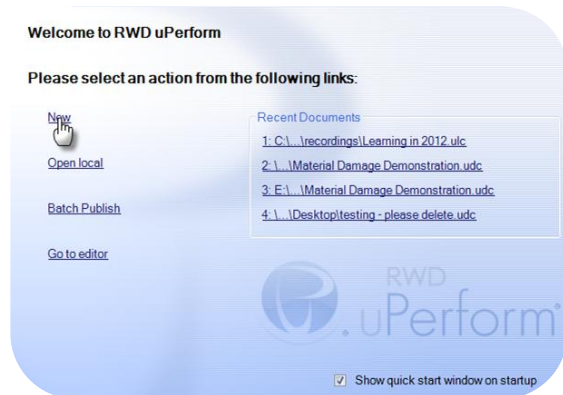
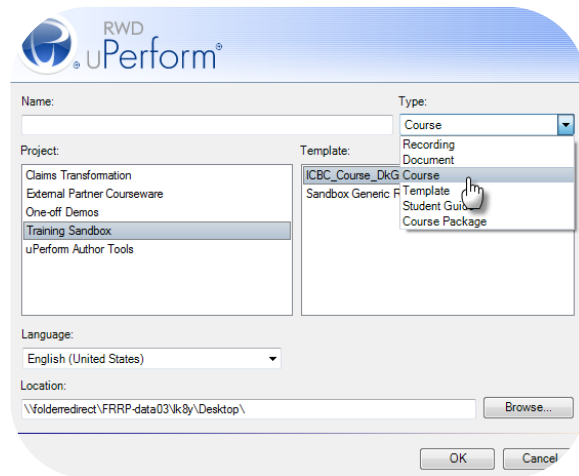


creating a course

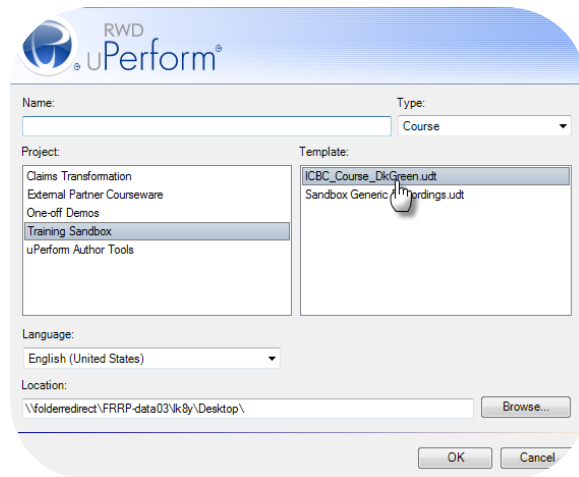
1. Click on new to create a new course



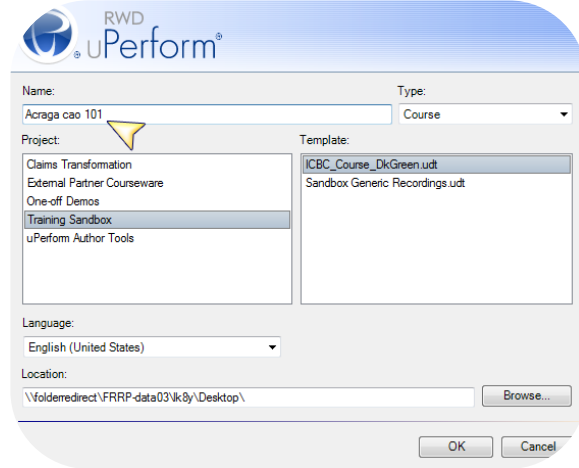
2. Select 'Course' in the 'Type' dropdown menu.



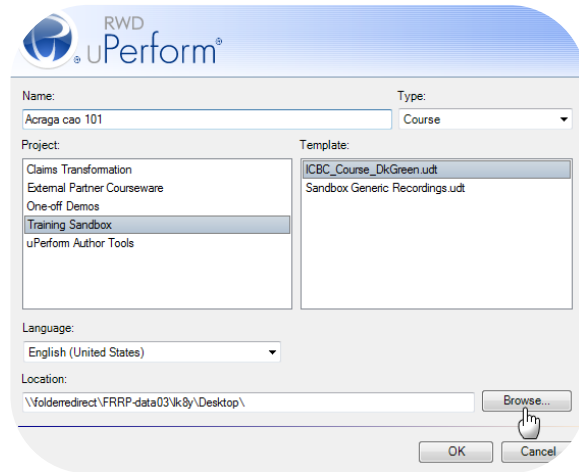
3. Select 'ICBC_Course_DkGreen.udt' in the 'Template' field.



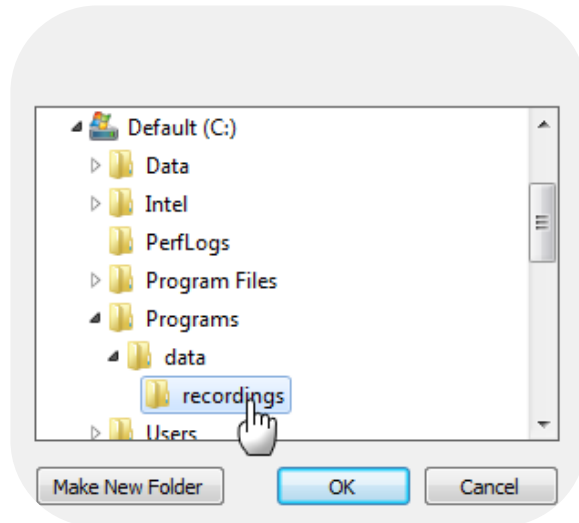
4. Type the course name into the 'name' field.



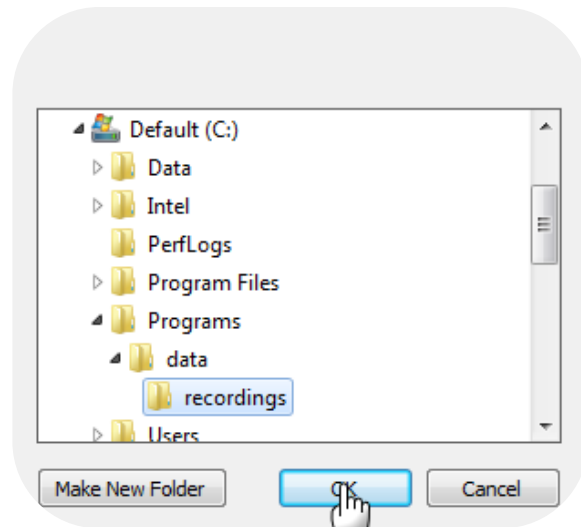
5. Click 'Browse'. 'Browse for folders' window displays.



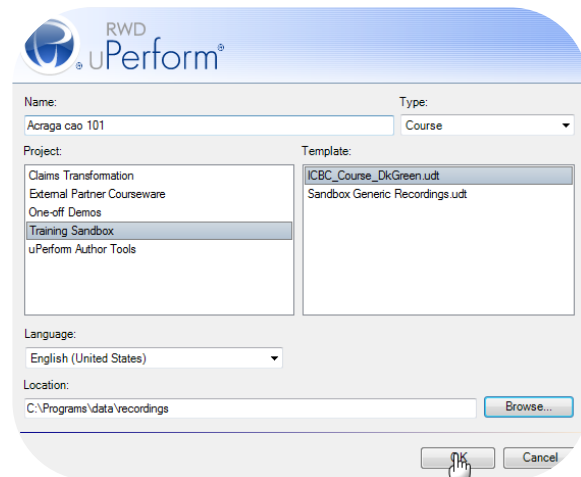
6. Select the location where you wish to save your course locally.



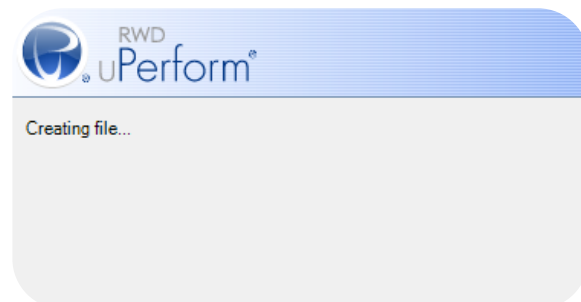
7. Click 'OK' once you have selected the location. The 'Browse for folder' window closes.



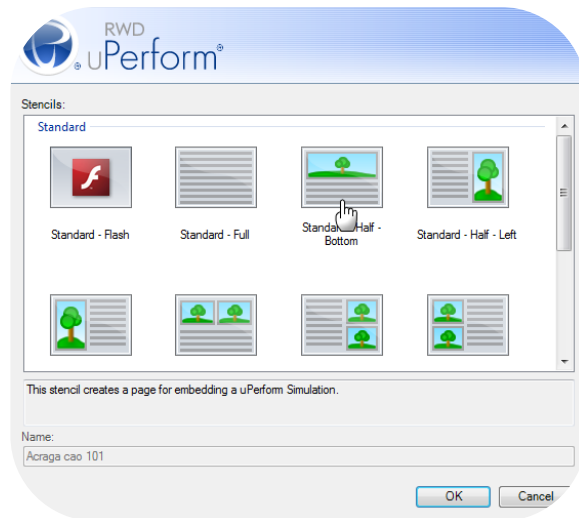
8. Click 'OK' in the 'New' window.



9. Wait for the system to create the course. The 'Select Introduction Page Stencil' window displays.



10. Select a stencil for your introduction page.



11. Click 'OK'. The uPerform editor displays.

