How can a Faculty member create their own course?

1) Faculty now has the option of creating their own accounts by logging into their Millersville Course Reserves Account.
2) Once logged in there will be the option for creating courses and viewing courses they are or have previously taught.
3) To begin the professor must click the on the link, under the Course Tools, appropriately named Create a New Course. It will then take you to a new web-page.
4) This form will need to be filled out accordingly for the course to be created.
   a) Notice we are asking them to fill in these appropriate fields; they will need to be reviewed after the course has been created.
      i) Course Name: This is the official title of the course (i.e. Europe and the World)
      ii) Course Number: 4-Letter abbreviation for the course and the number (i.e. MATH 101; ART 100 is the exception to the rule since it is only a 3-letter abbreviation).
      iii) Course Instructor: The instructor should verify his / her name is imported correctly into the field: Last Name, First Name
      iv) Course Department: Department the course is being offered.
      v) Course Semester: The semester that the professor wishes it to be active.
      vi) Course Enrollment: This is equal to the student enrollment list the professor has, if they do not have one it should be maximum enrollment allowed in the course according to the registrar’s office.
5) After the form has been filled out the professor will want to click Create Class.
6) The professor will then be taken to this screen where they will want to click Subscribe Now so that they will receive e-
mails when an item’s status has changed (i.e. uploaded, available, deleted, cancelled, etc.)

7) Along the left side of the screen the professor will see that their options along the left side of the screen have changed and are now able to Add Items to their course.

8) For a professor to add items to the course they will need to click Add Items.

9) The webpage will then ask them to choose one of six different formats of a reserve item to be made available.
   a) Article
   b) Chapter
   c) Book
   d) File Upload
   e) Audio
   f) Video

10) This is where the professor must choose the best choice. When they have chosen it will take them to various screens where we will ask that they fill in as much information as possible to describe the reserve item.

11) Then after they have all of that chosen they will have the option to choose how the item will be getting onto the reserve list.
   a) Physical Reserve Items – These items will need to be delivered to the Library to be held with the other Physical reserve items in our collection
   b) Electronic Reserve Items – These items may be delivered directly to the web or if the professor would like to get the articles cropped and cleaned up before upload they will need to be delivered to the library as well.

12) The professor will see this near the bottom of the form and will have to decide what is the easiest for them. If an item is to be linked to a website the website must be placed into this box

13) Then the professor must scroll to the bottom of the screen and click Submit Item Information

14) After the item is added it will then be verified and processed at the library for review and copyright policies.