

# Editions

## Overview

In Forma, the idea behind editions is to have many separate issues of the same master course, with different start/end date and subscription groups.

All the editions of a course will inherit and share some features from the Master course:

- Course Menu
- Course Materials
- Logo and general configuration
- Certificates

To create a course with editions, you can select the desired course type upon course creation.

### IMPORTANT:

Do not convert an existing elearning course to editions: it won't be possible to manage the original subscribers that weren't associated to any edition

## Add and Manage Editions

Click on the “editions” column in course management to add and configure your editions

## Course

The screenshot shows the 'Course' management interface. At the top, there is a 'Category' section with a tree view containing: Health and Safety, Languages, Office, Onboarding, and Soft Skills. Below this are checkboxes for 'Classroom', 'Show also children node content', and 'Waiting users'. A search bar is present. The main area displays a table of course editions with columns: Code, Name, Type, Students, Waiting, and a set of action icons. The 'Leadership Program' (S001) is highlighted, and its 'Waiting' count of '2' is circled in orange. Below the table are navigation controls and a 'New' button.

Code	Name	Type	Students	Waiting	Actions
S001	Leadership Program	Classroom	2		[Calendar icon with '2'] [Red X] [Print] [Star] [List] [Copy] [Share] [Delete]
S002	Team Building	E-learning	0	1	[Red X] [Print] [Star] [List] [Copy] [Share] [Delete]

A list of the available editions will be displayed:

Course > Classroom : [S001] Leadership Program

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This screenshot shows the 'Classroom : [S001] Leadership Program' page. It features a table with columns: Code, Name, Status, Date begin, Date end, Classroom, Students, Attendance, and actions. Two editions are listed: one for London (20-09-2020) with 2 students and one for Milan (20-10-2020) with 0 students. Navigation controls and an 'Add' button are at the bottom.

Code	Name	Status	Date begin	Date end	Classroom	Students	Attendance	Actions
S001	Leadership Program - London	Confirmed	20-09-2020	20-09-2020	Not assigned	2	Attendance	[Calendar] [Red X]
S001	Leadership Program - Milan	Confirmed	20-10-2020	20-10-2020	Not assigned	0	Attendance	[Calendar] [Red X]

# Elearning Editions

You can use Elearning Editions to manage recurrent elearning or assessment courses requiring a start/end date and separate subscription

All the editions will share the same course materials, configuration, and certificate template.

# Classroom Courses

Classroom courses extend the elearning courses with the ability so define for each edition:

- Different dates and classroom schedule
- locations

- attendance

# Dates Settings

First, in the edition configuration, select one or multiple dates for the classroom lessons:

## Calendar classroom edition

The calendar interface displays three months: June 2020, July 2020, and August 2020. The days of the week are abbreviated as Mo, Tu, We, Th, Fr, Sa, Su. In June 2020, the date 18th is highlighted with a black border. In August 2020, the date 7th is highlighted in blue.

Then in following page you will be asked to set for each date:

- Lesson hours
- Classroom Location

Course > Classroom > Edit: Leadership Program - London (24-07-2020 09:00)

Details					
Day	Starting hour	Pause start	Pause end	Ending hour	Classroom
24-07-2020	09	00	00	17	Milan - Meeting Room 1
	00	00	00	00	
31-07-2020	09	00	00	17	Milan - Meeting Room 1
	00	00	00	00	
07-08-2020	09	00	00	17	Milan - Meeting Room 2
	00	00	00	00	
Set	00	00	00	00	Milan - Meeting Room 1
	00	00	00	00	

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# Attendance

Use the “attendance” feature to flag the student that were actually present at each lesson day:

Course > Classroom > Attendance : [S001] Leadership Program - London

Export as XLS

Attendance					
Username	Fullname	24-07-2020	31-07-2020	07-08-2020	Notes
bharding	Harding Bradley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
bjamison	Jamison Bobby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
alawton	Lawton Alvin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
admin	Smith John	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
awall	Wall Anna	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Save changes

Undo

Revision #2

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