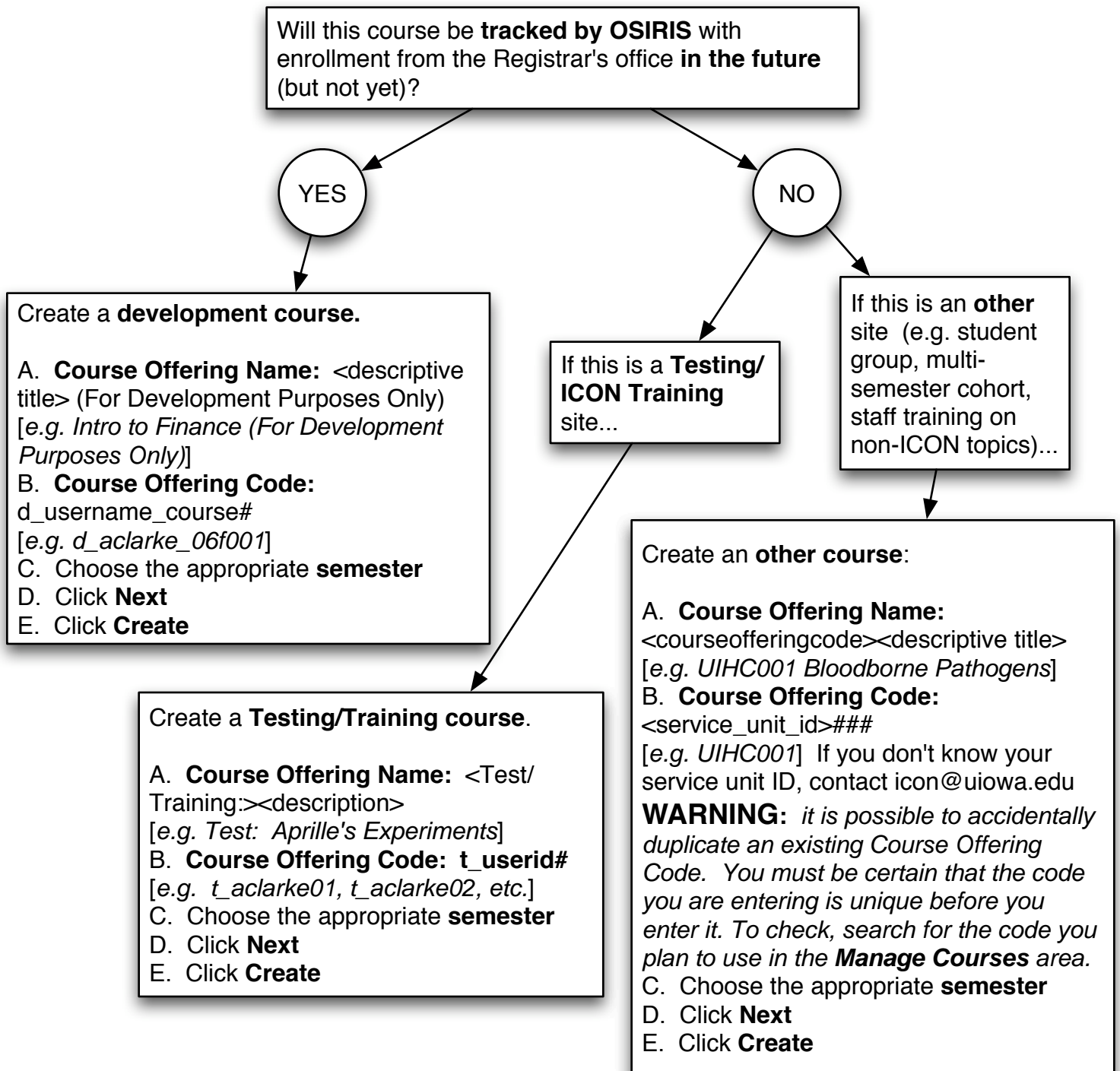


Creating Course Sites Manually

1. Log into ICON
2. Click **Manage Courses**
3. Click **Create a New Course Offering or Template**
4. Choose **Create a new course offering based on an existing template** and choose the template assigned to the appropriate department (note that every college has a **nondepartmental** option for exception cases).



Next step: Enrolling users in your site. See **Enrolling Users Manually** or **Bulk Enrolling Users**