

Seaport3: Letter of Agreement

Faculty View

1. After logging in and selecting your course, click **Course Information Templates**, located in the center area under Course Announcements (Figure 1).
2. Click **Letter of Agreement** (Figure 1).

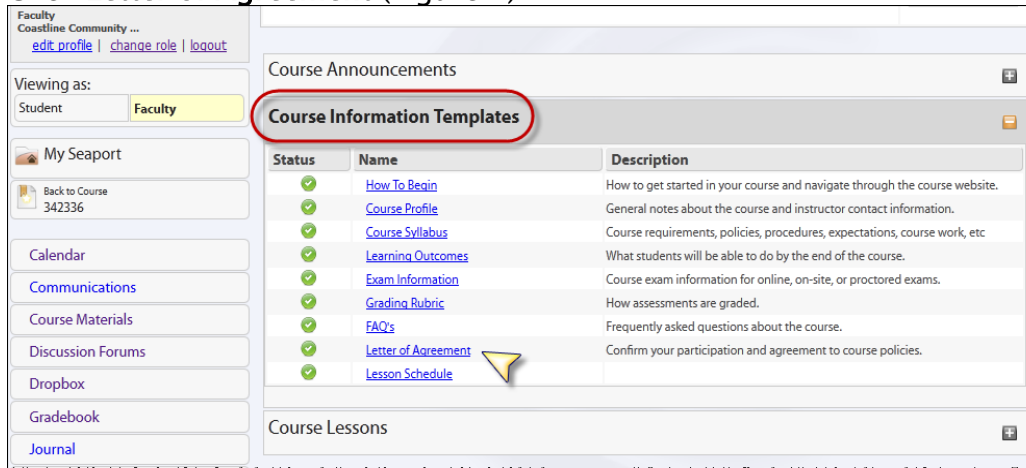


Figure 1

Note: If you imported a course from Seaport³ into Seaport³, the Letter of Agreement copied over. When you open an empty Letter of Agreement template, default text will appear. You may change this text.

3. Make any necessary changes. If you copy text from Word and paste it in the edit box, be sure to paste by clicking on the **Paste as Plain Text** button on the Seaport editor toolbar (Figure 2). This will eliminate any hidden and conflicting formatting from Word and ensure a “cleaner” display of the course’s web pages. You may use the Seaport editor toolbar to format the text for bold, lists, etc.

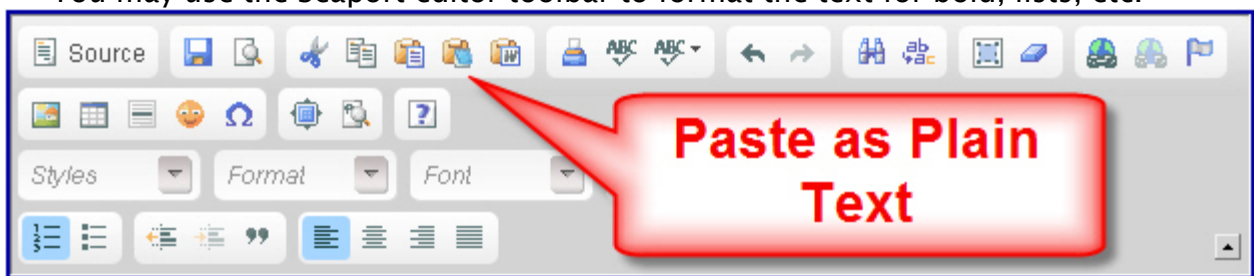


Figure 2

Seaport3: Letter of Agreement

4. Click **Save Template** (Figure 3).

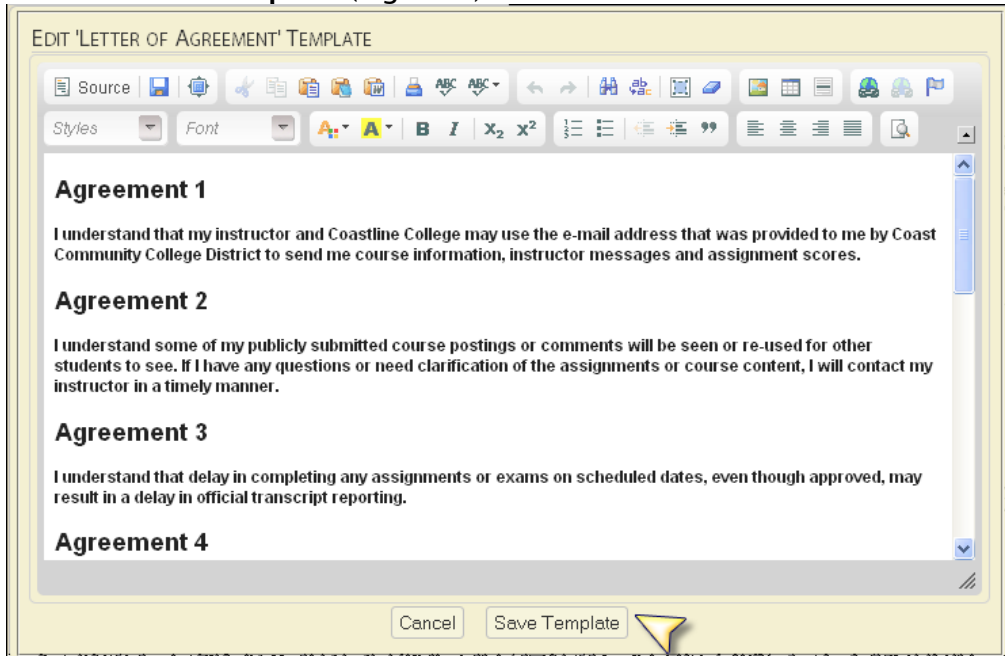


Figure 2

Note: Your Letter of Agreement can be set to automatically place a grade in the gradebook. For more information about this see the Setting up Assessments List in the Seaport help documents.

Student View

When you are logged in as a faculty member, you can see the text for the Letter of Agreement if you go to Student View – Course Information – Letter of Agreement. However, you will not see the [Agree] button that your students see. A student that is logged in and registered for the course will see [Cancel] and [Agree] buttons below all the agreement statements (Figure 4).

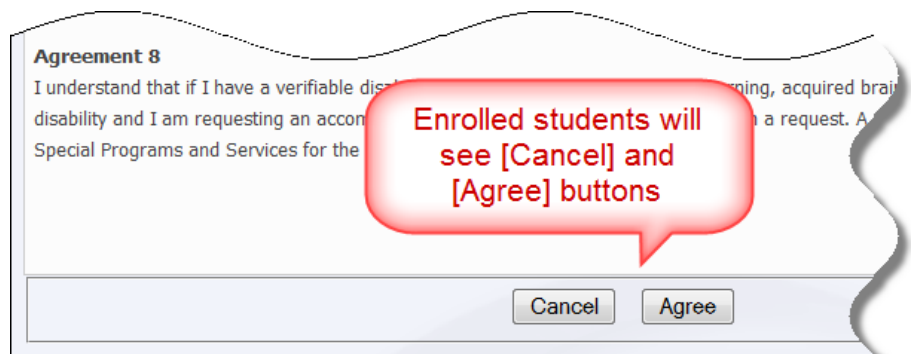


Figure 4

Seaport3: Letter of Agreement

After a student clicks the [Agree] button, they will see “Already Agreed to” text to indicate that they have agreed to the Letter of Agreement (Figure 5).

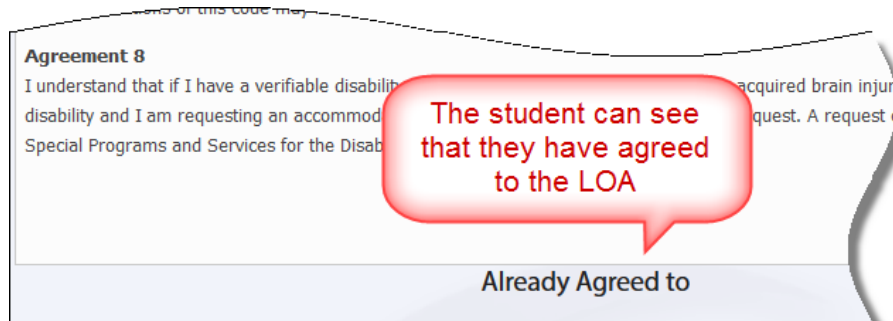
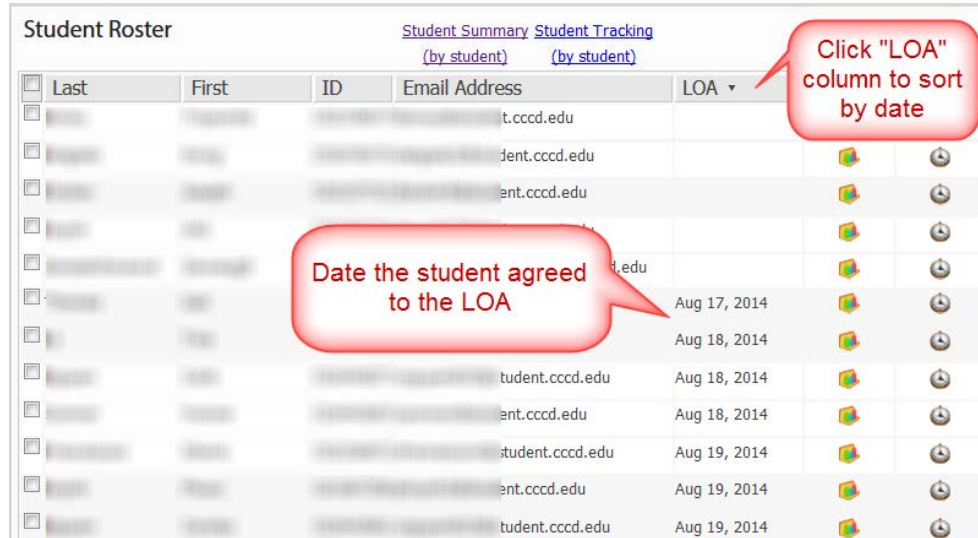


Figure 5

Faculty View – Student Roster

In Faculty view, go to Student Roster to see which students have agreed to the Letter of Agreement. Click the “LOA” column heading to sort by date (Figure 6).



The screenshot shows a table titled "Student Roster" with columns: Last, First, ID, Email Address, and LOA. A red callout bubble points to the LOA column header with the text "Click 'LOA' column to sort by date". Another red callout bubble points to the LOA values in the table with the text "Date the student agreed to the LOA".

Last	First	ID	Email Address	LOA
			t.cccd.edu	
			ent.cccd.edu	
			ent.cccd.edu	
			t.edu	
				Aug 17, 2014
				Aug 18, 2014
			tudent.cccd.edu	Aug 18, 2014
			ent.cccd.edu	Aug 18, 2014
			tudent.cccd.edu	Aug 19, 2014
			ent.cccd.edu	Aug 19, 2014
			tudent.cccd.edu	Aug 19, 2014

Figure 6