

Getting started: my.monash guide for teaching staff

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1 What is my.monash?

The my.monash portal enables easy access to online academic, administrative, social and support resources of use to Monash University community members. It is accessible at: <http://my.monash.edu/>

my.monash is available over any Internet connection. All users need is their Monash University Authcate username and password. If you are unsure of your Authcate username or password, please contact the ITS Service Desk. Contact details are available at:

<http://www.its.monash.edu.au/contact/service-desk.html>

Your my.monash portal brings together:

- Online unit resources for students and academic staff (Teaching tab)
- Email (Email tab)
- Search engines and your own customisable set of personal links (all tabs)
- Collections of topic-related items and resources (Home page and the Teaching, Research, Staff resources, Library, Campus and community and News and events tabs)
- Links to staff support and employment related services (Staff resources tab)

- Access to online bookings systems, local news and weather, events and promotions, and much more ...

1.1 Purpose of this guide

As a Monash academic staff member you can enhance your students' learning experience by providing information, links, discussion groups and various resources on my.monash unit pages. This guide is designed to help you in each step of the unit page editing process so that you can quickly and easily start adding resources to your unit pages.

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2 my.monash unit pages

All Monash students will have access to a my.monash unit page for each unit in which they are enrolled. Unit pages will initially display with some default content (if available), including the unit co-ordinator and the Handbook entry as listed in CUPID¹, access to Monash University Studies Online (MUSO) learning and teaching systems such as Blackboard and InterLearn, and Library resources.

You can edit your unit pages to include information and online unit resources such as:

- Important messages, dates or information
- Unit, tutorial or project discussion groups
- Links to the lecturer's or co-ordinator's email and website
- Past exam papers
- Monash Lectures Online (recorded lectures)
- Links to available online resources for your unit
- Library resources and references
- Any relevant website on the Internet

It is the responsibility of teaching staff or the unit coordinator to add information and online resources to their portal unit pages. In order to do this you will first need to add the unit to your portal's **teaching commitments** and then request editing access for it.

2.1 Adding a unit to your teaching commitments

You can add units to your Monash teaching commitments using the Add box on the Manage teaching commitments page of your portal's Teaching tab. This section explains how this is done.

Academic staff

¹ Course and Unit Publication and Information Database: an online application which stores course details and other associated information, and populates the online course and faculty handbooks.

1. Locate the section titled **'Teaching commitments'** in the centre column of your home page.
2. Depending on whether or not you already have any teaching commitments this section will display either a **'[Manage teaching commitments]'** link below the list of the units you have already added, or some text including a **'manage'** link.
3. Click on whichever of the manage links is available to you.
4. On the **'Manage teaching commitments'** page, locate the section titled **'Add a unit to your Monash teaching commitments'**.
5. Type your unit code into the **text field** and click the **'Add'** button.
6. When you add your first unit a new section titled **'Your Monash teaching commitments'** will appear on the screen listing the unit you have added.

Note: you can also access the **'Manage teaching commitments'** page from your **Teaching tab**.

General staff

1. If you have already one or more teaching commitments you will see a **'Teaching commitments'** section on your portal's home page containing the link **'[Manage teaching commitments]'**. If you do not have any units already added, go to your **'Teaching'** tab where you will find some text including a **'manage'** link in the **'Teaching commitments'** section.
2. Click on whichever of the manage links is available to you.
3. On the **'Manage teaching commitments'** page locate the section titled **'Add a unit to your Monash teaching commitments'**.
4. Type your unit code into the **text field** and click the **'Add'** button.
5. When you add your first unit a new section titled **'Your Monash teaching commitments'** will appear on the screen listing the unit you have added.

The screenshot shows the 'Manage teaching commitments' page. At the top, there is a navigation bar with tabs: Home, Email, Teaching (selected), Research, Staff resources, Library, Campus and community, and News and events. The main content area is titled 'Manage teaching commitments' and includes a 'Getting started' section with a link to a guide. Below this is a table titled 'Your Monash teaching commitments' with columns for unit code, actions (Edit, Request a discussion group, Create InterLearn, Manage tutorials, Delete), and a 'Delete' link. The table contains four rows of units: ABC1234, AFC1021, BTF1010, and CHM1031. On the right side, there is a search bar, 'My links' section with 'moodle.org', and an 'Email' section showing '16 unread messages' and '235MB used'.

Figure 1: Manage teaching commitments page

2.2 Editing access

After you have added a unit to your teaching commitments you can request editing access for that unit's **my.monash unit page**. Editing access enables you to add or delete content (eg links, information, discussion groups, etc) on unit pages.

To request editing access:

1. Ensure that you have added the relevant unit code to your **teaching commitments** in your portal (see 2.1).
2. Go to your **'Manage teaching commitments'** page (see 2.1).
3. Click the **'Request editing access'** link beside the appropriate unit code (see figure 1).

Once the portal team has granted your request you will receive an email notification. This may take up to one business day. If any details in this email are incorrect, please inform us immediately by contacting the ITS Service Desk: <https://secure.monash.edu/its/servicedesk/>

You will retain editing access until you request that it be removed or at the cessation of your employment at Monash University.

2.3 Editing your my.monash unit page

Once you have editing access for a unit you can edit the unit page by turning on the editing view for that unit page. This can be done in two ways:

- Go directly to your unit page by clicking the unit code in the **Teaching commitments** section of your portal's home page and then click the **'Turn editing view on'** link located just below the unit page heading.
- Go to your **'Manage teaching commitments'** page (see 2.1) and click the **'Edit'** link next to the unit code.

Tip:

- When you first visit your unit page, some sections will display by default (eg teaching staff and library resources). When you turn on editing view you will see the full range of unit page options available for your unit page. Once you have added information to a section it will become visible to students on the unit page.

2.4 Adding information and links in the editing view

Some information on unit pages is automatically displayed as a default (if available); this includes the unit co-ordinator as listed in CUPID, Monash University Studies Online (MUSO) learning and teaching systems such as Blackboard and InterLearn, the unit's Handbook entry and various Library

resources. You can edit a unit pages to add information and links to resources that your students will then be able to access: details of additional teaching staff, important points for students and links for lecture materials and related external Internet sites.

1. Follow the instructions in section 2.3 to turn editing view on for your portal unit page.
2. Click on the '**Edit...**' link of any section you'd like to edit.

Each section is slightly different (see below). When editing most sections, there will be four spaces available for new entries, but you are not limited to four entries – the next time you edit a section, or click '**Return to edit screen**', two extra fields will be generated. Once you have made your changes click '**Preview**' to view your changes. If they are correct click '**Confirm**' or click '**Return to edit screen**' to go back to the section's edit screen.

Following is a description of the editable sections on unit pages and how to edit them:

- **Important points** – allows you to enter up to 4000 characters of free text in each of the text entry fields.

You can also rename '**Important points**' to change the section heading on the unit page to one of your choice: click '**Rename [...]**' and type the new heading into the text field provided.

- **Teaching Staff** – the unit leader information is populated from CUPID, but you can edit this section to manually add extra staff. You can enter just a name, or you can include **URLs or email addresses** in the text entry fields: if a URL or email address is added, the name will be linked.
- **Library** – click the check boxes to display or hide the options available.
- **Online resources** – there are two parts: '**Lecture material**' and '**Additional material**'. Enter **display names** and **URLs or email addresses** in the text entry fields: these will display on your unit page as links.
- **Discussion groups** – enter the **URL** and select whether to allow anonymous posting or not (see section 3 for more information on discussion groups and how to request a discussion group for your unit).
- **Learning and teaching tools** – this section is for Monash-based online resources for your unit and is not editable. It can include

Blackboard, InterLearn and bar coded cover sheets. (If you are currently not using any of these learning and teaching tools, but wish to do so, please contact your faculty's Learning and Teaching representative.)

- **Handbook information** - click the check boxes to display or hide the options available.

Tips:

- If you delete all of a section's contents the preview screen will inform you that the section will not display on the unit page. If you did not intend to remove all the information from a section, click the **'Return to edit view'** button to return to the section's edit screen.
- When entering a URL make sure to include the protocol identifier: http:// or https:// for web pages, news:// for newsgroups or mailto: for email links.
- Please note that there is a 4000 character limit for each link and important point.

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[3 Discussion groups](#)

Discussion groups are an easy and efficient way for students to communicate with each other and their teachers online.

[3.1 Requesting discussion groups](#)

When you have been registered for editing access for a unit page (see 2.2 for how to get editing access), you can make a request for a discussion group to be created for you.

Go to your **'Manage teaching commitments'** page (see 2.1). Click the **'Request a discussion group'** link next to the relevant unit code. The discussion group request form has the following fields:

1. **Teaching period:** Discussion groups should be created fresh every semester, so if your unit runs twice a year, select only the current semester.
2. **Group name:** This name will be visible to students on their unit pages (eg ABC1234 Discussion group).
3. **Owner/s:** Enter the Authcate usernames of any teaching staff you would like to be owners of the group.
4. **Group type:** Your selection here determines whether users accessing the group will have read and write access or read only access.
5. **Users:** Your selection determines who will access your group.

6. **Custom group:** If you require a custom group or intend to create a discussion for each of several tutorial groups, you can enter the Authcate usernames for each person in the group. (You may want to consider using Blackboard for multiple discussion groups as they are easier to maintain if you need to add or remove individual users. If so contact MUSO Support at muso-support@calt.monash.edu.au)

Wednesday, 28th May 2008 | Weather forecast: Today 24°C | Feedback | Logout

Home | Email | **Teaching** | Research | Staff resources | Library | Campus and community | News and events

my.monash > Teaching > Commitments > Request discussion group

Request discussion group

This form is for a **my.monash unit page** discussion group. If you would like a Blackboard discussion group, please contact [MUSO Support](#).

Unit page:
ABC1234 - ABC of Flexible Learning and Teaching

Teaching period:
Semester 1 | 2008

Group name:

Eg ABC1234 Discussion group

Owner/s:

Please provide the Authcate usernames only and separate multiple entries with commas (eg jsmith, atauren, jbloe).

Group type:
Your selection here determines whether users accessing the group will have read and write access or read only access.

- Discussion group (users can read and post messages)
- Notice board (users can only read messages)

Users:

- Anyone at Monash University
- Anyone enrolled in the unit

Important note: Only select this option if the discussion group is **subject to copyright, licensing or other legal concerns**. If you select this option we may contact you for confirmation of your choice before creating the group.

- Custom group (tutorial or other)

Important note: Only select this option if you require a custom group or intend to create a discussion for each of the multiple tutorial groups. If you select this option we may contact you for confirmation of your choice before creating the group.

Search
Monash web
Staff directory
 go

My links
moodle.org
Add | Manage

Email
16 unread messages
235MB used
Inbox

Library
4 items on loan
Search library catalogue

Tools
Dictionary (Oxford) go

Figure 2: Unit discussion group request form

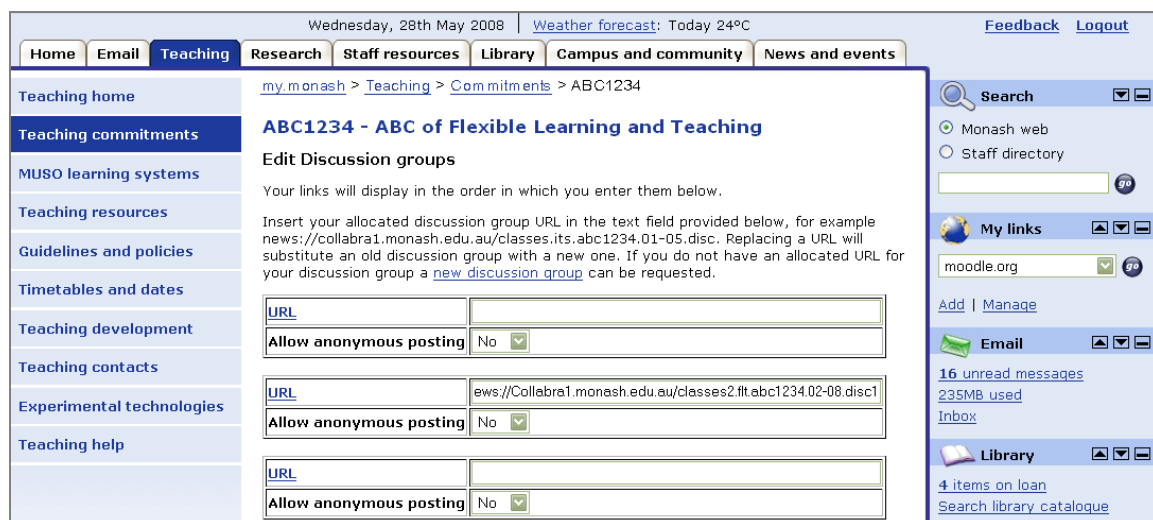
Tips:

- If you would like separate discussion groups for each tutorial group, you will need to submit a discussion group request form (see figure 2), with the relevant student ID numbers, for each separate discussion group you want to use. However, please keep in mind that the portal recommends only two discussion groups per page.
- If your unit is offered at two year levels (eg ABC2234/ABC3234) you can use one discussion group for both unit pages. Simply request one discussion group (either one) with an inclusive title (eg 'ABC2234/3234 Discussion group') and then put the same discussion group URL onto both unit pages. Students from both year levels will then be able to access the same group.

3.2 Adding a discussion group to your unit page

Once the discussion groups have been created, you will be sent a confirmation email. This email will contain the full URL of the discussion group. You can now add the discussion group to your unit page (it's a good idea to copy the URL first, and then paste it in step 4 below):

1. Turn on the editing view for the unit to which you are adding the discussion group. (see 2.3).
2. Scroll down the page until you see the heading '**Discussion group URL**'. Underneath this click the '**Edit discussion groups**' link.
3. Paste the new discussion group URL exactly as it appears in your confirmation email (eg <news://collabra1.monash.edu.au/classes.fac.dept.ABC1234.02-07.disc>) into the text box (see figure 3) and click '**Preview**'.
4. If your discussion group is not visible, please click '**Return to edit view**' and check that the URL is correct.
5. To accept the change click '**Confirm**' or click '**Return to edit view**' to return to the component's edit screen



The screenshot shows the 'Edit Discussion groups' page for unit ABC1234. The page has a navigation menu at the top with options like Home, Email, Teaching, Research, Staff resources, Library, Campus and community, and News and events. The main content area is titled 'ABC1234 - ABC of Flexible Learning and Teaching' and 'Edit Discussion groups'. It contains a form with three rows for adding discussion group URLs. Each row has a 'URL' text box and an 'Allow anonymous posting' dropdown menu. The second row has the URL 'ews://Collabra1.monash.edu.au/classes2.ft.abc1234.02-08.disc1' entered. The right sidebar contains a search bar, 'My links' section with 'moodle.org', 'Email' section with '16 unread messages', and 'Library' section with '4 items on loan'.

Figure 3: Edit discussion group page – add URLs here

Tips:

- It's best to request a new discussion group be created for each new semester of the unit (see 3.1 and 3.3).
- If a new discussion group has been created for your unit, simply replace the old discussion group URL with the new discussion group URL by following the steps in section **3.2 Adding a Discussion Group to your unit page** above.
- To remove a discussion group from the previous semester simply remove the discussion group URL from the text box. If the text box is empty, your unit page will not display any discussion groups.

3.3 Removing or replacing discussion groups

You can easily remove a discussion group by following the steps in section 3.2 and deleting the URL instead of adding it in step 3.

Discussion groups should not be cleared for re-use. We advise staff to request a new group for each semester to replace the old group. The old group can then be removed as described above and the new one added to replace it. The old group will remain archived on the newsgroup server.

3.4 Deleting messages

The portal does not provide functionality for deleting messages and very few email clients allow you to delete messages posted by another user.

The my.monash team will delete a message upon request only if the message contravenes the University's acceptable use of IT policy - <http://www.policy.monash.edu/policy-bank/management/its/acceptable-use-student-policy.html>: use the Feedback button at the top right corner of your portal for such requests.

3.5 Accessing discussion groups using your local newsgroup client

You may be able to access your discussion group using a local newsgroup client such as Outlook Express or Thunderbird, however most clients will not allow you to delete messages. You will not be able to access portal discussion groups using the Notes Workstation client.

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4 Organising a presentation

If you or other members of your faculty/department would like a portal representative to facilitate a 'hands-on' session to help you get to know your my.monash portal and answer any of your questions, please contact us via the ITS Service Desk: <https://secure.monash.edu/its/service/itsdesk/>

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5 Feedback

We believe that portal users know what they need better than we do. If you have a suggestion for how you think these services could be improved, or require any further assistance, we would love to hear from you!

You can send your contributions and suggestions to us by clicking on the Feedback link in the top right hand corner of my.monash.

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[6 Support](#)

You can report technical problems, and send your queries and your feedback to the my.monash team by clicking the 'Feedback' link located in the top right corner of your portal and then filling out the 'Portal feedback' form.