



PAWS Course Studio

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PAWS Course Studio Overview

Introduction

PAWS Course Studio functionality gives students, faculty, and assigned teaching assistants the ability to access, create, and manage a homepage for any course.

A homepage provides access to pertinent course calendars, information, articles; and links to other internet resources. Course members can submit assignments and photos or participate interactively through e-mail, chat rooms, and message boards.

Course instructors are responsible for assigning students or teaching assistants the various responsibilities associated with managing the homepage for each course. Consolidated Courses, managed through a single course homepage, may also be created.

Note: PAWS Course Studio is a communications system only. The [Blackboard Learning System](#) and Student Information System is recommended for managing student marks or doing online quizzes.

The Academics Tab

The PAWS environment contains a number of default tabs pre-populated with related channels. The Academics tab provides a wealth of information pertinent to course administration:

The screenshot displays the PAWS Course Studio Academics Tab interface. At the top, there is a navigation bar with tabs: Home, My Services, Alumni, Campus Life, Library, PD & Training, News, my new tab, and Add a tab. Below the navigation bar, the interface is divided into several content panels:

- My Courses:** Contains sections for Course Tools, Class Schedule, Class Locations, and Course Evaluations.
- Instructor Exam Schedule:** Includes a key to building abbreviations and a list of exam times: 9:00 am, 2:00 pm, and 7:00 pm (all in the same day); 2:00 pm, 7:00 pm, and 9:00 am (the next day); 7:00 pm, 9:00 am (the next day), and then 2:00 pm.
- Instructor & Advisor Services:** Includes Instructor Services and Grade Entry and Approval Introduction.
- Admissions:** Contains information about reapplying or transferring colleges, a list of responsibilities (Admission / Transfer Deadlines, Application Help, What if you were required to discontinue?, Transfer Credit), and a note for new U of S students to apply online through the Prospective Students web site.
- Tuition & Fees:** Includes information about the minimum of 18 credit units required during the Regular Session.
- Registration:** Contains information about registration for Term 1 and Term 2 classes, prerequisites, and a list of registration changes (registration tutorials, registration procedures and policies, add/drop, financial and academic deadlines, common registration errors, student advising).
- Teaching Effectiveness Centre Events:** Includes a list of workshops (Open SOTL - Opening Up the Scholarship of Teaching and Learning, Writing Your Teaching Philosophy Statement, Concept Mapping) and other events (TEA with Greg Saretzkey, Book Club).

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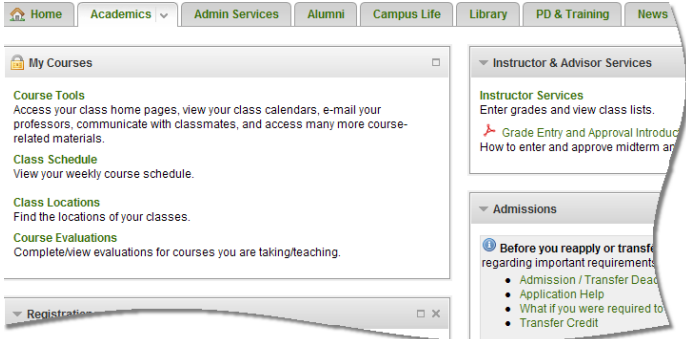
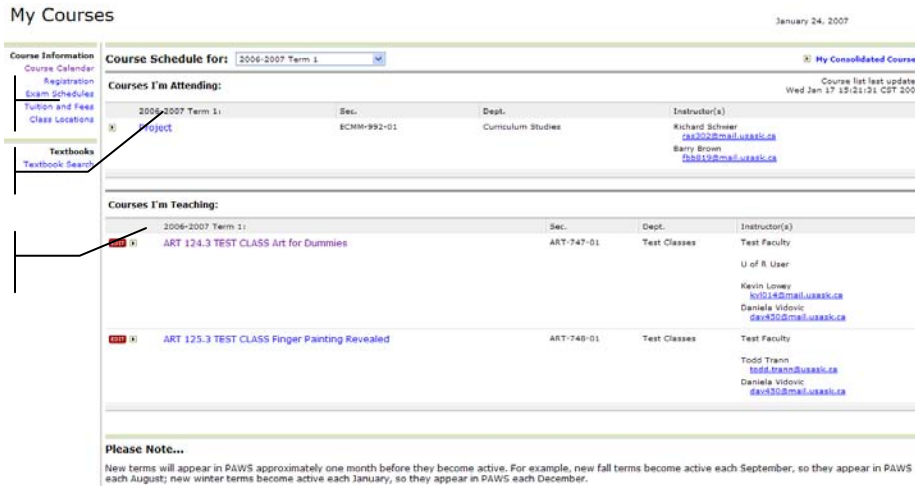
PAWS Course Studio Overview, Continued

Access to My Courses

Membership in a course is determined by enrolment. As soon as students are registered in a given class, they will have access to the course homepage via the *My Courses* channel under the *Academics* tab.

Note For Instructors: In order to have access to a class, an instructor must be assigned the *Faculty role* within the Student Information System (SiRIUS Plus).

To access your specific course information:

Step	Action
1	<p>From the <i>PAWS</i> window, click on the Academics tab.</p> <p><i>The My Courses channel appears in the tab layout:</i></p> 
2	<p>Click on the Course Tools link.</p> <p><i>The My Courses page appears, displaying the course(s) you are currently registered in or teach:</i></p>  <p>Course Information Navigation Links</p> <p>Registered Student Classes Pane</p> <p>Faculty Courses Information Pane</p>

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PAWS Course Studio Overview, Continued

Displaying a Course Homepage

The My Courses page displays the student/faculty courses for a specified term. Initially the course schedule is set to All Terms. The displayed course title links are associated with the course homepage.

To view the homepage for a course:

Step	Action
1	From the <i>My Courses</i> page, select the desired term from the Course Schedule for: list box.
2	<p>In the term column of the Student/Faculty course panes, click on the course title link.</p>  <p><i>The course Homepage appears:</i></p>  <p>Course Homepage - TRAIN102 Presentation Technology November 26, 2009 Your Location: Course Homepage</p> <p>Course Tools Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Hand-In Folders Podcasts Library Resources Surveys Members</p> <p>Content Tools Manage Homepage Manage News Manage Photos Manage Links Manage Files Manage Message Board Manage Calendar Manage Announcements Manage Hand-In Folders Manage Podcasts Manage Surveys</p> <p>Configuration Tools General Settings Applications Members Permissions</p> <p>Personal Tools My Profile My Courses My Consolidated Courses</p> <p>Announcements No Announcements. More announcements... Send announcements</p> <p>Message Board Topics August 20 bla bla bla More Topics... Post a topic</p> <p>Course Info Name: TRAIN102 Presentation Technology Section: TRNG-102-01 Department: Test Classes Term: 2007 Spring & Summer Term 1 Instructor(s): Janis Shirriff, Jill Hodgkinson, Todd Trann, Jerrod Dietrich Click an instructor name to send email.</p> <p>Featured Photo  Beautiful Saskatchewan More... Post</p> <p>Featured Links Online Training Videos Featured videos include: Adobe Acrobat Professional, Adobe Connect, Dreamweaver Site Definitions, Excel, File Management, MS Word, PAWS, PowerPoint Creating Research Posters, and Wiki Online Training Videos Training Courses at U of S More... Post</p> <p>Parent Course New Consolidated Course</p>

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PAWS Course Studio Overview, Continued

The Course Homepage is divided into three navigational areas:

- The PAWS course studio tools – left side
Provides course related tools for viewing, administering and monitoring course information
- The recent messages area – middle
Provides an interactive display of current notices and timely topics
- The related links section – right side
Displays related links and photos of specific interest

The PAWS course studio tools are divided into four function categories:

- Course Tools
Everyone has access to the functionality provided by these tools
- Content Tools
Used to monitor and administer the content generated by course users
- Configuration Tools
- Personal Tools

The recent messages area is divided into:

- Announcements
- Message Board Topics

The related links section displays:

- Course Information
- Featured Photo
- Featured Links

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PAWS Course Tools

Announcements

[Course Tools](#)
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Hand-In Folders](#)
[Podcasts](#)
[Library Resources](#)
[Surveys](#)
[Members](#)

Everyone has access to PAWS Course Tools which facilitate the collaborative course experience. Content manipulation is limited to instructors and assigned assistants.

Viewing Announcements

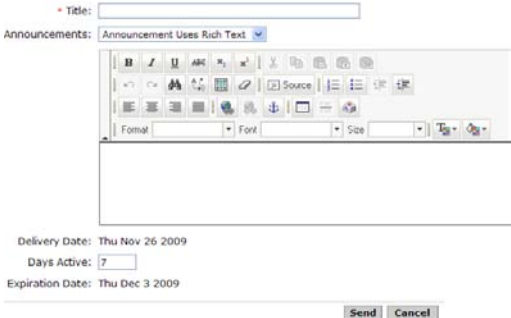
The *Announcements* page displays a list of all active announcements, with the most recent postings appearing at the top. Announcements are displayed both on the Course Homepage and in the Personal Announcements channel.

Only those with permission to manage announcements can send or delete announcements (instructors and designated teaching assistants).



Sending an Announcement

To send an announcement:

Step	Action
1	In the <i>Course Tools</i> section of the navigation pane, click on the Announcements link.
2	From the <i>Announcements</i> page, click on Send Announcement . <i>The Compose Announcement page appears:</i> 
3	Complete the announcement specifics and click Send .

Deleting an Announcement

To delete an announcement:

Step	Action
1	In the <i>Course Tools</i> section of the navigation pane, click on the Announcements link.
2	From the <i>Announcements</i> page, click on the Delete icon.

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PAWS Course Tools, Continued

News

Viewing News

The **Course News** page displays all the active news items for a course . A course leader, or course member with appropriate permissions can submit news articles for approval and subsequent posting to the course homepage.



Submitting (Posting) a News Article

To submit/post an article:

Step	Action
1	<p>From the <i>Course News</i> page, click the Post an Article link.</p> <p><i>The Post an Article dialogue appears:</i></p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Title/Subject: Article title News Article: Select rich text for inclusion of tables and graphics</p>
2	<p>Complete the article specifics and click Post.</p> <p><i>The article is submitted according to the selected status.</i></p> <p>Note: Posted articles are managed through Content Tools/Manage News feature.</p>

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PAWS Course Tools, Continued

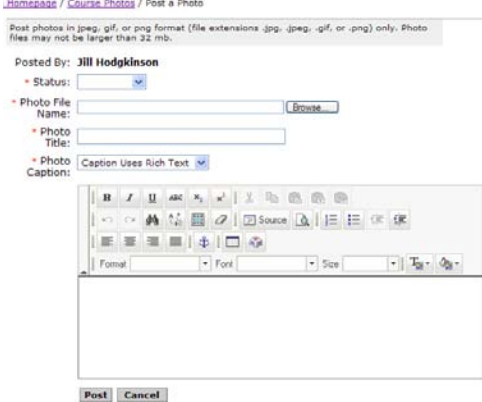
Photos

Viewing Photos The **Course Photos** page displays all the active photo items for a course . A course leader or course member with appropriate permissions can submit photos for approval and subsequent posting to the course homepage.



Submitting (Posting) a Photo

To submit/post a photo:

Step	Action
1	<p>From the <i>Course Photos</i> page, click the Post a Photo link.</p> <p><i>The Post a Photo dialogue appears:</i></p>  <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less and must be in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

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PAWS Course Tools, Continued

Links

Viewing Links

The Course Links page displays all the active links for a course. A course leader or course member with appropriate permissions can submit links for approval and subsequent posting to the course homepage.



Submitting (Posting) a Link

To submit/post a link:

Step	Action
1	<p>From the <i>Course Links</i> page, click the Post a Link link.</p> <p><i>The Post a Link dialogue appears:</i></p> <p>The screenshot shows a dialog box titled 'Post a Photo'. It has a breadcrumb trail: 'Homepage / Course Photos / Post a Photo'. Below the title, it says 'Post photos in jpeg, gif, or png format (file extensions .jpg, .jpeg, .gif, or .png) only. Photo files may not be larger than 32 mb.' The 'Posted By' field is filled with 'Jill Hodgkinson'. There are fields for 'Status' (a dropdown menu), 'Photo File Name' (with an 'Erase...' button), 'Photo Title', and 'Photo Caption'. The 'Photo Caption' field has a rich text editor with various formatting options like bold, italic, underline, and background color. At the bottom, there are 'Post' and 'Cancel' buttons.</p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

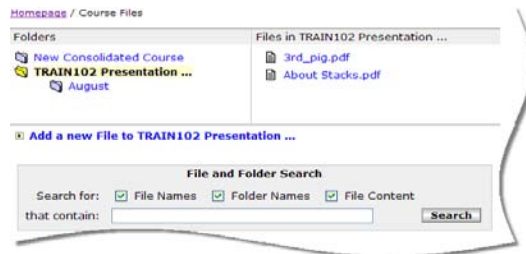
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PAWS Course Tools, Continued

Files

Viewing Files

The Course Files page displays all the active files and folders for a course . A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



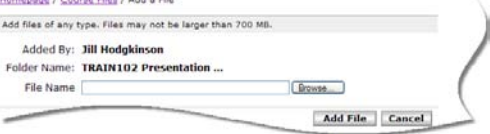
Searching for a File/Folder

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Adding a File

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

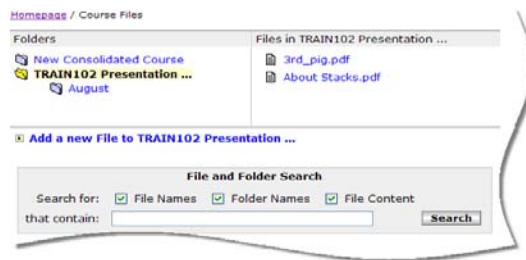
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PAWS Course Tools, Continued

Message Board

Viewing Message Board Topics

The contents of the Message Board is divided into topics, messages and replies. Topics initiate discussion threads. When class participants respond directly to a topic they create (or "post") a thread. Responding to a thread posts a message or a reply. A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



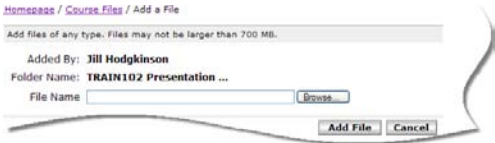
Searching for a Topic

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Posting a Topic

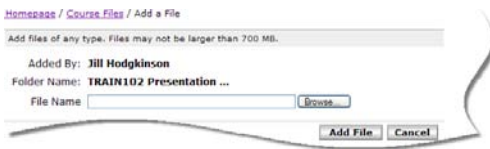
To submit/post a file:

Step	Action
1	From the <i>Course Files</i> page, click the Add a New File to... link. <i>The Add a File dialogue appears:</i>  Note: Files must be 700 MB or less.
2	Browse for and select the desired file and click Add File . <i>The file is immediately displayed on the course homepage.</i> Note: Posted photos are managed through Content Tools/Manage Photos feature.

Posting a Message

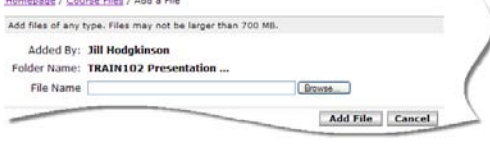
To submit/post a file:

Step	Action
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1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

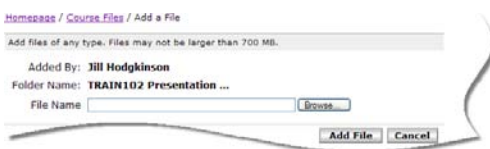
Posting a Reply

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

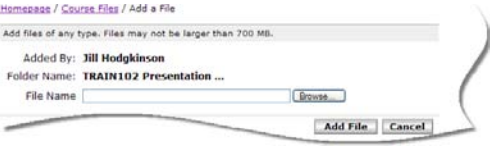
Deleting a Topic

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Deleting a Message/Reply

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

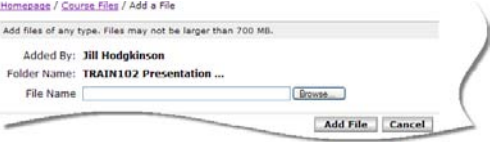
PAWS Course Tools, Continued

Calendar

Viewing the Calendar

To submit/post a file:

For more information see the PAWS Intermediate Manual.

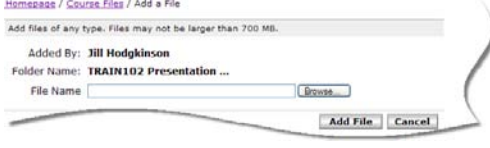
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

E-mail


Viewing the Email Members Page

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Sending an Email to Course Members

To submit/post a file:

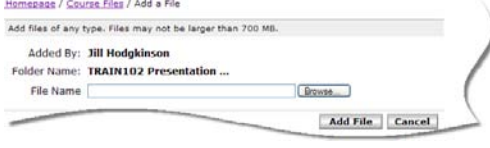
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2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Chat

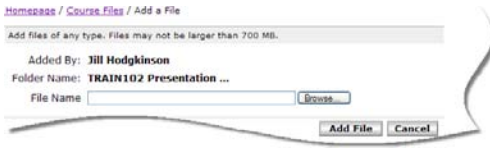
Accessing the Course Chat Area

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Adding a Comment

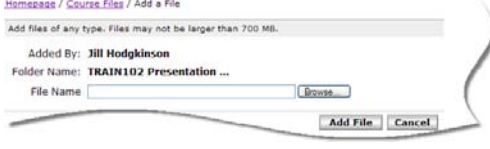
To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Whispering in the Chat Area

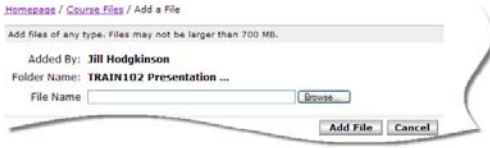
To submit/post a file:

Step	Action
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1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Saving a Chat Session

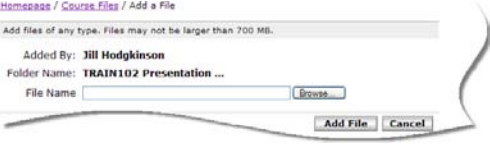
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2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Hand-In Folders

Handing in an Assignment To submit/post a file:

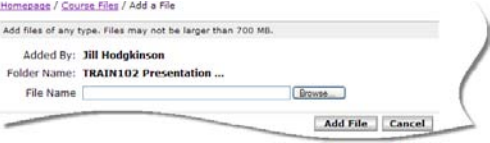
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Podcasts

Including a Podcast

To submit/post a file:

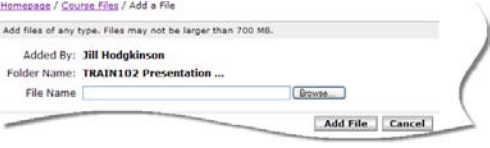
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Library Resources

Accessing Library Resources

To submit/post a file:

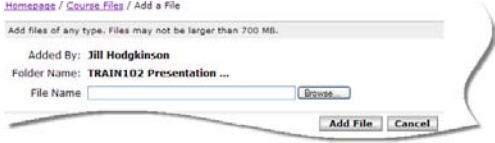
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Surveys

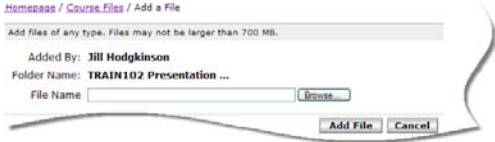
Viewing a Course Survey

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Taking a Course Survey

To submit/post a file:

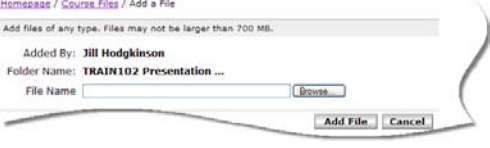
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Course Tools, Continued

Members

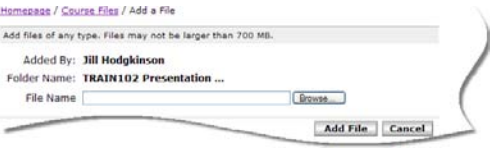
Viewing Member Information

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Downloading a Member List

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Content Tools

Manage Homepage

Displaying a Course Homepage

The My Courses page displays the student/faculty courses for a specified term. Initially the course schedule is set to All Terms. The displayed course title links are associated with the course homepage.

To view the homepage for a course:

Step	Action
1	From the <i>My Courses</i> page, select the desired term from the Course Schedule for: list box.
2	<p>In the term column of the Student/Faculty course panes, click on the course title link.</p>  <p><i>The course Homepage appears:</i></p>  <p>The screenshot shows the course homepage layout. At the top, it says 'Course Homepage - TRAIN102 Presentation Technology' and 'November 26, 2009'. Below this, there are several sections: 'Course Tools' (with links like Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Hand-In Folders, Podcasts, Library Resources, Surveys, Members), 'Content Tools' (with links like Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar, Manage Announcements, Manage Hand-In Folders, Manage Podcasts, Manage Surveys), 'Configuration Tools' (with links like General Settings, Applications, Members, Permissions), and 'Personal Tools' (with links like My Profile, My Courses, My Consolidated Courses). On the right side, there are sections for 'Announcements' (No Announcements), 'Message Board Topics' (August 20, bla bla bla), 'Course Info' (Name: TRAIN102 Presentation Technology, Section: TRNG-102-01, Department: Test Classes, Term: 2007 Spring & Summer Term 1, Instructor(s): Janis Shirriff, Jill Hodgkinson, Todd Trann, Jerrod Dietrich), 'Featured Photo' (Beautiful Saskatchewan), 'Featured Links' (Online Training Videos), and 'Parent Course' (New Consolidated Course).</p>

Continued on the next page

PAWS Content Tools, Continued

Manage News

Viewing News The **Course News** page displays all the active news items for a course . A course leader, or course member with appropriate permissions can submit news articles for approval and subsequent posting to the course homepage.



Submitting (Posting) a News Article

To submit/post an article:

Step	Action
1	<p>From the <i>Course News</i> page, click the Post an Article link.</p> <p><i>The Post an Article dialogue appears:</i></p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Title/Subject: Article title News Article: Select rich text for inclusion of tables and graphics</p>
2	<p>Complete the article specifics and click Post.</p> <p><i>The article is submitted according to the selected status.</i></p> <p>Note: Posted articles are managed through Content Tools/Manage News feature.</p>

Continued on the next page

PAWS Content Tools, Continued

Manage Photos

Viewing Photos The **Course Photos** page displays all the active photo items for a course . A course leader or course member with appropriate permissions can submit photos for approval and subsequent posting to the course homepage.



Submitting (Posting) a Photo

To submit/post a photo:

Step	Action
1	<p>From the <i>Course Photos</i> page, click the Post a Photo link.</p> <p><i>The Post a Photo dialogue appears:</i></p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less and must be in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

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PAWS Content Tools, Continued

Manage Links

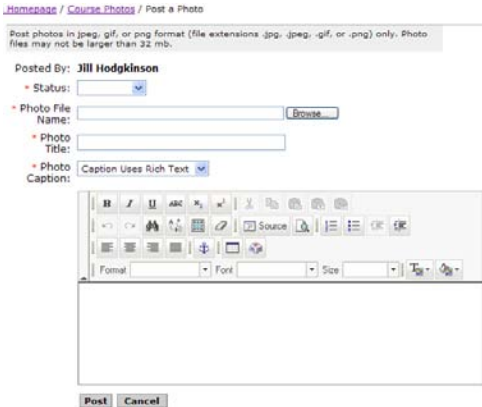
Viewing Links

The Course Links page displays all the active links for a course . A course leader or course member with appropriate permissions can submit links for approval and subsequent posting to the course homepage.



Submitting (Posting) a Link

To submit/post a link:

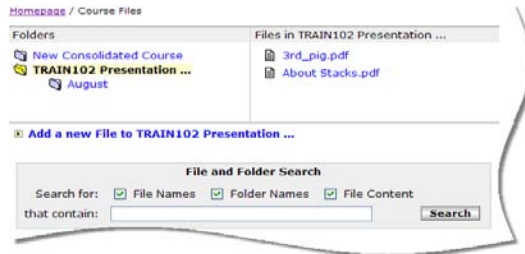
Step	Action
1	<p>From the <i>Course Links</i> page, click the Post a Link link.</p> <p><i>The Post a Link dialogue appears:</i></p>  <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less and must be in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Continued on the next page

PAWS Content Tools, Continued

Manage Files

Viewing Files The Course Files page displays all the active files and folders for a course . A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



Searching for a File/Folder

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Adding a File

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p> <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

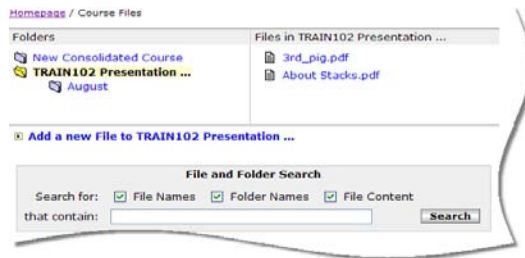
Continued on the next page

PAWS Content Tools, Continued

Manage Message Board

Viewing Message Board Topics

The contents of the Message Board is divided into topics, messages and replies. Topics initiate discussion threads. When class participants respond directly to a topic they create (or "post") a thread. Responding to a thread posts a message or a reply. A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



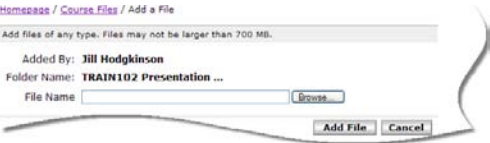
Searching for a Topic

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Posting a Topic

To submit/post a file:

Step	Action
1	From the <i>Course Files</i> page, click the Add a New File to... link. <i>The Add a File dialogue appears:</i>  Note: Files must be 700 MB or less.
2	Browse for and select the desired file and click Add File . <i>The file is immediately displayed on the course homepage.</i> Note: Posted photos are managed through Content Tools/Manage Photos feature.

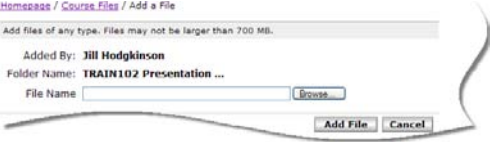
PAWS Content Tools, Continued

Manage Calendar

Viewing the Calendar

To submit/post a file:

For more information see the PAWS Intermediate Manual.

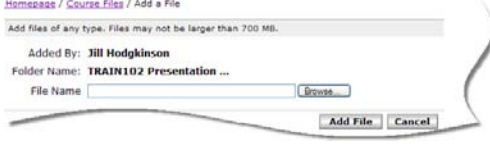
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Content Tools, Continued

Manage Announcements

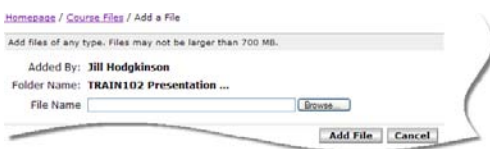
Viewing the
Email Members
Page

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Sending an
Email to Course
Members

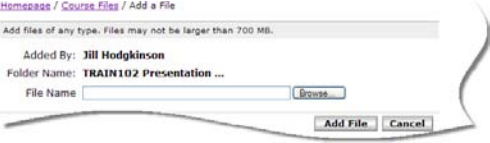
To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Content Tools, Continued

Manage Hand-In Folders

Handing in an Assignment To submit/post a file:

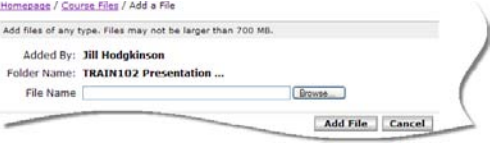
Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Content Tools, Continued

Manage Podcasts

Including a Podcast

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

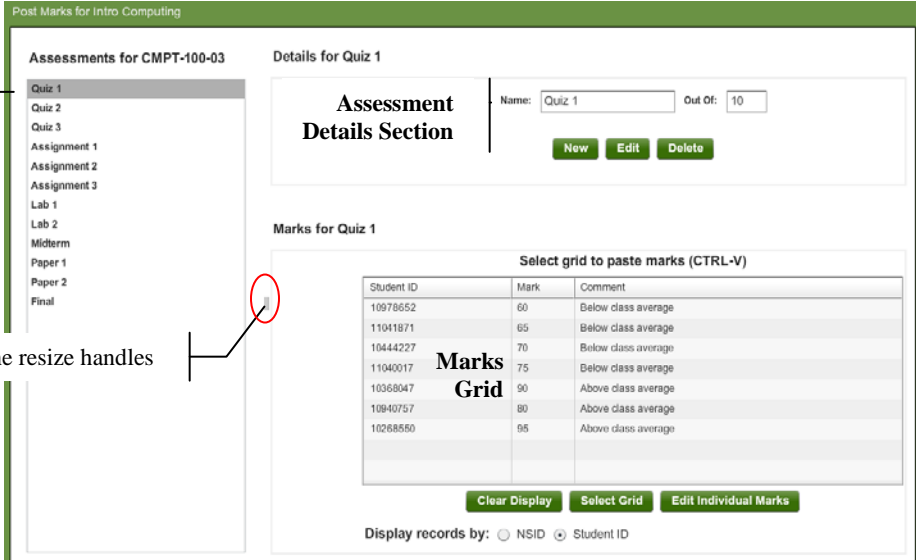

PAWS Content Tools, Continued

Post Marks

Introduction The newest addition to the PAWS Tools suite is the Post Marks feature. Marks may be conveniently made available to students online.

Assessments consist of any marked student submission such as quizzes, assignments, examinations, labs and papers.

Creating a New Assessment To create an assessment item:

Step	Action																								
1	<p>In the <i>Content Tools</i> section of the navigation pane, click on the Post Marks link.</p> <p><i>The Post Marks window appears:</i></p>  <p>Course Assessments Pane</p> <p>Assessments for CMPT-100-03</p> <ul style="list-style-type: none"> Quiz 1 Quiz 2 Quiz 3 Assignment 1 Assignment 2 Assignment 3 Lab 1 Lab 2 Midterm Paper 1 Paper 2 Final <p>Details for Quiz 1</p> <p>Assessment Details Section</p> <p>Name: Quiz 1 Out Of: 10</p> <p>New Edit Delete</p> <p>Marks for Quiz 1</p> <p>Select grid to paste marks (CTRL-V)</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Mark</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>10978652</td> <td>60</td> <td>Below class average</td> </tr> <tr> <td>11041871</td> <td>65</td> <td>Below class average</td> </tr> <tr> <td>10444227</td> <td>70</td> <td>Below class average</td> </tr> <tr> <td>11040017</td> <td>75</td> <td>Below class average</td> </tr> <tr> <td>10368047</td> <td>90</td> <td>Above class average</td> </tr> <tr> <td>10840757</td> <td>80</td> <td>Above class average</td> </tr> <tr> <td>10268550</td> <td>95</td> <td>Above class average</td> </tr> </tbody> </table> <p>Clear Display Select Grid Edit Individual Marks</p> <p>Display records by: <input type="radio"/> NSID <input checked="" type="radio"/> Student ID</p> <p>Pane resize handles</p>	Student ID	Mark	Comment	10978652	60	Below class average	11041871	65	Below class average	10444227	70	Below class average	11040017	75	Below class average	10368047	90	Above class average	10840757	80	Above class average	10268550	95	Above class average
Student ID	Mark	Comment																							
10978652	60	Below class average																							
11041871	65	Below class average																							
10444227	70	Below class average																							
11040017	75	Below class average																							
10368047	90	Above class average																							
10840757	80	Above class average																							
10268550	95	Above class average																							
2	<p>In the <i>Details for...</i> section, click New to create a new assessment.</p> <p><i>The assessment Name and Out of text boxes become editable:</i></p>  <p>Details for ...</p> <p>Name: Quiz 1 Out Of: 10</p> <p>Save Details Cancel</p>																								
3	<p>In the <i>Name:</i> text box, type the assessment identifier and press tab.</p> <p>Note: Any combination of letters and digits is allowed.</p>																								
4	<p>In the <i>Out of:</i> text box, type the total mark allocation for the assessment and click Save Details.</p> <p>Note: Any combination of letters and digits is allowed. This field may also be left blank.</p> <p><i>The assessment Name appears in the course Assessments listing in the Course Assessments pane (right side).</i></p> <p>Note: Saving assessment details does not save marks.</p>																								

Continued on the next page

PAWS Content Tools, Continued

Post Marks, Continued

Editing Assessment Details

Renaming an assessment or revising a mark allocation/percentage is easily accomplished, even if grades have been entered.

To edit assessment details:

Step	Action
1	In the <i>Course Assessments listing</i> , click on the desired assessment. <i>Details of the selected assessment appear to the right.</i>
2	Click Edit . <i>The assessment Name and Out of text boxes become editable.</i>
3	Make the desired changes and click Update Details .

Removing an Assessment

To remove an assessment:

Step	Action
1	In the <i>Course Assessments listing</i> , click on the desired assessment. <i>Details of the selected assessment appear to the right.</i>
2	Click Delete . <i>Two message prompts confirming the deletion are displayed.</i>
3	Click OK twice.

Continued on the next page

PAWS Content Tools, Continued

Post Marks, Continued

Adding Marks to an Assessment


Marks may be added at the time an assessment item is created or by editing an existing assessment. Logging marks is quickly accomplished by copying/pasting existing spreadsheet entries into the marks grid.

By default, the mark grid provides for the capture of specific student mark detail in the following order: Student ID or NSID, Mark, Comment

Mark detail recorded in a spreadsheet may be ordered differently. To avert errors when pasting into the marks grid, hide or relocate columns in the original spreadsheet so that the data is displayed in the same order.

For editing purposes, it is easier to make updates to a sorted display. Be sure to sort column records by last name, NSID or Student ID prior to copying. Once pasted, student records cannot be sorted within the grid itself.

To add marks to a new or existing assessment:

Step	Action
1	<p>Select and copy marks from an existing class spreadsheet.</p> <p><i>Mark details may include NSID or Student ID, Mark and an associated comment. Select NSID or Student ID but not both.</i></p> <p>Note: Sort student listings by Last Name, NSID, or Student ID before copying.</p>
2	<p>Create a New assessment or in the <i>Course Assessments listing</i>, Click on an assessment that does not yet contain marks.</p> <p><i>A prompt is displayed indicating that the grid must be selected in preparation for mark entry.</i></p>
3	<p>Click the radio button associated with NSID or Student ID to match the detail copied from the existing mark spreadsheet.</p> <p>Display records by: <input type="radio"/> NSID <input checked="" type="radio"/> Student ID</p> <p><i>This selection appears as the column header in the marks grid.</i></p> 
4	<p>Click anywhere in the grid or click the Select Grid button.</p> <p><i>A green border indicates the grid is currently selected.</i></p>
5	<p>Press CTRL-V to paste the selection.</p> <p><i>The class mark records appear in the grid.</i></p>

Continued on the next page

PAWS Content Tools, Continued

Post Marks, Continued

Adding Marks to an Assessment, continued

6	<p>Scroll through the marks to review accuracy, making changes by clicking in the desired cell(s).</p> <p>Note: If pasted incorrectly, the current mark display may be cleared from the grid with the <i>Clear Display</i> button and repasted.</p> <p>For assessments in which some marks have already been submitted, the <i>Clear Display</i> button clears the grid but does not remove submitted entries from the database. (See Updating Posted Marks with the Paste Method).</p>
---	---

Posting Assessment Marks

Once added, marks are posted and retained in the marks database with the submission process.

To submit (post) marks to the database:

Step	Action
1	<p>Having added and reviewed the desired marks for an assessment, click Submit Marks.</p> <p><i>A message prompt is displayed confirming submission status.</i></p> <p>Note: Any error occurring during the submission process will generate a prompt to send an error email to ITS Support. Click yes at this prompt to receive support within 24 hrs.</p>
2	Click OK to return to the assessment dialogue.
3	To exit, click the window close button.

Updating Posted Marks for an Individual

Once posted, assessment marks may be modified.

To update an individual student mark:




Step	Action
1	In the <i>Course Assessments listing</i> , click on the desired assessment.
2	<p>Click on Edit Individual Marks.</p> <p><i>The marks grid becomes editable.</i></p> <p>Note: Display student NSID or Student ID by clicking on the associated radio button.</p>

Continued on the next page

PAWS Content Tools, Continued

Post Marks, Continued

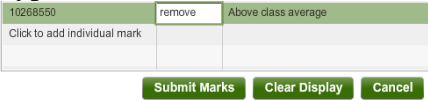
Updating Posted Marks For an Individual, continued

3	<p>Click in the desired cell(s) to make changes.</p>  <p>Or to add a new student mark, Click on the Click to add individual mark cell.</p>  
4	To undo current edits, click Cancel .
5	Click Submit Marks to post the updates.

Removing a Student Record

Once posted, a student mark may be removed.

To remove an individual student mark:

Step	Action
1	In the <i>Course Assessments listing</i> , click on the desired assessment.
2	Click on Edit Individual Marks . <i>The marks grid becomes editable.</i>
3	Click in the Mark cell of the student record to be removed.
4	Type the word Remove . 
5	Click Submit Marks to post the update (removal of student record).

Continued on the next page

PAWS Content Tools, Continued

Post Marks, Continued

Updating Posted Marks Using the Paste Method Additional mark records may be appended to a class listing using the paste method (as opposed to manually adding one record at a time). In this case, the assessment display is cleared and the additions are pasted into a blank grid.

When the new mark selection is pasted, these marks **must** be submitted before the class marks may be viewed in their entirety.

Note: An error message is generated if a duplicate entry is encountered in the appended submission. Follow the prompts and remove the entry from the current grid.

To update multiple student marks with the paste method:

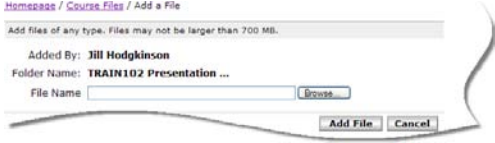
Step	Action
1	In the <i>Course Assessments listing</i> , click on the desired assessment.
2	Click Clear Display to prepare the marks grid for the paste (append) procedure.
3	Select and copy the desired marks from an existing spreadsheet.
4	Select the grid.
5	Press CTRL-V to paste the selection.
6	Click Submit Marks to post the updates. <i>All previous and newly added marks appear in the grid. Existing student entries (if modified) are updated.</i>

PAWS Content Tools, Continued

Manage Surveys

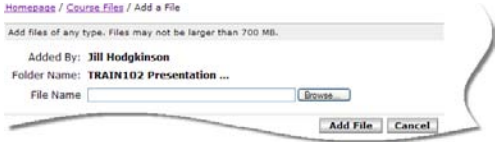
Viewing a Course Survey

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Taking a Course Survey

To submit/post a file:

Step	Action
1	<p>From the <i>Course Files</i> page, click the Add a New File to... link.</p> <p><i>The Add a File dialogue appears:</i></p>  <p>Note: Files must be 700 MB or less.</p>
2	<p>Browse for and select the desired file and click Add File.</p> <p><i>The file is immediately displayed on the course homepage.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

PAWS Configuration Tools

General Settings

Viewing News The **Course News** page displays all the active news items for a course . A course leader or course member with appropriate permissions can submit news articles for approval and subsequent posting to the course homepage.



Submitting (Posting) a News Article

To submit/post an article:

Step	Action
1	<p>From the <i>Course News</i> page, click the Post an Article link.</p> <p><i>The Post an Article dialogue appears:</i></p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Title/Subject: Article title News Article: Select rich text for inclusion of tables and graphics</p>
2	<p>Complete the article specifics and click Post.</p> <p><i>The article is submitted according to the selected status.</i></p> <p>Note: Posted articles are managed through Content Tools/Manage News feature.</p>

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PAWS Configuration Tools, Continued

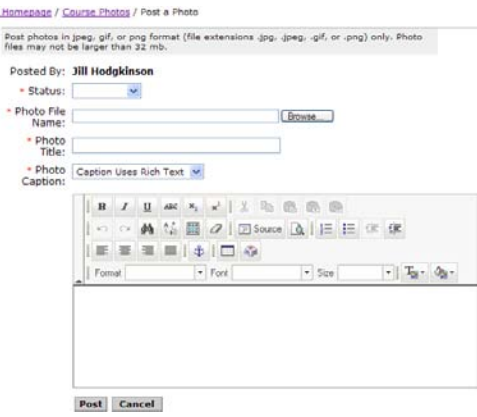
Applications

Viewing Photos The **Course Photos** page displays all the active photo items for a course . A course leader or course member with appropriate permissions can submit photos for approval and subsequent posting to the course homepage.



Submitting (Posting) a Photo

To submit/post a photo:

Step	Action
1	<p>From the <i>Course Photos</i> page, click the Post a Photo link.</p> <p><i>The Post a Photo dialogue appears:</i></p>  <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less and must be in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

Continued on the next page

PAWS Configuration Tools, Continued

Members

Viewing Links

The Course Links page displays all the active links for a course . A course leader or course member with appropriate permissions can submit links for approval and subsequent posting to the course homepage.



Submitting (Posting) a Link

To submit/post a link:

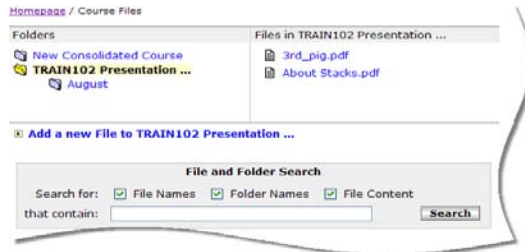
Step	Action
1	<p>From the <i>Course Links</i> page, click the Post a Link link.</p> <p><i>The Post a Link dialogue appears:</i></p> <p>The screenshot shows a 'Post a Photo' dialog box. It has a title bar 'Homepage / Course Photos / Post a Photo'. Below the title bar, it says 'Post photos in jpeg, gif, or png format (file extensions .jpg, .jpeg, .gif, or .png) only. Photo files may not be larger than 32 mb.' There are several fields: 'Posted By: Jill Hodgkinson', 'Status: [dropdown]', 'Photo File Name: [text box] [Erase...]', 'Photo Title: [text box]', and 'Photo Caption: [rich text editor]'. At the bottom, there are 'Post' and 'Cancel' buttons.</p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Note: Photos must be 32 MB or less and must be in jpeg, gif or png format</p>
2	<p>Complete the photo specifics and click Post.</p> <p><i>The photo is submitted according to the selected status.</i></p> <p>Note: Posted photos are managed through Content Tools/Manage Photos feature.</p>

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PAWS Configuration Tools, Continued

Permissions

Viewing Files The Course Files page displays all the active files and folders for a course. A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



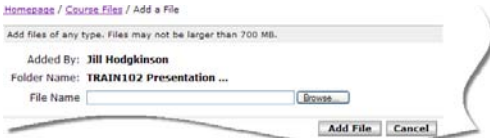
Searching for a File/Folder

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Adding a File

To submit/post a file:

Step	Action
1	From the <i>Course Files</i> page, click the Add a New File to... link. <i>The Add a File dialogue appears:</i>  Note: Files must be 700 MB or less.
2	Browse for and select the desired file and click Add File . <i>The file is immediately displayed on the course homepage.</i> Note: Posted photos are managed through Content Tools/Manage Photos feature.

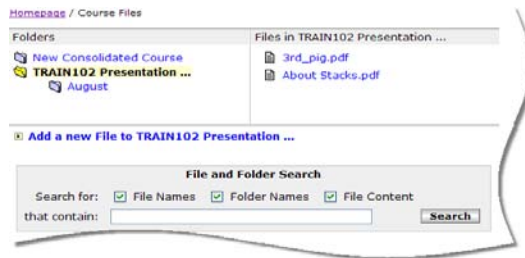
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PAWS Personal Tools

My Profile

Viewing Message Board Topics

The contents of the Message Board is divided into topics, messages and replies. Topics initiate discussion threads. When class participants respond directly to a topic they create (or "post") a thread. Responding to a thread posts a message or a reply. A course leader or course member with appropriate permissions can create folders and add files to the course homepage.



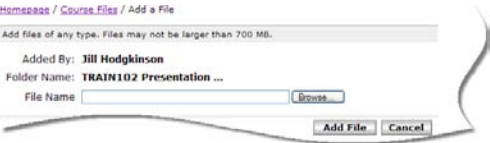
Searching for a Topic

To search for specific information:

Step	Action
1	In the File and Folder Search dialogue, click on the checkbox beside the desired search option(s).
2	Specify the search text. Note: Wildcards are not accepted.
3	Click Search. The search results are displayed.
4	Click Done to return to the Course Files page.

Posting a Topic

To submit/post a file:

Step	Action
1	From the <i>Course Files</i> page, click the Add a New File to... link. <i>The Add a File dialogue appears:</i>  Note: Files must be 700 MB or less.
2	Browse for and select the desired file and click Add File . <i>The file is immediately displayed on the course homepage.</i> Note: Posted photos are managed through Content Tools/Manage Photos feature.

PAWS Personal Tools, Continued

My Courses

[Course Tools](#)
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Hand-In Folders](#)
[Podcasts](#)
[Library Resources](#)
[Surveys](#)
[Members](#)

Everyone has access to PAWS Course Tools which facilitate the collaborative course experience. Content manipulation is limited to instructors and assigned assistants.

Viewing Announcements

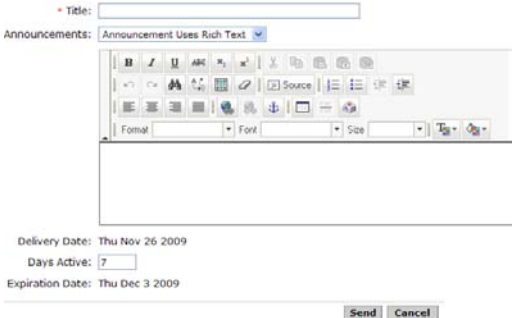
The *Announcements* page displays a list of all active announcements, with the most recent postings appearing at the top. Announcements are displayed both on the Course Homepage and in the Personal Announcements channel.

Only those with permission to manage announcements can send or delete announcements (instructors and designated teaching assistants).



Sending an Announcement

To send an announcement:

Step	Action
1	In the Course Tools section of the navigation pane, click on the Announcements link.
2	From the <i>Announcements</i> page, click on Send Announcement . <i>The Compose Announcement page appears:</i> 
3	Complete the announcement specifics and click Send .

Deleting an Announcement

To delete an announcement:

Step	Action
1	In the <i>Course Tools</i> section of the navigation pane, click on the Announcements link.
2	From the <i>Announcements</i> page, click on the Delete icon.

Continued on the next page

PAWS Personal Tools, Continued

My Consolidated Courses

Viewing News The **Course News** page displays all the active news items for a course . A course leader, or course member with appropriate permissions can submit news articles for approval and subsequent posting to the course homepage.



Submitting (Posting) a News Article

To submit/post an article:

Step	Action
1	<p>From the <i>Course News</i> page, click the Post an Article link.</p> <p><i>The Post an Article dialogue appears:</i></p> <p>Status: Submitted – places the article in the submitted Articles section for review and approval Active – immediately posts the article to the homepage Inactive – places the article in the Inactive Articles section for posting at a later time</p> <p>Title/Subject: Article title News Article: Select rich text for inclusion of tables and graphics</p>
2	<p>Complete the article specifics and click Post.</p> <p><i>The article is submitted according to the selected status.</i></p> <p>Note: Posted articles are managed through Content Tools/Manage News feature.</p>