STC|U

Create and Organize Courses

In STC|U, instructors can create and use courses to add learning resources and activities for students. Courses can also include interactive tools that engage the students with various learning experiences.

Create a New Course

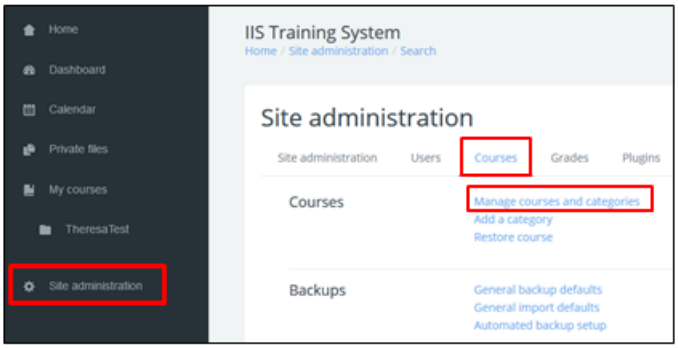
1. Log in to STC|U.
2. From the bottom of the left navigation panel, click the **Create a New Course** icon:
3. On the Add a New Course page that opens, enter information into at least the fields that are required ( ). Click a heading name to expand the section and view the fields for that section. Hover over the question mark icon ( ) to see a description of a field.
   - **General:** Set the Course name (1), the category to which the course belongs, and the course start and end dates.
   - **Description:** The Course Summary (2) displays in the course tile when viewed by students. It is recommended that you keep the description short. The Course Summary File (3) is the image that displays on the course tile.

   - **Course Format:** Select one of the available options, including: Single activity format, Social format, Topics format, and Weekly format.
4. Click **Save and Display** to save the course.
5. The next page that opens allows you to enroll students into the course. After students have been enrolled, click **Proceed to course content**.

Organize Courses

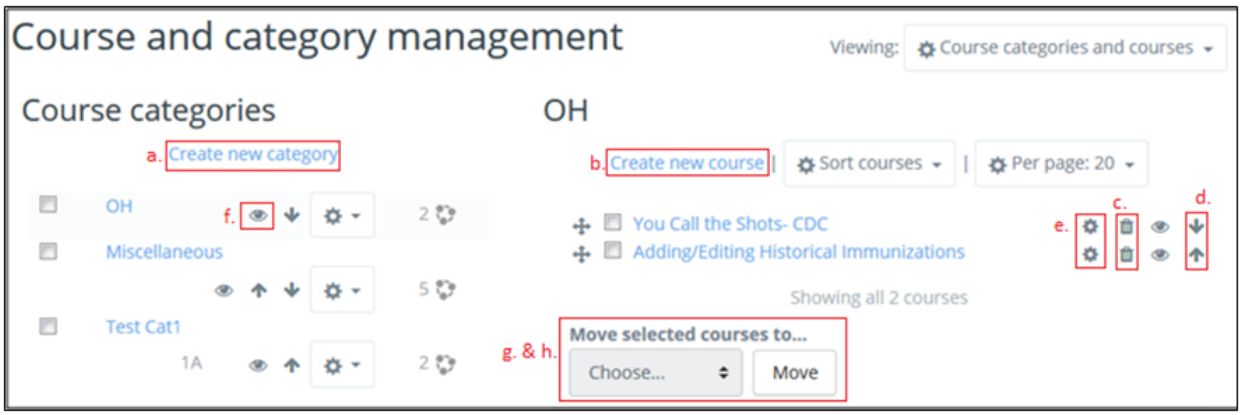
Courses can be organized into different categories.

1. From the left navigation panel, click **Site Administration**.
2. In the right panel, click the Courses tab, then click **Manage courses and categories**.



3. On the Course and Category Management page, instructors can:
   a. Create new categories
   b. Create courses
   c. Delete courses
   d. Sort categories and courses
   e. Edit category and course settings
   f. Hide categories and/or courses
   g. Add courses to categories
   h. Move courses to different categories

   (See image below)


Course and category management
Viewing: Course categories and courses
Course categories
a. Create new category
OH
f.
2
Miscellaneous
5
Test Cat1
1A
2
OH
b. Create new course
Sort courses
Per page: 20
c.
d.
e.
You Call the Shots- CDC
Adding/Editing Historical Immunizations
Showing all 2 courses
g. & h.
Move selected courses to...
Choose...
Move