

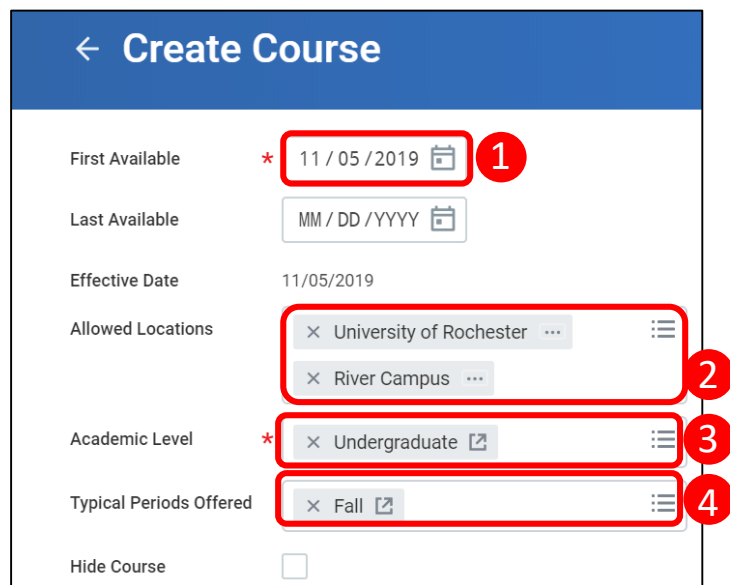
Creating a Course Definition

Create a Course:

1. From the UR Student home page, type **Create Course** in the search bar
2. Click **Create Course**
3. Click **Calendar** icon
4. Select the **Effective Date**
5. Click **OK**

This opens the Create Course page. From here:

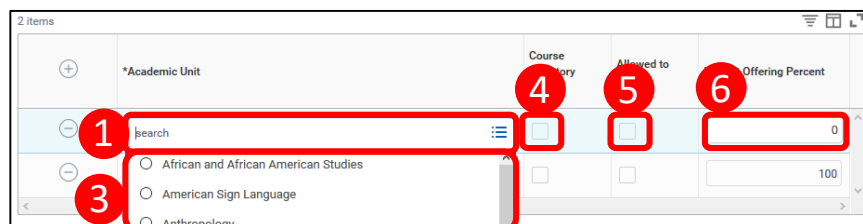
1. Click **First Available** calendar icon, then click your selected **date**
2. Click **Allowed Locations** box, then select **University of Rochester & Campus location**
3. Click **Academic Level** box, then click appropriate level
4. Click **Typical Periods Offered**, then click appropriate periods (Fall, Spring, Summer)



The screenshot shows the 'Create Course' form. Callout 1 points to the 'First Available' date field, which is set to 11/05/2019. Callout 2 points to the 'Allowed Locations' dropdown, which shows 'University of Rochester' and 'River Campus'. Callout 3 points to the 'Academic Level' dropdown, which shows 'Undergraduate'. Callout 4 points to the 'Typical Periods Offered' dropdown, which shows 'Fall'.

Define the Academic Unit (School or College):

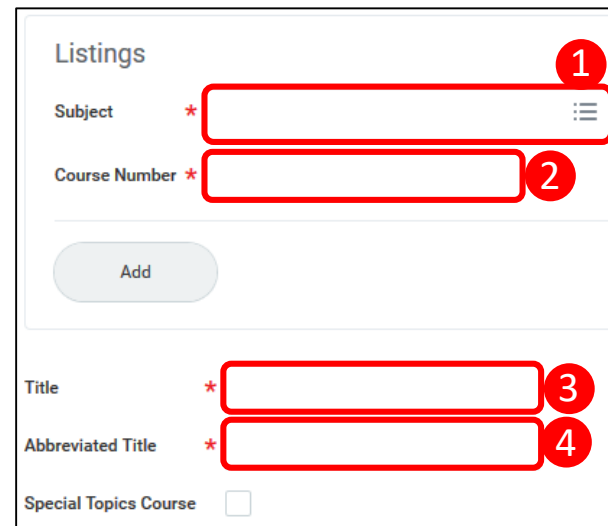
1. Click **Search** field
2. Type or scroll to appropriate unit(s)
3. Click **unit**
4. Check **Course Inventory Owner** for the appropriate unit
5. Check **Allowed to Offer** for the appropriate unit(s)
6. Type **Default Offering Percent** if necessary (auto populates at 100%)



The screenshot shows the 'Define the Academic Unit' form. Callout 1 points to the 'Search' field. Callout 2 points to the list of units, which includes 'African and African American Studies', 'American Sign Language', and 'Anthropology'. Callout 3 points to the 'unit' checkbox. Callout 4 points to the 'Course Inventory Owner' checkbox. Callout 5 points to the 'Allowed to Offer' checkbox. Callout 6 points to the 'Default Offering Percent' field, which is set to 100%.

Enter Course Details:

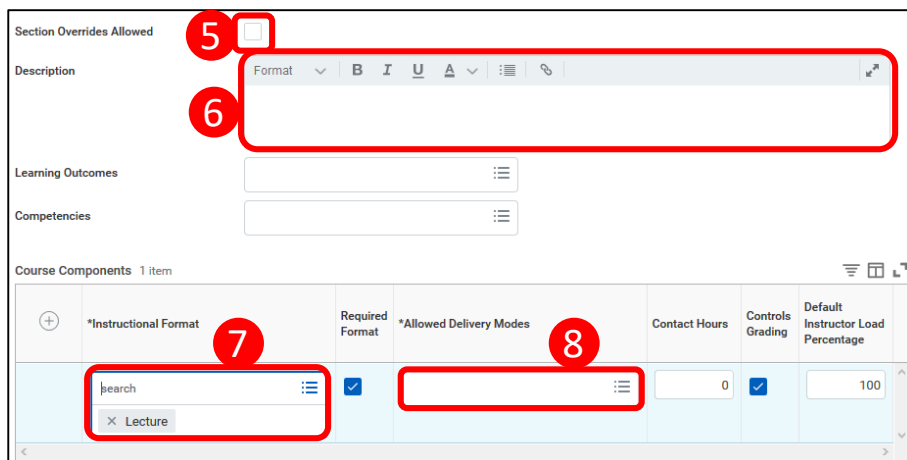
1. Click **Subject** box, click the appropriate **Subject** from the drop-down
2. Enter **Course Number**
3. Enter course **Title**
4. Enter **Abbreviated Title**, if different



The screenshot shows the 'Enter Course Details' form. Callout 1 points to the 'Subject' dropdown. Callout 2 points to the 'Course Number' field. Callout 3 points to the 'Title' field. Callout 4 points to the 'Abbreviated Title' field. There is also an 'Add' button and a 'Special Topics Course' checkbox.

Creating a Course Definition

- Click **Section Overrides Allowed** box
- Enter **Course Description**
- Click **Instructional Format** search box, select appropriate format
- Select **Allowed Delivery Modes**



Section Overrides Allowed

5 ☐

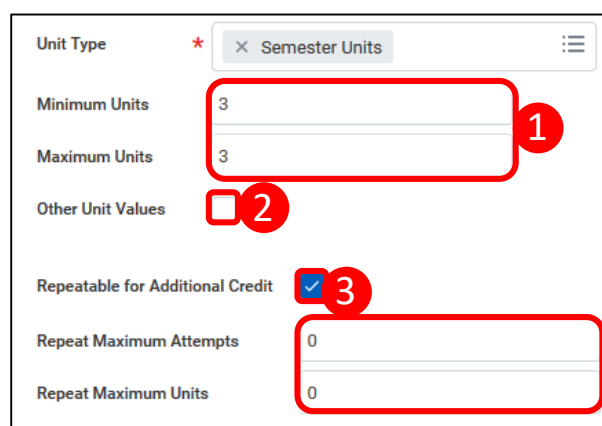
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Enter Credit Information:

- Enter **Minimum and Maximum Units**
- Check **Other Unit Values** and enter **Other Unit Type** if applicable
- Check **Repeatable for Additional Credit** and enter **Repeat Maximum Attempts** if applicable



Unit Type *

Minimum Units

Maximum Units

Other Unit Values ☐

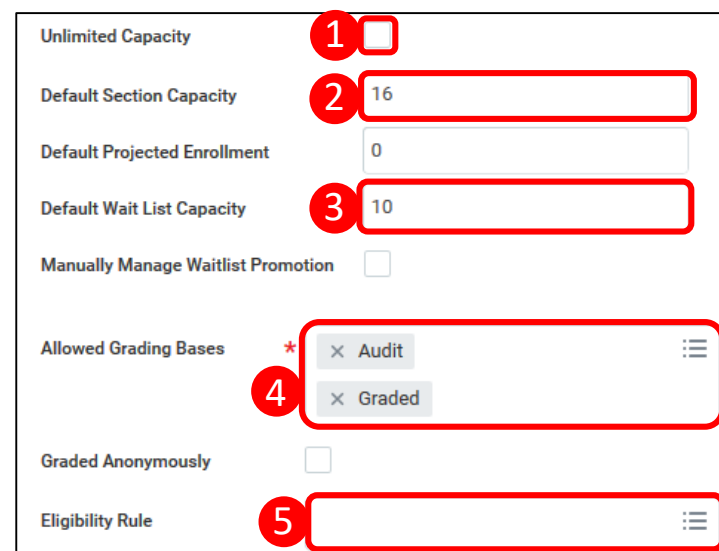
Repeatable for Additional Credit ☒

Repeat Maximum Attempts

Repeat Maximum Units

Enter Capacity and Grading Information:

- Check **Unlimited Capacity** if applicable
- Enter **Default Section Capacity**
- Enter **Default Wait List Capacity**
- Enter **Allowed Grading Bases** (Audit, Graded, Pass/Fail, Satisfactory/Fail)
- Enter **Eligibility Rule** if necessary



Unlimited Capacity ☐

Default Section Capacity

Default Projected Enrollment

Default Wait List Capacity

Manually Manage Waitlist Promotion ☐

Allowed Grading Bases *

Graded Anonymously ☐

Eligibility Rule

Confirm Course Submission:

- Click **Submit**
- Click **Done**
- From home page, enter **Find Course Definitions** in search bar
- Select **Find Course Definitions**
- Type your **course name** into search field and press **Enter**
- Click the **Course Link** in the results list
- Confirm course information is accurate