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

img image not found or type unknown

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.

img image not found or type unknown

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

imgage not found or type unknown

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.

Revision #6
Created 16 January 2024 15:08:51 by Alain Zoja
Updated 30 January 2024 09:52:31 by Alain Zoja