

Course Management

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Course-Planer

Actions in a course plan

Once the assignments within a course plan have been completed and the learners have started processing the learning contents, following actions are possible within the course plan for an administrator/subadministrator:

Select the **Overview** screen of your course plan to create various reports with learning progress information

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Select the **Reset**, **Complete** and **Delete** screens of your course plan to edit or delete the listed assignments.

- **Reset:** The course status is completely reset for the selected persons
- **Complete:** The course status is set to "completed". The achieved results will remain unchanged.
- **Delete:** The course is removed from the person and the assignment is deleted. Thereby, it does not matter whether the course has been assigned via the course planner or the "Persons" screen.

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Select the **Validity period** screen of your course plan to see the set validity periods of the assignments (grouped and summarized). If the course plan contains multiple courses, for each course there will be a separate group containing all persons with the same validity period.

Manually changing the validity period on the "Persons" screen may create exceptions. Individual persons might thus receive different validity periods. Changing the validity period of an assignment on the "Persons" screen also changes its validity period in the course plan. Such exceptions will be displayed in separate groups in the course plan. This way, it is easy to recognise and consolidate exceptions.

In a course plan, the validity period can only be entered for the listed groups, and not for individual persons. It is not possible to see the persons included in a specific group.

Consolidation of validity periods: All exceptions can be combined into a single group by setting all their dates to exactly the same value.

Setting the validity period:

- Select the group

- Select "Process from" and/or "Process until"
- Enter date(s) and time(s)
- Click on the "Set" button

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Resetting the validity period: To set back the validity period of a group select the "Process from" and "Process until" radio buttons, leave the date and time fields empty and click the "Set" button.

Validity periods can only be set for courses that have already been assigned.

Create course plan (manual route)

The **Course Planner** is ideal for bulk processing of course assignments, whereby persons and courses are added to a course plan within which the assignment can take place. This can either be done manually or the assignment can be automatically generated via one or more rules set within the course planner. It also serves to compile an overview of the current learning progress states of the persons and courses listed in the course plan.

To create a new course planner, go into the **Administration panel > Tools > Course planner** and click on the **New course plan** button. If you wish to reuse the course plan, it is important you enter a name and save it, otherwise it will get lost (however, any assignments done within the course planner will remain active)

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If you decide to manually organize the planner, you can go through the following steps:

1. Add persons via the Persons panel
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2. Select and add the intended courses via the Courses panel
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3. Select the "Assign" screen of your course plan to see all possible assignments. Each person-course combination is listed separately. Select the person you wish to assign a course to and click the "Assign" button to finalise the process.

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Persons with existing assignments are displayed on the "Overview" screen in the "Links" menu.

Bulk processing, especially when large numbers of assignments are involved, requires a lot of resources. Depending on the server, a mass assignment of approx. 5000 persons to a course may take up to 10 minutes. Therefore, be patient when you see the respective information message.

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If you close a course plan without saving it, your selection of persons and courses will be lost. As they don't depend on the course plan, all related course assignments will remain

active. Deleting a course plan only deletes the selected persons and courses. By reassembling the persons and courses you can create a new course plan.

Should an administrator want to delete a course plan that he doesn't own (for ex. one that was created by a Subadministrator) he will be shown a "Warning - Shared course planner"

Manage e-mail templates

E-mail templates can be used for courses in a course planner. There are 2 default templates for Welcome & Reminder mails, but others can be added by an administrator in the **Administration panel > More > E-mail templates**. Click on **New e-mail template** and in the empty template form:

- select type of e-mail: Welcome or Reminder e-mail
 - chose a default language (the language used if there is no translation for a specific language within the template)
 - for each language, a subject for the e-mail and the contents you wish to add. By selecting the lables suggested below the editor, in the form of for example [[person prename]] within the content section, the data will be dynamically retrieved and populated based on the created assignments in the course planner
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Click **Save** when you have finished the e-mail definition and the new template will become available for you in the courses within the course planner.

Changes in the email template

If you make changes in the email template, they will not be applied to an already added email. To do this, the mail must be removed from the course and added again to the course from the email template.

Sending a Welcome mail via Course Planner

In the Course Planner it is possible to define Welcome mails that are sent to the learners' e-mail addresses as soon as a course has been assigned to them. These mailing rules can only be defined in the Course Planner. The mailing rule and mail content added to a course are linked to this course and function only as long as the rule is connected to the course.

1. In the course section of the course plan select the required course for which you wish to define the Welcome mail.
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2. In the course details, scroll down to reach the E-mail rules section, then click on Add, select the E-mail template you would like to use and confirm by clicking on Select
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3. Click on the required mail template on the list to display the text to be dispatched. img
4. As you can see, the mail content was created according to the email template. You can now edit the content further. Click on the Edit button at the bottom. Text changes can now be made here.
Via the default language you define the e-mail language to be used in case a learner selected a language in his or her profile for which there is no e-mail translation available.
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5. To edit the dispatch time of a Welcome mail, insert the required time difference in the respective fields (first field for number of days, the second for number of hours). If more than 24 hours are inserted into the "hours" field, they will be converted into days / hours. Therefore, 25 hours will become 1 day / 1 hour.
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6. When the template is added to the list, it is displayed with the status "deactivated". In order to enable email sending once you've configured it to your wishes, you need to click on the Actions dropdown, select Enable e-mail rules, select the email and click Save. The status will now be changed to "activated" and the email can be sent out according to your previous settings
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Sending a Reminder mail via Course Planner

In the Course Planner it is possible to also define Reminder mails that are sent to the learners' e-mail addresses to remind them of the assignment according to your defined rules. These mailing rules can only be defined in the Course Planner. The mailing rule and mail content added to a course are linked to this course and function only as long as the rule is connected to the course.

1. In the course section of the course plan select the required course for which you wish to define the Reminder mail.
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2. In the course details, scroll down to reach the E-mail rules section, then click on Add, select the E-mail template you would like to use and confirm by clicking on Select
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3. Then click on the just added mail to see its content. img
4. As you can see, the mail content was created according to the email template. You can now edit the content further. Click on the Edit button at the bottom. Text changes can now be made here.
Via the default language you define the e-mail language to be used in case a learner selected a language in his or her profile for which there is no e-mail translation available.
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5. Currently, Reminder mails can only be dispatched if a validity period (start/end date) has been defined for the courses. You set up this definition with the function "Validity period" while assigning the courses to learners (see appropriate section in Actions within a course plan (reporting, setting validity periods))

Effective Date: Define the key event to which the rule will be aligned (the start time of the course, the end time of the course or the moment of assignment to the course)

Distribution: Define whether the dispatch will take place before or after the defined date in the previous step.

Time difference: The time difference indicates the difference to the key event with which the mail is to be dispatched.

For Reminder mails, please don't define a dispatch date before the assignment date.
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6. When the template is added to the list, it is displayed with the status "deactivated". In order to enable email sending once you've configured it to your wishes, you need to click on the Actions dropdown, select Enable e-mail rules, select the email and click Save. The status will now be changed to "activated" and the email can be sent out according to your previous settings

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Conditions for an email to be sent

If a user has not yet assigned the course, an e-mail will be sent as soon as the course is assigned and the following conditions are met:

- 1) Mail rule is activated
- 2) User has not started the course yet or
- 3) User has already started the course but not yet finished

If a user has already assigned the course, an e-mail is sent as soon as the mail rule is activated and the following conditions are met:

- 1) User has not started the course yet or
- 2) User has already started the course but not yet finished

Changes directly in the mail

Changes made directly in the mail are only valid *for this mail in this course and will **not** be included in the email template*. If you delete this mail, the changes made will also be lost.

Changes in the email template

Conversely, if you make changes in the email template, they will ****not**** be applied in an already added email. To do this, the mail must be removed from the course and added again from the email template.

Course planner (rules and automatic assignments)

For creating bulk assignments, you can always manually add persons and courses to a course planner and then create the assignment. However, there is also an easier, rules-based way to create the assignments without a lengthy search process.

Description of the automatic assignment process

- Within the saved course plan, on the **Rules** screen you can define the criteria to be used for adding persons to the course planner and for automatically assigning them to the pre-selected courses within the planner
- The first step involves the definition of rules. The criteria you can choose from are the property groups **organisation unit** or **jobdescription, language**, as well as criteria from the **optional property groups**, which refer to persons and were previously created by SLH. For these criteria you can specify whether you wish to include their child-elements (activate toggle "*Including child elements*") or whether you use the criterion to create a negative rule ("*does not contain*")
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- If you look at the screenshot with the "Criterion combination" rule, you can see that all persons will be added in the course planner that are part of the organisation unit "Management" **AND** have the job description "Manager" **AND** have selected their profile language to be German or Italian (therefore the "does not contain" French and English criterion)
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- You can save as many rules as wanted, but please take into consideration the fact that the rules have an "**OR**" behavior between each other, which means that hits to each rule will be added to the course
- Add the desired courses to the courseplan via the Courses panel
- The course assignment will happen either automatically during the night or it can be triggered manually by clicking on the button "Execute"
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Pre-existing assignments will not be affected by the rule execution * Deleting a rule after its execution will not delete the assignments created on its base

Course-Contents

Course content status

Any course content can have any of the following 3 statuses:

Activated:

- the learning object can be included in any course
- the learning object can be started by a learner if it is part of an assigned course
- administrators can edit the learning object details

Deactivated:

- the learning object can be included in any course, however the learner will see the content, but not be able to start it
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Archived:

- course contents can be archived only if not included in a course already

Edit course contents

Once you upload a course content, you can edit its details. The course content **Overview** screen shows the most important information of the selected course content. It also displays the course in which it is included.

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In the **Course content details** screen, you can click on **Edit** and update following informations:

1. *Descriptive information*: You can change the title, abstract and description of a course content. You can also add or delete keywords to enhance the searchability of the content.
2. *Upload a cover image*: upload a jpg or png with a recommended size of 330x220, which will then be displayed in the learner area on the learning object detail view within a course
3. *Window*:
 - open the content in its own window (option Blank)
 - open the content in a pop-up window (select desired size from the dropdown)
4. *Complete at startup*: for some learning objects you can offer the learner the possibility for the content to be set to "complete" when he simply opens the content
5. Set *language* & status of the learning object

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Delete course contents

Course contents can only be deleted if they are not used in a course. You have several options for doing this:

1. Select the course content that is yet unassigned to any course. Click on the **Functions** button and select **Delete course content**



****If you are sure that the content is no longer needed for any of your future courses, click on OK in the confirmation pop-up. The course content will be then successfully deleted and you will be redirected to the listing of the Course Contents in your system.**



2. If there are several unused course contents you would like to delete all at once, you can also go to Contents > Course contents, click on the Functions button and select Delete. Only unused learning objects will be offered for deletion. You might select all or some of them and then confirm the deletion by OK in the confirmation pop-up.



Should you select Delete and then get the "No course contents found" message, then it means there are no unused learning objects available. For deletion you would need to remove the intended learning object from the course and proceed with the deletion afterwards.

Upload course content

As an administrator you can easily upload course content to be later assembled into courses. A course can contain one or more learning objects. Currently, the following learning object types can be uploaded:

- Web Based Trainings (SCORM files)
- Audio & Video files
- Various documents (Excel, Word, PPT, PDF)
- Ebooks
- Pictures (png, jpg)
- Surveys

Access the **Administration panel > Courses or Course Contents** and click on the **Functions button**.

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Select the option **Upload course content**, click on **Select** and upload the desired learning object. You will notice that the option "**Create course automatically with**" is pre-selected. However, as long as the file you're uploading is not recognised as a valid SCORM file, only individual learning objects will be created (which you will need to add manually to courses).

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When a file is uploaded, it is being checked for the following:

- If the file is an audio, a video or a document file (PDF, PPT, DOC), then a course content is automatically created with the available information.
- If the file is a zip file, it is checked whether or not the zip file is a SCORM file. If so, a course and a course content are being automatically created, as the informations are being read from the SCORM manifest. The course content is directly assigned to the course.
- If the file is a zip file which is not a valid SCORM file, the administrator must select a start file under "Path". This path will then be used at the start of the learning object
- The zip archive can also be used as such for a course content, by selecting the radiobutton "Import as single zip file" (see above screenshot)

Exchange a course content's file

Extra caution needs to be lent to this procedure. This function allows you to replace the uploaded course content file to update its content.

Pay special attention that the new file must correspond to the existing learning object type. It is recommended **not to change** an existing learning object type. When replacing a SCORM course content file, make sure the new version does not contain any major changes, such as e.g. pages with additional test questions.

In the Administration Panel, go to Contents > Course Contents and access the detail page of the intended learning object. Go to Course content details and click Edit, then click on the Select button next to File.

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In the pop-up, click on Save, then in the new dialog select the new file you want to upload and click on Upload button

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In the new dialog, if you want to update the file, click again on Save

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After this, make sure to also click Save on the Edit course content form

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You will notice that the URL has changed to the path of the new file you have uploaded.

If you replace files in a course content which contains learning progress information, make sure to avoid SCORM-relevant changes in the new course content version. Such changes may include e.g. additional test question pages or edited feedback. In the case of major changes, you are advised to create a new course.

Courses

Cover & banner for courses

A picture speaks a thousand words and can enhance your courses attractiveness when displayed in the learner area. For a new or existing course, while being logged into the Administration panel, just click on **Course details > Edit**.

For a cover picture, click on **Select cover** and upload a png or jpeg (for best results we recommend the following dimensions: 330x220).

Additionally, you can decide to also upload a banner (preferred dimensions: 990x250) by clicking on **Select banner** and uploading your jpg or png file.

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Here's how the end result will look like in the learner area. The cover image will identify the course on all listings, like for example here in the Cockpit:

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The banner will identify the course on its detail page:

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Promotional courses

Sometimes you want to grab your learners attention with a new course that they can book themselves. Such courses can be set up as promotional. Here's how to do it:

Log into the **Administration panel > Courses** and select your desired course. There are 3 conditions that need to be met in order to create a promo course:

1. The course has a banner
2. The toggle "Assignable" is activated (which means that learners can simply book the course themselves, without prior assignment through an administrator)
3. The toggle "Display in promotional box" is activated

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If these conditions are met the banner of the course will be prominently displayed on the top of the Cockpit page in the learner area. If several courses have been marked as promotional, the banners will slide every 5s in a carousel

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Bookable/assigned courses

Some of the courses you only want to make available to selected learners: you assign them the course, but learners themselves cannot search or book this course by themselves. Neither can they sign out of the course assigned by them by an administrator.

However, for other courses you might want learners themselves to discover & book the course, akin to the procedure described [here](#).

Once the learner discovers the course & accesses the detail view of it, he can book it and gain access to the course's learning contents.

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Once booked, the course status changes to "booked" and the user gets the possibility to give up on taking the course by clicking on the Stornieren button

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If an administrator assigns this course to a learner, the learner can still cancel the booking at any time. So if you want to assign mandatory courses to your learner group, you need to make sure that the "assignable" toggle is deactivated in the course detail page in the Administration Panel

Certificate Courses

For some of your courses you might want to issue a certificate upon course completion. 2 options are available for this:

- certificate is issued *automatically* once the contents of the course have been completed by the learner
In the **Administration Panel > Courses > Your course > Course details** activate the **toggle "Certificate course"**, entry an appropriate certificate title and description and activate the **toggle "Create automatically"**
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- certificate is issued *manually* by an administrator for courses with status complete or passed. Follow the same steps as above, except activating the "Create automatically" toggle
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Issuing a certificate for a course

Once you have created a certificate course and learners have taken and completed the course, if you haven't chosen the "create automatically" option, you will need to create the certificates manually.

In the certificate course, go to **Assigned persons / Completed** (as this would only list the persons who can be issued a certificate), click on the dropdown **Actions** and select the option **Create certificate**.

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Select a specific person or all persons from the list and click on the **Create certificate** button. The certificate will be generated and the learner will get a notification to alert him to this, with a direct link to the certificate in his profile.

As an administrator, you can also see the certificates, either:

- in course view > Certificates
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- in person view > Certificates
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Management of course certificates

Download certificate(s)

- download an individual certificate (for a specific person/course)
 - Either go to **Courses > Course > Certificates** > click on the Person's name and then on the Download button
 - Or go to **Persons > Person > Certificates** > click on the certificate course name and Download it from there
- download all certificates for a course or for a person
 - **Persons > Person > Certificates** > remain on the list view and click Download. Select the radiobutton for all certificates and click Download, thereby generating a zip file that you can save and that contains all pdf certificates of the person
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 - A similar procedure can be initiated to generate a zip file for all certificates obtained by learners in a course. Follow the same path starting from the certificate course.

Delete certificate(s)

- bulk deletion of certificates in a course is not possible
- go the Course > Certificates > click a person's name > click on the Functions button > select Delete. The certificate will be removed from the listing and from the learner's profile as well

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1. Administrators can delete all certificates from a person's profile (manually generated, automatically generated at course completion, imported certificates)
2. Learners can only delete manually generated certificates by an administrator and imported certificates (either imported by themselves or by the administrator). Automatically generated certificates cannot be deleted by the person in his/her profile

Import certificate

If you would like to import a certificate (only pdf upload available), search the Person in the Person administration, go to the Certificates tab, click the Functions button and select Import

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Select the desired pdf file, enter a certificate title and click on Import. The certificate will be listed along all the other certificates for this user.

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Special cases for certificate courses

What happens with prior bookings if I transform a course to a certificate course? Will they automatically get issued a certificate as well?

No. If you change the course to a certificate course after learners have already completed the course, you will have to issue the certificates manually (see Certificate Course).

Users assigned to the course after the change will be automatically issued with a certificate if you've chosen the automatic issuing of certificates (see Certificate Course).

Create a course manually

As an administrator, you can easily create a course manually: go into the **Administration Panel > Contents > Courses** and click on **New course**.

An empty form will open, where you need to:

- add a course title and a course ID (mandatory fields)
- add further details as relevant to your course
- add learning content to the course. This is important, because otherwise no course assignment will be possible!

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Important:

1. Only courses with status "Activated" are fully available to the learners
2. A course must contain at least one course content to be assignable to a person.
3. When course contents are removed from booked courses, at least one course content must remain in the course.
4. If you want your learners to see their results in relation to other learners' progress, you can activate the benchmark feature
5. To enable learners to discover your course, you can tag the course with relevant keywords and make sure to save it as "assignable"
6. You can define the course as assignable or as a certificate course

Create courses automatically by uploading SCORM files

For SCORM files, you can automatically create a course during upload. Access the **Administration panel > Courses** and click on the **Functions button**.

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Select the option "Upload course content", click on "Select" and upload the desired SCORM zip file. You will notice that the option "Create course automatically with" is pre-selected.

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Clicking on "Upload" will automatically create a course containing this one learning object, as the SCORM file is automatically recognised.

Add learning objects to your course

Once you have added some learning objects to your Swiss Learning Hub instance, you will want to make these available to the learners. Therefore, learning objects need to be added to your manually created courses or they can complement SCORM files in existing courses.

Simply access the **Administration Panel > Courses** and click on the course you would like to add content to from the listing.

In the course detail view, on the menu to the left, click on **Used course contents** and click on **Add**.

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Either type in the pop-up the title of the learning object or search for it by using the filters for Language / Type / Status / Platform, select the radiobutton of the found available learning object and click **Add**.

You will see the learning object added to the list.

Alternative path

You can also directly assign a learning object to a course as follows: in the Administration panel, go to **Contents > Course contents** and select the desired learning object. In its detail view go to **Used courses** and click **Add**. Search for a course you wish to add this content to, select it in the Search pop-up and click **Add**.

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The course will be added in the list under Used courses.

Learning progress changes when adding/removing contents from a

course

You can add or remove learning content from a course at any time. There are some important considerations to make when doing that. Learning progress information will be automatically recalculated when a new learning object is added to / removed from a course.

Courses with the "Completed" status will be set back to "Being processed" once new content is added to a course.

The reverse can also be true: when course contents are removed from a course, after the recalculation, the course status of "Being processed" can change into "Completed" if the removed content was the one not yet completed by the learner.

When a course content is removed from a course, the existing learning progress information related to this course content is lost and can no longer be retrieved.

How learning object status influences the overall course status

In the following table we will try to illustrate how the combination of various learning object statuses within the same course will influence the course status for a specific learner.

This is the course status you might see when generating a report for the learning progress of people enrolled in the course.

Not attempted	Incomplete	Failed	Passed	Complete	Course status
At least 1 learning object	0	0	0	0	not attempted
any	At least 1 learning object	any	any	any	incomplete
0	0	At least 1 learning object	any	any	failed
0	0	0	At least 1 learning object	any	passed
0	0	0	0	any	complete

Just to give a few examples:

- A course with 4 learning objects. The learner has status "complete" for 3 of them, "passed" for the last one. The final course status for him will be "passed".
- A learner with a completed LO and a failed LO in a course will have the status "failed".

Manual adjustment of status/score of a learning object

If manual adjustments of the course content score/status are needed, this can be accomplished as follows:

- in Persons, search for the learner
- in the screen **Assigned courses / All** click on the desired course
- in the following screen open the **Actions** dropdown and select **Edit course content status/score**
- in the status dropdown chose one of the available options. *Completed, Passed, Failed or Being processed*
- adjust the score in the corresponding score input field and **Save**

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Course setup

Grouping of learning objects in course

Some courses might have a large amount of learning objects contained, making it hard for the learner to orient him-/herself within the course. He might be wondering: need I start at the top? Can I pick any learning content and start from there? Logical groupings of content within a course can help learners with such decisions and are a great way for you to organise your course.

In the Administration panel, you can go to the **Used course contents** area in the detail page of the course in the Administration panel, then click on the **Actions** dropdown and select **Organisation**. Click on the **New group** button and type in the name of the first content grouping (ex. Introduction).

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Via drag & drop you can then move this grouping header at any position among the learning objects: all contents below it will be now part of this grouping. You can repeat the process for as many groupings as you deem necessary & Save, so that your course page might look something like this:

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For the learner, this allows him to visually organise the detail page of the course: he can collapse the sections he has not reached yet and keep an eye on the expanded area where he is currently actively learning

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Status, results & elapsed time

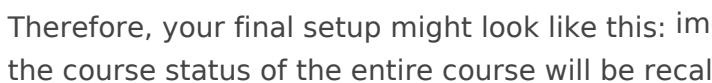
Courses come in all colors and flavors, with some content extremely relevant for the final result and other content optional or meant to enrich the learning experience. How can you reflect these different weighings on your course setup?

In the Administration panel, go to the detail page of your course and access the **Used course contents** area, then click on the **Actions** dropdown and select **Define course influence**. By default, when adding course content to a course, all 3 options are activated: relevance to Status, Results, Elapsed time learning. But let's look at an example:

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Let's say that for this course you would like to accomplish the following:

- Make sure both WBT's (Web Based Training) have been completed in order for the course to have a Status "complete"
- Only the WBT "Mastery 80" is relevant for the end result, as it contains a test
- You would like the learner to evaluate the time spent learning by tracking the run time of the 2 WBTs
- You would like to make sure that the feedback form is also filled in before the course is set to "complete"
- You think the video would make for a richer learning experience, but as you cannot track the time spent watching it, you deem it irrelevant for elapsed time or for the end-status of the course

Therefore, your final setup might look like this:  **NOTE:** Every time these settings are changed, the course status of the entire course will be recalculated for each learner

Strict order of learning content

You've uploaded several learning objects to your Swiss Learning Hub instance and have started creating courses with them. You might be wondering which options are available to you in terms of the order of the learning objects and their influence on the course status or overall result. Let's take a look at some of the details.

For some courses, you would like your learners to take a linear approach, for example go through some instructional learning content and then take a test to prove their knowledge or newly acquired skills. You can enforce this by accessing the **Used course contents** area in the detail page of the course in the Administration panel, then clicking on the **Actions** dropdown and selecting **Organisation**

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Via drag & drop you can define the desired order of the learning objects, then you need to select the "Strictly comply with sequence" radiobutton and Save.

As you can see from the image below, the effect this has for the learner is that he can access and progress to the second learning content only if he completes the first one. This way you can ensure that all learners progress in the same order within the course.

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Benchmarking / Performance comparison

Depending on the learning objectives of your course, sometimes you may decide to increase learner motivation by showing them a comparison of their own performance in relation to that of other learners enrolled in the same course and in relation to a mastery score (for SCORM files).

The setup in the Administration Panel is as follows: go to **Contents > Courses** and select the target course. Under **Course details**, click **Edit** and activate the **toggle for "Benchmarking visible"**

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Performance comparisons are only possible for SCORM learning objects that have been defined as being [relevant for the course overall score](<https://docs.swisslearninghub.help/books/corporate-learning-en/page/course-setup>). Other types of learning objects will not be taken into consideration, as there is no scoring information available for them.

On the course detail page the learner can then access the performance diagrams:

- for an aggregated score for the whole course
- for a comparison over individual learning objects included in the course

As can be seen below, each SCORM content displays the average value of already obtained scores of learners who have completed that content, alongside the expected mastery score and the learner's own performance.

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The comparison over a single learning object within the course is possible in the content detail view page.

You can finegrain the data displayed by additionally selecting a start date for the benchmarking. This will only display data for learners that have been assigned the course on and after the set date. Your configuration would look as follows:

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Course assignments

There are 2 main options for course assignment: from the Courses or the Persons screen.

- **Admin Panel > Contents > Courses:** Click on the Assign button, then select one or more courses you would like to make an assignment for, then click Select course, enter your search criteria in the ensuing pop-up (either to search for one or more person), search and select the intended persons, then hit the Assign button.

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A succesful assignment will be signaled by the following pop-up

img

- **Admin Panel > Persons:** On the person administration screen click on the Assign button, select one or more persons from the listing and click on button Select person, then search for one or more courses and after their selection, click on Assign.

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The succesful assignment will be again confirmed with a pop-up as such:

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Course status

Courses in Swiss Learning Hub can be activated, deactivated or archived.

Activated courses:

- fully available to learners and administrators
- can be freely assigned to new learners
- can be edited and updated

Deactivated courses:

- are still available in the learner area & can be found via search
- learners however cannot start any of the course's learning objects
- administrators can still edit all course details of a deactivated course

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In the learner course detail view from above, you can notice that the learning objects are greyed out and the Run buttons are hidden from view. The course cannot be actively processed by the learner.

Archived courses:

- can be used for courses that are no longer active, as they are not seen by learners in the learner area, even if they were assigned the course in the past (deleting a course would delete all learning information, whereas archiving the course would still enable you to generate reports of it)
- cannot be found by learners in Search results
- can no longer be assigned to new learners (from course view)

img

As you can see above, the "Assign" button is missing from the Assigned persons area. However, all persons that have taken the course are still displayed, which allows you to keep all learning progress information.

- can be assigned to learners (from person view). Should this occur, the learner will only be able to see and access the course once its status has been changed to "activated"

Edit a course

Oftentimes you have uploaded a SCORM file whose details you would like to edit or the information in a course is simply outdated. These are your editing possibilities in Swiss Learning Hub when you access **Course details > Edit:**

1. *Descriptive information:* You can change the title, course_id, abstract and description of a course. You can also add or delete keywords to enhance the searchability of a course.
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2. *Status:* You can change the course status to affect its visibility / access for the learners
3. *Learners performance benchmarks:* depending on whether you want to enable comparisons with other's learners achievements, you can activate or deactivate the benchmark feature
4. *Promo:* You can set a course up as promotional
5. *Certificate:* You can set a course up as offering a certificate upon its completion

Review mode

Review mode for administrators

The review mode allows you to gain insight into the status and learning progress information of a SCORM 1.2 course content for a particular person, without changing learning progress information. This means that you can see the answers of the learner or the pages he has already visited, without actually being able to change any responses or statuses within the module ("read-only" mode).

Access review mode from Person detail page

To view the status and learning progress information of a course content of a particular person,

- open the "Persons" screen,
- select the required course on the "Assigned courses/All" screen,
- then select the required course content on the "Assigned course" screen,
- and on the "Course content" screen click on the button with an eye icon found in the "Course registrations" section.

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Access review mode from Course detail page

- select the desired course,
- go to "Assigned persons All" screen,
- select the person of interest and under the Course contents section, click on the Scorm 1.2 course content
- and on the "Course content" screen click on the button found in the "Course registrations" section.

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The review mode button to reload the status and learning progress information of a reset course content is displayed under "**Course registrations**" on the "Course content" screen.

The course content can only be started, if it has been uploaded as a SCORM 1.2 file. Opening the module in this mode allows the administrator to browse through all pages, questions with their answers and solutions, irrespective if the Test review has been permitted or not in the STAGE authoring tool. The data that has already been saved in Tracker cannot be changed.

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For a correct functioning of the review mode of STAGE Modules, these should have been created with at least STAGE-Version 1.15.5.

Review mode for learners

The administrator can also grant access to the review mode to the learner, who may see all his answers and the correct solutions.

Starting from Persons:

- search for the selected learner
- in the screen **Assigned courses / All** click on the desired course
- in the following screen, open the **Actions** dropdown
- and select **Share course content for review**, then check the Scorm 1.2 course content and Save

An alternative route to the same end is also possible starting from the Contents screen, similar to the process described at review-mode-for-administrators.

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When the user logs in and visits his course page, he will see the review button for the module he has been granted access to. Via this button he can also open the course content in "read-only" mode, so that he can see his answers and the suggested solutions, without being able to modify them anymore.


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When the review mode ends, the administrator can revoke the access rights for the learner. By following the same steps as described for the first screen, he now needs to select the option "Revoke sharing of course content review" in the Actions dropdown and then save this option for the course content.

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Properties


Create topics and sub-topics

Help your learners with easily finding courses for the subject matter they are interested in by organizing courses around different topics. They are displayed in the learner area under Content, like for example here in card view: 

or on the same page, in listview, as such: 


Here's how to configure topics: in the **Administration panel > More > Properties**, click on the first row **Topic**. 

To create a new topic, click on the button **Add**, then:

- enter a title of max 20 characters
- if desired, upload a jpg/png cover photo (recommended: 320x213)
- enter the translations of the Topic in the languages supported by Swiss Learning Hub. (Please note that the property name is the identifier. Upon saving, this name is automatically inserted into the language fields of the "Property translation" section. However, you can manually overwrite these entries with the corresponding translations.)
- Also, if you are creating a sub-topic, type into the input field Path the name of the parent-topic, as in the example below where we are creating a sub-topic "Animal protection" to the main topic "Animals" 

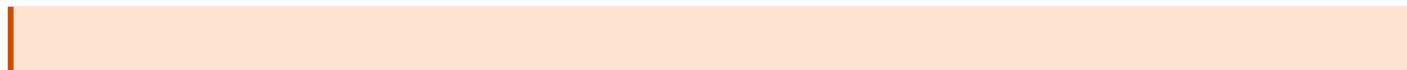
Delete topics

Unused topics can be deleted, under one condition: that they do not contain sub-topics. As long as there are sub-topics, a parent theme may not be deleted from the system.

When the topic is stand-alone, you can just go to the **Administration Panel > More > Properties > Topic** > click on the topic you wish to remove and click **Delete**. 

Confirm the deletion by clicking OK in the confirmation pop-up and the topic will be removed from the system.

Please note that the deletion of a topic will also remove it from the courses it was associated with, but otherwise the contents will not be affected by the removal of the topic association.



Deleting topics might cause the loss of the access rights of particular roles (e.g. Subadministrators)! Therefore, before deleting topics, it is important to make sure that these special roles do not use the topics.

Edit the path of a subtopic

Sometimes you will need to reorganise the structure of your topics. Or you might want to delete a topic, but not lose its sub-topics. What can you do then? Let's say that you'd like to move the topic "Switzerland" under the umbrella of "Europe" main topic.

You might reassign the sub-topics to another main topic, which goes easily like this:

In **Administration Panel > More > Properties > Topic** > click on the topic you wish to reassign to another main topic and click on Edit. In the field "Path" start typing the name of the topic that will become the parent of the currently edited topic and hit Enter when you found the desired one. Then click Save. type:video

If you wish to display the topic on the top level (as main topic), leave the Path field empty.

Enable topic for display in the cockpit

If you want to display learning progress information for the users on their cockpit, then you need to first activate this feature in the Admin area.


Go to **More > Properties > Topic** and click on the intended topic. Then click **Edit** and mark the radiobutton for Display on the Cockpit, then hit **Save**. img


Once the learner accesses the cockpit (given he has courses booked/assigned for that topic), he will be able to view an overview widget with the number & status of the courses.

Sort topics


Topics are sorted alphabetically. If you wish to list them in a different order, you may edit the topics' property fields without editing the translations.

The learner sees the translations only.

For example : You wish to place the topic "Introduction" before the topic "Compliance" on the topics list. 

To do this, just rename the topics' properties to "01 Introduction" and "02 Compliance", while leaving the translations as they were. This brings no change to the learner interface, but you get the order you desire in the Administration panel 

Organisation units and jobdescriptions

Organisation units/jobdescriptions are property groups which also may be ordered hierarchically, in the same way as topics, the difference being that they are applied to persons and not content. As you can see below, the view of the jobdescription property for example is familiar from the topic administration page: 

The units and jobdescriptions you create here can then be applied to persons, like such: 

Organisation units and jobdescriptions can be created, deleted, sorted and updated just in the same way as topics.

Deleting organisation units/job descriptions might cause the loss of the access rights of particular roles (e.g. [Granting resources to a Subadministrator](#) . Therefore, before deleting organisation units, it is important to make sure that these special roles do not use the organisation units.