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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 PageCourse TitleCourse DescriptionCourse open dateDesired group sizesMax 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 MobiusCase TitleCase DescriptionFile attachments (optional)If you do not intend to use cases, create an ‘NA’ case |
|  | Complete Assignments in Mobius |
|  | Assignment TitleAssignment DescriptionFile attachmentsGroup allocation patternOpen dateArtifact open date & grace period Benchmark/critique open date & grace periodConcordance open date & grace periodAttach cases |
|  | Double check the dates |
|  | Enroll students – by upload or monitoring self-enrollment process |