

Midyear Course Management

ADMINISTRATORS

Overview:

- Remove courses that are no longer up to date.
- Remove customized courses that are no longer needed.
- Update courses with new versions available
- Schedule Customization PD.

Remove unsupported courses:

1. Hover over “Courses.”
2. Scroll down, click on “Manage Courses.”
3. Click the Filter button, scroll over to the Edition tab.
 - a. Check Previous and Unsupported. Click Apply.
4. Check the box beside the Name Column.
5. Select ALL.
6. Click “More.”
7. Archive Courses.

Remove customized courses:

1. Hover over “Courses.”
2. Scroll down, click on “Manage Courses.”
3. Check the box beside the courses that have been customized that are no longer needed.
4. Click “More.”
5. Archive Courses.

Notes:

- Ensure you have the proper permissions to complete tasks at hand.
- Adjust Settings to ensure you can see all columns necessary to complete tasks.
- Use Double Arrow to enlarge screen.
- Be aware of roles and permissions for each role.

Update courses to the current edition:

1. From the Course Management School, review the current courses that will be needed for the up and coming new year.
2. Check the box of the course you need to add to your Customization School.
3. Click “Add to Schools.”
 - a. Choose your Course Customization School.
 - b. Click Add to Schools.



Schedule your customization PD session:

Training is essential for a new and existing implementation using Edgenuity. Look at your calendar and schedule the PD as soon as possible to ensure you get your requested date.