

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

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

New Multiple subscriptions

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A list of the available editions will be displayed:

Course > Classroom : [S001] Leadership Program

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Add

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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

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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 of days. In June 2020, the 18th is highlighted with a black border. In July 2020, the 24th is highlighted with a blue background. The interface includes navigation arrows at the top and bottom of each month grid.

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 00	00 00	17 00	Milan - Meeting Room 1
31-07-2020	09 00	00 00	00 00	17 00	Milan - Meeting Room 1
07-08-2020	09 00	00 00	00 00	17 00	Milan - Meeting Room 2
Set	00 00	00 00	00 00	00 00	Milan - Meeting Room 1

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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  	31-07-2020  	07-08-2020  		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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