

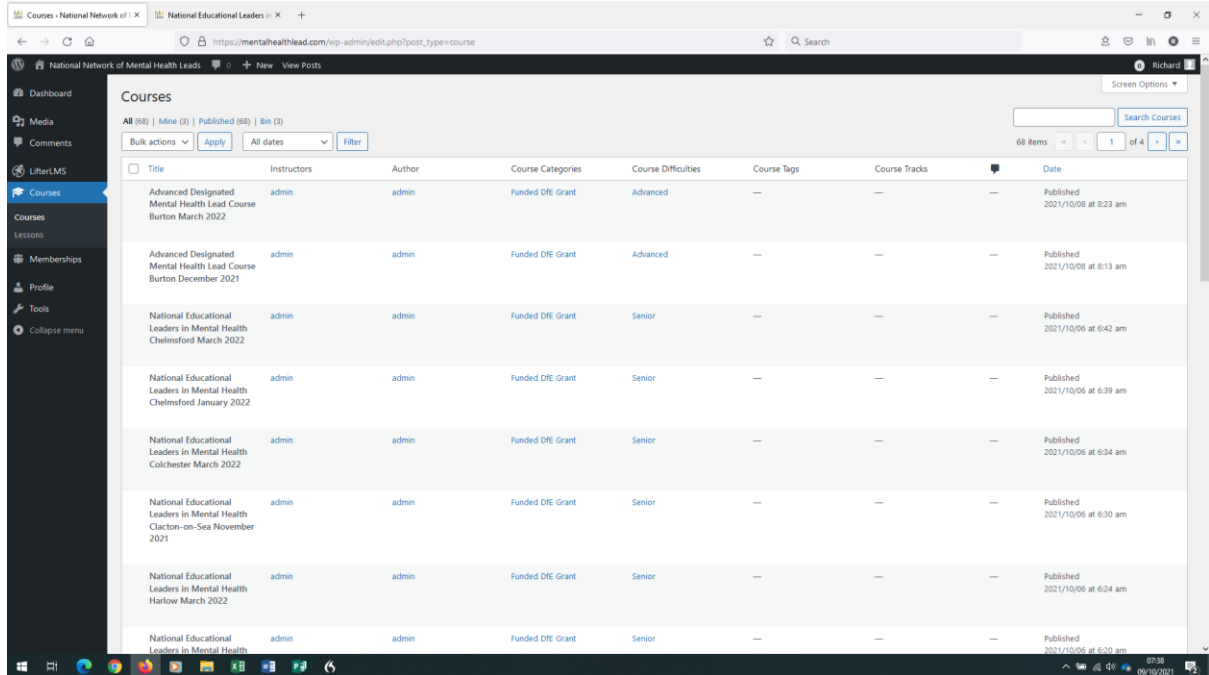


Adding Details to Courses

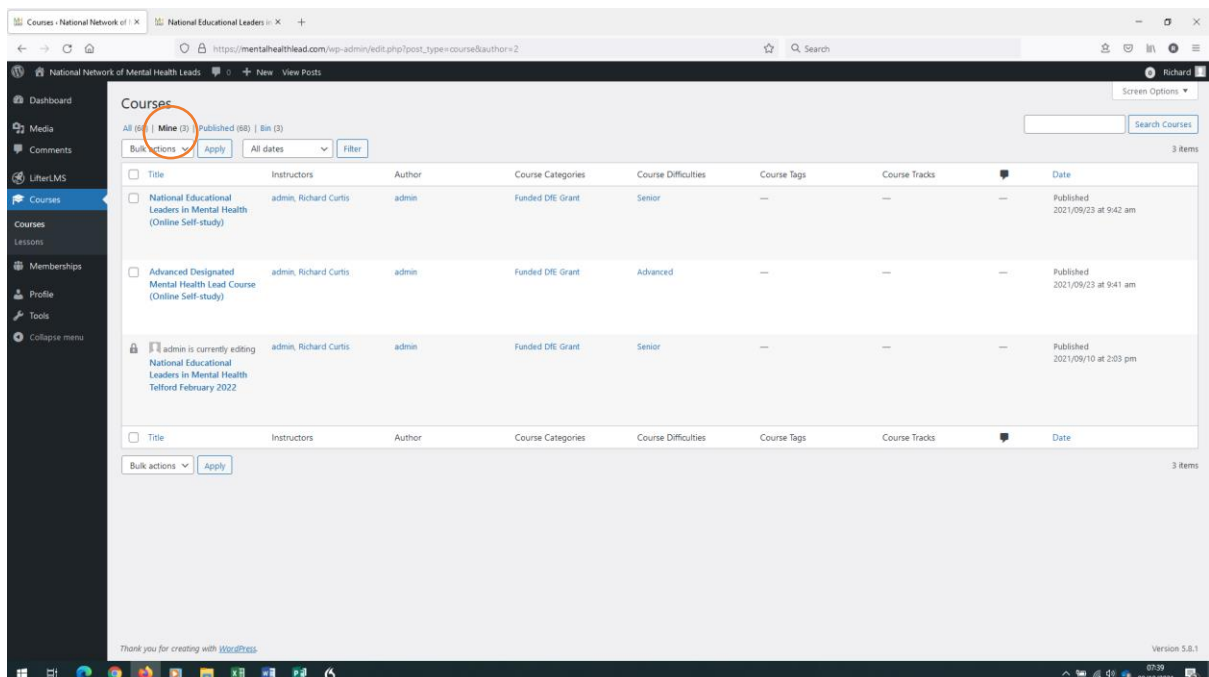
Login to mentalhealthlead.com

1. Accessing your courses

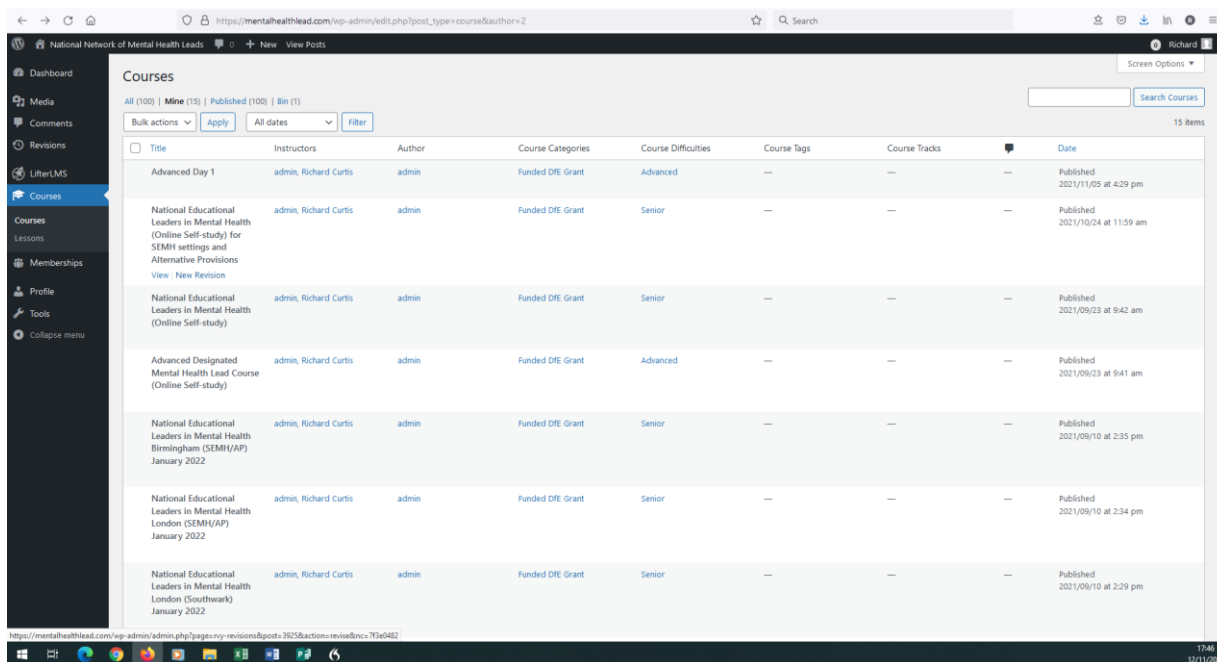
Once the admin have added you as a trainer you can go to https://mentalhealthlead.com/wp-admin/edit.php?post_type=course (or click “Courses I’m Delivering” in the top menu).



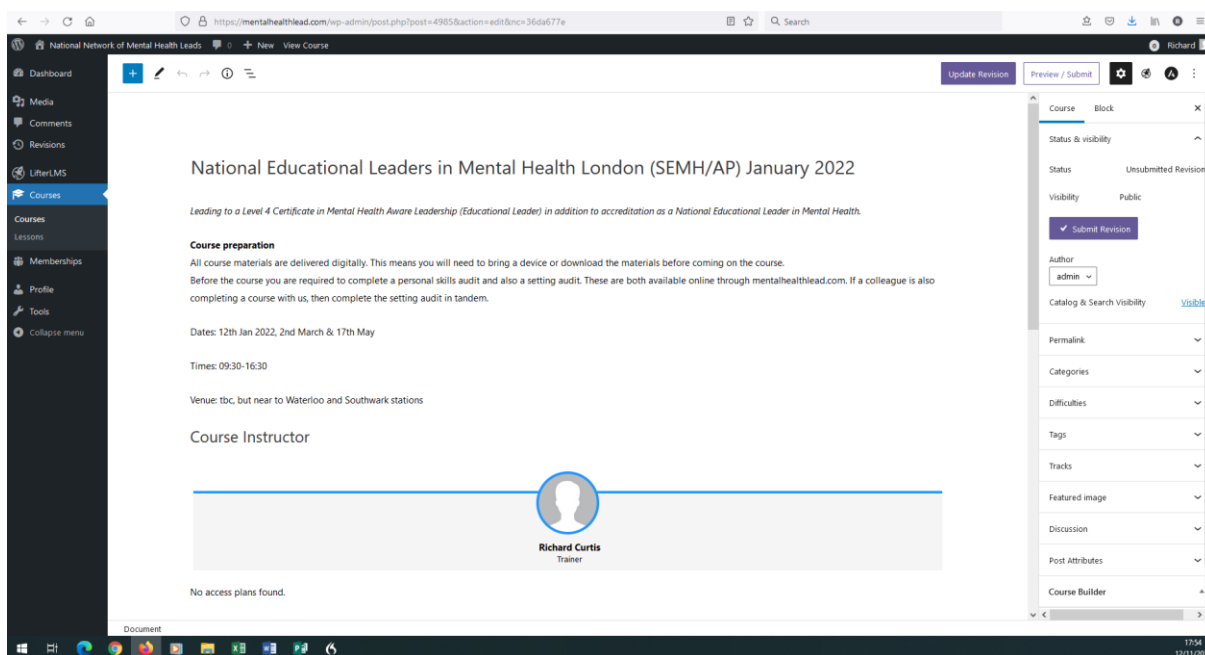
Click on “Mine” at the top just underneath “Courses”.



Click on “New Revision” under the title of the course you want to view or edit.



You will now see a page like this (if a pop-up appears offering you a tour of features, then close it):



Do not edit/change the highlighted areas:

Edt Course - National Network | National Educational Leaders | New | View Course

https://mentalhealthlead.com/wp-admin/post.php?post=1157&action=edit

National Network of Mental Health Leads

Dashboard | Media | Comments | LifterLMS | Courses | Lessons | Memberships | Profile | Tools | Collapse menu

National Educational Leaders in Mental Health Telford February 2022

Leading to a Level 4 Certificate in Mental Health Aware Leadership (Educational Leader) in addition to accreditation as a National Educational Leader in Mental Health.

Course Registration

£800

You will be invoiced £800 plus VAT only if we do not receive funding (we have applied for this course fee to be covered by the Mental Health Lead Training Grant).

50%

Precourse Skills Au | Handbook and Po | 2 of 2

Course

Switch to draft | Preview | Submit for Review

Course Block

Status & visibility

Public

Permanent

Categories

Difficulties

Tags

Tracks

Course Builder

Launch Course Builder

Edt Course - National Network | National Educational Leaders | New | View Course

https://mentalhealthlead.com/wp-admin/post.php?post=1157&action=edit

National Network of Mental Health Leads

Dashboard | Media | Comments | LifterLMS | Courses | Lessons | Memberships | Profile | Tools | Collapse menu

Course Options

Sales Page | General | Permissible | Advanced Videos

Sales Page Content

Customize the content displayed

Display default course content

Access Plans

Course Registration

Add New | Save

Student Management

Manage Existing Enrollments

Any Status | Search students by name or email...

| ID | Name | Status | Enrollment Updated | Progress | Grade | Last Lesson | Enrollment Trigger |
|----|--------|----------|--------------------|----------|-------|-------------|----------------------------|
| 32 | Jatie | Enrolled | September 11, 2021 | 0% | N/A | - | Admin: Richard Curtis (R1) |
| 33 | Louise | Enrolled | October 9, 2021 | 0% | N/A | - | Order #1454 |
| 30 | sgpd | Enrolled | September 11, 2021 | 0% | N/A | - | Admin: Richard Curtis (R1) |

1 of 1

Switch to draft | Preview | Submit for Review

Course Block

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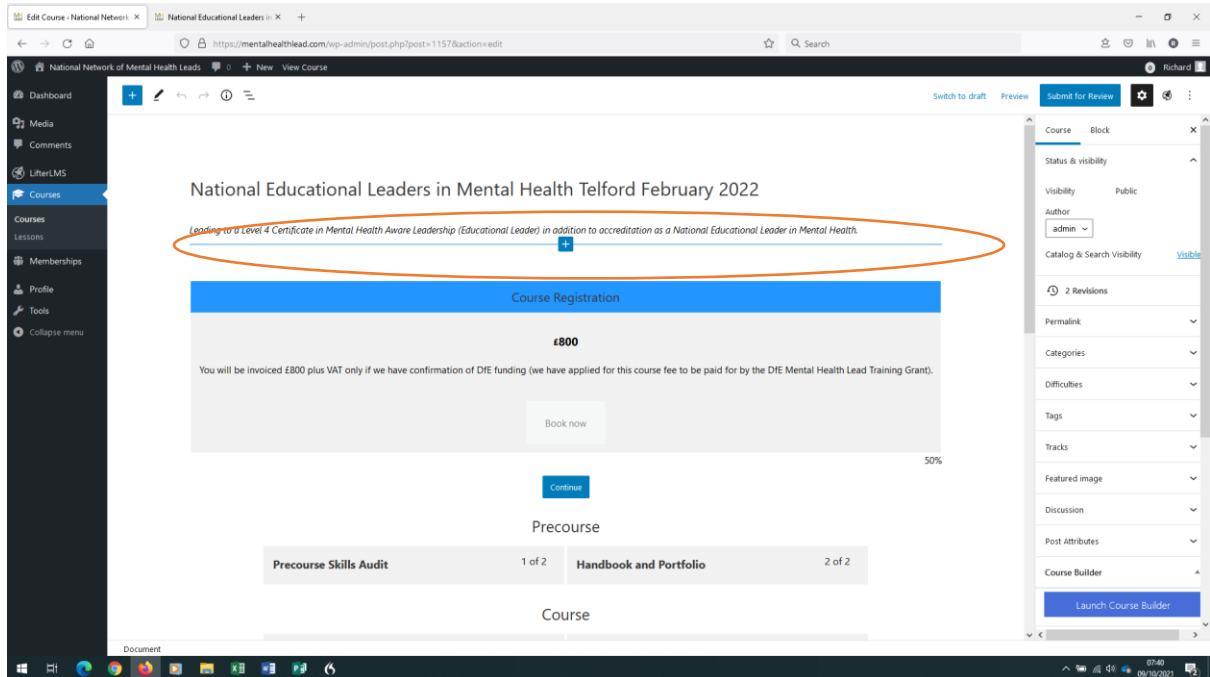
Tracks

Course Builder

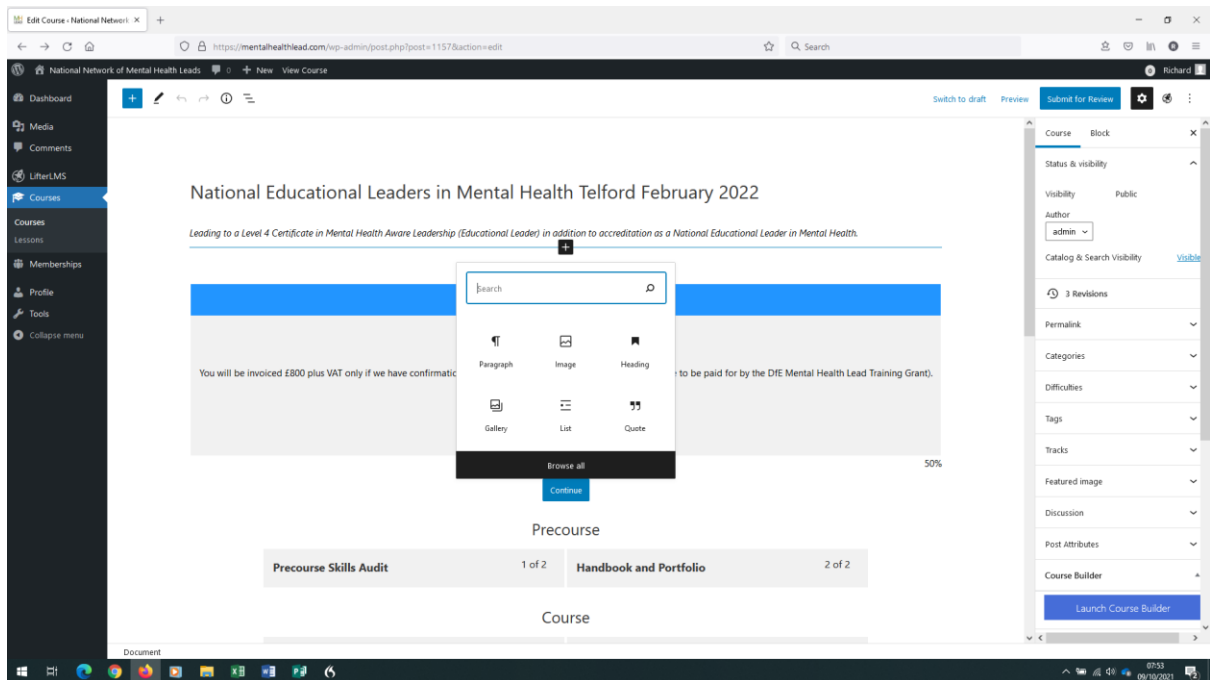
Launch Course Builder

Adding details to your courses

To add venue details, dates, times, additional resources, hover over the space between the bottom of the text and the Course Registration bar. A line with a plus symbol will appear:

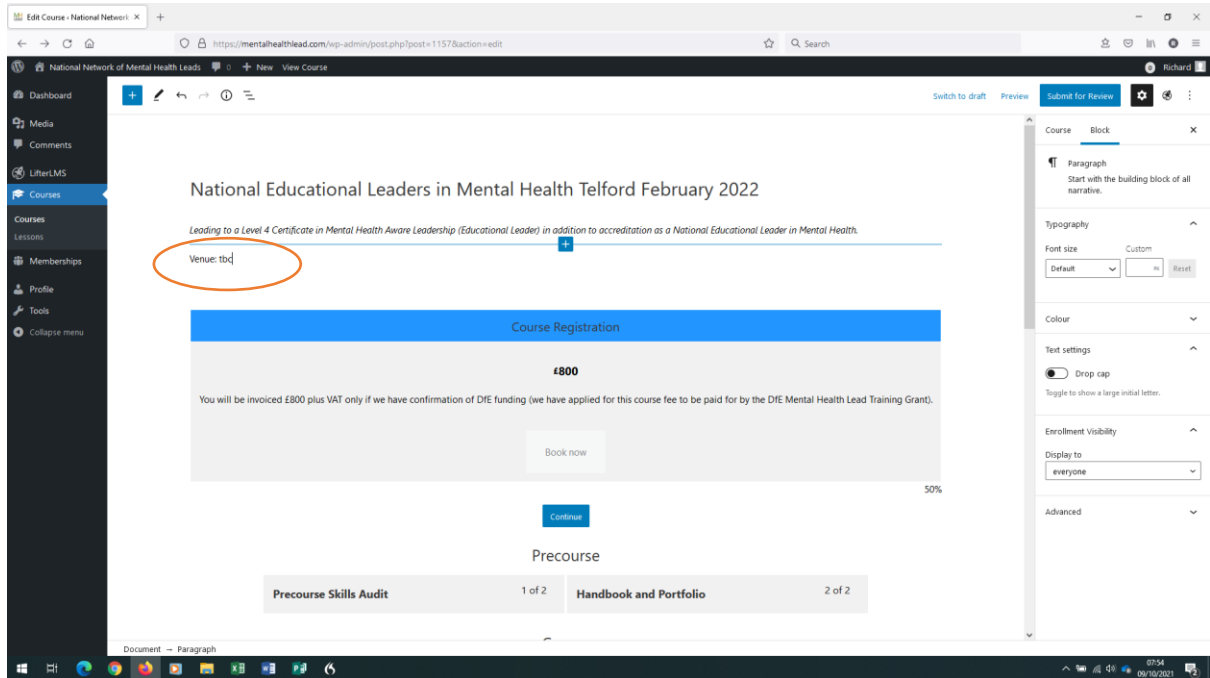


A popup will appear:



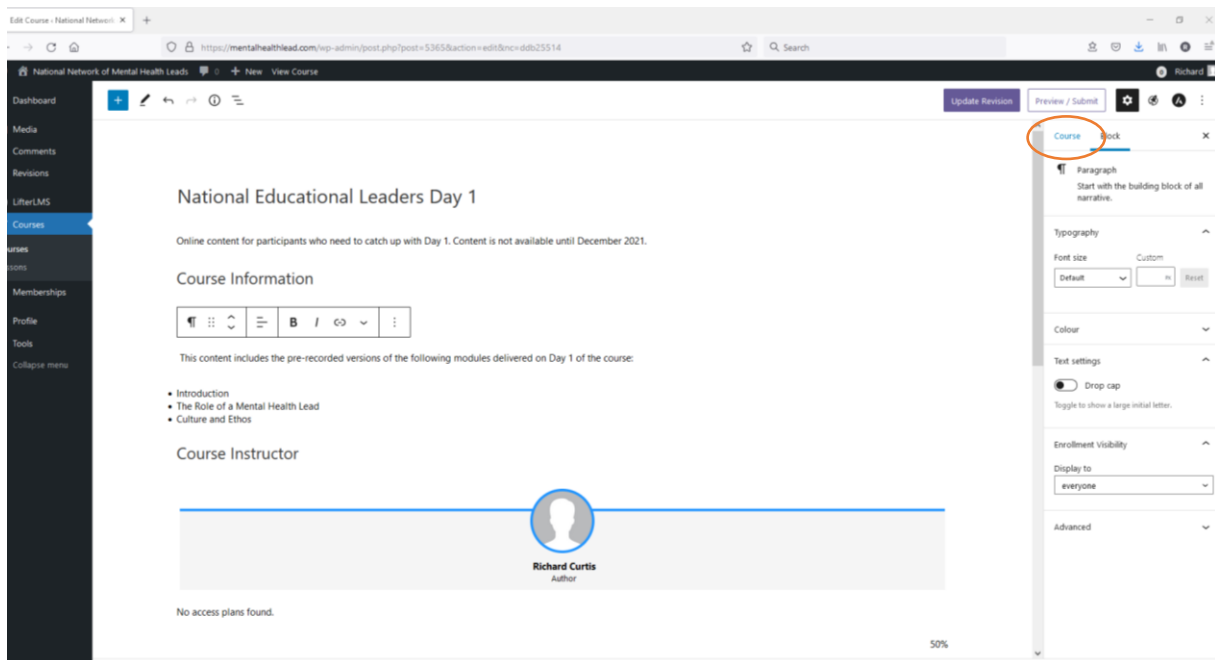
Adding text

If you are adding text (e.g. venue) then click on paragraph and type your text:



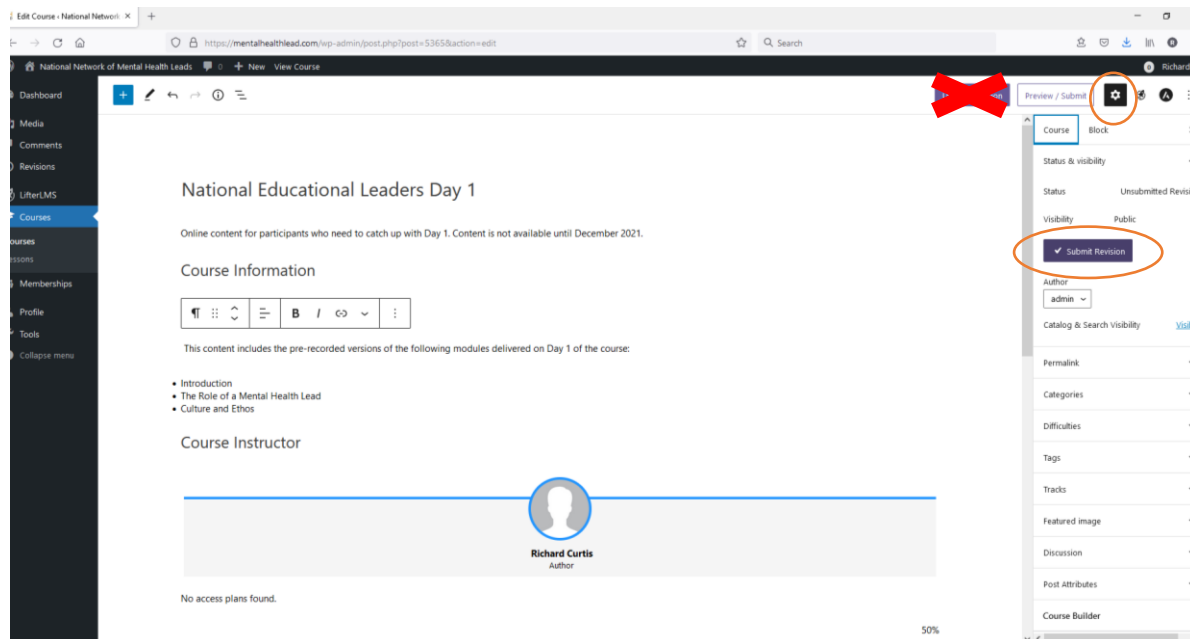
The screenshot shows a web browser window displaying a course editor. The main content area has a heading "National Educational Leaders in Mental Health Telford February 2022" and a paragraph of text: "Leading to a Level 4 Certificate in Mental Health Aware Leadership (Educational Leader) in addition to accreditation as a National Educational Leader in Mental Health." Below this, the text "Venue: tbc" is circled in orange. A "Course Registration" box is visible, showing a price of "£800" and a "Book now" button. At the bottom, there are "Precourse" sections: "Precourse Skills Audit" (1 of 2) and "Handbook and Portfolio" (2 of 2). On the right, a sidebar menu is open, showing "Course" selected and "Block" as the active widget.

On the right hand menu ensure the Course widgets are showing:



The screenshot shows the same course editor interface, but with a different course titled "National Educational Leaders Day 1". The main content area includes a heading, a note about online content availability, "Course Information" with a rich text editor, a list of modules, and a "Course Instructor" section for "Richard Curtis". The right-hand sidebar menu is open, and the "Course" widget is circled in orange, indicating it is selected. The "Block" widget is also visible below it.

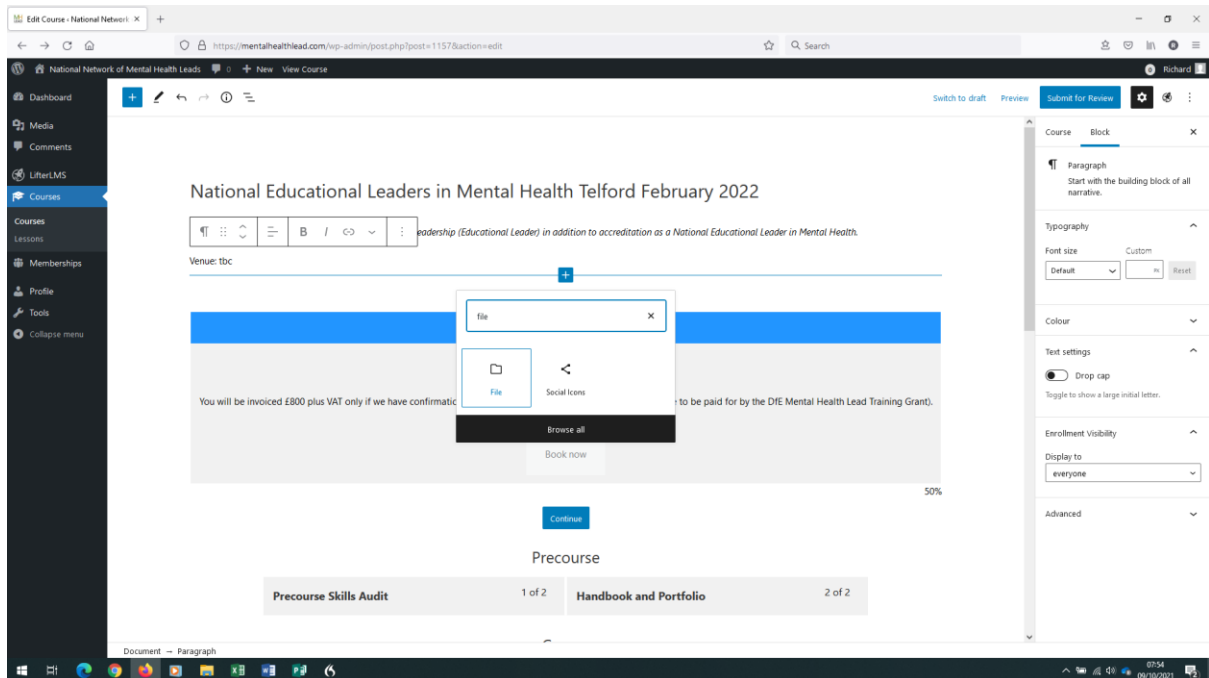
When you have finished you need to click on the “Submit for Review” button on the right and notify the admin team it needs reviewing. You may be required to click on the gear icon to see the button, the Update Revision button at the top does NOT submit your revision, it just saves it. Once the Submit Revision button is clicked, it will then be reviewed and approved:



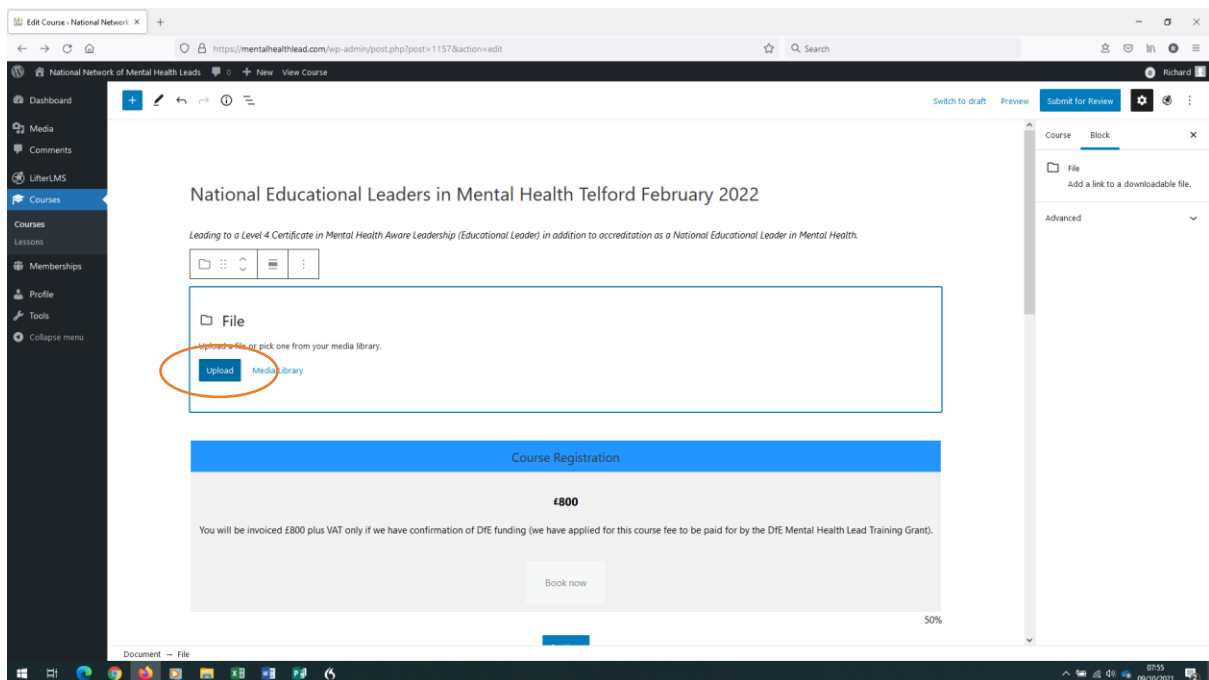
You will receive an email to confirm that your changes have been approved.

Adding files or images

If you are adding a file or image, you will need to upload it. Click on File/Image if the icon is on the dropdown (or you may need to search for “file” or “image”):



Select upload:



Upload your document. NB if you wish to replace this document, then it must be done by one of our admins (for example an updated document).

When you have finished you need to click on the “Submit for Review” button on the top right and notify the admin team it needs reviewing. It will then be reviewed and approved.