

Create Course

Description

Use the **Create Course** tool to build your course quickly and easily by following the prompts and completing the course information form where you can include a course description, add keywords, choose a registration type, require a Student ID for those entering the course, as well as creating a member profile. You can also post a syllabus, add lessons, start a chat, create a forum, upload files, and even archive your course, among other opportunities. Course Title, Start Date, End Date and your name are the only required fields.

Purpose

Once you construct a course using the **Create Course** tool, you will be able to access your course online at any time and expand your teaching capabilities and your students' learning potential by using the many features found within the Epsilen Global Learning System, such as the Drop Box, Forum, Chat, Blog, Wiki, etc.

Please note: If your institution does not have a Global Learning System license with Epsilen – or if the institution is licensed, but your administrator does not approve the course -- your course will exist only in "discovery" mode. While you will be able to add and revise course content, the course will not be available to other members.

The **Create New Course** screen is displayed in Figure 1.

Create New Course ?

Create a new course by entering the information requested below. You must include a course title, start date, end date and your name below, and then click "Create Course".

General Information

Course Title: <input type="text"/>	Subtitle: <input type="text"/>
Course Number: <input type="text"/>	Section: <input type="text"/>
Institution: <input type="text" value="demo"/>	School: <input type="text" value="Select One"/>
Department: <input type="text" value="Select One"/>	Term: <input type="text" value="Select One"/>
Start Date: <input type="text" value="12/29/2008"/>	End Date: <input type="text" value="06/29/2009"/>

Course Description:

Keywords/Learning Objectives:

Registration:

- Invite Only
- Invite And Request
- Require Access Code
- Open to Everyone in Your Institution (demo)
- Open to All Epsilon Members

Student ID: Yes, require a Student ID to enter course

Your Member Profile in this Course

First Name:

Last Name:

Your Title:

I am the:

- Course Administrator
- Instructor

QuickLink: Add a QuickLink to this course on my ePortfolio home page

Figure 1

Creating a Course

To Create a Course:

1. Click the **Create Course** menu item (under **Courses**).
2. Complete the fields/choices as described in the following table:

Field	Function
Course Title	This title will be reflected throughout Epsilon and will be the official Course Title seen by Epsilon members.
Subtitle	You can enter an optional subtitle to offer additional perspective on the focus of the course.
Course Number	This should be the same number assigned to the course as identified within the institution's records.
Section	If a course has multiple sections, this field can be used to distinguish them.
Institution	The institution with which you are affiliated is displayed by default and cannot be edited.
School	If your institution has defined its schools within Epsilon, you can select the appropriate school from the pull-down menu.
Department	If your department has defined its departments within Epsilon, you can select the appropriate department from the pull-down menu.
Term	Choose the appropriate term (as defined by your institution) from the pull-down menu.
Start Date	This is the date that course content will become available to students. (You can add course content in advance of the start date.)
End Date	This is the last date that course content will remain interactive. On the following date, the course content (including Grade Book and Course Mail) will become read-only for all members.
Course Description	This brief description will appear in Epsilon searches for this course to provide more information about its goals and content.
Keywords/Learning Objectives	Add keywords related to the course and its content. These words are indexed in Epsilon and will help members with similar interests locate your course.
Registration	Indicate whether students can join this course: <ul style="list-style-type: none"> - only by being invited (the default mode) - by requesting to join - by entering an access code - by being a member of your institution - by being a member of Epsilon
Student ID	Check this box to require students to enter a Student ID upon their initial visit to the course.
First Name	Enter your first name.
Last Name	Enter your last name.
Your Title	Enter your title as it describes your role in the course (for example, "Instructor" or "Teaching Assistant"). Note that this field is only a label and does not define your permissions within the course.

I am the...	Indicate whether you will serve as the Course Administrator, Instructor, or both. (Your permissions will be unaffected, and other users can be added to serve in either or both roles.)
QuickLink	Check this box to provide a QuickLink to the public page of this course on the public side of your personal ePortfolio.

- When you have finished filling out the information, click the **Create Course** button.
- You will be taken to the Home page of the newly-created course. A message will appear at the top of the page to welcome you by name to the course, listed by title and course number. The title, course number and section number also appear below the "Home" header.
- The body of the page contains the **Global Learning System (GLS) Primer**. Because no course content has been added yet, the GLS Primer appears with suggestions for doing so.

Figure 2 displays the Course **Home**/GLS Primer screen.

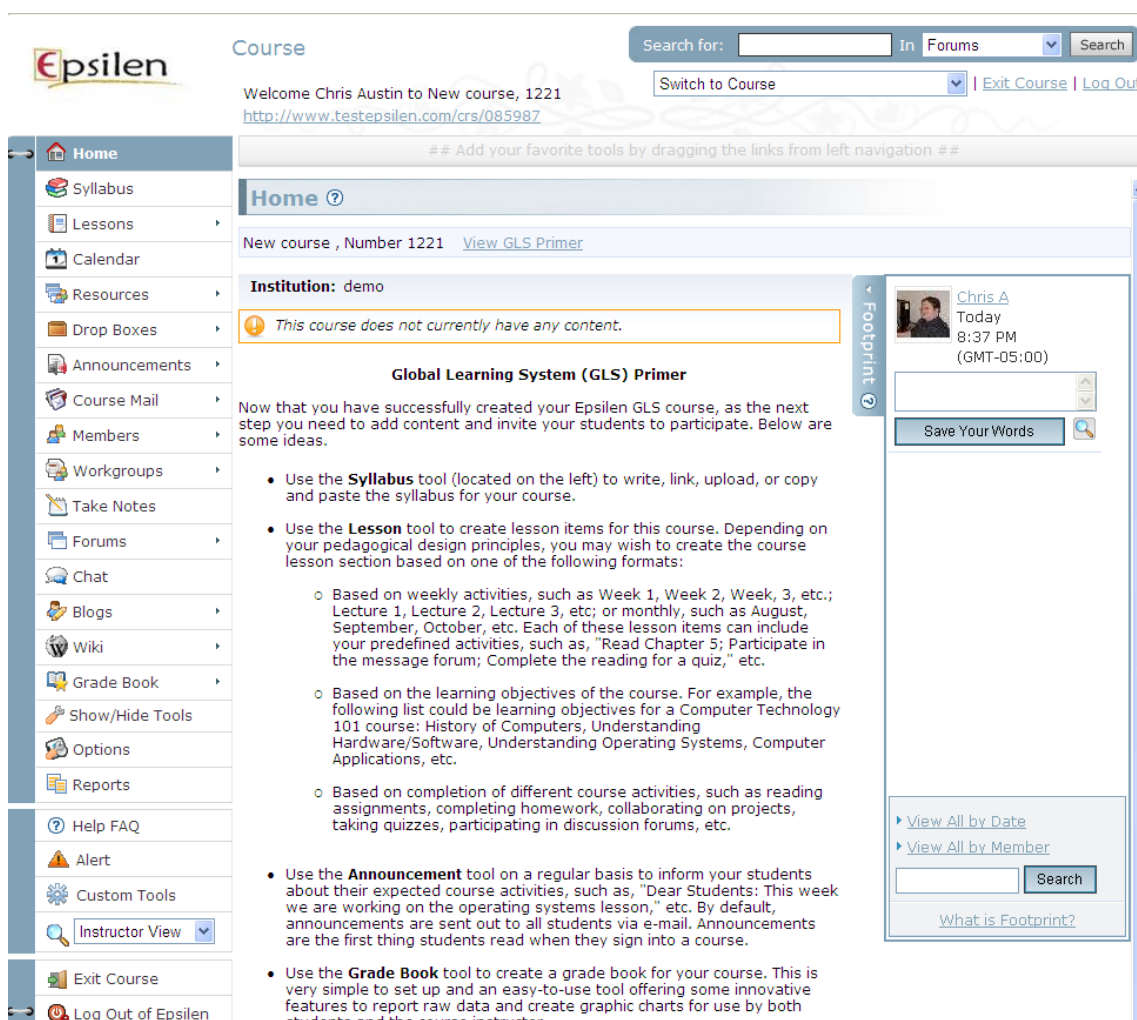


Figure 2

The Course will now appear in your list of **Courses** in My Portal. It will also appear on the **Course License Status** tab of the Courses page, until it is approved or rejected by an administrator.