Friday February 20 CL Quick Tips

- **Add Site Stats tool**  SITE SETUP : Edit Tools

- Stats are not visible by students

- Events tracked include username, name, activity, most recent date and total

- **Override a course (not item) grade**  GRADEBOOK : Course Grades
  - Change a grade. NOTE: The grade type entered must match the type specified in Gradebook setup (letter grades, points, or percentages)
  - To revert to auto-calculated grades from a manual grade override, delete the manually graded entry, and click Save

- **Combine courses**  SITE SETUP : Combine Rosters.
  - You must have the role of instructor or assistant in each course you want to combine
  - Courses must be in the same term
  - Combined courses are merged into a new parent site
  - A parent course is assigned a new section number beginning with a C
  - When courses being combined have different course numbers, you can choose which of the course numbers will be the number of the new parent site
  - The new course includes the default Oncourse tools and the participants from each course; no other course content will be included
  - Each individual course includes a home page message indicating that the course is combined and providing a link to the new parent

- **Include a course in an existing parent**  When you have an existing parent, you may choose to combine rosters into that rather than creating a new parent

- **Remove a roster from a parent**  Enter the course to be separated; click SITE SETUP : Separate Rosters

- **Delete a parent course**  When all rosters are removed from a parent, the parent section is deleted

- **IMPORTANT NOTE: Only the default list of tools remain** when you uncombined courses and any content you had in them. *Any content previously included in non-default tools will be lost.*
  - Default Oncourse tools are: Home, Syllabus, Roster, Calendar, Assignments, Resources, Library Resources, Gradebook, Messages, Forums, Announcements, Email Archive, Chat Room, Web Content, IU News, Site Setup, Help, in that order.

Cindy
Cynthia D. Hollingsworth, M.S.
Coordinator of Instructional Design &
Adjunct Assistant Professor
1111 Middle Drive, NU 452 B
Indianapolis, IN 46202
http://www.iupui.edu/~webtrain
cholling@iupui.edu
(317) 274-0752