

HOW IT WORKS

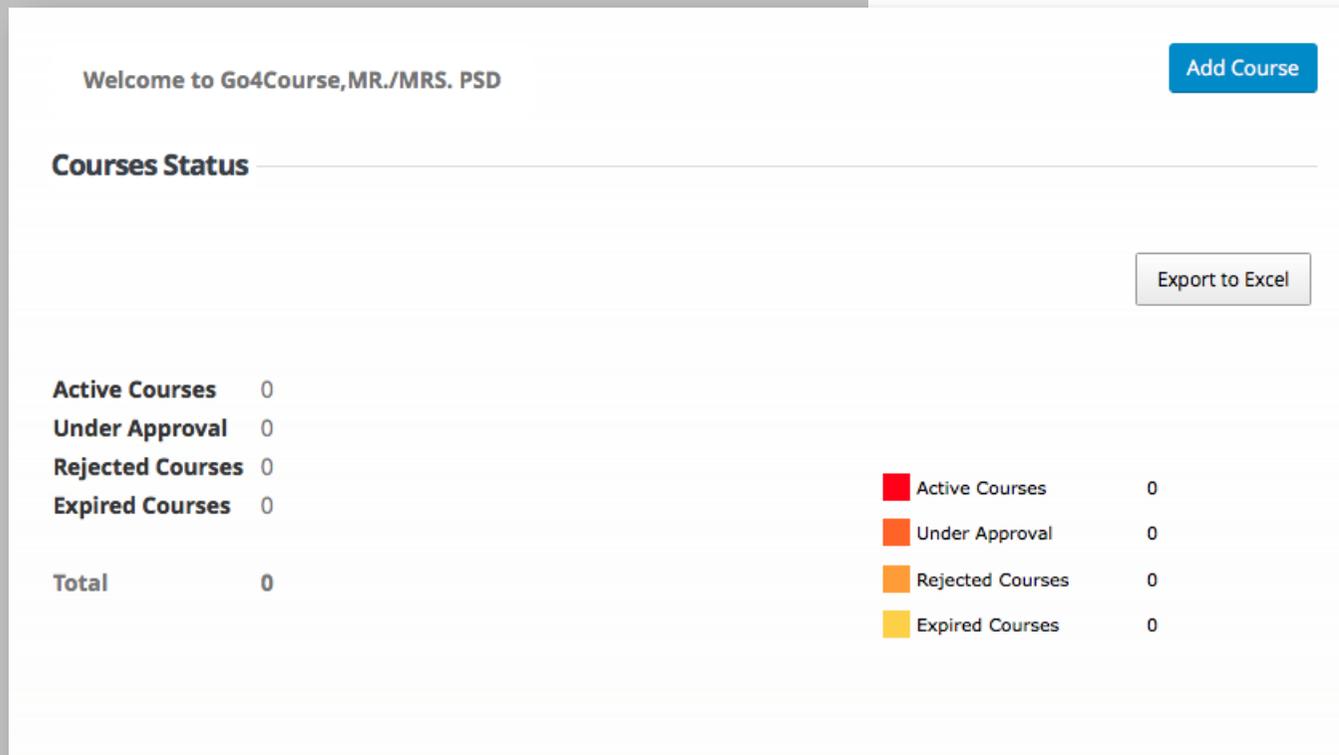
Add New
Course



1 Press Add New Course Button

Log In to your account

From top right of your dashboard
press on **Add Course** Button



Welcome to Go4Course,MR./MRS. PSD [Add Course](#)

Courses Status

[Export to Excel](#)

Active Courses	0	Active Courses	0
Under Approval	0	Under Approval	0
Rejected Courses	0	Rejected Courses	0
Expired Courses	0	Expired Courses	0
Total	0		

2 Create New Course PART 1

Enter Course Name in English

This is will be your USER ID, cannot be changed

Choose Period type:
On Demand: Means could be anytime based On customer request, Such as recorded online Courses
Specified Date: Where course has specific Date for course start (F) and course end (G)

If course award certificate then mark check Box and write name of certificate, for example;
Certificate of Completion

Upload proper course image with good quality
And size does not exceed 2 MB

Enter Course Name in any other language Such as your local language, English, French...etc

Choose the language in which you will present the course

Select fees type Free or Paid

The screenshot shows a 'Create New Course' form with the following fields and annotations:

- Name English:** A text input field with a blue dot annotation pointing to it from the 'Enter Course Name in English' box.
- Name other Language [Arabic, French, Spanish.. etc]:** A text input field with a blue dot annotation pointing to it from the 'Enter Course Name in any other language' box.
- Course Provider:** A text input field containing 'PSD' with a blue dot annotation pointing to it from the 'This is will be your USER ID' box.
- Language:** A dropdown menu with '-- select --' and a blue dot annotation pointing to it from the 'Choose the language' box.
- Period type:** A dropdown menu with options '-- select --', 'Specified Date', and 'On Demand'. 'Specified Date' is selected with a checkmark. A blue dot annotation points to it from the 'Choose Period type' box.
- Course Start Date:** A date input field with '02/24/2020' and a blue circle 'F' icon. A blue dot annotation points to it from the 'Specified Date' box.
- Course End Date:** A date input field with '02/24/2020' and a blue circle 'G' icon. A blue dot annotation points to it from the 'Specified Date' box.
- Certificate Name:** A text input field with a blue dot annotation pointing to it from the 'If course award certificate' box.
- Course Award Certificate:** A checked checkbox with a blue dot annotation pointing to it from the 'If course award certificate' box.
- Course Image upload:** A section with 'Choose File' and 'No file chosen' buttons. A blue dot annotation points to it from the 'Upload proper course image' box. Below the buttons, it says 'Maximum Allowable Image Size is 2 MB'.
- Fees Type:** A dropdown menu with '-- select --' and a blue dot annotation pointing to it from the 'Select fees type' box.

3 Create New Course PART 2

Enter Course Name in English

K, L & M: Enter Course Fees in your country currency In filed (K), then choose your currency in field (L) If you didn't find your local currency, then choose USD (M) will be always calculated automatically for equivalent value for your local currency in USD

Q & R: Choose the suitable category for your course At field Q, once you choose category, list of detailed sub-category in field (R) will be shown to give more accurate course listing, for example Facebook marketing will be in Digital Marketing Category and Social Media Sub-Category

The screenshot shows a form for creating a new course. The fields are as follows:

- Course Image upload:** A 'Choose File' button with 'No file chosen' text and a note 'Maximum Allowable Image Size is 2 MB'.
- Fees Type:** A dropdown menu set to 'Paid'.
- Fees in Local Currency:** A text input field containing '100' with callout letter **K**.
- Local Currency:** A dropdown menu set to 'US Dollar' with callout letter **L**.
- Fees in USD:** A text input field containing '100' with callout letter **M** and a '\$' symbol.
- Fees Discount Percentage:** A dropdown menu set to '10' with callout letter **N**.
- USD Fees After Discount:** A text input field containing '90' with callout letter **O**.
- Local Fees After Discount:** A text input field containing '90' with callout letter **P**.
- Course Categories:** A dropdown menu set to '-- select --' with callout letter **Q**.
- Course Sub-Category:** A dropdown menu set to 'Please Select a Sub-Category' with callout letter **R**.
- Course Delivery Type:** A dropdown menu set to 'Online' with callout letter **S**.
- Link URL:** A text input field containing 'S1' with callout letter **S1**.
- Course Post Expiry Date:** A date input field containing '02/23/2020' with callout letter **S**.

If you choose fees type is paid, then fields K, L, M, N, Q & P will be shown

N, O & P: in filed N, you shall select discount percentage in Course fees if any, then (O) & (P) will be calculated automatically

S & S1: Choose delivery type Online or Physical If Online mode, then you need to add Course page link in (S1)

Course Post Expiry date: This option is used to choose the last date where your post will be active on website, after that will be removed from active course and will be shown in Expired Courses in your dashboard.

4 Create New Course PART 3

S, S1, S2 & S3: If you choose delivery type Physical i.e. course will be delivered in face to face in physical location, S1, will be dimmed and S2, S3 will you choose the city and country of course location.

In case of physical course need to specify maximum number that can attend the course.

X, Y, Z1 & Z2: Here you will choose trainer that already defined in trainers list

The screenshot shows a form for creating a new course. The fields and their annotations are as follows:

- Course Delivery Type:** A dropdown menu with 'Physical' selected. An annotation 'S' points to this field.
- Link URL:** A text input field with 'S1' entered. An annotation 'S1' points to this field.
- Course Country:** A dropdown menu with 'Sweden' selected. An annotation 'S2' points to this field.
- City:** A dropdown menu with 'Stockholm' selected. An annotation 'S3' points to this field.
- Number of Attendant:** A text input field with a spinner icon and an 'Unlimited' checkbox. An annotation 'Z1' points to this field.
- Acquired Skills:** A text input field with 'Add Skill' and 'press Enter' as a placeholder. An annotation 'Z2' points to this field.
- About The Course:** A rich text editor with a toolbar and a text area. An annotation 'X' points to the text area.
- Trainers List:** A dropdown menu with 'To be defined (TBD)' selected. An annotation 'X' points to this field.
- Trainer Name:** A text input field with 'Moe' entered. An annotation 'Y' points to this field.
- Contact Number:** A text input field with '0097012345****' entered. An annotation 'Z1' points to this field.
- Contact Email:** A text input field with 'info@traning.com' entered. An annotation 'Z2' points to this field.

At the bottom of the form, there are two buttons: 'Create' and 'Back To List'.

You need to add the acquired skills/covered subjects by this course, after entering each skill press enter.

You need to write a brief course description