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.
• **Manage News**: Activate, inactivate, 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.**

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**

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no submitted photos.</td>
<td></td>
<td></td>
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</table>

  **Active Photos**

<table>
<thead>
<tr>
<th>Title</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring in here - Featured</td>
<td>Denise Anderson</td>
<td>April 13, 2004</td>
</tr>
<tr>
<td>W3295 Home Page</td>
<td>Denise Anderson</td>
<td>March 02, 2004</td>
</tr>
</tbody>
</table>

  | Inactive Photos |

<table>
<thead>
<tr>
<th>Title</th>
<th>Posted By</th>
<th>Posted On</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no inactive photos.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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](image)

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

  ![Post a photo](image)
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.

- Submit a link by clicking on Links under Course Tools, then Post a link
- URL for link must begin with http://
• **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 subfolders 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.

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

• **Reviewing Submitted Files**
  
  o 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**
  
  o 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.

  o File name and folder can also be edited.
Submit a File by clicking on Files under Course Tools, then Add a new file to [course name]

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

- **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.
Navigating Message Boards

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

Manage Announcements:

- 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)

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.

- 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.

**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.
• **Applications**: Specify system applications (i.e., Chat) available to course students.

### Application Availability - Test Class 1

Your locations: Course Homepage / Application Availability

<table>
<thead>
<tr>
<th>Course Tools</th>
<th>Enabled</th>
<th>Application</th>
<th>Delegable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homepage</td>
<td></td>
<td>News Publishing</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Photo Publishing</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link Publishing</td>
<td>Yes</td>
</tr>
<tr>
<td>Announcements</td>
<td></td>
<td>File Sharing</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Message Board</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calendar</td>
<td>Yes</td>
</tr>
<tr>
<td>News</td>
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<td>Announcements</td>
<td>Yes</td>
</tr>
<tr>
<td>Photos</td>
<td></td>
<td>E-mail</td>
<td>N/A</td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td>Chat</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

1. 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.

2. Otherwise, enter the user’s first and last name and click Search.

3. From the Search Results window, select the user (by clicking once on the correct name to highlight it) and click Add.

**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.
Edit Member Profile: delegate permissions to members

- From Manage Members, click on a user's name to Edit Member 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
Remove button. **Note:** In order to delete a consolidated course entirely, all courses within the consolidated course MUST be removed.

Questions?

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helpdesk@wright.edu