Course Customization - Online Supplements

Quick Start Guide

Using the Course Customization feature, teachers can replace assignments requiring the purchase of resources with comparable assignments using online resources.
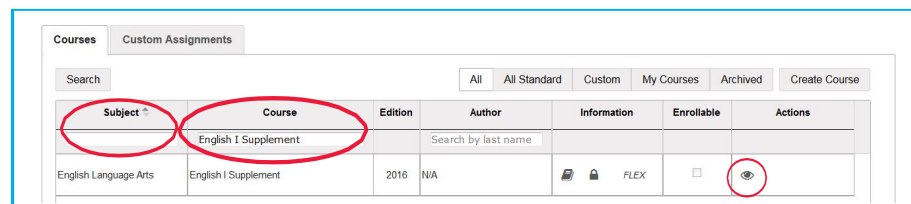*Please note: you must have the "Create/Edit Courses" permission to complete these steps.*
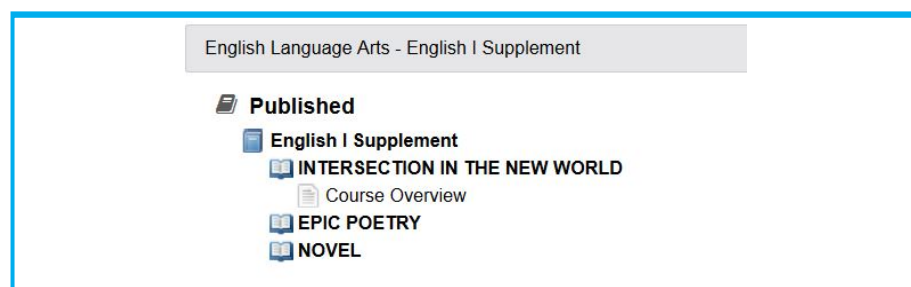
1 Click the Courses tab.

2 Use the Subject or Course search field to find the course labeled Supplement. Click the eye in the Actions column to preview the course.
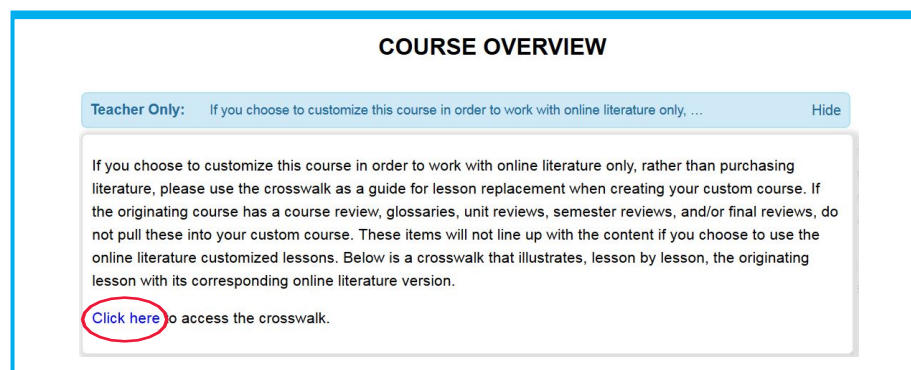
3 Open the first unit by clicking the title. Click the Course Overview.

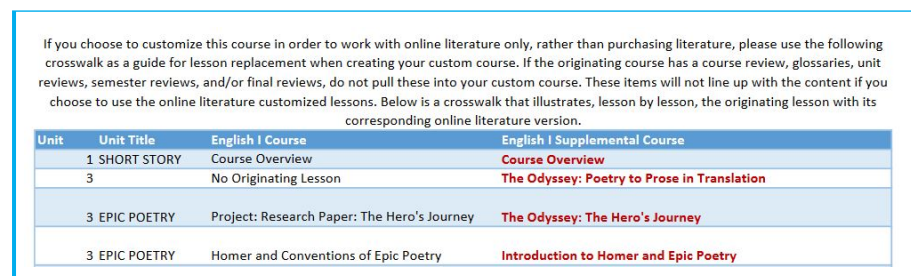**4** Open the Teacher Only note at the top of the Course Overview. Click the link to view the Crosswalk, which will serve as a guide for lesson replacement. The crosswalk will open in a new tab, which you can leave open as you complete the remaining steps.
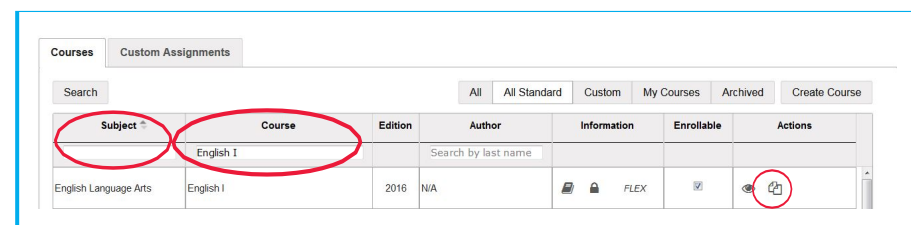
5 The crosswalk will show you the Unit number, Unit Title, and the title of the assignment to remove from the originating course. It will also show you the title of the supplemental assignment to add to your course.
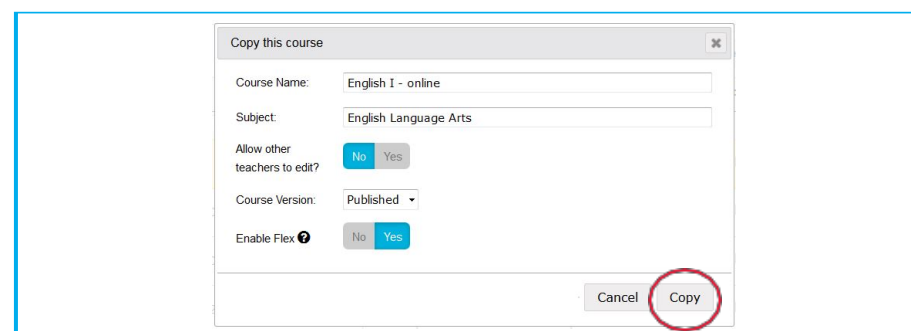
6 Return to the Courses tab and use the Subject or Course search field to find the originating course. Click the Copy button in the Actions column.
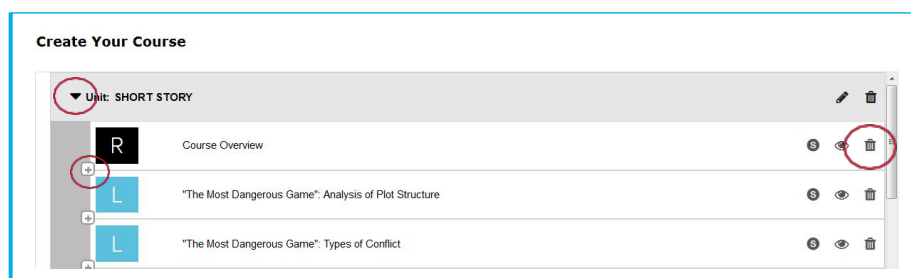
7 Enter the new Course Name and Subject, set the editing permissions, click Yes to enable Flex Assessments, and then click Copy.
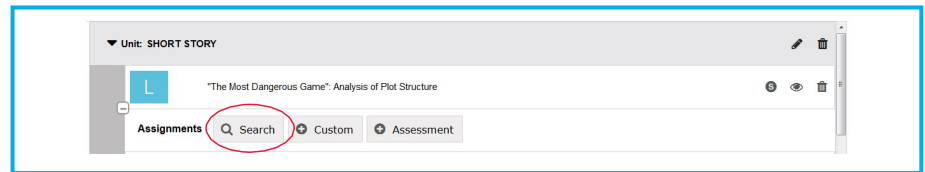
8 Click the triangle to the left of the unit title to open the unit. Find the assignment that needs to be removed, and click the trash can on the right. Then click the + to search for the replacement assignment.
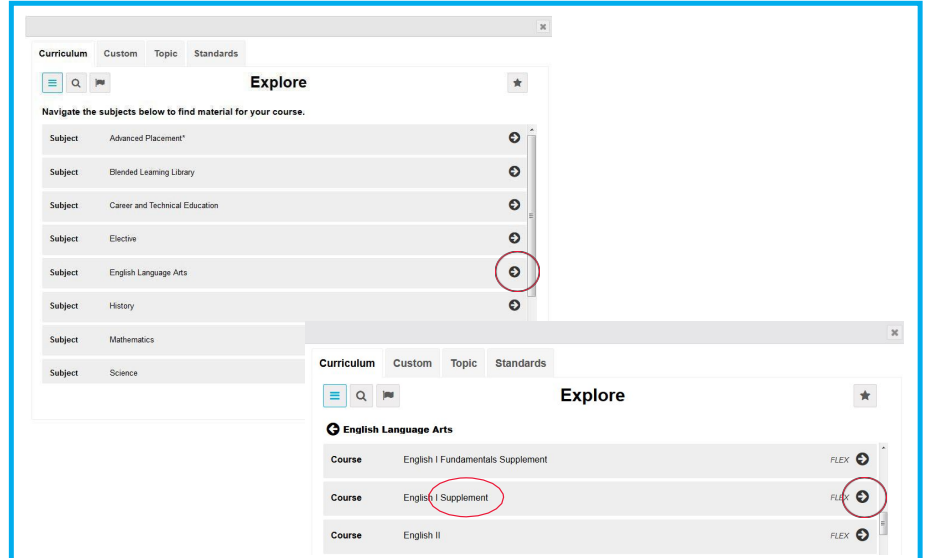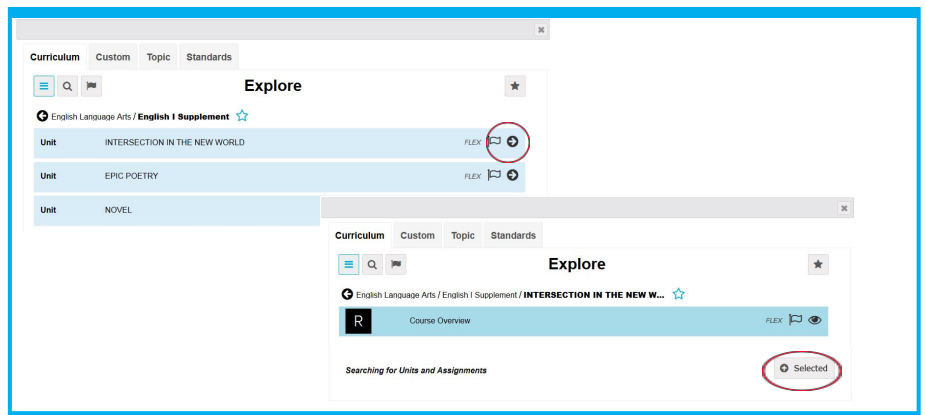
9 Click the Search button.

10 Click the arrow next to the appropriate subject, then find the course designated as "Supplement" that matches the originating course. Click the arrow.

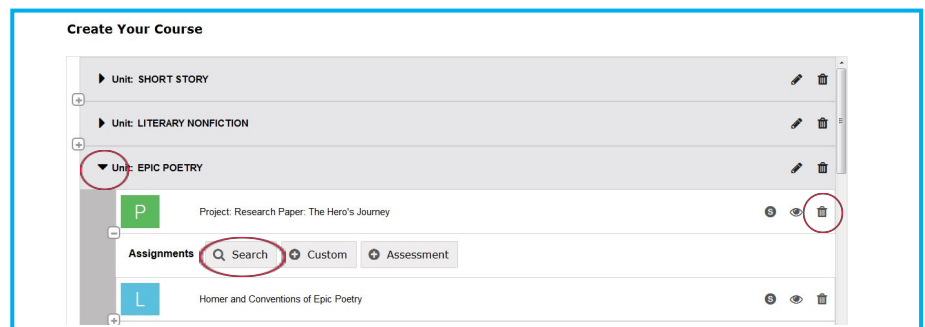**11** Click the arrow next to the appropriate unit title. Then click the replacement assignment and the + Selected button.

If you need to rearrange the sequence of assignments after you've added them to the course, simply click on an assignment to drag and drop it into its new location.
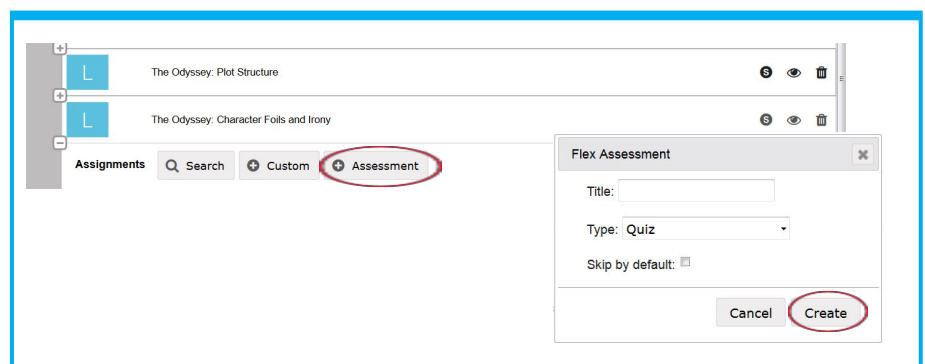
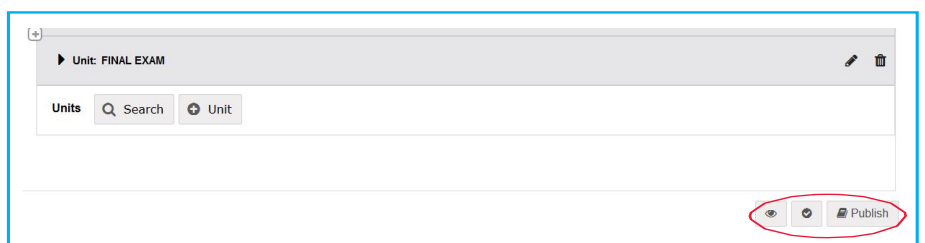**12** Repeat steps 8-11 for each assignment that needs to be replaced.

13 If the crosswalk indicates that a new assessment is needed, click the + where the assessment needs to be added, then click the +Assessment button. Give the assessment a name, and then click Create.

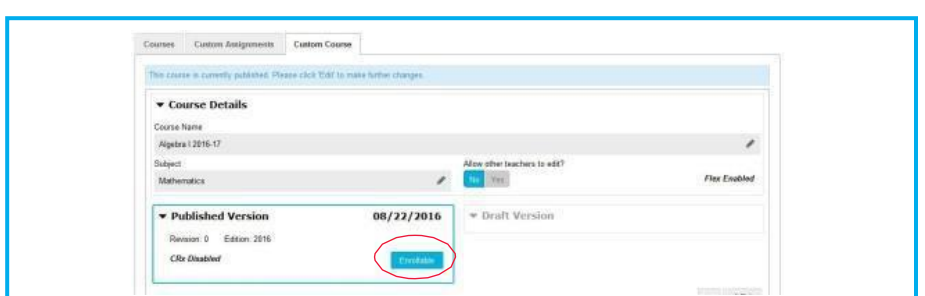**14** When customization is complete, click the eye to preview the course. Ensure compatibility by clicking the check mark to validate the course. Errors will be indicated by a red triangle. Click the triangle for information about the error. Click Publish to finalize customization.

15 After publishing, click the Enrollable button to be able to enroll students in the new custom course.

For additional details, visit our Training Resource page for videos and tutorials. Click the Help button at the bottom of your screen to start browsing training resources at any time.