

Course Studio

An integrated faculty tool within

WINGS

Course Studio Provides:

- Instructor ability to quickly and easily deliver information to students electronically
- Campus e-mail access to all students while protecting student privacy requests
- Control of information published to the class
- Control of applications available within the class
- Integration into the WINGS portal – course announcements post to the Personal Announcements channel on the portal homepage
- Students are automatically populated into course as they enroll and removed as they drop or withdraw

An Instructor can:

- Create and manage the course homepage, including link, article, photo content, files and announcements available to students.
- Post a course syllabus or any other file or web page link.
- Set up the course message board with topics and an overall description to prompt class discussion. Delete topics, messages, or replies as necessary
- Activate and inactivate students as necessary
- Assign privileges to a teaching assistant so that responsibility for any task can be delegated
- Specify the applications (ie: Chat, Message Boards, Files) available to students
- Approve/deny student submissions of links, files, photos, and news before they are posted to the course homepage. Course Studio will notify instructors via e-mail when news, file, link, or photo items have been submitted by a student and are pending approval to be posted to the course homepage.
- Choose not to use any Course Studio services

Students can:

- Post to Message Boards
- Use Chat & Email
- Submit (pending Instructor approval):
 - News
 - Links
 - Photos
 - Files

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Course Management

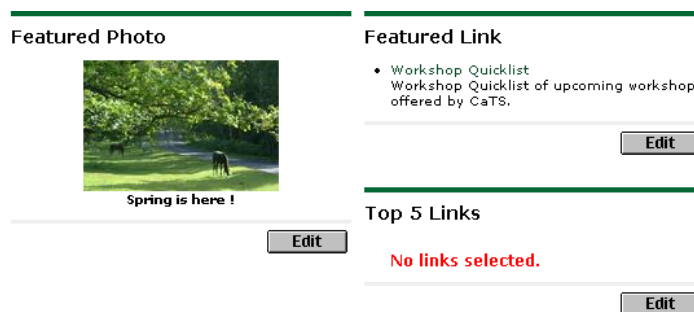
Content Tools

Course management begins with use of Content Tools located beneath Course Tools on homepage.

Content tools are only viewable by course leaders.



- **Manage Homepage:** Edit content that students see on the homepage, including featured photo, featured links, and top five links.



The Manage Homepage tool is used **after** photos and links have been posted to the course.

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- **Manage News:** Activate, deactivate, and delete articles. Approve/deny, and edit articles submitted by students for posting. Instructors will be notified via e-mail when news items have been submitted by a student and are pending approval to be posted to the course homepage. Only an Instructor (or person designated by the instructor to have administrative access to this area of the course) may post an article directly to the course homepage.

The screenshot shows the 'Manage News' page for 'Test Class 1' on June 19, 2004. The page is divided into several sections:

- Course Tools:** Includes links for Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members.
- Submitted Articles:** A table with columns 'Title/Subject', 'Posted By', and 'Posted On'. Below the table, it states 'There are no submitted articles.'
- Active Articles:** A table with columns 'Title/Subject', 'Posted By', and 'Posted On'. It contains one entry: 'Course Studio Sample Class' by 'Test Faculty' on 'March 21, 2004'. There are 'Inactivate' and 'Delete' buttons next to the entry.
- Inactive Articles:** A table with columns 'Title/Subject', 'Posted By', and 'Posted On'. Below the table, it states 'There are no inactive articles.'

Navigation links for 'Content Tools' (Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar) are visible on the left side.

Submitted articles have been submitted by students, but not yet reviewed and posted. **Active** articles will appear on the homepage. **Inactive** articles will remain until deleted.

News items must be submitted following the procedure below before using Manage News

- **Submit an article by clicking on News under Course Tools, then Post an Article**

The screenshot shows the 'Course News' page for 'Test Class 1' on June 19, 2004. The page displays a list of news items under the heading 'Test Class 1'. One item is listed: 'Course Studio Sample Class' (posted on March 21, 2004 by Test Faculty). Below the list, there is a 'Post an Article' button highlighted with a red box.

- **Type, or cut & paste, information for posting** (format may be text or html)

The screenshot shows the article posting form. It includes the following fields and options:

- Posted By: Denise Anderson
- Status: A dropdown menu.
- Title/Subject: A text input field.
- News Article: A dropdown menu set to 'Article Uses Plain Text'.
- A large text area for entering the article content.
- 'Post' and 'Cancel' buttons at the bottom.

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- **Manage Photos:** Post and delete photos or image files from the homepage. Approve/deny photo submissions of students. Instructors will be notified via e-mail when photo items have been submitted by a student and are pending approval to be posted to the course homepage. Only an Instructor (or person designated by the instructor to have administrative access to this area of the course) may post a photo directly to the course homepage.

Click on a photo or its title to **view** it. To **activate** a photo, check the box and click "Activate." To **remove** a photo, check the box and click "Delete."


Submitted Photos

Title	Posted By	Posted On
There are no submitted photos.		

Click on a photo or its title to **view** it. To **inactivate** a photo, check the box and click "Inactivate." To **remove** a photo, check the box and click "Delete."

Active Photos

[Post a New Photo](#)

Title	Posted By	Posted On
<input type="checkbox"/>  Spring is here ! - Featured	Denise Anderson	April 13, 2004
<input type="checkbox"/>  WINGS Home Page	Denise Anderson	March 02, 2004

Inactive Photos

Title	Posted By	Posted On
There are no inactive photos.		

A course photo album has a default limit of 12 MB. This size limit also includes photos submitted but not yet posted. Uploaded photos will be downsized to 40K.

Photos must be submitted following the procedure below before using Manage Photos

- **Submit an picture by clicking on Photos under Course Tools, then Post a photo**

Course Photos - Test Class 1 June 19, 2004

Your Location: [Course Homepage](#) / [Course Photos](#)

Course Tools
Homepage
Announcements
News
Photos
Links
Files

Test Class 1
No photos are available.

- **Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only. Photo files may not be larger than 1 mb.**

Posted By: **Denise Anderson**

Status:

Photo File Name:

Photo Title:

Photo Caption:

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- **Manage Links:** Post and delete links from the homepage. Approve/deny links submitted by students. Instructors will be notified via e-mail link items have been submitted by a student and are pending approval to be posted to the course homepage. Only an Instructor (or person designated by the instructor to have administrative access to this area of the course) may post a link directly to the course homepage.

The screenshot shows the 'Manage Links' page for 'WINGS Workshop Training' dated May 08, 2004. The page is divided into several sections:

- Group Tools:** A sidebar menu with options like Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, and Members.
- Submitted Links:** A table with columns 'Title', 'Posted By', and 'Posted On'. Below the table, it states 'There are no submitted links.'
- Active Links:** A table with columns 'Title', 'Posted By', and 'Posted On'. It contains two entries:
 - Email Pilot Group Tips by Denise Anderson, posted March 11, 2004.
 - Workshop Quicklist - **Featured** by Marijane James, posted March 06, 2004.Buttons for 'Inactivate' and 'Delete' are visible to the right of the table.
- Inactive Links:** A table with columns 'Title', 'Posted By', and 'Posted On'. Below the table, it states 'There are no inactive links.'

Links must be submitted following the procedure below before using Manage Links

- **Submit a link by clicking on Links under Course Tools, then Post a link**

The screenshot shows the 'Course Links' page for 'Test Class 1' dated June 19, 2004. The page includes a sidebar menu under 'Course Tools' with options like Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, and E-mail. The main content area is titled 'Test Class 1' and contains two links:

- **USR Project Website** (posted on March 21, 2004 by Test Faculty) University Systems Replacement Project Website. Not really very class related but it contains some information about this project, including the portal.
- **WSU Homepage** (posted on March 21, 2004 by Test Faculty) Put here just as a sample link.

A red box highlights the 'Post a link' button in the bottom right corner of the page.

- **URL for link must begin with http://**

The form for posting a link includes the following fields and options:

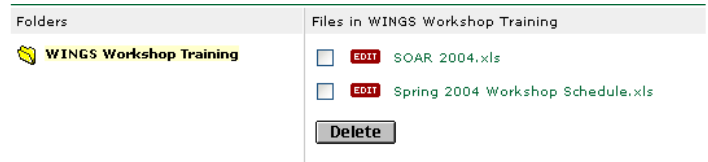
- Posted By: Denise Anderson
- Status: A dropdown menu with a blue arrow.
- Title: A text input field.
- URL: A text input field.
- Link Description: A dropdown menu with 'Description Uses Plain Text' selected.
- A large text area for the link description.
- Buttons for 'Post' and 'Cancel' at the bottom.

- **Manage Files:** Post and delete files from the homepage. Instructors will be notified via e-mail when file items have been submitted by a student and are pending approval to be posted to the course homepage. Only an Instructor (or person designated by the instructor to have administrative access to this area of the course) may post files directly to a course.

The system allows the posting of files that can be downloaded by students. As students submit files to be posted, you may review the file and post those that you think are valuable.

- **Any single file posted can not be larger than 5 MB.**

Folders. Displays the folders that have been created to store posted files. The first time you access the page, you see only the *Root* folder. You can create new sub-folders and post submitted files in any of the folders, including the Root folder.



Files. Lists all the files posted in the folder selected in the Folders section. You can edit the file by clicking the file name, or you can edit the file's properties by clicking the Edit icon. Additionally, you can delete posted files.

New File Requests: **There are no requests for new files**

Add New File:

Add New Sub-folder:

Search. Allows you to search the posted files. You can search by file name, folder name, or by file content.

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

- **Reviewing Submitted Files**

- **Click the link that reports you have file posting requests.**

On the File Request Queue screen, open the file by clicking the file name link. After reviewing the file contents either: – Activate (post) the file
– Delete the file

Note: Virus scan all submitted files before opening them. To open the file, you must have an application installed on your PC that is capable of loading and displaying the submitted file type. Deleting the file removes it from the submitted files queue or from the album.

- **Editing File Contents**

- To edit the contents of a posted file, you must make changes to the file and then re-post the file to the course page.
- File name and folder can also be edited.

You may replace this file with a file of any type. If you update this file and the name of the selected file is different from the existing file, the existing file will be renamed. Files may not be larger than 1 MB.

Created by: **Denise Anderson**

File name:

Folder:

Replace file:

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- **Submit a File by clicking on Files under Course Tools, then Add a new file to [course name]**

The screenshot shows the 'Course Files' page for 'Test Class 1' as of June 19, 2004. The page has a breadcrumb trail: 'Your Location: Course Homepage / Course Files'. On the left, there are two main sections: 'Course Tools' and 'Content Tools'. Under 'Course Tools', 'Files' is highlighted, and a red box highlights the link 'Add a new file to Test Class 1'. The 'Files in Test Class 1' section shows a single file: 'Summary of Sales by Quarter.rtf'. Below this is a 'File and Folder Search' box with search criteria for File Names, Folder Names, and File Content, and a search input field.

- **Enter the filename and the complete path to the new file, or click the Browse button to navigate to the file**

The screenshot shows a form for adding a new file. At the top, it says 'Add files of any type. Files may not be larger than 1 MB.' Below this, the 'Added By' field is filled with 'Denise Anderson' and the 'Folder name' is 'WINGS Workshop Training'. The 'File Name' field is empty, followed by a 'Browse...' button. At the bottom right, there are 'Add' and 'Cancel' buttons.

- **Manage Message Boards:** Create descriptions for the course's message board forum and delete message board topics and replies. Any student may post topics and replies to a message board, while only an Instructor can delete topics.

Select Post a Topic to add topics for group discussion

The screenshot shows the 'Message Board Topics' page for 'Test Class 1' as of June 19, 2004. The breadcrumb trail is 'Your Location: My Courses / Course Homepage / Message Board Topics'. The page title is 'Test Class 1'. Below the title, it says 'Instructor: Test Faculty' and 'Description: Sample Topic Description here...'. A red box highlights the 'Post a Topic' button. Below this is a table of message board topics.

delete	Topic List (Click to view message list)	Author	Messages	Posted on
[d]	Student Posted Topic	Test Student	1	3-22-04
[d]	Thoughts on Course Studio	Test Faculty	0	3-21-04
[d]	Course Studio Sample Topic	Test Faculty	1	3-21-04

Navigation: Previous Topics | Next Topics [d]

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○ Navigating Message Boards

- Click on a message to read its contents
- Use navigational links to return to Topic List or Course Homepage



- To reply to a topic, select Post a message

● **Manage Announcements:** Post and delete existing announcements from the homepage.

- **Only an Instructor (or person designated by the instructor to have administrative access to this area of the course) may post announcements which will appear in Personal Announcement channel of each student's WINGS homepage (in addition to the course homepage)**

Opens a create new Announcement screen

For each announcement, the screen lists the following information:

- The title of the announcement
- The announcement's expiration date (7 days after posting)
- The date the announcement was posted to the course or course homepage
- The status of the announcement

○ **Resending Expired Announcements**

- Click title of expired announcement on Manage Announcements screen
- Edit or re-send announcement
- A new 7-day expiration date will be automatically set

Tip:

Entering the course title in the subject line of all announcements will help students easily identify the class from which the message originated.

Features not covered in Content Management

E-mail. Allows you to send e-mail to group or course members by selecting a member or members. The Select All option sends email to all course members.

E-mail Members - Test Class 1 June 23, 2004

Your Location: [Course Homepage](#) / E-mail Members

Course Tools

[Homepage](#)

[Announcements](#)

[News](#)

[Photos](#)

[Links](#)

[Files](#)

[Message Board](#)

[Calendar](#)

[E-mail](#)

[Chat](#)

[Members](#)

To e-mail the group, click "Select All" and then click "Send E-mail". To send e-mail to one or more members, select their checkboxes and click "Send E-mail".

Select All **Send E-mail**

Member Name	Member Type	Last Visit
<input type="checkbox"/> Test Faculty	Instructor	June 23, 2004
<input type="checkbox"/> Test Student	Student	May 06, 2004

Select All **Send E-mail**

- The email addresses of the selected course members will **not** display in the To: field on the Compose email screen to protect the privacy of members.

Compose E-mail ? Help

Information:
 This message will be sent (Bcc) to the members you selected in **Test Class 1**, even though their names are not displayed in the 'Bcc' field.
 Feel free to add any other recipients, but remember that any addresses you add to the 'To' or 'Cc' fields will be visible to all recipients of the message.

Enter Recipients: Separate recipient names with commas.

To: **Address**

Cc: Bcc:

Enter Subject:

Enter Message:

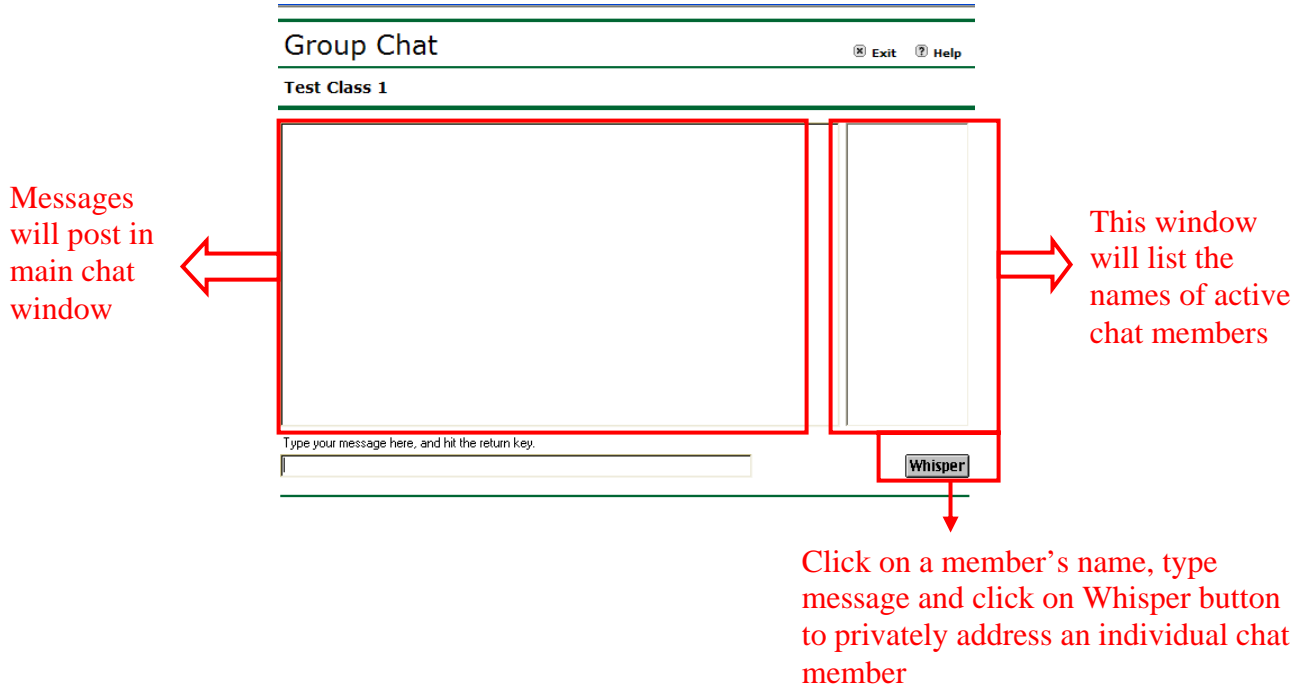
Save a copy to the 'Sent' folder Add Signature

Attachments:

Tip:

Entering the course title in the subject line of all email will help students easily identify the class from which the message originated.

Chat. Allows you to enter a dedicated chat room where you can participate in real time discussions with other members and chat individually using the Whisper button.



Configuration Tools

Configuration Tools

Applications
Members
Permissions

- **Applications:** Specify system applications (ie: Chat) available to course students.

Application Availability - Test Class 1 June 19, 2004

Your Location: [Course Homepage](#) / Application Availability

	Enabled	Application	Delegable
Course Tools			
Homepage	<input checked="" type="checkbox"/>		
Announcements	<input checked="" type="checkbox"/>	News Publishing	Yes
News	<input checked="" type="checkbox"/>	Photo Publishing	Yes
Photos	<input checked="" type="checkbox"/>	Link Publishing	Yes
Links	<input checked="" type="checkbox"/>	File Sharing	Yes
Files	<input checked="" type="checkbox"/>	Message Board	Yes
Message Board	<input checked="" type="checkbox"/>	Calendar	Yes
Calendar	<input checked="" type="checkbox"/>	Announcements	Yes
E-mail	<input checked="" type="checkbox"/>	E-mail	N/A
Chat	<input checked="" type="checkbox"/>	Chat	N/A
Members	<input checked="" type="checkbox"/>		
Content Tools			
Manage Homepage	<input checked="" type="checkbox"/>		
Manage News	<input checked="" type="checkbox"/>		
Manage Photos	<input checked="" type="checkbox"/>		
Manage Links	<input checked="" type="checkbox"/>		
Manage Files	<input checked="" type="checkbox"/>		
..			

To enable an application for students of your course, click the check box next to the application name. To disable an application, deselect the check box next to the application name.

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- **Members:** Add Teaching Assistants or Guests, activate or inactivate course members.

NOTES:

1. Students auditing a class must be manually added by the instructor as a Guest Member. Guest members have the same rights as a student.
2. Teaching Assistants will be added to the Course with the same leadership rights as the instructor unless otherwise specified with Permissions.

- If you know the login name (w123abc) of the user you wish to add to the group, it can be entered in the Login Name field.
- Otherwise, enter the user's first and last name and click Search.
- From the Search Results window, **select** the user (by clicking once on the correct name to highlight it) and **click Add**.

- **Edit Member Profile:** delegate permissions to members
 - From Manage Members, click on a user's name to Edit Member Profile

Edit Member Profile - Help Desk May 08, 2004

Your Location: [Group Homepage](#) / [Manage Members](#) / Edit Member Profile

Group Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Member Information

Name: Denise Anderson
Member type: Delegated
Member since: March 04, 2004
Last Visit: May 08, 2004
Homepage:
Status: Active

Delegated Permissions

<input type="checkbox"/> Group Leader	<input type="checkbox"/> Guest Page
<input type="checkbox"/> Home Page	<input type="checkbox"/> Photo Publishing
<input type="checkbox"/> News Publishing	<input checked="" type="checkbox"/> File Sharing
<input type="checkbox"/> Link Publishing	<input checked="" type="checkbox"/> Calendar
<input type="checkbox"/> Message Board	
<input type="checkbox"/> Announcements	

Explanation for action

Note: You must explain every change made to a member's profile.

- The contents of the Explanation for action box will be sent within the body of an email to the delegated member.

- **Permissions:** Assign permissions to course members to manage homepage features.

- To ensure group content stays fresh, delegate group rights to other members.
- Permission Listings allows you to review those permissions.
- Clicking Edit allows you to add or remove permissions to/from individual members (using the screen pictured below)

Course Studio Tools

Content tools: You can make available to your students:

- 1) electronic files (the course syllabus or a reading not included in the textbook)
- 2) digital images (photos, maps, drawings)
- 3) links to relevant web sites
- 4) “news” (about the course or about world events).

These are available to students only after they have logged in to the course web page.

Announcements: You can use *Announcements* to send your class a short message, for example “quiz has been cancelled,” or “read chapter 1 instead of 2 for next class”. Announcements appear in the course homepage **and** they also appear in the personal announcements channel for each one of your students. So as soon as they log into the portal they will see that announcement in their personal announcements channel, even before they go to the course homepage.

E-mail: You can send e-mail to all your students and it will go to their Wright State e-mail account. You do not need to create the e-mail list; it is automatically populated and updated for you by the system.

Message Board: Here you can post topics for discussion and your students can reply to your topic and to each other’s comments. It works just like a discussion group. You can also have students start discussion topics.

Chat: Works like any online chat, whom ever enters the room, can talk to the other people in the chat room. Only enrolled students can participate in chat. These sessions are not recorded or preserved.

All these tools are optional, the course leader chooses which ones he/she wants to make available and can turn them on or off as he/she pleases. For example, the chat tool can be turned off as the leader decides he/she does not want the students to chat without the instructor being in the chat room. It can be turned on for specific occasions and periods of time and then turned off again.

Students can (pending faculty approval allowing each):

- Post to Message Boards
- Use Chat & E-mail
- Submit:
 - News
 - Links
 - Photos
 - Files

Course Consolidator

Course Consolidator allows you to consolidate courses so that you can use the same Chat, Message Board, and Web links for all.

Accessing Course Consolidator:

- Locate and open the My Courses channel on the Academics tab. You will see a list of the courses that you are assigned to teach for the current quarter. The courses that are listed can be consolidated. **Note:** Courses can only be consolidated once.
- Click on the My Consolidated Courses link in the upper-right corner. You will see the My Consolidated Courses page, which allows you to create new consolidated courses and delete or change the name or course composition of existing consolidated courses.

Creating Consolidated Courses:

- Click the Create button beneath the Available Courses heading and type a name for the new consolidated course in the Consolidated Course Name field.
- Click on the checkbox next to the courses you want to add.
- Click the Create button.
- Click OK.

The consolidated course has been created containing all the courses that you selected. The students in each consolidated course can now use a combined message board and chat room. **Note:** Existing course links for each course will be combined, up to the maximum of six per course. For ultimate flexibility, you should add links to each course home page prior to consolidating them so that you have more data entry field to work with. If you do not add links prior to consolidating, you will only have the default, which is six.

Changing Consolidated Course Names and Course Compositions:

You can change the name of an existing consolidated course, or change the composition of the classes that make up a consolidated course.

- **To change the name of a consolidated course**, click on the course name displayed under the Consolidated Course list. Click on General Settings under Configuration Tools on the left side menu. Once you have changed the course name, click the Save Changes button.
- **To delete a course from the consolidated course**, click on the course name displayed under the Consolidated Course List heading. Click on the Courses link under Configuration Tools on the left side menu. Click on the checkbox next to the course that you want to delete and click the Remove button.
- **To add a course to the consolidated course**, click on the course name displayed under the Consolidated Course List heading. Click on the Course link under Configuration Tools on the left side menu. Click on the checkbox next to the course that you want to add under the Available Courses for Consolidation heading. Click the Add button.
- **To remove a consolidated course entirely**, click on the course name displayed under the Consolidated Course List heading. Click on the Courses link under the Configuration Tools on the left side menu. Click on the checkbox next to ALL courses under the Active Courses heading. Click the Remove button. Once all courses have been removed from a consolidated course, you must then click on the My Consolidated Courses link under Personal Tools on the left side menu. Click on the checkbox next to the consolidated course name and click the

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Remove button. **Note:** In order to delete a consolidated course entirely, all courses within the consolidated course **MUST** be removed.

Questions?

CaTS Help Desk
025 Library Annex
937-775-4827 or 1-888-775-4827
helpdesk@wright.edu