

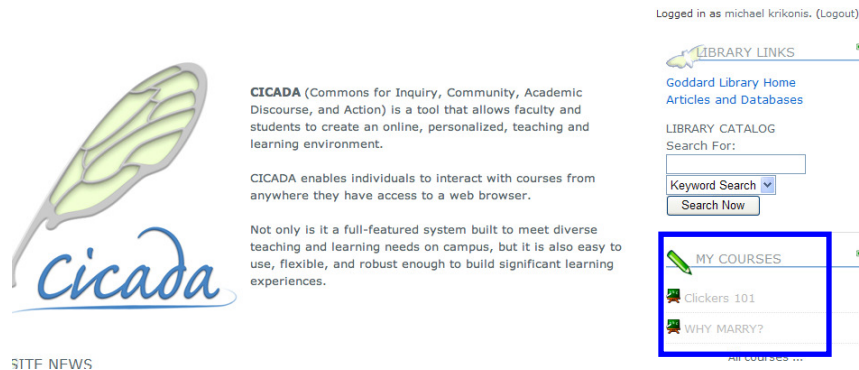
## Help Document Series: CICADA

### How to enable a CICADA course

*One of the benefits of CICADA, our new Course Management System, is that your courses are automatically created and available for you to develop. When you complete development and are then ready to make the course available to your students, follow these 3 steps.*

To begin: open <https://cicada.clarku.edu> in your browser and log into the system. You may use Internet Explorer or Firefox, though CICADA is optimized for best performance with Firefox. [Mac users: Safari is not fully supported in CICADA at this time.]

1) In the **MY COURSES** block, click on the name of the course you will set to be available.



**CICADA** (Commons for Inquiry, Community, Academic Discourse, and Action) is a tool that allows faculty and students to create an online, personalized, teaching and learning environment.

CICADA enables individuals to interact with courses from anywhere they have access to a web browser.

Not only is it a full-featured system built to meet diverse teaching and learning needs on campus, but it is also easy to use, flexible, and robust enough to build significant learning experiences.

Logged in as michael krikonis. (Logout)

**LIBRARY LINKS**

Goddard Library Home  
Articles and Databases

**LIBRARY CATALOG**

Search For:

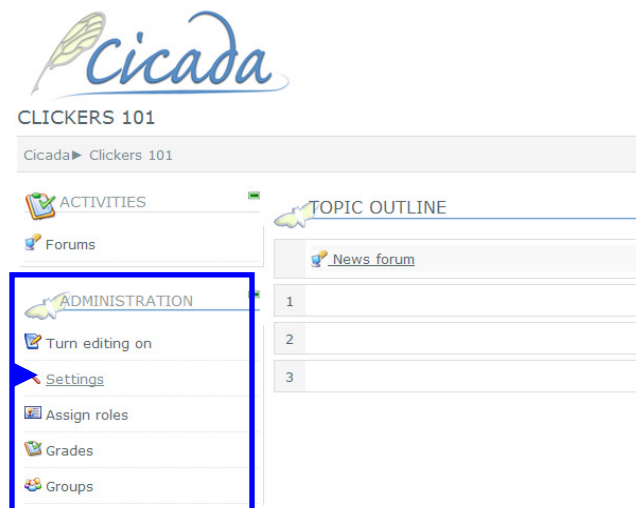
Keyword Search  
Search Now

**MY COURSES**

Clickers 101  
WHY MARRY?

SITE NEWS

2) When the course page displays, select the **Settings** link, located in the **ADMINISTRATION** block



**CLICKERS 101**

Cicada > Clickers 101

**ACTIVITIES**

Forums

**ADMINISTRATION**

Turn editing on  
Settings  
Assign roles  
Grades  
Groups

**TOPIC OUTLINE**

News forum

1  
2  
3

If you have any questions, or require further assistance, please contact the ITS Student Help Desk at **508.793.7704** or [sos@clarku.edu](mailto:sos@clarku.edu).

3) On the EDIT COURSE SETTINGS page, locate the **Availability** heading and select **“This course is available to students”** from the Availability drop menu.

Click the **Save Changes** button to complete and return to your course page. Your course is now available for students to access.

The screenshot shows the 'EDIT COURSE SETTINGS' page. At the top, there is a 'Force' dropdown menu set to 'No'. Below this is the 'Availability' section, which contains three dropdown menus: 'Availability' (set to 'This course is not available to students'), 'Enrollment key' (set to 'This course is not available to students'), and 'Guest access' (set to 'Do not allow guests in'). The 'Availability' dropdown is highlighted with a blue box, and its options are expanded, showing 'This course is not available to students' and 'This course is available to students'. Below the 'Availability' section is the 'Language' section with a 'Force language' dropdown set to 'Do not force'. At the bottom is the 'Role renaming' section with input fields for Administrator, Course creator, Teacher, Non-editing teacher, Student, Guest, and Authenticated user. At the very bottom, there are 'Save changes' and 'Cancel' buttons, with 'Save changes' highlighted by a blue box.

Note: When you return to your CICADA home page, you can visually identify the availability of courses listed in the **My Courses** block. The linked text for available courses will display in a shade slightly darker than the text for courses that are not available for students.



If you have any questions, or require further assistance, please contact the ITS Student Help Desk at **508.793.7704** or [sos@clarku.edu](mailto:sos@clarku.edu).