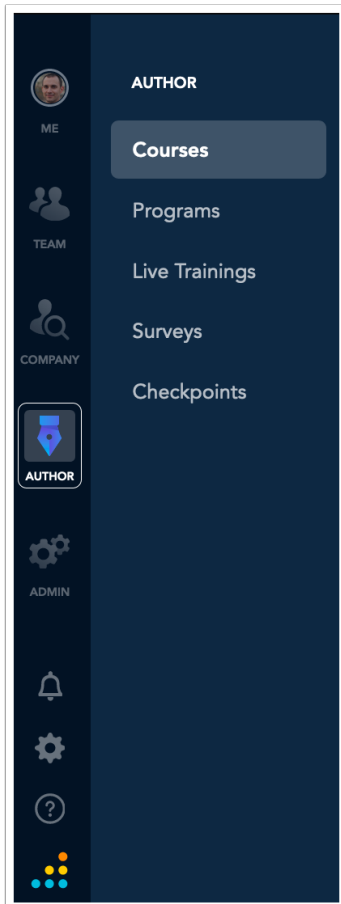


CREATING COURSES

This "How-To" PDF Guide will assist you in adding/creating a course on the SafetyNow LMS eLearning platform, supported by Bridge & Bongarde/SafetyNow, in partnership with Texas Mutual Insurance. To view the full How-To video, please visit <https://texasmutual.safetynow.com/texas-mutual-help/>.

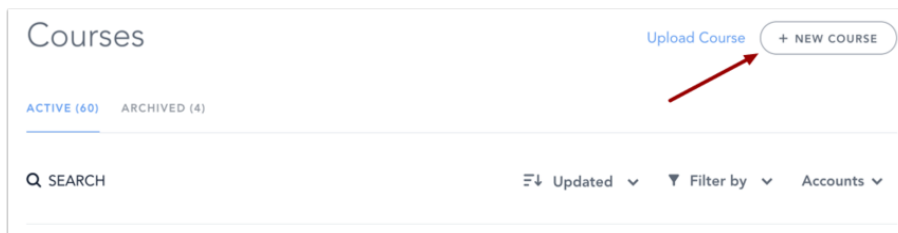
Open Author Menu



In the Global Navigation menu, click the Author icon. Then, click the Courses menu option.

Note: The Global Navigation menu may differ depending on what is enabled in your account.

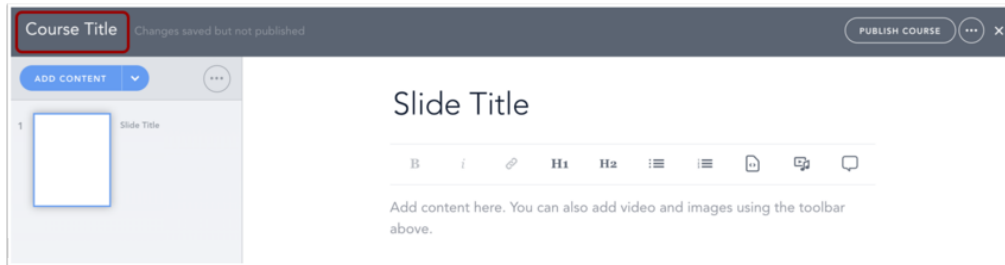
Add New Course



Click the Add New Course button.

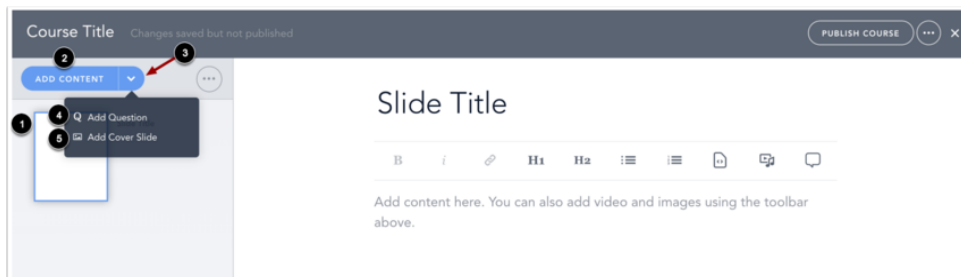
CREATING COURSES

Add Course Title



If you do not enter a course name, your course will be saved as Untitled Course.

Add Content



To [add content to your course](#), add content to the default slide [1] and add additional slides by clicking the Add Content button [2]. To add a quiz question, click the Add Content drop-down menu [3] and click the Add Question link [4]. To [add a cover slide](#), click the Add Cover Slide link [5].

View Course Details



To [view details for your course](#) in the Course Details page, click the Close icon. As you create course content, Bridge automatically saves your work.