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Creating

Add Sections

Every course (training) required to have at least one section. (Participants enroll in a section.)

1. Scroll to the bottom of the screen and click on **New Section**.

Start of Registration Date - Select the rstartdate Course Participant can register for this section Using this setting allows you to release a

2.0 ~~Click the Find User button.~~ Find User.

3. Select the checkbox for the desired user, then click Add User(s).

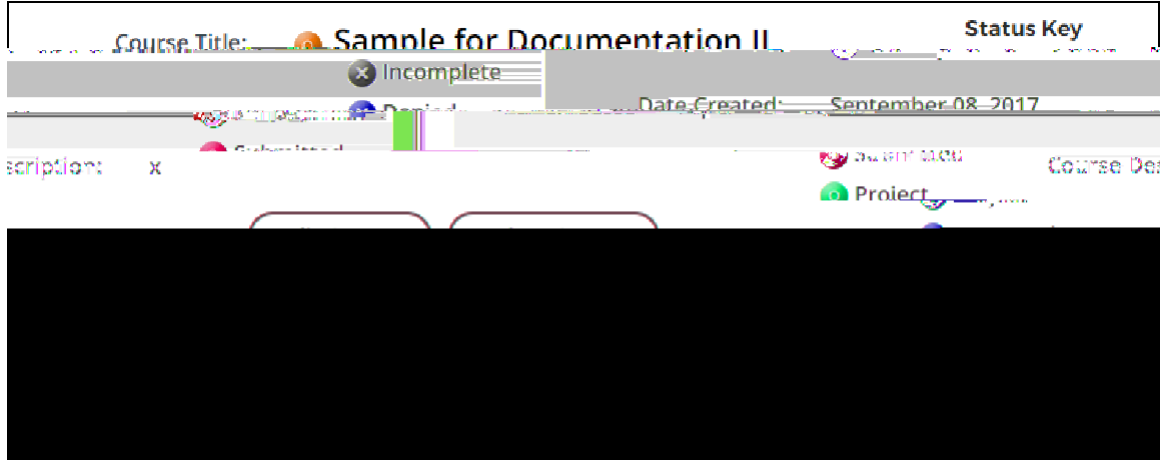
4. Selected users will be listed.

A. To remove multiple users at once, select the checkboxes next to their names, then click Remove Selected.

B. To remove a single user, click the applicable trash can icon.

Submit for Review

1. ‡ Submit for Review.



2. Click OK when the pop appears.

3. Click OK again to close the

The course will no longer appear in Current Projects; it will now appear in Submitted Courses. The course cannot be edited while in review; you can only view or copy it.

