



Quick Start Guide for Achieve Course Setup

1. How many sections of your Achieve course will you need?

- ✓ For a single course, **proceed to Step 2.**
- ✓ For multiple courses, there are couple of options available to optimize the course-building experience.
 - **Option 1:** Create a single course. When you're satisfied with that course, you can copy it to create additional courses. **This is the recommended solution for single instructors teaching multiple sections.**
 - **Option 2:** If you want to use the exact same content and assignments in every course, you can create a [master section](#). **Master sections are primarily recommended for course coordinators who build and manage courses for adjunct faculty.**
 - For single instructors, there may be benefits to creating a master; you should review ["Do you want to create full or restricted access sections?"](#) below to evaluate the trade-offs for using a master section to build your courses.

2. Decide whether you want to start with a prebuilt course or build a course from scratch.

- ✓ The [prebuilt course](#) is an easy way for first-time users to speed up the course-building process. (Note: If you start building a course from scratch, you will not have the option to create a prebuilt course unless you start over with a new course copy.)
 - The prebuilt course focuses on core reading, assessments, and activities. It generally follows the table of contents if your title has a print counterpart.
 - Achieve for Writer's Help courses offer a prebuilt course that includes the most popular topics in a handbook as well as content that supports the prebuilt writing assignments available in the course.
 - Achieve for Readers and Writers courses offer focused lessons on reading and writing topics with comprehensive practice and assessment.
- ✓ If you choose to **start from scratch**, you can click the [Resources](#) tab to be taken to the full content library for your course. Combine the following actions to find exactly what you need:
 - **Search** for topics.
 - **Filter** the table to contents.
 - **Filter** by content type. Your course will include Reading, Assessments, LearningCurve activities, Writing Assignments, and Diagnostics (for more information on setting up Diagnostics and Study Plans, see the Quick Start Guide for Achieve Diagnostics and Study Plans).

3. Edit your Course.

- ✓ If you're using the **pre-built course**, you can:
 - [Move or remove any content](#) that you don't want to use.
 - Supplement the content in the Course Plan by adding items from the Browse tab.
- ✓ If you've **built a course from scratch**, you can:

- Confirm that your folders and resources are in [the order you prefer](#).
- ✓ Add any files to the course that you want students to have access to (for example, your syllabus).

4. Browse or create writing assignments.

- ✓ You can filter for Writing Assignments in the Resources tab to see the full list of prebuilt writing assignments available in your course. These assignments are fully editable so that you can make them your own.
- ✓ See the Quick Start Guide for Achieve Writing Assignments for more detail on [building writing assignments](#).
- ✓ You can configure elements you want to reuse across assignments (e.g., rubrics) from the [Writing Assets area](#), available from the My Content tab.

5. Copy your course for additional sections.

- ✓ If you created a **single course**, [copy it](#) to create additional sections.
- ✓ If you've created a **master course**, finalize your course and assignments, and copy it for [additional sections](#).
 - ! We strongly recommend that you finalize as much of your course as possible **before** creating sections.
- ✓ [Assign](#) the content you want students to complete for course credit. **Tip:** try using batch assign for content that is all due on the same day or at a regular interval.
 - ! If you are using the same writing assignments across courses, you **must** add these assignments to the Course before you copy your course. Leave them hidden and unassigned in case you need to edit them as the start of each major assignment approaches.

If you created a Master course: Do you want to create **full** or **restricted access** sections?

- ✓ We recommend **restricted access** when you are coordinating sections that other instructors will teach and you do not want them to be able to edit the content of the course.
- ! **Note:** Once you create restricted access sections, you will lose the ability to edit prebuilt writing assignments in the master course as well as in the sections. You can still create and edit your own writing assignments; however, to restore the ability to edit prebuilt writing assignments, you will need to convert your sections to **full access**.
- ✓ We recommend **full access** when you are coordinating sections for other instructors but want to leave them the ability to further customize the assignments in the course. If you are personally teaching each section created from the master course, full access will give you the freedom to make course-level updates throughout the semester.