

## Custom Course Instructions

### **How to Request a Custom Course for Your Department**

1. Email Allison (or access Custom Course Templates Folder in the Shared Drive Here: G:\Shared\ASD\LMS\Custom Courses
2. Fill out course outline and add any images, graphics, or videos you want in the course. Then email it to Allison or copy it to the Custom Course Request Folder here: G:\Shared\ASD\LMS\Custom Courses\Custom Course Request Folder
3. She will create the power point presentation and send it back along with a per-slide narration template.
4. After reviewing the power point for final changes, and filling out the optional narration template if you would like more narration than what is on the slide, send back the change and narration requests.
5. Allison will record and put together a final presentation for you to review before uploading to the Learning Management System.
6. Refer to LMS administrator for course distribution and assigning.