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. |