Creating a Course in Circuit

Create a Course

1. **Open** a web browser and **navigate** to 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 name and timeframe for your Circuit 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.

   - If you would like to customize the start and end dates for the course, **click ‘Set custom start and end dates’** and **enter** the dates.

   **PLEASE NOTE:** If you would like to set up your course with roster management, you **must** select the term option. This will enable you to choose which course(s) you would like to connect and it will sync your roster nightly to update with any students who have added or dropped.

   ![New Course](Image)

   You will also have the option to ‘Save And Add Instructors’ if you would like to sync course sections taught by other instructors.

   ![Course Sections](Image)
5. When you are ready to create an assignment, **click** ‘Assignments’.

6. Then **click** ‘New Assignment’.

Add, Modify, or Review Circuit Course Enrollment
7. To add, modify, or review enrollments for courses, **click** ‘People’ near the top-right.

8. To add a student or another instructor to the Circuit course, **enter** their Purdue Career Account username or PUID into the text box. After doing so, you may add additional people on subsequent lines of the textbox.

   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 an individual manually, you will have the option to remove them from the course. **Click** the ‘Remove’ button to the right of the person’s information.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>EMAIL</th>
<th>ACCESS LEVEL</th>
<th>PERMANENTLY REMOVE USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brett</td>
<td>Creech</td>
<td><a href="mailto:creechb@purdue.edu">creechb@purdue.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bethany</td>
<td>Croton</td>
<td><a href="mailto:bcroton@purdue.edu">bcroton@purdue.edu</a></td>
<td>Instructor</td>
<td>Remove</td>
</tr>
</tbody>
</table>

10. If you have 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 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.

**Automatically Added Students**

The students listed below were added automatically when Circuit synced with your course roster. Your roster will continue to sync nightly throughout the semester and students will be added and removed automatically as they add or drop this course.