

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"

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