



Full HTU Course

1. Access the Admin Panel

- Log in to **WordPress** htu.thehog.com
- Go to **Dashboard** → **Courses**

2. Create a New Course (**Team members & Customers**)

- Click **Add New Course**
- Enter:
 - **Course Title**
 - **Course Description** (what the student will learn)
- Click **Publish** (you can edit anytime)

3. Configure Course Settings

Scroll to **Course Settings** and set:

- **Course Duration** (example: 30 days)
- **Maximum Students** (optional)
- **Difficulty Level** (Beginner / Intermediate / Advanced)
- **Course Start Date** (optional)
- **Enable Certificate or Badge** (if used)
- **Free or Paid**
 - For free courses: set product to **Free**
 - For paid courses: link a WooCommerce product

Click **Save Changes**

4. Add Featured Image

- On the right panel:
 - Click **Set Featured Image**
 - Upload JPG or PNG (this is the course thumbnail)
- Recommended size: **800 × 450 px**

5. Build the Curriculum

Scroll to **Curriculum**

Create Sections

- Click **Add Section**
- Name the section (example: *Getting Started*)

Add Content Inside Each Section

You can add:

- **Units (Lessons)**
- **Quizzes** (optional)

Click **Save Curriculum**

6. Create Units (Lessons)

For each unit:

- Click **Add Unit**
- Enter:
 - Unit Title
 - Unit Content (text, images, embeds, YouTube links)
- Click **Publish**
- Return to the course editor

7. (Optional) Create a Quiz

- Click **Add Quiz**
- Add:
 - Questions
 - Passing score
- Publish the quiz
- Attach it to the correct section

8. Set Instructor

- Scroll to **Instructor Settings**
- Assign:
 - Admin or instructor account
- This controls who can edit the course

9. Enable Enrollment

- Go to **Course Product**
- Choose:
 - **Free Course** → No checkout
 - **Paid Course** → Link WooCommerce product

10. Final Check & Publish

Before going live, verify:

- Curriculum order
- Featured image shows correctly
- Enrollment type works
- Course status is **Published**

11. Test as a Student

- Open the course in **Incognito Mode** Enroll
- Click through units
- Confirm videos, images, and text load correctly

Common Mistakes to Avoid

- Forgetting to **Save Curriculum**
- Not assigning an instructor
- Publishing units but not attaching them to a section
- Using huge images (slow load)