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# Creating courses in an electronic environment

The course is developed under Erasmus+ Program Key Action 2:
Cooperation for innovation and the exchange of good practices Knowledge Alliance

**ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS**

Project Nr. 612248-EPP-1-2019-1-BG-EPPKA2-KA

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# Content

- Create a new blank course
- Initial settings for a new course
- Structure of the newly created course
- Administrative and organizational information for the course
- Completion and editing of study content in the course
- Opportunities to follow the events and activities in the course

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# CREATE A NEW COURSE

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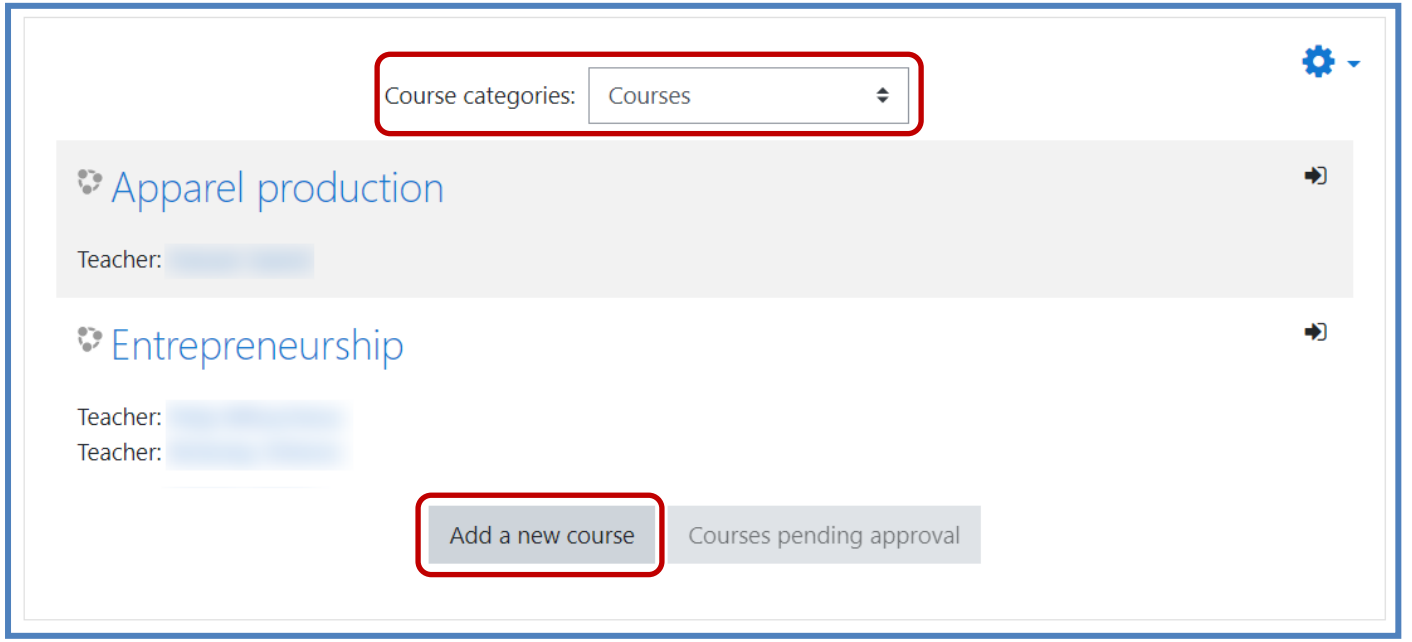
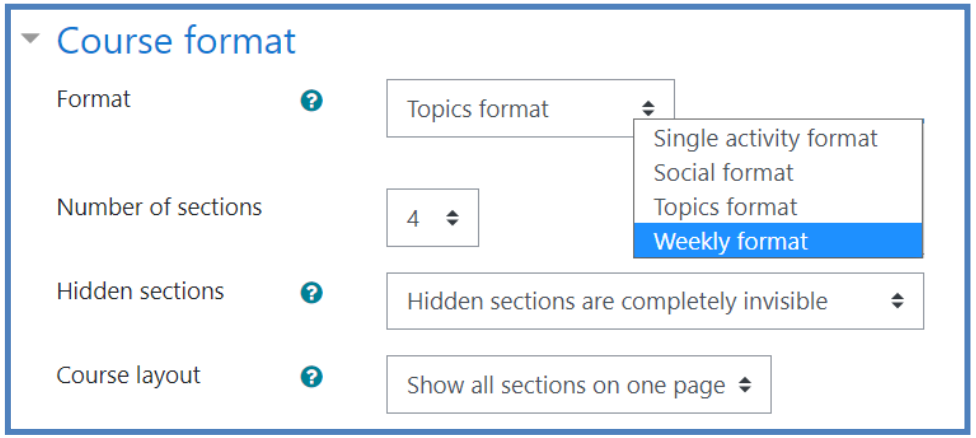
# Create a new “blank” course

- ONLY in a category in which you have the rights to “Course creator”
- Initial course settings:
  - Course Full name (*)
  - Course Short name (*)
  - Course summary (visible to all)
- Important settings (1)
  - Course format
  - Number of weeks
  - Start date
  - Hidden sections
  - Number of news



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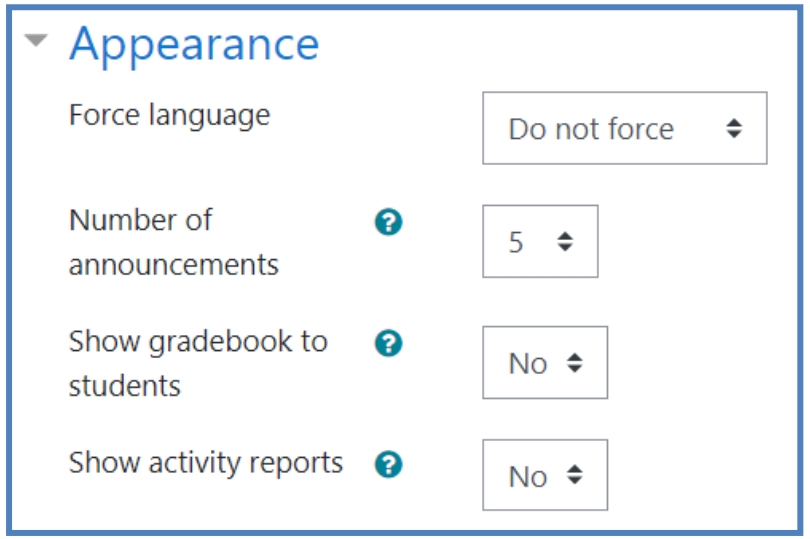
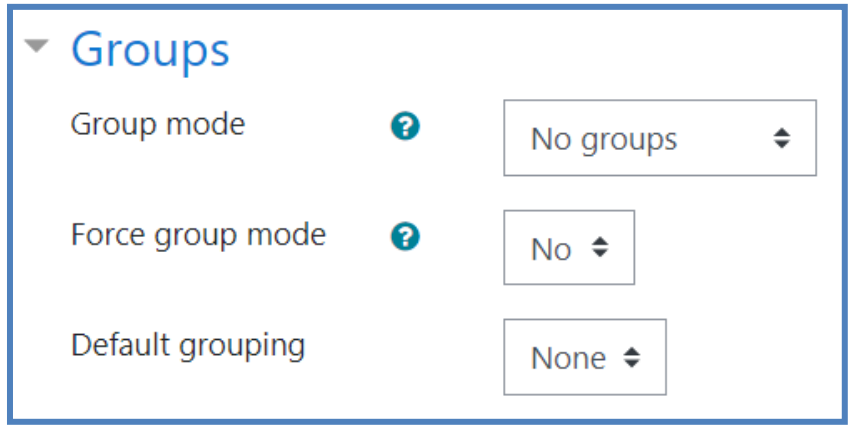
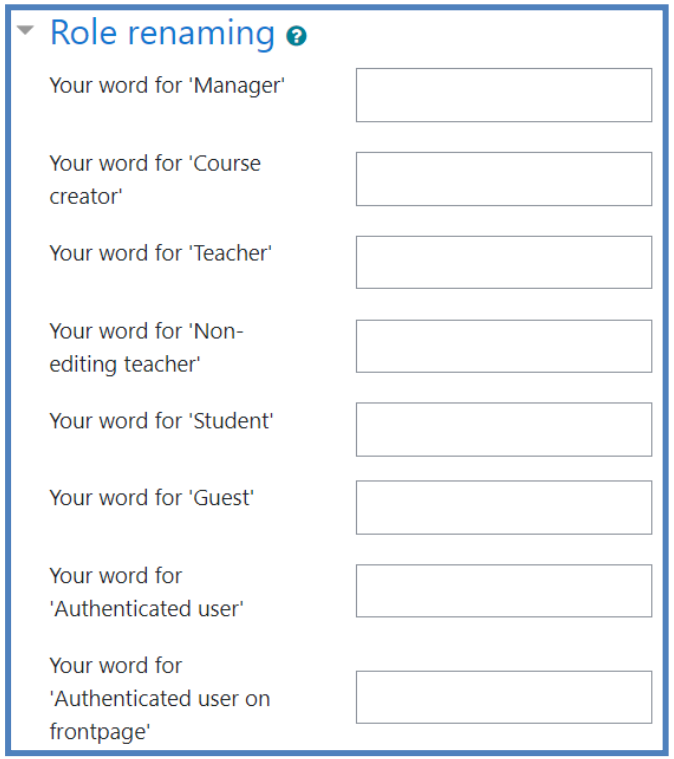
# Initial settings for a new course

- Important settings (2)
  - Information
    - Display the grade book
    - Display activity reports
  - Maximum size of uploaded files
  - Guest access
    - Even allowed, it can be limited within the course to an individual resource / activity level
  - Course groups - create and manage
  - Visible / invisible to students ("Availability")
  - Preferred language (mandatory)



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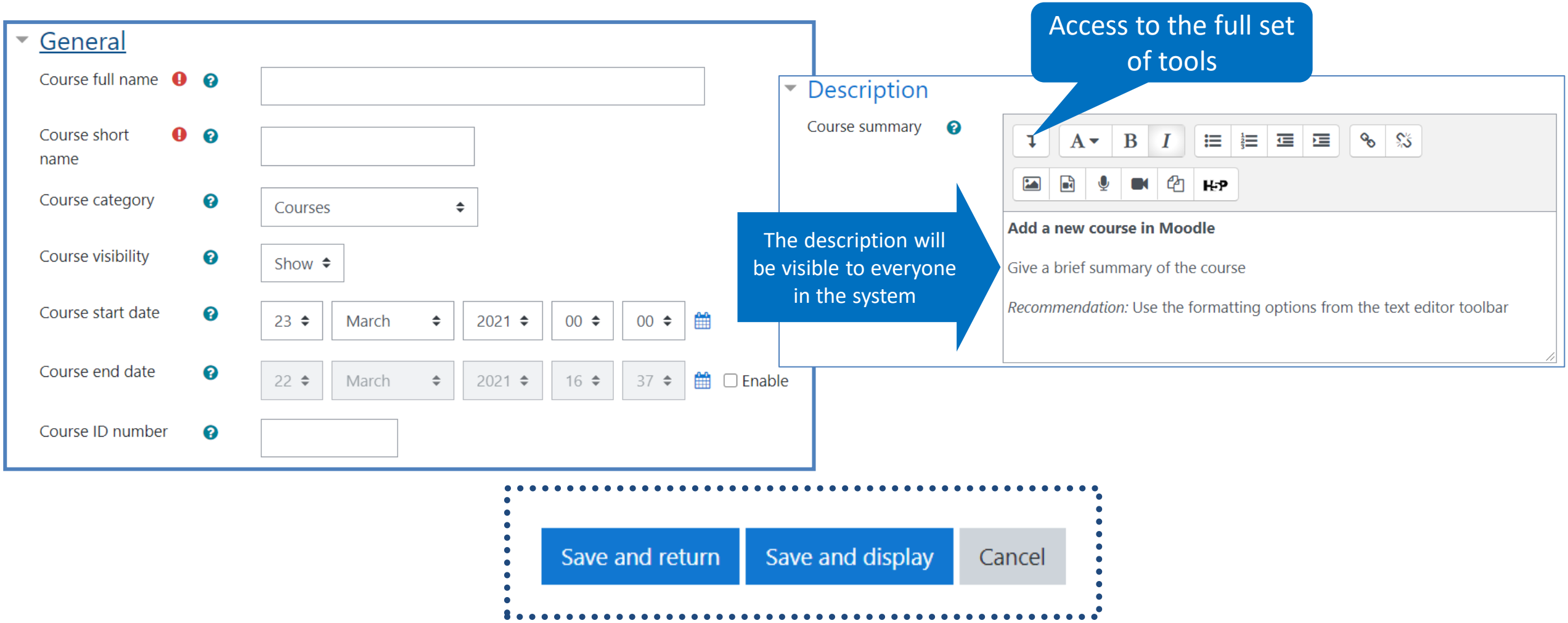
# Create a new “blank” course (Example)



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# SETTING A NEW COURSE

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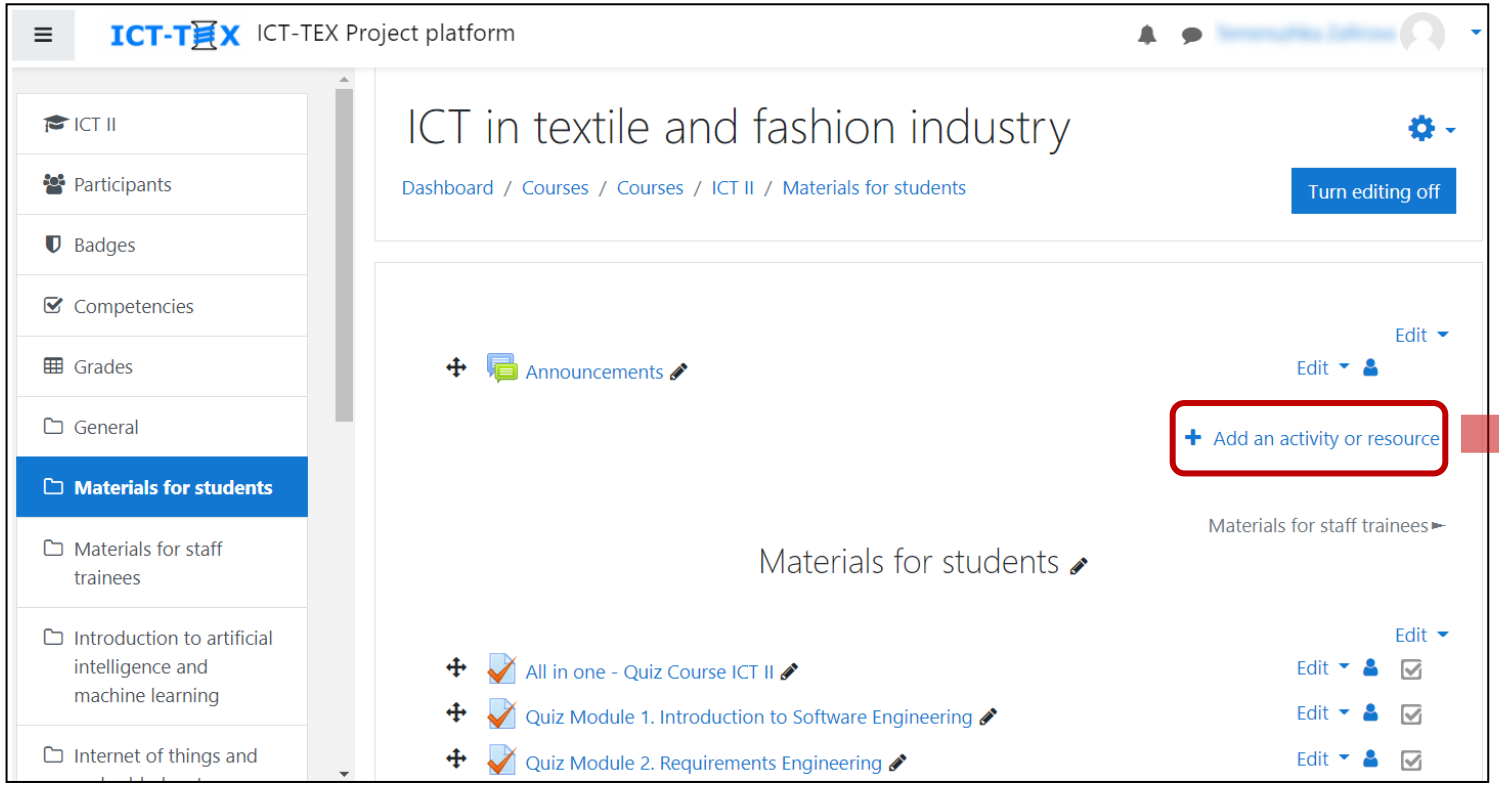
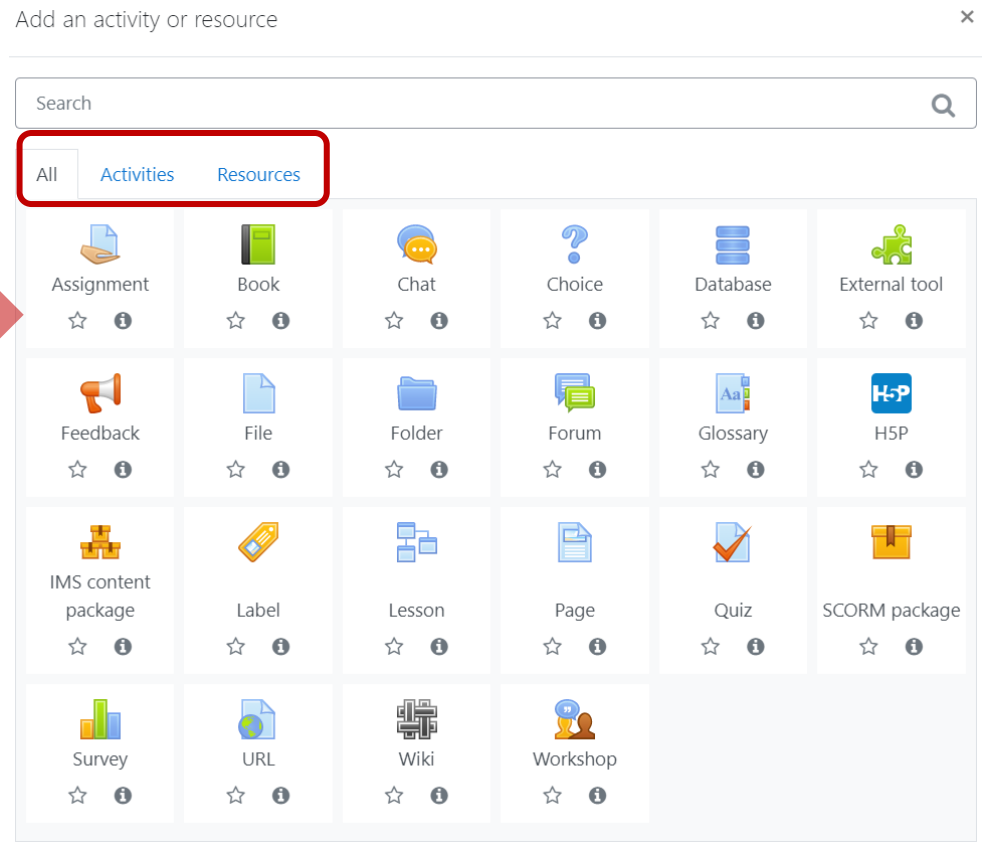
# New course structure (1)



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# New course structure (2)

- Two- or three-column structure
  - Left column: Management and navigation in the course
    - Navigation
    - Settings
    - Transition to a (subordinate) role
    - Site administration (with granted rights)
  - Middle column: Main content of the course!
    - Vertical division by Weeks / Themes
    - Content in each topic: Text (Labels), Resources, Activities
  - Right column: Information blocks
    - Search in forums
    - Latest news
    - Recent activities
    - Upcoming events
    - Calendar
    - OTHERS (By “Adding new blocks”)

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# Overview of an existing course

## (*with editing **turned off***)

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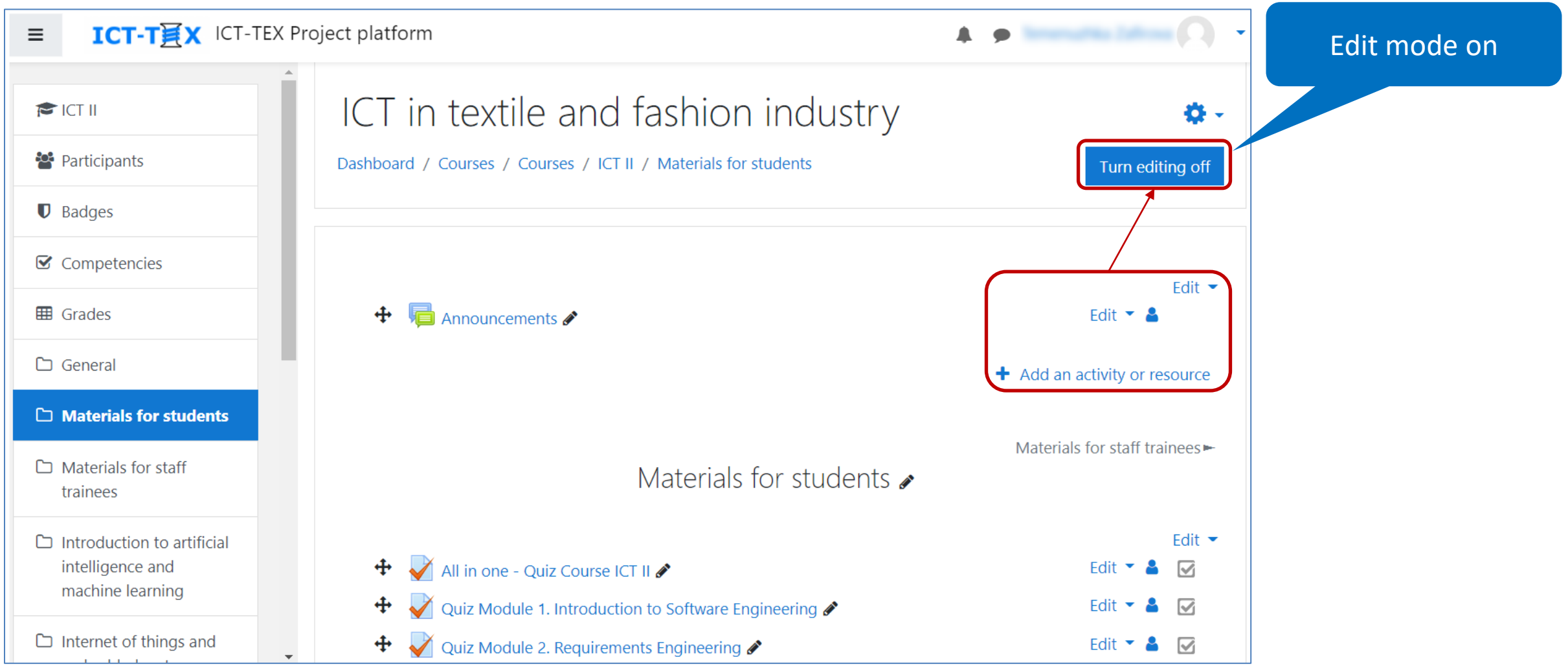
# Overview of an existing course

## (*with editing **turned on***)



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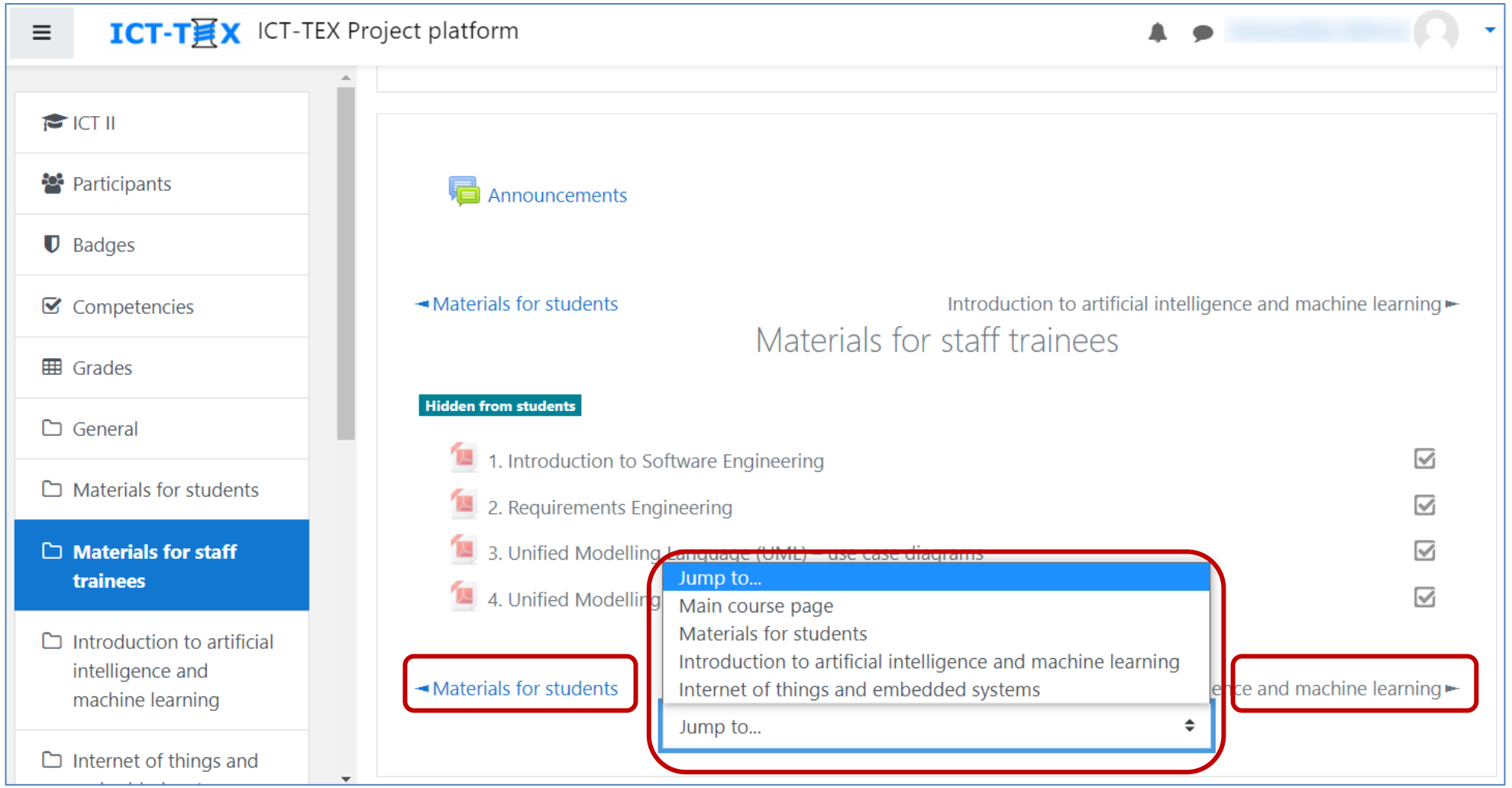
# Weekly view with only the current week visible



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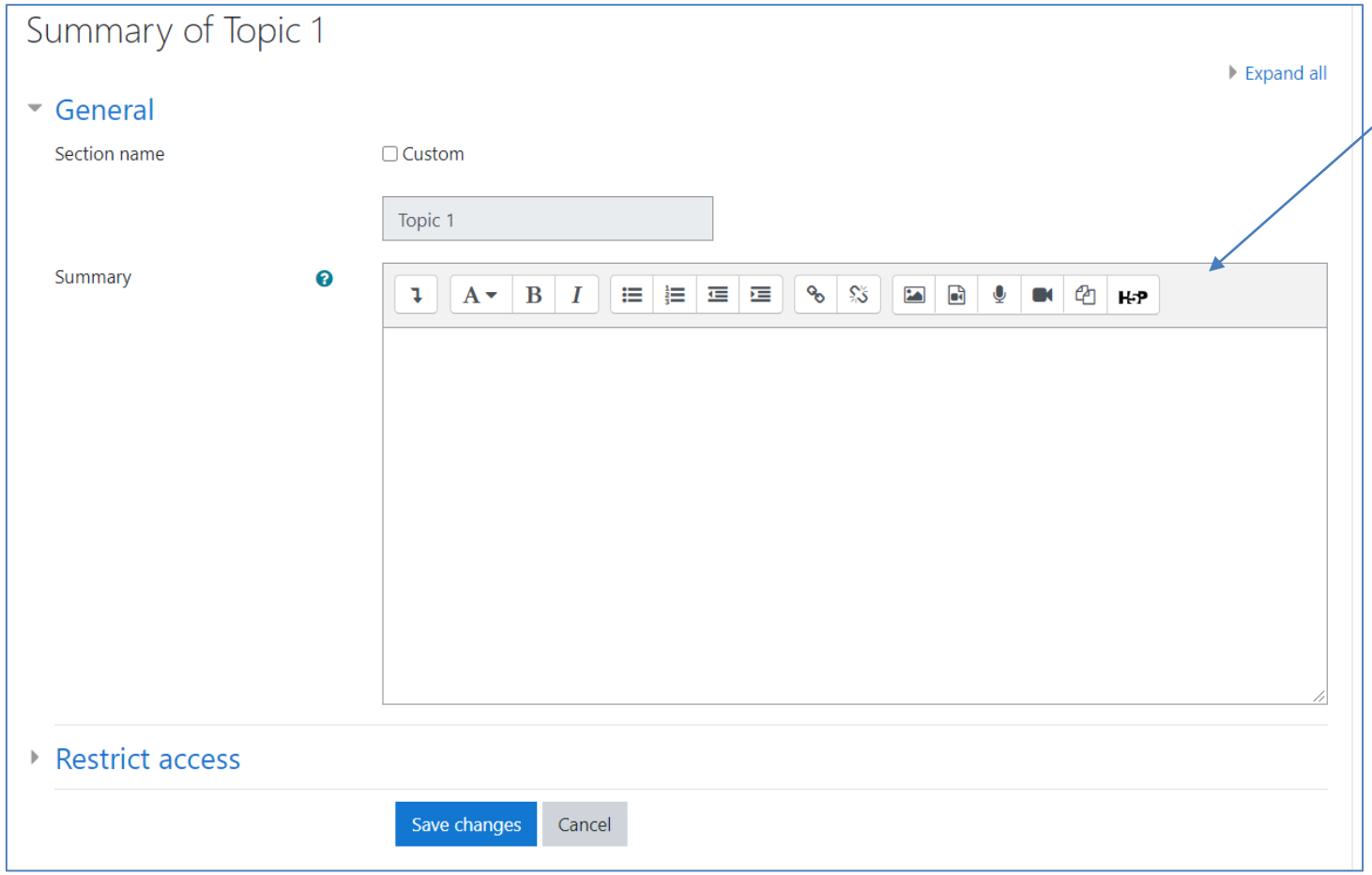
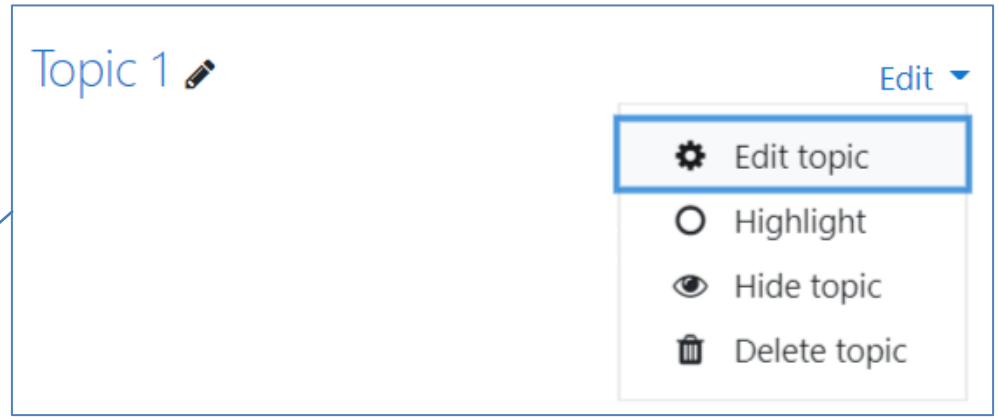
# Add a summary to the topic for the current week



# CONTACTS

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