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.
    a. **Criteria:** Here, you will select at least one criteria item for each category.
    b. **Limits:** Here, you can limit who can view and register.
    c. **Credits:** Here, you will select the type(s) of credits available for this course. Multiple credit types can be assigned to a single course.
    d. **Materials:** Add course materials here.
    e. **Links:** Add links to courses here.
    f. **Session:** Configure session information for the course.
    g. **Track:** Add a conference track with sessions here.

Criteria

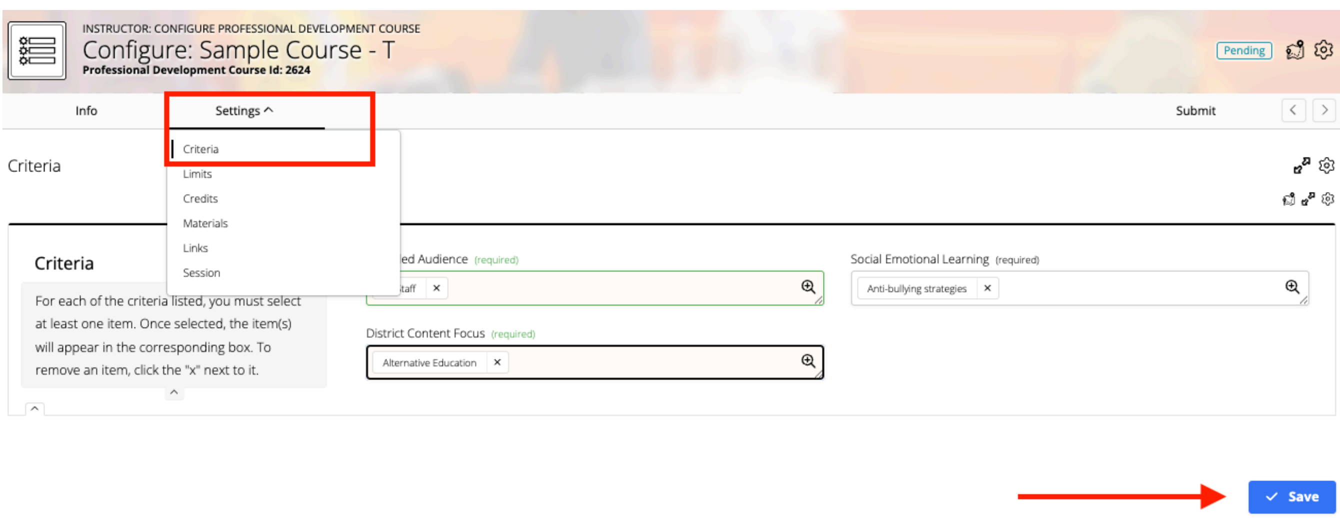
1. Click the **Settings tab** and choose **Criteria.**

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.



Limits

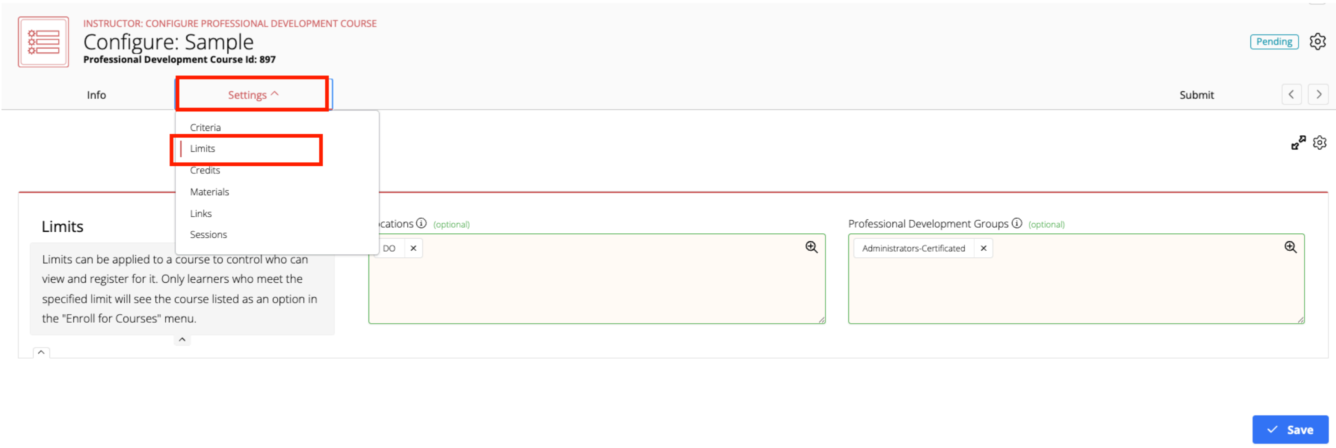
1. Click the **Settings tab** and choose **Limits.**

2. Click the **Locations** field, select one or more **checkboxes,** and click **Accept.**

3. Select the **Professional Development Groups** field in the same way.

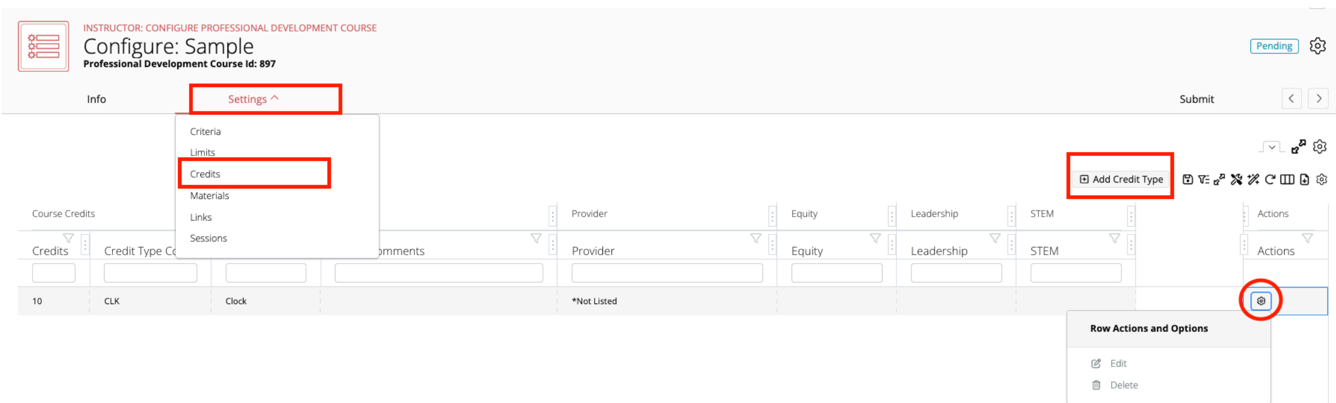
4. To remove an item, click the **"x"** next to it.

5. Click **Save** when finished.

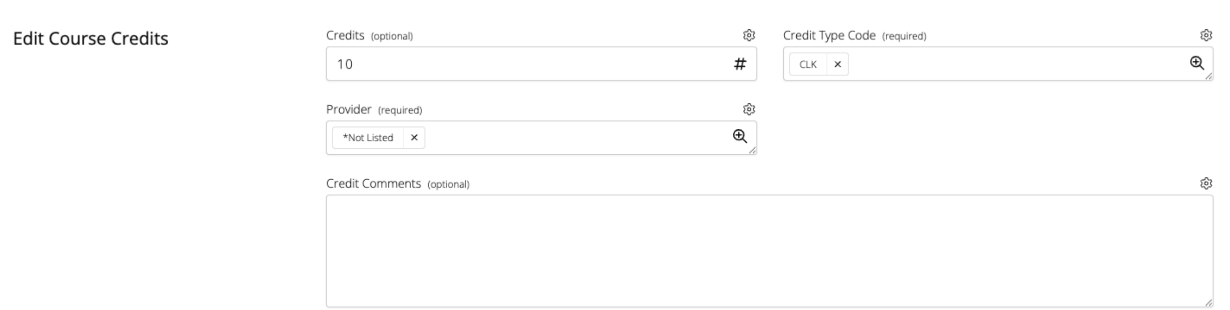


Credits

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

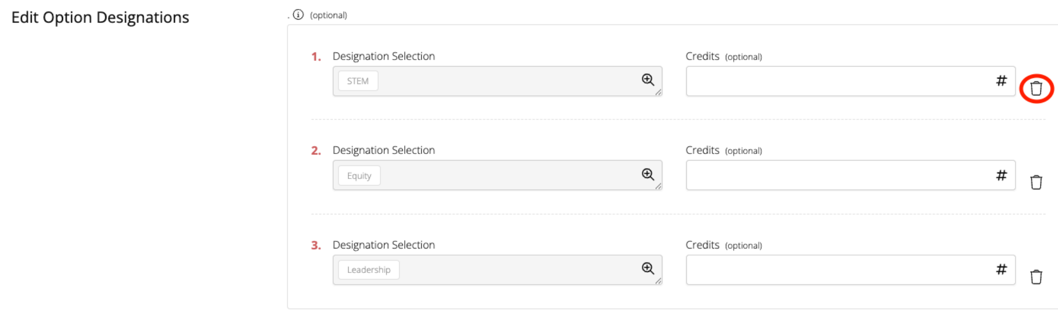


2. Click the "**Add Credit Type" button** in the top right.
   a. Fill in the **Credits** field numerically. Make sure the number of hours offered aligns with the course offering's agenda and session times.
   b. Select the **magnifying glass** icon in the **Credit Type Code** field, then click the **checkbox** for the code.
   c. Select the **Provider** field similarly.
   d. Fill in the **Credit Comments** field.



   e. Optional Credit Option Designations are listed below. If used, the total Designation Credits cannot exceed the total Course Credits.

i. 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.

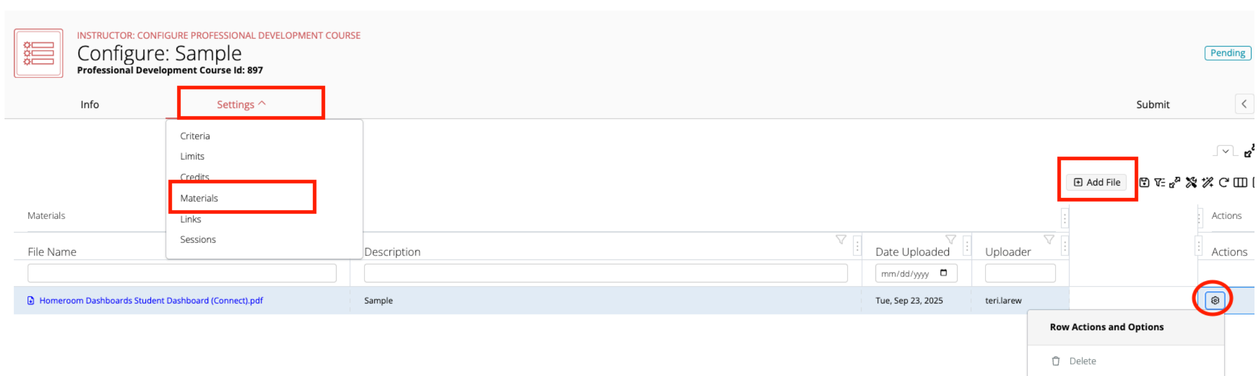


f. Click **Save.**

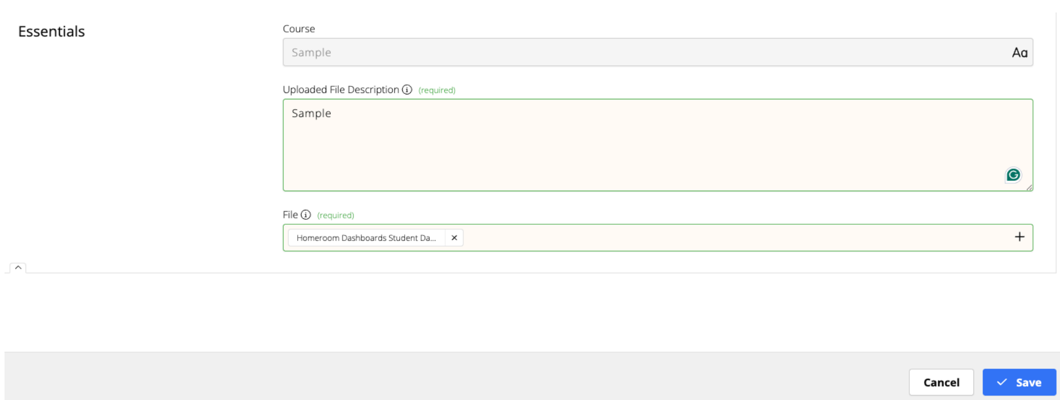
3. Click the **Row Actions Gear** to the far right and choose **Edit** or **Delete.**
   a. A confirmation window will appear when deleting. Click Yes/No.

Materials

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



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.**

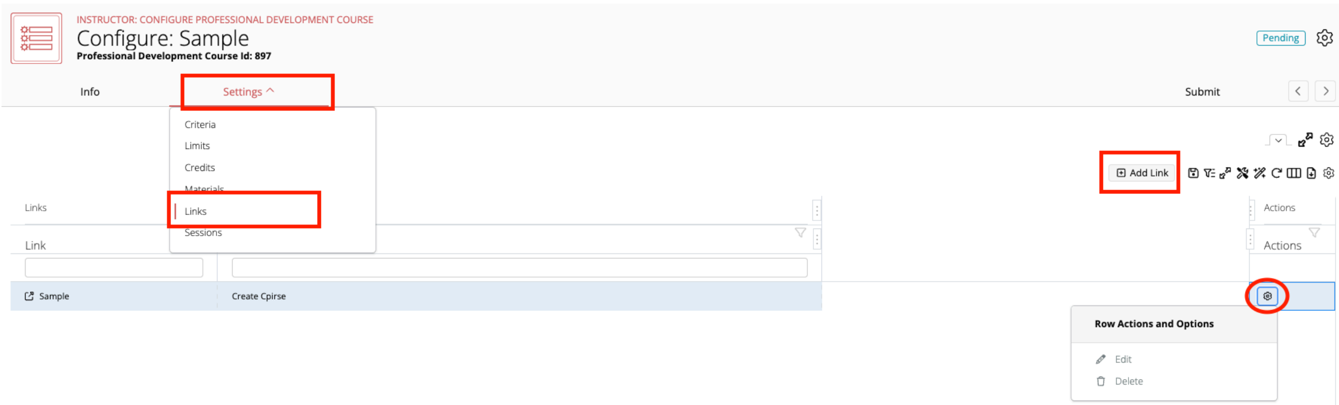


3. Click the **File Name** to view the file.

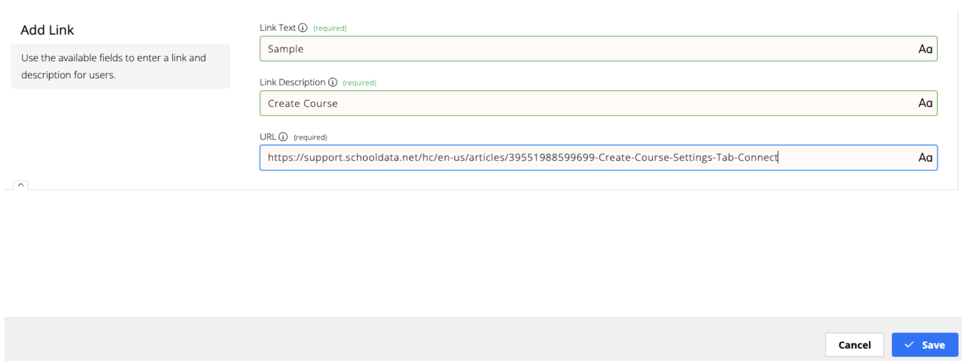
4. Click the **Row Actions Gear** to the far right and choose **Delete** to remove.

Links

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



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

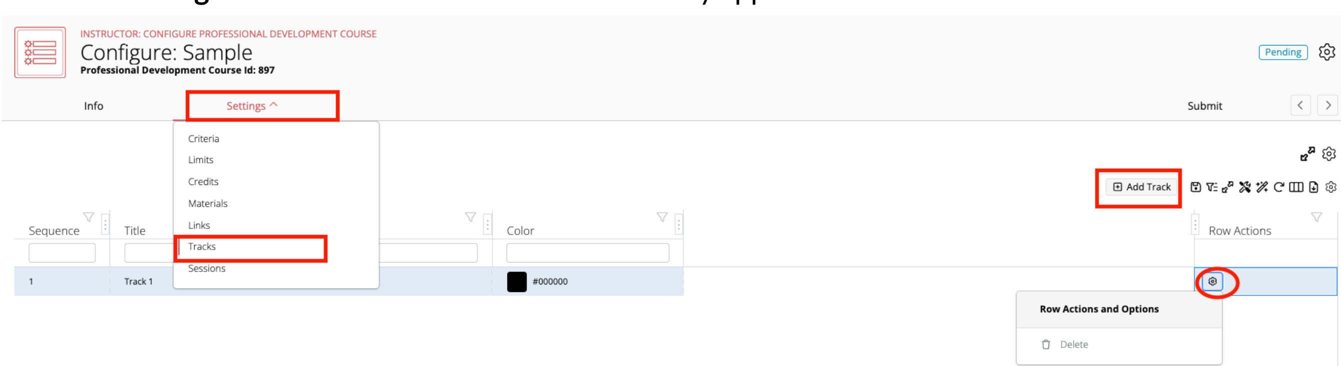


3. Click the **Row Actions Gear** to the far right to **Edit** and **Delete.**

   a. A confirmation window will appear when deleting. Click **Yes/No**.

Track

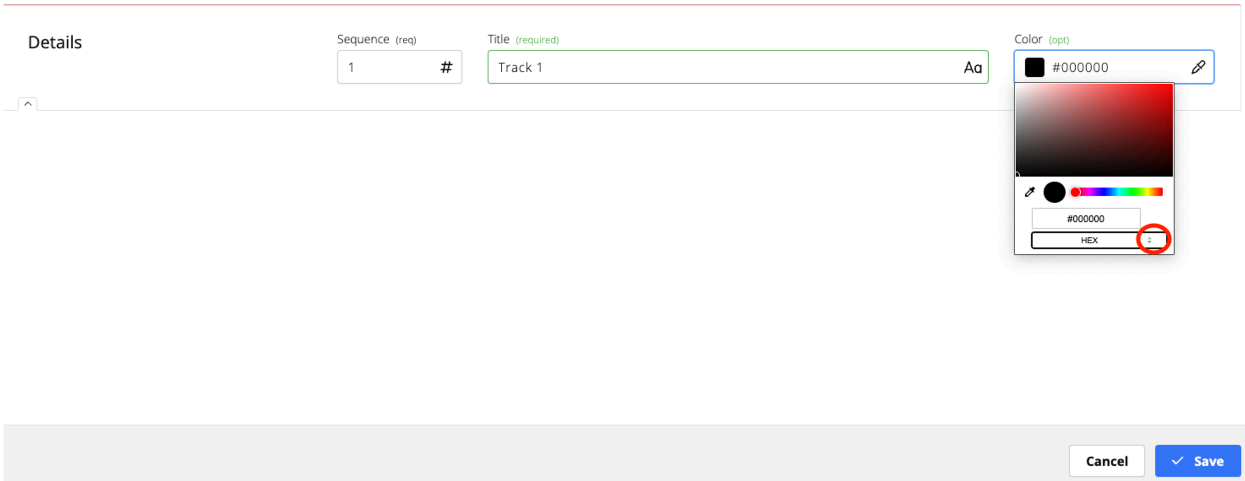
1. Click the **Settings tab** and choose **Track.** A track will only appear for conferences.



2. Click **Add Track** at the top right.

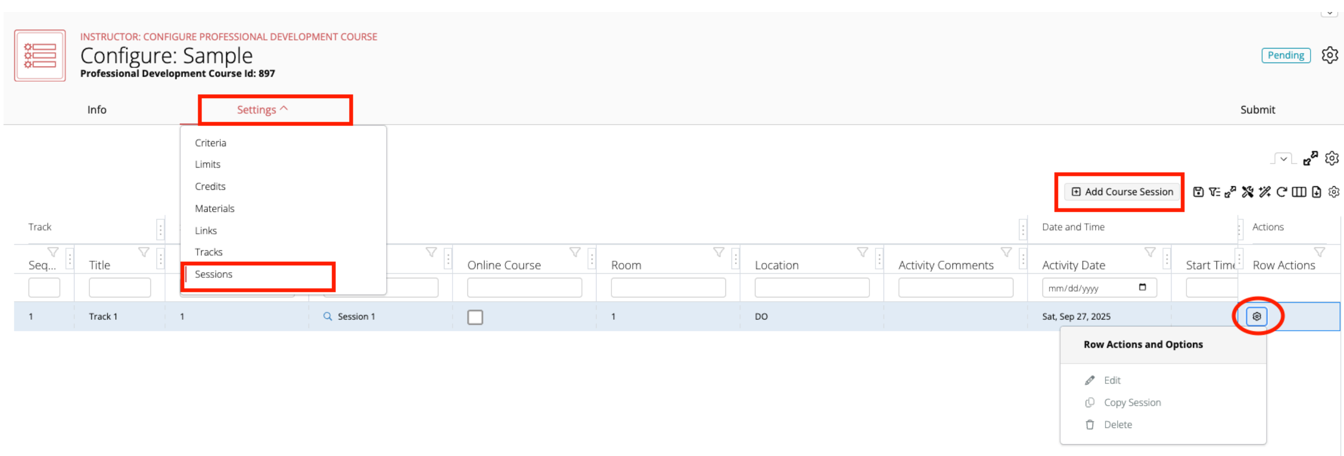
3. The **Sequence** and **Title** fields will automatically render but may be edited.

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.



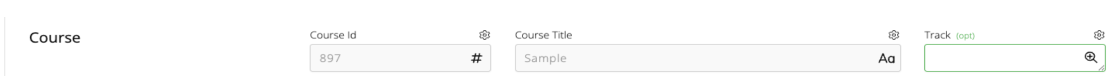
Session

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

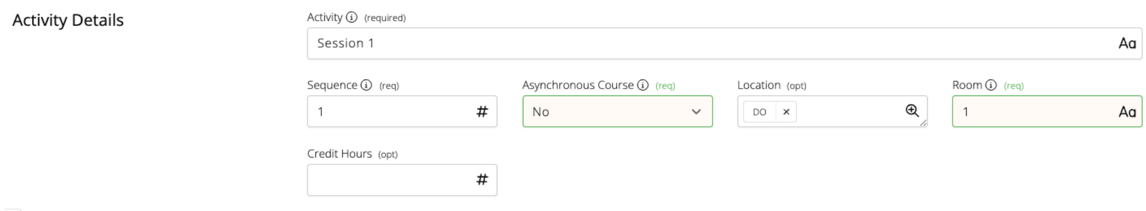


2. If this is a **single-session course**, the session form will be displayed automatically.

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.**

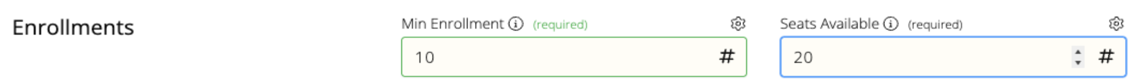


ii. In the **Activity Details section**, the **Activity Title, Sequence**, and **Location** will automatically populate; however, they can be edited if necessary.
   1. Select **Yes/No** from the **Asynchronous Course** dropdown menu.
   2. Fill in the **Room** and **Credit Hours** fields.



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

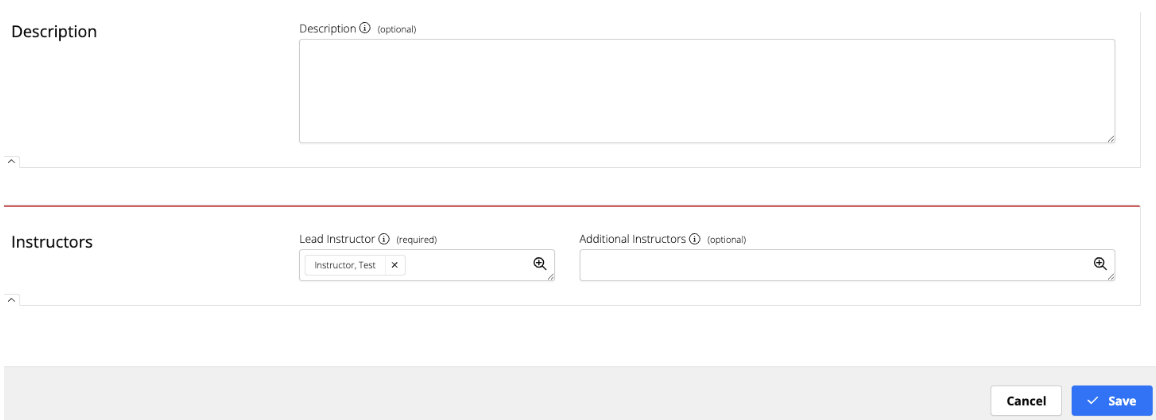
iv. In the **Enrollments section**, fill in the **Min. The Enrollment** and **Seats Available** fields are numerical.



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** icon in the **Additional Instructors** field, then click the **checkbox** next to the instructor if needed.

vii. Click **Save** when finished.



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** on the right for the required components, then 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 closes, it can be viewed in 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.