Course Studio Bug Fix for Spring 2011 Quarter

If you are using Course Studio this quarter, you may encounter an issue that impacts certain students in your class. Any student listed on your ActiveRoster with a Status of "Registered" will automatically be added to the membership of your Course Studio shell. However, those with the status of "RA" will not be included. This is not how the system is supposed to operate, and we are working with our vendors to fix the problem, but it is not clear at this time how long it may take.

The immediate solution to allow these students to have access to Course Studio for your classes is to add them as guest members. You can enter them one at a time, or create a list with the CWID's for all your students with "RA" status. Each entry in the list should be separated by a return so there is only one CWID per line. You can then add them all at once by copying the list and pasting it into the "Login Name(s) field as shown below:

Adding Guest Members:

/ duling Ou					Configuration Tools
Open Course This will open	Studio and select "I the Member list, cli	Members" from the "Co ck the "Add Members"	onfiguration Tools choice at the top	" choice on the left. —	General Settings Applications Members Permissions
Manage M	embers - VINY	ASA FLOW YOGA	April 7,	2011	
Course Tool	Click a member name to view	member profile, change member status	or remove from group.		
Announcement	s Active Members	Inactive Members D Add	Members	_	
You will see th To add members, select Add by Email Search for Users	e form below. Sele the method you would like to use rs Add by Login Add by Er	choose from Search for Users, Add by	^{Login,} This thos	will open the form bel e students you want to	ow. Enter the CWID's for add as Guest members.
Login Name: First Name: Last Name:		You can search by any or al the following: login name, f name and last name. You c wild card searchs by using l asterisk (*) character.	Il of first and dy Email Add by Login Search for Users	ct the method you would like to use. Ch Add by Login Add by Ema	oose from Search for Users, Add by Login, il
	Search Reset	Example: *j* in the login r field would return all users login name has the letter J.	name whos Login Name(s): Cance Member Type	12345678 23456789 • Teaching Assistant • Guest Member	To use this add feature you must know the exact login name(s) of the user(s) you want to add. If you do, enter the login name or login names (one per line), choose a member type and click Add.
Vou will be cal	ad to optor addition	aal taxt far an a mail			Add Members Cancel

You will be asked to enter additional text for an e-mail that will tell students they have been added. This message will automatically have the subject "You have been added to course (your course name)".

?	The page at https://myportaltest.fhda.edu says:	Students Tab
	Please enter an explanation for this action. It will be sent via email to all members you have modified.	My Cours
	You will be listed as a guest member, but can access all functions.	Use course links t group comm
_		Scroll to instructio

When the student clicks the "Course Studio / My Courses" link, they will see your section displayed as a link in the section listing courses where they are guest members. Clicking that link will allow your students to access course materials and participate in the ongoing class activities.

Foothill-De Anza Communit	y College District MyPortal					
Students Tab			🕌 Group			
My Courses						
My Courses Course Schedule for: 2011 Winter Foothill						
group communication tools.	Courses I'm Attending:					
En austra	2011 Winter Foothill:	Section	Department			
Scroll to instructions below to get	INDOOR CYCLING-SPIN	PHED-F04102	Physical Education-FH			
started.	STRETCHING & PILATES FOR FLEXI	PHED-F022A-01	Physical Education-FH			
	Courses in which I'm a Guest:					
	2011 Winter Foothill:	Section	Department			
	VINYASA FLOW YOGA	PHED-F021D-03	Physical Education-FH			