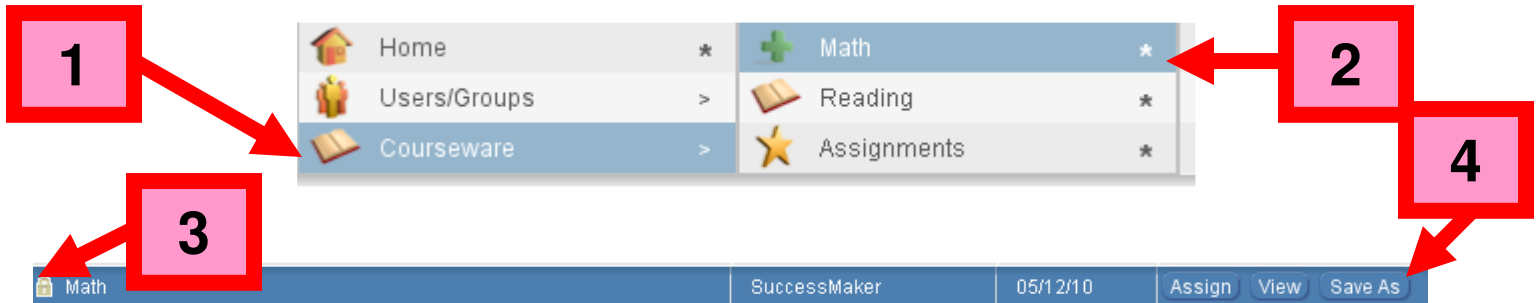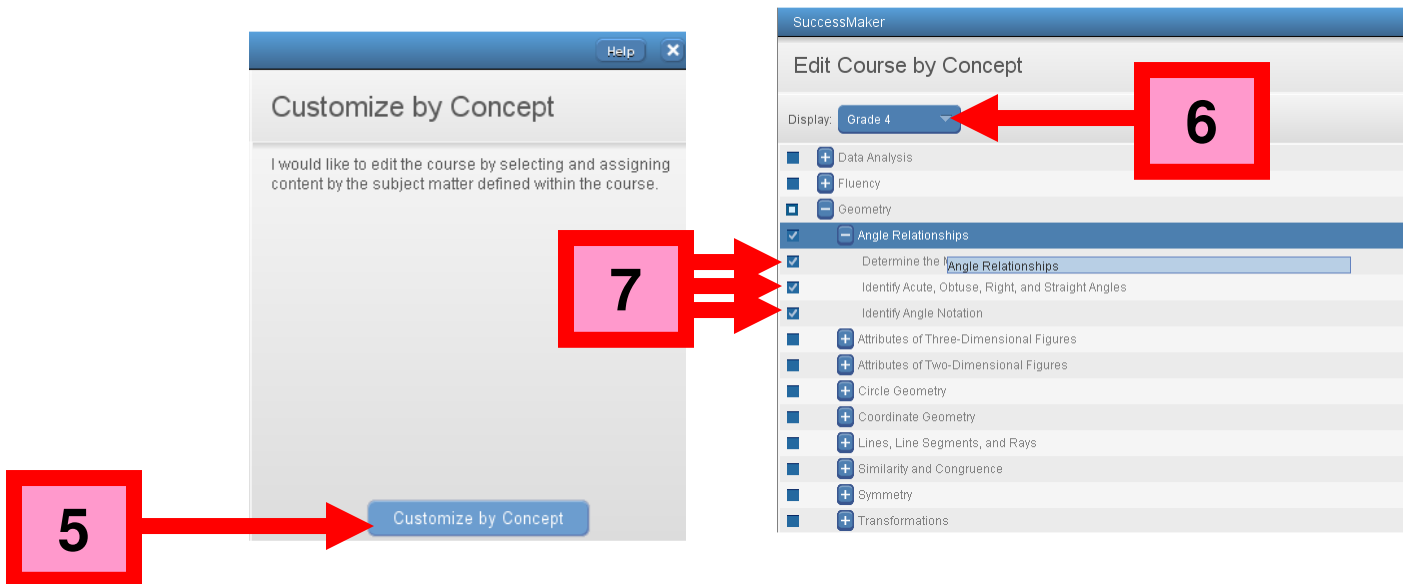1. On the homepage of the teacher dashboard, in the upper left hand corner, click on Courseware
2. Choose your course, Math or Reading

3. Look for the course with the 🔒 - this is the course you will use to create the custom course
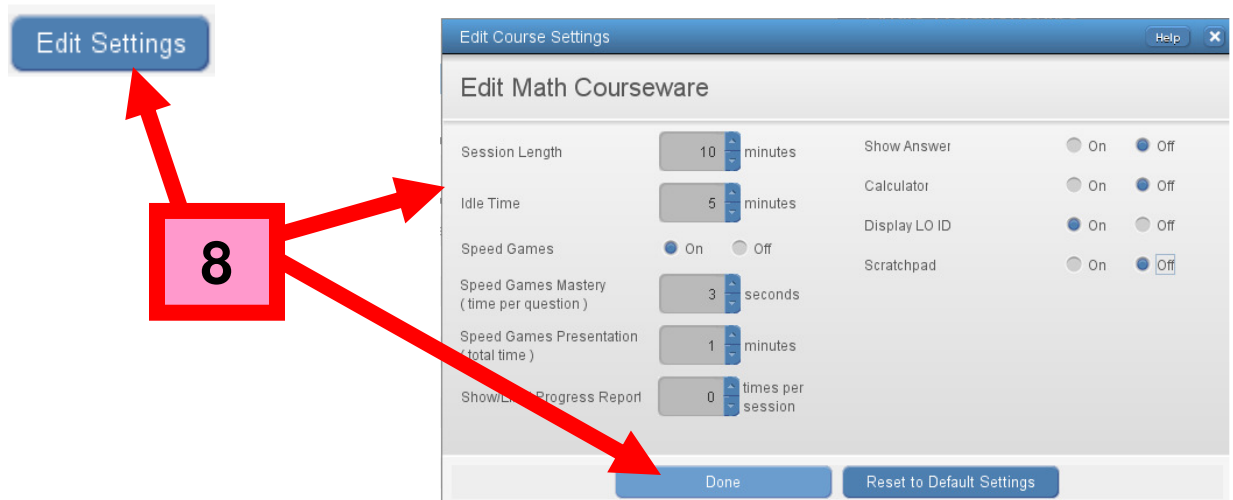4. Click **Save As**

5. Choose **Customize by Concept**

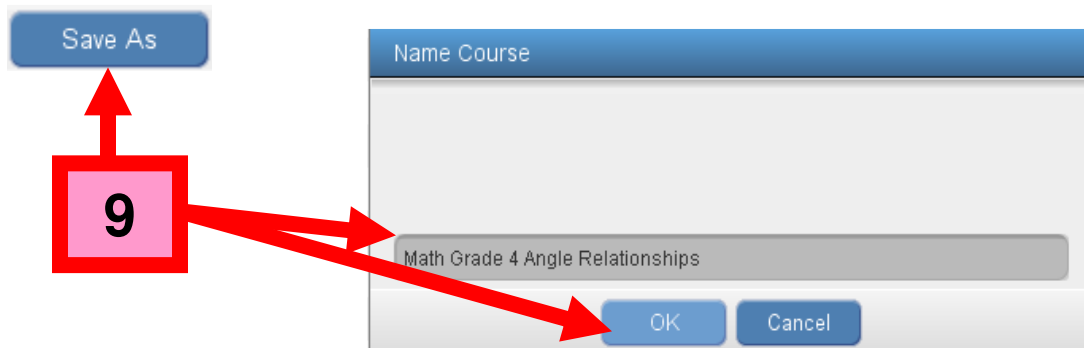6. Use the dropdown menu and choose your grade level.
7. Use the menu to find the skill(s) you wish to assign. Check the box for the skill(s).

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8. Click edit settings to edit the settings for the custom course you are creating. Change the settings for the course – the following settings are recommended – 10 minute maximum session length, 0 (zero) Show Limit Progress Report, Show Answer Off, Scratchpad Off.

   Once the settings are set, click [Done].

| Edit Settings |

8

Edit Course Settings   Help ✕

Edit Math Courseware

Session Length	10 minutes	Show Answer	○ On	● Off
Idle Time	5 minutes	Calculator	○ On	● Off
		Display LO ID	● On	○ Off
Speed Games	● On ○ Off	Scratchpad	○ On	● Off
Speed Games Mastery (time per question)	3 seconds			
Speed Games Presentation (total time)	1 minutes			
Show/Limit Progress Report	0 times per session			

| Done | | Reset to Default Settings |

9. Click Save As and name your course. It is strongly recommended that you name the course using the following template – SUBJECT – GRADE - SKILL. Click OK.
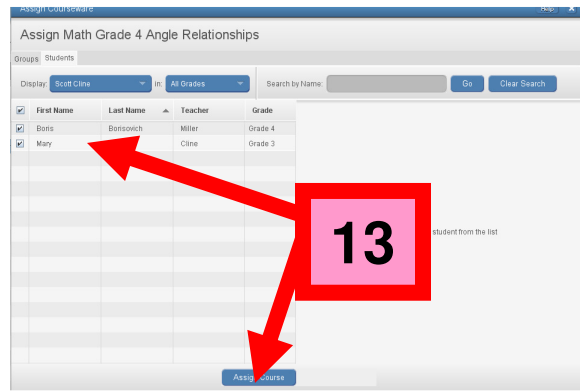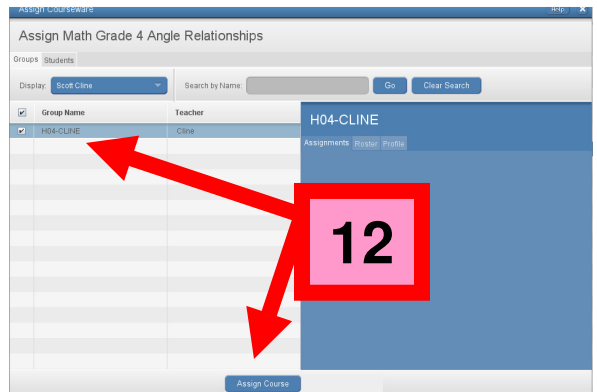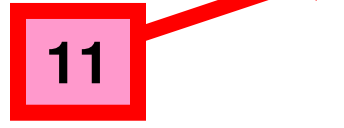
| Save As |

9

Name Course

Math Grade 4 Angle Relationships

| OK | Cancel |

10. On the teacher dashboard homepage, look for your custom course on the list of courses (go to Courseware, *Choose Subject*)

10

| Math Grade 4 Angle Relationships | ine | 03/20/11 | Assign | View | Customize | Rename | Remove |

* To view the settings and content of the course, click [View], to customize the custom course and save it using another course name, click [Customize], to rename the course, click [Rename], to remove the course, click [Remove] - WARNING – removing the course will also remove the assignment for any student currently running the custom course.

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Math Grade 4 Angle Relationships		Cline	03/20/11	Assign	View	Customize	Rename	Remove

11

11. To assign the course, click **Assign**

12

13

12. To assign the course to a group, click the **Groups** tab and click the box next to the group to which you want to assign the custom course. Click **Assign Course**

13. To assign the course to a student or students, click the **Students** tab and click the box next to the student or students for whom you want to assign the custom course. Click **Assign Course** .