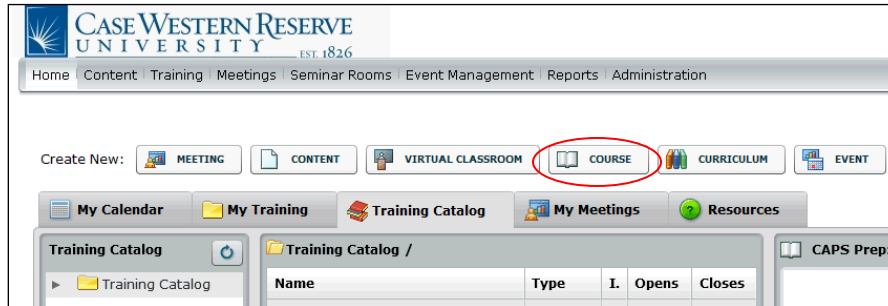


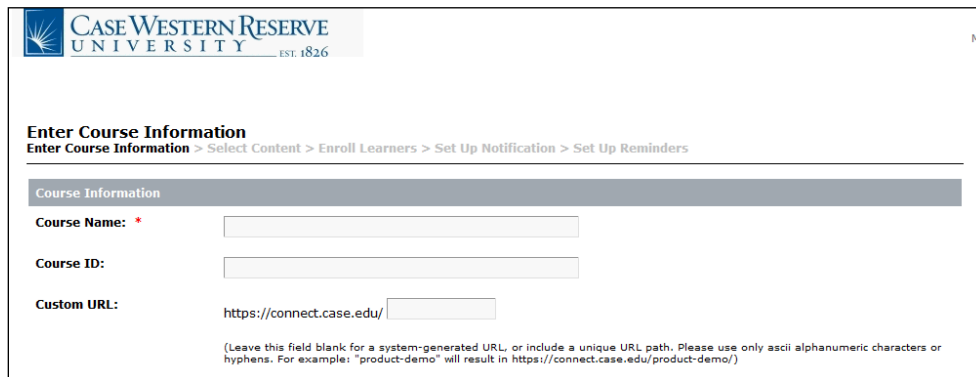
Creating a Course

Procedure

Begin by logging in to Adobe Connect at connect.case.edu



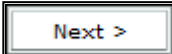
Step	Action
1.	Once you are logged in, the Home screen appears. Click the Training button.

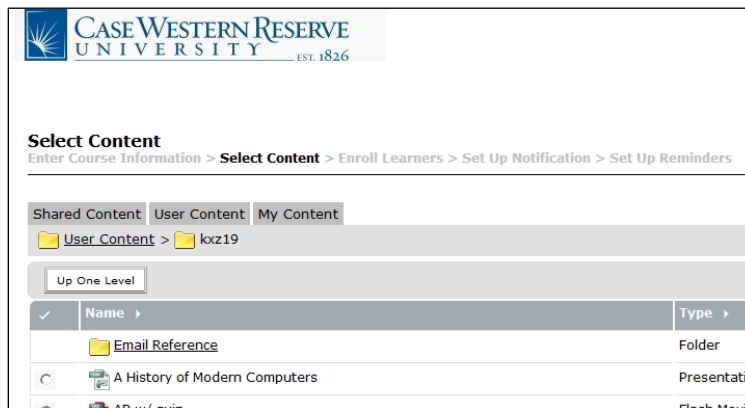


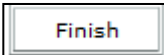
Step	Action
2.	The Enter Course Information screen appears. Enter a name for the course or presentation into the Course Name field.
3.	Enter a URL that is easy to read and enter into the address bar of an Internet browser into the Custom URL field. You will be able to distribute this URL to your students via email or in another medium such as a Blackboard course.

Information Technology Reference Guide

Creating a Course

Step	Action
4.	The Course Starts On fields enable you to determine a date that the course becomes accessible to students. It defaults to the current date; is optional to change it.
5.	Use the Course Closes On options to determine a date that the course closes to students. The default option is "No close date."
6.	The Max Attempts field enables you to determine the amount of times that a student can view the course. Leave this field blank to allow students to watch the presentation multiple times.
7.	Click the Next button. 



Step	Action
8.	A list of the content you've uploaded to Adobe Connect appears. Select the PowerPoint presentation that was published to Connect using Presenter.
9.	Click the Finish button. 

Information Technology Services Reference Guide Creating a Course

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Course Information

Course Name: History of Modern Computers
Course ID:
Summary:
Open Date: 04/13/2011 1:00 PM
Close Date: -
Course URL: <https://connect.case.edu/moderncomputers/>
Max Attempts: Unlimited
Max Possible Score: 10
Number of Slides: 7 slides
Duration: 00:07:29
Language: English

Training Catalog Settings

Training Catalog Self-Enrollment: Self-enrollment not enabled.

Reminder Policy

Enabled: Yes
Send Reminders To: Enrollees who have failed or not completed the course
Next Reminder: 04/13/2011 12:00 AM
Occurrence: Weekly

Step	Action
10.	The course is created and the Course Information tab appears. Click the Training Catalog Settings link.

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Training Catalog Settings

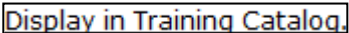
Enable Catalog Self-Enrollment **List in Training Catalog for Learner Self-Enrollment**
 Enrollment Requires Course Manager Approval
 Notify Course Manager(s) of Approval Requests by Email
 Enrollment is Open

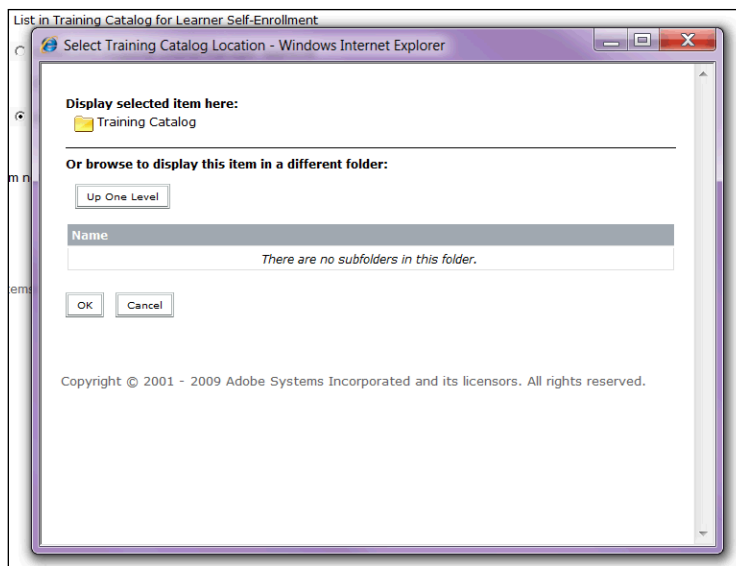
Training Catalog Listing Self-enrollment not enabled. Please enable self-enrollment before selecting a listing in the Training Catalog.


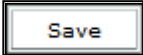
Step	Action
11.	Click the List in Training Catalog for Learner Self-Enrollment option.

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Creating a Course

Step	Action
12.	The fields Enrollment Requires Course Manager Approval and Notify Course Manager of Approval Requests by Email are selected by default. These settings will enable you to receive requests from students to see the course content, which in turn allows you to ensure that the students are enrolled in the course through the SIS before you approve their request. Notifications of enrollment requests will be sent to you by email from the Connect server.
13.	If you do not want to approve requests for enrollment, click the Enrollment is Open option.
14.	Click the Display in Training Catalog link. 



Step	Action
15.	The Training Catalog location window appears. Click the OK link. 
16.	Click the Save button. 
17.	This completes the process of creating a course in Adobe Connect using a presentation developed in PowerPoint and published with Adobe Presenter. End of Procedure.