

# SAS® OnDemand for Academics

## For Instructors: How to Create a Course

### Overview

To create a course in SAS OnDemand for Academics, you must have or be the following:

- An active SAS OnDemand for Academics account
- A professor or instructor that is associated with an institution

Once you create a course, you can edit its information and delete it only. Your course data is not affected by either of these actions.

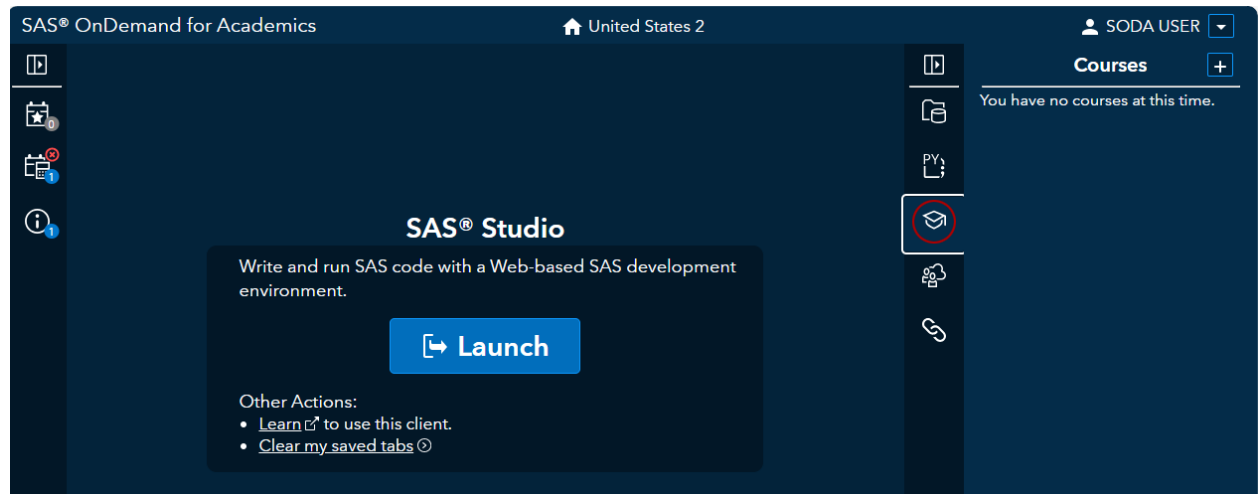
### Create a Course


1. [Log on to SAS OnDemand for Academics.](#)

**Note:** If you do not have an account, see SAS OnDemand for Academics [Registration Instructions](#).

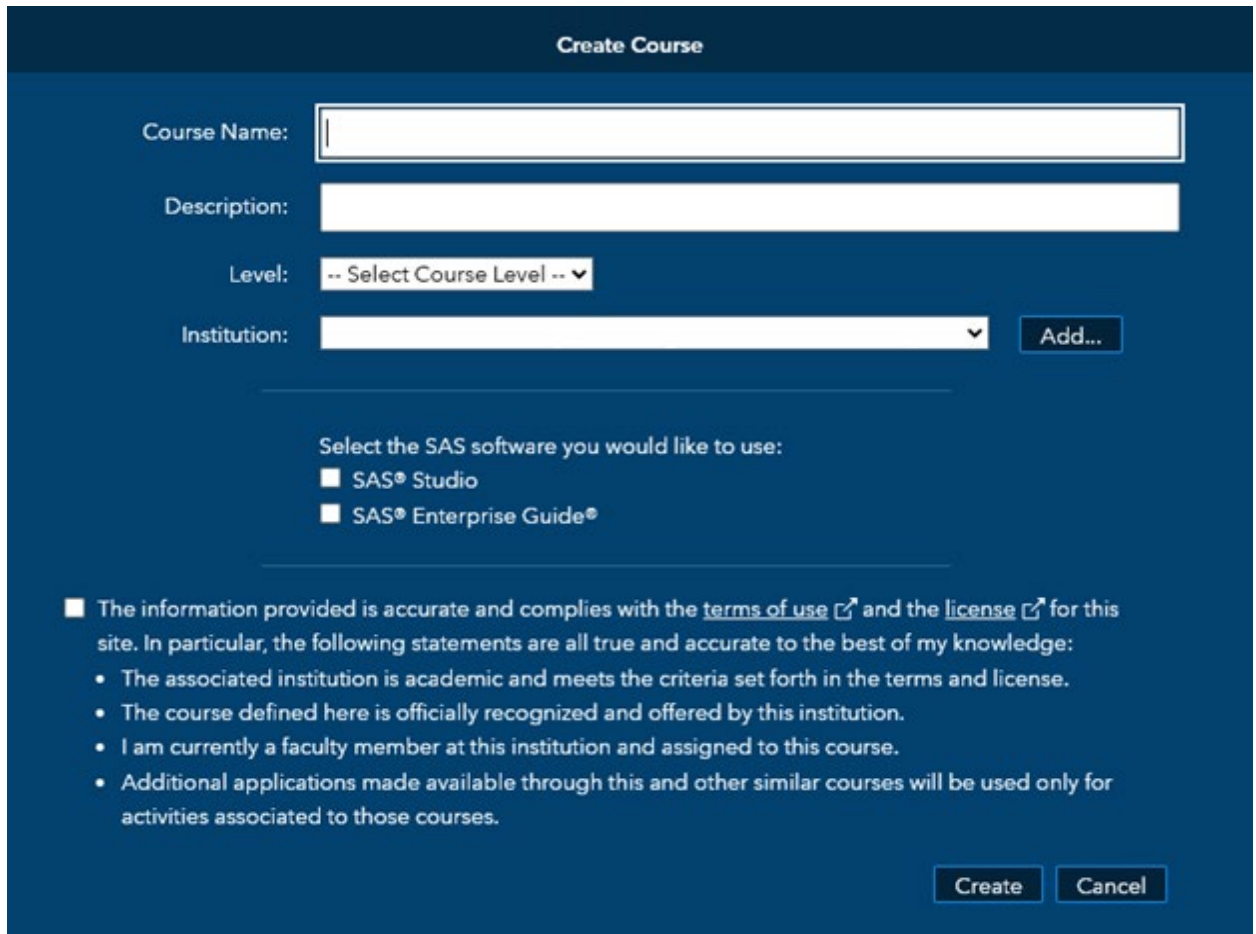
Your SAS OnDemand for Academics Dashboard is displayed.

2. Select the **Courses** tab. Click .



3. Click  to create a new course. The Course Creation page is displayed.

4. Complete the form to register your course. Be sure to select the SAS software that you will use to teach your course.



The 'Create Course' form is a dark blue interface with white text and input fields. It includes fields for Course Name, Description, Level (a dropdown menu), and Institution (a dropdown menu with an 'Add...' button). Below these fields, there is a section for selecting SAS software with two radio button options: 'SAS® Studio' and 'SAS® Enterprise Guide®'. A large text block contains a disclaimer and a list of four statements to be agreed to. At the bottom right are 'Create' and 'Cancel' buttons.

**Create Course**

Course Name:

Description:

Level: -- Select Course Level -- ▾

Institution:  **Add...**

Select the SAS software you would like to use:

☐ SAS® Studio

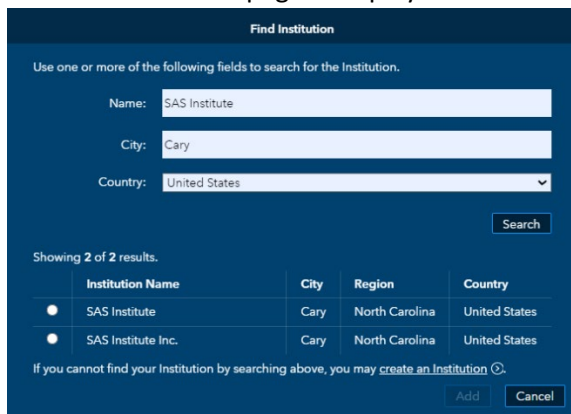
☐ SAS® Enterprise Guide®

☐ The information provided is accurate and complies with the [terms of use](#) and the [license](#) for this site. In particular, the following statements are all true and accurate to the best of my knowledge:

- The associated institution is academic and meets the criteria set forth in the terms and license.
- The course defined here is officially recognized and offered by this institution.
- I am currently a faculty member at this institution and assigned to this course.
- Additional applications made available through this and other similar courses will be used only for activities associated to those courses.

**Create** **Cancel**

If your institution or school is not listed, then click **Add**.  
The Find Institution page is displayed.



The 'Find Institution' form is a dark blue interface with white text. It has search fields for Name, City, and Country. Below the search fields is a 'Search' button. A table shows two results for 'SAS Institute'. At the bottom, there is a link to 'create an Institution' and 'Add' and 'Cancel' buttons.

**Find Institution**

Use one or more of the following fields to search for the Institution.

Name:

City:

Country:  ▾

**Search**

Showing 2 of 2 results.

	Institution Name	City	Region	Country
•	SAS Institute	Cary	North Carolina	United States
•	SAS Institute Inc.	Cary	North Carolina	United States

If you cannot find your Institution by searching above, you may [create an Institution](#).

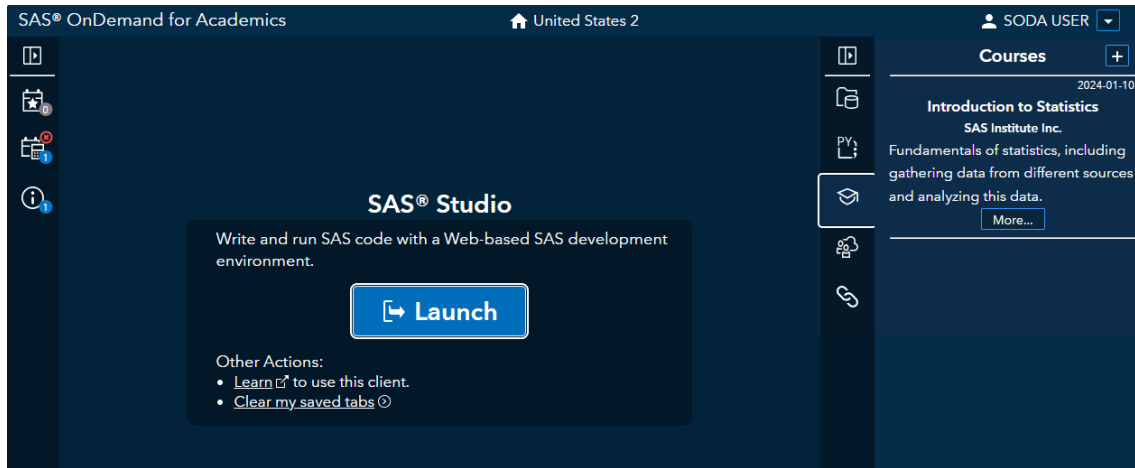
**Add** **Cancel**

Complete the form to find your institution. Click **Search**. If it is listed in the table, select your institution. Click **Add**.

If it is not listed in the table, click **create an Institution** and fill out that form.

Click **Create** on the Course Creation page when you have filled in all the fields.  
Your course is created, and you are returned to the Dashboard.

5. Your courses are listed under the **Courses** tab. Click . Click **More** for course information.



6. The Course Details page is displayed. The course code is listed on the Course Details page.  
If the course does not have any enrollments, then you can edit the course's name, description, level, and software. If the course has enrollments, then you can edit only the course's name and description. You can also delete your course. Your course data is not affected by these actions.

