WISE: Creating a New Course

Go to: https://wiseeducation.xendirect.com and sign in with the username and password that was provided to you.

On the main landing page you will see a menu to the LEFT.

Click on SERVICES and a dropdown menu with several options will appear. Then click on COURSES

You are now on the COURSES page. This is where you can see the courses that other schools have set up and where you can add your own. To create a new course click on the +NEW COURSE button
Now you are on the **NEW COURSE** page. It is time to enter the information about your class including the Course ID, the title, the description and who the host school is for your course.

In the **COURSE ID** box type in your school abbreviation (ex: UNCCH), a dash, the prefix (ex: INLS) and course number that is used at your institution ex:600). **EX:** UNCCH-INLS600

**TIP:** DO NOT PUT ANY SPACES BETWEEN YOUR PREFIX and COURSE NUMBER.

In the **TITLE** box type in the title of your class. Ex: Test WISE Class

In the **DESCRIPTION** box add in the description of your course. You can type directly into the box or cut and paste it in the description from a word document. If you do that make sure you use the **paste from word option**

Under **ACTIVITY TYPE** from the dropdown menu choose your school from the list.
Once you have entered all the information about the course into the boxes click the + CREATE button

Your course has now been created! You will get a message in the RH corner that your course has been saved. Now to add in the details about the class. Which you will do using the options on the right.
On the right hand side you now see a menu with several options: Click on **CATALOGING** and you will now see general information about your class. Click **EDIT** as you need to add the **FORMAT** designation for the course which is how the class will be taught.

<table>
<thead>
<tr>
<th>Course Image</th>
<th>EDIT</th>
<th>+</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cataloging</strong></td>
<td>EDIT</td>
<td>+</td>
</tr>
<tr>
<td>Alternative Codes</td>
<td>EDIT</td>
<td>+</td>
</tr>
<tr>
<td>Requirements</td>
<td>EDIT</td>
<td>+</td>
</tr>
<tr>
<td>Certifications</td>
<td>?</td>
<td>EDIT</td>
</tr>
<tr>
<td>Program Groups</td>
<td>?</td>
<td>EDIT</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>?</td>
<td>EDIT</td>
</tr>
</tbody>
</table>

Now you are in edit mode and will need to add the format designation for the class. Click on **FORMAT**.

<table>
<thead>
<tr>
<th>Cataloging</th>
<th>EDIT</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Type</td>
<td>UNC Chapel Hill</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>EPE Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxonomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Traditional Male</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Non-Traditional Female</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Tax Credit Eligible</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
From the dropdown menu choose the format that best describes how your class will be taught:
In this example this class is going to be taught **Online-Asynchronous**:

Now click **SAVE** at the top. If you need to make other changes to this course (for example you need to add something to the description on the left) make the change and then click **SAVE ALL** and it will save all the changes you made.

**Adding a section for your course and setting the target enrollment:**

You will be taken back to the main page about your course and we need to add the section information. From this page click on **SECTIONS** within your course. Don’t click on the **SECTIONS** option at the very top of the page otherwise you won’t be able to find your class because you have not created the section yet.
Now you are on the sections page. You should see the name of the course at the top and now you need to enter the details about the course section: Click the **+NEW SECTION** button to create a new section for your class.

For the **section ID** enter the following information: **TERM-SCHOOL-SECTIONNUMBER**. UNC uses the following codes to distinguish between fall, spring, and summer:

- **Fall**: 9
- **Spring**: 2
- **Summer 1**: 3
- **Summer 2**: 4

For example if your class was being taught in fall 2020 your term entry should look like this: **2209**. Your term should be a four digit number:

2(century) 20(year) 9(term)

For **start date** and **end date** you can either type in the date or click on the calendar icon to choose the dates from the calendar.

If applicable, you can add the **start** and **end time** you can enter that information here too.
Scroll down to the page until you get to Minimum Enrollment, Maximum Enrollment, Location and Instructor:

- **Minimum Enrollment**: 0
- **Maximum Enrollment**: 0
- **Location**: Online
- **Instructor**: Unknown, Unknown (Unknown)

To allow students to see that the class is available and show up in their cart, slide the dot to the right so it changes from NO to YES. It will turn blue once you do that.

Set the maximum waitlist 99. This will automatically add students to the waitlist. Click the + CREATE button.

Set the **Minimum enrollment and Maximum enrollment to ZERO**. This will automatically put students on the waitlist so you can pick who can get into the course.

**Location** is ONLINE

**Instructor**: if you know who the instructor is you can find their name from the list or pick unknown. If the instructors name is not on the list please contact the UNC administrators to get them added.

Now you need to set the **TARGET ENROLLMENT** for your course. This will let students know how many seats you have available. Back on the sections page click on OTHER:
Click on **EDIT**:

The menu will then expand:

Scroll down until you find **TARGET ENROLLMENT** (it is near the bottom):
Click in the box and set the target enrollment using the arrows on the RIGHT. Set the enrollment to the number of seats you think you will be able to offer. EX: 3

Scroll back up to the top and hit SAVE

You will get a message that the changes saved succesfully up in the right hand corner.
Adding credits for your class:

On the **SECTIONS** part of your course:

Put your mouse in the left hand column next to the class and you should now see THREE icons. Click on the three dots icon and message will pop up that says **MORE ACTIONS**

Under the menu choose **CREDITS**
On the credits screen click on the + ADD CREDIT button

A box will pop up and this is where you add the credit hours information:

New Credit

Credit Type: Credit Hours

Credit Value: Select the credit value for your course. In this example I chose 3 credits because this test class is worth 3 hours.

Billable Value: is always ZERO

Apply to List: stays at NO

Restrict to List: Slide the dot over so that it changes from NO to YES and turns blue.

Click + CREATE button

You have added the credits to your class and you should now see the credit value listed below.
Setting the Fees:

Back on the main page about your course and now you need to set the fees. Click on MORE and a drop down menu will appear and choose FEES:

Click on +ADD FEE
Set the **REVENUE ITEM** to **TUITION** and the **FEE group** to **NONE**. This will help UNC-CH for reporting purposes and other schools will still be able to choose the course for their students. Scroll down to the bottom and click the +CREATE button.

**New Fee**

```
<table>
<thead>
<tr>
<th>Revenue Item *</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee *</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Allow Minimum Payment</td>
<td>No</td>
</tr>
<tr>
<td>Minimum Payment *</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Fee Group(s) *</td>
<td>None</td>
</tr>
<tr>
<td>Include In Balance</td>
<td>ECU</td>
</tr>
<tr>
<td>Include In Balance</td>
<td>Illinois</td>
</tr>
<tr>
<td>Active Start</td>
<td>None</td>
</tr>
<tr>
<td>Active End</td>
<td>None</td>
</tr>
</tbody>
</table>
```

You have successfully added the fee to your course!

Repeat these steps for each WISE class you wish to create.