

Academy LMS Custom Field Feature

Custom Fields in Academy LMS give you the flexibility to capture exactly the information your platform needs. Instead of relying on fixed data forms, you can add tailored fields to courses, ensuring every detail is organized, relevant, and meaningful for users.

For **Admins**, this feature offers full control. They can create, edit, or remove custom fields from the dashboard, shaping how course information is structured and presented across the system.

Instructors benefit from this flexibility by entering additional course details such as prerequisites, learning outcomes, or materials. It helps them present richer content and communicate expectations clearly to students.

The process is simple. Admins define the fields, assign them to course sections, and instructors complete them when creating or updating courses. The system stores and displays this data automatically wherever required.

Customer Key Benefits at a Glance:

- Flexible course data collection
- Better course presentation
- Improved organization
- Enhanced user experience
- Easy configuration

Customers are drawn to this application because customization empowers growth. The ability to adapt course structures to unique academic or business needs makes the platform scalable and future-ready.

In conclusion, the **Custom Field feature** strengthens Academy LMS by combining flexibility with simplicity, helping institutions deliver personalized learning experiences while maintaining efficiency and professional presentation.

Admin Panel

How to Manage Custom Field

Manage Custom Fields lets you add and control extra course information easily. Admins create, edit, or remove fields from the dashboard. Once configured, they appear automatically in course forms. This flexibility improves organization, captures important details, and enhances user experience, making your platform more adaptable and professional.

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window.
- If you click the **Back to Course List** button, you will go back to the course list page.
- If you click the **View on Frontend** button, the relevant frontend will appear.

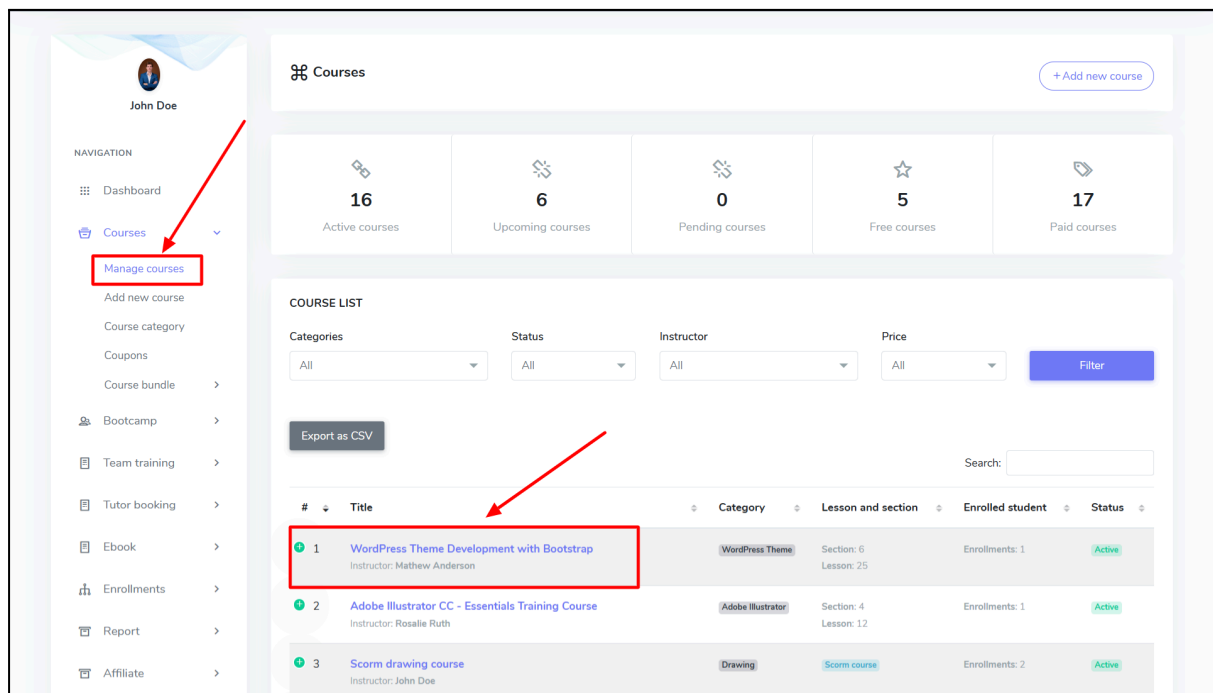


Figure- 1 Admin-Courses-Manage Courses-Manage Custom Field

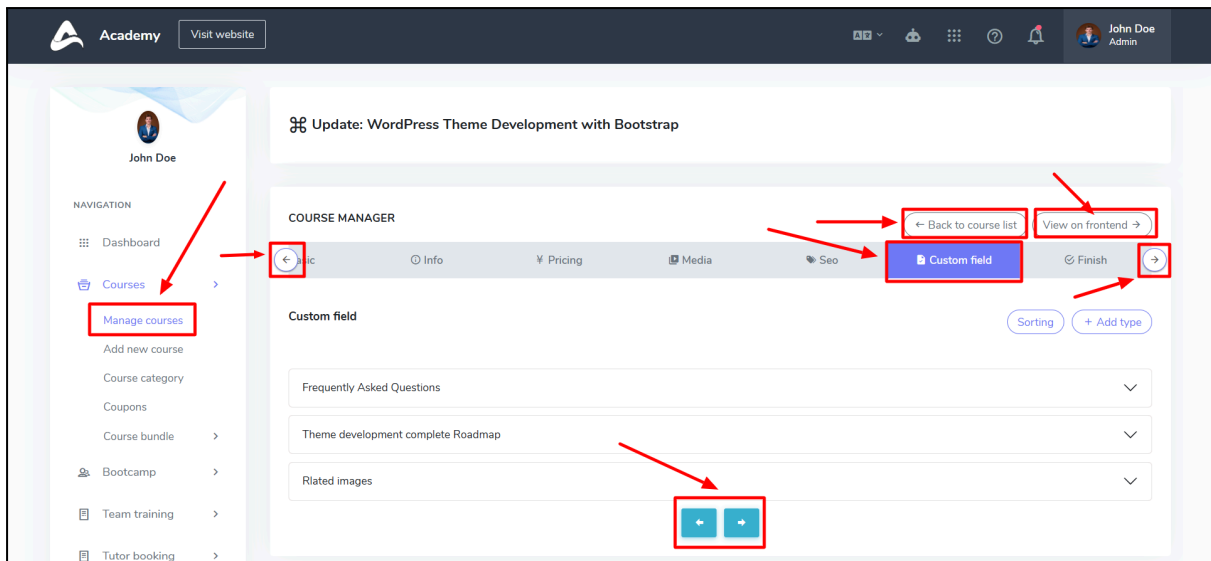


Figure- 2 Admin-Courses-Manage Courses-Manage Custom Field

How to Sorting Custom Field.

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Sorting** and **Add Type**.
- If you click the **Sorting** button, a new window will appear.
- You can easily sort the appeared field up and down by **drag-and-drop**.
- After the change is completed, click the **Save Changes** button.

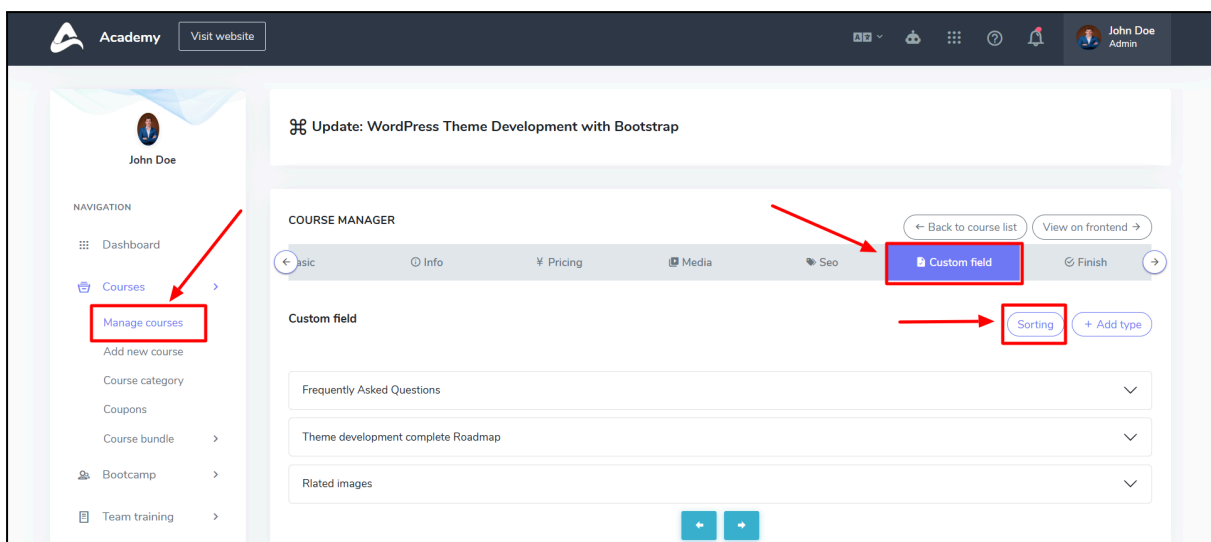


Figure- 3 Admin-Courses-Manage Courses-Custom Field-Sorting

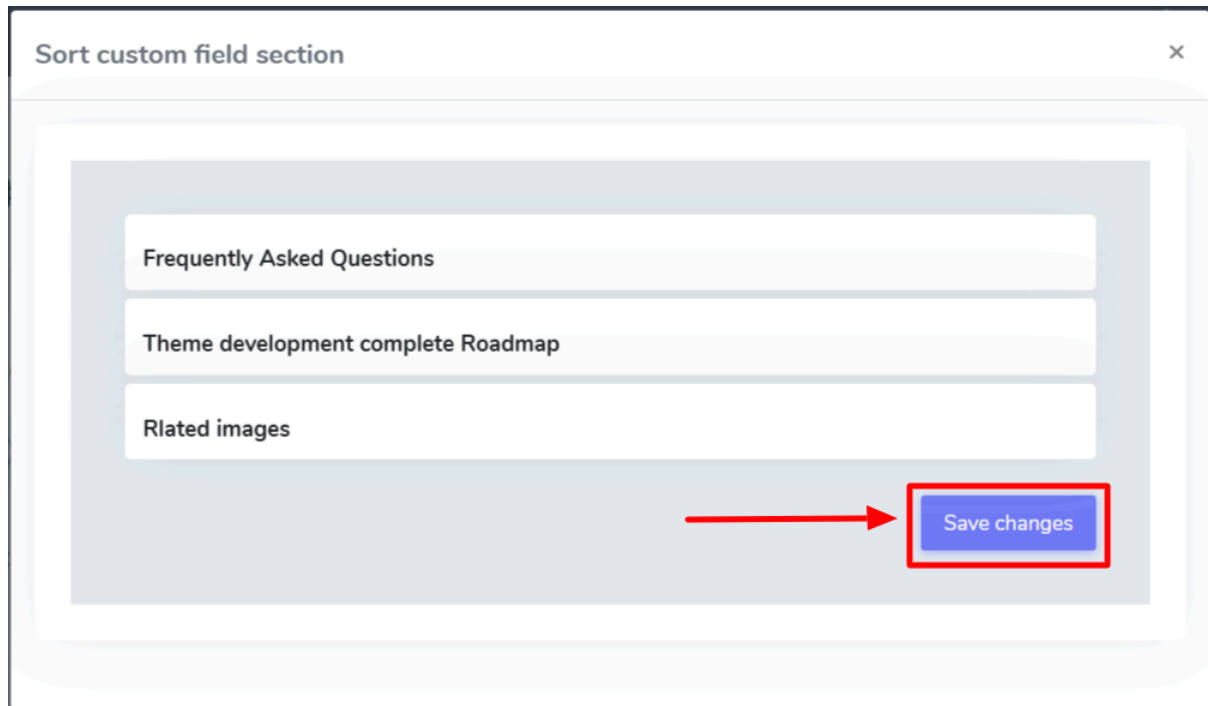


Figure- 4 Admin-Courses-Manage Courses-Custom Field-Sorting

How to Add Type (Image)

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **Image** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Title:** Enter the desired title in the relevant field.
 - **Description:** Enter the desired description in the related field.
 - **Image:** Click the Choose File button to upload the selected image.
- If you click the **+ (Plus)** sign, another field will open to enter the Title, Description, and Image.
- If you click the **- (Minus)** Sign, you are able to delete the field that you created by clicking the **+** (Plus) sign.
- Once all the fields are completed, click the **Submit** button to save the information.

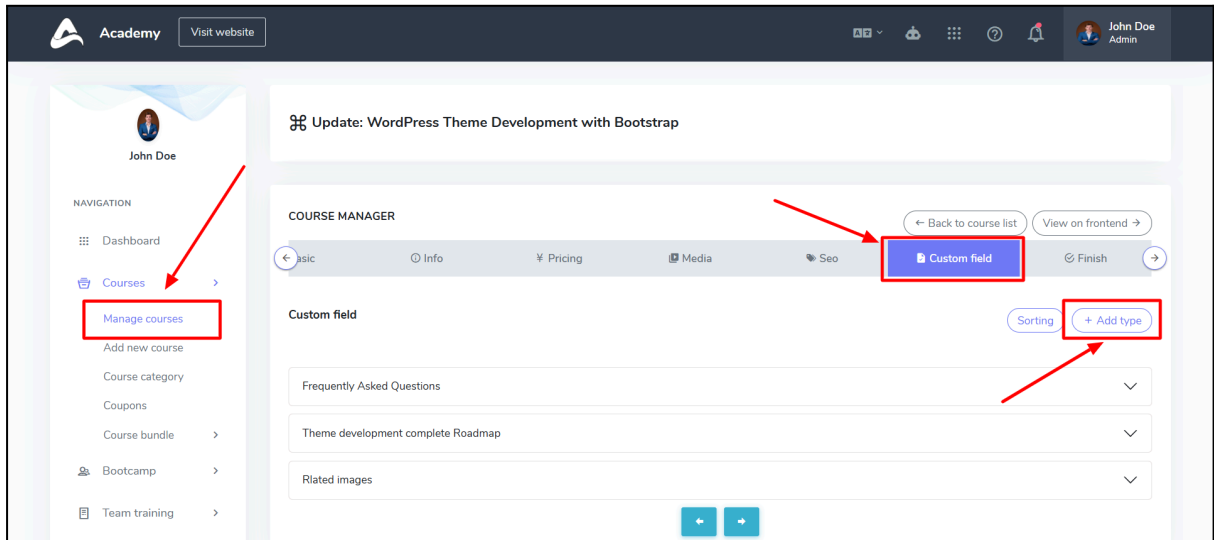


Figure- 5 Admin-Courses-Manage Courses-Custom Field-Add Type



Figure- 6 Courses-Manage Courses-Custom Field-Add Type

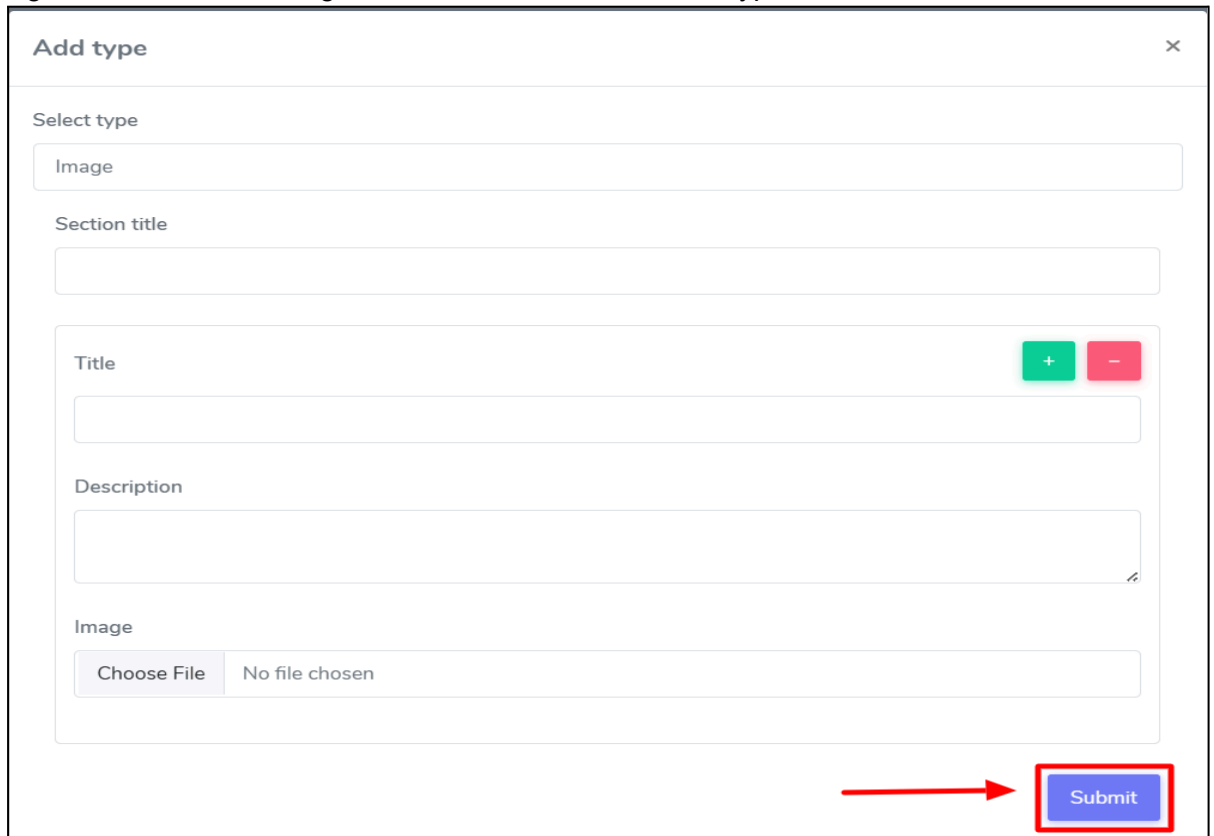


Figure- 7 Admin-Courses-Manage Courses-Custom Field-Add Type-Image

How to Add Type (Text)

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image, Text, Video, FAQ, and Gallery** options.
- If you select **Text** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Text Content:** Enter the desired text content in the relevant field.
- Once all the fields are completed, click the **Submit** button to save the information.

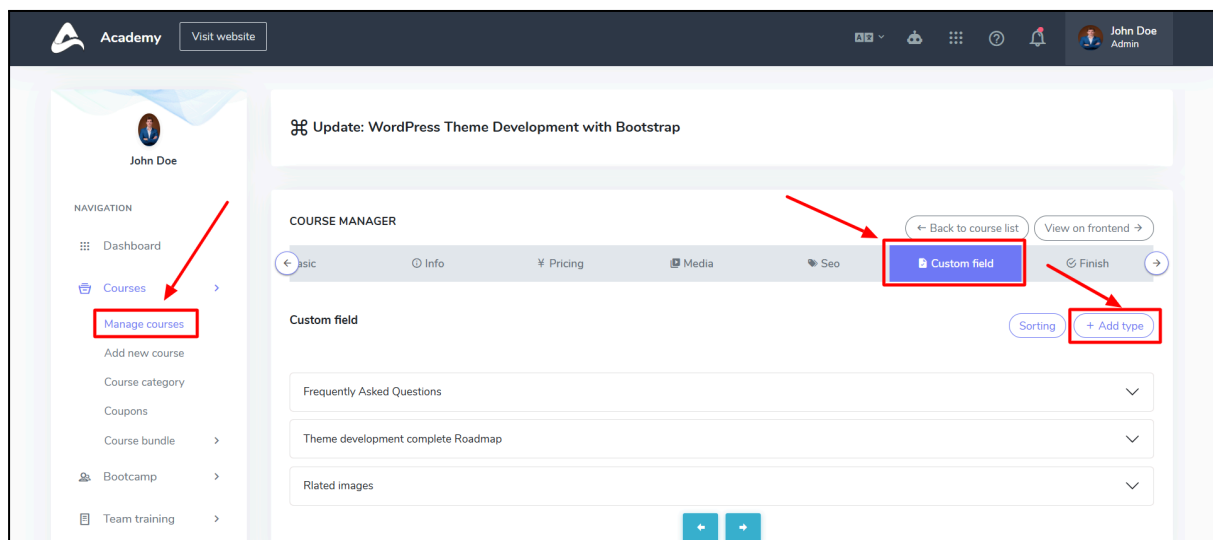


Figure- 8 Admin-Courses-Manage Courses-Custom Field-Add Type-Text



Figure- 9 Admin-Courses-Manage Courses-Custom Field-Add Type-Text

Add type ×

Select type

Text

Section title

Text content

Rich text editor toolbar: Bold (B), Underline (U), Italic (I), Color (A), Bulleted list, Numbered list, Indent, Table, Link, Image, Video.

Submit

Figure- 10 Admin-Courses-Manage Courses-Custom Field-Add Type-Text

How to Add Type (Video)

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image, Text, Video, FAQ, and Gallery** options.
- If you select **Video** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Video URL:** Enter the desired video URL in the relevant field.
- Once all the fields are completed, click the **Submit** button to save the information.

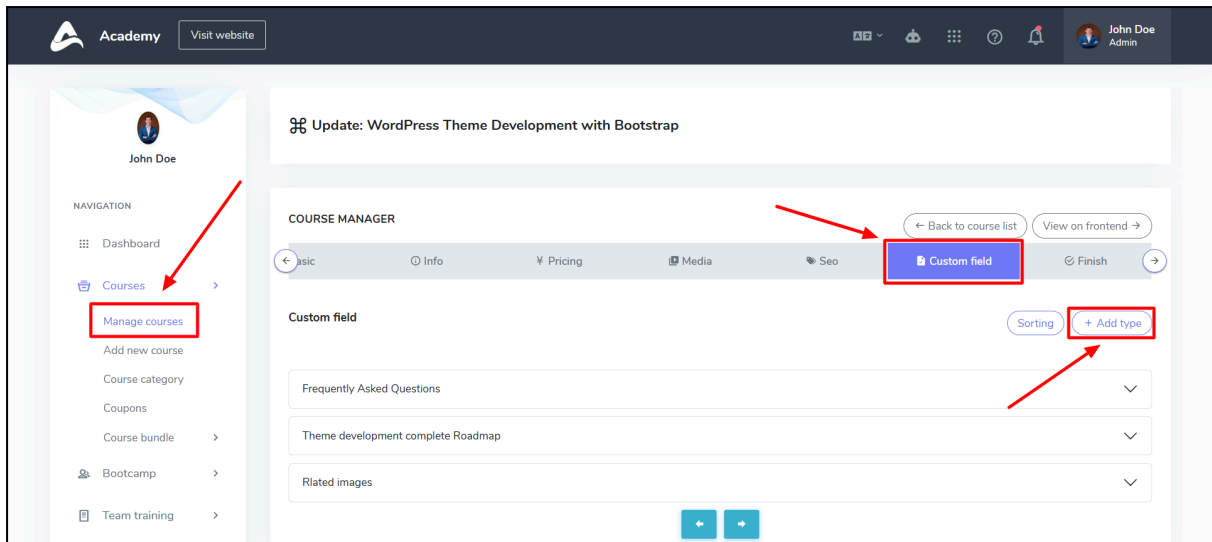


Figure- 11 Courses-Manage Courses-Custom Field-Add Type-Video

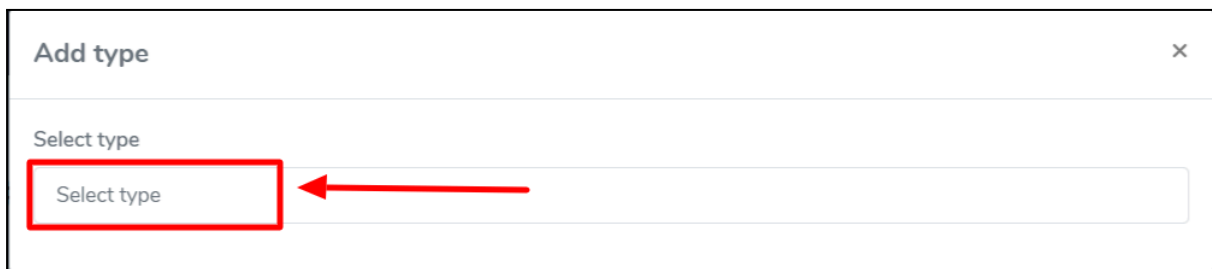


Figure- 12 Admin-Courses-Manage Courses-Custom Field-Add Type-Video

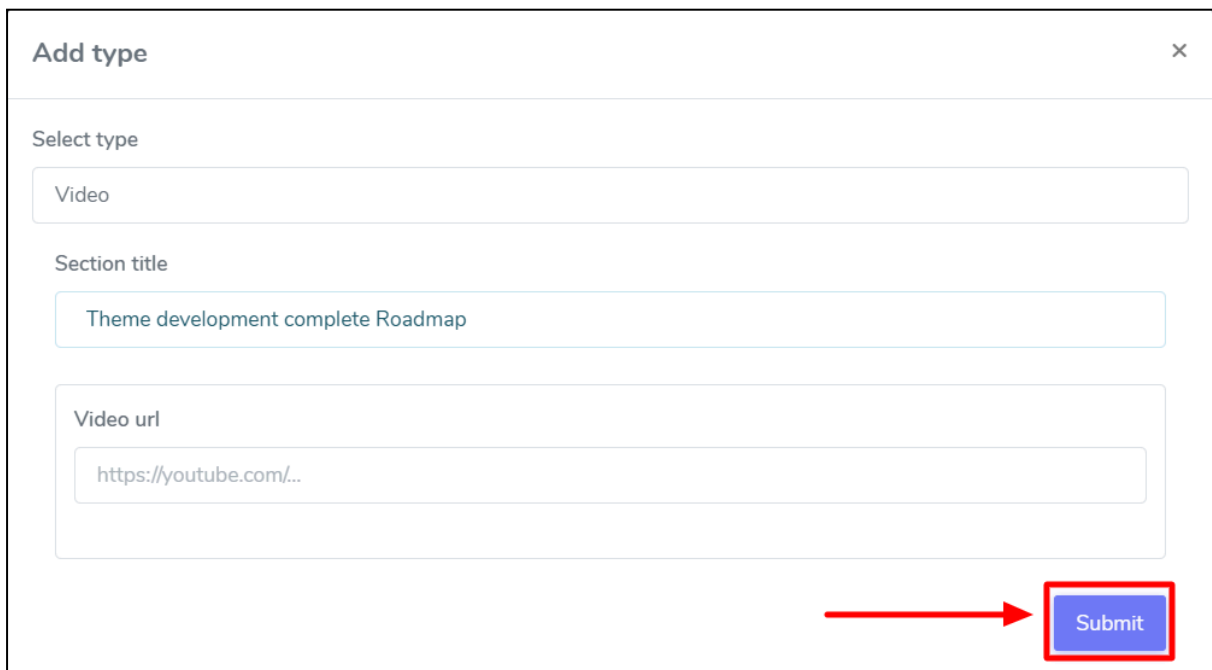


Figure- 13 Admin-Courses-Manage Courses-Custom Field-Add Type-Video

How to Add Type (FAQ)

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **FAQ** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **FAQ Question:** Enter the desired question in the relevant field.
 - **FAQ Answer:** Enter the relevant answer to the question in the relevant field.
- If you click the **+ (Plus)** sign, another field will open to enter the FAQ Question and Answer.
- If you click the **- (Minus)** Sign, you are able to delete the field that you created by clicking the **+ (Plus)** sign.
- Once all the fields are completed, click the **Submit** button to save the information.

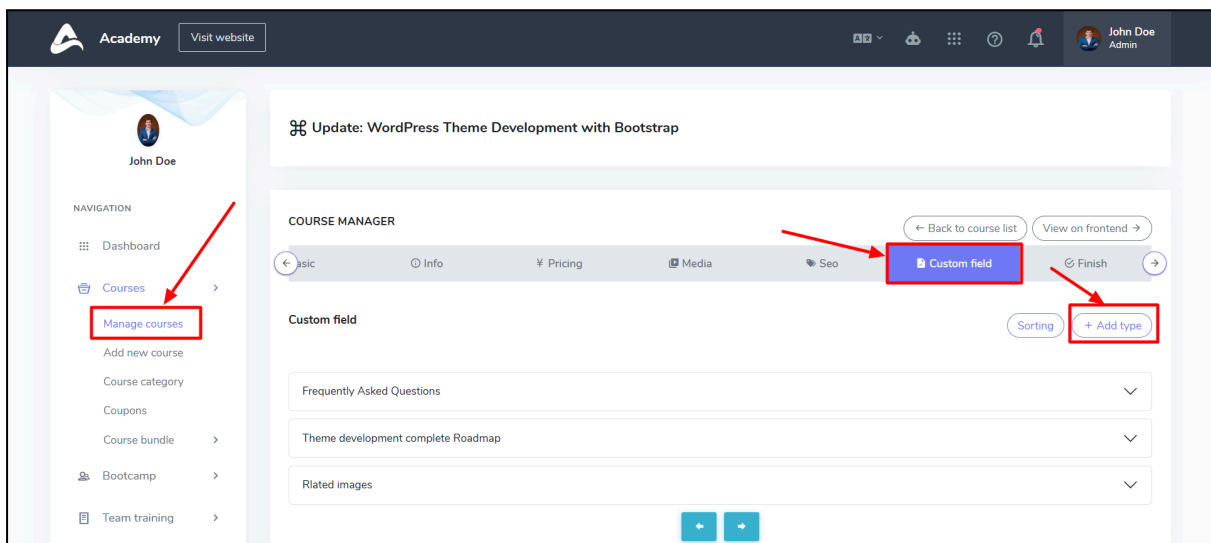


Figure- 14 Admin-Courses-Manage Courses-Custom Field-Add Type-FAQ



Figure- 15 Admin-Courses-Manage Courses-Custom Field-Add Type-FAQ

Add type ×

Select type

Faq

Section title

Frequently Asked Questions

Faq question

Faq answer

Submit

Figure- 16 Admin-Courses-Manage Courses-Custom Field-Add Type-FAQ

How to Add Type (Gallery)

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- If you click the **Custom Field** button to open a new window, along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **Gallery** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Gallery Image:** Click the Choose File button to upload the Image.
- Once all the fields are completed, click the **Submit** button to save the information.

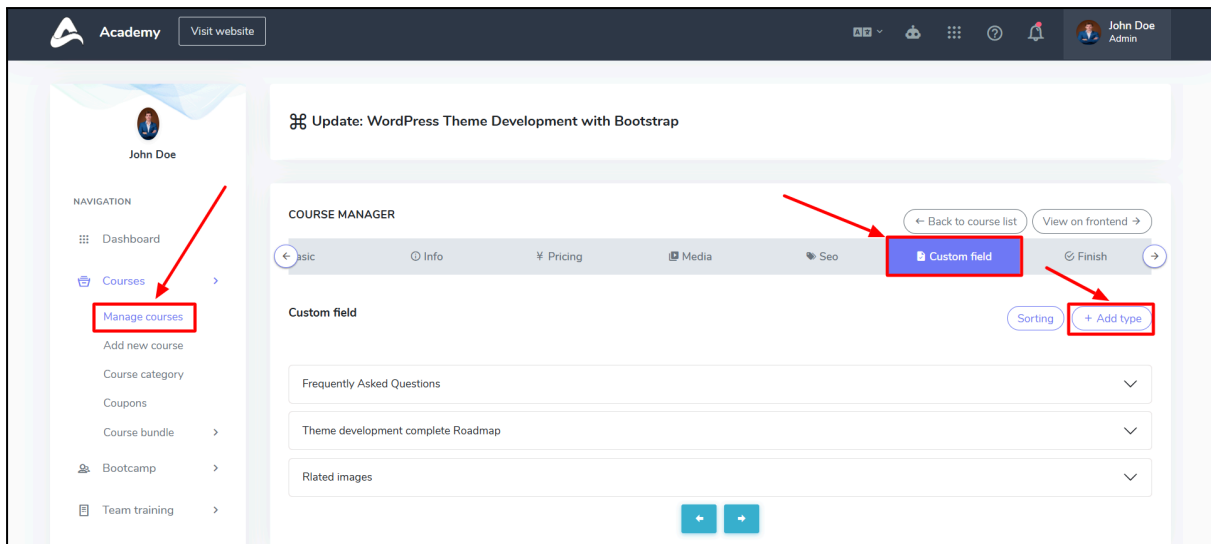


Figure- 17 Admin-Courses-Manage Courses-Custom Field-Add Type-Gallery Image

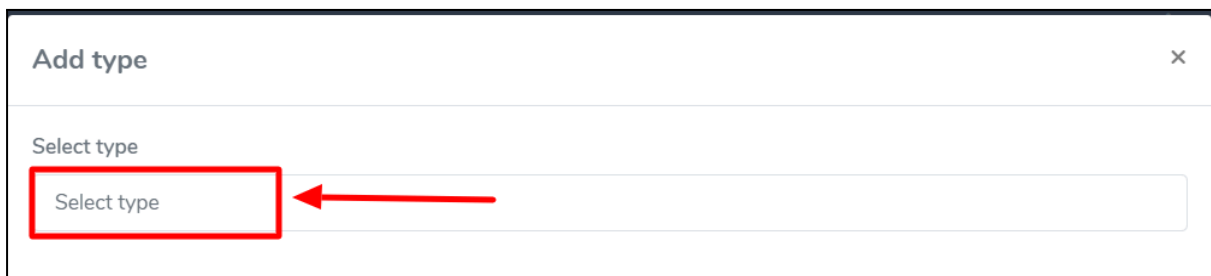


Figure- 18 Admin-Courses-Manage Courses-Custom Field-Add Type-Gallery Image



Figure- 19 Admin-Courses-Manage Courses-Custom Field-Add Type-Gallery Image

How to Edit a Section

- Log in to the **Admin** and access the **Dashboard** from the Admin Panel.
- Navigate **Courses** from the left menu
- Finally, click the **Manage Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Down Arrow** of the Custom Field, and a new window will open with **Edit** and **Delete** options.
- If you click the **Edit** button, an entry form will open.
- **Fill in the following details:**
 - **Section Title:** Edit the section title in the designated field as you desire.
- Once all the fields are completed, click the **Update** button to save the information.
- If you click the **Delete** button, a confirmation menu will pop up.
- Click **Confirm** to automatically delete the selected item, or **Cancel** to keep it unchanged.

Note: Similarly, you can edit & delete all Sections.

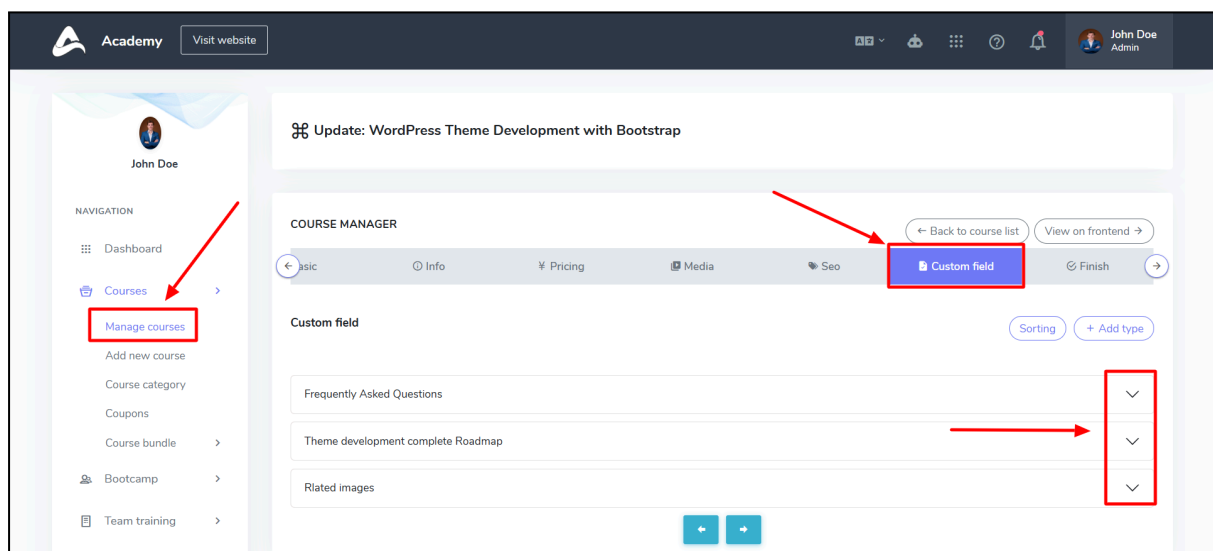


Figure- 20 Admin-Courses-Manage Courses-Custom Field-Edit a Section

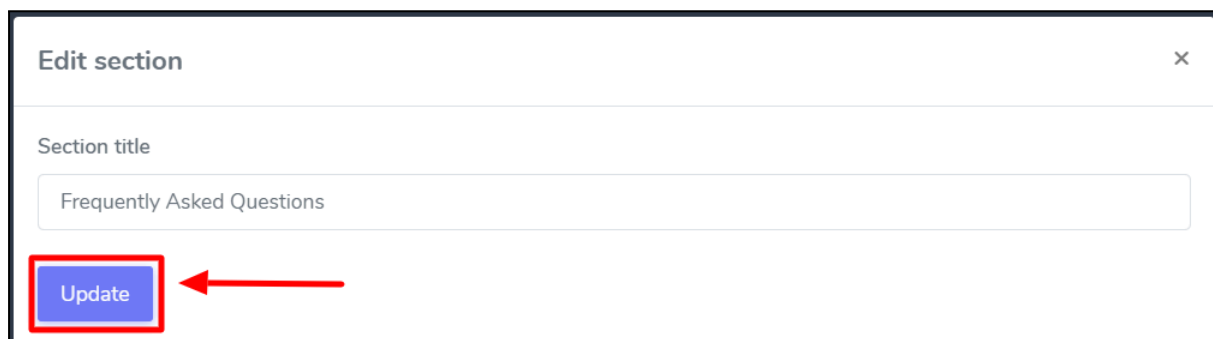


Figure- 21 Admin-Courses-Manage Courses-Custom Field-Edit a Section

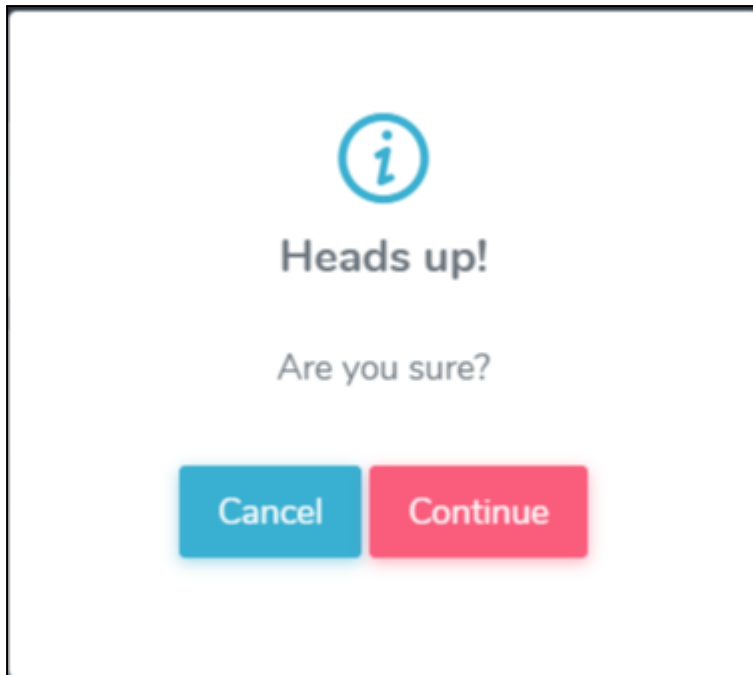


Figure- 22 Admin-Courses-Manage Courses-Custom Field-Delete Section

Instructor Panel

How to Manage Custom Field

Manage Custom Fields lets instructors personalize course information beyond standard details. Instructors can add and organize fields easily from the panel. It works by selecting field types and updating content in real time. This flexibility improves course clarity, enriches the learning experience, and increases student confidence and engagement.

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window.
- If you click the **Back to Course List** button, you will go back to the course list page.
- If you click the **View on Frontend** button, the relevant frontend will appear.

The screenshot displays the Academy Instructor Panel. The top header shows the user's name, 'Mathew Anderson', and a 'Visit website' button. The left navigation menu includes 'Dashboard', 'Course manager', 'Bootcamp', 'Team training', 'Ebook', 'Tutor booking', 'Sales report', 'Payout report', 'Payout settings', 'Zoom live settings', 'Blog', 'Support', 'Become an affiliate', 'Message', and 'Manage profile'. The 'Course manager' link is highlighted with a red box and a red arrow. The main content area shows a 'Courses' section with a '+ Add new course' button. Below this is a summary of course statistics: 4 Active courses, 0 Pending courses, 0 Draft courses, 1 Free courses, and 3 Paid courses. The 'COURSE LIST' section includes filters for Categories, Status, and Price, an 'Export as CSV' button, and a search bar. The course list table has columns for #, Title, Category, Lesson and section, Enrolled student, Status, and Price. The first course, 'WordPress Theme Development with Bootstrap', is highlighted with a red box and a red arrow. The table lists four courses in total.

#	Title	Category	Lesson and section	Enrolled student	Status	Price
1	WordPress Theme Development with Bootstrap Instructor: John Doe, Kasia Jarco, Mathew Anderson	WordPress Theme	Total section: 6 Total lesson: 25	Total enrolment: 1	Active	\$10 (Lifetime)
2	The Complete Graphic Design Theory Instructor: Mathew Anderson	Photoshop	Total section: 3 Total lesson: 7	Total enrolment: 2	Active	\$50 (Lifetime)
3	How to shoot cinematic tech videos like Apple Instructor: Mathew Anderson	Color Theory	Total section: 1 Total lesson: 3	Total enrolment: 1	Active	\$524 (Lifetime)
4	The Data Science Course: Complete Data Science Instructor: Mathew Anderson	Bootstrap	HSg course	Total enrolment: 0	Active	Free (Lifetime)

Figure- 23 Instructor-Courses Manage-Manage Custom Field

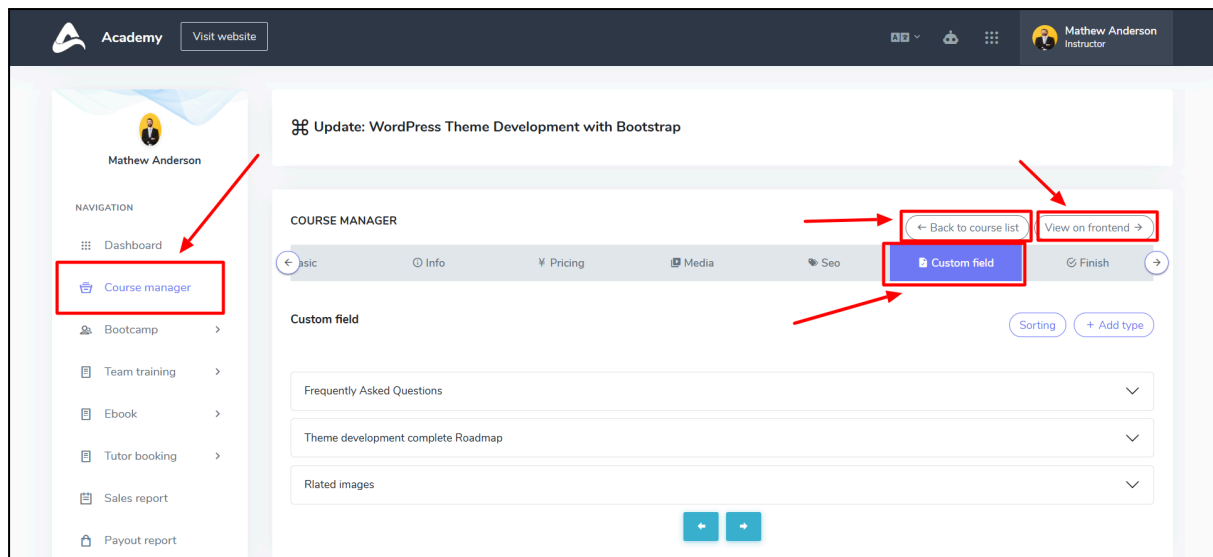


Figure- 24 Instructor-Courses Manage-Manage Custom Field

How to Sorting Custom Field.

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Sorting** and **Add Type**.
- If you click the **Sorting** button, a new window will appear.
- You can easily sort the appeared field up and down by **drag-and-drop**.
- After the change is completed, click the **Save Changes** button.

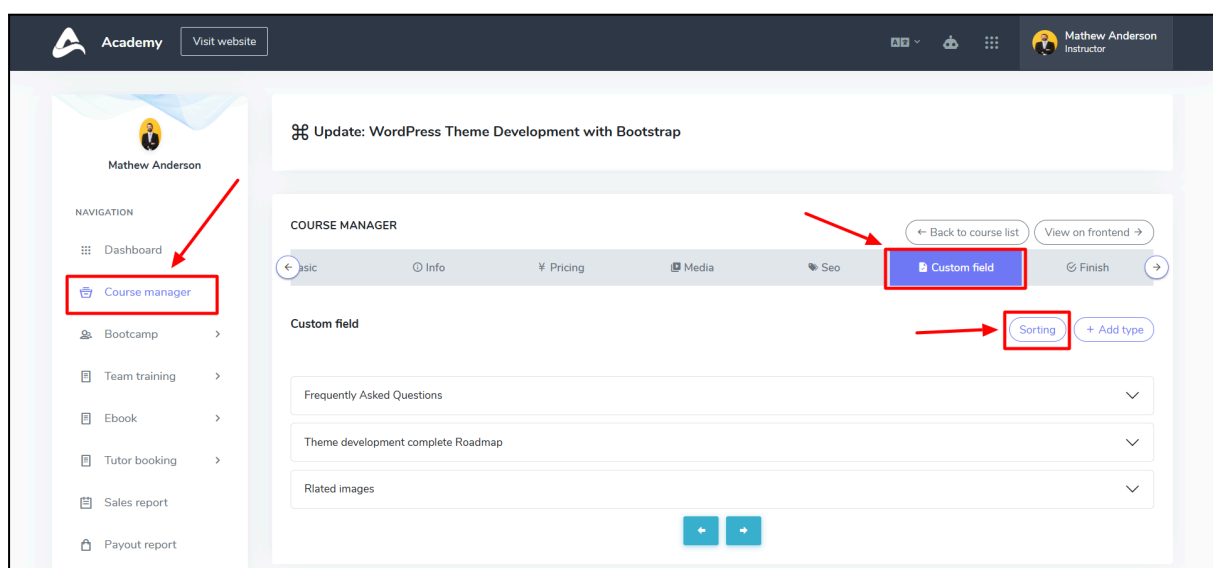


Figure- 25 Instructor-Courses Manage-Manage Custom Field-Sorting

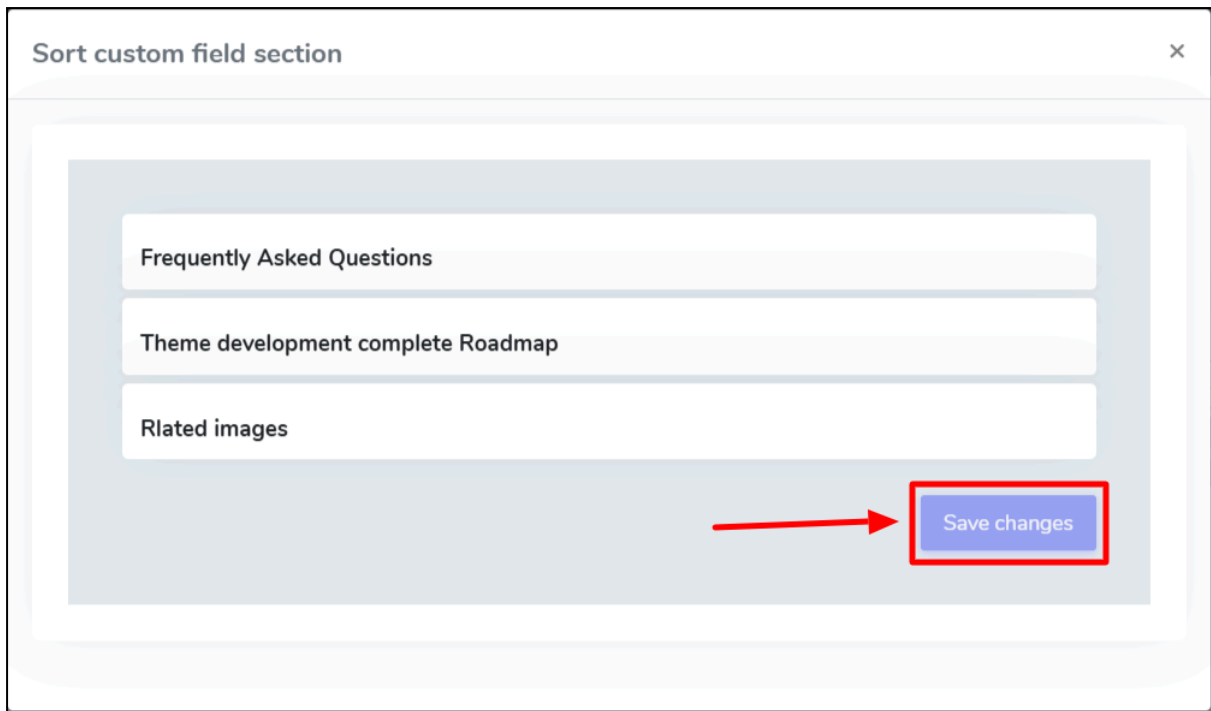


Figure- 26 Instructor-Courses Manage-Manage Custom Field-Sorting

How to Add Type (Image)

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **Image** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Title:** Enter the desired title in the relevant field.
 - **Description:** Enter the desired description in the related field.
 - **Image:** Click the Choose File button to upload the selected image.
- If you click the **+ (Plus)** sign, another field will open to enter the Title, Description, and Image.
- If you click the **- (Minus)** Sign, you are able to delete the field that you created by clicking the **+** (Plus) sign.
- Once all the fields are completed, click the **Submit** button to save the information.

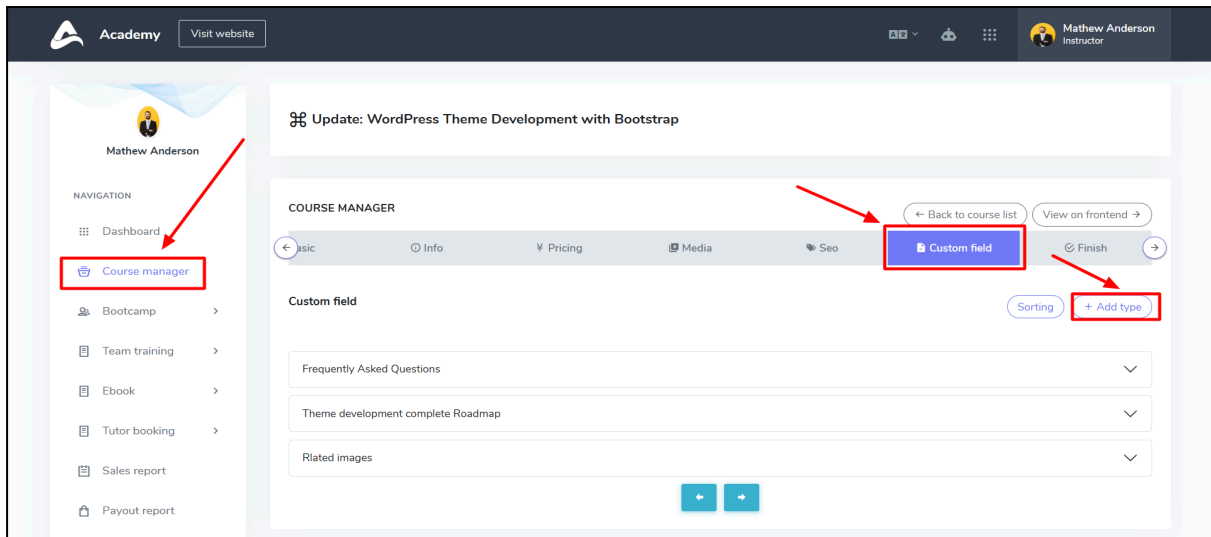


Figure- 27 Instructor-Courses Manage-Manage Custom Field-Add Type



Figure- 28 Instructor-Courses Manage-Manage Custom Field-Add Type

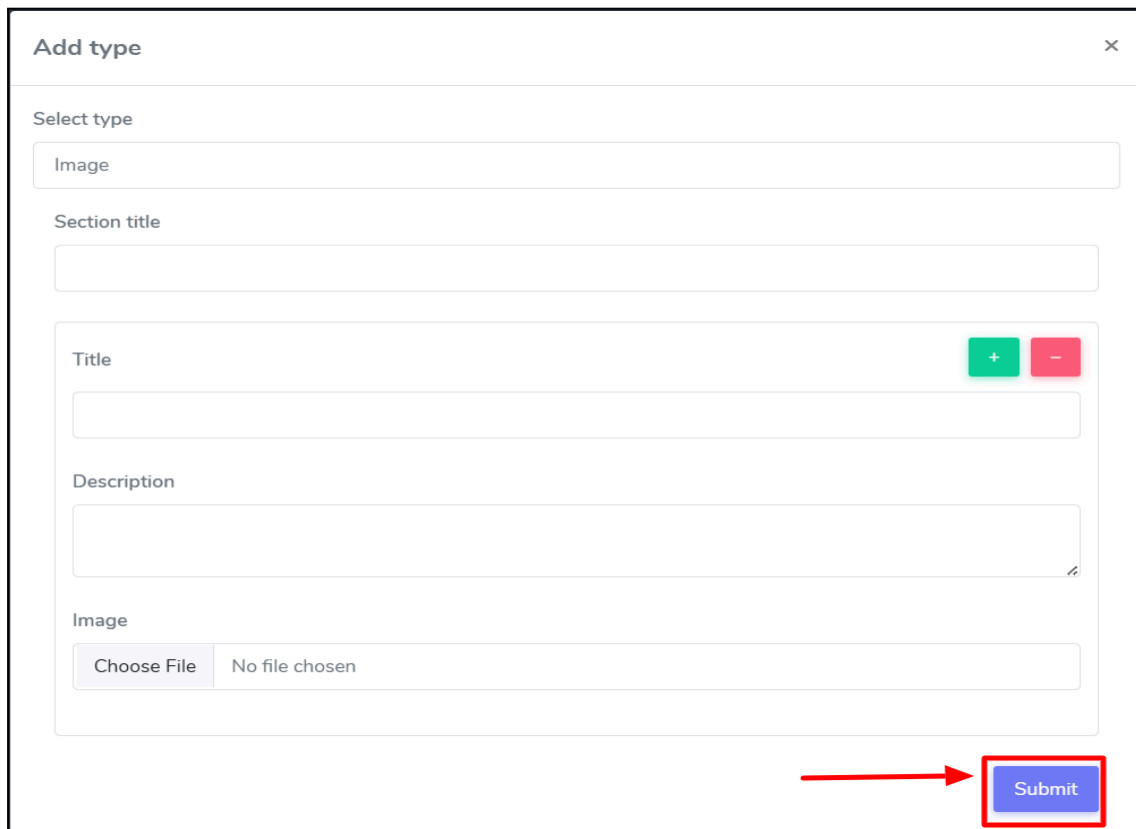


Figure- 29 Instructor-Courses Manage-Manage Custom Field-Add Type

How to Add Type (Text)

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **Text** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Text Content:** Enter the desired text content in the relevant field.
- Once all the fields are completed, click the **Submit** button to save the information.

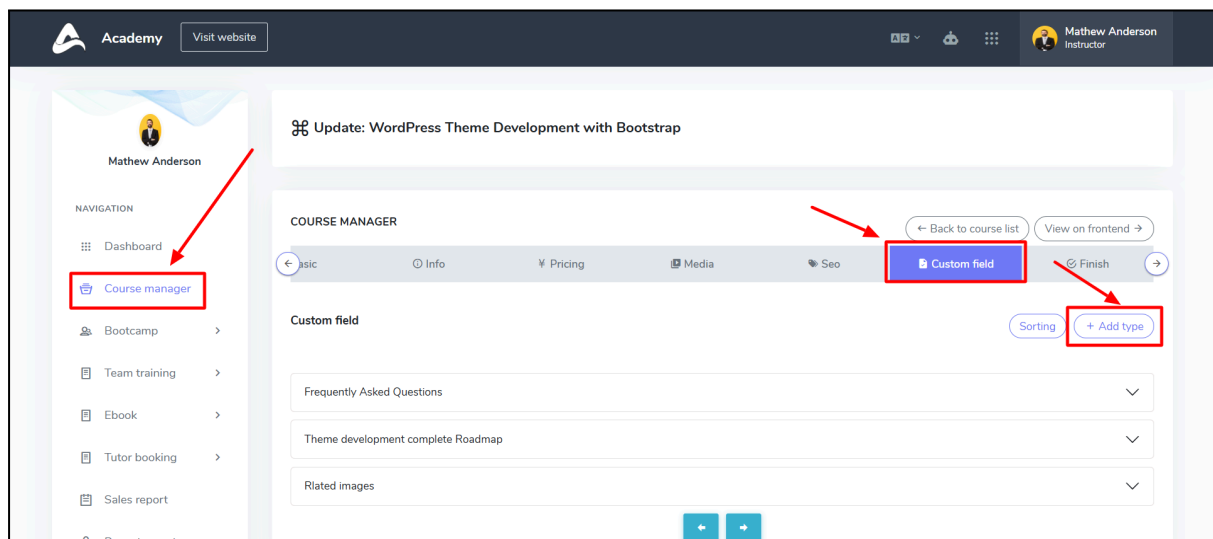


Figure- 30 Instructor-Courses Manage-Manage Custom Field-Add Text



Figure- 31 Instructor-Courses Manage-Manage Custom Field-Add Text

Figure- 32 Instructor-Courses Manage-Manage Custom Field-Add Text

How to Add Type (Video)

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- **Courses** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **Video** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Video URL:** Enter the desired video URL in the relevant field.
- Once all the fields are completed, click the **Submit** button to save the information.

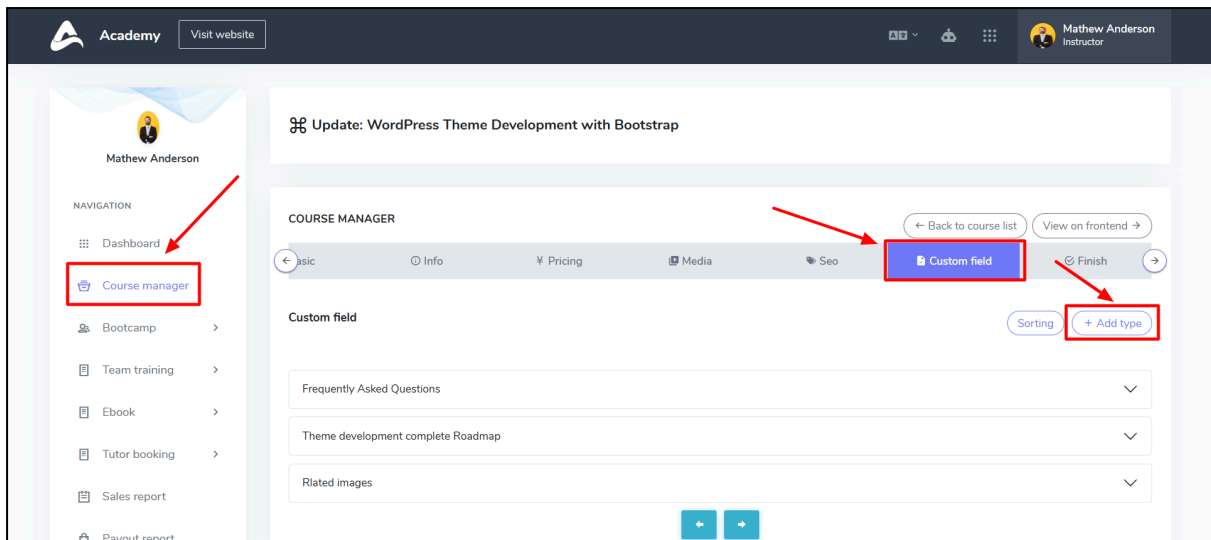


Figure- 33 Instructor-Courses Manage-Manage Custom Field-Add Video

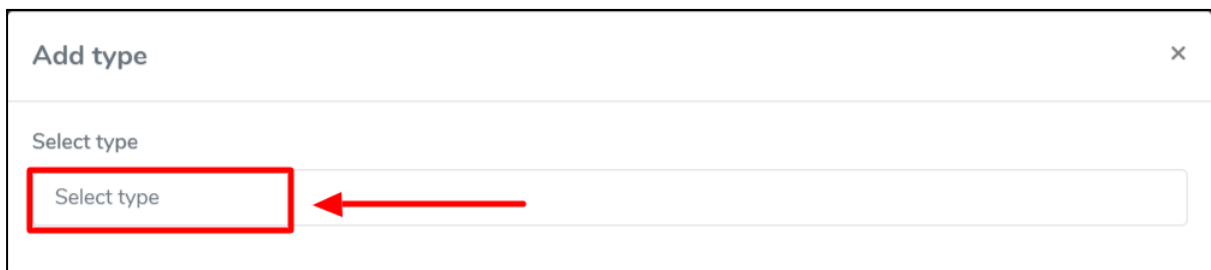


Figure- 34 Instructor-Courses Manage-Manage Custom Field-Add Video

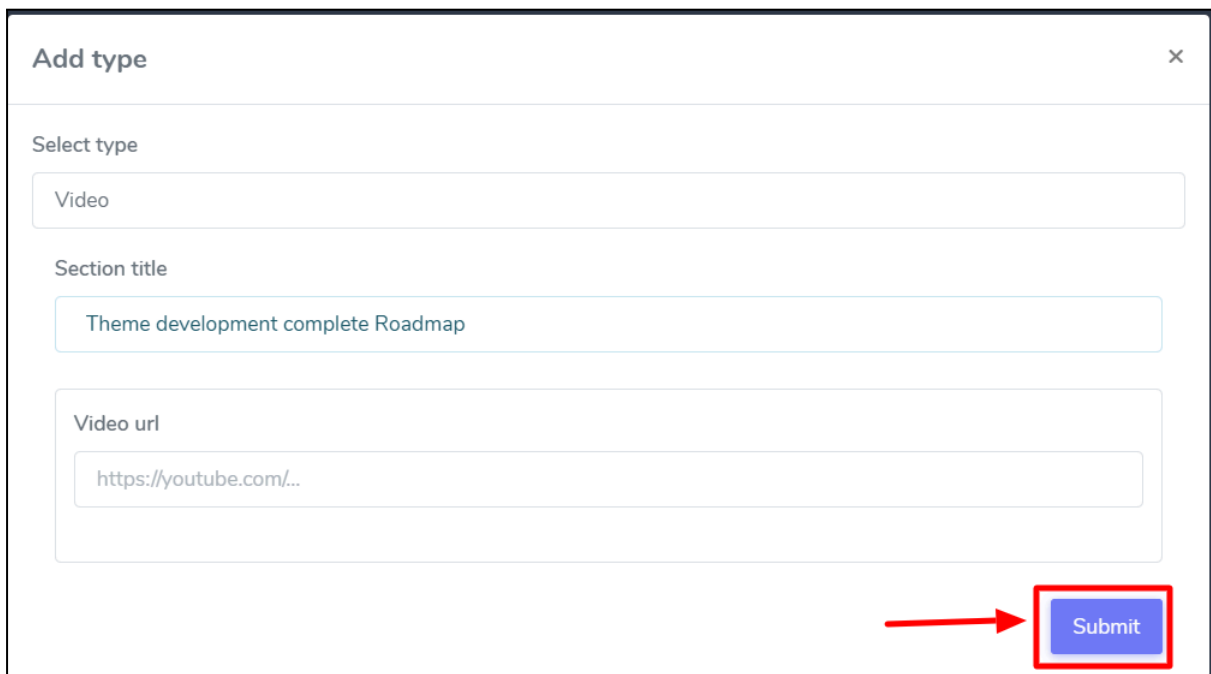


Figure- 35 Instructor-Courses Manage-Manage Custom Field-Add Video

How to Add Type (FAQ)

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Custom Field** button to open a new window along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image**, **Text**, **Video**, **FAQ**, and **Gallery** options.
- If you select **FAQ** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **FAQ Question:** Enter the desired question in the relevant field.
 - **FAQ Answer:** Enter the relevant answer to the question in the relevant field.
- If you click the **+ (Plus)** sign, another field will open to enter the FAQ Question and Answer.
- If you click the **- (Minus)** Sign, you are able to delete the field that you created by clicking the **+ (Plus)** sign.
- Once all the fields are completed, click the **Submit** button to save the information.

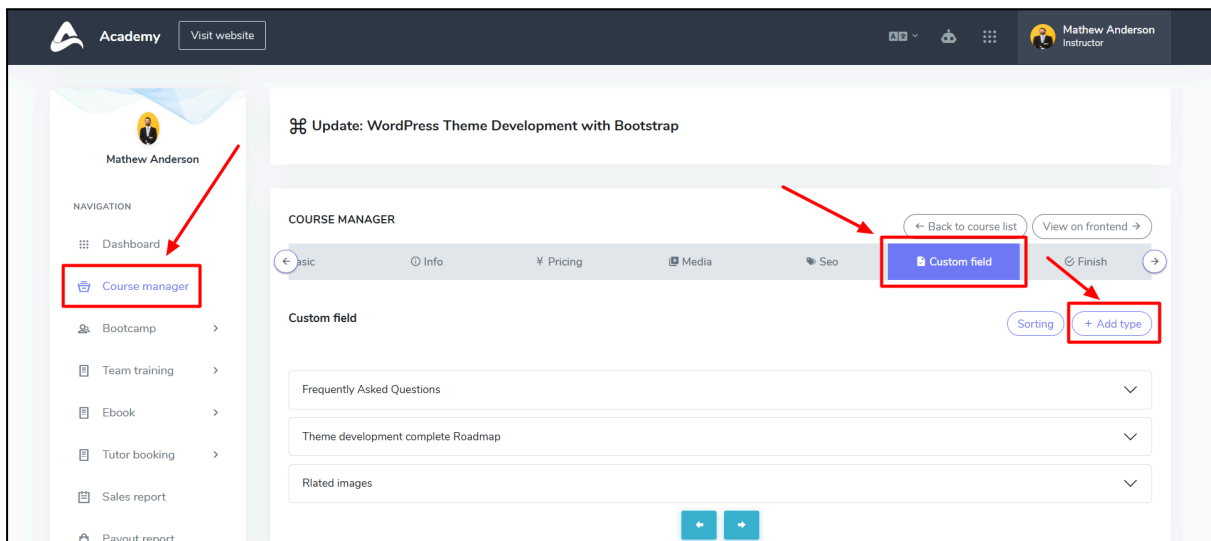


Figure- 36 Instructor-Courses Manage-Manage Custom Field-Add FAQ

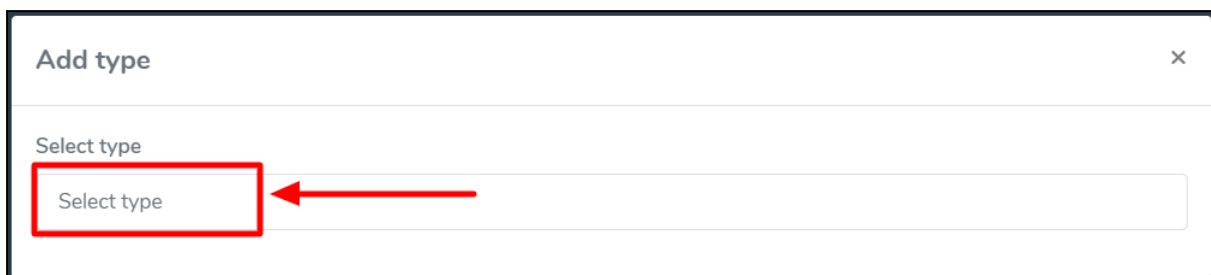


Figure- 37 Instructor-Courses Manage-Manage Custom Field-Add FAQ

Figure- 38 Instructor-Courses Manage-Manage Custom Field-Add FAQ

How to Add Type (Gallery)

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- If you click the **Custom Field** button to open a new window, along with the options **Add Type** and **Sorting**.
- If you click the **Add Type** button, a new window will appear.
- Click the **Select Type** option, and a new window opens with **Image, Text, Video, FAQ, and Gallery** options.
- If you select **Gallery** from the drop-down menu, an entry form will appear.
- **Fill in the following details:**
 - **Section Title:** Enter the section title in the designated field.
 - **Gallery Image:** Click the Choose File button to upload the Image.
- Once all the fields are completed, click the **Submit** button to save the information.

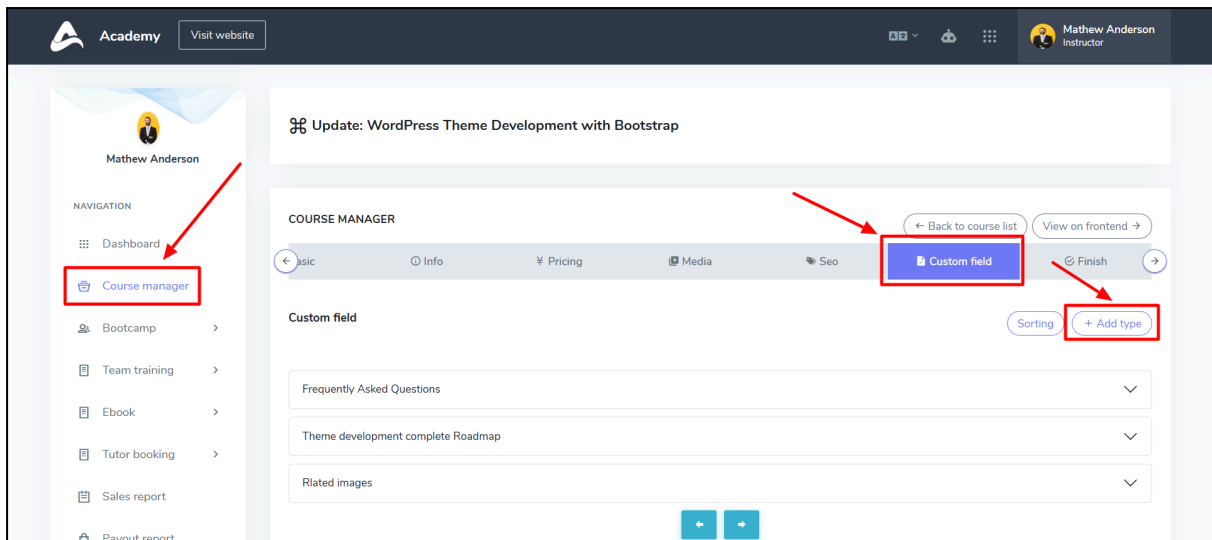


Figure- 39 Instructor-Courses Manage-Manage Custom Field-Add Gallery Image

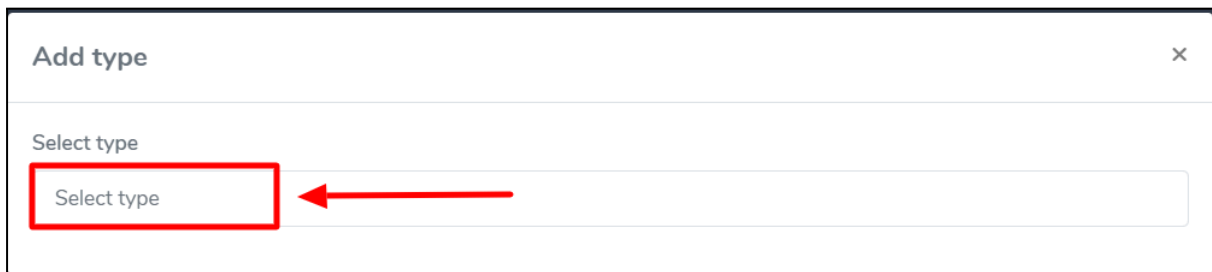


Figure- 40 Instructor-Courses Manage-Manage Custom Field-Add Gallery Image



Figure- 41 Instructor-Courses Manage-Manage Custom Field-Add Gallery Image

How to Edit a Field

- Log in to the **Instructor** and access the **Dashboard** from the Admin Panel.
- Click the **Instructor Dashboard** from the **Instructor Panel**.
- Navigate to **Course Manager** from the left menu, and a new window will open along with the course list.
- Click on the **Course Title** from the course list, and a feature bar will open.
- Click the **Right Arrow** button to find the **Custom Field** Feature.
- Click the **Down Arrow** of the Custom Field, and a new window will open with **Edit** and **Delete** options.
- If you click the **Edit** button, an entry form will open.
- **Fill in the following details:**
 - **FAQ Question:** Edit the FAQ question in the designated field as you desire.
 - **FAQ Answer:** Edit the FAQ answer in the designated field as you desire.
- Once all the fields are completed, click the **Update** button to save the information.
- If you click the **Delete** button, a confirmation menu will pop up.
- Click **Confirm** to automatically delete the selected item, or **Cancel** to keep it unchanged.

Note: Similarly, you can edit & delete all fields.

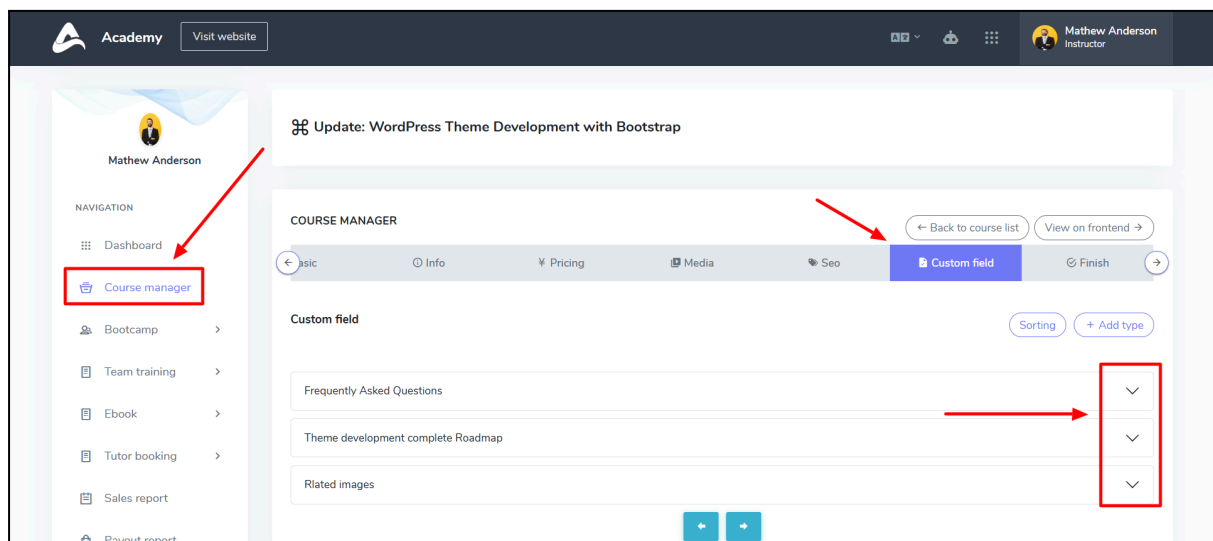


Figure- 42 Instructor-Courses Manage-Manage Custom Field-Edit a Field

Edit field

Custom field type : **faq**

Faq question

Who is this course for?

Faq answer

This course is suitable for beginners to intermediate learners who want to learn WordPress theme development using Bootstrap.

Update

Figure- 43 Instructor-Courses Manage-Manage Custom Field-Edit a Field

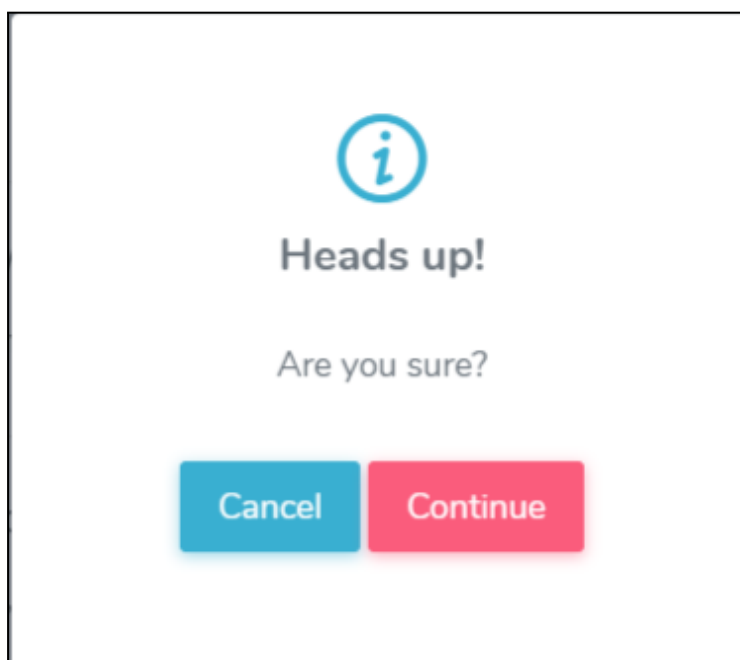


Figure- 45 Instructor-Courses Manage-Manage Custom Field-Delete a Field