

## Course Studio for Instructors

### Getting to Course Studio

Go to <http://inside.bakersfieldcollege.edu> and login with your email address and Banner PIN. Once inside, look in the upper right corner of your home tab for the “My Courses” channel. Click the link on that channel and then click the link for the appropriate class.

#### Course Tools

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

### Course Tools

Everyone in your course will see the course tools menu and this is how you navigate between each section of your site.


<b>Homepage</b>	This will take you back to the course home page
<b>Announcements</b>	This will send an announcement to the class that can be viewed either in Course Studio or on the student’s home page under “Personal Announcements.”
<b>News</b>	Allows you to share things you’ve written with the class. If you are looking to share resources that others have written, you may want to use the Links section.
<b>Photos</b>	Allows you to share photos with the class.
<b>Links</b>	Share links to resources with your class. This section will give you the opportunity to share the link and add some commentary about the link.
<b>Files</b>	Distribute files such as course syllabi, presentations, study notes, etc. to the class
<b>Message Board</b>	A forum where students can interact with the instructor and other students by responding to messages about certain topics.
<b>Email</b>	This allows the students and instructor to email one another. If you don’t want students to be able to email one another, you may want to turn this feature off.
<b>Chat</b>	This feature provides the students and instructor the ability to chat in real-time. If you want to spur conversation on topics that can be addressed over several days, the Message Board would be the better feature to use.
<b>Members</b>	Allows you to view profile information about everyone in the class.

**To Turn Off Features:** Click on *Applications* under *Configuration Tools*

## Managing Permissions

You can give anyone in the course the ability to manage individual sections of the Course Studio page. If you'd like a few students to be able to post links, that's possible. If you want to give every student the ability to post files so they can share files from projects with the class, you can. **Caution:** Although you can technically, you should not delegate the authority to post announcements because overuse of announcements will affect other instructors. By delegating permissions, you are giving the students the power to act on your behalf and they can do anything you can do in that section. You also should avoid giving others the Course Leader permission, as this will give them the same permissions as you have.

**Step 1:** Click on *Permissions* under the *Configuration Tools* menu

**Step 2:** Click on the edit button  next to the section you would like to delegate permissions for.

**Step 3:** Highlight people you want to give the permissions to in the left box (Hold the ctrl key to select multiple) and click the *Add* button. To remove permissions, highlight people in the right box and click the *Remove* button.

Current Members	Current Delegated Admins
<ul style="list-style-type: none"><li>Aaron Smith</li><li>Bobby Johnson</li><li>Celeste Ochoa</li><li>Derek Jackson</li><li>Edgar Reyes</li><li>Frank Rodriguez</li><li>Gerald Locker</li><li>Hariet Hammonds</li><li>Ivan Pence</li><li>Jacob Clark</li><li>Kimberly Ashton</li><li>Laura Fredrick</li></ul>	<ul style="list-style-type: none"><li>Monica Howard</li><li>Nancy Westerfield</li><li>Oliver Ochoa</li></ul>
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Done"/>	

## Consolidated Courses

Course Studio allows you to combine multiple sections of a course into a single consolidated course. This means if you're teaching 3 sections of the same course, you can consolidate and post the PowerPoint Slides to the consolidated course and all 3 sections will have access to the PowerPoint slides. You can manage your consolidated courses by clicking *My Consolidated Courses* under the *Personal Tools* menu in any course.