

Course Set-Up Checklist

To enable students and staff to make effective use of a course, it is important to set-up your course properly. The six most important initial steps can be found below. It is possible to hide menu items, for instance if they are not finished or when the information is needed later on in the course.

1. Set Course Availability

For student to access the course, the course should be available:

- Click 'Customization' > 'Properties' in the Course Management menu
- Go to option 3 (Set Availability) and set 'Make Course Available' to 'Yes'
- Click 'Submit' to confirm

2. Enroll Instructors

Enroll instructors -> Use Coursebase, contact the coursebasemanager of your faculty

Enroll studentassistant if needed:

- Click 'Users and Groups' -> 'Users' in the Course Management Menu
- Click 'Find Users to Enroll' and search the user in the search field
- Select the Instructor role from the dropdown menu

If instructors are enrolled, but do not have the instructor role:

- Click 'Users and Groups' -> 'Users'
- Click the double ribbon behind the NetID and click 'Change User's Role in Course'
- Select the correct role from the dropdown

3. Adapt Course Menu

Each Course Menu item can be customized. An empty menu items will be hidden automatically.

To adjust a Course Menu item name:

- Set the Edit Mode to 'On' in the top right
- Click the double ribbon behind the Menu Item

name -> 'Rename Link' to edit the name

- The order of the menu items can be changed by dragging the item with the double arrow in front of the menu item name
- To hide menu items, click the double ribbon and click 'Hide Link'

4. Create Content

Several Content items can be added to a course via the Build Content option.

- To add files to a course, go to the desired folder
- Click 'Build Content' and select one of the content items

5. Set Adaptive Release Rules

Content items can be made available in specific time slots with Adaptive Release:

- Go to an item in the course
- Click the double ribbon behind the item -> 'Adaptive Release'
- Choose a time slot in between the item will be available

6. Set Enrollment Settings

Select the appropriate enrollment settings for the course:

- Click 'Customization' -> 'Enrollment Options' in the Course Management Menu -> 2 possibilities

1. Set the enrollment options to Self-Enrollment (with or without date restriction), if student should be able to enroll themselves for the course.

2. Enroll by instructor



Need support?

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