

Courses

Introduction

1. Courses can consist of the following modules:

- lesson,
- test,
- material.

In any quantity and any sequence.

A course cannot consist of a single test. If it is necessary to publish a single test, it can be published directly in the test catalog. However, a course can consist of one lesson or one material.

2. Course composition and completion are sequential. In the settings, module opening conditions can be configured (see below).

3. A course can be part of a program. It will be located in the My Programs section or in the Program Catalog, within the program it is added to.

Course creation and settings

1. Mandatory fields when creating a course:

- Course name.
- Course objective.
- Duration. This field is mandatory but is automatically filled when modules are added to the course.
- Program. A text description of the program.
- Program. A text description of the program.
- Course Program. In the form of modules (tests, lessons, materials). At least one module (lesson or material) must be added to the course.

Do not enter special characters in the fields, e.g., a snowboarder emoji.

2. Settings and various nuances.

Image. This is the image displayed on the course card in the catalog and when opening the course.

Catalog section. This is a filter for cases when there are many courses in the catalog. Sections are created in Settings - Application Settings - Sections.

Subject. Enter the course subject here. If a # is placed before a word, it becomes a tag and can serve as an additional filter in the course catalog.

Select **competence**. Two options are possible:

1. When selecting a competence **not linked** to development events in the competence module.
2. When selecting a competence **linked** to development events in the competence module.

In the first case, the competence serves as informational. In the second case, the system will generate an Individual Development Plan (IDP):

- when activating the "Generate IDP if passing score is not achieved" element,
- if the passing score is not achieved in tests.

Allow **comments**. When activated, users can add comments to the course card.

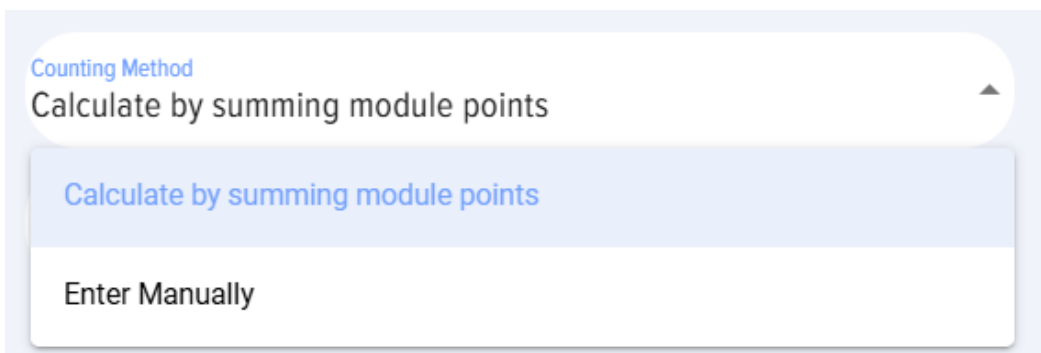
Issue **certificate**. When activated, the system will prompt to select a certificate pre-configured in Settings - Application Settings - Certificates. Upon successful course completion, the system will automatically generate a certificate, available in the My certificates section.

Feedback Form (FF). When activated, a feedback form will appear after course completion. The FF can be configured in Settings - Application Settings - FF.

Points. This refers to gamification points, not the passing score.

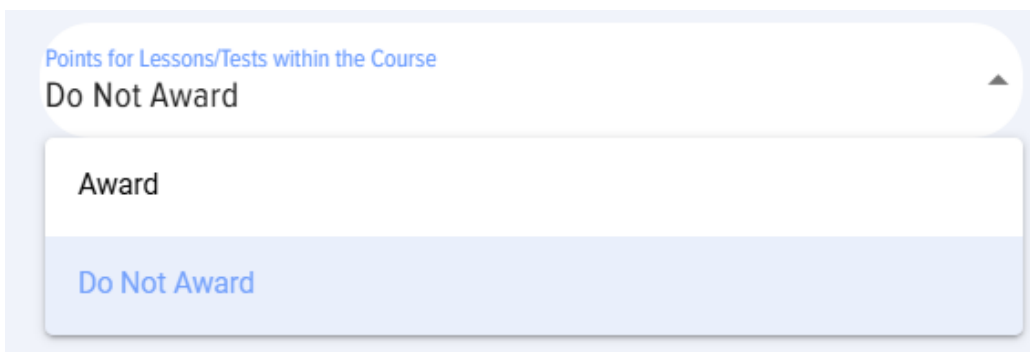
By default, points set in the application's general settings (Settings - Application Settings - Points) are awarded for course completion. If no points are set in the general or course-specific settings, no points will be awarded. Activating this element enables individual point allocation for the course.

When activated, the following options appear:



The image shows a user interface element for selecting a counting method. It features a dropdown menu with the title "Counting Method" in blue. The currently selected option is "Calculate by summing module points", which is highlighted in a light blue background. Below the dropdown, there is a button labeled "Enter Manually" in a white box with a light blue border.

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



Points for Lessons/Tests within the Course

Do Not Award

Award

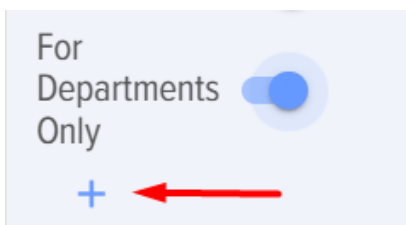
Do Not Award

Award scores for modules:

- Award. That is, scores will be awarded for the course and separately for each module.
- Do not award. Scores will be awarded only for the course.

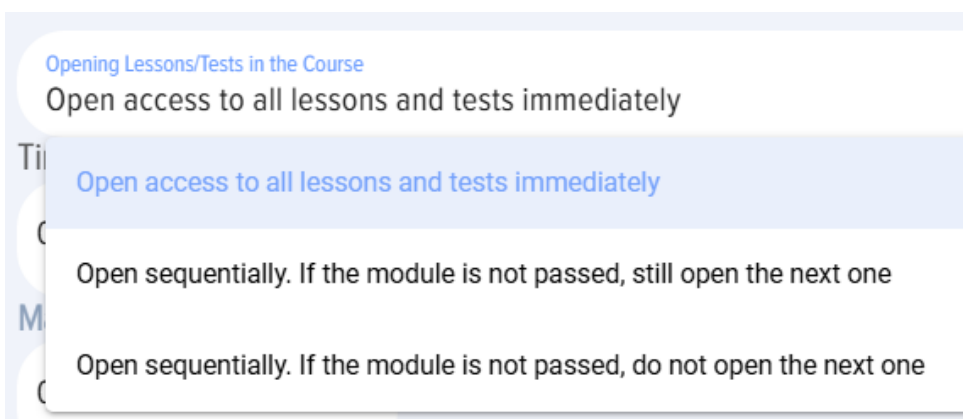
Hide in catalog. When activated, the course will be hidden in the catalog from users and cannot be self-assigned. The course will be available for assignment by a moderator. When assigned, the course will appear in the employee's personal account in the My courses section.

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



For Departments Only

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Opening Lessons/Tests in the Course

Open access to all lessons and tests immediately

Open access to all lessons and tests immediately

Open sequentially. If the module is not passed, still open the next one

Open sequentially. If the module is not passed, do not open the next one

- sequence of module opening

in the Course. By Default, the option where all Lessons/Tests/Materials in the Course are immediately accessible is used.

There are two additional options for sequential module opening:

- Option where the next module opens regardless of the previous module's completion status.
- Option where the next module opens only if the previous module is successfully passed.

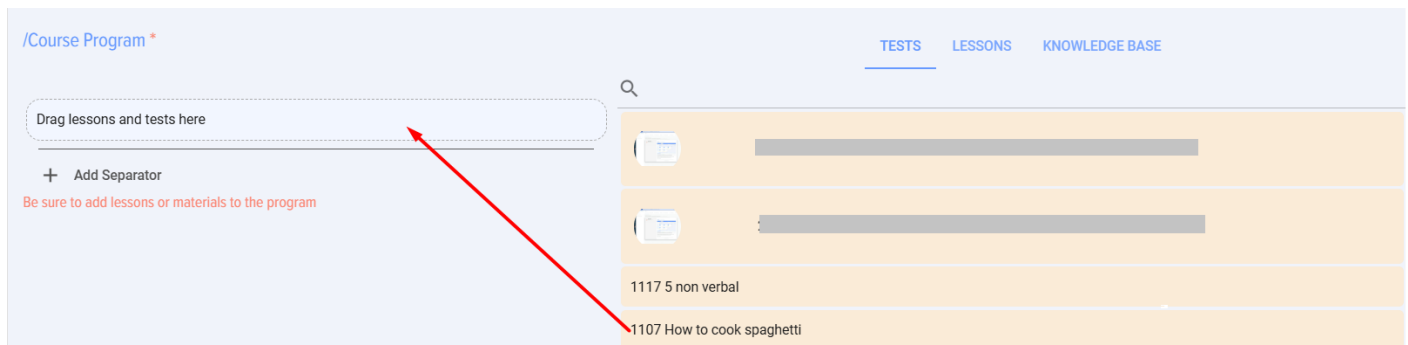
Time to complete the course. The time to complete the Course is specified in minutes.

Maximum number of attempts. The maximum number of attempts to complete the course is specified. By default, it is 0 - the number of Attempts is unlimited. If attempts are exhausted, a message will be displayed stating that the maximum number of attempts has been used. An attempt starts when the start button is clicked.

Availability period. When activated, the deadline for course availability is specified. If the availability period has ended, a message will be displayed stating that the course does not fall within the availability period.

Course program. To create the course itself, you need to drag modules from the tests, lessons, or knowledge base sections. Find the desired one, grab it with the mouse, and drag it to the "Drag lessons and tests here" field. That is, the logic is as follows:

- First, lessons, tests, or materials are created and published. After they are published, they will appear in the lists on the right.
- Then, the course is created from the created and published lessons, materials, tests.



IMPORTANT! The lists of lessons, tests, and materials display published lessons, tests, and materials from the same section as set for the course.

IMPORTANT! If there are many lessons/tests/materials in the catalog, start typing the name in the search bar. The application will find the required module and leave only it in the list, then it can be moved to the field to form the program.

Course presentation: linear, as a tree

1. The Course in the application can be presented in a **linear** form or **as a tree**.
2. **Linear course presentation.**



- Course builder. Assemble the course by dragging and dropping lessons and tests.

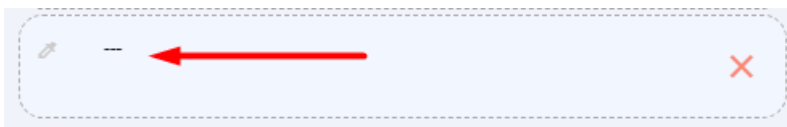
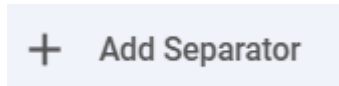
How to assemble the course:

- Find the required lesson, test. Use the search in the respective columns (lessons, tests, materials).
- Hover the mouse cursor over the lesson/test/material. Press the left mouse button.
- Drag it to the "course program" zone (column) and release. Ensure the lesson/test is placed in the "course program" column.
- Repeat to drag the required number of lessons, tests, materials and arrange them in the desired order.

To change the module card color, click on the element



To add a separator between modules (e.g., subject blocks), click on the element



To rename a module, click on the element

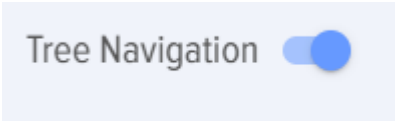
enter the new name

New topic

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and save.

3. Course presentation as a tree.



3.1. Activate the tree view

3.2. Navigate to "Course Program"

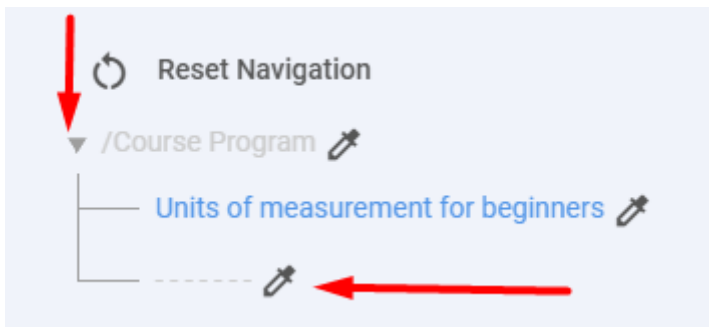
A window for forming the course program will appear.

- Drag lessons/tests/materials to the "course program" zone, the "Drag lessons and tests here" field, and release. Ensure the lesson/test is placed in the "Course Program" column.
- Repeat to drag the required number of Lessons, Tests and arrange them in the desired order.

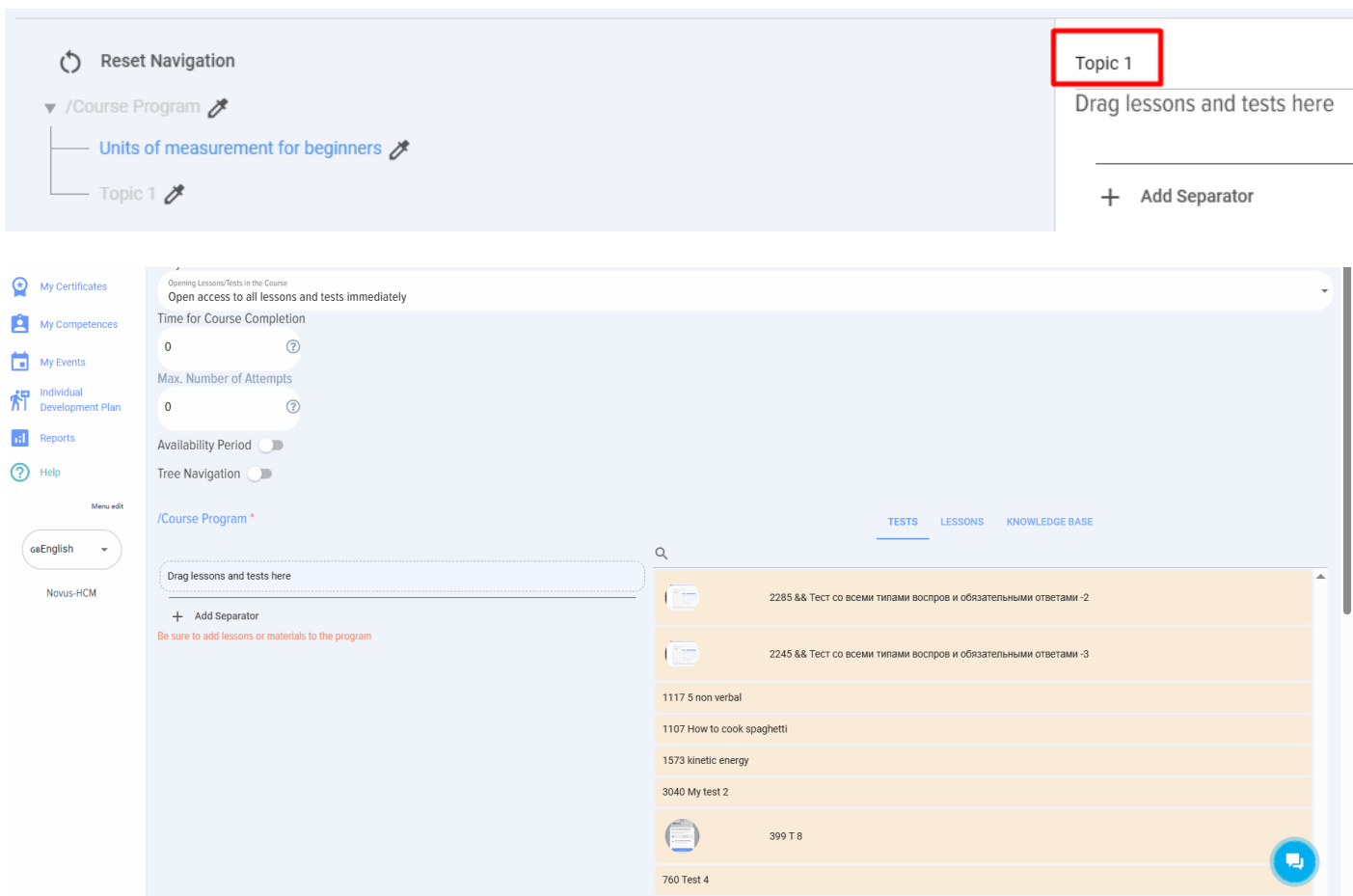
3.3. **Separator.** If a sublevel needs to be created, add a Separator and place modules within it.

Click add separator

Open the course program and click on the added separator





Edit the separator name



Then navigate to the Separator (similar to the Course Program) and add modules.

The Course in linear view looks as follows:

Number of Attempts: Unlimited
Time per Attempt, min: Unlimited
Course Status: Not Passed

 <p>Lesson My pdf lesson1</p> <p>⊖ Not Passed PASS ></p>	<p>Lesson Newtons First Law</p> <p>⊖ Not Passed PASS ></p>	 <p>Lesson My first longread</p> <p>⊖ Not Passed PASS ></p>	<p>Lesson PDF lesson</p> <p>⊖ Not Passed PASS ></p>
<p>Test How to cook spaghetti</p> <p>⊖ Not Passed PASS ></p>			

The Course in tree navigation looks as follows:

Number of Attempts: Unlimited
Time per Attempt, min: Unlimited
Course Status: Not Passed

▼ /Course Program

- My pdf lesson1
- My first longread
- My test 2
- ▼ Part 2
 - Newton's First Law
 - kinetic energy

Actions with courses

A Course can be edited, deleted, copied, imported, exported:

- The course is copied entirely. The word "_Copy" is added to the name. The copied course is added to the catalog with the Draft status.
- A course can be exported and imported in Excel or Udata format. The choice of export/import format is made in the Settings-Other-Export Format Section.
- When deleted, the course is removed permanently and cannot be restored.

Course completion

Features of the courses:

- With each new start of the course, the system records a new **attempt**. There can be an unlimited number of attempts to complete the course (if no restriction is set). When generating reports, all attempts can be hidden.
- To obtain the **Passed** status for a Lesson/Material, it is mandatory to click the **Complete module** button in the lesson or **acknowledged** in the material. If the corresponding element is not clicked, but closed or moved to the next module, the status will remain **Not Passed**.
- After completing all modules with the Passed status, the course automatically receives the Passed status.
- If the course is part of a program, it must be searched for in programs.
- If the course is assigned, it is located in the My courses/Assigned section. After starting its completion, it will move to the Completed or In Progress section.

Course Statuses

Courses have the following statuses:

- Publication status: published; draft (saved without publication).
- Completion success statuses: passed; not passed. Passed means all tests are in the 'passed' status (successfully), all lessons/materials are viewed (the complete or acknowledged button is clicked).
- Assignment statuses: self-enrollment - the employee clicked on complete course; assigned - assigned by the application moderator.

FAQ on courses

“ Is it possible to create a course without testing?

Yes, it is possible. A Course can have any combinations of lessons, materials, and tests. A course cannot consist of only one test. A course can consist of one lesson or one material.

“ Can a course be created with only one test?

No. A test can be immediately published in the test catalog.

“ Is it possible to provide access to a Course to specific employees, not the entire department?

The following options are possible:

1. Hide the course in the catalog and assign it to specific employees. Only these employees will see it in their personal account in the My courses section.
2. For Bitrix 24. Create a group in Bitrix with these employees. Then link the course to the Bitrix Group through the "Groups" section of the application.

“ Why can't I publish a course?

To publish a course, all fields marked with an asterisk must be filled out, and at least one lesson or material must be added. Fields marked with an asterisk (required):

- Course name;
- Objective;
- Duration (filled automatically);
- Program.

If specific symbols or emojis are entered in these fields, the system will not allow publishing the course. For example, a snowboarder emoji.

“ What is the difference between a course and a program?

	Course	Program
Possible modules	Lesson, test, material	Lesson, test, material, course, event
Completion Sequence	Sequential completion one module at a time	Sequential and parallel completion. Stages and levels can be created for sequential module completion

“ Where can I view Course completion results?

In the application, 4 roles can view course completion results:

- Moderator can view results in reports.
- The employee who completed the training can view results in their personal account in the My courses section by expanding the corresponding course. If this option was provided when creating the course.

- The learner's manager and moderator with limited rights. In the left menu, the reports tab. Generate the corresponding reports.

“ The course is finished, but the report shows that the course is not passed.

Check if all modules with the 'Passed' status are completed. Refresh the application in the feed or through the browser.

If all modules are in the Passed status, but the course remains in the 'Not passed' status, contact support.

How to hide a course from users?

All courses upon publication are available to everyone for self-assignment in the course catalog by default. Self-assignment means an employee opens the course and completes it without being assigned by a moderator.

Each course can be restricted in availability:

- By adding it to a group (for Bitrix 24 and if the functionality is available). The course will be available only to group members).
- Through settings during creation:
 - hide completely from everyone - hide in the catalog,
 - make available to specific departments,
 - hide from extranet - for Bitrix 24.

If the course is hidden through settings and assigned, those to whom it is assigned will see it through their personal account. All others will still not see it.

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