

CHAPTER 5

Managing consolidated courses


This chapter provides the procedures course leaders should follow to create and manage their consolidated courses. Actual content of the consolidated course homepage is handled exactly like the homepages for single courses and groups and has been covered in this book in a previous chapter.

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MANAGING CONSOLIDATED COURSES

Instructors are often assigned to teach more than one section of a course and are often assigned to repeat a course over several terms. Typically instructors use some of the same materials for each of these repeating courses and would like a way to preserve their course materials rather than having to feed the same material into the course homepage for each section or for each term.

The Luminis Platform enables the instructor to preserve materials he or she would like to make available to each course's homepage by creating a consolidated course that automatically feeds everything on its home page to each course that is added as a member of that consolidated course.

 **Note:** *The ability to consolidate courses is only available to the Course Studio application. The information in this chapter does not apply to Group Studio.*

CREATING AND DELETING CONSOLIDATED COURSES

Using the Luminis Platform, instructors can preserve the materials they would like to make available to each course's homepage by creating a consolidated course, which in turn automatically feeds everything on the consolidated course's home page to each course that is added as a member of that consolidated course.

Instructors should construct a consolidated course for each course that meets the following guidelines:

- The instructor wants to provide materials to the course via the course homepage.
- The instructor will teach the course more than once.

The procedures in the following section will enable you to create consolidated courses.

CREATING A CONSOLIDATED COURSE

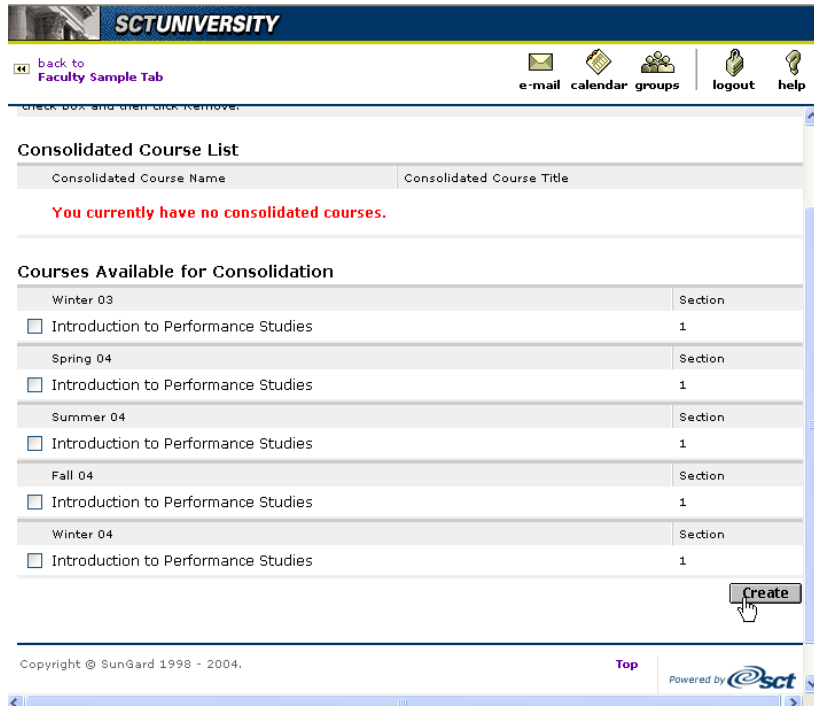
Use the following procedure to create a consolidated course:

- 1. If you have not already done so, log in to myCuesta and access the My Courses channel on the Faculty tab.**

You see your List of Courses page.

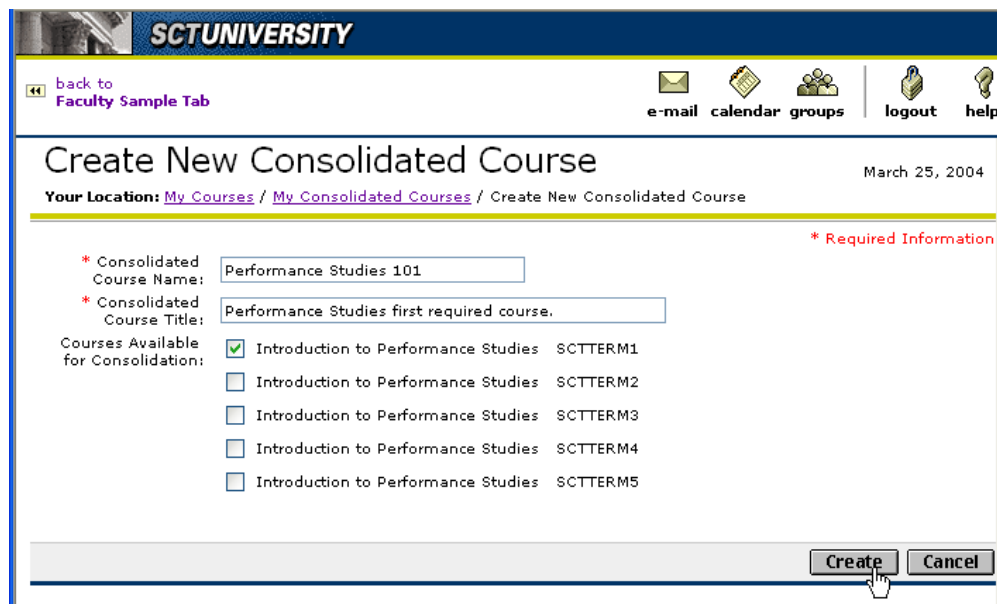
- 2. Click My Consolidated Courses.**

You see the My Consolidated Courses list.



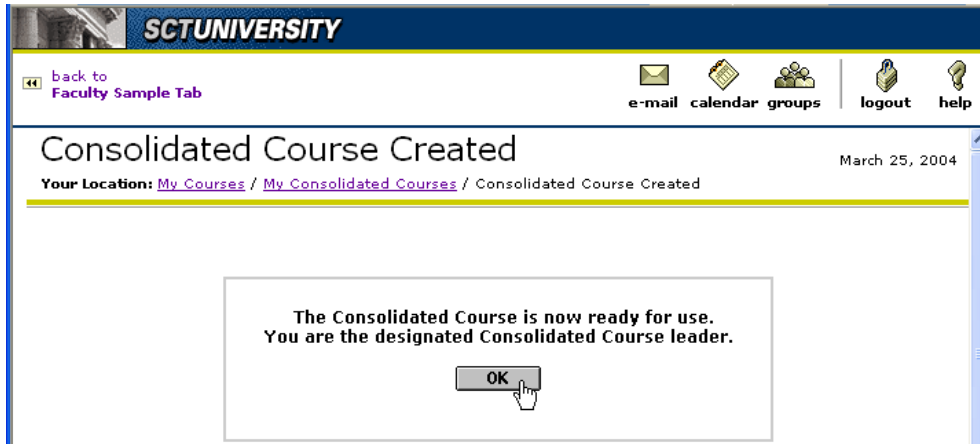
3. Click Create.

You see the Create New Consolidated Course page.



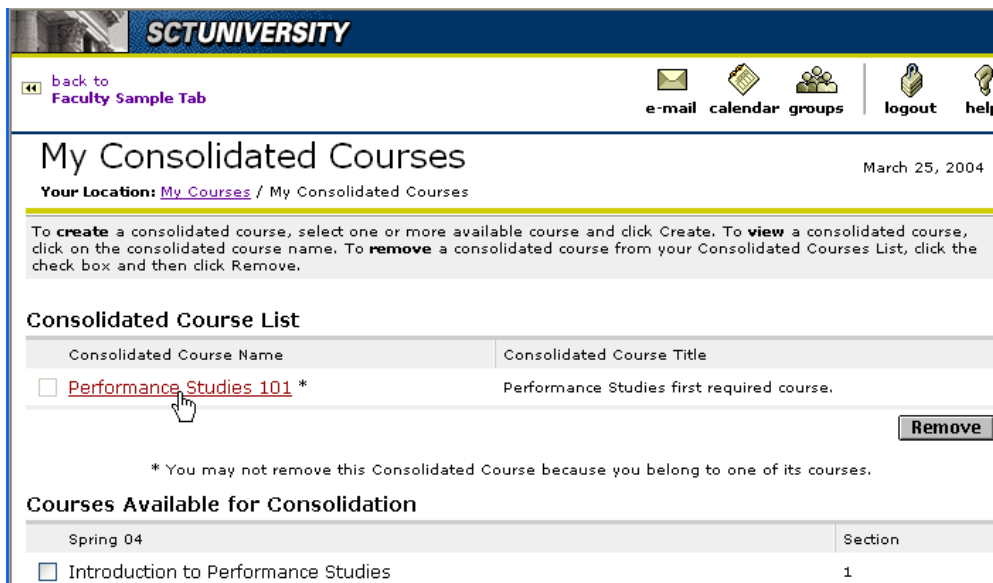
4. Enter a Name and Title for your consolidated course, select the course(s) you wish to attach to the consolidated course, and click Create.

You see the Consolidated Course Created page.



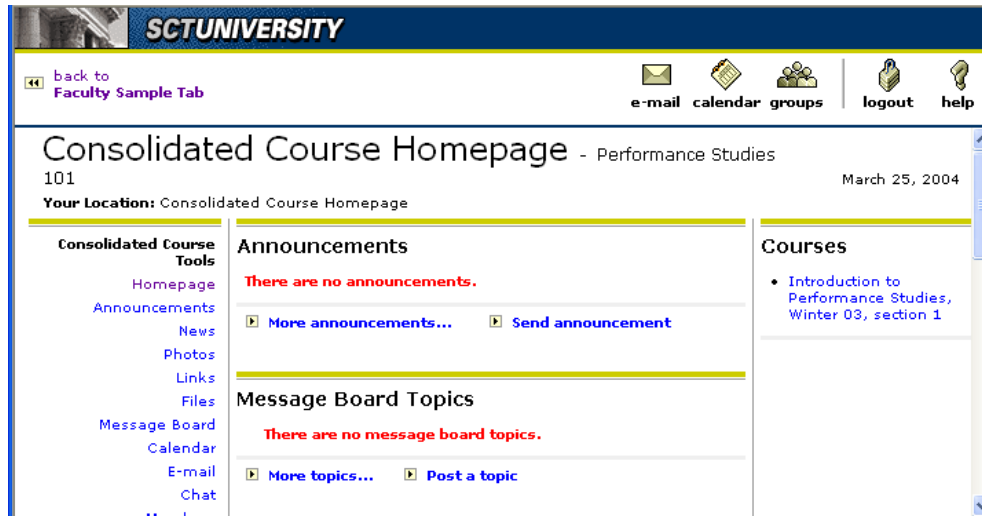
5. Click OK.

You see the new consolidated course listed on the My Consolidated Courses page.



6. To add materials to the new consolidated course, click on the name of the new consolidated course.

You see the Consolidated Course Homepage.



You are ready to add materials to the homepage for the new consolidated course.

The next section will show you how to delete a consolidated course.

DELETING OR INACTIVATING A CONSOLIDATED COURSE

As an instructor you can delete any of the consolidated courses you have created, provided there are no longer any courses included in it. It is important to note that once a consolidated course is removed, all data associated with it (links, images, articles, etc.) will no longer be available.

To delete a consolidated course, use the following procedure:

- 1. If you have not already done so, log in to the Luminis Platform, access your faculty portal and select the list of your courses.**

You see your List of Courses page.

- 2. Click My Consolidated Courses.**

You see the My Consolidated Courses list.

- 3. Check the box next to the consolidated course that you want to delete.**

You can only delete consolidated courses that do not contain any courses. If there are still courses contained in the consolidated course, the checkbox next to its name will be greyed out. *For information on removing courses from a consolidated course, refer to the section "Adding and removing courses" on page 5.7.*

- 4. Click Remove.**

You will be prompted to confirm that you want to delete the consolidated course. The consolidated course is removed and all data associated with it (links, images, articles, etc.) will no longer be available.

ADDING AND REMOVING COURSES

After you have created a consolidated course you can add courses to and remove courses from the consolidated course at any time.

Use the following procedure to add or remove courses from the consolidated course:

1. If you have not already done so, log in to the Luminis Platform, access your faculty portal, and select the list of your courses.

You see your My Courses page.

2. Click My Consolidated Courses.

You see your My Consolidated Courses list.

SCTUNIVERSITY

back to Faculty Sample Tab | e-mail | calendar | groups | logout | help

My Consolidated Courses

March 25, 2004

Your Location: [My Courses](#) / My Consolidated Courses

To **create** a consolidated course, select one or more available course and click Create. To **view** a consolidated course, click on the consolidated course name. To **remove** a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Performance Studies 101 *	Performance Studies first required course.

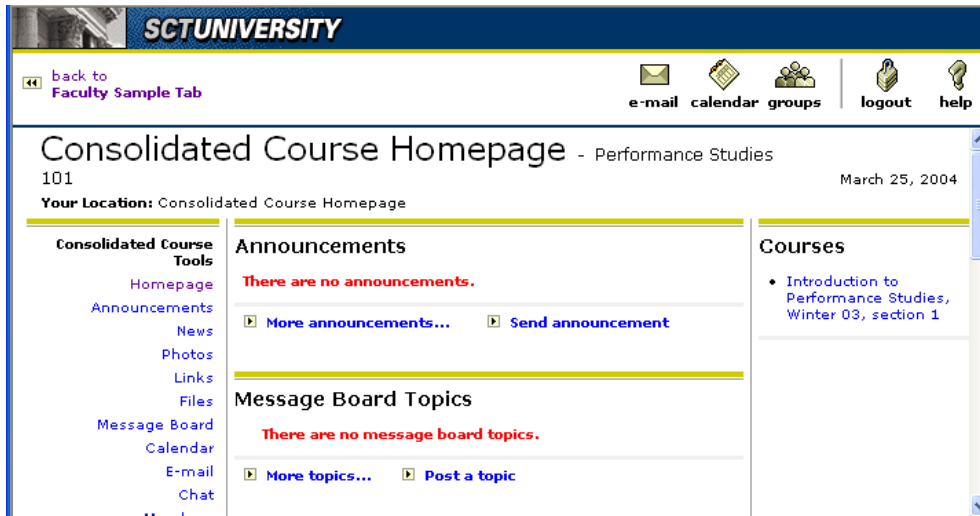
* You may not remove this Consolidated Course because you belong to one of its courses.

Courses Available for Consolidation

Spring 04	Section
<input type="checkbox"/> Introduction to Performance Studies	1

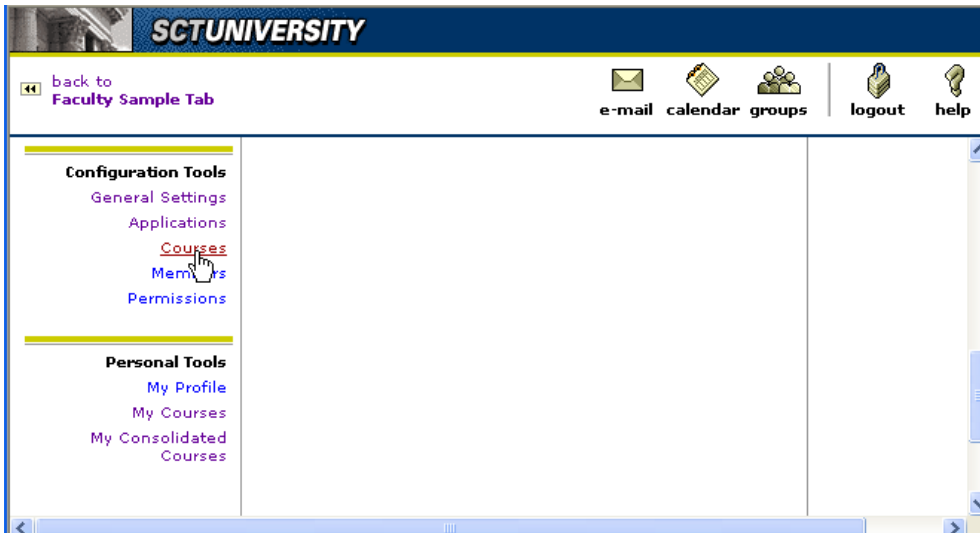
3. Click the name of the consolidated course that you wish to add courses to or remove courses from.

You see the Consolidated Course Homepage.



4. Scroll down the page.

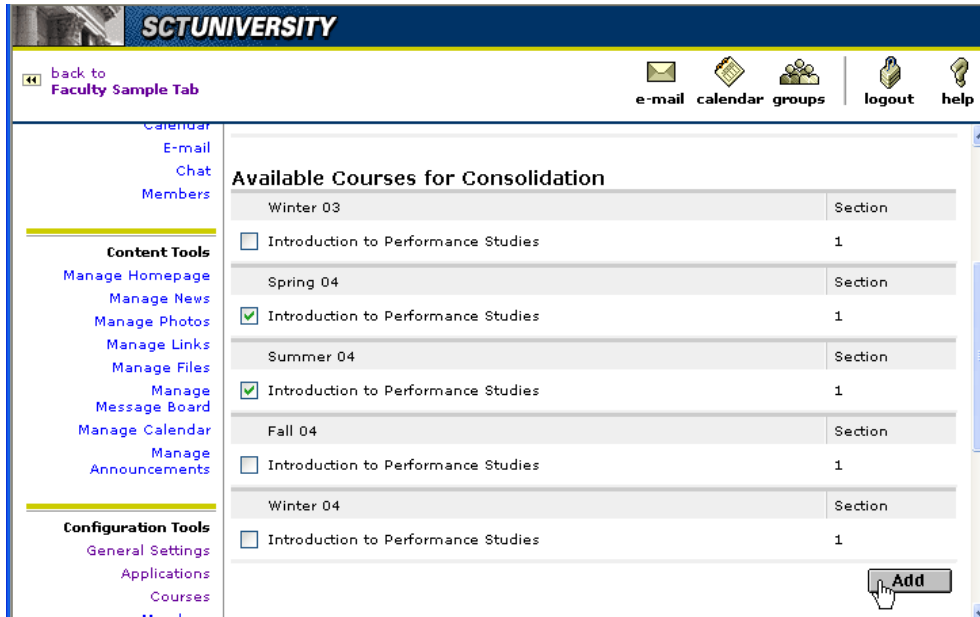
You see the Configuration Tools menu list.



5. Click Courses.

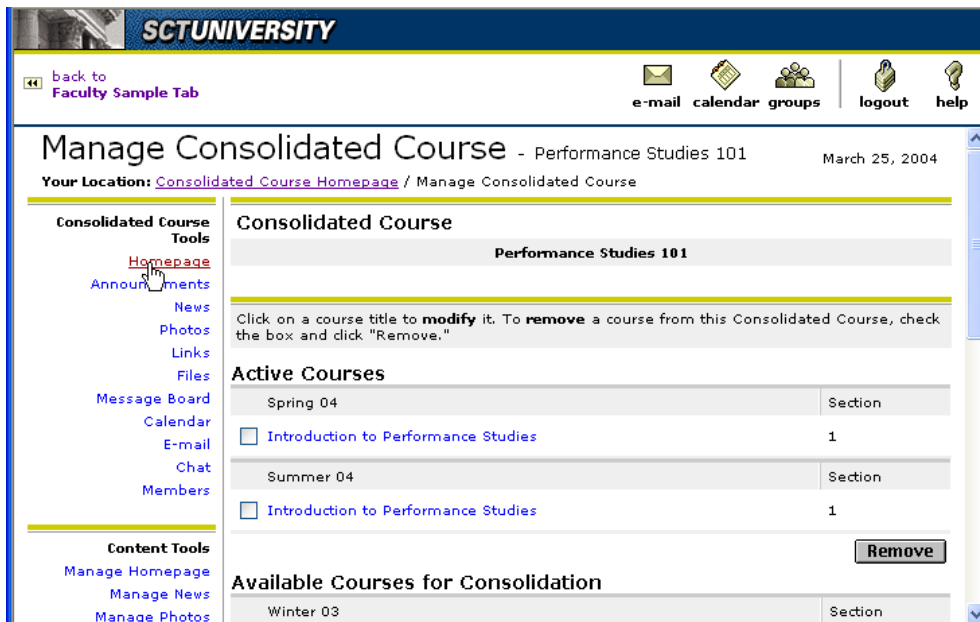
You see the Manage Consolidated Course page.

To Add a Course to the Consolidated Course



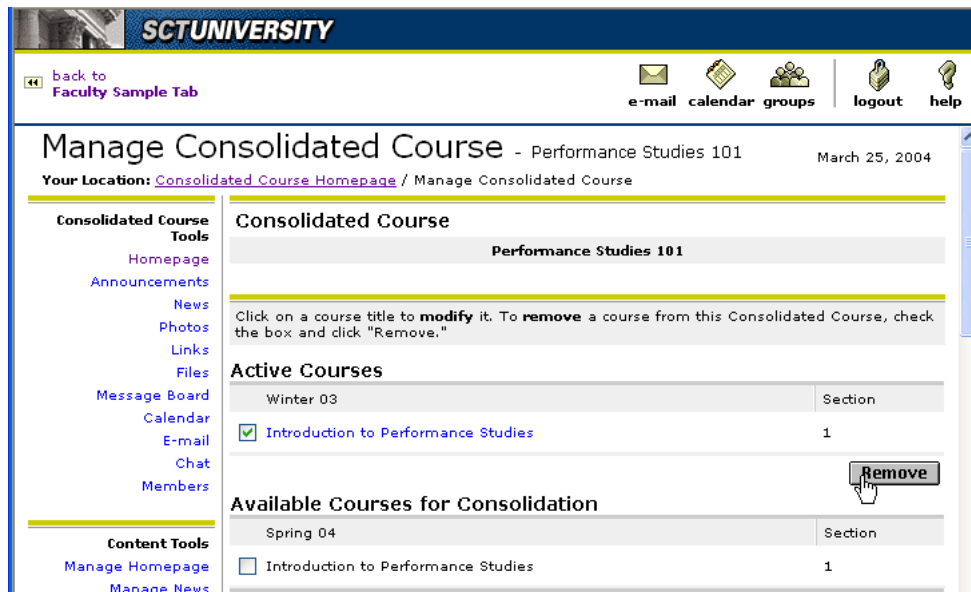
- Click the checkbox(s) next to the name(s) of the course or courses you wish to add to your consolidated course and click Add.

You are returned to the Manage Consolidated Course page which is immediately updated.



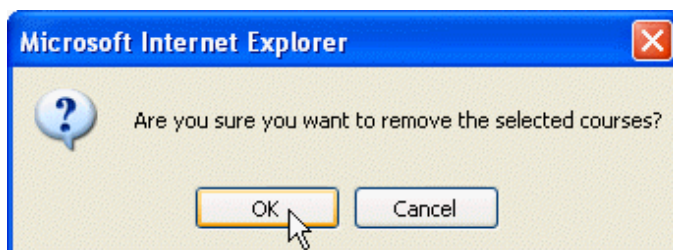
The courses added to your consolidated course are listed under the Active Courses section.

To Remove a Course from the Consolidated Course



1. Click the checkbox next to the active course or courses you wish to remove.
2. Click Remove.

You see an information box asking you to confirm your action.



3. Click OK.

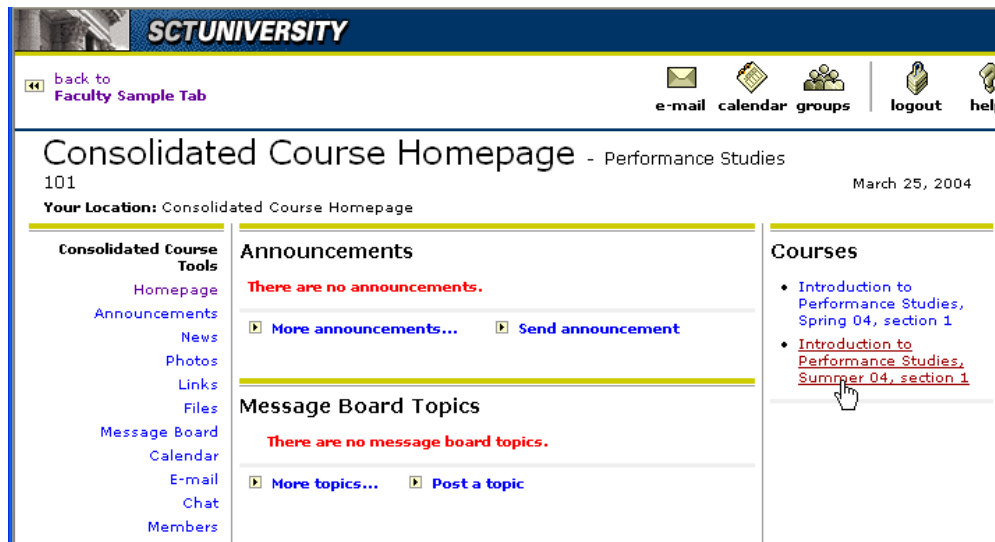
You are returned to the Manage Consolidated Course page and the checked course or courses are removed from your consolidated course group.

NAVIGATING AMONG HOMEPAGES

From the Consolidated Course homepage you can easily and quickly navigate to any of the homepages of the courses belonging to your consolidated course and back again.

- 1. At the Manage Consolidated Course page click on the name of the consolidated course of interest.**

You see the Consolidated Course Homepage.



The screenshot shows the SCT University Consolidated Course Homepage for Performance Studies. The page has a blue header with the SCT University logo and navigation icons for e-mail, calendar, groups, logout, and help. Below the header, the page title is "Consolidated Course Homepage - Performance Studies" with the number "101" and the date "March 25, 2004". The page is divided into three main columns. The left column is titled "Consolidated Course Tools" and lists links for Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members. The middle column is titled "Announcements" and contains the text "There are no announcements." with links for "More announcements..." and "Send announcement". Below this is the "Message Board Topics" section, which also contains the text "There are no message board topics." with links for "More topics..." and "Post a topic". The right column is titled "Courses" and lists two courses: "Introduction to Performance Studies, Spring 04, section 1" and "Introduction to Performance Studies, Summer 04, section 1". A mouse cursor is pointing at the second course link.

In the right-hand column is a list of the courses belonging to the consolidated course.

- 2. Click on a name of one of the courses.**

You see the homepage for that course.

The screenshot shows the SCT University Course Homepage for 'Introduction to Performance Studies' as of March 25, 2004. The page is divided into several sections:

- Course Tools:** A vertical menu on the left containing links for Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members.
- Content Tools:** A section below Course Tools with links for Manage Homepage, Manage News, and Manage Photos.
- Announcements:** A section with the message 'There are no announcements.' and two links: 'More announcements...' and 'Send announcement'.
- Message Board Topics:** A section with the message 'There are no message board topics.' and two links: 'More topics...' and 'Post a topic'.
- Course Info:** A section on the right providing details: Name: Introduction to Performance Studies, Section: 1, Department: SCT SCT Internal Testing, Term: Summer 04, and Instructor(s): Austin Powers. Below this is a note: 'Click an instructor name to send email.'
- Parent Group:** A section at the bottom right with a link to 'Performance Studies 101'.

At the top of the page, there is a navigation bar with 'back to Faculty Sample Tab' and icons for e-mail, calendar, groups, logout, and help.

3. Again going to the right-hand column, click on the name of the consolidated course listed under Parent Group.

You are returned to the homepage of the consolidated group.

This enables you to see how things will appear on the homepages of the course when you add items to the homepage of the consolidated group.

CONSOLIDATED COURSE PERMISSIONS

Instructors can add Guests and Teaching Assistants to their consolidated courses and assign permissions to each of these users or modify permissions already granted.

Caution: *If you as instructor or someone with course leader permissions adds a guest user to the course and grants them course leader permissions, this guest user can log in and remove the instructor's course leader permissions and no one can add or delete courses from the consolidated course.*

Instructors and Teaching Assistants (TAs) assigned to a consolidated course are automatically granted all permissions to all areas in their consolidated course including adding and removing courses from the consolidated course. Instructors of course can remove any or all permissions from the TAs commensurate with their duties and assignments.

Use the following procedure to modify the permissions of a Teaching Assistant that has been assigned to a consolidated course (the consolidated course must have already been created):

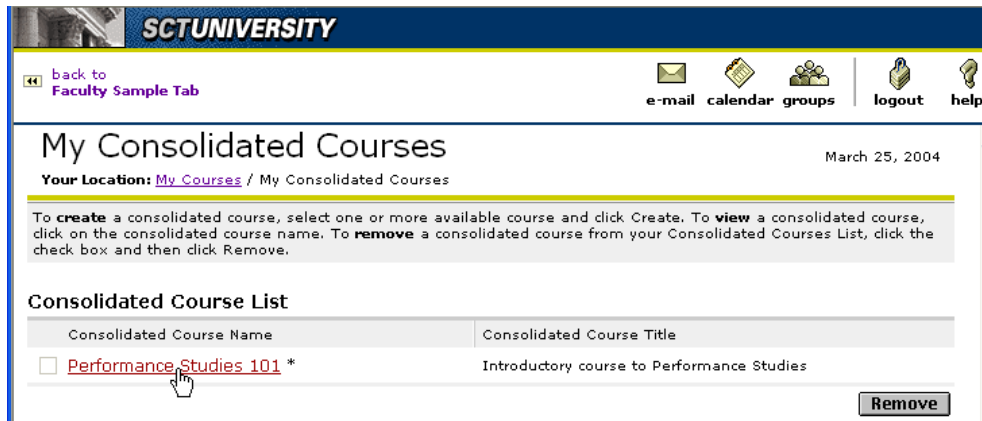
1. **If you haven't already done so, log in to the Luminis system, go to your faculty portal and click on the link to your courses.**

You see your My Courses page.

Term	Sec.	Dept.	Instructor(s)
Winter 03:			
▾ Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers fac124@sct.com
Spring 04:			
▾ Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers fac124@sct.com
Summer 04:			
▾ Introduction to Performance Studies	1	SCT SCT Internal Testing	Austin Powers fac124@sct.com

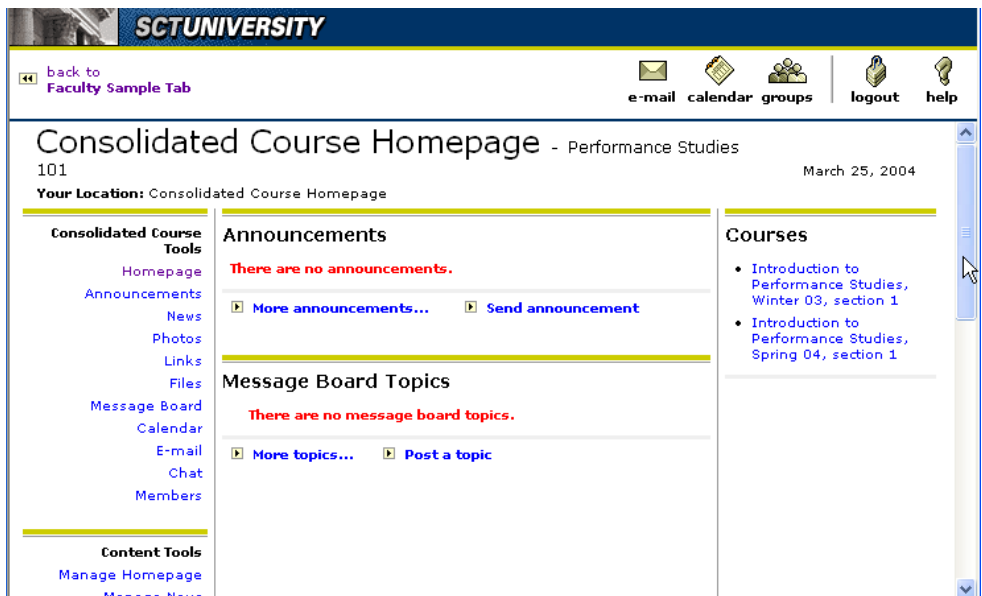
2. **Click My Consolidated Courses.**

You see the My Consolidated Courses list.



3. Click on the name of the Consolidated Course to which the TA is assigned.

You see the Consolidated Course Homepage.



4. In the left-hand column, scroll down to the Configuration Tools section of the left-hand menu and click Members.

You see the Manage Members page.

5. Click on the name of the TA.

You see the Edit Member Profile page.

6. Edit the permissions as desired.

7. Enter an explanation for the changes and click Update Profile.

You have now updated the permissions of the TA to meet your needs.