



## Assign License to a Course – License Calculation

As mentioned, Demo Classes do not utilize a license. All courses can be assigned to a vendor, as long as their Content type is Add Content from Vendor. (See page 6). To assign a license, click on Courses and Click the Plus button. Note: Courses that come directly from STARS default to the content type status of Add Content from Vendor.




**Courses** **Vendor Content** **Status**

☐  **Add Vendor Test**   
Assigned Teachers:    
Students: 0



Click the plus button on the right of each vendor to add them to the course. You can also utilize the search box to get narrowed results.

Vendor Content				
Vendor Course Name	Vendor	Available Licenses		
<input type="text"/> <input type="button" value="▼"/>	<input type="text"/> <input type="button" value="▼"/>			
Apex Core - English 9 Semester 1	Apex Learning	300 of 300	<input type="button" value="+"/>	
Apex Core - English 9 Semester 2	Apex Learning	300 of 300	<input type="button" value="+"/>	
Apex Prescriptive - English 9 Semester 2	Apex Learning	300 of 300	<input type="button" value="+"/>	
Apex - Accounting I 2018 (1 Semester)	Apex Learning	300 of 300	<input type="button" value="+"/>	
Apex - Accounting II Full Year	Apex Learning	300 of 300	<input type="button" value="+"/>	
Apex - Accounting II Semester 1	Apex Learning	300 of 300	<input type="button" value="+"/>	

After adding the vendor, the Vendor Content column will be populated with the selected vendor.



At this point, you can delete the vendor by clicking the Bin logo or add additional by clicking the Plus Button (Only for Manual Classes).

**Note: Only one content from each vendor should be added to a course.**

Once a course is published content can not be deleted. If you need content changed please reach out to your Implementation Manager.

To see how licenses will be calculated before Publishing, expand the course by clicking the far left small plus button. After the course has been expanded scroll down to the bottom until you see License Summary.

License Summary			
Location Code	Vendor	Available Licenses	License Required
R047	Edgenuity	7	16

Keep in mind that if the number of available licenses is less than the Licenses Required, the class cannot be published. After the class has been published, you should be able to see the updated number of Licenses you have per vendor. This may be seen in both the Dashboard (Assigned Licenses Field) and from the vendor content tab with the correct licenses used and licenses remaining.