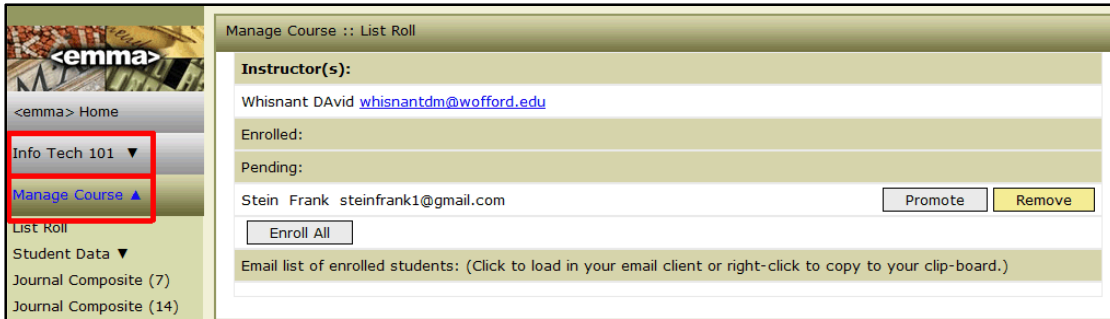


Emma for Faculty

Lesson 2: Managing a Course

Log on to <emma> with your username and password.

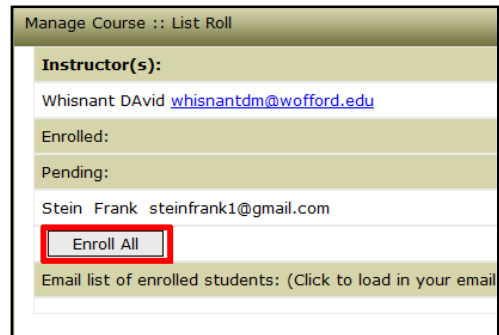
Select the course and then the click on **Manage Course**



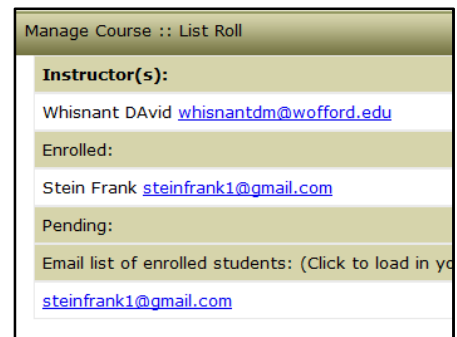
At the beginning of the school year, you may see one or more students listed in the **Pending** section. You can “tell” <emma> that these students are or are not enrolled in your course.

Enrolling a New Student in a Class

To designate in <emma> that students are enrolled in your class on the **Enroll All** button.



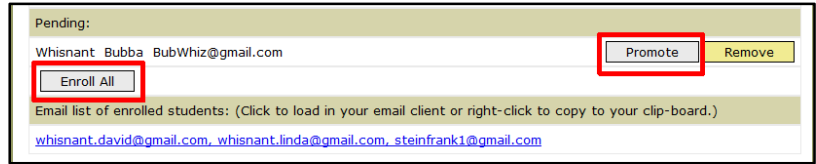
You should see that the students’ names have been added to the list of enrolled students.



Promoting a Preceptor or Co-Instructor

If your course is part of a Learning Community, you will have a co-instructor and possibly a student preceptor who will share the Instructor's duties in the course. Only one person can "own" a course in <emma>. If you are the "owner," you will need to promote them to the rank of Instructor after they have enrolled in the class.

To promote a person to the rank of Instructor in your <emma> course, enroll them in the class and click on the **Promote** button by their name.

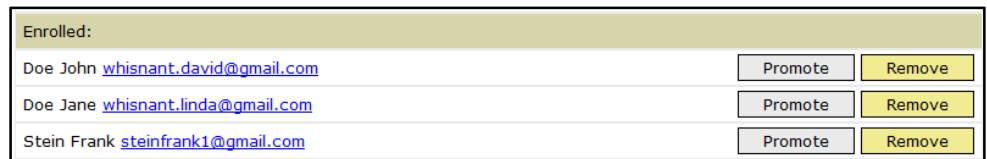


You now should see their name listed among the Instructors. Note that you can **Demote** a person if you happen to click the wrong Promote button.



Deleting a Student from Your Class Within <emma>

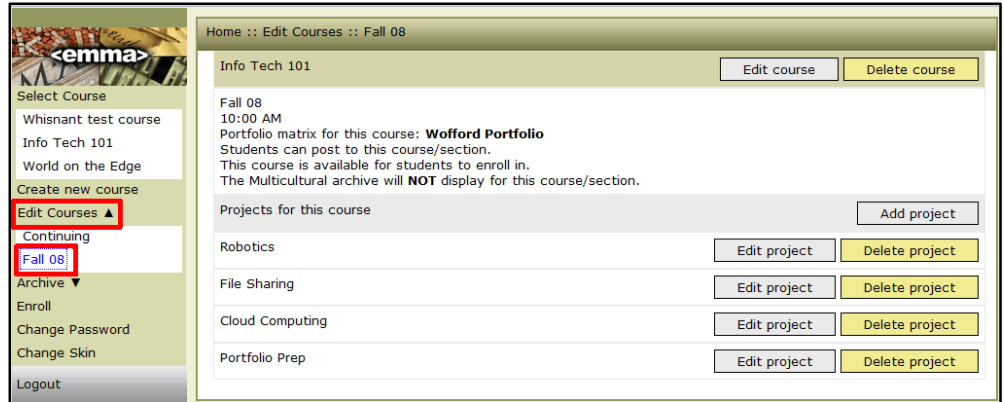
If a student has dropped your class, you can remove them from <emma>.



In the **Manage Course** section, click the **Remove** button by their name.

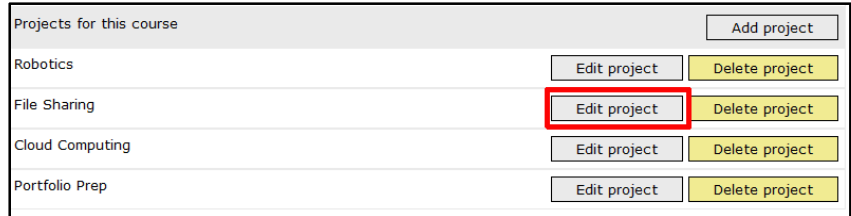
Modifying the Name or Order of Projects

In the last lesson, we learned how to modify the names of projects after you have set up a course. This can be done any time from the Home page. Click on **Edit Courses** and then the type of course, in this example **Fall 08**.



Suppose we would like to change the order of the last two projects.

Edit the “File Sharing” project, which now is second.



Make its order = 3.

Update the name and order of this project.

Project name: * ?

Order: * ?

Edit the “Cloud Computing” project.



Make its order = 2

Update the name and order of this project.

Project name: * ?

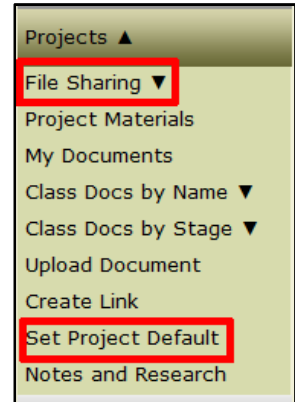
Order: * ?

Note: Negative numbers are acceptable, so if you need to add a project at the beginning, set its order as -1.

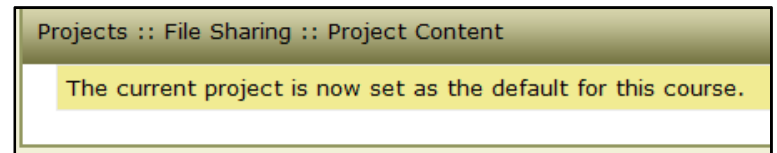
Setting a Project as the Default

To help avoid confusion it is very helpful to set the current project as the default project before the papers are due for that project. When a project has been set as the default, then it is displayed when you click on the Course Content or Project tabs.

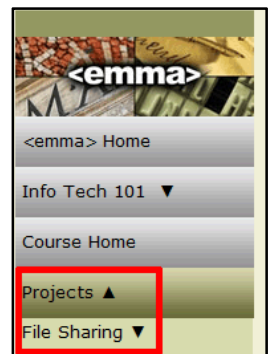
Suppose, for example, that you have given the students the assignment for the third paper and expect them to start uploading their papers to <emma> soon. You go to <emma>, select **Projects** and then **File Sharing** as the project. Click on **Set Project Default**.



You will be informed that the current project is the default



Why do this? If a student logs in, selects a course, and then clicks on **Projects**, the default project automatically is chosen. This makes it more difficult for a student to save a document in the wrong place.



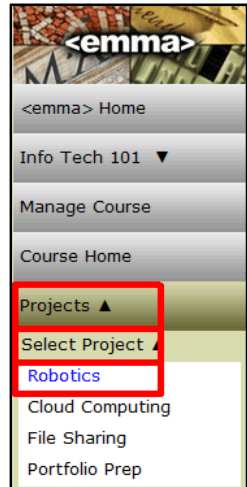
Adding Project Resources

You may want to furnish PDF files or links to external web sites as resources for the students as they work on a particular project. For example, suppose that you have found a particularly good web site on robotics

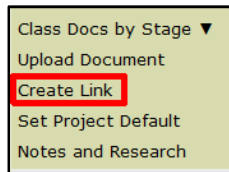
<http://www.thetech.org/robotics/>

and would like to make it available as a resource in the Robotics project.

Select the **Robotics** project.



Click on **Create Link** in the menu.



Fill in the information about the link:

- Link title
- URL
- Project
- Resources under “Materials Stages”

Submit the information when you are ready.

Projects :: Robotics :: Edit Create Link

Information about your link

To create a link to an outside web source, fill in the form and click the **Submit** button below.

Title of your link: Robotics: Sensing, Thinking, and Acting

URL: (e.g. <http://www.uga.edu>) <http://www.thetech.org/robotics/>

Project: Robotics Cloud Computing File Sharing Portfolio Prep

Stage: Draft 1 Draft 2 Draft 3 Final Post Write Syllabus Writing Assignment Daily Assignment Reading Resources

Access: Private Peers

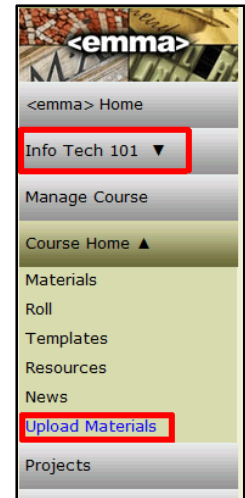
Course Materials: Only instructors can post to Course Materials. This options is not seen by students. Materials are listed by default when you enter a Course.

Course

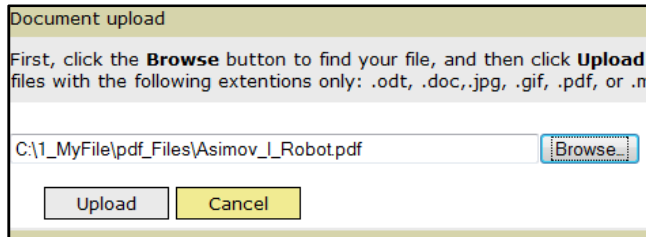
Materials Stages: Only instructors can post to Project Materials. These options are not seen by students. You may use these Stages with either the Course or with a Project. Materials are listed by default when you enter a Course.

Syllabus Writing Assignment Daily Assignment Reading Resources

To include a PDF file in the list of resources, select **Upload Materials** under the Course Home.

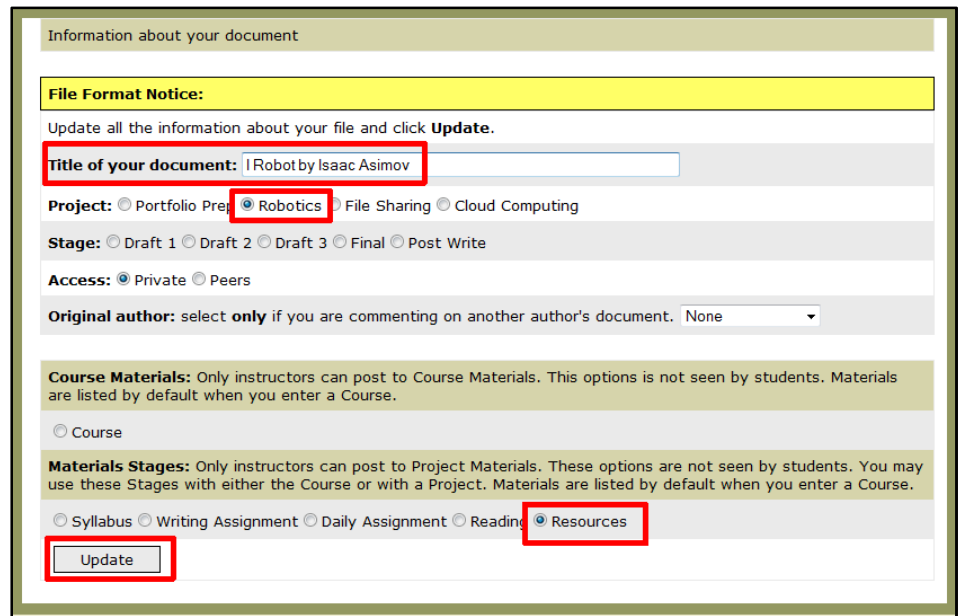


Browse to the PDF file.

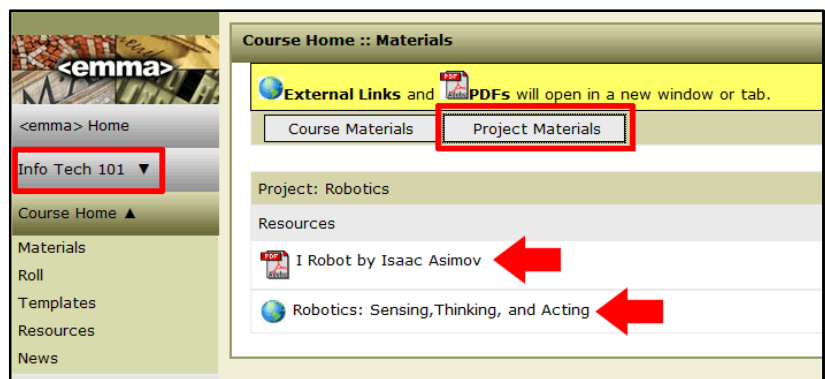


Supply the information about the resource as described above for the link.

Click on **Update** when you are ready.

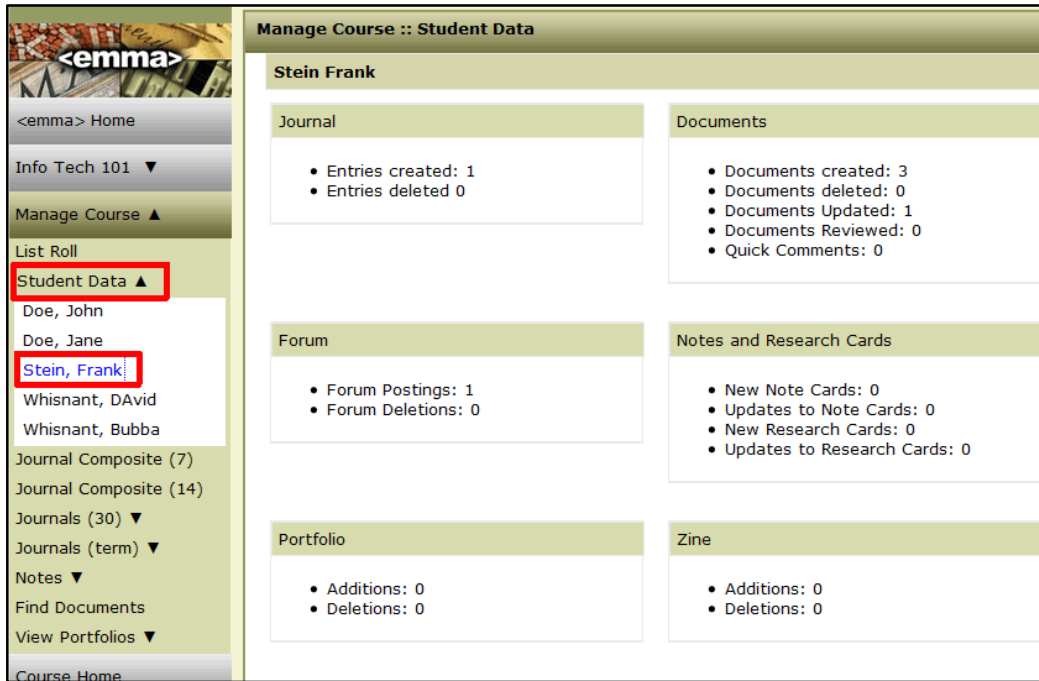


When students log on later and select the course, clicking on the **Project Materials** button will display the resources under the project name.



Viewing Student Data

If you would like to see a summary of the work a student has done within <emma> for a term, click on **Student Data** and then the name of the student. You will see a list of the Journal entries they have made, the documents they have created, and so forth.



The screenshot displays the 'Manage Course :: Student Data' page for Stein Frank. The left sidebar contains a navigation menu with 'Student Data' highlighted in red. The main content area is divided into six sections:

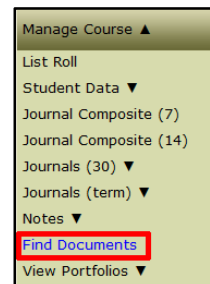
- Journal:**
 - Entries created: 1
 - Entries deleted: 0
- Documents:**
 - Documents created: 3
 - Documents deleted: 0
 - Documents Updated: 1
 - Documents Reviewed: 0
 - Quick Comments: 0
- Forum:**
 - Forum Postings: 1
 - Forum Deletions: 0
- Notes and Research Cards:**
 - New Note Cards: 0
 - Updates to Note Cards: 0
 - New Research Cards: 0
 - Updates to Research Cards: 0
- Portfolio:**
 - Additions: 0
 - Deletions: 0
- Zine:**
 - Additions: 0
 - Deletions: 0

Downloading Several Documents at Once

You can download documents for individual students, but downloading them one at a time can be quite a task when you want to look at essays for an entire class. In this case you may want to download the documents in a batch.

Suppose, for example, that you want to download all of the “Robotics” documents that are in first draft stage.

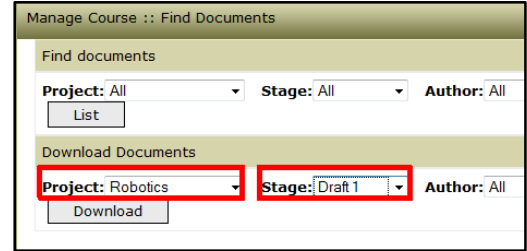
Under **Manage Courses**, click on **Find Documents**.



The screenshot shows a portion of the Emma LMS navigation menu. The 'Find Documents' option is highlighted with a red box.

In the **Download Documents** section, specify “Robotics” as the **Project** and “Draft 1” as the **Stage**.

Click on **Download**.

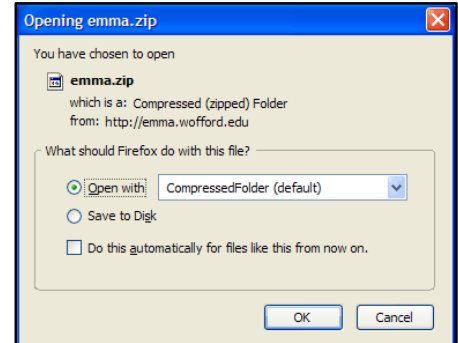


Because several documents can take up quite a bit of memory, the files are downloaded in a compressed form as zipped files.

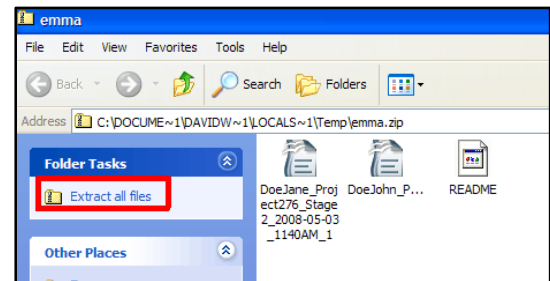
The next set of windows will vary depending on the type of computer and operating system you are using.

Usually you will be asked if you want to open a folder contain the zipped files.

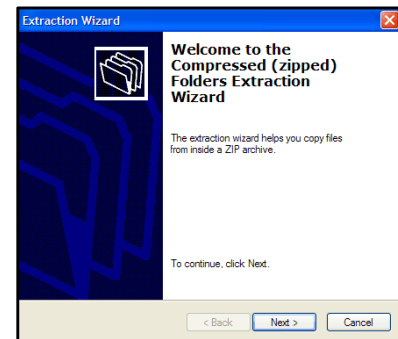
Answer **OK**.



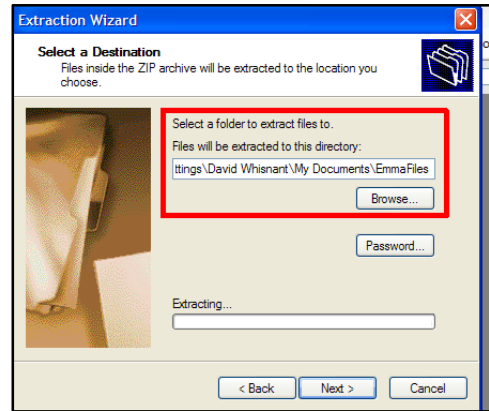
You will need to extract the original versions of the files from the zipped versions.



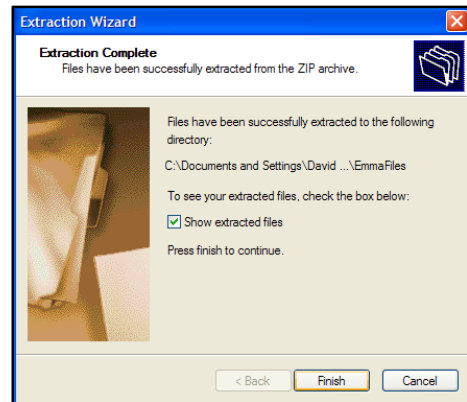
At this point, you probably will see some Extraction Wizard windows. Click on **Next**.



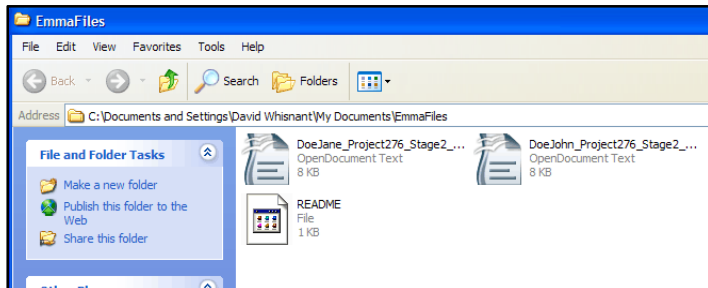
You will need to specify the folder in which you store the original versions of the files



Click on **Finish** when you are through.



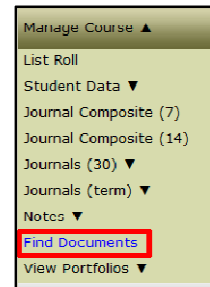
The original OpenDocument versions of the files are now available for viewing, grading, etc.



Finding “Lost” Documents

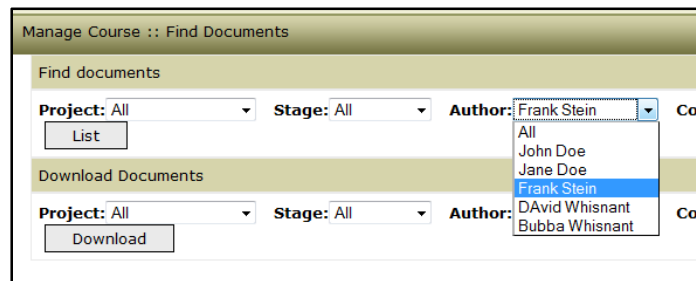
If necessary, you can search for all documents that have been uploaded by a particular student. This is handy if a student tells you that he/she uploaded a document to <emma> but cannot remember where.

Under **Manage Course**, click on **Find Documents**.

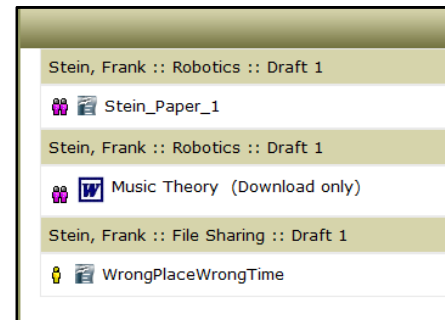


In the **Find Documents** section, select the student's name from the pull-down list.

Click on **List**.



You will see a list of papers by this student. The student now can find the missing document and move it to another project, as was explained in the first lesson.

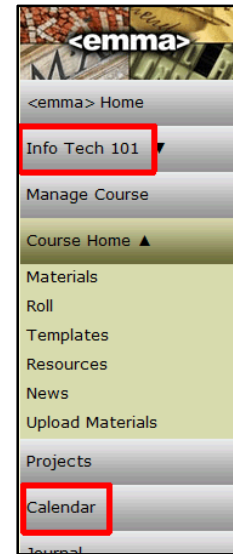


Using the Calendar

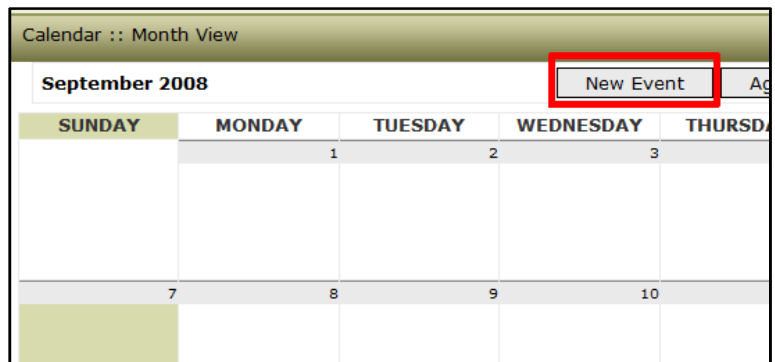
The Calendar is a good way to keep your students informed about project deadlines and other activities associated with your course. For example, when Ima Student logs on to <emma> on August 29, she is reminded of some things going on that affect her.



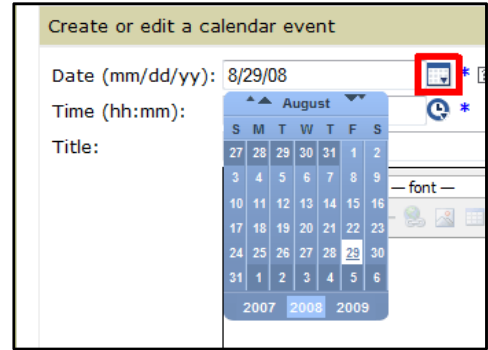
To access the Calendar, select your course and then click on **Calendar**.



To add an event to the calendar, click on **New Event** at the top of the calendar.



You can enter the date directly (mm/dd/yy) or click on the calendar icon and select the date from the calendar that pops up.



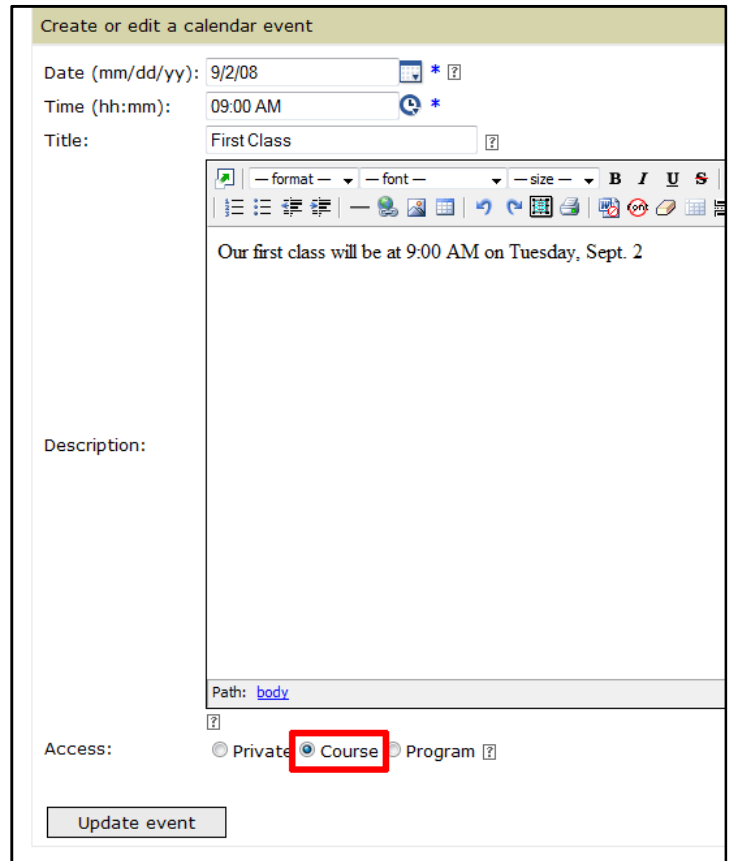
Enter other information about the event:

- Time (HH:MM AM/PM)
- Title
- Description
- Who has access to the event

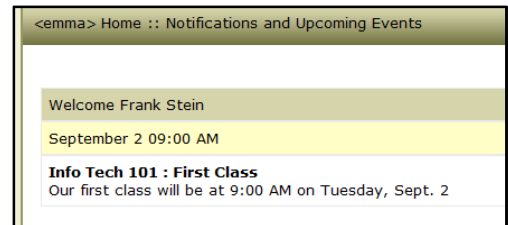
There are three types of events: Private, Course, and Program.

- A **Private** event will appear to the instructor only. These events can be used as personal reminder tools.
- A **Course** event will be seen only by students in that particular course
- A **Program** event will be seen by ALL <emma> students and should be used sparingly – probably only by the head of Humanities.

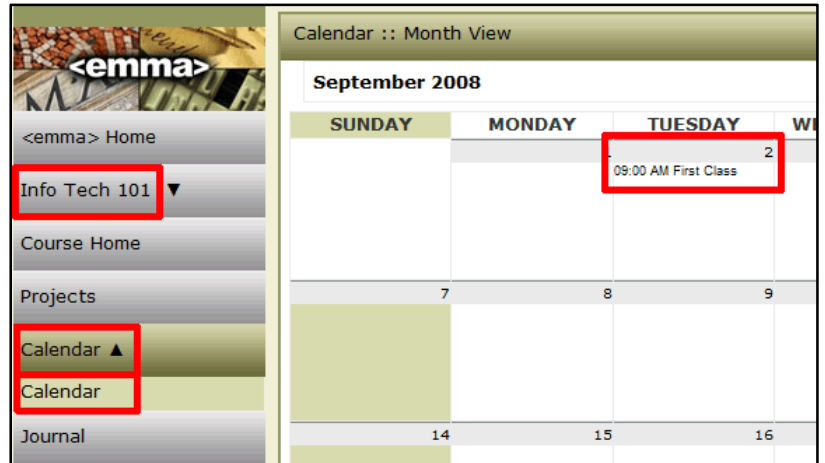
This event has been designated a course event because it applies to everyone taking your course.



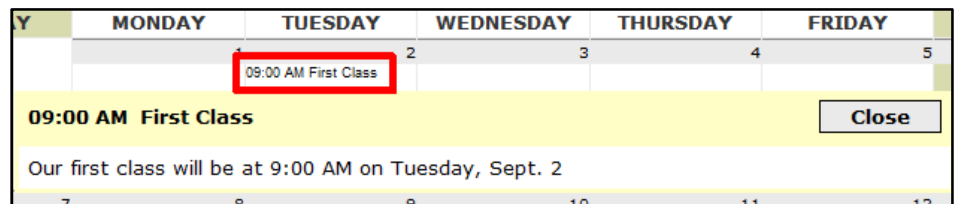
When students in this class log on to <emma>, they now will see an announcement of the event.



If a student (or you for that matter) selects the course and then **Calendar**, he or she will see the event listed there.



Back on the calendar, if you or a student moves the mouse over the event, a window will pop up with its description.



The color of the event's box on the calendar and on the <emma> Home page tells what kind of event it is: yellow = a class event; blue = a private event; pink = a program event.