

## When to Use

**Site Availability:** Dynamic and Static

The Course and Course Search page types provide the functionality for an organization to maintain a course or program listing.

The Course page is used to publish individual courses. If you publish a list of courses, create a Course page for each one. These are generally added as child pages of the Course Search page.

### Before Creating the Page

Make sure your System Administrator has configured the **CourseCategory1.txt** and **CourseCategory2.txt** files to add Topics and Locations. These two files are located in the Page Types folder of your Active CM installation. The options added here will be available when creating courses and on the Course Search page.

### Examples of How to Use

- ▶ To maintain a listing of courses offered by your organization.
- ▶ Create a list of conferences and seminars available for employees to attend.
- ▶ Post bursary and financial awards available to students.

## Course Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
<b>Course Information</b>	<b>Topic</b>	<p>This is the first selection box in the Course Information section. By default this field is labeled "Topic" but is customizable on the field label definitions on the Course Search page.</p> <p>Select the item(s) for the course. Multiple selections can be made by pressing down the CTRL key and clicking all appropriate selections.</p> <p><i>Hide From View:</i> Check this checkbox if you do not want to display this information on the published course page.</p>
	<b>Location</b>	<p>This is the second selection box in the Course Information section. By default this field is labeled "Location" but is customizable on the field label definitions on the Course Search page.</p> <p>Select the item(s) for the course. Multiple selections can be made by pressing down the CTRL key and clicking all appropriate selections.</p> <p><i>Hide From View:</i> Check this box if you do not want to</p>

<b>Page Section</b>	<b>Field Name/Item</b>	<b>Description of usage</b>
		display this information on the published course page. <i>Hide From Search:</i> Check this box if you do not want the course search feature to search this field.
	<b>Beginning Date</b>	Set the start date and time of the course. <i>Hide From View:</i> Check this box if you do not want this field displayed on the published course page. The time is not displayed on the published page. <i>Hide From Search:</i> Check this box if you do not want the course search feature to search this field.
	<b>End Date</b>	Set the end date and time of the course. <i>Hide From View:</i> Check this box if you do not want this field displayed on the published course page. The time is not displayed on the published page.
<b>Course Content</b>	n/a	Enter the text, graphics and links to describe the course.

## Course Page Tips!

- ▶ Create Course pages as child pages of the Course Search page.