

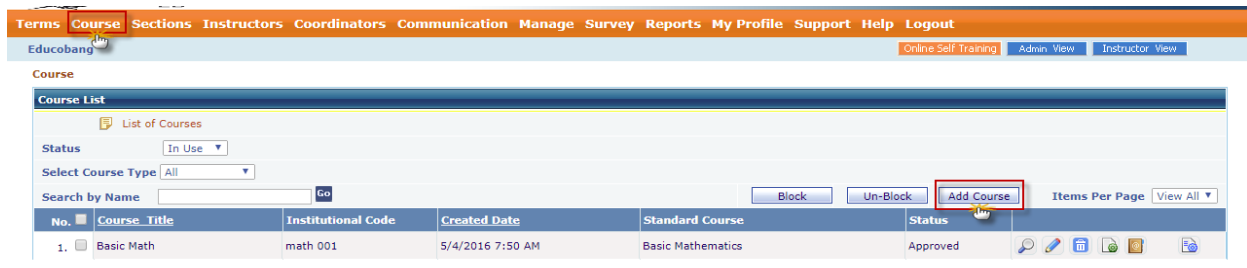
Creating Custom Course

Campus Coordinator (CC) Login

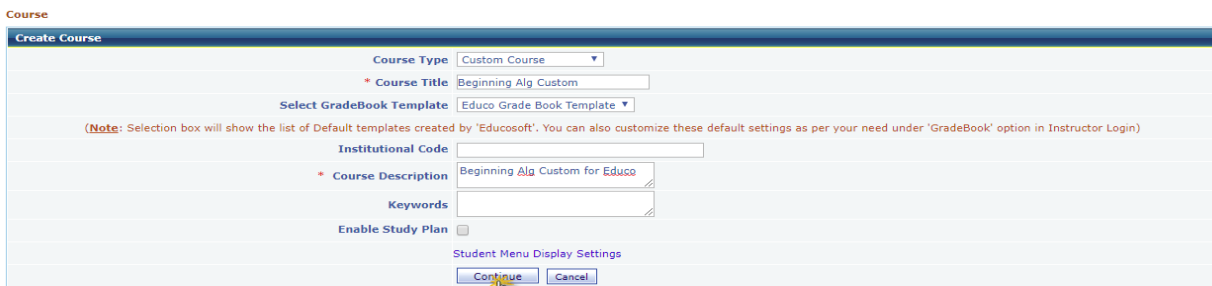
There are two ways Campus Co-ordinator can create a custom course i.e. either by manually creating the course hierarchy by adding Levels and Learning objects or by importing the course hierarchy thru excel sheet and then manually adding the Learning objects.

Approach 1: Adding Levels and Learning Objects Manually

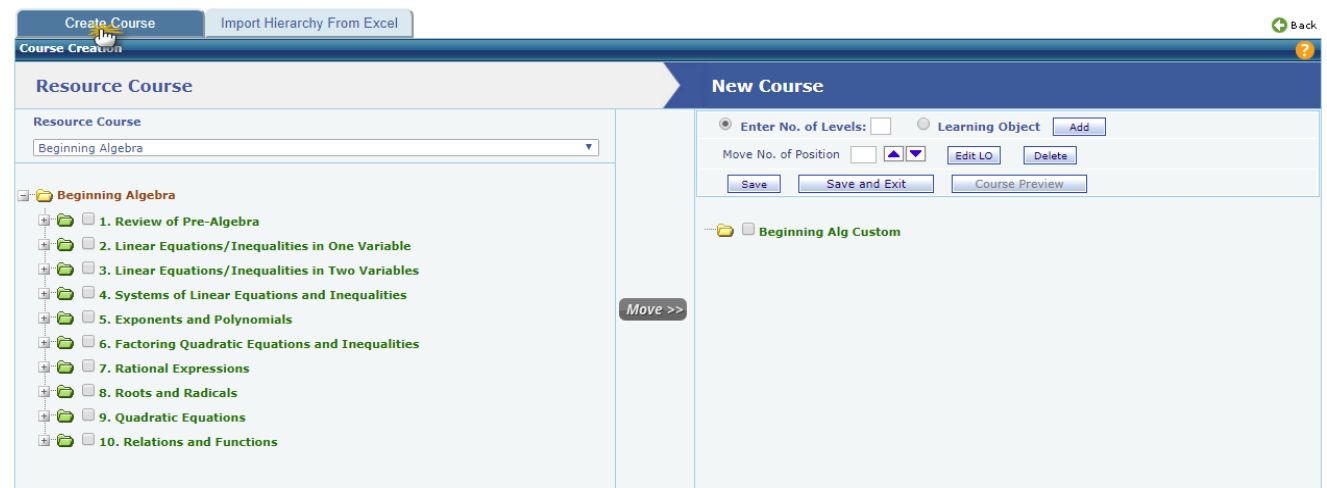
- Login as CC and click on Course, Course page will be displayed, click on Add Course as shown below.



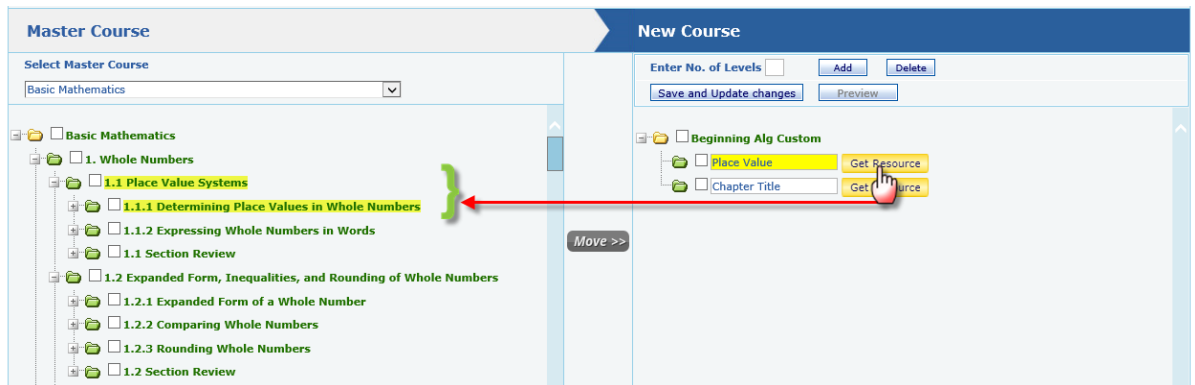
- Create Course page will be displayed, select Course type as “Custom”, enter Course title and Course description as shown below, once done click on Continue.



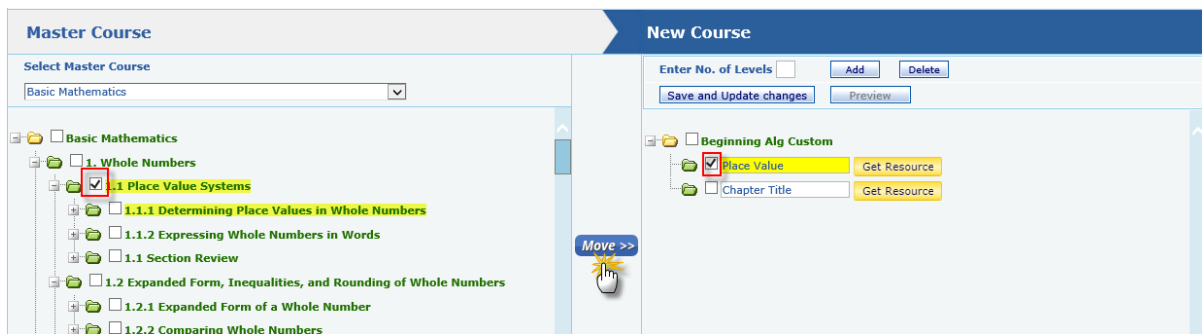
- Course Creation page will be displayed as shown below.



- On the left side of the screen, select the Master Course from which you want to import the contents.



- On the right side of the screen, you can create custom course, the root of Custom Course, enter number of level(s) and click on Add. Level(s) are added under new Course as shown below.
- Select and Enter the level name and click on Get Resource button, System searches the master course with entered level name and all relevant resources at master course side will be highlighted.
- Select the Level at Level/LO at master course and click on **Move** button, all the selected Levels/LO will be added under level of new course along with resources.



- Repeat above process until all the desired levels are imported to new course.
- To delete a level/Lo, select the Level/LO and click on delete button as shown below.



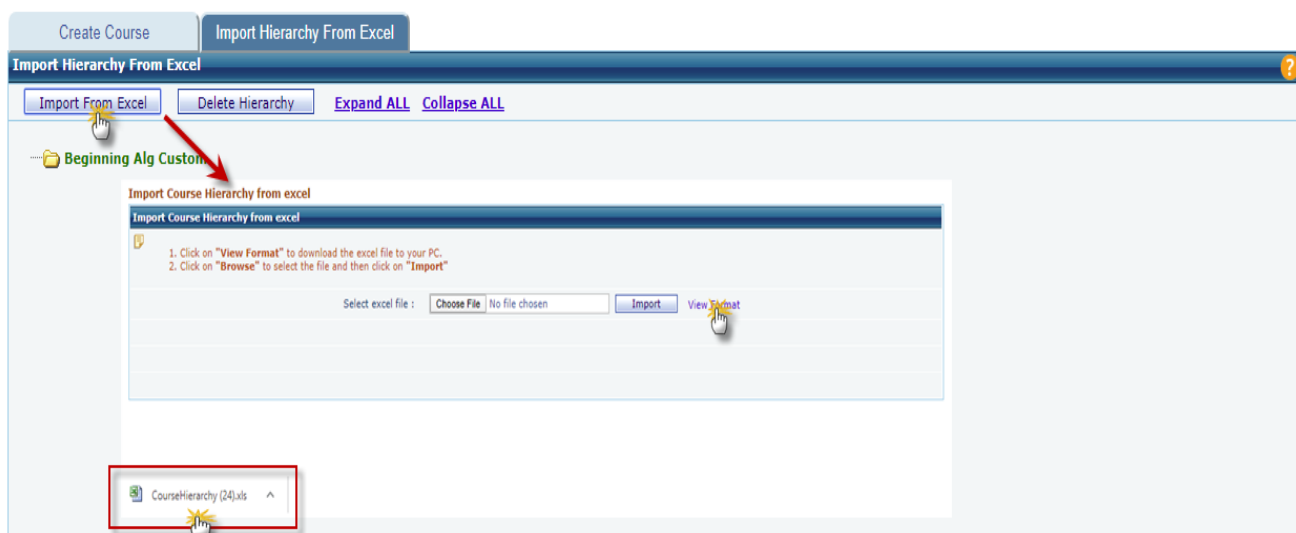
- Click on Preview button to preview new course.
- Click on Save and Update Changes to update the changes.

Important Guidelines:

- 1) Only Educo created standard courses were listed in Master Course dropdown.
- 2) **Get Resource** will perform a search operation in selected master course, with the entered level name. All the selected Levels/LO's of Master Course will be added under selected Level of New Course.

Approach 2: Import Course Hierarchy from Excel Sheet

- Click on **"Import Hierarchy from Excel"** tab, click on **Import from Excel** button as shown below. Import popup will open, click on view format to download course hierarchy format excel sheet.



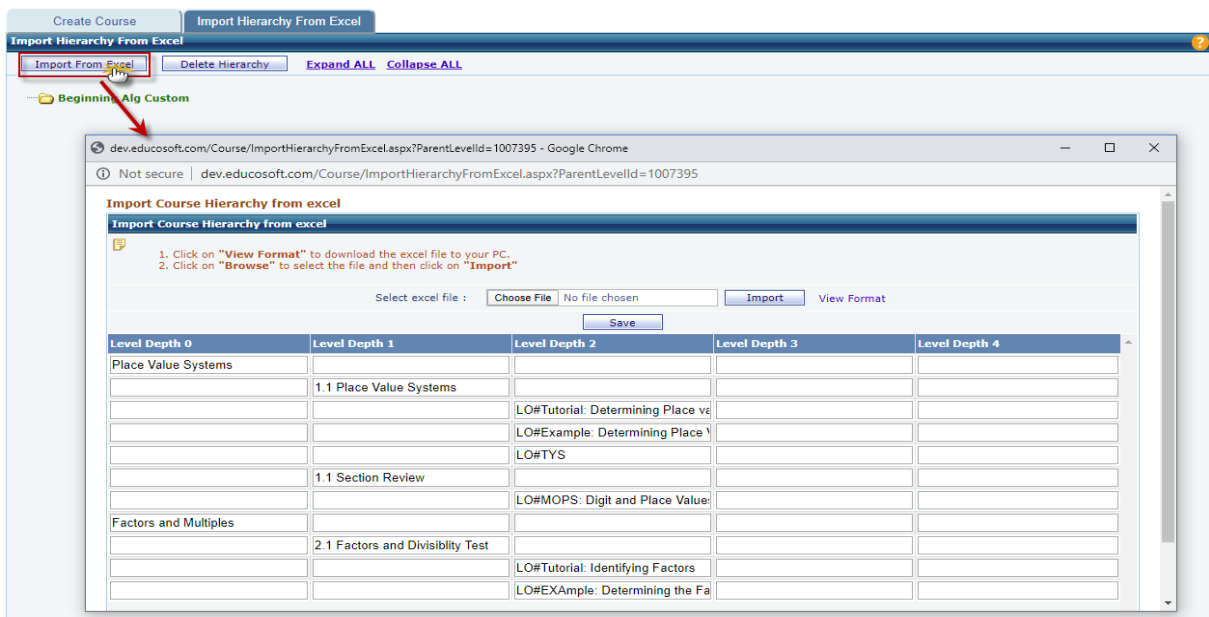
- The sample course hierarchy format in excel sheet looks like as shown below.

	A	B	C	D	E
1	Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3	Level Depth 4
2	1 Level				
3		LO#LOName1			
4		LO#LOName2			
5		1.1 level			
6			LO#LOName3		
7			LO#LOName4		
8			LO#LOName5		
9			1.1.1 level		
10				LO#LOName6	
11				LO#LOName7	
12				LO#LOName8	
13				1.1.1.1 level	
14					LO#LOName9
15					LO#LOName10
16					LO#LOName11

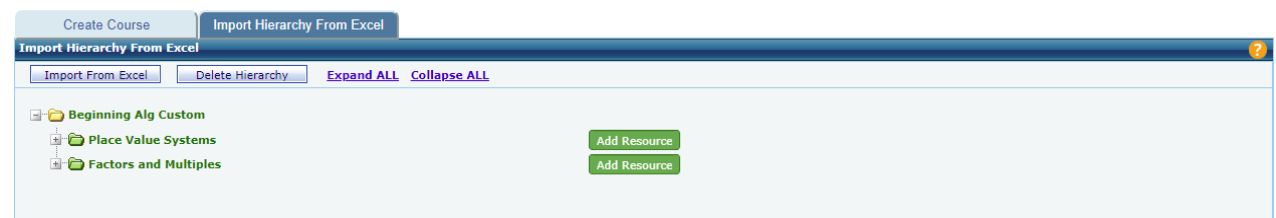
- By referring the above sample course hierarchy format, you can include both Levels and LO's in the excel sheet. Level name can be named as per your preference, for LO's, you need to follow a naming format i.e. you need to prefix LO names with a word **"LO"** followed by **"#"** symbol. For example:

A	B	C
Level Depth 0	Level Depth 1	Level Depth 2
Place Value Systems	1.1 Place Value Systems	LO#Tutorial: Determining Place Values in Whole Numbers LO#Example1: Determining Place value LO#TYS
	1.1 Section Review	LO#MOPS: Digits and Place Values of Whole Numbers - Int'l System

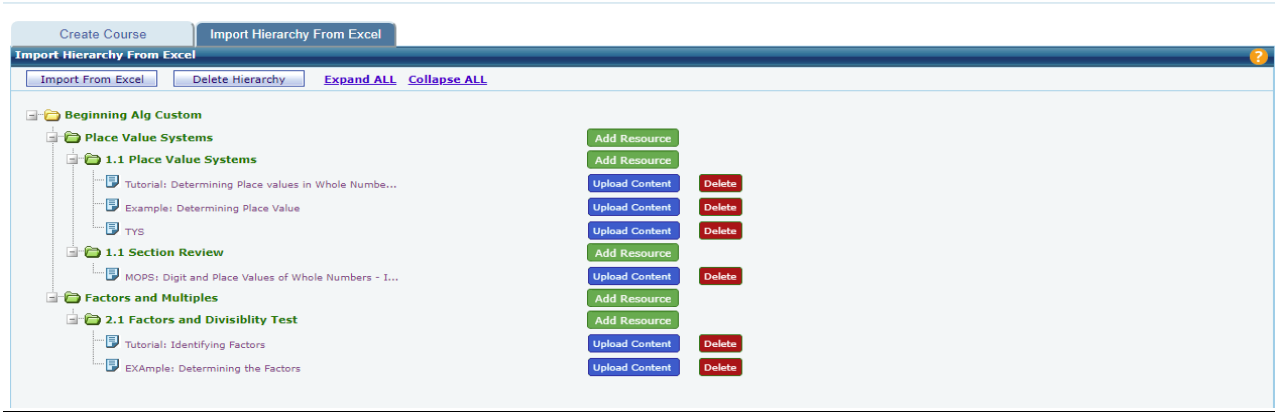
- As per the format you can prepare course hierarchy in excel sheet. While uploading the format, you should make sure that the format should match with above sample course hierarchy format.
- Click on Import from excel to upload the course hierarchy excel sheet as shown below.



- Verify the course level's and LO's, you can edit course level and LO names at this stage, once done click on save button.
- After Uploading, the Course hierarchy will appear as shown below.



- Click on **Expand All** link to expand the entire course hierarchy.



Important Guidelines:

- 1) Course hierarchy should be built in excel sheet only (.xls or .xlsx). Users are advised to download course hierarchy format and make the necessary changes only in that file to avoid format issues.
- 2) The Course hierarchy which the user is about to upload should match with course hierarchy format. Kindly refer the sample format thoroughly before making any changes or uploading.

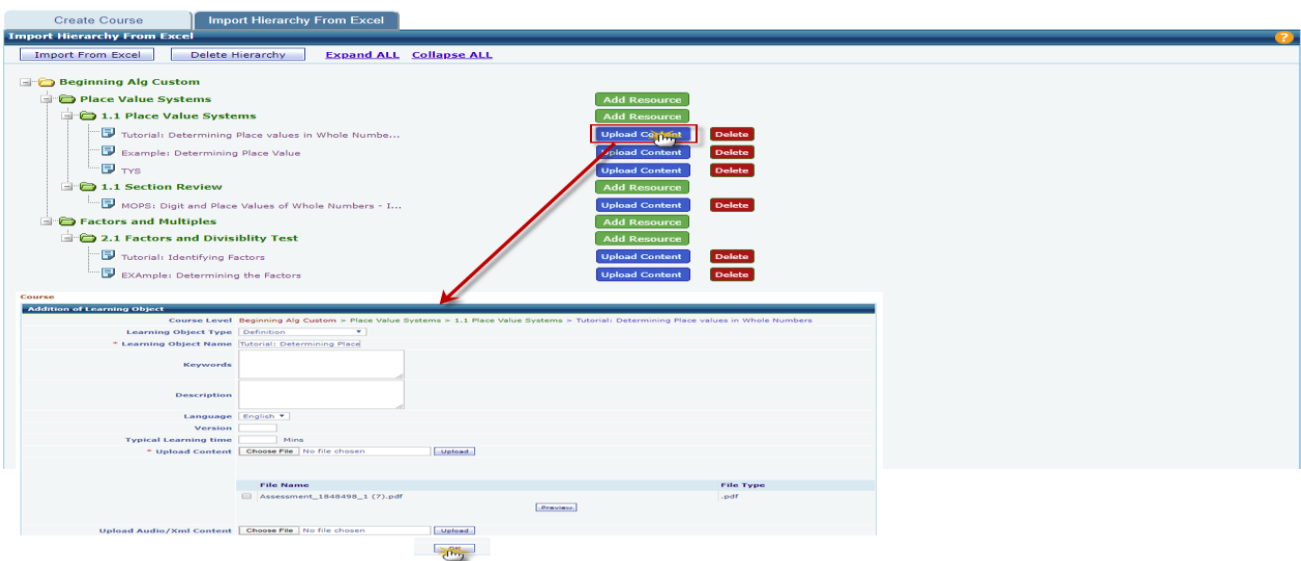
Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3
1. Whole Numbers	1.1 Place Value Systems	1.1.1 Determining Place Values in Whole Numbers 1.1.2 Expressing Whole Numbers in Words	
	1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers	1.2.1 Expanded Form of a Whole Number 1.2.2 Comparing Whole Numbers	
	1.3 Addition and Subtraction of Whole Numbers	1.3.1 Adding Whole Numbers and Estimating 1.3.2 Subtracting Whole Numbers and Estimating 1.3.3 Translate expressions and solve Applications	
2. Factors and Multiples	1.4 Multiplication and Division of Whole Numbers		
	2.1 Factors and Divisibility Tests		
	2.2 Prime Factorization and the GCF		
3. Fractions			

Header (points to Level Depth 3 column)

User can skip entering level name under that header, if he doesnt want to create level depth (points to empty cells under Level Depth 3)

Uploading Content to LO's, which were added thru Excel Sheet

- Click on **Upload Content** button corresponding to LO's to upload the content.



Manually Adding LO's to Levels:

- Click on **Add Resource** button corresponding to level to add learning objects, Add Lo pop up will appear, select the Learning Object type, enter learning object name, description and upload the LO file as shown below

The screenshot shows a web interface for adding learning objects. At the top, there are tabs for 'Create Course' and 'Import Hierarchy From Excel'. Below the tabs, there are buttons for 'Import From Excel', 'Delete Hierarchy', 'Expand ALL', and 'Collapse ALL'. The main area shows a course hierarchy: 'Beginning Alg Custom' (expanded) containing 'Place Value Systems' (expanded) and 'Factors and Multiples'. A red arrow points to the 'Add Resource' button next to 'Place Value Systems'. Below the hierarchy is a form titled 'Addition of Learning Object'. The form has the following fields: 'Course Level' (Beginning Alg Custom > Place Value Systems > 1.1 Place Value Systems), 'Learning Object Type' (Definition), 'Learning Object Name' (Place Value Example 23), 'Keywords' (text area), 'Description' (text area), 'Language' (English), 'Version' (text input), 'Typical Learning time' (Mins), 'Upload Content' (Choose File, No file chosen, Upload), 'File Name' (7277.pdf), 'File Type' (.pdf), 'Preview' button, and 'Upload Audio/Xml Content' (Choose File, No file chosen, Upload). There are 'OK' and 'Cancel' buttons at the bottom.

- Click on **Edit Resource** button corresponding to LO's to edit. You can edit LO Name, description and can replace existing LO with new one, click on Ok button to save the changes made.
- After uploading the all the course resources, switch to "Create Course" tab, you can preview the Course. Once completed, click on **Save and Exit button** to save the course.
- You can delete entire course hierarchy, by clicking on "**Delete Hierarchy**" button.

Important Guidelines:

- Learning objects (LOs) added for EBook and ESM will not be listed in the course hierarchy.
- To preview the course, all the LOs need to be uploaded with corresponding content files.
- A course, in which all the LO content files are uploaded in the respective LO's, is considered as completed course. If all the LO content files are not uploaded, then the course is considered as unfinished course.