

k - s t a t e o n l i n e

CREATING AN ADVISING SPACE

GETTING ACCESS AND ISIS

K-State Online provides an option for creating an advising space for you and your students. In order to create an advising space, you will need:

- **Advisor status in ISIS** - If you are unsure about your status, contact your Dean's office.
- **Instructor and advisor access in K-State Online** - Access is given after you complete training and your advisor status has been verified.

Note: In some instances department heads and lead advisors have requested that individuals such as administrative assistants be granted access to the system. For these individuals, access will be granted on a case by case basis and the determination will be made by the Registrar's Office.

K-State Online is only as accurate as the information in ISIS. If there are problems with your advising data, contact your Dean's office so those issues can be handled through the ISIS system. For example, if your advisees haven't been assigned to you yet, you will not be able to import them into K-State Online. Your Dean's office will need to correct the problem.

PRIVACY AND CONFIDENTIALITY

The ability to create and maintain an advising space in K-State Online is a privilege that comes with responsibilities. As an advisor, you have access to confidential student information such as grades, GPA, academic warnings, dismissals, and class schedules. Whether you view this information using K-State Online or through SIS, you have an obligation ensure the information remains secure and confidential.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of student educational records. Under this act, you (as a University Official) have the right to access private student information ONLY if you have a legitimate educational interest. The law assumes you are protecting this information and also assumes you know of and abide by K-State's Student Records Policy. To view the complete policy, visit the Registrar's Office Student Records Policy page at:

http://www.k-state.edu/registrar/a_r/sturec2.html.

Due to the confidential nature of the information available to you through your K-State Online advising space, please observe the following:

- All advisors must complete training before they will be given access to create an advising space in K-State Online.
- Other than your advisees or another trained academic advisor, do not grant access or add anyone to your online advising space
- Do not share your eID password with others. It is a violation of the Information Technology Usage Policy. You can view this policy at:

<http://www.k-state.edu/policies/ppm/3420.html>.

GENERAL INFORMATION

1. Go to <http://online.ksu.edu> and sign in.
2. Click the **Create a Course** link.
3. In the **Course Number** box, type the information you want to appear on your space's home page, such as your name, the curriculum you are advising, or both.
4. In the **Course Name** box, type a name for your space that will appear in the banner at the top of your home page.
5. In the **Template** list, select one of the advising templates:
 - **Advising_1** is a basic advising template
 - **Advising_2** is a customized advising template where Groups has been renamed Advising Files and Gradebook has been renamed Advising Checklist.
6. Type a welcome message, if desired.
7. Click **Next**.

The screenshot shows the 'General Botany' advising space. On the left is a navigation menu with sections: 'Tools' (containing links to Botany 150 homepage, Files & Content, Assignments & Grades, Attendance, Message Board, Chat Room, Wimba Live, Groups, Calendar, Profiles, and Private Memo), 'Email Instructor', and 'My Quick Links' (containing Attendance Worksheet, Adjusted Scores, Create Assignment, and Student Usage). The main content area features a banner for 'General Botany' with a welcome message and a 'Print View' link. Below the banner are sections for 'Announcements' (dated 06/19/08) and 'Course Settings' (with links for Basic details, Installed components, Design theme, Homepage image, Instructors, Email settings, and Services). At the bottom, there are sections for 'Assessment', 'Communication', 'Files & Content', and 'Users'.

Note: Once the course is created, these settings can be changed by clicking the **Basic details** link under the **Course Settings** section on the **Course Tools** page.

INSTALL COMPONENTS

Select the check box next to **each component** you would like to install and then click **Next**:

- **Calendar** - Post & manage your advising events.
- **Gradebook** - Resource for managing scores and for creating online assessments.
- **Attendance** - Record and assess the attendance of your students.
- **Gating** - Control student access to content & assignments by choosing gating criteria.
- **Chat Room** - Discuss live topics in a variety of formats.
- **Whiteboard** - Online annotation tool to supplement chat discussions. Chat Room must be added in order to use the Whiteboard.
- **Message Board** - Asynchronously discuss related topics.
- **Student Groups** - Advisor managed student-to-student workspace.
- **Wimba Live Classroom** - Live virtual classroom supporting audio, application sharing, and content display.
- **Private Memo** - Send private, one-way memos to advisees.
- **Profiles** - Optional personal profile to share with others.

Note: Once the course is created, the components can be changed by clicking the **Installed components** link under the **Course Settings** section on the **Course Tools** page.

INSTALL CHAT ROOMS

1. In the **Chat Room Name** box, type a name for the chat room, or keep the default.
2. Click the **Add Another Chat Room** link to add another room, if desired.
3. Click **Next**.

Note: Once the space is created, you can add another chat room or rename an existing one. To do this:

1. On the **Course Tools** page, click the **Installed components** link under the **Course Settings** section.
2. Click the **Edit Chat Rooms** link.

CHOOSE DESIGN THEME

1. Choose a theme for your space by clicking one of the available themes.



Note: Use the **Theme Category** list to sort themes by type.

2. Click **Done**.

Note: Once the space is created, you can change design theme of your course by clicking the **Design theme** link under the **Course Settings** section on the **Course Tools** page.

ADD HOMEPAGE IMAGES

After you create your course, you can add images to your homepage.

1. On the **Course Tools** page, click the **Homepage image** link under the **Course Settings** section.
2. Click the **Browse** button next to the **Image** box, browse to the file location, select the file and then click **Open**.
3. Click **Upload**.
4. In the **Image Alignment** list, select whether you want to align the image above or below the home page content.

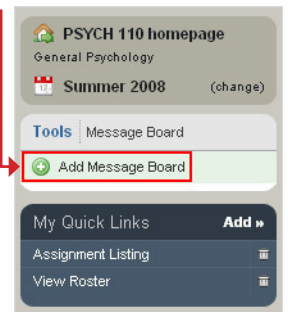
Note: It is recommended that the home page image be less than 700 pixels wide and between 30 and 150 pixels tall.

To Remove the Image: click the **Remove Image** button.

ADD MESSAGE BOARDS

1. On the **Course Tools** page under **Communication**, click the **Add Message Board** link.
2. In the **Message Board Name** box, type a name for the message board.
3. Choose to have the message board available for only the current roster or for both current and future rosters.
4. Click **Save**.

Note: Repeat above steps to add multiple message boards. Click the **Advanced form** tab to set additional features such as post size limits, post notifications, and more.



LIST ADVISORS NAME

You can show or hide advisor names on your space homepage.

1. On the **Course Tools** page, click the **Instructors** link under the **Course Settings** section.
2. To show or hide advisor names on the space homepage, check or uncheck the boxes in the **Display on Homepage** column.

Instructors				
Instructor Name	Association Role	Display on Homepage	Email	Ordering
Wesson, Misty	Primary Instructor	<input checked="" type="checkbox"/>	mwesson@axio.org	1
Marley, John	Secondary Instructor	<input checked="" type="checkbox"/>	imarley@axio.org	2

Save

3. To change the order of the listed names, select the new order in the **Ordering** column and then click the **Save** button.

Note: If you use the Message Board tool and have set the option to receive e-mail notification when new threads are posted, the e-mails will be sent to the advisors listed on your homepage.

LIST ADVISORS E-MAIL

You can also show or hide advisor e-mail addresses on the E-mail Instructor page of your space.

1. On the **Course Tools** page, click the **Email settings** link under the **Course Settings** section.
2. To show or hide advisor e-mail addresses on the E-mail Instructor page, check or uncheck the boxes in the **Show Email** column.

Select Instructor Emails					
Select the instructors to be listed on the "Email instructor" page.					
Instructor Name	Role	Section	Email Address	Show Email	Ordering
Wesson, Misty	Primary Instructor	default	mwesson@axio.org	<input checked="" type="checkbox"/>	1
Marley, John	Secondary Instructor	MWF 9:30	imarley@axio.org	<input type="checkbox"/>	2

Save

3. To change the order of the e-mail addresses, select the new order in the **Ordering** column and then click the **Save** button.

Note: Your advisor e-mail address is your K-State e-mail address (@k-state.edu) or the e-mail address that K-State has on record for you.

DEFINING SEMESTERS & SECTIONS

The next steps in the creation of your advising space are to define the period of time you want your course available to your students and to create sections to hold your students in your roster, as follows:

- **Use a Standard Semester or Define a Custom Semester** - The period your advising space is available can be a standard semester (fall, spring, or summer) or it can be longer or shorter (a custom semester), as many advisors want their advisees to have access to their advising space longer than one semester.
- **Add Section(s)** - You must create a section or sections within the defined semester to hold your advisees. You may want to create as little as one section if you don't have many advisees or may want to create multiple sections as a way of grouping like advisees together in your roster. How many sections you create and what you name them will depend upon how you want to organize your advisees in your roster. You can import your advisees by Class (ex. Freshmen), by College, by Curriculum or a combination of all three. See Adding Advisees for more information.

USING A STANDARD SEMESTER OR DEFINE A CUSTOM SEMESTER

Standard Semester

Standard semesters are automatically defined by the system. If you want your advising space to be available to your advisees for a standard semester, add a section to that semester.

Custom Semester

Custom Semesters are defined by you. If you want your advising space to be available to your advisees for a time period other than a standard semester, do the following:

1. Under the **Users** section of your course **Tools** page or on the **Roster** menu, click the **Semesters & Sections** link.
2. Click the **Create Custom Semester** button.
3. In the **Semester Label** box, type a label for the custom semester. This is usually the date range your want your space to be available.
4. In the **Start Date** and **End Date** boxes, type the dates you want the semester to begin and end.
5. In the **Reference Numbers/ Class Numbers correspond to this official semester** list, select the semester that corresponds to the semester start date.
6. (Optional) Type the duration in number of days that your space is available to each advisee. This is primarily used in credit courses to limit access to a course.
7. Click the **Save** button.

Semester Label	2008 - 2010
Start Date	07/24/2008
End Date	05/31/2010
Reference Number / Class Numbers correspond to this official Semester	Fall 2008

Note: At the beginning of each semester, you will need to manually remove any students who are no longer your advisees and import your new advisees.

ADDING A SECTION

1. Under the **Users** section of your course **Tools** page or on the **Roster** menu, click the **Semesters & Sections** link.
2. Click the **Add sections to** link next to the semester you want to add a section to.

Semester	Section Name	Reference Number	Actions
Spring 2008 - 01/05/08 to 05/19/08	Add sections to Spring 2008		
2007 - 2010 - 08/20/07 to 05/31/10 Edit Custom Semester Delete Custom Semester	Add sections to 2007 - 2010		
Fall 2007 - 08/15/07 to 12/25/07	Add sections to Fall 2007		
Summer 2007 - 05/19/07 to 08/14/07	Add sections to Summer 2007		

3. In the **Section Label** box, type a section label, such as freshmen, Arts & Sciences, or Hotel & Restaurant curriculum.

Section/Class Label	Reference Number / Class Number
Freshman	
Sophomores	

4. Repeat step 3 for each section you want to create.
5. Click the **Add** button.
6. Click the **Close** button.