MyPortal Course Studio Setup Guide for Faculty

This guide will help faculty become acquainted with the My Courses page and Course Studio, a tool available to facilitate collaboration and communications for students and instructors in MyPortal.

The course links on the My Courses page are all initially set to open a default page. You do not need to modify these links if you are not planning to use Course Studio for a class. 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 another **Web Page** (or the Catalyst or Etudes sites) which can be specified by the instructor.

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 My Courses / Course Studio" link in the Faculty Portal Services Channel to see your list of courses.

   2. By default, clicking a course title in the "My Courses" window links to a generic web page. Click on the ⬚ edit icon to open the Set Course Homepage window where you can modify this link.

3. The Set Course Homepage link initially goes to the default page (to see it, click the link in the text at the bottom of your My Courses page). Select **Luminis Platform** 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: **2011 Winter De Anza**
Course Title: **ADV SWIMMING**
Section: **P E-D026D-01**
CRN: **01622.201132**

○ **Luminis Platform** (use Luminis Platform's default class homepage)
○ **Other**
    URL: http://
◉ **Default**
    URL: https://myportaltest.fhda.edu/site/co

[Save Changes] [Refresh] [Cancel]

4. You may also overwrite the URL displayed next to the **Other** option with an alternate URL, such as a Catalyst or Etudes course site, or a personal faculty web site. 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: **2011 Winter De Anza**
Course Title: **ADV SWIMMING**
Section: **P E-D026D-01**
CRN: **01622.201132**

○ **Luminis Platform** (use Luminis Platform's default class homepage)
◉ **Other**
    URL: http://www/deanza.edu/faculty/maie
○ **Default**
    URL: https://myportaltest.fhda.edu/site/co

(5) [Save Changes] [Refresh] [Cancel]

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]

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 Administration Guide* 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 3-33 in the Group and Course Studio Administration Guide)

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 4-5 in the Group and Course Studio Administration Guide)

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 4-14 in the Group and Course Studio Administration Guide)

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.
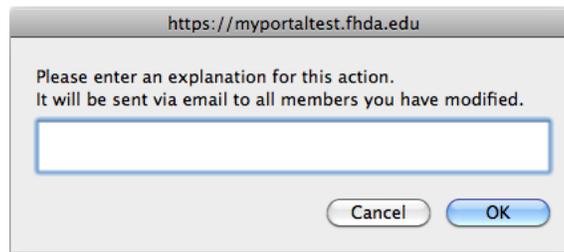
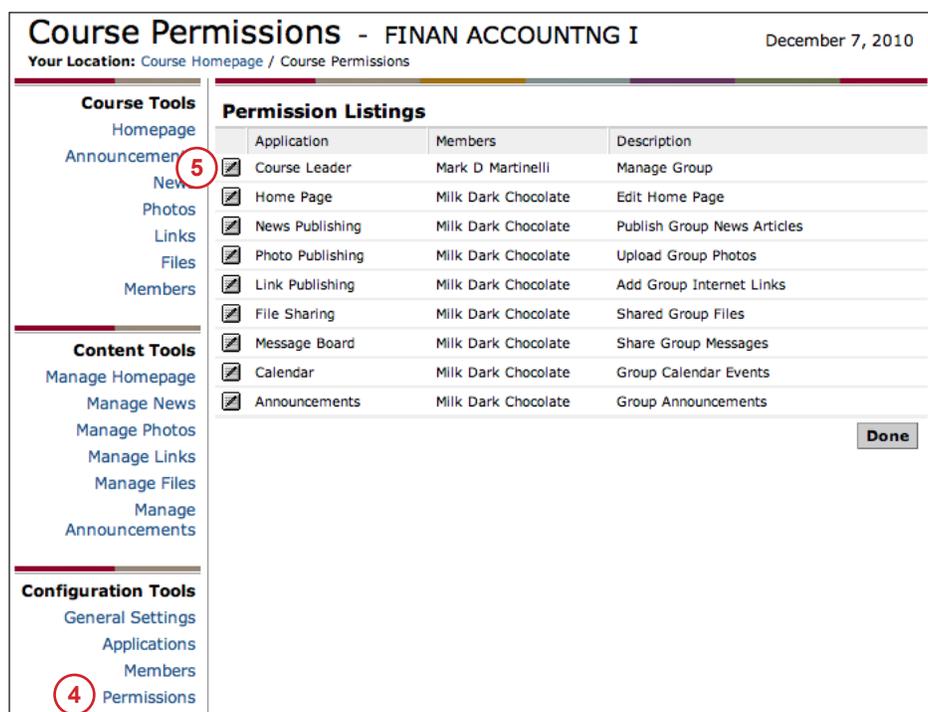**Designating an alternative Course Administrator** (page 4-25 in the Group and Course Studio Administration Guide)

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.

Creating a Consolidated Course (page 6-1 in the Group and Course Studio Administration Guide)

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.

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).

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

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

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

Create   Cancel

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 List

Consolidated Course Name	Consolidated Course Title
☐ Combined accounting *	Combined accounting
☐ Consolidated Course Demo *	Consolidated Course Demo

Remove

* 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

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

Announcements
No Announcements.
▣ More announcements...   ▣ Send announcements

Course News
• **test to see if separate course see it** sgsadgsdgsdg read more...
▣ More News...   ▣ Post Article

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

Additional Information

More detailed information on Course Studio, including managing home pages, uploading photos, posting news articles, and announcements can be found in the Group/Course Studio Workbook. A link to download this PDF file is available on the support page mentioned below.

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".