Creating a Course in Circuit

Create a Course

1. **Open** a web browser and **navigate** to [https://purdue.peercircuit.org/](https://purdue.peercircuit.org/)

2. **Click** the *Log in with your Purdue Career Account* button and **enter** your Purdue Career Account credentials.

3. **Click** the *Add A Course* button.
4. Determine the time frame of your course.
   - If you would like the course to be available for the duration of a semester, **click Select a semester term** and **choose** the appropriate term from the drop down list. **Click Next** to continue.
   - If you would like to customize the start and end dates for the course, **click Set custom start and end dates** and **add** the dates. **Click Next** to continue.

**PLEASE NOTE:** You cannot set up a course with roster management if you choose custom dates. If you want to connect Circuit to your course roster, you **must** select the term.

5. If you selected a term, you will have the option to connect one or more course sections. If you wish to connect a course to Circuit, **click the Select one or more course sections** button and **check** the sections to add. If you do not wish to connect any courses to Circuit, **click the Create a new empty course** button.

If you chose custom start and end dates, you will only have the option to enter a course name. **Type** a name for your course in the **Course Name** text area. **Click Save & Continue** to move forward.
6. If you are ready to create assignments, **click** the *Sure!* button. Otherwise, click the *Later, please* button to return to the main dashboard for the course.

![Add a Course](image1)

**Add, Modify, and Review Circuit Course Enrollment**

7. To add, modify, or review enrollments for courses, **select** *Home*, **locate** the course you would like to view, **click** the drop-down to the right of the *Edit* button, and **select** *View People*.

![Circuit](image2)
8. To add a user, enter a student or other instructor’s Purdue Career Account username into the Purdue Career Accounts or PUID text box. After entering a username or PUID, you may add additional users but the usernames must appear on the next line.

In the Access Level drop-down box, choose Instructor, Grader, or Student. If you are adding a teaching assistant who should have the ability to modify assignments and grade student work, choose the Instructor level. If you are adding an assistant who will only be reviewing student grades and performance, select Grader. Then click Add.

9. If you added a user manually, you will have the option to remove them from the course. Click the Remove button to the right of the user’s information.

10. If you’ve connected your Circuit course to a course section, you will see the list of students in the Automatically Added Students area. Your roster will sync with your course section nightly. However, if you wish to sync your roster on-demand, click the Sync Roster button in the upper right of the Automatically Added Students area.