

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

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