Setting Up a CourseSite.com Course

When it comes to CourseSites.com this new online tool is extremely useful for LaGuardia’s Continuing Education Programs as well as other courses looking for more freedom with their course decisions. Students that are enrolled in your course will not have to be enrolled as LaGuardians or CUNY students; it gives you the ability to enroll students that are only taking one course at LaGuardia. This website gives you the freedom of enrolling students to your class no matter what their affiliation with LaGuardia CC. It can just be they are here for certification program, or a continuing education program.

It is simple and easy to setup 3 Steps:

1. Sign Up
2. Create Course
3. Invite Students

Step 1: Sign Up (Creating an Account)

Go to http://www.CourseSites.com, click “Sign Up” to create a new account.
You will see 2 ways to Register both are very easy to do. One is putting your information in the form on the left. The second is signing in through one of your social network accounts. (Facebook, Twitter, Microsoft Live, Yahoo!, or Google Account)
Step 2: Creating Course

After you Sign Up you will be prompted to create a course, if not on your home page you have a button. “Create A Course” Button under CourseSite Instructor Module on your Homepage.

Note: In Course Name, type in “LaGCC Course Name, Section or ID Number for this course”. This will keep a uniform look for all LaGuardia Classes. Under Course ID, type “LAGCC_Course Name, Section or ID Number” there is no spaces allowed in the box. In the text box, Enter Course Description, you can put in the description that goes along with the course you are teaching as well as the times the class meets.

Step 3: Invite Students

Follow the steps below to invite students to your course.

1. On the Control Panel, click Users and Groups to expand.
2. Click Course Invitations

3. Manage Course Invitations page will appear.

4. Click Invite Students to Join this Course to invite one or more students.
5. Email Students Invitation page appears.

6. Type one or more students email addresses in the To box or upload a batch file using the suggested format.

7. Enter a subject for the course invitation.
8. Enter a customized message into the text box, or use the default message.

![Email Invitation]

9. Click Submit to send the invitation(s).

![Submit]

From this point on you will go into Building your course, CourseSites.com is BlackBoard 9.1. For every account that you create the instructor is enrolled in a “Getting Started with CourseSites” under My Class module on your home tab.