Online Faculty
LoudCloud
User Guide
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The Student Success Center Tab

The Tutoring Services Tab

The Gradebook Tab

The Gradebook (Weekly vs. Class Summary)

Announcement Tab
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 (Student) 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
   
   > 3300 W. Camelback Rd. Phoenix AZ 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

### “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:

- 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

- 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”)

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

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
Replay within the “Individual Forum”

Location: Tasks >> Forum >> Individual Forum

Options: Instructos 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

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

| 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 star once the DQ response has been graded | Instructors & students are able to view a medal once a participation post is marked as a “Substantive Post” | Available options only on initial DQ responses |
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 Dropbox and return feedback
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**

<table>
<thead>
<tr>
<th>Author</th>
<th>Submissions</th>
<th>Turnitin Report</th>
<th>SI</th>
<th>Comments</th>
<th>Instructor’s Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2**

<table>
<thead>
<tr>
<th>Author</th>
<th>Submissions</th>
<th>Turnitin Report</th>
<th>SI</th>
<th>Comments</th>
<th>Instructor’s Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gradedwork.doc**

**Step 3**

<table>
<thead>
<tr>
<th>Author</th>
<th>Submissions</th>
<th>Turnitin Report</th>
<th>SI</th>
<th>Comments</th>
<th>Instructor’s Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
2. “Reassign” is not an option during current week.
3. “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

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 hyperlink 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:

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”
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

**Helpful Hint:**
New messages default to the top
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

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

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:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Duration: 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic 1: The Paradox of Servant Leadership</td>
<td></td>
</tr>
<tr>
<td>Topic 2: Ethical Leadership: Challenges and Choices</td>
<td></td>
</tr>
<tr>
<td>Topic 3: Values-Based Leadership and Behavior</td>
<td></td>
</tr>
<tr>
<td>Topic 4: Organizational Vision</td>
<td></td>
</tr>
<tr>
<td>Topic 5: The Attitude of a Leader</td>
<td></td>
</tr>
<tr>
<td>Topic 6: How Does Servant Leadership Benefit Society?</td>
<td></td>
</tr>
<tr>
<td>Topic 7: Ethical Behavior and Outreach</td>
<td></td>
</tr>
<tr>
<td>Topic 8: Creating a Personal Model of Leadership</td>
<td></td>
</tr>
</tbody>
</table>
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
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

Please see screenshots for website samples!
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:
The “Gradebook” Tab

Location: Home >> Resources >> Gradebook

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

Click student name for contact information

Click “Summary” for a weekly hyperlinked report

The color red indicates missing grades for the particular week

Once the week and assignment have been selected, the Assignment Dropbox will appear

Please see the example below:
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:

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