



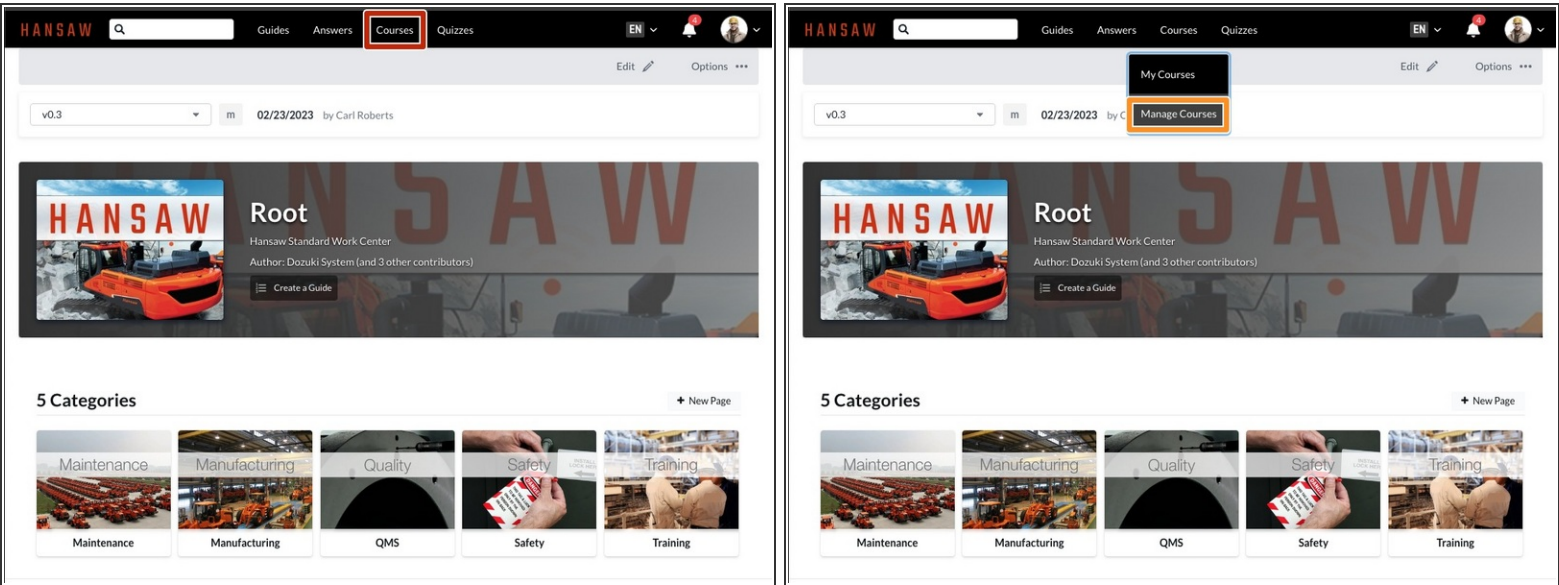
How to Create a Course

This guide shows how to create a course on your Dozuki site as an Admin.

Written By: Dozuki System

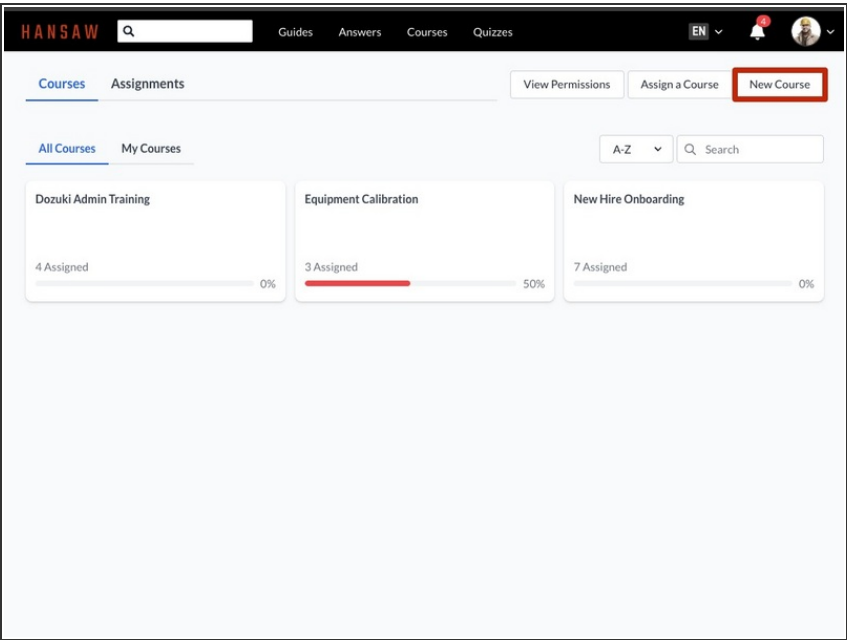


Step 1 — How to Create a Course



- Click on **Courses** in the site header.
- Select **Manage Courses** from the drop-down menu.
- ❗ This section is only available to Admins.

Step 2



- Click on the **New Course** button.

Step 3

HANSAW

← Back Save Changes

Course Visibility
☒ Enabled

Title
New Employee Training

Description
This is a course all new employees must take upon being hired

+ v

ABOUT HELP API CONTRIBUTE
POWERED BY DOZUKI - 2024 DOC-REFERENCE | V.1.0.14

- Give your course a title that describes the training that the users receive.
- Optional - Add a summary to the description box.

Step 4

HANSAW

← Back Save Changes

Course Visibility
☒ Enabled

Title
New Employee Training

Description
This is a course all new employees must take upon being hired

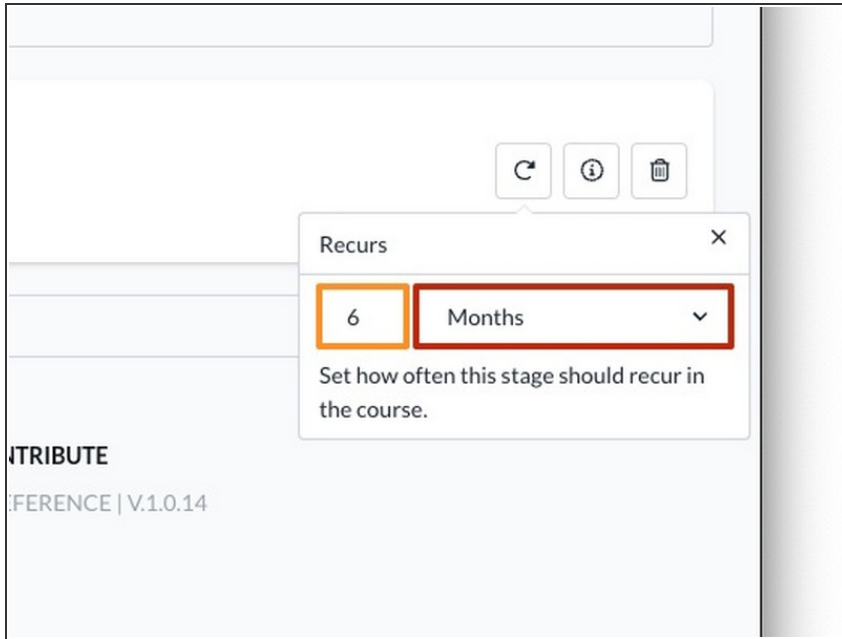
+ v

Guide
Wiki
External Content
Stage Sign-Off

ABOUT HELP API CONTRIBUTE
POWERED BY DOZUKI - 2024 DOC-REFERENCE | V.1.0.14

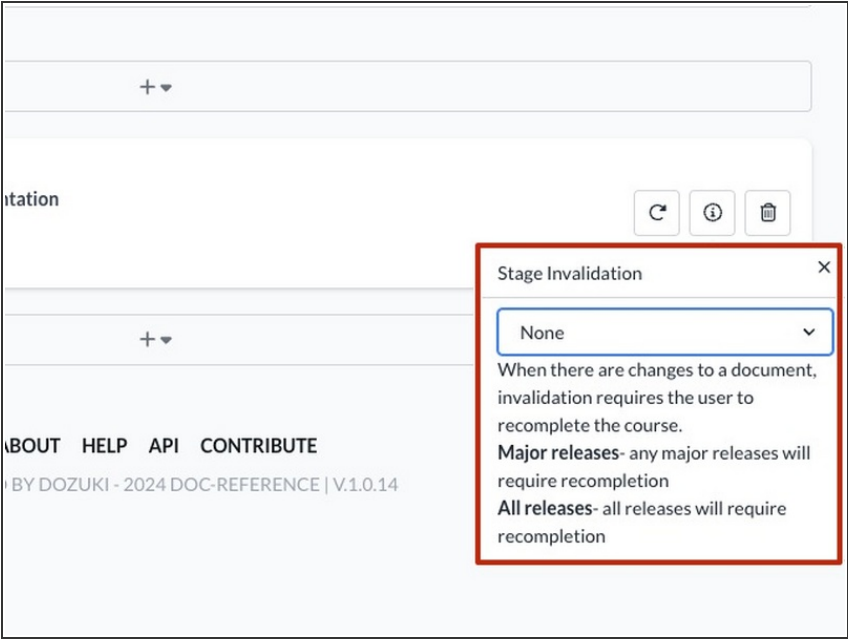
- Click on the + icon below the course description, to add content to your course.
- Select one of the options from the drop menu to add a Guide, Wiki, External Course or a Stage Sign-off.
- *i* Keep in mind that the guides and wikis need at least one published version in order for them to be added.

Step 5 — Set Stage Recurrence



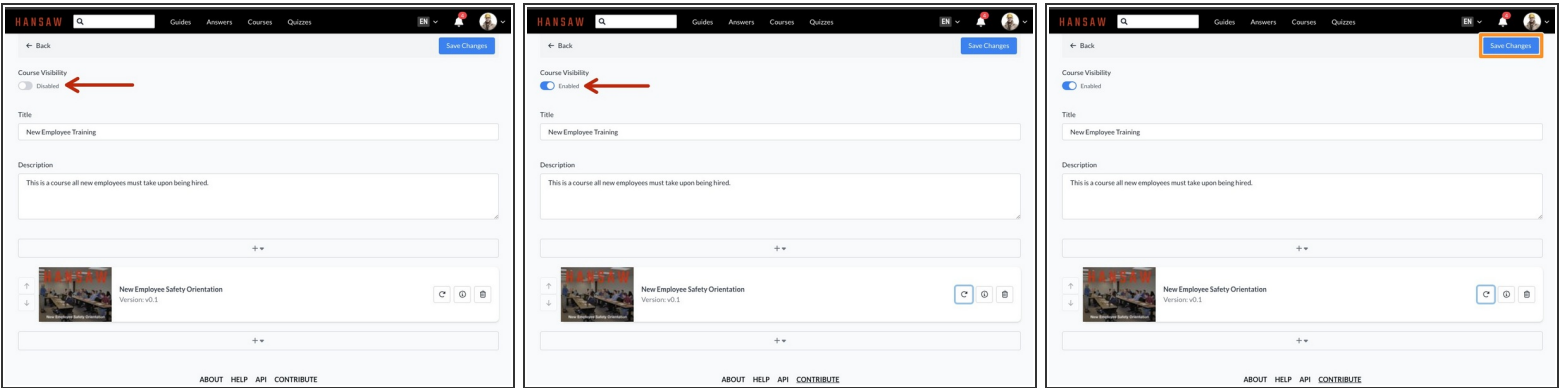
- Use the drop-down menu to select a unit of time for stage recurrence for the course.
- ① You can set a stage to recur after a number of **days**, **weeks**, **months**, or **years**. Select **Never** for stages that should not recur in the course.
- Use the number field to enter the number of **days**, **weeks**, **months**, or **years** for each recurrence.
- ① When you assign a course to a user or team, the recurrence interval determines how often stage completions expire and how often users must complete each course stage.
- ✦ Note that the recurrence interval begins when you assign a course to a user, not when a user first completes the course stage.

Step 6 — Assign Invalidation Preferences



- Assign the invalidation preferences.
 - ✦ This will invalidate the training when a new version of the guide is published.
 - ⓘ This can be set to:
 - **None**: New versions do not trigger invalidation.
 - **All Releases**: Both major and minor releases trigger invalidation.
 - **Major Releases**: Only major releases trigger invalidation.
 - When the training becomes invalid, the user must complete another work log session for the guide in order to stay current.

Step 7



- To [enable the course](#) for assignment, click the **Courses Visibility** toggle to select **Enabled**.
- To save your edits, click on the **Save Changes** button in the upper-right of the page, just beneath the site header.

