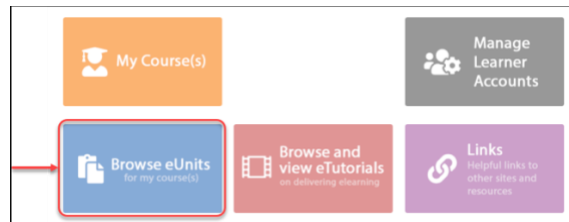


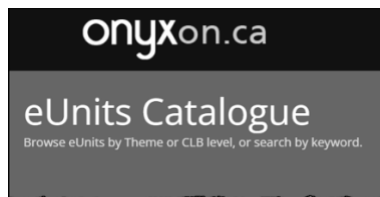
## Requesting Additional Units in an Onyx Course

Instructors can use the same *Course Request* form to request new units be added to their existing Onyx courses. These steps explain how to do this.

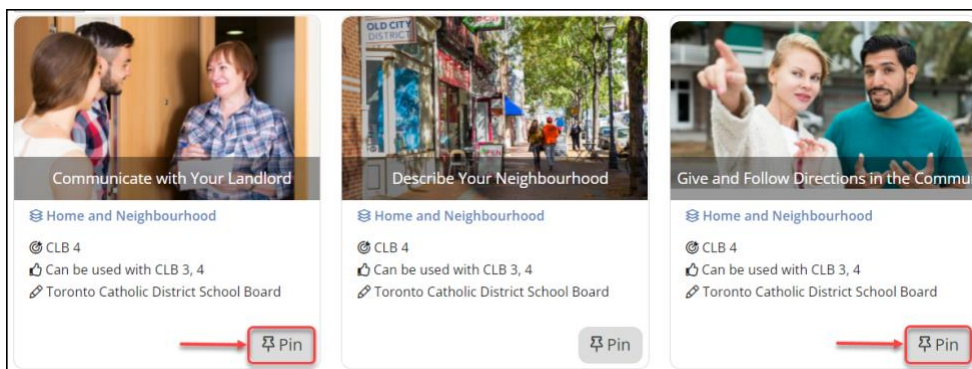
1. Log in to your Onyx account.
2. Locate and click on the *Browse eUnits for my course(s)* button.



The *eUnits Catalogue* appears.

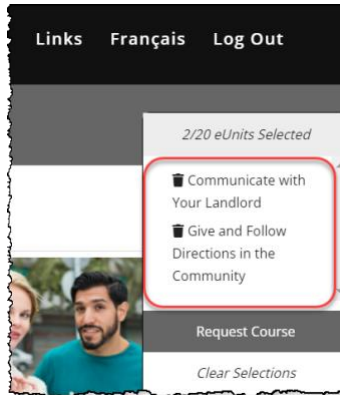


3. Use the catalogue's Search and/or Browse functions to locate the desired eUnit(s).
6. Click on the *Pin* button on the bottom right corner of the eUnit on the main catalogue page

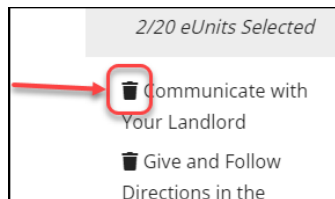


Please note: Currently the **Pin eUnit to my List** button on an eUnit's *Description and Outcomes* page does not work.

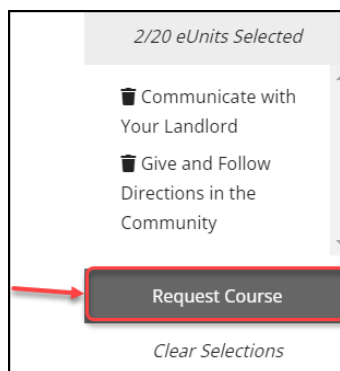
A small pop-up appears to the right of your page. The names of the *Pinned* eUnits are listed.



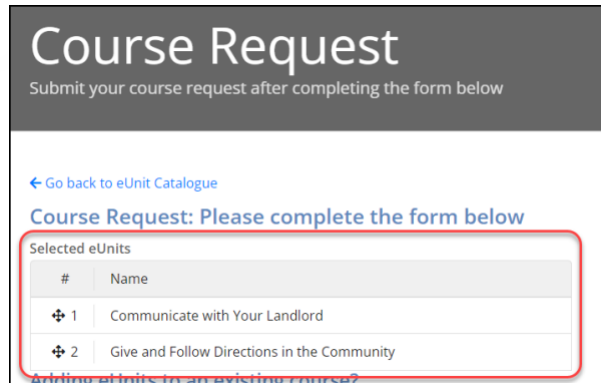
7. To add more eUnits, continue *Pinning* them on the catalogue page.
8. To remove eUnits that were *Pinned* by mistake, click on the *Trash* icon next to their name.



9. When all desired eUnits are *Pinned*, click on *Request Course*. (Please note: Currently a minimum of two units must be requested.)



The *Course Request* page appears, with the names of the selected eUnits in a table in the order they were selected.



**Course Request**  
Submit your course request after completing the form below

[← Go back to eUnit Catalogue](#)

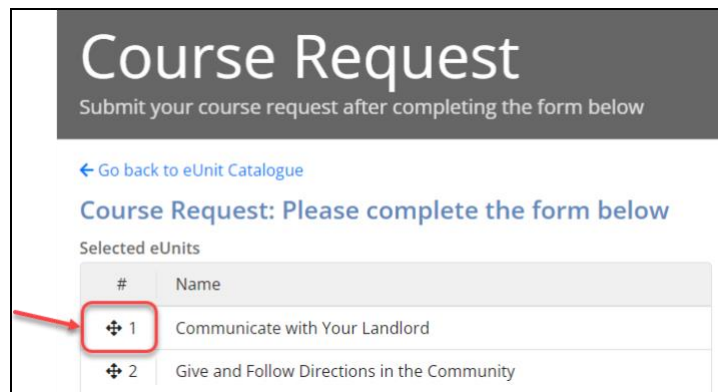
**Course Request: Please complete the form below**

Selected eUnits

#	Name
1	Communicate with Your Landlord
2	Give and Follow Directions in the Community

[Adding eUnits to an existing course?](#)

10. To change the order of the eUnits, click on the crosshair icon and drag it up or down within the table.



**Course Request**  
Submit your course request after completing the form below

[← Go back to eUnit Catalogue](#)

**Course Request: Please complete the form below**

Selected eUnits

#	Name
1	Communicate with Your Landlord
2	Give and Follow Directions in the Community


Note that you can also change the order of these eUnits after they have been added to your course. See <https://onyxon.ca/instructor-moving-course-topics-in-onyx-pdf> for further instructions.

11. Scroll down to the other sections of the page.

12. Click on the *Select a Course (optional)* drop down menu to choose the course to which you would like to add the eUnits.

**Adding eUnits to an existing course?**


If you want to add the selected eUnits to an existing course

Select a course (optional) 

- Select a course (optional)
- Canadian Citizenship Prep (JT)
- ESL Instructor Training (for Online and Blended Courses)
- Beverly's Class
- Sandbox 2

The text boxes used to request a new course will no longer be displayed and the name of the course the units will be added to appears in the *Course Name* text box.

Course Name

Beverly's Class 


6. Click on the *Send Request* button. (Please note: Currently the *Send Request* button will not display unless a minimum of two units have been selected.)

Send Request


The *Course Builder* page appears with the information you entered, indicating that your course request was received and will be reviewed by the administrative team.

**Course Builder**

[← Go Back to eUnit Catalogue](#)

 **Your course request has been received and will be reviewed by the administrative team.**

You will receive a confirmation email when your course has been built.

<b>Course Name:</b> Beverly's Class	<b>Instructor Name:</b> Beverly Davis	<b>Date:</b> 2022-01-14 18:00:17	
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**Topics:**  
Communicate with Your Landlord [35], Give and Follow Directions in the Community [26]

**Course Settings**

<b>Instructor Name:</b> Beverly Davis	<b>Organization:</b> [Redacted]	<b>Site Name:</b> [Redacted]	<b>Course Start Date:</b> 2022-01-21	<b>Course End Date:</b> 2022-03-23	<b>Course Language:</b> EN
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Once your request is reviewed, you will receive an email confirming that your course has been built.