Managing Consolidated Courses



This chapter provides the procedures course leaders should follow to create and manage their consolidated courses. Actual content of the consolidated course homepage is handled exactly like the homepages for single courses and groups and has been covered in this book in a previous chapter.

Instructors are often assigned to teach more than one section of a course and are often assigned to repeat a course over several terms. Typically instructors use some of the same materials for each of these repeating courses and would like a way to preserve their course materials rather than having to feed the same material into the course homepage for each section or for each term.

The Luminis Platform allows the instructor to preserve materials he or she would like to make available to each course's homepage by creating a consolidated course that automatically feeds everything on it's home page to each course that is added as a member of that consolidated course.

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The ability to consolidate courses is only available to the Course Studio application. The information in this chapter does not apply to Group Studio.

Creating and Deleting Consolidated Courses

Luminis Platform instructors can preserve the materials they would like to make available to each course's homepage by creating a consolidated course, which in turn automatically feeds everything on the consolidated course's home page to each course that is added as a member of that consolidated course.

Instructors should construct a consolidated course for each course that meets the following guidelines:

- The instructor wants to provide materials to the course via the course homepage.
- The instructor will teach the course more than once.

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The procedures in the following section will enable you to create consolidated courses.

Creating a Consolidated Course

Use the following procedure to create a consolidated course:

- 1. If you have not already done so, log in to the Luminis Platform and access the channel that provides a list of your courses.
- 2. Click My Consolidated Courses.

You see the My Consolidated Courses list.

SCTUNIVERSITY	
Faculty Sample Tab	e-mail calendar groups 🛛 🖉 🦿
Consolidated Course List	
Consolidated Course Name	Consolidated Course Title
You currently have no consolidated courses.	
Courses Available for Consolidation	
Winter 03	Section
Introduction to Performance Studies	1
Spring 04	Section
Introduction to Performance Studies	1
Summer 04	Section
Introduction to Performance Studies	1
Fall 04	Section
Introduction to Performance Studies	1
Winter 04	Section
Introduction to Performance Studies	1
	Create

3. Click Create.

You see the Create New Consolidated Course page.

SCTU	NIVERSITY					
 back to Faculty Sample Tab 		e-mail	炎 calendar	groups	🗳 logout	🦁 help
Create Nev Your Location: My Cou	W Consolidated Course urses / My Consolidated Courses / Create New Conso	olidated (Course		March 25,	. 2004
* Consolidated Course Name: * Consolidated Course Title: Courses Available for Consolidation:	Performance Studies 101 Performance Studies first required course. Introduction to Performance Studies SCTTERM Introduction to Performance Studies SCTTERM	11 12 13 14		* Re	quired Info	mation
				Cro	eate Co	ancel

4. Enter a Name and Title for your consolidated course, select the course(s) you wish to attach to the consolidated course, and click Create.

You see the Consolidated Course Created page.

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et back to Faculty Sample Tab	e-mail	炎 calendar	and the second s	🗳 logout	🂡 help
Consolidated Course Created Your Location: <u>My Courses</u> / <u>My Consolidated Courses</u> / Consolidated Cour	rse Creat	ed		March 25,	2004
The Consolidated Course is now rea You are the designated Consolidated C OK رامی	ndy for a ourse la	use. eader.			

5. Click OK.

You see the new consolidated course listed on the My Consolidated Courses page.

SCTUNIVERSITY		
Heack to Faculty Sample Tab	ie-mail calendar groups	ogout hel
My Consolidated Courses Your Location: <u>My Courses</u> / My Consolidated Courses		March 25, 2004
To create a consolidated course, select one or more availadic on the consolidated course name. To remove a consolidated course, the consolidated the course of the consolidated the course of the consolidated the course of t	able course and click Create. To view a conso vlidated course from your Consolidated Cour:	olidated course, ses List, click the
Consolidated Course List		
Consolidated Course Name	Consolidated Course Title	
Performance Studies 101 *	Performance Studies first required course.	
<u>("</u> "?		Remove
* You may not remove this Consolidated C	ourse because you belong to one of its cours	es.
Courses Available for Consolidation		
Spring 04		Section
Introduction to Performance Studies	:	1

6. To add materials to the new consolidated course, click on the name of the new consolidated course.

You see the Consolidated Course Homepage.

SCTUN	IIVERSITY	
 back to Faculty Sample Tab 	e-mail calend	ar groups logout help
Consolidate 101 Your Location: Consolid.	ed Course Homepage - Performance Stu ated Course Homepage	dies March 25, 2004
Consolidated Course Tools Homepage Announcements News Photos	Announcements There are no announcements. More announcements Send announcement	Courses • Introduction to Performance Studies, Winter 03, section 1
Links Files Message Board Calendar E-mail Chat	Message Board Topics There are no message board topics. More topics Post a topic	

You are ready to add materials to the homepage for the new consolidated course.

The next section will show you how to delete a consolidated course.

Deleting or Inactivating a Consolidated Course

As an instructor you can delete any of the consolidated courses you have created, provided there are no longer any courses included in it. It is important to note that once a consolidated course is removed, all data associated with it (links, images, articles, etc.) will no longer be available.

To delete a consolidated course, use the following procedure:

- 1. If you have not already done so, log in to the Luminis Platform and the channel that provides your list of courses.
- 2. Click My Consolidated Courses.

You see the My Consolidated Courses list.

3. Check the box next to the consolidated course that you want to delete.

You can only delete consolidated courses that do not contain any courses. If there are still courses contained in the consolidated course, the checkbox next to its name will be greyed out. *For information on removing courses from a consolidated course, refer to the section* <u>"Adding and Removing Courses" on page 6-5</u>.

4. Click Remove.

You will be prompted to confirm that you want to delete the consolidated course. The consolidated course is removed and all data associated with it (links, images, articles, etc.) will no longer be available.

Adding and Removing Courses

After you have created a consolidated course you can add courses to and remove courses from the consolidated course at any time.

Use the following procedure to add or remove courses from the consolidated course:

- 1. If you have not already done so, log in to the Luminis Platform and access the channel that provides your list of courses.
- 2. Click My Consolidated Courses.

You see your My Consolidated Courses list.

SCTUNIVERSITY				
Heack to Faculty Sample Tab	e-mail calendar groups logout helj			
My Consolidated Courses	March 25, 2004			
Your Location: My Courses / My Consolidated Courses				
To create a consolidated course, select one or more avail dick on the consolidated course name. To remove a conso check box and then dick Remove. Consolidated Course List	able course and click Create. To view a consolidated course, olidated course from your Consolidated Courses List, click the			
Consolidated Course Name	Consolidated Course Title			
Performance Studies 101 *	Performance Studies first required course.			
(^{III})				
* You may not remove this Consolidated C	ourse because you belong to one of its courses.			
Courses Available for Consolidation				
Spring 04	Section			
Introduction to Performance Studies	1			

3. Click the name of the consolidated course that you wish to add courses to or remove courses from.

You see the Consolidated Course Homepage.

SCTUN	IIVERSITY	
 back to Faculty Sample Tab 	e-mail calenda	ar groups logout help
Consolidate 101 Your Location: Consolid	ed Course Homepage - Performance Stud	dies March 25, 2004
Consolidated Course Tools Homepage Announcements News Photos	Announcements There are no announcements. More announcements Send announcement	Courses • Introduction to Performance Studies, Winter 03, section 1
Links Files Message Board Calendar E-mail Chat	Message Board Topics There are no message board topics. More topics Post a topic	

4. Scroll down the page.

You see the Configuration Tools menu list.

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		e-mail	炎 calendar	groups		🏈 gout	🦿 help	
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				1			>	
	VERSITY		VERSITY e-mail	VERSITY e-mail calendar	VERSITY e-mail calendar groups	VERSITY e-mail calendar groups to	VERSITY e-mail calendar groups logout	VERSITY e-mail calendar groups logout help

5. Click Courses.

You see the Manage Consolidated Course page.

To Add a Course to the Consolidated Course page

SCTU	IIVERSITY		
■ back to Faculty Sample Tab		e-mail calendar groups	logout help
Calendar E-mail Chat	Available Courses for Consolidation		2
Members	Winter 03		Section
Content Tools	Introduction to Performance Studies		1
Manage Homepage Manage News	Spring 04		Section
Manage Photos	 Introduction to Performance Studies 		1
Manage Links Manage Files	Summer 04		Section
Manage Message Board	Introduction to Performance Studies		1
Manage Calendar	Fall 04		Section
Announcements	Introduction to Performance Studies		1
	Winter 04		Section
Configuration Tools General Settings	Introduction to Performance Studies		1
Courses			Add

6. Click the checkbox(s) next to the name(s) of the course or courses you wish to add to your consolidated course and click Add.

You are returned to the Manage Consolidated Course page which is immediately updated.

SCTUN	IIVERSITY		
Heack to Faculty Sample Tab		e-mail calendar grou	b 👔 🦓 🖓 ps logout help
Manage Col Your Location: Consolid	nsolidated Course - Perfor ated Course Homepage / Manage Consolidated	mance Studies 101 ^{Course}	March 25, 2004
Consolidated Course	Consolidated Course		
Homepage	Performanc	e Studies 101	
Announ			
News Photos	Click on a course title to modify it. To remove the box and click "Remove."	a course from this Consolida	ted Course, check
Files	Active Courses		
Message Board	Spring 04		Section
Calendar E-mail	Introduction to Performance Studies		1
Chat	Summer 04		Section
members	Introduction to Performance Studies		1
Content Tools			Remove
Manage Homepage	Available Courses for Consolidatio	n	
Manage News Manage Photos	Winter 03		Section

The courses added to your consolidated course are listed under the Active Courses section.

To Remove a Course from the Consolidated Course page:

SCTUN	IVERSITY	
 back to Faculty Sample Tab 	e-mail calendar group	s logout help
Manage Col Your Location: Consolida	nsolidated Course - Performance Studies 101	March 25, 2004
Consolidated Course Tools Homepage Announcements	Consolidated Course Performance Studies 101	
News Photos Links Files	Click on a course title to modify it. To remove a course from this Consolidat the box and click "Remove." Active Courses	ed Course, check
Message Board Calendar	Winter 03	Section
E-mail Chat Members	Available Courses for Consolidation	Remove
Content Tools Manage Homepage Manage News	Spring 04	Section 1

- 7. Click the checkbox next to the active course or courses you wish to remove.
- 8. Click Remove.

You see an information box asking you to confirm your action.



9. Click OK.

You are returned to the Manage Consolidated Course page and the checked course or courses are removed from your consolidated course group.

Navigating Among Homepages

From the Consolidated Course homepage you can easily and quickly navigate to any of the homepages of the courses belonging to your consolidated course and back again.

1. At the Manage Consolidated Course page click on the name of the consolidated course of interest.

You see the Consolidated Course Homepage.

SCTUN	IIVERSITY	
 back to Faculty Sample Tab 	e-mail cale	ndar groups logout help
Consolidate 101 Your Location: Consolid	ed Course Homepage - Performance Stu ated Course Homepage	dies March 25, 2004
Consolidated Course Tools Homepage Announcements News Photos	Announcements There are no announcements. More announcements Send announcement	Courses Introduction to Performance Studies, Spring 04, section 1 Introduction to Performance Studies, Surface 1
Links Files Message Board Calendar	Message Board Topics There are no message board topics.	
E-mail Chat Members	More topics Post a topic	

In the right-hand column is a list of the courses belonging to the consolidated course.

2. Click on a name of one of the courses.

You see the homepage for that course.

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SCTUN	IIVERSITY	
Head back to Faculty Sample Tab	e-mail c	olendar groups logout help
Course Hor	nepage - Introduction to Performance Studies	March 25, 2004
Course Tools Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat	Announcements There are no announcements. More announcements Message Board Topics There are no message board topics. More topics Post a topic	Course Info Name: Name: Namo: Section: 1 Department: SCT SCT Internal Testing Term: Summer 04 Instructor(s): Austin Powers Click an instructor name
Members Content Tools Manage Homepage Manage News Manage Photos		Parent Group Performance Studies 101

3. Again going to the right-hand column, click on the name of the consolidated course listed under Parent Group.

You are returned to the homepage of the consolidated group.

This enables you to see how things will appear on the homepages of the course when you add items to the homepage of the consolidated group.

Consolidated Course Permissions

Instructors can add Guests and Teaching Assistants to their consolidated courses and assign permissions to each of these users or modify permissions already granted.

\Lambda Warning

If you as instructor or someone with course leader permissions adds a guest user to the course and grants them course leader permissions, this guest user can log in and remove the instructor's course leader permissions and no one can add or delete courses from the consolidated course.

Instructors and Teaching Assistants (TAs) assigned to a consolidated course are automatically granted all permissions to all areas in their consolidated course including adding and removing courses from the consolidated course. Instructors of course can remove any or all permissions from the TAs commensurate with their duties and assignments. Use the following procedure to modify the permissions of a Teaching Assistant that has been assigned to a consolidated course (the consolidated course must have already been created):

1. If you haven't already done so, log in to the Luminis system, go to your faculty portal and click on the link to your courses.

You see your My Courses page.

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to Ity Sample Tab			e-mail calendar gro	🔁 🧳 🖓
Courses	5			March 25, 2004
xample Content Example Link	Course Schedule for: All Terms	~	E My I	Consolidated Course
Example Link	Courses I'm Teaching:			0
	Winter 03:	Sec.	Dept.	Instructor(s)
	▶ Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers fac124@sct.com
	Spring 04:	Sec.	Dept.	Instructor(s)
	Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers <u>fac124@sct.com</u>
	Summer 04:	Sec.	Dept.	Instructor(s)
	Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers

2. Click My Consolidated Courses.

You see the My Consolidated Courses list.

SCTUNIVERSITY						
Heack to Faculty Sample Tab	e-mail calendar groups logout he	🦁 elp				
My Consolidated Courses Your Location: My Courses / My Consolidated Courses	March 25, 2004	1				
To create a consolidated course, select one or more available course and click Create. To view a consolidated course, click on the consolidated course name. To remove a consolidated course from your Consolidated Courses List, click the check box and then click Remove.						
Consolidated Course List						
Consolidated Course Name	Consolidated Course Title					
Performance Studies 101 *	Introductory course to Performance Studies					
	Remove					

3. Click on the name of the Consolidated Course to which the TA is assigned.

You see the Consolidated Course Homepage.

SCTU	IIVERSITY				
 back to Faculty Sample Tab 	e-mai	i calenda	r groups	🗳 logout	🦿 help
Consolidate	ed Course Homepage - Performance ated Course Homepage	Studies	Ma	rch 25, 2004	^
Consolidated Course Tools Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members	Announcements There are no announcements. More announcements Message Board Topics There are no message board topics. More topics Post a topic	C (DUFSES Introduction Performan Winter 03 Introduction Performan Spring 04,	on to nee Studies, , section 1 on to nee Studies, , section 1	
Content Tools Manage Homepage Manage News					~

4. In the left-hand column, scroll down to the Configuration Tools section of the left-hand menu and click Members.

You see the Manage Members page.

SCTUNIVERSITY						
 back to Faculty Sample Tab 			e-mail calendar g	💒 🗳 🧳 proups logout help	ļ P	
Manage Me Your Location: Consolida	Manage Members - Performance Studies 101 March 25, 2004 Your Location: Consolidated Course Homepage / Manage Members March 25, 2004					
Consolidated Course Tools	Click a member name to group.	view member pro	ofile, change member status o	r remove from		
Homepage Announcements	E Active Members	Inactive Member	S Add Members			
News Photos	News Photos Active Members					
Links	Name	Member Type	Homepage	Last Visit		
Files Message Board	Austin Powers *	Leader		March 25, 2004		
Calendar	Barney Gumble	Student		March 25, 2004		
E-mail Chat	Ed Norton	Student		March 25, 2004		
Members	Kelly Bundy	Teaching Asst.		March 25, 2004		
Content Tools	Montgomery Burns	Student		March 25, 2004	~	

5. Click on the name of the TA.

You see the Edit Member Profile page.

SCTUN	IIVERSITY		
back to Faculty Sample Tab		e-mail calend	ar groups logout help
Edit Member	er Profile - Performar ated Course Homepage / Manac	ice Studies 101 <u>ie Members</u> / Edit Member Profile	March 25, 2004
Consolidated Course Tools Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat	Member Information Name: Kelly Bu Member type: Teachin Member since: March 2 Last Visit: March 2 Homepage: Status: Active Delegated Permissions	ndy ng Asst. V 5, 2004 5, 2004	
Members Content Tools Manage Homepage Manage News Manage Photos Manage Links	 Course Leader Home Page Photo Publishing File Sharing Calendar 	 News Publishing Link Publishing Message Board Announcements 	
Manage Files Manage	Explanation for action		5

- **6.** Edit the permissions as desired.
- **7.** Enter an explanation for the changes and click Update Profile.

You have now updated the permissions of the TA to meet your needs.