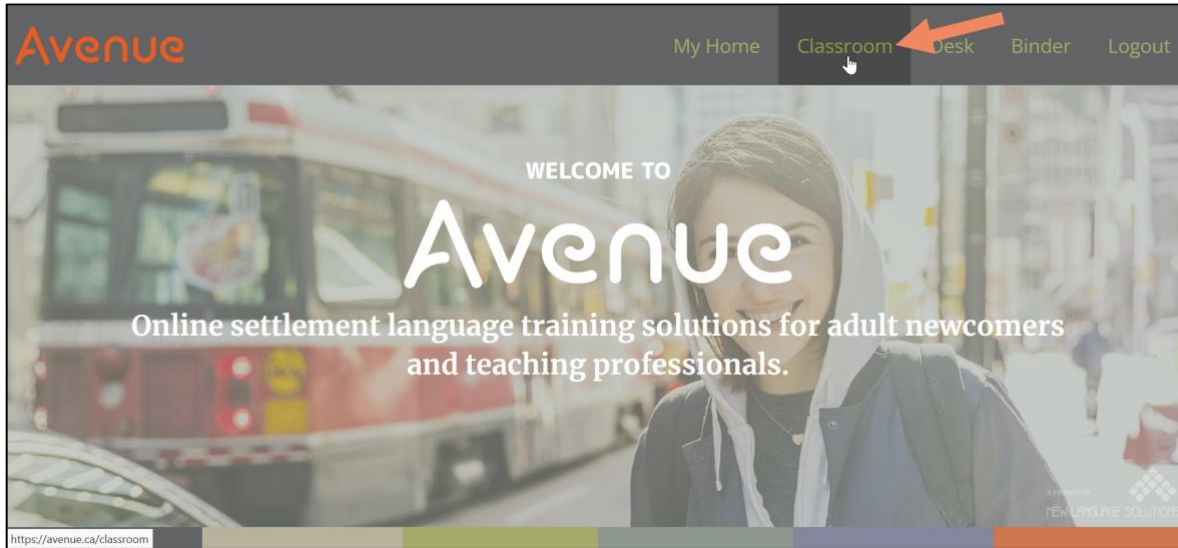


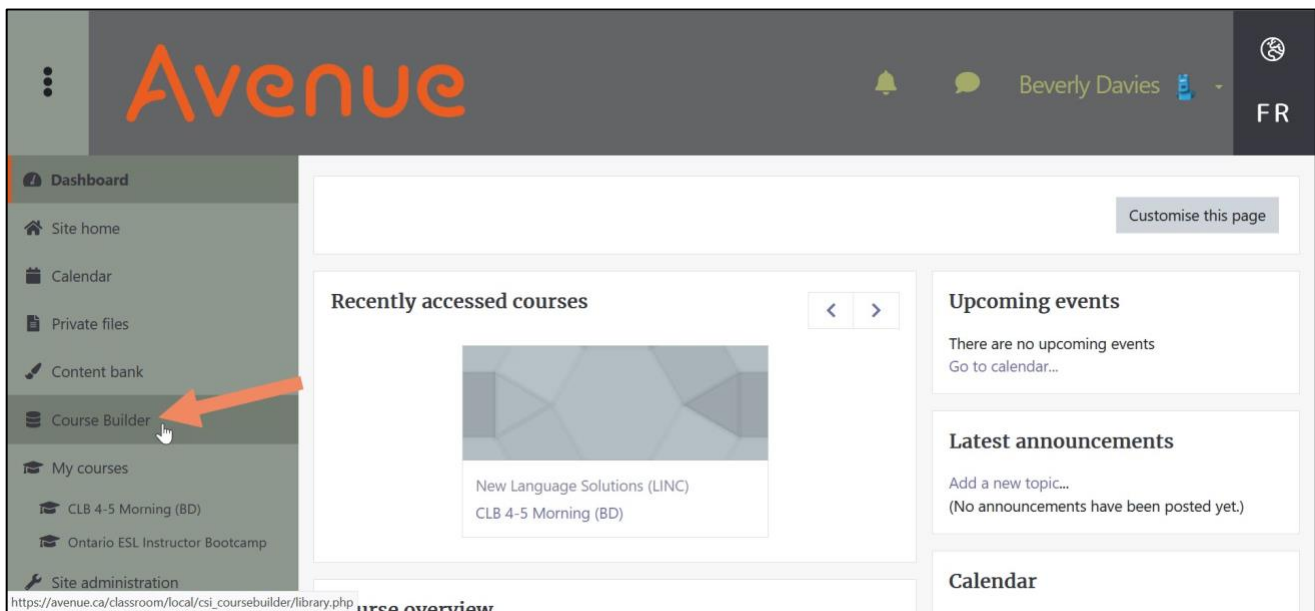
## Course Builder – Adding an eUnit to a Course

Follow the steps below to add an eUnit to an existing course with Avenue’s Course Builder.

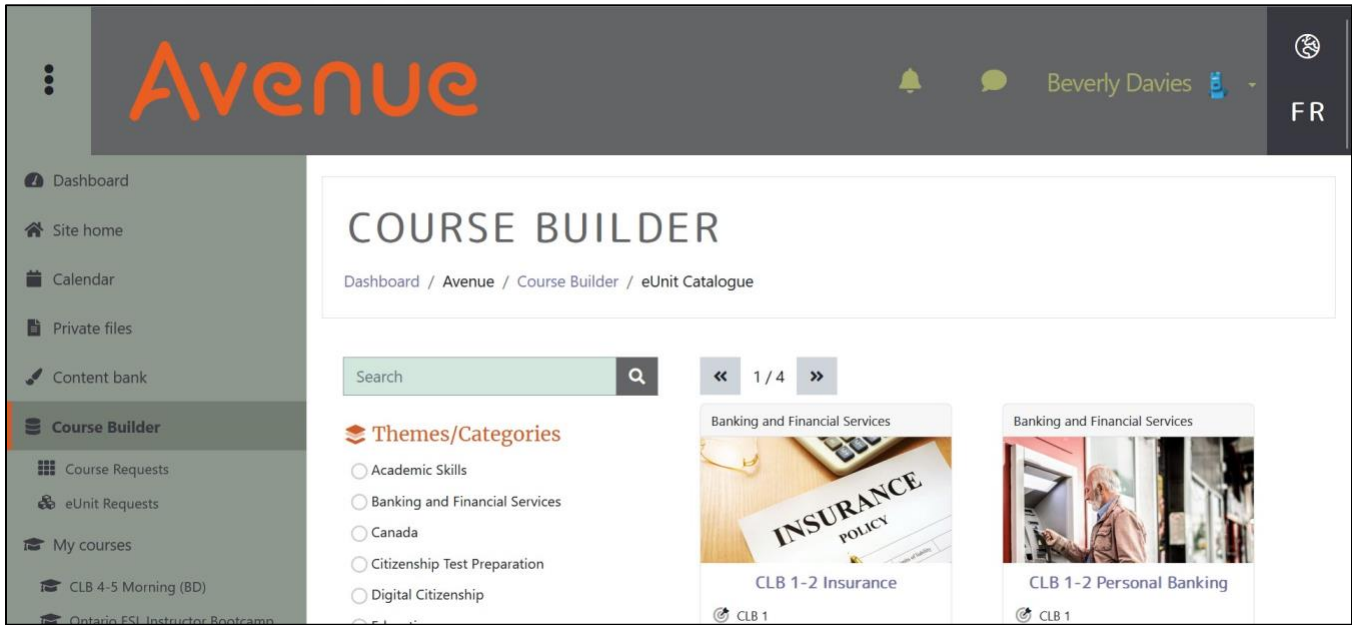
1. To access the Course Builder, click on the **Classroom** link on the main portal page.



2. The Course Builder link is in the navigation drawer. Click the **Course Builder** link to open the eUnit catalogue. (image next page)

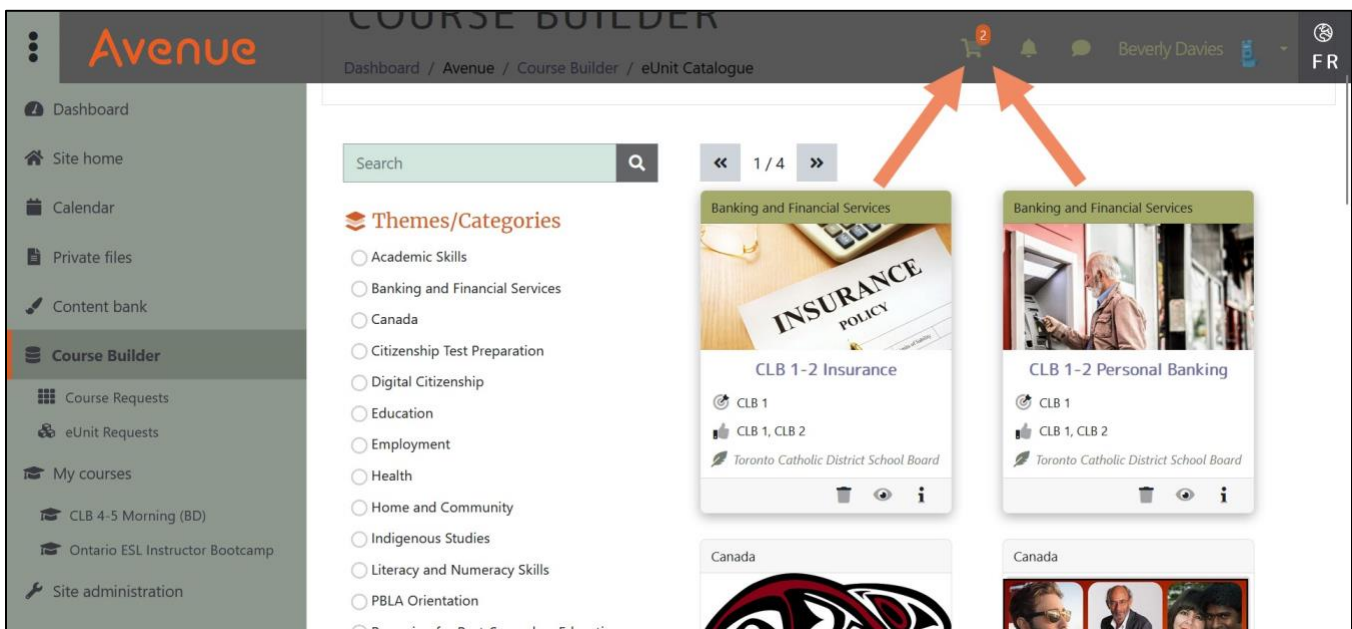


3. The eUnit Catalogue displays the available eUnits using cards.

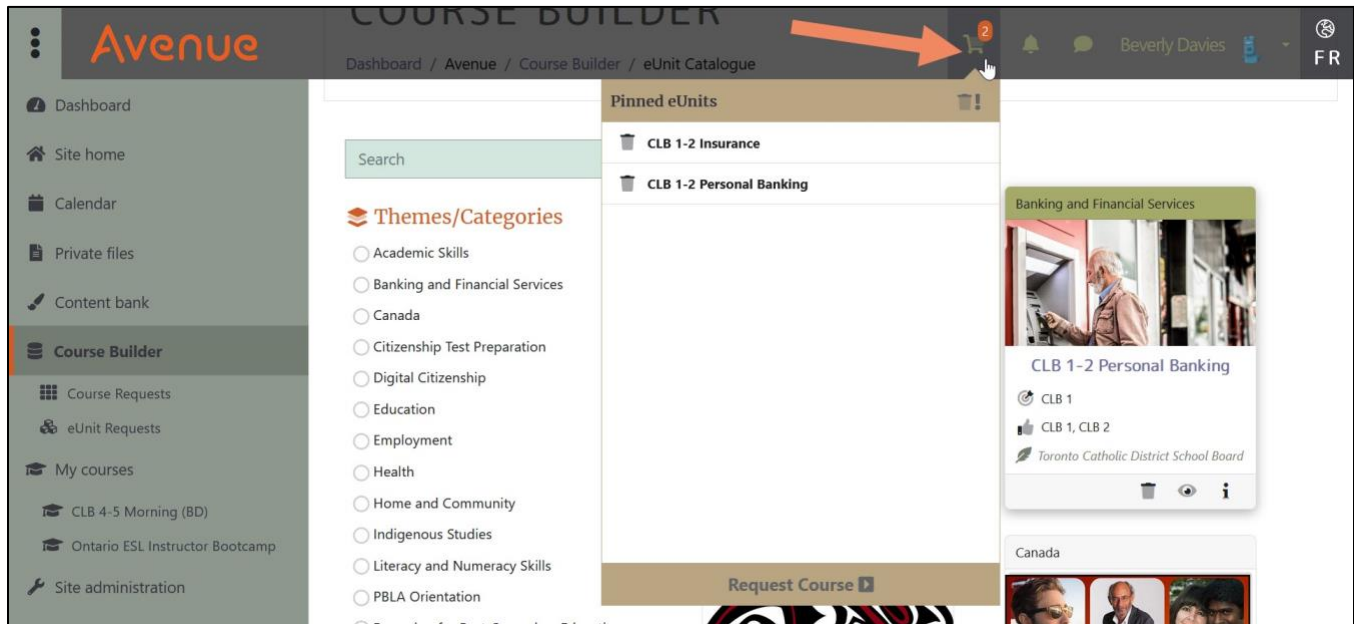


4. Before you can access the Course Builder to request an eUnit to be added to your course, you must first pin/select at least one eUnit.

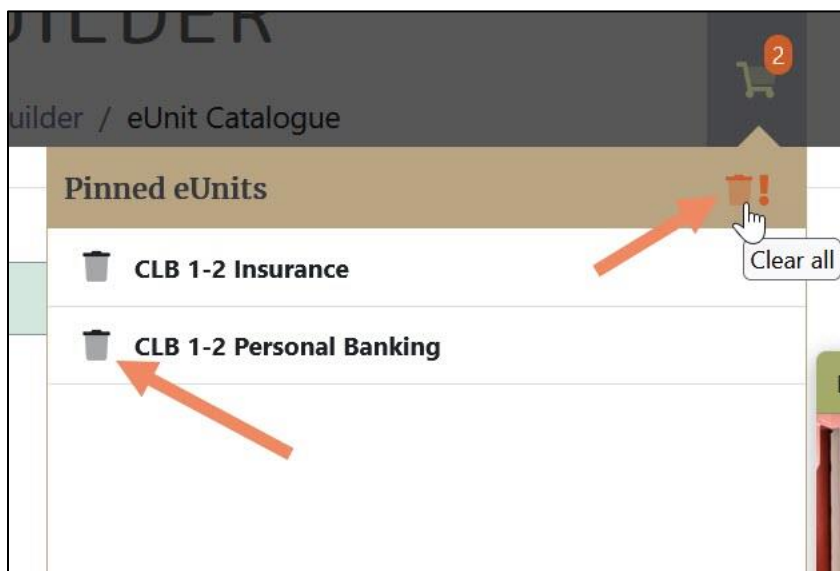
When eUnits have been selected, the shopping cart icon will appear at the top of the page in the banner. This icon is not visible until at least one eUnit has been selected/pinned.



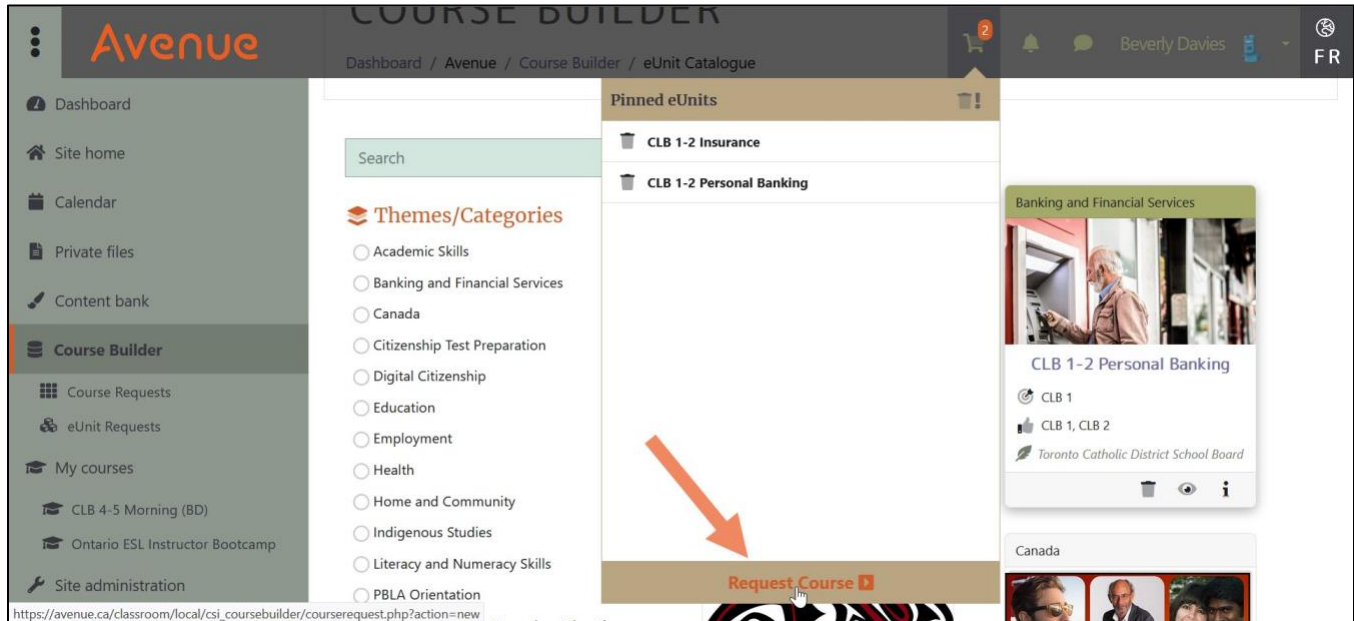
5. Clicking on the shopping cart icon displays the selected eUnits panel.



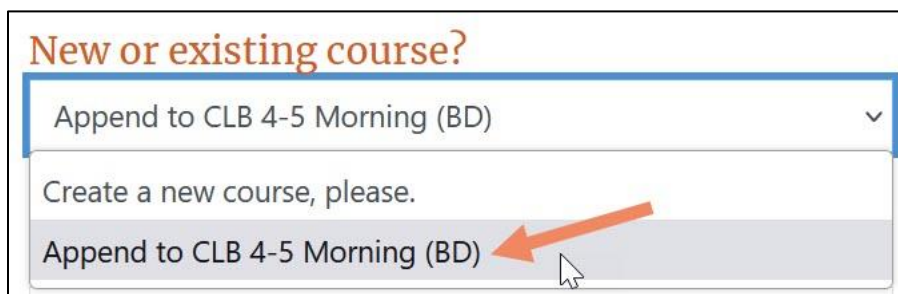
6. Clicking on the trash can icon beside a selected/pinned eUnit will remove it from the list. To remove all the selected/pinned eUnits, click on the **Clear all** trash can icon at the top of the panel. After clicking the **Clear all** icon, all the eUnits will be deselected and the shopping cart icon will be hidden until more eUnits are selected.



7. When you have selected the eUnit(s) you need, click on the **Request Course** button at the bottom of the shopping cart panel.




8. Before the request can be processed, it is necessary to provide some information on the Course Builder new request page. With the **New or existing course?** drop-down menu, the eUnits can be added to an existing course by selecting the course from the menu.



Under **Selected eUnits**, you can move the eUnits to adjust the order they will appear in the course. When all the information on the page is complete and correct, click on the **Submit Course Request** button at the bottom of the page.

### Course Content

**New or existing course?**

Append to CLB 4-5 Morning (BD) 

Choose to create a new course, or append these eUnits to an existing course.

**Selected eUnits**

- CLB 1-2 Insurance
- CLB 1-2 Personal Banking

Drag to adjust the order of your selected eUnits, if desired.

[Submit Course Request](#)

9. The eUnit addition request will be processed and an email will be sent to inform you that it is ready. After clicking the **Submit Course Request** button, the **List of Course Requests** page will open. The **Status** of the request can be seen here and clicking on **Details** will open a panel of information about the requested course.

## LIST OF COURSE REQUESTS

Dashboard / Avenue / Course Builder / Course Requests

Instructor Name	New Course Name	Service Provider / School Board	Date Requested	Status	
Beverly Davies	CLB 4-5 Morning (BD)	Achév	Monday, 4 September 2023, 9:59 PM	Pending	<a href="#">Details</a>

### Course Request Details

Submitted by Beverly Davies on 2023-09-04

New Course Name	CLB 4-5 Morning (BD)
Course Start Date	2023-09-10
Course End Date	2023-11-03
Service Provider / School Board	Achév
Site / School Name	
Rejected Reason	

**Requested Units**

- CLB 1-2 Insurance
- CLB 1-2 Personal Banking

[OK](#)

13. When the eUnit(s) have been added to the course, instructors will receive an email notification.