



MYGATEWAY.NOCCCD.EDU
COURSE STUDIO QUICKSTART
COURSE CONSOLIDATION

Create a Consolidated Course

1. Login to the portal and Click the My Courses page link on any course channel.

[My Courses page](#)

2. Click My Consolidated Courses on the top right hand corner of the screen

[My Consolidated Courses](#)

3. The first time you login you will see that you have no consolidated courses as well as a list of courses available for consolidation.

4. Click the Create Consolidated Course button

5. Enter a Name and Title for the consolidated course and check each course you want associated with this template in the Courses Available for Consolidation list. In this example four sections of English Comp 1 will be linked to a new consolidated course called English 101.

6. Click the Create button. [Create](#)

7. You will see a confirmation message. Click OK to see the updated Consolidated Courses page.

Course Consolidation is recommended for faculty who want to add the same content to multiple sections of one course or to courses from one semester to another. A consolidated course automatically copies content to each course linked to it.

NOTE: As of this writing any changes in the layout or course permissions must be made in each unique course homepage. Layout and permissions are not consolidated.

My Consolidated Courses

Your Location: [My Courses](#) / My Consolidated Courses

To create a consolidated course, select one or more available courses and click Create. To view a consolidated course, click on the consolidated course name. To remove a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

Consolidated Course Name	Consolidated Course Title
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You currently have no consolidated courses.

Courses available for Consolidation

Spring 2005	Section
<input type="checkbox"/> English Comp I	1
<input type="checkbox"/> English Comp I	2
<input type="checkbox"/> English Comp I	3
<input type="checkbox"/> English Comp I	4
<input type="checkbox"/> English Comp II	2

[Create Consolidated Course](#)

Create New Consolidated Course

Your Location: [My Courses](#) / [My Consolidated Courses](#) / Create New Consolidated Course

* Consolidated Course Name:

* Consolidated Course Title:

Sorting: Sort membership lists by last name

- Courses Available for Consolidation:
- English Comp I Mini2005
 - English Comp I Mini2005
 - English Comp I Mini2005
 - English Comp I Mini2005
 - English Comp II Mini2005

My Consolidated Courses

Your Location: [My Courses](#) / My Consolidated Courses

To create a consolidated course, select one or more available course and click Create. To view a consolidated course, click on the consolidated course name. To remove a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Consolidated Course List

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> English 101 *	English 101

[Remove](#)

When you click the name of the course, you will enter the consolidated homepage and see a list of the courses associated with it on the left hand side of the screen.

Consolidated Course Homepage - English 101

Your Location: Consolidated Course Homepage

- Consolidated Course Tools**
- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- Chat
- Members

Announcements

No Announcements.

[More announcements...](#) [Send announcements](#)

Message Board Topics

There are no message board topics.

[More Topics...](#) [Post a topic](#)

- Courses**
- English Comp I, Spring 2005, section 2
 - English Comp I, Spring 2005, section 3
 - English Comp I, Spring 2005, section 4
 - English Comp I, Spring 2005, section 1

Create Content

Having created a consolidated course you now have the option of creating either shared content or content unique to one course homepage.

CREATE SHARED CONTENT

1. Click the name of the consolidated course to enter the consolidated homepage
2. Change setting, add files, and information. What is added to the consolidated course will be automatically fed to all the course homepages linked to it.

CREATE CONTENT UNIQUE TO ONE COURSE HOMEPAGE

1. Click the name of the unique course to enter the homepage.
2. Change settings, add files, and information. What is added here will only appear in this homepage.

Delete a Consolidated Course

Important: To remove a consolidated course you must first remove the link to all courses associated with it (please see instructions above). When a consolidated course is removed all files and information associated with it will no longer be available.

1. Click the My Courses page link
2. Click My Consolidated Courses on the top left hand of the screen
3. Select the consolidated course you wish to remove and click Remove.

Add or Remove Linked Courses From a Consolidated Course

1. Login to the portal and Click the My Courses page link on any course channel.
2. Click My Consolidated Courses on the top left hand of the screen.
3. Click the name of the consolidated course, in this example it is English 101.

Consolidated Course List	
Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> English 101 *	English 101

[Remove](#)

4. On the left menu inside the consolidated course find the Configuration Tools and click **Courses**.
5. You will now enter the Manage Consolidated Course page where you can add or delete courses from the Consolidated Course. Choose from the Active Courses list and click Remove or from the Available Courses list and click Add.

Configuration Tools

- [General Settings](#)
- [Applications](#)
- [Courses](#)
- [Members](#)
- [Permissions](#)

Manage Consolidated Course - English Composition I

Your Location: [Consolidated Course Homepage](#) / Manage Consolidated Course

Consolidated Course Tools	
Homepage	
Announcements	
News	
Photos	
Links	
Files	
Message Board	
Calendar	
Chat	
Members	

Content Tools	
Manage Homepage	
Manage News	
Manage Photos	
Manage Links	
Manage Files	
Manage Message Board	
Manage Calendar	
Manage Announcements	

Consolidated Course	
English Composition I	
Click on a course title to modify it. To remove a course from this Consolidated Course, check the box and click "Remove."	
Active Courses	
Spring 2005	Section
<input type="checkbox"/> English Comp I	2
<input type="checkbox"/> English Comp I	3
<input type="checkbox"/> English Comp I	4
<input type="checkbox"/> English Comp I	1
	Remove
Available Courses for Consolidation	
Spring 2005	Section
<input type="checkbox"/> English Comp II	2
	Add