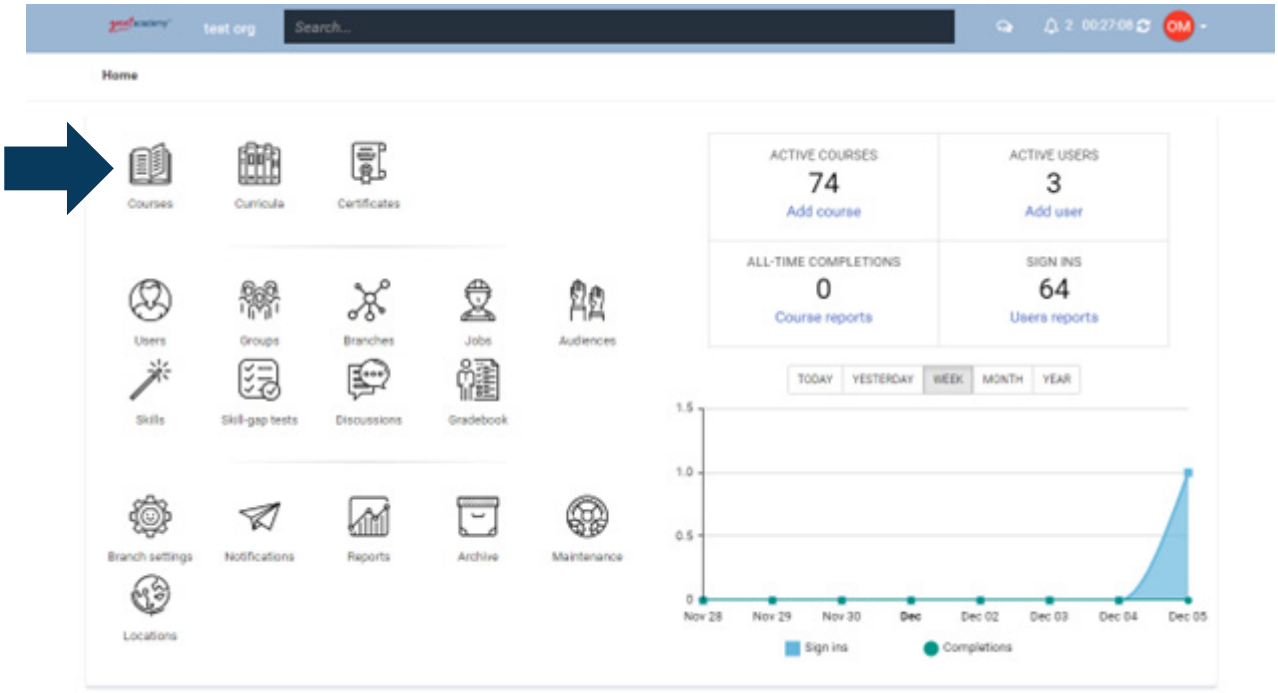
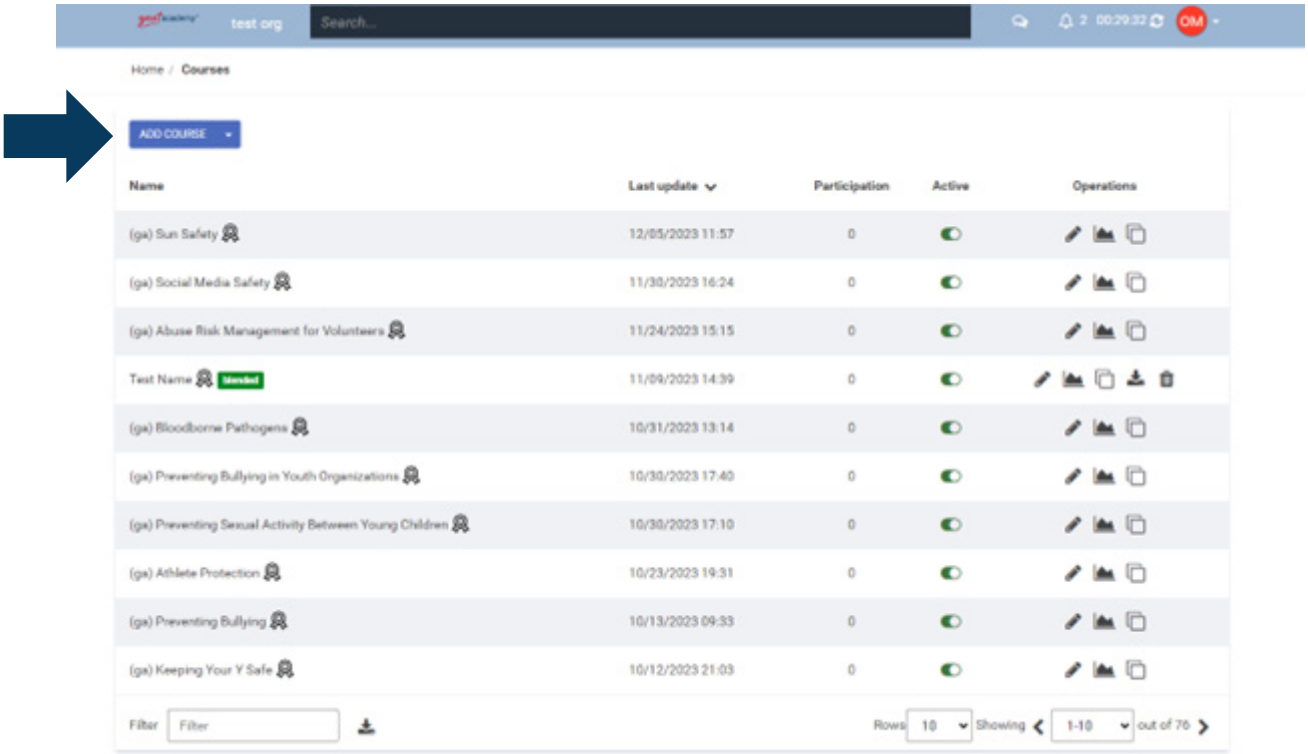
GreatAcademy® – How to Add Courses

1. From your Administrator portal, click on the **COURSES** icon.



2. Click **ADD COURSE**.



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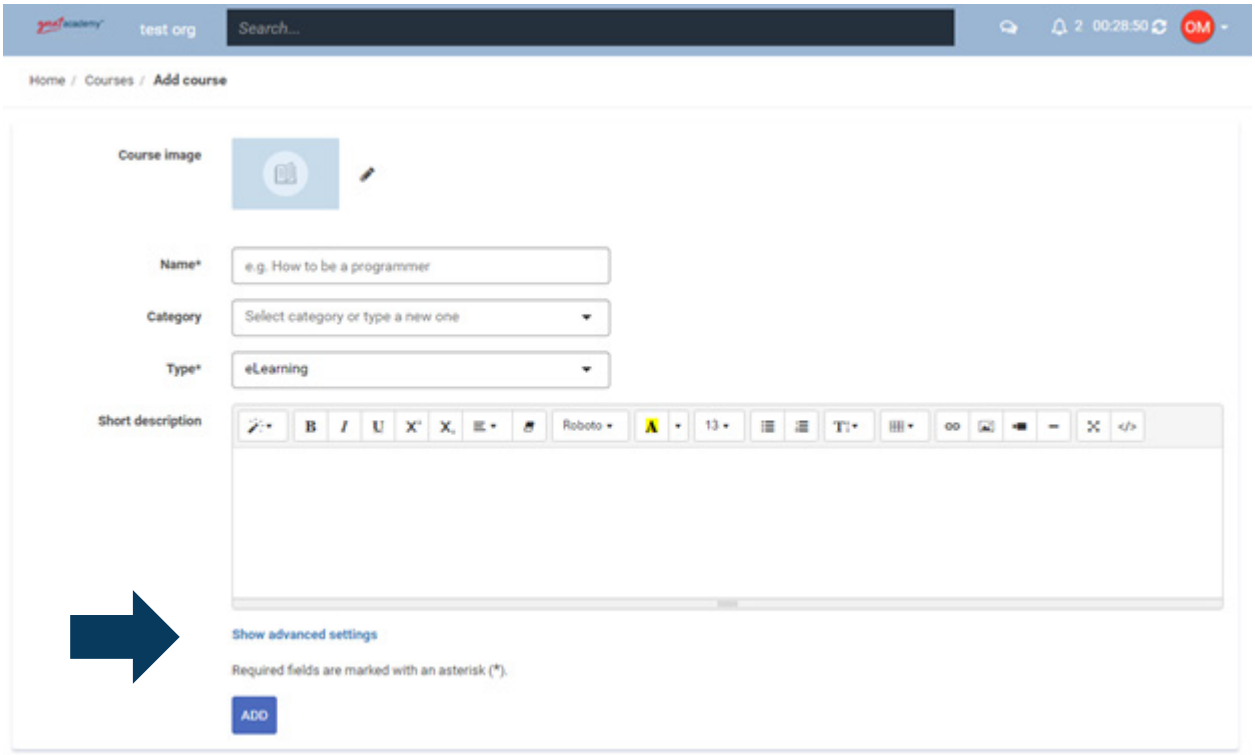
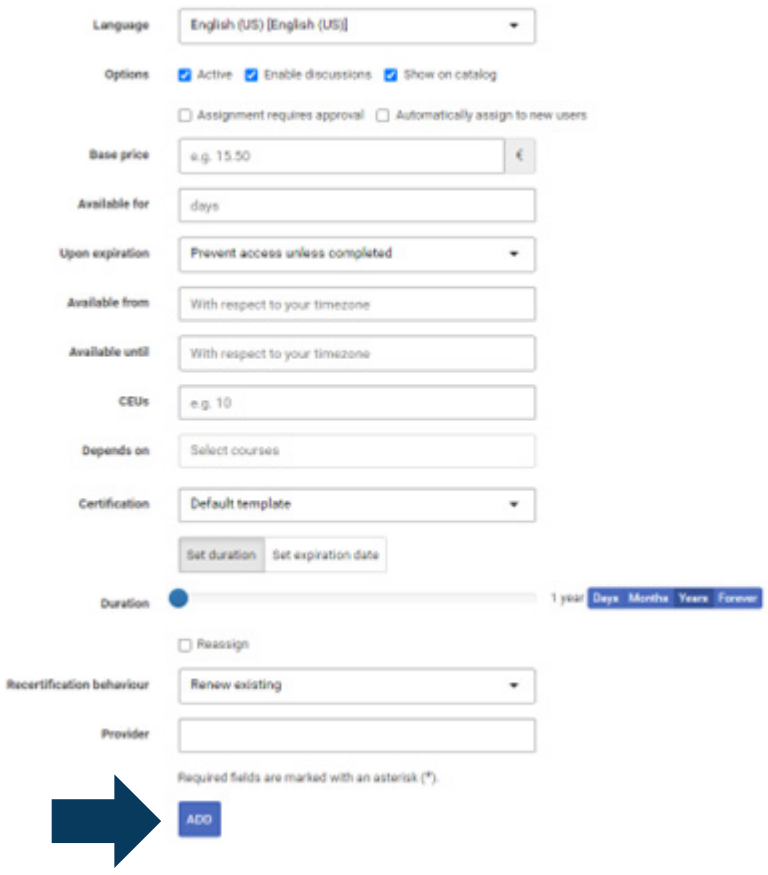
great academy® online learning

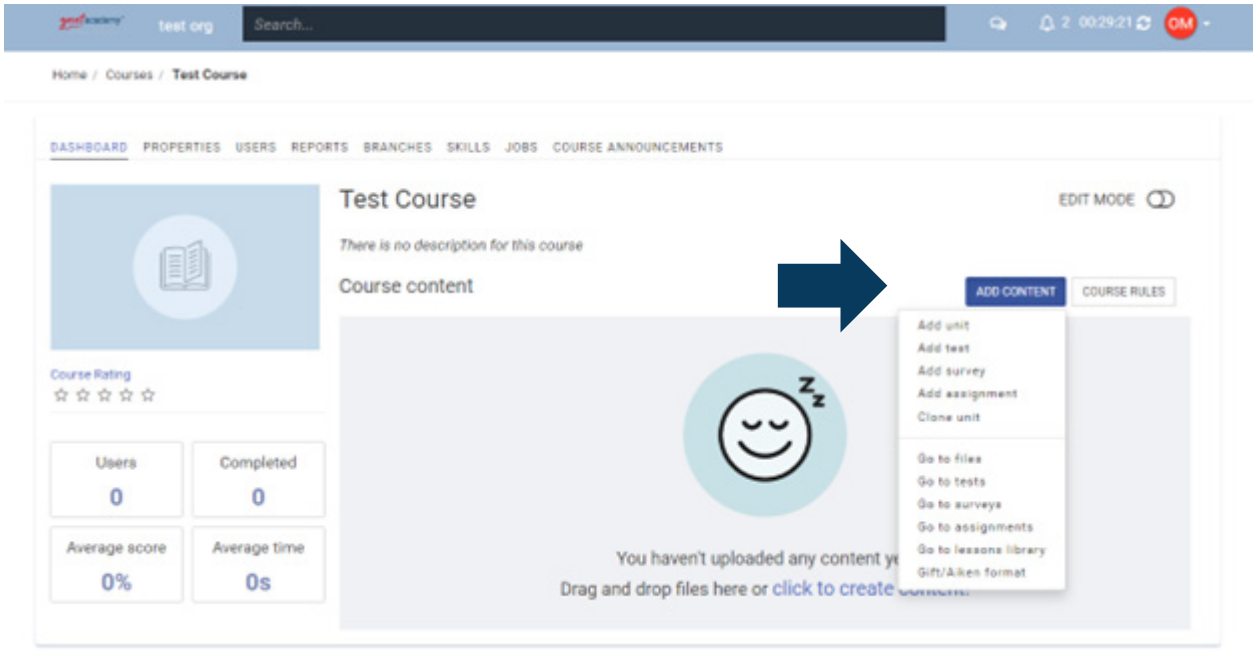
3. Fill out some information about your course, including the name and type of course. Click **SHOW ADVANCED SETTINGS** for some additional fields.



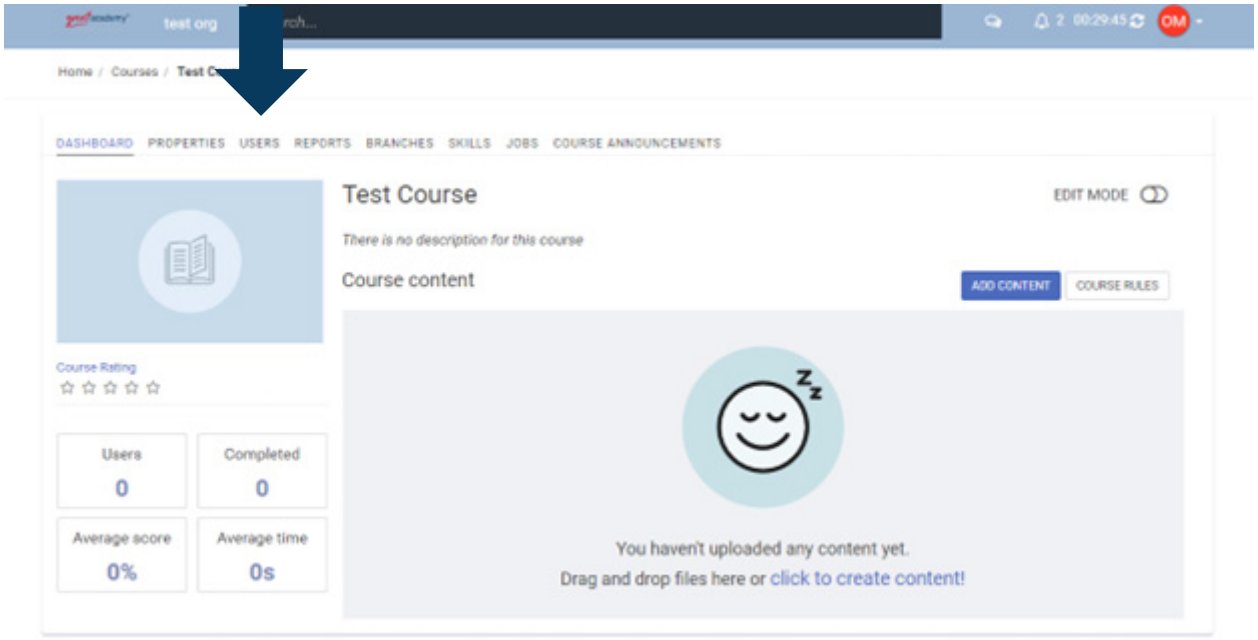
4. In advanced settings, you can decide if you would like your course available for a certain number of days and if so, when it becomes available, and when it becomes unavailable. You can also choose your certificate, and whether it expires or not, if so, you can choose to reassign the course automatically.
5. Click **ADD**.



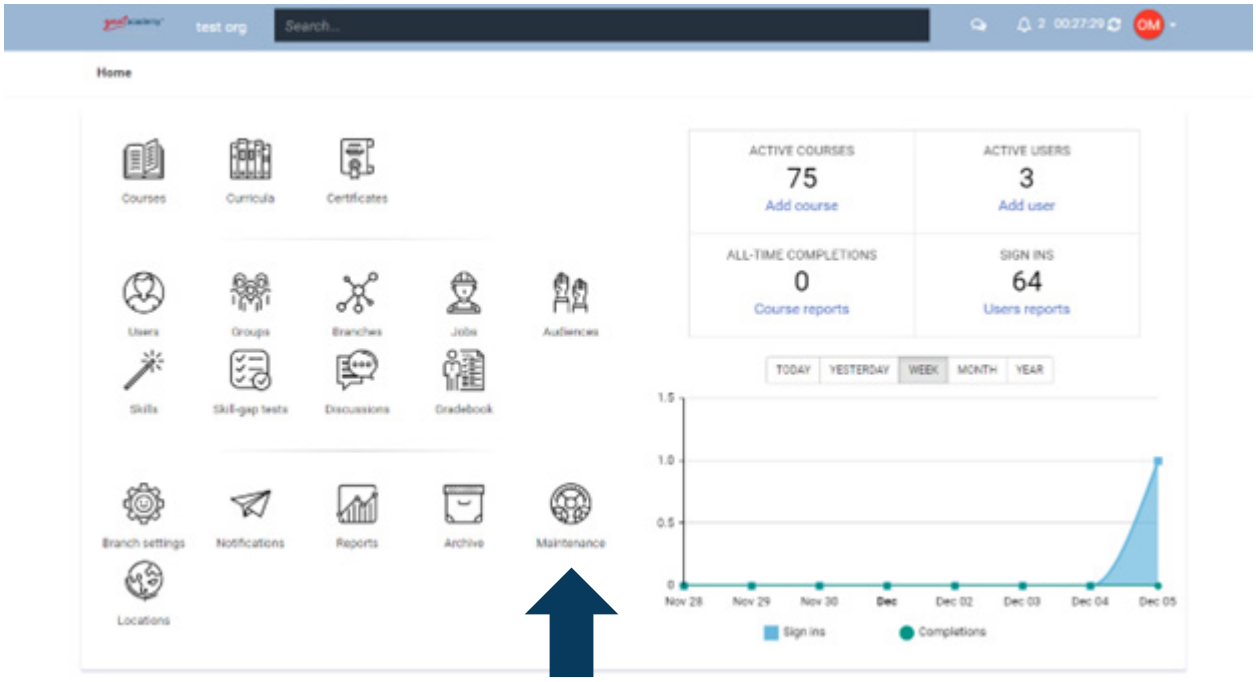
6. Drag and drop content or use the click to **CREATE CONTENT** button to begin creating your course. You can add units in the form of files, documents, PowerPoints, videos, voice recordings, links, tests, surveys, assignments and more.



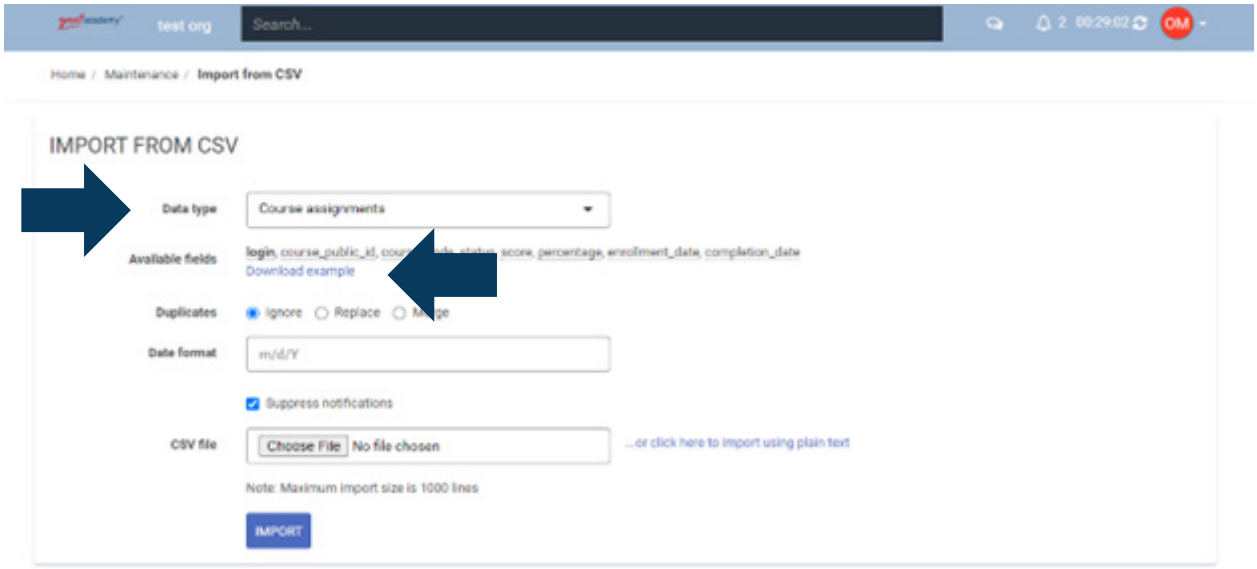
7. You can enroll users in the course individually by clicking **USERS** and selecting those who you would like enrolled.



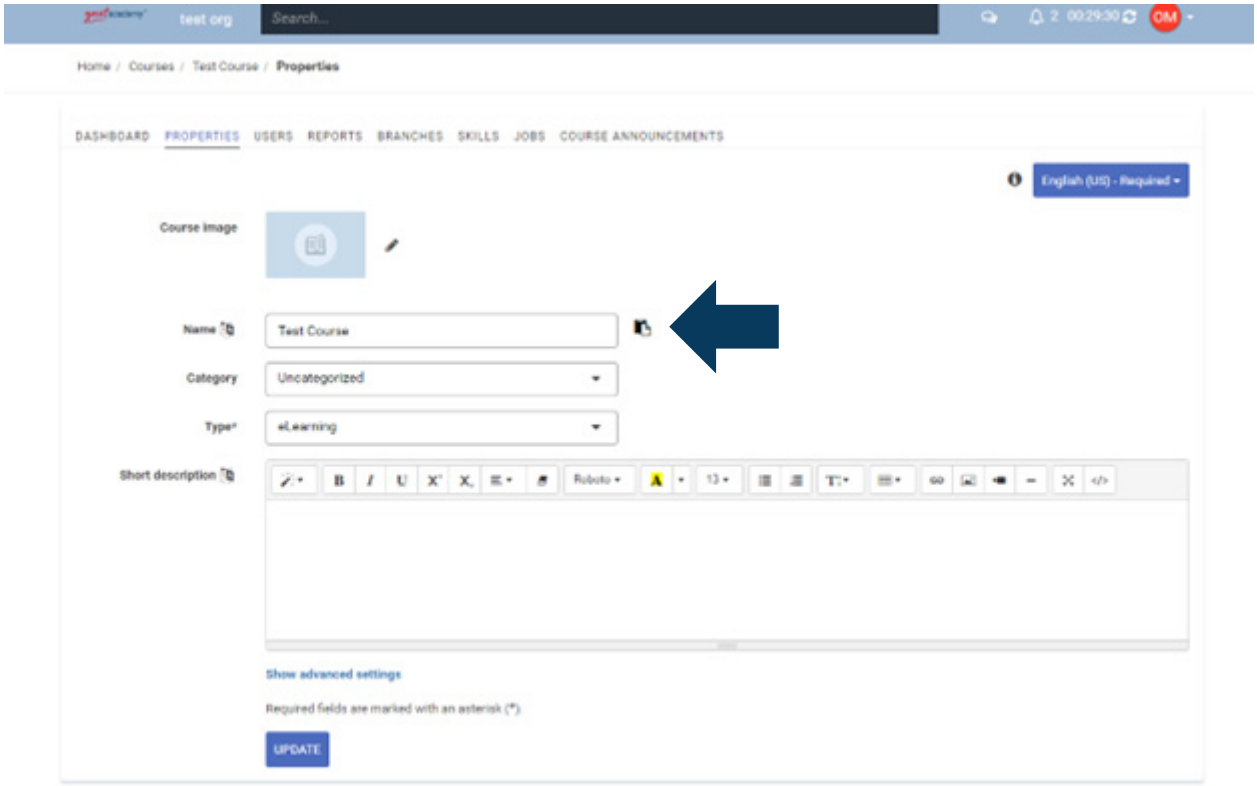
8. Users can also be enrolled in courses in bulk. This can be done by navigating to the **MAINTENANCE** icon and then clicking **IMPORT FROM CSV**.



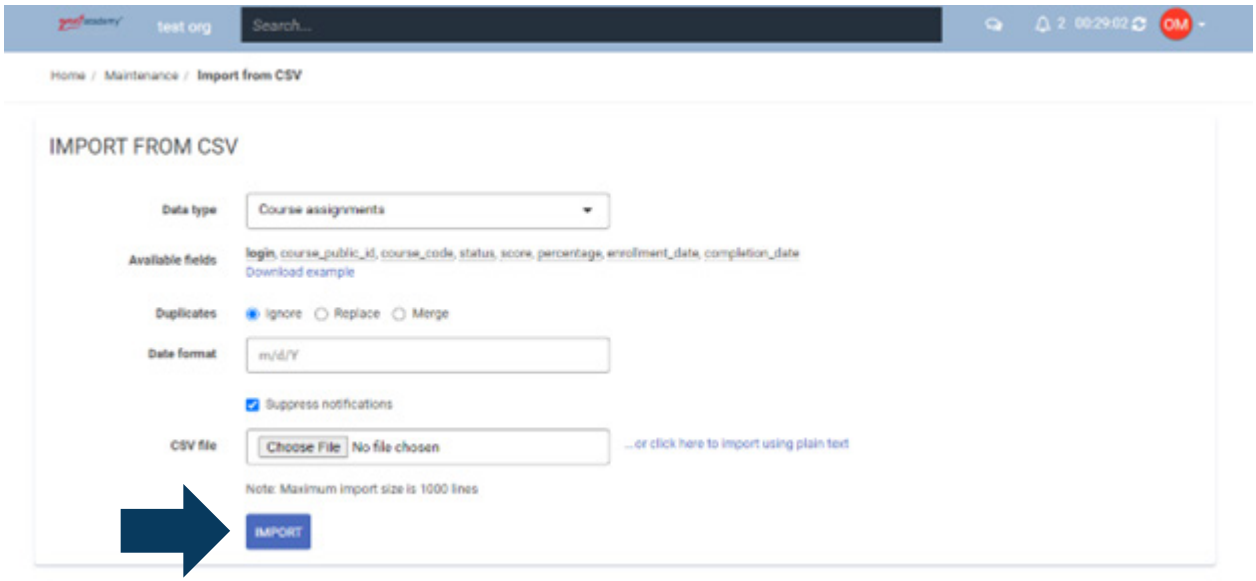
9. Choose **COURSE ASSIGNMENTS** as your data type.
10. **DOWNLOAD EXAMPLE** file.



11. Course Public ID can be found by going to the desired **COURSE -> PROPERTIES -> COPY.**



12. Fill out desired fields, save as a CSV file, and import. You may choose to suppress notifications if you do not want users to receive an email letting them know they are enrolled in a course.



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