

## Five Elements for a Basic Carmen Course

**Carmen** offers a wide range of features to help you manage your courses efficiently. Best of all, setting up a basic course in

**Carmen** is easy. Here are five core elements to get your course up and running quickly. (Step-by-step instructions for these elements are online at [telr.osu.edu/carmen-help/start](http://telr.osu.edu/carmen-help/start).)

**1. Content** – Create a course outline and link it to your course materials, such as syllabus, class handouts, study guides, or even library eReserves.

**2. News** – Post short news items directly on your course home page to make announcements or highlight reminders. You can also post images.

**3. Classlist and Email** – Use the Classlist along with **Carmen**'s email to contact your entire class at the click of a button. Classlists are preloaded, straight from the Registrar's system.

**4. Grades** – Design a gradebook to reflect your existing grading system. Students can view their grades online and you can export final grades to the Registrar's system.

**5. Dropbox** – Set up dropbox folders to collect and manage electronic files from students.



**Carmen**, Ohio State's online course management system, provides a blank course shell for every course in the *Registrar's Master Schedule*. Each course shell comes complete with a class roster. When ready for student access, instructors can activate their course shells. For more information or to log in, go to [carmen.osu.edu](http://carmen.osu.edu).

### Carmen Space by Request

Although **Carmen** course shells are created automatically for courses listed in the *Registrar's Master Schedule*, you can request **Carmen** space for other university purposes. For instance, you can use **Carmen** to host a discussion forum or share electronic content for a committee, research team, or department.

Restrictions on use and support may apply. To make a request, visit <https://carmen.osu.edu/requests>.

### Custom Carmen Workshops

Request a custom workshop for the instructors and TAs in your department or college. Topics can be tailored to your group's needs, and workshops typically last from 60 to 90 minutes. Email [carmen@osu.edu](mailto:carmen@osu.edu) to arrange a workshop – or sign up for our existing workshops at [telr.osu.edu/workshops](http://telr.osu.edu/workshops).

## Have Questions?

For help with **Carmen** questions or problems, contact the help desk:

- by email at [carmen@osu.edu](mailto:carmen@osu.edu)
- via the web at [8help.osu.edu](http://8help.osu.edu)
- by phone at **688-HELP**

To discuss strategic uses of **Carmen**'s content, communication, and collaboration tools, request a consultation at <https://carmen.osu.edu/requests>.

## Autumn Quarter Highlights

Autumn 2006 was **Carmen**'s busiest quarter yet – with 2,429 courses and over 48,000 students (approximately 109,000 student enrollments). On average, OSU students had roughly two courses each that actively used **Carmen**. Additionally, 2,265 individual instructors and TAs used Carmen (a 70% increase from Spring 2006), and nearly 70,000 grades were exported to the Registrar's system from Carmen (more than double last spring's total).

## Invitation to Pilot Test

We will be pilot-testing a major update to the software that powers **Carmen** during Winter and Spring Quarters of 2007. Pilot testers will get an early look at new features and receive targeted help from TELR staff. We invite instructors who would like to participate to send email to [carmen@osu.edu](mailto:carmen@osu.edu) with the subject line "Carmen Pilot Testing."

## eReserves via Carmen

The OSU Libraries Office of eReserves is using **Carmen** to distribute electronic reserves (eReserves). **Carmen** provides a secure way to share copyrighted material with only your students – and you can use **Carmen** for eReserves even if you're not using **Carmen**'s other features. You can request eReserves in the usual way, or contact [libereserves@osu.edu](mailto:libereserves@osu.edu) for more information.

## Using the Dropbox

Streamline homework collection with **Carmen**'s Dropbox. Setting up Dropbox folders for all your assignments allows you to collect electronic files from your students and easily manage them. All files are time and date stamped, and you can quickly email reminders to those who haven't submitted an assignment.

For more information about setting up Dropboxes, visit the *Instructor Guide to Carmen* at [telr.osu.edu/carmen-help](http://telr.osu.edu/carmen-help).