CREATE A COURSE IN ONQ USING QERBERUS

CREATE A COURSE

You can start the course creation process in one of two ways:

1. Click the Create a Course icon (+) at the top right of the dashboard screen.

SELECTING THE PROGRAM

1. Select the Program to which your course belongs. Programs are listed in alphabetical order.
ENTERING YOUR COURSE CODE AND COURSE NAME

The **Course Code** consists of four letters (e.g., CHEM, PSYC, PHIL, CISC, etc.) and a three-digit number.

The **Course Name** should match that which is listed in PeopleSoft/SOLUS.

SELECTING A SEMESTER

From the dropdown list, select the semester in which the course will run.

CLONING AN EXISTING COURSE

Choose this option if you wish to copy content from another course. Note, only courses for which you are the instructor of record will appear in the dropdown list.
CREATING A TEST STUDENT FOR YOUR COURSE

Test Students appear in the Classlist (in onQ) and allow you to experience a course from a student’s perspective, by using the Impersonate feature in onQ. For instructions on how to use this feature, click this link.

Use the (+) and (-) buttons to select the number of test students.

In the Email for Test Students field, enter an email address to be associated with the Test Student(s) in the course.

SETTING A COURSE START DATE AND END DATE

These dates determine when your course will become ‘active’ (Start Date), or visible to students, and when the course will return to being ‘inactive’ (End Date), or invisible to students.

Please note, these dates are not a required setting at this stage. If you do not set a start and end date now, the course will simply be created in the default ‘inactive’ state.

**You can set start and end dates at any time within onQ, in the Course Offering Information section.
CHOOSING WHERE TO CREATE YOUR COURSE

These two checkboxes determine whether you will create your course in onQ, in Ares (eReserves), or in both.

Canadian Copyright Law and Queen’s Fair Dealing Policy

**Please note, as Administrator for a course, it is your responsibility to pass along this agreement to the instructor of record of the course, so that he/she can sign it and keep a copy for their records.

Check the box to agree to use onQ in accordance with Canadian Copyright Law and the Queen’s Fair Dealing Policy

COMPLETING THE CREATE A COURSE PROCESS

Click the Create Course button. If you have filled out all of the required fields, you will see a message confirming the successful creation of your course, and giving you the choice of creating another course, or adding enrolments to the course you have just created.

IMPORTANT: Now Add the Enrollment Code using Add Enrollments to an onQ course using Qerberus