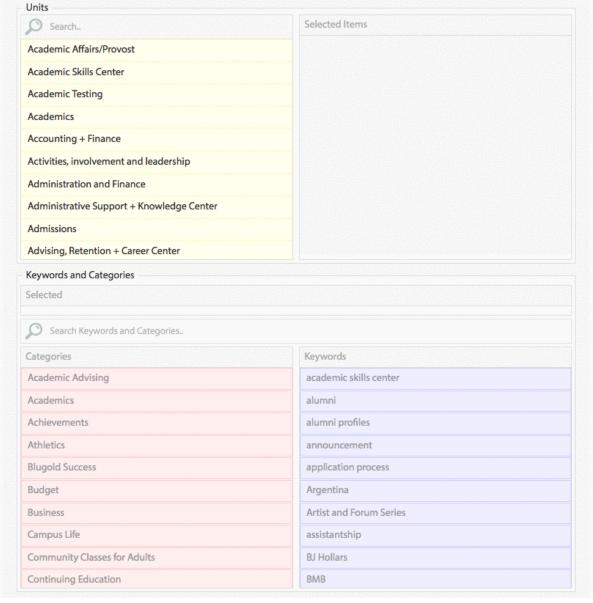
Athena CE Programs: Editing a Program: Organize Tab

Last Modified on 02/27/2020 12:11 pm CST

- 1. Drag over from left to right the appropriate units for this program.
- 2. Select the appropriate keywords and categories for this program.

NOTE: Continuing Education must be set as the primary unit. At least one of the following should be selected in the Keywords and Categories section: "Degrees, Certificates, and Courses for Contemporary Learners", "Professional and Workforce Development", "Youth and Community Programs". Additionally, at least one of the following should be selected as well: "Business", "Community Classes for Adults", "Education", "Healthcare", "Human Services", "Nonprofit", "Online", "Youth".



3. Click Save.

4. Proceed to the **Instructors** tab.

For in-depth instructions on each section of a program:

- Adding a Program
- Content
- Info
- Registration
- Organize
- Instructors
- Series
- Discounts
- Dates
- Testimonials
- Images
- Videos
- Resources
- Sponsors and Partners
- Deactivating and Activating a Program

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.