

# How to Manage the Notice Board

Manage Notice Board lets admins post important announcements and updates for users in one place. Admins can easily create, edit, and schedule notices that appear on dashboards. It keeps everyone informed instantly, improves communication, boosts engagement, and ensures no one misses key course news or reminders.

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Manage Course** from the left menu, and a new window will appear.
- Click on any **Course Title**, and a new window will appear related to the respective course.
- Click on the **Notice Board** Tab all the notices will appear of respective course.

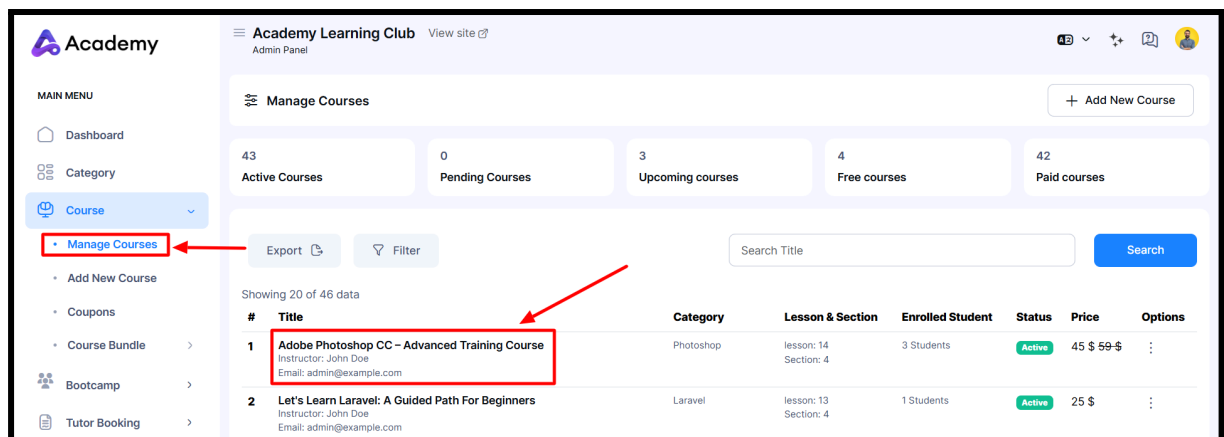


Figure-1 Admin-Academy-Laravel-Course-Manage Notice Board

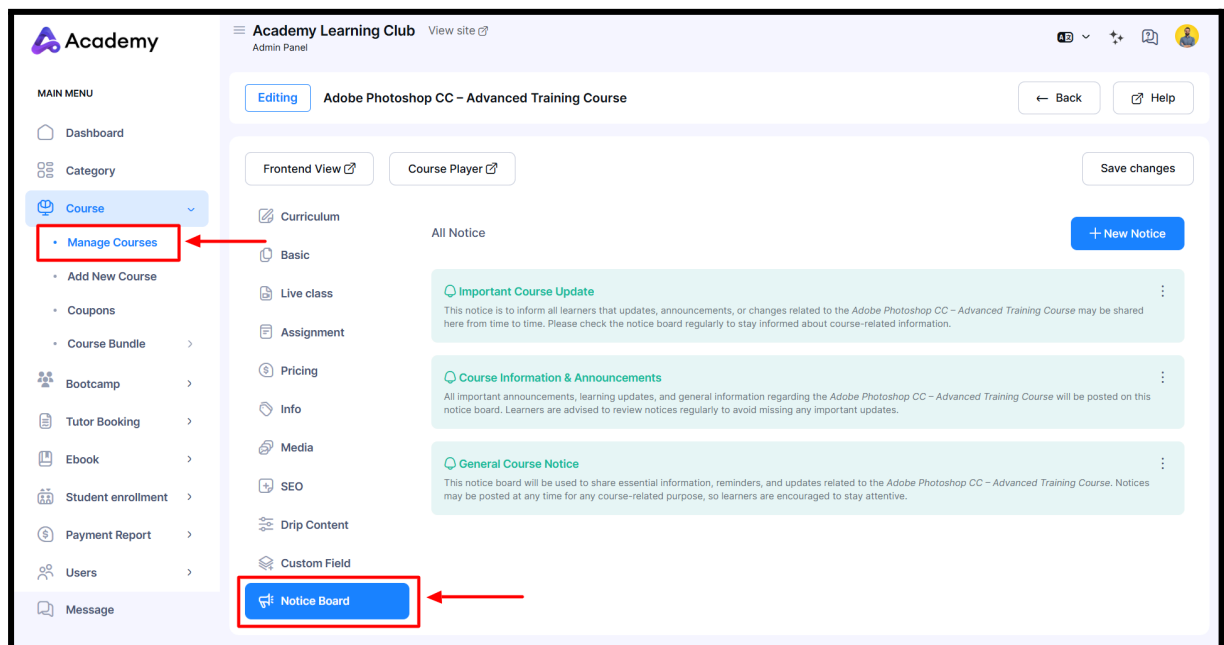


Figure-2 Admin-Academy-Laravel-Course-Manage Notice Board

## How to Add Notice

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Manage Course** from the left menu, and a new window will appear.
- Click on any **Course Title**, and a new window will appear related to the respective course.
- Click on the **Notice Board** Tab all the notices will appear of respective course.
- Finally, click the **Add Notice** button, and an entry form will appear.
- **Fill in the following details:**
  - **Notice Title:** Enter the desired notice title in the respective field.
  - **Description:** Type your desired description in the designated field.
  - **Send mail to student if urgent:** Active radio button if required.
- Once all the fields are completed, click the **Add Notice Board** button to save the information.

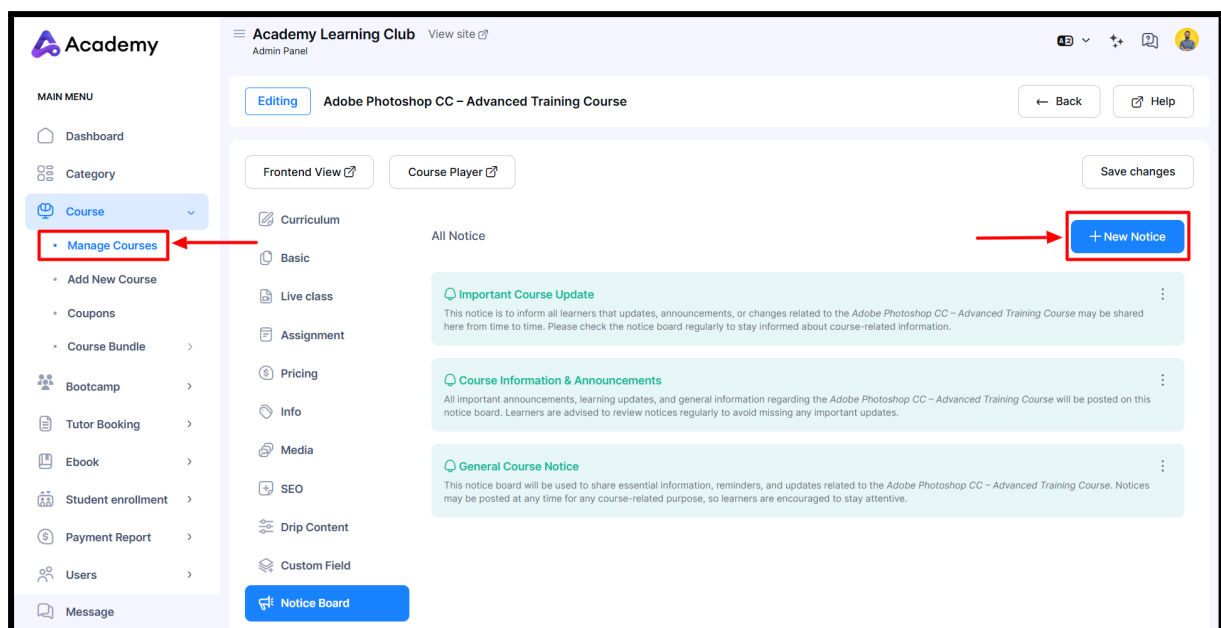


Figure-3 Admin-Academy-Laravel-Course-Add Notice

Add a new Notice

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Notice title\*

Description\*

Inter ▾

☐ Send mail to students if urgent

Add new notice

Close

Figure-4 Admin-Academy-Laravel-Course-Add Notice

## How to Edit Notice

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Manage Course** from the left menu, and a new window will appear.
- Click on any **Course Title**, and a new window will appear related to the respective course.
- Click on the **Notice Board** Tab all the notices will appear of respective course.
- When you click the **three dots** button, a new window will appear with options to **Edit**, **Resend**, and **Delete** the respective notice.
- Finally, click the **Edit** button, and an entry form will appear.
- **Fill in the following details:**
  - **Notice Title:** Enter the desired notice title in the respective field.
  - **Description:** Type your desired description in the designated field.
- Once all the fields are completed, click the **Update** button to save the information.
- If you click the **Resend** button, a confirmation menu will appear.
- If you click the **Confirm** button, it automatically resends the notice to enrolled students.
- If you click the **Delete** button, a confirmation menu will appear.
- If you click the **Confirm** button, the notice will be deleted. Otherwise; **Cancel**

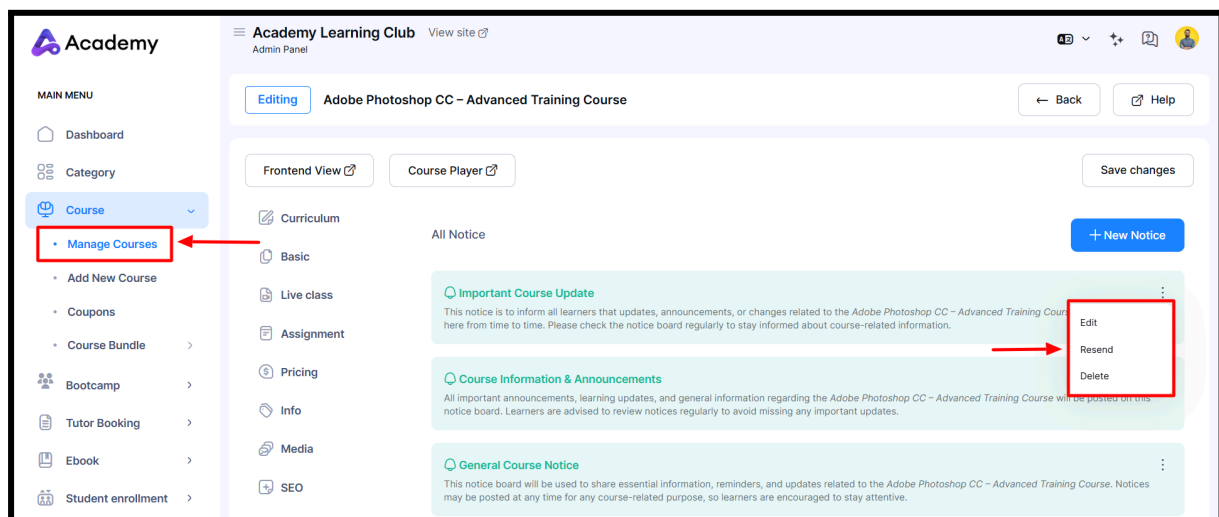


Figure-5 Admin-Academy-Laravel-Course-Edit Notice

Edit Notice

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Notice title\*

Important Course Update

Description\*

**B**

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**A** ▾

1

2

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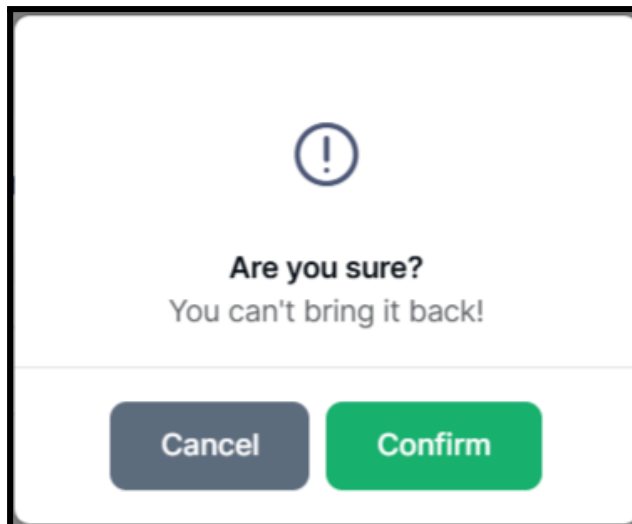
?

This notice is to inform all learners that updates, announcements, or changes related to the *Adobe Photoshop CC – Advanced Training Course* may be shared here from time to time. Please check the notice board regularly to stay informed about course-related information.

Update

Close

Figure-6 Admin-Academy-Laravel-Course-Edit Notice



Confirm

## How to Manage Course Bundle

Manage Course Bundle lets admins group multiple courses into one bundled offer. Admins can create, price, and promote bundles easily. This increases sales, encourages learners to buy more, and gives customers better value. It simplifies course access and boosts revenue while enhancing the learning experience.

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Manage Bundle** from the left sub-menu, and a new window will appear.
- Click the **Export** button, and the entire list will be exported as a **PDF** and **Print**.
  - If you click the **PDF** button, the selected document will be automatically downloaded.
  - If you click the **Print** button, the selected document is automatically printed.
- Click the **Filter** button, and a window will pop up.
- Select your desired option from the drop-down menu.
- Click the **Apply** button, and a course list will open as you filter.

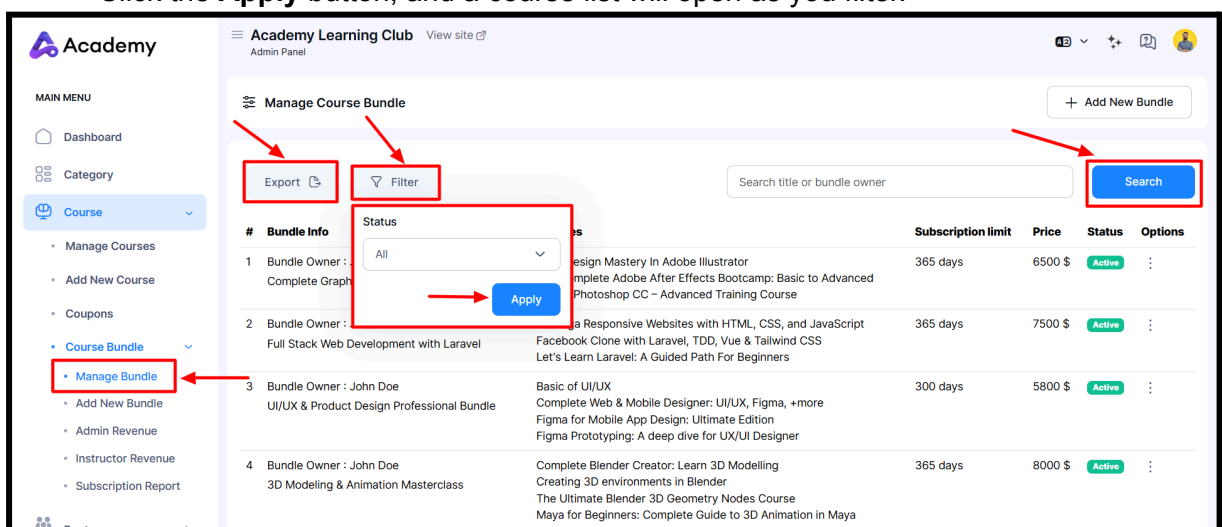


Figure-7 Admin-Academy-Laravel-Course-Course Bundle-Filter

## How to Add a New Bundle

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Manage Bundle** from the left sub-menu, and a new window will appear.
- Finally, click the **Add New Bundle** button or directly click **Add New Bundle** from the sub-menu, and an entry form will appear.
- **Fill in the following details:**
  - **Title:** Enter the desired bundle title in the respective field.
  - **Select Courses:** Select the course from the drop-down.
  - **Bundle Price:** Enter the bundle price in the designated field.
  - **Subscription Renew days:** Enter the subscription renew days in the respective field.
  - **Thumbnail:** Click the Choose File button to upload the image.
  - **Bundle Details:** Enter the details information in the respective field.
- Once all the fields are completed, click the **Create Bundle** button to save the information.

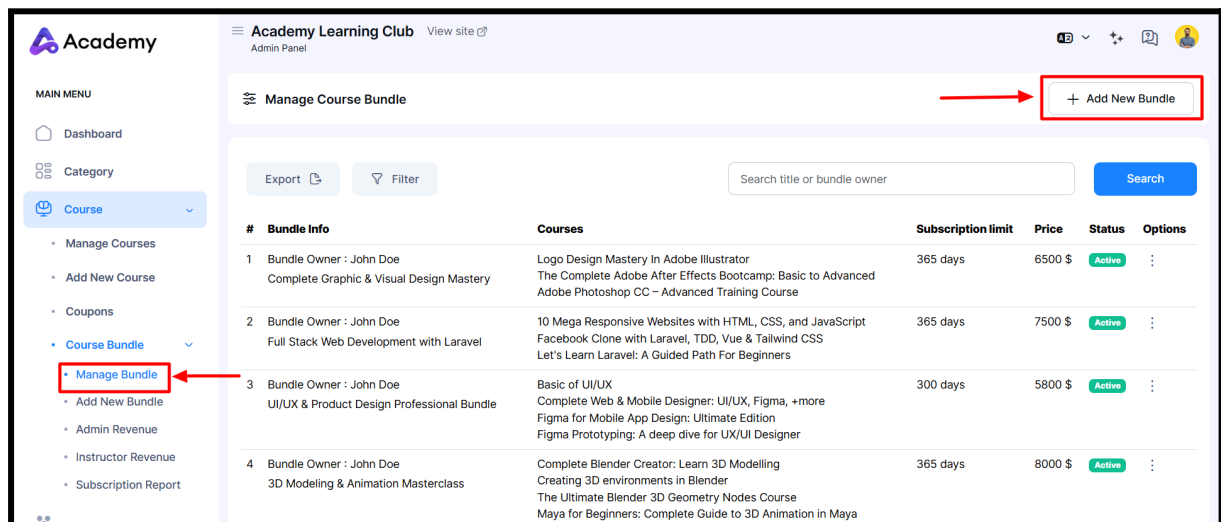


Figure-8 Admin-Academy-Laravel-Course-Course Bundle-Add New Bundle

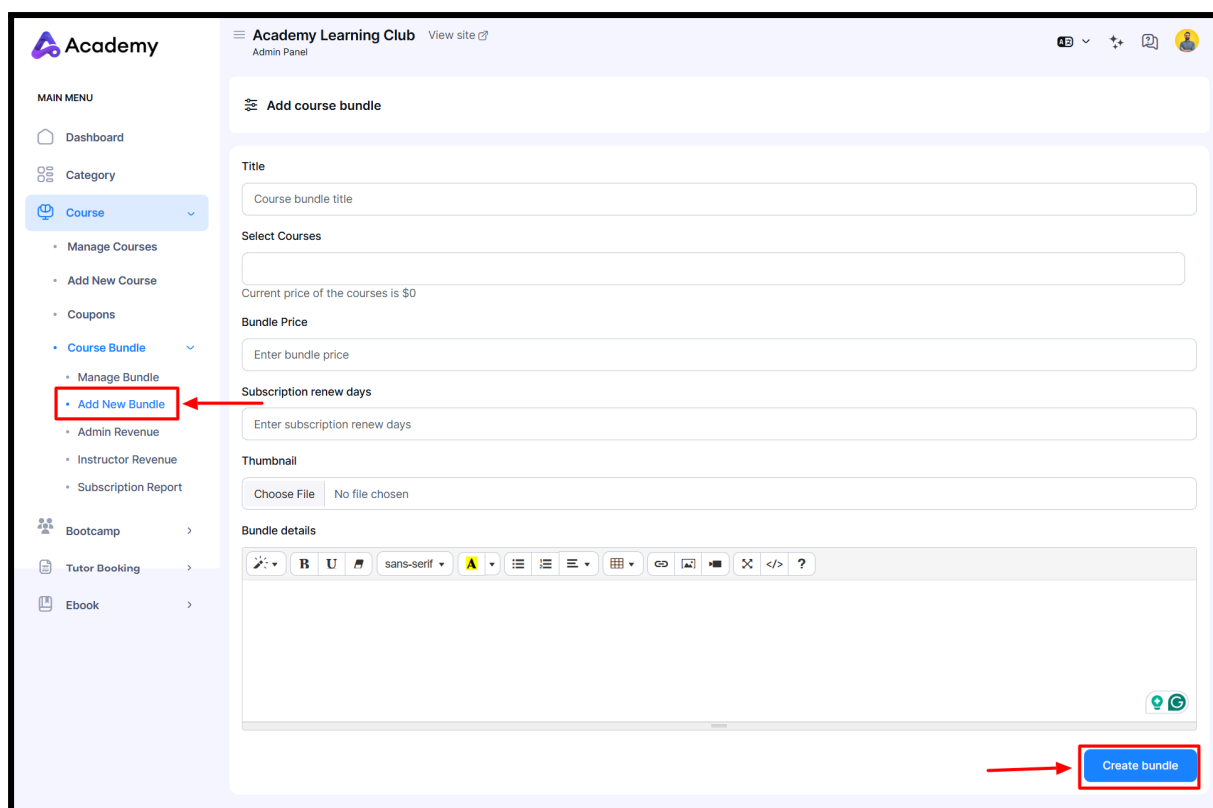


Figure-9 Admin-Academy-Laravel-Course-Course Bundle-Add New Bundle

## How to Edit Course Bundle

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Manage Bundle** from the left sub-menu, and a new window will appear.
- When you click the **three dots** button, a new window will appear with options to **Edit**, **Inactivate**, **View on frontend**, and **Delete** the respective notice.
- Finally, click the **Edit** button, and an entry form will appear.
- **Fill in the following details:**
  - **Title:** Enter the desired bundle title in the respective field.
  - **Select Courses:** Select the course from the drop-down.
  - **Bundle Price:** Enter the bundle price in the designated field.
  - **Subscription Renew days:** Enter the subscription renew days in the respective field.
  - **Thumbnail:** Click the Choose File button to upload the image.
  - **Bundle Details:** Enter the details information in the respective field.
- Once all the fields are completed, click the **Update Bundle** button to save the information.

## For SEO, the Course Bundle

- **Fill in the following details:**
  - **Meta Title:** Type the desired meta title in the meta title field.
  - **Meta Keywords:** Enter the meta keywords in the respective field.
  - **Meta Description:** Enter the meta description in the related field.



- **Meta Robot:** Enter the meta robot in the designated field.
- **Canonical URL:** Enter the relevant URL in the respective field.
- **Custom URL:** Enter the custom URL in the relevant field.
- **Og Title:** Enter the desired title in the Og title field.
- **Og Description:** Enter the Og description in the respective field.
- **Og Image:** Click the **Choose File** button, upload the Image.
- **Json ID:** Enter the JSON ID in the respective field.
- Once all fields are completed, click the **Update Bundle** button to save the information.
- Click the **Back** button go to the previous page.
- If you click the **Inactive** button, a confirmation menu will pop up.
- Click the **Confirm** button, item will be inactive automatically.
- If you click the **View on frontend** button, it automatically goes to the respective course bundle frontend.
- If you click the **Delete** button, a confirmation menu will appear.
- If you click the **Confirm** button, the course bundle will be deleted. Otherwise; **Cancel**
- 

The screenshot displays the 'Academy Learning Club Admin Panel' with the 'Manage Course Bundle' section active. The sidebar menu on the left has 'Manage Bundle' highlighted. The main content area features a table with columns: #, Bundle Info, Courses, Subscription limit, Price, Status, and Options. A dropdown menu is open for the first bundle, showing options: Edit, Inactive, View on frontend, and Delete. Red arrows indicate the flow from the sidebar menu to the table and then to the dropdown menu.

#	Bundle Info	Courses	Subscription limit	Price	Status	Options
1	Bundle Owner : John Doe Complete Graphic & Visual Design Mastery	Logo Design Mastery In Adobe Illustrator The Complete Adobe After Effects Bootcamp: Basic to Advanced Adobe Photoshop CC – Advanced Training Course	365 days	6500 \$	Active	Edit Inactive View on frontend Delete
2	Bundle Owner : John Doe Full Stack Web Development with Laravel	10 Mega Responsive Websites with HTML, CSS, and JavaScript Facebook Clone with Laravel, TDD, Vue & Tailwind CSS Let's Learn Laravel: A Guided Path For Beginners	365 days	7500 \$	Inactive	
3	Bundle Owner : John Doe UI/UX & Product Design Professional Bundle	Basic of UI/UX Complete Web & Mobile Designer: UI/UX, Figma, +more Figma for Mobile App Design: Ultimate Edition Figma Prototyping: A deep dive for UX/UI Designer	300 days	5800 \$	Inactive	
4	Bundle Owner : John Doe 3D Modeling & Animation Masterclass	Complete Blender Creator: Learn 3D Modelling Creating 3D environments in Blender The Ultimate Blender 3D Geometry Nodes Course	365 days	8000 \$	Active	

Figure-10 Admin-Academy-Laravel-Course-Course Bundle-Edit Course Bundle

Academy

MAIN MENU

Dashboard

Category

Course

Manage Courses

Add New Course

Coupons

Course Bundle

Manage Bundle

Add New Bundle

Admin Revenue

Instructor Revenue

Subscription Report

Bootcamp

Tutor Booking

Ebook

Academy Learning Club

Admin Panel

View site

Back

Edit course bundle

Title

Complete Graphic & Visual Design Mastery

Select Courses

Logo Design Mastery In Adobe IllustratorThe Complete Adobe After Effects Bootcamp: Basic to AdvancedAdobe Photoshop CC – Advanced Training Course

Current price of the courses is ₹184

Bundle Price

6500

Subscription renew days

365

Thumbnail

Choose FileNo file chosen

Bundle details

This bundle is designed for anyone who wants to become a professional graphic designer. In this bundle, you will learn advanced Adobe Photoshop techniques, modern AI-based design tools, professional logo design using Adobe Illustrator, and practical color theory. By completing these courses, you will be able to create high-quality designs for branding, marketing, and digital platforms. This bundle is ideal for freelancers, agency designers, and creative professionals.

Update bundle

SEO

Meta Title

Meta Title

Meta Keywords

Meta keywords

Writing your keyword and hit the enter

Meta Description

Meta Description

Meta Robot

Meta Robot

Canonical Uri

https://example.com/courses

Custom Uri

https://example.com/dresses/courses

Og Title

Og Description

Og Image

Choose FileNo file chosen

Json Id

Figure-11 Admin-Acadeny-Laravel-Course-Course Bundle-Edit Course Bundle

## How to Manage Admin Revenue

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Admin Revenue** from the left sub-menu, and a new window will appear.
- Click the **Export** button, and the entire list will be exported as a **PDF** and **Print**.
  - If you click the **PDF** button, the selected document will be automatically downloaded.
  - If you click the **Print** button, the selected document is automatically printed.
- If you want to filter, click the Filter option in the **date range** field.
- Select the **date range** from the drop-down calendar.
- Click the **Apply** button to confirm the date range.
- Click the **Filter** button, and a window will pop up as you desired.

Academy Learning Club Admin Panel

Course Bundle Admin Revenue

Export

01/01/2026 - 01/31/2026 Filter

#	Bundle Name	Revenue
1	3D Modeling & Animation Masterclass	
2	Frontend Web Design Fundamentals Bundle	
3	Complete Graphic & Visual Design Mastery	
4	Wellness, Yoga & Healing Certification Bundle	
5	Frontend Web Design Fundamentals Bundle	
6	Complete Graphic & Visual Design Mastery	
7	UI/UX & Product Design Professional Bundle	5800 \$
8	Full Stack Web Development with Laravel	7500 \$

Figure-12 Admin-Academy-Laravel-Course-Course Bundle-Admin Revenue

## How to Manage Instructor Revenue

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Instructor Revenue** from the left sub-menu, and a new window will appear.
- Click the **Export** button, and the entire list will be exported as a **PDF** and **Print**.
  - If you click the **PDF** button, the selected document will be automatically downloaded.
  - If you click the **Print** button, the selected document is automatically printed.
- If you want to filter, click the Filter option in the **date range** field.
- Select the **date range** from the drop-down calendar.
- Click the **Apply** button to confirm the date range.
- Click the **Filter** button, and a window will pop up as you desired.

The screenshot displays the 'Academy Learning Club Admin Panel' with the 'Course Bundle Instructor Revenue' section active. The sidebar menu on the left shows 'Instructor Revenue' selected under the 'Course Bundle' category. The main content area features a table with three rows of revenue data for 'Frontend Web Design Fundamentals Bundle'. Each row shows a total of 2200. To the right of the table is a date range filter set to '01/01/2026 - 01/31/2026'. Below the filter is a calendar view for January and February 2026. Red arrows highlight the 'Export' button, the date range filter, the 'Filter' button, and the 'Apply' button.

#	Bundle Name	Total
1	Frontend Web Design Fundamentals Bundle	2200
2	Frontend Web Design Fundamentals Bundle	2200
3	Frontend Web Design Fundamentals Bundle	2200

Showing 3 of 3 data

Figure-13 Admin-Academy-Laravel-Course-Course Bundle-Instructor Revenue

## How to Manage Subscription Report

- Log in to the **Admin** panel and open the **Dashboard**.
- Navigate to **Course** from the left menu, and a new window will appear.
- Click the **Course Bundle** from the left sub-menu, and a new window will appear.
- Click the **Subscription Report** from the left sub-menu, and a new window will appear.
- If you click the **Export** button, the entire list will be exported as a **PDF** and **Print**.
  - If you click the **PDF** button, the selected document will be automatically downloaded.
  - If you click the **Print** button, the selected document is automatically printed.
- If you want to view a particular bundle.
- Enter the **bundle name** in the **search** field.
- Click the **Search** button to view the desired.

The screenshot displays the 'Admin Academy Learning Club' interface. The sidebar menu on the left has 'Subscription Report' highlighted under the 'Course Bundle' section. The main content area is titled 'Subscription Report' and features a search bar with the placeholder 'Search Title' and a 'Search' button. Below the search bar are three buttons: 'Export', 'PDF', and 'Print'. The table below lists subscription bundles with columns for Bundle, Included Courses, Date, Amount, and Status.

Bundle	Included Courses	Date	Amount	Status
Frontend Web Design Fundamentals Bundle	Build Websites from Scratch with HTML & CSS The Complete Web Development with Bootstrap	Purchase Date: <b>06 Jan 2026</b> Expire Date: <b>05 Jul 2026</b>	2200 \$	Active
2 Josel Vosus Complete Graphic & Visual Design Mastery	Logo Design Mastery In Adobe Illustrator The Complete Adobe After Effects Bootcamp: Basic to Advanced Adobe Photoshop CC – Advanced Training Course	Purchase Date: <b>06 Jan 2026</b> Expire Date: <b>06 Jan 2027</b>	6500 \$	Active
3 Josel Vosus Full Stack Web Development with Laravel	10 Mega Responsive Websites with HTML, CSS, and JavaScript Facebook Clone with Laravel, TDD, Vue & Tailwind CSS Let's Learn Laravel: A Guided Path For Beginners	Purchase Date: <b>06 Jan 2026</b> Expire Date: <b>06 Jan 2027</b>	7500 \$	Active
4 Jona Corso UI/UX & Product Design Professional Bundle	Basic of UI/UX Complete Web & Mobile Designer: UI/UX, Figma, +more Figma for Mobile App Design: Ultimate Edition	Purchase Date: <b>07 Jan 2026</b> Expire Date: <b>03 Nov 2026</b>	5800 \$	Active

Figure-14 Admin-Academy-Laravel-Course-Course Bundle-Subscription Report