Objectives Tab
Setup your course tasks by selecting classroom or web training (or both).

Course: Course Manager Overview | **Status:** INACTIVE

Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more »

Course Objectives
The course is completed when a trainee completes all of the objectives. The objectives must be completed in order.

Manage Obje | Reorder Objectives

Course ~~ve 1~~
Please add ~~ning task.~~ *Trainees cannot complete objectives that do not have tasks.*

Add Classroom Training Task ››

Add Web Training Task ››

This objective has no tasks, consequently trainees cannot complete the objective or the course. **Please add a task or remove the objective.**

Objective Settings

Course Objective Name:

Add Course Objective ››

Settings Tab
Specify a course category, add a forum or allow trainees to print content.

Course: Course Manager Overview   **Status:** INACTIVE

| Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more » |

mail addresses.

Course Credits/Hours:
A measure of time required to complete the course.

Approximate Web Training Duration:
hr : min
Used to give the trainee an indication of how long it will take to complete the web-based training component (if there is one).

On-the-Job Training: ○ Yes ● No
Indicator that this course has On-the-Job training.

Display Score: ●
D

Click to add a forum to your course.

Certificate of Completion: ● Yes ○ No
A print... ...rtificate of completion can be made available to trainees upon successful completion of the course. Trainees may al... ...ss the certificates via their Course History page.
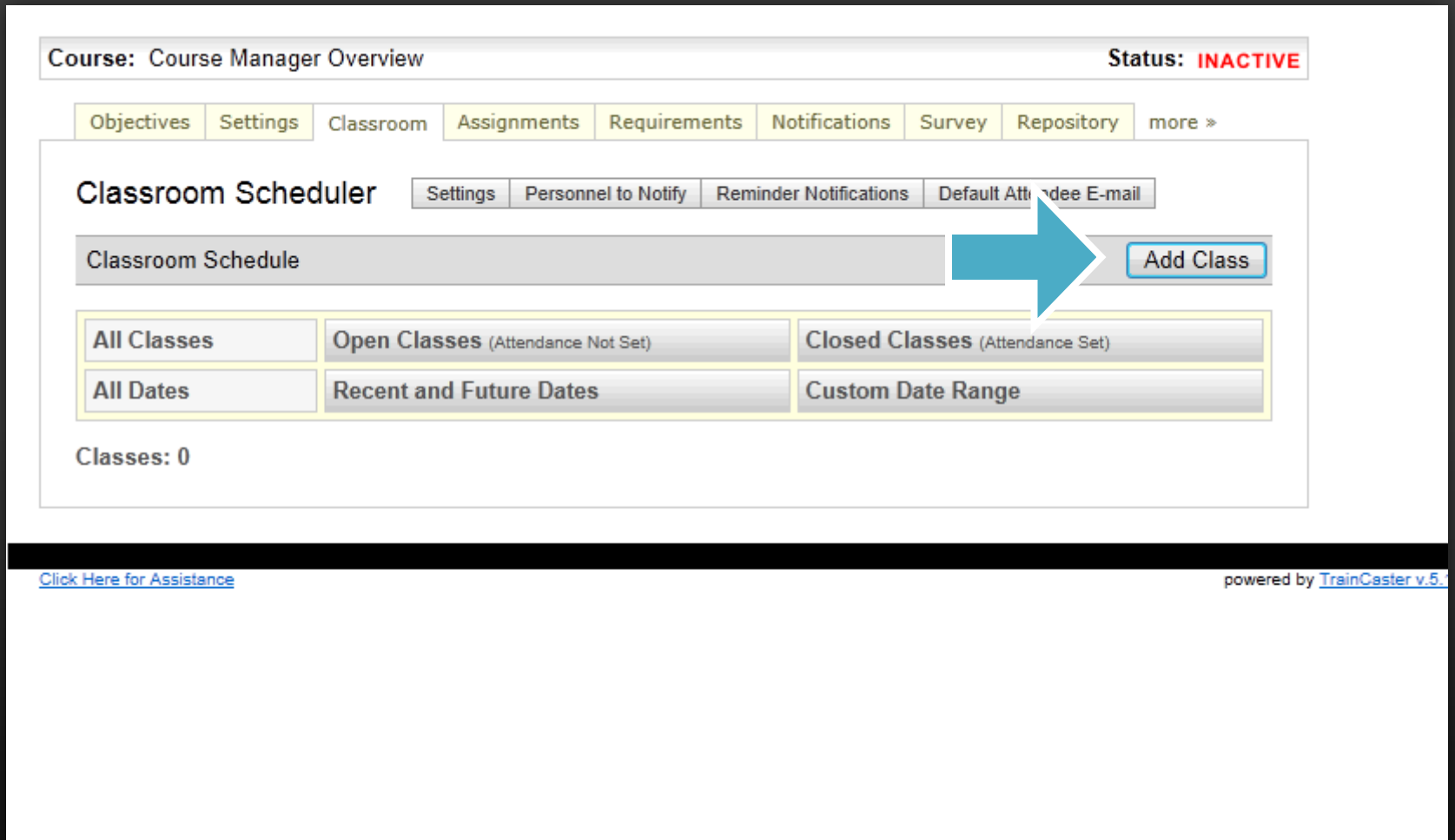
Certi... Name: Default Certificate

Cho... ...ther Certificate • Preview Current Certificate

Discussion Forum: ○ Yes ● No
The Discussion Forum is an area where trainees can post messages about the course.

Classroom Tab
Setup class dates/times, available seats. After training, set attendance.

Course: Course Manager Overview | **Status:** INACTIVE

Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more »

Classroom Scheduler
Settings | Personnel to Notify | Reminder Notifications | Default Attendee E-mail

Classroom Schedule | Add Class

| All Classes | Open Classes (Attendance Not Set) | Closed Classes (Attendance Set) |
| All Dates | Recent and Future Dates | Custom Date Range |

Classes: 0

Click Here for Assistance

powered by TrainCaster v.5.

Assignments Tab

Assign the course to a curriculum, to managers for editing and/or reporting.

Course: Course Manager Overview   **Status: INACTIVE**

| Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more » |

Course Assignments

This course is assigned to the following Curriculums	MODIFY
NONE	

Assigned Managers for Editing Some managers can edit all courses, they do not appear in this list.	MODIFY
NONE	

Assigned Managers for Reporting Some managers can report on all courses, they do not appear in this list.	MODIFY
NONE	

Click Here for Assistance   powered by TrainCaster v.5.10

Requirements Tab
Specify how training due dates are calculated and tracked.

Course: Course Manager Overview   **Status:** INACTIVE

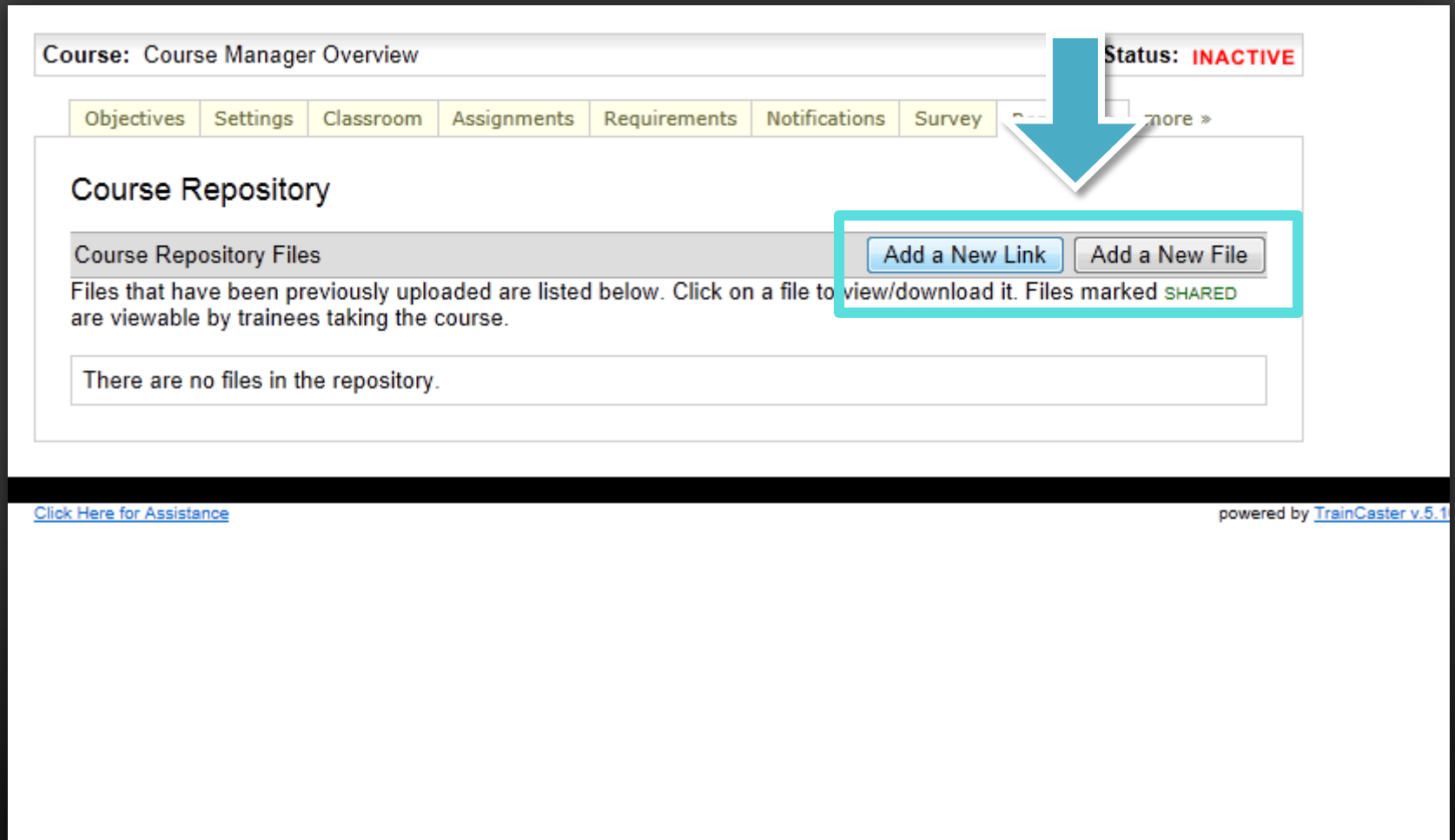Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more »

Training Requirements

The training due dates for users assigned to this course will be determined by the Training Requirement settings listed below. If you need to specify custom due dates for specific groups of users, create an Alternate Training Requirement.

General Training Requirement
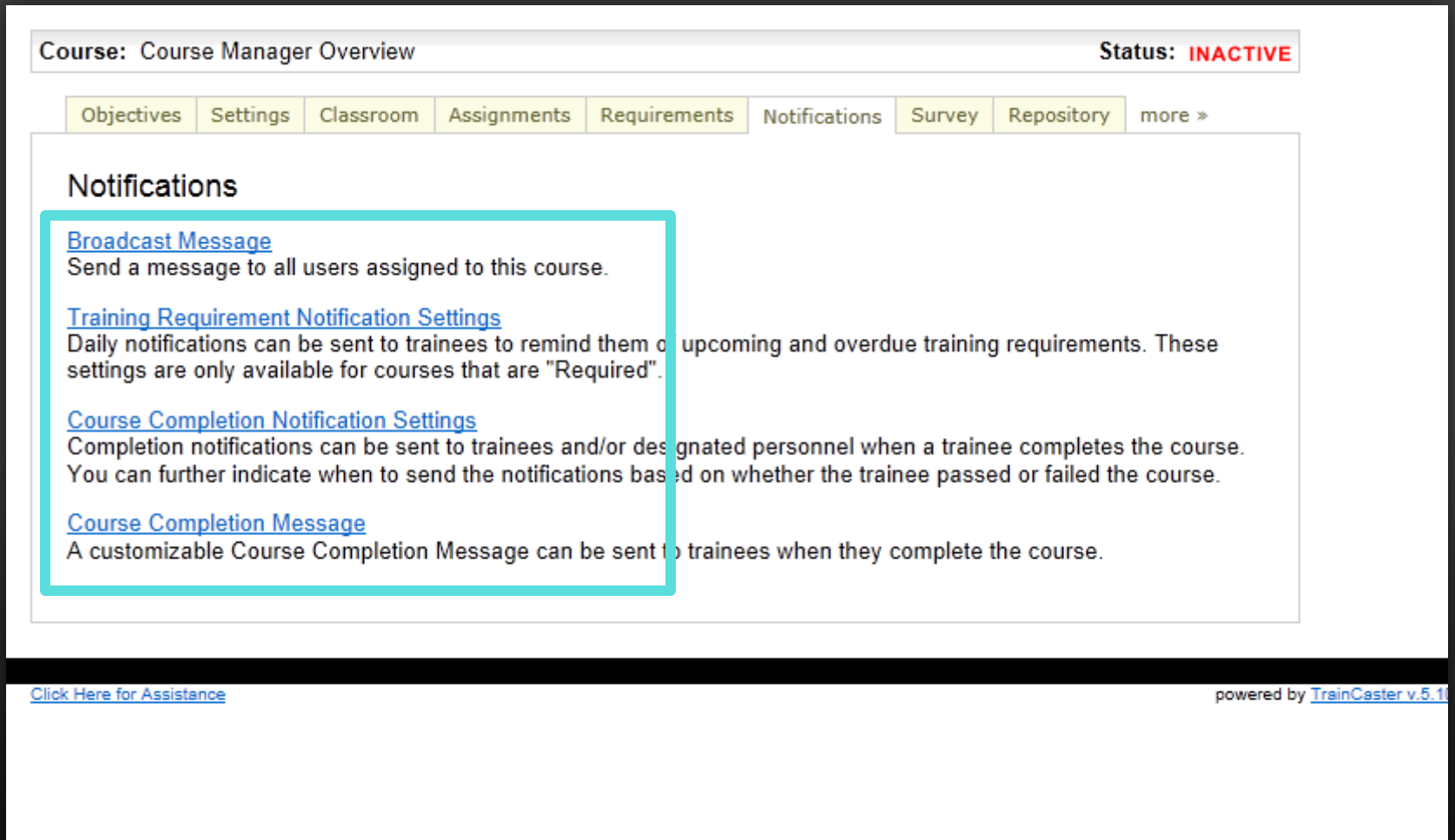
- ● Not Required
- ○ Required - use Relative Training Due Dates
- ○ Required - use Absolute Training Due Dates

Modify

Add Alternate Training Requirement »

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Notifications Tab

Specify when notifications are sent and customize messages.

Course: Course Manager Overview   **Status: INACTIVE**

| Objectives | Settings | Classroom | Assignments | Requirements | Notifications | Survey | Repository | more » |

Notifications

Broadcast Message
Send a message to all users assigned to this course.

Training Requirement Notification Settings
Daily notifications can be sent to trainees to remind them of upcoming and overdue training requirements. These settings are only available for courses that are "Required".
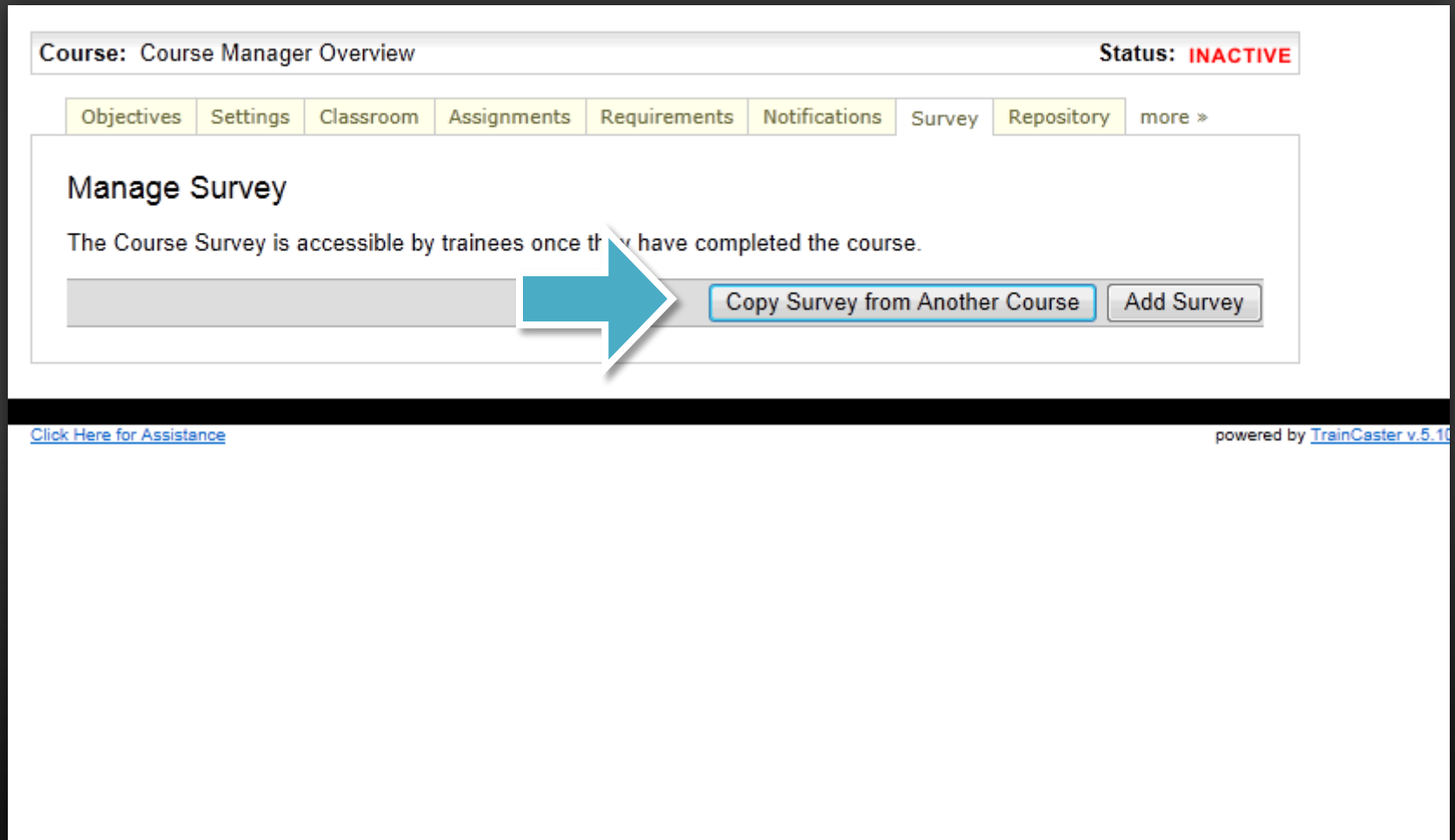
Course Completion Notification Settings
Completion notifications can be sent to trainees and/or designated personnel when a trainee completes the course. You can further indicate when to send the notifications based on whether the trainee passed or failed the course.

Course Completion Message
A customizable Course Completion Message can be sent to trainees when they complete the course.

Survey Tab
Setup a post training survey – either required or optional.

Repository Tab
Add supplemental training materials, or store materials for instructors.

More > Tab
Give additional credits, moderate the forum or grade completed essays.