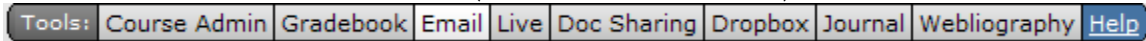


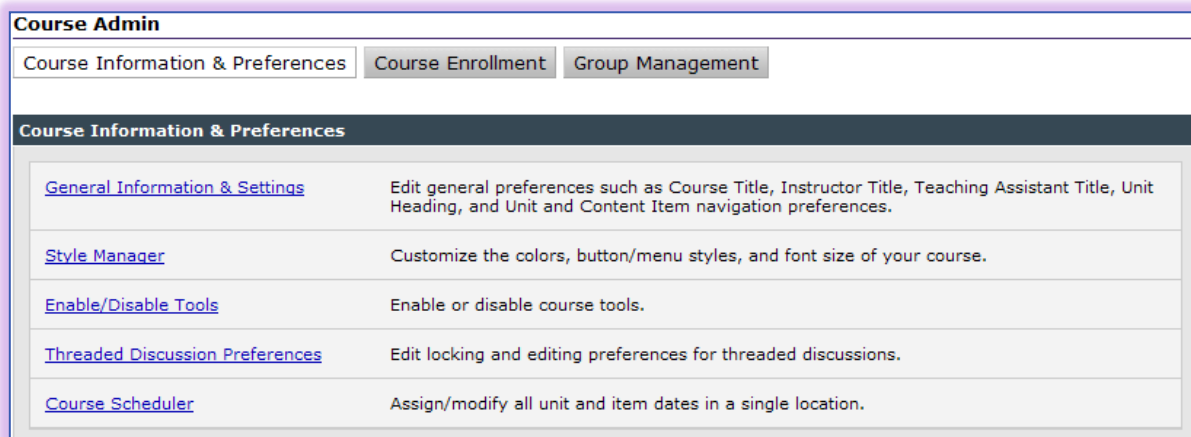
## Course Admin

This area is where the initial course setup takes place. It is used to set course preferences, such as the style for the course. For the Adrian campus courses, the style for the course was setup in the template that was used to create the course. However, this can be changed. Whichever tab you are working in on the Course Admin tool, the course preference settings you select apply course-wide. Course preference settings can be changed at any time.

- ❖ Click **Course Admin** on the **Tools Bar** (see illustration below).



- ❖ The **Course Admin** page will display (see illustration below).

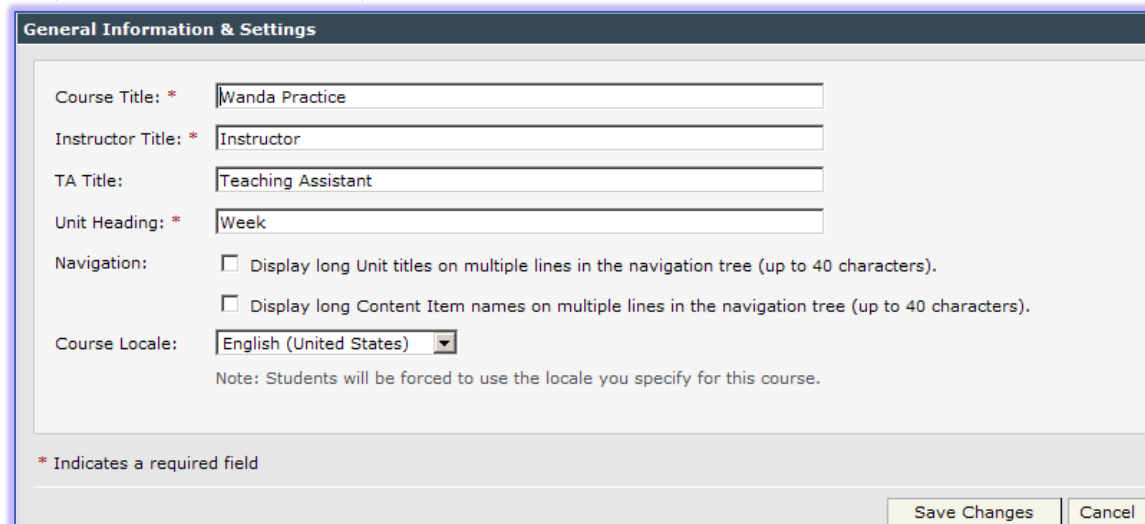


- ❖ There are three tabs within this area.
  - **Course Information & Preferences** – Click this tab to set course options and settings, such as General Information & Settings, Style Manager, Enable/Disable Tools, Threaded Discussion, and Course Scheduler.
  - **Course Enrollment** – Click this tab to display a list of students in the course.
  - **Group Management** – This tab is used to organize students into groups or teams.

### General Information & Settings

This area is used to change the general preferences such as Course Title, Instructor Title, Teaching Assistant Title, Unit Heading, and Unit and Content Items navigation preferences.

- ❖ Click the **General Information & Settings** link to open the **General Information & Settings** window (see illustration below).

A screenshot of the 'General Information & Settings' window. It contains several input fields and checkboxes:

- Course Title: \* [Wanda Practice]
- Instructor Title: \* [Instructor]
- TA Title: [Teaching Assistant]
- Unit Heading: \* [Week]
- Navigation:  Display long Unit titles on multiple lines in the navigation tree (up to 40 characters).  
 Display long Content Item names on multiple lines in the navigation tree (up to 40 characters).
- Course Locale: [English (United States)]

A note at the bottom states: 'Note: Students will be forced to use the locale you specify for this course.' At the bottom right, there are 'Save Changes' and 'Cancel' buttons. A legend at the bottom left indicates '\* Indicates a required field'.

- ❖ Fill in any of the boxes with the desired information.
- ❖ Click either of the **Navigation** options, if desired.
- ❖ Click the list arrow for the **Course Locale** to select a different locale.
- ❖ Click **Save Changes** to save the changes that were made.

### Style Manager

This area is used to change the colors, button/menu styles and fonts for a course. When working with the style manager, it is not possible to select both a Color Theme and a Design Theme. You must choose one or the other.

- ❖ Click **Style Manager** to open the **Course Style Manager** window.
- ❖ The window will open with a gallery of **Color Themes** displayed.
- ❖ Click the option buttons for one of the themes, if desired.
- ❖ Click the **Design Themes** link to select a design for the course, if desired.
- ❖ Click the **Fonts** link to specify different options for the font.
- ❖ Once all the options have been selected, click the **Save Changes** button to apply the changes.

### Enable/Disable Tools

This area is used to enable or disable course tools.

- ❖ Click the **Enable/Disable Tools** link to open the window.
- ❖ A list of the tools that are available in eCollege will appear.
- ❖ Click the option button under **Enable** to make the tool available to the students.
- ❖ Click the option button under **Disable** to make the tool unavailable to the students.
- ❖ Click **Save Changes** to make the changes to the tools options.

### Threaded Discussion

Use this area to edit locking and editing preferences for threaded discussions.

- ❖ Click the **Threaded Discussion** link to open the window.
- ❖ Click one of the two available check boxes.
- ❖ Click the **Save Changes** button to apply the changes to the course.

### Course Scheduler

This area is used to assign and/or modify all unit and item dates in a single location.

- ❖ Click the **Course Scheduler** link to open the window.
- ❖ A list of the units and items in the course will display.
- ❖ Each item will have two option buttons.
  - **Use Unit Start/End Date** – This option is the default. The content will be displayed according to the dates specified when the course is created. Usually this is the beginning and ending date of the semester.
  - **Assign Specific Start/End** – This option allows the instructor to select the start and end date for each item individually.
- ❖ After all the options have been chosen, click the **Save Changes** button.