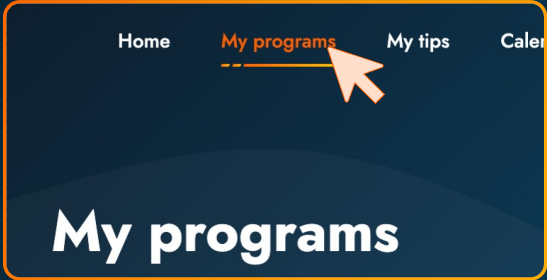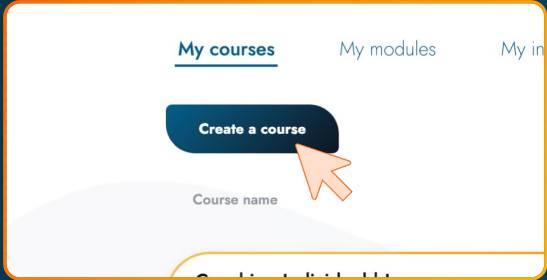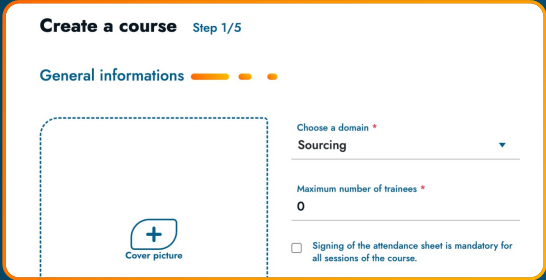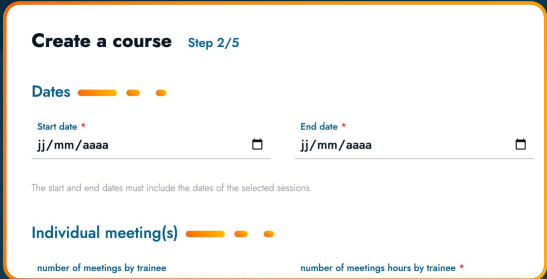# Create a course

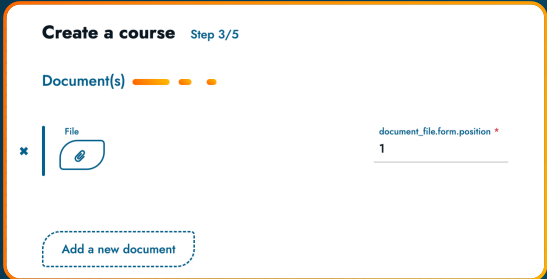**1** Click the **My programs** tab located in the menu bar at the top of the screen.

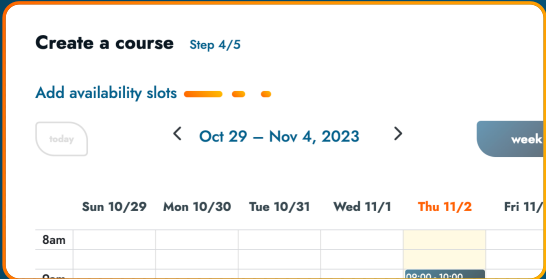**2** Click the **Create a course** button.

3 Complete the mandatory fields marked with a red asterisk (*****).

4 Add the dates of the course, the number of hours of meetings or link the sessions of the course.

5 If necessary, you can link documents to your course, otherwise move on to the next step.

6 If necessary, add free/busy slots to your calendar, otherwise go to step 5 and click the **Save** button.