

COURSELINK BASICS: COURSE MANAGEMENT

Exploring the Announcements, Classlist, and Content Tools

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LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.

AGENDA

Basics, features & limitations, as well as common uses of:

- Announcements
- Classlist
- Content

Demos of each tool, including

- Where to find them
- How to use them
- Tips and tricks along the way

Wrap Up

- Where to find support
- Question & Answer Period

COURSE MANAGEMENT TOOLS

Announcements, Classlist, and Content

WHY DOES THE COURSE MANAGEMENT SESSION FOCUS ON THESE 3 TOOLS?

Of all the tools in CourseLink, these 3 tools:

- Are foundational tools that are used by *MOST* instructors
- **Manage** different aspects of your course:
 - Mass communication (Announcements)
 - Personalized or mass communication (Classlist)
 - Access to resources for students (Content)

ANNOUNCEMENTS

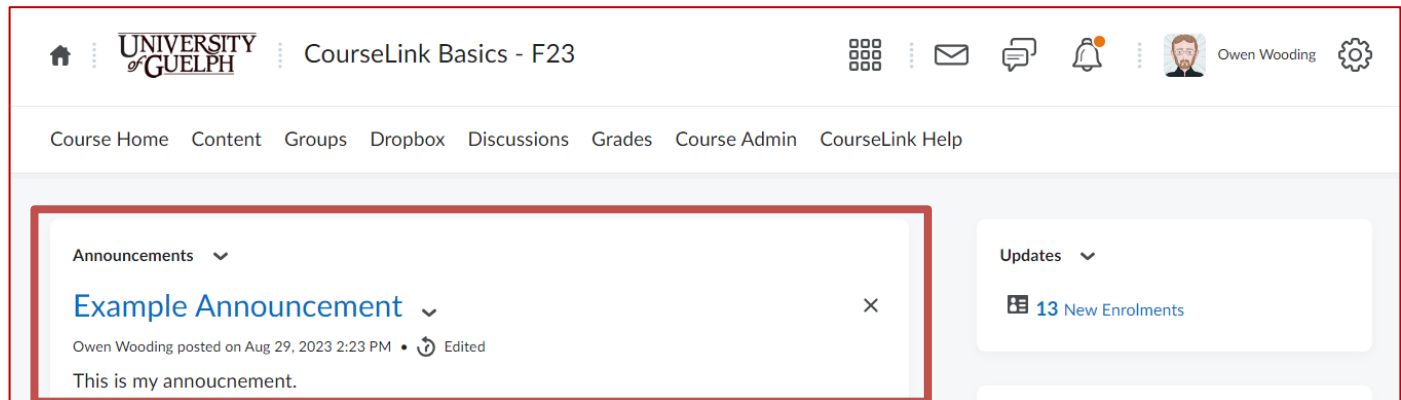
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ANNOUNCEMENTS: BASICS

- The Announcements tool, is one of the few tools that operates primarily as a “widget” (a version of the tool that lives on the course homepage)
- Announcements are “posted” to the widget and greet students when they visit your course site



The screenshot displays a course homepage interface. At the top, the University of Guelph logo is on the left, followed by the course title "CourseLink Basics - F23". On the right, there are navigation icons for a grid, email, chat, notifications, and a user profile for "Owen Wooding" with a settings gear. Below this is a horizontal menu with links: "Course Home", "Content", "Groups", "Dropbox", "Discussions", "Grades", "Course Admin", and "CourseLink Help". The main content area features two widgets. The "Announcements" widget is highlighted with a red border and contains an announcement titled "Example Announcement" by Owen Wooding, posted on Aug 29, 2023 at 2:23 PM, with the text "This is my announcement." and an "Edited" indicator. The "Updates" widget shows "13 New Enrolments".

ANNOUNCEMENTS:

FEATURES AND LIMITATIONS

- One-way communication (Instructor/TA > Students)
- Can contain text, images, video, hyperlinks, file attachments, etc.
- Can be posted immediately or scheduled for release
- The 5 most recent announcements will display by default
- Can be “dismissed” by students when they have read them (no longer appear for them, but are not deleted)
- Students can elect to enable notifications for announcements, which will send them emails or text messages when a new announcement is posted

ANNOUNCEMENTS: COMMON USES

- Instructor introductions (Welcome to CODE*1000)
- Assignment reminders (Assignment 1 is due next week)
- Clarification (May students missed question 3 on quiz 1)
- Connecting your course content to current events
- Encouraging students
- And many more...

Note: Just be careful not to overuse announcements to the point that students decide to turn off notifications for your course or tune them out! (2-3 a week is plenty)

DEMO: ANNOUNCEMENTS TOOL

- Locate the Announcements widget & tool
- Create a new announcement
- Edit an existing announcement
- Explore various content options for announcements
- How to pin announcements (new feature!)

CLASSLIST

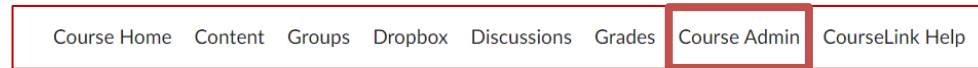
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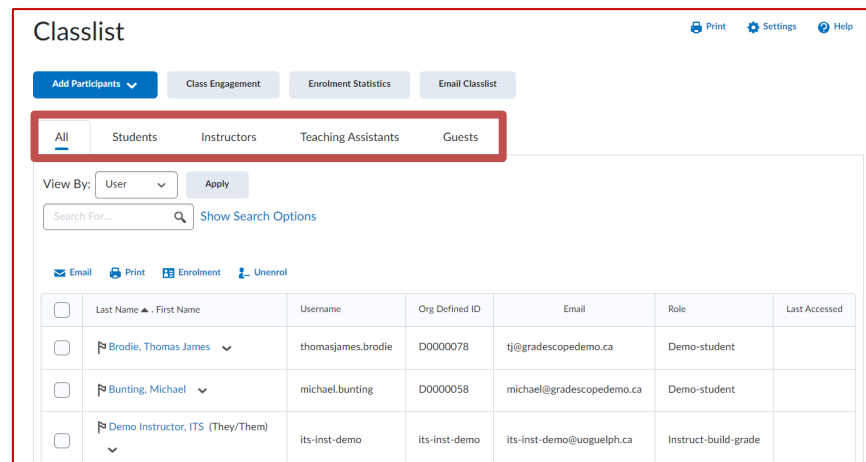
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CLASSLIST: BASICS

- The Classlist tool does not appear on the course navigation bar, but can be accessed by instructors or TAs via the Course Admin link



- The Classlist displays all the students, teaching assistants, instructors, as well as any guest accounts with access to the course site



The screenshot shows the 'Classlist' interface. At the top right are links for Print, Settings, and Help. Below that are buttons for 'Add Participants', 'Class Engagement', 'Enrolment Statistics', and 'Email Classlist'. A navigation bar contains tabs for 'All', 'Students', 'Instructors', 'Teaching Assistants', and 'Guests', with 'All' selected. Below the tabs is a 'View By:' dropdown set to 'User' and an 'Apply' button. A search bar is labeled 'Search For...' with a magnifying glass icon and a 'Show Search Options' link. At the bottom are icons for Email, Print, Enrolment, and Unenrol. The main content is a table with the following columns: checkbox, Last Name, First Name, Username, Org Defined ID, Email, Role, and Last Accessed.

<input type="checkbox"/>	Last Name	First Name	Username	Org Defined ID	Email	Role	Last Accessed
<input type="checkbox"/>	Brodie	Thomas James	thomasjames.brodie	D0000078	tj@gradescopedemo.ca	Demo-student	
<input type="checkbox"/>	Bunting	Michael	michael.bunting	D0000058	michael@gradescopedemo.ca	Demo-student	
<input type="checkbox"/>	Demo Instructor	ITS (They/Them)	its-inst-demo	its-inst-demo	its-inst-demo@uoguelph.ca	Instruct-build-grade	

CLASSLIST:

FEATURES AND LIMITATIONS

- Provides access to information such as email addresses, student id numbers, usernames, and last access dates
- Displays pronouns (if set by the user)
- Can be used to send emails to individuals, groups, sections, or the entire class
- Provides information on how many students are enrolled and who has withdrawn (and when they withdrew)
- Allows instructors to add additional accounts with instructor, teaching assistant, or guest-level access
- Instructors cannot add students via the Classlist

CLASSLIST: COMMON USES

- Communication
 - Emailing the entire class, specific individuals, or groups/sections.
- Checking the number of students enrolled
 - Sometimes helpful when dividing students into groups
- Seeing who has withdrawn
 - Helpful when you are unable to locate a specific student
- Adding TAs
 - Unlike students, TAs are not added automatically and require manual enrollment
- Checking on a specific student's progress in the course site
 - Access dates, participation, submissions, grades, etc.
 - Can be beneficial before meeting with a student

DEMO: CLASSLIST TOOL

- Use Course Admin to locate & access the Classlist tool
- Use the Classlist to email the class, individuals, etc.
- Access and use the Enrolment Statistics feature
- Grant a TA access to a course site
- Check a specific student's course progress

CONTENT

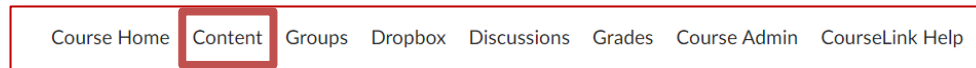
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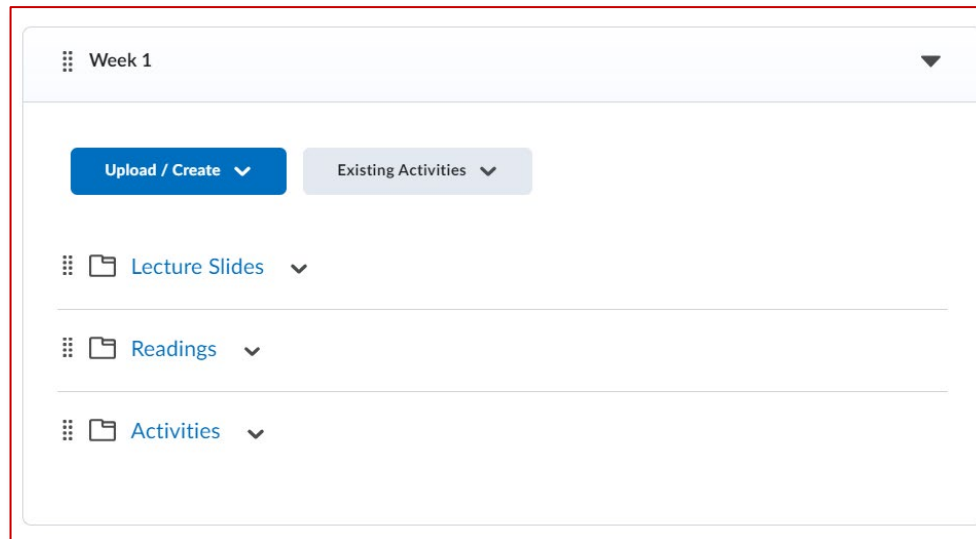
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CONTENT: BASICS

- Content is one of the default links on the course navigation bar



- Content allows you to organize the resources your students may need to reference throughout the semester



CONTENT:

FEATURES AND LIMITATIONS

- Used by instructors and TAs (build-level) to provide access to course related materials to students
- Modules (folders) and Sub-modules (subfolders) are used to organize content for students to navigate
- Can link to uploaded files, external websites, activities in other CourseLink tools, integrations with external tools, etc.
- New items can be created as webpages directly in a module or sub-module
- Modules and items can be reorganized by the instructor via drag and drop
- Modules and items can be restricted via dates, release conditions, or simply hidden from student view
- Content cannot be modified by the instructor in DE courses offered through OpenEd

CONTENT:

COMMON USES

- Posting the course outline for students to view
- Posting lecture slides (PowerPoint or PDF) for review
- Linking to course readings (direct uploads or via an [Ares link from the library](#))
- Linking to course activities such as submitting assignments to a Dropbox Folder, posting to a Discussion Topic, attempting a Quiz, etc.
- Integrating your CourseLink site with other educational technologies such as Gradescope, Zoom, Video Assignments, etc.
- Creating custom content pages for your course site

DEMO: CONTENT TOOL

- Access Content and create modules & sub-modules
- Populate modules with items:
 - Files from your computer (Upload Files)
 - Links to external websites (Create a Link)
 - Create webpages (Create Files)
- Link to existing activities:
 - Dropbox folders, Discussion topics, Quizzes
 - Integrations (Zoom, Gradescope, etc.)
- Hide content modules or items
- Set start dates for content access
- Reorganize Content

SUPPORT AND RESOURCES

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SUPPORT & RESOURCES

OpenEd Documentation & Support Site:

- Announcements Tool
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/announcements>
- Classlist Tool
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/classlist>
- Content Tool
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/content>

CourseLink Support

- Email: courselink@uoguelph.ca
- Phone: x.56939

Instructional Technology Specialist (ITS) Team

- Request a consultation: <https://bit.ly/UG-ITS-Consult>
- Email: insttech@uoguelph.ca

RELATED PROGRAMMING:

CourseLink Basics Series

- Sep. 13 – Assessments (Dropbox and Quizzes)
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#Assessments>
- Sep. 20 – Collaboration (Discussions and Groups)
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#Collaboration>
- Sep. 26 – Grading (Rubrics, Grades, Final Grades)
<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#Grading>

Online Drop-In Support for Teaching and Learning Technology

<https://opened.uoguelph.ca/instructor-resources/fall-2023-programming#TLTTechnology>

- 2–3:30 pm on Sep. 27, Oct. 25, & Nov. 29 (last Wednesday each month) – No registration required!