

Consolidating Courses in Course Studio

How to Consolidate a Course

The Luminis portal has something to offer for all of its users. One useful feature for faculty members is the ability to create a Consolidated Course. To protect material from deletion at the end of a term, a faculty can create a Consolidated Course (CC). This is where they place material that they wish to preserve from term to term. To make this material visible within their current course(s) they must then add the current course(s) to the CC. Throughout a term, they can add new material to either the CC or to a course itself. In both cases, the material will be visible to the students. Material added to a CC is more permanent than material added to a course. **Material added to the CC is NOT deleted when the term is closed, whereas the material added to the course IS deleted.**

Initial setup:

Steps to create a Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" link located to the right of the "Course Schedule for:" drop down box.
5. Follow the directions provided in the grey box on how to create a consolidated course.

How to roll forward course information:

You can "roll" or save information from one course to another for the next semester. This can save you time in uploading files, links, and other data. To "roll" the material forward, all the faculty has to do is to add the course(s) from the next term to the same CC as the current course. The course(s) will then immediately inherit all of the CC material. Then, new material can be added to either the CC or to a course itself as before. If you add material to the course itself and not the CC, when a term is closed, the material will cease to be accessible, because it is associated with a closed course.

If you are a faculty who teaches Statistic 101, and have two sections, Stats101A and Stats101B this term, you would create a new CC, named "Statistics 101CC", and add the two courses to it. During the term, you would add photos, shared files, news articles, and links that had lasting value to the CC. You would add photos, shared files, new articles, and links of passing value to either or both of the sections, as appropriate. Students would upload assignments to a folder in the section of the course in which they were enrolled, for grading by teaching assistants.

When a term is closed, Stats101A and Stats101B, and their associated material, including student assignments, will be destroyed. But the CC, Statistics 101CC, will live on. Next term, when you only have one section, Stats101A again, you would add that course to the CC, and immediately have access to all of the photos, shared files, news articles, and links that you had previously placed in the CC, without any extra work. Again, during that term you would place material of lasting value in the CC, and transitory material in the course itself.

Steps to add files and links to a Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" located to the right of the "Course Schedule for:" drop down box.
5. Click on the name of the CC that you want to update.
6. Look on the left side of the screen under the "Consolidated Course Tools" section and select

"Files".

- Click on "submit a new file for (course name)"
- Insert the path or select the "browse" button and locate the file to be added to the CC folder, click on the file name and then click the "open" button.
- Click the "submit" button.

Now the file will appear in the files list for the CC. To add additional files, links, photos, or news articles repeat steps one through five. In step five please select the appropriate link, on the left side of the screen, for the type of material (files, photo, link, article, etc...) to be added to the course.

Steps to send an email to the members in a Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" located to the right of the "Course Schedule for:" drop down box.
5. Click on the name of the CC that you want to send an email to.
6. Look on the left side of the screen under the "Consolidated Course Tools" section and select "E-mail."
 - The next screen will provide a by name list of all the members in the CC. You can check the "select all box" to send the information out to all students or check individual names to send it out to specific students.
 - Once you have made your selection click the "Send E-mail" button.
 - In the next screen input the subject and the content of the email. Attach any attachments you need to include with the e-mail and click the "send" button.
*** The names will not appear in the "To" box, the message will be sent (Bcc) to the members you selected in CC, even though their names are not displayed in the "Bcc" field.

Steps to add events to the Calendar of a Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" located to the right of the "Course Schedule for:" drop down box.
5. Click on the name of the CC that you want to update.
6. Look on the left side of the screen under the "Content Tools" section and select "Manage Calendar."
 - Click on "New Event."
 - Enter the date, time, location and description information.
 - To invite people to the event you can enter their names or user id individually or if you have a class section or group created you can select the name from the "quick invite" drop down box.

*If this is a repeating event, check the "Repeat" box and enter the repeat pattern and the start and end date.

Steps to add announcements to the Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" located to the right of the "Course Schedule for:"

drop down box.

5. Click on the name of the CC that you want to update.
6. Look on the left side of the screen under the "Content Tools" and select "Manage Announcements."
 - Click on the "New Announcement" button.
 - A screen will open that will allow you to enter the title and the content of the announcement.
 - Click send.

* The announcements set up in the CC will be on the announcement channel of all students that are enrolled in the sections within that CC. Announcement sent within a section will be on the announcement channel of students that are in that specific section only.

Summary: Announcements, News, Photos, Links and Files from the CC will all appear in the child course site. The student needs to click under the respective links under Course Tools to view the documents from the CC. Except in the case of announcements which are displayed directly on the course home page. **The CC message board is only displayed in the CC.**

Steps to add or remove a Course from an existing Consolidated Course:

1. Login to the Luminis Portal.
2. Click on the My Courses tab.
3. Click on the link to view your courses.
4. Click on the "My Consolidated Courses" link located to the right.
5. Select your consolidated course from those listed under "Consolidated Course List".
6. Under the Configuration Tools section (left column) click on "Courses".
7. To remove an active course from your Consolidate Course, check the box next to its name and click "remove" under the "Active Courses" section.
8. To add a course, select the course from those listed under "Available Courses for Consolidation" and click "add".