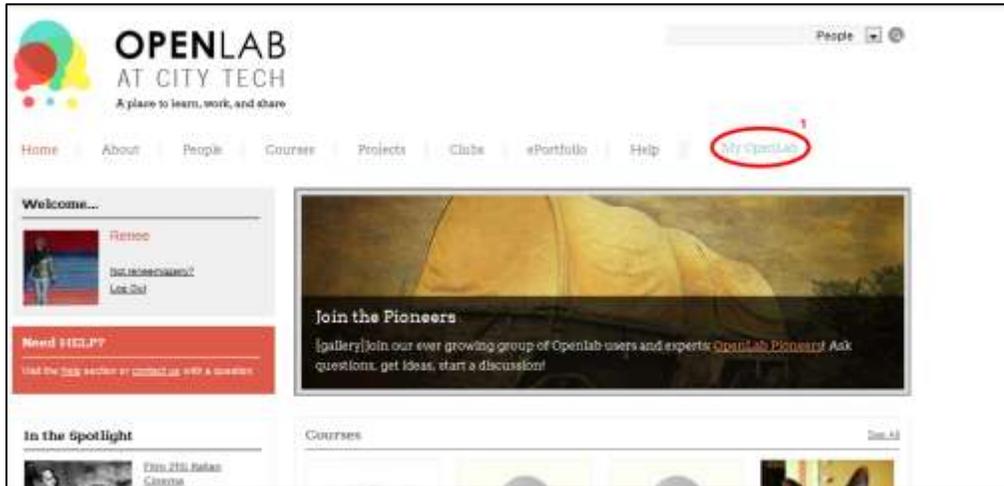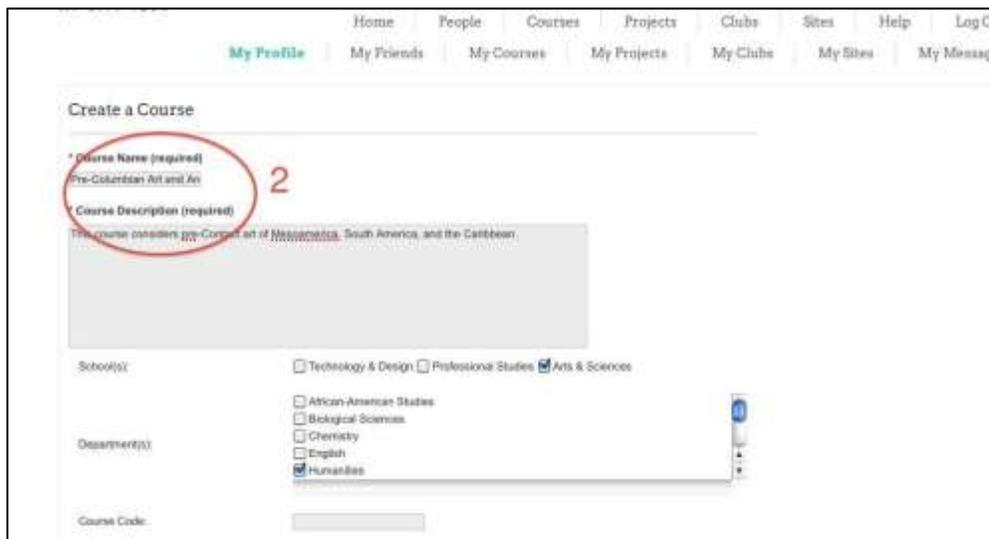.

1. After logging in, click on *My Open Lab* in the upper navigation bar on the home screen. Then click on *Courses* on the right navigation bar. Choose +*Create a Course*

1. On the *Create a Course* page, enter the required information including the Course Name, Course Description, School, and any additional information.
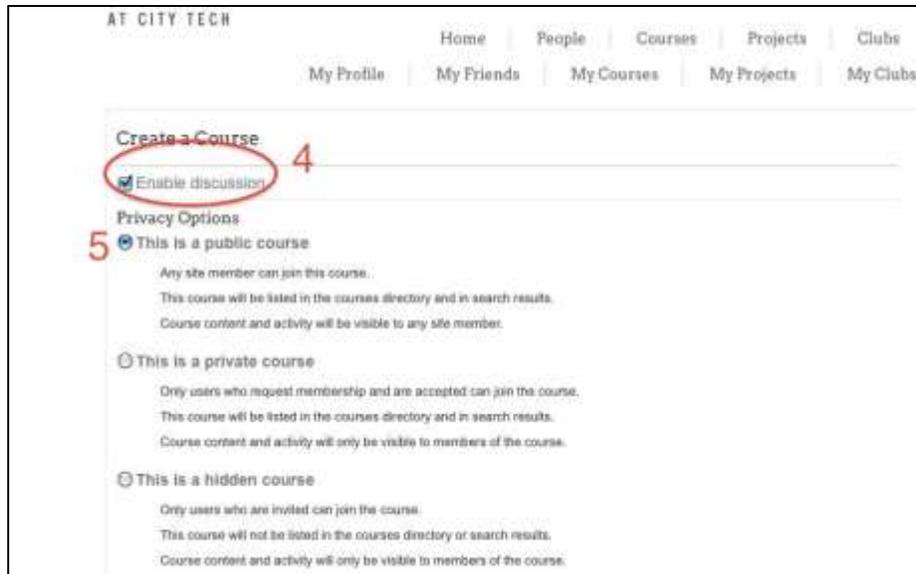
2. Choose a site address—this cannot be changed, so be sure to consider the URL carefully—and click *Create Course and Continue.*

3. Decide whether or not you would like to enable discussion. A discussion forum allows members of the course to interact on conversational threads. The professor and students can create a thread and others can read and reply to it.

4. Choose your *Privacy Options.*
   - Do you want club members to be able to have discussions on your club site?
   - Do you want your club to be public?
     a. Anyone on the Open Lab can join
     b. The club is listed in the directory and search results
     c. Club content is visible to everybody on the Open Lab
   - Do you want your club to be private?
     d. Users must request membership and be accepted
     e. The club is listed in the directory and search results
     f. Club content is visible only to members
   - Do you want your club to be hidden?
     g. Only invited users can join
     h. The club is **not** listed in the directory and search results
     i. Club content is visible only to members

5. Choose your course *Email Description Defaults* and click *Next Step*
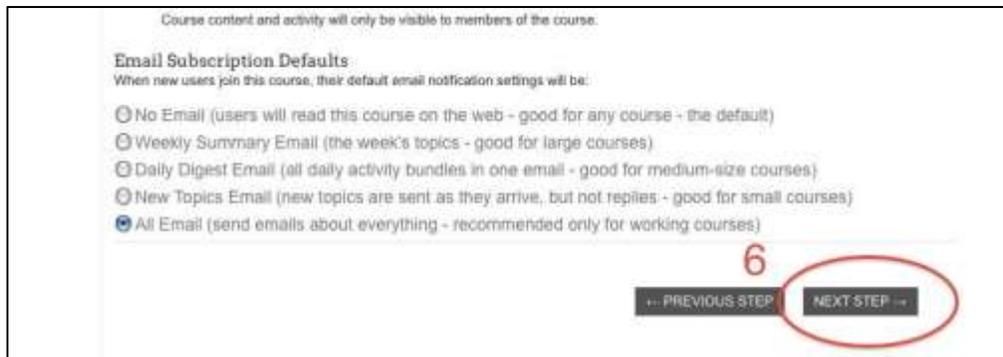
6. Upload an avatar that reflects the subject or topic of your course. If you don't choose one, the OpenLab will randomly assign a generic one to the course. Click *Next Step.*
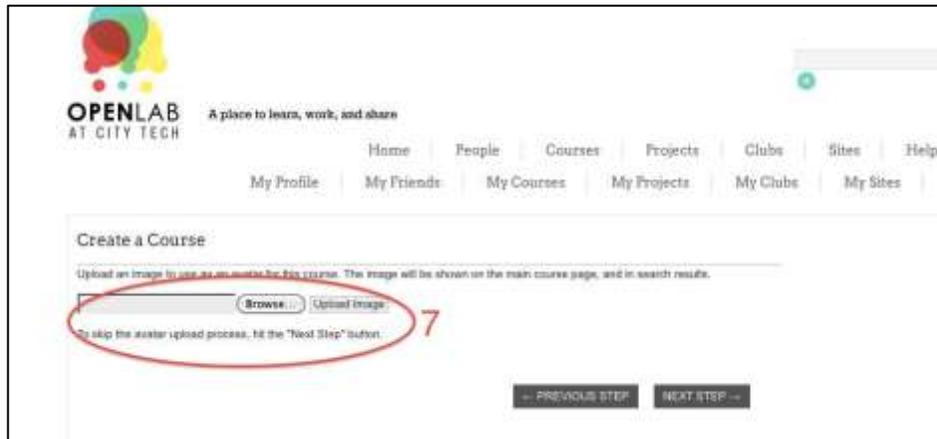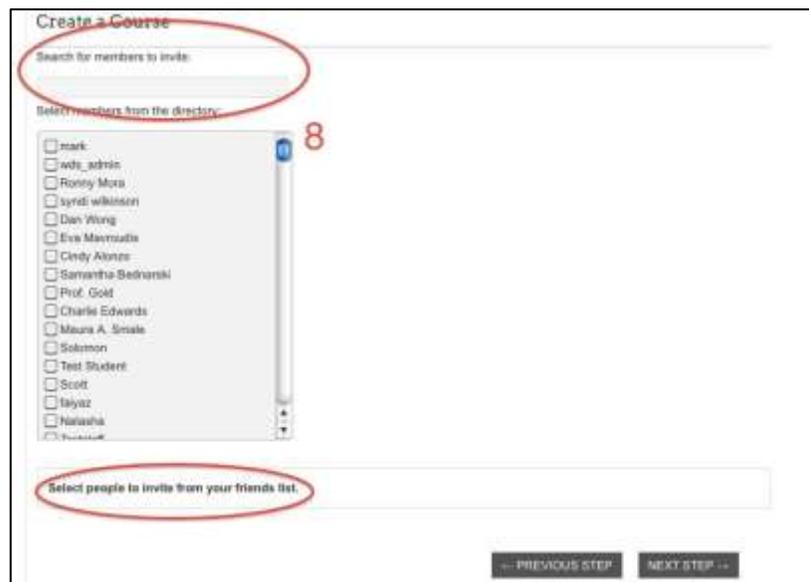

7. You can now invite students to your course. You must do this if your course is hidden or private. It is recommended that you do it with public courses as well, although members can also join a public course without being invited. Click *Next Step.*

8. Decide whether or not you would like to enable BuddyPress Docs, an interactive tool that allows your class to share and collaborate on documents.

9. Click *Finish* and your course is created!