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 Contacts Information template for courses.
5. Post an announcement to students.
6. Upload a document such as a course syllabus.
7. Manage Grade Center entries.

Steps to Accomplish Objectives 1-7

Objective 1- Login to MyGateway:

1. You need access to an updated 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. The next window should show your SSO ID information.
8. To activate your account follow the instructions listed under “Faculty/Staff” section of this page.

Objective 2- Navigate a MyGateway site as a student:

Once you have logged into MyGateway:
1. Under "My Courses: Courses where you are: Instructor" choose one of the courses listed.
2. In the upper right hand corner is a button that reads ‘EDIT MODE.’ When the button is turned “OFF” you are viewing a MyGateway course site as a student. When the button is turned “ON” you are viewing a MyGateway course site as an instructor.

Objective 3- Create an assignment using Assignment Manager:

Once you have logged into MyGateway:
1. Under "My Courses: Courses where you are: Instructor" choose one of the courses listed.
2. Select a content area (e.g. Assignments) to the left on the course menu bar.
3. Select Assessments (at the top of the page) and choose Assignment.
4. Create a name for the assignment, type in special instructions (optional), click “Browse Course” or “Browse My Computer” to select file, enter points possible and add a rubric, if applicable.
5. Select options in Section 4: Make the assignment available, choose how many attempts you will allow (default is a single attempt at the Assignment), select to restrict availability of the assignment and track the number of views (optional).
6. Select options in Section 5: (Optional) Select a due date for the assignment.
7. Select options in Section 6: You can choose to send the assignment to a group of students or individual students.
8. Click “Submit.”

**Objective 4- Complete the Contacts Information template:**

Once you have logged into MyGateway:
1. Under "My Courses: Courses where you are: Instructor" choose one of the courses listed.
2. Select Contacts to the left on the course menu bar.
   
   Please note: If you do not have a Contacts option on the menu bar you can add the option:
   
   - select the “+” in the upper left hand corner
   - select Create Tool Link
   - type Contacts for the tool you are linking
   - select Contacts from the dropdown list
   - select Available to Users so your students will be able to see it
   - click” Submit”

3. Select Create Contacts button.
4. Complete the Profile Information.
5. Under options select “Yes” to make the profile available, add image (optional), personal web link (optional).
6. Click “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 (ESH 105).

**Objective 5- Post an announcement to students:**

Once you have logged into MyGateway:
1. Under "My Courses: Courses where you are: Instructor" choose one of the courses listed.
2. Select Announcements to the left on the course menu bar.
3. On the next screen click the Create Announcement button.
4. Give your announcement a Subject and type the information you wish to communicate in the text box under “Message.”
5. Under the “Web Announcement Options” click the “Not Date Restricted” radio button if you want your announcement to stay on the page permanently, or, leave it unchecked to appear for the default number of days. Select the “Date Restricted” radio button if the announcement should appear for a specified number of days. Use the Display After/Until options if you select the “Date Restricted” option. Select the option to send a copy of the announcement immediately, if urgent.
6. The Course Link feature allows you to link the Announcement to an area within the course such as an Assignment. For example, you can create an announcement for students to inform them about an upcoming assignment and link to the assignment using this feature.
7. Browse to the bottom of the screen and click “Submit” to save your changes.
Objective 6- Upload a document/syllabus to MyGateway:

Once you have logged into MyGateway:
1. Under "My Courses: Courses where you are: Instructor" choose one of the courses listed.
2. Select Course Documents or Syllabus to the left on the course menu bar.

Please note: If you do not have a Syllabus option on the menu bar you can add the option:
- select the “+” in the upper left hand corner
- select Create Content Area
- type Syllabus for the name
- select Available to Users so your students will be able to see it
- click” Submit”

3. Select Build Content (at the top of the page) and choose Syllabus. There are two options for creating a syllabus:
4. Create a new syllabus:
   a. If you select this option type a Name for the syllabus, select the option to Create a New Syllabus, click Submit and follow the template on the next page. The template information includes: a syllabus description, learning objectives and required course materials.
   b. Select color/design for syllabus.
   c. Build Lesson Shells, if you desire.
   d. Select “Yes” to make syllabus available, track number of views (optional), choose date restrictions (optional). *It is recommended not to restrict access to the course syllabus.
   e. Click “Submit.”
5. Use Existing syllabus:
   a. If you select this option type a Name for the syllabus, select the option to Use Existing File, select the button to “Browse Course” or “Browse My Computer” to locate the syllabus.
   b. Click “Submit.”

Objective 7- Manage Grade Center entries:
1. From the control panel (lower left hand corner of menu), expand “Grade Center” and choose Full Grade Center.
2. To add assignment categories, click on “Create Column.” Complete the “Column Information” section which includes: “Column Name, Grade Center Display Name, Brief Description (if needed), Primary Display Name, Secondary Display Name, Category (optional) and Points Possible.” You may also add a rubric, if applicable.
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 to Students” and “Show Statistics for this column to Students in My Grades.”
5. Click “Submit.”
6. To enter Score or Letter (Grade), for a specific column name click once inside the box for the insertion point and enter a 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**
Location: North Campus
Address: 105 Express Scripts Hall (ESH)
Main Phone: (314) 516-6704
Contact: Jennifer Simms
         Paul Wilmarth
         Thomas Roedel
Email: frc@umsl.edu