

# Athena CE Programs: Editing a Program: Organize Tab

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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".*

Units		Selected Items
<input type="text" value="Search.."/>		
Academic Affairs/Provost		
Academic Skills Center		
Academic Testing		
Academics		
Accounting + Finance		
Activities, involvement and leadership		
Administration and Finance		
Administrative Support + Knowledge Center		
Admissions		
Advising, Retention + Career Center		

  

Keywords and Categories	
Selected	
<input type="text" value="Search Keywords and Categories.."/>	
Categories	Keywords
Academic Advising	academic skills center
Academics	alumni
Achievements	alumni profiles
Athletics	announcement
Blugold Success	application process
Budget	Argentina
Business	Artist and Forum Series
Campus Life	assistantship
Community Classes for Adults	BJ Hollars
Continuing Education	BMB

3. Click **Save**.

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

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**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](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).

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