

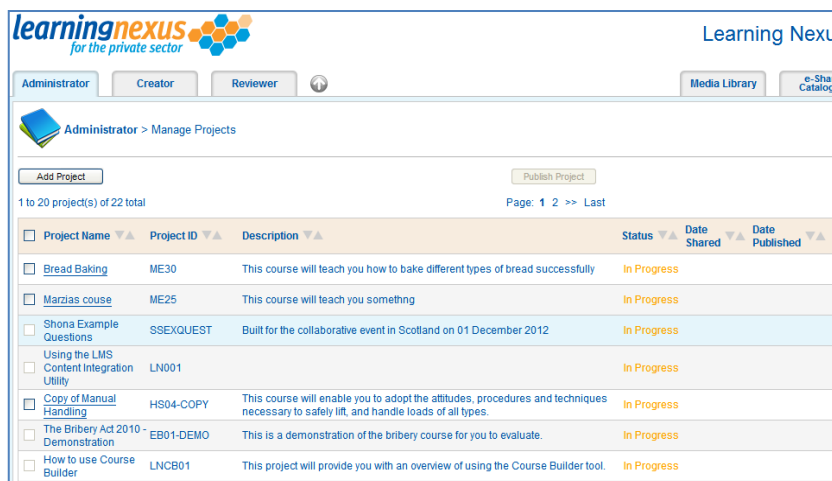
# Creating a New Project

Generating new projects is one of the Administrator tasks.

- 1) From the 'Administrator' tab select the 'Manage Projects' option:



- 2) You will see a page displaying all the projects currently available on your site. Click on the **Add Project** button.



- 3) You will be taken to a screen containing a small form:

Add the relevant details in each of the boxes. Once you have entered the relevant information click on the **Save** button.

- a. **The Project ID** is the course code which a Learning Management system will refer to, so it needs to be unique. It is recommended that this is something meaningful to your organisation. The project code needs to contain both letters and numbers.
- b. **The Project Name** is the title of your course. It is important that you make the name meaningful to the intended learner audience, as this is what the user will see in the Learning Management System used to deploy the project when it's complete.
- c. **The Project Description** gives the user an indication of the content of the course. Again this information may be used by the LMS so it is important that you get this right before publishing the project.

Once saved, the project will be available to the Creators together with all the other available courses.