# 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.

**Faculty Portal Services**

**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

**Go To Course Studio**

## My Courses

October 27, 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:**  All Terms      ▶ My Consolidated Courses

**Courses I'm Teaching:**

| 2009 Fall De Anza: | Section | Department | Instructor(s) |
|---|---|---|---|
| FINAN ACCOUNTG II | ACCT-D001B-61 | Accounting-DA | Mark D Martinelli martinellimark@deanza.edu |

| 2010 Winter De Anza: | Section | Department | Instructor(s) |
|---|---|---|---|
| FINAN ACCOUNTNG I | ACCT-D001A-01L | Accounting-DA | Mark D Martinelli martinellimark@deanza.edu |
| MANAG ACCOUNTG | ACCT-D001C-62 | Accounting-DA | Mark D Martinelli martinellimark@deanza.edu |

| 2010 Spring De Anza: | Section | Department | Instructor(s) |
|---|---|---|---|
| FINAN ACCOUNTG II | ACCT-D001B-62 | Accounting-DA | Mark D Martinelli martinellimark@deanza.edu |
| 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: http://

[Save Changes] [Refresh] [Cancel]

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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: http://faculty.deanza.edu/martinellim

[Save Changes] [Refresh] [Cancel]

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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.

[Cancel] [OK]

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: ://faculty.deanza.edu/martinellimark/

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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", 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**

**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.

**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.

**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.
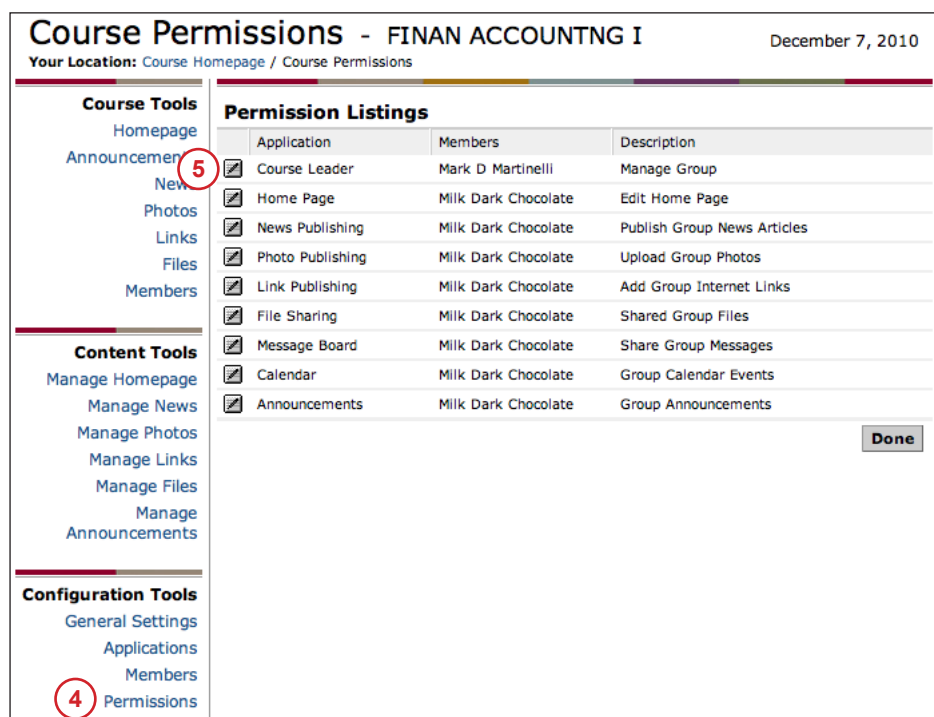


**Designating an alternative Course Administrator** (page 102 in the Group and Course Studio Training Workbook)

Instructors may delegate the management of the Course Studio Homepage and it's 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."

**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 | Mark D Martinelli |
| Desirae A Brooks | |
| Dorialynn V Butcher | |
| Father Christmas | |
| Fololina Latu | |
| Gary Green | |
| Gilbert Mancillas | |
| Gina M Souza | |
| Jasmine Turner | |
| Leanne Huynh | |

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**<br>Pilot program – optional for faculty<br>during summer session. | **Course Schedule for:** | 2010 Winter De Anza ⇕ | | | ① ▣ My Consolidated Courses |
|---|---|---|---|---|---|
| | **Courses I'm Teaching:** | | | | |
| **Students and Faculty**<br>Please read the instructions below<br>for more info. | 2010 Winter De Anza: | | Section | Department | Instructor(s) |
| | ☑ FINAN ACCOUNTNG I | | ACCT-D001A-01L | Accounting-DA | Mark D Martinelli<br>martinellimark@deanza.edu |
| | ☑ MANAG ACCOUNTG | | ACCT-D001C-62 | Accounting-DA | Mark D Martinelli<br>martinellimark@deanza.edu |

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 | Section |
|---|---|
| ☐ MANAG ACCOUNTG ② | ACCT-D001C-62 |
| ③ | 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.



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.

**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".