



First Time Setup For Your RamCT Section: Assigning Section Content and Selecting Section Tools

- I. [Assigning Content Choices Overview](#)
- II. [Before You Add Content To a Combined Section](#)
- III. [Set Up a Blank RamCT Section and Make Course Tool Selections](#)
- IV. [Copy Content from Another RamCT Section](#)
- V. [RamCT Support](#)

Prerequisites:

- You need to have requested a RamCT Semester Teaching Section using ARIESweb.
- If you are currently teaching with and updating a RamCT section, and you plan to use the content in that section for next semester's RamCT section, you will want to wait until the end of the semester before you copy its content into next semester's RamCT section. E.g. If you teach the same course in the fall and spring semester and you are continually making updates, you will want to wait until you are done making changes to the fall semester section before you copy it's contents to your spring RamCT section.

I. Assigning Content Choices Overview

Each Semester that you choose to use RamCT you will request your RamCT Semester Teaching Section shells using ARIESweb. You will then have two options on how to add content to your new RamCT section.

The first time that you login to a new RamCT section you will see the “**Assign Course Content**” screen.

This is the only time that you will be presented with the Assign Course Content options. CSU will use the first two options to assign content to RamCT sections.

1. Set up a blank course

OR

2. Copy content from another course

Assign Course Content

Practice Course Kevin - A New RamCT Section

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Import content from file
Select this option to start importing course content from exported course file.

Other courses include RamCT Migrated, Development or Teaching Section. For most instructors this will be the option they will use most often to copy content from a previous section into their new section.

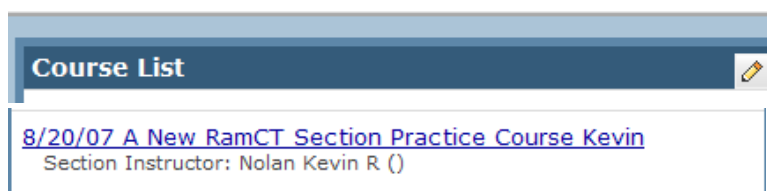
*Note: if you make an incorrect choice using the “Assign Course Content” page you can contact your RamCT Coordinator. They can reset a course to be blank or can copy content from a different section.

A list of CSU RamCT Coordinators can be found at:
http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

II. Before You Add Content To a COMBINED Section

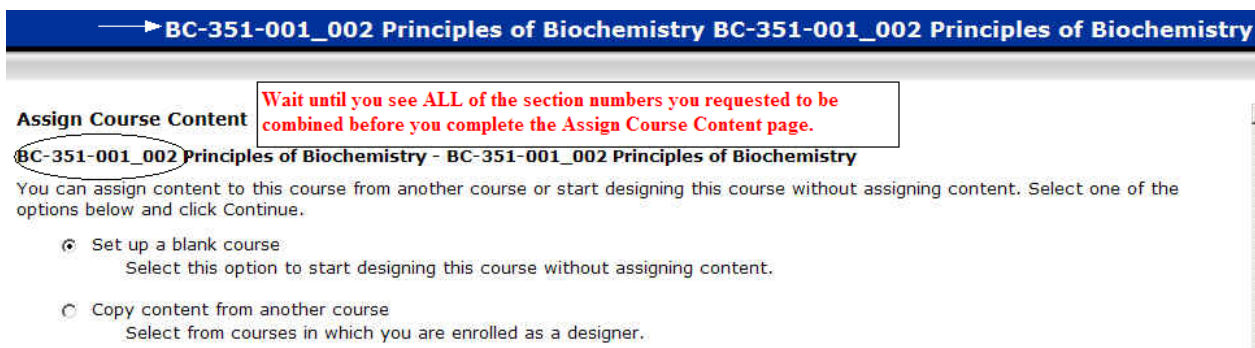
a. When you request that sections be combined into one RamCT Semester Teaching Section you need to allow approximately 24 hours for the sections to be created and to be combined.

b. You should NOT ENTER the individual sections until this combination process has completed.



c. When you login to <http://ramct.colostate.edu> you will see your **Course List**. If the combination process has completed you will see only one of your sections under this list. If you see multiple sections for the combined-section you requested then the process has not been completed; DO NOT ENTER until the combination process is complete.

d. The first time you login to any RamCT section you will see the Assign Course Content Screen. If the combination process is complete you will see the numbers of ALL of your combined sections in the course title. If you do not see ALL of the section numbers for your combined section on the **Assign Course Content** screen *click* on the **Cancel** button and **wait** for the combination process to complete.



III. Set Up A Blank RamCT Section and Make Course Tool Selections

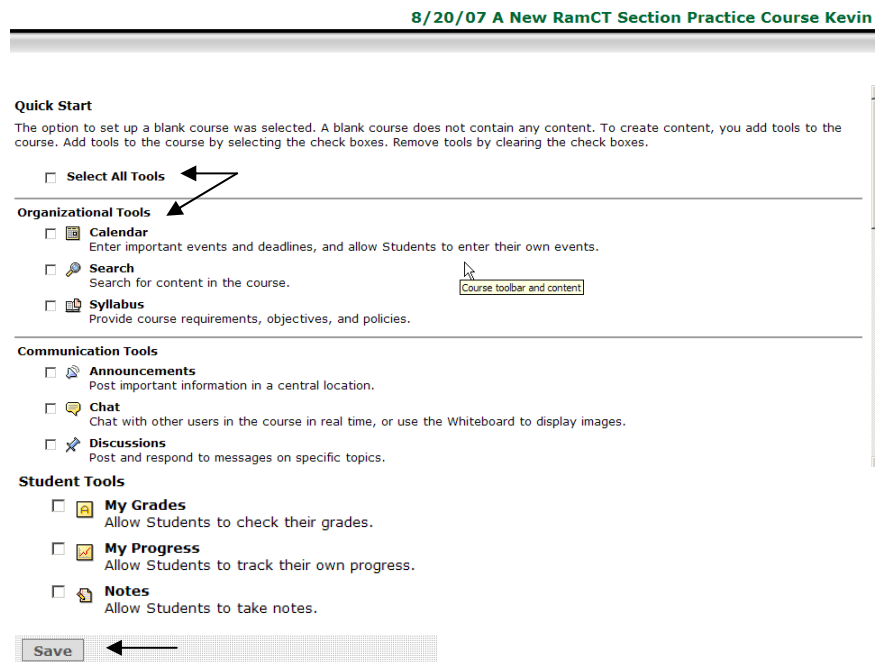
Choose this option if you do not have content in another RamCT Teaching, Migrated or Development section that you would like to copy into your newly created Semester Teaching Section. You will then add your content to a completely blank section.

- a. Login to <https://ramct.colostate.edu> using your CSU eID.
- b. Under the “Courses List” click on your newly created RamCT section.
- c. Click next to the **Set up a blank course** option

- d. Click on the **Continue** button
- e. You can either *check Select All Tools* OR you can go down the list and *check the specific tools* you would like to use in your section.

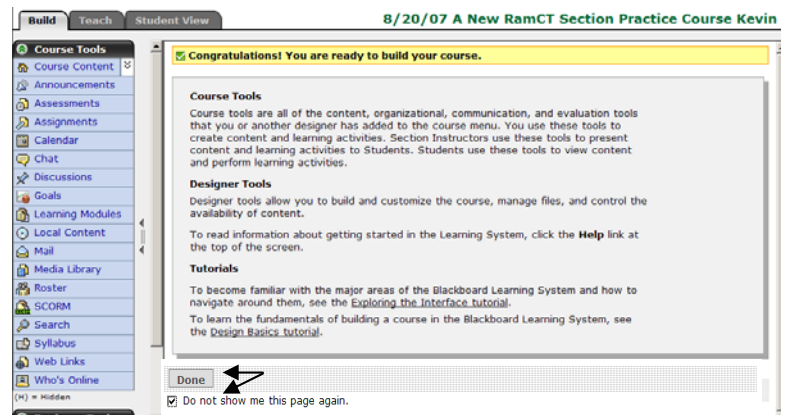
- f. Click on the **Save** button

(You can make changes to the tools you selected by using the Manage Course | Tools feature.)



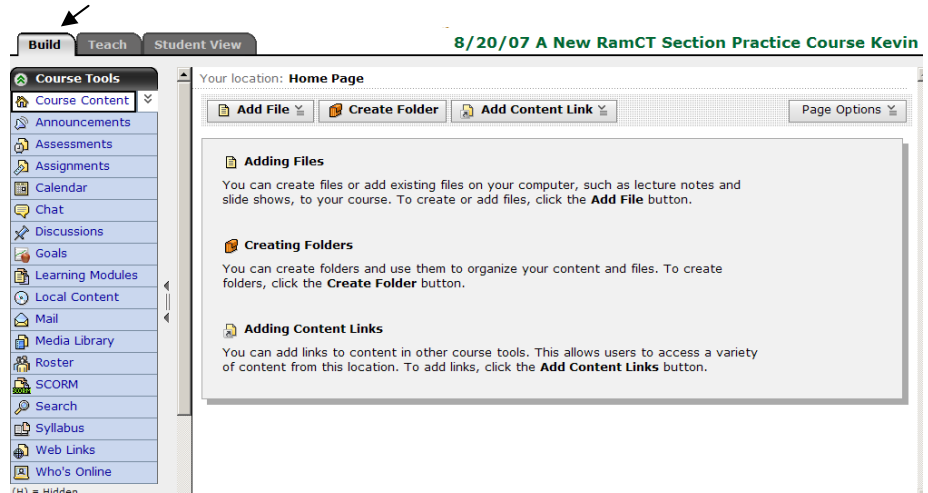
The Course Tools, Designer Tools, Tutorial page will appear. If you would like to learn more about the new RamCT interface then click on the **Exploring the Interface tutorial** link.

- g. Place a *check* next to **Do not show me this page again**
- h. Click the **Done** button.



You will see the **Course Content/Home Page** for your blank RamCT section.

As a Section Designer you can *Select* the **Build** tab. You can now **to add content** to your blank section.



IV. Copy Content From Another RamCT Section

This option allows an instructor to copy content from another RamCT Teaching, Migrated or Development section into a new Semester Teaching Section. **Course Tool selections from the original section will be carried over to your new section.** You can use the Manage Course | Tools option to make changes to your course tool selections.

Selecting this option will allow you to see a list of all RamCT sections in which you are enrolled as a Section Designer. You can then copy content from any of these other RamCT sections. If you don't see a particular section, ask the owner of that section to enroll you as a Section Designer. The section would then appear on your section list and you would be able to copy its content.

- a. *Click* next to the **Copy content from another course**
- b. *Click* on the **Continue** button

Assign Course Content

Practice Course Kevin - A New RamCT Section

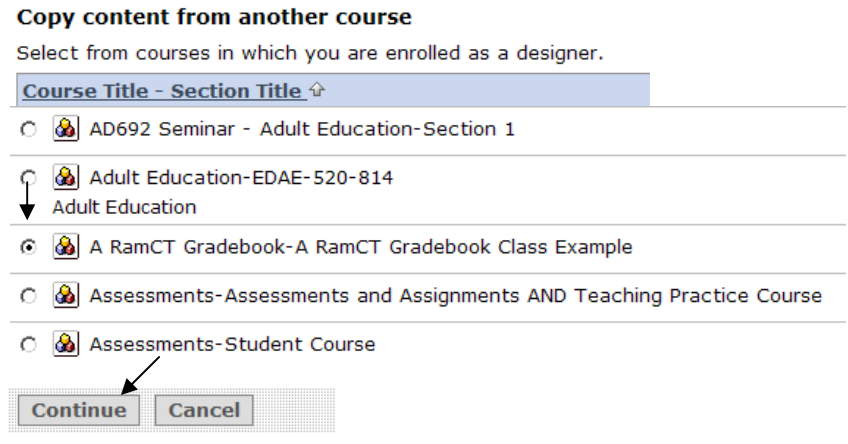
You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Import content from file
Select this option to start importing course content from exported course file.



You will see the **Copy content from another course** screen which is a **list of all RamCT sections where you are enrolled as a Section Designer**.

- c. *Click* next to the **section that contains the content** you want to copy.
- d. *Click* on the **Continue** button.

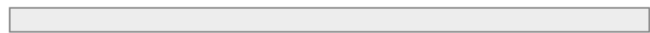


In this example, I am going to copy content from the Development Section “A RamCT Gradebook – A RamCT Gradebook Class Example” into my new Semester Teaching Section “A New RamCT Section Practice Course Kevin”.

You will see a progress bar that shows your content being copied to your new section.

Set Up Course

Activity Bar: Setting Up Course

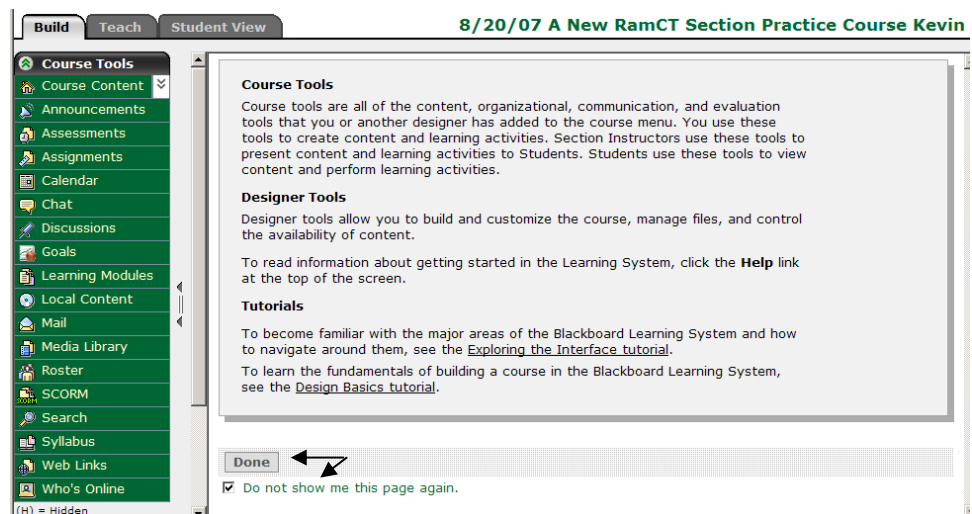


Task in Progress: Starting Assignment



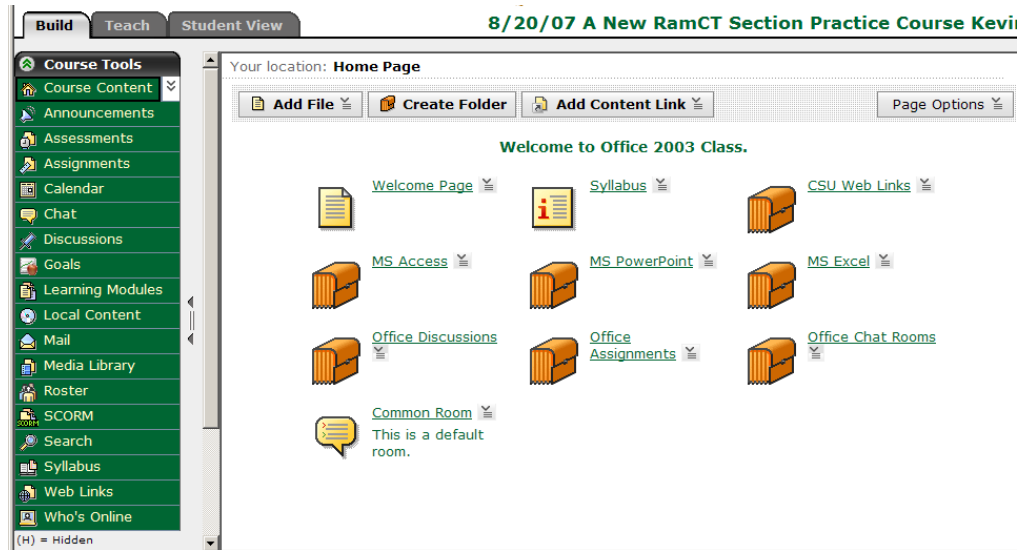
Once the content has been copied you will see the Course Tools, Designer Tools, Tutorial page. If you would like to learn more about the new RamCT Interface then click on the **Exploring the Interface tutorial** link.

- e. Place a *check* in the **Do not show me this page again** box
- f. *Click* on the **Done** button.



You will now see your RamCT Semester Teaching Section with the content that you copied from one of your other RamCT sections.

As a Section Designer you can *select* the **Build** tab and continue to add content and prepare your section for teaching with RamCT.



V. RamCT Support is available from a number of sources:

RamCT help website:

<http://help.ramct.colostate.edu>

College RamCT Coordinators:

http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Email us:

ramctsupport@colostate.edu