**Add Course -**

Course Name - The admin needs to add the name of the course.

Module - For which module the admin adds the course.

Level - On which level this course will be shown.

Priority - For which sub - module this course is created.

Designation - which designation employee can see this course.

Course topic - On which topic this course is created.

Days - to - complete - How many days will be allotted to the employees to complete this particular course.

Total Course Duration - Time to complete the entire course.

Certification - The admin can mention weather this is a certification course or not.

Course Cover Picture - Admin has to upload a course cover picture with max size 100\*400.

Course Profile Picture - Admin has to also add a course profile picture with max size 100\*150

Course Description - Admin has to add a brief description of the course that the admin is adding.

Section Name - Section is basically a chapter from a course, there can be various section under one single course.

Content Details - a brief synopsis of the section.

Content Type - In this part the admin has to mention what type of content is being added from the drop down. Has to choose the file and upload the same.

**Induction** - In this part the admin can check all the modules and sub-modules that they have added under this level. The courses that are added won’t automatically be seen in the partiuclar module, the admin has to select the “make live” button to add the course in the module. The admin also has an option to edit and delete.

Level 1 -Same as that of Induction

Level 2 - Same as that of induction

Level 3 - Same as that of induction

Level 4 - Same as that of induction