Welcome to the CourseMill Administrator Information Center

Topics in this Information Center describe the tasks you perform to administer CourseMill®. The tasks available to each user vary based on the privileges configured by the main administrator, known throughout as the *super-administrator*.

Administrator responsibilities include managing organizations, managing users within organizations, and managing the CourseMill application.

For detailed information, select a topic from the task table:

Administration tasks	What you can do
Getting Started	View important topics you should know to get started with CourseMill.
Managing Administrators	View the list of administrator IDs, add and remove administrator IDs, edit administrator information
Managing Organizations	View organization details, add, edit, and delete organizations, and manage locations, documents, notifications and Activation Codes.
Managing Curriculums	View the curriculum list, add, view, and delete curriculums, add, remove, and assign courses, and manage curriculum notifications.
Managing Courses	View the course list, add and remove courses and sessions, view and edit course details, manage course instructors, course content, course documents and course discounts, and view course gradebooks and class rosters.
Managing User Access	View the user list, add and delete users, view and edit user details, import and export user data, and manage course reporters and approval requests.
Communicating with Users	Learn how to communicate with users using email and the discussion board.
Generating Reports	Generate status reports and interaction reports
Managing System Properties	View, add, and delete system properties and apply changes.
Managing Scheduled Tasks	Run tasks automatically in the background at regularly scheduled intervals.
Using the Logged-In Users List	Super-administrators can view the list of users that are currently logged-in. Learn how to use the list to log users off the system, send messages, and temporarily restrict access to the system.
Adding a Custom Side-Tab	Learn how to add custom tasks to the side-tab on the home page.

What's New in CourseMill 6.8 Service Pack 2

The following list represents an overview of the new features that are available in this release.

New feature	What's in it for you
Lectora Mobile Integration	Allows you to control whether the organizations within your system will be able to access the features of Lectora Mobile. You can now define the maximum number of users that can be allowed access across the entire CourseMill installation and for each defined organization. Once these values are set, you can then define individual users to have access to the Lectora Mobile features.
Lectora Talent Management Integration	Allows you to control whether the organizations within your system will be able to access the features of Lectora Talent Management. You can now define the maximum number of users that can be allowed access across the entire CourseMill installation and for each defined

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	organization. Once these values are set, you can then define individual users to have access to the Lectora Talent Management features.
Active Directory Single Sign On (SSO) supports SAML environment and Web server integrated authentication	Active Directory SSO (Single Sign On) now supports SAML (Security Assertion Markup Language) environment and Web server integrated authentication.
Additional system properties	CourseMill administrators have further customization capabilities with the additional system properties below. Modify these system properties by selecting **Manage Properties** from the **Admin Tasks**.

AuditTrailRetain	Specifies the number of days the Audit Trail records will be saved in the system.
AverageFinalScoreForStudents	Specifies whether the score displayed for a student is to be the average of only included final scores. For example, if a student has scores of 100, 90, and an in-progress score of 50, the score for the course will be displayed as 95 instead of 80.
CalendarReminderTime	Specifies in minutes when the calendar alarm warning notice is activated prior to the beginning of a scheduled class starting time.
ForceTalentMgmt	Specifies whether to force students to go to the **Lectora Talent Management** tab when they first log in.
HideMobile	Specifies whether to hide the Lectora Mobile information on the student and administrative interfaces.
HideTalentMgmt	Specifies whether to hide the Lectora Talent Management tab on the student and administrative interfaces.
LDAPUseJNDI	Specifies whether to internally use the Java Naming and Directory Interface (JNDI) when performing Active Directory validations instead of more traditional lookup methods.
MaxMobileUsers	Specifies the total number of users that can be configured to use the features of Lectora Mobile across all organizations.
MaxTalentMgmtUsers	Specifies the total number of users that can be configured to use the features of Lectora Talent Management across all organizations.
TalentMgmtURL	Specifies the URL of the page that is displayed in the student's **Lectora Talent Management** tab.
TalentMgmtWindowHeight	Specifies the height of the Lectora Talent Management tab content displayed in the student interface.

Getting Started

CourseMill is a Web-based framework for managing and delivering online courses.

Beginning users should start with these topics to get the most out their CourseMill experience:

- What You Need

- [Getting Access and Logging In]
- [The CourseMill Interface]
- [Updating Your Profile]
- [How CourseMill Works]
- [Understanding Roles]
- [Using Lectora and Lectora Online with CourseMill]
- [Accessing Help]
- [Logging Off]

What You Need

To use CourseMill, you need:

- A PC or Macintosh™ that is connected to the Internet (broadband recommended)
- An Internet browser (CourseMill supports Mozilla Firefox™, Microsoft® Internet Explorer, Google Chrome™, and Apple Safari®.)
- Minimum 2GB RAM

Optionally, students can use smartphones and Web-enabled mobile devices to access courses and monitor progress.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Updating Your Profile
Accessing Help
Logging Off

Getting Access and Logging In

Use the CourseMill Web address (URL) to access the CourseMill home page.

You must successfully log in to begin using CourseMill.

Select your language, then type your user ID and case-sensitive password into the appropriate fields and click **Go**.

If you are logged on to CourseMill on another computer, CourseMill will automatically log you off of that computer.

Parent Topic: Getting Started

Related topics
What You Need
Updating Your Profile
Accessing Help
Logging Off

The CourseMill Interface

The CourseMill interface consists of the following areas:

Task side-tabs
Located along the left-side of the CourseMill window, these drop-down lists are used to organize the tasks you can complete as a CourseMill administrator. Click a side-tab to reveal the tasks that are available based on your sign-on privileges.

Side-tabs	Description
Admin Tasks	Use these tasks to manage and configure your presence as an organization on CourseMill. Start here to add and define your organization and locations.
Curriculum/Courses	Use these tasks to define your curriculums, courses, and sessions.
Users	Use these tasks to manage the users that will be accessing your site.
Community	Use these tasks to communicate with your users.
Reports	Use these tasks to generate reports.

Menu bar
The Menu bar is the row of buttons located along the top of the CourseMill work area. Each task has a separate set of buttons in the menu bar.

Search box
Most CourseMill windows contain a **Search** box for searching data. Use the fields in the **Search** box to specify and narrow your search.

Results area
Results are displayed in table format with headings that you can click to re-sort the contents. For longer tables, use the **Jump To** and **Pages** controls to find specific results.

Edit Profile link
Use this link to keep your profile and password updated at all times.

Logoff
Use this link to securely end your CourseMill session.

User ID and Role
Specifies your user ID and your assigned role.

Parent Topic: Getting Started

Related topics
Updating Your Profile
Understanding Roles
Logging Off

Updating Your Profile

Each CourseMill student has a unique profile. You should keep your profile updated at all times. Use the Edit Profile form to update personal information and change your password.

To update your profile:

1. Log in to CourseMill.

   The CourseMill home page opens.

2. Click **Edit Profile**.

   The Edit Profile window opens.

3. Complete the fields as necessary.

To change your password, enable the check box, type your current password and your new password in the appropriate fields.

4. Click **Update Profile**.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Accessing Help
Logging Off

How CourseMill Works

CourseMill from Trivantis Corporation is a Web-based solution for optimizing your knowledge platform. It provides a central location for the management and delivery of training for organizations of any size. Administrative tasks are available to add and manage organizations, define roles and provide user access, and organize and deliver learning programs and content.

Here's how CourseMill works (the tasks are available based on role):

- Manage Administrator IDs - Users with super-administrator privileges manage administrator IDs for the organization. Super-administrators can add, delete, and modify admin IDs. Super-administrators can also restrict admin IDs to a specific organization or to a specific sub-organization, called a *sub-org*.
- Manage Organizations - Administrators manage organizations by adding and removing users and configuring categories of users within organizations.
- Manage User Access - Administrators can add and manage user access, configure how students register for classes, and manage approval requests.
- Manage Curriculums - Administrators and teachers add and manage curriculums to deliver course offerings in a prescribed grouping. Users can be granted access to all the courses in the curriculum or restricted to a selected set. Course offerings can be added and removed as needed.
- Manage Courses - Administrators and teachers can add and remove course offerings as needed. Other tasks are available to manage course instructors and specify prerequisites, along with associating course content, course documents and course discounts to the course offerings.
- Communicate with Users - Keep users informed of system upgrades and maintenance outages.
- Generate Reports - Configure and generate reports to monitor students progress.
- Manage Scheduled Tasks - Configure predefined tasks to run automatically in the background at preset schedules.
- Use the Logged-In Users List - View the list of users that are currently logged-in. The list can be used to log-off users, send messages, and temporarily restrict access to the system..

Parent Topic: Getting Started

Related topics
Getting Access and Logging In

[Understanding Roles](#)
[Accessing Help](#)
[Logging Off](#)

Understanding Roles

Roles provide a way to define a group within an organization. They are designed to control the tasks that users can execute.

Assign users to roles to reflect access to tasks and capabilities as follows:

Administrator (admin)

- Administration tasks: Manage Orgs, Manage Locations, Manage Documents, Manage Notifications
- Curriculums/Courses tasks: Manage Curriculums, Manage Courses, Manage Sessions, Manage Keywords
- Users tasks: Manage Users, Manage Reporters, Approval Requests
- Reports tasks: Status, Interactions, Scores, Gradebook, Credit Hours

Instructor

- Curriculums/Courses tasks: Manage Curriculums, Manage Courses, Manage Sessions, Manage Keywords
- Users tasks: Manage Users, Manage Reporters, Approval Requests
- Reports tasks: Status, Interactions, Scores, Gradebook, Credit Hours

Reporter

- Users tasks: Manage Users, Manage Reporters, Approval Requests
- Reports tasks: Status, Interactions, Scores, Gradebook, Credit Hours

Student

- Home Page tabs: My Courses, Course Catalog, News

Students that are defined with Reporter privileges can toggle between the two interfaces at a touch of a button. Click **Switch Role** to switch between the two home pages.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Updating Your Profile
Using Lectora and Lectora Online with CourseMill
Accessing Help
Logging Off

Using Lectora and Lectora Online with CourseMill

For a seamless end-to-end knowledge platform solution, you can consolidate CourseMill with Trivantis' other award-winning elearning solutions, Lectora and Lectora Online. Together, organizations of any size can leverage the power of these leading technologies to create a robust learning content management system.

Lectora and Lectora Online provide the tools needed to develop, share, and publish captivating and effective course content. Create, import, manage, search for and reuse the assets that make up your catalog of training. Modify and republish as needed to adapt to multiple audiences.

Once complete, content can be transferred directly to the CourseMill server for seamless delivery.

Together, these technologies provide a centralized management solution that ensures savings in development timelines and productivity gains when assembling, maintaining, and delivering learning content.

For more information about Lectora and Lectora Online, visit http:///www.trivantis.com.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Understanding Roles
Accessing Help
Logging Off

Accessing Help

This Information Center is a browser-based system that provides Help topics of the tasks you can complete. To access the Help, click the **Help** link where available.

Navigating the Information Center
To navigate the Information Center, click the title of sections with the Book graphic to expand the topic sections. Click the title of topics with the Topic graphic to display the topic. Click the title of sections with the Open graphic to collapse a section.

This Information Center is available in PDF format. See Viewing this Guide as a PDF.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Updating Your Profile
Logging Off

Logging Off

Logging off removes your access to CourseMill.

To log off, click **Logoff** located in the upper-right corner of the home page.

Parent Topic: Getting Started

Related topics
Getting Access and Logging In
Updating Your Profile
Accessing Help

Adding and Managing Administrator IDs

Administrators with super-administrator privileges manage administrator IDs for the organization. Super-administrators can add, delete, modify, and assign administrator IDs.

The main administrator cannot be deleted.

See these topics for more information:
- Viewing the list of admin IDs
- Adding an admin ID
- Editing administrator details
- Managing admin ID assignments
- Deleting an admin ID

Viewing the list of admin IDs

Super-administrators can view the list of administrator IDs currently defined for your organizations. The list can be sorted by the organization name and last-access timestamp. You can also edit administrator details and delete administrators from the list.

To view the list of administrator IDs, open the **Admin Tasks** side-tab and click **Manage Admins**.

Each row in the table represents a currently defined user with administrator privileges. The administrator IDs are alphabetically listed by their Admin ID. Click a column heading to re-sort the table. Use the **Search** box to locate specific administrator IDs. For example, to search for a specific ID, specify all or part of the ID in the **Admin ID** field and click **Search**.

If the **Restricted to Organization** field is blank, the administrator has unrestricted super-administrator access privileges. Otherwise, the administrator is restricted to administering only the specified organization.

Parent Topic: Adding and Managing Administrator IDs

Related topics
Adding an admin ID
Editing administrator details
Assigning an admin ID
Deleting an administrator

Adding an admin ID

Super-administrators can add administrators. You can restrict an administrator's access to a single organization or provide them with unrestricted super-administrator access to all organizations.

To add an administrator:
1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. In the Manage Administrator window, click **Add Administrator** or right-click on the table and select **Add Administrator**.

3. In the Add Administrator window, complete the fields as follows:

Field	Description
Admin ID	Specify the new administrator ID.
Password	Specify the new administrator's password.
Confirm Password	Reenter the new administrator's password.

Restricted to Organization	Select **-All-** to provide the administrator with unrestricted access or select an individual organization to restrict the administrator's access to only that organization.

4. Click **Save**.

The administrator ID is added to the list.

Parent Topic: Adding and Managing Administrator IDs

Related topics
Viewing the list of admin IDs
Deleting an admin ID
Editing administrator details
Assigning an admin ID

Editing administrator details

Super-administrators can edit administrator details, such as providing a new password or changing organization access.

To edit administrator details:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. Double-click the admin ID you want to edit. Alternatively, you can select the admin ID and click the **View/Edit Details** button or right-click on the admin ID and select **View/Edit Details**.

3. On the Administrator Details window, modify the fields as necessary:

Field	Description
Admin ID	Specify the new administrator ID.
Password	Specify the new administrator's password.
Confirm Password	Reenter the new administrator's password.
Restricted to Organization	Select **-All-** to provide the administrator with unrestricted access or select an individual organization to restrict the administrator's access to only that organization.

4. Click **Save**.

The admin ID is updated in the list.

Parent Topic: Adding and Managing Administrator IDs

Related topics
Viewing the list of admin IDs
Adding an admin ID
Assigning an admin ID
Deleting an admin ID

Managing admin ID assignments

Super-administrators can assign an admin ID to a specific sub-org setting. Sub-orgs are labels you define to categorize your knowledge platform. Assignments can be added and deleted, as needed.

See these topics for more information:

- Viewing the list of assignments
- Adding an admin ID assignment
- Deleting an assignment

Parent Topic: Adding and Managing Administrator IDs

Related topics
Viewing the list of admin IDs
Adding an admin ID
Deleting an admin ID

Viewing the list of assignments

Super-administrators can view the list of admin ID assignments. The list can be resorted by sub-org.

To view the assignments:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. Select the admin ID you want to assign and click **Assign Administrator**. Alternatively, you can right-click the admin ID and select **Assign Administrator**.

   The Assign Administrator window opens. The current assignments are displayed in the top of the window.

You can delete unneeded assignments as necessary.

Parent Topic: Managing admin ID assignments

Related topics
Adding an admin ID assignment
Deleting an assignment

Adding an admin ID assignment

Super-administrators can restrict an admin ID to a specific sub-org setting. Sub-orgs are labels you define to categorize your knowledge platform.

To assign an admin ID to a specific sub-org:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. Select the admin ID you want to assign and click **Assign Administrator**. Alternatively, you can right-click the admin ID and select **Assign Administrator**.

   The Assign Administrator window opens.

3. On the Assign Administrator window, use the drop-down lists as needed to select the appropriate sub-org settings.

4. Click **Add**.

The assignment is added in the list.

Parent Topic: Adding and Managing Administrators

Related topics
Viewing the list of admin IDs

About Trivantis

Adding an admin ID
Deleting an admin ID

Deleting an assignment

Super-administrators can delete admin ID assignments as necessary.

To delete an admin ID assignment:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. Select the admin ID and click **Assign Administrator**. Alternatively, you can right-click the admin ID and select **Assign Administrator**.

   The Assign Administrator window opens.

3. On the Assign Administrator window, click the Delete button for the assignment you want to delete or select the assignment and click **Delete**.

The assignment is removed from the list.

Parent Topic: Adding and Managing Administrators

Related topics
Viewing the list of admin IDs
Adding an admin ID
Deleting an admin ID

Deleting an admin ID

Super-administrators can delete admin IDs.

To delete an admin ID:

1. Open the **Admin Tasks** side-tab and click **Manage Admins**.

2. Select the admin ID and click the **Delete** button. Alternatively, you can right-click on the admin ID and select **Delete**.

3. Click **Yes** on the Delete window to confirm deleting the admin ID.

The admin ID is deleted from the list.

Parent Topic: Adding and Managing Administrator IDs

Related topics
Viewing the list of administrators
Editing administrator information
Assigning an admin ID

Adding and Managing Organizations

In CourseMill, an organization is a logical grouping of students, instructors, and courses. An organization can be a company, a factory, or a group. A typical company consists of one or more organizations. The larger the company or group, the more organizations it will normally have.

Super-administrators can manage all currently defined organizations. Administrators with restricted access can manage only the organization to which they are restricted.

When you add an organization, you define the organization's infrastructure by specifying the sub-levels of the organization, called *sub-orgs*. You can categorize users based on any attribute of your company's infrastructure. For example, a simple scenario to organize users would involve defining sub-org attributes by *Site*, *Department*, and *Manager*. You can define up to 16 sub-org attributes. You would then set the values for each sub-org attributes to complete your structure definition:

Sub-Org attribute	Sample definition	Sample value settings
Sub-Org 0	Site	Cincinnati, Boca Raton, Tahoe
Sub-Org 1	Department	Development, Test, Documentation
Sub-Org 2	Manager	Smith, Jones, Johnson, Jackson, Johnston, White

After you have added the organization and set the sub-org values for each sub-org attribute, you can manage your administrators, add organization-wide documents and manage organization notifications.

Select these topics for more information:

- Viewing the organization list
- Viewing organization details
- Adding an organization
- Editing an organization
- Setting sub-org values
- Deleting an organization
- Adding and managing locations
- Adding and managing documents
- Managing organization notifications
- Obtaining an Activation Code

Viewing the organizations list

The organization list shows the currently defined organizations, along with a short description of each organization. For super-administrators, all organizations are displayed. Administrators that are restricted to a single organization see only that organization in the list. The list can be sorted by the organization ID and description. You can also edit organization details, set sub-org values, and delete organizations from the list.

To view the organization list, open the **Admin Tasks** side-tab and click **Manage Orgs**.

Each row in the table represents a currently defined organization. The organizations are alphabetically listed by their **Org ID**. Click the **Description** column heading to alphabetically re-sort the table by the description. Use the **Search** box to locate a specific organization. For example, to search for a specific organization, type all or part of the org ID in the **Org ID** field and click **Search**.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing organization details
Adding an organization
Editing an organization
Setting sub-org values
Deleting an organization

Viewing organization details

You can view details about an organization. The values in the fields can be changed, if necessary.

To view the details of an organization:

1. Open the **Admin Tasks** side-tab and click **Manage Orgs**.

2. Double-click the org ID of the organization that you want to edit. Alternatively, you can select the org ID and either click **View/Edit Details** or right-click on the table and select **View/Edit Details**.

   On the Edit Organization window, the following details are displayed on the **Organization** tab:

Organization tab	Description
Org ID	The ID for the organization.
Org Description	A short description of the organization.
Maximum Number of Users	The total number of users that can register for curriculums and courses within an organization.
Allow Self-Registration	Enable this to allow new students to create their own student records. This enables the **Access Code** field. Use the **Access Code** field to specify the access code used to allow new students to self-register. A blank field indicates that all students are allowed to self-register.
Enable Org for use with Lectora Mobile	This section is displayed if your system has been enabled to control access with the Lectora Mobile features. Enable this check box to allow users within the organization to access the features available within the Lectora Mobile product. This enables the **Max Allowed Mobile Users** field. Use the **Max Allowed Mobile Users** field to specify the maximum number of users that are allowed to access the Lectora Mobile features. This number must be larger than the value displayed for **Current Lectora Mobile Users** and less than the number of remaining Lectora Mobile users that have not been allocated across all other organizations. **Current Lectora Mobile Users** displays the number of users within the organization that have been enabled for Lectora Mobile use. **Active System-Wide Lectora Mobile Users** displays the total number of defined Lectora Mobile users across all organizations and the total number of Lectora Mobile users allowed for the entire system.
Enable Org for use with Lectora Talent Management	This section is displayed if your system has been enabled to control access with the Lectora Talent Management features. Enable this check box to allow users within the organization to access the features available within the Lectora Talent Management product. This enables the **Max Allowed Talent Mgmt Users** field. Use the **Max Allowed Talent Mgmt Users** field to specify the maximum number of users that are allowed to access the Lectora Talent Management features. This number must be larger than the value displayed for **Current Lectora Talent Management Users** and less than the number of remaining Lectora Talent Management users that have not been allocated across all other organizations. **Current Lectora Talent Management Users** displays the number of users within the organization that have been enabled for Lectora Talent Management use. **Active System-Wide Lectora Talent Management Users** displays the total number of defined Lectora Talent Management users across all organizations and the total number of Lectora Talent Management users allowed for the entire system.
Organization Logo	The full address of a file containing your organization logo in jpg or gif format. The logo is displayed to the organization's students. If the logo resides on the Web, a full URL can be specified. To select a local file, click **Upload** to open the Upload window and click **Browse**. The recommended size is 210 x 56.

3. Click the **Community** tab. The following details are displayed:

Community tab	Description
Chat Support	The level of chat capabilities allowed within the organization.
IM Support	The level of instant messenger capabilities allowed within the organization
Discussion Board Support	The level of discussion board support allowed within the organization.
External Discussion Board URL	The Web address of the external discussion board.
Email Support	The level of the email capabilities allowed within the organization.
Course/Session Email Restrictions	Should **No Org Level Email Allowed** is set for Email Support, use this field to impose course and session email restrictions.
Allow Student to Student Email in the Discussion Board	Whether students in the organization are allowed to email each other in the discussion board.
Allow Email attachments	Whether users are allowed to attach files to emails.
News URL	The URL of the Website for content to be displayed on the **News** tab for the organization.

4. Click the **Sub-Or**gs tab. The following details are displayed:

Sub-Orgs tab	Description
Allow Sub-Org Dependencies	Whether the sub-org attributes have dependencies.
Sub-Org 0	The definition of sub-org 0.
Sub-Org 1	The definition of sub-org 1.
Sub-Org 2	The definition of sub-org 2.
Sub-Org 3	The definition of sub-org 3.
Sub-Org 4	The definition of sub-org 4.
Sub-Org 5	The definition of sub-org 5.
Sub-Org 6	The definition of sub-org 6.
Sub-Org 7	The definition of sub-org 7.

5. Click the **More Sub-Orgs** tab. The following details are displayed:

More Sub-Orgs tab	Description
Sub-Org 8	The definition of sub-org 8.
Sub-Org 9	The definition of sub-org 9.
Sub-Org 10	The definition of sub-org 10.
Sub-Org 11	The definition of sub-org 11.
Sub-Org 12	The definition of sub-org 12.
Sub-Org 13	The definition of sub-org 13.
Sub-Org 14	The definition of sub-org 14.
Sub-Org 15	The definition of sub-org 15.

6. Click **Save** if you made any changes.

The changes are saved.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing the organization list
Adding an organization
Editing an organization
Setting sub-org values
Deleting an organization

Adding an organization

Super-Administrators can add an organization. Specify settings that define the organization, such as allowing self-registration, limiting the maximum number of users, and defining the infrastructure. If enabled, you can also specify whether the organization has access to other Lectora® products.

When you add an organization, you define the organization's infrastructure by specifying the sub-levels of the organization, called *sub-orgs*. You can organization users based on any attribute of the user directory. For example, a simple scenario to organize users would involve defining sub-org attributes by *Site*, *Department*, and *Manager*. You can define up to 16 sub-org attributes. After you have defined and saved the sub-org definitions, use the **Set SubOrg Values** button to specify values for the sub-org attributes. For details, see Setting sub-org values.

Fields and controls are provided for defining your organization.

Additionally you can define custom information fields. You define additional information fields (for example, *Department*) that should be associated with Curriculums, Courses, and Sessions. When adding a Curriculum, Course, or Session, supply the appropriate information within these information fields to categorize or tag them with pertinent information for your organization.

To add an organization:

1. Open the **Admin Tasks** side-tab and click **Manage Orgs**.

2. Click **Add Organization** or right-click on the table and select **Add Organization**.

3. On the Add Organization window, complete the fields on the **Organization** tab as follows. Fields marked with an asterisk (*) are required.

Organization tab	Description
Org ID	The ID for the organization.
Org Description	A short description of the organization.
Maximum Number of Users	The total number of users that can register for curriculums and courses within an organization.
Allow Self-Registration	Enable this to allow new students to create their own student records. This enables the **Access Code** field. Use the **Access Code** field to specify the access code used to allow new students to self-register. A blank field indicates that all students are allowed to self-register.
Enable Org for use with Lectora Mobile	This section is displayed if your system has been enabled to control access with the Lectora Mobile features. Enable this check box to allow users within the organization to access the features available within the Lectora Mobile product. This enables the **Max Allowed Mobile Users** field. Use the **Max Allowed Mobile Users** field to specify the maximum number of users that are allowed to access the Lectora Mobile features. This

	number must be larger than the value displayed for **Current Lectora Mobile Users** and less than the number of remaining Lectora Mobile users that have not been allocated across all other organizations. **Current Lectora Mobile Users** displays the number of users within the organization that have been enabled for Lectora Mobile use. **Active System-Wide Lectora Mobile Users** displays the total number of defined Lectora Mobile users across all organizations and the total number of Lectora Mobile users allowed for the entire system.
Enable Org for use with Lectora Talent Management	This section is displayed if your system has been enabled to control access with the Lectora Talent Management features. Enable this check box to allow users within the organization to access the features available within the Lectora Talent Management product. This enables the **Max Allowed Talent Mgmt Users** field. Use the **Max Allowed Talent Mgmt Users** field to specify the maximum number of users that are allowed to access the Lectora Talent Management features. This number must be larger than the value displayed for **Current Lectora Talent Management Users** and less than the number of remaining Lectora Talent Management users that have not been allocated across all other organizations. **Current Lectora Talent Management Users** displays the number of users within the organization that have been enabled for Lectora Talent Management use. **Active System-Wide Lectora Talent Management Users** displays the total number of defined Lectora Talent Management users across all organizations and the total number of Lectora Talent Management users allowed for the entire system.
Organization Logo	The full address of a file containing your organization logo in jpg or gif format. The logo is displayed to the organization's students. If the logo resides on the Web, a full URL can be specified. To select a local file, click **Upload** to open the Upload window and click **Browse**. The recommended size is 210 x 56.

4. Click the **Community** tab and complete the fields as follows:

Community tab	Description
Chat Support	The level of chat capabilities allowed within the organization.
IM Support	The level of instant messenger capabilities allowed within the organization
Discussion Board Support	The level of discussion board support allowed within the organization.
External Discussion Board URL	The Web address of the external discussion board.
Email Support	The level of the email capabilities allowed within the organization.
Course/Session Email Restrictions	Should **No Org Level Email Allowed** is set for Email Support, use this field to impose course and session email restrictions.
Allow Student to Student Email in the Discussion Board	Whether students in the organization are allowed to email each other in the discussion board.
Allow Email attachments	Whether users are allowed to attach files to emails.
News URL	The URL of the Website for content to be displayed on the **News** tab for the organization.

5. Click the **Sub-Orgs** tab and define the fields as follows:

Sub-Orgs tab	Description
Allow Sub-Org Dependencies	Whether the sub-org attributes have dependencies.
Sub-Org 0	The definition of sub-org 0.

Sub-Org 1	The definition of sub-org 1.
Sub-Org 2	The definition of sub-org 2.
Sub-Org 3	The definition of sub-org 3.
Sub-Org 4	The definition of sub-org 4.
Sub-Org 5	The definition of sub-org 5.
Sub-Org 6	The definition of sub-org 6.
Sub-Org 7	The definition of sub-org 7.

6. If you need to configure additional sub-org attributes, click the **More Sub-Orgs** tab and complete the fields as follows:

More Sub-Orgs tab	Description
Sub-Org 8	The definition of sub-org 8.
Sub-Org 9	The definition of sub-org 9.
Sub-Org 10	The definition of sub-org 10.
Sub-Org 11	The definition of sub-org 11.
Sub-Org 12	The definition of sub-org 12.
Sub-Org 13	The definition of sub-org 13.
Sub-Org 14	The definition of sub-org 14.
Sub-Org 15	The definition of sub-org 15.

7. Click the **Personal Info** tab to optionally define eight configurable student-specific personal information columns. Note that the information cannot be used for assignments.

Personal Info tab	Description
Personal Info 0	The definition of personal information field 0.
Personal Info 1	The definition of personal information field 1.
Personal Info 2	The definition of personal information field 2.
Personal Info 3	The definition of personal information field 3.
Personal Info 4	The definition of personal information field 4.
Personal Info 5	The definition of personal information field 5.
Personal Info 6	The definition of personal information field 6.
Personal Info 7	The definition of personal information field 7.

8. Click the **Curriculum Info**, **Course Info**, and **Session Info** tabs to optionally define custom information fields.

Curriculum, Course & Info tab	Description
Info 0	The definition of information field 0.
Info 1	The definition of information field 1.
Info 2	The definition of information field 2.
Info 3	The definition of information field 3.
Info 4	The definition of information field 4.
Info 5	The definition of information field 5.
Info 6	The definition of information field 6.

Info 7	The definition of information field 7.

8. Click **Save**.

The organization is updated.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing organization details
Editing an organization
Setting sub-org values
Duplicating a curriculum
Deleting an organization
Managing locations

Editing an organization

Super-administrators can edit the details of all current organizations. An administrator that is restricted to administering a single organization can only edit the details of that organization.

To edit an organization:

1. Open the **Admin Tasks** side-tab and click **Manage Orgs**.

2. Double-click the org ID or select the org ID and click **View/Edit Details**. Alternatively, you can select the organization, right-click on the table, and select **View/Edit Details**.

3. On the Edit Organization window, complete the fields on the **Organization** tab as follows:

Organization tab	Description
Org ID	The ID for the organization.
Org Description	A short description of the organization.
Maximum Number of Users	The total number of users that can register for curriculums and courses within an organization.
Allow Self-Registration	Enable this to allow new students to create their own student records. This enables the **Access Code** field. Use the **Access Code** field to specify the access code used to allow new students to self-register. A blank field indicates that all students are allowed to self-register.
Enable Org for use with Lectora Mobile	This section is displayed if your system has been enabled to control access with the Lectora Mobile features. Enable this check box to allow users within the organization to access the features available within the Lectora Mobile product. This enables the **Max Allowed Mobile Users** field. Use the **Max Allowed Mobile Users** field to specify the maximum number of users that are allowed to access the Lectora Mobile features. This number must be larger than the value displayed for **Current Lectora Mobile Users** and less than the number of remaining Lectora Mobile users that have not been allocated across all other organizations. **Current Lectora Mobile Users** displays the number of users within the organization that have been enabled for Lectora Mobile use. **Active System-Wide Lectora Mobile Users** displays the total number of defined Lectora Mobile users across all organizations and the total number of Lectora Mobile users allowed for the entire system.
Enable Org for use with Lectora Talent Management	This section is displayed if your system has been enabled to control access with the Lectora Talent Management features. Enable this check box to allow users within the organization to access the features available within the Lectora Talent Management product.

	This enables the **Max Allowed Talent Mgmt Users** field. Use the **Max Allowed Talent Mgmt Users** field to specify the maximum number of users that are allowed to access the Lectora Talent Management features. This number must be larger than the value displayed for **Current Lectora Talent Management Users** and less than the number of remaining Lectora Talent Management users that have not been allocated across all other organizations. **Current Lectora Talent Management Users** displays the number of users within the organization that have been enabled for Lectora Talent Management use. **Active System-Wide Lectora Talent Management Users** displays the total number of defined Lectora Talent Management users across all organizations and the total number of Lectora Talent Management users allowed for the entire system.
Organization Logo	The full address of a file containing your organization logo in jpg or gif format. The logo is displayed to the organization's students. If the logo resides on the Web, a full URL can be specified. To select a local file, click **Upload** to open the Upload window and click **Browse**. The recommended size is 210 x 56.

4. Click the **Community** tab and complete the fields as follows:

Community tab	Description
Chat Support	The level of chat capabilities allowed within the organization.
IM Support	The level of instant messenger capabilities allowed within the organization
Discussion Board Support	The level of discussion board support allowed within the organization.
External Discussion Board URL	The Web address of the external discussion board.
Email Support	The level of the email capabilities allowed within the organization.
Course/Session Email Restrictions	Should **No Org Level Email Allowed** is set for Email Support, use this field to impose course and session email restrictions.
Allow Student to Student Email in the Discussion Board	Whether students in the organization are allowed to email each other in the discussion board.
Allow email attachments	Whether users are allowed to attach files to emails.
News URL	The URL of the Website for content to be displayed on the **News** tab for the organization.

5. Click the **Sub-Orgs** tab and define the fields as follows:

Sub-Orgs tab	Description
Allow Sub-Org Dependencies	Whether the sub-org attributes have dependencies.
Sub-Org 0	The definition of sub-org 0.
Sub-Org 1	The definition of sub-org 1.
Sub-Org 2	The definition of sub-org 2.
Sub-Org 3	The definition of sub-org 3.
Sub-Org 4	The definition of sub-org 4.
Sub-Org 5	The definition of sub-org 5.
Sub-Org 6	The definition of sub-org 6.
Sub-Org 7	The definition of sub-org 7.

6. If you need to configure additional sub-org attributes, click the **More Sub-Orgs** tab and complete the fields as follows:

More Sub-Orgs tab	Description
Sub-Org 8	The definition of sub-org 8.
Sub-Org 9	The definition of sub-org 9.
Sub-Org 10	The definition of sub-org 10.
Sub-Org 11	The definition of sub-org 11.
Sub-Org 12	The definition of sub-org 12.
Sub-Org 13	The definition of sub-org 13.
Sub-Org 14	The definition of sub-org 14.
Sub-Org 15	The definition of sub-org 15.

7. Click the **Personal Info** tab to edit configurable student-specific personal information columns. Note that the information cannot be used for assignments.

Personal Info tab	Description
Personal Info 0	The definition of personal information field 0.
Personal Info 1	The definition of personal information field 1.
Personal Info 2	The definition of personal information field 2.
Personal Info 3	The definition of personal information field 3.
Personal Info 4	The definition of personal information field 4.
Personal Info 5	The definition of personal information field 5.
Personal Info 6	The definition of personal information field 6.
Personal Info 7	The definition of personal information field 7.

8. Click the **Curriculum Info**, **Course Info**, and **Session Info** tabs to edit custom information fields.

Curriculum, Course & Info tab	Description
Info 0	The definition of information field 0.
Info 1	The definition of information field 1.
Info 2	The definition of information field 2.
Info 3	The definition of information field 3.
Info 4	The definition of information field 4.
Info 5	The definition of information field 5.
Info 6	The definition of information field 6.
Info 7	The definition of information field 7.

9. Click **Save**.

The organization is updated.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing the organization list
Viewing organization details
Editing an organization
Setting sub-org values
Deleting an organization

Setting sub-org values

When you add an organization, you define the organization's infrastructure by specifying the sub-levels of the organization, called *sub-orgs*. You can define up to 16 sub-orgs attributes. Sub-orgs can be added and deleted as necessary. See Adding an organization for details about specifying sub-org attributes.

After you have defined and saved the sub-org definitions, use the **Set SubOrg Values** button to specify values for the sub-org attributes. For example, if the

To set sub-org values:

1. Open the **Admin Tasks** side-tab and click **Manage Orgs**.

2. Select the org ID and either click **Set Sub-Org Values** or right-click on the table and select **Set Sub-Org Values**.

3. On the Set Sub-Org Values window, use the **Sub-Org** pull-down list to select the specific sub-org attribute and specify its value in the **Values** box.

4. Click **Save**.

The sub-org attribute is updated.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing the organization list
Viewing organization details
Editing an organization

Duplicating an organization

Administrators with super-administrator access can duplicate an organization. The organization's settings are duplicated within the new organization. This includes the custom certificates associated with the original organization.

To duplicate an organization:

1. Click the **Manage Organizations** link on the Home Page.

   The Manage Organizations window opens.

2. Select the organization, right-click on the table, and select **Duplicate Organization**. The Duplicate Organization window opens.

3. Use the **Org ID** field to specify the Org ID of the new organization.

4. Click **Duplicate Organization**.

The new organization is added to the organizations list.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing the organization list
Adding an organization
Deleting an organization

Deleting an organization

Administrators with super-administrator access can delete an organization.

To delete an organization:

1. Click the **Manage Organizations** link on the Home Page.

   The Manage Organizations window opens.

2. Select the organization and click **Delete**. Alternatively, you can select the organization, right-click on the table, and select **Delete**.

The organization is removed from the organizations list.

Parent Topic: Adding and Managing Organizations

Related topics
Viewing the organization list
Adding an organization

Managing locations

Locations define the geographic sites of your course sessions. Super-administrators can add, delete, and edit locations to all organizations. Administrators with restricted access can only add, delete, and edit locations within the organization to which they are restricted.

View these topics for more information:

- Viewing your locations
- Adding a location
- Editing the location description
- Deleting a location

Parent Topic: Adding and Managing Organizations

Viewing your locations

The locations list shows the currently defined training outlets.

Note: When an organization is added, an Online location is created by default.

To view your locations, open the **Admin Tasks** side-tab and click **Manage Locations**.

Each row in the table represents a currently defined location. The locations are alphabetically listed by their **Org ID**. Click the **Location ID** column heading to re-sort the table by the Location ID. Click the **Description** column heading to alphabetically re-sort the table by the description. Use the **Search** box to locate a specific organization, location, or description.

Parent Topic: Adding and managing locations

Related topics
Adding a location
Editing the location description
Deleting a location

Adding a location

You can add a location to your location list. Adding a location enables you to define a new training outlet.

When adding locations, you can specify a description that can be used as a token in notifications and Email messages. See Editing the contents of a notification email for details about using tokens in notifications.

To add a location:

1. Open the **Admin Tasks** side-tab and click **Manage Locations**.

2. On the Manage Locations window, click **Add Location** or right-click on the table and select **Add Location**.

3. On the Add Location window, select the appropriate organization in the **Org ID** field and specify the short description of the location in the **Description** field.

4. Click **Save**.

The new location is added to the location list.

Parent Topic: Adding and Managing locations

Related topics
Viewing your locations
Editing the location description
Deleting a location

Editing the location description

You can edit the location information, as necessary.

To edit the location description:

1. Open the **Admin Tasks** side-tab and click **Manage Locations**.

2. Double-click the location you want to edit or select the location and click **Edit**. Alternatively, you can select the location, right-click on the table, and select **Edit**.

3. On the Edit Location window, specify the new description of the location in the **Description** field.

4. Click **Save**.

The description of the location is updated in the location list.

Parent Topic: Adding and Managing locations

Related topics
Viewing your locations

Deleting a location

You can delete locations as necessary.

Any location can be deleted but at least one location must remain defined.

To delete a location:

1. Open the **Admin Tasks** side-tab and click **Manage Locations**.

2. Double-click the location you want to delete or select the location and click **Delete**. Alternatively, you can select the location, right-click on the table, and select **Delete**.

The location is removed from the location list.

Parent Topic: Adding and Managing locations

Related topics
Viewing your locations
Adding a location

Managing documents

You can add documents for members of your organization to access. Additionally, you can restrict access to course content documents or organization documents so that only instructors and administrators can access them. This setting is available when adding course content documents and allows instructors to post documents such as instructor notes that are not visible to students.

Super-administrators can view documents belonging to all organizations. Administrators with restricted access can only view the documents within the organization to which they are restricted.

View these topics for more information:

- Viewing the list of documents
- Adding a document
- Launching a document
- Deleting a document

Parent Topic: Adding and Managing Organizations

Viewing the list of documents

You can view the list of documents. You can sort the list by organization, document ID, name of the document file, description, size, or posting date.

To view the list of documents, open the **Admin Tasks** side-tab and click **Manage Documents**.

Each row in the table represents a currently defined document. The documents are alphabetically listed by their **Org ID**. Click a column heading to re-sort the table. Use the **Search** box to locate a specific document.

Parent Topic: Adding and managing documents

Related topics
Adding a document
Deleting a document

Adding a document

All users within the organization can view and download the documents you add. You can restrict access to documents so that only instructors and administrators can access them.

To add a document:

1. Open the **Admin Tasks** side-tab and click **Manage Documents**.

2. On the Manage Documents window, click **Add Document** or right-click on the table and select **Add Document**.

3. Complete the fields on the Add Document window as follows:

Field	Description
Org ID/Course ID	The ID for the organization or the for the course.
Document ID	An ID associated with the document.
Description	A short description of the document.
Version	The version number of the document.
Allow Student Access	When selected, students are allowed access to the document.
Document to Add	Specifies the file name of the document. Click **Browse** to locate and select the file.

4. Click **Save**.

The document is added to the list.

Parent Topic: Adding and managing documents

Related topics
Viewing the list of documents
Deleting a document

Launching a document

You can launch a document to preview how it looks to users.

To launch a document:

1. Open the **Admin Tasks** side-tab and click **Manage Documents**.

2. On the Manage Documents window, click the launch graphic .

The document is launched in a separate window.

Parent Topic: Adding and managing documents

Related topics
Viewing the list of documents
Deleting a document

Deleting a document

You can delete documents as necessary.

To delete a document:

1. Open the **Admin Tasks** side-tab and click **Manage Documents**.

2. Double-click the document you want to delete or select the document and click **Delete**. Alternatively, you can select the document, right-click on the table, and select **Delete**.

The document is removed from the document list.

Parent Topic: Adding and managing documents

Related topics
Adding a document
Viewing the list of documents

Managing organization notifications

Some of the tasks that users complete using CourseMill involve notifications. Notifications are automatically generated emails that you can activate and customize. For example, you can activate a notification email containing log-in information to be automatically sent to users when they enroll in an organization.

You can edit the text of the notification email as necessary.

Notifications can be activated for the following events:

Subject	Description	Contents
Enrolled in the organization	Sent to a new CourseMill user	Username, password and CourseMill Web address for signing in.
Forgot login or password	Sent to a user that clicks **Forgot login or password**	Username, password and CourseMill Web address for signing in.
Approval Requests	Sent to teachers when students request enrollment to a course	The list of users that have requested enrollment and the CourseMill Web address for signing in.
eCommerce Receipt	Contains a receipt if purchasing is available	Course purchases

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The text-variables that you can add to the emails are described in Editing the contents of a notification email.

Super-administrators can activate, deactivate, and edit notifications belonging to all organizations. Administrators with restricted access can only activate, deactivate, and edit the notifications within the organization to which they are restricted.

View these topics for more information:

- Viewing the activity status of your notifications
- Activating and de-activating a notification
- Editing the contents of a notification email

Parent Topic: Adding and Managing Organizations

Viewing the activity status of your notifications

You can view the activity status of your notifications. The notification list can be sorted and searched.

To view the notification list, open the **Admin Tasks** side-tab and click **Manage Notifications**.

The notifications are listed alphabetically. Click a column heading to re-sort the table. Use the **Search** box to locate a specific document.

Parent Topic: Managing organization notifications

Related topics
Activating and de-activating a notification
Editing the contents of a notification email

Activating and de-activating a notification

You can activate and de-activate a notification. When a notification is active, members of your organization receive emails when the events that trigger the notification occur.

To activate a notification:

1. Open the **Admin Tasks** side-tab and click **Manage Notifications**.

2. Double-click the notification you want to activate or select the notification and click **Edit**. Alternatively, you can select the notification, right-click on the table, and select **Edit**.

3. On the Notification window, enable the **Active** check box.

4. Click **Save**.

To de-activate a notification:

1. Open the **Admin Tasks** side-tab and click **Manage Notifications**.

2. Double-click the notification you want to de-activate or select the notification and click **Edit**. Alternatively, you can select the notification, right-click on the table, and select **Edit**.

3. On the Notification window, disable the **Active** check box.

4. Click **Save**.

Parent Topic: Managing organization notifications

Related topics
Viewing the activity status of your notifications
Editing the contents of a notification email

Editing the contents of a notification email

You can specify the subject and body text of a notification. Default text is provided.

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To edit the contents of a notification:

5. Open the **Admin Tasks** side-tab and click **Manage Notifications**.

6. Double-click the notification you want to edit or select the notification and click **Edit**. Alternatively, you can select the notification, right-click on the table, and select **Edit**.

7. On the Notification window, edit the text of the **Subject** and **Message** fields as necessary.

The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
<#START_DATE#>	Start date of the course or curriculum
<#END_DATE#>	End date of the course or curriculum
<#LOCATION#>	Location of the course or curriculum
<#LOCATION_DESCRIPTION#>	The description of the location
<#COURSE_NAME#>	Name of the course
<#CURRICULUM_NAME#>	Name of the curriculum
<#SESSION_NAME#>	Name of the session
<#INSTRUCTOR_NAME#>	Name of the instructor
<#USER_ID#>	Student's user ID
<#USER_FIRSTNAME#>	Student's first name
<#USER_LASTNAME#>	Student's last name
<#USER_FULLNAME#>	Student's full name
<#USER_PASSWORD#>	Student's password
<#USER_SUBORG0#> thru <#USER_SUBORG15#>	Defined sub-org values
<#CM_LINK#>	CourseMill Log-in URL
<#MEETING_DAYS#>	Days of the week that the session meets
<#START_TIME#>	Session start time
<#END_TIME#>	Session end time
<#COURSE_NOTES#>	Course notes
<#COURSE_DESC#>	Course description
<#COURSE_LAUNCH#>	URL that allows the student to log-in. When the student is logged in, the course is automatically launched
<#SESSION_NOTES#>	Session notes
<#WAITLIST_POSITION#>	Position on the waitlist, if enabled
<#CREDIT_HOURS#>	Number of credit hours earned
<#COMPLETION_DATE#>	Course completion date
<#DB_NAME#>	Database name
<#TOPIC_NAME#>	Discussion board topic name
<#TOPIC_ENTRY#>	Discussion board topic entry
<#TOPIC_POSTER#>	Name of the discussion board topic poster
<#SCORE#>	Score for the course.
<#PURCHASE_DATE#>	Date of purchasing the course
<#FOREACHITEM#>	Number of items purchased
<#CATALOG_TYPE#>	Type of course catalog
<#CATALOG_NAME#>	Name of course catalog

<#CATALOG_PRICE#>	Price of course catalog
<#ENDFOREACHITEM#>	End of item purchase
<#SHOPPING_CART_TOTAL#>	Total cost

8. Click **Save**.

Parent Topic: Managing organization notifications

Related topics
Viewing the activity status of your notifications
Activating and de-activating a notification

Obtaining an Activation Code

Use the **Activation Code** task to obtain your organization's Activation Code. The Activation Code is a security measure used to validate your account. You can also view the expiration date and capacity setting for an organization.

Should your account expire, it will remain temporarily active as a trial account.

To obtain your activation code:

1. Open the **Admin Tasks** side-tab and click **Activation Code**.

   The Activation Code window displays the new Activation Code, along with the server's IP address and the organization's capacity setting and expiration date.

2. On the Activation Code window, click **Save** to save the Activation Code.

3. Click **Close**.

Parent Topic: Adding and Managing Organizations

Adding and Managing Curriculums

Curriculums are the logical groups of courses within your training infrastructure. Curriculums can be added, removed and edited. Add, duplicate, and remove courses, as necessary.

Super-administrators can manage curriculums for all currently defined organizations. Administrators with restricted access can only manage curriculums within the organization to which they are restricted.

Tasks for managing your curriculum:

- Viewing the curriculum list
- Adding a curriculum
- Viewing curriculum details
- Editing curriculum details
- Duplicating a curriculum
- Deleting a curriculum
- Adding and removing courses
- Assigning a curriculum
- Managing curriculum notifications

For tasks involving managing your courses, such as adding new courses and assigning instructors to a course, see Managing Courses.

Viewing your list of curriculums

You can view the list of curriculums. You can sort the list by curriculum ID, title, description, and activity status.

To view the list of curriculums

1. Open the **Curriculums/Courses** side-tab.

2. Click **Manage Curriculums**. The Manage Curriculums window opens

The curriculums currently defined in your organization are initially listed by Curriculum ID. Click a column heading to re-sort the list. For example, to re-sort the list alphabetically by title, click the **Title** heading.

Parent Topic: Adding and Managing Curriculums

Related topics
Adding a curriculum
Viewing curriculum details
Editing curriculum details
Duplicating a curriculum
Deleting a curriculum
Adding and removing courses from a curriculum
Assigning a curriculum
Managing curriculum notifications

Adding a curriculum

You can define new curriculums as your training infrastructure grows. New curriculums can be activated immediately or disabled from being made available to students. Define details such as whether to allow student self-registration and whether curriculum completion results in student certification.

You can add courses to the curriculum when initially defining the new curriculum or after. See Adding and removing courses from a Curriculum for details.

To add a curriculum:

1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**. The Manage Curriculums window opens.

2. Click **Add Curriculum** or right-click on the table and select **Add Curriculum**.

3. On the **Curriculum** tab, complete the fields as follows:

Curriculum tab	Description
Curriculum ID	Specify a label used to identify the curriculum.
Active	Enable this check box to activate this curriculum.
Title	Specify the title of the curriculum.
Description	Specify a short description of the curriculum.
Allow Self-Registration	Select this check box to allow students to self-register for this curriculum. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the curriculum.
Registration Requires	Select this check box to require that administrators must approve students that request

Approval	registration into the curriculum.
Allow Auto Enrollment for Matching SubOrgs	Select this check box to allow auto-enrollment for sub-orgs that match.
Show Certification Issued Date on transcript	Select this to display on the transcript the date the certification was issued along with the student's completion date.
Certification expires in (days)	Specify the number of days when the certification expires.
Student must complete in (days)	The number of days students are required to complete the courses in the curriculum.
Location	Use the drop-down list to select a location if available sessions should be limited to only the location specified.
Session Start Date/Session End Date	Use these fields to limit when sessions are available.
Student Invitation URL	The Web address of the invitation to the student to enroll in the curriculum.

4. Click the **Courses** tab to add courses to the curriculum and manage the course order. The **In Curriculum** box lists the courses that are currently defined within the curriculum and the **Not In Curriculum** box lists the available courses. Select a course and use the arrow buttons to manage the courses and their order within the curriculum. For example, to add a course to the curriculum, select the course from the **Not In Curriculum** box and click the left-arrow button. To move the course down in the order within the curriculum, select the course and click the down-arrow button.

5. Click the **Prerequisites** tab to define curriculum prerequisites. Select a course and use the arrow buttons to manage their order within the list.

6. Click **Save**.

The new curriculum is added to the curriculum list.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Viewing curriculum details
Editing curriculum details
Duplicating a curriculum
Deleting a curriculum
Adding and removing courses from a curriculum
Assigning a curriculum
Managing curriculum notifications

Viewing curriculum details

You can view curriculums details. The values in the fields can be changed, if necessary.

For details about adding courses to the curriculum, see Adding a Course to a Curriculum.

To view a curriculum's details:
1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**. The Manage Curriculums window opens.

2. Double-click the curriculum ID of the curriculum that you want to view. Alternatively, you can select the curriculum ID and either click **Edit** or right-click on the table and select **Edit**.

3. The following curriculum details are displayed on the **Curriculum** tab:

Curriculum tab	Description
Curriculum ID	Specify a label used to identify the curriculum.
Active	Enable this check box to activate this curriculum.
Title	Specify the title of the curriculum.
Description	Specify a short description of the curriculum.
Allow Self-Registration	Select this check box to allow students to self-register for this curriculum. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the curriculum.
Registration Requires Approval	Select this check box to require that administrators must approve students that request registration into the curriculum.
Allow Auto Enrollment for Matching SubOrgs	Select this check box to allow auto-enrollment for sub-orgs that match.
Show Certification Issued Date on transcript	Select this to display on the transcript the date the certification was issued along with the student's completion date.
Certification expires in (days)	Specify the number of days when the certification expires.
Student must complete in (days)	The number of days students are required to complete the courses in the curriculum.
Location	Use the drop-down list to select a location if available sessions should be limited to only the location specified.
Session Start Date/Session End Date	Use these fields to limit when sessions are available.
Student Invitation URL	The Web address of the invitation to the student to enroll in the curriculum.

4. Click the **Courses** tab to view the courses and the course order.

5. Click the **Prerequisites** tab to view the curriculum prerequisites.

6. Click **Save** if you have made any changes.

The changes are saved.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Viewing curriculum details
Duplicating a curriculum
Deleting a curriculum
Adding and removing courses from a curriculum
Assigning a curriculum
Managing curriculum notifications

Editing curriculum details
You can edit curriculum details.

For details about adding courses to the curriculum, see Adding and removing a course from a Curriculum.

To edit a curriculum's details:

1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**. The Manage Curriculums window opens.

2. Double-click the curriculum ID of the curriculum that you want to edit. Alternatively, you can select the curriculum ID and either click **Edit** or right-click on the table and select **Edit**.

3. On the **Curriculum** tab, update the fields as necessary:

Curriculum tab	Description
Curriculum ID	Specify a label used to identify the curriculum.
Active	Enable this check box to activate this curriculum.
Title	Specify the title of the curriculum.
Description	Specify a short description of the curriculum.
Allow Self-Registration	Select this check box to allow students to self-register for this curriculum. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the curriculum.
Registration Requires Approval	Select this check box to require that administrators must approve students that request registration into the curriculum.
Allow Auto Enrollment for Matching SubOrgs	Select this check box to allow auto-enrollment for sub-orgs that match.
Show Certification Issued Date on transcript	Select this to display on the transcript the date the certification was issued along with the student's completion date.
Certification expires in (days)	Specify the number of days when the certification expires.
Student must complete in (days)	The number of days students are required to complete the courses in the curriculum.
Location	Use the drop-down list to select a location if available sessions should be limited to only the location specified.
Session Start Date/Session End Date	Use these fields to limit when sessions are available.
Student Invitation URL	The Web address of the invitation to the student to enroll in the curriculum.

4. Click the **Courses** tab to edit the courses and the course order. The **In Curriculum** box lists the courses that are currently defined within the curriculum and the **Not In Curriculum** box lists the available courses. Select a course and use the arrow buttons to manage the courses and their order within the curriculum. For example, to add a course to the curriculum, select the course from the **Not In Curriculum** box and click the left-arrow button. To move the course down in the order within the curriculum, select the course and click the down-arrow button.

5. Click the **Prerequisites** tab to define curriculum prerequisites. Select a course and use the arrow buttons to manage their order within the list.

6. Click **Save**.

The changes are saved.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Duplicating a curriculum
Deleting a curriculum
Adding and removing courses from a curriculum
Assigning a curriculum
Managing curriculum notifications

Duplicating a curriculum

Users that have been granted curriculum-duplication permissions can duplicate curriculums as necessary. The curriculum's settings are duplicated within the new curriculum. This includes custom certificates associated with the original curriculum.

For details about setting user permissions, see Adding and Managing User Access.

To duplicate a curriculum:

1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**. The Manage Curriculums window opens.

2. Select the curriculum, right-click and click **Duplicate Curriculum**. The Duplicate Curriculum window opens.

3. Use the **Curriculum ID** field to specify the Curriculum ID of the new curriculum.

4. Click **Save**.

The new curriculum is created.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Duplicating a course
Deleting a curriculum

Adding a curriculum

You can delete curriculums as necessary.

When you delete a curriculum, the courses that are defined within a curriculum are not deleted.

To delete a curriculum:

1. Open the **Admin Tasks** side-tab and click **Manage Curriculums**. The Manage Curriculums window opens.

2. Select the curriculum and click **Delete**. Alternatively, you can select the curriculum, right-click on the table, and select **Delete**.

3. Click **Save**.

The curriculum is removed from the curriculum list.

Parent Topic: Adding and Managing Curriculums

Related topics

[Viewing the curriculum list]

Adding and removing courses from a curriculum

You can manage the courses in a curriculum. Courses can be added and removed and the course order can be changed.

For details about adding courses, see Adding and Managing Courses.

To add a course to a curriculum:

1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**.

2. Double-click the curriculum ID of the curriculum that you want to edit. Alternatively, you can select the curriculum ID and either click **Edit** or right-click on the table and select **Edit**. Click the **Manage Curriculums** tab on the Home Page.

3. Click the **Courses** tab to edit the courses and the course order. The **In Curriculum** box lists the courses that are currently defined within the curriculum and the **Not In Curriculum** box lists the available courses. Select a course and use the arrow buttons to manage the courses and their order within the curriculum. For example, to add a course to the curriculum, select the course from the **Not In Curriculum** box and click the left-arrow button. To move the course down in the order within the curriculum, select the course and click the down-arrow button.

4. Click the **Prerequisites** tab to define curriculum prerequisites. Select a course and use the arrow buttons to manage their order within the list.

5. Click **Save**.

The changes are saved.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Viewing curriculum details
Editing curriculum details
Deleting a curriculum
Assigning a curriculum
Managing curriculum notifications

Assigning a curriculum

When you assign a curriculum, you restrict access to only those users within the sub-org. You can also remove assignments from a sub-org.

To add a curriculum assignment to a sub-org:

1. Open the **Admin Tasks** side-tab and click **Manage Curriculums**.

2. Double-click the curriculum ID of the curriculum that you want to assign. Alternatively, you can select the curriculum ID and either click **Assign Curriculum** or right-click on the table and select **Assign Curriculum**.

3. To add an assignment to the curriculum, use the appropriate pull-down lists to define the assignment and click **Add Selected to List**.

The new assignment is added.

To remove a curriculum assignment from a sub-org:

1. Open the **Admin Tasks** side-tab and click **Manage Curriculums**.

2. Double-click the curriculum ID of the curriculum that you want to update. Alternatively, you can select the curriculum ID and either click **Assign Curriculum** or right-click on the table and select **Assign Curriculum**.

3. Select the assignment you want to remove click **Remove Selected From List**.

The assignment is removed.

Parent Topic: Adding and Managing Curriculums

Related topics
Viewing the curriculum list
Viewing curriculum details
Duplicating a curriculum
Editing curriculum details
Deleting a curriculum
Managing curriculum notifications

Managing curriculum notifications

Notifications are automatically generated emails that you can activate and customize. For example, you can activate a notification email containing log-in information to be automatically sent to users when they enroll in a curriculum.

You can edit the text of the notification email as necessary.

Notifications can be activated for the following events:

Notification	Description	Contents
Enrolled in the curriculum	Notifies a student of successful enrollment in a curriculum	The curriculum name
Removed from the curriculum	Notifies a student of successful removal from a curriculum	The curriculum name
Curriculum is about to expire	Notifies students, teachers, and reporters that their access to a curriculum is going to expire	The curriculum name and the expiration date
Curriculum is completed	Notifies students that they completed the curriculum	Completion certificate attached
Certificate is about to expire	Notifies students that their certification is about to expire	Curriculum name and expiration date

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The text-variables that you can add to the emails are described in Editing the contents of a notification email.

View these topics for more information:

- Viewing the activity status of your notifications
- Activating and de-activating a notification
- Editing the contents of a notification

Parent Topic: Adding and Managing Curriculums

Viewing the activity status of your curriculum notifications

You can view the activity status of your notifications.

To view the activity status of your notifications:
1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**.

2. Select the curriculum ID and click **Notifications**. Alternatively, you can select the curriculum ID, right-click on the table and select **Notifications**.

The activity status for each notification is displayed.

Parent Topic: Managing curriculum notifications

Related topics
Viewing the curriculum list
Activating and de-activating a notification
Editing the contents of a notification

Activating and de-activating a notification

You can activate and de-activate a notification. When a notification is active, members of your organization receive emails when the events occur.

To activate a notification:
9. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**.

10. Select the curriculum ID and click **Notifications**. Alternatively, you can select the curriculum ID, right-click on the table and select **Notifications**.

11. On the Notifications window, double-click the notification.

12. On the next Notification window, enable the **Active** check box.

13. Click **Change**.

The activity status of the notification is changed.

To de-activate a notification:
1. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**.

2. Select the curriculum ID and click **Notifications**. Alternatively, you can select the curriculum ID, right-click on the table and select **Notifications**.

3. On the Notifications window, double-click the notification.

4. On the next Notification window, disable the **Active** check box.

5. Click **Change**.

The activity status of the notification is changed.

Parent Topic: Managing curriculum notifications

Related topics
Viewing the curriculum list

Editing the contents of a notification email

You can specify the subject and body text of a notification. Default text is provided.

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To edit the contents of a notification:

6. Open the **Curriculums/Courses** side-tab and click **Manage Curriculums**.

7. Select the curriculum ID and click **Notifications**. Alternatively, you can select the curriculum ID, right-click on the table and select **Notifications**.

8. On the Notifications window, double-click the notification.

9. On the next Notification window, edit the text of the **Subject** and **Message** fields as necessary.

   The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
`<#USER_ID#>`	Student's user ID
`<#USER_FIRSTNAME#>`	Student's first name
`<#USER_PASSWORD#>`	Student's password
`<#USER_FULLNAME#>`	Student's full name
`<#USER_LASTNAME#>`	Student's last name
`<#CURRICULUM_NAME#>`	Curriculum name
`<#CM_LINK#>`	URL to log in to CourseMill
`<#END_DATE#>`	Curriculum expiration date
`<#PURCHASE_DATE#>`	Date of the purchase
`<#CURRICULUM_PRICE#>`	Price of purchasing the curriculum
`<#SHOPPING_CART_TOTAL#>`	Total cost in the shopping cart

10. Click **Save**.

Parent Topic: Managing curriculum notifications

Related topics

Viewing the curriculum list
Viewing the activity status of your notifications
Activating and de-activating a notification

Adding and Managing Courses

Courses can be added and removed as necessary. Add sessions and set prerequisites as your curriculums grow. You can also manage course instructors, course content, course documents and course discounts and view course gradebooks and class rosters.

CourseMill supports a number of different content formats. Additionally, a single course can contain a variety of different formats.

Tasks for managing your courses:

- Viewing the course list
- Adding a course
- Viewing course details
- Editing course details
- Duplicating a course
- Removing a course
- Managing course content
- Managing course sessions
- Managing course instructors
- Setting prerequisites
- Assigning a course to a sub-org
- Managing course notifications
- Managing your gradebook
- Generating a class roster
- Managing keywords
- Managing discount codes
- Viewing the waiting list
- Viewing transcripts
- Duplicating a course

Related topics:
Sending email

Viewing the list of courses

You can view the list of courses that are defined within each organization. You can sort the list by course ID, title, description, or activity status.

To view the list of courses, open the **Curriculums/Courses** side-tab and click **Manage Courses.**

Each row in the table represents a currently defined course. The courses are alphabetically listed by their **Course ID**. Click a column heading to re-sort the table. Use the **Search** box to locate a specific course.

Parent Topic: Adding and Managing Courses

Related topics
Adding a course
Viewing course details
Editing course details
Removing a course
Managing course sessions
Managing course instructors
Setting prerequisites
Managing course content
Managing course notifications

Managing your gradebook
Duplicating a course

Adding a course

You can add courses to the course list. You can also specify the prerequisite course sequence, if applicable.

To add the course to CourseMill, you will need to know the location of the course on the server and the course's URL.

For details about assigning courses to a curriculum, see Adding and removing courses from a Curriculum.

To add a course to the course list:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses.**

2. On the Course Details window, complete the fields on the **Course** tab as follows:

Course tab	Description
Course ID	A label used to identify the course.
Active	Enable this check box to make the course available to students.
Name	The name of the course.
Description	A short description of the course.
Notes	Instructions for the instructors.
Lectora Talent Management Course Type	This field is displayed if Lectora Talent Management is enabled for the system and the organization has allowed Lectora Talent Management access. Use the list to select the type of course for use with the Talent Management profiles.

3. Click the **Details** tab and complete the fields as follows:

Details tab	Description
Allow Self-Registration	Select this check box to allow students to self-register for this course. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the course.
Registration Requires Approval	Select this check box to require that administrators must approve students that request registration into the course.
Credit Hours	Credit hours received for successful completion of the course.
Course Local Dir	The location of the course on the server. This location is used to copy files to when the course is published to CourseMill.
Course HTTP Dir	The URL address of the course.
Width/Height	The display dimensions of the course.
Allow Resizing	Select this check box to allow users to resize the window when the course is displayed.
Full Screen	Select this to run the course in full-screen mode.
Student Invitation URL	Specify the URL to point students directly to courses in the course catalog so they may easily find and enroll in them.

4. Click the **Due Dates** tab and complete the fields as follows:

Certification tab	Description
Course should be completed after this	Specify the number of days the course should be completed. Access to the course is still allowed. Courses that are approaching or have passed the due date will be marked with orange

number of days (Still allow access)	(approaching) and red (overdue) indicators next to the course name and these course will be at the top of the students' to-do list.
Course expires this number of days after enrollment (Does not allow access)	Specify the number of days access to the course expires after enrollment. Access to the course expires.
Re-enroll in course after this number of days	Specify the number of days students must re-enroll in the course after completion to maintain certification.

5. Click the **Community** tab and complete the fields as follows:

Community tab	Description
Chat Support	Whether to allow access to a course-wide chat room.
IM Support	Whether to allow students within the course to send instant messages to each other.
Discussion Board Support	Whether to allow students within the course to access a discussion board.
External Discussion Board URL	The URL for the course-wide external discussion board.
Email Support	Whether to allow students within the course to send email to each other.
Allow Student to Student Email in the Discussion Board	Select this check box to allow students to send email to other students within the course in the discussion board.

6. Click the **Prerequisites** tab to define a prerequisite sequence. The **Prerequisite Courses** box lists the courses in the order that students must complete them. The **Available Courses** box lists the available courses. Select a course and use the arrow buttons to manage the courses and their prerequisite order. For example, to add a course to the prerequisite list, select the course from the **Available Courses** box and click the left-arrow button. To move the course in the order, select the course and click the up-arrow or down-arrow button.

7. Click the **Instructors** tab to assign instructors to the course. The **Instructors Assigned** box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. Select an instructor and use the arrows buttons to manage the list of instructors assigned to the course. For example, to add an instructor to the instructor list, select the instructor from the **Instructors Available** box and click the left-arrow button.

8. Click **Save**.

The new course is added to the course list.

Parent Topic: [Adding and Managing Courses]()

Related topics
[Viewing the course list]()
[Viewing course details]()
[Editing course details]()
[Removing a course]()
[Managing course sessions]()
[Managing course instructors]()
[Setting prerequisites]()
[Managing course content]()

Viewing course details

You can view course details. The values in the fields can be changed, if necessary.

For information about making changes to course details, see Editing Course Details.

To view a course's details:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Double-click the course ID of the course that you want to view. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

3. On the Course Details window, the fields on the **Course** tab are defined as follows:

Course tab	Description
Course ID	A label used to identify the course.
Active	Enable this check box to make the course available to students.
Name	The name of the course.
Description	A short description of the course.
Notes	Instructions for the instructors.
Lectora Talent Management Course Type	This field is displayed if Lectora Talent Management is enabled for the system and the organization has allowed Lectora Talent Management access. Use the list to select the type of course for use with the Talent Management profiles.

4. Click the **Details** tab. The fields are defined as follows:

Details tab	Description
Allow Self-Registration	Select this check box to allow students to self-register for this course. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the course.
Registration Requires Approval	Select this check box to require that administrators must approve students that request registration into the course.
Student must complete in (days)	The number of days students are required to complete the courses in the curriculum. Specify the credit hours earned upon course completion in the **Credit Hours** field.
Credit Hours	Credit hours received for successful completion of the course.
Course Local Dir	The location of the course on the server. This location is used to copy files to when the course is published to CourseMill.
Course HTTP Dir	The URL address of the course.
Width/Height	The display dimensions of the course.
Allow Resizing	Select this check box to allow users to resize the window when the course is displayed.
Full Screen	Select this to run the course in full-screen mode.
Student Invitation URL	Specify the URL to point students directly to courses in the course catalog so they may easily find and enroll in them.

5. Click the **Due Dates** tab. The fields are defined as follows:

Certification tab	Description
Course should be completed after this number of days (Still allow access)	Specify the number of days the course should be completed. Access to the course is still allowed. Courses that are approaching or have passed the due date will be marked with orange (approaching) and red (overdue) indicators next to the course name and these course will be at the top of the students' to-do list.
Course expires this number of days after enrollment (Does not allow access)	Specify the number of days access to the course expires after enrollment. Access to the course expires.
Re-enroll in course after this number of days	Specify the number of days students must re-enroll in the course after completion to maintain certification.

6. Click the **Community** tab. The fields are defined as follows:

Community tab	Description
Chat Support	Whether to allow access to a course-wide chat room.
IM Support	Whether to allow students within the course to send instant messages to each other.
Discussion Board Support	Whether to allow students within the course to access a discussion board.
External Discussion Board URL	The URL for the course-wide external discussion board.
Email Support	Whether to allow students within the course to send email to each other.
Allow Student to Student Email in the Discussion Board	Select this check box to allow students to send email to other students within the course in the discussion board.

7. Click the **Prerequisites** tab to view the prerequisite courses associated with this course.

8. Click the **Instructors** tab to view the instructors that are assigned to the course.

9. Click **Save** if you made changes.

The changes are saved.

Parent Topic: [Adding and Managing Courses]

Related topics
Viewing the course list
Adding a course
Editing course details
Removing a course
Managing course sessions
Managing course instructors
Setting prerequisites
Managing course content
Managing course notifications
Managing your gradebook

Duplicating a course

Editing course details

You can edit course details.

To edit the details of a course:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Double-click the course ID of the course that you want to view. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

3. On the Course Details window, modify the fields on the **Course** tab as follows:

Course tab	Description
Course ID	A label used to identify the course.
Active	Enable this check box to make the course available to students.
Name	The name of the course.
Description	A short description of the course.
Notes	Instructions for the instructors.
Lectora Talent Management Course Type	This field is displayed if Lectora Talent Management is enabled for the system and the organization has allowed Lectora Talent Management access. Use the list to select the type of course for use with the Talent Management profiles.

4. Click the **Details** tab and update the fields as follows:

Details tab	Description
Allow Self-Registration	Select this check box to allow students to self-register for this course. Use the **Password** field to specify a password that students must use when self-registering. Disable the check box to require the administrator to register students for the course.
Registration Requires Approval	Select this check box to require that administrators must approve students that request registration into the course.
Student must complete in (days)	The number of days students are required to complete the courses in the curriculum. Specify the credit hours earned upon course completion in the **Credit Hours** field.
Credit Hours	Credit hours received for successful completion of the course
Course Local Dir	The location of the course on the server. This location is used to copy files to when the course is published to CourseMill.
Course HTTP Dir	The URL address of the course.
Width/Height	The display dimensions of the course.
Allow Resizing	Select this check box to allow users to resize the window when the course is displayed.
Full Screen	Select this to run the course in full-screen mode.
Student Invitation URL	Specify the URL to point students directly to courses in the course catalog so they may easily find and enroll in them.

5. Click the **Due Dates** tab and update the fields as follows:

Certification tab	Description
Course should be completed after this	Specify the number of days the course should be completed. Access to the course is still allowed. Courses that are approaching or have passed the due date will be marked with orange

number of days (Still allow access)	(approaching) and red (overdue) indicators next to the course name and these course will be at the top of the students' to-do list.
Course expires this number of days after enrollment (Does not allow access)	Specify the number of days access to the course expires after enrollment. Access to the course expires.
Re-enroll in course after this number of days	Specify the number of days students must re-enroll in the course after completion to maintain certification.

6. Click the **Community** tab and update the fields as follows:

Community tab	Description
Chat Support	Whether to allow access to a course-wide chat room.
IM Support	Whether to allow students within the course to send instant messages to each other.
Discussion Board Support	Whether to allow students within the course to access a discussion board.
External Discussion Board URL	The URL for the course-wide external discussion board.
Email Support	Whether to allow students within the course to send email to each other.
Allow Student to Student Email in the Discussion Board	Select this check box to allow students to send email to other students within the course in the discussion board.

7. Click the **Prerequisites** tab to modify the prerequisite sequence. The **Prerequisite Courses** box lists the courses in the order that students must complete them. The **Available Courses** box lists the available courses. Select a course and use the arrow buttons to manage the courses and their prerequisite order. For example, to add a course to the prerequisite list, select the course from the **Available Courses** box and click the left-arrow button. To move the course in the order, select the course and click the up-arrow or down-arrow button.

8. Click the **Instructors** tab to modify the instructors assigned to the course. The Instructors Assigned box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. Select an instructor and use the arrows buttons to manage the list of instructors assigned to the course. For example, to add an instructor to the instructor list, select the instructor from the **Instructors Available** box and click the left-arrow button.

9. Click **Save**.

The changes are saved.

Parent Topic: Adding and Managing Courses

Related topics
Viewing the course list
Viewing course details
Removing a course
Managing course sessions
Managing course instructors
Setting prerequisites
Managing course content

Managing course notifications
Managing your gradebook
Duplicating a course

Duplicating a course

Users that have been granted course-duplication permissions can duplicate courses as necessary. The course's settings are duplicated within the new course. This includes custom certificates associated with the original course.

For details about setting user permissions, see Adding and Managing User Access.

To duplicate a course:

1. Open the **Curriculums/Courses** side-tab and click **Manage course**. The Manage Courses window opens.

2. Select the course, right-click and click **Duplicate course**. The Duplicate Course window opens.

3. Use the **Course ID** field to specify the Course ID of the new course.

4. Click **Save**.

The new course is created.

Parent Topic: Adding and Managing Courses

Related topics
Duplicating a curriculum
Removing a course

Removing a course

Follow these instructions to remove a course from your course list.

You can remove courses from a curriculum without removing them from the course list. For details, see Adding and Removing Courses from a Curriculum. You can also de-activate a course. For details, see Editing Course Details.

To remove a course from the course list:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Select the course ID of the course that you want to remove and click **Delete**. Alternatively, you can select the course ID, right-click on the table, and select **Delete**.

The course is removed from the course list.

Parent Topic: Adding and Managing Courses

Related topics
Viewing the course list

Managing course content

Once you have a course defined, you can add course content. Course content that has been packaged is ready to be imported into CourseMill. Import SCORM/AICC packages or sharable content assets (SCA). SCAs can include compressed zip files or content residing on the Web.

View these topics for more information:

- [Viewing the content list]
- [Adding a content item]
- [Importing course content]
- [Removing content items]

Parent Topic: Adding and Managing Courses

Viewing the content list

The content list shows the content items that have been added or imported to a course.

To view the content list of a course:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Select the course ID of the course. Alternatively, you can select the course ID, right-click on the table and select **Content**.

Each row in the table represents a content item currently associated with the course. The content items are alphabetically listed. Click a column heading to re-sort the table.

Parent Topic: Managing course content

Related topics

Adding a content item
Importing course content
Removing content items

Adding a course item

You can add content items that students use to complete each course. Content items you want to add must be SCA (Sharable Content Asset) -compliant. You can add, delete and rearrange the order of contents items.

To add a SCORM/AICC package as a content item, use the **Import Content** tool. For details about importing SCORM/AICC packages, see Importing course content.

You can add content items that reside on the Web or on your file system.

To import course content:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Select the course ID of the course to which you want to add and click **Content**. Alternatively, you can select the course ID, right-click on the table and select **Content**.

3. Click **Add Content Item**.

4. On the Add Content Item window, complete the fields as follows:

Field	Description
Gradebook ID	The gradebook ID of the content item.
Content Item	The name of the content item.
Type	How the content item is to be graded. Select **Auto Graded Content** if the grade and status of the content item is to be set to 100/Passed when the content item is accessed by the student. Select **Manually Graded Content** if the instructor is to manually set the grade and status of the content item. Select **Not Graded Content** if the content item does not require a grade or status.

	Select **Gradebook Item (No Content)** if the content item does not contain content.
Order	The prerequisite order for the content item.
Web Address or Launch File Name	If the content item resides on the Web, specify the Web address of the content item. If unpacking a zip file, specify the name of the initial file to launch when the content item is accessed.
File to Import Already Resides On Server	Enable this check box if the content item resides on the CourseMill server.
File	Specify the name of the content item file or click **Browse** to navigate and select the content item file.
Unpack Zip File	Enable this check box if the content item file is a Zip file that is to be unpacked after it is copied onto the server.

5. Click **Save**.

The content is added to the content list.

Parent Topic: Managing course content

Related topics
Viewing the content list
Importing course content
Removing content items
Managing your gradebook

Importing course content

You can import SCORM/AICC packages as course content.

To import a content package:

6. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

7. Select the course ID of the course to which you want to add content. Alternatively, you can select the course ID, right-click on the table and select **Content**.

8. Click **Import Content Package**.

9. On the Import SCORM or AICC Content Packages window, click the **File To Import Already Resides on Server** if the file is already on the server and specify the file name in the **File** field. Otherwise, click **Browse** to navigate and select the file.

10. Click **Import Content Package**.

The content is added to the content list.

Parent Topic: Managing course content

Related topics
Viewing the content list
Adding a content item
Removing content items

Removing content items
You can remove content items as necessary.

To remove content items:

3. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

4. Select the course ID of the course. Alternatively, you can select the course ID, right-click on the table and select **Content**.

5. Select the content item and click **Delete**. Alternatively, you can select the content item, right-click on the table and select **Delete**.

The content item is removed.

Parent Topic: Managing course content

Related topics
Viewing the content list

Managing Course Sessions
Sessions are scheduled instances of a course. A session can be a geographic location or available online. You can add and remove sessions, view session details, and assign instructors to specific sessions.

By default, a Web-based Online session is initially available.

View these topics for more information:

- Viewing the session list
- Adding a session
- Viewing session details
- Editing session details
- Managing session notifications
- Duplicating a session
- Removing a session

Parent Topic: Adding and Managing Courses

Related topics:
Sending email
Duplicating a course

Viewing the session list
You can view the list of sessions. You can also limit the view to show open sessions or closed sessions. You can sort the list by session name, the start and end dates, and the seating availability.

To view the list of sessions, open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

Sessions are initially listed by the course ID. Click a heading column to re-sort the list. For example, to sort the list by the session start date, click the **Start** heading. Use the **Search** box to locate a specific session or to find the open or closed sessions.

Parent Topic: Managing course sessions

Related topics
[Adding a session]
[Viewing session details]
[Editing session details]
[Removing a session]

Adding a session

Sessions can be added and removed as necessary.

By default, a Web-based Online session is initially available when you add a session.

To add a session:

1. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

2. Select the course ID of the course to which you want to add sessions and click **Add Session**. Alternatively, you can select the course ID, right-click on the table, and select **Add Session**.

3. On the Add Session window, specify the course ID, location, session name and instructors notes. Click **Select** to select the location from the Location window.

4. Click the **Dates** tab and specify the session starting and ending dates and times. Specify the capacity and the meeting days, along with the registration starting and ending dates. If materials are to be pre-released to students, specify the number of days in advance of the session start date in the **Allow early access to materials (days)** field.

5. Click the **Community** tab and specify the chat, instant messenger, discussion board, and email support settings.

6. Click the **Instructors** tab to assign instructors to the session. The **Instructors Assigned** box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. Select an instructor and use the arrows buttons to manage the list of instructors assigned to the course. For example, to add an instructor to the instructor list, select the instructor from the **Instructors Available** box and click the left-arrow button.

7. Click **Save**.

The session is added to the session list.

Parent Topic: Managing course sessions

Related topics
Viewing the session list
Adding a session
Viewing session details
Editing session details
Removing a session

Viewing session details

You can view the configuration settings for each session. The values in the fields can be changed, if necessary.

To view the details for a session:

1. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

2. Double-click the course ID of the session that you want to view. Alternatively, you can select the course ID and either

click **Edit** or right-click on the table and select **Edit**.

3. On the Add Course window, the fields on the **Session** tab are defined as follows:

Session tab	Description
Course ID	A name of the course.
Last Updated	The date and time when the session settings were last updated.
Location	The location of the session.
Session ID	The automatically generated session ID.
Session Name	The name of the session.
Notes	Additional information for students.

4. Click the **Dates** tab. The fields are defined as follows:

Dates tab	Description
Session Start Date	The start date of the session.
Session End Date	The end date of the session.
Start Time	The starting time of the session.
End Time	The ending time of the session.
Allow early access to materials (days)	If materials are to be pre-released to students, specify the number of days in advance of the session start date in this field.
Student Limit	The student capacity of the session.
Meeting Days	The days of the week that the session meets.
Registration Start Date	The start date for registering for the session.
Registration End Date	The end date for registering for the session.

5. Click the **Community** tab. The fields are defined as follows:

Community tab	Description
Chat Support	The level of chat capabilities allowed for the session.
IM Support	The level of instant messenger capabilities allowed for the session.
Discussion Board Support	The level of discussion board support allowed for the session.
External Discussion Board URL	The Web address of the external discussion board.
Email Support	The level of the email capabilities allowed within the organization.

6. Click the **Instructors** tab. The fields are defined as follows:

Instructors tab	Description
Instructors Assigned	The instructors currently assigned to instruct the session.
Instructors Available	The instructors available to be assigned to instruct the session.

7. Click **Save** if you made changes.

The changes are saved.

Parent Topic: Managing course sessions

Related topics
Viewing the session list
Adding a session
Editing session details
Removing a session

Editing session details

You can edit the configuration settings for a session.

To edit the details of a session:

8. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

9. Double-click the course ID of the session that you want to edit. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

10. On the Add Course window, modify the fields on the **Session** tab are as follows:

Session tab	Description
Course ID	A name of the course.
Last Updated	The date and time when the session settings were last updated.
Location	The location of the session.
Session ID	The automatically generated session ID.
Session Name	The name of the session.
Notes	Instructions for the instructors.

11. Click the **Dates** tab. Modify the fields as follows:

Dates tab	Description
Session Start Date	The start date of the session.
Session End Date	The end date of the session.
Start Time	The start time of the session.
End Time	The end time of the session.
Allow early access to materials (days)	If materials are to be pre-released to students, specify the number of days in advance of the session start date in this field.
Student Limit	The student capacity of the session.
Meeting Days	The days of the week that the session meets.
Registration Start Date	The start date for registering for the session.
Registration End Date	The end date for registering for the session.

12. Click the **Community** tab. Modify the fields as follows:

Community tab	Description
Chat Support	The level of chat capabilities allowed for the session.
IM Support	The level of instant messenger capabilities allowed for the session.

Discussion Board Support	The level of discussion board support allowed for the session.
External Discussion Board URL	The Web address of the external discussion board.
Email Support	The level of the email capabilities allowed within the organization.

13. Click the **Instructors** tab. The **Instructors Assigned** box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. To add an instructor, select an instructor from the **Instructors Available** list and click the left-arrow button. To remove an instructor from a session, select the instructor from the **Instructors Assigned** list and click the right-arrow button.

14. Click **Save**.

The changes are saved.

Parent Topic: Managing course sessions

Related topics
Viewing the session list
Adding a session
Viewing session details
Removing a session

Managing session notifications

Notifications can be configured on the session-level. Configuring session notifications allows you to keep students informed of enrollment details for individual sessions.

Notifications for a session are created when you activate the session notification. Otherwise, the details for the session are copied from the course notification.

The following notifications can be activated for the following session-based events:

Notification	Description	Contents
Enrolled in the course	Notifies a student of successful enrollment in a session	The session name
Removed from the session	Notifies a student of successful removal from or session	The session name
Added to the wait list	Notifies a student of being added to the wait list of a session	The session name
Removed from the wait list	Notifies a student of being removed from the wait list of a course or session	The session name
7 days prior to the start of the course/session	Notifies a student that the course or session is about to start	The session name and the start date
Course is completed	Notifies a student of course completion	Completion certificate attached
Prior to end of session	Notifies a student that has not completed or passed a course a set number of days prior to the end-of-session date	The session name
Discussion board posting	Notifies instructors when a post is made on the course discussion board	The content of the post

Post-Completion	Notifies a student a set number of days after completion of the course.	The session name

The emails use special text-variables that gets replaced with information specific to the user that is receiving the email. The text-variables that you can add to the emails are described in Editing the contents of a notification email.

View these topics for more information:

- Viewing the activity status of your notifications
- Activating and de-activating a notification
- Editing the contents of a notification

Parent Topic: Adding and Managing Courses

Viewing the activity status of your session notifications

You can view the activity status of your session notifications.

To view the activity status of your session notifications:

3. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

4. Select the session ID and click **Notifications**. Alternatively, you can select the session ID, right-click on the table and select **Notifications**.

The activity status for each notification is displayed.

Parent Topic: Managing session notifications

Related topics
Viewing the session list
Activating and de-activating a notification
Editing the contents of a notification

Activating and de-activating a notification

You can activate and de-activate a notification. When an notification is active, students receive emails when the events occur.

To activate a notification:

11. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

12. Select the session ID and click **Notifications**. Alternatively, you can select the session ID, right-click on the table and select **Notifications**.

13. On the Notifications window, double-click the notification.

14. On the next Notification window, enable the **Active** check box.

15. Click **Change**.

The activity status of the notification is changed.

To de-activate a notification:

1. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

2. Select the session ID and click **Notifications**. Alternatively, you can select the session ID, right-click on the table and select **Notifications**.

3. On the Notifications window, double-click the notification.

4. On the next Notification window, disable the **Active** check box.

5. Click **Change**.

The activity status of the notification is changed.

Parent Topic: Managing course notifications

Related topics
Viewing the course list
Editing the contents of a notification

Editing the contents of a notification email

You can specify the subject and body text of a notification. Default text is provided.

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To edit the contents of a notification:

6. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

7. Select the session ID and click **Notifications**. Alternatively, you can select the session ID, right-click on the table and select **Notifications**.

8. On the Notifications window, double-click the notification.

9. On the next Notification window, edit the text of the **Subject** and **Message** fields as necessary.

   The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
`<#USER_ID#>`	Student's user ID
`<#USER_FIRSTNAME#>`	Student's first name
`<#USER_PASSWORD#>`	Student's password
`<#USER_FULLNAME#>`	Student's full name
`<#USER_LASTNAME#>`	Student's last name
`<#COURSE_NAME#>`	Course name
`<#END_DATE#>`	Curriculum expiration date

10. Click **Save**.

Parent Topic: Managing session notifications

Related topics
[Viewing the session list]
[Viewing the activity status of your notifications]
[Activating and de-activating a notification]

Duplicating a session

Users that have been granted course-duplication permissions can duplicate sessions as necessary. The session's settings are duplicated within the new session. This includes custom certificates associated with the original session.

For details about setting user permissions, see Adding and Managing User Access.

To duplicate a session:

1. Open the **Curriculums/Courses** side-tab and click **Manage session**. The Manage Sessions window opens.

2. Select the session, right-click and click **Duplicate Session**. The Duplicate Session window opens.

3. Use the **Session ID** field to specify the Session ID of the new session.

4. Click **Save**.

The new session is created.

Parent Topic: Managing course sessions

Related topics
Duplicating a course
Removing a session

Removing a session

Follow these instructions to remove a session from the session list.

To remove a session from the session list:

1. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

2. Click the course ID of the session that you want to remove and click **Delete**. Alternatively, you can select the course ID and either click **Delete** or right-click on the table and select **Delete**.

The session is removed from the session list.

Parent Topic: Managing course sessions

Related topics
Adding a session
Viewing the session list

Managing course instructors

You can assign and remove instructors from a session.

For information about adding instructors to the organization, see Managing User Access.

View these topics for more information:

- Assigning an instructor to a session
- Removing an instructor from a session

Parent Topic: Adding and Managing Courses

Assigning an instructor to a session

You can assign an instructor to a session. Select from the list of users within the organization that are defined as instructors.

To assign an instructor to a session:

8. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

9. Double-click the course ID of the session. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

10. Click the **Instructors** tab. The **Instructors Assigned** box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. To add an instructor, select an instructor from the **Instructors Available** box and click the left-arrow button. To remove an instructor from a session, select the instructor from the **Instructors Assigned** box and click the right-arrow button.

11. Click **Save**.

The changes are saved.

Parent Topic: Managing course sessions

Related topics
Viewing the session list
Adding a session
Viewing session details
Removing a session

Removing an instructor from a session

You can remove an instructor from a session.

To remove an instructor from a session:

12. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

13. Double-click the course ID of the session. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

14. Click the **Instructors** tab. The **Instructors Assigned** box lists the instructors that currently assigned to instruct the course. The **Instructors Available** box lists the available instructors. To remove an instructor from a session, select the instructor from the **Instructors Assigned** list and click the right-arrow button.

15. Click **Save**.

The changes are saved.

Parent Topic: Managing course sessions

Related topics
Viewing the session list

[Adding a session]
[Viewing session details]
[Removing a session]

Setting prerequisites

You can define the courses students are required to complete before they can register for other courses. Prerequisites can be defined and removed.

You should set prerequisites to a course before students register for the course. If a prerequisite is assigned after students have registered for the course, students that have not completed the prerequisite course will not be removed from the course.

To assign a prerequisite course to a course:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Double-click the course ID of the session. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

3. Click the **Prerequisites** tab to define a prerequisite sequence. The **Prerequisite Courses** box lists the courses in the order that students must complete them. The **Available Courses** box lists the available courses. To add a course to the prerequisite list, select the course from the **Available Courses** box and click the left-arrow button. To move the course in the order, select the course and click the up-arrow or down-arrow button.

4. Click **Save**.

The course is added as a prerequisite.

To remove a prerequisite course:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Double-click the course ID of the session. Alternatively, you can select the course ID and either click **Edit** or right-click on the table and select **Edit**.

3. Click the **Prerequisites** tab to define a prerequisite sequence. The **Prerequisite Courses** box lists the courses in the order that students must complete them. The **Available Courses** box lists the available courses. To remove the course, select the course from the **Prerequisite Courses** box and the right-arrow button.

4. Click **Save**.

The prerequisite course is removed.

Parent Topic: [Adding and Managing Courses]

Related topics

[Viewing the course list]
[Viewing course details]
[Editing course details]
[Removing a course]
[Managing course sessions]
[Managing course instructors]
[Setting prerequisites]
[Managing course content]
[Managing course notifications]

[Managing your gradebook](#)
[Duplicating a course](#)

Assigning a course to a sub-org

You can assign courses to sub-organizations, just as you can assign curriculums to sub-organizations. This feature ensures that students registered into the sub-org are automatically registered for the course.

Sub-org values must first be defined for the organization. For information about setting sub-org values, see [Setting sub-org values](#).

To assign a course to a sub-org:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Select the course ID of the course that you want to assign to a sub-org and click **Assign Course**. Alternatively, you can select the course ID, right-click on the table, and select **Assign Course**.

3. In the Assign Course window, use the drop-down lists to configure the assignment and click **Add**.

The course assignment is added to the table. Click the Remove icon to remove an assignment if necessary.

Parent Topic: [Adding and Managing Courses](#)

Related topics
[Viewing the course list](#)
[Viewing course details](#)
[Duplicating a course](#)

Managing course notifications

Notifications are automatically generated emails that you can activate and customize. For example, you can activate a notification email containing log-in information to be automatically sent to users when they enroll in a course.

You can edit the text of the notification email as necessary.

Notifications can be activated for the following events:

Notification	Description	Contents
Enrolled in the course	Notifies a student of successful enrollment in a course	The course or name
Removed from the course	Notifies a student of successful removal from a course	The course name
Added to the wait list	Notifies a student of being added to the wait list of a course	The course name
Removed from the wait list	Notifies a student of being removed from the wait list of a course	The course name
7 days prior to the start of the course/session	Notifies a student that the course is about to start	The course name and the start date
Course Due Date Approaching	Notifies a student that the course due date is approaching for certification purposes.	The course name
Course Due Date Passed	Notifies a student that the course due date has passed for certification purposes.	The course name

Course is completed	Notifies a student of course completion	Completion certificate attached
Prior to end of session	Notifies a student that has not completed or passed a course a set number of days prior to the end-of-session date.	The course name
Discussion board posting	Notifies instructors when a post is made on the course discussion board.	The content of the post
Post-Completion	Notifies a student a set number of days after completion of the course.	The course or session name

The emails use special text-variables that gets replaced with information specific to the user that is receiving the email. The text-variables that you can add to the emails are described in Editing the contents of a notification email.

View these topics for more information:

- Viewing the activity status of your notifications
- Activating and de-activating a notification
- Editing the contents of a notification

Parent Topic: Adding and Managing Courses

Viewing the activity status of your notifications

You can view the activity status of your notifications.

To view the activity status of your notifications:

5. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

6. Select the course ID and click **Notifications**. Alternatively, you can select the course ID, right-click on the table and select **Notifications**.

The activity status for each notification is displayed.

Parent Topic: Managing course notifications

Related topics

Viewing the course list
Activating and de-activating a notification
Editing the contents of a notification

Activating and de-activating a notification

You can activate and de-activate a notification. When an notification is active, students receive emails when the events occur.

To activate a notification:

11. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

12. Select the course ID and click **Notifications**. Alternatively, you can select the course ID, right-click on the table and select **Notifications**.

13. On the Notifications window, double-click the notification.

14. On the next Notification window, enable the **Active** check box.

15. Click **Change**.

The activity status of the notification is changed.

To de-activate a notification:

1. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

2. Select the course ID and click **Notifications**. Alternatively, you can select the course ID, right-click on the table and select **Notifications**.

3. On the Notifications window, double-click the notification.

4. On the next Notification window, disable the **Active** check box.

5. Click **Change**.

The activity status of the notification is changed.

Parent Topic: Managing course notifications

Related topics

Viewing the course list
Editing the contents of a notification

Editing the contents of a notification email

You can specify the subject and body text of a notification. Default text is provided.

The emails use special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To edit the contents of a notification:

6. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

7. Select the course ID and click **Notifications**. Alternatively, you can select the course ID, right-click on the table and select **Notifications**.

8. On the Notifications window, double-click the notification.

9. On the next Notification window, edit the text of the **Subject** and **Message** fields as necessary.

   The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
`<#USER_ID#>`	Student's user ID
`<#USER_FIRSTNAME#>`	Student's first name
`<#USER_PASSWORD#>`	Student's password
`<#USER_FULLNAME#>`	Student's full name
`<#USER_LASTNAME#>`	Student's last name

<#COURSE_NAME#>	Course name
<#NOTIFICATION_THRESHOLD#>	The number of days that triggers the notification
<#DUE_DATE#>	Due date for course certification
<#END_DATE#>	Curriculum expiration date

10. Click **Save**.

Parent Topic: Managing course notifications

Related topics
Viewing the course list
Viewing the activity status of your notifications
Activating and de-activating a notification

Managing your gradebook

You can view and modify the score or status of gradebook and content items. You can also add additional gradebook items and edit student records.

View these topics for more information:

- Displaying the score or status of a gradebook or content item
- Adding a gradebook item
- Modifying a student record
- Specifying a completion date

Parent Topic: Adding and Managing Courses

Displaying the score or status of a gradebook or content item

You can display the score or status of a gradebook or content item.

To display the score or status:

5. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

6. Select the appropriate course ID from the table and click **Gradebook**. Alternatively, you can select the course ID, right-click on the table and select **Gradebook**.

   The Gradebook window opens. The window lists the students that are enrolled in the course and their status in the course. The session ID is also provided. Click **Filter** to minimize the search results on longer listings if necessary.

7. To display a student's score for a gradebook item, select the student's entry in the table. If a score is associated with the gradebook item, it is displayed in the **Score** field.

You can modify status and score, if necessary.

Parent Topic: Managing Courses

Related topics
Adding a gradebook item
Modifying a student record
Specifying a completion date

Adding a gradebook item

Sometimes students can receive grades for completing extracurricular activities, such as attending seminars or completing an extra-credit assignment. These are considered gradebook items. You can add gradebook items as necessary.

To add a gradebook item:

8. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

9. Select the appropriate course ID and click **Content**. Alternatively, you can select the course ID, right-click on the table and select **Content**.

10. On the Content window, click **Add Content Item**.

11. On the Add Content Item window, complete the fields as follows:

Field	Description
Gradebook ID	Specify a label for the gradebook item
Content Item	Specify a name for the gradebook item
Type	Select the appropriate type of content based on how it is graded.
Order	Use this field to control the order in which the content items are displayed.
Web Address or Launch File Name	Specify the location and launch file for the gradebook item.
File To Import Already Resides On Server	Select this if the file alr

12. Click **Add Gradebook Item**.

The gradebook item is added to the course.

Parent Topic: Managing Courses

Related topics
Displaying the score or status of a gradebook or content item
Modifying a student record
Specifying a completion date

Modifying a student record

You can modify a student's score or status of the gradebook item. Additionally, you can provide a reason for the change that can be displayed to the student.

Displaying the **Reason for Change** field on the Gradebook window is controlled by the system property **IncludeReasonForGradebookChanges**. Displaying the reason for the change to the student is controlled by the **ShowGradebookCommentsToStudents**. For details about working with system properties, see Adding and Managing System Properties.

To modify a student record:

13. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

14. Select the course ID and click **Gradebook**. Alternatively, you can select the course ID, right-click on the table and select **Gradebook**.

15. On the Gradebook window, select the appropriate student from the list. Click **Filter** to minimize the search results on longer listings if necessary. The student's status and score are displayed.

16. Modify the score or status as necessary. Use the **Reason for Change** field to specify the reason for the change.

17. Click **Save**.

The student's record is modified.

Parent Topic: Managing Courses

Related topics
Displaying the score or status of a gradebook or content item
Adding a gradebook item
Specifying a completion date

Specifying a completion date

You can set the completion date for a student for courses with a completion status of “Completed” or “Passed”.

To set the completion date:

18. Open the **Curriculums/Courses** side-tab and click **Manage Courses**.

19. Select the course ID and click **Gradebook**. Alternatively, you can select the course ID, right-click on the table and select **Gradebook**.

20. On the Gradebook window, select the appropriate student and use the **Completion Date** field to specify the date. Click **Filter** to minimize the search results on longer listings if necessary.

    The student's record is displayed with the updated completion date.

21. Click **Close**.

Parent Topic: Managing Courses

Related topics
Displaying the score or status of a gradebook or content item
Adding a gradebook item

Generating a class roster

You can generate a roster of the students that are registered for a session.

To generate a class roster:

22. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

23. Select the course ID of the course with the session and click **Generate Class Roster**. Alternatively, you can select the course ID, right-click on the table and select **Generate Class Roster**.

The roster is displayed in a print-friendly format.

Parent Topic: Adding and Managing Courses

Managing keywords

You can assigning keywords to a course. Assigning keywords to courses makes it easy for students to find specific courses within a curriculum. You can view the list of keywords, add new keywords as necessary, and delete unnecessary keywords.

View these topics for more information:

- Viewing the keywords list
- Adding a keyword
- Deleting a keyword

Parent Topic: Adding and Managing Courses

Viewing the keywords list

You can view the list of currently defined keywords. Use the list to edit and delete keywords.

To view the list of keywords, open the **Curriculums/Courses** side-tab and click **Manage Keywords.**

Each row in the table represents a currently defined keywords. The keywords are alphabetically listed. Click a column heading to re-sort the table. Use the **Search** box to locate a specific course or keyword. For example, to search for a specific keyword, specify all or part of the keyword in the **Keyword** field and click **Search**.

Parent Topic: Managing keywords

Related topics
Adding a keyword
Deleting a keyword

Adding a keyword

You can add keywords to a course.

To add a keyword to a course:

1. Open the **Curriculums/Courses** side-tab and click **Manage Keywords**.

   The Manage Keywords window opens.

2. Click **Add Keyword**.

   The Add Keyword window opens.

3. Specify the text of the keyword in the **Keyword** field.

4. Click **Select Courses**.

   The Select Courses window opens.

5. Click a course to select it. Press Ctrl then click to select more than one course. Click **All** to select all the courses. When you are finished selecting courses, click **Return**.

6. On the Add Keyword window, click **Add**.

The new keyword is added to the list.

Parent Topic: Adding and Managing Courses

Related topics
[Viewing the keyword list]
[Deleting a keyword]

Deleting a keyword

You can delete unnecessary keywords.

To delete a keyword:

1. Open the **Curriculums/Courses** side-tab and click **Manage Keywords**.

   The Manage Keyword window opens.

2. Select the keyword and click **Delete**. Alternatively, you can select the keyword, right-click and select **Delete**.

The keyword is deleted from the list.

Parent Topic: Adding and Managing Courses

Related topics
Viewing the keyword list

Managing discount codes

You can generate a discount code to provide a student with a discount when paying for a course. The discount can be specified as an amount or a percentage to be subtracted from the price of the course.

You must first configure a shopping cart to view, add, assign, and delete discount codes.

View these topics for more information:

- Viewing the discount codes list
- Adding a discount code
- Assigning a discount code
- Deleting a discount code

Parent Topic: Adding and Managing Courses

Viewing the discount codes list

You can view the list of currently defined discount codes. Use the list to edit, delete, and assign discount codes.

To view the list of discount codes:

1. Open the **Curriculums/Courses** side-tab and click **Manage Discount Codes**.

2. Use the **Org ID** drop-down list in the **Search** box to view the discount codes defined for a specific organization.

Each row in the table represents a currently defined discount code. The discount codes are alphabetically listed by their discount code. Click a column heading to re-sort the table. Use the **Search** box to locate a specific course. For example, to search for a specific discount code, specify all or part of the discount code in the **Discount Code** field and click **Search**.

Parent Topic: Managing discount codes

Related topics

Adding a discount code
Assigning a discount code
Deleting a discount code

Adding a discount codes

You can add discount codes as necessary.

To add a discount code to the list of discount codes:

1. Open the **Curriculums/Courses** side-tab and click **Manage Discount Codes**.

2. Click **Add Discount Code**.

   The Add Discount window opens.

3. Complete the fields on the Add Discount window as follows. Fields marked with an asterisk (*) are required.

Add Discount field	Description
Discount Code	The name of the discount code.
Active	Enable this check box to activate the discount code.
Description	A short description of the discount code.
Discount Type	Use the drop-down list to select whether the discount code is an amount or a percentage to be subtracted from the price of the course.
Discount Amount	The amount or percentage to be subtracted from the price of the course.

4. Click **Save**.

The new discount code is added to the list.

Parent Topic: Managing discount codes

Related topics
Viewing the discount codes list
Assigning a discount code
Deleting a discount code

Assigning a discount code

Once the discount code has been added, you must assign the discount code to a company to activate it.

To assign the discount code to a company:

1. Open the **Curriculums/Courses** side-tab and click **Manage Discount Codes**.

2. Use the **Org ID** drop-down list in the **Search** box to locate the discount code.

3. Select the discount code from the list.

4. Click **Assign Discount Code**.

   The Assign Discount Code window opens.

5. Complete the fields on the Assign Discount Code window as follows:

Assign Discount Code field	Description
Company	Use the drop-down list to select the company to which you want to assign the discount code. Otherwise, select **All** to assign the discount code to all companies within the organization.
State	Use the drop-down list to select the state to which you want to assign the discount code. Otherwise, select **All** to assign the discount code to all states within the company.
Region	Use the drop-down list to select the region to which you want to assign the discount code. Otherwise, select **All** to assign the discount code to all regions within the state.
District	Use the drop-down list to select the district to which you want to assign the discount code. Otherwise, select **All** to assign the discount code to all districts within the region.

6. Click **Add**.

The assignment you configured is populated in the top of the Assign Discount Code window.

To delete an assignment, select the assignment and click **Delete**.

Click **Close** to return to the Manage Discount Codes window.

Parent Topic: Managing discount codes

Related topics
Viewing the discount codes list
Deleting a discount code

Deleting a discount code

You can delete discount codes as necessary.

To delete a discount code from the list of discount codes:
5. Open the **Curriculums/Courses** side-tab and click **Manage Discount Codes**.

6. Use the **Org ID** drop-down list in the **Search** box to view the discount codes defined for a specific organization.

7. Select the discount code from the list.

8. Click **Delete**.

The discount code is removed from the list.

Parent Topic: Managing discount codes

Related topics
Viewing the discount codes list

Viewing the waiting list

You can view the session waiting list. The waiting list displays the students that have requested to enroll and are awaiting approval to register.

To view the waiting list for a session:
1. Open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

2. Select the appropriate course ID from the table and click **Waiting List**. Alternatively, you can select the course ID, right-click on the table and select **Waiting List**.

   The Waiting List window opens, displaying the list of students on the Waiting List.

3. Click **OK** to return to the Manage Sessions window.

View these topics for more information:
- Viewing the discount codes list
- Adding a discount code
- Assigning a discount code
- Deleting a discount code

Parent Topic: Adding and Managing Courses

Viewing transcripts
You can view transcripts of your students.

Transcripts display completion status for each curriculum and course.

Options are available to view a detailed transcript, include previous years, and specify a specific date span. You can also save the transcript to a generated report, print the transcript, and view certificates, if applicable.

To view a student's transcript:
1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

Your Report Card is displayed.

View these topics for additional information:
- Specifying transcript options
- Downloading a transcript
- Printing a transcript
- Viewing certificates

Parent Topic: Completing a Course

Related Topics
Viewing your course list
Accessing course content
Monitoring course progress

Specifying report options
Options are available to view a detailed transcript, include previous years, and specify a specific date span.

The detailed transcript lists completion percentage, completion dates, credit hours, last access time-stamp, and the total time, along with the attempt history, scores, and dates for each course.

To view a detailed transcript:
1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Options**. The Report Options window opens.

4. Disable the **Summary Transcript** check box.

5. Click **Run Report**.

The detailed transcript is displayed.

To include previous years in the transcript:
1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Options**. The Report Options window opens.

4. Disable the **Current Year Only** check box.

5. Click **Run Report**.

The transcript is displayed with results from previous years, if applicable.

To specify a specific date span:
1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Options**. The Report Options window opens.

4. In the **Report Start Date** and **Report End Date** fields, click the calendar graphic to select the appropriate dates or specify the appropriate dates in the respective fields.

5. Click **Run Report**.

The transcript is displayed with the results from the specific date span, if applicable.

Parent Topic: Viewing transcripts

Downloading a transcript
You can download a transcript to your computer. The report is saved as a comma-separated values (CSV) file that can be opened and viewed in tabular format in a program like Microsoft Excel.

To download a transcript:
1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Download Generated Report**. The File Download window opens.

4. Click **Save** to copy the file to your computer or click **Open** to view the file.

Parent Topic: Viewing transcripts

Printing a transcript

You can print a transcript.

To print a transcript:

1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Print Report**. The Print window opens.

4. Change the options as necessary and click **Print**.

The transcript is sent to the printer.

Parent Topic: Viewing transcripts

Viewing certificates

You can view student certificates. Certificates can be printed, saved to your computer, or viewed in Adobe Reader.

To view a certificate:

1. Open the **Users** side-tab and click **Manage Users**. The Manage Users window opens.

2. Select the appropriate student from the list and click **Transcript** or right-click on the appropriate student and select **Transcript**. The transcript for the student opens.

3. Click **Certificates**. The Certificates window opens.

4. Select the appropriate certificate and click **View Certificate**.

The certificate is displayed. Hover over the certificate with your cursor to view options for printing, saving and viewing the certificate.

Parent Topic: Viewing transcript

Adding and Managing User Access

As an administrator, you can add and modify user details and regulate user access to CourseMill. This section provides a reference to specific tasks you can perform to manage users within your organization.

CourseMill distinguishes between the following user privileges based on the user's role:

Privileges	What this user can do

Instructor	Register students, add course content, generate gradebooks,
Student	Launch course content, complete courses, view grades
Reporter	Generate reports and specify when progress emails are sent.
Guest	View course materials

You assign privileges when adding users. In some cases, you can assign multiple privileges to a user.

View these topics for more information:

- Viewing your user list
- Adding a user
- Viewing user details
- Editing user details
- Importing user data
- Managing student registration
- Deleting a user
- Bulk-deleting users
- Managing course reporters
- Managing approval requests
- Archiving users

Viewing your user list

You can view the list of users defined within your organization. You can sort the list by user ID, name, last-access timestamp, privileges, or activity status.

To view the list of users, open the **Users** side-tab and click **Manage Users**.

Each row in the table represents a user defined within the organization. Users are listed by the user ID. Click a heading to re-sort the table. For example, to sort the list by name, click the **Name** heading. Use the controls within the **Search** box to locate a specific user.

Use the list to add, edit, and delete users. Double-click an entry to see user information. You can also register a student and view transcripts.

Parent Topic: Managing User Access

Related topics
Adding a user
Viewing user details
Editing user details
Importing user data
Managing student registration
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters
Managing approval requests
Archiving users

Adding a user

You can add users to CourseMill by creating new user accounts. User accounts that do not appear in the user list cannot log in to CourseMill.

You can also add user accounts by importing users, user information and optionally update existing user details by reading data from a simple text file. See [Importing User Data](#) for more information.

To add a user account:

1. Open the **Users** side-tab and click **Manage Users**.

2. Click **Add User** or right-click on the table and select **Add User**.

3. On the Add User window, complete the fields on the **User Profile** tab as follows. Fields marked with an asterisk (*) are required.

User Profile tab	Description
Active	Enable this check box to create an active user profile.
User ID	The user ID of the new user.
First Name, Middle Initial, Last Name	The first name, middle initial, and last name of the new user.
Email	The email address of the new user.
Password	The password of the new user.
Confirm Password	The password of the new user.
Expiration	The policy for managing the new user's password.
Privileges	The role or roles assigned to the new user. Enable the **Guest** check box to restrict the user to view course material. Enable the **Instructor** check box to allow the user to register students, add course content, and generate gradebooks. Enable the **Reporter** check box to allow the user to generate reports.
Email progress reports on	Select the days of the week when progress emails are to be sent to Reporter users.
CC Student Emails	Enable this check box to carbon-copy a new Reporter user on all system-wide emails intended for the students that report to the Reporter user.

4. If integrating with the features of Lectora Mobile or Lectora Talent Management is enabled and defined for the current organization, the **Access** tab is displayed. Click the **Access** tab and complete the fields as follows:

Access tab	Description
User can access content through Lectora Mobile	Enable this check box to allow the user to access content using Lectora Mobile.
Mobile Access Code	Specify the authentication code that the user is required to specify when registering their mobile device with the Lectora Mobile server.
Last Mobile Sync	Displays the timestamp of the last time that the user's mobile device reported information to the Lectora Mobile server.
User can access his/her role profile through Lectora Talent Management	Enable this check box to allow the user to access his or her Lectora Talent Management portal from the student interface.
Talent Management Role	Use the list to specify the user's role within the Talent Management system.

5. Click the **Demographics** tab and complete the fields as follows:

Demographics tab	Description
Address	The new user's street address.
City	The new user's city.
State/Province	The new user's state or province.
Zip/Postal	The new user's zip or postal code.
Country	The new user's country.
Phone	The new user's phone number.
Hire Date	The new user's date of hire.
Accepted Terms of Use	The date when the student accepted the *Terms of Use* policy. Note that the system can force students to re-accept the *Terms of Use* policy at any time by resetting this value with the student's profile (based on the setting of the system property **RecordTermsOfUseDateForExistingUsers**).

6. Click the **Permissions** tab and complete the fields as follows:

Permissions tab	Description	
Curriculums	Use this box to control whether the new user can add and manage new curriculums.	
	Add Curriculum	The user can add curriculums.
	Modify Existing	The user can modify the details of the curriculums.
	Duplicate Curriculum	The user can duplicate curriculums.
	Delete	The user can delete curriculums.
	Register in Curriculum	The user can register students in the curriculum.
Courses/Sessions	Use this box to control whether the new user can add and manage new courses and sessions.	
	Add Course	The user can add a course.
	Add Session	The user can add sessions to a course.
	Modify Existing	The user can modify the details of the course and its sessions.
	Duplicate Course	The user can duplicate courses and sessions.
	Delete	The user can delete courses and sessions.
	Register in Curriculum	The user can register students in the course and session.
	Modify Content	The user can modify content in a course.
	Gradebook	The user can modify gradebooks.
Users	Use this box to control whether the new user can add and manage new users.	
	Add User	The user can add a user.
	Modify Existing	The user can modify the details of the user.
	Delete	The user can delete the user.
	Change Password	The user can change passwords.
	Register a Student	The user can register a student.

Import User Data	The user can import user data.
Gradebook	The user can modify gradebooks.

7. Click the **Sub-Orgs** tab to specify the user's Sub-Org attributes. The Sub-Org attributes that are displayed, along with the available value settings, are the characteristics that were selected to define the organization's infrastructure. For details about defining Sub-Org attributes, see Adding an organization.

   Use the pull-down lists to assign specific values to each Sub-Org attribute.

8. Click the **More Sub-Orgs** tab to specify values to additional Sub-Org attributes.

9. Click the **User Notes** tab to specify notes about the user.

10. Click **Save**.

The user record is added to the list of user IDs.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Editing user details
Viewing user details
Importing user data
Managing student registration
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters
Managing approval requests
Archiving users

Viewing user details

You can view user registration details. The values in the fields can be changed, if necessary.

To edit user information:

1. Open the **Users** side-tab and click **Manage Users**.

2. Double-click the user ID of the user that you want to view. Alternatively, you can select the user ID and either click **Edit** or right-click on the table and select **Edit**.

3. On the Edit User window, the fields on the **User Profile** tab are defined as follows:

User Profile tab	Description
Active	Enable this check box to activate this user.
User ID	The new user's user ID for signing on to CourseMill.
First Name	The user's first name.
Middle Initial	The user's middle initial.
Last Name	The user's last name.
Email	The user's email address.

Change Password	The user's password for signing on to CourseMill.
Confirm Password	Confirm the user's password.
Expiration	The policy for managing the user's password.
Guest Privileges	Enable this check box to restrict the user to view course material.
Instructor Privileges	Enable this check box to allow the user to register students, add course content, and generate gradebooks.
Reporter Privileges	Enable this check box to allow the user to generate reports. Select the days of the week when progress emails are to be sent.

4. If integrating with the features of Lectora Mobile or Lectora Talent Management is enabled and defined for the current organization, the **Access** tab is displayed. Click the **Access** tab and complete the fields as follows:

Access tab	Description
User can access content through Lectora Mobile	Enable this check box to allow the user to access content using Lectora Mobile.
Mobile Access Code	Specify the authentication code that the user is required to specify when registering their mobile device with the Lectora Mobile server.
Last Mobile Sync	Displays the timestamp of the last time that the user's mobile device reported information to the Lectora Mobile server.
User can access his/her role profile through Lectora Talent Management	Enable this check box to allow the user to access his or her Lectora Talent Management portal from the student interface.
Talent Management Role	Use the list to specify the user's role within the Talent Management system.

5. Click the **Demographics** tab. The fields on this tab are defined as follows:

Demographics tab	Description
Address	The new user's street address.
City	The new user's city.
State/Province	The new user's state or province.
Zip/Postal	The new user's zip or postal code.
Country	The new user's country.
Phone	The new user's phone number.
Hire Date	The new user's date of hire.
Accepted Terms of Use	The date when the student accepted the *Terms of Use* policy. Note that the system can force students to re-accept the *Terms of Use* policy at any time by resetting this value with the student's profile (based on the setting of the system property **RecordTermsOfUseDateForExistingUsers**).

6. Click the **Permissions** tab. The fields on this tab are defined as follows:

Permissions tab	Description
Curriculums	Use this box to control whether the new user can add and manage new curriculums. **Add Curriculum** — The user can add curriculums. **Modify Existing** — The user can modify the details of the curriculums.

	Duplicate Curriculum	The user can duplicate curriculums.
	Delete	The user can delete curriculums.
	Register in Curriculum	The user can register students in the curriculum.
Courses/Sessions	Use this box to control whether the new user can add and manage new courses and sessions.	
	Add Course	The user can add a course.
	Add Session	The user can add sessions to a course.
	Modify Existing	The user can modify the details of the course and its sessions.
	Duplicate Course	The user can duplicate courses and sessions.
	Delete	The user can delete courses and sessions.
	Register in Curriculum	The user can register students in the course and session.
	Modify Content	The user can modify content in a course.
	Gradebook	The user can modify gradebooks.
Users	Use this box to control whether the new user can add and manage new users.	
	Add User	The user can add a user.
	Modify Existing	The user can modify the details of the user.
	Delete	The user can delete the user.
	Change Password	The user can change passwords.
	Register a Student	The user can register a student.
	Import User Data	The user can import user data.
	Gradebook	The user can modify gradebooks.

7. Click the **Sub-Orgs** tab to view the user's Sub-Org attributes. The Sub-Org attributes that are displayed, along with the available value settings, are the characteristics that were selected to define the organization's infrastructure. For details about defining Sub-Org attributes, see Adding an organization.

8. Click the **More Sub-Orgs** tab to view additional Sub-Org attributes, if necessary.

9. Click the **User Info** tab to view additional user information.

10. Click **Save** if you made any changes.

Changes to the user's details are saved.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Adding a user
Editing user details
Importing user data
Managing student registration
Deleting a user

[Bulk-deleting users]
[Exporting user data]
[Managing course reporters]
[Managing approval requests]
[Archiving users]

Editing user's information

You can edit user information if necessary.

To edit user information:

1. Open the **Users** side-tab and click **Manage Users**.

2. Double-click the user ID of the user that you want to edit. Alternatively, you can select the user ID and either click **Edit** or right-click on the table and select **Edit**.

3. On the Edit User window, edit the fields on the **User Profile** tab as necessary:

User Profile tab	Description
Active	Enable this check box to activate this user.
User ID	The new user's user ID for signing on to CourseMill.
First Name	The user's first name.
Middle Initial	The user's middle initial.
Last Name	The user's last name.
Email	The user's email address.
Change Password	The user's password for signing on to CourseMill.
Confirm Password	Confirm the user's password.
Expiration	Whether the user's password expires.
Guest Privileges	Enable this check box to restrict the user to view course material.
Instructor Privileges	Enable this check box to allow the user to register students, add course content, and generate gradebooks.
Reporter Privileges	Enable this check box to allow the user to generate reports. Select the days of the week when progress emails are to be sent.

4. If integrating with the features of Lectora Mobile or Lectora Talent Management is enabled and defined for the current organization, the **Access** tab is displayed. Click the **Access** tab and complete the fields as follows:

Access tab	Description
User can access content through Lectora Mobile	Enable this check box to allow the user to access content using Lectora Mobile.
Mobile Access Code	Specify the authentication code that the user is required to specify when registering their mobile device with the Lectora Mobile server.
Last Mobile Sync	Displays the timestamp of the last time that the user's mobile device reported information to the Lectora Mobile server.
User can access his/her role profile through Lectora Talent Management	Enable this check box to allow the user to access his or her Lectora Talent Management portal from the student interface.

Talent Management Role	Use the list to specify the user's role within the Talent Management system.

5. Click the **Demographics** tab and edit the fields as follows:

Demographics tab	Description
Address	The new user's street address.
City	The new user's city.
State/Province	The new user's state or province.
Zip/Postal	The new user's zip or postal code.
Country	The new user's country.
Phone	The new user's phone number.
Hire Date	The new user's date of hire.
Accepted Terms of Use	The date when the student accepted the *Terms of Use* policy. Note that the system can force students to re-accept the *Terms of Use* policy at any time by resetting this value with the student's profile (based on the setting of the system property **RecordTermsOfUseDateForExistingUsers**).

6. Click the **Permissions** tab and edit the fields as follows:

Permissions tab	Description	
Curriculums	Use this box to control whether the new user can add and manage new curriculums.	
	Add Curriculum	The user can add curriculums.
	Modify Existing	The user can modify the details of the curriculums.
	Duplicate Curriculum	The user can duplicate curriculums.
	Delete	The user can delete curriculums.
	Register in Curriculum	The user can register students in the curriculum.
Courses/Sessions	Use this box to control whether the new user can add and manage new courses and sessions.	
	Add Course	The user can add a course.
	Add Session	The user can add sessions to a course.
	Modify Existing	The user can modify the details of the course and its sessions.
	Duplicate Course	The user can duplicate courses and sessions.
	Delete	The user can delete courses and sessions.
	Register in Curriculum	The user can register students in the course and session.
	Modify Content	The user can modify content in a course.
	Gradebook	The user can modify gradebooks.
Users	Use this box to control whether the new user can add and manage new users.	
	Add User	The user can add a user.
	Modify Existing	The user can modify the details of the user.
	Delete	The user can delete the user.
	Change Password	The user can change passwords.

	Register a Student	The user can register a student.
	Import User Data	The user can import user data.
	Gradebook	The user can modify gradebooks.

7. Click the **Sub-Orgs** tab to modify the user's Sub-Org attributes. The Sub-Org attributes that are displayed, along with the available value settings, are the characteristics that were selected to define the organization's infrastructure. For details about defining Sub-Org attributes, see Adding an organization.

8. Click the **More Sub-Orgs** tab to modify additional Sub-Org attributes, if necessary.

9. Click the **User Notes** tab to modify the user information on this tab, if necessary.

10. Click **Save**.

Changes to the user's information are saved.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Adding a user
Viewing user details
Importing user data
Managing student registration
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters
Managing approval requests
Archiving users

Importing user data

You can add user accounts by importing users, user information and optionally update existing user details by reading data from a specially formatted text file. The file can be in LDAP Data Interchange Format or a a comma-delimited file. After you create the file, you can run an error check to verify that the file is properly formatted.

The tab-separated file must conform to the following specifications:

- Use the Tab character (Hex 0x09) to separate data items.
- Each line must end with a carriage return/line field.
- The first line must contain field names used to locate the corresponding columns within the data. Order is not important.
- Unrecognized columns of data will be discarded.
- Include the following column names:

Column name	Description
OrgID	The user's organization
ID	The user's user ID
LastName	The user's last name
FirstName	The user's first name
Password	The user's password

MiddleInitial	The user's middle initial
EmailID	The user's email address
Address	The user's address
City	The user's city
State	The user's state
Zip	The user's zip or postal code
Country	The user's country
Phone	The user's phone number
SubOrg 0-15	Values for the custom fields that were defined when the organization was added. For detailed information about defining Sub-Org fields, see Adding an Organization.
GuestFlag, InstructorFlag, ReporterFlag, and **ActiveFlag**	Values for True or False presenting the user's privileges. Use "y", "yes", or "1" for True. Use "n", "no", or "0" for False.
UserNotes	Notes to be associated with the user
MergeOldID	Old ID that should be merged into the student ID
MergeEmailNotify	Email address of person to notify of success/failure of merge
CourseID	CourseID of the course into which the user should be enrolled
SessionID	SessionID of the session into which the user should be enrolled
PassDate	Date on which the CourseStatus change is applied
RecordDate	Date on which the CourseStatus change is applied
Score	The user's score of the session
ScoreComment	A gradebook comment regarding the score or status for a session
CourseStatus	The user's status of the course
CurrID	Curriculum ID of the curriculum into which the student should be enrolled
EnrollDate	Enrollment date for the course or curriculum
CurrPermissions, CoursePermissions, and **UserPermissions**	Values representing the user's curriculum, course, and user permissions. Specify the values as follows: **Add** or **Cre** — Add curriculum, course, or user **Mod** — Modify curriculum, course, or user **Del** — Delete curriculum, course, or user **Reg** or **Enr** — Register curriculum, course, or user **Imp** or **Con** — Import student data or course content
Hire Date	The user's date of hire.
Accepted Terms of Use	The date when the user accepted the *Terms of Use* policy.
Personal Info 0-7	Values for the custom personal information fields that were defined when the organization was added. For detailed information about defining personal information fields, see Adding an Organization.
ReportsTo	Reporters to be assigned to this student
MobileUser or **MobileUserFlag**	Indicates that the student is authorized to use Lectora Mobile features
MobileUserActivation or **MobileActivation**	The user's mobile user activation code

TalentMgmtUser or **TalentMgmtUserFlag**	Indicates that the student is authorized to use Lectora Talent Management features
TalentMgmtProfile	Job profile for the student in Talent Management

For the **Accepted Terms of Use** date, the system can force students to re-accept the *Terms of Use* policy at any time by resetting this value with the student's profile (based on the setting of the system property **RecordTermsOfUseDateForExistingUsers**).

To process the tab-delimited file:

1. Open the **Users** side-tab and click **Manage Users**.

2. Click **Batch User Data**.

3. On the Batch User Data window, specify the org ID, select **Import User Data** in the **Batch Operation** field, and click **Browse** to navigate and select the file. To run an error check on the tab-delimited file before processing it, select **Error Check Data** in the **Process Data** field. To process the file, select **Error Check Data** in the **Process Data** field.

4. Click **Process**.

If user records already exist, the information will be updated according to the information in the file. Passwords are not changed.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Adding a user
Viewing user details
Managing student registration
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters
Managing approval requests
Archiving users

Managing student registration

You can register (and unregister) users within your organization to curriculums and courses.

See these topics for more information:

- Registering a student
- Deleting a registration
- Bulk-unenrolling

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Adding a user
Viewing user details
Importing user data

[Deleting a user](#)
[Bulk-deleting users](#)
[Exporting user data](#)
[Managing course reporters](#)
[Managing approval requests](#)
[Archiving users](#)

Registering a student

For students that are not allowed to self-register, you must register them in curriculums or in specific course sessions.

For more information about a student, click the information icon.

To register a student in a curriculum:

1. Open the **Users** side-tab and click **Manage Users**. (You can also register users from Manage Curriculums, Manage Courses, Manage Sessions and Manage Users windows.)

2. Select the user ID and either click **Register** or right-click and select **Register**.

   The Register in Course window opens.

3. In the **Curriculum to Register** field, specify the curriculum ID or click **Search** to select the curriculum from the list of available curriculums.

4. Click **Register**.

The registration is added to the list.

To register a student in a course session:

1. Open the **Users** side-tab and click **Manage Users**.

2. Select the user ID and either click **Register** or right-click and select **Register**.

   The Register a Student window opens.

3. In the **Session to Register** field, specify the session ID or click **Search** to select the session ID from the list of available sessions.

4. Click **Register**.

The registration is added to the list.

Parent Topic: [Managing student registration](#)

Related topics
[Viewing your user list](#)
[Adding a user](#)
[Viewing user details](#)
[Importing user data](#)
[Deleting a user](#)
[Bulk-deleting users](#)
[Exporting user data](#)
[Managing course reporters](#)

[About Trivantis](#)

[Managing approval requests](#)

Deleting a registration
Student registrations can be deleted as necessary.

To delete a registration:

11. Open the **Users** side-tab and click **Manage Users**.

12. Select the user ID and either click **Register** or right-click and select **Register**.

    The Register a Student window opens.

13. Click the Delete button for the registration you want to delete or select the registration and click **Delete**.

The registration is deleted from the list.

Parent Topic: Managing student registration

Related topics
Viewing your user list
Adding a user
Viewing user details
Importing user data
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters
Managing approval requests

Bulk-unenrolling
You can unenroll users based on information provided in a tab-delimited file. After you create the file, you can run an error check to verify that the file is properly formatted.

The tab-delimited file must conform to the following specifications:

- Use the Tab character (Hex 0x09) to separate data items
- Each line must end with a carriage return/line field.
- The first line must contain field names used to locate the corresponding columns within the date. Order is not important.
- Unrecognized columns of data will be discarded.
- Include the following column names:

Column name	Description
ID or StudentID	The student's user ID
LastName	The student's last name
OrgID	The organization ID (optional)
CurriculumID, CourseID, or SessionID	The curriculum ID, course ID, or the session ID. (To include the session ID with the course ID, add another column and include the session ID.)

To process the tab-delimited file:

1. Open the **Users** side-tab and click **Manage Users**.

2. Click **Batch User Data**.

3. On the Batch User Data window, specify the org ID, select **Bulk Unenroll** in the **Batch Operation** field, and click **Browse** to navigate and select the file. To run an error check on the tab-delimited file before processing it, select **Error Check Data** in the **Process Data** field. To process the file, select **Error Check Data** in the **Process Data** field.

4. Click **Process**.

Users identified in the file are unenrolled.

Parent Topic: Managing student registration

Related topics
Viewing your user list

Deleting a user
You can delete a user from the user list.

You can also delete users using a tab-delimited file. For detailed information, see Bulk-Deleting Users.

To delete a user:
1. Open the **Users** side-tab and click **Manage Users**.

2. Select the user ID of the user that you want to delete and click **Delete**. Alternatively, you can select the user ID, right-click on the table and select **Delete**.

   You can select several users to delete. Press and hold the Ctrl key to select more than user you want to delete then select **Delete**.

The user is deleted.

Parent Topic: Managing User Access

Related topics
Bulk-deleting users

Bulk-deleting users
You can delete users based on information provided in a tab-delimited file. After you create the file, you can run an error check to verify that the file is properly formatted.

The tab-delimited file must conform to the following specifications:
- Use the Tab character (Hex 0x09) to separate data items
- Each line must end with a carriage return/line field.
- The first line must contain field names used to locate the corresponding columns within the date. Order is not important.
- Unrecognized columns of data will be discarded.
- Include the following column names:

Column name	Description
OrgID	The user's organization
ID	The user's user ID

LastName	The user's last name

To process the tab-delimited file:

5. Open the **Users** side-tab and click **Manage Users**.

6. Click **Batch User Data**.

7. On the Batch User Data window, specify the org ID, select **Bulk Delete Users** in the **Batch Operation** field, and click **Browse** to navigate and select the file. To run an error check on the tab-delimited file before processing it, select **Error Check Data** in the **Process Data** field. To process the file, select **Error Check Data** in the **Process Data** field.

8. Click **Process**.

Users identified in the file are deleted.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Deleting a user
Exporting user data

Exporting user data

You can export user data to a text file.

The file includes the following columns:

Column name	Description
OrgID	The user's organization
ID	The user's user ID
LastName	The user's last name
FirstName	The user's first name
Password	The user's password
MiddleInitial	The user's middle initial
EmailID	The user's email address
Address	The user's address
City	The user's city
State	The user's state
Zip	The user's zip or postal code
Country	The user's country
Phone	The user's phone number
SubOrg 0-15	Values for the custom fields that were defined when the organization was added. For detailed information about defining Sub-Org fields, see Adding an Organization.
GuestFlag, InstructorFlag, ReporterFlag, and **ActiveFlag**	Values for True or False presenting the user's privileges. Use "y", "yes", or "1" for True. Use "n", "no", or "0" for False.
UserNotes	Notes to be associated with the user

CourseID	CourseID of the course into which the user should be enrolled
SessionID	SessionID of the session into which the user should be enrolled
PassDate	Date on which the CourseID enrollment should be marked complete
CurrID	Curriculum ID of the curriculum into which the student should be enrolled.
Hire Date	The user's date of hire.
Accepted Terms of Use	The date when the user accepted the *Terms of Use* policy.
Personal Info 0-7	Values for the custom personal information fields that were defined when the organization was added. For detailed information about defining personal information fields, see Adding an Organization.

To create the export file:

9. Open the **Users** side-tab and click **Manage Users**.

10. Click **Batch User Data**.

11. On the Batch User Data window, specify the org ID, select **Export User Data** in the **Batch Operation** field, and click **Process**.

The file is displayed.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Deleting a user
Archiving users

Managing course reporters

You can designate which students are to report to which course reporters. If you assign a curriculum or course to a reporter, all students enrolled in the curriculum or course will appear on the reporter's list of students.

You can individually assign students to a reporter or assign students to reporters by the curriculum, course, or sub-org.

View these topics for more information:

- Assigning a student to a reporter
- Assigning students to a reporter by the curriculum
- Assigning students to a reporter by the course
- Assigning students to a reporter by the sub-org
- Configuring batch assignments

Parent Topic: Managing User Access

Related topics
Adding a user
Viewing user details
Editing user details
Importing user data
Managing student registration
Deleting a user

[Bulk-deleting users](#)
[Exporting user data](#)
[Managing approval requests](#)
[Archiving users](#)

Assigning a student to a reporter

You can assign a student to a reporter.

To assign a student to a reporter:

1. Click the **Manage Users** tab from the Home Page.

   The User List window opens.

2. Click **Manage Reporters**.

   The Manage Reporters window opens.

3. Select the reporter and click **Assign Student**. Alternatively, you can right-click the reporter and select **Assign Student**.

   The Assign Student window opens.

4. In the **Student to Assign** field, specify the student ID or click **Search** to select the student ID from the list of available students. You can select several users, if necessary.

5. Click **Assign Student**.

The student is added to the reporter's list.

Parent Topic: Managing course reporters

Related topics
Adding a user
Viewing user details

Assigning students to a reporter by the curriculum

You can assign student to a reporter by the curriculum. When you assign a curriculum to a reporter, all students enrolled in the curriculum appear on the reporter's list of students.

To assign students by the curriculum:

6. Click the **Manage Users** tab from the Home Page.

   The User List window opens.

7. Click **Manage Reporters**.

   The Add Students to Reporter List.

8. Click **Curriculum**.

   The Add Curriculums to Reporters List window opens. The curriculums assigned to the reporter are listed in the top of the window. Unassigned curriculums are listed in the bottom of the window.

9. Use the **Reporter** drop-down list to select the reporter.

10. Select the curriculum you want to assign from the bottom of the window. You can select several curriculums, if necessary.

11. Click **Add Selected To List**.

The curriculum is added to the reporter's list.

Parent Topic: Managing course reporters

Related topics
Adding a user
Viewing user details

Assigning students to a reporter by the course

You can assign student to a reporter by the course. When you assign a course to a reporter, all students enrolled in the course appear on the reporter's list of students.

To assign students by the curriculum:

12. Click the **Manage Users** tab from the Home Page.

    The User List window opens.

13. Click **Manage Reporters**.

    The Add Students to Reporter List.

14. Click **Course**.

    The Add Courses to Reporters List window opens. The courses assigned to the reporter are listed in the top of the window. Unassigned courses are listed in the bottom of the window.

15. Use the **Reporter** drop-down list to select the reporter.

16. Select the course you want to assign from the bottom of the window. You can select several courses, if necessary.

17. Click **Add Selected To List**.

The course is added to the reporter's list.

Parent Topic: Managing course reporters

Related topics
Adding a user
Viewing user details

Assigning students to a reporter by the course

You can assign student to a reporter by the sub-org. When you assign a course to a sub-org, all students in the sub-org appear on the reporter's list of students.

To assign students by the sub-org:

18. Click the **Manage Users** tab from the Home Page.

The User List window opens.

19. Click **Manage Reporters**.

    The Add Students to Reporter List.

20. Click **Sub Org**.

    The Add Sub Orgs to Reporters List window opens. The sub orgs assigned to the reporter are listed in the top of the window.

21. Use the **Reporter** drop-down list to select the reporter.

22. Select the sub-org you want to assign from the bottom of the window.

23. Click **Add Selected To List**.

The sub-org is added to the reporter's list.

Parent Topic: Managing course reporters

Related topics
Adding a user
Viewing user details

Configuring batch assignments

You can bulk-import reporter assignments and restrict them to reporting on specific sub-orgs, courses, and curriculums. With batch assignments, you can also export reporter assignments and delete reporter assignments.

View these topics for more information:

- Importing reporter assignments
- Exporting reporter assignments
- Deleting reporter assignments

Parent Topic: Managing course reporters

Related topics
Adding a user
Viewing user details

Importing reporter assignments

You can bulk-import reporter assignments and restrict them to reporting on specific sub-orgs, courses, and curriculums.

The file can be in LDAP Data Interchange Format or a a tab-separated file. After you create the file, you can run an error check to verify that the file is properly formatted.

The tab-separated file must conform to the following specifications:

- Use the Tab character (Hex 0x09) to separate data items
- Each line must end with a carriage return/line field.
- The first line must contain field names used to locate the corresponding columns within the date. Order is not important.

- Unrecognized columns of data will be discarded.
- Include the following column names:

Column name	Description
ReporterID	The reporter's user ID
OrgID	The reporter's organization ID (optional)
Type or AssignmentType	This value can include one of the following: curriculum, course, student, or sub-org.
CurrID, CourseID, StudentID, or SubOrg0-15	Can be a curriculum ID, course ID, student ID, or organization ID. The ID provided must be consistent with the value of **Type/AssignmentType**.

To import reporter assignments:

1. Open the **Users** side-tab and click **Manage Reporters**.

   The Manage Reporters window opens.

2. Select the reporter and click **Batch Assignments**. Alternatively, you can right-click the reporter and select **Batch Assignments**.

   The Batch Assignments window opens.

3. Complete the fields in the window as follows:

Field	Description
Org ID	The reporter's organization ID
Batch Operation	Select **Import Assignments**.
Process Data	Select **Error Check Data** to verify that the data file is properly formatted or select **Process Data** to continue the import process.
File	Click **Browse** to navigate and select the data file.

4. Click **Process**.

The reporter assignments are imported.

Parent Topic: Managing course reporters

Related topics
Exporting reporter assignments
Deleting reporter assignments

Exporting reporter assignments

You can export reporter assignment data to a text file.

The file includes the following columns:

Column name	Description
OrgID	The user's organization
ID	The user's user ID
LastName	The user's last name

FirstName	The user's first name
Password	The user's password
MiddleInitial	The user's middle initial
EmailID	The user's email address
Address	The user's address
City	The user's city
State	The user's state
Zip	The user's zip or postal code
Country	The user's country
Phone	The user's phone number
SubOrg0-15	Values for the custom fields that were defined when the organization was added. For detailed information about defining Sub-Org fields, see Adding an Organization.
GuestFlag, InstructorFlag, ReporterFlag, and **ActiveFlag**	Values for True or False presenting the user's privileges. Use "y", "yes", or "1" for True. Use "n", "no", or "0" for False.
UserNotes	Notes to be associated with the user
CourseID	CourseID of the course into which the user should be enrolled
SessionID	SessionID of the session into which the user should be enrolled
PassDate	Date on which the CourseID enrollment should be marked complete
CurrID	Curriculum ID of the curriculum into which the student should be enrolled.

To create the export file:

12. Open the **Users** side-tab and click **Manage Reporters**.

13. Click **Batch Assignments**. The Batch Assignments window opens.

14. On the Batch User Data window, specify the org ID, select **Export User Data** in the **Batch Operation** field, and click **Process**.

The file is displayed.

Parent Topic: Adding and Managing User Access

Related topics
Viewing your user list
Deleting a user

Deleting reporter assignments

You can bulk-delete reporter assignments based on information provided in a tab-delimited file. After you create the file, you can run an error check to verify that the file is properly formatted.

The tab-delimited file must conform to the following specifications:

- Use the Tab character (Hex 0x09) to separate data items
- Each line must end with a carriage return/line field.
- The first line must contain field names used to locate the corresponding columns within the date. Order is not important.

- Unrecognized columns of data will be discarded.
- Include the following column names:

Column name	Description
OrgID	The user's organization
ID	The user's user ID
LastName	The user's last name

To process the tab-delimited file:

15. Open the **Users** side-tab and click **Manage Reporters**.

16. Click **Batch Assignments**.

17. On the Batch Assignments window, specify the org ID, select **Delete Assignments** in the **Batch Operation** field, and click **Browse** to navigate and select the file. To run an error check on the tab-delimited file before processing it, select **Error Check Data** in the **Process Data** field. To process the file, select **Error Check Data** in the **Process Data** field.

18. Click **Process**.

Reporter assignments identified in the file are deleted.

Parent Topic: Configuring batch assignments

Related topics
Viewing your user list
Deleting a user
Exporting user data

Managing approval requests

Enrollment into courses and curriculums can require approval. You can view approvals, approval or deny them. You can also delete approvals.

See these topics for more information:

- Viewing approval requests
- Approving a request
- Denying a request
- Deleting a request

Parent Topic: Managing User Access

Related topics
Adding a user
Viewing user details
Editing user details
Importing user data
Managing student registration
Deleting a user
Bulk-deleting users
Exporting user data
Managing course reporters

[Archiving users](#)

Viewing approval requests
You can view the list of approval requests within the organization.

To view the list of requests:

16. Click the **Manage Users** tab on the Home Page.

    The User List window opens.

17. Click **Approval Requests**.

    The Approval Requests window opens.

18. Requests are initially listed by student ID. To sort the list by organization, click the **Approval** heading. To sort the list by approval status, click the **Status** heading. To sort the list by submitted date, click the **Date** heading.

Use the list to approve, deny, and delete approval requests.

Parent Topic: [Managing approval requests](#)

Related topics
[Approving a request](#)
[Denying a request](#)
[Deleting a request](#)

Approving a request
You can approve a request.

To approve a request:

19. Click the **Manage Users** tab on the Home Page.

    The User List window opens.

20. Click **Approval Requests**.

    The Approval Requests window opens.

21. Requests are initially listed by student name. To sort the list by approval, click the **Approval** heading. To sort the list by activity status, click the **Status** heading. To sort the list by date, click the **Date** heading.

22. Select the request you want to approve.

23. Click **Approve**.

The request is approved.

Parent Topic: [Managing approval requests](#)

Related topics
[Viewing approval requests](#)
[Approving a request](#)

Denying a request
You can deny a request.

To deny a request:

24. Click the **Manage Users** tab on the Home Page.

    The User List window opens.

25. Click **Approval Requests**.

    The Approval Requests window opens.

26. Requests are initially listed by student ID. To sort the list by organization, click the **Approval** heading. To sort the list by approval status, click the **Status** heading. To sort the list by submit date, click the **Date** heading.

27. Select the request you want to deny.

28. Click **Deny**.

The request is denied.

Parent Topic: Managing approval requests

Related topics
Viewing approval requests
Approving a request
Deleting a request

Deleting a request
You can delete a request.

To delete a request:

29. Click the **Manage Users** tab on the Home Page.

    The User List window opens.

30. Click **Approval Requests**.

    The Approval Requests window opens.

31. Requests are initially listed by student ID. To sort the list by organization, click the **Approval** heading. To sort the list by approval status, click the **Status** heading. To sort the list by submit date, click the **Date** heading.

32. Select the request you want to delete. You can select several requests, if necessary.

33. Click **Delete**.

The request is deleted.

Parent Topic: Managing approval requests

Related topics
Viewing requests
Approving a request
Denying a request

Archiving users

You can archive your list of users.

To archive users:

1. Open the **Users** side-tab and click **Manage Users**.

2. Select the user ID of the user that you want to archive, right-click, and select **Archive Users**.

   You can select several users to archive. Press and hold the Ctrl key to select more than user you want to archive then select **Archive Users**.

3. Confirm to proceed with the operation.

The users are archived.

Parent Topic: Managing User Access

Related topics
Bulk-deleting users

Communicating with Users

Email and discussion boards are provided so that you can communicate with your users.

Tasks for communicating with users:

- Using the Discussion Board

Sending email

You can send email to your students. Select from students within mail groups based on the course or the session.

Additionally, you can include special text-variables that get replaced with information specific to the user that is receiving the email. The available text-variables are described below.

To send an email:

34. To send an email to students based on a course, open the **Curriculums/Courses** side-tab and click **Manage Courses**. To send an email to students based on a session, open the **Curriculums/Courses** side-tab and click **Manage Sessions**.

35. Select the appropriate course ID from the table and click **Mail**. Alternatively, you can select the course ID, right-click on the table and select **Mail**.

    The Mail Students window opens. The **To** box lists the students that are enrolled in the course or the session to which you are sending the email message. To sort the list by Student ID, click the **Student ID** heading. To sort the list by students' last name, click the **Name** heading.

36. To remove a recipient, click the red remove icon that corresponds to the user that you want to remove or select the

user and click **Remove Selected Recipients**.

37. Complete the **Subject** and **Message** fields as necessary.

    The following text-variables can be inserted in the subject and body.

Text-Variable	Replacement text
`<#USER_ID#>`	Student's user ID
`<#USER_FIRSTNAME#>`	Student's first name
`<#USER_PASSWORD#>`	Student's password
`<#USER_FULLNAME#>`	Student's full name
`<#USER_LASTNAME#>`	Student's last name
`<#COURSE_NAME#>`	Course name
`<#END_DATE#>`	Curriculum expiration date

38. When you are finished, click **Send Message** to send the message.

The message is sent.

Parent Topic: Communicating with Users

Related topics
Using the discussion board

Using the discussion board

The Discussion Board allows users to communicate by responding to topics. Conversations are grouped into topics containing the main topic and all related replies.

View these topics for more information:

- Adding and deleting topics
- Searching discussion boards
- Posting a reply
- Deleting a reply

Parent Topic: Communicating with Users

Adding and deleting topics

You can add and delete topics from a discussion board.

To add a topic to a discussion board:

39. Click the **Community** tab on the Home Page.

    The Discussion Board window opens.

40. Click the discussion board graphic corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary. You can also double-click the discussion board name or select the discussion board and click **View Details**.

    When you select a discussion board, the window changes to show the topics that are currently being discussed on the discussion board.

41. Click **Add Topic**.

42. Type the name of the topic in the Add Topic window and click **Save**.

The new topic is added to the list of topics for the current discussion board.

To delete a topic on a discussion board:

1. Click the **Community** tab on the Home Page.

   The Discussion Boards window opens.

2. Click the discussion board graphic corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary. You can also double-click the discussion board name or select the discussion board and click **View Details**.

   When you select a discussion board, the window changes to show the topics that are currently being discussed on the discussion board.

3. Click the delete graphic corresponding to the topic that you want to delete.

The topic is deleted from the topics list.

Parent Topic: Using the discussion board

Related topics
Searching discussion boards
Posting a reply
Deleting a reply

Searching discussion boards

You can search discussion boards. You can also limit searching on topics only, entries only, or both.

To search the discussion boards:

4. Click the **Manage Community** tab on the Home Page.

   The Discussion Board window opens.

5. Use the controls in the Search box as follows:

Org ID	Use the drop-down list to select the appropriate organization.
Type	Use the drop-down list to select the appropriate discussion board.
Containing	Specify the text upon which you want to search.

6. Click **Search**.

The results of the search are displayed.

Parent Topic: Using the discussion board

Related topics
[Adding and deleting topics]
[Posting a reply]
[Deleting a reply]

Posting a reply

You can post a reply to a topic.

To post a reply to a topic:

7. Click the **Manage Community** tab on the Home Page.

   The Discussion Board window opens.

8. Click the discussion board graphic corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary. You can also double-click the discussion board name or select the discussion board and click **View Details**.

   When you select a discussion board, the window changes to show the topics that are currently being discussed on the discussion board.

9. Select the topic on which you want to reply.

   The current replies for the topic are listed.

10. Click **Add Entry**.

11. Type your entry in the Add Entry window and click **Save**.

Your reply is added to the list of replies.

Parent Topic: Using the discussion board

Related topics
Adding and deleting topics
Deleting a reply

Deleting a reply

You can delete a reply to a topic.

To delete a reply on a discussion board:

12. Click the **Community** tab on the Home Page.

    The Manage Discussion Board window opens.

13. Click the discussion board graphic corresponding to the appropriate discussion board. Use the **Search** box to find the discussion board, if necessary. You can also double-click the discussion board name or select the discussion board and click **View Details**.

    When you select a discussion board, the window changes to show the topics that are currently being discussed on the discussion board.

14. Select the appropriate topic to expose the replies in the topic.

15. Click the delete graphic that corresponds to the topic that you want to delete.

The reply that you selected is deleted.

Parent Topic: Using the discussion board

Related topics
Adding and deleting topics
Posting a reply

Generating Reports

Reports can be generated, re-sorted, and rerun. You can select to display summary statistics or student-based results. Results of the report options you select are displayed in table-based format. You can click a column to re-sort the table.

Select from the following reports:

Report type	Summary of report contents
General	Select from dozens of administrative, course, curriculum, eCommerce and user reports.
Status	Students' status for a course.
Interactions	Students' test question interactions. Requires that test-question interactions when courses are published.
Scores	Students' score and status for the content items within a course.
Gradebook	Students' grades for the content items within a course.
Transactions	Students' credit card transactions. Requires that you have enabled credit card processing to purchase curriculums and courses.
Credit Hours	Students' accumulative credit hours.
Custom	Select from a variety of stored database views.

You can change table options and rerun a report as necessary. Reports can be saved in comma-separated value (CSV) format, saved for quick retrieval or for automatic scheduling in the Report Locker, and sent to students.

Reports can also be copied from your report locker to instructors or reporters who can run the reports as if they were created by you or the instructor.

View these topics for more information:

- Generating a report
- Modifying options and rerunning a report
- Generating a custom report
- Downloading a report
- Graphing the results
- Working with the Report Locker

Generating a report

Status reports display student progress. The report displays the status of all registered students. You can select a specific course or select all courses.

To generate a report:

1. Open the **Reports** side-tab and select the report to generate:

Report type	Summary of report contents
General	Select from dozens of administrative, course, curriculum, eCommerce and user reports. Click the launch report icon to run the appropriate report.
Status	Students' status for a course.
Interactions	Students' test question interactions. Requires that test-question interactions when courses are publishes.
Scores	Students' score and status for the content items within a course.
Gradebook	Students' grades for the content items within a course.
Transactions	Students' financial transactions.
Transcript	Students' status of all content items and the history of all attempts made when accessing the content.
Credit Hours	Students' accumulative credit hours.
Custom	Select from a varies of stored database views. For more information, see Generating a custom report.

2. Click **Options** if the options window is not open.

3. On the Reports Options window, complete the fields as follows:

Report Options fields	Description
Summary Statistics	Enable this check box to return the summary statistics report. If this check box is not enabled, the student-based report is displayed.
Include Inactive Users	Enable this check box to include all users in the report - active and inactive.
Org ID	Super-administrators can use the list to select an organization.
Curriculum ID	Specifies the curriculums to include in the report. To select curriculums, click **Select** to open the Select Curriculums window. Use the window to select the curriculum. Press Ctrl + Click to select more than one curriculum. Click **All** to select all the curriculums. Click **Return**.
Course ID	Specifies the courses to include in the report. To select courses, click **Select** to open the Select Courses window. Use the window to select the course. Press Ctrl + Click to select more than one course. Click **All** to select all the courses. Click **Return**.
Session	Specifies the session to include in the report. To select sessions, click **Select** to open the Select Courses window. Use the window to select the session. Press Ctrl + Click to select more than one session. Click **All** to select all the courses. Click **Return**.
Status	For Status reports, select the status to include in the report.
Type	For Transaction reports, select the type of financial transaction to include in the report.
Content Item	For Interactions reports, select the content item to include in the report.
Content Type	For Interactions reports, select the content type to include in the report.
Content Result	For Interactions reports, select the content result to include in the report.
Scores Between	For Scores reports, select the scoring criteria to which to base the report.
Report Start Date	Specifies the start date for the report. To select a start date, click the calendar icon to open the calendar view.
Report End Date	Specifies the end date for the report. To select an end date, click the calendar icon to open the calendar view.

4. Click **Run Report**.

The results are displayed in the window. Click a column heading to re-sort the table.

Reports can be saved in comma-separated value (CSV) format, saved for quick retrieval or for automatic scheduling in the Report Locker, and sent to students.

You can change table options and rerun a report as necessary.

Parent Topic: Generating Reports

Related topics
Modifying options and rerunning a report
Generating a custom report
Downloading a report
Saving a report to the Report Locker

Modifying options and rerunning a report

You can modify report options to generate additional reports.

After generating a report, click **Options** to modify report options. The Report Options window opens. Make changes as necessary. When you are finished, click **Run Report**.

The results are displayed in the window.

Parent Topic: Generating Reports

Related topics
Generating a report
Generating a custom report
Downloading a report
Saving a report to the Report Locker

Generating a custom report

You can create just the report you want with CourseMill's custom reports. Generate reports based on predefined database views, custom database queries, or external scripts.

Custom reports can be downloaded or saved for quick retrieval or for automatic scheduling in the Report Locker.

To generate a custom report based on a predefined database view:

1. Open the **Reports** side-tab and select **Custom**.

2. Click **Add Custom Report**.

   The Custom Report window opens.

3. Select the organization if you are a super-administrator.

4. Select **Database View** in the **Type** field.

5. Select the unassigned database view from the **View Name** list.

6. Specify a description of the report in the **Description** field.

7. Click **Save**.

The results are displayed in the window. Click a column heading to re-sort the table.

To generate a report based on a custom database query:

1. Open the **Reports** side-tab and select **Custom**.

2. Click **Add Custom Report**.

   The Custom Report window opens.

3. Select the organization if you are a super-administrator.

4. Select **Database Query** in the **Type** field.

5. Specify a description of the report in the **Description** field.

6. Enable the appropriate report selection options in the **Allow Report Selection** list.

   The report selection fields are enabled if you include in the select fields the corresponding column keys or they are enabled as part of the conditional WHERE clause of the query. The Status option is enabled if you include either StudentCourse.Status or Sco.Lession_Status. The Dates option is enabled if you include any of the following: Student.LastLogin, StudentCourse.LastAccess, StudentCourse.CompletionDate, CourseSession.StartDate, or CourseSession.EndDate.

7. Click **Save**.

The results are displayed in the window. Click a column heading to re-sort the table.

To generate a report based on an external database script, the script must return XML records based on the following passed parameters and in the following XML format:

Parameters	Description
orgID	Organization ID
currID	ID of the curriculum (configured in CourseMill)
courseID	ID of the course (configured in CourseMill)
sessionID	ID of the session (configured in CourseMill)
scoID	ID of the SCO (configured in CourseMill)
status	lesson_status or status (configured in CourseMill)
startDate	Beginning day of the report
endDate	Ending day of the report
suborg0-*n*	Suborgs
start	Starting record if pagination is available

Response in XML format:

```
<reportlist>
   <totalRecs>1</totalRecs>
   <numRecs>1</numRecs>
   <hdr0>StudentID<hdr0/>
   <hdr1>StudentName<hdr1/>
   <hdr2>LastLogin<hdr2/>
   <report>
     <col0>TestStudent</col0>
     <col1>Lastname, FirstName</col1>
     <col2></col2>
   <report>
 </reportlist>
```

CourseMill provides a sample callable script SampleCustomReport.jsp located in the root in your CourseMill.jsp installation. See the contents of this file for details.

To generate a report based on an external script:

1. Open the **Reports** side-tab and select **Custom**.

2. Click **Add Custom Report**.

   The Custom Report window opens.

3. Select the organization if you are a super-administrator.

4. Select **Database Script** in the **Type** field.

5. Specify a description of the report in the **Description** field.

6. Specify the address to the script in the **Script URL**.

7. Enable the appropriate report selection options in the **Allow Report Selection** list.

8. Click **Save**.

The results are displayed in the window. Click a column heading to re-sort the table.

Parent Topic: Generating Reports

Related topics
Modifying options and rerunning a report
Downloading a report
Saving a report to the Report Locker

Downloading a report

You can download a report so that it can be opened in another program like Microsoft Excel or sent as an email attachment.

To download the report:

1. Generate the report.

2. Click **Download Generated Report**. The browser's file download window opens.

3. Open or save the file.

Parent Topic: Generating Reports

Related topics
Modifying options and rerunning a report
Generating a custom report
Saving a report to the Report Locker

Graphing the results

You can graphically view the numerical results on some reports. For example, you can graph the current status results of a course.

To view a graph of the results:

1. Generate the report.

2. Click **Graph**. The graph of the report is displayed. A color legend is also displayed.

Parent Topic: Generating Reports

Related topics
Modifying options and rerunning a report
Generating a custom report
Saving a report to the Report Locker

Working with the Report Locker

Reports saved in the Report Locker can be quickly retrieved and scheduled to be automatically generated. Additionally, you can copy instructors and reporters on reports in your report locker.

Copied reports can be deleted by the instructor or reporter, but they cannot be modified.

Reports in the Report Locker are listed by user ID, title, type, and schedule. Click the corresponding column in results table to resort the reports list. Use the **Search** box to search for specific reports. You can view and edit report details, copy instructors and reporters, and delete reports.

View these topics for more information:

- Saving a report to the Report Locker
- Viewing and editing details
- Copying instructors and reporters on a report
- Deleting reports from the Report Locker

Parent Topic: Generating Reports

Related topics
Modifying options and rerunning a report
Generating a custom report
Downloading a report

Saving a report to the Report Locker

You can save reports to the Report Locker.

To save a report to the Report Locker:

1. Generate the report.

2. Click **Save to Report Locker**.

The report is saved in the Report Locker.

Parent Topic: Working with the Report Locker

Related topics
Viewing and editing details
Copying instructors and reporters on a report
Deleting reports from the Report Locker
Modifying options and rerunning a report
Generating a custom report
Downloading a report

Viewing and editing details

You can view details for a report and modify them as necessary. Report details that you can modify include changing the user ID, title, and schedule.

Additionally, you can add and delete instructors and reporters on a report. For details, see Copying instructors or reporters on a report.

To view and edit details for a report:

1. Select the **Reports** side-tab and click **Report Locker**. The Report Locker opens.

2. Double-click the report. Alternatively, you can select the report and either click **View/Edit Details** or right-click and select **View/Edit Details**.

   The Report Locker Details window opens.

3. View and modify the following details as necessary:

Report details	Description
User ID	User ID of the user that owns the report.
Title	Title of the report
Schedule	Use the drop-down list to select the schedule. Select from the following options: • **On Demand** • **Daily** • **Weekly** • **Monthly** • **Quarterly** Enable the **Limit Report to Selected Schedule** check box to restrict the time-frame of the report to the frequency of the report.
Details	Displays the report details used to generate the report. This field cannot be modified.
Instructors/Reporters	Lists the instructors and reporters that are copied on this report. You can sort the list by

Copied on this Report	user ID or name by clicking on the corresponding heading.

4. Click **Close** to return to the Report Locker.

Parent Topic: Working with the Report Locker

Related topics:
Deleting reports from the Report Locker
Modifying options and rerunning a report
Generating a custom report
Downloading a report

Copying instructors and reporters on a report

You can copy instructors and reporters on a report. This allows them to also run the report. Copied reports can be deleted by the instructor or reporter, but the reports cannot be modified.

To copy an instructor or reporter on a report:

1. Select the **Reports** side-tab and click **Report Locker**. The Report Locker opens.

2. Double-click the report. Alternatively, you can select the report and either click **View/Edit Details** or right-click and select **View/Edit Details**.

   The Report Locker Details window opens.

3. Type the instructor's or reporter's user ID or name in the **Instructors/Reporters to Copy on this Report View** field and click **Add Copy**. The user is added to the list of instructors and reporters copied on the report. Click **Search** to locate instructors or reporters to add.

   To delete an instructor or reporter from the list, select the user from the list and click **Delete Copy**.

4. Click **Close** to return to the Report Locker.

Parent Topic: Working with the Report Locker

Related topics:
Viewing and editing details
Modifying options and rerunning a report
Generating a custom report
Downloading a report

Deleting reports from the Report Locker

You can delete reports from the Report Locker.

To delete a report from the Report Locker:

1. Select the **Reports** side-tab and click **Report Locker**. The Report Locker opens.

2. Select the report and either click **Delete** or right-click and select **Delete**.

The report is deleted from the Report Locker.

Parent Topic: Working with the Report Locker

Related topics:
Saving a report to the Report Locker
Viewing and editing details
Modifying options and rerunning a report
Generating a custom report
Downloading a report

Adding and Managing Properties

Properties let you fine-tune your CourseMill experience. Properties are configuration values that can be queried at runtime. You can view, add, edit, and delete a property.

You must be defined as a super-administrator to have access to the **Manage Properties** task.

View these topics for more information:

- Viewing the properties list
- Adding a property
- Editing a property
- Applying changes
- Deleting a property

Property	Description	Values
AddSubOrgValuesOnImport	Specifies whether new valid SubOrg Values are added from the import file.	0 - Prevent importing new valid SubOrg Values (*default*) 1 - Allow importing new valid SubOrg Values
AdminEmail	Specifies the email address used when an admin is sending external email.	
AdminLoginTimeout	Specifies the length of inactivity time in minutes before an admin is logged out automatically by the system. Make sure this value is less than your server's inactivity timeout setting. Defaults to LoginTimeout if not specified.	
AdminName	Specifies the name that appears for the Admin email. The first character of the value must be an asterisk "*".)	
AfterSessionCompletionDays	Specify the number of days after a student has successfully completed a course in which the course completion follow-up notification should be sent.	
AllowCoursePreview	Specifies whether to allow students the ability to preview courses.	no = Prevent previewing (*default*) yes = Allow previewing
AllowMultipleSessions	Specifies whether to allow students to log-in to CourseMill multiple times simultaneously.	0 = Prevent multiple log-ins (*default*) 1 = Allow multiple log-ins
AllowSearchInstructorInCatalog	Specify whether to allow students to search for courses or curriculums by instructor name.	1 = true (*default*) 0 = false
AllowStudentToDownloadReports	Specifies whether to allow students to download their online transcript report.	1 = true (*default*) 0 = false
AllowStudentToUnenrol	Specifies whether to allow students to unenroll.	yes = Allow unenroll (*default*)

l		no = Prevent unenroll
AllowUserToUpdateAdditionalInfo	Specifies whether a student can update the eight additional personal information columns on the student record.	1 = true (*default*) 0 = false
AllowUserToUpdatePersonalInfo	Specifies whether a user can modify their personal and Sub-Orgs information. This flag is useful when importing user data and you want to restrict the ability to modify this information.	0 = Prevent users from modifying data 1 = Allow users to modify data *(default)*
AllowUserToUpdateSubOrgInfo	Specify whether users can update their suborg information.	0 = Prevent users from modifying suborg data 1 = Allow users to modify suborg data *(default)*
AltServerNames	Specifies alternate server names.	
ArchiveDataOlderThan	Specifies the number of days from the current day that records are to be removed from the database tables and copied into archive backup tables. For specified values between 1 and 14, CourseMill assumes the value represents years and converts the value to the appropriate number of days. For specified values 0 or less, archiving is disabled.	730 (*default*)
ArchiveSchedule	Specifies when to schedule the archive process.	
AuditTrailRetain	Specifies the number of days the Audit Trail records will be saved in the system.	365 (*default*)
AutoEnrollAssignedCourses	Specifies whether course assigned to a Sub-Org combination will automatically get enrolled into for any students associated with that Sub-Org. This flag is only valid when a shopping cart is not being used. This flag is useful when you want to separate items in the course catalog by Sub-Org values (what items appear to which students), but not necessarily enroll all matching students into the defined courses automatically.	1 = true (*default*) 0 = false
AutoEnrollAssignedCurriculums	Specifies whether curriculums assigned to a Sub-Org combination will automatically get enrolled into for any students associated with that Sub-Org. This flag is only valid when a shopping cart is not being used. This flag is useful when you want to separate items in the course catalog by Sub-Org values (what items appear to which students), but not necessarily enroll all matching students into the defined curriculums automatically.	1 = true (*default*) 0 = false
AutoReenrollOpenSessionInCurriculums	Specifies whether to force automatic enrollment into new open sessions within a curriculum if the current sessions in which the student is enrolled expire.	1 = true 0 = false (*default*)
AverageFinalScoreForStudents	Specifies whether the score displayed for a student is to be the average of only included final scores. For example, if a student has scores of 100, 90, and an in-progress score of 50, the score for the course will be displayed as 95 instead of 80.	1 = true 0 = false (*default*)
CalendarReminderTime	Specifies in minutes when the calendar alarm warning notice is activated prior to the beginning of a scheduled class starting time.	15 (*default*)
CertificationExpirationDays	Specifies the number of days prior to the expiration of a curriculum certification that the notification email is sent.	14 (*default*)
ChatNewMsgInterval	Specifies the time interval in seconds used by the server to check for new messages.	3 (*default*)

ChatPort	Specifies the port used for chat and instant messaging.	2428 (*default*)
ChatTickInterval	Specifies the time interval in seconds used by the server to check for inactive sessions to time out.	60 (*default*)
ChatTimeOut	Specifies the inactivity timeout in seconds used to timeout inactive chat and instant messaging sessions.	600 (*default*)
CMLocation	Specifies the location of CourseMill on the Web server.	/coursemill
CollectSecurityCode	Specifies whether the Credit Card Security Code is required.	0 = Not required 1 = Required
CompCertAddressSize	Specifies the font size of the address on the course completion certificate.	14 (*default*)
CompCertAddressX/ CompCertAddressY	Specifies the X and Y coordinates of the address location on the course completion certificate. All X and Y position data is formatted as centered and justified.	
CompCertAlign	Specifies the alignment of the address on the course completion certificate.	Center
CompCertCitySize	Specifies the font size of the city on the course completion certificate.	14 (*default*)
CompCertCityStateZipSize	Specifies the font size of the state and zip code on the course completion certificate.	14 (*default*)
CompCertCityStateZipX /CompCertCityStateZipY	Specifies the X and Y coordinates of the state and zip location on the course completion certificate. All X and Y position data is formatted as centered and justified.	
CompCertCityX/ CompCertCityY	Specifies the X and Y coordinates of the city location on the course completion certificate. All X and Y position data is formatted as centered and justified.	
CompCertCompletionDateSize	Specifies the font size of the completion date on the course completion certificate.	14 (*default*)
CompCertCompletionDateX/ CompCertCompletionDateY	Specifies the X and Y coordinates of the completion date location on the course completion certificate. All X and Y position data is formatted as centered and justified.	
CompCertCourseNameSize	Specifies the size of the course name on the course completion certificate.	24 (*default*)
CompCertCourseNameX / CompCertCourseNameY	Specifies the X and Y coordinates of the course name location on the course completion certificate. All X and Y position data is formatted as centered and justified.	357.0/396.0 (*default*)
CompCertCreditHoursSize	Specifies the font size of the number representing the credit hours earned for the course on the course completion certificate.	14 (*default*)
CompCertCreditHoursX/ CompCertCreditHoursY	Specifies the X and Y coordinates for the location of number of credit hours earned on the course completion certificate. All X and Y position data is formatted as centered and justified (-1/-1).	not displayed (default)
CompCertDaySize	Specifies the font size of the day of the month location on the course completion certificate.	14 (*default*)
CompCertDayX/ CompCertDayY	Specifies the X and Y coordinates of the day of the month location on the course completion certificate. All X and Y position data is formatted as centered and justified.	453.0/398.0 (*default*)

CompCertInstructorNameSize	Specifies the size of the instructor name location on the course completion certificate.	14 (*default*)
CompCertInstructorNameX/ CompCertInstructorNameY	Specifies the X and Y coordinates of the instructor name location on the course completion certificate. All X and Y position data is formatted as centered and justified.	493.0/549.0 (*default*)
CompCertMonthYearSize	Specifies the size of the month and year location on the course completion certificate.	14 (*default*)
CompCertMonthYearX/ CompCertMonthYearY	Specifies the X and Y coordinates of the month and year location on the course completion certificate. All X and Y position data is formatted as centered and justified.	453.0/549.0 (*default*)
CompCertRotation	Specifies the rotation in degrees of the text written to the certificate. The default is 90 for a regular certificate that prints in portrait mode but is really landscape.	90 *(default)*
CompCertScoreSize	Specifies the font size of the score received in the course on the course completion certificate.	14 (*default*)
CompCertScoreX/ CompCertScoreY	Specifies the X and Y coordinates of the score location on the course completion certificate. All X and Y position data is formatted as centered and justified.	not displayed (default)
CompCertSessionNameSize	Specifies the font size of the session name on the course on the course completion certificate.	14 (*default*)
CompCertSessionNameX CompCertSessionNameY	Specifies the X and Y coordinates of the session name on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates)
CompCertSessionStartSize	Specifies the font size of the session start on the course on the course completion certificate.	14 (*default*)
CompCertSessionStartX CompCertSessionStartY	Specifies the X and Y coordinates of the session start on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates)
CompCertSessionEndSize	Specifies the font size of the session end on the course on the course completion certificate.	14 (*default*)
CompCertSessionEndX CompCertSessionEndY	Specifies the X and Y coordinates and the font size of the session end on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates) and 14 (size) [*default*]
CompCertStateSize	Specifies the font size of the state on the course on the course completion certificate.	14 *(default)*
CompCertStateX/ CompCertStateY	Specifies the X and Y coordinates of the state location on the course completion certificate. All X and Y position data is formatted as centered and justified.	236.0/396.0 *(default)*
CompCertStudentNameSize	Specifies the size of the student name location on the course completion certificate.	14 *(default)*
CompCertStudentNameX/ CompCertStudentNameY	Specifies the X and Y coordinates of the month and year location on the course completion certificate. All X and Y position data is formatted as centered and justified.	236.0/396.0 *(default)*

CompCertSubOrg0Size	Specifies the size of Sub-Org0 location on the course completion certificate.	14 *(default)*
CompCertSubOrg0X/ CompCertSubOrg0Y	Specifies the X and Y coordinates of Sub-Org0 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg10Size	Specifies the size of Sub-Org 10 location on the course completion certificate.	14 *(default)*
CompCertSubOrg10X/ CompCertSubOrg10Y	Specifies the X and Y coordinates of Sub-Org 10 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg11Size	Specifies the size of Sub-Org 11 location on the course completion certificate.	14 *(default)*
CompCertSubOrg11X/ CompCertSubOrg11Y	Specifies the X and Y coordinates of Sub-Org 11 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg12Size	Specifies the size of Sub-Org 12 location on the course completion certificate.	14 *(default)*
CompCertSubOrg12X/ CompCertSubOrg12Y	Specifies the X and Y coordinates of Sub-Org 12 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg13Size	Specifies the size of Sub-Org 13 location on the course completion certificate.	14 *(default)*
CompCertSubOrg13X/ CompCertSubOrg13Y	Specifies the X and Y coordinates of Sub-Org 13 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg14Size	Specifies the size of Sub-Org 14 location on the course completion certificate.	14 *(default)*
CompCertSubOrg14X/ CompCertSubOrg14Y	Specifies the X and Y coordinates of Sub-Org 14 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg15Size	Specifies the size of Sub-Org 15 location on the course completion certificate.	14 *(default)*
CompCertSubOrg15X/ CompCertSubOrg15Y	Specifies the X and Y coordinates of Sub-Org 14 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg1Size	Specifies the size of Sub-Org 1 location on the course completion certificate.	14 *(default)*
CompCertSubOrg1X/ CompCertSubOrg1Y	Specifies the X and Y coordinates of Sub-Org 1 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg2Size	Specifies the size of Sub-Org 2 location on the course completion certificate.	14 *(default)*
CompCertSubOrg2X/ CompCertSubOrg2Y	Specifies the X and Y coordinates of Sub-Org 2 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg3Size	Specifies the size of Sub-Org 3 location on the course completion certificate.	14 *(default)*

CompCertSubOrg3X/ CompCertSubOrg3Y	Specifies the X and Y coordinates of Sub-Org 3 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg4Size	Specifies the size of Sub-Org 4 location on the course completion certificate.	14 *(default)*
CompCertSubOrg4X/ CompCertSubOrg4Y	Specifies the X and Y coordinates of Sub-Org 4 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg5Size	Specifies the size of Sub-Org 5 location on the course completion certificate.	14 *(default)*
CompCertSubOrg5X/ CompCertSubOrg5Y	Specifies the X and Y coordinates of Sub-Org 5 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg6Size	Specifies the size of Sub-Org 6 location on the course completion certificate.	14 *(default)*
CompCertSubOrg6X/ CompCertSubOrg6Y	Specifies the X and Y coordinates of Sub-Org 6 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg7Size	Specifies the size of Sub-Org 7 location on the course completion certificate.	14 *(default)*
CompCertSubOrg7X/ CompCertSubOrg7Y	Specifies the X and Y coordinates of Sub-Org 7 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg8Size	Specifies the size of Sub-Org 8 location on the course completion certificate.	14 *(default)*
CompCertSubOrg8X/ CompCertSubOrg8Y	Specifies the X and Y coordinates of Sub-Org 8 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg9Size	Specifies the size of Sub-Org 9 location on the course completion certificate.	14 *(default)*
CompCertSubOrg9X/ CompCertSubOrg9Y	Specifies the X and Y coordinates of Sub-Org 9 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertZipSize	Specifies the size of zip code location on the course completion certificate.	14 *(default)*
CompCertZipX/ CompCertZipY	Specifies the X and Y coordinates of zip code location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
ConnectionPoolMax	Specifies the maximum size of the database connection pool.	100 (*default*)
ConnectionPoolSize	Specifies the initial size of the database connection pool.	5 (*default*)
ConnectionTimeout	Specifies the number of minutes of inactivity before a database connection is automatically closed.	2 (*default*)
ConnectionUseCount	Specifies the number of times a database connection will be reused before it is closed and re-opened.	10 (*default*)
CourseNotificationDays	Specifies the number of days prior to sending the start of course notification email.	7 (*default*)

CreateCalendarEventFiles	Specifies whether to allow session notifications to include generated *.ics* calendar files that work with email calendar programs like Outlook, Google, and Yahoo calendar.	
CrossDomainAICCScript	Specifies whether to allow AICC remote content that does not use the CourseMill remote content server.	
Currency	Specifies the three-character code that represents the currency for the shopping cart. The following is the list of supported currency codes: ● **USD -** U.S. Dollar ($) ● **AUD -** Australian Dollars ($) ● **CAD -** Canadian Dollars ($) ● **EUR -** Euros (€) ● **GBP -** Pounds Sterling (£) ● **JPY -** Yen (¥) ● **NZD -** New Zealand Dollar ($)* ● **CHF -** Swiss Franc* ● **HKD -** Hong Kong Dollar ($)* ● **SGD -** Singapore Dollar ($)* ● **SEK -** Swedish Krona* ● **DKK -** Danish Krone* ● **PLN -** Polish Zloty* ● **NOK -** Norwegian Krone* ● **HUF -** Hungarian Forint* ● **CZK -** Czech Koruna* *PayPal Only	USD (*default*)
CurriculumAccessDays	Specifies the number of days prior to sending the expiration of access to a curriculum email.	7 (*default*)
CustomMods	Internal use only.	
DaysToDisplayCompletedContent	Specifies the number of days to allow content to remain visible after completion of a course.	
DBMaintResetLastAccess	Internal use only.	
DBMaintSchedule	Specifies when the database maintenance/integrity checks are run.	"0 0 4 ? * SAT" (every 4AM Every Saturday/*default*)
Debug	Specifies whether to turn on debug logging by the CourseMill server. With this option on, a file named <CM*YYYYMMDD*>.log is created in the directory from which the JSP engine runs (*YYYY* represents the current year, *MM* represents the current month, and *DD* represents the current day). This file has a record of every SQL command issued to the CourseMill database. Use it to track down the source of SQL errors. The **LogDir** system property defines where this file is created.	0 - Prevent debug logging (*default*) 1 - Allow debug logging
DefaultBbExtUrl	Specifies the default external bulletin board URL used when creating a new organization.	
DefaultBbType	Specifies the default course message board type.	

DefaultChatType	Specifies the default course chat type.	
DefaultCourseStudToStudFlag	Specifies the default setting for the course to allow student-to-student communication when creating a new course.	
DefaultCourseWindowFullScreen	Specifies the default selected Full Screen option found in Course Details.	
DefaultCourseWindowWidth/ DefaultCourseWindowHeight	Specifies the default width and height of the window used to display the CourseMill course. The course window size can be customized when defining a course.	600/800 (*default*)
DefaultCourseWindowResizable	Specifies whether the course window is resizable. The resizable course window flag can be customized when defining a course.	1 = Allow window to be resized (*default*) 0 = Prevent window to be resized
DefaultCurrentYearTranscript	Specifies whether the summary transcript includes all years for the student or alternatively the courses that the student has accessed during the current year.	1 (true) [*default*]
DefaultEmailType	Specifies the default course email type. The course email type can be customized when defining a course.	E = Use external email (*default*) I = Use internal CourseMill mail
DefaultImType	Specifies the default course instant messenger type	
DefaultLocalBaseDir	Specifies the default physical base directory for your CourseMill courses. This corresponds to the **DefaultWebBaseDir** setting.	C:/Inetpub/wwwroot/course (*default*)
DefaultPasswordExpiration	Specifies the number of days before a student is forced to change his or her password.	45 (*default*)
DefaultPasswordReset	Specifies the default setting for what type of password changing restrictions are required when creating a new user ("N" for never needs changing, "X" for user cannot change password, "M" for user must change password the next time they login, and "T" for the user must change their password after DefaultPasswordReset days. If set to "M", the setting will switch to either "T" or "N" when the student next logs in depending on whether DefaultPasswordReset is greater than zero days).	
DefaultWebBaseDir	Specifies the default HTTP Web location base URL used to access your CourseMill courses. This must be set up as a virtual directory in your Web Server that corresponds to the **DefaultLocalBaseDir**.	http://www.coursemill.com/course (*default*)
DefaultSummaryStatistics	Specifies the default selected Summary Statistics option when running reports.	
DefaultSummaryTranscript	Specifies whether the Transcript Report processes a full transcript, including course history or whether to generate an overall summary transcript.	1 (true)
DeleteInactiveUsersOlderThan	Specifies the number of days from the current day that records are to be deleted from the database tables. For specified values between 1 and 14, CourseMill assumes the value represents years and converts the value to the appropriate number of days. For specified values 0 or less, archiving is disabled.	1460 (default)

DisplaySessions	Specifies whether sessions will be displayed in the CourseMill interface. Set this value to 0 if you only have one session per course.	1 = Allow displaying sessions (*default*) 0 = Prevent displaying sessions
DocDir	Specifies the physical directory where the course documents and internally sent files are stored. This must be set up as a virtual directory in your Web Server that corresponds to the **TempWebDir**.	C:/CMDoc *(default)*
DueDateApproachingDays	Specifies the comma-separated list of days prior to a due date that the new notification will be sent to the student warning of an approaching due date.	14, 7, 0 (*default*)
DueDatePassedDays	Specifies the comma-separated list of days after a due date that the new notification will be sent to the student warning of a passed-due course.	1 (*default*)
DueDateWarningThresholdDays	Specifies the number of days prior to a due date of a course when the warning indicator will appear in the students' **My Course** tab.	7 (*default*)
EncryptExistingPasswords	Specifies whether to encrypt existing passwords.	1 = Encrypt existing passwords 0 = Do not encrypt existing passwords
EndofSessionWarningDays	Specify the number of days prior to the end of a session in which the session reminder notification should be sent.	
ForceAssignCurriculums	Specifies whether individual courses will appear in the course catalog and appear to student's in their transcript.	0 = Allows individual courses in the course catalog and for enrollment 1 = Prevents individual courses in the course catalog
ForceNews	Specifies whether to force students to go to the **News** tab when they first log in.	
ForceSubOrgValues	Specifies whether the SubOrg values in the user profile are required (true) or optional (false).	0 (false) [*default*] 1 (true)
ForceTalentMgmt	Specifies whether to force students to go to the **Lectora Talent Management** tab when they first log in.	0 (false) [*default*] 1 (true)
FullCMLocation	Specifies the full URL path to CourseMill on the Web server.	http://127.0.0.1/coursemill (*default*)
HideCalendar	Specifies whether to hide the **Calendar** tab on the student interface.	
HideCatalogIDFromStudents	Specifies whether to remove the curriculum ID and course ID from showing to the student in the student course list and student catalog.	0 (false) [*default*]
HideCommunity	Specifies whether students have access to the **Community** tab in the student interface.	0 (false) [*default*]
HideCourseCatalog	Specifies whether students have access to the **Course Catalog** tab in the student interface.	0 (false) [*default*]
HideCoursesBlockedByPrereqs	Specifies whether to hide courses in the student list of courses (including within curriculums) that are blocked by other courses.	0 (false) [*default*]
HideCurriculumsBlocke	Specifies whether to hide curriculums in the student list of	0 (false) [*default*]

dByPrereqs	courses that are blocked by other curriculums.	
HideEmail	Specifies whether students have access to the **Email** tab in the student interface.	0 (false) [*default*]
HideEmailInstructorFromStudents	Specifies whether students have access to the **Email Instructor** icon for emailing instructors.	0 (false) [*default*]
HideMobile	Specifies whether to hide the Lectora Mobile information on the student and administrative interfaces.	0 (false) 1 (true) [default
HideNews	Specifies whether students have access to the **News** tab in the student interface.	0 (false) [*default*]
HideReportCard	Specifies whether to allow students to see their transcript.	0 (false) [*default*]
HideScoreFromStudents	Specifies whether to hide the overall course score from students in their list of courses and in their transcripts.	0 (false) [*default*]
HideTalentMgmt	Specifies whether to hide the Lectora Talent Management tab on the student and administrative interfaces.	0 (false) 1 (true) [default]
HoldEmails	Specifies whether the CourseMill system should stop sending out all email messages.	
IfCourseDocsTooBig	Specifies the action to take if a course document is larger than the maximum size.	W = For warning. The course document is posted but the instructor is warned. (*default*) E = For error. The course document is not posted and an error message is issued to the instructor.
IfSentFilesTooBig	Specifies the action to take if a file that is being internally mailed is larger than the maximum size.	W = For warning. The file is sent but the sender is warned. E = For error. The file is not sent and an error message is issued to the sender. (*default*)
IgnoreSuborgRestrictionsForCoursesInCatalog	Specifies whether to allow all self-enrollment courses to appear in the student course catalog regardless of whether the course is assigned to a matching suborg value for the student.	0 (false) [*default*]
IgnoreSuborgRestrictionsForCurriculumsInCatalog	Specifies whether to allow all self-enrollment curriculums to appear in the student course catalog regardless of whether the curriculum is assigned to a matching suborg value for the student.	0 (false) [*default*]
ImportDefaultEmail	Specifies the default email when importing students.	
ImportDefaultPassword	Specifies the default password when importing students.	PASSWORD (*default*)
ImportEmailResults	Specifies whether the results of the import are automatically emailed to the system administrator.	1 = Allow import results to be emailed (*default*) 0 = Prevent imports results to be emailed
ImportFileName	Specifies the full path to the import file to be processed and deleted.	
ImportPostCmd	Specifies an optional command file/script that will be run on the server after successfully importing the import file.	
ImportPreCmd	Specifies an optional command file/script that will be run on the server prior to successfully importing the import file. This allows	

	for either a pre-decrypting of the import file or a database backup/extract to be performed before the import is conducted.	
ImportSchedule	Specifies when bulk-user imports are to run.	0 0 4 ? * SUN (Every Sunday at 4AM/*default*)
IncludeReasonForGradebookChanges	Specifies whether to display the Comment field associated with making a gradebook modification to a student's score or status in the online gradebook.	Optional, Required, or Hidden
IsDatabaseUTF	Specifies an indicator of whether the database can natively store Unicode Transformation Format strings.	
KeepReportDataOnlineDays	Specifies the number of days to keep report results available to view before requiring to re-run the report.	7 (*default*)
KeywordSearch	Specifies the setting that influences the Course Catalog Keyword Search filter for the student interface.	Curriculums, Courses, or Both
LangPref	Specifies the default Country Code for the country selection drop down.	USA (*default*)
LDAPAutoAddUsers	Specifies whether to allow newly authenticated users to get automatically added to the CourseMill database.	0 = Prevent new users from getting added (*default*) 1 = Allows new users to get added
LDAPBase	Specifies the base directory lookup string.	
LDAPConnectionsSSO	Specifies whether to bypass password authentication with the CourseMill database when CourseMill is installed with Connections.	
LDAPDisplayAsStudentID	Specifies which entry in the active directory will be displayed in CourseMill as their student ID.	LDAPLookup (d*efault*)
LDAPDN	Specifies the DN entry needed to logon to the active directory.	CN=Administrator, CN=Users DC=trivantisdevtest DC=local
LDAPIgnorePassword	Specifies whether to ignore the password stored in CourseMill for authentication when using an active directory. The password is validated by the active directory.	
LDAPLookup	Specifies the field in active directory entry to which the user login synchronizes.	uid (d*efault*)
LDAPOrgID	Specifies which entry in the active directory maps to the user's Org ID or the default value to use for a new student's Org ID.	
LDAPPassword	Specifies the password for DN.	
LDAPPort	Specifies the port on which to access the Active Directory.	389 (*default*)
LDAPServer	Specifies the Active Directory server (either the IP address or domain name).	
LDAPSubOrg0 - 15	Specifies which entry in the Active Directory maps to the user's Sub-Org values (optional).	
LDAPUseActiveUser	Specifies whether to force the login script to use the current user ID from the Active Directory environment.	
LDAPUseJNDI	Specifies whether to internally use the Java Naming and Directory	1 = true (*default*)

	Interface (JNDI) when performing Active Directory validations instead of more traditional lookup methods.	0 = false
LoadBalancedSolution	Specifies whether a load balanced server configuration is being used.	
LogDir	Specifies the server directory where the CourseMill log file is created.	C:/CMLog (*default*)
LoginsDisabled	Specifies an indicator as to whether the system will allow students to login.	
LoginsDisabledMsg	Specifies the message displayed to students if they attempt to login when **LoginsDisabled** is set to 1.	
LoginTimeout	Specifies the length of inactivity time in minutes before a user is logged out automatically by the system. Make sure this value is less than your server's defined inactivity timeout.	30 (*default*)
MaxAttemptsBeforeSuspend	Specifies the maximum number of times an incorrect password will be allowed to be entered before suspending an account.	-1 = Do not suspend the account 0 = Suspend the account
MaxAttemptsTimeout	Specifies the amount of time in which **MaxAttemptsBeforeSuspend** invalid login attempts will cause an account to be suspended. Also the period of time that a suspended account will remain suspended.	5 (*default*)
MaxFileUploadSize	Specifies the maximum file size in bytes for course documents and internally mailed files.	2097152 (*default*)
MaxListLength	Specifies the number of entries that will appear in drop-down lists and lists displayed.	
MaxMobileUsers	Specifies the total number of users that can be configured to use the features of Lectora Mobile across all organizations.	
MaxPaginalLinks	Specifies the maximum number of links that appear at the top or bottom of a list.	
MaxPrintColumns	Specifies the maximum number of columns in a report before CourseMill will not allow you to print the report.	10 (*default*)
MaxPrintLines	Specifies the maximum number of lines in a report before CourseMill will not allow you to print the report.	550 (*default*)
MaxReportLength	Specifies the maximum number of items returned from the server at one time when viewing reports.	1000 (*default*)
MaxSelectLength	Specifies the maximum number of items that are displayed in drop-down lists.	
MaxStudentResponse	Specifies the size of the student response field in the interaction table. This value is set to 255 characters by SCORM/AICC standards. To accommodate long answers, modify the column length in the database and adjust this setting to record the longer length.	
MaxSubOrgLength	Specifies the maximum number of characters allowed for the values of Sub Organizations defined within the system. The maximum allowed value is 200.	
MaxTalentMgmtUsers	Specifies the total number of users that can be configured to use the features of Lectora Talent Management across all organizations.	

MaxWaitListSize	Specifies the maximum size of the wait list as a percentage or absolute number of people based on the capacity of the session. The default is 25%.	25% (default)
MinIdLength	Specifies the minimum length of a user ID.	4 (*default*)
MinPasswordLength	Specifies the minimum length of a password for a user ID.	4 (*default*)
NewsURL	Specifies the URL of the text that appears in the student's News tab.	/news/coursemillNews.html
NewsWindowHeight	Specifies the height of the News tab content displayed in the student interface.	500 (*default*)
NormalizeScoreForStudents	Specifies whether to normalize the score to a maximum of 100 for the entire course for courses with multiple items that contribute to the overall score.	
NotificationSchedule	Specifies when course and curriculum notifications get sent.	0 0 1 * * ? (which is 1AM every day/*default*)
OnLogoutGoTo	Specifies where to redirect users after they log out or are forced off the system.	index.jsp (default)
OptionalMenuGroup	Specify whether to display an additional custom menu grouping in the administrator's left navigation.	
OptionalMenuItem0-7	Specify the name of the menu items (0-7) in the **OptionalMenuGroup** and the URLs to which they point.	
PaginationLocation	Specify the location of the page navigation bar. Specify to show the bar above the listings, below the listings, or both.	
PasswordStrength	Specifies the restrictions on passwords.	N = No restrictions M = Password must contain both an alpha and a numeric S = Password must contain an alpha, numeric, and one special character from the following list: ! @ # $ % ^ & * C = Password is case-sensitive and must contain special character restrictions
PayFlowProUser/ PayFlowProVendor/ PayFlowProPartner/ PayFlowProPassword	Specifies the values needed in the conversation with PayFlowPro to adequately get compensated when using their service. The default PayFlowProPartner is "verisign".	
PayPalBusinessEmail	Specifies the merchant business email address that is associated with receiving payments if using PayPal.	
PayTracePassword/ PayTraceUser	Specifies the password and user ID for accessing PayTrace.	
PrintAllowGraph	Specify whether you want to allow certain reports to be graphed dynamically in the report screen.	
PrintGraphColors	Specify the colors of the bars/lines generated on the graphs. Use comma-separated RGB values.	
PrintGraphBackgroundColor	Specify the color in RGB of the background for the generated graph to match any custom CSS that you have applied to the	dadada (*default*)

	system.	
PrintMaxGraphsBars	Specify the maximum number of bars to display when generating a graph.	20 (*default*)
ProgressReportName	Specifies the name of the progress report.	CourseMill Progress Report
ProgressSchedule	Specifies when progress reports get sent to reporters.	0 0 2 * * ? (2AM every day/ *default*)
RCXferBlockSize	Specifies the block size in bytes used to transfer SCORM packages to the Remote Content server.	1024 (*default*)
RecordTermsOfUseDateForExistingUsers	Specifies whether to force all existing users in the database to accept the *Terms of Use* policy when they next log-in to the system so that this date can be recorded within each student's profile. By default, self-registering students automatically get the TermsOfUse acceptance date recorded as the time the student self-enrolls.	1 = true 0 = false (*default*)
ReportingStartOfWeek	Specifies the day of the week that is to be considered the first day of the week for batch reporting purposes.	1 = Sunday (*default*) 2 = Monday 3 = Tuesday 4 = Wednesday 5 = Thursday 6 = Friday 7 = Saturday
RequirePersonalInfo	Specifies what level of personal registration information is required during registration.	M = For mandatory O = For optional N = For not to be collected
RestrictMultPwdChanges	Specifies whether a user can change his or her password more then once a day.	0 = No restriction (default)
RetainHighestScore	Specifies whether to retain the highest score that a student achieves as a passing grade on a module. If this property is specified as true, subsequent launches of the module will not change the student's score unless the student achieves a higher score.	false (*default*)
ScoHistoryTolerance	Specifies the length of time in minutes between successive duplicate score/status updates that CourseMill will ignore the duplicate entries.	30 (*default*)
SecurityCheckRequests	Specifies where cross-site scripting checks are performed on all requests. By default this value is set to off due to performance impacts.	
SessionEndWarningDays	Specifies the number of days before the end of a session that the Prior to end of session notification gets generated.	
SessionFollowupDays	Specifies the number of days after a session completes to generate the post-session survey confirmation.	
ShoppingCartDebugEnv	Specifies whether the transactions to the shopping cart provider go to the live eCommerce site or to the site's testing environment.	
ShoppingCartType	Specifies whether an eCommerce shopping cart is being used with the site.	P = Paypal F = PayFlowPro T = PayTrace

		N = for none
ShowDateInCatalog	Specifies whether to show the date in the student's Course Catalog search results.	
ShowGradebookCommentsToStudents	Specifies whether comments made during modifications in the online gradebook will be displayed to the student when the student views his or her transcript.	
ShowLocInCatalog	Specifies whether to show the location in the student's Course Catalog search results.	
SiteName	Specifies the name to be used as the site name that appears in the browser title bar.	
SMTPMaxRecipients	Specifies the maximum number of "to" or "cc" recipients for a single message when sending bulk emails. This number is dictated by your internet service provider.	
SMTPPassword	Specifies the password used for SMTP authentication.	
SMTPPort	Specifies the port used by the the SMTP server to receive email requests.	
SMTPRetryCount	Specifies the number of times to retry a failed send-mail request to the SMTP server.	2 (*default*)
SMTPSendBulkToAsBCC	Specifies whether to send emails as blind carbon copies (BCC) when sending emails to a list of recipients.	1 = Send as BCC (*default*) 0 = Do not send as BCC
SMTPSendCopyAsBCC	Specifies whether to send emails as blind carbon copies (BCC) when sending carbon copies of emails.	1 = Send as BCC 0 = Do not send as BCC (*default*)
SMTPServer	Specifies the SMTP sever name that will handle the sending of external email.	
SMTPUsername	Specifies the username used for SMTP authentication.	
StudentCoursesDefaultDisplayExpanded	Specifies whether the student course display automatically expands with the list of items.	
StudentCoursesDefaultIncludeCompleted	Specifies whether to automatically select the option to include completed courses in the Student's **My Courses** tab. The default view does not include completed courses.	
StudentCoursesDefaultIncludeExpired	Specifies whether to automatically select the option to include expired or inactive courses in the Student's **My Courses** tab. The default view does not include expired or inactive courses.	
SummarizeCourseInfoFieldsOnReports	Specifies which additional course information columns get added to the student transcript (both detailed and summary) and to the Credit Hours report. For example, **SummarizeCourseInfoFieldsOnReports=1,2** will add the CourseAddedInfo1 and CourseAddedInfo2 columns in the student transcript and the Credit Hours report as long as the columns contain numbers. Note that the order of the numbers in the property determines the order that the columns get added and the course must have credit hours defined for the courses in question; otherwise, the reports are not updated. When the reports get run, the summarized columns appear to the right of the Credit Hours columns in the Credit Hours report.	
TalentMgmtURL	Specifies the URL of the page that is displayed in the student's	

	Lectora Talent Management tab.	
TalentMgmtWindowHeight	Specifies the height of the Lectora Talent Management tab content displayed in the student interface.	500 (default)
TempDir	Specifies the physical directory where temporary CourseMill files are stored. **Important**: All files and subdirectories under this directory will be deleted upon each restart of the CourseMill server.	C:/CMTemp (*default*)
TempWebDir	Specifies the HTTP Web location URL for temporary file access, (for example, course documents and sent files. This must be set up as a virtual directory in your Web server that corresponds to the **TempDir** setting.	http://www.coursemill.com/CMTemp (*default*)
TransactionGracePeriod	Specifies when allow administrators to enroll students into paid courses with a fixed duration for a set number of days before requiring payment, when using a shopping cart. This allows for students to mail-in payment.	
UnenrollIfNotAssigned	Specifies whether students that are imported in the bulk import process will be unenrolled from Assigned Curriculums if the student's SubOrg information no longer matches the assignments for that curriculum. This flag is only valid when a shopping cart is not being used and the **AutoEnrollAssignedCurriculums** flag is turned on.	0 [false] *default*
UpdateCourseStatus	Specifies the URL of the external script (not supplied by Trivantis) that will receive posts whenever the status of an individual course changes to completed or passed.	
UsageStatsSchedule	Internal use only.	
UseEncryptedPasswords	Specifies whether to use encrypted passwords.	
UseFlashUploader	Specifies whether file uploads use a Flash uploader with progress bar.	1 [true] *default*
UseIntelligentJumpTo	Specifies whether to include only the possible values in the Jump To drop-down list, including foreign unicode characters, numbers, and special characters. The default is to display the text "-ALL" and "A-Z".	
UseJavascriptAPI	Specifies whether to use the Javascript API Adapter or the Java API Adapter.	1 = Javascript API Adapter (*default*) 0 = Java API Adapter
UseSummaryTranscript	Specifies whether the summary or the detailed transcript is displayed by default.	
WaitListDisabled	Specifies whether to disable the waitlist function if it is set and a session is full.	

Parent Topic: Managing Organizations

Viewing the properties list

Super-administrators can view the properties list. The properties list displays the currently defined properties by category. The list can be re-sort by the category, property name, or the current value. Use the list to select and edit a property.

To view the properties list, open the **Admin Tasks** side-tab and click **Manage Properties**.

Each row in the table represents a currently defined property. The properties are initially listed by category. Click a heading to re-sort the list. For example, click the **Property** column heading to re-sort the table by the property name. Use the **Search** box to locate a specific property or the **Jump To** page navigation to move through the list.

Parent Topic: Adding and Managing System Properties

Related topics
Adding a property
Editing a property
Applying changes
Deleting a property

Adding a property

Super-administrators can add new properties.

When you add a property, you specify the property's current value. Changes to CourseMill are not applied until you click the **Apply Changes** button.

To add a property:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.

2. Click **Add System Property** or right-click on the table and select **Add Property**.

3. On the Add System Property window, specify the name of the property in the **Property** field and specify the property's value in the **Value** field.

4. Click **Save**. The property is added to the property list.

5. Click **Apply Changes** to have CourseMill recognize the new property.

Parent Topic: Adding and Managing System Properties

Related topics
Viewing the properties list
Applying changes
Editing a property
Deleting a property

Editing a property

Super-administrators can edit property values.

Changes to CourseMill are not applied until you click the **Apply Changes** button.

To edit a property:

1. Open the **Admin Tasks** side-tab and click **Manage Properties**.

2. Double-click the property you want to edit or select the property and click **Edit**. Alternatively, you can select the property, right-click on the table, and select **Edit**.

3. On the Edit System Property window, specify the property's value in the **Value** field.

4. Click **Save**. The property is updated in the property list.

5. Click **Apply Changes** to have CourseMill recognize the updated property value.

Parent Topic: Adding and Managing System Properties

Related topics
Viewing the properties list
Applying changes
Deleting a property

Applying changes
Once you have added a property or modified a property's details, you can apply the changes without closing the program.

To apply property changes:
1. Open the **Admin Tasks** side-tab and click **Manage Properties**.

2. Select the property and click **Apply Changes**. Alternatively, you can select the property, right-click on the table, and select **Apply Changes**.

The changes are applied.

Parent Topic: Adding and Managing System Properties

Related topics
Viewing the properties list
Editing a property
Deleting a property

Deleting a property
Super-administrators can delete a property value.

Changes to CourseMill are not applied until you click the **Apply Changes** button.

To delete a property:
1. Open the **Admin Tasks** side-tab and click **Manage Properties**.

2. Double-click the property you want to delete or select the property and click **Delete**. Alternatively, you can select the property, right-click on the table, and select **Delete**.

The property is deleted from the property list.

Parent Topic: Adding and Managing System Properties

Related topics
Viewing the properties list

Managing Scheduled Tasks
You can configure special tasks to run automatically in the background at preset schedules. These tasks include scheduling regular database maintenance, setting an import schedule, running notification jobs and more.

Select from the following scheduled tasks:

Scheduled task	Description
DBMaintSchedule	Database maintenance commands such as back-ups and re-indexing.
ImportSchedule	Import commands such as processing import requests.
NotificationSchedule	Notification commands such as sending notifications.
Progress Schedule	Progress commands.

See these topics for more information:

- Viewing tasks status and details
- Starting a task
- Viewing task schedule details

Viewing tasks status and details

You can view the scheduling status and last-run timestamp for each task. You can also view the details of scheduled tasks.

To view the list of courses, open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.

Each row in the table represents a currently defined task. The tasks are listed alphabetically. Click a column heading to re-sort the table. Use the **Search** box to locate a specific task.

To view the details of a currently scheduled task, click the task in the table.

Parent Topic: Managing Scheduled Tasks

Related topics
Starting a task

Starting a task

To start a scheduled task, you specify the start time, the frequency, and the days of the week that the task is to be run. The task will run automatically until you change it's schedule.

To start a scheduled task:

1. Open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.

   The Managed Tasks window is displayed.

2. Select the task you want to start and click **View/Edit Details**. Alternatively, you can double-click the task or select the task, right-click, and select **View/Edit Details**.

   The Edit Scheduled Task window opens.

3. Complete the fields on the Edit Scheduled Task window as follows:

Field	Description
Task	Displays the scheduled task you selected.
Start Time	Use the drop-down list to select a start time (in 24-hour time).
Frequency	Use the drop-down list to select an available frequency.
Schedule	Enable the check box representing the days of the week on which you want the task to run.

4. Click **Save**.

The task is scheduled.

5. Click the **Run Task** button when you are ready to begin running the task.

Parent Topic: Managing Scheduled Tasks

Related topics
Viewing task status and details

Viewing task schedule details
You can view the details of a scheduled task. You can change the fields as necessary.

To view a task's schedule details:
6. Open the **Admin Tasks** side-tab and click **Manage Scheduled Tasks**.

   The Manage Scheduled Tasks window is displayed.

7. Select the task you want to view and click **View/Edit Details**. Alternatively, you can double-click the task or select the task, right-click, and select **View/Edit Details**.

   The Scheduled Tasks window opens.

8. On the Edit Scheduled Tasks window, the fields are defined as follows:

Field	Description
Task	Displays the scheduled task you selected.
Start Time	Displays the scheduled start time (in 24-hour time).
Frequency	Displays the frequency.
Schedule	Displays the days of the week the task is scheduled to run.

9. Click **Save** if you made changes.

   The changes are saved.

Parent Topic: Managing Scheduled Tasks

Related topics
Viewing tasks status and details
Starting a task

Using the Logged-In Users List
Super-administrators can view the list of users that are currently logged-in. The list can be used to log users off the system, send messages, and temporarily restrict access to the system.

See these topics for more information:
- Viewing the List of Logged-In Users
- Logging Out a User
- Sending Messages to a User
- Restricting User Access

Viewing the List of Logged-In Users

Super-administrators can view the list of users that are currently logged-in. Use the list to force users off, send messages, and restricted access.

To view the list of logged-in users, open the **Admin Tasks** side-tab and click **View Logged-In Users**.

Each row in the table represents a user ID that is currently signed on. If the user ID is restricted to a specific organization, the organization is listed in the **Org ID** column. Otherwise, the **Org ID** column is blank. Click a column heading to re-sort the table. Use the **Search** box to limit the list to a specific Org ID and locate specific users IDs.

Parent Topic: Using the Logged-In Users List

Related topics
Logging Out a User
Sending Messages to a User
Restricting User Access

Logging Out a User

Super-administrators can log users out of CourseMill.

To log out a user:

1. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The View Logged-In Users window opens.

2. Click the user ID that you want to log out. To select more than one user ID, hold Ctrl and click the other user IDs. To select all the user IDs in the current list, click **All**.

3. Click **Log Out**.

The user ID is logged out.

Parent Topic: Using the Logged-In Users List

Related topics
Viewing the List of Logged-In Users
Sending Messages to a User
Restricting User Access

Sending Messages to a User

Super-administrators can send messages to the user IDs that are currently signed-on.

To send a message to a user:

4. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The View Logged-In Users window opens.

5. Click the user ID to which you want to send a message. To select more than one user ID, hold Ctrl and click the other user IDs. To select all the user IDs in the current list, click **All**.

6. Click **Send Message**.

The Send Message window opens.

7. Type the message in the **Message** box and click **Send Message**.

The message is sent.

Parent Topic: Using the Logged-In Users List

Related topics
Viewing the List of Logged-In Users
Logging Out a User
Restricting User Access

Restricting User Access

Super-administrators can restrict users from logging in. This is handy when updates require all users to be signed off. You can display a message to users to notify them accordingly.

To restrict user access:

8. Open the **Admin Tasks** side-tab and click **View Logged-In Users**.

   The View Logged-In Users window opens.

9. Click the user ID to which you want to restrict access. To select more than one user ID, hold Ctrl and click the other user IDs. To select all the user IDs in the current list, click **All**.

10. Click **Restrict Access**.

    The Restrict Access window opens.

11. Enable the **Restrict Users From Being Able To Login** checkbox.

12. Edit the message in the **Message** box as needed and click **Save**.

The message is sent and the user is restricted from logging in.

Parent Topic: Using the Logged-In Users List

Related topics
Viewing the List of Logged-In Users
Logging Out a User
Sending Messages to a User

Adding a Custom Side-Tab

You can add a custom side-tab to the home page and include links to quick-access tasks. For example, you can add links to Websites and Web documents that you access every day.

To specify the custom menu grouping and configure the menu items, set the system properties - **OptionalMenuGroup** and **OptionalMenuItem0-7**. Details about configuring system properties, see Adding and Managing System Properties.

OptionalMenuGroup	Specify whether to display an additional custom menu grouping in the administrator's left navigation.

OptionalMenuItem0-7	Specify the name of the menu items (0-7) in the **OptionalMenuGroup** and the URLs to which they point.

Appendix

View these topics for additional information:

- Installation and Implemtentation Resources
- eCommerce in CourseMill
- Using the UserLogin.jsp log-in script
- Creating custom certificates

Installation and Implementation Resources

The following supplemental resources are available in Google Docs to assist in your installation and implementation of CourseMill. Contract your Support representative for details about accessing these online resources.

Resource	Objective
CourseMill 6 Installation Process Checklist	Installing and configuring CourseMill 6.
Checklist for publishing from Lectora to CourseMill	Setting up your Lectora titles for publishing to CourseMill.
Importing User Data	Adding user accounts by importing users, user information and optionally updating existing user details by reading data from a specially formatted text file.
Working with LDAP and SSO	Integrating with a LDAP/AD configuration to achieve a single sign-on and generate user accounts.
Using the Gradebook	Using the gradebook and setting the status.
Session Management	Defining the rules of the session and granting permissions to the instructors who can manage the session.
SCORM Elements Support in CourseMill	Working with SCORM rules and properties.
Using SCORM Disconnect	Publishing to CourseMill using SCORM Disconnect within Lectora.
Reporting in Version 6	Using the standard reporting categories.
Password Management Options	Setting the properties for managing passwords.
Accessing Your CourseMill LMS	Setting up your organization.
Notification Processing	Configuring notifications and modifying email notifications.
Using Keywords	Assigning and managing keywords.
Using Email	Configuring your Email settings.
Using Ecommerce	Configuring online payment processing.
Curriculum Management	Adding and managing your curriculum.
Courses Management	Adding and managing your courses.
Course Content Spanning Orgs	Linking course content from one organization to another.
Working with Certificates	Configuring and working with certificates.
Adding Users	Adding registered users to your organizations.
CourseMill 6 Database Schema	Understanding the database tables, keys, and indices within CourseMill 6.

eCommerce in CourseMill

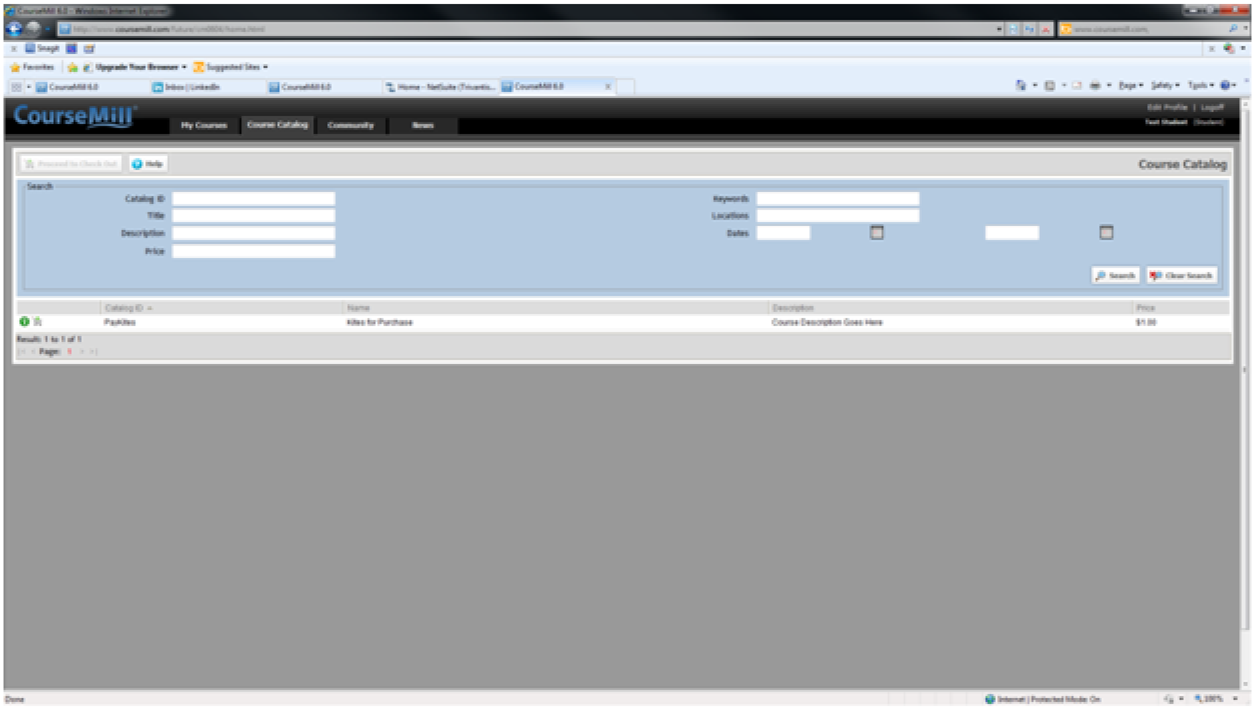
CourseMill provides an easy-to-use interface for collecting and processing payment transactions.

The following properties are available for configuring your eCommerce requirements:

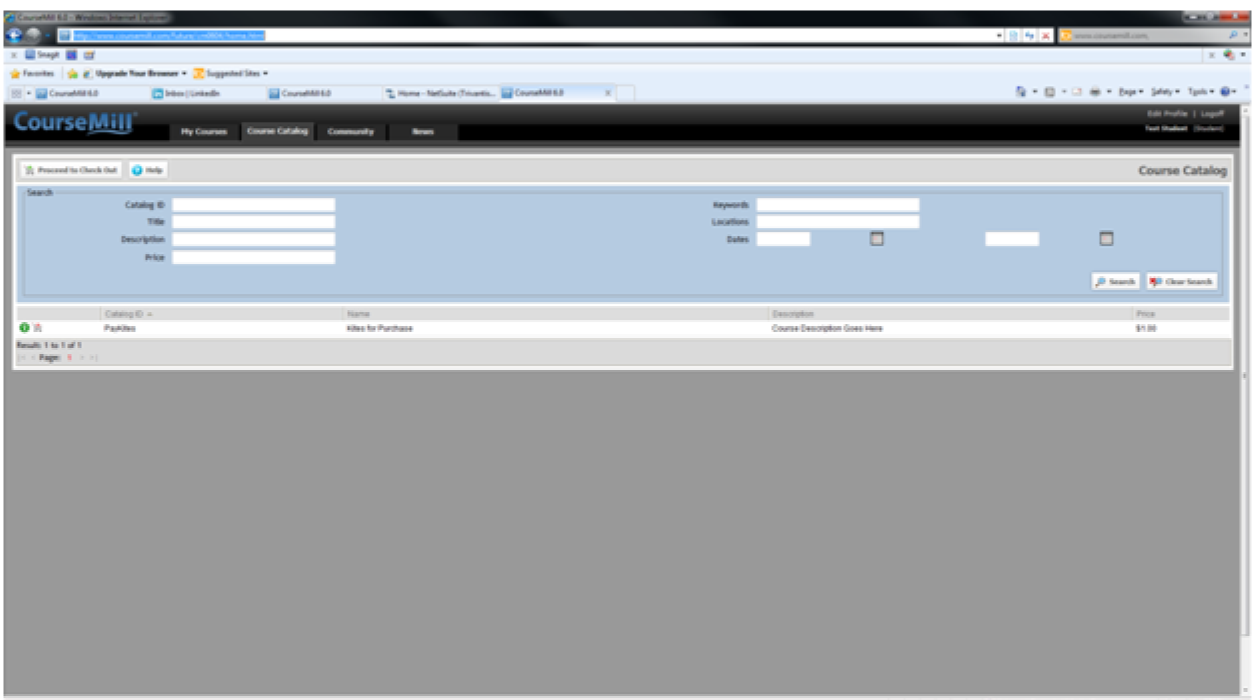
Property	Description	Values
PayFlowProUser/ PayFlowProVendor/ PayFlowProPartner/ PayFlowProPassword	Specifies the values needed in the conversation with PayFlowPro to adequately get compensated when using their service. The default PayFlowProPartner is "verisign".	
PayPalBusinessEmail	Specifies the merchant business email address that is associated with receiving payments if using PayPal.	
ShoppingCartDebugEnv	Specifies whether the transactions to the shopping cart provider go to the live eCommerce site or to the site's testing environment.	
ShoppingCartType	Specifies whether an eCommerce shopping cart is being used with the site.	P = Paypal F = PayFlowPro T = PayTrace N = for none

Students fill their shopping cart with items ordered from the Course Catalog similar to as follows:

1. Students view items for purchase in the Course Catalog.



2. Students select items that they want to add their shopping cart.



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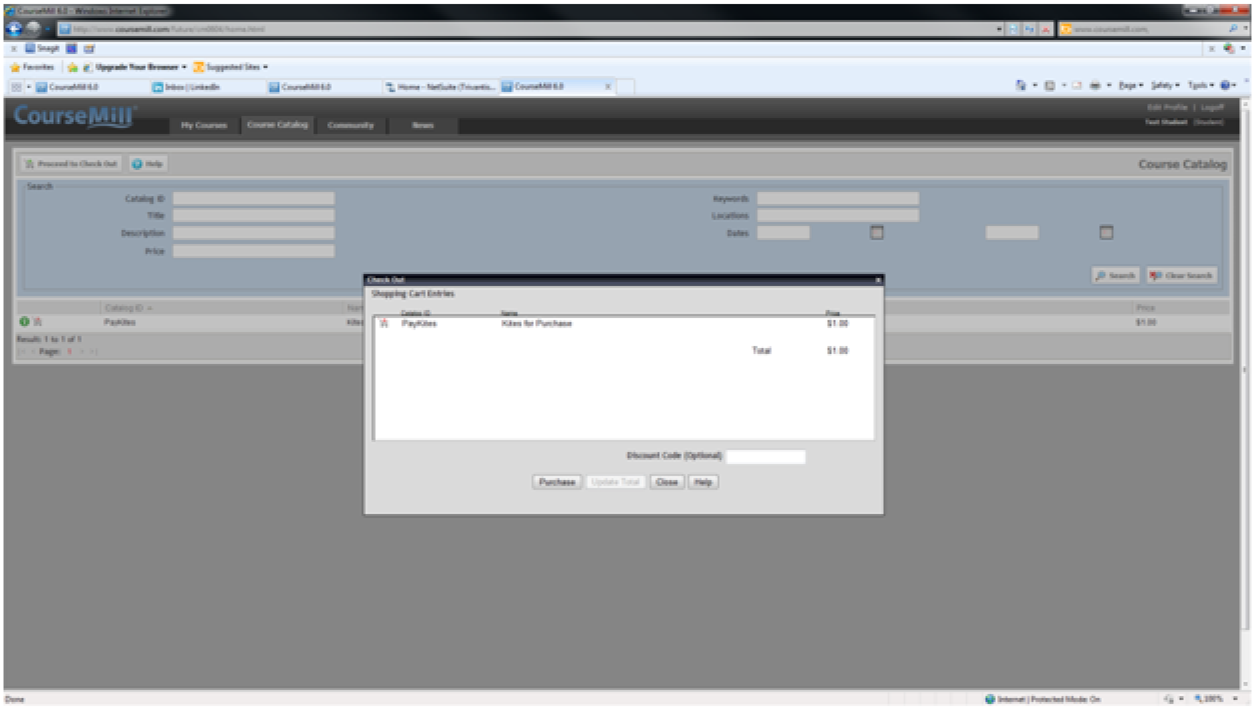
3. Students request to check out and finalize their purchase.



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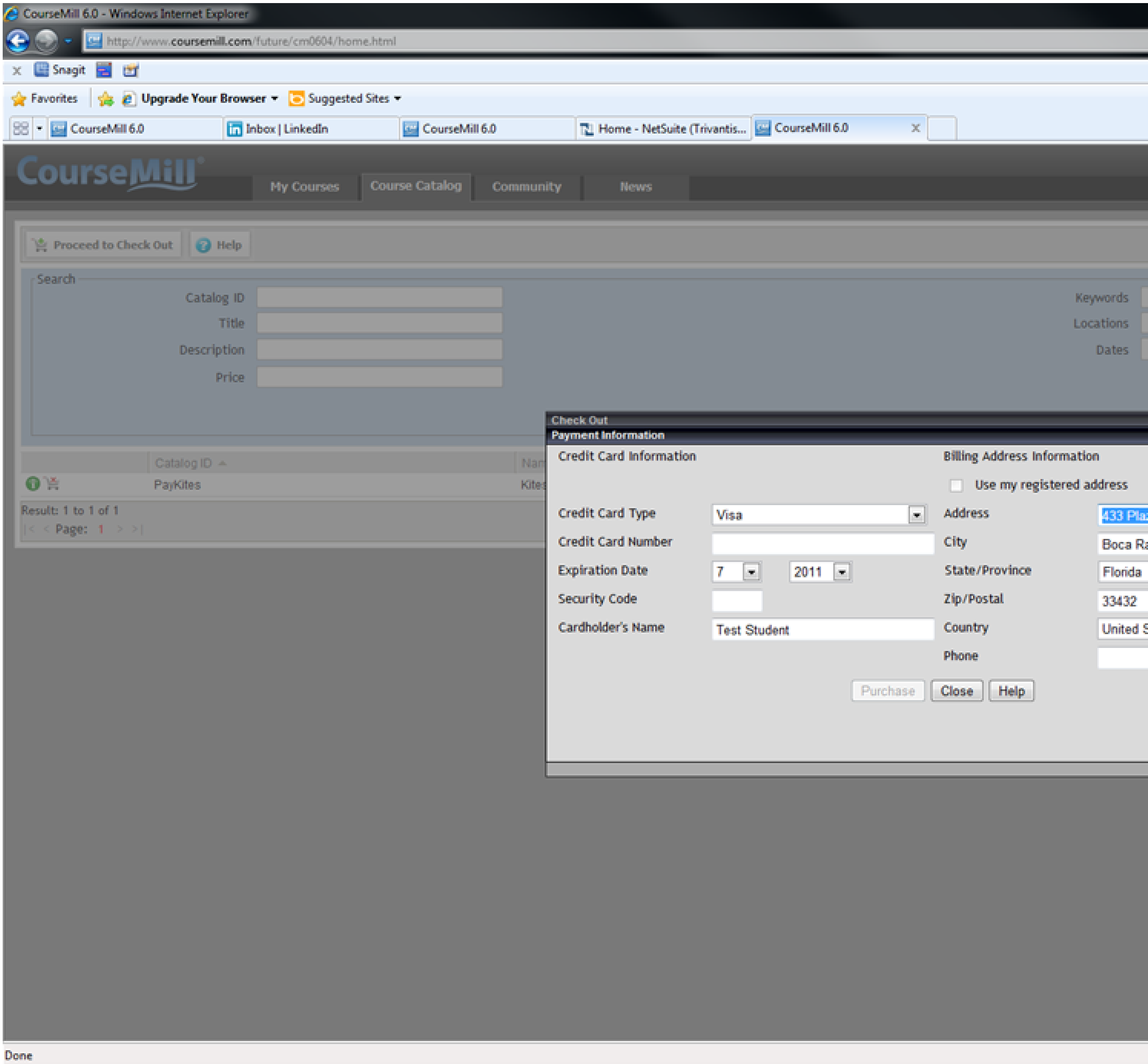
4. The student's financial information is gathered and securely processed.



Using the UserLogin.jsp log-in script

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The UserLogin.jsp script enables you to remotely manage users' access to the CourseMill site and control enrollment in curriculums and courses.

You can customize the log-in script to enable optional parameters to further control the user log-in experience.

To invoke the script, navigate to `http://youripaddress/coursemill/userlogin.jsp?` and append *name*=*value* pairs as described below. Separate each *name*=*value* pair with "&". For example, to add the following student to the CourseMill system and enroll him in the Boating_Safety course, you would invoke:

```
http://mycompany.com/coursemill/userlogin.jsp?user=tom.smith@mycompany.
com&password=tempPassword&firstname=Tom&lastname=Smith&orgid=Training&
courseCurrID=Boating_Safety&enrollFlag=y
```

where:

Parameter	Description	Example
user=	The user's email address	tom.user@mycompany.com
password=	Specifies the type of password assigned to the user	tempPassword
firstname=	The user's first name	Tom
lastname=	The user's last name	Smith
orgid=	The user's organization ID	Training
courseCurrID=	The user's course/curriculum ID	Boating_Safety
enrollFlag=	Specifies whether the user should be automatically enrolled	y

A sample log-in script is provided as follows:

```
/*
** UserLogin.jsp script
**
** Required Parms:
** user            The userID of the person to login
** password        The password of the person to login
**
**
** Optional Check For User In Launched Content Parms:
** checkIfUserInContent - if this parm is passed, a check will be made to see if CourseMill
** can detect whether the user already has launched content open. This parm overrides all
** the following parms.
**
**
** Optional Enrollment/Launch Parms:
** courseCurrID    The ID of the course or curriculum to be accessed (if not supplied, no
** enrollment/launch occurs)
**
** currFlag        Flag that indicates whether the provided courseCurrID is a curriculum.
** Default is n.
**
** enrollFlag      Flag that determines if the student should be auto-enrolled into this
** curriculum/course. Default is n.
**
```

```
** enrollPwd        The access code for enrollment (if needed)
**
** sessionID        The session ID (use to specify a particular session of the course for
** enrollment).  This field is ignored if currFlag is set to y.
**
**
** Optional Registration Parms (need to pass firstName, lastName, orgId at the minimum if
** enrollment is desired):
** orgId            Organization to enroll in (if more then one)
** firstName        First name of the user
** lastName         Last name of the user
** middleInitial    Middle initial (if specified)
** email            Email address (if an email address is required)
** regPwd           Registration password (if required for organization)
** newPwd           New password if the password is to be changed from password
**
**
** Optional Shopping Cart Parms:
** fromSC           - flag that indicates where to go to after login (checkout versus home
screen)
**
*/
```

Creating custom certificates

You can create and apply custom certificates.

To define your custom settings, create a text-based .ini file containing the name/value pairs to override the defaults settings for the following certificate system properties. Save the .ini file with the same name as the certificate .pdf file and place both files in a directory named \customcert\course in your CourseMill working directory. For example, if you create a custom certificate for a course ID of Kites101, the files would be named customcert\course\Kites101.pdf and customcert\course\Kites101.ini.

System Property	Description	Values
CompCertCourseNameSize	Specifies the size of the course name on the course completion certificate.	24 (*default*)
CompCertCourseNameX / CompCertCourseNameY	Specifies the X and Y coordinates of the course name location on the course completion certificate. All X and Y position data is formatted as centered and justified.	357.0/396.0 (*default*)
CompCertCreditHoursSize	Specifies the font size of the number representing the credit hours earned for the course on the course completion certificate.	14 (*default*)
CompCertCreditHoursX/ CompCertCreditHoursY	Specifies the X and Y coordinates for the location of number of credit hours earned on the course completion certificate. All X and Y position data is formatted as centered and justified (-1/-1).	not displayed (default)
CompCertDaySize	Specifies the font size of the day of the month location on the course completion certificate.	14 (*default*)
CompCertDayX/ CompCertDayY	Specifies the X and Y coordinates of the day of the month location on the course completion certificate. All X and Y position data is formatted as centered and justified.	453.0/398.0 (*default*)
CompCertInstructorNameSize	Specifies the size of the instructor name location on the course completion certificate.	14 (*default*)

CompCertInstructorNameX/ CompCertInstructorNameY	Specifies the X and Y coordinates of the instructor name location on the course completion certificate. All X and Y position data is formatted as centered and justified.	493.0/549.0 (*default*)
CompCertMonthYearSize	Specifies the size of the month and year location on the course completion certificate.	14 (*default*)
CompCertMonthYearX/ CompCertMonthYearY	Specifies the X and Y coordinates of the month and year location on the course completion certificate. All X and Y position data is formatted as centered and justified.	453.0/549.0 (*default*)
CompCertRotation	Specifies the rotation in degrees of the text written to the certificate. The default is 90 for a regular certificate that prints in portrait mode but is really landscape.	90 *(default)*
CompCertScoreSize	Specifies the font size of the score received in the course on the course completion certificate.	14 (*default*)
CompCertScoreX/ CompCertScoreY	Specifies the X and Y coordinates of the score location on the course completion certificate. All X and Y position data is formatted as centered and justified.	not displayed (default)
CompCertSessionNameX CompCertSessionNameY CompCertSessionNameSize	Specifies the X and Y coordinates and the font size of the session name on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates) and 14 (size) [*default*]
CompCertSessionStartX CompCertSessionStartY CompCertSessionStartSize	Specifies the X and Y coordinates and the font size of the session start on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates) and 14 (size) [*default*]
CompCertSessionEndX CompCertSessionEndY CompCertSessionEndSize	Specifies the X and Y coordinates and the font size of the session end on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 (coordinates) and 14 (size) [*default*]
CompCertStudentNameSize	Specifies the size of the student name location on the course completion certificate.	24
CompCertStudentNameX/ CompCertStudentNameY	Specifies the X and Y coordinates of the month and year location on the course completion certificate. All X and Y position data is formatted as centered and justified.	236.0/396.0 *(default)*
CompCertSubOrg0Size	Specifies the size of Sub-Org0 location on the course completion certificate.	14 *(default)*
CompCertSubOrg0X/ CompCertSubOrg0Y	Specifies the X and Y coordinates of Sub-Org0 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg10Size	Specifies the size of Sub-Org 10 location on the course completion certificate.	14 *(default)*
CompCertSubOrg10X/ CompCertSubOrg10Y	Specifies the X and Y coordinates of Sub-Org 10 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*

CompCertSubOrg11Size	Specifies the size of Sub-Org 11 location on the course completion certificate.	14 *(default)*
CompCertSubOrg11X/ CompCertSubOrg11Y	Specifies the X and Y coordinates of Sub-Org 11 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg12Size	Specifies the size of Sub-Org 12 location on the course completion certificate.	14 *(default)*
CompCertSubOrg12X/ CompCertSubOrg12Y	Specifies the X and Y coordinates of Sub-Org 12 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg13Size	Specifies the size of Sub-Org 13 location on the course completion certificate.	14 *(default)*
CompCertSubOrg13X/ CompCertSubOrg13Y	Specifies the X and Y coordinates of Sub-Org 13 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg14Size	Specifies the size of Sub-Org 14 location on the course completion certificate.	14 *(default)*
CompCertSubOrg14X/ CompCertSubOrg14Y	Specifies the X and Y coordinates of Sub-Org 14 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg15Size	Specifies the size of Sub-Org 15 location on the course completion certificate.	14 *(default)*
CompCertSubOrg15X/ CompCertSubOrg15Y	Specifies the X and Y coordinates of Sub-Org 14 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg1Size	Specifies the size of Sub-Org 1 location on the course completion certificate.	14 *(default)*
CompCertSubOrg1X/ CompCertSubOrg1Y	Specifies the X and Y coordinates of Sub-Org 1 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg2Size	Specifies the size of Sub-Org 2 location on the course completion certificate.	14 *(default)*
CompCertSubOrg2X/ CompCertSubOrg2Y	Specifies the X and Y coordinates of Sub-Org 2 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg3Size	Specifies the size of Sub-Org 3 location on the course completion certificate.	14 *(default)*
CompCertSubOrg3X/ CompCertSubOrg3Y	Specifies the X and Y coordinates of Sub-Org 3 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg4Size	Specifies the size of Sub-Org 4 location on the course completion certificate.	14 *(default)*
CompCertSubOrg4X/ CompCertSubOrg4Y	Specifies the X and Y coordinates of Sub-Org 4 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg5Size	Specifies the size of Sub-Org 5 location on the course completion certificate.	14 *(default)*

CompCertSubOrg5X/ CompCertSubOrg5Y	Specifies the X and Y coordinates of Sub-Org 5 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg6Size	Specifies the size of Sub-Org 6 location on the course completion certificate.	14 *(default)*
CompCertSubOrg6X/ CompCertSubOrg6Y	Specifies the X and Y coordinates of Sub-Org 6 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg7Size	Specifies the size of Sub-Org 7 location on the course completion certificate.	14 *(default)*
CompCertSubOrg7X/ CompCertSubOrg7Y	Specifies the X and Y coordinates of Sub-Org 7 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg8Size	Specifies the size of Sub-Org 8 location on the course completion certificate.	14 *(default)*
CompCertSubOrg8X/ CompCertSubOrg8Y	Specifies the X and Y coordinates of Sub-Org 8 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*
CompCertSubOrg9Size	Specifies the X and Y coordinates of Sub-Org 9 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	14 *(default)*
CompCertSubOrg9X/ CompCertSubOrg9Y	Specifies the X and Y coordinates of Sub-Org 9 location on the course completion certificate. All X and Y position data is formatted as centered and justified.	-1.0/-1.0 *(default)*

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