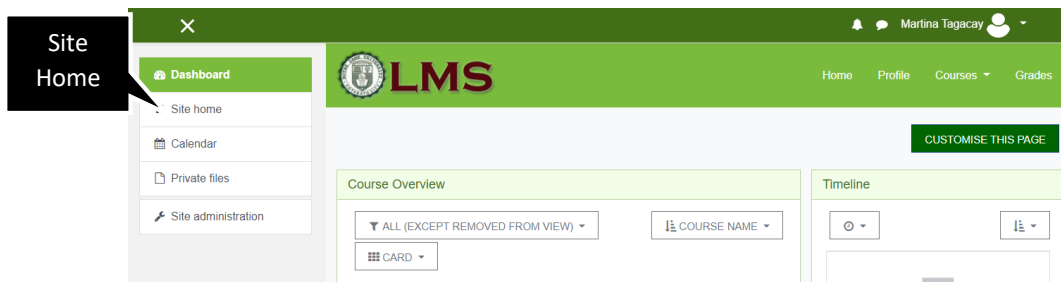
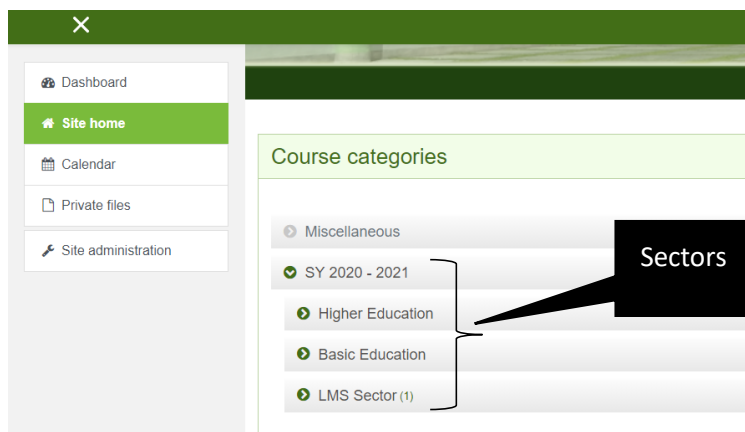


Steps in Adding a New Course/Subject

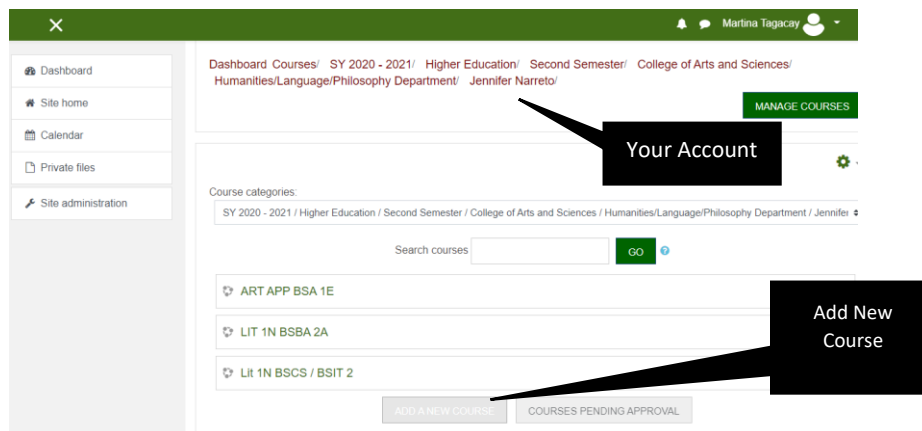
1. Login to your LMS account
2. Click Site Home



3. On Site Home, find and choose your sector under SY 2020-2021 (e.g. Higher Education, Basic Education). For higher education traverse the following links sequentially:
 - a. Semester
 - b. College (your mother college)
 - c. Department (if any)
 - d. Your Name



4. On your name page, you will see the links you have searched in No. 3.
5. On the command button **Add New Course**, click then set your subjects.



6. Steps in Setting Up Subjects
 - a. Fill up the Course Full Name (*This will appear on the Subject Page*)
example: Art Appreciation BSA 1A
 - b. Course Short name (*This will appear on the Menu*)
example: Art App BSA 1A
 - c. Set up Start Date (start of class day for the semester)
 - d. Set up End Date (end of class day for the semester)
 - e. Add the Course Description, as specified in the course syllabus.

- f. SAVE. In saving your subjects there are two options
 - SAVE AND RETURN (*if you still have another subject to be added and set up*)
 - SAVE AND DISPLAY (*if you need to open the subject page*)

Note: The rest of the NDU-LMS functionalities and features, kindly download the Faculty Instructional Manual found in the Site Home.