I. Create Course:

1. Visit site home

2. Click Add a new course

3. create course(fill details)

4. Again visit site home

5. Select created course

6. Click Participants-->click enroll users

there we can select user and cohorts and assign studet/manager

Or

7. Click participants --> click setting icon-->

--> click enrollement methods--> click enroll users(in Edit)

There we can drag and drop to enroll users into course

Or

8. Click participants --> click setting icon-->

--> click enrollement methods--> select cohorts sync

there assign new name and search cohorts name --> add methods

(now all cohorts users are enrolled in your course)

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II. Course Category Creation:

Procedures:

1. Visit Site Administration

2. Click courses

3. Click add a category or create new course

or

4. click manage course and categories to add new courses

and categories

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III.User enrollement to the course

Procedures:

1. Select course

2. visit participants

3. click enroll users

4. select users and assign roles

5. click show more to assign dates and durations

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