Creating Courses
Missouri Coalition of Children’s Agencies
Medication Certification System - Streamlined Guide Series 2 – June 29, 2019

In this guide, we will cover how to create classes in the LMS Checkout system.

Before we begin, you must:

- Know the website (URL) of your organization. (look this up on p. 3-4 of [this guide](#))
- Have a nurse-instructor account. (Obtain one by filling out [this form](#))
- Be logged in to your site. (You may need to use the Forgot Password feature of the site if you’re having trouble logging in.)

Go to the Admin Panel of the site.

Go to the Manage Courses area, and choose the Live Classes menu option.
Click the **New Class** button.
Class Creation Form: Step One

Click the **Choose from the Library** button. **Do not type anything in the Class Name box.**

Find the Course Name that matches your organization name. Click the **Select** button.
For **Class ID**, type “Initial” or “Renewal”, depending on whether the students in this class need to take the full two-day course and pass the online exam; or whether they are currently certified and taking the shorter course for renewal.

For **Timezone**, choose “Central Time – US and Canada, Mexico City”.

Choose **Start and End Dates and Times** for your class.

Check the **Active Class** checkbox.

For **Assign Certificate**, choose “MCCA Certificate Final”.
Everything else on Step One of the form may be left blank.

Click the **Next** button. You may or may not be asked whether you want to permanently change the price of your course. This question is not relevant to our system; click **Confirm** and continue to Step Two of the form.

*Ignore this message - click **Confirm**.*

**Class Creation Form: Step Two**

For **Location Name**, type in the name of the training room or building where you are holding the class.
Choose “Face to Face” for Type. Everything else on this step is optional and may be left blank. Click **Next** to proceed to Step Three of the form.

**Class Creation Form: Step Three**

Type in the person’s name for **Instructor Name**. Type in a valid **Email** address for your instructor. Make sure the **Notify Instructor** checkbox is checked.
Everything else on this step can be left blank. Click **Next** to continue to Step Four.

**Class Creation Form: Step Four**

Check the **Send Mail to Instructor** checkbox. Click **Save & Exit**.

**Confirming Class Creation**

You may confirm your class has been created by going to the **Manage Courses** area and clicking the **Live Classes** menu option.