

Course Studio

Consolidated Courses – Activating and De-Activating Classes

1. Click on the title of one of the activated courses for the current quarter.

Courses I'm Teaching:

2015 Spring De Anza:
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN 
<input checked="" type="checkbox"/> FUND OF ORAL COMMUNICATN

2. Click on “My Consolidated Courses” in the lower left corner of your tool panel under Personal Tools.

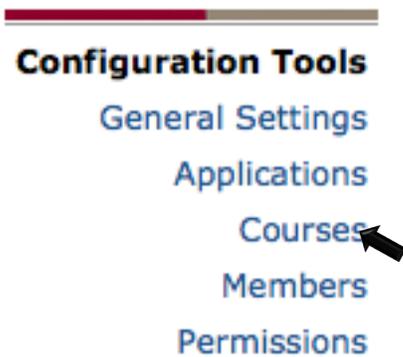


3. Click on the title of the Consolidated Course in which you want to “activate” or “de-activate” classes.

Consolidated Course List

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

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



- First, under "Available Courses for Consolidation," scroll down and select the course(s) you want to add for the current quarter. 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

- Make sure those courses now appear under "Active Courses." 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