

# 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

Category

Health and Safety

Languages

Office

Onboarding

Soft Skills

New category

☐ Classroom ☐ Show also children node content ☐ Waiting users

New Multiple subscriptions

« Start < Previous 1 Next > End » 1 - 2 of 2 25 ▼

| Code | Name               | Type       | Students | Waiting |   |   |  |  |  |  |  |  |
|------|--------------------|------------|----------|---------|---|---|--|--|--|--|--|--|
| S001 | Leadership Program | Classroom  | 2        |         |   | 2 |  |  |  |  |  |  |
| S002 | Team Building      | E-learning | 0        |         | 1 |   |  |  |  |  |  |  |

New Multiple subscriptions

« Start < Previous 1 Next > End » 1 - 2 of 2 25 ▼

A list of the available editions will be displayed:

Course > Classroom : [S001] Leadership Program

<< Back

Add

« Start < Previous 1 Next > End » 1 - 2 of 2 25 ▼

| Code | Name                        | Status    | Date begin | Date end   | Classroom    | Students |   | Attendance |  |  |
|------|-----------------------------|-----------|------------|------------|--------------|----------|---|------------|--|--|
| S001 | Leadership Program - London | Confirmed | 20-09-2020 | 20-09-2020 | Not assigned | 2        | 2 | Attendance |  |  |
| S001 | Leadership Program - Milan  | Confirmed | 20-10-2020 | 20-10-2020 | Not assigned | 0        | 0 | Attendance |  |  |

Add

« Start < Previous 1 Next > End » 1 - 2 of 2 25 ▼

# 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. Each month is represented by a grid with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) as columns. In June 2020, the 18th is highlighted with a black border. In July 2020, the 24th is highlighted in blue. August 2020 is also visible but no dates are highlighted.

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<br>00      | 00<br>00    | 00<br>00  | 17<br>00    | Milan - Meeting Room 1 |
| 31-07-2020 | 09<br>00      | 00<br>00    | 00<br>00  | 17<br>00    | Milan - Meeting Room 1 |
| 07-08-2020 | 09<br>00      | 00<br>00    | 00<br>00  | 17<br>00    | Milan - Meeting Room 2 |
| Set        | 00<br>00      | 00<br>00    | 00<br>00  | 00<br>00    | Milan - Meeting Room 1 |

<< Back

Save changes

















Undo

# 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<br>  | 31-07-2020<br>  | 07-08-2020<br>  |  | Notes       |
| bharding   | Harding Bradley | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   |   | <div></div> |
| bjamison   | Jamison Bobby   | <input checked="" type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>   |   | <div></div> |
| alawton    | Lawton Alvin    | <input checked="" type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  |   | <div></div> |
| admin      | Smith John      | <input type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   |   | <div></div> |
| awall      | Wall Anna       | <input type="checkbox"/>  | <input type="checkbox"/>  | <input checked="" type="checkbox"/>   |   | <div></div> |

Save changes

Undo

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