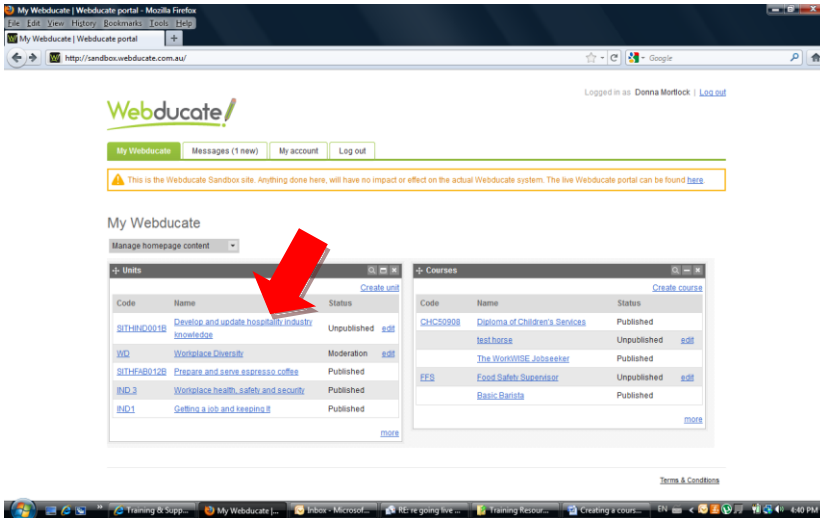


STEP 1

In the unit box on the dashboard, click on the link for the name of the unpublished unit you wish to publish.

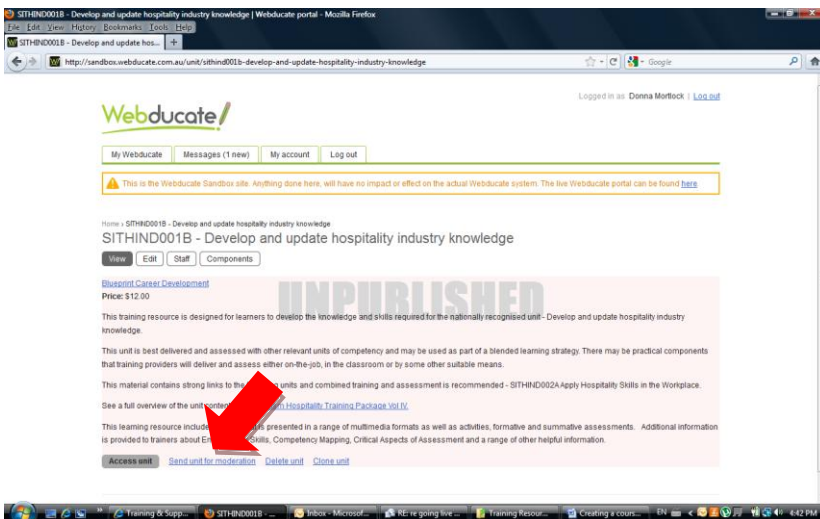
This link will only appear to users who have permission to create units.



STEP 2

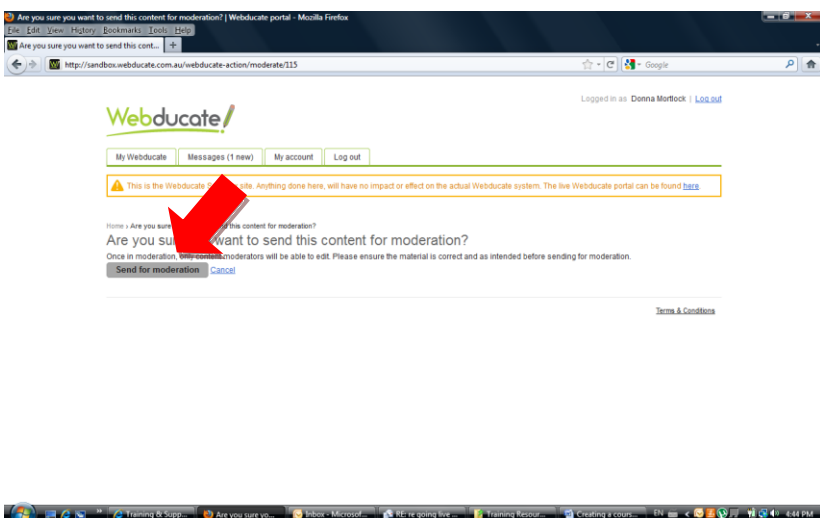
Click on the "Sent unit for moderation" link at the bottom left hand side of the page.

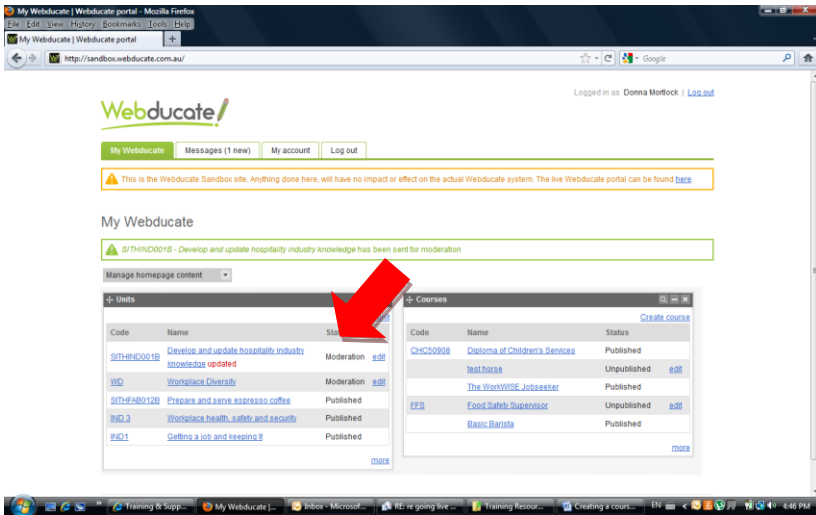
The moderation process allows any user with moderation permissions to view the course and provide you with feedback. Only send the unit for moderation once you have completed and checked it.



STEP 3

Click the "Send for moderation" button.

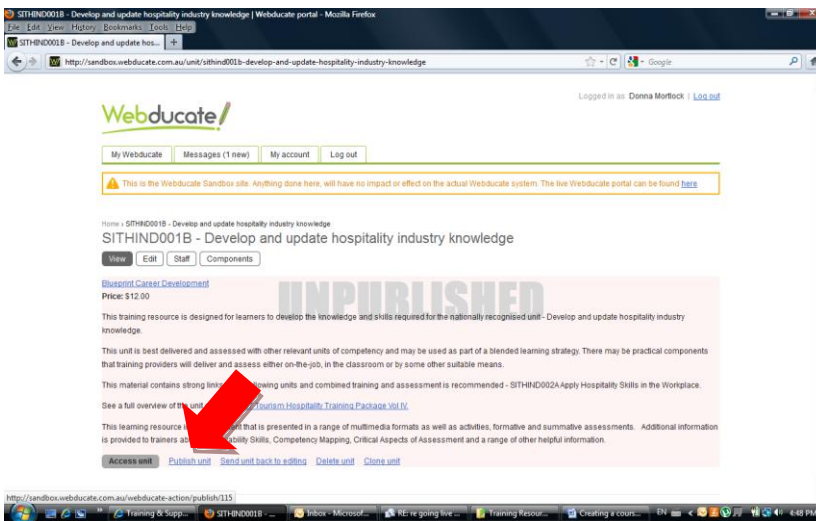




STEP 4

The unit will now show on the dashboard as in “moderation” status. Allow some time for allocated moderators to review the unit and provide you with feedback to that you can make any final edits prior to publishing.

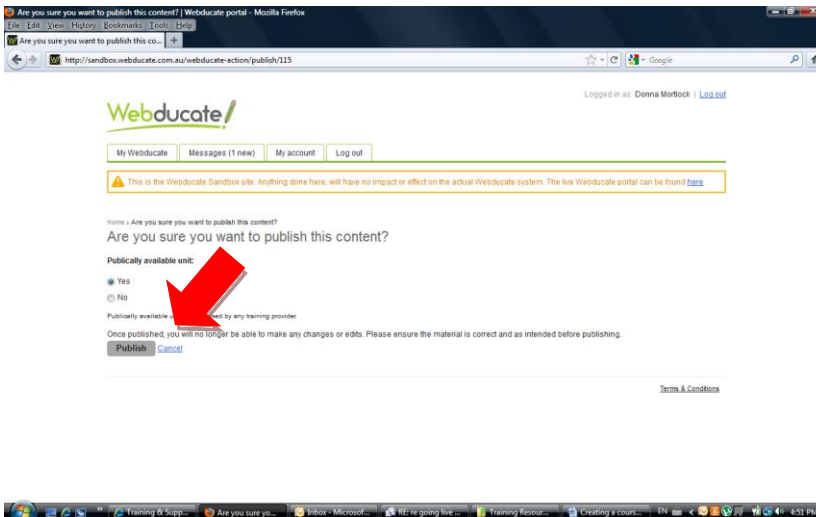
When you are confident that the unit is correct and of the quality you require, repeat step 1.



STEP 5

Click on the “Publish unit” link at the bottom left hand side of the page.

NOTE: If you want to continue editing the unit, click the “Send unit back to editing”. This process can be repeated as many times as desired to get the optimum result.



STEP 6

The system will now ask if you are sure that you want to publish the content.

If you are a Gold Webducate member, you will be given the option of making the unit publically available or not. Other membership types don't offer this option as any unit you publish must go into the Webducate library.

Click “Publish”.

Your unit is now complete, in the Webducate library and ready for inclusion in a course offered by you or other Webducate member.