

Getting started: my.monash guide for teaching staff

Contents

1	What is my.monash?.....	1
1.1	Purpose of this guide	1
2	my.monash unit pages	2
2.1	Adding a unit to your teaching commitments	2
2.2	Editing access.....	3
2.3	Editing your my.monash unit page	4
2.4	Adding information and links in the editing view	4
3	Support and feedback	6

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 eSolutions Service Desk using the link in the footer of your my.monash portal

Your my.monash portal brings together:

- Access to all your Google Apps: Mail, Calendar, Documents, Sites, Groups and Chat
- 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.

[Top](#)

[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, Moodle 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, which is granted instantly, so you can get editing straight away.

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. 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**

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.

- 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.

Thursday 23 February, 2012 | [Weather forecast](#): Today: 29°C

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

Teaching home

Teaching commitments

MUSO learning systems

Teaching resources

Guidelines and policies

Timetables and dates

Teaching development

[my.monash](#) > [Teaching](#) > Commitments

Manage teaching commitments

Getting started

[Getting started - my.monash guide for teaching staff](#) takes you step by step through the process of establishing and maintaining a my.monash unit page.

Your Monash teaching commitments

ABC1234	Edit	Manage InterLearn	Manage tutorials	Delete
BIO2011	Request editing access			Delete
BMS11	Edit	Create InterLearn	Manage tutorials	Delete
BTX5150	Edit	Create InterLearn	Manage tutorials	Delete

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).

Your access is granted automatically, so you can begin editing immediately.

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 leader 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. If the unit leader changes your [faculty's CUPID representative](#) can get the unit leader updated. (Note that you can also turn off the display of the unit leader's name until it has been updated.)

You can edit the **Additional staff** 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 you add a URL or email address, 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** – a link to the unit's Handbook entry will

display if an entry exists in the Handbook. For more information about this link or the contents of the Handbook entry that the link points to, contact Student Community Services Student Administration, Curriculum & Publications

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.

[Top](#)

[3 Support and feedback](#)

You can report technical problems, send your queries or your feedback, or request assistance or training by using Service Desk Online, the link for which is located in the footer section of your portal