

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 resourcesOR
- ✓ Want to obtain copy of a *colleague's course*
- ✓ Continuing edition
- ✓ Retain assignments & added resources







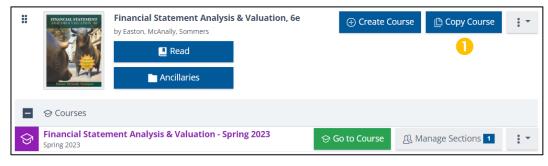


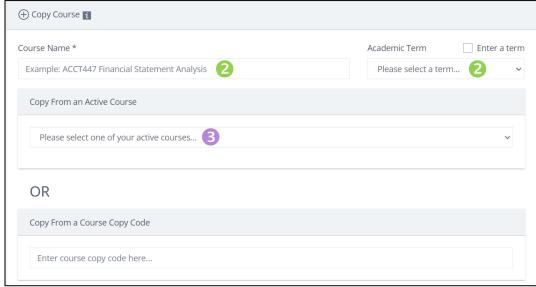
How to COPY a Course (current edition)

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

- Olick the **Copy Course** tab.
- Enter the New Course Name.
 - Enter Academic Term.
- Select the Active Course to be copied from the dropdown list.

SKIP AHEAD to Page 4, Setting Up Your Sections.









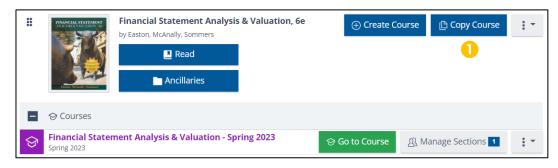
How to COPY a Colleague's Course (current edition)

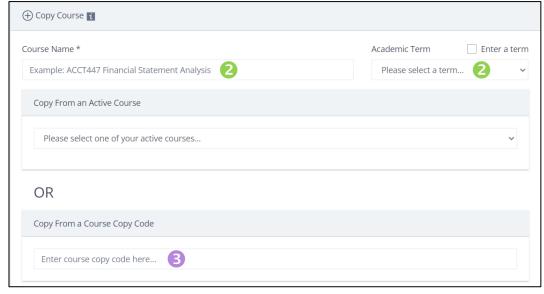
To copy a <u>Colleague's course</u>, locate the text on the instructor dashboard.

- Olick the **Copy Course** tab.
- 2 Enter the New Course Name.
 - Enter Academic Term.

Paste your Colleague's **Course Copy Code** in the appropriate field.

Keep following along to set up your Sections.









Set Up Your Sections

You will need to create at least one Section.

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

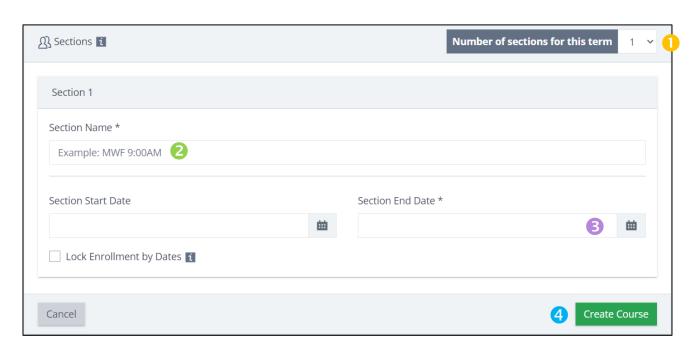
- You teach multiple sections of the same course during the same term.
- You want to keep your students and gradebooks separated.
- You want the ability to set different assignment dates for each section of students.



Set Up Your Sections

Create your Sections for the term.

- Our Select the number of Sections needed from the **Number of sections for this term** dropdown menu.
- Enter the Section Name.
- 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.





Section & Enrollment Information

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

- Get confirmation of Section information. If you set your course up with multiple Sections, all will be listed.
- Enrollment Links and Student Handouts are <u>Section-specific</u>.
 - 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.

