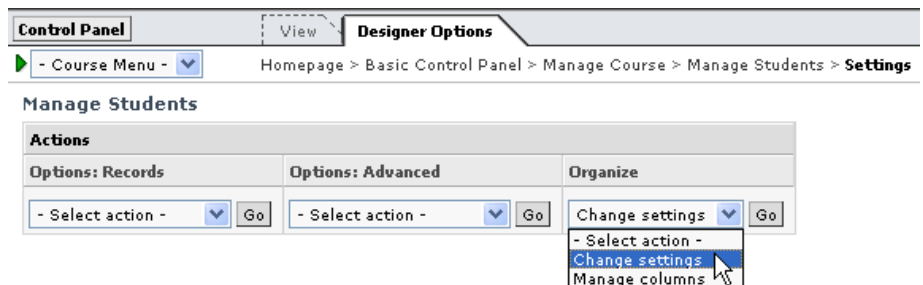


Course Management on Elearn

Faculty Reference

The Basics:

- 4 weeks before the beginning of each semester Banner/Luminis will trigger WebCT to create course shells for all full-online classes plus any web-enhanced classes for which I have received requests (send me the CRN).
 - See **“Shells for Development”** below for more information on requesting shells for longer-term development purposes.
 - The shells will reside in a “Term” folder specific to the upcoming semester.
 - The shells will be based on a generic template. We can no longer use an existing class as a template for a term-specific shell. Faculty can use these shells as-is or migrate their materials from another shell
 - To migrate materials, back up an existing course shell and restore that file to the new shell.
 - See the Flash Demo at <http://www.oakton.edu/user/~dannf/captivate/migratingwebctmaterials2.htm> (The demo covers moving materials from the old server to the new but the concept for moving from one elearn shell to another is the same)
 - The shells will be populated with enrolled students. Students will continue to be added as they register.
 - Students who drop will be marked as “inactive” by Banner but will still appear in the WebCT shell’s gradebook until the designer hides them. INSTRUCTIONS:
 - Go to Manage Class
 - Go to Manage Students
 - Select Change Settings from the right drop menu



- Choose Hide inactive students
- Click Update

Access denied users: Show access denied users.
 Hide access denied users.

Inactive users: Show inactive users.
 Hide inactive users.

Update Cancel

- Students will be able to access the course shell unless the designer sets the class to “Deny Access” or uses other means of blocking entrance.
 - Follow previous instructions but choose “Hide Access Denied Users”
 - The instructor/designer of each course shell is whoever Banner thinks it is.
- Class shells will continue to be created as needed.
 - If full-online class sections are added in Banner, they will be automatically added in WebCT
 - Web-enhanced class instructors can continue to request shells by sending me the CRN. Figure a 1 or 2 day turnaround since it will be most efficient for me to group similar requests.
- Each term and the shells in them will be retained for 2 semesters after that term ends
 - You are encouraged to create backups of your courses after the semester. Gradebooks can also be exported to Excel files.
 - If you need to review a course after 2 semesters have passed, we can restore your backup into a new empty shell.
- “Cross-listing” or combining multiple sections of a class must be done before student course work begins.
 - Cross listing allows students from multiple sections to “meet” in a single shell. Instructors need only to maintain one shell.
 - Use the Action Request form at <http://www.oakton.edu/online/action/addclassform.htm> to list all the involved sections.
- Honors sections can be handled a couple of ways. Please **check with me** as early as possible to determine what’s best in your case.
 - Factors include whether a student initially signs up for a non-honors section within the 4-week period prior to the semester and whether the decision to switch to honors occurs before or after classes start.

Shells for Development

- You may at any time request a course shell be created to develop for an upcoming semester (or just to practice with).
 - Use the updated WebCT Action Request forms at <http://www.oakton.edu/online/action/addclassform.htm>
- Courses in development and will be saved in a special “Development” term/category, separate from the current semester-specific term
- Development course shells will not be used for current, active courses.

- Development shells will have no student IDs (except test IDs like George Spelvin)
- Instructors are responsible for migrating their materials from one shell to another. To do this, backup the development (or other) course shell and “restore” the material to the term-specific shell
 - See the Flash Demo at <http://www.oakton.edu/user/~dannf/captivate/migratingwebctmaterials2.htm>
(The demo covers moving materials from the old server to the new but the concept for moving from one elearn shell to another is the same)

Student & Other User ID Management

- Most active term-specific course shells (the ones generated 4 weeks before the semester) will be integrated with Banner/Luminis and thus contain the IDs of the official (as far as Banner is concerned) instructor/primary designer and enrolled students.
 - Students who drop or are machine dropped will be marked “inactive” (you’ll see a “~” by their ID)
 - Let me know if a student is re-activated in Banner but doesn’t reappear in WebCT (refreshing your gradebook view may fix it)
 - You cannot delete dropped students.
 - See the instructions under Basics for how to [hide inactive student IDs](#)
- Let me know what co-designers you need for either your development shell or active shell.
 - Use the IDs/Other form at <http://www.oakton.edu/online/action/otherclassform.htm>
 - I cannot change the primary designer in an active course. The Primary Designer reflects who Banner understands to be the official instructor of the class
- Let me know what test IDs you need for either your development shell or active shell.
 - Use the IDs/Other form at <http://www.oakton.edu/online/action/otherclassform.htm>
 - We may automatically add George Spelvin to each class. Watch for him in case you wish to block him (via the “Deny Access” command)

Miscellaneous Notes, Answers to Various Questions

- A procedure guide containing most of the above information will be posted in the new FacultyOnline group in myOakton and will be updated as necessary.
- The material on the old Online server is still available via IP address. Don’t forget your old password.

- We will update you soon on new procedures for accessing your older “archive” materials.
- All the WebCT Action Request online forms have recently been updated to reflect technical changes. To use the forms, you can go to the add class form at <http://www.oakton.edu/online/action/addclassform.htm> and click the tabs to view the Change, Delete, and ID/Other forms.
- Semester-specific versions of a course shell can be stored in the Development area
 - (As an example, Instructor X keeps 3 versions of his EGL201 course shell—one each for fall, spring and summer. In advance of each semester he preps/updates the appropriate version and migrates a copy of it to the empty shell Luminis creates 4 weeks before the semester begins.)
- When in doubt, provide me with the CRN
- **Definition of course “shell:”**
 - A shell is like a container (and to some extent a folder) into which go your course materials, your teaching tools and the user accounts of your students.
 - A shell will initially have some basic teaching tools included such as a grade book, communication tools like email and chat, the quiz tool, etc.
 - WebCT provides a few "templates" on which shells can be based. Each of these templates really just different collections of tools-- The "Basic" template has the fewest tools, "Intermediate" a few more, and "Advanced" the most. No matter which you start with, you can always add or delete tools.
 - We can also use an existing course shell that you have already developed, and even used for a class in a past semester, as a template when creating a new shell-- but only when creating new non-production shells (that is, shells that will be used for developing course materials).
 - Because Banner/Luminis trigger WebCT to mass produce all the needed shells for a semester and loads the student IDs into them (that's what we mean when we say "integration"), we can only use one template for all the shells we create. We can no longer create a new shell using an old developed shell as a template. Instead, the designer makes a back up of her existing, developed course shell, copies it to the new, empty shell, and "restores" the backup there in the new, empty shell.
 - The "restore" action overwrites the basic tools in the new shell with all the tools and materials from the old one.