

Building a Course with eUnits at Onyxon.ca

This help file explains how to use the eUnit course builder to create a course. It does not explain how to search for eUnits. Consult the “Browsing the eUnits at Onyxon.ca” eTutorial to learn how to to browse, search for, preview and select eUnits for a course created with the eUnit course builder.

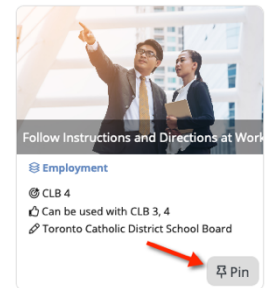
1. Log in to the onyxon.ca portal.
2. Click the large “Browse eUnits” button or the “eUnits” menu link at the top of the page.



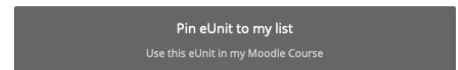
The eUnits page appears. It shows thumbnails of all eUnits arranged by title alphabetically.

3. Select the eUnits you would like in your course. There are two ways to do this:

1- Click the **Pin** button in any of the eUnit thumbnails on the main eUnit page.



2-Click the **Pin eUnit to my list** button on an eUnit panel, which includes the eUnit description, outcomes, contents and a button to review the eUnit and Unit Plan in Moodle. (Currently under development.)



After selecting eUnits, a new panel appears near the top right corner of the main eUnits page.

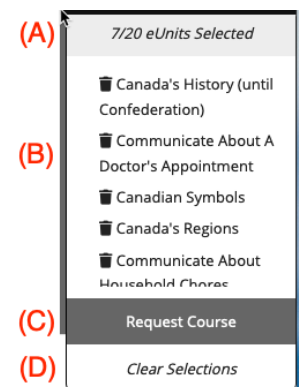
It displays:

(A) the number of eUnits selected and the maximum number allowed. In this screenshot, the maximum number is 20 and 7 eUnits were selected.

(B) The list of selected eUnits. Users can scroll down this list to see all of the eUnits they have selected.

(C) The **Request Course** button advances to the next page, where users finalize their course request.

(D) The **Clear Selections** button is used to reset the eUnits selected and start over.





4. Click the **Request Course** button.

The eUnit Request form page displays.

Selected eUnits

#	Name
✚ 1	Canada's History (until Confederation)
✚ 2	Communicate About A Doctor's Appointment
✚ 3	Canadian Symbols
✚ 4	Canada's Regions
✚ 5	Communicate About Household Chores
✚ 6	Communicate About Your Neighbourhood
✚ 7	Communicate with Your Landlord

The list of selected eUnits in the order as they will appear in the course. Use the crosshairs to drag eUnits into a different order.

Course Name: <input type="text" value="Enter the full name of your course here"/>	Instructor: <input type="text" value="Jim Edgar"/>
Organization: <input type="text"/>	Site Name: <input type="text"/>
Course Start Date: <input type="text" value="2020-08-07"/>	Course End Date: <input type="text" value="2020-10-07"/>

Complete this form so the site administrators have the necessary information to complete the request.

Course Language (EN or FR):

The **EN FR** buttons set the course language.

The **Send Request** button activates the request.

- Use the crosshairs to drag the list of eUnits into the order you'd like them to appear in the course. (Instructors can also change the order in the course after it is created.)
- Complete the following fields in the form:
 - Course name: - what you would like the course called
 - Instructor: - who the main person teaching the course will be
 - Organization: - the name of your school board
 - Site name: - the name of the site you teach at
 - Course Start date: - when the course starts
 - Course End Date: - when the course ends



7. Click the **Send Request** button.

A confirmation page appears confirming that the course request has been received and will be processed by the administrative team. The message also states that you will receive an email when your course is ready or if further information is required.