

How to Use Course Building Mode

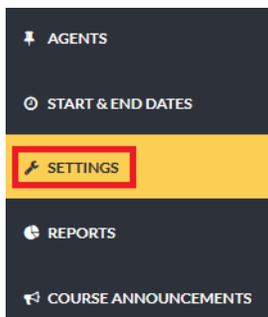
Course Settings for Course Building Mode

Users receive notifications whenever there is activity related to their communities, trainings, etc. As an admin or instructor builds a course all of those notifications do not need to be sent to users. Course Building Mode is a setting for disabling course/training notifications (bell icon in top right-hand corner) while the course designers are building the course/training.



1 Login to Edvance360 as Admin or Instructor

2 Navigate to **Course > Settings**



QuickStart Guide: How to Use Course Building Mode

3 Select **Others**

Trainings » Course Settings



The screenshot shows the 'Course Settings' interface. At the top, there are several tabs: 'Modules', 'Details', 'Others', 'LTI', 'Offline Reporting', and 'Badges'. The 'Others' tab is highlighted with a red border. Below the tabs, there is a yellow header for 'Lessons'. Underneath, there are two sections: 'Layout' and 'Locking'. In the 'Layout' section, the 'Sequential' option is selected with a checked radio button, and the 'Checklist' option is unselected. In the 'Locking' section, the 'On' option is selected with a checked radio button, and the 'Off' option is unselected.

4 Scroll down to **Course Building Mode** and select **On/Off** then **Save**



The screenshot shows the 'Course Building Mode' section. It features a yellow header with a dropdown arrow and the text 'Course Building Mode'. Below the header, there are two radio buttons: 'On' (which is selected) and 'Off'. At the bottom of this section, there is a 'Save' button highlighted with a red border.