



Managing myCourses Sites

Introduction

This guide will walk you through the process of creating, combining, and copying myCourses sites.

Please note: You must have signed your contract and be assigned as instructor of record in COIN before you can set up a myCourses site.

Table of Contents

Introduction.....	1
Creating a myCourses Site	2
Combining myCourses Sites.....	3
Copying myCourses Sites.....	5
Conclusion	6

Video versions of these tutorials are located at:

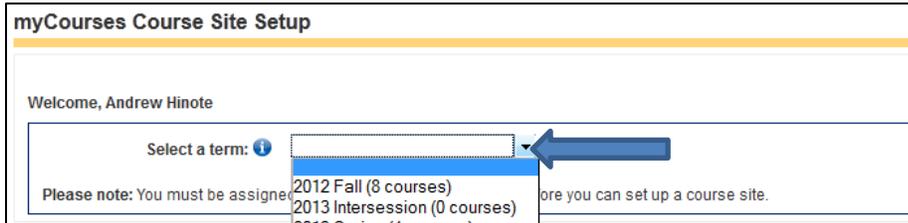
facknowbase.umassd.wikispaces.net/How+to+create+a+course+site

Creating a myCourses Site

Step 1: Visit the myCourses Course Site Setup tool:

<https://webapps.umassd.edu/mycourses/>.

Step 2: Select the semester of the courses you would like to create from the “Select a term” drop-down.



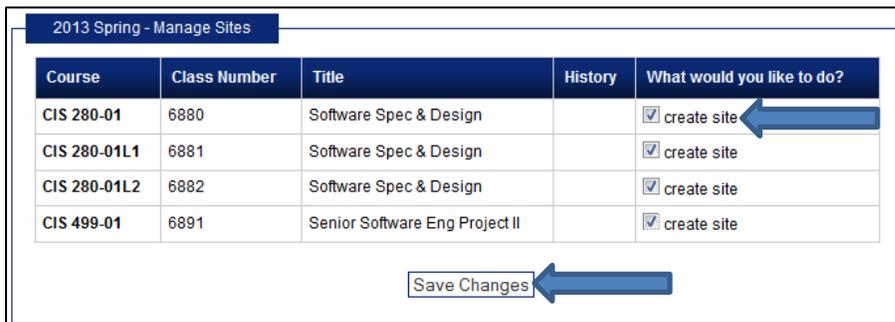
The screenshot shows the 'myCourses Course Site Setup' page. At the top, it says 'Welcome, Andrew Hinote'. Below that is a 'Select a term:' dropdown menu. A blue arrow points to the dropdown arrow. The dropdown menu is open, showing three options: '2012 Fall (8 courses)', '2013 Intersession (0 courses)', and '2013 Spring (4 courses)'. Below the dropdown is a 'Please note:' message: 'You must be assigned to a course in the selected term before you can set up a course site.'

Step 3: From the “What would you like to do?” drop-down list, select “create sites.”



The screenshot shows the 'What would you like to do?' dropdown menu. A blue arrow points to the dropdown arrow. The dropdown menu is open, showing three options: 'create sites', 'combine sites', and 'copy sites'. Below the dropdown is a 'Please note:' message: 'You can only request to create sites for courses that have not been set up in myCourses.'

Step 4: Check off the “create site” checkbox to the right of each course you would like create a site for.



The screenshot shows the '2013 Spring - Manage Sites' page. It contains a table with the following data:

Course	Class Number	Title	History	What would you like to do?
CIS 280-01	6880	Software Spec & Design		<input checked="" type="checkbox"/> create site
CIS 280-01L1	6881	Software Spec & Design		<input checked="" type="checkbox"/> create site
CIS 280-01L2	6882	Software Spec & Design		<input checked="" type="checkbox"/> create site
CIS 499-01	6891	Senior Software Eng Project II		<input checked="" type="checkbox"/> create site

Below the table is a 'Save Changes' button. A blue arrow points to the 'create site' checkbox in the first row, and another blue arrow points to the 'Save Changes' button.

Step 5: Press the “Save Changes” button to finish creating the sites.

myCourses sites will appear in myCourses approximately one hour after clicking “Save Changes.”

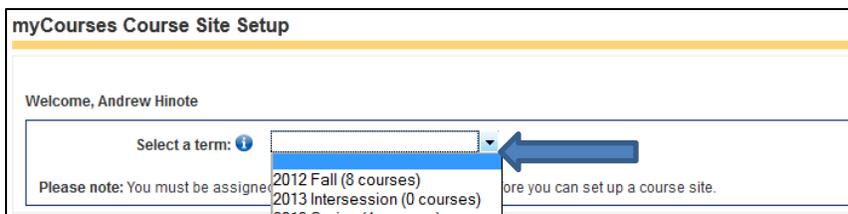
Combining myCourses Sites

AFTER creating myCourses sites, instructors have the option of combining the myCourses sites of identical course sections or courses officially cross-listed in COIN. This process combines the rosters of multiple myCourses sites into a single “Master” site.

Please Note: Only multiple sections of the same course (e.g. ENL 101-01, ENL 101-02) and courses that are officially cross-listed in COIN by a department can be combined. Also, the myCourses sites of fully online courses cannot be combined with face-to-face courses.

Step 1: Visit the myCourses Course Site Setup tool at:
<https://webapps.umassd.edu/mycourses/>.

Step 2: Select the semester of the courses you would like to create from the “Select a term” drop-down.



The screenshot shows the 'myCourses Course Site Setup' interface. At the top, it says 'Welcome, Andrew Hinote'. Below that is a 'Select a term:' dropdown menu. A blue arrow points to the dropdown, which is open and showing options: '2012 Fall (8 courses)', '2013 Intercession (0 courses)', and '2013 Spring (4 courses)'. Below the dropdown is a 'Please note:' message: 'You must be assigned as an instructor for the course you can set up a course site.'

Step 3: From the “What would you like to do?” drop-down list select “combine sites.”



The screenshot shows the 'What would you like to do?' dropdown menu. A blue arrow points to the dropdown, which is open and showing options: 'create sites' and 'combine sites'. Below the dropdown is a 'Please note:' message: 'You can only request a course site to be set up in myCourses.'

Step 4: Select one of the courses to be combined from the “Master Course Section” drop-down list.



The screenshot shows the 'Master Course Section' dropdown menu. A blue arrow points to the dropdown, which is open and showing options: 'CIS 280-01L1: Software Spec & Design (2013 Spring)', 'CIS 280-01L2: Software Spec & Design (2013 Spring)', 'CIS 280-01: Software Spec & Design (2013 Spring)', and 'CIS 499-01: Senior Software Eng Project II (2013 Spring)'. To the right of the dropdown is a 'Combine with Section' dropdown menu and a 'History' column. Below the dropdown is a 'Please note:' message: 'Select two sites to be combined.'

Step 5: Choose the second course you would like to include in the merge from the “Combine with Section” drop-down list.



The screenshot shows the 'Combine with Section' dropdown menu. A blue arrow points to the dropdown, which is open and showing options: 'CIS 280-01L1: Software Spec & Design (2013 Spring)' and 'CIS 280-01L2: Software Spec & Design (2013 Spring)'. To the right of the dropdown is a 'History' column and a 'What would you like to do?' dropdown menu. Below the dropdown is a 'Please note:' message: 'Select two sites to be combined.'

If you only need to combine two myCourses sites, skip to step 8.

If you need to combine more than two myCourses sites, continue to step 6.

Step 6: To include a third course section, select the same course section you choice during step 5 from the second “Master Course Section” drop-down list.

Master Course Section	Combine with Section	History	What would you like to do?
CIS 280-01: Software Spec & Design (2013 Spring) ▼	CIS 280-01L1: Software Spec & Design (2013 Spring) ▼		Select two sites to be combined.
CIS 280-01: Software Spec & Design (2013 Spring) ▼	▼		Select two sites to be combined.

Step 7: Select the third course you would like to include in the merge from the second “Combine with Section” drop-down list.

Master Course Section	Combine with Section	History	What would you like to do?
CIS 280-01: Software Spec & Design (2013 Spring) ▼	CIS 280-01L1: Software Spec & Design (2013 Spring) ▼		Select two sites to be combined.
CIS 280-01: Software Spec & Design (2013 Spring) ▼	CIS 280-01L2: Software Spec & Design (2013 Spring) ▼		Select two sites to be combined.

Repeat steps 6-7 for any additional course sections you would like to include in this combination. Remember that you must always choose the originally selected course section from **step 5** as the “Master Course Section” and select any additional course sections from the second “Combine with Section” drop-down list on each row.

Step 8: Once you have selected all courses you would like combined into one site, press the “Save Changes” button.

The combined “Master Site” will appear in myCourses approximately one hour after clicking “Save Changes.”

2013 Spring - Combine Sites

You can request merging of course sections (i.e. section 01, 02) or cross-listed courses (i.e. PHL 300/WGS 300) into a single course site. All sites to be merged must first be set up in myCourses.

Master Course Section	Combine with Section	History	What would you like to do?
CIS 280-01: Software Spec & Design (2013 Spring) ▼	CIS 280-01L1: Software Spec & Design (2013 Spring) ▼		Select two sites to be combined.
CIS 280-01: Software Spec & Design (2013 Spring) ▼	CIS 280-01L2: Software Spec & Design (2013 Spring) ▼		Select two sites to be combined.
▼	▼		Select two sites to be combined.

The configuration above will combine CIS 280-01, CIS 280-01L1 and CIS 280-01L2.

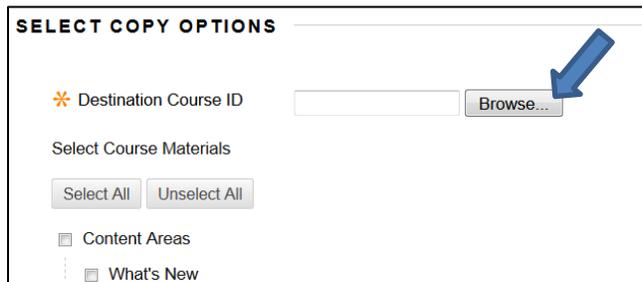
Copying myCourses Sites

After creating new myCourses sites each semester, it is possible to copy the contents of a previous semester's myCourses site into a new one.

Step 1: Click into the myCourses site you would like to copy content FROM.

Step 2: Under the Course Management area of your course menu, click on "Packages and Utilities" and choose the "Course Copy" link that appears below.

Step 3: Click the "Browse" button next to "Destination Course ID."



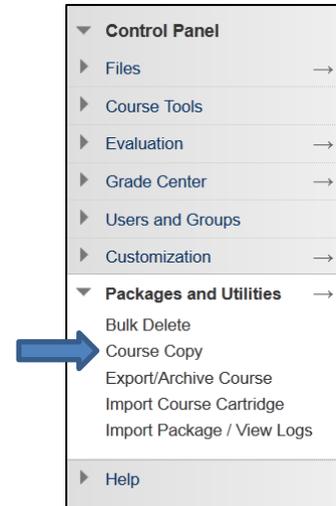
SELECT COPY OPTIONS

✱ Destination Course ID

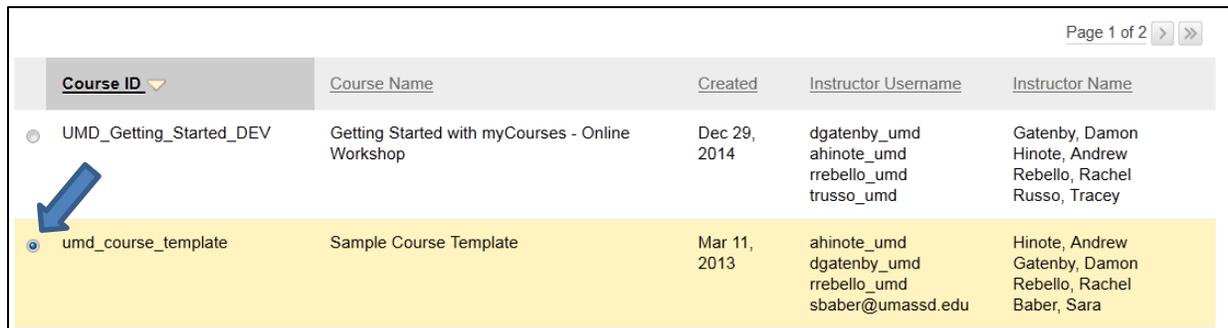
Select Course Materials

Content Areas

What's New



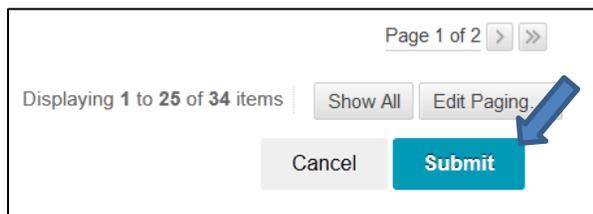
Step 4: Click on the name of the course you would like to copy content into.



Page 1 of 2 > >>

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> UMD_Getting_Started_DEV	Getting Started with myCourses - Online Workshop	Dec 29, 2014	dgatenby_umd ahinote_umd rrebello_umd trusso_umd	Gatenby, Damon Hinote, Andrew Rebello, Rachel Russo, Tracey
<input checked="" type="radio"/> umd_course_template	Sample Course Template	Mar 11, 2013	ahinote_umd dgatenby_umd rrebello_umd sbaber@umassd.edu	Hinote, Andrew Gatenby, Damon Rebello, Rachel Baber, Sara

Step 5: Click "Submit" in the lower-right corner of the course selection window.

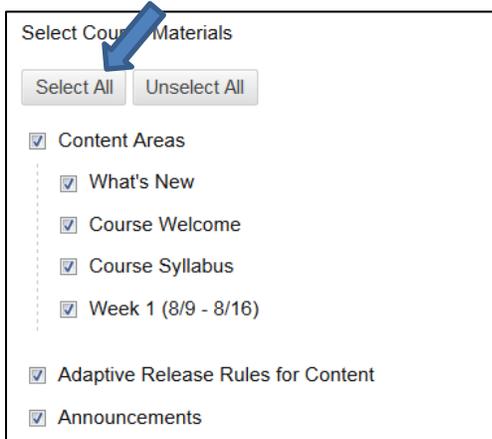


Page 1 of 2 > >>

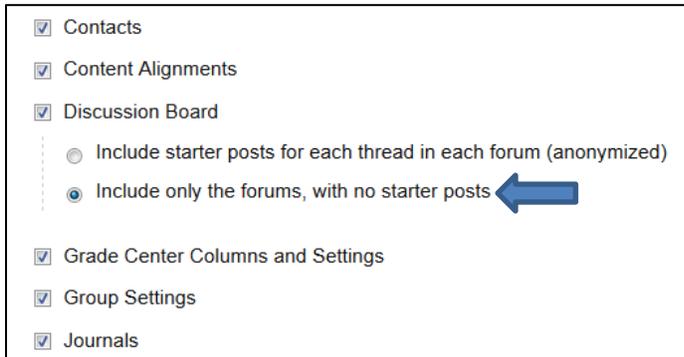
Displaying 1 to 25 of 34 items

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Step 6: Click the "Select All" button under "Select Course Materials."



Step 7: Under the "Discussion Board" check box, select "Include only the forums, with no starter posts."



Step 8: Click the "Submit" button in the lower-right corner of the Copy Course page.



Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at **508-999-8501** or at <http://ithelp.umassd.edu>.