

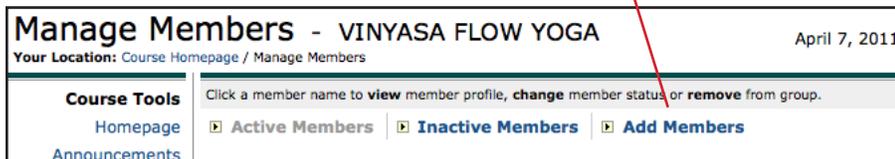
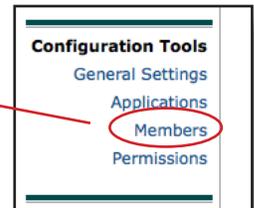
Course Studio Bug Fix for Spring 2011 Quarter

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.

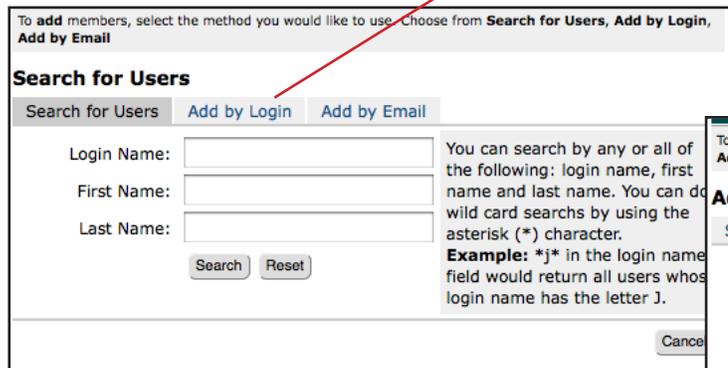
The immediate solution to allow these students to have access to Course Studio for your classes is to add them as guest members. You can enter them one at a time, or create a list with the CWID's for all your students with "RA" status. Each entry in the list should be separated by a return so there is 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:

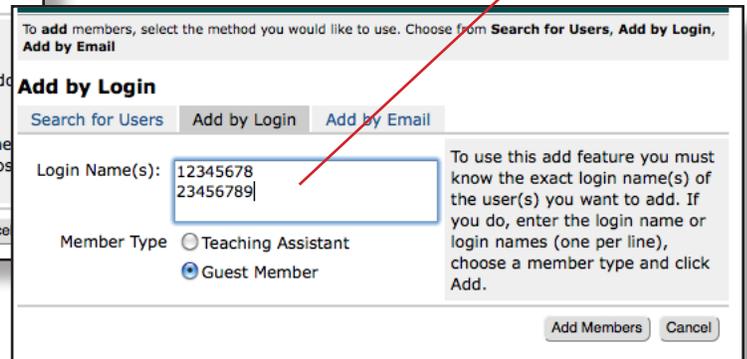
Open Course Studio and select "Members" from the "Configuration Tools" choice on the left. This will open the Member list, click the "Add Members" choice at the top.



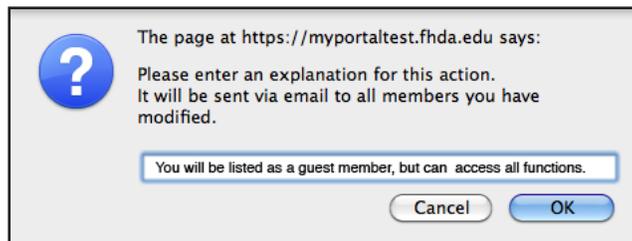
You will see the form below. Select "Add by Login"



This will open the form below. Enter the CWID's for those students you want to add as Guest members.



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)".



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.

