

Managing Course Sites in FoxTALE

This table provides you with procedures for controlling access to your course site for the course's life.

Timeline	Task	Detailed Instructions
Upon establishing a course offering either you or the administrator for your course's program will:	<ol style="list-style-type: none"> 1. Request course site 2. Schedule training 	<ol style="list-style-type: none"> 1. Send to servicedesk@georgefox.edu: → Program/Major to which the course belongs → Course Catalog Number and Title → Instructor(s) → Course Start Date 2. Email Hybrid Learning Programs
Three days prior to first day of class	<ol style="list-style-type: none"> 1. Make course available to students 2. Send announcement to students via MyGFU 	<ol style="list-style-type: none"> 1. Course Home Page > Administration Block > Settings > Availability 2. Related Tip Sheets * → Enrolling Students in a Course → Email to Students through MyGFU → Student Login Guide
Date Final Grades Due	<ol style="list-style-type: none"> 1. Back up course site to your desktop for archiving 2. Back up course grades to an Excel file 	<ol style="list-style-type: none"> 1 and 2. Related Tip Sheet * → Archiving Courses
As soon as possible after the completion of the course	<ol style="list-style-type: none"> 1. Make previous term course site unavailable to students OR 1. Keep course available if you have any students with incompletes 2. Restore course OR 2. Send request to servicedesk@georgefox.edu to delete course OR copy course content to a new course site 	<ol style="list-style-type: none"> 1. Course Home Page > Administration Block > Settings > Availability 2. Tip Sheet: Restoring Courses *
When you no longer use a course site	<ol style="list-style-type: none"> 1. Ask Service Desk to delete course 	<ol style="list-style-type: none"> 1. Send request to servicedesk@georgefox.edu

* See the faculty FoxTALE website for tip sheets:

http://www.georgefox.edu/offices/inst_technology/it_servicedesk/foxtale/foxtale_faculty.html

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