

Edit Instructors

To add or edit teachers, select "Users" from the left sidebar.

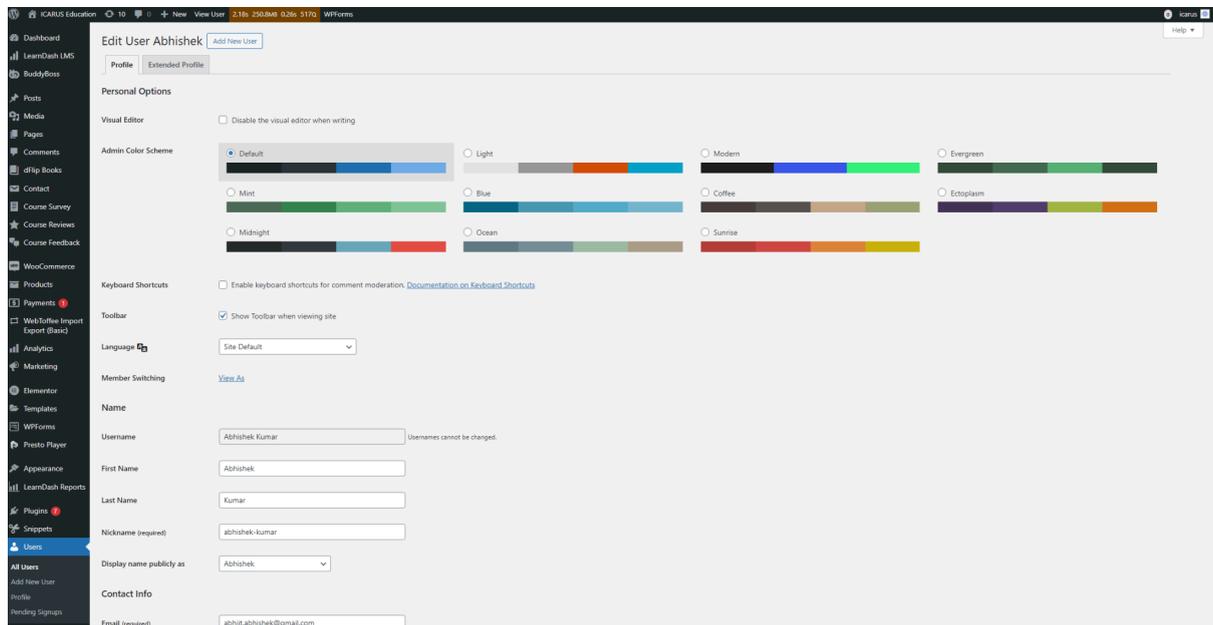
After the page has finished loading we will see a list of all available users. In it there are all categories of users, such as subscribers (students), administrators, instructors (teachers), etc.

For easier use, select the Instructors option from the filters.

then from the list we can select the teacher we wish to edit.

For example we will see the Profile of the user Abhishek Kumar.

Clicking on his name in the list loads the page as shown in the screenshot below.



From the tabs at the top, select "Extended Profile"

The screenshot shows the 'Edit User' form in Moodle, specifically the 'Extended Profile' tab. The form is divided into several sections:

- Details:** Fields for First Name (required), Last Name (required), and Nickname (required). Each field has a 'This field can be seen by: Public' label and a 'Change' button.
- User Options:** A checkbox for 'Display' (in ICARUS AI instructor list (front page)) with a 'Change' button.
- LinkedIn:** A text field for the LinkedIn profile URL with a 'Change' button.
- Website:** A text field for the website URL with a 'Change' button.
- Title:** A text field for the user's title with a 'Change' button.
- Biography:** A rich text editor for the user's biography. The text in the editor reads: "Abhishek Kumar is a result-oriented professional with 15+ years of experience in the fields of Learning & Development and Corporate Training. He holds B.Sc. degree in IT Management and Software Engineering from NIIT, Kuvempu University, as well as an MBA in IT Management from the Symbiosis Centre for Information Technology. He is proficient at managing & leading teams for running successful training programme operations. He has rich experience of developing procedures, service standards for business excellence, and is well-versed with Team Management in the IT Service, IT Training & Customer Service industries. He currently serves as a Technology Consultant for SpireTec Solutions (India). Previously, he worked as an Advisor to SpireWeb Solutions (India), a Freelance Instructor at Global Knowledge, a Senior Technical Trainer - M365 at Sherweb (Canada), and a Freelance Training Consultant at NetCom Learning (USA)." Below the editor is a 'Change' button.
- Universities:** A dropdown menu for selecting universities. The list includes: GEORGIA INSTITUTE OF TECHNOLOGY, GEORGIA STATE UNIVERSITY, GLOBAL HUMANISTIC UNIVERSITY, and GLOBAL KNOWLEDGE. Below the dropdown is a 'Change' button.

On the right side of the form, there are sections for 'Status' (Active, Suspend), 'Profile Photo' (with an 'Edit Profile Photo' button), and 'Member's Stats' (Last active: February 22, 2023 @ 1:36 pm, 0 connections, 0 groups).

On this page we can add/change all the necessary information about the teacher.

More detail:

1. First name and Last name
2. Nickname (Attention: this must be the same as the corresponding field in the 1st "Profile" tab)
3. Display, whether the user will be allowed to appear on the teachers page as well as the home page
4. LinkedIn
5. Website
6. Title, for example Dr, Phd etc
7. Biography, here we can add a short text for the professor's biography, a text editor with all the basic functions is provided
8. Universities, from here we select the universities where the professor has been trained, to add multiple from the list, hold down Control

Also, we can put an image for the teacher as well as completely Suspend his account.

Status ^ v ▲

Active
 Suspend

 Registered on: February 22, 2023 @ 1:36 pm

[View Profile](#) [Update Profile](#)

Profile Photo ^ v ▲



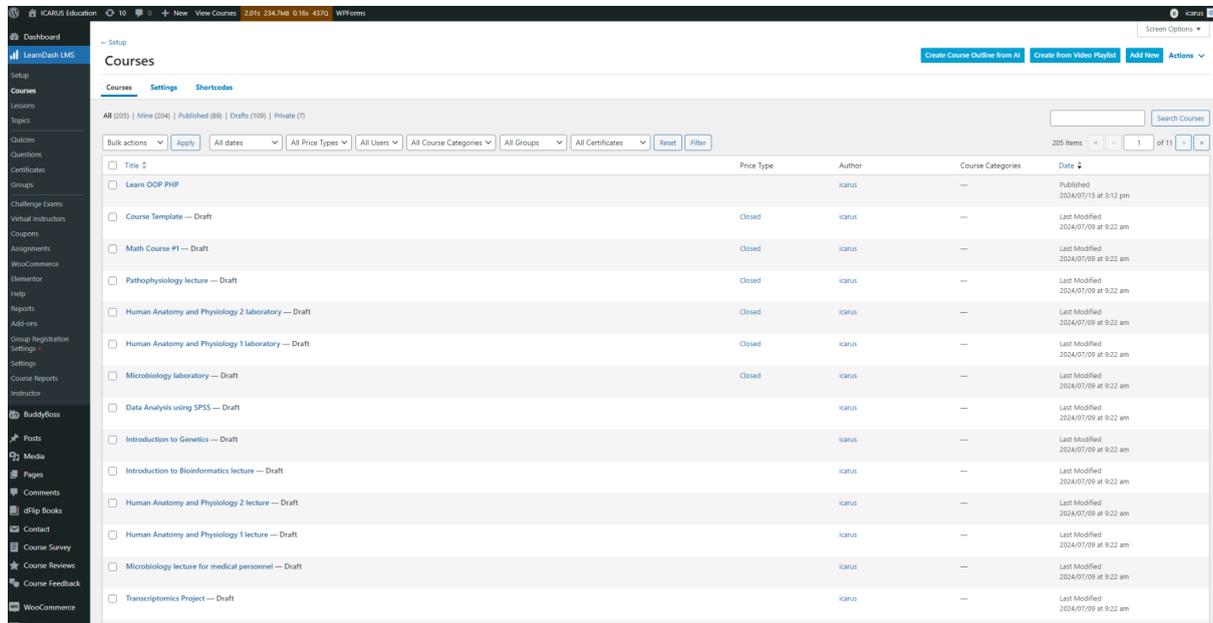
 [Edit Profile Photo](#)

Finally, to save, press the "Update Profile" button.

Add / Edit Courses (Content)

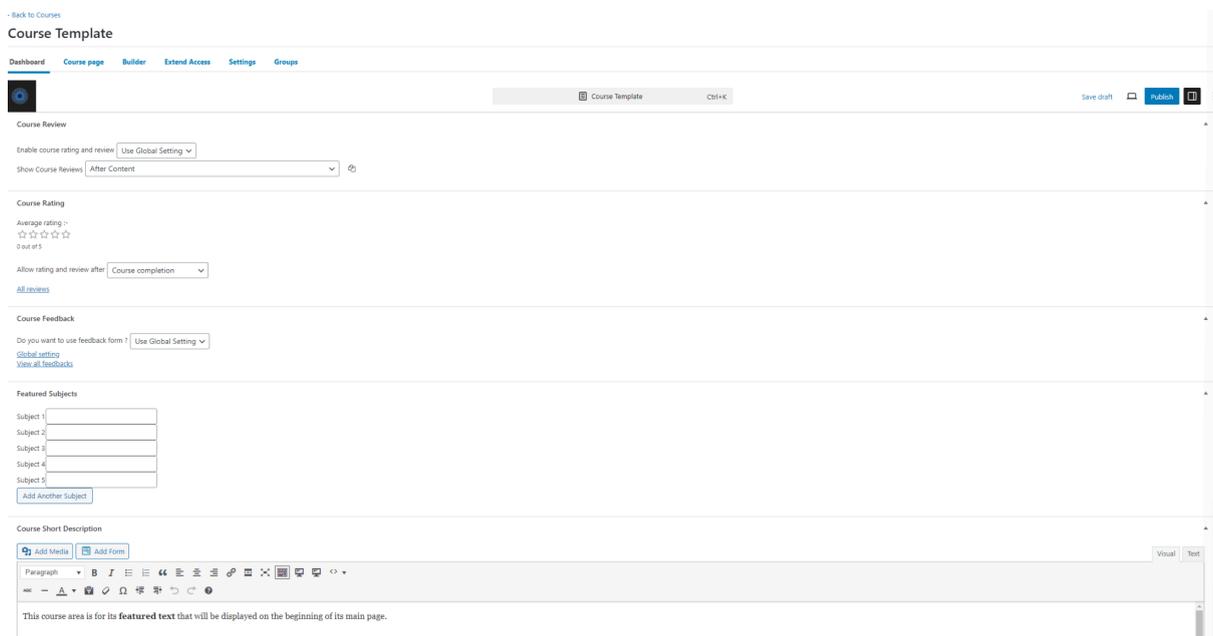
To edit or add a course, select LearnDash -> Courses from the menu on the left

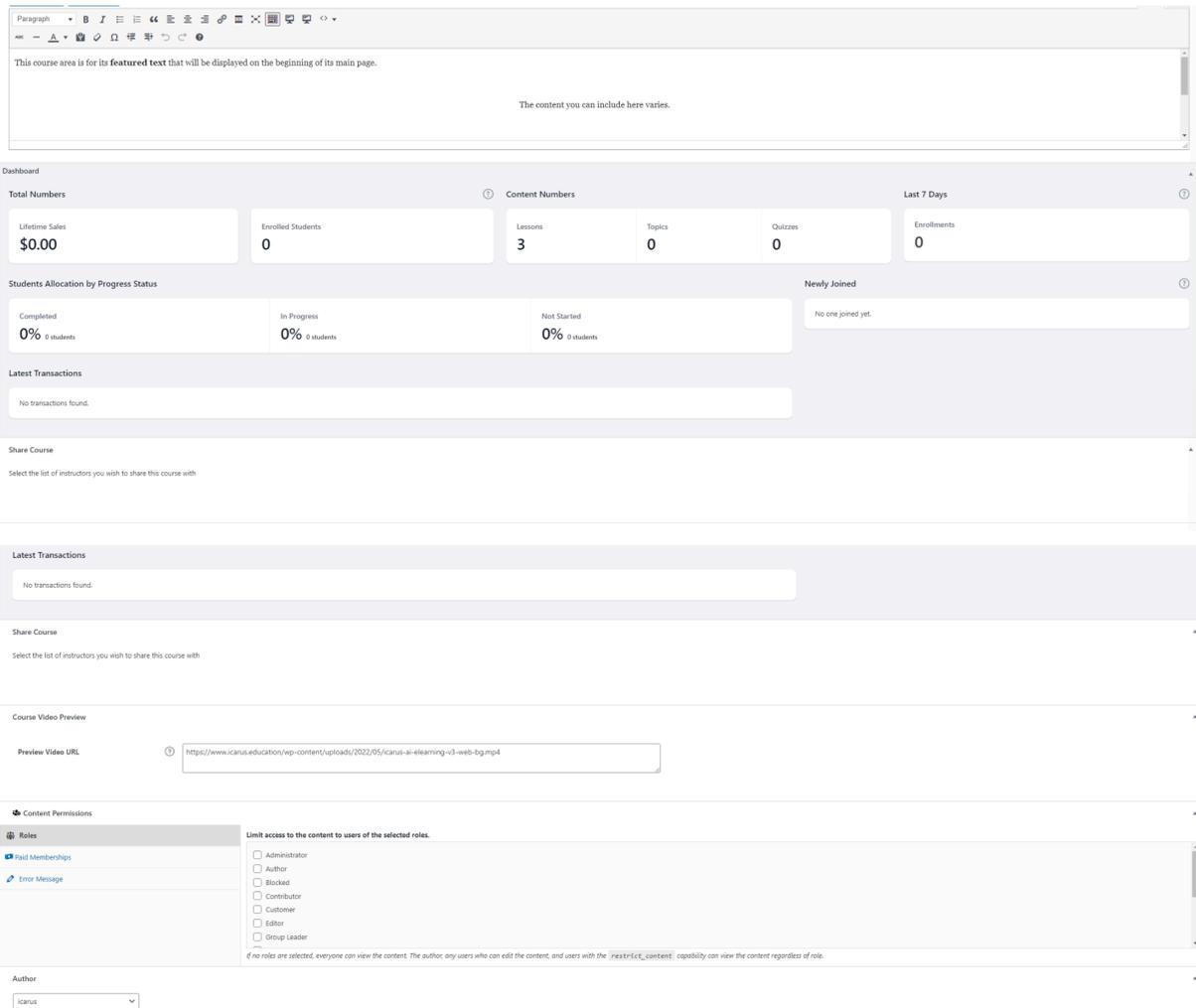
When the page loads we see the list of all courses, whether they are Published or draft.



For example, we will see the course named "Course Template".

When it loads this is the page we will see in front of us.





In the first tab we see named Dashboard we are mainly interested in 4 fields.

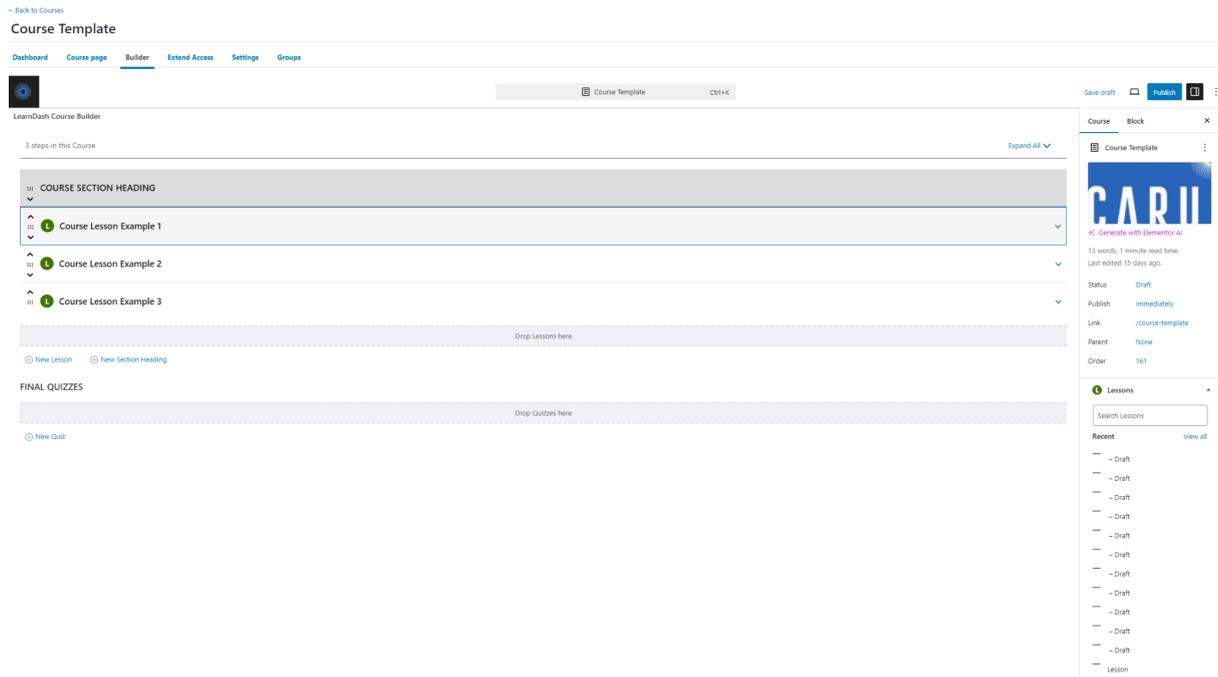
More detail:

1. Featured subjects, mainly for terminologies or short sentences that explain what the user will learn from the course
2. Course Short description, short description of the course that appears at the top of the course page
3. Course Video Preview, the url with the intro video of the course from the Icarus YouTube channel
4. Author, the creator of the course

The second tab named Course Page contains the long description of the course as well as on the right sidebar we have the following:

1. Course Categories
2. Cover Photo

In the third tab "Builder" we can make the structure of the Course.



To edit each Lesson after adding them, we can select "Edit" when we hover over it with our mouse.



With our choice, a new window will open with similar functions as the "Course page" tab we saw above.