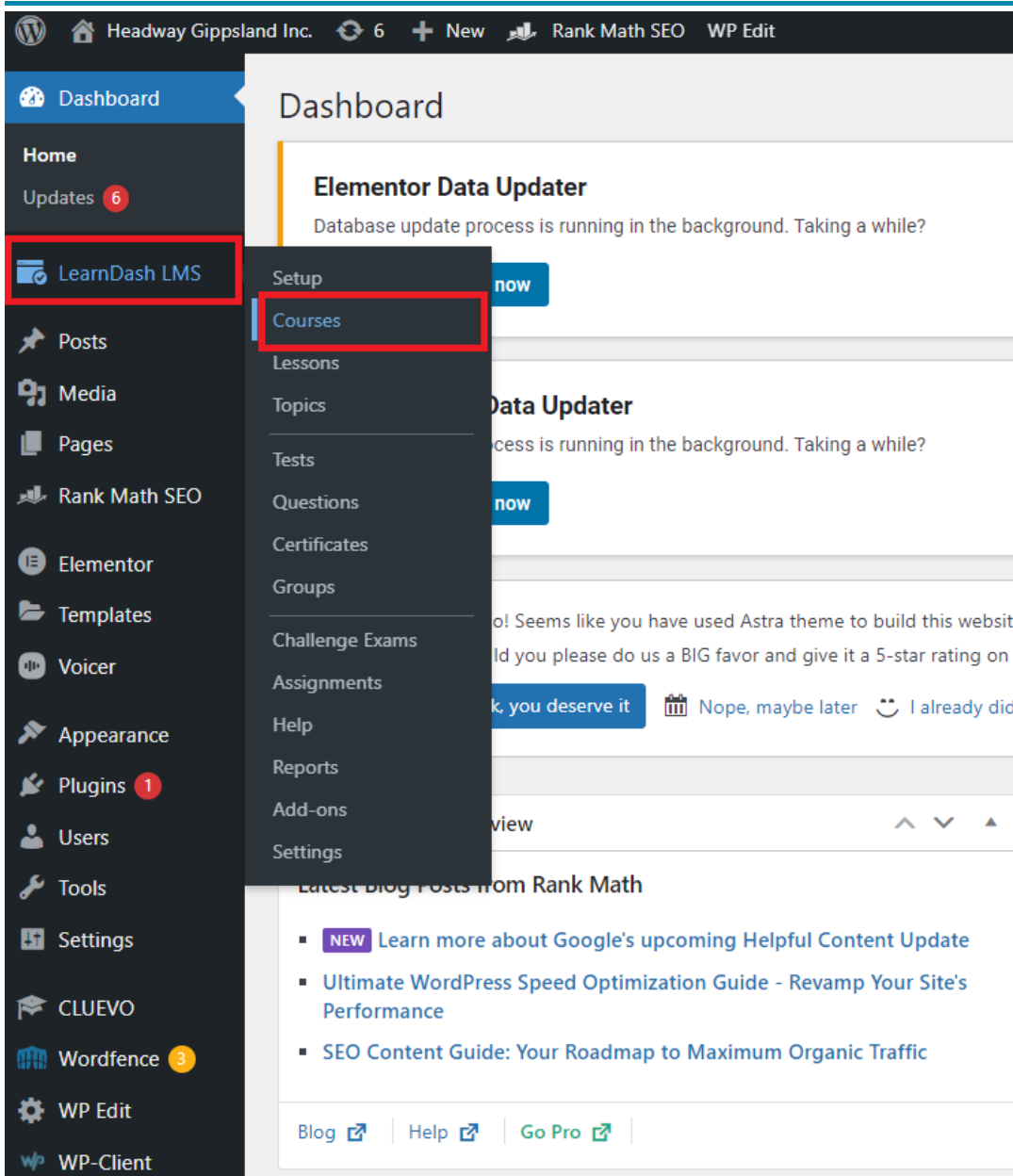


How to make changes to the Induction Training



The screenshot shows the WordPress dashboard for 'Headway Gippsland Inc.'. The left-hand sidebar menu is expanded, and the 'LearnDash LMS' option is highlighted with a red box. A sub-menu is displayed over 'LearnDash LMS', with the 'Courses' option also highlighted by a red box. Other menu items visible include Dashboard, Home, Updates (6), Posts, Media, Pages, Rank Math SEO, Elementor, Templates, Voicer, Appearance, Plugins (1), Users, Tools, Settings, CLUEVO, Wordfence (3), WP Edit, and WP-Client. The main dashboard area shows an 'Elementor Data Updater' notification and a 'Latest Blog Posts from Rank Math' section with three articles.

1. In the Dashboard menu, select **LearnDash LMS**, then **Courses**

How to make changes to the Induction Training

– Setup

Courses

Create Course Outline from AI Create from Video Playlist Add New Actions

Courses Settings Shortcodes

All (3) | Published (2) | Draft (1) | Pillar Content (0) Search Courses

Bulk actions Apply All dates Rank Math All Price Types All Users All Categories All Certificates Reset Filter 3 items

<input type="checkbox"/>	Title	Price Type	Author	Categories	Date	SEO Details
<input type="checkbox"/>	Headway Induction — Draft	Free	admin	—	Last Modified 2022/06/14 at 2:47 am	N/A Keyword: Not Set Schema: Off Links: 0 0 0 0
<input type="checkbox"/>	Staff Training	Free	admin	—	Published 2021/07/26 at 11:04 pm	N/A Keyword: Not Set Schema: Off Links: 0 1 0 1
<input type="checkbox"/>	Headway Induction	Free	admin	—	Published 2020/07/21 at 3:16 am	N/A Keyword: Not Set Schema: Off Links: 0 1 0 2

Bulk actions Apply 3 items

2. Select **Headway Induction** (not Draft version)

WordPress Home Headway Gippsland Inc. 6 + New View Course Rank Math SEO WP Edit

Dashboard

LearnDash LMS

Setup

Courses

Lessons

Topics

Tests

Questions

Certificates

Groups

– Back to Courses

Headway Induction

Course page **Builder** Settings

Edit Course

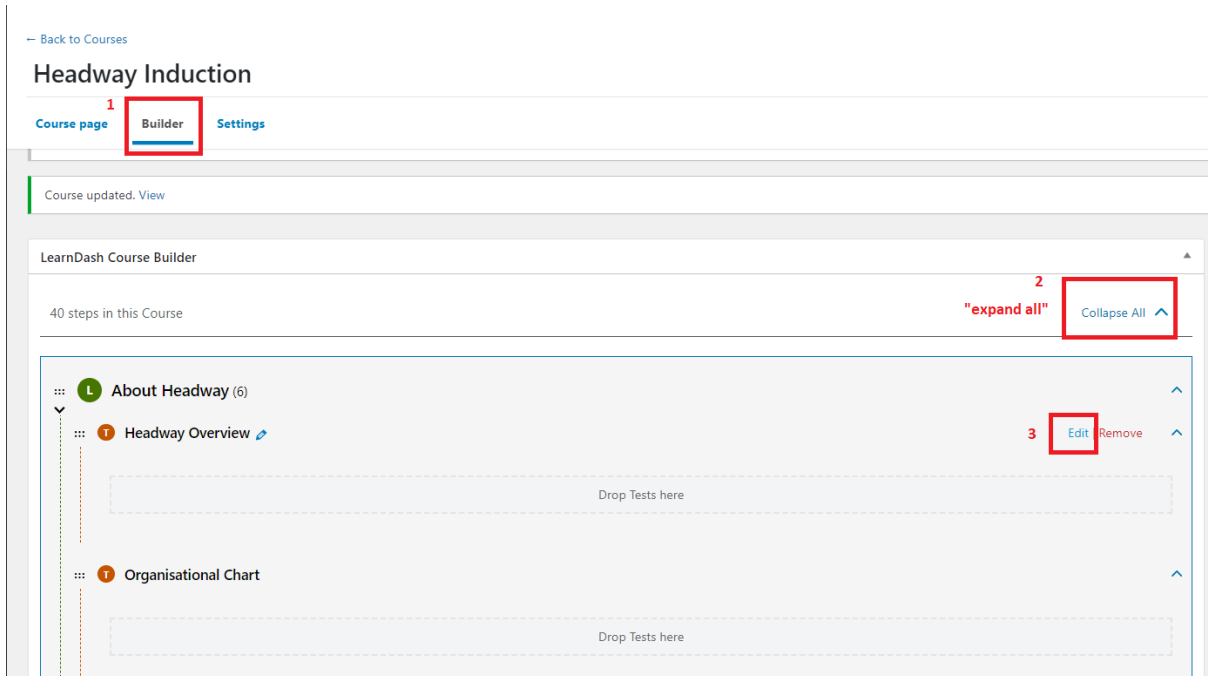
Elementor Data Updater

Database update process is running in the background. Taking a while?

[Click here to run it now](#)

3. Select **Builder** at the top of the page

How to make changes to the Induction Training



← Back to Courses

Headway Induction

Course page **1** Builder Settings

Course updated. View

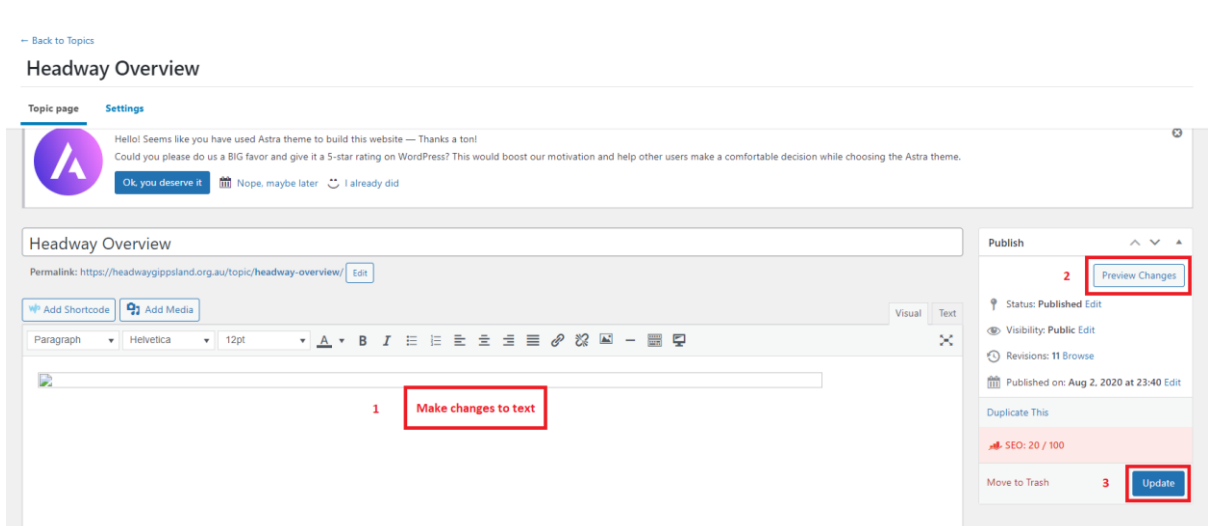
LearnDash Course Builder

40 steps in this Course **2** "expand all" Collapse All ^

- About Headway (6)
 - 3** Headway Overview Edit Remove ^
 - Drop Tests here
 - Organisational Chart
 - Drop Tests here

Click (2) **“expand all.”** This will change to **“collapse all”** once expanded.

Scroll to the lesson you would like to change, and select **“edit.”**



← Back to Topics

Headway Overview

Topic page Settings

Hello! Seems like you have used Astra theme to build this website — Thanks a ton!
Could you please do us a BIG favor and give it a 5-star rating on WordPress? This would boost our motivation and help other users make a comfortable decision while choosing the Astra theme.

Ok, you deserve it 🗑️ Nope, maybe later 😊 I already did

Headway Overview

Permalink: <https://headwaygippsland.org.au/topic/headway-overview/> Edit

Add Shortcode Add Media

Paragraph Helvetica 12pt

1 Make changes to text

Publish **2** Preview Changes

Status: Published Edit

Visibility: Public Edit

Revisions: 11 Browse

Published on: Aug 2, 2020 at 23:40 Edit

Duplicate This

SEO: 20 / 100

Move to Trash **3** Update

4. Make the necessary changes to the text or media. You can add links and new media in this step (1)
5. Make sure to (2) **“Preview”** changes, then, when you are happy with them, select (3) **“Update.”**