Creating a Course

Procedure

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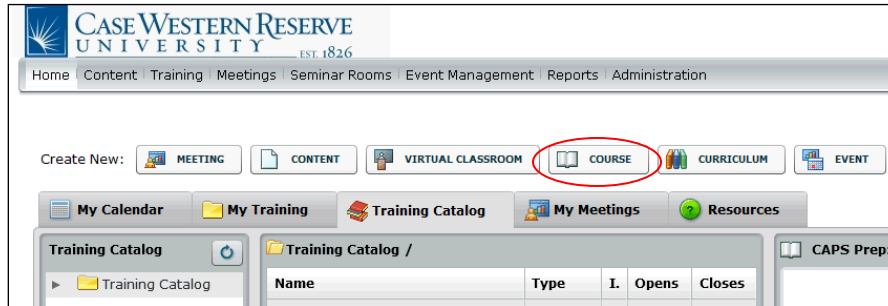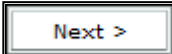

Step	Action
1.	Once you are logged in, the Home screen appears. Click the **Training** button.
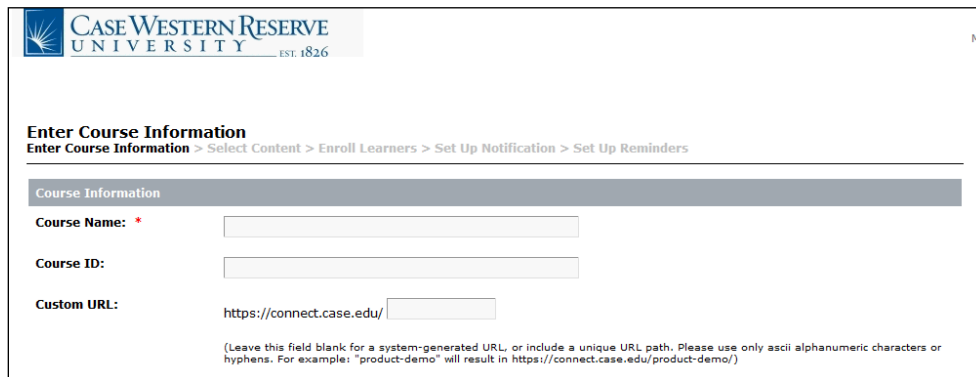
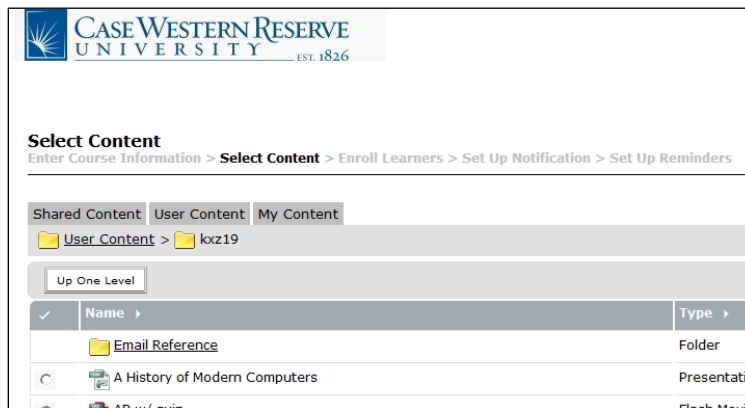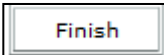| Step	Action
2.	The Enter Course Information screen appears. Enter a name for the course or presentation into the **Course Name** field.
3.	Enter a URL that is easy to read and enter into the address bar of an Internet browser into the **Custom URL** field. You will be able to distribute this URL to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

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.

Step	Action
10.	The course is created and the Course Information tab appears.
	Click the **Training Catalog Settings** link.
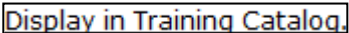
Step	Action
11.	Click the **List in Training Catalog for Learner Self-Enrollment** option.

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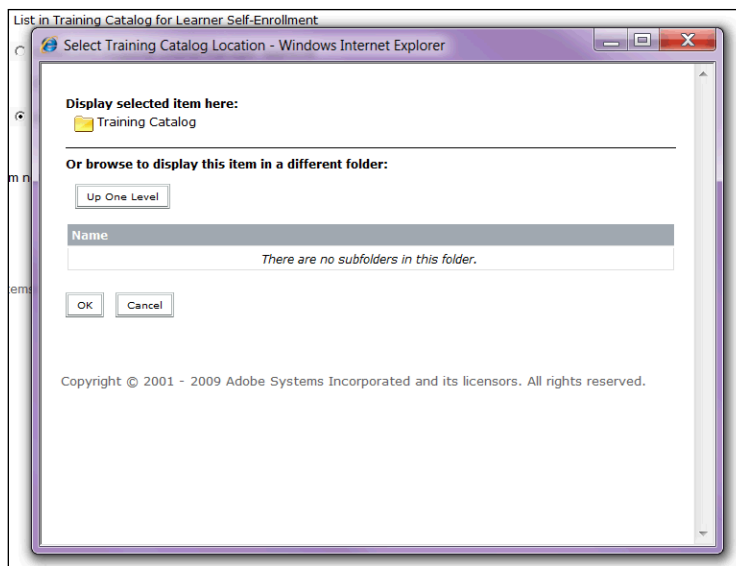
Step	Action
15.	The Training Catalog location window appears. Click the **OK** link. OK
16.	Click the **Save** button. Save
17.	This completes the process of creating a course in Adobe Connect using a presentation developed in PowerPoint and published with Adobe Presenter. **End of Procedure.**