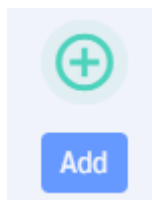


Adding a course via the interface

Courses consist of lessons and/or tests.

Adding a course is available to application moderators. All courses added to the catalog are open by default and available to all employees for self-assignment.

Adding a course is done from the main menu, on the top right there is an active element "Add"



when clicked, a course addition card opens:

Course Name *

Enter Title

Picture

Choose

0.0B / 0.00%

+

Catalog Section

All sections

Subject

Subject

To use a word as a tag, place a # before it

Target *

Target

Duration *

1

hours

1

lessons, auto-filled

Subject

Subject

To use a word as a tag, place a # before it

Target *

Target

Duration *

1

hours

1

lessons, auto-filled

Program *

Describe the course program

Select Competence

Select Competence

Allow Comments

Issue Certificate

Feedback Form

Score ☐

Hide in Catalog ☐

Hide from Extranet ☐

For Departments ☐

Only

Opening Lessons/Tests in the Course
Open access to all lessons and tests immediately

Time for Course Completion

0 ?

Max. Number of Attempts

0 ?

Availability Period ☐

Tree Navigation ☐

/Course Program *

Lessons

Q

1080 Biology Lesson

931 How to insert a formula in Excel

Tests

Q

1117 5 non verbal

1107 How to cook spaghetti

Drag lessons and tests here

+ Add Separator

SAVE PUBLISH CLOSE

The course add card contains the following elements:

Course Name *

Enter Title

- course title.

Picture

Choose

0.0B / 0.00%

+

- Course logo. Not a required element.

Catalog Section

All sections

- selection of the directory section.

Entered in advance in the application settings by the application moderator.

Subject

Subject

To use a word as a tag, place a # before it

- subject or course tags.

To add a tag, add the # sign before the word and it will become a tag. It will be used in the list of tags in the catalog to filter courses by tag.

Target

- course objective,

learning objective.

Duration *

1

hours

1

lessons, auto-filled

- duration, number of hours of the course.

Usually corresponds to the number of added lessons. **ATTENTION! Number of lessons - the field is filled in automatically after adding lessons to the course.**

Program *

Describe the course program

- field for entering the course program.

Competence

Select Competence

- information field for selecting the competencies that

the course develops. Competencies are pulled from the [Competency Management module](#).

Allow Comments



- Allow comments - comments to the course. Not active by default. If you activate them, comments will be available in the course card for input by all employees.

Issue Certificate



- issuance of a [certificate](#) in case of successful completion of the course. The certificate will be available in the employee's personal account in the [My certificates](#) section. Not active by default.

Feedback Form



- display a feedback form after completing a course. The feedback form is set in the [application Settings](#). The form created for the courses will be displayed.

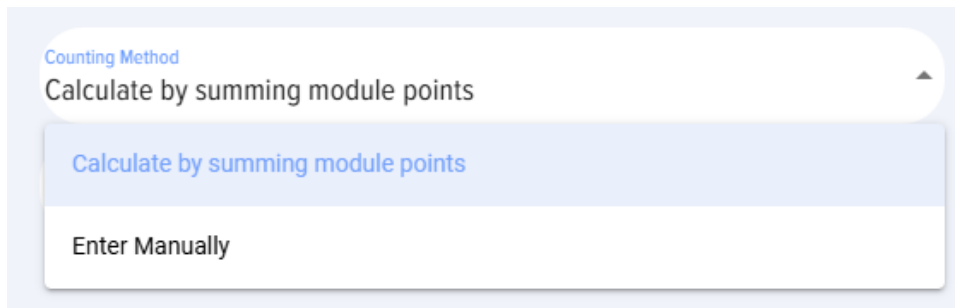
Score



- is used for individual accrual of points for course completion. By default, when a course is completed, points added to the application database are accrued. If this element is

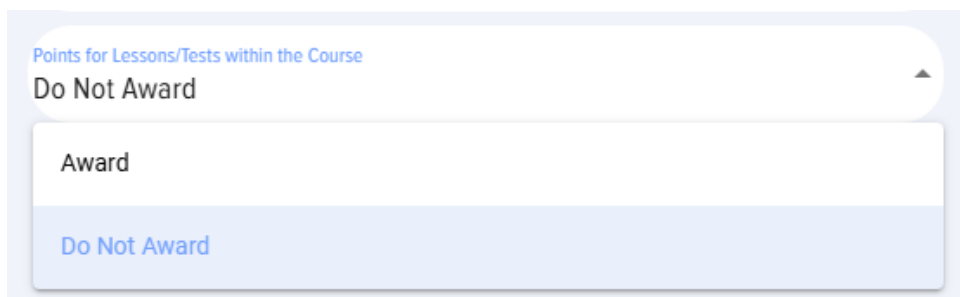
activated, the course will accrue individual points.

Apply the following settings:



The screenshot shows a dropdown menu titled "Counting Method". The selected option is "Calculate by summing module points". Below it, there are two more options: "Calculate by summing module points" (highlighted in blue) and "Enter Manually".

- Calculate by summing up module scores. The app will calculate each module (lesson and test) and output the total score for the course.
- Enter manually - the number of points for the course is entered manually.



The screenshot shows a dropdown menu titled "Points for Lessons/Tests within the Course". The selected option is "Do Not Award". Below it, there are two more options: "Award" and "Do Not Award" (highlighted in blue).

Award points for modules:

- Award. That is, points will be awarded separately for the course and separately for the modules.
- Do not award. Points will be awarded only for the course.



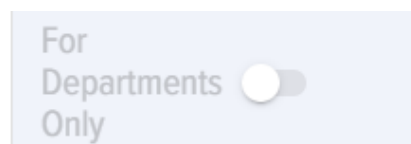
The screenshot shows a toggle switch labeled "Hide in Catalog". The switch is currently turned off (to the left).

-If activated, the course will be hidden from users in the catalog and cannot be self-assigned. However, the course will be available for assignment. When assigned, the course will be displayed in the employee's personal account in the My Courses section.



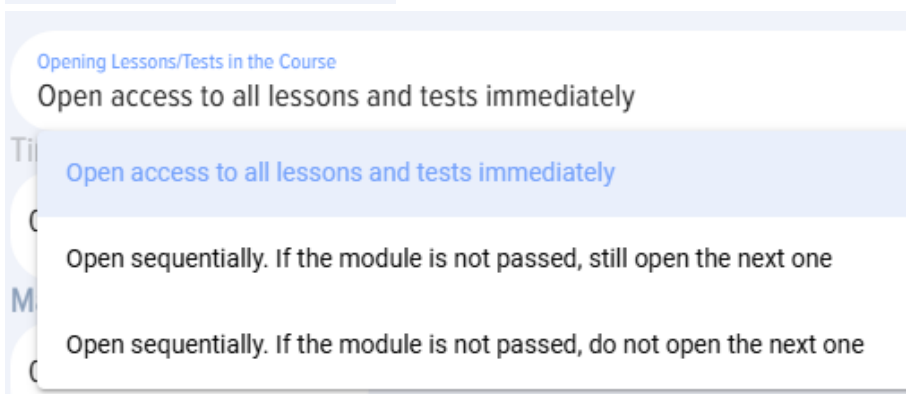
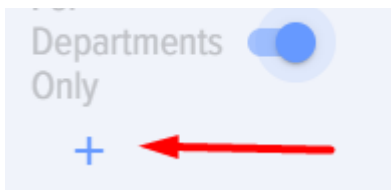
The screenshot shows a toggle switch labeled "Hide from Extranet". The switch is currently turned off (to the left).

- When activated, the course will be hidden from extranet users



The screenshot shows a toggle switch labeled "For Departments Only". The switch is currently turned off (to the left).

- When activated, the course will be available only to employees from the selected departments. Activate and select a department from the structure.



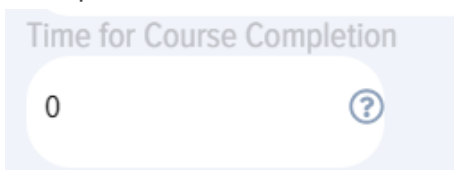
- sequence of opening modules in

the course. By default, the option is used, in which access to all lessons/tests in the course is opened at once.

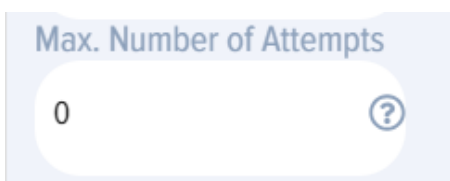
There are also two options for sequentially opening modules:

An option in which, regardless of the passing score in the test (if any), the next module opens;

An option in which the next module opens only after the passing score is achieved.



- time to complete the course, indicated in minutes.



- The maximum number of attempts to complete the course is

indicated. The default value is 0 - the number of attempts is unlimited. If the attempts are over, then when you try to complete the course, a message will be displayed stating that the maximum number of attempts has been used.



- When activated, the last date of course availability is indicated. If

the availability period has expired, then when attempting to take the course, a message will be displayed stating that the course does not fall within the availability period.

The course program can be presented in two ways:

- Linear;
- Tree-based.

This is the presentation of the course - how students will see it.

IMPORTANT! The lists of lessons and tests display published lessons and tests from the same section that is set for the course.

IMPORTANT! If you have many lessons/tests, start typing the name in the search bar, the application will find the necessary module and put only it in the list, then it can be transferred to the field for creating a program.

Revision #4

Created 30 January 2025 08:17:38 by Maria

Updated 5 February 2025 11:37:03 by Maria