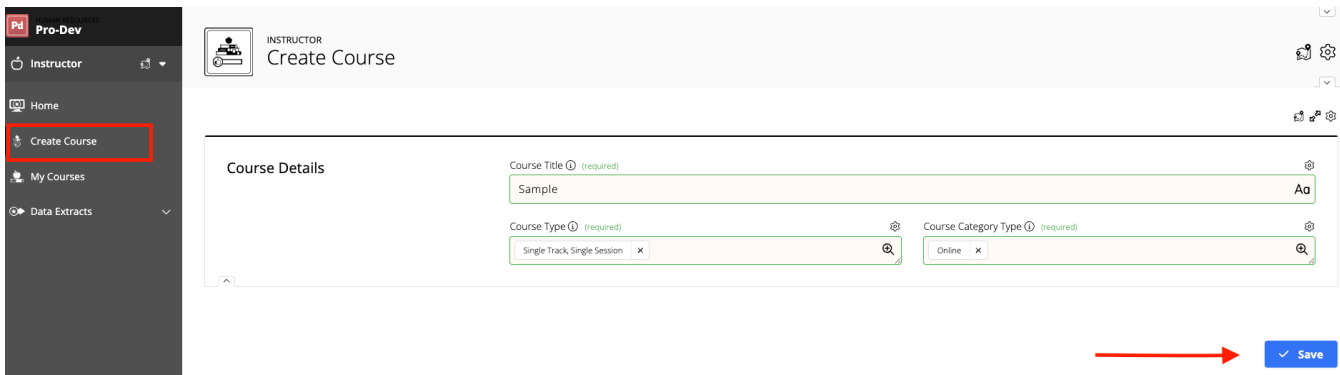


## Create Course

1. Start by **creating a course** in the left navigation menu under the **Instructor, Facilitator, or Manager Roles**.
2. Fill in the **Course Title**.
3. Click the **Course Type** field and select the **checkbox** to the far left of the type.
4. Select the **Course Category Type** field similarly.
5. Click **Save**.





The screenshot shows the 'Create Course' interface. On the left, a dark sidebar contains navigation options: 'Instructor', 'Home', 'Create Course' (highlighted with a red box), 'My Courses', and 'Data Extracts'. The main content area is titled 'INSTRUCTOR Create Course'. It features a 'Course Details' section with three input fields: 'Course Title (required)' containing 'Sample', 'Course Type (required)' with a dropdown showing 'Single Track, Single Session' and a checkbox, and 'Course Category Type (required)' with a dropdown showing 'Online' and a checkbox. A blue 'Save' button with a checkmark is located at the bottom right, with a red arrow pointing towards it.

6. You will now see the Configure Professional Development Course modal, which features two subpage tabs across the top. It will default to the Info tab.



## Info Tab

In the **Course Request Information** section, enter the course's essential details.



1. The **Course Title**, **Course Requester**, **Course Type**, and **Category Type** fields will be automatically populated but may be edited.
2. Fill in the **Alternate Course Title** if needed.
3. Click the **Course Sponsor** field and select the **checkbox** to the sponsor's far left.
4. Fill in the **Course Description** field.
5. Click the **Course Location** field and select the **checkbox** to the far left of the location.
6. The **State Recognition Criteria** is automatically populated but may be edited.
7. Fill in the **Course Agenda** and, optionally, the **Course Code**, **Intended Audience**, and **Course Requirements** fields.



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE  
 Configure: Sample Course - T  
 Professional Development Course Id: 2624 Pending  



**Info** Settings Submit < >



Information  




**Course Request Information**  
 Enter the essential details of the course.




Course Title (optional)   




Alternate Course Title (optional)   




Course Description (required)   




Course Agenda (required)   




Course Requestor (req)    




Category Type (req)    

Course Location (req)    

State Recognition Criteria (opt)    

Course Type (req)    




Course Sponsor (req)    




Type of Study (opt)    




In the **Course Dates** section, enter the course's specific date(s) or date range.




1. Select the **Course Start and End Dates**, and optionally, the **Registration Open and Closing Dates**, as well as the **Waitlist Close Date**. Click the date on the calendar or simply fill in the date.
2. The **School Year** will default to the current year, but may be edited.




**Course Dates**  
 Enter the specific date(s) or date range for the course in this section.




Course Start Date (required)    

Course End Date (required)    

Registration Open Date (optional)    

Registration Closing Date (required)    




Waitlist Close Date (optional)    




School Year (required)    



In the **Course Evaluation** section, select the course evaluation form and end date that will be available to the learner at the end of the course.

1. Click the **Course Evaluation Form** field and select the **checkbox** to the left of the form.
2. Select the **Evaluation End Date** from the calendar or fill it out.
3. Select **Yes/No** from the **Evaluation Open at Course Start Date** dropdown menu. Selecting 'Yes' indicates that the evaluation form will be available during the course.

**Course Evaluation**  
 Select the form and dates for the course evaluation, which will be available to the learner at the end of the course.

Evaluation Form (required)    

Evaluation End Date (req)    

Evaluation Open at Course... (opt)   

In the **People** section, select all individuals associated with the course.

1. Click the **Lead Instructor** field and select the **checkbox** to the instructor's far left.

2. Optionally, select the **Course Facilitator and Authorizing Admin** in the same manner.

**People**  
Select all individuals associated with the course, including the instructor.

Lead Instructor (required)   

Course Facilitator (optional)   


Authorizing Admin (optional)   


In the **Objectives** section, fill in the Course Objective(s). You may add one or multiple objectives. Course objectives should be stated in terms of what the participants will know or be able to do as a result of the training.

1. Scroll down to the bottom of the section and click the **Add Record** dropdown menu to add one or more records or objective(s).
2. Click the **trash icon** to the right to remove a record or objective(s)

**Objectives**  
Enter the objectives for the course.

Objectives (optional)

1. Course Objective (required)  
At the end of the course the student will know how to create a course. 



**Add Record** 



- Add 1 Record
- Add 2 Records
- Add 3 Records
- Add 4 Records
- Add 5 Records



In the **Course Certification Properties** section,



1. Check any certification standards **checkbox**.
2. Click the **Launch button** to the right and complete the form with the necessary details.



**Course Certification Properties**  
Check any certification standards, if necessary, complete the form with the relevant details.

(optional)  Course Allows for Para Educator Standards (?)   [Launch Para Educator Standards Details Form](#)

(optional)  Course is STEM (?)  

(optional)  Course is Equity (?)  

(optional)  Course is Educational Leadership (?)  

(optional)  Course Meets Qualifications for a TPEP Course (?)  

In the **Course Funding Source and Payments** section, record information about funding sources and details regarding payment.

1. Check the **checkbox** for one or more of the following:
  - a. **Participants can apply to use PD funds**
  - b. **Participants will be paid with a budget provided by the program and/or building**

- c. Pay or No Pay
- d. Title II

2. Click the **Superintendent Designee** field and click the **checkbox** for the designee.
3. Select **Signature Cutoff Date** from the calendar.

**Course Funding Source and Payments**

This section records information about funding sources and details regarding payment.

Participant Payment Option (optional)

Participants can apply to use PD funds  Participants will be paid with a budget provided by the program and/or building

Superintendent Designee (optional)

Signature Cutoff Date (optional)

Budget Code (optional)

**In the Prerequisites and Corequisites section,**

1. Select "Yes" or "No" from the "Requires External Registration" and "Additional Course is Required" dropdown menus. If 'Yes' is selected, please fill in the additional information below. (URL, Date, Comments)

**Prerequisites and Corequisites**

Add information here if the course has required prerequisites or is linked to a partner course.

Additional Course is Required (optional)

Additional Course Date (optional)

Additional Course Comments (optional)

**Last, in the Additional Information section,**

1. Select **Yes/No** from the **Course**, which is a repeat of a previously approved course, **Building use**, and **Course**, which is a virtual dropdown menu. If 'Yes' is selected, please fill in the additional information below. (Course ID, Course Link).
2. Click Save when finished.

**Additional Information**

Include any additional information, if necessary.

Course is Virtual? (optional)

Virtual Course Link (optional)



Continue to the settings tab.

<https://support.schooldata.net/hc/en-us/articles/39552111517075>