

CREATE A COURSE BUNDLE

If you want, you can bundle a group of courses together so that enrollment in one course will automatically provide enrollment in all the courses in the bundle.

Note: Contact info@educadium.com if you need course bundling and don't have it on your campus.

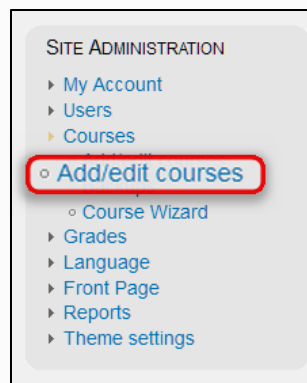
Before You Begin

- Decide upon a name for the Course Bundle.
- Determine the name of each course that will be part of the Course Bundle.
- Display your campus landing page.

Begin

Create the Course Bundle:

1. On the Site Administration menu, click Courses and then click Add/edit courses. The Campus Courses screen will display.



Site Administration Menu

2. If necessary, create a new category. If you do this, make sure to click that category name before proceeding.
3. Click the Add a New Course button. The Edit Course Settings screen will display.
4. Fill in this screen to match your needs.

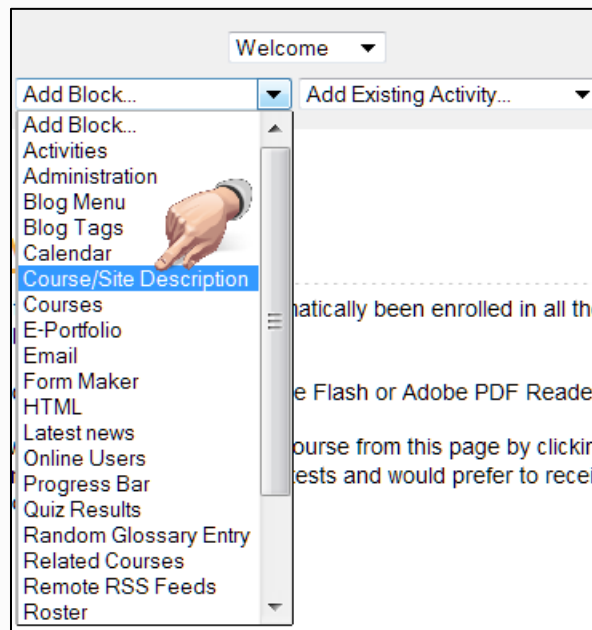
Note: many of the fields are not necessary or can be altered later. At a minimum, you should fill in the name you decided upon earlier and select a theme. If there's a cost for the bundle, you'll want to enter that here as well.

5. At the bottom of the form, click the Save Changes button. You'll see the Roles screen for your new course.
6. In the breadcrumbs, click the name of your course. This will display the Add a Page screen where you can define the first page of your course.

- Typically, for your Course Bundle course, you will only define this one page. Type a name for this page in the Page Name box.

Example: My Course Bundle

- Select Yes from the Publish drop-down box. If you wish, you can define column-widths or fill in the other boxes, but you don't need to do this to create your page.
- At the bottom of the form, click the Save Changes button. You'll see the first page of your course. At minimum, you'll want to enter a description. You may also wish to display a list of the bundled courses in which a user will automatically be enrolled.
- Click the Edit this Page button.
- From the Add Block drop-down, select Course/Site Description. If necessary, edit the description using the blue icon at the bottom.

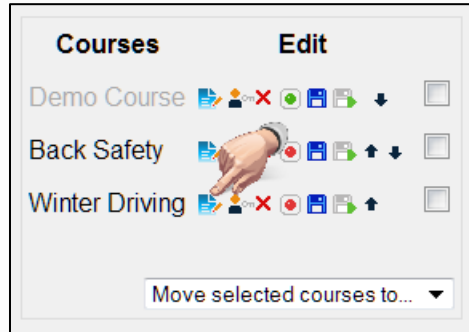


Add Block Dropdown

- If you wish, select Related Courses from the Add Block drop-down. At first, this won't contain anything, but any courses you add to the bundle will display here later.

Add Courses to the Bundle:

- If necessary, return to the landing page of your campus.
- Click Add /Edit Courses from the Site Administration menu under Courses. The Campus Courses screen will display.
- If necessary, click the name of the category containing the first course you want to add to the bundle. Locate the name of the course.
- To the right of the name of the course, click the Edit icon. The Edit Course Settings screen will display.



Edit icon

17. Scroll down a little to find a question titled "Is this a metacourse?" Select Yes from the drop-down next to this question.
18. At the bottom of the form, click the Save Changes button. A new option will be added to the course's Administration menu. Depending on whether you've changed your course format, this menu may be displayed on the Administer my Course page or else can be accessed through the Add Block drop-down.
19. Locate or add the Administration menu to the course and then click the Child Courses option. The Child Courses screen will display.
20. Add your Course Bundle from the list on the right to the list on the left.
21. Use the breadcrumbs to return to the landing page and then click the name of the Course Bundle you created earlier. If you used the Related Courses block, the name of the bundled course should appear in the block. Now, anyone who is enrolled in the Course Bundle will automatically be enrolled in the bundled course as well.
22. Repeat these steps for every course you want to add to the bundle.

Notes:

- You must unenroll a student from the Course Bundle instead of the course.
- You can add a course to any number of bundles
- You can also list a course in a bundle separately