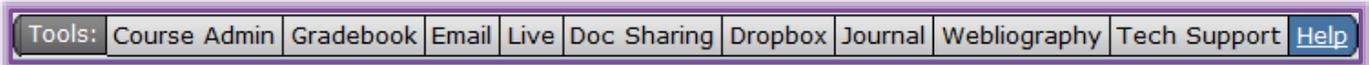


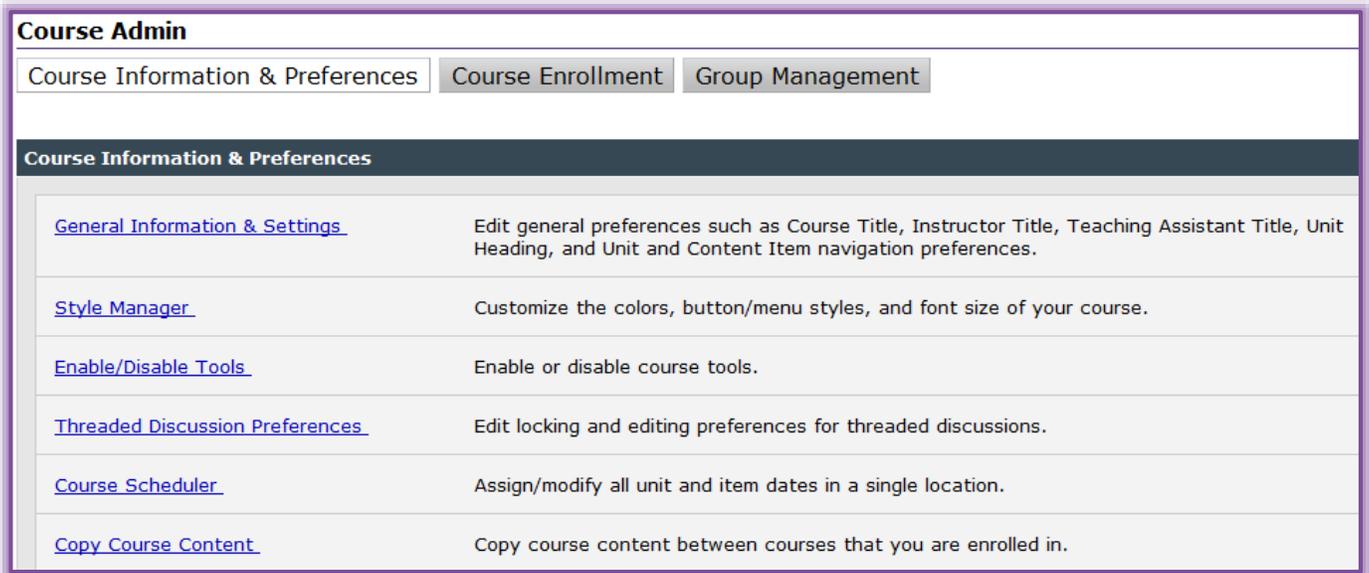
Course Admin

This area is where the initial course setup takes place. It is used to set course preferences, such as the style for the course. Whichever tab you are working in on the Course Admin tool, the course preference settings you select apply course-wide. Course preference settings can be changed at any time.

Click **Course Admin** on the **Tools Bar** (see illustration below).



The **Course Admin** page will display (see illustration below).



There are three tabs within this area.

- 🖱️ **Course Information & Preferences** - Click this tab to set course options and settings, such as General Information & Settings, Style Manager, Enable/Disable Tools, Threaded Discussion Preferences, Course Scheduler, and Copy Course Content.
- 🖱️ **Course Enrollment** - Click this tab to display a list of students in the course. Click the Dropped tab to see a list of the students who have been dropped from the course.
- 🖱️ **Group Management** - This tab is used to organize students into groups or teams.

General Information & Settings

This area is used to change the general preferences such as Course Title, Instructor Title, Teaching Assistant Title, Unit Heading, and Unit and Content Items navigation preferences.

Click the **General Information & Settings** link.

The **General Information & Settings** window will display (see illustration on next page).

The information in this window affects the whole course, not just a week or unit.

Fill in any of the boxes with the desired information.

Select the **Display Settings** options, if desired.

Click the list arrow for the **Course Locale** to select a different locale.

Click **Save Changes** to save the changes that were made.

General Information & Settings

Course Title: *

Instructor Title: *

TA Title:

Unit Heading: *

Display Settings:

- Display long Unit titles on multiple lines in the navigation tree (up to 40 characters).
- Display long Content Item names on multiple lines in the navigation tree (up to 40 characters).
- Display unit heading and unit number in the page title for Units and Content Items.

Course Locale:

Note: Students will be forced to use the locale you specify for this course.

* Indicates a required field

Style Manager

This area is used to change the colors, button/menu styles and fonts for a course. When working with the style manager, it is not possible to select both a Color Theme and a Design Theme. You must choose one or the other.

Click **Style Manager** to open the **Course Style Manager** window (see illustration below).

Course Style Manager

Use the default course style

Use a custom course style based on the selections below

[Color Themes](#) [Design Themes](#) [Fonts](#)

Blue:

<input type="radio"/> No Background	<input type="radio"/> Stripes	<input type="radio"/> Brush	<input type="radio"/> Swirl

Purple:

<input type="radio"/> No Background	<input type="radio"/> Stripes	<input type="radio"/> Brush	<input type="radio"/> Swirl

- Click the window will open with a gallery of **Color Themes** displayed.
- Click the option buttons for one of the themes, if desired.
- Click the **Design Themes** link to select a design for the course, if desired.
- Click the **Fonts** link to specify different options for the font.

Once all the options have been selected, click the **Save Changes** button to apply the changes.

Enable/Disable Tools

This area is used to enable or disable course tools. It is a good idea to disable any tools that will not be used for the course. This helps to cut down on confusion for the students.

Click the **Enable/Disable Tools** link to open the window.

A list of the tools that are available in eCollege will appear (see illustration below).

Enable/Disable Class Tools and Items		
Use the options below to customize your course. You can enable or disable any of the following features at any time. Remember that any feature you enable/disable will be enabled/disabled for both you and your students.		
Syllabus:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The course Syllabus often includes features such as Course Description, Course Objectives, General Course Policies and Procedures, Grading Policies, Course Textbooks, etc. Enabling the syllabus displays a link to the syllabus in the navigation tree.
Gradebook:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Create an online Gradebook that is available to both you and your students. As the instructor, you determine which course items appear in the Gradebook (i.e., which course items will be graded) and you are responsible for entering students' actual grades (and any comments you may have) into the Gradebook. Students can view their course progress in the Gradebook.
Email:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The Email tool is a convenient and effective way for you and your students to communicate with each other.
Document Sharing:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Class members can upload assignments or other document files that they want to submit for general class review and consumption.

Click the **Enable** option button to make the tool available to the students.

Click the **Disable** option button to make the tool unavailable to the students.

Click **Save Changes** to make the changes to the tools options.

Threaded Discussion Preferences

In this area, it is possible to choose different options for how Threaded Discussions in a course are displayed and how the threads are accessible for students.

Click the **Threaded Discussion Preferences** link to open the window.

Click one of the check boxes (see illustration below).

Threaded Discussion Preferences	
<input checked="" type="checkbox"/>	Set topics to "read-only" after the scheduled end dates for all Threaded Discussions in this course.
<input checked="" type="checkbox"/>	Allow students to edit their posted responses for all Threaded Discussions in this course.
<input type="checkbox"/>	Students can edit the subject line when responding to a previous response.
<input type="checkbox"/>	Display Threaded Discussion responses in "Preview" mode.
<input type="checkbox"/>	Hide topics from students for all Threaded Discussions. (This setting can be overridden at the topic level)
<input type="checkbox"/>	Post first - Hide responses for a topic until a response is posted by a student for all Threaded Discussions. (This setting can be overridden at the topic level)
<input type="checkbox"/>	Display number of responses for a topic.

- 🔑 **Set topics to “read-only” after the scheduled end dates for all Threaded Discussions in this course.**
 - ★ This will allow students to see and read the Topics and Responses in the Threaded Discussions after the scheduled End Date.
 - ★ Students will not be allowed to make any new postings after the scheduled End Date.
 - ★ The End Date is scheduled through the Course Scheduler or the Threaded Discussion Toolbox.
- 🔑 **Allow students to edit their posted responses for all Threaded Discussions in this course.**
 - ★ This provides the students with the ability to change their own responses in the Threaded Discussion after the thread has been posted.
 - ★ The date and time the responses were changed will display in the Threaded Discussion response.
- 🔑 **Students can edit the subject line when responding to a previous thread.**
 - ★ This allows students to change the subject line to a threaded discussion when writing a response.
 - ★ This is one way that students can manage the discussion and flag or mark responses for future reference.
- 🔑 **Display Threaded Discussion responses in “Preview” mode.**
 - ★ The responses will be displayed under the Subject line.
 - ★ It will not be necessary to click the Expand All button or the plus sign to the left of the Subject line to display the responses.
 - ★ Students will have to expand a response in order to see and click the Respond link underneath a particular response.
- 🔑 **Subject line should be editable when responding to a previous response.**
 - ★ Students will be able to change the Subject line when responding to another posting.
- 🔑 **Hide topics from students for all Threaded Discussions.**
 - ★ This enables the instructor to hide topics while developing the topic.
 - ★ This setting can be overridden at the topic level.
- 🔑 **Post first-Hide responses for a topic until a response is posted by a student for a Threaded Discussion.**
 - ★ To hide a discussion topic until a student posts their first response, select this option.
 - ★ This prevents the student from reading other responses before forming their initial response.
 - ★ This setting can be overridden at the topic level.
- 🔑 **Display number of responses for a topic.**
 - ★ This feature shows a counter of responses and unread responses.
 - ★ This allows the instructor to gauge activity on a topic at a glance.
- 🖨️ Click the **Save Changes** button to apply the changes to the course.

Course Scheduler

This area is used to assign and/or modify all unit and item dates in a single location.

- 🖨️ Click the **Course Scheduler** link to open the window.
- 🖨️ A list of the units and items in the course will display (see illustration on next page).
- 🖨️ Each item will have at least three option buttons. Exams will have four.
- 🔑 **Use ___ Start/End Date** – This option is the default. The content will be displayed according to the dates specified when the course is created. Usually this is the beginning and ending date of the eCollege term.

- 🖱️ **Assign Specific Start/End** – This option allows the instructor to select the start and end date for each item individually. The instructor can also restrict access to the item before and after the specified date.
- 🖱️ **Due Date (optional)** – Use this option to specify the date an assignment, discussion, or exam are due.
- 🖱️ **Gradebook Review** – This option is only available for exams. It allows the instructor to specify when a student will be able to view the grades for the exam in the Gradebook. The default is the last day of the eCollege term. This means the students will not be able to view the grade until the end of the term.

* Times are displayed in (GMT-05:00) Eastern Time (US & Canada) Save Changes Cancel

Course Scheduler

Content	Date Assignment	Start Date *	End Date *	Due Date * (optional)
Course Home				
Course Home : Cyber Cafe	<input checked="" type="radio"/> Use Course Home start/end <input type="radio"/> Assign specific start/end	7/23/2008 <input type="text"/> 8:00 AM <input type="text"/> <input type="checkbox"/> Restrict access before	7/23/2050 <input type="text"/> 11:59 PM <input type="text"/> <input type="checkbox"/> Restrict access after	<input type="text"/> 11:59 PM <input type="text"/>
Course Home : Virtual Office	<input checked="" type="radio"/> Use Course Home start/end <input type="radio"/> Assign specific start/end	7/23/2008 <input type="text"/> 8:00 AM <input type="text"/> <input type="checkbox"/> Restrict access before	7/23/2050 <input type="text"/> 11:59 PM <input type="text"/> <input type="checkbox"/> Restrict access after	<input type="text"/> 11:59 PM <input type="text"/>
Course Home : syllabus	<input checked="" type="radio"/> Use Course Home start/end <input type="radio"/> Assign specific start/end	7/23/2008 <input type="text"/> 8:00 AM <input type="text"/> <input type="checkbox"/> Restrict access before	7/23/2050 <input type="text"/> 11:59 PM <input type="text"/> <input type="checkbox"/> Restrict access after	<input type="text"/> 11:59 PM <input type="text"/>

- 🖱️ After all the options have been chosen, click the **Save Changes** button.
- 🖱️ It would be a good idea to click **Save Changes** often if there are a lot of items in the course.
- 🖱️ This would save the instructor time if something happened to the Internet connection while in the process of scheduling the course items.

Copy Course Content

This feature provides the capability for instructors to copy material from a course in a term that they taught previously into a new course. When using this option, the instructor can be in either the source course or the destination course.

Copy Course Content View Copy Status

Please choose whether you want to copy all the content from a course into an empty course shell or select the content to copy between courses:

Copy All Content
 Select Content to Copy

< Back Next >

-  Click the **Copy Course Content** link to open the window (see illustration on previous page).
-  Click the **Copy All Content** option to copy all the content from one course to another course.
 -  When this option is selected, the **Destination Course** cannot have any content.
 -  The course must be the blank shell that is created when the courses are uploaded to eCollege.
 -  When this option is chosen, the Gradebook Settings will be copied to the new course.
-  Click the **Select Content to Copy** option to copy selected portions of the **Source Course** to the **Destination Course**.
 -  This is the process that would be completed if content has been added to the course shell.
 -  During the process, a list of all the items in the **Source Course** will display.
 -  You will then be required to specify where each of these items is to appear in the course.
 -  With this option, the Gradebook Settings are not copied to the new course.
-  After making the selections, click the **Next** button to complete the process.
-  For more information on this feature, see the **Faculty Course Copy Guide** on the **eCollege** page of the **Siena Training Web Site**.