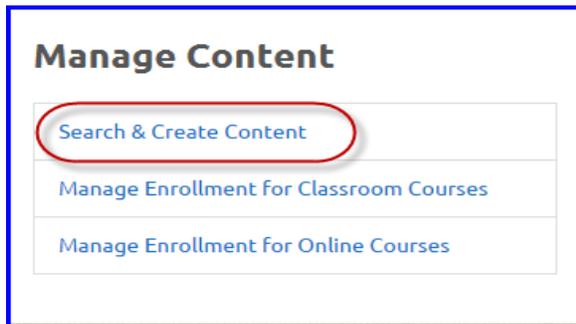


Create a classroom course

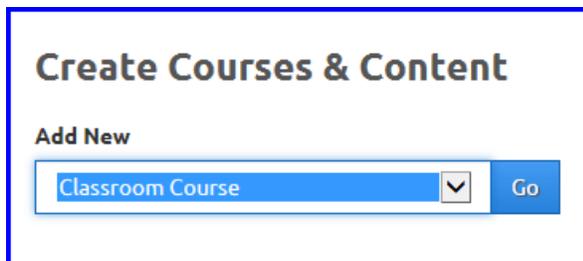
Step 1: Click on My Responsibilities



Step 2: Click on Search & Create Content on the Manage Content Quick link



Step 3: Choose Classroom Course in the Create Courses & Content Quick link, then click Go



Create a classroom course

Step 4: Populate all the illustrated fields below and then click Create.

Create New Classroom Course

Enter new or change existing summary information about the item and then select Create or Save. The system uses the information to find the item when users perform searches.

***Title**

***Description**

B I U  **VDSS - Test**

Display entire description on the Details page for the item

***Keywords**

Preview URL Search Priority

Enable full text indexing for this content item.
 Allow users to access this content without logging in.

***Content Item Owner Domain**

Step 5: Click Edit adjacent to Course Information

Course Information



Create a classroom course

Step 6: Type in Course Number, Click on the drown-down menu adjacent to Course Provide and choose the appropriate course provider, type in Duration (Hours) and then click save.

Course Information

Add or edit course information for this item.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Number	Course Provider	Duration (Hours)	Course Cost

Step 7: Click on the edit box adjacent to categories

Categories

0 Assigned Categories

Step 8: If applicable click on the box adjacent to the desired category and click save

Step 9: Click on the edit box adjacent to Content Sharing

Content Sharing

Offered to 0 Domains

Step 10: Click Search

All Domains (243)

Create a classroom course

Step 11: Type in social services external in the Search Text and Choose Not Shared form the drop-down menu in the Show field, then click Filter twice

Search for Domains
Use the options below to indicate how this object is shared.
Owner Domain: VDSS-Va Dept of Social Services (765) ⓘ
Search Text
social services external
Show
Not Shared
Filter Clear Search

Step 12: Click on the circle below Visible Required and then click Save

Domain	Path	Shared	Visible (Optional)	Visible (Required)	Not Shared	Info
VDSS_Ext-Va Dept of Social Services - External (765Ex)	zCORE-COVLC > Commonwealth of Virginia Learning Center > VDSS-Va Dept of Social Services (765)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	ⓘ

Back Save

Step 13: Click on the Manage box adjacent to Surveys

Surveys
None
Manage

Step 14: Click on Assign Surveys

Assign Surveys



Create a classroom course

Step 15: Type in VDSS in the Search for box and click search

Assign Surveys

Enter search criteria and click Search to find surveys. Click one or more checkboxes to indicate which surveys you want to assign.

Search for

vdss

Search

Step 16: Click on the box adjacent to VDSS Training Evaluation and click Save

<input checked="" type="checkbox"/>	VDSS Training Evaluation	☆☆☆☆☆
<input type="checkbox"/>	VDSS: Standard E-Learning Survey (11/13/13)	☆☆☆☆☆
<input type="checkbox"/>	VDSS: Standard E-Learning Survey (Effective 2/5/14)	☆☆☆☆☆
<input type="checkbox"/>	VDSS: Standard E-Learning Survey (effective 2/7/2014)	☆☆☆☆☆

Back

Save