

# Course Studio Essentials

Course Studio is a password-protected system within MyPortal that allows you to share information & communicate with students registered in your class(es). You can share documents and photos, manage threaded discussions, publish links to resources and post class news and announcements.

## Best Practices

1. Set up your courses as "Consolidated Courses" from the beginning (see explanation below). This is the only way to take the files you upload from one quarter to the next.
2. The files you upload should be in PDF format (not Word, for instance).
3. Use consistent naming standards.
  - If you've mentioned particular files in your syllabus or in your class, match the names in the files you upload to Course Studio.
  - Consistently head your announcements with your students with your course name/number in the subject line. For instance – "MATH 10" followed by the subject of your announcement.

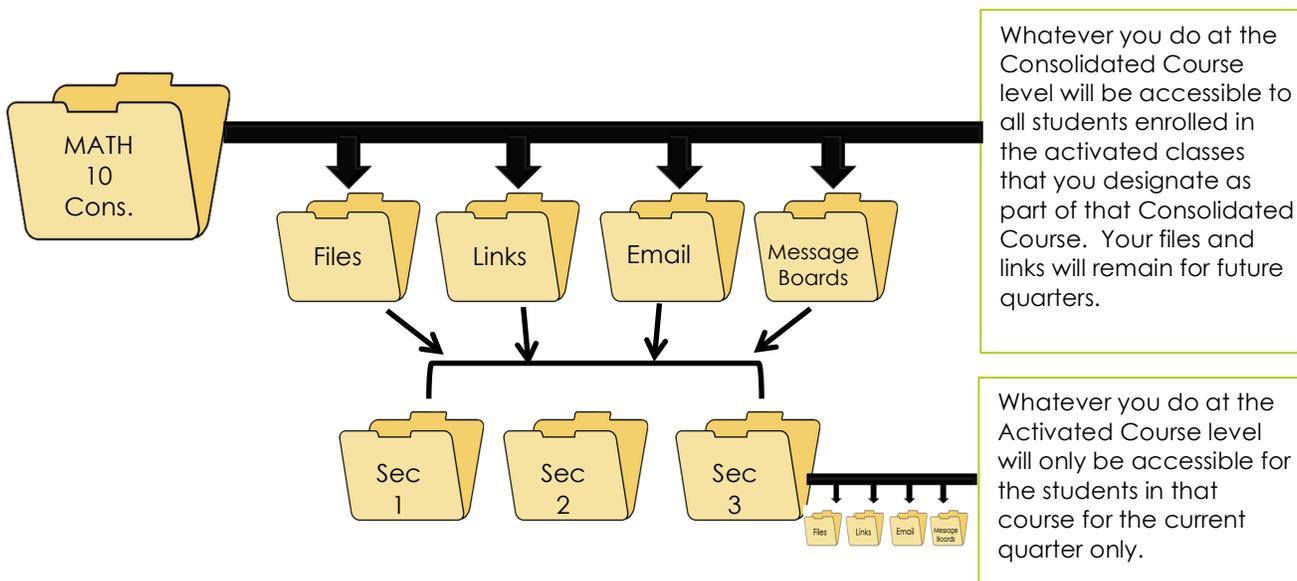
## Activated Courses vs. Consolidated Courses

In Course Studio, you can activate a single course, multiple individual courses or consolidate your courses.

An **Activated Course** is visible to the students enrolled in that course. You can upload files, links and send announcements or participated in threaded discussions with just those students in that one course. At the end of each quarter, the content of that course is unavailable (you can't copy links and files into the same course taught the next quarter).

Consider a **Consolidated Course** like a master/parent folder that contains all the files and links for a particular class. If you want these files and links available to multiple activated classes/sections, and want them available in future quarters, you should place all files and links at the Consolidated Course level.

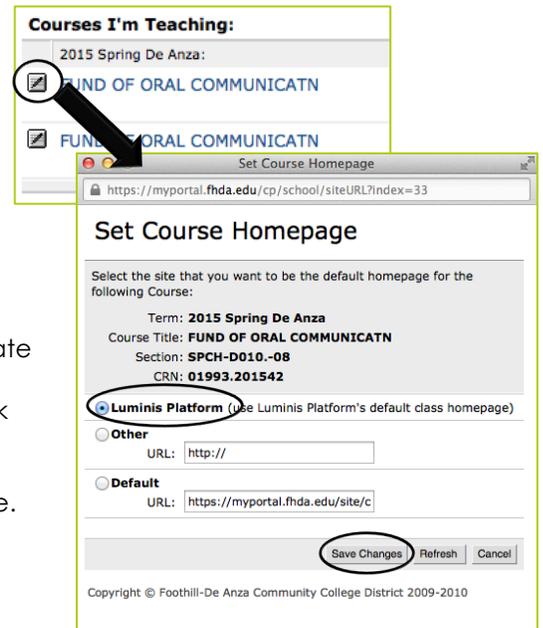
Consolidated Courses are the work-around to a limitation in Course Studio, which is its inability to migrate the files you've uploaded from one quarter to the next at the activated course level.



# Activate Your Course(s)

You need to activate your courses before you can set up your Consolidated Courses. Once you activate your course(s), your students will see it as an active link on MyPortal.

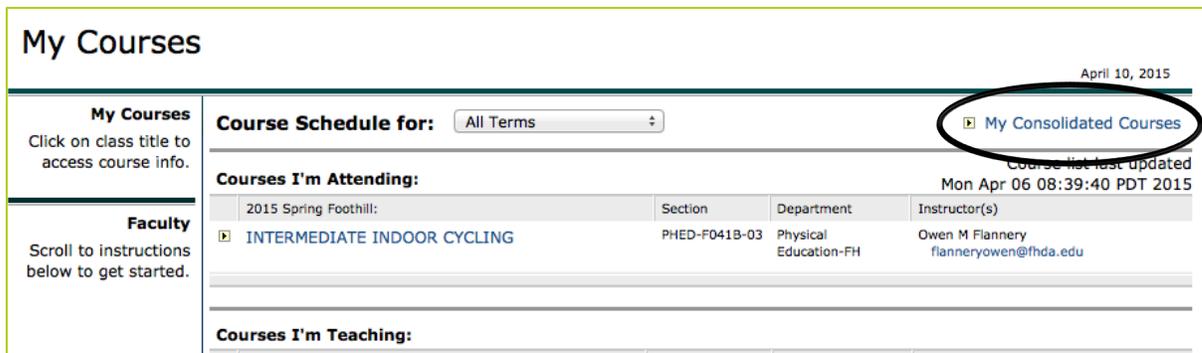
1. Click on the **My Courses/Course Studio** link under the Faculty tab of MyPortal (upper right corner of your window)
2. Click on the gray button next to the class you want to activate
3. Select **Luminis Platform** in the window that appears and click **Save Changes**.
4. Repeat steps 2 and 3 for all the courses you want to activate.



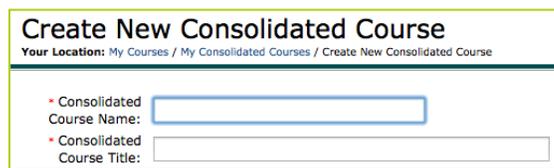
# Set Up Your Consolidated Course(s)

Remember, this is the only way your files will be available in future quarters. Though you may only be planning to activate a single course, it's best to create a Consolidated Course first.

1. Click on the **My Courses/Course Studio** link under the Faculty tab of MyPortal (upper right corner of your window). If you are already in the Course Studio link, go to Step 2.
2. Click on **My Consolidated Courses** in the window that appears (upper right corner).



3. Click on the check box next to the Activated Class(es) that you want to be part of the Consolidated Course, then click **Create Consolidated Course**.
4. Set up your Consolidated Course name and title. This name should be similar to the course name but indicative that it is a "master" folder. For instance, "Math 10 Master." Scroll down and make sure all Active Courses that you want linked to this Consolidated Course are checked off and then click **Create** at the bottom of the page.



# Navigating Between Activated Courses and your Consolidated Courses

Now that you have the structure set up for Course Studio, it's important to understand where you're working within the program.

When you access an individual **Activated Course**, any files you upload, links you share or announcements you make will only go to that class.

When you access your **Consolidated Course**, all activity and communications will go to all Active Courses that you've designated as part of it.

You can access both your course types in a variety of ways. Refer to the image on the next page.

## Accessing Your Consolidated Courses From MyPortal

1. Click on the **My Courses/Course Studio** link under the Faculty tab of MyPortal (upper right corner of your window)
2. Click on **My Consolidated Courses** in the upper right corner of the Window.
3. Click on the **Consolidated Course** you want to open. Now you can share links, add files, send announcements, etc., to all the active courses that are part of that consolidated course.

## Accessing Your Consolidated Courses from Within Course Studio

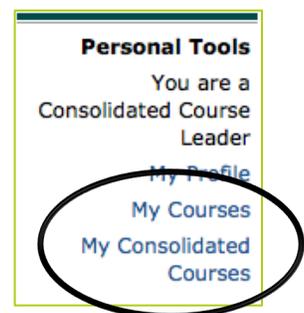
If you're already working in Course Studio, you can access your Consolidated Course by clicking **My Consolidated Courses** under the **Personal Tools** section of your left Tool Panel.

## Accessing Your Activated Courses from MyPortal

1. Click on the **My Courses/Course Studio** link under the Faculty tab of MyPortal (upper right corner of your window)
2. Select the **Activated Course** you want to access.

## Accessing Your Activated Courses from Within Course Studio

If you're already working in Course Studio and want to access a different Activated Course, click on **My Courses** in the **Personal Tools** section of your left Tool Panel.



# The Course Studio Workspace

Title – If you were at the Consolidated Course level, it would say so here.

Consolidated Course Homepage - INT\_ALG\_CONS April 10, 2015  
Your Location: Consolidated Course Homepage

Your Course Tools – If you were at the Consolidated Course level, it would say so here.

- Consolidated Course Tools**
- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Chat
- Members

**Course Homepage - INTERMEDIATE ALGEBRA** April 10, 2015

Your Location: Course Homepage

<p><b>Course Tools</b></p> <ul style="list-style-type: none"> <li>Homepage</li> <li>Announcements</li> <li>News</li> <li>Photos</li> <li>Links</li> <li>Files</li> <li>Message Board</li> <li>Chat</li> <li>Members</li> </ul>	<p><b>Announcements</b></p> <p style="color: red;">No Announcements.</p> <p><a href="#">More announcements...</a>   <a href="#">Send announcements</a></p> <hr/> <p><b>Message Board Topics</b></p> <p style="color: red;">There are no message board topics.</p> <p><a href="#">More Topics...</a>   <a href="#">Post a topic</a></p>	<p><b>Course Info</b></p> <p>Name: <b>INTERMEDIATE ALGEBRA</b></p> <p>Section: <b>MATH-F105.-16W</b></p> <p>Department: <b>Mathematics-FD</b></p> <p>Term: <b>2015 Winter Foothill</b></p> <p>Instructor(s): <a href="#">Kathryn A Perino</a></p> <p><small>Click an instructor name to send email.</small></p> <hr/> <p><b>Parent Course</b></p> <ul style="list-style-type: none"> <li>• <a href="#">INT_ALG_CONS</a></li> </ul>
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**Content Tools**

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Announcements

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**Configuration Tools**

- General Settings
- Applications
- Members
- Permissions

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**Personal Tools**

You are a Course Leader

- [My Profile](#)
- [My Courses](#)
- [My Consolidated Courses](#)

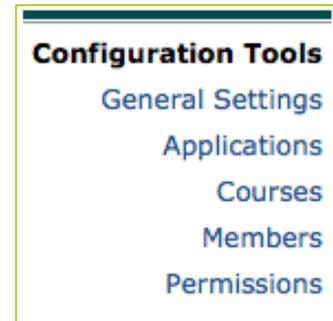
When you're at the Activated Course level, you can see what Consolidated Course it's part of, if any, here.

Your Tool Panel



# The Course Studio Configuration Tools

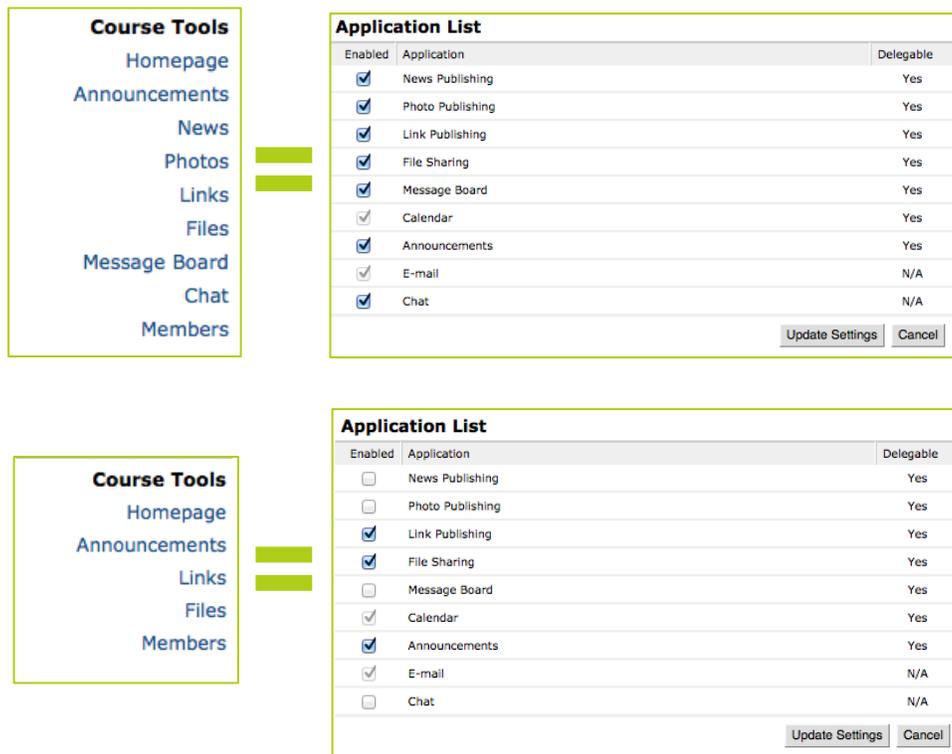
Before you start sharing Course Studio with your students, you'll want to set up your preferences and choose which tools you want to use with your class(es). *Just like files and links, whatever settings you create at the Consolidated Course level will apply to all Activated Courses within that Consolidated Course.*



## Applications

Under the **Configuration Tools** portion of your Tool Panel, click **Applications**.

There are various applications you can choose to enable or disable in Course Studio. Only turn on those applications you wish to use. When you uncheck/disable applications, those options will no longer be visible in **Course Tools** section of your Tool Panel.



## Members

This is a list of all the students registered in your class. You can, however, add guests or teaching assistants to your class. This will not update the Banner database, and guests or teaching assistants will not be enrolled in the course. You are simply giving them access to the materials.

To add a member, under the **Configuration Tools** portion of your Tool Panel, click **Members**. Then click the **Add Members** button at the top of the screen.

## Permissions

Permissions are useful when you want students to be able to add links or files to your Course Studio.

To change permissions, under the **Configuration Tools** portion of your Tool Panel, click **Permissions**. Follow the on-screen instructions.



# Managing Files/Creating Subfolders

## Adding Files to your Activated or Consolidated Course(s)

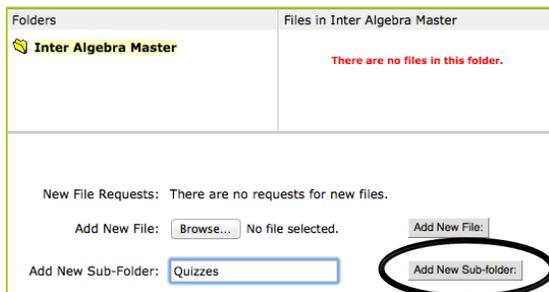
Remember to upload your files as PDF whenever possible. If you have PowerPoint presentations, you can upload them in two formats (PowerPoint and PDF) for those students who don't have Microsoft Office.

1. Click on **Manage Files** under the **Content Tools** section of your left Tool Panel.
2. Click on the **Choose Files** button/
3. Locate and select the file you want to upload.
4. Click on the **Add New File** button.

## Creating Subfolders

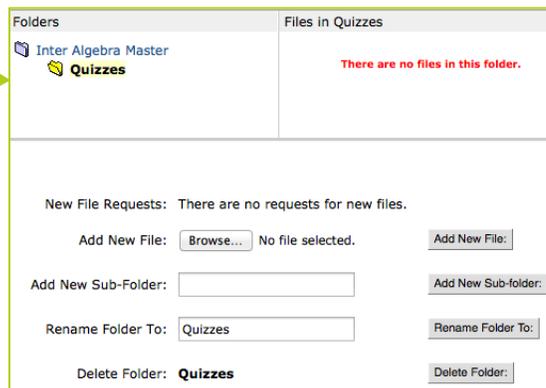
If you plan to upload multiple files, you may want to divide them into subfolders (i.e., Study Guides, Quizzes, Project Resources, etc.).

1. Click on **Manage Files** under the **Content Tools** section of your left Tool Panel.



2. Type the name of the sub-folder you wish to create and click **Add New Sub-folder**. A window will appear stating that the folder has been created. Click **OK**.
3. Click on the folder to highlight it before adding new files. In this window you can also rename or delete the folder or add another sub-folder within the highlighted sub-folder.

Whichever folder is highlighted here will be altered by the actions you take in the lower part of the window (add new file, add new sub-folder, etc.)



### Tips for uploading PowerPoint Presentations

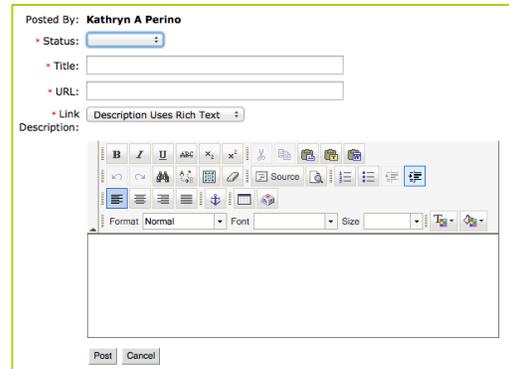
If you want your students to be able to see the presentation without being able to modify it in any way, you can save it as a PowerPoint Show rather than a presentation

Another alternative is to share your presentation via OneDrive. This is part of Microsoft Office Online/Microsoft Live. You will need to set up a free Microsoft Live account. Once you do, you can choose File → Share in PowerPoint and choose OneDrive. You can then get a link to the presentation that your students can view online.

## Sharing Links

To add a link and share it with your students, click on **Manage Links** under the **Configuration Tools** portion of your Tool Panel. A menu will appear where you can post the title, URL and description of the link.

You can allow students to post links as well by adding them to the Permissions for this application (see page 3).



## Message Boards

Message Boards allow you to post topics and manage threaded discussions. All students in your course can post threads and messages if you activate this application in Course Studio. However, you, as the instructor/admin are the only one who can delete threads and messages.

The "Topic" is the first level of your threaded discussion, and is only the title. For instance, if you want to discuss a current news event, you could post a thread with a descriptive title of that news event.

The "Thread" is the second level of your threaded discussion. You could post a message under the Topic/Title with the guidelines for the discussion surrounding the event.

The "Reply" is the third level of your threaded discussion. Students can reply to your message, or they can start another message within that thread.

### INTERMEDIATE ALGEBRA



Topic List	Author	Messages	Posted on
Test	Kathryn A Perino	0	4-13-15

To start a new Topic on your Message Board, click **Message Board** under the **Course Tools** portion of your Tool Panel, or click **Manage Message Board** under the **Configuration Tools** portion of your Tool Panel. Then click **Post a Topic**.

To start a new Thread, click on the Topic and then click **Start New Thread**.

To reply to a Thread, click on the Thread and then click **Reply to this Thread**.

# Getting Ready for a New Quarter

As one quarter ends and another begins, you'll be able to activate the new courses within your Consolidated Course(s). Your new courses/class list will be available approximately two weeks before the new quarter begins.

Once you activate a course, all files, links and announcements become available to registered students. For this reason, it's best to wait until the current quarter ends before activating your new courses.

## Activating and De-Activating Courses

1. If you're already in Course Studio, click on **My Consolidated Courses** under **Personal Tools** in your Tool Panel. If you're not in Course Studio, click on the link from the Faculty portion of the MyPortal page and then click **My Consolidated Courses** in the upper right corner.
2. Click on the title of the **Consolidated Course** in which you want to "activate" or "de-activate" classes.

Consolidated Course List	
Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Oral Com-Master	Oral Com-Master

3. Click on the **Courses** link in the lower left portion of your tool panel under Configuration Tools.

Configuration Tools
General Settings
Applications
Courses
Members
Permissions

4. First, under "Available Courses for Consolidation," scroll down and select the course(s) you want to add. Click the check box next to the course titles, and then click the "Add" button.

2015 Spring De Anza	Section
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-08
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-14

5. Make sure those courses now appear under "Active Courses" at the top of your screen under your Consolidated Course. Then you can click the check boxes next to the courses from the previous quarter that you no longer want and click the "Remove" button.

Active Courses	
2015 Winter De Anza	Section
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-09
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-12
2015 Spring De Anza	Section
<input type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-08
<input type="checkbox"/> FUND OF ORAL COMMUNICATN	SPCH-D010.-14

