

## MyPCC Course Tools – Consolidated Course

The complete guide to course tools is available at: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/documents/is-course-tools.pdf>

**What is a Consolidated Course?** It is important to note that each term your course(s) will be deleted and replaced with blanks for the next term. Think of a **consolidated** course as the “master template/ parent course” that automatically feeds everything that is added to, or changed, in the **consolidated** course area directly to each **member** courses, and it will be preserved the following term. For example, every document added to a **consolidated** course appears to students in all **member** courses, and the documents will also appear the following term.

### Reasons to create a consolidated course:

1. You have multiple sections of the same course, allow you to offer the same documents, photos, etc to all sections attached to the consolidated course.
2. You are sharing a large number of files, photos and/or links through MyPCC. All files associated with the consolidated course will not be deleted at the end of each term.
3. Considerations:
  - a. Links and photos are not automatically added to the course “homepage” when you feature them.
  - b. Some tools are not connected to a consolidated course, (e.g. message board, calendar and chat) they must be monitored directly through the individual class.
  - c. Students can access the “consolidated course” links on the web pages. You must make them aware of this and to avoid those links.
  - d. You still need to activate each member courses since the way student access the consolidated area is to go into the class they register first.

### Point 1: Create your Consolidated Course

- a. Log into MyPCC and click the **Faculty** tab.
- b. On the right under Tools channel, click **My Courses** link.

The screenshot shows the MyPCC Faculty interface. At the top, there are navigation tabs for 'Faculty', 'Employee', and 'Help', with the date 'January 31, 2008' on the right. Below the tabs, there are several panels. On the left, there is a 'Term:' dropdown menu set to 'All Terms' and a link for 'My Consolidated Courses'. Below this is a section titled 'Courses I'm Teaching:' with a dropdown for 'Fall 2006:' and a list of courses, including 'Applied Internet Concepts'. On the right, there is a 'Staff Directory' search box and a 'Tools' section with a link for 'My Courses'. Red arrows point from the instructions to the 'Faculty' tab, the 'My Courses' link, and the 'My Consolidated Courses' link.

- c. Click **My Consolidated Courses** next to the Term on the left side.
- d. Click **Create Consolidated Course** (if you have a lot of courses, you may need to scroll to locate this button).
- e. Enter the course name and course title – they can be the same and the name should be easy for a student to recognize to click on. (e.g. RD 65, BIO 101 etc.) Something that will identify your class.

- f. **Check the box** next to each class you want to “consolidate” under this parent course and click **Create**.

\* Required Information

\* Consolidated Course Name:

\* Consolidated Course Title:

Courses Available for Consolidation:  TSS TEST - Not a real class 200704

- g. Notice your newly created consolidated course is now listed in the Consolidated Course List.

### My Consolidated Courses

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

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

Consolidated Course Name	Consolidated Course Title
<input type="checkbox"/> Comm Ed - Consolidated *	Community Ed
<input type="checkbox"/> Ethics Consolidated	Ethics Consolidated
<input type="checkbox"/> SPA consolidated *	SPA consolidated
<input checked="" type="checkbox"/> Sample Consol *	Sample Consol
<input type="checkbox"/> ceramics I & II - consol *	ceramics I & II - consol

\* You may not remove your membership from this Consolidated Course because you are a member of this course.

Courses Available for Consolidation

Summer 2005

Personality Differences

## Point 2: Working with your Consolidated Course


- From “My Consolidated Courses” area, click on the title of the course you want to work with. This will take you to the **Consolidated Course Homepage**.
- Notice: this page resembles the regular course tools page except the names of courses attached (affected) are displayed in the upper right corner of the screen. Use this guide to work with your Consolidated Course: <http://www.pcc.edu/resources/instructional-support/tools/myppc/documents/is-course-tools.pdf>.
- Changes/additions made to the consolidated course will affect these linked courses (EXCEPT – featured photos and featured links on the member course home page. These must be added and maintained through the member home page individually.)
- To go back to the parent course from inside a member course, click the **parent course link** in the lower right under the heading “Parent Course”.

## Consolidated Course Homepage - CS199

Your Location: Consolidated Course Homepage July 31, 2007

<p><b>Consolidated Course Tools</b></p> <ul style="list-style-type: none"> <li>Homepage</li> <li>Announcements</li> <li>News</li> </ul>	<p><b>Announcements</b></p> <p><b>There are no announcements.</b></p> <p><a href="#">▶ More announcements...</a> <a href="#">▶ Send announcement</a></p>	<p><b>Parent Course</b></p> <ul style="list-style-type: none"> <li>TSS TEST-Consolidated Crs</li> </ul>				
<p><b>Courses</b></p> <ul style="list-style-type: none"> <li>TSS TEST - Not a real class, Fall 2007, section CEU-9141-0</li> </ul>						
<table border="1" style="width: 100%;"> <thead> <tr> <th>Folders</th> <th>Files in SPA consolidated</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>SPA 101</li> <li>Images</li> <li>Spanish for Retail Sales</li> </ul> </td> <td> <p>Consolidated course folder you create with a logical name</p> <p>This folder is automatically created for the member course. Put nothing in this folder.</p> </td> </tr> </tbody> </table>			Folders	Files in SPA consolidated	<ul style="list-style-type: none"> <li>SPA 101</li> <li>Images</li> <li>Spanish for Retail Sales</li> </ul>	<p>Consolidated course folder you create with a logical name</p> <p>This folder is automatically created for the member course. Put nothing in this folder.</p>
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### Point 3: Linking/Unlinking Courses to a Consolidated Course

 **Important:** After your initial creation of a consolidated course, you will need to link courses to your consolidated course at the beginning of each new term.

- a. From the faculty tab, click **My Courses**, and then click **My Consolidated Courses**.
- b. Click the name of the consolidated course you want to work with from the “Consolidated Course List”
- c. Under “Configuration Tools” on the left menu, click **Courses**.

 **Important:**

Student will go from “My Courses tab” and click on the member course. Then click on **My Consolidated Courses** under Personal Tools to access the parent course.

**OR**

Student will go from “My Courses tab” and click on **My Consolidated Courses** link under the date, and click on the consolidated course name from the list.

**The student will not see this option if Consolidated Course is not used.  
Instructor need to let them know about this.**

**Configuration Tools**  
[General Settings](#)  
[Applications](#)  
[Courses](#)  
[Members](#)  
[Permissions](#)


**Personal Tools**  
[My Profile](#)  
[My Courses](#)  
[My Consolidated Courses](#)

- d. The courses not associated with the Consolidated course are listed under the heading **Available Courses for Consolidation**
  - o To add a course, check each box for the course you want to attach under “Available Courses for Consolidation”, and click the **Add** button.
  - o When the screen refreshes, the course you added will appear under “Active Courses.”
- e. The courses associated are listed under the heading **Active Courses**
  - o To remove a course, check each box for the course you want to remove and click the **Remove** button.
  - o After confirming you want to remove the courses by clicking **OK**, the course(s) will appear under “Available Courses for Consolidation.”

**Manage Consolidated Course** - Sample Consol November 08, 2005  
Your Location: [Consolidated Course Homepage](#) / Manage Consolidated Course

<b>Consolidated Course Tools</b> <a href="#">Homepage</a> <a href="#">Announcements</a> <a href="#">News</a> <a href="#">Photos</a> <a href="#">Links</a> <a href="#">Files</a> <a href="#">Message Board</a> <a href="#">Calendar</a> <a href="#">E-mail</a> <a href="#">Chat</a> <a href="#">Members</a>	<b>Consolidated Course</b> <p style="text-align: center;">Sample Consol</p> <hr/> <p>Click on a course title to <b>modify</b> it. To <b>remove</b> a course from this Consolidated Course, check the box and click "Remove."</p>				
	<b>Active Courses</b> <table border="1"><thead><tr><th>Summer 2005</th><th>Section</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Ceramics All Levels</td><td>CED-0400-0</td></tr></tbody></table> <p style="text-align: right;"><b>Remove</b></p>	Summer 2005	Section	<input checked="" type="checkbox"/> Ceramics All Levels	CED-0400-0
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<b>Content Tools</b> <a href="#">Manage Homepage</a> <a href="#">Manage News</a> <a href="#">Manage Photos</a>					

### Point 4: Deleting a Consolidated Course

 **Important:** You **cannot** delete a consolidated course if member courses are currently linked to it. First unlink all courses, and then delete the consolidated course. (To link/unlink a course from a parent course, see Point 3).

- a. From “My Consolidated Courses” area, check the box next to the course you want to delete in the Consolidated Course List and click **Remove**.
- b. Click **OK** to confirm deletion process.  
You will see a message “Your membership has been removed”, click **OK**.

## Point 5: Communicating with one section of a Consolidated Course

If you created a consolidated course because you have multiple sections of the same course, you can communicate with only one section by clicking the course title from your **My Courses** homepage under **Courses I'm Teaching**. Just remember where you are, whether working in the Consolidated Course or in the member course.

### Support Contacts

More information about MyPCC Course Tools: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/>

- Telephone support (employee) 977-4400
- Student Helpdesk 977-8200

### Course Design, pedagogy, tool use

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