Detailed person view

Once you select a person from the Person administration panel, you can have a quick overview over the most important data in the **Overview** panel, including number of assigned courses, number of published posts, last login data and a quick glance over the status of the person, like in the following example:

img image not found or type unknown

In the Personal information panel you can view and edit personal data of the person, from name to organisational unit or jobdescription, with a few special options:

- **can be deleted**: if this is set to No, the person cannot be deleted by import / delete actions. Only when set to Yes is the person available for Delete actions
- **login blocked**: should you need to prevent a person from logging into the system, you can activate this toggle and login attempts will be blocked
- **email notification**: you can define the frequency of notifications receivals by the person, from "never" to "daily" or "weekly".

> Email notification setting affects the frequency of the social notifications only. Course assignments and Welcome and Reminder emails from the course planer will not be affected by this setting.

img image not found or type unknown

The **Certificates** panel shows a listing of all certificates obtained or imported for this particular person.

Under **Assigned courses**, you can either display a listing of all courses under the All panel, or you can access a filtered view of the courses by status in the panels **Being processed, Not started, Completed, Failed, Expired** or **Unpaid** (which applies only for chargeable courses).

Under the **Actions dropdown** in these course panels you can chose from several options:

- *define validity period*: once set, the learner can access the course within the defined "from - to" period
- *set paid/unpaid*: for chargeable courses booked by this learner (obsolete, with the Shop introduction)
- *complete course*: the status of the course changes to "complete", but the results saved by the learner actions remain unchanged
- *reset course*: learning progress information of the course and its learning objects is reset
- *create certificate*

img

Image not found or type unknown

The detailed person view panel for courses allows you to delete course assignments for the person, to assign new courses for him/her, but also to generate the available reports for the courses taken by this person:

img

Image not found or type unknown

Revision #6
Created 16 January 2024 15:08:13 by Alain Zoja
Updated 30 January 2024 11:43:12 by Alain Zoja