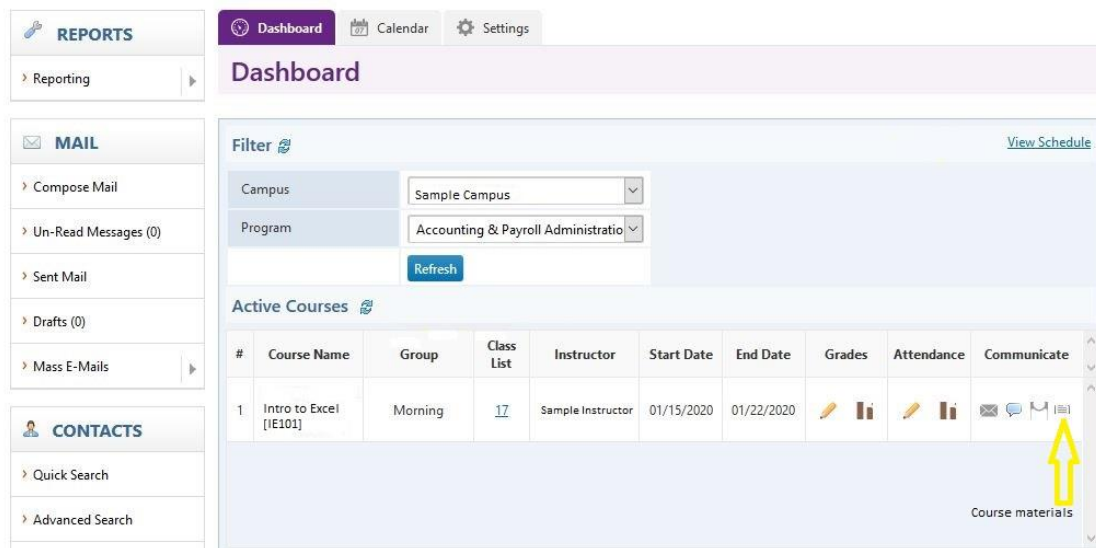


Course Materials tool for Instructors

Course Materials Tool

The Course materials tool allows you to upload course materials to CampusLogin in an organized manner. You can access the Course Materials by clicking on the “Students” tab, then the “Dashboard” sub tab.

- In the dashboard there is a column labelled Communicate. In this column you will find the Course Materials icon.



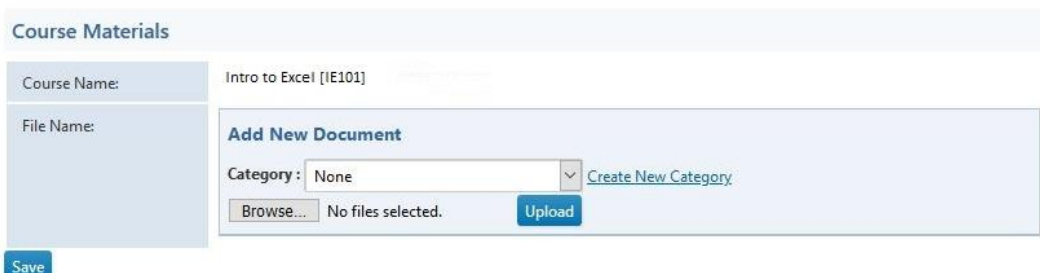
The screenshot shows the CampusLogin Dashboard. On the left sidebar, there are sections for REPORTS, MAIL, and CONTACTS. The main content area has tabs for Dashboard, Calendar, and Settings. The Dashboard tab is active, showing a Filter section with dropdowns for Campus (Sample Campus) and Program (Accounting & Payroll Administration), and a Refresh button. Below this is an Active Courses table. The table has columns: #, Course Name, Group, Class List, Instructor, Start Date, End Date, Grades, Attendance, and Communicate. The first row shows a course named 'Intro to Excel [IE101]' with a 'Communicate' column containing several icons. A yellow arrow points to the 'Course materials' icon in the Communicate column.

#	Course Name	Group	Class List	Instructor	Start Date	End Date	Grades	Attendance	Communicate
1	Intro to Excel [IE101]	Morning	17	Sample Instructor	01/15/2020	01/22/2020			

- You can click on the Course Materials icon and you will be taken to the Course Materials Tool.



The screenshot shows the header of the Course Materials tool. It has a title bar 'Course Materials' and a 'Close' button.



The screenshot shows the main interface of the Course Materials tool. It has a 'Course Name' field with the value 'Intro to Excel [IE101]'. Below this is a 'File Name' field. To the right of the 'File Name' field is a section titled 'Add New Document' which includes a 'Category' dropdown menu (set to 'None'), a 'Create New Category' link, a 'Browse...' button, and an 'Upload' button. At the bottom left, there is a 'Save' button.

- c. Your organization may or may not have already created the categories they wish used or you may have been given the permission to create additional categories if needed.

Process

The screenshot shows a web form titled "Course Materials". On the left, there are fields for "Course Name:" (containing "Laboratory Skills Practice II [MLAB-206]") and "File Name:". Below these is a "Save" button. To the right, the "Add New Document" section features a "Category:" dropdown menu currently set to "None". A yellow arrow points to the dropdown arrow icon, with the text "Down arrow" above it. The dropdown menu is open, displaying a list of categories: Course Outline, Week 1 through Week 10, Additional Resources, Module 1 through Module 3, Multimedia, In Class Assignment, Lecture 1 through Lecture 5, Assessment, Clinic, Project, Evaluation, Class 1, Class 2, MidTerm, Lab 1, and Lab 2. A "Browse..." button is located below the category dropdown. To the right of the dropdown is a link that says "Create New Category". At the bottom of the form, there is contact information for "Great Exposure Inc." and a "General Inquiries" email address.

Before uploading any materials, you will need to choose what category it belongs with. Categories can be shared with all programs and are simply a way to organize your material. Consider them like a file folder.

- Click on the down arrow to see what categories are available.
- Select the appropriate heading
- Click on the browse button to select the material to upload to that category
- Click on the upload button

Course Materials

Course Name:	Sample Course
File Name:	<div> Add New Document </div> <div> Category: Course Outline Create New Category </div> <div> Browse Test document.docx Upload </div>

An example of an organized course is below:

Sample Course

Week 1

Medical definitions 101.xlsx

01 Lecture ABC 110.pdf

Week 2

02 Recording speech.mp4

Module 3

03 Lecture Notes.docx

03 presentation.ppt

03 video demonstration.mov

03 Lecture xxxx.ppt

Additional Resources

Assessment 1-10.xls

Resource 1-15.pdf

Interesting Notes.docx

Speech from.....mp3

presentation sample.ppt

Labs

LAB Procedure Demonstration.mov

Clinic 1

Clinic Process 101.mov

The category is above, and any materials related to that category fall within it.

Caution

Always check to see if your material can be uploaded under an existing category before you create an additional category. By not checking you run the risk of creating disorder like multiple duplicates. An example of an inefficient system is below:

The screenshot shows a web form titled "Course Materials". On the left, there are fields for "Course Name:" (containing "Laboratory Skills Practice II [MLAB-206]") and "File Name:". Below these is a "Save" button. To the right of the "File Name:" field is a section titled "Add New Document". Inside this section, there is a "Category:" dropdown menu currently set to "None". A yellow arrow points to the dropdown arrow. To the right of the dropdown is a link that says "Create New Category". The dropdown menu is open, showing a long list of categories, many of which are duplicates or overly specific, such as "Course Outline", "Week 1 - Excel in todays world", "Week 2 - Massage tools", "Week 3", "Week 1", "Week 1", "Massage Intro", "Week 3 - June 10 - June 15", "Pathologies in Todays World", "Class 1", "Class 1", "Additional Resources - Assignment", "Additional Resources", "Additional Resources", "Renal System", "Class 1 - Sept 21 2019", "Video 1 - Games", "Video 1 - Knees", "PowerPoint", "Multimedia - Powerpoint", "Multimedia", "Powerpoints", "Power Points", "Clinical Evaluation", "week 1", "Third section", "Course Outline", "Syllabus", "Review", and "Review". Below the "Add New Document" section is a "Browse..." button. At the bottom of the form, there is a table with two columns. The first column contains names like "Jacobson, n" and "Great Exposure Inc. /". The second column contains contact information like "Mon-Fri 9:00 am - 5:00 pm" and "Technical Support/Ad". To the right of the table is a box titled "General Inquiries:" with the email "Info@GreatExposure.com".

Here you see multiple duplicates, different spellings of the same category, naming a category the same name as a course document, and being too specific in regard to a category that reflects just 1 course and 1 instance.

StudentLogin

Your organization can activate this feature for the StudentLogin tool to allow students to log in and download this material themselves.

Speak to your Campus Manager or contact your CampusLogin account manager if you need any training or assistance using this tool.