



Creating Courses

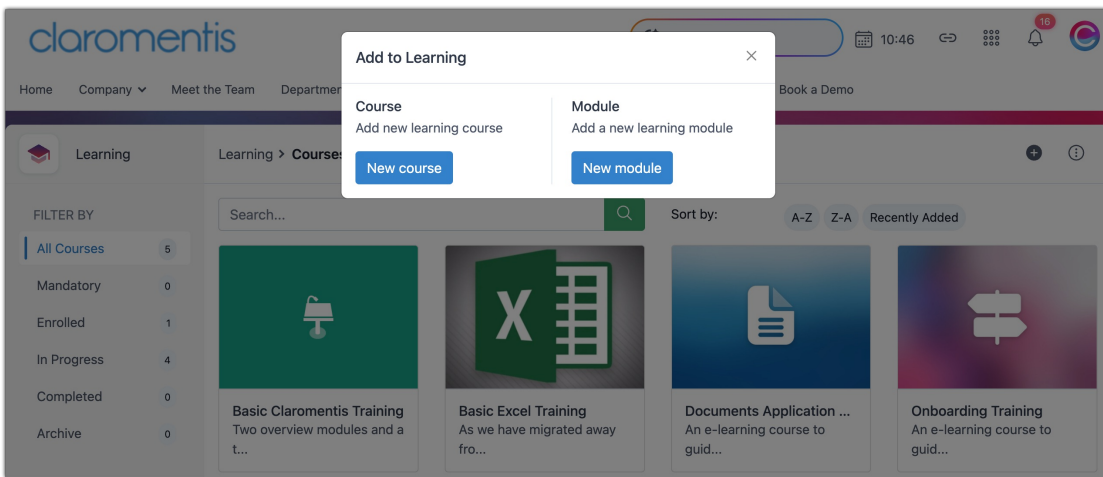
Users with the 'Add Course' [admin permission](#) will see the 'Add new course' button on the [front end of Courses](#).

Creating a course

1. On the front end of Courses, click the 'Add new' button

A screenshot of the 'Learning > Courses' page in a web application. The page has a light gray header with 'Learning > Courses' and a search bar. On the right side of the header, there is a dark blue button labeled 'Add New' with a plus sign icon. Below the header, there is a grid of course cards. The first row contains four cards: 'Basic Claromentis Training', 'Basic Excel Training', 'Documents Application ...', and 'Onboarding Training'. The second row contains one card: 'People Application Course'. On the left side of the page, there is a sidebar with 'FILTER BY' and 'CATEGORIES' sections. The 'FILTER BY' section has a list of filters: 'All Courses' (5), 'Mandatory' (0), 'Enrolled' (1), 'In Progress' (4), 'Completed' (0), and 'Archive' (0). The 'CATEGORIES' section has a list of categories: 'All Categories', 'Claromentis', 'Franchisee Training', and 'Microsoft Office'.

2. A pop-up will appear, select 'Create Course'

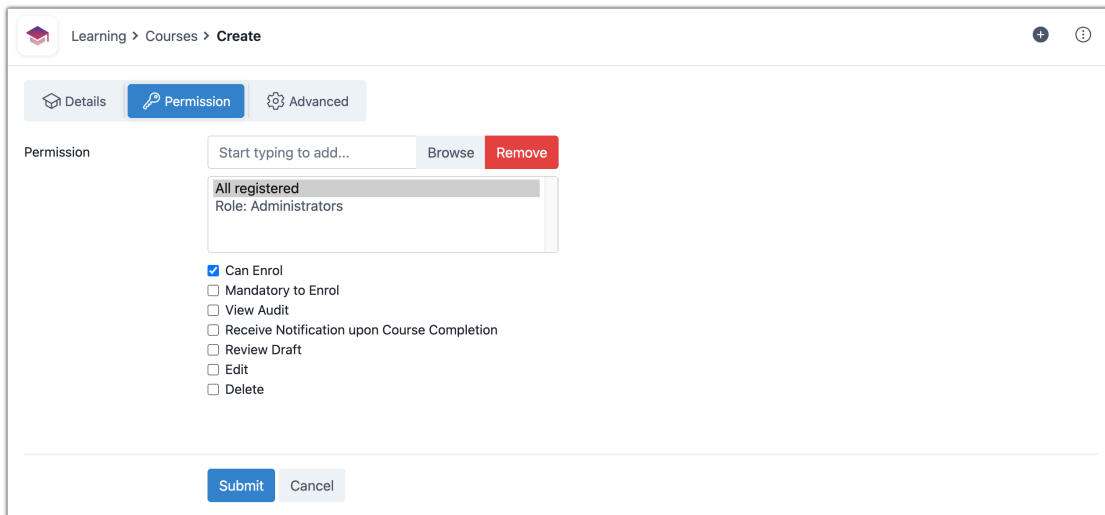


3. On the next screen, fill out the fields in the 'details' tab:

- **Title:** The name of the course
- **Description:** A short description/overview of the course
- **Category:** Save the Course in a category (categories are made available by administrators in the admin side)
- **Upload icon:** A thumbnail image for the Course, which appears in the front end.
- **Prerequisite:** A short description of any content that needs to be completed before this Course
- **Syllabus/Summary:** Text that will appear on the Course landing page
- **Tags:** Relevant tags to assist searching and contribute to the Course tag cloud
- **Training Record:** Mark this Course as part of the training record. On completion, the user's training record will update to showcase this achievement.
 - If selected, you will need to create a [qualification code](#) to attribute to the content.
- **Notification:** An option to send a notification to select users when the course is set to Live.
- **Status:** The current status of the course. Users will only be able to access and interact with courses that are set to Live.

4. Click into the permissions tab, enter the users/roles/groups you want to interact with the Course and give the appropriate abilities

If default permissions have been set by administrators on the admin side of the Courses application, those permissions will be pre-populated and can be further edited:



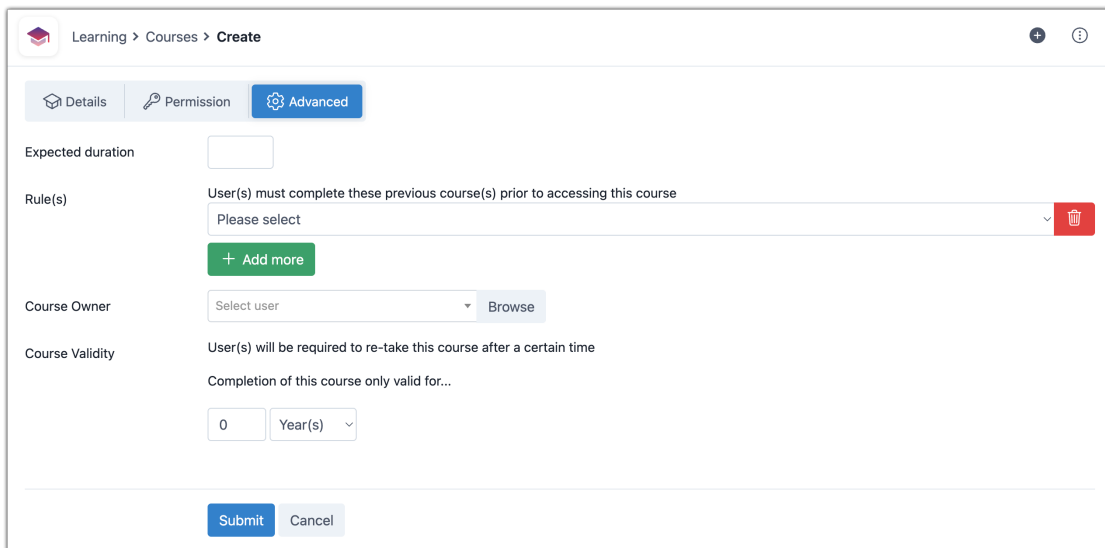
- **Can Enrol:** Users will be able to see and enrol on the Course
- **Mandatory to Enrol:** Once a user enrolls, they will not be able to unenrol

Likely for administrators/responsible users only:

- **View Audit:** Users will be able to see the audit tab in the Course (lists user enrolment and completion dates)
- **Receive Notification upon Course Completion:** Receive an email every time someone completes the Course
- **Review Draft:** Can access and review courses in Draft status.
- **Edit:** Can edit the course
- **Delete:** Can delete the Course

5. Click into the 'Advanced' tab and set options as necessary

None of these options is mandatory, and a Course will function perfectly without them.



- **Expected duration:** Estimated time that will be needed to complete the course
- **Rule(s):** Prerequisite course(s) user(s) must complete prior to starting the course
- **Course Owner:** User who has main ownership of the course
- **Course Validity:** How long a user's completion is valid for, before resetting. Used in tandem with module validity to reset all user progress and allow them to re-take the course and its modules. If you do not want completion to ever reset, leave this as 0.

6. Click 'Submit' to save and create your Course in the chosen status.

If in 'Live' status, those with permissions will be able to see this.

If in 'draft', those with draft permissions can make further edits.

7. The Course has been created, but it has no content in it, so the next stage is to add module(s)

The steps to create modules are in our guide here.

