eClass Course request tool

Glendon ITS

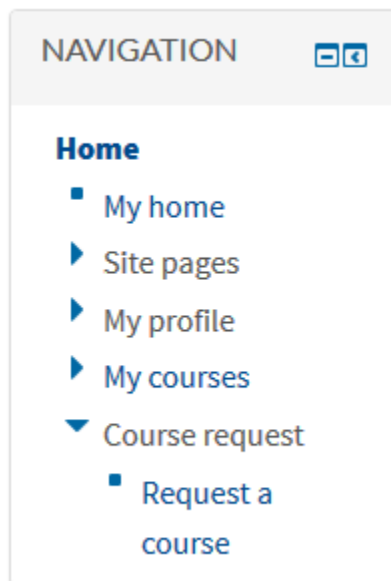GLENDON UNIVERSITY COLLEGE York University

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Introduction

The course request tool helps you select courses from the YorkU catalog and create the selected courses in eClass. The process is automatic and access to the newly created course immediate. Furthermore, the tool synchronizes enrolled students.

Using the Course request tool

Navigation block

You can request a course by clicking the Request a course link within the navigation block. The navigation block is found at the top left corner of eClass. If you do not see the block, it may docked to the far left of the eClass page. Simply hover your mouse over and undock it or click the course request link within the floating navigation menu.

Course type

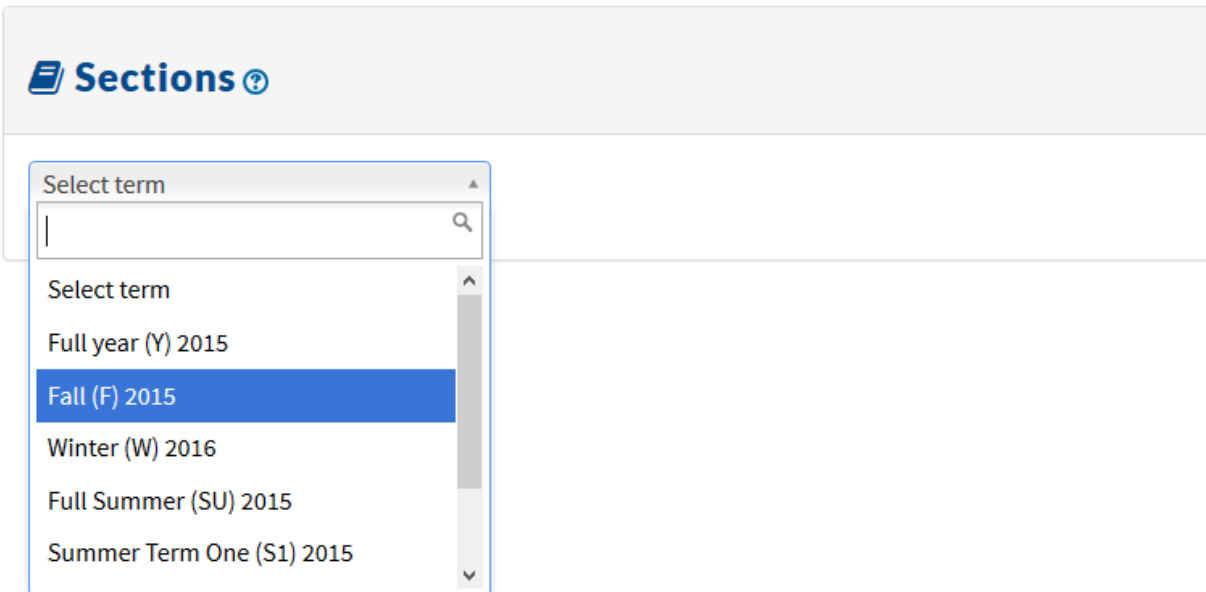The first step is to select a course type. There are two options.

1. Catalog (default): This option will allow you to select your courses from the YorkU Catalog.
2. Sandbox: You can request a sandbox course to play around in. This type of course does not synchronize any students.

Selecting courses

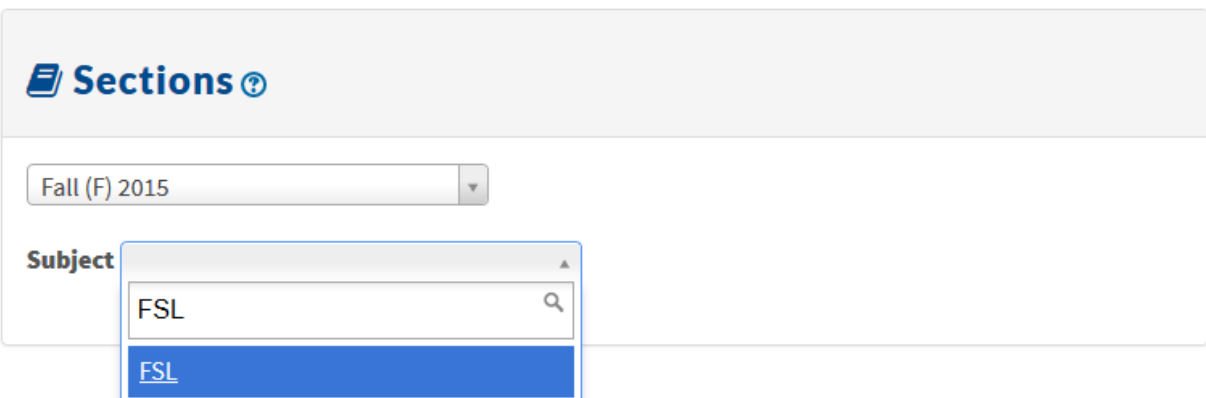The next four steps will help you refine the search for your course.

Select Term

Select the term for the course you wish to create.

Select a subject

Select the subject of the course. When you click into the select menu, you can filter through the list by entering the letters of the subject. In the example below, FLS was typed into the filter field. You must then select from the available filtered list.

Select from course catalog

Select your course from the provided list. You can again use filters to search for your course. This is very convenient in a long list of courses as the courses are not displayed in an ordered fashion.

Select courses

Once you have selected a course from the course catalog select menu, a list of all available courses will be available for you. Select the courses you will be teaching by checking each check box to the left of the course name.. Be careful to select the proper format and section. You can select multiple courses. If you are teaching all courses listed, you can check the check box in the table header to select/deselect all courses. Once you have selected your courses, click the next button at the bottom of the page.

If the check box is greyed out or you cannot select, it is because the course already exists in eClass. In that case, please contact helpdesk.

Course options

 From this window, there are 4 tasks that can be completed.

Combining courses

If you selected three courses that you consider are the same courses, you can have the course request tool combine all three courses. The tool will then create one course in eClass and add the students from all three courses into that one course. The tool also creates separate groups of students within the new course making it easier for grading.

To combine courses

1. Click on the combine button in the task area to the right of the course that you would like to create in eClass.
2. A dialog box will open. Click a course from the Available courses list to add to the combined course list. To remove a course from the combined list, simply click on the course
3. Once you are done click the save button.

Once courses are combined, the display changes to indicating the combined courses. You will notice that the tasks are only available for the course that will be created.

➡] Import

You can import course content from previous courses that you have given. Click on the Import tool icon and select the course from the select menu. You can filter through the courses by typing key words.

When saved, the display will update to indicate the course that will be imported.

📖 Selected Sections ⓘ

Course	Details	Tasks
GL/FSL 2000 LECT 1 A (Fall 2015 - 2016)	Copying content from: MCI - Online Learning Tutorials	♫ ➡] 👥 ✖
GL/FSL 2000 LECT 1 B (Fall 2015 - 2016)	This course is linked with course: 2015_GL_FSL_F_2000__3_A_FR_A_LECT_01	
GL/FSL 2000 LECT 1 C (Fall 2015 - 2016)	This course is linked with course: 2015_GL_FSL_F_2000__3_A_FR_A_LECT_01	

Add more courses

Finish

👥 Enrol users

The course creation tool will automatically add you, the requester, as an editing teacher in the courses you request. However, if you would like to add other editing teachers, TA's or non-editing TA's, you can use the enrol user tool.

1. Click on Enrol users' icon to open the dialog.
2. In the appropriate text field, enter the Passport York ID of the user you would like to add.
3. Click the check button on the right of the filed to verify that the user exists in eClass.
4. Click the save button.

When saved, the display will update to indicate the newly enrolled users.

📖 Selected Sections ⓘ

Course	Details	Tasks
GL/FSL 2000 LECT 1 A (Fall 2015 - 2016)	Copying content from: MCI - Online Learning Tutorials Additional intructor(s): Patrick Thibaudeau,	♫ ➡] 👥 ✖
GL/FSL 2000 LECT 1 B (Fall 2015 - 2016)	This course is linked with course: 2015_GL_FSL_F_2000__3_A_FR_A_LECT_01	
GL/FSL 2000 LECT 1 C (Fall 2015 - 2016)	This course is linked with course: 2015_GL_FSL_F_2000__3_A_FR_A_LECT_01	

✖ Delete

If you want to remove a course from the list, click the delete course button. A dialog will require confirmation. If the course that you want to delete is already combined, you will have to remove that course by returning into the combine course dialog and removing it from the Combined courses list.

Add more courses

You may have forgotten a course or simply want to add another course. You can do this by clicking the Add another course button.

Add more courses

Finish

When you are done, click the finish button. A confirmation dialog will pop-up. Review the information. If you agree with the displayed information, click on confirm. If not, click cancel and perform the appropriate changes.

When you click the confirm button, your courses will be created. This process can take several minutes. DO NOT refresh the page. Once completed, a page will display the links to the new courses.