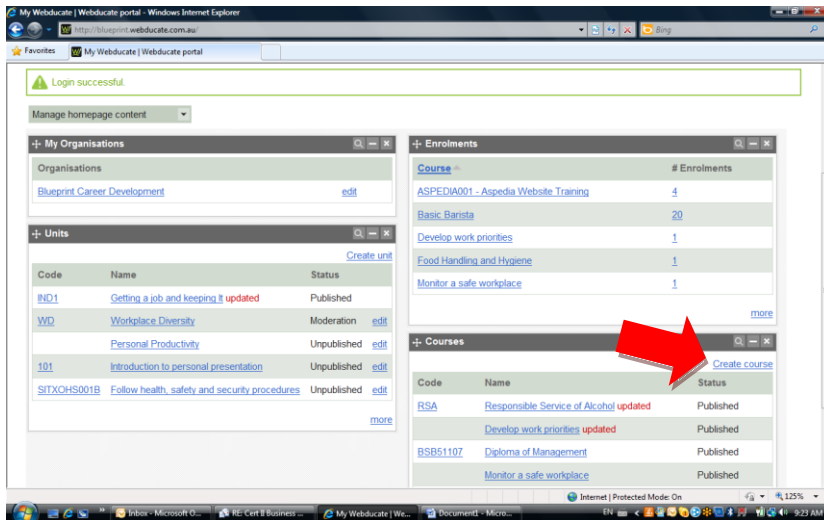


STEP 1

Click the "Create Course" link in the Courses box on the dashboard.

This link will only appear to users who have permission to create courses.

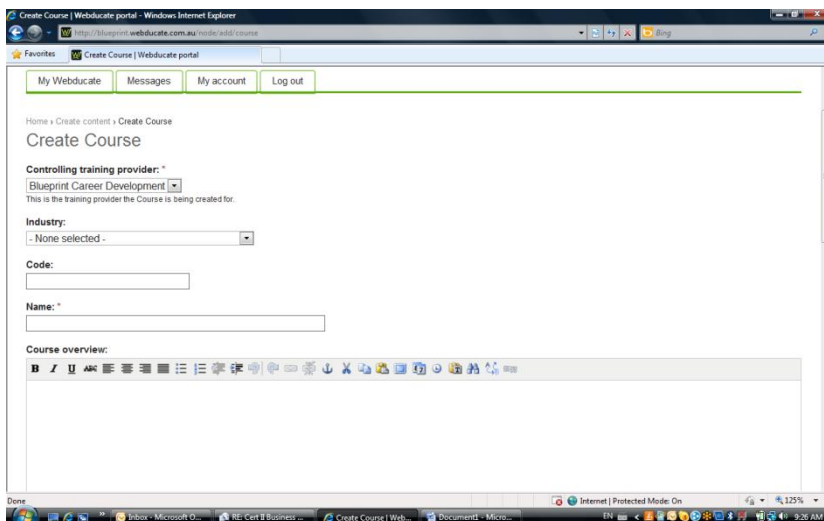


STEP 2

Complete the course details including:

- Industry (if applicable)
- Code
- Name
- Course overview (this information is presented on your website if you have e-commerce connected to Webducate)
- Introduction (this information is presented to students on the first page of their course)
- Number of assessment attempts
- Shuffle questions
- Shuffle choices
- Final approval required

Click "save"

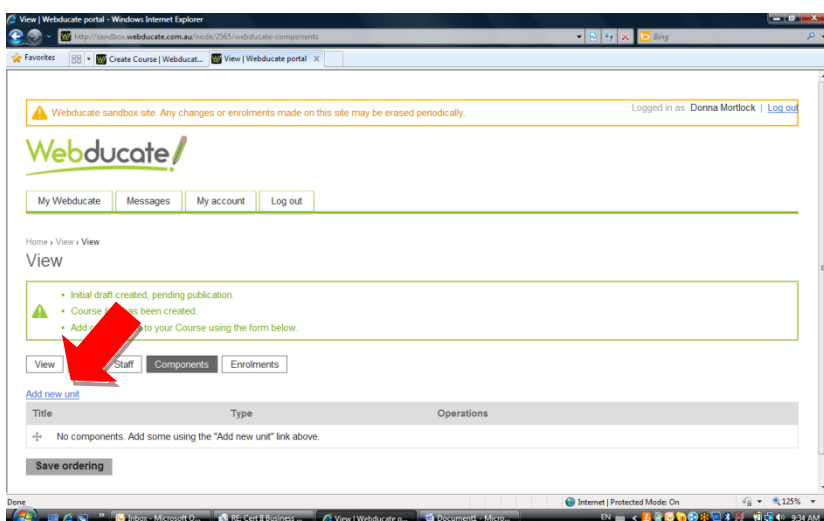


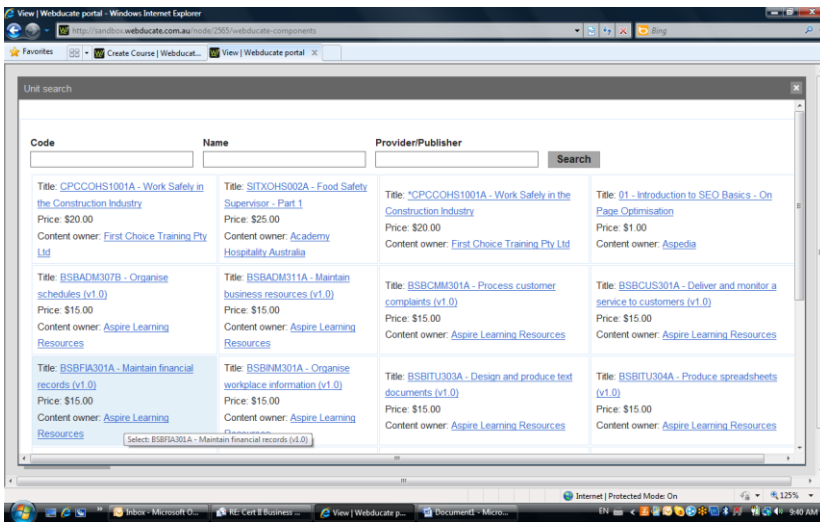
STEP 3

Course will now allow you to assign trainers and select components. Components are units and must be published in the library in order to be visible and able to be added to a course.

Click the "add new unit" link.

This link will only appear to users who have permission to edit courses.





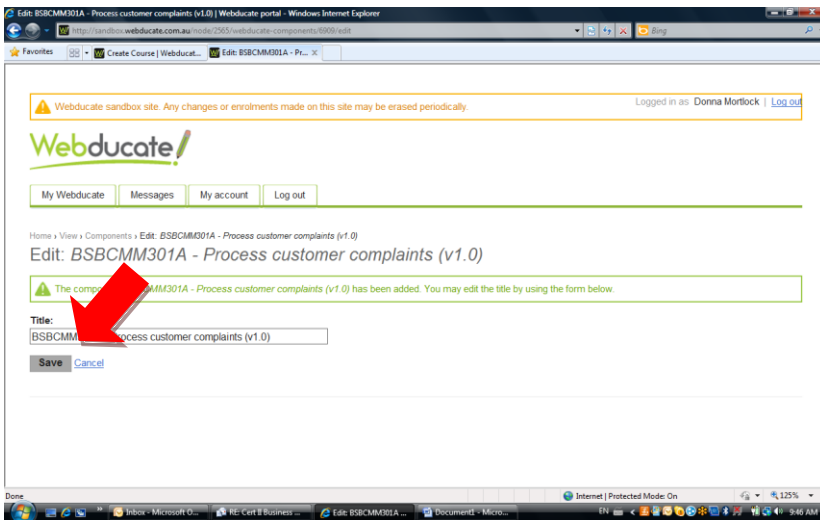
STEP 4

The library will open and you can search the available units by code, name and the provider/publisher.

The available units are shown by code and name, the price and content author.

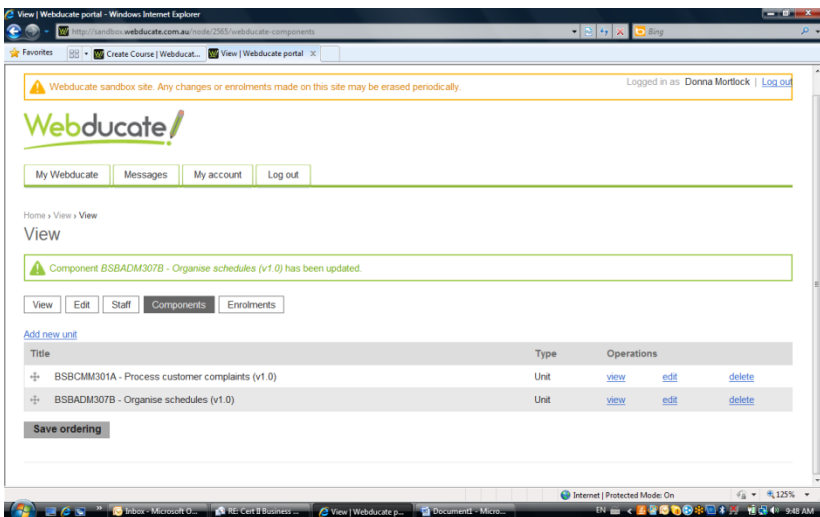
If you click in the blue unit link, you can preview the whole unit.

When you click in the blue shaded area, the selected unit will be added to your course.



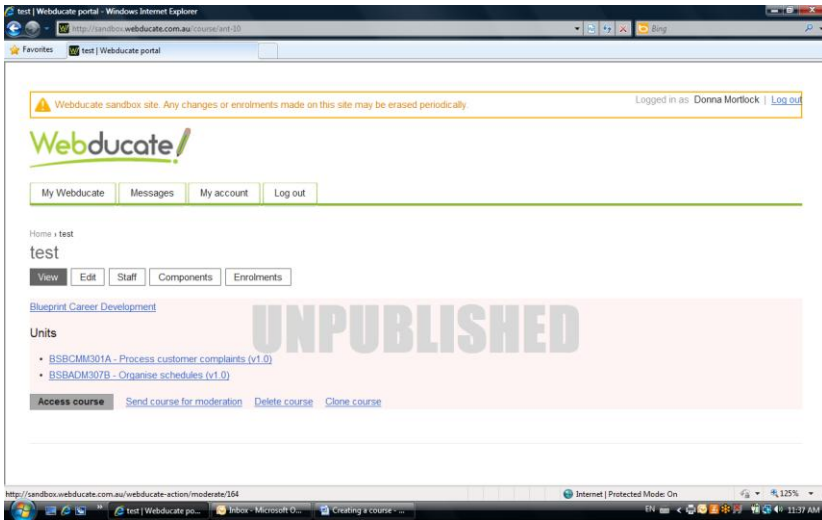
STEP 5

You can edit the code and name of the unit if you wish or leave it as the author has identified it. Once you are happy to add the unit, click "save".



STEP 6

You can drag and drop the units to change the order by clicking on the cross and moving them then "save ordering"

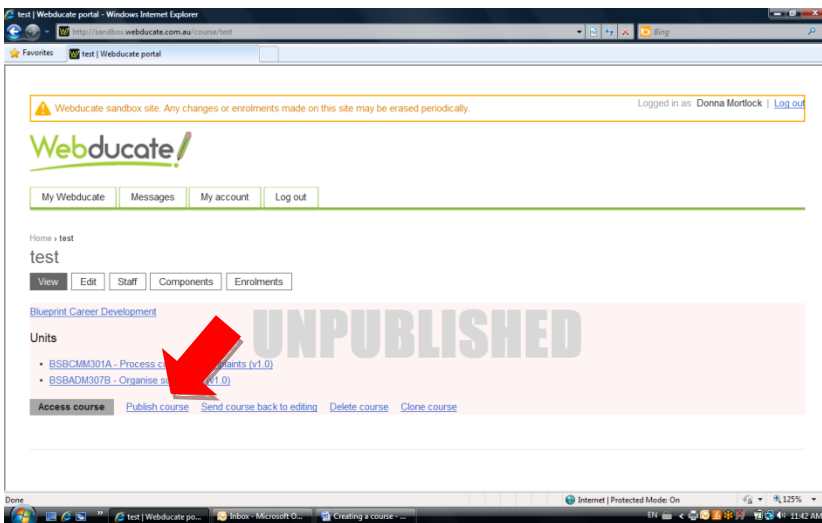


STEP 7

You can now “Access course” by clicking the link. This will take you to a view of the course that shows almost the same as the presentation to a student.

If you are happy with the course, click on the link “Send course for moderation”. All users who have moderation permission can see, edit and provide feedback about the course.

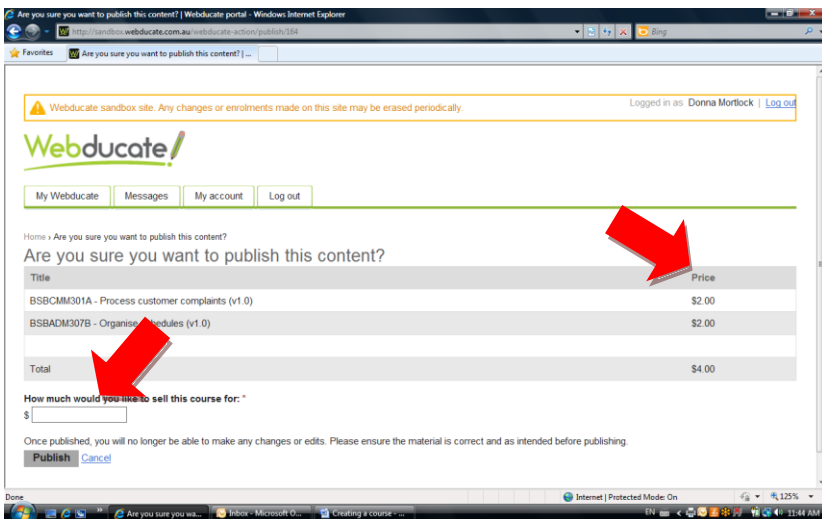
The Course status on the dashboard will show as “Moderation”.



STEP 8

Once your course has been moderated and you are entirely happy with the contents, click again on the course title link on your dashboard. You will then see the course page again (left).

Click on the “Publish course” link.



STEP 9

Check the price of each unit resource and the total cost of offering the course online. Remember that these costs are **per student** and relate only to the resources as presented on Webducate.

Insert the amount that you want to sell the course for. This amount is what students will be charged.

Click the “Publish” button and your course will now be live and you can begin enrolling students.

Please note: Once a course has been published, it cannot be edited.