

# MyPortal Course Studio Faculty Quick Start Guide

This guide will help faculty become acquainted with the MyCourses page and Course Studio, two tools available in MyPortal.

You can customize MyPortal to send students of your course(s) to two possible online destinations:

- To **Course Studio**, a simple course materials tool provided by MyPortal. This option must be selected by the instructor to activate the Course Studio Homepage.
- To a remote **Web Page**, which can be changed by the instructor. The default page is “https://myportaltest.fhda.edu/site/coursestudio/default.html”. Instructors do not need to make a modification to MyPortal if they are not going to use Course Studio for a class.

## Requirements

MyPortal/Banner Account  
Supported Web Browser


## How to customize your on-line course destination

1. Login to MyPortal using your CWID & password. Click on the “Faculty” tab and click the “Go to Course Studio” link in the Faculty Portal Services Channel to see the courses you are teaching.

The screenshot shows two overlapping windows from the MyPortal interface. The top window is titled "Faculty Portal Services" and contains several links with icons: "My Contract" (Review and approve your District contract), "My Grades" (Submit grades for the quarter), "My Class List" (View classes, student rosters, send e-mail to students, and download Excel), "My Office Hours Display" (Post your office hours for the quarter for students to view), "Searchable Schedule of Classes" (Look up classes for a quarter), and "Go To Course Studio".

The bottom window is titled "My Courses" and shows the "Course Schedule for:" dropdown set to "All Terms". It includes a "My Consolidated Courses" link. The main content area is titled "Courses I'm Teaching:" and displays a table of courses with checkboxes, course names, section numbers, departments, and instructor names.

2009 Fall De Anza:	Section	Department	Instructor(s)
<input checked="" type="checkbox"/> FINAN ACCOUNTG II	ACCT-D001B-61	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu
2010 Winter De Anza:	Section	Department	Instructor(s)
<input checked="" type="checkbox"/> FINAN ACCOUNTNG I	ACCT-D001A-01L	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu
<input checked="" type="checkbox"/> MANAG ACCOUNTG	ACCT-D001C-62	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu
2010 Spring De Anza:	Section	Department	Instructor(s)
<input checked="" type="checkbox"/> FINAN ACCOUNTG II	ACCT-D001B-62	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu
<input checked="" type="checkbox"/> MANAG ACCOUNTG	ACCT-D001C-01L	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu

2. Click on the  edit icon to set the course homepage. Note: The default for all courses is a generic web page. This will bring up the Set Course Homepage window.

3. Select **Luminis Platform** (change name) to manage the course using Course Studio. When this option is selected, students are sent to the Course Studio homepage when they click on this course.

**Set Course Homepage**

Select the site that you want to be the default homepage for the following Course:

Term: **2009 Fall De Anza**  
Course Title: **FINAN ACCOUNTG II**  
Section: **ACCT-D001B-61**  
CRN: **00030.201022**

**Luminis Platform** (use Luminis Platform's default class homepage)

**Other**  
URL:

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2009-2010

4. You may also overwrite the URL displayed next to the **Other** (change name) option with an alternate URL. When this option is selected, students are sent to the URL when they click on this course.

**Set Course Homepage**

Select the site that you want to be the default homepage for the following Course:

Term: **2009 Fall De Anza**  
Course Title: **FINAN ACCOUNTG II**  
Section: **ACCT-D001B-61**  
CRN: **00030.201022**

**Luminis Platform** (use Luminis Platform's default class homepage)

**Other**  
URL:

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2009-2010

5. Click [**Save Changes**] and you will see an alert box regarding Course Studio Access. Click the **OK** button.

The page at <https://myportaltest.fhda.edu> says:

If you proceed, any guests or teaching assistants that you may have added in Course Studio will no longer have access to the course homepage.

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Term: **2009 Fall De Anza**  
Course Title: **FINAN ACCOUNTG II**  
Section: **ACCT-D001B-61**  
CRN: **00030.201022**

**Luminis Platform** (use Luminis Platform's default class homepage)

**Other**  
URL:

6. You are now ready to modify your course home page using Course Studio, if you chose this option. If you chose to direct students to a remote web site, you are finished, but will need to complete this step each term.

## Quick Start to Using Course Studio

For full documentation on how to add content and use course studio, navigate to the MyPortal Group and Course Studio help page at URL “[http://ets.fhda.edu/call\\_center/gc\\_studio](http://ets.fhda.edu/call_center/gc_studio)”, and click on the *Group & Course Studio Training Workbook* link. References to pages in the workbook are shown after many of the content headers listed below to provide more detailed information.

### Contents

- \* Uploading a course syllabus or other file
- \* Managing your Course Studio applications
- \* Adding a member to your course
- \* Designating an alternative course administrator
- \* Creating a consolidated course (optional)

### Uploading a course syllabus or other file (page 58 in the Group and Course Studio Training Workbook)

1. In Course Studio, click on **Manage Files** located under Content Tools (left column)
2. Click on [**Choose File**] button.
3. **Locate and select** your file on your desktop computer or linked network file.
4. Click on [**Add New File**] button

You will get a confirmation message. Click **OK**

The screenshot shows the 'Manage Files' interface for the course 'FINAN ACCOUNTNG I' as of December 7, 2010. The page is divided into several sections:

- Course Tools:** A vertical menu on the left containing links for Homepage, Announcements, News, Photos, Links, Files, and Members.
- Content Tools:** A vertical menu on the left containing links for Manage Homepage, Manage News, Manage Photos, Manage Links, **Manage Files** (circled with a red '1'), Manage Announcements, and Configuration Tools.
- Configuration Tools:** A vertical menu on the left containing a link for General Settings.
- Main Content Area:**
  - Folders:** A section showing a folder named 'FINAN ACCOUNTNG I' with a yellow folder icon.
  - Files in FINAN ACCOUNTNG I:** A list of files with checkboxes and a 'Delete' button. The files are 'Adam and Eve.ppt' and 'Remove Add New Tab from Manage Content Layout Screen.doc'.
  - New File Requests:** A message stating 'There are no requests for new files.'
  - Add New File:** A section with a 'Choose File' button (circled with a red '2') and an 'Add New File:' button (circled with a red '4').
  - Add New Sub-Folder:** A section with an empty text input field (circled with a red '2') and an 'Add New Sub-folder:' button.
  - File and Folder Search:** A search box with checkboxes for 'File Names', 'Folder Names', and 'File Content', and a 'Search' button.

## Managing your Course Studio Applications (page 88 in the Group and Course Studio Training Workbook)

Course studio has the following applications which may be turned on or off by the course instructor or designated administrator:

- News Publishing
- Photo Publishing
- Link Publishing
- File Sharing
- Message Board
- Calendar (not currently available)
- Announcements
- E-mail (not currently available)
- Chat

To turn these tools on or off:

1. Click on **Applications** under the “Configuration Tools” side menu column.
2. Select or deselect the **check box** next to the application you wish to turn on/off.
3. Click on the [**Update Settings**] button.

The screenshot shows the 'Application Availability' page for 'FINAN ACCOUNTNG I' as of December 7, 2010. The page is divided into three main sections: Course Tools, Content Tools, and Configuration Tools. The 'Application List' table is the central focus, with three red circles highlighting key elements: (1) the 'Applications' link in the Configuration Tools menu, (2) the 'Enabled' column checkboxes for various applications, and (3) the 'Update Settings' button at the bottom right of the table.

Enabled	Application	Delegable
<input checked="" type="checkbox"/>	News Publishing	Yes
<input checked="" type="checkbox"/>	Photo Publishing	Yes
<input checked="" type="checkbox"/>	Link Publishing	Yes
<input checked="" type="checkbox"/>	File Sharing	Yes
<input type="checkbox"/>	Message Board	Yes
<input checked="" type="checkbox"/>	Calendar	Yes
<input checked="" type="checkbox"/>	Announcements	Yes
<input checked="" type="checkbox"/>	E-mail	N/A
<input type="checkbox"/>	Chat	N/A

## Adding a member to your course (page 97 in the Group and Course Studio Training Workbook)

As a course leader, you may add two types of members to your course: guests or teaching assistants. **Adding either type of member does NOT update the Banner database.** Guests or Teaching Assistants will NOT be enrolled in the course (receive a bill or a grade, have the course on their transcript, etc.). Guests will simply have access to the materials stored in Course Studio. Teaching Assistants will also have this access, but will additionally be granted full course leadership privileges such as uploading files, news articles, or photos, membership management, etc.

1. Within MyPortal, select the **“Faculty”** tab. Select **“Go to Course Studio”** in the Faculty Portal Services channel.
2. Select the **course name** (or consolidated course) you wish to delegate.
3. Click on **Members** under **“Configuration Tools”**
4. Click on **Add Members**
5. **Search** for members using Login Name (CWID), Last Name, or First name.
6. Once the member is found, add them by **selecting their name** in the **“Search Results”** box, and click **Add Members**.
7. Indicate member type by selecting **Teaching Assistant** or **Guest**.
  - Teaching Assistants are granted full content management permissions (as a course leader).
  - Guests are able to view content, but will not be officially enrolled in the course. They must enroll in Banner to get credit for the course.

**Manage Members - FINAN ACCOUNTNG I** December 7, 2010  
Your Location: Course Homepage / Manage Members

**Course Tools**  
Homepage  
Announcements  
News  
Photos  
Links  
Files  
Members

**Content Tools**  
Manage Homepage  
Manage News  
Manage Photos  
Manage Links  
Manage Files  
Manage Announcements

**Configuration Tools**  
General Settings  
Applications  
**Members**  
Permissions

Click a member name to **view** member profile, **change** member status or **remove** from group.

**Active Members** | **Inactive Members** | **Add Members** 4

<input type="checkbox"/>	Name	Member Type	Homepage
<input type="checkbox"/>	Albert Eugene Cheney	Student	
<input type="checkbox"/>	Desirae A Brooks	Student	
<input type="checkbox"/>	Dorialynn V Butcher	Student	
<input type="checkbox"/>	Father Christmas	Student	
<input type="checkbox"/>	Fololina Latu	Student	
<input type="checkbox"/>	Gary Green	Student	
<input type="checkbox"/>	Gilbert Mancillas	Student	
<input type="checkbox"/>	Gina M Souza	Student	
<input type="checkbox"/>	Jasmine Turner	Student	
<input type="checkbox"/>	Leanne Huynh	Student	
<input type="checkbox"/>	Manny Roper	Student	
<input type="checkbox"/>	Mark D Martinelli *	Instructor	Test Link
<input type="checkbox"/>	Meg Muffett	Student	
<input type="checkbox"/>	Michael Anthony Hall Jr	Student	
<input type="checkbox"/>	Michele M Shareef	Student	

To add members, select the method you would like to use. Choose from **Search for Users**, **Add by Login**, **Add by Email**

**Search for Users**  
Search for Users | Add by Login | Add by Email

5 Login Name:   
First Name:   
Last Name:   
**Search** **Reset**

You can search by any or all of the following: login name, first name and last name. You can do wild card searches by using the asterisk (\*) character.  
**Example:** \*j\* in the login name field would return all users whose login name has the letter J.

Search Results: 6

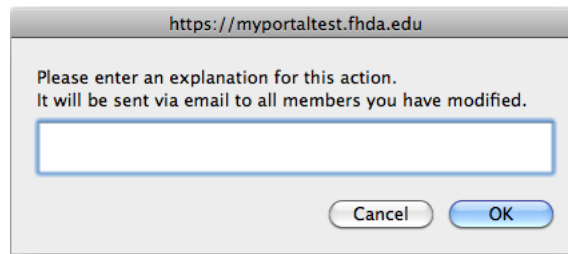
Select the users you want to add from the results list, choose member type and click Add. You may also add all users in the results list by clicking Add All after choosing a member type.

Member Type  Teaching Assistant  
7  Guest Member

**Add Members** **Add All as Members** **Cancel**

## Adding a member to your course (continued)

8. The system prompts you for an **explanation** to be sent to the new member's email address. Click **OK** to finish.



https://myportaltest.fhda.edu

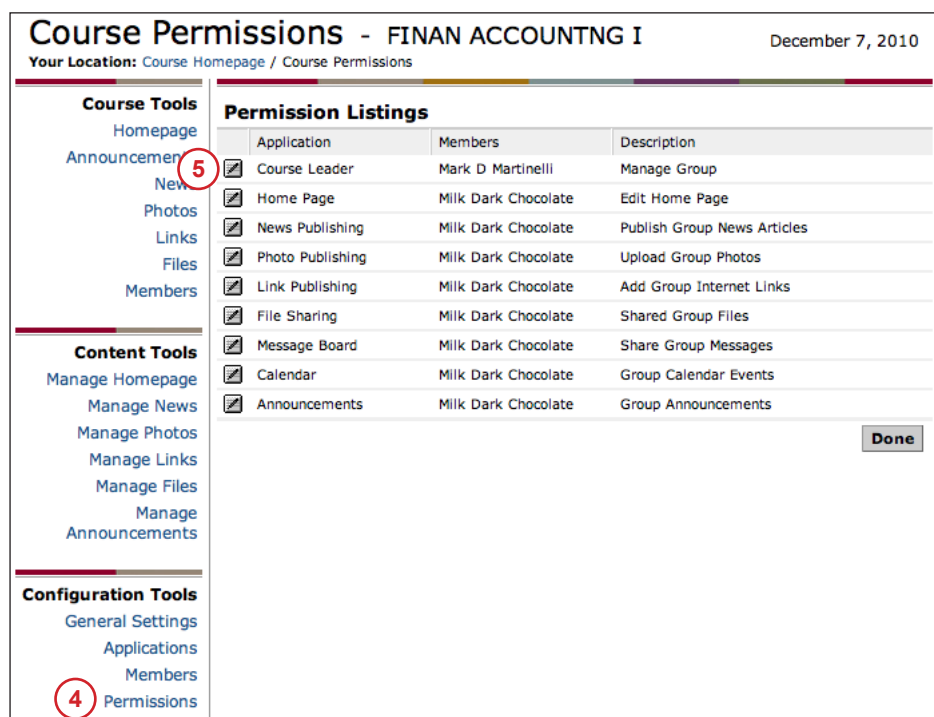
Please enter an explanation for this action.  
It will be sent via email to all members you have modified.

Cancel OK

## Designating an alternative Course Administrator (page 102 in the Group and Course Studio Training Workbook)

Instructors may delegate the management of the Course Studio Homepage and its content to another MyPortal user:

1. Within MyPortal, select the **"Faculty"** tab. Select "Go to Course Studio" in the Faculty Portal Services channel.
2. **Select the course (or consolidated course)** you wish to delegate.
3. Add the delegated course administrator to your course (see Adding a member to your course, above.) Note: if you selected Grad Assistant as the member type, then you are done and do not have to complete steps 4-7.
4. Scroll down, and click on **Permissions** in the left column.
5. Click on the edit icon icon next to "Course Leader."



Course Permissions - FINAN ACCOUNTNG I December 7, 2010

Your Location: [Course Homepage](#) / [Course Permissions](#)

**Course Tools**

- Homepage
- Announcements
- New
- Photos
- Links
- Files
- Members

**Content Tools**

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

**Configuration Tools**

- General Settings
- Applications
- Members
- 4 Permissions

**Permission Listings**

Application	Members	Description
<input checked="" type="checkbox"/> Course Leader	Mark D Martinelli	Manage Group
<input checked="" type="checkbox"/> Home Page	Milk Dark Chocolate	Edit Home Page
<input checked="" type="checkbox"/> News Publishing	Milk Dark Chocolate	Publish Group News Articles
<input checked="" type="checkbox"/> Photo Publishing	Milk Dark Chocolate	Upload Group Photos
<input checked="" type="checkbox"/> Link Publishing	Milk Dark Chocolate	Add Group Internet Links
<input checked="" type="checkbox"/> File Sharing	Milk Dark Chocolate	Shared Group Files
<input checked="" type="checkbox"/> Message Board	Milk Dark Chocolate	Share Group Messages
<input checked="" type="checkbox"/> Calendar	Milk Dark Chocolate	Group Calendar Events
<input checked="" type="checkbox"/> Announcements	Milk Dark Chocolate	Group Announcements

## Designating an alternative Course Administrator (continued)

6. **Select a name** under the “Current Members” list and click the **Add** button.

7. **Click the Done** button.

To **Add** a member to this permission set, select them from the Membership List and click the "Add" button. To **Remove** a member, select them from the Current Delegated Admins list and click the "Remove" button.

### Edit Delegated Permissions for Course Leader

Current Members	Current Delegated Admins
Albert Eugene Cheney Desirae A Brooks Dorialynn V Butcher Father Christmas Fololina Latu Gary Green Gilbert Mancillas Gina M Souza Jasmine Turner Leanne Huynh	Mark D Martinelli

**Add** **Remove** **Done**

**HINT:** Each time you click the add button or the remove button, the Delegated Admin list is re-saved and is active. This means you may simply click the "Done" button when you're finished.

## Creating a Consolidated Course (page 25 in the Group and Course Studio Workbook)

Consolidated courses will save your course materials to a “parent” course, making the materials available for similar courses in future terms. It also allows you to communicate electronically (using announcements) with multiple course sections. You are not required to use consolidated courses--it may be simpler to re-load your updated course materials each term, or use the Copy Course Content channel to transfer your content from course to course.

Note: to access course content for a consolidated course, students must select the consolidated course from their “Courses” tab.

To Create the Consolidated Course:

1. Within MyPortal, select the “**Faculty**” tab. Select “Go to Course Studio” in the Faculty Portal Services channel and click on **My Consolidated Courses** (upper right).

My Courses December 7, 2010

**My Courses**  
Pilot program – optional for faculty during summer session.

**Students and Faculty**  
Please read the instructions below for more info.

**Course Schedule for:** 2010 Winter De Anza

**Courses I'm Teaching:**

2010 Winter De Anza:	Section	Department	Instructor(s)
<input checked="" type="checkbox"/> FINAN ACCOUNTNG I	ACCT-D001A-01L	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu
<input checked="" type="checkbox"/> MANAG ACCOUNTG	ACCT-D001C-62	Accounting-DA	Mark D Martinelli martinellimark@deanza.edu

[My Consolidated Courses](#)

2. **Select** which course(s) you wish to consolidate from “Courses Available for Consolidation” list.

3. Click on the **Create Consolidated Course** button.

**Courses available for Consolidation**

2010 Winter De Anza

<input checked="" type="checkbox"/> MANAG ACCOUNTG	Section ACCT-D001C-62
--	--------------------------

**Create Consolidated Course**

## Creating a Consolidated Course (continued)

4. Enter a **Consolidated Course Name** and **Consolidated Course Title**. Using a slightly different consolidated course title/name from the section course name helps with file organization. Example, a course titled “Business Environments” could have a consolidated course title and name of “Business Environments-Master.” Click on the Create button.

5. Click on **OK** from the confirmation page.

**Create New Consolidated Course** December 7, 2010  
Your Location: My Courses / My Consolidated Courses / Create New Consolidated Course

\* Required Information

\* Consolidated Course Name:

\* Consolidated Course Title:

Sorting:  Sort membership lists by last name

Courses Available for Consolidation:  MANAG ACCOUNTG 201032

To Add Content to the Consolidated Course:

1. If you are not in the my Consolidated Courses view, Select “Go to Course Studio” in the Faculty Portal Services channel and click on **My Consolidated Courses** (upper right).

2. Click on the **name** of the consolidated course you wish to manage.

3. You may add content as would to a course. Note that this content will also be available for courses in future terms.

Note: You may navigate directly to a course by clicking on the course title and section information posted in the right column. Similarly, when working in a course, you may navigate to the consolidated course by clicking on the Parent Course title listed in the Course Information column.

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Combined accounting *	Combined accounting
<input type="checkbox"/> Consolidated Course Demo *	Consolidated Course Demo

\* You may not remove your membership from this Consolidated Course because you are a member of one of its courses.

**Consolidated Course Homepage - Consolidated Course Demo** December 7, 2010  
Your Location: Consolidated Course Homepage

**Consolidated Course Tools**  
Homepage  
Announcements  
News  
Photos  
Links  
Files  
Members

**Announcements**  
No Announcements.

**Course News**  

- test to see if separate course see it sgsadgsdgsdg read more...

**Courses**  

- FINAN ACCOUNTG II, 2009 Fall De Anza, section ACCT-D001B-61
- FINAN ACCOUNTING I, 2010 Winter De Anza, section ACCT-D001A-01L



## **Additional Information**

More information on Course Studio, including managing hompages, uploading photos, posting news articles, and announcements can be found in the Group/Course Studio Workbook.

## **Further Assistance**

More help can be found at the MyPortal Group and Course Studio help page at URL "[http://ets.fhda.edu/call\\_center/gc\\_studio](http://ets.fhda.edu/call_center/gc_studio)".