



WebStudy Quick Guide for Instructors

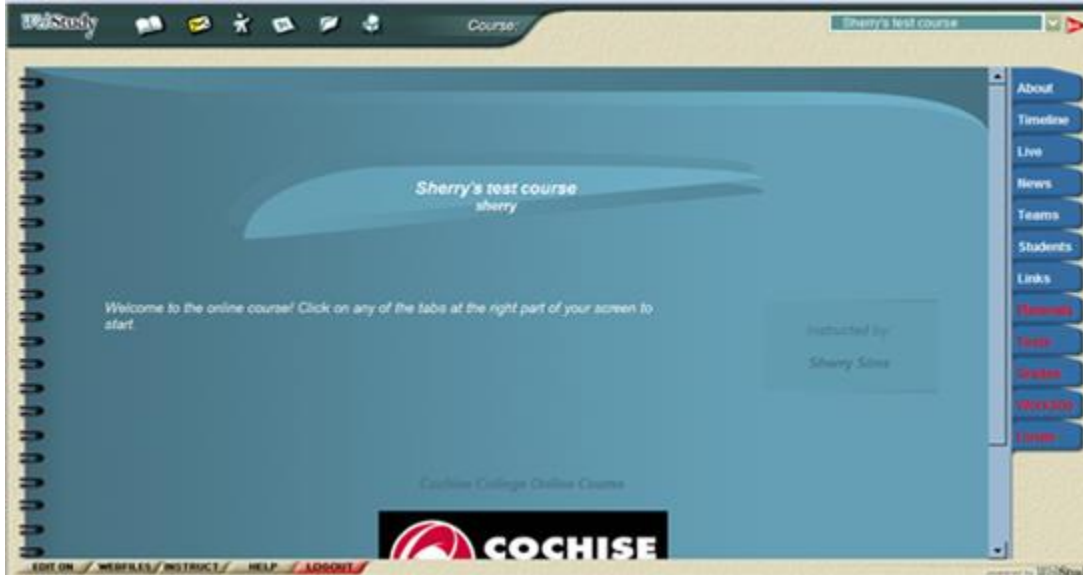
WebStudy is a course management system used campus-wide at Cochise College. The system allows faculty to post materials, deliver tests and surveys, and many other course-related functions.


Contact Online Campus at cochiseonline@cochise.edu to request training in WebStudy. When training is completed, your course will be created in WebStudy. Access the WebStudy Instructor Manual at <http://www.webstudy.com/help>.

Access short training videos at <http://icochise.com>.

WebStudy is accessed using an Internet connection. Go to the College home page www.cochise.edu, click on the WebStudy button located in the lower right corner of the screen, or directly by keying in <http://cochise.webstudy.com/> in the address bar.

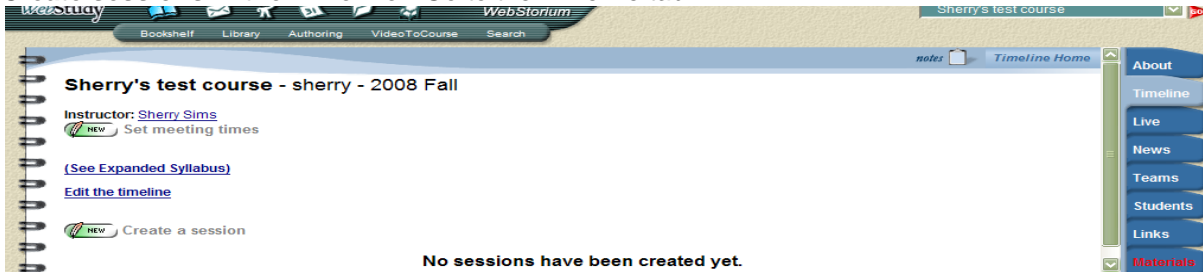
WebStudy uses a notebook metaphor for organization. At the top is the Shared Tools toolbar, and on the right are Tabs for



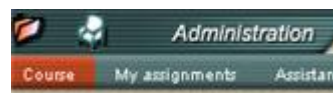
navigation through your course. The white tabs are tabs available for students to see, the red tabs are only available for instructors. You may make any tabs available for students (such as the "Grades" tab) in your "About" tab area. Click on this edit button:  **Exclude/Include Course Tabs** to edit tabs.


The "Timeline" tab: is an organized "Course Outline". This section is the "backbone" of the course to which all instructional items will be linked. The timeline may follow a week by week breakdown of coursework but other configurations are equally valid.

Create sessions in the Timeline: Go to the Timeline tab




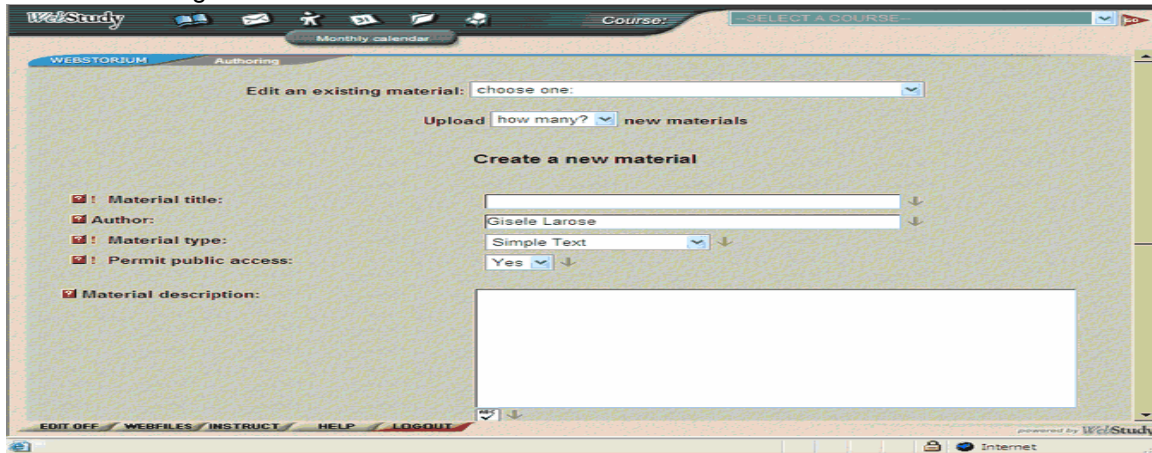
Click "Edit the timeline", you may add several sessions, weeks, chapters, etc. Then, edit the timeline again to add more or enter names and dates.



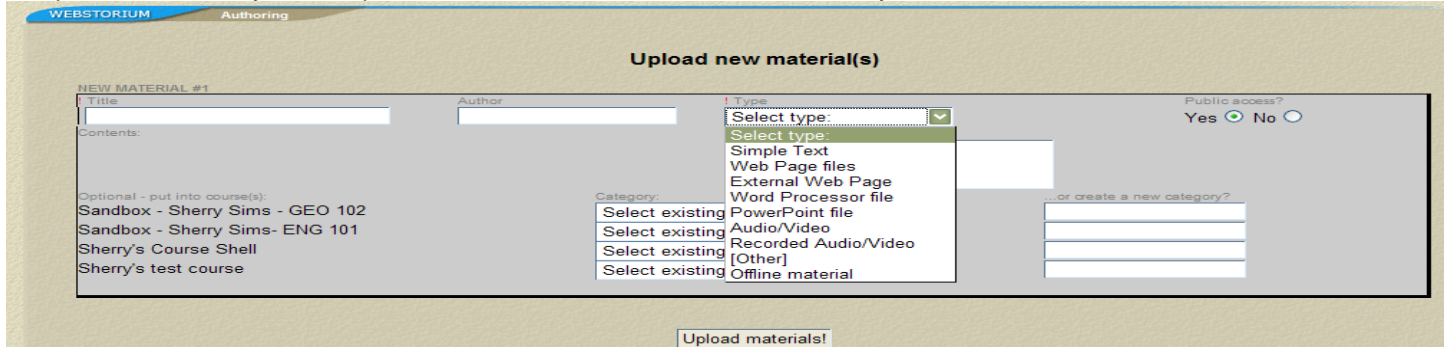
Check Course Availability: Click on "Course", under the folder icon . Select the course you want to edit. On the "Edit this Course Information" screen, scroll down and check the dates in the "Activate on:" and "Deactivate on:" text box. These dates must be correct for the students to see your course.

Check the Course Code: Students are loaded into your course through your CRN# (course code). In the "Course--Edit course information" area, scroll down and check the course code to make sure it is the same as in Banner.

Adding Material to WebStudy: Log into WebStudy and click on the textbook icon  located at the top. Then click on the "Authoring" tab.



To upload a file from your computer, click the down-arrow in the "how many?" box, and choose the amount of files to add.

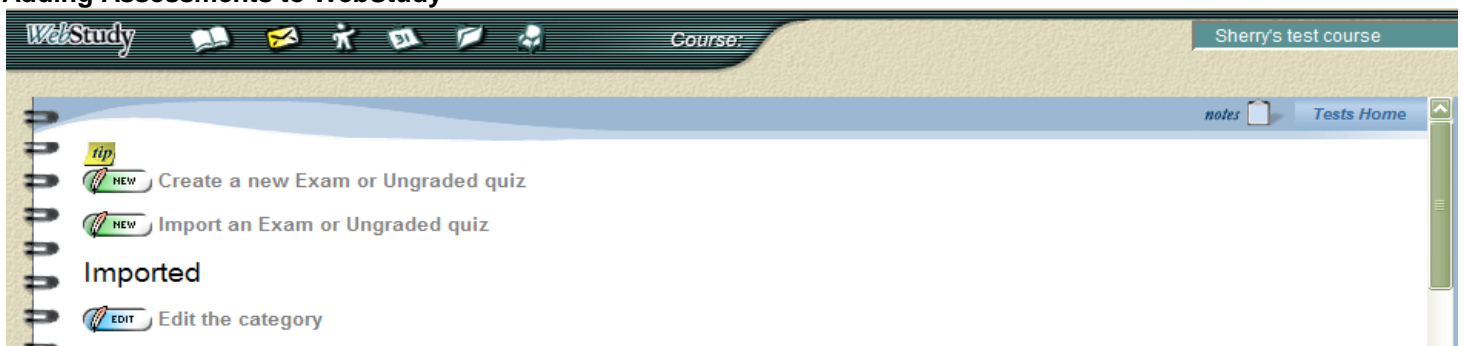


Enter the title, author, and choose type. The Browse box will appear after you choose type. Browse to add your file, and "Post it". Your material will be added to the WebStorium.

Add material to a course: Click on the Timeline tab in your course, and then click on the "Edit" button for edit session. Follow the directions in the edit screen, and add materials, tests, forums, etc.



Adding Assessments to WebStudy



Click the "Tests" tab, and then click on "Create a new Exam or Ungraded quiz". Fill out the information and "Post it". On the next screen you will edit the exam questions or upload a set of exam questions.