

Create a Course

18 Steps [View most recent version](#) 

Created by
Engagifii Inc.

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STEP 1

Click on Accreditation



The screenshot shows a dashboard interface. On the left is a vertical navigation menu with the following items: Library, Revenue, Legislation, Events, Accreditation (highlighted with an orange border), and Settings and Configuration. On the right, there is a large blue 'C' logo and a welcome message: "Welcome to the Association! We're here to serve you." Below the logo, there is an illustration of two people shaking hands. Under the welcome message, it says "Use the links on the left to:" followed by a bulleted list: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right corner", and "Take a look at the legislative issues we're tracking." At the bottom right, there is a copyright notice: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved."

Library >

Revenue >

Legislation >

Events >

Accreditation >

Settings and Configuration >

Welcome to the Association! We're here to serve you.

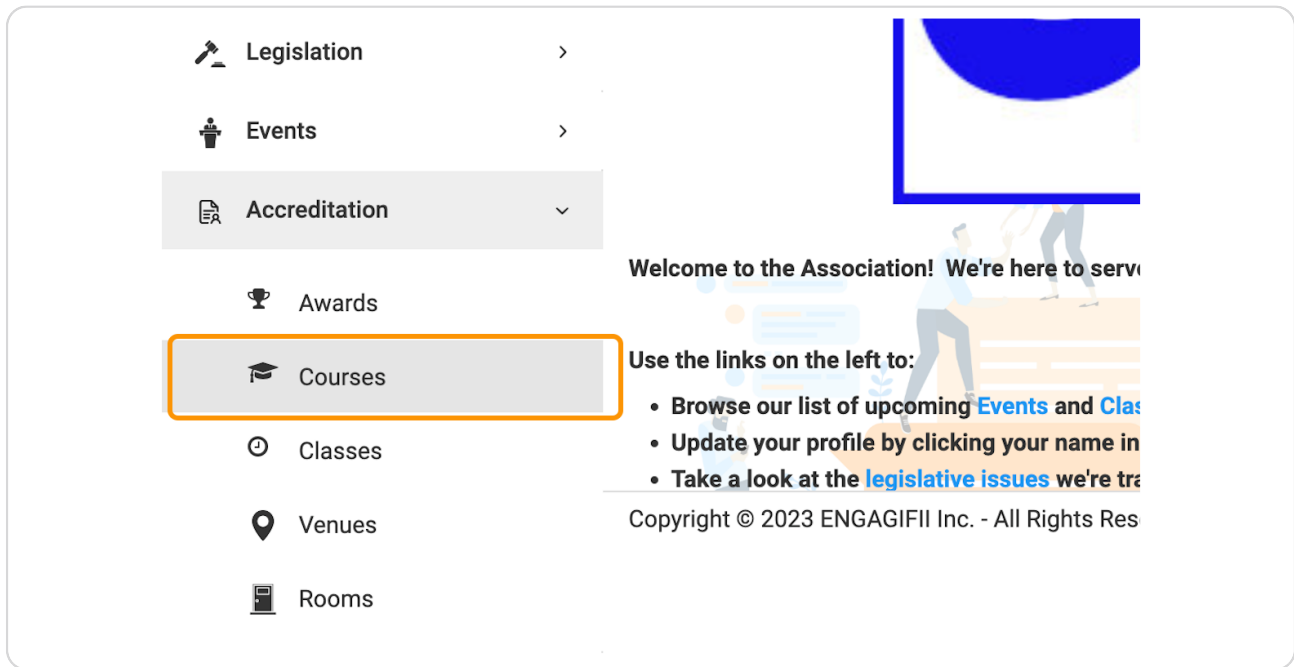
Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right corner
- Take a look at the [legislative issues](#) we're tracking

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STEP 2

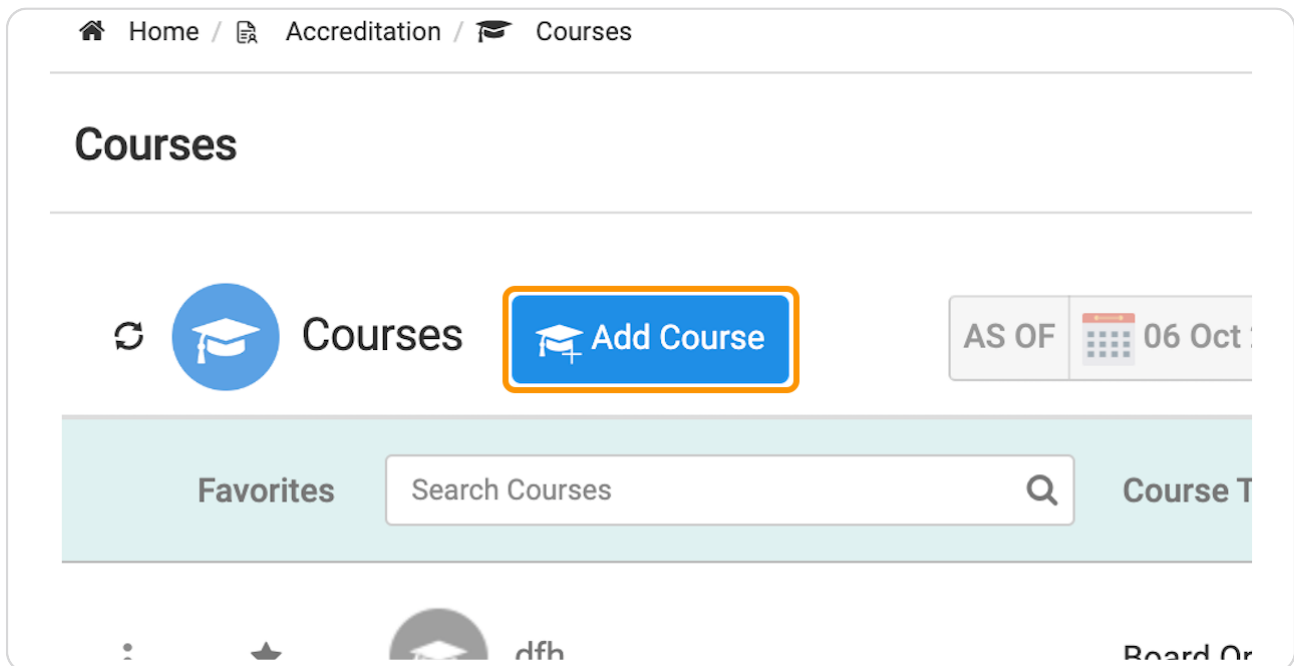
Click on Courses



The screenshot shows a vertical navigation menu on the left side of a page. The menu items are: Legislation, Events, Accreditation, Awards, Courses, Classes, Venues, and Rooms. The 'Courses' item is highlighted with a blue border. To the right of the menu, there is a large blue graphic element and a welcome message: 'Welcome to the Association! We're here to serve you.' Below the welcome message, there is a list of instructions: 'Use the links on the left to:' followed by three bullet points: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right corner', and 'Take a look at the legislative issues we're tracking.' At the bottom right, there is a copyright notice: 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved.'

STEP 3

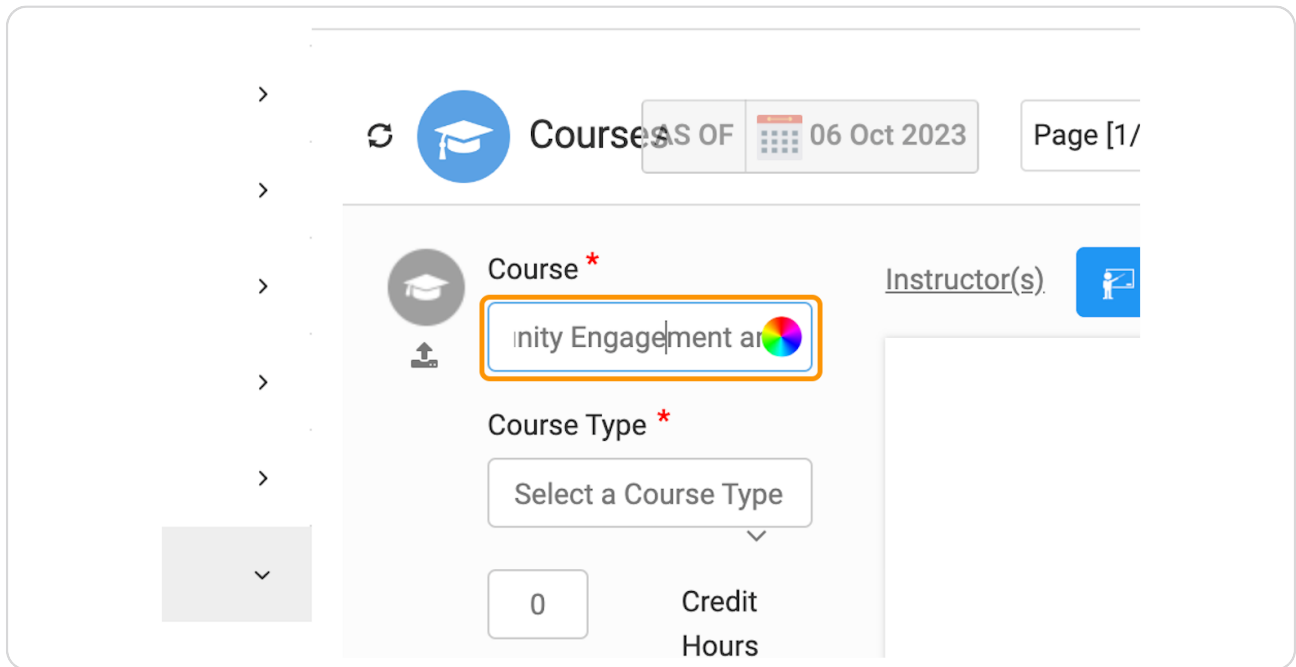
Click on Add Course



The screenshot shows the 'Courses' page. At the top, there is a breadcrumb trail: 'Home / Accreditation / Courses'. Below the breadcrumb, the word 'Courses' is displayed in a large font. To the left of 'Courses' is a circular icon with a graduation cap. To the right of 'Courses' is a blue button with a white graduation cap icon and the text 'Add Course'. To the right of the 'Add Course' button is a date selector showing 'AS OF' and '06 Oct'. Below the 'Courses' header, there is a search bar with the text 'Search Courses' and a magnifying glass icon. To the left of the search bar is the word 'Favorites' and to the right is the text 'Course T'. At the bottom of the page, there is a navigation bar with a home icon, a user profile icon, and the text 'dfh' and 'Board Or'.

STEP 4

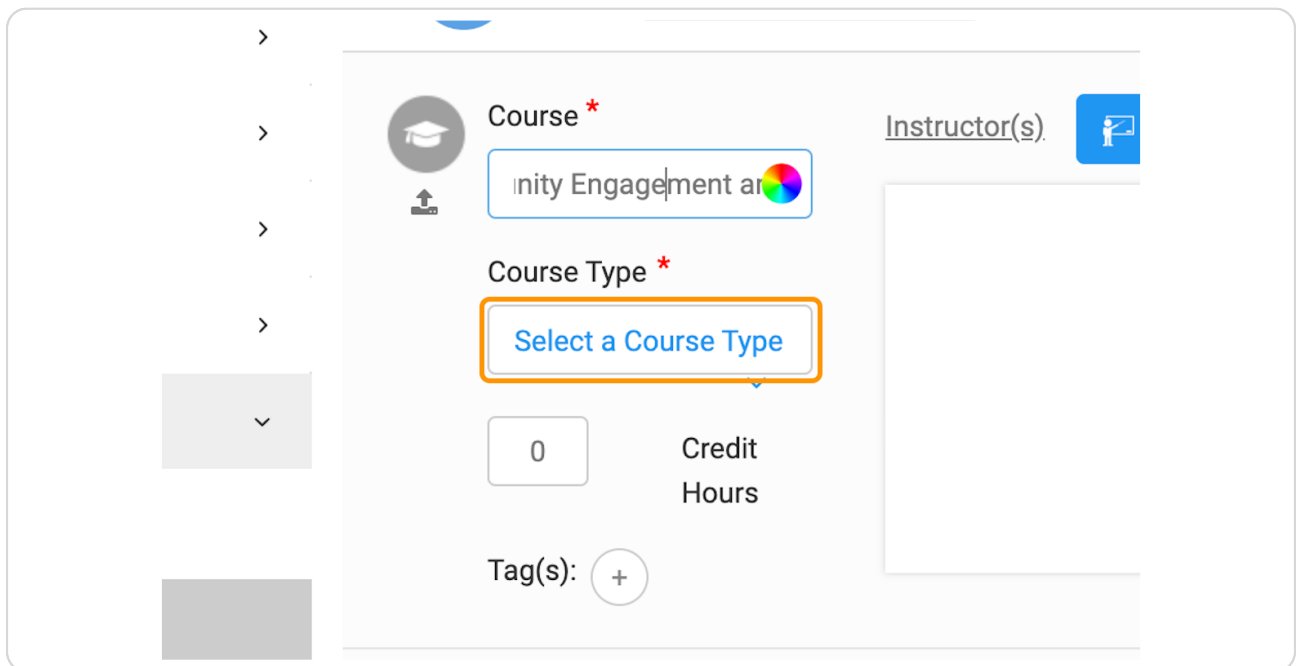
Type your Course name



The screenshot shows a web interface for creating a course. At the top, there is a navigation bar with a refresh icon, a graduation cap icon, the word "Courses", a date "06 Oct 2023", and "Page [1/". Below this is a form with several fields. The "Course" field, which contains the text "inity Engagement ar" and a color selection icon, is highlighted with an orange border. To its right is the "Instructor(s)" field with a blue icon. Below the "Course" field is the "Course Type" field, which contains the text "Select a Course Type" and a dropdown arrow. Below that is a "Credit Hours" field with the value "0".

STEP 5

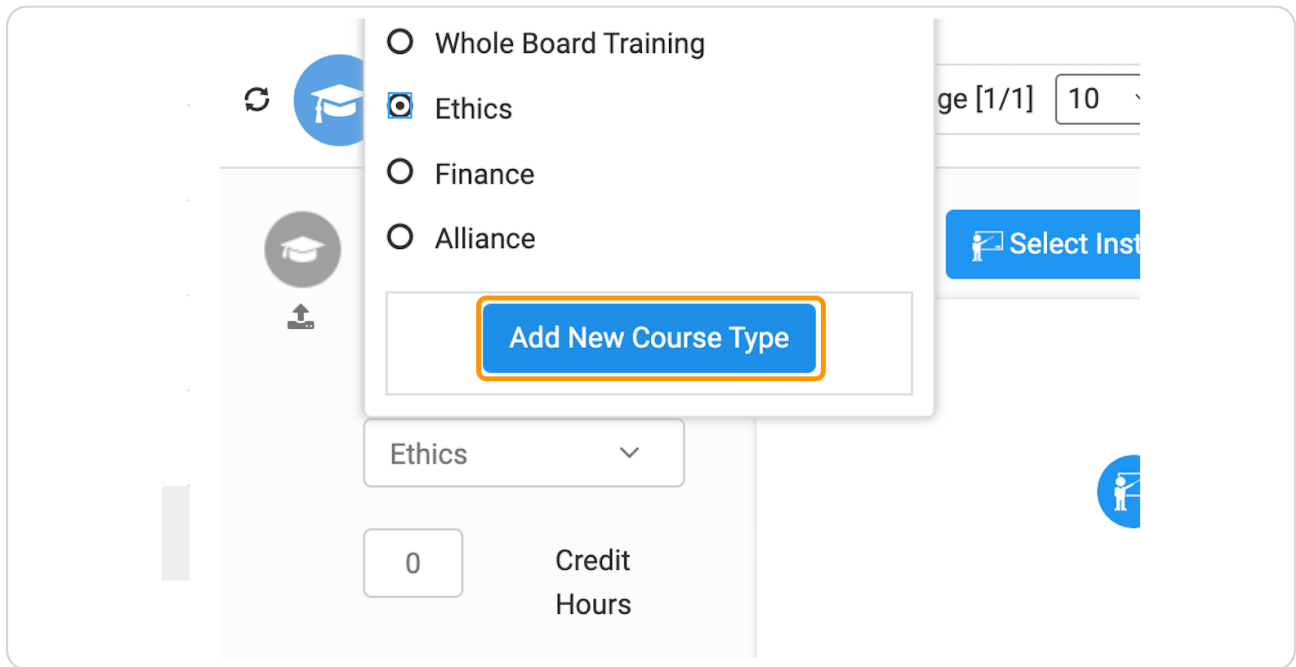
Click on Select a Course Type or add a new course type.



This screenshot is similar to the previous one, but the "Select a Course Type" dropdown menu is highlighted with an orange border. Below the "Credit Hours" field, there is a "Tag(s):" field with a plus sign icon. The "Course" field still contains "inity Engagement ar" and the "Instructor(s)" field is visible on the right.

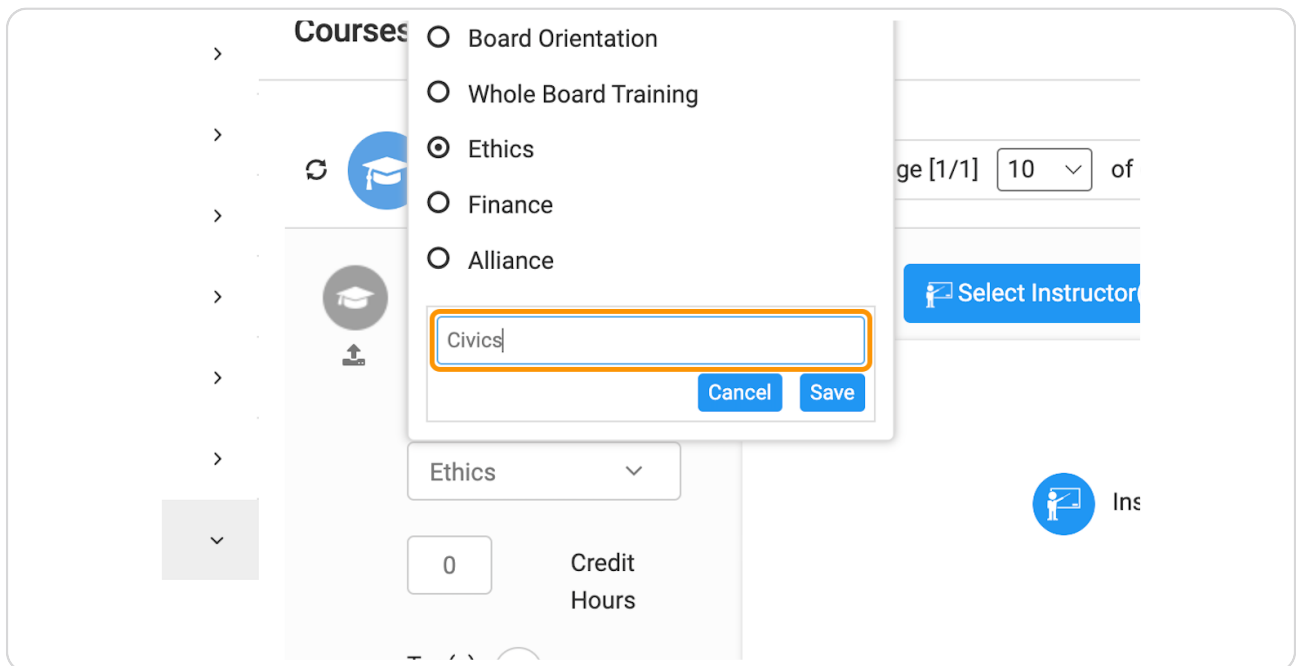
STEP 6

Click on Add New Course Type



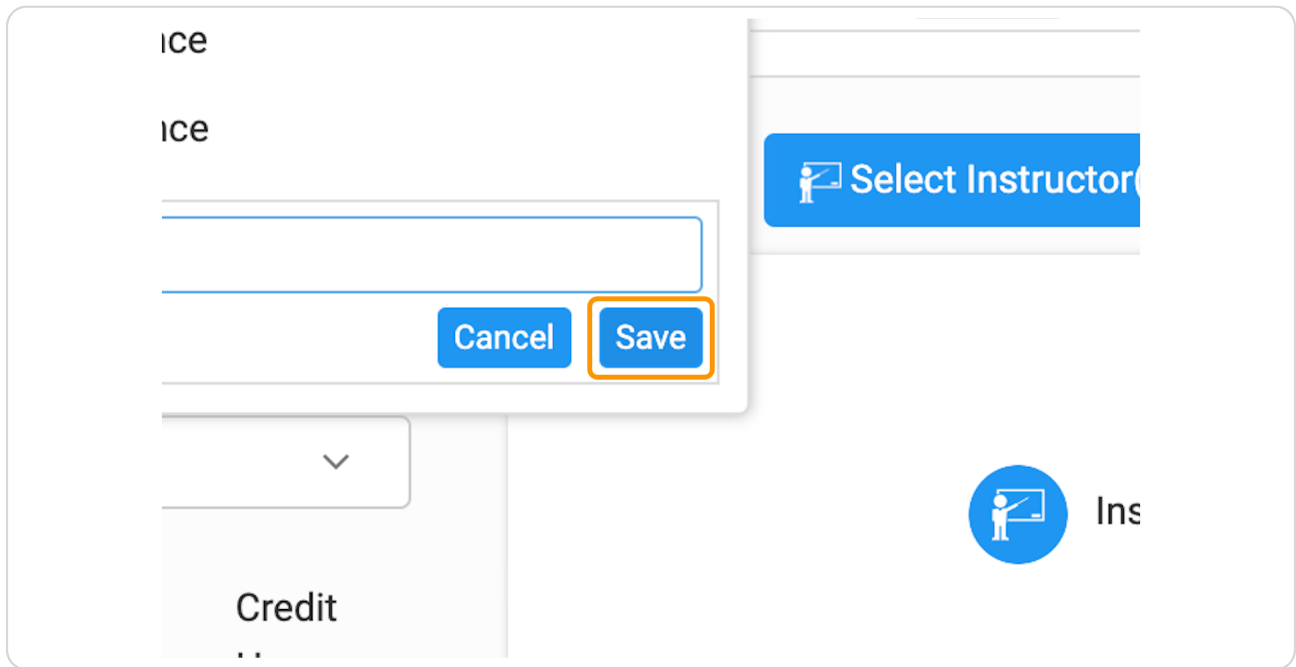
STEP 7

Type the course type



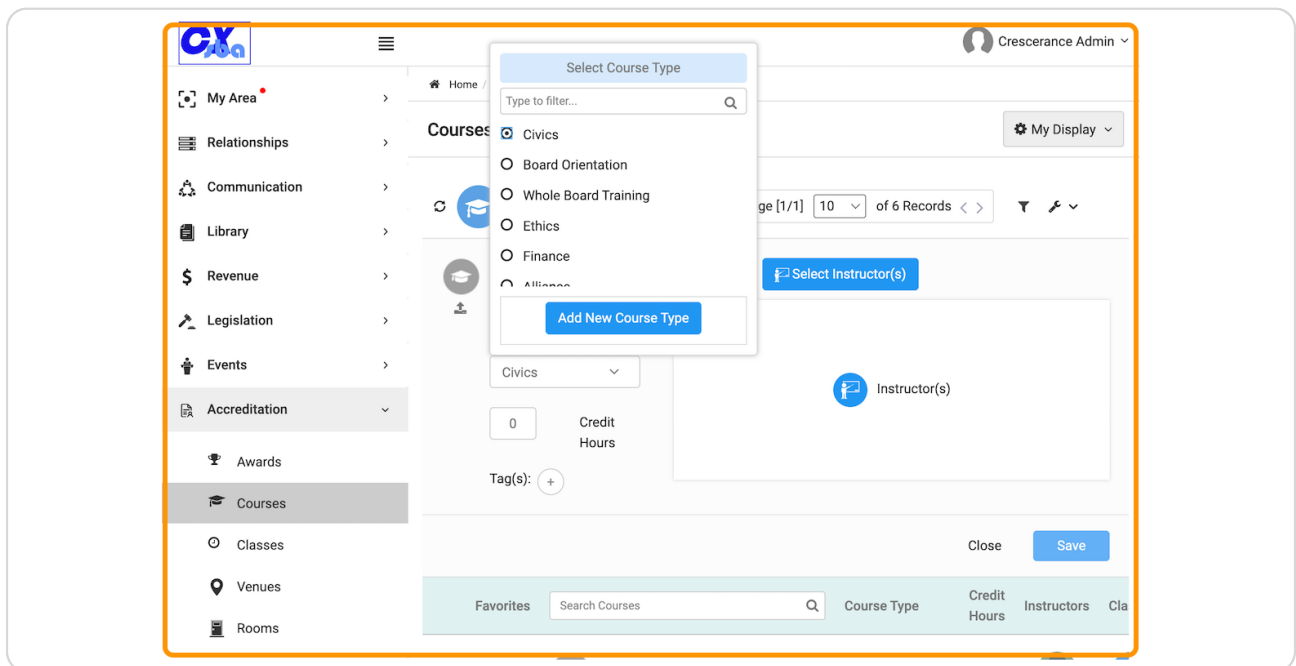
STEP 8

Click on Save



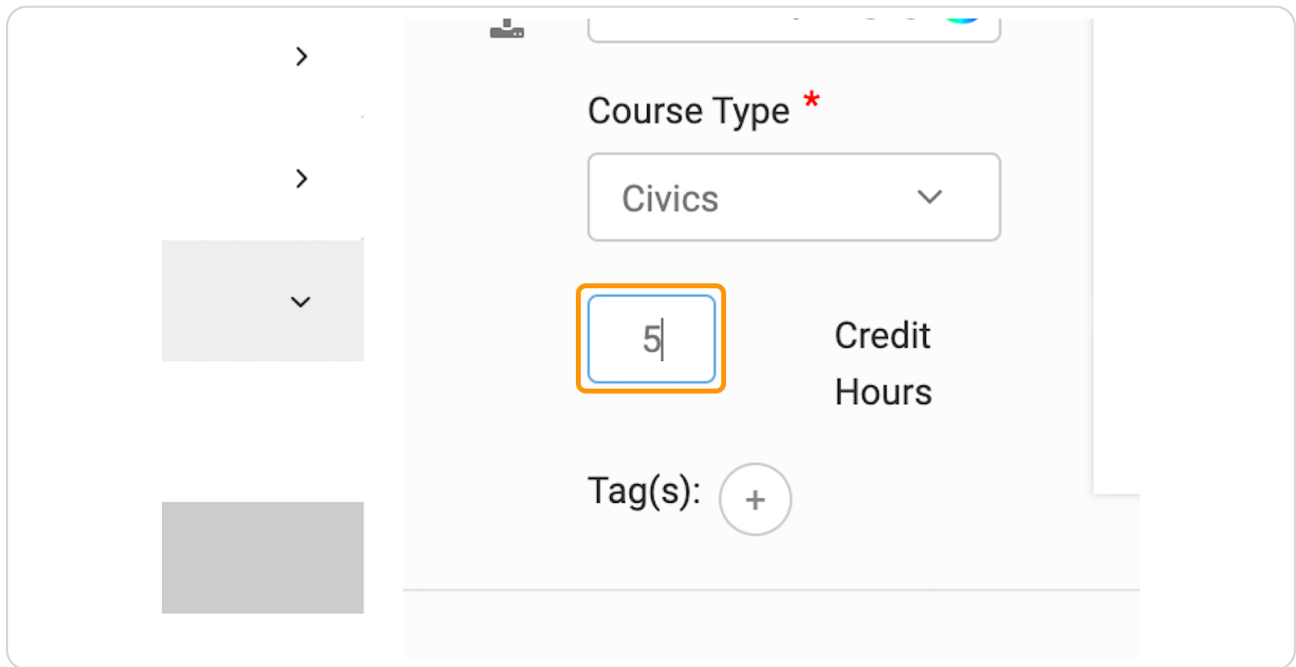
STEP 9

Select your course type.



STEP 10

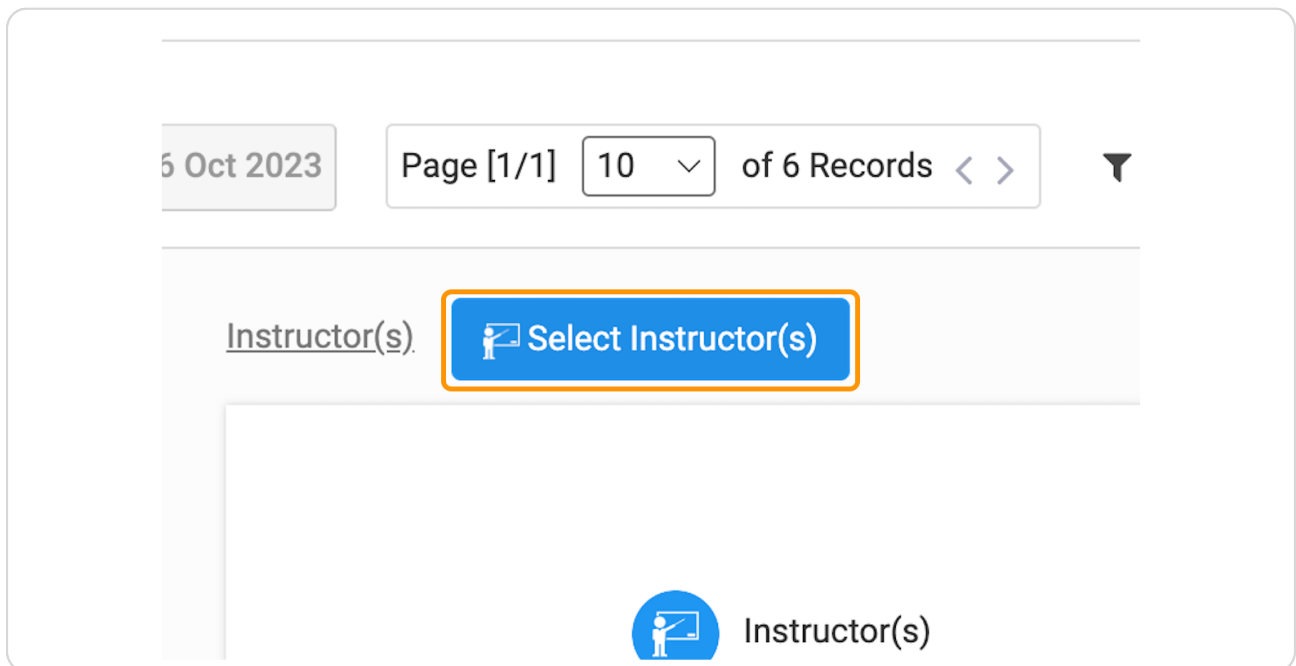
If your course has credits, enter here.



A screenshot of a course configuration form. On the left, there are three vertical navigation arrows: two pointing right and one pointing down. The main form area contains the following elements: a 'Course Type' dropdown menu with 'Civics' selected; a 'Credit Hours' input field containing the number '5', which is highlighted with an orange border; and a 'Tag(s):' field with a plus sign icon. The form is set against a light gray background.

STEP 11

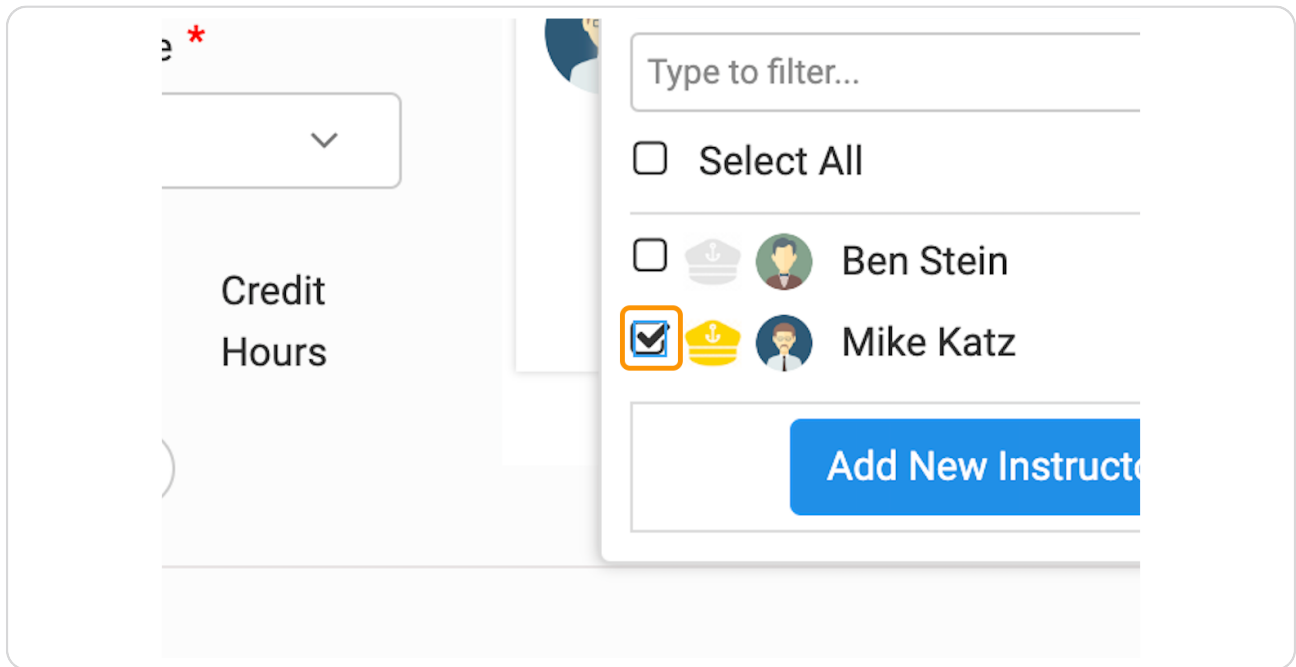
Click on **Select Instructor(s)**



A screenshot of a table interface. At the top, there is a date filter '5 Oct 2023', a pagination control 'Page [1/1] 10 of 6 Records', and a search icon. Below this is a table with one visible row. The first column is labeled 'Instructor(s)'. In this row, a blue button with a white icon of a person at a whiteboard and the text 'Select Instructor(s)' is highlighted with an orange border. Below the table, there is a blue circular icon with a white person at a whiteboard, followed by the text 'Instructor(s)'.

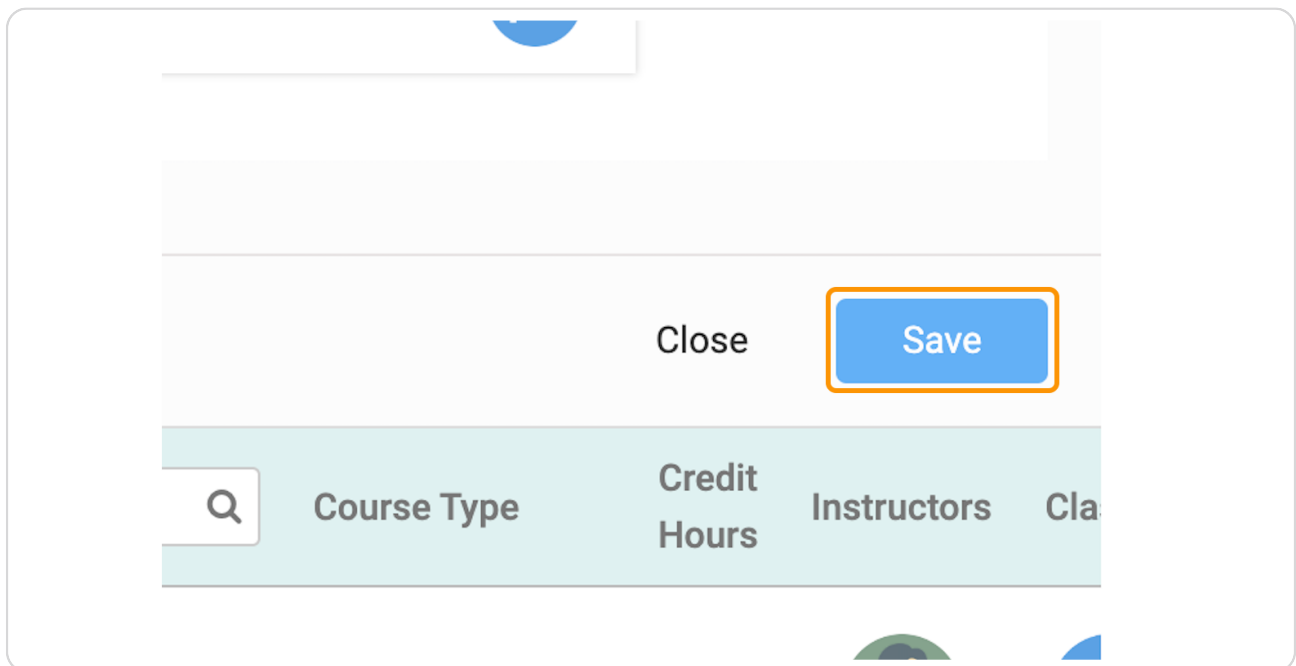
STEP 12

Select or Add New Instructor.



STEP 13




Click on Save



STEP 14

Select the course you just added.

The screenshot shows a course management interface. At the top, there is a 'Courses' header with a refresh icon, an 'Add Course' button, and a date filter set to '06 Oct 2023'. Below the header is a search bar labeled 'Search Courses' and a 'Favorites' section. The main content is a table of courses:

	Favorites	Search Courses	Course Type	Credit Hours	
⋮	★		Community Engagement and Participation	Civics	5
⋮	★		dfh	Board Orientation	10
⋮	★		Technology Essentials	Alliance	3

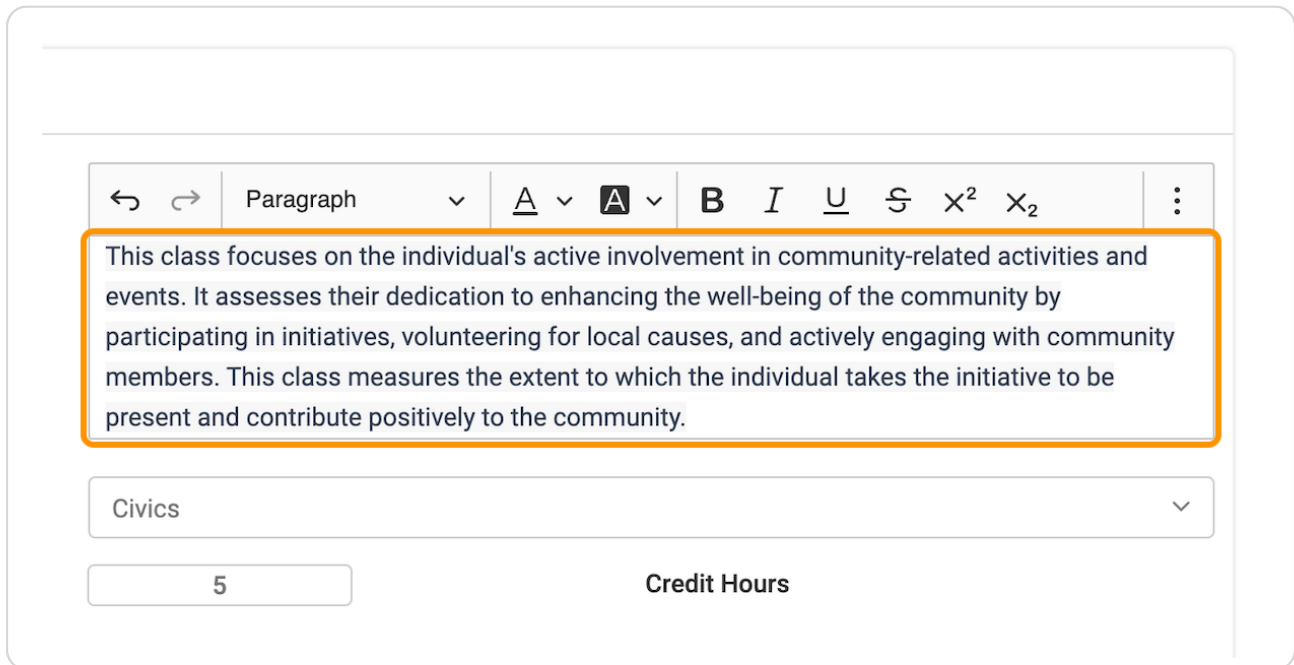
STEP 15

Click on Edit

The screenshot shows a course detail view. At the top right, there are three icons: a group of people, a share icon, and a close icon. Below these icons is a blue button with a pencil icon and the text 'Edit', which is highlighted with an orange border.

STEP 16

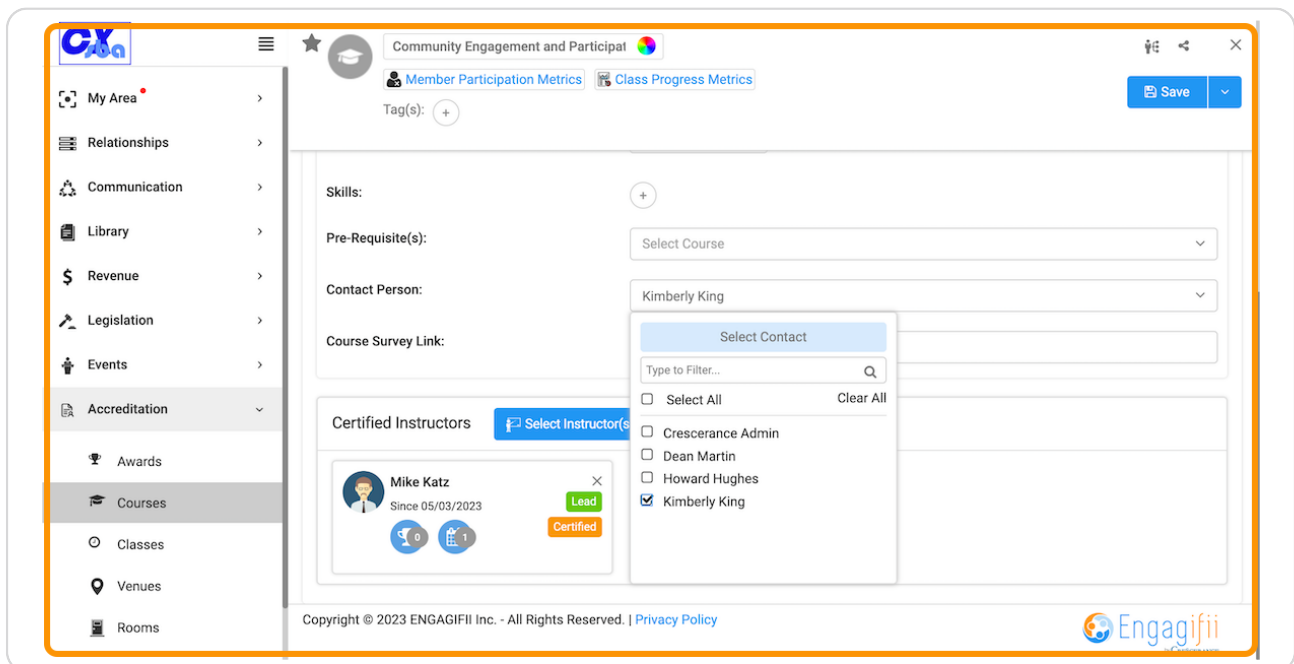
Add your course description



The screenshot shows a rich text editor interface. At the top, there is a toolbar with icons for undo, redo, paragraph style (set to 'Paragraph'), text color, background color, bold, italic, underline, strikethrough, and mathematical symbols. Below the toolbar, a text box contains the following description: "This class focuses on the individual's active involvement in community-related activities and events. It assesses their dedication to enhancing the well-being of the community by participating in initiatives, volunteering for local causes, and actively engaging with community members. This class measures the extent to which the individual takes the initiative to be present and contribute positively to the community." Below the text box is a dropdown menu with "Civics" selected. At the bottom, there is a "5" in a box and the text "Credit Hours".

STEP 17

Click on Select Contact and add.



The screenshot shows a course management interface for "Community Engagement and Participat". The left sidebar contains a navigation menu with items like "My Area", "Relationships", "Communication", "Library", "Revenue", "Legislation", "Events", "Accreditation", "Awards", "Courses", "Classes", "Venues", and "Rooms". The "Courses" item is highlighted. The main content area shows fields for "Skills", "Pre-Requisite(s)", "Contact Person", and "Course Survey Link". The "Contact Person" field is set to "Kimberly King". A "Select Contact" dropdown menu is open, showing a search bar and a list of contacts: "Crescance Admin", "Dean Martin", "Howard Hughes", and "Kimberly King" (which is checked). Below the contact list, there is a "Certified Instructors" section with a "Select Instructor(s)" button. A card for "Mike Katz" is visible, showing "Since 05/03/2023", "Lead", and "Certified" status. The footer contains the copyright notice "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy" and the Engagifii logo.

STEP 18

Click on Save

