

Using a Course Home Page

You can create, view, and update a Course Home Page for each of your course sections. The Course Home Page will be the common location where you, other faculty members who are teaching the course section, and the students in the class can share information on-line.

- **Faculty members** can display information about their course section and make course documents downloadable for students.
- **Students** can view information about their course section (including announcements and important dates), download course documents, and submit their course activities.

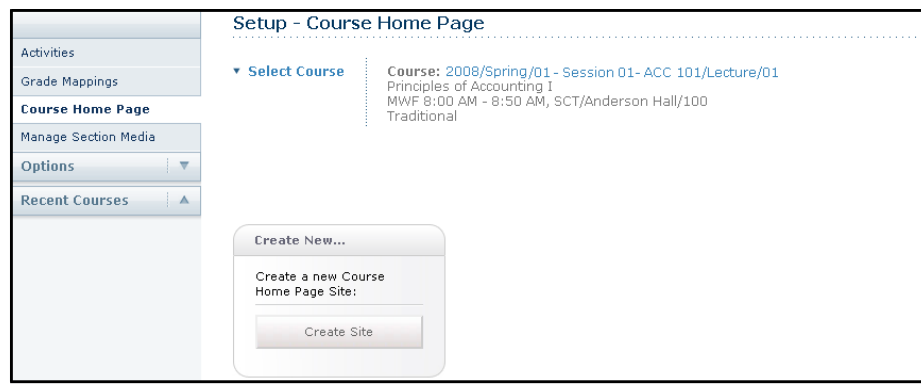
Depending on the current status of the Course Home Page site for a specified course section, different options will be available.

<i>Option:</i>	<i>Description:</i>
Create Site	<p>You can create a Course Home Page site for a course section which does not already have one.</p> <p>Refer to Creating a Course Home Page.</p>
View Site	<p>Once a Course Home Page has been created for a course section, you can view and update it.</p> <p>Refer to Viewing a Course Home Page.</p>
Inactivate Site	<p>You can inactivate your Course Home Page site whenever you are not ready for students to access it.</p> <p>When you create a new Course Home Page site, it will automatically be activated. You can inactivate the site so that it cannot be accessed by your students. Once you finish setting up your Course Home Page site, you can activate it so that it is available to your students.</p> <p>Refer to Inactivating a Course Home Page.</p>
Activate Site	<p>You can activate a Course Home Page that has been inactivated.</p> <p>Refer to Activating a Course Home Page.</p>

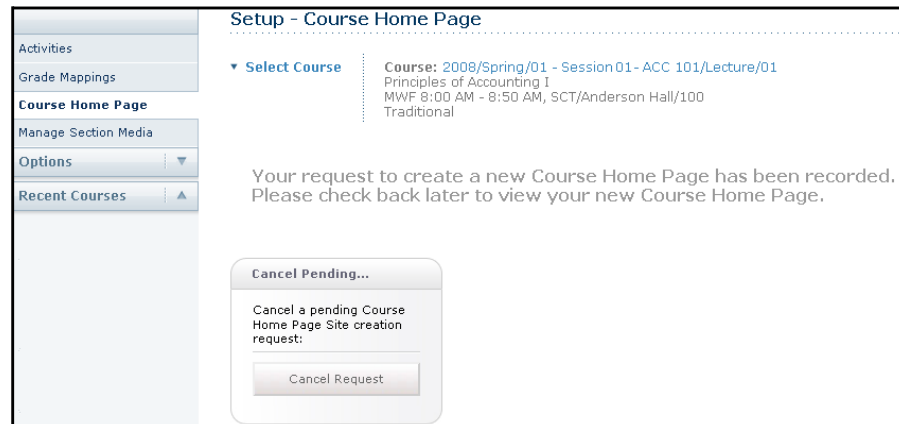
Creating a Course Home Page


You can create and then set up a Course Home Page for each of your course sections which do not already have a Course Home Page.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Course Home Page** option.
4. From the list of years, terms, and sessions, select the course section.
5. Select **Create Site**.



6. View the confirmation message.



7. You will need to **wait** for your Course Home Page site to be created. Your institution must run a job to create your new site and this job may be scheduled to run once a minute, hour, or day. When the system creates the site, it will:
 - Grant you, and any other **faculty** members who are scheduled to teach the course section, permission to view and update the site.
 - Activate the site and grant the **students**, who are registered for the course section, permission to access the site.
 - Create a **Course Documents** document library, which will be used to store your course media in a **Section Media** folder and your activity media in folders for each course activity.
 - Create a **Submitted Documents** document library, which will store your students' completed activities.
 - Create a **Site Collection** for the year and term, if this is the first Course Home Page being created for the specified year and term. For example, all Course Home Pages created by all faculty members for courses for Spring 2007 will be grouped in a Site Collection for Spring 2007.
8. Select  to **Refresh** the information on the page.
9. Once the **View Site** option appears, follow the instructions for [Viewing a Course Home Page](#).

Viewing a Course Home Page

After you have created a Course Home Page site for your course section, you can view the site.

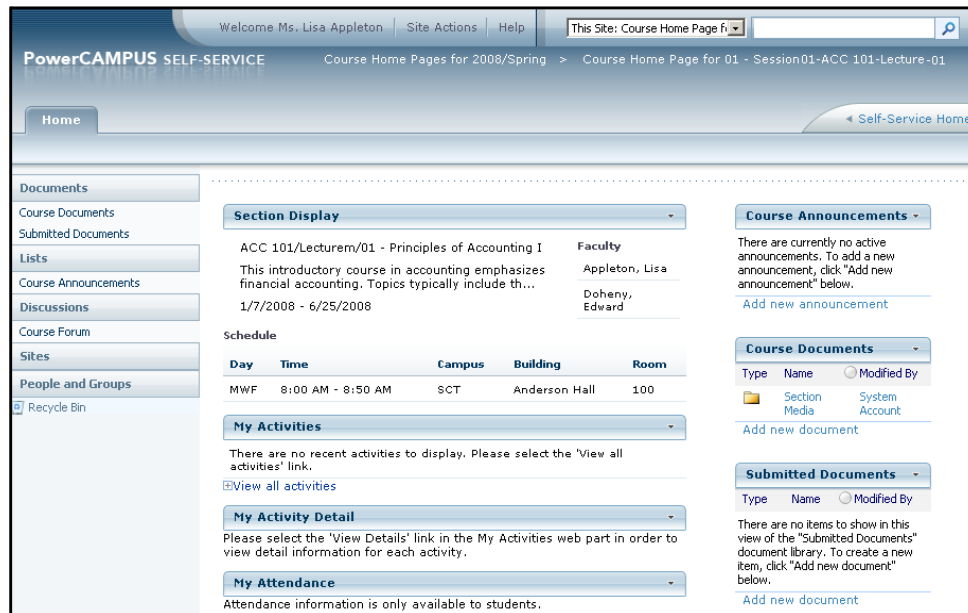
1. If you have not already selected the Course Home Page you want to view, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - From the list of years, terms, and sessions, select the course section.
 - Select the **Course Home Page** option.

Using a Course Home Page

2. Select **View Site** to access the Course Home Page site for the specified course.



3. View the information on your Course Home Page. The amount of information that is displayed on a NEW Course Home Page is determined by your institution's Course Home Page site definition. Your Course Home Page may display any, or all, of the following Web parts:



Web Part:

Description:

Course Announcements Displays any course Announcements that you and any other course instructors have posted for your students.

Course Documents Displays a **Section Media** folder and a folder for each course activity you have defined for the course via Self-Service. You can post documents for the course in the **Section Media** folder, and documents for each course activity in the corresponding document folder.

My Activities Displays the list of student activities you have assigned for the course section.

Web Part:	Description:
My Activity Detail	<p>When you select View Details to the left of an activity on the <i>My Activities</i> Web part, the system will display more information about the activity on the <i>My Activity Detail</i> Web part.</p> <ul style="list-style-type: none">• The date on which the activity was assigned and when it is due.• The timeframe within which your students can view information about the specified activity on the <i>Course Home Page</i>.• Whether the grade for the specified activity counts toward the midterm and final grades.
My Attendance	<p>Allows students to view their attendance records for your class.</p>
Section Display	<p>Displays information about your course section:</p> <ul style="list-style-type: none">• Course title and description• When and where the class meets• Names of the instructors
Submitted Documents	<p>Displays a folder for each course activity you have assigned for the course. Each activity folder holds a subfolder for each student's media submissions for the activity.</p>

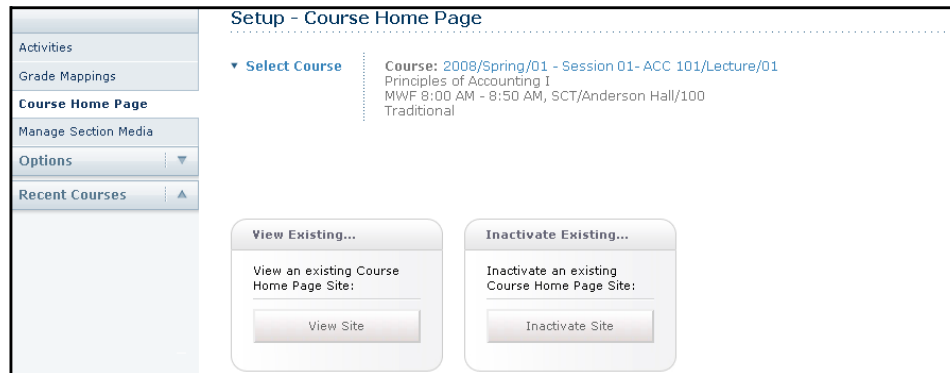
4. What do you want to do now?

- To change the information on the Course Home Page, continue with **Step 2** in the instructions for [Updating a Course Home Page](#).
- To return to the Self-Service application, select the **Self-Service Home** link.

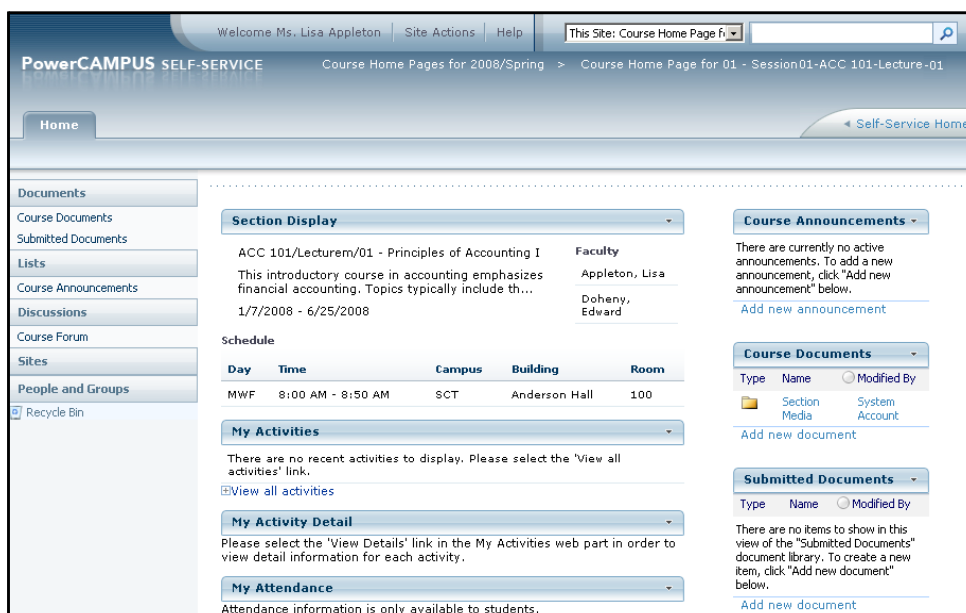
Updating a Course Home Page


After you create your Course Home Page site, you can update it. For example, you can deactivate features that you do not want to use on your Course Home Page site.

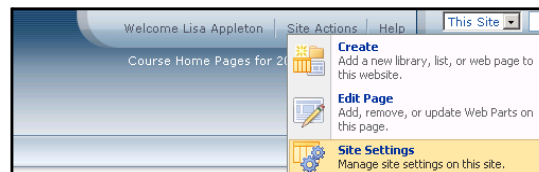
1. If you are not already viewing the Course Home Page for the course section, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.



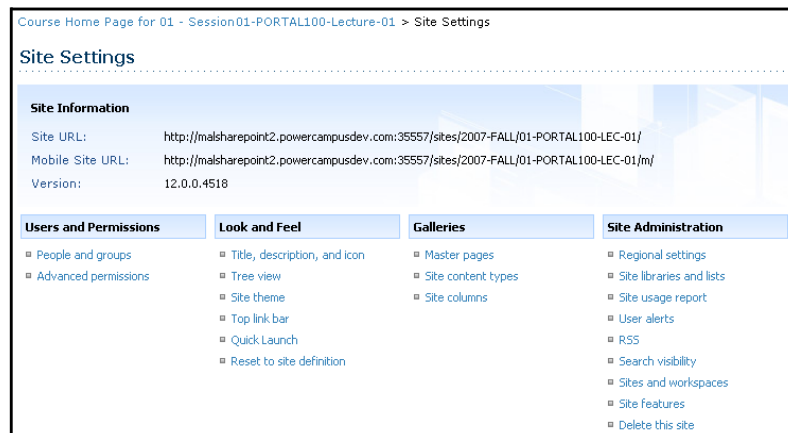
2. Review the information on your Course Home Page. For example:



3. If you do not want to display any of the Web parts (for example, the *My Activities* and *My Activity Detail* Web parts if you are not using course activities to grade your students), select  in the upper-right corner of the Web part. This will close the Web part on the Course Home Page and remove it from your students' view of your Course Home Page.
4. Do you want to see what other Web parts may be available for your Course Home Page or move the Web parts?
 - NO, it looks good the way it is. Skip to **Step 9**.
 - YES, I want to see what other Web parts might be available or move the Web parts around on the Course Home Page. Continue with **Step 5**.
5. From the **Site Actions** drop-down menu, select **Site Settings**.



6. On the *Site Settings* page, select **Site Features**.















Using a Course Home Page

7. On the *Site Features* page, you can **Activate** features for your Course Home Page which are not already **Active**, or **Deactivate** those features that you do not want to use.

Course Home Page for 01 - Session m-PORTAL100-Lecturem-01 > Site Settings > Site Features

Site Features

Name	Status
 Course Home Page Activities Installs the My Activities web parts for the course home page.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Announcements Installs Announcements functionality for the course.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Attendance Installs the My Attendance web part for the course home page.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Forums Installs Discussion Boards for the course.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Media Provides media storage for courses.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Course Home Page Schedule Installs the Schedule web part for the course home page.	<input type="button" value="Activate"/>
 Course Home Page Submitted Media Provides media storage of courses assignments.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Office SharePoint Server Enterprise Site features Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	<input type="button" value="Activate"/>
 Office SharePoint Server Publishing Create a Web page library as well as supporting libraries to create and publish pages based on page layouts.	<input type="button" value="Activate"/>
 Office SharePoint Server Standard Site features Features such as user profiles and search, included in the Office SharePoint Server Standard License	<input type="button" value="Activate"/>
 Team Collaboration Lists Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
 Translation Management Library Create a translation management library when you want to create documents in multiple languages and manage translation tasks. Translation management libraries include a workflow to manage the translation process and provide sub-folders, file versioning, and check-in/check-out.	<input type="button" value="Activate"/>

Site Feature:**Description:****Course Home Page Activities**

If you are using activities to help you grade your students, and you want to display the list of activities on your Course Home Page, select **Activate**. When this site feature is activated, the *My Activities* and *My Activity Detail* Web parts are displayed on your Course Home Page.

The *My Activities* Web part includes the following information for each course activity:

- The date on which the activity was assigned
- The date on which the activity is due
- The student's numeric Score for the activity
- The student's letter Grade for the activity
- An option for the student to view more details about the activity on the *My Activity Detail* Web part
- An option for the student to submit his or her completed activity

Course Home Page Announcements

Select **Activate** if you want to display the *Announcements* Web part on the Course Home Page.

<i>Site Feature:</i>	<i>Description:</i>
Course Home Page Attendance	<p>Select Activate if you want to display the student's attendance record on the Course Home Page. When you view the Course Home Page, you will not see your students' attendance records. When one of your students accesses your Course Home Page, he or she will see his or her attendance record for your class.</p> <ul style="list-style-type: none"> • The number of times the student was absent from class, with or without a valid excuse • The number of times the student was late to class, with or without a valid excuse • The number of times the student attended the entire class
Course Home Page Forums	<p>Select Activate to use discussion groups on your Course Home Page. This will enable your students to post new topics of discussion, and read and reply to topics posted by other students in the class or you.</p>
Course Home Page Media	<p>Select Activate if you want to be able to upload media files to your Course Home Page so they are available for students to download. You can provide documents about your course section and for the course activities.</p> <p>If you select Inactivate any media you have uploaded will be lost.</p>
Course Home Page Schedule	<p>Select Activate if you want to display course schedules on the Site Collection page.</p> <ul style="list-style-type: none"> • You would see your schedule when viewing the Site Collection page. • Each student would see his or her own course schedule when viewing the Site Collection page.
Course Home Page Submitted Media	<p>Select Activate if you want to allow your students to submit their completed activities on-line. When a student completes a course activity, he or she will upload the activity media file to the Course Home Page. The file will be stored in a folder for that course activity.</p> <p>You can display the <i>Submitted Documents</i> Web part on your Course Home page, so that you can review and grade your students' activity submissions.</p>
Office SharePoint	<p>You have the option of using the following Office SharePoint features. They are not required for your Course Home Page.</p> <ul style="list-style-type: none"> • Server Enterprise Site Features • Server Publishing • Server Standard Site Features
Team Collaboration Lists	<p>Select Activate if you want to be able to use document libraries and post announcements on your Course Home Page. For example, you could let your students know about a change in the class location.</p>

8. You can add, delete, or move Web parts on your Course Home page.
 - On the **Site Actions** drop-down menu, select **Edit Page**.
 - On the *Left Side* or *Right Side* of the Course Home Page, select **Add a Web Part**.
 - Select **Advanced Web Part gallery and options**.
 - If there is a Web part in the gallery that you want to add to your Course Home Page, drag the Web part from the gallery to a position on your Course Home Page.
 - To move any of the Web parts on your Course Home Page, drag the Web part and reposition on the page.
 - To remove a Web part from your Course Home Page, select **Delete** on the **Edit** drop-down menu for the Web part.
 - When you are finished making your changes, select **Exit Edit Mode**.
9. You can provide documents for the course section or a course activity. All documents provided for a course section will be stored in the **Course Documents** document library for the Course Home Page site.
 - To provide documents that your students will need for your **course section**, follow the instructions for [Managing Course Section Media](#). The course section documents will be stored in the **Section Media** folder in the **Course Documents** document library.
 - To provide documents that your students will need in order to complete a course **activity**, follow the instructions for [Managing Media for a Course Activity](#). The documents for an activity will be stored in a folder named for the activity.

Activating a Course Home Page

Your Course Home Page site will automatically be activated when you create it. If you inactivate your Course Home Page site while you are setting it up, you must activate it when you are ready for students to access it.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. From the list of years, terms, and sessions, select the course section.
4. Select the **Course Home Page** option.
5. Select **Activate Site**.

Students, who have registered for your course, will be able to access your Course Home Page via a **Go to Course Home Page** link on their course schedules.

Inactivating a Course Home Page

You can make your Course Home Page site inactive so that it cannot be accessed by your students.

1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. Select the **Course Home Page** option.
4. From the list of years, terms, and sessions, select the course section.
5. Select **Inactivate Site**.

Managing Course Section Media

For any course section, you may have documents that you want to share with your students. **If you have created a Course Home Page for the course section**, you can make these documents available on your Course Home Page so your students can download them.

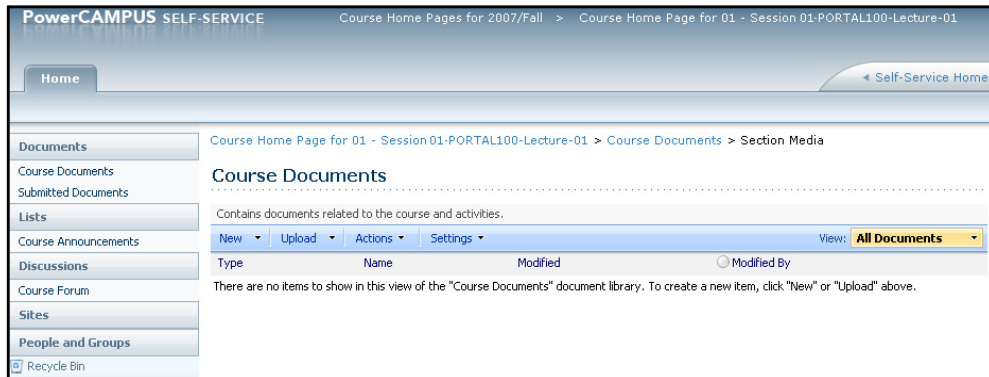
1. Select the **Classes** tab.
2. Select the **Setup** menu item.
3. From the list of years, terms, and sessions, select the course section.
4. Select the **Manage Section Media** option.



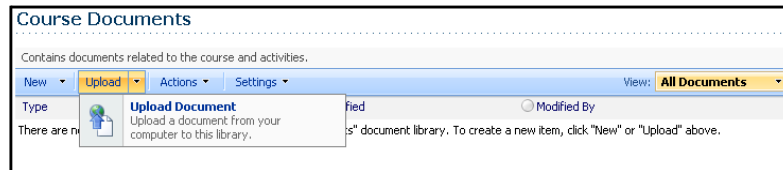
5. Select **View Media**.

Using a Course Home Page

- On the *Course Documents* site for the course section, view the list of documents that are in the **Section Media** folder.

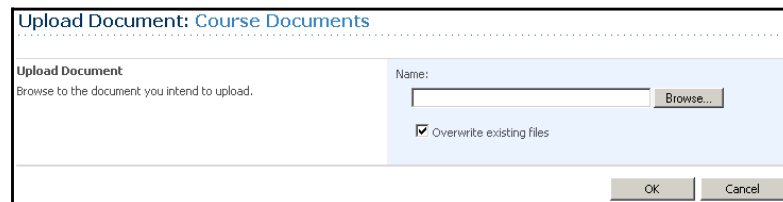


- Select **Upload**.

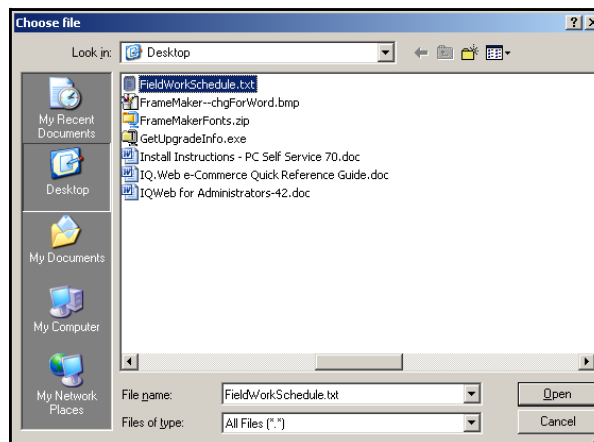


- On the Upload drop-down menu, select **Upload Document**.

- Select **Browse**.



- Find the file you want to upload for the specified course section.



- Select **Open**.

12. Select **OK** to upload the file to the document folder for the course section.
13. Specify the **Title** of the document, and the **First** and **Last** dates on which it should be available on the Course Home Page.

Course Documents: FieldWorkSchedule

The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

Delete Item | Spelling... * indicates a required field

Name * FieldWorkSchedule .txt

Title

First Date Available 12 AM 00

Last Date Available 12 AM 00

Created at 8/28/2007 10:22 PM by Mrs. Brenda Smith
Last modified at 8/28/2007 10:22 PM by Mrs. Brenda Smith

OK Cancel

14. Select **OK**.
15. Verify that the document has been uploaded.

Course Documents

Contains documents related to the course and activities.

New Upload Actions Settings View: All Documents

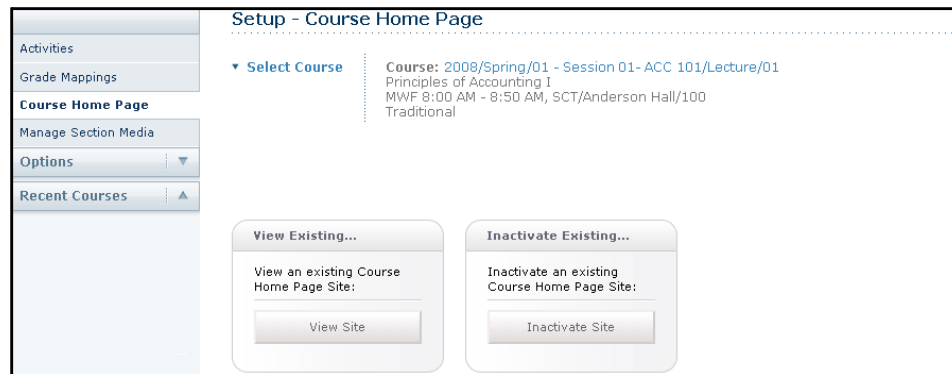
Type	Name	Modified	Modified By
	FieldWorkSchedule <small>new</small>	8/28/2007 10:25 PM	System Account

The course section documents will be stored in the **Section Media** folder in the **Course Documents** document library for your Course Home Page. You and your students will be able to access the files in each folder in the **Course Documents** document library.

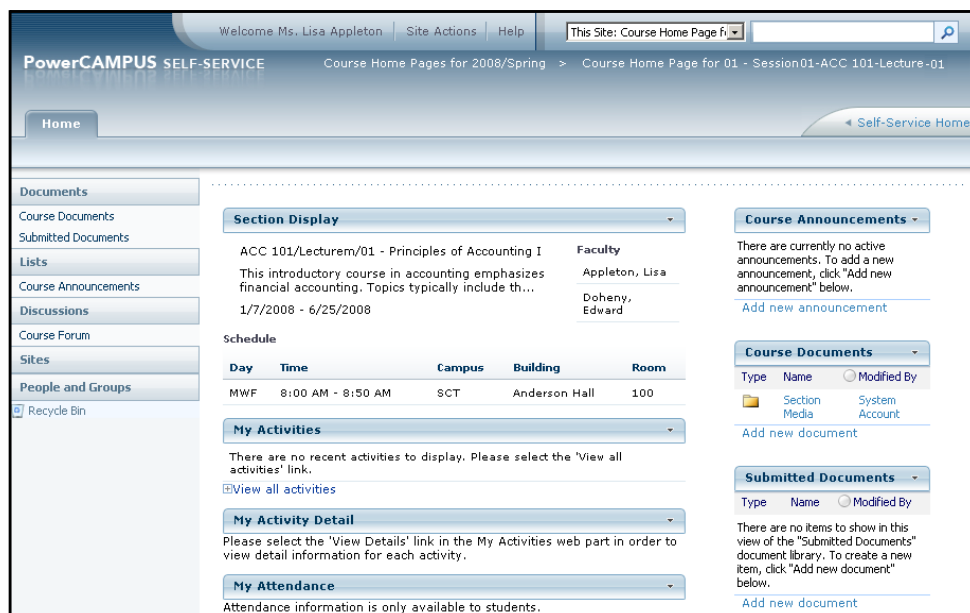
Posting Course Announcements

If you have chosen to display announcements on your Course Home Page, you can keep your students informed about your class (room changes, deadline extensions, and so on).

1. If you are not already viewing the Course Home Page for the course section for which you want to post an announcement, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.




2. Review the information on your Course Home Page.



3. On the **Course Home Page Announcements** Web part, view the current list of announcements.
4. Add, edit, or delete announcements as necessary.

To:**Follow These Steps:**

Add a New Announcement

1. Select **Add new announcement**.
2. Enter a **Title** that will clearly identify the subject of your new announcement. For example, *Monday's Class*.
3. Enter the information for your new announcement. For example, *Meet in front of the Science Building for Monday's class*.
4. Select the last day on which the announcement should be displayed on the Course Home Page.
 - Select .
 - Select the **date** on which the announcement should **expire**.
5. Select **OK** to post the new announcement to the *Announcements* Web part.

Edit an Announcement

1. Select the name of the announcement you want to edit.
2. Select **Edit Item**.
3. Enter your changes.
4. Select **OK** to post your updated announcement to the *Announcements* Web part.

Delete an Announcement

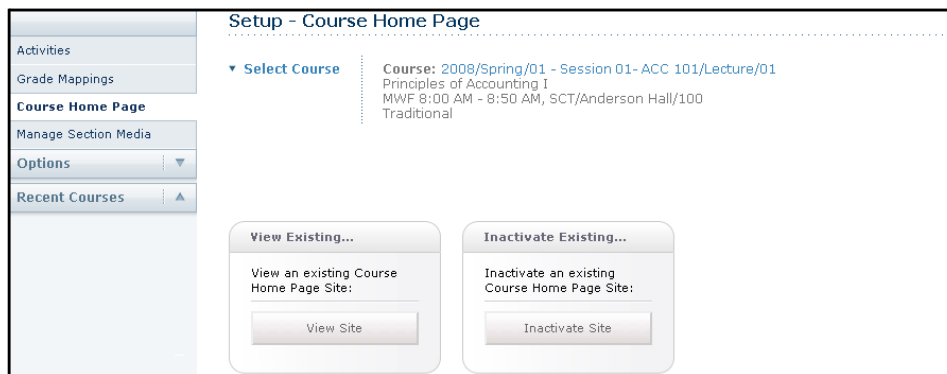
Since you can specify when an announcement should Expire (no longer be displayed) on the Course Home Page, you may not need to delete most announcements. However, if you need to remove an announcement:

1. Select the name of the announcement you want to delete.
 2. Select **Delete Item**.
 3. Select **OK** to confirm that you want to delete the announcement.
-

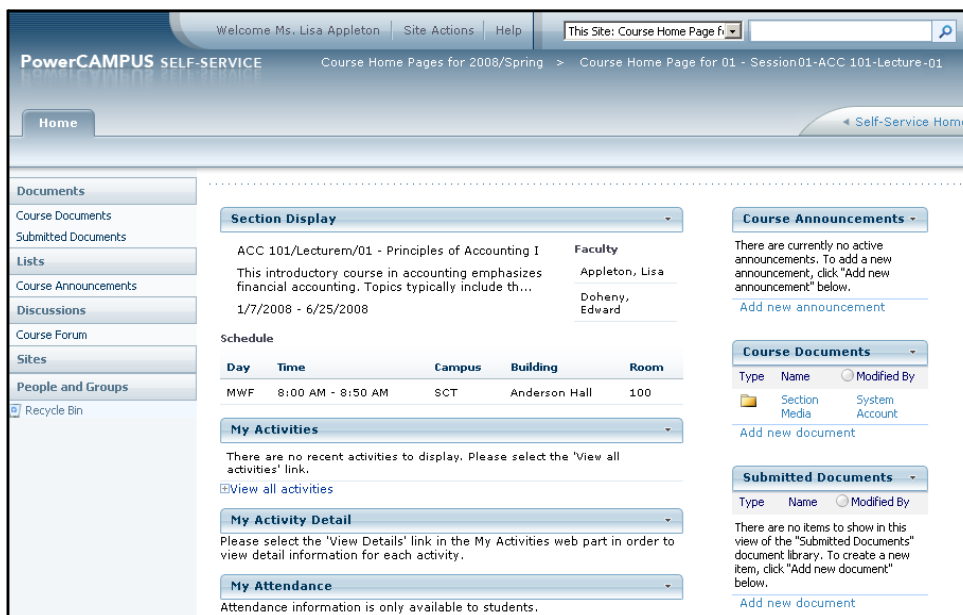
Posting Information to a Forum

If you have chosen to display forums on your Course Home Page, you and your students can discuss course topics on-line.

1. If you are not already viewing the Course Home Page for the course section for which you want to post a discussion topic, follow these steps:
 - Select the **Classes** tab.
 - Select the **Setup** menu item.
 - Select the **Course Home Page** option.
 - From the list of years, terms, and sessions, select the course section.
 - Select **View Site** to access the Course Home Page site for the specified course.



2. Review the information on your Course Home Page.



3. On the **Course Home Page Forums** Web part, view the current list of discussion topics.
4. Add a new discussion topic or review the topics that have already been posted.

To:**Follow These Steps:****Add a New topic of Discussion**

1. Select **Add new discussion**.
2. Enter the **Subject** of your new discussion.
3. Enter your information for the topic of discussion.
4. Select **OK** to post the new discussion to the *Forums* Web part.

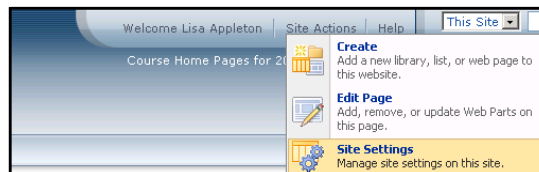
View a Discussion

1. Position the cursor over the name of the discussion you want to view.
2. On the drop-down menu, select **View Item**.
3. Select **Open** to view all the postings for the discussion.
4. For any discussion point for which you want to add information:
 - Select **Reply**.
 - Enter your reply.
 - Select **OK** to post your reply.
5. Select the Course Code link above the Forums page heading to return to the Course Home Page.

Deleting a Course Home Page

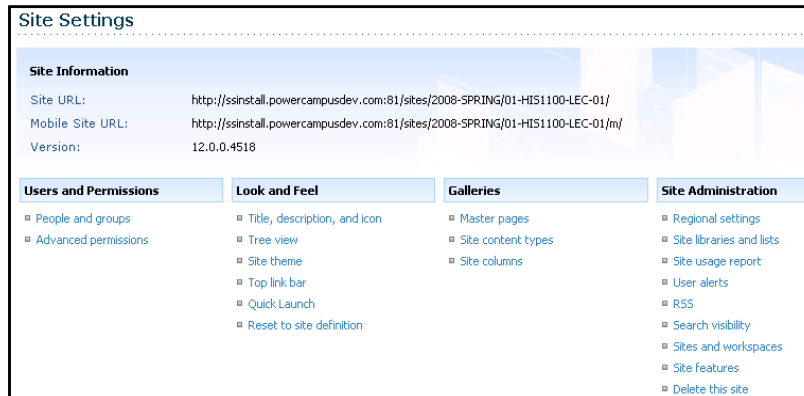
You can delete a Course Home Page site for one of your course sections.

1. View the Course Home Page site that you want to delete.
2. From the **Site Actions** drop-down menu, select **Site Settings**.

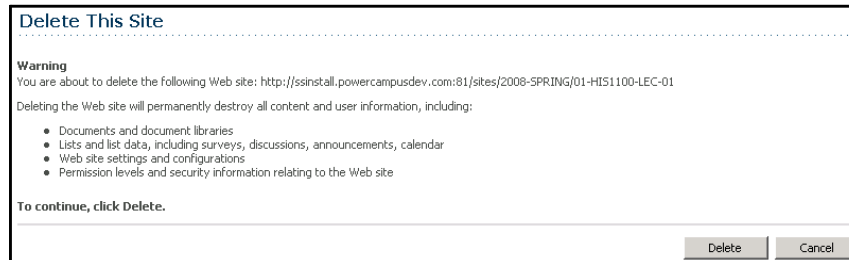


Using a Course Home Page

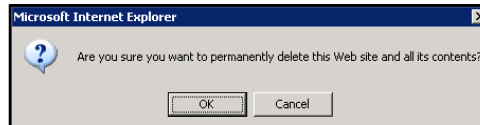
3. Under the *Site Administration* heading, select **Delete this Site**.



4. On the *Delete This Site* page, select **Delete**.



5. If you really want to delete the Course Home Page site, select **OK**.



6. View the confirmation message.