

## Getting Started

### 4 Steps to get you started with Project Q

#### 1) Create a course

Each school would normally have one course per year unless running different levels (i.e. HPQ and an EPQ). To create a new course, from the **Coordinator** menu, click the **Course Management**. Click on **Create New Course**, in the popup box select the specification, coordinator for the course and a friendly course name. Click 'Create New Course' to create your new course.

#### 2) Create users (supervisors and students)

**a. Add Supervisors.** Click **Users Accounts** from the **Coordinator** menu and then click **Add New Supervisor/Coordinator**, add the supervisor details and click **Save** (Display name is the student known name i.e. Mr Smith). An email will be sent to the supervisor with their temporary password (do ask users to check email spam folders if they haven't received).

**b. Students Self Register.** This is recommended that students register themselves and enrol themselves on to the course. To register they will need a course reference and course code. To obtain these, click on **Courses Management** from the **Coordinator** menu, click **Edit** next to your course and click on the **Student Self Register** button. This provides the necessary codes and can be projected to the class.

**c. Add Students Manually.** You can also add students manually using the same method as adding supervisors but by clicking the **Add New Student** button from the **User Account** screen.

#### 3) Link students to supervisors

Students can complete their work without being attached to a supervisor. To link a student with a supervisor, click on **Course Management** from the **Coordinator** menu and **Edit** your course. Click the **Students & Supervisor** tab and click the **Add/Link Student** button at the top or the **Link** button next to a student. You can unlink a student from a supervisor and reassign them to another at any time throughout the course.

#### 4) Timeline

The timeline automatically shows once you have added events. This is a useful tool to display the course milestones on the welcome screen of both student and supervisor. To edit the Timeline, click on the Course Management link from the Coordinator menu. Click on the Timeline tab to view, add, edit or delete entries.