BT 101-9.1
Part 2
Setting up a Course

2016/2017
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Step 1: Set Course Options

Course Properties

1. Log in to eCampus (if you are not already logged in) and select a Course.

2. In the Control Panel expand Customization (by selecting the double-down arrows).

HINT: You can hide the Main Course Panel for an expanded workspace. To hide it, select the left-pointing arrow.

The Main Course Panel is now hidden. To unhide it, select the right-pointing arrow.
Course Name and Description

4. Type a new Course Name (Optional)

**HINT**: Be specific with the course name --such as putting the semester-- so students will not be confused with other similar classes (classes they have taken previously and still appear in their My Courses panel).

5. Enter a Description if desired (optional)
6. Select Submit (if you are through with all options on this page.)

**Note**: User can see a course's description when they view a course as a guest by selecting the Courses tab Course Search (for the course of interest).
## Customization

**Enrollment Options**
Set the enrollment options in the course.

**Guest and Observer Access**
Set permissions for the course.

**Properties**
Set the properties of the course.

**Quick Setup Guide**

**Teaching Style**
Design the appearance of the course.

**Tool Availability**
Set the availability flags for course tools.

**NOTE:** A course’s name can be changed, but the Course ID cannot be changed.
1. Under **Set Availability**, select **Yes** to make the course available or **No** to make it unavailable.

**NOTE**: Check to see that **Continuous** is selected. Even if **Yes** is selected, the course may not be available if the **Course Duration "Select Dates"** radio button is selected.
Set Course Duration

1. Should you wish to set the course duration by dates, select Select Dates.
2. If Select Dates is selected, then choose the Start Date and End Date.

NOTE: The system makes the course totally unavailable on the date shown in the End Date. For the End Date, select a date that is at least one day after the course End Date; e.g., if the course ends on October 2, select October 3.

3. Select Submit.
Guest Access

The **Guest Access and Observer Access** page is used to control whether or not **Guests**, those users not participating in the Course, have access to the Course.

1. Log in to **eCampus** *(if you are not already logged in)* and select a **Course**

2. In the **Control Panel** expand **Customization** *(by selecting the right-pointing arrow)*
3. Select Guest and Observer Access
4. Select the **Yes** or **No** radio button
5. Select **Submit**

**NOTE:** When **Guest Access** is set to **Yes**, you can specify the areas the guests can access by selecting the desired item’s drop down menu and selecting: **Permit Guests** or **Deny Guests**.

**Note:** Not all areas have guest access, e.g., guests cannot access the Tools area.
Step 2: Manage Course Teaching Style

The course **Teaching Style** refers to how the course appears to the users. In this example we will change the Course Menu to buttons and add a course Banner.

1. Log in to eCampus (if you are not already logged in) and select a **Course**.

2. In the **Control Panel** expand **Customization** (by selecting the right-pointing arrow)

3. Select **Teaching Style**.

**HINT:** If desired, hide the Main Course Panel (the Course Menu & Control Panel)
Course Theme

Course themes add a background image to the course display and change the color of the menu, buttons, controls, and so on. Use the scrollable list to select the appropriate course theme from the thumbnail sample images. It is possible to change the theme again at any time.

To use a Course Theme, select the desired theme.

Note: Themes do not affect course content or a chosen course structure.

You can change the course theme from anywhere in your course by scrolling over the Change Course Theme button above the content frame. A drop-down list displays all the available themes.

Click a theme to select it. The new course theme appears immediately.
**Course Menu Design**

In **Menu Style**, you can

- change the Course Menu’s **Text Color** and **Background Color** or
- change the Course Menu text to **Buttons**

1. Select the color menu next to **Background Color** or **Text Color**
2. Select the desired color
3. Select **Apply**

**Note:** You may have to scroll down to see the color selector **Apply** button. If the **Apply** button is not selected, the color will not change.
To select the **Buttons** option for your Course Menu:

1. Select the **Buttons** radio button.
2. Select the `+` next to the **Button Library**.
3. Select the desired **Button Type**:  
   - **Pattern**  
   - **Solid**, or  
   - **Striped**

4. Select the desired **Button Shape**:  
   - **Rounded Corners**,  
   - **Rectangular**, or  
   - **Rounded Ends**
5. Select the desired button by clicking on it
6. If you do not want a Course Banner you can select Submit. If you do want a Course Banner, scroll down and follow the instructions in the next section.
1. Scroll down
2. Select **Browse My Computer** in the **Select Banner** section

**NOTE:** Be sure the banner is not too large or it will take up too much space. A size of 5" to 8" wide by 2" to 2.5" tall is a good size range.
3. Navigate to the location of the banner

4. Select the banner file

5. Select **Open**
5. **Course Menu Display**

   Choose the default view of the Course Menu.
   - Default Menu View
     - Folder View
     - List View
     - Permit Both Views

6. **Default Content View**

   Changing the Default Content View affects new Content Areas only. To change the Default Content View for all new and existing Content Areas, select the check box.
   - Content View
     - Icon Only
     - Text Only
     - Icon and Text
   - Apply this view to all existing content

7. **Select Banner**

   The banner appears at the top of the course’s entry point page.
   - Current Banner Image

8. **Submit**

   Click Submit to proceed. Click Cancel to quit.

6. Select **Submit**
Here are the results: The Course Menu contains buttons and a Course Banner.
Add/Create Content Areas

We are going to add a new content area to the Course Menu. In this example we are going to add a content area called Start Here.

1. Log in to eCampus (if you are not already logged in) and select a Course.

NOTE: Edit Mode has to be set to ON to be able to edit the Course Menu.

2. Select the (➕) icon at the top of the Course Menu.
3. Select Content Area.
4. Type the **Name** (of the Content Area to be created).

5. Select **Available to Users** (if you wish to make the newly created content area available to your class. *Note: Even if set to visible, the new content area will be invisible to the class as long as there is no content in that content area.*)

6. Select **Submit**.

**NOTE:** An empty (☐) content area will not appear on the student’s course view.
**Move, Rename, Hide Content Areas**

1. Log in to **eCampus** *(if you are not already logged in)* and select a **Course**.

Course Menu **Content Areas** can be **Moved, Renamed, Hidden** and **Deleted**.
Move Content Menu Items

You can change the order of Content Area Menu Items. In this example, we will move the Start Here button to after the Home Page button.

To move a Course Menu link/button:

1. Select the keyboard accessible reordering button, ( ), found to the upper right of the course menu.

2. From the Reorder: Menu Items popup, select Start Here from the list of menu items, then use the up arrow button, ( ), to reorder.

3. Select Submit.

The Start Here button is now under the Home Page button.
Rename a Content Area

Next we will see how to Rename a Content Area. In this example we will change the name Mashups to Course Videos.

1. Select the Mashups link (drop-down arrow).
2. Select Rename Link.
3. Type the new **Name**.
4. Select the **Check** to **Save** the new name.

**Result**
**Hide a Content Area**

You can **Hide a Content Area**. In this example we will hide the **My Grades Content Area**.

1. Select the **My Grades Menu** (drop-down arrow).
2. Select **Hide Link**.

**Delete a Content Area**

You can **delete a Content Area**. In this example we will delete the **Help Content Area**.

1. Select the **Help Menu** (drop-down arrow)
2. Select **Delete**.
Start Here is not showing because it contains no content and My Grades is not showing because we hid it.
Step 3: Course Tools

Contacts

Contacts is a place where instructors can add profile information about themselves and others. This is a good place to add office hours, phone numbers, and other information to help students identify people who have a role in the Course.

To add a Contact (an instructor profile):

1. In the Control Panel, expand Course Tools (by selecting the drop-down arrow).
2. Select Contacts.
3. Select Create Contact.
1. Fill in the information you want the students to see.
1. Under **Options**, select **Yes** to make the **Profile Available**.

In **Create Contact** (instructor profile), you can add an image of yourself.

2. Select **Browse** to add an image.
3. Navigate to the desired image
4. Select the image
5. Select **Open**

6. Select **Submit**.
**Result**

The file uploaded exceeds the recommended pixel dimensions for the area where the file will be seen. It will be resized to fit 150 pixels wide, and some distortion may occur.

<table>
<thead>
<tr>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Folder</td>
</tr>
</tbody>
</table>

Dr. Clark Kent

Email: superman2@dccc.edu  
Work Phone: 972-600-1234  
Office Location: Online via Blackboard  
Office Hours: M W F 11 AM - 5 PM, T Th 7:30 AM - 3 PM

**NOTE:** If the image is too large, eCampus will resize it to fit and some distortion may occur.
Announcements for All Courses can be accessed on the My DCCCD/eCampus page:

- in the Tools module
- in the Announcements module
**Course Specific Announcements** can be accessed from:

- The Course **Home Page** in the **My Announcements** module
- The Course Menu **Tools/Announcements**

**NOTE:** Announcements appear in reverse chronological order (i.e., the most recent one appearing at the top).
Regular Announcements (Not Permanent Announcements)

1. To create an Announcement, in the Control Panel, expand Course Tools.

2. Select Announcements

**NOTE:** (You can also get to the Create Announcements option by selecting any link in the My Announcements module.)
3. Select **Create Announcements**.

**NOTE:** You can move priority announcements above the **Repositionable** bar to pin them to the top of the list and prevent new announcements from superseding them.
1. Type in the **Subject**.

2. Fill in the **Message**.

3. Select **Submit**.

**NOTE:** The **Subject** is what shows on the:

- **My DCCCD** page and
- **Home Page**

**Note:** When **Duration** is set to **Not Date Restricted**, the Announcement is visible to Students until deleted or until date restrictions are implemented.
In the Home Page Announcements module, students will see announcements posted in the last 7 days. They can see all announcements posted by selecting ‘more announcements...’
Edit or Delete an Announcement

To Edit or Delete an Announcement, select the announcement’s drop down menu and select the desired option.
Send Email

You can send email to students/course users in your class.

**NOTE:** You can send an email to the following (within a course):

- All Users
- All Groups
- All Student Users
- All Teaching Assistant users
- All Instructor Users
- All Observer Users
- Single / Select Users
- Single / Select Groups
- Single / Select Observer Users

1. Log in to **eCampus** *(if you are not already logged in)* and select a **Course**
2. In the Control Panel, expand **Course Tools** (by selecting the double down arrows)
3. Select **Send Email**
4. Select **All Student Users**
1. Enter a **Subject**.
2. Enter the **Message**.
3. Attach a file if desired.
4. Select **Submit**.

**NOTE:** *There are sometimes problems with sending an email blast (i.e., the same email to multiple individuals)*:

- The students’ email addresses are not always up to date so you might not reach all students
- Some of the common email systems such as Yahoo might see your class email as spam (*junk email*) and will automatically block or delete it
Course Messages

Course Messages are like email except they reside in eCampus and do not require email addresses. You can send a message to every student/course user or selected students/course users.

Compose a New Message

1. Log in to eCampus (if you are not already logged in) a Course
2. In the Control Panel, expand Course Tools (by selecting the drop-down arrow).
3. Select Course Messages.

NOTE: You can also send messages by using the Course Menu Tools / Messages options.
4. Select **Create Message**.

**NOTE:** You can hide the **Main Course Panel** if desired by selecting the left-pointing expand arrow.
5. Select **To** to expand the **Recipients** section (Cc and Bcc can also be used).

6. Highlight each desired recipient and select the **button**.

7. Enter a **Subject** and **Message**.

8. Select **Submit**.
**View Messages**

In this example, we are going to view a **Message** from the student/course user.

1. In the Control Panel, expand **Course Tools** (by selecting the drop-down arrow).
2. Select **Messages**.
3. Select **Inbox**.

**NOTE:** You can also view messages from/to your students by using the Course Menu **Tools / Messages** option.
4. Select a **Message's** subject title to read it.
In version 9.1 (SP11) the Content Area buttons names have not changed.

This is the version 9.1 (SP11) Content area buttons.

Build Content (details)

Build Content has a new name for the URL link; it is now called Web Link.
Example of **Build Content** drop-down menu. In **Build Content**, one can create:

- **Item**
- **File** (Creates a link to an uploaded file)
- **Audio** (Places an audio player on the page)
- **Image** (Allows an image to be a link to a URL.)
- **Video** (Please contact Help Desk concerning video files upload.)
- **Web Link /URL** (previously Create External Link)
- **Learning Module, Lesson Plan, Syllabus**
- **Course Link** (Links to a course’s content areas/tools)
- **Content Folder** (Creates a folder)
- **Module Page** (Creates a page having the desired modules)
- **Tools Area** (Creates a link to a Course Menu Tool)
- **Mashups** (New) (Creates a direct link to Flickr, SlideShare, YouTube video)

**Mashups**

Using **Mashups** one can, with great ease, link to **Flickr, SlideShare, and YouTube Video**. What follows is an example of a **YouTube Video** search.

Example of a **Search for YouTube Video** containing the word, ‘DCCCD.’
Example of a YouTube Video search for ‘DCCCD’ Search Results.
Example of a YouTube Video embedded in eCampus.
Step 4: Adding Content to your Course

How to Create Folders

To add course content, select the desired Content Area (All Content Areas function similarly.) We are going to organize our content by creating one folder and one subfolder in the Content area.

Before adding content, decide if the content should be in folders. If the content should be in folders, create the folders first.

NOTE: You cannot drag & drop content into a folder.

Folders and files cannot be dragged & dropped but (in most cases except for assessments) folders and files can be copied to another location.

In this example a folder will be created, named Week 1, and a subfolder, named Lecture 1.

Create a Folder

1. Log in to eCampus (if you are not already logged in) and select a Course

2. Select Content

NOTE: Edit Mode has to be set to ON to add content.
1. Scroll over **Build Content**
2. Select **Content Folder** to create your folder.
3. Name the folder, e.g., **Week 1**
4. Enter the information, if any that is to appear **below** the **Week 1** folder (*Do not enter content here.*)
5. Select the desired **Options**.
6. Select **Submit**.
Create a Subfolder

To create a subfolder within the newly created Week 1 folder,

1. Select **Week 1** link

2. Scroll over **Build Content**.
3. Select **Content Folder**.
4. Name the subfolder, e.g., **Lecture 1**

5. Enter the information, if any, that is to appear **below** the **Lecture 1** folder 
   *(Do not enter any content here)*.

6. Select the desired **Options**.

7. Select **Submit**.
Adding Content to a Folder

Content can now be added to the Lecture 1 subfolder.

**NOTE:** to learn how to add content using Create Item, please view the next section, How to Add an Item.
Sample Content Area Organized in Folders

The **Content** section organized in folders is easy to use. There is minimal scrolling when accessing the different weeks.

Sample Assignment Content Area Not Organized in Folders

The **Assignment** section not organized in folders becomes a long scrolling section of text. It is difficult to navigate and maintain.
**How to Add an Item**

Content will now be added to the **Content Area** in the **Week 1, Questions** subfolder.

1. Log in to eCampus *(if you are not already logged in)* and select a **Course**.

2. Select **Content**.

3. Select the **Week 1** folder.

4. Select **Lecture 1** folder.

**NOTE:** **Edit Mode** has to be **ON** to add content.
5. Scroll over Build Content.

6. Select Item.

**NOTE**: To add content that is going to be graded see the next section, *Adding an Assignment using Create Assignment*. Item information can be entered in the Text box or attached as a file.

7. Type the item name, e.g., **Lecture 1**.
8. Enter the test in the Text box (optional – all content can be in an attached file).

**NOTE: eCampus is not fully compatible with Word.**

If you want to copy and paste text, it is best to save your Word document as type *txt* (plain text) or *rtf* (rich text format) and then copy your text into eCampus.
In the following example, we are going to browse, (e.g., **Browse My Computer**) for the **Lecture 1** file.

To **Attach** a file from a computer:

9. Select **Browse My Computer** for your **Lecture 1**.

If you wish to attach a file that has already been uploaded to any of your **Content Collection** folders, select **Browse Course**. *(Please refer to the Content Collection tutorial for additional information.)*
10. Navigate to the file location.
11. Select the file.
12. Select **Open**.
13. *(Optional)* Type the **Name of Link to File**.
14. Select the desired **Options**.
15. Select **Submit**.

**Note:** You can also upload files by dragging and dropping them onto the **Attach Files** area.
Student View of the Assignment

Lecture 1

Completed Item

To love someone, one must learn what it means to be loved.
**Adding an Assignment Using Create Assignment**

Advantages of using the **(Assessment) Assignment** option when creating assignments:

- A **Grade Center** column will be automatically created for that assignment.
- Students will be able to attach/upload their assignment to the assignment instructions (i.e., students will no longer have to use email to get their assignment to you).
- The student submitted assignment will appear in the **Grade Center**.
- You will be able to view, comment on and grade the assignment directly in the **Grade Center**.

In our example we are going to place the assignment in the **Assignment 1** subfolder.

The **Assignment 1** subfolder is contained in the **Week 1** folder. The **Week 1** folder is contained in the content area named **Content**.

1. Log in to **eCampus** *(if you are not already logged in)* and select a **Course**.

2. Select the desired **Content Area**.

3. Select **Week 1**.
4. Select the **Assignments** subfolder.

5. Scroll over **Assessment**.

6. Select **Assignment**.
7. Enter the Assignment Name
8. Enter the instructions or assignment in the Text box (optional – instructions can be in one or more attached files)
9. To attach a file select Browse My Computer or Browse Course.

If attaching a file follow steps 10 – 14.
10. Navigate to the file location.
11. Select the file.
12. Select **Open**.

13. The assignment file has been attached.

14. Give the assignment link a title, e.g., Assignment example. (optional)
15. Enter the **Due Date.** (Optional)

**NOTE:** If **Due Date** is entered for an assignment, the alerts for the assignment will show up on the **Notifications Dashboard.**

16. Enter **Points Possible**

If desired, **Add Rubric.** For additional information on Rubrics, please view the **Rubrics** tutorials located in the **BT101, Manage Content** tutorials.
17. Select **Submission Details**, optional

18. Select the desired Submission Details.
19. Select the desired **Grading Options**.

20. Select the desired **Grading Options**.

**Note:** You can turn anonymous grading on and off until a student submits an attempt. After the first submission, you can only turn it off.
To post grades in the **Grade Center**, choose to disable **Anonymous Grading On Specific Date** or **After all submissions are Graded**.

**Note:** On the Upload Assignment page, students are informed if their assignments are set to be graded anonymously. They are asked not to include any identifying information with their submissions.

21. Select **Display of Grades**.
22. Optional, change how grades appear in the Grade Center and Students' My Grades.
23. Select Submit.

**Instructor View of new Assignment**

Success: Hwk 1 created.

**Assignments**

**Hwk 1**

Please submit your essay for Hwk 1 here.
Student View of new Assignment

The assignment has been successfully added. Note the assignment icon (a sheet of paper, a pencil and a ruler) to the left of the assignment name.

Go to the Grade Center to view the newly created Assignments column.
The Student Preview User

With student preview, you can experience your course exactly as your students do. While in student preview mode, you can do the following student activities:

- Submit assignments
- Take tests
- Create blog and discussion posts
- Create journal and wiki entries
- View student tools, such as My Grades

Note: Student preview is different from using Edit Mode. When Edit Mode is ON, you see all the course content and the editing controls for each item. Edit Mode OFF hides the editing controls but still displays any content that would normally be hidden from a student. Also, it doesn’t enable you to see student-only content, such as My Grades.

1. Select the Student Preview mode button. It is located on the top-right corner of your course pages, next to the Change Course Theme button.

2. Once the Student Preview mode is ON, select the Exit Preview button on top.

3. When the Exit Student Preview window appears, select Delete the preview user and all data, and then select Continue.
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