

Managing iClass Courses

Overview

As a user assigned with the iClass Administrator role you can create an iClass Course at any time. Among other options, you can select a main Moderator and define the maximum number of Participants for the entire Course.

To define an iClass Course, perform the following steps:

Step 1: Create a new Course.

Step 2: Create Sections.

Step 3: Select Participants and Moderators.

Step 4: Select Participants for each Section.

Step 5: Create Section Events.

Step 1: Create a New Course

To create a Course:

- From the Navigation bar, click **iClass>Courses>New**. The *Course Details* window is displayed.
- Define the **Title**, **Moderator in Charge** and **Max Number of Participants in Section** fields (all mandatory). You can also define the following optional fields:
 - Syllabus:** Enter a description of the Course.
 - Prerequisites:** Enter a list of prerequisites.
 - Published:** Select to publish the Course in the ICC Catalog so that others can register to it.
 - Display Only to Registered Participants:** Select to prevent guests and Participants not registered for the Course from viewing this Course in the Catalog.
 - Allow All ICC Users to Self Register:** Select to allow all ICC users to register themselves to the Course.
 - Approve Self Registration:** Select to give the Moderator approval authority over all self registrations.
- Click **Submit** and proceed to Step 2 to create Sections for the Course.

To edit a Course:

- From the Navigation bar, click **iClass>Courses>Edit Course**.
- In the displayed window, search for and select the relevant Course and click **Edit**.
- Edit the details of the Course as required, and click **Back to Catalog** to return to the ICC Catalog. For example, you can click **Moderator List** and replace the Moderator.

To delete a Course:

From the Course toolbar, click **Delete**, and select the **Yes** option button.

Step 2: Create Sections

Course Sections must be created in order to store the Section Events. They enable the Moderator to divide a Course into more manageable sections, particularly relevant for more popular Courses.

To create a Section:

- From the new Course menu bar, click **Sections>New**.
- Define the **Title**, **Moderator in Charge** and **Max Number of Participants in Section** fields (all mandatory and whose values are set according to the values defined during the creation of the Course). You can also enter a description of the Event in the **Syllabus** field, as well as a list of **Prerequisites**.
- Click **Submit** to submit the new Section to the ICC database.

To copy a Section:

You can copy Sections as required and therefore keep an element of consistency for other Sections within the same Course.

From the Course menu bar, click **Sections>[Section Name]>Copy**. A new Section is immediately placed under the previous Section. Any Events defined for the original Section are copied to the new Section.



You can update the Participant List and Events in the new Section by clicking on the new Section under the Section option in the Course menu bar.

To edit a Section:

- From the new Course menu bar, click **Sections>[Section Name](defined during the creation of the Section)>Details**.
- In the displayed window, make any changes to the Section details and then click **Update**.

To delete a Section:

Click **Sections>[Section Name]>Delete**, and select the **Yes** option button.

Step 3: Select Participants and Moderators


To select Participants/Moderators:

- From the new Course menu bar (which replaces the Navigation bar), click **Participant List**.
- In the displayed window search for the relevant Participants. Enter the first character(s) of each user's name or email address, and click **Find**, or, Enter % or *, and click **Find** to display the entire list of Participants in the Communications Center.
- In the *Select from List* box, select the relevant Participants and click **Add**. The selected Participants are displayed in the *Selected* box.
- From the new Course menu bar, click **Moderator List**.
- In the displayed window search for the relevant Moderator(s) (as described in step 2).
- In the *Not Selected* box, select the relevant Moderator and click **Add**. The selected Moderator is displayed in the *Selected* box.

Step 4: Select Participants for each Section

To assign Participants to a Section:

- 1 From the Course menu bar, click **Sections>[Section Name]>Participant List**.
- 2 Select the Participants, as described in Step 2 'Select Participants and Moderators'.

 Participants can only be assigned to one Section per Course.

Step 5: Create Section Events


To create a Section Event:

- 1 From the Course menu bar, click **Sections>[Section Name]>Events**.
- 2 Click **New Event**.
Note that if Events have already been created for this Section, a new window is displayed. Click **New** (located in the top right corner).
- 3 Define the following fields:
 - **Event Name:** Name for the Event (mandatory).
 - **Event Number:** Enter a number for the Event (by default, a number is automatically assigned in ascending order).
 - **Event Type:** Select from one of the following: CBT, Link, iClass, On Demand, or Traditional Class. (iClass is selected by default)
 - **Description:** Enter a text description of the Event.
 - **Record:** Select the checkbox to automatically have the Event recorded within the ICC.
 - **Allow Participants to Record Locally:** Select the checkbox to enable Participants to record the Event on their computers.
 - **Participant Application Type:** Select from **Smart Select**, **Participant Application**, **Java Participant** or **Ask Participant**.
 - **Secured Event:** Select from **Normal** or **Secured** to define the level of security.
- 4 Click **Submit** to create the Event.

To edit a Section Event:

Once created, you can perform the following:


- **Edit Event details:** In the *Events for Course x Section n* window (accessed by clicking **Sections>[Section Name]>Events** in the Course menu bar) click the link in the Name column and edit the Event details as required.
- **Assign Event Materials:** In the *Events for Course x Section n* window, click the link in the Event Materials column. Select any listed Keyword (or All) for the Event Materials, and click **Next**. From the dropdown list, select the relevant Event Materials and click **Next**. Click **Submit** to assign the Materials to this Event.

- **Schedule the Event:** In the *Events for Course x Section n* window, click the link in the Date or Time column. Define the **Moderator**, **Co-Moderator(s)**, **Server Tree** (selected automatically – leave this field empty), **Date**, **Time**, and **Length** (Note: Do NOT change the **Time Zone** value). Click **Update** to implement the Event schedule.
- **Delete the Event:** In the *Events for Course x Section n* window, click  **Delete**. A message is displayed, confirming your deletion of the Event. Select the **Yes** option button.

Additional Course Tools

Approving Self-Registering Participants

From the Navigation bar, click **iClass>Participants>Approve Course Registration**. In the Registration column of the displayed window, select **Approve**, **Reject** or **Postpone** for each Participant. Click **Submit** to implement your selections. The Participant receives an email confirming their approval/rejection.

 You can click **Mark All as Approved** to approve the whole list, or **Clear All** to clear all approved selections.

Using Mailing Lists

From the relevant Course menu bar (selected from the Navigation bar), click **Mailing Lists**. Click **Participants** or **Moderators** and then select the **Send** check box alongside each relevant recipient. Define your message and then click **Send To All Marked**.