

## Courses: Front-end overview

### Introduction

This article will provide an overview of the Courses (e-learning) application that can be found within our main Learning application.

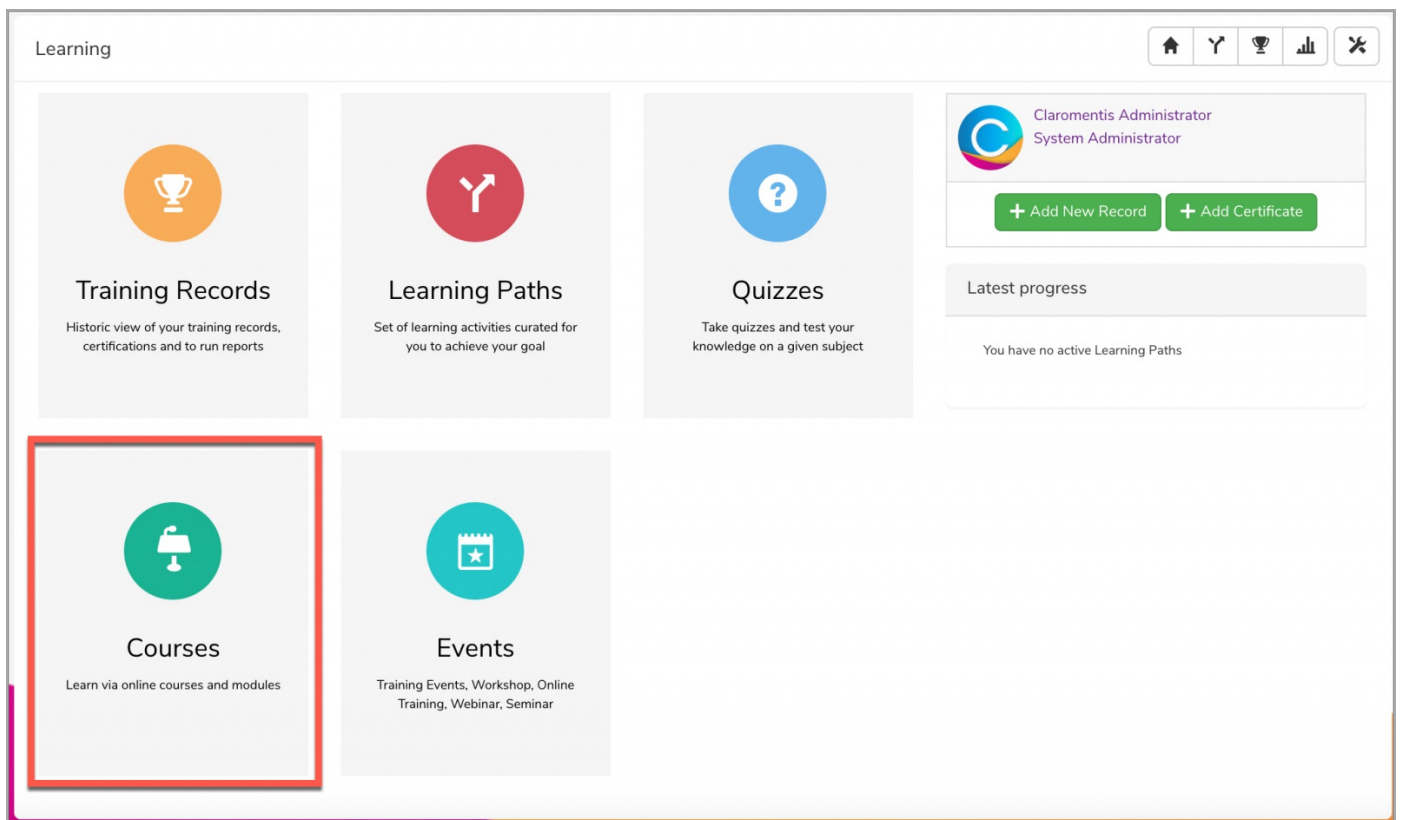
We will cover the following areas:

- [Overview of 'Courses'](#)
- [How to create a new course](#)
  - [Course permissions](#)
  - [Advanced course configuration options](#)
- [How to create a new module](#)
  - [Module permissions](#)
  - [Advanced module configuration options](#)

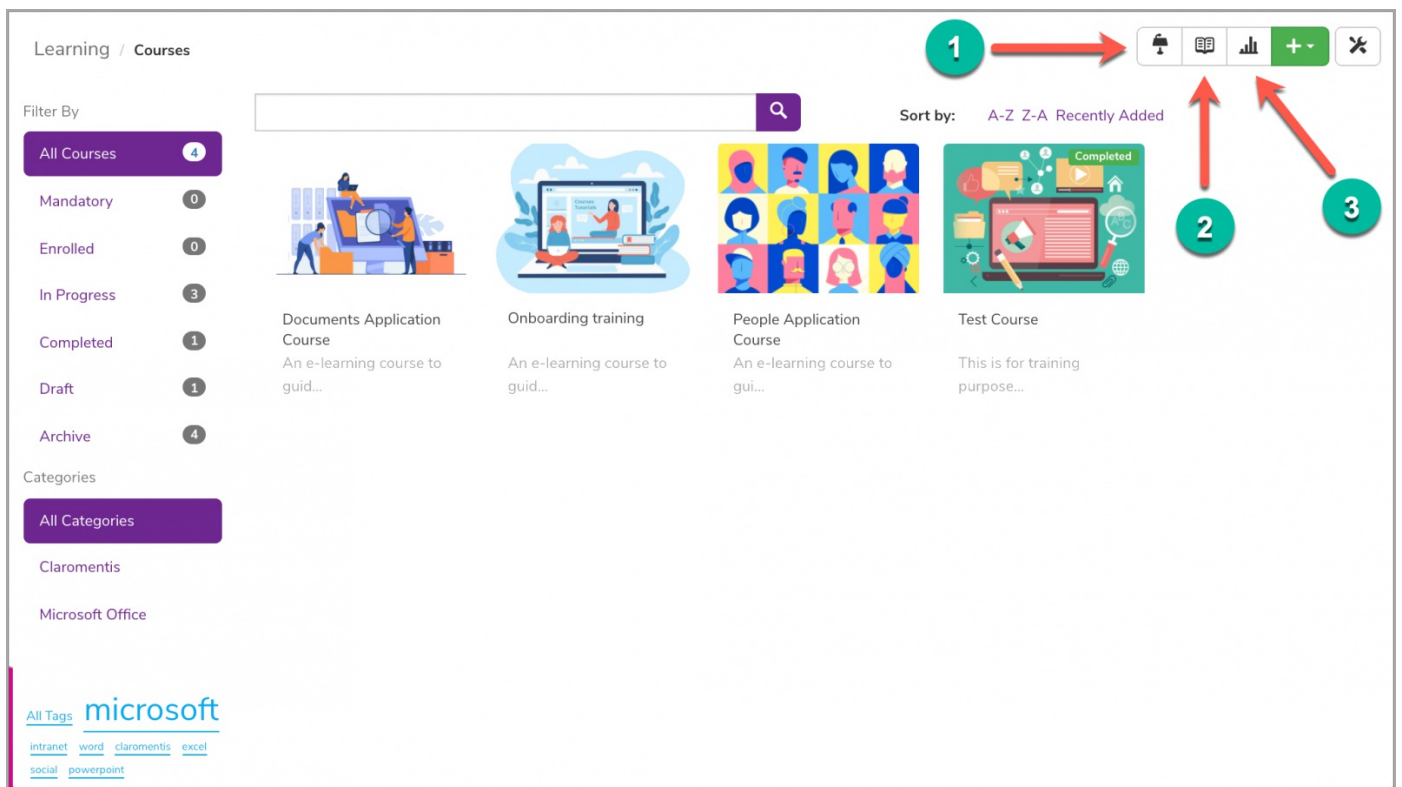
Please make sure to read our guide on the Admin side of the Courses application for all available configuration options [here](#).

### Front-end of courses

Head to **Application > Learning > Courses**:



On the landing page of the Courses application, you will see all existing Courses and have the options to view: (1) All Courses, (2) All Modules, and (3) Reports:

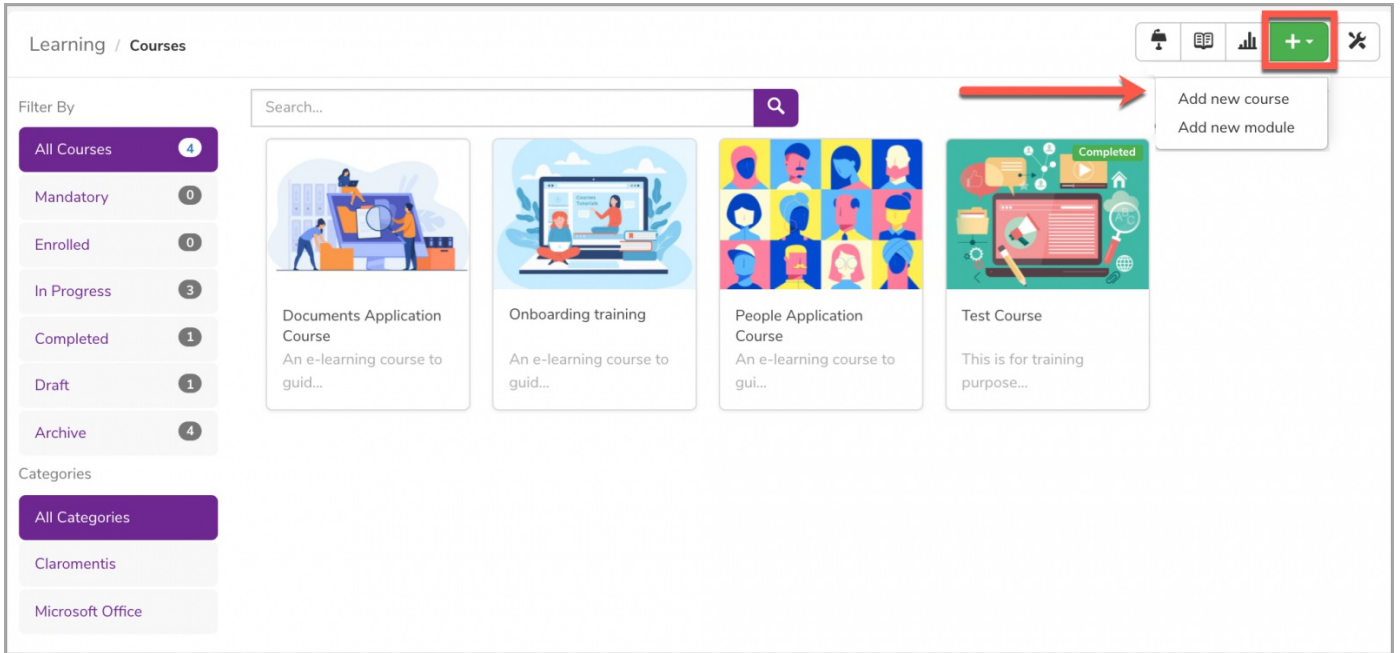


- 1. All Courses:** A summary of all existing Courses. You can view courses according to their current status or category using the filter.
- 2. All Modules:** A breakdown of all of the modules that exist within various courses. You can view modules based on their current status using the status filter.
- 3. Reports:** All Course Activity Reports and Module Reports containing course records of all users.

**Please note:** Users will only be able to view Courses, Modules, and Reports they have permissions for.

## Creating a course

With the correct permissions, you will see the option to create a Course.

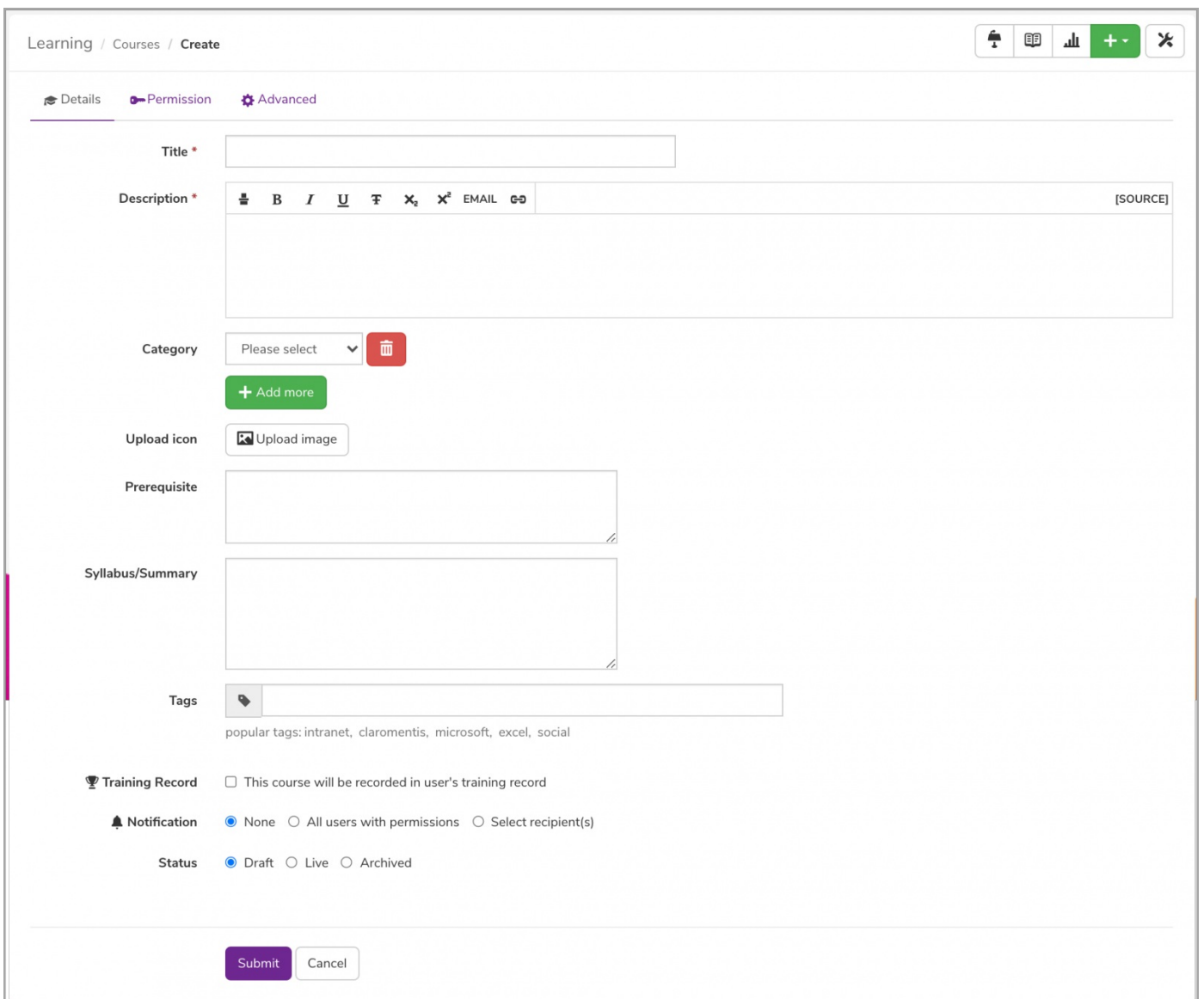


The screenshot shows the 'Learning / Courses' page. On the left, there are filters for 'Filter By' (All Courses, Mandatory, Enrolled, In Progress, Completed, Draft, Archive) and 'Categories' (All Categories, Claromentis, Microsoft Office). The main area displays a list of courses: 'Documents Application Course', 'Onboarding training', 'People Application Course', and 'Test Course'. In the top right corner, there is a toolbar with icons for notifications, documents, analytics, a '+ -' button, and a settings icon. A red box highlights the '+ -' button, and a red arrow points to a dropdown menu that appears, containing the options 'Add new course' and 'Add new module'.

**Reminder:** If you do not see the options, please check with your administrator that you have the permission needed to do so.

## Adding a course

When adding a Course, there will be a series of **Course Details** to fill out:



The screenshot shows the 'Learning / Courses / Create' page. The page has a top navigation bar with 'Learning / Courses / Create' and a toolbar with icons for notifications, documents, analytics, a '+ -' button, and a settings icon. Below the navigation bar, there are three tabs: 'Details' (selected), 'Permission', and 'Advanced'. The 'Details' tab contains the following fields:

- Title \***: A text input field.
- Description \***: A text area with a rich text editor toolbar (bold, italic, underline, link, unlink, email, source) and a '[SOURCE]' button.
- Category**: A dropdown menu with 'Please select' and a red trash icon, and a '+ Add more' button.
- Upload icon**: A button with an image icon and the text 'Upload image'.
- Prerequisite**: A text input field.
- Syllabus/Summary**: A text input field.
- Tags**: A text input field with a dropdown arrow and a list of popular tags: 'intranet, claromentis, microsoft, excel, social'.
- Training Record**: A checkbox labeled 'This course will be recorded in user's training record'.
- Notification**: Radio buttons for 'None', 'All users with permissions', and 'Select recipient(s)'.
- Status**: Radio buttons for 'Draft' (selected), 'Live', and 'Archived'.

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

- **Title:** The name of the course.
- **Description:** A short description/overview of the course.
- **Category:** The channel the course will be nested in.
- **Upload icon:** An image for the course.
- **Prerequisite:** A short description of the course/module that must be completed prior to the course.
- **Syllabus/Summary:** A body of text that will be seen in the preview of your course.
- **Tags:** Relevant tags to enable search via the tag cloud.
- **Training Record:** An option to record the course in users' training record
- **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.

## Course permissions

Before publishing your course, navigate to **Permissions** and define different types of permission by user Roles & Groups.

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

The permission options are as follows:

- **Can Enrol:** User(s) have the option to enrol in courses.
- **Mandatory to Enrol:** User(s) will be required to enrol in courses.

Learning / Courses / Claromentis Test

Modules Manage modules Audit

Module 1  
Level 1 Module

Module 2  
Level 2

**Claromentis Test**  
Live  
This is for test purposes.

**Enrol on this course**

Expected duration

Category Claromentis

Tags claromentis , culture , service excellence , team

Edit properties Delete

- **View Audit:** User(s) can view the audit logs containing course data and also export the audit to CSV.

Learning / Courses / Claromentis Test

Modules Manage modules Audit

Send Reminder Export to CSV

Name	Mandatory	Date Enrolled	Date completed	Status
Claromentis Administrator	<input type="checkbox"/>	26-07-2021 20:55	26-07-2021 20:55	Completed
Phil Lawrence	<input type="checkbox"/>	25-07-2021 08:40	N/A	Enrolled
Abigail Clark	<input type="checkbox"/>	25-07-2021 10:43	N/A	Enrolled
Julia Greene	<input type="checkbox"/>	27-08-2021 10:41	N/A	Enrolled
Austin Glover	<input type="checkbox"/>	27-08-2021 20:46	N/A	Enrolled
Users Completed				1

**Claromentis Test**  
Live  
This is for test purposes.

**Enrol on this course**

Expected duration

Category Claromentis

Tags claromentis , culture , service excellence , team

Edit properties Delete

- **Receive Notification upon Course Completion:** User(s) can receive notifications for when the course is completed.

Permission

Start typing to add... Browse Remove

All registered  
Role: Administrators

☒ Can Enrol

☐ Mandatory to Enrol

☒ View Audit

☒ Receive Notification upon Course Completion

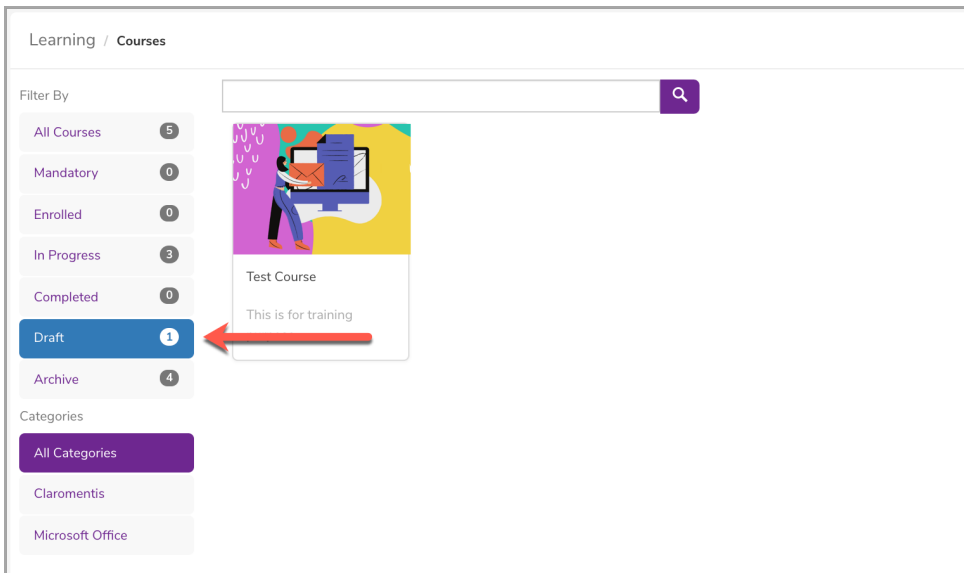
☒ Review Draft

☒ Edit

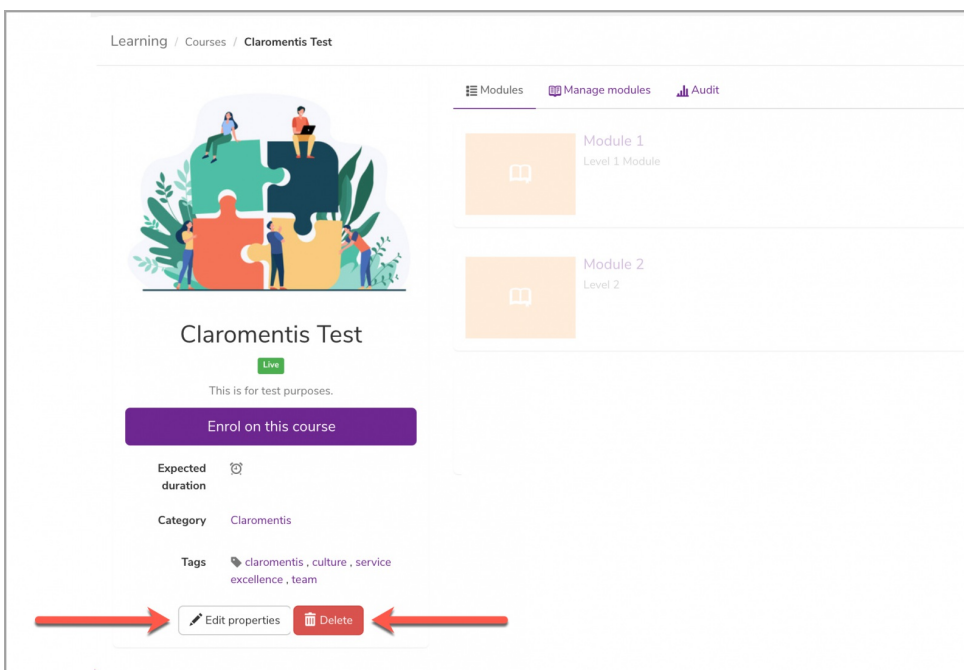
☒ Delete

Submit Cancel

- **Review Draft:** User(s) can access and review courses in Draft status.



- **Edit:** User(s) can edit existing course content and details.
- **Delete:** User(s) can delete any existing course.



**Reminder:** All default course permissions can be set via the admin side of the application and will automatically be filled out for any new course. Permissions for each course can be further modified via the front-end of the application by editing each.

## Advanced course settings

When heading to **Advanced**, there are some additional settings that can be configured.



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

Month(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/rights to the course.
- **Course Validity:** The timeframe of how long the course will be valid for before user(s) are required to re-take the course.

**Please note:** If users do not complete the course before the validity date, a daily notification will be triggered after the deadline as a reminder.

## Creating a module

With the correct permissions, you will see the option to create a Module via two methods.

(1) Course landing page:

Learning / Courses

Filter By

All Courses 4

Mandatory 0

Enrolled 0

In Progress 3

Completed 1

Draft 1

Archive 4

Categories

All Categories

Claromentis

Microsoft Office

Search...

Documents Application Course  
An e-learning course to guid...

Onboarding training  
An e-learning course to guid...

People Application Course  
An e-learning course to gui...

Test Course  
This is for training purpose...

Add new course  
Add new module

(2) Within the Course itself via **Manage module**:

Learning / Courses / Claromentis Test

Modules Manage modules Audit

Claromentis Test

Draft

This is for test purposes.

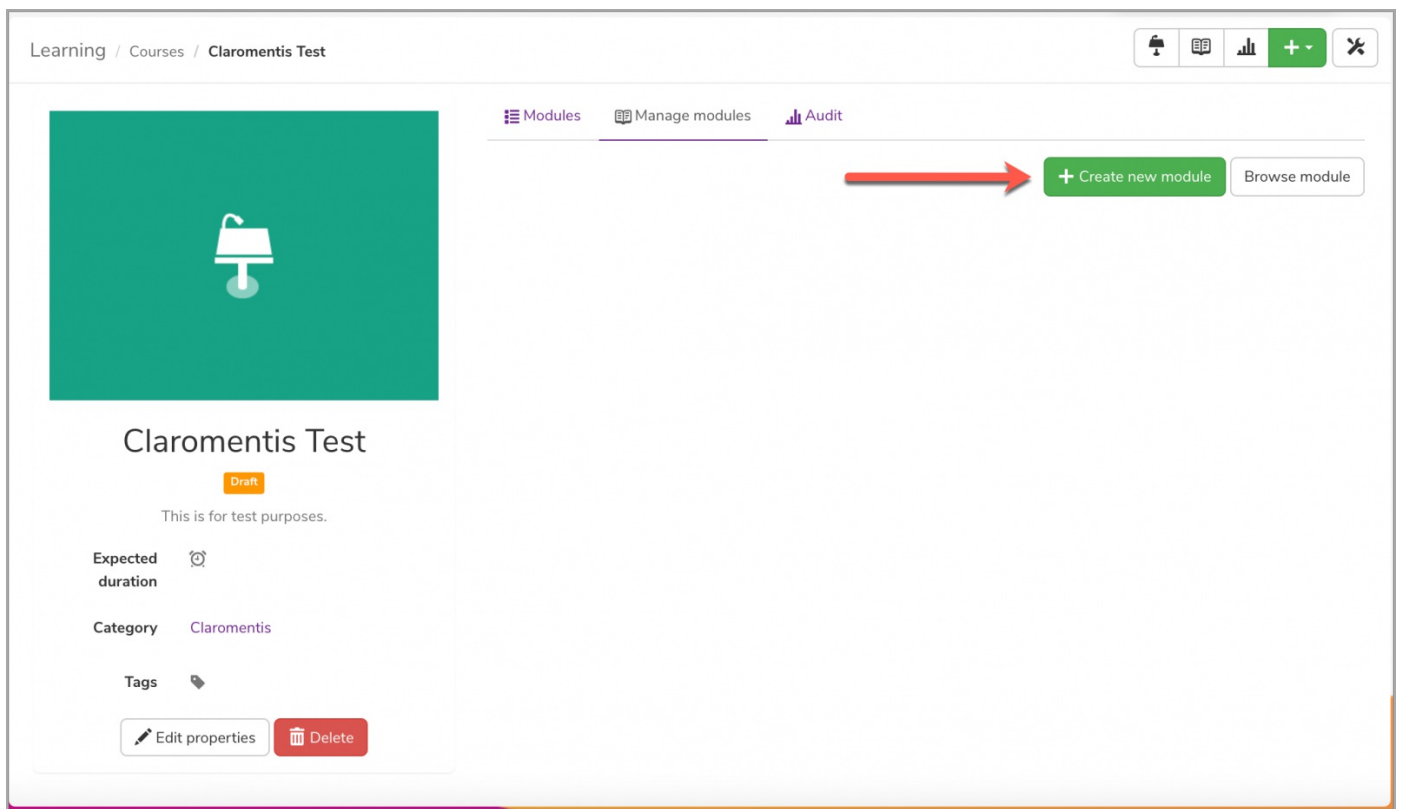
Expected duration

Category Claromentis

Tags

Edit properties Delete

+ Create new module Browse module



**Reminder:** If you do not see the options, please check with your administrator that you have the permission needed to do so.

## Adding a module

When adding a Module, there will be a series of **Module Details** to fill out:



Learning / Courses / Claromentis Test / Create

Details Tutors Permission Advanced

Title \*

Type ☒ Module ☐ Assessment

Description \* 

B

I

U

T

X<sub>2</sub>

X<sup>2</sup>

EMAIL

[SOURCE]

Upload icon

Notes/Reference

Duration

Module Length  minutes

Learning Material

Type ☒ File Upload ☐ URL ☐ Quiz ☐ SCORM 1.2 package (zip) ☐ Embed Code ☐ Inner File

Upload file \*  or select from pre-uploaded...

Message to display for Users with view rights but no access rights

Status ☒ Draft ☐ Live ☐ Archived

- **Title:** The name of the module.
- **Type:** An option to select make the module 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.
- **Learning Material:** The most important factor where the learning content is uploaded.
- **Status:** The current status of the module. Users will only be able to access and interact with modules that are set to Live.

For more information on Module (Learning Material) asset type, check out our guide [here](#).

## Module tutors

When heading to **Tutors**, there is an optional feature to add tutor(s) for the module.

Learning / Courses / Claromentis Test / Module 3 / Edit

DetailsTutorsPermissionAdvanced

Tutor(s)

Tutor 1

Select user

Browse

Expertise

Tutor 2

Select user

Browse

Expertise

Tutor 3

Select user

Browse


Expertise

Submit

Cancel

Tutors, simply put, are users that module-takers can reach out to based on the expertise related to the module.




Learning / Courses / Claromentis Test / Module 3



# Module 3

Level 3

Live



Please enrol in the course(s) below to access this module:  
[Claromentis Test](#)

Info

Available in

Claromentis Test

Owner

Claromentis Administrator


Date created

25-08-2021 20:30


Last modified

25-08-2021 22:54 by Claromentis Administrator

Tutors



Abigail Clark  
Management skills



Charles Johnston  
Leadership skills

## Module permissions

Before publishing your module, navigate to **Permissions** and define different types of permission by user Roles & Groups.

[Details](#) [Tutors](#) [Permission](#) [Advanced](#)

Module Owner

Claromentis Administrator



Browse

Permission

Start typing to add...

Browse

Remove

All registered

Role: Administrators

- ☒ View Only
- ☒ Can Complete
- ☐ Review Draft
- ☐ View Statistics
- ☐ Edit
- ☐ Delete

Submit

Cancel

The permission options are as follows:

- **View Only:** User(s) can only view modules.
- **Can Complete:** User(s) can view and complete modules.
- **Review Draft:** User(s) can access and review modules in Draft status.
- **View Statistics:** User(s) can view module statistics containing user data.
- **Edit:** User(s) can any edit existing module content and details.
- **Delete:** User(s) can delete any existing module.

**Reminder:** All default module permissions can be set via the admin side of the application. Permissions for each module can be configured via the front-end of the application.

## Advanced module settings

When heading to **Advanced**, there are some additional settings that can be configured.

Learning / Courses / Claromentis Test / Module 3 / Edit

Details

Tutors

Permission

Advanced

### Email Reminder

Send a reminder email if user(s) has not yet completed module within

0

 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...

0

Month(s)

### Advanced Rule

User(s) must complete these previous module(s) prior to accessing this module

Select module

Search for a module

+ Add more

Submit

Cancel

- **Email Reminder:** A reminder email will be triggered if the user(s) has not yet completed the module within the designated time ('0' will turn off reminders).
- **Module Validity:** The timeframe of how long the module will be valid for before user(s) are required to re-take the module.
- **Advanced Rule:** Prerequisite module(s) user(s) must complete prior to starting the module.

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