

# A Guide to Building Your Course

<http://www.lon-capa.org>

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## Log In

- Log in with your username and password.
- Your browser must allow JavaScript and cookies.
- Your roles screen should appear after logging in.

NOTE: If you only have one role, you will bypass this screen.

- You can always go back to this screen by clicking the [Roles](#) link on the Inline Menu which appears at the top of every page or by going to the Main Menu.
- Click the [Select] button next to the Course Coordinator role for the course you wish to work in.
- This course will now be displayed.

## Course Initialization Helper

- When entering your course for the first time, the Course Initialization Helper will appear. To keep the default LON-CAPA settings, click the [Next] button on each screen. To exit the Helper when done, click the [Finish] button. You will then be directed to the Course Documents Screen.

## Course Documents

- The Course Documents screen is where you can upload, import, and create documents for your course.
- If you are not already at the Course Documents screen, click the [Course Documents](#) link from the Inline Menu or Main Menu.
- You can use folders to organize your course in terms of Homework Sets, Chapters, and Units. After creating a folder (Ex: Unit 1), click on the folder icon to enter the folder and create a sub-folder (Ex: Chapter 1).

NOTE: You cannot drag and drop resources. If you add a resource to the wrong folder, use the [Cut](#) link before the resource name. Navigate to the folder you wish to paste the resource and click the [Paste] button.

## Special Documents

- By clicking on the corresponding button, you can add a new folder, syllabus, simple page, navigate contents page, simple problem, document drop-box, and more.
- Click the [New Folder] button to add folders in your course. For example, you can create a folder called “Homework Set 1” and import homework problems to that folder.
- Clicking the [Navigate Contents] button will add a Navigate Course Contents resource page to your course. This is a good first resource for your course because it displays all of your course contents, such as your syllabus and problems sets.

## Importing Published Documents

- Go to the folder you want to add material to.
- Click the [Import] button on the Course Documents screen.
- Browse published documents from the LON-CAPA resource pool.
- Select the documents you wish to use.
- Click the [Import] button to add documents to your course folder.
- Finalize the order if more than one document was selected and then click the [Finish Import] button.
- Click the [re-initializing Course] button to make changes appear.

## Search for Published Documents

- Click the [Search] button to search the LON-CAPA resource pool and upload documents.

## Uploading Documents from Your Computer

- Go to the folder you want to add material to. Click the [Browse] button to search for documents saved to your computer.
- Select a file, choose a title, and click the [Upload Document] button to import to your course.

## Course Enrollment

- Click the icon for managing student enrollment on the Main Menu.
- This will bring you to the enrollment manager screen.
- Click the link [Automated Enrollment Manager](#) to modify your automated enrollment if your institution uses this feature.

Skip ahead to the Parameter Settings section if your institution uses automated enrollment.

## Uploading a Classlist

- Click the [Upload a class list](#) link on the Enrollment Manager screen.
- Your classlist can be in any of the following formats: CSV (comma separated values), semicolon separated values, space separated values, or tabular separated values.
- You can save an Excel spreadsheet in a CSV format if you are creating your own classlist.
- Classlist files must have values for student usernames at the minimum.
- Browse and upload your classlist.
- Match column samples to the appropriate enrollment fields.

- If you are using student usernames shared by other systems with a common password, ask your domain coordinator which password authentication to choose.
- Usernames used only for LON-CAPA can have initial passwords specified in the classlist or you can set an internally authenticated global password for all students. Only new accounts will be assigned a new password.

HINT: Use the Reverse Association option to assign the same values to two different fields. For example, it is common to associate the student ID/number values for both the student ID field and the initial password.

### Resetting Student Passwords

- Only the student or the domain coordinator can change the student's password.
- If LON-CAPA handles password authentication and an email address is specified in the student's preferences, a forgotten password can be recovered from the log-in screen.
- Initial email addresses can be set during enrollment using either an uploaded classlist or automated course enrollment.
- Students can set/change email addresses in their preferences.

### Set/Modify Course Parameter Settings

- Use the Course Parameter Settings to set parameters such as open date, due date, and number of tries.
- Select the Clock Icon to Modify parameter settings from the Main Menu. This will take you to the Set/Modify Course Parameters screen.

### Parameter Helper

- The Course Assessment Parameter Helper Mode is the easiest way to set your parameters, as it will guide you through the process step-by-step. Using the Helper, you will be able to set the following parameters: open date (when problems open to students), due date (when problems are due; students cannot view problems after this date unless answer date is set), answer date (when answers are viewable to students), tries, and weight.

NOTE: Changes may take up to 10 minutes to be active for all students in your course.

### Chart Student Progress

- Select the plain spreadsheet icon on the Main Menu to view the course assessment progress chart.
- Click the [Generate Chart] button to view the default chart for your class.
- You can modify this chart in terms of sections, student data, enrollment status, sequences and folders, output format, and output data.

### Output format

- The options for chart output include Excel and CSV formats. Both formats can be opened by Excel.

### Change Preferences

- The Change Preferences screen allows you to set preferences such as password (if LON-CAPA takes care of checking it), nickname, anonymous discussion screen name, message forwarding and notification email addresses, language preferences, and various other display and editor preferences.
- Under the My Space heading on the Main Menu, click the appropriate icon to set user preferences.
- Click on the link corresponding to what you'd like to change, ex: Change Screen Name
- Make changes and save.
- The Change Roles Page Preferences allows you to configure a hotlist for your roles page. This is especially helpful if you manage many roles in LON-CAPA.

### Print

- The option to generate a PDF printout will only be accessible when you are viewing a resource in your course.
- When viewing a resource, click the print icon to prepare a printable document. This will take you to the print helper.

### Getting Help

- Click on the small blue boxes with white question marks [?] for general topic help.
- Click on the Help link in the upper-right-hand corner to access the LON-CAPA help/support screen. You can view and search the entire LON-CAPA manual from this screen.
- Submit enhancement requests from the LON-CAPA help/support screen by clicking on the bug icon.
- Click on the Return to last location link to exit the help/support screen and return to your course.
- Additional help at <http://help.lon-capa.org>