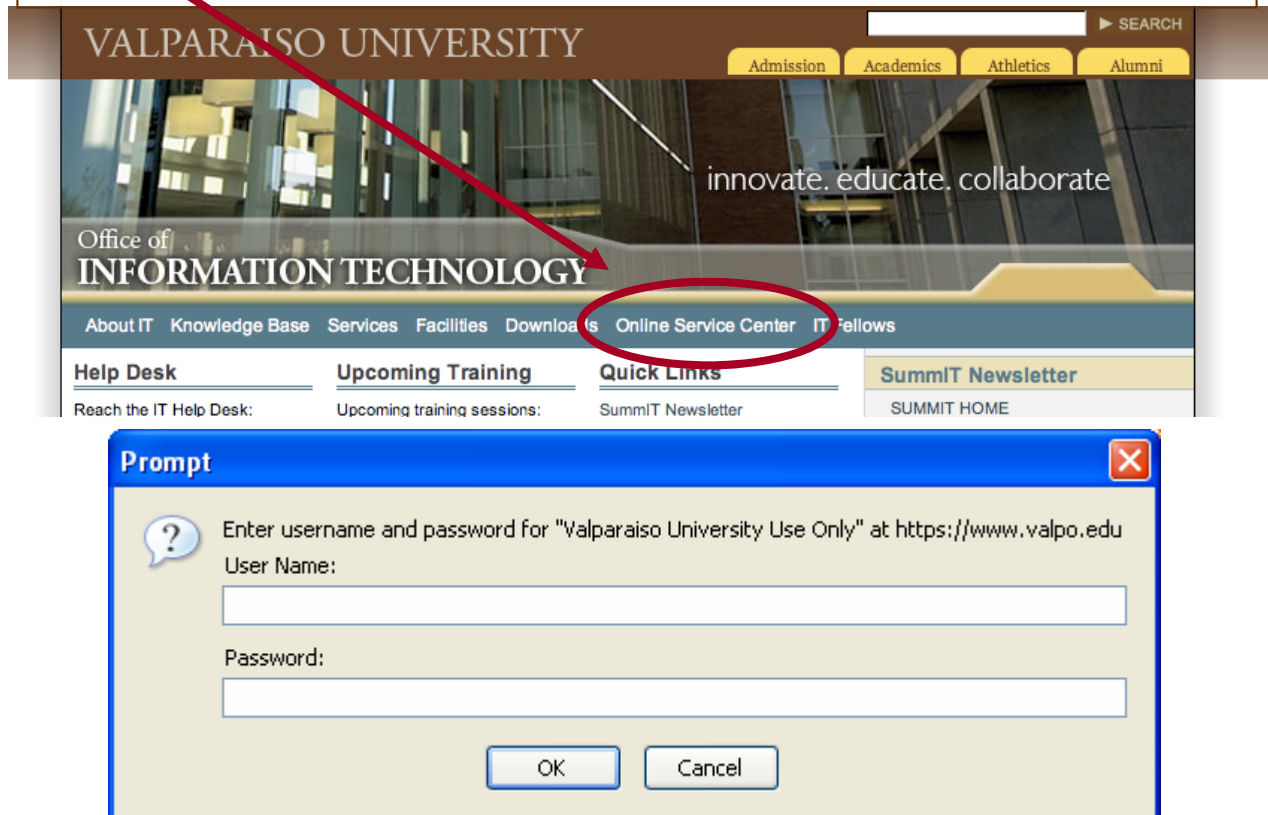


Add User

Instructors can add users to their courses by visiting the Online Service Center (OSC). The OSC can be accessed via the IT homepage.



The screenshot shows the Valparaiso University Office of Information Technology website. The navigation menu includes links for Admission, Academics, Athletics, and Alumni. Below this, there are links for About IT, Knowledge Base, Services, Facilities, Downloads, Online Service Center (circled in red), and IT Fellows. A red arrow points from the text above to the Online Service Center link. Below the navigation menu, there are sections for Help Desk, Upcoming Training, Quick Links, and SummiT Newsletter. Overlaid on the bottom half of the screenshot is a blue 'Prompt' dialog box with a question mark icon. The dialog box contains the text: 'Enter username and password for "Valparaiso University Use Only" at https://www.valpo.edu'. It has two input fields labeled 'User Name:' and 'Password:', and 'OK' and 'Cancel' buttons at the bottom.

You will be prompted for a user name and password. This is your email user name and password.

Manage Class Lists

- ~~Manage Class Mailinglists~~
- **Manage CourseVU Courses**

At the Online Service Center, instructors must click the link to Manage CourseVU Courses

CourseVU Class Management

- Assistant (Grader, TA, Course Builder) and Addition Management
- Temporary Test-Student Account Reserve

Choose either a permanent member to the course (student, TA, Grader or Course Builder) or a temporary test student account to the course. Temp accounts allow instructors to log into the course to view assessments.

Adding an Assistant

CourseVU Class Management

TEST-EIS-100-JG:Test Course	[View Details]
TEST-EIS-100-P:EIS Test Class 16	[View Details]
TEST-EIS-101-JG:Test Course 101	[View Details]
TEST-EIS-102-JG:Test Course 102	[View Details]
TRN-IT-101:Blackboard 101	[View Details]
TRN-IT-Assess:Tests, Quizzes, and Practice	[View Details]
TRN-IT-Assign:Student Assignments	[View Details]
TRN-IT-Buffer:Blackboard Buffet	[View Details]
TRN-IT-Discuss:Discussion Boards	[View Details]
TRN-IT-Grdbook:Grading Made Easier	[View Details]

Please be advised that adding somebody to your class with any of the following types (with the exception of Student) will give them access to the control panel in your course. The amount of access depends on the type you select. Descriptions for all types are listed below.

- Teacher's Assistant** User is able to control most aspects of the course through the Course Control Panel.
- Grader** User is able to access all areas under Assessments
- Course Builder** User is able to add content to the course through the Content Areas and the Course Tools on the Course Control Panel.
- Student** User is a regular student in the course (BLACKBOARD ONLY). This does not mean that the user is officially registered for the course

Choose the course by clicking the [View Details] link

CourseVU Class Management

ClassID: TRN-IT-Assign
Class Name: Student Assignments
Teaching Assistants

Name	Status	Action
		[Add New TA/Addition]

Please be advised that adding somebody to your class with any of the following types (with the exception of Student) will give them access to the control panel in your course. The amount of access depends on the type you select. Descriptions for all types are listed below.

- Teacher's Assistant** User is able to control most aspects of the course through the Course Control Panel.
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[Back to Assistant Management](#)

Click the [Add New TA/Addition] link

CourseVU Class Management

ClassID: TRN-IT-Assign

Class Name: Student Assignments

Add TA/Addition

Username:

Type: 

Add TA/Addition

The Username is the person's email username.

When adding a permanent member to the course, the role can be assigned by selecting from the drop down box.

Click the Add TA/Addition button to finish.



Adding a Temporary Test "student" account

CourseVU Class Management

There are temporary student accounts available for checkout.

To check out an account:

Temp Account Password:

Course(s): 
 
 
 

Reservation Length: hours (max is 12 hours)

Note that it may take an hour (between 7am and midnight; less frequent at night) for this to synchronize this registration to CourseVU.

Reserve

Reset Form

Type in a password for your temporary account.

Select the course for the temp account.

Type in the number of hours (1-12) you wish to reserve the temp account.

Click the Reserve button.