ONLINE FACULTY TRAINING AND DEVELOPMENT

Online Faculty

LoudCloud

User Guide

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Logging into LoudCloud

Location: http://myportal.gcu.edu
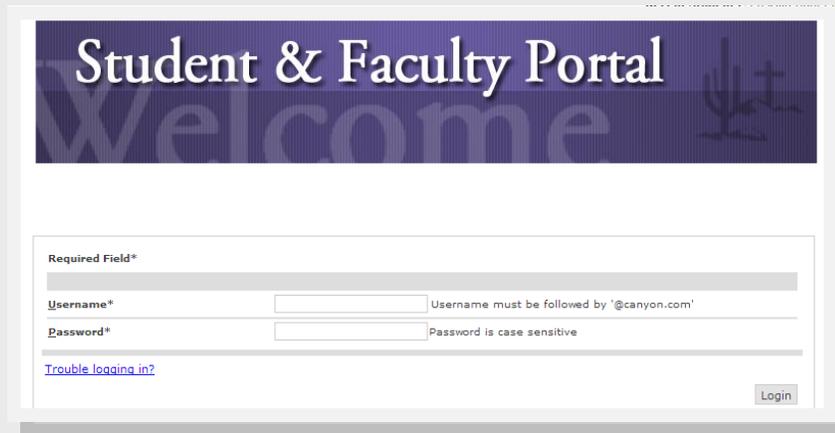
Options: Once logged in, please select the appropriate role if more than one is present

- Most ongoing instructors will possess only 1 role: "Instructor"
- Recently hired instructors may have to toggle (🔲) between "Student" and "Instructor"
- Instructors who recently participated in professional development workshops will also have a "Student" view

Please see the example below :

Below are the tabs on the Home screen <click 🏠 icon>:

LoudCloud Profile

Location: Top of any LoudCloud screen
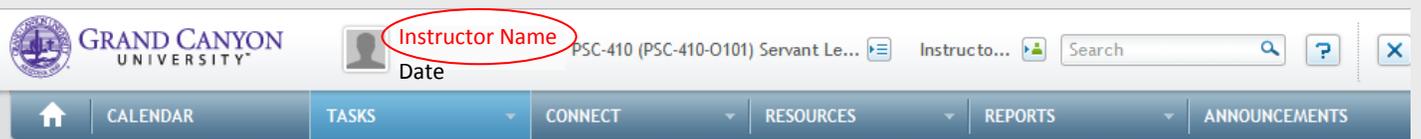
Options: (👤) <click> Instructor Name hyperlink

The LoudCloud profile will follow instructors from course to course

1. (⊞ Expand All) and be sure to fill out all required information
   - Any optional information listed is available for student view
2. Please feel free to use Grand Canyon University's address

Current Address   > 3300 W. Cameblback Rd.PhoenixAZ1-85017

Please see the example below :
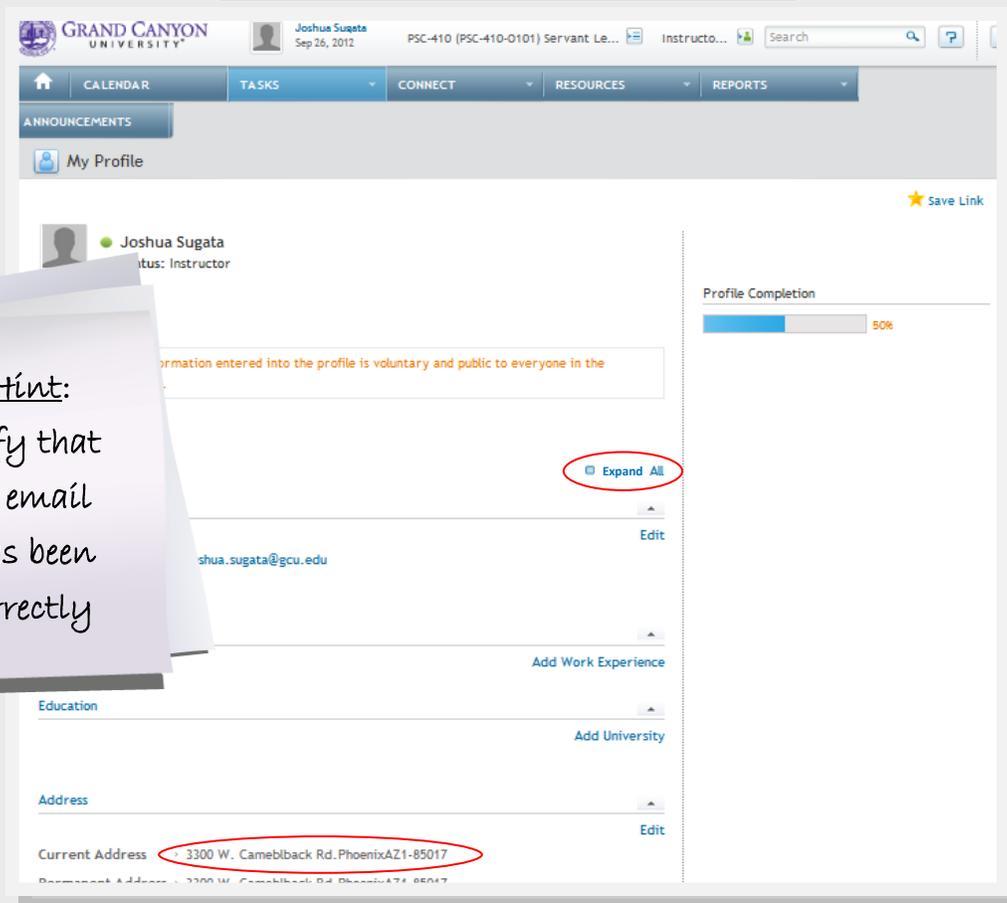
Helpful Hint:
Please verify that instructor email address has been entered correctly

How to Access the Course Calendar

Location: Select either "Home" or "Calendar"

"Home" calendar

Options: Instructors can view the calendar in a weekly format for any week of course

- Click the appropriate " **Week :** "hyperlink, and assignment/quiz due dates populate
- Select an assignment/quiz and LoudCloud will open the appropriate drop box

> Please see the example below :

"Calendar" tab

Options: Instructors can view the calendar in a weekly or monthly format

- Same options as "Home" calendar; however all weeks are present

Use the "Schedule" feature to add personal tasks on the calendar (not viewable by the class)

The "Forum" Tab

Location: Tasks >> Forum

Options: Instructors can view the Main Forum, Team Forums, Individual Forum, Questions to Instructor Forum, and Mentor Forum

> Please see the examples below :
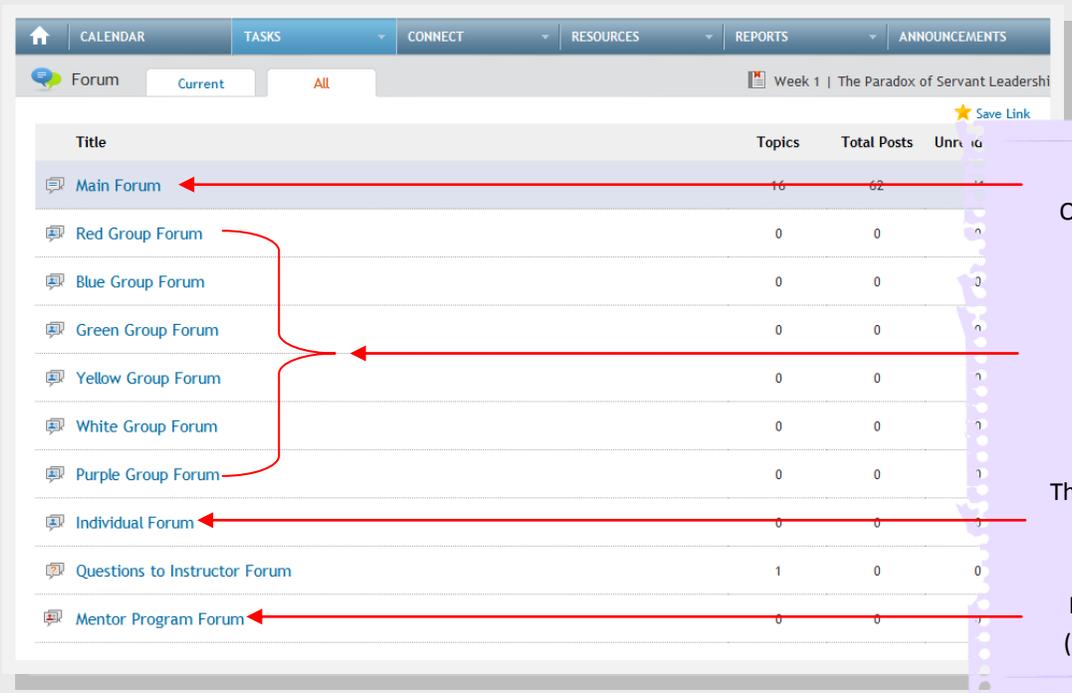
All Module Discussion Questions are housed here

Manage Teams in the Roster tab

The Individual Forum is private and replaces Course Email

Mentor Program Forum (applicable courses only)

- Each Forum contains a "Current" (default view) or "All" tab. "All" will take the user back to the Forum Homepage

Return to Table of Contents
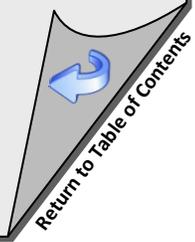
Discussion Forums

Location: Tasks >> Forum >> Main Forum -**OR-** Home screen >> Main Forum

Options: The weekly discussion questions are pre-loaded in the forum; however, **optional** DQ questions can be added

- Click on the "New Topic"
  - Instructor posts are marked with a graduation cap

> **Helpful Hint:** Optional DQ's are not included within the Gradebook as DQ points, but can be graded for participation points

- There are two views to choose between:
  - "Threaded"- allows an instructor to respond
  - "Linear"- allows for all "threaded" options; however, it also allows each post to filter as a separate entity ("My Posts", "Substantive", "First Post", Flagged", or "All")

> Please see the examples below :

The "Individual Forum"

Location: Tasks >> Forum >> Individual Forum

	CALENDAR	TASKS	CONNECT	RESOURCES	REPORTS	ANNOUNCEMENTS
		FORUM				The Paradox of Servant Leadership
Calendar		ASSIGNMENT			Week : 0 1 2 3 4 5 6 7 8	
		QUIZ				
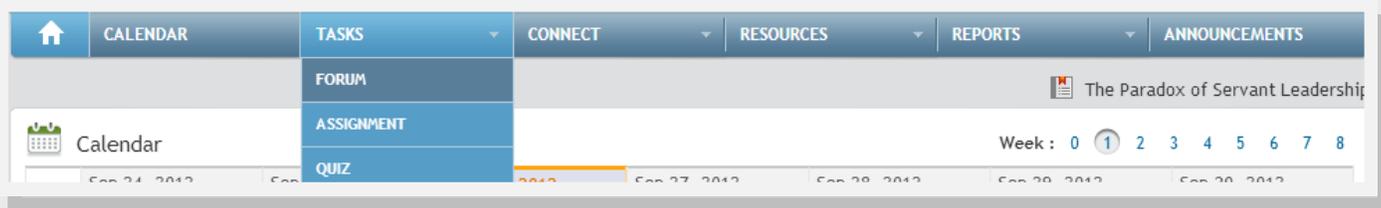
Options: Instructors and students utilize the Individual Forum for private communication. It is similar to a private email

- The Individual Forum contains a "Current" or "All" tab, which will take the user back to the Forum Homepage

Please see the " New Topic " process below :

Forum						Week 4	Organizational Vision
Current	All					New Topic Save Link
Forum ▶ Individual Forum						
Topics	**Start Date**	**Communicate With**	**Total Posts**	**My Posts**	**Unread Posts**	**Last Post**
Sunday Assignment	Oct 15, 2012 05:10 PM		1	1	0	Last post Oct 15, 2012 09:34 PM by
Mod 2 remark				1	0	Last post Oct 16,

Start New Topic

Select Student: [▼]

Title: [ ]

Desciption: **B** *I* U ... Font family ... Font size ...

Attach Documents: *Click Browse to search and attach documents (File size not to exceed 10MB)*   [Choose File]

[Submit]

The "Title" will appear as the "Topic"

Select a specific student's name

Type message here

⚠ WARNING ⚠
There is not an option to edit the message once it has been submitted

Replying within the "Individual Forum"

Location: Tasks >> Forum >> Individual Forum

Options: Instructors and students may utilize the Individual Forum, which acts in a similar manner as private email

- Respond to a student's message by clicking on the " [Reply] " link

> Please see the examples below :
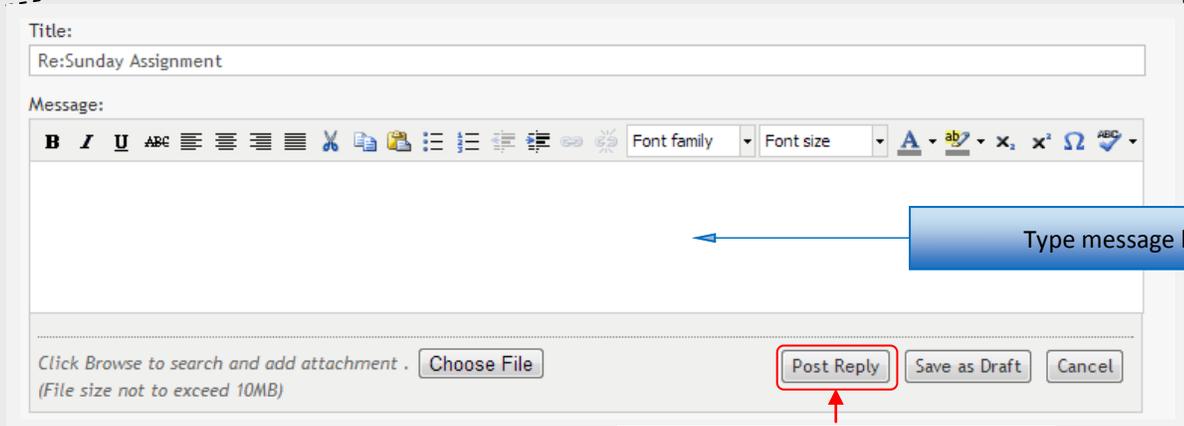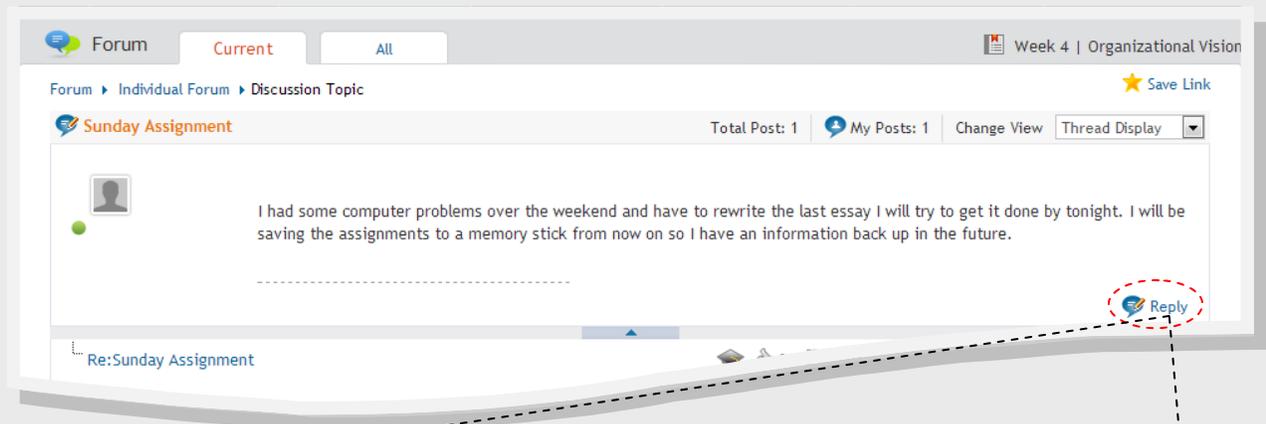
WARNING

There is not an option to edit the message once it has been submitted

How to Grade Discussion Forum

Location: Tasks >> Forum >> Main Forum -**OR**- Home screen >> Main Forum

CALENDAR	TASKS	CONNECT	RESOURCES	REPORTS
ANNOUNCEMENTS	FORUM			Ethical Leadershi
	ASSIGNMENT			
	QUIZ			

Calendar Week: 0 1

Oct 1, 2012 Monday	Oct 2, 2012 Tuesday	Oct 3, 2012 Wednesday	Oct 4, 2012 Thursday	Oct 5, 2012 Friday	Oct 6, 2012 Saturday
PSC-410	Ethical Leadership: Challenges and Choices				
		Module 2 DQ 1 Due		Module 2 DQ 2 Due	

Forums   Assignments

Unread Posts
43
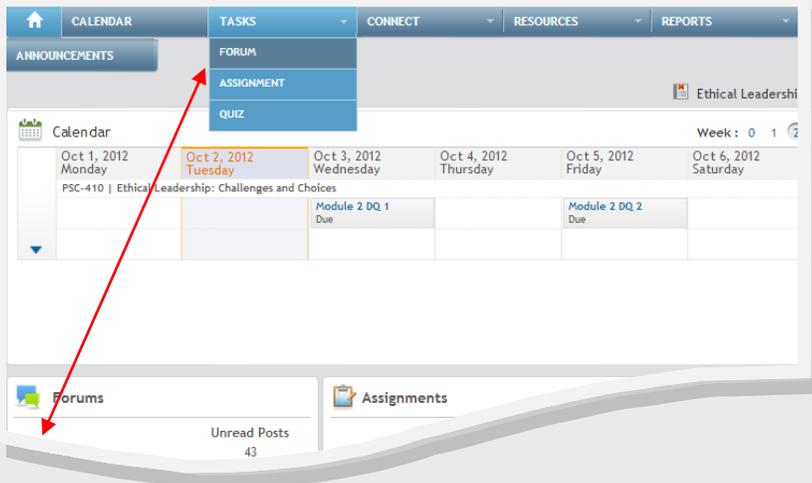
Options: Instructors can "Like", "Reply", "Quote & Reply", Grade Initial "DQ Points", or mark the student participation post as "Substantive"

> Please see the example below for a student's Discussion Question response:

Sep 26, 2012 06:32 PM   👍 0 Like   ⭐ Points: 5

Re: Module 1 DQ 1

"Like" feature available for all student view	Total point value of DQ Question

6 posts

Instructors may reply using either option	"Grade as you Go"

Reply | Quote & Reply   ⭐ DQ Points

◄ Previous   Next ►
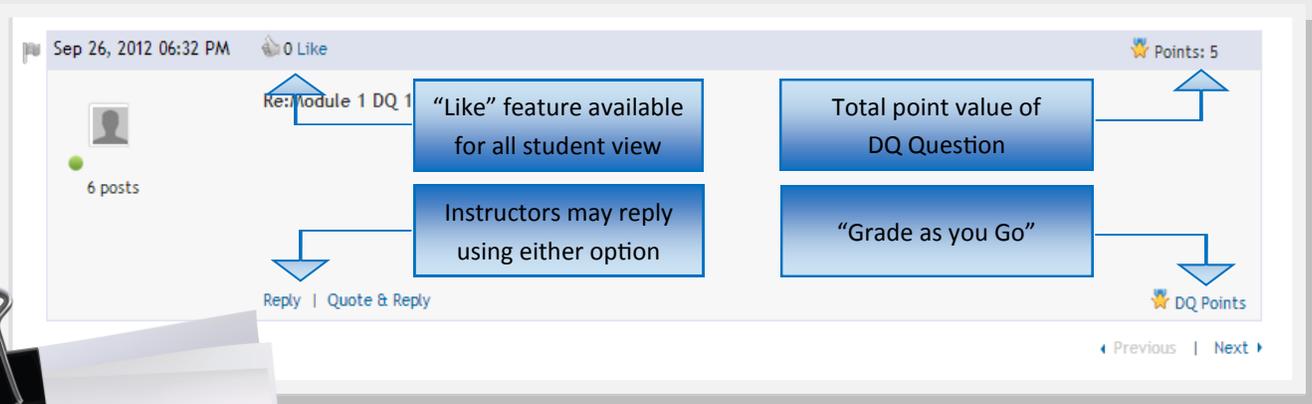
Helpful Hint:
"Grade as you Go" is only available on students;' initial DQ response

> The above options are not available for a student participation post:

...ke   🏅 Substantive Post

Immediate feedback for students

Reply | Quote & Reply   🏅 Substantive Post ○ Yes | ○ No Submit

	👍 1	Instructors & students are able to view a "thumbs-up" once a DQ response or participation post has been "liked"	🏅	Instructors & students are able to view a medal once a participation post is marked as a "Substantive Post"
	⭐	Instructors & students are able to view a star once the DQ response has been graded	◄ Previous Next ►	Available options only on initial DQ responses

The "Assignment" Tab

Location: Tasks >> Assignment

🏠	CALENDAR	TASKS ▾	CONNECT ▾	RESOURCES ▾	REPORTS ▾	ANNOUNCEMENTS

📋 Assignment   Curre...   FORUM

ASSIGNMENT

QUIZ

📄 Week 1 | The Paradox of Servant Leadership

⭐ Save Link

Title		Grading Due Date	Submissions	Pending Submissions	Published
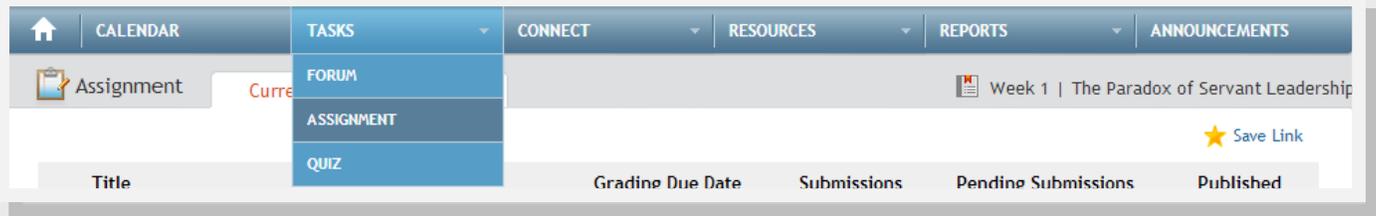
Options: Instructors can view the "Current" or "All" tab

- The "Current" tab is also a hyperlink to the Assignment Drop box w/ description
- The "All" tab requires instructors to select a week which provides hyperlink

> Please see the examples below :

📋 Assignment   (Current)   (All)   📄 Week 1 | The Paradox of Servant Leadership

⭐ Save Link

Title		Grading Due Date	Submissions	Pending Submissions	Published

📋 Assignment   Current   All

Week 1 ▾

Week 1
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7

...radox of Servant Leadership

...t Leadership and Competency-Based Leadership

Submissions

#1
Instructors and students can view the Assignment Description

#2
Instructors & Students can view and download the assignment rubric

#3
Instructors can download all student submissions

#4
Instructors can view the Assignment Dropbox and return feedback

...20 Leadership   **Max Points:** 60

Details:

Write an essay of 800-1,000 words in which you discuss and compare servant leadership and competency-based leadership. In your e... to discuss the following:

1. What are the strengths and weaknesses of a competency-based approach to leadership? What are the strengths and weakness... servant leadership approach?
2. Compare servant leadership and competency-based leadership.
3. Explain why competency-based leadership is popular in many organizations.
4. Can leaders who are chosen for their competencies also demonstrate servant leadership qualities? Ex...ain why or why not.

Prepare this assignment according to the APA guidelines found in the APA Style Guide, located in the St...t Success Center. An abs... required.

Use the following guidelines for incorporating source material into your writing:

1. Directly quoted source material may not exceed 10% of the paper's content.
2. Du...ts inherent unreliability, Wikipedia is not considered an acceptable source for use in academic writing.

...is ...ment will be graded using the "Essay: Servant Leadership and Competency-Based Leadership Rubric." Instructors will be using the rubric to ...e the assignment; therefore, stu...nts should review the rubric prior to beginning the assignment to become familiar with the assignment cr...a and expectations for success... pletion of the assignment.

#1

#2

...PSC410.v10M1R...Essay...

#3

📄 Download all submiss...   📢 Publish | All | Not Graded | Not Published

	Author	Submissions	Turnitin Report	SI	Comments	Instructor's Document	Points
☐ 👤		Pending					

#4

Publishing Grades

Location: Tasks >> Assignment

Options: Instructors can "Publish" grades in the Assignment Dropbox

1. Enter appropriate comments, attach file, and enter point value
2. Click " 💾 Save "
3. Select the check-box (☑) and press " 🔼 Publish "

> Please see the student submission example below :

Step 1

Step 2

Step 3

Reassigning Grades

Location: Tasks >> Assignment

| | CALENDAR | TASKS | CONNECT | RESOURCES | REPORTS | ANNOUNCEMENTS |

FORUM
ASSIGNMENT
QUIZ

Assignment   Curre...   Week 1 | The Paradox of Servant Leadership

Save Link

Title   Grading Due Date   Submissions   Pending Submissions   Published

Options: Instructors can also "Reassign" student grades in the Assignment Dropbox

1. " **Reassign** " is only available after student submission and expired due date
   " **Reassign** " is not an option during current week
2. " **Reassign** " is not an option if the student didn't submit the assignment,
   " **Edit** " is used

Please see the examples below :

Download all submissions   Publish | All | Not Graded | Not Published

	Author	Submissions	Turnitin Report	SI	Comments	Instructor's Document	Points
		Leadership%20challenge_2_.doc *Submitted on Oct 13, 2012 19:25:30*	View Report	2%	Enter comments		XX

Reassign   Upload Document   Save

Reassign

This assignment will be reassigned to the student

Add Comments:

Previous Comments:

Ok   Cancel
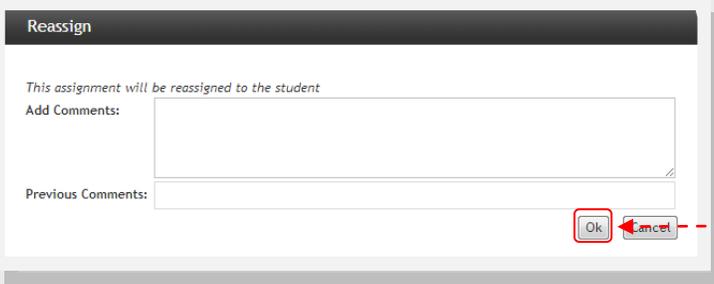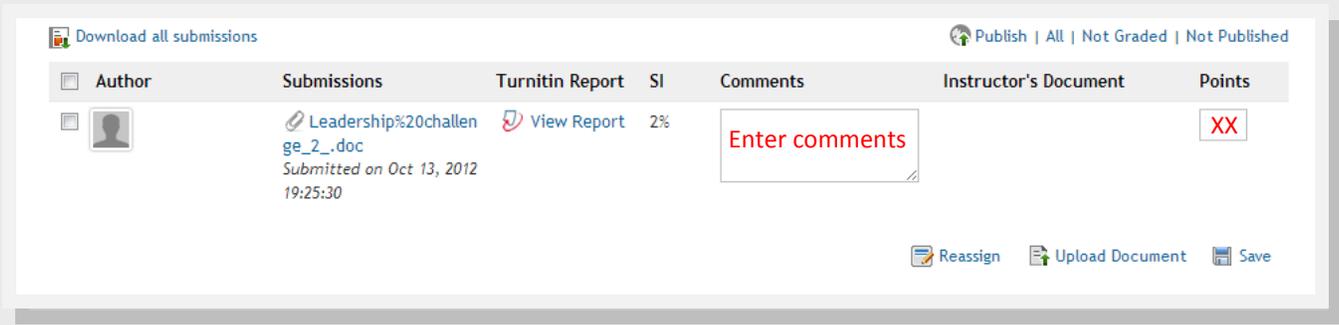
The "Reassign" box will appear allowing for instructor comments

⚠ **WARNING** ⚠

The student's submission and grade will be removed from instructor view once the instructor clicks "ok"

🔑	Publish	Publishing grades allows for students to view instructor feedback	Save	Saving instructor comments, uploads, and points will store information within LoudCloud, but will not allow for student view
	Edit	Graded or published assignments allow for the "Edit" feature which allows for additional	Reassign	Submitted or graded assignments may be erased using the "Reassign" function
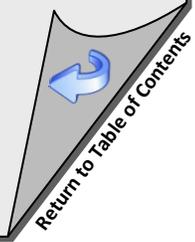
The "Quiz" Tab

Location: Tasks >> Quiz

Options: Instructors may view the "Current" or "All" tab

- The "Current" tab is a hyperlink to the Assignment Drop box with assignment description
  - "There is no quiz available" will appear if the current week does not have a quiz
- The "All" tab is a hyper link to the quiz.
  - Instructors must choose a specific week to view the quiz submissions

> Please see the examples below :

How to Grade a Quiz

Location: Tasks >> Quiz

- **Example 1**
  - The quiz was "Attempted"; but there is not a grade due to an error
- **Example 2**
  - The quiz was completed and has a score. Instructors can click on "Review Quiz" to view the student's answers
- **Example 3**
  - After a course has ended the quiz will be auto-graded. The message "Not Attempted" will appear in the submission column, a "0" will be entered, and the message "Auto Graded" will be placed in the comment box.

Please see the examples below :

	Author	Submission	Time Taken	Comments	Max Points : 20.0 Total Points
Ex 1		Attempted	10 Hour 51 Minute		
					Edit Reassign
Ex 2		Review Quiz Submitted On: Jul 30, 2012 16:35:38	0 Hour 3 Minute		18
					Edit Reassign
Ex 3		Not Attempted		Auto Graded	0
					Edit Reassign

	Edit	Once a quiz has been successfully taken and scored, the "Edit" feature will allow for additional comments to be placed in the comment box after "Save" is selected.
	Reassign	Once a quiz has been "Auto Graded" or "Submitted" the "Reassign" link may be used to allow for another submission.

WARNING

The student's submission and grade will be removed from instructor view once the instructor clicks "ok"

The "Class Wall" Tab

Location: Connect >> Class Wall

Options: As students post their biographies, instructors can respond to, or "Like" student biographies

- To post an instructor biography, type in the "Your Comments" box and click "Submit"

- Instructors can also reply by clicking on the "Comment" or "Like" feature

Please see the examples below :

Helpful Hint:

New messages default to the top

Your Comment:

...et the chance. Traveling has always been enjoyable, but ...nce life started happening :). One of my most memorable ...n Honeymoon in Cancun) would have to be studying in the ...s during the summer of my first year in teaching.

Welcome to class, I cannot wait to meet you!

02:45PM September 21, 2012

0 Like   Comment

The "Roster" Tab

Location: Connect >> Roster

Options: Instructors can view student names, student contact information, or manage CLC teams

1. CLC Team assignments are managed through " Manage Groups " on the Roster
2. " Expand All " displays all student names and team membership (if assigned) below
3. Detailed student contact information is displayed on a separate page

> Please see the examples below :

Helpful Hint:
Assigning groups is as easy as selecting student names, and then pressing the corresponding arrow of desired team

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The "Course Materials" Tab

Location: Home >> Resources >> Course Material
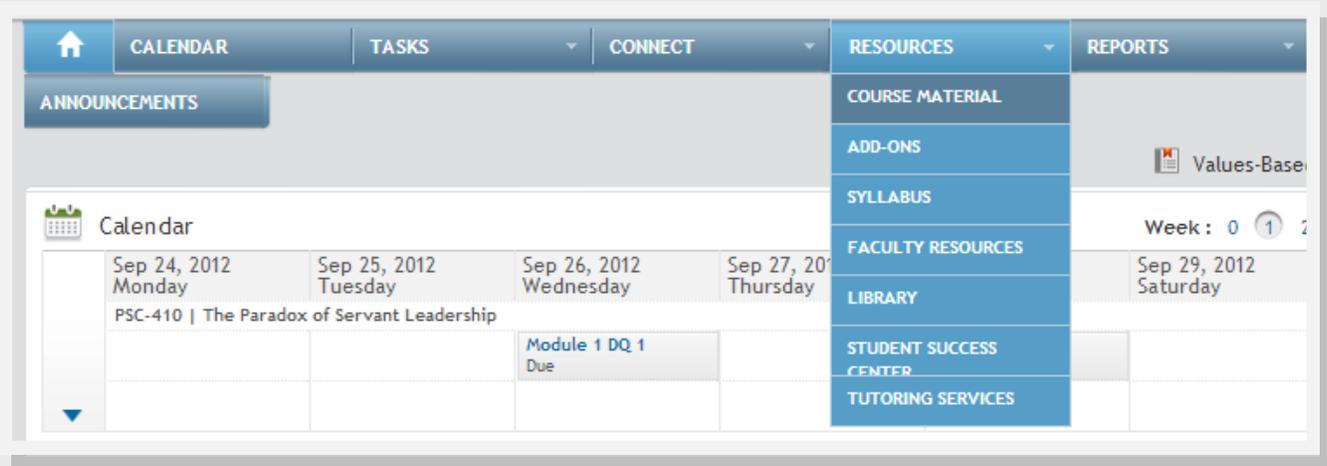
Options: Instructors may select either "Current" or "All" of the week's material

(Lecture Notes, Textbooks, Electronic Resources, Websites, Other)

- The "Current" tab includes the current week's materials
- The "All" tab includes a week-to-week selection of the selected week's material

Please see the example below :
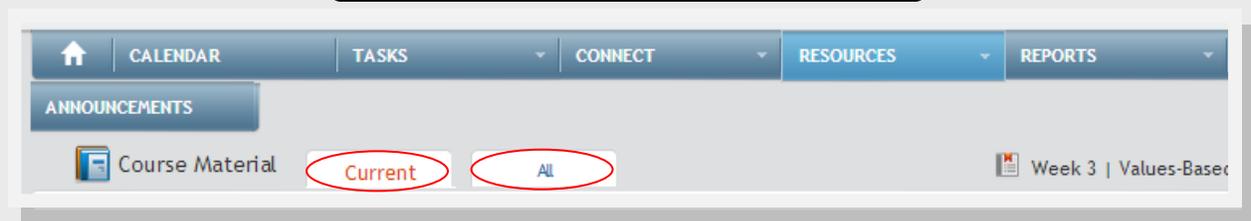
Below is an example of the "All" tab:
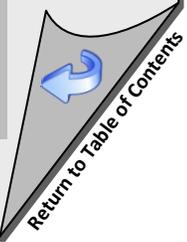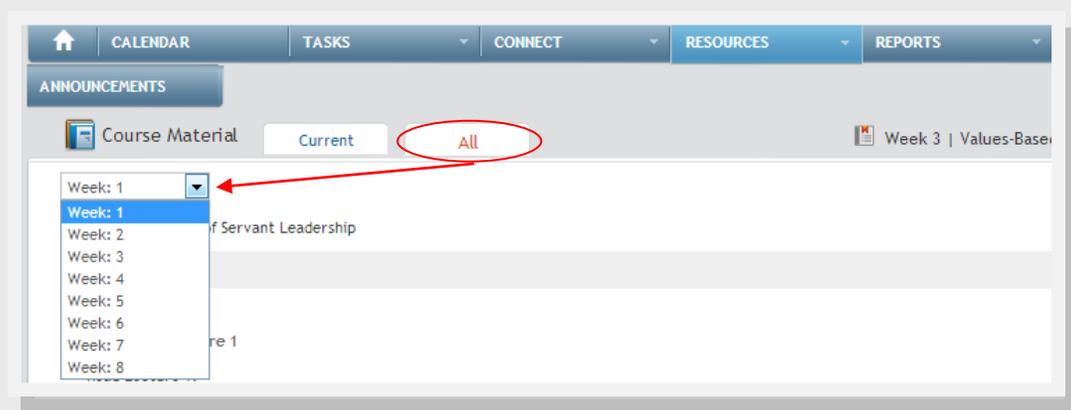
The "Add-ons" Tab

Location: Home >> Resources >> Add-ons
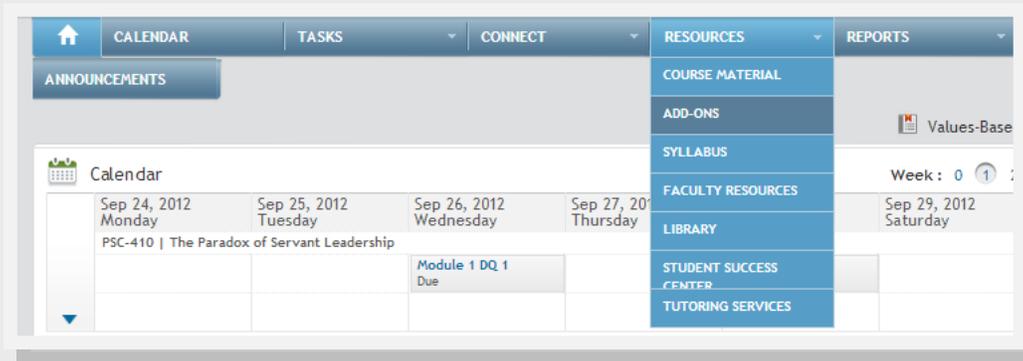
Options: Instructors may select either the "Instructor Add-Ons" or "Course Add-Ons"

- The "Instructor Add-Ons" tab is for the instructor to load additional materials
- The "Course Add-Ons" tab displays an expandable view of the pre-loaded course materials

Please see the example below :
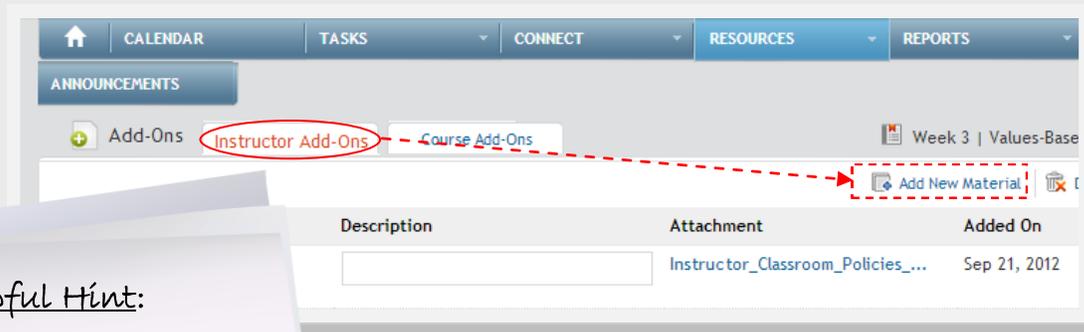
Helpful Hint:

"Materials for Instructor Only" housed here (materials only viewable to the instructor)

Below is an example of the "Overall" tab:
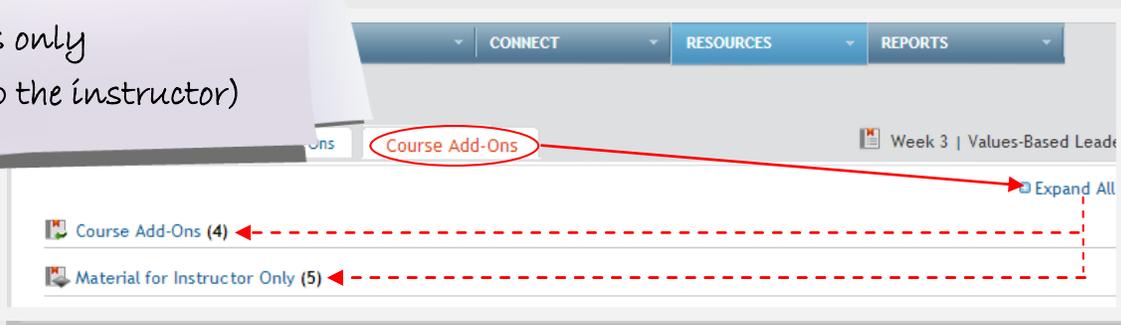
How to Access the Syllabus

Location: Home >> Resources >> Syllabus

Options: This allows for either the "Current" or "Overall" tab in addition to "Download"

- The "Current" tab view displays the current week's course requirements
- The "Overall" tab view is an expandable view of all the weeks in the course
- The "Download" hyperlink allows for a *.pdf file download of the syllabus

Please see the example below :

Below is an example of the "Overall" tab:

How to Access "Faculty Resources"

Location: Home >> Resources >> Faculty Resources
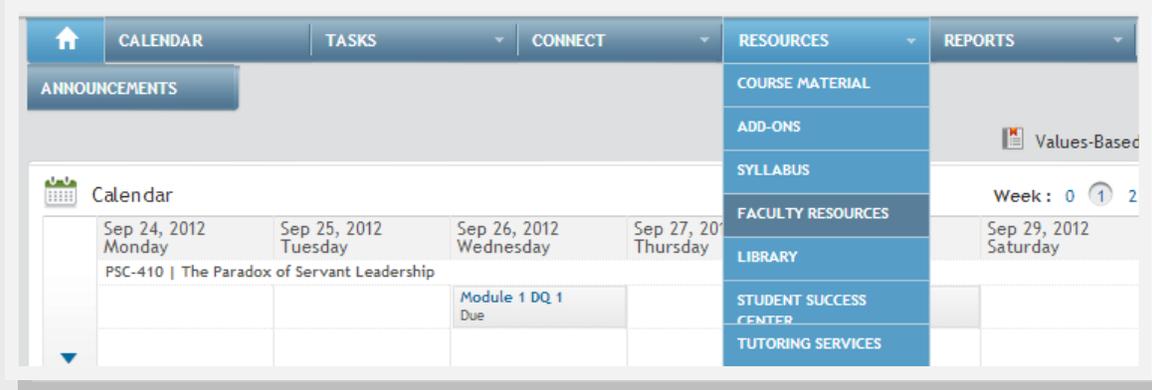
Options: The Faculty Resource Center opens in a separate tab and displays the following:

- Classroom Resources
- Grading Resources
- University Resources

Please see the example below :

The "Library" Tab

Location: Home >> Resources >> Library

Options: The GCU Library opens in a separate tab and displays the following for instructors and students:

- Live Chat with a Librarian (during library hours of operation)
- Tutorials, Webinars, & Workshops
- Research Materials

Please see the example below :
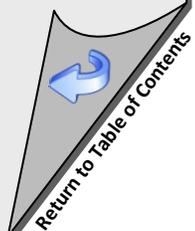
The "Student Success Center" Tab

Location: Home >> Resources >> Student Success Center
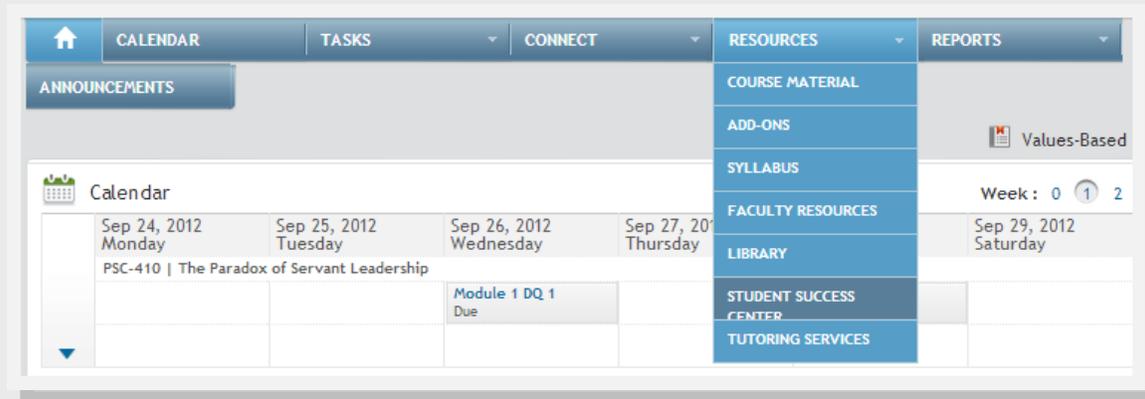
Options: The Student Success Center tab opens in a separate tab and displays the following for instructors and students:

- Classroom Policies
- Colleges
- Succeed at GCU
- The Writing Center
- Support Services
- Tutorials

Discussion Questions and Participation:

Participating in classroom discussion is paramount to the learning experience. Participating in the weekly discussions allows students and instructors to share experiences, investigate complicated subject matter, share expertise, and examine the content from new perspectives. Most classes have 2 discussion questions due each week. Students must post their initial response to the 1st discussion question by Day 3, and the 2nd discussion question by Day 5 of each week. In the event the course week has more or less than 2 discussion questions due, please follow the due dates provided by the instructor. The initial response to the discussion question earns a distinct grade and subsequent participation in the discussion earns a distinct grade. Participation can only be earned by posting substantive, quality messages to fellow classmates and the instructor in the Main forum of the classroom.

Course Level	# Required Days	# Required Substantive Posts Each Day
UNV103, UNV104, PHI105, PSY102, ENG105, CWV101	4	2
All other undergraduate	3	2
Graduate	3	1

The Writing Center

Writing effectively is a major component of educational success. To facilitate student achievement in a variety of disciplines, Grand Canyon University provides its students with a Writing Center that includes style manuals, templates, websites, and writing samples to help students complete written course assignments, familiarize themselves with specific writing guidelines and requirements, and improve overall writing skills that can be used throughout their university careers and beyond.

Style Guides and Templates

100 and 200 Level Courses (GCU Style)

- GCU Style Guide
- GCU Style Guide Template

300 and 400 Level ENG Courses (MLA Style)

- MLA Style Guide
- MLA Style Template

300 to 900 Level Courses (APA 6th Edition Style)

- APA 6th Edition Style Guide

Please see screenshots for website samples!

Request More Information

Live Chat Support ON

- Spiritual Life
- Accolades
- Alumni
- Career Services
- Clubs and Organizations
- Student Events
- GCU Anthem
- Athletics
- Library

GRAND CANYON
TUTORIALS

Tutorial Videos

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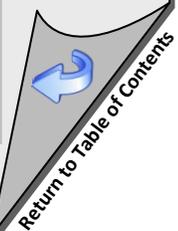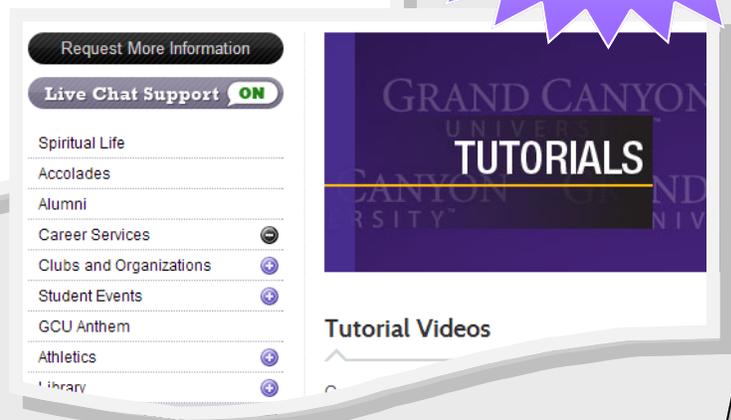
The "Tutoring Services" Tab

Location: Home >> Resources >> Tutoring Services
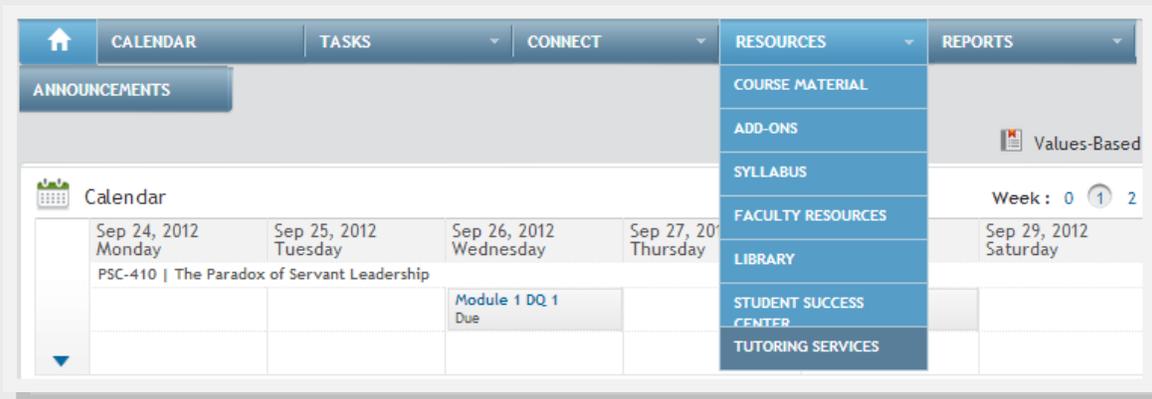
Options: The Tutoring Services tab opens in a separate tab and displays the following for instructors and students:

- Live Chat Support
- Book a Tutor, Student Success Webinar, Tutorial, Writing Center, Math Lab, and Turnitin short-cuts
- Departmental Contacts

Please see the example below :

The "Gradebook" Tab

Location: Home >> Resources >> Gradebook

Options: The Gradebook defaults to "Status"; however, instructors can choose:

- Weekly
- Class Summary

Please see the example below :

#1
Assignment, Discussion Forum, or Participation Title

#2
Assignments without a grade or uploaded by the instructor

#3
Assignments are graded & saved; however, *not* published

#4
7 day deadline from Assignment due date
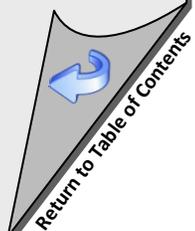
The "Gradebook" Tab

Location: Home >> Resources >> Gradebook
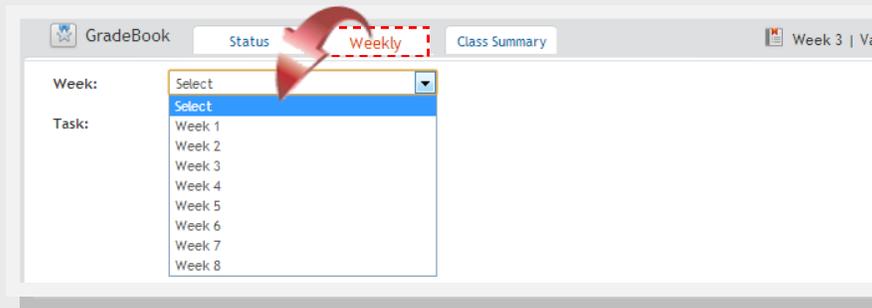
Once the week and assignment have been selected, the Assignment Dropbox will appear

Options: This allows for either the "Weekly" or "Class Summary" tab

- The "Weekly" tab allows for the selection of any week + assignment
- The "Class Summary " tab is an expandable view of all the weeks in the course

Please see the example below :

The color red indicates missing grades for the particular week

Click student name for contact information

Click "Summary" for a weekly hyperlinked report

The "Announcement" Tab

Location: Home >> Resources >> Announcement

⌂	CALENDAR	TASKS ▾	CONNECT ▾	RESOURCES ▾	REPORTS ▾	ANNOUNCEMENTS

Options: The Announcement defaults to "Current"; however, instructors can choose the All view

- Instructors can place notification into a course by using " 🗨 New Announcement "

Please see the examples below :
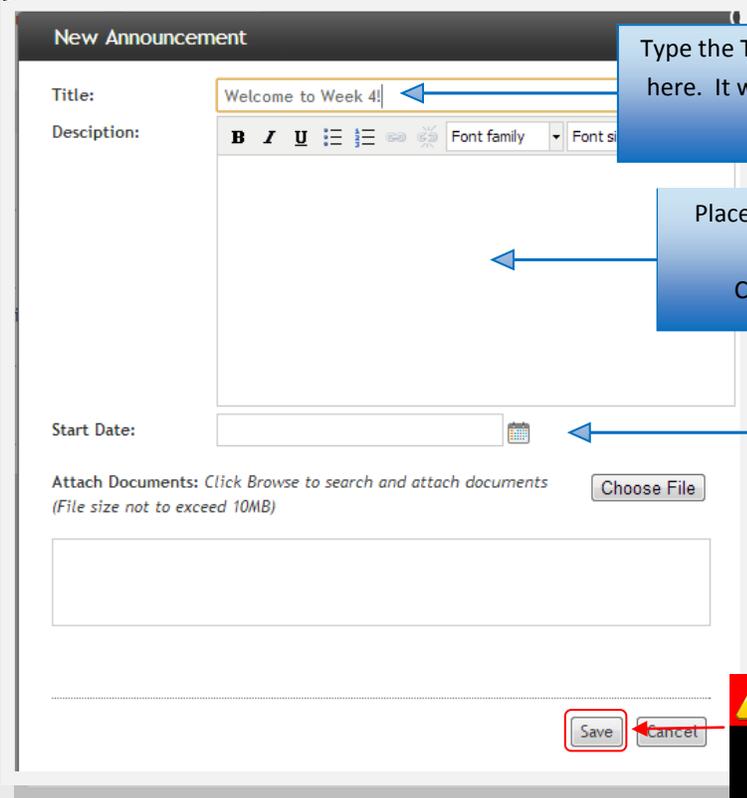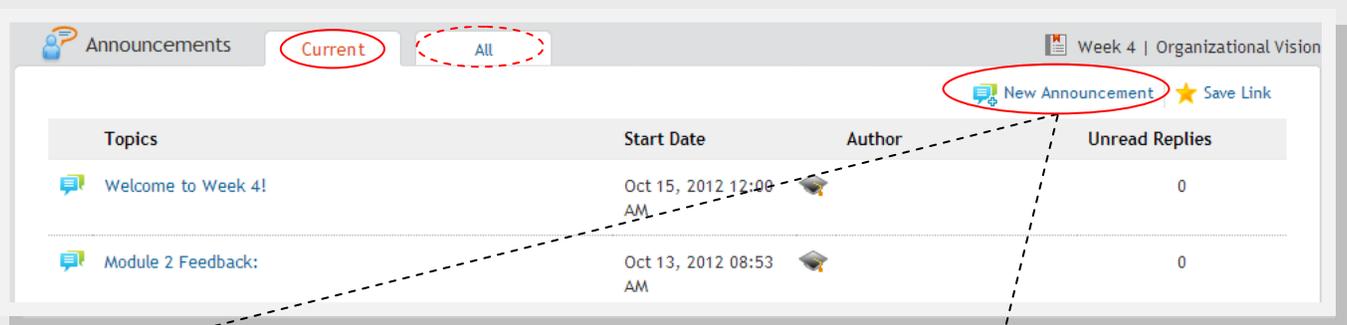
Announcements	Current	All		📑 Week 4	Organizational Vision

🗨 New Announcement ⭐ Save Link

Topics	Start Date	Author	Unread Replies
🗨 Welcome to Week 4!	Oct 15, 2012 12:00 AM	🎓	0
🗨 Module 2 Feedback:	Oct 13, 2012 08:53 AM	🎓	0

New Announcement

Title: Welcome to Week 4!

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> Type the Title of the Announcement here. It will appear under "**Topics**" (As seen above)

> Place the Course Announcement here. It is viewable on both the Course Home & Announcement tab

Start Date: 📅

> Postdated announcements are visible on the "All" tab immediately, but not on the "Current" tab until the corresponding date

Attach Documents: *Click Browse to search and attach documents (File size not to exceed 10MB)* [Choose File]

[Save] [Cancel]

⚠ **WARNING** ⚠

There is not an option to edit the message once it has been submitted