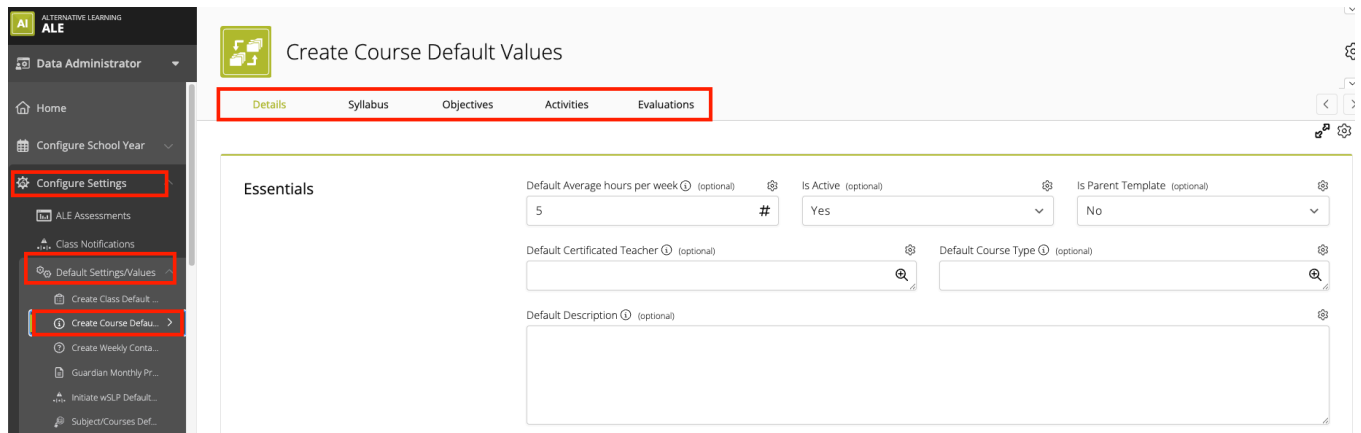


ALE Set Default Values for Creating Courses (Connect)

Here, you will learn to set course defaults when creating new courses via Courses/Classes>>Create Course. Fill in only the fields that apply to all courses you will be creating.

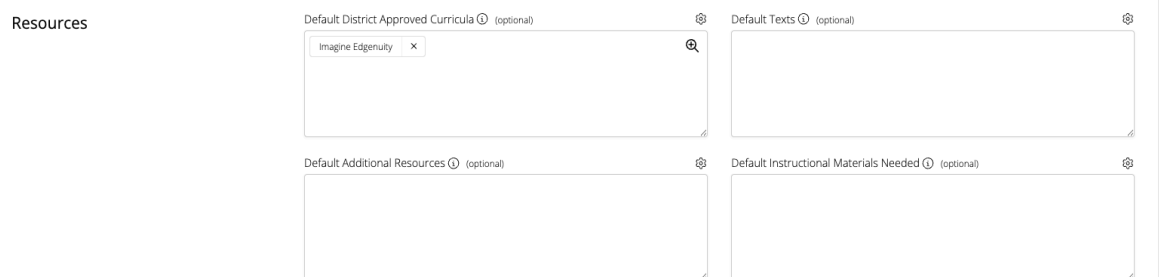
These settings can be updated as often as needed, but cannot be applied to existing courses.

1. Start by going to **Configure Settings** in the left navigation, choosing **Default Settings/Values**, and then **Create Course Default Values**.



2. You will see several supages (tabs) across the top of the page.
 - a. Click the **Details Tab**:
 - i. In the **Essential section**:
 1. Fill in the **Default Average hours per week** field numerically.
 2. Select **Yes or No** from the **Is Active** and **Is Parent Template** dropdown menus.
 3. Click the **magnifying glass** in the **Default Certificated Teacher** field and click the **checkbox** to the left of the selection.
 4. Select the **Default Course Type** field in the same way.
 5. Fill in the **Description** field.

- ii. In the **Resources section**:



1. Click the **magnifying glass** in the **Default District Approved Curricula** field, click one or more **checkboxes** to the left, and click **Accept**.
 2. Fill in the **Default Texts**, **Default Additional Resources**, and **Default Instructional Materials Needed** fields.
- iii. In the **Elements section**:

Elements

Default Grading (optional)

Default Course Category (optional)

🔍

Default Prerequisites (optional)

Default Credits (optional)

#

Default Essential Learnings (optional)

1. Fill in the **Default Grading**, **Default Prerequisites**, and **Default Essential Learnings** fields.
 2. Click the **magnifying glass** in the **Course Category** field, click one or more **checkboxes** to the left, and click **Accept**.
 3. Fill in the **Default Credits** numerically.
- iv. Click **Save**.
- b. Click the **Syllabus Tab**.

Details
Syllabus
Objectives
Activities
Evaluations
⏪ ⏩

Syllabus

Syllabus (optional)

URL:

- i. Fill in the **Syllabus** field.
 - ii. Click **Save**.
- c. Click the **Objectives Tab**.

Details
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⏪ ⏩

Objectives

Objectives (optional)

Objective Selections (optional)

🔍

Standards

Standards (optional)

Standard Selections (optional)

🔍

- i. Fill in the **Objectives** field.
- ii. Click the **magnifying glass** in the **Objective Selections** field, click one or more **checkboxes** next to the left, and click **Accept**.

- iii. Fill in and select the **Standards** and **Standard Selections** fields similarly.
- iv. Fill in the **Learning Requirements** and **Learning Goals** fields.

Learning

Learning Requirements (optional)

Learning Goals (optional)

- v. Click **Save**.
- d. Click the **Activities** tab.

Details Syllabus Objectives **Activities** Evaluations

Learning Activities

Learning Activities (optional)

Weekly Activities will include one or more of the following:

Learning Activity Selections (optional)

- i. Fill in the **Learning Activities** field.
 - ii. Click the **magnifying glass** in the **Learning Activity Selections** field, click one or more **checkboxes** to the left, and click **Accept**.
 - iii. Click **Save**.
- e. Click the **Evaluations** Tab.

Details Syllabus Objectives Activities **Evaluations**

Evaluation

Evaluation (optional)

Evaluation Selections (optional)

Timelines (optional)

- i. In the **Evaluation** section, fill in the **Evaluation** and **Timelines** fields.
 1. Click the **magnifying glass** in the **Evaluation Selections** field, click one or more **checkboxes** to the left, and click **Accept**.
- ii. In the **Monthly Timelines** section, fill in the monthly Timelines fields.

Monthly Timelines

September Timeline (optional)

October Timeline (optional)

November Timeline (optional)

- iii. Click **Save**.