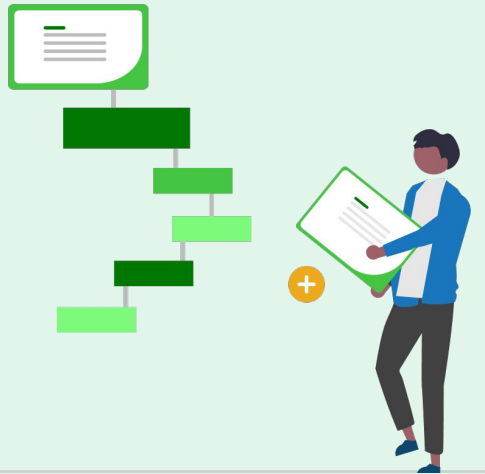


CourseFlow

# Tutorial 100

## Where to Start

## How to create a Project



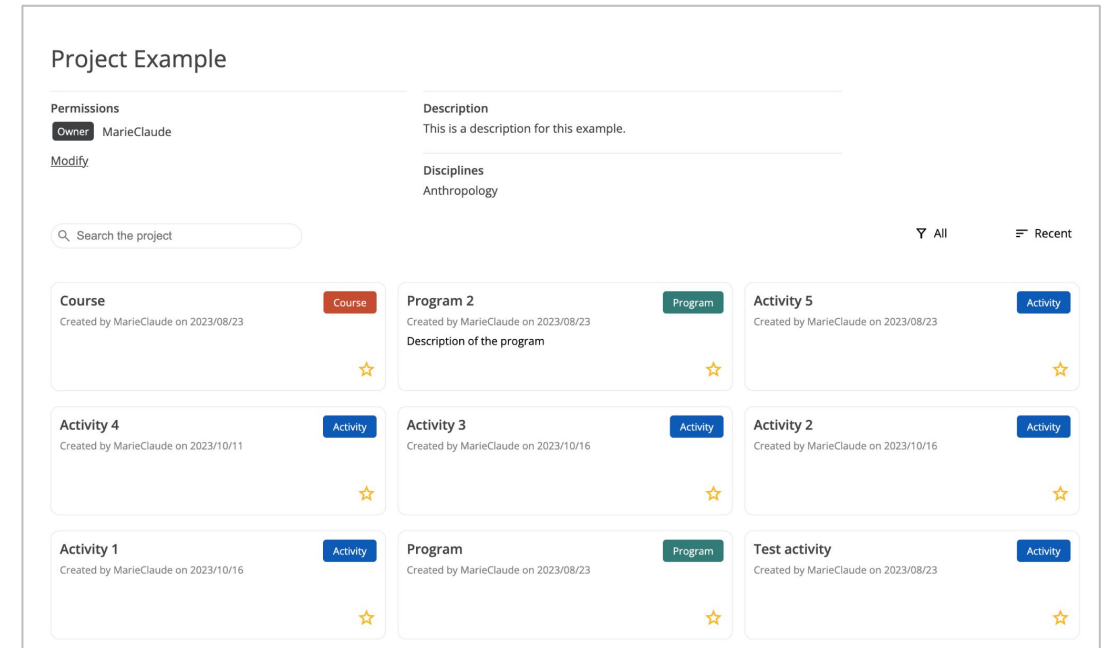
# Before you start

## 1. **Signing up for a Courseflow account** (if needed)

To get an account, sign up [click here](#).

Review (if needed):

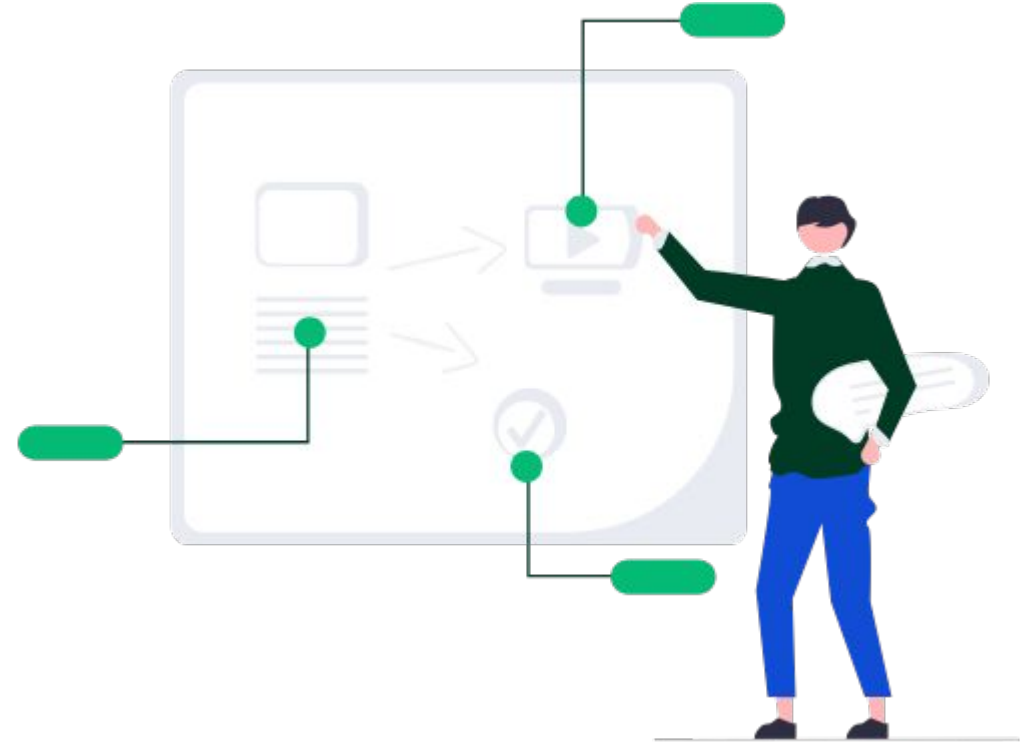
## 2. **What is Courseflow? (Getting started):** this tutorial provides an overview of the Courseflow navigation, organizational structure, and a description of workflow types (Course, Activity, Program).



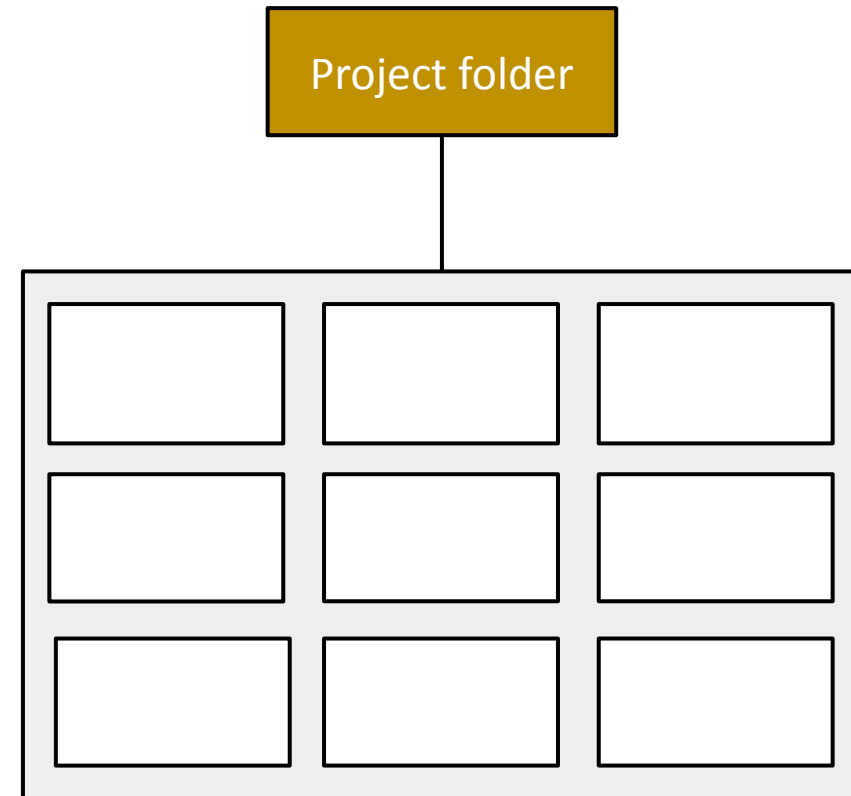
# Objective

## The objective of this tutorial:

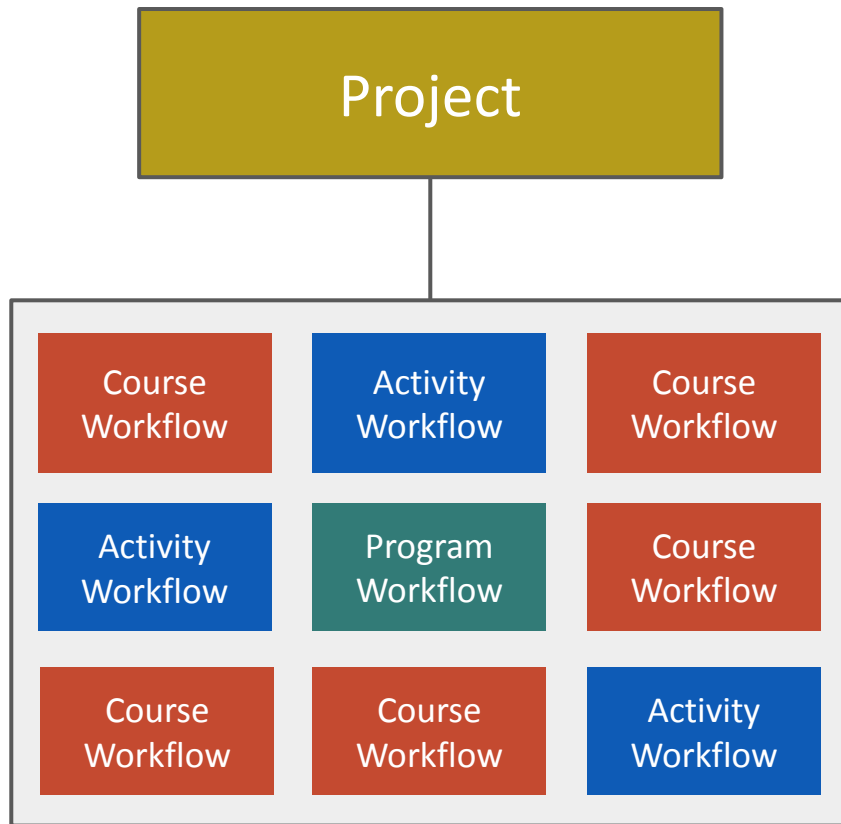
1. To describe how to create a **Project**.



Folder type:  
**Project**



# Project Structure



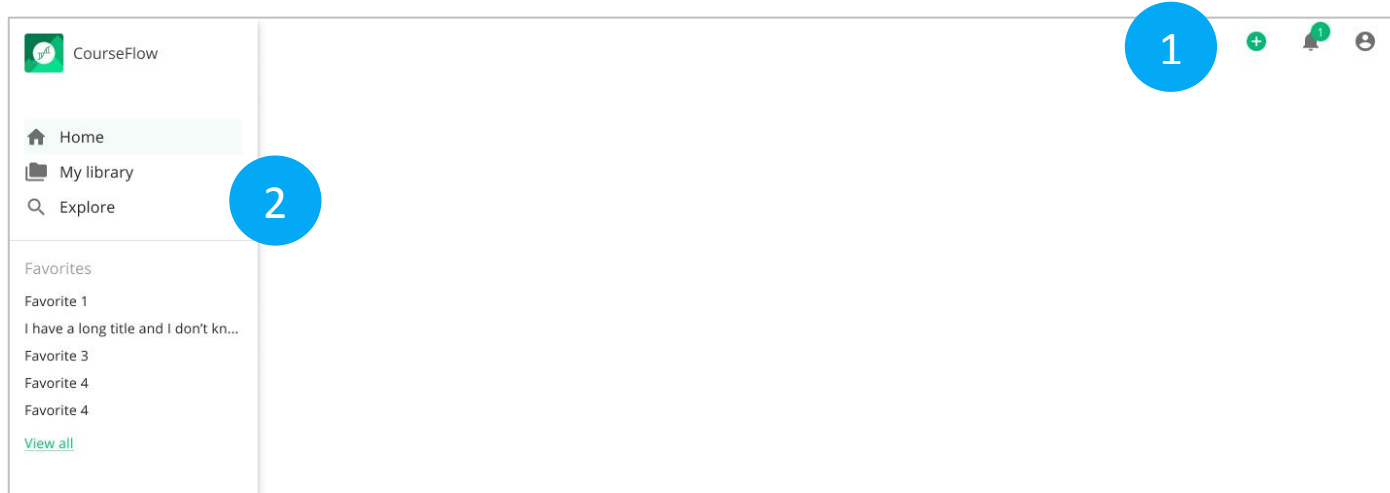
The Project, functions as a root folder.

It is necessary to create a Project to start a workflow.

All workflows (Course, Activity and/or Program) are stored and organized in Projects.

If workflows are related (linked together) it is essential they are saved in the same project. However, a Project can also contain multiple unrelated workflows.

# Identifying the tool to create a Project



These two global navigation features are accessible no matter where you are within the app.

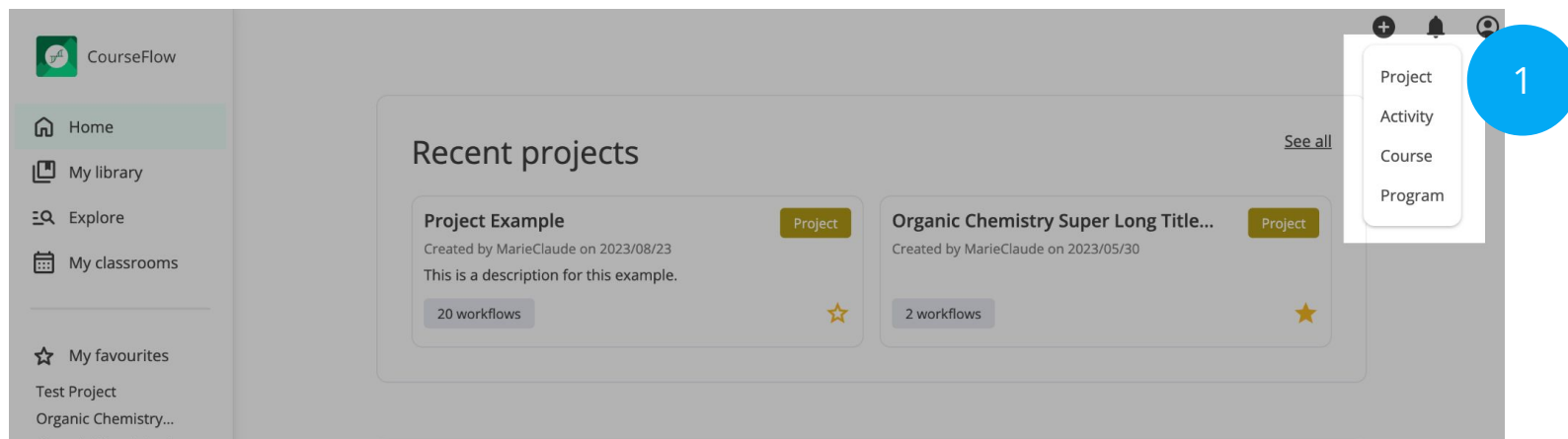
## 1) Utility Navigation – three icons:

- **Plus (+) icon** dropdown: to **create a new Project**, or new workflow (Activity, Course or Program).
- Bell icon: to view notifications about Courseflow.
- Person icon dropdown: to manage your profile, reset password, notification settings and sign out.

## 2) Main Navigation: to move between four page types:

- Home: recent projects and favourites, created by you.
- Your library: projects and workflows, created by you are saved.
- Explore: projects and workflows, created by other users.
- My favourites: projects and workflows, designated as favourites by you.

# Using the tool to create a Project



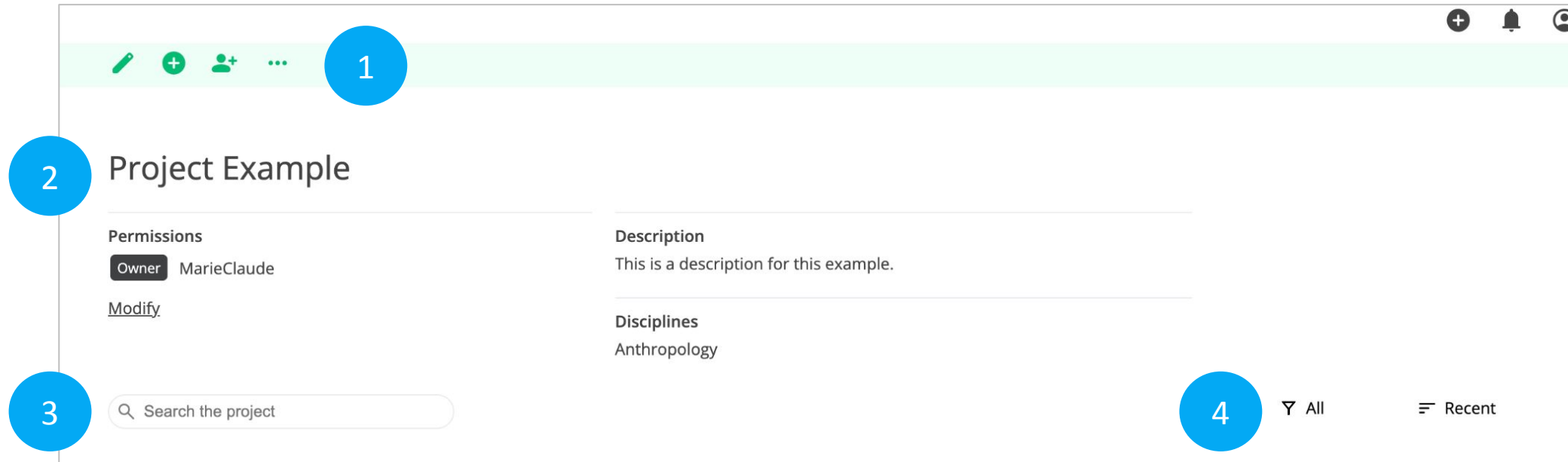
You must create a Project (folder) to save a workflow.

- 1) Click on the Plus (+) icon, and select Project from the dropdown, on the Utility Navigation.
- 2) Type in the Project "Title" and "Description", and click the "Save" button, on the "Create a project" page. NOTE: The project title and description can be modified later.



Remember a Project and its workflow(s) are saved in Your Library.

# Elements of the Project interface

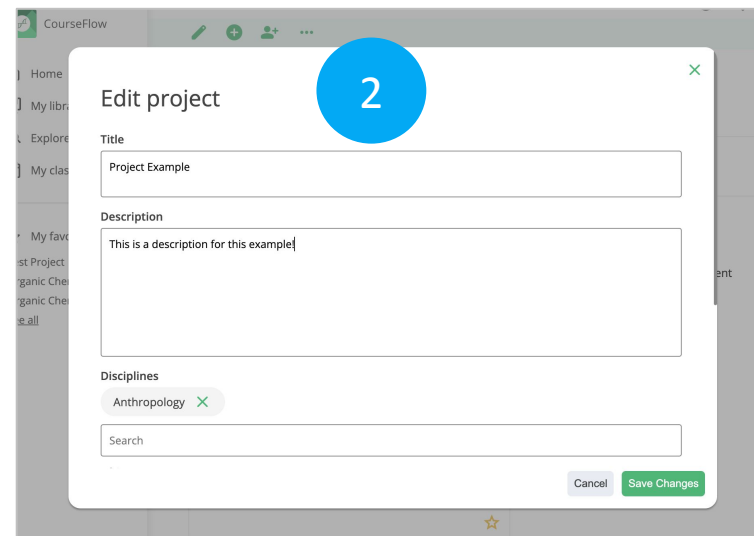
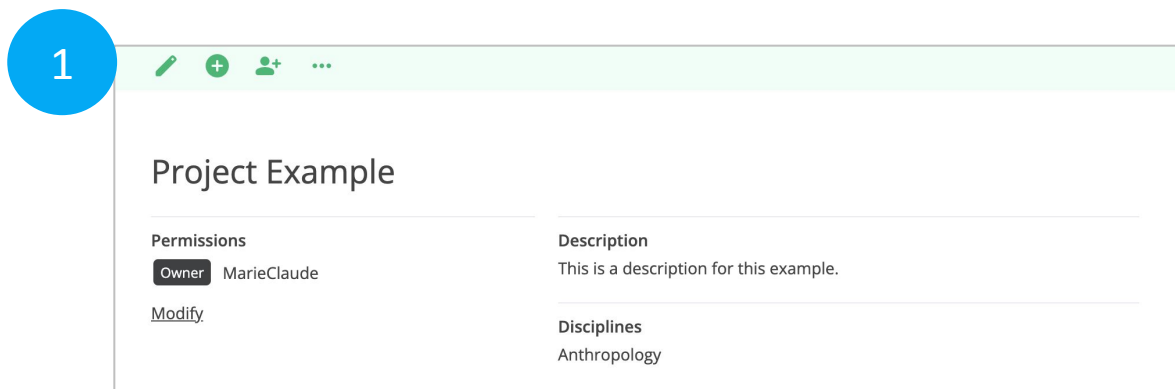


Functionality of the elements:

- 1) Action bar - four icons : to (a) edit, (b) add, (c) share, (d) plus advanced actions.
- 2) Project Overview: to add information about a Project – title, descriptions, disciplines and list of those who have permission to collaborate on the Project.
- 3) Search: to find workflows within a Project.
- 4) Filter and Sort (default states All and Recent): to organize and manage workflows within a Project.



# Editing the Project Overview

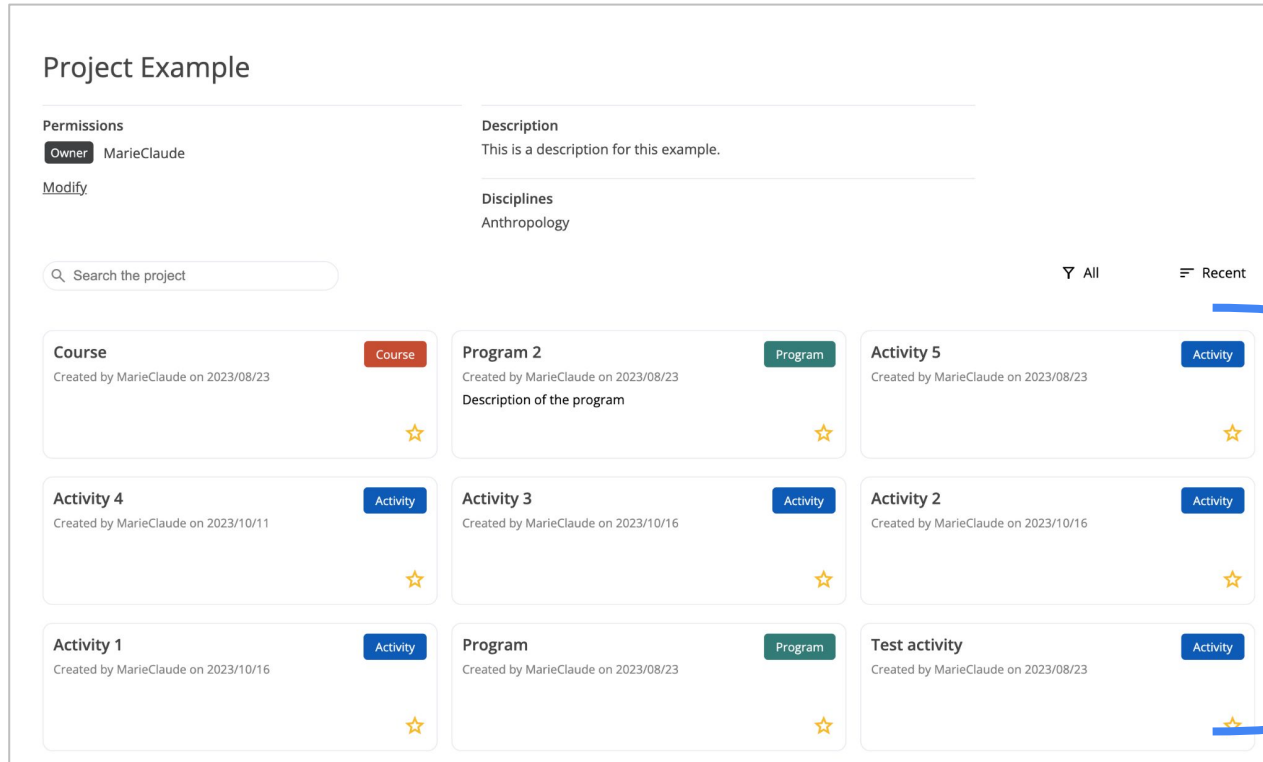


Within the Project, the Overview can be edited at any time.

- 1) Click the Pencil icon, on the Action bar.
- 2) Edit the "Title", "Description", "Disciplines" (optional), and click the "Save Changes" button on the "Edit project" pop up. The information is automatically updated in the Project Overview.

NOTE: Modify button on the Project Overview (opens Share pop up) is outside the scope of this tutorial.

# Project Workflow thumbnails

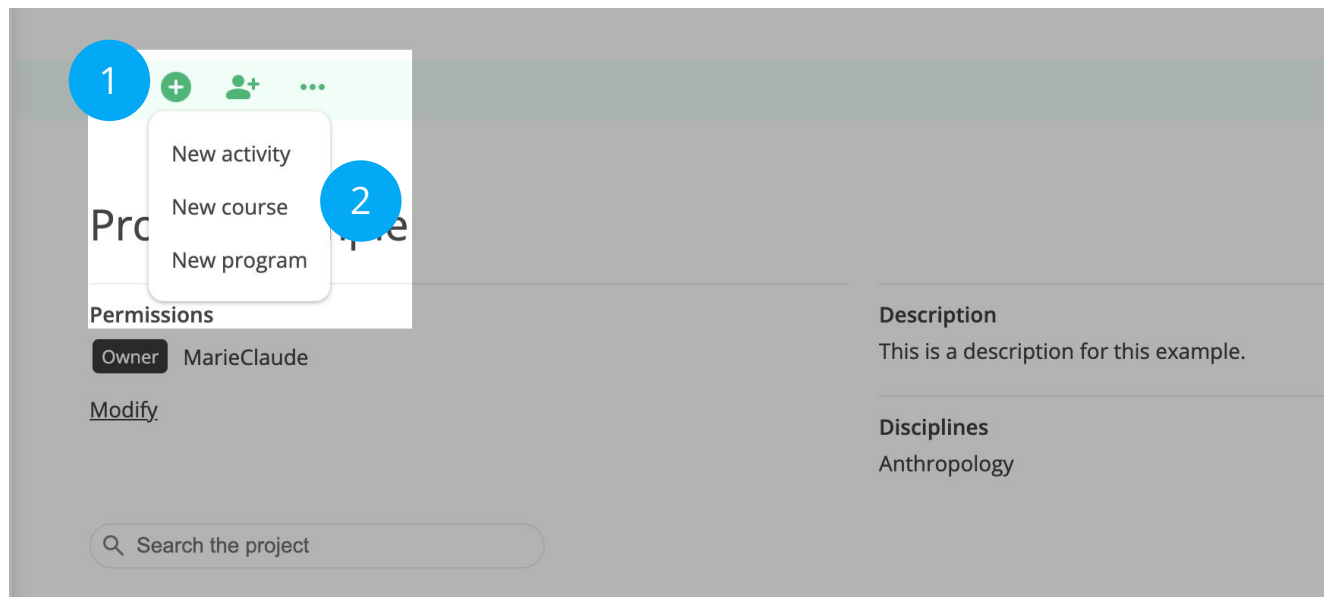


Within a Project:

- Workflow thumbnails are displayed by their creation date (default: most recent on top), not by type.
- Workflows can be searched, sorted and filtered.

NOTE: When you first create a Project this area will be blank. It is only populated by you saving workflows within the Project folder.

# Adding workflows to a Project



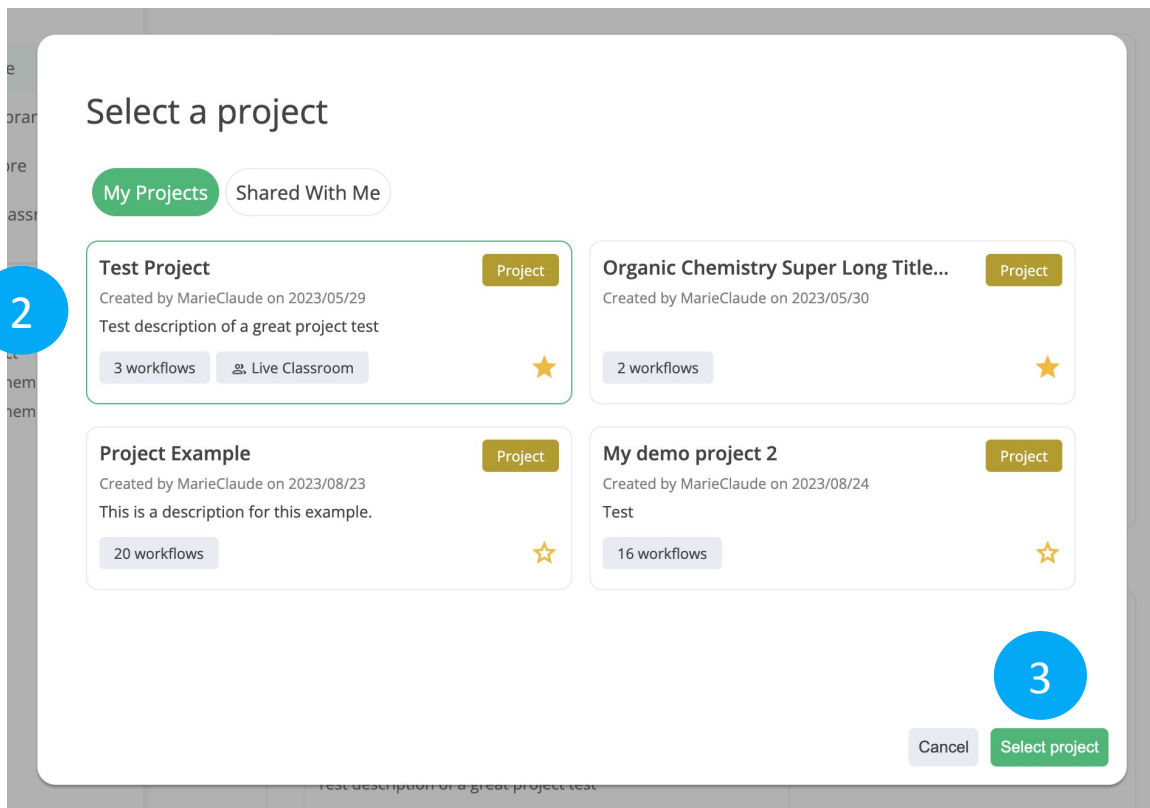
TIP: to learn how to use CourseFlow, start with a course level workflow which is similar to mapping a typical course outline.

In the Project (folder) CourseFlow will automatically save your workflow(s).

- 1) Click on the Plus (+) icon, on the Project action bar
- 2) Select one of the three workflow types from the dropdown menu: Program, Course, Activity.

NOTE: each workflow type represents a different level of curriculum design. Each has some unique features.

# Selecting a Project to save a workflow



If you are not inside Project, CourseFlow will automatically ask which Project you want to save your workflow in.

- 1) Click on the Plus (+) icon, on the Utility Navigation), and select the type of workflow from the dropdown menu you want to save. This opens the "Select a project" pop up (on screen).
- 2) Click on the Project (thumbnail), where the workflow will be saved. NOTE: This will highlight the thumbnail.
- 3) Click on the "Select project" button (bottom right). This opens the "Create a (course/activity or program)" page (will depend on workflow type chosen) .
- 4) Add the workflow "Title" and "Description", and click the "Save" button. NOTE: The workflow is automatically saved in the selected Project.

# Want more tutorials on using CourseFlow ?

## Interested in creating a workflow?

Once your Project is created you are ready to take the next step:

- How to create a Course Workflow (Tutorial 101)
- How to create an Activity Workflow (Tutorial 102)

## Remember: to start you need an account

- To get an account, **sign up** [here](#).
- Already have an account, **log in** [here](#).

# Learn more about CourseFlow



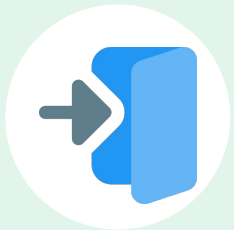
## **Interested in learning more and/or trying out CourseFlow?**

We are accepting applications for pilots of the tool with your program revision and auditing efforts. Email us to book a demonstration or request more information.



## **Need Help?**

If you are already a CourseFlow user and are looking for help, please visit our help desk.



## **Accessing CourseFlow**

Already have a CourseFlow/myDALITE account? Log in here.

*Reminder: If you are an instructor, pedagogy counselor or curriculum developer select Teacher and have your username and password ready.*

# About CourseFlow & SALTISE

CourseFlow is a free application that supports educators in the design of instructionally and pedagogically coherent and aligned courses, curricula units, and academic programs.



## Who is the CourseFlow development team?

- Jeremie Choquette, our main developer in conjunction with LittleBox, SALTISE's web development partners.
- SALTISE research team



## Who is SALTISE?

We are a learning community service that Supports Active Learning & Technological Innovation in Studies of Education by bringing together instructors and professional development staff from English and French educational institutions within the greater Montreal area, as well as other regions of Quebec, Canada and beyond. Our key goals are based on the ideals of implementing evidence-based pedagogy involving instructional innovations and often leveraging the use of educational technology to promote improved learning.

# Acknowledgement

Entente Canada-Québec pour l'enseignement dans la langue  
de la minorité et des langues secondes





# Thank you to our partners

We acknowledge the support of our network partners and look forward to future collaborations.

