

Edvance360 QUICKSTART GUIDE

How to Create a Course

In most cases, course shells are created either automatically through integration with an SIS or via the Cloning Tool. Administrators may also manually create an empty course - also known as a course shell - via the tools in the Admin Tab.

- 1 To create a course shell, click on the Admin Tab and then on the Courses and Communities and click on Courses on the left-hand panel of the Admin area.

The screenshot displays the Edvance360 Admin interface. The top navigation bar includes Home, Courses, Communities, Resources, Calendar, Admin, and Help. The left sidebar is titled 'Administration' and lists various management options, with 'COURSES & COMMUNITIES' selected. The main content area shows 'ANNOUNCEMENTS' with a 'View All' button and a message notification. Below this is a horizontal bar chart titled 'Logins Over The Past Thirty Days' showing login counts for various dates from 03/30/2016 to 04/28/2016.

Date	Login Count
03/30/2016	3
03/31/2016	4
04/03/2016	1
04/04/2016	3
04/05/2016	4
04/06/2016	8
04/07/2016	11
04/08/2016	1
04/12/2016	5
04/13/2016	5
04/14/2016	4
04/15/2016	1
04/19/2016	2
04/20/2016	1
04/25/2016	1
04/26/2016	1
04/27/2016	1
04/28/2016	1

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- 2 After clicking the Courses link, in the Courses and Communities section Edvance360 will force you to select a Term under which the new course should be created. If a Term has not been created, you will need to first create a Term and return to this step. (See QuickStart Guide for How to Create a Term.)
- 3 From the list of Terms, click the Courses link corresponding to the Term to which the new course should belong.
- 4 Click on the +Add New link to add a course to the Term selected.

The screenshot shows the 'Administration' interface with a sidebar on the left containing navigation options: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES (selected), CAMPUS, TERMS, CATEGORIES, GROUPS, COURSES, COMMUNITIES, and COURSE EVALUATIONS. The main content area is titled 'Admin » Courses' and displays a table for 'Ashley's Term'. The table has columns for Course, Facilitator, Status, and a set of action icons (gear, eye, plus, minus). The table lists several courses, all with a status of 'Active'.

Course	Facilitator	Status	
54	Cathy Garland	Active	
8 Reasons to Love Version 8 Demo Course	Ashley Stephens	Active	
A1 Leadership	Laura Wolf Alcorn	Active	
Communication 101	Brian Gerrity	Active	
Communication 101	Brian Gerrity	Active	
Demo Sample	Brian Gerrity	Active	
E360 Live!	Ashley Stephens	Active	

- 5 Enter course information in the screen that follows. Asterisks designate required items that must be filled in, other fields are optional. For details on each field, please refer to the Edvance360 User Manual, Administrator section. Do not forget to click the Submit button.

The screenshot shows the 'Administration' interface with the sidebar on the left. The main content area is titled 'Admin » Courses » Add' and contains a form for adding a new course. The form fields are: Campuses (dropdown menu), Instructor (dropdown menu with 'Aloom, Laura Wolf' selected), Category (dropdown menu with 'category' selected), Name (text input field with an asterisk indicating it is required), and Custom identifier (text input field).

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- 6 After clicking the Submit button, you will arrive at the Manage Course page. (To return to the previous page, click the Edit link.) From the Manage Course Settings page, Administrators can enroll students, co-teachers and teaching assistants manually, turn on/off course tools/modules, and more.

The screenshot displays the Edvance360 interface for managing a course. The top navigation bar includes links for Home, Courses, Communities, Resources, Calendar, Admin, and Help. The left sidebar menu is expanded to 'COURSES & COMMUNITIES', with 'COURSES' selected. The main content area is titled 'Administration' and 'Admin > Courses > Manage'. It features an 'About This Course' section with a welcome message and a 'Facilitator' section showing Ashley Stephens. At the bottom, there is a 'Course Attendees' table with three entries: Ashley Stephens, Jake Doe, and Jane Doe, each with an email icon and a delete icon.

- 7 At this point, the course is an empty shell containing only the information you've entered and the Course Tools you've selected. To access the course, Administrators should click on the Courses Tab and the desired course link. To build a course using your curriculum and Course Tools provided by Edvance360, please see the How to Build a Course QuickStart Guide.