

| Are you... Migrating a course? ↓ | Writing a new course? ↓ |
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| 1. Map content to Resources and Sections: <ul style="list-style-type: none"> • Lessons, activities, self-contained units of instruction or assessment = Resources • Good rule of thumb: L1/L2 heads = Resources • L2-L3 heads = Sections • Map consistent patterns/structure from your course to Resources and Sections | 1. Plan content segments: <ul style="list-style-type: none"> • Short lessons, activities, assessments = Resources = Gateway Course Subsections • Dependent content = Sections of a Resource = Gateway Course Units • Maintain a consistent structure and size for Resources |
| 2. Create a Resource in CMDS | |
| 3. Add sections for each sub-segment of the Resources identified in Step 1 | 3. Add sections Map sections to the dependent content in Step 1 <ul style="list-style-type: none"> - Introduction - Paragraphs - Summary |
| 4. Pour text/html and images into sections | 4. Add text, html, and images to sections |
| 5. Scan for and remove navigation references in the text (or do this step before pouring text) <ul style="list-style-type: none"> • “Go to Page/Section/Lesson/Chapter...” • “Next section/previous section...” • “Figure X on page Y...” | 5. Write resources with audience in mind: Can the activity, lesson, or assessment be used with students? If yes, set Audience to Students as well as Teachers (hint: Courses can be set to Teacher visibility only, even if they contain Student resources) |
| 6. Add tools and media to enhance your course: <ul style="list-style-type: none"> • Interactives • Video • Audio • Images • Assessment • Glossary • Discussions | 6. Add tools and media to sections, or Resources: <ul style="list-style-type: none"> • Interactives • Video • Audio • Images • Assessment • Glossary • Discussions |
| 7. Repeat steps 2–6 for each lesson, activity. | |
| 8. Create a resource, with 1-2 sections, for each assessment that could be used with other courses or diagnostics. | 8. Add assessments using the Interactives. Consider make each assessment its own resource so it can be combined in a diagnostic exam. |
| 9. Review your resources for audience. Can they be used for student instruction? If yes, set Audience to Students and Teachers | 9. Add a summary resource that can help tie your resources together in a Course (hint: this resource can be hidden from CMDS search if it cannot stand alone). |