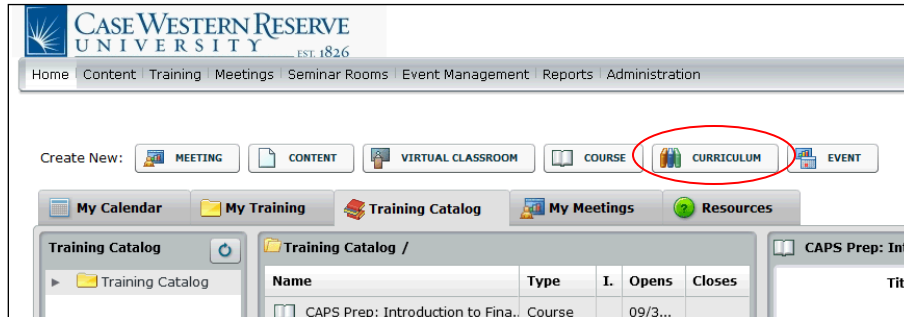# Creating a Curriculum

Procedure
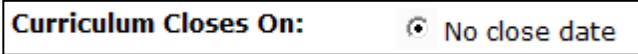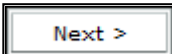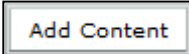
Begin by signing in to Adobe Connect at *connect.case.edu*
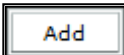
Step	Action
1.	Once you are signed in to Adobe Connect, the Home screen appears. Click the **Training** button.

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 **Curriculum Name** field.
3.	Enter an ID for the curriculum, such as the subject and course number, into the **Curriculum ID** field.
4.	In the **Custom URL** 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 **Curriculum Starts On** 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 **Curriculum Closes On** options to determine a date that the curriculum closes to students. The default option is "No close date." **Curriculum Closes On:** ⊙ No close date
7.	Click the **Next** button. Next >
8.	Click the **Add Content** link. Add Content

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

Shared Content   User Content   My Content
📁 User Content > 📁 kxz19

Up One Level

✓	Name ▸	Type ▸	Date Modified ▸
	📁 Email Reference	Folder	06/15/2010 11:12 AM
☐	📄 A History of Modern Computers	Presentation	03/30/2011 2:10 PM
		Flash Movie	11/22/2010 12:12 PM

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 **Add** button. Add

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Step	Action
11.	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. Click the **Add** button. Add
12.	Click the **Next** button. Next >
13.	Click the **Finish** button. Finish

Step	Action
14.	Click the **Training Catalog Settings** link.

Step	Action
15.	Click the **List in Training Catalog for Learner Self-Enrollment** 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 **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.
17.	If you do not want to approve requests for enrollment, click the **Enrollment is Open** option.
18.	Click the **Display in Training Catalog** link.
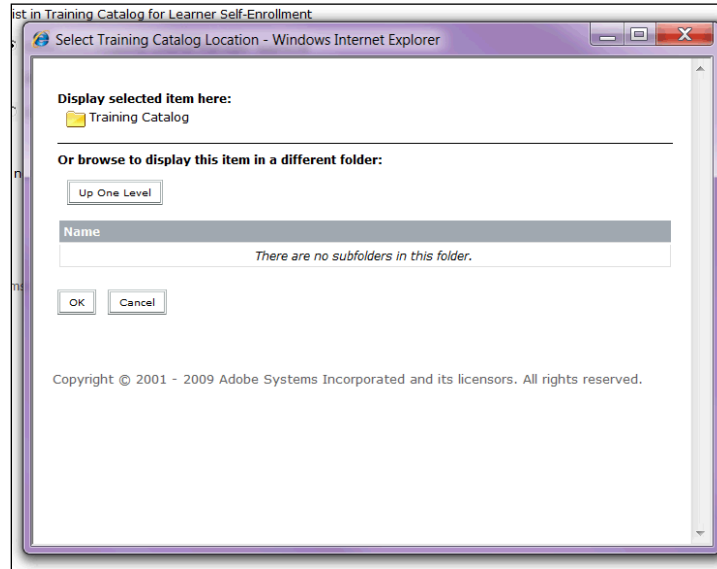
Step	Action
19.	The Training Catalog location window appears. Click the **OK** link. OK
20.	Click the **Save** button. Save
21.	The course will now be viewable in the Connect Training Catalog for students to find. This completes the process of creating a curriculum in Adobe Connect. **End of Procedure.**