



Adding Courses to Domains & Subdomains

- Navigate to the Domain or Subdomain that you would like your courses to be added to
 - For example, if your master Domain is BrightThinker, but, you would like to add courses for BrightThinker Elementary School, navigate to the Elementary School subdomain.
- In the Admn App, open the left hand side triple line menu and select the “Courses” option



Bright Thinker School

- 🏠 Admin App
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- This will display any courses that are on your domain/subdomain.
- Make sure to indicate the correct checkbox option for active courses, if a courses start date is set for the future, it will not be considered active, and will not display.
- In order to add a course, click the plus sign in the upper right hand side.
- Complete steps 1-4 in the course creation menu
 - Select copy a shared course to access all of the BrightThinker courses
 - Click on the triple line menu to bring up your available course choices

Course ID	Title	External ID	Term	Type	Start date	End date	Days
<input type="checkbox"/>	130568248	Algebra I - Semester A		Range	Mar 24, 2020	Jun 5, 2020	
<input type="checkbox"/>	130568695	Biology - Semester A		Range	Mar 24, 2020	Jun 5, 2020	
<input type="checkbox"/>	130568714	English I - Semester A		Range	Mar 24, 2020	Jun 5, 2020	
<input type="checkbox"/>	131455452	Grade 7 - Language Arts		Range	May 5, 2020	May 31, 2021	

1 Choose starting course

Create new Copy from your domain Copy a shared course

Source course

NEXT

2 Choose copy action

3 Define properties

4 Set schedule



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- Select “Updates (Derivative Sibling Copy)” for menu option 2. This will allow your courses to receive any critical updates from BrightThinker

- Name your course in step 3

- Finally, set the schedule for your new course
 - Range Courses will allow you to select the start, end and due dates for the entire course.
 - Continuous Courses will automatically assign due dates for activities based on the start and end date entered here.
- Select “Create”

2 Choose copy action

Updates (Derivative Sibling Copy)
Make a copy of my course for next semester / term. Use this option to create a copy that is linked to the master of the original course

No Updates (Static Copy)
Make a new copy of the course and do not receive updates. Use this option to create a copy that is not linked to the original course

BACK NEXT

3 Define properties

Title
Algebra I - Semester A
256 characters max

External ID
128 characters max

BACK NEXT

4 Set schedule

Type
Range

Term

Start date
6/1/2020

End date
6/1/2021

Adjust due, visibility and grade release dates based on course start date

BACK CREATE