

## [CREATING A UFORA COURSE SITE FOR A DOCTORAL SCHOOLS SPECIALIST COURSE](#)

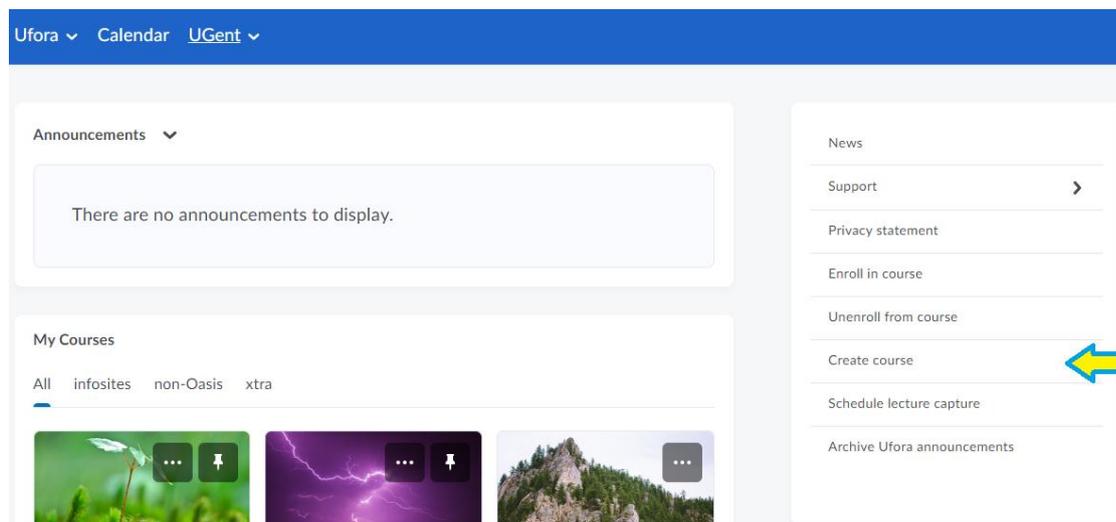
If you have course materials that you want to make available online, or if the teaching methods for your Specialist Course involve digital pedagogy, you can create a Ufora course page which is accessible even to people who are not affiliated with the UGent. People without a UGent affiliation will be able to access your Ufora course after they register an [account for non-UGhent users](#).

### Step 1: Logging in on Ufora

Browse to the website <https://elosp.ugent.be/welcome> and use your UGent login credentials. Once logged in, you will be transferred to your Ufora homepage.

### Step 2: Creating a course

Click on “Create course” in the task bar on the right of your Ufora homepage:



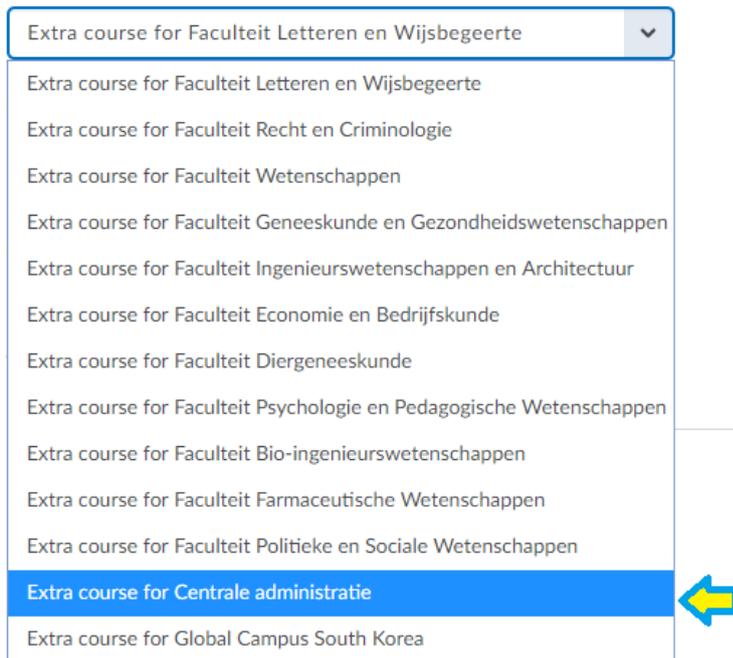
This will transfer you to a new webpage.

Next, choose “Extra course for Centrale administratie” (and not Extra Course for the faculty which you are affiliated to) in the Course location drop down.

Course location \*

Extra course for Faculteit Letteren en Wijsbegeerte

- Extra course for Faculteit Letteren en Wijsbegeerte
- Extra course for Faculteit Recht en Criminologie
- Extra course for Faculteit Wetenschappen
- Extra course for Faculteit Geneeskunde en Gezondheidswetenschappen
- Extra course for Faculteit Ingenieurswetenschappen en Architectuur
- Extra course for Faculteit Economie en Bedrijfskunde
- Extra course for Faculteit Diergeneeskunde
- Extra course for Faculteit Psychologie en Pedagogische Wetenschappen
- Extra course for Faculteit Bio-ingenieurswetenschappen
- Extra course for Faculteit Farmaceutische Wetenschappen
- Extra course for Faculteit Politieke en Sociale Wetenschappen
- Extra course for Centrale administratie**
- Extra course for Global Campus South Korea



Finally, fill in the course title and course code ( if you don't know this code, send a request to [Doctoral.Schools@UGent.be](mailto:Doctoral.Schools@UGent.be)) and click on "Create".

### Step 3: Course settings

When you create a course site in Ufora, it will be invisible for students by default. In order for students to be able to register, you will need to change this setting by going to "Course Administration" -> "Site Setup" -> "Course Offering Information".

UNIVERSITEIT GENT A001745A - Seminar: English Literature

Ufora Content Calendar Announcements Groups Ufora tools Other tools Course Admin

A001745A - Seminar: English Literature

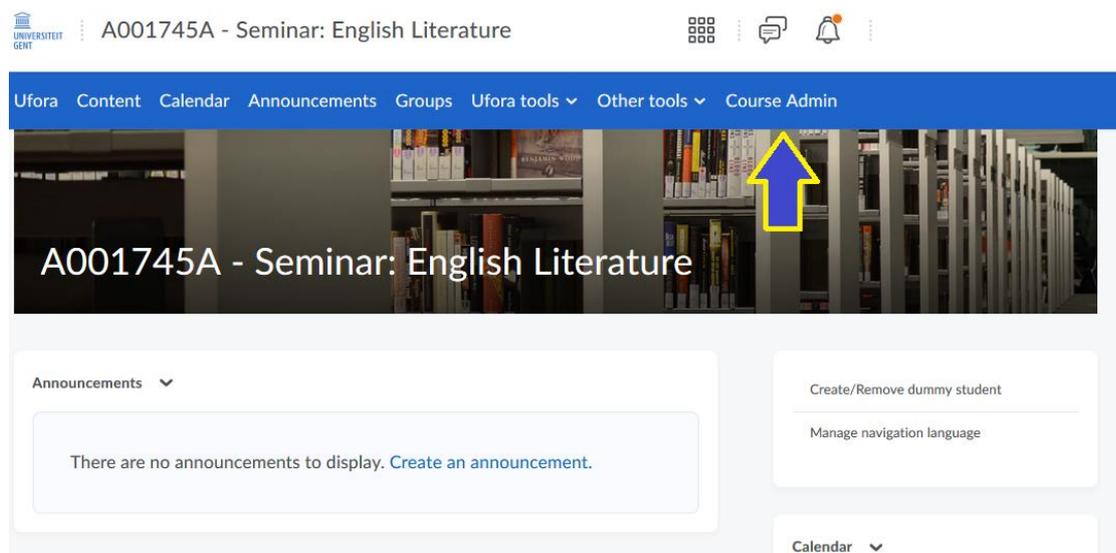
Announcements

There are no announcements to display. [Create an announcement.](#)

Create/Remove dummy student

Manage navigation language

Calendar



In the list of options for Course Offering Information, scroll down to the following check box, check it, and save these settings:

**Enrol in course**

- Make this course available in Discover so Learners can self-enroll**  
Inactive courses will not be included in Discover

Now you can add content to your course site.