

Instructions for Limiting a NetConnect Course Offering to a Location

Courses are set up to automatically be released into the catalog for all district employees to view. If you wish to limit your course access to one school or one type of school, you will need to adjust access on the Settings Availability screen.

For course creation instructions please view information provided in NetConnect under Resources.

After entering information about the course into the system, select *Set Locations*.

in Manage Instructor Led Course

es Details

ses Component: 2408019: Alternative Certification Program

Course Name: ACE Face to Face Mentoring Session

Course #: 10191

Course Format: Not a Moodle Course

Max Credit Hours: Credits: 0.0 No Credit

Endorsement Type: N/A

Course Description: This is a face to face open mentoring session for paid ACE Participants to receive task assistance from program mentors.

Settings Availability **Set Locations**

Show/Hide Locations (10)

Course Tags (Optional) Set Tags

- Not Set -

Set your locations to appear as they look on this screen for Elementary Schools. Middle and high school users should first find their school combination in the **District** dropdown and then look for their school in the **School** dropdown. Click *Add*.

Select New Location

Select type: School (State,Region,County,District,School)

State: Florida

Region: Polk County Public Schools

County: Polk

District: A, Elementary Schools

School: Alta Vista Elementary

Add

Current Locations

State

Region

County

District

Test District

Traditional

The selected school location appears in the locations list below the drop downs.

The screenshot shows a web interface for selecting school locations. On the left, there is a vertical list of blue links: "e Tags", "s", "red Learning", "ails", and "ring Dates". The main area is divided into two sections: "County" and "School". Under "County", there is a "District" dropdown menu with a list of options, each with a checked checkbox: "Test District", "Traditional", "D. Combo Elem/Middle", "H. Other", "C. High Schools", "B. Middle Schools", "A. Elementary Schools", "G. Adult", "F. Combo Elem/Middle/High", and "E. Combo Middle/High". Below this is the "School" section with a single option: "Alta Vista Elementary" with an unchecked checkbox. A red arrow points from the "Alta Vista Elementary" text to the unchecked checkbox. At the bottom right, there are two buttons: "Remove All" and "Remove Selected". A "Done" button is partially visible at the very bottom right.

Now you should check mark all the locations you would like to remove from this offering as shown here. Click **Done**. (The locations check marked will no longer see the course offering.)

This screenshot is identical to the one above, but with the checkbox for "Alta Vista Elementary" now checked. A red arrow points from the left side of the screen to the checked checkbox. The "Remove All" and "Remove Selected" buttons are still present at the bottom right, and the "Done" button is partially visible.

You will now see the location for the course to be offered listed.

Manage Learning Opportunities Bulk

Manage Administrators

Offices

Section Releasing

Blackouts

Manage Components

Editable Component Fields

Editable Learning Opportunity Fields

Editable Section Fields

Manage Course Tags

Section Grades

Manage Archived Learning Opportunities

Configure Emails

Manage Recurring Dates

Region: Polk County Public Schools

County: Polk

District: A. Elementary Schools

School: Alta Vista Elementary

Add

Current Locations

State

Region

County

District

School

Alta Vista Elementary

Remove All Remove Selected

Done

The location will appear by itself in the Settings section under Set Locations

proval

Manage Instructor Led Course

Details

Component: 8410001: Professional Learning for School Improvement

Course Name: Test Course Nov 30 2016

Course #: 10421

Course Format: Not a Moodle Course

Max Credit Hours: 1.0 General Credits (Inservice Points)

Endorsement Type: N/A

Course Description: afdfdf

Learner Outcomes: afdafdfa

Settings

Availability [Set Locations](#)

Alta Vista Elementary

Course Tags (Optional) [Set Tags](#)

- Not Set -

You may now proceed to setting up a section which is at the bottom of the webpage. You can find more information on setting up a course and section in the Resources within NetConnect.