

A student's guide to UCMCROPS

Services Discussed:

The UC Merced Courses, Research, Projects and Organizations System – commonly referred to as UCMCROPS.

Summary:

An introduction to UCMCROPS including information on signing in, looking at announcements, viewing and submitting assignments, checking class grades, and using the resources tool.

Contact Information:

If you have any problems, please contact the IT Help Desk via email at helpdesk@ucmerced.edu, via phone at 209.724.HELP (4357), or visit us in room 222 of the Kolligian Library.

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Signing In

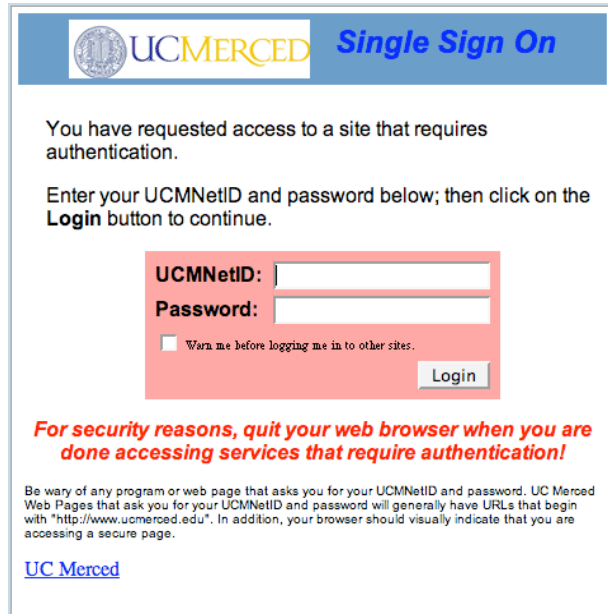
To begin, point your browser to <http://my.ucmerced.edu/>. After the page has loaded, click on the **Login to myUCMerced** link on the upper left hand corner of your browser window. This will take you to the UC Merced Single Sign On window.

Here you will need to type in your UCMNetID as well as its corresponding password. After typing your UCMNetID and password, click the **Login** button. If you correctly typed in your UCMNetID and password, you should then be taken to the myUCMerced website.

If a page saying, "Login successful. Click [here](#) to access the service you requested." loads instead of the myUCMerced page, click on the blue "here" in order to enter.

Typing your UCMNetID and/or password incorrectly will result in the Single Sign On window refreshing and displaying a message letting you know that the information you typed in was invalid. Verify that you are typing in the correct information and try again.

If you continue to have problems signing in, please contact the IT Help Desk via email at helpdesk@ucmerced.edu, via phone at 209.724.HELP (4357), or visit us in room 222 of the Kolligian Library.



UCMNetID:

Password:

Warn me before logging me in to other sites.

Login

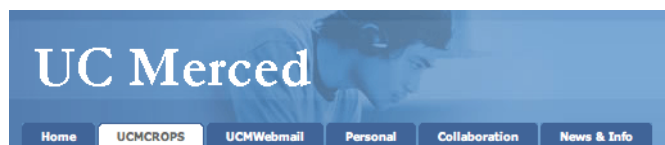
For security reasons, quit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNetID and password will generally have URLs that begin with "http://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.

[UC Merced](#)

Your UCMCROPS home page

After successfully signing in, your browser window should will display your myUCMerced home page. To enter UCMCROPS, click on the **UCMCROPS** tab on the top portion of your screen.



You should now be in your UCMCROPS home page. Your home page will always be shown when you first login to UCMCROPS, and will display useful information, such as recent university-wide messages.

Selecting a Class

To access information from a class, you will first need to enter its workspace. To do so, click on the class's name in the top of your browser window. In the screen shot below that follows, you can see our example user has the option of selecting from four classes: BIS 001, BIS 001 001, ENVE 183 001, or IT 001 001. For the purposes of this tutorial, we will be using the IT 001 001 class.

The Class home page

Home	◀
Announcements	▶
Assignments	▶
Chat Room	▶
Discussion	▶
Drop Box	▶
Gradebook	▶
Email Archive	▶
Resources	▶
Tests & Quizzes	▶
Schedule	▶
Site Info	▶
Help	▶

Your class's home page is fully customizable by the instructor of your class, and can include a great deal of useful information including recent announcements, discussion items, and chat room messages. Detailed information on subjects such as assignments, your grades, and class schedule can be seen by clicking on their corresponding tool tab on the left hand side of the screen.

You may notice that the tab for whichever tool you are currently accessing has its arrow pointing toward the left and has a slightly different color than the rest of the row of tabs. For example, in the screen shot to the left, the left arrow and different color indicate that the current section being viewed is "Home".

This tutorial will give a general overview of the Announcements, Assignments, Gradebook, and Resources tools.

Viewing Class Announcements

Although you can view recent announcements on the class homepage, a complete listing of all announcements can be found by clicking on the **Announcements** tab on the left hand side of your screen.

↑ ANNOUNCEMENTS ?

Announcements

Viewing 1 - 10 of 30 items

|< < show 10 items... > >|

Subject	From	Date ▾
New Test	Faust Gorham	Sep 10, 2005 1:39 am
Sakai	Faust Gorham	Sep 10, 2005 1:33 am
test	Sakai Administrator	Sep 10, 2005 1:31 am
New Test	Faust Gorham	Sep 10, 2005 1:30 am
Test	Faust Gorham	Sep 10, 2005 1:15 am
Assignment: Open Date for HW 6	Sakai Administrator	Sep 9, 2005 4:30 pm
HW 6 Ready	Sakai Administrator	Sep 9, 2005 4:23 pm
Assignment: New Open Date for HW 2	Sakai Administrator	Sep 9, 2005 9:33 am
Assignment: Open Date for HW 2	Sakai Administrator	Sep 9, 2005 8:50 am
No Class on Friday	Sakai Administrator	Sep 9, 2005 8:37 am

As you can see, this page is currently listing the first 10 of a total of 30 announcements. To see the next set of announcements, click on the **>** icon to the left of where it says "show 10 items..." Additionally, you can click on the **show 10 items...** list to request that the Announcements tool display a greater or fewer number of announcements at a time.

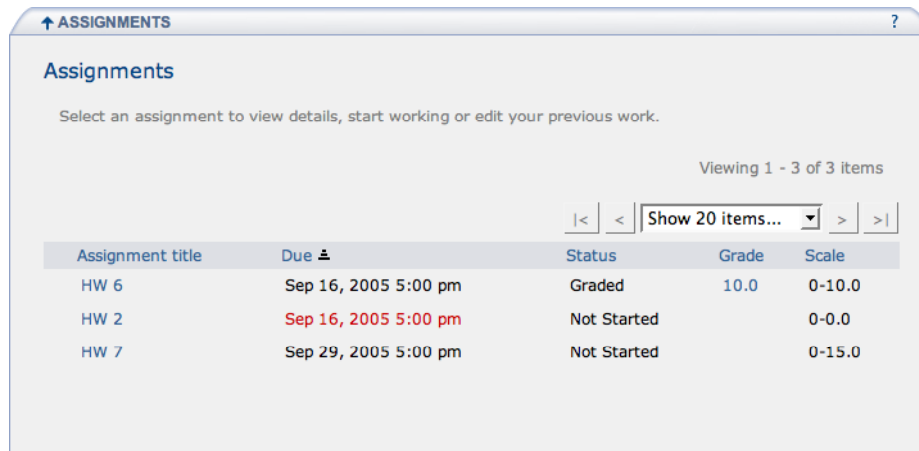
To view the body of an announcement, click on the blue text of its **Subject**.

The class Assignments tool

To enter the class Assignments tool, click on the **Assignments** tab on the left hand side of the page. Once loaded, your browser window will display a list of assignments along with important information about each.

As you can see from the screen shot below, the assignment's title, due date, status, and grade information are displayed. "HW 6" has been graded and this student received a 10/10 on the assignment. Additionally, the assignment "HW 2" was not turned in before the due date and is now colored in red. Depending on how your instructor setup the assignment, UCMCROPS may not allow the submittal of late work.

To expand the information available on any assignment, including a screen allowing you to submit your work, click on its title.



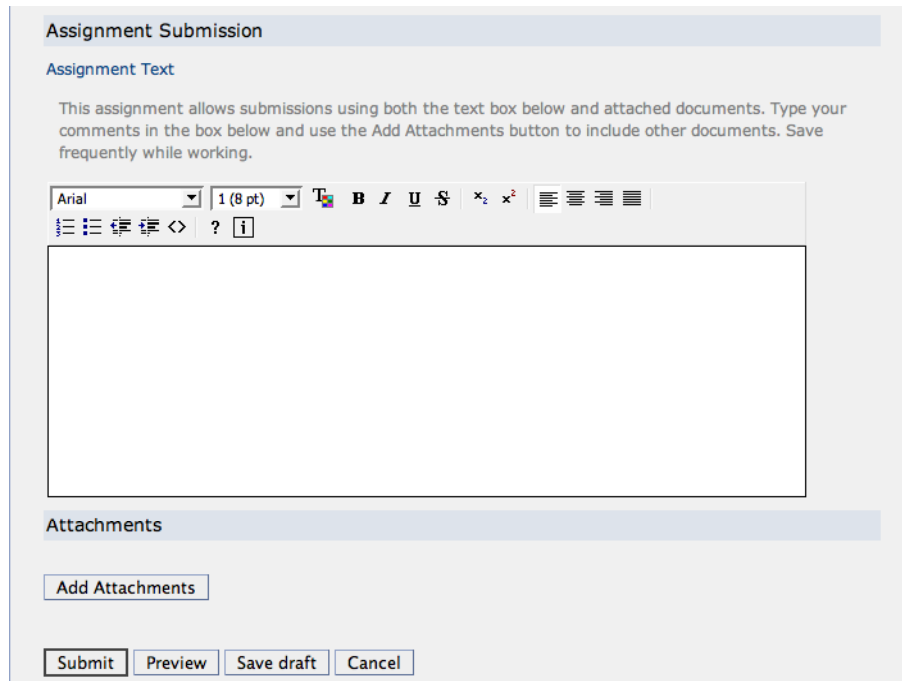
The screenshot shows a web interface for assignments. At the top, there is a header "↑ ASSIGNMENTS" and a question mark icon. Below the header, the word "Assignments" is displayed. A message says "Select an assignment to view details, start working or edit your previous work." Below this, it says "Viewing 1 - 3 of 3 items". There is a pagination control with "Show 20 items..." and navigation arrows. A table lists three assignments:

Assignment title	Due	Status	Grade	Scale
HW 6	Sep 16, 2005 5:00 pm	Graded	10.0	0-10.0
HW 2	Sep 16, 2005 5:00 pm	Not Started		0-0.0
HW 7	Sep 29, 2005 5:00 pm	Not Started		0-15.0

Submitting an assignment

After clicking on any assignment's title, your browser may load a tool that will allow you to submit your work to your instructor electronically.

If your instructor enabled this ability, your window will include something similar to this:



Make sure to read the instructions carefully before beginning, and do not forget to use the **Save Draft** option regularly to insure that your information is not lost in case of computer problems.

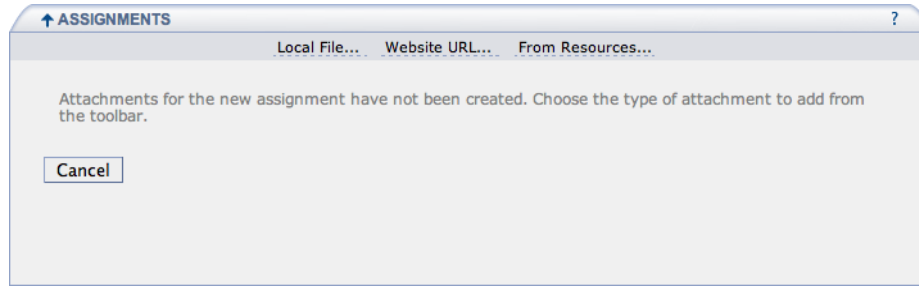
In many browsers - including Internet Explorer 5.5+ for Windows and recent versions of Mozilla's Firefox browser - you will be provided with an area to enter your work that has some of the functionality of a word processor like Microsoft Word and behaves almost identically. For instance, if you wish to create an exponent (like changing the 2 in X2 to X²) highlight the text you wish to transform and select the ^{x²} icon. Alternately, you can press the icon before typing to activate the formatting, and deselect it to stop.

Adding an attachment to your submission

Some assignments may require that you send one or more attachments to your instructor in order to receive full credit. The tool that allows you to send attachments can be reached by clicking on the **Add Attachments** button that appears near the bottom of the screenshot above.

You can send attachments in three separate ways: by selecting a Local File on your computer to be uploaded, entering the Website URL where the attachment can be found on the web, or by selecting a file stored as a UCMCROPS resource. These options can be seen in the following screen shot.

To add your attachment, click on the text describing the type of attachment you would like to add, and follow the instructions.



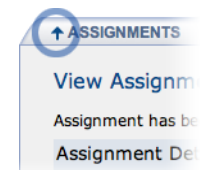
Submitting a completed assignment to your instructor

Before submitting an assignment, it is important to preview your work, double check that it is correct, and make sure that you have followed the directions. If everything appears as you want it, click **Submit**.

Checking on a completed assignment

After your instructor has graded your submitted assignment, they may release your graded work back to you. Additionally, the instructor may have left comments that could help you on future assignments. To look at this information, click on the Assignments tab to view the Assignments tool. This will provide you with a list of class assignments, and allow you to click on the titles of those assignments you are interested in viewing.

If you do not see a list of assignments after clicking on the **Assignments** tab, click on the up arrow just left of the word "Assignments" in the section's title bar (highlighted here in the screen shot to the right) until you see the listing of assignments.



Checking Class grades

Whenever assignments, quizzes, or tests have been graded by your instructor in UCMCROPS and released to you, their scores will appear in the Gradebook tool. To get to the tool, select the **Gradebook** tab on the left hand side of your screen (this will be in the same row of tabs you earlier found the Assignments tab in).

As you can see from the screen shot below, each graded item will list its title, due date, your score (if available), the total number of points available, and your grade on the item (if available).

↑ GRADEBOOK

Grade Report for Test Student

Cumulative Score: 20 out of a possible 40 points scored (50%) scored to date

Course Grade: Not yet released

Assignments

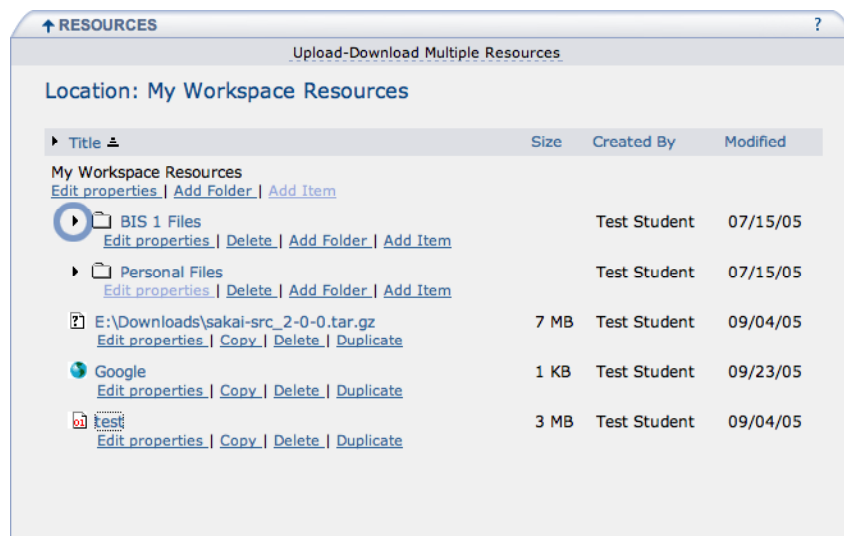
Title	Due Date	Score	Points	Grade	
Exam 6 - Student Score	-	-	10	-	Tests & Quizzes
Exam 12	-	-	20	-	Tests & Quizzes
Exam 2	-	-	10	-	Tests & Quizzes
Exam 21	-	-	20	-	Tests & Quizzes

Using the Resources tool

To get to the Resource tool, select the **Resources** tab on the left hand side of your screen. The Resources tool is used to manage all of the folders and items that you have access to within UCMCROPS. If the Resources tool is used while you are within the workspace labeled “My Workspace”, the items and folders are your own and you can set their properties. This includes the ability to make them public (viewable to anyone else using UCMCROPS). You can add, edit, and delete resources freely while within your own workspace.

If you instead access the Resources tool while within one of your class’s workspaces, you will generally not have the ability to add or change any files within your class’s resources folder, only the ability to view and download them. Your instructor may post class handouts, notes, and other important documents in the Resources tool, so it is important to check for new additions regularly.

My Workspace Resources



When in the workspace “My Workspace”, your Resources tool will look similar to the screen shot above. In this example, “BIS 1 Files” and “Personal Files” are folders, two of the items – “E:\Downloads\sakai-src_2-0-0.tar.gz” and “test” – are files, and “Google” is a URL that links to Google. Your Resources tool will have your own name under the “Created By” field rather than “Test Student” as seen in this example.

Using folders

Clicking on the arrow to the left of “BIS 1 Files” which is circled in the previous screenshot will expand the folder to show its contents. The effect can be seen here:



Now, the file “Paper on cells” is visible and available for download. If instead of expanding the folder you wanted to view the items contained in it, just click on the folder’s title.

Downloading a file

To download a file, click on its title. In this example, if I wanted to download the file “Paper on cells” I would click on it, follow the prompts given by my browser, and the file would be downloaded to the location I chose on my computer.

Adding folders and items

Adding a folder or item (items include files and website URLs) can be accomplished by clicking on either **Add Folder** or **Add Item**. Clicking on one of these two choices at the top under “My Workspace Resources” will result in the folder or item being added outside of any folders you currently have setup, while clicking on **Add Folder** or **Add Item** underneath a folder name will result in a folder or item being added to\ that folder.

As an example, for the file “Paper on cells” to have been added, the person uploading it would have had to click on the “Add Item” link listed under “BIS 1 Files”.

Class Workspace Resources

As mentioned earlier, the main difference between your own resources workspace and that of your class is that, in general, you cannot add to or delete class resources. However, navigating through folders and downloading items is accomplished in exactly the same way.

The Drop Box tool

The Drop Box tool allows instructors and students to share documents within a private folder for each student.. To view your class Drop Box, click on the **Drop Box** tool tab on the left-hand side of your browser window.

Drop Box use and behavior

The Drop Box tool behaves almost identically to the Resources tool. All navigational elements are the same, and the addition and deletion of folders and items is also identical – the only

difference being that each student's folder can only be viewed by the student, instructor, and ta. No student can be given permission to view another student's private folder.

Problems?

If you have any questions, problems, or comments, please contact the IT Help Desk via email at helpdesk@ucmerced.edu, via phone at 209.724.HELP (4357), or visit us in room 222 of the Kolligian Library.