

Courses

Description

Courses allow instructors to present material to students in a structured environment. (To present a Course within Epsilen, the instructor or institution must have an appropriate Epsilen license.)

Purpose

Participate in a Course to further your knowledge of the subject in question.

1. Each of your current courses are listed under **Course** (Figure 1). To enter each specific course, click on each course's hyperlink.

The screenshot shows the 'Courses' page in the Epsilen system. On the left is a navigation menu with options like 'My ePortfolio', 'Groups', 'Courses', 'Create Course', 'Search Courses', 'My Invitations', 'My Requests', 'Calendar', 'Learning Matrix', 'Epsilen Mail', 'Files / Folders', 'My Networks', 'Share It', 'Take Notes', 'Search Epsilen', 'Time Tracker', and 'Rubrics'. The main content area is titled 'Courses' and includes a sub-header 'Use the Courses tool (Epsilen Global Learning System, or GLS) to access and manage your courses. [Create a new course](#)'. Below this are tabs for 'Courses', 'Archived Courses', 'Courses Open to My Institution', 'Courses Open to All Epsilen', and 'Course License Status'. The main table lists several courses with the following data:

Course	Description	My Role	Messages	Forums	Starts/Ends	Action
Intermediate Accounting Y10.0171-Y10.0171800 Members: 14		Guest			01/24/2009 05/23/2009	
Introduction to Epsilen EP101-1 Members: 8	This is an introduction to Epsilen Demo course.	Student	1 Unread		09/17/2006 01/01/2010	
Introduction to Literature: The Craft of Reading Y20.6241-Y20.6241100 Members: 20		Guest		17 Unread	01/21/2009 05/20/2009	
Introduction to Nurse Paralegalism 1 Members: 23	This course provides an introduction to the principles of paralegalism. Read more about Introduction to..	Guest	341 Unread		05/21/2008 01/23/2009 Archive Now	
Legal Aspects of Healthcare Y13.2670-Y13.2670100 Members: 26	This course provides a working knowledge of health law. Read more about Legal Aspects..	Guest	1 Unread		01/23/2009 05/22/2009	

Figure 1

2. Next, you will find the **Description** of each course.
3. **My Role** shows your affiliation (Guest, Student, Assistant, Instructor or Administrator) in the course.
4. **Messages** and **Forums** display your unread communications for each course.
5. **Starts/Ends** provides the dates for which the course begins and closes. When a course has concluded, you will have the opportunity to archive the course by clicking **Archive Now**.
6. **Actions** allows you to enter the course (), archive the course (), and if you have the authorization, delete the course (.

Archived Courses



- Once you have archived a course by clicking **Archive Now**, the course will be viewable under the **Archived Courses** tab (Figure 2). With this tab, you have all of the same functions that were available under the **Courses** tab.

The screenshot shows the Epsilen system interface with the 'Archived Courses' tab selected. The sidebar on the left contains navigation options such as 'My ePortfolio', 'Groups', 'Courses', 'Create Course', 'Search Courses', 'My Invitations', 'My Requests', 'Calendar', 'Learning Matrix', 'Epsilen Mail', 'Files / Folders', 'My Networks', 'Share It', 'Take Notes', 'Search Epsilen', 'Time Tracker', 'Rubrics', 'Visitors', 'Help FAQ', 'Change Password', 'Show/Hide Tools', 'Epsilen Points', 'Invite New Members', 'Change Security Q/A', 'Disable Menu Tips', and 'Log Out of Epsilen'. The main content area displays a table of archived courses with the following columns: Course, Description, My Role, Messages, Forums, Starts/Ends, and Action.

Course	Description	My Role	Messages	Forums	Starts/Ends	Action
Advanced Expository Writing ENWR204-1 Members: 22	This is an advanced writing course designed to ass Read more about Advanced Expository..	Guest			07/30/2008 12/24/2008	
Arabic to English Literary Translation X27.9797- X27.9797001 Members: 11		Guest			09/29/2008 12/21/2008	
College Writing II: Writing & Literary Study ENWR 106-13 Members: 23		Guest			08/27/2008 12/27/2008	
Competing Visions of Foreign Policy in the 2008 Presidential Elections 1 Members: 33	The United States is engaged in a world in which m Read more about Competing Visions..	Guest		12 Unread	06/20/2008 12/31/2008	
English to French Translation: An Introduction X27.8817-X27.8817001 Members: 12		Guest		102 Unread	09/29/2008 12/21/2008	
English to Spanish Translation: An Introduction (Online) X27.8804- X27.8804001 Members: 20		Guest		134 Unread	09/29/2008 12/21/2008	
Entrepreneurial Leadership: Are you Ready to be an Entrepreneur? 1 Members: 10		Guest			09/28/2008 02/25/2009	
Epsilen Faculty Training EFT101- 1 Members: 2	This course is for faculty training in licensed Ep Read more about Epsilen Faculty..	Instructor			08/03/2008 12/03/2008	
French to English Literary Translation X27.8813-X27.8813001		Guest		480 Unread	09/29/2008 12/21/2008	

Figure 2

Courses Open to My Institution

1. **Courses Open to My Institution** displays the courses to which your school or institution has access (Figure 3). If the Action column displays:
 - a. a  button, you can click it to join the Course.
 - b. a  button, you can click it to request membership to the Course.
 - c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
 - d. **Member**, you are already a member of this Course.







Course	Institution	School	Dept.	Instructor	Description	Members	Action
701TechWritingEngr Technical Writing ENGL1930- 701	University of Toledo	University of Toledo	English-- MIME	Michael Piotrowski	Instruction and practice in writing technical repo Read more about 701TechWritingEngr..	20	
702TechWritingEngr Technical Writing ENGL 1930- 702	University of Toledo	University of Toledo	English-- MIME	Michael Piotrowski	Instruction and practice in writing technical repo Read more about 702TechWritingEngr..	21	
705TechWritingEngr Technical Writing ENGL 1930- 705	University of Toledo	University of Toledo	English-- MIME	Michael Piotrowski	Instruction and practice in writing technical repo Read more about 705TechWritingEngr..	20	
Academic Discourse & Disciplines Composition 2 ENGL 1130- 901	University of Toledo	University of Toledo	English Language and Literature	Michael Piotrowski	In Academic Discourses & Disciplines, we study the Read more about Academic Discourse..	16	Member
College Composition II Academic Discourses and Disciplines 1130- 902	University of Toledo			Michelle Davidson		24	
Composition 1 1110- 903	University of Toledo	Arts and Sciences		Sabrina Peters-Whitehead		20	
Composition I 1110- 041	University of Toledo	University of Toledo	Department of English Language and	Deborah Coulter-Harris	Explanatory and persuasive writing in both persona Read more about Composition I..	47	

Figure 3

Courses Open to All Epsilen

1. **Courses Open to All Epsilen** provides a list of all the courses that any Epsilen user may access (Figure 4). To become a member, click **Click to Join this Course** (👤).

The screenshot shows the 'Courses' section of the Epsilen portal. The sidebar on the left contains various navigation options such as 'My ePortfolio', 'Groups', 'Courses', 'Create Course', 'Search Courses', 'My Invitations', 'My Requests', 'Calendar', 'Learning Matrix', 'Epsilen Mail', 'Files / Folders', 'My Networks', 'Share It', 'Take Notes', 'Search Epsilen', 'Time Tracker', 'Rubrics', and 'Visitors'. Below these are utility links like 'Help FAQ', 'Change Password', 'Show/Hide Tools', 'Epsilen Points', 'Invite New Members', 'Change Security Q/A', 'Disable Menu Tips', and 'Log Out of Epsilen'.

The main content area is titled 'Courses' and includes a sub-header: 'Use the Courses tool (Epsilen Global Learning System, or GLS) to access and manage your courses. [Create a new course](#)'. Below this are tabs for 'Courses', 'Archived Courses', 'Courses Open to My Institution', 'Courses Open to All Epsilen', and 'Course License Status'. The 'Courses Open to All Epsilen' tab is selected, displaying a table of courses.

Course	Institution	School	Dept.	Instructor	Description	Members	Action
Career & Self Evaluation UC1120	University of Toledo			Barbara Mauter	In-depth & interactive class that explores career Read more about Career &..	6	👤
English Composition 2 English 102 102 (1008)-G	Fort Hays State University	Arts & Sciences	English	Dan Kulmala	English Composition II builds on English Compositi Read more about English Composition..	26	👤
English Composition 2 English 102 102 (1012)-I	Fort Hays State University	Arts & Sciences	English	Dan Kulmala	English Composition II builds on English Compositi Read more about English Composition..	26	👤
English Composition 2 English 102 102 (1002)-D	Fort Hays State University	Arts & Sciences	English	Dan Kulmala	English Composition II builds on English Compositi Read more about English Composition..	24	👤
Gender Women's Studies <i>comparative and Costa Rican views</i> SOC 400/600- USAC-Costa Rica	University of Toledo			Mary Ellen Edwards	This course is designed to examine the relationshi Read more about Gender Women's..	3	👤
Introduction to Theatre TH111-1	Queensborough Community College	Queensborough Community College	Speech Communication & Theatre Arts	Robert Sweetnam		5	👤

Figure 4

2. Once you **Click to Join this Course**, you will need to complete the registration for the course (Figure 5) and click **Join**.

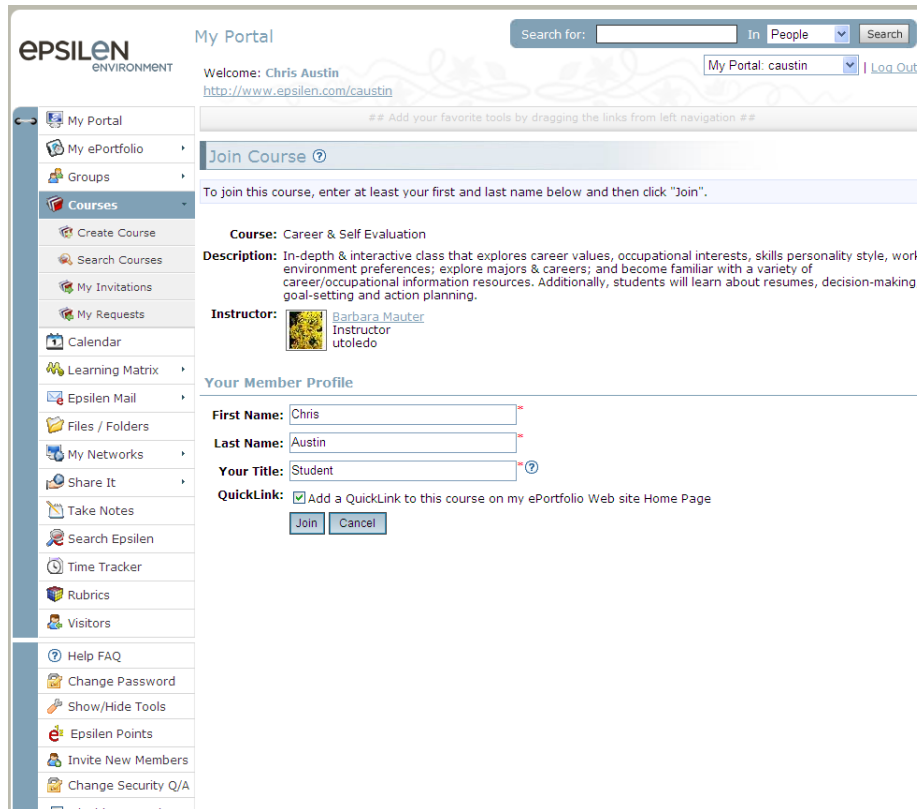


Figure 5

Course License Status

1. For instructors, the **Course License Status** tab allows them to check on the status of a course that they are preparing (Figure 6).
2. Statuses will either show as **Pending** (awaiting approval) or **Rejected** (with a brief comment from the administrator).
3. If a course was rejected, you may continue to work on the course and resubmit for approval (🔄).

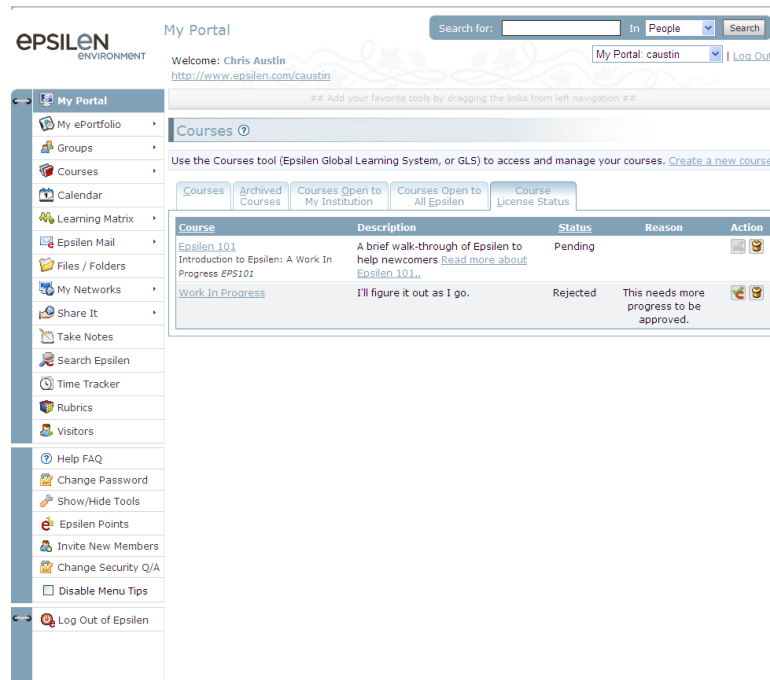


Figure 6