

# Programs

## Introduction

The "Programs" module is intended for creating comprehensive development programs. For example, Newcomer Adaptation, Training for Talent Pool, etc. Using a program, any learning and development scenario can be created.

Programs can be formed from the following modules:

- knowledge base materials,
- [courses](#),
- [tests](#),
- [lessons](#),
- [events](#) (for example, create an event "Meeting with a Mentor")..

Programs can be completed sequentially and in parallel. That is, unlike courses where all modules are completed sequentially, programs can create several stages (levels, steps), each containing its own sequential modules. For example, a program might look like this:

- Stage 1
  - Module 1.1.1., Module 1.1.2...
  - Module 1.2.1., Module 1.2.2., Module 1.2.3....
- Stage 2
  - Module 2.1
  - Module 2.2
  - Module 2.3

etc.

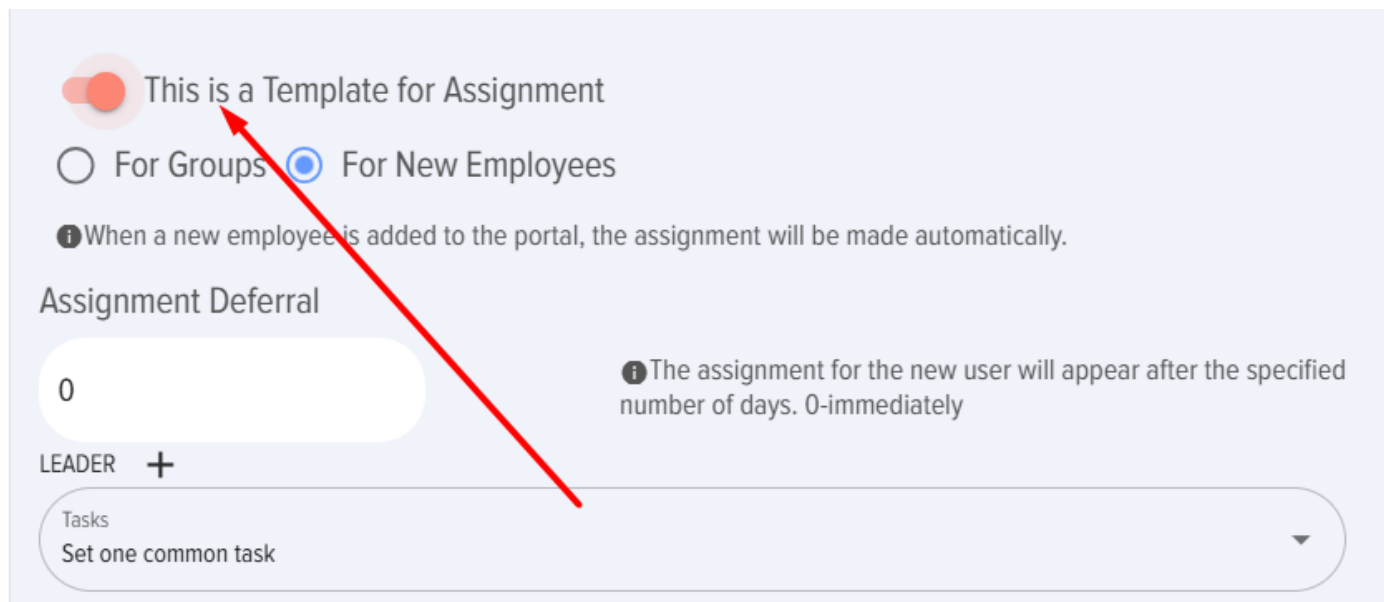
### Difference between a course and a program:

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

## Creating a program

1. Creating a program is available to application moderators.
2. The application allows creating **two scenarios for assigning** programs:
  - Program-templates.
  - Standard programs.

Program-templates are activated as follows:



The screenshot shows a form for creating a program template. At the top, there's a section titled "This is a Template for Assignment" with a red circular icon. Below it, there are two radio buttons: "For Groups" (unselected) and "For New Employees" (selected). A red arrow points to the "For New Employees" radio button. Below the radio buttons, there's an information icon and text: "When a new employee is added to the portal, the assignment will be made automatically." Underneath, there's a section titled "Assignment Deferral" with a numeric input field containing "0". To the right of the input field, there's an information icon and text: "The assignment for the new user will appear after the specified number of days. 0-immediately". Below the input field, there's a "LEADER" label and a "+" button. At the bottom, there's a "Tasks" section with a dropdown menu showing "Set one common task".

Program-templates allow automatic activation of assignments (two scenarios described below). Standard programs require manual assignment by a moderator. To simply publish a program for self-assignment in the program catalog, creating a standard program is sufficient. If manual program assignment is required, a standard program is also created.

For automatic program assignment, two scenarios can be created:

- For new employees;
- For groups (available only for Bitrix 24).

Scenario "**for new employees**". When creating this type of program and publishing it, all new employees added to the application or CRM system will automatically receive the program assignment.

Scenario "**for groups**" (available only in Bitrix 24). When creating and publishing such a program, the system will prompt to select a group from Bitrix 24. All members of this group will be assigned the program to complete. Subsequently, when new members are added to the group, the system will automatically assign the program to the new member.

When creating a program, the following is additionally specified:

- ○ **Assignment delay in days.** This is the number of days after which the assignment is made. For example, when a newcomer is added to the portal and the number 10 is set, the system will assign the program not at the moment the employee is added, but on the 10th day.
- **Manager.** This is essentially an Observer who will have access to the program progress in the My Programs - I am an Observer tab.

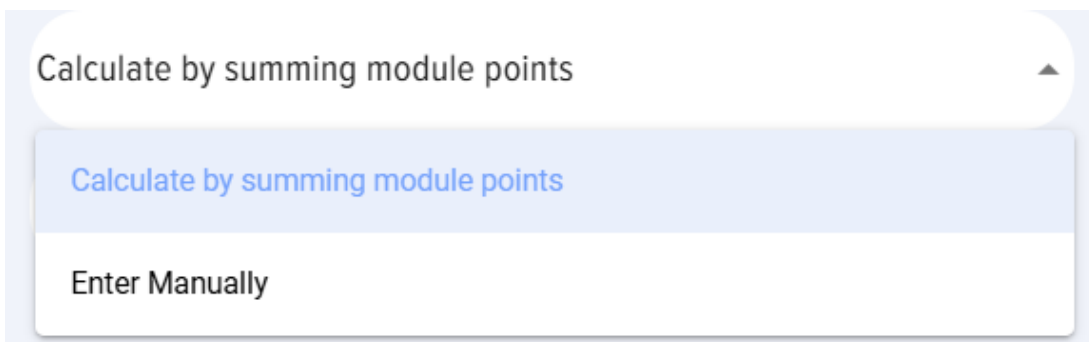
3. The program creation card contains a set of standard fields:

- Program **name** (required field).
- **Logo.**
- **Catalog section** (for ease of searching in the program catalog).
- **Subject.** Tags can be added. To add a tag, put # before the word.
- **Goal, program description.** Text fields.

**4. Points.** In this case, this is not a passing score, but points within the gamification system..

By default, points set in the general application settings (Settings - Application Settings - Points) are awarded for completing a program. If nothing is set in the general settings and this setting, no points will be awarded. If this element is activated, the course will have individual points accrual (regardless of whether points are activated in the general settings or not).

Upon activation, the following options appear:

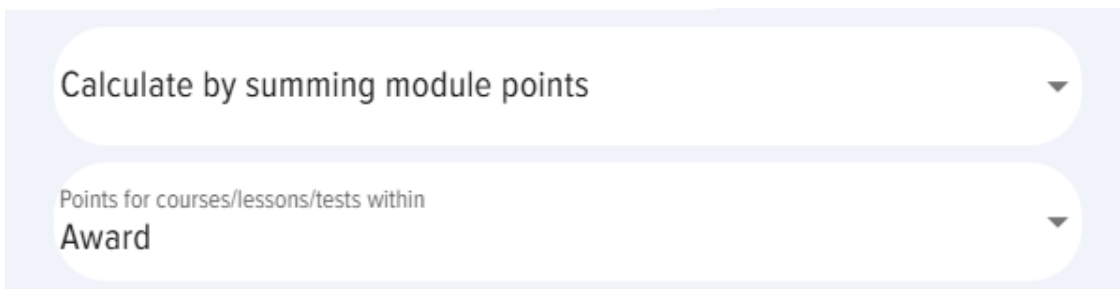


Calculate by summing module points

Calculate by summing module points

Enter Manually

- Calculate by summing points for modules. The application will calculate each module (lesson, test, course) and display the total points for the program.
- Enter manually - the number of points for the program is entered manually.



Calculate by summing module points

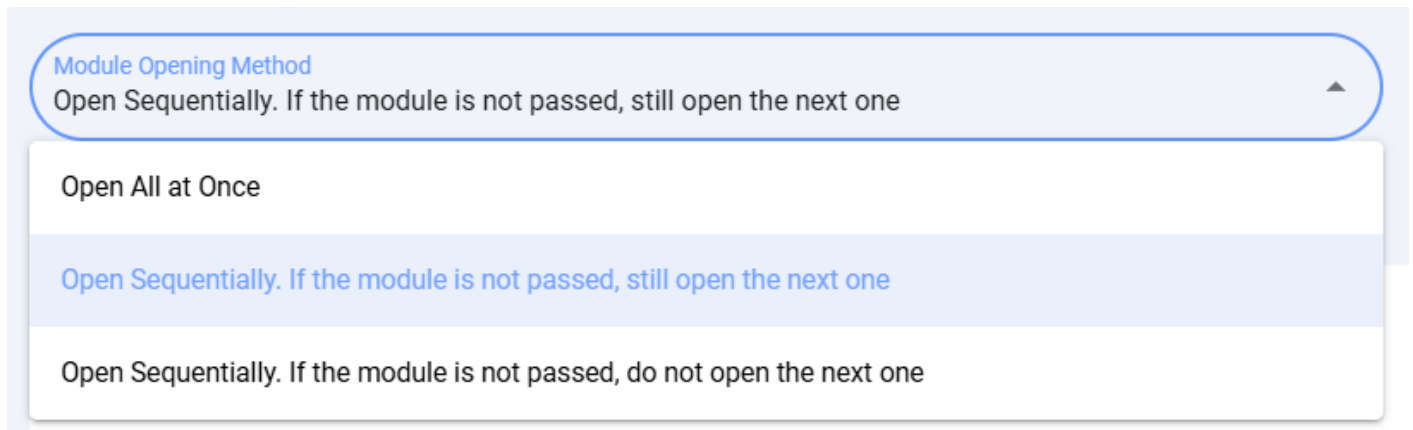
Points for courses/lessons/tests within  
Award

Award points for modules:

- Award. That is, points will be awarded for the program and separately for each module.
- Do not award. Points will be awarded only for the program.

**5. Feedback Form (FF).** When activated, a Feedback Form will be displayed after completing the program. The Feedback Form (FF) can be configured in the Settings - Application Settings - FF section.

## 6. Module opening method.



Module Opening Method

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

Open All at Once

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 opening modules in the program. By default, the option where access is open immediately to all lessons/tests/materials/events in the program is used.

There are two additional options for sequential module opening:

- Option where the next module opens regardless of the successful completion of the previous module.
- Option where the next module opens only upon successful completion of the previous module.

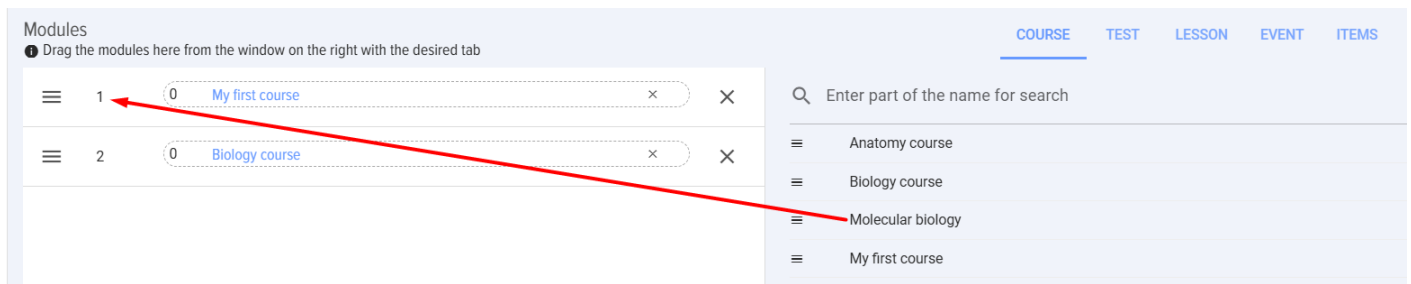
## 7. Filling the program with modules

- Select the tab with the type of module you need (course, test, lesson, event, material).
- Find the desired module in the list. If there are many modules in the list, use the search.
- Grab it and drag it to the left side.
- Drag the required modules until the program is formed.

**Attention!** Only published modules are presented in these sections. Draft modules are not represented here.

## Important nuances and features:

- To add modules to a stage, not create a new stage, you need to grab the desired module and place it in the field of that stage:



- A learning period in days can be set for each module. By default, each module has 0 days. The system will automatically calculate the program end date when the initial date is set during program assignment. After the availability period expires, the program will disappear from the user's Personal account.
- If a program is assigned, it cannot be changed. An assigned program can be unpublished and moved to the archive. An archived program will disappear from the Personal account of those to whom it was assigned.

## Other actions with programs: deletion, copying, moving to archive

**Deleting a program.** Only an unpublished program can be deleted. To delete a program, it must first be unpublished, then it can be deleted. When a program is unpublished, it disappears from the users' Personal accounts.

**Copying a program.** Create a copy to quickly make an identical program.

**Moving to archive.** Any program, including a published one, can be moved to the archive. When moved to the archive, it will disappear from the users' Personal accounts.

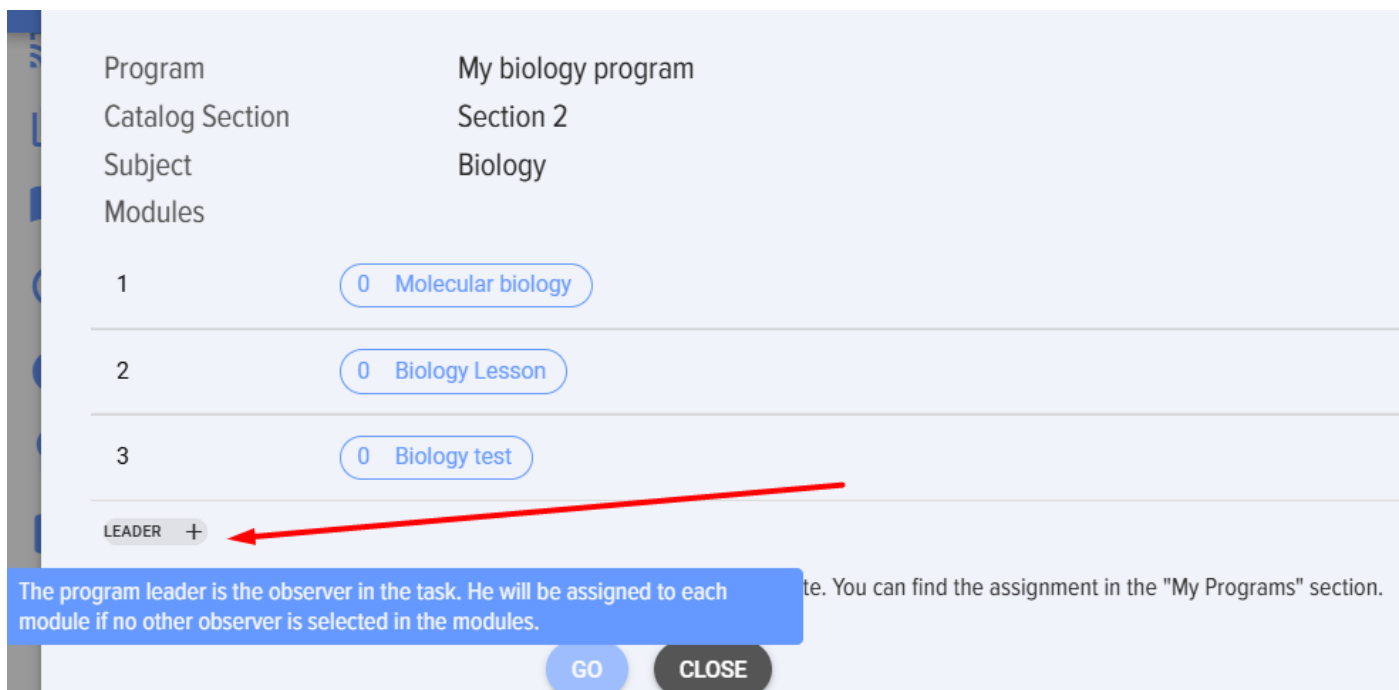
## Completing programs

1. Programs are available for self-assignment through the program catalog or a moderator can assign the program (via templates or manually).
2. All assigned programs go to the learner's Personal account, under the My programs - Assigned tab.
3. As the program is completed, it remains in the Assigned tab. After completing all modules, the program moves to the Completed tab.
4. To open a module - click on it, it will open in a new window.

To get the **Passed** status for a lesson/material, it is mandatory to click the **Complete module** button in the lesson or the **Reviewed** button in the material. If the corresponding element is not clicked, but closed or moved to the next module, the status will remain **Not passed**.

5. After successfully completing all modules, the status of the entire program will automatically become Passed.

6. The "I am an Observer" tab contains programs where the employee is selected as the Program manager:



The screenshot displays a user interface for managing a program. At the top, the program details are listed: Program (My biology program), Catalog Section (Section 2), and Subject (Biology). Below this, a table lists the modules:

Modules	
1	0 Molecular biology
2	0 Biology Lesson
3	0 Biology test

At the bottom of the module list, there is a 'LEADER +' button. A red arrow points to this button. A blue tooltip box is overlaid on the screen, containing the text: 'The program leader is the observer in the task. He will be assigned to each module if no other observer is selected in the modules. You can find the assignment in the "My Programs" section.' At the bottom right of the interface, there are 'GO' and 'CLOSE' buttons.

In this tab, you can track the program completion status in real time.

## Assigning a program

The application allows creating **two scenarios** for assigning programs:

- Program-templates.
- Standard programs.

Program-templates are activated as follows:

**This is a Template for Assignment**

☐ For Groups ☒ For New Employees

**i** When a new employee is added to the portal, the assignment will be made automatically.

**Assignment Deferral**

0

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LEADER +

Tasks  
Set one common task

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- **Manager.** This is essentially an Observer who will have access to the program progress in the My programs - I am an Observer tab.

## Program statuses

Programs have the following statuses:

- Publication status: published; draft (saved without publication).
- Completion success statuses: passed; not passed. Passed means all modules are passed.
- Assignment statuses: self-enrollment - self-initiated start of completion, assigned - assigned by an application moderator.

## Reports on program completion results

Program completion results are available to: moderators, moderators with limited Rights, and program observers:

- To the Observer - in the "My programs - I am an observer" section.
- To the moderator:
  - When assigning a program by a moderator - in the "assignments - program results" section or in "reports - programs".
  - For self-assignment in "reports - programs".

## FAQ on Programs

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

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