

PROVIDERS

Uploading Bulk Courses
Adding Individual Courses
Creating Course Sessions



Connecting *All Idaho* students to courses regardless of location.

Document Purpose

My Idaho Courses provides providers the ability to upload courses and create course sessions in an effort to connect all Idaho students to courses regardless of location. The purpose of this document is to offer guidance to My Idaho Courses Providers in the following:

- Uploading Bulk Courses
- Adding Individual Courses
- Adding Course Sessions

One of the goals of the Idaho State Department of Education is to create equal access and opportunities for all Idaho students, no matter where they live or go to school. One way we can accomplish this as a state is to provide access to a wide variety of high-quality digital learning. My Idaho Courses allows students, parents, and educators to access digital courses offered by Idaho schools, colleges and universities, Idaho Digital Learning Academy and more, with the assurance that the courses are taught by Idaho-certified teachers and meet Idaho's high academic standards.

Frequently Asked Questions

Do school districts that are providing courses to their own students need to apply with the My Idaho Courses website?

No. If districts are offering courses to their own students they may not need to apply for that course. Speak to the student's school counselor to discuss on how the best way to enroll in that district course.

Are providers allowed to charge Lab Kit or textbook fees?

Fees are acceptable for consumable items. If an item is not consumable then a return shipping label should be included when the item is delivered to the student.

Are providers allowed to charge for physical textbooks?

No. Providers are expected to offer textbooks within the course price.

How do I sign up for an account to register my child?

A verification code is needed from the home school of the student. The school will validate the identity and relationship of the parent/guardian. The school will provide a code that is needed in the registration process on the site.

Additionally, the school can assist with the account creation at the school if needed. Lastly, this procedure is a "one-time" step that is required and can be used for the duration of the student's enrollment.

If further technical assistance is needed, please contact the SDE support desk at (208) 332-6923 or email support@sde.idaho.gov

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Getting Started

The following steps for each action will lead you as the Provider in uploading bulk courses, adding individual courses and creating course sessions within the Idaho Digital Learning Portal Admin application to display on My Idaho Courses.

The admin portal may be accessed at:

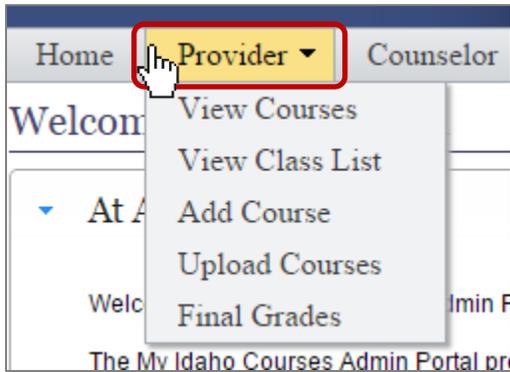
<https://apps.sde.idaho.gov/IDLAdmin>



Uploading Bulk Courses

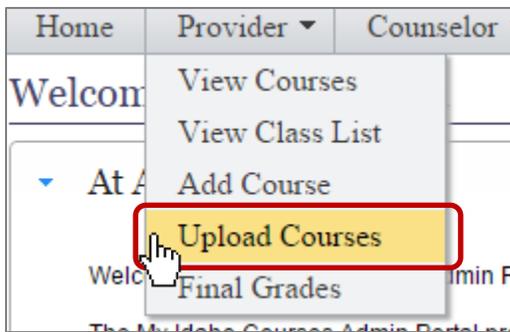
Step 1

Hover over the Provider menu.



Step 2

Click on Upload Courses.



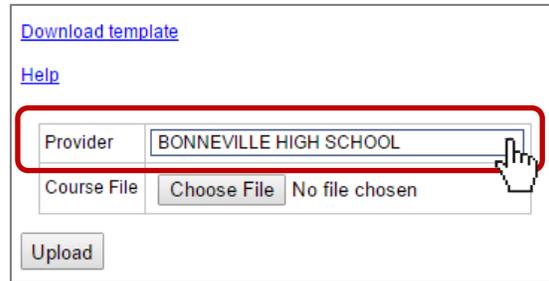
Step 3

Download the course template and fill out the necessary information within the Excel template and **save the Excel document as .xls**.



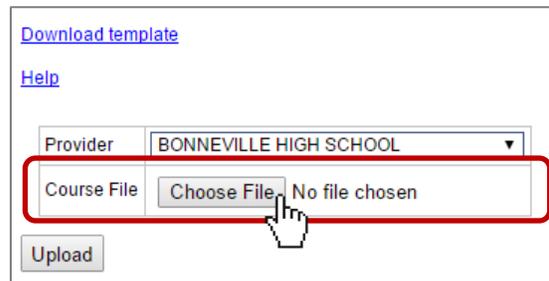
Step 4

Once the course template has been properly filled out, select the associated provider.



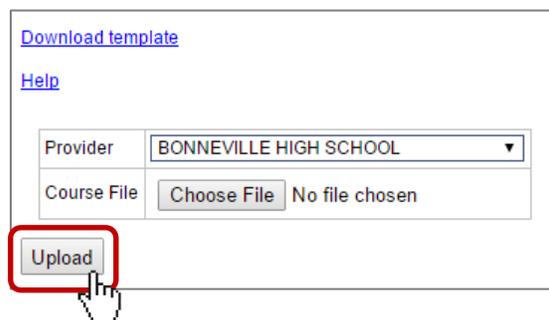
Step 5

Click on 'Choose File' to select the previously saved Excel file containing your courses.



Step 6

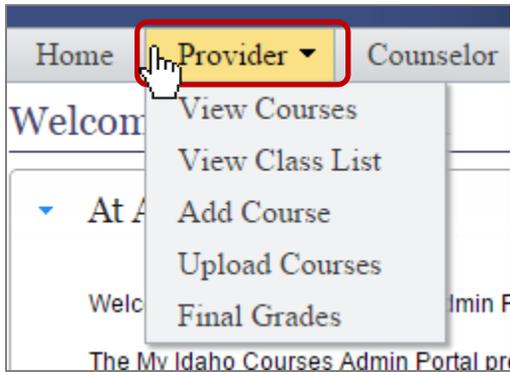
Click the upload button to finalize the bulk upload process.



Adding Individual Courses

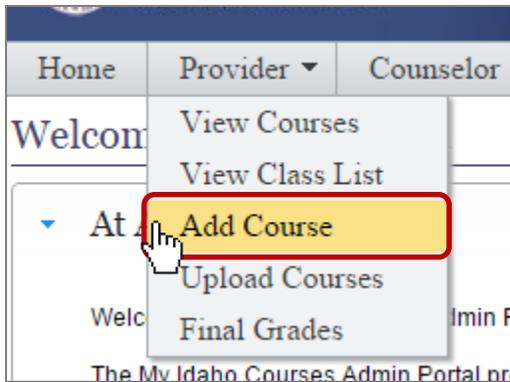
Step 1

Hover over the Provider menu.



Step 2

Click on Add Course.

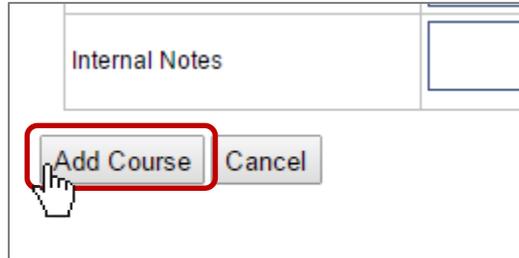


Step 3

Fill in and select the necessary information on the Add Course page. Please notice that there are several items requested which are required as indicated by an asterisk (*).

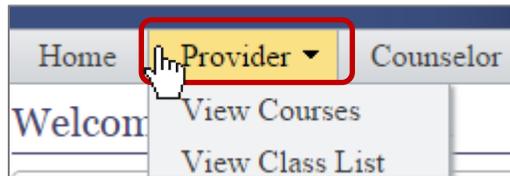
Step 4

Click on the Add Course button located at the bottom of the page.

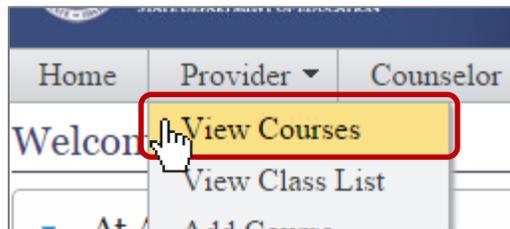


Alternative Path

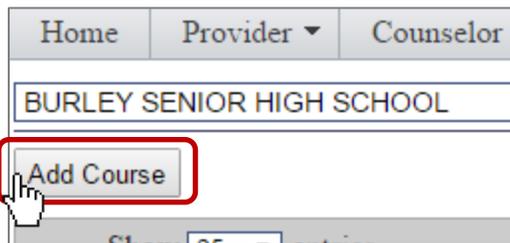
Hover over the Provider menu.



Click on View Courses.



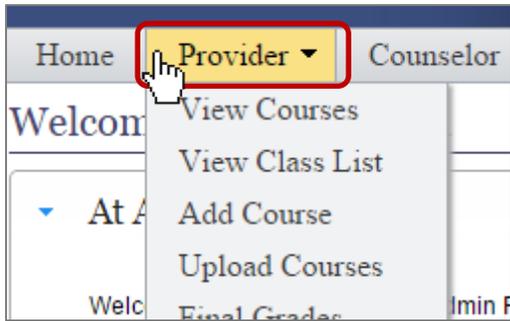
Click on Add Course from the View Courses page.



Creating Course Sessions

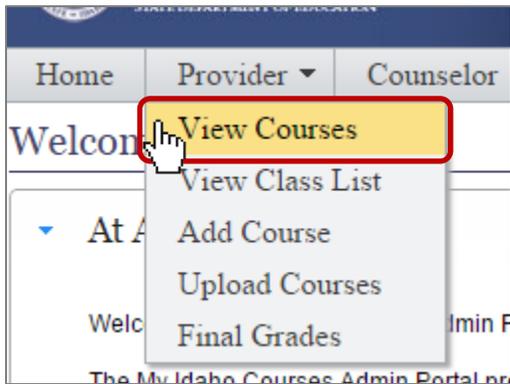
Step 1

Hover over the Provider menu.



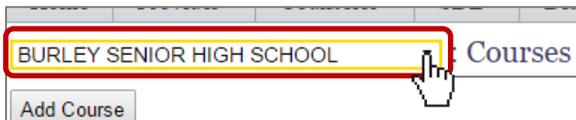
Step 2

Click on View Courses.



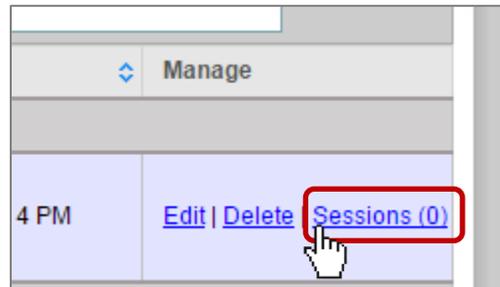
Step 3

Select the provider from the dropdown display.



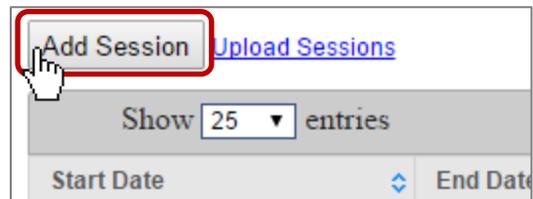
Step 4

From the list of courses, select Sessions. This hyperlink is located within the table of courses under the Manage header.



Step 5

Click on the Add Session button.



Step 6

Fill in and select the necessary information on the Add Session page. Please notice that there are several items requested which are required as indicated by an asterisk (*).

Step 7

Click on the Add Session button located at the bottom of the page.

