

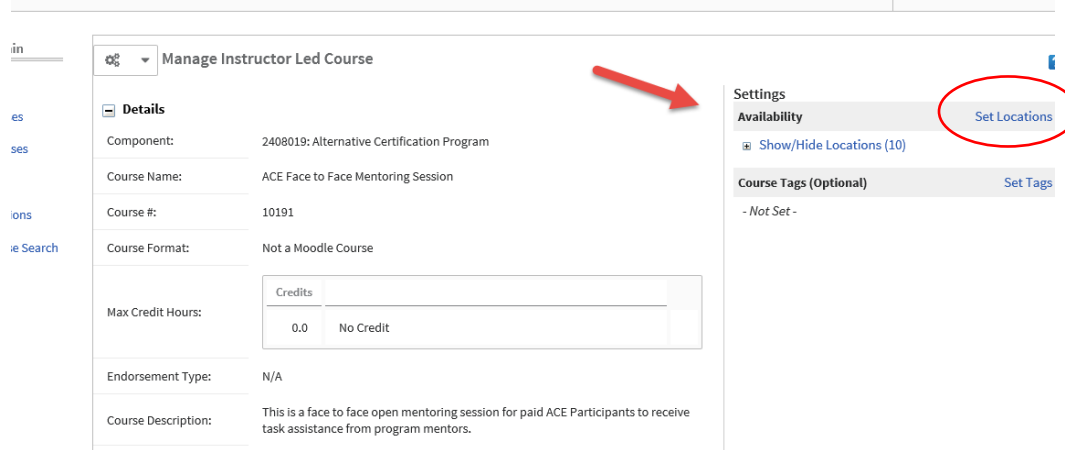
Instructions for Adding Guest Access to a Course

****Adding Guest Access must be completed prior to course approval****

Courses are set up to automatically be released into the catalog for all district employees. If you wish to open your course to guest users, you will need to add access for them to the Settings Availability screen.

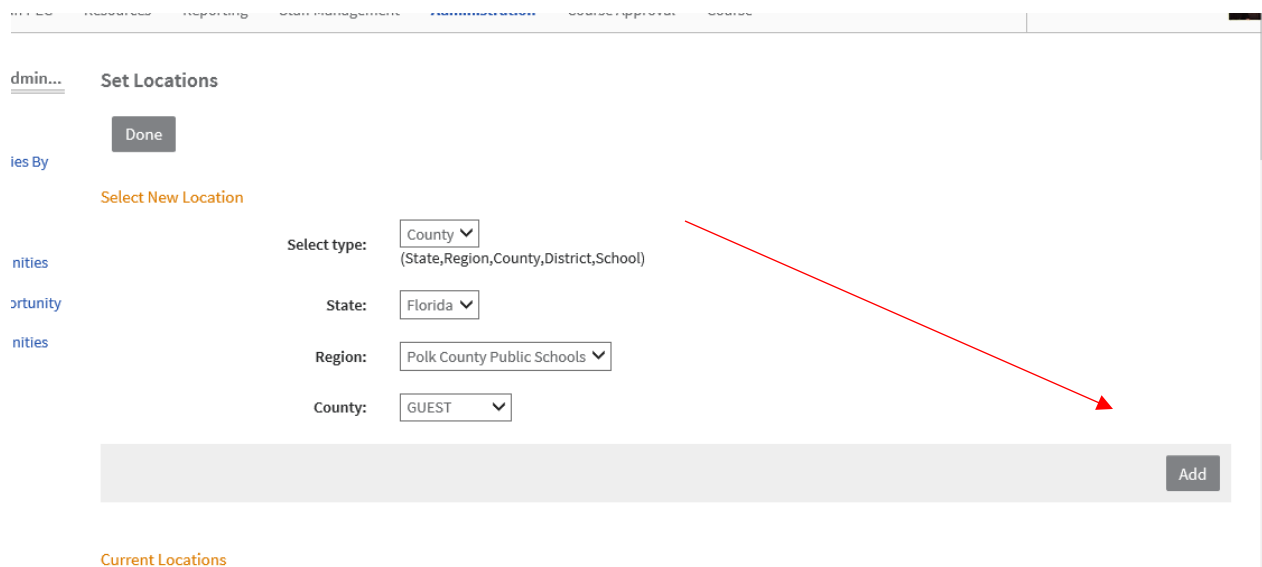
For course creation instructions please view information provided in NetConnect under Resources.

After entering information about the course into the system, select *Set Locations*.



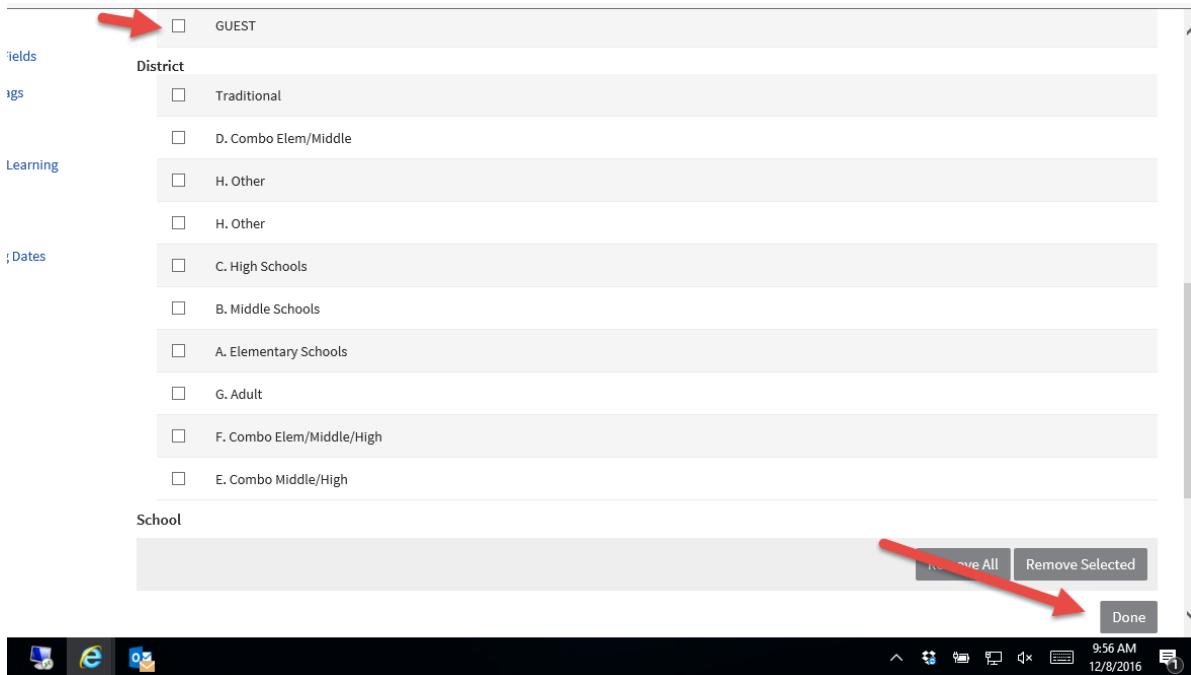
The screenshot shows the 'Manage Instructor Led Course' interface. On the left, there is a sidebar with navigation options. The main content area is divided into 'Details' and 'Settings'. The 'Details' section includes fields for Component (2408019: Alternative Certification Program), Course Name (ACE Face to Face Mentoring Session), Course # (10191), Course Format (Not a Moodle Course), Max Credit Hours (0.0 No Credit), Endorsement Type (N/A), and Course Description. The 'Settings' section includes 'Availability' (with a 'Set Locations' link circled in red) and 'Course Tags (Optional)' (with a 'Set Tags' link).

Set your locations to appear as they look on this screen. (Other combinations of these drop downs are possible. Click the dropdowns until you find **Guest**.) Click **Add**.



The screenshot shows the 'Set Locations' form. It includes a 'Done' button at the top left. Below it is a 'Select New Location' section with four dropdown menus: 'Select type' (County), 'State' (Florida), 'Region' (Polk County Public Schools), and 'County' (GUEST). A red arrow points from the 'GUEST' dropdown to the 'Add' button at the bottom right. Below the form is a 'Current Locations' section.

Guest appears in the locations list below the drop downs. Click *Done*.



You will now see the number of locations under Settings Availability increase. (in this case there are now 11 locations)

