

How to set up an eCompanion Course

1. Go to <http://ecollege.myunion.edu>
2. Log in using your Union ID# and Password.
3. Click the name of your course to enter the course.

Recommended Process:

1. Upload your syllabus
2. Post your assignments (and create Dropboxes for them)
3. Email your learners that their assignments will be submitted online. Send them the name of the course as listed in eCollege. Send them the eCompanion for Learners document or a link to the IT Web page (<http://www.myunion.edu/it>) where they can download it.
4. If your learners are not listed, please contact the person in charge of registration for your center.
5. If your course is not listed in eCollege, contact your department chair or Dean to submit the course request to Information Technology.

Uploading your syllabus

1. First, create your syllabus in Microsoft Word (any version).
2. After you log in to eCollege, click on your course.
3. In the left Navigation, click the Syllabus link.
4. In the left Navigation, click the Author tab.
5. In the center of the page is a button to "Browse..." to upload your Syllabus. Click the button.
6. Browse to your file, then click Open.
7. In the lower right corner of the window, click "Upload & Convert File"
8. The window should notify you that the file has been submitted for conversion. This may take seconds or hours depending on how busy the system is at the time. A typical wait time is usually less than an hour. Click the OK button in the window that appears.
9. If you wish to update your syllabus, please update the original Word file and upload it again.

Emailing your learners

1. To email your learners (or just some of them), click the Email button across the top right menu bar.
2. Your learners should be listed in the Select Recipients box on the left. Click their name and the right arrow to move them to the Recipients box.
3. You can click the "Do not disclose recipients (bcc)" button if you want to keep the recipients secret.
4. The instructor may send a copy (Cc:) to another person (perhaps another instructor or the Dean).
5. Enter the Subject of the message.
6. You may add an attachment by clicking Add/Remove, then browsing to the file you want to attach.
7. In the Visual Editor box, type your message. You can use the Visual Editor format bar to change the font, alignment, etc.
8. Click the "Send Message" button in the lower right once your message is complete.
9. Please note that since this is a Web based application, you must complete this process within about 30 minutes. Otherwise, the page will consider you inactive and time out. To work around this, we recommend always typing long messages ahead of time in Word and attaching the file, or copying and pasting the message from Word into the Visual Editor.

How to create a Dropbox basket for an Assignment

1. In the left side navigation tree, click the Assignments Unit
2. Click the **Author** tab.
3. Click Unit Content Items, and then click Add Items.
4. Enter the Assignment Name or Number in the Name field.
5. For Item Type, choose Text/Multimedia.
6. Add to: Unit 1: Assignments
7. Select the **Create dropbox basket** check box.
Click **Add Items**.


This adds the new content item to your Assignments Unit and automatically creates a Dropbox basket for the new content item.

Posting Assignments

1. To post assignments, in Author mode (by clicking the Author tab), click the Assignment link in the left navigation.
2. A window will appear with the Visual Editor. You may type your assignment into this window, or you can paste it from a Word document (or any text editor). Please remember the same timeout warning applies!
3. Click the "Save Changes" button.

To review learners' assignments, provide feedback and assign grades

1. On the **Tools** menu, click **Dropbox**.
2. In the **Name** column, click the basket you want to open.
3. On the **Inbox** tab, click the learner's name to open the **Assignment Details** window.
4. Enter information according to field descriptions below:

Field	Description / Instructions						
Numeric Grade	Type a numeric grade for the assignment.						
Letter Grade	Type a letter grade for the submission.						
Return to student upon closing	(Selected by Default) Returns the assignment to the learner (i.e., the assignment moves from your Inbox to your Outbox and the learner is able to see the assignment in his/her Inbox.)						
Text Field	Type any comments, suggestions, etc. that you might have about the learner's submission. For example, you might want to include why you assigned the grade you did, or you might direct the learner to areas for additional study.						
Add/Remove	Click to attach a file to your review and return it to the learner.						
Save Options	<table border="1"> <tr> <td>Save</td> <td>Saves the grade and comments <i>without</i> returning the assignment to the learner. You can return it at a later time.</td> </tr> <tr> <td>Save and Close</td> <td>Saves the grade and closes the assignment window.</td> </tr> <tr> <td>Cancel</td> <td>Closes the assignment window without saving any of your changes.</td> </tr> </table>	Save	Saves the grade and comments <i>without</i> returning the assignment to the learner. You can return it at a later time.	Save and Close	Saves the grade and closes the assignment window.	Cancel	Closes the assignment window without saving any of your changes.
Save	Saves the grade and comments <i>without</i> returning the assignment to the learner. You can return it at a later time.						
Save and Close	Saves the grade and closes the assignment window.						
Cancel	Closes the assignment window without saving any of your changes.						
Details	Displays the name of the learner who submitted the assignment, the date and time the assignment was submitted, whether there are attachments with the submission, and any comments or notes the learner might have entered for you. You can view attachments here by clicking on the attachment icon. You can also click  to delete the submission.						

To quickly assign grades and return graded assignment

1. On the **Tools** menu, click **Dropbox**.
2. In the **Name** column, click the basket you want to open.
3. On the **Inbox** tab, type a grade for the assignment in either the **Numeric Grade** field, **Letter Grade** field, or both.
4. In the **Return** column, select the check box for any learner whose assignment you are returning.
5. Click **Save Changes**.