

# CourseMill New User Training

## About CourseMill Training

Training for CourseMill is usually provided in four sessions. The typical format for each session can be found below. Please note that sessions two and three can be taken in any order, per your preference.

### Session 1: Admin Tasks (3 hours)

- Definitions
- User Interface Review
- Manage Admins
  - Global Admin
  - Org Admin
  - Adding, Deleting & Restricting Admins
- Manage Orgs
  - What is an Org?
  - What is a Sub-Org?
- Manage Locations
- Manage Resources
- Manage Notifications
- Manage Properties
  - Review 330+ properties
  - Commonly-used Customizations
  - Managing the Interface
- Manage Scheduled Tasks
- View Logged-In Users

### Session 2: Curriculums/Courses (3 hours)

- What are Courses, Curriculums, and Sessions?
- Creating a new Course
  - Uploading a SCO & other Content
  - Adding a Gradebook Item
  - Customizing Course Info using Properties
  - Adding a Thumbnail/Changing the Thumbnail
- Assign Course Feature

- Registrar Students
- Setting Prerequisites
- Organizing Courses into Curriculums
- Sessions vs. Courses
- Utilizing Tags

### Session 3: User Management (3 hours)

- Types of Users
  - Students, Instructors, and Reporters
- How do you add Users to the Database
  - Manual Entry, Batch Import, Self-Registration
- Active vs. Inactive
- Archived vs. Deleted
- How to Mark Users as Inactive
  - Manual or Batch Update
- Archive Inactive
- Recovering Archived Users
- What are Evaluations?
- What are Approval Requests?

### Session 4: Reports and Interface (2 hours)

- Running Reports
  - Managing Reports
  - Customizing Results
  - Scheduling Reports