Course Setup – 3.2 - Speed up your Course Setup

Turnitin users: Good news!

You can now import Turnitin assignments from last academic year. Turnitin assignments from earlier academic years still can't be reused; they must still be recreated in your new course.

1) **Check your course format before import/restore**. If you are reusing content from a previous semester, make sure your new course is set to the same course format (e.g. topics, weekly, grid) and number of blocks (sections) as the previous course <u>before</u> starting the backup/restore or import. You can edit these settings from *Administration block>Edit settings>Course format.*

2) **Edit all open and close dates in one place:**
   a) Go to *Administration block > Reports > Dates.*
   b) Select an activity type using the dropdown filter.
   c) Click expand all, to display the date settings for each activity within a course topic.


   d) Modify any dates for that activity.

   e) **Save changes** *before* selecting the next activity type.

3) **Set or change use of groups for all activities** from *Administration block > Reports > Groups.*
   - Note: you must have the groups and groupings already created (Administration block > Users > Groups).   Don't forget to add the students!
   a) Select an activity type using the dropdown filter.

b) Click expand all, to display the group settings for each activity within a course topic.
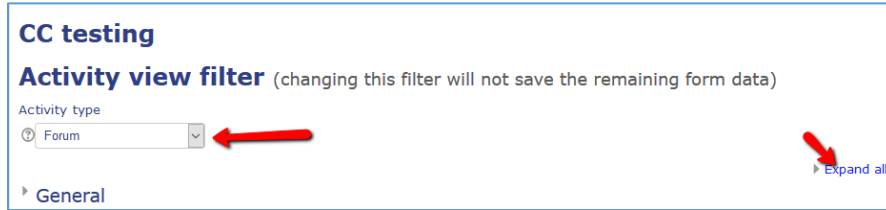
c) Modify the group mode and grouping for all activities of that type and click save changes *before* selecting the next activity type.
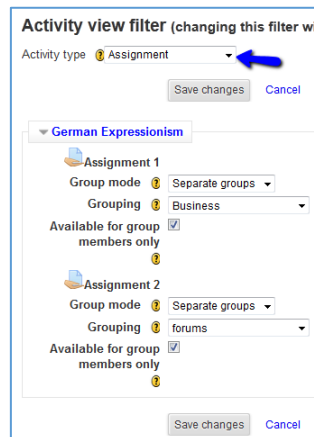
4) **Hide, delete, move or duplicate multiple resources/activities at once** with the *Mass Actions block*.
   a) If the Mass Actions block isn't already in your course, use the Add a Block to add it.

   b) The Mass Actions block will appear just above the Add a Block, but can be dragged to a new location using the ✣
   c) After adding the block, you will see a set of checkboxes on the far right of each activity or resource. Select all the items on which you want to perform the same action ((e.g hide).

d) In the Mass Actions block, choose the appropriate action (e.g. hide) from the **With selected** options, or select a section to move or duplicate the checked items into.
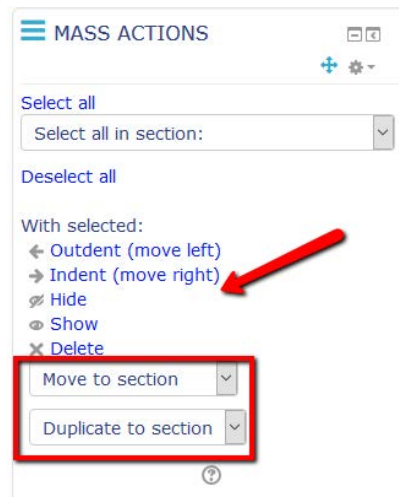

5) **Quickly copy items from one course to another** with the *Sharing Cart block*. *Note: This works best when copying a small number of specific items. Use the Import or Backup and Restore process for copying over a large number of items or an entire course.*
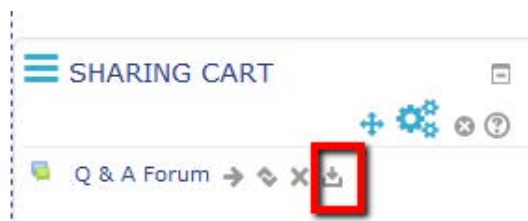
a) Use the Add a Block to add the **Sharing Cart block** to both courses.
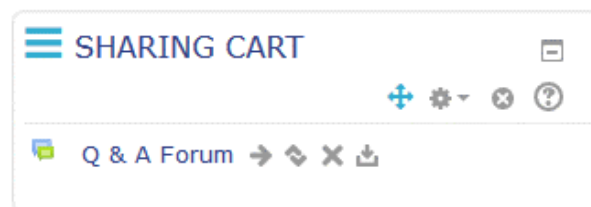
b) Once the Sharing Cart is in a course, the edit dropdown for every course item will have an additional option to copy the item to the sharing cart.
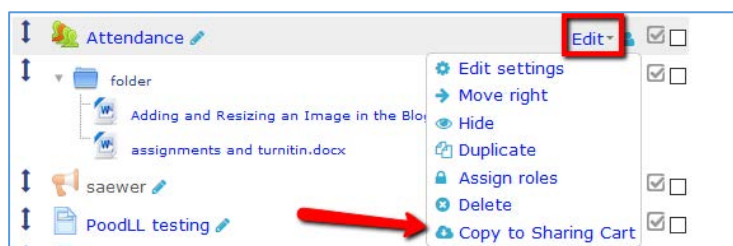

c) After adding items to the sharing cart, go to the course you want to copy them into and select the copy to course icon for an item.

d) This will create a "copy to box" at the bottom of every topic. Click the box in the topic where you wish to add the item. If necessary, use the drag icon just in front of the copied item to move it within the topic.
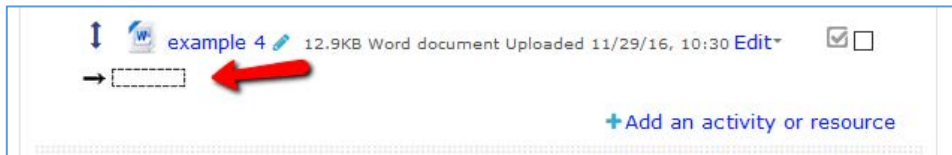

6) **Delete items you aren't using this semester.** Hiding these items does not remove the points from the gradebook course total so it is best to delete unused items. You can always import just these items again from your old course if you change your mind later. Use the dropdown editing menu, or the Mass actions block. .
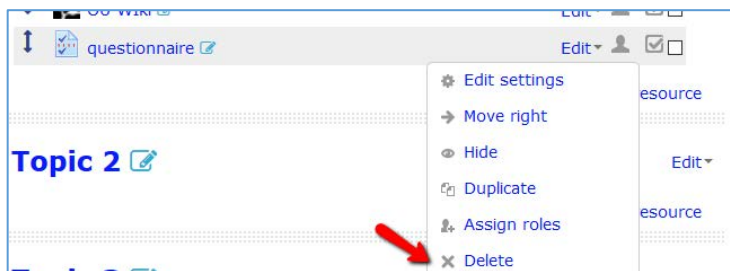

7) **Check all URLs in your course, including Media library & Mediasite.**
8) **Check your course from the student view** – Ensure everything you want visible is available to the students, and what you want hidden, is hidden.
   a) At the top right, click the dropdown for your username.
   b) Select **Switch role to**…
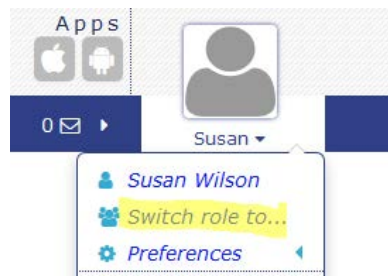
   c) Click **Student**.
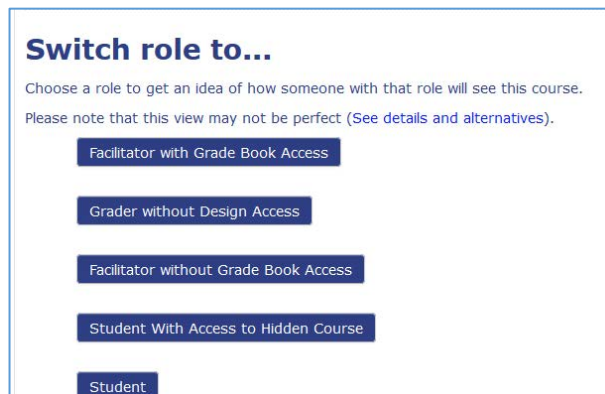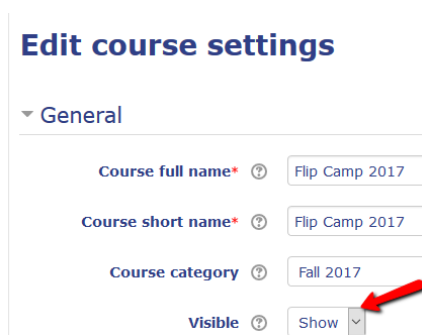
d) To return to your Instructor role, click the dropdown below your name. Select *Return to my normal role.*
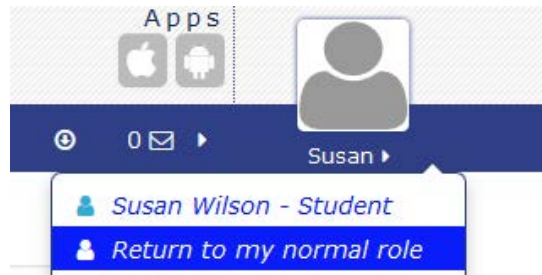
9) **Make your course visible!**
   a) Go to the Administration block>Edit settings
   b) Change the Visible setting to Show and Save.

10) **Send an Announcement** (formerly the News forum) to the students, notifying them the course is available.

See below if using Q & A forums or Turnitin

Q & A Forums:

- If you're using the Q & A Forum type, you need to add your prompt; these do not copy over from previous semesters.
- a) After updating and saving the forum settings, select the **Add a new question button** after saving the forum settings and enter the prompt in the Message field. You can **post a copy to all groups** using the checkbox in the Display period settings below.

Turnitin:

- When creating or updating your Turnitin assignments, remember to *enter the grade points in both the Grade section (total of all parts) and each assignment part*. If you have only 1 part, the

Maximum points and Max grades will be the same. If you have more than one part to the assignment, the sum of the Max grades for all parts should equal the Maximum points.