


## About Carmen

**Carmen** is Ohio State's online course management system, which is used by instructors, staff, and TAs to create and share materials. It's named for the song *Carmen, Ohio*—Ohio State's alma mater.

## Logging In

1. Go to [carmen.osu.edu](http://carmen.osu.edu) and click **log in**.



2. Type your OSU Internet Username (lastname.#) and password (the same password you use to check your course roster).
3. Locate your course under **My Courses**. Click the **[+]** for the quarter and department to reveal links to course sites. (Inactive courses are marked with a ) If a course is not listed, speak with departmental personnel about course and instructor information maintained in the Registrar's system.

## Logging Out

Be sure to **logout** when you are finished using Carmen. Also, when using a lab or shared computer, remember to quit the web browser you were using in order to prevent unauthorized use of your account.

## Browser Tips

- **Check your web browser.** For best results, use the recommended browsers on the list linked from [telr.osu.edu/carmen-help](http://telr.osu.edu/carmen-help).
- **Make sure popup windows are enabled.**
- **To use Carmen's LiveRoom feature, verify that your computer has Java version 1.5.x installed.** To check your version of Java, visit [www.java.com](http://www.java.com) and click on *Do I have Java*.

Contact the Help Desk at 688-HELP or [carmen@osu.edu](mailto:carmen@osu.edu) for assistance with any supported software packages.

## Getting Help

- **On-Screen Help.** Many common problems within Carmen can be resolved by instruction boxes (on the left side of the screen), or by using the *Instructor Guide to Carmen*, accessible from the **Help** link (in the upper right corner of the Carmen screen).
- **Contact the Help Desk at 688-HELP or [carmen@osu.edu](mailto:carmen@osu.edu).** Be prepared to provide specific details about your computer setup, the problem, and your course.

## Elements for a Basic Carmen Course

Here are some core elements you need to get your course up and running quickly in Carmen. (Step-by-step instructions are online at [telr.osu.edu/carmen-help](http://telr.osu.edu/carmen-help).)

- **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 graded automatically and linked to the Carmen Gradebook.

## 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) across different courses.

Basic roles and their abilities are:

	Content*	Grades		Discussions	
	Add/Edit	Set Up	View/Edit	Set Up	Use
<b>Instructor</b>	X	X	X	X	X
<b>Lecturer</b>			X	X	X
<b>Content Editor</b>	X			X	X
<b>TA-Content-Grades</b>	X		X	X	X
<b>TA-Grades**</b>			X		X
<b>Student**</b>			X (View only)		X
<b>Guest**</b>					X

\* All roles can view content.


\*\* The TA-Grades, Student, and Guest roles have access only to individual sections; other roles have access to all sections of a course in which they are enrolled.

## Adding and Changing Course Participants

Instructors and some teaching assistants are automatically added to Carmen classlists based on Registrar data, as are enrolled students.

- **Adding/Removing Students.** Instructors should require students to enroll and unenroll via the Registrar. Adding and removing students manually to a Carmen course does not change their status on the Registrar's roster.
  - If a student who has added a course through the Registrar doesn't appear in your classlist after 48 hours, ask the student to contact the Help Desk at 688-HELP or [carmen@osu.edu](mailto:carmen@osu.edu).
  - Students who drop a course should disappear from your classlist within 48 hours.
- **Adding/Removing Non-Students.** Instructors can manually add people who are not associated with their course in the Registrar's data, such as additional instructors, TAs, lecturers, and guests.
  - To add participants, go to your classlist, click **Add Participant**, select **Add an existing user**, and search by OSU Internet username (lastname.#).
  - To remove participants (student role only), choose **Edit Course**, open **Registration**, select the participants you wish to remove, and click **Unenroll Selected**.
- **Role Changes.** Instructors should go to [telr.osu.edu/carmen/rolechange](http://telr.osu.edu/carmen/rolechange) to request changes to the role of any course participants who are added to a classlist via the Registrar's data. Manual changes WILL BE OVERWRITTEN by Registrar's data during nightly updates.

## Tips and Reminders

- **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 you are ready for student access. Simply go to your **Course Home** page, choose **Edit Course**, click **Course Offering Information**, and check the box for **IsActive**. Click the  icon in **My Courses** to go directly to **Course Offering Information**.
- **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.
- **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.
- **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](mailto:carmen@osu.edu) with the request. Be sure to list the quarter/year, department, number and title of the course, along with the call numbers for all of the sections to be changed.
- **Edit the Navigation Bar.** On the **Course Home** page, click **Edit Course**, and then the NavBar icon to change the tools available. (Alternately, click the pencil icon at top left on the **Course Home**.) For instance, add Quizzes if you wish to use them, or remove Discussions if you won't be using them.
- **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.
- **Reuse past materials.** Use Carmen's Copy Course Components feature to reuse course materials from previous quarters.

## Carmen Workshops

**Have questions about using the Carmen course management system?**

Attend a **Carmen QuickStart** or a topic-focused workshop, such as **Gradebook**, **Quizzes**, or **Communication**. Sessions are scheduled regularly at four locations on Columbus campus and on regional campuses by prior arrangement. Departments and colleges can also request customized workshops tailored to their needs.

Visit [telr.osu.edu/workshops](http://telr.osu.edu/workshops) for details, including a current schedule and registration options.