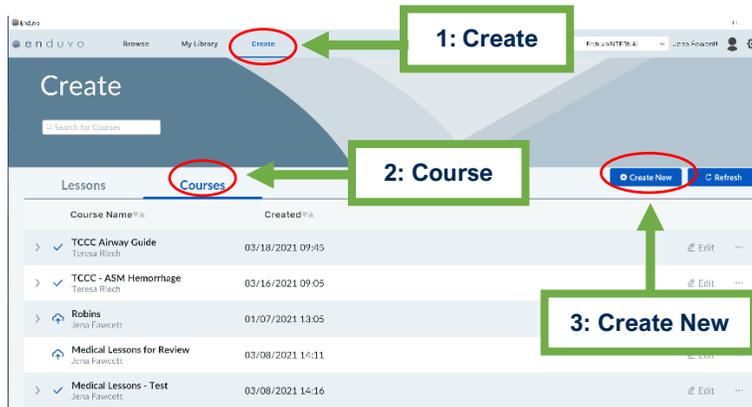


Enduvo has prepared this guide to help users publish their learning experiences. The guide is for users who have Version 1.4 or higher, unless otherwise noted and will cover:

- Creating courses
- Adding lessons to your course
- Selecting course categories
- Publishing your course

STEP 1:

To publish your learning experiences, you must create a course and then add to it the lessons you want to publish. To create a course: 1 - click create, 2 - click course, and 3 - click create new.



HELPFUL HINTS

To publish the lessons you create, they must be part of a course.

A course allows your lessons to be published to a workspace for others to access and experience.

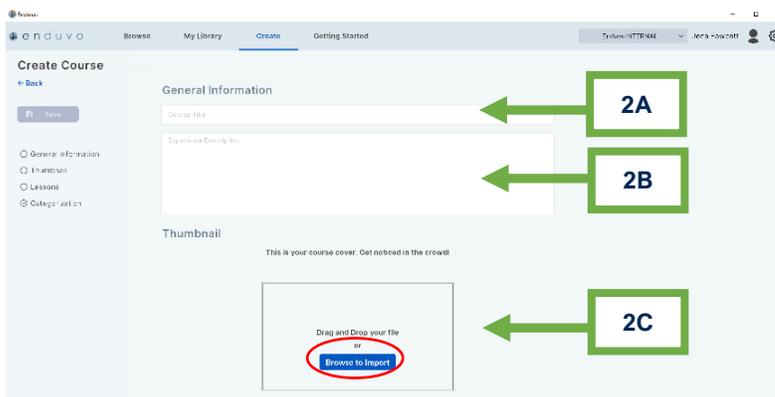
STEP 2:

Next follow the course template:

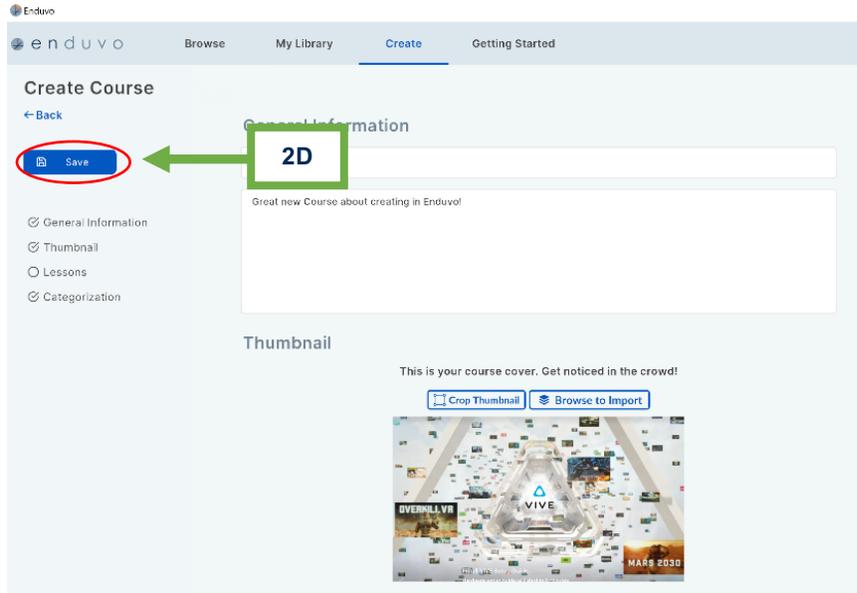
- Enter the name of the course
- Write a short description about the course
- Select a thumbnail picture that depicts the course.
- Save your work.

HELPFUL HINTS

To add a thumbnail picture drag and drop your image or select **Browse** and import an image from your computer.



STEP 2 CONTINUED:

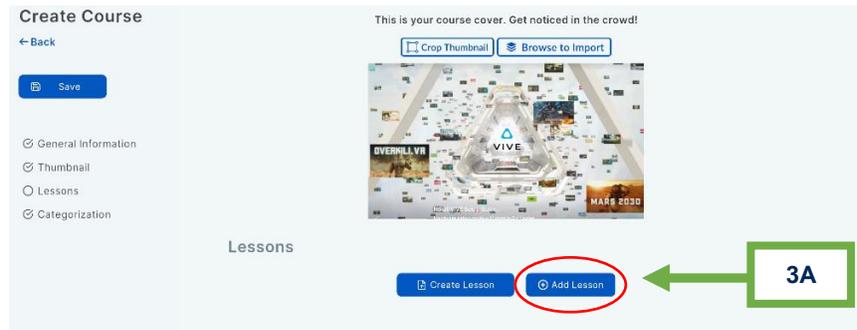


HELPFUL HINTS

When you add new content to the **Course Template**, the **Save Button** turns dark blue. Save your work throughout the course creation process.

STEP 3:

3A: After completing the top half of the **Course Template**, you can add lessons to your course. To add lessons, click **Add Lesson**, and a list of the lessons you have created will appear.

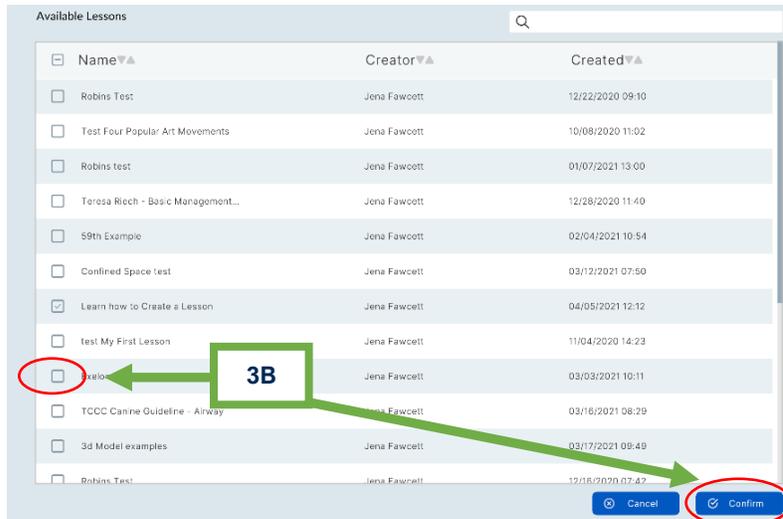


HELPFUL HINTS

You can also click **Create a Lesson** button from this screen and reference the “Enduvo Creation Guide” for steps to create your own lesson.

STEP 3: CONTINUED

3B: Select the lesson(s) you wish to add to your course from the list of lessons, then click **Confirm**.



HELPFUL HINTS

If you want to rearrange the order of how the lessons appear in the course, click the waffle icon on the left-hand side of the lesson. Then, drag and drop the lessons into the order you want. (This feature is available in 1.6 or higher.)



3C: Click **Add Lesson** to add more lessons to your course.



STEP 4:

4A: From the **Categories** dropdown list, select the category or categories that best represents your course topic. Next, associate the course with the workspace(s) where you want it to appear.

HELPFUL HINTS

You can select more than one category and workspace for your course.



STEP 4 CONTINUED:

4B: If your lessons are complete and ready to publish, click **Publish** then **Save**. If the lessons in your course are still under development, leave **Publish** unselected and click **Save**. You can always come back and publish later.



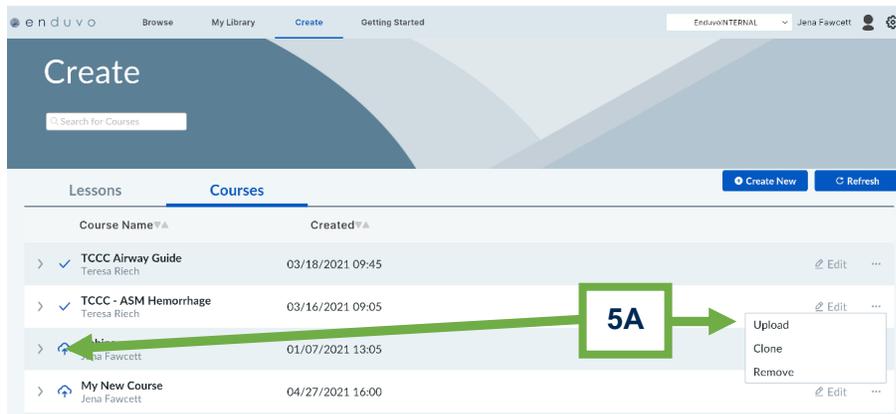
STEP 5

5A: Once your course is created, and you selected **Publish**, you need to upload it to the cloud, so it is available for others to experience.

To upload your course, click on the 3 dots on the right-hand side of the lesson. A menu will pop up, select **Upload**. A spinning icon where the cloud icon was previously, indicates that your lesson is uploading.

A **down arrow** in the cloud icon to the left of the course/lesson, indicates the lesson on your computer is **not the latest version of the lesson**, and there is an **updated version** of the course/lesson available for **downloading**.

If the **arrow on the left is pointing up**, it indicates there is a **new or updated version** of the course/lesson on your computer to upload to the cloud.



5B: Once uploading is complete, a checkmark will appear next to the course name, indicating the course was successfully uploaded and is now stored in the cloud.



Enjoy learning in Enduvo!

Find additional hints and best practices on our [support page](#). If you have questions, please contact support@enduvo.com.