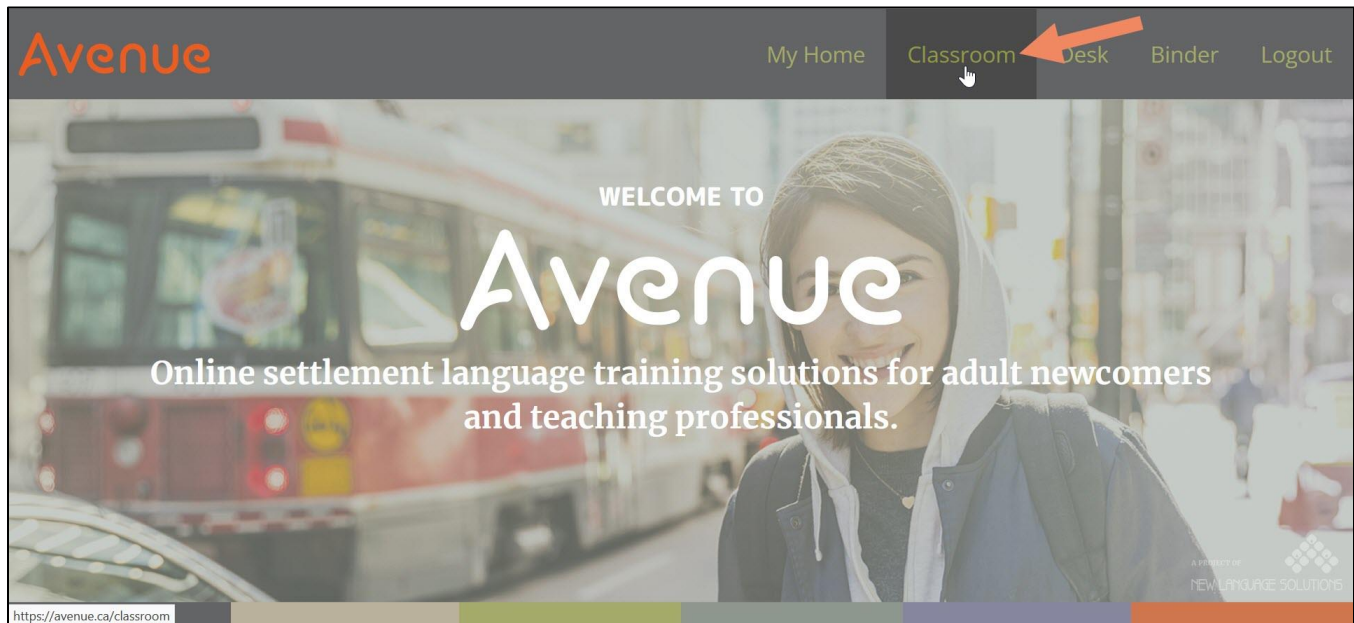


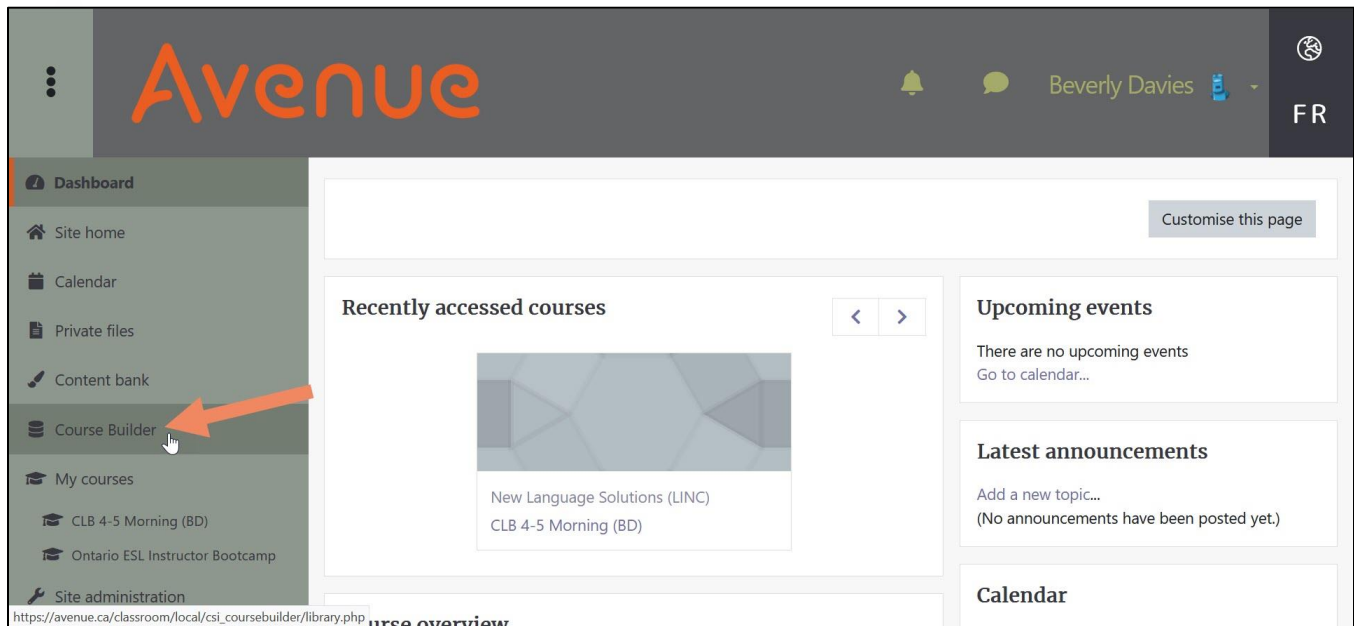
Course Builder – Adding an eUnit to a Course

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

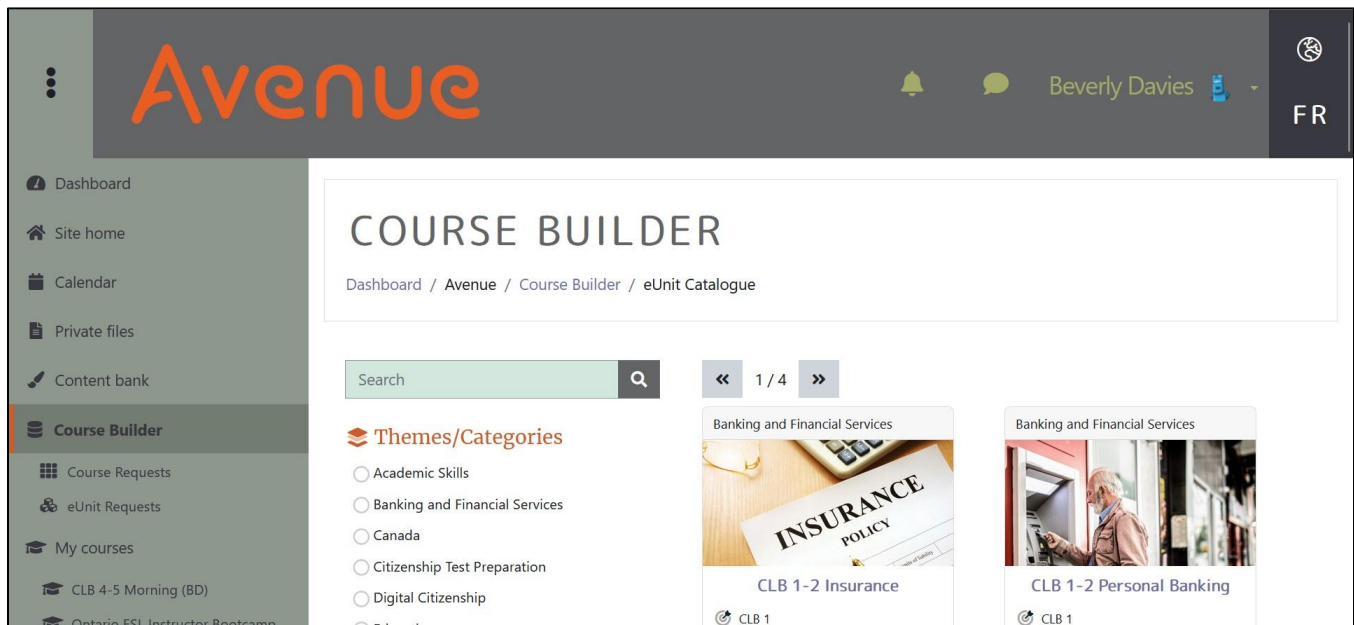
1. The **Course Builder** is not on the main portal page. To access the **Course Builder**, click on the **Classroom** link on the main portal page.



2. The **Course Builder** link is in the navigation drawer. Click the **Course Builder** link to open the eUnit catalogue.

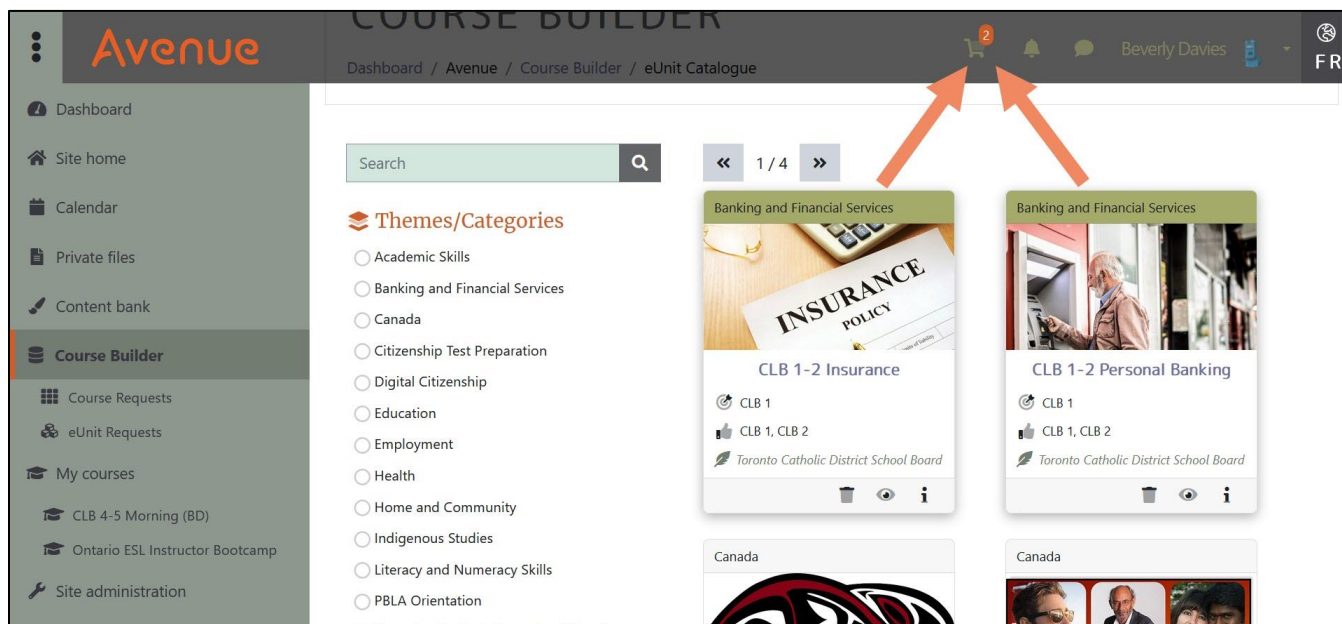


3. The **eUnit Catalogue** displays the available eUnits using cards.

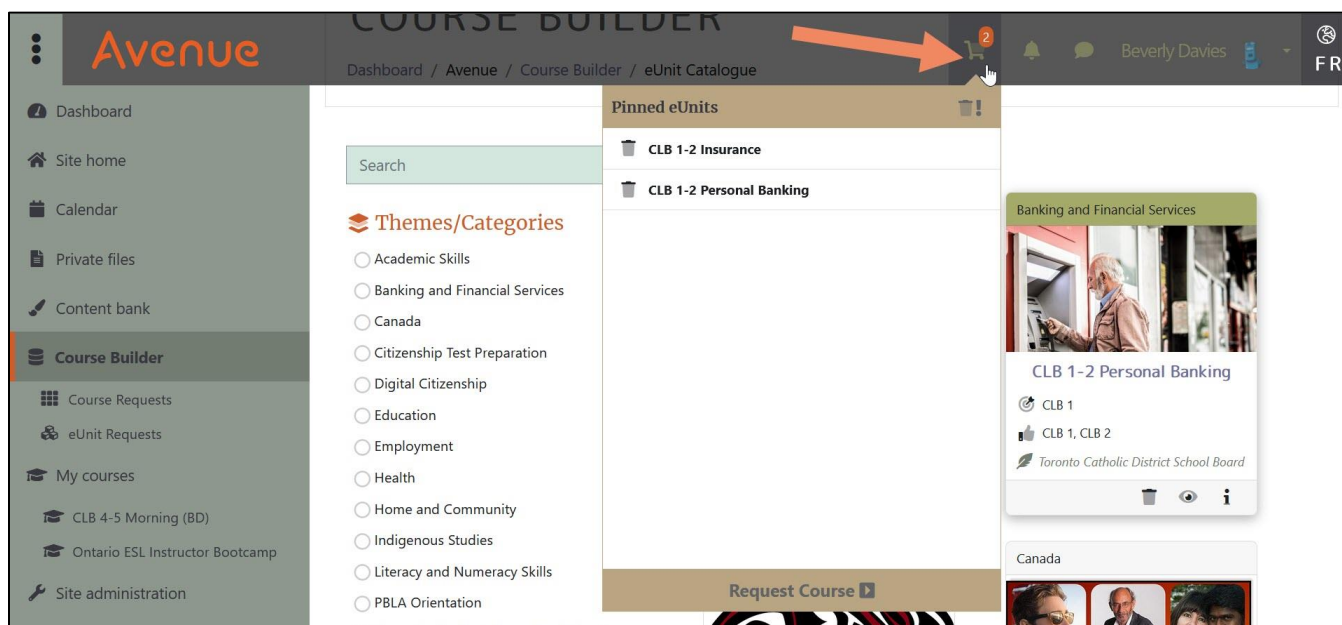


4. Before you can access the **Course Builder** to request an eUnit to be added to your course, you must first pin/select at least one eUnit.

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.

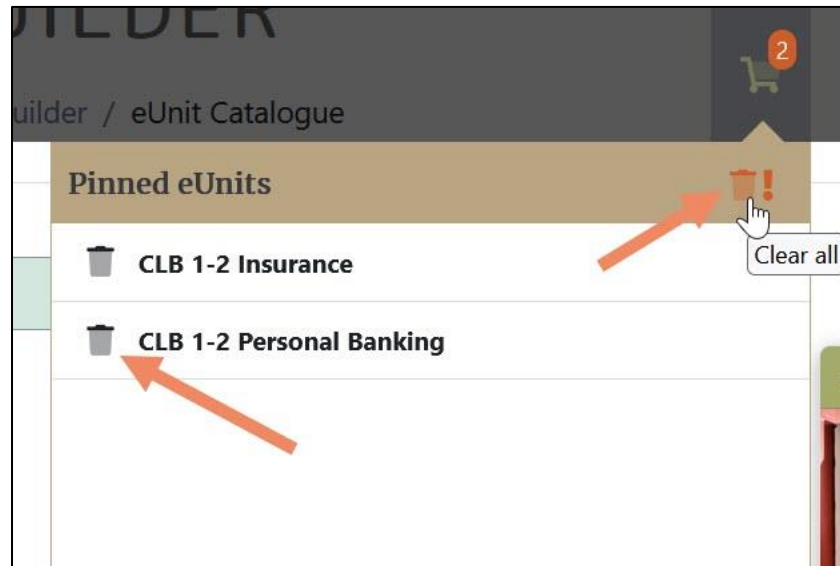


5. Clicking on the **Shopping Cart** icon displays the selected eUnits panel.

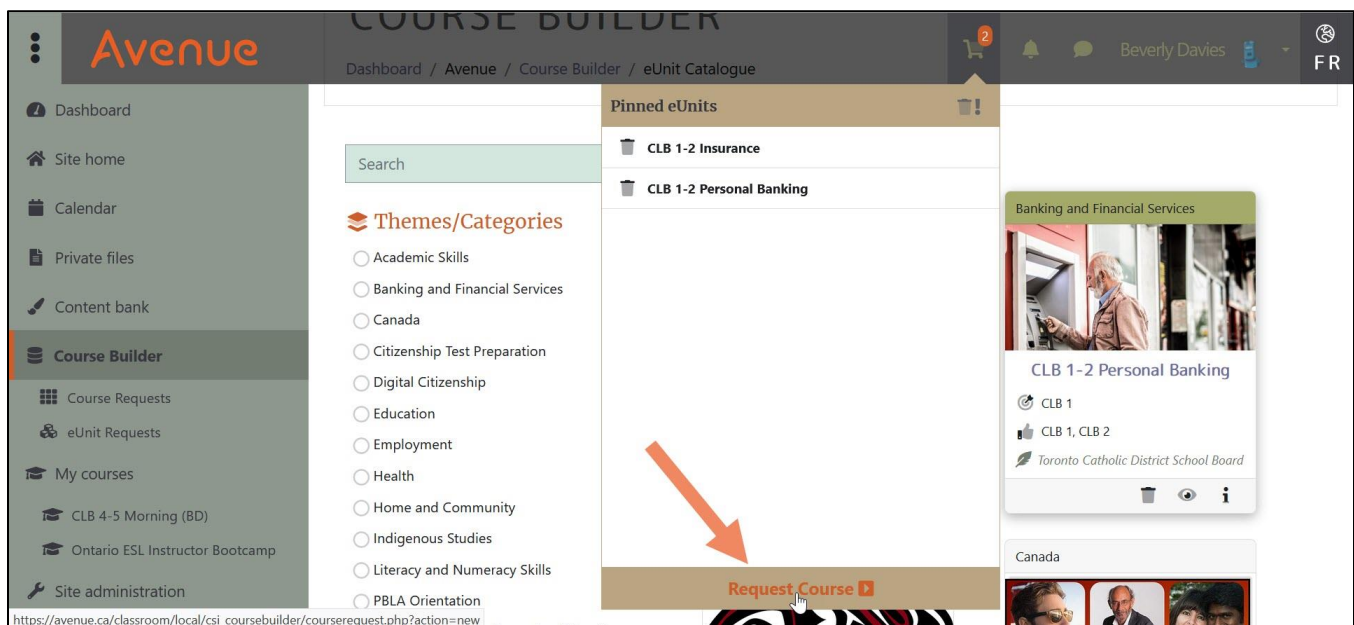


6. Clicking on the trash can icon beside a selected/pinned eUnit will remove it from the list. To remove all the selected/pinned eUnits, click on the **Clear all** trash can icon at the top of the panel. After clicking

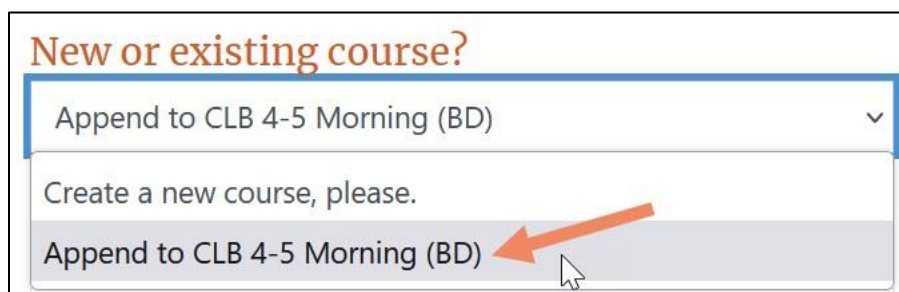
the **Clear all** icon, all the eUnits will be deselected and the shopping cart icon will be hidden until more eUnits are selected.



7. When you have selected the eUnit(s) you need to your existing course, click on the **Request Course** button at the bottom of the **Shopping Cart** panel.

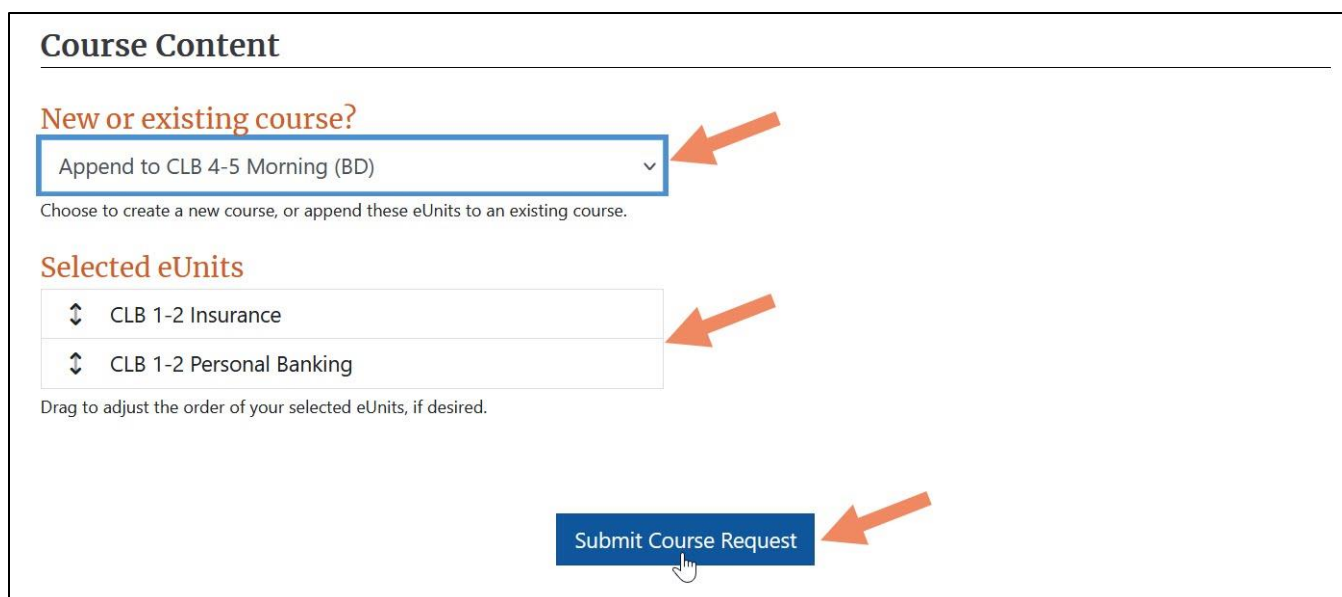


8. Before the request can be processed, it is necessary to provide some information on the **Course Builder** new request page. With the **New or existing course?** drop-down menu, the eUnits can be added to an existing course by selecting the course from the menu.



The screenshot shows a dropdown menu titled "New or existing course?". The selected option is "Append to CLB 4-5 Morning (BD)". Below the dropdown, there is a text input field with the placeholder "Create a new course, please." and another option "Append to CLB 4-5 Morning (BD)" which is highlighted by a red arrow and a mouse cursor.

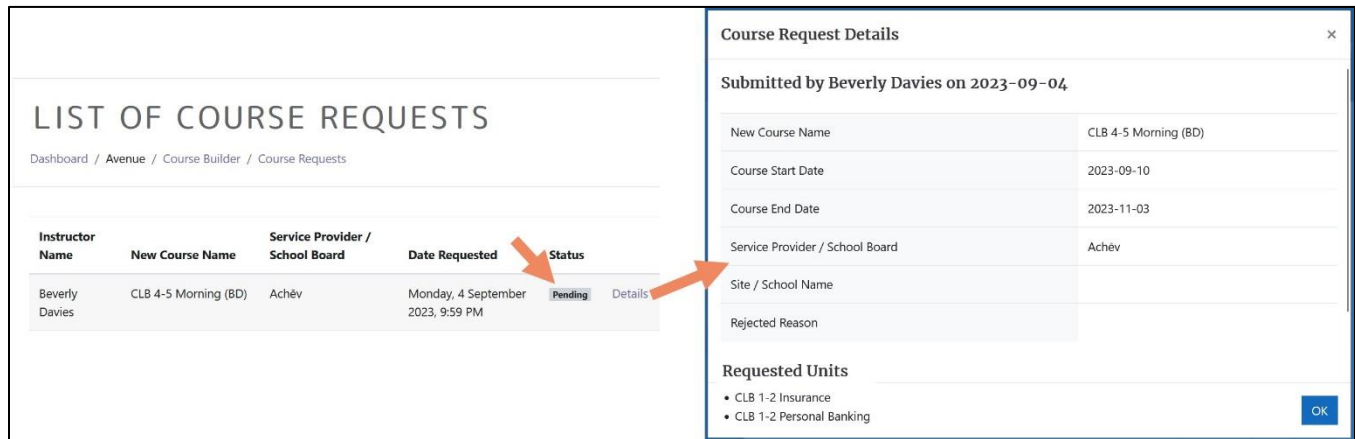
Under **Selected eUnits**, you can move the eUnits to adjust the order they will appear in the course. When all the information on the page is complete and correct, click on the **Submit Course Request** button at the bottom of the page.



The screenshot shows the "Course Content" form. It includes a dropdown menu titled "New or existing course?" with the selected option "Append to CLB 4-5 Morning (BD)". Below the dropdown is a text input field with the placeholder "Choose to create a new course, or append these eUnits to an existing course." Below this is a section titled "Selected eUnits" with a list of eUnits: "CLB 1-2 Insurance" and "CLB 1-2 Personal Banking". Below the list is a text input field with the placeholder "Drag to adjust the order of your selected eUnits, if desired." At the bottom of the form is a blue button labeled "Submit Course Request". Red arrows point to the dropdown menu, the "Selected eUnits" list, and the "Submit Course Request" button.

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)	Achèv	Monday, 4 September 2023, 9:59 PM	Pending Details

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	Achèv
Site / School Name	
Rejected Reason	

Requested Units

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

OK

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