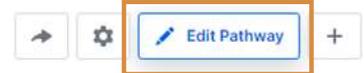


# CUES Learning Portal



## Editing a Pathway

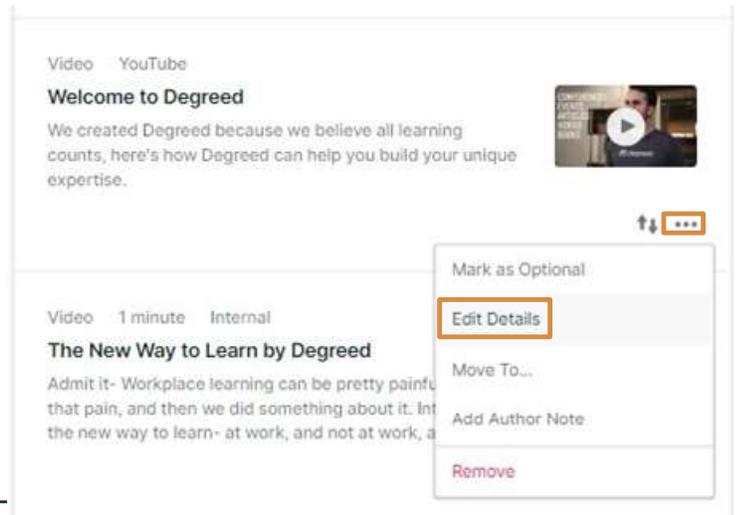
To edit a pathway, click on the title of the pathway.  
Then, click the "Edit Pathway" button in the upper right corner (below the title banner). From here you can follow any of the directions below to make any desired changes.



### Editing Content

To edit content within a lesson,

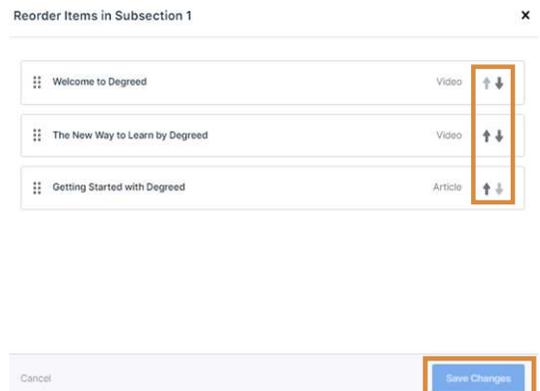
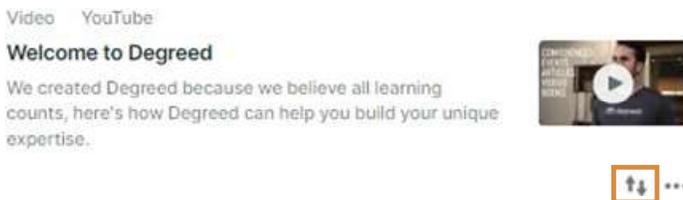
- 1) Click the three dots in the lower right corner of the content card.
- 2) Click the appropriate item to edit, move, or remove the content.
- 3) Follow any additional prompts as needed.



### Moving Content

To move content within a lesson,

- 1) Click on the up/down arrows within the content card.
- 2) Use the arrows to reorder the content within the lesson and then click "save changes"

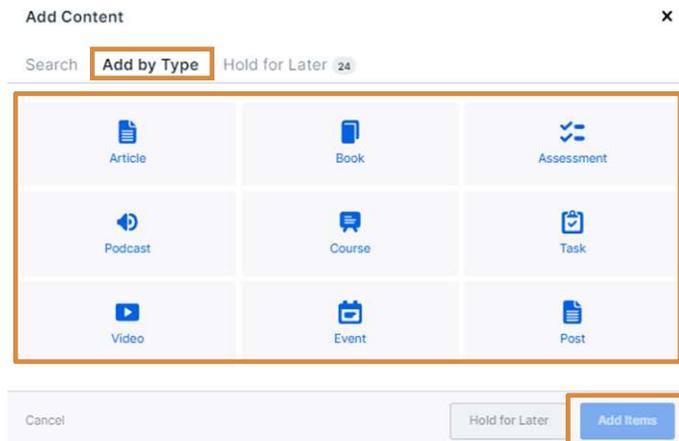
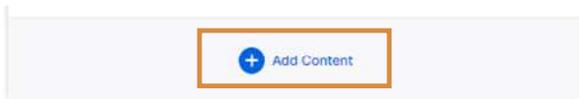


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## Adding Content

To add content to a pathway,

- 1) Scroll to the section you'd like to add the content.
- 2) Scroll to the last piece of content currently in that lesson and click "Add Content"
- 3) In the "Add Content" window, click the "Add by Type" and select the type of content you want to add.
- 4) Follow the prompts to add your content. For example, if you are adding an article, you will follow the prompts.
- 5) Any content will be added to the end of the lesson. You can use the "Move Content" directions on the last page to move it to your preferred location.



### Note:

*You can add a large variety of content into a pathway. Each of the options will have their own prompts to help you understand how they work/what type of content you can add.*

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After you're done editing the content and making desired changes, scroll back up to the top of the page and select the "Done Editing" Button

