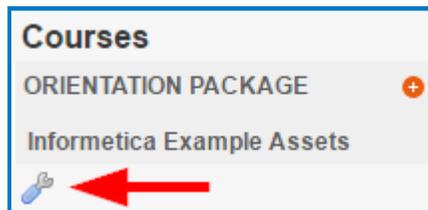


Product Creation for Course Authors

Create a New Course (or other product type)

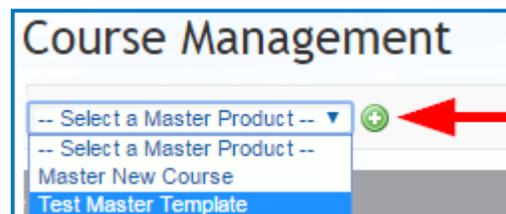
Step 1: Determine the Product Type

From your home page on the left side, select the wrench icon at the bottom of the product type container.



Step 2: Select a Template (Product Master)

Use the drop down menu to select a template and then click the green add icon.



Step 3: Enter Product Titles

The page title shows at the top of the page when users are in the course; the menu title appears on home pages.

*Page Title:

*Menu Title:

Step 4: Select the User Group(s)

Determine which learner audiences (user groups) will have access to the course and then Save.

*User Group:

Depending on your set up, this could mean that users automatically gain access or are able to register for it.

Step 5: Define Publishing Dates

Select Publish Forever so the product will always be available to participants with access or automatically activate or deactivate the product based on the dates/times you enter.

Publish Forever

Publish Date: From:

To:

Enable Time Range

or

Step 6: Show or Hide Introduction Page

An introduction page can display information such as course instructions or estimated course time.

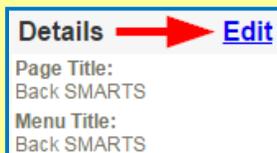
- Navigate to the Product Management Page (Step 1).
- Select Edit for the relevant product.
- Show: select Click to Show Introduction.



- Hide: select Hide Introduction at the top right.

Additional Product Configurations

Open the product and select Details Edit on the left at any time to add optional product configurations. **Remember to save your changes.**



For example:

- show/hide in catalog
- enable automatic approval
- edit introduction
- allow retakes
- set an expiry

Product Creation for Course Authors

Step 7: Add Learning Elements & Course Components (Assets)

Now you're ready to add content and learning elements, such as lesson modules and tests.

Assets

Appraisals

Questionnaires

Tests

Modules

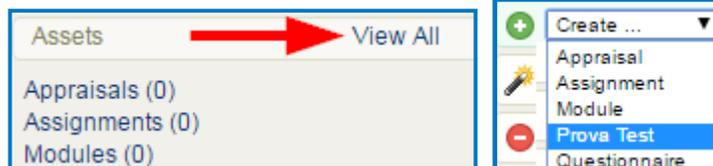
References

Assignments

SCORM

Wikis

- Navigate to the Product Management Page (Step 1).
- Select Edit next to the relevant product.
- Select Assets View All on the right hand side and then use the Create drop down menu to select the type of asset you wish to build.



- To add content, upload files, and, select Assets View All and then select the Edit button next to the new asset.

Step 8: Course Review



It is a good practice to go through the new course as a learner to ensure it looks the way you expect. You can also make sure that you receive your registration email and course completion email notifications.

Optional Properties

Edit a specific asset (see Step 7) and then make your selection from the Properties menu on the left.

Properties

Completion Rules

Prerequisites

Create Affidavit

Completion Rules: Select from the available completion rules for the asset and save. Note that any visual completion elements on the home page rely on these rules.

Prerequisites: Ensure that completion rules are set first. Enter the required number of assets, select which assets need to be completed before this asset can be started, and then save.

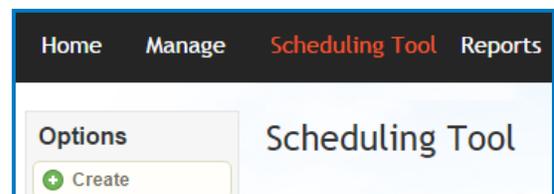
Create Affidavit: Fill out the Create Affidavit form and then Save.

Write a Catalog Description

- Navigate to the Product Management Page (Step 1).
- Select Edit next to the relevant product.
- Select Catalog Description from the Properties menu on the left.
- Use the content editor to create a description. You can use any images that have been uploaded to the product.

Create a Classroom Session

- Select the Scheduling Tool link from the top of the page.
- Select Create from the Option menu.



- Fill out the form and then save.