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.

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.
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5. 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.

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.

6. 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.

7. Once all your courses are selected, click the Update Sections button.

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

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