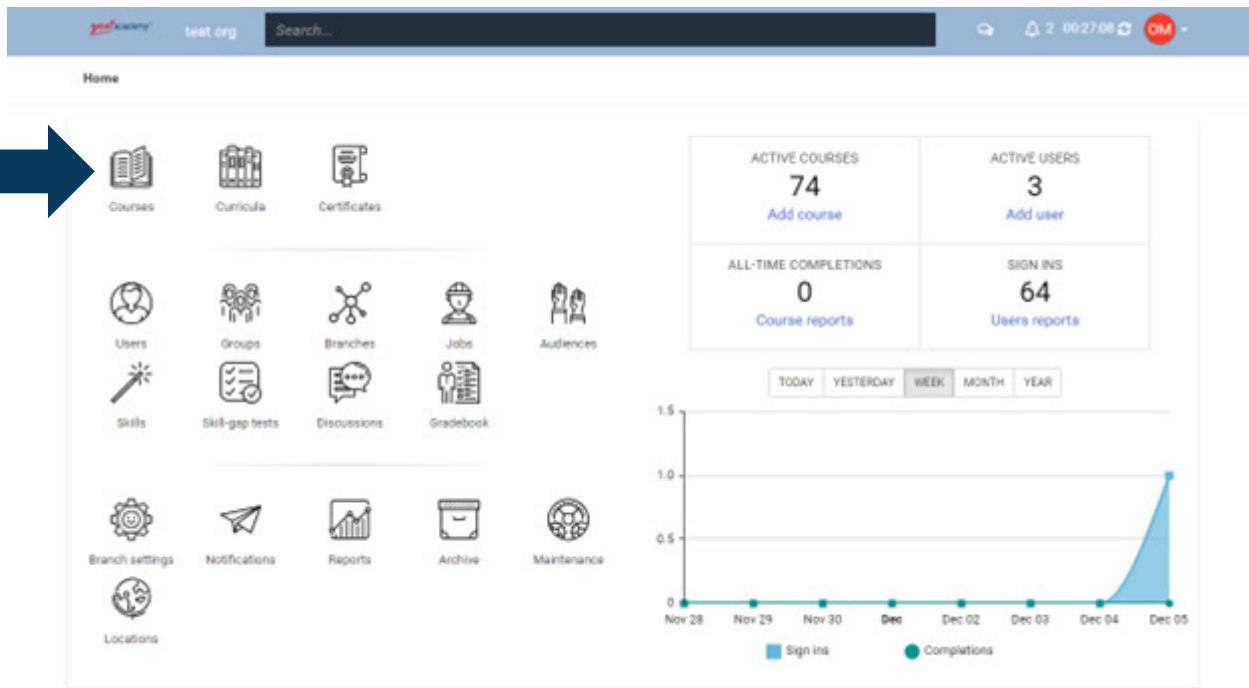


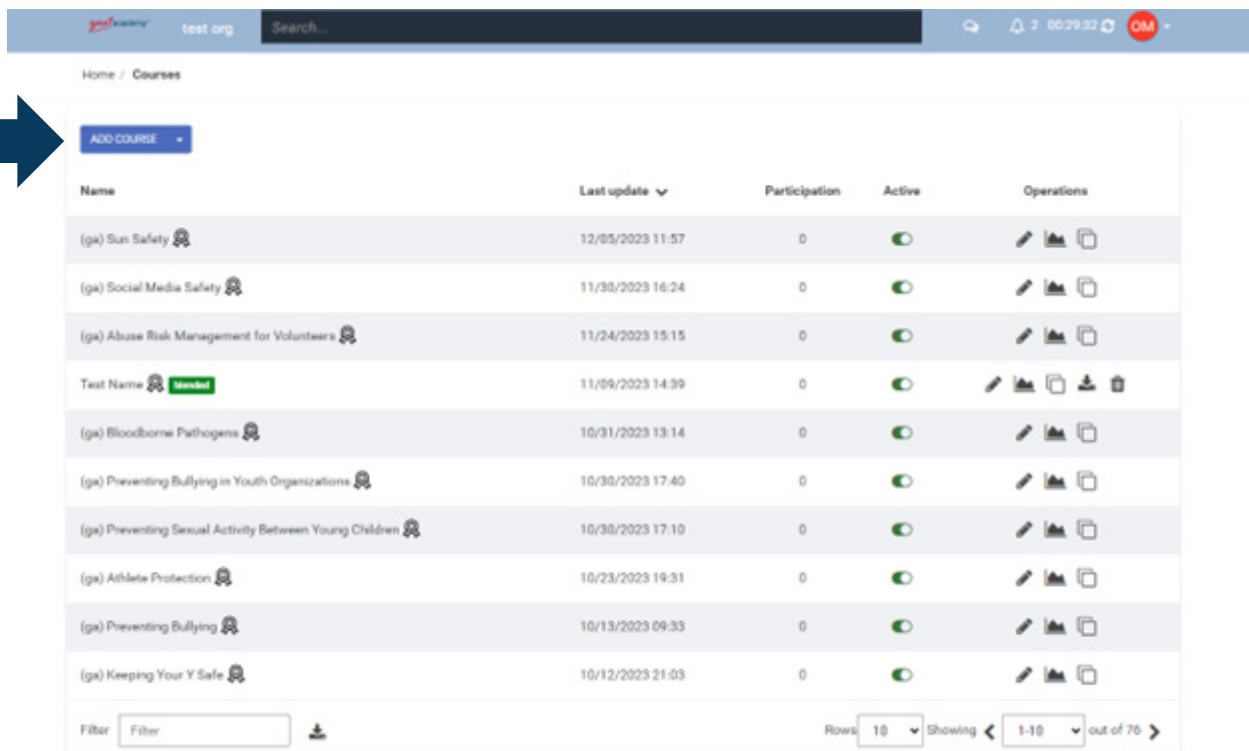
GreatAcademy® – How to Add Courses

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



The screenshot shows the GreatAcademy Administrator portal home page. The top navigation bar includes the GreatAcademy logo, the text 'test.org', a search bar, and a user profile icon with the text '06:27:08' and 'OM'. The main content area features a grid of icons for various functions: Courses, Curricula, Certificates, Users, Groups, Branches, Jobs, Audiences, Skills, Skill-gap tests, Discussions, Gradebook, Branch settings, Notifications, Reports, Archive, Maintenance, and Locations. A large blue arrow points to the 'Courses' icon. To the right of the icons, there are four summary cards: 'ACTIVE COURSES' (74, Add course), 'ACTIVE USERS' (3, Add user), 'ALL-TIME COMPLETIONS' (0, Course reports), and 'SIGN INS' (64, Users reports). Below these cards is a line graph showing 'Sign ins' and 'Completions' over time, with a legend at the bottom.

2. Click **ADD COURSE**.

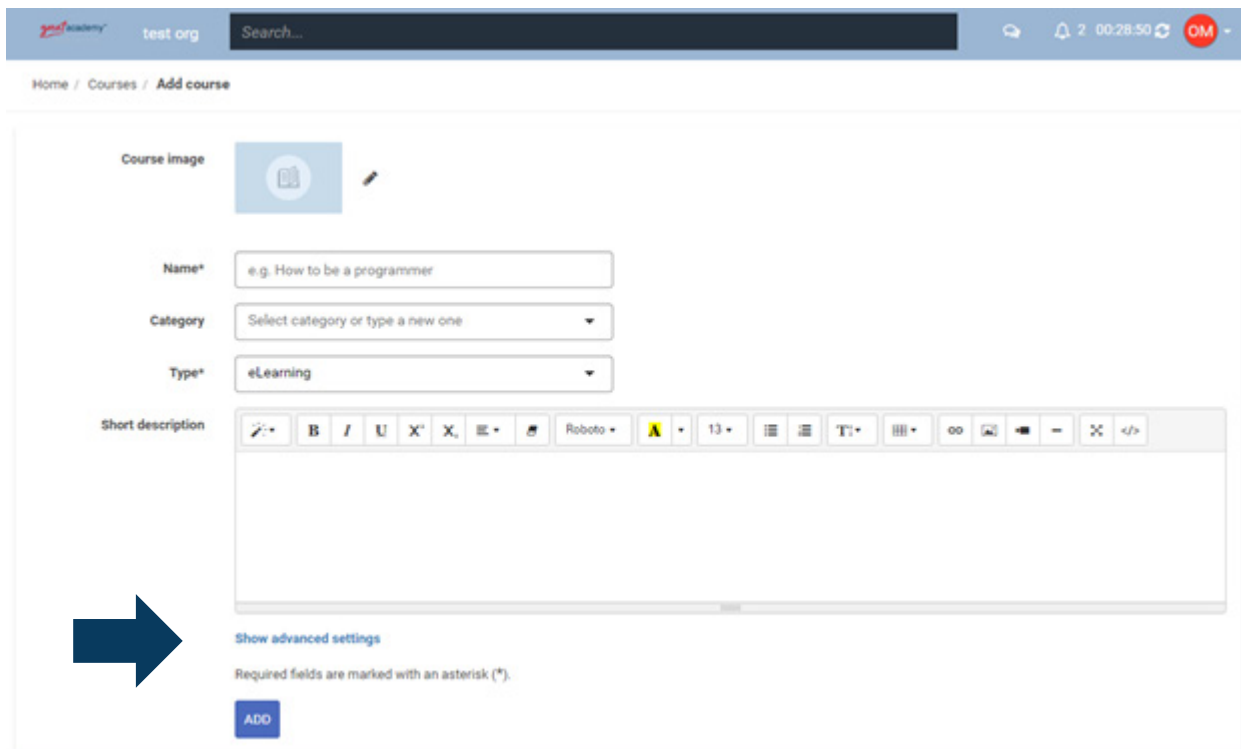


The screenshot shows the GreatAcademy Administrator portal 'Courses' page. The top navigation bar is the same as the previous screenshot. The main content area displays a table of courses. A large blue arrow points to the 'ADD COURSE' button at the top left of the table. The table has columns for Name, Last update, Participation, Active, and Operations. The courses listed are:

Name	Last update	Participation	Active	Operations
(ga) Sun Safety	12/05/2023 11:57	0	On	Edit, View, Delete
(ga) Social Media Safety	11/30/2023 16:24	0	On	Edit, View, Delete
(ga) Abuse Risk Management for Volunteers	11/24/2023 15:15	0	On	Edit, View, Delete
Test Name	11/09/2023 14:39	0	On	Edit, View, Delete, Add User, Remove User
(ga) Bloodborne Pathogens	10/31/2023 13:14	0	On	Edit, View, Delete
(ga) Preventing Bullying in Youth Organizations	10/30/2023 17:40	0	On	Edit, View, Delete
(ga) Preventing Sexual Activity Between Young Children	10/30/2023 17:10	0	On	Edit, View, Delete
(ga) Athlete Protection	10/23/2023 19:31	0	On	Edit, View, Delete
(ga) Preventing Bullying	10/13/2023 09:33	0	On	Edit, View, Delete
(ga) Keeping Your Y Safe	10/12/2023 21:03	0	On	Edit, View, Delete

At the bottom of the table, there is a filter input field and a pagination control showing 'Rows: 10' and 'Showing 1-10 out of 76'.

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



Course image

Name* e.g. How to be a programmer

Category Select category or type a new one

Type* eLearning

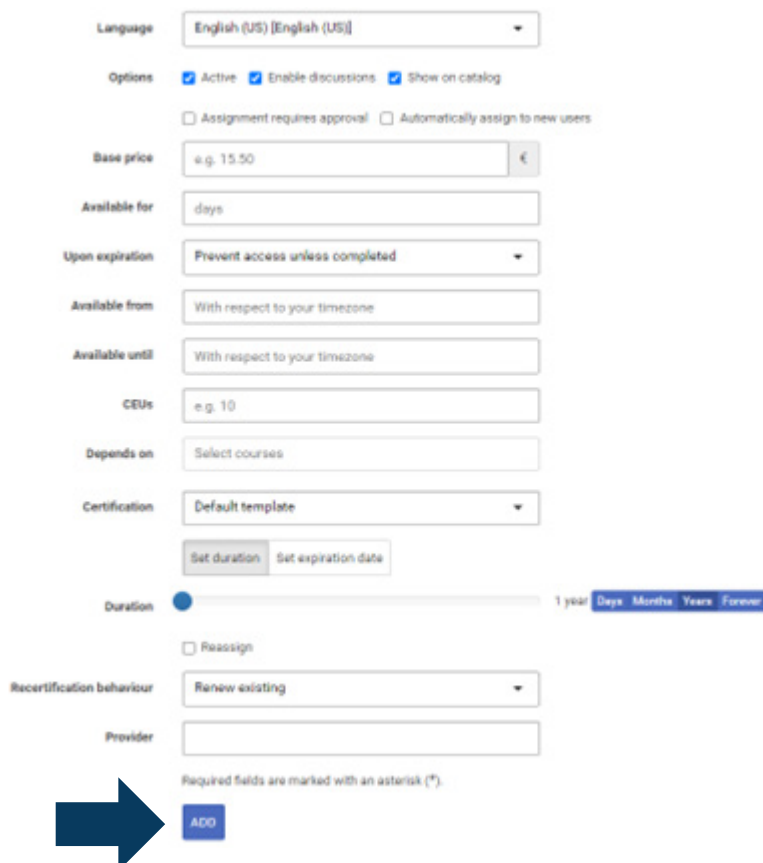
Short description

Show advanced settings

Required fields are marked with an asterisk (*).

ADD

- 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.
- Click **ADD**.



Language English (US) [English (US)]

Options ☒ Active ☒ Enable discussions ☒ Show on catalog
☐ Assignment requires approval ☐ Automatically assign to new users

Base price e.g. 15.50 €

Available for days

Upon expiration Prevent access unless completed

Available from With respect to your timezone

Available until With respect to your timezone

CEUs e.g. 10

Depends on Select courses

Certification Default template

Set duration Set expiration date

Duration 1 year Days Months Years Forever

Reassign ☐

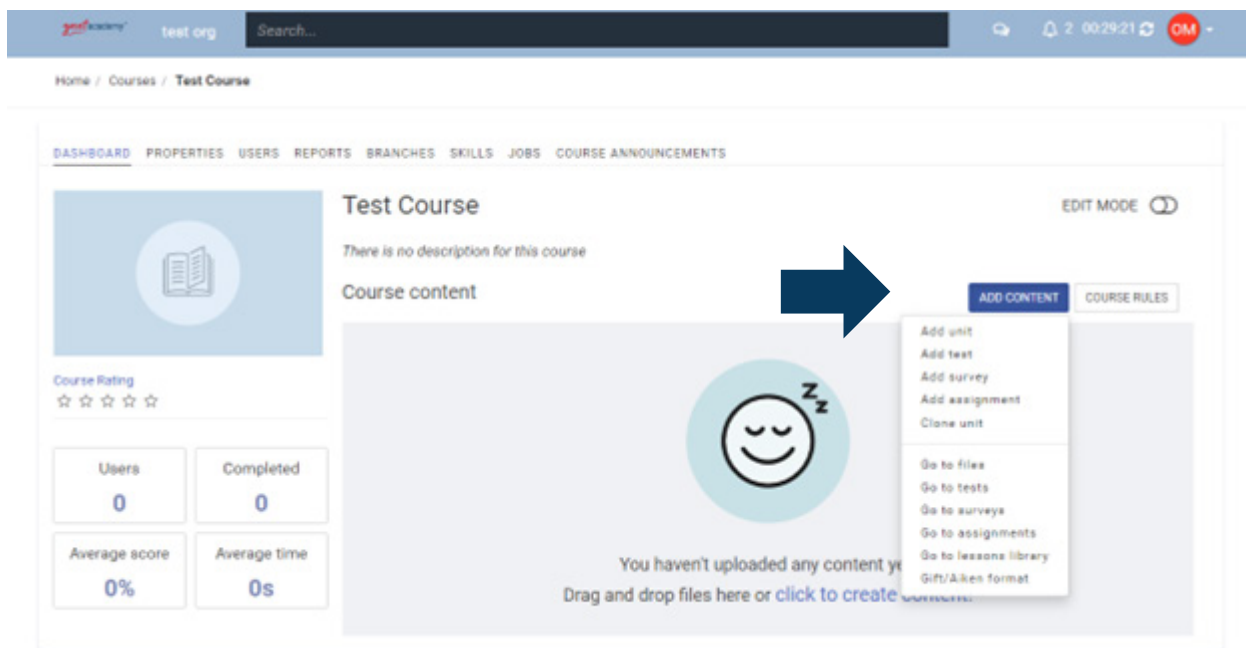
Recertification behaviour Renew existing

Provider

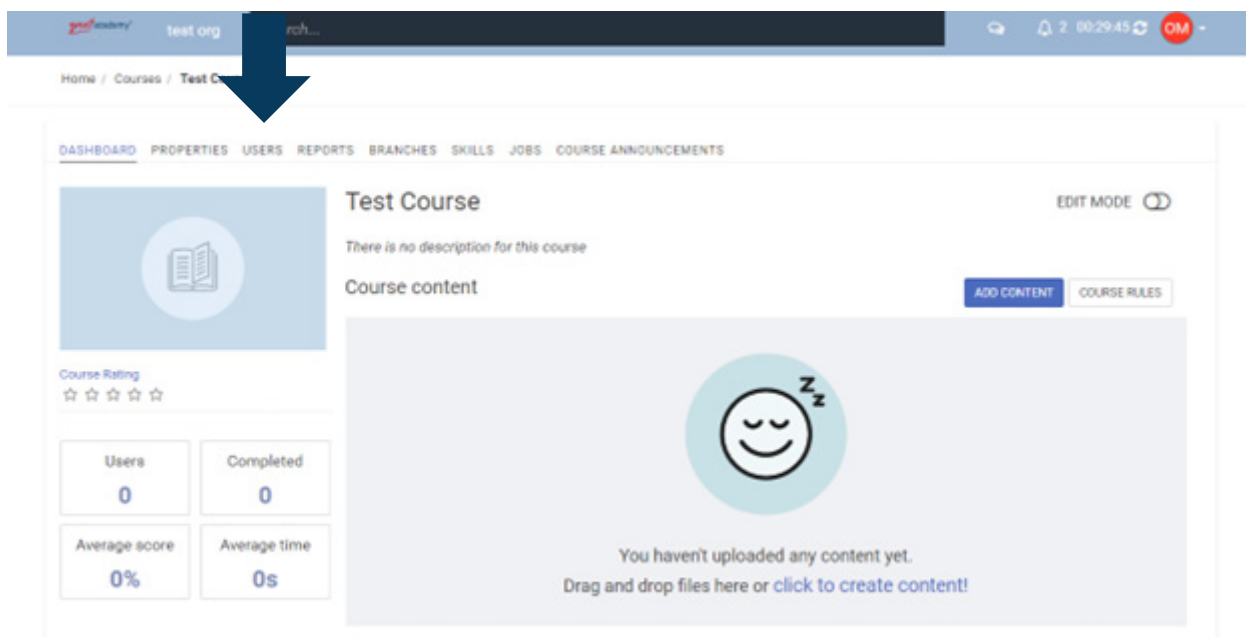
Required fields are marked with an asterisk (*).

ADD

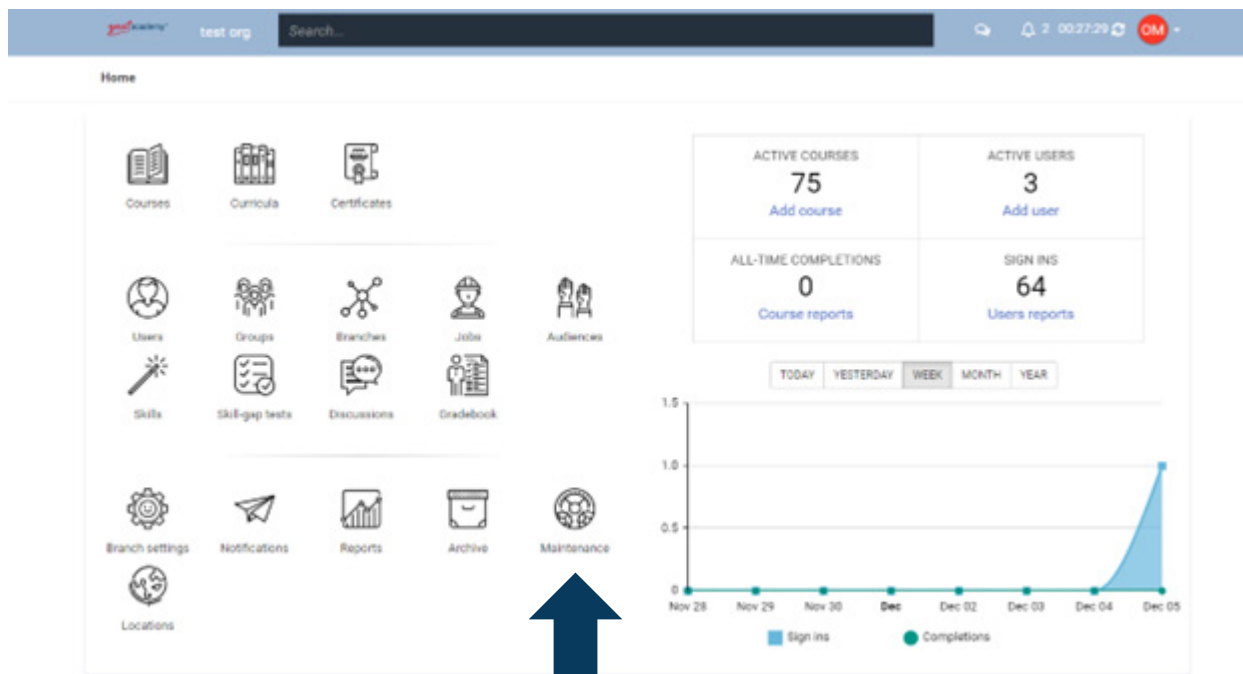
- Drag and drop content or use the **CREATE CONTENT** button to begin creating your course. You can add units in the form of files, documents, PowerPoints, videos, voice recordings, links, tests, surveys, assignments and more.



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

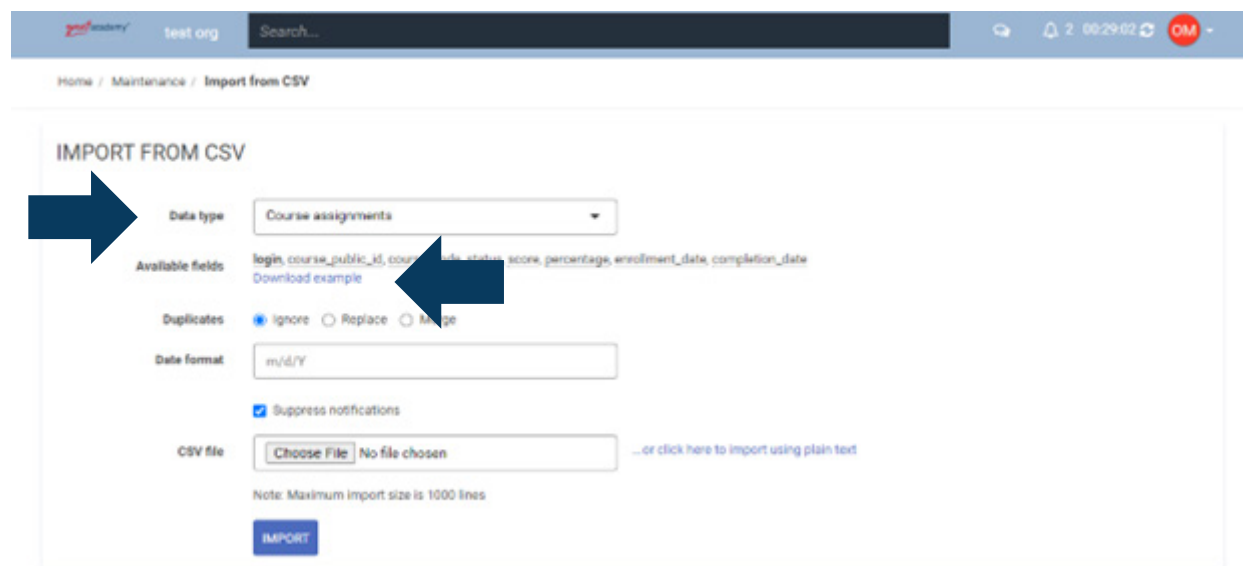


8. Users can also be enrolled in courses in bulk. This can be done by navigating to the **MAINTENANCE** icon and then clicking **IMPORT FROM CSV**.

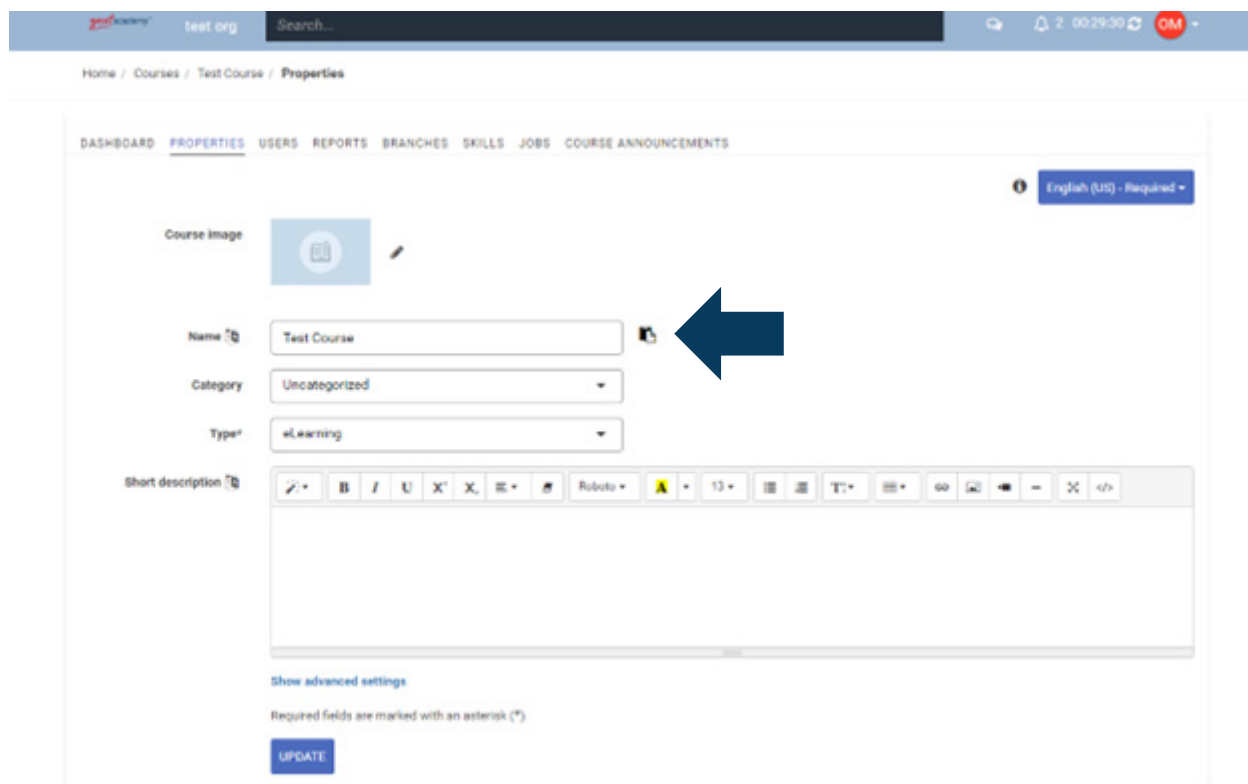


9. Choose **COURSE ASSIGNMENTS** as your data type.

10. **DOWNLOAD EXAMPLE** file.

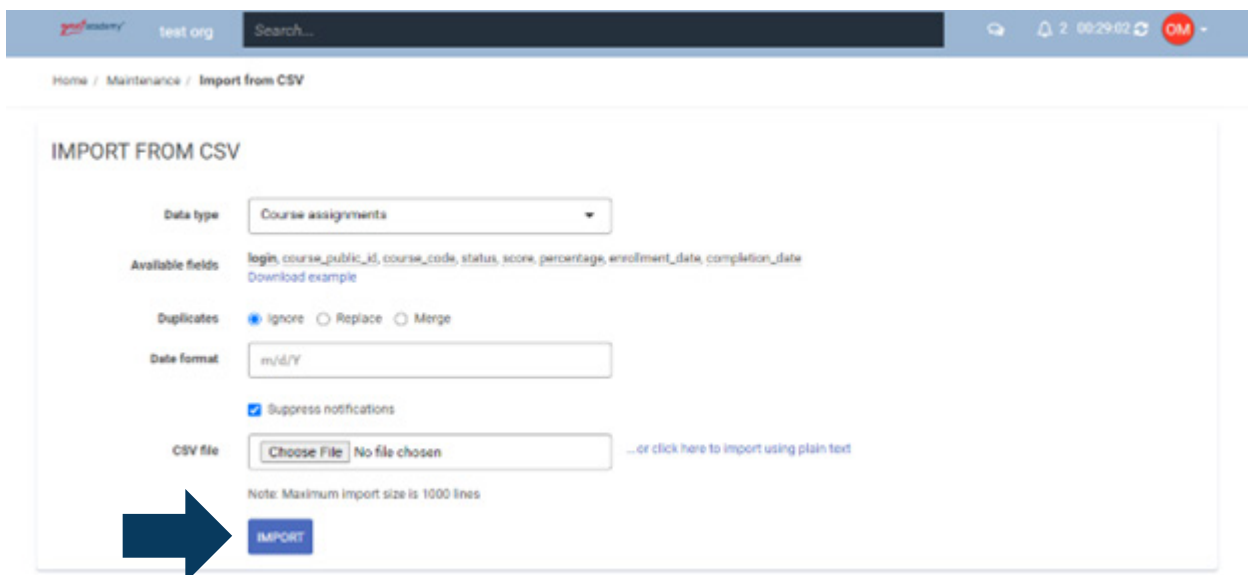


11. Course Public ID can be found by going to the desired **COURSE -> PROPERTIES -> COPY**.



The screenshot shows the 'Properties' page for a course named 'Test Course'. The page has a top navigation bar with 'test.org' and a search bar. Below the navigation bar, there's a breadcrumb trail: 'Home / Courses / Test Course / Properties'. The main content area has a tabbed interface with 'PROPERTIES' selected. On the right, there's a language dropdown set to 'English (US) - Required'. The 'Name' field is 'Test Course' and has a 'Copy' icon next to it, which is highlighted by a blue arrow. Other fields include 'Category' (Uncategorized), 'Type' (eLearning), and a 'Short description' text area with a rich text editor. At the bottom, there's an 'UPDATE' button and a note: 'Required fields are marked with an asterisk (*)'.

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.



The screenshot shows the 'Import from CSV' page. It has a top navigation bar with 'test.org' and a search bar. Below the navigation bar, there's a breadcrumb trail: 'Home / Maintenance / Import from CSV'. The main content area is titled 'IMPORT FROM CSV'. It has a 'Data type' dropdown set to 'Course assignments'. Below that, there's a list of 'Available fields': 'login, course_public_id, course_code, status, score, percentage, enrollment_date, completion_date'. There's a 'Download example' link. The 'Duplicates' section has three radio buttons: 'ignore' (selected), 'Replace', and 'Merge'. The 'Date format' is set to 'm/d/Y'. The 'Suppress notifications' checkbox is checked. The 'CSV file' section has a 'Choose File' button and a 'No file chosen' message, with a link to '...or click here to import using plain text'. At the bottom, there's a note: 'Note: Maximum import size is 1000 lines' and an 'IMPORT' button, which is highlighted by a blue arrow.