Courseflow Quick Tip Guide

STEP 1: Login to your Courseflow account

What is Coureflow? - It is a free cloud-based platform that supports an intuitive and visual approach to curriculum and instructional design. Learn more check out [What is CourseFlow](#)?

1. If you do not have a courseflow account, **sign up** here.
2. Already have an account. **Log in** here.

STEP 2: Create a Project (folder)

What is a project?

- A project, functions as a root folder.

Why create a Project?

- Once you have logged in to your Courseflow account you must create a Project (folder) to start and save a workflow(s).
- Remember: If workflows are related (linked together because they are part of the same course or program) it is essential, they are saved in the same project (folder). However, a Project (folder) can also contain multiple unrelated workflows.
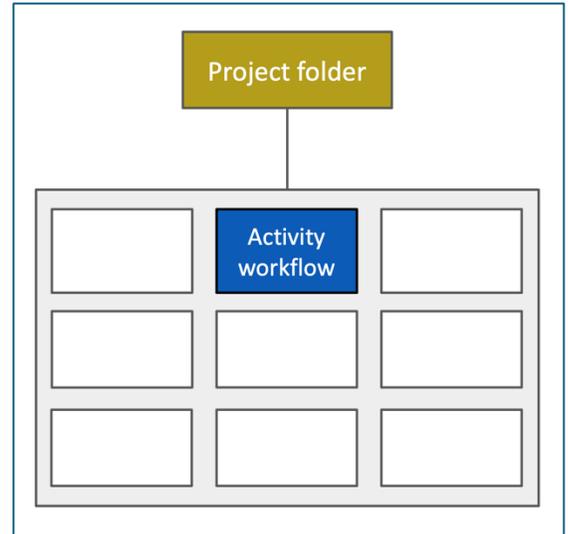
To learn more check out [How to create a Project](#)

STEP 3: Add a workflow to your Project (folder)

What is a workflow?

- A workflow is similar to a flowchart, it maps out the curricular and/or pedagogical components (nodes) of a course or activity within a customizable template based on the intended learning goals.
- All workflows (Activity, Course and Program level) consist of the following elements: (1) nodes (2) category columns and (3) section.

Why start with an Activity workflow?

- If you are new to Courseflow we suggest you start with an Activity level workflow, this is the smallest scale of planning in CourseFlow, and it can be used by instructors to plan day-to-day lessons or projects.

To learn more:

- [How to create an Activity workflow](#)
- [How to create a Course workflow](#)
- [How to create a Program workflow](#)