



How to build a classroom course

From the Home screen hover over Create and select Classroom Course.

The screenshot shows the top navigation bar with 'Learn', 'Manage', and 'Administer' menus. A 'Catalog' search bar is present. The 'Create' button is highlighted, and a dropdown menu is open, showing three main categories: 'COURSE', 'CONTENT', and 'COLLECTION'. Under 'COURSE', the options are 'AICC', 'Classroom Course' (highlighted with a green arrow), 'General Course', and 'SCORM'. Under 'CONTENT', the options are 'Announcement', 'Document', 'Survey', 'Evaluation', and 'Test'. Under 'COLLECTION', the options are 'Bundle', 'Certification', 'Curriculums', and 'On-the-Job Training'. In the background, a 'Current Training' section is visible, showing a course titled 'MVP HR Policy & Law - Performance Management Curriculum' with a 20% progress bar.

Fill in the form. Scroll to the bottom right and Save.

The screenshot shows the 'Classroom Course' form. The navigation bar at the top includes 'Learn', 'Manage', 'Administer', 'Catalog', and 'Search Catalog'. The breadcrumb trail is 'Manage / Training / Create / Classroom Course'. The form title is 'Classroom Course'. Below the title, there is a text area for entering new or changing existing summary information. The form has several sections: '*Title' with an empty text input field; 'Description' with a rich text editor containing a toolbar with options for bold, italic, underline, text color, text background color, text alignment, list creation, link, table, and insert, and a text area with the placeholder 'Type something' and a character count of 0; and 'Keywords' with an empty text input field. There is also a checkbox option: 'Display entire description on the Details page for the item'.