



INSTRUCTOR SELF SERVICE USER GUIDE



BEAR TRACKS Instructor Self Service User Guide



Instructors

- My Schedule
- Search for Classes
- Browse Course Catalog

Employees

Personal Information

my schedule

search for classes

browse course catalog

Instructor Self Service User Guide

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Introduction

Overview

Instructor Self Service is a module of Bear Tracks that provides a central location where instructional staff can access information relevant to their teaching responsibilities. The main features of Instructor Self Service include:

- View the Instructor's teaching schedule;
- View the Instructor's exam schedule;
- View the Class Rosters for the classes to which the Instructor has been assigned to teach;
- Send an email to one student, a select group, or all students in a class;
- Download the Class Roster to Excel;
- Configure a link to WebCT (eClass), Blackboard (uLearn) or to a custom URL which enables students to access this link through Bear Tracks;
- Search the course catalog and schedule of classes in Bear Tracks.

This User Guide will explain how to view information and use the various features of Instructor Self Service. Department offices should provide assistance as needed regarding teaching assignments, access, LAN administration and use of Instructor Self Service.

Access

Access to Instructor Self Service in Bear Tracks is based on whether the instructional staff member is attached to a meeting pattern for a class. This means that anyone assigned to a class meeting pattern will be granted access, including:

- Assistant Instructor
- Course Coordinator
- Co-Instructor
- Guest Lecturer
- Lab Coordinator
- Primary Instructor
- Teaching Assistant
- Technician



Instructional staff will receive an email notifying them of the service. This email notification process will occur once prior to each Fall/Winter and Spring/Summer timeframe. After this initial email generation, the process will continue to run throughout the term and any instructional staff member who is added later will also receive the notification. However, each instructional staff member will receive only one email in each Fall/Winter and Spring/Summer time period. It is very important that departments keep instructor assignments about class meeting patterns up to date and accurate.

Sign in to Bear Tracks

Navigate to the sign in page in Bear Tracks. Enter your CCID and password in the relevant fields to begin using Instructor Self Service. **See Screen Shot A.**



- Only users assigned to a class meeting pattern will have access to Instructor Self Service.
- Contact AICT about your CCID and password, if necessary.



Screen Shot A: Bear Tracks Sign In

UNIVERSITY OF ALBERTA
CONQUERORS

BEAR TRACKS

Sign In

Campus Computing ID (CCID):

[Trouble signing in?](#)

Password:

[Forgot your password?](#)

Sign In

Guests

Sign in as a guest if you do not have a Campus Computing ID (CCID).
Guests can search for classes and apply for undergraduate awards.

Guest Sign In

What's Inside

Applicants: Check your application status; see what documents you still need to submit	Students: Build a schedule; enroll in classes; check your grades; view your exam schedule; print tax forms; and more	Instructors: See your class schedule; view and download your class rosters; configure a class website	Employees: View your paycheque, benefits summary, and update your personal information
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General Navigation

Menu Navigation

You will come to the Instructor Home Page when you first enter Instructor Self Service. **See Screen Shot C for a complete view.** On the left-hand side of the page you will see bolded headings of roles such as, **Instructor**, **Employees**, and **Personal Information**. The components available to a user with the Instructor role are: **My Schedule**, **Search for Classes** and **Browse Course Catalog**. You can enter these components by three ways:

- Click on one of the menu items on the left hand side of the page,
- Click on one of the tabs displayed across the top of the page, or
- Click on one of the links underlined at the bottom of the page.

Search for Classes and Browse Course Catalog

Instructors have access to search for information about scheduled classes and courses in the catalog by using **Search for Classes** or **Browse Course Catalog**. Refer to the Bear Tracks Guest User Guide for more detailed information about these features.

Class Details

More detailed information about a specific class can be accessed by clicking on the hyperlink for the relevant class on My Teaching Schedule, My Exam Schedule, and the Class Roster in Instructor Self Service. **See Screen Shot B for a view of Class Details.**



Screen Shot B: Class Details

BEAR TRACKS

Search for Classes

Class Detail

ART 411 - B1 Painting: Intermediate Studies II

University of Alberta | Winter Term 2009 | Lab-Lecture

[VIEW SEARCH RESULTS](#)

Open
 Full
 Cancelled
 Closed (Contact Department)

Class Details

Class Number	70094	Career	Undergraduate
Session	Regular Academic Session	Location	Main
Units	*3.00	Campus	Main Campus
Class Components	Lab-Lecture Required		

Class	Course	Section	Location	Days	Times	Instructor	Dates	Open Seats	Status
70094	ART 411	LBL B1	HUB 100	M W	8:00AM - 10:50AM	Staff	5-Jan-2009 - 8-Apr-2009	2 / 16	<input type="checkbox"/>

Class Notes: See restrictions at beginning of ART listings.
Consent: Department Consent Required

Notes

Subject Notes To register, BFA and BDES students must meet with a Department advisor to gain approval. Web registration will only be permitted for BFA & BDES students until April 30, 2008. All other students must fill out a Request for Registration Form for registration in ART courses at the 300 level and above. Please note: Department consent is NOT required for ART 134. This form is available in the Art and Design office located in the Fine Arts Building. Priority registration is given to BDes, BFA (Art and Design), BA (Art and Design Majors) and Education Secondary Art Majors) in that order. Provisional registration only will be granted. To cancel registration students must contact the Department.

ART courses are offered by the Department of Art and Design in conjunction with 'Design' and 'History of Art, Design and Visual Culture' courses listed under 'DES' and 'ART H'.



Download to Excel



Anywhere in Instructor Self Service where this icon is attached to a grid, indicates that the information displayed on that grid can be downloaded to an Excel spreadsheet.



- Downloading for the first time may require completing some set-up steps on your computer. These set-up steps have been outlined in the Appendix of this document. If you do not have access to complete these steps contact your department LAN Administrator.




My Schedule

Once you have signed into Bear Tracks, you will come to the Instructor Home Page where the tab that is activated is My Schedule. The two key sections displayed under the My Schedule tab are **My Teaching Schedule** and **My Exam Schedule**. This information is displayed by term and the term can be changed using the *Change Term* button. **See Screen Shot C for a view of My Schedule.**



Screen Shot C: My Schedule



BEAR TRACKS

Instructors

My Schedule
Search for Classes
Browse Course Catalog

Employees

Personal Information

Zktovwurkit Qwatgb

my schedule
search for classes
browse course catalog

My Schedule

Review the exact dates, times and locations of your examinations, discrepancies should be reported to your Department.

Fall Term 2008 | University of Alberta change term

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster
 Configure Class Website

My Teaching Schedule > Fall Term 2008 > University of Alberta

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHRTC 350-X1 (51222)	SCIENCE & RELIGION: CHR PERSP (Lecture)	28	W 5:00PM - 8:00PM	SJ 102	3-Sep-2008-3-Dec-2008
PSYCO 381-X1 (55436)	PRINCIPLES OF LEARNING (Lecture)	94	W 5:00PM - 8:00PM	ETLE1 007	3-Sep-2008-3-Dec-2008
PSYCO 410-A1 (57046)	INDUSTRIAL INTERNSHIP PRACT (Seminar)	9	T R 11:00AM - 12:20PM	BS P 319N	3-Sep-2008-3-Dec-2008
PSYCO 411-A1 (57047)	CO-OP PROGRAM PRACT (Seminar)	13	T R 11:00AM - 12:20PM	BS P 319N	3-Sep-2008-3-Dec-2008

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall Term 2008 > University of Alberta

Class	Class Title	Exam Date	Start Time	Duration	Location
PSYCO 381-X1 (55436)	PRINCIPLES OF LEARNING (Lecture)	15-Dec-2008, Monday	9:00AM	3 hours	

Final Draft [Go to top](#)



My Teaching Schedule

The My Teaching Schedule grid in the middle of **My Schedule** page provides a snapshot of an Instructor's teaching schedule for a selected term and is the starting point to continue other actions, such as work with Class Rosters, Configure a Class Website, and View Weekly Teaching Schedule.



- The classes displayed in the grid can be organized by selecting either the radio button for *Show All Classes* or *Show Enrolled Classes*. *Show All Classes* will display all classes an Instructor is scheduled to teach; *Show Enrolled Classes* will display only classes with students enrolled.
- To see **Class Details** for a particular class in the grid, click on the relevant hyperlink.



Class Roster - This icon is displayed on the left hand side of the My Teaching Schedule grid next to classes in which students are enrolled. It is used to link to the **Class Roster** page. Refer to the Class Roster section for more information.



Configure Class Website - This icon is displayed on the left hand side of the My Teaching Schedule grid next to each class. It is used to link to the **Configure Class Website** page. Refer to the Configure Class Website section for more information.



View Weekly Teaching Schedule

To see a calendar view of your weekly teaching schedule, click on the *view weekly teaching schedule* link located directly under the My Teaching Schedule grid. The weekly time period and some of the display data on the calendar can be configured to your needs. **See Screen Shot D.**



Screen Shot D: View My Weekly Schedule



Home

BEAR TRACKS

Instructors

My Schedule

Search for Classes

Browse Course Catalog

Employees

Personal Information

View My Weekly Schedule

<< previous week
Week of 5/4/2009 - 5/10/2009
next week >>

Show Week of Start Time End Time refresh calendar

Time	Monday May 4	Tuesday May 5	Wednesday May 6	Thursday May 7	Friday May 8
8:00AM					
9:00AM					
10:00AM					
11:00AM					
12:00PM					
1:00PM		PSYCO 381 - A1 Lecture 1:30PM - 4:20PM Eng Teaching/Learning Complex E2 001		PSYCO 381 - A1 Lecture 1:30PM - 4:20PM Eng Teaching/Learning Complex E2 001	
2:00PM		PSYCO 381 - A1 1:30PM - 4:20PM		PSYCO 381 - A1 1:30PM - 4:20PM	
3:00PM		PSYCO 381 - A1 1:30PM - 4:20PM		PSYCO 381 - A1 1:30PM - 4:20PM	
4:00PM		PSYCO 381 - A1 1:30PM - 4:20PM		PSYCO 381 - A1 1:30PM - 4:20PM	
5:00PM					
6:00PM					

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday

Sunday refresh calendar

[Return to My Schedule](#)

My Schedule [Search For Classes](#) [Browse Course Catalog](#)



My Exam Schedule

Near the bottom of the My Schedule page is the grid called **My Exam Schedule** which displays the details associated with all published exam schedules for an Instructor's assigned classes by term. A notation in red will appear under the exam grid indicating if the schedule is the **First Draft** or **Final Draft**. **See the bottom section on Screen Shot C.**

Class Roster



View Class Roster

Class Roster is the feature which displays a class list that can be printed and/or downloaded into Excel, and allows you to send an email to one student, a selected group, or all students on the list. Navigate to the **Class Roster** page by clicking on




located next to the class you wish to view on the **My Schedule** page.

Get to Class Roster

 Class Roster
  Configure Class Website

My Teaching Schedule > Fall Term 2008 > University of Alberta

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CHRTC 350-X1 (51222)	SCIENCE & RELIGION; CHR. PERSP (Lecture)	28	W 5:00PM - 8:00PM	SJ 102	3-Sep-2008- 3-Dec-2008

Features of Class Roster

There are a number of important features available through Class Roster and they are summarized as follows. **See Screen Shot E.**

1. View a snapshot of meeting information at the top of the page.



- Adjust the view of the class list by enrollment status: *Enrolled*, *Withdrawn*, or *All*.

Class Roster – Enrollment Status and Capacity

*Enrollment Status	<div style="border: 1px solid blue; padding: 2px;"> All ▼ </div> <div style="border: 1px solid blue; padding: 2px; margin-top: 2px;"> All Enrolled Withdrawn </div>	change		
Enrollment Capacity		Enrolled	28	



- Audit students are considered *Enrolled* on the Class Roster.
 - If there are no students who have withdrawn, then only the status of *Enrolled* will be displayed.
 - The *Enrolled* option will only be displayed until the add/drop deadline for the term. After the that point in time, the options available in the drop-down list will be *All* and *Withdrawn*.
- View the Enrollment Capacity for the class.
 - Change the view and order of the columns on the Class Roster grid. Refer to the Customize Class Roster Grid section for more information.
 - Conduct a modified search. The **Find** button allows you to enter search criteria (other than a student's name) and then, your cursor will go to a region of the page where that information is found. It is best to use your browser's find tool (for example, CNTR F) to find and highlight a student on the list.
 - Download the grid to an Excel spreadsheet.
 - Display a printer-friendly version of Class Roster page by clicking on the PRINTER FRIENDLY VERSION button at the bottom of the page.
 - View FOIPP Message for Instructors as well as access a link to the University of Alberta's FOIPP policy. **See Screen Shot F.**



Screen Shot E: Class Roster

Instructors

- My Schedule
- Search for Classes
- Browse Course Catalog

Employees

Personal Information

My Schedule

Class Roster

[(27000,177) - Variable Message] Test Message in Faculty Center - Grade Roster

PSYCO 410 - A1 INDUSTRIAL INTERNSHIP PRACT

Seminar (57046)

Fall Term 2008 | Regular Academic Session | University of Alberta | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
T R 11:00AM - 12:20PM	BS P 319N	Qwatgb,Zktovwurkit Y	3-Sep-2008 - 3-Dec-2008

*Enrollment Status [change](#)

Enrollment Capacity 8 Enrolled 9

[View FOIPP Statement](#)

Enrolled Students						
Customize Find First 1-9 of 9 Last						
	Notify	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	Duang,Btiv Biqqov	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
2	<input type="checkbox"/>	Hitt,Gutqea Yialepog	Audit	*3.00	BSc with Specialization - Psychology-Maj	4th Year
3	<input type="checkbox"/>	Itinnege-Gutqea,Eea Kewwkiy	Graded	*3.00	BSc General - Biological Sciences-Maj/Psychology-Maj	4th Year
4	<input type="checkbox"/>	Jaz,Rete Ketoj	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
5	<input type="checkbox"/>	Kinnuwu,Uppit Jbqg	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
6	<input type="checkbox"/>	Sovtep,Un-Hetiip Levkot	Graded	*3.00	BSc General - Psychology-Maj	4th Year
7	<input type="checkbox"/>	Wa,Uqatie Wii Jap	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
8	<input type="checkbox"/>	Xeka,Aponb	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
9	<input type="checkbox"/>	Ytuyq,Ketm Uqativ	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year



NOTIFY SELECTED STUDENTS


NOTIFY LISTED STUDENTS

PRINTER FRIENDLY VERSION



Screen Shot F: FOIPP Statement

The screenshot shows the 'BEAR TRACKS' interface. On the left is a navigation menu with categories: Instructors (My Schedule, Search for Classes, Browse Course Catalog), Employees, and Personal Information. The main content area is titled 'FOIPP Message for Instructors' and contains a section for 'FOIPP Restrictions' with a detailed paragraph of text and a 'Return' button at the bottom.


 **BEAR TRACKS**

Instructors
My Schedule
Search for Classes
Browse Course Catalog

Employees

Personal Information

My Schedule

 **FOIPP Message for Instructors**

FOIPP Restrictions

All Personal Information identifying individual students including prospective, current and former students is strictly confidential and may only be used and disclosed in strict accordance with University policy and provincial and federal legislation. You must undertake not to use or disclose any Personal Information, except as required in the course of your duties, during your employment; and further you must maintain such information in accordance with University policies and procedures.

Contravention of any of these terms shall constitute cause for disciplinary action in accordance with University Policies and Procedures.

[Freedom of Information and Protection of Privacy \(FOIPP\)](#)

Return

Customize Class Roster Grid

You can customize the view of the class list by hiding information, changing column order and sorting the column display. From the top of the class list, click on **Customize** to take you to the **Personalize Column and Sort Order** page.

Customize Class Roster – Personalize Column and Sort Order



BEAR TRACKS

Instructors

My Schedule

Search for Classes

Browse Course Catalog

Employees

Personal Information

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

Notify (frozen)
ID (hidden)
Name
Grade Basis
Units
Program and Plan
Level

↑
↓
↔

Hidden
 Frozen


Sort Order

--

↑
↓
↔
✕

Descending

[Copy Settings](#)
[Share Settings](#)
[Delete Settings](#)

1. To hide and un-hide columns, highlight the column in the *Column Order* box and click on the *Hidden* check-box.
2. To sort a column alphanumerically, highlight the column in the *Column Order* box and click on the right hand arrow symbol. 
3. To delete customizations and return to the default view, click on the *Delete Settings* link underneath the *Sort Order* box.



- The *Copy Settings* and *Share Settings* features are intended to allow multiple Instructors to share customized settings. It is not likely to be a widely used feature.



Emailing Students

From the Class Roster, you can send an email to one specific student, to a group of students or to all the students on the list.



Steps to Send an Email to One Student

1. From the Class Roster, click on the underlined name of the student to whom you wish to send the email. **See Screen Shot G.**
2. A new page will open to your own email application, (e.g., Outlook) with the student's name in the **To:** field. **See Screen Shot H.**
3. Create and send the message as you would normally use your own email application.



Screen Shot G: Select One Student

[View FOIPP Statement](#)

Enrolled Students						
Customize Find 						
First  1-9 of 9  Last						
	Notify	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	Duang,Btiy Biqqov	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
2	<input type="checkbox"/>	Hitt,Gutqeq Yiqlepog	Audit	*3.00	BSc with Specialization - Psychology-Maj	4th Year
3	<input type="checkbox"/>	Itinneqe-Gutqeq,Eeq Kewwkiy	Graded	*3.00	BSc General - Biological Sciences-Maj/Psychology-Maj	4th Year
4	<input type="checkbox"/>	Jaz,Rete Ketoi	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
5	<input type="checkbox"/>	Kinnuww,Updit Jbqg	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
6	<input type="checkbox"/>	Sovtep,Un-Hetiip Levkot	Graded	*3.00	BSc General - Psychology-Maj	4th Year
7	<input type="checkbox"/>	Wa,Uqqtie Wii Jap	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
8	<input type="checkbox"/>	Xekq,Aponb	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
9	<input type="checkbox"/>	Ytuvq,Ketm Uqqtiv	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year

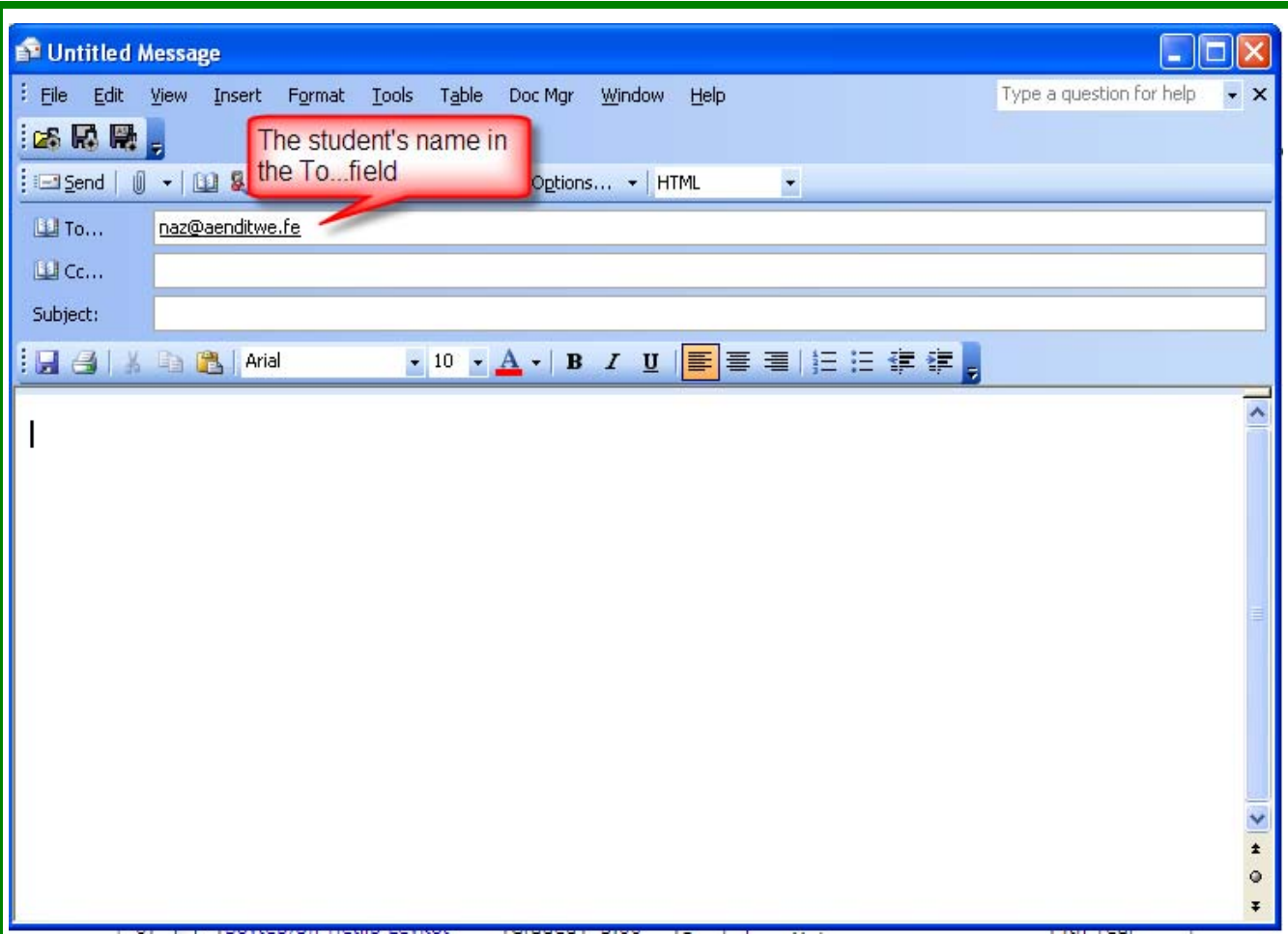
NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

PRINTER FRIENDLY VERSION



Screen Shot H: Send an Email to One Student – Open Email Application





Steps to Send an Email to Selected Students

1. From the Class Roster, under the Notify column, click in the check-box next to the names of the students to whom you wish to send the email.
2. Click on the **NOTIFY SELECTED STUDENTS** button just beneath the Class Roster grid. **See Screen Shot I.**
3. A new page will open to an *internal* email program with the students' names in the **BCC:** field and the Instructor's name in the **To:** field. **See Screen Shot J.** This will protect the privacy of the students receiving the email and will place a copy of the message in the Instructor's own email inbox.
4. Create and send the message.

Screen Shot I: Select a Group of Students to Notify by Email

[View FOIPP Stateme](#)

Enrolled Students						
	Notify	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	Duang,Btiy Bigaov	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
2	<input type="checkbox"/>	Hitt,Gutqea Yiqlepoa	Audit	*3.00	BSc with Specialization - Psychology-Maj	4th Year
3	<input type="checkbox"/>	Itinneqe-Gutqea,Eea Kewwkiy	Graded	*3.00	BSc General - Biological Sciences-Maj/Psychology-Maj	4th Year
4	<input type="checkbox"/>	Jaz,Rete Ketoj	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
5	<input type="checkbox"/>	Kinnuww,Updit Jbqa	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
6	<input checked="" type="checkbox"/>	Sovtep,Un-Hetiip Levkot	Graded	*3.00	BSc General - Psychology-Maj	4th Year
7	<input checked="" type="checkbox"/>	Wa,Uaqtie Wii Jep	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
8	<input checked="" type="checkbox"/>	Xeka,Aponb	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
9	<input type="checkbox"/>	Ytuvq,Ketm Uaqtiv	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year

NOTIFY SELECTED STUDENTS
NOTIFY LISTED STUDENTS
PRINTER FRIENDLY VERSION



Screen Shot J: Open Internal Email Program to Notify Selected Students

Instructors
My Schedule
Search for Classes
Browse Course Catalog

Employees

Personal Information

My Schedule

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from: [Red box: The instructor's name is added to the To: field.]

From:

To: [Red circle] fwwatgb@aenditwe.fe

CC:

BCC: [Red circle] eqxovtep@aenditwe.fe, eqgtie.ba@aenditwe.fe, icekq@aenditwe.fe [Red box: The names of the selected students are added to the BCC: field.]

Subject:

Message Text:

SEND NOTIFICATION



Steps to Send an Email to All Students

1. From the *Enrollment Status* drop-down list, choose the status of the students to whom you wish to send the email. For example, send only to *enrolled* students, send only to *withdrawn* students, or send to both enrolled and withdrawn students (*all*).
2. Click on the **NOTIFY LISTED STUDENTS** button just beneath the Class Roster grid. **See Screen Shot K.**
3. A new page will open to an *internal* email program with all of the students' names in the **BCC:** field and the Instructor's name in the **To:** field. **See Screen Shot L.** This will protect the privacy of the students receiving the email and will place a copy of the message in the Instructor's own email inbox.
4. Create and send the message.



Screen Shot K: Choose to Notify All Listed Students

*Enrollment Status Enrolled change

Enrollment Capacity 8 Enrolled 9

[View FOIPP Statement](#)

Enrolled Students						
Customize Find						
First ◀ 1-9 of 9 ▶ Last						
	Notify	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	Duang,Btiv Biggov	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
2	<input type="checkbox"/>	Hitt,Gutqeq Yiglepoq	Audit	*3.00	BSc with Specialization - Psychology-Maj	4th Year
3	<input type="checkbox"/>	Itinneq-Gutqeq,Eeq Kewwkiy	Graded	*3.00	BSc General - Biological Sciences-Maj/Psychology-Maj	4th Year
4	<input type="checkbox"/>	Jaz,Rete Ketoi	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
5	<input type="checkbox"/>	Kinnuww,Updit Jbaq	Graded	*3.00	BSc Honors - Psychology-Maj	4th Year
6	<input type="checkbox"/>	Sovteq,Un-Hetiip Levkot	Graded	*3.00	BSc General - Psychology-Maj	4th Year
7	<input type="checkbox"/>	Wa,Uqqtie Wii Jep	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
8	<input type="checkbox"/>	Xeka,Aponb	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year
9	<input type="checkbox"/>	Ytuva,Ketm Uqqtiv	Graded	*3.00	BSc with Specialization - Psychology-Maj	4th Year

NOTIFY SELECTED STUDENTS

NOTIFY LISTED STUDENTS

PRINTER FRIENDLY VERSION



Screen Shot L: Open Internal Email Program to Send an Email to All Students

Instructors

- My Schedule
- Search for Classes
- Browse Course Catalog

Employees

Personal Information

Type e-mail addresses in the To, CC, or BCC fields using a comma as a separator.

Notification from

The instructor's name is added to the To: field.

From:

To:

fwwatgb@aenditwe.fe

CC:

BCC:

gjuang@aenditwe.fe, lutgeqm@aenditwe.fe, oequ@aenditwe.fe, naz@aenditwe.fe, epinnuww@aenditwe.fe, eqxovtep@aenditwe.fe, eqgtie.ba@aenditwe.fe, icekq@aenditwe.fe, yegi.dtuyq@aenditwe.fe

All of the students in the class are added to the BCC: field.

Subject:

Message Text:

SEND NOTIFICATION

[Return to Class Roster](#)



Configure Class Website

Configure Class Website is the feature that allows an Instructor to set up a term-specific link to a website for students in a particular class to access. The Instructor can set up a link with an established Learning Management System (LMS) such as WebCT (also known as eClass), Blackboard (also known as uLearn) or to their own class website.




- Once the link is configured, it can be viewed by students enrolled in the relevant class on My Class Schedule in Bear Tracks. **See Screen Shot O** for a sample display of the student view.



Steps for Configuring a Class Website



1. Navigate to the **Configure Class Website** page by clicking on  located next to the relevant class on the My Teaching Schedule grid. **See Screen Shot M.**
2. To set up a link to an established LMS at the U of A, select the appropriate radio button, i.e., WebCT or Blackboard. **See Screen Shot N.**



WebCT (eClass) and Blackboard (uLearn) must first be set up by Department Admin. The setup cannot be done through this page.



- To set up a link to another course website, click on the **Custom URL** radio button and enter the URL in the open field.




Test the custom URL by clicking on the **TEST** button.

Screen Shot M: Get to Configure Class Website

Class Roster Configure Class Website

My Teaching Schedule > Fall Term 2008 > University of Alberta

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CHRTC 350-X1 (51222)	SCIENCE & RELIGION: CHR PERSP (Lecture)	28	W 5:00PM - 8:00PM	SJ 102	3-Sep-2008-3-Dec-2008



Screen Shot N: Configure Class Website

My Schedule

Configure Class Website

CHRTC 350 - X1 SCIENCE & RELIGION: CHR PERSP

Lecture (51222)

Fall Term 2008 | Regular Academic Session | University of Alberta | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates	Topic
W 5:00PM - 8:00PM	SJ 102	Jepuatiaz,Biqov Ivyeng	3-Sep-2008 - 3-Dec-2008	TBA

Select a Learning Management System or enter the address of a custom website that you use for you class.

- None
- WebCT
- BlackBoard
- Custom URL

Select the appropriate radio button to configure a course link that students will access through Bear Tracks. In this example, the link is to be configured to WebCT.

TEST

Selecting a Learning Management System does not set your class up with that service. You must set up eClass (WebCT) or uLearn (Blackboard) with AICT before selecting one of these options.

If you have selected a Custom URL, please remember to click the "Test" button to ensure that the link is functioning correctly. Once configured, this link will be visible to anyone viewing this class in Bear Tracks.

OK CANCEL



Screen Shot O: How a Student Views a Class with a Website Link in Bear Tracks

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)

This Week's Schedule		
MATH 120 LEC A1 (53210)	M W F 1:00PM - 1:50PM	CEB 251
OCCTH 206 LEC X1 (52149)	T 5:00PM - 8:00PM	CH 239
PMCOL 305 LEC A1 (53087)	T R 2:00PM - 3:20PM	ETLE1 001
PSYCO 410 SEM A1 (57046)	T R 11:00AM - 12:20PM	BS P 319N
SOC 225 LEC A1 (52429)	T R 12:30PM - 1:50PM	TL B 1

This is the icon that students see in Bear Tracks next to a class with a configured website. They will be linked to the class website by clicking on the icon.




[my class schedule](#) ▶

[schedule builder](#) ▶

Appendix

Setting Internet Options for Downloading

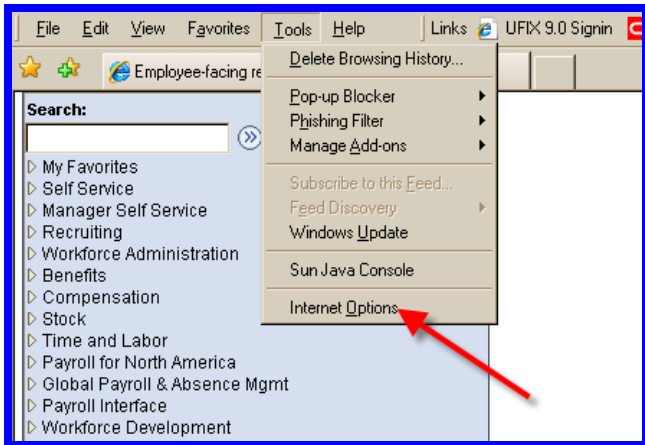
Before users can download information into Excel they must complete the following steps. Users only need to complete the set-up once in order for it to work.

 Contact your LAN Administrator if you do not have access to perform these steps.

STEPS

Start this instruction by opening the internet.


1. In Internet Explorer, click **Tools, Internet Options**.



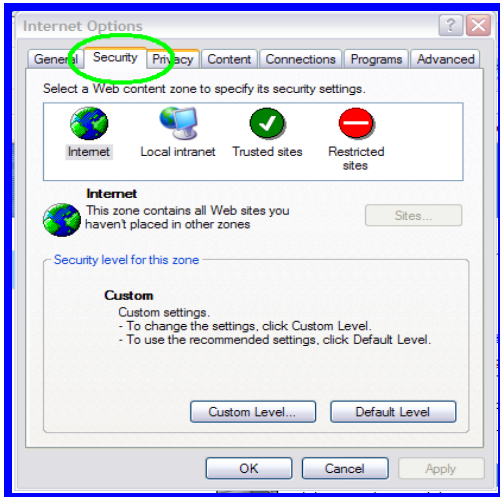
User Guide

Instructor Self Service – APPENDIX

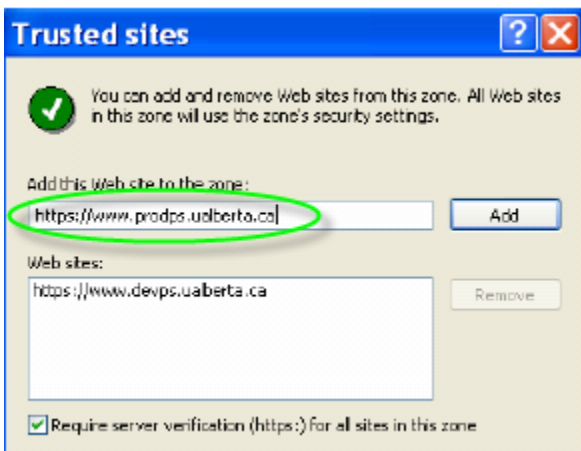
Setting Internet Options for Downloading



2. In the **Internet Options** window, click on the **Security** tab.



3. Click on the **Trusted Sites** icon and then click on the **Sites** button to display the Trusted Sites window.
4. Add the URL to the Trusted Sites list by entering <https://www.prodps.ualberta.ca> in the **Add this Web site to the zone** field.




5. Click the **Add** button to add the URL to the **Web sites** field.

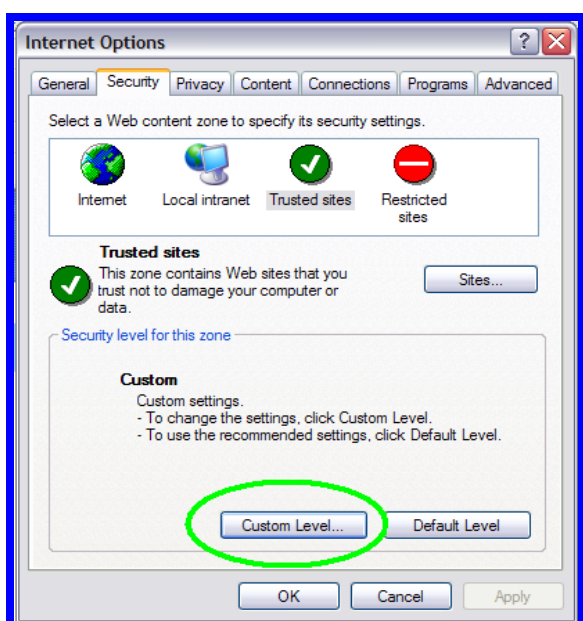
User Guide

Instructor Self Service – APPENDIX

Setting Internet Options for Downloading



6. Click the **OK** button to save the changes and close the **Trusted Sites** window.
7. In the **Internet Options** window, on the Security Tab, click the **Custom Level** button.

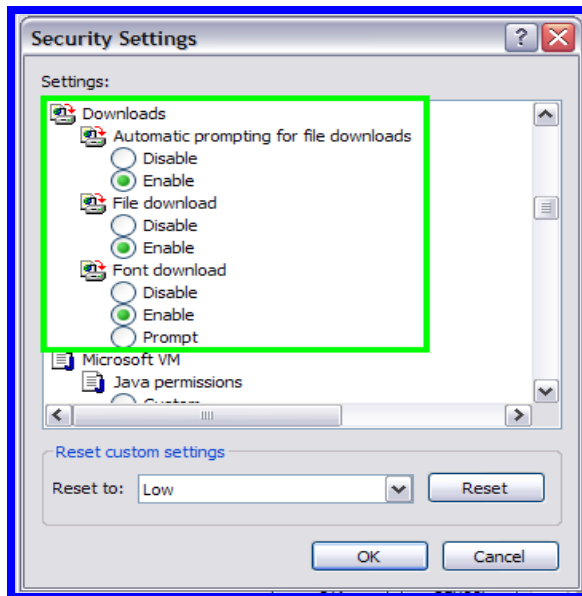


8. In the **Security Settings** window, scroll down the list to the **Downloads** section.

Instructor Self Service – APPENDIX Setting Internet Options for Downloading



9. Click the **Enable** radio buttons under **Automatic prompting for File downloads, File download and Font download.**



10. Click on the **OK** button to save the changes and close the window.
11. Click on the **OK** button again to exit.



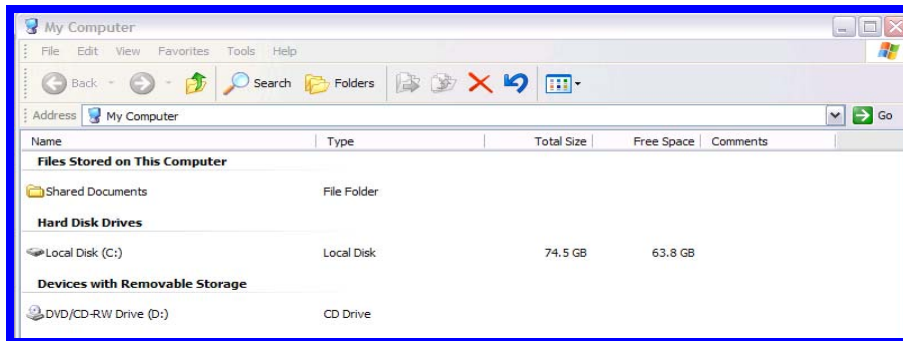
In order to complete the setup for downloading files in Excel, you will need to change the file settings. Otherwise files will download into Internet Explorer (pseudo excel).

12. From your desktop or the Start menu, click to open My Computer.

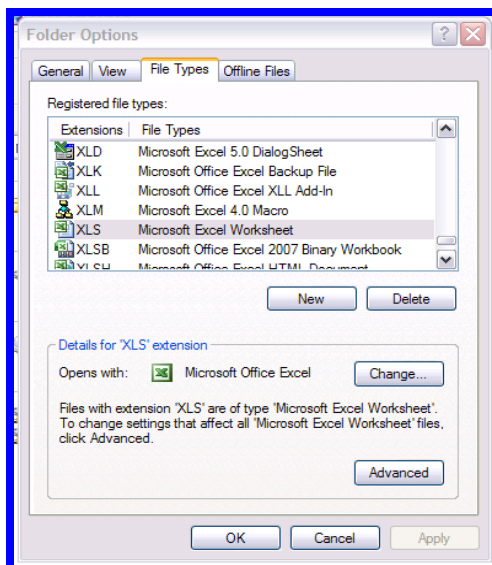
Instructor Self Service – APPENDIX

Setting Internet Options for Downloading

User Guide

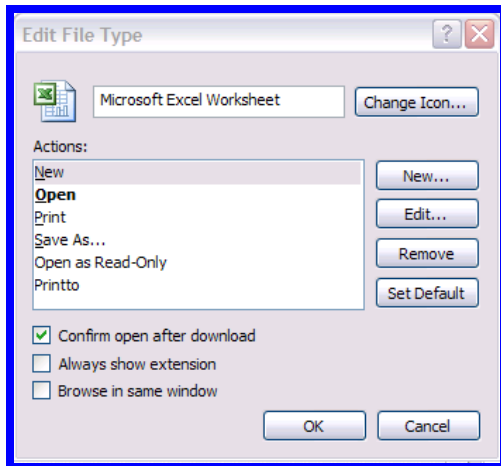


13. Click on the **Tools** menu.
14. Click **Folder Options** in the drop down box.
15. Click on the **File Types** tab.



16. In the Registered file types: scroll through the list, click on the office document type, for example, Microsoft Excel Worksheet.
17. Click the Advanced button to open the Edit File Type box.

Instructor Self Service – APPENDIX Setting Internet Options for Downloading



- 18. In the **Edit File Type** dialog box, clear the **Browse in same window** checkbox.
- 19. Click the **OK** button.
- 20. Click the **Close** button on the Folder Options box.
- 21. Close the **My Computer** window.



Pop-up blockers may prevent you from downloading files. Internet Explorer, Firefox and other browsers will need to have pop-up blockers disabled. Example from Firefox:

Click the **Options** button and select “Allow popups for”

