CREATE A COURSE IN ONQ USING THE COURSE CREATION TOOL (CCT+)

ACCESS THE COURSE CREATION TOOL IN ONQ

1. Login to onQ.
2. Locate the Course Creation Tool+ widget.
3. Click the Course Creation Tool+ link.

CCT+ MY COURSES

Once you are logged in to the Course Creation Tool+, you will see your My Courses page.

1. Main Navigation panel.
2. Create a Course in onQ.
3. My Courses add enrolments to a course in onQ.
4. Help link to the onQ Support site.
5. Search for a course (course code and/or course name).

The My Courses table provides the following information:
1. Course name (eg. ENGL 100 - Introduction to Literary Study F18)
2. onQ launch button (access the course listed in onQ)
3. Course activity status
4. Course start date (*Set in onQ)
5. Course end date (*Set in onQ)
6. Enrolments (Has Enrolments/No Enrolments)
7. eReserves ID
   - if the course has an eReserves course associated with it
     (Has eReserves Course/No eReserves Course)
   - if the eReserves course has been synced (users added)

CREATE A COURSE

1. Click Create a Course tab in the main navigation panel.

SELECT YOUR PROGRAM

2. Select your Program. Programs are listed in alphabetical order.
3. The **Course Code** consists of four letters (e.g., CHEM, PSYC, PHIL, CISC, etc.) and a three-digit number.

4. The **Course Name** entered should be as it is listed in PeopleSoft/SOLUS.

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**SELECT A SEMESTER**

5. From the dropdown list, select the semester in which the course will run.

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**CLONE AN EXISTING COURSE**

6. Choose **Clone Existing Course** if you wish to copy content from another course.

   **Note**: only courses for which you are the instructor of record will appear in the dropdown list.
CREATE A TEST STUDENT FOR YOUR COURSE

7. Test Students appear in the Classlist (in onQ) and allow you to experience a course from a student’s perspective, by using the Impersonate feature in onQ. For instructions on how to use this feature, see how to Impersonate a test student in your course.

8. Use the (+) and (-) buttons to select the number of test students.

9. Email for Test Students, enter your email address (only the person with that email address can impersonate).

COURSE CREATION OPTIONS AND ACCEPTING CONDITIONS OF USE

10. Check Create in onQ
11. Check Create in eReserves (optional)
12. Check Enable Turnitin (optional) if you would like Turnitin to be available in your course.

**You can Enable Turnitin at any time by selecting the course from the My Courses table.

13. If you select Enable Turnitin for your course, check the box to agree to use Turnitin in accordance with the Instructor Conditions of Turnitin Use at Queen’s University.

14. Check the box to agree to use onQ in accordance with Canadian Copyright Law and the Queen’s Fair Dealing Policy

COMPLETING THE CREATE A COURSE PROCESS

Click the Create Course button. If you have filled out all the required fields, you will be taken to the add enrolments screen. If you do not want to add enrolments at this time close this window.
**ADD ENROLMENTS TO A COURSE IN ONQ USING CCT+**

**IMPORTANT:**

- You must be listed as the Primary Instructor in the course in PeopleSoft before enrolment codes become available to you in CCT+.
- Students will not be populated in your course in onQ if the correct enrolment code not added to CCT+.
- Students will not appear immediately in your course. They will populate the course overnight and will appear in your Classlist the next day.

**TO ATTACH ENROLMENT CODES TO A COURSE**

1. To add enrolments, first click anywhere along the row of the course you would like to add enrolments to.

2. Then click the **Add Enrolments** button.
3. Enter your Course Code in the field and click the Go button.

SELECT THE ENROLMENT CODE(S) FOR YOUR COURSE

4. Enrolment codes are made up of five pieces of information:
   a. Course Code
   b. Course Number (A = Fall, B = Winter)
   c. Course Section Number
   d. Semester Code (Fall = 9, Winter = 1, Spring/Summer = 5)
   e. Session Number

5. Select your enrolment code(s) from the dropdown menu. If you accidentally click the wrong enrolment code, hold down the CTRL key on your keyboard and click the code again. This will clear the selection.

**Please note**, if your course has several enrolment codes (e.g., several different sections), you can multi-select these codes by holding down the CTRL key on your keyboard, while clicking each code.

**If you do not see the correct enrolment code(s) for your course**, it is possible the course has not yet been registered in PeopleSoft. In that case, contact your department to inquire about when this will be done.
ACTIVATING AUTOMATIC ADDS AND DROPS

6. The **Activate Automatic Adds** and **Activate Automatic Drops** checkboxes allow for the automatic synchronization of course enrolment data in PeopleSoft to your course in onQ.

This means that as students are added to or dropped from your course in PeopleSoft, an automated enrolment script that runs each morning (around 5am) will make the corresponding changes to the course in onQ.

**Please note**, if you do not check these boxes, new adds and/or drops in PeopleSoft will not be reflected in your course in onQ.

7. When finished, click the **Save** button.