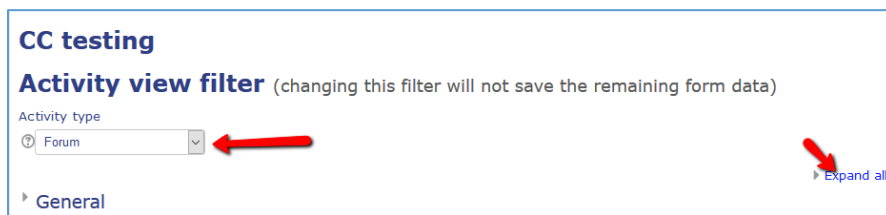
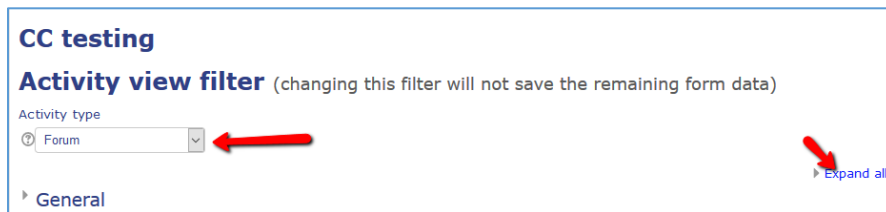


Cougar Courses –Speed up your Course Setup

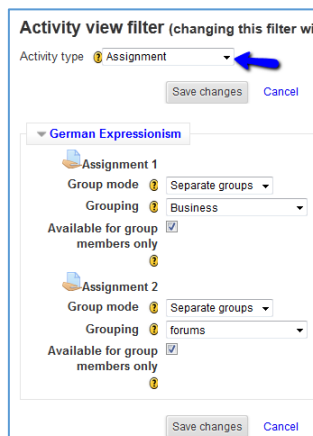
- 1) **Check your course format.** If you are reusing content from a previous semester, make sure your new course is set to the same course format (e.g. topics, weekly, grid) and number of blocks (sections) as the previous course before starting the backup/restore or import. You can edit these settings from *Administration block>Edit settings>Course format*.
- 2) **Edit all open and close dates** for assignments, Turnitin, and quizzes from *Administration block > Reports > Dates*.
 - a) Select an activity type using the dropdown filter.
 - b) Click expand all, to display the date settings for each activity within a course topic.
 - c) Modify any dates for that activity and click **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).
 - 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.



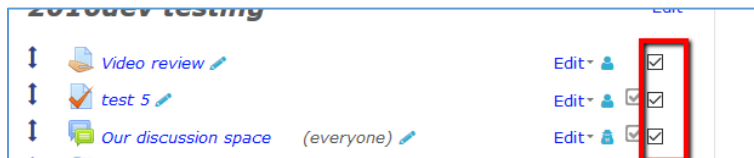
4) **Hide, delete, move or duplicate multiple course resources** and activities at once with the *Mass Actions block*.

a) If the Mass Actions block isn't already in your course, use the Add a Block to add it.



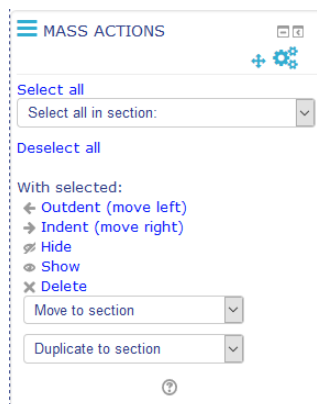
b) The Mass Actions block will appear just above the Add a Block, but can be dragged to a new location using the +

c) Once the Mass Actions block has been added, use the checkboxes on the far right of each activity or resource to select items to hide/show/delete or move.



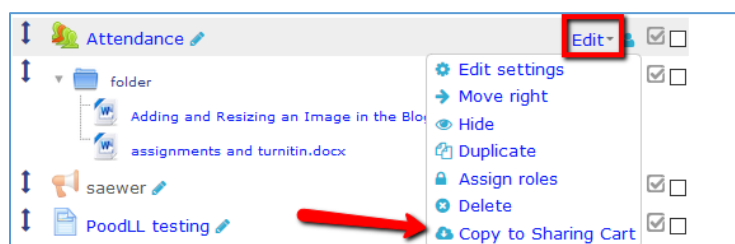
d) In the Mass Actions block, choose the appropriate action from the **With selected** options, or select a section to move or duplicate the checked items into.

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.*

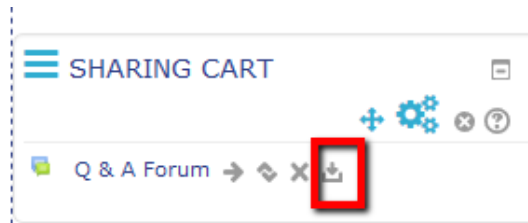


a) Use the Add a Block to add the **Sharing Cart block** to both courses.

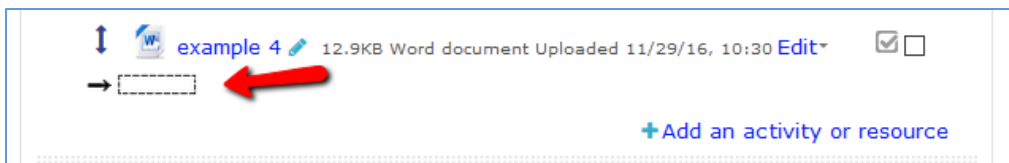
b) Once the Sharing Cart is in a course, the edit dropdown for every course item will have an additional option to copy the item to the sharing cart.



- 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 on 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 going to use from the topic and weekly sections** drop down menu. 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.



- 7) **Check all URLs in your course.**

Are you using Q & A forums or Turnitin? See the next page.

Q & A Forums:

- If you're using the Q & A Forum type, you need to add your prompt as these do not copy over from previous semesters. Select the **Add a new question button** after saving the forum settings and enter the prompt in the Message field. Finally! – you can create one post and copy to all groups using the checkbox in the Display period settings below.

The screenshot shows the 'Your new question' form. The 'Subject' field contains 'Share your observations'. The 'Message' field has a rich text editor with the text: 'Instructors- post your prompt in a new question, then scroll down to the Display period settings and click the Post a copy to all groups checkbox.' Below the message field are checkboxes for 'Discussion subscription' and 'Mail now'. The 'Attachment' section shows a file upload area with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' The 'Display period' section has 'Display start' and 'Display end' both set to 4 January 2017 13:25, with 'Enable' checkboxes. At the bottom, the 'Post a copy to all groups' checkbox is checked and highlighted with a red box.

Turnitin:

- **Turnitin assignments must be recreated each semester.** When creating 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.

The screenshot shows the 'Grade' and 'Assignment Part 1' settings. In the 'Grade' section, 'Type' is set to 'Point', 'Scale' is '1 to 150', and 'Maximum points' is '50'. A red arrow points to the 'Maximum points' field. In the 'Assignment Part 1' section, 'Name' is 'Reading reflection paper 1'. The 'Start Date', 'Due Date', and 'Post Date' are all set to 10, 17, and 20 February 2017 10:49 respectively. The 'Max Grades' field is set to '50' and is highlighted with a red arrow.