

# Create and Manage Your On-Demand Courses

Each course you create includes both a virtual classroom and an on-demand course.

## Overview of On-Demand Courses

On-Demand courses can be used in a myriad of ways.

You can build your on-demand course to prepare participants for their live session or you can add content you shared in your live sessions (as well as session recordings) to the course for participants to review after the live session.

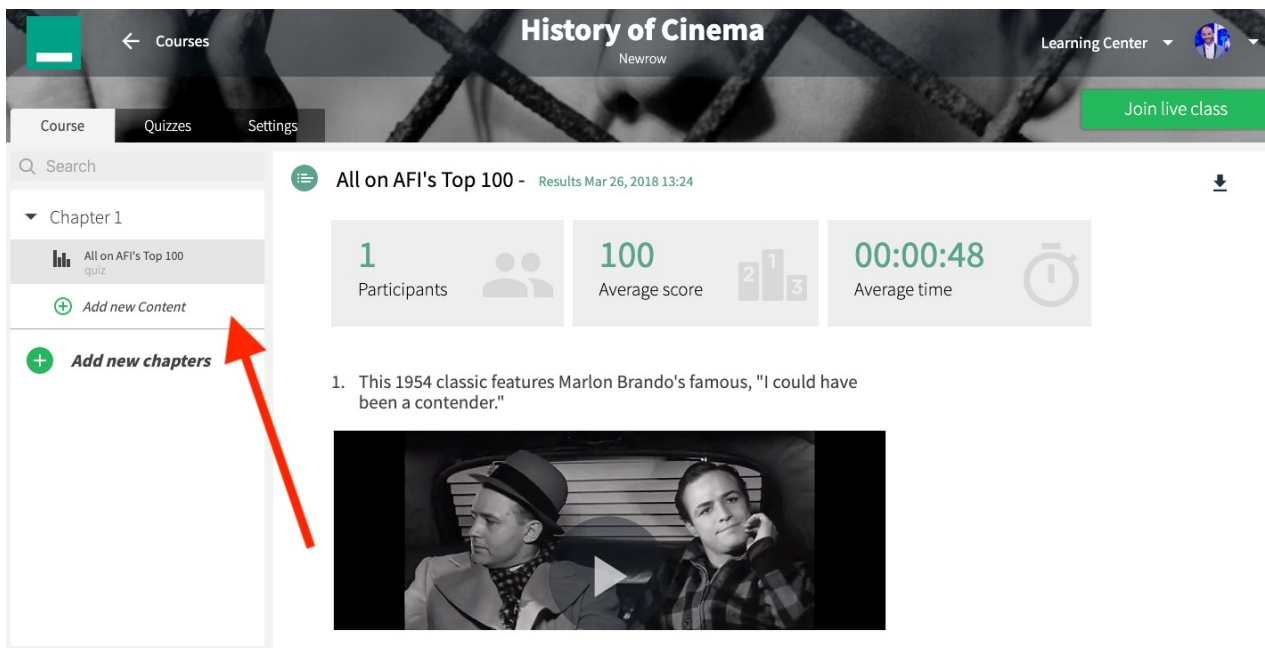
## Access Your On-Demand Course

Select a course you want to join in the course directory.

## Add Chapters To Your On-Demand Course

Organize the course content you share into easy to navigate chapters.

1. Click **+ Add New Chapters**.
2. Enter in a chapter name.
3. Hit the **Enter** or **Return** key on your keyboard.




## Add Files To A Chapter

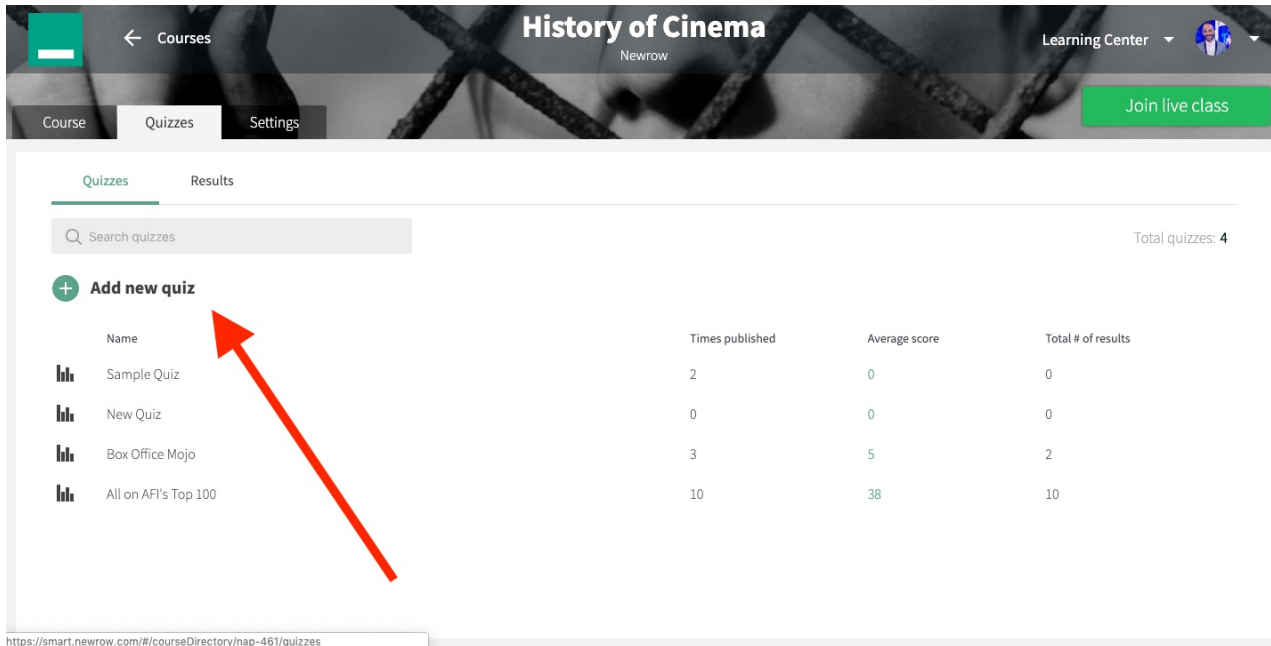
You will first need to add a chapter before adding content to your on-demand course.

1. Click + Add New Content under the chapter you want to add files to.
2. Use the course file browser to find the file you want to add.  
If you want to upload a file to course files, you can do so by clicking the + File button.
3. Select the file/s you want to add.
4. Click the Add & Close button.

## Add Quizzes To A Chapter

 You will first need to add a chapter before adding quizzes to your on-demand course.

1. Click + Add New Content under the chapter you want to add a quiz to.
2. Select Quizzes.
3. Select the quiz want to add.
4. Click the Add & Close button.



History of Cinema  
Newrow

Learning Center

Join live class

Course Quizzes Settings

Quizzes Results

Search quizzes

Total quizzes: 4

+ Add new quiz

Name	Times published	Average score	Total # of results
Sample Quiz	2	0	0
New Quiz	0	0	0
Box Office Mojo	3	5	2
All on AFI's Top 100	10	38	10

<https://smart.newrow.com/#/courseDirectory/nap-461/quizzes>

## Reorder Course Content

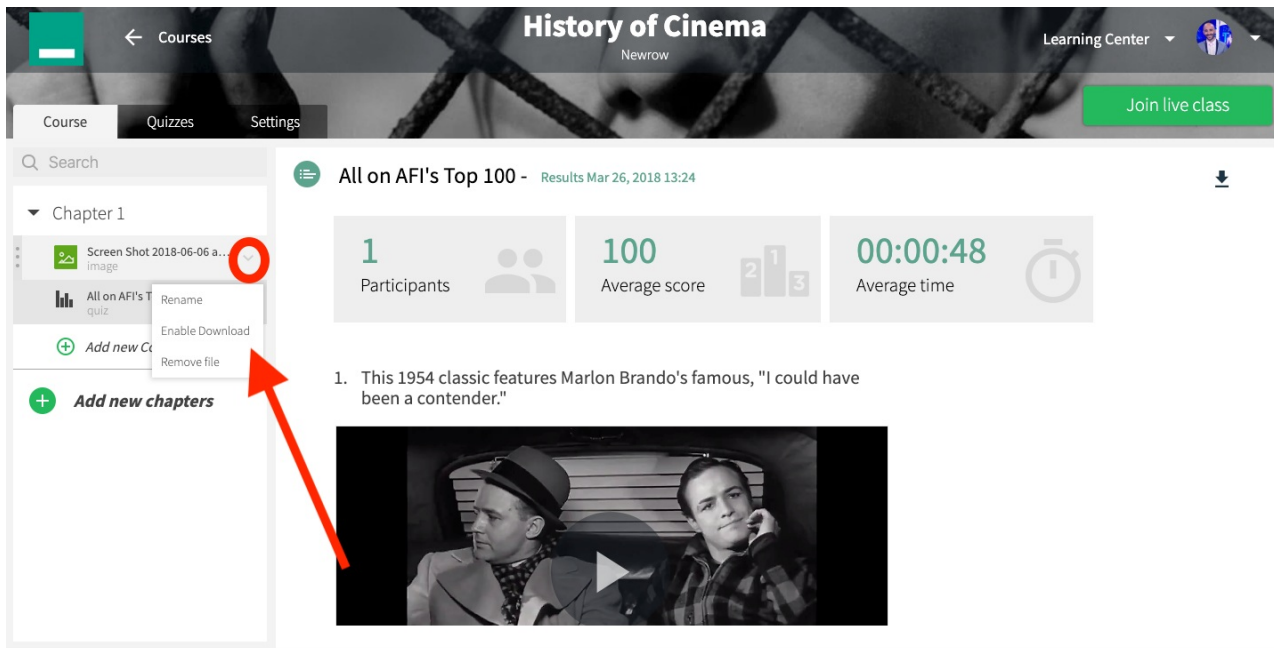
You can organize your course content by clicking and dragging course content to their desired position.

## Enable Course Users To Download Course Content

By default, the files you add to the on-demand course are not downloadable.

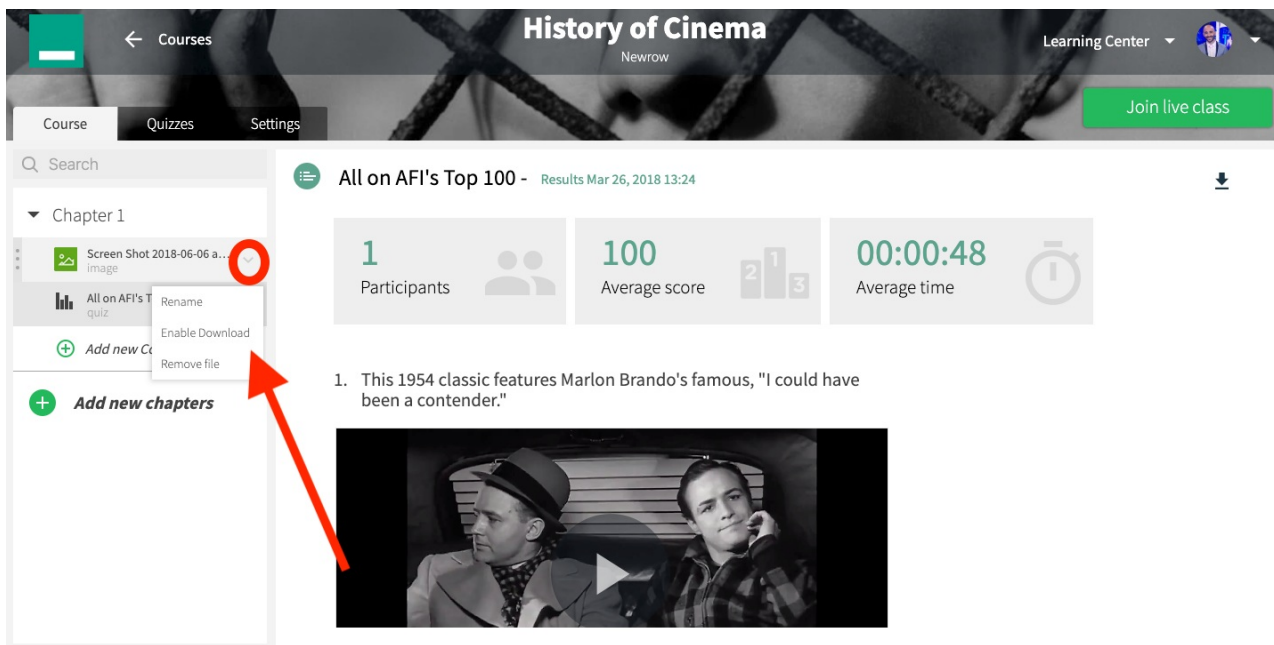
You can enable course users to download shared files.

1. Hover your cursor over the the file you want to enable users to download
2. Click the **v** that displays inline to display the file menu
3. Click **Enable Download** to enable course users to download the file. If you see **Disable Download**, then the file can already be downloaded.



## Rename Chapters and Files

1. Hover your cursor over the chapter or file.
2. Click the ▼ that displays inline on the right.
3. Select **Rename**.
4. Update the name in the rename pop-up.
5. Click **Save** to commit changes.



## Remove Chapters

1. Hover your cursor over the chapter.
2. Click the ▼ that displays inline on the right.

3. Select **Remove chapter**.
4. Click **Delete** in the confirmation pop-up.

Removing chapters deletes the chapter and shortcuts to the shared files. The files are not deleted. Their shortcuts are.

## Remove Files

1. Hover your cursor over the file.
2. Click the **v** that displays inline on the right.
3. Select **Remove file**.
4. Click **Remove**.

Removing shared files from the chapter does not delete the file from course files.

[template("cat-subscribe")]

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