

Consolidated Courses

In your "My Courses" tab, locate the "My Consolidated Courses" link.

The screenshot shows the SunGard Higher Education portal for Bakersfield College. The page is titled "My Courses" and features a navigation menu with options like "insideBC", "My Courses", "Campus Life", "Student", "Employee", "Faculty", and "Help". The "My Courses" section is active, displaying a "Course Schedule for: Fall 2012" dropdown and a "My Consolidated Courses" link. A blue arrow points to this link. Below the link, there are sections for "Courses I'm Attending" (which shows a message: "You are not currently attending courses for Fall 2012.") and "Courses I'm Teaching". The "Courses I'm Teaching" section contains a table with columns for Section, Department, and Instructor(s).

My Courses

Class Schedule
Important Dates
Finals Schedule

Other Resources
Library

Workshops
CAS Workshops
Research Workshops

Course Schedule for:

[My Consolidated Courses](#)

Course list last updated Thu Jan 19 08:04:37 PST 2012

Courses I'm Attending:

Fall 2012:	Section	Department	Instructor(s)
You are not currently attending courses for Fall 2012.			

Courses I'm Teaching:

Fall 2012:	Section	Department	Instructor(s)
<input type="checkbox"/> Business English	BSAD-B285-01 CRN: 70854	Business Management/Info Tech	Michael Ivey mivey@bakersfieldcollege.edu
<input type="checkbox"/> Business Mathematics	BSAD-B51-01 CRN: 70867	Business Management/Info Tech	Michael Ivey mivey@bakersfieldcollege.edu
<input type="checkbox"/> Computer Keyboarding, Part 1	BSAD-B252A-01 CRN: 70844	Business Management/Info Tech	Michael Ivey mivey@bakersfieldcollege.edu
<input type="checkbox"/> Computer Keyboarding, Part 1	BSAD-B252A-02 CRN: 70845	Business Management/Info Tech	Michael Ivey mivey@bakersfieldcollege.edu
<input type="checkbox"/> Computer Keyboarding, Part 2	BSAD-B252B-01 CRN: 70846	Business Management/Info Tech	Michael Ivey mivey@bakersfieldcollege.edu Sarah Parker saparker@bakersfieldcollege.edu Karen Shah kshah@bakersfieldcollege.edu

When you click this link, you will see your Consolidated Courses, and your Courses Available for Consolidation. (Any course not already consolidated is available for consolidation.)

Firefox SunGard Higher Education

https://portal.kccd.edu/tag.9ec1b5a136f8571e.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u3311s13&uP_tpara... Google

Most Visited Getting Started Latest Headlines reddit: the front page ... Bakersfield College :: ... reddit: the front page ... Bookmarks

inside BC Bakersfield COLLEGE

BAKERSFIELD COLLEGE

My Account Content Layout Welcome Michael Ivey You are currently logged in. Banner Email Groups Logout Help

insideBC My Courses Campus Life Student Employee Faculty Help August 31, 2012

My Consolidated Courses

Your Location: [My Courses](#) / My Consolidated Courses August 31, 2012

To **create** a consolidated course, select one or more available course and click Create. To **view** a consolidated course, click on the consolidated course name. To **remove** a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

Consolidated Course Name	Consolidated Course Title
You currently have no consolidated courses.	

Courses available for Consolidation

Spring 2011	Section
<input type="checkbox"/> Business English	BSAD-B285-01
<input type="checkbox"/> Business Mathematics	BSAD-B51-60
<input type="checkbox"/> Computer Keyboarding, Part 1	BSAD-B252A-01
<input type="checkbox"/> Computer Keyboarding, Part 2	BSAD-B252B-01
<input type="checkbox"/> Computer Keyboarding, Part 3	BSAD-B252C-01
<input type="checkbox"/> Document Processing, Part 1	BSAD-B253A-01
<input type="checkbox"/> Document Processing, Part 2	BSAD-B253B-01
<input type="checkbox"/> Document Processing, Part 3	BSAD-B253C-01
<input type="checkbox"/> E-Commerce	BSAD-B91-60
<input type="checkbox"/> Filing	BSAD-B287-01
<input type="checkbox"/> Introduction to Accounting 1	BSAD-B53A-01-
<input type="checkbox"/> Introduction to Accounting 1	BSAD-B53A-60
<input type="checkbox"/> Introduction to Accounting 2	BSAD-B53B-01
<input type="checkbox"/> Machine Transcription	BSAD-B280-01

To create a consolidated course, click the check box next to the courses you want to be in the consolidated course. This can be sections of the same course in the same semester, or the same course offered in different semesters. After selecting your courses, scroll to the bottom of the list to find a button called "Create Consolidated Course."

<input type="checkbox"/>	Business Mathematics	BSAD-B210-01
<input type="checkbox"/>	Computer Keyboarding, Part 1	BSAD-B252A-01
<input type="checkbox"/>	Computer Keyboarding, Part 1	BSAD-B252A-02
<input type="checkbox"/>	Computer Keyboarding, Part 2	BSAD-B252B-01
<input type="checkbox"/>	Computer Keyboarding, Part 3	BSAD-B252C-01
<input type="checkbox"/>	Computer Keyboarding, Part 1	BSAD-B253A-01
<input type="checkbox"/>	Document Processing, Part 2	BSAD-B253B-01
<input type="checkbox"/>	Document Processing, Part 3	BSAD-B253C-01
<input type="checkbox"/>	E-Commerce	BSAD-B91-60
<input type="checkbox"/>	Filing	BSAD-B287-01
<input type="checkbox"/>	Introduction to Accounting 1	BSAD-B53A-01
<input type="checkbox"/>	Introduction to Accounting 1	BSAD-B53A-02
<input type="checkbox"/>	Introduction to Accounting 1	BSAD-B53A-60
<input type="checkbox"/>	Introduction to Accounting 2	BSAD-B53B-60
<input type="checkbox"/>	Machine Transcription	BSAD-B280-01
<input type="checkbox"/>	Quick Cmptr Keybrdng/Survival	BSAD-B250-01
<input type="checkbox"/>	Quick Cmptr Keybrdng/Survival	BSAD-B250-02
<input type="checkbox"/>	Ten-Key Proficiency	BSAD-B264-01
<input type="checkbox"/>	Ten-Key Proficiency	BSAD-B264-02

Create Consolidated Course

Give your new course a "Consolidated Course Name" and "Consolidated Course Title."



Welcome Michael Ivey
You are currently logged in.

[My Account](#)
[Content Layout](#)

[insideBC](#) **[My Courses](#)** [Campus Life](#) [Student](#) [Employee](#) [Faculty](#) [Help](#)

Create New Consolidated Course

August 31, 2012

Your Location: [My Courses](#) / [My Consolidated Courses](#) / Create New Consolidated Course

* Required Information

* Consolidated Course Name:

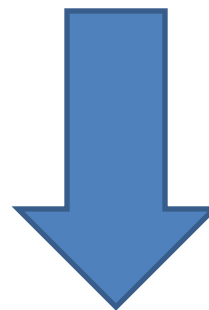
* Consolidated Course Title:

Sorting: Sort membership lists by last name

Courses Available for Consolidation:

- Business English 201130
- Business Mathematics 201130
- Computer Keyboarding, Part 1 201130
- Computer Keyboarding, Part 2 201130
- Computer Keyboarding, Part 3 201130
- Document Processing, Part 1 201130
- Document Processing, Part 2 201130
- Document Processing, Part 3 201130
- E-Commerce 201130
- Filing 201130
- ... 201130

- Ten-Key Proficiency 201270
- Ten-Key Proficiency 201270



At the bottom of the list, you'll see a button called "Create."

My Consolidated Courses

August 31, 2012

Your Location: [My Courses](#) / My Consolidated Courses

To **create** a consolidated course, select one or more available course and click Create. To **view** a consolidated course, click on the consolidated course name. To **remove** a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

	Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/>	Test Consolidated Course *	Test Consolidated Course

Remove

* You may not remove your membership from this Consolidated Course because you are a member of one of its courses.

Courses available for Consolidation

	Spring 2011	Section
<input type="checkbox"/>	Computer Keyboarding, Part 1	BSAD-B252A-01
<input type="checkbox"/>	Computer Keyboarding, Part 2	BSAD-B252B-01
<input type="checkbox"/>	Computer Keyboarding, Part 3	BSAD-B252C-01
<input type="checkbox"/>	Document Processing, Part 1	BSAD-B253A-01
<input type="checkbox"/>	Document Processing, Part 2	BSAD-B253B-01
<input type="checkbox"/>	Document Processing, Part 3	BSAD-B253C-01
<input type="checkbox"/>	E-Commerce	BSAD-B91-60
<input type="checkbox"/>	Filing	BSAD-B287-01
<input type="checkbox"/>	Introduction to Accounting 1	BSAD-B53A-01-
<input type="checkbox"/>	Introduction to Accounting 1	BSAD-B53A-60
<input type="checkbox"/>	Introduction to Accounting 2	BSAD-B53B-01
<input type="checkbox"/>	Machine Transcription	BSAD-B280-01
<input type="checkbox"/>	Payroll Accounting	BSAD-B54-01

You will be brought to the "My Consolidated Courses" home page.

To get back to this page in the future, select "My Consolidated Courses" from your MyCourses homepage (see first page).

To work with the course, select it from the Consolidated Course List.

Your Consolidated Course will have its own homepage. Here, you can add files the same way you would in any other course.

The courses that are part of the consolidated course are listed on the right – you can click them, and add files or information just to a specific course (if courses/sections have different syllabi or tests, for example).

Files added to the Course homepage (for each specific course/section) will only appear in that course/section.

Files added to the Consolidated Course Homepage appear in all sections of the consolidated course.

Consolidated Course Homepage - Test Consolidated Course August 31, 2012

Your Location: Consolidated Course Homepage

Consolidated Course Tools

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

Content Tools

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Announcements

Configuration Tools

- General Settings
- Applications
- Courses
- Members
- Permissions

Announcements

No Announcements.

- ▶ [More announcements...](#)
- ▶ [Send announcements](#)

Message Board Topics

There are no message board topics.

- ▶ [More Topics...](#)
- ▶ [Post a topic](#)

Courses

- [Business English, Spring 2011, section BSAD-B285-01](#)
- [Business Mathematics, Spring 2011, section BSAD-B51-60](#)

For example, I added file "7.jpg" to the consolidated course on the consolidated course homepage. On the Business English homepage, There are folders for the Test Course and Business English – this is automatically created. Files specifically for Business English would only appear in the Business English folder.

Course Files - Business English

August 31, 2012

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



Course Tools

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


Content Tools

- [Manage Homepage](#)

Folders

-  **Test Consolidated Course**
-  Business English

Files in Test Consolidated Course

-  7.jpg

You may not edit files in folders belonging to the parent group

File and Folder Search

Search for: File Names Folder Names File Content
that contain:

Search

As a student, when I click on my course homepage, this is what I see – note that I have an option called “My Consolidated Courses” under “Personal Tools.” This will allow me to access the Consolidated Course Homepage.

[My Account](#)
[Content Layout](#)
[Portal Admin](#)

Welcome Shannon Musser
You are currently logged in.

[insideBC](#) [My Courses](#) [Campus Life](#) [Student](#) [Employee](#) [Allied Health](#) [Faculty](#) [Help](#)

Course Homepage - Business English

August 31, 2012

Your Location: [Course Homepage](#)

Course Tools

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

Personal Tools

You are a Course Member
[Act as Course Leader](#)
[My Profile](#)
[My Courses](#)
[My Consolidated Courses](#)

Announcements

No Announcements.

[▶ More announcements...](#)

Message Board Topics

There are no message board topics.

[▶ More Topics...](#) [▶ Post a topic](#)

Course Info

Name:
Business English

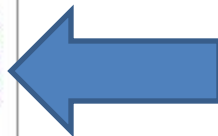
Section:
BSAD-B285-01

Department:
Business Management/Info Tech

Term: **Spring 2011**

Instructor(s):
Michael Ivey

Click an instructor name to send email.






However, in the Business English homepage, I can still access the “Test Consolidated Course” files through the files option.

insideBC **My Courses** Campus Life Student Employee Allied Health Faculty Help

Course Files - Business English

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

August 31, 2012

Course Tools	Folders	Files in Test Consolidated Course
Homepage Announcements News Photos Links Files Message Board E-mail Chat Members	 Test Consolidated Course  Business English	 7.jpg

You may not edit files in folders belonging to the parent group

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

Personal Tools

You are a Course Member

[Act as Course Leader](#)

[My Profile](#)

[My Courses](#)

[My Consolidated Courses](#)

Your consolidated courses will remain active through each semester. Any files you have added to a consolidated course will stay, and will automatically be available to future courses/sections you add to that consolidated course.