Managing the Training Course List

There are three Courses Indicators in the Training Course List Items:

|  |  |
| --- | --- |
|  | Click on the Edit button to Edit or Add indicators.    **Note:** Updating any of the fields in the list will automatically update all of the corresponding data in the list. |
|  | Click on the dropdown list to select the Cost.   * The default Cost value is $0. * You can only select one value.   **Note:** Use the Training Course Key for reference. This key is located at the bottom of every course screen and on the front page under the Course List. |
|  | Click on the dropdown list to select the Cost.   * Unchecked Boxes is the default. * You can select multiple values.   **Note:** Use the Training Course Key for reference. This key is located at the bottom of every course screen and on the front page under the Training Course List. |
|  | Click on the Save button to update the Course List item.  **Note:** Updating any of the fields in the list will automatically update all of the corresponding data in the list. |

|  |  |
| --- | --- |
|  | As you can see the indicators have been added or edited.  **Note:** Use the Training Course Key for reference. This key is located at the bottom of every course screen and on the front page under the Training Course List. |

Managing the Training Course List

Attaching Documents to the Course List Items:

|  |  |
| --- | --- |
|  | Click the Edit the button or the Add bottom of the list.  **Note:** You can add as many documents or files to each Course List Item. |
|  | Click the Attach File button at the top of the Edit Tool Bar.  **Note:** You can add as many documents or files to each Course List Item. |
|  | Click on the Save button to update the Course List item.  **Note:** Adding Files to the list will automatically add all of the document or files to the list. |
|  | As you can see the Attached File indicator have been added to the Course List Item. |