EurAsia

European Studies Revitalized Across Asian Universities

http://eurasiaproject.eu/

User guide for the Course Instructor/Facilitator

Co-funded by the Erasmus+ Programme of the European Union

Project ID: 585968-EPP-1-2017-1-BG-EPPKA2-CBHE-JP

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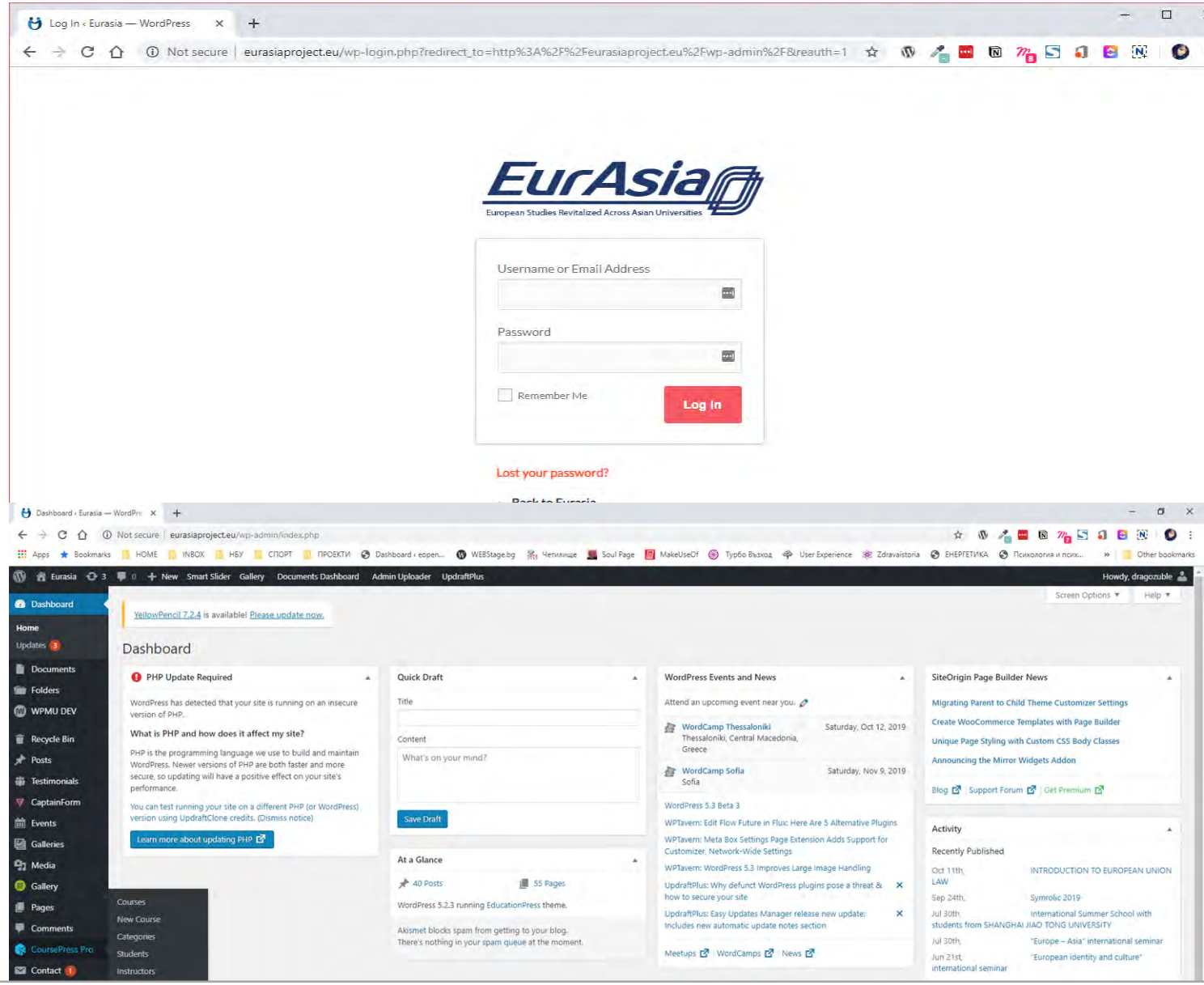
Log into backend

1. Go to http://eurasiaproject.eu/wp-admin.
2. Type your user name and password.
3. Click on **Log In** button.



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Create a new course

Follow the steps and read the instructions bellow.

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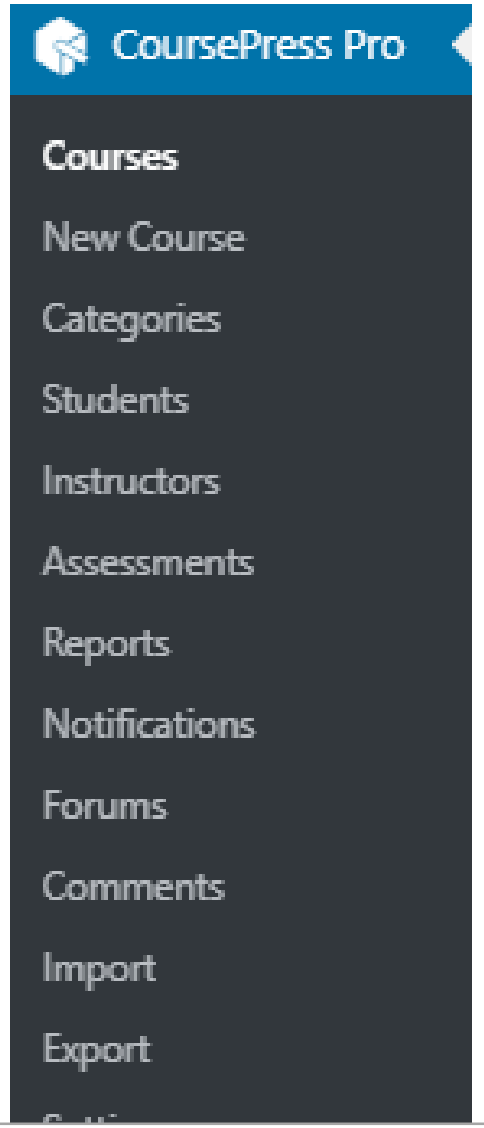
Create a New Course

1. This is the CoursePress Pro main menu.

Submenus:

- Courses – all courses in list
- New Course – add new course
- Categories – create new course category;
- Students – all student in list
- Instructors – all instructors in list
- Assessments
- Reports
- Notification
- Forums
- Comments
- Import
- Export
- Setting



2. Click on **New Course** and follow the steps in the **Course Setup, Units,** and **Students** tabs.

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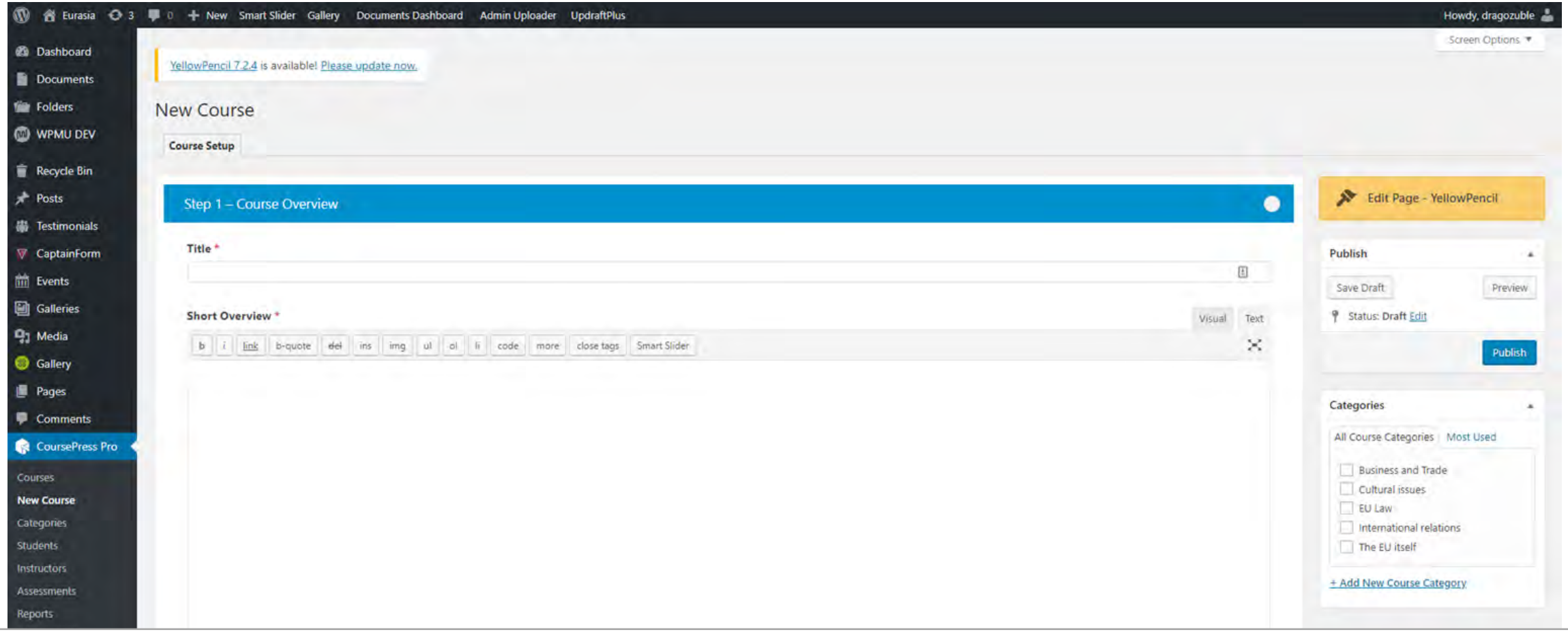
Step 1 – Course Overview

1. Add **Title, Short Overview** and **Featured Image**. Set the course Language. Fields marked with * are required.



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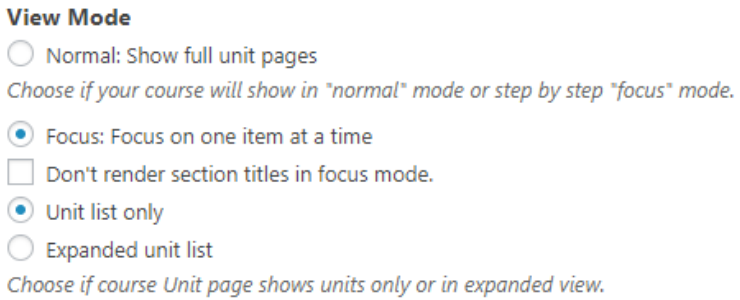
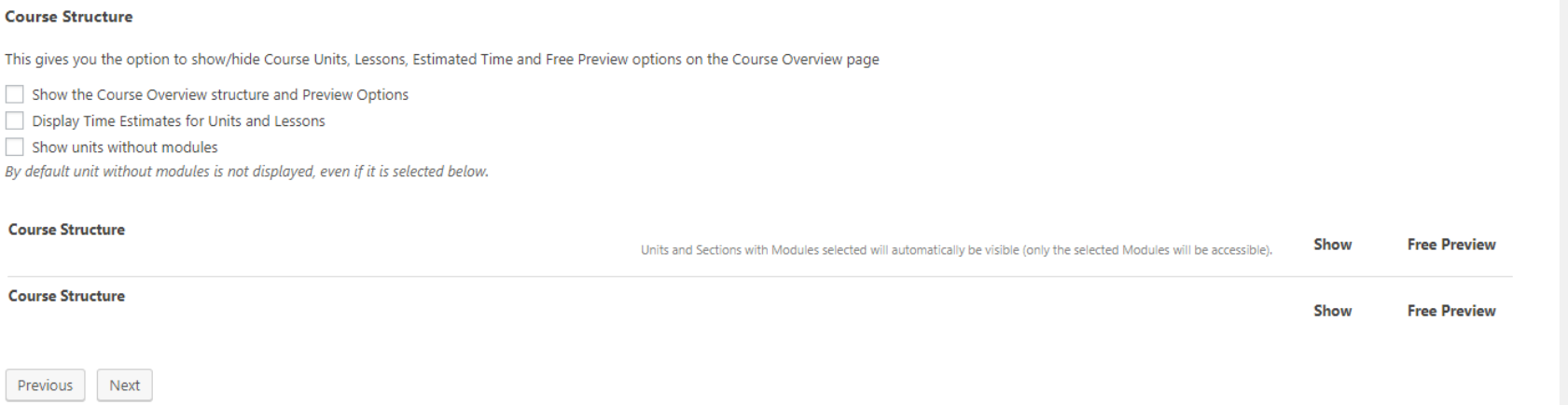
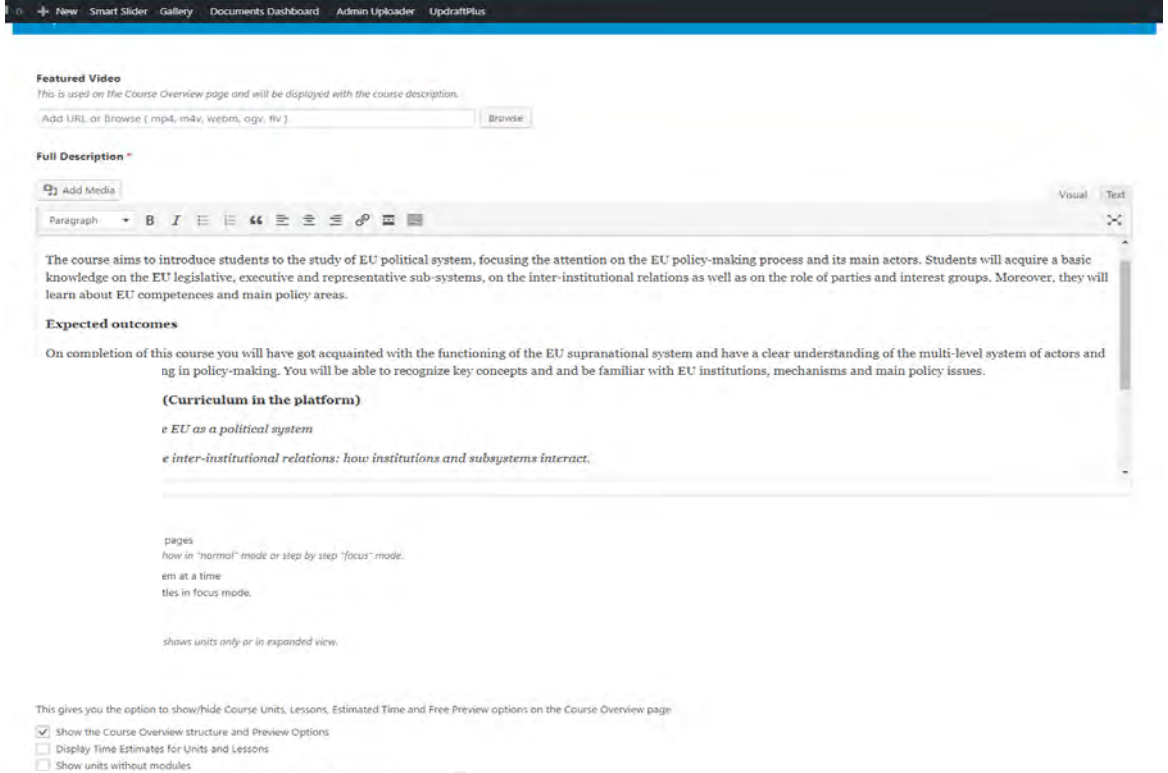
Step 2 – Course Details

1. Add **Featured Video** and **Full Description**.
2. View Mode



1. Course Structure





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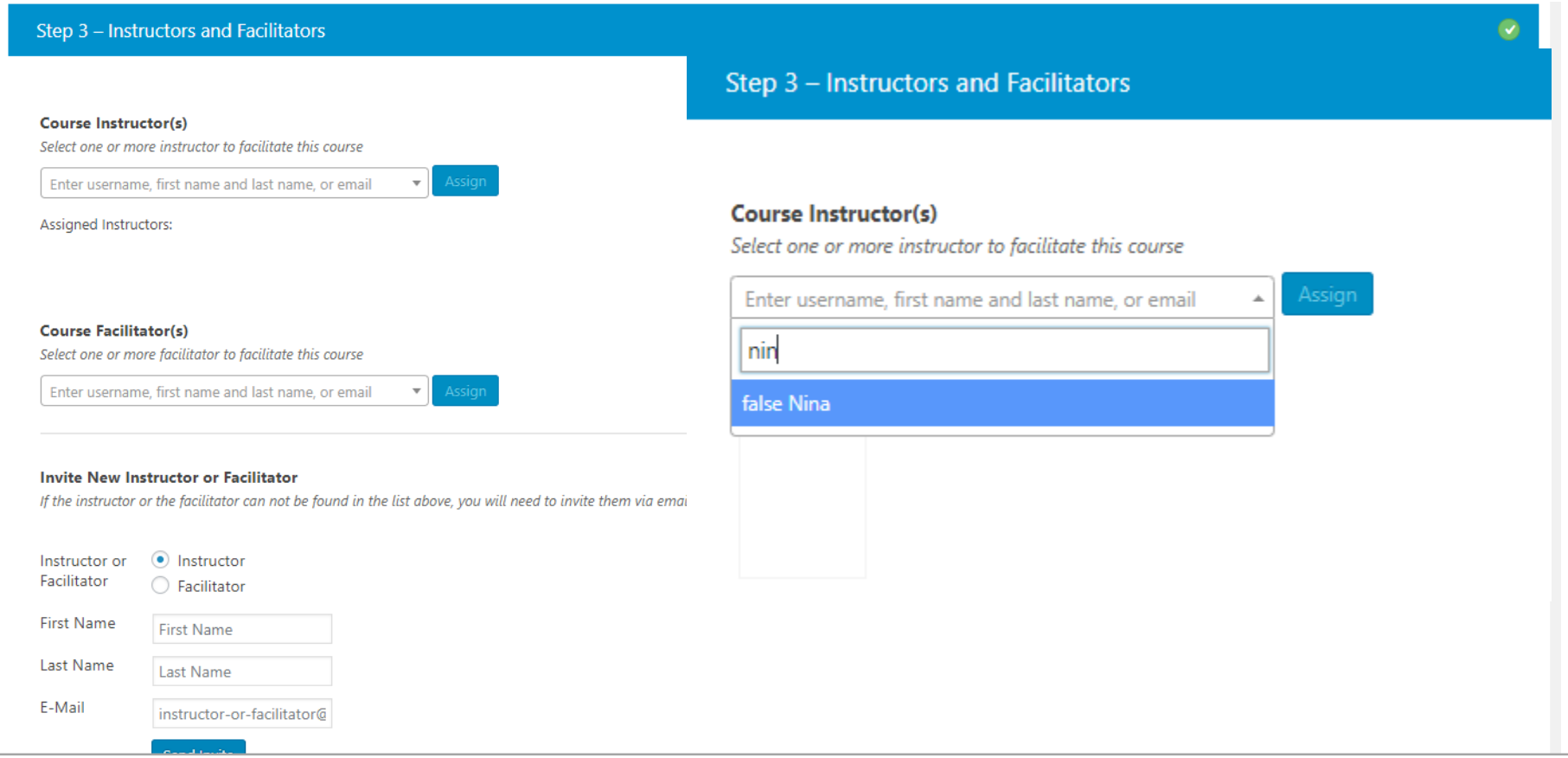
Step 3 – Instructors and Facilitators

Choose **Course Instructor(s)** and **Course Facilitator(s).** Start to type the name of registered user and click on the **Assign** button.



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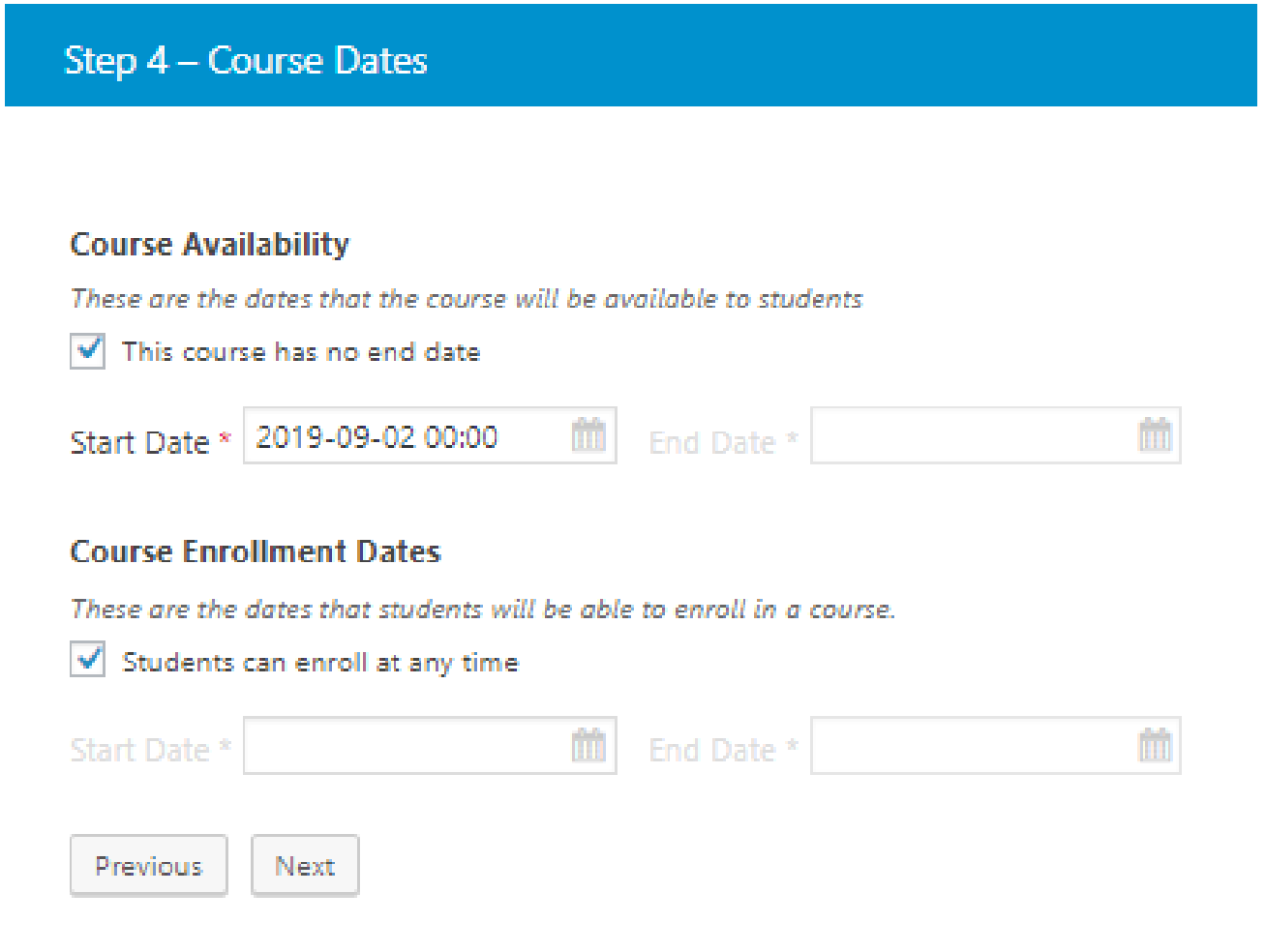
Step 4 – Course Dates

1. Set **Course Availability -** These are the dates that the course will be available to students. **Start Date** is a required field.
2. **Course Enrollment Dates** - These are the dates that students will be able to enroll in a course.



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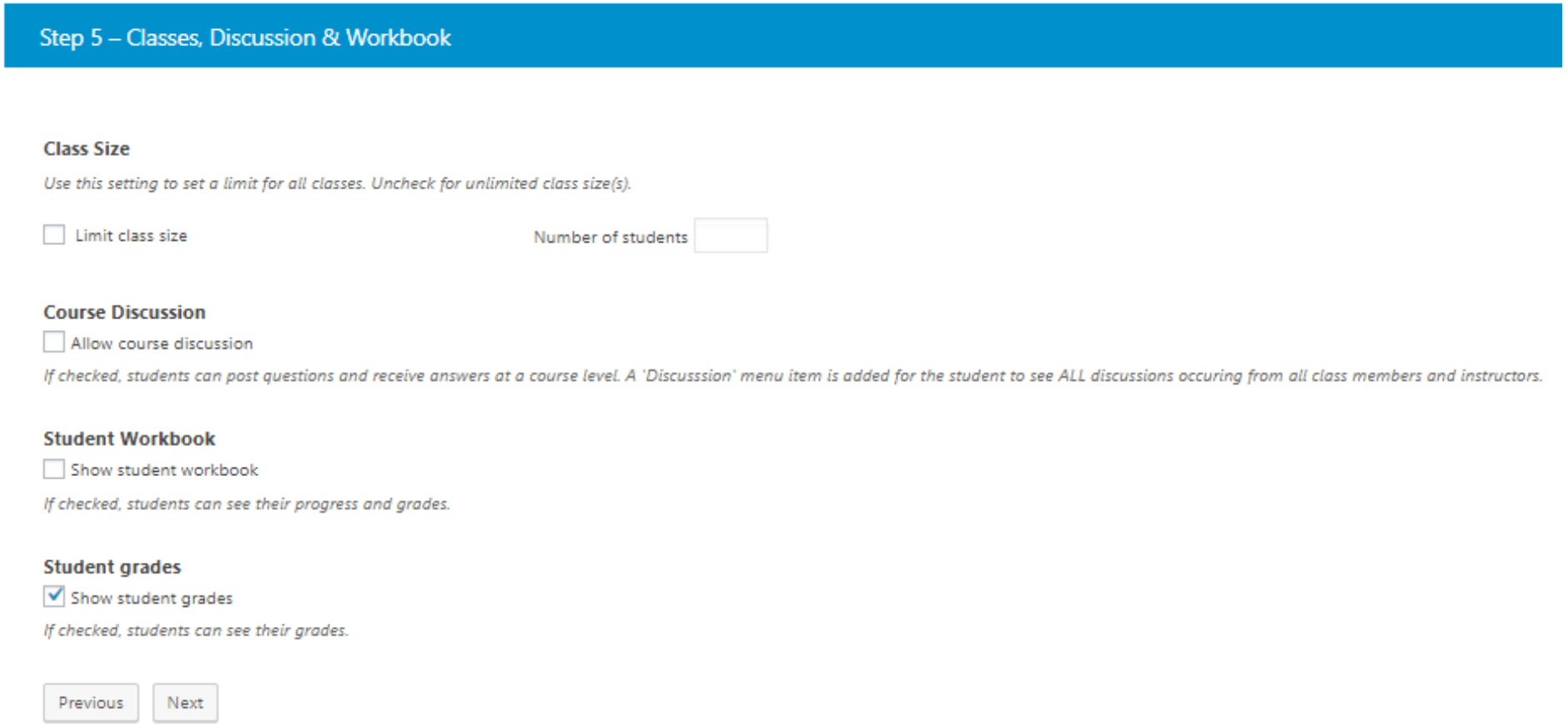
Step 5 – Classes, Discussion & Workbook

Set **Class size, Course Discussions, Student Workbook** and **Student Grades.**



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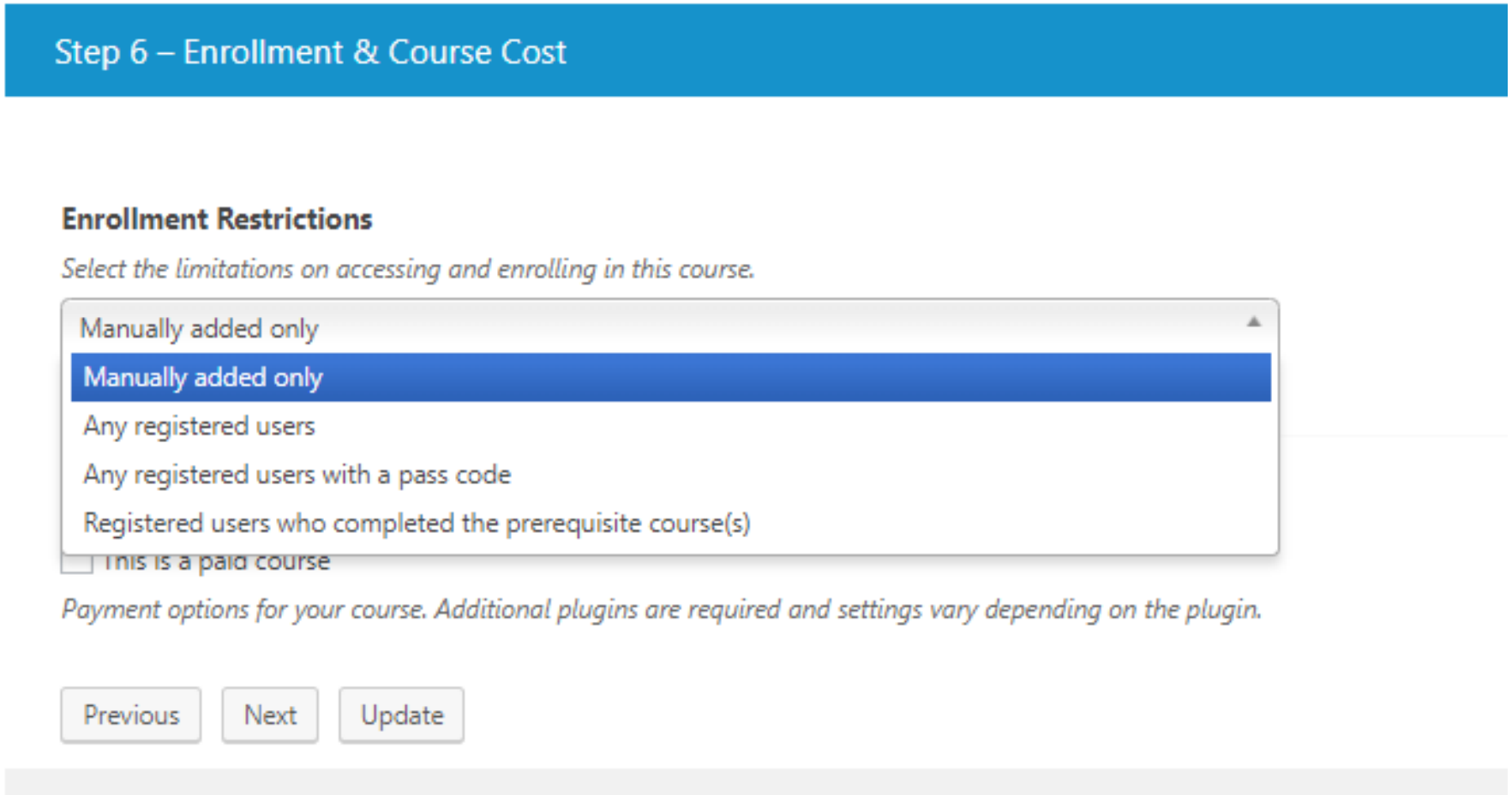
Step 6 – Enrollment & Course Cost

Select **Enrolment Restrictions** for your course.



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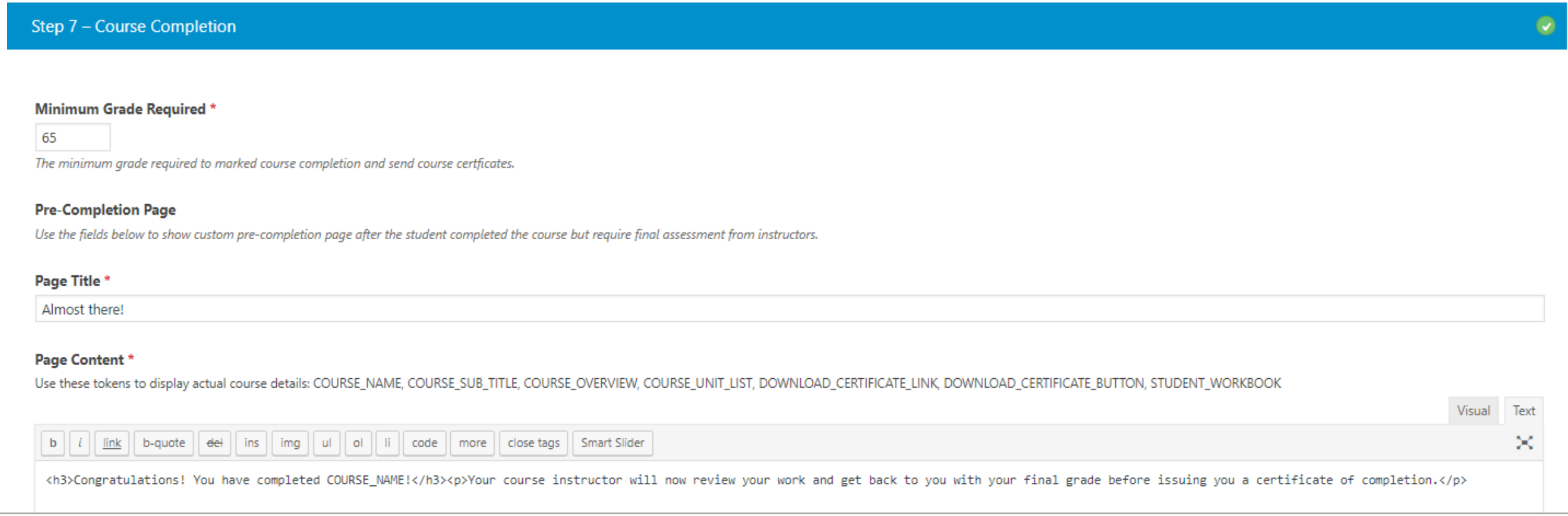
Step 7 – Course Completion

Set **Minimum Grade Required, Page Title and Page Content** for **Pre-Completion Page. Course Completion Page** and **Failed Page** are also available. Fill in the fields and click on **Next**.



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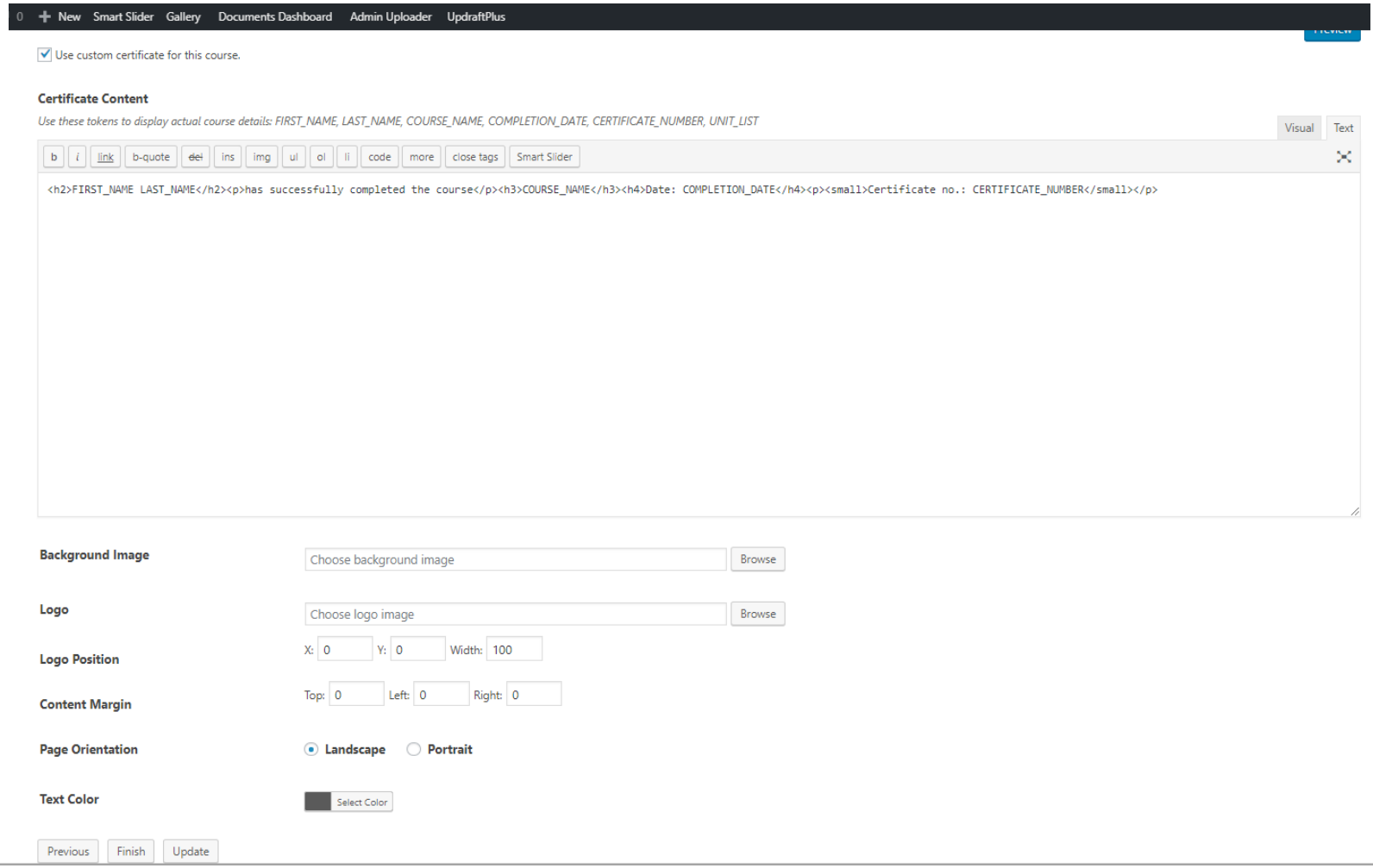
Step 7 – Course Completion

1. Here you can set custom certificate content:
    - Background Image
    - Logo
    - Logo Position
    - Content Margin
    - Page Orientation
    - Text Color

2. Click on **Finish**.



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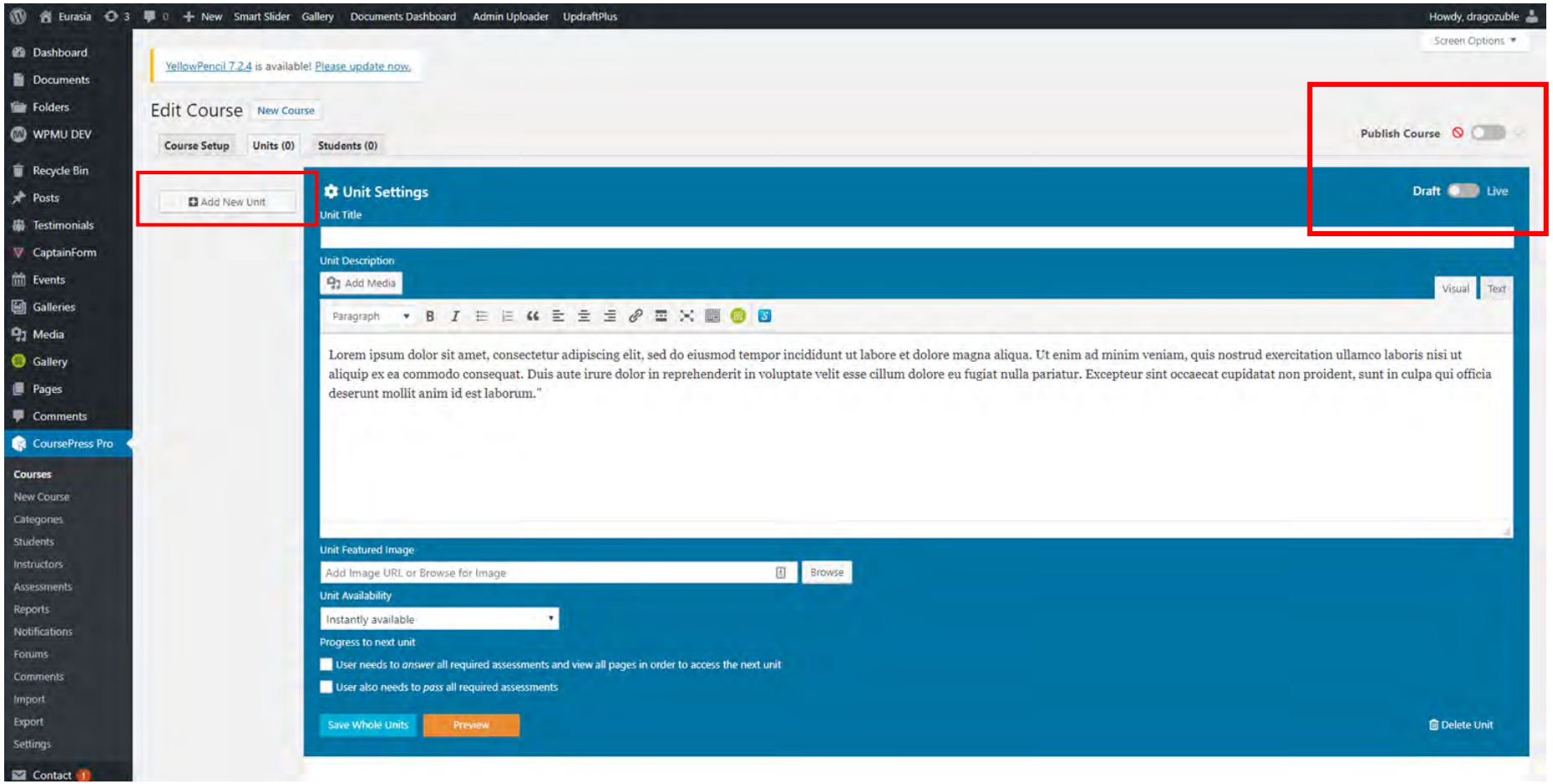
Unit Settings

1. Click on **Add New Unit.** Set **Unit Title, Unit Description, Unit Feature Image** and **Unit Availability.** Click **Save Whole Unit** button to save and **Preview to view your course on the website.**



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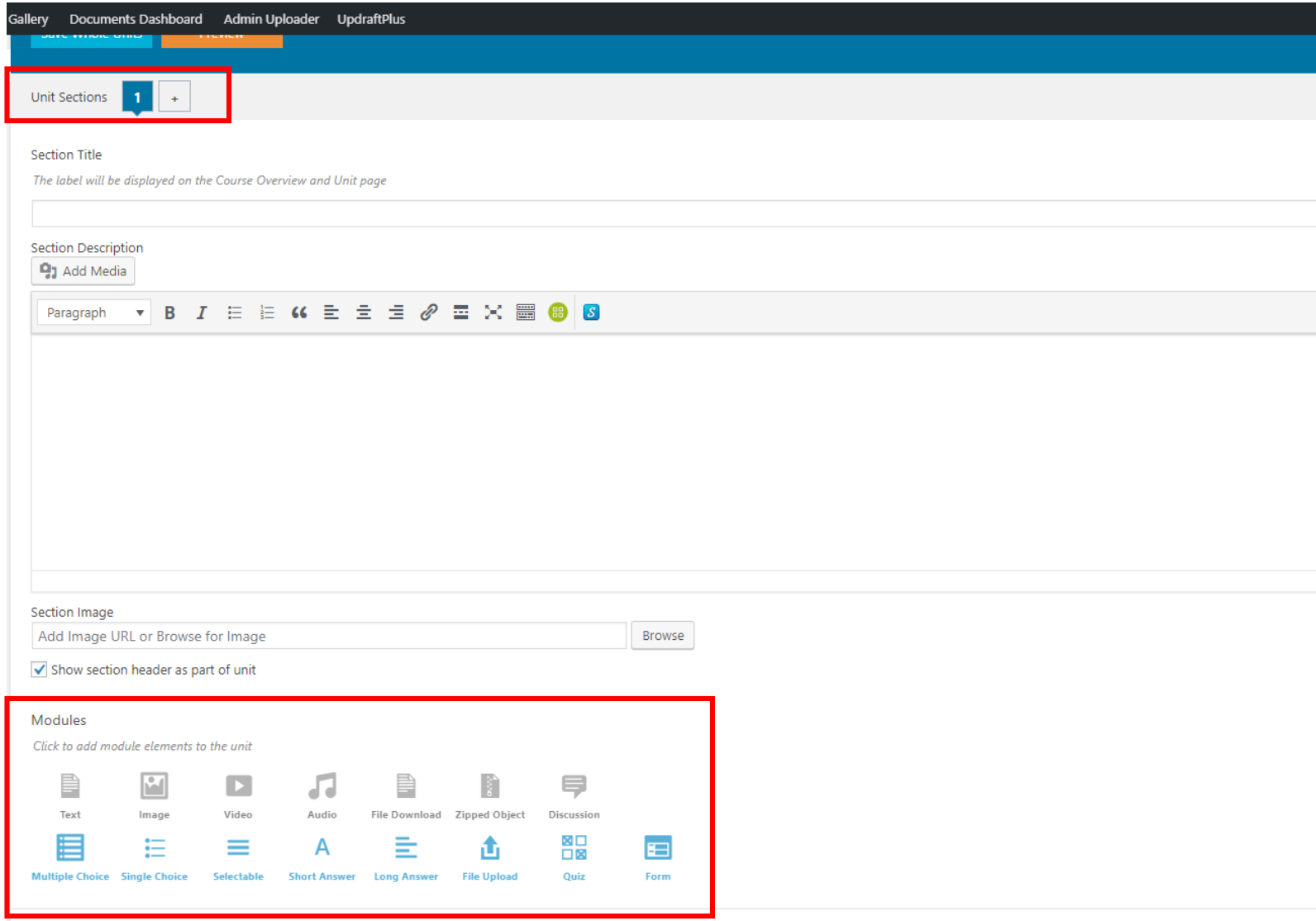
Unit Sections

1. Add **Section Title, Section Description and Section Image**.
2. Next, there is the **Modules** panel, where you can choose the type of content you will add and the type of questions for your quizzes.



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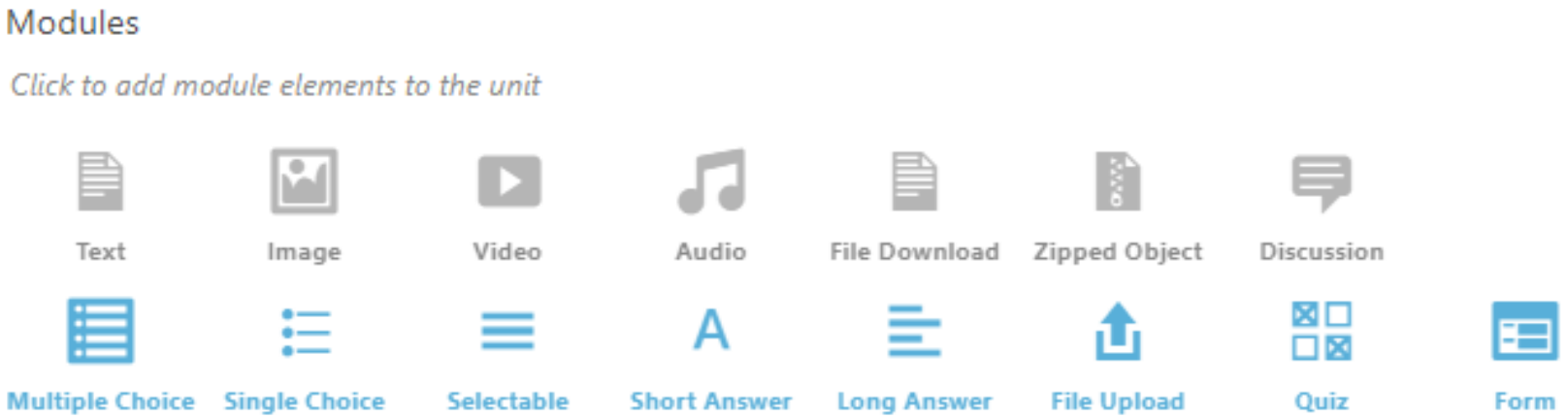
Modules elements of the unit

1. Content you can add :
   - Text – add **Title** and **Content**
   - Image
   - Video - you can enter a Youtube or Vimeo link. (Embed support is required.)
   - Alternatively, you can browse for a file. Supported video extensions: mp4, m4v, webm, ogv, wmv, flv.
   - 4. Audio - enter a URL or browse for an audio file. Supported audio extensions: mp3, ogg, wma, m4a, wav.
   - File Download Zipped Object.
   - Discussion – you can add a discussion as part of the course

For every type of module you can add **Student Completion**



1. Types of questions:
   - Multiple Choice
   - Single Choice
   - Selectable
   - Short Answer
   - Long Answer
   - File Upload
   - Quiz – here you can add Multiple choice, single choice and…. With one common description
   - Form – here you can add Short answer, Long Answer and Securable with one common description

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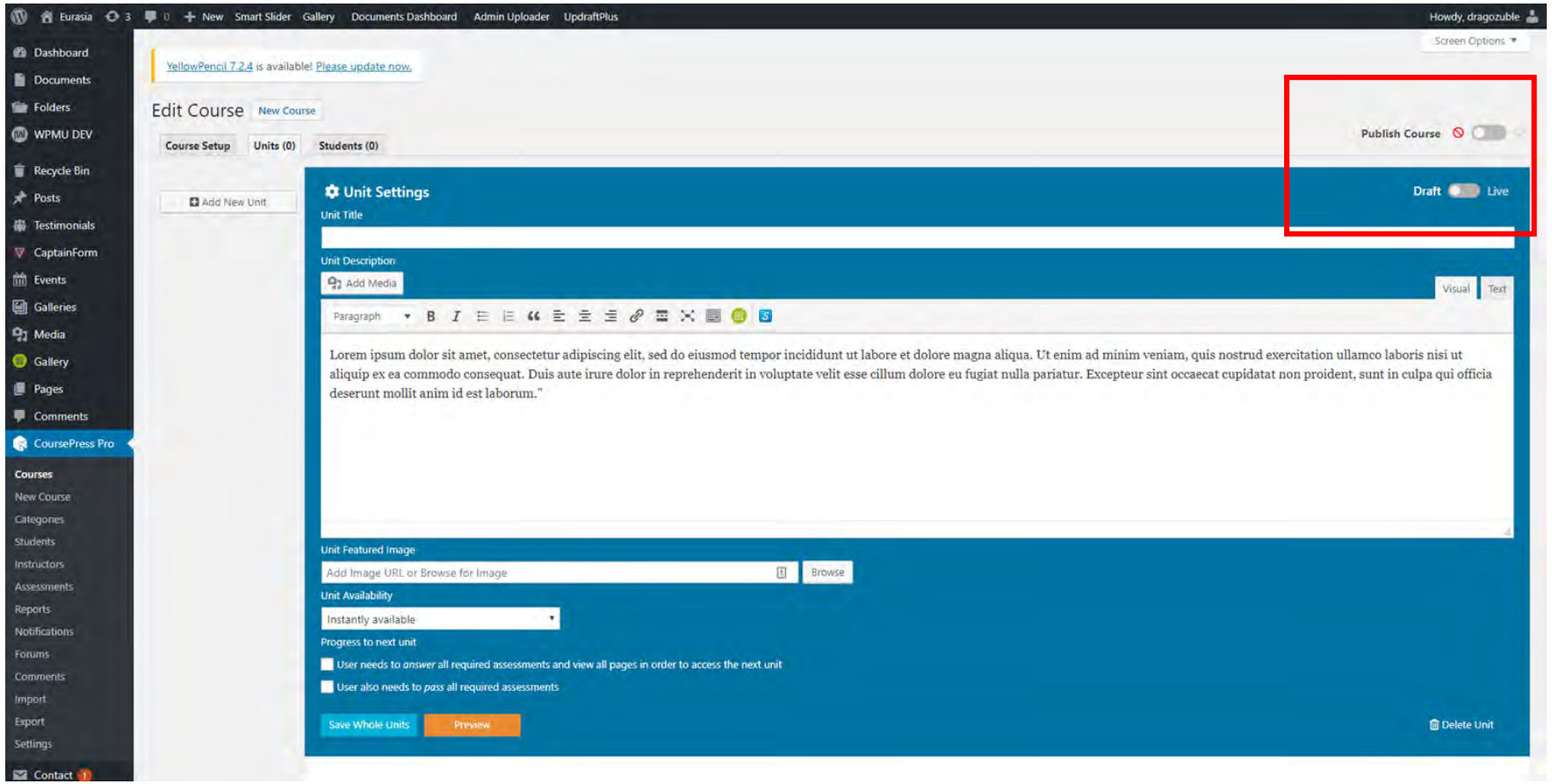
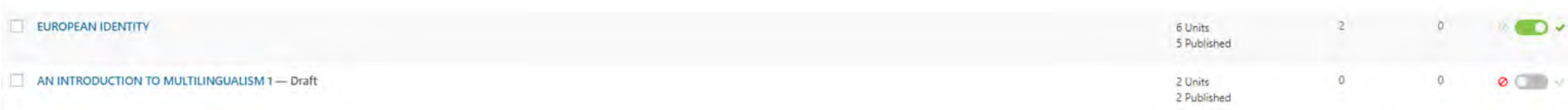
Publish the course

1. To publish a **Unit** click on **Draft/Live** switch.
2. To publish **the course** click on the **Publish Course** switch or if you click on the CoursePress Pro submenu **Courses** you will see a list of courses and you can set the status for each one.





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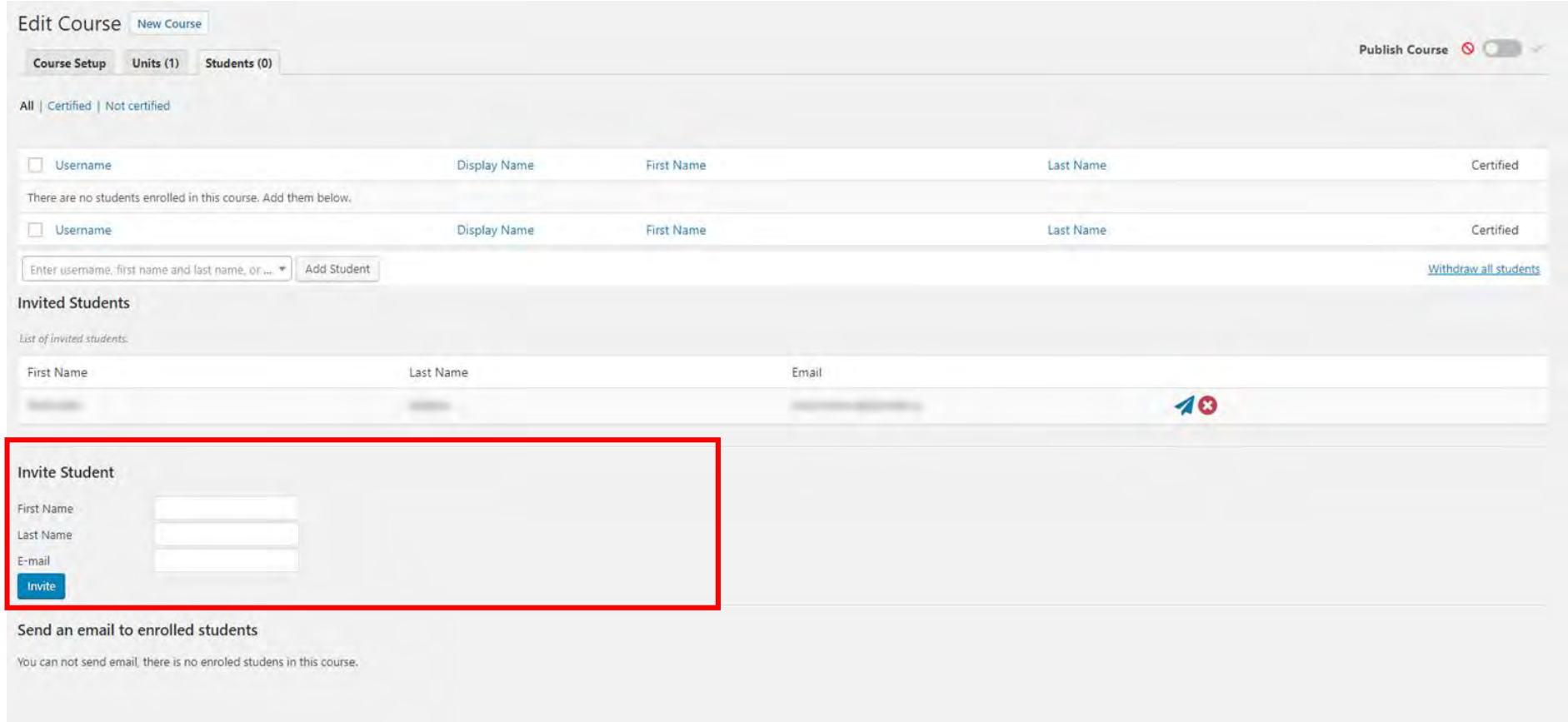
Students tab

1. **List of Students**
   In this section you can see all students enrolled in the course – list of first name, last name and e-mail.
2. **Invite a student**
   Using the short form you can invite a student to enroll the course.



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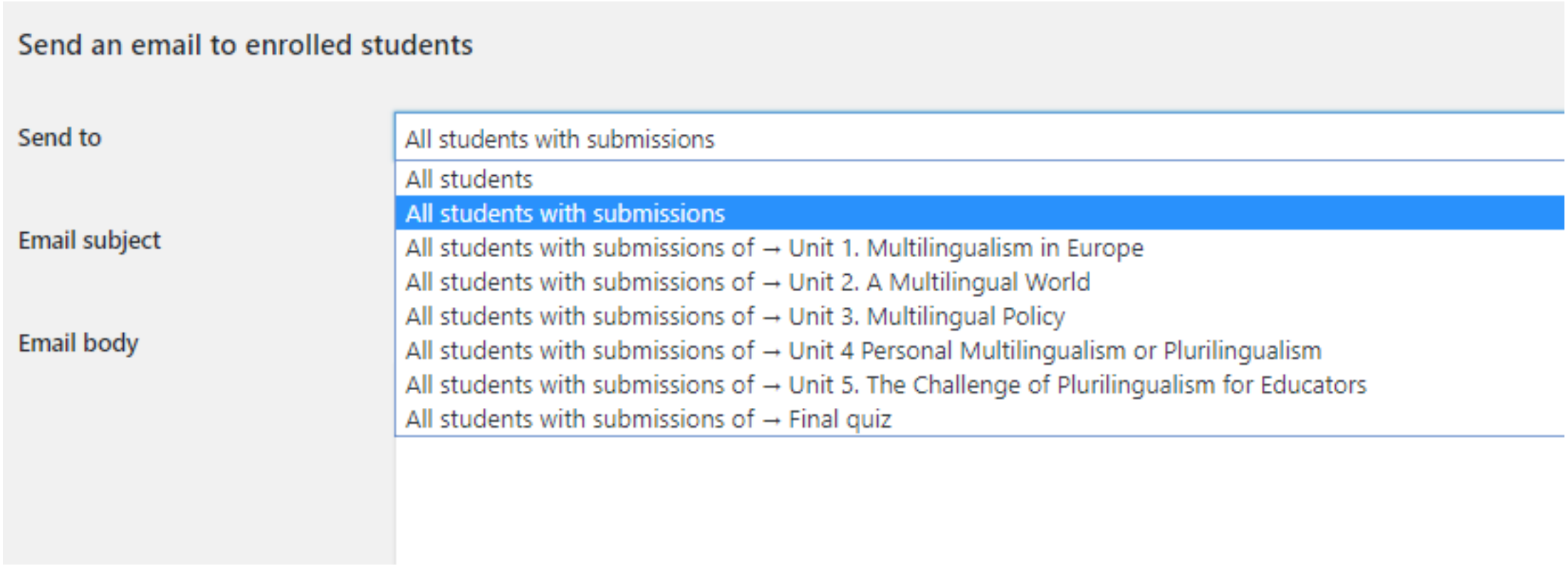
Students tab

Send an email to enrolled students using the form below. Choose:



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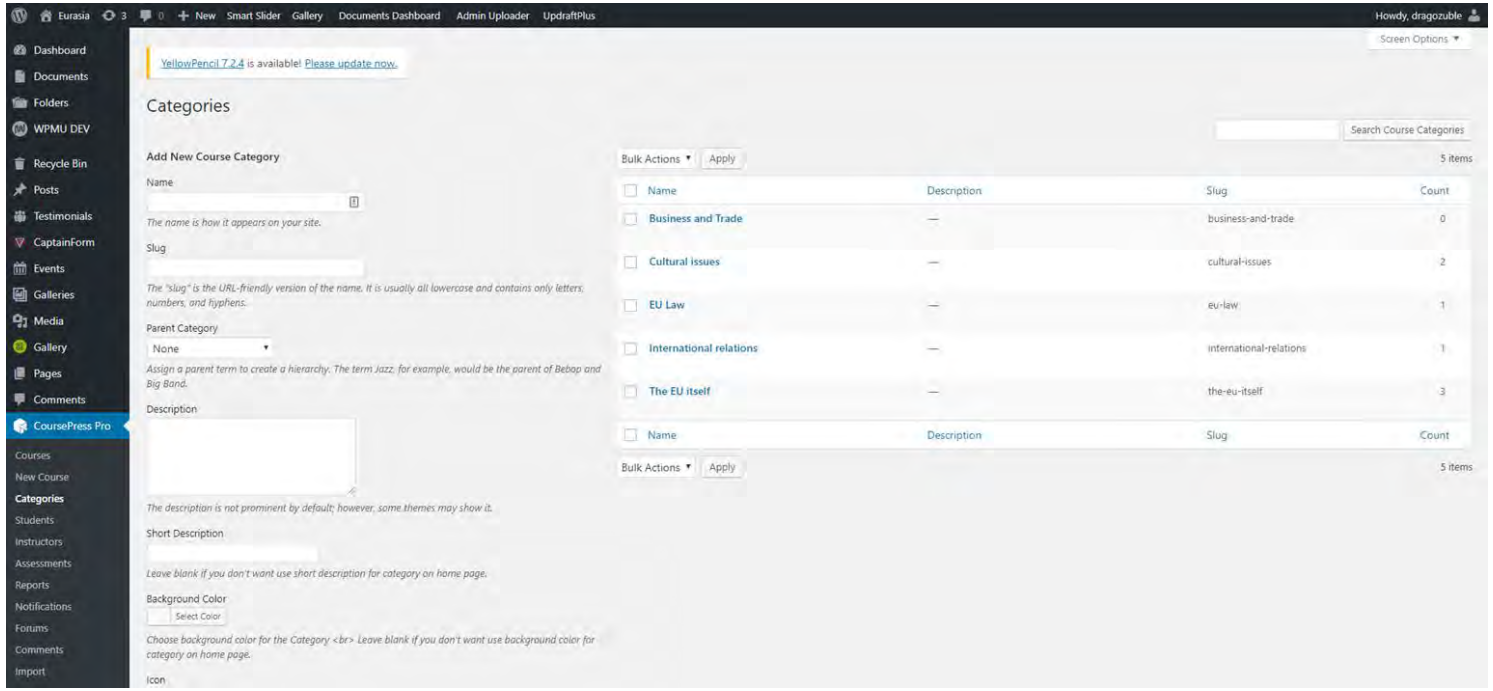
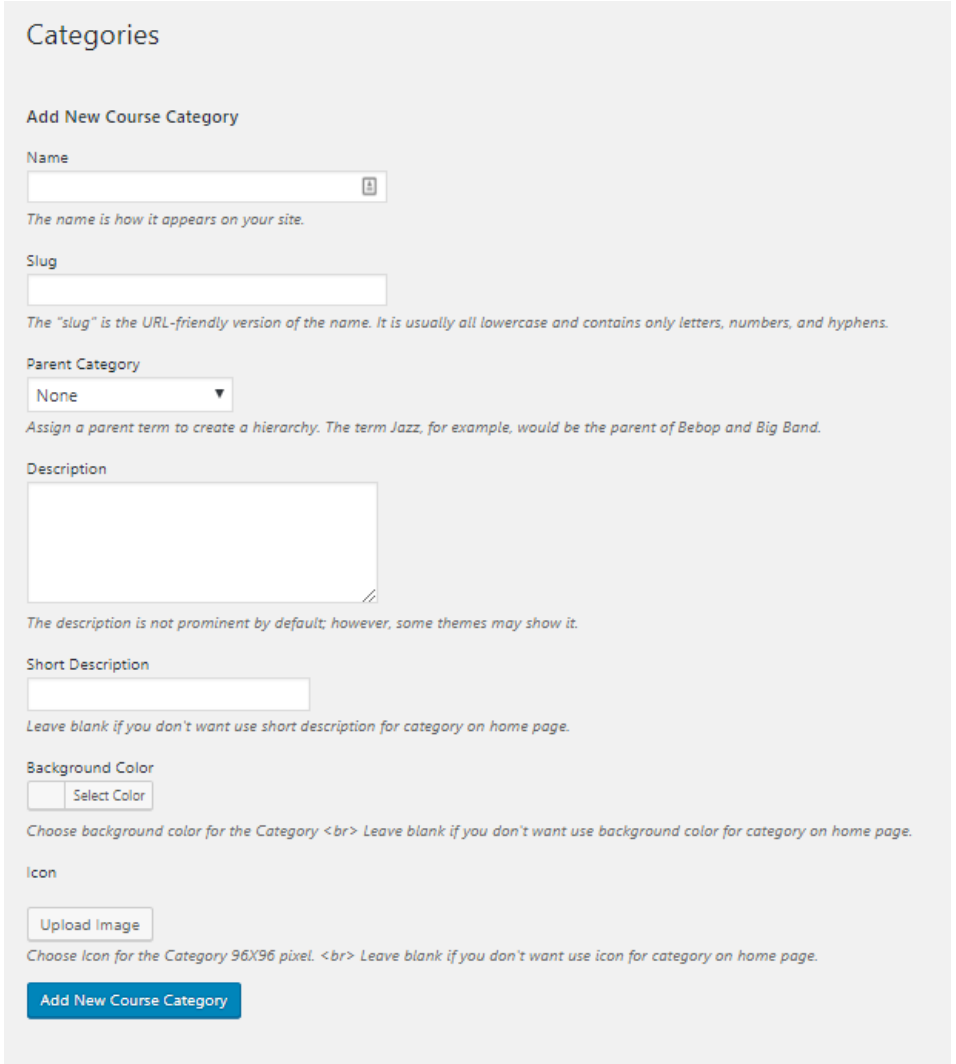
How to create course categories?





Add **Name, Slug, Parent Category, Description** and **Icon** for the new category.

On the same screen you can see all course categories and you can edit them using the small menu under the Category name.

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The Instructor

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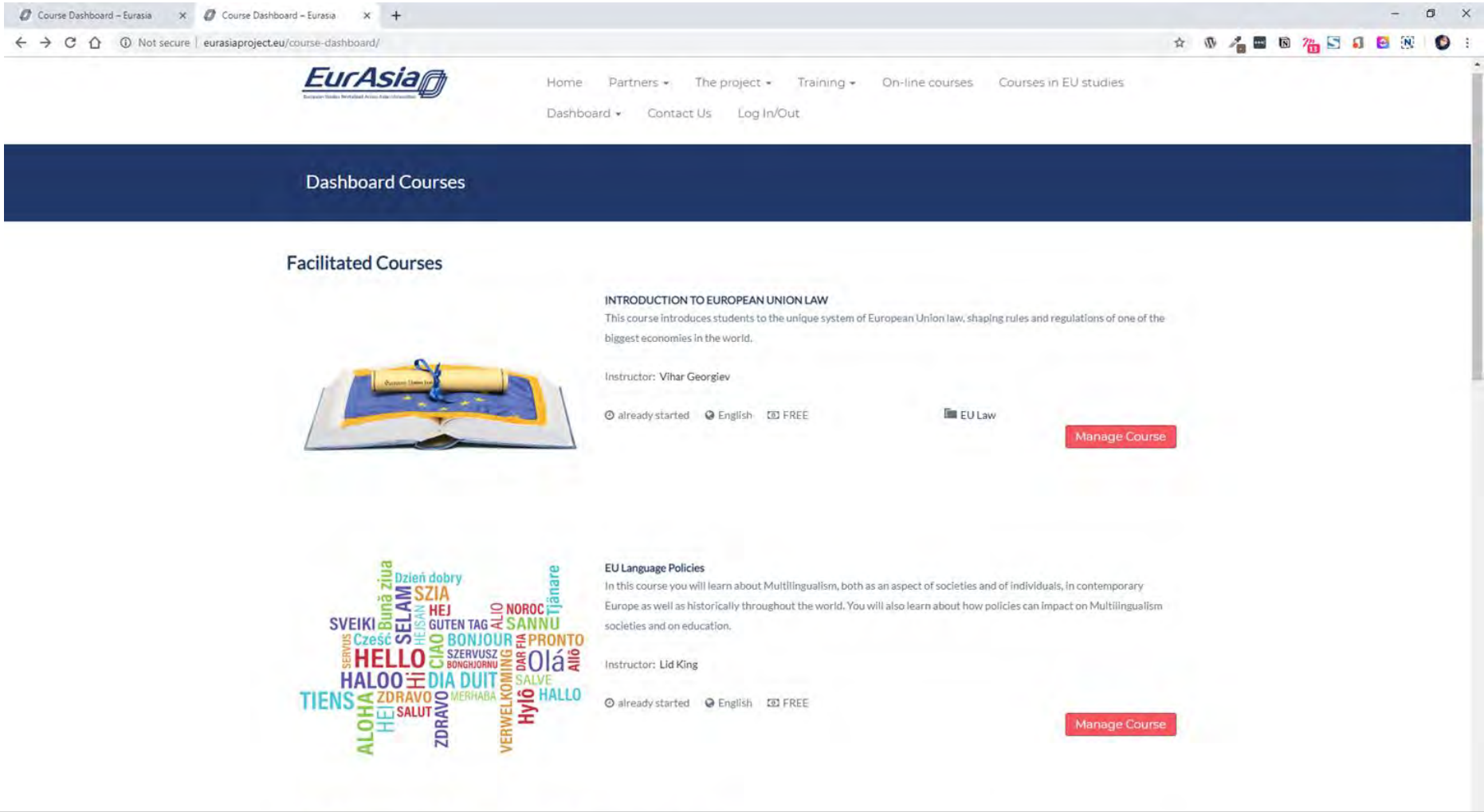
Instructor dashboard

Dashboard ->My Courses

Click on the **Manage Course** button.

In the backend, edit your course.



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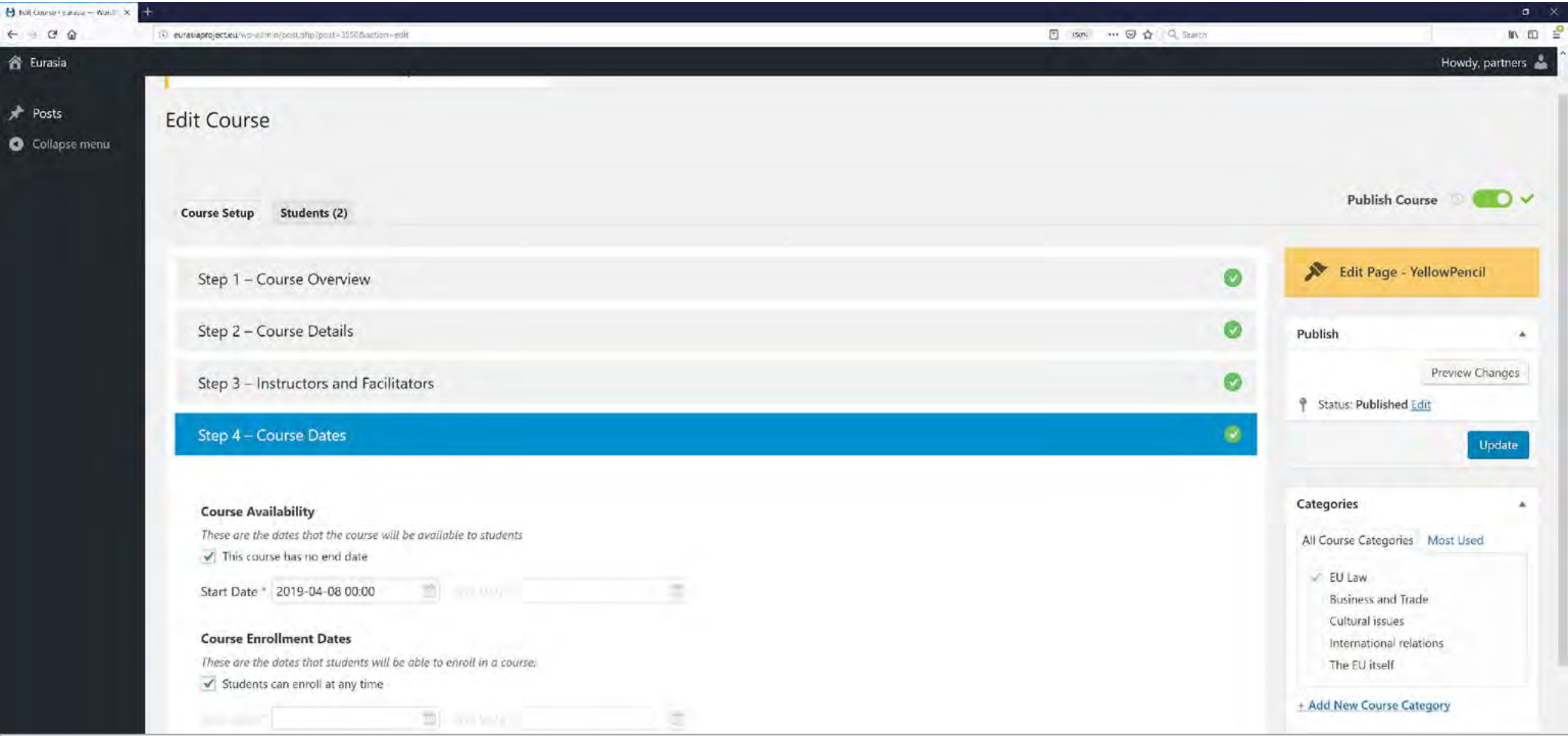

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