

Introduction to Course Studio: Lesson 1

The myWofford Campus Portal

Course Studio is a component of the myWofford campus portal, a one-stop website that personalizes information. The portal is designed to furnish targeted information based on your role at the College: student, faculty, staff, or alumnus. When you log on myWofford, the portal “asks” Banner who you are and what your role is at Wofford. The portal then tailors the information you see to who you are. *The purpose of this is to give you the information you need and only the information you need.*

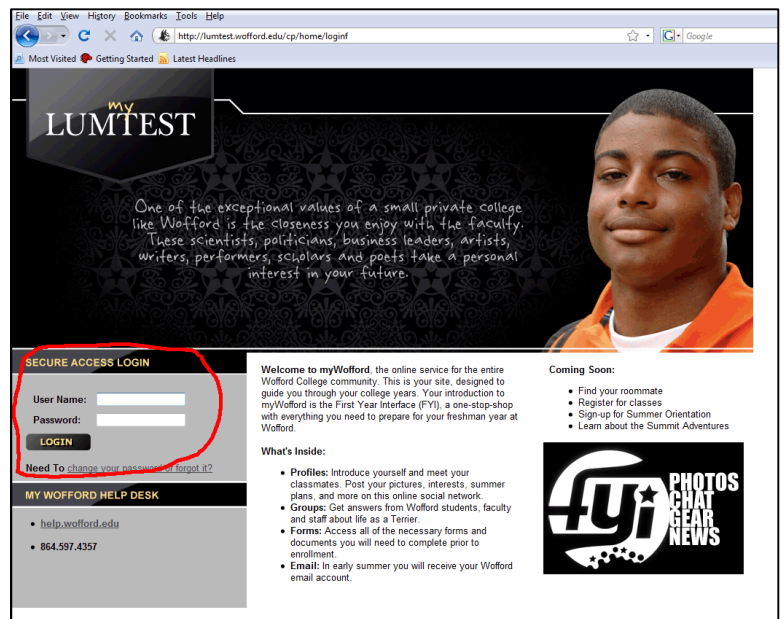
Another important feature of myWofford is single sign-on, or SSO. After you have logged on myWofford, you will not need to enter your username and password to reach applications that currently are linked from the portal: webmail and Banner Web. Our goal is for several other important applications eventually to be available from the portal without signing on again: the faculty reports and Moodle, for example.

In this lesson, we are working with the test version of myWofford, which is named LumTest. ***The portal currently is under active development***, so the portal will be more complete when it goes live in August. This lesson will give you a feeling for how it is going to work, though.

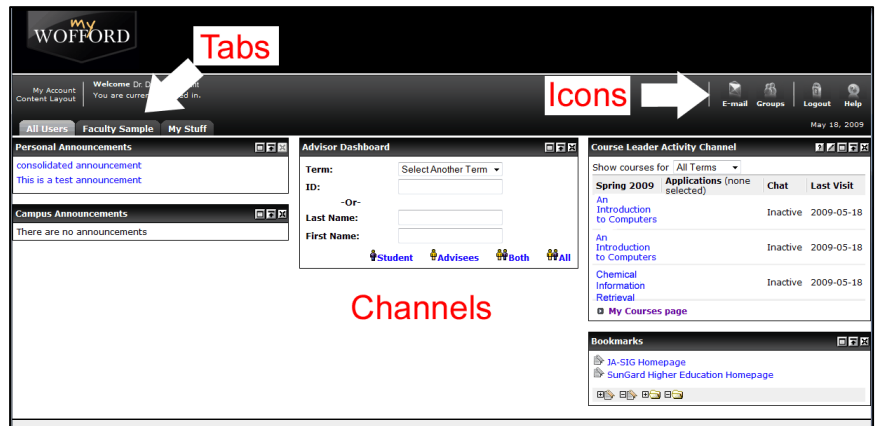
In a web browser go to the following URL: <http://lumtest.wofford.edu>.

When myWofford goes live, your User Name and Password will be the same as your network Username (e.g., whisnantdm) and Password. *For this lesson, we will furnish your password for LumTest*

In the portal log-in page, enter your User Name and Password.



You soon should see your main myWofford screen. As a faculty member, your screen will have a faculty tab, known as “Faculty Sample” in the demo version.



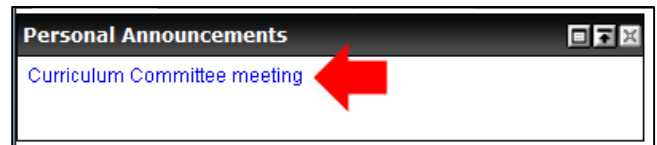
Navigation in myWofford takes place in three ways:

- Clicking on a **tab**
- Clicking on an **icon**
 - You can reach your webmail, for example, by clicking on the E-mail icon
- Clicking on a link within a **channel**
 - The rectangular areas below the tabs are known as “channels.”
 - Most of the content in the portal is contained in the channels
 - Some channels include links to other pages (e.g., JA-SIG Homepage)

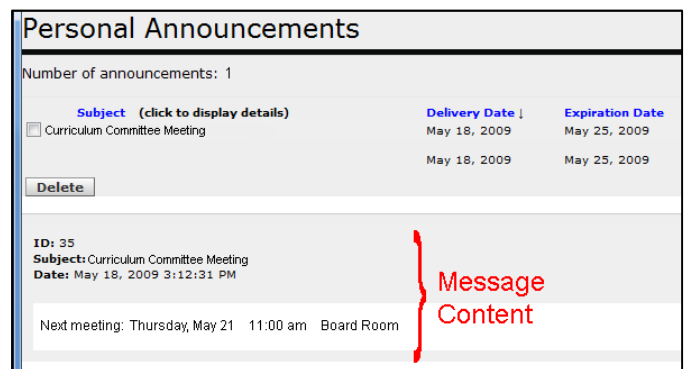
The channels in the picture above are an example of the personalized information you get in the portal. Let’s take a look at a few channels under a couple of the tabs.

Personal Announcements

Personal Announcements are directed at a person with a particular role, rather than the campus as a whole. For example, you might receive a reminder of a Curriculum Committee meeting. All History majors might receive an announcement of a forthcoming speaker. Click on the subject of the announcement to see a Personal Announcements screen.



The content of the announcement is in the lower section of the Personal Announcements screen. If there is more than one personal announcement, click on each subject to display the details of its content.



After you have read a message, you can check the checkbox beside its subject and then click on the **Delete** button to delete the message. This will allow you to keep your Personal Announcements channel uncluttered.

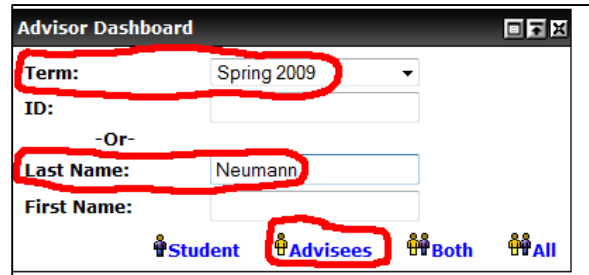
Note that the personal announcements will expire on a given date even if you do not delete them yourself.

Campus Announcements

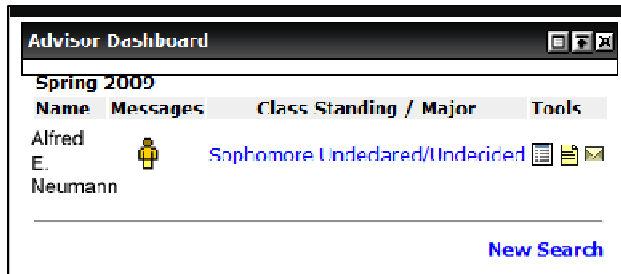
Campus Announcements are directed to everyone on campus: students, faculty, and staff. Campus announcements should be important enough that everyone will want to see them:

Advisor Dashboard


The Advisor Dashboard will give advisors quick access to information about their advisees without going to Banner Web. Suppose, for example, that you need information about one of your advisees, Alfred Neumann for this term. You select the **term**, enter his **last name**, and click on **Advisees**.





The Advisor Dashboard Channel then will focus on this student.



Clicking on the **Advisee icon**,  , will display the student's **course schedule** for the term.

Clicking on the **Transcript icon**,  , will display the student's **unofficial transcript**.

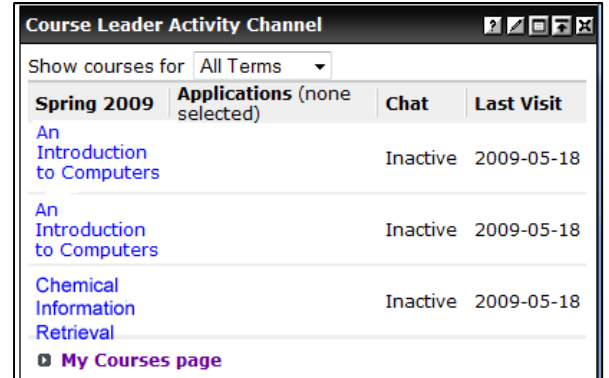
Clicking on the **email icon**,  , will bring up a “Send message” window in your email program (Outlook for PC users) with the student's user name already in the To: text box.

I don't think we use test scores in Banner Web, so I don't think that the **Test Scores icon**,  , will be useful.

Note: These icons may not yet work in the current TEST version of the portal. They will be working when we bring up the final version of myWofford.

Course Leader Activity Channel

We will skip the **Course Leader Activity Channel** for the moment. This channel is your entryway to **Course Studio**, which is the subject of most of the lessons in this workshop.

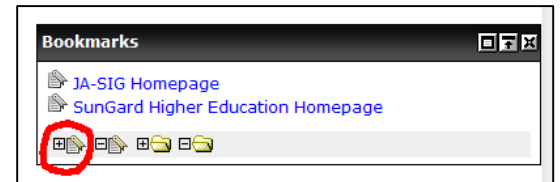


Bookmarks Channel

The **Bookmarks Channel** is similar to the Bookmarks on a web browser. You can create links in this channel to content that you use a lot.

For example, let's add a bookmark to the Wofford web site.

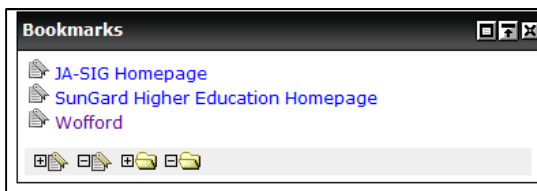
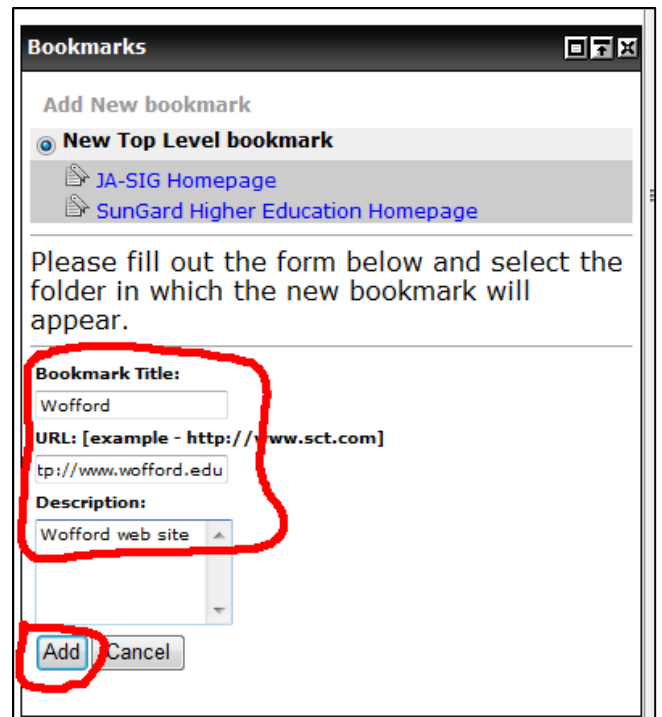
Click on the **Add a bookmark icon**.



Enter the information about the web site.

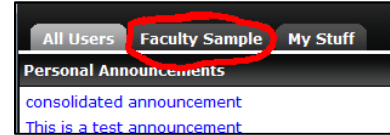
The URL must begin with **http://**

After clicking on **Add** you should see the web site listed among the bookmarks.

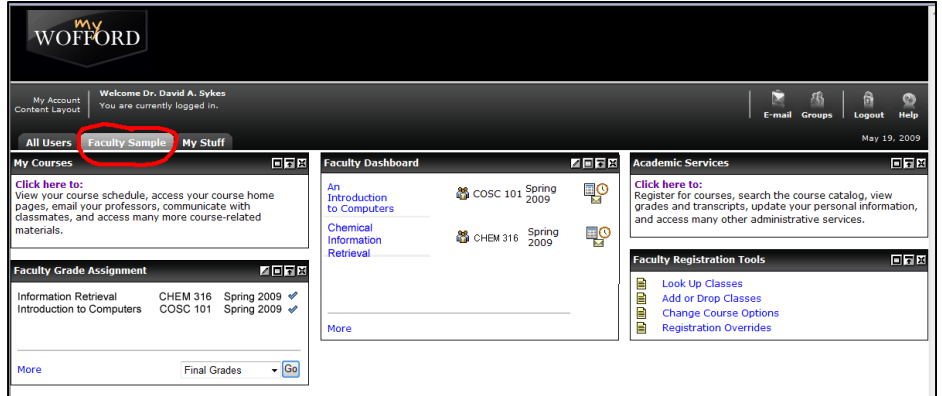


The Faculty Tab

Click on the **Faculty Sample** tab.

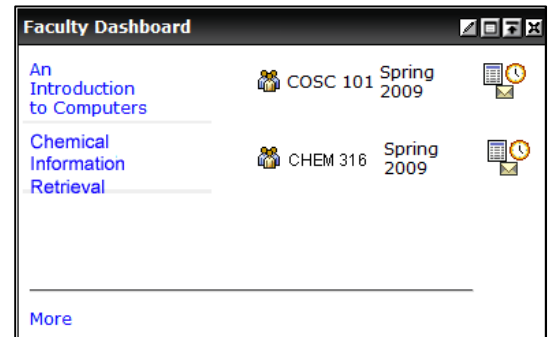


This page contains many of the channels you will see when the full-blown myWofford portal arrives in August.



The Faculty Dashboard

The **Faculty Dashboard** furnishes quick and easy access to information about your courses:



The **Class List icon**, , shows the Summary Class List from Banner Web.

Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

Course Information

An Introduction to Computers - COSC 101 F

CRN: 2200
 Duration: Feb 02, 2009 - May 17, 2009
 Status: Active


Enrollment Counts


	Maximum	Actual	Remaining
Enrollment:	22	22	0
Cross List:	0	0	0

Summary Class List

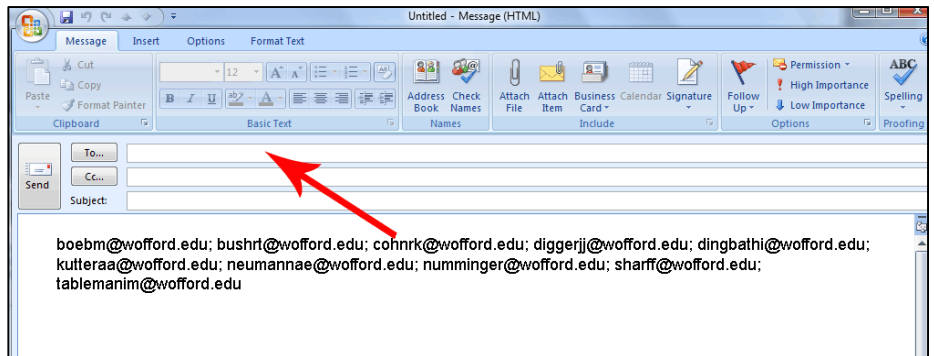
Record Number	Student Name	ID	Reg Status	Level	Credits
1	Neumann, Alfred E.	W00161470	**Web Registered**	Undergraduate	3.000

The **Syllabus icon**, , displays the myWofford version of the course syllabus, should you choose to use it.

The **Clock icon**, , shows your office hours, which you can enter.

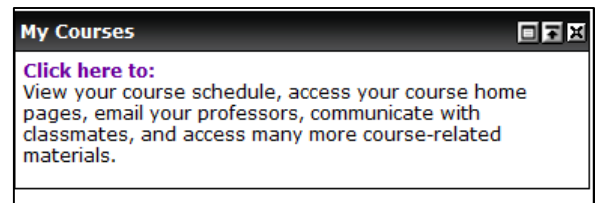
The **Letter icon**, , will set up an email message to be sent to the entire class.

From my limited experience, if you are using Outlook as your email client, the portal may put the list of student email addresses in the body of the message. If this happens, you easily can select these addresses and drag & drop them into the **To:** section.



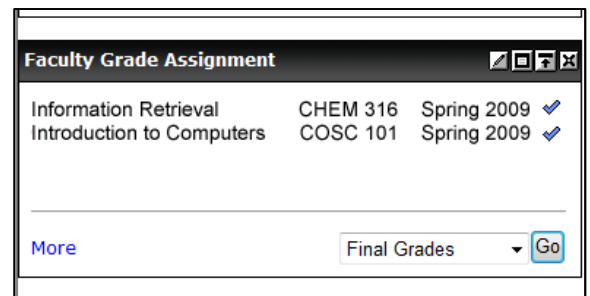
The My Courses Channel

The **My Courses** channel is another way to get to your Course Studio pages.



Faculty Grade Assignment Channel

You can click on the icon at the right side of each row to add **midterm and final grades** to Banner for the corresponding course. The check mark icon indicates that the grades have been added.

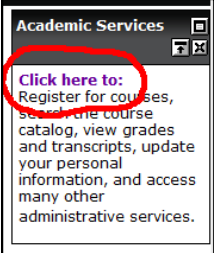


The Academic Services Channel

The **Academic Services** channel is a quick way to get to Banner Web content. Click on the **Click here to:** link.

Click on the generic sentence link below “Administrative Services.”

Academic Services	
Example Content Example Link	Administrative Services This link will take you to your school's Administrative Services page where you will be able to access different services depending on your role at the school.
Example Content, Main Example Link	

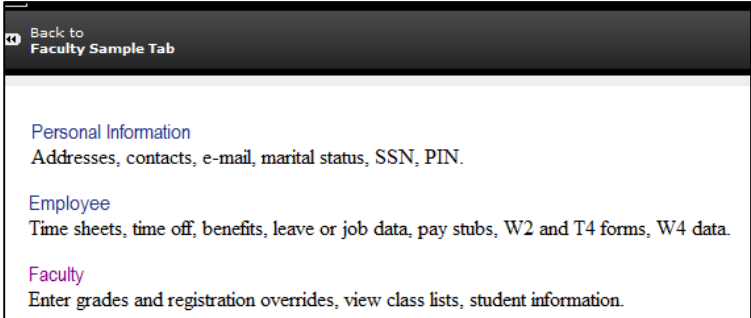


Academic Services

Click here to:
Register for courses, search the course catalog, view grades and transcripts, update your personal information, and access many other administrative services.

(Please pardon the generic sentence. We haven't had time to work on the text in the portal yet.)

Depending on the roles you play at Wofford, you should see a Banner Web-like menu something like this one.



Back to Faculty Sample Tab

Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

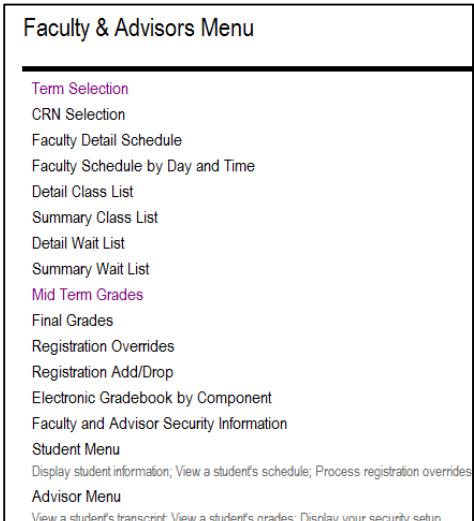
Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Faculty
Enter grades and registration overrides, view class lists, student information.

The menu you see may be more complex if you are a Wofford graduate or have financial responsibilities at the College.

If you click on the **Faculty** link, you will see the Banner Web “Faculty and Advisors” menu that will allow you to enter grades, give overrides, and so forth.

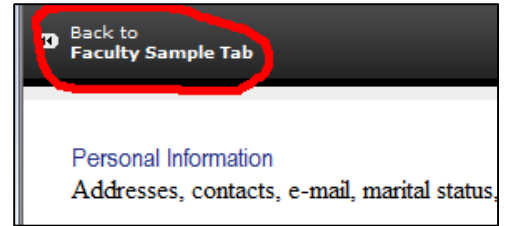
Note that you did not need to log on to Banner Web with your W-number and another password. The portal's single sign-on feature will decrease the number of passwords you need to remember.



Faculty & Advisors Menu

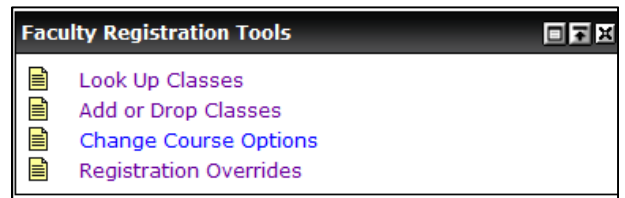
Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Mid Term Grades
Final Grades
Registration Overrides
Registration Add/Drop
Electronic Gradebook by Component
Faculty and Advisor Security Information
Student Menu
Display student information; View a student's schedule; Process registration overrides
Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.

When you are ready, click on the **Faculty Sample Tab** link to return to the “Faculty Sample” page.



Faculty Registration Tools

The **Faculty Registration Tools** give you quick and easy access to some Banner Web pages you may need to use during registration – overrides for example.



Feel free to explore the test version of the portal to your heart’s content.