



eCampus Tutorial Student Version

Live Tutorials can be found under the Campus and
Student Center tabs on your eCampus Dashboard

eCampus Student Tutorial

Welcome to eCampus, the one-stop portal for networking with the Walden online community and connecting to the latest university news. To enhance your Walden experience, recent updates have been made to eCampus to make the portal more intuitive and robust than ever.

As a student, you can now take advantage of these enhanced features:

- **Live chat with faculty, staff, and students** so you can network in real-time.
- **Blogs and dynamic message boards** for you to post your ideas and stay up-to-date on current news and events.
- **Access to support services** including the Writing Center, Walden Library, Career Services.
- **Secure file sharing** which allows you to exchange group projects and assignments.
- **Student communities** that bring together others who share your program, career, or research interests.

Discover how these eCampus features can help you enrich your Walden learning experience. **Begin the tutorial by clicking the sections below:**

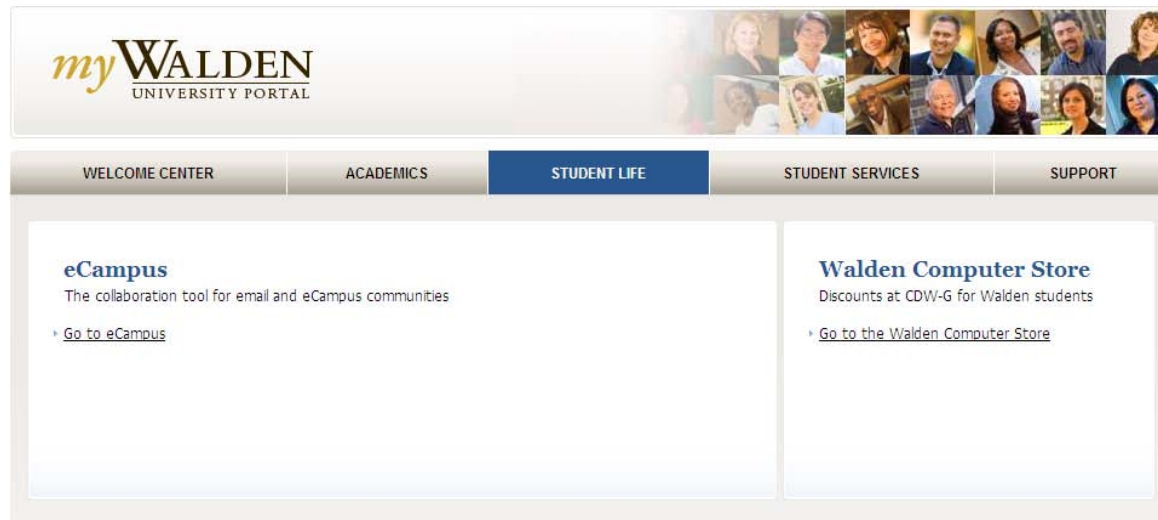
Table of Contents:

Page 1.....	How to Access eCampus
Page 2.....	My Dashboard Tab
Pages 3-4.....	Campus Life Tab
Page 5.....	Student Center and Academics Tabs
Page 6.....	Campus Tab
Pages 7-8.....	Requesting and Hosting an eCampus Community
Pages 9-11.....	Customizing a Community Page
Pages 12-13.....	eCampus Community Features and User Tools and Message Board Discussion
Pages 14-15.....	E-mail Members
Page 16.....	Chat Room
Page 17.....	Community Calendar and Address Book
Page 18.....	Shared Files
Pages 19.....	Bookmarks
Pages 20-26.....	Survey Tools (Community Hosts Only)
Pages 27-28.....	Edit Announcements (Community Hosts Only)
Pages 29-30.....	Blog Manager (Community Hosts Only)
Pages 31-33.....	Member Manager (Community Hosts Only)

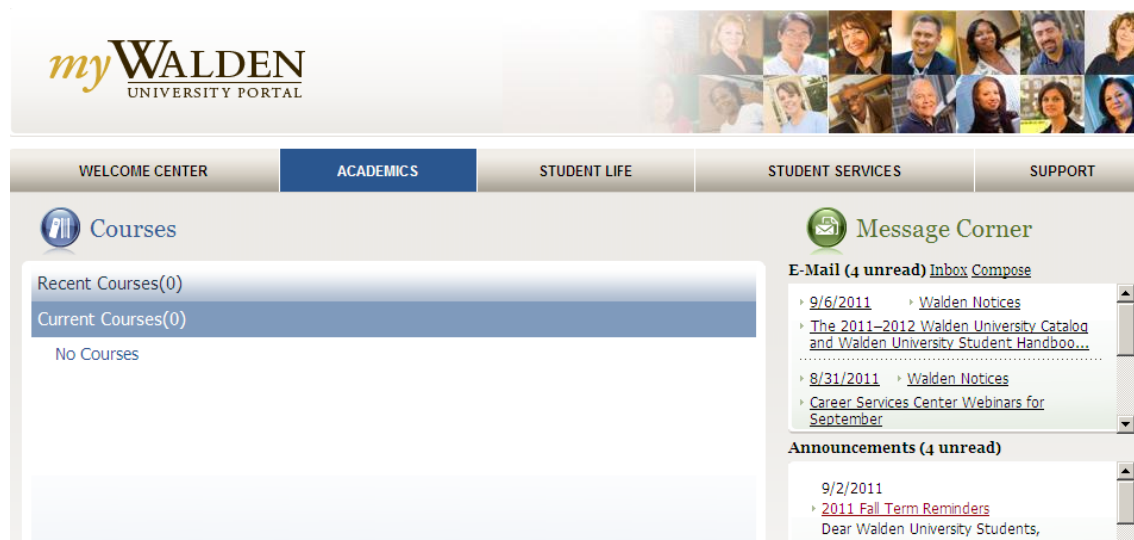
eCampus Tutorial for Walden Students

How to Access eCampus: From your myWalden Student Portal, you can access eCampus from two (2) locations:

- Log In to your myWalden Student Portal, click the “Student Life” tab, and then click “Go to eCampus”



- Log In to your myWalden Student Portal, click “Inbox” under your “Message Corner” and it will reroute you to your mailbox in eCampus



“My Dashboard” Tab: This overview page provides a broad, at-a-glance view of eCampus, including campus news and announcements, community membership, community updates, your daily schedule, and e-mails.

- The Dashboard is completely customizable by hovering over the gray header bars and dragging and dropping channels where you want them to appear.

The screenshot displays the myWalden University Portal. At the top is the logo and a navigation bar with tabs: My Dashboard (selected), Campus Life, Student Center, Academics, and Campus. Below this is a secondary bar with Dashboard, Personal Tools, and My Communities. The main content area is divided into three sections: Campus Announcements, My Inbox, and All Communities' Announcements. The Campus Announcements section lists five items, including faculty meetings and residency announcements. The My Inbox section shows three messages from David Clinefel and Laureate Onli. The All Communities' Announcements section is split into Community Announcements and My Communities, both listing academic and accreditation-related items.

myWALDEN UNIVERSITY PORTAL

◆ **My Dashboard** Campus Life Student Center Academics Campus

◆ **Dashboard** Personal Tools My Communities

My Dashboard > Dashboard • Current Log In : Thu, Aug 04, 2011 12:15 PM CDT. • Last Log In : Fri, Jul 29, 2011 11:33 AM CDT.

Dashboard New Tab Add Channel Choose Layout Customize

Campus Announcements [Mark All Read]

- ◆ ★ Walden Faculty Meeting Online: Group Activity Link
- ◆ ★ Walden Announces NEW Minneapolis residency for MS in Mental Health Counseling students in November
- ◆ ★ Walden Announces Honolulu and San Diego Residencies for December, 2011
- ◆ ★ Virtual Residency Now Available - Register Now!
- ◆ ★ Last Chance to Enter the 2011 Scholars of Change Video Contest

My Inbox [Refresh]

As of Thu, Aug 04, 2011 12:23 PM CDT

- ✉ 08/03 04:32 PM David Clinefel Join the Discussion on Accreditation!
- ✉ 08/02 04:39 PM Laureate Onli RESOLVED: System Notification - Campus Cruiser POP3 (All Campuses)
- ✉ 08/02 11:43 AM Laureate Onli System Notification - Campus Cruiser POP3 (All Campuses)

All Communities' Announcements [Mark All Read]

Community Announcements [Mark All Read]

- Academic Residencies
 - » ★ ◆ Professional Conferences Calendar
 - » ★ ◆ Walden Announces Summer Residences in Minneapolis and Orlando
 - » ★ ◆ Welcome Walden University Students!
- Accreditation: Your Voice in Continuing Quality
 - » ★ ◆ Join the Discussion: Student Learning and Effective Teaching at Walden

My Communities

- Academic Editing Services
- Academic Residencies
 - ✉ ★ ◆ Professional Conferences Calendar
 - ✉ ★ ◆ Walden Announces Summer Residences in Minneapolis and Orlando
 - ✉ ★ ◆ Welcome Walden University Students!
- ✉ Messages (284)
- Accreditation: Your Voice in Continuing Quality
 - ✉ ★ ◆ Join the Discussion: Student Learning and Effective Teaching at Walden
- ✉ Messages (364)

“Campus Life” Tab: This tab features “My Communities,” which lists the communities you are currently an active member of, and “All Communities,” a list of campus-level communities that you may request to join.

- When you first click on the “Campus Life” tab, you will see “My Communities.”

The screenshot displays the myWalden University Portal interface. At the top, the logo 'myWalden UNIVERSITY PORTAL' is on the left. A navigation bar contains tabs: 'My Dashboard', 'Campus Life' (selected), 'Student Center', 'Academics', and 'Campus'. Below this, a secondary navigation bar includes 'Communities', 'Directory', and 'Committees'. The 'Communities' section is active, showing a breadcrumb trail: 'Campus Life > Communities > My Communities'. On the left, a sidebar lists 'Communities', 'My Communities' (selected), and 'All Communities'. The main content area is titled 'My Communities' and features a '+ New Community Request' button. Below this, a list of communities is shown, each with a star icon and a message count:

- Academic Editing Services
- Academic Residencies
 - 🌟 ♦ Professional Conferences Calendar
 - 🌟 ♦ Walden Announces Summer Residences in Minneapolis and Orlando
 - 🌟 ♦ Welcome Walden University Students!
 - 📁 Messages (284)
- Accreditation: Your Voice in Continuing Quality
 - 🌟 ♦ Join the Discussion: Student Learning and Effective Teaching at Walden
 - 📁 Messages (364)
- Maximizing Student Success: How to Leverage eCampus
 - 🌟 ♦ We're building a community photo album - we invite you to get involved!
 - 📁 Messages (6)
- Walden Service Network
 - 📁 Messages (152)

- By clicking “All Communities” in your left menu bar, you will see a full list of all public communities within eCampus.

The screenshot shows the myWalden University Portal. At the top, there is a navigation bar with links to My Dashboard, Campus Life, Student Center, Academics, and Campus. Below this, a secondary navigation bar includes Communities, Directory, and Committees. The main content area is titled 'All Public Communities' and includes a search bar labeled 'Find Public Communities :'. A left sidebar menu shows 'Communities', 'My Communities', and 'All Communities'. The main list of communities is categorized under 'Academics' and includes the following items:

- Academic Advising
- Academic Residencies
- Accreditation: Your Voice in Continuing Quality
- Adult Education Leadership Faculty Network
- Advocates for Inclusive Education for ALL students!
- African Voices @ Walden
- All Things Research
- B.S. Psychology
- BS/COMM for students-Journey to Success
- BSCD Student Club
- BSCD Student Community
- Bachelor to PhD Bridge Program
- Bachelors of Science in Nursing Student Communication Center
- Beta Testing Group - Message Board
- Building Tomorrow's Leaders Today
- Buy/Sell/Barter Books

- The “All Communities” list is organized according to category. These include:
 - Academics
 - Arts, Performance, and Media
 - Community Service
 - Computers, Internet, and Technology
 - Political
 - Professional
 - Recreation and Sports
 - Religious and Spiritual
 - Sorority
 - Student Service

“Student Center” Tab: Eliminating the need for multiple Web sites, the eCampus “Student Center” tab offers quick access points to all Walden offices; academic, financial, and support services; and social change initiatives, including the Walden Service Network, the Global Day of Service, and the annual Social Change Conference. It also offers quick links to the Walden bookstore and the WaldenGear shop. It also offers direct links to user tutorials and the Walden University Video Library. .

The screenshot displays the myWalden University Portal. At the top, the logo "myWALDEN UNIVERSITY PORTAL" is on the left, and navigation tabs "My Dashboard", "Campus Life", "Student Center" (highlighted), "Academics", and "Campus" are on the right. Below the tabs, a secondary navigation bar includes "Communities", "Directory", and "Committees". The main heading "Student Center" is followed by a breadcrumb trail: "Student Center > Communities > Student Center".

A left-hand sidebar contains several service categories:

- Academic Services**: Library, Writing Center, Research Center, Tutoring Lab, Residencies, Commencement
- Financial Services**: Financial Aid, Financial Services
- Support Services**: Career Services, Student Support, Disability Services, Academic Advising, Student Catalog, Academic Forms, Program Resources
- Walden Offices**: Registrar, Ombudsperson, Chief Academic Officer, Institutional Research
- Make an Impact**: Service Network, Global Day of Service

The main content area features a large banner with the Walden University logo and the text "Student Center". Below this, a section titled "Enhance Your Experience at Walden" contains a video player. The video is titled "Dr. David J. Finch, Outstanding Dissertation Award Recipient" and shows a man speaking. A play button is overlaid on the video.

Below the video, there are two columns of text:

- Upcoming Walden News and Events**: Includes links to "Attention Students: Learn more about Walden's Tutoring Services" and "Attention Students: Spring Forward to Set Career Goals!".
- Need Help?**: Includes a link to "Click the links below for self-paced eCampus tutorials:" with sub-links for "Students", "Faculty", and "Staff".

At the bottom, there is a link to "Click the link below for a walk through of the myWalden Student Portal:".

“Campus” Tab: This tab offers quick access to all academic information, including links to the following:

- | | | |
|--|------------------------------------|-------------------------------------|
| - College of Undergraduate Studies | - Walden University Services | - Doctor of Business Administration |
| - The Richard W. Riley College of Education and Leadership | - Degree Programs - Master's | - Certificate Programs |
| - College of Health Sciences | - Degree Programs - Doctoral | - Ph.D. in Psychology |
| - College of Management and Technology | - Degree Programs - Bachelor's | - Master of Business Administration |
| - College of Social and Behavioral Sciences | - Tuition and Fees | - Master of Science in Nursing |
| - Walden Academic Calendar | - Financial Aid | - Support Services |
| | - About Walden University | - The Walden Difference |
| | - Education Specialist Program | - Walden Colleges and Schools |
| | - M.S. in Mental Health Counseling | - Walden Service Network |

myWALDEN
UNIVERSITY PORTAL

My Dashboard Campus Life Student Center Academics **Campus**

General Offices

Campus > General > Welcome > Walden University Thu, Aug 04, 2011

Around Campus

Welcome
News
Calendars
Announcements
Campus Blogs

Welcome

Cruiser Support
Tutorials
Privacy
Terms of Usage
Disclaimer

Welcome

Welcome to Walden University's eCampus

Quick Reference: Program Resource and Academic Forms

- Program Resource Forms
- Academic Forms

Quick Links to Walden Programs and Resources

- Center for Undergraduate Studies
- The Richard W. Riley College of Education and Leadership
- College of Health Sciences
- College of Management and Technology
- College of Social and Behavioral Sciences
- Walden Academic Calendar
- Walden University Services
- Walden University Homepage
- Degree Programs - Master's
- Degree Programs - Doctoral
- Degree Programs - Bachelor's
- Tuition and Fees
- Financial Aid
- About Walden University
- Education Specialist Program
- M.S. in Mental Health Counseling
- Doctor of Business Administration

Requesting and Hosting an eCampus Community: Under “My Communities” on your “Campus Life” tab, click the “New Community Request” button to begin the registration process.

The screenshot displays the myWalden University Portal interface. At the top, the logo 'myWALDEN UNIVERSITY PORTAL' is visible on the left, and navigation tabs for 'My Dashboard', 'Campus Life', 'Student Center', 'Academics', and 'Campus' are on the right. Below the header, a blue navigation bar contains links for 'Communities', 'Directory', and 'Committees'. The 'Communities' link is active, leading to the 'My Communities' page. On the left side of the page, there is a sidebar with 'Communities' as the main heading, and sub-links for 'My Communities' (highlighted) and 'All Communities'. The main content area of the 'My Communities' page features a '+ New Community Request' button at the top. Below this button, a list of communities is displayed, each with a bullet point and a message icon indicating the number of messages:

- **Beta Testing Group - Message Board**
Messages (5)
- **Financial Aid**
- **Forms**
- **HLC Self-Study Evidence Repository**
Evidence Repository Updated
Welcome to the Evidence Repository
Messages (2)
- **HLC Self-Study Working Group Chairs & Co-Chairs**
Messages (40)
- **HLC Self-Study Working Group: Technology & Infrastructure**
- **Maximizing Student Success: How to Leverage eCampus**
We're building a community photo album - we invite you to get involved!
Messages (3)
- **Newsletters on eCampus**
Message (1)
- **Psych Me Up**

Requesting a New Community: To host a community, complete this form and submit it to be reviewed and approved. Upon approval, the community host may begin setting up and designing the page and recruiting members to the community.

myWALDEN
UNIVERSITY PORTAL

My DashboardCampus LifeStudent CenterAcademicsCampus

CommunitiesCommittees

Campus Life > Communities > My Communities

CommunitiesMy CommunitiesAll Communities

Request New Community

abc Spell Che

* Indicates required fields.

* Community Name :

* Category :

* Host :

Display Type : ☒ Public : listed on the All Communities page
☐ Private : not listed on the All Communities page

Description / Purpose :

* Primary Audience of New Community : (Select all that apply)
☐ Walden Faculty
☐ Walden Students
☐ Walden Staff and Administrators

* Primary Topic/Purpose of New Community : ☐ Academic, Profession, Research
☐ Social Networking / Common Interest
☐ Honor Society / University Group
☐ Community Service / Social Change
☐ Study Group (identify program in description)

Customizing a Community Page: To customize your landing page, click the “Customize” button on the top right

The screenshot shows the eCampus Communities interface. At the top, there's a navigation bar with 'Communities', 'Directory', and 'Committees'. Below this, a breadcrumb trail reads 'Campus Life > Communities > Accreditation: Your Voice in Continuing Quality > Welcome'. The main title is 'Accreditation: Your Voice in Continuing Quality'. On the right, there are buttons for 'Request To Join' and 'Customize'. The left sidebar contains several menu sections: 'Communities' (My Communities, All Communities), 'Current Community' (Welcome, Announcements, Blogs, Photo Albums), 'Member Areas' (Message Board, E-mail Members, Chat Room, Calendars, Address Book, Tasks, Shared Files, Bookmarks, Wimba), and 'Survey Tools' (Designer, Publisher, Survey Manager). The main content area has tabs for 'Public Welcome' and 'Member Welcome'. Under 'Public Welcome', there's an 'Overview' section with a large text area containing a message about Walden University's accreditation process. Below this is an 'Announcements' section with two items: 'Planning for Walden's Future' and 'Let's Talk! Social change at Walden University'. To the right of the announcements is a 'Share your voice on accreditation by taking our survey!' section with a 'Communication Survey' link. Below that is a 'Reaffirmation Progress Blog' section with a link to 'Criterion 2: Preparing for the Future'. At the bottom, there's a 'Share Your Voice - Community Discussion Board' section.

Communities Directory Committees

Campus Life > Communities > Accreditation: Your Voice in Continuing Quality > Welcome

Accreditation: Your Voice in Continuing Quality

Request To Join

Public Welcome Member Welcome Customize

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

Bookmarks

Wimba

Survey Tools

Designer

Publisher

Survey Manager

Overview

Walden University previously met and continues to meet each of the five criteria for accreditation set by the Higher Learning Commission (HLC). The primary goal of this community is to engage and educate faculty, staff, and students with a broad understanding, appreciation, and embodiment of regional accreditation. Walden is currently going through the regularly scheduled reaffirmation of accreditation process, and we anticipate the on-site evaluation will be in late 2012. This eCampus Community provides all of our Walden faculty, staff, and students with an opportunity to participate in the reaffirmation of accreditation process.

We encourage each of you to Share Your Voice. Check out our latest blog posts and join the discussion now:

- Criterion 2: Preparing for the Future
- Special Emphasis: The Social Change Mission

Announcements [Mark All Read]

- ◆ Planning for Walden's Future
- ◆ Let's Talk! Social change at Walden University

Share Your Voice - Community Discussion Board

Share your voice on accreditation by taking our survey!

- Communication Survey


Reaffirmation Progress Blog

- Criterion 2: Preparing for the Future (Reaffirmation Progress Blog • HLCFeedback • 08/17/2011 10:37 AM)

- Then select your Layout from the “Choose Layout” dropdown menu – Always use the **“2-column with header layout: two columns are the same width.”**

Layout

Choose Layout :



2-column with header layout : two column are in the same width.

3-column layout with header.

4-column layout.

3-column layout.

3-column layout : center column is wider.

3-column with header layout : center column is wider.

2-column layout : right column is wider.

2-column with header layout : right column is wider.

3-column layout : right column is wider.

3-column with header layout : right column is wider.

2-column layout : left column is wider.

2-column with header layout : left column is wider.

3-column layout : left column is wider.

3-column with header : left column is wider.

2-column layout : two column are in the same width.

2-column with header layout : two column are in the same width.

1-column layout.

Channel

on accreditation

Share Your Voice - Community Dis
HLC Steering Committee & Workin

Reaffirmation Progress Blog

▲

▼

↔

↻

✖

▲

▼

↔

↻

✖

- **Channel Selection and Page Setup:** From the “Available Channels” dropdown menu, select the following channels for each column:
 - **Header:** HTML Notepad
 - **Column 1:** Announcements, Community Message Board
 - **Column 2:** Community Schedule, Mini Calendar, Community Bookmarks

(You may customize your community however works best for your members but we recommend always including the channels listed above)

The screenshot displays the community customization interface. On the left, there are three sidebar menus: **Community** (Welcome, Announcements, Blogs, Photo Albums), **Member Areas** (Message Board, E-mail Members, Chat Room, Calendars, Address Book, Tasks, Shared Files, Bookmarks, Winiba), and **Survey Tools** (Designer, Publisher, Survey Manager). Below these is the **Admin Tools** menu, with 'Customize Welcome' highlighted. The main area is titled 'Layout' and includes a 'Choose Layout' dropdown set to '2-column with header layout : two column are in the same width.' Below this is a visual preview of the layout. To the right of the preview, the 'Header' section shows an 'Add Channel' button and a list containing 'HTML Notepad'. Below the header, there are two column sections: 'Column 1' and 'Column 2', each with an 'Add Channel' button. 'Column 1' contains 'Announcements', 'Community Message Board', and 'Community Shared Files'. 'Column 2' contains 'Community Schedule', 'Mini Calendar', and 'Community Bookmarks'. At the top right, there is a text area for 'Community Shared Files Channel Description' with the text: 'This channel can list files from a selected folder, a selected set of files, or a set number of most recently uploaded files from the Community Shared Files feature.'

- Once you have completed your customization, click “Save” and go back to your community welcome page.

eCampus Community Features and User Tools: As the community host, you will have access to Member Areas, Survey Tools, and Admin Tools.

- Features controlled through “**Member Areas**” include:
 - Message Board
 - E-mail Members
 - Chat Room
 - Address Book
 - Shared Files
 - Bookmarks
- Features controlled through “**Survey Tools**” include:
 - Designer
 - Publisher
 - Survey Manager
- Features controlled from “**Admin Tools**” include:
 - Announcements
 - Blogs Manager
 - Member Manager

Message Board Discussion: Explore this discussion board where members can engage in conversation on various topics related to the community. Members can post new topics, comment on posts, and interact with their peers.

- To create a new forum, click “Message Board” from “Member Areas.”

Forums	Posts	Topics	Last Post
General Discussion	6 (3)	2	Welcome Introductions! by Tamara Daugherty Fri 07/29/2011 11:22 AM

- In order for the forum to appear in the channel on your community home page, you have to create a topic.

Current Community

Welcome
Announcements
Blogs
Photo Albums

New Topic

Mark All Read

Subscribe Forum

Edit Forum

Close Forum

Settings

Delete Topics

Arrange Order

Total: 2

<input type="checkbox"/> Topics	Replies	Last Post
<input type="checkbox"/> Welcome Introductions! by Molly McConnell	3 (2)	Fri 07/29/2011 11:22 AM by Tamara Daugherty
<input type="checkbox"/> 2011 Summer Commencement by Molly McConnell	1 (1)	Tue 07/26/2011 11:02 AM by Tamara Daugherty

Total: 2

Member Areas

[Message Board](#)
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks

- Create a new topic.

The screenshot shows the 'New Topic' form in the MyCampusCruiser application. The form is titled 'New Topic' and has two tabs: 'Topic Detail' and 'Settings'. The 'Topic Detail' tab is selected. The form contains a 'Topic' field with a red asterisk indicating it is required. Below the field is a rich text editor toolbar with options for font family, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source code. The form also has 'Submit', 'Cancel', and 'Add Attachment' buttons. On the left, there are navigation menus for 'Current Community', 'Member Areas', 'Survey Tools', and 'Admin Tools'. On the right, there is a 'Last Post' section showing recent activity.

- Click the “Settings” tab from the top and schedule when you want the topic to post to your message board by clicking “Availability.” *(Everything else should stay as it is already set.)*
- Once you have selected a date and time for the topic to post, click “Submit,” and it will be scheduled to post to your community message board.

E-mail Members: E-mail all of your community members at once to update them on new announcements, message board discussions, or upcoming events.

- Click the “E-mail Members” tab from “Member Areas” on the left.

Name	E-mail	Role
McConnell, Molly	molly.mcconnell@waldenu.edu	CLB_Host

- Click “E-mail All Members” from the top right.

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

Hosted Members
View: All
Hosted M
ALL A B
Member I

Message Composition Form:
TO: "Community Members of Maximizing Student Success: How to Leverage eCampus" <c1ub_members_100216038@waldenu.edu>
Subject:
Message: ☒ Save Copy ☐ Request Receipt ☐ Track this message
Send Save Draft Load Draft Address Book CC BCC Attachment

Search: by last name Search

Role Table:

Role
CLB_Admin
CLB_Member
CLB_Host

- Compose your e-mail and click “Send” when complete.

Chat Room: Chat through instant messaging with other logged-in members of the community.

- Click “Chat Room” from “Member Areas” and then select “Click Here to Open Chat Window.” *Note: If it doesn’t open on the first click, use the “Reconnect” button in the top right and it will open.*

The screenshot displays the myWalde University Portals Chat Room interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL <https://my.campuscruiser.com/>. The chat room's title is "Maximizing Student Success: How to Leverage eCampus Chat". The chat log indicates a failed connection attempt and a welcome message from Molly McConnell. The interface includes a sidebar with navigation links such as "Communities", "Current Community", "Member Areas", and "Survey Tools". The chat area features a text input field with formatting options (bold, italic, underline) and a "Send" button. The right sidebar shows the user's name "Molly McConnell" and a "Log Out" button.

Community Calendar: Add upcoming meetings and events, and that information will be fed in text form directly into the “Schedule” channel on each member’s home page.

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

Bookmarks

Wimba

Survey Tools

Designer

Publisher

Survey Manager

Calendars - Month View

CruiserAssist

Printable Format

Calendars : Accreditation: Your Voice in Continuing Quality

List

Day

Week

Multi-Week

Month

Year

+ New Event

Quick Add

Import

Export

Search Event

Today

August 2011

Share to ...

Delete

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Address Book: Find member contact information by using the community address book, which lists quick e-mail links for each member.

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

Bookmarks

Address Book

Printable Format

ALL

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Find Contact

Search

Filters : All Contacts

All Categories

Page : 1

Show Collection

Add to Collection

Contacts	Information	Category
<input type="checkbox"/>	McConnell, Molly	molly.mcconnell@waldenu.edu
		CLB_Host

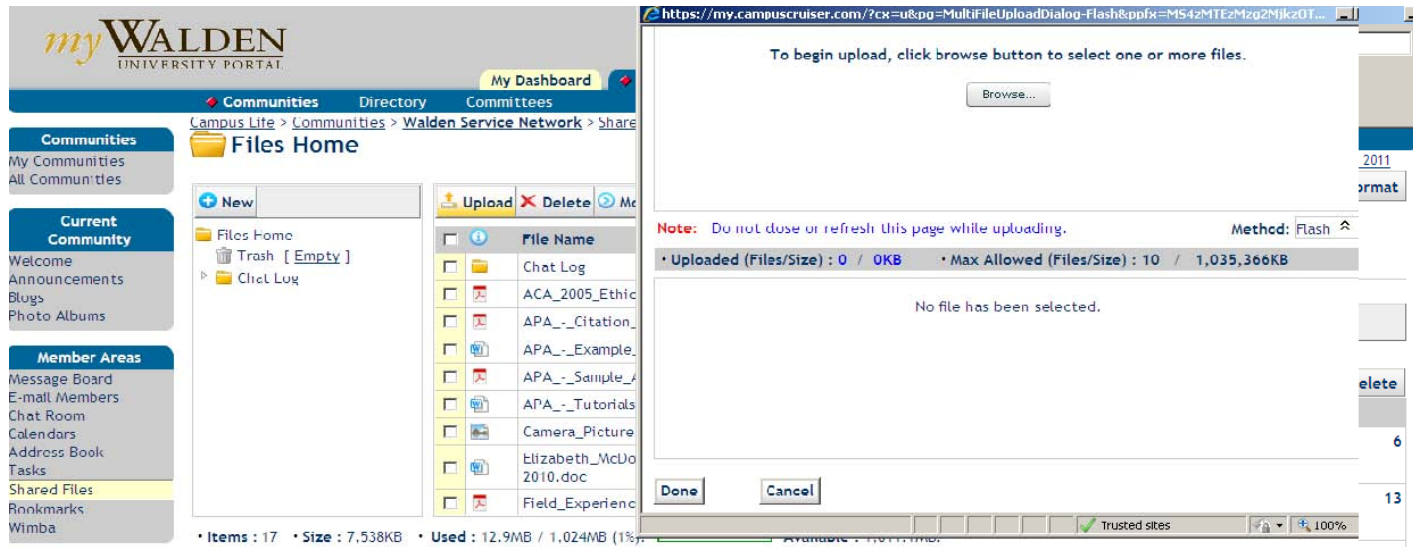
Shared Files: Share files with your group or use this area to store program documents and information.

- Select “Shared Files” from the “Member Areas” list and then click “Upload.”

The screenshot displays the 'Files Home' interface. On the left, there are three main sections: 'Communities' (with links to 'My Communities' and 'All Communities'), 'Current Community' (with links to 'Welcome', 'Announcements', 'Blogs', and 'Photo Albums'), and 'Member Areas' (with links to 'Message Board', 'E-mail Members', 'Chat Room', 'Calendars', 'Address Book', 'Tasks', 'Shared Files', and 'Bookmarks'). The 'Shared Files' link is highlighted. The main content area is titled 'Files Home' and includes a 'View:' dropdown set to 'All'. Below this, there is a '+ New' button and a list of folders: 'Files Home', 'Trash [Empty]', and 'Working Group 1'. To the right, there is a toolbar with buttons for 'Upload', 'Delete', 'Move', 'Download', and 'Sync'. Below the toolbar is a table with columns for 'File Name', 'Size', and 'Last Uploaded'. The table contains four rows of data:

	File Name	Size	Last Uploaded
<input type="checkbox"/>	Working Group 1		08/04/2011 09:54 AM
<input type="checkbox"/>	2011 Globe.JPG	29KB	06/29/2011 12:38 PM
<input type="checkbox"/>	Maximizing.JPG	18KB	07/18/2011 01:01 PM
<input type="checkbox"/>	Walden Logo.JPG	35KB	06/29/2011 12:37 PM

- Select the file you want to add and click “Upload.”



Bookmarks: Place Web sites, quick links, or other resources useful to your community here.

- Select “Bookmarks” from “Member Areas.”

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks

Bookmarks

View: All

[New Bookmark](#)
[Categories](#)
[Change Order](#)
[Search](#)

[CruiserAssist](#)
[Printable Format](#)

Page: 1

[Change Category...](#)
[Selected Bookmarks](#)
[Delete](#)

#	Subject	Posted At	Category	Show on channel
1	Walden Service Network Don't forget to register for Global Day of Service 2011	Wed, Jun 29, 2011		Yes
2	Register for Global Day of Service 2011!	Mon, Jul 18, 2011		Yes

- Click “New Bookmark” to add a link.

Communities

My Communities

All Communities

New Bookmark

* Indicates required fields.

* Subject :

* URL Link :

Category : ---

Description :

Spell Check

☒ Show on channel

Select Teams

[Save](#)

- Add the subject, URL, and a brief description and click “Save.”

Survey Tools: Create surveys to engage your members, learn more about what they hope to gain from the community, and ask for their feedback on a recent event or discussion.

- To create a new survey, select “Publisher” from the “Survey Tools” area.

Communities

My Communities

All Communities

Survey Events

[+ New Survey](#)

Find
All Statuses
All Survey Types
with

by
Title
Search

Page : 1
[X Delete](#)

	Status	Survey	Responses	Type	Run Period	Publisher
<input type="checkbox"/>	DRAFT	Follow up Survey (copy 2)	-	Standard		Molly McConnell
<input type="checkbox"/>	RUNNING	Faculty Breakout Session Follow Up Survey - Thank you for your participation and support!	0	Standard	Start 07/26/2011 12:00 AM End 08/31/2011 12:00 AM	Molly McConnell

- Click “New Survey” to get started; complete each section of this form and click “Save.”

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

Bookmarks

Wimba

Survey Tools

Designer

Publisher

Survey Manager

Admin Tools

New Survey Event

* Indicates required fields.

Current Status : DRAFT

*** Title :**

Description :
Max: 500 characters.

Start : 12 am :00

End : 12 am :00

Other Attributes :

Standard Survey

☐ Repeatable

☐ Anonymous

Survey Results :

Show Results After Submission

Quick Survey Only.

Protection

You may employ only one of the following forms of protection upon this survey:

- Access by Authorized Users
- Access by Password

For both forms of protection, access by authorized users to special areas (View Report, Download Detail Report, Request Reports, Send Report) is tracked. Special actions taken by CC_HOST users to access surveys using "Access by Password" are also tracked.

Protection Option :

None

Tips :

Don't forget to set the "start" and "end" period for your survey before it can be published.

In order to publish an "anonymous" survey that is "non-repeatable" on the Campus page, the visitor must be signed on> already. Otherwise, the survey will not appear on Campus page.

- Start designing your survey by clicking “Write Content.”

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

Survey Tools
Designer
Publisher
Survey Manager

Admin Tools
Customize Welcome
Edit Announcements
Edit Settings

Survey Event : Test Survey

Current Status : **DRAFT**

Survey Type : **STANDARD**

Attributes : Non-Repeatable / Name Recorded

Publisher : Molly McConnell on Thu, Aug 04, 2011 03:03 PM CDT

Updated by : Molly McConnell on Thu, Aug 04, 2011 03:03 PM CDT

Run Period : Not Yet Specified.

 **Edit Event** !!

Edit event title, run period and attributes.

 **Delete**

Delete this survey event and all response data from the system.

 **Write Content**

 **Make a Copy**

Edit survey content or make a duplicate copy of the survey.

 **Print**

Print the questionnaire.

 **Choose Questionnaire** !!

Choose a questionnaire from the library.

 **Preview**

Preview the survey and get a feel what the surveyees are expected to see.

 **Choose Display Themes**

Select from a list of themes to customize your survey.

 **Choose Participants** !!

Choose participants and corresponding distribution venues, including e-mail distribution.

 **Publish** !!

All ready to go? Press here to submit the survey event for publication.

- Click “Add Content Here.”

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars

Survey Content

Page Title : **Untitled** [Change Title](#)

Page No : 1 of 1 [GO TO PAGE ...](#) [Change Page Order](#) [Branching Logic](#)

[Insert Page Before](#) [Insert Page After](#) [Clear Page Content](#) [Delete Page](#) [Refresh Page](#)

Top of Page

[Add Content Here](#) [Add from Library](#)

- Select the format for each question from the “Format” list.
- Enter your question and click “Save Content.”

Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

Survey Tools
Designer
Publisher
Survey Manager

Admin Tools
Customize Welcome
Edit Announcements
Edit Settings
Member Manager
Calendar Manager
Blog Manager

Content Editor

[Insert Page Before](#) [Insert Page After](#) [Clear Page Content](#) [Delete Page](#) [Refresh Page](#)

[Save Content](#) [Preview](#) [Close](#)

Main Question Text **Question List**

Have you enjoyed learning about eCampus Community features?

Answer Format **Memorized Formats**

Format : **Short Answer**

Location : **Short Answer**

A single-line with a maximum of 255 characters available.

Format List:
Short Answer
Rich Text Only
Essay
Choose One
Choose All That Apply
Selection List
Scale
Yes/No
Ordinal

- To add more questions, click “Add Content Here.” You can add questions above or below your last entry.

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

Bookmarks

Wimba

Survey Tools

Designer

Publisher

Survey Content

Page Title : **Untitled** [Change Title](#)

Page No : 1 of 1 [GO TO PAGE ...](#) [Change Page Order](#) [Branching Logic](#)

[◀ Insert Page Before](#) [▶ Insert Page After](#) [🗑 Clear Page Content](#) [✖ Delete Page](#) [🔄 Refresh Page](#)

Top of Page

[Add Content Here](#) [Add from Library](#)

☐ Required [↕](#) [↕](#) [↕](#) [↕](#) [↕](#) [✖](#)

. Have your enjoyed learning about eCampus Community features?

[Add Content Here](#) [Add from Library](#)

- To publish your survey, return to the “Publisher” tab under “Survey Tools” on the left and select the survey you want to publish (*e.g, Test Survey*).

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Survey Events

[+ New Survey](#)

[🔍 Find](#) [All Statuses](#) [All Survey Types](#) with by [Title](#) [Search](#)

Page : 1

✖ Delete

<input type="checkbox"/>	Status	Survey	Responses	Type	Run Period	Publisher
<input type="checkbox"/>	DRAFT	Test Survey	-	Standard		Molly McConnell
<input type="checkbox"/>	DRAFT	Follow up Survey (copy 2)	-	Standard		Molly McConnell
<input type="checkbox"/>	RUNNING	Faculty Breakout Session Follow Up Survey - Thank you for your participation and support!	0	Standard	Start 07/26/2011 12:00 AM End 08/31/2011 12:00 AM	Molly McConnell

- Click “Choose Participants.”

Blogs
Photo Albums

Member Areas

Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

Survey Tools

Designer
Publisher
Survey Manager


 **Edit Event** !!

Edit event title, run period and attributes.

 **Write Content**

Edit survey content or make a duplicate copy of the survey.

 **Make a Copy**

 **Change Questionnaire**

A questionnaire has already been chosen.

 **Choose Display Themes**

Select from a list of themes to customize your survey.

 **Choose Participants**

Choose participants and corresponding distribution venues, including e-mail distribution.

 **Delete**

Delete this survey event and all response data from the system.

 **Print**

Print the questionnaire.

 **Preview**

Preview the survey and get a feel what the surveyees are expected to see.

- Click “Choose User Roles.” (*Recommended: Select “All Login Users.”*)
- Click “Done” and then “Save.”

The screenshot displays the Campus Cruiser web application interface. On the left, there is a navigation sidebar with three main sections: **Communities** (containing 'My Communities' and 'All Communities'), **Current Community** (containing 'Welcome', 'Announcements', 'Blogs', and 'Photo Albums'), and **Member Areas** (containing 'Message Board', 'E-mail Members', 'Chat Room', 'Calendars', 'Address Book', 'Tasks', 'Shared Files', 'Bookmarks', and 'Wimba'). Below these is the **Survey Tools** section with 'Designer' and 'Publisher' options.

The main content area is titled 'Survey Event Participants' and includes a breadcrumb trail: 'Campus Life > Communities > Maximizing Student Success: How to Level Up'. Below the title, there are two tabs: 'Deliver Online via CampusCruiser' (selected) and 'Deliver via E-mail'. The main content area is divided into two columns: 'Location' and 'Participants'. The 'Location' column contains a 'Welcome Page' section. The 'Participants' column contains a 'Choose User Roles' button. A 'Save' button is located at the bottom left of the main content area.

A modal window titled 'Select Survey Participants' is open on the right side of the screen. It has a 'Close' button in the top right corner. The modal contains two radio buttons: 'All Login Users' (selected) and 'Selected Roles'. Below the 'Selected Roles' radio button is a list of roles with checkboxes: 'CLB_Host', 'CLB_Admin', 'CLB_Member', and 'CLB_Guest'. At the bottom of the modal is a 'Done' button.

On the far right, there is a text box containing the following text: 'delivered online via CampusCruiser', 'icated channels shown in', 'ge.', 'ow this survey is delivered, find', 'you want the survey to be deliv', 'the appropriate user roles to', 'survey. You can specify the sam', 'ple locations.'

- To launch, click “Publisher” from “Survey Tools,” select your survey, and click “Publish.”

Communities

My Communities

All Communities

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Survey Events

+ New Survey

Find

All Statuses

All Survey Types

with

by Title

Search

Page : 1

Delete

	Status	Survey	Responses	Type	Run Period	Publisher
<input type="checkbox"/>	DRAFT	Test Survey	-	Standard		Molly McConnell
<input type="checkbox"/>	DRAFT	Follow up Survey (copy 2)	-	Standard		Molly McConnell
<input type="checkbox"/>	RUNNING	Faculty Breakout Session Follow Up Survey - Thank you for your participation and support!	0	Standard	Start 07/26/2011 12:00 AM End 08/31/2011 12:00 AM	Molly McConnell

Edit Announcements: Post the latest news, events, accomplishments, etc., in this space for all community members to view.

- Select “Edit Announcements” from the “Admin Tools” area.
- To post a new announcement, click “New Announcement.”

Current Community

Welcome

Announcements

Blogs

Photo Albums

Member Areas

Message Board

E-mail Members

Chat Room

Calendars

Address Book

Tasks

Shared Files

+ New Announcement

Search

RSS Publishing for Public Announcement Only : Disabled

Enable

Page : 1

Show Recipients

Delete Expired

Delete Checked

	Subject	From	Posted	Available	Expires	Status
<input type="checkbox"/>	We're building a community photo album - we invite you to get involved!	Molly McConnell	Mon, Jul 18, 2011	Mon, Jul 18, 2011	Wed, Oct 26, 2011	Published

Page : 1

- Compose your announcement, select the dates, priority, and recipients, and then click “Post Announcement.”

Blog Manager: Create your own community blog, post new articles, and solicit responses.

- Select “Blog Manager” from your “Admin Tools” area.

The screenshot shows the 'Blogs Manager' interface. On the left is a sidebar with three main sections: 'Communities' (My Communities, All Communities), 'Current Community' (Welcome, Announcements, Blogs, Photo Albums), and 'Member Areas' (Message Board, E-mail Members, Chat Room, Calendars, Address Book, Tasks, Shared Files, Bookmarks, Wimba). The main content area is titled 'Blogs Manager' and has tabs for 'Blogs', 'Featured Entries', 'Entries', 'Comments', 'Categories', 'Authors', and 'Violation'. Below the tabs is a '+ New Blog' button. A pagination bar shows 'Page : 1'. The main table has two columns: 'Blog' and 'Entry'. The 'Blog' column shows a blog titled 'eCampus - Your #1 Tool to Increase Student Success' with 8 tags, 0 categories, and a status of 'Enabled'. The 'Entry' column shows statistics: 1 entry, 1 published, 0 drafts, 0 requests to publish, and a last post by Molly McConnell on 07/18/2011 at 11:33 AM. There are also buttons for 'Edit' and 'Delete'.

- To create a new blog, click “New Blog,” complete all required fields, select your theme (color scheme), and then click “Save.”

The screenshot shows the 'New Blog' form. It includes a sidebar with 'All Communities', 'Current Community', 'Member Areas', 'Survey Tools', and 'Admin Tools'. The main form has tabs for 'Blogs', 'Featured Entries', 'Entries', 'Comments', 'Categories', 'Authors', and 'Violation'. The form fields include:

- * Blog Title :** A text input field.
- Description :** A large text area.
- * Entries :** A dropdown menu set to '10' with the text 'Maximum blog entries per page.'
- Blog Chief :** A dropdown menu showing 'Molly McConnell (Molly.McConnell)' with a search icon and a red 'X' icon.
- Tag :** A dropdown menu set to '1 Month' with the text '(Tag life time in the tag cloud.)'
- Theme :** A dropdown menu set to 'Cruiser'.
- Options:** A series of checkboxes: 'Enable' (checked), 'Member View Only' (unchecked), 'Allow Article Submit From Personal Blog' (checked), 'Allow RSS' (checked), and 'Enable Comments' (checked).
- Who Can Comment ?** Radio buttons for 'Anyone' (selected), 'Campus Member', and 'Community Member'.
- Comments Must be Approved ?** Checkboxes for 'Yes' (unchecked) and 'No' (checked).
- List Comment :** Radio buttons for 'Latest First' (selected) and 'Earliest First'.
- Need Email Notice ?** Checkboxes for 'Yes' (checked) and 'No' (unchecked).

 At the bottom are 'Save' and 'Cancel' buttons. A small preview of the blog theme is shown at the bottom center.

- From the “Blog Manager” main page, select “Entries” from the blue menu bar and click “New Entry” to start a new post.

The screenshot shows the 'New Entry' form in the Blog Manager interface. On the left is a sidebar with navigation menus: 'Communities' (My Communities, All Communities), 'Current Community' (Welcome, Announcements, Blogs, Photo Albums), 'Member Areas' (Message Board, E-mail Members, Chat Room, Calendars, Address Book, Tasks, Shared Files, Bookmarks, Wimba), 'Survey Tools' (Designer, Publisher, Survey Manager), and 'Admin Tools' (Customize Welcome, Edit Announcements, Edit Settings, Member Manager, Calendar Manager). The main content area is titled 'New Entry' and has a blue menu bar with 'Blogs', 'Featured Entries', 'Entries' (selected), 'Comments', 'Categories', 'Authors', and 'Violation'. Below the menu bar, a note states '* Indicates required fields.' The form fields include: 'Blog' (eCampus - Your #1 Tool to Increase Student Success), 'Status' (New), '* Title' (a required text field), 'Category' (a dropdown menu with an 'Add ...' button), and 'Tags' (a text field with a note 'Please separate words by comma.' and a checked 'Allow Comments' checkbox). Below these fields is a rich text editor with 'Design' and 'Source' tabs, a toolbar with various formatting icons, and a large text area. At the bottom of the form are three buttons: 'Publish', 'Save Draft', and 'Cancel'.

- Create your blog post and click “Publish” to post to your blog page.

Member Manager: For a full list of your community members and their e-mail/contact information, select “Member Manager” under “Admin Tools.”

Campus Life > Communities > [Accreditation: Your Voice in Continuing Quality](#) > [Member Manager](#)

Hosted Members

Hosted Members | Member Settings | Membership Approval | Group-associated Members | Virtual Members

[+ New Member](#) [Find Members](#) by [Search](#)

Page : 1

<input type="checkbox"/>	Name	Log In ID	Role	E-mail	Status	Listing
<input type="checkbox"/>	Enevoldsen, Leila	Leila.Enevoldsen	Admin. <input checked="" type="radio"/> Member	leila.enevoldsen@waldenu.edu	Active	Public
<input type="checkbox"/>	HLCFeedback,	HLCFeedback	Host	hlcfeedback@waldenu.edu	Active	Public

Page : 1

[Update Role](#) [Delete](#)

- Membership approval: If you are hosting a public community, individuals can join it at any time. As the community host, you can approve these membership requests within the “Member Manager” tool. Select the “Membership Approval” tab and click “Membership Requests.”

Campus Life > Communities > [Accreditation: Your Voice in Continuing Quality](#) > [Member Manager](#)

Membership Approval

Hosted Members | Member Settings | **Membership Approval** | Group-associated Members | Virtual Members

Membership Requests

- 0 Non-member Requests for Membership.

Membership Invitations

- 0 Invitation Requests from Members.

New Member Status

- 1 Joined Accreditation: Your Voice in Continuing Quality .
- 0 Has not yet responded to an invitation to join Accreditation: Your Voice in Continuing Quality .
- 0 Declined an invitation to join Accreditation: Your Voice in Continuing Quality .

- To accept a request to join the community, click the “✓” button and then click “Submit.”

Campus Life > Communities > [Accreditation: Your Voice in Continuing Quality](#) > [Member Manager](#) > [Membership Approval](#)

Membership Requests

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks

<input checked="" type="checkbox"/>		From	Time	Subject / Messages
<input checked="" type="checkbox"/>		McConnell, Molly	08/19/2011 11:34 AM	Accreditation: Your Voice in Continuing Quality Membership Request

Notes

- ☒ : To approve, please check this column.
- : To reject, please check this column.

- To add a new member, click “Member Manager” and then “Add New Member.” Search for individuals by first or last name. Click the box next to each name you want and then click “Add Selected Members.”

Campus Life > Communities > [Accreditation: Your Voice in Continuing Quality](#) > [Member Manager](#)

New Members

Enter User Log In ID(s)

Remember to use commas be

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

https://my.campuscruiser.com/?pg=directory_add&pf=directory_add&tg=directory_add&cmd=search...

User Directory

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Find Members : Last name Department...

Page : 1

<input type="checkbox"/>	Name / Title	E-mail	User Type
<input type="checkbox"/>	McConnell, Markeeta	markeeta.mcconnell@waldenu.edu	Student
<input type="checkbox"/>	McConnell, Mary	mary.mcconnell@waldenu.edu	Student
<input type="checkbox"/>	McConnell, Megan	megan.mcconnell@waldenu.edu	Student
<input type="checkbox"/>	McConnell, Michele	michele.mcconnell@waldenu.edu	Student
<input type="checkbox"/>	mcconnell, molly	mmcconnell@waldenu.edu	Employee
<input type="checkbox"/>	McConnell, Molly	molly.mcconnell@waldenu.edu	Employee
<input type="checkbox"/>	McConnell, Patricia	patricia.mcconnell@waldenu.edu	Student

Trusted sites 100%

- To finalize adding them to the community, click “Add.”


Campus Life > Communities > Accreditation: Your Voice in Continuing Quality

New Members

Enter User Log In ID(s)

molly.mcconnell

Remember to use commas between log in IDs.

 Import Users ...

Add

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks
Wimba

- To add your new members to the community address book, click the box next to each person’s name and then click “Add Checked.” They will automatically be added.

Campus Life > Communities > Accreditation: Your Voice in Continuing Quality

New Members

New members were added successfully.

Would you like to add those new created members to club address book?
To do so, please check them then "Add Checked".

☐ Check All

☒ McConnell, Molly

Add Checked

Communities
My Communities
All Communities

Current Community
Welcome
Announcements
Blogs
Photo Albums

Member Areas
Message Board
E-mail Members
Chat Room
Calendars
Address Book
Tasks
Shared Files
Bookmarks

For any questions regarding eCampus, please contact the Student Support Team at support@waldenu.edu.