



# Online Faculty LoudCloud User Guide

## Table of Contents

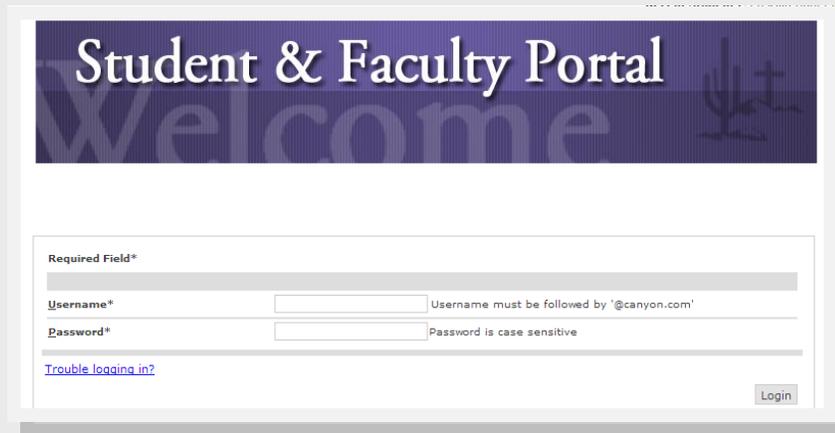
<a href="#"><u>Logging into LoudCloud</u></a> .....	1
<a href="#"><u>Setting up Instructor Profile</u></a> .....	2
<a href="#"><u>How to Access the Course Calendar</u></a> .....	3
<a href="#"><u>The Forum Tab</u></a> .....	4
<a href="#"><u>Discussion Forums</u></a> .....	5
<a href="#"><u>Individual Forum</u></a> .....	6
<a href="#"><u>Replying within the Individual Forum</u></a> .....	7
<a href="#"><u>How to Grade the Discussion Forum</u></a> .....	8
<a href="#"><u>The Assignment Tab</u></a> .....	9
<a href="#"><u>Publishing Grades</u></a> .....	10
<a href="#"><u>Reassigning Grades</u></a> .....	11
<a href="#"><u>The Quiz Tab</u></a> .....	12
<a href="#"><u>How to Grade a Quiz</u></a> .....	13
<a href="#"><u>The Class Wall</u></a> .....	14
<a href="#"><u>The Roster Tab</u></a> .....	15
<a href="#"><u>The Course Materials Tab</u></a> .....	16
<a href="#"><u>The Add-on's Tab</u></a> .....	17
<a href="#"><u>How to Access the Syllabus</u></a> .....	18
<a href="#"><u>How to Access Faculty Resources</u></a> .....	19
<a href="#"><u>The Library Tab</u></a> .....	20

## Table of Contents

<a href="#"><u>The Student Success Center Tab</u></a> .....	21
<a href="#"><u>The Tutoring Services Tab</u></a> .....	22
<a href="#"><u>The Gradebook Tab</u></a> .....	23
<a href="#"><u>The Gradebook (Weekly vs. Class Summary)</u></a> .....	24
<a href="#"><u>Announcement Tab</u></a> .....	25

# Logging into LoudCloud

**Location:** <http://myportal.gcu.edu>



The screenshot shows the 'Student & Faculty Portal' login page. At the top, there is a banner with the text 'Student & Faculty Portal' and 'Welcome'. Below the banner is a login form with the following fields and labels:

- Required Field\***: A label above the first input field.
- Username\***: An input field with a placeholder text 'Username must be followed by '@canyon.com''.
- Password\***: An input field with a placeholder text 'Password is case sensitive'.
- [Trouble logging in?](#): A link below the password field.
- Login**: A button at the bottom right of the form.

**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 :



The screenshot shows the LoudCloud interface. The top navigation bar includes the Grand Canyon University logo, a user profile icon, and the text 'PSC-410 (PSC-410-0101) Servant Le...'. Below the navigation bar is a menu with tabs: CALENDAR, TASKS, CONNECT, RESOURCES, ANNOUNCEMENTS. A dropdown menu is open, showing the following roles: Student, Administrator, Instructor (highlighted), Tech Admin, and Observer. A red circle highlights the dropdown menu.

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

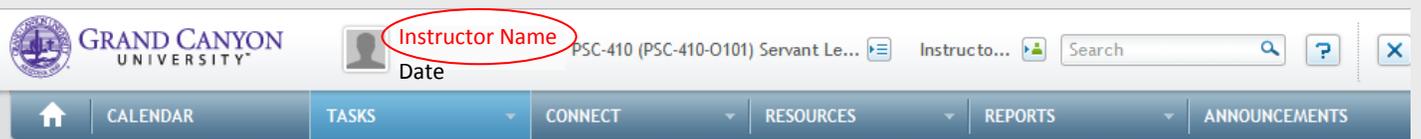


The screenshot shows the LoudCloud Home screen navigation tabs: CALENDAR, TASKS, CONNECT, RESOURCES, REPORTS, ANNOUNCEMENTS.

  
Return to Table of Contents

# LoudCloud Profile

**Location:** Top of any LoudCloud screen



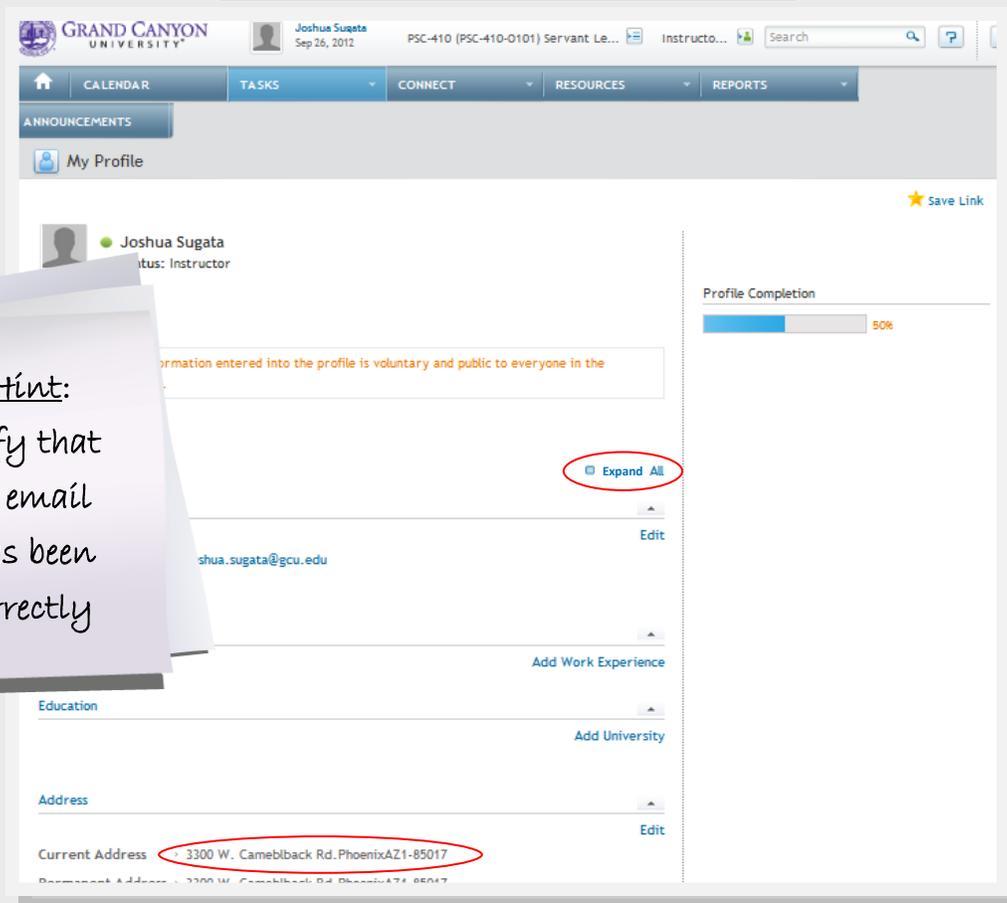
**Options:** (  ) <click> Instructor Name hyperlink

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. Phoenix AZ1-85017

Please see the example below :



## Helpful Hint:

Please verify that instructor email address has been entered correctly

  
Return to Table of Contents

# 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 :

Sep 24, 2012 Monday	Sep 25, 2012 Tuesday	Sep 26, 2012 Wednesday	Sep 27, 2012 Thursday	Sep 28, 2012 Friday	Sep 29, 2012 Saturday	Sep 30, 2012 Sunday
PSC-410   The Paradox of Servant Leadership						
		Module 1 DQ 1 Due		Module 1 DQ 2 Due		Essay: Servant Le... Due

## “Calendar” tab

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

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

Monthly | Weekly

Schedule Next

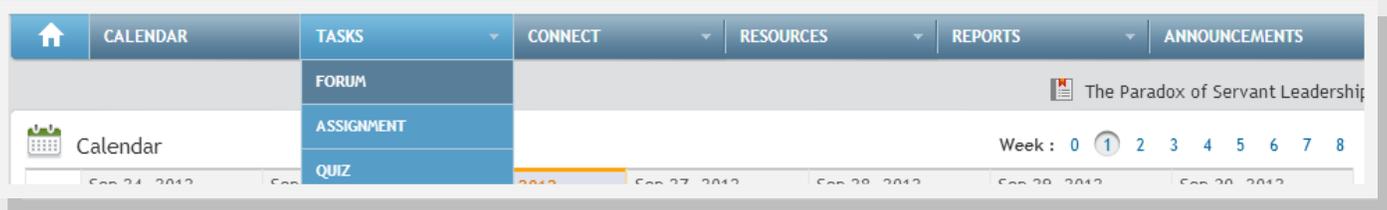
Use the “Schedule” feature to add personal tasks on the calendar (not viewable by the class)

Sep 1, 2012 Saturday	Sep 2, 2012 Sunday	Sep 3, 2012 Monday	Sep 4, 2012 Tuesday	Sep 5, 2012 Wednesday	Sep 6, 2012 Thursday	Sep 7, 2012 Friday
Sep 8, 2012 Saturday	Sep 9, 2012 Sunday	Sep 10, 2012 Monday	Sep 11, 2012 Tuesday	Sep 12, 2012 Wednesday	Sep 13, 2012 Thursday	Sep 14, 2012 Friday
Sep 15, 2012 Saturday	Sep 16, 2012 Sunday	Sep 17, 2012 Monday	Sep 18, 2012 Tuesday	Sep 19, 2012 Wednesday	Sep 20, 2012 Thursday	Sep 21, 2012 Friday
Week 1						
Sep 22, 2012 Saturday	Sep 23, 2012 Sunday	Sep 24, 2012 Monday	Sep 25, 2012 Tuesday	Sep 26, 2012 Wednesday	Sep 27, 2012 Thursday	Sep 28, 2012 Friday
PSC-410   The Paradox of Servant Leadership						
				Module 1 DQ 1 Due		Module 1 DQ 2 Due
Week 2						
Sep 29, 2012 Saturday	Sep 30, 2012 Sunday	Oct 1, 2012 Monday	Oct 2, 2012 Tuesday	Oct 3, 2012 Wednesday	Oct 4, 2012 Thursday	Oct 5, 2012 Friday
PSC-410   Ethical Leadership: Challenges and Choices						
	Essay: Servant Le... Due			Module 2 DQ 1 Due		Module 2 DQ 2 Due

Return to T...ments

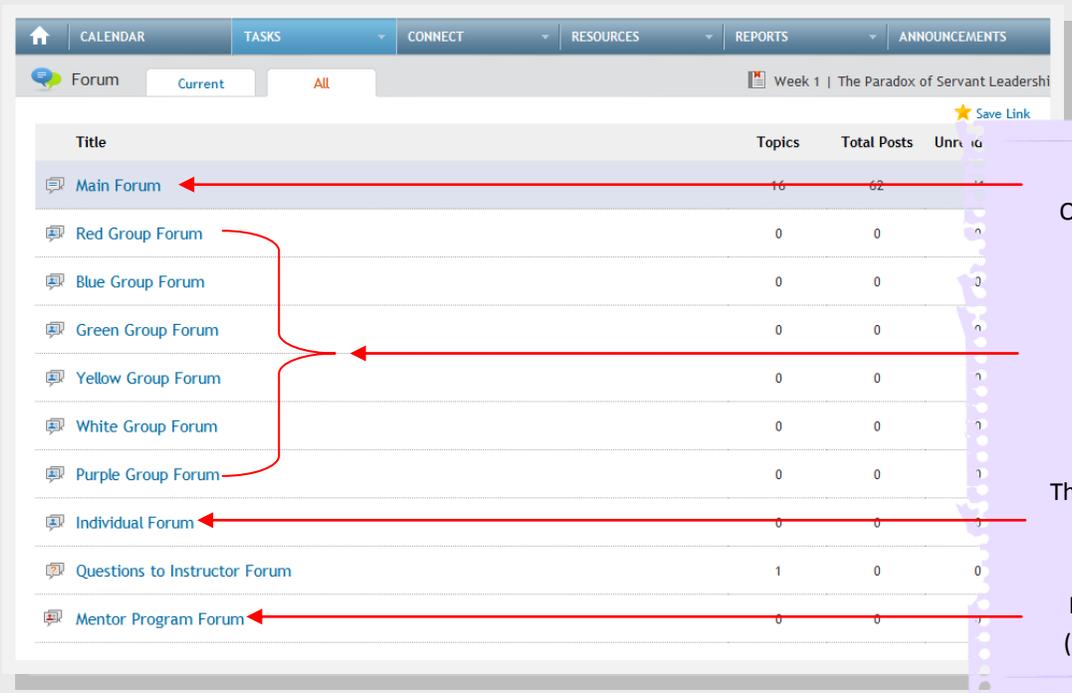
# The "Forum" Tab

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 :



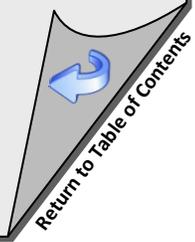
All Module Discussion Questions are housed here

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



# 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

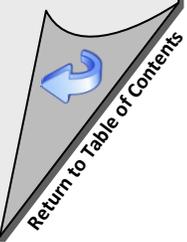
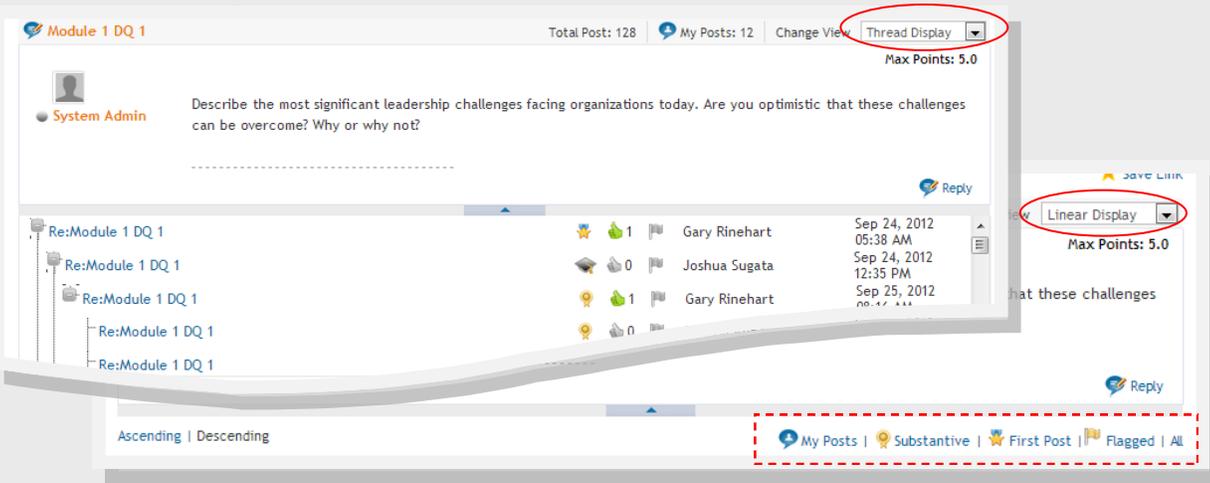
- Click on the “New Topic”
  - Instructor posts are marked with a graduation cap

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



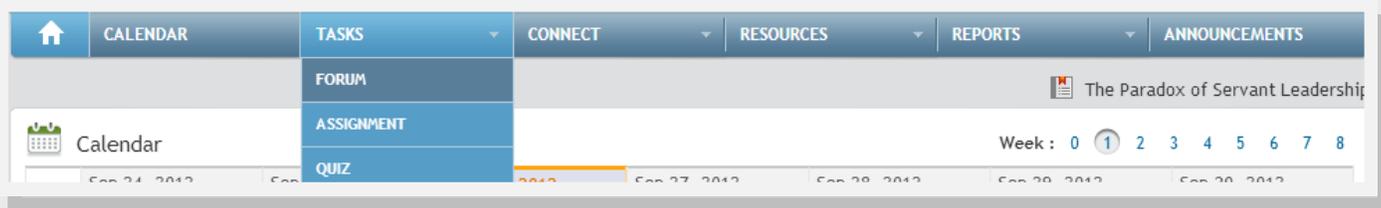
- There are two views to choose between:
  - “Threaded”- allows an instructor to respond
  - “Linear”- allows for all “threaded” options; however, it also allows each post to filter as a separate entity (“My Posts”, “Substantive”, “First Post”, “Flagged”, or “All”)

Please see the examples below :



# The "Individual Forum"

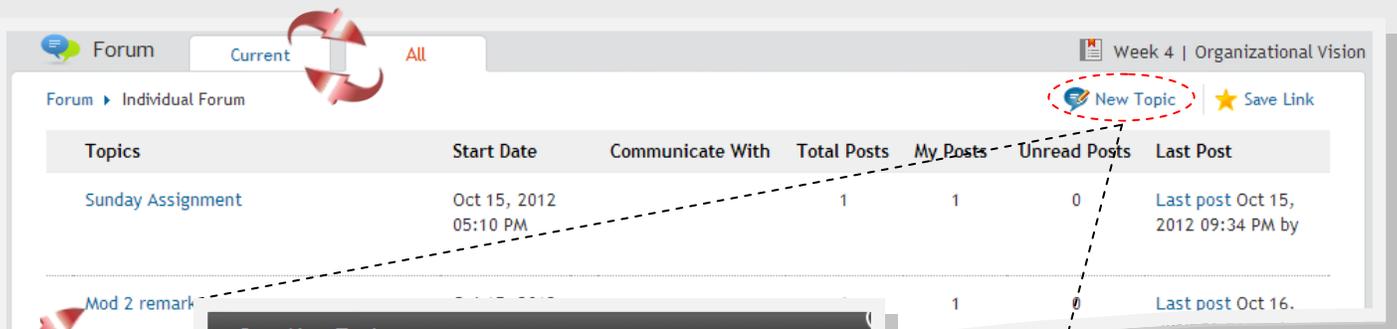
Location: Tasks >> Forum >> Individual Forum



**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 :



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

  
Return to Table of Contents

# Replying within the “Individual Forum”

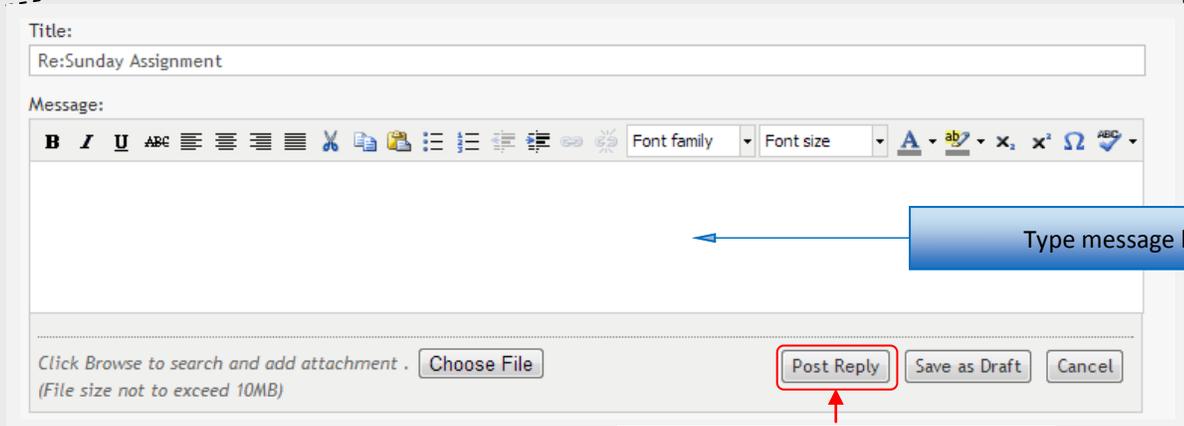
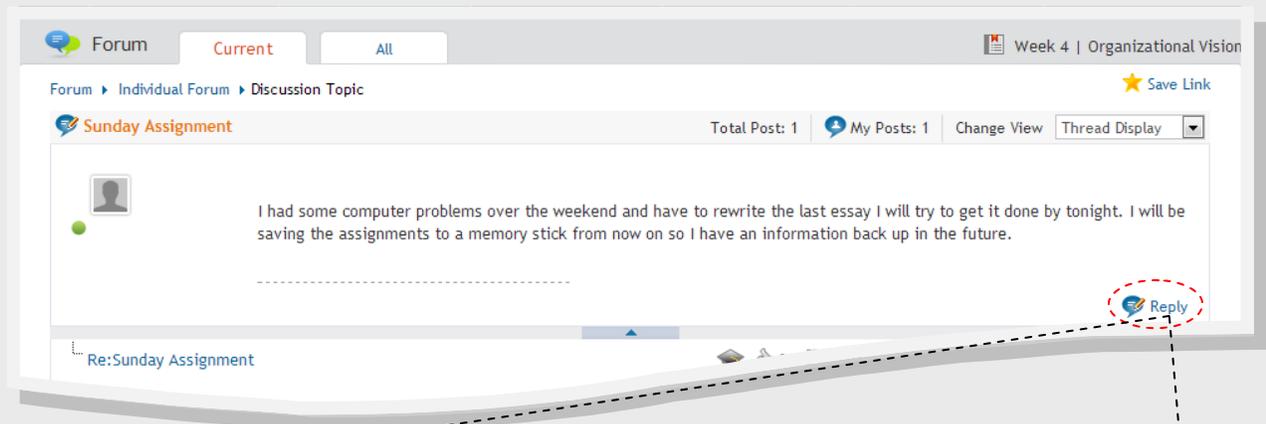
Location: Tasks >> Forum >> Individual Forum



**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 :

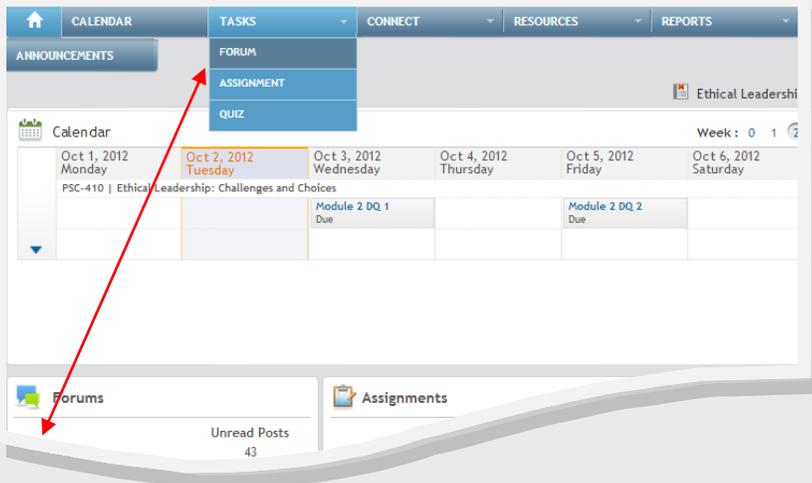


**WARNING**  
There is not an option to edit the message once it has been submitted

  
Return to Table of Contents

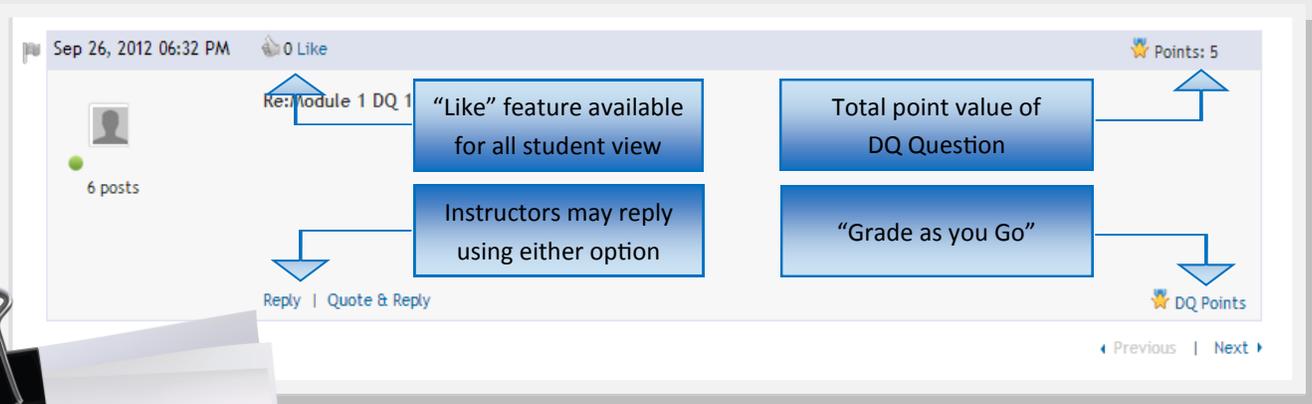
# How to Grade Discussion Forum

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



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:



**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:

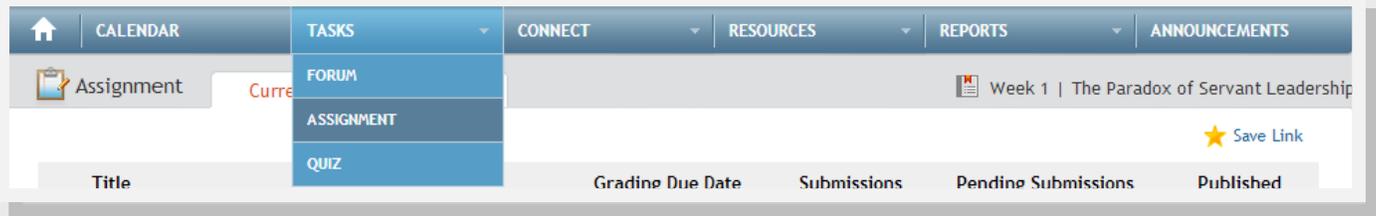


		Instructors & students are able to view a “thumbs-up” once a DQ response or participation post has been “liked”		Instructors & students are able to view a medal once a participation post is marked as a “Substantive Post”
		Instructors & students are able to view a star once the DQ response has been graded	<a href="#">Previous</a> <a href="#">Next</a>	Available options only on initial DQ responses

[Return to Table of Contents](#)

# The "Assignment" Tab

Location: Tasks >> Assignment



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 :

#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 Drop box and return feedback

Return to Table of Contents

# Publishing Grades

Location: Tasks >> Assignment

Navigation menu: CALENDAR, TASKS (selected), CONNECT, RESOURCES, REPORTS, ANNOUNCEMENTS. Sub-menu: FORUM, ASSIGNMENT (highlighted), QUIZ. Page title: Week 1 | The Paradox of Servant Leadership. Star icon: Save Link.

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

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

Buttons: Reassign, Upload Document (highlighted), Save

Step 2

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	Gradedwork.doc	XX

Buttons: Reassign, Upload Document, Save (highlighted)

Step 3

Author	Submissions	Turnitin Report	SI	Comments	Instructor's Document	Points
<input checked="" type="checkbox"/>	Leadership%20challenge_2_.doc Submitted on Oct 13, 2012 19:25:30	View Report	2%	Enter comments	Gradedwork.doc	XX

Buttons: Reassign, Upload Document, Save

Top right: Publish | All | Not Graded | Not Published

Return to Table of Contents

# Reassigning Grades

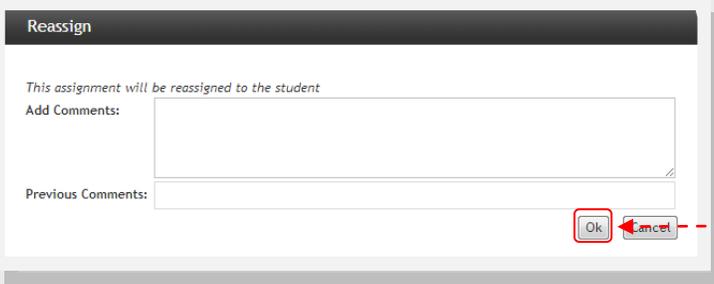
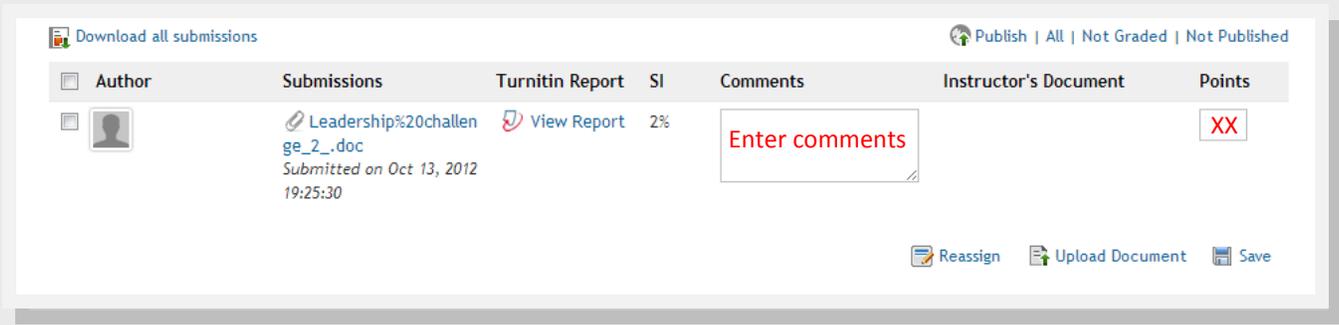
Location: Tasks >> Assignment



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 :

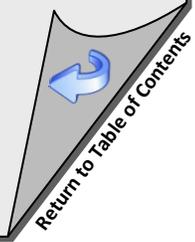


The “Reassign” box will appear allowing for instructor comments

**WARNING**

The student’s submission and grade will be removed from instructor view once the instructor clicks “ok”

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



# The “Quiz” Tab

Location: Tasks >> Quiz

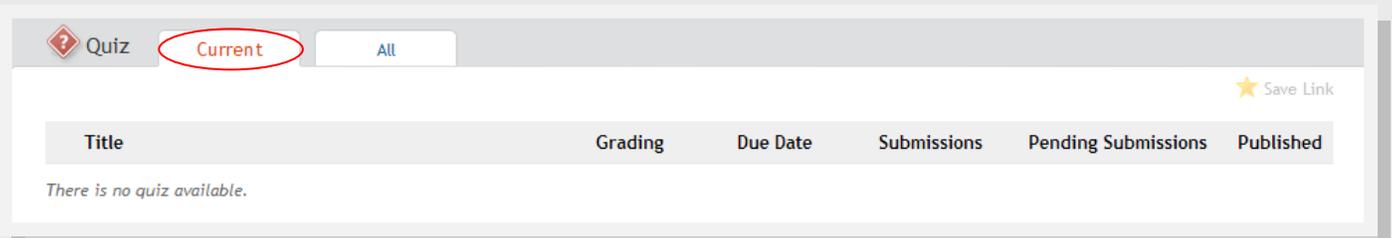


The screenshot shows a navigation bar with tabs: CALENDAR, TASKS, CONNECT, RESOURCES, REPORTS, and ANNOUNCEMENTS. The 'TASKS' tab is expanded, showing sub-options: FORUM, ASSIGNMENT, and QUIZ. The 'QUIZ' option is highlighted. Below the navigation bar, a calendar view shows dates from Sep 24, 2012 to Sep 30, 2012. A 'Week' selector is set to '0'.

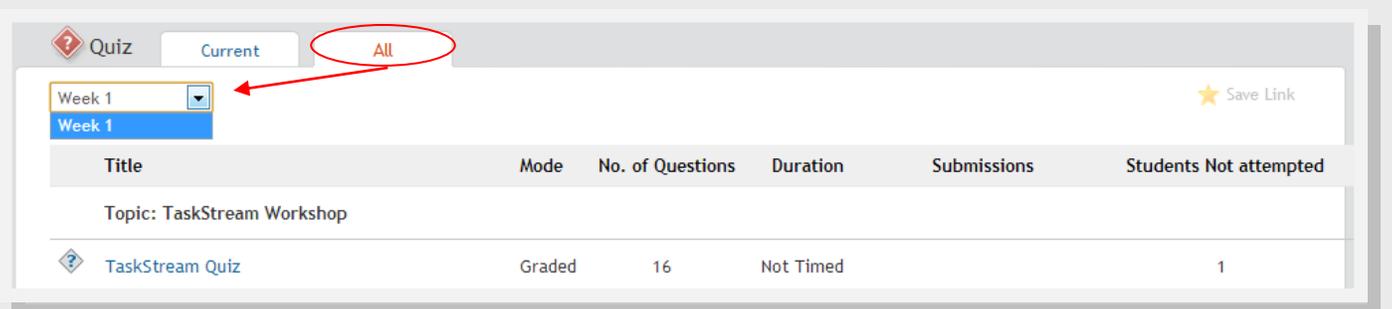
Options: Instructors may view the “Current” or “All” tab

- 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 :



The screenshot shows the 'Quiz' section with the 'Current' tab selected. Below the tabs, there is a table header with columns: Title, Grading, Due Date, Submissions, Pending Submissions, and Published. The text 'There is no quiz available.' is displayed below the header.



The screenshot shows the 'Quiz' section with the 'All' tab selected. A dropdown menu is open, showing 'Week 1' selected. Below the dropdown, there is a table header with columns: Title, Mode, No. of Questions, Duration, Submissions, and Students Not attempted. The text 'Topic: TaskStream Workshop' is displayed below the header. A table row is visible with the following data:

Title	Mode	No. of Questions	Duration	Submissions	Students Not attempted
TaskStream Quiz	Graded	16	Not Timed		1

  
Return to Table of Contents

# 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
	Attempted	10 Hour 51 Minute		<input type="text"/>
	Review Quiz Submitted On: Jul 30, 2012 16:35:38	0 Hour 3 Minute		18 
	Not Attempted		Auto Graded	0 

		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.
		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”

Return to Table of Contents

# The "Class Wall" Tab

Location: Connect >> Class Wall

The screenshot shows the top navigation bar with tabs: HOME, CALENDAR, TASKS, CONNECT, RESOURCES, REPORTS, and ANNOUNCEMENTS. The 'CONNECT' tab is active, showing sub-options: CLASS WALL and ROSTER. Below the navigation is a calendar for October 2012, with the current week highlighted (Week: 0 1 2 3 4 5 6 7 8). The calendar shows dates from Oct 1 (Monday) to Oct 7 (Sunday). A document icon and the text 'Ethical Leadership: Challenges and Choices' are visible in the top right corner.

**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 :

The screenshot shows the 'Your Comment' form with a red arrow pointing to the text input area. The form includes a rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Unlink. It also has dropdown menus for Font family, Font size, and ABC. A 'Post' button is circled in red. Below the form is an example of a post: 'Welcome to class, I cannot wait to meet you!' with a timestamp of '02:45PM September 21, 2012'. The '0 Like' and 'Comment' buttons are circled in red.

Helpful Hint:  
New messages default to the top

Return to Table of Contents

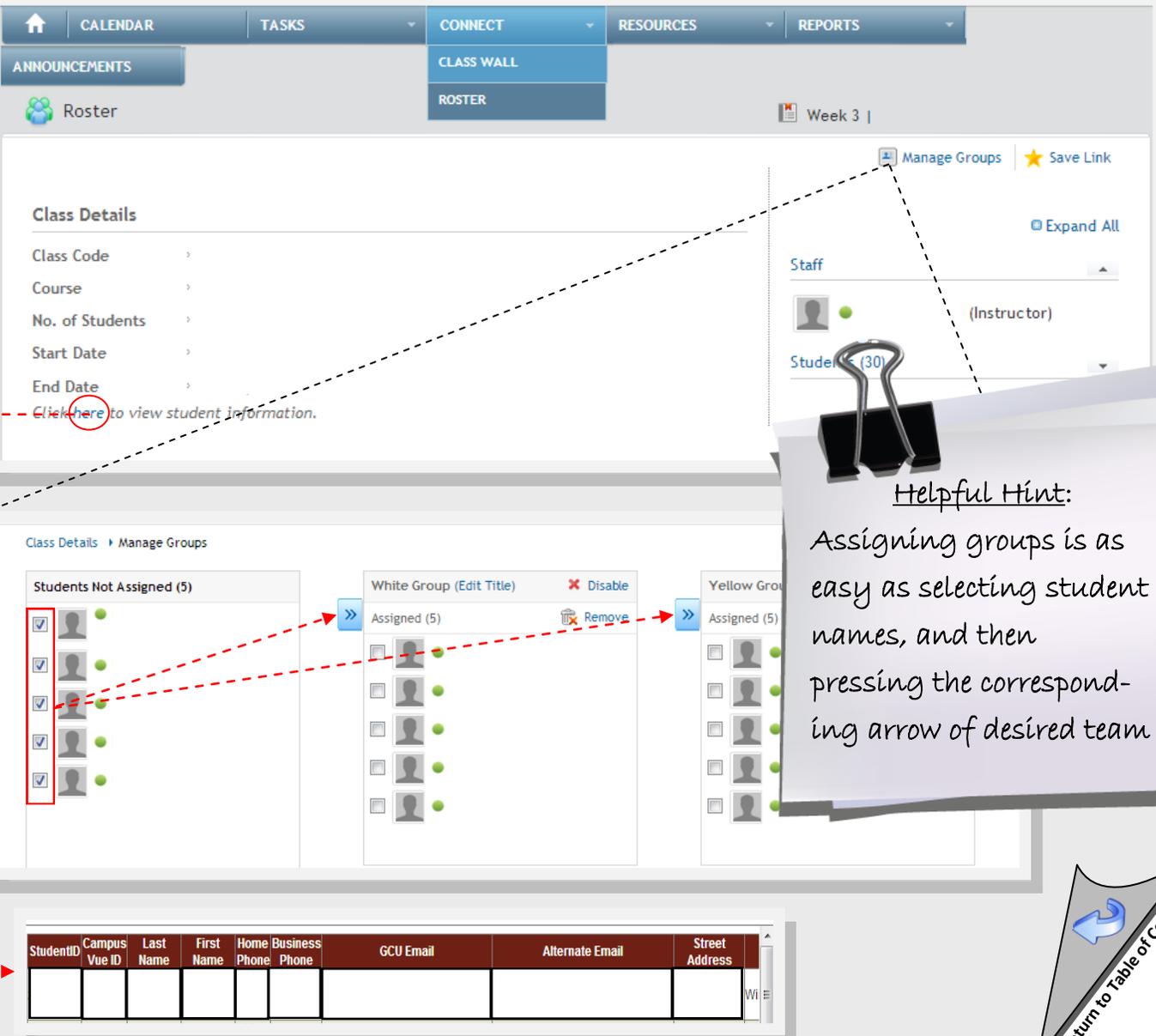
# The "Roster" Tab

**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 :



The screenshot displays the Roster interface. At the top, there are navigation tabs: CALENDAR, TASKS, CONNECT, RESOURCES, and REPORTS. Under the CONNECT tab, there are sub-tabs: ANNOUNCEMENTS, CLASS WALL, and ROSTER. The ROSTER tab is selected, showing "Week 3 |".

On the left, there is a "Class Details" section with fields for Class Code, Course, No. of Students, Start Date, and End Date. A red circle highlights the "Click here to view student information." link below the End Date field.

On the right, there is a "Manage Groups" section with a "Save Link" star icon and an "Expand All" button. Below this, there is a "Staff" section with a dropdown menu showing "(Instructor)" and a "Students (30)" dropdown menu.

In the center, there is a "Class Details > Manage Groups" section. It shows three columns of student groups: "Students Not Assigned (5)", "White Group (Edit Title) (5)", and "Yellow Group (5)". Red dashed arrows indicate the process of selecting students from the "Students Not Assigned" column and moving them to the "White Group" column using the blue double arrow button.

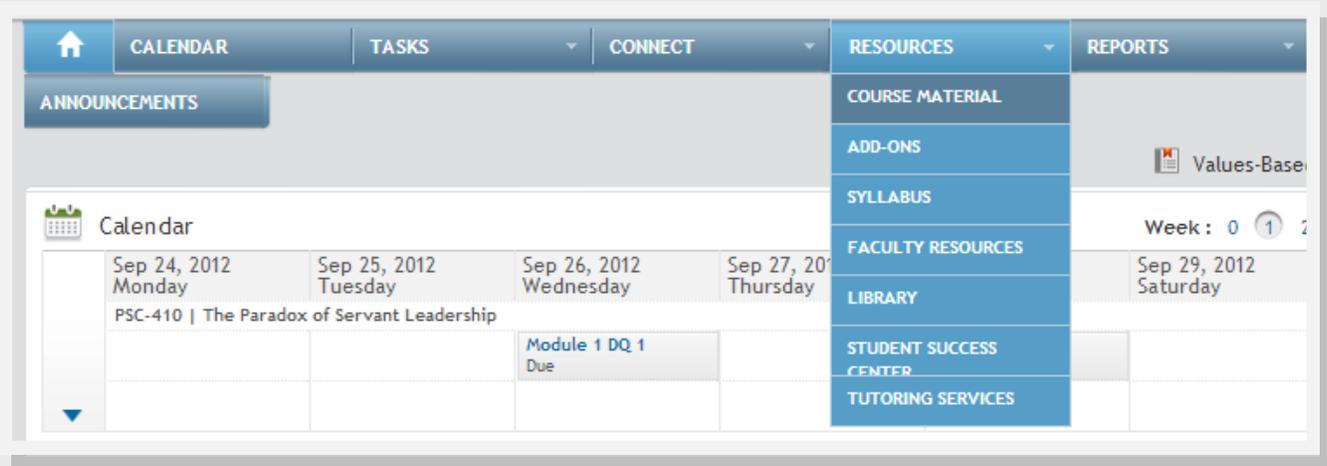
At the bottom, there is a table with the following columns: StudentID, Campus Vue ID, Last Name, First Name, Home Phone, Business Phone, GCU Email, Alternate Email, and Street Address. A red dashed arrow points from the "Click here to view student information." link to this table.

A helpful hint is provided in a callout box: "Helpful Hint: Assigning groups is as easy as selecting student names, and then pressing the corresponding arrow of desired team".

A "Return to Table of Contents" button is located in the bottom right corner.

# The “Course Materials” Tab

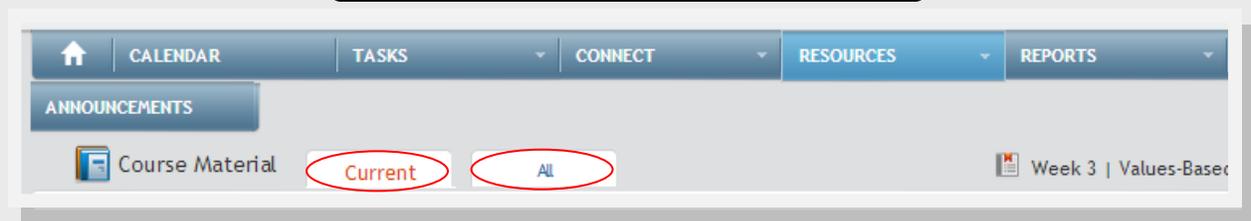
Location: Home >> Resources >> Course Material



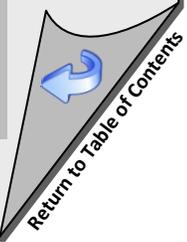
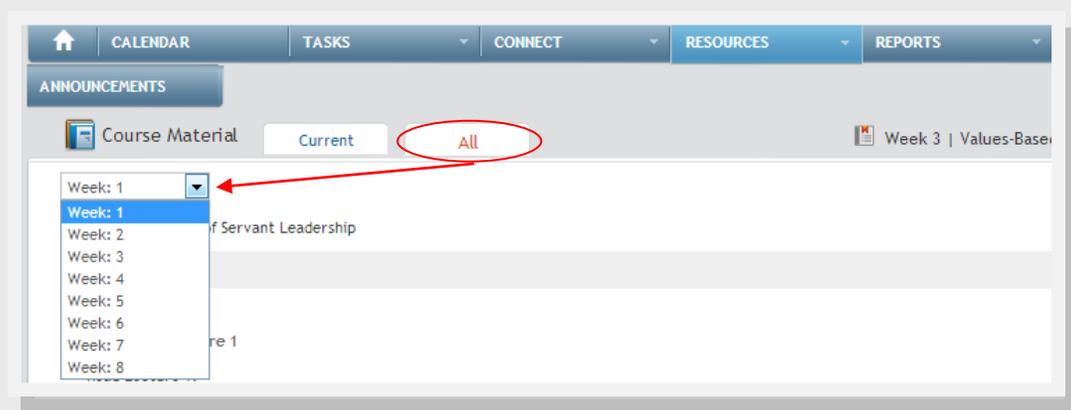
**Options:** Instructors may select either “Current” or “All” of the week’s material (*Lecture Notes, Textbooks, Electronic Resources, Websites, Other*)

- 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 :

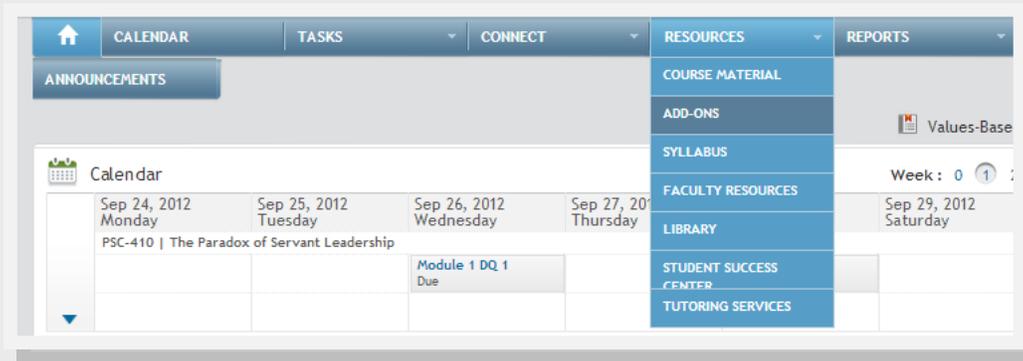


Below is an example of the “All” tab:



# The “Add-ons” Tab

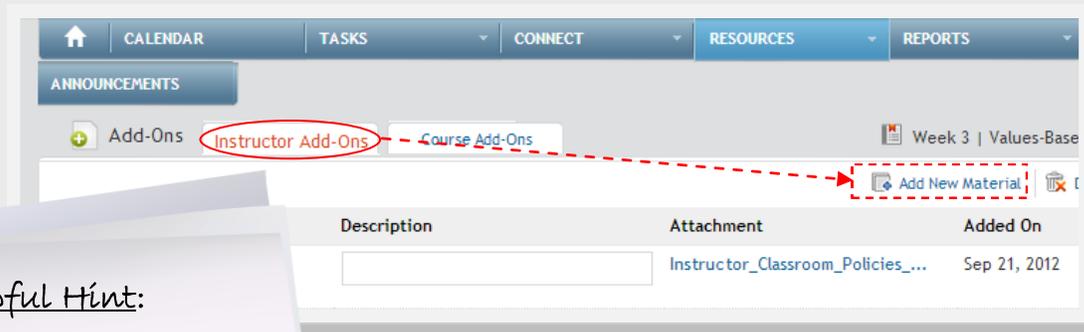
Location: Home >> Resources >> Add-ons



**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

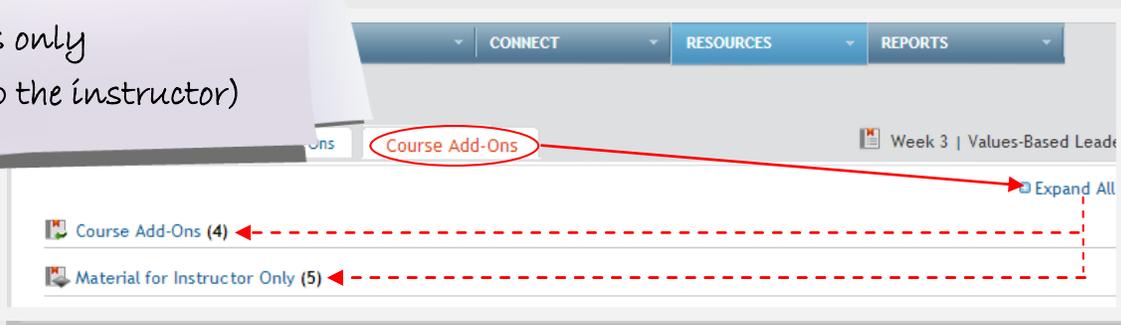
Please see the example below :



Helpful Hint:

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

Below is an example of the “Overall” tab:



  
Return to Table of Contents

# How to Access the Syllabus

Location: Home >> Resources >> Syllabus

The screenshot shows a navigation bar with tabs: CALENDAR, TASKS, CONNECT, RESOURCES, REPORTS, and ANNOUNCEMENTS. The RESOURCES tab is active, showing a list of options: COURSE MATERIAL, ADD-ONS, SYLLABUS, FACULTY RESOURCES, LIBRARY, STUDENT SUCCESS CENTER, and TUTORING SERVICES. To the right, there is a calendar for 'The Paradox of Servant Leadership' showing dates from Sep 24 to Sep 30, 2012. A 'Download' link is visible in the bottom right corner of the calendar area.

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 :

This screenshot shows the 'Syllabus' page with two tabs: 'Current' and 'Overall', both circled in red. To the right, there is a 'Download' link with a PDF icon and a 'Save Link' button with a star icon, also circled in red.

Below is an example of the “Overall” tab:

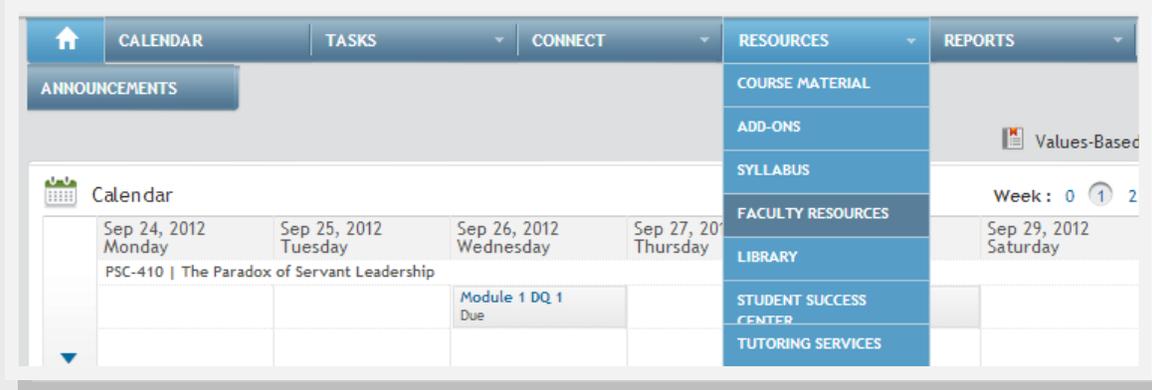
The screenshot displays a list of topics under the heading 'Topics'. Each topic has a duration of 7 days. An 'Expand All' link is circled in red at the top right of the list.

Topic	Duration
Topic 1: The Paradox of Servant Leadership	7 days
Topic 2: Ethical Leadership: Challenges and Choices	7 days
Topic 3: Values-Based Leadership and Behavior	7 days
Topic 4: Organizational Vision	7 days
Topic 5: The Attitude of a Leader	7 days
Topic 6: How Does Servant Leadership Benefit Society?	7 days
Topic 7: Ethical Behavior and Outreach	7 days
Topic 8: Creating a Personal Model of Leadership	7 days

  
Return to Table of Contents

# How to Access “Faculty Resources”

Location: Home >> Resources >> Faculty Resources



The screenshot shows the ANGEL LMS navigation menu. The 'RESOURCES' dropdown menu is open, and 'FACULTY RESOURCES' is highlighted. Other options in the menu include COURSE MATERIAL, ADD-ONS, SYLLABUS, LIBRARY, STUDENT SUCCESS CENTER, and TUTORING SERVICES. The main content area shows a calendar for the week of September 24-29, 2012, with a 'Module 1 DQ 1 Due' on Wednesday, September 26.

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 screenshot shows the Faculty Resource Center page. The header features the Grand Canyon University logo and the text 'Faculty Resource Center'. Below the header is a navigation bar with four tabs: 'Classroom Resources', 'Grading Resources', 'University Resources', and 'Center for Innovation in Research and Teaching'. The 'University Resources' tab is selected. The main content area includes a 'Welcome to the Faculty Resource Center!' message and a list of links: Home, Announcements, Classroom Set-Up/Overview, Online Faculty Checklist and Policy Manual, Web Enhanced Courses, Faculty Training Materials, Faculty Tutorials, LoudCloud, College Information, eBook Enabled Courses, Participation Policy, and Professional Development Workshops. The footer features the Grand Canyon University logo and the slogan 'Find Your Purpose'.

[Return to Table of Contents](#)

# The "Library" Tab

Location: Home >> Resources >> Library

The screenshot shows a navigation menu with tabs: CALENDAR, TASKS, CONNECT, RESOURCES, and REPORTS. The 'RESOURCES' dropdown is open, showing options: COURSE MATERIAL, ADD-ONS, SYLLABUS, FACULTY RESOURCES, LIBRARY (highlighted), STUDENT SUCCESS CENTER, and TUTORING SERVICES. A calendar widget is visible on the left, and a 'Values-Based' indicator is on the right.

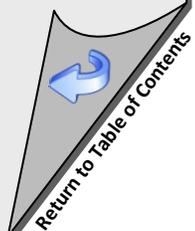
**Options:** The GCU Library opens in a separate tab and displays the following for instructors and students:

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

Please see the example below :

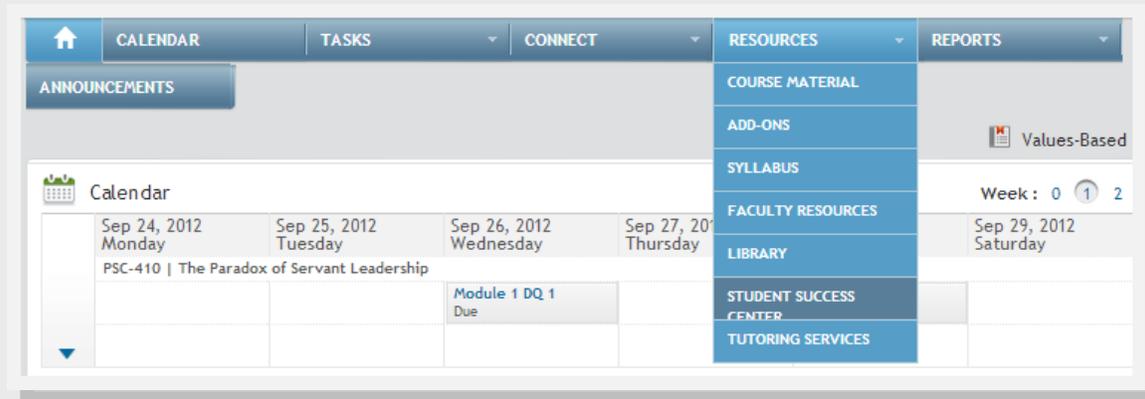
The screenshot shows the 'Library Research & Resources' page. Key features highlighted by red dashed boxes include:
 

- 'Chat With A Librarian!' button
- 'Find Books & More' button
- 'Find Journal Articles' button
- 'RefWorks & EndNote Web' button
- 'InterLibrary Loans' button
- 'Tutorials' link in the left sidebar
- 'Webinars & Workshops' link in the left sidebar



# 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)

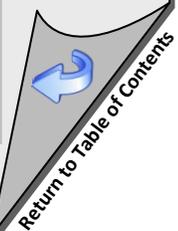
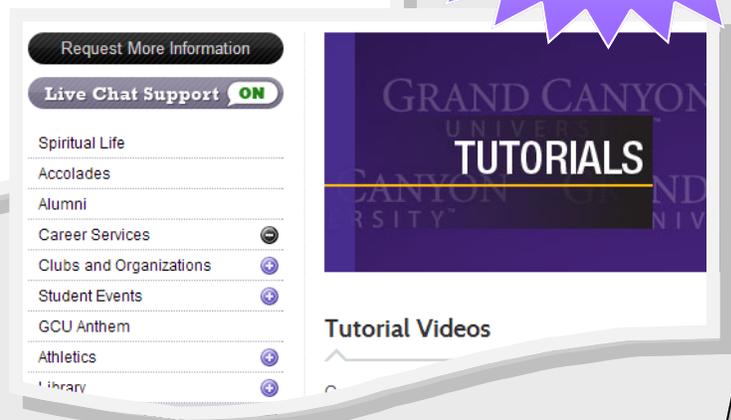
- GCU Style Guide
- GCU Style Guide Template

##### 300 and 400 Level ENG Courses (MLA Style)

- MLA Style Guide
- MLA Style Template

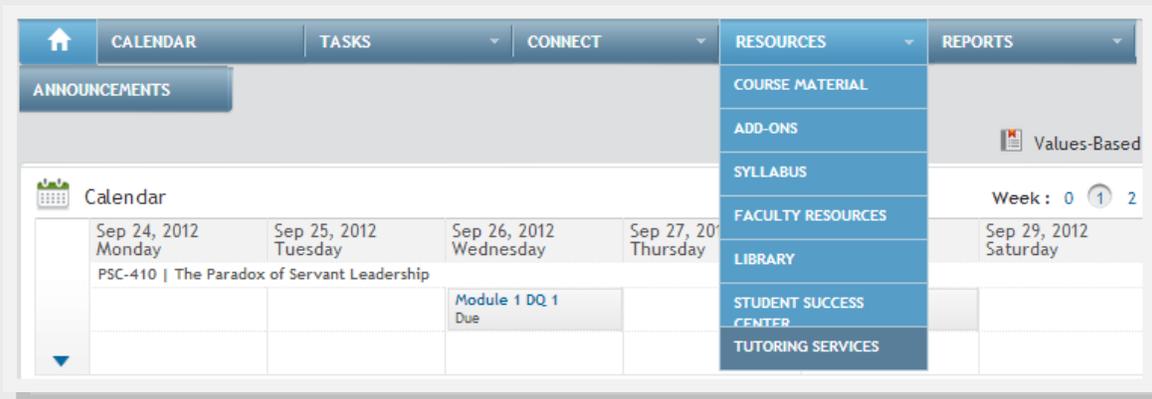
##### 300 to 900 Level Courses (APA 6th Edition Style)

APA 6th Edition Style Guide



# 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 :

A screenshot of the Center for Learning and Advancement website. The page has a purple header with the text 'Center for Learning and Advancement' and a logo. Below the header, there is a navigation menu on the left with a red dashed box around the 'Live Chat Support ON' button and the 'Learning Resources' section. The main content area features a 'Services' section with a red dashed box around the 'BOOK A TUTOR', 'STUDENT SUCCESS WEBINARS', 'TUTORIALS', 'WRITING CENTER', 'MATH LABS', and 'TURNITIN' buttons. To the right of the services is a 'Hours of Operation' section with a calendar icon and the text: 'Monday - Thursday 8am - 7pm', 'Friday 8am - 5pm', and 'All times are Arizona time'. A blue arrow points to a 'Return to Table of Contents' button in the bottom right corner.

# 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 :

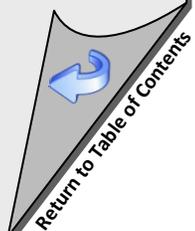
Title	Students Not Graded	Grades Not Published	Grading Due Date
Week 1 Participation	0	0	Oct 07, 2012
Module 2 DQ 1	0	0	Oct 10, 2012
Module 2 DQ 2	0	0	Oct 12, 2012
Week 2 Participation	0	0	Oct 14, 2012
Creating a Personal Model of Leadership: First Level	23	0	Oct 14, 2012
Module 3 DQ 1		0	Oct 17, 2012

#2  
Assignments without a grade or uploaded by the instructor

#4  
7 day deadline from Assignment due date

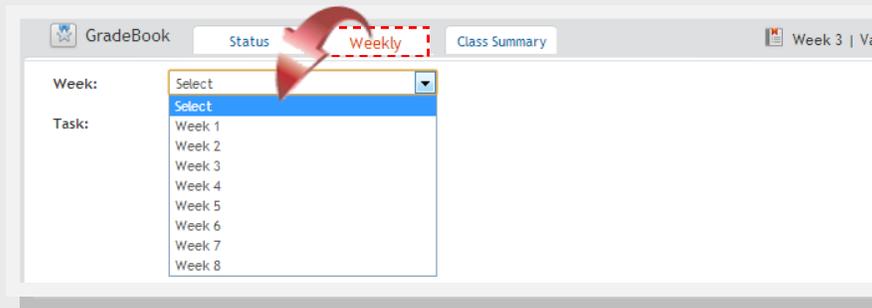
#1  
Assignment, Discussion Forum, or Participation Title

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



# 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 :

Student	W1	W2	W3	W4	W5	W6	W7	W8
Student Name	90	90	140	90	30	90	240	230
Student Name Summary	75 /90	30 /30	5 /5					
Student Name Summary	16 /90	27 /30						
Summary	0 /70							

The color red indicates missing grades for the particular week

Click student name for contact information

Click "Summary" for a weekly hyperlinked report

Return to Table of Contents

# The “Announcement” Tab

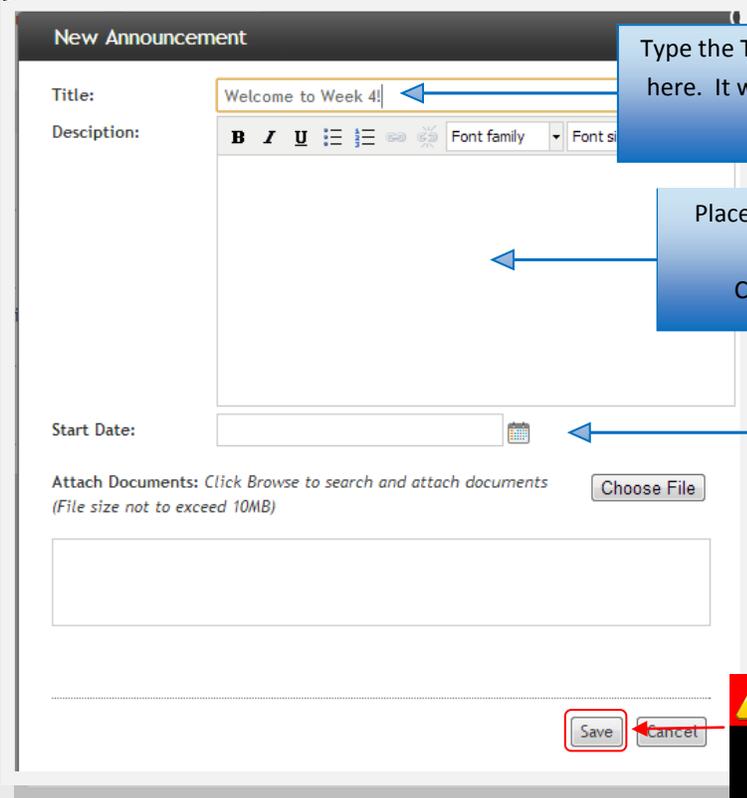
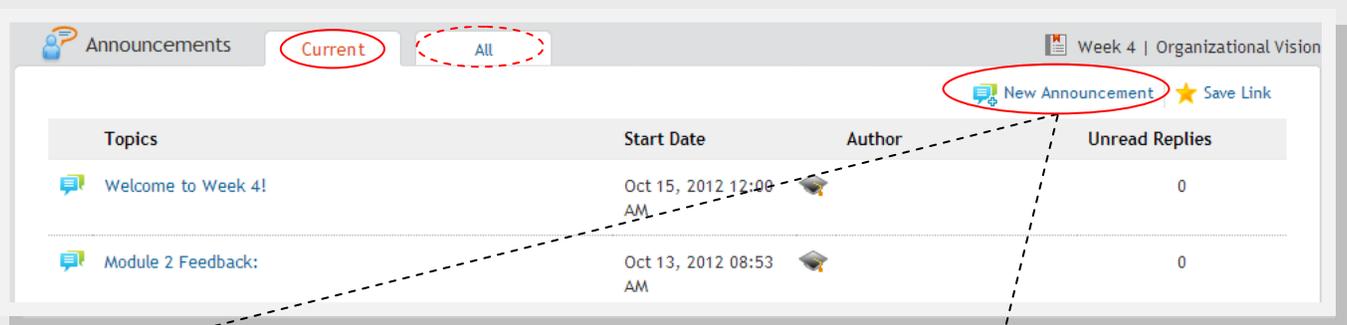
**Location:** Home >> Resources >> Announcement



**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 :



**New Announcement**

Title:

Description:

Start Date:

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

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

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

**WARNING**

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

