



Creating Courses

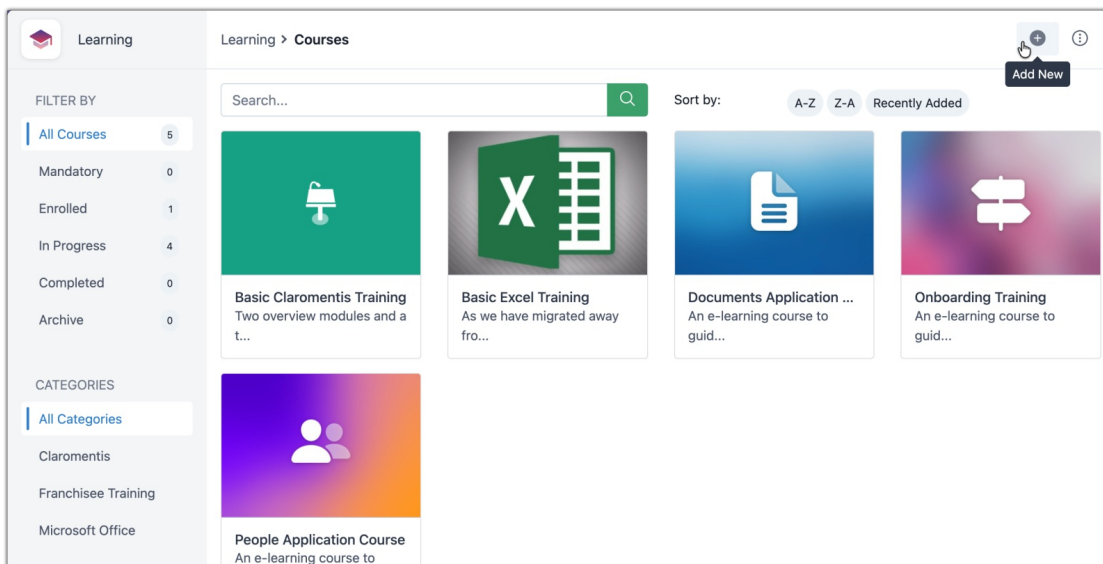
A Course in Claromentis is the skeleton that will later contain [modules](#) for users to complete, which are created separately.

Overall Course completion is automatically achieved when all modules within a Course have been completed.

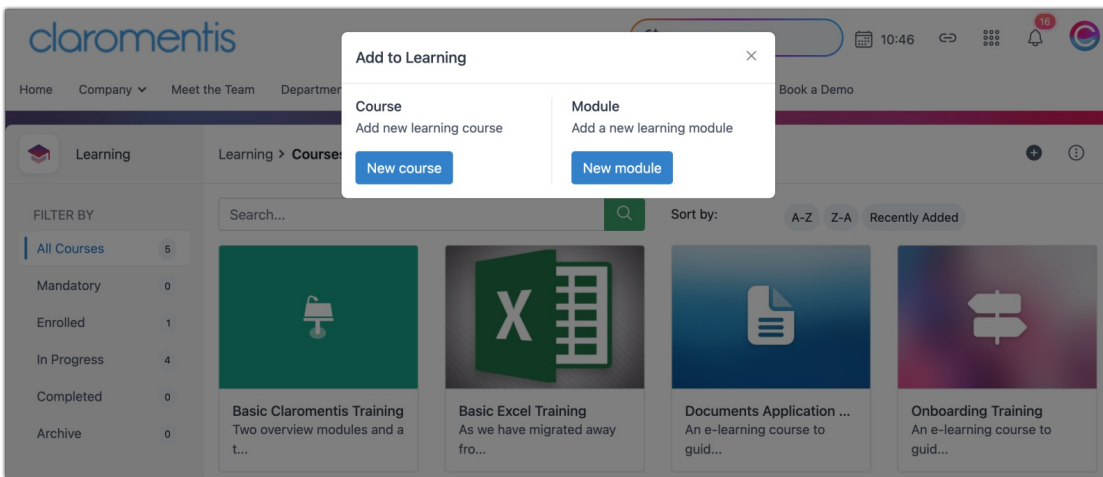
Users with the 'Add Course' [admin permission](#) will see the 'Add new course' button on the [front end of Courses](#).

Creating a course

1. On the front end of Courses (Applications > Courses or Applications > Learning > Courses) click the 'Add new' button:



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

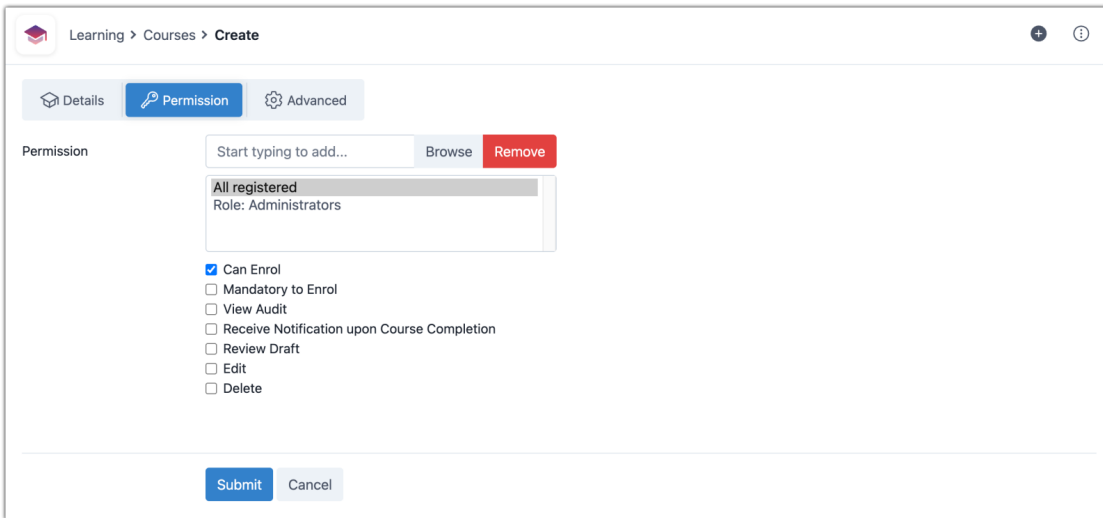


3. On the next screen, fill out the fields in the 'details' tab:

- **Title:** The name of the course
- **Description:** A short description/overview of the course
- **Category:** Save the Course in a category (categories are created by administrators [on 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:** 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:



Learning > Courses > Create

Details Permission Advanced

Permission

Start typing to add... Browse Remove

All registered
Role: Administrators

Can Enrol
 Mandatory to Enrol
 View Audit
 Receive Notification upon Course Completion
 Review Draft
 Edit
 Delete

Submit Cancel

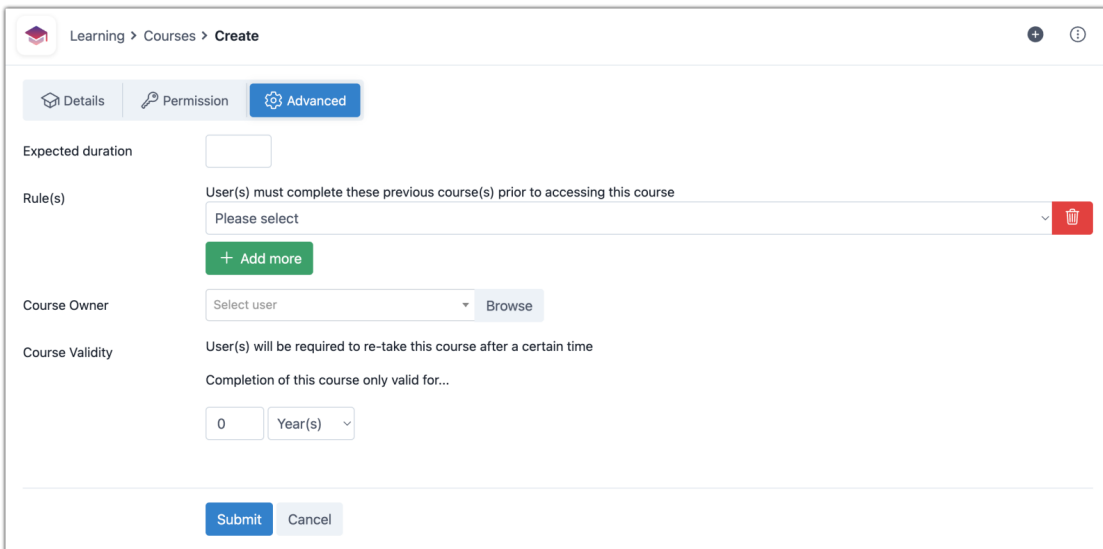
- **Can Enrol:** Users will be able to see and enrol on the Course
- **Mandatory to Enrol:** Once a user enrolls, they will not be able to unenrol

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 are mandatory, and a Course will function perfectly without them.



Learning > Courses > Create

Details Permission Advanced

Expected duration

Rule(s) User(s) must complete these previous course(s) prior to accessing this course
Please select
+ Add more

Course Owner Select user Browse

Course Validity User(s) will be required to re-take this course after a certain time
Completion of this course only valid for...
0 Year(s)

Submit Cancel

- **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 in the future. If you do not want user 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](#).

The screenshot displays the user interface for a course titled "Policy Manager application". The breadcrumb navigation at the top reads "Learning > Courses > Policy Manager application". On the left side, there is a course card with an illustration of three people working. The card includes the title "Policy Manager application (POLICY1)", a "Draft" status tag, a description "A course about setting up and managing the Policy Manager application", and fields for "Expected duration" and "Category" (Claromentis). On the right side, there is a "Manage modules" section with a "Modules" menu icon, a "Manage modules" button, and an "Audit" icon. A red rectangular box highlights two buttons: a green "+ New module" button and a grey "Select modules" button.