

# IMH Online

## Creating Courses

### 1) Creating a New Course:

- a) From the dashboard, hover over LearnDash and click Courses.
- b) Click “Add New” on the top right side.
- c) Type in the title of the new course.
- d) Add the featured image of the course by click on the “featured image” box on right settings column.
- e) Click “save draft” before proceeding.
- f) Go to course settings and configure the new course (follow along with the “create a new course” video, to configure the correct settings).

### 2) Creating Lessons for the New Course:

- a) Go to the “Builder” tab and create lessons for the new course.
- b) After creating all lessons, open each lesson in a new browser tab by holding down Ctrl or Command and clicking on “edit” located withing the lesson bar.
- c) Within each lesson page, enable “Video Progression” then add the URL of the video.
- d) Next, enable the “video controls display” just below the where the URL was inserted.
- e) Once all URLs are added for all lessons, exit out of each lesson browser tab and click “save draft” in the course page.
- f) Double check the settings and urls if desired, then click “publish”.

### 3) Configuring the New Course with MemberPress:

- a) Once the new course is published, you will need to add it to each membership plan that you want the course to appear on.
- b) Hover over MemberPress and click on “memberships”
- c) Edit each membership to include the new course (see the training video and follow along to configure)
- d) Once the course is added to the memberships, run the LearnDash integration tool as shown in the training video (note: the courses will not display for members if this step is missed).

### 4) Testing the New Course

- a) Open a private or incognito tab in your browser and visit the url to site where the new course was created.
- b) Log in with the test user using the test user credentials: username – ttester and password – 1qazxsw2!QAZXSW@
- c) Once logged in, go the “my account” or ‘mi cuenta” and locate the new course(s). Test each lesson the verify the correct video and order.