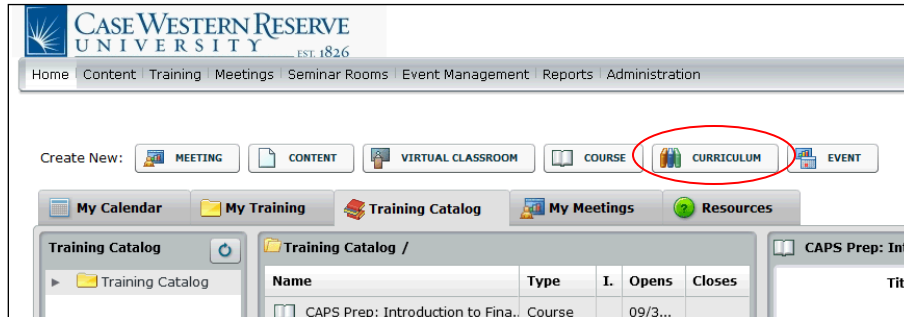


## Creating a Curriculum

### Procedure

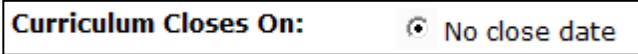
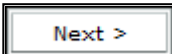
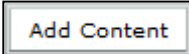
Begin by signing in to Adobe Connect at [connect.case.edu](http://connect.case.edu)

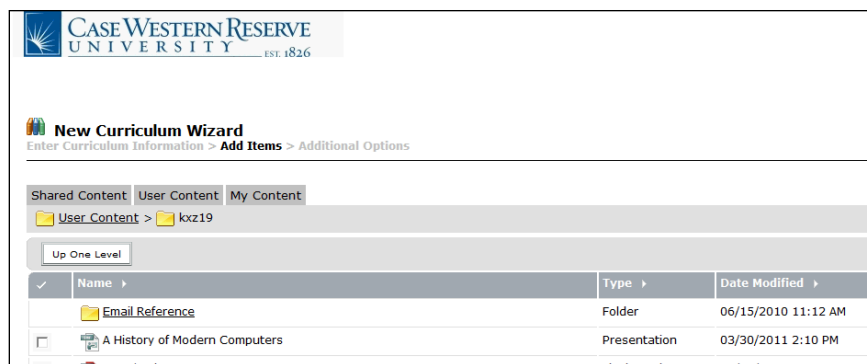


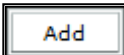
Step	Action
1.	Once you are signed in to Adobe Connect, the Home screen appears. Click the <b>Training</b> button.

## Information Technology Reference Guide


### Creating a Curriculum

Step	Action
2.	The New Curriculum wizard appears.  Enter an appropriate name for this online curriculum, such as the subject, catalog number and title, into the <b>Curriculum Name</b> field.
3.	Enter an ID for the curriculum, such as the subject and course number, into the <b>Curriculum ID</b> field.
4.	In the <b>Custom URL</b> field, enter words or characters that will enable your students to type the URL into their web browser and go to the curriculum directly. For example, enter the subject and catalog number.
5.	The <b>Curriculum Starts On</b> fields enable you to determine a date that the curriculum becomes accessible to students. It defaults to the current date; is optional to change it.
6.	Use the <b>Curriculum Closes On</b> options to determine a date that the curriculum closes to students. The default option is "No close date."  
7.	Click the <b>Next</b> button.  
8.	Click the <b>Add Content</b> link.  



Step	Action
9.	A list of the content you've uploaded to Adobe Connect appears. Select the PowerPoint presentation that was published to Connect using Presenter, as well as any other content that you want to make a part of your curriculum.
10.	Click the <b>Add</b> button.  

## Information Technology Reference Guide Creating a Curriculum




### New Curriculum Wizard

Enter Curriculum Information > **Add Items** > Additional Options


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**Tracking will now be enabled.**

1. Connect Pro will automatically enable tracking for the following item(s). Each item will become a course in your curriculum.
  -  A History of Modern Computers
2. The new course(s) will be stored in your "HIST 311: Modern Technology Resources" folder. The resources folder is created to hold the courses that Connect Pro automatically creates for this specific curriculum.
3. Courses created automatically permit users to attempt the course unlimited times. To modify 'maximum attempts' or other course information, access the course in the "HIST 311: Modern Technology Resources" folder once your new curriculum is complete.

If you want to continue with adding these items to the curriculum, click 'Add'.  
If you want to return to the previous step, click 'Back'.

Step	Action
11.	<p>A message appears. It explains that each content item you selected will become a course that is tracked within the curriculum, and the content will be stored in your Resources folder.</p> <p>Click the <b>Add</b> button.</p> <div style="text-align: center; border: 1px solid gray; width: 60px; margin: 0 auto; padding: 2px 10px;">Add</div>
12.	<p>Click the <b>Next</b> button.</p> <div style="text-align: center; border: 1px solid gray; width: 80px; margin: 0 auto; padding: 2px 10px;">Next &gt;</div>
13.	<p>Click the <b>Finish</b> button.</p> <div style="text-align: center; border: 1px solid gray; width: 80px; margin: 0 auto; padding: 2px 10px;">Finish</div>




My Profile


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> [User Training](#) > > [kxz19](#) >  [HIST 311: Modern Technology](#)

[Curriculum Information](#) | Training Catalog Settings | [Manage Enrollees](#) | [Notifications](#) | [Reports](#)

 HIST 311: Modern Technology

 A History of Modern Computers

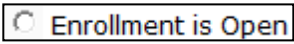
**Curriculum Information** Edit

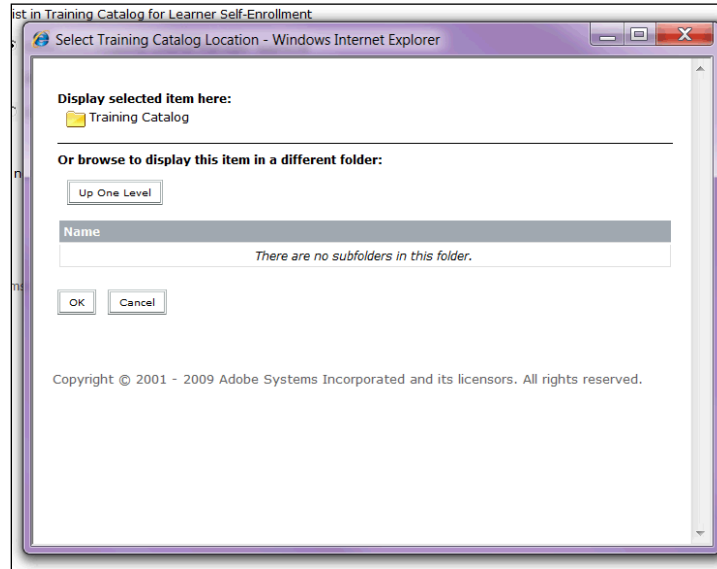
Name:	<b>HIST 311: Modern Technology</b>
ID:	<b>HIST311</b>
Summary:	
Open Date:	<b>04/13/2011 11:45 AM</b>

Step	Action
14.	Click the <b>Training Catalog Settings</b> link.

## Information Technology Reference Guide

### Creating a Curriculum

Step	Action
15.	Click the <b>List in Training Catalog for Learner Self-Enrollment</b> option.  This will enable your students, under your direction, to enroll in the curriculum through the Training Catalog. This does not replace the process of students enrolling for your course through the Student Information System - it only enables them to take the course in Adobe Connect.
16.	The fields <b>Enrollment Requires Course Manager Approval</b> and <b>Notify Course Manager of Approval Requests by Email</b> 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.
17.	If you do not want to approve requests for enrollment, click the <b>Enrollment is Open</b> option. 
18.	Click the <b>Display in Training Catalog</b> link.



Step	Action
19.	<p>The Training Catalog location window appears.</p> <p>Click the <b>OK</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div>
20.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Save</div>
21.	<p>The course will now be viewable in the Connect Training Catalog for students to find.</p> <p>This completes the process of creating a curriculum in Adobe Connect. <b>End of Procedure.</b></p>