

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



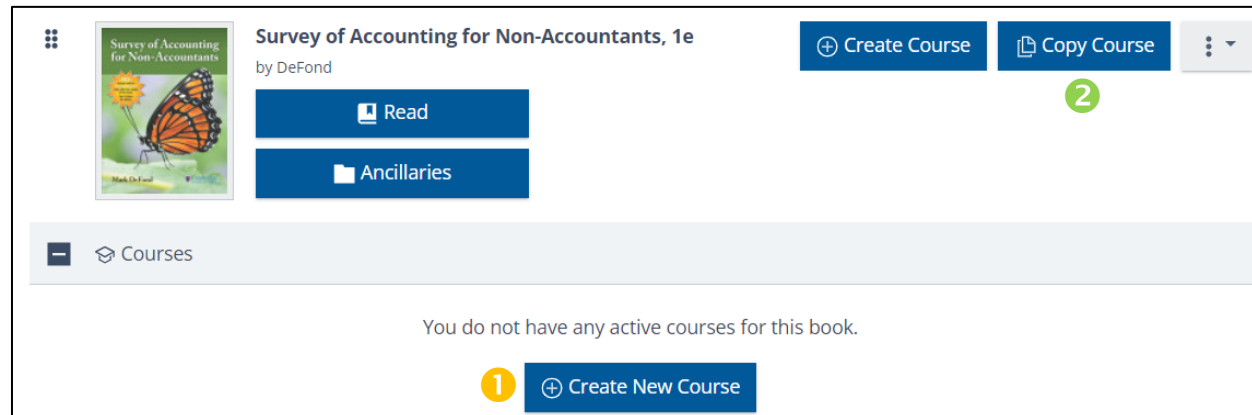
Create a Course



How to Create a NEW Course

Locate the text on the instructor dashboard.

- 1 If this is your first course using the text, click **Create New Course**.
- 2 If you have existing courses, click the **Create Course** tab.



You will receive the Shell Course inclusive of all video content (no assignments).

QuickBooks users will receive a copy of the Author's prebuilt course, inclusive of all video content *and* assignments. Simply HIDE or DELETE those you don't use. (Note: Deletion is permanent)

Enter Course Details

- 3 Enter required **Course Name**.
- 4 Select **Academic Term** from dropdown menu.
 - To manually type in the term, check *Enter a term*.

⊕ Create Course ⓘ

Course Name *

Example: ACCT447 Financial Statement Analysis 3

Academic Term

☐ Enter a term

Please select a term... 4 ▼



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 **Create Course**.

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](#)