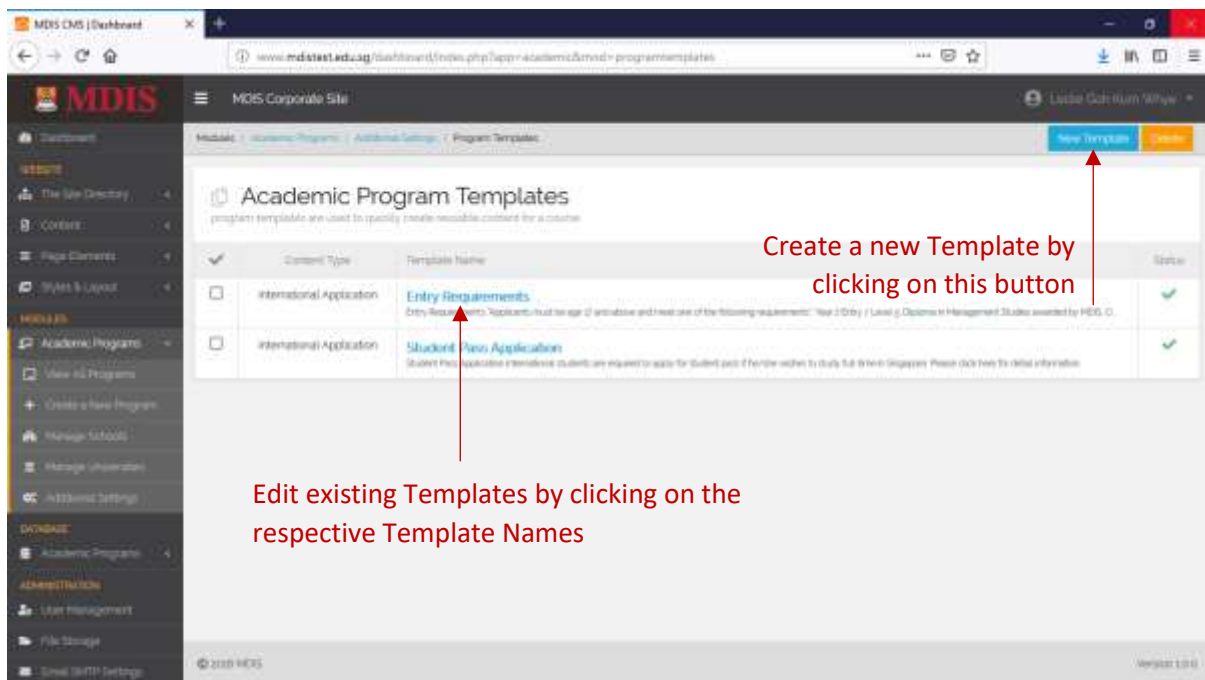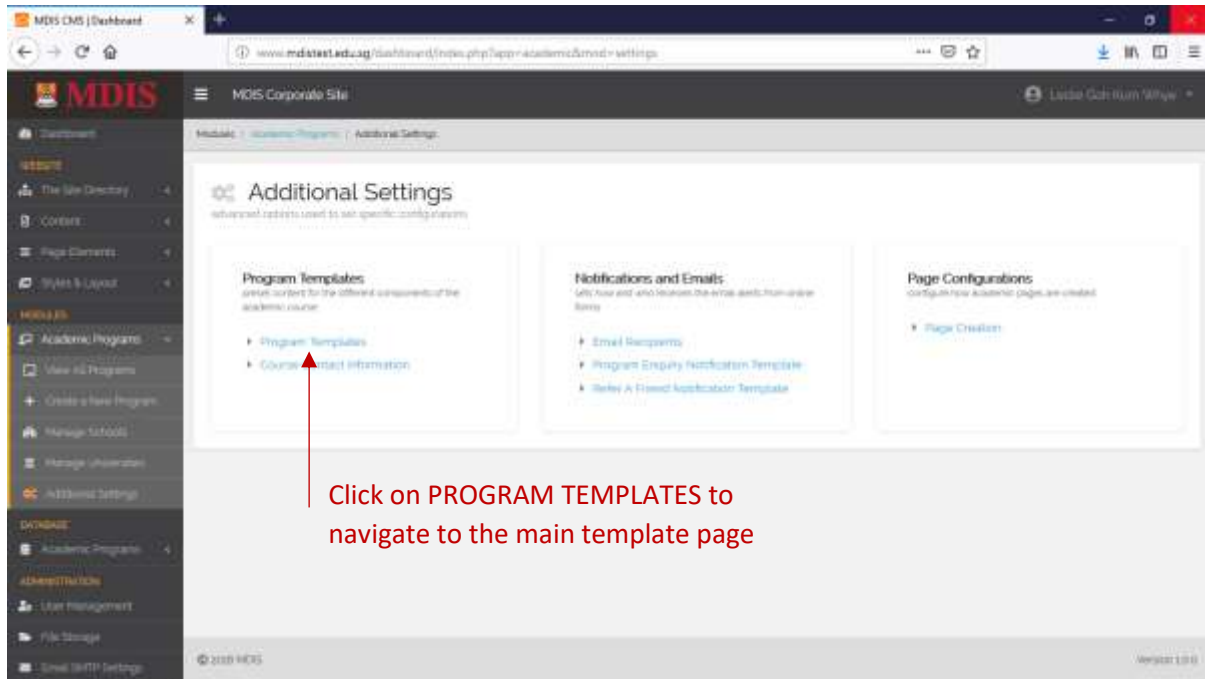# Program Templates

Program templates are pre-created content that allows the user to quickly populate course information with common material. To create a new Program Template, navigate to
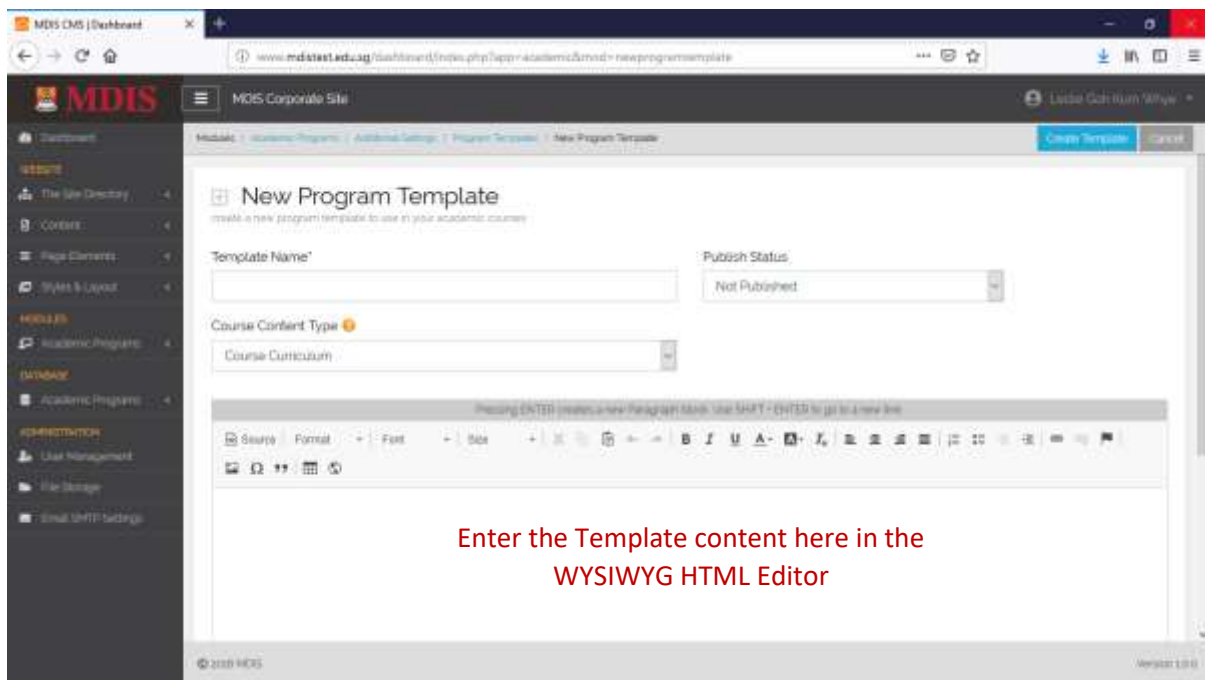
MODULES > CORPORATE PROGRAMS > ADDITIONAL SETTINGS

And click on the *PROGRAM TEMPLATES* link.

Click on PROGRAM TEMPLATES to navigate to the main template page

Create a new Template by clicking on this button

Edit existing Templates by clicking on the respective Template Names

Creating A New Program Template

Fill in all the required fields and click *CREATE TEMPLATE* to create the new Program Template.

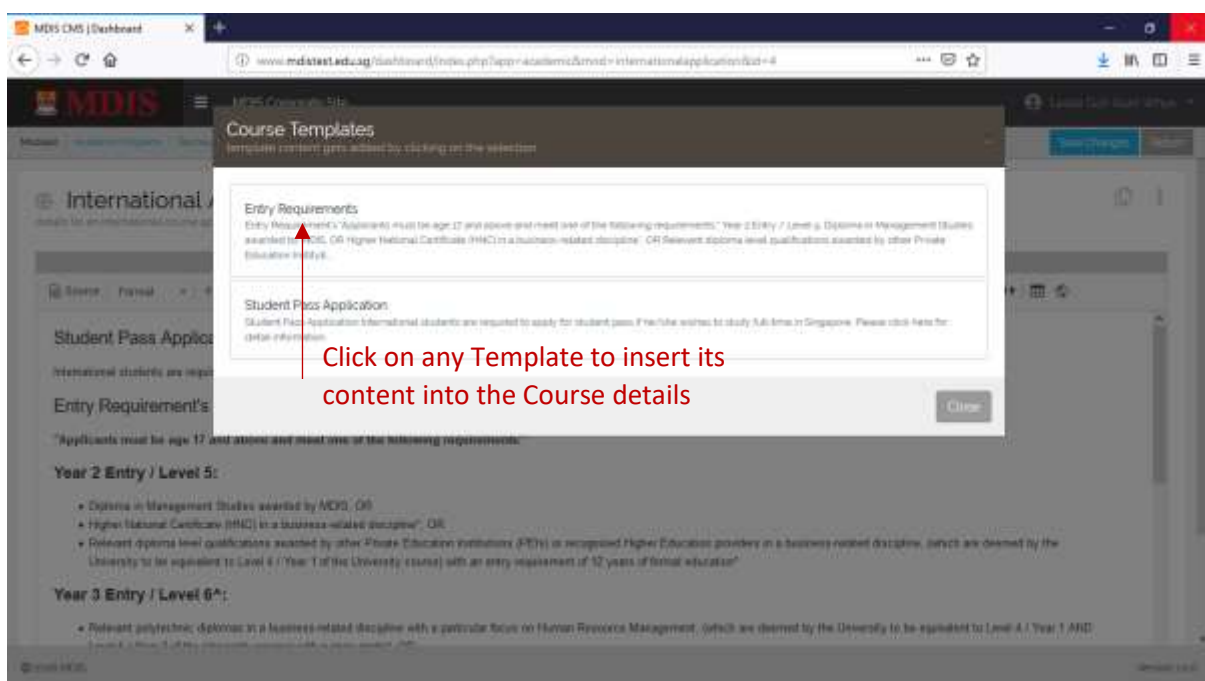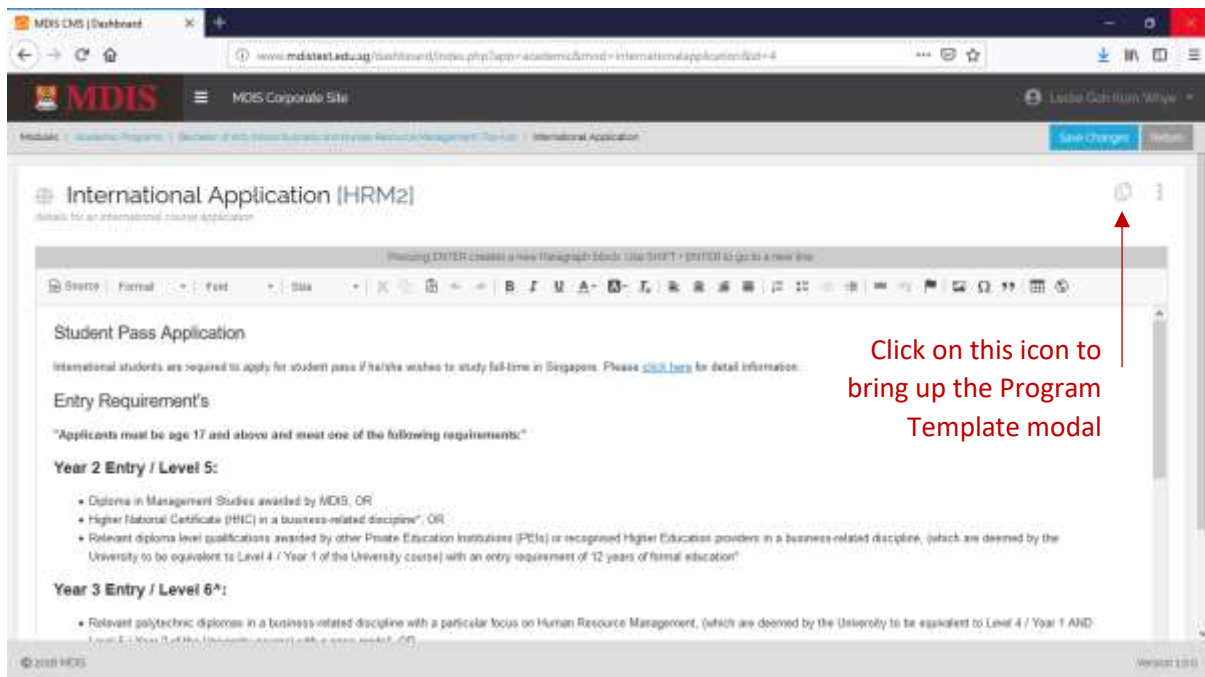|	
Template Name	Enter a descriptive name for this template. It will help users identify the correct template to use when they are inputting the Course Details
Course Content Type	Determines which part of the course information this Template applies to.
Publish Status	Sets whether this Template will show up in its corresponding Course Content. Set this value to PUBLISH to display and use this Template when creating the Course Content.

Editing the Program Template

Editing the Program Template follows a similar process as creating the new Template. To edit a Template, simply click on its name on the main Template Page and you will be redirected to the Edit Template page. From here, simply make your changes and click *SAVE* once you are done.

Using a Program Template

To use a Program Template, you will need to be editing a segment of a Corporate Program.
(refer to the Corporate Program section of this manual for more information on creating and editing a Corporate Program)

Click on this icon to bring up the Program Template modal

Click on any Template to insert its content into the Course details

Please note that the content of the Program Template will be inserted to **wherever the cursor is** within the HTML editor in the parent window.

Only Program Templates which have been set to the correct Course Content Type will appear in their respective segments. For example, Program Templates created under Key Information will only appear when you are editing the Key Information section of the Course.