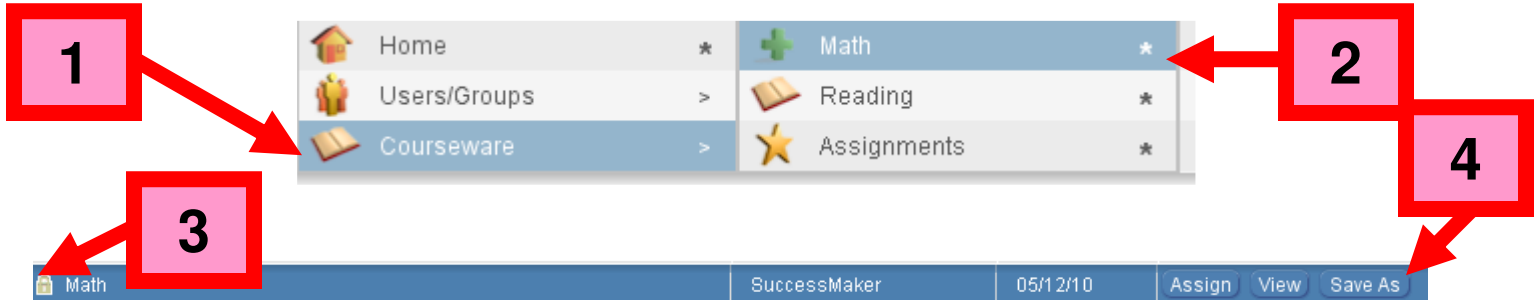

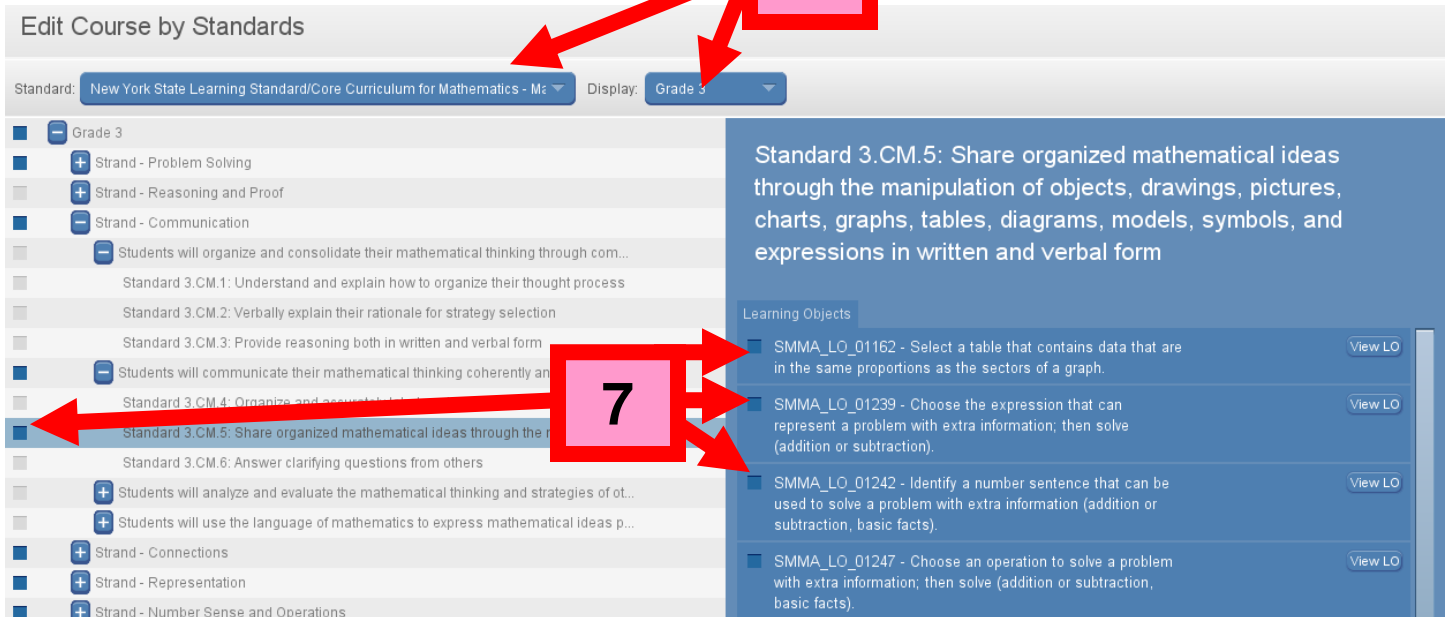


1. On the homepage of the teacher dashboard, in the upper left hand corner, click on Courseware
2. Choose your course, Math or Reading



3. Look for the course with the  - this is the course you will use to create the custom course
4. Click [Save As](#)

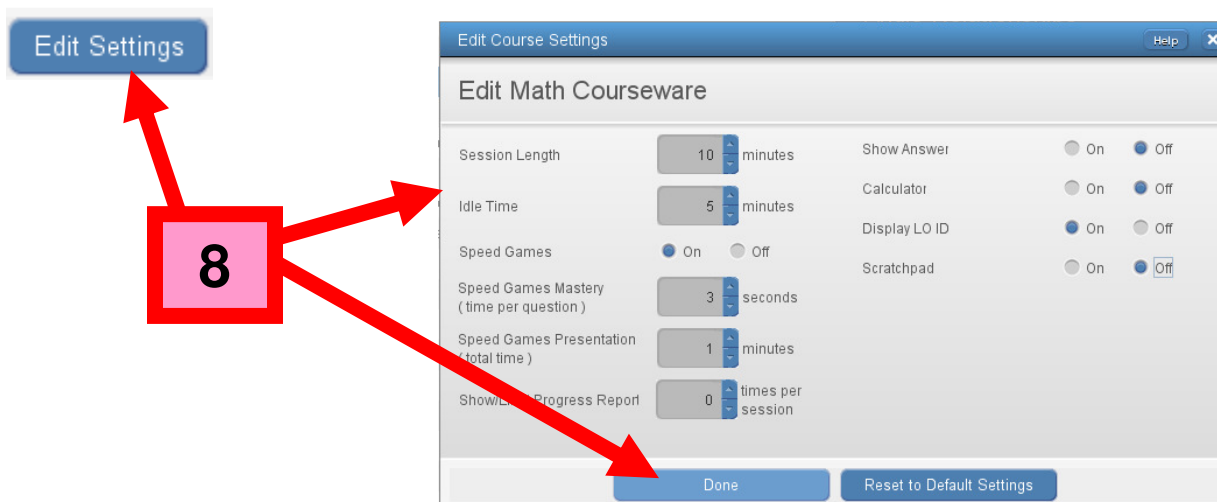
5. Choose [Customize by Standard](#)



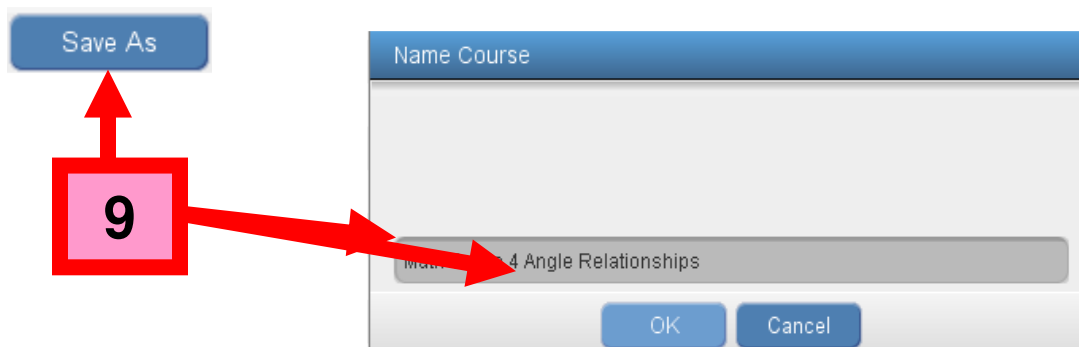
6. Use the dropdown menu and choose your standards (common core or state) and grade level.
7. Use the menu to find the skill(s) you wish to assign. Check the box for the skill(s).

- 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.

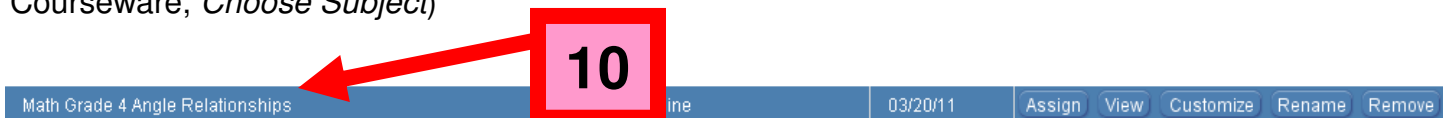
Once the settings are set, click



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

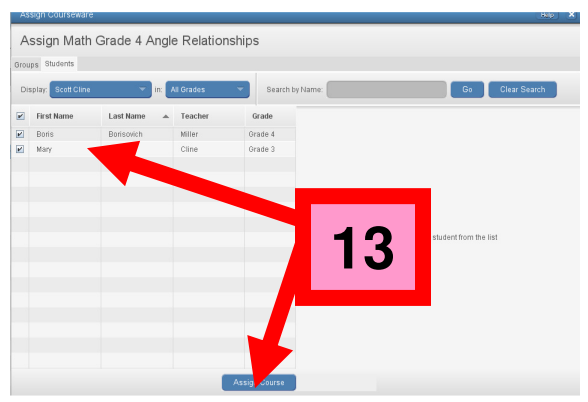
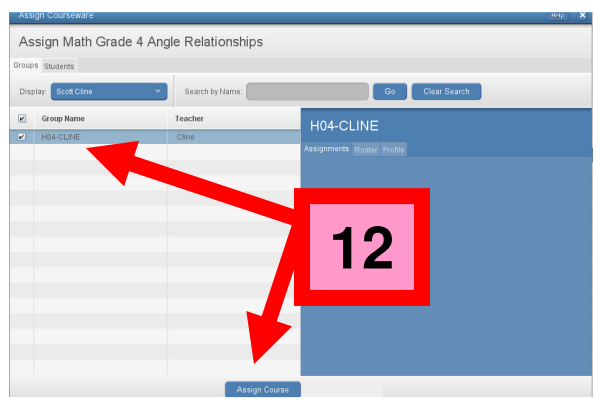
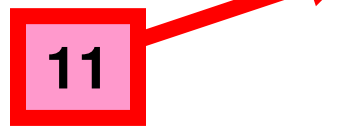


- On the teacher dashboard homepage, look for your custom course on the list of courses (go to Courseware, *Choose Subject*)



\* 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.

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



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**