

Courses: Creating module(s)

eLearning modules can be created in the Intranet at any time by users with the '[Add module](#)' permission given by administrators on the admin side of the Courses application.

Modules can be created in two ways:

1. Within a course, using the buttons available for this
2. Independently using the facility on the front end of the Courses application

Once created, modules are assigned to a Course using the 'Manage modules' tab within each to select which modules are included.

This guide will explain this process.

Creating a module

- Within an established Course

This is the most common way to create a module, as it's likely you will [create the Course](#) first and then add the modules to it shortly after.

1. Navigate to the Course you want to create a module for on the front end of Courses and click into it
2. Click on the 'Manage modules' tab
3. Click 'New module'
4. On the next screen, fill out the fields in the 'details' tab:

Learning > Courses > Modules > Create

Details Tutors Permission Advanced

Title *

Type Module Assessment

Description * [SOURCE]

Upload icon Upload image

Notes/Reference

Duration

Module Length 0 minutes

Learning Material Type File Upload URL Quiz SCORM 1.2 package (zip) Embed Code Inner File

Upload file * Choose file or select from pre-uploaded...
 Message to display for Users with view rights but no access rights

Status Draft Live Archived

Submit Cancel

- **Title:** The name of the module.
- **Type:** Mark the content as a module or an assessment
- **Description:** A short description/overview of the module.
- **Upload icon:** An image for the module.
- **Note/Reference:** A body of text that will be seen in the preview of your module.
- **Duration:** Estimated length of module material (i.e. training video).
- **Module Length:** Estimated time that will be needed to complete the module.
- **Type:** The asset type of the module content, most likely SCORM to utilise automatic completion tracking, but can be other file types to fit your needs. More information is [here](#)
- **Status:** The current status of the module. Users will only be able to access and interact with modules that are set to Live.

5. Click into the permissions tab, enter the users/roles/groups you want to interact with the module 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 > People Application Course > Create

Details Tutors Permission Advanced

Module Owner Select user Browse

Permission Start typing to add... Browse Remove

All registered
Role: Administrators

View Only
 Can Complete
 Review Draft
 View Statistics
 Edit
 Delete

Submit Cancel

- **View Only:** Can access the module and view its contents
- **Can Complete:** A checkbox will appear in the module allowing the user to mark their completion (works for certain [asset types](#), for SCORM content, however, always leave this deselected as the package tracks user completion instead)

Learning > Courses > Documents Application Course > **Module 012 - Compliance**

Module 012 - Compliance Live

Module information | View in full screen | Sample Document 10.pdf

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1 LOREM IPSUM

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Mark as completed

Info

Available in [Documents Application Course](#)

Likely for administrators/responsible users only:

- **Review Draft:** Users can access modules in draft status
- **View Statistics:** Users can view the 'Audit' tab
- **Edit:** User can edit the module
- **Delete:** User can delete the module


5. Click into the 'Tutors' tab and consider entering these.

Entered tutors will appear in the module for users to identify who to contact about the content or receive help.

Learning > Courses > Onboarding Training > Policy Manager

Policy Manager Live In Progress

Module information View in full screen



claromentis
DIGITAL WORKPLACE

Policy Manager Application (v10)

YOU COMPLETED 0%

Welcome to the Policy Manager Application course!
In this course, you'll learn how to set up and manage the Policy Manager application.

We'll walk through creating, storing, and distributing policies across your organisation, configuring categories, and tracking user acknowledgements.

By the end, you'll be able to create, maintain, and manage policies to ensure compliance and consistency over time.

Introduction to Policy Manager

Not passed yet

> DETAILS

Creating and Updating Policies

Not passed yet

> DETAILS

Viewing And Accepting Policies


Not passed yet

> DETAILS

Info

Available in	Onboarding Training , Policy Manager application
Owner	Claromentis Administrator
Date created	08-05-2026 12:36

Tutors

 [Abigail Clark](#)

6. Click into the 'Advanced' tab and change the settings if needed.

None of these options are mandatory, and a module will function perfectly without them set.

Learning > Courses > Onboarding Training > Policy Manager > **Edit**

Details Tutors Permission **Advanced**

Email Reminder
Send a reminder email if user(s) has not yet completed module within
 Days
 Set to 0 to turn off reminders

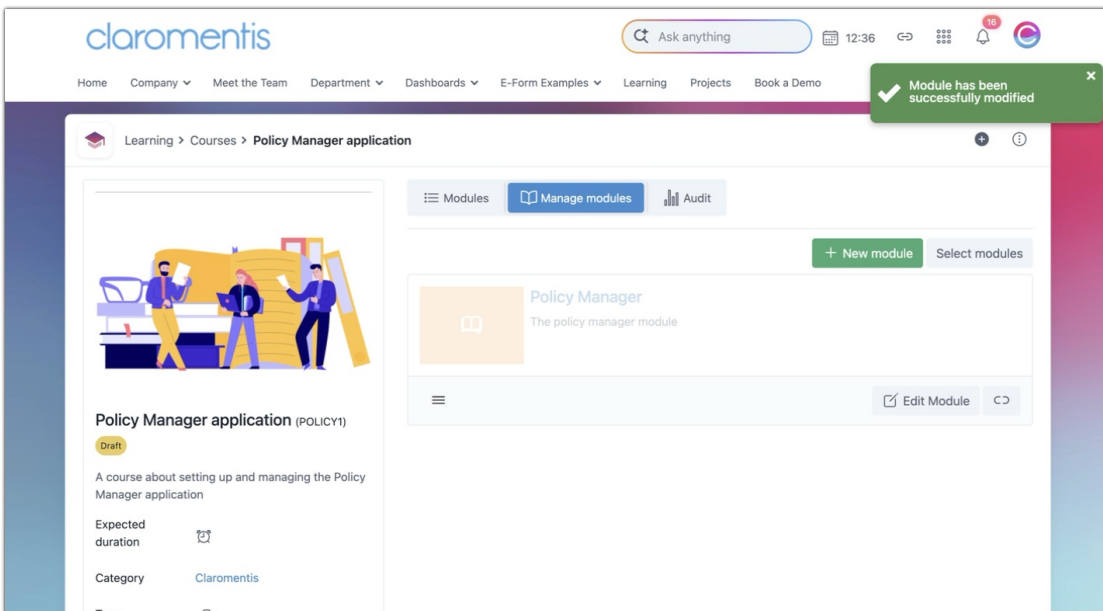
Module Validity
User(s) will be required to re-take this module after a certain time
 Completion of this module is only valid for...
 Year(s)

Advanced Rule ⓘ
Users must have completed at least one module in each module group in order to access this module.
 Select modules

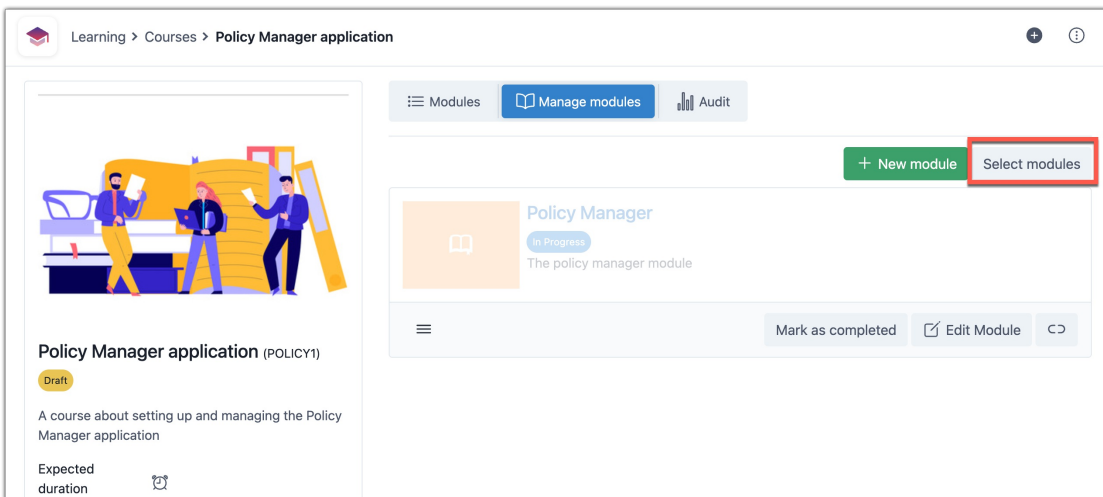
- **Email Reminder:** A reminder email will be triggered for users who are 'in progress' in a module but have not yet completed it. ('0' will prevent reminders)
- **Module Validity:** How long user completion remains in place before the system resets it (leave as '0' to set no validity timeframe)
- **Advanced Rule:** Prerequisite module(s) user(s) must complete prior to starting the module.

7. Click 'Submit' to save and create your module in the chosen status.

The page will reload, and the module will now appear in the Course. It will be greyed out as it cannot be taken until the user enrolls on the Course.

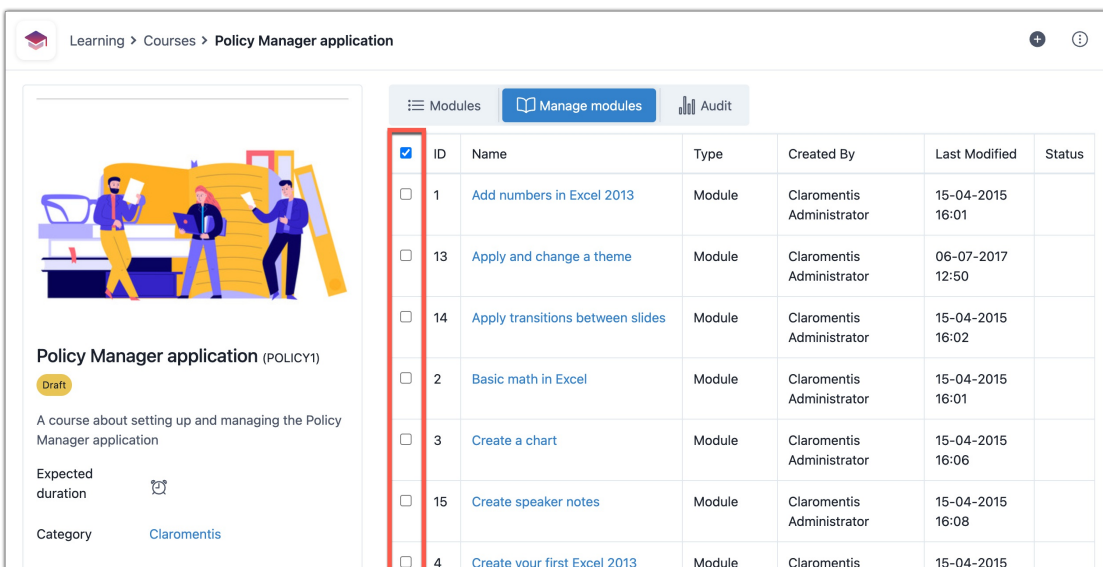


8. Add more modules to the Course (if appropriate) by using the 'select module' button in the 'manage modules' tab:



Check the box against all modules you want to add, scroll down and click 'Done' to apply.

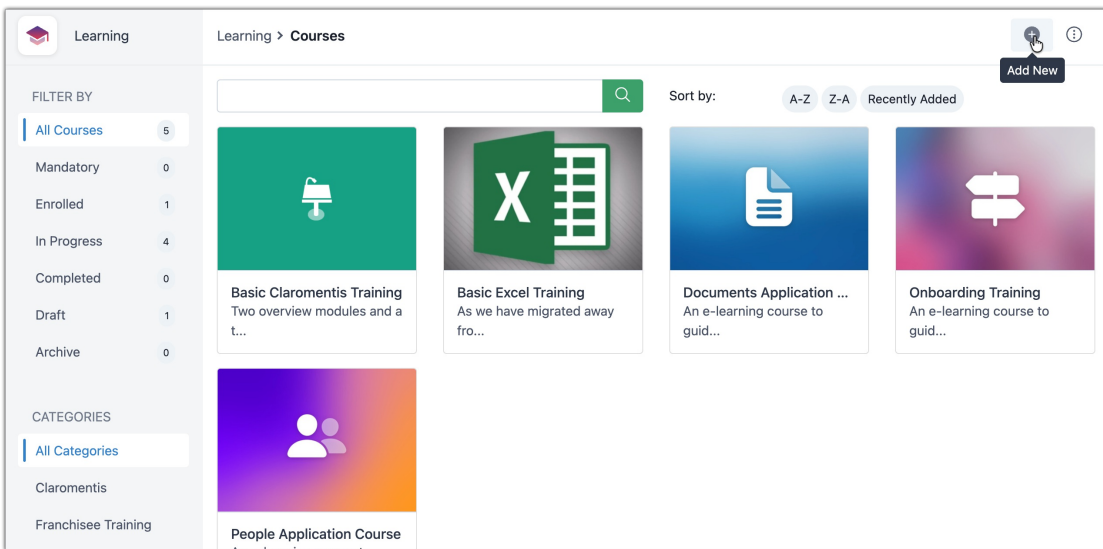
The modules will now appear in the Course.



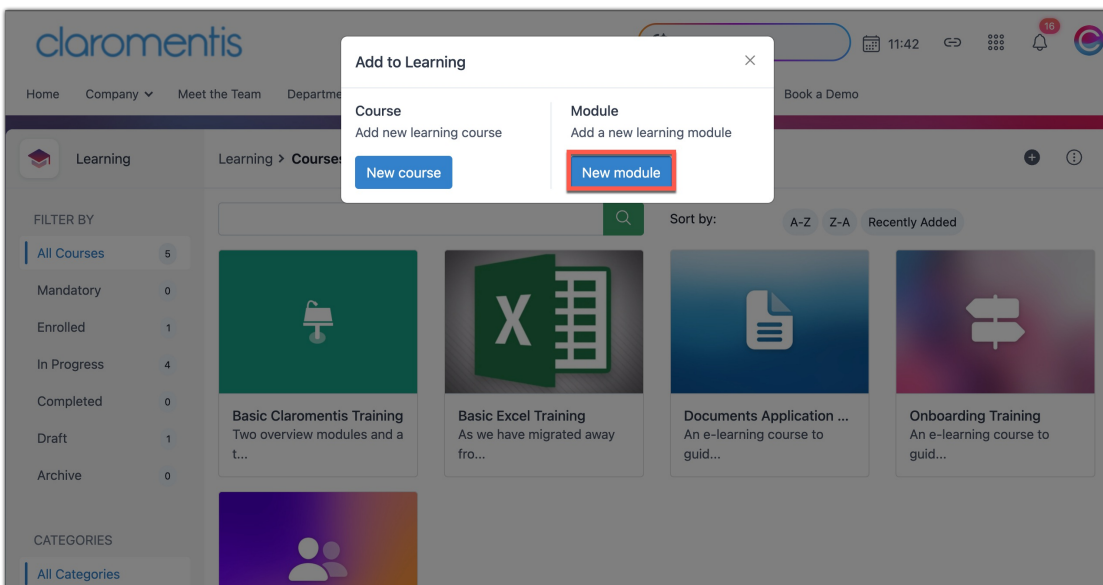
- Independently

If you haven't created a Course to house a module yet, modules can still be created using the 'Add module' facility on the front end of the application and assigned to appear in a Course later on.

1. Open the front end of the course's application and click 'Add new'.



2. In the pop-up that appears, click 'New module':

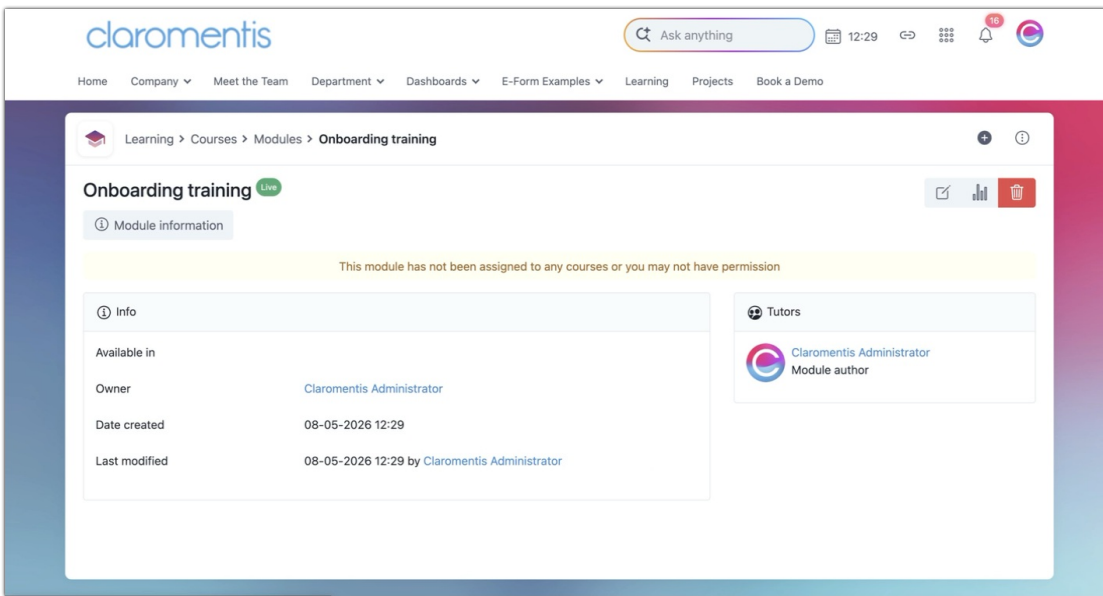


3. Fill out the 4 tabs as necessary - Module details, tutors, permissions & advanced.

More information about each is detailed above.

4. Click 'Submit' once ready to create the module.

5. The module can be found by those with permissions, but it has not been used in a Course yet.



6. Once it is ready to be added, a user with 'Edit course' permissions can navigate to the Course in question, open its 'Manage module' tab and select it from the list using the browsing option:

