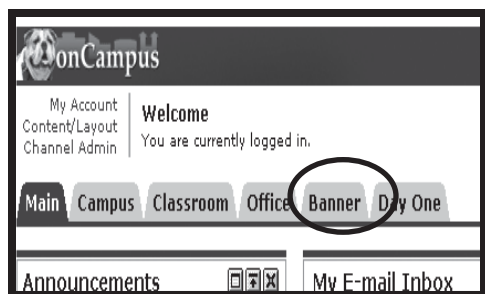
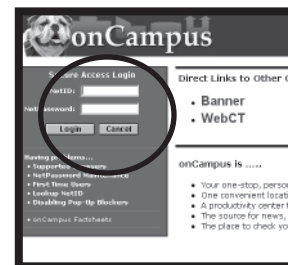


myCourses: Marking Your Course



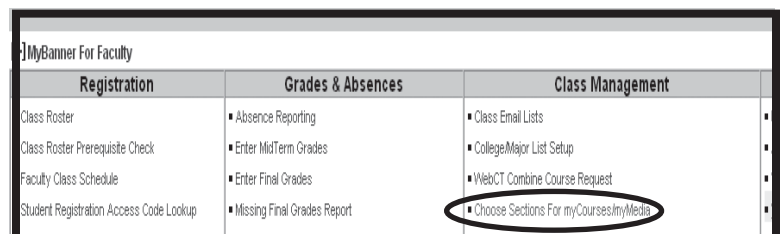
myCourses (mycourses.msstate.edu) is a course management system designed to aid in the delivery and facilitation of online instruction and learning. If you are planning to use myCourses for your class(es), it is your responsibility to flag the course in myBanner. This factsheet will demonstrate the steps of marking a course to use myCourses.

1. Login to onCampus (oncampus.msstate.edu) with your **NetID** and **NetPassword**.



2. Navigate to your **Banner** tab.

3. From the **MyBanner for Faculty** channel select **Choose Sections For myCourses/myMedia** from the **Class Management** column.



• Select the following items, then click the Submit Query button.
 • If you do not know the ID, click the 'View Faculty List' button

Department:

Term:

Instructor ID: -- or -- NetID:

4. Next from the pull-down menu, select the **Department** and **Term** for which you are teaching. Then enter either your **NetID** or your **MSU ID number**. Finally click the **Submit Query** button.

myCourses: Marking Your Course



The Center for Teaching and Learning

- Your course listing will appear for the department and term selected. From the **Use myCourses/myMedia** column, use the pull-down menu to select the option **myCourses and myMedia**. Do this for all the courses you plan to use myCourses in your instruction. Note that all split level courses appear as one and are marked together.

• To enable a section for myCourses/myMedia, select the appropriate option from the drop down list.
 • For sections using myCourses, enter the date students will be able to access the section. This date can be no more than 15 days prior to the start date of the section.
 • Click the Update Sections button at the bottom of the page to submit your changes.

Term: Fall Semester 2008
Instructor: Tina Green

Course	Campus	Course Title	Type	Section Start Date	Use myCourses/myMedia	myCourses Student Access Date
MA 1313 01	Starkville	College Algebra	Lecture	08-19-2008	Please Select	08 18 2008
MA 4153 01	Starkville	Mat & Lin Algebra	Lecture	08-19-2008	Please Select	08 05 2008
MA 4933 01	Starkville	Math Analysis I	Lecture	08-19-2008	Please Select	

Note: myMedia will allow you to store files that are over the file size limit of myCourses as well as create podcast episodes for your course.

Use myCourses/myMedia

myMedia ONLY

Please Select

myCourses and myMedia

myMedia ONLY

Please Select

Student Access Date

08 18 2008

08 05 2008

- Additionally a student access date can be selected that is up to two weeks prior to the start of the term. By default it will be the first day of classes for the term.
- Once all your courses are selected, click the **Update Sections** button.

Term: Fall Semester 2008
Instructor: Tina Green

Course	Campus	Course Title	Type	Section Start Date	Use myCourses/myMedia	myCourses Student Access Date
MA 1313 01	Starkville	College Algebra	Lecture	08-19-2008	myCourses and myMedia	08 18 2008
MA 4153 01	Starkville	Mat & Lin Algebra	Lecture	08-19-2008	myCourses and myMedia	08 05 2008
MA 4933 01	Starkville	Math Analysis I	Lecture	08-19-2008	Please Select	

Update Sections

- A success message will appear, however you can return to this page at anytime to mark further courses.

Sections were successfully updated.

Click Here to continue.

Term: Fall Semester 2008
Instructor: Tina Green

Course	Campus	Course Title	Type	Section Start Date	Use myCourses/myMedia	myCourses Student Access Date
MA 1313 01	Starkville	College Algebra	Lecture	08-19-2008	✓ myCourses and myMedia	08 18 2008
MA 4153 01	Starkville	Mat & Lin Algebra	Lecture	08-19-2008	✓ myCourses and myMedia	08 05 2008
MA 4933 01	Starkville	Math Analysis I	Lecture	08-19-2008	Please Select	

Update Sections

Note: Remember you must do this before each term for every course you plan to teach using myCourses.