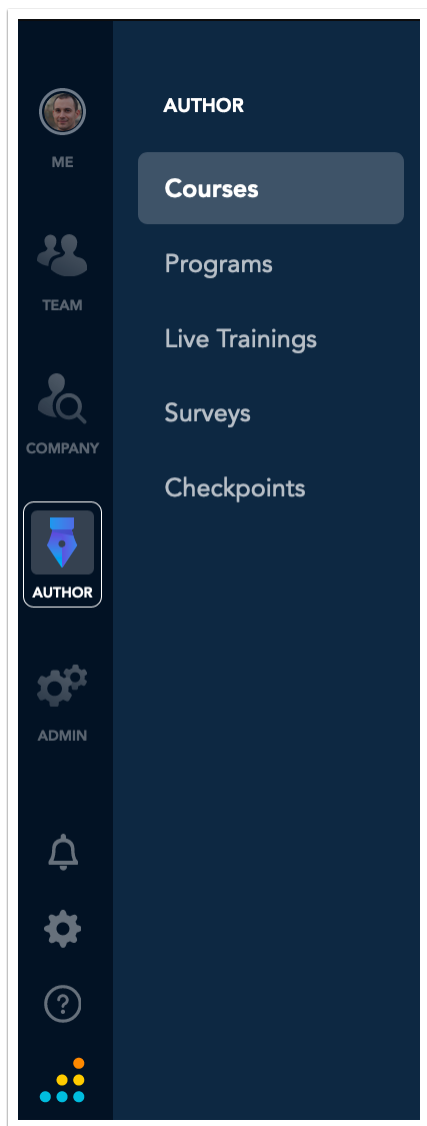


This “How-To” PDF Guide will assist you in adding/creating a course on the SafetyNow LMS eLearning platform, supported by Bridge & Bongarde/SafetyNow, in partnership with Texas Mutual Insurance. To view the full How-To video, please visit [<https://texasmutualstg.wpengine.com/texas-mutual-help/>].

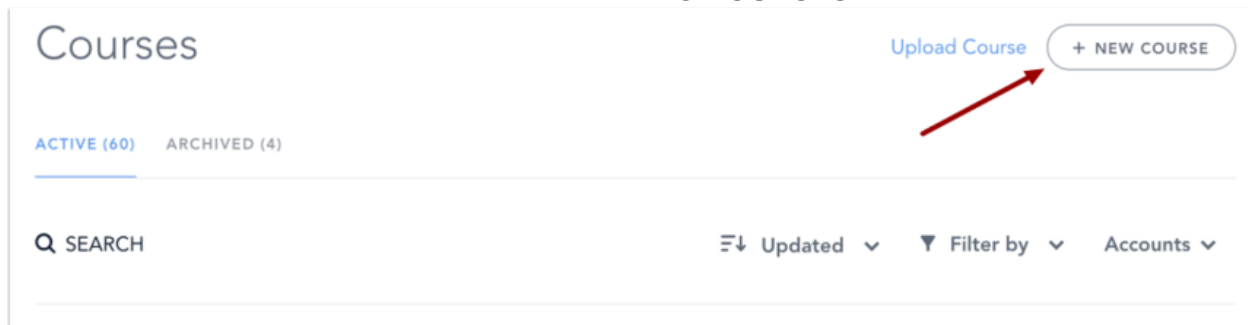
Open Author Menu



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

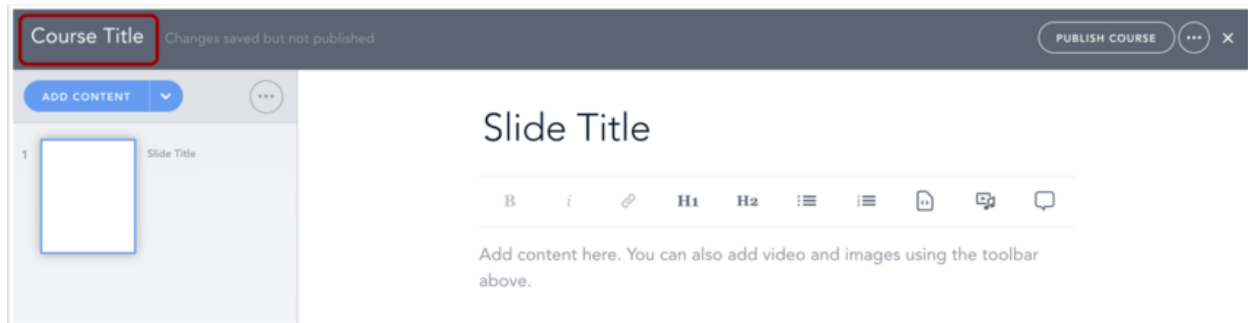
Note: The Global Navigation menu may differ depending on what is enabled in your account.

Add New Course



Click the **Add New Course** button.

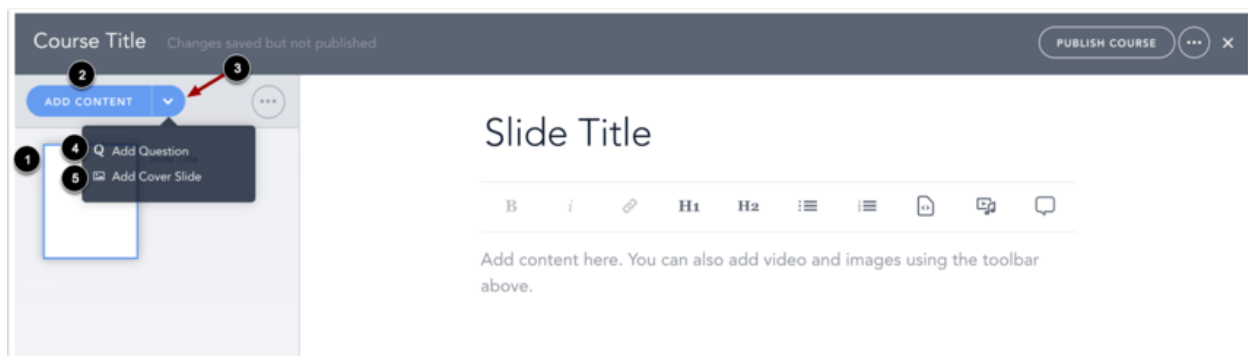
Add Course Title



In the Course Title field, enter a name for your course.

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

Course Title

Changes saved but not published

PUBLISH COURSE

⋮

✕

ADD CONTENT

⋮

Slide Title

1

Slide Title

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.