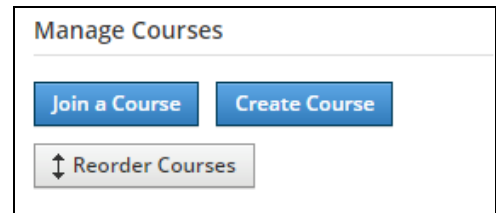


Creating a **Non-Rostered** Course

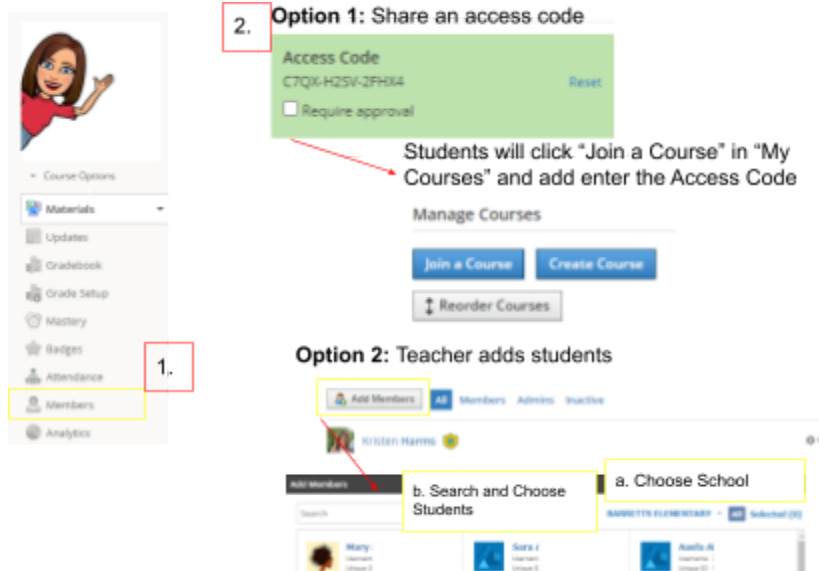


The following are directions for educators that are creating a course for students that will **not** be rostered through Infinite Campus.

1. Click **Courses** at the top of Schoology.
2. Click **My Courses** in the top right corner of the drop-down menu.
3. From the Courses page, click the **Create Course** button
4. In the Create form:
 1. Enter a **Course Name**; for example, "Reading Support" (*Do not select a name from the drop down menu of suggestions*)
 2. Select a **Subject Area**.
 3. Enter a **Grade Level**, or select a grade range.
 4. Select all of the **Grading Periods** that will apply to keep your course open for the semester/year even if they are gray (*Do not select grading periods that extends outside of the current school year*)
5. Click **Create** to finish.



Adding Students to Course



Option 2:

Click **Add Members**.

a. Select the member's location from the drop-down on the top right.

b. Select the member(s) you'd like to enroll in the course. You will see a selected count in the upper right corner. Continue to search or browse users without affecting previously selected members.

Click **Add Members** to finish.