

MANAGING SECTIONS IN MATHXL FOR SCHOOL

Using coordinator and member courses

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<http://www.mathxlforschool.com>

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Managing sections using course groups

You can set up a *course group* to manage multiple sections of the same course. A course group consists of:

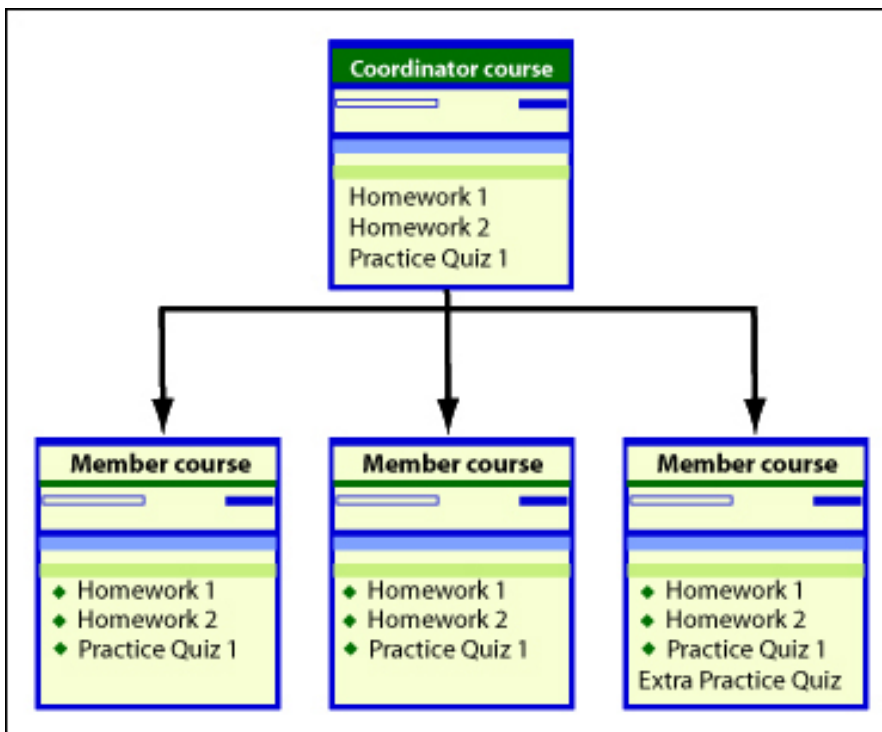
- A *coordinator course* that is customized and then copied to make individual sections (member courses).

Coordinator courses are used only as templates and students do not enroll in them. A coordinator course is owned by the *primary teacher*.

- Any number of *member courses* copied from the coordinator.

Member courses are the sections that students enroll in. A member course is owned by the primary teacher but may be taught by a *section teacher*.

Member courses remain linked to the coordinator course. Any change to the coordinator course is automatically inherited by all the member sections in the course group.



The owner of the coordinator course is the primary teacher for any member course, no matter who creates the course. By default, the member course teacher is enrolled in the course as a section teacher with restricted access.

The primary teacher can specify how much control section teachers have over their member courses. Primary teachers can allow section teachers to fully customize their member sections, can restrict them to read-only access, or can choose specific actions that a section teacher can perform.

To create and manage a course group:

1. Set up the coordinator course and customize it.
2. Copy the coordinator course for each section in the course group. This step creates your member courses.

You can create the sections yourself and then assign section teachers, or section teachers can create their own sections, depending on how you set up your course group.

3. Manage all the member courses by making changes in the coordinator course. For example, you could create new assignments that are automatically inherited by all the member courses.

The following sections explain how to set up your course groups.

Setting up a coordinator course

To create a new coordinator course or copy an existing course:

1. Open the Course Manager and click **Create or copy a course**.
2. In step 1 of the New Course wizard, select **Coordinator** from the course type dropdown menu.
3. Enter a name for your course in the course name box.
4. Select the appropriate option:
 - **Create a new course** - If you are creating a new coordinator course, select this option and then pick your textbook from the dropdown list.
 - **Copy one of my existing courses** - If you are copying a course that you have already created, select this option and then pick the course name from the dropdown list.
 - **Copy a course from another instructor at my school** - If you are copying a course created by another teacher at your school, select this option and then pick the course name from the dropdown list. To appear in

the dropdown list, the owner of the course must have made it available for copying.

- **Copy a course by specifying the Course ID** - Select this option to copy a course from a different school or institution. You can also use this option to copy one of your own courses or to copy a course from another teacher at your school.
5. Click **Next** to continue.
 6. In the Availability step, most of the availability options are grayed-out because students do not enroll in coordinator courses. Click **Next** to advance to the next step.
 7. In the Group Admin step, select whether you want to permit the teachers of member courses to remove their courses from the course group. Then click **Next** to advance to the next step.
 8. In the Course Access step, specify what level of access to grant to section teachers of the member courses.
 9. In the Coverage step, remove any content that will not be covered in the sections. If your course includes learning aids, click **Next** to advance to the next step.
 10. In the Learning Aids step, select the learning aids that you want to make available to students in the sections.
 11. Click **Save** to create your coordinator course.

When you have created your coordinator course, it appears with "Coord:" in front of its name in the Course Manager.

You can view the members of a course group by clicking the Member List hyperlink on the Homework/Test Manager or Gradebook page for the coordinator course.

Creating member courses

After you have created your coordinator course, you can make as many copies as you need for each section. These copies, called member courses, contain the same content as the coordinator course, but students are allowed to enroll in member courses.

You must copy the coordinator course to create a member course. If you copy a member course, it will become a standard course and will not be part of the course group.

Depending on how the coordinator course is set up, you can create member courses in one of two ways:

- The coordinator teacher, who created the coordinator course, also creates the member courses.
- Section teachers with permission from the primary teacher can create their own member courses by copying the coordinator course.

With either approach, the primary teacher remains the owner of the member course, and member course teachers are enrolled in the course as section teachers. The primary teacher can specify how much control sections teachers are allowed to exercise in the member courses. Only the primary teacher can make changes to the coordinator course.

To create member courses:

1. Open the Course Manager and click **Create or copy a course**.
2. In step 1 of the Copy Course wizard, select **Member** from the course type dropdown menu.
3. Enter a name for your course in the course name box
4. Select one of the following options:
 - **Join the course group for one of my own coordinator courses** - Select this option to copy a coordinator course that you created.
 - **Join another instructor's coordinator course group by selecting the coordinator course** - Select this option when you know the course name but not the course ID.
 - **Join another instructor's course group by specifying the coordinator Course ID** - Select this option when you know the course ID.
5. From the dropdown list, select the coordinator course that you want to copy. Then click **Next**.
6. In the Availability step, select availability options as usual and then click **Next**.

If you select the **Copying** checkbox, copies made of this member course will not be part of the course group.

7. In the Group Admin step, you can see any other members of the course group. Click **Next** to continue.
8. In the Course Access step, you can specify what level of access to grant to section teachers of the member course, if you are the primary teacher. (See the following section for details.)
9. In the Coverage step, you can add or remove content in the course if you have teacher access to the course.
10. In the Learning Aids step, you can add or remove learning aids.
11. Click **Save** to create your member course.

Granting access rights to section teachers

When customizing a course with the New/Edit Course wizard, step 4 (Course Access), the primary teacher or course owner can specify what level of access to grant to section teachers in their courses.

Levels of access set in the coordinator course are applied to all member sections, but you can adjust these settings for individual courses.

The choices are:

- **Grant full instructor access** - When you grant full teacher access to other teachers, they can manage all course settings and assignments, edit the roster, and add custom questions. These section teachers are restricted only from changing course access settings. When you grant full teacher access to a student (for example, a TA), the student can do everything except change course access settings, create or copy a course, and edit the course roster.
- **Restrict access to the following access type:**
 - **Section instructor** - Section teachers have the standard access. They can work with assignments and results, but cannot edit the roster, create or copy a course, create custom questions, or change anything inherited from the coordinator course.
 - **Read-only** - Section teachers can only view student results and send email. They are prohibited from making any changes to the course.
 - **Custom** - Section teachers have access only to the functionality you specify. Click Define to open the Define Custom Access window where

you can select individual tasks to permit or deny to the section teachers in your course group.

- **Edit Ask My Instructor email address** - When you check this box, section teachers can change the email address used for course communications, such as the "Ask My Teacher" emails sent by students. Section teachers with full access automatically have this capability.
- **Edit course roster** - When you check this box, section teachers can make changes to the course roster--for example, designate a student to be another section teacher, add student IDs, and so on. Section teachers with full access automatically have this capability. Section teachers cannot use Edit Roster to change course access settings.

After member courses are set up, you can override these course-wide settings for individual section teachers using the Edit Roster page for the member course.

See *Working with roles in course groups* in the online help for complete details on the actions available to section teachers with different levels of access.

Giving section teachers access to a member course

When you are the primary teacher of a course group or the owner of a course, you can assign the role of section teacher to one or more students or other teachers.

To assign section teacher status:

1. Make sure the student or other teacher is enrolled in your course.
2. Go to the Gradebook for your course.
3. Click **Edit Roster** at the top of the page.
4. On the Edit Roster page, locate the student or teacher and select the checkbox in the Section Teacher column. (The active checkbox must also be enabled.)
5. If needed, assign the level of access to grant to the section teachers. If you have already set access levels, you can change the levels by clicking **View / Edit Custom Access Settings** above the table to open the Define Custom Access window.
6. Click **OK**.

You can remove section teacher access by unchecking either the Section Teacher or Active checkbox for the individual on the Edit Roster page.

Removing a member course from its course group

After a member course is removed from a course group, the member course cannot rejoin.

To remove a course from a course group:

1. Locate the course in the Course Manager, and click **Change Settings** from the Actions dropdown list. Click **Go** to open the Course Settings Summary page.
2. If you are a section teacher with permission, click **Leave course group** in the General Settings section. Otherwise, in the Group Admin section, click **Edit**.
3. If you are the owner of the coordinator course, click **Remove from group** to detach the member course from the course group. If you are the course owner and the coordinating teacher allowed it, you can click **Leave this group** to remove the course from the course group.

The Choose Course Instructor window appears.

4. In the window, select the primary teacher for the removed course from the dropdown list. Then click **OK**.

If you choose a new teacher, the previous teacher becomes a section teacher in the course and any other section teachers are retained.

5. Click **Save**.

Converting a member course to a standard course

To convert a member course to a standard course:

1. Locate the course in the Course Manager, and click **Change Settings** from the Actions dropdown list. Click **Go** to open the Course Settings Summary page.
2. In the General Settings section, click **Edit**.

3. In step 1, select **Standard** from the Type of Course dropdown list.

The Choose Course Instructor window appears.

4. In the window, select the primary teacher for the course from the dropdown list. Click **OK** to assign the primary teacher for the removed course.
5. Click **Save**.

Reusing coordinator courses

You can reuse your coordinator course to create new course groups that preserve your course customizations.

To reuse a coordinator course:

1. Create a new member of your existing coordinator course group.
2. Remove the new member course from the existing course group.
3. Edit the new member course and change it to a coordinator course.
4. Customize the coordinator course as appropriate and then add member courses.