

# Course Properties

Under the **General** tab, you can change the name and description of a course, add an instructor, tags, a thumbnail and cover images, copy a link to a course, and switch on reviews.

- [General](#)
- [Course Instructor](#)
- [Course Reviews](#)

The screenshot shows the 'ispring learn' interface. At the top, there's a navigation bar with a home icon, a 'Back to Materials' link, and user avatars. A sidebar on the left contains various icons for course management. The main content area is titled 'Workplace Safety' and 'Course'. Below this is a tabbed interface with 'General' selected. The 'General' tab contains a 'Save' button and a text area for editing course information. The 'General' section includes fields for Title, Subtitle, and Description.

ispring learn

< Back to Materials

## Workplace Safety

Course

Outline General Notifications Availability Completion Enrollments More ▾

On this page, you can edit the information about your course. [Save](#)

### General

\* Title:

Subtitle:

Description:

## General

In this section, you can:

- edit the course title and description,
- specify the course recommended time
- add tags, a thumbnail image, and a cover image,
- copy a link to view the course.

## General

\* Title:

Subtitle:

Description:

Recommended Duration:  hours  minutes

Tags:



1. The recommended aspect ratio of the thumbnail is 16:9. The size of the uploaded image should be 640\*360 pixels at least, and format — JPEG, PNG, or GIF.
2. The recommended of the cover image is 1920\*500 pixels. The supported formats are JPEG, PNG, or GIF.

## Course Subtitle

The course subtitle is useful when you need to specify the name of the course's program or add the certificate reference number. Users will see the course subtitle only on their certificates.

In many training centers, the certificate is considered valid only when it includes the certificate reference number.

## General

\* Title:

Workplace Safety

Subtitle:

WS-14

Description:

Workplace health and safety training saves companies billions of dollars every year in payouts and loss of profits.

Recommended  
Duration:

1

hours

30

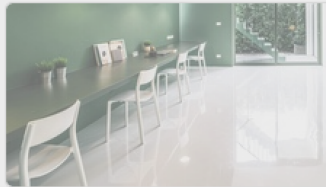
minutes

Tags:

workplace ×

safety ×

Thumbnail:



To have a subtitle in the certificate, add the **COURSE\_SUBTITLE** field. For more information about creating certificates, see [Adding Form Fields to Personalize Your Certificate](#).

## Course Instructor

Here you can select a user who will be the course instructor. Your students will be able to contact them to ask questions related to the course subject.

To assign an instructor, start entering their name, last name, login, or email in the **Instructor** field. When the system suggests the right match, left-click it.

You can assign as instructors users granted with roles of *Account Owner*, *Account Administrator*, *Department Administrator*, *Publisher*, or [a custom role](#).

## Course Expert

Expert name:

Enter a user name

## Course Instructor

Instructor:

Ni

Nick Moore




Learn more about this feature in the [Instructors](#) article.

## Course Reviews

Enable or disable reviews for the course under the **Completion** tab.

### Course Reviews

After completing a course, users will be prompted to leave a review.

Enable course reviews: 

Learn more about this feature in the [Reviews](#) section