Information and Procedures for New eLearn Instructors

Is this your first time developing a course on eLearn? Are you unsure of the procedures to develop and release your first courses, or where to go for help? This document describes a number of topics and procedures that you need to know in order to make a successful transition to eLearn.

Support and Communication
There are many ways that you can get information and answers to your questions as you learn this system.

- If you have questions or troubles with eLearn and need help, your connection to the Centre for Teaching & Learning staff is through email, telephone, and the form on eLearn’s Help & Support page. This page is available by following the Help link on the My Home navigation bar and most course navigation bars.
- Detailed, searchable documents for Instructors and Students are available by following links to the Help Portal on the Help & Support page.
- A number of INFOSheets are available in the INFOSheets widget on My Home. These documents help describe custom configurations or practices within our custom implementation of the system. Some, like the New Course Quickstart Guide, provide valuable information for new faculty users.
- Important system news, like information about tool upgrades or upcoming maintenance, is always shared in the News widget on My Home.
- Note that student support for eLearn is primarily through the TECH BAR in the Library.

System Training
There are a number of self-directed learning resources and formal workshop opportunities for faculty who are new to eLearn.

- There is a full series of help videos available in the eLearn Support Videos for Instructors course (available after following the Open Offerings link on the navigation bar and registering in the course). These are screen capture videos, with narration, that guide new users through the use of the most common eLearn tools.
- Be sure to watch for announcements in eLearn News, on MOCOMotion and in your email regarding upcoming eLearn workshops, offered at various times during the academic year. These are facilitated by Centre for Teaching & Learning staff in computer labs.

How Courses Appear in My Courses
Course offerings are created in eLearn a short time after being created in Banner, our student information system. Enrolments in those courses can happen at the same time, or after the course is created. As an eLearn user, you will see courses in your My Courses widget when you have enrolment in those courses, in whatever role is appropriate for you- Instructor, Student, Employee, Observer, etc. Courses are not available in students’ My Courses widget until they are Activated by Instructors.

eLearn receives all of its course and user enrolment information from Banner, and generally those enrolments are made quickly, accurately, and automatically.
**Crosslisting Courses**

An important decision that you have to make **before** you start development in a “real” course- one created by Banner, with student enrolments- is if you would like to have any or all of your course offerings “crosslisted”. Crosslisting is an administrative procedure that groups together two or more similar course offerings into a new single crosslisted offering. A common application of crosslisting is when an Instructor is teaching several sections of the same course within the same semester.

For you as the Instructor, the main advantage of managing a crosslisted course is that all the sub-courses are managed as a single course offering. Courses, once crosslisted, become **Sections** under a new course offering. The management of a crosslisted course, which could comprise of many sections, is identical to the management of a single course offering- one News posting to all students in all sections; one set of Modules and Topics in Content; one collection of files to maintain, etc. You still maintain the ability to treat each of the sections independently if you wish- for example, you can send a News announcement to one section only, or change the availability of a Quiz for another. At the end of the semester, grades can also be extracted for each of the sections.

Crosslisting must occur **before** content and activities are added to any of the individual course offerings; if not, the process of crosslisting will delete any materials or configurations made to any of the courses.

To request a crosslisting, contact the IT Help Desk at helpdesk@mohawkcollege.ca.

**The Use of Practice Courses**

New Instructors are encouraged to learn the basics of eLearn and perhaps to develop their first course(s) within a **Practice** course. Practice courses are identical to “real” courses except that they don’t appear in the student information system and they don’t have student enrolments. As a result of the limited enrolment, Practice courses are a “safe” place to play with and learn the system.

Many Instructors have several Practice courses, often one for each of the courses they are developing. Once the “real” course has appeared in My Courses, Instructors make use of the **Import/Export/Copy Components** tool to move a copy of all the components (content, files, quizzes, discussions, special widgets, etc.) from the Practice course to the new “real” offering.

**Using the Course Template Files**

To help you include the **Essential Elements** in your course (the components and information that is a requirement in all eLearn courses) a collection of webpage templates is available in the HTML editor. You can use these templates as a starting point for your own pages. For example, to create a **Course Requirements** page, you can create new page (by clicking **New > Create a File** button), and choose to use the **course-requirements** template found under the **Select a Document Template** button. This action will add all the template text to your new page, and you can then edit it as desired.

**Essential Elements Review**

Centre for Teaching & Learning staff are available to review your courses and help ensure that you’ve included all the Essential Elements- a gradebook, course outline, welcome message, etc. When you feel that your course is ready for review, contact a staff member.

**The Use of Import/Export/Copy Components**

It is through the use of this tool (located under the **Edit** link on your course navigation bar, or via an upper button in the Content tool) that you will move content and activities between any courses in which you have Instructor enrolment. These can be “real” courses that Banner has created, or courses that have been
created by System Administration. As an Instructor, you will use this tool before the start of every semester to copy the developed components—content, files, quizzes, discussions, special widgets, homepage, navigation bar, etc.—from one course context (a Practice course, an earlier offering, a Master course, etc.) to the new “real” course offering.

Components are “pulled” from one course to another, not “pushed”. For example, if you want to copy the question library from Chemistry 101 to Math 101, you would enter Math 101, launch Import/Export/Copy Components, choose to Copy Components, find Chemistry 101 in the drop-down field, and ultimately select the question library to copy. Provided you have Instructor enrolment in both courses, you will be able to select each course from the other.

The tool also allows you to Import course packages that have been exported from another course (for example, from an external publisher), and to Export your course as a .zip file (for upload into another system or for safekeeping).

**Instructors Can Add Instructors to Courses**

As an Instructor on eLearn, you can add other users to your courses. This can be useful when you’d like a colleague to audit or participate in your course, or if you’d like to share some or all course components with other Instructors. The Add Participants feature is available in the Classlist tool for all Instructors, and it will allow you to enrol users, in certain roles, who already have accounts in Banner and eLearn. If you need to enrol users who are NOT in Banner, you will need to contact the IT Help Desk.

**eLearn Usernames and Passwords**

Usernames and passwords used for eLearn are your mohawkcollege.ca email address and associated password. For that reason, password change requests need to be forwarded to the IT Help Desk.

**Post-Semester: Controlling Access to Your Content**

Currently, the Student role can see and access courses they are taking, and courses they have taken in the past. For instance, a student completing her third year at Mohawk will have access to all the courses in her six semesters. It is very important that we, as Instructors, use discretion to deny student access to sensitive materials (for example, quiz questions or special assignments that you intend to reuse) at the end of each semester. The simplest way to do this is change the access to sensitive materials at the end of a semester using the Restrictions in the various tools; for example, change content topics to “draft”, Disallow quizzes, change the Availability in Dropboxes, etc.