

Do's and Don'ts in truenorthlogic

(Things to consider when creating courses.)

After you have finished creating your course, on the right-hand side you will see options that you must complete. Please complete the following:

The screenshot shows the 'Manage Instructor Led Course' interface. The left sidebar contains navigation links like 'Home', 'Print Learning Opportunities By Date', 'Verify Certificate', etc. The main area is split into 'Details' and 'Settings'. The 'Details' section shows course information like Course # (22075), Course Title (test), Course Description (Testing), Office (Office of Instructional Services), and Course Provider (Richland One Schools). The 'Settings' section on the right has a list of options with links to configure them: Availability (Set Locations), Required Demographics (Set Required), Recommended Demographics (Set Recommended), Restricted to Demographics (Set Restricted), Subjects (Align Subjects), and Competencies (Align Rubrics). A green arrow points to the 'Recommended Demographics' option.

Setting	Do's	Don'ts
Availability		Do <u>not</u> change this setting as it will always default to Richland School District One
Required Demographics		Do <u>not</u> complete the Required Demographics unless prior approval has been given from the Office of Instructional Services.
Recommended Demographics		Do <u>not</u> complete the Recommended Demographics unless prior approval has been given from the Office of Instructional Services.
Restricted Demographics		Do <u>not</u> complete the Restricted Demographics unless prior approval has been given from the Office of Instructional Services.
Subjects	Please <u>select</u> the content area(s) for the course as well as the grade band(s).	
Competencies		Do <u>not</u> complete the required Demographics unless prior approval has been given from the Office of Instructional Services.

