

Course Studio Student User Guide

Access **Course Studio** by logging in to WINGS, then selecting the **Academics** tab, and then find the course you wish to enter under the **My Courses** channel.

WRIGHT STATE UNIVERSITY WINGS

Welcome, Test Student, to... July 26, 2004

Home About WINGS **Academics** WSU Services Campus Life Community My Tab

Academic Common Links Academic & Student Services WebCT

Colleges

- Raj Soin College of Business
- Education & Human Services
- Engineering & Computer Science
- Liberal Arts
- Nursing & Health
- Science & Math
- University College
- Lake Campus

Student Services Menu

You will find access to ROX, Registrar, Bursar, Financial Aid and much more.

Access to ROX is inside this channel.

ROX

WebCT

Got WebCT classes you need to access? We don't have the smooth entryway through WINGS perfected yet for WebCT, but it should be coming very soon! In the meantime, we can link you right to the [WebCT Login Page](#).

My Courses

Click here to view classes you are teaching: Faculty are now able to access course home pages, view an email list of currently enrolled students, and access many more course-related materials via the services found in this channel.

Add My College Channel

Each college/school has its own channel in WINGS. These channels are used to publish information to their constituents and so on.

AS A COURSE MEMBER, THE HOMEPAGE WILL PROVIDE ACCESS TO A NUMBER OF TOOLS INCLUDING:

I. Homepage. Presents an overview of course material, lists Course Tools, and provides a link to your profile via Personal Tools.

WINGS

back to Academics Tab

Course Homepage - Test Class 1 August 12, 2004

Your Location: [My Courses](#) / Course Homepage

Course Tools

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

Personal Tools

- My Profile

Announcements

There are no announcements.

[More announcements...](#)

Course News

- **Washington Paper Assignment**
Your Washington paper should be on the development of the D.C. area and be no more than 10 pages, double-spaced. read more...
- **Course Studio Sample Class**
This is a sample class used to demonstrate the features of Course Studio. Feel free to experiment and add content if... read more...

[More news...](#) [Submit an Article](#)

Message Board Topics

- Student Posted Topic
- Thoughts on Course Studio
- Course Studio Sample Topic

[More topics...](#) [Post a topic](#)

Course Info

Name: **Test Class 1**
Section: **TST101 01**
Department: **Test**
Term: **Fall 2003**
Instructor(s): **Test Faculty**

Click an instructor name to send email.

Featured Photo

WINGS "Birth"day Party - March 23, 2004

[More...](#) [Submit](#)

Featured Links

- **Course Syllabus**
Test link, actually not a syllabus but rather a link to WSU home page.

II. Announcements. View announcements posted by the instructor. Announcements will also appear in the **Personal Announcements** channel on the **WINGS Home** tab.

III. News. Read all articles that have been written by other members and to submit articles for potential posting. **Your Instructor will need to approve submitted articles and post them to the course page.**

a. **Submit an article by clicking on News under Course Tools, then Submit an Article**

The screenshot shows the WINGS Course News interface. At the top, there is a green header with the 'WINGS' logo. Below the header, a navigation bar includes a 'back to Academics Tab' link. The main content area is titled 'Course News - Test Class 1' with a date of 'July 26, 2004'. A breadcrumb trail shows 'Your Location: Course Homepage / Course News'. On the left, a 'Course Tools' menu is expanded to show 'News'. The main content area lists two articles: 'Washington Paper Assignment' and 'Course Studio Sample Class'. A red box highlights a 'Submit an Article' button in the bottom right corner.

b. **Type, or cut & paste, information for posting (format may be text or HTML)**

The screenshot shows the article submission form. It includes the following fields and elements:

- Submitted By: **Test Student**
- Title/Subject:
- News Article: **Article Uses Plain Text** (dropdown menu)
- A large text area for entering the article content.
- Buttons for **Submit** and **Cancel** at the bottom.

IV. Photos. View all of the photos that have been posted and to submit photos for potential posting. **Your Instructor will need to approve the submitted photo and post it to the group page.**

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

The screenshot shows the WINGS website interface. At the top is a green header with the 'WINGS' logo. Below it is a navigation bar with a 'back to Academics Tab' link. The main content area is titled 'Course Photos - Test Class 1' with a date of 'July 26, 2004'. A breadcrumb trail shows 'Your Location: Course Homepage / Course Photos'. On the left is a 'Course Tools' menu with options: Homepage, Announcements, News, Photos, Links, Files, and Message Board. The 'Photos' option is selected. The main content area shows a post titled 'Test Class 1' with a sub-header 'WINGS "Birth"day Party - March 23, 2004' (posted on July 07, 2004 by Test Faculty). The post description reads: 'Birthday cake for the new university portal. ...View Photo'. A red rectangular box highlights a button labeled 'Post a photo' on the right side of the page.

- b. Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only

Posted By: **Test Student**

Status:

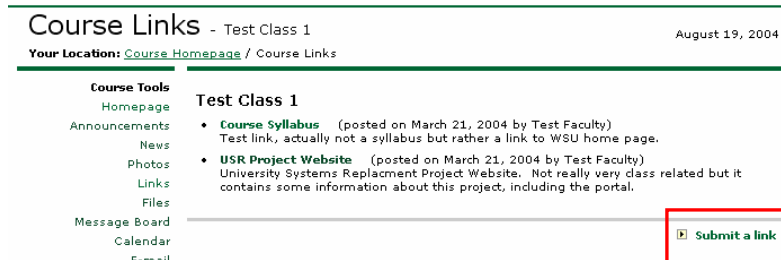
Photo File Name:

Photo Title:

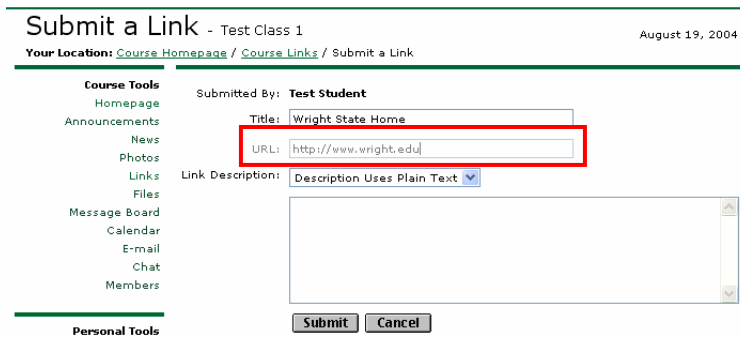
Photo Caption:

V. Links. View all of the links that have been posted and to submit links for potential posting. **Your Instructor will need to approve the submitted link and post it to the group page.**

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

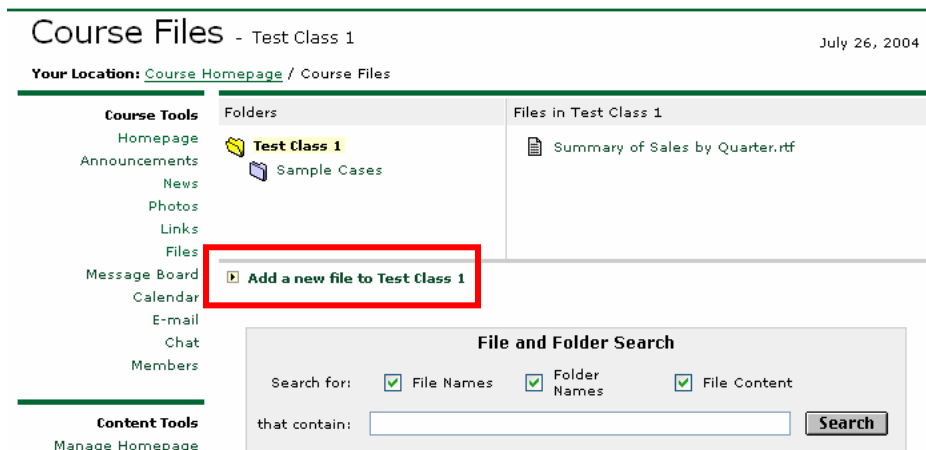


b. **URL for link must begin with http://**



VI. Files. View all of the files that have been posted and to submit files for potential posting. Before submitting a file, please scan it with an application such as Norton or McAfee Anti-Virus to eliminate any potential viruses. **Your Instructor will need to approve the submitted file and post it to the group page.**

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



VII. Message Board.

A dedicated message board where you can read and post messages and replies.

Select **Post a Topic** to add topics for course discussion

Message Board Topics - Test Class 1 July 26, 2004
Your Location: [My Courses](#) / [Course Homepage](#) / Message Board Topics

Test Class 1

Instructors: Test Faculty, Test Student [edit description](#)
Description: Sample Topic Description here...

[Post a Topic](#) Help

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

[Previous Topics](#) | [Next Topics](#)

- a. To reply to a Message Board topic (without creating a new topic), click the **Post a Message** link

Message List - Test Class 1 July 26, 2004
Your Location: [My Courses](#) / [Course Homepage](#) / [Msg Board Topics](#) / Message List

[Topic List](#) [Previous Topic](#) | [Next Topic](#)

Test Class 1
Topic: **Student Posted Topic** Author: **Test Student** | Posted on: 3-22-04

Any student can post a topic for discussion.

[Post a message](#) [Show all replies](#) Help

delete	Message List (Click a message to view)	Author	Replies	Posted on
[d]	Any Student - really	Test Student	0	3-22-04

[Previous Messages](#) | [Next Messages](#)

Please remember to keep messages appropriate to the topic, and to refrain from posting any messages that contain profanity or personal attacks. You are responsible for the content you submit.

VIII. Calendar. View a WINGS calendar specific to the course.

If your instructor chooses to have a calendar, course members will be able to open it using a link on the homepage, or through a drop-down menu of all calendars to which they belong from within the Calendar application.

Note: Placing an event on the course calendar does not currently add the event to the individual calendars of the course members. Course calendars are for posting events, not inviting members. To invite members to an event, allowing them to RSVP, invite each individual member.

The screenshot shows the WINGS Calendar application. At the top, there's a navigation bar with 'View', 'Calendars', 'Calendar Sets', and 'Options'. Below this is a toolbar with icons for 'New Event', 'New Task', 'Jump To', 'Printable', and 'Search'. The current calendar is set to 'Fall 2003: TST101 01 (Test Class 1)'. The main display shows the date '26 | Monday | July 2004' and a navigation menu with 'overview', 'day', 'week', 'month', 'year', and 'comparison'. A red banner indicates an 'Overdue Task from Oct 07: Washington Paper Due'. Below this is a 'The Week Ahead' table with columns for Tuesday 27, Wednesday 28, Thursday 29, Friday 30, Saturday 31, and Sunday 01. On the right, there's a calendar grid for July and a section for 'Action Items' showing 'No Invitations', 'Tasks (1)', '1 overdue', and 'No Errors'.

Detailed documentation regarding WINGS calendar use can be found at <http://www.wright.edu/cats/docs/> by clicking the [WINGS Calendar Introduction](#) and [WINGS Calendar Management](#) links

IX. E-mail. Send e-mail to course members. This message will be sent (Bcc) to the members you select, 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.

The screenshot shows the 'E-mail Members' interface for 'Test Class 1' on August 12, 2004. It includes a sidebar with 'Course Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Personal Tools' (My Profile). The main area contains instructions: '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".' Below this is a table with columns for 'Member Name', 'Member Type', and 'Last Visit'. All members have their checkboxes selected. A 'Send E-mail' button is visible at the bottom right.

Member Name	Member Type	Last Visit
<input checked="" type="checkbox"/> Karen S. Geist	Teaching Asst.	August 10, 2004
<input checked="" type="checkbox"/> Lovell Bevelhymmer	Teaching Asst.	August 11, 2004
<input checked="" type="checkbox"/> Ronald E. Dorsten	Teaching Asst.	August 11, 2004
<input checked="" type="checkbox"/> Scott W. Rife	Teaching Asst.	July 26, 2004
<input checked="" type="checkbox"/> Test Faculty	Instructor	August 11, 2004
<input checked="" type="checkbox"/> Test Student	Student	August 12, 2004

X. Chat. Enter a dedicated chat room where you can participate in real time discussions with other course members and chat individually using the Whisper button.

ⓧ Exit ? Help

Group Chat

Test Class 1

Test Student: Welcome to Course Studio chat!

Test Student

Type your message here, and hit the return key.

XI. Members. View a list of other course members and information about each, including any homepages.

Course Members - Test Class 1 July 26, 2004

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

Course Tools

- [Homepage](#)
- [Announcements](#)
- [News](#)
- [Photos](#)
- [Links](#)
- [Files](#)
- [Message Board](#)
- [Calendar](#)
- [E-mail](#)
- [Chat](#)
- [Members](#)

Click a member name to see more information about them.

Member Name	Member Type	Homepage	Last Visit
Scott W. Rife	Teaching Asst.		July 26, 2004
Test Faculty	Instructor		July 26, 2004
Test Student	Student		July 26, 2004

XII. Help. If you have questions about Course Studio, contact the **CaTS Help Desk** by calling **937-775-4827** or sending e-mail to helpdesk@wright.edu.