

How to Set Up Your Online Classroom

with
YouGotClass





Table of Contents

Introduction

Enter your online classroom

Step 1. Create Your Course Title

Step 2. Upload a Course Logo or Image

To change the Logo image

Step 3. Upload a Top Image (optional)

To change the Top Image

Step 4. Create Units

Changing Unit Names and Dates

Teaching additional times

Step 5. Posting Readings

To Remove or Delete a Reading

To edit a Reading

Step 6. Create Presentations

Recording Your Audio Presentations

Uploading your Presentation

To change the title of the presentation.

To Edit or change the content of a multimedia presentation

To Delete or Remove a Presentation

Step 7. Create Quizzes

To Delete or Remove a Quiz

To change or edit a Quiz

Step 8. Create Welcome Pages

To add a picture

To change the size of the image

To Remove or Delete a Welcome Page

To edit a Welcome Page

Step 9. Create Discussion Threads

Step 10. Create Course Agenda



Introduction

It's easy and fun to build a course in your online classroom.
You do not need any technical skills.
And you can change the information and material at any time.
So don't worry if you make a "mistake." You can fix it immediately.
Here are ten easy steps in creating your online course.
You can do them in any order, at any time.
While we recommend all the features for a successful online course,
you do not have to use all the features. You're the boss.

Enter your online classroom

When you become a teacher and have an online classroom you are given a password to enter your online classroom.

To enter your online classroom, enter your email address and password in the Login area of YouGotClass and click on the green bar "Login."

Login

Email

Password

Login

[Forget Password?](#)

Welcome to Lern OCP

This is a placeholder for the Lern public site.

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You will now see links in the left hand column of your online classroom.

The top eight links at the top of the left hand column are links for you and your participants to view the features of your online classroom.

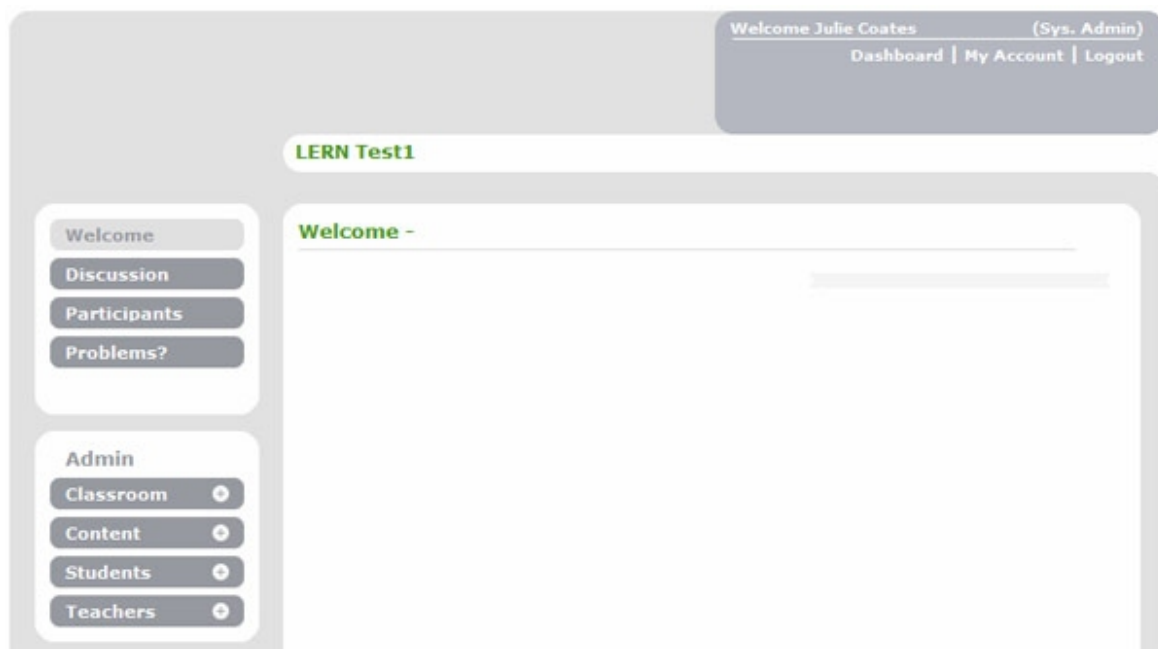
The second set of links beneath the top eight links are for you as Teacher to create your online course.

These links have the heading "Admin."

Underneath "Admin" are the links "Classroom," "Content," "Students" and so on.

These links only appear to you as Teacher. Your participants will not see these links. Only you as Teacher can create and change your online classroom.

Now you are ready to post the content and create your online course in your YouGotClass online classroom.





Step 1.

Create Your Course Title

Your Course Title is the name of your course.

It appears at the top of the web pages in your online classroom.

If you have more than one course, it identifies your courses.

After you have selected a course title, upload it to your online classroom.

To do it:

After entering your online classroom, go to "Classroom Settings" under "Admin" and click on "Name and Logo."

Where you see "Classroom Name" type in your Course Title.

Now click on the green bar "Save Classroom" to save your Course Title.

The screenshot shows the 'Classroom Settings' page in the YouGotClass.org interface. At the top right, a user is logged in as 'Julie Coates (Sys. Admin)' with links for 'Dashboard', 'My Account', and 'Logout'. The main heading is 'Tour of Online Classroom'. On the left sidebar, there are buttons for 'Welcome', 'Agenda', 'Presentations', 'Discussion', 'Readings', 'Self Quizzes', 'Participants', and 'Problems?'. Below these are 'Admin' and 'Content' sections. The 'Admin' section is expanded, showing 'Classroom' with a dropdown arrow, and a list of options: 'Name & Logo' (selected), 'Promotional Page', 'Ratings', and 'Contact LERN'. The 'Classroom Settings' area contains a text input for 'Classroom Name' with the value 'Tour of Online Classroom'. Below this are two upload sections: 'Logo Upload (Recommended Size: 107px X 107px)' and 'Top Image Upload (Recommended Size: 141px X 100px)', each with a 'Browse...' button and a 'Remove' link. Further down are dropdown menus for 'Participants Column 1' and 'Participants Column 2'. A 'Sidebar' section is empty. At the bottom right is a green 'Save Classroom' button with a plus icon. A rich text editor toolbar is visible at the bottom of the settings area.



Step 2.

Upload a Course Logo or Image (optional)

Your Course Logo is an image that appears at the top left of the web page.

It can be any image you choose.

You do not have to upload an image in this position.

If you are with an organization, the organization's logo could go there.

You could also choose a photo that identifies the subject you are teaching.

Or you could post a photo of yourself.

After you have selected an image to go in the logo position, make sure it is on your computer somewhere. Then upload it to your online classroom.

To do it:

Go to "Classroom Settings" under "Admin" and click on "Name and Logo."

Underneath "Classroom Name" you will see "Logo Upload."

Click on the Browse button next to it and you will be able to access all the images on your computer.

When you get to the image you want on your computer, click on it and the file name will appear in the "Logo Upload" box.

Then click on the green bar "Save Classroom" to upload your "Logo" image.

To change the Logo image

You can change the logo image easily.

In "Name and Logo" next to "Logo Upload" and "Browse" are the words "Remove Logo."

Simply click on "Remove Logo" and then click on "Save Classroom."

You can remove or change your Logo image as often as you want.

Welcome Julie Coates (Sys. Admin)
Dashboard | My Account | Logout

Tour of Online Classroom

Classroom Settings

Here you can change classroom settings and upload images for the classroom logo and top image

Classroom Name
Tour of Online Classroom

Logo Upload (Recommended Size: 107px X 107px)
 [Browse...](#) [Remove Logo](#)

Top Image Upload (Recommended Size: 141px X 100px)
 [Browse...](#) [Remove Top Image](#)

Participants Column 1

Participants Column 2

Sidebar

Save Classroom (+)



Step 3.

Upload a Top Image (optional)

You have the option of uploading a second image right underneath the "Logo image" that appears at the top left of the web page.

We call it your "Top Image."

It can be any image you choose.

You do not have to upload an image in this position.

You could choose a photo that identifies the subject you are teaching.

You could post a photo of yourself.

You could post another photo that is pleasing.

After you have selected an image to go in the logo position, make sure it is on your computer somewhere. Then upload it to your online classroom.

To do it:

Go to "Classroom Settings" under "Admin" and click on "Name and Logo."

Underneath "Logo Upload" you will see "Top Image Upload."

Click on the Browse button next to it and you will be able to access all the images on your computer.

When you get to the image you want on your computer, click on it and the file name will appear in the "Top Image" box.

Then click on the green bar "Save Classroom" to upload your "Top Image" image.

To change the Top Image

You can change the Top Image easily.

In "Name and Logo" next to "Top Image Upload" and "Browse" are the words "Remove Top Image."

Simply click on "Remove Top Image" and then click on "Save Classroom."

You can remove or change your Top Image image as often as you want.

Welcome Julie Coates (Sys. Admin)
Dashboard | My Account | Logout

Tour of Online Classroom

Classroom Settings

Here you can change classroom settings and upload images for the classroom logo and top image

Classroom Name
Tour of Online Classroom

Logo Upload (Recommended Size: 107px X 107px)
 [Browse...](#) [Remove Logo](#)

Top Image Upload (Recommended Size: 141px X 100px)
 [Browse...](#) [Remove Top Image](#)

Participants Column 1

Participants Column 2

Sidebar

B I U ABC

[Save Classroom](#)



Step 4.

Create Units

Online courses are composed of Units.

Each Unit has Content (Readings; Presentations); Interaction (Discussion); Assessment (Self Quizzes); and Welcome Page.

For the purpose of Discussion and the Welcome Page for each Unit, there is a time period when the Welcome Page for that Unit is viewed as your participants enter your online classroom.

When you are holding Discussion for the next Unit, then the Welcome Page changes.

To create Readings, Presentations, Self Quizzes and Welcome Pages, you first must create one or more Units.

To do it:

Go to "Content" under "Admin" and click on "Units."

You are now at "Manage Units" web page.

Look for the green bar with "Add Unit" and click on it.

You are now at a page where you can create a Unit.

Type in the name of the Unit. Generally, Units are numbered (Unit One; Unit Two, etc.)

But you can give them any names you want.

Now select the start and end day for the Unit. The start and end day for the Unit means the Welcome Page for that particular Unit will appear during this time period.

All other information, such as Readings, Presentations, and Self Quizzes will be available both before, during and after the time period of a given Unit. That is, they are accessible anytime in the online classroom.

Only the Welcome Page appears and disappears.

After you have selected the start and end day for the Unit, click on "Save Unit."

Now you can add any Readings, Presentations and Self Quizzes you want to your online course.

Changing Unit Names and Dates

You can change the name of a Unit and its start and end dates anytime you want.

But be careful about Deleting a Unit. If you Delete a Unit, all the Readings, Presentations and Self Quizzes will be deleted as well. If that happens, you will have to upload them all over again.

To change a Unit Name or Dates, go to "Content" under "Admin" and click on "Units."

You are now at "Manage Units" web page.

Click on the blue bar "Edit" next to the Unit you want to change.

Make your changes.

Then click on "Save Unit" to save the changes.

Teaching additional times

Every time you offer your online course, you will want to change the Unit Dates.

Welcome Julie Coates (Sys. Admin)
Dashboard | My Account | Logout

Tour of Online Classroom

Manage Units

The Manage Units section gives you the ability to create, edit, or delete units from your classroom.

Unit *Start* and *End* dates indicate which welcome page will be displayed to students in the welcome section.

WARNING: Any units deleted cannot be reversed and will delete all content attached to the unit

Unit	Starts	Ends		
Unit One	2/1/08	3/31/08	Edit ?	Delete ?
Unit Two	4/1/08	4/28/08	Edit ?	Delete ?
Unit Three	5/1/08	5/30/08	Edit ?	Delete ?

Page: (1)

Add Unit +

Admin

- Classroom
- Content
 - Units
 - Welcome Pages
 - Agenda
 - Presentations
 - Readings



Step 5.

Posting Readings

You can have three types of Readings in your online courses.

Print Readings. You can have print Readings such as a book, magazine article, or other hard copy readings.

Participants in your course would get these readings mailed to them, or purchase a book at a bookstore.

Reading attachments. You can attach Word files, PDFs, Power Point slides and other attachments in your online classroom. They can be posted in the Presentations area. Smaller attachments can also be posted as Attachments in the Discussion area.

Online Readings. You can post short articles, essays or other written work in the Readings section of your online classroom. Having one or more short online articles for each Unit is recommended for most online courses. After you have selected one or more online articles for a given Unit, post them in your online classroom.

To do it:

Go to "Content" under "Admin" and click on "Readings."

You are now at "Manage Readings" web page.

Look for the green bar with "Add Reading" and click on it.

You are now at a page where you can create a Reading.

First, select the Unit where the Reading will appear. You must do this. If you have not yet created the Unit where the Reading will appear, then you have to create the Unit first.

Second, type in the name of the Reading in the "Title" box. You can give them any names you want.

Now enter the copy for the Reading in the "Body" area. You can do this in one of two ways.

Copy and Paste. If the copy is written somewhere else, such as in a Word document, you can copy and paste it into the "Body" section. Then review it when posted to make sure everything has copied over and is correct.

Type it in. You can just type the copy into the "Body" area. There are type settings below the "Body" box where you can highlight copy and utilize boldface, italics, underlining, different font colors, create links to web sites, and so on. Then click on the "Submit" button to save the Reading.

Welcome Julie Coates (Sys. Admin)
Dashboard | My Account | Logout

Tour of Online Classroom

Manage Readings

The Manage Readings section give you the ability to create, edit, delete readings from your classroom

Edit Reading

Unit: Unit One Title: Welcome and Introduction

Body

The Online Class Model

The online classroom is specifically designed for continuing education and other noncredit courses. The model has been used to teach more than 6,000 people over 8 years in dozens of online courses. So there are reasons for each feature in the model.

The online courses are asynchronous and teacher led.

= Asynchronous means people can participate anytime of day or

Submit Cancel

Images (click to insert)



To Remove or Delete a Reading

You can remove or delete a Reading anytime.

To do it:

Go to "Content" under "Admin" and click on "Readings."

You are now at "Manage Readings" web page.

Look for the Reading title you want to delete.

Look for the red bar "Remove" to the right of the Reading title you want to delete.

Click on the "Remove" button to delete the Reading.

To edit a Reading

You can edit or change a Reading anytime.

To do it:

Go to "Content" under "Admin" and click on "Readings."

You are now at "Manage Readings" web page.

Look for the Reading title you want to change.

Look for the blue bar "Edit" to the right of the Reading title you want to change.

Click on the "Edit" button to change the Reading.

The Reading will appear in the "Body" box and you can change it any way you want.

When you are done, click on the "Submit" button to save your changes to the Reading.

The screenshot shows the LERN online classroom interface. At the top, there is a navigation bar with the LERN logo and a welcome message for Julie Coates (Sys. Admin) with links to Dashboard, My Account, and Logout. Below this is a 'Tour of Online Classroom' section. The main content area is titled 'Manage Readings' and includes a description: 'The Manage Readings section give you the ability to create, edit, delete readings from your classroom'. A table lists the readings, each with an 'Edit' button (blue) and a 'Remove' button (red). The table has columns for 'Title' and 'Unit'. The readings listed are: 'Welcome and Introduction' (Unit One), 'How the Online Classroom Works' (Unit One), 'How you create a course' (Unit One), 'Ten Step Model to Building Your Online or Hybrid Course' (Unit Two), and 'Administration of Your Online Classrooms' (Unit Three). On the left side, there is a sidebar with a 'Welcome' section containing links to Agenda, Presentations, Discussion, Readings, Self Quizzes, Participants, and Problems?. Below this is an 'Admin' section with a 'Classroom' dropdown and a 'Content' dropdown. The 'Content' dropdown is currently open, showing a list of items: Units, Welcome Pages, Agenda, Presentations, and Readings (which is highlighted with a blue dot).

Title	Unit	Edit	Remove
Welcome and Introduction	Unit One	Edit	Remove
How the Online Classroom Works	Unit One	Edit	Remove
How you create a course	Unit One	Edit	Remove
Ten Step Model to Building Your Online or Hybrid Course	Unit Two	Edit	Remove
Administration of Your Online Classrooms	Unit Three	Edit	Remove



Step 6.

Create Presentations

Presentations are audio, power point slides, video clips, and other files.

Having one or more audio presentations for each Unit is a recommended practice.

If you use other people's presentations, make sure you observe copyright laws. You are responsible for the content in your online course.

YouGotClass online classroom will host your Presentations on the YouGotClass server.

You can upload multimedia presentations up to 20MB each.

If you have a presentation that is more than 20MB, simply divide it up into several smaller files and then post each one.

You can also have your participants to listen or view other multimedia presentations not in your online classroom and hosted by your YouGotClass server. You can simply link to other web sites or multimedia files. Keep in mind when someone goes outside of your online classroom, the person may have to log back into the online classroom.

You can create audio presentations either by speaking from a few notes, or by having a written script.

You can have PowerPoint slides for audio presentations. If the PowerPoint slides are separate, make comments in your audio so people know which slide to look at. For example, you could number your slides and then in the audio tell people which number slide to look at.

When your participants listen to your audio, they would minimize the audio and bring up the slides, looking at the slides while listening to your audio.

YouGotClass online classrooms support Windows Media files. You should record any audio presentations in Windows Media.

Your computer may already have Windows Media Encoder software on it to record your audio presentations.

If it does not, you can either download the software, or find another computer with Windows Media Encoder on it.

Recording Your Audio Presentations

Recording audio presentations using Windows Media Encoder is simple and easy. If you make a bad mistake, you simply delete the file and start over.

To set up your audio presentation, just follow these instructions. There's no need to understand what each procedure means, just follow these instructions!

If you have an external microphone, plug your microphone into your computer. Make sure it is on.

Call up the Windows Media Encoder.

When it opens up, you will be asked to choose a format. Choose "Capture Audio or Video" and then click on "OK" below.

Then you will be asked to choose the type of microphone you are using under Audio. Click on the roll bar and choose the kind of microphone (external or internal) you are using. Then click on "Next."

Now you will be asked to give your Presentation a file name. Give it any unused file name you wish. The file name also indicates where on your computer the file will reside. Make sure you know where to find the file. Then click "Next."

Now you will be asked how to distribute the content. Choose "Web server (progressive download)."

Then click on "Next."

Now you will be asked to choose the quality of audio. Under audio, use the roll bar to find "FM quality" and choose that. Under the Bit Rate, choose 135 Kbps. Then click "Next."

Now you will be asked again to give your presentation a title. You can give it the same title as the file name you used. Then click on "Next."

Now you will see a page with all the choices you made. Just click "Finish."

Now you will see a screen with the green "Start" encoding (recording) and red "Stop" encoding (recording) buttons at the top.



It is a good idea, before recording your entire audio presentation, to test the audio by just saying a few words, stop the recording, and then listen to see if the audio is working. Then delete the test audio and start again.

When you are ready to start recording, hit the green "Start" button and start talking. You will see on the left hand side of the screen a bar with green, yellow and sometimes red colors rising up and down. This is the level of your voice sound. If there is too much red showing, you are speaking too loudly. When you are done recording, hit the red "Stop" button.

The audio presentation will automatically be saved to your computer at the location noted in the file name. You will then be asked whether you want to 'save' the presentation. You can either choose yes or no. If you choose yes, another copy will be saved to your computer. Either way, it has already been saved to your computer. You are now ready to upload your audio to your online classroom.

Uploading your Presentation

Uploading a presentation from your computer to the online classroom is simple and easy.

To do it:

Go to "Content" under "Admin" and click on "Presentations."

You are now at "Manage Presentations" web page.

Look for the green bar with "Add Presentation" and click on it.

You are now at a page where you can create a Presentation.

First, select the Unit where the Presentation will appear. You must do this. If you have not yet created the Unit where the Presentation will appear, then you have to create the Unit first.

Second, type in the name of the Presentation in the "Title" box. You can give the Presentation any name you want. It does not have to be the same as the file name of the presentation when you recorded it.

Third, click on "Browse" next to the "File" box and find the presentation on your computer. Click on it and the file name will appear in the "File" box.

Finally, click on "Save Presentation" and the presentation will appear in Presentations in your online classroom.

Note there will be an icon that appears next to the Presentation title. This just indicates whether the file is an audio, power point slide show, and so on.

The Manage Presentations section gives you the ability to create, edit, or delete presentations from your classroom

Note: Maximum file size for presentations is 20MB

Select Unit
Unit One

Presentation Title

File
Browse...

Cancel Save Presentation

Unit One

Welcome Audio
Slides for Welcome Audio

Delete Edit
Delete Edit

Add Presentation



To change the title of the presentation.

You can change the title of the presentation in your online classroom if you wish.

Go to "Content" under "Admin" and click on "Presentations."

You are now at "Manage Presentations" web page.

Look for the Presentations listed by Unit on the page.

When you find the Presentation for which you want to change the title, click on the blue bar "Edit" next to the Presentation title.

Then enter the new title you wish to give the Presentation and click on the green bar "Save Presentation" again.

To Edit or change the content of a multimedia presentation

This is something you have to do on your computer to the file before uploading it.

YouGotClass online software can either "Save" your presentation or "Delete" it if you wish to remove it.

To Delete or Remove a Presentation

You can Delete or remove a presentation in your online classroom if you wish.

Go to "Content" under "Admin" and click on "Presentations."

You are now at "Manage Presentations" web page.

Look for the Presentations listed by Unit on the page.

When you find the Presentation for which you want to Delete or remove it, click on the red bar "Delete" next to the Presentation title.

The presentation will then be removed from your online classroom.



Step 7.

Create Quizzes

Quizzes are multiple choice, or yes-no, True-False, or other closed ended (select one) questions.

The quizzes are computer graded, meaning YouGotClass automatically grades the quizzes when a person takes a Self Quiz.

People like Self Quizzes, even if they are not taking your class for any kind of credit, because it allows them to see if they know the material in your online course.

Once you have created some questions, answers, and "wrong" answers, you are ready to post your Quiz to your online classroom.

To do it:

Go to "Content" under "Admin" and click on "Quizzes."

You are now at "Manage Quizzes" web page.

Look for the green bar with "Add Quiz" and click on it.

You are now at a page where you can create a Quiz.

First, select the Unit where the Quiz will appear. You must do this. If you have not yet created the Unit where the Quiz will appear, then you have to create the Unit first.

Second, type in the name of the Quiz in the "Quiz Name" box. You can give them any names you want.

Third, enter the minimum grade you want for a person to pass the Self Quiz. This is a percentage of correct responses. If there is no pass or fail to the Self Quiz, leave it as 0% Pass Rate.

The Manage Quizzes section gives you the ability to create, edit, or delete unit quizzes from your classroom

WARNING: Deleting a quiz will delete all questions, answers, and results from students taking quizzes.

Edit Quiz

Unit: Quiz Name:

Minimum Grade: %

Name	Pass	Unit	# of Q's	Attempts	
Unit One Quiz	0%	Unit One	10	0	<input type="button" value="Edit Quiz"/> <input type="button" value="Remove"/>
Unit Two Quiz	0%	Unit Two	7	0	<input type="button" value="Edit Quiz"/> <input type="button" value="Remove"/>
Unit Three Quiz	0%	Unit Three	7	0	<input type="button" value="Edit Quiz"/> <input type="button" value="Remove"/>

Page: (1)

Then in the answer boxes, enter the correct answer in one of the answer boxes. You will want to vary which box the correct answer appears from question to question (don't always have it be the same box).
Now enter any number of "wrong" or incorrect answers in the other boxes.
You can choose how many incorrect answers you wish. Generally, you will want from 3 to 6 possible answers for multiple choice questions. If you need or want more possible answers, click on the green bar "Add Answer" for an additional possible answer.

There can be only one correct answer. You will see a bullet or dot in the circle next to one of the answers. Make sure that bullet or dot is next to the correct answer.

When you are done, click on green bar "Save Question" to save your Quiz.

It is a good idea for you to take your own Quizzes just to check the correct answers and see if you need to change the copy at all.

[Create Question](#)



To Delete or Remove a Quiz

You can Delete or remove a Quiz in your online classroom if you wish.

Go to "Content" under "Admin" and click on "Quizzes."

You are now at "Manage Quizzes" web page.

Look for the Quiz listed by Unit on the page.

When you find the Quiz for which you want to Delete or remove it, click on the red bar "Delete" next to the Quiz title.

The Quiz will then be removed from your online classroom.

To change or edit a Quiz

You can edit or change a Quiz anytime.

To do it:

Go to "Content" under "Admin" and click on "Quizzes."

You are now at "Manage Quizzes" web page.

Look for the title of the Quiz you want to change.

Look for the blue bar "Edit" to the right of the title of the Quiz you want to change.

Click on the "Edit" button to change the Quiz.

The Quiz will appear and you can change it any way you want.

When you are done, click on the green bar "Save Quiz" button to save your changes to the Quiz.



Step 8.

Create Welcome Pages

The Welcome Page is the page your online participants will see when they first enter your online classroom. It is recommended that the Welcome Page copy change for each Unit.

Write your copy for each Welcome Page. You will want to keep it very short, about 40-120 words. It is a good technique to include one or two images (photos, picture, drawings) on each Welcome Page as well.

You can also boldface, italicize, or underline some words.

You can also put some copy in color.

After you have written your copy for a Welcome Page, you are ready to post it to your online classroom.

To do it:

Go to "Content" under "Admin" and click on "Welcome Pages."

You are now at "Manage Welcome Pages" web page.

First, select the Unit for which the Welcome Page will appear. You must do this. If you have not yet created the Unit for the Welcome Page, then you have to create the Unit first.

Second, type in some copy in the "Title" box. You can type in any copy you want.

Generally, copy including the word "welcome" is appropriate.

The copy in the "Title" box will appear on the Welcome Page just below the title of your online course.

Now you are ready to enter the copy.

Choose which column you first want to enter copy for the Welcome Page.

The Welcome Page is divided into two columns for copy. This is to enhance the visual appearance of the Welcome Page.

Look at the two page layouts near the top of the web page. You will see one with a red box around it.

That means you can enter copy into the column with the gray shading.

When you want to switch to enter copy into the other column, simply put your cursor at the other page layout and click and the red box will switch to that page layout with the other column having the gray shading.

When the red box shifts to the other column, that means you can enter copy into the other column.

There is a third column to the far left on each page layout. That column is for the links in your online course.

You do not enter copy into the far left column on the Welcome Page.

Now you can enter copy into the column you chose.

You can do this in one of two ways.

Copy and Paste. If the copy is written somewhere else, such as in a Word document, you can copy and paste it into the "Content" section. Then review it when posted to make sure everything has copied over and is correct. Type it in. You can just type the copy into the "Content" area. There are type settings below the "Content" box where you can highlight copy and utilize boldface, italics, underlining, different font colors, create links to web sites, and so on.

Then click on the "Submit" button to save the copy.



To add a picture

To add a photo or other visual image, first make sure the image resides somewhere on your computer. Next click on the icon to the far right on the top line of icons underneath the "Content" section.

This is the icon to load an image.

Click on "Browse" and then find the image on your computer. Click on the image file name and it will appear in the box next to "Browse."

Then click on one of the "Size" buttons you want your image, choosing from "Small," "Medium" and "Large." Generally small and medium fit into the columns most appropriately.

Then select the position in the column you wish the photo to appear, choosing from Left, Right, and Middle. Now click on "Submit" to load your image into your Welcome Page.

To change the size of the image

If the image appears either too small or too large, simply delete the image when you view the Welcome Page by putting your cursor on the image and clicking. Then start over to reload the image and select another size.

To Remove or Delete a Welcome Page

You can remove or delete a Welcome Page anytime.

To do it:

Go to "Content" under "Admin" and click on "Welcome Pages."

You are now at "Manage Welcome Pages" web page.

Look for the Welcome Page title you want to delete.

Look for the red bar "Remove" to the right of the Welcome Page title you want to delete.

Click on the "Remove" button to delete the Welcome Page.

To edit a Welcome Page

You can edit or change a Welcome Page anytime.

To do it:

Go to "Content" under "Admin" and click on "Welcome Pages."

You are now at "Manage Welcome Pages" web page.

Look for the Welcome Page title you want to change.

Look for the blue bar "Edit" to the right of the Welcome Page title you want to change.

Click on the "Edit" button to change the Welcome Page.

When you are done, click on the "Submit" button to save your changes to the Welcome Page.



Step 9.

Create Discussion Forums

The next area to create in your online classroom is the Discussion Forums.

A "Discussion Forum" is an area for online written Discussion with a specific title.

A Discussion Forum title often indicates the subject, time or group to make comments in the Discussion Forum.

Forums are recommended to be created by Unit. Within each Discussion Forum, you and your participants can create as many threads, or more specific discussion topics, for each Unit as you wish.

To do it:

Go to "Content" under "Admin" and click on "Discussion."

You are now at "Discussion Forums" web page.

Look for the green bar with "New Forum" and click on it.

You can now add a New Forum.

Type in the name of the New Forum. You can give them any names you want. A common method is to name them such titles as Unit 1 Discussion, Unit 2 Discussion, etc.

An automatic first welcome message is created for each New Forum. After that, both you and your participants can go into the Discussion feature (one of the participant links at the top of the left hand link column) and make comments, replies, and add new threads.

Tour of Online Classroom

Manage Discussions

You can add, edit and delete your Classroom Discussion Forums here.

When you first create your classroom, there will not be any discussion forums created. You'll need to create at least one before your students can start posting messages.

WARNING: Deleting a Forum will permanently delete all threads and messages in that Forum.

Create Forum

Name*

Submit **Cancel**

Forum Name	Date		
Unit One	2/2/08	Edit	Delete
Unit Two Discussion	2/20/08	Edit	Delete
Unit Three Discussion	2/20/08	Edit	Delete

Page: (1)

Add Forum

Admin

- Classroom
- Content**
 - Units
 - Welcome Pages
 - Agenda
 - Presentations
 - Readings
 - Quizzes
 - Content Folders

Welcome

Agenda

Presentations

Discussion

Readings

Self Quizzes

Participants

Problems?



Step 10.

Create Your Course Agenda

You can create your Course Agenda at any point in the creation of your online course.

To do it:

Go to "Content" under "Admin" and click on "Agenda."

You are now at "Classroom Agenda" web page.

In the box titled "Agenda Content" you enter the Agenda for your course as you wish it to appear in your online classroom.

You can do this in one of two ways.

Copy and Paste. If the copy is written somewhere else, such as in a Word document, you can copy and paste it into the "Agenda Content" section. Then review it when posted to make sure everything has copied over and is correct. **Type it in.** You can just type the copy into the "Agenda Content" area. There are type settings below the "Agenda Content" box where you can highlight copy and utilize boldface, italics, underlining, different font colors, create links to web sites, and so on.

Then click on the green bar "Save Agenda" button to save the copy.

***Congratulations! Your online course has been built.
You are ready to teach online.***



User Guide

"Information That Works!"