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.

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).
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).

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).
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 CourseWebsite Editors page, click on the *Add a New Editor* button (Fig. 6).

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).

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.
New Editor Actions

You have been registered for a CourseWebsite account. Please activate your account by setting up your password. Please click the link below to activate your account. **Activate your account now**

Thank you

Summer Sessions, Study Abroad, and Lifelong Learning.

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 to 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

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).

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.
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).

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.

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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).

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.
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.

![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.

![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.

![Figure 25 - Instructor Info fields](image)

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.

![Figure 26 - Syllabus fields](image)
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.

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:

<table>
<thead>
<tr>
<th>^</th>
<th>&lt; or &gt;</th>
<th>{ or }</th>
<th>[ or ]</th>
<th></th>
<th></th>
<th>‘ or ’</th>
<th>“ or ”</th>
<th>&amp;</th>
<th>;</th>
<th>~</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>!</td>
<td>@</td>
<td>#</td>
<td>$</td>
<td>%</td>
<td>*</td>
<td>+</td>
<td>=</td>
<td>\</td>
<td></td>
</tr>
</tbody>
</table>

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

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](image)

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](image)
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.