

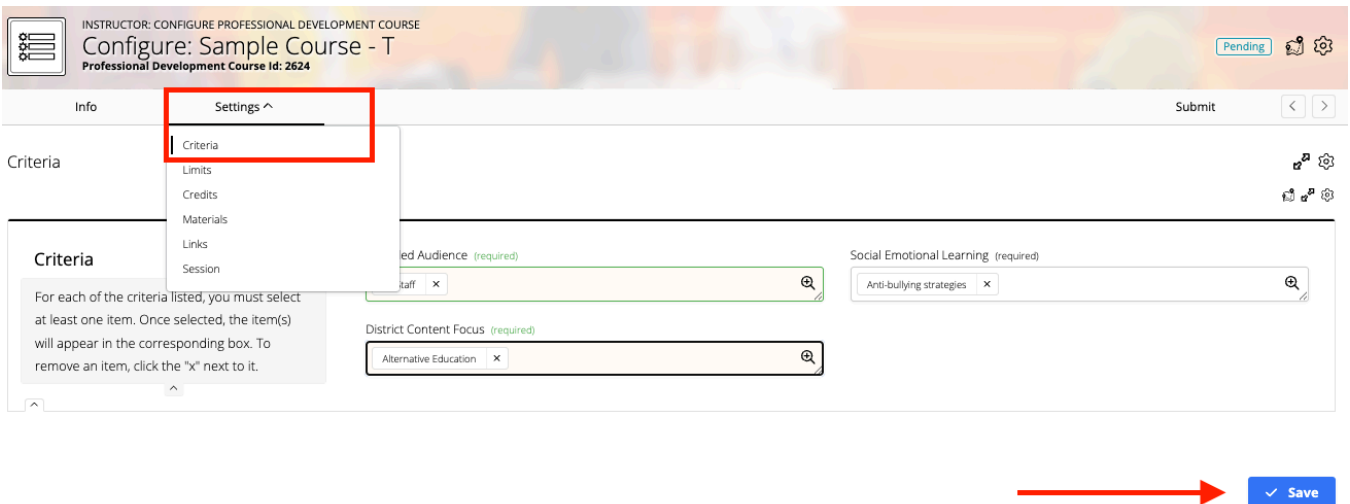
## Create Course: Complete Settings and Submit

### Settings Tab

1. Click the **Settings tab** at the top of the page and choose one of the following from the dropdown menu.
  - **Criteria:** Here, you will select at least one criteria item for each category.
  - **Limits:** Here, you can limit who can view and register.
  - **Credits:** Here, you will select the type(s) of credits available for this course. Multiple credit types can be assigned to a single course.
  - **Materials:** You can add course materials here.
  - **Links:** Here, you will add links to courses.
  - **Session:** Here, you will configure session information for the course.
  - **Track:** Here, you will add a conference track with sessions.

### Criteria

1. Click the **Settings tab** and choose **Criteria**.
2. You must select at least one item for each listed criterion category.
3. Click the field, select one or more **checkboxes**, and click **Accept**.
4. To remove an item, click the “x” next to it.
5. Click **Save** when finished.

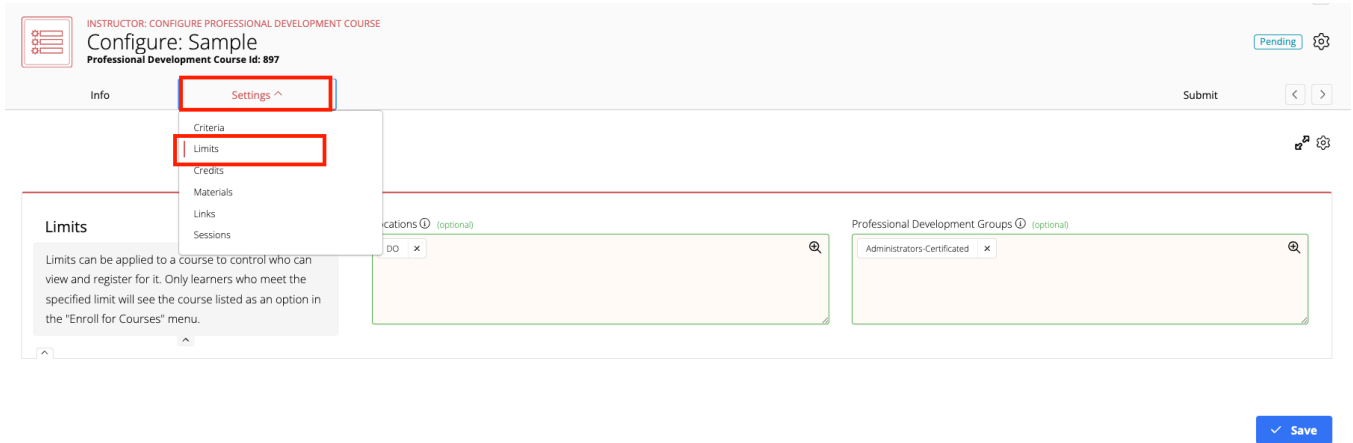


The screenshot shows the 'Configure: Sample Course - T' interface. At the top, there's a header with 'INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE' and 'Configure: Sample Course - T' with 'Professional Development Course Id: 2624'. A 'Pending' status indicator and a settings gear icon are in the top right. Below the header, there's a navigation bar with 'Info' and 'Settings ^' (highlighted with a red box). The 'Settings' dropdown menu is open, showing options: 'Criteria', 'Limits', 'Credits', 'Materials', 'Links', and 'Session'. The 'Criteria' option is selected. Below the dropdown, there's a 'Criteria' section with a text box explaining: 'For each of the criteria listed, you must select at least one item. Once selected, the item(s) will appear in the corresponding box. To remove an item, click the "x" next to it.' There are three search fields: 'Selected Audience (required)' with 'Staff' selected, 'District Content Focus (required)' with 'Alternative Education' selected, and 'Social Emotional Learning (required)' with 'Anti-bullying strategies' selected. At the bottom right, there's a blue 'Save' button with a checkmark, indicated by a red arrow.

### Limits

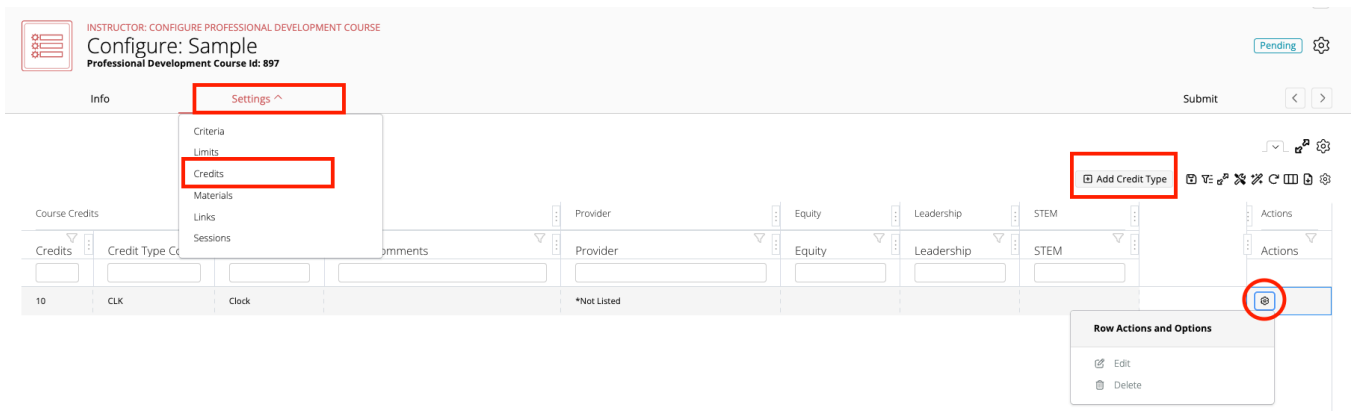
1. Click the **Settings tab** and choose **Limits**.
2. Click the **Locations** field, select one or more **checkboxes**, and click **Accept**.
3. Select the **Professional Development Groups** field in the same way.
4. To remove an item, click the “x” next to it.

5. Click **Save** when finished.



Credits

1. Click the **Settings** tab and choose **Credits**.



2. Click the "**Add Credit Type**" button in the top right.

- Fill in the **Credits** field numerically. Make sure the number of hours offered aligns with the course offering's agenda and session times.
- Select the **magnifying glass** in the **Credit Type Code** field and click the **checkbox** for the code.
- Select the **Provider** field similarly.
- Fill in the **Credit Comments** field.

Edit Course Credits

Credits (optional)  #

Credit Type Code (required)  x

Provider (required)  x




Credit Comments (optional)

- Optional Credit Option Designations are listed below. If used, the total Designation Credits cannot exceed the total Course Credits.
  - The designation selection fields are automatically filled.

- ii. Fill in the **Credits** field numerically.
- iii. Click the **trash icon** to the far right to delete the item.

Edit Option Designations

(optional)

1. Designation Selection	Credits (optional)
STEM	# 
2. Designation Selection	Credits (optional)
Equity	# 
3. Designation Selection	Credits (optional)
Leadership	# 

f. Click **Save**.

- 3. Click the **Row Actions Gear** to the far right and choose **Edit** or **Delete**.
  - a. A confirmation window will appear when deleting. Click Yes/No.

## Materials

- 1. Click the **Settings tab** and choose **Materials**.






INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE


Configure: Sample Pending

Professional Development Course Id: 897


Info Settings ^ Submit <

- Criteria
- Limits
- Credits
- Materials
- Links
- Sessions

Materials Add File     

File Name	Description	Date Uploaded	Uploader	Actions
<a href="#">Homeroom Dashboards Student Dashboard (Connect).pdf</a>	Sample	Tue, Sep 23, 2025	teri.larew	

**Row Actions and Options**

-  Delete


- 2. Click the **Add File button** in the top right.
  - a. The **Course** field will automatically render.
  - b. Fill in the **Uploaded File Descriptions** field.
  - c. Click the **File field “+” icon**, click **Choose a file** to select a file, and click **Accept**.
  - d. Click **Save**.

Essentials


Course

Sample Aa

Uploaded File Description (required)

Sample 

File (required)

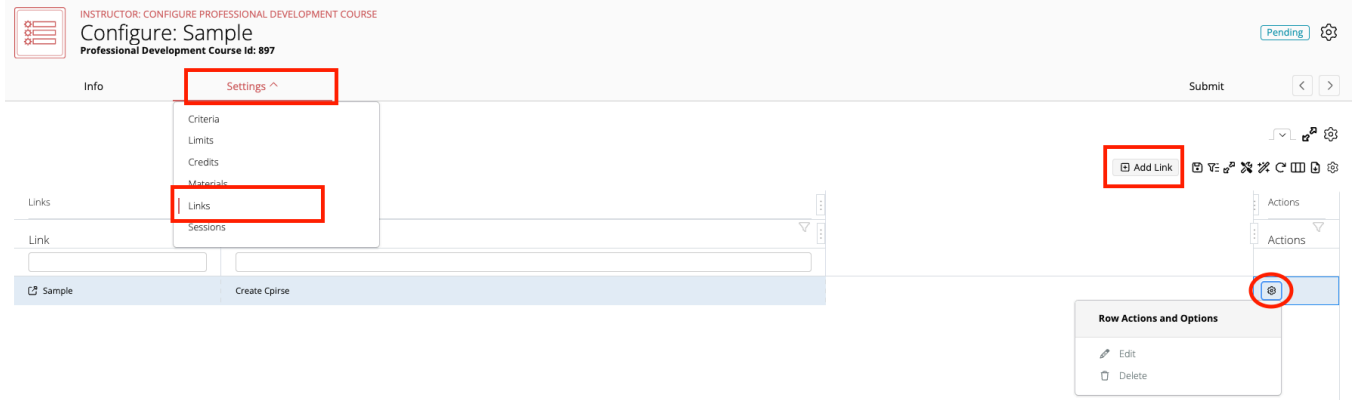
Homeroom Dashboards Student Da... x 

Cancel Save

3. Click the **File Name** to view the file.
4. Click the **Row Actions Gear** to the far right and choose **Delete** to remove.

## Links

1. Click the **Settings tab** and select "Links."



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE  
 Configure: Sample  
 Professional Development Course id: 897

Info Settings ^

- Criteria
- Limits
- Credits
- Materials
- Links**
- Sessions

Links

Link

Sample Create Cpirse

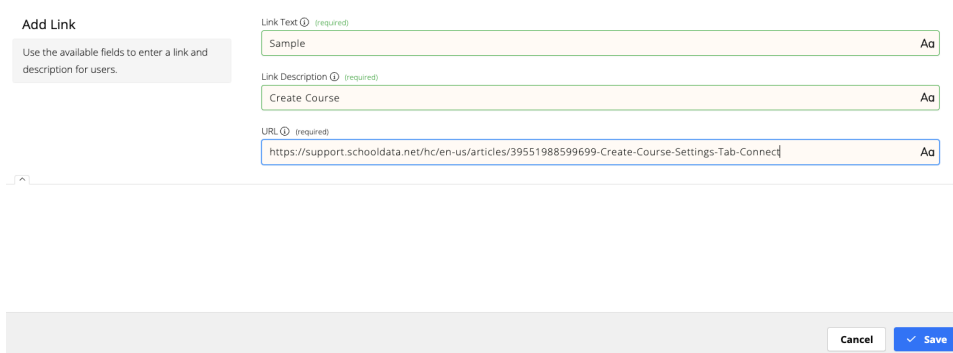
Submit

Add Link

Row Actions and Options

- Edit
- Delete

2. Click **Add Link** in the top right to add course links.
  - a. Fill in the **Link Text**, **Description**, and **URL**.
  - b. Click **Save**.



Add Link

Use the available fields to enter a link and description for users.

Link Text (required) Sample Aa

Link Description (required) Create Course Aa

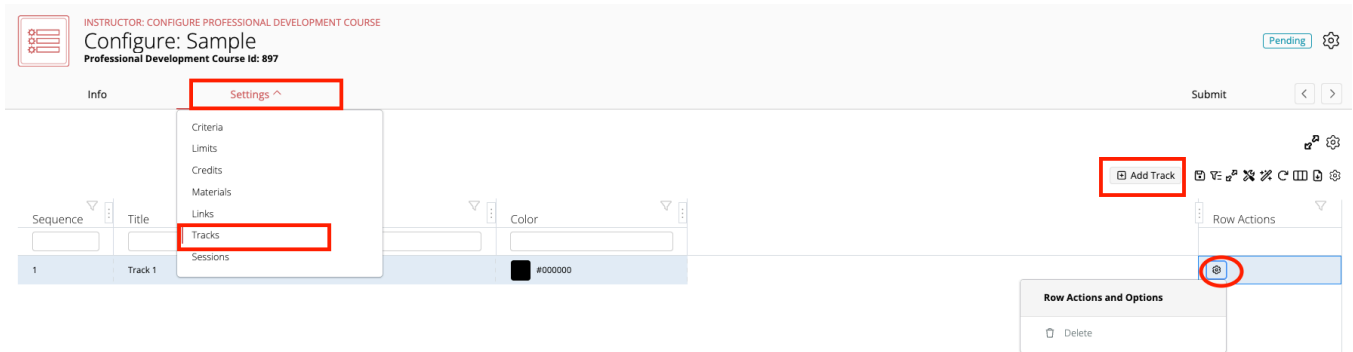
URL (required) https://support.schooldata.net/hc/en-us/articles/39551988599699-Create-Course-Settings-Tab-Connec Aa

Cancel Save

3. Click the **Row Actions Gear** to the far right to **Edit** and **Delete**.
  - a. A confirmation window will appear when deleting. Click **Yes/No**.

## Track

1. Click the **Settings tab** and choose **Track**. A track will only appear for conferences.



INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE  
 Configure: Sample  
 Professional Development Course id: 897

Info Settings ^

- Criteria
- Limits
- Credits
- Materials
- Tracks**
- Sessions

Sequence Title Color

1 Track 1 #000000

Submit

Add Track

Row Actions

Row Actions and Options

- Delete

2. Click **Add Track** at the top right.
3. The **Sequence** and **Title** fields will automatically render but may be edited.
4. Fill in the code next to the **#** icon or double-click the **dropper icon** in the **Color** field to select a color.
  - a. Click the **arrow** in the bottom dropdown menu to reveal the Hex codes.

Details

Sequence (req) 1 # Title (required) Track 1 Aa Color (opt) #000000

Cancel Save

## Session

1. Click the **Settings** tab and choose **Sessions**.

INSTRUCTOR: CONFIGURE PROFESSIONAL DEVELOPMENT COURSE

Configure: Sample Professional Development Course Id: 897

Info Settings

Criteria Limits Credits Materials Links Links Tracks

Track

Seq... Title Online Course Room Location Activity Comments Activity Date Start Time Row Actions

1 Track 1 1 Session 1 DO Sat, Sep 27, 2025

Add Course Session

Row Actions and Options Edit Copy Session Delete

2. If this is a **single-session** course, the session form will be displayed automatically.
3. If this is a **multi-session** course, a table will load.
  - a. Click **Add Course Session** at the top right to add each session.
    - i. In the **Course** section, the fields will automatically render. Do nothing here.
      1. If this is a conference, select the **magnifying glass** in the **Track** field, click it, then click the **checkbox**.

Course

Course Id 897 # Course Title Sample Aa Track (opt)

- ii. In the **Activity Details** section, the **Activity Title**, **Sequence**, and **Location** will automatically populate; however, they can be edited if necessary.
  1. Select **Yes/No** from the **Asynchronous Course** dropdown menu.
  2. Fill in the **Room** and **Credit Hours** fields.

Activity Details

Activity <sup>ⓘ</sup> (required)  
 Aa

Sequence <sup>ⓘ</sup> (req)  #

Asynchronous Course <sup>ⓘ</sup> (req)  ▾

Location (opt)  × 🔍

Room <sup>ⓘ</sup> (req)  Aa

Credit Hours (opt)  #

- iii. In the **Dates/Times** section, the **Activity Date** will automatically render but may be edited.
  1. Optionally, fill in the **Start and End Times**.

Dates/Times

Activity Date <sup>ⓘ</sup> (required)  📅

Start Time <sup>ⓘ</sup> (optional)  ⌚

End Time <sup>ⓘ</sup> (optional)  ⌚

- iv. In the **Enrollments** section, fill in the **Min. The Enrollment** and **Seats Available** fields are numerical.

Enrollments

Min Enrollment <sup>ⓘ</sup> (required)  # ⚙️

Seats Available <sup>ⓘ</sup> (required)  # ⚙️

- v. Fill in a **Description** if needed.
- vi. Lastly, in the **Instructors** section, the **Lead Instructor** field will be automatically rendered but can be edited.
  1. Select the **magnifying glass** in the **Additional Instructors** field and click the **checkbox** next to the instructor if needed.
- vii. Click **Save** when finished.

Description

Description <sup>ⓘ</sup> (optional)

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Instructors

Lead Instructor <sup>ⓘ</sup> (required)  × 🔍

Additional Instructors <sup>ⓘ</sup> (optional)  🔍

- b. Click the **Row Action Gear** to the far right and choose one of the following:
  - i. **Edit**
  - ii. **Copy Session**
  - iii. **Delete:** A confirmation window will appear when you delete. Click **Yes/No**.

## Submit Components for Review (Submit Tab)

1. Click the **Submit tab** in the top right.
2. Click the **Manage button** to the right for the required components and complete the required information. A **checkbox** will appear to the left of the component if it is complete.
3. When finished, click the **Submit for Review button** at the bottom. The manager will receive an email notifying them that the course is awaiting approval. The status of the course request will also be updated for review.
4. After review, the instructor, course requester, and facilitator receive an email informing them whether the course has been approved or denied.
  - a. If approved, the course status will be updated to '**Open**' and will be visible on the course registration page.

NOTE: A button in the top right corner will be activated as the course progresses, rendering the following.

- **Pending:** A course has been created.
- **Review:** A course has been submitted for review.
- **Denied:** The course was denied.
- **Open:** The course has been approved and is open for registration. Until the registration closing date, it can be viewed on the learner's Enroll in Courses menu.
- **Attendance Verified:** Attendance has been verified for the course.
- **Complete:** The course credits can be posted to the learner's transcripts.
- **Exported:** If applicable, the course credit records have been uploaded to another system.
- **Canceled:** The course has been canceled.
- **Hold:** The course has been placed on hold.