NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

Creating a New Course

1. To get started, click on the link to Sherpath within your course.
2. The welcome screen displays with two options: Create a new course or Copy an existing course.

NOTE: If this is the first time you are using a particular Sherpath collection, Create a new course will be the only option.

3. Click the radio button next to Create a new course.
4. Date boxes will appear below.

![Welcome!](image)

**Welcome!**

In order to get started, please choose from one of the following options.

- [ ] Create a new course
- [ ] Copy an existing course

**When does your course start?**

Enter the date in the format `mm/dd/yyyy` or click on the calendar.

**When does your course end?**

Enter the date in the format `mm/dd/yyyy` or click on the calendar.

5. Click on the calendars in the date boxes to select the course start and end dates.

**NOTE:** It is recommended to choose an end date a week past the actual date to allow time for late assignment submissions.
6. Next, click the day of the week for your course weeks to start.

On what day of the week would you like your course weeks to start?

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
</table>

Course resources will be automatically distributed throughout the duration of your course. You may customize its organization at any time.

7. Then click **CREATE YOUR COURSE!**
8. A Course Setup window will pop up, restating the dates and asking if they are correct. Click **SUBMIT** to confirm.

9. The Course Plan page appears. Your new course has been created!

**END OF GUIDE**