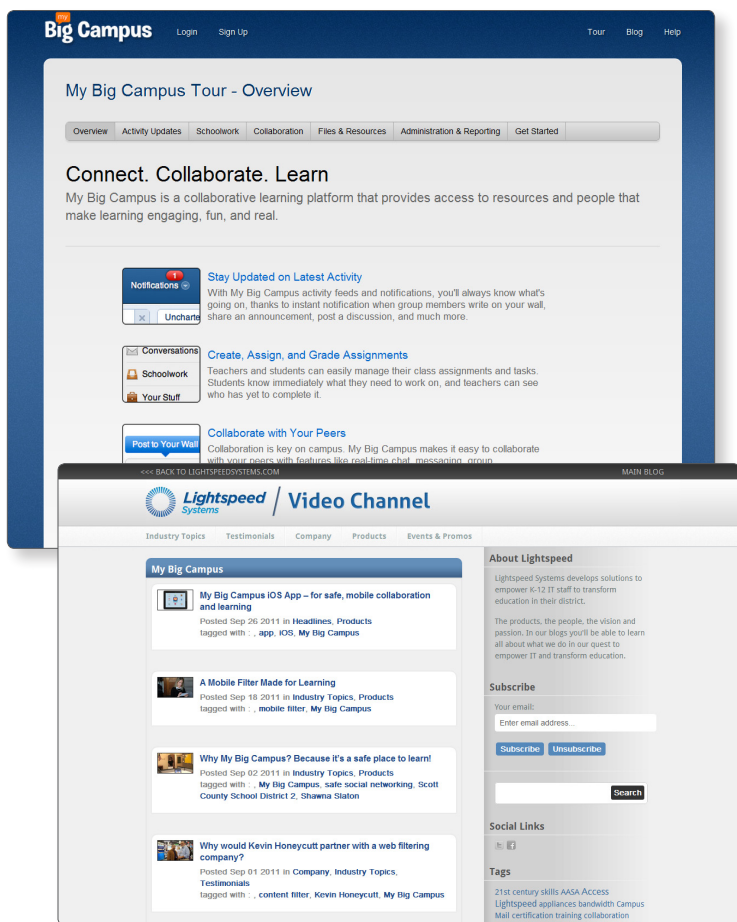


My Big Campus helps balance learning and safety in schools. It combines a searchable collection of educational resources and a suite of collaboration tools to foster blended learning — all integrated with the filter for easier administration and monitoring. Use My Big Campus for everything from professional development to classwork to homework. It's easy when you follow these steps.

1. Get Oriented

Take a tour of the site at www.mybigcampus.com/tour. Then watch some short videos to see how others are using My Big Campus at: <http://mbcurl.me/1F5>



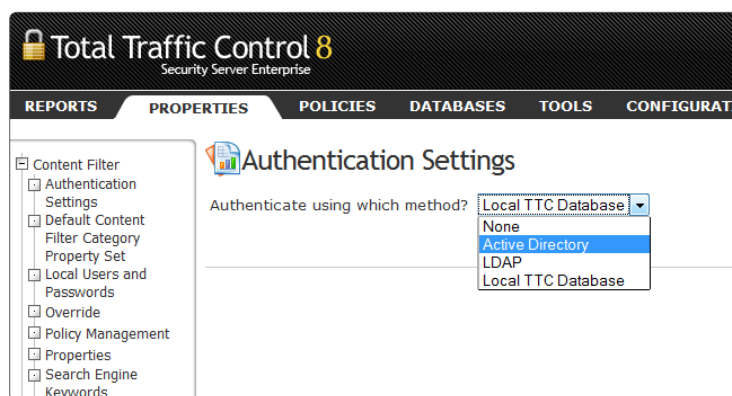
2. Contact Support to Sign Up Your School or District

Email support@mybigcampus.com or phone 800-444-9267 to get your organization registered.

3. If You're a Lightspeed Customer

You don't have to be a Lightspeed customer to use My Big Campus, but if you are, you need to take the following steps to integrate MBC with your content filter:

- Confirm Lightspeed Systems Suite/TTC v8.0x or greater is installed.
- Set authentication to Active Directory, LDAP, or your list of local TTC users/groups.
- Enable external port 80 access to the Lightspeed Rocket (server for Web filtering) so your users can log into My Big Campus. For details see: <http://mbcurl.me/1F4>



4. Make Policy Decisions

You may want to have policies for specific grade levels and user types. Here are your options:

User Policies

- Blogging: Who can blog or comment on blogs?
- Messaging: Allow email between users within school?
- Following: Who can add other users to their Activity Feed?
- Library: Who can add to the library? When can teachers access YouTube to search for additions (always, only after school, etc.)?
- Group Discussions, Walls, Events: Can users post, or only view or comment?
- Social Content Filtering: Should users see content from other schools?

Internet Sharing

- Privacy: Can staff make their profile, group pages, or blog public for school-home communication?
- Applications: Can users update their My Big Campus wall from Facebook or Twitter?

Staff Responsibilities

- Monitoring: Who will monitor activity reports? How will you handle monitoring during school breaks?

5. Set Up Schools

In MBC, go to Administration > Schools > Add new school. Define what is shared outside the school.

Lightspeed Customers:
Map the school to your TTC server to access policies for users when logging in.

7. Form a Pilot Group

Select your most eager teachers for the initial deployment.

- Distribute “Tips for Teachers: Getting Started with My Big Campus.”
 - Create a group and discussion, then have teachers join (groups are listed on school and district pages).
 - **Lightspeed customers:** Create accounts using network username and password that will authenticate against Lightspeed Systems Suite/TTC.
- Note:** Screen name is globally unique within MBC and used in URLs (wall, activity feed, profile).

8. Create User Accounts

- Automatically: Import data from your Student Information System (details on Wiki).
- Manually: Have users create accounts using their local network username / password and school name.

Note: Staff members who serve multiple schools may be designated by you as “District-wide” users to see and be seen in all schools. This designation does not include administrative rights.

9. Point Users to Online Help

- “Help” includes FAQs, video tutorials, and a community-based help system.
- Big Campus Bob is the site’s resident guru. His wall is just one click from your Activity page.
- Topics: MBC Orientation Center for documentation and examples of how educators are using MBC, many other staff-only topics for professional learning communities to form.

6. Create and Assign Policies in My Big Campus

From the My Big Campus Administration Page, go to the Policies tab, then click on the default policy you wish to review and edit. You may also add policies, then click Add Assignment to search your directory service or built-in MBC names to assign the policies to users or groups. **Note:** If you’re a Lightspeed customer, any new user signing up for an account will be a student user type with the default student policy. To automatically promote some users to the teacher user type, go to Administration > District > district name > Edit. Under “User Type Settings,” begin entering any groups you would like to apply the teacher user type, and MBC will search your network directory server. Select the group and hit save. Now when a user that belongs to that directory group logs into My Big Campus, they will automatically be promoted to the teacher user type.

Professional Learning Communities: Just For You

Topics are Professional Learning Communities created by and for My Big Campus professional users anywhere. Like any other group on My Big Campus, Topics let you create and participate in discussions, post questions to the wall, and create events. My Big Campus staff visit Topics regularly, and are available for suggestions and questions.