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## Creating a Customized Course

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**Course Builder** is accessed by clicking the "*Create a new course*" link on an instructor's home page. This link is located at the bottom of the *My Courses* section.

● <b>My Courses</b> What's this?
To create a course for your students, click 'Create a new course' below!
Register for a course: <input type="text" value="Enter admit code."/> <input type="button" value="GO"/>
<a href="#">Create a new course</a>

● <b>My Account</b>
<a href="#">Update my account profile</a>
<a href="#">You have opted out from research studies.</a>

Select **Create a new course** when doing one of the following:

- Creating a new course for the first time
- Creating a new course section in a new semester

☞ **Note:** Do NOT use "*Create a new course from an existing one*" across semesters. This literally copies the old course. Updates, new content or bug fixes implemented since your old course was created will NOT be included in the copied course.

There are two modes of operation for creating a new course: *Simple Mode* and *Advanced Mode*.

*Simple Mode* condenses the process, giving you a default structure and schedule (or no schedule) and require you to make only a few decisions. *Advanced Mode* provides opportunities to customize content, schedules, and the look and feel of your course.

**Mode Selection** – Click the "*Advanced Mode*" radio button and then "*Next*".

## Starting Course Builder

Before you begin, select Simple or Advanced mode. In simple mode, the course builder will make default settings for as many choices as possible, such as scheduling and ordering of material. It is designed to get your course built as quickly and simply as possible.

Simple Mode

- Choose content
- Setup basic assignment information
- Automatic Scheduling
- General information

Advanced Mode

- As above, plus...
- Arrange content
- Use content from multiple content areas
- Advanced scheduling options
- Theme selection


## Selecting a Curriculum

Select the subject area that you need from the “*Select Content Area*” pull-down menu.

Each area of content will then present a list of curriculums available in that subject. Many content areas will have only one curriculum available.

## Select A Curriculum

Select Content Area

 CHEMISTRY	<u>Introductory Chemistry</u>	
	<input type="radio"/> Review of Stoichiometry	Stoichiometry content
	<input type="radio"/> Virtual Lab Problems	Virtual Lab Problems

**Note:** The title of the content area in the table (i.e. "Introductory Chemistry") can be clicked to view a description of the entire content area. Curriculum descriptions are shown on the page (i.e. "Stoichiometry content").

## Arranging Content

The **Arrange Content** screen is only available in *Advanced Mode*. It allows you to reorder or remove sections of the standard syllabus. It also provides a link to add content from other curricula or content areas.

**Note:** For more information on adding content from other curricula or content areas, see "Adding Content from other Curricula".

On the **Arrange Content** screen, you will see the list of all available units and modules in the course.

- If you would like to accept the default, click the "Next" button
- If you would like to change the sequence of the material, click the up or down arrow next to the material you would like to move.

### Arrange Content

[Click here to add content from another curriculum](#)

- OR -

Arrange your content below.

<input type="checkbox"/> REVIEW OF STOICHIOMETRY	↑	↓	⊘
<input type="checkbox"/> Unit: Stoichiometry I	↑	↓	⊘
Module: Introduction	↑	↓	⊘
Module: The mole	↑	↓	⊘
Module: The arsenic problem in Bangladesh	↑	↓	⊘

- If you would like to remove content, click the remove button next to the module(s) or unit(s) you would like to remove.

### Arrange Content

[Click here to add content from another curriculum](#)

- OR -

Arrange your content below.

<input type="checkbox"/> REVIEW OF STOICHIOMETRY	↑	↓	⊘
<input type="checkbox"/> Unit: Stoichiometry I	↑	↓	⊘
Module: Introduction	↑	↓	⊘
Module: The mole	↑	↓	⊘
Module: The arsenic problem in Bangladesh	↑	↓	⊘

**Note:** If you select items to delete, and then re-arrange any content, the deleted selections are reset.

- When you are finished arranging the sequence of the material, click the "Next" button at the bottom of the screen.

## Creating a Schedule for Your Course Section

The **Schedule Course** screen allows you to set the dates of your course and manage how and when quizzes and other assignments are accessed by your students.

**Note:** *Availability is different than "assigned/due". Windows of availability define when the content is accessible to students. The date assigned and date due specify when students can start an assignment and by when they must complete the assignment. For example, assignments can be "available" to students after the due date to review their work – they just cannot change their answers.*

### **Step 1: Start/End Dates and Time Zone**

Enter the start and end date of your course. Select the time zone for your course from the Time Zone pull down menu (or 'Other...' if your desired time zone is not listed).

#### **Schedule Course**

Approximately when will your course run? This information is used for scheduling purposes only, and will not affect the availability of your course.

Start Date	<input type="text" value="01/07/2009"/>	(MM/DD/YYYY) [calendar]
End Date	<input type="text" value="05/25/2009"/>	(MM/DD/YYYY) [calendar]
Time Zone	<input type="text" value="Eastern Standard Time (America/New_York)"/>	All dates displayed within the course (including assignment due dates) will be relative to the time zone you choose.

### **Step 2: Choose the Type of Schedule for Your Course**

This section of this page is only shown in *Advanced Mode*. It allows you to assign dates that quizzes, assignments and content, will be available and/or due.

#### **Schedule Assignments**

How would you like to schedule assignments in your course?

- None** Make everything available immediately with no due dates
- Automatic** Let the course builder space the assignments over the length of my course
- Manual Preset** Let me set the dates and times now
- Just In Time** I want to control available and due dates by opening and closing them manually through the system while the course is running

#### **Schedule Options**

- **None** – All Materials and assignments are available immediately and are never closed. **This is the default.** If you pick the “None” option, you will skip the rest of the schedule course screens.
- **Automatic** – The course builder uses information you provide to assign availability dates and due dates automatically that appropriately span the duration of the course. It will only schedule "high stakes" or 'graded' assignments.

*☞ Note: This is the first time we've used the term "high stakes". All assignments are classified as either high or low stakes. Both types of assignments provide feedback to the student. Only assignments designated as "high stakes" will record student performance in the grade book. As an instructor, you will be able see student work "high stakes" assignments, but not on "low stakes". The terms "high stakes" and "graded" are often interchanged. Likewise, "low stakes" and "un-graded" interchange.*

*☞ Note: You will be able to change any set date once your course has been built.*

- **Manual Preset** – You will manually schedule each graded assignment.

With Manual Preset you can give the system information to use in creating a first pass at the schedule such as the days of the week you would like assignments to be due and any “block out” dates on which you do not want assignments to be due. On the **Schedule Course** screen, click on a date/status to next to any high stakes assignment to change the graded/not-graded status of the assignment or the available or due date. When you are finished setting the schedules, click the "Next" button at the bottom of the screen.

*☞ Note: You will be able to change these dates and you will be able to change the status of an assignment from “graded” to “un-graded” once your course has been built. You **will not be able to change the status of an assignment from “un-graded” to “graded” once a course is built.***

- **Just in Time** – All assignments and course materials will be unavailable to students at the start of the course. You will manually release and/or close the assignments 'just in time' during the run of the course. If you pick the “Just in Time” option, you will skip the schedule course screens.

## Assessment Options

If your course has any "high stakes" assessments, you will have the opportunity to set many of the aspects of their administration. During your initial course build, you are able to make global changes. Once your course is built, you will be able to modify settings for individual assessments.

### Available Options:

- **Attempts** – Some assessments provide multiple attempts. This setting will allow you to limit the number of attempts for your students. The default will provide the maximum available attempts.
- **Scoring Model** – If you allow multiple attempts, you can dictate how the system should handle scoring. You can accept only the highest or lowest score. You can average the attempts or you could only accept the first or last score.
- **Password** – You have the ability to set a password for your exams. You can give students this password or, if you plan to proctor in a lab environment, you have the option to give this password to a TA instead.
- **Late Submit** – If your assessments are timed, this will determine how you the system will handle an attempt to submit an assessment after the deadline.
- **Late Start** – If your assessments are timed, this will determine how you the system will handle an attempt to start an assessment after the deadline.
- **Grace Period** – The amount of time (in minutes) that you will accept late work as if submitted on time. Your *Late Submit* settings will not apply to any assessment submitted during the grace period. The grace period is **not** displayed to students.
- **Time Limit** – Will allow you to set a time limit for your exams. This time is in minutes.

☞ **Note:** *A timed test "starts" when the student hits the "start" link. If using a password, the password will unlock an attempt but it will not start the attempt, nor will it detract from the time allowed.*

- **Feedback Mode** – Determines what feedback the system will give each student and when that feedback will be displayed.
- **Review Answers** – Sets whether or not a student will be able to review their answers before receiving feedback.

## Selecting a Theme

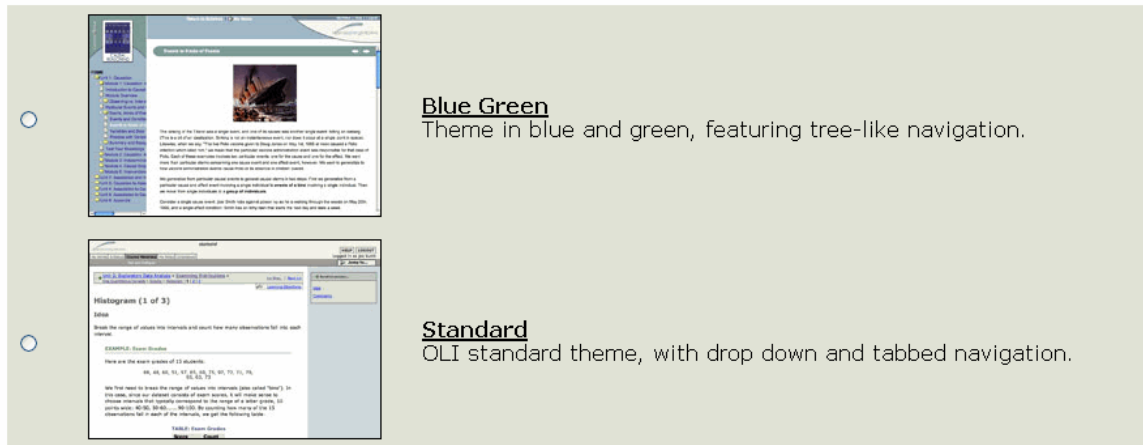
The **Select a Theme** screen allows you to select an alternate look-and-feel 'skin' for the course content. Currently there are two options in OLI. Each uses a distinct navigational style. The *"Blue Green"* theme provides a tree style navigation that displays at all times. The *"Standard"* theme uses a drop-down and tabbed navigation that does not display until clicked.

Theme selection is often based on instructor preference, though some courses tend to work better with a particular theme. For example, the navigation at the left of *"Blue Green"* helps to reinforce and orient students in the 'big picture'. The navigation within the *"Standard"* theme tends to provide better support for courses dependant on linear progression.

Click the radio button next to the theme you choose and click the *"Next"* button at the bottom of the screen.

### Select A Theme

Select a theme from the list below and press Continue. The theme you select will determine the look and feel of your course. Press the Back button to return to the previous screen.



The screenshot shows a web interface for selecting a theme. On the left, there are two radio buttons. The top one is selected and is next to a preview of the 'Blue Green' theme, which features a tree-style navigation menu. The bottom one is unselected and is next to a preview of the 'Standard' theme, which features a drop-down menu and tabbed navigation. Below the preview area, there are three buttons: '<< Back', 'Next >>', and 'Cancel'.

**Blue Green**  
Theme in blue and green, featuring tree-like navigation.

**Standard**  
OLI standard theme, with drop down and tabbed navigation.

<< Back    Next >>    Cancel

## General Information

The **General information** screen is the place for you to:

- **Name your course** – Give your course a name that makes sense to both you and your students.
- **Create a Course Key** – Choose a unique Course Key (each section must have a unique code). Your students use this Course Key to register for the correct section. **Give your students the Course Key when instructing them to register.** The Course Key is not case sensitive, must be 4 to 12 characters in length, and may contain letters, numbers, and/or hyphens. For example, "99-101A".
- **Set A Password** – You may set a password for course access as well as an Course Key. **This is strictly optional.** If you choose to have one, enter and confirm your course password. Passwords are case sensitive, must be 4-12 characters in length and contain only letters and numbers. Be sure to keep the password secret and only distribute to students enrolled in your course.
- **Set Your Admission Process** – Decide if students are admitted to the course as soon as they register or if you would rather approve each registration before hand.

## General Information

Title	<input type="text" value="Intro to Chemistry 99-101A"/>	
Institution Name	<input type="text" value="XYZ University"/>	
Admit Code	<input type="text" value="99-101A"/>	Students will need to know this code in order to register for your course. The admit code must be 4 to 12 characters in length. It may contain letters, numbers, and/or hyphens. For example, "99-101A". Admit codes are not case sensitive.
Course Password	<input type="text"/>	If you specify a password, students will be required to enter both the admit code and the password when registering for your course. Passwords must be 4 to 12 characters in length. They may contain only letters and numbers. Course passwords are case sensitive.
Confirm course password	<input type="text"/>	
Auto Admit Students	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, students who register will be able to access the course immediately. If no, an instructor must approve each student's access to the course.

## Confirm Course

The next page is a confirmation page. Review all of the settings for your course. If something is incorrect, use the links on the left hand side to go back to the appropriate step and make corrections. When you finish your review, click *"Finish"*.

Congratulations! The next page confirms your course was created and provides you a link to your Manage Course page.