

A Guide to Building Your Course

<http://www.lon-capa.org>

Log In

- Log in with your username and password.
- Your browser must allow JavaScript and cookies.
- If your browser allows pop-ups, the Remote Control (Fig. 1) will appear for navigation. If not, you can use the Inline Menu (Fig. 2) or Main Menu (Fig. 3) to navigate.
- Your roles should appear. You can always go back to this screen through [ROLES] on the Remote Control or the Main Menu.

NOTE: If you only have one role, you will bypass this screen.

- Click the [Select] button next to the Course Coordinator role for the course you wish to work in.
- This course will now be displayed.

Course Initialization Helper

- When entering your course for the first time, the Course Initialization Helper will appear. To keep the default LON-CAPA settings, click the [Next] button on each screen. To exit the Helper when done, click the [Finish Course Initialization] button. You will then be directed to the Course Documents Screen.

Course Documents [DOC]

- Select [DOCS] from the Remote Control or Main Menu. This will take you to the Course Documents screen, where you can import or upload new documents to use in your course.
- You can use folders to organize your course in terms of Homework Sets, Chapters, and Units. After creating a folder (Ex: Unit 1), click on the folder icon to enter the folder and create a sub-folder (Ex: Chapter 1).
- You can add material to your course by importing, uploading, or creating new resources.

NOTE: You cannot drag and drop resources. If you add a resource to the wrong folder, delete it and add it to the correct folder.

Importing Published Documents

- Go to the folder you want to add material to.
- Click the [Import] button on the DOCS screen.
- Browse published documents from the LON-CAPA resource pool.
- Select the documents you wish to use.
- Click the [Import] button to add documents to your course folder.
- Finalize the order if more than one document was selected.
- Click the [re-initializing course] button to make changes appear.

Search for Published Documents

- Click the [Search] button to search the LON-CAPA resource pool of published documents.

Uploading Documents from Your Computer

- Go to the folder you want to add material to. Click the [Browse] button to search for documents saved to your computer.
- Select a file, choose a title, and click the [Upload Document] button to import to your course.

Special Documents

- By clicking on the corresponding button, you can add a new folder, a composite page, an external resource, a syllabus, a simple page, a navigate contents page, a simple problem, a score upload form, a bulletin board, your personal info, and info about another user, such as an instructor or TA.
- Clicking the [Navigate Contents] button will add a Navigate Course Contents resource page to your course. This is a good first resource for your course because it displays all of your course contents, such as your syllabus and problems sets.

Set/Modify Course Parameters [PARM]

- Select [PARM] from the Remote Control or Main Menu. This will take you to the Set/Modify Course Parameters screen.

Parameter Helper

- The Course Assessment Parameter Helper Mode is the easiest way to set your parameters, as it will guide you through the process step-by-step. Using the Helper, you will be able to set the following parameters: open date (when problems open to students), due date (when problems are due; students cannot view problems after this date unless answer date is set), answer date (when answers are viewable to students), tries, and weight.

NOTE: Changes may take up to 10 minutes to be active for all students in your course.

Chart Student Progress [CHRT]

- Select [CHRT] from the Remote Control or Main Menu. This will take you to the Course Statistics and Chart screen, where you can generate a chart.
- Click the [Generate Chart] button to view the default chart for your class.
- You can modify this chart in terms of sections, student data, enrollment status, sequences and folders, output format, and output data.

Output format

- One of the options for your output is the Excel format. This will generate an Excel 95 file: an older format that is often more compatible across various operating systems than newer formats.

Change Preferences [PREF]

- Select [PREF] on the Remote Control or Main Menu. This will take you to the Change Preferences screen, where you can change your password (if LON-CAPA takes care of checking it), your nickname or anonymous discussion screen name, your message forward and notification addresses, the language preferences, and various display and editor preferences. You will also be able to edit the personal information on the About Me screen.
- Click on the link corresponding to what you'd like to change, ex: Change Screen Name
- Make your changes and submit.



Figure 1: Remote Control

Print [PRT]

- The [PRT] button will only be accessible when you are looking at one of your resources for your course.
- Click the [PRT] button to open the print helper, which will help you create a PDF document.

Getting Help

- Click on the small blue boxes with white question marks [?] for general topic help.
- Click on the small orange boxes with white question marks for an overview on the help and support available.
- Submit enhancement requests using Bugzilla at <http://bugs.lon-capa.org>, or by clicking on the bug icon.
- Additional help at <http://help.loncapa.org>



Figure 2: Inline Menu

Main Menu

ROLES	Switch to another user role
DOCS	Edit and view documents included in this course
NAV	Navigate the table of contents for this course
SPRS	Calculate course grades (Spreadsheet)
CHRT	View the course assessment progress chart
STAT	View course assessment statistics
ENRL	Drop/Add students in this course
CUSR	Create a user or modify the roles and privileges of a user
PARM	Set deadlines and other assessment parameters, as well as
RES	Browse published resources
VBKM	Use or edit my bookmark collection
CLDR	Course announcements and my calendar
COM	Send and receive messages
CHAT	Enter the chatroom for the course
SRCH	Search the database of published resources
PREF	Set my user preferences
EXIT	Exit LON-CAPA

Figure 3: Main Menu