


Northwest Campus MyPima Hints, Setting Up Gradebooks with Excel and The Top Ten Reasons to Learn and Use MyPima

Contents

Updating the Faculty Dashboard	2
Creating a New Consolidated Course	2
Adding a Course to an Existing Consolidated Course	2
Removing a Course Section from an Existing Consolidated Course	3
Deleting a Consolidated Course	3
Adding a Link.....	3
Activating, Inactivating, or Deleting an Existing Link	4
Creating a Featured Link	4
Creating Top 5 Links	5
Adding a News Article	5
Activating, Inactivating, or Deleting an Existing News Article	6
Changing the MyPima Password.....	6
Adding New Channel Content.....	6
Changing Channel Layout.....	7
Setting Up Gradebooks with Excel	7
Student Content.....	8
Help	8
Basic HTML for News Articles and Link Descriptions	9
The Top Ten Reasons to Learn and Use <i>MyPima</i>	10

Updating the Faculty Dashboard





To list only courses for a **particular semester** on your MyPima Faculty Dashboard:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on the  box in the upper right hand corner of the **Faculty Dashboard**
4. Click on the **semester** for which you want courses listed in the From Term: drop down box
5. Click on **Apply**, in the bottom of the Faculty Dashboard box
6. Click on **Back**, also in the Faculty Dashboard box

Only the courses for the semester you selected should now appear in your Faculty Dashboard.


Creating a New Consolidated Course

To create a **new consolidated course**:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box
4. Click on **My Consolidated Courses** on the upper right hand side of the page
5. Two lists will appear: Consolidated Course List, and Courses Available for Consolidation (only courses that have not already been added to your existing consolidated courses will appear on this list)
6. Click on  below the list of Courses Available for Consolidation
7. Type in a **Consolidated Course Name** (for example, your name followed by the course number, **not** the CRN since a consolidated course will likely include several course sections with differing CRNs)
8. Type in a **Consolidated Course Title**
9. Click in the **box** to the left of each course available for consolidation that you would like added to this new consolidated course
10. Click on  (this process may take about a minute)
11. Click on 
12. Click on  when the message indicating that the course has been created appears

Adding a Course to an Existing Consolidated Course

To **add a course section**, for example, one of your new course sections for the current semester, to an **existing** MyPima Consolidated Course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box
4. Click on **My Consolidated Courses** on the upper right hand side of the page
5. Click on the **link** for the Consolidated Course to which you want to add a new course section (**not** the box to the left of that section but the name of the Consolidated Course itself)
6. Scroll down to the Configuration Tools on the left hand side of the page
7. Click on **Courses** (**not** My Courses, which is below Personal Tools)
8. Scroll down to the list of Available Courses for Consolidation
9. Click in the **box** to the left of the course section you want added to the Consolidated Course you selected in step 5
10. Click on 

Before adding **any** additional courses to existing Consolidated Courses be sure to select the **correct Consolidated Course** before making any more additions. Note: the maximum file size is 100 megabytes and the maximum course size is 1 gigabyte.

Removing a Course Section from an Existing Consolidated Course

To remove a **course section** that has previously **been added to an existing** consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box
4. Click on **My Consolidated Courses** on the upper right hand side of the page
5. Click on the **link** for the Consolidated Course from which you want to remove an existing course section (**not** the box to the left of that section but the name of the Consolidated Course itself)
6. Scroll down to Configuration Tools on the left hand side of the page
7. Click on **Courses** (**not** My Courses, which is below Personal Tools)
8. Under the list of Active Courses click in the **box** to the left of the course section(s) you want deleted from the Consolidated Course you selected in step 5
9. Click on
10. Click on

Deleting a Consolidated Course

To delete an **existing consolidated course**:

1. Follow the instructions above for **Deleting a Course from an Existing Consolidated Course** and remove **all** course sections from that consolidated course (MyPima will **not** allow you to delete a consolidated course if there are any course sections associated with it)
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box
4. Click on **My Consolidated Courses** on the upper right hand side of the page
5. Click in the **box** to the left of the Consolidated Course you want to delete
6. Click on
7. Click on
8. Click on again when the message appears indicating that your membership has been removed

Adding a Link

To **add a new link** to an individual course section or a consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on the individual **course section** -or- to add the link to one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click the **consolidated course**
4. Click on **Manage Links** on the left hand side of the page
5. Click on **Post a New Link** to the right of Active Links
6. Select **Active** or **Inactive** from the Status: dropdown box (you can activate or inactivate links that have already been added at any time)
7. Enter a **descriptive title** in the Title: box for the link that will identify it for both you and your students
8. Enter the **web page address** in the URL: box
9. Select **Description Uses Plain Text** (the default) or **Description Uses HTML** (see **Basic HTML for News Articles and Link Descriptions** below) from the Link Description dropdown box
10. Enter some **descriptive text** in the large box to indicate what can be found on the web page to which you are creating the link
11. Click on
12. Click on

Activating, Inactivating, or Deleting an Existing Link

To **activate, inactivate, or delete an existing link** in an individual course section or a consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on the individual **course section** – or- to activate or inactivate a link to one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click on the **consolidated course**
4. Click on **Manage Links** on the left hand side of the page
5. Click in the **box** to the left of the link to be activated/inactivated
6. Click on to activate an inactive link, click on to inactivate an active link, or click on to delete the link from your individual course section or consolidated course
7. Click on

Creating a Featured Link

To select a Featured Link from the list of links that have **already been added and activated** to an individual course section or a consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on the individual **course section** -or- if the links are in one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click on the **consolidated course**
4. Click on **Manage Homepage** on the left hand side of the page
5. Click on below Featured Link
6. To add or change the Featured Link click the **button** next to that link
7. To inactivate the Featured Link click on **Section Inactive** button
8. Click on
9. Click on

Note that a link set as Featured Link in a consolidated course will **not** appear as a Featured Link in one of its child courses; students will need to click on **Links** to access links for their particular course sections if you have added those links to your consolidated course instead of the individual course.

Creating Top 5 Links

To select Top 5 Links from the list of links that have **already been added and activated** to an existing consolidated course or individual course section:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on an individual **course section** –or- if the links are in one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click on the **consolidated course**
4. Click on **Manage Homepage** on the left hand side of the page
5. Click on below Top 5 Links
6. To add or change the Top 5 Links click the box(es) next to those link(s)
7. To inactivate the Top 5 Links click on the **Section Inactive** box
8. Click on
9. Click on

Note that links set as Top 5 Links in a consolidated course will **not** appear as Top 5 Links in one of its child courses; students will need to click on **Links** to access links for their particular course sections if you have added those links to your consolidated course instead of the individual course.

Adding a News Article

To **add a news article** to an individual course section or a consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on an individual **course section** –or- to add the link to one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click on the **consolidated course**
4. Click on **Manage News** on the left hand side of the page
5. Click on **Post a New Article** to the right of Active Articles
6. Select **Active** or **Inactive** from the Status: dropdown box (you can activate or inactivate news articles that have already been added at any time)
7. Enter a **descriptive title** in the Title/Subject: box for the link that will identify it for both you and your students
8. Select **Article Uses Plain Text** (the default) or **Article Uses HTML** (see **Basic HTML for News Articles and Link Descriptions** below) from the Link Description dropdown box
9. Enter the news **item or article information** in the large box
10. Click on
11. Click on

Note: News Articles, unlike Announcements, which are deleted in MyPima after 7 days unless the instructor chooses to delete them before that, remain in MyPima until the end of the semester for an individual course section or in a consolidated course until the instructor deletes that consolidated course.

Activating, Inactivating, or Deleting an Existing News Article

To **activate, inactivate, or delete an existing news article** in an individual course section or a consolidated course:

1. If you have not already done so **login** to MyPima
2. Click on the **Teach/Advise** tab
3. Click on **View my course list** at the bottom of the My Courses box and click on an individual **course section** –or– to activate or inactivate a link to one of your consolidated courses click on **My Consolidated Courses** on the upper right hand side of the page and click on the **consolidated course**
4. Click on **Manage News** on the left hand side of the page
5. Click in the **box** to the left of the article to be activated/inactivated
6. Click on **Activate** to activate an inactive article, click on **Inactivate** to inactivate an active article, or click on **Delete** to delete the article from your individual course section or consolidated course
7. Click on **OK**

Changing the MyPima Password

To **change your MyPima password**:

1. If you have not already done so **login** to MyPima
2. Click on **Change Password** directly below the **MyPima** graphic on the upper left hand side of the page
3. Enter your **username**
4. Enter your current **password**
5. Click on **Continue**
6. Enter **answers for 2** of the security questions
7. Click on **Continue**
8. Click in the **box** to the left of I have read, understand, and agree to the conditions of the Acceptable Use Agreement
9. Read the Password Policy to ensure that your newly chosen password will comply with the policy and be sure to remember the new password
10. Enter your **new password** in the Set New Password: box
11. Enter your **new password** again in the Confirm Password: box
12. Click on **Save**
13. Click on **Return to MyPima**

Adding New Channel Content

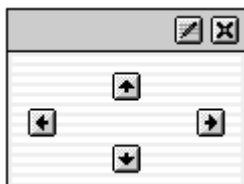
To **add new channel content** to a specific tab:

1. If you have not already done so **login** to MyPima
2. Click on **Content/Layout** directly below the **MyPima** graphic and **Change Password** link on the upper left hand side of the page
3. Click on the **tab** to whose content you want to add a new channel
4. Decide on the location where you would like the new content placed on the page
5. Click on **Add Channel** at that location
6. In the Select Category dropdown box click on **Select All** to review all of the available content channels
7. Click on **go**
8. Click on the **channel** whose content you want to add to the tab you selected in step 3
9. Click on **Add Channel**
10. Click **⏪** at the top left hand side of the page to return to the previous page when done

Changing Channel Layout

To **change the channel layout** of a specific tab:



1. If you have not already done so **login** to MyPima
2. Click on **Content/Layout** directly below the **MyPima** graphic and **Change Password** link on the upper left hand side of the page
3. Click on the **tab** whose content and/or layout you want to change
4. To move a channel content from one column to another or above or below an existing channel click on the **arrow boxes** in the box for that channel



5. Click  at the top left hand side of the page to return to the previous page when done

Deleting Channel Content

To **delete a content channel** from a specific tab:

1. If you have not already done so **login** to MyPima
2. Click on the **tab** for the page whose content you want to delete
3. Click on the  in the box for the content channel you want to remove from the tab you selected
4. Click on 

Setting Up Gradebooks with Excel

To **enter your students' names** into an Excel gradebook:

1. **Start** Excel and **open** a new blank spreadsheet
2. **Start** Word and **open** a new blank document
3. If you have not already done so **login** to MyPima
4. Click on the **Teach/Advise** tab
5. Click on a **link** for one of your courses listed on the Faculty Dashboard
6. Click on **Classlist**
7. **Scroll down** until the headings Record Number, Student Name, ID, etc. appear
8. Highlight **all** of the student information
9. Press the **CTRL and C** keys at the same time to copy the highlighted information from MyPima
10. **Go** to Word
11. Press the **CTRL and V** keys at the same time to paste the highlighted information into Word
12. Highlight **only** the students' names
13. Press the **CTRL and C** keys at the same time to copy the students' names from Word
14. **Go** to Excel
15. **Open** a new blank spreadsheet
16. **Move** the cursor to where you would like the students' names to be copied
17. Click the **right mouse button**
18. Click on **Paste Special** to copy the students' names into Excel
19. Click on **Text**
20. Click **OK**

You may now need to do a little editing or delete some blank lines. Repeat this process for each of your class rosters.

Student Content

Student Tabs and Channels, http://www.pima.edu/websvcs/mypima_docs/MyPima-Student-Tabs.pdf

Student Email, http://www.pima.edu/websvcs/mypima_docs/MyPimaStudentEmail.pdf

Student Calendar, http://www.pima.edu/websvcs/mypima_docs/MyPimaCalendars.pdf

Activating Your MyPima Account, http://www.pima.edu/websvcs/mypima_docs/MyPimaActivation.pdf

How Students can find their course homepage, http://www.pima.edu/websvcs/mypima_docs/FindingCoursehomepage.pdf

Pop-Up Blockers and Student Email, http://www.pima.edu/websvcs/mypima_docs/PopUpBlocker.pdf

Help

The College MyPima training manual, http://www.pima.edu/websvcs/mypima_docs/MyPima-MyCourses-Manual.pdf

College MyPima Online Videos:

1. Introduction to My Courses, http://www.pima.edu/websvcs/mypima_movies/intro2.shtml
2. Turning applications on and off, http://www.pima.edu/websvcs/mypima_movies/applications.shtml
3. Managing the home page, http://www.pima.edu/websvcs/mypima_movies/manage_home_page.shtml
4. Managing files, http://www.pima.edu/websvcs/mypima_movies/manage_files.shtml
5. News and announcements, http://www.pima.edu/websvcs/mypima_movies/news_announcements.shtml
6. Chat, http://www.pima.edu/websvcs/mypima_movies/chat.shtml
7. Message Board, http://www.pima.edu/websvcs/mypima_movies/messageboard.shtml
8. Sending email to your students, http://www.pima.edu/websvcs/mypima_movies/send_mail.shtml
9. Consolidated courses, http://www.pima.edu/websvcs/mypima_movies/consolidated_courses.shtml

Frequently Asked Questions, <http://www.pima.edu/mypima/pop/generalfaq.htm>

Help Topics, <http://mypima.pima.edu/cp/ips/help/lib/Topics.jsp>

For additional help, contact:

Dr. Denise Meeks
Northwest Campus Science Department Chair
Astronomy & Physics Faculty
denise.meeks@pima.edu

Basic HTML for News Articles and Link Descriptions

Reminder: the following HTML codes and special and foreign language characters will function properly ***only*** when **Uses HTML** (rather than **Uses Plain Text**) is an option and has been selected for a MyPima feature.

Font Examples

<code><u>underlined text</u></code>	<u>underlined text</u>
<code>boldfaced text</code>	boldfaced text
<code><i>italicized text</i></code>	<i>italicized text</i>
<code><u><i>underlined and italicized text</i></u></code>	<u><i>underlined and italicized text</i></u>
<code><i>italicized and boldfaced text</i></code>	<i>italicized and boldfaced text</i>
<code><u>bold and underlined text</u></code>	<u>bold and underlined text</u>
<code><i><u>boldfaced, italicized, and underlined text</u></i></code>	<i><u>boldfaced, italicized, and underlined text</u></i>
<code>blue text</code>	blue text
<code><u>green underlined text</u></code>	<u>green underlined text</u>
<code>red boldfaced text</code>	red boldfaced text
this uses a subscript H <code><sub>2</sub></code> O	this uses a subscript H ₂ O
this uses a superscript ax <code><sup>2</sup></code> + bx + c = 0	this uses a superscript ax ² + bx + c = 0

See http://www.w3schools.com/css/css_colornames.asp for other possible color names that can be used in place of blue, green, and red

Special and Foreign Language Characters

Codes for special and foreign language characters are simply typed in along with the text. Codes begin with an & (ampersand) and end with a ; (semicolon). For example:

<code>&acute;</code> ; <code>&ccedil</code> ; <code>&nted</code> letters a <code>&ntilde</code> ; d a tilde	áccénted letters añd a tilde
<code>&iquest</code> ; th <code>&iacute</code> ; is a question?	¿ thís is a question?
<code>&cent</code> ; and <code>&pound</code> ;	¢ and £

See the following for additional special and foreign language characters:

http://www.utexas.edu/learn/html/spchar.html	http://www.degraeve.com/reference/specialcharacters.php
http://www.chami.com/tips/internet/0507981.html	http://graveyard.maniacalrage.net/etc/special/

Inserting a Link

To insert an ***active, clickable, underlined, blue link*** within a News Article or Link Description:

```
<a href="the web page address goes here"><u><font="blue">Title of the Web Page</font></u></a>
```

The link doesn't have to be underlined, or in blue so you can change the color and boldface, and/or italicize the link.

The Top Ten Reasons to Learn and Use *MyPima*

All full-time and adjunct faculty members are provided with *MyPima* space for each course section, to which students have access.

10. ***MyPima increases accessibility to College resources***, by enabling full-time and adjunct faculty and students to easily and quickly login to the following both on- and off-campus from a single site:

- Academic Calendar
- Advising and Counseling
- Banner Online
- Bookstore
- Class Schedules
- College Announcements
- Degrees and Programs
- Library Resources
- Student Activities
- Telephone Directory

Several online, self-paced video tutorials on individual topics are accessible from *MyPima*. An online faculty training manual is available at: http://www.pima.edu/websvcs/mypima_docs/my_courses_manual.pdf and faculty training opportunities are described at: http://www.pima.edu/websvcs/mypima_docs/accessing_faculty_training.pdf

9. ***MyPima improves access to student information and College systems***. You can determine whether your students meet the prerequisites for your course and complete mandated College processes more quickly and easily.

- 45th Day Reporting
- Academic Histories
- Class Rosters
- Online Grading

8. ***MyPima facilitates student organization and is a tool to help students meet your course requirements***. Students can register for classes, access your online syllabus, check grades, and make sure that they have paid tuition on time.

- Account Balance
- Calendar
- Final Grades
- Registration Online
- Student Activities
- WebCT access



Calendars information is available at: http://www.pima.edu/websvcs/mypima_docs/MyPimaCalendars.pdf

7. ***MyPima Groups enables you to communicate and share ideas online conveniently and effectively*** with colleagues and other members of College groups. Academic, administrative, student groups, and others, are currently being planned with input from members of those groups.



6. ***MyPima allows you to spend less time establishing access to course materials, resulting in more time for instructional planning, creativity, and implementation***. *MyPima*, unlike traditional computer or paper filing systems, facilitates course consolidation, meaning that you can reuse and modify course materials from one semester to the next without having to setup courses again. You can share assignments, documents, links, news items, and other materials among different sections of the same course or different courses, and can add links to existing web pages you may already have setup for your courses.

5. ***MyPima includes a suite of advanced tools to serve the needs of your students***. As the instructor, you decide which tools are available, based on your course modality and communication methodology, and you can quickly and easily activate or deactivate those tools when needed.

4. ***MyPima provides faculty with new ways to be creative, informative, and responsive to student needs and learning styles*** and with opportunities to think about the ways we can improve instruction and assessment including posting assignments and responding to student questions.

3. ***MyPima expands opportunities for communication between you and your students***. It provides all students with email accounts and an email tool that enables you to send messages to all students in your course, selected students, or a single student in your course quickly and easily. You can also chat with groups of students. Email instructions for students are located at: http://www.pima.edu/websvcs/mypima_docs/MyPimaStudentEmail.pdf



2. ***MyPima empowers students to help themselves*** by enabling them to access your uploaded course materials, announcements, news items, important links, photographs, 24 hours a day, on their schedules. It provides them with the resources they need to be successful in your course. The Student view of *MyPima* is located at: http://www.pima.edu/websvcs/mypima_docs/studentview.pdf

1. ***MyPima*** is an integral learning and instructional resource in the College and ***our 21st century students expect instructors to provide online course materials***.