



The Center for Intercultural Learning and Teaching (CILT)

**Beginning to Use MyHeritage:
Guidelines for Heritage Faculty**

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MyHeritage Guide – Class List, Coursemates, Faculty Schedule, HU Email

To Review Class List with Student Registration Status

1. After logging in to MyHeritage, click on the file tab “Faculty.”
2. Locate the course you want to check within the “Faculty Course Control” box.
3. Locate the “Go Directly To” column and click on the drop-down menu arrow for the small window beside the desired course number.
4. Select “Class List.”
5. Notice in particular the “Status” column which tells you whether a student is merely Pre-registered or Current, meaning fully registered and on your attendance, coursemates and grade lists. *Only this list gives you an accurate count of how many students to expect.*
6. Notice you may also email individual students or all students from this page by checking the box in the Email column by an individual’s name or the box at the top of the column for all students, and then clicking “Email Selected Students.”

View Faculty Schedule and Number of Students Enrolled

1. Click on “Faculty” tab.
2. Locate “Faculty Course Control” box.
3. Click on blue link for “View My Faculty Schedule.”

Check Your HU Faculty Email

1. From MyHeritage, click on “Email” in navigation bar at left, under “Quick Links”.
2. Enter your Username (e.g., rousculp_e) and Password. Same Username and Password you use to log in to MyHeritage.

Email Students from Coursemates

1. Click on “Faculty” tab.
2. Locate the box for “All My Courses.”
3. Locate and click on the title of the course you want to develop.
4. Locate and click on “Collaboration” in the navigation bar at left.
5. Click on “Coursemates” in the navigation bar.

6. You may select individual students or “Select All” and then click “Email Selected Members” from the bottom of the page to compose and send and email. Coursemates only lists students who are fully registered.
7. To add an attachment to an email in Coursemates, click “From my computer,” select and open a file, and click “Add.”
8. Let your students know that they may email classmates or the instructor from the Coursemates page, also.

MyHeritage Guide – File Cabinet for Handouts/Bookmarks

Organizing Your File Cabinet

Create Folders for Handouts

1. After logging in to MyHeritage, hover over the tab “More” and click on the tab “My Pages.”
2. Locate “File Cabinet” in the navigation bar at the left and click on it.
3. Click on tab “Handouts.”
4. Click on “Create a New Folder.”
5. Type in title for folder, usually a course name or number (Ed 305).
6. Click “Save.”
7. Repeat as needed.

Add Handouts to Folders in the File Cabinet

1. Click on “Upload Files to File Cabinet,” or first click on an existing folder, and then click on “Upload Files to File Cabinet” to place new file directly in that folder.
2. Type a name for your file that will be helpful to students.
3. Click “Choose File.”
 - a. Click on the “Upload” button.
 - b. Locate and double click the desired file. Then click “Insert” at the bottom of the upload window.
6. Click “Save” at the bottom of the page.
7. Repeat as needed. You may also add images or PowerPoints.

Post Handouts from the File Cabinet to Your Course Handouts

2. After logging in to MyHeritage, click the link for “My Courses” under “Quick Links.”
3. Locate and click on the title of the course you want to develop.

4. Locate and click on “Handouts” under the “Main Page” heading in the navigation bar at left.
5. Click on “Import Handouts from File Cabinet.”
6. Click on appropriate folder to locate file.
7. Check the box in front of desired handout(s).
8. Click on “Import Selected.”
9. To move file into a folder within “Handouts,” select “Edit Set,” check the box in front of the file name, and then click on the arrow for the drop-down menu to select the appropriate folder/set.
10. Click on “Save.”
11. You may want to create “Sets” as headings within your handouts list.

MyHeritage Guide – Posting Handouts Directly

1. After accessing your course, click on “Main Page” then select “Handouts” in the navigation bar at the left, or on the “Handouts” banner on the main page.
2. Click “Add a Handout,” then click “From My Computer” and click “Choose File.”
3. Locate and click the desired file. Then click “Open” at the bottom of the upload window.
4. Type a name for the handout that students will recognize.
5. Select a Set or category heading to help organize your handouts for students.
6. Click the “Save” button at the bottom of the page.
7. You may add a “Set” or category by clicking on “Add a Set” from the Handouts page and entering the title of the “Set.”
8. Once you have created one or more sets, you may move handouts under a particular set title by clicking “Edit Set” and then by checking the box in front of each handout you want to move, selecting the appropriate set title from the drop-down menu at the bottom of the page to the right of the word “Move” and then clicking “Save.”

MyHeritage Guide – Posting Syllabus Directly

1. After logging into MyHeritage, select the desired course by clicking on “My Courses” under the Quick Links heading in the navigation bar at left and select your course from the drop down menu that appears.
2. Once in the course, click on “Syllabus” in the navigation bar at left.

3. In the area labeled “Downloadable Version,” click on the “Add a Handout” button.
4. Provide a name for the document, like Psy 325 Syllabus Fall 2019.
5. Click on the “From My Computer” button, then click “Browse” and select your syllabus document from your drive, and then click “Open”
6. Click “Save” at the bottom of the screen.

MyHeritage Guide – Posting Bookmarks Directly

1. After accessing your course, click on “Bookmarks” in the navigation bar at the left under “Main Page.”
2. Click “Add a Bookmark” to enter a url for a website, being sure to add a title that students will understand.
3. Click “Add a Set” to create a category heading to help organize your bookmarks for students.
4. Once you have created one or more sets, you may move bookmarks under a particular set title by clicking “Edit Set” and then by checking the box in front of each bookmark you want to move, selecting the appropriate set title from the drop-down menu at the bottom of the page to the right of the word “Move” and then clicking “Save.”

MyHeritage Guide - Attendance

Set Up and Use Attendance

Set Up Attendance

1. After accessing your course, click on “Attendance” in the navigation bar at left.
2. Click on “Settings.”
3. Choose “Whole Sessions.”
4. Under “Notification” enter 2 after “Send a warning after.”
5. Check “Student” and “Faculty.”
6. Click “Save” at the bottom of the page.

Use Attendance

1. After accessing your course, click on “Attendance” in the navigation bar at left.
2. In the calendar, click on the date of the class meeting.

3. By each student's name, select from the drop-down menu

Present

Absent (Excused)

Absent (Unexcused)

Tardy

If you are presented with the past class date, click the correct date on the calendar to left.

4. Click "Save" at the bottom of the page.

5. If you need to change an entry after you have saved, just click on "Edit Saved Entries," make the change, and save again.

If Attendance Is Not Pre-Populated with Student Names for Set Class Times

1. Click "Attendance" in the navigation bar at left.

2. Click on a date in the calendar that is a scheduled day for your class.

3. Use the drop-down menu to set the starting time and ending time for that day's class (being careful to select A.M. or P.M. as appropriate).

4. Click "Save" at the lower left.

5. Repeat for each class date.

MyHeritage Guide – Discussion Forum

Set Up and Use a Forum

Set Up a Forum Category

1. Click on "My Courses" under "Quick Links" in the navigation bar at left.

2. Locate and click on the title of the course you want to develop.

3. Click on "Collaboration" dropdown in the navigation bar at left.

4. Click on "Forums" subtitle in the navigation bar at left or title bar at right.

5. Click on the link "Edit Forum."

6. Click on "Add Category."

7. Type a title for your category in the "Category Name" box, e.g.

Reflections.

8. Type a description of the category in the "Description" textbox provided, if you wish.

9. Use the "Topic Ordering Method" drop down menu to select an order.

10. You may choose to moderate the forum.

11. Click "Save."

Set up a Forum Topic

1. From within the Forum for a particular class, click “Edit Forum” then click “Add a Topic” within a selected Category.
2. Type a Name for the topic.
3. Type a prompt or general instructions within the Description textbox.
5. Define the dates for this topic to be active or visible to students.
6. Click “Save.”
7. Click on the title link for the desired topic.
8. Click on the button for “Add a Post.”
9. Enter a title for the Post and in the text box, provide the specific prompt for the discussion.

MyHeritage Guide – Define Coursework

Define Coursework and Enter Grades

Manage Units and Types

1. Click on “Coursework” in navigation bar at left.
2. Click on “Manage Units and Types” in pane at upper left.
3. To rename Units (e.g. Week 1, Week 2, etc.), click on the folder with the pencil in the Unit table. You may now rename the Unit and set dates for the Unit.
4. To add more Units, click on “Add a Unit” and repeat step 3.
5. To add more Types (categories of assignments), click on “Add a Type” and enter new type. Types you are not using should be deleted. The process for adding assignments is simplified when you define the types of assignments in the beginning.

Add an Assignment

1. After clicking “Coursework” in the navigation bar, click on “Add an Assignment” in the pane at upper left.
2. Select the format for the assignment: Online Test, File Upload, Forum Format, or Basic.

Basic (Any assignment not being submitted via File Upload, Online Testing, or Forum Format. Examples include assignments to be turned in as hard copy, through email, or through the Chalk and Wire e-Portfolio system.)

- a. Provide a name for the assignment.
- b. Select Unit and Type.
- c. Set due date with calendar. You may also set the time.
- d. Select an option for time of opening the assignments for students to see. Recommended that you select “Immediately” or “By Rules.”
- e. Select a grading option and enter the number of points.
- f. Select an option for when grades will be available to students. (Recommended that you use the default.)
- g. You may choose to provide information regarding a reading assignment under Step 2.
- h. You may choose to click on “Step 2” and select Chalk and Wire from the Learning Tools drop down menu to identify this as a Chalk and Wire assignment and to allow Chalk and Wire to automatically pass the grade back to Coursework in MyHeritage. If you do choose Chalk and Wire, you will be asked to identify the assignment in the Chalk and Wire Table of Contents after saving the assignment in Coursework.
- i. You may choose to provide instructions and/or an attachment under Step 3.
- j. Click “Save your new assignment.”

Alternatively, select the File Upload format option

- a. Provide a name for the assignment.
- b. Select Unit and Type.
- c. Set due date with calendar. You may also set the time. Indicate whether or not you want to allow late assignments and set a limit.
- d. Select an option for opening the assignments for students to see.
- e. Select a grading option from “Graded” drop down and number of points.
 - a. To use the “rubric” option, select “Graded Rubric.”

- b. Click on points in Level of Performance headings to edit/delete headings.
 - c. Type the name of first criterion in Name box.
 - d. Add a description of the criterion (optional) in the Description box.
 - e. Click “Save.”
 - f. Click “Define *Criterion* at the 4 Point to add/edit the description of the performance level. Repeat for other performance levels.
 - g. Click on “x Points” to edit or delete the point value and/or headings for the performance levels.
 - h. Click “Add a Criterion” to add additional criteria.
- f. Select an option for when grades will be available to students. (Use default option in most cases.)
 - g. Under Step 2, set the minimum and maximum number of files for students to upload to Coursework for this assignment. (Optional)
 - h. You may choose to provide instructions and/or an attachment under Step 3.
 - i. Click “Save your new assignment.”

Online Test

- a. Provide a name for the assignment.
- b. Select Unit and Type.
- c. Set due date with calendar. You may also set the time. Indicate whether or not you want to allow late assignments and set a boundary.
- d. Select an option for opening the assignments for students to see.
- e. Select an option for when grades will be available to students.
- f. Respond to test review, browser control options, etc. in Step 2.
- g. You may choose to include descriptions, instructions, and/or attached files in Step 3.
- h. Click “Save.”
- i. Question creation screen appears.
- j. Click “Add a Section.” Name the section, e.g., Multiple Choice.
- k. Click “Add a Question.”
- l. Provide a label and a question.
- m. Select type of question from menu provided, e.g. Multiple Choice.
- n. Enter the options for answers, checking the box for the correct answer.
- o. Indicate whether to randomize options.

- p. Click “Preview the Question.”
- q. Click “Save and Add Another.”

Enter Grades

1. Click on “My Courses” in navigation bar at left and select a course.
4. Click on “Coursework” in the navigation bar at the left.
5. Click on the blue link for the Assignment for which you want to enter grades.
6. You will find a list of students and 3 options for each. The options include full points (100% check mark), partial points (?% partial check mark), and no points (0% red X). If you click on the boxes for full points or no points, the points are instantly added. If you click on the middle box for partial points, a window appears for you to enter the percentage earned.
7. Enter the grades for all students.
8. Click “Save.”
9. If you need to edit a grade or add a grade, click “Edit All Grades” at the top of the page to begin.

MyHeritage Guide – Setup Gradebook

1. **After you have created assignments** in Coursework, you will be ready to setup Gradebook. From within the course, click on “Gradebook” in the navigation bar at left.
2. Next, you will want to answer the question regarding whether or not you want to include attendance automatically as part of the grade for the course. Simply click “Yes” or “No.”
3. You will next define the weighting by assignment types. Click on “Final Grade Weighting” and provide the percentage each type of assignment will carry. For example, you may want the 3 exams together to be worth 25% of the final grade. In addition, the program will weight the exams equally within that type.
4. ***It is very important*** to make sure the grading scale within the Gradebook portlet matches the grading scale you’ve listed in your syllabus. To check and when necessary to change the grading scale, begin by clicking on “Letter Grade Ranges.” You will see a table with letter grade ranges for A, B, C, D, and F. To change grade ranges or to

include + and – grades, click on “Change to a Different Grade Scale,” and then click the drop-down menu to select “ABCDF and +/-.” Then click “Use this Grade Scale.” To change the range for any particular grade in the table, click on the grade in the table and make the change in the window that will pop up. Click “Save.”

MyHeritage Guide – Final Grade Entry Process

Final Grade Entry Process

Note: You may use the final Grade Entry process whether you have kept grades in the MyHeritage Gradebook/Coursework or not. Either way, you should use the guidelines that follow.

1. After logging in to MyHeritage, click the “Faculty” tab.
2. Locate on the page the box entitled “Grade Entry.”
3. Click on “View Course List.”
4. You will see your course list. Confirm that the proper Term has been selected. If not, use the drop-down menu to select the appropriate term and then click “Search.”
5. When you have the appropriate course list, click on the blue course number for the course you want to use.
6. You will find a drop-down menu for each student in the Mid-term or Final Grade column.
7. Use the drop-down menu to select the earned grade. You may not submit an “Incomplete” grade through this system. Contact the Registrar’s office well in advance of the grade submission deadline for guidelines related to Incompletes. You will need to complete the “Contract for Incomplete” and submit it to the Registrar’s Office before the grade submission deadline.

MyHeritage Guide – About This Course

Design a Welcoming, Evocative, and Supportive Entry Page for Your Course

Upload an Evocative Image

1. Click on the link “Edit Content” within About this Course.
2. Click on the link “Add a New Element.”
3. Enter appropriate text for Header.
4. Click “Browse” under Image.
5. Select appropriate Image Placement option.
6. Click “Save” at the bottom of the page.

Enter Text for an Abridged Course Schedule with Hyperlinks

1. Click on the link “Edit Content” within About this Course.
2. Click on the link “Add a New Element.”
3. Enter appropriate text for Header.
4. Enter or paste text into Text box.
5. Highlight text you would like hyperlinked to a resource.
6. Click on the joined links of a chain in the Text box’s tool bar.
7. Enter URL where the resource is located.
8. Beside “Target” use the drop-down menu to select “New Window.”
9. If you like, enter a title (which will appear when someone passes their mouse over the hyperlinked text) in the Title box.
10. Click “OK.”
11. When all text has been entered, click “Save.”

Upload an Evocative Video

1. Go to You Tube or Teacher Tube and locate a suitable video, e.g., “Evolution Human Genome” or “When I Become a Teacher.”
2. Click “Share” below the video, and click “Embed”, then right-click in the now highlighted box, and copy.
3. Return to “About this Course” and click “Add an Element.”
4. Enter a suitable Heading.
5. In the tool bar of the text box, select < > (Source Code), then use Control-V to paste embed code into the popup box.
6. Click “Save” at the bottom of the screen.
7. To edit within any Element, click on the Pencil icon.

MyHeritage Guide – Look Up Student Password

When a Student Forgets Their Password, Look It Up

1. Click on the “Faculty” tab.
2. Click on the “Reports” link in the navigation bar at left.
3. Click on the “Student Password” link.
4. Select the appropriate term and click “Generate Report.”
5. Click on the “Student Password” pdf link.
6. You will find a list of your students’ usernames and passwords. (Note: Remember to protect this information as confidential.)

MyHeritage Guide – Forgot *Your* Password?

Take Steps Now to Allow You Entry If You Forget Your Password

1. Log in to “MyHeritage.”
2. Click on “Password Management System” in the navigation bar at left, under “Quick Links.”
3. Click on “Enroll into MyHeritage Password Management System.”
4. Enter your user name and password, and then click “Continue.”
5. Select two security questions and provide your answers, then click “Enroll.”
6. Done.
7. If you ever forget your password, click on “Password Management System.”
8. Click on “Forgot My Password.”
9. Provide your username and answer your two security questions.
10. You will be permitted to create a new password and gain access to your account.

MyHeritage Guidelines – Moving Materials Forward to New Course

When you are preparing your courses in MyHeritage for a new semester, there is no need to upload handouts, bookmarks, coursework, etc. from scratch. There are two ways to bring material from a previously taught course forward into a new course.

Method 1: Moving Materials from File Cabinet (Straight forward.)

1. If you previously saved handouts, bookmarks, coursework, or readings to your File Cabinet as previously recommended in our guidelines, you can easily import them into your new course(s). The same method works for any of the content listed.
2. Click on the “Faculty” tab after logging in to MyHeritage.
3. Find the box entitled “All My Courses” and click on the drop-down menu by the word “Show,” and then click on “Future Courses.” This will bring up a list of your courses for the next semester.
4. Click on the link for the course title for the course you want to prepare.
5. Now that you are in the new course, click on Handouts (or Bookmarks, etc.) in the navigation bar at left.
6. Click on the link entitled “Import Handouts from File Cabinet.”
7. If you have your File Cabinet organized by file folders, click on the folder that contains the files you want.
8. Click on the box(es) in front of all the items you want to import into the new course and then click on “Import Selected.” Done.

Method 2: Copying Courses (Recommended, but be careful.)

1. After signing in to MyHeritage, click on “Copy Courses” in the navigation bar at left, under “Quick Links.”
2. Caution: Only use this method if you have not already added material to the new course, because when you copy materials forward, it will erase files that are already in the new course.
3. Step 1: Use the drop-down menus to select a term and a course to copy from.
4. Step 2: Select a course and semester you want to copy to. You must select the course even if it is the only course listed.
5. Step 3: Click in the appropriate circle indicating whether you want to copy “Everything” or “Selected Course Content.” If you select “Selected Course Content” then a list of content types will appear and you may select the types you want to copy forward. You can click on a type for a sub-list of items included.
6. Step 4: Select the option you want for handling due dates in Coursework. This is a new feature in 2017.
7. Click on “Copy.” Done.
8. It is recommended that you check your Coursework for due dates and whether or not the assignments/tests have been activated (made visible to students).

MyHeritage Guide – Create a Blog

1. To add a blog to your course, first go to a course by clicking on “My Courses” under “Quick Links” in the navigation bar at left.
2. Click on “Add a Page.”
3. Enter a “Name” or title for your new page, e.g. Blog or Blogs.
4. Click “Save.”
5. Click the “Content” tab.
6. Click “Add a Portlet.”
7. Check “Blog” and click on “Add Portlets to page” button.
8. Click “Exit.”
9. Click “Blog” in the navigation bar at left.
10. Click “Edit Page” at upper right of Blog page.
11. Click the “Permissions” tab, check the box for “Students” and click “Save.” Click “Exit.”

The instructions to this point would provide you with a blog to use as the instructor. Students could be allowed to comment on the blog. In order to create a separate blog for each student in your class, do the following for steps 5-11.

5. Click the “Content” tab.
6. Click “Add a Portlet.”
7. Check “Blog,” change the word “Blog” in the edit box to reflect the name of a student, e.g. “Mike’s Blog,” and then click “Add Portlets to page” button.

Repeat steps 6 and 7 for each student in your class.

8. Click “Exit.”
9. Click “Blog” in the navigation bar at left.
10. Click “Edit Page” at upper right of Blog page.
11. Click the “Permissions” tab, check the box for “Students” and click “Save.” Click “Exit.”

MyHeritage Guide – Complete Blog Setup

1. Enter a course and click on “Blog” in the navigation bar at left.
2. Click on the “Setup” link.
3. Make decisions and indicate appropriate selections for RSS Feeds (be careful about making student blogs public), Comments, Attribution, Show To, Main Screen, Comment Permissions before clicking “Save.”

*If you have created a blog for each student, you will need to complete the setup process for each. **In addition, you will need to click on the wrench icon at the top of the blog page, select “Permissions” and check the box under the heading “Can Add, Edit and Delete Own Posts” on the “Students” line.***

MyHeritage Guide – Complete a Blog Post

1. Once in the Blog portlet for a course, click on “Add a New Post.”
2. Type a “Headline,” enter text in the text box for your post, add an image if desired, and click “Save.”

MyHeritage Guide – Create a Page

For many classes, particularly online classes, students find it helpful to have the course organized by discrete units like weeks or chapters. MyHeritage provides an option for creating a separate page for each of these units, which can include any of the portlets available through MyHeritage, including Handouts, Bookmarks, Forums, Online Media, Custom Content, and External Content. You will find below the general instructions for creating a page followed by instructions for setting up the various portlets on the new page.

1. Once logged in to MyHeritage, click on “My Courses” under “Quick Links” and select the desired course.
2. Click “Add a Page” in the navigation bar at left. Enter a name for the page, e.g. Week 1.
3. From the list of Essential Features select the feature (portlets) you want for your new page. You can find additional features listed under More Options and Other Pages. Bolded titles indicate features most often used by faculty.

- Blog
- **Bookmarks**
- Chat
- **Forums**
- **Free-form Content**
- **Handouts**
- Roster
- Course Content Import
- Course Organizer
- Learning Tools

Select the “Free-form Content” feature...

9. Click “Create Content” and proceed to enter a heading (e.g. Week 1 Assignments and Instructions) and the text explaining the assignment(s) for Week 1.
10. To add an image to the Free-form Content page, click “Add Image(s),” then locate, select, and open the desired image file.
11. Left click on the image and drag it where you want it in the Text box, then left click on the image and size it.

12. Click “Save.”
13. At this point the heading in the navigation bar reads “Free-form Content.” To rename the heading, click on Options, scroll down to “Rename the Page” or click on the title of the page you want to change. Type in the desired heading title (e.g. Week 1) and click “Use this Name.”
13. Click “Week 1” or your unit title.

Within the “Forum” portlet...

20. Click “Forum Home.”
21. Click “Edit Forum.”
22. If you wish to create a category, click “Add a Category.”
23. Enter a name for the category and click “Save Category.”
24. Under the new category heading, click “Add a Topic.”
25. Enter topic heading and a prompt before clicking “Save.”
26. Click on “Week 1.”
27. Click on “Forum Home.”
28. Click on the link for one of the Forum topics you created.
29. If you want to provide the first post, click “Add Post.”
30. Enter your information and click “Submit.”

MyHeritage Guide – Advising Tools (For designated faculty with advising responsibilities)

Quick Access to Any Students’ Advising Worksheet

If you know a student’s Heritage ID number, you can quickly access their advising worksheet.

1. After logging in to MyHeritage, click on the “Faculty” tab at the top of the page.
2. Click on “Advisors” in the navigation bar at left.
3. Click on “Advisee Worksheet” in navigation bar or on page.
4. Enter the student’s Heritage ID number in the space provided and click the “Generate Report” button.
5. Click on the “Advisee Worksheet” PDF link.

6. The Advisee Worksheet provides name, address, phone number, major, and a list of all courses required in the program with grades for those courses completed.

Additional Advising Resources for Assigned Advisees

1. After logging in to MyHeritage, click on the “Faculty” tab at top of page.
2. Click on “Advisors” in the navigation bar at left.
3. In the box labeled “Advisee Roster,” click the drop-down menu for Advisee Status and select the desired category, for example, “Not Yet Registered” and then click “Search.” Or just click “Search” for a list of all your advisees.
4. Click on an advisee’s name.
5. Clicking on “Academic History” will bring up information about transcripts received, GPA at previously attended schools, and, for Education advisees, a list of WEST-B and WEST-E scores.
6. Clicking on “Degree Audit” brings up a chart of requirements completed and a link for accessing the Advising Worksheet.
7. To approve an advisee’s online registration, click on “Add/Drop” courses under the heading of Registration, check the courses you want to approve, and click the “Approve” button.
8. You will also find on the Advisees Detail page indications of red of any type of HOLD on a student’s ability to register for classes. These should be communicated to the student to be resolved with the appropriate office as soon as possible.

MyHeritage Guide – Add Chalk and Wire or PanOpto Learning Tools

To Add Chalk and Wire as a Learning Tool

1. Click on “Chalk and Wire” in the navigation bar at left within course.
2. Click the link that says “Add a tool to this page.”
3. Under heading of “Featured Tools” click on “Chalk and Wire.”
4. From the drop-down menu for Department select the desired department (e.g., General University Course Requirements or Residency Teacher Certification).
5. From the drop-down menu for Table of Contents select the appropriate Table of Contents (e.g., General University Course Requirements Approved 2014-2015 or Professional Core – Undergraduate Teacher Preparation or Master in Teaching MIT).

6. In the Table of Contents, select the course number for the course you are using, scroll to the bottom of the page and click “Save”.

To Add PanOpto Lecture Capture as a Learning Tool

1. Click on “PanOpto Lecture Capture” in the navigation bar at left within course.
2. Click the link that says “Add a tool to this page.”
3. At bottom of page click on “PanOpto.”

You may use the same process to add a page for TurnItIn for your course. (Temporarily not available.)