1. Log in to Athena

2. Select **CE Programs** from the navigation menu.

3. Select **Series** from the sub-navigation menu.

4. Click **Add Series** at the top.

5. Add a name for this series.
6. Add a description for this series. This can include supplemental images, lists, and simple formatting.

7. Select whether this series is also a certificate using the *Is a Certificate?* field.

8. Select whether this series is also a degree using the *Is a Degree?* field.

9. (Optional) Select or upload a new image.

   *NOTE: Be sure to check the “CE Programs” crop tab. For help adding a new image, see Adding an Image, Editing Image Properties, and Cropping an Image.*

10. (Optional) Select or upload a video.

    *NOTE: For help adding a new video, see Adding a Video and Editing a Video.*

11. Select the programs that are a part of this series.

    *NOTE: Only active programs are available to be added to a series.*
12. Click **Create Series**.

---

**Still need help?**

If you have questions related to this article, please contact the LTS Help Desk at **715-836-5711** or helpdesk@uwec.edu.