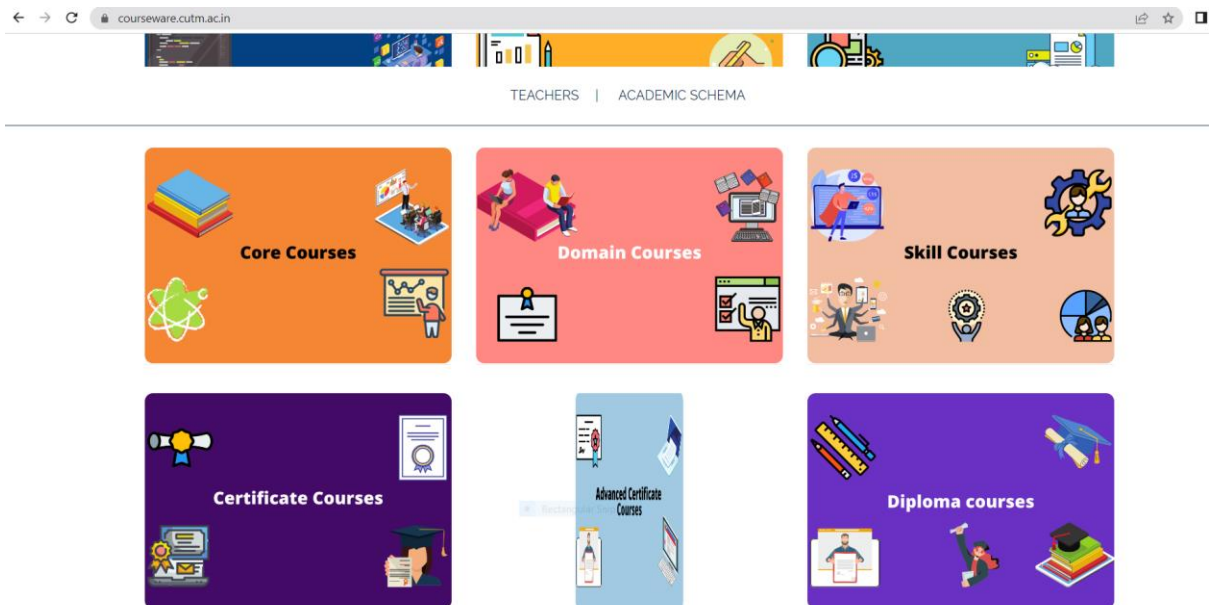




# CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

## STANDARD OPERATING PROCEDURE (SOP) FOR COURSE CONFIGURATION IN CENTURION COURSEWARE

This document is about the standard procedure for course configuration on Centurion Courseware, institutional LMS of Centurion University of Technology and Management.



*Anita Patra*

**Dr. Anita Patra**  
**Registrar, CUTM**

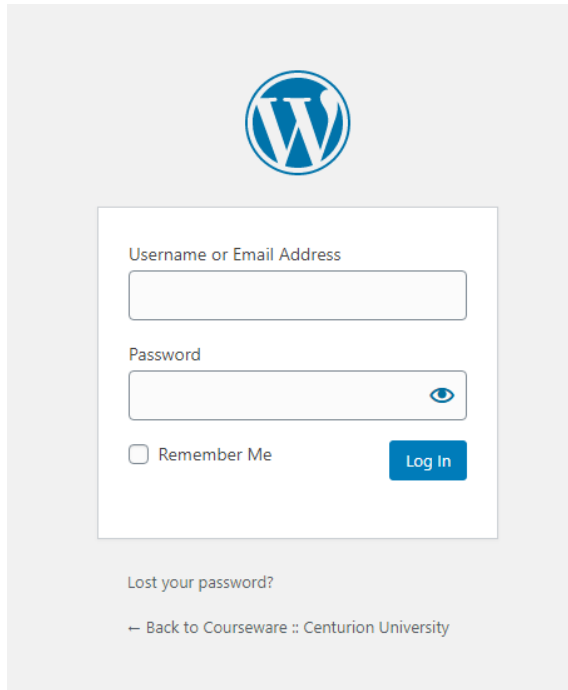


STEP 1: VISIT <https://courseware.cutm.ac.in/>



STEP- 2: CLICK ON “LOGIN”

STEP 3: ENTER YOUR USERNAME AND PASSWORD



**STEP 4: GO TO “COURSES” AND THEN CLICK ON “ADD NEW”**

**STEP 5: ENTER THE RELEVANT COURSE INFORMATION**

(FOR EXAMPLE: PRICE, MAIN TEACHER, START DATE, PUBLISH, TAGS, LEVELS, CATEGORIES, LOCATIONS, TYPOLOGIES, DURATIONS etc.)

The screenshot displays the WordPress 'Add New Post' interface for a course. The top navigation bar includes 'Courseware :: Centurion University', '30', and 'New'. The user is identified as 'Howdy, UMAKANTA NAYAK'. A sidebar on the left lists various site management options, with 'Courses' selected. The main content area features the WPBakery Page Builder editor, which is currently in 'Classic Mode' and shows a blank page with the message 'YOU HAVE BLANK PAGE START ADDING CONTENT OR TEMPLATES'. Below the editor are several form fields for course configuration:

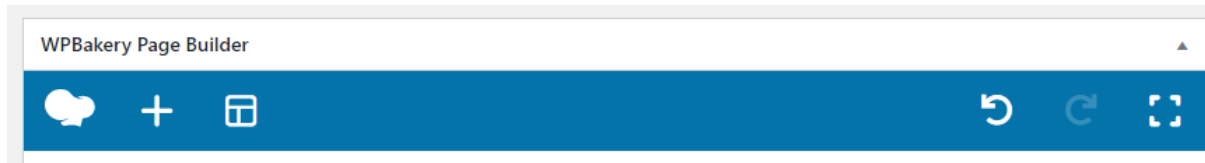
- Course Options:** Price (set 0 for free), Max Availability, Main Teacher (A Avinash), Other Teachers, Start Date, Color, CF7 Form (Contact form 1), and Course Layout (Layout 1).
- Header Image:** Header Image, Image Position (Position Top), Title, and a note to insert the title/slogan over the image.
- Course Attendees:** Still no participant.
- Excerpt:** A text area for an excerpt, with a note that excerpts are optional hand-crafted summaries.
- Discussion:** Checkboxes for 'Allow comments' and 'Allow trackbacks and pingbacks on this page'.
- Slider Revolution Options:** Choose Slide Template (default).

On the right side, there are several meta boxes for post configuration:

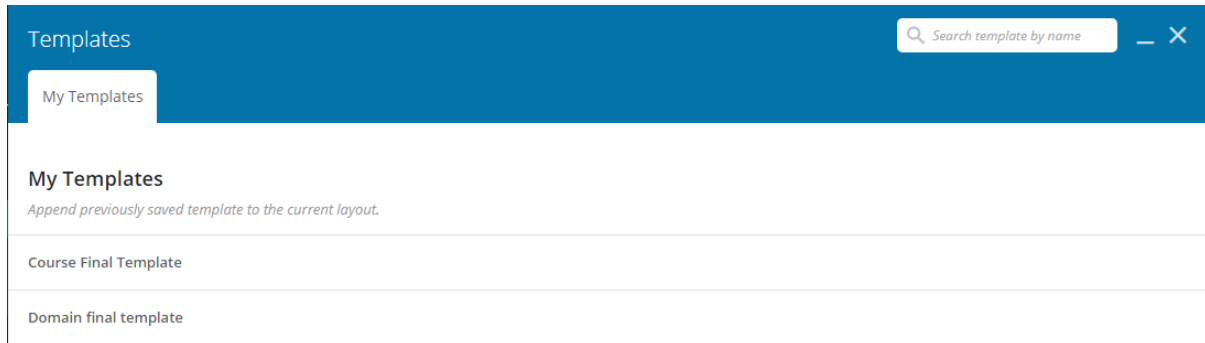
- Publish:** Save Draft, Preview, Status: Draft Edit, Visibility: Public Edit, Publish immediately Edit, and Publish.
- Tags:** Add, Separate tags with commas, and Choose from the most used tags.
- Levels:** Most Used, Beginner, Expert, Intermediate.
- Categories:** Most Used, Advanced Certificate Courses, Certificate Courses, Core Courses, Diploma Courses, Domain Courses, Module 1, Skill Courses.
- Locations:** Most Used, Headquarter, School Branch.
- Typologies:** Most Used, Long, Short.
- Durations:** Most Used, 1 Day, 1 Week, 2 Days, 4 Hours, 8 Hours.
- Featured image:** Set featured image.

At the bottom, there is a footer with the text 'Thank you for creating with WordPress.' and 'Version 5.4.1'.

## STEP 6: CLICK ON “TEMPLET”

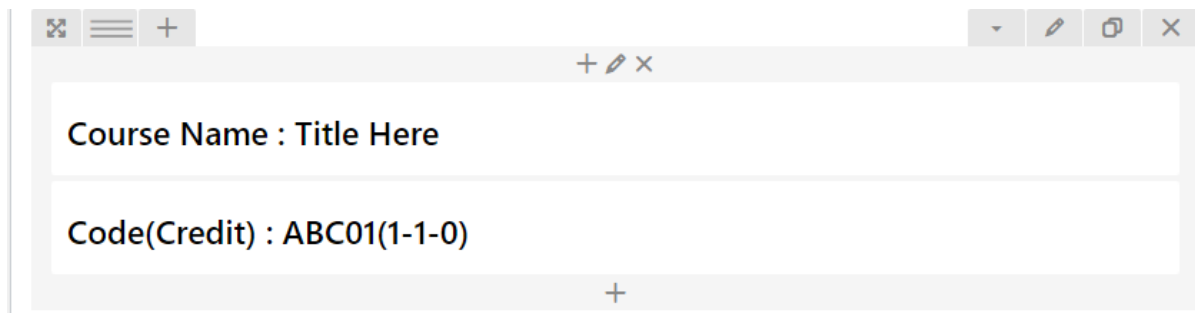


## STEP 7: SELECT “COURSE FINAL TEMPLLET”

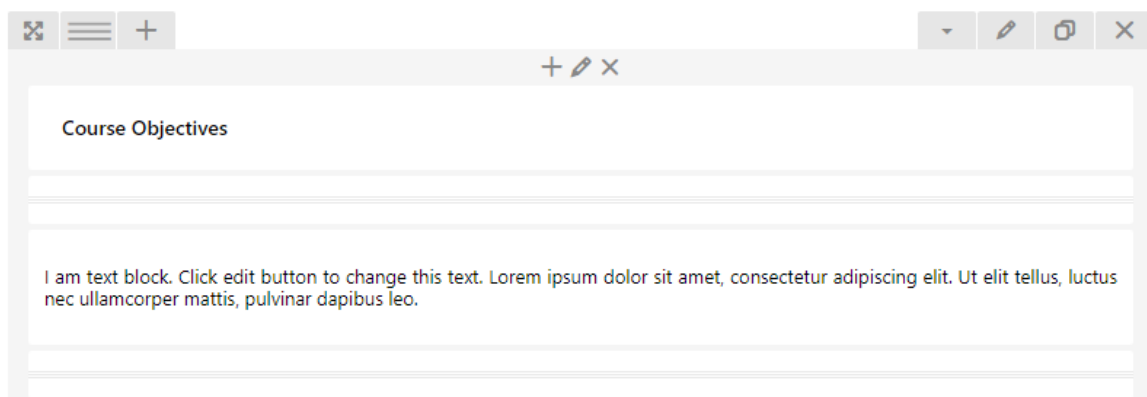


## STEP 8: ADD THE FOLLOWING DETAILS

- COURSE NAME
- COURSE CODE
- CREDIT POINTS



- COURSE OBJECTIVES



- **LEARNING OUTCOMES**

The screenshot shows a web-based editor for 'Learning Outcomes'. At the top left, there are three icons: a square with an 'X', a hamburger menu, and a plus sign. At the top right, there are four icons: a dropdown arrow, a pencil, a square with a circle, and a close 'X'. Below the top bar, there is a header area with the text 'Learning Outcomes' and a plus icon. The main content area contains a text block with the text: 'I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.' Below the text block, there are several horizontal lines representing a list or structure. At the bottom of the editor, there is a plus icon.

- **SYLLABUS**

The screenshot shows a web-based editor for 'Course Syllabus'. It has the same top navigation bar as the 'Learning Outcomes' editor. The header area contains the text 'Course Syllabus' and a plus icon. The main content area contains a text block with the text: 'I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.' Below the text block, there are several horizontal lines representing a list or structure. At the bottom of the editor, there are two plus icons stacked vertically.

- **SESSION PLAN (THE ENTIRE SYLLABUS IS TO BE DEVIDED INTO SESSIONS AND LEARNING RESOURCES ARE TO BE UPLOADED FOR EACH SESSION)**

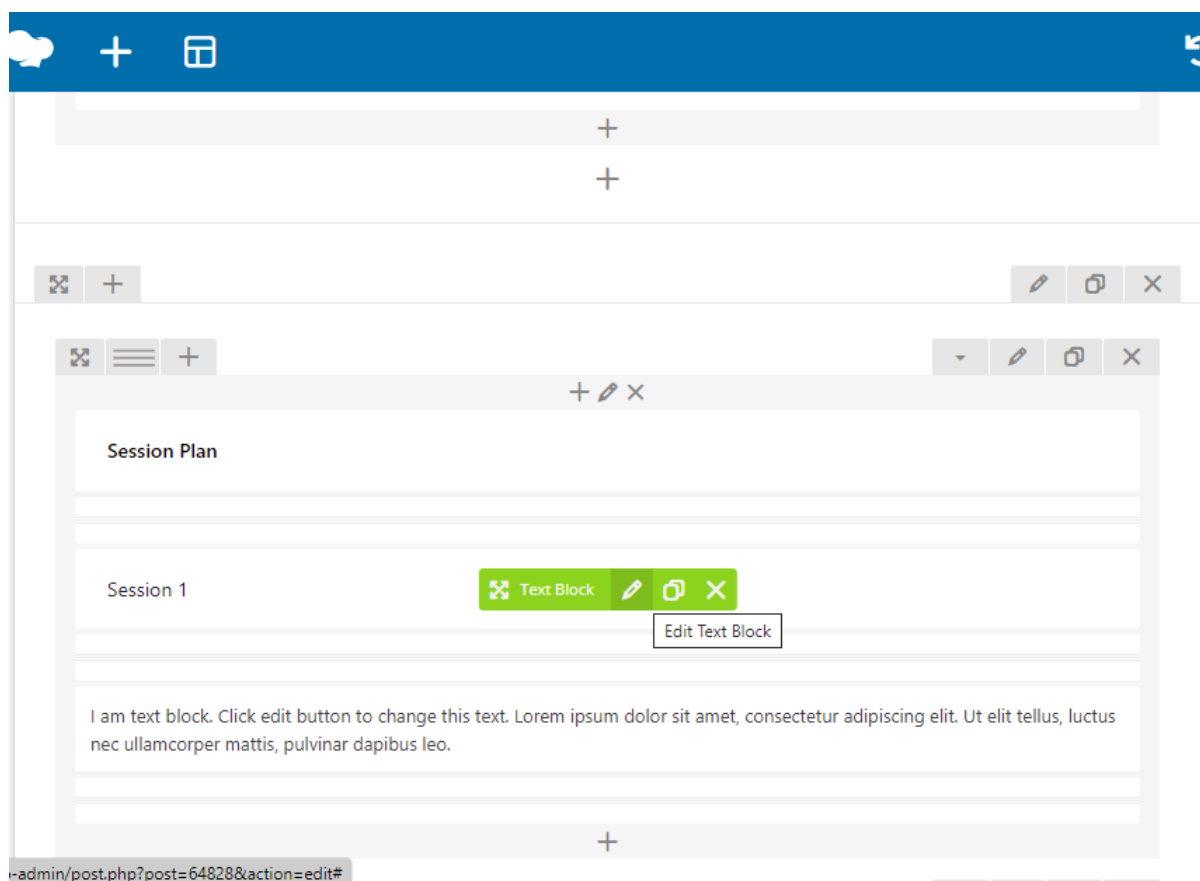
A screenshot of a web editor window titled "Session Plan". The window has a toolbar at the top with icons for zoom, list, add, and a dropdown menu. Below the toolbar, there are three horizontal lines. The first line contains the text "Session 1". The second line is empty. The third line contains a text block with the text: "I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo." Below the text block are two more horizontal lines. At the bottom of the window is a plus sign icon.

A screenshot of a web editor window titled "Session 2". The window has a toolbar at the top with icons for zoom, list, add, and a dropdown menu. Below the toolbar, there are three horizontal lines. The first line contains the text "Session 2". The second line is empty. The third line contains a text block with the text: "I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo." Below the text block are two more horizontal lines. At the bottom of the window is a plus sign icon.

A screenshot of a web editor window titled "Case Studies". The window has a toolbar at the top with icons for zoom, list, add, and a dropdown menu. Below the toolbar, there are three horizontal lines. The first line contains the text "Case Studies". The second line is empty. The third line is empty. At the bottom of the window is a plus sign icon.

- PROJECT / PRACTICE / ASSIGNMENT COMPONENTS (AS APPLICABLE)
- TEXT BOOKS
- REFERENCE BOOKS

STEP 9: TO UPLOAD STUDY MATERIALS / PRESENTATIONS / FILES; HOVER THE POINTER OF THE MOUSE ON THE SESSION PLAN AND CLICK ON “EDIT TEXT

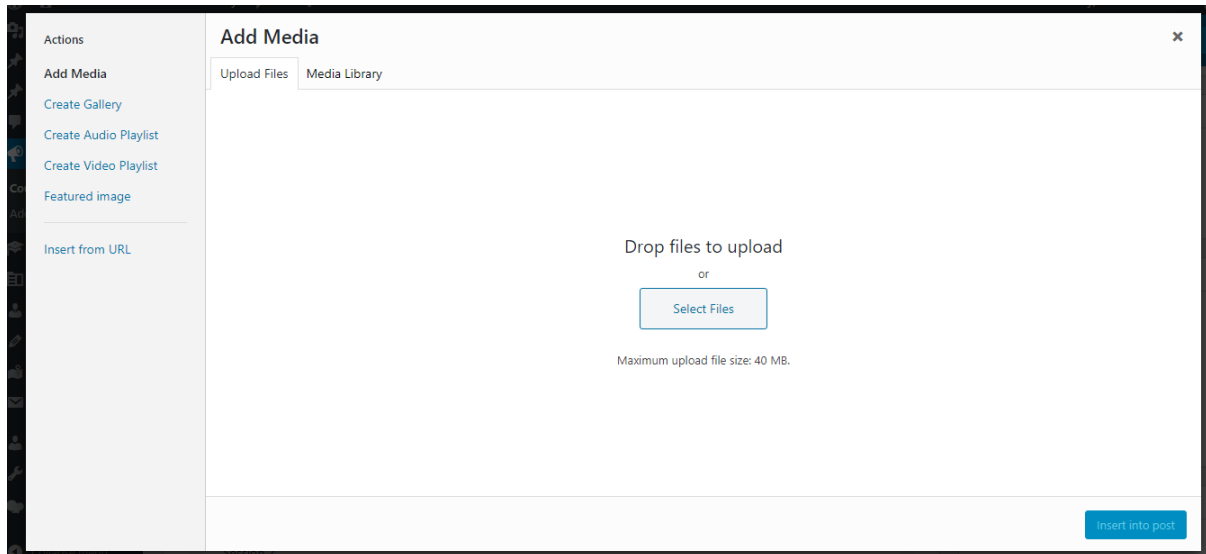


BLOCK”

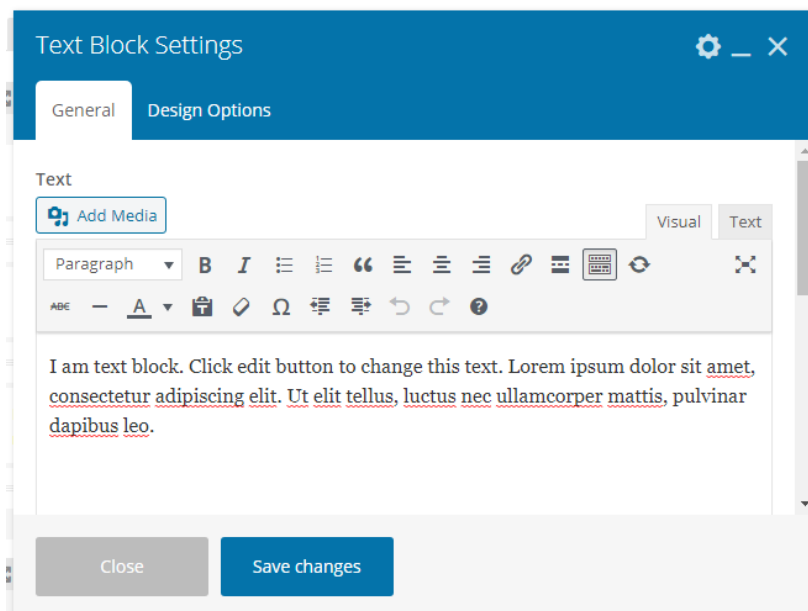


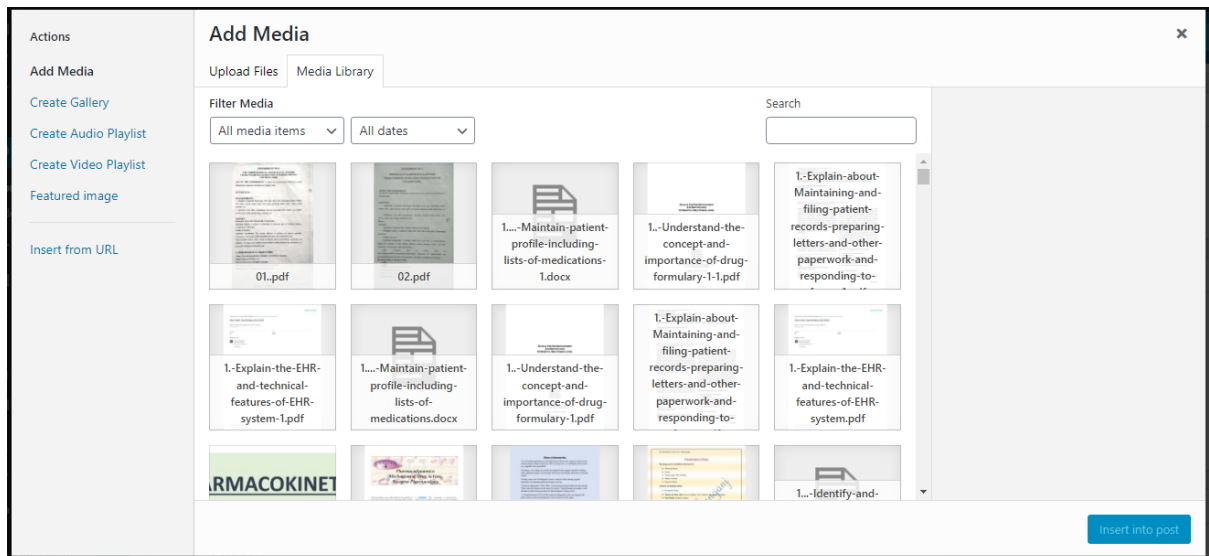
STEP 10: CLICK ON “ADD MEDIA”

STEP 11: CLICK “UPLOAD FILES” (TO UPLOAD FILES FROM YOUR DEVICE)

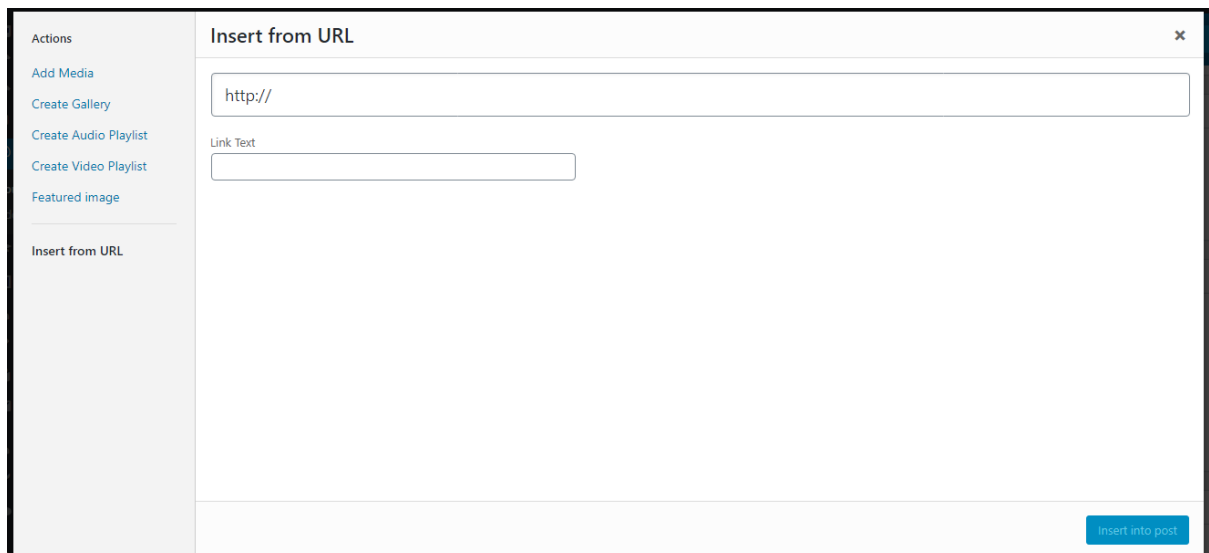


STEP 12: CLICK “MEDIA LIBRARY” (TO UPLOAD FILES FROM THE EXISTING DATABASE OR LIBRARY)





STEP 13: CLICK “INSERT FROM URL” (TO UPLOAD FILES USING THE URL)



STEP 14: CLICK “INSERT/EDIT LINK” ICON (TO INSERT A NEW OR EDIT AN EXISTING LINK IN THE BODY OF THE TEXT)

Text Block Settings

General Design Options

Text

Add Media

Paragraph B I List Bulleted List Quote Link Table Refresh

ABE - A Font Color Link Unlink Omega Text Color Undo Redo Help

I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo

Paste URL or type to search

Close Save changes

STEP 15: GO TO COURSEWARE PAGE TO VIEW THE COURSE

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