


Edit basic course information

 This article is about the new JUNO learning management system (LMS). If you don't see these features on your site, your platform still uses the [legacy JUNO courses](#).

Begin setting up a course with the title, preview text, slug, dates, icon image, and tags.

Before you begin

- [Open the course editor](#) to follow these instructions.
- Remember to click **Save** at the top of the page before going to a different tab in the editor. Otherwise, you'll lose your changes.

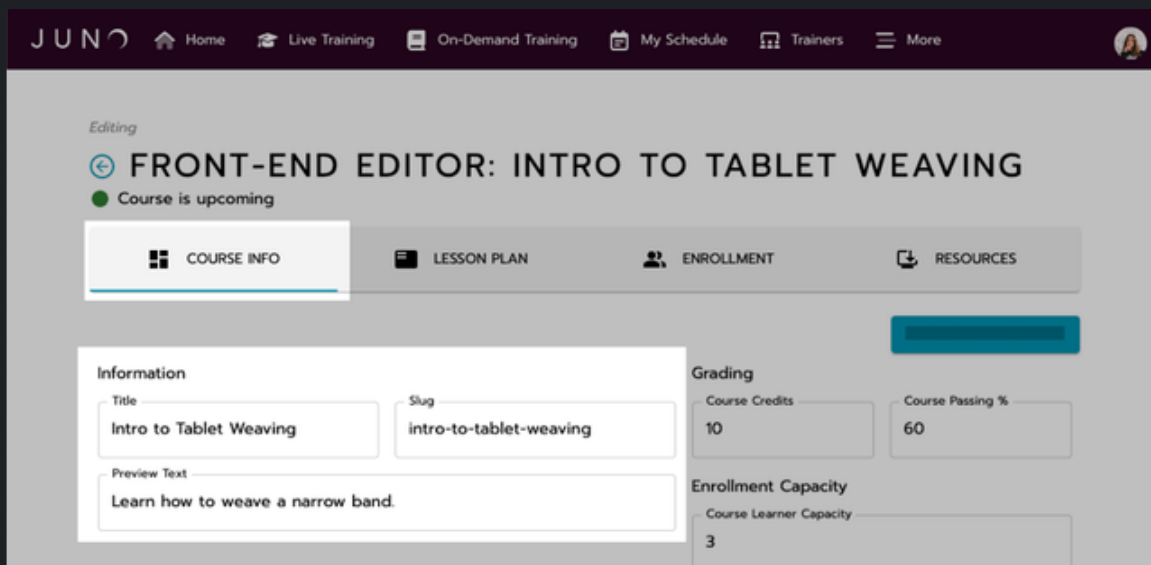
Who can edit this course information?

- [Site admins](#)
- [Instructors](#)

Add a title, slug, and preview text

In the **Course Info** tab, fill out these fields:

- **Title:** Users see this before they open a course and on the [course home page](#). 90 characters max. Special characters not recommended.
- **Preview text:** 78 characters max. A short description of the content displayed in rotator, grid, or list modules. Users see it before they open a course. It doesn't appear on the course home page once they open it.
- **Slug:** This was created automatically when you created the course, but you can change it if you want. The slug is the end of the URL. Every slug must be unique. Note that spaces, special characters, and capital letters aren't allowed. Use underscores `_` instead of spaces.



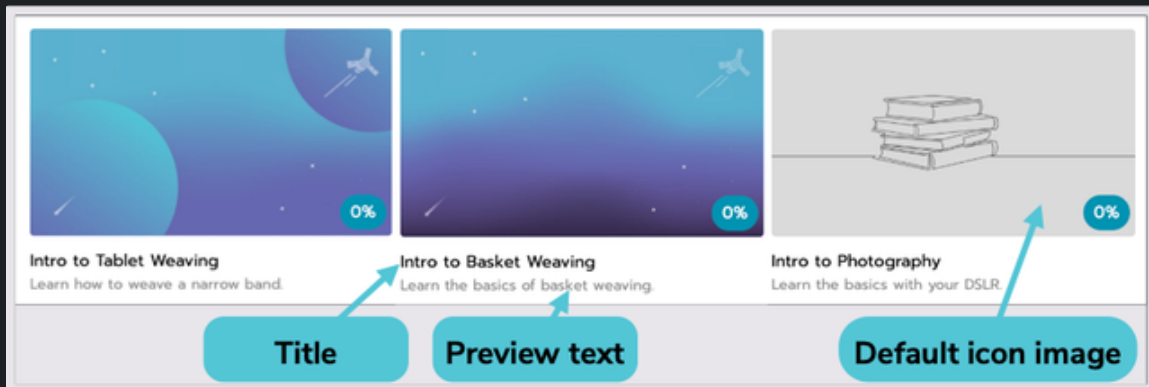
The screenshot shows the JUNO course editor interface. At the top, there is a navigation bar with the JUNO logo and links for Home, Live Training, On-Demand Training, My Schedule, Trainers, and More. Below the navigation bar, the page is titled "Editing" and "FRONT-END EDITOR: INTRO TO TABLET WEAVING". A green dot indicates "Course is upcoming". The "COURSE INFO" tab is selected, showing fields for Title, Slug, Preview Text, Course Credits, Course Passing %, and Course Learner Capacity. The Title field contains "Intro to Tablet Weaving", the Slug field contains "intro-to-tablet-weaving", and the Preview Text field contains "Learn how to weave a narrow band." The Course Credits field contains "10", the Course Passing % field contains "60", and the Course Learner Capacity field contains "3".

Adding a title, slug, and preview text.

Add an icon image

Every course needs an **Icon** image. It displays in rotator, grid, or list modules on your site so that users see it before they open a course. It also displays at the top of the [course home page](#) before users start the course.

If you don't add an icon image, a default gray image displays instead.



An example module with course titles, preview text, and icon images.

To upload an image:

1. Go to the bottom of the **Course Info** tab.
2. Select the **Icon Square** or **Drag an Icon image** into the **Icon Square to upload** an image.
3. Once an image has been input, an **Edit**, **Cancel**, or **Save** window is available.
4. Here, you can **Edit** how the image is reflected on the Catalog and Course Homepage.
5. Select **Save**.
6. Once saved, you can also go back in and edit the image further.

i Image specifications and recommendations

Image size (w x h): 800 × 450 px

Small image file sizes help your site load faster. Follow these specifications:

Image file size: Below 200 KB unless otherwise specified.

Image file type: .jpg unless otherwise specified. This helps reduce the file size. If you need a transparent background, use .png.

Editing images: Original Images are not retained after editing, but you can discard and start again.



Editing

FRONT-END EDITOR: DIGITAL ENGAGEMENT STRATEGY



This course has active learners in progress. Some parts of a lesson can no longer be edited.

- COURSE INFO
- LESSON PLAN
- ENROLLMENT
- RESOURCES

CLONE COURSE RECALCULATE GRADES

Information

Title
Digital Engagement Strategy

Slug
digital-engagement-strategy

Grading

Course Credits
150

Course Passing %
60

12/30/2025, 11:00 PM

Images & Video

Icon

Course Video

Upload an MP4 or add y
Image" on the course ho

MP4 Upload
BROWSE FILES
(10GB)

CONVERT TO LEARN

Select Image

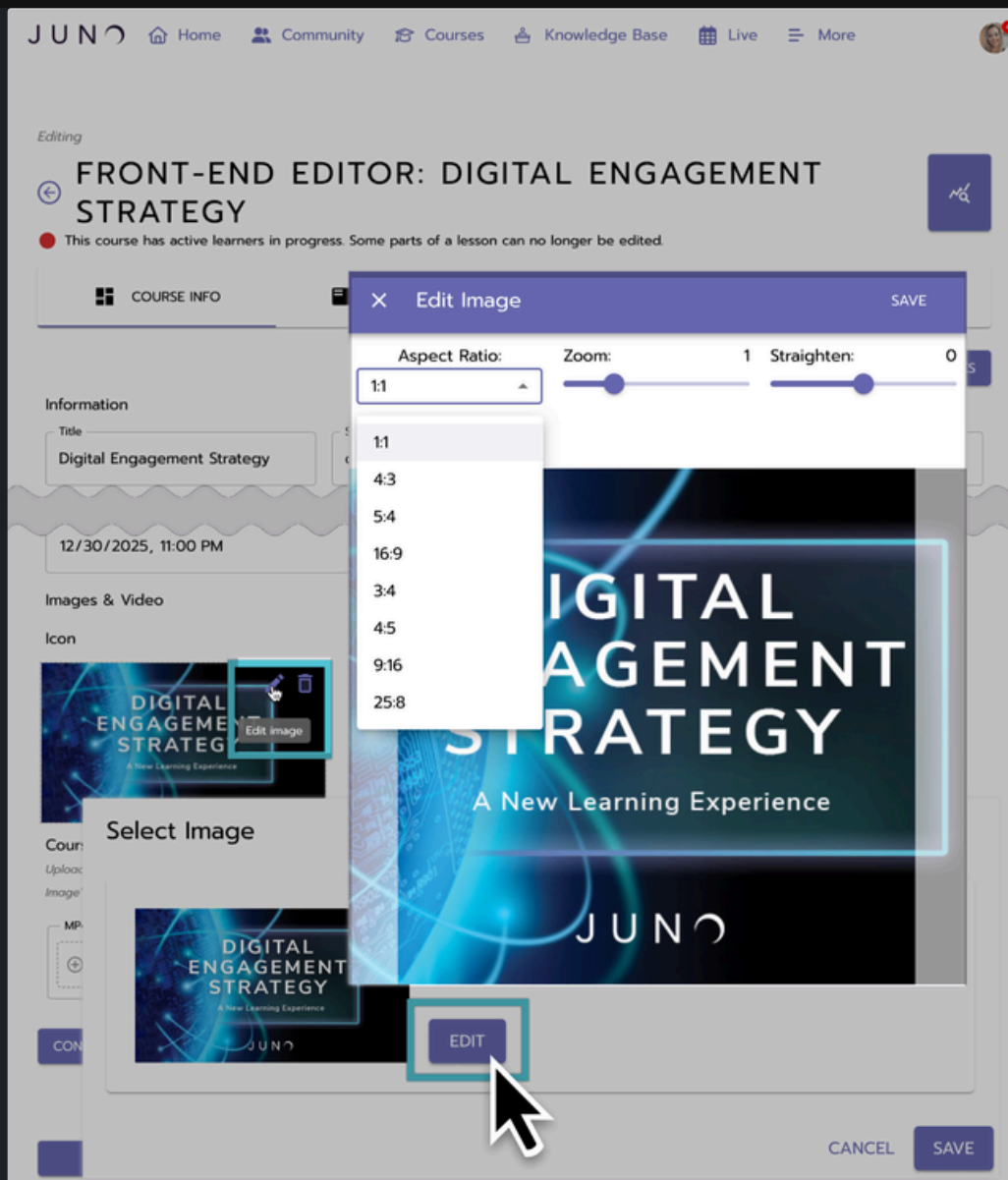


Icon creative writng.jpeg
946.2 kB
image/jpeg

EDIT

CANCEL SAVE

Uploading an Icon image.



Editing an Icon image.

Set dates

In the **Course Info** tab, set the following dates **in your computer's local time**. You can type the date and time into each field, or use the date selector:

Select the **Calendar** icon, then select a day, hour (AM or PM), and minute. Do not click away before selecting all three, or your changes won't save.

⚠️ Check your computer's clock! Dates are set in your computer's local time, which might change if you have been traveling. Learn how to change your time zone for [Mac](#) and [Windows](#).

- **Release Date:**

When the course becomes available and visible to users on the site. They can open the course home page, but can't necessarily start taking the course yet. Must be after the start date.

- **Open Enrollment Date:** When users can begin enrolling in the course. Must be after the release date.

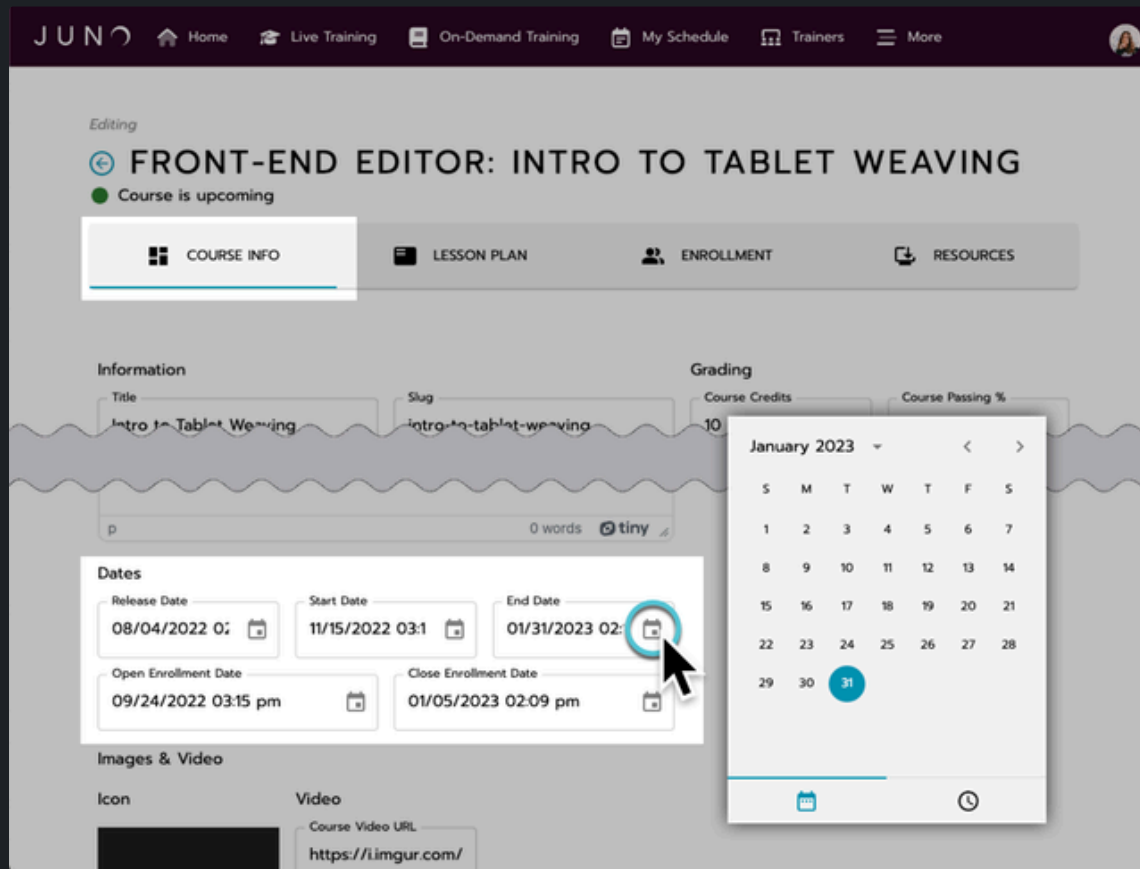
- **Close Enrollment Date:** When users can no longer enroll in the course. Must be after the open enrollment date.

- **Start Date:** When users can start the course. Must be before the end date.

- **End Date:** When the course closes and users can no longer take it. Must be after the start date.

i Once you set a release date, all other dates become required in order to save your changes. If you aren't ready to set the other dates yet, set it up without a release date, and save it to work on later.

i See [Edit course enrollment settings](#) to understand all enrollment settings.



Selecting course dates.

Add tags

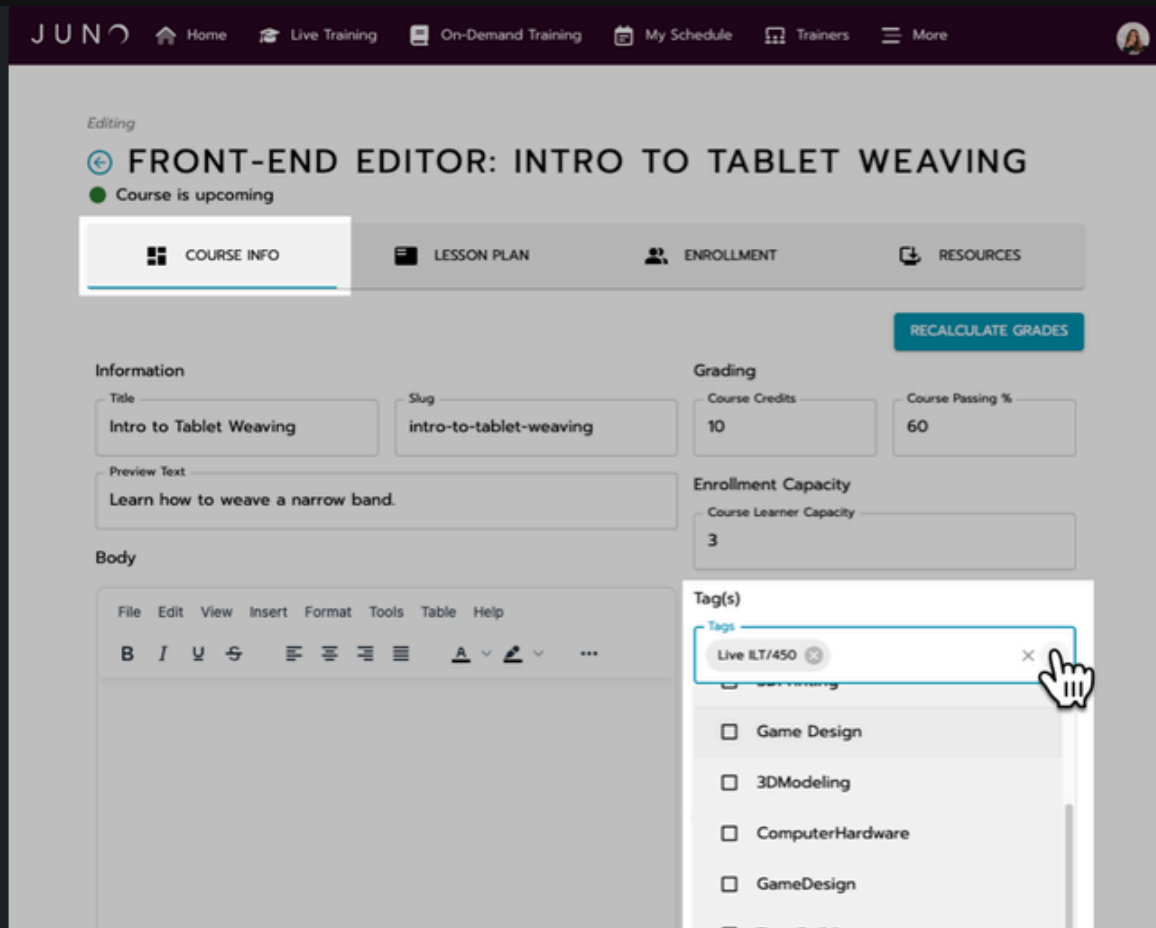
Tags are used to group content into different modules around your site. [Learn more about all tags.](#)

In the **Course Info** tab, select one or more tags to add them to the course. You can select from the dropdown list or type to search.

Remove a tag by selecting **X** next to it.

i At this time, you can only select from tags created in the new JUNO LMS. This is because we are building the new LMS on an upgraded database. Those tags are not synced with the rest of your existing database, which causes some limitations. For example:

- You can't recommend courses based on user interest tags from the existing database.
- You can't pull courses from the new LMS into modules on any page (like your home page). Instead, you can only pull them into course catalog pages created specifically for the new LMS.



Adding tags to a course.

Related articles

- [Edit course resources \(Client Guidebook\)](#)
- [User types and permissions for learning management \(Client Guidebook\)](#)
- [Edit course grading settings \(Client Guidebook\)](#)
- [Education credits and course information pages \(Client Guidebook\)](#)
- [Why does lesson editing lock? \(Client Guidebook\)](#)
- [Creating or importing learning packaged courses \(Client Guidebook\)](#)
- [Edit the course home page \(Client Guidebook\)](#)
- [Attaching an access pass to an education credit \(Client Guidebook\)](#)
- [Creating Education Credits \(EC\) in Das Admin \(Client Guidebook\)](#)
- [Content Certificates \(Client Guidebook\)](#)
- [Add instructors to a course \(Client Guidebook\)](#)
- [Edit course lessons \(Client Guidebook\)](#)
- [Attaching a certificate to an education credit \(Client Guidebook\)](#)
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