Course-Brew User Documentation:  
Coordinator Guide

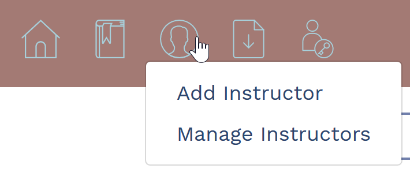


UI Examples and Explanation

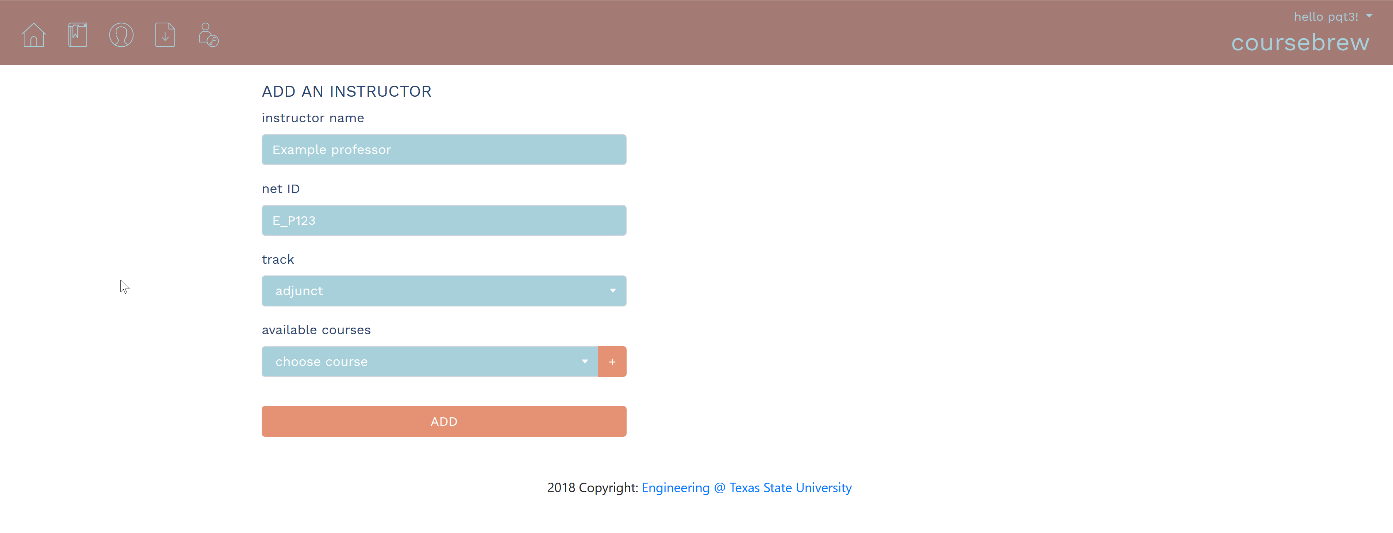
How to:

1. Add instructor:

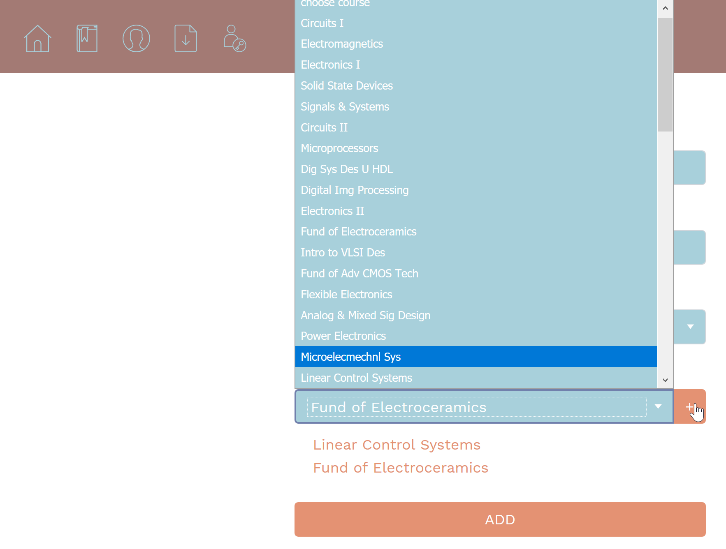
Select “Add Instructor” from instructor drop-down



Enter instructor information



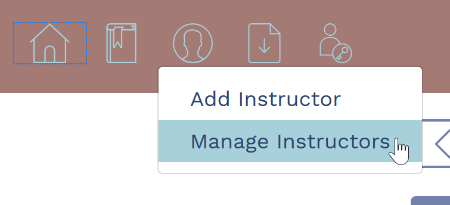
Add available courses from drop-down menu



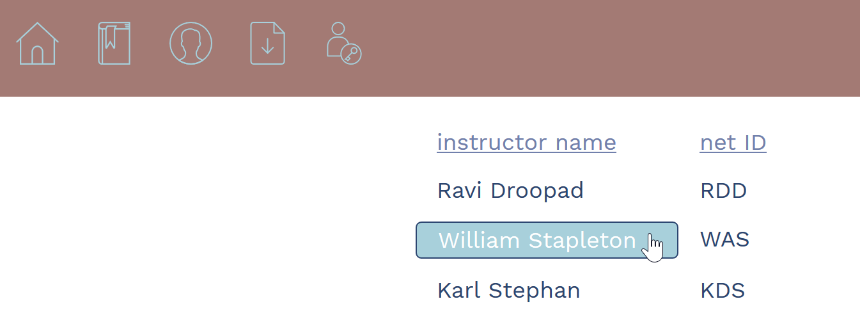
ADD!

1. Edit Instructor:

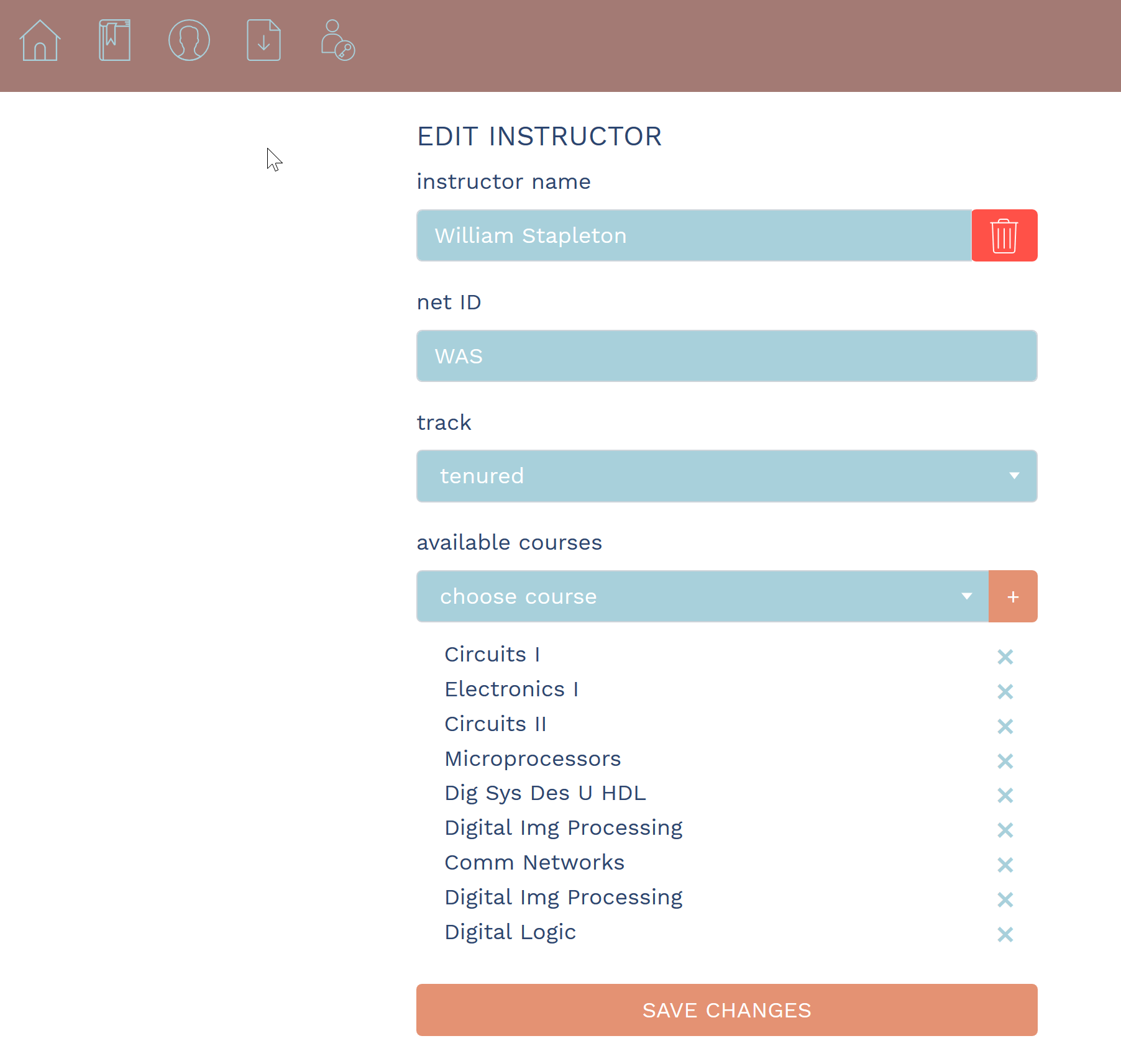
Select “Manage Instructor” from instructor drop-down



Select specific instructor



Edit instructor information



SAVE!

1. Remove Instructor:

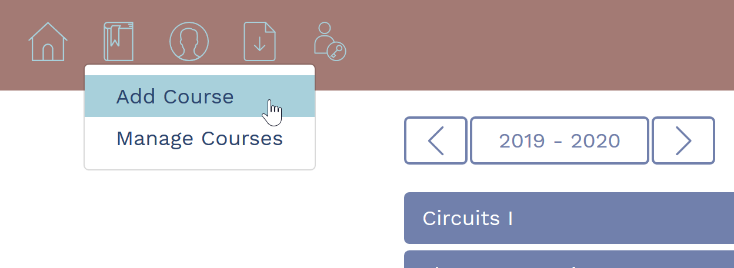
Follow edit instructor to select specific instructor

Delete instructor!

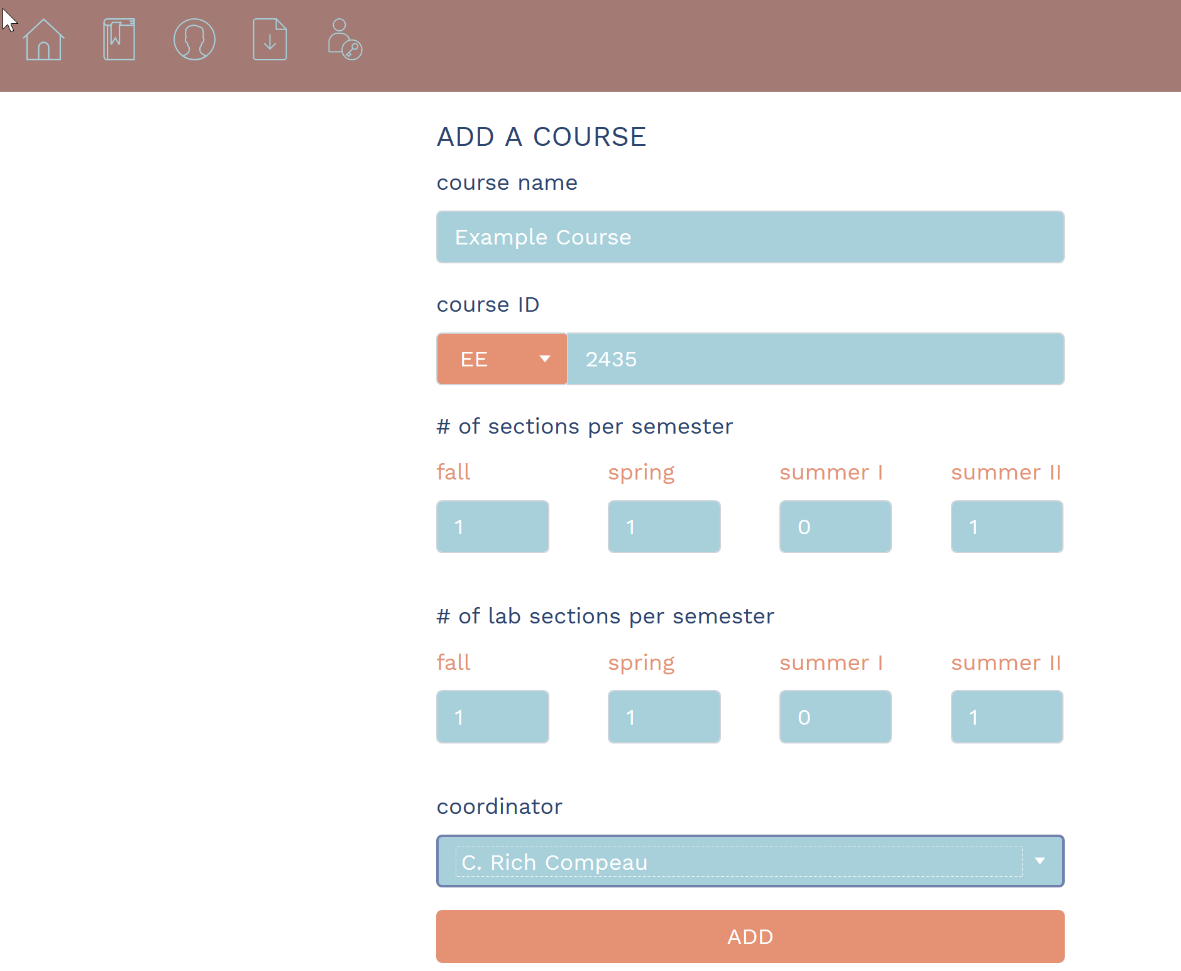


1. Add Course:

Select “Add Course” from course drop-down



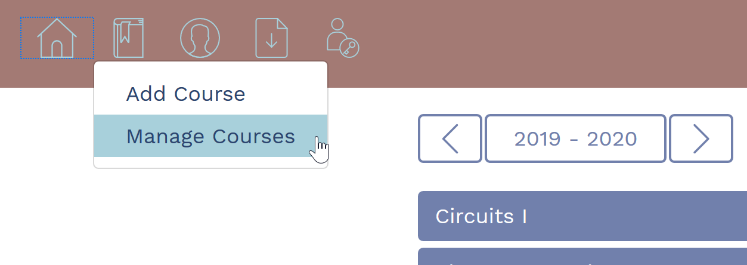
Enter course information



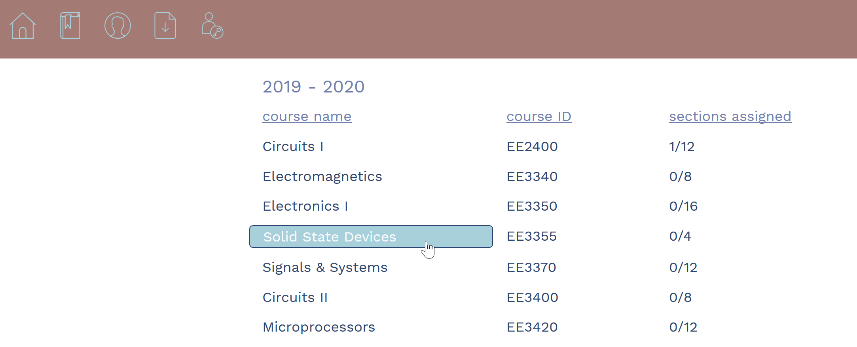
ADD!

1. Edit Course:

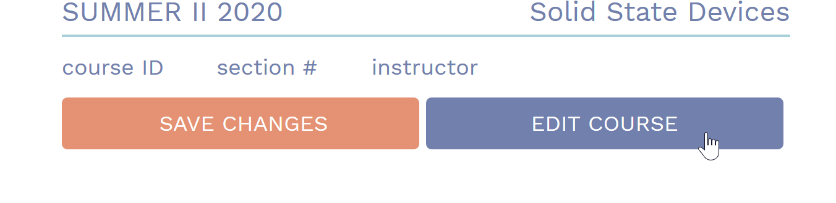
Select “Manage Course” from course drop-down



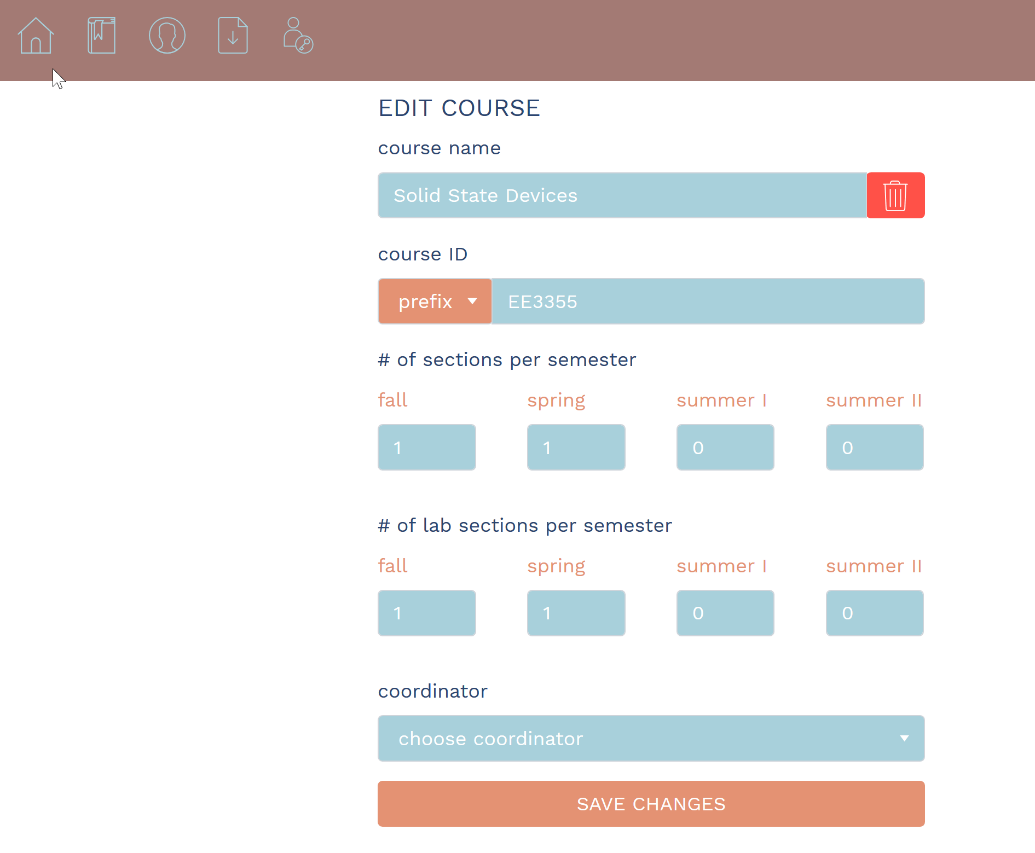
Select specific course



Select “edit course”



Edit course information



SAVE!

1. Remove Course:

Follow Edit Course instructions to get to edit course page

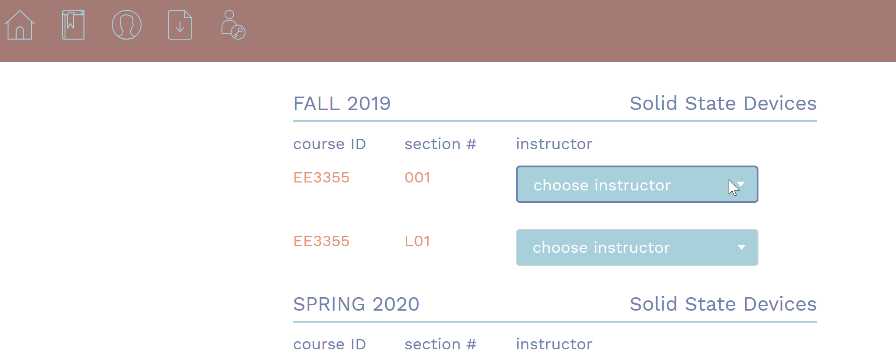
Delete Course



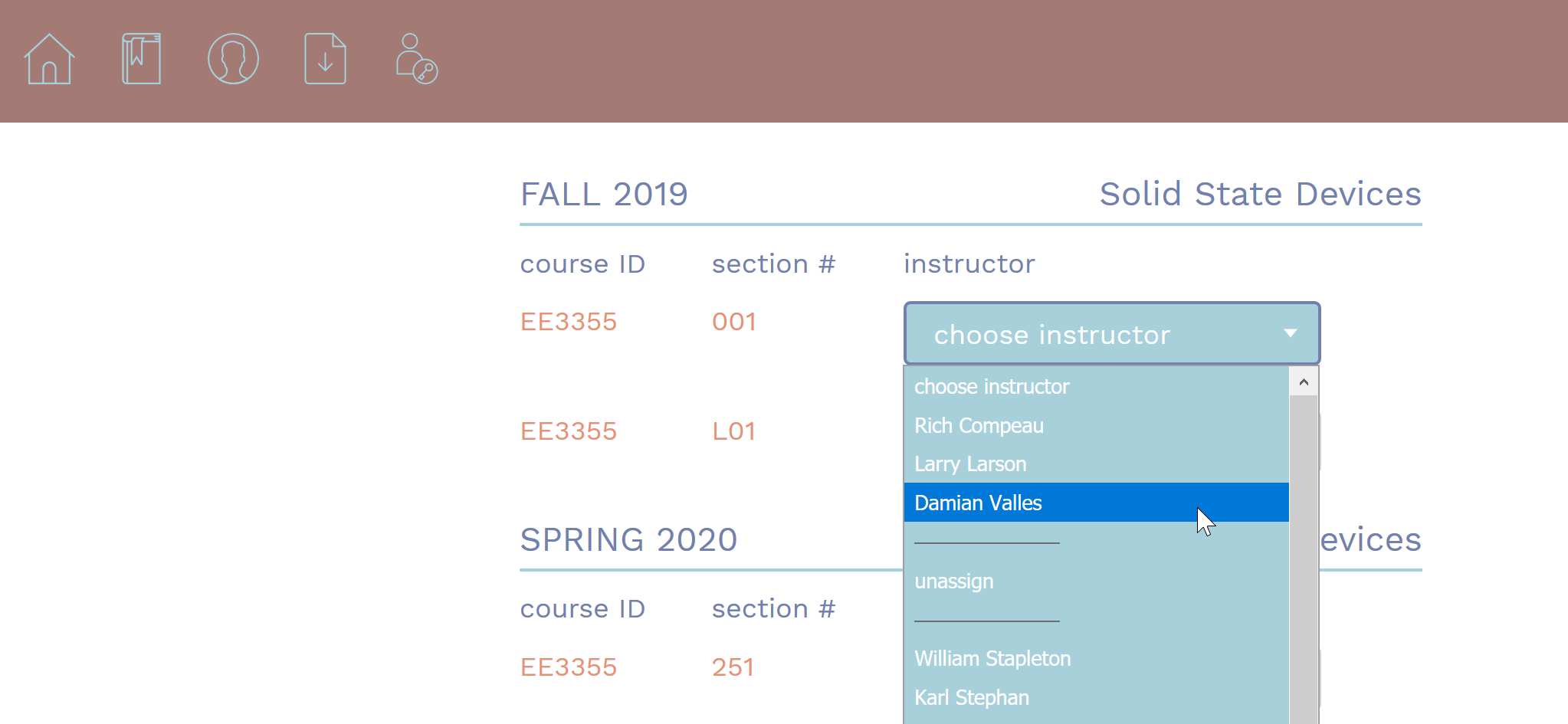
1. Assign a section:

Follow Edit Course instructions to detailed course page

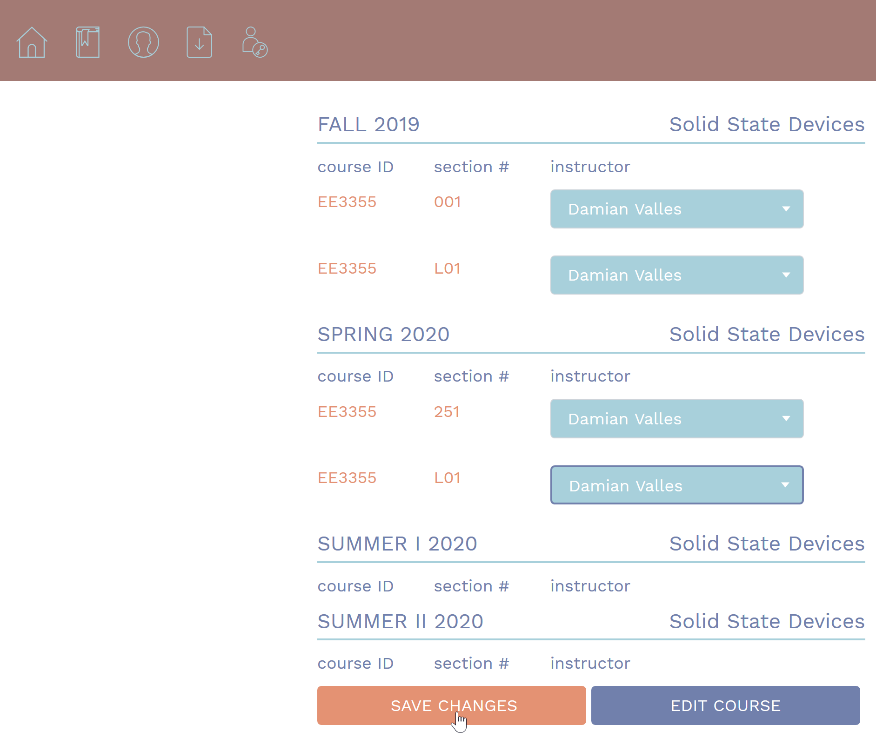
Select section



Select instructor from list (top-3 recommended shown at top)

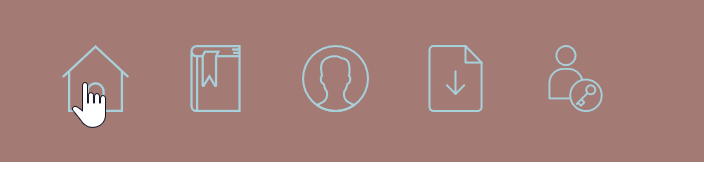


Scrolls to bottom and save changes



1. Change the Year:

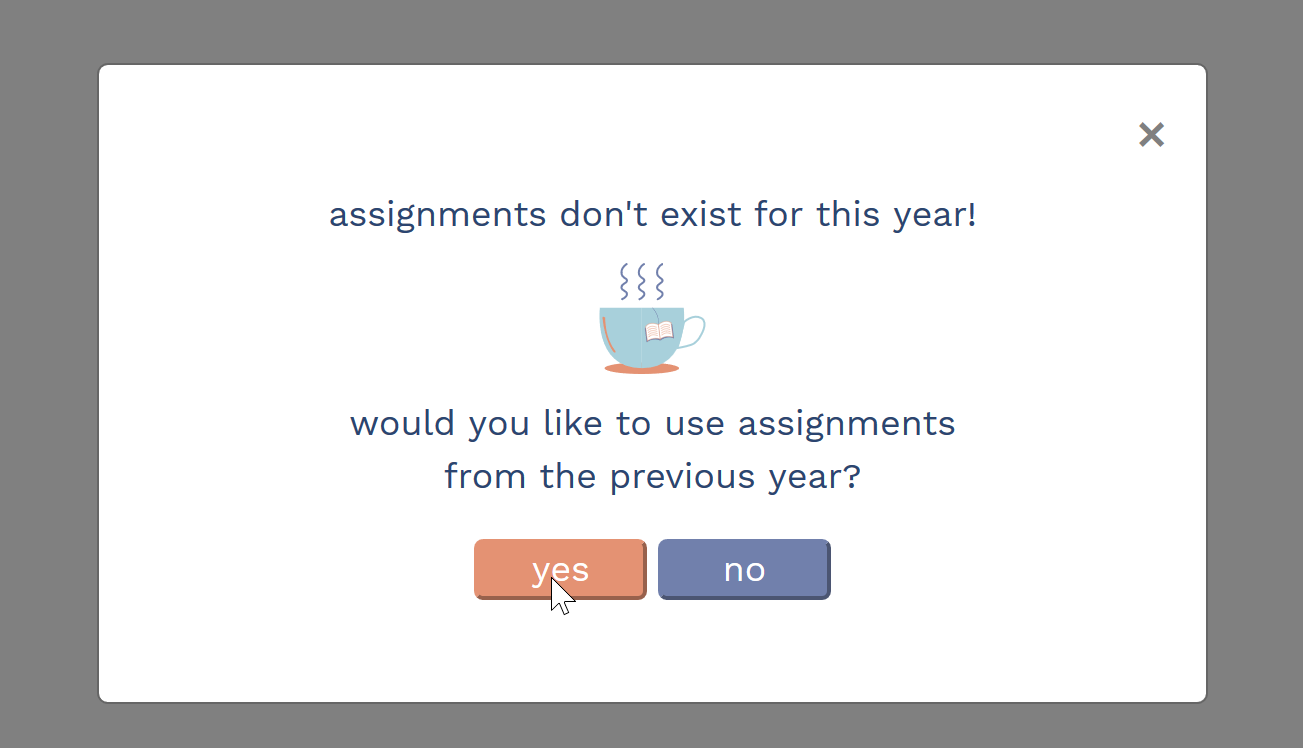
Select Home



Change year



Select whether to copy current assignments into next year or not

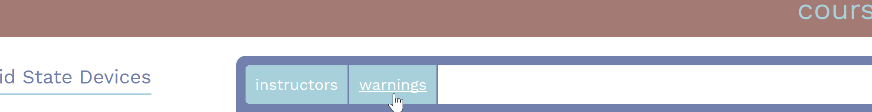


Done!

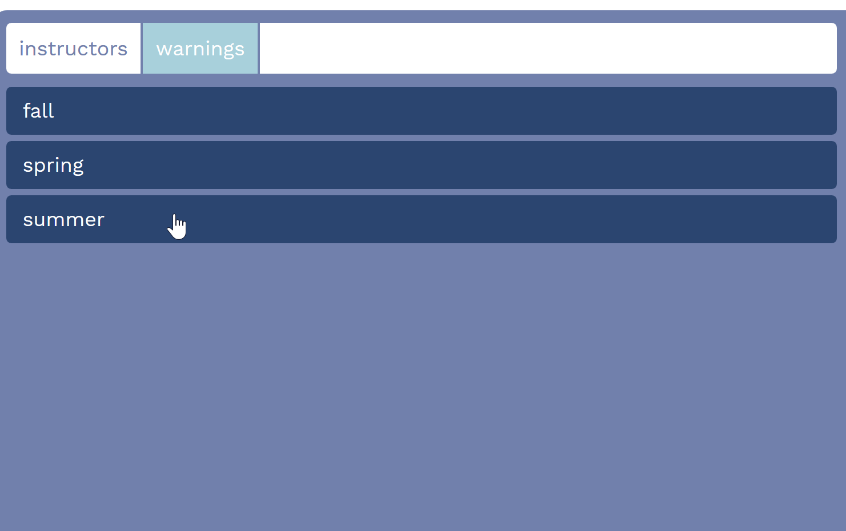
1. Review Warnings:

Follow Edit Course instructions to detailed course page

Select Warnings



Select Semester



Done!

1. Export Data:

Perform assignments as needed

Export data!

