Course Management
The address for MyWCL is:

https://my.wcl.american.edu
The sign-in screen will look like this.

Use the user name and password assigned to you when you created your account on my.american.edu. If you have not created your account there, you will not have access to MyWCL here.
Faculty Portal
• Select the course you want to modify.

• From the Course Home Page, you can add announcements, materials and calendar events.

• The Course Materials section is where you will add your syllabus, reading assignments and any other documents you want your students to see.
Sem: Adv. Administrative Law

Course Announcements

There are no items to show in this view of the "Course Announcements" list. To create a new item, click "New" above.

Course Materials

There are currently no Course Materials items to display.

Course Calendar

There are no items to show in this view of the "Course Calendar" list. To create a new item, click "New" above.

Instructor Profile

- Course Instructors
  - Andrew Popper
  - Email: apopper@wcl.american.edu
- Faculty Assistants
  - Frankie Winchester
  - Email: fwurcher@wcl.american.edu

Administrative Links

- Student Roster/Email Tool
- Course Assistants
- Drop Box/Announcements
- Course Maintenance

Course Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.
Note that the Navigation bar offers more content types than the center section (e.g., Course Description, Discussion Forum, Audio and Video Links, Student Drop Box, Course Blog).

Course Announcements

This is just a test message. NEW

8/9/2009 4:21 PM

Add a new item

Course Materials

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>Name/Description</th>
</tr>
</thead>
</table>

There are currently no Course Materials items to display.

Course Calendar

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Add a new item

Instructor Profile

Course Instructors
Andrew Popper
Email: apopper@wcl.american.edu

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Administrative Links
- Student Roster/Email Tool
- Course Assistants
- Drop Box Library
- Course Maintenance

Course Links

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Add new link
Announcements

Sem: Adv. Administrative Law

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Course Materials

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Course Calendar

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Announcements

To create a link, highlight the text you want to be the link, then click the World with the Chain icon.

If you want to add a link, highlight the text.
Announcements

Course Announcements: New Item

Title *
My Title Here

Body
If you want to add a link, highlight the text.

Expires *
8/9/2010

Display on Date *
8/9/2009
Use this field to specify a date to display in the future.

Show On Student Home

Enter the URL address including http://
Note to create a link to an email address, type it in like this: mailto:jsmith@wcl.american.edu
Announcements

Course Announcements: New Item

The link will be created.

Title * My Title Here

Body

If you want to add a link, highlight the text.

Expires * 8/9/2010

Display on Date * 8/9/2009

Use this field to delay the posting of an announcement by entering a date to display in the future.

Show On Student Home
Announcements

For additional functionality, use the menu items.

Externship Component

Course Announcements

There are no items to show in this view of the "Course Announcements" list. To create a new item, click "New" above.

Add a new item

Course Materials

There are currently no Course Materials items to display.

Course Calendar

There are no items to show in this view of the "Course Calendar" list. To create a new item, click "New" above.

Add a new item
Announcements

All of the Course Announcements will be listed here. To view, edit or delete the item, hover over the row and click the down arrow to the far right.

To add a new item, click New.
Course Materials

To add **Course Materials**, click (manage/edit mode) or click Course Materials from the Quick Links.
To add Course Materials, click the link on the navigation bar.
Then click (manage/edit mode)
Course Materials

Click Add New Folder, or Add New Document, or Add New Link

To add a document to a folder, click the folder name.
Course Materials

Course Materials: For Testing Purposes Blank

Select Content Type
Accept or Edit the Document Name
Enter a Title (which will serve as the text for the link created)
Specify a Sort Order if desired
Select a Course Materials Category or Specify your own value
Specify the Display On Date
Enter a Document Description of desired
Click OK
To add folders, to Add New Folder
New Folder: Course Materials

Name *

Document Sort Order *

Document Description

Enter Name
Specify a Sort Order or accept the default
Enter a Document Description
Click OK
Course Materials

Sem: Adv. Administrative Law

Course Announcements

There are no items to show in this view of the "Course Announcements" list. To create a new item, click "New" above.

Course Materials

You are currently editing the root directory.

Add New Folder Add New Document Add New Link

Course Calendar

There are no items to show in this view of the "Course Calendar" list. To create a new item, click "New" above.

Click Add New Link
Course Materials

- Enter a Name
- Enter the URL

Document Name: Ricci v. DeStefano
Document URL: http://www.supremecourt.gov/opinions/08pdf/071
To rearrange, use the dropdown menus. Then click **Save**.
While still in (manage/edit mode), you can edit or delete items.

When done, switch (back to normal mode)
Course Materials

Sem: Adv. Administrative Law

Course Announcements

There are no items to show in this view of the "Course Announcements" list. To create a new item, click "New" above.

Course Materials

You are currently viewing the root directory

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>Name/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassigned</td>
<td>For Testing Purposes Blank.txt</td>
<td>Last Modified (08/10/2009)</td>
</tr>
<tr>
<td>Supreme</td>
<td>Ricci v. DeStefano</td>
<td>Last Modified (08/11/2009)</td>
</tr>
<tr>
<td>Court Cases</td>
<td></td>
<td>Testing Folder</td>
</tr>
</tbody>
</table>

Course Calendar

There are no items to show in this view of the "Course Calendar" list. To create a new item, click "New" above.
Course Calendar

To change views, select Calendar view from the dropdown.
Course Description is populated from the WCL website.
To start a new Discussion, click **Discussion Forum**
Then click New
Then click Discussion
Discussion Forum

Enter a Subject
Enter the Body
You can Attach a File and check spelling.

Subject *

Body
Discussion Forum

If a student attaches a file, you'll see the paperclip icon.
To add links to resources external to MyWCL, click External Links.
External Links: New Item

Enter the URL for the new item
Enter a description, which will serve as the text of the Link
Enter a Link Description, if desired

URL *
Type the Web address: (Click Here to test)
http://www.wcl.american.edu

Type the description:
WCL Website

Link Description
For training purposes.
External Links

The description you entered will serve as the text for the link. The link description appears on the right.

For training purposes,
Select New Folder to organize the External Links into folders.
Click **New Item** to add a link to the folder, or click **New Folder** to add a Folder to the Folder.
Audio and Video Links work like all other lists. Select **Audio and Video Links** from the Quick Links. Select **New**. Choose **New Folder** or **New Item**.
Audio and Visual Links

To create a New Folder
Audio and Visual Links

Audio And Video Links: New Item

- Enter the URL.
- Enter the description, which will serve as the link.
- Enter a Link Description, as requested.
Welcome to your wiki site!
You can get started and add content to this page by clicking Edit at the top of this page, or you can learn more about wiki sites by clicking How to use this wiki site in the Quick Launch.

What is a wiki site?

Wiki, which means quick in Hawaiian, is a Web site in which users can easily edit any page. The site grows organically by linking existing pages together or by creating links to new pages. If a user finds a link to an uncreated page, he or she can follow the link and create the page.

In business environments, a wiki site provides a low-maintenance way to record knowledge. Information that is usually traded in e-mail messages, gleaned from hallway conversations, or written on paper can instead be recorded in a wiki site, in context with similar knowledge.

Other example uses of wiki sites include brainstorming ideas, collaborating on designs, creating an instruction guide, gathering data from the field, tracking call center knowledge, and building an encyclopedia of knowledge.

Last modified at 9/10/2009 4:17 PM by
To create a new Wiki, click **Recent Changes** or **View All Pages**

**Home**

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To create a new Wiki, click New, then New Wiki Page
Enter a Name
Enter the Wiki (starting) Content
Click Create.
User can add to the Wiki by clicking Edit

Testing Wiki

This wiki page is just for training purposes

Last modified at 8/11/2009 12:10 PM by awd:kmunster
The user can add content to the wiki page. Then click OK.
To review the history of edits made, click History.
The entire history of additions, deletions will be listed. Various versions will also be kept. The page can be "Checked Out" to prohibit editing until checked back in.
Course Blog
The Blog comes with 3 default categories, to change the name of "Category1, etc., click the Categories Header.

Welcome to your Blog!

To begin using your site, click Create a Post under Admin Links to the right.

What is a Blog?

A Blog is a site designed to help you share information. Blogs can be used as news sites, journals, diaries, team sites, and more. It is your place on the World Wide Web.

Blogs are typically displayed in reverse chronological order (newest entries first), and consist of frequent short postings. With this Blog, it is also possible for your site visitors to comment on your postings.

In business, Blogs can be used as a team communication tool. Keep team members in touch by providing a central place for links, relevant news, and even gossip.
Click the Edit icon to the right of the Category.
Change the Title. Click OK.
To create a new category, click **New**, then **New Item**.
To return to the Blog home page, click **Blog Home**.

To return to the Course home page, click **Course Home**.
Blog

8/10/2009

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Posted at 4:17 PM by  | Permalink  | Email this Post  | Comments (0)

To post to the blog, click Create a post.
The initial Blog tool required permissions management and approval. We have removed this requirement.

Enter a Title.
Enter the Body.

Select a Category
Specify a Publish Date and Time
Select Save As Draft or Publish (to make it visible)
Course Blog

Users can easily Comment, and read other Comments. The can also sort by Category by selecting the category from Quick Links of from the blog entry itself.
Commenters enter a **Title** for their comment, then enter the **body**.

Note: Comments are posted using login credentials. The click, **Submit Comment**.
The number by the Comments indicates how many comments there are. Users click the link to read all the Comments.

8/11/2009
This is just for testing
This is the text of my blog entry.
Posted at 12:45 PM by awcl:kmunster | Category: Judicial Review | Permalink | Email this Post | Comments (1)
For additional information or advanced training, contact mywcl@wcl.american.edu