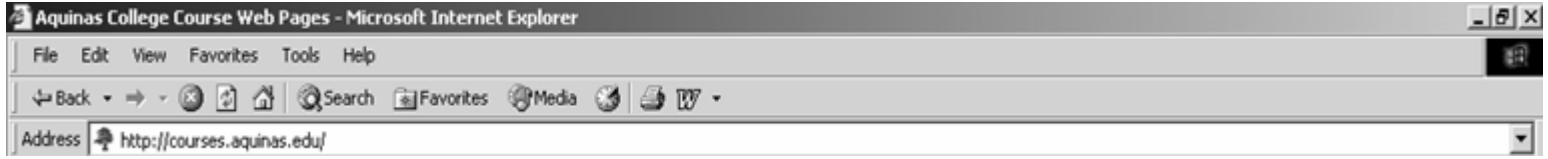




# Aquinas College Course Web Pages

# Faculty Instructions

To login to the Course Web Pages you will need your ELM password. Your ELM password is used to access Calendar Express, The Moose, and CourseConnect. If you are currently using Calendar Express, use that password to access the Course Web Pages. If you do not have this password, contact ITS.



### Getting started:

- Open an Internet browser – on campus this would be Internet Explorer.
- Type <http://courses.aquinas.edu> in the Address Bar and press Enter.



- Click Login.
- You may get a Security Alert window – if so, click OK.
- You will be taken to the login screen for Courses. Type in your username (the same username you use to access the Aquinas Network), press Tab, type in your ELM password and click Login or press Enter.
- If you receive another Security Alert, click Yes.

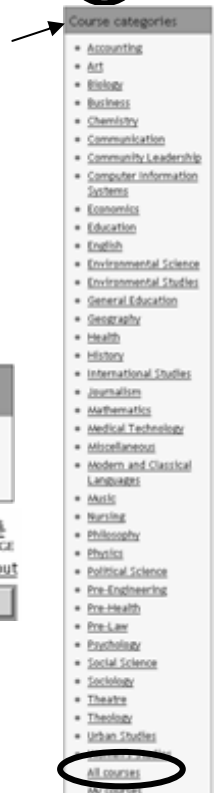
### Changing your ELM password:

- If you would like to change your ELM password, scroll to the bottom of the window and click on the wrench. After you accept the Security Alert, click on Password and follow the prompts.



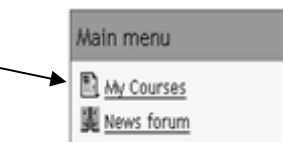
### Identifying your courses:

- The first time you login you will need to identify the course(s) you are responsible for. If you have already done this, skip to the next step. If this needs to be done:
  - Either click on the appropriate category under Course Categories on the left of the screen, or scroll to the bottom and click on All Courses.
  - Once you have located your course, either click on the name of the course or on the Enter button.



### Accessing your courses:

- To easily access your course web page, click on the My Courses link in the upper **left** corner.



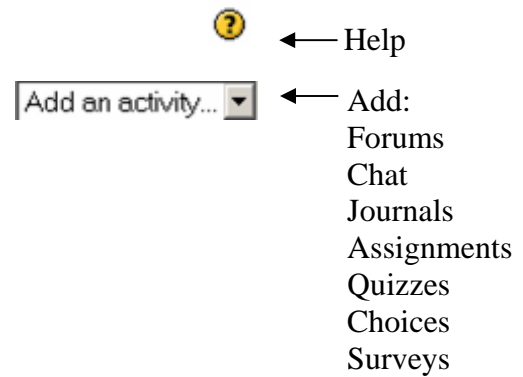
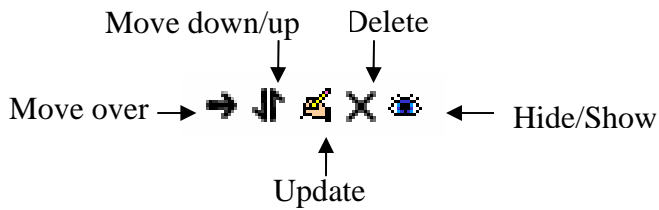
### Turn editing on:

Notice the Turn editing on button in the upper **right** corner. With editing turned on you can easily delete items, move around your course, or add assignments, quizzes, or resources. Click the Turn editing on button now.



You have the use of many features and options while designing your course web page. Don't be afraid to try new features. If something happens that you are not expecting, don't panic, it can usually be remedied quite easily.

### Icons to become familiar with:



### Using the Navigation bar:



### Sample Course Page

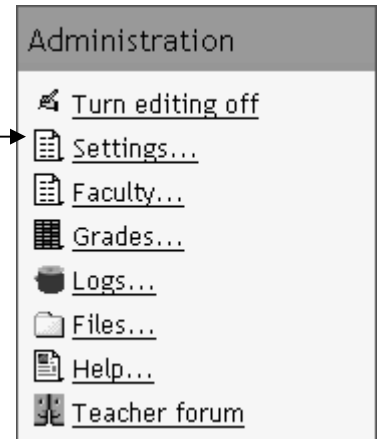
[AQ Web Courses](#) -> [AQ101](#) -> [Resources](#) -> [Sample Syllabus](#)

The Navigation bar is found at the upper left corner of the screen. It will not only let you know where you are, but by clicking on the underlined links you can return to previous pages of your course.

### Changing your course settings:

As an administrator of your page, you can change many of the settings for your course. Because only administrators can see the Administration menu, students do not have access to these options. Useful information can be found by clicking the Help button next to any of these options. The Settings link will allow you to input or edit the following:

- Full name: Enter the full name of the course. The name you enter here is displayed at the top of your course home page and in the course listings.
- Short name: Enter the short name/identifier for the course, i.e., AQ101.
- Summary: Enter a summary (course description) of the course.
- key: If desired, enter an enrollment key (password) for the course. This limits who will be able to access your course information. Each student will only need to enter this password (supplied by you) the first time they access the course.
- Category: The choice you make here will determine where your course is displayed in the Course categories listing. Choose the most appropriate category for your course.
- Format: You have three choices here -- Weekly format, Topics format, and Social format. Each section of the Weekly format covers one week with a defined start and end date. Each section of the Topics format can contain whatever you want and is not restricted to a start and end date. The Social format is free form.
- News items to show: The News forum is visible only in either the Weekly or Topics format and can be used to post notices for students. You can choose how many (between 0 and 10) notices will appear on your course home page. The News box will not appear if you select 0 items.
- Course start date: Select the start date for your course. In the Weekly format the course will begin with the date you select.
- Number of weeks/topics: Only use this setting if you have chosen either Weekly format or Topic format. The number you select will determine the number of sections displayed in the middle of the course page.
- Show recent activity: If this option is enabled, each individual user can view all activity since their previous login.
- Your word for Teacher/Teachers/Student/Students: You can set the faculty and student identifier options here.




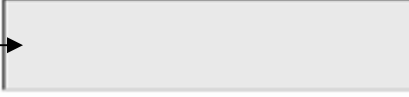
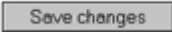


When you have finished modifying your Settings, click the Save changes button at the bottom of the window.



## Adding content to your course page:


Now that you have customized your course with your personal settings, you are ready to add content to your course page. You can add text, assignments, choices, forums, journals, quizzes, resources, and surveys.

### Adding text:

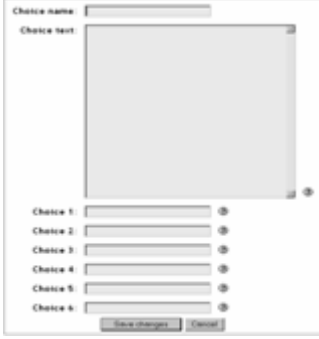
- Make sure you have selected the Turn editing on button. Click the Update icon  in the section of your course page where you want to add text.
- You will be taken to a window where you can type the text you want to appear on your page. 
- If you have the text in a Word document, you can copy and paste into this window.
- After you have entered your text, click the Save changes button.  
- You will be taken back to your course page and your text will appear in the appropriate section.
- Text may be added to other sections as desired. 


### Adding items using the Add an activity drop-down list:


Any of the options you add can be updated, edited, or deleted after you add them. To add an Assignment, Choice, Forum, Journal, Quiz, or Survey, click the drop-down arrow in the lower **right** corner of the window and make your choice.


Assignments: If you choose Assignments you will see a screen similar to this. 

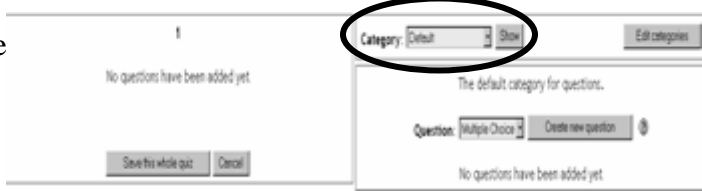
Enter an assignment name at the top of the window, enter your text, and make selections from the drop-down lists at the bottom of the window. Students will be able to upload their assignments and faculty will be able to grade the assignments. Notice the Help icons after each drop-down arrow. When you are finished, click Save changes. Remember, you can update/edit this later if you wish.

Choices: Choices are easy to use and can be useful to gather information (i.e., polls or votes) from your students. Click the drop-down arrow and choose Choice. The next screen will look like this. The instructor can enter text (i.e., a question) and offer multiple responses for the students to choose from. Enter the name, text, and choices (the options or answers you are offering, i.e., #1 = yes, #2 = no, etc.) into a window that looks like this. 

Forums: Forums are where most discussions take place and are a very important addition to your course. They can be set up to include peer ratings of postings. When students subscribe to a forum they will receive copies of all new postings in their email. Click the drop-down arrow and choose Forums. When you are finished, click Save changes. A screen sample: 

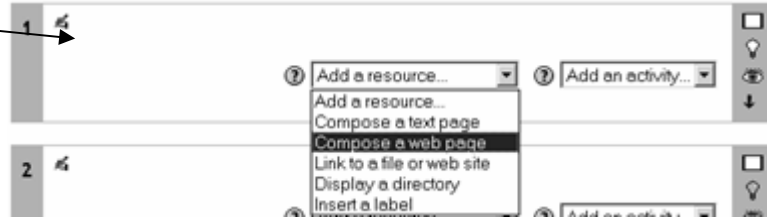
Journals: Journals are private and shared by only the individual student and the professor. The student can edit their answer over the length of the course and the professor can offer feedback and grade each journal entry. Click the drop-down arrow and choose Journal. When you are finished, click Save changes. A screen sample: 

**Quizzes:** This option provides the professor with the tools to create tests that consist of multiple choice, true/false, matching, and short answer. Click the drop-down arrow and choose Quiz. A screen sample: 

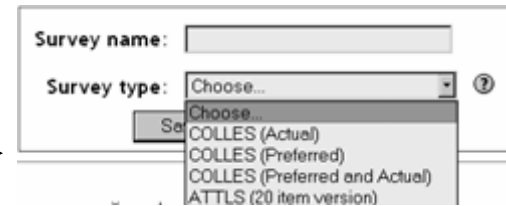
Once the questions are created they can be re-used within and between courses. Included is a professor-to-student feedback option and grading facilities. Enter the name of the quiz, the introduction, make the appropriate choices using the drop-down arrows, and then press the Continue button. You will be taken to the second screen shown here. 

After Category, click the down-arrow to make your first selection. Here you can use a previous quiz from another class, or by selecting Default, you can create a quiz. Follow the prompts and use the Help buttons to finish your quiz.

**Add a Resource:** As you can see from the sample shown here, the content you bring into your course can be from a variety of sources (i.e., files you have uploaded, a web link, or web page that appears to be integrated within the course). Help for each of these options is available by clicking the Help icon. To bring in an uploaded file, see the section below titled Uploading files for your course. Uploading files is not a difficult procedure and can be very useful.



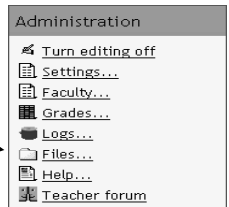
**Surveys:** The Survey option can be used to collect information from students. As you can see by the sample shown, various survey options are available. Information and help is available by clicking the Help icon.



**Uploading files for your course**

You can upload your files (text or graphic) for the students to view. To do this,

- Click on the Files option in the Administration menu on the left of your course screen.



- You will see this screen.



- You can create a folder(s) to categorize your uploaded files (i.e., a folder for each course or folders for different types of documents). To do this, click on the Make a folder button.

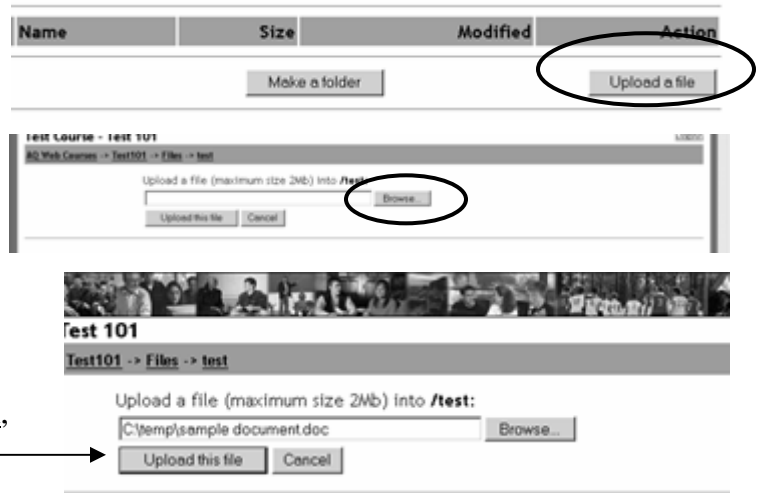
- Type the name of your folder the the textbox and click Create.



- Click on the name of the folder.



- Click the Upload a file button.
- Either type in the path for the file or click the Browse button. If you click the Browse button, you will be taken to a directory listing window.
  - Click the down-arrow after Look in: and choose the current location of the file (i.e, A:\, F:\, G:\, or H:\).
- Navigate to the file, click on the filename, click Open, and then click Upload this file.

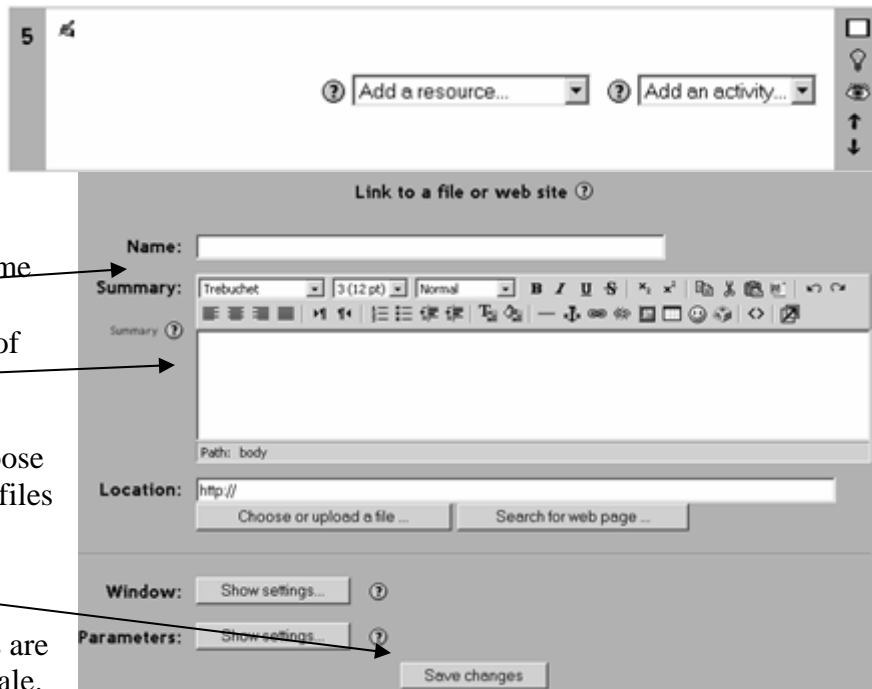


Your screen should look similar to this, with your course name at the top and your filename in the middle. If your file is listed, your file has been uploaded. Click on your course name to be taken back to your main course page.



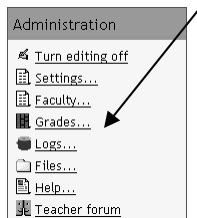
### Using an uploaded file for your course:

- In the **lower right corner** of the section (on your main course page) that you want to add one of the files you have uploaded, click the down-arrow after Add a Resource and choose “Link to a file or web site”
- In the Name textbox on the next screen, type a name for your resource.
- In the Summary textbox, type a short description of the uploaded file.
- Click the “Choose or upload a file” button.
- Click the “Choose” link after the File name to choose the file you want for this resource from the list of files you have uploaded.
- Click the Save changes button.



As students take quizzes or turn in assignments, grades are automatically calculated according to your grading scale. Students’ current grades can be viewed by clicking the Grades link.

The Grades link is on the **left** side of your main course page under Administration. You will see a list of all the students in the course and their grades. This information can be downloaded into Excel. To do this:



- Click on the Download in Excel format button at the top of your list of students.
- If you click Open, you will be taken to an Excel spreadsheet with the students’ grade information.
- If you click Save, you will be taken to a directory listing where you can navigate to the directory where you want to save the Excel spreadsheet. This is helpful if you want to edit the information in the future.

