Athena CE Programs: Adding a Series

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.

   NOTE: Avoid including the word "series". If applicable, append "Certificate" or "Degree".

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.*

![Program Selection Table]

12. Click **Create Series**.

![Create Series Button]

**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.