

### ADDING COURSES

1. Go to [dashboard-ocw.danielinstitute.net](https://dashboard-ocw.danielinstitute.net)
2. Enter your username and password.
3. Click the link 'Courses' on the navigation menu.
4. Click the 'Add New Course' button.
5. Enter the course information on the new course page and save.
6. Once saved, you will be redirected to the course page. Here you can enter additional information about the course.

#### **To change course image.**

1. Click the 'Change Image' button displayed on the course banner.
2. Click on your preferred image.
3. Then click 'Yes' to set as new image.

#### **To add course description.**

1. Click the 'Edit Description' button.
2. Add a description.
3. Then click 'Save' to save.

#### **To add course syllabus.**

1. Click the 'Edit Syllabus' button.
2. Add syllabus text.
3. Then click 'Save' to save.

#### **To add calendar information.**

1. Click the 'Add Calendar' button.
2. Enter course calendar information.
3. Then click 'Save' to save.

#### **To add lecture notes linked to other web pages.**

1. Click the 'Add Lecture Notes (For Links)' button.
2. Enter notes information and link to website.
3. Then click 'Save' to save.

#### **To add lecture notes with a document.**

1. Click the 'Add Lecture Notes (For Documents)' button.
2. Enter notes information.
3. Drag file onto upload area or click area to select file.
4. Wait for file to complete upload.

5. Then click 'Save' to save.

**To add readings or video links.**

1. Click the 'Add Reading or Video (For Links)' button.
2. Enter information and link to website.
3. Then click 'Save' to save.

**To add document for readings.**

1. Click the 'Add Reading (For Documents)' button.
2. Enter reading information.
3. Drag file onto upload area or click area to select file.
4. Wait for file to complete upload.
5. Then click 'Save' to save.

**To add course assignments.**

1. Click the 'Add Assignment' button.
2. Enter assignment information.
3. Then click 'Save' to save.

**To select instructors for course.**

1. Click the 'Add Instructor' button.
2. Click the '+' button next to each instructor you would like to add.
3. Adding instructors will automatically be saved.

*\*Please note that an instructor must already be created before they can be added to a course.*