

Registration for courses with code

With Forma Lms you have the possibility to set a code that the user could use in order to enroll in a course.

There are two different ways of setting the code:

1. A unique code that all users will use to register for a single course;
2. A list of one-off codes, one for each user, which are always used to register for the course.
Once used by a user, of course, that code cannot be used by others.

Unique code for all users

Our goal: We want all users to enter the code “Excel2018” to enroll, for example in the “Excel” course.

Let's see how to proceed.

Go to Administration / Elearning / Courses, and create a new course or edit an existing course



In the “Course enrollment” section, enter the alphanumeric code to be used for automatic enrollment in the course:

– **Iscrizione al corso** ▼

Politiche di iscrizione

- ☐ Solo amministrazione
☐ Su approvazione
☒ Libera

L'utente può iscriversi?

- ☐ Le iscrizioni sono chiuse
☒ Le iscrizioni sono aperte
☐ L'iscrizione è disponibile nel seguente periodo:

Dal:

Al:

Autodisiscrizione

- ☒ Solo amministrazione
☐ Su approvazione
☐ Libera

☐ **Data massima di autodisiscrizione**

Codice per l'iscrizione automatica ad un corso

excel2018

☐ **Genera codici random per l'autoregistrazione**

☐ **Vendi corso**

Prezzo

Pagamento anticipato

At that point, all users who want to enroll to the course and to whom you previously communicated the access code “Excel2018” will simply have to access the platform, click on their profile and enter the code “Excel2018” in the appropriate field and, at that point, will be enrolled to the course.

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A unique code for each individual user that can be used only once

Our goal: we want every single user to use a specific, one-off code for the Excel course and, after using it, the code can no longer be used by anyone else.

Let's see how to proceed.

Go to Administration / System Configuration / Code

The screenshot shows the forma.lms Administration interface. The top navigation bar includes 'forma.lms', 'Utenti', 'E-learning', 'Contenuti', 'Report', and 'Configurazione'. The 'Configurazione' menu is expanded, showing options like 'Pagina di benvenuto', 'Configurazione sistema', 'Configurazione e-learning', 'Campi supplementari', and 'Gestione lingue'. The 'Configurazione sistema' option is highlighted. On the right side, the 'Utenti' menu is also expanded, showing options like 'Configurazione', 'Gestore eventi', 'IVO task', 'Privacy policies', and 'Plugin'. The 'Codice' button is highlighted in the 'Utenti' menu. The main content area shows 'Link veloci' with sections for 'UTENTI', 'CORSI', 'CERTIFICATI', 'REPORT', and 'Seleziona'.

Click on the “Add” button, insert the name we want to give to the group of codes and click on the “Insert” button

Codice

Aggiungi

Titolo

Codici per iscrizione corso Excel

Descrizione

Inserisci

At this point we have two possible options to choose from:

- Option A: Create random codes directly on the platform
- Option B: Import a list of codes we have created into the platform

Codice

Aggiungi

Titolo	Descrizione	Numero di utenti								
Codici per iscrizione corso Excel		0 / 0								

Option A: Creation of random codes

Click on the Generate new codes icon

Codice

Aggiungi

Titolo	Descrizione	Numero di utenti								
Codici per iscrizione corso Excel		0 / 0								

Indicate how many codes we want to be created, if the use is limited or unlimited and how we want them to be composed (numeric; alphabetical with upper case, alphabetical with lower case, alphanumeric) and click on the “generate” button

Codice

how many

20

☒ Utilizzo illimitato

☒ 0-9

☒ a-z

☒ A-Z















generate Annulla

Option B: Importing codes

Click on the “Import” icon

Codice















Aggiungi

Titolo	Descrizione	Numero di utenti							
Codici per iscrizione corso Excel		0 / 0							

Select the .csv file to import into which we have inserted the list of codes and click on the “Import” button

Codice

Aggiungi

Titolo	Descrizione	Numero di utenti							
Codici per iscrizione corso Excel		0 / 0							















Code configuration

Whether we have chosen option A or B, we must now proceed with indicating which course these codes will be used for.

Click on the “Courses” icon

Codice

Aggiungi

Titolo	Descrizione	Numero di utenti							
Codici per iscrizione corso Excel		0 / 0							

We put the check on the course of our interest, following our example we will put it on the Excel course, and click on the “Insert” button

Lista corsi				<input type="checkbox"/> Tutti i discendenti
	Codice	Nome corso	Stato	
<input checked="" type="checkbox"/>		excel	Confermato	

To view the list of codes that can be used to register for the course, you must click on the code icon.

Codice

Aggiungi

Titolo	Descrizione	Numero di utenti								
Codici per iscrizione corso Excel		0 / 0								

Codice

Lista codici

Aggiungi Esporta come Excel Esporta come CSV

Codice	Usato	Username	Utilizzo illimitato		
0tc9j2mf5B	-	Nessuno	✓		✕
4gg51qLRX	-	Nessuno	✓		✕
4iMLmXBd7	-	Nessuno	✓		✕
6IWdL61Pu0	-	Nessuno	✓		✕
7x19Z3TAYH	-	Nessuno	✓		✕
9n3gCp5y52	-	Nessuno	✓		✕
aw40E39jIH	-	Nessuno	✓		✕
Dq49y393IO	-	Nessuno	✓		✕
g0OLz30XDC	-	Nessuno	✓		✕
hd5cp8Rt8	-	Nessuno	✓		✕
JU0FhCj26C	-	Nessuno	✓		✕
k8Zw4a2jn1	-	Nessuno	✓		✕
lmeB33NM4u	-	Nessuno	✓		✕
odFBUy524h	-	Nessuno	✓		✕

The user is supposed to log in to the platform and enter the code that you previously communicated to him in the appropriate field of his profile, for example the first code in the list: 0tc9j2mf5B. Once entered, the code will automatically be enrolled in the course.

forma.lms

I MIEI CORSI

CATALOGO CORSI

?

TESTS

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0tc9j2mf5B

ISCRIZIONE

News

Important: The code 0tc9j2mf5B at that point can no longer be used!

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Created 5 March 2024 15:08:53 by Lorenzo Polizzi

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