

GETTING STARTED WITH CARMEN

Instructor Guide

Elements for a Basic Carmen Course

Here are the core elements you need to get a course up and running quickly in Carmen. (Step-by-step instructions are online at telr.osu.edu/carmen-help/start.)

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

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

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.

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.

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

To take your Carmen course even further, try these elements:

Discussions – Engage students in online Discussion. Set up forums for specific topics, such as discussing assigned readings or answering general questions.


Quizzes – Create online Quizzes and, if you choose, provide students immediate feedback on their comprehension. Quizzes can be autograded and linked to the Carmen Gradebook.

Logging In

1. Go to carmen.osu.edu and click **log in**.

2. Use your OSU internet username (lastname.#) and password (the same password used to check your class roster).

3. Locate your courses under **My Courses**.

Click the  for quarter and your department to show links to your courses.

TIP:
Not all web browsers see Carmen equally. For best results, use one of the recommended browsers on the list linked from carmen.osu.edu. Also, make sure popup windows are enabled.


Seven Very Important Things You Should Know About Carmen

1. **Build your course.** Course shells are automatically created at least 6 weeks before the start of the quarter for every course in the Registrar’s Master Schedule.

2. **Activate your course.** Your course isn’t viewable by students until you say so — create your course at your own pace, and then activate it when ready for student access. Simply go to your **Course Home** page, click **Edit Course**, and check the **Active?** box. You may also set **Start** and **End Dates** for access. (When setting dates, be sure to set the **End Date** past the end of the quarter so students can check their grades and review materials.)

3. **Verify information in the Registrar’s system (MARX).** Carmen receives course and student enrollment data from the Registrar. If your course is not listed in Carmen, make sure that your department has officially listed you as the instructor. If a student is missing from your Classlist, confirm that the student is officially enrolled.

4. **Request to split or merge course shells based on section.** If you have a course with many sections that need to be split into separate course shells or merged under one course shell, write to carmen@osu.edu with the request. List the quarter/year, department, number and title of the course, along with the call numbers for all of the sections to be changed.

5. **Edit the Navigation Bar.** On the **Course Home** page, click **Edit Course**, and then the **NavBar** icon to change the tools available. (Alternatively, click the  at top left on the **Course Home** page.) For instance, add **Quizzes** if you wish to use them, or remove **Discussions** if you won’t be using them.


6. **Preview your course.** See your site as a student or another role would by using the **Role Switch** tool on the left side of your **Course Home** page.

7. **Reuse past materials.** Use Carmen’s **Copy Course Components** feature to reuse course materials from previous quarters.

For instructions on these and other Carmen tools and features, see the *Instructor Guide to Carmen* at telr.osu.edu/carmen-help.



Tips for Your Students

- 1. Check your web browser.** For best results, use one of the recommended browsers on the list linked from carmen.osu.edu. Also, make sure popup windows are enabled.
- 2. Logging in.** Go to carmen.osu.edu and click **log in**. Use your OSU internet username (lastname.#) and password (the same password used to check university Webmail).
- 3. Find your courses.** Click the  under **My Courses** for the current quarter and then beside each department to show links to your courses using Carmen. If a course isn't listed in Carmen, check with the instructor to be sure the course has been activated. (Note, also, that not all courses use Carmen.)
- 4. Adding/dropping courses.** When adding or dropping courses, remember that it may take a day or two for Carmen to receive updates from the Registrar's system. If an added course doesn't appear in Carmen after 48 hours, contact the Help Desk.
- 5. Access course tools.** Once inside your course, click the links in the navigation bar to access Carmen tools, such as Discussions and Content.
- 6. File naming.** When submitting documents, always avoid using symbols, such as % or &, in file names. Also, follow your instructor's guidelines on file naming conventions, such as including the assignment number in the file name.
- 7. Getting help.** Contact your instructor if you have questions about accessing course content. Contact the Help Desk about technical problems – be prepared to provide specific details about the problem and the course. (Students should contact the Help Desk directly; instructors rarely have all the information necessary to troubleshoot technical problems.)

Getting Help

On-screen Help

When inside your course, look for instruction boxes on the left side of many screens, or click **Help** at the top right to open the *Guide to Carmen* in a new window. (You can also reach the guide from telr.osu.edu/carmen-help.)

Help Desk (OIT Technology Support Center)

For help with Carmen questions or technical problems, contact the Help Desk:

- by email at carmen@osu.edu
- via the web at 8help.osu.edu, or
- by phone at 688-HELP.

Distributed Support (DS)

Log in to Carmen and check your **Classlist** to see if your college or department sponsors Carmen Distributed Support (DS). DS can provide direct assistance or perform administrative tasks, such as enrolling instructors and TAs or merging course sections. If any DS are available, you will see them listed in your course's **Classlist** in the **Staff** tab.

User Roles

People access different features and tools in Carmen depending on their roles. A person may have different roles (and, therefore, different levels of access) for different courses.

Basic roles and their abilities are:

	CONTENT ¹	GRADES		DISCUSSIONS	
	Add/Edit	Set-up	View/Change	Set-up	Use
Instructor	X	X	X	X	X
Lecturer			X	X	X
Content Editor	X			X	X
TA-Content-Grades	X		X	X	X
TA-Grades ²			X		X
Student ²			X view only		X
Guest ²					X

¹ All roles can view content.

² The TA-Grades, Student, and Guest roles must be assigned to individual sections; other roles have access to all sections of a course to which they are enrolled.