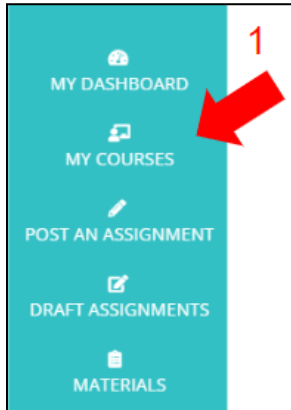


Instructions for Creating Courses Manually

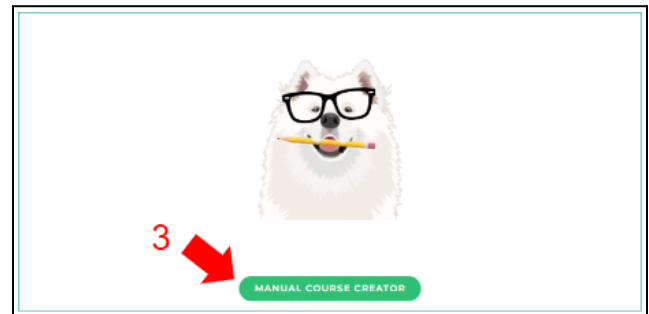
1. Click the "My Courses" tab



2. Click "Create a New Course"



3. Click "Manual Course Creator"



4. Enter the required information

5. Download and complete the roster template; **save the template as a .csv file**

6. Upload the roster template

7. Add sections (class periods) as needed

8. Click "Save Changes and Exit"

The 'Create New Course' form contains the following elements:

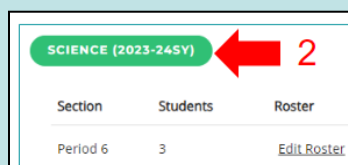
- 'Name:' text input field
- 'Section name:' text input field
- 'Upload Roster:' section with a 'SELECT FILE' button (step 6)
- 'Please use [this template](#)' link (step 5)
- 'Number of students:' text input field with '1' entered
- 'ADD SECTION' button (step 7)
- 'ADD STUDENT' button
- 'SAVE CHANGES AND EXIT' button (step 8)
- 'DISCARD CHANGES AND EXIT' button
- A table with columns: First name, Last name, ID, Email
- A red bracket on the right side groups the 'Name:' and 'Section name:' fields with the number '4'.

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"

