

# 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 Objective Reorder Objectives

**Course Objective 1** ✕

Please add a training task. *Trainees cannot complete objectives that do not have tasks.*

**Add Classroom Training Task >>**

**Add Web Training Task >>**

**i** 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 hr : min

Web Training  :

Duration: 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:**  Yes  No

**Certificate of Completion:**  Yes  No  
A print certificate of completion can be made available to trainees upon successful completion of the course. Trainees may also access the certificates via their Course History page.

Certificate Name: Default Certificate

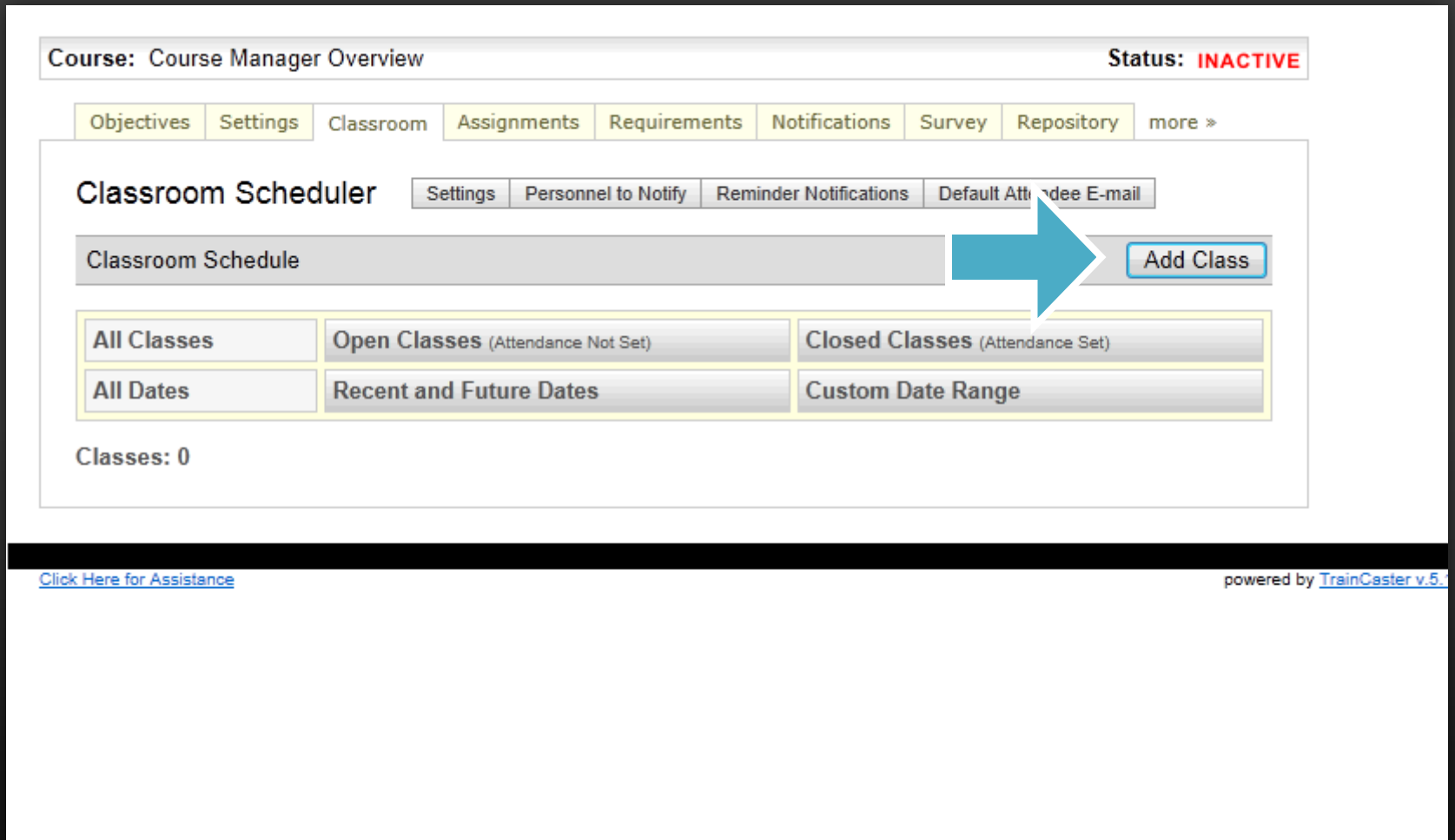
[Choose Another Certificate](#) • [Preview Current Certificate](#)

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

**Click to add a forum to your course.**

# Classroom Tab

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



The screenshot shows the 'Classroom Scheduler' interface for the course 'Course Manager Overview'. The status is 'INACTIVE'. The interface includes a top navigation bar with tabs for Objectives, Settings, Classroom, Assignments, Requirements, Notifications, Survey, and Repository. Below this, the 'Classroom Scheduler' section has sub-tabs for Settings, Personnel to Notify, Reminder Notifications, and Default Attendee E-mail. A 'Classroom Schedule' bar is followed by an 'Add Class' button, which is highlighted by a blue arrow. Below the 'Add Class' button is a grid of filters: 'All Classes', 'Open Classes (Attendance Not Set)', and 'Closed Classes (Attendance Set)' in the first row; and 'All Dates', 'Recent and Future Dates', and 'Custom Date Range' in the second row. A yellow box highlights the 'All Classes' and 'All Dates' filters. Below the filters, it says 'Classes: 0'. The interface is flanked by orange arrows pointing left and right. At the bottom, there is a link for 'Click Here for Assistance' and a footer for 'powered by TrainCaster v.5.0'.

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

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## 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

*NONE* MODIFY

Assigned Managers for Editing

Some managers can edit all courses, they do not appear in this list.

*NONE* MODIFY

Assigned Managers for Reporting

Some managers can report on all courses, they do not appear in this list.

*NONE* MODIFY

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# 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**

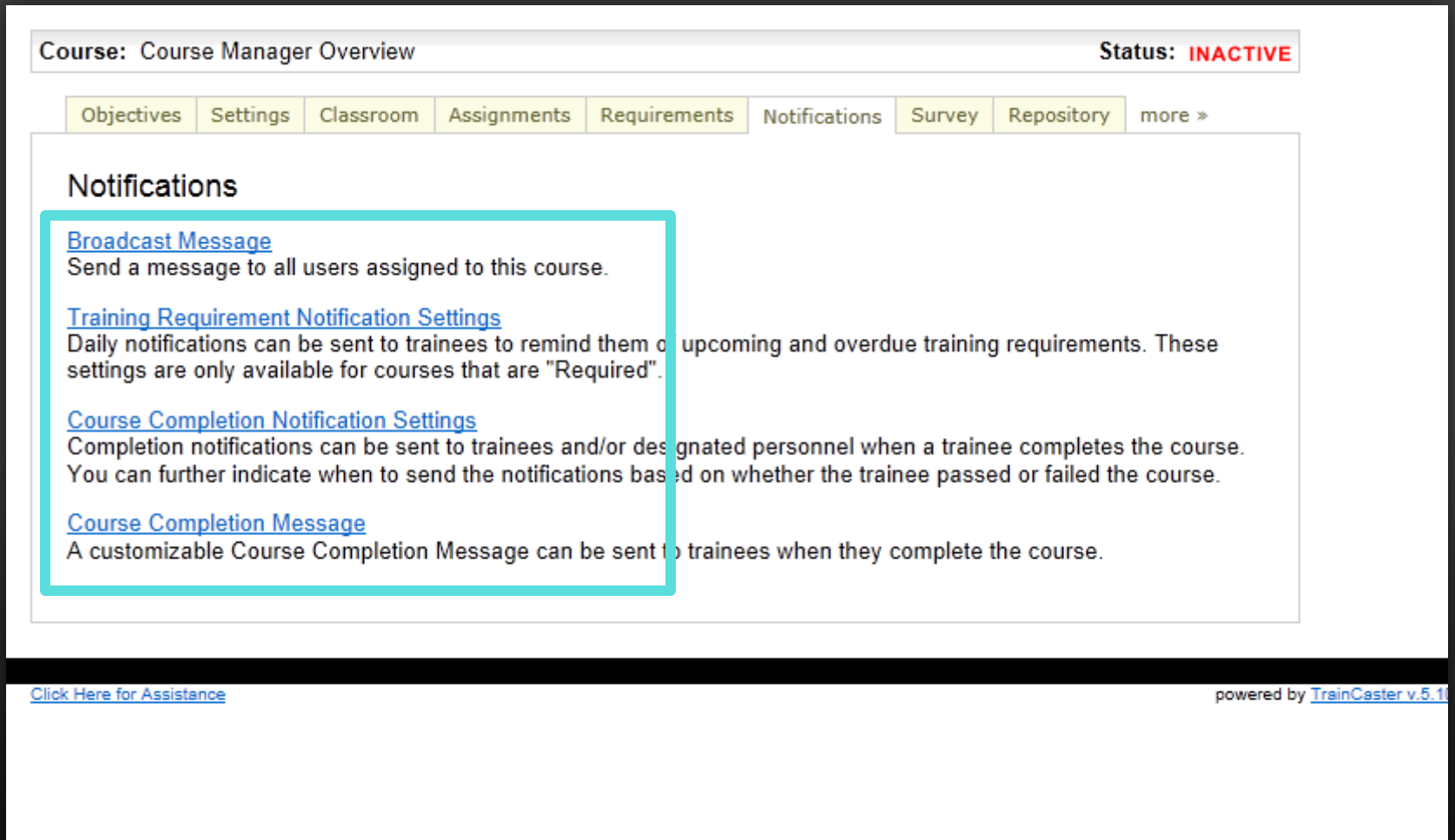
- Not Required
- Required - use Relative Training Due Dates
- Required - use Absolute Training Due Dates

[Modify](#)

[Add Alternate Training Requirement »](#)

# 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".

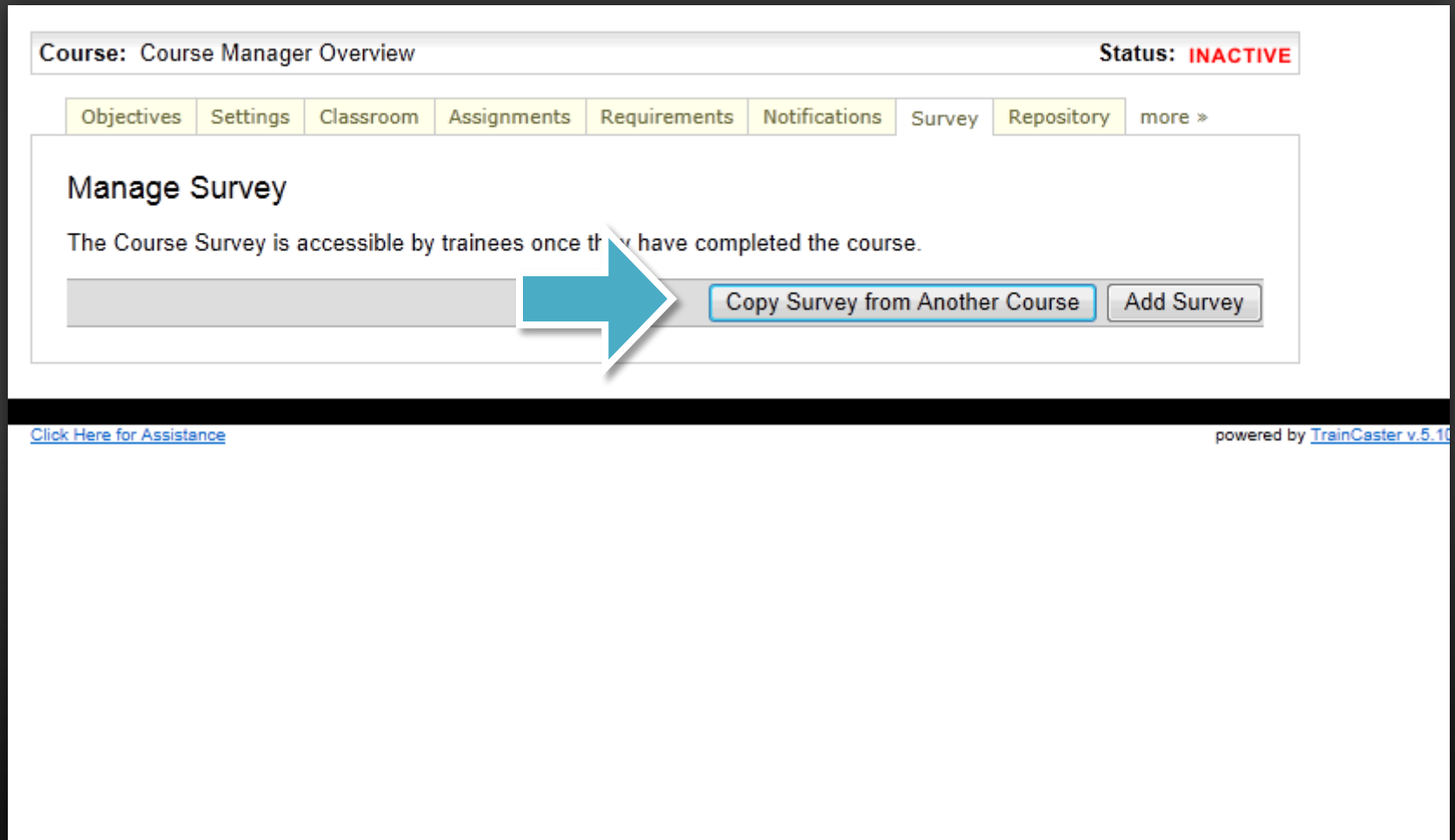
[Course Completion Notification Settings](#)  
Completion notifications can be sent to trainees and/or designated personnel when a trainee completes the course. You can further indicate when to send the notifications based on whether the trainee passed or failed the course.

[Course Completion Message](#)  
A customizable Course Completion Message can be sent to trainees when they complete the course.

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## Survey Tab

Setup a post training survey – either required or optional.



The screenshot displays the 'Course Manager Overview' page for a course titled 'Course Manager Overview'. The status is 'INACTIVE'. A navigation bar includes tabs for Objectives, Settings, Classroom, Assignments, Requirements, Notifications, Survey, and Repository. The 'Survey' tab is selected. Below the navigation bar, the 'Manage Survey' section is visible, containing the text: 'The Course Survey is accessible by trainees once they have completed the course.' Two buttons are present: 'Copy Survey from Another Course' and 'Add Survey'. A large blue arrow points to the 'Copy Survey from Another Course' button. At the bottom of the page, there is a link for 'Click Here for Assistance' and a footer indicating the system is 'powered by TrainCaster v.5.10'. Orange arrows on the left and right sides of the page indicate the width of the content area.

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

Objectives Settings Classroom Assignments Requirements Notifications Survey Repository more »

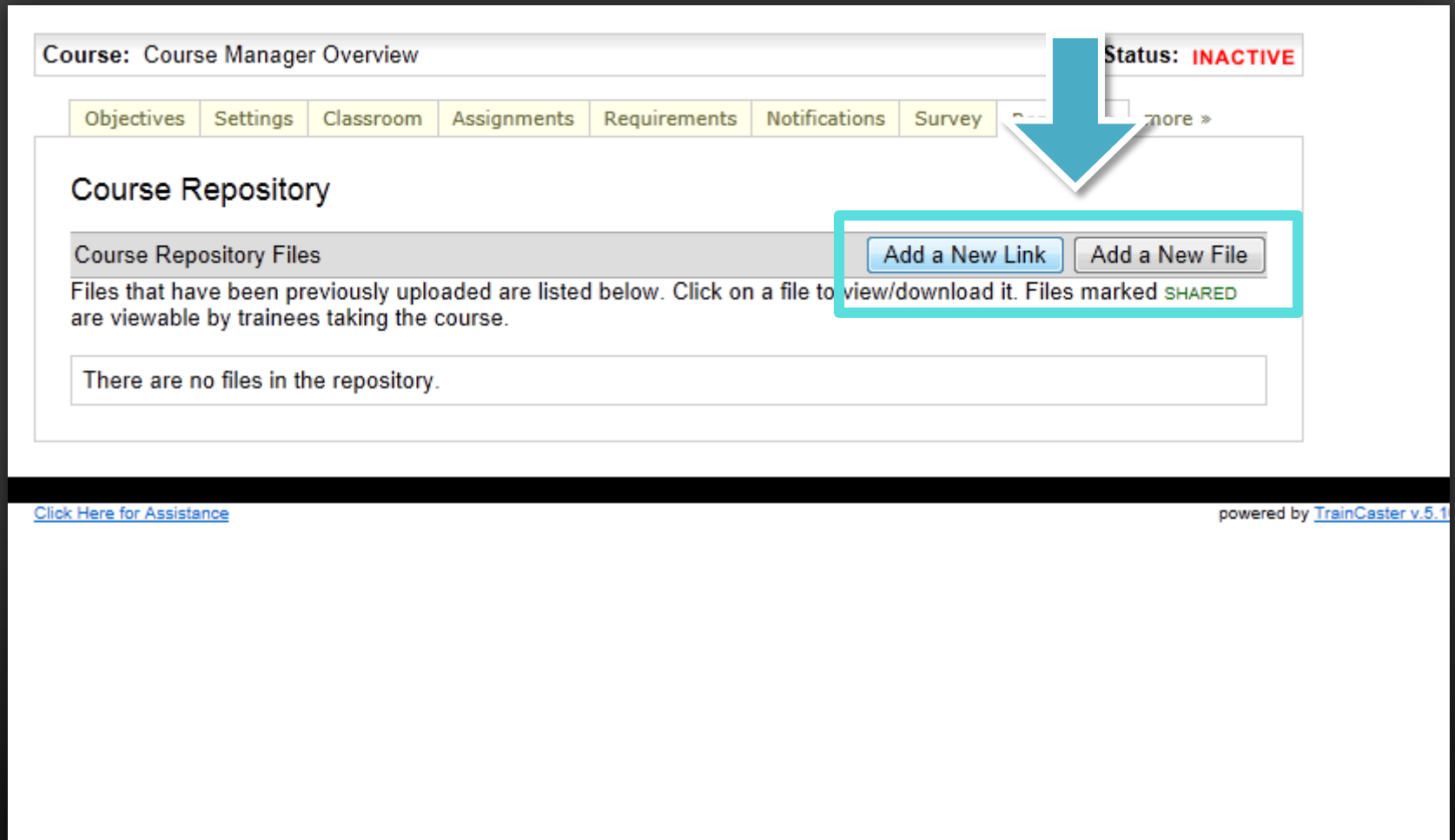
### Manage Survey

The Course Survey is accessible by trainees once they have completed the course.

[Click Here for Assistance](#) powered by [TrainCaster v.5.10](#)

## Repository Tab

Add supplemental training materials, or store materials for instructors.



The screenshot shows the 'Course Repository' section of a course management system. At the top, the course is identified as 'Course Manager Overview' with a status of 'INACTIVE'. A navigation bar includes tabs for 'Objectives', 'Settings', 'Classroom', 'Assignments', 'Requirements', 'Notifications', 'Survey', and 'more >'. A large blue arrow points from the 'more >' tab down to the 'Add a New Link' and 'Add a New File' buttons, which are highlighted with a red box. Below these buttons, a text box explains that files previously uploaded are listed below and can be viewed/downloaded, with 'SHARED' files being viewable by trainees. A message box states 'There are no files in the repository.' Orange arrows on the left and right sides of the interface indicate the width of the content area. At the bottom, there is a link for 'Click Here for Assistance' and a footer note 'powered by TrainCaster v.5.1'.

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

Objectives Settings Classroom Assignments Requirements Notifications Survey more >

### Course Repository

Course Repository Files

Files that have been previously uploaded are listed below. Click on a file to view/download it. Files marked **SHARED** are viewable by trainees taking the course.

There are no files in the repository.

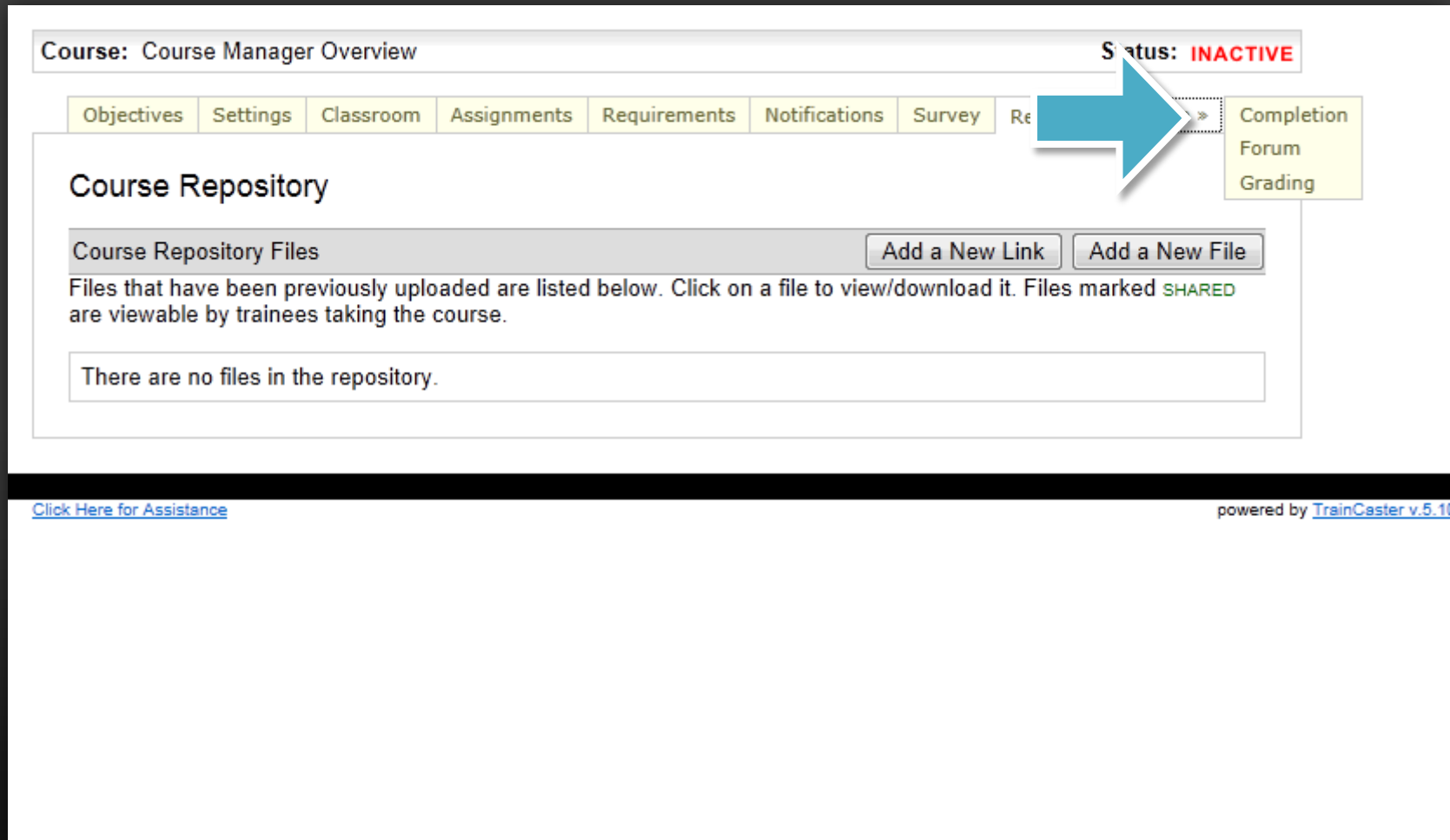
[Add a New Link](#) [Add a New File](#)

[Click Here for Assistance](#) powered by [TrainCaster v.5.1](#)



## More > Tab

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



The screenshot displays a course management interface for 'Course Manager Overview'. At the top right, the status is 'INACTIVE'. A navigation bar contains several tabs: Objectives, Settings, Classroom, Assignments, Requirements, Notifications, Survey, and a 'More >' tab. A large blue arrow points to the 'More >' tab, which has opened a dropdown menu with options for 'Completion', 'Forum', and 'Grading'. Below the navigation bar is the 'Course Repository' section, which includes 'Course Repository Files', 'Add a New Link', and 'Add a New File' buttons. A text box indicates that no files are currently in the repository. The footer contains a link for assistance and the version number 'powered by TrainCaster v.5.10'. Orange arrows on the left and right sides of the screenshot indicate the width of the interface.

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

Objectives Settings Classroom Assignments Requirements Notifications Survey Re **More >**

**Completion**  
Forum  
Grading

### Course Repository

Course Repository Files Add a New Link Add a New File

Files that have been previously uploaded are listed below. Click on a file to view/download it. Files marked **SHARED** are viewable by trainees taking the course.

There are no files in the repository.

[Click Here for Assistance](#) powered by [TrainCaster v.5.10](#)