropdown lists to display all, past-due, or upcoming. Sort the items by clicking on the column headings.

Students navigate to Schoolwork to see a listing of assignments by group.

They are also notified of new assignments on their Activity page. When groups are made public, parents can view assignments on the group calendar.

Schoolwork Create New Assignment Create New Quiz **Export Grades**

Needs Grading Assigned by You **Templates** Assigned to You Your Submissions

Show All Current All Groups

Name	Group	Submissions	Start	End	
Noun or Verb?	Price - 3rd Period English	5	01/26/2012 09:30 AM	11/30/2012 10:00 AM	✖
A Day in the Life of Your Family Pet	Price - 4th Period Creative Writing	1 1 new	12/08/2011 08:00 AM	01/01/2014 12:20 PM	✖
Stranded on a Desert Island	Price - 4th Period Creative Writing	1	12/08/2011 08:00 AM	01/01/2014 01:35 PM	✖
Parts of Speech	Price - 3rd Period English	9	12/05/2011 11:29 AM	01/01/2014 07:20 PM	✖
Pick the Prom Theme	Price - 4th Period Creative Writing, Price - 3rd Period	1	12/02/2011	01/01/2014	✖

Schoolwork Create New Assignment Create New Quiz Export Grades

Needs Grading Assigned by You **Templates** Assigned to You Your Submissions

Create New Assignment Template Create New Quiz Template

Create a template from an existing assignment or quiz

Show All

Name	Type	Deploy	Delete
Classroom Technology Survey	Quiz Template	Deploy	Delete
Expressive Writing Assignment	Assignment Template	Deploy	Delete
Getting to Know You	Quiz Template	Deploy	Delete
Hook Your Reader!	Assignment Template	Deploy	Delete
Parts of Speech	Quiz Template	Deploy	Delete

Export Grades

Group: Select Group

Start Date **August 2011**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

End Date **February 2012**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Export Type

Human Readable

SIS Format

Power School Format*
*SIS Integration required

Export to .csv

CREATE AN ASSIGNMENT

Go to **Schoolwork > Create a New Assignment**.

Enter the assignment details. Assign to one or more groups, or to individuals within a group. All assignments will be pushed to the members' assignments page and calendar. Assignments also appear in the group calendar.

You can attach any number of library items, collections, and documents (from your desktop or Your Stuff) to assignments.

Students can submit their assignments through a comment box or they can attach and submit files.

If you "allow assignment to be resubmitted," it can pass back and forth between teacher and student, and the full exchange will display.

Click on an assignment to edit it, or to see who it was assigned to and who has submitted the assignment.

Note: To see the assignment as the student sees it, click Student View.

The screenshot displays the Big Campus Schoolwork interface. At the top, there are navigation tabs: 'Needs Grading', 'Assigned by You', 'Templates', 'Assigned to You', and 'Your Submissions'. Below these is a table with columns for 'Name', 'Group', and 'New Submissions'. An orange circle highlights the 'Create New Assignment' button in the top right corner. An orange arrow points from this button to the 'New Assignment' form below. The form includes fields for 'Name', 'Custom Start Date' (with a checkbox), 'Due Date & Time' (set to 2012-02-07 03:54PM), 'Assign To' (radio buttons for 'Assign to an entire group or groups' and 'Assign to specific members in a group'), 'Assignment Description' (a large text area), 'Maximum Points', and a checkbox for 'Assign this assignment to users that join the group after this assignment is created'. Below the form are 'Attach' options: 'New Photo', 'New File', 'Quick Links', 'Library Item', 'Your Stuff', and 'MBC Docs'. A 'Subm' (Submissions) section is also visible. An orange circle highlights the 'Student View' button in the 'Subm' section. Below this, a sample assignment titled 'Stranded on a Desert Island' is shown, including the prompt, assigned by, group, due date, maximum points, and a table of submissions.

Note: If you select a custom start date, the assignment will not appear to your students until the specified date and time. This way you can create assignments ahead of time.

User	Grade	Submitted At	Submission
Jason Lacey	95	Dec 08 12:41 PM	View Submission

CREATE A QUIZ

Go to **Schoolwork** > Click **Create a New Quiz**.

Choose the quiz type:

- Assessment
- Graded
- Practice
- Survey

Enter the quiz details. Assign to one or more groups, or to individuals within a group.

Select your question type, enter the question, answer choices, and the correct answer.

You may choose to either create your quiz or save and continue.

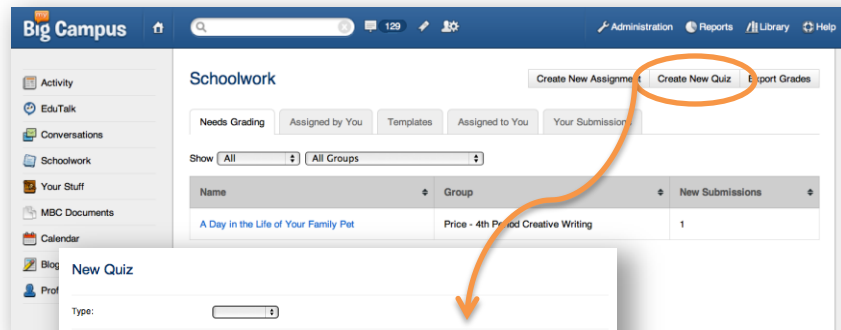
All quizzes will be pushed to the members' assignments page and notifications.

Click on a quiz to edit it, or to see who it was assigned to and who has submitted the assignment.

To see the quiz as the student sees it, click Student View.

RECOMMENDATION:

Enter your worksheet questions as quizzes so they'll be graded automatically.



New Quiz

Type:

Title:

Description:

Assign to: Entire group or groups Specific members in a group

Shuffle questions
 Shuffle answers
 Show results

Note: Once a quiz has been published, you will not be able to edit it.

Publish on: Needs to be submitted by:

Questions

Delete This Question

Question

Type:

Points:

Correct Answer	Answer
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

Add Another Answer

Add Another Question

Note: Once a quiz is published you will no longer be able to edit it.

Noun or Verb?

Decide if the given word is a noun or a verb.

Published on January 26, 2012 at 09:30 am

Assigned to Price - 3rd Period English

Due by November 30, 2012 at 10:00 am

Note: This quiz can't be edited because it has been published.

Delete Quiz Create Template **Student View**

Average **80%** Taken **5 / 26**

Submissions Question Statistics

Hide Names

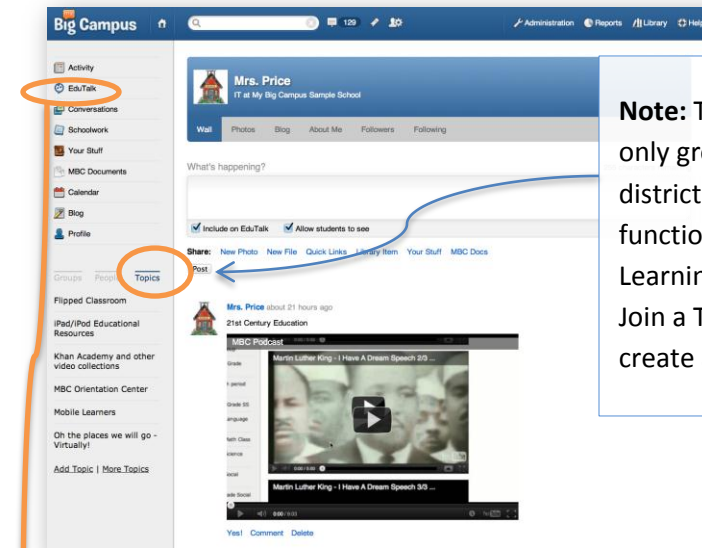
First Name	Last Name	Submitted	Points
Amy	Testing		
Ashlyn	Smith		
Carlo	Mcgurn	Jan 26th at 12:19 pm	25 / 25 (100.0%)

CONNECT WITH PEERS: EDUTALK, TOPICS, FOLLOWING

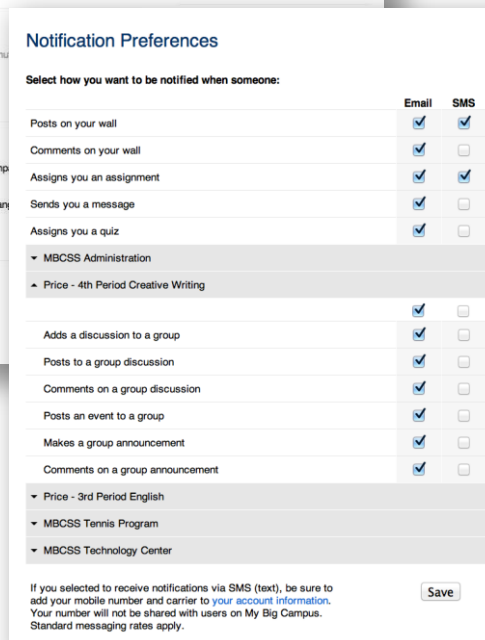
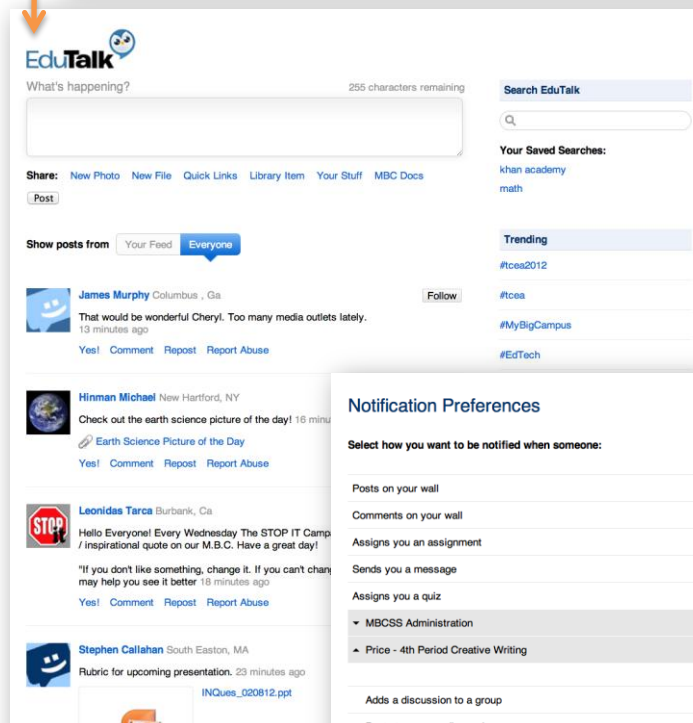
The best way to connect with other educators is through EduTalk! EduTalk is a separate feed within My Big Campus for educators only, consisting of status updates from non-student MBC users. In EduTalk, you can see, share, and comment on wall posts from all My Big Campus educators beyond the boundaries of schools and districts, or just from the people you follow.

To follow other educators that you find interesting, click on their name, read About Me on their profile page, and click Follow in the upper-right corner. They can request to follow you as well – simply approve the request at the top of your Notifications.

Note: You can control the types of notifications you get outside of My Big Campus via email or text message. Click Account > Edit Notification Preferences and select the group name and your preferences.



Note: Topics are staff-only groups that cross district boundaries and function as Professional Learning Communities. Join a Topic today or create a new one!



REVIEW STUDENT ACTIVITY

Who can see what?

Everything that happens on My Big Campus is recorded—even deleted content remains available for administrative review.

Lightspeed’s review team monitors suspicious activity and takes action when needed—suspending accounts and notifying the school or district admin.

Designated school admins and district admins can create reports by user or activity.

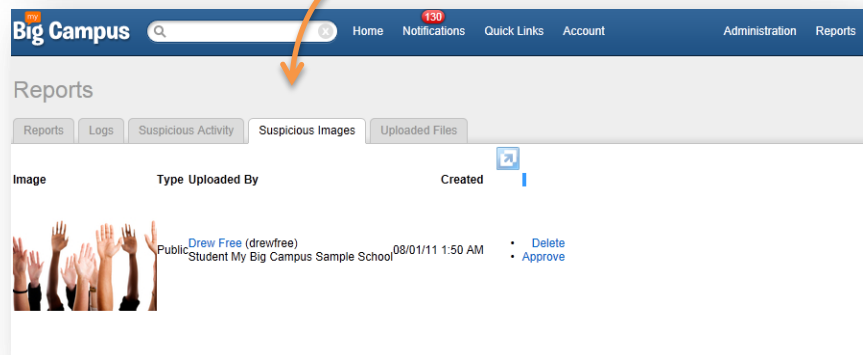
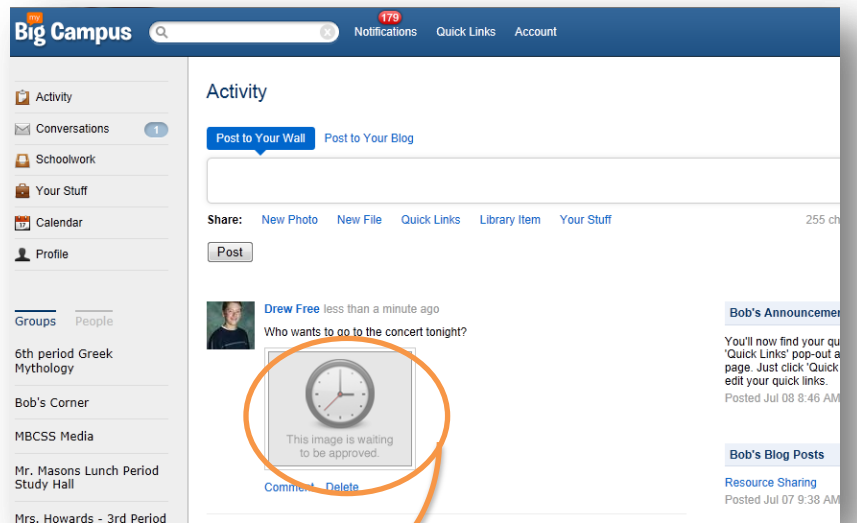
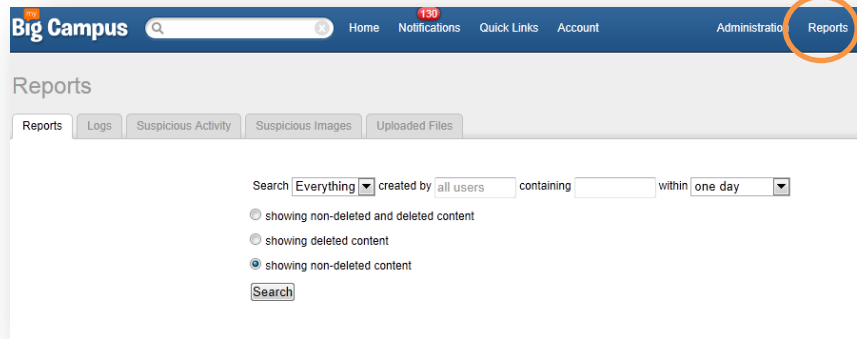
Teachers can see the activity of any student in any of their groups.

Go to Reports

You can create and save custom reports like all the file uploads in the last day. Or use of a gang-related word.

There are also several built-in reports: Suspicious Activity includes profanity or other trigger words like kill, suicide, cutting (in both English and Spanish).

Suspicious images are those that triggered review after a skin-tone analysis.



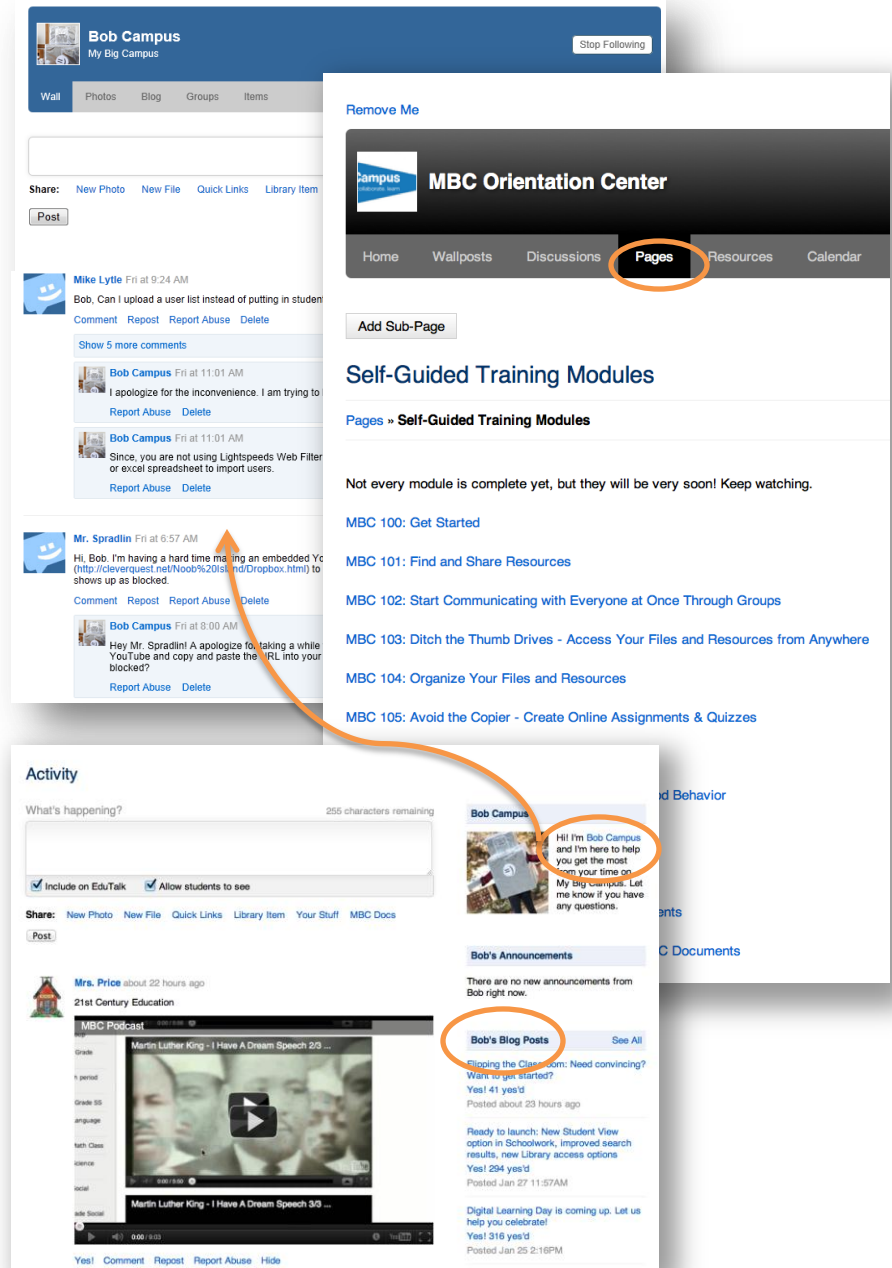
Help is abundant on My Big Campus.

On the front lines is our resident guru, Bob Campus. He's available throughout the day to respond to quick "how to" questions on his wall, as well as interact with friendly students. You'll find a link to his profile on the right side of your Activity Page.

And Bob's blog is where you'll find the latest release information about what's new with My Big Campus. That's why Bob's blog is also featured on the right side of your Activity page.

Click on Help to find an extensive list of FAQs and useful help videos.

Finally, the Self-Guided Training Modules in the topic, MBC Orientation Center expand on what you've learned in this document. These segments walk you step-by-step through the site and will help you to familiarize yourself with all of the features.



Notes: To ensure you have access to all My Big Campus features, use a browser from our compatibility list:

- Internet Explorer 8+
- Firefox 4+
- Safari 4+
- Chrome

If you have issues using one of these browsers, please contact Bob Campus and we will investigate.