my Big Campus

Teacher Training

My Big Campus Topics

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- o Your Stuff Overview

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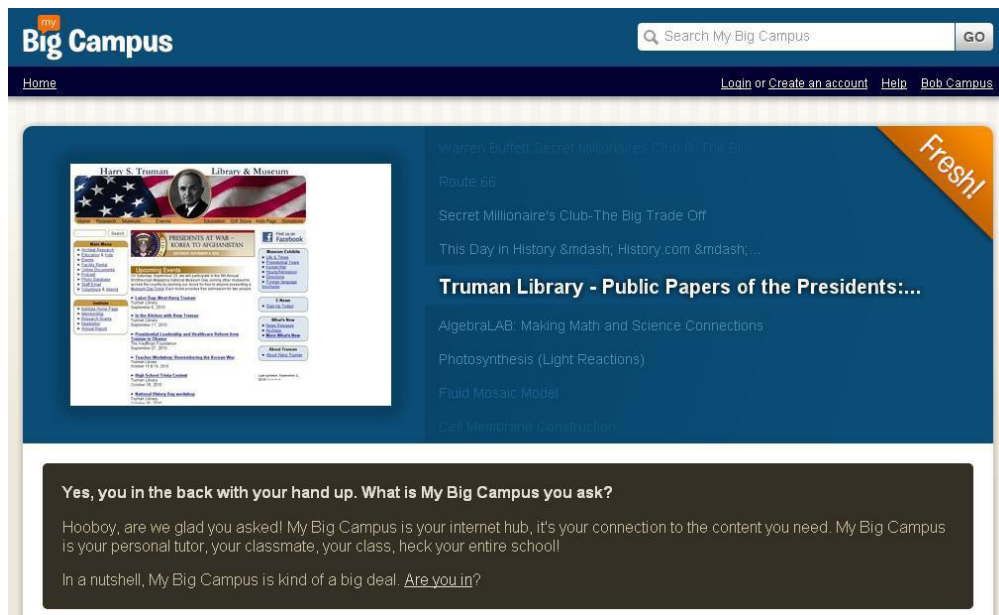
- o My Big Campus Q&A

What is My Big Campus?

My Big Campus is a collaboration system hosted by Lightspeed Systems where members (teachers, curriculum specialists) can find, submit and publish educational content from various sources and make it available to students within a controlled, monitored and secure social-networking environment.

Content in the Resource Library is collaborative and added/policed by you and the rest of the My Big Campus community. You can add and publish content from nearly any web site not considered adult oriented or a security risk.

Within the My Big Campus Social Networking system, you can publish a personal profile, wall, blog, and exchange messages. You can schedule events, create assignments, download and organize education content into collections. Collaborate with peers and students within groups you can join, create and control.

The My Big Campus Home Page Overview

The **Resource Library** is the default page of the My Big Campus Web site. You can view content by searching for it or clicking several different available links described below. However, to gain access to the social networking features, you need a My Big Campus account.

- o **Search My Big Campus**: Type in a word or phrase to search within the Resource Library.

- o **Home**: Click this link to get back to the My Big Campus Home page.

- o **Login:** Click this link to login if you already have an account.

- o **Create Account**: Click this link to create yourself a new account on My Big Campus.

- o **Help**: Click this link for help and access to videos, FAQs, and Contact Us links.

- o **Bob Campus**: Click this link to get help from our My Big Campus resident expert, Bob Campus.

- o **Scrolling Content Marquee:** Click on the links within this section and see the content. Click back or home to return to the Home Page.

Popular Content

This is the middle section of the My Big Campus home page.

- o **Popular Videos:** My Big Campus displays thumbnails and links to the most popular videos from the Resource Library. Click on a link to see the video.

- o **Popular Websites**: My Big Campus displays thumbnails and links to the most popular web sites from the Resource Library. Click on a link to see the web site.

Browse the Library

Browse the library...
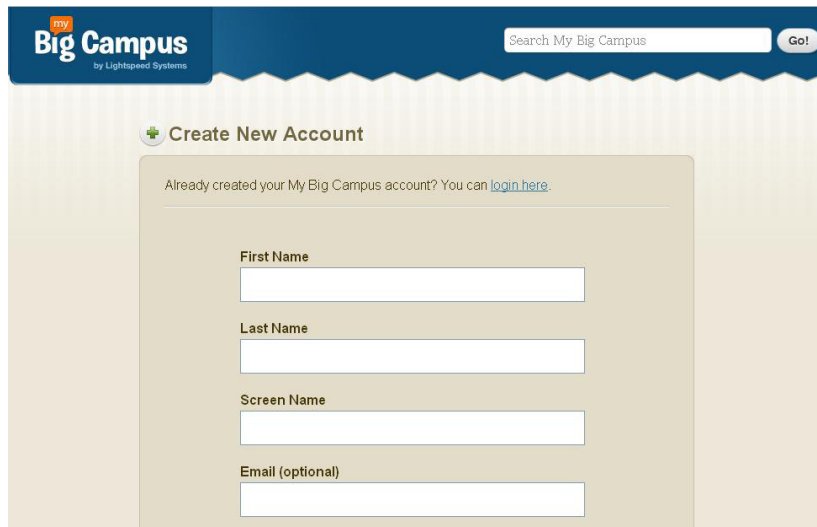
		Need some help?
Social Studies	Current Events	Frequently Asked Questions
Science	Career & Technical Ed.	Watch Video Tutorials
Language Arts	Reference Tools	Ask Bob a Question
Technology	Mathematics	Contact Us
Specialized Education	The Arts	Learn More About Us
Health & Physical Ed	Philosophy & Religion	
World Languages		

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o **Browse the Library:** To browse for content by type, click links in this section to take you to specific subject of curriculum items in the Resource Library.

o **Need some help?:** Click on any of these links to get help on using My Big Campus.

Create New Account

The first time you access My Big Campus, you have to create an account. To gain full access to all the My Big Campus features described, your network administrator has to do some preliminary set-up. He or she will give you information on how to get logged on. To create an account, you complete the following info:

o **First Name:** Specify your real first name here.

o **Last Name:** Specify your real last name here.

o **Screen Name:** Specify your alias or handle on My Big Campus.

o **Email:** Specify your preferred email address. My Big Campus will notify you when someone sends you a message on My Big Campus.

o **Select Your School:** Your Total Traffic Control administrator should have given you this information. Type the first few letters of your school and My Big Campus should find it.

o **User Name:** Specify the username you normally type to gain access to your school's network.

o **Password:** Specify the password you normally type to gain access to your school's network.

o **Confirm Password**: Retype your password so My Big Campus can verify it.

o **Photo:** Click the Choose File button to search for a picture of you for your My Big Campus profile. If you don't have one handy, you can do it later.

o **Save**: Click Save to create your account, My Big Campus will start the account creation process. If successful, My Big Campus will take you to the "Your Stuff" page where you can start participating.

Login

To gain access to the content and My Big Campus social network, you must have an account. If you've already created an account, this is how you login.

- o **Username**: This is the name you normally use to login to your school network.

- o **Password**: This is the password you normally use to access your school network.

- o **Your School**: Use the school you specified when you created your account. If you type a few letters of the name, My Big Campus will find it for you.

- o **Let me in**!: Click this to login.

Your Stuff
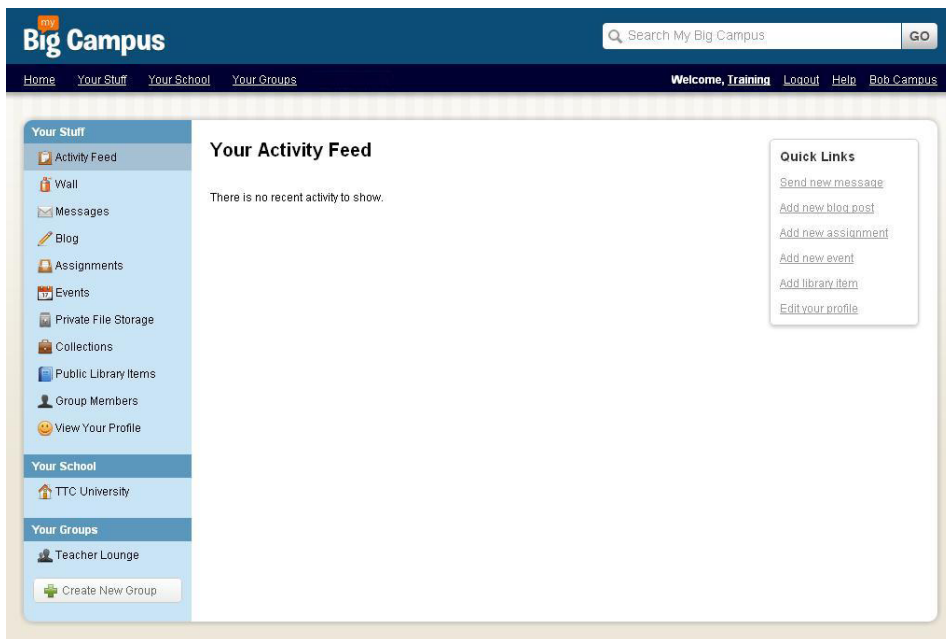
The **Your Stuff/Activity Feed** is the default page that My Big Campus displays when you login. You can access nearly all of the My Big Campus social networking features from this page. Let's take a look at the features on it:

- o **Search My Big Campus**: Type what you're looking for. The My Big Campus search will find content as well as members, groups, schools and more.

- o **Home**: This link takes you to the My Big Campus home page. You can watch an index of the educational content scroll, choose popular videos and web sites, browse the library, and get help.

- o **Your Stuff**: This link takes you to your page for what's happening on My Big Campus.

- o **Your School**: This link takes you to your school's My Big Campus page. You can view announcements, events and groups related to your school.

- o **Your Groups**: This link takes you to a list of groups that you can join.

- o **Welcome, <your name>:** This is another link that takes you to Your Stuff.

- o **Logout:** This link logs you out and takes you back to the My Big Campus Home Page

- o **Help**: This link takes you to a help page with FAQs video tutorials, Contact Us and About Us.

- o **Bob Campus**: Click this link to get help from our My Big Campus resident expert, Bob Campus.

Quick Links
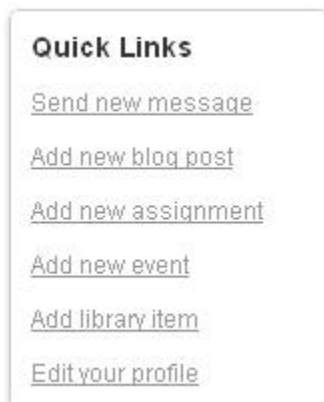
The **Quick Links** section is a list of shortcuts to save you time and effort with the most common tasks in My Big Campus:

- **Send new message**: This link takes you to the My Big Campus message composer.

- **Add new blog post**: This link takes you to the My Big Campus blog composer.

- **Add new assignment**: This link takes you page where you can create and assign assignments.

- **Add new event**: This link takes you to the My Big Campus event composer.

- **Add library item**: This link takes you to a page where you add websites and documents to your personal library items.

- **Edit your profile**: This link takes you to a page where you can update items in your my Big Campus profile.

Your Stuff

The **Your Stuff** menu is where you can get to all the popular things you'll want to do on My Big Campus.

Activity Feed

Your Activity Feed

[james pappe](#): how about this one?
Wed at 4:27:11 PM

[training18 !](#) posted [Your My Big Campus Blog](#) to [training18 training18's Blog](#)
Wed at 10:32:37 AM

Your blog posts appear in other group members' activity feeds.

[training18 !](#) commented on [mechanical vs chemical weathering](#)
Wed at 9:21:28 AM

Frost wedging.

o **Your Activity Feed**: The **Activity Feed** displays the responses to your posts from members in your groups. It acts like the News Feed on Facebook showing you what's happening in your world on My Big Campus.

Wall

Your Wall

Post to your wall | Post

Training Fifty-seven less than a minute ago
Updates you post here will also show up in the Activity Feeds of members of any of your groups.
Comment Flag Delete

Training Fifty-seven less than a minute ago
This is where you update the rest of the My Big Campus community with what you're doing.
Comment Flag Delete

o **Your Wall**: **Your Wall** is where you can post updates to the rest of the My Big Campus community with what you're doing. Things you post here appear in the Activity Feeds of group members.

Messages

Your Messages

Send new message

| Inbox (3) | Sent | Trash | Requests | Flags |

From	Subject	Received
jim pappe	Messages you send on My Big Campus stay on My Big Campus	less than a minute ago
jim pappe	My Big Campus can notify you when you get a message.	3 minutes ago
jim pappe	You can attach My Big Campus library items to your messages	32 minutes ago

o **Messages**: Messages is where you can send and receive mail to and from other My Big Campus members.

Blog

Blog: You can publish a blog My Big Campus. You can customize the look and control comments to your posts. By default your blog can only be viewed by members of My Big Campus. You can also publish it on the Web.

Assignments

- o **Assignments**: You can create assignments and give them to specific members of or an entire group. If you make your groups and assignments public, parents can view them from home without a My Big Campus account.

Events

Your Events   Add new event | Subscribe to calendar

Teacher's Aide Workshop

Mandatory meeting for those who want to volunteer in the my classroom.
Wed, Sep 08, 2010 8:00 AM (already happened)

Cache in, Trash Out

Come and enjoy the fun. Grab a few caches while cleaning up the local park at this CITO event.
Sat at 6:00 AM

o **Events**: Events is where you can post things that are happening with you. You specify the details of your event and My Big Campus creates an entry like the one below as a reminder for you to see. If you have an event for one your groups, you can post events there as well and other members of the group will see them.

Event Details

Your Events   Add new event | Subscribe to calendar

Cache in, Trash Out

Created By:	Training Stuff
Start:	Sat at 6:00 AM
Ends:	Sat at 12:00 PM
Description:	Come and enjoy the fun. Grab a few caches while cleaning up the local park at this CITO event.
Location:	The Park at Riverwalk 11200 Stockdale Highway Bakersfield, CA 93311

Post to this event wall   Post

Private File Storage

Private File Storage

Upload Private File (75 MB maximum file size)

[Choose File] No file chosen   [Upload File] or Cancel

Do not upload any files without permission unless they consist entirely of content you created yourself. By clicking "Upload File," you are representing that you own any and all copyrights in this file or have authorization to upload it.

Name	Size	Modified			
CITO_Group_Shot.JPG	138 KB	09/08/10 12:10 PM			
CITO_Instructions.txt	904 Bytes	09/08/10 12:09 PM			

Private File Storage: My Big Campus acts as a repository for you to upload files for private use. Use it to store your works in progress so you can reach them wherever you are on the Internet.

Collections

Your Collections

[+ Add new collection]

Collection Name	# of Items		
Geocaching 101	3	Edit	Delete
Earth Science	1	Edit	Delete

Collections: My Big Campus helps you organize your library Items into easy-to-manage folders called **Collections**.

Public Library Items

o **Library Items**: **Library Items** are web sites, documents and other content you want to make available to yourself and other My Big Campus members.
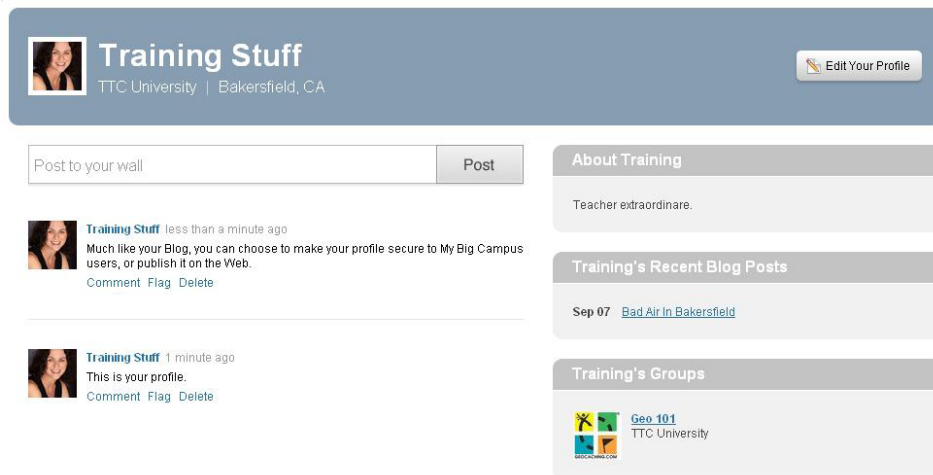
Group Members

Your Group Members: My Big Campus provides this list so you can see all the members of your groups. You can also get a list of group-specific members by visiting a particular group.

View Your Profile

View Your Profile: This is what your profile looks like to the rest of the My Big Campus members. Much like your **Blog**, you can choose to make **Your Profile** available to anyone on the Internet.

Your School
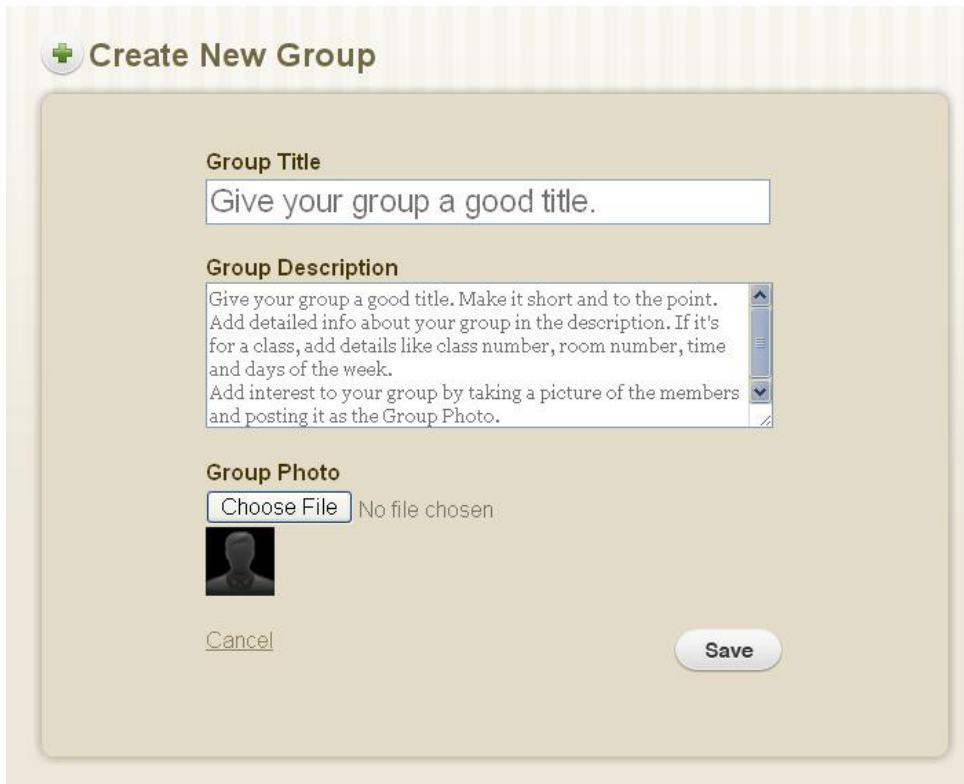
Your School: This link takes you to your school's My Big Campus home page. You can view announcements, check on events, and see all the groups within the school.

Your Groups

One of the most important aspects of My Big Campus is your ability to create and manage groups. You can use My Big Campus Groups to organize elementary classrooms, individual classes or subjects, student and parent clubs, sports teams and more. Within **Your Groups**, My Big Campus provides you with a list of the groups of which you are a member. Click on a group to go to that Group's home page. With teacher access privileges, you also get a **Create New Group** option. Once you create a group, you can start managing the content and users within it.

Create New Group

Group Title: Give your group a good title. Make it short and to the point.

Group Description: Add detailed info about your group in the description. If it's for a class, add details like class number, room number, time and days of the week.

Group Photo: Add interest to your group by taking a picture of the members and posting it as the **Group Photo**.

Managing a Group

Home: This is the default page that My Big Campus displays when you visit a group. Here you can quickly see what is happening within your group through Discussions, Announcements, Assignments, Resources, Events and Members .

Discussions: The Discussion page is where you and other group members can post topics for group discussion.

Announcements: The Announcements page is where you can make group-wide announcements to the members of your group.

Assignments: The Assignments page is where group members can see what has been assigned to the group.

Resources: The Resources page is where you can upload files for the group's use such as a syllabus, notes, or practice problems.

Events: The Events page is where all members can see what is scheduled and schedule group-related events

Members: The Members page provides a list of the group members with links to their profiles. As a group owner, you can manually add users from this page.

Customizing Your Group

Edit Group: Select this option if you want to customize your group.

Delete Group: Select this option if you want to delete your group.

Edit Group

Title: If you aren't happy with the original title of your group, you can change it here.

Description: If you want to append your group's description you can do it here.

Privacy: By default, access to all group content is limited to My Big Campus members. If you want to publish group information group onto the Internet, you can do that here.

- o **Only group members can view this group's content:** If you want to limit access to the group's content to only members, select this option.

- o **Anyone on the Internet can view this group's content:** If you want parents to be able to view assignments, etc, select this option and which content you want to publish on the Web.

Theme:

Photo: Choose File No file chosen

Save or Cancel
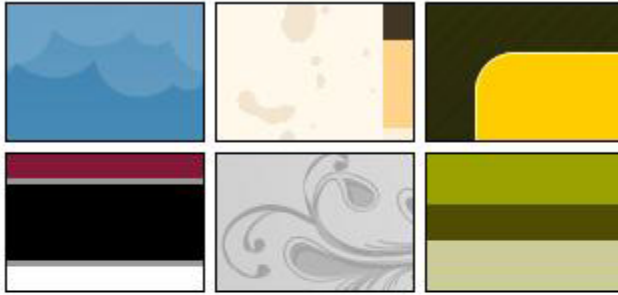
Theme: You can customize the look and feel your group by selecting a theme. My Big Campus will automatically show you a preview of what each them looks like as you select it.

Photo: If you didn't have a photo when you created the group, you can add or change an existing one here.

my Big Campus

My Big Campus Hands-on Labs

Lab #1 – Creating a My Big Campus account

Objective: To familiarize you with the My Big Campus account creation process.

Methodology:

1. Open Internet Explorer or your favorite browser to the My Big Campus web site.

2. Click the **Create an account** link. Complete and save the account details as described in the detailed instructions.

Step by Step Instructions

1. Open Internet Explorer or your favorite browser. Navigate to http://www.mybigcampus.com

2. Click the **Create an account** link.

3. In the **Create New Account** page, enter your **First** and **Last** names.

4. For **Screen Name**, choose a handle or nickname that you want to be known as on My Big Campus. Choose carefully because you can't easily change it, and this is the name that My Big Campus will use to display your profile and blog to the rest of the world. Enter this name in the **Screen Name** field. Write this name down as we will be using it in a later lab.

5. Enter a short blurb about you in **About You** and enter your preferred email address in the field provided.

6. In the **Your School** field, type **TTC**. The name "TTC University (Bakersfield, CA)" will appear. Use your mouse to select this school or press <**Enter**>.

7. In the **Username** field, enter: TeacherXX
where XX is the number assigned to you by your laptop number or by your My Big Campus training session leader.

8. In the **Password** and **Confirm Password** fields enter: lightspeeed

9. If you have a picture of yourself, use the **Choose File** button to find and select it. Click **Save**.

10. If you are successful, My Big Campus will take you to the **Your Activity Feed**. You should also receive a "Welcome" email from My Big Campus to the email address you specified.

11. If you are less successful, My Big Campus will display a short

message explaining why. Repeat steps steps 2-7 again. If you are still less successful, raise your hand for some assistance.

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Lab #2 – Login and Logout of My Big Campus

Objective: To familiarize you with the My Big Campus login/out processes.

Methodology:

1. Open Internet Explorer or your favorite browser. (If you are currently logged into My Big Campus, click the Logout link.)

2. From the My Big Campus Home Page, click Login.

3. Enter your credentials as detailed in the instructions below to login.

Step by Step Instructions

1. Open Internet Explorer or your favorite browser. Navigate to http://www.mybigcampus.com
(If you are currently logged into My Big Campus, click the **Logout** link.)

2. From the My Big Campus Home Page, click **Login**.

3. In the **Username** field, enter : TeacherXX
where XX is the number assigned to you by your laptop number or by your My Big Campus session leader.

4. In the **Password** field enter
lightspeeed

5. In the **Your School** field, type TTC. The name "TTC University (Bakersfield, CA)" will appear (it may already be populated). Use your mouse to select this school or press <**Enter**>. Click the **Let me in!** link.

6. If you are successful, My Big Campus will take you to the **Your Activity Feed**.

7. If you are less successful, My Big Campus will display a short message explaining why. Repeat steps steps 2-7 again.
If you are still less successful, raise your hand for some assistance.

Lab #3 – Customizing Your My Big Campus Profile

Objective: To familiarize you with customizing your My Big Campus profile.

Methodology:

1. Login to My Big Campus

2. View Your Profile

3. Edit, customize, save and review your profile changes.

Step by Step Instructions

1. If you aren't already logged in, do so from the My Big Campus Home Page. See lab #2 for instructions.

2. From the **Your Stuff** Home Page Menu, select **View Your Profile** and review it. Note what you can do from your profile.

3. Click the **Edit Your Profile** link. Customize your profile by changing your first name to your nickname, add some text to **About You**, and add a photo.

4. If you want to make your profile available to anyone on the Internet, select **Make my profile viewable by everyone on the Internet**.

5. If you want to make your blog available to anyone on the Internet, select **Make my blog viewable by everyone on the Internet**.

6. Click **Save**

7. Click the View Your Profile link again to review your changes.

8. If you decided to make your profile viewable from the Internet, click the **Logout** link. Your browser should take you to the My Big Campus home page. Find the Screen Name that you wrote down from Lab #1. In the URL section of your browser, type the following text:
http://www.mybigcampus.com/users/<screenname>
where <screenname> is the name you wrote down from Lab #1. Press <**Enter**>

9. Review your profile. This is what parents will see when they visit your profile.

Big Campus

Lab #4 – Sending Messages using My Big Campus

Objective: To familiarize you with My Big Campus's Message system.

Methodology:

1. Login to My Big Campus

2. Select Messages. Exercise your skills on managing My Big Campus messages according to the detailed instructions below.

Step by Step Instructions

1. If you aren't already logged in, do so from the My Big Campus Home Page. See lab #2 for instructions.

2. From the **Your Stuff** home page menu, select **Messages**.

3. From the **Your Messages** page, click the **Send new message** link. In the **To**: field, type your My Big Campus first and last or screen name. My Big Campus will automatically display possible recipients. Use your mouse to select your account or press <**Enter**>. In the **Subject**: field, type "My first My Big Campus message". In the **Message**: field, type a short message and include a choice offensive word. Click **Send**.

4. From the **Your Messages** page, click on the **Inbox** Tab. Find your message and click the link in the **Subject** column. Read the message. What happened to the offensive word?

5. If you specified an outside email address when you created your account, check your email account and verify that My Big Campus notified you of the new message. Did you receive the message?

Lab #5 – Creating Groups in My Big Campus

Objective: To familiarize you with creating and managing My Big Campus groups.

Methodology:

1. Login to My Big Campus

2. Select the Your Groups link and click on Create New Group. Exercise your skills on creating and managing a My Big Campus group according to the detailed instructions below.

Step by Step Instructions

1. If you aren't already logged in, do so from the My Big Campus Home Page. See lab #2 for instructions.

2. From the **Your Stuff** home page, select **Your Groups/Create New Group**.

3. In the **Group Title** field, enter a name for your group. Give it a good title, but make it short and to the point.

4. In the **Group Description** field, add detailed info about your group in the description. If it's for a class, add details like class number, room number, time and days of the week.

5. If you have a photo you'd like to use to identify your group, add it in the **Group Photo**. Click **Choose File** to find and select it.

6. Click **Save**. My Big Campus will display your newly created group. Note the URL in your browser. Write this URL down—it's the address that parents will need to access this group from home.

7. Click the **Edit Group** link.

8. In the **Privacy** section, select **Anyone on the Internet can view this group's content**.

9. In the **Select the group's content that anyone on the Internet can view** section, choose which content you want to show to the Internet.

10. In the **Theme** section, select background compatible with your group. Click **Save**. Review your group.

11. If you decided to make your group viewable from the Internet, click the **Logout** link. Your browser should take you to the My Big Campus home page. Find the URL that you wrote down in Step #6 and type it into the URL section of your browser.

12. Review your group. This is what parents will see when they visit your group.

Lab #6 – Navigating Groups

Objective: To familiarize you with My Big Campus Groups.

Methodology:

1. Login to My Big Campus

2. Select the Your Groups link and click on your newly created group. Exercise your skills on creating and managing a My Big Campus group according to the detailed instructions below.

Step by Step Instructions

1. If you aren't already logged in, do so from the My Big Campus Home Page. See lab #2 for instructions.

2. From the **Your Stuff** home page menu, select **Your Groups** and then the group you created in Lab #5.

3. From the group home page, click the **Discussions** tab. Click **Add New Discussion**. In the **Title** field, enter a topic such as "My First Group Discussion". In the **Post** field, type a sentence or two and add your favorite obscene word. Click **Save**. Review your new post. What happened to the obscene word? In the **Add Comment** field, respond to your post and click **Add Comment.** Review your discussion response.

4. From the group home page, click the **Announcements** tab. In the **Post to this group's wall** field, type a sentence or two making sure you add your favorite obscene word. Click the **Post** link. Review your post.

5. From the group home page, click the **Events** tab, then the **Create New Event** link. Complete the form including dates, times, and a valid street address. Click **Save**. Review your post.

6. From the group home page, click the **Members** tab. The List should include you. Type **teacher** in the **Add Members to Group** and select members from the list using your mouse, then click **Add**. Review the list and see what you can do with it.

Lab # 7– Creating Collections and adding Library Items

Objective: To familiarize you with adding and managing content on My Big Campus.

Methodology:

1. Login to My Big Campus

2. From the Your Stuff menu, select Collections. Exercise your skills on creating and managing My Big Campus collections and public library items according to the detailed instructions below.

Step by Step Instructions

1. If you aren't already logged in, do so from the My Big Campus Home Page. See lab #2 for instructions.

2. From the **Your Stuff** home page menu, select **Collections.**

3. From the **Your Collections** page, and click the **Add new collection** link. Give your collection a good name such as a subject (Math Collection) or a class like (Earth Science 101). Click **Save**.

4. Open a new browser window and navigate to your favorite search engine. Search for your favorite educational subject. Select one of the links that interests you most. Copy the URL to the clipboard.

5. Return to your My Big Campus session. From the **Your Collections** page, choose the **Add library item** link from the **Quick Links** menu. In the **Website address** field, paste in the URL from your search. Click the **Fetch** link. My Big Campus should populate the **Title** field. You can change it if you wish. Add a few words in the **Description** field. In the **Tags** field, add some words separated by commas you think would help someone find this item in the library.

6. In the **Select Category** pulldown, choose where this item should fit.

7. Select the appropriate level for **Minimum Grade** and **Maximum Grade**.

8. Click the **Add** link. My Big Campus will open the **Your Library Items** page and display your newly added item.

9. Click the **Add to collection** link. Use the pulldown to select your newly created collection. Click the **Add** button.

10. In the **Your Stuff** menu, click the **Collections** link. Click on your collection and review the contents.