How to create a course for Instructors

1. To create a course, go to CourseCompass home page and log in. You will be directed to “My CourseCompass” page. You will see the page similar to this:
2. Click “Create/Copy Course”.
3. Click “Search Course Materials” button, and type in the **Author**, **Title**, or **ISBN** of the textbook you use. For example, ISBN is 0131868365. Then click “Go”.
4. After entering the ISBN number, the screen is shown like this. If the textbook shown on the left of the screen is the textbook for your course, click the “Select Course Materials” button.
5. If the textbook is NOT the textbook for your course, you might need to click on the “Change selection” button to change the textbook.

Otherwise, do the following:

1. Create your own “Course Name”, for example, “Wong 105” or “Wong Math 105” or “Math 105”.

2. Choose the appropriate Course Type. If the course is open for student to enroll, choose “For student enrollment”. If the course is for your own use, choose “For instructor use only”.

3. Enter dates for “Course Enrollment Start Date” and “Enrollment End Date”, “Course Start Date” and “Course End Date”. Then click “Create Course Now” button.
6. After the “Create Course Now” button is clicked, the new course is created. The summary of the course is shown like the screen below. Then click “Back to My CourseCompass” button to manage your course. You will go to next step.

If you want to create or copy another course, click “Create or Copy Another Course” button. You would go back homepage of My CourseCompass to repeat from step 1 to create another course.
7. On the homepage of MyCourseCompass, you can see the new course is created. From then you can assign homework. For more info, please read the article “How to assign homework”. If you can assign quiz, for more info, please read the article “How to assign quiz”.

To understand how student enroll in the course, click “How Students Enroll”, or please read the article “How Students Enroll”.
8. If you click “Details” button in the previous screen, the details of the newly created course is shown below. For each course you will create in the future, you will be able to view the details of the course by clicking the “Details” button.