

Programs

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Purpose of the "Programs" module

The "Programs" module is intended for creating comprehensive development programs. For example, programs like new employee onboarding, talent pool training, and others. With the program, you can create any training and development scenario.

Programs can be formed from the following modules:

- [Courses](#)
- [Tests](#)
- [Lessons](#)
(for example, add a PDF file, regulations, presentation, links, materials, long read, etc., to the lesson)
- [Events](#) (for example, create an event "Meeting with the Manager")

Programs can be formed from modules in parallel and/or sequentially. Sequential modules form levels (this can be a day, training Stage, level). At one level (parallel modules), any number of modules can be present, meaning that all of them must be completed at this level.

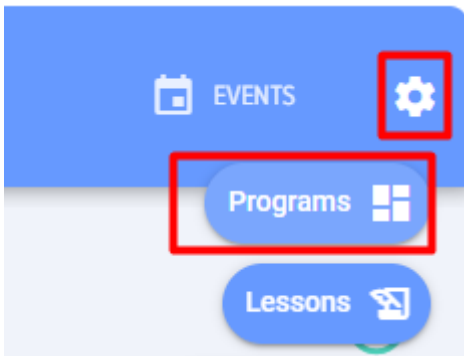
After creating the program, it can be assigned to employees, groups (when an employee is added to a group, the program will be automatically assigned to them), newcomers (all newly added employees to the portal will be automatically assigned the program).

The list of employees can be changed: when adding an employee, the program will be assigned to them, and when removing an employee, they will continue to be present in the reports.

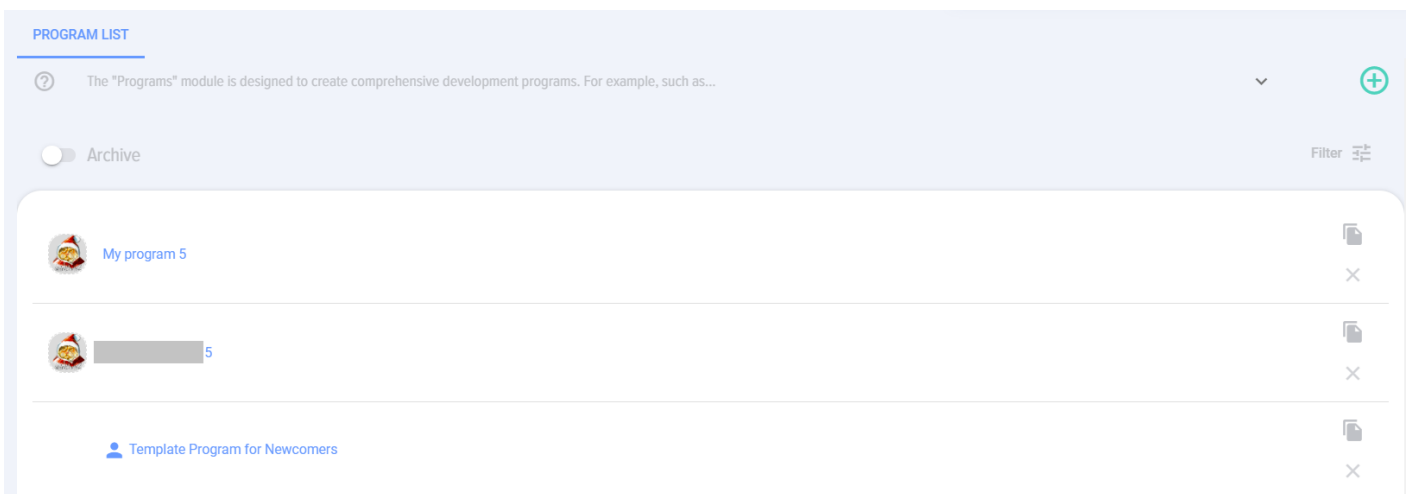
An assigned program cannot be changed. You can create a copy and assign a new program.

Interface of the programs module

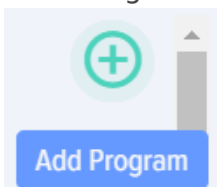
The module can be opened in the moderator's menu by clicking on the element



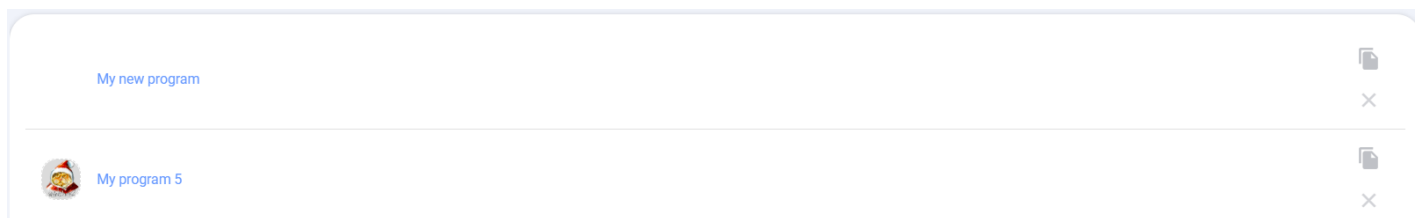
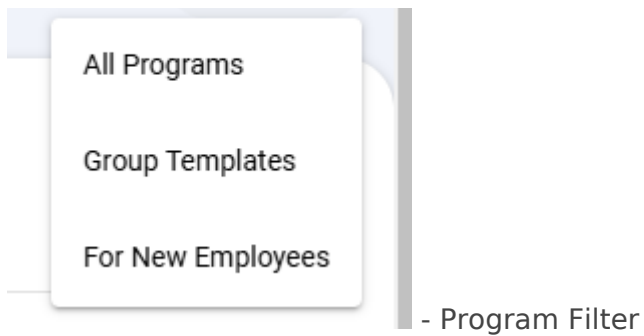
When clicked, the "Program List" tab opens.



The "Program List" tab contains the following elements:

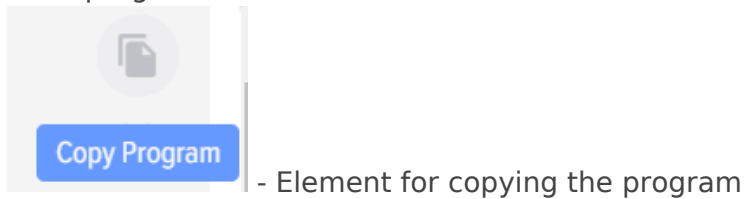


- Element for creating a new program



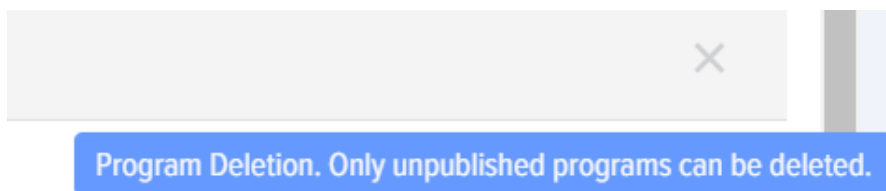
- List of current programs

Each program contains:



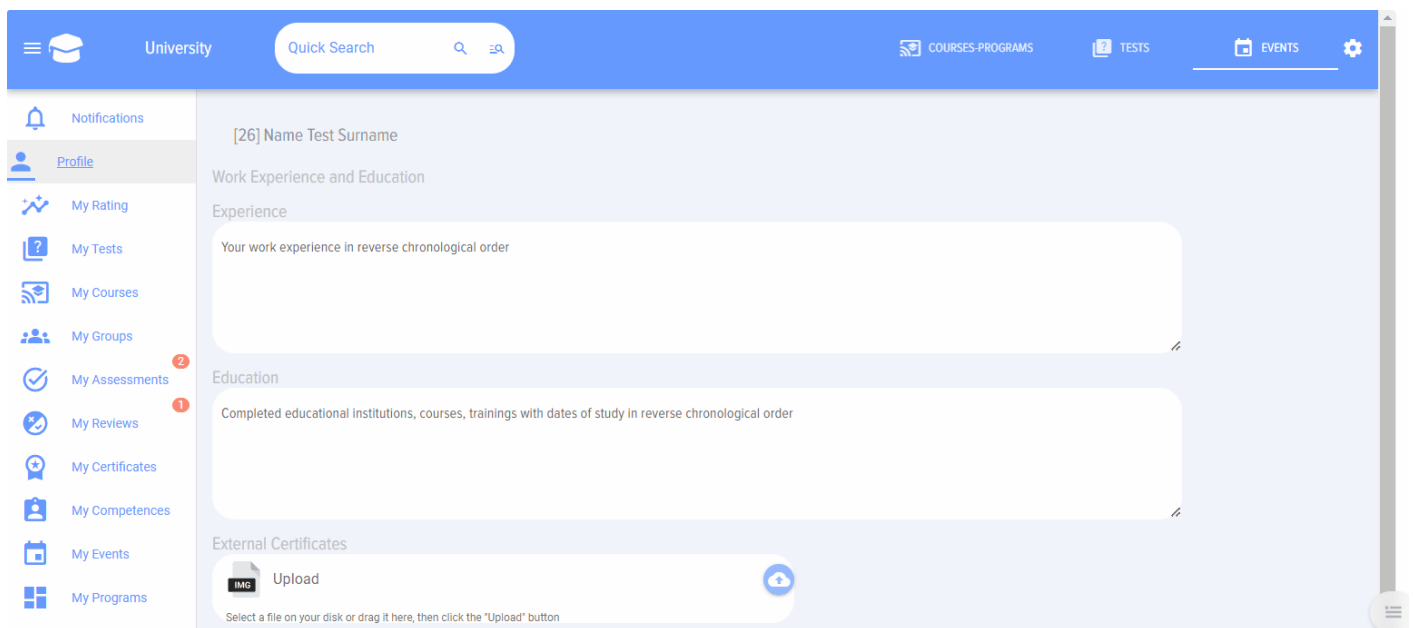
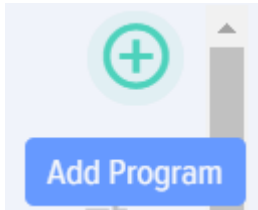
×

- Element for deleting the program. Only unpublished programs can be deleted. If the program is published, it cannot be deleted:



Program Creation

To create a program, click on the element:



The program creation card will open:

Go Back
Program

☐ This is a Template for Assignment

Program Name

Logo
0.0B / 0.00%
+

Catalog Section

Subject

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

Target

Program Description

Score
☐

Feedback Form
☐

Module Opening Method
Open sequentially. If the module is not completed, still open the next one

Modules

Drag modules here from the window on the right with the desired tab

COURSE
TEST
LESSON
EVENT

Type part of the name to search

Molecular biology

sdfvdsdfv

☐ Publish Program

SAVE
CLOSE
Move to Archive

The program creation card includes the following elements and fields:

☐ This is a Template for Assignment

- Template for creating program assignments

for new hires.

☒ This is a Template for Assignment

☐ For Groups ☒ For New Employees

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

Assignment Deferral

0 *The assignment for the new user will appear after the specified number of days. 0-immediately*

LEADER +

Tasks
Set one common task

- for new employees

This is essentially an onboarding program for new employees. Create a program of any complexity level (from courses, tests, materials to be reviewed, meetings, and events) and assign it to all new hires.

Newly added employees will immediately receive the program assignment.

Program Name

- Field for entering the program name

Logo
0.0B / 0.00% +

- Field for adding the program logo

Catalog Section

- selecting the catalog section for the program

Subject

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

Goal

- Fields for entering the

program theme and goals.

Program Description

- Field for program description

Module Opening Method

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



Open all at once

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

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

- Method for opening modules

By default, access is granted to all lessons/tests in the course.

In the LMS, the default setting allows participants to access all lessons and tests in the course from the start.

There are also two options for sequential module opening:

- 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 a passing score is achieved.

Modules

 Drag modules here from the window on the right with the desired tab

- Element for adding a

module (course, test, lesson, event)

COURSE TEST LESSON EVENT

Type part of the name to search

te

Biology test

Test with open questions

Select the Module Type (Corresponding Tab) and the Module Itself. You can choose one or several modules. Each newly added module will be included in a sequential list.

A sequential list of modules is something that will be assigned sequentially. Analogs: stage, level, day of training.

Add modules by simply dragging the mouse (Drag&Drop technology).

To change the sequence of levels, you need to grab the given element with the mouse and move it:

Modules

Drag modules here from the window on the right with the desired tab

1	0	Molecular biology	x	x
2	0	Biology test	x	x

Publish Program

SAVE CLOSE

Element for publishing the program. To publish the program, you need to activate the "Publish Program" element and click on the "Save" button.



If you click the "Save" button while the "Publish Program" element is inactive, the program will be saved without being published.

If you click the "Close" button, the program will be closed without saving.

When we create a Program, we can specify the module dates in days here:

Modules

📘 Drag modules here from the window on the right with the desired tab

	1	<div><div>0</div><div>Anatomy course</div><div>×</div></div>	×
	2	<div><div>0</div><div>Molecular biology</div><div>×</div></div>	×

Next, when we make the Program assignment.

We specify the start date of the program.

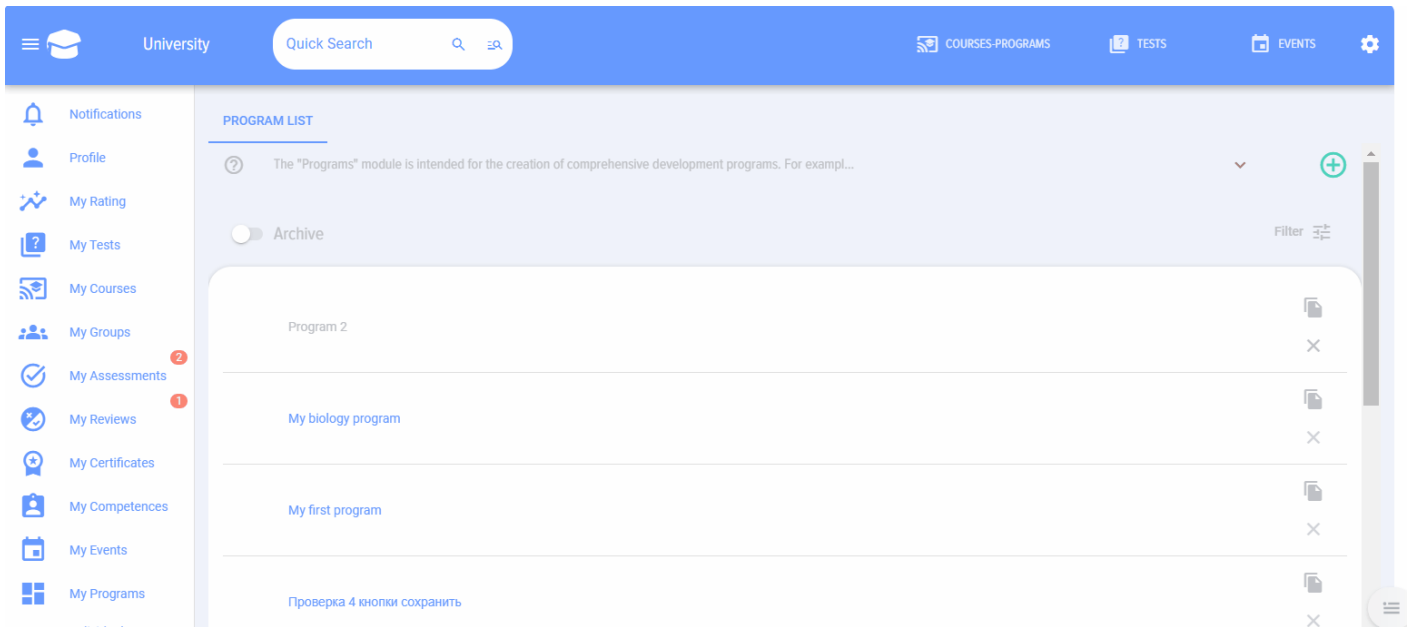
The end date will be calculated automatically based on the number of days in the modules specified when creating the program.

Also, the general date will apply to all modules if the modules do not have their own date.

Deleting a program



To remove a program, click in the list of programs.



Only unpublished programs can be deleted. If the program is published, it cannot be deleted.

Course statuses

Courses have two statuses:

- Publication status: published; draft (saved without publication).
- Completion status: completed; not completed. Completed - the Finish button is pressed, not completed - the Finish button is not pressed.
- Statuses of success: passed; not passed. Passed - means all tests are in the "passed" (successful) status, and all lessons have been viewed (the Finish button has been pressed).
- Statuses by assignment: self-registration - the employee clicked on Complete training, assigned - assigned as the application moderator.