



## Qualification codes

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Qualification Codes are a feature in the LMS that allows e-learning content (i.e. Courses, Quizzes, and Training Events) to be linked together.

These codes assign a unique identifier to each available e-learning or training event.

The code will be used to tie content to users' training records where it will appear upon completion.

By using qualification codes, learning content can be connected to different **Learning Steps** in a **Learning Path**.

**Please note:** It is not mandatory to have a qualification code unless you wish to include content in a Learning Path where it is required. The code helps measure path progress.

For an overview of LMS, check out our guide on [LMS \(Learning Management System\) Overview](#).

For an overview of Learning Paths, check out our guide on [Learning Paths](#).

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## Adding Qualification Codes

The Qualification Code will be used as a unique identifier for each learning content.

Learning Paths and each Learning step need their own qualification code.

Learning / Learning Paths / View Path

Path Details
 Path Steps
 Participants

20 Points

**Claromentis Essentials** (CLAESS) \*

Claromentis Essentials

10 Points

**Drop In Session** (CLARODROP)

Claromentis Drop-In Session (24-07-2023 15:00)

10 Points

**Claromentis Tips and Tricks** (CLAROTAT)

Claromentis Tips & Tricks (21-07-2023 13:00)

## Claromentis Digital Workplace

 (CLABEG)

This course provides an overview of Claromentis, focussing on the commonly used applications and tools. On completion of the course, attendees will have a basic overall understanding of the platform and will be able to create and manage users and content within the Intranet.

Join this path
Edit

Join this path to reveal your progress  
Points: 0/40

0%

Qualification codes can be added & managed via **Admin > Learning > Qualification Code**.

Admin / Learning

Learning Path
Training Records
Certificate Expiration
Bulk Import/Export
**Qualification Codes**

Warning! Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

+ Add Code
Permissions

10 entries per page

1 2 3

Code	Description	Used In	
CLABEG			
CLADROP			
CLAESS			
CLARODROP			
CLAROTAT			
CLATT			
CPR			
EG012			
EGMP			
EGPG			

Showing 1 to 10 of 21 entries

They can also be directly added to the learning content properties for Courses, Quizzes, and/or Training Events.

**Training Record** ☒ This course will be recorded in user's training record

**Qualification Code**

Qualification Code is a unique alphanumeric code to indicate standard of qualification across wide range of available trainings events or e-learning.

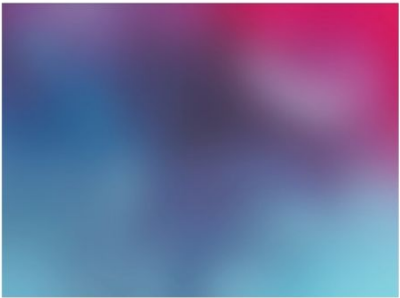
This feature is used in conjunction with Learning Path.

**Please note:** The Qualification code option will only become available when the content is used in Training Records, as the code ties the content to the user's profile.

## Example Learning Path & Steps

A Learning Course (via **Learning > Course**) is configured with the qualification code CLAESS

Learning / Courses / **Claromentis Essentials**



### Claromentis Essentials

(CLAESS)

Live


This course provides an overview of Claromentis, focussing on the commonly used applications and tools. On completion of the course, attendees will have a basic overall understanding of the platform and will be able to create and manage users and content within the Intranet.

Enrol on this course

**Prerequisite** No previous knowledge of Claromentis required

Modules Manage modules Audit

+ Create new module Browse module




#### Getting Started 2

This course follows on from Getting Started 1, taking a closer look at People Management, Document Management and Content Management. In addition, the training group will choose other applications/modules to cover, which are applicable to their use of the Intranet.

Length: 60 minutes

Edit Module



#### Getting Started 1

This course provides an overview of Claromentis, focussing on the commonly used applications and tools. On completion of the course, attendees will have a basic overall understanding of the platform and will be able to create and manage users and content within the Intranet.

Length: 60 minutes

Edit Module

Looking at a Learning Path (via **Learning > Learning Path**), the course is added as a Learning Step.

The course contains the same qualification code, CLAESS.

Learning / Learning Paths / View Path

Path Details
 Path Steps
 Participants

20 Points

Claromentis Essentials (CLAESS) \*

Claromentis Essentials

10 Points

Drop In Session (CLARODROP)

Claromentis Drop-In Session (24-07-2023 15:00)

10 Points

Claromentis Tips and Tricks (CLAROTAT)

Claromentis Tips & Tricks (21-07-2023 13:00)

## Claromentis Digital Workplace (CLABEG)

This course provides an overview of Claromentis, focussing on the commonly used applications and tools. On completion of the course, attendees will have a basic overall understanding of the platform and will be able to create and manage users and content within the Intranet.

Join this path
Edit

Join this path to reveal your progress  
Points: 0/40

0%

This means this Course is linked to this step of the Learning Path and the qualification code will be awarded once this part of the Learning Path is completed.

## Editing Qualification Codes

Qualification codes can be edited via **Admin > Learning > Qualification Code**.

Existing codes can be edited using the pencil (edit) icon.

When editing a code content that already exists with it attributed will need to be manually updated to facilitate the change, as this is not automatically applied.

**Warning!** Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

### Qualification Codes

[+ Add Code](#)

[Permissions](#)

10
▼
entries per page

1
2
3

Code	Description	Used In	
CLABEG			
CLADROP			
CLAESS			
CLARODROP			
CLAROTAT			
CLATT			

Codes for Learning Paths will update when its previous code is edited, but all other content e.g. Courses, Quizzes and Training Events need to be manually updated to reflect a change in code.

Due to this, it is recommended to create a list of all content that has a certain code before a change is applied.

Once compiled the code can be safely updated with each piece of content manually edited to match, ensuring nothing is missed and everything remains linked together with correct new codes reflected across path steps and user profiles.

## Deleting Qualification codes

Qualification code can be deleted via **Admin > Learning > Qualification Code**.

Only codes that are *not* in use can be deleted using the trash can icon.

Qualification codes that are in use will indicate they are still associated with existing learning content and therefore cannot be removed.

Qualification Codes			<a href="#">+ Add Code</a>	<a href="#">Permissions</a>
10 entries per page			<a href="#">1</a> <a href="#">2</a> <a href="#">3</a>	
Code	Description	Used In		
CLABEG			Unable to delete this qualification code as it is used elsewhere in the system	
CLADROP				
CLAESS				
CLARODROP				
CLAROTAT				
CLATT				
CPR				

**Please note:** You can determine where the Qualification Code is in use by referring to the 'Used In' column and hovering over the LMS icons.

To fully delete the Qualification code, first manually delete the code under each user's training record via **Admin > Training Record**.

If this needs to be altered for users on a far larger scale than would be appropriate to do individually, an export/import of changes can be made via the bulk update area to do so en masse.

Admin / Learning

Learning Path

Training Records

Certificate Expiration

Bulk Import/Export

Qualification Codes

### Bulk Import/Export Training Records

If you wish to bulk update Training Records, Export the current selection as a CSV and remove the "email", "firstname" and "lastname" columns.

To bulk delete records, simply set the "Delete?" column to "1" on the rows you wish to remove from the records.

The column headings in an imported file should be: Record Id, Name, Record Type, Object Id, Title, Training Provider, Completion Date, Other Information, Qualification Code and Delete?

Choose file

No file chosen

Browse Documents

Import from CSV

Download CSV Template

Export as CSV

**Please note:** Deleting a training record will remove it from Training Record Reports. However, the record will remain and not affect the Course Activity Report.

Once the link between the code, content and user profiles has been removed, the code will become available to delete in the admin panel.

### Related Article

[Learning paths overview](#)

[LMS \(Learning Management System\) overview](#)

[Learning: Admin overview](#)

