

## Creating Your Course



### NEW Course

- ✓ First time users of MBC for the course
- ✓ User of a new edition
- ✓ Anyone wanting to start from scratch
  - Course shell; includes video content but no assignments
- ✓ **QuickBooks** users (Online or Desktop; author's prebuilt course)



### COPY Course

- ✓ Previous users of MBC with this course
  - ✓ Continuing edition
  - ✓ Retain assignments & added resources
- OR
- ✓ Want to obtain copy of a *colleague's course*
  - ✓ Continuing edition
  - ✓ Retain assignments & added resources



Copy a Course



## How to COPY a Course (current edition)

To copy one of *your* previously used courses, locate the text on the instructor dashboard.  
(To copy a colleague's course, see next page.)

1 Click the **Copy Course** tab.

2 Enter the New **Course Name**.

- Enter *Academic Term*.

3 Select the Active Course to be copied from the dropdown list.

**SKIP AHEAD to Page 4 , Setting Up Your Sections.**

Financial Statement Analysis & Valuation, 6e  
by Easton, McAnally, Sommers

Create Course Copy Course

Read Ancillaries

Courses

Financial Statement Analysis & Valuation - Spring 2023  
Spring 2023

Go to Course Manage Sections 1

Copy Course

Course Name \* Academic Term ☐ Enter a term

Example: ACCT447 Financial Statement Analysis Please select a term...

Copy From an Active Course

Please select one of your active courses...

OR

Copy From a Course Copy Code

Enter course copy code here...



## How to COPY a Colleague's Course (current edition)

To copy a Colleague's course, locate the text on the instructor dashboard.

- 1 Click the **Copy Course** tab.
- 2 Enter the New **Course Name**.
  - Enter *Academic Term*.
- 3 Paste your Colleague's **Course Copy Code** in the appropriate field.

Keep following along to set up your Sections.

The screenshot displays the instructor dashboard for a course titled "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers. The dashboard includes buttons for "Create Course", "Copy Course" (marked with a yellow circle 1), "Read", and "Ancillaries". Below this, a section titled "Courses" shows the current course "Financial Statement Analysis & Valuation - Spring 2023" with buttons for "Go to Course" and "Manage Sections" (marked with a blue circle 1).

The "Copy Course" form is shown below, featuring a title bar with a plus icon and a help icon. It has two main sections: "Copy From an Active Course" and "Copy From a Course Copy Code".

In the "Copy From an Active Course" section, there are two fields marked with green circles 2: "Course Name \*" (with an example: "ACCT447 Financial Statement Analysis") and "Academic Term" (a dropdown menu with the text "Please select a term...").

The "Copy From a Course Copy Code" section is separated by an "OR" and contains a single text field marked with a purple circle 3, labeled "Enter course copy code here...".



## Set Up Your Sections

You will need to create at least one Section.

Consider **ADDING** additional sections if any of the following apply:

- ✓ You teach multiple sections of the same course during the same term.
- ✓ You want to keep your students and gradebooks separated.
- ✓ You want the ability to set different assignment dates for each section of students.

## Set Up Your Sections

Create your Sections for the term.

- 1 Select the number of Sections needed from the **Number of sections for this term** dropdown menu.
- 2 Enter the **Section Name**.
- 3 Enter required **Section End Date** (end of the term).
  - Section *Start Date* optional.
- 4 Click **Copy Course**.
  - Button will change depending on if you are creating a New course or a Course Copy.

Sections ⓘ

Number of sections for this term 1 ▼ 1

Section 1

Section Name \*

Example: MWF 9:00AM 2

Section Start Date

Section End Date \*

3

☐ Lock Enrollment by Dates ⓘ

Cancel 4 Create Course

## Section & Enrollment Information

Section Confirmation and Enrollment information is immediately available if you need it.


- 1 Get confirmation of Section information. If you set your course up with multiple Sections, all will be listed.
- 2 Enrollment Links and Student Handouts are Section-specific.
  - Copy Enrollment Link if you would like to include it in your Syllabus (Non-integrated courses ONLY)
  - Student Handout (recommended) includes enrollment information, instruction, and links to Student Support and videos.
- 3 **IMPORTANT !!! If you plan to integrate with your school's LMS, WAIT to download the Student Handout until integration is complete as instruction may change.**

Below is the section information of the new course being generated.

**PLEASE NOTE:** If you plan to integrate your course, we recommend downloading your student handout(s) after you integrate, as the instructions will change.

MWF 1

Enrollment Link

<https://mybusinesscourse.com?code=1085-4602-5888> 2 

[Student Handout](#) 2

<u>Section Start Date</u>	<u>Section End Date</u>
Open	05/27/2023

[Go Back to Course List](#)