

## Meeting Minimum Presence

Minimum Presence has 5 Standards:

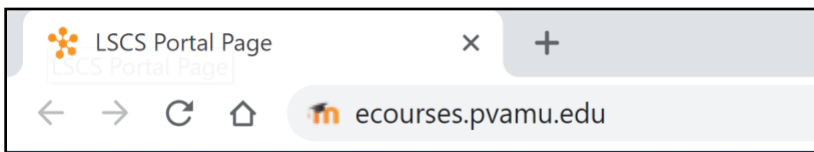
1. Access the class.
2. Link your syllabus from the HB2504 website.
3. Link your vitae from the HB2504 website.
4. Include Information in the Instructor Information Block.
5. Use eCourses gradebook.

This process should be repeated for all classes you are assigned to teach each semester.

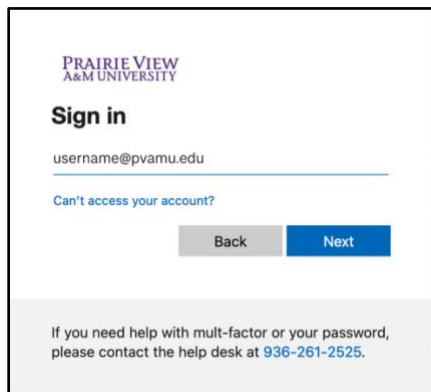
This document covers Standards 1 – 4. For information on Standard 5, using the gradebook, visit our self-enrollable [CIITS Gradebook Module](#) in eCourses.

### Minimum Presence Standard 1 Access classes in eCourses

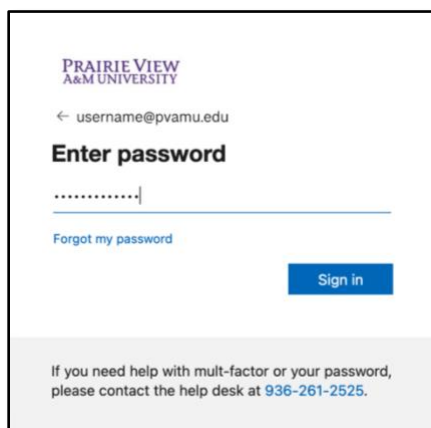
- Using either Chrome or Firefox (Avoid using Internet Explorer, Edge, and Safari)
- Type [ecourses.pvamu.edu](https://ecourses.pvamu.edu) into the URL box as shown below and click enter.



- If prompted, enter full PV email address.

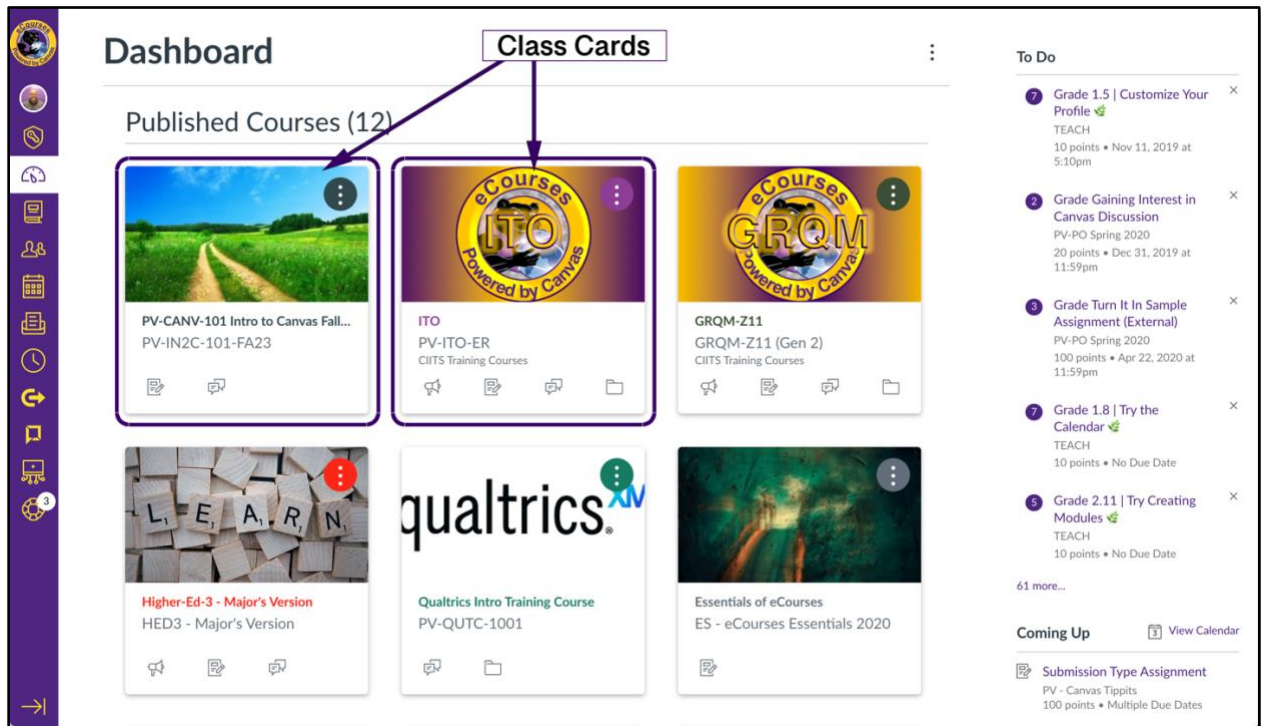
A screenshot of the Prairie View A&M University sign-in page. The page features the university logo at the top. Below the logo, the text "Sign in" is displayed. A text input field contains the placeholder "username@pvamu.edu". Below the input field, there is a link that says "Can't access your account?". At the bottom of the form, there are two buttons: "Back" and "Next". At the very bottom of the page, there is a note: "If you need help with multi-factor or your password, please contact the help desk at 936-261-2525."

- Enter PV ID password (same password used for PV Email, Teams, etc.)

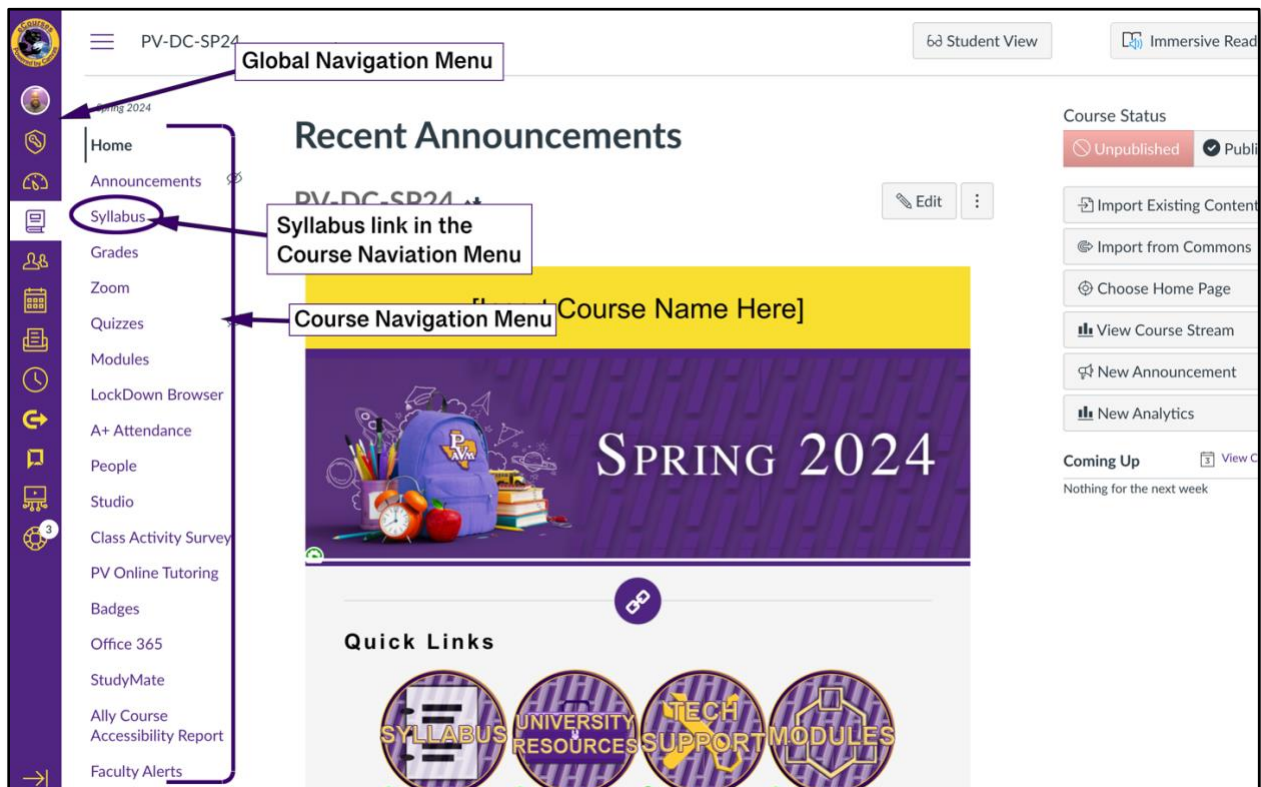
A screenshot of the Prairie View A&M University password entry page. The page features the university logo at the top. Below the logo, the text "Enter password" is displayed. A text input field contains a series of dots, indicating a password field. Below the input field, there is a link that says "Forgot my password?". At the bottom of the form, there is a "Sign in" button. At the very bottom of the page, there is a note: "If you need help with multi-factor or your password, please contact the help desk at 936-261-2525."

- **Note:** You will be prompted to verify your logon using the method chose when setting up multi-factor authentication.

- From the dashboard, click on the Card for the class “shell” you want to work with.
  - Note: If your dashboard displays the “List” view, click the course name.



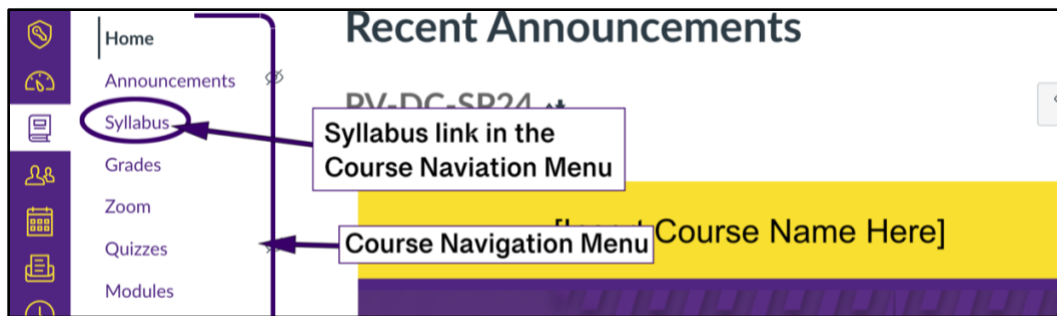
After clicking the card or name of the desired class, you will be taken to the class home page.



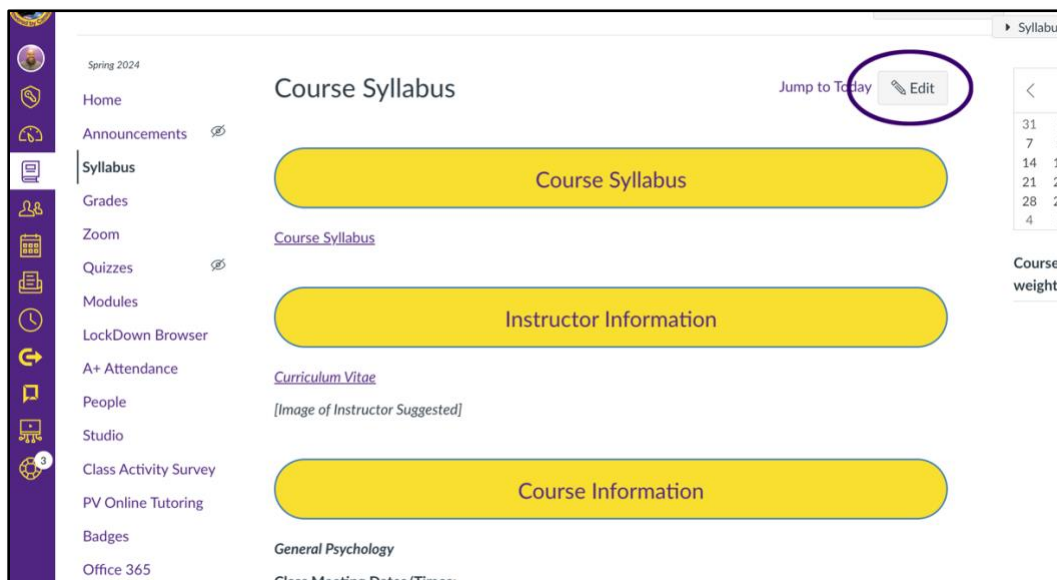
## Minimum Presence Standard 2

### Linking the Course Syllabus to HB2504 File

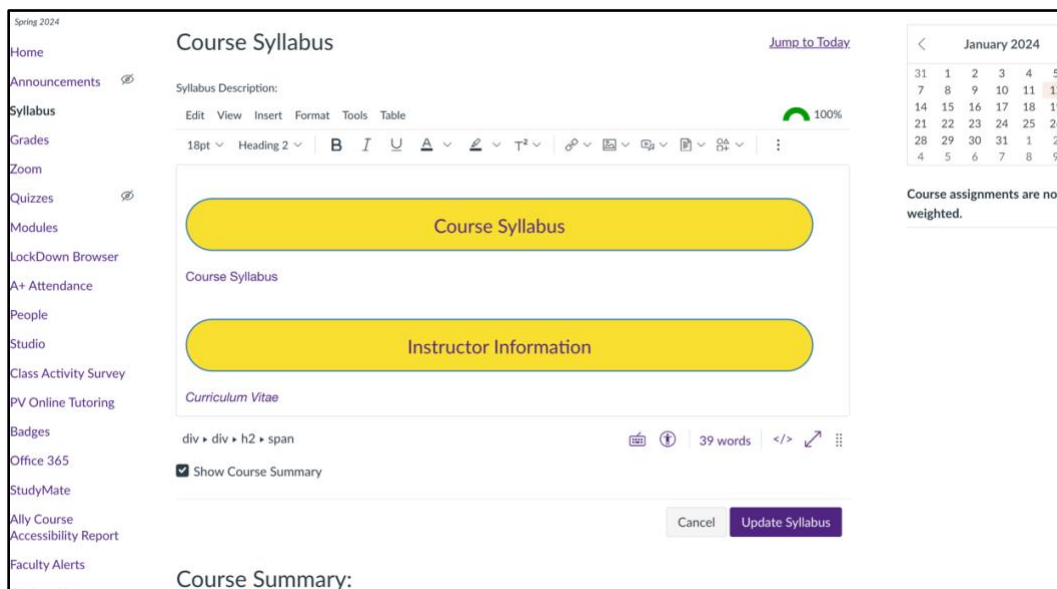
- From the course homepage, click the Syllabus link from the Course Navigation Menu on the left side of the page. This will open the Course Syllabus page.



- Click the Edit button near the top right corner of the page.



- Editing tabs and a formatting toolbar appear to indicate the Course Syllabus editing mode:



- Open a Second Tab in your browser by pressing the + button at the end of the tab row at the top of the browser window, and then navigate to the HB2504 website (<http://www.pvamu.edu/hb2504/>)



1. Enter your name under Instructor Name
2. Click Search

The screenshot shows the 'UNDERGRADUATE COURSE LISTING' page. At the top, there are links for 'Faculty Syllabus Upload', 'Faculty Resume Upload', and two 'PVAMU Operating Budget' links for 2017 and 2018. A text box with a purple border contains the instruction: 'Enter your name under Instructor Name and then Click Search'. Below this is a search form with fields for 'Department' (set to 'All Departments'), 'Semester' (set to 'Spring 2019'), 'Instructor Name', and 'Course Name'. A 'Search' button is at the bottom. Two purple arrows with numbered boxes (1 and 2) point to the 'Instructor Name' field and the 'Search' button, respectively. The page footer indicates 'Spring 2019 last updated 1/16/2019'.

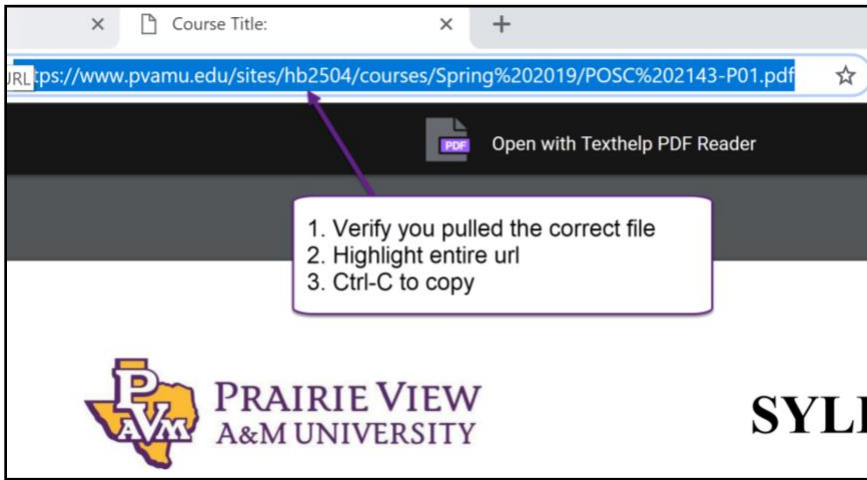
- After clicking search, the next page shows the results. Click on the course name in the **Course** column to access the syllabus on the HB2504 website.

The screenshot shows the search results page. The search form is filled with 'Department: All Departments', 'Semester: Spring 2019', and 'Instructor Name: Mitchell'. A 'Search' button is present. Below the form is a table with the following data:

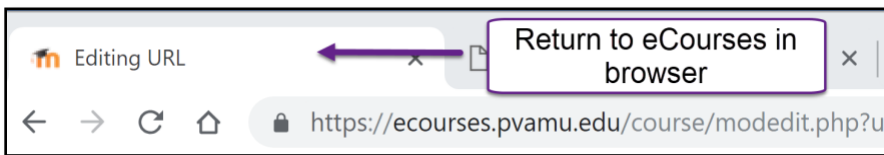
Course	Course Title	Instructor	Text Book
<a href="#">POSC 1123-Z02</a>	Texas Government	<a href="#">Nathan Mitchell</a>	<a href="#">Book</a>
<a href="#">POSC 2143-P01</a>	Legal Studies	<a href="#">Nathan Mitchell</a>	<a href="#">Book</a>

Two purple arrows with text boxes point to the 'Course' and 'Instructor' columns. The first arrow points to 'POSC 1123-Z02' with the text 'Click to access Syllabus'. The second arrow points to 'Nathan Mitchell' with the text 'Click to access Vitae'.

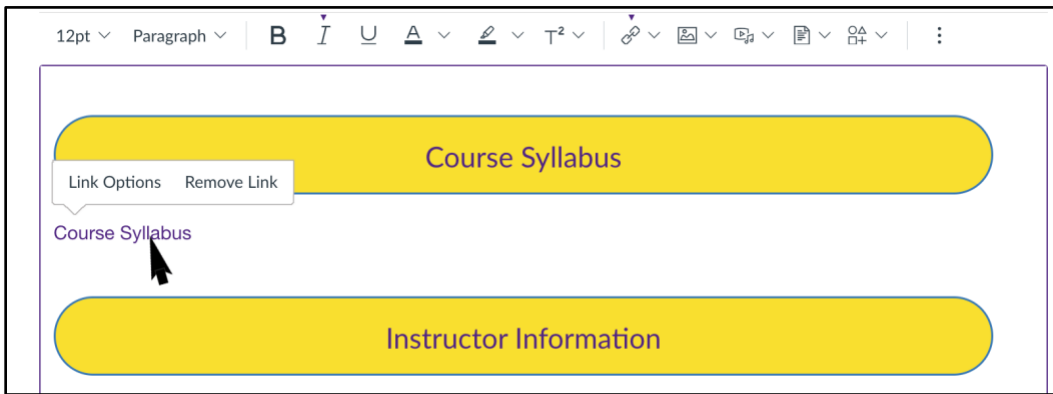
1. Verify it is the correct syllabus.
2. Highlight the URL by double-clicking.
  - o *Note:* Unless you have the same syllabus for every class, the notepad trick discussed in Standard 3 for the vitae won't work here. You'll have come back to the HB 2504 page for each course syllabus.
3. Use Ctrl-C (or right-click and select "Copy") to copy it.



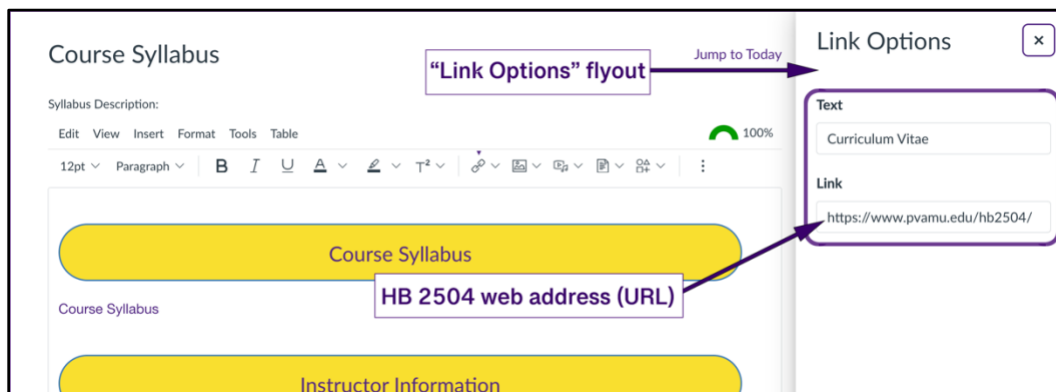
- Return to the eCourses Tab.



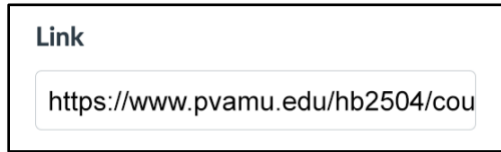
- Click the Course Syllabus link below the "Course Syllabus" heading and then click "Link Options."



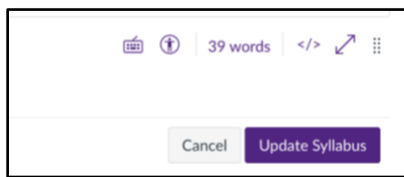
- The "Link Options" pane below will flyout from the right side of the page



- Click inside the **Link** field, highlight (or delete) the existing URL, and then Ctrl-V (or right-click and select “Paste”) to paste the correct URL.



- Notes:
  - The image above shows a valid URL for a syllabus. The field may not be wide enough to view to display the entire URL, but you can click inside and drag – use the arrow key to move – to the right to see the rest of the URL.
  - If you see <https://www.pvamu.edu/hb2504>, that is the placeholder URL. Be sure to replace it with the syllabus URL.
- If you’re done updating the Course Syllabus page, or if you just want to save your progress to this point, scroll down if necessary and click the Update Syllabus button below the bottom right corner of the editing window.

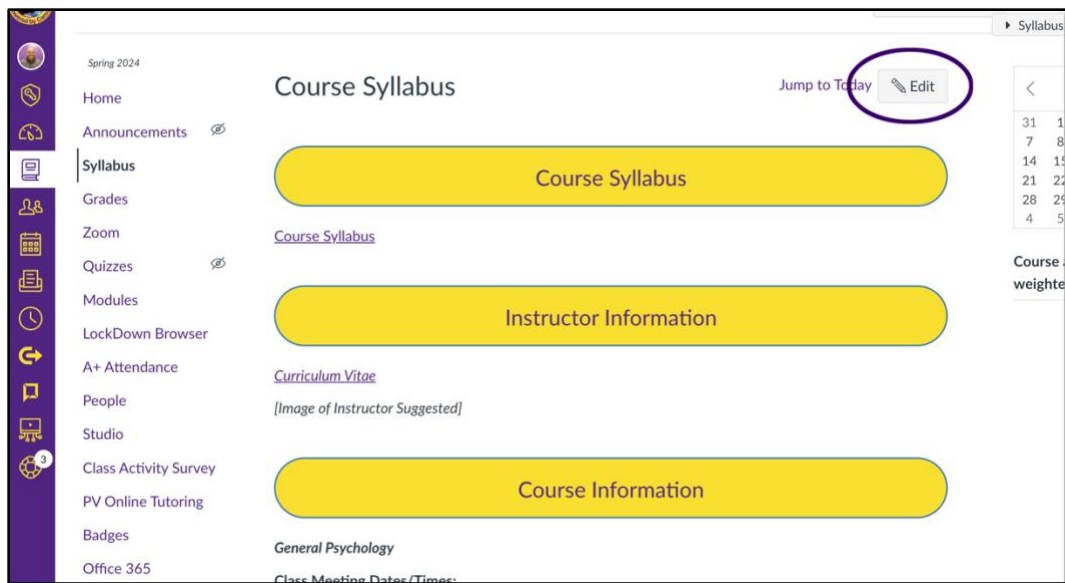


This will save your work and take you out of the editing mode for the Course Syllabus page. After clicking the Update Syllabus button, you can click the Edit button near the top right corner of the page to start updating the Curriculum Vitae link.

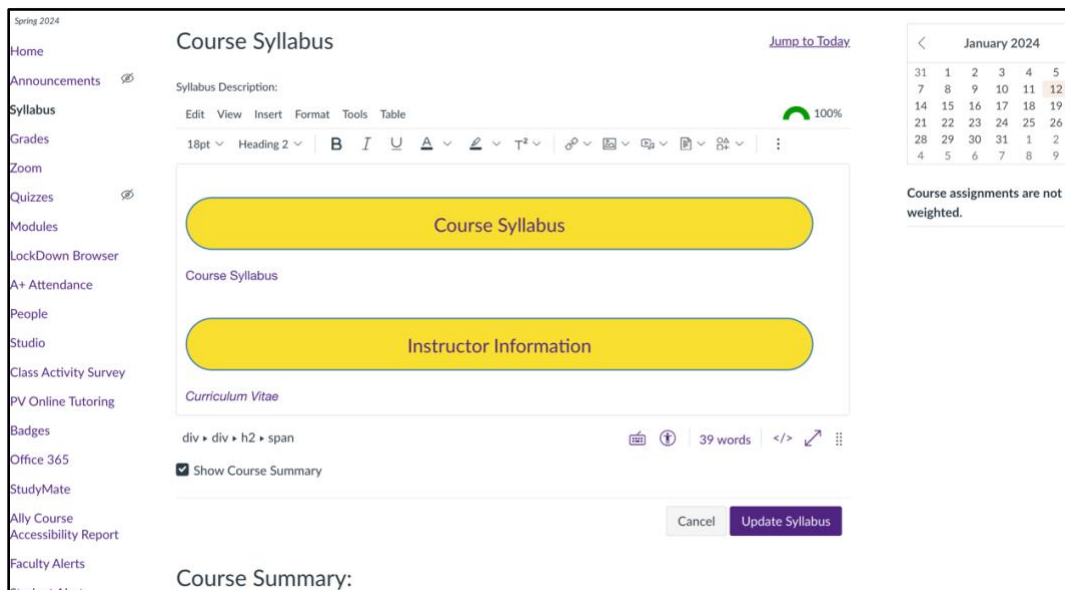
## Minimum Presence Standard 3

### Link Faculty Curriculum Vitae to HB2504 File

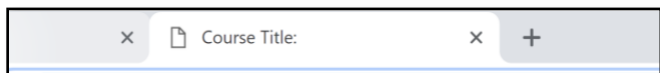
- If not already there, click the Edit button near the top right corner of the Course Syllabus page to go into editing mode.



- Editing tabs and a formatting toolbar appear to indicate the Course Syllabus editing mode:



- Open a Second Tab in your browser by pressing the + button on the tab row at the top of the browser window, and then navigate to the HB2504 website (<http://www.pvamu.edu/hb2504/>)



1. Enter your name under Instructor Name
2. Click Search

# UNDERGRADUATE COURSE LISTING

## Course Syllabi and Faculty CV

- [Faculty Syllabus Upload](#)
- [Faculty Resume Upload](#)
- [PVAMU Operating Budget – 2017](#)
- [PVAMU Operating Budget – 2018](#)

Enter your name under  
Instructor Name and then  
Click Search

Spring 2019 last updated 1/16/2019

Department:  ▾

Semester:  ▾

Instructor Name:

Course Name:

- After clicking search, the next page shows the results. Click on your name to access your vitae page on the HB2504 website.

Department:  ▾

Semester:  ▾

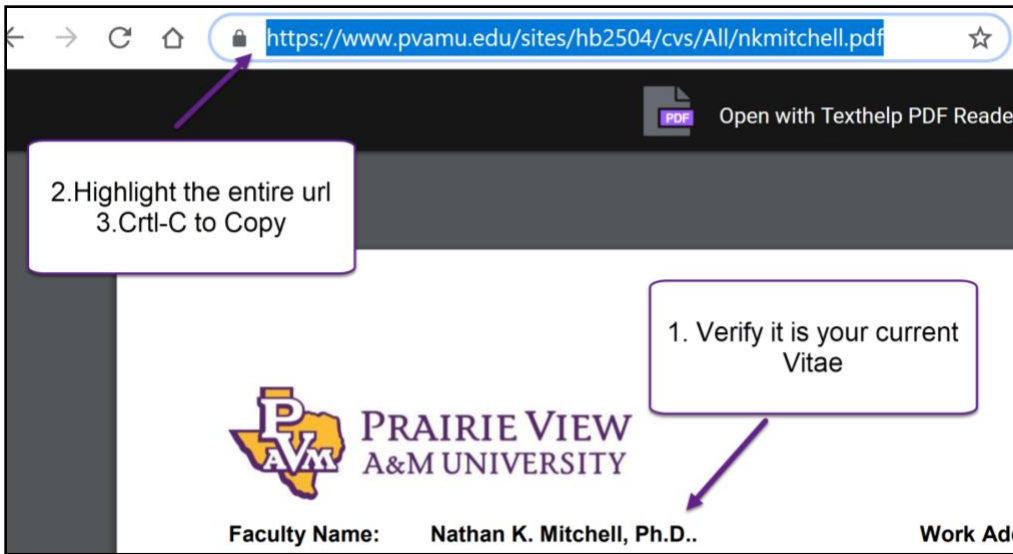
Instructor Name:

Course Name:

Course	Course Title	Instructor	Text Book
<a href="#">POSC 1123-Z02</a>	Texas Government	<a href="#">Nathan Mitchell</a>	<a href="#">Book</a>
<a href="#">POSC 2143-P01</a>	Legal Studies	<a href="#">Nathan Mitchell</a>	<a href="#">Book</a>

1. Verify it is your current vitae.
2. Highlight the URL by double -clicking.
3. Use Ctrl-C to copy it.

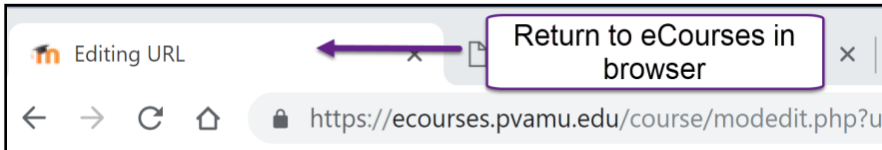




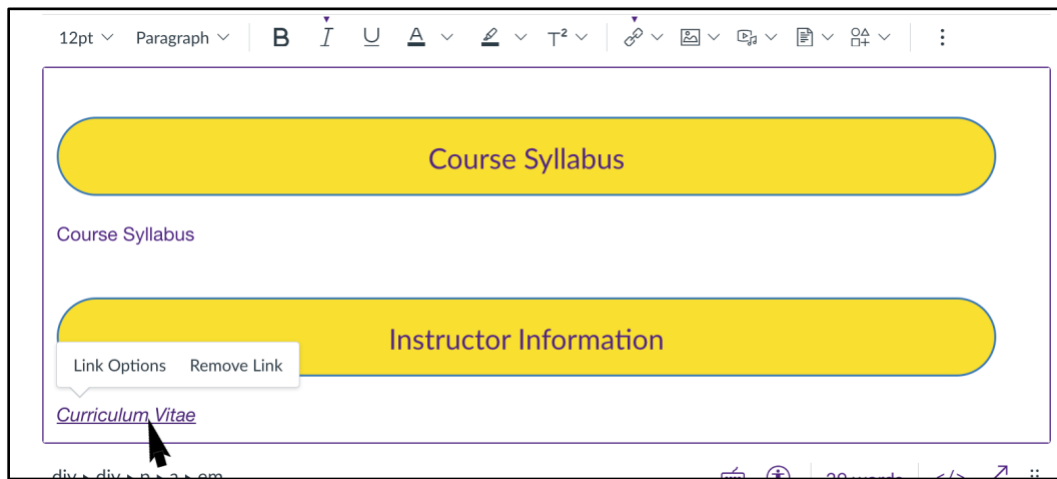
*Note:* If you have multiple classes to update, open notepad and copy the address for the vitae into it, that way you don't have to go through this process for every class. Just keep notepad open and copy and paste as you move from class to class.



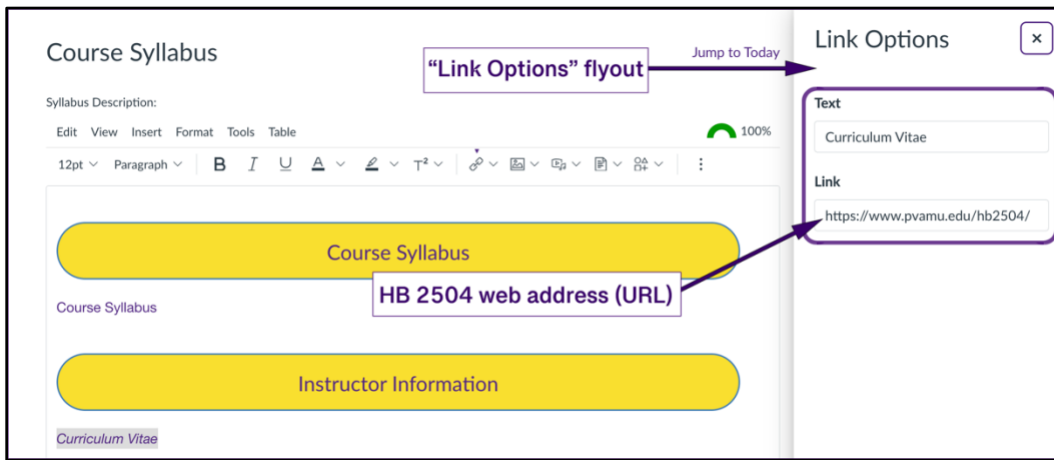
- Copy the vitae address into eCourses.
- Return to the eCourses tab in your browser.



- Click the *Curriculum Vitae* link below the "Instructor Information" heading and then click "Link Options."



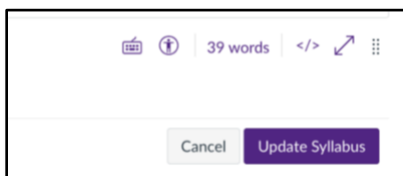
- The “Link Options” pane below will pop out from the right side of the page.



- Click inside the Link field, highlight (or delete) the existing URL, and then Ctrl-V to paste the correct URL.

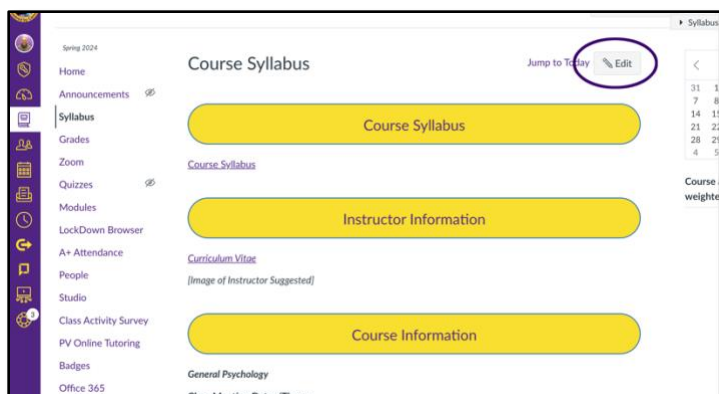


- Notes:
  - The image above shows a valid URL for a vita. The field may not be wide enough to view to display the entire URL, but you can click inside and drag – use the arrow key to move – to the right to see the rest of the URL.
  - If you see <https://www.pvamu.edu/hb2504>, that is the placeholder URL. Be sure to replace it with the vitae URL.
- At this point you can go on to update the Instructor Information block or scroll down if necessary to click the Update Syllabus button below the bottom right corner of the editing window. Clicking the Update Syllabus button will save your work and take you out of the editing mode for the Course Syllabus.

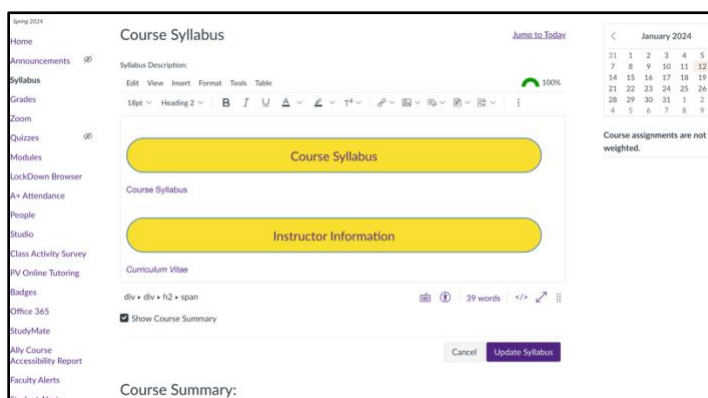


## Minimum Presence Standard 4 Updating Instructor Information

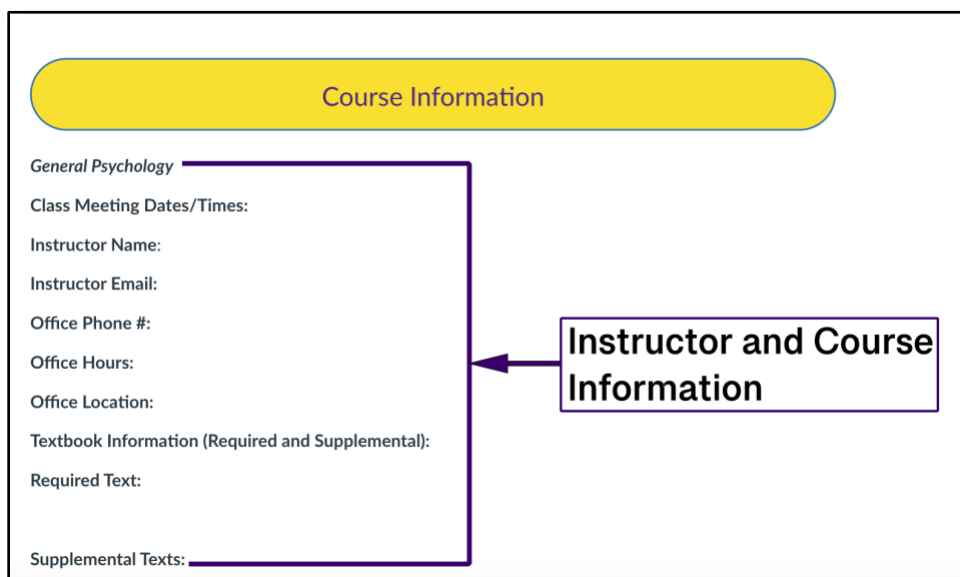
- If not already there, click the Edit button near the top right corner of the Course Syllabus page to go into editing mode.



- Editing tabs and a formatting toolbar appear to indicate the Course Syllabus editing mode:



- Scroll down to the text just beneath the “Course Information” heading, modify the course name and then add the course and instructor information.



Course Information

General Psychology

Class Meeting Dates/Times:

Instructor Name:

Instructor Email:

Office Phone #:

Office Hours:

Office Location:

Textbook Information (Required and Supplemental):

Required Text:

Supplemental Texts:

**Instructor and Course Information**

- Note: Some of the information will remain the same from class to class. You can copy the basic text into notepad and then edit as necessary for each course using Ctrl-C to copy and Ctrl-V to paste.

- Scroll down if necessary to click the Update Syllabus button below the bottom right corner of the editing window. Clicking the Update Syllabus button will save your work and take you out of the editing mode for the Course Syllabus.

