GoVIEW Summer, 2014
Announcements and Maintenance

This booklet highlights the GoVIEW announcements and maintenance schedule for new and existing faculty. All GoVIEW faculty will receive reminder emails, with updated information, throughout the semester.
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GoVIEW Username & Password Format

- The URL for GoVIEW courses is: [http://www.valdosta.edu/academics/elearning/goview.php](http://www.valdosta.edu/academics/elearning/goview.php)
- **Username Format** Example: jadoe_vsu
  - Beginning e-mail format (jadoe)
  - Underscore (_)
  - Institutional abbreviation (vsu)

- **Reset Your Password**: As with GeorgiaVIEW, GoVIEW first-time user passwords are their institutional Banner password, but as updates are not pushed to D2L for this information, the best way to login the first time is to use the Forgot Password? option on the GoVIEW homepage.
  - Click the Forgot Password? link from the GoVIEW homepage
  - In the Username field, type your GoVIEW username (ex: jadoe_vsu)
  - Click Submit on the bottom-right hand side
  - A password reset email will be sent to your institutional e-mail address (ex: jadoe@valdosta.edu)
    - The password reset email will be sent from donotreply@donotreply.viw.usg.edu
  - Check your institutional email for the password reset email, and once you receive it click the Reset my password link
    - Note that the reset password link expires 72 hour(s) after your initial request.
  - A new window will open where you will choose a new password
  - In the Username field, type your GoVIEW username (ex: jadoe_vsu)
  - In the New Password field, type your new password
  - In the Re-enter Password field, re-type the same password you typed in the New Password field
  - Click Submit on the bottom-right hand side
  - The page will refresh to a password successfully reset page, click the Go to login page link
  - Proceed to login with your GoVIEW username (ex: jadoe_vsu) and password information
Technical Assistance

24/7, 365 technical support for GoVIEW is provided by the Desire2Learn (D2L) Help Center. The D2L Help Center replaces the Online Support Center who previously provided support for GeorgiaVIEW Vista. Please REMOVE all mentions of the Online Support Center from your GoVIEW courses and add the information for the D2L Help Center.

D2L Help Center: https://D2LHelp.view.usg.edu
How do I know if my computer will work with D2L?
TOLL FREE 1-855-772-0423
Once You have Logged into GoVIEW

You will see categories of semesters in the My Courses widget, such as Summer, 2014, Desire2Learn Tutorials, Migrated, etc. Under the Desire2Learn Tutorials semester, you should see VSU D2L Instructor Tutorial CO. VSU D2L Instructor Tutorial CO is where you can find self-paced training on D2L, handouts, important news items to be cognizant of while working in the system, access to recorded workshops from the University System of Georgia’s Faculty Development group, and a link to the Center for eLearning’s face-to-face workshop calendar.

As your official usernames have access to your migrated content, you may now have more than 25 courses that you are enrolled in. If so, your course list will change from the default view (show all courses if enrolled in fewer than 25 courses), to a search box and the 10 most recently accessed course offerings.

- If you click the Search box without typing anything in, you will see your entire list of course offerings you are enrolled in and can proceed to click on a title to enter that offering. This will add that course offering to the top of your 10 most recently accessed courses from the My Home page.
- If you type in part of the course offering name and click Search, the results will show you the course offerings that fit the search terms provided, or if only one course offering matches, you will immediately be taken into that course offering.
Migrations (Reusing Previous Content)

See the attached PDF on how to copy your migrated content into your Summer, 2014 course offerings. If you would like to work on a course for a future term, you may e-mail the Center for eLearning at goview@valdosta.edu to request a development course offering to import your migrated content into. Information Technology Services has developed handouts on Reviewing Migrated Courses and Tips for Reviewing Your Migrated Courses that will be helpful for you to refer to once you have imported your migrated content into a Summer, 2014/development course offering.

It is recommended that you do NOT make any changes to your migrated courses, and instead, immediately copy content into your official courses and/or development course offerings and then update as appropriate. GeorgiaVIEW (Blackboard Vista) access ended for faculty and students on February 22, 2013. This means that your migrated courses are your only record of your originally migrated content.

Content was migrated from Spring, 2011 forward. If you do not see a course that you believe should have migrated within the full Search area, please contact the Center for eLearning at goview@valdosta.edu with the course information, so we can investigate the issue. If needed, our office can assist you in rebuilding course content that was not successfully migrated.
Attendance Verification & Grade Submission

Attendance verification and grades (midterm and final) are submitted through the Intra-Georgia Registration Sharing System (INGRESS) in GoVIEW instead of through Banner. Once assigned to your section(s), you will see an INGRESS widget with a link for INGRESS Faculty and Campus Administrator Consoles on your course list. This will be where you will see course rosters as well as submit attendance verification and midterm/final grades. INGRESS will display ALL of your students regardless of their home institution, and you will NOT need to submit grades in BANNER for GoVIEW courses. The INGRESS Faculty Console User Guide is attached. Please note: INGRESS undergoes nightly maintenance between 11pm and 7am and will be unavailable between these times.
Student Opinion of Instruction (SOIs)

There are three ways VSU collects SOI data:

- VSU students taking VSU offered graduate education courses complete their SOIs in Banner. If students have difficulties accessing Banner to complete their SOIs, please ask that they contact the VSU IT Helpdesk at 229-245-4357 (HELP).
- Non-VSU students taking VSU offered graduate education courses complete their SOIs through LiveText.
  - See the below statement from Elizabeth Omiteru concerning information for non-VSU students:
    - Students will receive an information email (about the SOIs) from Dr. Minor a week prior to launching the evaluations.
    - Students will receive another email from Dr. Minor at the end of that week with a link like the one below
      - Ex: Summer 2013 PSYG-6611-Y03, David Mickey
    - Students will click on the link, and this will take them to the webpage (LiveText url) where the SOI questions are
    - Please note that students will receive a separate link for each instructor/course. For example, if I am taking EDAT 6001 this Summer, and 2 instructors are teaching the class, I will receive two separate links (url). I will need to complete two separate SOIs
    - The SOIs are usually available for a week (or 8 – 10 days max.)
- eMajor students receive SOIs through a Qualtrics survey. The Assistant Director for Program Development and Administration, Center for eLearning administers the surveys and follows the [Academic Affairs dates](#) for distribution.

Please review the [Academic Affairs SOI Website](#) for additional information.

NOTE: The following types of courses will NOT have SOIs: internships, directed studies, practica, student teaching, and thesis and dissertation hours. If a faculty member wants to request SOIs for one of those types of courses, the request must be sent to the department head; if the department head approves, the request is forwarded to the appropriate dean or director. If the dean or director approves, the request should be forwarded to Academic Affairs sgravett@valdosta.edu.
Student Portfolios & Student Course End Access

In GoVIEW (D2L), student access to courses ends 60 days after the official end of the full semester. Please remind your students to download their coursework offline and encourage them to save it in multiple locations prior to the GoVIEW end of course cutoff.
Graduate Assistants (GA)

If you will be working with a GA and you would like her/him to have access to your GoVIEW course offerings, please e-mail the Center for eLearning at goview@valdosta.edu with your GA’s name, his/her VSU e-mail address, and the GoVIEW course offerings he/she should have access to.
Wimba Classroom/Blackboard Collaborate and Voiceboard

The GoVIEW Wimba Classroom and Voiceboard Tutorial has been added to the VSU D2L Instructor Tutorial CO. This tutorial will cover the two important phases of (1) adding and (2) creating Wimba Classrooms and Wimba Voiceboards, as well as additional settings related to Wimba Classroom and Voiceboard. Two good tips for both Wimba Classroom and Voiceboard are (1) to use the “Open in a New Window” option so users do not navigate completely away from GoVIEW, and (2) to double-check the Access setting to assure that Wimba Classrooms and Voiceboards are available to students.

Beginning May 5, 2014, the Blackboard Collaborate LTI will be available in GoVIEW production. It will run concurrently through the summer with Wimba Classroom. Blackboard Collaborate LTI will be the only GoVIEW web conferencing platform beginning Fall, 2014 semester. Additional information on this will be forthcoming.
Plagiarism Prevention – Turnitin

GoVIEW will use Turnitin for plagiarism prevention.

In the VSU D2L Instructor Tutorial CO, there is a new tutorial module for Using Turnitin in Desire2Learn. If you are interested in using Turnitin in your GoVIEW courses, please review that module for how to notify students and enable Turnitin in your Dropbox folders. Please note: once plagiarism detection is enabled for a particular Dropbox folder, it cannot be disabled for that specific folder.
Collaborative Academic Calendar

The collaborative academic calendar is different than VSU’s academic calendar. As important dates get closer (i.e., Attendance Verification, Grade Submission, etc.) and when updates are provided, I will send out reminders as well.

Summer, 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>10 Week Term</th>
<th>8 Week Term – Session 1</th>
<th>8 Week Term – Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Classes</td>
<td>May 19</td>
<td>May 19</td>
<td>June 2</td>
</tr>
<tr>
<td>Holiday</td>
<td>July 4</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Late Registration/Add Period</td>
<td>May 19-21</td>
<td>May 19-21</td>
<td>June 2-4</td>
</tr>
<tr>
<td>Drop Period</td>
<td>May 24-23</td>
<td>May 24-23</td>
<td>June 2-6</td>
</tr>
<tr>
<td>Attendance Verification</td>
<td>May 24-28</td>
<td>May 24-28</td>
<td>June 7-10</td>
</tr>
<tr>
<td>Midterm</td>
<td>June 20</td>
<td>June 13</td>
<td>June 27</td>
</tr>
<tr>
<td>Last Day to Withdraw – Receive a W Grade</td>
<td>June 25</td>
<td>June 18</td>
<td>July 2</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>July 25</td>
<td>July 11</td>
<td>July 25</td>
</tr>
<tr>
<td>Final Exam(s)</td>
<td>July 28-30</td>
<td>July 14</td>
<td>July 28</td>
</tr>
<tr>
<td>Grades Due</td>
<td>August 1</td>
<td>July 16</td>
<td>August 1</td>
</tr>
</tbody>
</table>

NOTE: INGRESS will not be available June 11 and 12.

Maintenance Schedule

GoVIEW is scheduled for maintenance on alternate Friday evenings from 10pm until 7am Saturday morning and will be OFFLINE during the below times. (GoVIEW is found on the D/X Site Maintenance table on the right). It is a best practice to NOT schedule any items due after 9pm on Friday evenings due to these maintenance periods.

Summer, 2014

<table>
<thead>
<tr>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 16, 10pm</td>
<td>Saturday, May 17, 7am</td>
</tr>
<tr>
<td>Friday, May 30, 10pm</td>
<td>Saturday, May 31, 7am</td>
</tr>
<tr>
<td>Friday, June 13, 10pm</td>
<td>Saturday, June 14, 7am</td>
</tr>
<tr>
<td>Friday, June 27, 10pm</td>
<td>Saturday, June 28, 7am</td>
</tr>
<tr>
<td>Friday, July 11, 10pm</td>
<td>Saturday, July 12, 7am</td>
</tr>
<tr>
<td>Friday, July 25, 10pm</td>
<td>Saturday, July 26, 7am</td>
</tr>
<tr>
<td>Friday, Aug 8, 10pm</td>
<td>Saturday, Aug 9, 7am</td>
</tr>
</tbody>
</table>

INGRESS

INGRESS (for attendance verification and midterm/final grade reporting) undergoes nightly maintenance between 11pm and 7am and will be unavailable between these times.
Student Orientation to GoVIEW

Our GoVIEW Student Orientation webpage has been updated with a GoVIEW Student Orientation video that addresses the change to Desire2Learn, how to login and get support, as well as how to access VSU’s D2L Student Tutorial in GoVIEW. Students, depending on when they register, have access to GoVIEW now and can start becoming familiar with the new system by reviewing VSU’s D2L Student Tutorial. Students will NOT have access to official courses until the first official day of class. Feel free to check out the GoVIEW Student Orientation link and video and promote these resources (including the Student Tutorial) to students!