Using My Class to Manage Student Portfolios

Create@USQ User Guide
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University of
Southern
Queensland

What is My Class?

My Class allows you to manage, moderate, and monitor student sites on the Create@UniSQ platform.

By connecting your students sites to a My Class site you can manage all your student blogs or portfolios from a single dashboard.
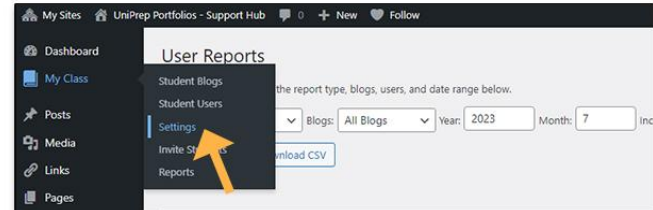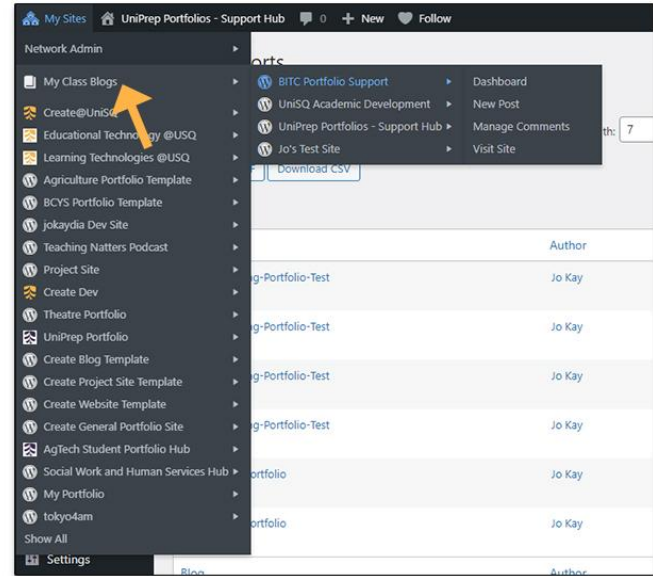
This makes it easy to keep track of all students sites for assessment and provides an easy way for you to support students in developing their portfolios where required.

How to access My Class

Look for your My Class sites via the My Sites > My Class menu.

To access My Class settings within a My Class site, look for the My Class Menu.

My Class Features:

My Class provides you with complete control of your students' site privacy settings, publishing rights, comments etc. when required.

It also allows you to check revisions on pages and posts.

You can also run user-based activity reports to see when and where students have published content or left comments.

Setting Up My Class

My Class can be setup at the time your students Create sites are Batch Processed, or alternatively you may wish to create a My Class site of your own.
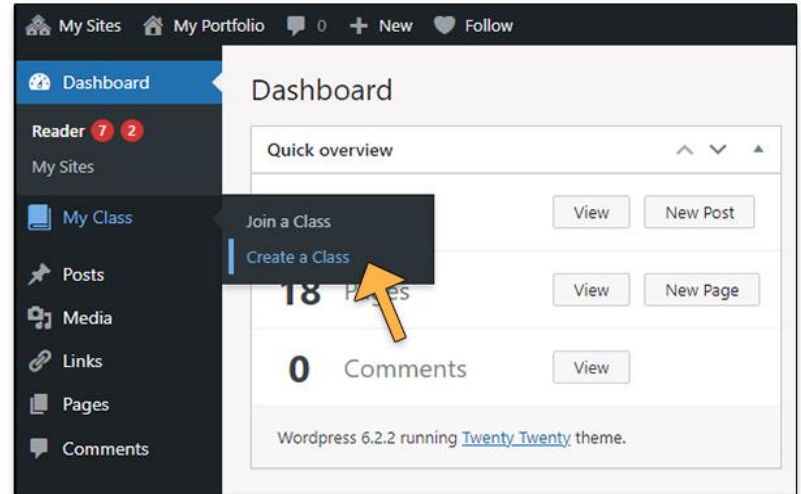
To request a My Class setup during batch process please contact the Technology Demonstrators Team for assistance.

My Class Setup and Options

To setup your own My Class site, follow these instructions :

Step 1: Go to My Class > Create a Class inside the dashboard of the site you want to make your class.

My Class Setup and Options (cont.)

Step 2. Select your My Class preferences from the following options:

- **Allow Students to Post on the Class Blog:** Generally you would select 'No' so that students post on their own Portfolio sites. However this setting can be useful if you'd like to create a group blog.

- **Moderation on Student Blogs:** Choose what level of moderation you would like to use. In general, adult learners should manage their own blogs and do not need moderation.

Create a Class

Class Blog: ☑ This is a class blog
Select this if you want students to have their own blogs or you want students to publish posts on the class blog.
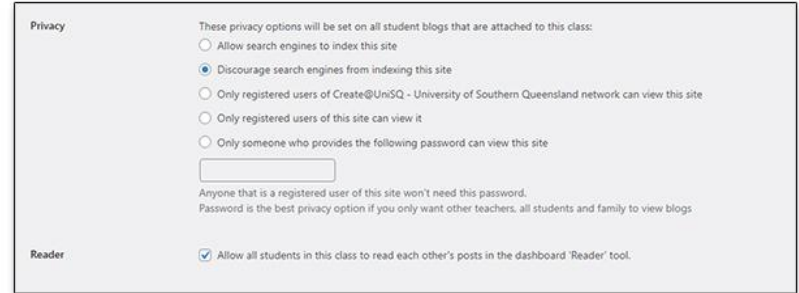
Allow Students To Post On The Class Blog
○ Yes, no moderation - able to publish posts on class blog
○ Yes, with moderation - able to submit post pending review on class blog
◉ No - use if you want them to publish posts on their student blog
This setting only affects THIS blog - your main "class blog". To moderate students on their own blogs, set the "Moderation" settings below.

Moderation On Student Blogs
☐ I must approve all posts - use if you want to check all posts before they are published
☐ I must approve all comments - use if you want to check all comments before they are published
These settings only affects the student's individual blogs. Students won't be able to change these settings.

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Privacy:** Choose the level of privacy appropriate for the course / students. By default Create@UniSQ sites are set to 'Only registered users of Create@UniSQ can view this site.'

- **Reader:** Select if you would like class members to see each others posts on their Create@UniSQ dashboard - this is useful when students are required to comment on each others posts.

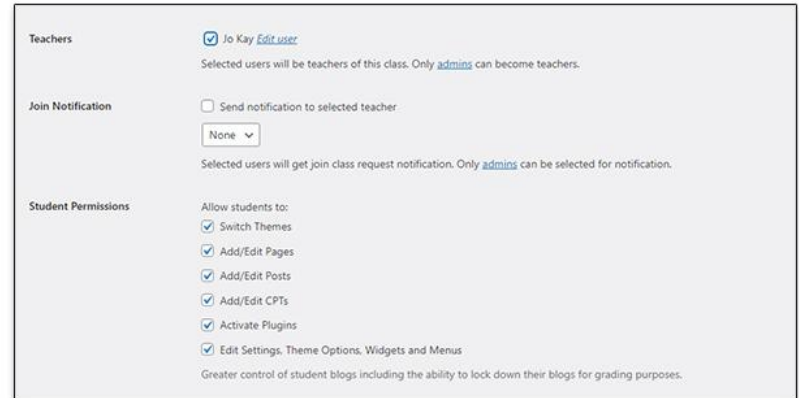| Privacy	These privacy options will be set on all student blogs that are attached to this class:
	○ Allow search engines to index this site
	● Discourage search engines from indexing this site
	○ Only registered users of Create@UniSQ - University of Southern Queensland network can view this site
	○ Only registered users of this site can view it
	○ Only someone who provides the following password can view this site
	[ ]
	Anyone that is a registered user of this site won't need this password.
	Password is the best privacy option if you only want other teachers, all students and family to view blogs
Reader	☑ Allow all students in this class to read each other's posts in the dashboard 'Reader' tool.

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Teachers:** Set the teachers you would like to give administrator access in this class group and send them a notification that they've been added. Users must be 'Admins' on the site to be added to the Teacher role.

- **Student Permissions:** Choose which features you would like to give students on their site. In general adult learners should have access to all settings on their site.

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Default Blog Template** - Set this to none, unless it is important that your students are all using the same template.

Note: Please contact the Technology Demonstrators team if you are intending to use a Portfolio template specific to your course or area of study, so they can assist with setup and batch processing.

My Class Setup and Options (cont.)

Step 3: Invite your students to join your My Class site.

You can do this sharing your site name with your students.

Eg. the last part of your site url:
http://create.usq.edu.au/my-site-name
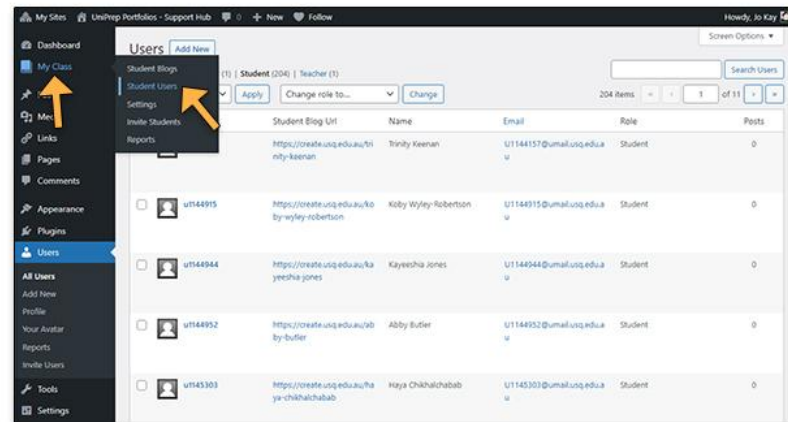
They can then use the 'Join a Class' settings on their dashboard.
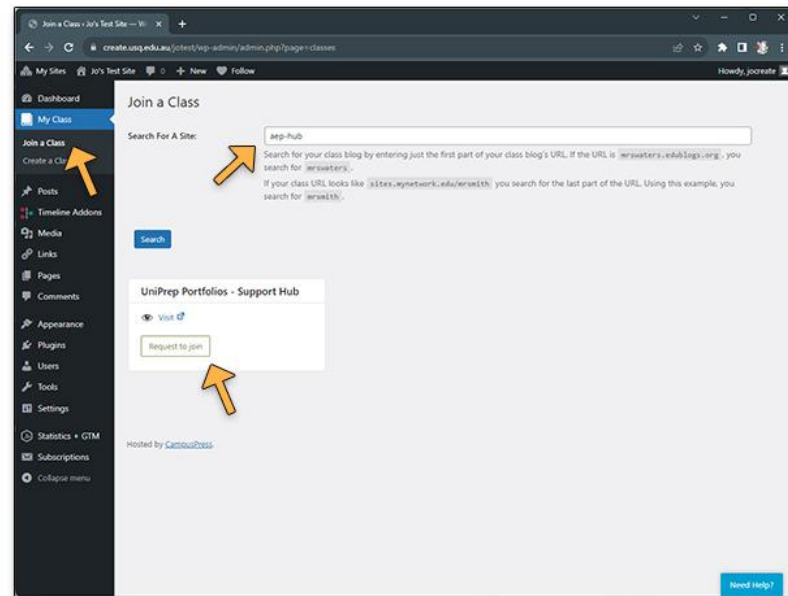
Using My Class to Manage Student Sites

Locate students by going to Users > All Users.

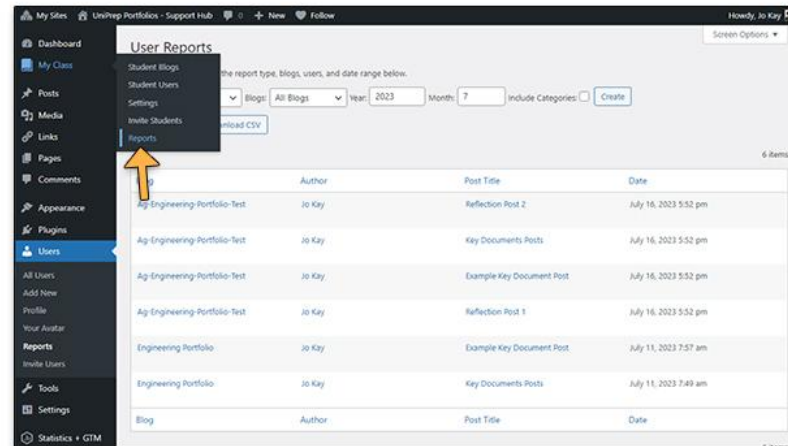You can use this listing to visit each site's dashboard to manage posts, comments and revisions as required.

Using My Class to Create Reports

Visit the My Class > Reports section to generate reports based on activity across all your student's posts.

For example you can create a report that shows all the new posts created during a particular month.