Instructions for Creating Courses
Manually

MARCO LEARNING®

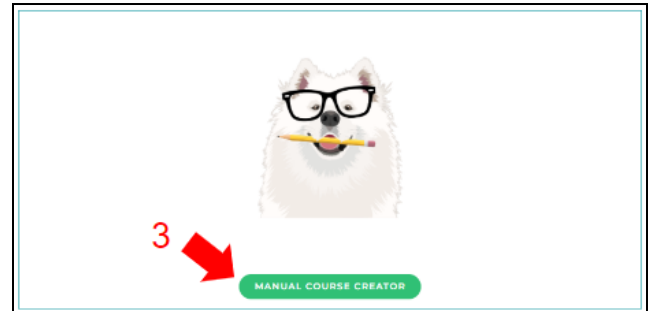Log in to the Marco Learning app and complete the following steps:

1. Click the "My Courses" tab
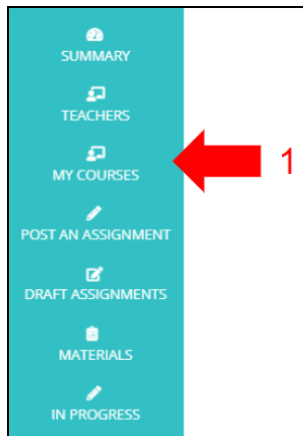
2. Click "Create a New Course"

3. Click "Manual Course Creator"

4. Enter the required information
5. Download and complete the roster template
6. Upload the roster template
7. Add sections (class periods) as needed
8. Click "Save Changes and Exit"
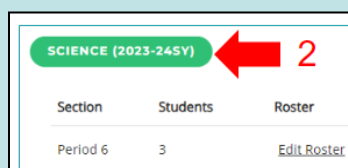

Need to add additional course sections after creating your course?

1. Click "My Courses"

2. Click on the course title

3. Click "Create New Sections"