## **RHEcourse FAQ's**

## How to Log In:

Click "Login" at the top right corner of the homepage.

If you have already been issued a login simply type your email address and password into the provided spaces. If you do not have a login, instructors can request access by emailing info@innovating-education.org.

Once logged in, you will be taken to your dashboard. From your dashboard you will be able to add and edit courses and track student progress.

## Adding a Course from Template:

After logging in, click the "Add New Course From Template" button from your dashboard. Here you can view the available template courses.

To preview a course before adding it simply click the preview course button. This button will open the course in a new window. In this window you will be able to see all of the course content.

To add the previewed course, go to the original tab and click the "Copy Course" button. This function will take you to the course editor.

In the course editor you will set the course as active, have the option to add a due date, and be able to customize any of the course content.

After all changes have been made, you will click the "Update Course" button.

After creating the course, you will add students by clicking the "Manage Students" button. You will need the students email address, first name, and last name.

The last step is returning to your instructor dashboard to make sure all changes have been saved. You can edit the course at any point from your instructor dashboard.