

Using (and Teaching) with K-State Online

- 1.) All students and instructors using K-State Online must have an e-ID. If you have not setup your e-ID go to <http://eid.ksu.edu> and follow the directions for your current KSU status.
- 2.) Once you have an e-ID students or faculty members enter into K-State Online – go to <http://online.ksu.edu> and click on Sign In. A dialog box will show up where you enter your e-ID and password.
- 3.) Once inside K-State Online there should be either one or two views (depending on your status). Instructors should have a view at the top and there should be a button that says Create New Course. Instructors who do not have this button need to contact the IT Help Desk at 532-7722. They will be able to change your status to instructor and allow you to create courses.

Creating a New Course

- 1.) Once instructors have the Create New Course button they can click on it to create their course. If the course has been created then the instructor can click on Tools for the desired course to make changes.
- 2.) On the first page of the Create New Course wizard the instructor will be prompted for several items: a.) the Course Name, b.) the Course Description, c.) the Course Type (undergraduate, graduate, etc), d.) and a Welcome message (optional). Once all the required information is added click Next.
- 3.) The next page will ask for the components that the instructor may want for their course (these can be added or removed at a later time if the instructor decides – see Tools page under Course Management). Two areas allow the instructor to begin adding information for their course – Chat Room and Message Board (Discussion Board). Names and descriptions can be added into the fields for one or multiple rooms or boards (again this does not need to be setup at this time, these rooms and boards can be added after the course is created). Once the Components are added click Next.
- 4.) The instructor can change the look of the course by choosing a Design (left, top and right). There are also several new design themes so that the instructor can change this look for their course. These too can be changed at a later time if the instructor wishes. After selecting the theme (by choosing the radio button below it) click Next.
- 5.) The last page of the Course Creation wizard allows for the addition of an Image on either the main part of the home page or the navigation bar. These are optional and not required to create a course. Follow the directions as listed on the page. There are size requirements for both of the images. Once this is completed click the Done button.
- 6.) The process to create the course will take a while, depending on how busy K-State Online is at the time.
- 7.) Once the course is created it will open up into the Tools area for the newly created course. Now additional modifications can be made to the course.

Create Terms

- 1.) Before adding students to the roster, the semester and course section(s) must be defined. From the Course Tools page, select Create Terms under User Management.
- 2.) Select a K-State Semester by either clicking on Add Section next to a defined semester (usually credit courses) or, Create Custom Semester (usually distance courses, non-credit courses, advising spaces). Defining a custom semester by typing in a label for the custom semester. Then type in the start and stop dates, or click on the calendar icon to choose the date. Next, use the dropdown indicate which K-State semester best fits the custom semester. Finally, define the duration of user access (optional). Click the Save button.
- 3.) To create Section (important if you want to create groups or bring in your course roster), type in a Section Label (ex. MWF 1:30 PM) – this is required. To load students enrolled in your course enter a Reference Number for the section (if one exists). Continue doing this for each of the sections that will be using this course. Click the Add button to create the section. GTAs and graders have to be added to the Roster manually.

Update Roster

- 1.) To make sure that you have the most current Roster for your course go to Course Tools page, select Roster under User Management.
- 2.) Select the correct section from the section drop-down menu. Then Select the Update Users button. The Roster is not automatically updated, so it is suggested the roster be updated once a week at the beginning of the semester and only when you feel your roster is out of date.

Add User to Roster

- 1.) To add a user to your Roster, click Add User (right hand side of the page).
- 2.) Determine the section that you want to add the User to (the course you are using should be visible in the drop down box).
- 3.) Select the role for the user (for a definition of each of the roles click on Description of User Roles to the right).
- 4.) Select User Search, Import Users or Create Users.
- 5.) Once you have the Users selected then click Add User(s) to Roster. These students will now be in the main Roster for the course.

Additional Resources:

<https://online.ksu.edu/K-StateOnline/resources.jsp> (K-State Online Readiness and Software)

<http://main.itac.ksu.edu/training/resources.htm>

Online Tutorials – inside K-State Online (top of the page once logged in to K-State Online)

Additional Assistance:

IT Help Desk 532-7722 or 800-865-6143

iTAC trainers:

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