Add a Course

Occasionally we need to add a course that didn’t come into the system. Sometimes we add a single course so that we can conduct a quick survey for a single course so it doesn’t make sense to run through the entire import process.

1) After logging in, navigate to Setup -> Courses

2) Click “Add New”

3) Enter Course Number, Section, and Course Name. Make sure the Department is correct and choose the proper Term. You can leave all other fields as they are. Finally, click “Add” when you are finished.