

Quick Start Guide - OLI Course Builder

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Introduction

This document will orient you to the essentials of the OLI environment and course creation process as quickly as possible. If you have questions as you go through this process, or run into technical difficulties, please e-mail oli-help@lists.andrew.cmu.edu. We will be glad to assist you.

General Information

Welcome to the Open Learning Initiative (OLI). Thank you for selecting OLI materials to incorporate into your teaching. We trust you will have a positive experience conducting a course using the OLI environment.

OLI is a collaborative group. We have many ways that you can participate, from using our materials and making suggestions for improvement to collaboration in usage studies. If you would like to become more involved, please e-mail us at oli-participate@andrew.cmu.edu.

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 ungraded assignments

Quick access to the gradebook and feedback reports

Link to Course Builder

Unscored Assignments

If your course contains assessments that require you to grade the student's work in whole or in part, an alert will appear on your homepage anytime there is an assignment that is ready for you to grade. It will also display the number of assessments waiting for you. Clicking this link will bring you to the list of 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

Direct links to both your main gradebook and any available feedback reports. These links are also available on the *Manage Course* page.

Create a New Course

A direct link to the Course Builder application. You can use Course Builder to create a new course. You can also use it to edit, copy, or delete an existing course.

☞ Note: You can only delete a course if there are no students registered. Once a student registers for a course, the system will not allow you to delete the course and possibly interrupt the student's work.

Course Builder

Course Builder is the application within the OLI Delivery Environment used to create and edit academic course sections. This document describes the tools and options that are available when creating courses.

Accessing Course Builder

The **Course Builder** can only be accessed by instructors. If you do not have an instructor's account on the OLI server, please e-mail oli-help@lists.andrew.cmu.edu for information.

Course Builder is accessed by clicking the "*Create a new course*" link on an instructor's home page. This link is located at the bottom of the *My Courses* section.

<p>● My Courses What's this?</p>
<p>To create a course for your students, click 'Create a new course' below!</p>
<p>Register for a course: <input type="text" value="Enter admit code."/> <input type="button" value="GO"/></p>
<p>Create a new course</p>
<p>● My Account</p>
<p>Update my account profile</p> <p>You have opted out from research studies.</p>

Course Builder Options

When you launch **Course Builder**, you will be asked to select one of four options. You can either create a new course, or if you have already created courses, you can copy a course, edit a course, or delete a course.

Creating a New Course

Select **Create a new course** when doing one of the following:

- Creating a new course for the first time
- Creating a new course section in a new semester

☞ **Note:** Do NOT use "Create a new course from an existing one" across semesters. This literally copies the old course. Updates, new content or bug fixes implemented since your old course was created will NOT be included in the copied course.

There are two modes of operation for creating a new course: *Simple Mode* and *Advanced Mode*.

Simple Mode condenses the process, giving you a default structure and schedule (or no schedule) and require you to make only a few decisions. *Advanced Mode* provides opportunities to customize content, schedules, and the look and feel of your course.

We will only describe the *Simple Mode* here. To learn more about *Advanced Mode*, please see "*OLI Course Builder v5.2*"

Create a New Course: Simple Mode

Simple Mode is designed for instructors who are either new to OLI, or wish to rely on the defaults selected by the system. It collects only information from the instructor that cannot be predetermined and removes as many steps as possible.

Mode Selection – Click the "*Simple Mode*" radio button and then "*Next*".

Starting Course Builder

Before you begin, select Simple or Advanced mode. In simple mode, the course builder will make default settings for as many choices as possible, such as scheduling and ordering of material. It is designed to get your course built as quickly and simply as possible.

Simple Mode

- Choose content
- Setup basic assignment information
- Automatic Scheduling
- General information

Advanced Mode

- As above, plus...
- Arrange content
- Use content from multiple content areas
- Advanced scheduling options
- Theme selection

Selecting a Curriculum

Select the subject area that you need from the "*Select Content Area*" pull-down menu.

Each area of content will then present a list of curriculums available in that subject. Many content areas will have only one curriculum available.

Select A Curriculum

Select Content Area

<u>Introductory Chemistry</u>	
<input type="radio"/> Review of Stoichiometry	Stoichiometry content
<input type="radio"/> Virtual Lab Problems	Virtual Lab Problems

Note: The title of the content area in the table (i.e. "Introductory Chemistry") can be clicked to view a description of the entire content area. Curriculum descriptions are shown on the page (i.e. "Stoichiometry content").

Schedule Course

The start and end dates are only for system use. Student access is not restricted by these dates. The time zone allows the system to display dates and times to users for the location in which the course is being taught.

Schedule Course

Approximately when will your course run? This information is used for scheduling purposes only, and will not affect the availability of your course.

Start Date	<input type="text" value="01/07/2009"/>	(MM/DD/YYYY) [calendar]
End Date	<input type="text" value="05/25/2009"/>	(MM/DD/YYYY) [calendar]
Time Zone	<input type="text" value="Eastern Standard Time (America/New_York)"/>	All dates displayed within the course (including assignment due dates) will be relative to the time zone you choose.

- Enter the start and end dates for the course
- Select the appropriate time zone. If the time zone you require is not present, select "Other..." After your course is built, that time zone will be added to the initial list for future use.
- Click "Next"

General Information

The **General Information** screen is the place for you to:

- **Name your course** – Give your course a name that makes sense to both you and your students.
- **Create an Admit Code** – Choose a unique admit code (each section must have a unique code). Students need this admit code to register for the correct section so be sure to **give your students the admit code when instructing them to register**. The code is not case sensitive, must be 4 to 12 characters in length, and may contain letters, numbers, and/or hyphens. For example, "99-101A".
- **Set A Password** – You may set a password for course access as well as an admit code. **This is strictly optional**. If you choose to have one, enter and confirm your course password. Passwords are case sensitive, must be 4-12 characters in length and contain only letters and numbers. Be sure to keep the password secret and only distribute to students enrolled in your course.
- **Set Your Admission Process** – Decide if students are admitted to the course as soon as they register or if you would rather approve each registration before hand.

General Information

Title	<input type="text" value="Intro to Chemistry 99-101A"/>	
Institution Name	<input type="text" value="XYZ University"/>	
Admit Code	<input type="text" value="99-101A"/>	Students will need to know this code in order to register for your course. The admit code must be 4 to 12 characters in length. It may contain letters, numbers, and/or hyphens. For example, "99-101A". Admit codes are not case sensitive.
Course Password	<input type="text"/>	If you specify a password, students will be required to enter both the admit code and the password when registering for your course. Passwords must be 4 to 12 characters in length. They may contain only letters and numbers. Course passwords are case sensitive.
Confirm course password	<input type="text"/>	
Auto Admit Students	<input checked="" type="checkbox" value="Yes"/>	If yes, students who register will be able to access the course immediately. If no, an instructor must approve each student's access to the course.

Confirm Course

The next page is a confirmation page. Review all of the settings for your course. If something is incorrect, use the links on the left hand side to go back to the appropriate step and make corrections. When you finish your review, click *"Finish"*.

Congratulations! The next page confirms your course was created and provides you a link to your Manage Course page.

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

<ul style="list-style-type: none">● Student Grades & Reports View gradebook View unscored activities (0) View assignment reports	Instructors Renee Fisher	Duration 01/08/09 - 05/25/09
<ul style="list-style-type: none">● Course Materials View syllabus Test and configure my system	TAs Add...	Course Admit Code 99-101ab
Edit course settings Schedule course materials Add additional content	Students 0 pending 0 enrolled Roster...	Institution XYZ University
<ul style="list-style-type: none">● Announcements There are currently no announcements. Post announcement...		

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

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

- **TAs** - You can add 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 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.