COURSE MANAGEMENT

ACCESSING YOUR COURSES

To get directly into one of your courses click on the course under MY COURSES in the portal page.

My Courses

* DLP 101.001 - Blackboard Tutorial Course Fall 03
* PROM 0001.001 - TEST:Prometheus Test Course Fall 03

OUTLINE | FILES | MESSAGES | DISCUSSIONS |

View All ClassWeb Courses - Enter Course

UPDATING INSTRUCTOR INFORMATION

Enter your course

Click on EDIT SYLLABUS

You can add your personal information in the field provided.

If you need an extra field for TAs or additional instructors check the box at the bottom.

Click on the SUBMIT button.

COURSE MIGRATION

To copy a course content from one semester to another click on the “Enter Course Migration” link on Courses page of MyTCPortal.

Welcome, Patrizia!

My Courses

* DLP 101.001 - Blackboard Tutorial Course Fall 03
* PROM 0001.001 - TEST:Prometheus Test Course Fall 03

OUTLINE | TESTING | GRADE BOOK | PROJECTS | FILES | MESSAGES | DISCUSSIONS |

View All ClassWeb Courses - Enter Course Migration
Click on the course copy button at the top of the page.

You are the instructor for the following courses:

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Course Title</th>
<th>Student Count &amp; Roster</th>
<th>Other Instructor if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU 036.010</td>
<td>Hypermedia and Education Spring 04</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ROM</td>
<td>TEST:Prometheus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>COPY FROM</th>
<th>COPY TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hypermedia and Education Spring 04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST:Prometheus Test Course Fall 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro Computers Lang Literacy Summer 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Course for Testing Spring 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hypermedia and Education Spring 04</td>
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</tr>
</tbody>
</table>

Click on the “copy course content” button.

Choose the sections you want to copy.

NOTE:
Only sections with existing content are displayed.
If you copy the content in the outline the dates will have to be recreated.

Select sections from “Hypermedia and Education, Spring 03 File” to Copy to “Hypermedia and Education, Spring 04 File”.

PLEASE NOTE:
* Only sections that have content in the course to be copied from will be displayed.
* Copy command will overwrite any content in the section to which it is being copied.
CONFIGURING THE CLASSWEB MENU

To SHOW or HIDE options in the menu click on UTILITIES in the menu bar.

Check the Course sections you wish to enable or disable then click on the SUBMIT button.

**Enabled by default:**
- Outline
- Files
- Messages
- Discussions

**Disabled by default**
- Testing
- Grade book
- Projects
- Lectures

<table>
<thead>
<tr>
<th>Control Panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the options below to turn on or off any sections listed.</td>
</tr>
</tbody>
</table>

- **Outline:** ✓ The Course Outline Section is currently Enabled.
- **Testing:** ☐ The Testing Section is currently Disabled.
- **Grade Book:** ☐ The Grade Book Section is currently Disabled.
- **Projects:** ✓ The Projects Section is currently Enabled.
- **Lectures:** ☐ The Lectures Section is currently Disabled.
- **Shared Files:** ✓ The Shared Files Section is currently Enabled.
- **Messages:** ✓ The Messages Section is currently Enabled.
- **Discussions:** ✓ The Discussions Section is currently Enabled.
- **Chat:** ☐ The Chat Section (chat room) is currently Enabled.
- **Character Set:** Western European Select a character set for your course.
ADDING TAs, GUESTS or STUDENTS TO YOUR COURSE

Click on **UTILITIES** in the left menu
Click on **STUDENT PANEL** in the top menu

Enter the **CUNIX ID** (Username) of the person you want to add and select his/her role in the pull down menu

Click on the **Add User** button
If the person you want to add is a registered student or faculty at TC you will see his/her name in the confirmation window

Click on the **CONFIRM** button
The person will be added to the course
Clicking on the **REMOVE** button will remove the user from your course.

Adding a user as a **Teaching Assistant** will give the user ALL privileges as the instructor **EXCEPT access to UTILITIES**. For example the TA will not be able to add users to your class.

If you want to add this privilege you need to check the radio button next to the TA name
Adding a user as **SHADOW** will ONLY give the user access to all the materials (Files, syllabus and discussion forums) but the user will not be able to actively participate in any discussion or chat sessions

To save the changes, click on the **Update Permissions** button at the bottom of the window