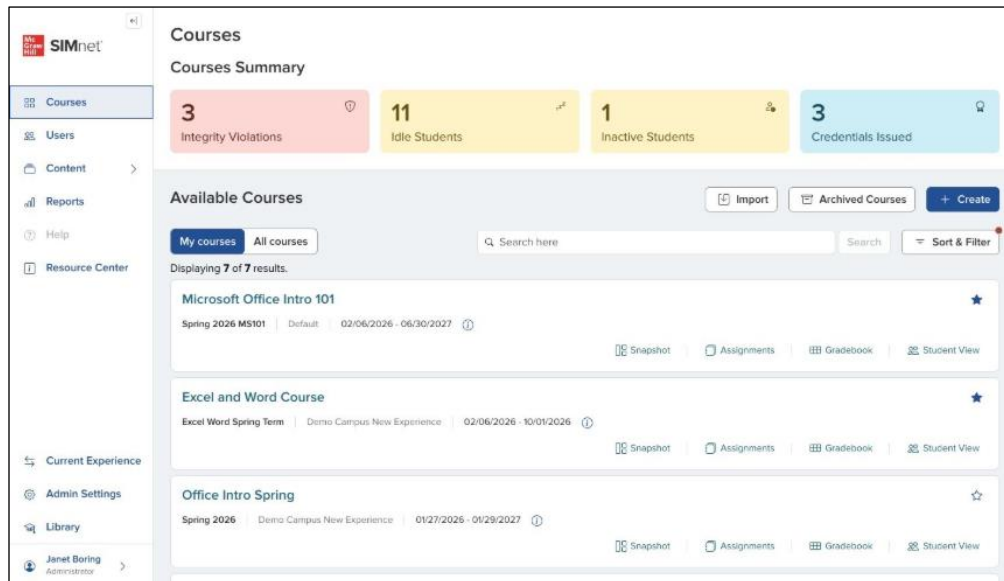


Create a New Course

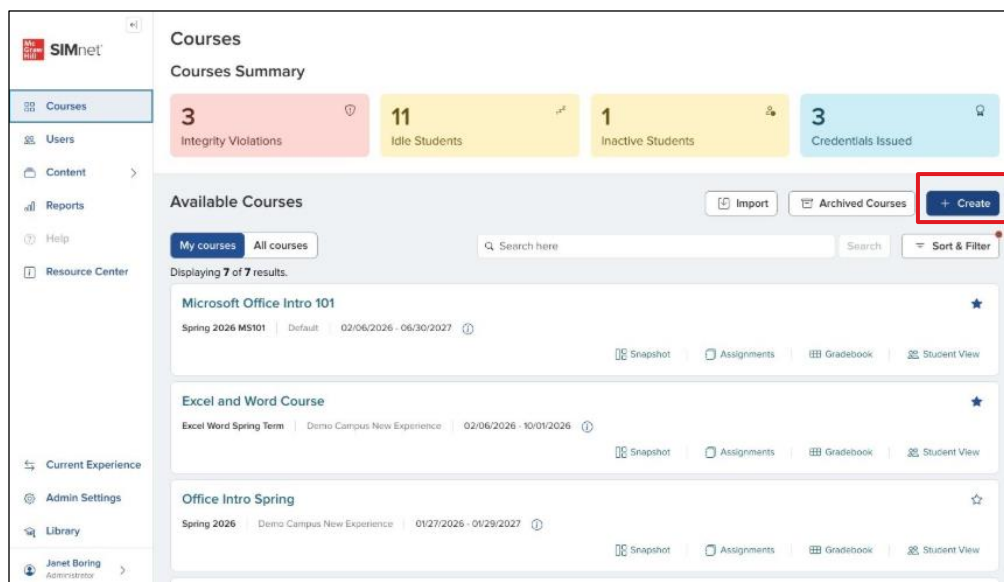
Follow this guide to easily set up a new course in SIMnet. It covers naming your course and section, course dates, and course preferences.

Step 1: Navigate to the Courses List.



Step 2: Create a new course.

To create a new course from scratch, click on Create. You can also create courses by importing a csv file of course and section names which is covered in a separate article. Your course settings are inherited from the campus, but you can change them as you create the course, or later in Course Settings.



Step 3: Enter a unique combination of course name and section name.

It's important to have a naming convention that you're following for your institution. If you have multiple sections of the same course, be sure the course name is exactly the same if you want to be able to see reports across the course. You will then just use a different section name for each.

Required fields are marked with an asterisk *

Details

Course Name *
Janet's New Course 2

Section Name
Fall 2026

Campus
Default

Start Date * (MM/DD/YYYY HH:MM) 06/04/2026 12:00 AM

End Date (MM/DD/YYYY HH:MM) 06/04/2027 11:59 PM

☐ Restrict enrollment before start date

☒ Restrict enrollment after end date

☐ Restrict viewing of course assignments before the start date

☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☒ Copy dates from original course

☐ Remove all dates

☐ Shift schedule

Step 4: Select your campus from the dropdown menu.

If you only have one campus, it will be Default. If you have multiple campuses, you can click the dropdown to select a different campus.

Required fields are marked with an asterisk *

Details

Course Name *
Janet's New Course 2

Section Name
Fall 2026

Campus
Default

Start Date * (MM/DD/YYYY HH:MM) 06/04/2026 12:00 AM

End Date (MM/DD/YYYY HH:MM) 06/04/2027 11:59 PM

☐ Restrict enrollment before start date

☒ Restrict enrollment after end date

☐ Restrict viewing of course assignments before the start date

☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☒ Copy dates from original course

☐ Remove all dates

☐ Shift schedule

Step 5: Update the pre-populated start and end dates.

The start date will default to the current date. Click the calendar icon to change it if necessary, then click Apply.

The screenshot shows the 'Details' form for a course. The 'Course Name' is 'Janet's New Course 1'. The 'Section Name' is 'Spring 2026'. The 'Campus' is 'Default'. The 'Start Date' field is highlighted with a red box, showing a calendar picker for June 2026. The 'End Date' field is empty with a placeholder 'Enter the End Date'.

Step 6: Add a course end date (typically the end of your term).

After that date, students will no longer see the course. This will not prevent them from later accessing their library of SIMbooks for extended access.

The screenshot shows the 'Details' form for a course. The 'Course Name' is 'Copy of Microsoft Office Intro 101'. The 'Section Name' is 'Copy of Spring 2026 MS101'. The 'Campus' is 'Default'. The 'Start Date' is '02/06/2026 11:59 PM' and the 'End Date' is '06/30/2027 11:59 PM'. The 'Assignment Scheduling' section is visible, showing options for 'Copy dates from original course', 'Remove all dates', and 'Shift schedule'. A calendar picker for June 2027 is also shown.

Step 7: Apply restrictions.

Restrictions allow you to control access to enrollment and viewing of course assignments.

- Restrict enrollment before start date prevents students from being able to enroll in the course before the course start date.
- Restrict enrollment after end date prevents students from inadvertently enrolling in a course that has ended.
- Restrict viewing of course assignments before the start date prevents students from accessing assignments before the course start date.
- Restrict viewing of course assignments after the end date prevents students from re-accessing their course materials after the course has ended. Restricting the viewing of course materials will not keep students from being able to review their SIMbooks in their library after the course is complete.

The screenshot displays the SIMnet course configuration page. On the left is a sidebar with navigation links: Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main content area is titled 'Course Name' and contains the following fields:

- Course Name:** Janet's New Course 2
- Section Name:** Fall 2026
- Campus:** Default (dropdown menu)
- Start Date:** 06/04/2026 12:00 AM
- End Date:** 06/04/2027 11:59 PM

Below these fields is a section for restrictions, highlighted with a red box. It contains four checkboxes:

- ☐ Restrict enrollment before start date
- ☒ Restrict enrollment after end date
- ☐ Restrict viewing of course assignments before the start date
- ☒ Restrict viewing of course assignments after the end date

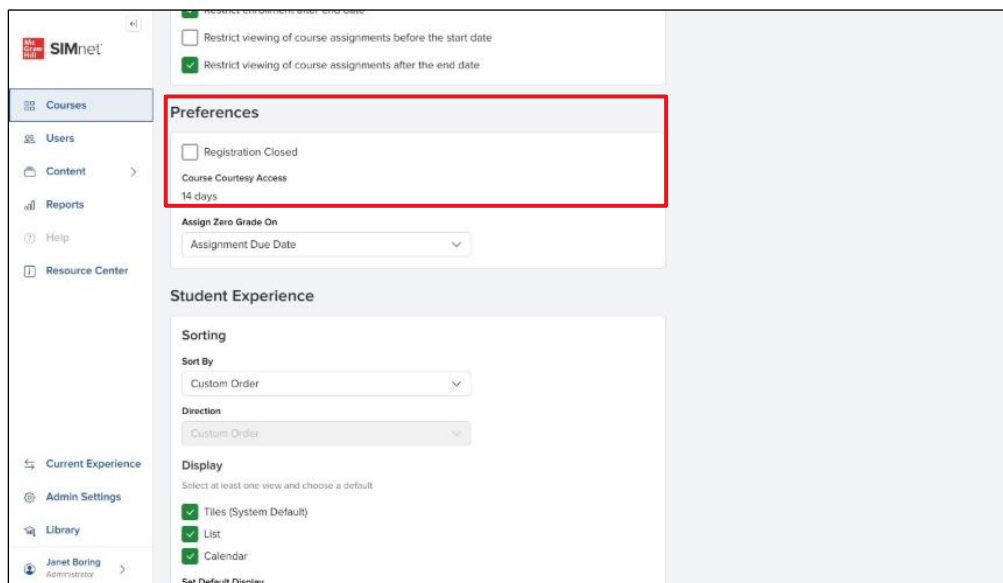
Below the restrictions is the 'Assignment Scheduling' section with three radio button options:

- ☒ Copy dates from original course
- ☐ Remove all dates
- ☐ Shift schedule

At the bottom of the form are 'Exit' and 'Next' buttons. The footer includes the copyright notice '© 2026 McGraw Hill. All rights reserved.' and a row of links: Terms of Use, Privacy Policy, Report Piracy, Contact Us, Accessibility, Troubleshooting, and Blog.

Step 8: Select your registration preference

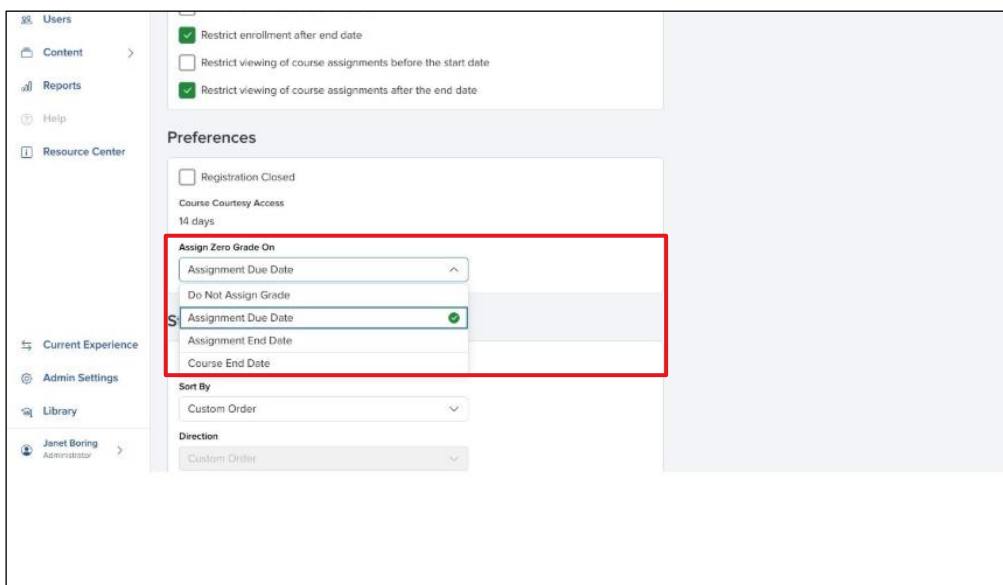
Check the box next to Registration Closed if you do not want students to be able to self-register for their SIMnet account.



The screenshot shows the SIMnet interface with a sidebar on the left containing links for Courses, Users, Content, Reports, Help, and Resource Center. The main content area is titled 'Preferences' and includes a section for 'Registration Closed' with a checkbox. Below this is 'Course Courtesy Access' set to '14 days'. Further down is the 'Assign Zero Grade On' dropdown menu, currently set to 'Assignment Due Date'. The 'Student Experience' section includes 'Sorting' (Sort By: Custom Order, Direction: Custom Order) and 'Display' (Tiles, List, Calendar, all checked). A red rectangle highlights the 'Registration Closed' checkbox and the 'Assign Zero Grade On' dropdown menu.

Step 9: Set the grading preference

Set the grading preference for when to assign a zero grade for assignments. That can be on the assignment due date, the assignment end date, the course end date, or you cannot assign zeros at all and enter them manually.

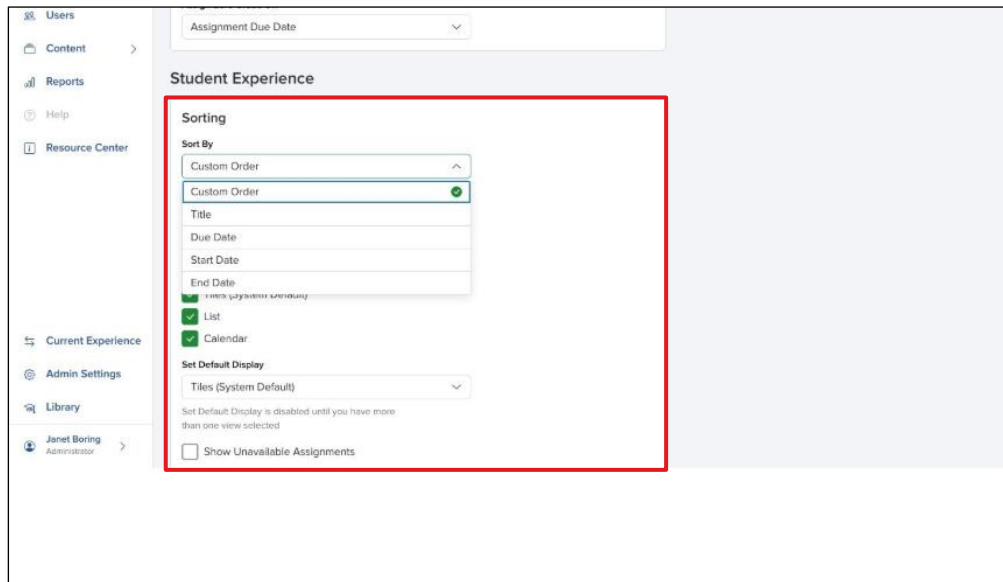


This screenshot is similar to the previous one but shows the 'Assign Zero Grade On' dropdown menu expanded. The options are: 'Assignment Due Date', 'Do Not Assign Grade', 'Assignment End Date', 'Assignment End Date', and 'Course End Date'. The 'Assignment End Date' option is selected, indicated by a green checkmark. A red rectangle highlights the expanded dropdown menu. The rest of the interface remains the same as in the previous screenshot.

Step 10: Change the Sort order in the dropdown if desired.

Sorting determines the order in which assignments are displayed. The options are to sort by:

- Due Date: First to Last or Last to First
- Start Date: First to Last or Last to First
- End Date: First to Last or Last to First
- Title: A-Z or Z-A
- Custom Order: The order is set by moving assignments in the Organize view



Step 11: Choose your preferred display layout.

Assignments can be displayed to students in multiple ways. Display by tiles is the default SIMnet view, but all views are enabled. Students can change the view according to their preference.

- The Tile option displays every assignment as an individual tile, color coded by assignment type.
- The List option displays every assignment as a single list.
- The Calendar option displays a monthly calendar with each assignment on the calendar organized by Start, Due, or End-date.

Users

Content

Reports

Help

Resource Center

Current Experience

Admin Settings

Library

Janet Boring
Administrator

Assignment Due Date

Student Experience

Sorting

Sort By
Due Date

Direction
Last to First

Display
Select at least one view and choose a default

- ☒ Tiles (System Default)
- ☒ List
- ☒ Calendar

Set Default Display
Tiles (System Default)

Set Default Display is disabled until you have more than one view selected

☐ Show Unavailable Assignments

Step 12: Check show unavailable assignments (if desired).

Show unavailable assignments is unchecked by default. Checking the box will allow students to see assignments that have not reached their start date or are past their end date. This option will not supersede any Restrictions set above.

Users

Content

Reports

Help

Resource Center

Current Experience

Admin Settings

Library

Janet Boring
Administrator

☒ Calendar

Set Default Display
Tiles (System Default)

Set Default Display is disabled until you have more than one view selected

☐ Show Unavailable Assignments
Show assignments that are unavailable to students.

☐ Hide Student Gradebook

Status
Select at least one Status and choose a default

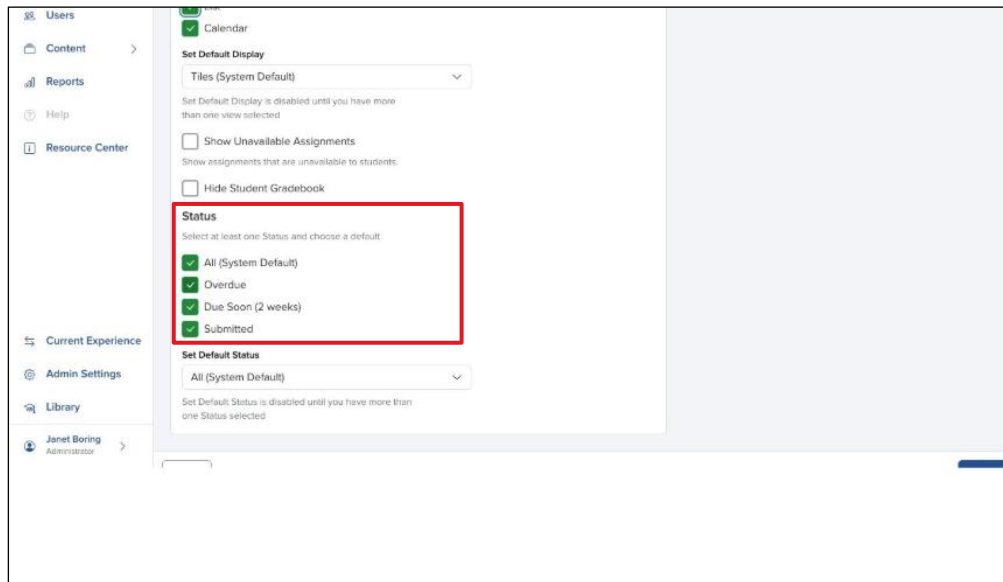
- ☒ All (System Default)
- ☒ Overdue
- ☒ Due Soon (2 weeks)
- ☒ Submitted

Set Default Status
All (System Default)

Set Default Status is disabled until you have more than one Status selected

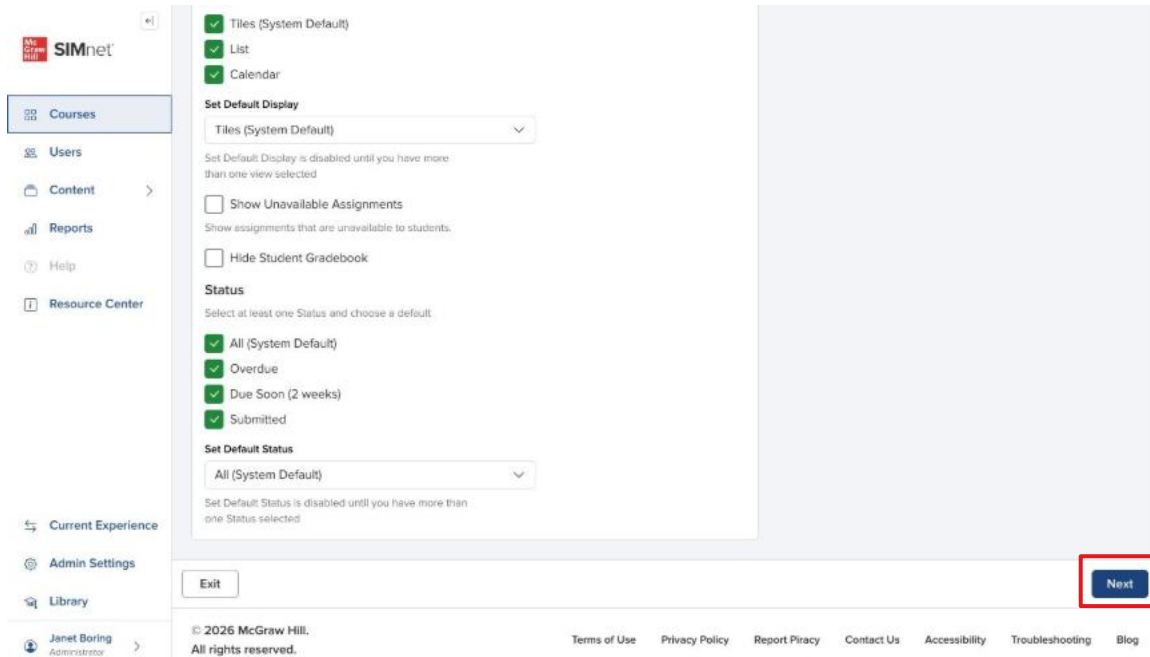
Step 13: Keep status filters.

Status allows students to filter by different statuses in their assignment list. This is checked for all by default.



The screenshot shows the SIMnet course setup interface. On the left is a sidebar with navigation links: Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main area is titled 'Set Default Display' and contains several settings. A red box highlights the 'Status' section, which includes a dropdown menu for 'Set Default Status' (currently set to 'All (System Default)') and a list of status filters: All (System Default), Overdue, Due Soon (2 weeks), and Submitted. All four status filters are checked with green checkmarks.

Step 14: Click Next in the bottom lower-right to finish creating the course.



The screenshot shows the SIMnet course setup interface. On the left is a sidebar with navigation links: Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main area is titled 'Set Default Display' and contains several settings. A red box highlights the 'Next' button in the bottom right corner of the main area. The 'Status' section is also visible, showing the same status filters as in the previous screenshot.

Step 15: Ensure you received the course creation notification.

You will receive a confirmation that the course has been created and land on the Course Snapshot. This is where you can begin managing your course.

The screenshot displays the SIMnet interface for a newly created course titled "Janet's New Course 1". The interface includes a left sidebar with navigation options: Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main content area shows the "Course Overview" with five metrics: Integrity Violations (0), Overdue Assignments (0), Idle Students (0), Inactive Students (0), and Credentials Issued (0). Below this is the "Assignment Schedule" section, which indicates "No upcoming scheduled" and "You have 0 current and 0 past assignments". A right sidebar contains sections for Student View, Users, Reports, and Offers. A green notification banner at the top right states "Course created successfully".

Janet's New Course 1
Spring 2026 | Default | 06/04/2026 - 06/04/2027

Course Overview

- 0 Integrity Violations
- 0 Overdue Assignments
- 0 Idle Students
- 0 Inactive Students
- 0 Credentials Issued

Assignment Schedule

Showing 0 of 0 assignments

No upcoming scheduled
You have 0 current and 0 past assignments

Student View

- Library
- View Assignments

Users

- Instructors: 0
- Students: 0

Reports

- Course Overview Report

Offers

- eCommerce
- Inclusive Access

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