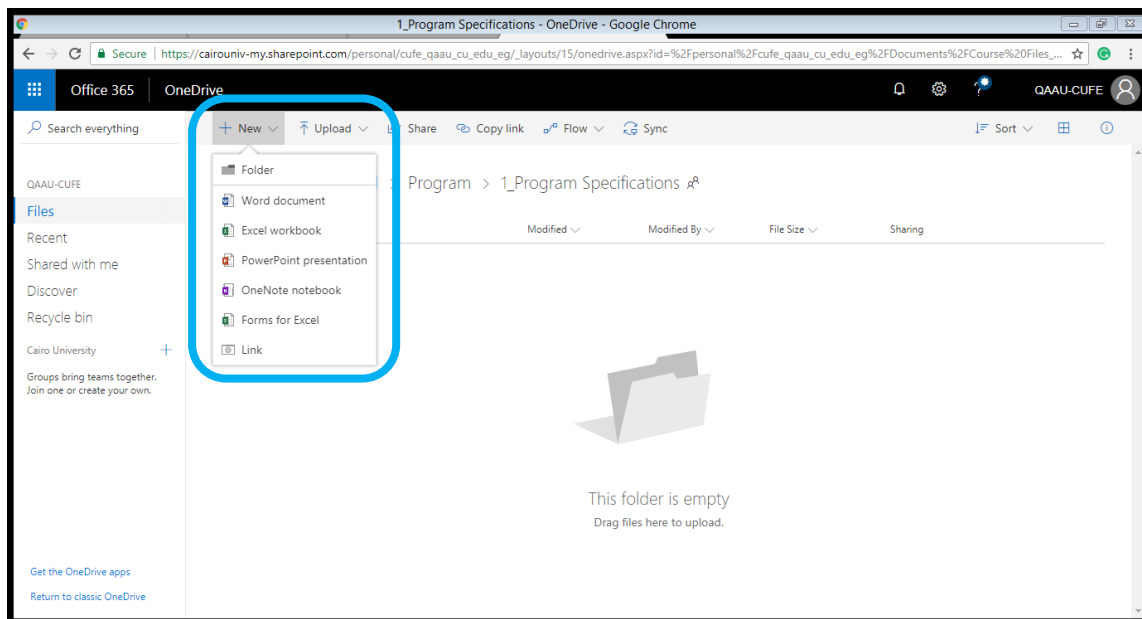


INSTRUCTORS GUIDE- COURSE FILES DIGITIZATION_2017-18

1- NEW tab

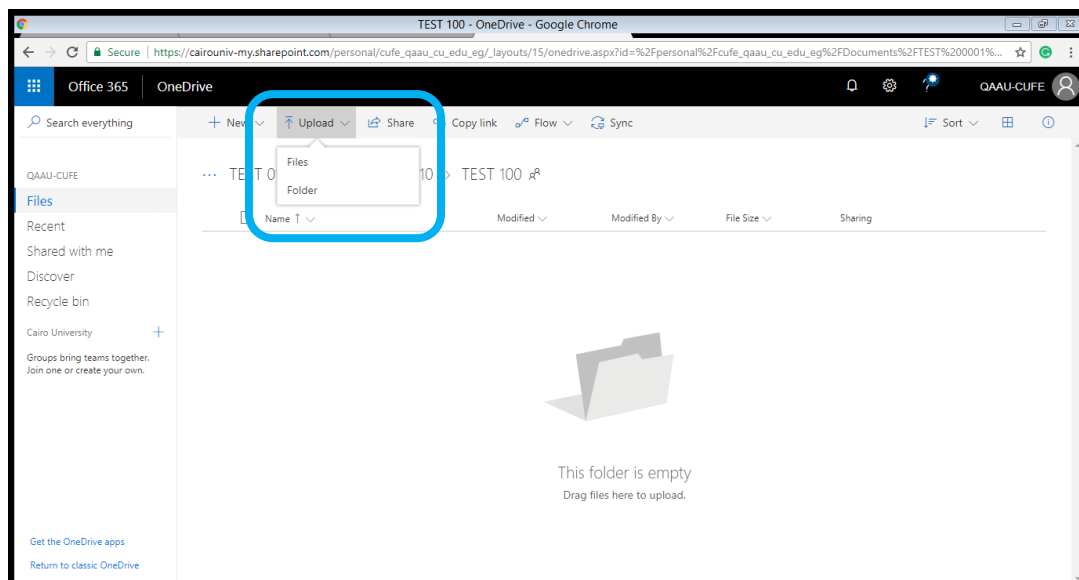
From NEW tab you can create new folder or document,..... (if signed in with a university account i.e.@cu.edu.eg)



Note if there is no university account, it is preferable to create the folder on the PC and upload it using the upload tab as in point 2

2- UPLOAD tab

From UPLOAD tab you can upload files of folders



3- Note about **Sharing**: you can share the course folder with your TA by forwarding the mail received from the Champion.

4- Edit a file

You can open the uploaded file online by clicking on it and edit as shown in the following photos.

The image shows two screenshots illustrating how to open and edit a file online.

Top Screenshot (OneDrive): The interface shows the 'Files' view of a OneDrive account. The breadcrumb path is 'Files > Course Files_201... > Ref_Templates > Course Report'. A file named 'CourseCODE_Course Report.docx' is highlighted with a blue box. A blue arrow points from this file to the bottom screenshot.

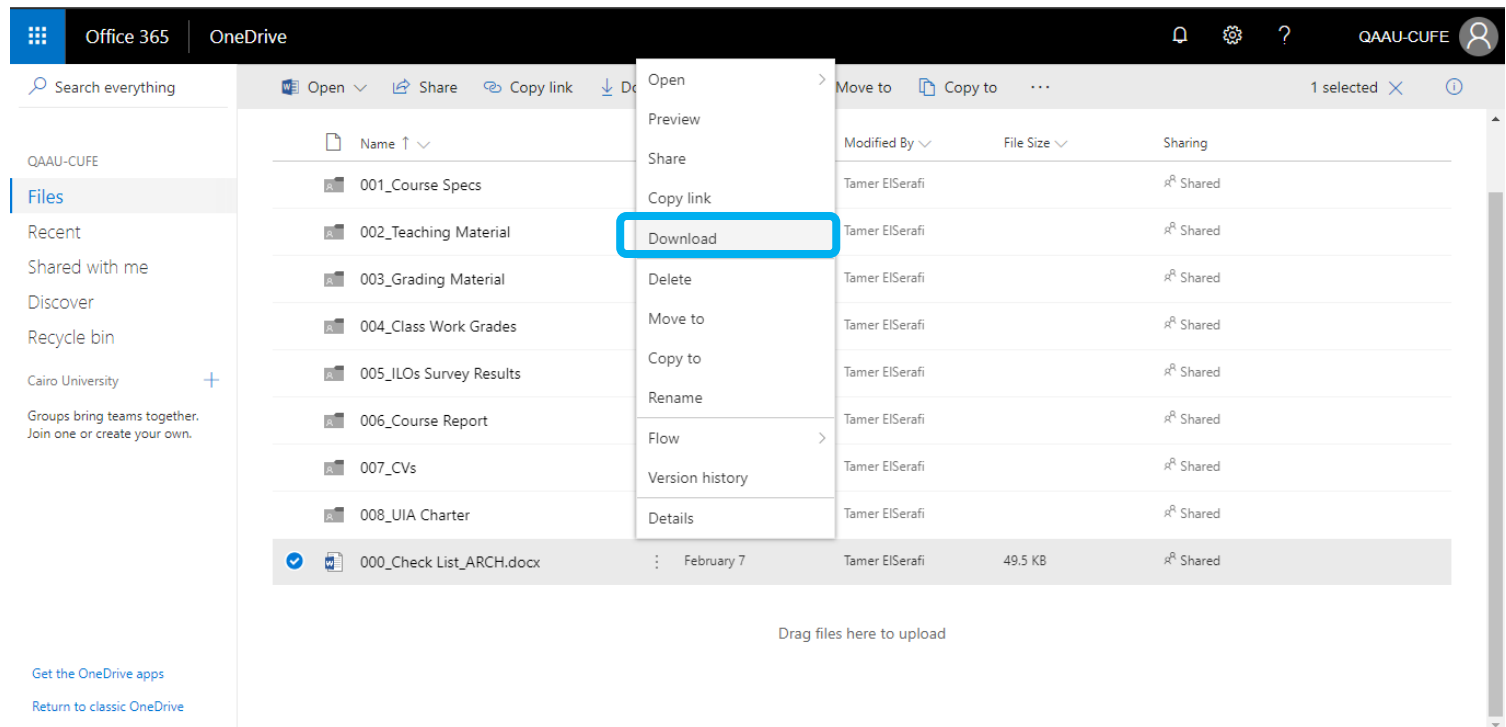
Bottom Screenshot (Word Online): The interface shows the 'Word Online' editor. The title bar indicates 'QAAU-CUFE > Course Report' and 'CourseCODE_Course Report - Saved'. The ribbon shows the 'HOME' tab. The document content includes the Cairo University logo, the text 'Cairo University Faculty of Engineering', and 'Architectural Engineering & Technology (AET)'. Below this is a table titled 'Annual Course Report'.

Annual Course Report	
Program(s) on which this course is given	
Department offering the program	
Department offering the course	
Academic Level	First Year
Date	
Semester(based on final exam timing)	<input type="checkbox"/> Fall <input type="checkbox"/> Spring

5- Check list

You have to download it then modify according to what is added in the course folder, then upload it again with replacement.

- Download



- Edit on PC

000_Check List_ARCH.docx - Microsoft Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW Foxit PDF TABLE TOOLS DESIGN LAYOUT

Cover Page

Cairo University
Faculty of Engineering

Please write department or program name here.

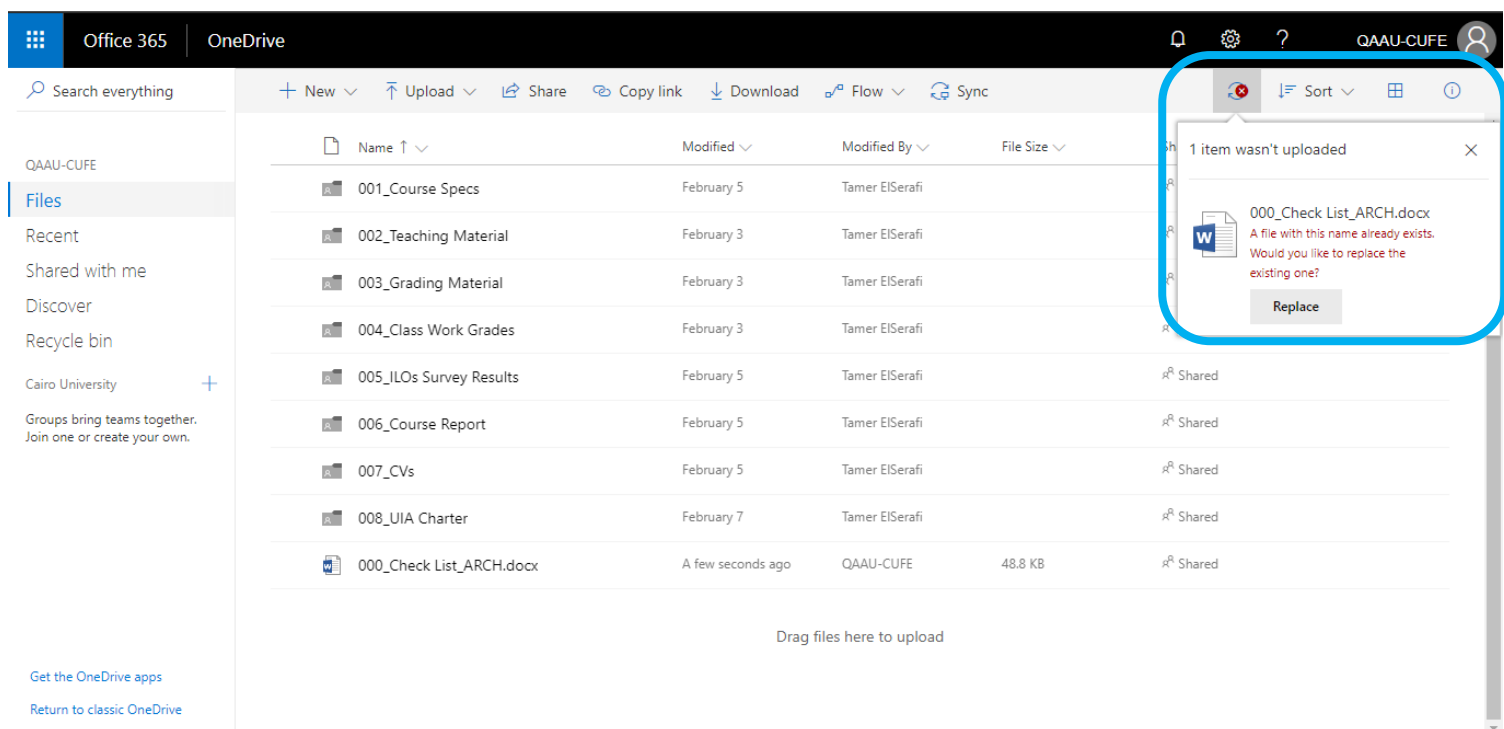
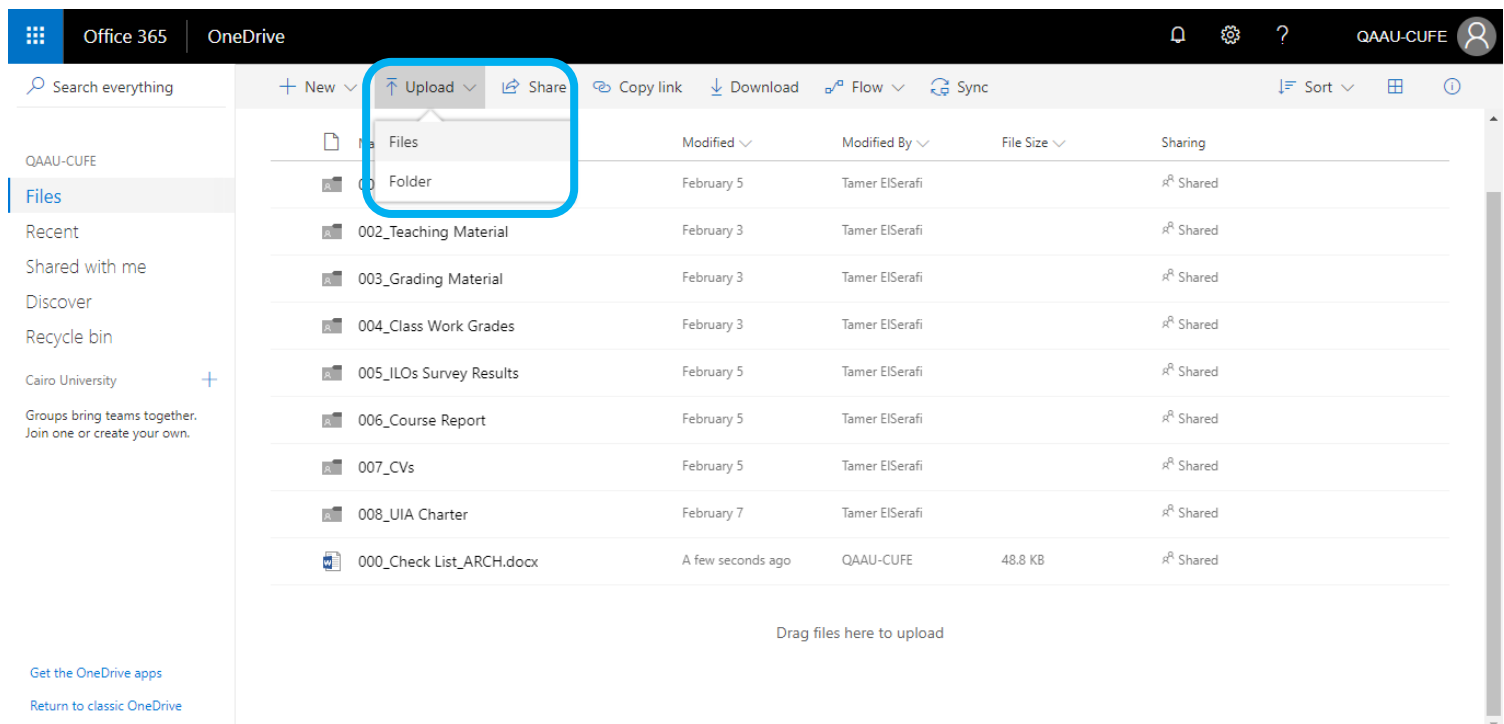
Course File Checklist

Course Title:	Click here to enter text.	Course Code:	Click here to enter text
Semester	Choose an item.	Year	Choose an item.

Content	Status	Notes (If any)
1. Course Specs		
1.1. Course Specifications	<input checked="" type="checkbox"/>	Click here to enter text.
1.2. Course Mapping to NARS	<input checked="" type="checkbox"/>	Click here to enter text.
2. Teaching material (Use soft copy as appropriate)		
3. Grading Material		
3.1. Course Work		
3.1.1. Assignments	<input checked="" type="checkbox"/>	Click here to enter text.
3.1.2. Description	<input type="checkbox"/>	Click here to enter text.
3.2. Midterm Exam		
3.2.1. Exam Paper	<input type="checkbox"/>	Click here to enter text.
3.2.2. Samples	<input type="checkbox"/>	Click here to enter text.
3.3. Final Exam		

PAGE 1 OF 1 5 OF 230 WORDS ENGLISH (UNITED KINGDOM)

- Upload with replacement



Important NOTE about "Ref. Template" folder

This folder contains all the needed templates in the course files and program files. For Fall 2017, for your convenience, you can upload the files in any format that you have already used; but for Spring 2018, instructors are kindly requested to follow these templates.