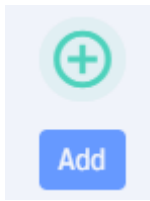


# Adding a course via the interface

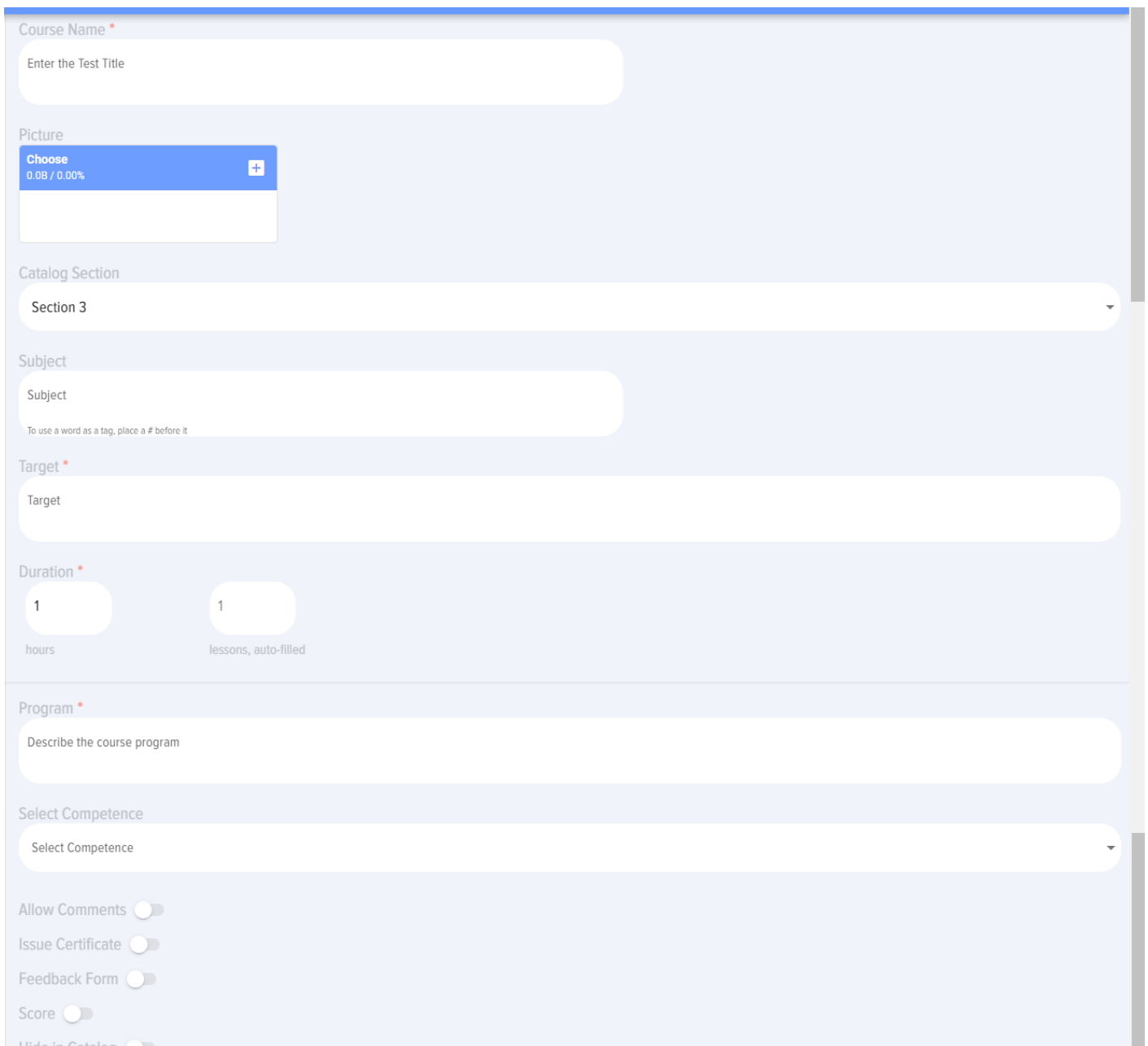
Courses consist of lessons and/or tests.

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.

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 the Test Title

Picture

Choose  
0.0B / 0.00%

Catalog Section

Section 3

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 ☐

Availability Period ☐

Tree Navigation ☐

/Course Program \*

Lessons

Tests

Drag lessons and tests here

+ Add Separator

164819 2.11. ~~Controllo di qualità (Tiri di controllo)~~

164814 2.7. ~~Specifiche di prodotto~~

164815 2.9. ~~Controllo di qualità (Tiri di controllo)~~

1488676 Biology test

1487872 How many centimeters

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.

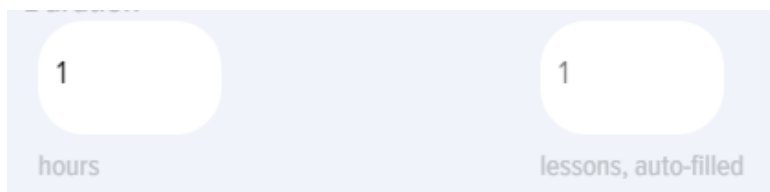
To add a tag, add the # sign before the word and it will become a tag. It will be used in the list of tags in the catalog to filter courses by tag.

Target \*

Target

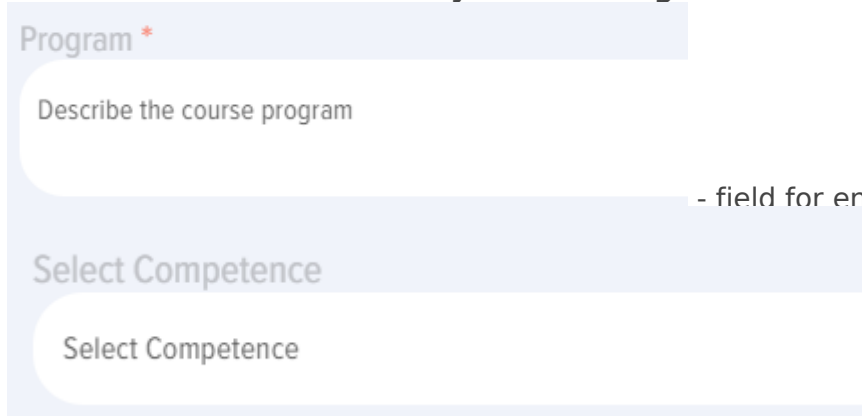
- course objective,

learning objective.

The image shows two input fields side-by-side. The left field is labeled 'hours' and contains the number '1'. The right field is labeled 'lessons, auto-filled' and also contains the number '1'. Both fields have a light blue background and rounded corners.

- 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.**

The image shows two stacked input fields. The top field is labeled 'Program \*' and contains the placeholder text 'Describe the course program'. The bottom field is labeled 'Select Competence' and contains the placeholder text 'Select Competence'. Both fields have a light blue background and rounded corners.

- field for entering the course program.

- information field for selecting the

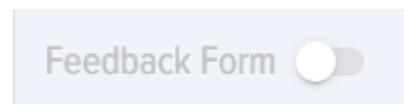
competencies that the course develops. Competencies are pulled from the [Competency Management module](#).

The image shows a toggle switch labeled 'Allow Comments'. The switch is currently in the 'off' position, indicated by a white circle on the left side of the track.

- 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.

The image shows a toggle switch labeled 'Issue Certificate'. The switch is currently in the 'off' position, indicated by a white circle on the left side of the track.

- 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.

The image shows a toggle switch labeled 'Feedback Form'. The switch is currently in the 'off' position, indicated by a white circle on the left side of the track.

- 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.

The image shows a toggle switch labeled 'Score'. The switch is currently in the 'off' position, indicated by a white circle on the left side of the track.

- 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:

Counting Method

Calculate by summing module points

Calculate by summing module points

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.

Points for Lessons/Tests within the Course

Do Not Award

Award

Do Not Award

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.

Hide in Catalog ☐

-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.

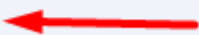
Hide from Extranet ☐

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

For Departments Only ☐

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

For Departments Only ☒

+ 

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 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 for Course Completion

0 ?

- time to complete the course, indicated in minutes.

Max. Number of Attempts

0 ?

- 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.

Availability Period ☐

- 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.**

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Revision #2

Created 20 February 2025 07:44:26 by Maria

Updated 6 March 2025 13:46:38 by Maria