

Section Setup Instructions

Below are instructions for setting up your iCollege sections. You may also watch a video on how to do this: <http://www.gpc.edu/icollege/sections>

Approximately 2 weeks after the second half semester starts or midpoint of summer semester your upcoming semester's sections will AUTOMATICALLY display on your my iCollege page.

You must be assigned to the section in the SIS (aka Banner) to see the sections automatically appear. You can check to see if you are officially assigned to the section by viewing the schedule of classes: Go to <http://www.gpc.edu/~acadaff/Schedules/> to view the schedule.

Contact your department chair if you are not assigned.

After logging into iCollege 8, your sections will appear on your my iCollege page as shown in this example.

The screenshot shows the iCollege user interface for Tracy Adkins. The page is titled "my iCollege" and "Content Manager". The user is logged in as Tracy Adkins, and the date is June 30, 2009, 1:41 PM EDT. The page features several widgets: "Calendar Day" (no entries), "To Do List" (no items), "My Grades" (no new grades), "Calendar Week" (no entries), "Course List" (highlighted with a red box), "Campus Announcements" (no announcements), "Personal Bookmarks" (no bookmarks), and "Campus Bookmarks" (no campus bookmarks). The "Course List" widget contains three entries: "English Composition I - Fall Semester 2009 ENGL-1101-576" (Section Instructor: Tracy Adkins), "English Composition I - Building Section ENGL1101 tadkins 01" (Section Instructor: Tracy Adkins), and "English Composition II - Building Section ENGL1102 tadkins 01" (Section Instructor: Tracy Adkins).

iCollege V8: Section Setup Instructions

1. From the my iCollege page *click the link for your upcoming semester's section*.
2. Select the **Copy content from another course radio button**. Then click **Continue**.
NOTE: You may copy content from a migrated section, building section, or from another semester's section into the new section.

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English Composition I - Fall Semester 2009 ENGL-1101-576

Assign Course Content

English Composition I - Fall Semester 2009 ENGL-1101-576

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.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

3. Select the radio button next to the section you would like to copy from. Then click **Continue**.

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English Composition I - Fall Semester 2009 ENGL-1101-576

Copy content from another course

Select from courses in which you are enrolled as a designer.

Course title - Section title ↕
<input checked="" type="radio"/> English Composition I-Building Section ENGL1101 tadkins 01
<input type="radio"/> English Composition II-Building Section ENGL1102 tadkins 01

The process of copying your content could take up to 2 hours depending on the amount of content you are copying. Please be patient. Do not attempt to start the copying process over.

Also, because it can take up to 2 hours, do not wait until the last minute to set up your sections. Give yourself a couple of business days prior to the start of the new semester to set up your sections in case there is a problem.

When the copy process is completed you will be able to make any necessary changes to your section.

Problems?

If your sections do not automatically appear on your my iCollege page you may want to contact your department chair and ask them to assign you to your sections via the SIS. Then two business days after they assign you to the section it will automatically appear on your my iCollege page.

If your department chair is not able (for whatever reason) to assign you via the SIS then you will need to request that your sections be setup:

<http://www.gpc.edu/icollege/sectionrequest>

Please allow a minimum of 2 business days for you section to be setup.

