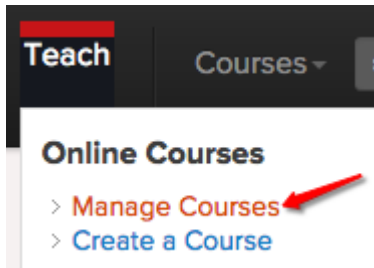




Manage Courses - Options & Features


Code		Author	BrainCert
Created Date	2015-07-19 22:21:42	Last Update	2015-11-21 22:12:23
Rating	☆☆☆☆☆	Votes	43


To manage your courses, click on [Manage Courses](#) link under the **Teach** menu navigation bar on top.




Click on the cog icon under the **options** column.


Options	Price
 ▼	£ 5.00
 ▼	Free

 Preview as Learner


 Preview as Instructor

 Unpublish


 Edit

 Clone

 Delete

 Add Certificate

 Add Course Materials


 Add Rules

 Add Live Class


 Reports

 Assignments

 Enroll New Students

 Manage Enrolled Students

 Email Enrolled Students

 Email Prospective Students

- **Preview as Learner** - Click this option to preview your course from a learners perspective.
- **Preview as Instructor** - Click this option to preview your course from an instructor perspective.
- **Publish / Unpublish** - Click this option to publish or unpublish your course.
- **Edit** - Edit your course.
- **Clone** - Click this option to duplicate your course.
- **Delete** - Delete your course.
- **Shopping Cart** - BrainCert integrates seamlessly with PayPal and Stripe to sell your online courses for faster revenue. Easily create subscriptions and sell it using shopping cart.
- **Discounts** - Offer discounts to your customers by creating coupon codes. Customize coupons with expiry dates, redeem limits, and other extra conditions.
- **Add Certificate** - Click on this link design course completion certificate that students can download as a PDF file upon successful completion of the course.
- **Add Course Materials** - Design your course structure using this intuitive tool. You can organize all your uploaded and embedded contents as course chapters and lectures.
- **Add Rules** - Add course completion rules.
- **Add Live Class** - Add live classes to your course created using Virtual Classroom.
- **Reports** - Shows you detailed reports with interactive graphs of all students enrolled in your course.
- **Enroll New Students** - Enroll New Students automatically by sending them an e-mail notification below. This is best for assigning users to Private or Paid courses. Users who do not have a

BrainCert user account will be granted access to this course when they sign up for an account.

- **Manage Enrolled Students** - Shows the enrollment status of all students and options to deactivate enrollment.
- **Email Enrolled Students** - Email course updates and news to students enrolled in your course.
- **Email Prospective Students** - Send marketing emails to prospective students who are not enrolled in your course.