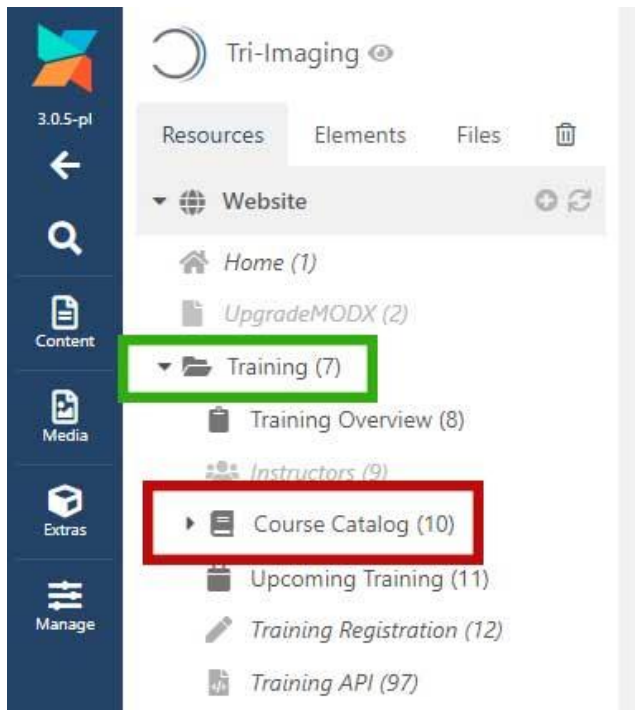
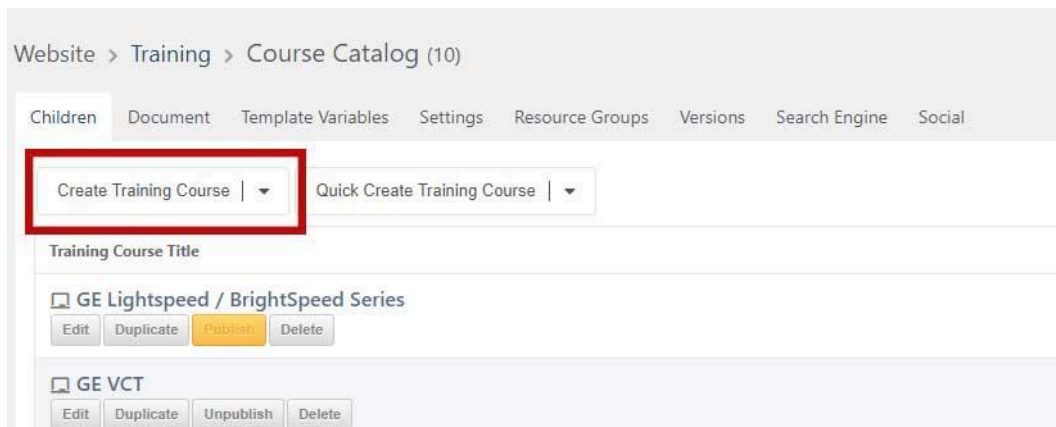


How to Create a Course:

- 1.) After logging into the Modx dashboard, click the arrow next to **Training** (Green Box) to display its children, and click on **Course Catalog**. (Red Box)



- 2.) Click the **Create Training Course** button (Red Box) you see in the top left corner of the **Children** tab's content.

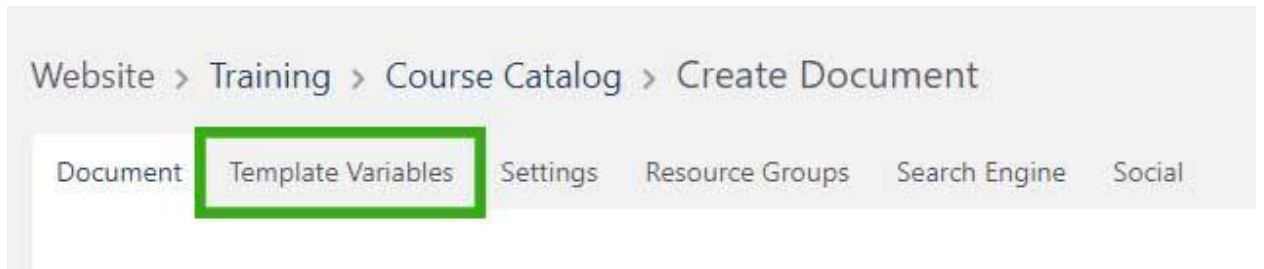


- 3.) Before you add any content, give the title of the training course in the **Title** field (**Red Box**) and then click the green **Save** button (**Green Box**) in the top right corner.

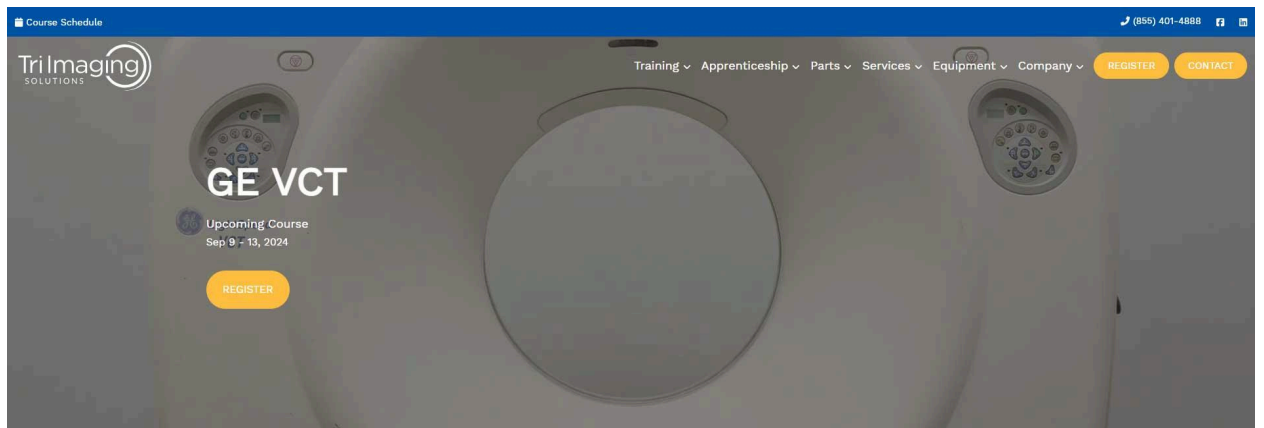


This ensures that a course is created, and can still be worked on without being live to the public.

- 4.) Click on the **Template Variables** tab (**Green Box**), which will bring you to the main content fields to fill out for this page.

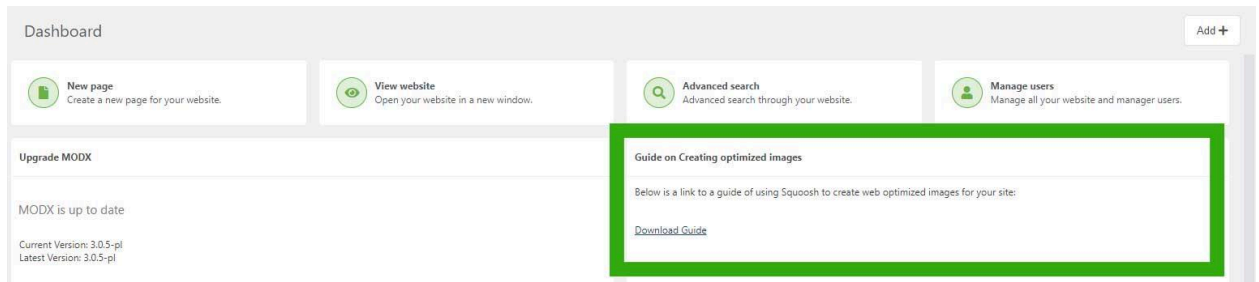


- 5.) The first set of tab content is in regards to the top header section of the individual course page, called the Hero, an example of which is shown in a screenshot below:



Before we jump into adding the **Hero Image** for the course, you need to make sure the image you have on hand has the right dimensions and is optimized for websites.

If you need help in creating an image of the correct dimensions and optimization, please refer to the **Created Optimized Image guide (Green Box)** that is linked on the dashboard, as shown below:



To navigate back to the dashboard to view the guide, click on the green and orange icon (Green Box) in the top left corner of the site.



Some additional aspects to keep in mind regarding the image:

- Images cannot share file names with existing images, because the first image will always take precedence over them, even if you delete it.
- Remove all special characters in the file name and replace all spaces with hyphens (-), so ensure that the image does not break.
- Small images should, in general, be no larger than 300 kb and the large hero images should not be more than 600 kb. Make sure you are saving these images for the best web compressed versions, since they do impact loading speed for a page. Make sure the pixel density is 72 pixels per square inch.

Anyway, once you have the image click the icon in the **Hero Image** field (Red Box) in the **Hero** side tab (Green Box).

Document Template Variables Settings Resource Groups Search Engine Social

Hero

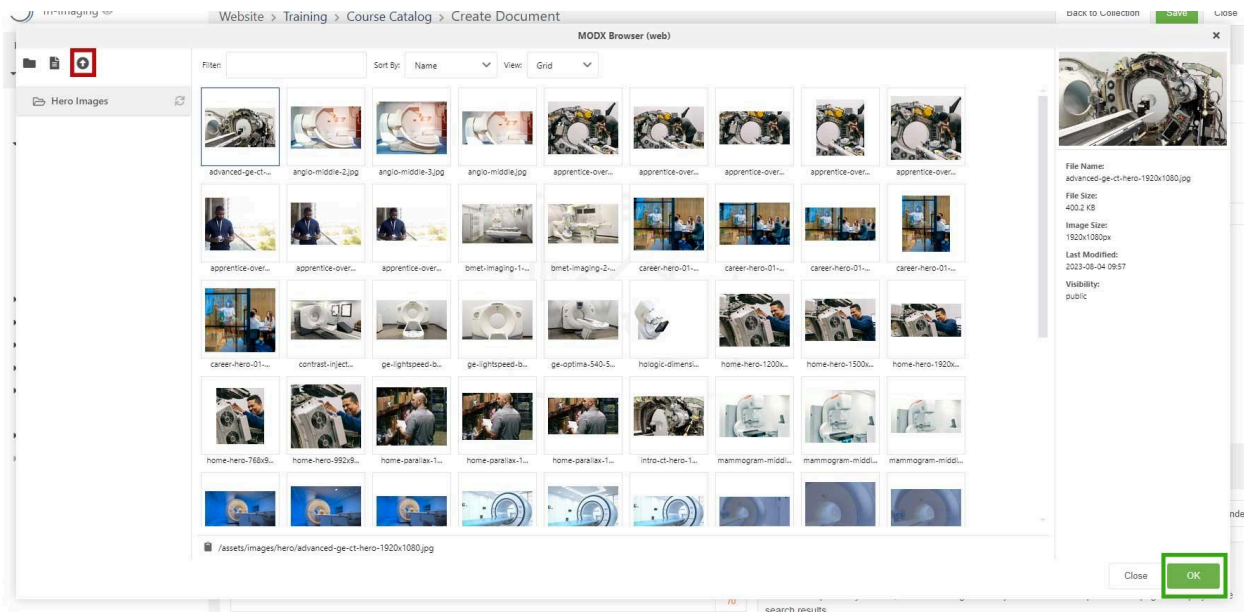
Title Encase text in { } to emphasize, and [] to de-emphasize. Only visible o

Hero Image (1920 x 1080 px) jpg or webp only

Background Image's Description For accessibility purposes. Just give a si

This will open a pop-up window that displays the media library of images for the field. There are two ways to upload an image here:

- 1.) Drag and Drop the desired image into the middle of the pop-up, as shown below
- 2.) Or click the **Up Arrow** icon (Red Box) in the top left corner of the pop-up to select from a folder on your computer.



Once the image is uploaded, select the uploaded image and then click the green **OK** button (Green Box). This will apply the selected image to the field. Make sure to save the page.

6.) In order to demonstrate the preferred usage of the richtext fields on this page, we will go over the **Description** field in the **Introduction Section** side tab. Here is what the Introduction section looks like on the page:

Course Description

Students completing GE VCT course will be able to maintain system operational readiness to OEM specifications. This will include the ability to perform operations of the system, preventive maintenance, and advanced troubleshooting abilities enabling isolation of faults to field replaceable units. Upon identification of faulty units, students will have the capability to replace, run system calibration and diagnostics following replacement, and return the system to the end user fully operational.

Upcoming Course Dates:

Sep 9 - 13, 2024

REGISTER

Nov 25 - 29, 2024

REGISTER

COURSE SYLLABUS



The fields controlling the two images and general text of this section are under the **Introduction Section** side tab (Green Box).

A screenshot of a content management system (CMS) interface. The top navigation bar includes tabs for 'Document', 'Template Variables', 'Settings', 'Resource Groups', 'Search Engine', and 'Social'. On the left, a sidebar menu lists various sections: 'Hero', 'Training', 'Card', 'Introduction Section', 'Info', and 'Lodging'. The 'Introduction Section' item is highlighted with a green border. The main content area shows a rich text editor with a toolbar containing various icons for text formatting, alignment, and media insertion. The word 'Description' is visible at the top of the editor, with a red 'A' and 'B' above it and a red 'C' to the right.

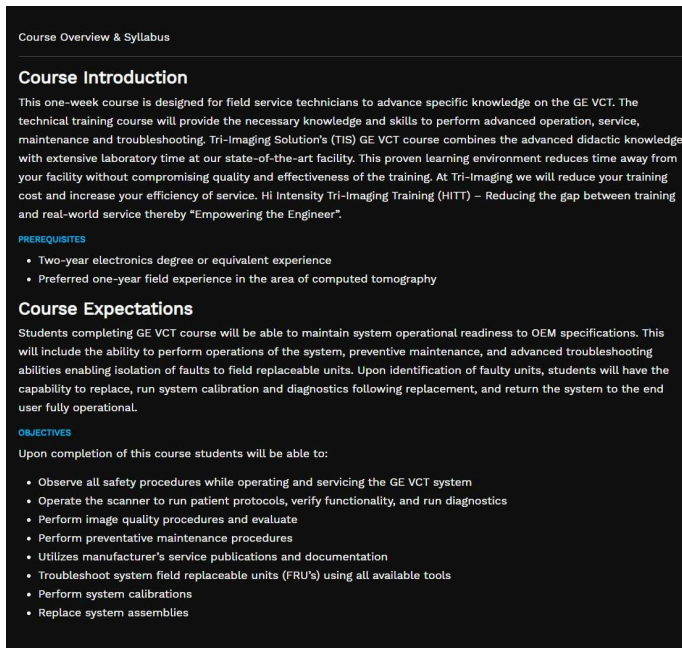
Due to the high range of control this field gives in regards to the text, any text that is copied and pasted from outside programs (i.e. Google Docs, Microsoft Word, emails, etc.) will often come with hidden stylings (*For example: color, font family used, font size, and line height*) that, if not dealt with, will override the site's styling on the text. Not addressing this issue will result in the text displaying stylings that do not match the brand approved stylings established in the site, which in turn makes it look messy and unprofessional.

Thus, you need to make sure that any text you add to the **Description** field is either pasted in without the hidden stylings or has them removed after being pasted in. There are two ways to achieve this:

- 1.) Use the key binds method to paste text inside, press the button under **A**, which selects all of the text, and then the button under **C**, which removes the extra stylings present on the text.
- 2.) Or press the button under **B** for a quick paste of your copied text as Plain Text into the field.

From there, you can make any text adjustments you need in order to get it how you want it to look. Additionally, it is generally recommended to not use the Header 1 and Header 2 fields, since they are already in use with the page and it can mess with accessibility for the site. Lastly, make sure to save the page after making any changes.

7.) The last unique field that we will go over is the table, a version of which controls the set-up of classes (to be reviewed in depth in a separate guide), by looking at the **Prerequisites** field in the **Info** side tab. Here is what the Info section would look like on the page:



Course Overview & Syllabus

Course Introduction

This one-week course is designed for field service technicians to advance specific knowledge on the GE VCT. The technical training course will provide the necessary knowledge and skills to perform advanced operation, service, maintenance and troubleshooting. Tri-Imaging Solution's (TIS) GE VCT course combines the advanced didactic knowledge with extensive laboratory time at our state-of-the-art facility. This proven learning environment reduces time away from your facility without compromising quality and effectiveness of the training. At Tri-Imaging we will reduce your training cost and increase your efficiency of service. Hi Intensity Tri-Imaging Training (HITT) – Reducing the gap between training and real-world service thereby "Empowering the Engineer".

PREREQUISITES

- Two-year electronics degree or equivalent experience
- Preferred one-year field experience in the area of computed tomography

Course Expectations

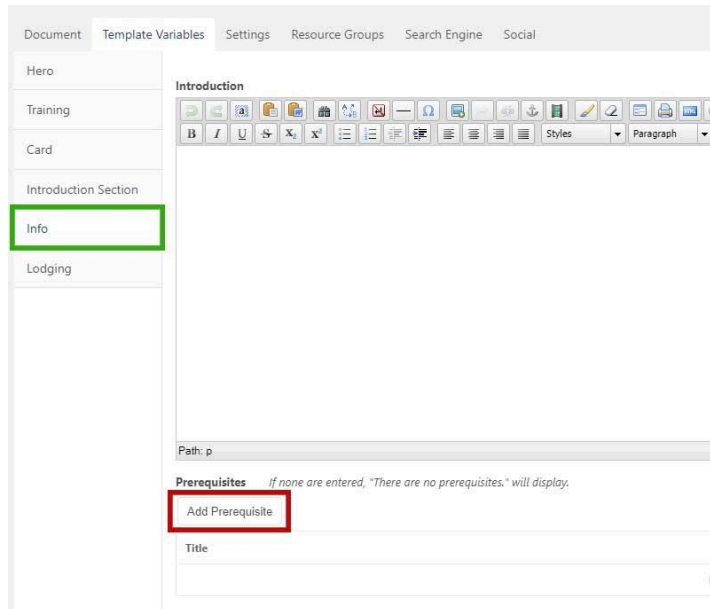
Students completing GE VCT course will be able to maintain system operational readiness to OEM specifications. This will include the ability to perform operations of the system, preventive maintenance, and advanced troubleshooting abilities enabling isolation of faults to field replaceable units. Upon identification of faulty units, students will have the capability to replace, run system calibration and diagnostics following replacement, and return the system to the end user fully operational.

OBJECTIVES

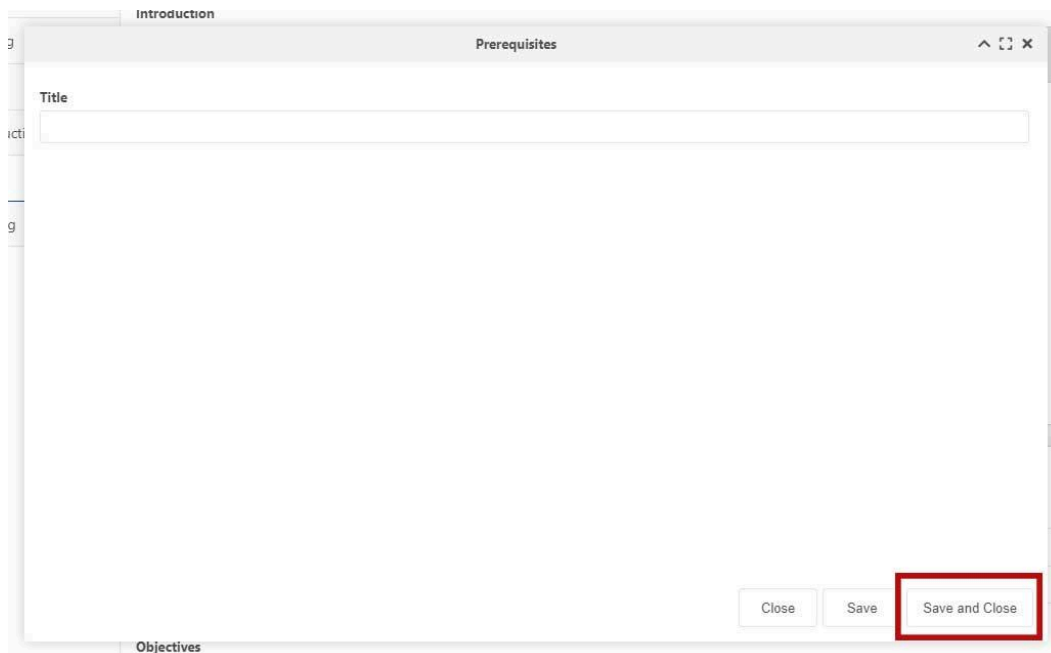
Upon completion of this course students will be able to:

- Observe all safety procedures while operating and servicing the GE VCT system
- Operate the scanner to run patient protocols, verify functionality, and run diagnostics
- Perform image quality procedures and evaluate
- Perform preventative maintenance procedures
- Utilizes manufacturer's service publications and documentation
- Troubleshoot system field replaceable units (FRU's) using all available tools
- Perform system calibrations
- Replace system assemblies

To get to the fields controlling this section's content, click on the **Info** side tab (Green Box). At the **Prerequisites** field, to add a prerequisite item, click on the **Add Prerequisite** button (Red Box).



This will open a pop-up window, where you can enter in the individual prerequisite, but it will only temporarily save it to the table if you click the **Save** or **Save and Close** buttons (Red Box). The only way for it to permanently apply to the site is to click the green **Save** button as seen in **step 3**.



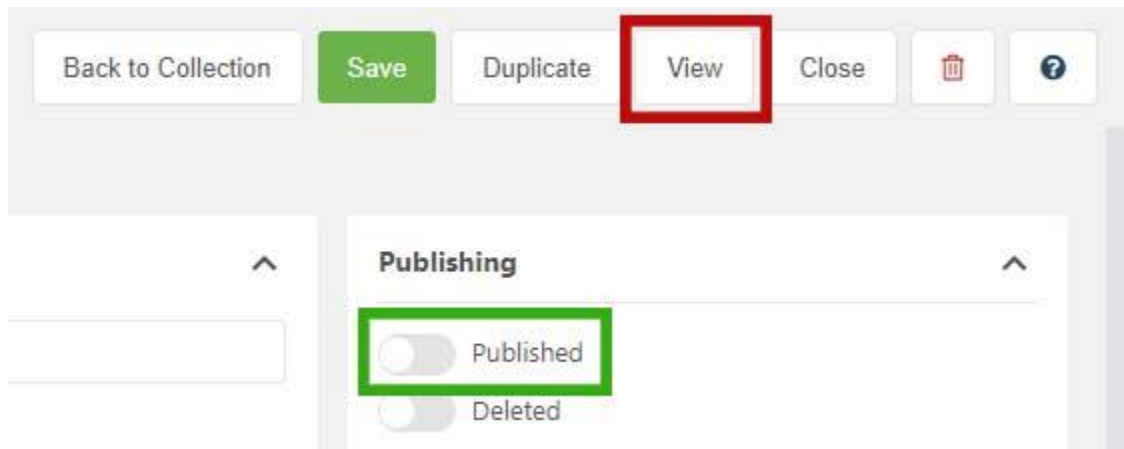
While the above example has only one field inside, most of the table fields on this site will have multiple fields you will need to fill out, though for some tables, some of the fields will be marked as optional. Just make sure to follow any directions written inside the tables.

Once you make an entry, you can edit the table row at any time by either right clicking on the row to open up the side menu and click **Edit**, or by clicking the **gear icon (Green Box)** near the end of the row.



If you come into a course page after being elsewhere on the site, the gear icon will more often than not, not be there, in which case you will have to rely on the right clicking to open the side menu method to edit it. Additionally, the right triangle that is seen in the above screenshot indicates that this specifically shown field in item row has been edited and is not permanently saved for the page. In order for this and other content changes to apply you need to click the green **Save** button, as shown in **step 3**.

8.) To view this page at any time to check how it looks, go to the buttons at the top right of the page, and click the **View** button (Red Box).



The **Published** toggle field (Green Box) controls whether or not the page is live to the general public. If it is not toggled on, then only people who are logged into the Modx Manager can view the page. To make it live on this side, you need to toggle it on and click the green **Save** button. Make sure all needed fields are filled in and it looks how you want it to, before you make it live to the public.

You can also control the Published status of a course from the **Course Catalog** page, where the gold **Publish** button (Red Box) will make a page live, and the **Unpublish** button (Green Box) to make it no longer live on the site, without having to click the green **Save** button.

The screenshot displays the 'Course Catalog' interface with a top navigation bar containing 'Children', 'Document', 'Template Variables', 'Settings', and 'Resource Groups'. Below this are two buttons: 'Create Training Course' and 'Quick Create Training Course', both with dropdown arrows. The main content area is titled 'Training Course Title' and lists two courses. The first course, 'GE Lightspeed / BrightSpeed Series', has a gold 'Publish' button highlighted with a red box. The second course, 'GE VCT', has a green 'Unpublish' button highlighted with a green box. Each course entry also includes 'Edit', 'Duplicate', and 'Delete' buttons.