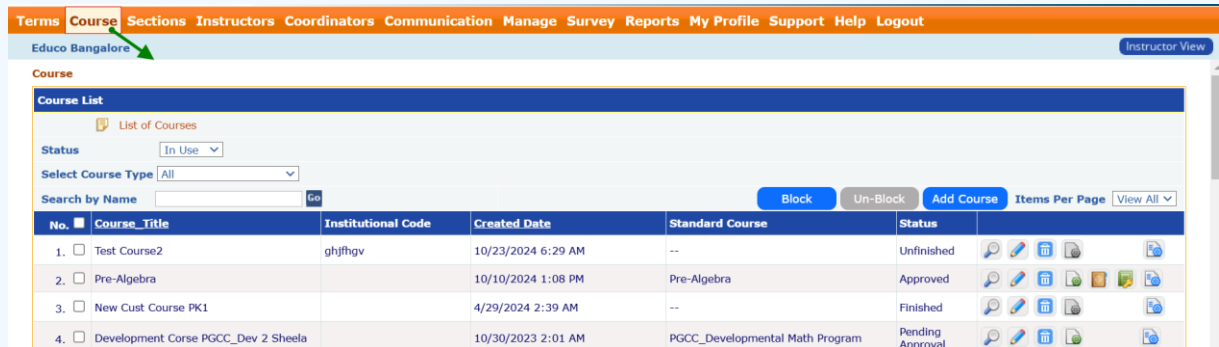


# EDUCOSOFT USER GUIDES

## Creating Custom Course

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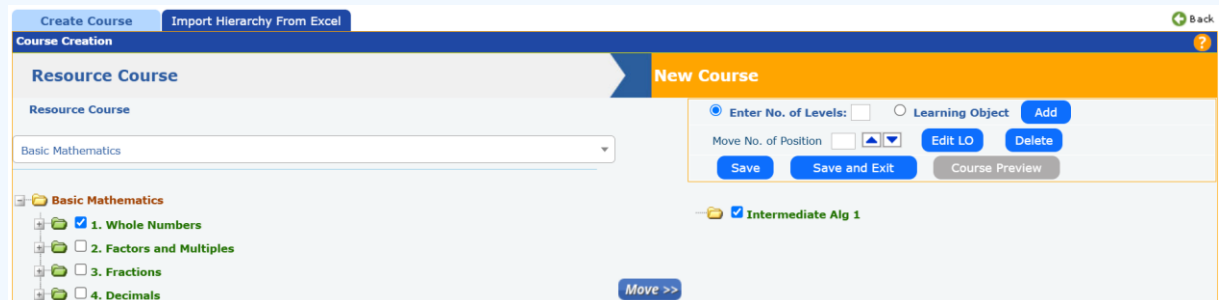
This feature allows Campus Coordinators to create customized courses with a flexible course hierarchy and tailored content structure.



- Click on the 'Add Course' button. The user will be taken to the following screen.

The screenshot shows the 'Create Course' form. The 'Course Type' is set to 'Custom Course'. The 'Course Title' is 'Intermediate Alg 1'. The 'Select GradeBook Template' is 'Educo Grade Book Template'. A note states: '(Note: Selection box will show the list of Default templates created by 'Educosoft'. You can also customize these default settings as per your need under 'GradeBook' option in Instructor Login)'. The 'Institutional Code' is empty. The 'Course Description' is 'Intermediate Alg 1'. The 'Keywords' field is empty. There are 'Continue' and 'Cancel' buttons at the bottom.

- Select the course type as 'Custom Course'.
- Specify the course title.
- Select the GradeBook Template created by Educosoft.
- Enter the Institutional Code, Course Description, and Keywords.
- Student Menu Display Settings: You can select which features will be visible on the student side.
- Click on the 'Continue' button. The user will be taken to the following screen.



- First, you need to create Levels to add the content.
- To Add Levels (Chapters), select the course on the right-hand side and enter the No. of levels (e.g. 2) and click the “Add” button.

The screenshot displays a control panel at the top with two radio buttons: 'Enter No. of Levels:' (selected) and 'Learning Object'. The 'Enter No. of Levels:' option includes a text input field and an 'Add' button. The 'Learning Object' option includes an 'Add' button. Below these are buttons for 'Move No. of Position' (with up/down arrows), 'Edit LO', and 'Delete'. At the bottom of the control panel are 'Save', 'Save and Exit', and 'Course Preview' buttons. The main area shows a folder structure starting with 'Intermediate Alg 1'. Underneath are two entries, each with a folder icon, a checkbox, and the text 'Chapter Title'. To the right of each 'Chapter Title' is a yellow 'Get Resource' button. A green arrow points to the first 'Chapter Title' entry.

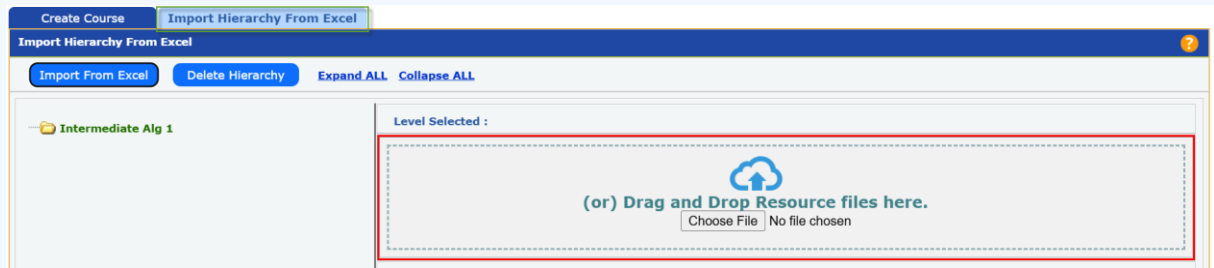
- Select the Learning Object and click on the Add button to add LO.
- You can import the chapter/level from the master course. Select the course type and master course from which you want to import on LHS (Resource Course) of the screen and then select the desired level to import; select the level on RHS (New Course) of the screen to which the course levels are to be imported.

OR

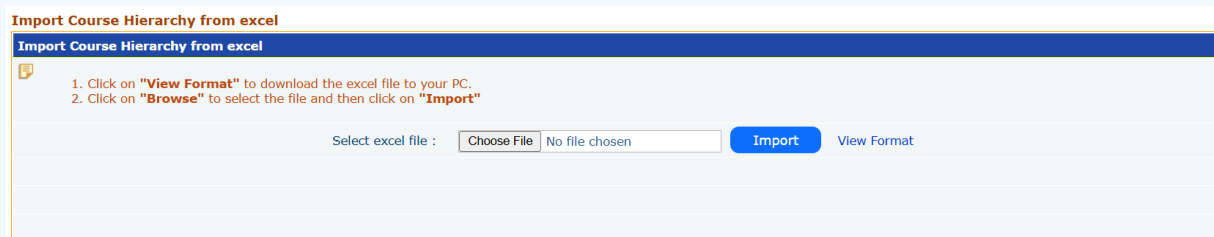
- Enter the chapter titles and click on the ‘Save’ button to save the changes.
- Get Resource: Enter the chapter title and click on 'Get Resource'. The system searches the Resource Course with keywords taken from the level title, and all relevant resources with levels from the Resource Course will be displayed on the left.
- Please select the levels from the Resource Course and click on the 'Move' button. They will be added to the selected level of the new course along with all resources attached to the selected levels of the Resource Course. Continue this process until all the levels are populated.
- Select the level and click on the 'Delete' button to clean up unwanted levels from the new course.
- Once done, click on the ‘Save and Exit’ button to save the course.

### **Import Course Hierarchy from ExcelSheet**

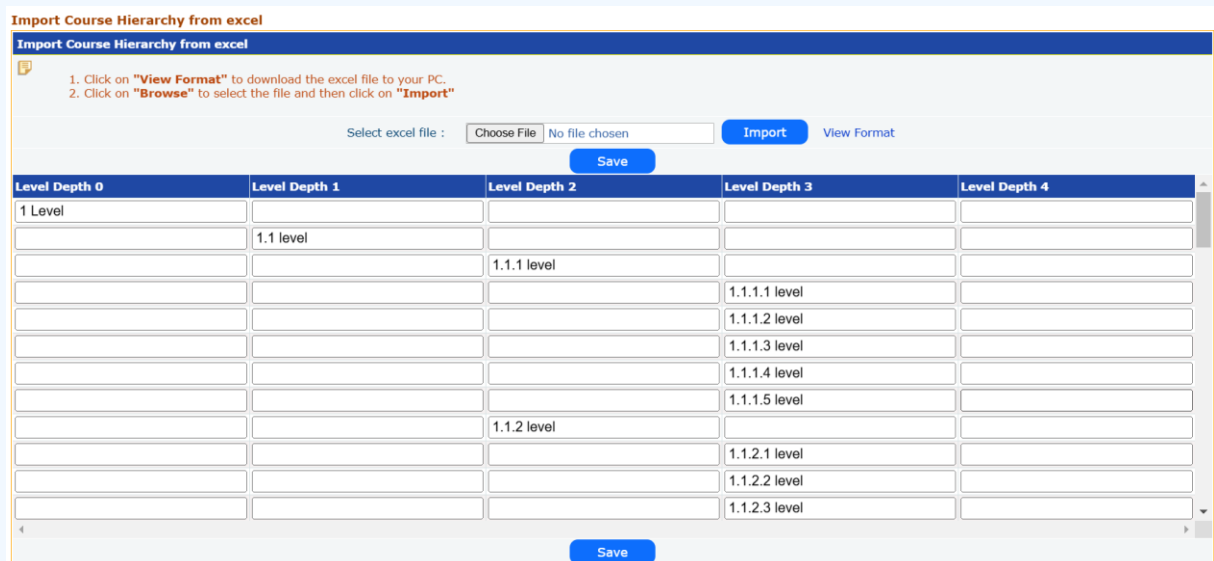
- This feature is implemented to simplify creating a course hierarchy from an Excel sheet.



- Click on the “Import Hierarchy from Excel” tab to import the course hierarchy.
- Click on the “Import from Excel” button to import the course hierarchy from the Excel sheet. Below, a pop-up screen appears.

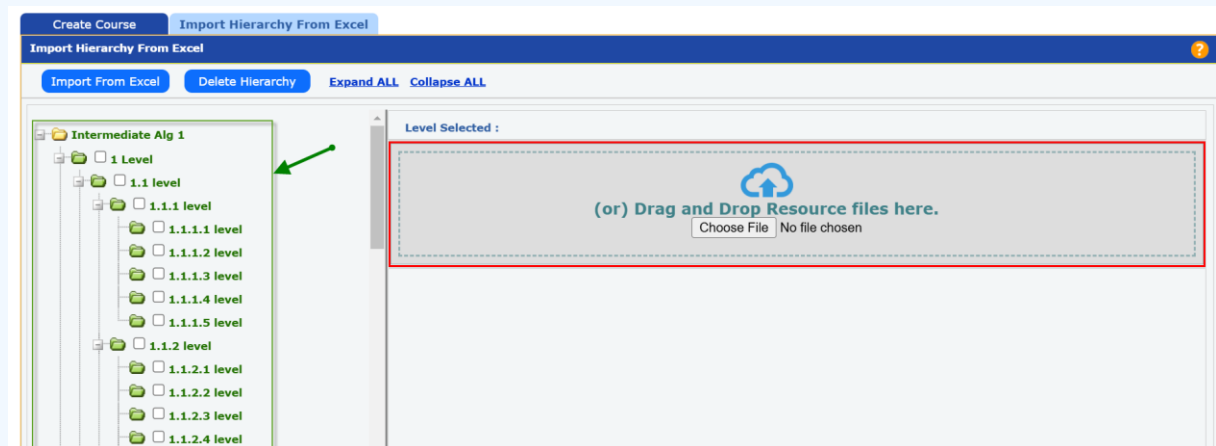


- Click "View Format" to download the sample Excel file to your PC.
- Click "Browse" to select the file and click the "Import" button.

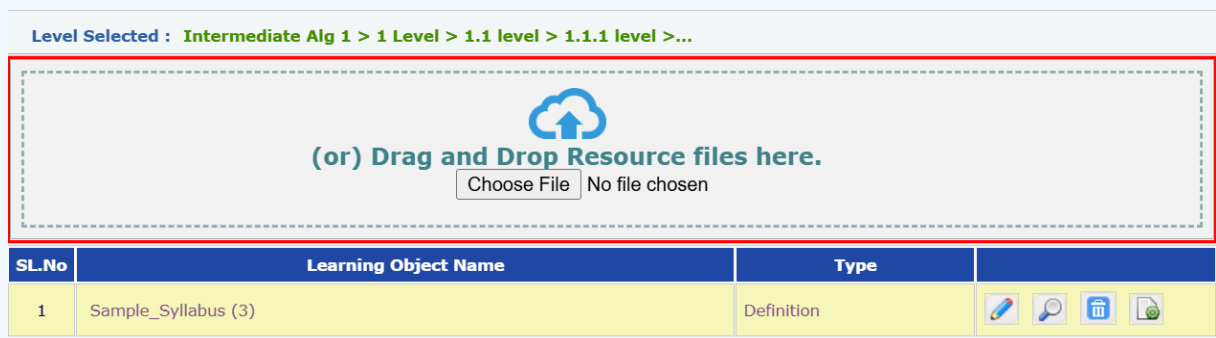


- For the course level to be imported from an Excel sheet, the course hierarchy in the Excel sheet should be in standard format as follows.
- Verify the course hierarchy and make the necessary changes. Once the hierarchy is ready, click the “Save” button to import the course hierarchy structure.

- Once the course hierarchy is created in a course tree format, the course hierarchy will appear as shown below.



- Select the level on the left. On the right, you can drag and drop resource file(s) to the target location OR click on the choose file link button to upload the file.
- Uploaded file will be shown below.



- Switch to the Create Course tab and click the 'Save and exit' button to generate the course.

### Important Instructions:

- Course hierarchy should only be built in an Excel sheet (using .xls or .xlsx format).
- Users are advised to download the course hierarchy format and make the necessary changes in that file are needed to avoid format issues.
- The course hierarchy that the user wants to upload should match the course Hierarchy format. Kindly refer to the format thoroughly before making any changes or uploading the course structure file.
- The user should not change the header names or delete any header of the column in Excel sheet.
- If the user does not want to create the level depth, they can skip entering the level name below that header.