OpenSeminar in Research Ethics
Updated by GC on 8/12/2008

Instructors FAQs

1. How do I change dates on the calendar?

1. Log in as instructor by clicking on "Instructor Entrance."
2. Fill in your user name and password.
3. At the top of the page you should see two boxes: Professor Workspace, and Logout.
4. Click on "Professor Workspace."
5. Move the cursor on to the name of your course (e.g., "UNC-CH Research Ethics") and click. Do not select "Preview Course."
6. A new screen will open with all of your class assignments.

7. Find the assignment whose date you wish to change.
8. Click on the box-shaped calendar icon next to the assignment you wish to change. You will see the calendar between the Date column and the name of the assignment.
9. A calendar will open. Move your cursor on to the date to which you wish to change the assignment.
10. Click on the new date.
11. The screen will indicate that the date is being changed.
12. When the list of assignments re-appears, the assignment will have been moved to the new date. It is possible that it will have been moved to the bottom of the list so if you do not see it, scroll down.
13. You have successfully changed the date.

Note: You must change each date individually. There is no utility to change all of the dates automatically, no utility that will, for example, switch all of your assignments back a week.

2. How do I post a powerpoint or document as an assignment?

1. Instructors cannot post new powerpoints or documents as assignments—this function is reserved to editors.
2. Post your ppt or document on the web and send Gary the URL.
3. If you do not how to post on the web, send Gary the ppt or document.
4. If you intend to post several documents, Gary will make you an editor. Follow the instructions below.

3. I have editorial privileges (note—most instructors do not have these privileges). How do I create a new link?

1. Make sure the material you want to use is on the web.
2. Login as Instructor.
3. At the top of the page you should see three boxes: Editor Workspace, Professor Workspace, and Logout.
4. Click on "Editor Workspace."
5. Click on "Manage Content."
6. You will see three windows: Modules, Sections, and Links.

7. In the Modules window, highlight the module to which you want to add your new link.
8. Note that many of the Modules are marked "OLD" and are no longer in use. Avoid them.
9. Note that some modules must be expanded in order to see submodules.
10. Click on the arrow to the left of the module to expand it.
11. Suppose you want to add a new link to "2.3 Mentoring."
12. Do NOT click on "2.3 Mentoring (old)."

13. Click on "2.0 OUR INTERESTS" to expand this list.
14. Click on "2.3 Mentoring."

15. In the "Links" window, click on "+ Add"
16. Under "Create a New Link," fill out the requested information.
17. Including the URL in the "Address" window.
13. Click on "-> Submit."

You have now created a new link. You are not finished. To add the link to
        your course, see instructions below.

4. I have editorial privileges. How do I add a new link to my course?

1. Make sure the new link is on the web.
2. Go to Professor Workspace.
3. Click on your course.
4. Find the assignment to which you wish to add the link.
5. Click on green arrow, "Add."
6. "Select a module."
7. Find the module you wish to add. Click on it.
8. You have successfully added the new link to that module.