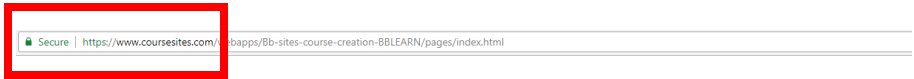


Coursesites – Quick Start Guide for Instructors

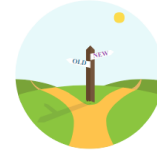
1. Go to <https://www.coursesites.com> and click on the **'Go to the new Coursesites'** link/button.



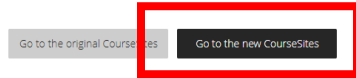
2. On the following page, click on the **'Register Now'** link/button and complete the registration process. Be sure to select /enter the following:

- * Registering as - Professor/Instructor
- * Institution - Harlan County Public Schools
- * Organization Type - K12
- * Role – Curriculum & Instruction

Blackboard
COURSESITES



Where would you like to go?

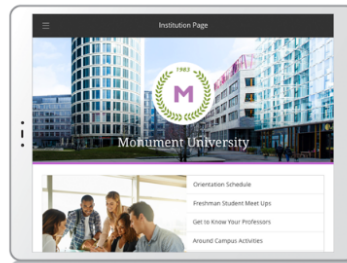


3. Upon registering, you will be sent a verification e-mail that will be used to complete the process (check inbox, junk, spam, etc.).

A new and improved CourseSites experience is available now! But don't worry, you can continue using the original CourseSites until December 31st, 2018. Check out the new CourseSites to take advantage of a more modern, efficient, and personalized experience - the Ultra experience. If you're an instructor and you'd like to reuse your existing courses, you can import them into the new CourseSites. Looking for more information or

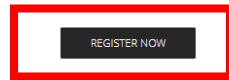
4. After logging in, you will be taken to the Institution page. Click on **'Courses'** where you will see a sample course, five Ultra Courses and five Original Courses. It will be best to only use the Original Courses and hide everything else. Use the three ellipses to the right and also click **'Open Course'**.

Welcome to the new CourseSites
formerly Educator Preview



It's never been easier to teach.
And learn.

Whether you're coming from the [original CourseSites](#), from Educator Preview, or you're brand new to CourseSites - this is your destination to try out Blackboard's Ultra experience and teach courses online, for free.



5. Click on **'Original Course 1'** and you will be taken to your Home Page for that course. This looks identical to what you saw and used before with the original version of Coursesites. You can set your course(s) up from scratch or export/import them from the original Coursesites. More information is below. Please make note of the following options:



- **'Content'** - This is where you will add your content such as assignments, file attachments, links, tools, and more.
- **'Course Management, Control Panel, Course Tools, Announcements'** - When you make an announcement, all registered users will be notified via e-mail and they will appear on the Home Page for your course(s). NTI and homework assignments, upcoming events, trips, etc. are examples of items that can be announced to your users.
- **'Course Management, Control Panel, Users and Groups, Users'** – Your class roster along with your course link will be provided within this section. Please e-mail Scott Pace (scott.pace@harlan.kyschools.us) with your course name and this link so that it can be added alongside of your name on the District NTI page at <http://harlan.k12.ky.us/nti.html>. Note that each course you create will have a different link.
- **'Course Management, Control Panel, Customization, Guest and Observer Access'** – Set both to Yes
- **'Course Management, Control Panel, Customization, Properties'** – Set your course name and description. Select Yes to make available.
- **'Course Management, Control Panel, Packages and Utilities'** – If you have exported your course(s) from the original Coursesites you can import them here. Instructions to complete both the export and import can be found on the District NTI page at <http://harlan.k12.ky.us/nti.html>.