

Teachers can create online courses in LearnerPal in different ways

- Create a new course from “scratch”
- Create a new course by using an existing course as the template

I. Create a New Course

From the *Course* tab, select **Create New Course**

Create Course

1. Enter **Course Name**
2. Enter **Description**
3. Enter **Subject(s)**.

Course Name:

Description:

Select Subject:

Cancel **Next**

LearnerPal: Quick Start – Create a Course

Courses are made up of **Units** (groupings of activities). **Activities** are added to units once created.

1. In the **Unit** field, name the unit. For this example, we named the Unit “The Colonies”

The screenshot shows the 'History of America' course page. Under 'U.S. History and Government', a dropdown menu is set to 'The Colonies'. Below the dropdown is an 'Add Activity' button. At the bottom left is an 'Add Another Unit' button. At the bottom right are 'Cancel', 'Save & Exit', and 'Save & Assign' buttons.

2. Add activities to the **Unit** by clicking on **Add Activity**. The *Activity Listing* window will appear.

The screenshot shows the 'Manage Activity' window. On the left, there are filters for Subject (Algebra 1, CC Geometry, Earth Science), Activity Type (Flashcards, PDF, Question), and Owner Name (Joe Clarke, LearnerPal). The main table lists activities:

Activity	Subjects	Type	Created On	View	Add
Crusade pt2 By Joe Clarke	Global History and Geography	Question	11/12/2017	View	Add
Napoleon By Joe Clarke	Global History and Geography	Question	5/27/2018	View	Add
Constitution Vocabulary By Joe Clarke	U.S. History and Government	Flashcards	10/8/2017	View	Add
test By Joe Clarke	U.S. History and Government	Question	10/9/2017	View	Add

You can search, refine and select from different types of activities to add:

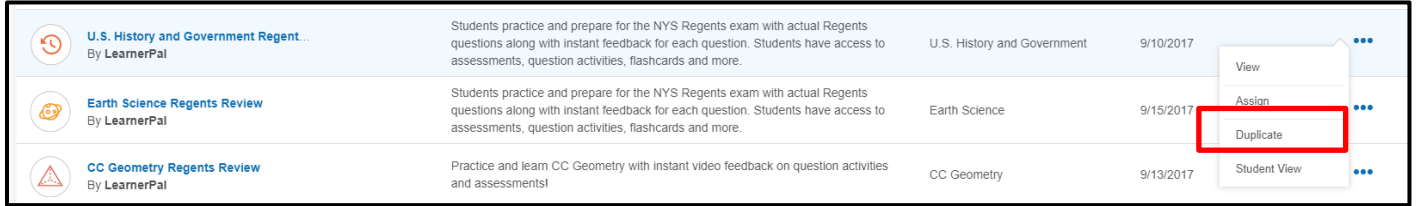
- a. Question (Assessment or Practice)
- b. Flashcards
- c. Documents (example, PDF)
- d. URL (example, YouTube or Kahn Academy videos)







Continue to add as many activities to each unit until the unit is complete. You can add additional units. Once done, you can then **Save** or **Save and Assign** the course

II. Create a Course from an Existing Course

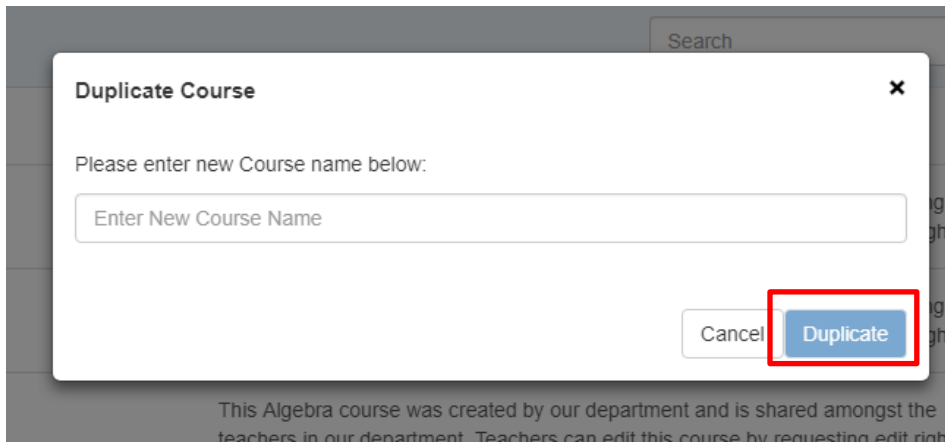
You can create courses by modifying existing courses, including shared LearnerPal courses, and doing a “save as”.

1. Select **Manage Courses**. This will bring you to the *Course Listing* page
2. Locate the **Course** you want to use as a template, and select **Duplicate** from the menu



 U.S. History and Government Regents Review By LearnerPal	Students practice and prepare for the NYS Regents exam with actual Regents questions along with instant feedback for each question. Students have access to assessments, question activities, flashcards and more.	U.S. History and Government	9/10/2017	
 Earth Science Regents Review By LearnerPal	Students practice and prepare for the NYS Regents exam with actual Regents questions along with instant feedback for each question. Students have access to assessments, question activities, flashcards and more.	Earth Science	9/15/2017	 <ul style="list-style-type: none">ViewAssignDuplicateStudent View
 CC Geometry Regents Review By LearnerPal	Practice and learn CC Geometry with instant video feedback on question activities and assessments!	CC Geometry	9/13/2017	

3. Enter a name for the new course and click the **Duplicate** button



Search

Duplicate Course ×

Please enter new Course name below:

Cancel Duplicate

This Algebra course was created by our department and is shared amongst the teachers in our department. Teachers can edit this course by requesting edit rights.

4. You will now be able to modify and save your new course