

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.

Terms		Sections	Instructors	Coordinators	Communication	Manage Surv	ey Reports	My Profile	Support H	elp Logo	ut				
Educo	bang									Online S	elf Training	Admin \	/iew	Instructor 1	liew
Cours	e														
Cour	se List														
	ا 🗗	ist of Course	s												
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Sele	ct Course	Type All	•									_			
Sea	rch by Nar	ne		Go				BI	ock U	n-Block	Add Course	- 1	items P	er Page	View All 🔻
No	. 🔲 <u>Cour</u>	<u>se Title</u>		Institutional Code	e <u>Created Dat</u>	e	Standard C	ourse		Statu	s du				
1.	🔲 Basic	Math		math 001	5/4/2016 7:5	0 AM	Basic Mathe	matics		Approv	ved	D 0	1	6	E

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.

Create Course Course Type Custom Course Custom C	Course	
* Course Title Beginning Alg Custom Select GradeBook Template Educo Grade Book Template * (Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login) Institutional Code Beginning Alg Custom * Course Description Beginning Alg Custom for Educo Keywords Custom for Educo	Create Course	
Select GradeBook Template Educo Grade Book Template ▼ (Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login) Institutional Code * Course Description Regivering Alg Custom for Educo	Course Type	Custom Course
(Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login) Institutional Code Course Description Beginning Alg Custom for Educo Keywords	* Course Title	Beginning Alg Custom
Institutional Code * Course Description Beginning Alg Custom for Educe Keywords	Select GradeBook Template	Educo Grade Book Template 🔻
Course Description Beginning Alg Custom for Educa Keywords	(Note: Selection box will show the list of Default templates create	d by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)
Keywords		
	* Course Description	Beginning Alg Custom for Educe
Enable Study Plan	Keywords	
	Enable Study Plan	
Student Menu Display Settings		Student Menu Display Settings
Continue Cancel		Continue Cancel

> Course Creation page will be displayed as shown below.

Create Course Import Hierarchy From Excel			🔇 Back
Course Creation Resource Course		New Course	
Resource Course Beginning Algebra Beginning Algebra Beginning Algebra Beginning Algebra Beginning Algebra Beginnig Algebra Beginning Algebra Beginn	Move >>	Enter No. of Levels: Learning Object Add Move No. of Position Image: Edit LO Delete Save Save and Exit Course Preview Beginning Alg Custom	

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

Master Course	New Course
Select Master Course Basic Mathematics	Enter No. of Levels Add Delete Save and Update changes Preview Beginning Alg Custom
1. Whole Numbers 1.1 Place Value Systems 1.1 Place Value Systems 1.1.2 Expressing Whole Numbers in Words 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 1.2.3 Rounding Whole Numbers 1.2.3 Rounding Whole Numbers 1.2.5 ection Review	Place Value Get Resource Chapter Title Get Move >>

- On the right side of the screen, you can create custom course, I 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.

Master Course		New Course
Select Master Course Basic Mathematics		Enter No. of Levels Add Delete Save and Update changes Preview
 Basic Mathematics I. Whole Numbers I.1.1 Determining Place Values in Whole Numbers I.1.2 Expressing Whole Numbers in Words I.1. Section Review I.2 Expanded Form, Inequalities, and Rounding of Whole Numbers I.2.1 Expanded Form of a Whole Number I.2.2 Comparing Whole Numbers 	Move >>	

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

New Course
Enter No. of Levels Create Delete Save and Update changes Preview Image: Create
Beginning Alg Custom
Fractions Get Resource
🗊 🔲 Tutorial: Divisibility Tests
MOPS: Rules of Divisibility(By 2, 3, 4, 5, 6, 8, 9, 10, 11)
🗊 🔲 MOPS: Rules of Divisibility
Tutorial: Reduce, Multiply and Divide Fractions

- 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.

Create Course Import Hierarchy From Excel	
Import Hierarchy From Excel	
Import From Excel Delete Hierarchy Expand ALL Collapse ALL	
- 🔂 Beginning Alg Custon	
Import Course Hierarchy from excel	
Import Course Hierarchy from excel	
 L Click on "View Format" to download the excel file to your PC. Click on "Browse" to select the file and then click on "Import" 	
Select excel file : Choose File No file chosen Import View Second	
CourseHierarchy (24).xks	

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

	А	В	С	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:

А	В	С
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
Level 1		LO#Example1: Determining Place value
		LO#TYS
	1.1 Section Review	
		LO#MOPS: Digits and Place Values of Whole Numbers - Int'l System
	Level 2	LO

- 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.

rom Excel Delete Hierarchy	Expand ALL Collapse ALL								
inning Alg Custom									
G dev.educosoft.com/Course/Imp	ortHierarchyFromExcel.aspx?ParentLevelId=10	007395 - Google Chrome			- 0				
Not secure dev.educos	oft.com/Course/ImportHierarchyFromE	xcel.aspx?ParentLevelId=1007395							
Import Course Hierarchy Import Course Hierarchy fi									
Import Course Hierarchy fi	om excel								
1. Click on "View Fo	rmat" to download the excel file to your PO ' to select the file and then click on "Impo	C.							
2. Click on Browse	to select the me and then thick on Timpo	n.							
	Select excel file : C	hoose File No file chosen	Import View Format						
	Save								
		Save							
Level Depth 0	Level Depth 1		Level Depth 3	Level Depth 4	*				
Level Depth 0 Place Value Systems	Level Depth 1		Level Depth 3	Level Depth 4	· · · · · · · · · · · · · · · · · · ·				
	Level Depth 1		Level Depth 3	Level Depth 4	^ ^				
				Level Depth 4					
		Level Depth 2		Level Depth 4	· · · · · · · · · · · · · · · · · · ·				
		Level Depth 2		Level Depth 4	· · · · · · · · · · · · · · · · · · ·				
		Level Depth 2		Level Depth 4					
	1.1 Place Value Systems	Level Depth 2		Level Depth 4					
	1.1 Place Value Systems	Level Depth 2 LO#Tutorial: Determining Place vi LO#Example: Determining Place vi LO#Example: Determining Place vi LO#TYS		Level Depth 4					
Place Value Systems	1.1 Place Value Systems 1.1 Place Value Systems 1.1 Section Review 1.1	Level Depth 2 LO#Tutorial: Determining Place vi LO#Example: Determining Place vi LO#Example: Determining Place vi LO#TYS		Level Depth 4					
Place Value Systems	1.1 Place Value Systems	Level Depth 2 LO#Tutorial: Determining Place vi LO#Example: Determining Place vi LO#Example: Determining Place vi LO#TYS		Level Depth 4					

- 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.

Create Course Import Hierarchy From Excel	
Import Hierarchy From Excel	0
Import From Excel Delete Hierarchy Expand ALL Co	apse ALL
🖃 🗁 Beginning Alg Custom	
Deginning Rig custom	Add Resource
Factors and Multiples	Add Resource
	Audicesource

> 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.

	D28 -	f_x			
	А	В	С	D	Header
1	Level Depth 0	Level Depth 1	Level Depth 2	Level Depth 3	ricader
2	1. Whole Numbers				
3		1.1 Place Value Systems		[1
4			1.1.1 Determining Place Values in Whole Numbers		
5			1.1.2 Expressing Whole Numbers in Words		User can
6		1.2 Expanded Form, Inequalities, and Rounding of Whole Numbers			skip
7			1.2.1 Expanded Form of a Whole Number		entering
8			1.2.2 Comparing Whole Numbers		level name
9		1.3 Addition and Subtraction of Whole Numbers			under that
10			1.3.1 Adding Whole Numbers and Estimating		header, if
11			1.3.2 Subtracting Whole Numbers and Estimating		he doesnt
12			1.3.3 Translate expressions and solve Applications		
13		1.4 Multiplication and Division of Whole Numbers			want to
14	2. Factors and Multiples				create level
15		2.1 Factors and Divisibility Tests			depth
16		2.2 Prime Factorization and the GCF			
17	3. Fractions				
18					

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

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

Ont From Excel Delete Hierarchy Expand ALL Collapse ALL Beginning Alg Custom Add Resource Add Resource The Value Systems Add Resource Upload Content Delete Delete Hierarchy Expand ALL Collapse ALL Beginning Alg Custom Add Resource Add Resource Image: State Systems Add Resource Delete Add Resource Delete	Create Course Impo	rt Hierarchy From Excel			
Beginning AG Custom Place Value Systems I The Custom Systems I Custom Place Value in Whole Number I Custom Place Value in Whole Number I Custom Place Value I Custom Place Value I Custom Place Value I Custom Place Value in Whole Number I Custom Place Value in Whole Number I Custom Place Value in Whole Numbers - I I Custom Place Value in Whole Numbers	Hierarchy From Excel				
Place Value Systems I Place Value Systems Add Resources I Storial Determining Blace Values in Whole Numbers I Gale Contrast I Storial Determining Place Values of Whole Numbers - I I Gale Contrast I Rober: contrast dupited Contrast dupited Contrast = 1. Free Value Statems = 1. Infere Value Statems = 1. Free Value	oort From Excel Delete H	lierarchy Expand ALL	Collapse ALL		
<pre>Place Value Systems</pre>	Peginning Alg Custom				
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Image: Sectors and Mulpiples	🖃 😂 1.1 Section Review		Add Re	esource	
Image: Sectors and Huiples Image	MOPS: Digit and Place	Values of Whole Numbers - I	Upload	Content Delete	
• 2.1 Factors and Divisibility Test • 2.1 Factors and Divisibility Test • 1 Factors and	G Factors and Multiples				
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Description Language Egylin * Version * Upload Context * Upload Context Upload Audio/Xim Context Upload Audio/Xim Context Context Interiment Upload	Keywords				
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(ing.	Upload Audio/Xml Content	Choose File No file chosen	Upload		

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

Create Course Import	Hierarchy From Excel			
Import Hierarchy From Excel				
Import From Excel Delete Hie	erarchy Expand ALL	Collapse ALL		
Beginning Alg Custom Beginning Alg Cu			Add Resource	
Course				
Addition of Learning Object			·	
	Beginning Alg Custom > Place Va	lue Systems > 1.1 Place Value	e Systems	
Learning Object Type				
* Learning Object Name	Place Value Example 23			
Keywords		li -		
Description				
Language	English Y			
Version				
Typical Learning time	Mins			
* Upload Content	Choose File No file chosen	Upload		
	File Name 7277.pdf		File Type	
	2//.par		.pdf Preview	
Upload Audio/Xml Content	Choose File No file chosen	Upload		
		OK .		

- 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.