HOW TO SET UP A NEW COURSE

IMPORT APPROPRIATE COURSE TEMPLATE

☐ 1 Click on the 'Import from Commons' button on the left-hand side.

☐ 2 Type ‘Sturm College of Law’ in the search bar, looking for the templates entitled ‘Sturm College of Law - FT - TEMPLATE’ and ‘Sturm College of Law - PT - TEMPLATE’. 
3 Click on the appropriate (full-time or part-time) template by clicking on the title.

4 Click on the 'Import/Download' button on the right-hand side.

5 Tick the course you are setting up and click on the 'Import into Course' button. The template materials will be automatically imported (though it may take a minute to complete the process).
The template is generic and will need to be personalized. Begin by clicking on the ‘Edit’ button in the upper-right corner.
7 Enter course details in the text box (Rich Content Editor). New sections can be freely added, and irrelevant ones deleted.

8 If you wish to insert your syllabus on the homepage, highlight the Documents icon, click on the ‘Insert’ tab, and choose ‘Document’ and ‘Upload Document’ options.)
DEVELOP UNIT PAGES

9 From the homepage, click on the unit (‘Module’ for PT courses, ‘Week’ for FT), which will take you to the appropriate unit page.

10 Begin to develop the unit page by clicking on the ‘Edit’ button in the upper-right corner.

11 Enter unit details in the text box (Rich Content Editor). For uploading assignments, quizzes, files, and discussions, see related ‘How To’ guides. Irrelevant headings can be deleted.
12 Click on the ‘Save’ button (or ‘Save and Publish’ button if you wish to publish unit immediately).