Introduction

Edgenuity is pleased to introduce you to its course customization toolset, which allows permissioned educators to create truly customized courses.

Edgenuity offers three ways to customize courses:

1) Create a brand-new course: Using an existing course as a template, you can remove content, add lessons from the Edgenuity lesson library, create your own activities, and reorder units, lessons, and activities.

2) Modify a course in flight: If students are already enrolled, customization is limited to removing and restoring content. Your changes will flow down to all enrolled students.

3) Customize a course for an individual student: Change an individual enrollment to remove content, add lessons, add individualized activities, and reorder units, lessons, and activities.
User Permissions for Course Customization

Course customization is governed by the following permissions:

**School Courses**
- **Create Custom Courses** lets you create a new course using an existing course as a template.
- **Customize Course and In-Flight Enrollments** lets you remove content from a course and all enrollments.
- **Edit Options** lets the user edit course options at any time, including after finishing course customization.

**Student Courses**
- **Customize Course** lets you customize courses for individual enrollments.
- **Edit Options** lets you edit individual enrollment’s course options at any time, including after finishing course customization.

What Should I Know about AP, Virtual Tutors, and eDynamic Learning Courses?

The following course types have specific requirements or functionality that could be problematic should you choose to customize them. Please review the guidelines below before choosing one of these course types.

- **Advanced Placement Courses**: Edgenuity’s AP Courses have been approved by the College Board and per their requirements, students must complete these courses in their entirety. You may choose to add content or reorder units of study; however, if you remove content, you must resubmit the course to the College Board for approval.

- **Virtual Tutors**: These courses include diagnostic pretests and post-tests. If you remove content from a Virtual Tutor, the pre- and post-tests will automatically adapt to exclude the content you removed during the customization process. However, if you add new content into a VT course, that content will not be assessed in either the pretest or post-test, and all students will be required to complete all new content you add. They will not be able to test out of these new lessons.

- **eDynamic Learning Electives**: These courses, published by eDynamic Learning but available in the Edgenuity LMS, can be customized using Edgenuity’s customization tools. However, assessments are static. Unlike Edgenuity’s native courses, the assessments will not update to reflect content removed from or added to the course. Additionally, please be aware that eDynamic Learning lessons cannot be inserted into other courses.
How do I Create a New Course?

Create a new course by using an existing course as a template.

Navigate to **Manage Courses**. Select the course you want to use as a template, and click **Customize**.

On the next screen, click **Create a new course based on this course**.

Click the pencil icon to give this new course a unique name.

**TIP:** If you want to create a custom course over multiple sessions, add ‘DRAFT – DO NOT ENROLL’ to the name.

Customize the course. You can:

- reorder content
- remove content
- add lessons from the Edgenuity lesson library
- create your own project and writing activities
When you are finished customizing the course, rename the course, and click **Publish Course**.

If you added or removed content, you may need to revise this course's grade weight categories. We'll prompt you to do that and direct you to the **Edit Options** screen for this course.

After you've checked the grade weights and other course options, your new course is ready to take enrollments! You'll find it listed on the **Manage Courses** page.

You can resume work on this course with full customization capabilities as long as there are no students enrolled. To resume work, navigate to **Manage Courses**. Select the course you want to use as a template, and click **Customize**. On the next screen, click **Modify course without creating a copy**.

Once students are enrolled in the course, you will be able to remove content in-flight, but you won't be able to rearrange, add, or rename content.
How do I Modify a Course with Enrollments In-Flight?

If a course has enrollments, you can remove – or restore -- the same content for all enrollments.

Navigate to Manage Courses. Select the course you want to modify, and click Customize.

On the next screen, click Modify course and in-flight enrollments.

Customize the course. You can:
- remove units, lessons, activities
- remove activities by type

When you are finished customizing the course, click Publish Course.

If you removed content, you may need to revise this course’s grade weight categories. We’ll prompt you to do that and direct you to the Edit Options screen for this course.
How do I Customize a Student’s Course?

On the Students menu, search for a student by first or last name.

Click the student’s name to see the course list.

Select the course you want to use as a template, and click Customize.

Customize the course. You can:

- reorder content
- remove content
- add lessons from your school’s Edgenuity lesson library
- create your own project and writing activities

When you are finished customizing the course, click Publish Course.

- If you added or removed content, your changes may affect student progress or grades. You may wish to communicate this to the affected student.
- If you added lessons or activities, progress (percent complete) will decrease and actual and relative grades may decrease.
- If you removed lessons or activities the student hasn't started, progress (percent complete) will increase and actual and relative grades may increase.
- If you removed activities the student has completed, progress (percent complete) will decrease and overall, actual and relative grades may change.

You may need to revise this course’s grade weight categories. We'll prompt you to Check Course Options.
How do I Navigate Through the Course Structure?

You can:

- Click a unit to view the lessons in that unit—you’ll be able to see the lessons in the course structure on the left as well as in the detail pane on the right.
- Click a lesson to view the activities in that lesson—activity information will display in the detail pane on the right.
- Click an activity to view the grade weight category.
- Click the breadcrumb links to navigate back to the parent lesson or unit.
- Search the course with the search field above the course structure.

NOTE: When searching, the unit name, topic name, lesson name, lesson objectives, and activity description are considered for recommendations in the results.
How do I Reorder Content?

If a unit, lesson, or activity can be moved, it will have a drag handle icon on the right-hand side of the item.

Click and hold the drag handle. Drag the item to its new location, then release the mouse button to drop it in.

You can:

- Reorder units
- Reorder lessons within a unit, or move a lesson to another unit (this is easier if both units are expanded)
- Reorder activities within the same lesson

**NOTES**

- It is not possible to move an individual activity to a different lesson.
- You can reorder content on courses with no enrollments or on individual student’s courses. It is not possible to reorder content on in-flight courses that have enrollments.
How do I Remove Content?

Content that is included in the course displays with a green checkmark icon. Click the icon to remove the content.

Content that has been removed displays with a gray inactive icon. Click the icon to restore the content.

You can remove and restore:

- Entire units
- Entire lessons
- Individual activities

You can click on a removed lesson to see lesson objectives, or click on a removed activity to see activity descriptions.

When you remove or restore content, notice how the total estimated course time changes.

- NOTES:
  - Total estimated course time is always visible at the top of the left-hand pane.
  - You can remove content from any course, including courses that have in-flight enrollments.
  - In version 4.5, if you removed a quiz from a lesson, that lesson’s content was not included in unit tests or cumulative exams. In version 5, removing quizzes does not affect the question banks for unit/topic tests or cumulative exams. To remove a lesson’s content from the test and exam banks, remove the entire lesson.
How do I Remove Content by Activity Type?

Click **Filter Activity Types** to see the activity types in your selected course.

You can remove all instances of an activity type by clicking the green checkmark next to the activity type.

For example, you may want to shorten a course by removing all Warm-Up or Summary activities.

When you are finished filtering by activity types, click **Hide Activity Types** to close the activity type panel.

**NOTES**

- Clicking any activity type on the left-hand sidebar will identify all the locations in the course structure in which that activity type is found. These activities will appear in gray text.

- Essays, Projects, Lab Reports and Performance Tasks may have supporting activities such as Warm-Up, Instruction, Summary and Assignments in the same lesson. Removing all instances of the main activity type (for example, Essay) won’t remove the supporting activities. To ensure you are removing all related activities, click the activity type to locate the activity’s units and lessons, then remove the entire lesson.

- You can remove content from any course, including courses that have in-flight enrollments.

- You can shorten the course – and still assess the content – by removing all Quizzes from the course. New with version 5, removing quizzes does not affect the question banks for unit/topic tests or cumulative exams.
How do I Add Lessons from a Different Content Library?

In the left-hand sidebar, click the unit name to select the unit to which you want to add a lesson.

Click the Add Lesson button, then select Search Lesson Library.

Select a Subject.

You can click Search now, or optionally you can select one or more content libraries to filter your results.

**NOTE:** Only licensed Edgenuity content libraries will appear. Note that eDynamic Learning content is not part of any Edgenuity library; those lessons cannot be inserted into other courses, including other eDynamic Learning courses. You can, however, add licensed Edgenuity content to eDynamic Learning courses.

If you want to narrow your search further, add a keyword.

In the search results, click a lesson name to see the lesson objectives.

Use the checkbox to select the lesson or lessons you want to add to the course, and click Add Selected Lessons.

The lessons will be inserted at the top of the Unit. You can move the lesson to another location in the unit, or to a different unit.

**NOTE:** You can add lessons to courses with no enrollments or on individual student’s courses. It is not possible to add lessons to in-flight courses that have enrollments.
How do I Create Project or Writing Prompt Activities?

Navigate to where you want to add the new activity, and select the lesson by clicking on the lesson title.

Click the Add Activity button, then select Writing Prompt or Project.

If you previously created new activities, they will display here. Click the activity name to preview the activity instructions.

Click the green plus sign to insert an activity into the lesson.

The activity will be inserted at the top of the unit. You can move the activity to another location in the lesson.

If you are creating a new Writing Prompt, specify the name, description, prompt, grade weight category, and optionally, keywords for scoring, sample answer, and scoring guidance.

If you are creating a new Project, specify the name, description, type, and grade weight category, and provide student resources by entering hyperlinks to web sites or uploading files.

NOTES

- Accepted file types are: .ppt, .pptx, .xls, .xlsx, .doc, .docx, .zip, .pdf, .accdb, .msg.
- Links you create won’t go through the Edgenuity Emissary (Proxy). This means that your IT department will need to ensure that the link is whitelisted or otherwise allowed to be accessed. It also means that items blocked by the Edgenuity proxy may be visible on the sites you link to. In addition, the Edgenuity tools to highlight, translate, read aloud, or add a sticky note will not be present on the site you link to.
- You add activities to courses with no enrollments or on individual student’s courses. It is not possible to add activities to in-flight courses that have enrollments.