Create and Use Avenue Course Template

Users with the **Avenue Manager-Course Creator** role can create courses for their organization based on a course template. Then, upon receiving a request for a new course you can create a new course, apply the template to the new course and enroll instructors into the new course. This course template is a course shell only and does not contain any content.
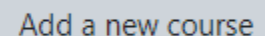
Create a Course Template

1. In the **Navigation drawer**, click on the **Site Home** link.

2. Click on the **province** or **territory** your organization is in.

3. Locate and click on your organization's **Category** link.
    Note: If the category is not visible, click on the **View more** link at the bottom of this list. Alternately, there is a **Search** feature available to locate your category.
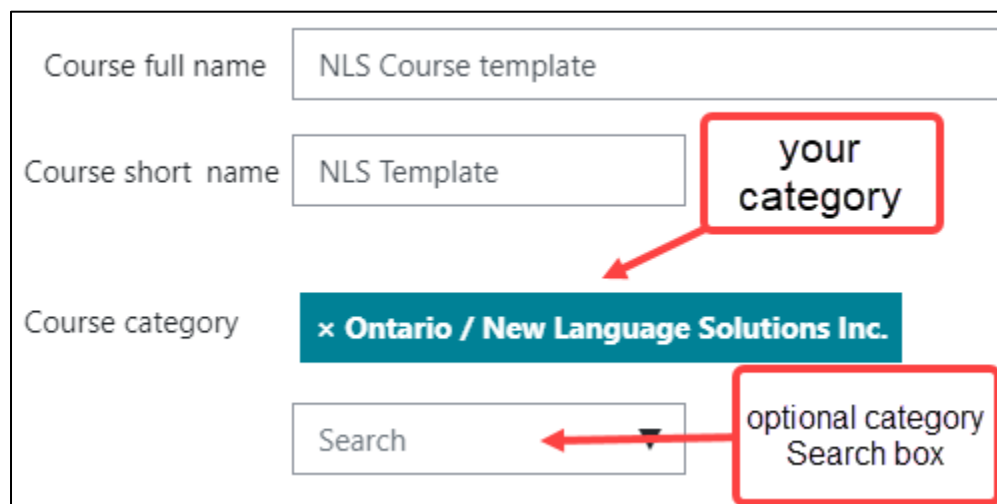

4. Click on the **Add a new course** button.
    Note: The **Add a new course** screen appears.

5. In the **General** section, type the **Course full name** and the **Course short name**.
    Note: consider inputting a generic **course name**.

6. In the **Course category**, ensure that the category matches your organization. If it does not, click on the Search box. **Categories** that you can edit appear.

7. If necessary, choose the appropriate **Category**.

8. Do not change the **Course start date** and the **Course end date.** This will be changed when new courses are created.

Course start date	1 ⬍	February ⬍	2020 ⬍	00 ⬍	00 ⬍	📅	
Course end date	23 ⬍	March ⬍	2021 ⬍	12 ⬍	40 ⬍	📅	☐ Enable

9. If necessary, type a generic **Course summary** that the instructors can change later.

▼ Description

Course summary

This LINC 99 course helps learners to work online and meet with instructors and fellow students.

10. In the **Course image** section, consider uploading an image file that exemplifies your organization's brand similar to the one in this example.

Course image
Maximum file size: 2GB, maximum number of files: 1

📁 Files

LOVE TO LEARN

nlspartlogo.p...

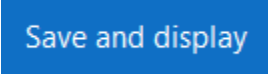11. Set the most common **Course format** in the **Format** field.

Note: The most common format is **Topics format**. Consider the **Collapsible Topics format**, which can reduce scrolling on the course page.

12. Choose the **Number of sections** required for your course template.

Number of sections	9 ⬍

13. Choose a **Course layout**; either **All sections on one page** or **One section per page**.
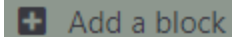
14. Click on the **Save and display** button.

Save and display

15. This brings you to your **Participants** list, which is not yet needed. Use the **breadcrumb's** menu to return to the course main page.

16. On the course page, click on the **Turn editing on** button.

17. To add blocks to your template, click on the **Add a block link** in the **Navigation drawer**.

➕ Add a block

18. Add **blocks** to the course and position them on the course page.
    Note: An **HTML** block is a reliable way to show institutional branding and important links. To add an **HTML block** to the course template, see the HTML Help File (https://bit.ly/398uF8Q).

19. Add **Labels** to the course to delineate course elements and represent the organization's brand colours.
    Note: See the Help File Customizing Labels. (https://bit.ly/2QyQKab) to add **Labels** to a course template.

20. Continue to add elements that will be part of your SPO's template.
    Note: For example, in sample template below, there is a **BigBlueButton** link, a **Module** formatted with common elements, some blocks and some **Label** design features.

21. Click on the **course name** in the **breadcrumb's** menu.

22. After your template is completed, click on the **Turn editing off** button.

Creating a Course Template Backup

1. On your course, click on the **Actions menu** icon.

2. In the drop-down menu, choose **Backup**.
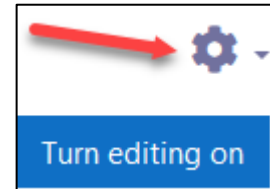
3. On the **Backup settings** screen, uncheck items that you feel are not important to include in a new course. Examples of these **may** be: **Include enrolled users** or **Include calendar events**.

4. At the bottom of the screen, click on the **Jump to final step** button.
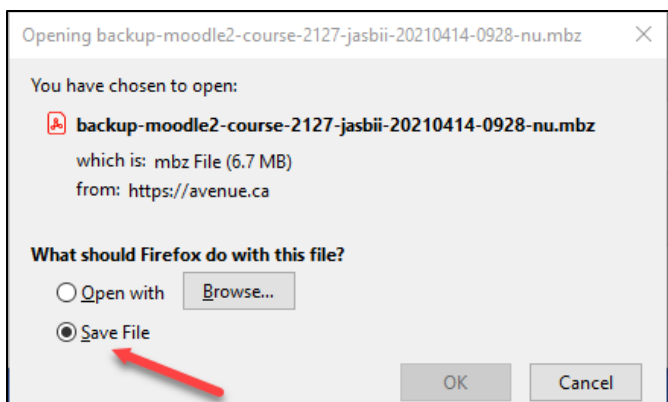
Note: At this time, the backup is performed.
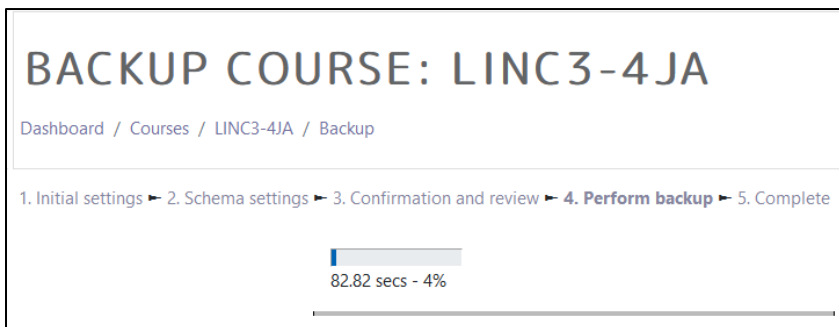
5. After the backup is complete, click on the **Continue** button.

   Note: The backup file appears on the **Restore Course** screen.

6. Click on the **Download** link.

7. In the pop-up that appears, click on **Save file**.
   Note: The backup file is saved to your hard drive.

8. Click on the **course name** in the **breadcrumb's** menu.

9.   On your course, locate your **Private files** block.

10. If there is no **Private Files** block on your course, ensure that **Course Editing** is **ON**.
     a.   In the **Navigation Drawer**, click on the **Add a block** option.
     b.   Choose the **Private files** option.

11. In the **Private files** block, click on the **Manage private files…** link.

12. In the **Manage private files editor**, click on the **Add…** icon.

13. Click on the **Upload a file** link in the **File Picker**.

14. Click on the **Browse** button.

15. Locate the backup file. It has an **.MBZ** extension.

16. Click on the **Open** button.

17. Click on the **Upload this file** button.
     Note: The file should appear with a Moodle logo icon.

18. If the file appears in the **Files** area, click on the **Save changes** button.

     Note: The file appears in the **Private files** block. The file is ready to be used whenever you need to create a new course for you team, using your course template.
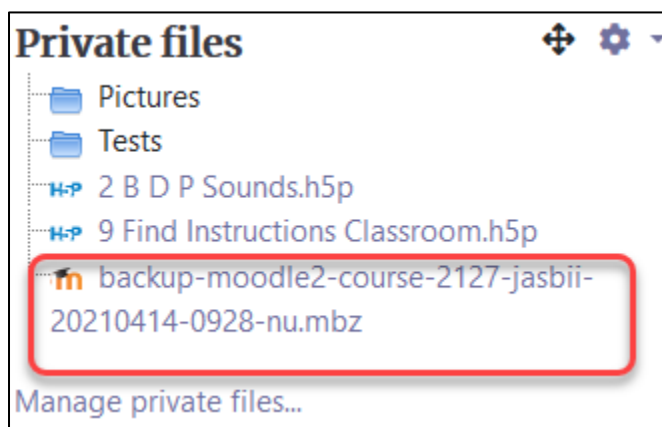
Creating a New Course with Your SPO Template

Note: Please contact your mentor if you need a multilevel course with three or more levels. For example, **LINC 3-6 (Avenue).**

1. On any Avenue course, click on the **Actions menu** icon.

2. In the drop-down menu, choose the **Restore** option.

   ⬆ Restore

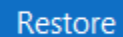3. On the **Restore Course** screen, click on the **Choose a file…** button.

4. Click on the **Private files…** link in the **File Picker**.
   Note: The **Private files** appear.

5. Click on the **appropriate backup** (.MBZ) file.
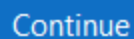
6. In the pop-up, click on the **Select this file** button.

7. On the **Restore Course** screen, the backup file should be displayed in the **Files** box. Click on the **Restore** button.

   Restore

8. On the **Confirm** (Restore) screen, scroll to the bottom ensuring the back settings are accurate.

9. Click on the **Continue** button.

   Continue

10. On the **Destination** screen, ensure **Restore as a new course** is selected.

11. In the **Select a category** section, click in the **Search categories** textbox.
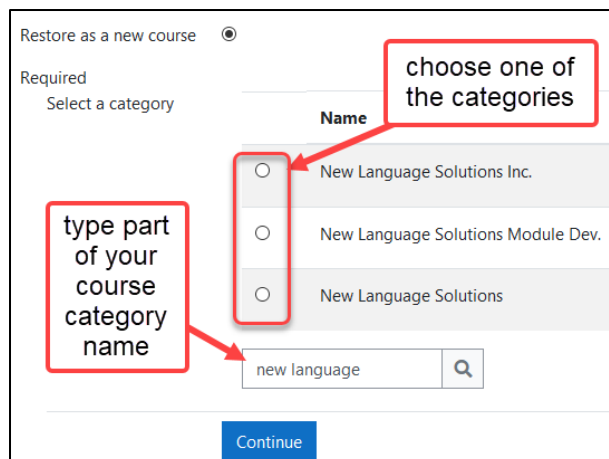
12. Type the name or part of the name of your **course category**.

13. Click on the **Search** icon/button.

    Note: A matching list of **Category names** appears.

14. Choose on your **Category** radio button.

15. Click on the **Continue** button.

16. On the **Restore settings** screen, click on the **Next** button.

17. On the **Course settings** screen, change the course name, the course short name and the course start date. Scroll to the bottom of the screen and click on the **Next** button.

18. On the **Review** screen, look over the items listed, if they are satisfactory click on the **Perform restore** button.

19. Once the restore is complete, click on the **Continue** button.

Note: The **Course** appears.

Adding an Instructor to the New Course

Note: The new course appears. In this example, there is a model **Topic** with labels that can be duplicated or deleted by instructors when building their own course.
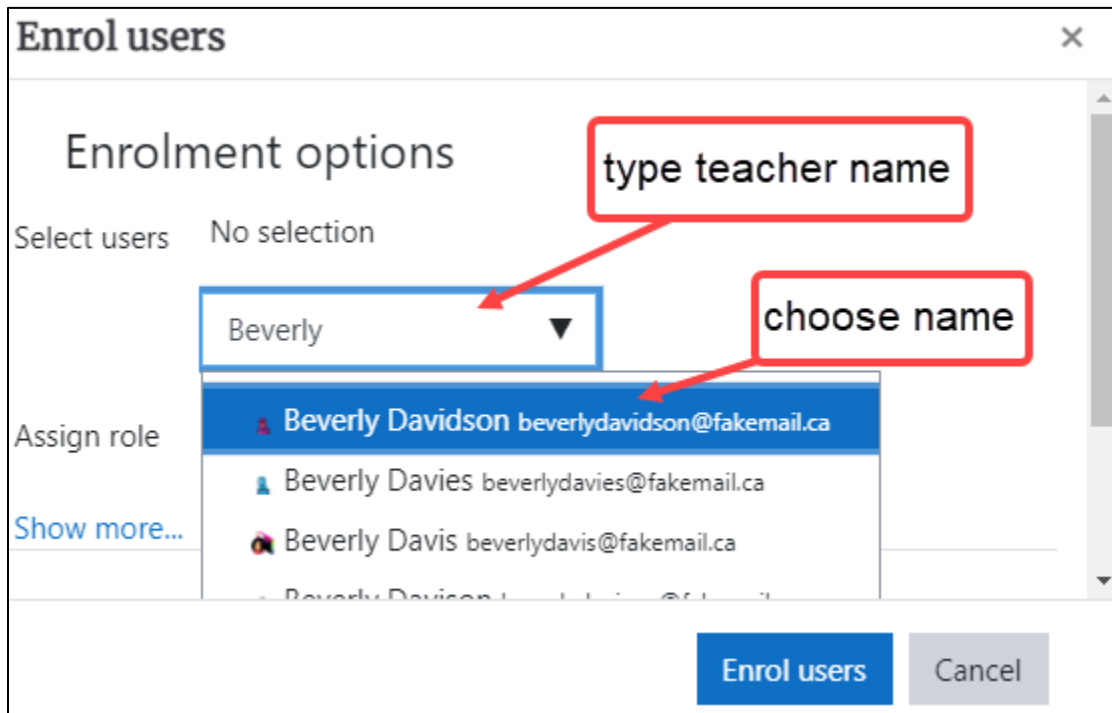

1. In the **Navigation drawer**, click on the **Participants** link.
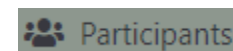
2. Click on the **Enrol Users** button.
    Note: The **Enrol users** pop-up appears.

    Enrol users

3. Change the **Assign role** to **Teacher**.

4. In the **Select users** Search box, type all or part of the teacher's name.

5. In the **users'** drop-down list, choose the appropriate name.

6. The selected teacher's account appears in a green highlight.

7. Ensure the **Assigned role** is set to Teacher.

8. Click on the **Enrol users** button.
    Note: The user is now the course teacher. The course is ready to be shared with the instructor.