



GRAND CANYON UNIVERSITY™

LoudCloud Campus Edition Walk to Class Tutorial Script

Version 3.x Update December 2015

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Introduction

Welcome to the GCU LoudCloud Campus Edition Walk to Class Tutorial. This series consists of several short tutorials that will allow you to view a section as many times as you need without having to watch the entire series again. After watching this series of tutorials, you should be confident in your ability to navigate through the online classroom environment.

MyAccount at GCU

The GCU Account Management website allows you to set up and manage your password for the Student Portal, LoudCloud, MyGCU email, and the Library.

Start by locating the New Account Notification email from technical.support@gcu.edu to obtain your username *and* password. You will need this information in order to register for the self-service password reset.

To use MyAccount at GCU, browse to <https://myaccount.gcu.edu>. Click on register for password reset. If you receive an authentication required prompt, type your username and add @lopes.com to it with no spaces, along with the password obtained from your New Account Notification email to confirm your identity and click on okay. Next, click on register to start the registration process. Be careful not to click on the back button while registering for password reset, as you will have to restart the process from the beginning if you do.

Step one: personal information. Enter the password obtained from your New Account Notification email again to confirm your identity and click on authenticate to proceed.

Step two: security questions and answers. Set up three security questions and answers by typing your answer into the field for three questions of your choice. The security questions and answers will help to identify you when you return to reset your password.

The answers are case-sensitive, so it's important to remember how they are filled out. Once you are finished, click on submit.

Note that three questions must be answered in order to proceed. If three questions are not answered, you will receive an error message and will be returned to the home registration screen. Each time you are returned home, you must restart the registration process. The security questions do not appear in the same order.

Once registration is successful, click finish to be redirected to the MyAccount homepage. From the MyAccount homepage, click on Reset Your Password. Enter your username in the Username field. Enter "LOPES" in the Domain field if it is not already there. Click Submit.

Answer the three security questions you selected and click Submit. *If you have forgotten your security answers, use the previous password from the New Account notification email to Register for Password Reset.

Enter a new password. Your password must be:

- A minimum of eight characters;
- One upper case letter;
- One lower case letter; and
- One number or one special character

Enter your new password again to confirm it. Click Change Password.

Click Finish to complete the password reset.

Logging in to the Student Portal and LoudCloud

All of your online classes will be listed in the Student Portal. The Student Portal can be accessed by browsing to `http://www.gcu.edu` and clicking the Current Students link. Click the Student/Faculty Portal button, click Student Portal Homepage, and enter the username and password you created on the Accounts at GCU site. You can also access the Student Portal by navigating to `http://myportal.gcu.edu` and Click Student Portal Homepage.

Once you have successfully logged in, select your class from the My Courses section to access your LoudCloud classroom. Please note while not guaranteed, you may have early access to LoudCloud three days before your first scheduled class.

Selecting your class will take you to the LoudCloud login screen. Enter your GCU username and password and click Sign In.

Homepage

The LoudCloud Homepage gives you a quick look at your daily schedule and tasks.

The left column will highlight personal events that you have scheduled.

The center column of the Homepage lists your ungraded tasks such as assignments, discussion questions, and quizzes. These tasks are listed in one of the following sections: Overdue, Due Today, or Due in Seven Days. You can also filter your Tasks by class or by type from the drop-down menus at the top of the column.

The right column allows you to access your current, future, and past classes by clicking on the appropriate tab in the My Classes section. The default view for My Classes is Current, which will display any of your current classes, along with those that have recently ended. Clicking on a class will take you to your class's Dashboard.

Dashboard

The Dashboard provides a quick snapshot of your classroom. Let's take a moment to look at a few of the navigation tabs you may find helpful from any page within LoudCloud. The Home icon gives you one-click access out of your classroom and back to the LoudCloud Homepage. To the right of the Home icon are six main tabs: Dashboard, Calendar, Course, Connect, Reports, and Messages.

The first thing you will notice on your Dashboard is the interactive calendar, which will provide you with an at-a-glance view of what you need to accomplish that week in your course, such as discussion questions, assignments, CLC assignments, and quizzes. You can easily view the activities for another week by clicking on the corresponding week number in the upper right corner. Hovering your cursor over a specific task or event will display a pop-up containing the start and end date for that item. Clicking on a calendar item takes you to the specific details of the task.

Below the calendar are three activity cards. Each card displays current activities taking place in the classroom. The Forums card displays Unread Topics and Unread Posts. Clicking on the forum link will take you directly to the forum or post.

The Assessments card contains Assessments and Announcements. Assessments displays your most recently submitted assignments, while Announcements shows important announcements from your instructor. Click Read More to read the full announcement.

The Class Activity card displays your most recent activity in the class and your gradebook, which highlights your most recently graded assignments. Clicking on any item in this section takes you directly to the gradebook. Having all your most used items on the dashboard means spending less time looking for things and more time on your coursework!

Calendar

Click Calendar to show a monthly overview of the discussion questions and assignments due in the course.

These can be filtered by a specific class, multiple classes, or all current classes. You can also view your calendar by Week or by Day.

You can schedule your own events by clicking Add Personal Event in the upper right corner. Just fill out the form, click Save, and the event will be added to your calendar!

Course

The Course tab is where all pertinent reading material for your course will be stored. Under the Course tab you can access Course Material, the Syllabus, Classroom Policies, the Student Success Center, the Library, and Tutoring Services.

Click Course Material to access your tasks. A task is any Assignment, Discussion Question, or Quiz that must be completed in your class. The Task Tab contains every

task you have in the class. You can easily filter the results by selecting or deselecting Overdue, Submitted, or Due. The filter feature also allows the list to be filtered by type of task such as Assignment, Forum Topic, or Quiz. Here you can quickly check the due dates and the status of each task. Clicking on the plus symbol next to an item will give you additional details. Clicking on the actual item will take you to the area in your class where you will be able to view the full details of the item in order to complete the task. Switching over to the Study Material tab you can find all your course materials, such as journal articles, essential readings, and lecture notes. If your class has an eBook, you will also find it here. Just like the Tasks Tab, you can filter the results by type as well. Clicking on the plus symbol provides more details on the item while clicking on the link will open the study material or the download page in your browser.

The Syllabus provides information about the course, including the course materials required to aid in your learning. Most importantly, the Syllabus provides a quick path to study materials, resources, and tasks you will need for each week in your course. Open a specific week by clicking on the plus sign to the left of the perspective week. Here you will find sorted links to LoudBooks, Electronic Resources, Assignments, and Discussion Questions. LoudBooks contain your class lectures. After opening a lecture, you can create your own highlights and annotations. Just click and drag over a section of text that you find interesting to start highlighting or annotating. When the mouse button is released, you will be presented with the option to highlight, annotate, or mark that you don't understand that item. You may also engage in a conversation about the Lecture Note by posting a comment in the section below.

Classroom Policies contains current classroom policies expected from all GCU students.

The Student Success Center contains more resources to help you be successful. Tools available on the site contain Success Webinars, MathXL resources, and booster courses for grammar, math, and technology. You can find program-specific help under the College Resources tab. The site also contains the Writing Center, which is a one-stop shop for writing style guides and templates, helpful writing websites, and additional resources to help with grammar and writing.

The Library provides you with direct access to GCU's online Library, where you can find books, journal articles, and more!

Tutoring Services provides a link to Institutional Effectiveness, where you can find online tutorial videos or book a tutor using the GCU Learning Lounge.

Assignments

To submit an assignment, click on any of the links from the Calendar, Course Material, or Syllabus for the specific task. The assignment page will display all the details of the assignment, including the due date, max points, and description. It may also have an attachment such as a template or worksheet for you to use. If the assignment has a specific grading rubric, it will be located in the upper right corner of the assignment page

below the Save Link button. Once you are ready to submit your assignment, click New Attempt. A box will display below to enter the title for your assignment submission. Once you have entered the title, click Save. You can choose to upload or create a file. To upload a file, click Create (slash) Add Files. There are four options to choose from the dropdown menu: Upload Files, Create Document, Add from Google Drive, and Add from Microsoft One Drive. For more information about submitting your assignment from Google drive and Microsoft one drive, please visit our Technical Support Help Center at support (dot) gcu (dot) edu.

To upload an assignment you have saved on your computer click Upload Files. This opens a dialog box allowing you to browse through the files on your computer. Click Browse button and find your completed assignment on your computer, select your file, and click Open. You should now see your file in the box below. If your assignment has multiple parts that need to be submitted at the same time, just click Browse again to repeat the process. Click Save to upload your assignment to LoudCloud. The maximum individual file size that can be uploaded is 10 megabytes.

GCU requires the use of Turnitin for any Word documents of 500 words or more. Turnitin is a similarity checker, and will compare your paper to other documents submitted previously. It will also check Internet sources such as Wikipedia, online articles, and even sources from the GCU library. The Turnitin option will only be present for required assignments. Click Submit to Turnitin to submit your assignment. Your similarity index will return within 15 minutes, but can take up to an hour. Check with your instructor for their preferred similarity index. One great feature within LoudCloud is the ability to make as many attempts to Turnitin as necessary before your instructor ever sees your work. For example, if your Turnitin score is too high, you can review your report, make the appropriate changes to your assignment, and start a new attempt. Once you are satisfied with your assignment and ready to turn it in for grading, click Submit Attempt. Your assignment will be delivered to your instructor for grading. If you need to make any changes to your assignment after the Final Submission, you will need to speak with your instructor, and explain why you need to make changes. You can just contact them through the Individual Forum.

Quizzes

You will occasionally have online quizzes to take in your classes. To take a quiz, click on the link from the Calendar, Course Material, or Syllabus. Quizzes are only available during the week they are assigned. Please be sure you have allotted enough time to complete the quiz in one sitting, as you do not have the ability to save and return later, unless otherwise noted in the quiz description. Attempting to navigate away from the page will prompt a warning that leaving the quiz will cause it to be submitted at the last completed question. If you lose power or Internet connection the quiz will automatically be submitted. If this happens, please contact your instructor through the Individual Forum.

Connect: Class Forums

The Connect Tab is where class participation takes place, allowing you to interact with your instructor and peers, beginning with the Class Forums. In the Main Forum you will find your Discussion Questions for your class. Discussion Topics can also be accessed from the Calendar and from Topics in the Course Materials tab. Each course uses Discussion Questions differently so it is best to speak with your instructor about how Discussion Questions will be used in your class. You are graded on your initial response to the discussion topics and your participation in the discussion separately.

To reply to the discussion question, begin by clicking on the discussion topic you wish to respond to, and then click Reply. Type your message in the text box below. For more lengthy replies, we suggest writing your response in a Word document and then copying and pasting it into the text box once you are finished. To copy and paste from Word, we do recommend using keyboard shortcuts. You can select your whole Word document by pressing the Control key and the letter A (Ctrl A). Next, press the Control key and the letter C (Ctrl C) to copy the selected text. Click in the body portion of the reply box and paste your response by pressing the Control key and pressing the letter V (Ctrl V). If you are using a Mac you will use the Command key instead of Ctrl. Now you have the option to post the reply or save as a draft. Saving as a draft allows you to save the post and return to it later. LoudCloud has a time out feature for the security of your account that varies depending on your activity in the course and saving as a draft allows you to save your work to LoudCloud without worrying that your work will be lost. Only you will be able to see the posts marked as a draft. Your draft will remain editable for twenty-four hours. After that time, it will be stuck in Draft mode and you will not be able to edit or post it to the forum and your instructor will not be able to view your progress. When you return to your post, click on the draft and click Edit to finish your response. Once posted, you will be able to edit or delete your post within twenty-four hours or until it has been replied to, graded, or marked as substantive.

In addition to your own answer, you may be responsible for reading and responding to fellow classmates, depending on your instructor's preferences. Just as you would have a lively discussion or debate in the classroom, the same exists online. To reply to a classmate, select their post and then click Reply in order to thread the conversation. Threading shows replies as slightly indented.

Along with access to the Main Forum, you will also be able to send your instructor and classmates private messages from your Individual Forum. To send a private message, click New Topic. In the pop-up box, select if you would like to send the message to a staff member or a fellow student. Next, select a name of the recipient from the drop-down menu. Type your message in the text box below. Once the message is complete, click Submit.

The Questions to Instructor Forum is where you will post questions you would normally raise your hand in class to ask. This forum is publicly visible and is not intended for private conversations.

If you have a group project, also known as a collaborative learning community or CLC group, you will need to access the group forum by clicking on the Group Assignment. Start by navigating to the assignment details page for the CLC assignment. If you have not already joined a CLC group, you will need to create your own group or join one that already exists by selecting join group. For more information on setting up a CLC group, please view GCU Technical Support's Help Center articles for "Creating a CLC group in LoudCloud" and "Joining a CLC group in LoudCloud." Once you have created or joined a CLC group, click Group Forum button located on the upper right hand side of the CLC assignment page. Here you will find your specific team forum. Only members of your CLC group and your instructor can see any responses within. To start a conversation, simply click Reply. If you have additional questions about creating or joining a CLC group, please contact your instructor through the individual forum.

Connect: Class Wall

The Connect tab also contains the Class Wall. On the first day of class, your primary responsibility is to post a message on the Class Wall. The Class Wall is just like a coffee shop here on campus. It is a place for you get to know each other. You don't need to post a lengthy biography, but you should take the opportunity to provide some information to your instructor and your peers so you're not just a name in the class. Posting to the Class Wall also allows your instructor and counselor to verify you will be attending class. To post your bio, start by clicking Post a Comment. Type or paste a little about yourself in the comments field and after you are done, click Post. Take a few moments to read a few biographies from other classmates. You may find something in common with someone and want to comment. To do so, click Reply below their post and enter your message as you did with the initial post.

Connect: Roster

The Connect tab also contains the Roster. You can click Roster to view a list of your classmates and instructors. The roster is also where you will find your instructor's contact information and office hours. Click the instructor's name to view the email address and phone numbers you may reach them at. You can also view the profiles of your fellow students here by simply clicking on their name.

You may want to update your own profile to provide personal contact information, more information about your work experience or your education, and change or upload a new profile image. To update your profile, simply click on your name in the upper left-hand side of the Loud Cloud page, or click My Profile from the Roster, and your profile will load. Click Edit to add a webpage, birthday, instant messenger services and more. You may also add Work Experience and your Education History. The email ID will always

default to your @my.gcu.edu address and cannot be changed. Click Save to update your profile to LoudCloud. Your profile will follow you from class to class, so you will only need to update it if something has changed. Because your profile is viewable to all of your classmates, only share information you are comfortable with your classmates knowing.

Reports

You can view your grades by navigating to the reports tab. To view your grades, click Gradebook from the pull-down menu. The gradebook shows your grades for each item in the class. At the top of the gradebook, you can find your overall score, percentage, letter grade, and equivalent GPA for the class. Below, you will find your scores for each individual item that is or will be graded. You can choose to show all items or only graded/overdue items. Ungraded items will display in red. Gradebook items can also be filtered by type and grading date.

In addition to the Gradebook, the Reports tab also contains data on classroom Analytics. Course Analytics are currently in development and we hope to make this feature available to everyone in the near future!

Messages

Our final tab, Messages, contains both course Notifications and Announcements. Notifications will alert you to any new material added to the course or if the existing material changes. You have the option to filter which notifications will be displayed by clicking Options from the Filter area. In Announcements, you will find important announcements from your instructor letting you know of anything new and exciting coming up during the week. Your instructor may also provide information on specific assignments or clarify any expectations they may have for the class. Announcements should be reviewed each day you log in.

Conclusion / Outro

This concludes our GCU LoudCloud Campus Edition Walk to Class Tutorial! We hope this tutorial has been an informative demonstration for all of you. For even more information, please visit our Technical Support Help Center at support (dot) gcu (dot) edu, where you can find additional step-by-step tutorials on LoudCloud topics as well as a variety of support articles to help you with your educational journey!