How to Add Fields to a Course

GlobalLearn v2.4

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Instructor
- ○ Learner

- ● GlobalLearn

Custom data input fields can be added manually for use in the course creation process. These are called "course fields".

1 Log in to Global Learn and navigate to the **Company Dashboard.**

Select **Add Course Fields**.

1

≡ Add Course Fields

Additional Course Fields in Global Learn enable you to add additional fields with extra information to the course page. By default, there are standard many Course fields such as Full Name, Short Name, Course ID, Course Type, but new fields may be added as Additional Course Fields.

2 Click on the **Create a Additional Course Field** dropdown box. Select the type of field you intend to add.

Additional Fields For 'Clinicorp'

Course Field

Modality

2

Create a Additional Course Field: ▾

Create a Additional Course Field:
Dropdown menu
Text input

3 Fill in all required fields and optional settings and click **Save changes**.

Additional Fields

▾ Common settings

Short Name (Must Be Unique) * | Extra Metadata Example

Name * | Extra Metadata Example

▾ Specific settings

Menu Options (One Per Line) | Up to 1 year
Between 1 and 2 years
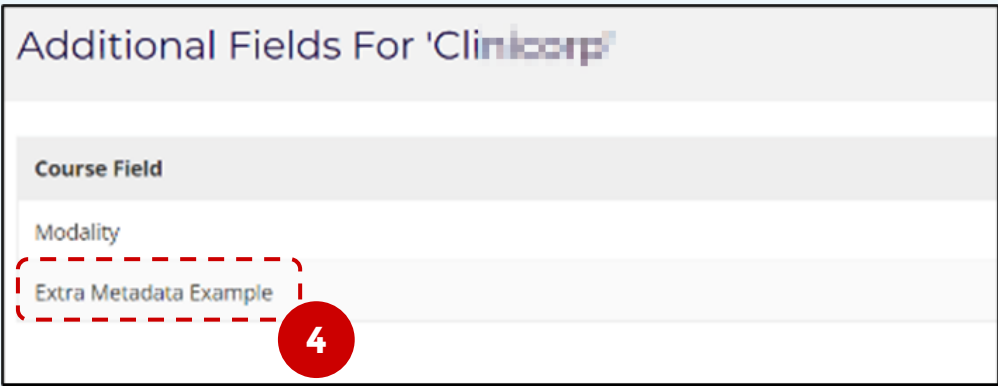Between 2 and 3 years
Between 3 and 4 years
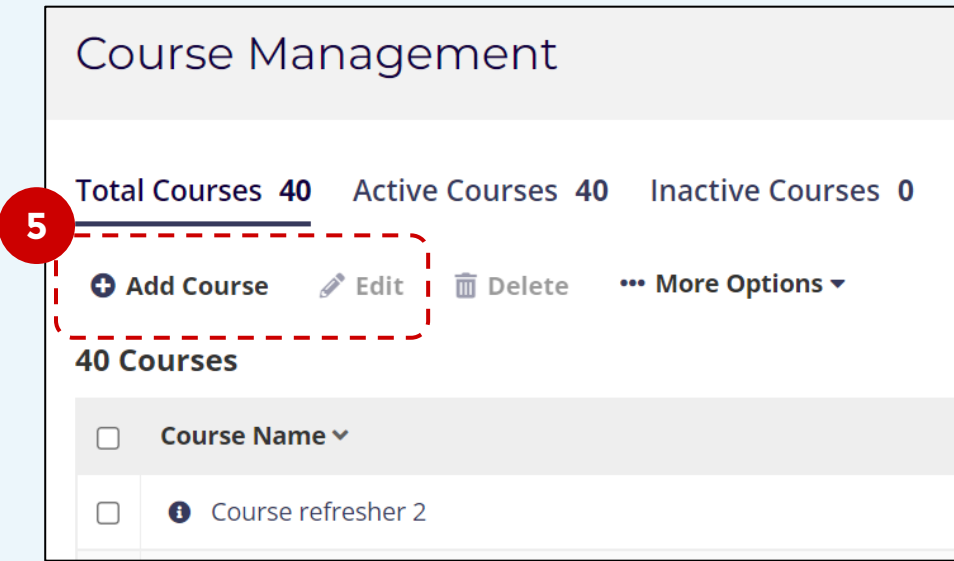Between 4 and 5 years

Default Value |

3 Save changes | Cancel

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4 You'll find the additional field you created in the list of additional fields for the company.

Additional Fields For 'Clinicorp'

Course Field
Modality
Extra Metadata Example

5 To include the additional field(s) in a course, navigate to **Course Management.** Use **Edit** or **Add Course**, as appropriate.

Course Management

Total Courses **40**   Active Courses **40**   Inactive Courses **0**

⊕ Add Course   ✏ Edit   🗑 Delete   ••• More Options ▾

40 Courses

☐ **Course Name** ⌄

☐   ⓘ   Course refresher 2

6 In the **Create a Course** dialog box, Additional Fields are available in the bottom section.

Create a Course ✕

Please set the configuration details of the course below

Course Full Name*

Course ID

Course Picture

Drag your files here or click in this area. Recommended course picture size is 308 x 160 pixels and formats are .jpg,.jpeg,.png

Course Short Name*

Course Settings
☑ Visible
☐ eSignature

Version *

1.0

Recurrence\Refreshment Setting

Not Available ⌄

Course Type*

Choose ⌄

Don't Show in Catalog ⌄

Due On
◉ No Due Date ○ Max Date ○ Max Days

Issue Certificate*

Choose ⌄

Course Catalog

Course Description

Additional Fields

Modality ⌄

Extra Metadata Example

Choose... ⌄

Choose...
Up to 1 year
Between 1 and 2 years
Between 2 and 3 years
Between 3 and 4 years
Between 4 and 5 years