Programs Set up

1. Admin Settings Cog

Welcome to our user guide video on setting up Programs in your LMS. To get started, click on the admin cog.

eWorks	My Courses (C) ~ D A &
eWorks	Zdmin
 Access our demo courses below 	•
Featured courses	3

2. Site Administration Menu

Navigate to the 'Site administration' section.



3. Programs > Program Management Menu

Click on the Programs Menu, followed by Program Management

eWorks	My Courses	α - Ωၞ ♣ I .
elcome to our Sandbox site		Centralized content management Content bank Site administration Notifications Registration Advanced features Users Scurses Grades Programs Program Program settings Program settings Program settings Program settings
Featured courses		 > Certifications > Competencies > Badges > H5P > License > Certificates > Location

4. Add a Program

Click on Add progam to create a new program.

eWo	orks				My Courses C	. ∽ D¢ & 8
Iome / Site administra	ation / Program management					
Prograr	n management					
Active Arc	hived					All programs (14) •
Search	Q					Add program
Category	Program name 🛎	Candidate ID	Description	Courses	Allocations	Public
System	le Certification test	1223		1	2	Yes
System	le eWorks Test	1111		0	0	No
System	💩 eWorks Test	987		3	2	No
System	💩 First Aid	2		0	0	No
System	💩 Induction Test	1		2	4	Yes
System	💩 Program TEST	3654		4	0	Yes

5. Program Name

Enter the name of the program in the input field.

evvo	rks	Add program		X ^{Ity Courses}	こ、 ロ 4 8 18
Home / Site administra	tion / Program management	Program name	n	.#	
Program	n manage	Candidate ID	K	.*	
Active Arc	hived	Context		*	All programs (14) +
		× System			Add program
	Program name	Search 🔻		llocations	Public
System	🚯 Certification (Course groups		0	Yes
System	🐣 eWorks Test	Tags			No
System	💩 eWorks Test	Manage standard tags No selection			No
System	🚯 First Aid	Enter tags 🔻			No
System	🚯 Induction Tes	Program image			Yes
System	💩 Program TES		₩ ≔ •		Yes
Contains	AL TECT		1	.	

6. Candidate ID

Enter a candidate's ID in the provided field. Note this is a compulsory field but not required anywhere, so you can put any number.

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Home / Site administr	ation / Program management	Program name	.æ
Program	n manade	new Program	
riograi	minianage	Candidate ID	.*
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		× System	Add program
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	Program name	Course groups	
System	🚳 Certification t	No •	Yes
System	🐣 eWorks Test	Tags	No
System	💩 eWorks Test	Manage standard tags No selection	No
System	🚓 First Aid	Enter tags	No
System	& Induction Tes	Program image	Yes
System	💩 Program TEST		Yes
Suctam	AN TEST	r 🔤 riles	No



7. Context

Use the context section to choose a specific category to which this program should be applied in your LMS. Otherwise, leave it as the system default.

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Curc	IKJ	Add program		X Vy Courses	
Home / Site administri	ation / Program management	Program name	ä		
Program	n manade	new Program			
		andidate ID 9987	E.		
Active Arc	chived	Context	k		All programs (14) +
		× System			Add program
	Program name *	Search		locations	Public
System	🚯 Certification to	No •	0		Yes
System	🐣 eWorks Test	ïags			No
System	💩 eWorks Test	Aanage standard tags No selection			No
System	🚯 First Aid	Enter tags 🔻			No
System	🐣 Induction Test	Program image			Yes
System	💩 Program TEST	D Files			Yes
System	di TEST		0.1		No

8. Course Groups Selection

Choose 'Yes' or 'No' for course group inclusion.

evvc	rks	Add program	× Vy Courses	a · D A &
Home / Site administr	ation / Program management	Program name	ž.	
Drogra		new Program		
Flogial	IIIIallaye	Candidate ID	.*	
Artiva Ar	shivari	9987		All programs (14) +
Piotito	SINTEG	Context	*	
		× System		Add program
	Program name "	Search	ilocations	Public
System	💩 Certification t	No :	0	Yes
System	🐣 eWorks Test	Tags		No
System	de eWorks Test	Manage standard tags No selection		No
System	🚯 First Aid	Enter tags 🔻		No
System	📣 Induction Test	Program image		Yes
System	💩 Program TEST			Yes
System	JS TEST			



9. Tags

If you use tags in your LMS, you can select appropriate ones here.

evvc	rks	Add program	X dy Courses	a · D 4 &
Home / Site administr	stion / Program management	Context	.*	
Program	m manage	× System Search		
Active Are	shived	Course groups No +	0	All programs (14) +
		Tags Manane standard tags		Add program
	Program name *	No selection	ilocations	Public
System	🚳 Certification to	Enter tags		Yes
System	🐣 eWorks Test	Program image		No
System	💩 eWorks Test	► Files		No
System	🚯 First Aid	Г - л		No
System	🐣 Induction Test	You can draw and draw files have to add them		Yes
System	💩 Program TEST	Accepted file types:	l	Yes
Suctam	JB. TEST	Imaga (IDEC)	-	

10. Add Image

Click the icon to add a image for the Program.

evvc	orks	Add program	My Courses	
Home / Site administr	ation / Program management	Context		
Program	n manage	× System Search ▼		
Active An	chived	Course groups No •	0	All programs (14) +
		Tags		Add program
	Program name "	No selection	ilocations	Public
System	🚲 Certification to	Enter tage		Yes
System	🐣 eWorks Test	No suggestions		No
System	💩 eWorks Test	P in Files	· •	No
System	🚯 First Aid	Г - л		No
System	🐣 Induction Test	You can drap and drop files here to add them.		Yes
System	💩 Program TEST	Accepted file types:	i	Yes
System	all TEST	Image (IDEO)		



11. Add Program Description

eWo	orks	Add program	X Vy Courses	
Home / Site administra	ation / Program management	enter tags		
Program	m manage	Program image Image <td></td> <td></td>		
Active Arc	chived			All programs (14) +
		You can drag and drop files here to add them.		Add program
	Program name "	Accepted file types: Image (JPEG) line lines line	llocations	Public
System	💩 Certification to	Image (PNG) .png	1	Yes
System	🐣 eWorks Test	Description		No
System	de eWorks Test			No
System	💩 First Aid			No
System	A Induction Test			Yes
System	💩 Program TEST	Add program Cancel		Yes
System	dis TEST	0		

Enter the details of the program in the provided text box, if required.

12. Save your Program

Click the 'Add program' button to save your new program settings.

evvo	orks	Add program x	IS CL ~	0481
Home / Site administra	atlon / Program management	Program image		
Active Arc	hived			ll programs (14) o
		You can drag and drop files here to add them.		Add program
	Program name "	Accepted file types:	1	Public
System	💩 Certification to	Image (PNG).ong		Yes
System	🐣 eWorks Test	Description		No
System	💩 eWorks Test			No
System	💩 First Aid			No
System	& Induction Test			Yes
System	💩 Program TEST	Add program Cancel		Yes
System	as TEST			



13. Editing your Program

Click here to modify the program details and return back to the original settings page.

-		
Home / Site administration / Program manag	ement	
new Program		
5		
General Content Visibi	lity settings Allocation settings Notifications Certificate Users	
Full name:	new Program	
Candidate ID:	9987	
Category:	System	
Course groups:	No	
Description:		
Archived:	No	
Edit		

14. Archive Option

You will also see one new option. The ability to choose 'Yes' or 'No' to indicate if the program should be archived.

CANOLKS	Edit	X Ny Courses	
Home / Site administration / Program management	► Lin Files		
new Program			
General Content Visibility s	You can drag and drop files here to add them. Accepted file types:		
Full name:	Image (JPEG) .jpe .jpg		
Candidate ID:	Image (PNG) .png		
Category:	Description		
Course groups:			
Archived:			
Edit			
	No e	0	
	Update program Cancel		
		English -	United States (en_us) •

15. Save your Program

When finished, click on Update Program or cancel.

evvorks	Edit	X Vy Courses CL - の 身 昏 袋
Home / Site administration / Program management		
new Program		
General Content Visibility se	You can drag and drap files here to add them. Accepted file types:	
Full name:	Image (JPEG) ipe jpg jpg Image (PNG) .ng	
Category:	Description	
Course groups: Description:	↓ A - B I D I I II (Ø) ⊗ (Ø)	
Archived:		
Edit	Archived	
	No •	
	Update program Cancel	

16. Content Tab

Click on the Content tab to manage program courses.

		My courses at * D + D + W
Home / Site administration / Program manage	nent	
new Program		
General Content Visibil	y settings Allocation settings Notifications Certificate Users	
Full name:	new Program	
Candidate ID:	9987	
Category:	System	
Course groups:	No	
Description:		
Archived:	No	
Edit		
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17. Allocate courses

Click the plus icon to choose which courses to allocate to this program.

Home / Site administration / Pr	igram management						
General Content	Visibility settings	Allocation settings	Notifications	Certificate	Users		
Item		Points	Comple	tion type		Actions	
💩 new Program			All in an	iy order		¢ 10	
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18. Course Selection

Select your courses from the dropdown menu.

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Home / Site administration / Program management	Courses	
new Program	Search V	
General Content Visibility s	Add new set	
	Points	
	1	
	Completion delay days • Enable	
	Append item Cancel	English - United States (en_us) •
		ļ



19. Select your courses and allocate points

In this example, we have chosen three courses. You can also allocate points to a course. You will see how we can use this in the Content Settings.

oMorks		
Evvorka	Append item ×	y Courses CL × D ウ 份 段
Home / Site administration / Program management	Courses	
new Program	× Chris Test 2 V2 × Test11 × uploadtest8 test ▼	
General Content Visibility se	t Add new set	
	Painte	
	Completion delay 0 days c Enable	
	Append item Cancel	English - United States (en_us) •

20. Add new set

The add new set option allows you to group courses together. For example, you might have 2 courses in one set and then 3 courses in set number two.

Evvorks	Append item ×	y Courses CL - 〇 〇 〇 〇 〇
Home / Site administration / Program management	Courses	
new Program	* Chris Test 2 V2 * Test11 * uploadtest8 test T	
General Content Visibility s	et No =	
	Points	
		\$
	0 days • Enable	
	Append item Cancel	English - United States (en_us) 🔹



21. Enable Completion Delay

Check the box to activate the completion delay feature. This will add a delay between users completing the first course and then moving on to course number two, and so on.

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		Append item Cancel	English - United States (en_us) •

22. Save your content selection

Click on Append Item when finished.

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Home / Site administration / Program management	Courses	
new Program	× Chris Test 2 V2 × Test11 × uploadtest8	
	Add new set	
General Content Visibility set	No ¢	
	Points	
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	Completion delay 5 days 2 Enable	
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23. Content Settings

Click the gear icon to modify the settings for this program item.

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Home / Site administration / Program management			
new Program			
General Content Visibility setting	s Allocation settings I	Notifications Certificate Users	
ltem	Points	Completion type	Actions
💩 new Program		All in any order	
澮 Chris Test 2 V2	5	Completion delay: 5 days	* •
會 Test11	5	Completion delay: 5 days	0 + ¢
會 uploadtest8	5	Completion delay: 5 days	。 前
Documentation for this page Dia			English - United States (en_us) •
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24. Completion Type

Under completion type, you can select "all in any order" for users to complete as they like. "All in order" will force users to complete the courses in the required order. "At least x" refers to the points allocated to the courses and means users will need to earn the minimum amount of points to complete. Finally, "minimum x points" means users need to complete the courses and earn enough points to be counted as complete.

Up	date set		×	
Home / Site administration / Program management	name			
new Program	v Program			
	ll in any order 🗢			
Correct Visibility Set	days +	le		
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🞓 Chris Test 2 V2	d	eomplearn oeloyra aays		
🞓 Test11				
I uploadtest8				
				lish - United States (en_us) 🔹 🔹

25. Save your Set

Click on Update Set when finished.

Home / Site administration / Program management	Full name			
new Program	new Program			
General Content Visibility set	All in any order +			
Item	0 days ¢ 🗆 Enat	ble		
💩 new Program	Update set			
Chris Test 2 V2		Completion delay: 5 days	0 - T - Q	
🞓 Test11	5			
ar uploadtest8	5			

26. Visibility Settings

Explore and configure the visibility options for your program.

evvorks			My Courses СL ~ О ф 💩 8
Home / Site administration / Program management			
new Program			
General Content Visibility setting	s Allocation settings I	Notifications Certificate Users	
Item	Points	Completion type	Actions
💩 new Program		All in any order	e ca ¢
澮 Chris Test 2 V2	5	Completion delay: 5 days	⊕
澮 Test11	5	Completion delay: 5 days	⊕ ↓
@ uploadtest8	5	Completion delay: 5 days	⊕ ↓
Documentation for this name			English - United States (en_us) •



27. Edit visibility

Click the edit button to modify the settings.

eworks					My C	ourses CL	νΩĻ	多 袋
Home / Site administration / Program management								
new Program								
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Public:	No							
Visible to colorts:								
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Data retention summary								
Get the mobile app								
Furge all caches								

28. Visibility Settings

Set the visibility of the item to either 'Yes' or 'No' using the dropdown menu. Select "No" to hide from users.

eWorks	Edit	×	/Courses CL × 오 央 最 礅
Home / Site administration / Program management		0	
new Program	Visible to consta	0	
General Content Visibility s	Search T		
Public: Visible to cohorts:	Update program Cancel		
Edit			
			English - United States (en_us) +



29. Saving the Program

If necessary, you can choose to make it visible to cohorts. When finished, click on "update program."

Hene / See administration / Program management new Program General Content Visibility set Public: Visible to cohorts: Visible to cohorts: Cancel	0	
Search Visible to cohorts: Cancel		
Edit		
		English - United States (en_us) 🔹

30. Allocation Settings Tab

Review and adjust the allocation settings for the program.

/ Site administration / Program management	
w Program	
neral Content Visibility settings Allocation settings Notifications Certificate Users	
c: No	
e to cohorts:	
]	
ocumentation for this page 25	English - United States (en_us) •
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31. Allocations Settings

Click the gear icon to configure the allocation settings.

eWorks		My Courses CL × D ¢ 份 馂
Home / Site administration / Program management		
new Program		
General Content Visibility s	ettings Allocation settings Notifications Certificate Users	
Allocations		
Allocation start:	Not set	
Allocation end:	Not set	
Scheduling #		
Program start:	Start immediately after allocation	
Program due:	Not set	
Program end:	Not set	
Allocation sources		
Manual allocation:	Inactive 🎄	
Self allocation:	Inactive 🌣	
Requests with approval:	Inactive 🎄	
Automotic colored allocations	hand the second s	

32. Setup allocations

Check the box to enable a date for when users can be added to the Program or when they can no longer be added via the Allocation end date chosen.

CANOLKS	Allocations	x y Courses CL ~ D A 🕀
Home / Site administration / Program management	Allocation start	Ø
D	□ Enable 9 ♦ October ♦ 2024 ♦ 15 ♦ 52 ♥ #	-
new Program	Allocation e	0
	□ Enable 9 • October • 2024 • 15 • 52 • 曲	
General Content Visibility s	Lindate allocations Cancel	
Allocation start:	Not set	
Allocation end:		
Program start:		
Program due:		
Program end:		
Manual allocation:		

33. Save Allocations

Click to save changes to allocations.

evvorks	Allocations	y Courses CL - の 阜 昏 8
Home / Site administration / Program management	Allocation start	0
Dia ana a	C Enable 9 ◆ October ◆ 2024 ◆ 15 ◆ 52 ◆	
new Program	Allocation end	Ø
	□ Enable 9 ◆ October ◆ 2024 ◆ 15 ◆ 52 ◆	
General Content Visibility s		
	Update allocations Cancel	
Allocation start:	Not set	
Allocation end:	Not set	
Program start:		
Program due:		
Program end:		
Manual allocation:		

34. Scheduling Settings

Click to configure the scheduling options for the program.

eWorks		My Courses CL - の 수 🖧 원
new Program		
General Content Visibility settings	Allocation settings Notifications Certificate Users	
Allocations &		
Allocation start:	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:	Not set	
Scheduling		
Program start:	Start immediately after allocation	
Program due:	Not set	
Program end:	Not set	
Allocation sources		
Manual allocation:	Inactive \$	
Self allocation:	Inactive 🏟	
Requests with approval:	Inactive \$	
Automatic cohort allocation:	Inactive \$	
E-Commerce allocation:	Inactive ¢	
Cortifications	Inactive #	



35. Program Start

Select when the program should start after allocation. You can choose to start immediately, at a fixed date or to delay the start by a nominated number of days.

eWorks	Scheduling	×	y Courses CL - の
Home / Site administration / Program management	Program start	0	
new Program	Start immediately after allocation •		
new Floglan	Program due	0	
General Content Visibility	Not set •		
	Program end Not set •	0	
Allocation end:	Update scheduling Cancel		
Program start:			
Program due:			
Program end:			
Manual allocation:			

36. Set Program Due and End Date

Use this setting to configure when the program is due. You can leave it as default or choose a fixed date or after a nominal number of days. Follow the same for the program end. Note that "due" is a recommendation to users, whereas "end" refers to when users are stopped from accessing the program.

eWorks	Scheduling	x ^y	Courses CL ~ 으수 융니졄
Home / Site administration / Program manageme	Program start	0	
new Program	Start immediately after allocation		
	Not set	0	
General Content Visibility	Program end	0	
	Not set +		
Allocation start:	Update scheduling Cancel		
Allocation end:			
Program start:			
Program due:			
Program end:			
Manual allocation:			

<u>e</u>Works

37. Save Scheduling

eWorks	Scheduling	×	y Courses CL ~ の点 会 [8
Home / Sne administration / Program management	Program start	0	
	Start immediately after allocation +		
new Program	Program due	0	
	Not set		
General Content Visibility	Program end	0	
	Not set 🗢		
Allocation start:			
Allocation end:	Cancel		
Program start:	Start immediately after allocation		
Program due:	Not set		
Program end:			
Manual allocation:			

Click to apply the scheduling changes to the program.

38. Configure Manual Allocation

There are a few options for Allocation sources. Refer to the options on what you would like to set up. Note for e-commerce this requires an extra paid plugin. In this example, we will select Manual allocation first.

evvorks		My Courses CL - 〇 乌 🚱 奖
Allocation start:	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:	Not set	
Scheduling #		
Program start:	Start immediately after allocation	
Program due:	Not set	
Program end:	Not set	
Allocation sources		
Manual allocation:	Inactive	
Self allocation:	Inactive \$	
Requests with approval:	Inactive 🅸	
Automatic cohort allocation:	Inactive 🌵	
E-Commerce allocation:	Inactive 🅸	
Certifications:	Inactive 🅸	
Import program allocation		

39. Toggle Active Status

Select 'Yes' to set the status.

evvorks	Manual allocation	🗙 y Courses CL - D D B 🕄
Home / Site administration / Program managem		
Des grans	No •	
new Program	Update	
Concret Contant Moli-		
General Content Visibility	Selenge randalan ange rietindalane ettandele beer	
Allocation start:		
Allocation end:		
Program start:		
Program due:		
Program end:		
Manual allocation:		
Requests with approval:		

40. Confirmation

Click the update button to save changes.

eWorks	Manual allocation	¥ Y Courses CL → D D B צ
Home / Site administration / Program manageme	Active	
new Program	Yes •	
General Content Visibility	Setengo Anon Tournou Hounouro Cerunou Cere	
Allocation start:	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:		
Program start:		
Program due:		
Program end:		
Manual allocation:		
Requests with approval:		
the state of the s		



41. Certification Settings

We will now also select Certifications to enable refresher training to be automated in the LMS.

Allocation start:	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:	Not set	
Scheduling #		
Program start:	Start immediately after allocation	
Program due:	Not set	
Program end:	Not set	
Allocation sources		
Manual allocation:	Active 🅸	
Self allocation:	Inactive ¢	
Requests with approval:	Inactive 🌣	
Automatic cohort allocation:	Inactive 🏟	
E-Commerce allocation:	Inactive 🅸 📕	
Certifications:	Inactive	
Import program allocation		
Import program anocation		

42. Certification Selection

Change the status to Yes.

eWorks	Certifications	x Courses CL ∨ D ⊉ & [6
Home / Site administration / Program managen	nent Active	
Discussion	No •	
new Program	Update	
General Content Visibilit	y settings Anocation strangs woundations certificate osers	
Allocation start:		
Allocation end:		
Program start:		
Program end:		
Manual allocation:		
Requests with approval:		



43. Save Certification

eWorks	Continentions	у Courses CL - ОД 🖧 🛙
-	Certifications	×
Home / Site administration / Program manageme	Active	
	Yes •	
new Program		
	Update	
General Content Visibility	settinga more country normound ourmound over	
	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:		
Program start:		
Program due:		
Program end:		
Manual allocation:		
Requests with approval:		

Click 'Update' to save changes to the certification status.

44. Notifications Tab

Click the notifications tab to manage and configure notification settings for the program.

eWorks		My Courses CL ~ の ၞ 会 袋
Home / Site administration / Program managem	ent	
new Program		
General Content Visibility	y settings Allocation settings Notifications Certificate Users	
Allocations #	k	
Allocation start:	Wednesday, October 9, 2024, 3:52 PM	
Allocation end:	Not set	
Scheduling #		
Program start:	Start immediately after allocation	
Program due:	Not set	
Program end:	Not set	
Allocation sources		
Manual allocation:	Active 🌣	
Self allocation:	Inactive \$	
Requests with approval:	Inactive ¢	
Automatic cohort allocation:	Inactive the	

45. Add New Notification

Click the plus icon to add a new notification.

eWorks				My Courses CL - D 🗘 🍰 🛛
Home / Site administration / Program manag	gement			
new Program				
General Content Visibi	ility settings Allocation setting	s Notifications	Certificate Users	
Notification	Customised		Enabled	Actions
+				
K				
Documentation for this page				English - United States (en_us) +
Built with Open LMS, a Moodle-based product. Copyright © 2024 Open LMS, All Rights Reserved				
Data retention summary				
Get the mobile app				
Purge all caches				
Reactive instances: This page has no	o reactive instances.			

46. Select a Notification

Select the checkbox to turn on the required notifications. In this example, we will turn on program completed.

eworks	Add notification	×	y Courses CL 、 の 真 备 筏
Home / Site administration / Program management	Notification for		
new Program	new Program Notification types		
General Content Visibility se	User allocated]	
Notification	Frogram due date soon Program overdue		Actions
*	Crogram end date soon Completed program ended Failed program ended User deallocated		
	Enabled		
	Add notification Cancel		English - United States (en_us) +



47. Edit Notification

Click the pencil to modify the notification settings for the selected notification.

Home / Site administration / Program management General Content Visibility settings Allocation settings Notifications Certificate U Notification Customised Program completed No +				
Ceneral Content Visibility settings Allocation settings Notifications Certificate U Notification Customised V<	/ Site administration / Program management			
General Content Visibility settings Allocation settings Notifications Certificate U Notification Customised Program completed No + Balt with Open LMS a Mode based product. Copyright 0.202 / Nor LMS All Rights Reserved.	ew Program			
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Notification Customised Program completed No +	eneral Content Visibility settings Allocation se	ettings Notifications Certificate Users		
Program completed No +	tification	Customised	Enabled	Actions
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48. Customize Notification

Select the checkbox to customize the notification settings.

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Home / Site administration / Program management	Notification for	
new Program	new Program	
	Notification type	
General Content Visibility se	Program completed	
	Enabled	
		Actions
Program completed		
	Update notification Cancel	
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49. Notification Message Editor

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Home / Site administration / Program management	* Notification for	Î
new Program	new Program	
	Notification type Program completed	
General Content Visibility	Enabled	
	2	Actions
Program completed	Customised	
	Program completed	
	Message	
	1 A - B I 🖬 ≔ ≔ Ø ⊗ 🗰	English - United States (en_us) +
	Hello {\$a->user_fullname},	
	you have completed program "{\$a- >program_fullname}".	

Customize the message to inform users about program completion.

50. Update Notification Button

Click on update notification to save and apply the notification updates.

	Update notification	× Wy Courses CL • D 4 D 10
Home / Site administration / Program managemen	Customised	
new Program	8	
newrrogram	Subject	
General Content Visibility	Program completed	
	Message	
		Actions
Program completed	Hello (\$a>user_fuliname),	1
	you have completed program "{\$a- >program_fullname)".	
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	ctive instances.	v



51. Certificate Tab

Select the certificate tab to manage and view certificates for the program.

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Home / Site administration / Program management			
new Program			
General Content Visibility settings Allo	ocation settings Notifications Certifica	teUsers	
Notification	Customised	Enabled	Actions
Program completed	Yes	Yes	1
+			
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Data retention summary			

52. Edit certificate

Click to modify the program details.

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Home / Site administration / Program management	
new Program	
General Content Visibility settings Allocation settings Notifications Certificate Users	
Certificate to uplate: Not set	
Edit	
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53. Template Selection

If you have previously set up a certificate, select a template from the dropdown menu. If not, select Manage certificate templates to create a new one.

Certificate	
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Hone / See administration / Program management	
new Program	
Expiry date	
General Content Visibility set Never •	
Certificate template: Update program Cancel	
Edit	
	English - United States (en_us) •

54. Expiry Date

Select the expiry date for the certificate from the dropdown menu. if required.

oWorks			
eworks	Certificate	× ^{y (}	Courses CL - 오슈 윩 [(2)
Home / Site administration / Program management	Certificate template		
new Program	Manage certificate templates		
General Content Visibility set	Expiry date Never •		
Certificate template:	Update program ancel		
Edit			
	,		
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55. Users Tab

Select 'Users' to manage and view user-related settings and options.

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Home / Site administration / Program management new Program	
new Program	
General Content Visibility settings Allocation settings Notifications Certificate Users	
Certificate template: Not set	
Edit	
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Purge all caches Reactive instances: This page has no reactive instances.	

56. Users

On this page, you can easily add users to the program, provided you have set it up for manual allocation. Click on the kebab menu located on the right-hand side to get started.

Home / Site administration / Program management					
Home / Site duministration / Program management					
new Program					
General Content Vicibility eattings	Allocation settings Notificat	tions Cartificate	Lleare		
General Content Visibility settings	Allocation settings	dons certificate	03613		_
Search Q Any program	status 🗢				Ľ
No user allocations found					1
					/
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57. Return to Home

The Program is now set up. Let's show you how to access programs as a user. Go back to the home page.

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Home Site administration / Program management			
newProgram			
General Content Visibility set	tings Allocation settings Notifications Certificate Users		
Allocations #			
Allocation start:	Wednesday, October 9, 2024, 3:52 PM		
Allocation end:	Not set		
Scheduling #			
Program start:	Start immediately after allocation		
Program due:	Not set		
Program end:	Not set		
Allocation sources			
Manual allocation:	Active 🌣		
Self allocation:	Inactive 🌣		
Requests with approval:	Inactive 🌣		

58. User Profile

Click on your initials or profile picture.

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• Welcome to our Sandbox site	
Featured courses	



59. Accessing the Program Catalogue

Select the 'Program catalogue' option to view all available programs available to you. We hope you found this guide useful. Feel free to reach out to the support team for any queries.

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• Welcome to our Sandbox site	Profile Grades Calendar Messages Private files My programs My reports My Account Dashboard Course catalogue Program catalogue Preferences Language
Featured courses	Switch role to Log out