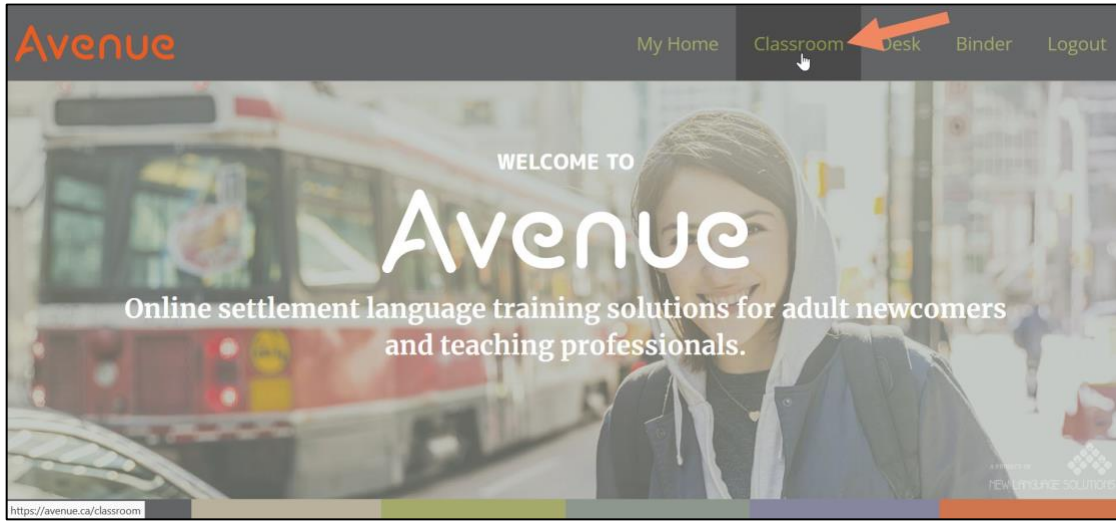


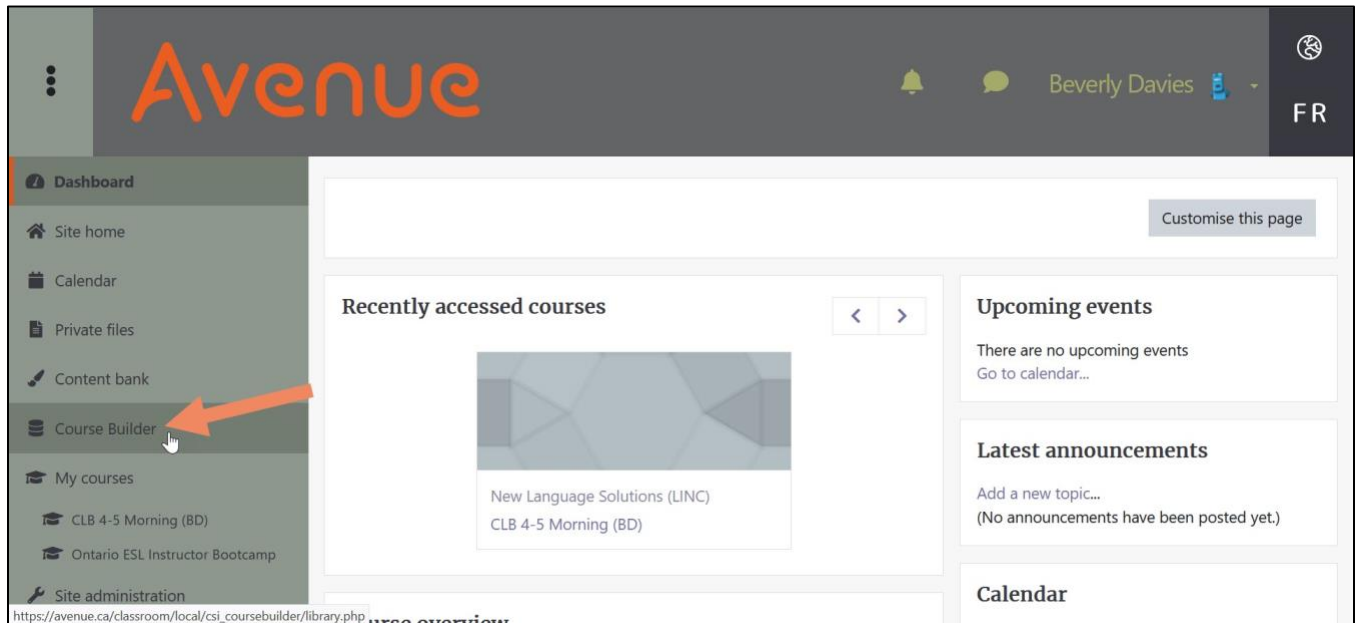
Course Builder – Creating a New Course

Follow the steps below to create a new course with Avenue's Course Builder.

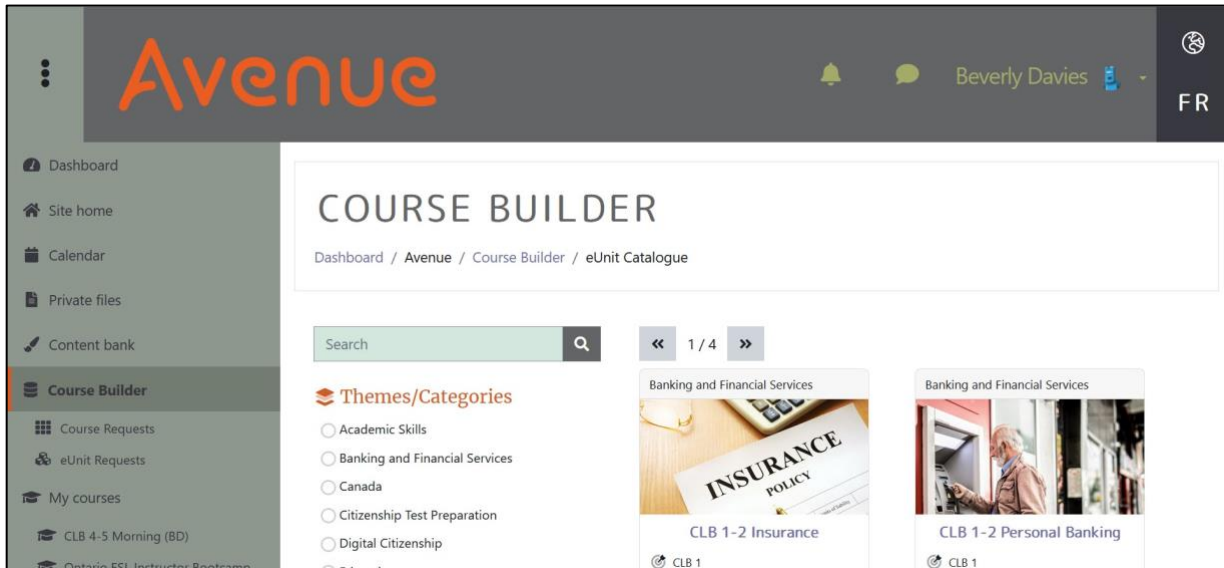
1. To access the Course Builder, click on the **Classroom** link on the main portal page.



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



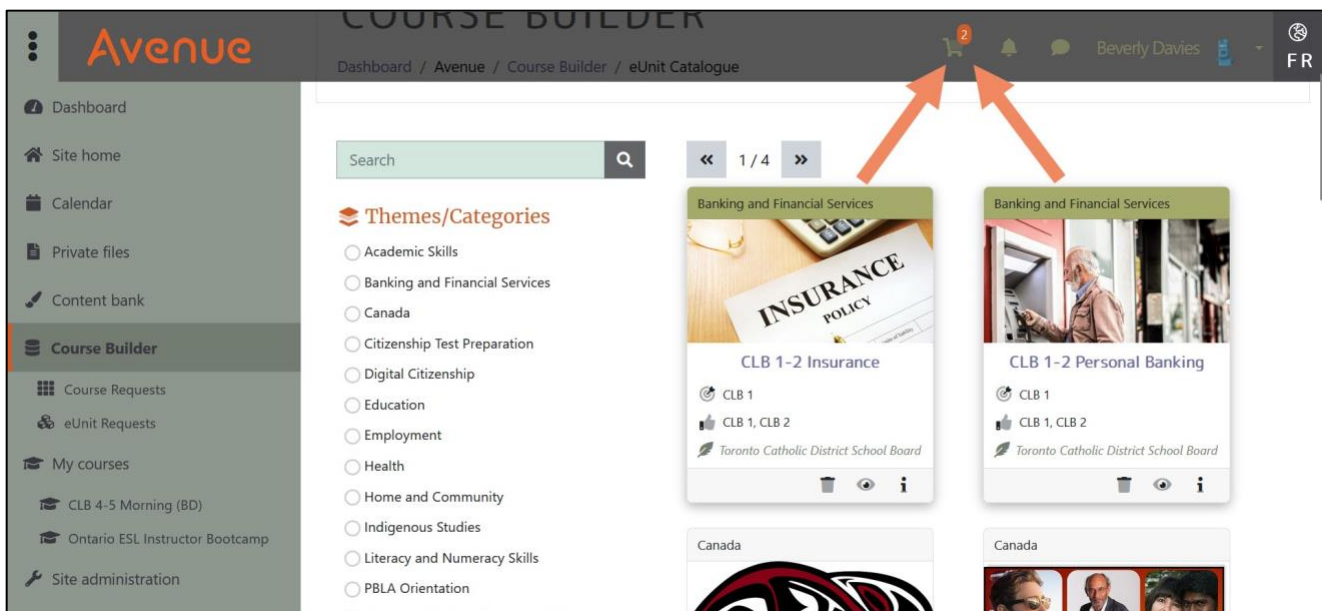
3. The eUnit catalogue displays the available eUnits using cards.



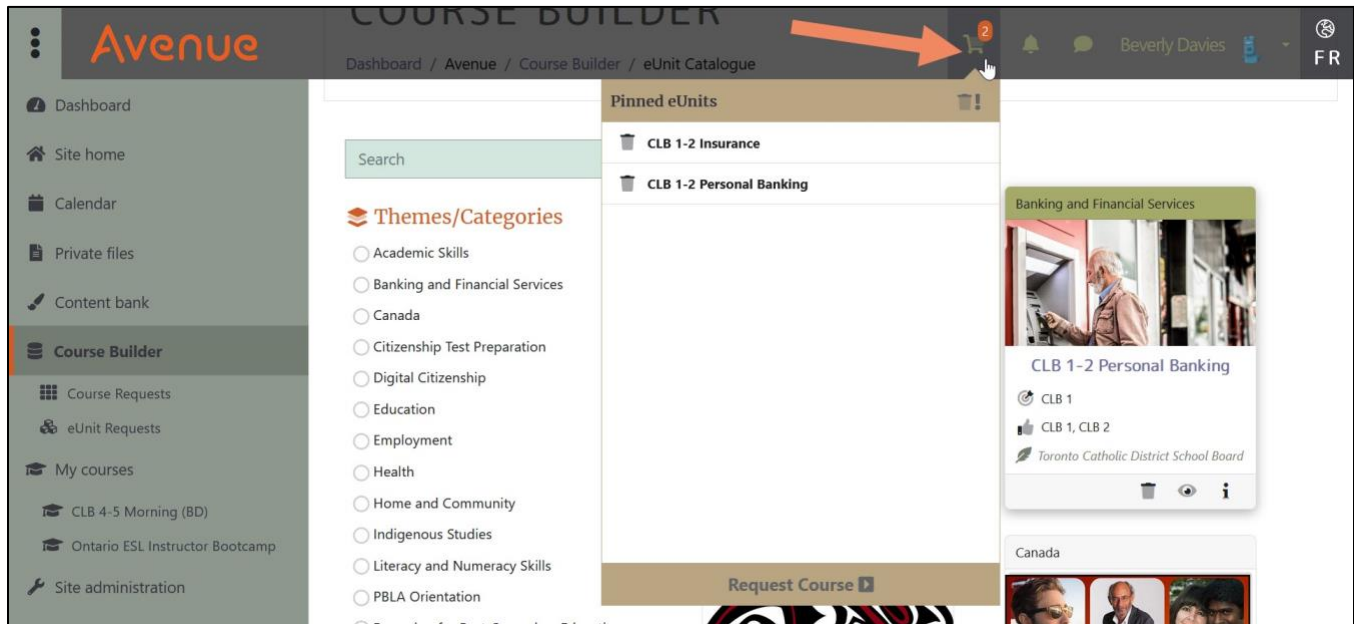
4. Before you can access the Course Builder to request a new course you must first pin/select at least two eUnits.

Note: A single eUnit can be added to an existing course with the Course Builder, but to create a new course at least two eUnits must be selected.

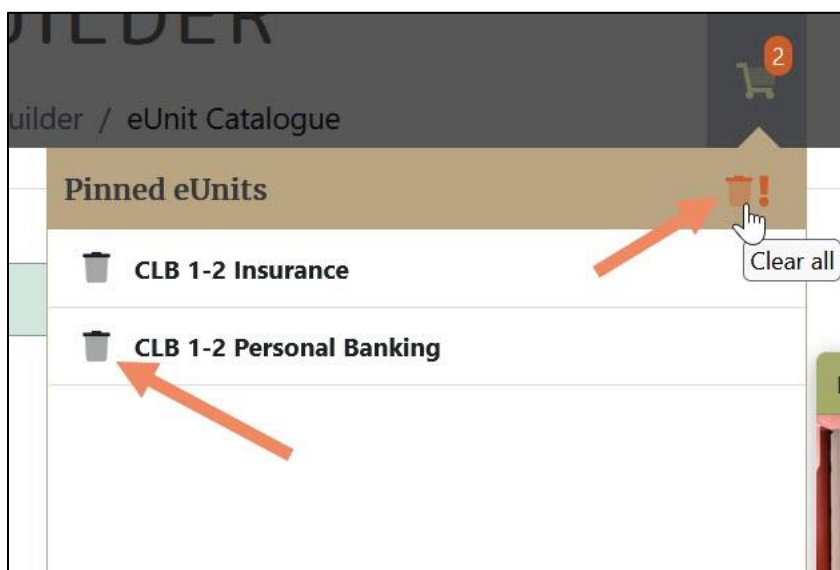
When eUnits have been selected, the shopping cart icon will appear at the top of the page in the banner. This icon is not visible until at least one eUnit has been selected/pinned.



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

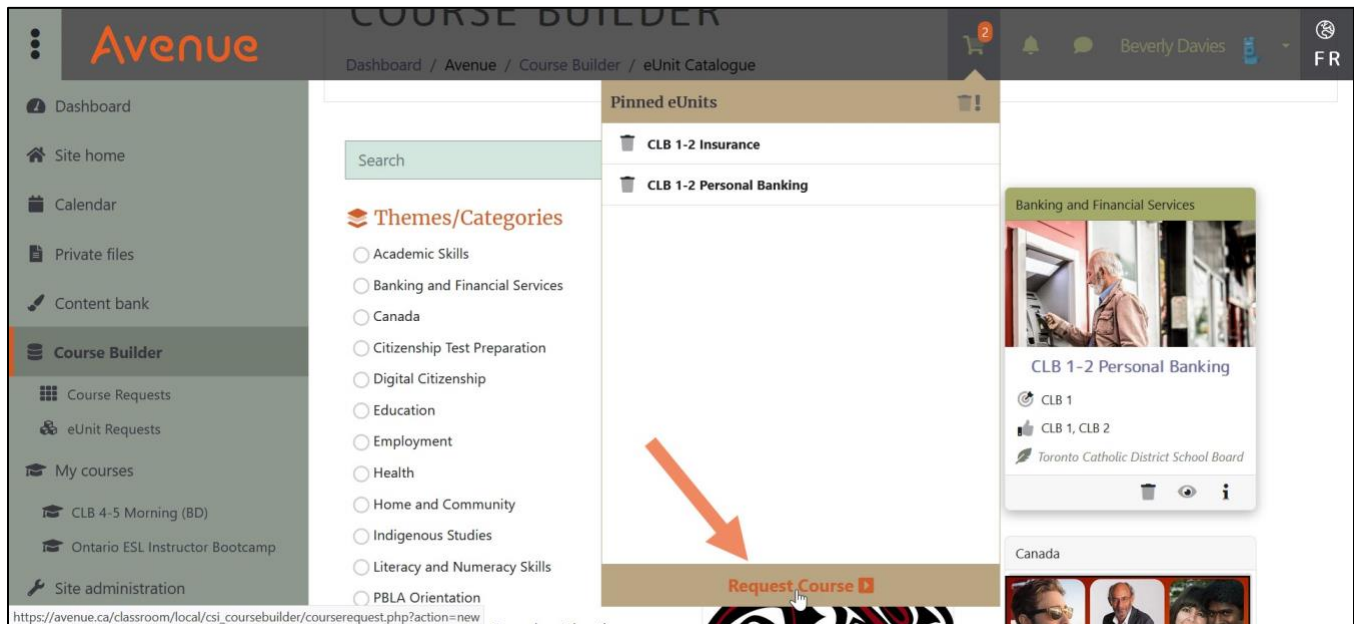


6. Clicking on the trash can icon beside a selected/pinned eUnit will remove it from the list. To remove all the selected/pinned eUnits click on the **Clear all** trash can icon at the top of the panel. After clicking the **Clear all** icon, all the eUnits will be deselected and the shopping cart icon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



Note: When you request a new course, please keep in mind that the Course Builder can be used to add eUnits to an existing course. Your new course only needs to include eUnits that you know you will use with your learners. Keeping your course smaller will make it more manageable for you and easier for your learners to navigate.

7. When you have selected the eUnits you would like in your new course, click on the **Request Course** button at the bottom of the shopping cart panel. (image next page)



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 or to a new course by selecting **Create a new course, please**.

- Under **Selected eUnits** you can move the eUnits to adjust the order they will appear in the course if you like.

- The **Course Options** drop-down menu allows you to select the appropriate course template for your CLB level. The templates include helpful learner resources for that level. You can also select a blank course template.
- The **Make this a sandbox/test course** checkbox allows you to request a course that you will not be using with students.

10. The **Course Details** section is for teachers requesting a new course. Type the **New Course Name** you would like for the course, select the **Service Provider/School Board**, type the **Site/School Name**, enter the **Course Start Date** and **Course End Date** and select the **Language of Instruction**. When all the information on the page is complete and correct, click on the **Submit Course Request** button at the bottom of the page. (image next page)

The screenshot shows a form titled "Course Details" with the following fields and values:

- New Course Name:** Beverly's CLB 2 Class
- Instructor Name:** Beverly Davies
- Service Provider / School Board:** Toronto Catholic District School Board
- Site / School Name:** Toronto LINC Program
- Course Start Date:** 2023 - 09 - 11
- Course End Date:** 2024 - 11 - 04
- Language of Instruction:** English (selected), Français

A blue button labeled "Submit Course Request" is located at the bottom of the form.

11. The course 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. This page can also be accessed in the navigation drawer by clicking on **Course Requests**.

The screenshot shows the "LIST OF COURSE REQUESTS" page. The navigation drawer on the left has "Course Requests" highlighted with a red arrow. The main content area displays a table with the following data:

Instructor Name	New Course Name	Service Provider / School Board	Date Requested	Status
Beverly Davies	Beverly's CLB 2 Class	Toronto Catholic District School Board	Monday, 4 September 2023, 9:44 PM	Pending

A "Details" link is visible next to the "Pending" status.

12. The **Status** of the request can be seen here and clicking on **Details** will open a panel of information about the requested course. (image next page)

The screenshot displays the 'LIST OF COURSE REQUESTS' page. The table below shows a single request with a 'Pending' status and a 'Details' link. An orange arrow points from the 'Details' link to the 'Course Request Details' modal window on the right. The modal window shows the following information:

Submitted by Beverly Davies on 2023-09-04	
New Course Name	Beverly's CLB 2 Class
Course Start Date	2023-09-10
Course End Date	2024-11-03
Service Provider / School Board	Toronto Catholic District School Board
Site / School Name	Toronto LINC Program
Rejected Reason	

Below the modal window, there is a 'Requested Units' section and an 'OK' button.

13. When the course is ready, instructors will receive an email notification.