## **Product Creation for Course Authors**

## informetica

## 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 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 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
	Save or Cancel

### **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.** 

Details <u> </u>	For
Page Title: Back SMARTS	• :
Menu Title:	•
Back SMARTS	

For example:

show/hide in catalog

d) Hide: select Hide Introduction at the top right.

- enable automatic approval
- edit introduction
- allow retakes
- set an expiry

For more details on creating products, see the Products and Assets chapter of the Campus Admin or Publisher Manual.

## Step 2: Select a Template (Product Master)

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

Course Management		
Select a Master Product ▼ Select a Master Product Master New Course Test Master Template	0	

## Step 4: Select the User Group(s)

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

*User Group:	Sencia Office UG	•
	Demo UG 1	
	Publishers	

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

### Step 6: Show or Hide Introduction Page

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

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

Edit Introduction for Learning About INF A You are viewing: Library > Products > Learning About INF Assets > Edit Introduce Click To Show Course Introduction

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### 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	a) Navigate to the Product Management Page (Step 1).
Appraisals	b) Select Edit next to the relevant product.
Questionnaires	c) Select Assets View All on the right hand side and then use the Create drop down menu to se-
Tests	lect the type of asset you wish to build.
Modules	Assets View All Create  Appraisal
References	Appraisals (0) Assignment Module
Assignments	Assignments (0) Modules (0)
SCORM	d) To add content, upload files, and, select Assets View All and then select the Edit button next to
Wikis	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	<b>Completion Rules:</b> 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.
Completion Rules	Prerequisites: Ensure that completion rules are set first. Enter the required number
Prerequisites	of assets, select which assets need to be completed before this asset can be started,
Create Affidavit	and then save.

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

#### Write a Catalog Description

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

#### **Create a Classroom Session**

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

Home	Manage	Scheduling Tool	Reports
Options		Scheduling	Tool
Create			

c) Fill out the form and then save.

For more details see the user manual: Catalog Descriptions in Course Catalog chapter; Optional Properties in the Products & Assets chapter; Classroom Sessions in the Scheduling Tool Chapter.