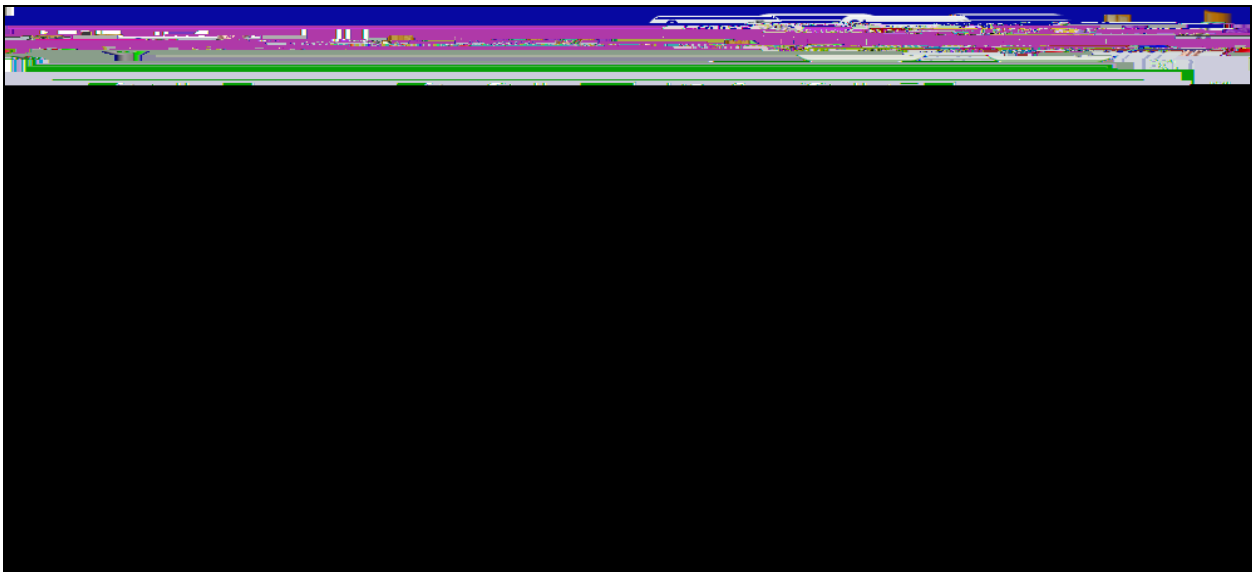
In the open field, enter the lesson name and click on the “Add” button. A thumbnail image of the new learning screen will display along with the lesson name. To edit the lesson, click on the learning screen. A series of icons will appear below the lesson name that allow you to edit, view and delete the lesson.

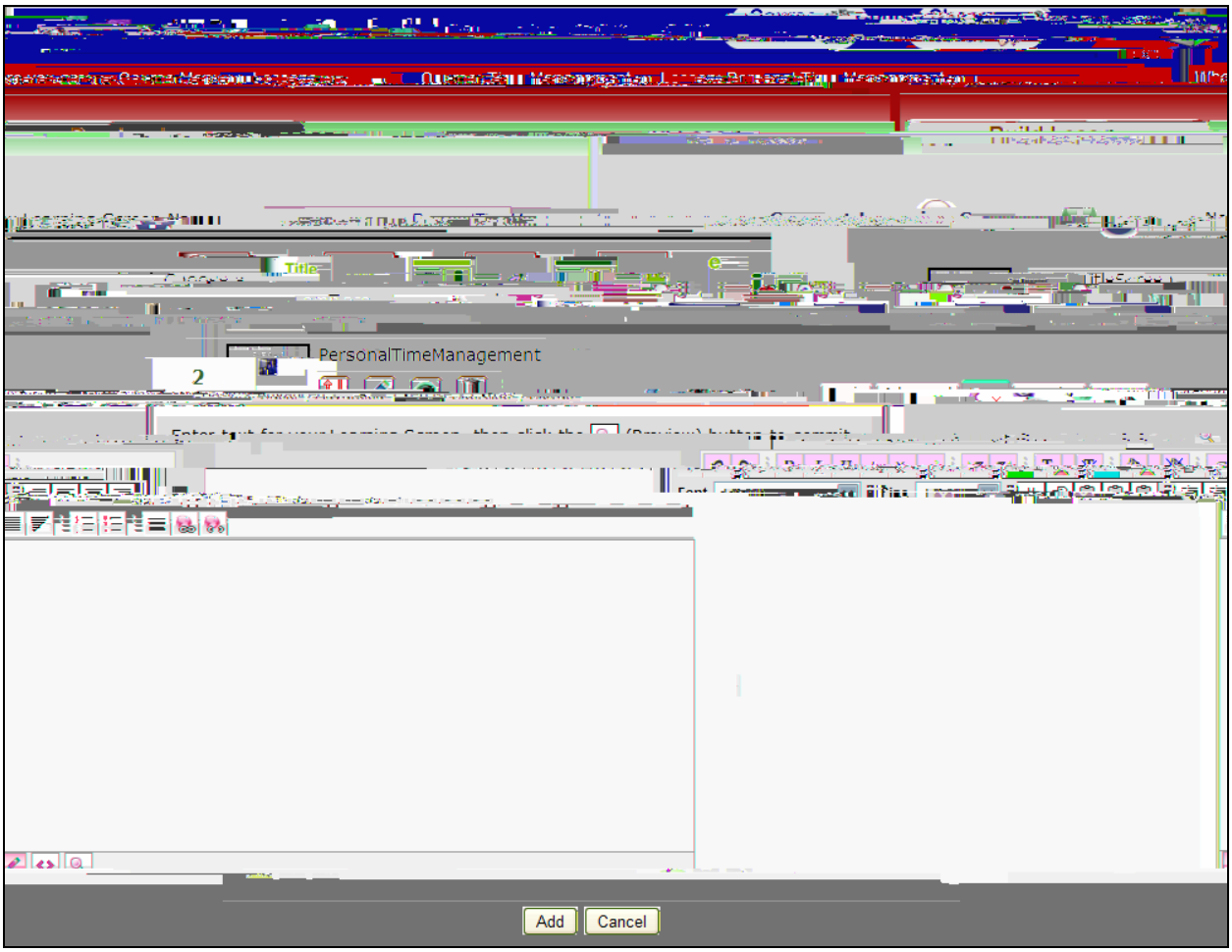
To edit the name of the lesson, test or assignment, click the name and a text box will appear that allows you to change the name. This change is automatic once the new name is entered.

To edit the learning screen, click on the “Pencil” icon to edit the contents of the lesson, test or assignment.

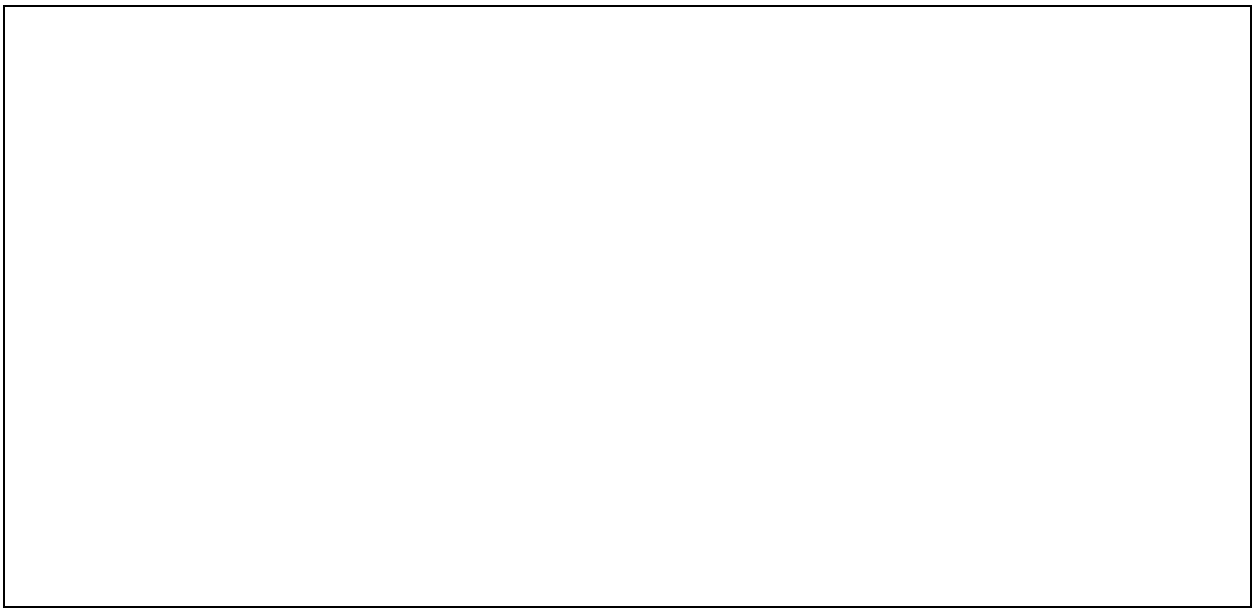


To add another screen, click on the “plus” icon.

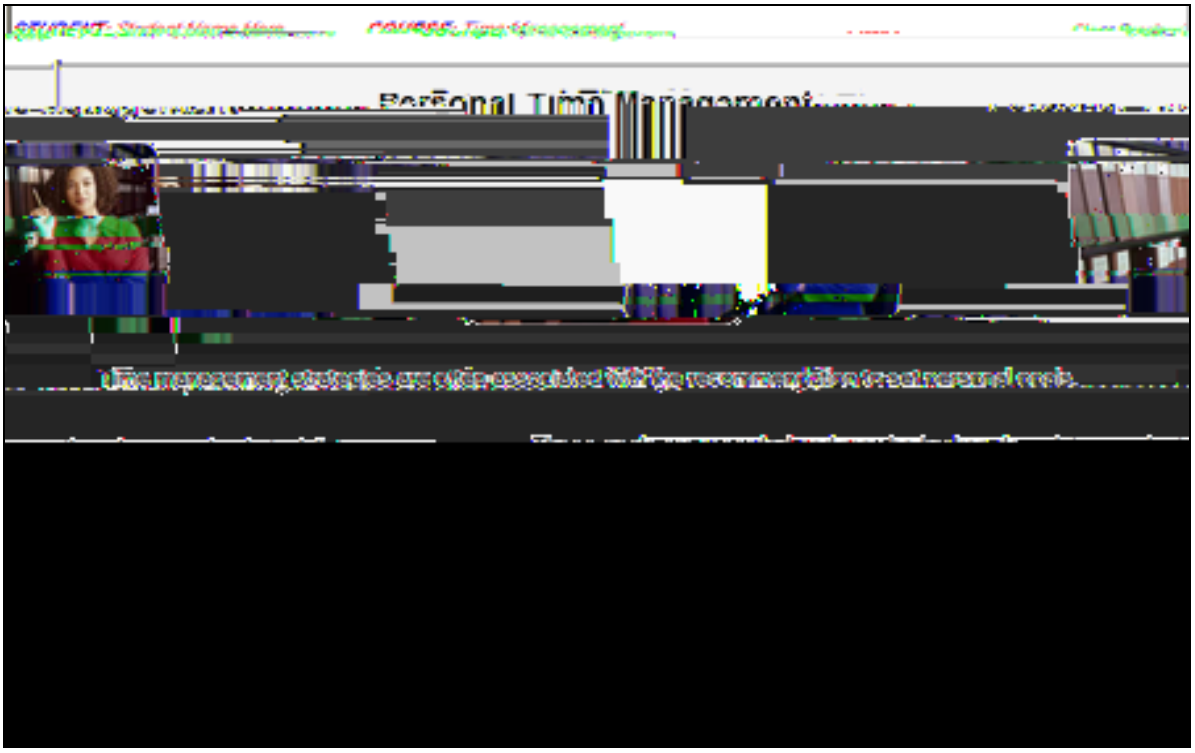
Next, let’s create a Text Plus learning screen. Enter the name of the learning screen in



The “Exercise” tab provides a template to add an optional Learner Exercise to the learning screen. These exercises should refl



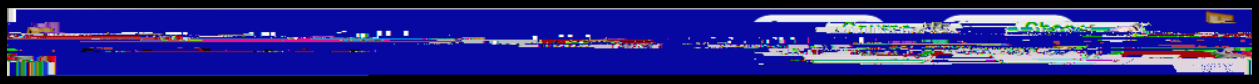
Sample Text Plus screen:



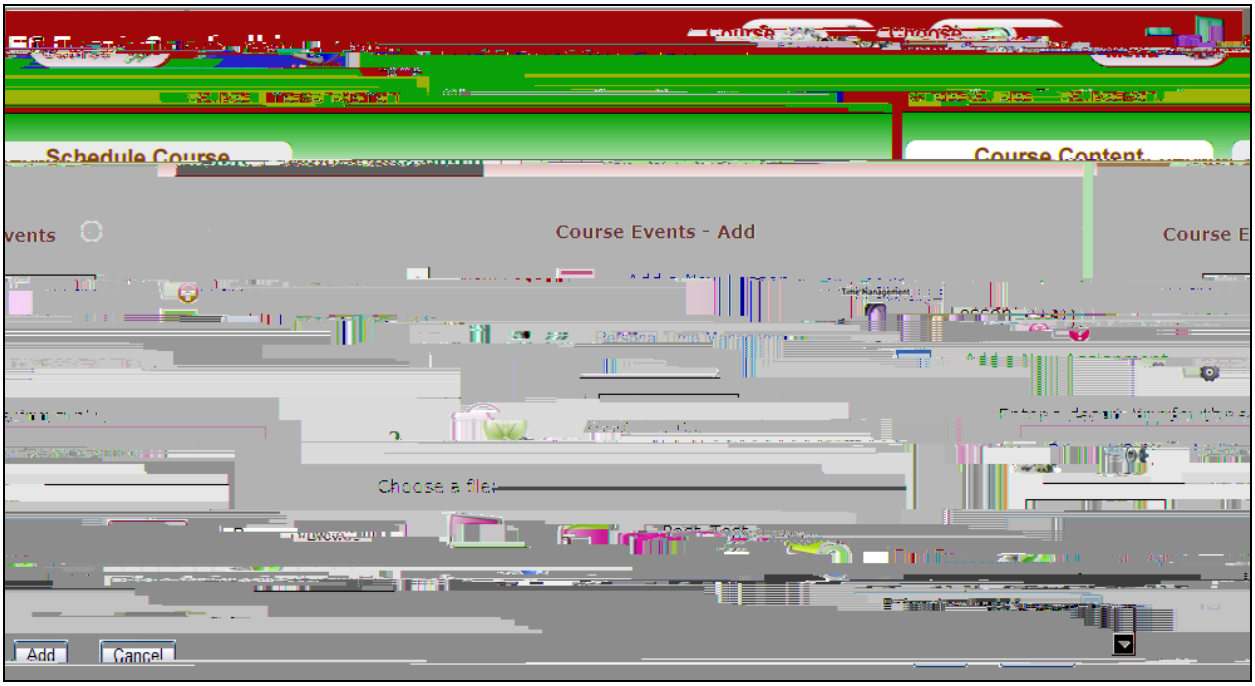
To add another screen, click on the “plus” icon.

Next, let’s create n Multimedia screen. En

Use the blue arrows to move lessons, tests and assignments. Moving a test above all lessons makes it a pre-test. Moving the test above all pre-tests makes it a pre-test-out, which allows a student to exempt the course based upon passi0.002Tc 0.04ske



In this instance, the new assignment comes after the Personal Time Management lesson.



Use the blue arrows to move lessons, tests and assignments. Moving an assignment above all lessons makes it a pre-assignment. Moving the assignment below a lesson attaches it to that lesson. To preview a lesson or assignment, click on the “eye” icon. The assignment will appear in a popup screen or you may be prompted to download the document.

Click on the trash can to delete the assignment of any of the course events.

Utilities For This Course

Edit Course Properties

Course properties, such as course descriptions, credit hours and pre-requisites, can be modified using this screen.

The “Course Name” field will automatically populate with the course name.

To create a detailed description of the cour

You will receive a confirmation message that

Max Students
If you want to limit enrollment in the course, enter the number of students in the open field.

Tuition
If you are charging tuition, the amount entered in the open fiel

a.) Strongly agree

“Choose a Certificate Template” and click on the “Continue” button.

Choose a “Font” and enter optional “Text” in the open field. Click on the “Choose Image” button to select the Company Logo. Click on the “Choose Image” button to select a Seal Image, if desired. These images are maintained in the Media Library Images section.

Type in the name of the company representative in the “Signee Name” open field, and enter the person’s title in the “Signee Title” open field. Finally, click on the “Choose Image” button to select the signee’s “Signature Image,” if desired. All images are maintained in the Media Library Images section.

Once your Certificate has been designed, click on the “Save Certificate” button. You will receive a message that the Certificate has been saved.