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Overview

D2L has provided 3 batch processes to assist in creating courses in your org. The BCC (*Bulk Course Create*), the BCE (*Bulk Course Export*) and the CCB (*Course Copy Batch*). The CMU (*Course Management Utility*) was built by e-Learning Ontario to help you manage these processes.

A csv file is simply a Comma Separated Values file. The values or **fields** in the file have commas between them.

These batch processes run overnight when server traffic is reduced. To use any of the D2L batch processes, you will need to create a *script* or *batch file* and save it as a csv file where D2L is looking for it each night. The CMU makes the process of creating the script much easier.

Course Management

It is important to begin with a brief overview of course management. Every course has two parts, a *course shell* which is uniquely named and has all of the tools and branding, and *course components* such as content, quizzes, discussions, files etc.

Org is short for Organizational Unit.

To create courses for your teachers, typically you would create a *master course* in your board's org. Then you would use the master course to create a *course offering* for each class, each term. A course offering can be copy of a master course or a copy of a course previously taught and modified by the teacher .

SIS integration automatically creates course shells from data exported from your Student Information System.

Creating a course offering requires two steps, creating the course shell, and then copying over the course components from either a master course or a previously modified course offering. Course shells can be created manually through Course Management in My Admin Tools, our automatically either through the BCC or SIS integration.

Course Packages

For central storage and distribution, master courses are *packaged*. This means they are put into a common format (called SCORM—Sharable Content Object Reference Model) and then zipped to reduce the size. These packages must be imported to make them useable by teachers and students.



Scenarios

To use the CMU, you begin by deciding what you want to do, then simply follow the wizard for that option.

*BCC—Bulk Course
Create*

*CCB—Course Copy
Batch*

*BCE—Bulk Course
Export*

Creating Master Courses — BCC-1

A *master course* is a course that you can use to make *course offerings* for teachers. The master course does not get used, or even seen by a teacher. You use it to make copies or course offerings that the teacher can then modify to meet student needs. You can always go back to the master course to get components at a later time if the teacher needs them. You get a master course by importing it from a centrally stored package using the first option in the CMU, BCC– Option 1.

Creating Course Offerings from Course Packages—BCC-2

*Course packages are
SCORM compliant
zipped files
containing all of the
course components.*

It is possible to package a course in your org, either for storage or distribution, using the last option on the main menu, the BCE. Once a course has been packaged, you can use the second option BCC-2, to un-package it and create a course offering. This option first creates the course shell, and then imports the components directly from the course package. You **can not** use this option unless you have already packaged a course using the BCE.

Creating a Course Shell Manually — CCS

As discussed earlier, courses have two parts, the *course shell* and the *course components*. Sometimes you need to make a course shell right away and not wait for an overnight process to run at D2L. Once a course shell has been created, you can then copy in the courses components from an other course manually if you need to, or use the CCB to have it done overnight. Some teachers may just want a course shell without the components, so they can build their own course.

Creating Course Shells Automatically — BCC-3

By using BCC-3, you can create the script to create one or more empty course shells automatically overnight. Once again, you can then copy components from a master course or course offering manually, or automatically overnight using the CCB.

SIS integration must be set up with D2L ahead of time to use it to create course shells.

Copying Course Components into a Course Shell Automatically — CCB

Once a course shell has been created either manually, or automatically by the CCB or SIS integration, you can use CCB script to copy the course components from another course into the new course shell automatically overnight. This process is much more reliable than copying manually, and allows you to do a number of courses at the same time.

Creating Course Shells and Copying Course Components into those Shells Automatically — BCC and CCB

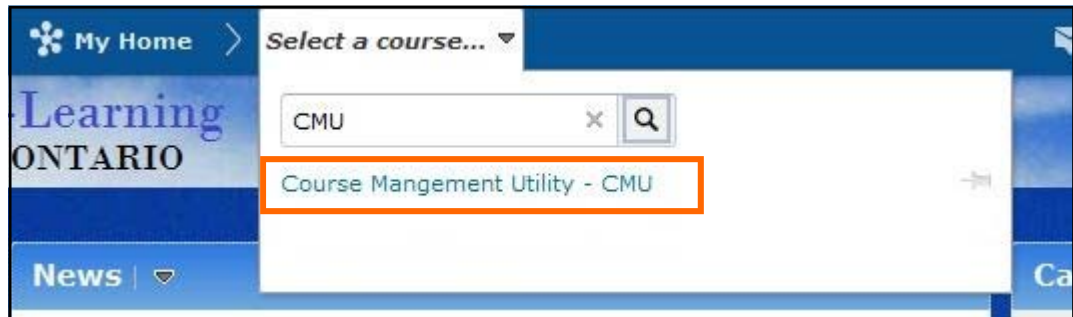
Creating course shells and copying in course components is a two step process, but because much of the information is similar in the BCC and CCB scripts, you can use this option to create both scripts at once. It is critical that you upload the BCC script to the BCC inbox on the first night, and then upload the CCB script to the CCB inbox on the next night.

Exporting Courses into Course Packages — BCE

For central storage and distribution, courses can be *packaged*. This means they are put into a common SCORM format and then zipped to reduce the size. This can be done using a BCE script. The following day, the course package will be found in the outbox of the BCE course. To use it with the BCC, it must be moved to the the Course Packages folder of the BCC course. These packages must be imported using the BCC to make them useable by teachers and students.

The Course Management Utility (CMU) Course

The CMU has been put into a course in your org. To find it, search for **CMU**, and then select the **Course Management Utility** course.



Once in the course, you will see the CMU plus links to the various folders.



AÉO courses will need to be modified to meet curriculum expectations and language abilities of students enrolled in FSL.

Importing Master Courses — BCC - Option 1

The Bulk Course Create Option 1 lets you create master courses from course packages stored centrally. To begin, select **GO** and on the next screen select **Next**.

Select the **Category**, the **Department**, and then the **Course**. Then **Add** it to the list of selected courses. You can add more courses in a similar fashion.

Bulk Course Create (BCC- Option 1) Admin Log On

Main Menu

Category Department Course Selected Courses

e-Learning Ontario Public Arts (ARTS)

ASM20-Media Arts-Arts-2011-6-19-eL
AVI4M-Visual Arts-Arts-2011-6-19-eLO

ASM20-P

Add Remove Next

Once you have selected the courses you want, select **Next**. On the following screen you will see the actual script required.

Bulk Course Create (BCC- Option 1) Admin Log On

Main Menu

Verify Code

ASM20-P-2011-6-19,ASM20-Media Arts-2011-6-19,Master,ASM20-P-2011-6-19,ASM20-P-2011-6-19,MC3,\\fsc01\elg\web\content\elo\BCC\CoursePackages\EnglishCourses\ASM20-P_D2LExport_85120.zip,False

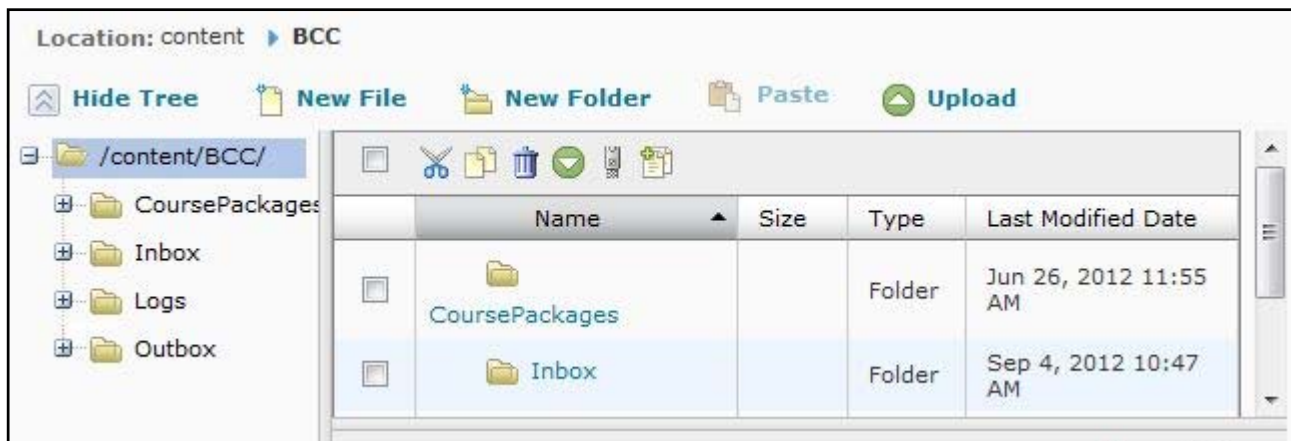
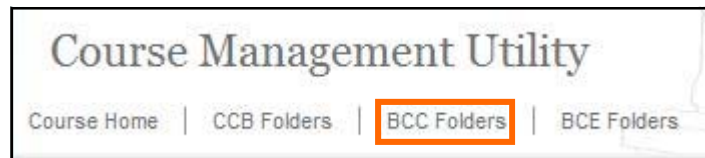
Download CSV Back

Course Management Utility Guide

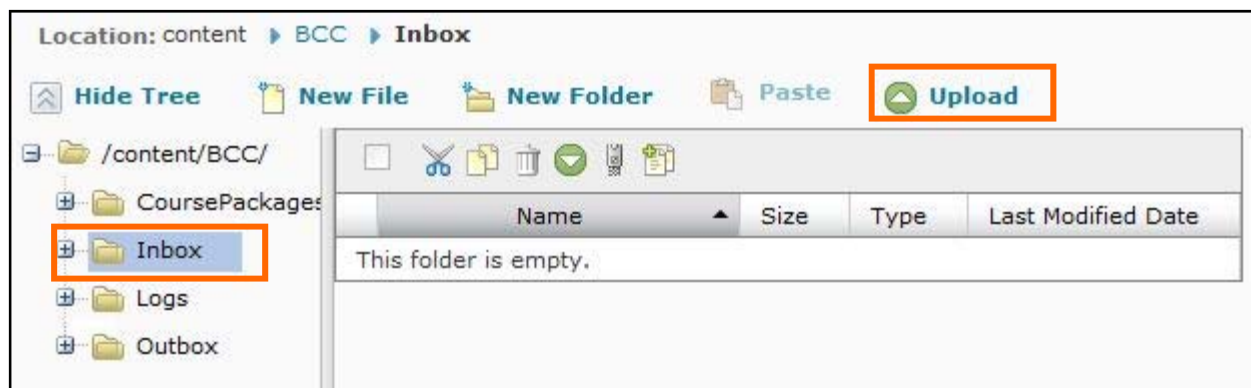


Select the **Download CSV** button and save the file to your desktop. The file will be called BCC1_the_date.csv. This can be changed if you like, but it must be a csv file. The only reason you might need to change it is if you do more than one on the same day.

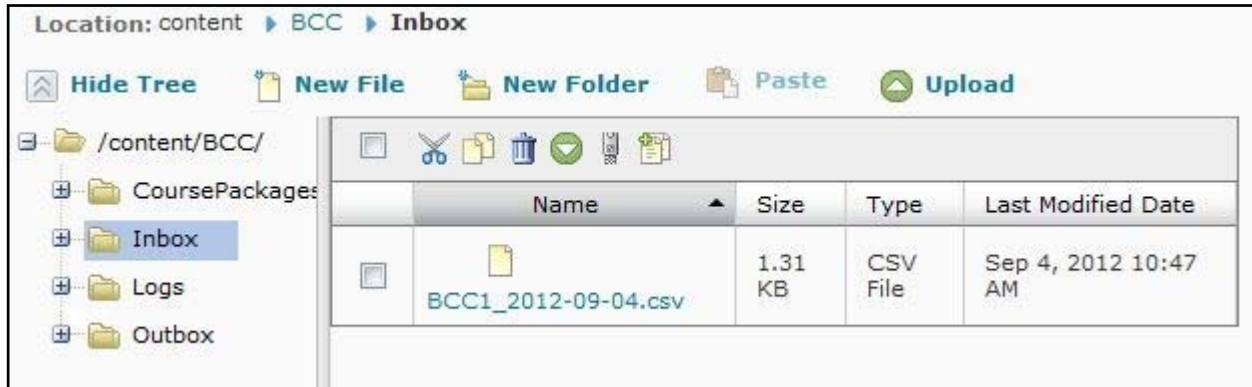
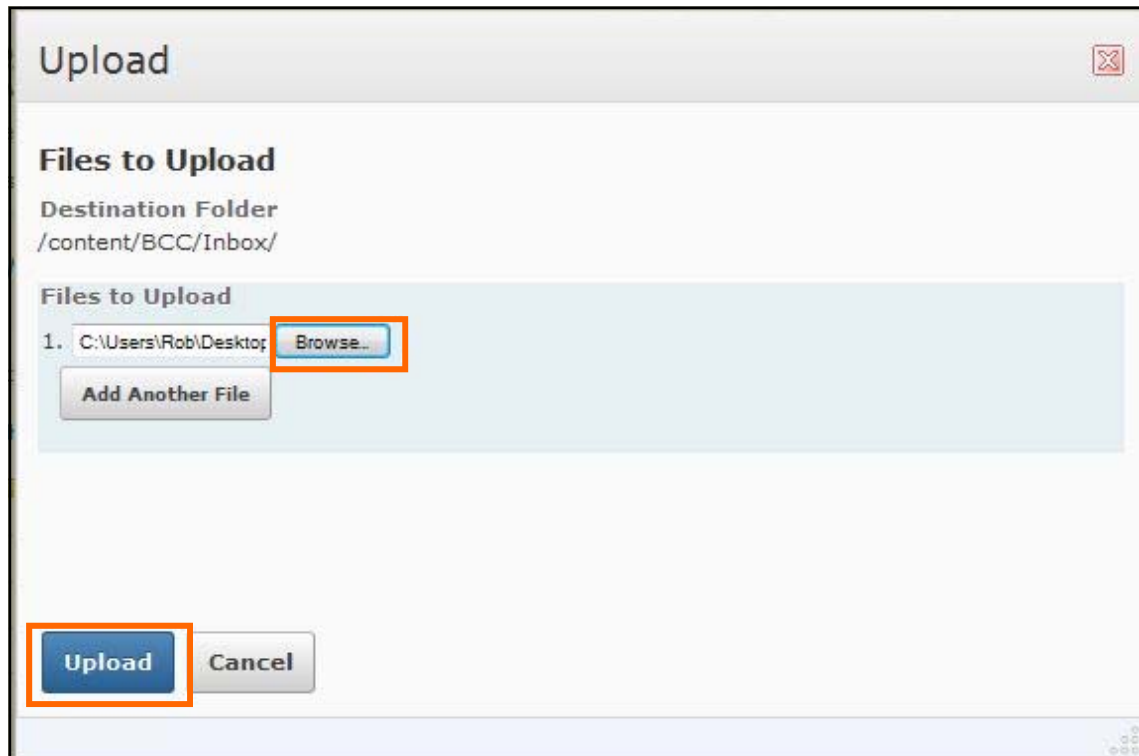
Now select the **BCC Folders** link on the nav bar and a window will open with the BCC folders.



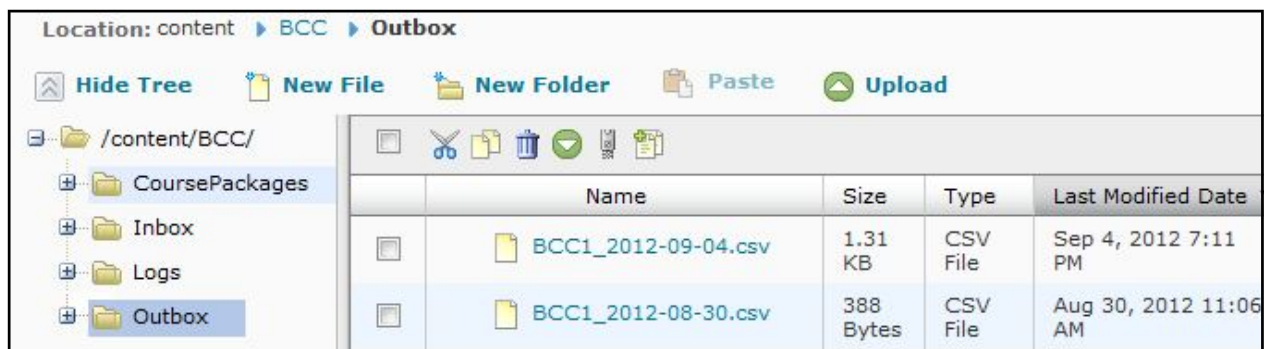
Select the **Inbox** folder and then select **Upload**.



Browse to locate the CSV file on your desktop and then **Upload** it into the BCC Inbox.

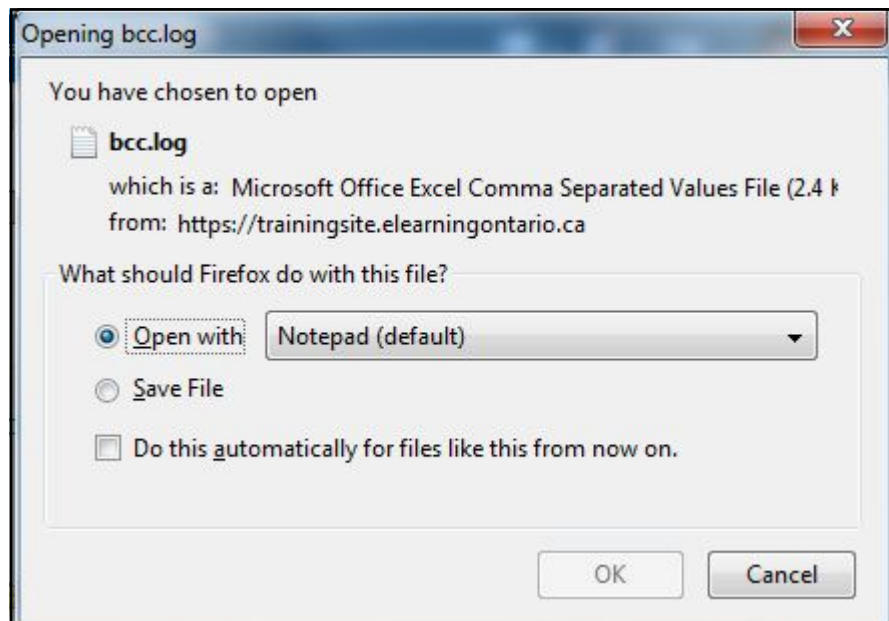
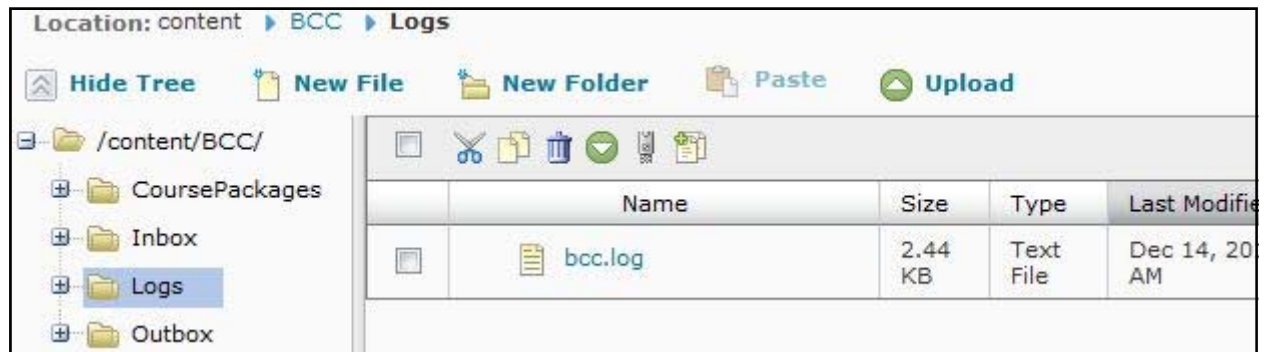


The next day, if you return to the **BCC folders**, you will see that the CSV file has been moved to the **Outbox**.



Course Management Utility Guide

If the process has not run properly, select the **Logs** folder and open the .log file in notepad to see where the problem was.



Creating Course Offerings from Course Packages—BCC-2

Use the BCC-2 to un-package a course package and create a course offering. This option first creates the course shell, and then imports the components directly from the course package. You **can not** use this option unless you have already packaged a course using the BCE.

Complete the form with information from your board.

- It is **CRITICAL** that the **Department and Semester codes exist in your org** or the script will not run. For more information, see appendix B.
- You will need the Course Package Name from when you created the package using the BCE.
- You can get the School BSID at <http://www.edu.gov.on.ca/eng/sift/> if you do not have it already.

Bulk Course Create (BCC Option - 2) Admin Log On

Main Menu

Board: GEDSB Grand Erie District Sch
Prefix: EL (e-Learning)
Department: Arts (ARTS)
Course: ASM20-Media Arts
AVI4M-Visual Arts

School BSID (optional): 111111
Semester: 2012 2013 Semester 1
Section: 01

Teacher Name (optional): Scott

Course Package Name: MyCoursePackage

WARNING: The Department Code and Semester Code must exist in your org.

Selected Courses: EL-ASM20-01-Media Arts-Scott

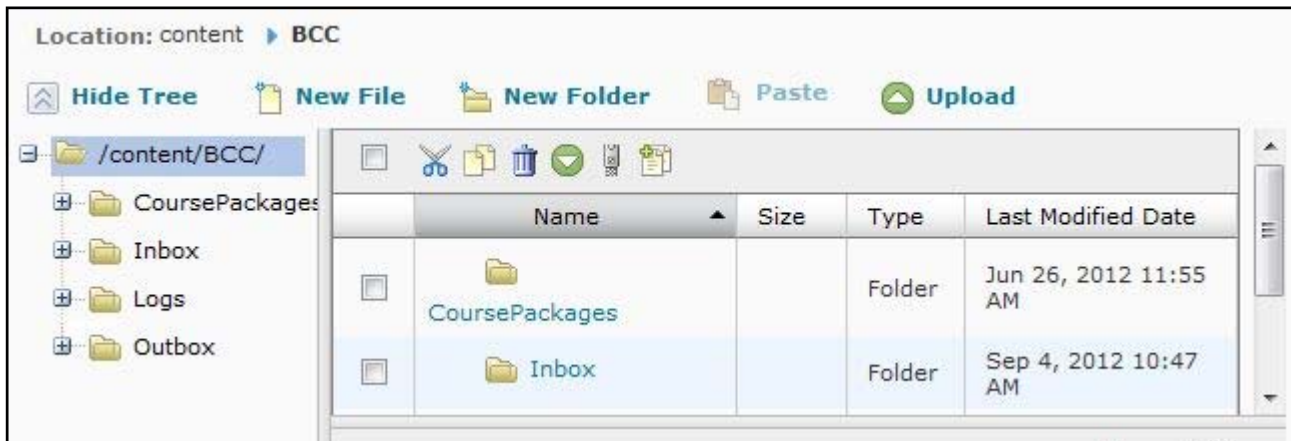
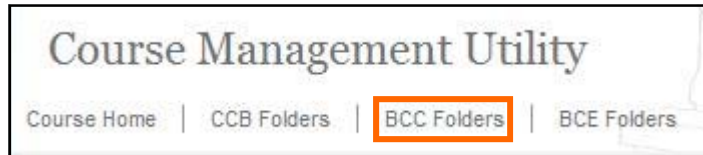
Add Remove Next

Course Management Utility Guide

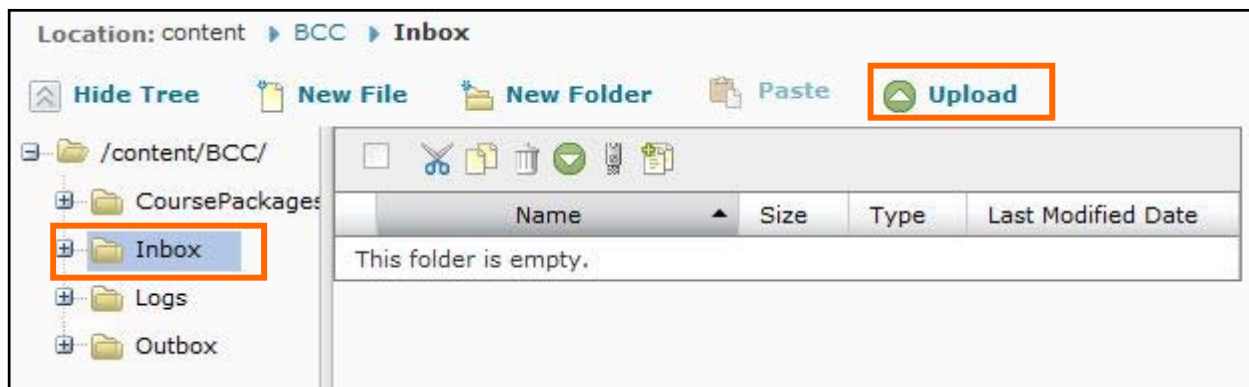


Once complete, select **Next**, and then **Download** the csv file to your desktop. The file will be called BCC2_the_date.csv. This can be changed if you like, but it must be a csv file. The only reason you might need to change it is if you do more than one on the same day.

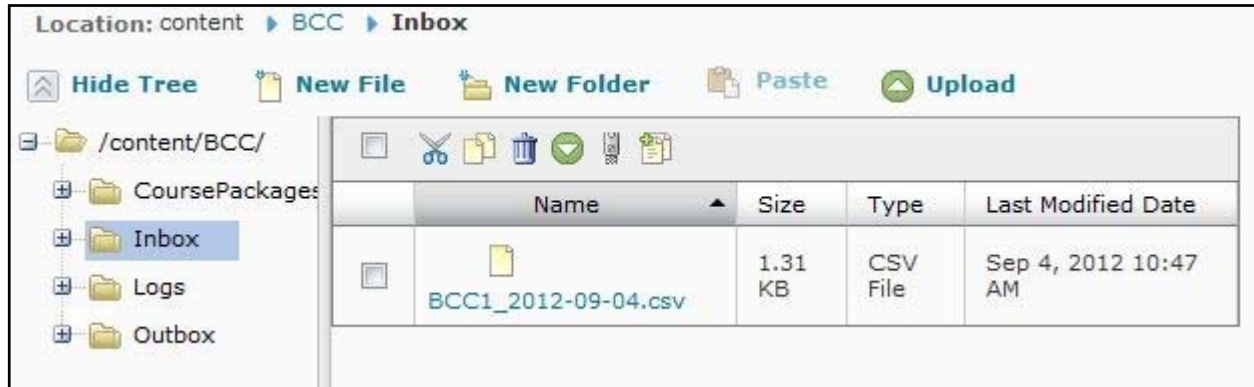
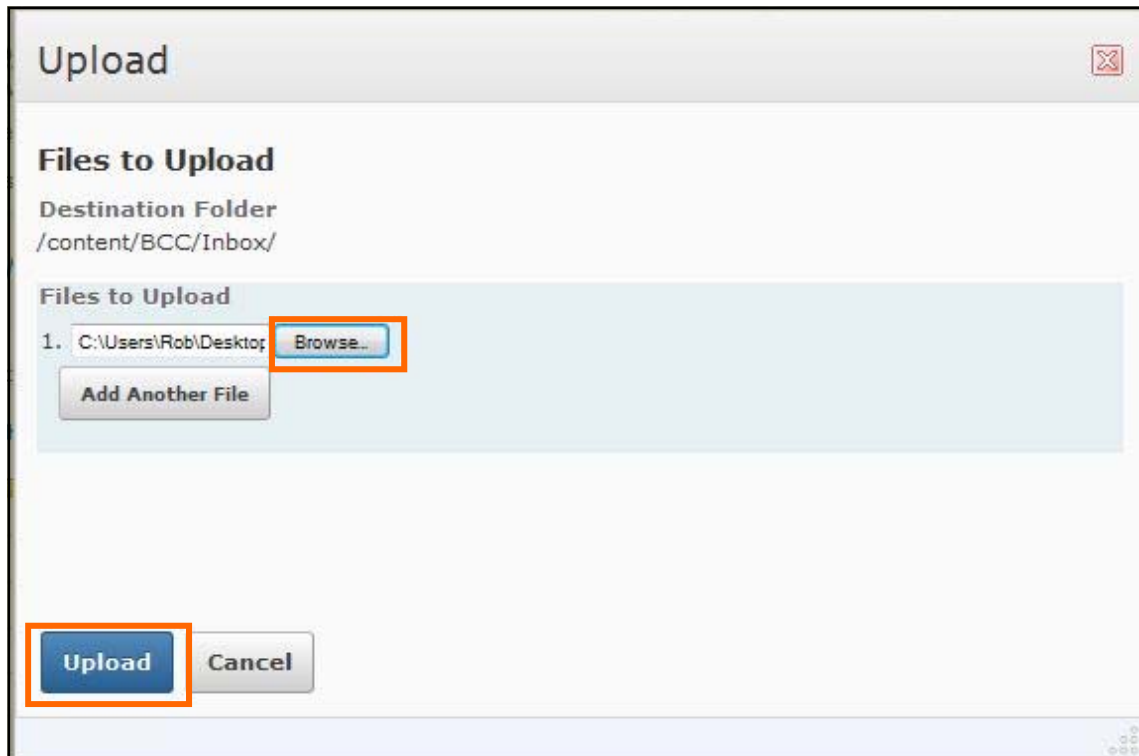
Then select the **BCC Folders** link on the nav bar and a window will open with the BCC folders.



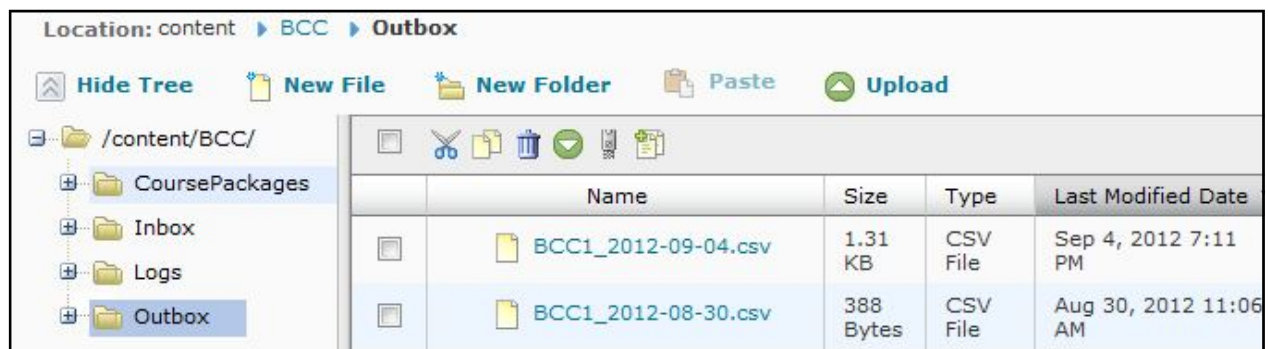
Select the **Inbox** folder and then select **Upload**.



Browse to locate the CSV file on your desktop and then **Upload** it into the BCC Inbox.

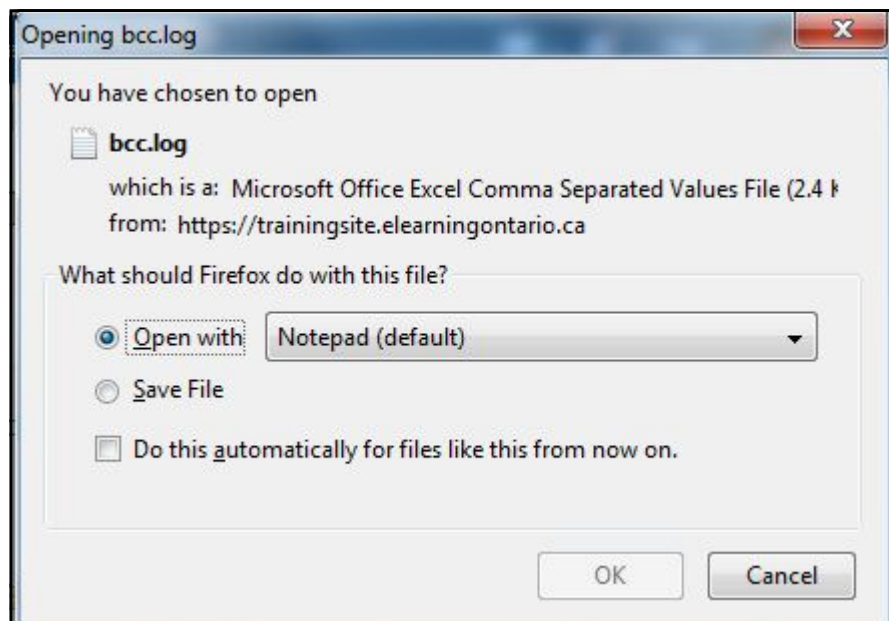
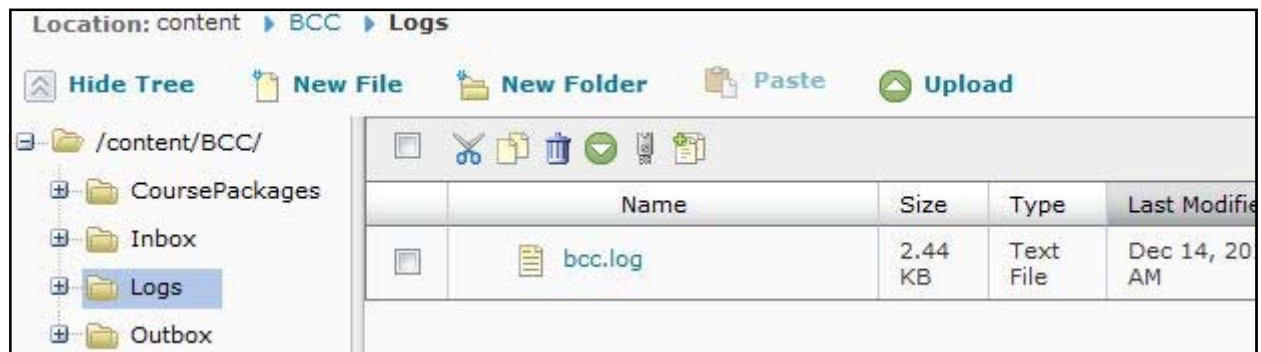


The next day, if you return to the **BCC folders**, you will see that the CSV file has been moved to the **Outbox**.



Course Management Utility Guide

If the process has not run properly, select the **Logs** folder and open the .log file in notepad to see where the problem was.



Manually Creating Course Shells—CCS

Use the CCS option to create a course shell manually. From there you can either import course components manually, or use the CCB to do it automatically overnight.

Complete the form with information for the course offering.

- It is **CRITICAL** that the correct **Department and Semester codes exist in your org**. For more information, see appendix B.
- You can get the School BSID at <http://www.edu.gov.on.ca/eng/sift/> if you do not have it already.
- This information **MUST** create a unique Course Code. You can not have two courses in your org with the same School BSID, Course, Semester, and Section.

The screenshot shows the 'Course Shell Create' form. At the top, there is a blue header with 'Course Shell Create' on the left, 'Admin' and 'Log On' with a plus icon on the right, and a 'Main Menu' button with a house icon. Below the header, the form is organized into two rows of fields. The first row contains: 'School BSID (optional)' with a text box containing '111111'; 'Prefix' with a dropdown menu showing 'EL (e-Learning)'; 'Department' with a dropdown menu showing 'Business Studies (BUS)'; and 'Course' with a dropdown menu showing 'Accounting Essentials Business Studies'. The second row contains: 'Teacher Name (optional)' with a text box containing 'Scott'; 'Semester' with a dropdown menu showing '2012 2013 Semester 1'; and 'Section' with a dropdown menu showing '01'. A red-bordered box highlights the 'Department' and 'Semester' dropdown menus, containing the text: 'WARNING: The Department Code and Semester Code must exist in your org.' At the bottom right of the form is a 'Next' button with a right-pointing arrow.

Course Management Utility Guide



When you select **Next**, you will see the information you need to create the course shell manually.

Course Shell Create

?

Template Name
BUS_BAI3E_111111_1213Sem1

Template Code
BUS_BAI3E_111111_1213Sem1

Template Path
CT

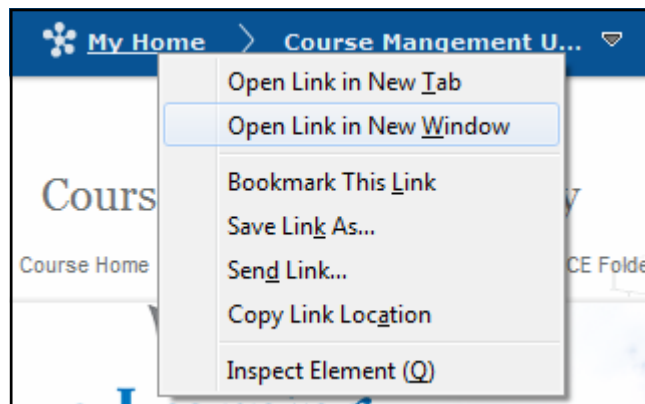
Course Name
BAI3E-01-Accounting Essentials-Scott

Course Code
EL_BUS_BAI3E-01_111111_1213Sem1

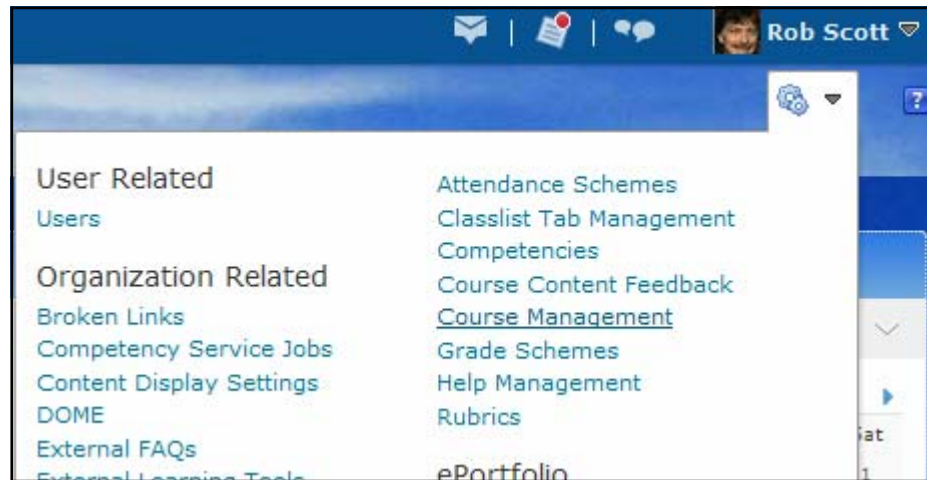
Course Path
BUS/1213Sem1/EL_BUS_BAI3E-01_111111_1213Sem1

WARNING: The Course Code must be unique in your org.

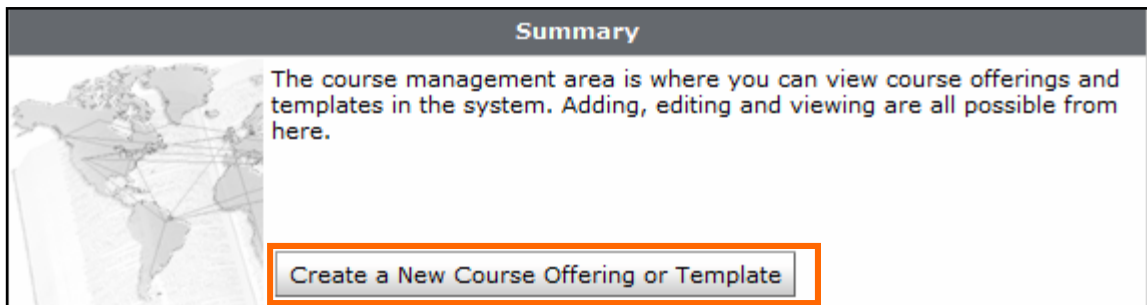
From here, you can **Right-Click** on **My Home** and then select **Open Link in New Window**.



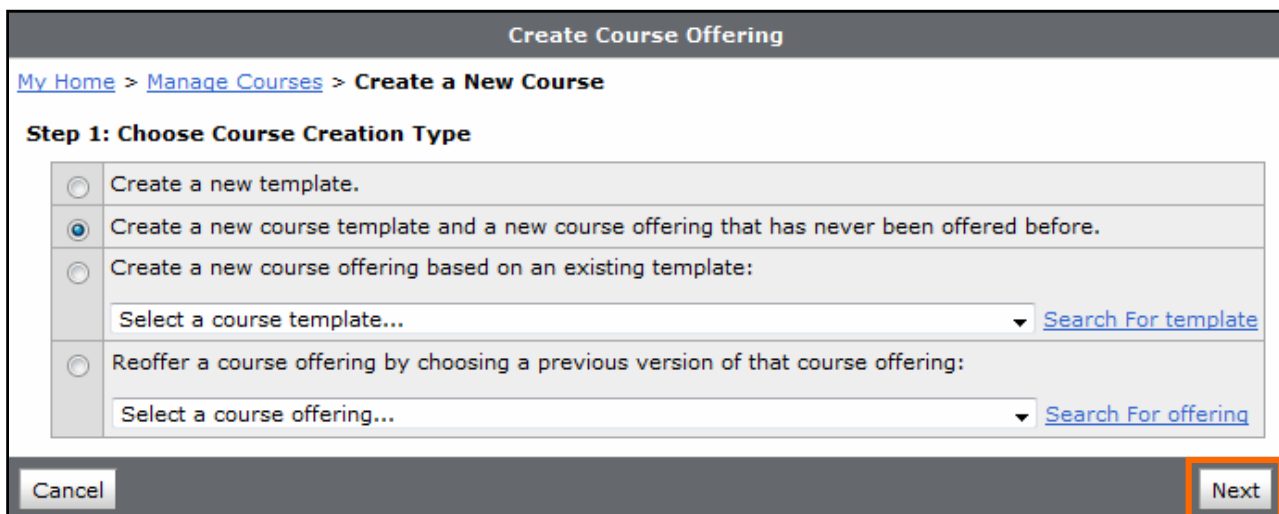
Then select **Course Management** from the **Admin Tools**.



Select **Create a New Course Offering or Template**.

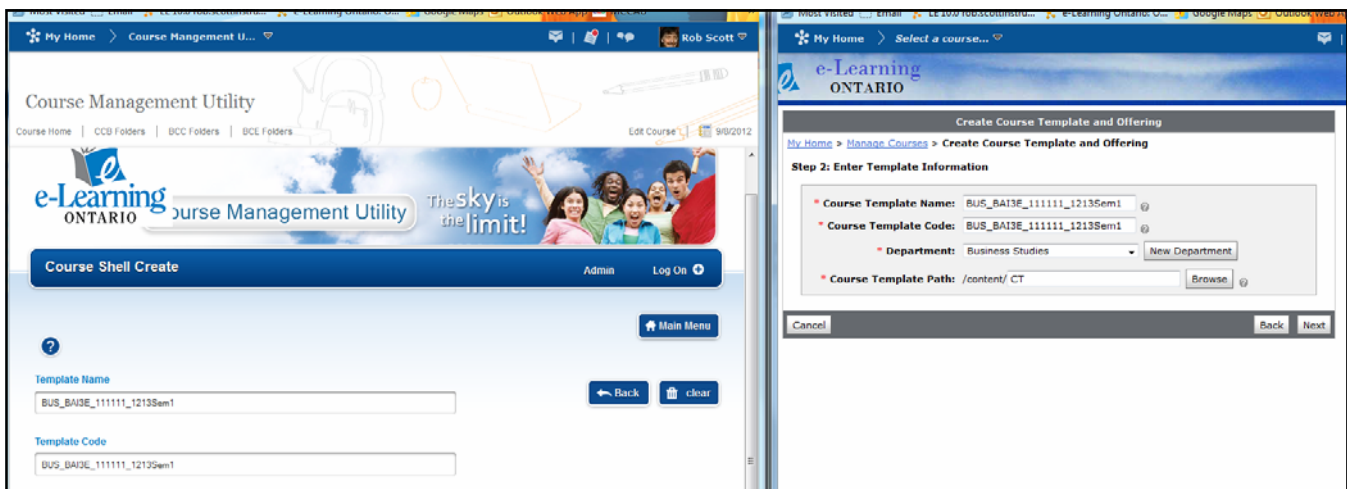


On the next screen, select **Next** to accept the default option.



Course Management Utility Guide

Place your two windows side by side, and copy the information from the CMU into the appropriate fields of the Course Creation form.



Select the correct **Department**, and then select **Next**.

Create Course Template and Offering

[My Home](#) > [Manage Courses](#) > **Create Course Template and Offering**

Step 2: Enter Template Information

* **Course Template Name:** ?

* **Course Template Code:** ?

* **Department:**

* **Course Template Path:** ?

Course Management Utility Guide

Continue to copy the information from the CMU into the appropriate fields of the Course Creation form. Select the correct **Semester**, and then select **Next**.

Create Course Template and Offering

[My Home](#) > [Manage Courses](#) > **Create Course Template and Offering**

Step 3: Enter Course Information

* **Course Offering Name:** I3E-01-Accounting Essentials-Scott ?

* **Course Offering Code:** 3US_BAI3E-01_111111_1213Sem1 ?

* **Course Template Name:** BUS_BAI3E_111111_1213Sem1 ?

* **Course Template Code:** BUS_BAI3E_111111_1213Sem1 ?

* **Department:** Business Studies

Semester: 1213Sem1

Force Locale :

Has Sections :

Registration:

Start Date: January 1 2012

End Date: January 1 2013

* **Course Offering Path:** /content/3US_BAI3E-01_111111_1213Sem1 ?

Then confirm that the information is correct, and select **Create**.

Create Course Template and Offering

[My Home](#) > [Manage Courses](#) > **Create Course Template and Offering**

Step 4: Confirm Course Template and Offering Create Information

* **Course Offering Name:** BAI3E-01-Accounting Essentials-Scott ?

* **Course Offering Code:** EL_BUS_BAI3E-01_111111_1213Sem1 ?

* **Course Template Name:** BUS_BAI3E_111111_1213Sem1 ?

* **Course Template Code:** BUS_BAI3E_111111_1213Sem1 ?

* **Department:** Business Studies

Semester: 1213Sem1

Force Locale : No

Has Sections : n/a

Registration: n/a

Start Date: n/a

End Date: n/a

* **Course Offering Path:** /content/BUS/1213Sem1/EL_BUS_BAI3E-01_111111_1213Sem1/ ?

Course Management Utility Guide

At this point you can select Done if you just want the course shell. You can use the CCB to add the components later or just leave the course shell for the teacher to create their own content.

Most often though, you will want to copy in Course Components from a Master Course, or a course offering that has been taught before. To do that, select **Copy Course Components**.

Create Course Template and Offering Summary

[My Home](#) > [Manage Courses](#) > **Create Course Template and Offering Summary**

Template **BUS_BAI3E_111111_1213Sem1** was successfully created.
Course Offering **BAI3E-01-Accounting Essentials-Scott** was successfully created.

- [Modify the new template](#)
- [Add components to the new template](#)
- [Modify the new course offering](#)
- **[Copy Course Components](#)**
- [Create Another Template or Course Offering](#)
- [Import Course](#)
- [Go to BAI3E-01-Accounting Essentials-Scott](#)

Done

Select **Search for Offering**, and then key in the code to search for, select the correct course, and then click on **Add Selected**.

Copy Course Components

Current Course Components

> [Show the current course components](#)

Copy the selected course components from

Existing Offering

--- Select Offering ---

Search for offering

Parent Template of Current Offering

Choose Components to Copy

Continue Go Back Cancel

Select Course Offering

Search For: BAI3E

1 Search Result Clear Search

	Offering Code ▲	
<input checked="" type="radio"/>	BAI3E-P-2009-08-22	BAI3E-P - Accounting

Add Selected Close

Select the components you want to copy into your new course offering, generally **All Components**, and then select **Continue**.

On the next page select **Finish** and after a short time, the components will be copied over.

Confirm Components to Copy

Content
Copy all items. [Modify](#)

Content Display Settings
Copy all items. [Modify](#)

Course Files
Copy all items. [Modify](#)

Discussions
Copy all items. [Modify](#)

Dropboxes
Copy all items. [Modify](#)

Grades Settings
Copy all items. [Modify](#)

Quizzes
Copy all items. [Modify](#)

Release Conditions
Copy all items. [Modify](#)

Finish **Go Back** **Cancel**

Choose Components to Copy

Select All Components

Content (179 item(s))

Copy all items
 Select individual items to copy

Content Display Settings

Copy all items

Course Files (2253 item(s))

Copy all items
 Select individual items to copy

Discussions (19 item(s))

Copy all items
 Select individual items to copy

Dropbox (26 item(s))

Copy all items
 Select individual items to copy

Grades Settings

Copy all items

Quizzes (4 item(s))

Copy all items
 Select individual items to copy

Release Conditions

Copy all items

Continue **Go Back** **Cancel**

This screen frequently confuses people because there is no "Exit". Just select My Home on the Mini Bar.

Once this is complete you will get a Copy Summary. Notice in this case that the Grade Settings did not copy completely. This has happened because there are no Grade Settings in the course. If the Course Files fail to copy, please see Appendix C. Select **Done** when the process has completed.

You will then be prompted to see if you want to Copy, Export or Import more components. You probably don't so you can just select **My Home** on the Mini Bar to exit the process.

What would you like to do?

Copy Components from Another Org Unit

Protected Resources:

Include protected resources

Export Components

Course Files: Include course files in the

Import Components

Copy Summary

From: BAI3E-P - Accounting Essentials
To: BAI3E-01-Accounting Essentials-Sc

Content
items were successfully copied.

Course Files
items were successfully copied.

Quizzes
items were successfully copied.

Discussions
items were successfully copied.

Dropboxes
items were successfully copied.

Grades Settings
ALL items copy failed.

Content Display Settings
items were successfully copied.

Release Conditions
items were successfully copied.

Automatically Creating Course Shells — BCC— option 3

Use this option to create course shells automatically. Boards using SIS integration will have most course shells generated automatically, however in some instances it will be necessary to use this option to create courses not configured by the SIS e.g., orientation courses.

Enter the information for the course offering and then select **Add**. You can add more than one course. When done, select **Next**.

- It is **CRITICAL** that the **Department and Semester codes exist in your org** or the script will not run. For more information, see appendix B.
- You can get the School BSID at <http://www.edu.gov.on.ca/eng/sift/> if you do not have it already.
- This information **MUST** create a unique Course Code. You can not have two courses in your org with the same School BSID, Course, Semester, and Section.

WARNING: The Department Code and Semester Code must exist in your org.

Course Management Utility Guide

Once you have selected the courses you want, select **Next**. On the following screen you will see the actual script required.

Bulk Course Create (BCC- Option 1) Admin Log On

Verify Code ?

ASM20-P-2011-6-19,ASM20-Media Arts-2011-6-19,Master,ASM20-P-2011-6-19,ASM20-P-2011-6-19,BCC, \\fsc01\g1g\web\content\g10\BCC\CoursePackages\EnglishCourses\ASM20-P_D2LEExport_85120.zip,False

Download CSV Back



Select the **Download CSV** button and save the file to your desktop. The file will be called BCC3_the_date.csv. This can be changed if you like, but it must be a csv file. The only reason you might need to change it is if you do more than one on the same day. Now select the **BCC Folders** link on the nav bar and a window will open with the BCC folders.

Course Management Utility

Course Home | CCB Folders | **BCC Folders** | BCE Folders

Location: content > BCC

Hide Tree New File New Folder Paste Upload

Name	Size	Type	Last Modified Date
CoursePackages		Folder	Jun 26, 2012 11:55 AM
Inbox		Folder	Sep 4, 2012 10:47 AM

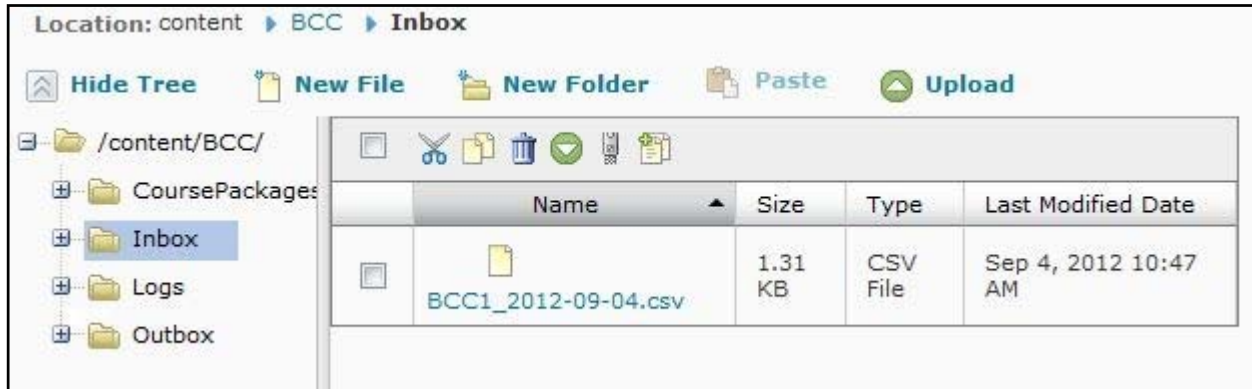
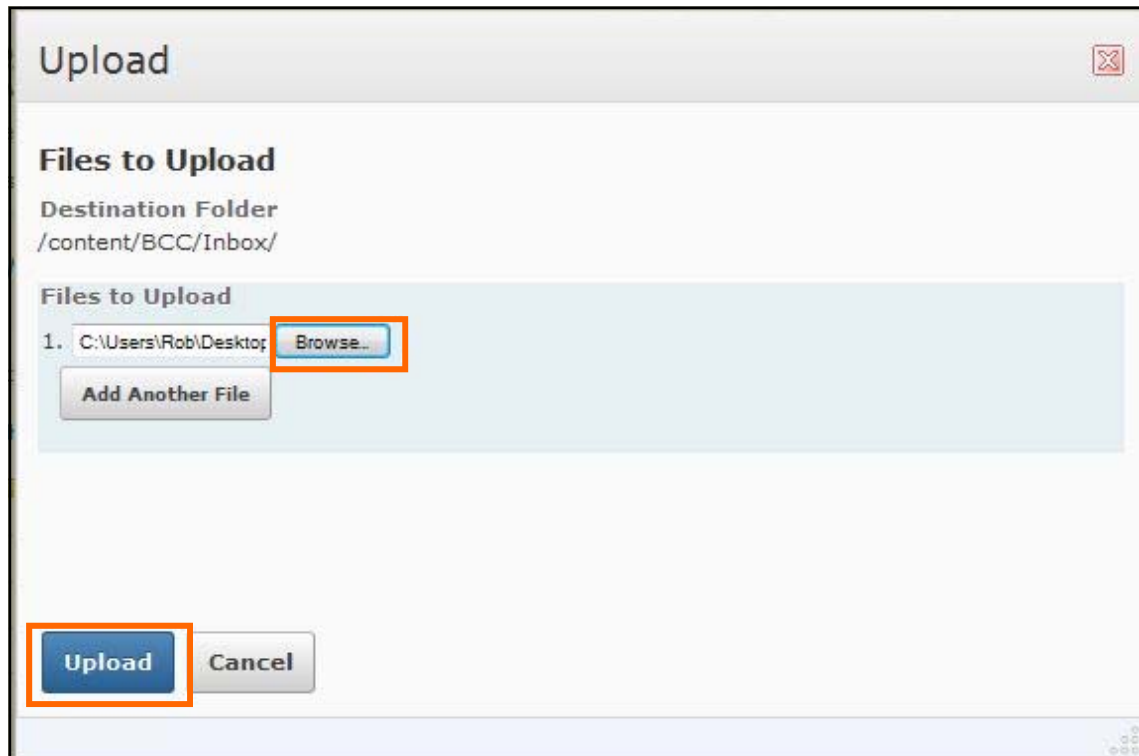
Select the **Inbox** folder and then select **Upload**.

Location: content > BCC > Inbox

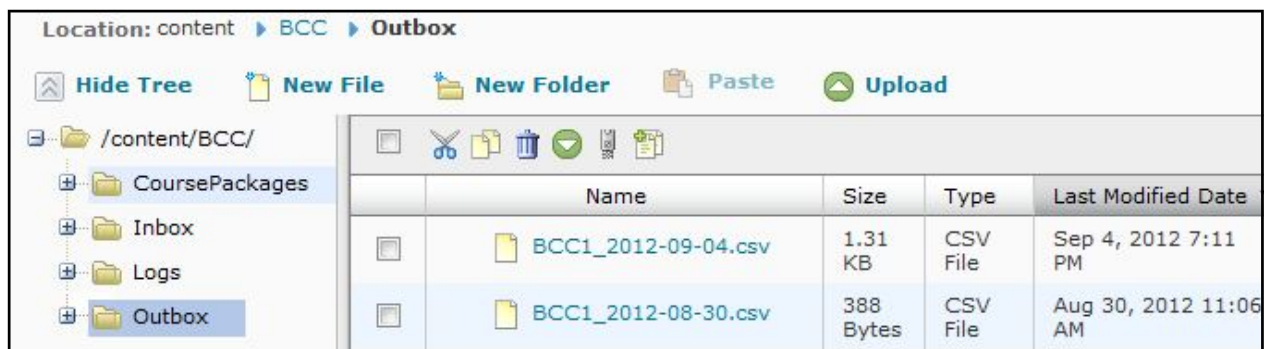
Hide Tree New File New Folder Paste Upload

Name	Size	Type	Last Modified Date
This folder is empty.			

Browse to locate the CSV file on your desktop and then **Upload** it into the BCC Inbox.

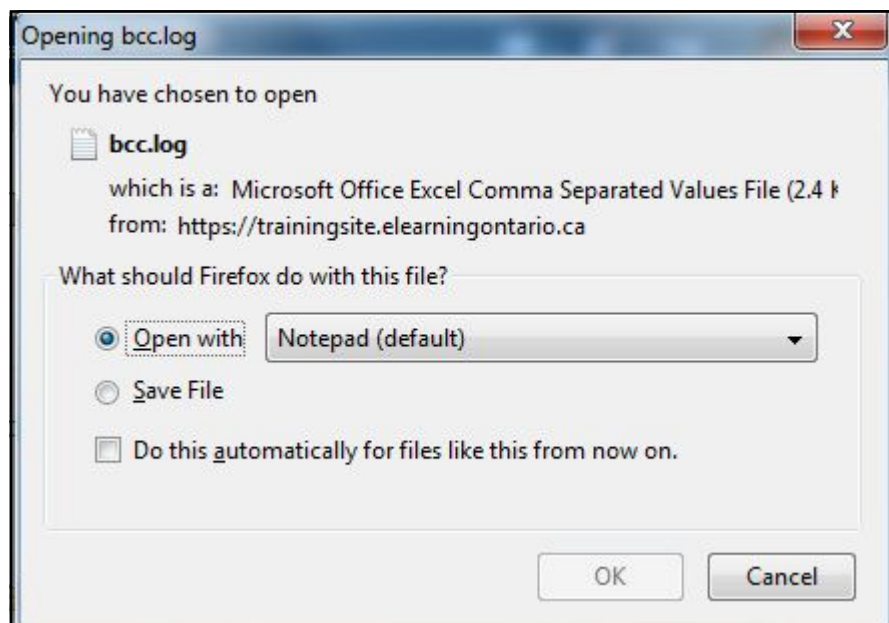
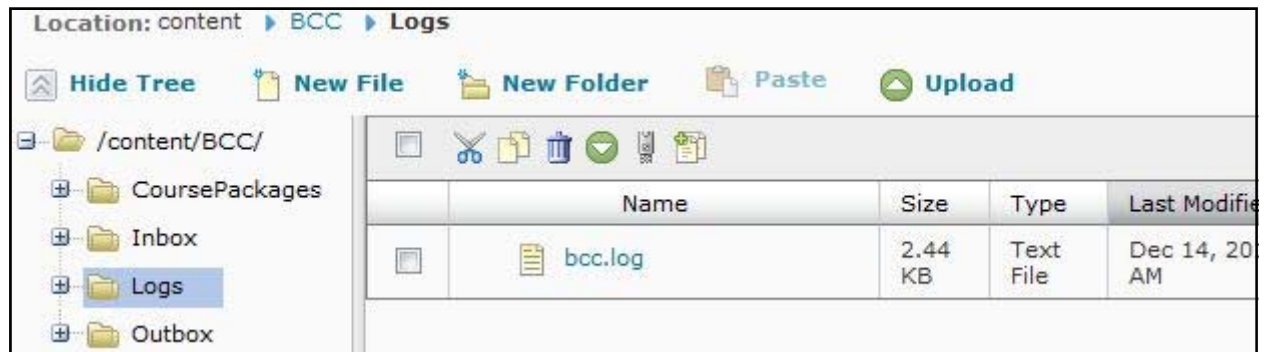


The next day, if you return to the **BCC folders**, you will see that the CSV file has been moved to the **Outbox**.



Course Management Utility Guide

If the process has not run properly, select the **Logs** folder and open the .log file in notepad to see where the problem was.

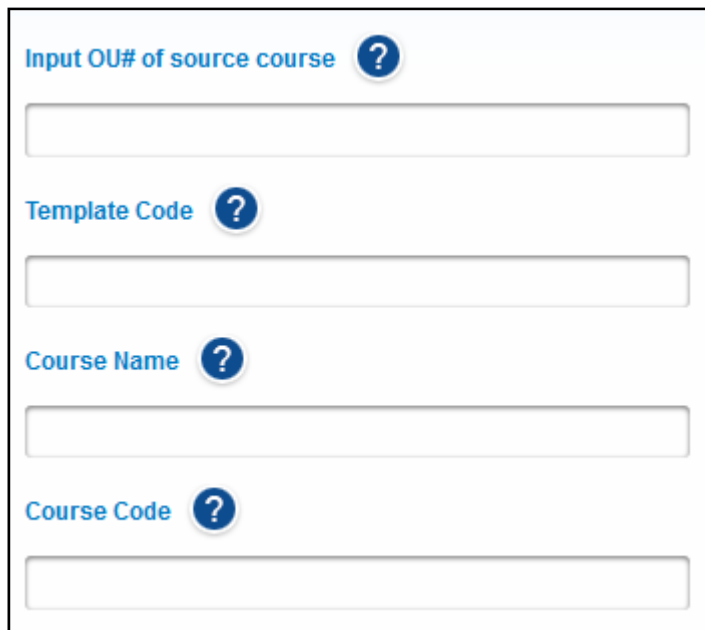


Automatically Import Components into Existing Course Shells — CCB

Use this option to import course components into existing empty course shells automatically. In order to use this utility you will need to have course information from the empty course shells in order to copy and paste information into the fields.

Enter the information for the course offering

- The OU# is of the course you want to copy the components *from*.
- The Template Code, Course Name, and Course Code are from the new course offering shell created manually, with BCC-3, or by SIS integration.



Input OU# of source course ?

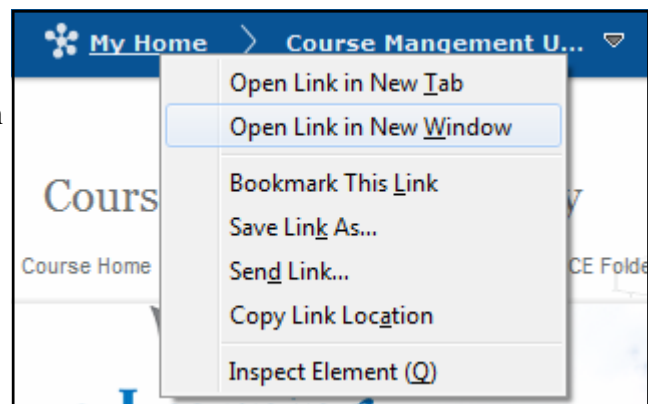
Template Code ?

Course Name ?

Course Code ?

To get this information you should open the org in a new window.

Right-Click on **My Home** and then select **Open Link in New Window**.

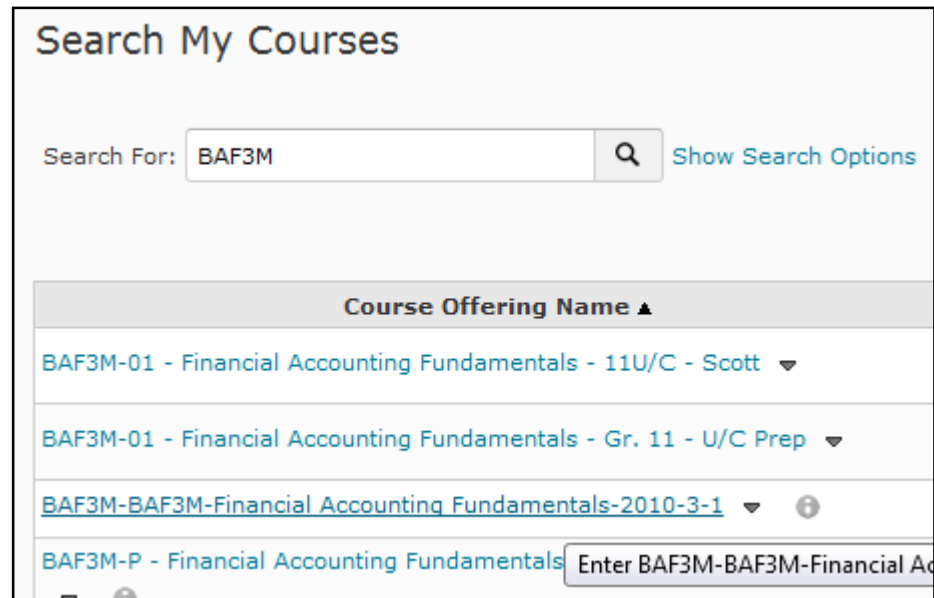


Course Management Utility Guide

Search for the course that you want to copy the components *from* and select it.



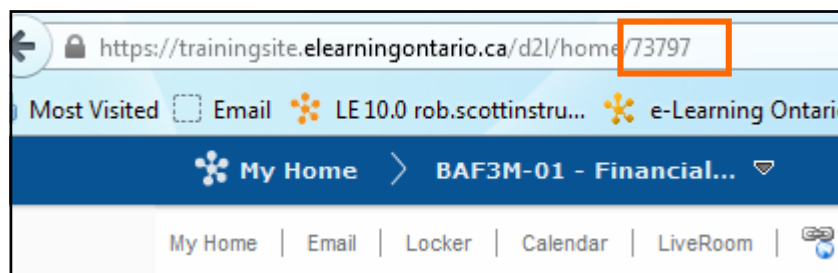
The screenshot shows the 'My Courses' interface. At the top, there is a blue header with 'My Courses' and a dropdown arrow. Below the header, the text 'Last 10 Accessed Courses' is displayed. To the right of this text is a search input field containing 'BAF3M' and a search icon. Below the search bar, a course entry is visible: 'BAI3E-P - Accounting Essentials - Workplace - 2009-08-22 (Inactive)' with a pencil icon. At the bottom of the section, the text 'Master Admin, Master' is shown.



The screenshot shows the 'Search My Courses' page. At the top, the title 'Search My Courses' is displayed. Below the title is a search input field with 'BAF3M' and a search icon, followed by a link 'Show Search Options'. Below the search bar is a table of search results. The table has a header 'Course Offering Name ▲'. The results are as follows:

Course Offering Name ▲
BAF3M-01 - Financial Accounting Fundamentals - 11U/C - Scott ▼
BAF3M-01 - Financial Accounting Fundamentals - Gr. 11 - U/C Prep ▼
BAF3M-BAF3M-Financial Accounting Fundamentals-2010-3-1 ▼ ⓘ
BAF3M-P - Financial Accounting Fundamentals Enter BAF3M-BAF3M-Financial Ac

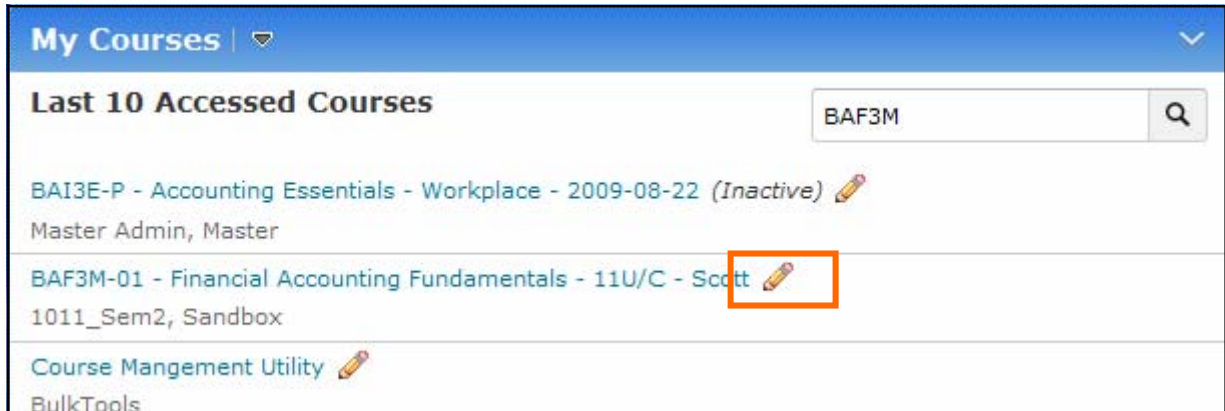
Once in the course, at the end of the address in the URL, you will see the OU#. In this example it is 73797. You can put this into the OU# field in the CCB form.



The screenshot shows a browser address bar with the URL 'https://trainingsite.elearningontario.ca/d2l/home/73797'. The number '73797' at the end of the URL is highlighted with an orange box. Below the address bar, there are several browser tabs: 'Most Visited', 'Email', 'LE 10.0 rob.scottinstru...', and 'e-Learning Ontari...'. Below the tabs is a blue navigation bar with 'My Home' and a dropdown menu showing 'BAF3M-01 - Financial...'. At the bottom of the page, there is a navigation menu with links: 'My Home', 'Email', 'Locker', 'Calendar', 'LiveRoom', and a chat icon.

Course Management Utility Guide

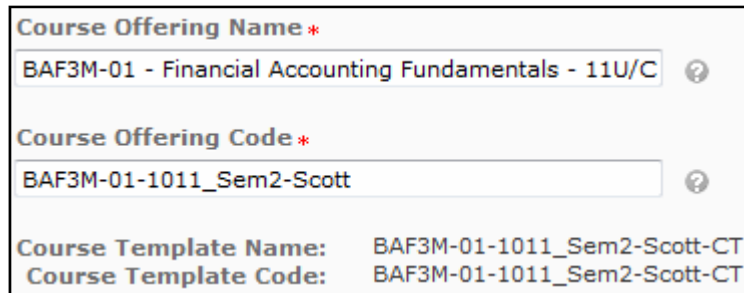
Now return to **My Home** and locate the Course Shell created earlier in the My Courses Widget. Select the **Pencil icon** next to it.



The screenshot shows the 'My Courses' widget with a search bar containing 'BAF3M'. Below the search bar, there is a list of courses. The second course, 'BAF3M-01 - Financial Accounting Fundamentals - 11U/C - Scott', is highlighted with an orange box around its pencil icon. The other courses listed are 'BAI3E-P - Accounting Essentials - Workplace - 2009-08-22 (Inactive)', 'Course Mangement Utility', and 'BulkTools'.

If there is no Pencil icon, you can turn this feature on in the DOME — Config Variable Browser, All Variables, Tools, Homepages, HasInlineEdit.

From this page, you can get the Course Name, Code, and Template Code.



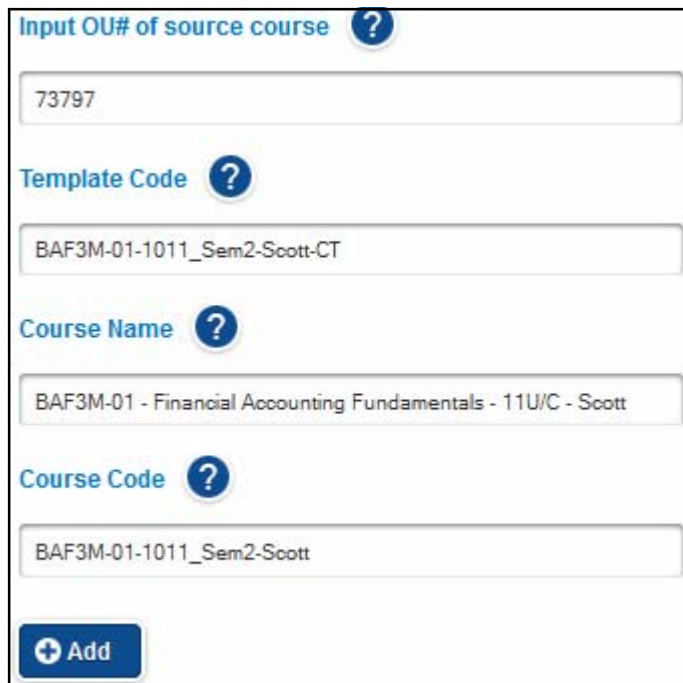
The screenshot shows a form with the following fields:

- Course Offering Name ***: BAF3M-01 - Financial Accounting Fundamentals - 11U/C
- Course Offering Code ***: BAF3M-01-1011_Sem2-Scott
- Course Template Name:** BAF3M-01-1011_Sem2-Scott-CT
- Course Template Code:** BAF3M-01-1011_Sem2-Scott-CT

Complete the CCB form and then select **Add**. You can add more than one course. When done, select **Download CSV**. The file name will be input.csv by default. DO NOT change this.



The file name must be input.csv as this is what the CCB process is looking for.



The screenshot shows the CCB form with the following fields:

- Input OU# of source course**: 73797
- Template Code**: BAF3M-01-1011_Sem2-Scott-CT
- Course Name**: BAF3M-01 - Financial Accounting Fundamentals - 11U/C - Scott
- Course Code**: BAF3M-01-1011_Sem2-Scott

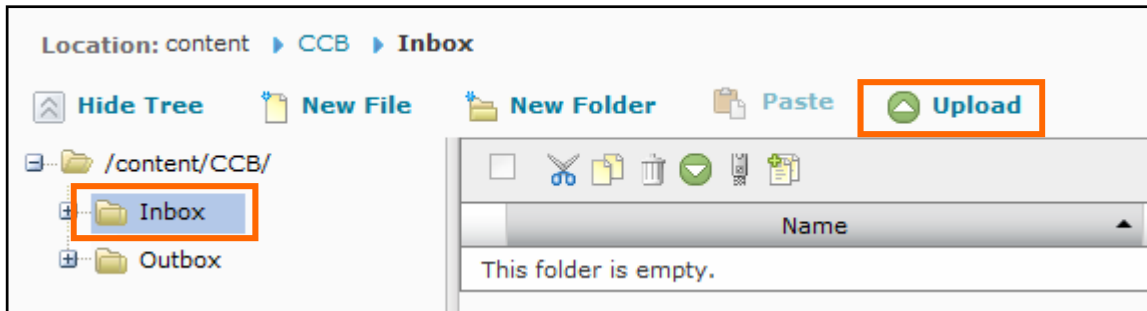
At the bottom of the form is a blue button with a plus sign and the text 'Add'.

Course Management Utility Guide

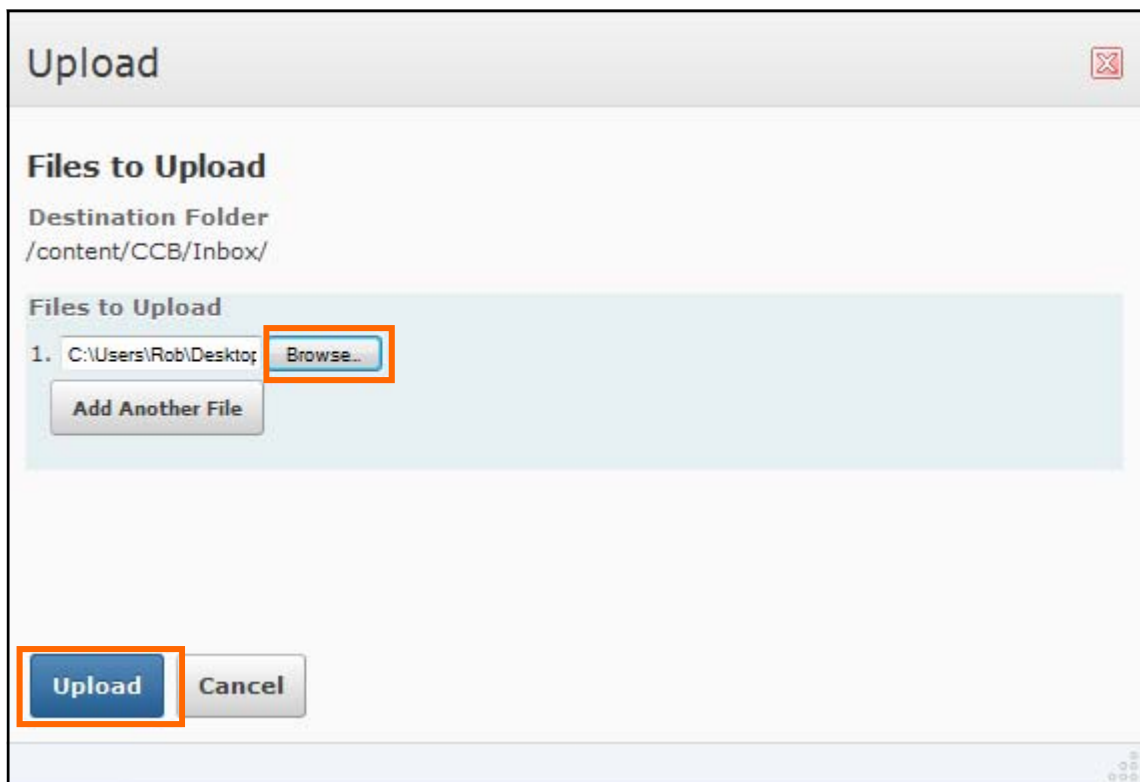
Now select the **CCB Folders** link on the nav bar and a window will open with the BCC folders.



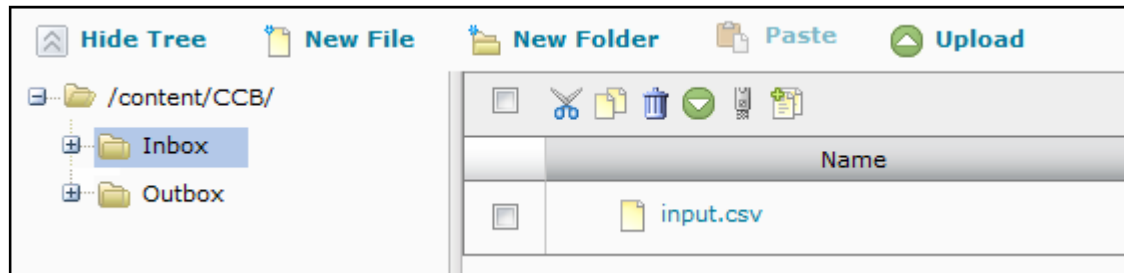
Select the **Inbox** folder and then select **Upload**.



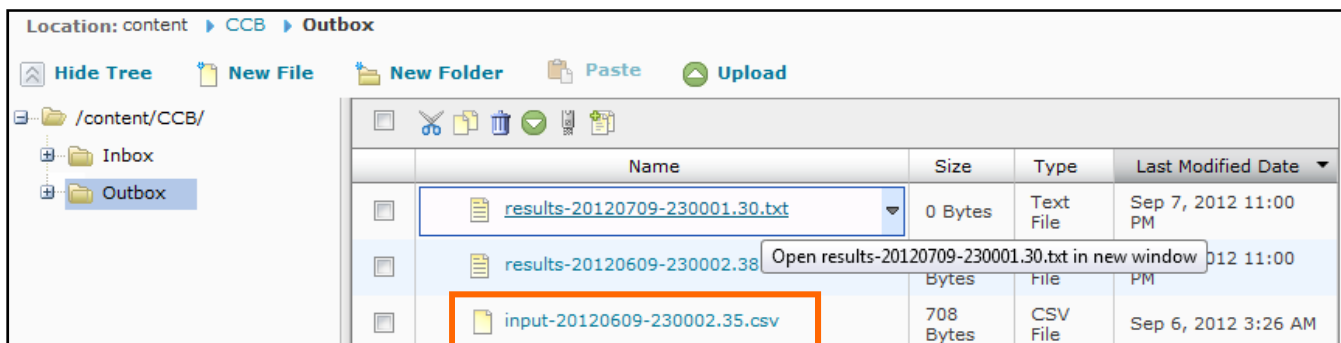
Browse to locate the **input.csv** on your desktop and then **Upload** it into the CCB Inbox.



Course Management Utility Guide



The next day, if you return to the **CCB folders**, you will see that the CSV file has been moved to the **Outbox** and renamed with some date information.



If the process has not run properly, select the most recent results file in the Outbox and open it in notepad to see where the problem was.

Automatically Creating Course Shells and Importing Components into those Shells — BCC & CCB

Use this option to create empty course shells and then import components from one or more course offerings into the new course shells. This is a two step process, so the BCC script should be put up the first night, and the CCB script the second night if the BCC script has run correctly.

Enter the information for the course offering

- It is **CRITICAL** that the **Department and Semester codes exist in your org** or the script will not run. For more information, see appendix B.
- The OU# is of the course you want to copy the components *from*.
- You can get the School BSID at <http://www.edu.gov.on.ca/eng/sift/> if you do not have it already.
- This information **MUST** create a unique Course Code. You can not have two courses in your org with the same School BSID, Course, Semester, and Section.

School BSID (optional) ? 11111

Prefix ? EL (e-Learning)

Department ? Arts (ARTS)

Course ? ASM20-Media Arts
AVI4M-Visual Arts

Teacher Name (optional) ? Scott

Semester ? 2012 2013 Semester 1

Section ? 02

Input OU# of source course ? 23147

WARNING: The Department Code and Semester Code must exist in your org.

Selected Courses ? ASM20-Media Arts-Scott

+ Add - Remove Next →



Select **Add** when done. You can add more than one course, but of course, they must have different course codes. Select **Next** when done.

Course Management Utility Guide

On the next screen you will see two scripts, one for each process.

Verify Code ?

CCB CSV

```
SourceOrgUnit,New Course Name,New Course Code,Course Template Code
23147,ASM20-02-Media Arts-Scott,EL_ARTS_ASM20-02_11111_1213Sem1,ARTS_ASM20_11111_1213Sem1
```

BCC CSV

```
EL_ARTS_ASM20-02_11111_1213Sem1,ASM20-02-Media Arts-Scott,1213Sem1,ARTS_ASM20_11111_1213Sem1,ARTS_ASM20_11111_1213Sem1,ARTS,none,False
```

? Download CSV

? Download CSV

Download both the CCB CSV and the BCC CSV files to your desktop. The CCB file will be called input.csv, and the BCC file will be called BCC3_date.csv.

Now select the **BCC Folders** link and a window will open with the BCC folders.

Course Management Utility

Course Home | CCB Folders | **BCC Folders** | BCE Folders

Location: content > BCC

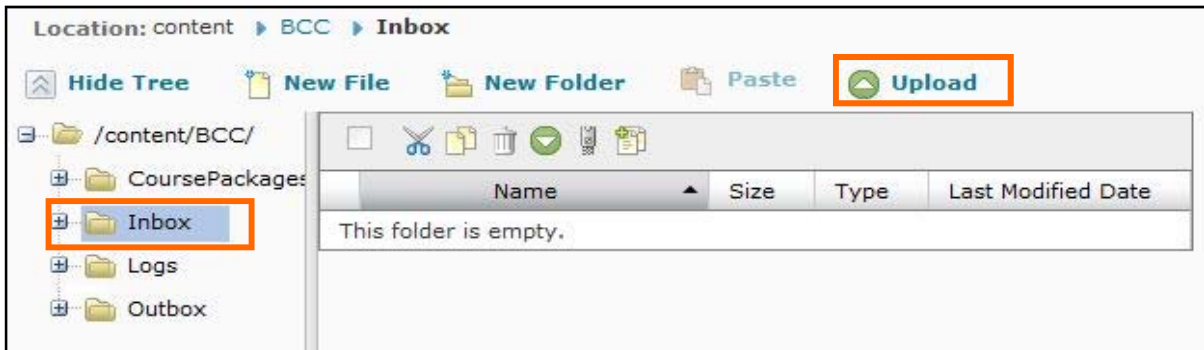
Hide Tree New File New Folder Paste Upload

/content/BCC/

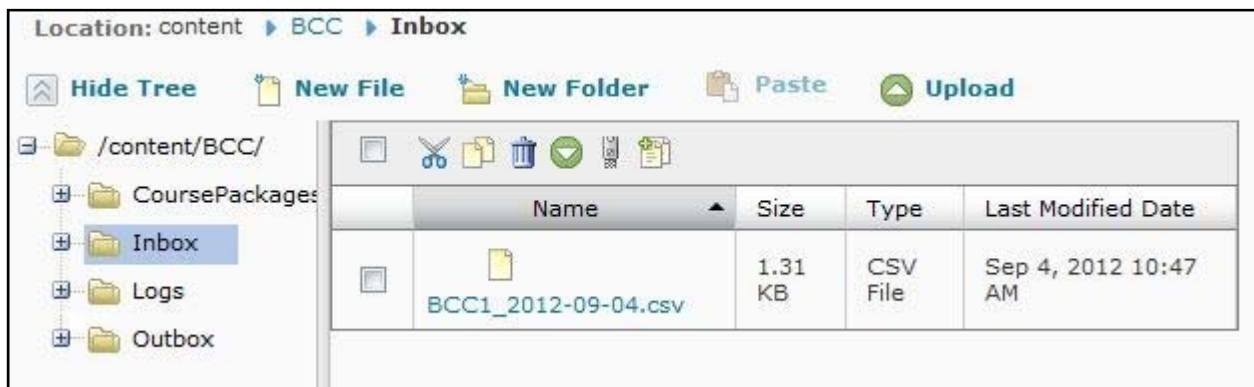
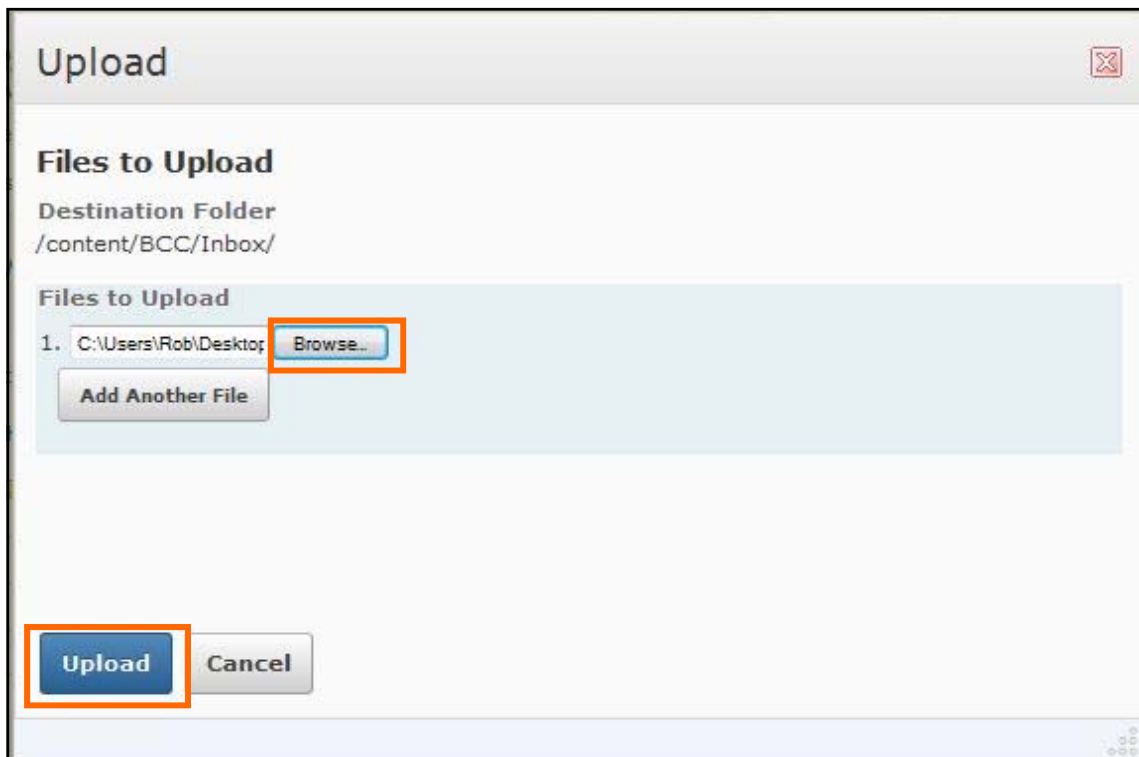
- CoursePackages
- Inbox
- Logs
- Outbox

Name	Size	Type	Last Modified Date
CoursePackages		Folder	Jun 26, 2012 11:55 AM
Inbox		Folder	Sep 4, 2012 10:47 AM

Select the **Inbox** folder and then select **Upload**.

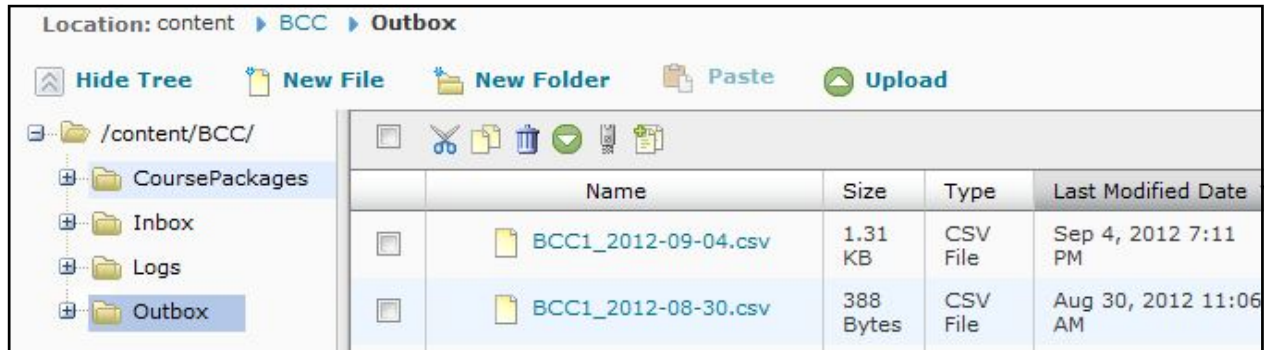


Browse to locate the CSV file on your desktop and then **Upload** it into the BCC Inbox.

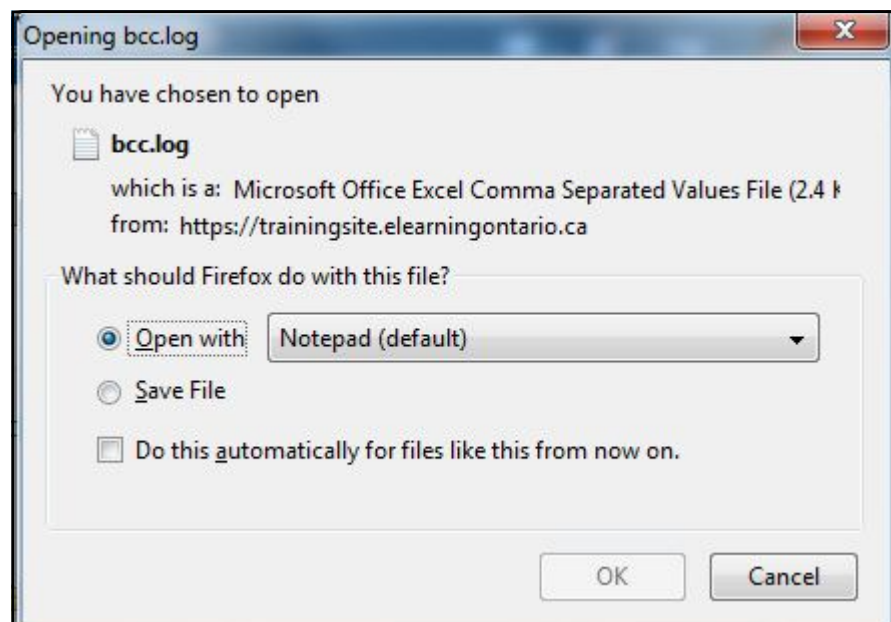
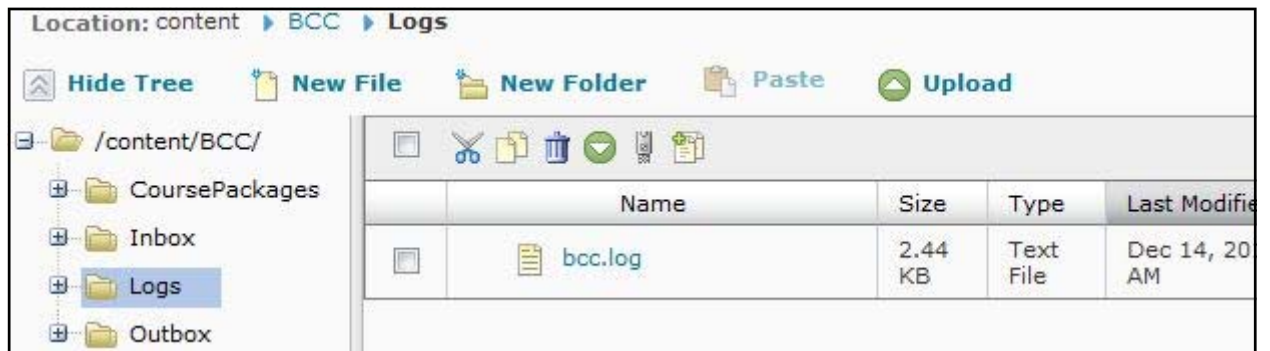


Course Management Utility Guide

The next day, if you return to the **BCC folders** you will see that the CSV file has been moved to the **Outbox**.

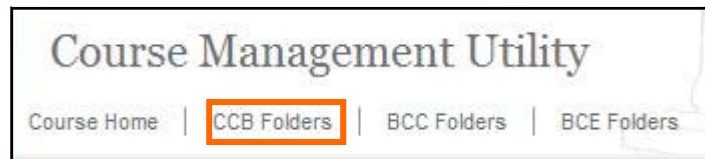


If the process has not run properly, select the **Logs** folder and open the .log file in notepad to see where the problem was.

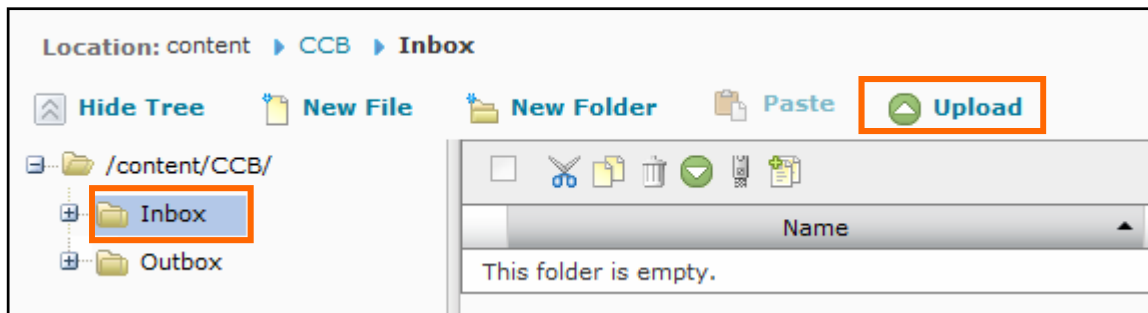


Course Management Utility Guide

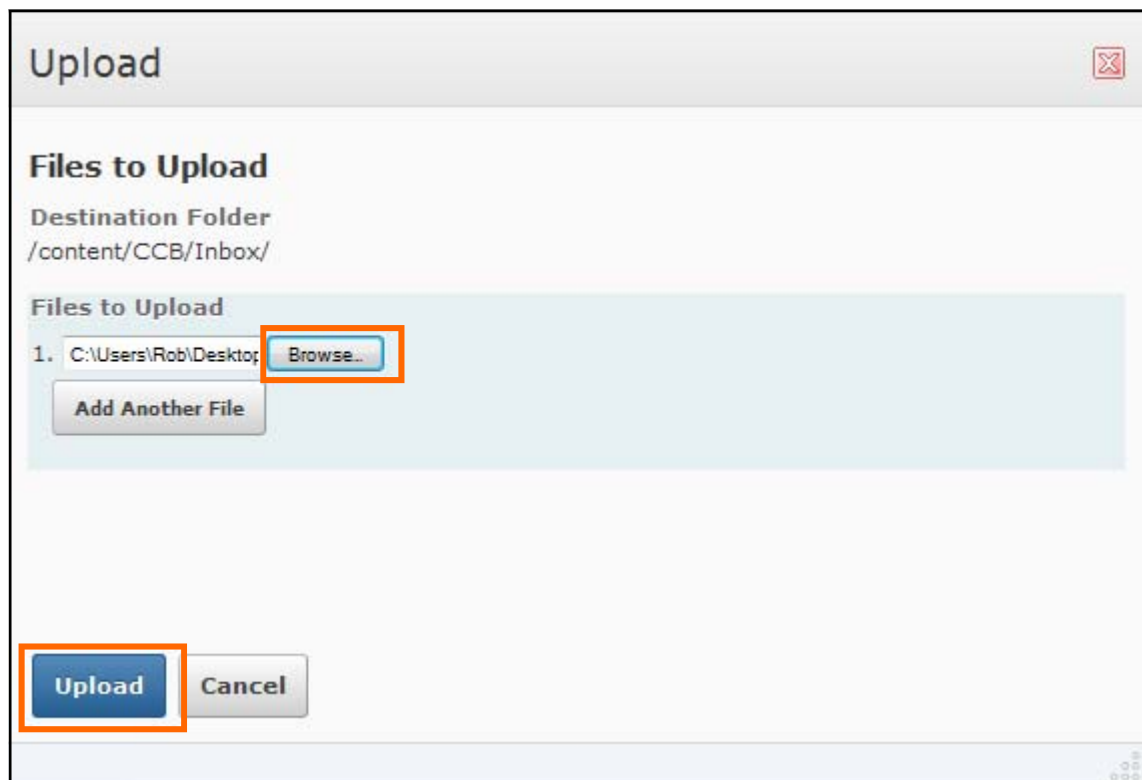
The following day, select the **CCB Folders** link on the nav bar in the CMU course and a window will open with the BCC folders.



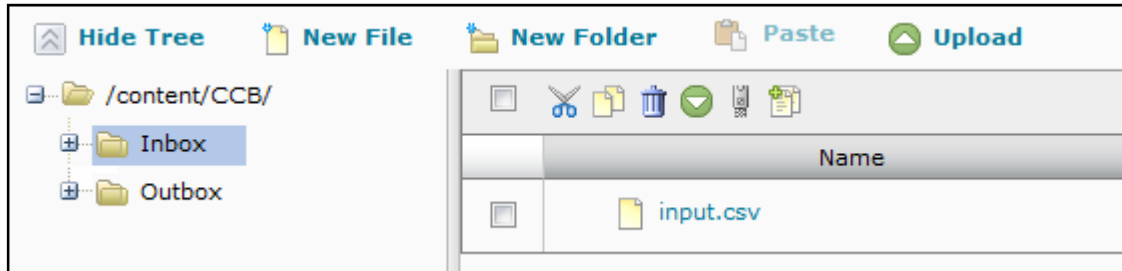
Select the **Inbox** folder and then select **Upload**.



Browse to locate the **input.csv** on your desktop and then **Upload** it into the CCB Inbox.

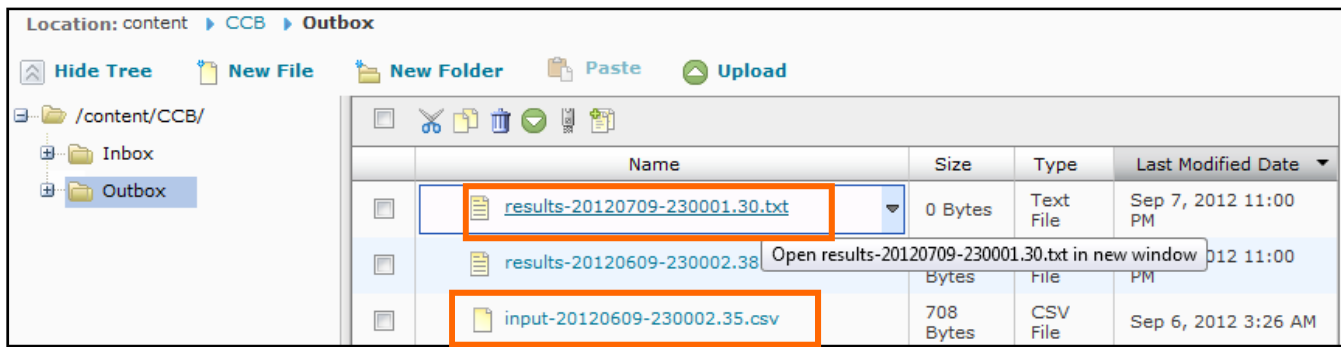


Course Management Utility Guide



The next day, if you return to the **CCB folders** you will see that the CSV file has been moved to the **Outbox** and renamed with some date information.

If the process has not run properly, select the most recent results file in the Outbox and open it in notepad to see where the problem was.



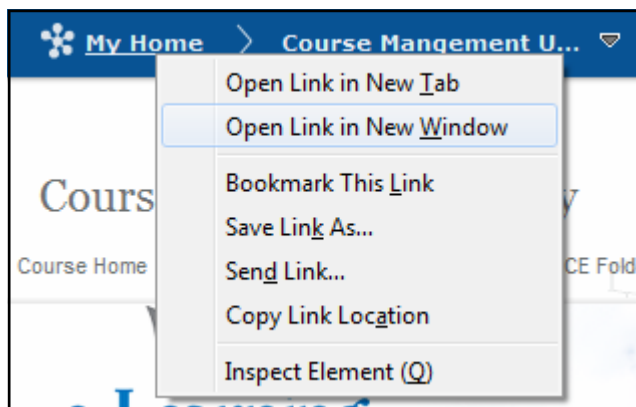
Exporting Course Packages—BCE

This option lets you export one or more course packages from existing course offerings. The course packages will need to be placed in the Course Packages folder in the BCC folders so you can use them with the BCC tool to once again create course offerings. This may sound like adding a step, but it is useful for storing or distributing courses.

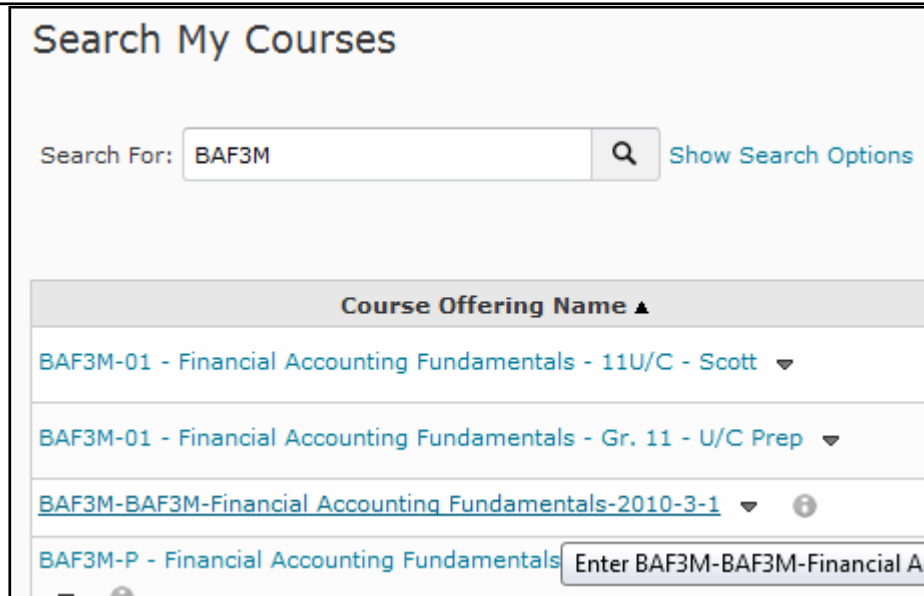
To use the BCE you need the OU# and the Course Offering Code of the course you wish to export.

To get this information you should open the org in a new window.

Right-Click on **My Home** and then select **Open Link in New Window**.

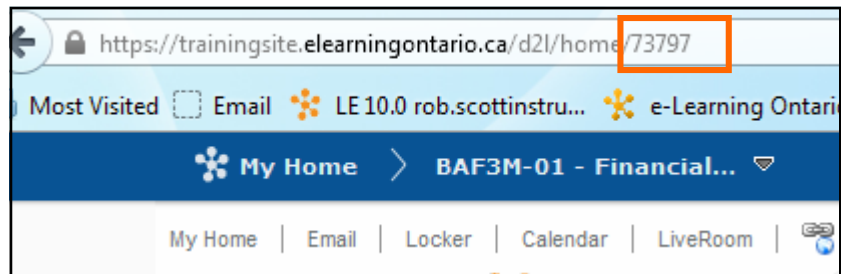


Search for the course that you want to copy the components *from* and select it.

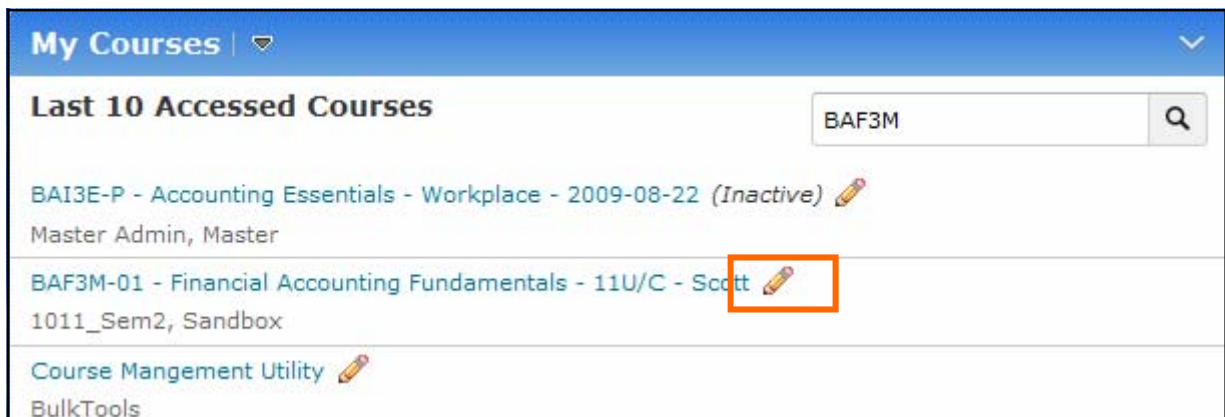


Course Management Utility Guide

Once in the course, at the end of the address in the URL, you will see the OU#. In this example it is 73797. You can put this into the OU# field in the BCE form.

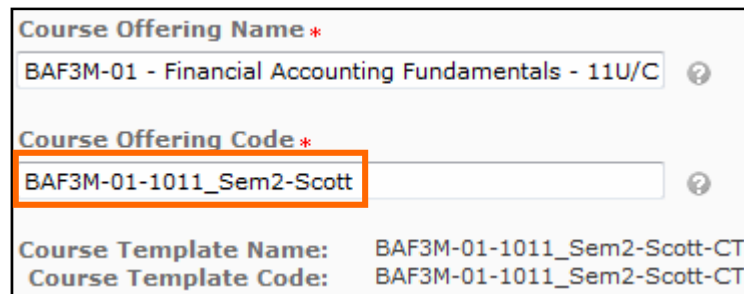


Now return to **My Home** and locate the same course again in the My Courses Widget. Select the **Pencil icon** next to it.



If there is no Pencil icon, you can turn this feature on in the DOME — Config Variable Browser, All Variables, Tools, Homepages, HasInlineEdit.

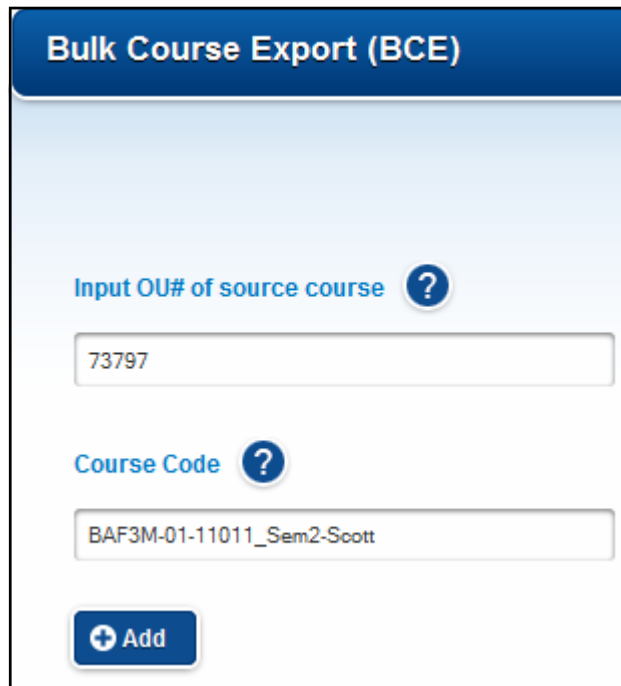
From this page, you can get the Course Code.

A screenshot of a form with the following fields:

- Course Offering Name ***: BAF3M-01 - Financial Accounting Fundamentals - 11U/C
- Course Offering Code ***: BAF3M-01-1011_Sem2-Scott (highlighted with an orange box)
- Course Template Name:** BAF3M-01-1011_Sem2-Scott-CT
- Course Template Code:** BAF3M-01-1011_Sem2-Scott-CT

Course Management Utility Guide

Complete the BCE form and then select **Add**. You can add more than one course. When done, select **Download CSV**. It will be called BCE_date.csv.

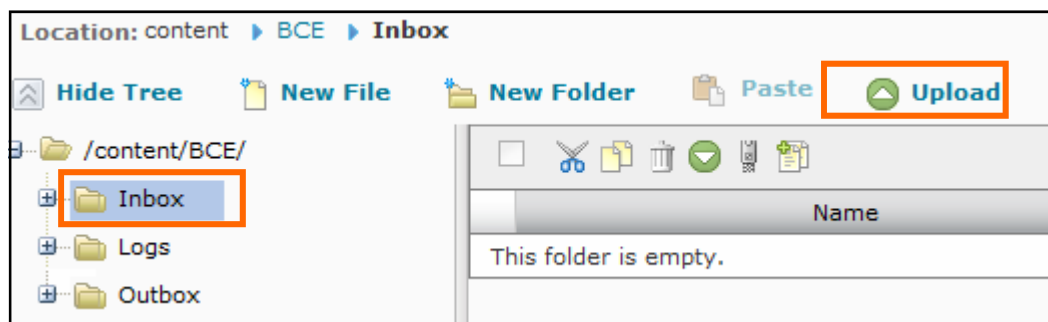


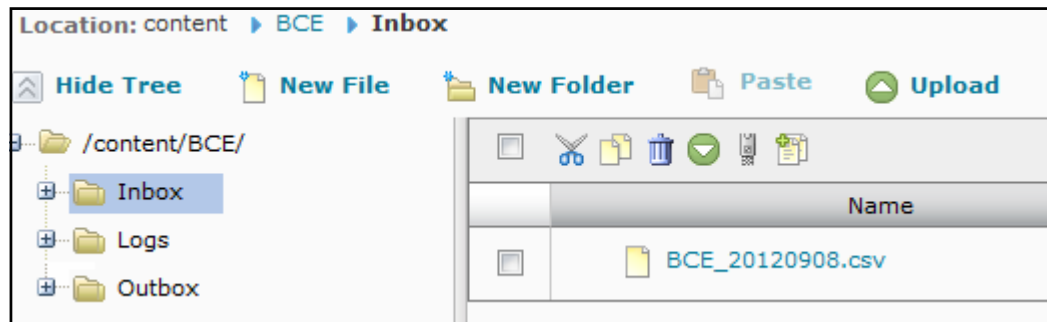
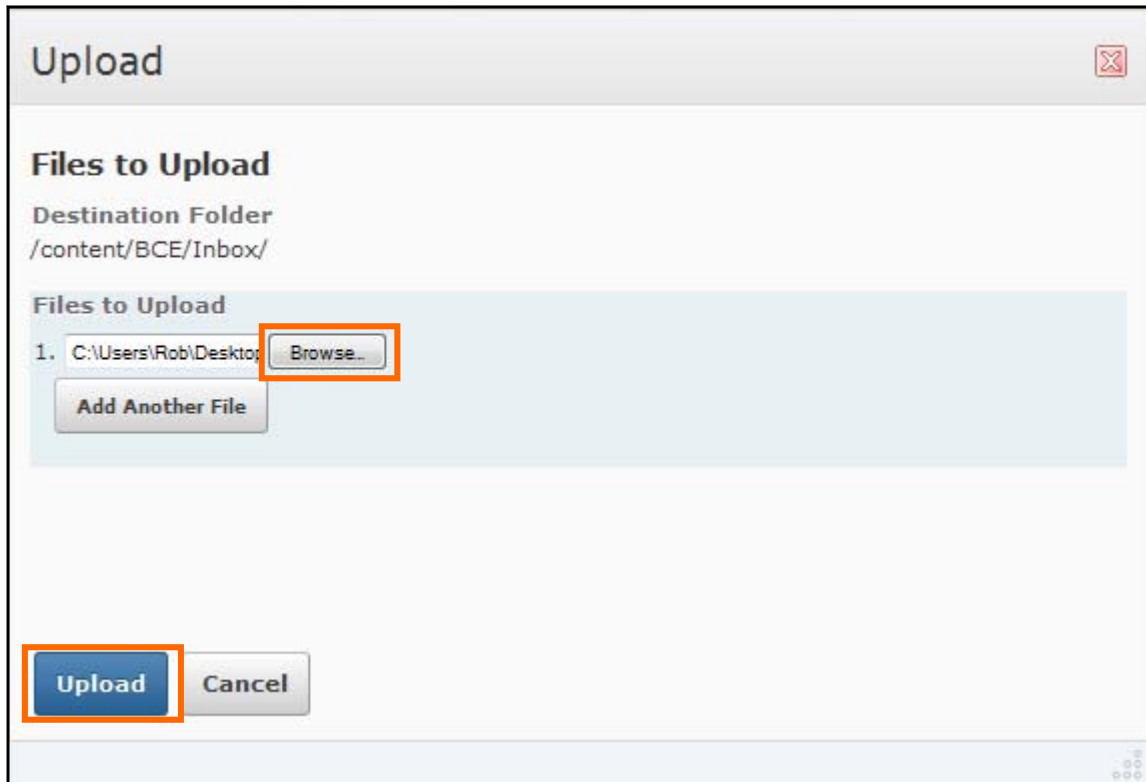
The image shows a web form titled "Bulk Course Export (BCE)". It has a blue header with the title. Below the header, there are two input fields. The first is labeled "Input OU# of source course" with a question mark icon, and it contains the text "73797". The second is labeled "Course Code" with a question mark icon, and it contains the text "BAF3M-01-11011_Sem2-Scott". At the bottom left of the form is a blue button with a plus sign and the text "Add".

Now select the **BCC Folders** link and a window will open with the BCC folders.



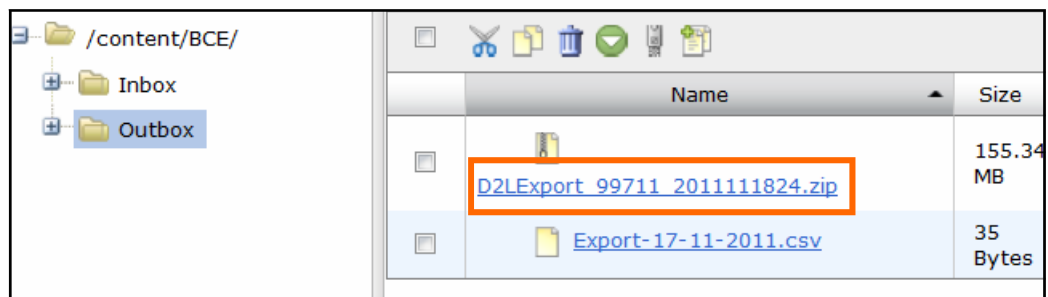
Navigate to the Inbox and upload the new csv file.





The process will run overnight and the csv file will be moved to the Outbox folder.

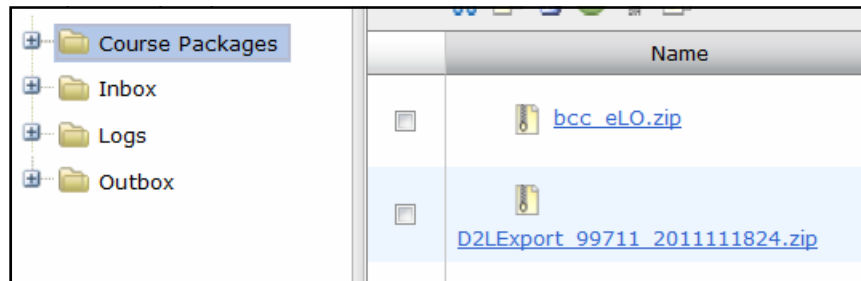
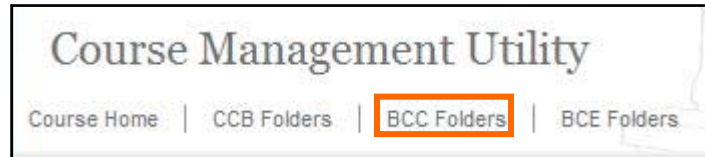
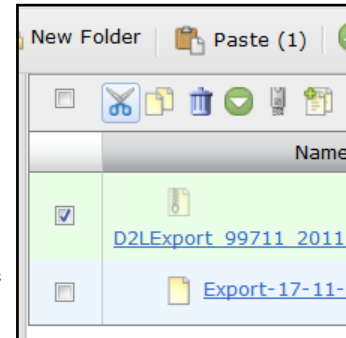
The course packages will also be exported to the Outbox folder.



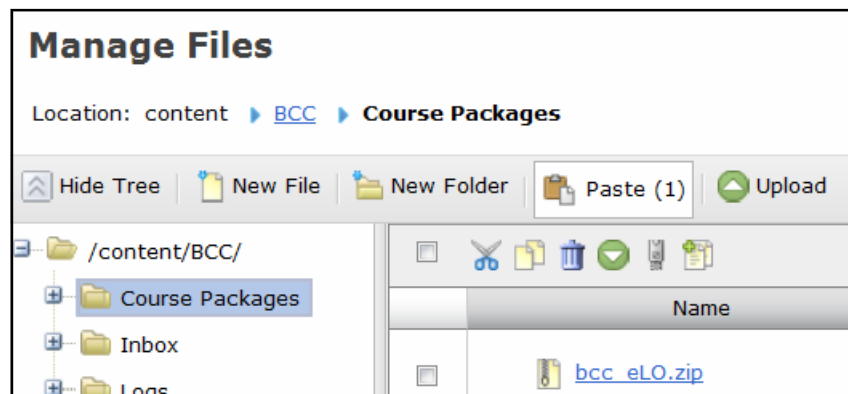
Course Management Utility Guide

To use this course package with the BCC tool, you will need to move it to the Course Packages folder in the BCC folders. To do this, first select the **check box** beside the course package, and then select the **Scissors** icon to cut it.

Then switch to the **BCC folders** and navigate to the **Course Packages** folder.

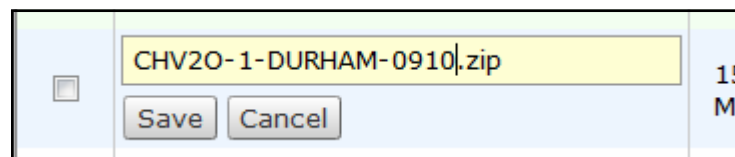
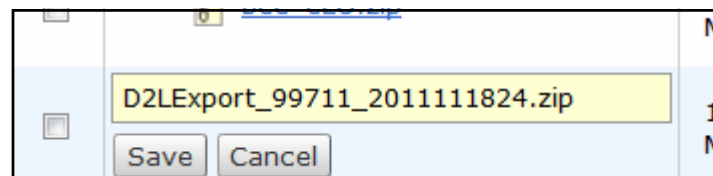
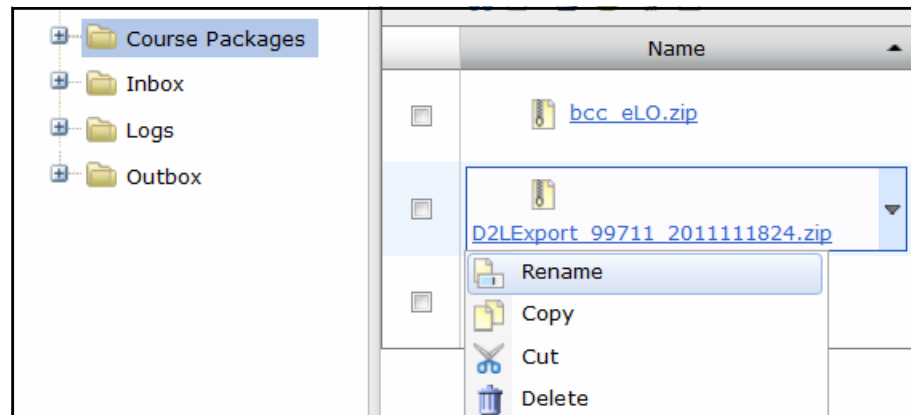


Then select **Paste** to put the package here.



Course Management Utility Guide

It is a good idea to re-name the course package so you can identify it later when you need to re-use the course. It makes sense to use the original course offering code as this will be unique.



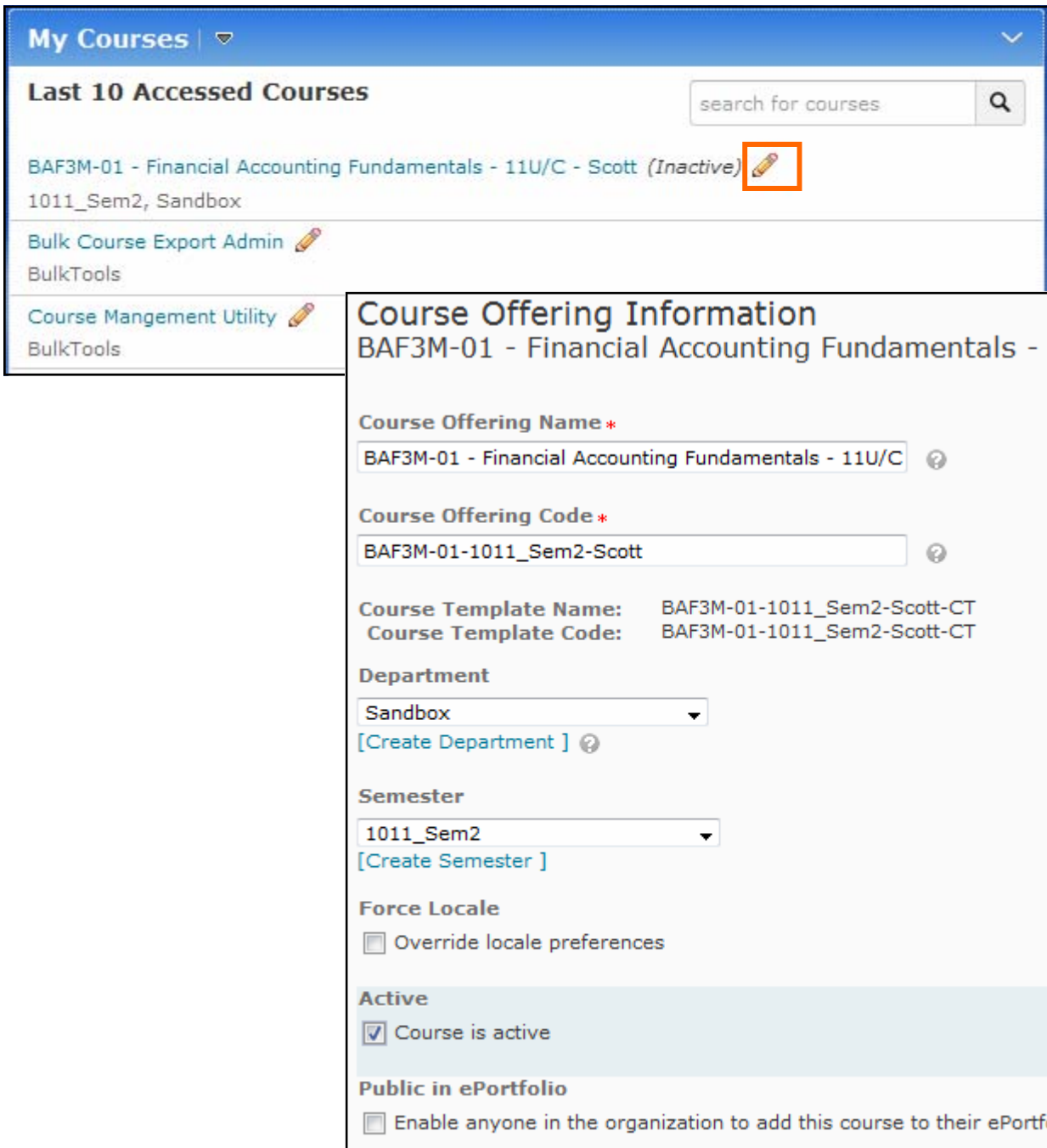
Now you can now run the BCC tool as described earlier to create new course offerings from this package.

Appendix A—Activating Courses

Courses added using the CMU and SIS integration are normally *Inactive*. This means that students can not see them, although teachers can. Courses should be activated at the beginning of a semester, and then de-activated again shortly after the end of the semester.






To activate a course, select the Pencil icon beside the course name in the My Courses widget. Then check off **Course is active** and then **Save** at the bottom left.



The screenshot shows the "My Courses" widget with a list of courses. The first course, "BAF3M-01 - Financial Accounting Fundamentals - 11U/C - Scott (Inactive)", has a pencil icon highlighted with an orange box. Below the widget, the "Course Offering Information" form is displayed for the selected course. The form includes fields for Course Offering Name, Course Offering Code, Course Template Name, Course Template Code, Department, Semester, Force Locale, Active, and Public in ePortfolio.

My Courses | ▾

Last 10 Accessed Courses 🔍

- BAF3M-01 - Financial Accounting Fundamentals - 11U/C - Scott (Inactive) 
- Bulk Course Export Admin 
BulkTools
- Course Mangement Utility 
BulkTools

Course Offering Information
BAF3M-01 - Financial Accounting Fundamentals -

Course Offering Name *
 ?

Course Offering Code *
 ?

Course Template Name: BAF3M-01-1011_Sem2-Scott-CT
Course Template Code: BAF3M-01-1011_Sem2-Scott-CT

Department
 ▾
[\[Create Department \]](#) ?

Semester
 ▾
[\[Create Semester \]](#)

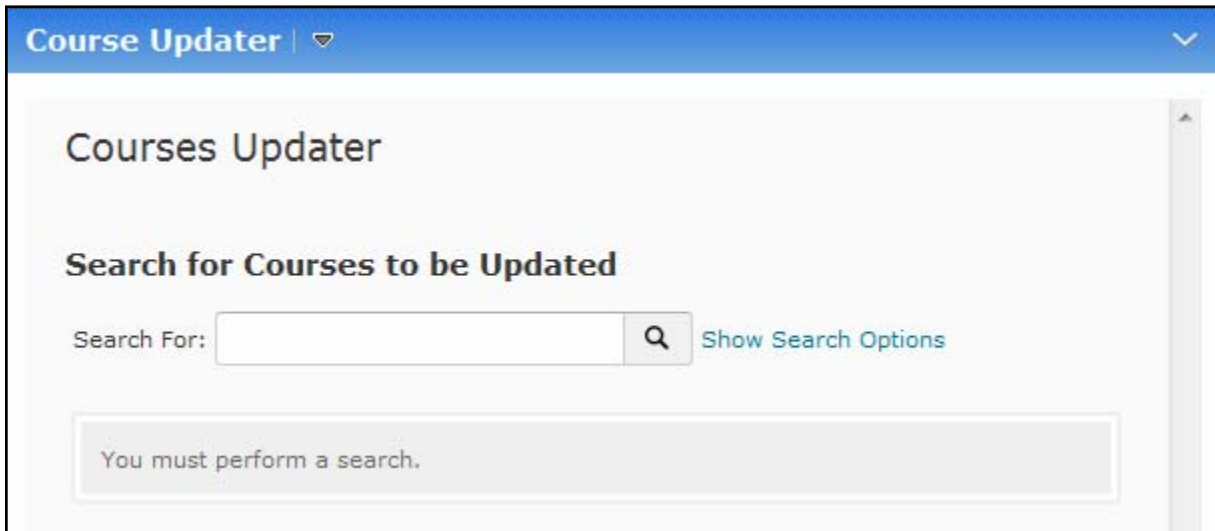
Force Locale
 Override locale preferences

Active
 Course is active

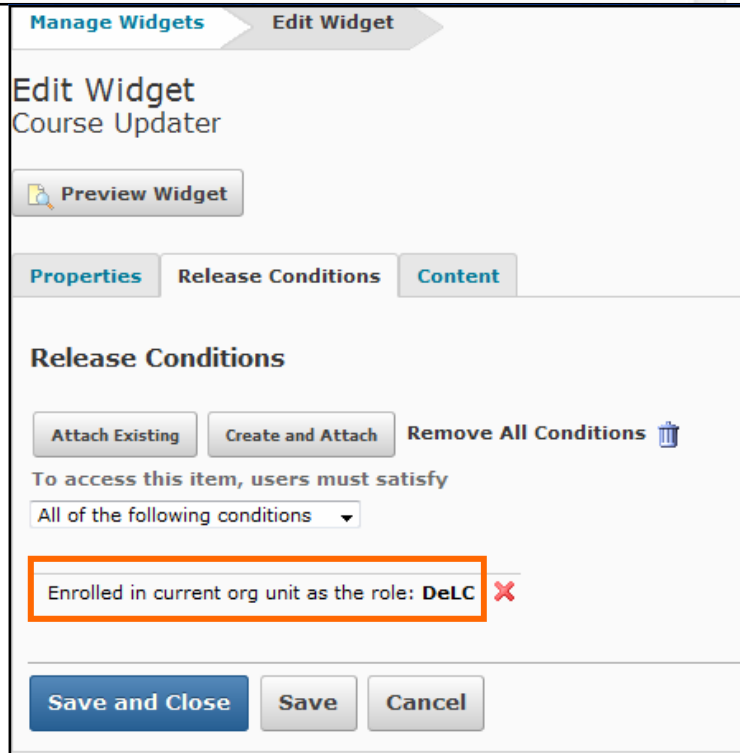
Public in ePortfolio
 Enable anyone in the organization to add this course to their ePortf

With SIS integration, it is possible that there could be hundreds of courses to activate at the beginning of a semester and de-activate at the end. Also, with SIS integration, the students are not put into the course until it has been activated. It is very important however **NOT** to activate courses which have not been requested by a teacher as students would then be in the course “unattended”.

To activate courses in bulk, make sure the Course Updater widget is on your home page or in a course you use to manage the LMS.

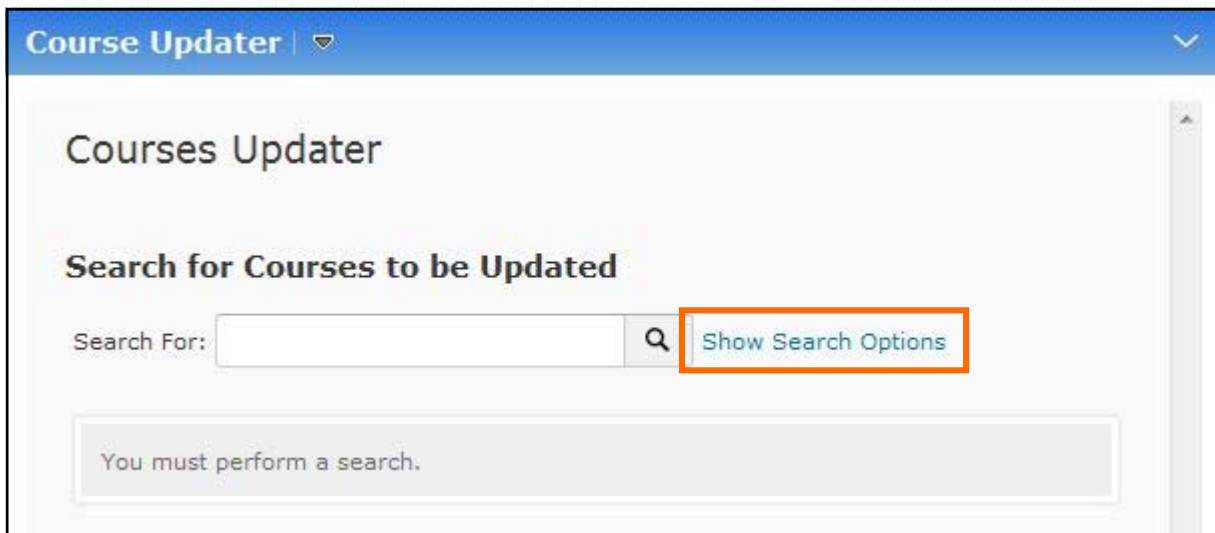


It is important that the restrictions on this widget are set to **Enrolled in current org unit as the role: DeLC.**



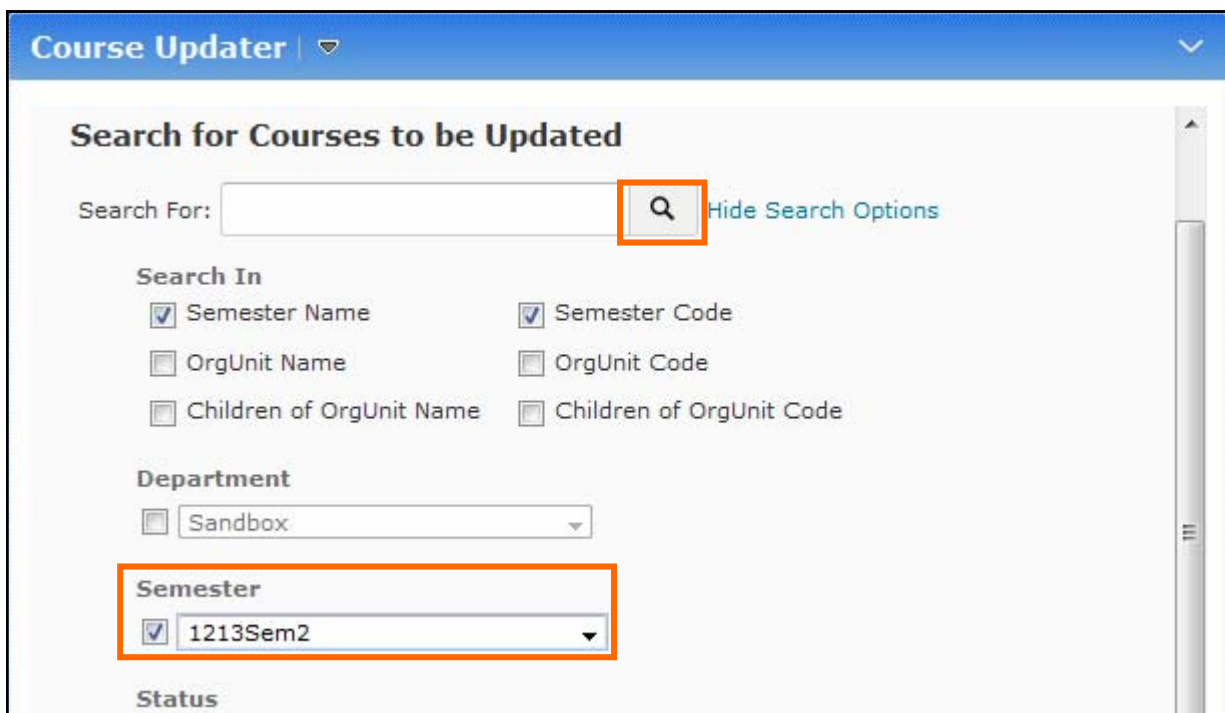
Course Management Utility Guide

To activate all of the courses in a semester, select **Show Search Options**.



The screenshot shows the 'Course Updater' application window. The title bar reads 'Course Updater |'. Below the title bar, the main heading is 'Courses Updater'. Underneath, there is a section titled 'Search for Courses to be Updated'. This section contains a 'Search For:' text input field, a magnifying glass search icon, and a button labeled 'Show Search Options' which is highlighted with an orange border. Below the search area, a grey message box contains the text 'You must perform a search.'

Then pick the **Semester**, and then select the **Search icon**.



The screenshot shows the 'Course Updater' application window with the search options expanded. The title bar reads 'Course Updater |'. The main heading is 'Search for Courses to be Updated'. Below this, there is a 'Search For:' text input field, a magnifying glass search icon (highlighted with an orange border), and a button labeled 'Hide Search Options'. Underneath, there is a section titled 'Search In' with several checkboxes: 'Semester Name' (checked), 'Semester Code' (checked), 'OrgUnit Name' (unchecked), 'OrgUnit Code' (unchecked), 'Children of OrgUnit Name' (unchecked), and 'Children of OrgUnit Code' (unchecked). Below this is a 'Department' section with a dropdown menu set to 'Sandbox'. At the bottom of the search options, there is a 'Semester' section with a dropdown menu set to '1213Sem2' (highlighted with an orange border). Below the search options, there is a 'Status' section.

Course Management Utility Guide

Then scroll down and select **Update Course Active Status**, and select **Active**. Then Select the Update Courses button and confirm that you want to update them.

10 per page

OrgUnit Name ▲	OrgUnit Code	Start Date	End Date	Active
ASM20-02-Media Arts-Scott	EL_ARTS_ASM20-02_111_1213Sem1	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	
ASM20-11-Media Arts-Scott	CR_ASM20_ASM20-11_543627_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	
ASM20-12-Media Arts-Scott	CR_ARTS_ASM20-12_12345_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	
ASM20-Media 15-07-Flintstone	BL_ARTS_ASM20-07_12345_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	
Visual Arts-06-Scott	CR_ARTS_AVI4M-06_1234567_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	

10 per page

Update Courses

Update Course Start Dates

9/8/2012 3 52 PM
Canada - Toronto

Update Course End Dates

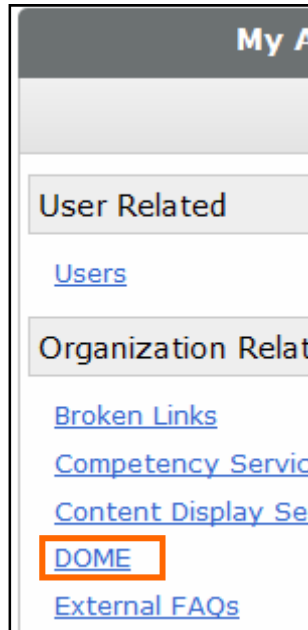
9/8/2012 3 52 PM
Canada - Toronto

Update Course Active Status

Active ▼

OrgUnit Name ▲	OrgUnit Code	Start Date	End Date	Active
ASM20-02-Media Arts-Scott	EL_ARTS_ASM20-02_111_1213Sem1	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	✓
ASM20-11-Media Arts-Scott	CR_ASM20_ASM20-11_543627_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	✓
ASM20-12-Media Arts-Scott	CR_ARTS_ASM20-12_12345_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	✓
ASM20-Media 15-07-Flintstone	BL_ARTS_ASM20-07_12345_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	✓
Visual Arts-06-Scott	CR_ARTS_AVI4M-06_1234567_1213Sem2	Jan 1, 0001 6:42 PM	Dec 30, 9999 6:59 PM	✓

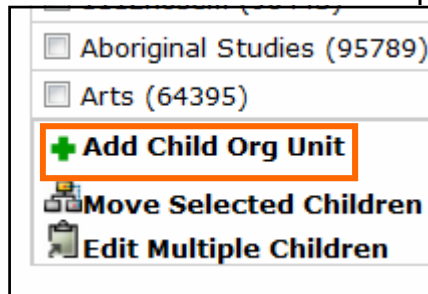
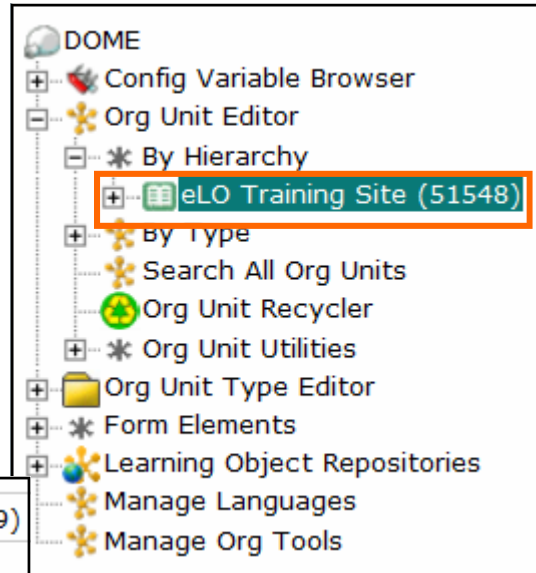
Appendix B Creating Departments and Semesters



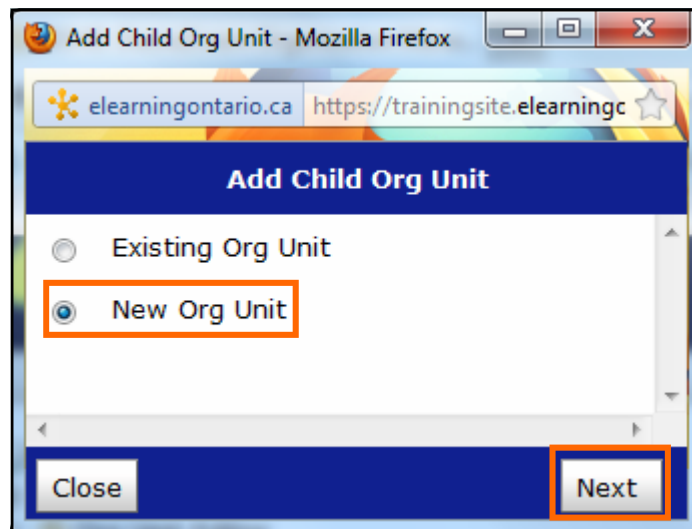
When you need to add a Semester (or Department), you can do that in the DOME. To begin, select **DOME** from My Admin Tools.

Then navigate to the parent object for your org (**Org Unit Editor, By Hierarchy, top object listed – your org**).

Then select + **Add Child Org Unit**.



Then select **New Org Unit** from the dialogue box and then Next.



Course Management Utility Guide

Next choose the **Org Unit Type**, Semester in this case, and fill in the **Org Unit Name** and **Org Unit Code**. The Org Unit Code should not already exist and can be the same as the Org Unit Name.

Semesters and Departments do not need a special Org Unit Path:

Add Child Org Unit - Mozilla Firefox

elearningontario.ca https://trainingsite.elearningontario.ca/d2l/tools/fram

Add Child Org Unit

Org Unit Type: Semester

Org Unit Name: 1213_Sem1

Org Unit Code: 1213_Sem1

Org Unit Path: /content/

Close Next

Finally, click on the **Next** button to attach the new org unit to your org.

Add Child Org Unit - Mozilla Firefox

elearningontario.ca https://trainingsite.elearningontario.ca/d2l/tools

Add Child Org Unit

Org Unit has been created -- 104722

Click next to attach this new org unit as a child.

Close Next

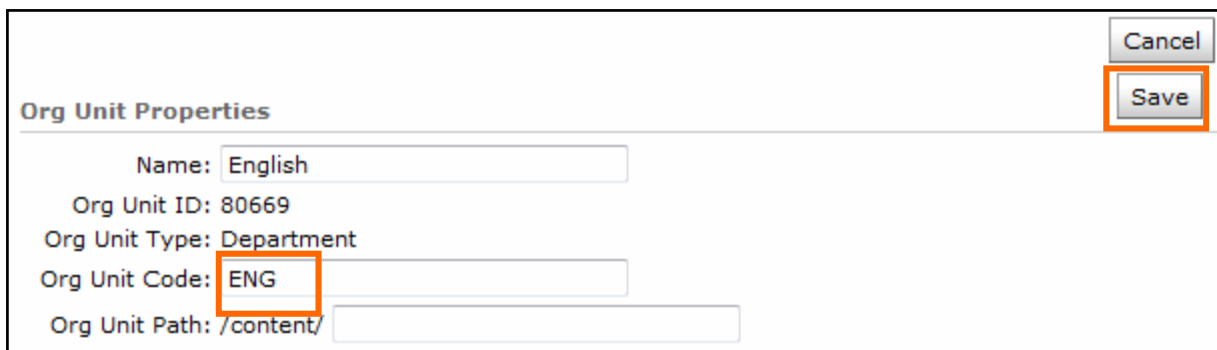
Course Management Utility Guide

To change the course code for an existing department so it will match the codes required by the CMU and SIS integration, once again go into the **DOME**. Select **Org Unit Editor, By Type**, and then **Department**.

Then select the Department you want to edit, and select the **Edit** button.



Put in the correct Department Code (Org Unit Code) and select **Save**.



List of Departments and Codes

Alternative Courses (non-credit)	ANC
Arts	ARTS
Business Studies	BUS
Classical and International Languages	CIL
Computer Studies	CS
Canadian and World Studies	CWS
English	ENG
English As a Second Language and English Literacy Development	ESLELD
French as a Second Language	FSL
Grade 1	G1
Grade 2	G2
Grade 3	G3
Grade 4	G4
Grade 5	G5
Grade 6	G6
Grade 7	G7
Grade 8	G8
Guidance and Career Education	GUI
Health and Physical Education	HPE
Interdisciplinary Studies	IS
Junior Kindergarten	JK
Mathematics	MAT
Native Studies	NS
Native Languages	NS
Other	OTH
Science	SCI
Senior Kindergarten	SK
Social Sciences and Humanities	SSH
Technological Education	TE

List of Semesters and Codes

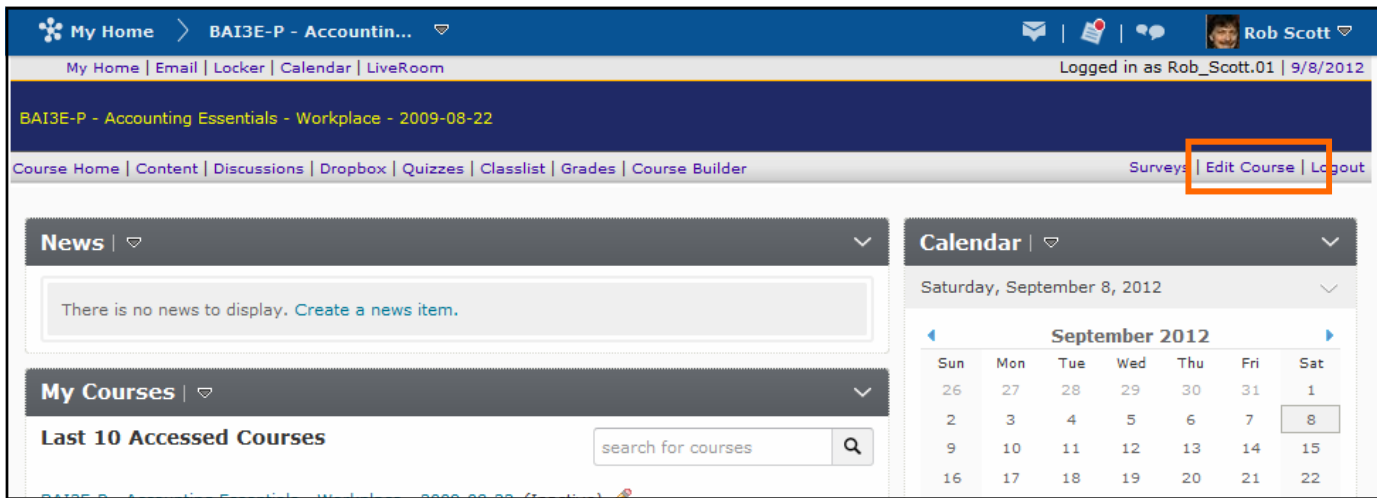
2012 2013	1213
2012 2013 Semester 1	1213Sem1
2012 2013 Semester 2	1213Sem2
2013 2014 Semester 1	1314Sem1
2013 2014 Semester 2	1314Sem2
2013 Summer School	2013SS
2014 Summer School	2014SS

Appendix C—Components Fail to Copy

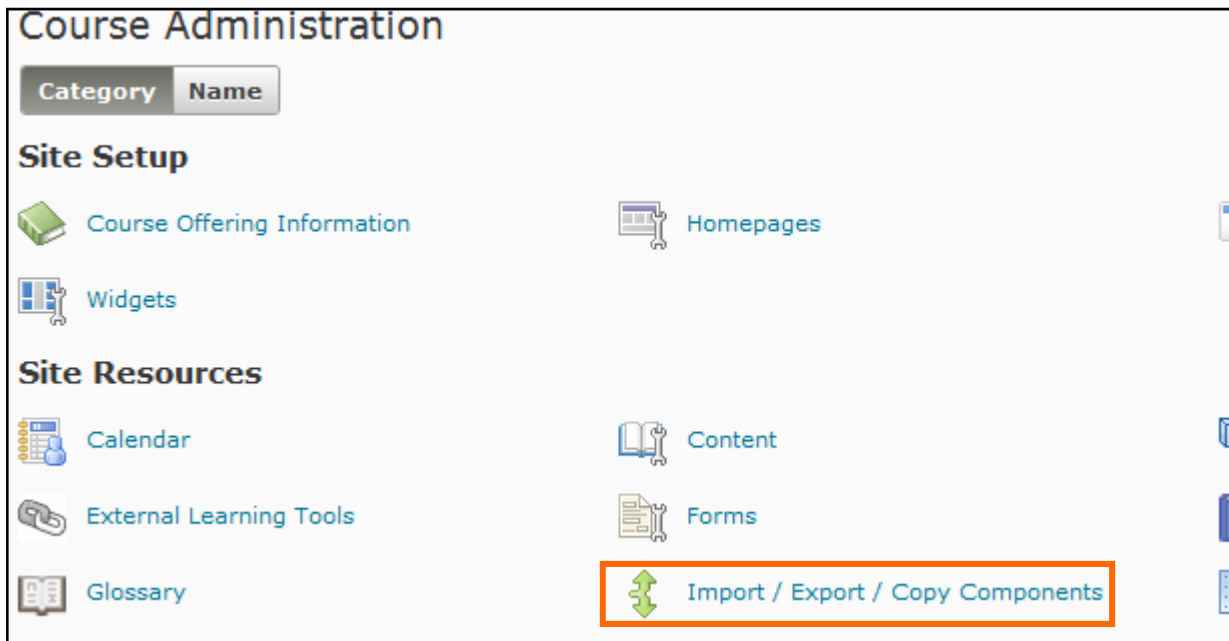
To avoid having to copy files over a few at a time, use the CCB.

If you are copying components into a course shell, it is not uncommon that the process times out and the components, especially the course files, do not all copy over. If this happens, the best thing to do is to go into the course and copy them in a few at a time.

First go into the course. Then select **Edit Course**.



Then select **Import / Export / Copy Components**.



Make sure **Copy Components from Another Org Unit** is selected.
Then select **Start**.

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit
Protected Resources:
 Include protected resources

Export Components
Course Files: Include course files in the export package ?

Import Components

Then Select **Search for offering**.

Current Course Components

> [Show the current course components](#)

Copy the selected course components

Existing Offering
--- Select Offering ---
[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Select the course offering you want to copy the components *from* and press **Add Selected**.

Offering Code ▲	Offering Name
<input checked="" type="radio"/>	EL_BUS_BAI3E-01_111111_1213Sem1
BAI3E-0	

Choose Components to Copy

- Select All Components
 - Content** (179 item(s))
 - Copy all items
 - Select individual items to copy
 - Content Display Settings**
 - Copy all items
 - Course Files** (2253 item(s))
 - Copy all items
 - Select individual items to copy
 - Discussions** (19 item(s))
 - Copy all items
 - Select individual items to copy
 - Dropbox** (26 item(s))
 - Copy all items
 - Select individual items to copy
 - Grades Settings**
 - Copy all items
 - Quizzes** (4 item(s))
 - Copy all items
 - Select individual items to copy
 - Release Conditions**
 - Copy all items

In a few seconds, the list of components will come up. Select **Course Files** and **Select individual items to copy**. Then select the **Continue** button.

Select Course Files

Select Files to Copy

Select All
[Expand All](#) [Collapse All](#)

- BAI3EPU00
- BAI3EPU01
- BAI3EPU02
- BAI3EPU03
- BAI3EPU04
- BAI3EPU05
- BAI3EPU06
- BAI3EPU06.zip
- Discussion Links.html
- discussion_d2l_1.xml
- discussion_d2l_2.xml
- discussion_d2l_3.xml
- discussion_d2l_4.xml
- discussion_d2l_5.xml
- Dropbox Links.html
- dropbox_d2l.xml
- grades_d2l.xml
- Quiz Links.html
- quiz_d2l_53199.xml
- quiz_d2l_53201.xml
- quiz_d2l_53202.xml
- quiz_d2l_53203.xml

Select a couple of units and other files at the root. Then select the **Continue button**.

Next select the **Finish button** to confirm you want to copy these components.

Confirm Components to Copy

Course Files
393 of 2253 item(s) selected to copy. [Modify](#)

Repeat the process to get the other units.