

# My Big Campus Training

 **Big Campus**



# Side Toolbars

- ◆ Left side of your screen.
- ◆ It will help you navigate the whole site.
- ◆ We will quickly go through all of them and their options.

# Activity

- ◆ Any posts you put out are seen here.
- ◆ This is where you can make announcements to small groups or large groups.
- ◆ Similar to Facebook's home screen.
- ◆ You have the option to add what you post to EduTalk or if you want the students to see it.
- ◆ You can add photos, quick links, library items, or anything from your Drive.
- ◆ Why? You can make announcements to whole group or small groups.

# EduTalk

- ◆ Very similar to the activity page.
- ◆ The difference is that only educators from across the country can see the posts.
- ◆ Why? Get answers to similar questions or get ideas from other teachers in your subject field.

# Schoolwork

- ◆ You can create tests/assignments somewhat like Study Island or Plato.
- ◆ Difference between this and Study Island/Plato is that Study Island/Plato already have questions and answers on theirs and on this one you have to write out the questions and answers.
- ◆ Why? You can build and save tests for continual use and instantly assign to all of your groups.

# Messages

- ◆ This has been shut down for the students by the corporation.

# Drive

- ◆ Place to manage and store everything you've saved to MBC.
- ◆ This is the area you load bundles, documents, photos, etc...
- ◆ There is “supposed” to be unlimited room for storage in this area. No need to go back every year to check what you have and haven't used.
- ◆ Why? Makes it very easy to find any type of file you need and send it to a group instead of searching your computer.

# Calendar

- ◆ You can make events for all types of things happening in your class.
- ◆ Students are automatically subscribed to the group calendar when they join the group.
- ◆ Why? Students can see when things are due or what they missed when they were out.

# Groups

- ◆ It's another term for the classes you have everyday.
- ◆ These groups are assigned to you through PowerSchool, which means they should be already done for you.
- ◆ Show some example groups.
- ◆ You must set up each group individually.
- ◆ You can join public groups as teachers. One example is “MBC Trainers” which has a lot of trainings and how to guides.
- ◆ Why? Mass assign or update classes which can be used for constant students reference. All students are sent the MBC app on their iPads.

# Library

- ◆ Search and use anything that's on MBC.
- ◆ You can search by: certain items, who added it, and type of file.
- ◆ Why? Easy way to share or borrow already made items instead of making them new yourself.

# Profile

- ◆ Personal view of what you've done.
- ◆ Similar to the profile page on Facebook.
- ◆ Shows you who you're following and whose following you.
- ◆ Why? You can find everything you've done in one area.

# Uploading Files

- ◆ Go to the Drive area on your toolbar.
- ◆ Pick a folder you want the file to go to or create a new folder.
- ◆ Choose the “New” dropdown option and click on “New upload file”.
- ◆ Why? Students will be able to access what you want them to in your group you’ve chosen. Ex: homework, reading topic, etc..

# Creating Bundles

- ◆ Go back to the Drive area on your toolbar.
- ◆ Choose the “Bundle” folder.
- ◆ The “New” dropdown and choose “Add new bundle”.
- ◆ There you will title, add as many files as you want, choose standards, put a title picture, and who you want to share with. Some of these are optional.
- ◆ To view bundle go back the the Drive area and click on the bundle folder.
- ◆ Why? Instead of adding one file at a time to your group add as many as you want. Can set up as a unit and all bundles are reusable.

# Sharing Bundles

- ◆ Go to your groups area and choose the group you want to share with.
- ◆ Choose the “Resources” tab.
- ◆ Click on the Drive option and type in the name of your bundle.
- ◆ Click on it and share it with your group.

# Bob

- ◆ Bob is the tech support for MBC.
- ◆ Click on you activity tab and click on Bob Campus on the right.
- ◆ Type in your question and put it on his wall.
- ◆ To see when he responds check the top right in the notifications area and it will tell you when he responds.
- ◆ You can see his response on the activity page.