


Creating a Course

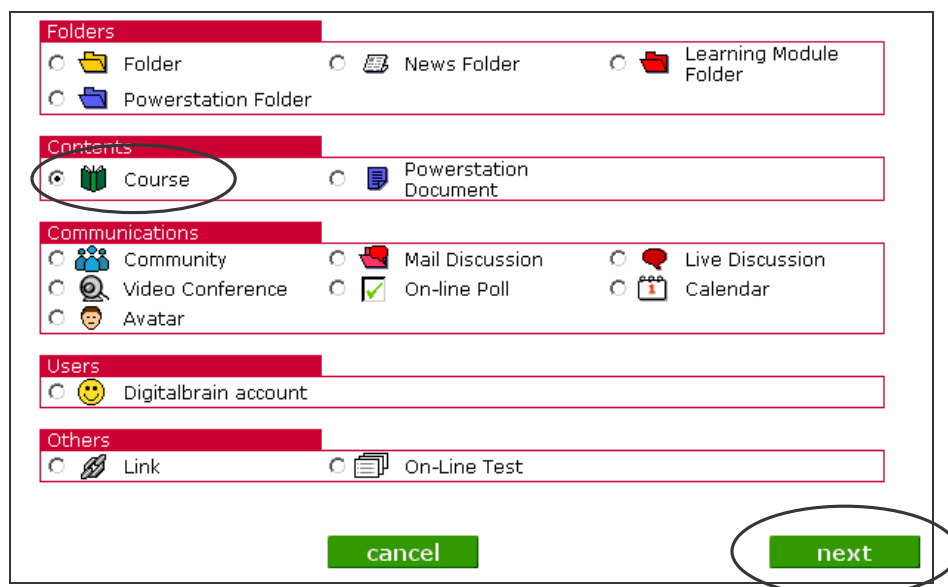
Creating a Course

1. **Log in** with your digitalbrain username and password
2. Click on the 'Webspace' icon  from your homepage

OR

Click on the **Go to** menu in the digitalbrain toolbar and select  My webspace

3. Click **new**
4. Select Course and click **next**



The screenshot shows a dialog box with several sections:

- Folders:** Folder, Powerstation Folder, News Folder, Learning Module Folder.
- Contents:** Course (circled), Powerstation Document.
- Communications:** Community, Video Conference, Avatar, Mail Discussion, On-line Poll, Live Discussion, Calendar.
- Users:** Digitalbrain account.
- Others:** Link, On-Line Test.

Buttons: **cancel** and **next** (circled).

5. Give your course a name and click **edit**

New >  Course

Step 2:

What would you like to call it?

In which folder should this be created?

browse

cancel

edit

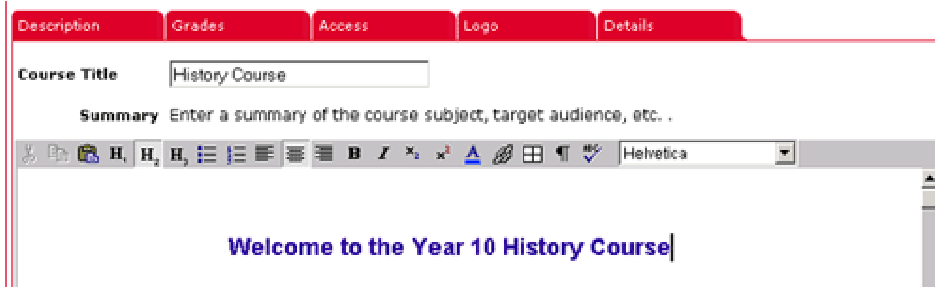
Creating a Course

6. You can now edit your course using the template provided. Use the tabs at the top of the page to edit content relating to each section.



7. The **Description** area will be displayed as the Course homepage.

Click on the **Description** tab to enter text and images using the Java editor.



8. Click on the **Grades** tab to enter the course passmark and to define the grading bands for the Course.

Passmark Enter the passmark for the whole course. This is the total course mark from all assignments. See the individual assignments for their contribution to the total course mark.

Grading Define the grading bands for the course. If defined, the grade will be displayed to the student instead of a numeric mark. Blank grades will be ignored; leave all blank if no grading is required.

Grade awarded for marks above

Grade awarded for marks above

9. Click on the **Access** tab to define the feedback students will receive:

- If you select 'Students can see marking details' students will be able to see the marks they have been given for each assignment;
- If you select 'Students see indicative marking results' students will only be able to see whether they passed or failed the course;
- If you select 'Supports marking feedback', a 'Feedback' folder will be generated within the course and a feedback folder will be generated for each student within this folder allowing teachers to upload feedback documents.

Markbook Visibility Students can see marking details
 Students see indicative marking results

Feedback Supports marking feedback

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10. Click on the **Logo** tab to enter a logo to represent this course in the user's homepage course listing.

- Click on browse to upload your gif or jpeg image.
- For copyright reasons, enter the URL of the image if obtained from the web.

Course Logo Enter a logo to represent this course in the users' homepage course listing

You can upload an image (GIF or JPEG) here. . .
The object will be scaled to fit the following size: width between 1 and 129; height between 1 and 85

C:\Documents and

Copyright: Did you get this media from elsewhere on the web?
If so, enter the URL of the original:

Link: where should this link to when clicked (if different from above)?

What alternative text describes this item?

11. Click on the **Details** tab to enter all details relevant to the course such as course code, qualification, venue etc. This is mostly used by FE colleges.


Course code	<input type="text" value="DB145rc"/>
Qualification	<input type="text" value="Certificate"/>
Entry	<input type="text" value="0900"/>
Venue	<input type="text" value="Room 14"/>
Start	<input type="text" value="0930"/>
Duration	<input type="text" value="6 hrs"/>
Day	<input type="text" value="Friday 23/07"/>
Times	<input type="text" value="0900-1530"/>
Fee	<input type="text" value="150"/>

Enrolment By telephone By post In person By email By web form

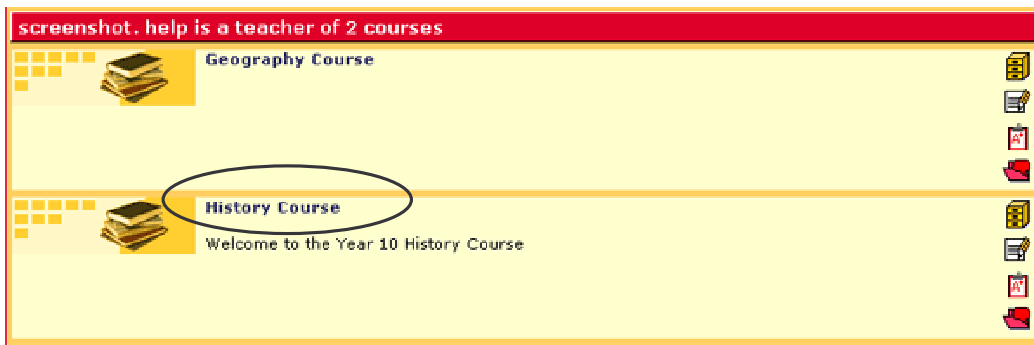
Status Archived Moderation Done


12. When you have finished editing your course, click **save & view** at the bottom of the page to display your Course.

Editing a Course

1. To edit your course from the front-end, navigate to the Course Listings from your homepage using the  icon (step 2 above).
2. Click on the Course title in the listing to navigate to the Course required (see image overleaf).

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- Your Course homepage will be displayed. Click on  in the digitalbrain toolbar to return to the editing tabs for the Course (steps 6 - 11 above).



Course Tools

Clicking on the icons to the right of your course homepage gives you easy access to all features of the Course - such as calendar, discussions, assignments, and markbook.

