

CARMEN FOR DUMMIES

warning: do NOT use Safari as your Browser, for MAC use: Mozilla 1.7 or Netscape Navigator 7.1

1. WHY you would want to use Carmen:

to have complete control of what is on the course site
you and registered students have automatic access
(you can give others access if you want)
gives up-to-date registration list & easy email contact with students

2 WHAT you can put on your Carmen website:

- a. text files (Microsoft word documents) .doc
- b. image files (powerpoint presentation) .ppt

3. Preparing files for uploading – convert above files to .pdf

[portable document file (pdf) reduces the file size & good for emailing]
for documents and for powerpoints, open document, then,
>menu bar > file > print > PDF > save as PDF (or, command+p >PDF)
>menu bar > file > print > PDF > compress PDF (or, command+p > compress PDF)
To further reduce file size (especially for powerpoints)
Open Adobe Acrobat Pro
>menu bar >file >open (open the pdf document to be further reduced)
>menu bar >file >reduce file size
(recommendation: keep PP presentations to around 25 frames)

3. Checking file size

Highlight unopened document, then
>menu bar >file >get info (or, command+o >get info)

4. <www.Carmen.osu.edu> takes you to the Carmen Website

(there is more info than you need – go directly to your course listings)

5. Setting up and simplifying the course home page

edit course > navi bars > bottom left
reduce items listed on lower left bar to **Content** and **Course Home**
[get rid of Discussion & Dropbox & Grades by using <]

6. Setting up Content and Uploading files

>edit course (upper right)
>content (content manager lets you add modules & topics)
[make sure the window is open full screen or you will not see the options]

7. Class list. . . keeping track & contacting students.

[a no brainer. . .easy to follow]

8. Add an image on the course home page [its tricky but worth it]

homepage> news >add >set a date available
>edit html (icon with a pencil) >insert (icon of a box with a picture in it)
>browse & upload image from computer
>save
[save size for a picture is best: width 500 pixels & height 400 pixels]

HOW TO PUT A CARMEN CLASS LIST INTO AN EXCEL DATABASE FILE:

> Course Home

> Grades (top left)

> Export

produces an excel document with information in a continuous, comma delineated line
Select all info (put it all within a single column)

> Data

> Text to Column

check: delimited by commas

> next

> finish

Save file