Courseload 2.0 Documentation

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What is Courseload?

Courseload is a digital materials distribution and learning collaboration tool that provides textbooks and other resources in digital form. Courseload allows students to highlight, annotate, bookmark, and search, and also to consolidate and share study notes.

Using Courseload

Requirements for Your Computer

With an Internet connection, you can use Courseload on any computer with Internet Explorer 9 or later or Firefox 4 or later, Safari 4 or later, or Google Chrome 11 or later. (Courseload may work with other browsers, but they have not been thoroughly tested.) Also, be sure to enable cookies and allow pop-ups.

Installing the Chrome Frame Plugin

If you'd prefer to use Internet Explorer 6, 7, or 8 (or are using a school/work computer), you'll need to add a plugin to Internet Explorer, Chrome Frame Plugin. It's real simple to add.

Chrome Frame Plugin can be downloaded from Google using this link - http://www.google.com/chromeframe/eula.html?user=true.

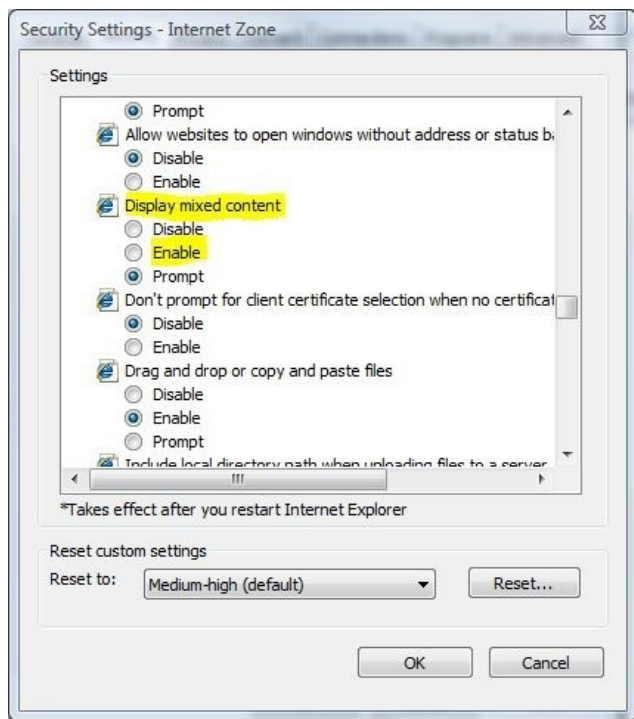Simply click "Accept and Install." After the file downloads, double-click it to add Chrome Frame Plugin to Internet Explorer. After you add the plugin, start up Internet Explorer again and you'll be able to access Courseload.

Allowing Mixed Content on Internet Explorer

If you receive a pop-up on Internet Explorer asking you to display mixed content, you will want to change your settings in Internet explorer to allow this.

- To Disable/ Enable/ Prompt the "Display Mixed Content", click on Tools | Internet Options.
- In the Internet Options dialog, click the "Security" tab. Pick the zone that you want to change the setting for and click the "Custom Level" button.
- In the Settings area, scroll down to the "Miscellaneous" section and modify the area highlighted in the dialog show below. (Change the setting under "Display Mixed Content" to "Enable").

Security Settings - Internet Zone

Settings

- Prompt
  Allow websites to open windows without address or status ba
    - Disable
    - Enable
  Display mixed content
    - Disable
    - Enable
    - Prompt
  Don't prompt for client certificate selection when no certificat
    - Disable
    - Enable
  Drag and drop or copy and paste files
    - Disable
    - Enable
    - Prompt
  Include local directory path when uploading files to a server

*Takes effect after you restart Internet Explorer

Reset custom settings

Reset to: Medium-high (default)   Reset...

OK   Cancel

Allowing Third Party Cookies

Your browser may be set to not allow third party cookies. Third party cookies need to be enabled in order to access Courseload from your learning management system (e.g. Blackboard, Moodle, Sakai, Desire2Learn, Angel, Canvas, etc.). Please follow these steps if you are having difficulties accessing Courseload.

Internet Explorer
- Click Tools
- Click Internet Options
- Click Privacy tab
- Click Advanced
- Select Yes under the Third Party Cookies section

Safari
- Go to Preferences

- Click Privacy
- Make sure Block Cookies is set to No

<u>Firefox - Mac</u>
- Open Preferences
- Click Privacy
- Confirm Accept Third-Party Cookies is checked

<u>Firefox - PC</u>
- Go to Tools
- Go to Options
- Go to Privacy
- Confirm Accept Third-Party Cookies is checked

<u>Chrome</u>
- Click the wrench (PC) or go to Preferences (Mac) and select options
- Click Under the Hood
- Select Content Settings
- Ensure Block Third Party Cookies from Being Sent is NOT checked

Navigating

Table of Contents
- To navigate to the first page of a chapter, use the table of contents. You can open the table of contents by clicking the **Chapters** tab in the left panel of the Courseload screen.

Left/Right Buttons
- To move through your course materials use the left/right page icons at the bottom of the screen:

Navigate Materials Using the Keyboard
- If you prefer the keyboard, you can also use the arrow keys to move through your course materials:
 - Left/Right: Change page
  - Up/Down: Move within a page

Scrubber
- You can also use the "scrubber" to quickly move between pages and even see previews and the amount of "markups" on a page. Simply click the "scrubber" and drag it to the area of the material you'd like to look at. A pop-over screen will appear allowing you to see page information.
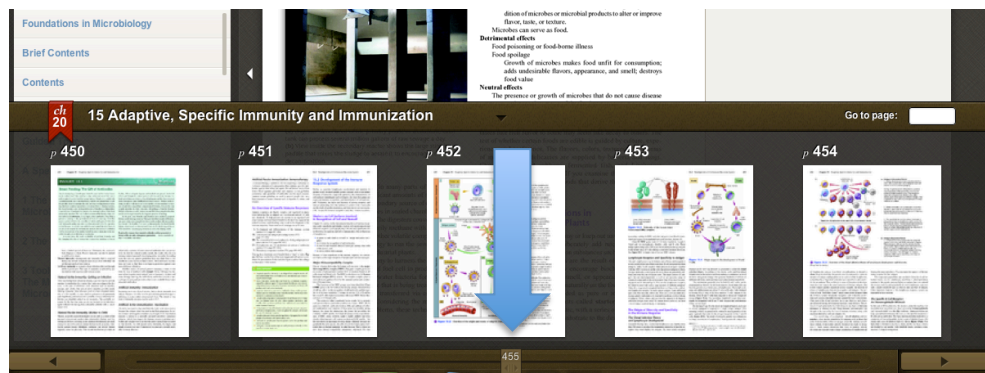
Go to Page
- To navigate to a specific page, use the "scrubber" along the bottom of the page. Simply begin to drag the "scrubber" and pages will pop-up over the textbook. You can either scroll until you see the page you wish to view (the numbers are displayed above each page) or you may enter a number in the "Go to page" box on the right side of the screen.
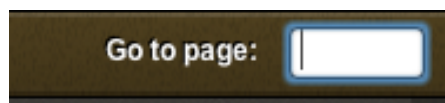
Zoom

- Courseload offers multiple Zoom levels in order to allow the user to adjust to different reading sizes. The zoom controls near the top middle of the Courseload viewer.
  - To zoom in, click the ( ) icon. If the content and side panels fill the browser window, clicking zoom in will collapse the side panels.

o To zoom out, click the (![minus icon]) icon. If the side panels were collapsed, the Zoom Out button will bring them back.

Full Screen View

- Courseload offers the ability to expand the viewing area for the digital materials to the whole browser window in order to maximize reading space.
    - o To utilize full screen view, click the Full Screen (![full screen icon]) icon located near the middle of the Courseload viewer. The side panels will both be hidden and the content zoomed in.
    - o To exit full screen view, click the Full Screen exit (![full screen exit icon]) icon, located in the top right corner of the browser window. Alternatively, the [Esc] key can be used to exit full screen mode.

Move Side Panels

- Both the left and right side panels can slide off the screen to increase the viewing area of the digital materials.
    - o To slide the left panel, click the white arrow in the margin (![left arrow]).
    - o To slide the right panel, click the brown arrow (![brown arrow]) between the material and the notes panel.

Change Terms
- If a user has utilized Courseload in previous Terms, it is possible to switch between current and past terms.
    - o To change Terms, click the up/down arrows (![up/down arrows]) to the right of the current Term's name.

Searching

Within the Digital Course Material

To locate specific keywords or phrases anywhere within the text, use the "Search" function, located at the top of the Courseload screen:
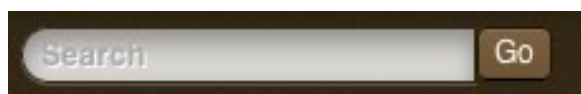
Detailed results will automatically appear in the new search window. You can quickly view the context of search results and access a section. Search results also return matches from any notes that you have made visible.
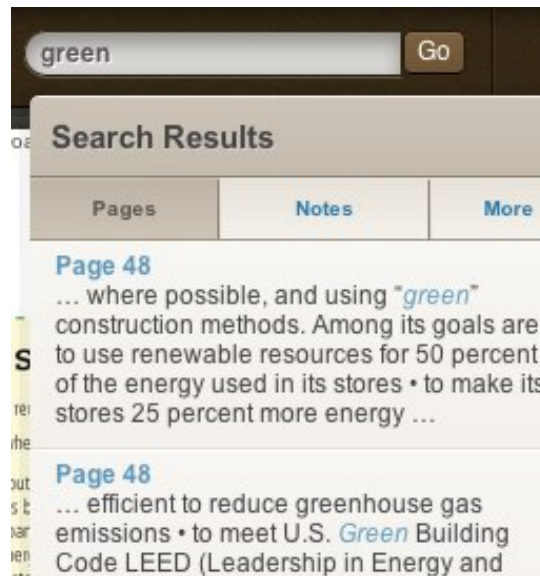

Web Search/Dictionary

Search for a keyword or phrase within the text via Google, Wikipedia or Yahoo.

- Use the search window functionality to utilize various search engines. After entering the keyword or phrase, select the "More" tab.
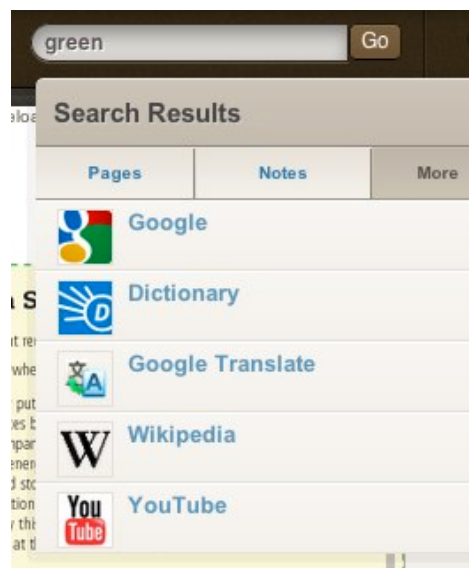

Bookmarking

- To bookmark important pages, click on the gray ribbon with the plus icon (⊞) at the top left of any page.

- Delete a bookmark by clicking on the blue ribbon with the minus icon ( ) at the top left of a bookmarked page.

- Access your saved bookmarks on the left panel of the screen. Click on a bookmark to access that page.
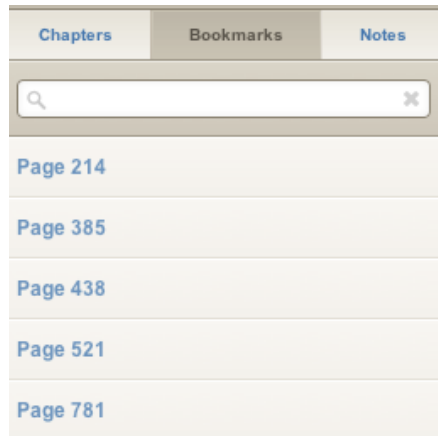
Highlighting/Annotating

Add a Highlight
- To create a highlight, simply click and drag over the text you wish to highlight. When the pop-up dialog appears, select a highlight color.
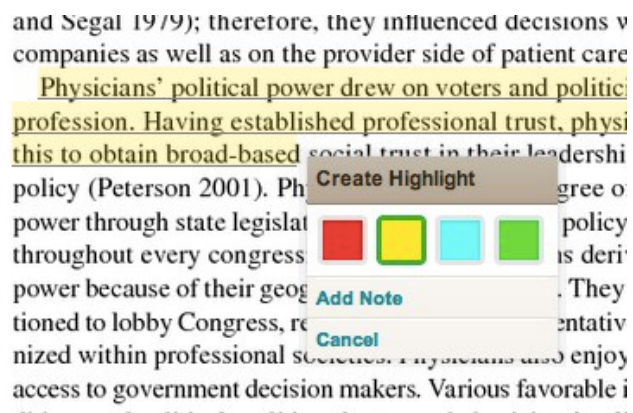
Add a Note
- To create an annotation, click and drag over the text you wish to annotate. When the pop-up dialog appears, click Add Note.

The "Add Note" dialog will allow you to write your note/annotation, add tags (such as: vocabulary, exam 1, etc.), and even "post as a question," which will notify your instructor that you have a question.

- Additionally you can select a highlight color by clicking one of the 4 color squares to the right of the Save button.

- Save your note by clicking the "Save" link in the dialog.

Add a Sticky Note
- Courseload also offers sticky notes that you can place anywhere on the page, including over figures or diagrams. To create a sticky note, click anywhere on the page where there is not text.

  The dialog will be the same as if you were creating a note. Once you click "Save" – you will see the sticky note icon ( ). Now you can drag and drop the sticky note icon anywhere on the page.

Add Tags to a Note or Sticky Note

- Tags can be added directly within the Add Note/Add Sticky Note dialog right under the "note" text box. Be sure the separate tags with commas.
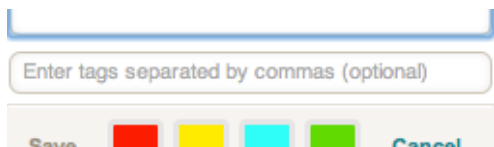
Ask a Question

- A student can ask their instructor by ticking the checkbox next to "Post as a question." This will alert the instructor that a student has a question and the instructor can respond. When the instructor responds the student will see a small notation.
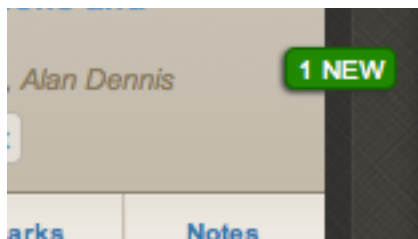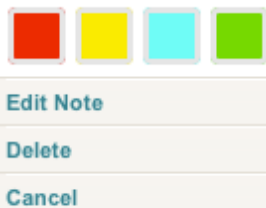

Deleting a Highlight/Note/Sticky Note

- To delete an annotation, simply click on the highlighted text or sticky note and click the "Delete" link that appears.

Sharing Annotations

- To allow others within your class to view your annotations, click the **Sharing** button (Sharing). You can allow all students, no students, or you can select a checkbox to allow sharing next the name of each student in your class.

- To hide your annotations and questions from your instructors, be sure to click the checkbox beside, "Hide my notes and questions from my instructors".

- To view the annotations of others who have granted you permission to do so, click the checkbox by the "Instructor" or the "Others" option.]

Text Highlight Colors

- Courseload is pre-loaded with four color- categories for highlighting. At this time, you cannot change the "colors." Many students have found it useful to develop a system for the colors (Yellow = important, Red = vocabulary, etc.)

Note Summary View

- To view a summary of your personal and shared peer annotations, leverage the "Summary View" from the main textbook page. Simply click the "Notes" tab in the left panel to view this page. You can click the filters along the top to select whether to view your notes, the instructor's notes, or the notes of other students.
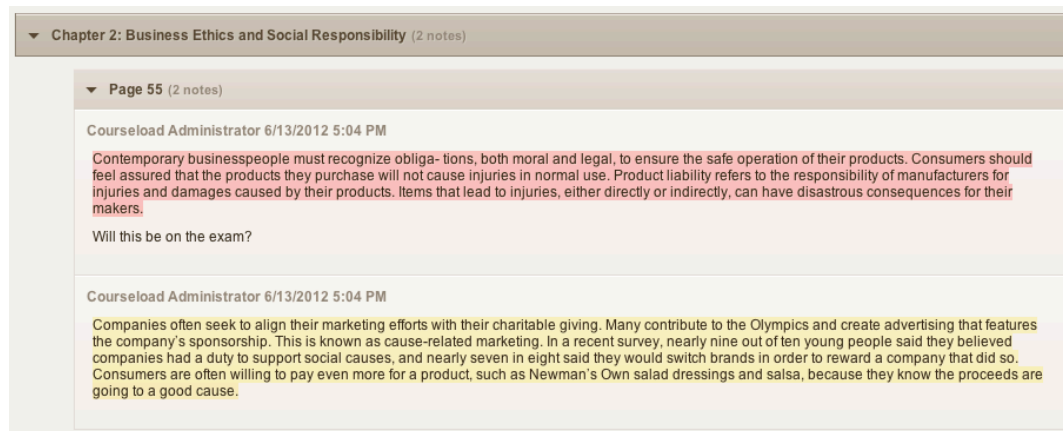
Print Notes

The Notes Summary View can be printed to PDF or sent to the users printer by clicking the Print button (🖶) in the top right corner of the Courseload viewer.

Export Notes

The Notes Summary View can be exported to a Comma Separated File (.csv), which can be opened by many spreadsheet programs including Microsoft Excel. To export notes, simply click the Export button (⬇) in the top right corner of the Courseload viewer.

Linking to External Content/Embedding Hyperlinks

You can link to external content related to your studies by entering its URL within an annotation box. Simply click the link to navigate to the linked content.
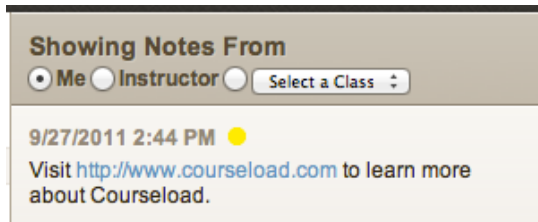
Printing

To print, use the **Print** icon (Print) at the left panel of the Courseload page. You may print from one to 50 pages of text with each action. The page numbers you enter in the print dialog screen will match the actual textbook page(s) you want to print. You can also choose to print directly to a PDF file instead of a printer.
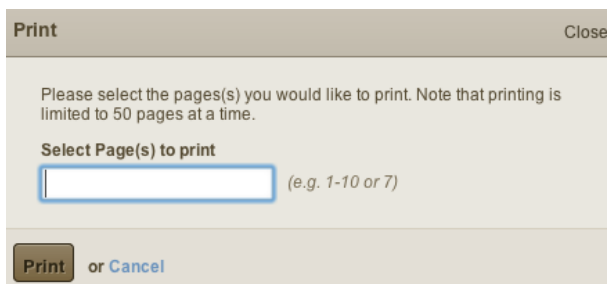
Offline Mode

One-Time Courseload Offline Setup

1. Click on the arrow icon (▼) in the left panel next to a piece of content.
2. Click "Checkout How-To" in the dropdown menu.

3. Follow the instructions on the page to install Courseload Offline.

Checking Out a Book

- Note: You must be connected to the Internet when checking out a book.

1. Access Courseload as usual.
2. Open a course and decide which book to download for offline access.
3. Click the drop-down next to the book title and choose Checkout.
   a. As the book is downloading to your computer, you'll see a progress bar. You can cancel the checkout process at any time by clicking on the X in the progress bar. The download process may take a few minutes depending on the size of the book.
   b. When the download is complete, the progress bar will read "Checked Out | Expires: 14 days". Your book is now checked out and can be read offline for up to 14 days. You can check it back in by clicking Check In while connected to the Internet. After a book has been checked out for 14 days, your offline copy will expire. You must re-connect to the Internet and check in the book to continue reading.

Note: Repeat steps 2 & 3 for each book you want to check out.

Checking a Book In

- Note: You must be connected to the Internet when checking in a book.

1. Access Courseload as usual.
2. Open the course that contains the book you want to check in.
3. Locate a book that was previously checked out and click Check In. You can now resume using all of the features of Courseload online.'
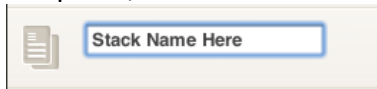- Note: Repeat steps 2 & 3 for each book you want to check in.

Instructor Tools

Managing Stacks

- Stacks are like folders – they help manage and organize digital materials to ensure easy and intuitive access.

To create a stack:

1. Within a course, click [Add a Stack] at the bottom of the left panel.
2. In the left panel, add a name for the stack

   [Stack Name Here]

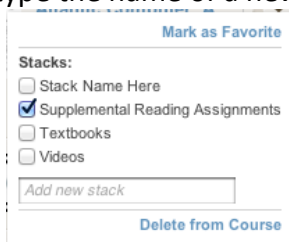3. Hit the [Enter] Key.

To rename a stack:

1. Click on the arrow icon (▼) in the left panel next to the stack name.
2. Click the "Rename Stack" link.
3. Type in the new name for the stack.

To delete a stack:

1. Click on the arrow icon (▼) in the left panel next to the stack name.
2. Click the "Delete Stack" link.

To add digital materials to a stack:

1. Click on the arrow icon (▼) in the left panel next to the digital material you wish to add to a stack.
2. Check the box next to the name of the stack you wish to add the digital material to or type the name of a new stack.

   Mark as Favorite
   Stacks:
   ☐ Stack Name Here
   ☑ Supplemental Reading Assignments
   ☐ Textbooks
   ☐ Videos
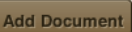   [Add new stack]
   Delete from Course
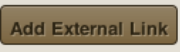
3. Hit the [Enter] Key

Managing Content

- You have the ability to upload and delete external content through the Shared Files functionality. You are able to upload PDF, Word, Excel and PowerPoint files

into Courseload in order to leverage the toolset for highlighting, annotating and collaborating. At this time, only instructors may share materials with others; students are not able to share content at this time.

To add and share a document:

1. Click on the ☰ **Manage Content** link at the bottom of the left panel.
2. Select the file you wish to add (PDF, PowerPoint, Word, etc.). Your file must be less than 5 MB.
3. Add a Title (required) for the file and a Description (optional)
4. Assign to the course you wish to upload to document into.
5. Certify that you have the rights to distribute the document & that your actions comply with the Courseload Terms of Service.
6. Click **Add Document**
7. The class materials will upload and will become available shortly.

To embed video/multimedia (e.g. YouTube)
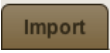
- Click on the ☰ **Manage Content** link at the bottom of the left panel.
- Click the **External Link** tab at the top of the panel.
- Enter a title
- To add an external link, enter the web link in the "Link" box. This will result in a new window opening when the user clicks that "material" in Courseload.
- To embed external content (e.g. YouTube video), copy and paste the embed code into the "Embed Code" field. This will result in the video or other multimedia playing directly within the Courseload viewer.
- Enter a description (optional).
- Assign to the course you wish to upload to document into.
- Certify that you have the rights to distribute the document & that your actions comply with the Courseload Terms of Service.
- Click **Add External Link**
- The class materials will upload and will become available shortly.

To delete content:

- To delete a piece of content, select the down arrow (★▾) to the right of the content's title.

- Next, click the "Delete from Course" link.
- The content has now been removed from the course.

Import Content/Markup from Previous Term

- *NOTE: While highlights/notes on EVERY piece of content can be imported, only <u>uploaded files can be imported to a new course</u>. If you have a piece of content that students for which students will be charged (e.g. a textbook, case article, etc.) a Courseload team member will need to import that piece of content for you.*
- Click on the [Manage Content] link at the bottom of the left panel.
- Click the [Import] tab at the top of the panel.
- Select the term and course from which you would like to copy content and/or markup from.
- Select whether you would like only materials and/or only notes (WARNING: This will override notes/content in the current course if it is the same item for all checked items. For example, if you are currently teaching a section of Biology 100 using a textbook called *Intro to Biology*. Now, in the next semester, you have the same textbook – *Intro to Biology*. If you make notes in the textbook in the new semester and THEN import notes from the old semester – it will write over any new notes already made. **To avoid any issues – simply import any old notes first, and then make new notes in the materials.)**
- Select the term and courses into which the new content should be imported.
- Click [Import Content]
- Content and/or markup will now be imported from the original course to the new course(s).

Accessing & Viewing Stats/Analytics
- Instructors can view statistics to gain insight into reading & markup trends.
- To view statistics for a particular piece of content, open that content, then click the Stats ( ) button.
- Next, depending on whether you'd like to view reading or markup statistics, select the appropriate course from the dropdown.
- Click the title of the material you wish to view analytics on.
- The analytics for that title will now open.
- Hover over a bar in the graph to view more details
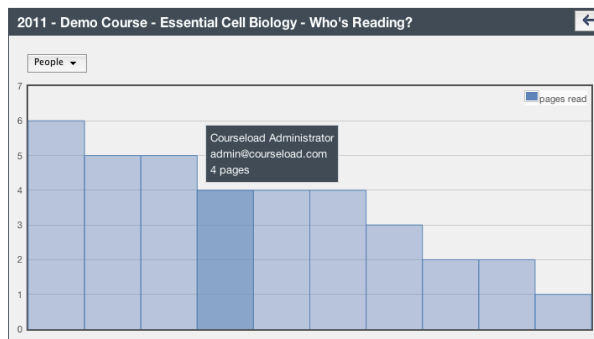
Answering Questions
- When instructors have unanswered questions in a course, an icon (1 NEW) will appear in the left panel to alert them. To view the questions, click this icon.
- The instructor must type his/her answer into the text box and click Add Reply.
- The student is then alerts with a similar icon and the instructor's answer will appear in the sidebar.

Hours of Availability

Courseload is available online 24 hours a day, 7 days a week, with the possible exception of 5AM – 6AM daily for maintenance. Courseload will notify the Support Center if maintenance beyond that time is necessary.

Support FAQs

The following list of Frequently Asked Questions for Courseload is provided as a first step in helping you solve your problem or answer a question. If your question is not addressed here, please contact your institution's help desk.

Q. Can I print my materials?
A. Yes. You can print the course materials by the page, by a range of pages, or in its entirety by using the print button just below the material title once you have clicked into the book. You can print up to 50 pages at one time. You can print more than 50 pages overall, but you must initiate a new print request by clicking the "Print" button for each set of 50 pages. You must not share these printed materials with others, and you are obligated to destroy these materials upon the expiration of your access rights.

Q. What are the minimum systems requirements necessary to use Courseload?
A. Any computer with an active Internet connection that can support Internet Explorer 9 or later or Firefox 4 or later, Safari 4 or later, or Google Chrome 11 or later. (Courseload may work with other browsers, but they have not been thoroughly tested.) Also, be sure to enable cookies and allow pop-ups.

Q. Can I import an external file such as a PDF or DOC file into Courseload? There are a number of other materials related to my course available in PDF that I would like to import and include as part of my library.
A. Yes, simply click "Upload a Document" in the bottom left pane and follow the instructions. Only instructors can share documents with the class at this time.

Q. Will Courseload remember where I stopped within my course materials?
A: Yes. Whenever you open Courseload, it will go to the last page on which you stopped. It will also remember your last page no matter which device you read the materials on.

Q. How do I go to a specific page without paging through all preceding pages to get there?
A. Begin to drag the "scrubber" at the bottom of the Courseload screen, a popover will appear. Simply type in the page number you wish to move to.

Q. When I make a highlight with a note, how do I remove the note without deleting the highlight as well?
A. This is not yet possible in Courseload 2, but is schedule for a future release of the software.

Q. Can I change the default colors on the highlights?
A. Currently, no. More color options may be introduced in future versions of the product.

Q. How do I remove a highlight in a book?
A. Simply click the highlight and select "Delete."

To hide others' highlights: Remove the checkbox near the "Instructor" or "Other Students" in the right panel.

Q. How do I create/delete a bookmark?
A. You can bookmark a page by clicking the ribbon in the top right-hand corner of each page. Click the ribbon again (it will be blue now) to remove the bookmark.