

## Edit Course Settings

The **Settings** tab allows management of the various settings for an individual course, from how it displays in the catalog, to testing information, to how learners can provide feedback.

1. Navigate to **Administration > Learning Content > Courses**.
2. Search for and select the course record you wish to modify.
3. Click **Edit**.
4. Click the **Settings** tab.
5. In the **Course Settings** section, edit the information as necessary.
  - a. **Status**: Select an appropriate status.
    - i. **Active** - Course is available in the catalog and is available for Mass Assignment or Learning Plans.
    - ii. **Inactive** - Course is not available in the catalog but can be located using Advanced Search. This option can be used to temporarily hide the course from the system while its content is updated.
    - iii. **Archived** - Course is not available in the catalog but can be located using Advanced Search. This option can be used to prevent the course from being assigned to learners due to outdated content or not being needed anymore.



**Note!** All courses loaded into the system are given an **Active** status by default. If you do not want the imported course to be active in the catalog, set the status accordingly.



**Note!** If a course is assigned to a learning plan and you change its status to **Inactive** or **Archived**, you must first remove it from the learning plan. An **Inactive** or **Archived** course cannot be associated with a learning plan.

- b. **Featured Course in Catalog**
  - i. Select **Yes** to designate this course as one that appears on the Featured Courses tab in the catalog. Marking a course as "featured" makes it easy for learners to find.
  - ii. Select **No** to designate this course as not listed under the Featured Courses tab in the course catalog. Learners can locate the course under the Alphabetically tab.
- c. **Must Pass Test Built in the LMS Test Engine to Complete**
  - i. Select **Yes** to require a passing score on a test that is assigned to the course to mark the course as Complete.
  - ii. Select **No** to allow learners to complete the course without taking a test. Completed courses appear on the learner's History page.
- d. **Allow Learner to Mark Complete**
  - i. Select **Yes** for learners to modify their own completion status for this course.
  - ii. Select **No** to restrict this access to only those users who have the related permission.



**Note!** This option is only available for User-Defined Task courses. It allows learners to self-manage these courses.

e. **Allow Learner to Provide Feedback**

- i. Select **Yes** for learners to submit feedback on the Reviews tab on the course activities page.
- ii. Select **No** to hide the feedback option from learners. Administrators can manage the content that is presented on the **Reviews** tab.

f. **Type of Feedback:** Select the appropriate option:

- i. **Ratings:** show the average rating from learners who have previously taken the course and provided feedback.
- ii. **Review:** show the comments from learners who have previously taken the course and provided feedback.
- iii. **Both:** show both the ratings and review comments from learners who have taken the course and provided feedback.

g. **Certificate Available Upon Completion**

- i. Select **Yes** to provide learners with a completion certificate when the course completion requirements are met.
- ii. Select **No** to turn off the certificate as necessary. You may not want to provide completion certificates for certain UDTs or in the middle of a series of courses.

h. **Course Certificate Assigned**

- i. Displays certificate name assigned to the course.
- ii. If a certificate is not assigned to the course, this option displays as None.
- iii. A **Preview** button allows a quick look at the certificate.

i. **Upon Course Completion, Subsequent Attempts Will Relaunch Course in Review Mode**

- i. Select **Yes** to allow learners to retake a course with no impact on their existing score.
- ii. Select **No** to allow learners to retake the course for credit.



**Note!** This option is only available for OLT courses.



**Note!** The option chosen here affects report and transcript data.

If **Yes** is selected and the course is previously completed, the time to complete does not increase, but the number of attempts and last accessed date and timestamp does increase. Updated content is not visible to learners.

If **No** is selected and the learner does not perform better on a subsequent course attempt, the LMS reports the highest score obtained to that point. The number of course attempts, time taken, and last accessed date and timestamp does increase.

If **No** is selected and the learner retakes a completed course and performs better than the previous attempt, the LMS reports the best attempted score. The number of course attempts, time taken, and last accessed date and timestamp does increase.

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j. **Show Class Roster (ILT)**

- i. Select **Yes** to show Roster to learners.
  - ii. Select **No** to hide the roster. This is often used when the participants' identities need to be kept confidential until class time.
- k. **Global Linked Registration Expiration:** displays current global LRE only if **View Course LRE** or **Manage Course LRE** permissions are enabled
- l. **Course Linked Registration Expiration:** enter value for course LRE



**Note!** The **Course Linked Registration Expiration** option displays based on the **View and Manage Course Linked Registration Expiration** permissions. If **Course Linked Registration Expiration** is left blank, the **Global Linked Registration Expiration** is enforced.

<p>Administrators Can Print <input checked="" type="radio"/> yes <input type="radio"/> no Certificate Prior to Completion:</p> <p>Course Certificate Assigned: None</p>
<p>* Show Class Roster (ILT): <input checked="" type="radio"/> yes <input type="radio"/> no</p>
<p>Global Linked Registration Expiration: 1 days</p> <p>Course Linked Registration Expiration: <input type="text"/> days</p>

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6. Click **Update**.

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