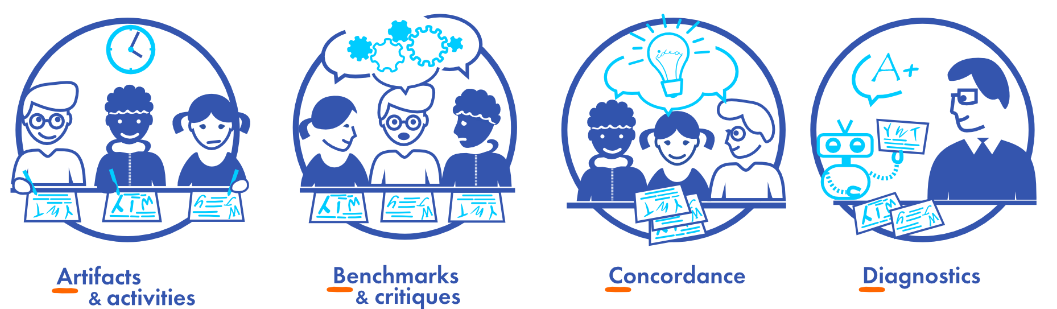
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| **Get Started** | |
|  | Establish a Mobius account |
| **Get Ready** | |
|  | Create a list of your course assignments |
|  | Create your preliminary syllabus & schedule |
|  | Create Assignments & Cases in Word |
|  | Using the *Assignment & Case Scheduling Template* create your assignments. Prepare your file documents for attachment. |
| **Get Set** | |
|  | Complete the Course Settings Page  Course Title  Course Description  Course open date  Desired group sizes  Max points for Artifacts and Critiques  Self-enrollment code |
|  | Select enrollment process:  Decide whether to use instructor upload or student self-enrollment.  If upload, prepare your file.  If self-enrollment, inform student of the code. |
|  | Complete your Cases in Mobius  Case Title  Case Description  File attachments (optional)  If you do not intend to use cases, create an ‘NA’ case |
|  | Complete Assignments in Mobius |
|  | Assignment Title  Assignment Description  File attachments  Group allocation pattern  Open date  Artifact open date & grace period  Benchmark/critique open date & grace period  Concordance open date & grace period  Attach cases |
|  | Double check the dates |
|  | Enroll students – by upload or monitoring self-enrollment process |