## Adding Custom Policies to Courses:

A sample harassment prevention policy was included in your training purchase. You can review it from the Policies page, replace any default policy with your own, and add up to two (2) additional policies that you want your users to become familiar with. Policy content will appear on the course launch page for your users to access. **To override default policies for any course** from the Administrator homepage:

		CalChamber 820067 - California Chamber of Commerce	¢ •	
	<	Harassment Prevention for Supervisors CA (2022		
G	Home	Default Policy	File Actions	
53	Licenses/Seats	Harassment Prevention Policy	Upload 3	
ጽ	Users	Company Policies		
କ୍ଷ	Groups	You may add 2 additional company policies to display in the resources area of this course.		
B	Policies 1	Default Policy File	Actions	
Ð	Reports	Name*	Upload	
٢	Configure			
¢	Announcement	Harassment Prevention for Employees CA (2022)		
×	Utilities			

- 1. Select Policies
- 2. Select the course that needs a policy update
- 3. Select **Upload** and select the file you wish to serve as the new default policy (called Harassment Prevention Policy in this case). We recommend the upload be in PDF format.
- 4. Repeat this process if you've purchased more than one course

Your updated policy file will now show when the Harassment Prevention Policy link is clicked by your users in their coursework.

## **Adding Additional Policies:**

You may also add up to two additional company policies for your users to access on the platform:

		CalChamber 820057 - California Chamber of Commerce		¢ 🔒 ~
	<	Harassment Prevention for Supervisors CA (2022)		
6	Home	Default Policy	File	Actions
E	Licenses/Seats	Harassment Prevention Policy		Upload
8	Users	Company Policies		
ନ୍ଧ	Groups	<ul> <li></li> <li>You may add 2 additional company policies to display in the resources area of this course.</li> </ul>		
B	Policies 1	Default Policy	File	Actions
œ	Reports	New Policy Name Here 3		
ŝ	Configure			
¢	Announcement	Harassment Prevention for Employees CA (2022)		
×	Utilities			

- 1. Select Policies
- 2. Select the course that needs a policy update

## CalChamber LMS User Guide:

- 3. Enter a name for your custom policy
- 4. Select the adjacent **Upload** button to choose your policy file from your computer. We recommend PDF file format for these policies.

Your additional policies will appear on your users' course launch screen.