

Using My Class to Manage Student Portfolios

Create@USQ User Guide
Last Updated: October 2023



University of
**Southern
Queensland**



What is My Class?

My Class allows you to manage, moderate, and monitor student sites on the Create@UniSQ platform.

By connecting your students sites to a My Class site you can manage all your student blogs or portfolios from a single dashboard.

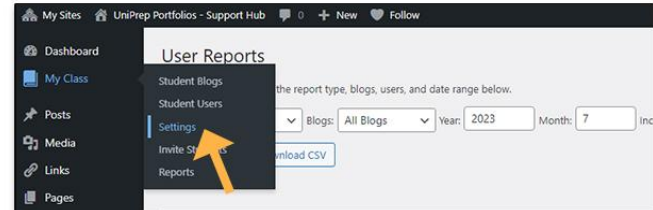
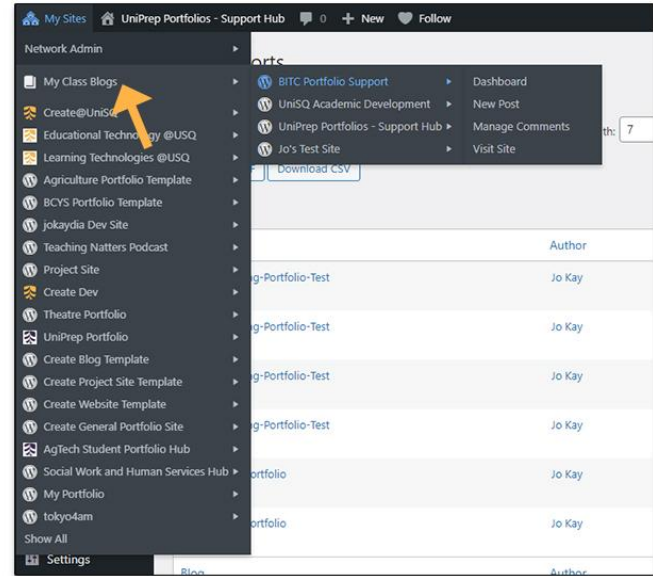
This makes it easy to keep track of all students sites for assessment and provides an easy way for you to support students in developing their portfolios where required.



How to access My Class

Look for your My Class sites via the My Sites > My Class menu.

To access My Class settings within a My Class site, look for the My Class Menu.



My Class Features:

My Class provides you with complete control of your students' site privacy settings, publishing rights, comments etc. when required.

It also allows you to check revisions on pages and posts.

You can also run user-based activity reports to see when and where students have published content or left comments.

The screenshot shows the 'My Class' interface for managing student portfolios. The main content area is titled 'Student Blogs' and displays a list of student blogs. The interface includes a search bar, a 'Choose action' dropdown, and a 'Filter' button. The list shows four students: Annie, Arshdeep, Aztar, and Bella. Each student's blog entry includes a profile picture, a URL, and statistics for posts, pages, and comments. Action buttons like 'Remove Blog from Class' and 'Delete Blog' are visible for each student.

Student	URL	Posts	Pages	Comments
Annie	create.usq.edu.au/annie-moss/	0 pending 1 total	0 pending 1 total	0 pending 1 total
Arshdeep	create.usq.edu.au/arshdeep-singh1/	0 pending 6 total	0 pending 8 total	0 pending 0 total
Aztar	create.usq.edu.au/aztar-copeland/	0 pending 0 total	0 pending 0 total	0 pending 0 total
Bella	create.usq.edu.au/bella-gobbert/	0 pending 0 total	0 pending 0 total	0 pending 0 total

Setting Up My Class

My Class can be setup at the time your students Create sites are Batch Processed, or alternatively you may wish to create a My Class site of your own.

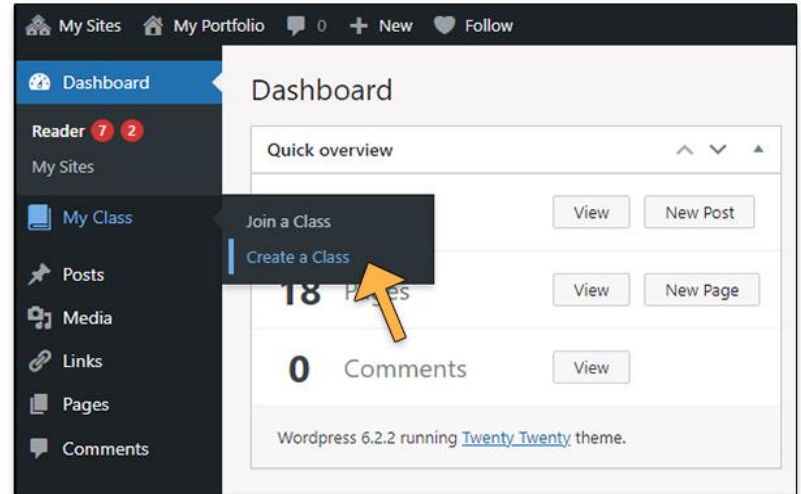
To request a My Class setup during batch process please contact the Technology Demonstrators Team for assistance.



My Class Setup and Options

To setup your own My Class site, follow these instructions :

Step 1: Go to My Class > Create a Class inside the dashboard of the site you want to make your class.



My Class Setup and Options (cont.)

Step 2. Select your My Class preferences from the following options:

- **Allow Students to Post on the Class Blog:** Generally you would select 'No' so that students post on their own Portfolio sites. However this setting can be useful if you'd like to create a group blog.
- **Moderation on Student Blogs:** Choose what level of moderation you would like to use. In general, adult learners should manage their own blogs and do not need moderation.

Create a Class

Class Blog: This is a class blog
Select this if you want students to have their own blogs or you want students to publish posts on the class blog.

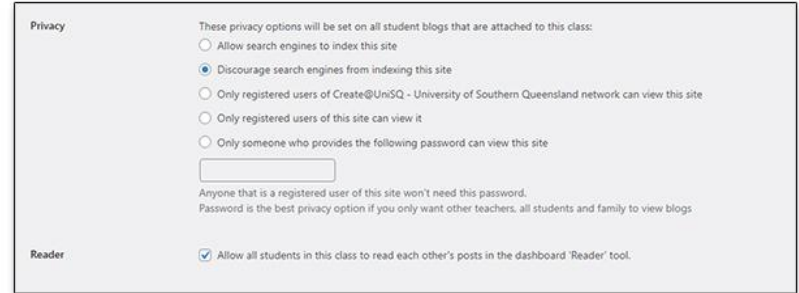
Allow Students To Post On The Class Blog Yes, no moderation - able to publish posts on class blog
 Yes, with moderation - able to submit post pending review on class blog
 No - use if you want them to publish posts on their student blog
This setting only affects THIS blog - your main "class blog". To moderate students on their own blogs, set the "Moderation" settings below.

Moderation On Student Blogs I must approve all posts - use if you want to check all posts before they are published
 I must approve all comments - use if you want to check all comments before they are published
These settings only affects the student's individual blogs. Students won't be able to change these settings.

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Privacy:** Choose the level of privacy appropriate for the course / students. By default Create@UniSQ sites are set to 'Only registered users of Create@UniSQ can view this site.'
- **Reader:** Select if you would like class members to see each others posts on their Create@UniSQ dashboard - this is useful when students are required to comment on each others posts.



The screenshot shows a settings panel with two sections: Privacy and Reader. The Privacy section has a title 'These privacy options will be set on all student blogs that are attached to this class:' and five radio button options. The first option is 'Allow search engines to index this site'. The second option, 'Discourage search engines from indexing this site', is selected. The third option is 'Only registered users of Create@UniSQ - University of Southern Queensland network can view this site'. The fourth option is 'Only registered users of this site can view it'. The fifth option is 'Only someone who provides the following password can view this site', followed by a text input field. Below the input field is the text: 'Anyone that is a registered user of this site won't need this password. Password is the best privacy option if you only want other teachers, all students and family to view blogs.' The Reader section has a checked checkbox for 'Allow all students in this class to read each other's posts in the dashboard 'Reader' tool.'

Privacy

These privacy options will be set on all student blogs that are attached to this class:

Allow search engines to index this site

Discourage search engines from indexing this site

Only registered users of Create@UniSQ - University of Southern Queensland network can view this site

Only registered users of this site can view it

Only someone who provides the following password can view this site

Anyone that is a registered user of this site won't need this password.
Password is the best privacy option if you only want other teachers, all students and family to view blogs.

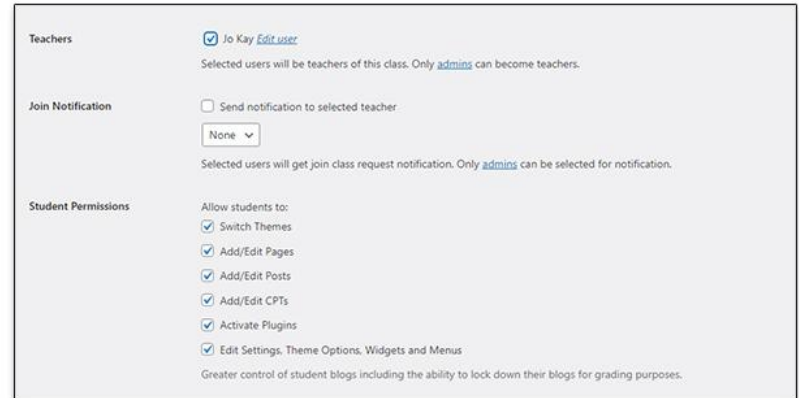
Reader

Allow all students in this class to read each other's posts in the dashboard 'Reader' tool.

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Teachers:** Set the teachers you would like to give administrator access in this class group and send them a notification that they've been added. Users must be 'Admins' on the site to be added to the Teacher role.
- **Student Permissions:** Choose which features you would like to give students on their site. In general adult learners should have access to all settings on their site.



The screenshot shows a settings panel with three main sections:

- Teachers:** Includes a link "Jo Kay [Edit user](#)" with a checkmark icon. Below it, text reads: "Selected users will be teachers of this class. Only [admins](#) can become teachers."
- Join Notification:** Includes a checkbox "Send notification to selected teacher" which is unchecked. Below it is a dropdown menu currently set to "None". Text below reads: "Selected users will get join class request notification. Only [admins](#) can be selected for notification."
- Student Permissions:** Includes the heading "Allow students to:" followed by a list of checked options: "Switch Themes", "Add/Edit Pages", "Add/Edit Posts", "Add/Edit CPTs", "Activate Plugins", and "Edit Settings, Theme Options, Widgets and Menus". Below this list, text reads: "Greater control of student blogs including the ability to lock down their blogs for grading purposes."

My Class Setup and Options (cont.)

Select your My Class preferences from the following options:

- **Default Blog Template** - Set this to none, unless it is important that your students are all using the same template.

Note: Please contact the Technology Demonstrators team if you are intending to use a Portfolio template specific to your course or area of study, so they can assist with setup and batch processing.



The screenshot shows a user interface for setting the 'Default Blog Template'. On the left, the text 'Default Blog Template' is displayed. To its right is a dropdown menu with 'None' selected. Below the dropdown, a small explanatory text reads: 'With blog templates you can apply the same appearance, customized content in posts and pages, categories and more to all newly created student blogs.'

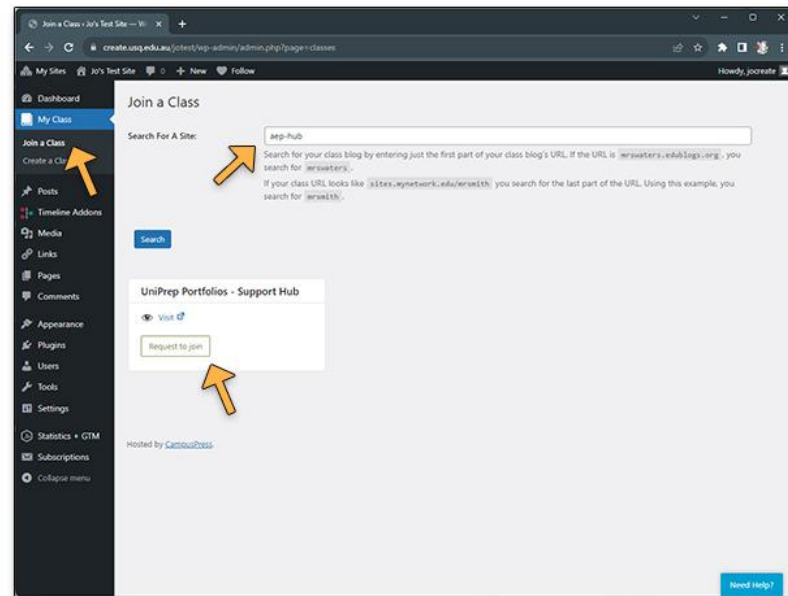
My Class Setup and Options (cont.)

Step 3: Invite your students to join your My Class site.

You can do this sharing your site name with your students.

Eg. the last part of your site url:
`http://create.usq.edu.au/my-site-name`

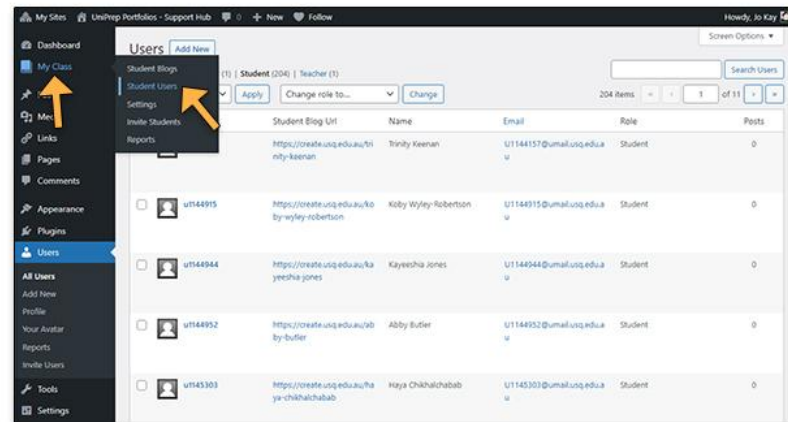
They can then use the 'Join a Class' settings on their dashboard.



Using My Class to Manage Student Sites

Locate students by going to Users > All Users.

You can use this listing to visit each site's dashboard to manage posts, comments and revisions as required.



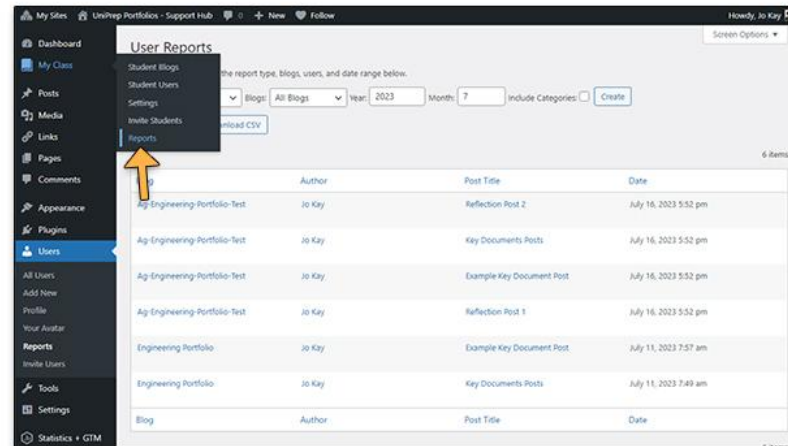
The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Users' menu item is highlighted in blue. A sub-menu is open, showing 'All Users' selected. Two orange arrows point to the 'Users' menu item and the 'All Users' sub-menu item. The main content area displays a table of users with columns for Student Blog URL, Name, Email, Role, and Posts. The table contains four rows of user data.

	Student Blog URL	Name	Email	Role	Posts
<input type="checkbox"/>	https://create.usq.edu.au/trinity-keenan	Trinity Keenan	U1144157@umail.usq.edu.au	Student	0
<input type="checkbox"/>	https://create.usq.edu.au/koby-wyley-robertson	Koby Wyley-Robertson	U1154915@umail.usq.edu.au	Student	0
<input type="checkbox"/>	https://create.usq.edu.au/kayeesha-jones	Kayeesha Jones	U1144944@umail.usq.edu.au	Student	0
<input type="checkbox"/>	https://create.usq.edu.au/abby-butler	Abby Butler	U1144952@umail.usq.edu.au	Student	0
<input type="checkbox"/>	https://create.usq.edu.au/haya-chikhahabab	Haya Chikhahabab	U1145303@umail.usq.edu.au	Student	0

Using My Class to Create Reports

Visit the My Class > Reports section to generate reports based on activity across all your student's posts.

For example you can create a report that shows all the new posts created during a particular month.



The screenshot displays the WordPress 'User Reports' interface. The left sidebar shows the 'My Class' menu with 'Reports' highlighted. The main content area shows a 'User Reports' form with filters for 'All Blogs', '2023', and '7' months. Below the form is a table of reports.

Author	Post Title	Date
Ag-Engineering-Portfolio-Test	Reflection Post 2	July 16, 2023 5:52 pm
Ag-Engineering-Portfolio-Test	Key Documents Posts	July 16, 2023 5:52 pm
Ag-Engineering-Portfolio-Test	Example Key Document Post	July 16, 2023 5:52 pm
Ag-Engineering-Portfolio-Test	Reflection Post 1	July 16, 2023 5:52 pm
Engineering Portfolio	Example Key Document Post	July 11, 2023 7:57 am
Engineering Portfolio	Key Documents Posts	July 11, 2023 7:49 am