



### Step 1

#### PLAN

- Gather resources
- Set your timeframe
- Establish goals and objectives.

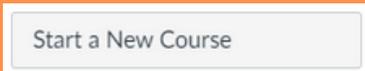
#### DESIGN

Build modules, adding content, assignments, discussions and quizzes  
 Determine pre-requisites  
 Prepare for publication

### Step 2

#### CREATE

- On Dashboard, Choose **START A NEW COURSE**



- Import the **RCSS Professional Learning Template** from the **COMMONS**



### Step 3

#### COURSE DETAILS

Found in the menu bar.



- Add an course relevant **IMAGE** (Select the 3 dots to edit)
- Rename the course
- Set the **START & END** date of the course
- Visibility set to **COURSE**

### Step 4

#### SETTINGS

Found in the menu bar.



Set the **NAVIGATION** menu learners will see in your course. Choose only what is needed. *Drag those options you do not want to see to the bottom.*

### Step 5

#### HOME PAGE



the home page.

- In the Rich Content Editor box:
- Change the **BANNER** image
  - Provide a course description for **About this Course**
  - Rename the **Course Resources**

### Step 6

#### MODULES

Using the **LEVEL UP** model, Rename your modules & pages to fit your content.

- Use the 3 dots to edit each assignment page & module name.
- Click on the assignment page name to open the page and add your content.

**REMEMBER TO SELECT SAVE** after each edit.

*Delete all extra content.*