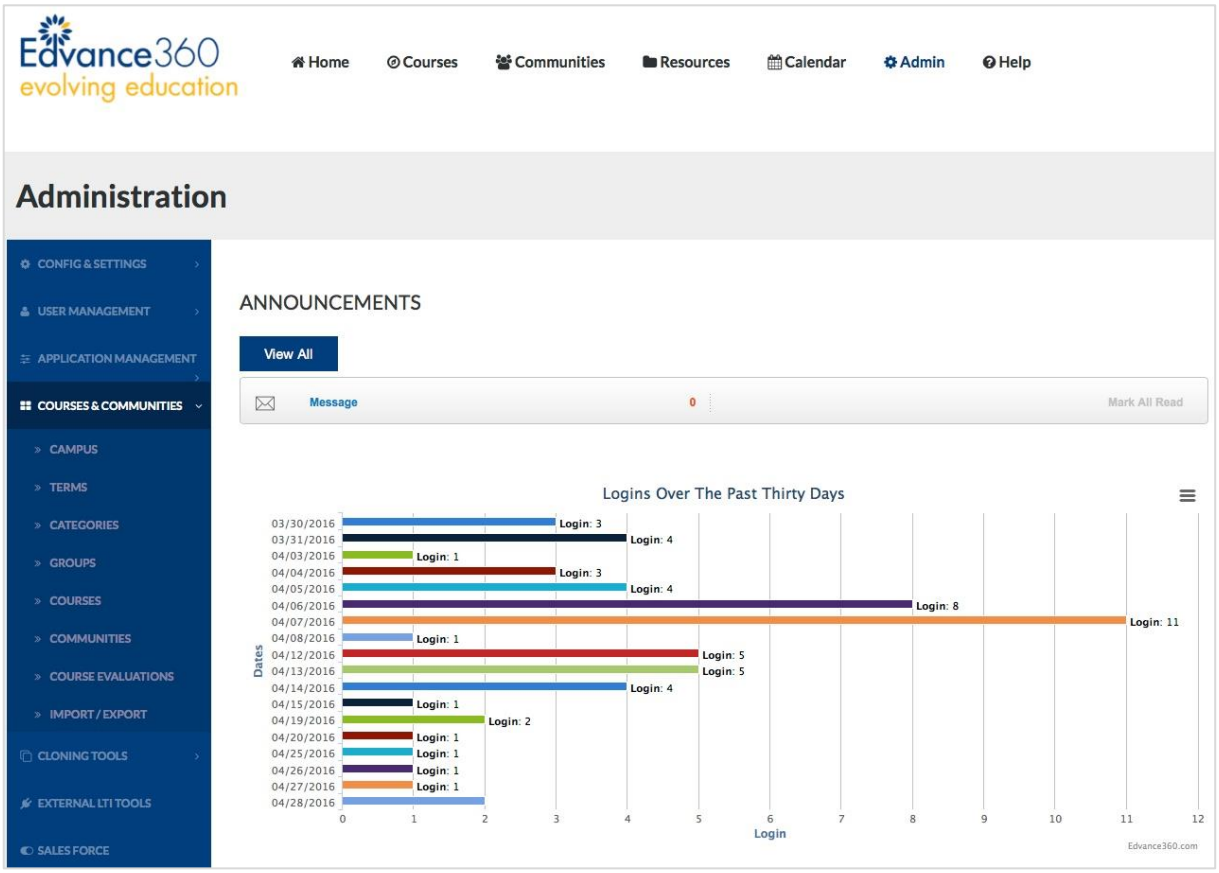
Edvance360 QUICKSTART GUIDE

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.

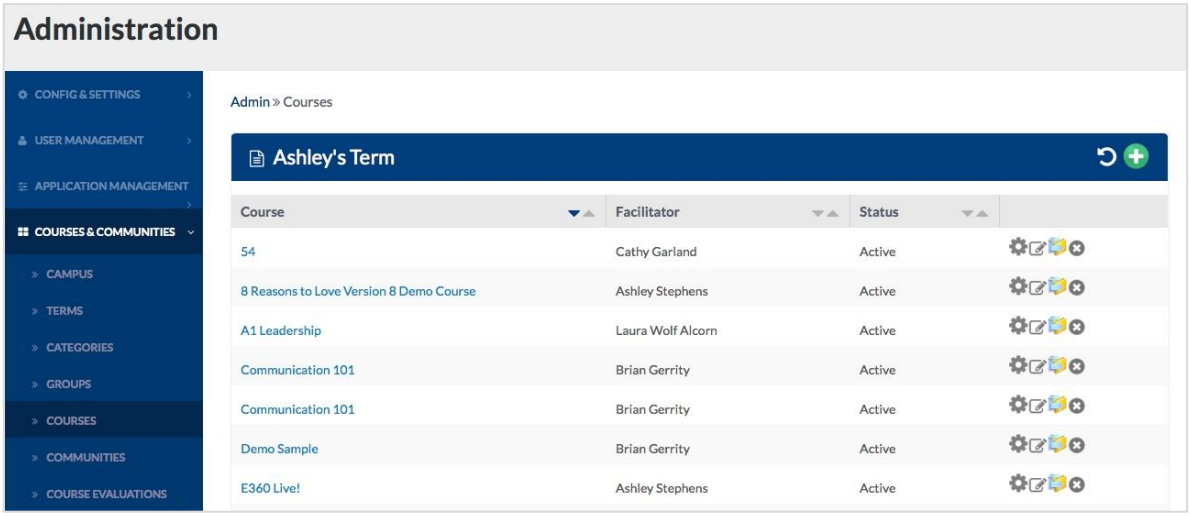
1 To create a course shell, click on the Ad min Tab and then on the Courses and Communities and click on Courses on the left-hand panel of the Admin area.



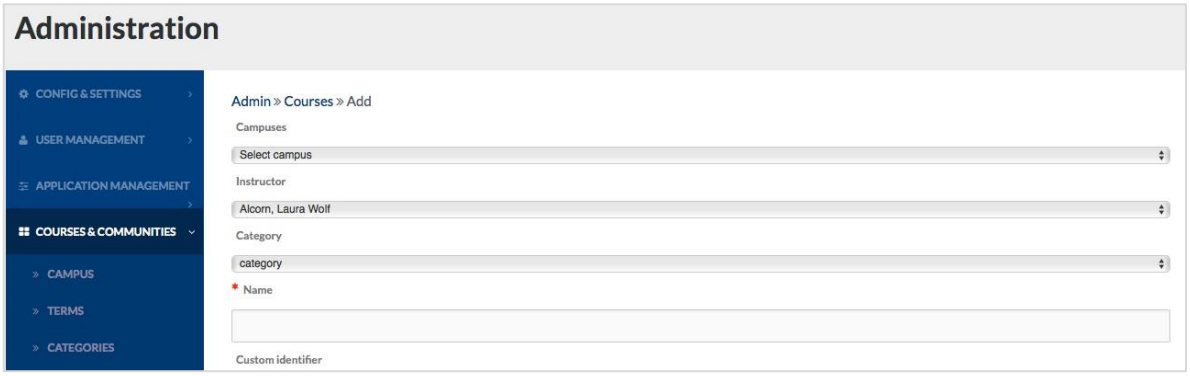
2 After clicking the Courses link, in the Courses and Communities section Edvance360 will force you to select a Term under which the new course should be created. If a Term has not been created, you will need to first create a Term and return to this step. (See QuickStart Guide for How to Create a Term.)

3 From the list of Terms, click the Courses link corresponding to the Term to which the new course should belong.

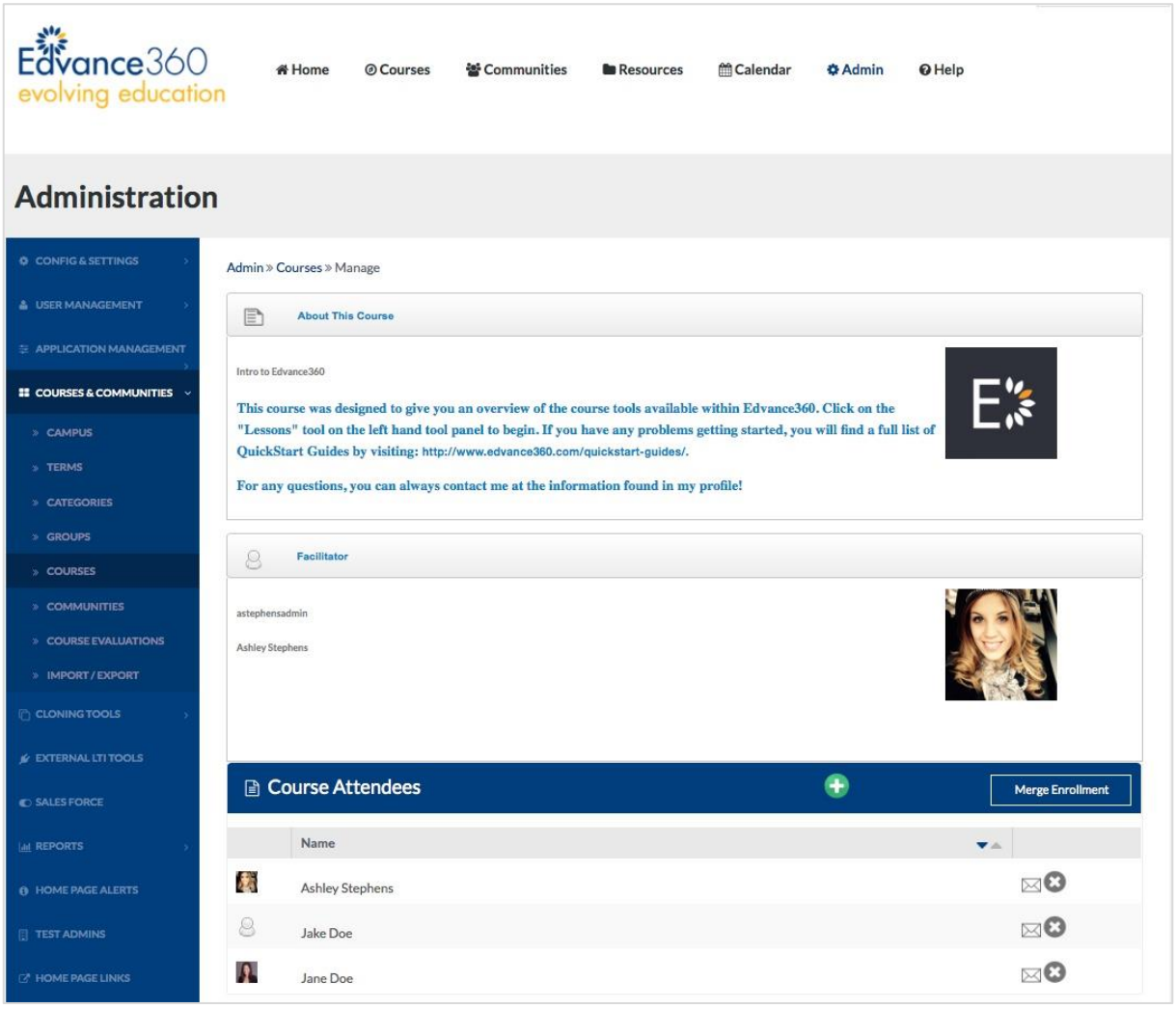
4 Click on the +Add New link to add a course to the Term selected.



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 forgot to click the Submit button.



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.



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.