

## Holy Cross Course Management Software Creating a Course Website Quick Sheet

**Step One** Log-in to <http://cms.holycross.edu> using your Novell username and password

**Step Two** Select a course on the **Holy Cross CMS** webpage that you want to create

**Step Three Organizing your site**

1. Select **Control Panel** from the menu on the left hand side of the page
2. Select **Course Settings (Course Options) ⇒ Area Availability**
3. Choose the “Buttons” that you want included in your menu
  - Item 1 (Announcements) is required
  - Items 2-6 provide students with information about the course
  - Items 7-10 provide students with links to the communication tools  
(Section 2 allows you to pick the tools that you want to use)
  - Item 11 is for external links
  - Item 12 is for additional tools  
(NB: Section 3 allows you to pick the tools that you want to use)
4. Click **SUBMIT** when finished

**Step Four Add Course Announcements**

1. Select **Control Panel** from the menu on the left hand side of the page
2. Select **Announcements (Content Areas)**
3. **Add Announcement** (can be made permanent)
4. Click **SUBMIT** when finished

NB: **Announcements**, **Course Calendar** and **Tasks** can all be used to remind students of upcoming events.

**Step Five Add Course Documents, Staff Information or External Links**

1. Select **Control Panel** from the menu on the left hand side of the page
2. Select any category under **Content Areas**

3. **Add Item** (can paste text or attach files)
4. Click **SUBMIT** when finished

**Step Six      Discussion Board**

1. Select **Control Panel** from the menu on the left hand side of the page
2. Select **Discussion Board (Course Tools)**
3. **Add Forum**
4. Name and describe forum, Determine Settings
5. Click **SUBMIT** when finished
6. Click on **Forum** that you just created
7. **Add New Thread**
8. Write message
9. Click **SUBMIT** when finished

**Step Seven      Digital Drop Box**

1. Select **Control Panel** from the menu on the left hand side of the page
2. Select **Digital Drop Box (Course Tools)**
3. **Send File**
4. Select Users. Hold down CTRL key to select more than one.
5. Select File. Add title and comments as needed.
6. Click **SUBMIT** when finished
7. To send a file to a particular student(s), click **Send File**