
The Instructor's View

Your Homepage

The below graphic depicts the "My Courses" block of an instructor's homepage.

As an instructor, your homepage will display several links to course management tools and pages.

Access many of your Instructor Tools

Alert: There are assignments for you to grade

Quick access to the gradebook and feedback reports

Link to Course Builder

Unscored Assignments

Some courses contain assessments that require an instructor to grade student work, either in whole or in part. In these courses, an alert will appear on your homepage anytime there is an assignment ready for you to grade. It will also display the number of assessments in the queue. Click this link to access your ungraded assignments.

Manage Course

The *Manage Course* page provides access to all of your course management tools including the student roster, course settings, assessment settings, teaching assistants, etc.

Gradebook and Feedback Reports

This link provides direct access to both your main gradebook and feedback reports. These links are also available on the *Manage Course* page.

Create a New Course

This link provides direct access to the **Course Builder** application. You can use **Course Builder** to create a new course and to edit, copy, or delete an existing course.

Note: *You can only delete a course if no students have registered. Once a student registers for a course, the system will not allow you to delete the course, thus preventing any accidental deletion of student work.*

Your Manage Course Page

The *Manage Course* page will provide you with tools and information you will need to effectively administer your course.

Intro to Chemistry 99-101A

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|---|
| ● Student Grades & Reports |
| View gradebook View unscored activities (0) View assignment reports |
| ● Course Materials |
| View syllabus Test and configure my system |
| Edit course settings Schedule course materials Add additional content |
| ● Announcements |
| There are currently no announcements. |
| Post announcement... |

Instructors
Renee Fisher

TAs
[Add...](#)

Students
0 pending
0 enrolled
[Roster...](#)

Duration
01/08/09 - 05/25/09

Course Admit Code
99-101ab

Institution
XYZ University

The right half of the screen displays basic course information. This includes the list of instructors, the course dates, the Course Key, institution and (if applicable) price per student.

This section also provides access to your teaching assistant (TAs) and course roster.

- **TAs** - You can add and remove TAs or edit their privileges.
- **Students** – Provides information regarding class size. If you selected to turn off Auto-admit during your course build, you will also see the number of students waiting for your approval. Clicking the link will take you to the roster page.

The left side of the page provides you with access to the following:

Course Materials

- **Course syllabus** – The course syllabus lists the course materials in order and displays any applicable dates – such as due dates or availability dates
- **Test and configure my system** – Here you can test your current system to make sure it will run and display course materials.

☞ **Note:** *Always test a new system before working in the course. Also, be sure to remind students to test their systems, especially at the beginning of the semester.*

- **Edit Course Settings** – Allows you to make changes to your course structure, including schedules and assessments.
- **Edit Course Schedule** – A direct link to the detailed course schedule.
- **Add Additional Content** – Once a course is built, you will not be able to remove content. You can add additional content or rearrange existing content.

Gradebook

- **View Gradebook** – A link to your main gradebook. Here you can follow a student's progress by accessing student work and looking at the course pages they have visited. For more information, see the section *Gradebook*.
- **View Unscored Activities** – If there are unscored assessments that require your action, an alert and link will appear.
- **View Feedback Reports** – Feedback reports give an aggregate look at student survey responses. The gradebook will allow you to view an individual's feedback report.

Announcements

You and your TAs can post, edit, and delete class announcements from this page. Announcements will appear in the upper right hand on class member's homepage.