

Course Management

Overview

Course management is located under:

[Admin](#) > [Elearning](#) > [Courses](#) > [Courses](#)

The course management page is split in two main parts, as for the user management.

1. Categories: a tree-like structure for content categories.
2. Course list: a flat list of all the courses assigned to the selected category

Course

The screenshot displays the Course Management interface. At the top, there's a 'Category' section with a tree-like structure. The categories listed are: Health and Safety, Languages, Office (highlighted with a red circle '1'), Onboarding, and Soft Skills. Below this is a 'New category' link. To the right of the categories, there are checkboxes for 'Classroom', 'Show also children node content' (checked), and 'Waiting users'. Below the categories, there's a search bar and a 'New' button. The main part of the interface is a table of courses. The table has columns: Code, Name, Type, Students, Waiting, and several action icons. The courses listed are: T002 (Basic Compliance Procedures, E-learning, 0 students), L001 (Business English, E-learning, 3 students, 2 waiting), S001 (Leadership Program, Classroom, 0 students, 2 waiting), and T001 (Welcome Kit, E-learning, 0 students). Below the table, there's a 'New' button and a 'Multiple subscriptions' link. At the bottom right, there's a pagination bar showing '1 - 4 of 4' and a dropdown menu set to '25'.

Code	Name	Type	Students	Waiting										
T002	Basic Compliance Procedures	E-learning	0		1									
L001	Business English	E-learning	3	2	4									
S001	Leadership Program	Classroom	0			2								
T001	Welcome Kit	E-learning	0		1									

What is a Category

A category is a container for courses, generally used to group courses by topics.

Categories will be shared among catalogs and other parts of the platform.

NOTE:

If you need a way to assign groups of courses to specific users, check the catalog feature

What is a course

A course is a logical container, you can manage administrative features from this backend section:

- Description and categorization
- Subscription modes and user enrollment
- Course scheduling
- Certificate assignment

Training features will be managed from the platform frontend instead:

- Learning Materials
- Course features
- Training stats

Categories

You can:

- **Create** an unlimited number of categories and nested categories
- **Move** a category under another category: click on its name and drag'n'drop the folder
- **Delete** a category only if it is empty

Filter and Search Courses

Options that apply to the course list below:

- **Classroom**: show only courses of type “classroom”
- **Show also children content**: list also courses from the child categories
- **Waiting users**: show only courses with users waiting to be approved

Courses

New
 Multiple subscriptions

« Start ‹ Previous 1 Next › End » 1 - 4 of 4 25 ▼

Code	Name	Type	Students	Waiting	1	2	3	4	5	6	7	8	9	10	11
T002	Basic Compliance Procedures	E-learning	0		1										
L001	Business English	E-learning	3	2	4										
S001	Leadership Program	Classroom	0				2								
T001	Welcome Kit	E-learning	0		1										

New
 Multiple subscriptions

« Start ‹ Previous 1 Next › End » 1 - 4 of 4 25 ▼

This list shows courses from the selected category, ordered by code, name or type. Here, you can control and manage the following features for each course:

Students

Simply shows the number of users enrolled to this course with level “student”

Waiting

Number of user subscriptions to be approved when “moderated” registration is active. Click on the number to manage the waiting users:

Courses

User waiting for approval: Business English

Select who wants to confirm

Username	Fullname	Level	Subscribed by	Status	Approve	Reject	Do nothing
▶ ivassiliev	Vassiliev Igor	Student	Smith John []	Waiting users	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▶ gboni	Boni Giselda	Student	Smith John []	Waiting users	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Confirmation text (will be sent to the user)

Not acceptance text (will be sent to the user)

Save changes

Undo

Subscriptions

Number of users subscribed to the course. Check the “subscription management” page of this guide for details

Editions

Number of editions available for a “classroom” or “elearning editions” course. Check the “editions management” page of this guide for details

Certificates Assign

Assign a certificate template to this course

Certificate Release

Check the list of available and released certificate for this course

Competences

Click this icon to set the competences assigned by the course. Each course can assign one or more competences, click on the icon to:

- **Select** the competences assigned by the course
- **Edit** the competence score assigned to the user when the course is completed

Manage Competences

Check the [Competences Guide](#) to learn how to create and manage competences in Forma LMS.

Menu

Assign a different menu template to this course

Copy

Duplicate this course. You will be able to select which elements of the course to copy:

Make a copy

CLOSE

Make a copy

☐ Images

☐ Certificate release

☐ Learning Objects

☐ Announcements

Ok

Cancel

Edit

Edit the selected course information and settings

Delete

Delete the course.

Caution!
This operation can't be undone!

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