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How to Publish Course in BlueQuill  
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# New Editions in other areas

In BlueQuill, when it is time for IT to deploy courses for faculty and students at the beginning of the term, the system will search for the correct format, and most recent edition to match and be used in the Learning Management System.

If a course is not published properly, but still has just the working version, it will not be found to deploy. There will be no course in the LMS.

If a faculty have made some changes to a class that already has been published in previous terms, but they did not publish again, it will not deploy the working version with the changes, so the last published version will deploy instead.

# How to Publish a Course in BlueQuill

Once faculty have completed a course in BlueQuill it needs to go through the final steps of publishing.

This is also true if faculty have made any changes to a current course shell in BlueQuill. The course will need the updates published as the next edition.

We ask for consistency that faculty name the edition with the term and version. In example, if you are publishing in Autumn 2019 for the first time then name it AU19.1, and for any additional changes in that term then AU19.2, AU19.3, etc...Next term SP20.1

# Main Issues with Courses Not Deploying

Faculty may have:

missed the last steps of publishing a course

forgot to check the history to then publish the next edition with updated changes

did not have the correct format set correctly

missed the deadline set to deploy an updated new edition so the previous edition deployed instead

# Where else can we find new editions?

- Think of other examples of editions

Textbooks

Houses

Babies

Songs

Movies

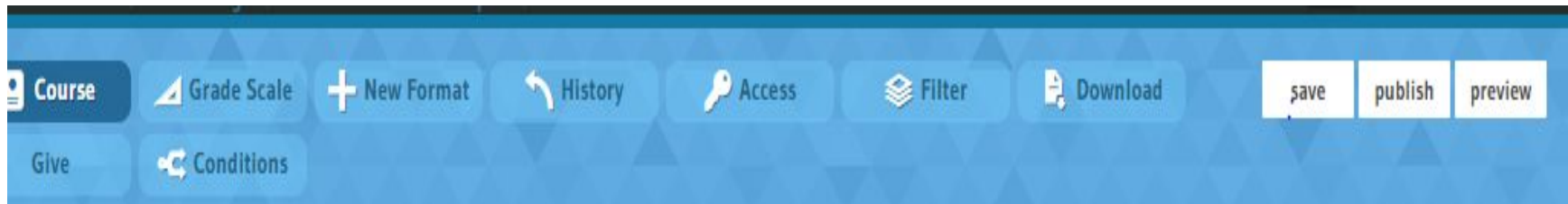
Recipes

Let's check if a class has been published.

In DESIGN in a Course shell.

Click on the History button.

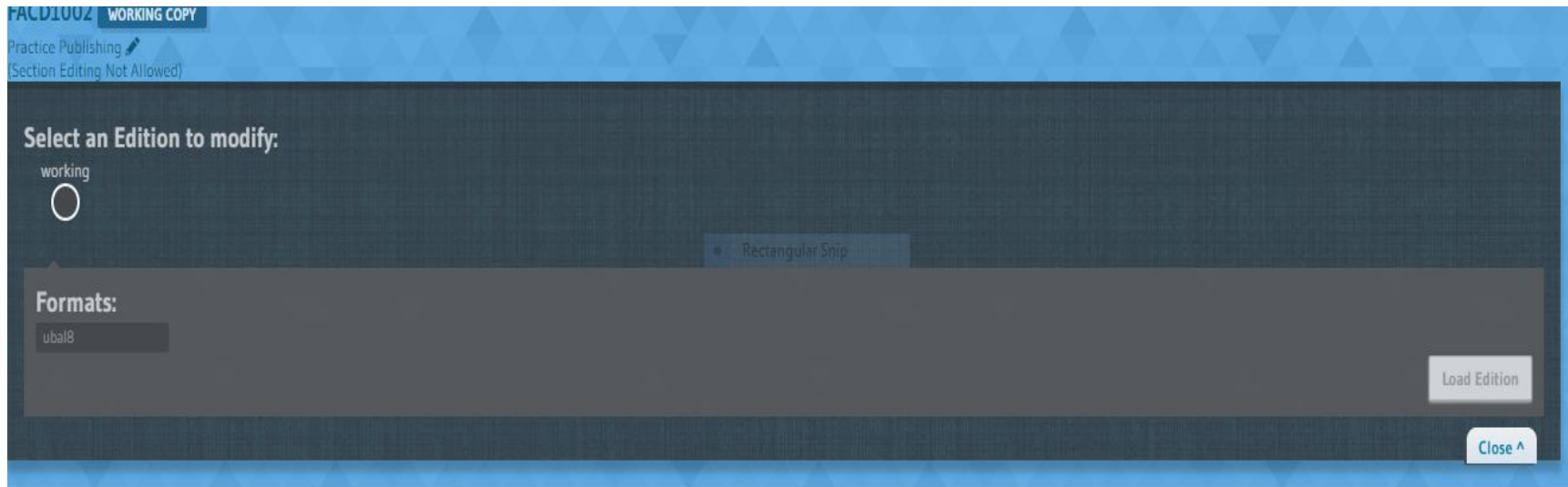
If it's a new course then it may not have a first edition and will say 'working'. When ready to publish click on the PUBLISH button.



History shows this course has not been published yet. Remember to click on close button on right. And then click on Publish.

The screenshot displays a course management interface with a blue header bar. The header contains the course ID 'FACD1002' and a 'WORKING COPY' status. Navigation buttons include 'Course', 'Grade Scale', 'New Format', 'History' (highlighted), 'Access', 'Filter', and 'Download'. On the right side of the header are buttons for 'save', 'publish', and 'preview'. Below the header, there are buttons for 'Give' and 'Conditions'. The main content area is dark grey and features the text 'Select an Edition to modify:' followed by a radio button labeled 'working'. A 'Rectangular Snip' tool is visible. Below this is a 'Formats:' section with a text input field containing 'ubal8'. A 'Load Edition' button is located in the bottom right of the main area, and a 'Close ^' button is at the very bottom right.

Click on the Publish Button on the Top Right. If this class has no errors you will see a green check mark. If you see a red X, this means there maybe something you want to fix. But if it is green or red and you want to go ahead click on Publish again.



The screenshot shows a modal window titled "Select an Edition to modify:" with a "working" radio button selected. Below the modal, the course ID "ubal8" is displayed with a green checkmark icon. On the right side, there are buttons for "Publish", "Edit Course", "View PDF Report", and "Email PDF Report".

ubal8

Publish Edit Course

View PDF Report

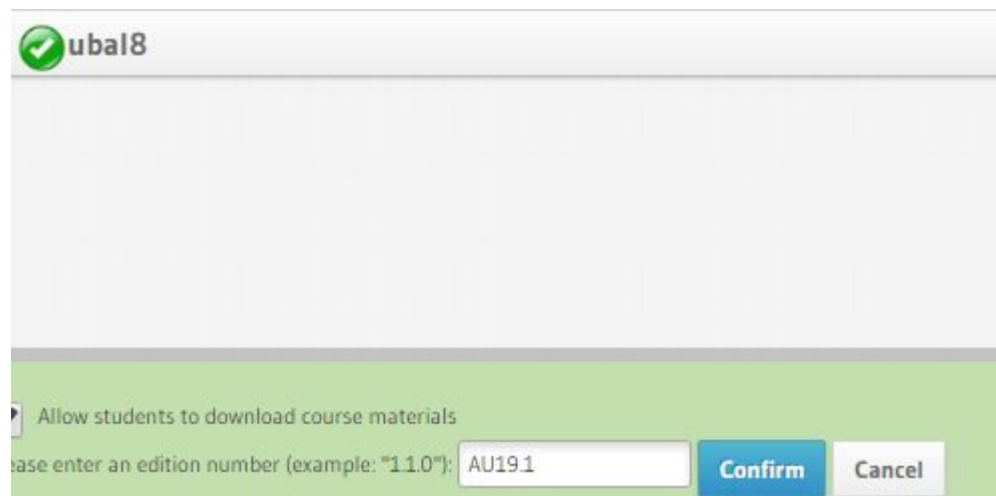
Email PDF Report



This is where you name the edition, a box will appear on the bottom left. Type in the term, year, and edition. AU19.1, SP20.1. It helps to check the HISTORY first so you will keep it in the correct order.

The screenshot displays a course management interface. At the top, a blue header contains the text "ACB1002 working COPY" and "Practice Publishing (Section Editing Not Allowed)". Below this, a dark grey panel titled "Select an Edition to modify:" shows a radio button for "working" and a "Rectangular Sign" button. A "Formats:" section contains a text input field with "uba18" and a "Load Edition" button. A "Close ^" button is in the bottom right of this panel. Below the dark panel, a white area shows a dropdown menu with "uba18" and a green checkmark icon. To the right are buttons for "Publish", "Edit Course", "View PDF Report", and "Email PDF Report" with a dropdown arrow. At the bottom, a green bar contains a checked checkbox for "Allow students to download course materials" and a form for "Please enter an edition number (example: '11.0'):" with a text input field containing "AU191" and "Confirm" and "Cancel" buttons.

# Confirm the name of the edition.

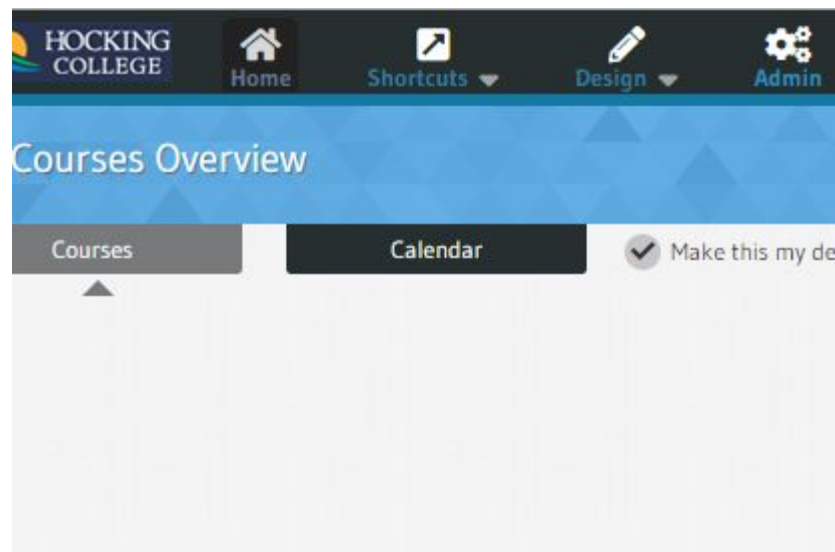


The image shows a software dialog box with a title bar containing a green checkmark icon and the text 'uba18'. The main area of the dialog is empty. At the bottom, there is a green bar containing a checkbox labeled 'Allow students to download course materials'. Below this, there is a text prompt: 'Please enter an edition number (example: "11.0"):' followed by a text input field containing the value 'AU19.1'. To the right of the input field are two buttons: 'Confirm' (in blue) and 'Cancel' (in grey).

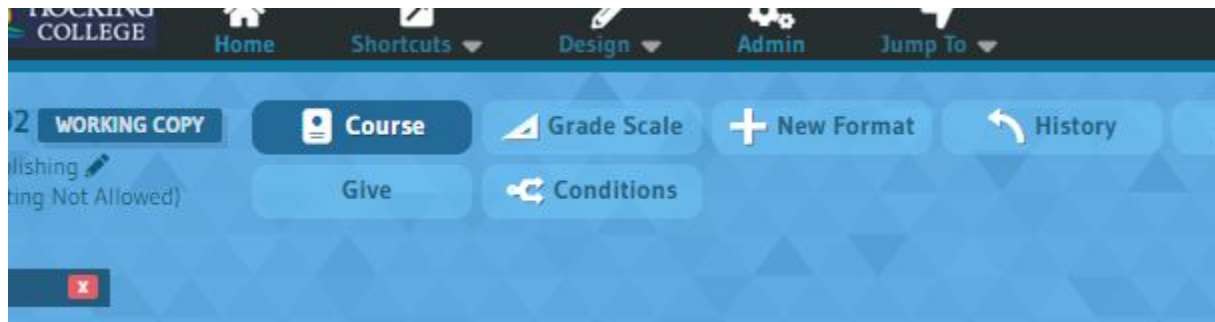
This message will appear when  
completed correctly.



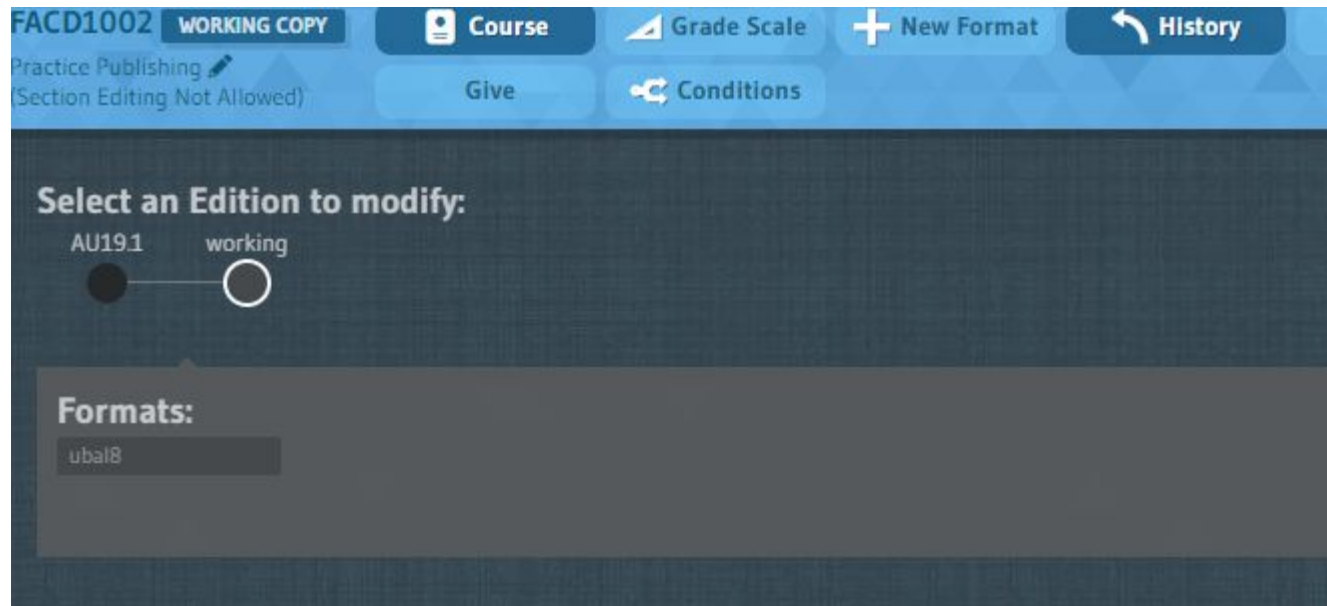
Close out of the class to check by going back to Home and then go back to the class in Design.



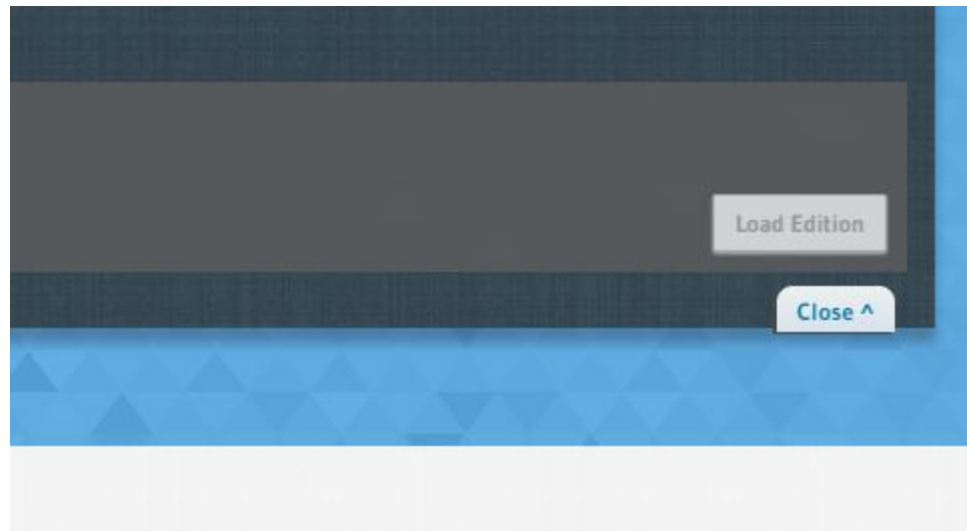
Open the course in Design, and  
Click on History.



You will see the course now has it's first edition, and IT will be able to deploy the course.



# Close the History button.



Here is an example of the History of different course that has been published several times.

The screenshot displays a course management interface for a course titled "FACD1111" in a "WORKING COPY" state. The interface includes a top navigation bar with buttons for "Course", "Grade Scale", "New Format", "History", "Access", "Filter", and "Download". Below the navigation bar, there are buttons for "Give" and "Conditions". The main content area is titled "Select an Edition to modify:" and shows a horizontal timeline of course editions: "SP191", "SU192", "SU193", "SU194", "SU19July23", and "working". The "working" edition is currently selected, indicated by a white circle. Below the timeline, there is a section titled "Formats:" which lists various format identifiers: "online8", "uba18", "blend4", "online12", "online16", "uba12", "uba16", "uba18", "blend8", and "blend16". A "Load Edition" button is located at the bottom right of the interface.



Here is an example of another course, and this shows more history. It shows which editions were used in a term.

The screenshot displays a course management interface with a dark theme. At the top, there are navigation links: Home, Shortcuts, Design, Admin, and Jump to. Below these is a section titled "Select an Edition to modify:" followed by a horizontal timeline of edition identifiers: F17.0.0, F17.0.1, F17.0.2, W18.1.0, S18.1.0, S18.2.0, SU19.3, SU19, SU19.1, and working. Each identifier has a circular indicator below it; S18.2.0 is highlighted with a blue circle, while the others are black. Below the timeline, the text "Published On: Tue Jul 31 2018 10:45:33 EDT by mariviclesho" is visible. Under the heading "Formats:", there are two buttons labeled "online8" and "uba8". A list of course identifiers follows, including C501-S19 (with the note "No associated sections."), C500-S19, 014-P19, 500B-P19, 500-P19, 090-P19, 011-P19, 012-P19, 013-P19, 015-A18, 014-A18, 012-A18, 013-A18, 736-A18, and 761-A18.

# Publish on time!

- Make sure the correct course shell has the
- Correct format
- Correct edition named
- Published before the due dates
- Last minute changes will not always be made, and updates wipe out any student activity or grades if a new published edition is requested to be made during a class that is already active with students.

New editions will not impact a currently running course. So changes can be made behind the scenes while not influencing a running course.