

# How to create a classroom course with editions

When it is necessary?

In the event that there is a need to create multiple editions for a single course, for example because a classroom course takes place in different cities and on different dates. How should we proceed?

## Classroom course creation

To access the course management, click on the menu Elearning> Courses> Courses

Corso

The screenshot shows the 'Corso' (Course) management interface. It features a tree view on the left for 'Categoria' (Category) and a list view on the right for 'Corso' (Course). The list view has columns for 'Codice' (Code), 'Nome' (Name), 'Tipo' (Type), 'Studenti' (Students), 'In attesa' (Waiting), and several action icons. The interface is annotated with four red circles and numbers:

- 1: Points to the 'Categoria' tree view.
- 2: Points to the 'Codice' column header in the course list.
- 3: Points to the 'Classe' (Class) checkbox in the top right of the course list.
- 4: Points to the 'Stampa' (Print) icon in the action column of the course list.

Codice	Nome	Tipo	Studenti	In attesa	Stampa	...
TESTING	TESTING	E-Learning	2		Stampa	...
Testing di abuso di alcool	Testing di abuso di alcool	E-Learning	7		Stampa	...

1. List of course categories
2. List of courses in the selected category
3. Research on courses in the selected category
4. Print course certificates

For “Class” courses, the highlighted column will show the number of editions available for each course:

Code	Nome	Tipo	Studenti	In attesa															
MADE_FEL1010-35	Ambienti sospetti di inquinamento o confinati	E-Learning	4		8														
	Anteprima corso Dirigenti 16 ore - E-Learning	E-Learning	4		5														
MADE_FEL1010-07	Antincendio Rischio Basso	E-Learning	8		11														
AM_FEL1010-07	Antincendio Rischio Basso	E-Learning	23		26														
MADE_FEL1010-07	Antincendio Rischio Basso	E-Learning	303		307														
MADE_FEL1010-07	Antincendio Rischio Basso	E-Learning	2		6														
AM_FEL1010-15	Appalti privati	E-Learning	2		4														
MADE_FEL1010-15	Appalti privati art. 26 D.Lgs 81/08	E-Learning	6		10														
MADE_FEL1010-15	Appalti privati art. 26 D.Lgs 81/08	E-Learning	10		14														
	Classe demo	Classe	0			1													
	Codice Etico Made Hse	E-Learning	94		96														
	Codice Etico Made Hse	E-Learning	17		21														
MADE_FEL1010-28	Comunicazione e gestione delle riunioni	E-Learning	4		7														
MADE_FEL1010-28	Comunicazione e gestione delle riunioni	E-Learning	32		35														
	Corso di Guida Sicura	E-Learning	2		6														
	Cyber Security: i rischi del mondo digitale	E-Learning	73		77														
MADE_FEL1010-23	D.Lgs 231/01: Modello Organizzativo e OdV	E-Learning	98		104														

Click on the number of editions available to view the list (if you need to create the first edition, the number will be 0).

Utenti
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Luisiana Garau

Corso > Classe : Classe demo
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1
Inizio
Precedenti
1
Successi
Fine
1 - 1 su 1
25

Code	Nome	Stato	Data di inizio	Data di completamento	Classe	Studenti	Presenze		
01_Roma	Classe demo Roma	Confermato	05-12-2018	06-12-2018	Cremona - Aula Formazione 1	1	1	Presenze	

Inizio
Precedenti
1
Successi
2
Fine
1 - 1 su 1
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<< Indietro

1. Click on the “add” link to insert a new edition
2. Click on the number of subscribers to access the registration management

## Insert a new edition

On the course list page, click on the add link and fill in the required information.

In particular, select the date or dates on which the course will be held.

### Calendario delle edizioni in aula

< March 2018							April 2018							May 2018 >						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3
2	3	4	5	6	7	8	30	1	2	3	4	5	6	4	5	6	7	8	9	10

## Method of course completion

The method of course completion can be defined from the drop-down menu:

**Punteggio finale**

Test via web ▼

- web test (i.e., enter a test on the platform, and it will be the test for completing the course)
- test on paper (it's just a label, inserting “on paper” means you'll do it offline).
- No test

So, the course completion occurs when the user performs a test on the platform (which must be an end-of-course marker at the end of the course) or manually when the administrator acknowledges the actual presence in the classroom, see paragraph 4).

## Start and end times

Click the “Next” button, and set the start and end times of each classroom day (optional):

Corso > Classe > Aggiungi

Dettagli					
Giorno	Ora di inizio	Inizio pausa	Fine pausa	Ora di fine	Classe
13-04-2018	00 ▾	00 ▾	00 ▾	00 ▾	Non assegnato ▾
	00 ▾	00 ▾	00 ▾	00 ▾	
20-04-2018	00 ▾	00 ▾	00 ▾	00 ▾	Non assegnato ▾
	00 ▾	00 ▾	00 ▾	00 ▾	
Imposta	00 ▾	00 ▾	00 ▾	00 ▾	Non assegnato ▾
	00 ▾	00 ▾	00 ▾	00 ▾	

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In the “Class” column, you can set the classroom in which the course will be held.

The classrooms are set up from Elearning> Locations (the location, for example the city) and then adding “classes” (the actual classroom).

## Enroll the students

To enroll students in a course edition, access the enrollment management page (2):

Corso > Classe > Classe demo

1

Codice	Nome	Stato	Data di inizio	Data di completamento	Classe	Studenti	Presenze	
01_Roma	Classe demo Roma	Confermato	05-12-2018	05-12-2018	Cremona - Aula Formazione 1	1	1	Presenze

2

From this page, you can:

1. Quickly enroll a single user by entering their username
2. Sign up more users by clicking on the “add” link, which will open a page for selecting individual users or entire organization chart nodes
3. Search among registered users
4. Remove a user's enrollment in a course (red “X” icon)

Corso > Classe > Iscrizione : [01\_Roma] Classe demo Roma

1

2

3

4

Username	Nome completo	E-mail	Livello	Stato	Attivo da	Attivo fino a	
lulust			Studente	Iscritto	-	-	X

# Attendance management and classroom register printing

At the end of a classroom day, the teacher can access the online attendance register by clicking on the appropriate link (1)

Corso : Classe : Classe demo

<< Indietro

Assistenza

« Inizio » Precedenti 1 Successivi » Fine » 1 • 1 su 1 25 ▾

Codice	Nome	Stato	Data di inizio	Data di completamento	Classe	Studenti	Presenze
01_Roma	Classe demo Roma	Confermato	05-12-2018	06-12-2018	Cremona - Aula Formazione 1	1	1

Select the users who were actually present in the classroom on each day.

It is also possible to export the attendance sheet to Excel by clicking on the appropriate button

Corso : Classe : Presenze : [01\_Roma] Classe demo Roma

Esporta come Excel

Presenze

Username	Nome completo	05-12-2018	06-12-2018		Blocco note
ltest		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Salva modifiche Annulla

**NB:** You can select / deselect all users using the appropriate checkboxes located above each column (select / deselect all users on the same day), and at the end of each row (select / deselect a user on all days of a course)

Revision #1

Created 13 March 2024 17:26:50 by Lorenzo Polizzi

Updated 13 March 2024 18:03:42 by Lorenzo Polizzi