Creating a Course Offering (course site)

1. Is this course **tracked by OSIRIS** with enrollment from the Registrar's office?

YES

2. Go to http://icon.uiowa.edu and click "Request an ICON Course Site" (under Quick Links)

3. Log in with your own Hawk ID and password. This verifies that you have Super User rights. If you do not have Super User rights and need to, contact icon@uiowa.edu

4. In the line "Currently logged in as," fill in the instructor's Hawk ID, select the appropriate session, and click **Change Login.** This will display the courses that OSIRIS recognizes that instructor as teaching.

Does the course number you need appear?

YES

5. Check the box next to the course number you would like to create and populate.

6. Click **Save**. Your course will be created and populated in 24-48 hours.

NO

It may be that OSIRIS does not yet have instructor or enrollment data available yet. You can check OSIRIS to verify this, and/or you can create a **development course** for the faculty member

To **request a development course:**

Click the "request development course" link on the course request page. This will send a request to the ICON Central Administrator, who will create the site.

To **create a development course:**

Use the ICON Manage Courses interface to create the site (see **Creating Course Sites Manually**) job aide.

NO

2. Create the course manually using the ICON Manage Courses interface (see **Creating Course Sites Manually** job aide)

3. Enroll the instructor and users manually using the ICON Manage Users interface (see **Enrolling Users Manually** job aide)