

Faculty Directions: Beginning of the Semester Tasks in Educator

New course shells are created by Technology Services when registration starts for each semester. The Course ID's consist of the course number, the section number and the semester (for example, CIT 200 01 2008FA). Cross-listed courses are created using the prefix of the master course.

Once the course shells are created, they will appear on your **My Courses** screen, the first screen that appears when you log in. If you do not find your new course listed, contact Technology Services at 382-6326.

As students register for your class, they will be added to your Educator course. Registration uploads to Educator are done on a weekly basis until shortly before the semester starts when they are done daily.

Uploading your syllabus

The syllabi for all Alverno courses must be uploaded to Educator. You can either upload your syllabus yourself, or you can request that your Division Secretary have it uploaded by Professional Support Services. For directions, see **Faculty Directions: Uploading a Course Syllabus**.

Copying from One Course to Another

You may want to copy materials from one of your previous semester's courses into a new course shell. You can copy an entire course to a new course shell, or you can copy individual parts of a course.

If you need to use materials from another instructor's course, that instructor will need to send a request to Technology Services (techservices@alverno.edu) asking that the course be copied to your account. Then follow the steps below to copy that course to the appropriate empty course shell.

Copying an Entire Course to a New Course Shell

This method will copy the entire course content except the students' records and materials into an empty course shell.

1. Log into Educator and enter the course from the previous semester that you want to copy
2. Click **Course Manager**. Your current course profiles will appear. Click the **Copy/clone/download course** link

Course Name	Advanced We
Course ID:	CS 372 01 200
Level:	Instructor
Students Enrolled:	20
You are currently in this course. Copy / clone / download course	

Click **Copy / clone / download course** to copy this course

- You will see something similar to the picture below. Select **Copy Content from this course to an existing course shell** and click **Submit**.

Please choose one of the following options:

- Download content from this course to desktop
- Copy content from this course to an existing course shell (This will overwrite the content in the existing course shell!)

Submit Clear

Click **Copy Content from this course to an existing course shell**

- On the next screen, select a time for the copying to occur, and select the course shell to copy to. Then click **Submit**. Courses cannot be modified when the copying occurs, so pick a time when there will be little or no course activity.

Copy Course Content to Another Course

SCHEDULE COPY JOB

Since this operation may take more than 5 minutes to run, it is run as a scheduled job.

This job will take anywhere from a few minutes to an hour to complete depending on how large the course you are copying is

It is currently 2:39 p.m. in this course

This job should run the next time the clock strikes (in this course):

- 12 a.m.
- 1 a.m.
- 2 a.m.
- 3 a.m.
- 4 a.m.
- 5 a.m.
- 6 a.m.
- 7 a.m.
- 8 a.m.
- 9 a.m.
- 10 a.m.
- 11 a.m.
- 12 p.m.
- 1 p.m.
- 2 p.m.
- 3 p.m.
- 4 p.m.
- 5 p.m.
- 6 p.m.
- 7 p.m.
- 8 p.m.
- 9 p.m.
- 10 p.m.
- 11 p.m.

Select the target course:

Course Name Web Tech&Tools in Ed/Inst Des

Select a time for the copy to run

Select the empty course shell

- The next screen will show you that your job is scheduled to run. You can log out of Educator at this point. (Or if you want to copy the course to another empty course shell, choose **Copy Content from this course to an existing course shell** again and click Submit to schedule a second job.)

Students

Technical Support

Course Manager

Course Management

Courses

Forcing

Spreadsheets

Customize

Logoff

It is now 8:58 a.m. in this course

Job	Will Run Around	Option
Copy Advanced Web Design (CS 372 01 2003SP) to an existing course shell Test (test101ehley)	2:00 p.m.	Remove job

Please choose one of the following options:

- Download content from this course to desktop
- Copy content from this course to an existing course shell

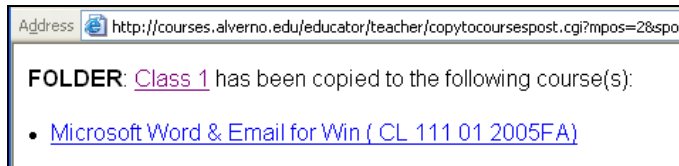
When the screen lists your job, you can Logoff.

Copying parts of a course to a new course

You can copy individual parts of a course to a new course shell.

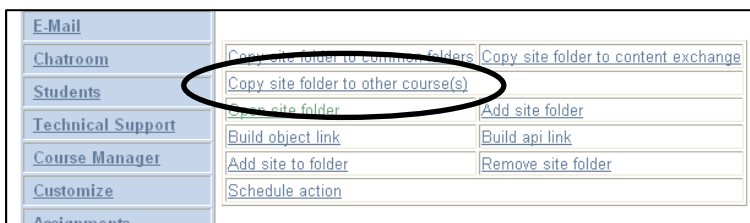
To copy a folder or file to a different course:

1. Click **Course Materials**
2. Click the name of the appropriate folder.
3. Click the **Copy Folder to Other Courses** link (If you want to copy an individual file, click on the file name first and then choose **Copy File to Other Courses**.)
4. Select the appropriate course(s) and click **Submit**
5. The next screen will confirm that the folder has been copied. Click on the folder name to return to the original course, or click on the course to move to the new course.



To copy External links or a Quiz to a different course:

1. Click **External Links** or **Quizzes**
2. Click the **Modify** link for the folder or quiz you want to copy
3. Click **Copy site folder to other course(s)** or **Copy exam to other course(s)**

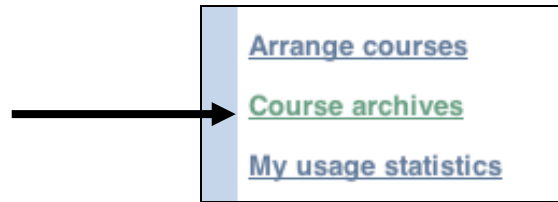


4. Select the appropriate course(s) and click **Submit**
5. The next screen will confirm that the site folder or quiz has been copied. Click on the folder or quiz name to return to the original course or click on the course to move to the new course

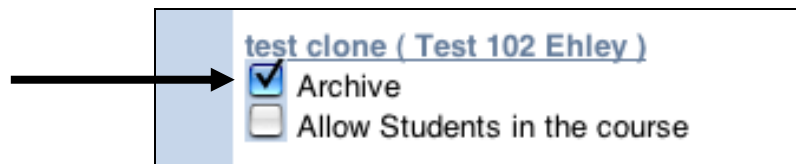
Archiving a Course

After you have copied materials from an old course to a new course, please archive the old course. This means it will not appear on your main list of courses when you log in or click on Course Manager. This will not remove any of the records or content of the course. To archive a course:

1. Click on **Course Manager**
2. Scroll down to the bottom of the screen and click on **Course Archives**.



3. Locate the course you wish to archive. Click on the check box to Archive.



NOTE: After the deadline for finishing Incompletes each semester, Technology Services removes student access to all courses for the previous semester. This means the **Allow Students in the course** checkbox will be empty. If you want students to still be able to use the course, **Allow Students in the course** should be checked. It is the instructor's responsibility to enable and disable student's access to the course if it is needed after the deadline for finishing Incompletes.

4. Scroll down to the bottom of the screen and click Submit. Your course will be archived and removed from your Course Manager list.