Create a Course Offering

1. Log into the Education Management System.
2. Click the Add Course Offerings button in the left navigation panel.

3. Select a course from the Applicable Courses table.

4. Enter the course offering information in the New Offering form.
   - Select the time zone of your business location for online courses.
   - Select a specific instructor to create multiple offerings at a time. Click New Offering to fill out information for the additional offering.
   - **NOTE:** If a TBD instructor is selected, you will **not** be able to enter anymore offerings until an instructor is chosen for that offering.
   - Click Copy Offering to duplicate the offering.
5. Click the **Save Offerings** button.
6. Click the **Offerings & Rosters** tab to view the new offering.
   
   **NOTE:** Record your course offering number. The EMS tracks offerings by offering number so you will be asked to provide it when requesting assistance.

**Manage Course Offering**

1. Click the **Courses** tab.

2. Select the desired course by clicking on the hyperlinked ID in the Course Number column.
3. Click the **Course Offerings** link in the submenu.

4. Click the **Copy Offering** button to copy the offering’s details into a new course offering.
5. Click the **Update Offering** button to update the details of the offering.
6. Click the **Cancel Offering** button to cancel the offering and remove it from course catalogue.
   - **NOTE**: Offerings marked as **Active** have had credits reported against them and cannot be cancelled.

If you have any questions send an email to NMLS at nmls.ed1@csbs.org.