

Berkeley

SUMMER SESSIONS

User Guide for CourseWebsite

A step-by-step guide to editing course information

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Overview

CourseWebsite is a marketing tool that gives campus departments the ability to list in-depth information about their summer courses. Ideally, CourseWebsite should be updated by early January with information about that next summer's courses.

Course instructors are able to update their courses in the system; however, since instructors often don't get hired until very near the start of summer (too late to market the courses), Summer Sessions put a system in place where departments can designate a **delegate**, who can access CourseWebsite any time of the year.

Since Summer Sessions has expanded CourseWebsite's functionality, these delegates can now assign those who do not yet have a CalNet ID to the role of an **editor**. This role allows these instructors to update and edit course information on CourseWebsite. An editor cannot access CourseWebsite until a delegate has added them to the system (the editor will receive an activation e-mail once added to CourseWebsite).

Accessing CourseWebsite

Logging into CourseWebsite

Both delegates, instructors, and editors can access CourseWebsite by the link mysummer.berkeley.edu/sectionInfo/selUsersLogin.php; however, editors, or those without a CalNet ID, can only access CourseWebsite through this page (Fig. 1) after they have completed their editor registration.

Figure 1-
CourseWebsite
log in page



The screenshot shows the Berkeley Summer Sessions login page. At the top, it says "Berkeley Summer Sessions" with the University of California logo. Below that, it says "Select Course Website Login Method". The main content area is titled "Please select a CourseWebsite login method" and contains two options: "Instructor/Delegate Login Using CalNet" and "All Others Log in without CalNet". The "Instructor/Delegate Login Using CalNet" option is highlighted with a grey button. The "All Others Log in without CalNet" option is also highlighted with a grey button. The page footer contains links for "Summer Sessions", "Online Schedule of Classes", "How-To's", "Contact", and "CourseWebsite Search".

Logging into CourseWebsite through the SSALL Intranet

Delegates and instructors will access CourseWebsite by logging into the SSALL (Summer Sessions, Study Abroad & Lifelong Learning) Intranet **if they are using an active CalNet ID**. To log in, follow the link mysummer.berkeley.edu/ss.php, where you will be prompted to log in with your CalNet credentials (Fig. 2).



The screenshot shows the Berkeley CalNet Authentication Service login screen. It features the Berkeley University of California logo and the text "CalNet Authentication Service". Below that, there are two input fields: "CalNet ID:" and "Passphrase (Case Sensitive):". There are "Sign In" and "HELP" buttons at the bottom. The footer contains the text "Copyright © 2013 UC Regents. All rights reserved."

Figure 2-
CalNet
authentication
screen

After you have logged in, you will be directed to the SSALL Workplace Intranet dashboard (Fig. 3) To get to CourseWebsite, click on the *Marketing* option in drop-down menu on the left side of the page and select *Coursewebsite* (Fig. 4).



Figure 3 - SSALL Workplace Intranet dashboard

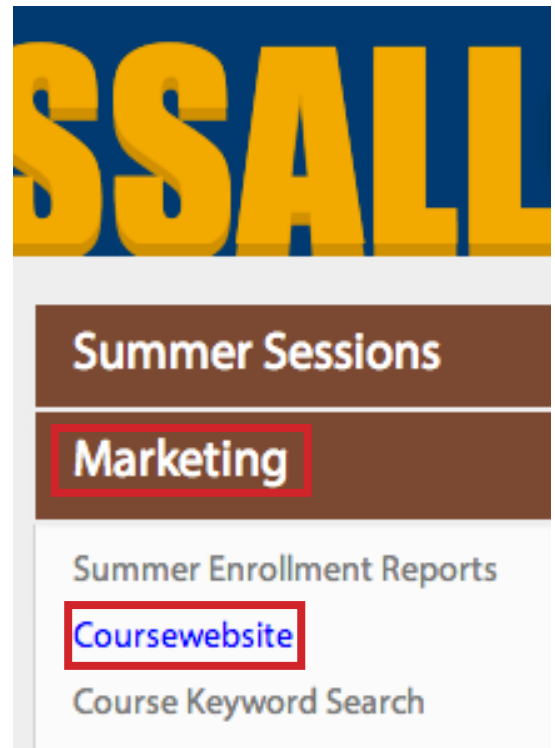


Figure 4 - Marketing drop-down menu

Once in CourseWebsite, you will be directed to either choose an assigned course section to edit from the drop-down menu, or you can select *Maintain CourseWebsite editors for your department* to add or update editors that do not have CalNet IDs (Fig. 5).

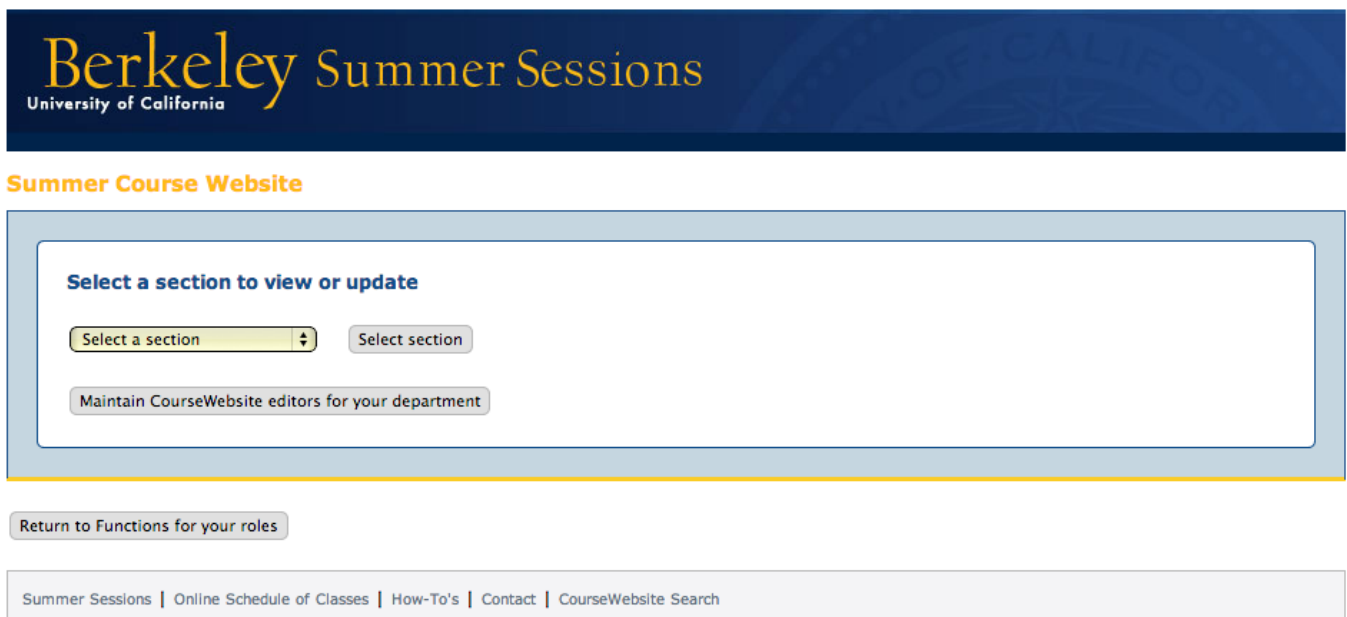


Figure 5 - CourseWebsite homepage

Managing Editors

Adding New Editors

To add a new account for an editor, click on the *Maintain CourseWebsite editors for your department* button. Once you are on the Maintain Course-Website Editors page, click on the *Add a New Editor* button (Fig. 6).



Figure 6 - Maintain CourseWebsite Editors page

First, enter the editor's first, last, and middle (optional) names and e-mail address. Then, select whether the editor is active or not (the default status of an editor is active; if you designate an editor to be inactive, the editor will not have access to the CourseWebsite system). To assign course sections to the editor, select the department in which the sections are located in the drop-down menu and then click the *View Sections within Department* button (Fig. 7).

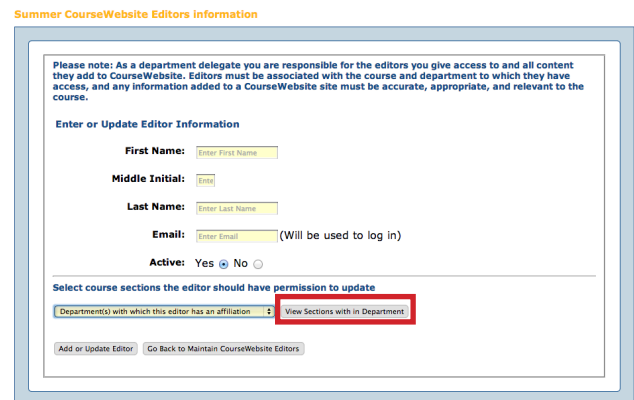


Figure 7 - Summer CourseWebsite Editors Information page

After selecting a course to view its respective sections from the *Select a course* drop-down menu, check the boxes next to the course sections in which the editor should be assigned to for editing that section's information (Fig. 8). You can select the *Check All* button to select all courses, or select the *Uncheck All* button to unselect all courses. You must click on the *Add or Update Editor* button at the bottom of the page to continue onto the confirmation page (Fig. 9), which is an overview of the information entered for the editor. Select *Go Back to Editor or Update Editor* to change any of the information, or select *Confirm* to successfully add the new editor.

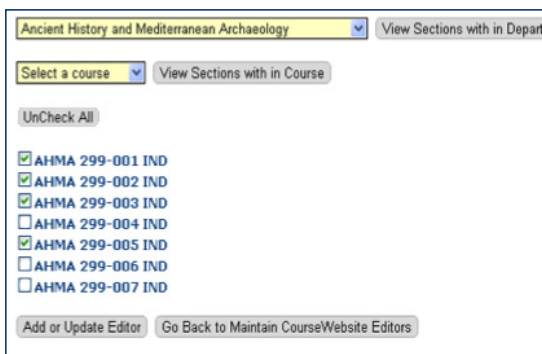


Figure 8 - Course section selection



Figure 9 - Editor confirmation page

New Editor Actions

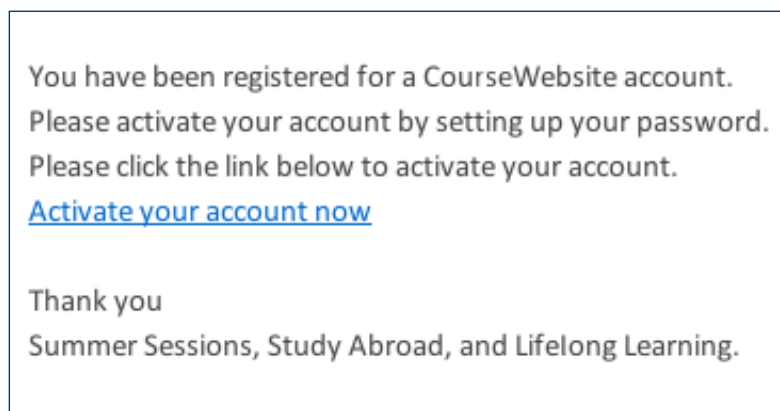


Figure 10 - Editor confirmation e-mail

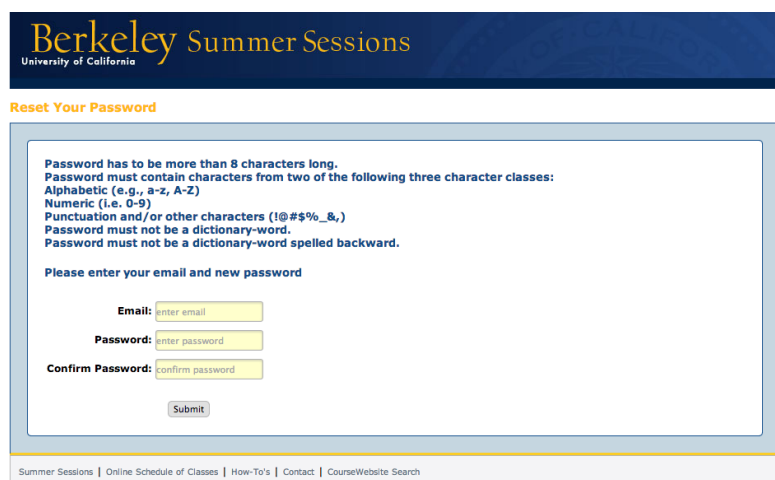


Figure 11 - Editor contact confirmation page



Figure 12 - Editor login page

The new editor will receive a confirmation e-mail with instructions (Fig. 10) to the e-mail address you provided earlier on the Summer CourseWebsite Editors Information page. To complete registration, the editor will need to follow the “Activate your account now” link.

When the new editor follows the “Activate your account now” link in their confirmation e-mail, they will be taken to a Reset Your Password page to confirm their e-mail and password (Fig. 11). If a new editor forgets their password, they will be sent another e-mail that links back to this page so the editor may reset their password.

Once the e-mail and password are confirmed, the editor will be directed to the Login without CalNet Credential page (Fig. 12), or mysummer.berkeley.edu/sectionInfo/dispNoncalUsersLogin.php. Here they will enter their e-mail and password to log into the CourseWebsite system.

Updating Existing Editors



Figure 13 - Maintain CourseWebsite Editors page

To update an existing editor, click on the *Maintain CourseWebsite editors for your department* button. Once you are on the Maintain CourseWebsite Editors page, click on the *Update an Editor* button (Fig. 13).

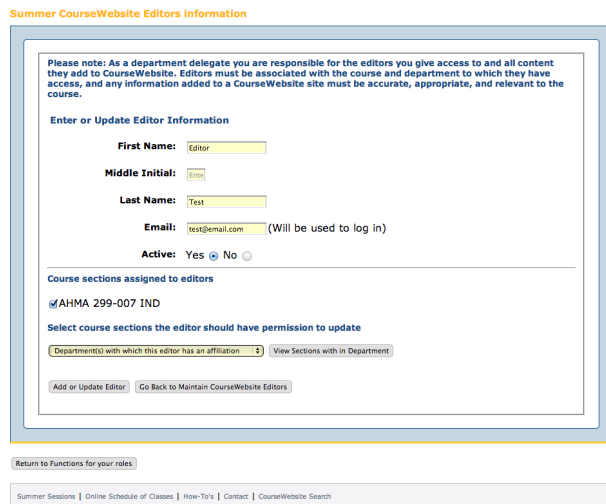


Figure 14 - Update Editors' Information page

Delegates can update an editor's first, last, and middle (optional) names, e-mail, active flag, and course sections (Fig. 14). To remove assigned courses, uncheck course sections under the "Course sections assigned to editors" label. After updating has been complete, click the *Add or Update Editor* button.

After confirming the updated information, you will be directed back to the Update Editors' Information page (Fig. 15). Click the *Go Back to Maintain CourseWebsite Editors* button to return to the Maintain CourseWebsite Editors page (Fig. 16), which provides a button (*Go Back to Summer CourseWebsite*) that directs you back to the CourseWebsite homepage.

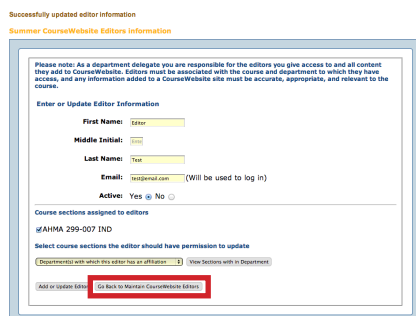


Figure 15 - Successfully updated Editors' Information page

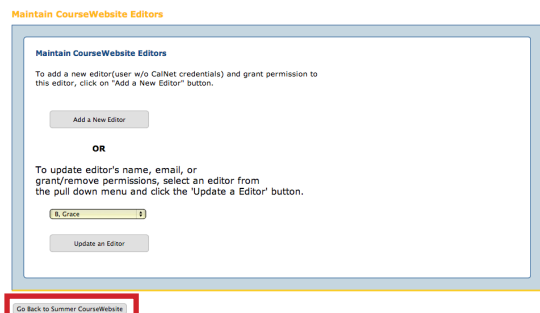


Figure 16 - Maintain CourseWebsite Editors page

Editing Course Information

Whether you are a delegate, instructor, or an editor (those without a CalNet ID), you have access to edit courses and their sections in CourseWebsite. There are five categories to each course section that can be edited:

1. Course Info
2. Section Info
3. Instructor Info
4. Syllabus
5. Section Resources

Choosing a Course

Once you are logged into CourseWebsite, select an assigned course from the drop-down menu to view or update (Fig. 17).

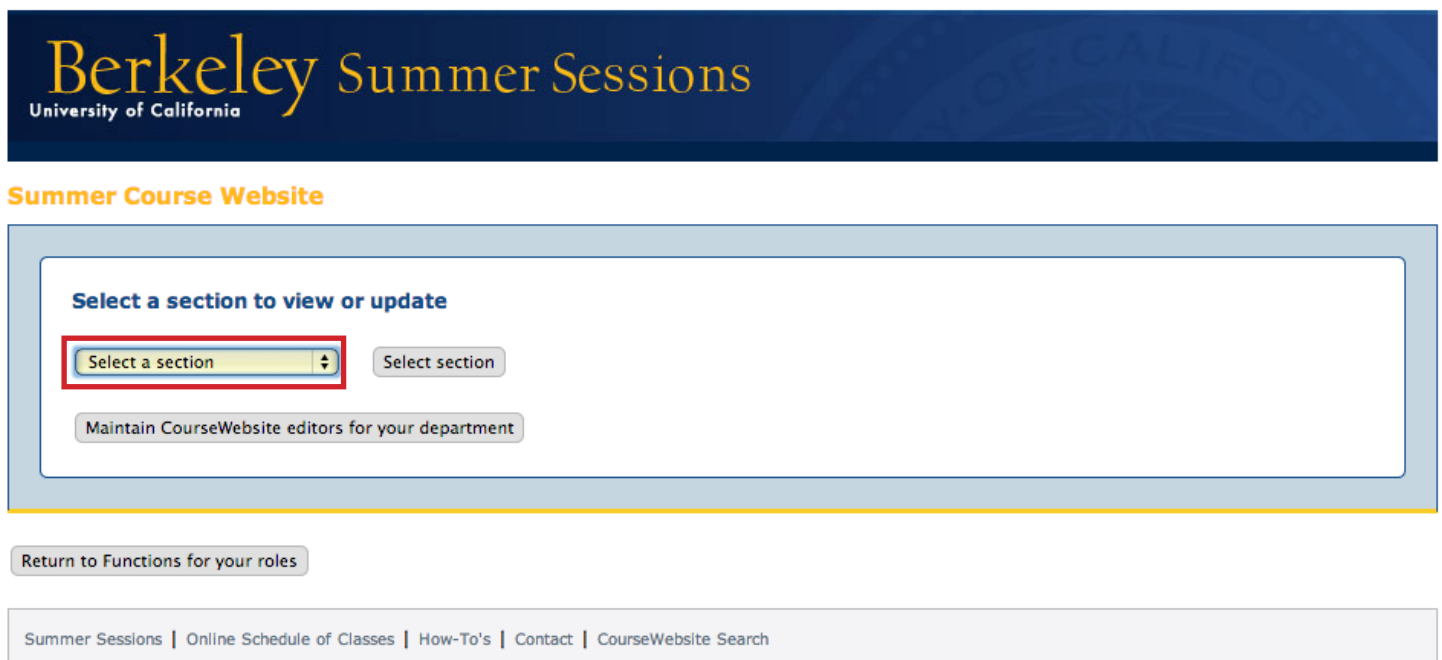


Figure 17 - CourseWebsite homepage

Course Catalog Description

The Course Catalog Description on the Course Info page for your course is pulled directly from the 2011-2013 UC Berkeley General Catalog and cannot be edited through CourseWebsite. However, if your course's Course Catalog Description has content in it, you have the option to either hide or display it on your CourseWebsite page. To show the content, select the "Display to the public" option; to hide the content, select the "Do not display to the public" option (Fig 18). After selecting one, click the "Update" button.

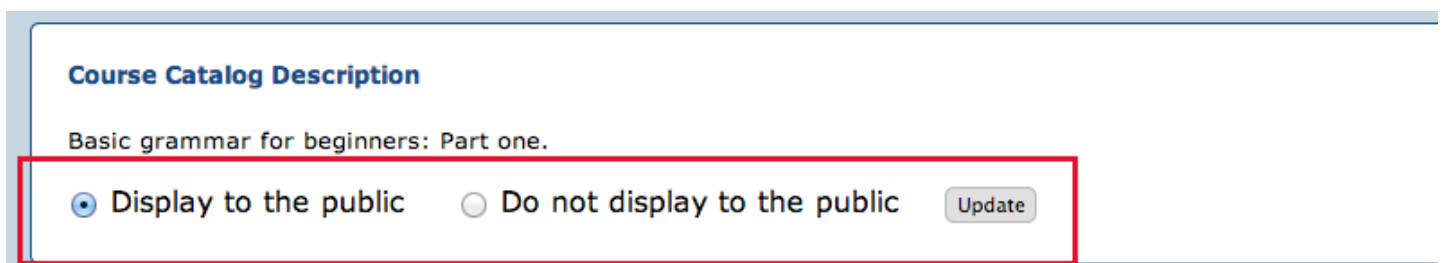


Figure 18 - Course Catalog Description field on the Course Info page

Course Info: View/Update

The course information page contains basic information about the course itself. Delegates, instructors, and editors can add or update CourseWebsite URLs for course webpages, prerequisites, required (or preferred) knowledge/skills, extended course description, course goals, additional information, and course keywords (Figs. 19-21).

The screenshot shows the 'Course Info' section with three main fields:

- Website for this Course:** A table with columns for Website (ex. http://www.berkeley.edu), Description, and Action. Below the table are input fields for 'Enter URL' and 'Enter Description', and an 'Add' button.
- Course Catalog Description:** A text area with a description: 'Varying topics covering current discoveries, research, theories, fieldwork, etc., in biological anthropology. Topics vary with instructor.' Below the text area are radio buttons for 'Display to the public' (selected) and 'Do not display to the public', and an 'Update' button.
- Prerequisites:** A table with columns for Department, Prefix, Course Number, Suffix, Comments, and Action. Below the table is a text input field for 'Comments' and an 'Add' button. The text 'No prerequisite found.' is displayed below the table.

Figure 19 - Course Info fields

The screenshot shows three fields:

- Required Knowledge/Skills:** A large yellow text area with an 'Update' button below it.
- Extended Course Description:** A large yellow text area with an 'Update' button below it.
- Course Goals:** A large yellow text area with an 'Update' button below it.

Figure 20 - Course Info fields (cont'd)

The screenshot shows three fields:

- Additional Information:** A large yellow text area with an 'Update' button below it.
- Course keywords (keywords a student might use to search for this course):** A table with columns for Keyword and Action. Below the table is an input field for 'Enter keyword' and an 'Add' button.
- Select a different section:** Two dropdown menus labeled 'Select a section' and 'Select section'.

Figure 21 - Course Info fields (cont'd)

Using the 'Update' Button

As you navigate CourseWebsite, you will notice that each field has its own "Update" button (Fig. 22). Immediately after entering text into the desired field, the "Update" button just under the field must be selected before moving on to another field or page. If the "Update" button has not been selected, the content will be automatically erased.

The screenshot shows two fields with their respective 'Update' buttons:

- Required Knowledge/Skills:** A yellow text area containing the text 'No prior knowledge is necessary.' Below the text area is a red-bordered 'Update' button.
- Extended Course Description:** A large yellow text area. Below the text area is a grey 'Update' button.

Figure 22 - Update buttons

Invalid Special Characters

If you have entered text into a field and immediately selected “Update”, check the very top of the page (directly under the Berkeley Summer Sessions banner, just above your course title in yellow, as shown in Fig. 23) for an error message listed in brown: You may have entered an invalid character.



Required knowledge skill contains invalid characters. Please remove the following characters: < > { } [] ^

Italian Studies 1, Section 001 LEC

Figure 23 - Invalid special characters error

The following list of characters are not allowed in any field on CourseWebsite:

^	<	>	{	}	[]	
---	---	---	---	---	---	---	--

More invalid special characters cannot be used on the Section Resources page. Please reference **page 11** of this User Guide for more information regarding these characters.

Section Info: View/Update

The Section Info page contains instructions specific to that section of the selected course (Fig. 24). Delegates, instructors, and editors can add or delete office hours and upload files for the course section. The file upload function only accepts files with .PDF or .JPG extensions, and the files size must be smaller than 12 MB. If the course has more than one section, you will have the option to upload the file to those sections by checking the box next to the correlating sections.

The image shows a screenshot of a web interface with several tabs at the top: "Course Info", "Section Info", "Instructor Info", "Syllabus", and "Section Resources". The "Section Info" tab is active. Below the tabs, there are three main sections. The first section is titled "Office Hours" and contains a table with columns for "Day", "Start", "End", "Location", "Notes", and "Action". The "Day" column has a dropdown menu with "Sun" selected. The "Start" and "End" columns have time pickers set to "1:00 AM". The "Location" column has a text input field with "Enter location" as a placeholder. The "Notes" column has a text input field with "Enter notes" as a placeholder. The "Action" column has an "Add" button. The second section is titled "Upload a file for this section (notes, reading, etc.)" and contains a "Choose a file to upload (.pdf or .jpg less than 12MB):" label, a "Choose File" button, and a "No file chosen" message. Below this is a "File Description:" text input field. The third section is titled "Select a different section" and contains a "Select a section" dropdown menu and a "Select section" button.

Figure 24 - Section Info fields

Instructor Info: View/Update

The Instructor Info page contains details regarding the instructor for this course (Fig. 25). A photo and CV for the instructor can be uploaded, as well as the instructor's personal website and bio. If uploading a photo for the instructor, the file upload function only accepts files with .GIF, .PNG, or .JPG extensions, and the file size must be smaller than 1 MB. For uploading another CV to replace the current CV, the file upload function only accepts files with .PDF extensions, and the file must be smaller than 12 MB.

The screenshot shows a navigation bar with five tabs: Course Info, Section Info, Instructor Info, Syllabus, and Section Resources. The 'Instructor Info' tab is selected. Below the tabs, there are two main sections. The first section is titled 'Instructor Notes' and contains a large yellow rectangular text input area with a small cursor icon in the bottom right corner. Below this area is a button labeled 'Update'. The second section is titled 'Instructor Information' and contains a message: 'Detailed instructor information for this course is not yet available on CourseWebsite. Please check the syllabus or the Online Schedule of Classes for instructor name.'

Figure 25 - Instructor Info fields

Syllabus: View/Update

A syllabus can be added or deleted in this section (Fig. 26). The file upload function only accepts files with .PDF extensions, and the file size must be smaller than 12 MB. If the course has more than one section, you will have the option to upload the syllabus to those sections by checking the box next to the correlating sections.

The screenshot shows a navigation bar with five tabs: Course Info, Section Info, Instructor Info, Syllabus, and Section Resources. The 'Syllabus' tab is selected. Below the tabs, there are two main sections. The first section is titled 'Upload a syllabus' and contains a file upload area with a 'Choose File' button and the text 'No file chosen'. Below this is a text input area labeled 'Syllabus Description:'. Underneath is a message: 'If this syllabus should also be uploaded for other sections of this course, please select the sections below. Note, doing so will overwrite any existing syllabus of the selected sections.' This is followed by a list of four sections, each with an unchecked checkbox: ANTHRO 134A-001 FLD, ANTHRO 134A-002 FLD, ANTHRO 134A-003 FLD, and ANTHRO 134A-004 FLD. Below the list is a button labeled 'Upload syllabus'. The second section is titled 'Current syllabus' and contains the text 'No syllabus uploaded'.

Figure 26 - Syllabus fields

Section Resources: View/Update

The Section Resources page contains additional web resources for this course (Fig. 27). Websites and reading resources can be added on this page. Reading resource files must have .PDF extensions and be smaller than 12 MB.

The screenshot shows the 'Section Resources' page with a navigation bar at the top containing 'Course Info', 'Section Info', 'Instructor Info', 'Syllabus', and 'Section Resources'. The main content area is divided into two sections:

- Section Web Resources:** A table with columns for 'Website (ex. http://www.berkeley.edu)', 'Description', and 'Action'. Below the table are input fields for 'Enter URL' and 'Enter Description', and an 'Add' button.
- Section Reading Resources:** A form with fields for 'Title' (with placeholder 'Enter title'), 'Author' (with placeholder 'Enter author'), and 'Upload File (PDF less than 12MB):' (with 'Choose File' and 'No file chosen' options). An 'Add' button is at the bottom.

Figure 27 - Section Resource page

Invalid Special Characters

In the “Title” and “Author” fields in the *Section Reading Resources* section on the Section Resources page, there are special characters that cannot be used, including:

^	< or >	{ or }	[or]		' or '	“ or ”	&	;	~
`	!	@	#	\$	%	*	+	=	\

If a special invalid character is used, an error message will appear at the top of the page (Fig. 28).

The screenshot shows the 'Section Resources' page with a navigation bar at the top containing 'Course Info', 'Section Info', 'Instructor Info', 'Syllabus', and 'Section Resources'. The main content area is divided into two sections:

- Section Web Resources:** A table with columns for 'Website (ex. http://www.berkeley.edu)', 'Description', and 'Action'. Below the table are input fields for 'Enter URL' and 'Enter Description', and an 'Add' button.
- Section Reading Resources:** A form with fields for 'Title' (with placeholder '^?&#'), 'Author' (with placeholder '>@S#'), and 'Upload File (PDF less than 12MB):' (with 'Choose File' and 'No file chosen' options). An 'Add' button is at the bottom.

At the top of the page, there is a red-bordered error message box containing the text: "Title is missing or contains invalid characters" and "Author is missing or contains invalid characters".

Figure 28 - Invalid special characters error on Section Resources page

Choosing Another Course Section

When editing a course section, you have the option to select another section to edit at the bottom of each page (Course Info, Section Info, Instructor Info, Syllabus, and Section Resources). Select the section from the drop-down menu (Fig. 29).

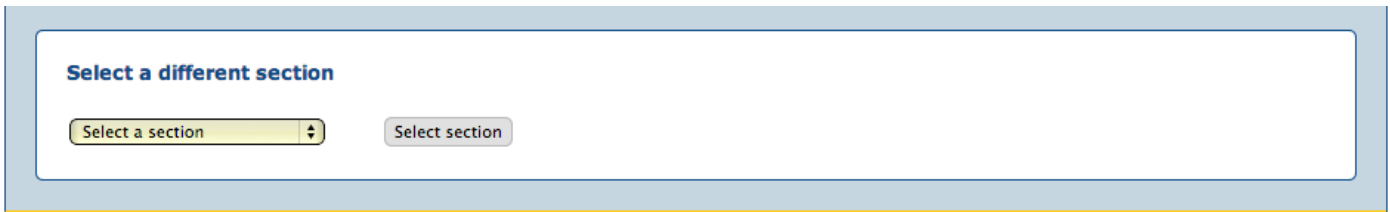


Figure 29 - Different Section menu

Other Tasks

Searching for Courses

To search for a course on CourseWebsite, click the *CourseWebsite Search* link in the footer of each page (Fig. 30) to open a search form to find a course by classification, department, CCN, title, etc. (Fig. 31).



Figure 30 - CourseWebsite Search button

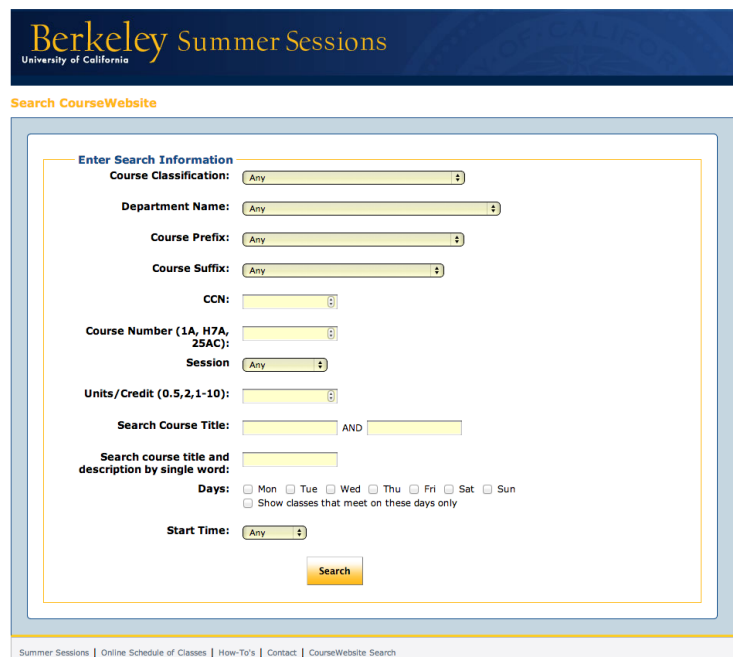


Figure 31 - Search CourseWebsite page

Logging Out

To log out of CourseWebsite, select the *Logout* button at the bottom of each of the Course Info, Section Info, Instructor Info, Syllabus, and Section Resources pages (Fig. 32).

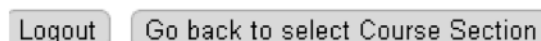


Figure 32 - Logout button

Have Questions?

How-To's

Visit summer.berkeley.edu/coursewebsite for answers to our Frequently Asked Questions.

Contact

Send an e-mail to coursewebsite@lists.berkeley.edu with any inquiries regarding issues you may encounter using CourseWebsite.