Creating a Course and Sections in Destiny One

v1 Created 05/28/2020

Introduction

Creating a course in Destiny One is a simple step by step process. This job aid will walk you through the basics of creating the master course and course sections, as well as creating a schedule block, assigning a tuition amount, and other small nuances pertaining to course creation.

Depending on your role within Destiny, you may be able to move a course through the various stages of creation yourself (Initiated, proposed, etc.), or it may need to be reviewed by separate people during each of the various stages. This document only focuses on the creation of a course from proposed through final approval; it does not address the steps needed to complete approvals and/or denials through the Task Management module.

Overview

I. Initiate a New Course
II. Propose a Course
III. Approve a Course
IV. Propose a New Section
V. Approve a Section

I. Initiate a New Course

	Steps of the Process
1.	In the Destiny One Staff View, navigate to **Curriculum Manager →Propose New Course**
2.	No entry is required in the **Course No.** field; Destiny will automatically assign a course number.
3.	In the **Course Level** drop down menu, choose the appropriate CEU category as defined by the University System of Georgia Board of Regents: - **Category I** – Awarding institution knows the content; grants CEUs; assesses learning objectives; evaluates program; maintains permanent record. - **Category II** – Awarding institution knows the content; grants CEUs; learning objectives are not assessed; the program is evaluated; a permanent record is maintained. - **Category III** – Institutional resources are used in substantial activities organized through agencies or organizations outside the institutional continuing education department. These organizations are responsible for program development and/or delivery, the awarding of any CEUs, any assessment or evaluation and the maintenance of records. Examples: CE Facility usage for groups, CE personnel or equipment usage for planned activities (lectures and cultural events), or leasing facilities to a conference provider. If CEUs are not awarded for this course, select Non CEU.
4.	In the **PSO Function** drop down menu, choose the primary PSO function associated with this course. QPM – *This must be completed when the course is created*. - **Teaching / Instruction** – Delivered in small or large group settings (seminars, workshops, conferences, courses, field trips, and camps) and designed to teach key concepts related to a particular topic. - **Technical Assistance** - Providing, in an advisory capacity, specialized knowledge applicable to a client or client group for which the faculty member is qualified to render professional counsel. These advisory activities must be part of the mission of the unit in which he or she is employed. The delivery process may be structured or unstructured and may include activities such as assistance in technical tasks, needs assessments, organizational structure and function development, applied research projects, information dissemination, and providing venue for events of education purpose. - **Other** – Any project or program that does not fit in one of the above categories. This includes providing venues for non-educational special events such as weddings. This also includes events held for

	marketing and public relations purposes assuming you will be entering a registration or a final head count in the PSO Registration system.
5.	In the **Course Title** box, enter the master course title.
6.	In the **Program Office** box, select your PSO unit.
7.	In the **Costing Unit** box, select the costing unit to which the course is associated. Costing Units are defined at the PSO unit level; the selection box will be populated based on the Program Office you selected in the previous step. Contact your unit's business office with any questions regarding which Costing Unit to select.
8.	In the **Maximum Number of Course Hours** box, enter the total number of hours the course will meet. This value should equal the maximum number of continuing education units earned by completing one section of this course. *PSO Registration system uses this numeric value to calculate the Maximum Continuing Education Units. This field can be edited at a later time if necessary.*
9.	The checkbox **Course is available for CEUs** is selected by default. With the checkbox selected you can then use the radio buttons to indicate either **Fixed** or **Variable CEUs**. With **Fixed CEUs** selected, you define the Maximum CEUs. With **Variable CEUs** selected, you define both the Maximum and Minimum CEUs. The **Maximum CEU** value is calculated by Destiny One by multiplying the Maximum Number of Course Hours by 0.1. Use the **Override** text box to change this value. The **Minimum CEU** value is defaulted to zero. Use the **Override** text box to change this value.
10.	In the **Former Nos.** boxes, enter any former master course numbers for this course.
11.	Check the **Course Availability** check box to restrict enrollments to only specified groups with contracts. If this box is checked, the course will not be available through the Public View for general enrollment. Provide the **Group Number** or **Group Name** for each group that is eligible to enroll in this course. Once the desired Group Number and Name are showing in the fields, click the icon. The group is then listed in a table below. Only the groups listed will be able to search for and associate the course to their contracts. If no groups are listed, all groups can add the course to their contracts. For additional details on this step, please launch the Help guide from the top navigation ribbon, and search on *Course Availability. Please remember, the help section is a general system help, not a UGA specific help.*
12.	A master course can optionally be offered to one or more specific **Grade Levels**, and each course section can be offered to the same set (or a subset) of those grade levels. To set grade levels for this master course, use the drop-down list to select the grade level and click the icon to add the grade to the list. Repeat this step for each applicable grade level. Grade levels are optional. If you will be assigning sections to specific Grade levels, you need to select them here first. For additional details, please launch the Help guide from the top navigation ribbon, and search on *Grade Levels.*
13.	**Featured Image and Video** are optionally used in the Destiny Public View. The Featured Image and Video will appear on the Destiny Course page where registrants will be adding the course to their card and on the Registrant portal after they have registered. You can upload only one image per course. The image can be a maximum of 60 KB and must be of file type jpg, jpeg, gif or png. Your image should ideally be 384 x 156 pixels, or Destiny One automatically scales the image. To add an image, click **Browse** and select the image. Once the page re-loads with the image name listed, click **Save**. Destiny One completes validation on the image type and size. The image you see is how it will appear on the Public View.

	The **Featured Video** appears on the Course Profile page in the Public View above the course description. The video must be hosted elsewhere such as on YouTube, Vimeo or USTREAM, and you enter the sharing code in Destiny One. You obtain the sharing code from the site where the video is hosted. To add a featured video, paste the video sharing code into the **Featured Video** text box. Optionally enter a **Video Caption** to appear below the video on the Public View Course Profile page. Click **Save**. A preview of the video appears above the sharing code. If the video does not appear, there is an issue with the sharing code you entered. If you do not correct the issue the sharing code text appears on the Public View instead of the video. Note: Since the Public View is responsive (sizing and layout changes based on the size of the device used to view the website) the hard-coded video size that is part of the sharing code is not respected. *If your unit does not plan on using the PSO Registration System CMS pages, this material should be entered because the information entered will show in the Registrant Portal*
14.	If course content is licensed for use for a limited period of time, you can use the **Course Content Expiration** subform to capture the expiration date. The Course Content Expiration Report can be used to show all courses with expiring content within a specified date range. In addition you can enable the Course Content Expiration workflow. To define Course Content Expiration date(s): 1. Select the **Date** on which the course content expires. 2. Optionally, select the **Reminder?** check box to enable the Course Content Expiration Workflow. 3. Enter a **Description** of the content that will expire. 4. Click the icon. The details will appear in a table below. Repeat steps 1-4 as necessary if there are different expiration dates for different course content. Optionally, click the edit icon to amend an existing expiration date or the remove icon to delete a table row.
15.	The **Course Certificate Completion Background Image** subform allows you to optionally upload a file that can be used as a background image for the Course Certificate Completion Report. Click the **Browse** button and then select the image file to upload. Click **Save** to save the changes. Note: The image file must be in bmp format, 200 DPI with dimensions 2200 x 1700 pixels, and maximum size 20MB. An image uploaded in this subform will overwrite any Course Certificate background image uploaded to the Upload Backgrounds page.

16.	Use the various **Text Edit** boxes to enter information about the course you are creating. You have several text box options: ● **Official Description (Internal)** ● **Course Description (Public)** ● **Course Outline (Public)** ● **Learner Outcomes (Public)** ● **Notes (Public)** ● **Prerequisites (Public)** ● **Recommendations (Public)** ● **Testimonials (Public)** ● **Additional Information (public, shown when there are no available sections)** Note: **Description (Public)** is a required field These fields are not required but a minimum of Description should be filled in due to the fact that the material will be shown in the Participant Portals
17.	**Associated Application** allows you to associate one application to the course which then appears on the Public View Course Profile. Associating an application to the course is for display purposes in the Public View. To limit enrollment in a course section to those students who have submitted an application, you must use an Enrollment Rule on the Section Profile. Select the **Show link to application on Public View** checkbox if you would like an *Apply Now* button to appear on the Course Profile. When students click *Apply Now* they are navigated to the online application. Optionally enter details in the **Application Instructions** field if you want to provide students with additional information about the application process. If you leave the field blank, the associated field is hidden on the Public View.
18.	Use the **Keywords** open text box to type any search terms you would like to have linked to the course. Separate each entry with a comma. *PSO's current Public View implementation does not include use of the Destiny catalog search function, so keywords will not be useful in Public Views. Any keywords entered here can be used to search for courses in the administrative views.*
19.	Select any applicable **Interest Areas** and add them to the list using the button This section will be filled by a predefined list. New entries can be added to the list by requesting them through your unit contact.
20.	Select at least one **Course Category.** Multiple selections can be made by holding the Ctrl button on your keyboard while clicking the appropriate selection with your mouse. You should minimally select one of the PSO Mission options as described below **For QPM, You must Select at least 1 from the PSO Mission options, 1 from the PSO Topic options**, and then as many from the remainder of the section that will fit your course needs.

	For QPM reporting purposes, pick the one most applicable PSO mission from among the following: - **Economic Development** – A project or program focused on increasing the economic wellbeing of a community or individual citizen. - **Leadership** – A project or program focused on strengthening communities, organizations, and individuals through leadership development. - **Critical Issue in Georgia** – Any project or program that does not specifically focus on economic development or leadership, but still addresses a need or issue in Georgia. - **Other** – For any course that does not fit in one of the 3 sections above For QPM Reporting purposes, pick the one most applicable PSO topic from the listed fields
21.	Select the applicable **Program Areas** ("parent" level) and **Program Streams** ("child" level) from the tree. Note: - Selecting a parent Program Area does not automatically select all child level Program Streams. - Selecting a child level Program Stream does automatically select the parent Program Area. - You can select multiple parent Program Areas (e.g. the Program Area associated with your PSO unit, plus any additional cross-PSO Programs Areas that have been defined for QPM reporting purposes). - Program Streams are defined at the PSO unit level. You can also select multiple Program Streams. For PSO Units - There will be 1 Program Area that corresponds to unit – this will be called (Unit Name) Programs - There will be 1 Program Area called Collaborations. This Area will have Streams that you can select when your activity is done in a collaboration. - Within Each Program Area will be Streams for your Costing Units - Within Costing Units, you can have topic area streams if you desire - Within each Program Area there will be a Stream called Initiative (QPM Phase 2) - Within each Program Area there will be a Stream called Projects (QPM Phase 3) - Some Units will have special Streams for attendance that will not fall under the normal registration parameters Steps: - You must select at least 1 program area and stream for your course. You may select as many as are applicable to your course/event/entry.
22.	If the course you are creating can be completed by learners to earn professional credits with an outside association (i.e. the Project Management Institute), then you will need to configure the **Association/Professional Credits** box. For detailed information on this step, please launch the Help guide from the top navigation ribbon. The *Association / Professional Credits* near the bottom of the page has a step by step process for you to follow
23.	- Select the **Set Course Alert** checkbox to indicate that the course has an alert. This causes the title bar to appear in yellow (default) to indicate the alert, and a Course Alert indicator appears. Use the drop down selection to change the alert color. If sections of the course have a Section Alert set, the alert shows on the Course Profile as well.
24.	You can optionally enter **Comments** to communicate internal information about the Course. Use the drop down list to select the type of comment. Select the **Set Comment Alert** checkbox to indicate that the comment is an Alert for this course. This causes the title bar to appear in yellow to indicate the alert and a COURSE Alert indicator appears. Select the **Show Comment in Enrollment Manager** checkbox so that the Comment appears in the Search Results in the Course / Section Search for Enrollment in the Enrollment Manager. 1. Click **Add Comment** to apply the Comment. The comment will be listed in the table below.
25.	Click the Save button
26.	Once Saved, your course will be set to initiated. Follow the steps below to move your course to a Final Approved Status

II. Propose a Course – *Moving your Course to Final Approval*

	Steps of the Process
1.	Following the save of the initiated course, the Destiny One system will refresh your page and your scroll bar will be back at the top. You will see that several additional fields are now being displayed.
2.	Use the drop-down list to identify the **Course Status** - *Active* or *Inactive*. The course must be *Active* in order to appear or be available for enrollment in the Public View.
3.	Use the **Applicability** drop-down list to identify whether the course profile is Public or Internal: *Public*: Course Profile is available on the staff and public views (default) *Internal*: Course Profile is not available on the public view, only on the staff view
4.	Note, you now have a **Course Approval Status** of *Initiated* Change this to *Proposed*
5.	Review each of the blank or unused fields on the page, filling in any additional information. Detailed information about any field you are uncertain about can be found in the Help guide from the top navigation ribbon
6.	If you have the permission of your business unit to set the course to final approval, you may click the Bypass Approval button instead of choosing Proposed. Not all units in PSO will want to use this option. - Botanical Garden – Allow Bypass Approval - Marine Extension – Allow Bypass Approval - Fanning – Allow Bypass Approval - Service Learning – Allow Bypass Approval - Archway – Allow Bypass Approval - Vice President's Office – Allow Bypass Approval - Institute of Government – Do not allow Bypass Approval, move to Proposed - Georgia Center – Allow Bypass Approval - Small Business Development Center – Do Not allow Bypass Approval, move to Proposed ● **If this step is allowed, do not complete III** ● **After completing this step, if using Bypass Approval, move to IV – Creating a New Section**
7.	Click the Save button

III. Approve a Course – *Based on Unit Needs*

	Steps of the Process
1.	Following the save of the *proposed* course, the Destiny One system will refresh your page and your scroll bar will be back at the top.
2.	Change the **Course Approval Status** to *Program Coord. Approved*
3.	Review each of the blank or unused fields on the page, filling in any additional information. Detailed information about any field you are uncertain about can be found in the Help guide from the top navigation ribbon.
4.	Click the Save button
5.	Following the save of the *Program Coord. Approved* course, the Destiny One system will refresh your page and your scroll bar will be back at the top.
6.	Change the **Course Approval Status** to *Marketing Approved 1*
7.	Review each of the blank or unused fields on the page, filling in any additional information. Detailed information about any field you are uncertain about can be found in the Help guide from the top navigation ribbon. Note: Description (Public) is required during this phase of approval. Enter text in this field if you have not already done so, to prevent a validation error.
8.	Click the Save button

9.	Following the save of the *Marketing Approved 1* course, the Destiny One system will refresh your page and your scroll bar will be back at the top.
10.	Change the **Course Approval Status** to *Final Approval*
11.	Review each of the blank or unused fields on the page, filling in any additional information. Detailed information about any field you are uncertain about can be found in the Help guide from the top navigation ribbon.
12.	Click the Save button

IV. Propose a New Section

	Steps of the Process
1.	With the Course Profile in context, click the Add New Section button
2.	The **Section** number will be automatically assigned by the system when you save the form.
3.	The **Section Title** will be populated from the master course title but can be overridden.
4.	If a **Transcript Title** that is different from the title of the course is desired, this can be entered.
5.	Select the **Term** from the drop-down list.
6.	If applicable, enter a **Form No.** for this course section.
7.	The **Maximum CEUs** that were set at the master course level are displayed. As needed, you can use the **Section Override** box to change the value for this course section. The override value must fall below the maximum value defined for the course.
8.	Enter the **Max Enrollment Size** for this section.
9.	Enter the **Min Enrollment Size** for this section.
10.	Enter the **Max Wait List Size** for this section. Set to zero for no wait list.
11.	Use the **Activate Wait List (days before start date)** field to indicate the number of days before the section start date that students can be added to the wait list. To make the wait list available as soon as the course fills, input a large number (999).
12.	Establish wait list rules by optionally selecting the following check boxes: - **Allow Wait List for Enrollment Maximum categories** allows students (public view) or staff to add students to the wait list when they are prevented from enrolling due to an enrollment maximum. - **When a spot opens in this section, automatically invite the highest ranked Wait List student to enroll online**. This should only be selected if the wait list is actively managed and you are sure that students are in the desired positions. - **Student will be automatically moved to the back of the wait list after their opportunity window.** If a wait-listed student is invited to enroll, the invitation will automatically expire after the number of hours defined in the **Opportunity Window Hours** field have elapsed with the student enrolling. The student will be moved to the bottom of the wait list. For additional guidance on wait list management, click on the Help guide from the top navigation ribbon and search on *Class Size*.

13.	The **Section Due Date** field can optionally be used to set a due date for assignments associated with a section. The due date may be one of the following: - Fixed number of days after a student enrollment, plus a fixed number of additional days per concurrent enrollment - Fixed due date - No due date *(default)* You can also add a fixed number of **Grace Period** days.
14.	**Section Approval Status** of *Initiated* is displayed for informational purposes only. The status will be updated as the section goes through the approval process as established by your unit's defined workflos.
15.	Use the **Applicability** drop-down list to identify whether the course profile is Public or Internal: - *Public*: Course Profile is available on the staff and public views (default) - *Internal*: Course Profile is not available on the public view, only on the staff view
16.	The **New Proposal** and **Repeat Proposal** will not be used by PSO units
17.	Check the **Section Availability** check box to restrict section enrollments to only specified groups with contracts. If this box is checked, this section will not be available through the Public View for standard enrollment. Provide the **Group Number** or **Group Name** for each group that is eligible to enroll in this course. Once the desired Group Number and Name are showing in the fields, click the icon. The group is then listed in a table below. Only the groups listed will be able to search for and associate the course to their contracts. If no groups are listed, all groups can add the course to their contracts. For additional details on this step, please launch the Help guide from the top navigation ribbon, and search on *Course Availability.*
18.	Enter the **Staff View Enrollment** date range. It is recommended that you set the end date far enough out to allow for post-event processing of any drops, adds, etc.
19.	Enter the **Public View Availability** date range. If these fields are left empty, the section will not appear on the Public View.
20.	Enter the **Public View Enrollment** date range. Leave empty to prevent enrollments on the Public View.
21.	**Notify staff of new enrollments** can optionally be set to notify a staff user that a student has enrolled in a section either through the Public View or the Staff View: - Public View - a staff user receives notification when a student enrolls in a section from the Public View. - Staff View – a staff user receives notification when a staff member enrolls a student in a section from the Enrollment Manager. This enables the 'Enrollment Notification Workflow' (as defined by your PSO unit) for the section. For questions about this workflow, contact the designated PSO Registration System Liaison for your unit.
22.	The **Available in Catalog Export?** check box allows you to indicate whether or not the section will be available for a catalog export. Recommend accepting the *Yes* default.
23.	The **Provide alternate enrollment link?** check box allows you to provide an alternative web url for enrollments. This would be used by units that are listing events on their system that registration will be handled outside of the PSO Registration System.
24.	The **Available for enrollments by import?** check box must be set to *Yes* if you need the ability to enroll students by import. Always Select Yes for this option
25.	The **Available for family checkout** option should be set to *Yes* if you plan to make this course section available for enrollment and family checkout through the Family Portal. Primarily used by units registering minors
26.	The **Allow Seat Reservations** option should be set to *Yes* if during enrollment, you want to allow students to reserve and pay for additional seats for "unnamed" registrants. You can optionally require that student names be provided at a later point. This option also allows increased ability to register multiple people for multiple tuition profiles or registration options in a single course.

27.	The **Prevent Public View Enrollment** check box allows you to determine whether or not the section is available for enrollment on the Public View. Selecting *Yes* will cause the **Add to Cart** button not to appear on the Public View course profile.
28.	Determine and enter the days or date range for **Allow Public View Drop Requests.** If you wish to allow students to electronically request to drop a course you will enter a selection here. Requesting a drop does not mean the student is automatically dropped. When students request to drop a section, the 'Student Drop Request Workflow' (as defined by your PSO unit) is triggered. For questions about this workflow, contact the designated PSO Registration System liaison for your unit.
29.	Determine and enter the days or date range for **Allow Public View Transfer Requests.** (In this context, *Transfer* refers to movement from one course section of the master course to another course section of the same master course). If you wish to allow students to electronically request to transfere from one course to another, you will enter a selection here. Requesting a transfer does not mean the student is automatically transfered. When students request a transfer, the 'Student Transfer Request Workflow' (as defined by your PSO unit) is triggered. For questions about this workflow, contact the designated PSO Registration System liaison for your unit.
30.	A master course can optionally be offered to one or more specific **Grade Levels**, and each course section can be offered to the same set (or a subset) of those grade levels. To set grade levels for this course section, use the drop-down list to select the grade level and click the icon to add the grade to the list. Repeat this step for each applicable grade level. For additional details, please launch the Help guide from the top navigation ribbon, and search on *Grade Levels.*
31.	**Section Reminder Service** can be used to send out ad hoc notifications to assigned users on defined dates. The following fields allow you to identify the timing for when Section Reminder Services will automatically take place: This is a notification to Staff, not Participants who have enrolled. - Predefined Events: select either 10, 20 or 30 days before staff view enrollment end date and click the icon. - Custom Events: identify the date on which the reminder should occur, enter a description and click the icon.
32.	Use the various **Text Edit** boxes to enter information about the section you are creating. You have several text box options: ● **Section Notes (public) –** Appear on Public View and in emailed receipt. ● **Section Notes (Internal, shown in Enrollment Manager)** ● **Class and Instructor Evaluation Notes (Internal)**
33.	If you wish to list course materials on the section profile, you may populate the **Section Materials** section. If you wish this information to display on the Public View, select *Publish material list to Public View*. For additional guidance, please launch the Help guide from the top navigation ribbon and search on *Section Materials*.
34.	If applicable, enter a description of any **Required Software/Technology.** This is for internal purposes and does not display on the Public View.
35.	If applicable, enter a description of any **Required Text** books. These details appear in the Public View and on the emailed receipt.
36.	If applicable, enter a description of any **Recommended Text** books. These details do not appear in the Public View.
37.	Optionally select any applicable **Required A/V** equipment. This is informational (internal) only.

38.	Use the **Receipt Notes** box to include additional information on the emailed receipt. We recommend you include contact information for the course in the event the registrant needs to communicate with the course coordinators ****** This is the point at which you will enter any specific information that needs to be sent to the Registrant about this course. Include parking instructions, Zoom Login information, etc.******
39.	Enter a brief description of the **Course Outline**. This is informational (internal) only.
40.	If the section you are creating can be completed by learners to earn professional credits with an outside association (i.e. the Project Management Institute), then you will need to configure the **Association/Professional Credits** box. For detailed information on this step, please launch the Help guide from the top navigation ribbon. The Association / Professional Credits near the bottom of the page has a step by step process for you to follow
41.	**Enrollment Rules** can be used to control the students who are allowed to enroll in sections. To apply an enrollment rule, choose the appropriate selection from the drop down menu. Click the button. Creating Enrollment Rules are included in the Enrollment Rules Document if you need help creating these
42.	Under **Enrollment Fields**, check the "**Capture shipping address during enrollment**" checkbox if the shipping address needs to be captured as part of enrollment in this course section.
43.	The **Online Resources** subform allows you to set up links to online resources such as instructor hosted websites, online articles / references, discussion boards, blogs, data repositories, etc. that are accessed via links in the Student and/or Instructor View. Enter the **Name** of the online resources and Link (url) where it is located. Use the **Applicability** drop-down list to indicate whether the online resource is visible in the Student View, the Instructor View, or both. Set the **Default Access Start Date**. This field defaults to *Date of Enrollment,* but you can alternatively specify that the start date *Depends on Term (Current or Future).* If this option is selected, access will start on the enrollment date if the student enrolls in a current term, and on the section start date if the student enrolls in a future term. Other options include *Start Date of Section*, or a date that you specify. Set the **Default Access Expiration** based on a certain number of days after the Access Start Date, or based on a date that you specify. Click *Add Online Resource* to add the resource to the Section Profile. The resource will then display in a table at the bottom of the subform. - *This will be a very useful tool for PSO. We can link to Videos, ELC, Zoom, or any other tool needed by the Registrant after registration. This information will show in the Registrant Portal*
44.	Select the **Set Section Alert** checkbox to indicate that the section has an alert. This causes the title bar to appear in yellow (default) to indicate the alert, and a Course Alert indicator appears. Use the drop down selection to change the alert color. If sections of the course have a Section Alert set, the alert shows on the Course Profile as well. - This will be a good way to flag the course/section as having a new comment or information when an approval is denied.
45.	You can optionally enter **Comments** to communicate internal information about the section. Use the drop down list to select the type of comment. Select the **Set Comment Alert** checkbox to indicate that the comment is an Alert for this section. This causes the title bar to appear in yellow to indicate the alert and a SECTION Alert indicator appears. Select the **Show Comment in Enrollment Manager** checkbox so that the

	Comment appears in the Search Results in the Course / Section Search for Enrollment in the Enrollment Manager. Click **Add Comment** to apply the Comment. The comment will be listed in the table below.
46.	Click the Save button
47.	Once Saved, your Course Section is set to initiated.

V. Approve a Section

	Steps of the Process
1.	Change the **Approval Status to Proposed**
2.	Scroll to the bottom of the page and click the Save button.
3.	If the assigned instructor is known, complete the following steps. If the instructor is not yet assigned, or you do not need to assign an instructor, skip to step number 9. Scroll down the page to locate the section labeled **Assigned Instructors / Graders**
4.	Click the Add Instructor button
5.	Perform a search to locate the appropriate instructor If the Instruction is not listed, or you need help with the following steps assigning an instructor,then view the instructor module document
6.	Click the hyperlink of the name of the instructor
7.	Select the instructor contract status from the **Status:** drop-down list. Fill in other fields with known contract information.
8.	Scroll to the bottom of the page and click the Save button
9.	Scroll to the bottom of the page and click the Back button
10.	Select the appropriate **Instruction Methods** from the drop down menu. Be sure to click the button after each selection is made. Please select all that are applicable.
11.	Click the Add Schedule Block button
12.	If the course is being offered via Canvas or other distance Learning Platform, select the **Distance Learning Session** checkbox
13.	Select the appropriate radio button for **TBA Dates and Times** or **Known Dates and Times** - Keep in mind that if TBA is selected, you will need to update the schedule block when that information is determined
14.	Populate the scheduling information as appropriate - Keep in mind that the break field should be used if there will be any time of an hour or more allowed for breaks/lunches. The automatic CEU calculation will be off if you do not account for break times.
15.	Select the appropriate **Unit Campus** from the drop down menu

16.	If applicable, select the appropriate **Building** from the drop down menu, then select a room and setup if available If you need help Creating new buildings or locations, view Creating Locations Document
17.	Click the Save button
18.	Click the Back button
19.	If a **Group** should be associated with the section you are creating, click the Add Group button. If a group is not associated skip to step 23
20.	Search for the group you would like to associate using the search fields and selecting the Search button
21.	Select the radio button option next to the group you wish to associate Group Name Pope & Associates
22.	Click the Submit button
23.	Scroll to the bottom of the page and click the Save button
24.	Navigate to **Courses → Course Profile → Fees**
25.	Under Tuition, select the checkbox for **Flat Fee**
26.	Enter the **Fee Component** information – Published Code (appears as the fee name in print and on the Public View), Amount, Name, Revenue GL Account. Optionally, you can indicate if the fee is subject to Discounts or Surcharges. If you Need to setup Tuition Profiles, Special Requests, Discounts (if Allowed), and Service Charges (if allowed), please review the Setting up Fees Document Your options in the GL selection will be limited by the CU you selected when you set up the Master Course Record.
27.	Click the Save button
28.	Navigate to **Courses → Course Profile → Section Profile**
29.	Change the **Section Approval Status** to Final Approval
30.	Scroll to the bottom of the page and click the Save button

Version History

Version Number	Change Summary	Approved By	Approval Date