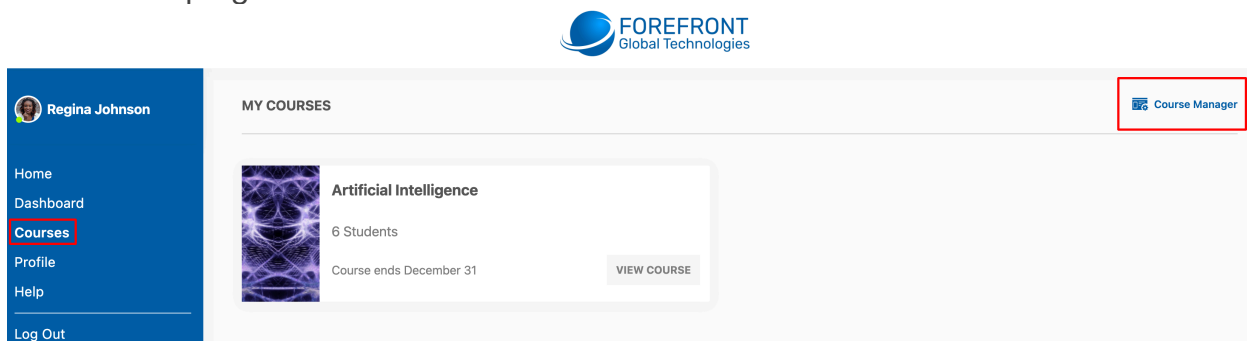# Course Manager

The Course Manager allows you to create and edit learning experiences on-demand! This documentation will give you an overview of how to use the Course Manager feature.

Accessing the Course Manager

You can access the 'Course Manager' in two different ways:

- From your 'Courses' page on the portal, you'll see this icon that you can click in the top right corner
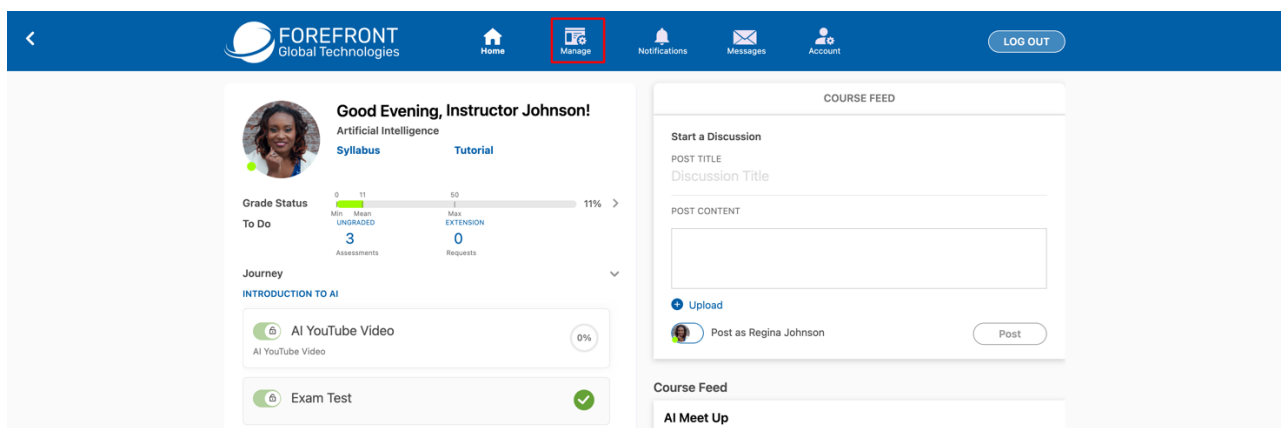
- From within a course, you'll see the 'Manage' icon in your top nav bar that you can click to access the 'Course Manager'.

Creating a New Course

Once you navigate to your 'Course Manager', you'll see this dashboard:

Course Manager

ACTIVE & PUBLISHED PROJECTS

ACTIVE

Artificial Intelligence (AI)   >

Semester I 2022 – Section 1

Launched   Last edited 01/24/22

DRAFT PROJECTS
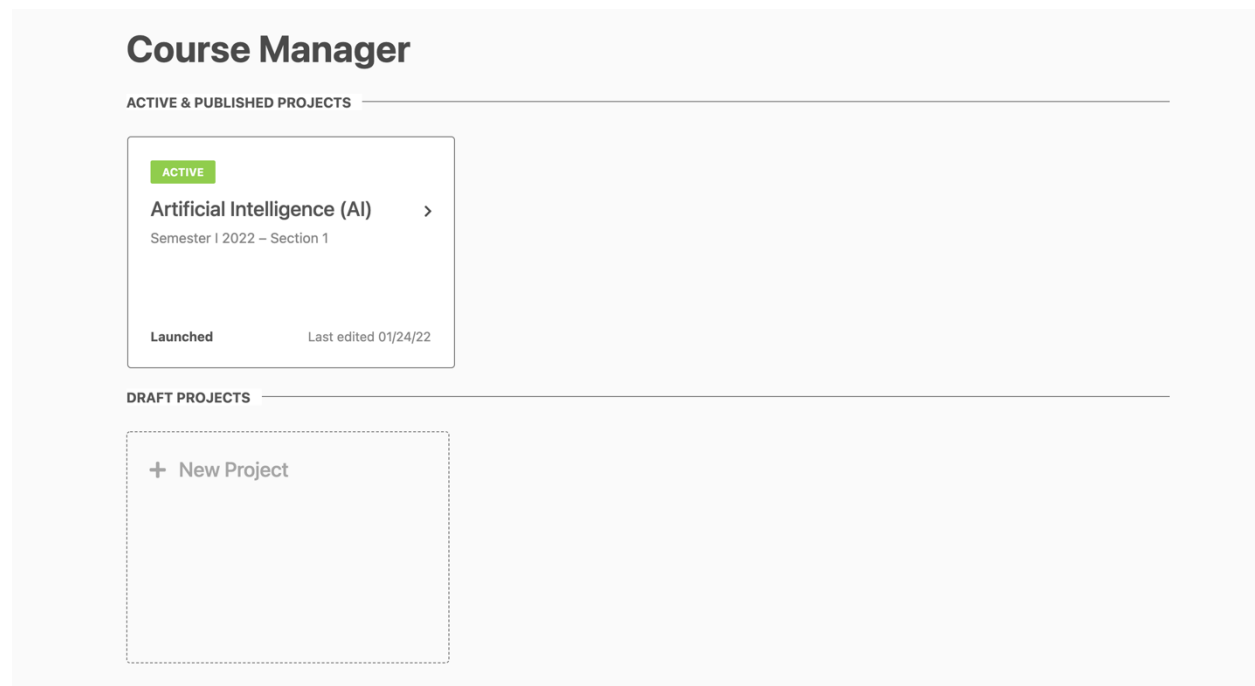
+ New Project

You'll see your active courses on top, and your draft courses on the bottom.

- To create a new course, click on 'New Project'
- You'll be prompted to fill out some key information for the course you'd like to create.
  - Under the 'I want to Onboard…" drop-down, select 'Learning Experience'

Hi, Nancy Matheson! What do you want to onboard today?

Don't worry if you don't have all the information and content just yet!
Enter everything you know now, and we'll nudge you when we need to know more.

I want to onboard...

	⌄

A Learning Experience

A Resource

- One you select the course type; additional fields will appear for you to complete as follows:
    - **Course Image**: Please refer to the CMU Online Team for your approved Course Image
    - **Name:** Enter the full name of your course
    - **Semester**: Select "CMU Online" (This field will not be visible to the learners)
    - **Course Code:** Enter "CMU Online" (This field will not be visible to the learners)
    - **Start Date:** Estimate on when you told your dean this course would be ready to launch – this can be changed later if the start date has not passed
    - **End Date:** Make the end date exactly one year after the start date

Great! We just need to know a few more things before you get started building your course...

You can always come back and change this in the **General Information** section.

.jpg, .jpeg, .png   + Add Course Image

What is the name of this course? *

Semester *

	⌄

Course Code *

When do you want this course to start? *

Date 📅

When do you want this course to end? *

Date 📅

Save & Get Started!

After you've completed all the required fields, click the 'Save & Get Started!' button!

- Your course will now be moved to drafted projects.
  - You can then click on the drafted course to begin creating the course materials

Course Manager Dashboard

Once you click on the course you want to manage, you'll see this dashboard:

IMPORTANT: In the top right corner of the Course Manager Dashboard below the 'Publish' button, you will see a small drop-down with the options for Standard and Participation.

This determines the grading type that your course will be using. CMU Faculty must select the according option as follows:

- For Certificate Learning Experiences, select 'Standard'
- For Participation Learning Experiences, select 'Participation'

General Information

The 'General Information' tab stores all the information that you added in when you initially created the course. You can come to this tab to edit the basic information about the course, such as the course name and number, images, dates, etc.

Syllabus

In 'Syllabus', CMU Faculty will attach their course syllabus as a .pdf file. Click on the 'Attach Document' button, then click Save once your document has been added.

Course Syllabus

.pdf, .pptx, .ppt   + Attach Document

We're excited to help you build this course! Please enter your syllabus information when you have it. Alternatively, you can upload a PDF of an existing syllabus.

Course Organization

The 'Course Organization' tab is where you segment your learning experience into separate units. Select the 'Units' option from the drop-down on the right.

- When you select 'Units' as your section type, you must also enter the number of units you would like to segment your course into. Enter the number of units in the field on the right.
- Once you have selected the number of units for your course, the units will populate below. Here, you can enter a name for each unit by clicking on the pencil icon to the right of that unit number.

Course Organization

How do you want to organize this course? Most often, courses are sectioned by weeks, but you can organize your sections whichever way makes the most sense for you!

Section this course into...

6		Units ⌄

Course Organization Preview

UNIT 1

Introduction to AI ✎

UNIT 2

Unit 2 ✎

UNIT 3

Unit 3 ✎

Course Content

In 'Course Content', you will build out the content and lesson materials for your course! This page utilizes the drag-and-drop feature.

- Click 'Upload Content' to attach your content information. You will be asked for the content title and type, as well as the start date, time, and description of the content.
  - o CMU Faculty is recommended only to use the following content types:
    - ▪ Text Lecture
  - o See the separate document 'Creating Content' for additional details
- Once files are attached, you can complete by clicking on the 'Save Content' button.
- Your content will appear in the 'Unassigned Content' column on the left. From there, you can drag and drop the content tiles to the corresponding course unit.

Course Content

UNASSIGNED CONTENT

Upload Content >

Uploaded Course Content will appear here.

CONTENT

Reorder the content and assignments in this course using the drag and drop feature below.
Any change to the order of published items is live and will be immediately visible to learners in this course.

UNIT 1

What is the Web?
.PDF

>

UNIT 2

Importance of Data
.PDF

>

Assessments

In 'Assessments', you can build out the assessments for your course, such as homework and engagement activities. This section functions in the same way the 'Course Content' page does with the drag-and-drop feature.

- Click 'Create Assessment'
- Select one of the following two assessment types:
    o Assignment
    o Engagement
- If you select 'Assignment', you will create the assignment by uploading a pre-configured, customizable CSV template that inputs the assessment questions into a virtual assessment that the learner interacts with directly in the platform.
    o See the separate document for "Creating Assessments" for additional details.
- Complete the required fields including assessment title, start and end dates, etc.

ASSESSMENTS

Drag & drop to assign assessments to a specific week from unassigned assessments or to reorder assessments in between weeks.

WEEK 1

AI Homework 1 〉

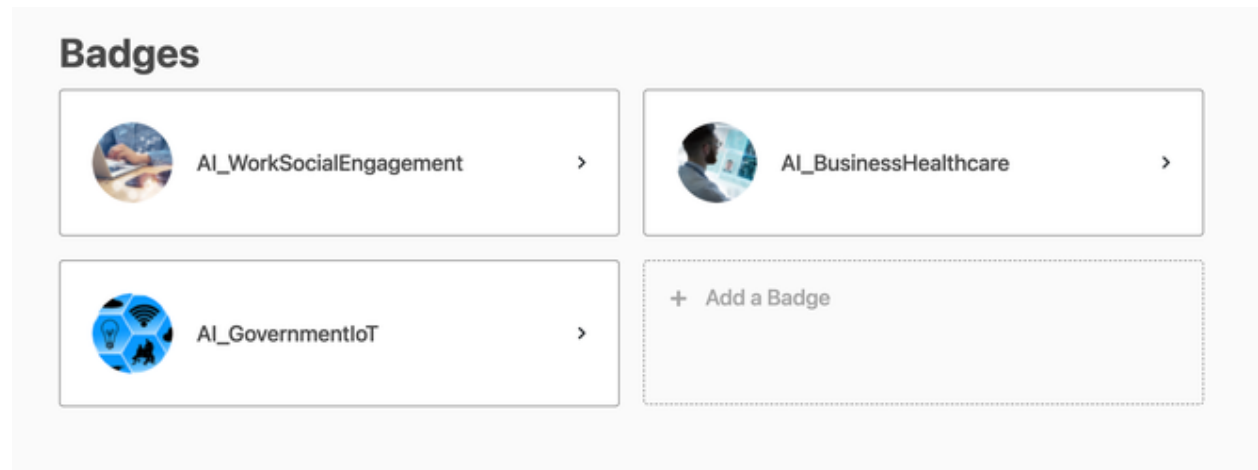Whiteboard 〉

Engagement 1 〉

SWOT Analysis Whiteboard 〉

Lab 1 〉

WEEK 2

Badges

Badges are used to award learners for completing certain units (or all units) in the course. CMU Faculty will not be using the Badges feature at this time.

Users

The Users feature allows you to see all users who are enrolled in this specific course.

- The 'Manager Enrolled Users' tab shows the current users enrolled in this course.
- The 'Enroll New Users' tab will show you a list of all users registered to the entire platform who are not enrolled in this course. Here, you can select existing users that you'd like to enroll in the course by clicking on the + sign next to their name. Once you have selected the additional user(s) you'd like to enroll in the course, click 'Confirm' to save your changes.

Once you're done editing your course, you can publish your changes from any of the Course Manager tabs or the Course Manager Dashboard, and your course will be updated for your learners!

Artificial Intelligence

Preview changes   Publish

Hi, Nancy Matheson! What do you want to onboard today?

Standard ⌄

Don't worry if you don't have all the information and content just yet!
Enter everything you know now, and we'll nudge you when we need to know more.

I want to onboard...

Instructor-led Course ✏

✓
General Information
Course name, Code, Image, Start date, End date

✓
Syllabus
Course Syllabus, Description, Document Attachment

Course Organization
Units or Weeks

✓
Course Content
Content & Lectures

✓
Assessments
Homework, Practice tests, Quizzes, Exams

Badges
Badge Title, Image, Association

Please reach out to success@amesite.net with any questions!