

Getting Started with MyGateway

Faculty Resource Center
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By the end of this session you will be able to:

1. Login to *MyGateway* and access course pages.
2. Navigate a *MyGateway* site as a student.
3. Create an assignment using Assignment Manager.
4. Complete the Staff Information template for courses.
5. Post an announcement to students.
6. Upload a document such as a course syllabus.
7. Manage Gradebook entries.

Steps to Accomplish Objectives 1-7

Objective 1- Login to MyGateway:

1. You need access to an internet browser (i.e. Internet Explorer, Mozilla Firefox or Safari)
2. Type in <http://mygateway.umsl.edu> (bookmark this page).
3. Enter your SSO ID and password.
4. If you do not know your SSO ID choose "Lookup your SSO ID" located under "SSO ID Tools."
5. Choose "Lookup Your ID" (located on the left side).
6. Type in your Employee ID number and click the "search" button.
7. Click on the "MyGateway" link at the top of the page.
8. Type in SSO ID and password.
9. Login

***Note:** For questions regarding logging into *MyGateway* as an instructor or student go to:
<http://mygateway.umsl.edu>. Choose Faculty or Student Help located under "My Gateway Helpful Links"

Objective 2- Navigate a MyGateway site as a student:

Student and teacher pages are identical with the exception of the control panel: only instructors have control panels. The control panel allows an instructor to manage their course site by uploading, creating and modifying content.

Once you have logged into *MyGateway*:

1. Under "My Courses: Courses you are teaching" choose one of the courses listed.
2. To the left there are buttons that read: Announcements, Course Information, and Course Documents etc.
3. This is what students see once they enter a particular course. The information within the Announcements or Course Information is added by the instructor using the "CONTROL PANEL."

Objective 3- Create an assignment using Assignment Manager:

Once you have logged into *MyGateway*:

1. Under "My Courses: Courses you are teaching" choose one of the courses listed.
2. Click on the "control panel" button (located on the left side).
3. Select a content area (e.g. Course Documents, Assignments, Course Information)

4. Use the pull down menu in the upper far right corner and choose Assignment. Click Go.
5. Create a name for the assignment (e.g. Excel homework), assign a total point value, and enter instructions in the text box.
6. If you have a document for students, you can attach that file by clicking the “Browse” button in Section 2.
7. Select options in Section 3.
8. Click “Submit”

Objective 4- Complete the Staff Information template:

Once you have logged into *MyGateway*:

1. Under "My Courses: Courses you are teaching" choose one of the courses listed.
2. Click on the "control panel" button (located on the left side).
3. Under "Course Tools" choose "Staff Information."
4. Click "Profile."
5. Follow the template.
6. Be sure you have selected the option to make the profile available.
7. To add your photo;
8. Select "browse."
9. Select the drive (i.e. d:/compact disc) to retrieve the photo.
10. Select "open."
11. You can also link to your personal homepage by typing in a URL location.
12. Select "submit."

*Note: Many times photos need to be adjusted before uploading them into *MyGateway*. If you need assistance please call (x6704) or visit the Faculty Resource Center (CCB 105).

Objective 5- Post an announcement to students:

Once you have logged into *MyGateway*:

1. Under "My Courses: Courses you are teaching" choose one of the courses listed.
2. Click on the "control panel" button (located on the left side).
3. Under "Course Tools" choose "Announcements."
4. Select "Add Announcement."
5. Follow template.
6. Select the option to always display/not display the announcement.
7. If you choose not to always display announcement:
 - Check the box next to display after and enter a date and time.
 - If you want the announcement to end within a certain time frame check the box next to display until.
8. Select "submit."

*Note: The “browse” button allows you to link the announcement to content within your *MyGateway* course site, e.g. Discussion Board

Objective 6- Upload a document/syllabus to MyGateway:

Once you have logged into *MyGateway*:

1. Under "My Courses: Courses you are teaching" choose one of the courses listed.
2. Click on the "control panel" button (located on the left side).
3. Under "Content Area" choose "Syllabus."

- If you don't have an option for syllabus, under the heading Course Options, choose Manage Course Menu, click Add Content Area, Name: select Syllabus, click submit. At the top of the page click Control Panel, go back to step #3 above to continue.

4. Choose "Add Item."

5. Enter a name for the syllabus.

*There are three ways to add information such as a syllabus: (1) **create it directly in the MyGateway text box**, (2) **copy and paste it in from another document into the text box**, (3) **attach a file previously created by using the "browse" button**:

Creating syllabus directly in MyGateway

6. Add syllabus by typing information in the text box.

7. When you are finished formatting your syllabus, review the options found in Step 3.

8. Select "submit."

Pasting a syllabus from another location

9. Open up the document

10. Choose <Edit>, <select all>.

11. Choose <Edit>, then, <copy>, or hold <ctrl>key and <c>key on the keyboard to copy the document.

12. Go to the text box in MyGateway (e.g under "Syllabus") click once for the insertion point; hold down the <ctrl> key and <v> key to paste into the textbox **or** choose the clipboard icon located on the text editor menu to paste the document into the textbox.

13. Review the options found in Step 3.

14. Select "submit."

Uploading syllabus to MyGateway

15. Select "browse" option.

16. Choose file from drive. (i.e. f:/removable disk or d:/compact disk)

17. Choose "open."

18. You can create a filename for the document.

19. Review the options found in step 3.

20. Select "submit."

Objective 7- Manage Gradebook entries:

1. From control panel, select "Grade Center" located in the Assessment area.

2. To add assignment categories, click on "Add Grade Column." Complete the "Column Information" section which includes: "Column Name, Grade Center Display Name, Brief Description (if needed), Primary Display Name, Secondary Display Name and Points Possible."

3. Select a due date for the item (if applicable).

4. Review Options and select yes or no to "Include this column in Grade Center calculations," Show this column in My Grades and "Show Statistics for this column in My Grades."

5. Select "submit" to finish.

6. To enter Score or Letter (Grade), for a specific column name click once inside the box for the insertion point and enter numeric number or letter. Press enter.

7. Enter each student's score or letter grade for a column name by using the up and down arrows on your keyboard.

Other resourceful information:

MyGateway Faculty Help Page:

URL: <http://www.umsl.edu/technology/mgwhelp/fachelp/fachelp.html>

To request the use of previously developed course material in an upcoming MyGateway class site, to combine multiple sections of a class into one MyGateway class site, or to modify your course listings in MyGateway, please use the MyGateway Faculty Request page. Click on the tab titled "Request System" located at the top of your MyGateway course management system to access this information.

Contact technical support staff by e-mail at mygateway@msx.umsl.edu, or Faculty Resource Center, frc@umsl.edu, 314-516-6704

Faculty Resource Center

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