COURSE MANAGEMENT TOOL
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Default chapter
How To Delete a Course

Course Tools

1. Click on the Course Tools tab.

2. Select the Edit Sections option.
We will first need to remove your sections before you delete the course.

1. Click the box next to your section. If you have multiple sections, you will need to select both.

2. Click on the Remove button.
Delete Course

Click on the Delete Course button.

Click here if you receive an error when deleting this course.

💡 If you are given an error in deleting this course, there is a good chance it is because you have groups in your course. You will need to delete those before you delete your course. You can get to your groups by going back to i-Learn > Finding your class > More Tools > Groups.
How Do I Create My New Sections for Next Semester?

Course Management

1. Click the Course Management link in the upper right corner of the I-Learn Homepage.

2. Select the Course Management Tool.

Copy an Existing Course

Click Copy an Existing Course in the top left.
Select Source Course

Click the Select Source Course dropdown menu.
Select the course you would like to copy.

Select Semester

Select the semester this section will be taught in.
Select Full Semester or Block

Select whether your class is a Full Semester class or a Block class.

Select Section

Check the box next to all the sections you wish to copy. If you are teaching multiple sections of the same course, you have the option to either combine sections into the same I-Learn course or to create a separate course for each section.
If you want to combine multiple sections of the same course, be aware of the following:

Combining sections into the same I-Learn course is a good option only if all content for the course is exactly the same for each section (all assignments, quizzes, due dates, etc.). For example, if one class is on a Monday/Wednesday/Friday schedule and the other is on a Tuesday/Thursday schedule, this may not be a good idea, as you will not be able to have different due dates for the two different classes.

To combine sections into a single I-Learn course, check the box next to each section before clicking 'Next'.

Create Course

Review the details. If everything looks correct click Create Course.
Confirmation

A confirmation box will appear. Confirm you are ready to create your section by clicking **Create Course**.
Make sure that you are in the "destination" course or the course you want the material to go into when you begin the Import/Export/ or Copy Components process.

Copy Components

Course Tools

Select the Course Tools dropdown menu. Click on Course Admin.
Import/Export/Copy Components

Click on the Import/Export/Copy Components tool listed under Site Resources.
Search for Offering

1. Select Copy Componentes from another Org Unit

2. Click on Search for Offering.
1. In the provided **search bar type the name of the class** you are looking to pull content from. If you have trouble searching for that class, shorten the length of your search. Ex: (Change FDENG 301: 02 to FDENG 301).
Search

Select your desired course and click Add Selected
If you would like to copy an entire course, select this option for instructions.

Click Copy All Components. The course you selected will automatically be copied into your current course.
If you would like to select a specific items to copy, select this option for instructions.

Select Components

Click on Select Components.
After clicking **Select Components** you will see this list of content. Scroll down to select the content you want.
1. Select the Area that you want to pull from.

2. If you do not want to copy all of the items within the area click, "Select Individual Items to Copy"

3. Remember that Grade items are separate from their associated item. You will need to copy it over as well.

4. Once finished click "Continue".
Grade Item

1. Select the appropriate Grade Item and category if desired.

2. Click Continue
Quiz

1. Select the appropriate quiz

2. Click Continue
1. After you have reviewed the information select "Finish".
Begin by Opening the Course Tools dropdown menu. Click on the Course Admin button.
Click on the Import/Export/Copy Components tool listed under Site Resources.
Export Components

1. Click on **Export Components**. The check box will be checked by default and should be left alone unless you specifically know that you do not want the course files.

2. Click **Start**
Select Section

1. Select the Category you would like to pull material from.

2. Choose either Export all items or Select Individual Items beneath each category.

3. Click Continue
Select Specific Content

1. Select the content items that you want to export.
2. If you want to select all the items in a certain area click the inclusive check box.
3. If you want everything then click Select All at the top.
4. Click Continue
Finalizing

Click **Continue**, leave the check box alone.
Exporting

Confirm Components to Export

Content
2 of 30 item(s) selected to export. Modify

Additional Components to Export

Should I include course files?
☑ Include course files in the export package

[Continue] [Go Back] [Cancel]

Click Finish
Open Zip File

1. Click the offered link to finish export
2. Once it's on your computer click Done
Import Components

Beginning

Begin by Opening the Course Tools dropdown menu. Click on the Course Admin button.
Click on the Import/Export/Copy Components tool listed under Site Resources.
Import

1. Click on Import Components

2. Then click Start
Something to understand is that this area is not meant for word documents or powerpoints, but zip or other archive files. For instance you can export a course into a zip file and then upload that content into another course using this feature.

Go ahead and click Upload.
Browse for File

Select the appropriate file.
Notice that I selected a word document. That's because I want to show what happens when you try to upload the wrong type of file.
Error

This error will always pop up as long as you are using the wrong file type.
Correct File

This is what the correct file type looks like. The correct file type is zip.

Click on Import All Components
The process is now complete. Click View Content to see what you imported.
How Do I Change My Course Image?

I-Learn Homepage

From the I-Learn Homepage, hover the mouse over the course image and click on the three dots. Now click on Change Image.
Find a Picture

1. Search for an existing picture.
2. Upload your own picture.

Upload Your Own Picture

Click on Browse under the Course Image.
My Computer

Click on My Computer.

Upload Picture

Drag and drop a picture into the dotted area or click on Upload to navigate to a picture.
Add

Once the file has loaded, select Add.

Save

At the bottom of the screen Click Save.

I-Learn Homepage

Your image is now displayed on the I-Learn homepage.
TA Responsibilities for CS 165/CS 241

Purpose

Teaching Assistants (TAs) in CS 165/CS241 are very important to the success of the course, and it's ability to serve the number of students in each section.

The main purpose of the TA is to help provide feedback to the students on their weekly assignments. The TA facilitates providing more detailed and timely feedback than the instructor could on their own, and allows the instructor to spend more time in mentoring and course discussions.

Coordination

This document outlines the desired role and communication pattern of the TA and the instructor. In the end, the goal of the TA is to assist the instructor in grading as he/she sees fit. So if the instructor wishes, they can alter the way that the grading and communication takes place, but they should make sure to clearly communicate their expectations to the TA.

The TA should reach out to the instructor no later than Wednesday of the first week of class to make an introduction. At this point, the TA and the instructor should arrange a conference call to get to know one another better and to discuss expectations.

Weekly Rhythm

This class is organized at the weekly level, with the students submitting assignments every Monday night. The TA and instructor should arrange a consistent time to meet each week, soon after the Monday deadline. (For example, they may arrange to have a short video call every Tuesday at 4:30pm.)

The TA should prepare for this meeting by becoming familiar with the weekly assignment. The instructor prepares for the meeting by collecting all the assignment submissions and emailing them to the TA.

Then, in the meeting, the instructor and TA discuss the assignment, its expected functionality, and the most important design and coding principles that the assignment emphasizes. Then, the TA and instructor assess a few assignments together. They discuss comments and feedback that should be given for these assignments, as well as appropriate scoring.
They decide together on a reasonable deadline to have the assignments finished, then, on their own time, the TA proceeds to grade the remainder of the assignments and emails the instructor when they are finished.

Feedback in I-Learn

Even though the students submit their assignments via the department Linux servers, the scores and feedback are reported back to them via the I-Learn gradebook.

While the TA will provide an initial assessment of each submission, the instructor should go over these comments and scores to add any additional clarification they see fit. Then the instructor returns the score and the feedback to the student.

In I-Learn, this draft/publishing process is best handled as follows:

1. The TA finds the assignment in I-Learn, and selects "Grade all".
2. From this page, the TA clicks the feedback icon for the student they are currently assessing. This brings up a Feedback page with two boxes, "Feedback" and "Private Comments".
3. The TA puts all of their feedback in the Private Comments box. Typically, they indicate the score at the top of the feedback, then listing comments below that.
4. The TA saves this private feedback and moves on to the next student. This makes the feedback available to the instructor, but does not make it visible to the student.
5. When the TA has finished grading all of the assignments, they should email the instructor.
6. The instructor then selects grade all for the assignment in I-Learn.
7. They click the feedback icon for each submission, copy and paste the feedback to the actual "Feedback" box, and clarify any comments that should be made.
8. The instructor saves the Feedback and types the overall score into the Grade box on the main grade page. This makes the feedback and grade available to the student.

Feedback Timeliness

It is critical that feedback is provided to the students as quickly as possible. At a minimum, each assignment should be returned to the student within a week so they can apply that feedback to their next submission. In order for both the TA and the instructor to accomplish their tasks in that time frame, establishing a consistent weekly pattern is critical.
Addressing Performance Issues

If the TA will not be able to perform their tasks in a timely manner due to exceptional circumstances, they should communicate with the instructor as soon as possible, so other arrangements can be made for that week. If consistent problems arise, the instructor should first discuss it with the TA and communicate clear expectations. Then, if necessary, the instructor can refer the issue to the online hiring department. Together, they decide on the appropriate next steps and if necessary, the online hiring department follows through with any HR actions that must be taken.
Should I Combine My Sections Into a Single Course?

Combining Sections

If you want to combine multiple sections of the same course, be aware of the following:

Combining sections into the same I-Learn course is a good option only if all content for the course is exactly the same for each class (all assignments, quizzes, due dates, etc.). For example, if one class is on a Monday/Wednesday/Friday schedule and the other is on a Tuesday/Thursday schedule, this may not be a good idea, as you will not be able to have different due dates for the two different classes: these two classes will have to have the same due dates, and the same content.

To combine sections into a single I-Learn course:

Open the Course Management Tool.

1. Check the box next to each section that you have been assigned that you want to combine into one class on I-Learn.

2. Click the Next button.
Review the information before continuing, especially the Name of New Course.

Click the Create Course button to finish.

💡 You can organize or view your gradebook by section, making it easier to distinguish between the two. Click here to see how!

Putting Sections into Individual I-Learn Classes

To put sections into their own individual I-Learn courses:

Open the Course Management Tool.

1. Check the box next to one section that you have been assigned.
2. Click the Next button.

Review the information before continuing, especially the Name of New Course.

Click the Create Course button to finish.

💡 Putting your sections into different classes will make it so if you make a change in one class, it won’t appear in the other unless you copy that content into it. Click here to see how to copy a component (such as an assignment or a quiz) into another course.
How to Make A Course Active/Inactive

Follow these steps to make a course Active/Inactive

Go to Teaching Tools, Select Course Admin

Go to Course Tools and Select Course Admin
Select "Course Offering Information"

![Site Setup]

Site Resources
- Book Management
- Calendar

Click the Check Box

![Force Locale]

Override locale preferences
- Active
  - Course is active

Check the box to activate the course. Uncheck it to deactivate it
Why Do I See a Blank Page When I Try to Access The Course Management Tool?

Access Course Management

1. From the I-Learn homepage click on Course Management.

2. Click on Management Tools

Blank Page

If your Management Tool is working just fine, congrats you don't have to read this tutorial anymore.
If the Course Management Tool page comes up blank, do the following:

Open a new tab for my.byui.edu

Open a new tab, go to my.byui.edu, and login with your credentials.
Return to I-Learn

Once logged into my.byui.edu, return to I-Learn by clicking on the tab at the top of the browser.

Refresh Page

Refresh your I-Learn page.
Access Granted

You should now be able to access Management Tools in order to create or modify courses.

If after following these steps, you still cannot access the Course Management Menu, contact the FTC for further assistance.