

# Learning Hub Quick Reference Guide: General

<input type="checkbox"/> <b>Confirm that your Teaching Courses(s) is listed in Learning Hub</b>	<p><b>Quick tip:</b> The link(s) to your Teaching course(s) will be automatically created. By default your teaching course(s) is displayed with gray text, which mean the course is unavailable to your students.</p>
<input type="checkbox"/> <b>Import past semester materials into a current semester</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Make sure you have the same amount of topics/weeks in the new courses as was in the course you will be copying from (see next block for changing the number to topics/weeks)</li> <li>2. Click on <b>Import</b> in the Administration Block</li> <li>3. If the course is not listed, in the <b>search box</b> type the acronym, number, and section number of the course</li> <li>4. Select the course to copy by clicking in the box next to the name of the course</li> <li>5. Click <b>Continue</b></li> <li>6. Click Next (on the right side)</li> <li>7. Uncheck the items you do NOT want to copy into the new course. Items to not import are:             <ol style="list-style-type: none"> <li>a. Surveys</li> <li>b. Attendance</li> <li>c. Turnitin Assignments</li> </ol> </li> <li>8. Click <b>Next</b></li> <li>9. Click <b>Perform import</b></li> <li>10. Click <b>Continue</b> (it will refresh back to your course) 5 times</li> </ol>
<input type="checkbox"/> <b>Change the number of topics/weeks</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Settings</b> in the Administration Block</li> <li>2. Scroll down to just under the description box and change to either Topics or Week</li> <li>3. Select the number of topics/weeks you want (you can also go back in and modify this)</li> <li>4. Scroll to the bottom and click <b>Save changes</b></li> </ol>
<input type="checkbox"/> <b>Confirm student enrollment</b>	<p><b>Quick tip:</b> Students are automatically entered when they enroll in banner (this refreshes every hour during the business day). Student who withdraw from the course are automatically removed (this is done once a night). If your classlist does not match your ivue list, email <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></p>
<input type="checkbox"/> <b>Add a TA/GA/Grader</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Email <a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a> with the following information             <ol style="list-style-type: none"> <li>a. TA/GA/Grader's name</li> <li>b. TA/GA/Grader's ID number</li> <li>c. TA/GA/Grader's AU email address</li> <li>d. Acronym, number and section numbers of the course(s)</li> </ol> </li> </ol>
<input type="checkbox"/> <b>Combined Classlist</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Email the <a href="mailto:courseschedule@andrews.edu">courseschedule@andrews.edu</a> and let them know the two classes that need to be cross-listed</li> <li>2. The combined (meta) course will automatically be listed in Learning Hub</li> <li>3. Do everything for the class as the "meta" course. This is a sample of what a meta name looks like: BSAD 620 001, BSAD20 999 Christian Ethics, Sev &amp; Society – SP2012</li> </ol>
<input type="checkbox"/> <b>Make your teaching course available to students</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Settings</b> in the administration block on the left (or sometimes on the right side)</li> <li>2. In the block labeled <b>General</b></li> <li>3. Fourth option down labeled, <b>Visible</b></li> <li>4. Click the arrow and choose the drop down option, <b>Show</b></li> <li>5. Click <b>Save changes</b> at the bottom of the page</li> </ol>
<input type="checkbox"/> <b>Post a new file to your Learning Hub course</b>  <i>Examples: syllabus, powerpoints, schedule, etc.</i>	<p><b>How to:</b> (Remember to use PDF's for your documents, unless the students need to download the file and fill it out)</p> <ol style="list-style-type: none"> <li>1. Click <b>Turn editing on</b></li> <li>2. Find the item in your file that needs to be put into the course</li> <li>3. Click and hold the file, drag it into the Learning Hub page</li> </ol>
<input type="checkbox"/> <b>Create a Welcome</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Turn editing on</b></li> <li>2. Click on <b>Add and activity or resource</b></li> <li>3. Scroll down and under Resources select the label</li> <li>4. Click <b>Add</b></li> <li>5. Create a label</li> <li>6. Click <b>Save and return to course</b></li> </ol>