Instructions for Creating Courses
Manually

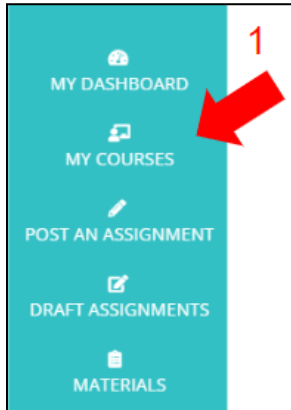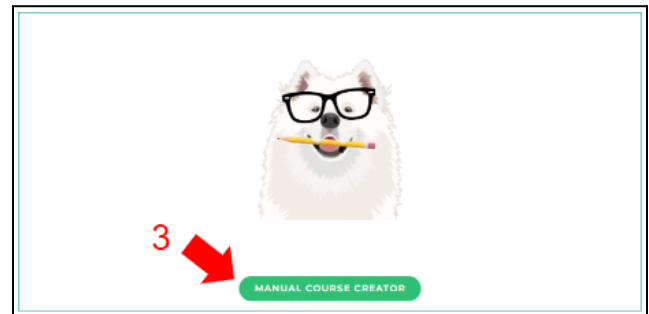**MARCO LEARNING®**

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"

Need to add additional course sections after creating your course?

1. Click "My Courses"

2. Click on the course title
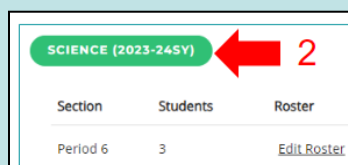
3. Click "Create New Sections"