

# Introduction to Course Studio: Lesson 10

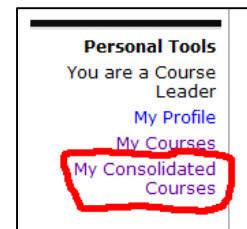
## Consolidated Courses

Course Studio users can preserve their material from term to term by creating a **consolidated course**. Creating a consolidated course “automatically feeds everything on the consolidated course’s homepage to each course that is added as a member of the consolidated course. Instructors should combine courses into a consolidated course for each course that meets the following guidelines:

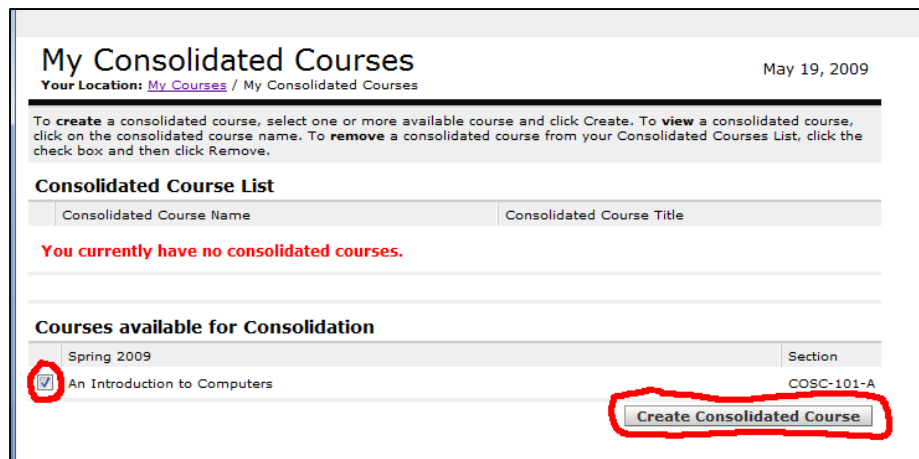
- The instructor wants to provide common materials to the set of courses via one course homepage.
- The instructor will teach the member courses in future semesters or more than one section in a semester.

**Material added to a consolidated course is not destroyed at the end of a term, whereas the material added directly to a member course (or to a course not made part of any consolidated course) is lost at the end of a term.”<sup>1</sup>**

Click on **My Consolidated Courses** in the **Personal Tools** menu.



Click on the course(s) you want to consolidate and then on **Create Consolidated Course**.



<sup>1</sup> Sungard. “Group and Course Studio Training Workbook.” March 2007. Release IV.

Enter a Name and a Title for the Consolidated Course

Check the checkboxes of the courses(s) you want to include in the consolidation.

Click on **Create**.

**Create New Consolidated Course** May 19, 2009

Your Location: [My Courses](#) / [My Consolidated Courses](#) / Create New Consolidated Course

\* Consolidated Course Name: Intro to Computers \* Required Information

\* Consolidated Course Title: CS 101

Sorting:  Sort membership lists by last name

Courses Available for Consolidation:  An Introduction to Computers 200902

Note that you can remove a course from the consolidation if you want.

**My Consolidated Courses** May 19, 2009

Your Location: [My Courses](#) / [My Consolidated Courses](#)

To **create** a consolidated course, select one or more available course and click Create. To **view** a consolidated course, click on the consolidated course name. To **remove** a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

**Consolidated Course List**

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Intro to Computers *	CS 101

\* You may not remove your membership from this Consolidated Course because you are a member of one of its courses.