

iCEV TUTORIAL

SETTING UP YOUR “MY COURSES” PAGE



STEP 1

Click "Add New Course/Certification"

To begin, click the "Add New Course/Certification" button at the top right of the "My Courses" page.

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Welcome, Texas

This is your "My Courses" page, where you can manage courses, rosters, student certification progress and add new courses. Click and drag the arrows on the left side to reorder your courses. The order will be saved automatically.

We have added a test generator to our site! Click here to sign up for free online training: <https://www.icevonline.com/live>

+ Add New Course/Certification

My Courses Last Viewed Lesson

College & Career Readiness (Middle School)	Formulas for Career Success: Career Testing & Investigation	View
Counseling & Mental Health New Lessons	The Health Care Industry	View
SW	English Applications	View
Instructional Practices New Lessons	Skills for Real World Survival	View

STEP 2

Enter a Course Title for the Course You Will Be Adding

Type the name of the course you want to see in your "My Courses" page in the field named "Course Title". For example, if you are teaching "Career Preparation I" in second period you could name it "Second Period - Career Preparation I."

NOTE: If you do not complete this step first, the system will not allow you to select a course.

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Enter a Course Title & Select a Course Playlist [Create a Custom Course](#) | [Cancel](#)

Step 1: Enter a Course Title for the course playlist you select.

Step 2: Choose a Course Playlist to add to your "My Courses" page.

Step 3: Click the Add Course button.

Step 4: Repeat the process to add each course you are teaching for the semester/year.

Step 5: Once all courses have been entered, click the Finished button.

Courses Added

Add Course Finished

Course Title: Course Subject:

Course Playlist Judging/Leadership Playlist Subject Area Playlist Certification Playlist

Select a Course Playlist

STEP 3

Choose Your Course Playlist

iCEV has created customized course playlists to meet standards for your state. Click on the course playlist you would like to add.

NOTE: If you do not see the exact name of the course you are teaching, select the playlist that is most similar. You will be able to alter the playlist after completing the set-up process.

STEP 4

Add Course

Once you have selected the course you would like to add and it is highlighted green, click the "Add Course" button in the right side of the blue header section. The course name you chose will now appear underneath the "Courses Added:" heading.



PRO TIP

If you are subscribed to more than one iCEV curriculum site, you can choose which subject area you would like to add courses from by using the drop down menu labeled "Course Subject" underneath the blue header area.

STEP 5

Repeat to Add More Courses

Repeat steps two through four to add the remainder of your courses to your "My Courses" page.

Playlist

Step 1: Enter a Course Title for the course playlist you select.

Step 2: Choose a Course Playlist to add to your "My Courses" page.

Step 3: Click the Add Course button.

Step 4: Repeat the process to add each course you are teaching for the semester/year.

Step 5: Once all courses have been entered, click the Finished button.

Courses Added

Business Management (remove)

Add Course **Finished**

Course Title: Accounting I Course Subject: Business, Marketing, Finance, IT and Media

Course Playlist: Judging/Leadership Playlist Subject Area Playlist: Certification Playlist

Select a Course Playlist

Accounting I Accounting II Advanced Marketing

Advertising Business English Business Information Management I (2010 Version)

Business Information Management I (2013 Version) Business Information Management I (2016 Version) Business Information Management II (2010 Version)

STEP 6

Click "Finished"

Once you have added all of your courses, click the "Finished" button. You will be redirected to your "My Courses" page. All of the courses you added will appear in your courses list.

Enter a Course Title & Select a Course Playlist [Create a Custom Course](#) | [Cancel](#)

Step 1: Enter a Course Title for the course playlist you select.

Step 2: Choose a Course Playlist to add to your "My Courses" page.

Step 3: Click the Add Course button.

Step 4: Repeat the process to add each course you are teaching for the semester/year.

Step 5: Once all courses have been entered, click the Finished button.

Courses Added

Business Management (remove)
Accounting I (remove)

Add Course **Finished**

Course Title: Course Subject: Business, Marketing, Finance, IT and Media

Course Playlist: Judging/Leadership Playlist Subject Area Playlist: Certification Playlist

Select a Course Playlist

Accounting I Accounting II Advanced Marketing

Advertising Business English Business Information Management I (2010 Version)



NEED ADDITIONAL HELP?

Contact Our Dedicated Customer Support Team

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