



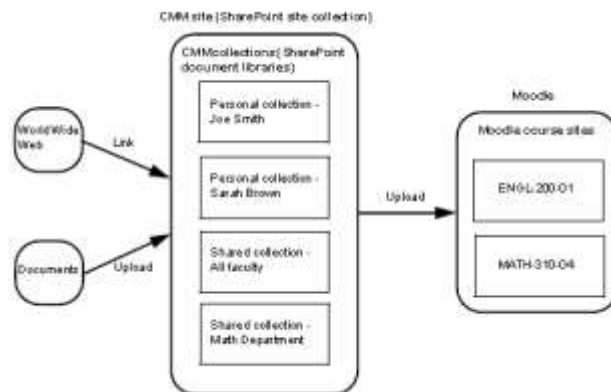
# myNVIT Course Material Manager TIPS

## Introduction

The Course Materials Manager (CMM) provides faculty with a means to store course materials in the myNVIT Portal and use them in Moodle course sites. The figure below shows the main components of the CMM. The CMM is a SharePoint site collection. Course materials are stored in SharePoint document libraries called collections.

The **advantage** of the CMM for NVIT faculty is that their course materials:

- are available wherever they have an internet connection via the myNVIT portal;
- may be dragged from the CMM into Moodle class sites.



Note that the myNVIT portal has a robust Sharepoint backup system using DocAve Avepoint.

### Notes:

1. Each CMM user can create a personal collection visible only to that user.;
2. CMM administrators and others with the required permissions can create shared collections that can be used by groups of users, such as all faculty members or the faculty within one department.

## CMM Shared Collections

Shared collections are available to multiple users, for example all faculty or the faculty within one department. When a shared collection is created, the collection creator defines who can view and use materials in the collection and who can add and edit (and optionally delete) materials in the collection. The All Faculty shared collection is automatically created along with the CMM site collection. People in the CMM Administrators group have full control in that collection, and other CMM users can view materials in that collection.

At NVIT, Department Support will have access to an **All Faculty** Shared Collection in order to post policies that All Faculty can use.

## CMM Personal Collections

CMM users can each have their own personal collection. Only that user can view and maintain the personal collection. Users can make the materials in their personal collections available to other CMM users by sharing (copying) the materials to a shared collection. The URL to each user's personal collection is stored in the "CMMPersonalCollection" property in the user's SharePoint user profile. That user profile property is created along with the CMM site collection, and is populated when the user creates the personal collection.

Two types of materials can be added to a collection:

- A **document** uploaded to the collection. Documents can be uploaded from within the CMM or using Windows Explorer;
- A **link to a web site**. This is recommended to ensure compliance with Copyright laws. In the collection, links are indicated by the link icon in the Type column

## CMM User Types and Functions

At NVIT, there are three types of CMM Users:

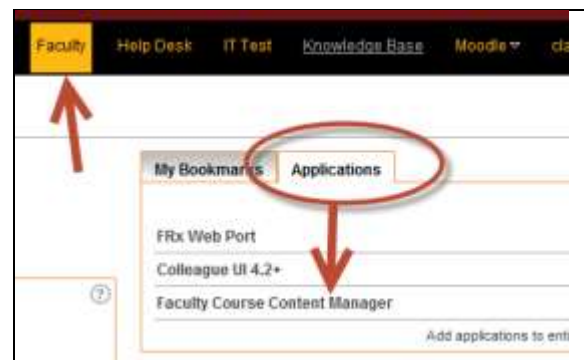
CMM Administrator:	Information Technology
CMM Collection Creators:	Faculty Super Users (designated by Dean)
CMM Users:	All Faculty and Department Support

The Functions that each of these Users can perform are:

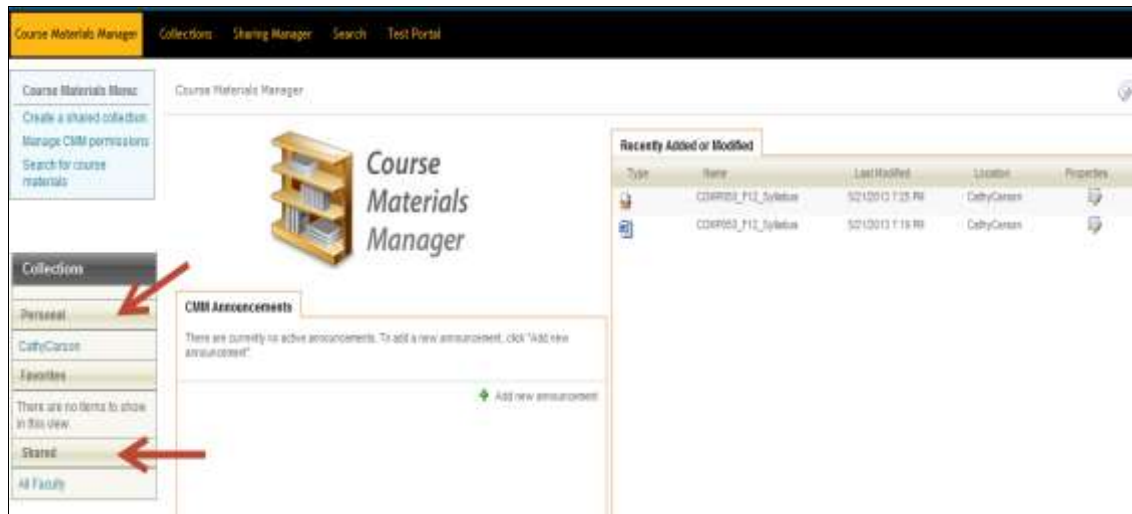
Function	CMM Users	CMM Collection Creators	CMM Admins	Comments
Create a personal collection and add materials to that collection.	Yes	Yes	Yes	
View and maintain personal collections created by other users.	No	No	Yes	Only the person who created the personal collection can view it using the CMM interface. Site collection administrators can view it by navigating to the list of document libraries in the site.
Create a shared collection. Add, edit, and delete materials in that collection. Modify permissions and properties for that collection. Delete the collection.	No	Yes	Yes	The creator of a collection has the Full Control permission level in that collection.
View shared collections created by other users. Share (copy) materials <i>from</i> those shared collections. Search for materials in those collections. Use materials from those collections in Moodle course sites.	Sometimes	Sometimes	Yes	
Add and edit materials in shared collections created by other users. Share (copy) materials <i>to</i> those shared collections.	Sometimes	Sometimes	Yes	

## Access the Course Materials Manager

From the myNVIT portal home page, select the Faculty tab and then select the Applications web part and click on Faculty Course Content Manager. See example:



The Course Materials Manager home screen looks like this (note the Personal and Shared collections).



## Add Document to Collection

To add a document to a Collection, select the Collection and then “Add New”. See example:



Browse to the document on the Upload screen and click OK.

Alternatively, use the icons to upload or add links:



## Sharing (Copying Materials)

CMM users can share (copy) documents or links from one collection to another using the CMM Sharing Manager. CMM users can share materials from any collection to which they have at least Read access, to any collection to which they have at least Add/Edit access.

For example, consider a case where all faculty in the UT Department are granted Read Access to the All Faculty shared collection and Add/Edit access to the UT Department shared collection. Those faculty could share materials:

- From the All Faculty collection to the UT Department collection, but not vice-versa;
- From either the All Faculty or UT Department collections to their own personal collection;
- From their own personal collection to the UT Department collection, but not to the All Faculty collection.

Copy from: David Brown's collection			
Type	Name	Last Modified↓	Properties
<input type="checkbox"/>	Lecture Notes - History 101 - Class Meeting 2	3/20/2012 3:21:19 PM	
<input checked="" type="checkbox"/>	Lecture Notes - History 101 - Class Meeting 1	3/20/2012 3:21:09 PM	

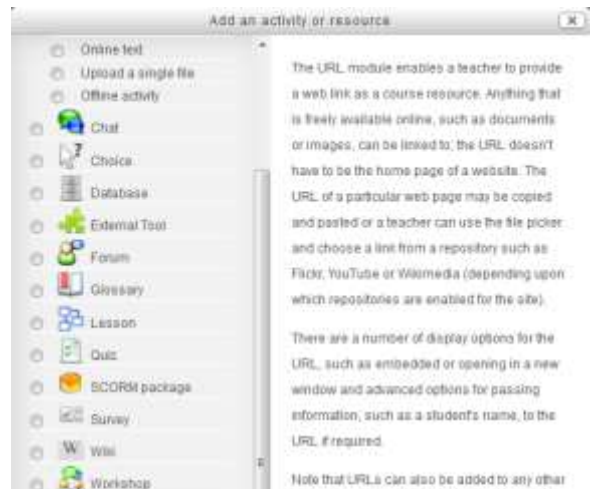


Copy to: History Department			
Type	Name	Last Modified↓	Properties
	Exam 1 - History 101	3/20/2012 3:19:47 PM	
	Lincoln's Gettysburg Address	3/20/2012 2:53:15 PM	
	Shared Syllabus for History 101	3/20/2012 2:46:38 PM	

## Add Content to Moodle

Access the Moodle class that content is to be added to and select "Add Resource", then select "Link to Course Materials Manager" and click "Add".

Select "Choose a Link" on the next page:



You can add a keyword or date into the search fields in the File Picker screen. Choose the correct file from the options provided.

You will be given the option to change the name of the file for your purposes on this screen, then click "Select this file" to save the link to your course.