

# Course Templates



# What are course templates?

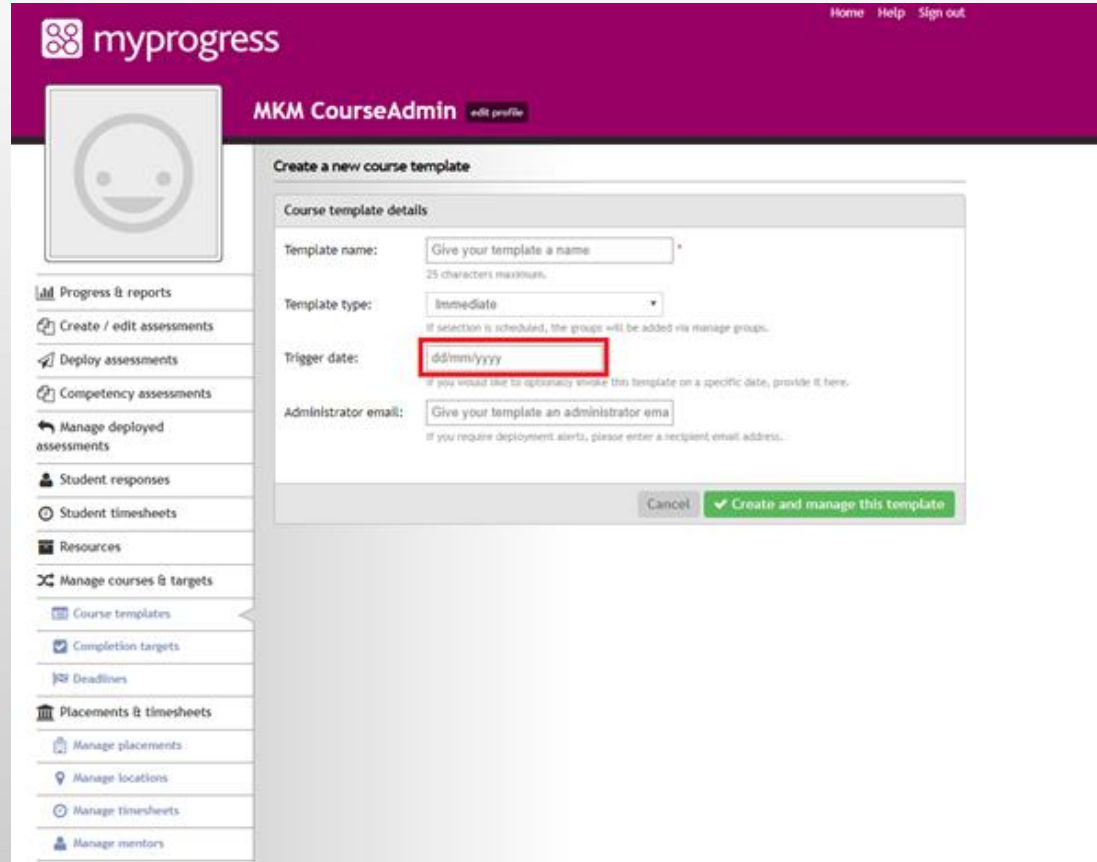
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Course templates are a dynamic way of deploying assessments in bulk. Course templates allow assessments to be deployed in two different ways; immediate or scheduled.

# Immediate

Step  
1

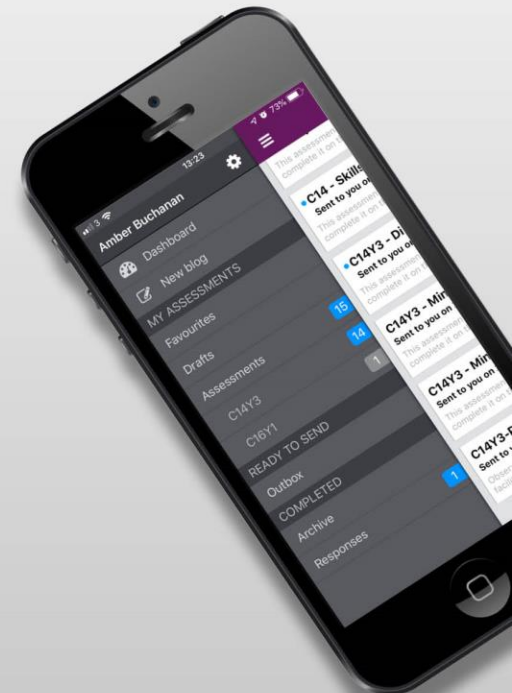
A trigger is set for when you want an assessment to be deployed.



The screenshot shows the 'myprogress' CourseAdmin interface. The user is logged in as 'MKM CourseAdmin'. The main heading is 'Create a new course template'. The form contains the following fields:

- Template name:** A text input field with the placeholder 'Give your template a name' and a note '25 characters maximum.'
- Template type:** A dropdown menu currently set to 'Immediate'. A note below it says 'If selection is scheduled, the group will be added via manage group.'
- Trigger date:** A text input field with the placeholder 'dd/mm/yyyy', highlighted with a red box. A note below it says 'If you would like to optionally trigger this template on a specific date, provide it here.'
- Administrator email:** A text input field with the placeholder 'Give your template an administrator ema' and a note 'If you require deployment alerts, please enter a recipient email address.'

At the bottom of the form are two buttons: 'Cancel' and 'Create and manage this template'.



## Step 2

Once the basic details are set the template is created and you will be prompted to then add the assessments required for this template and select the groups in which you want these assessments to be deployed to.

myprogress MKM CourseAdmin [edit profile](#)

Home Help Sign out

Edit course template & manage course templates

Template name: TEST Trigger on: 26/04/2019

Administrator email: holly.fowler@myknowledgems

Assessments Groups

**Add**

Assessment	Type	Status	Actions
This profile doesn't contain any assessments yet			

**Add an assessment to this profile**

Back  Apply all changes

- Progress & reports
- Create / edit assessments
- Deploy assessments
- Competency assessments
- Manage deployed assessments
- Student responses
- Student timesheets
- Resources
- Manage courses & targets
- Course templates
- Completion targets
- Deadlines
- Placements & timesheets
- Manage placements
- Manage locations
- Manage timesheets

myprogress MKM CourseAdmin [edit profile](#)

Home Help Sign out

Edit course template & manage course templates

Template name: TEST Trigger on: 26/04/2019

Administrator email: holly.fowler@myknowledgems

Assessments Groups

**Assign to a group**

Group	Start date – End date	Status	Actions
No assigned groups			

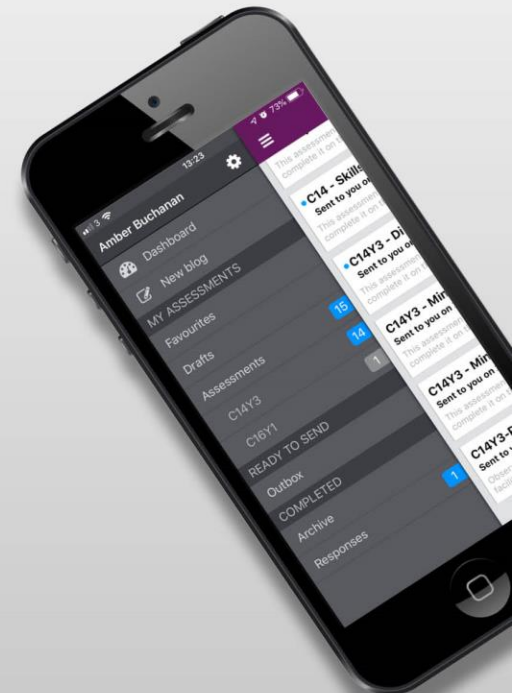
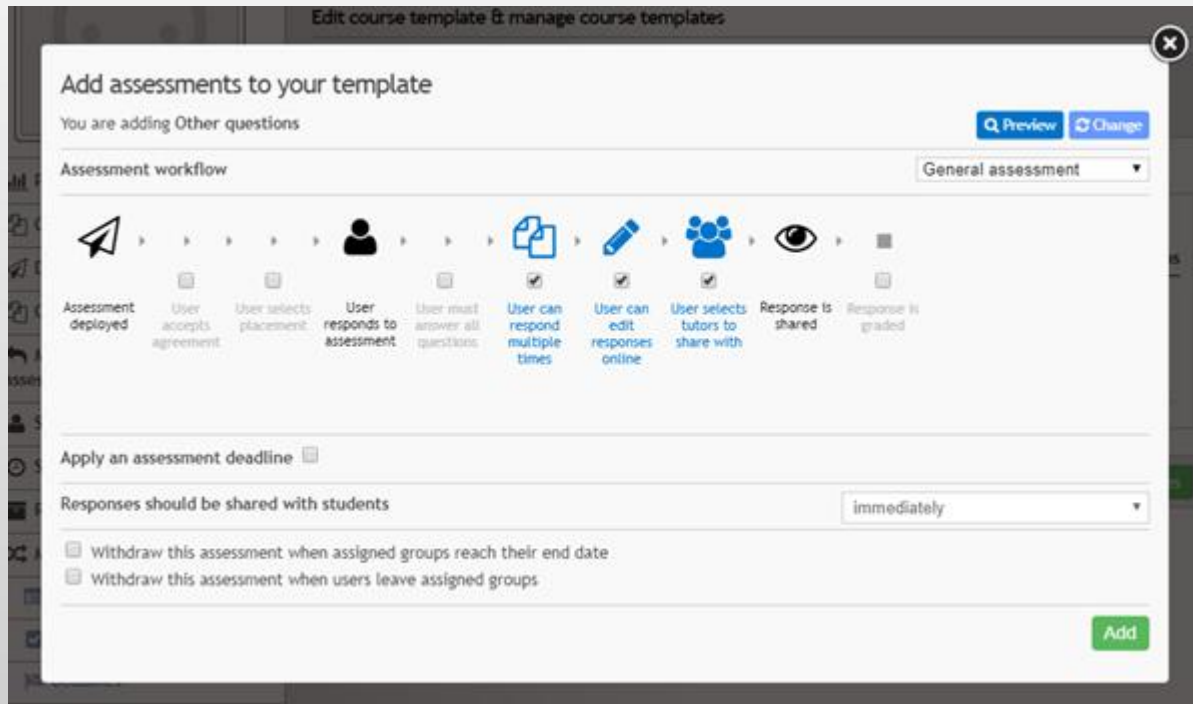
**Assign this template to a group**

Back  Apply all changes

- Progress & reports
- Create / edit assessments
- Deploy assessments
- Competency assessments
- Manage deployed assessments
- Student responses
- Student timesheets
- Resources
- Manage courses & targets
- Course templates
- Completion targets
- Deadlines
- Placements & timesheets
- Manage placements
- Manage locations
- Manage timesheets
- Manage mentors

### Step 3

Once an assessment has been selected to add, you will be presented with a screen similar to what is seen when deploying assessments normally. You can add the assessment as different workflows and also add as many assessments to a course template as you want.

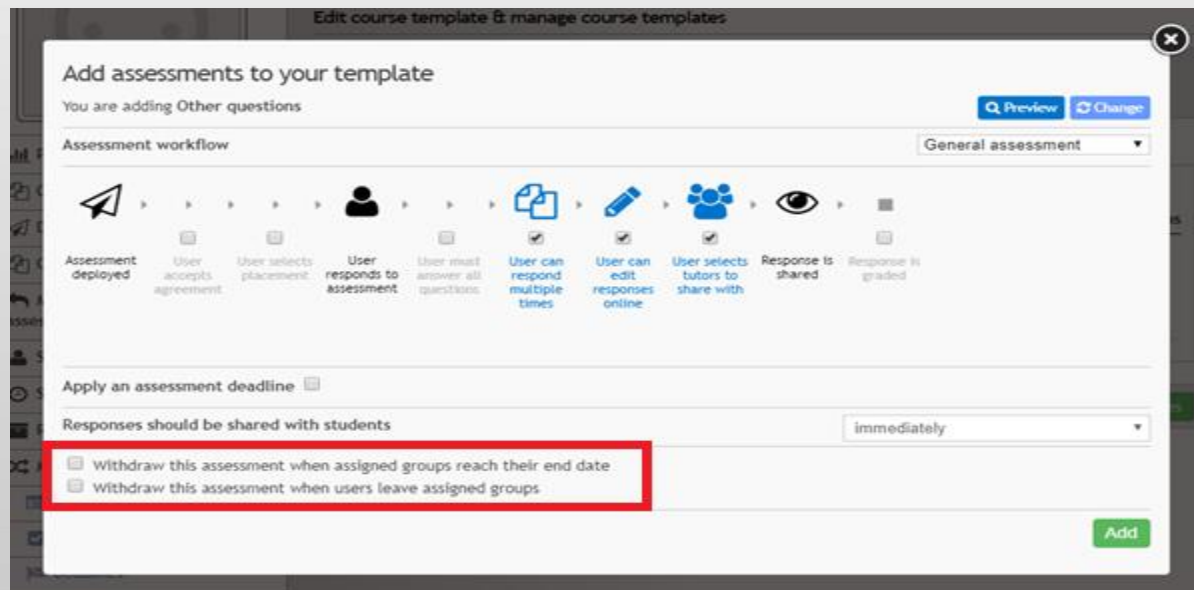


# Important points to know...

- You can choose to add assessment deadlines.
- Choose when responses are shared with students.

**\*\*You will see two additional buttons at the bottom of the deployment screen additional to what you would see when manual deploying an assessment on its own.\*\***

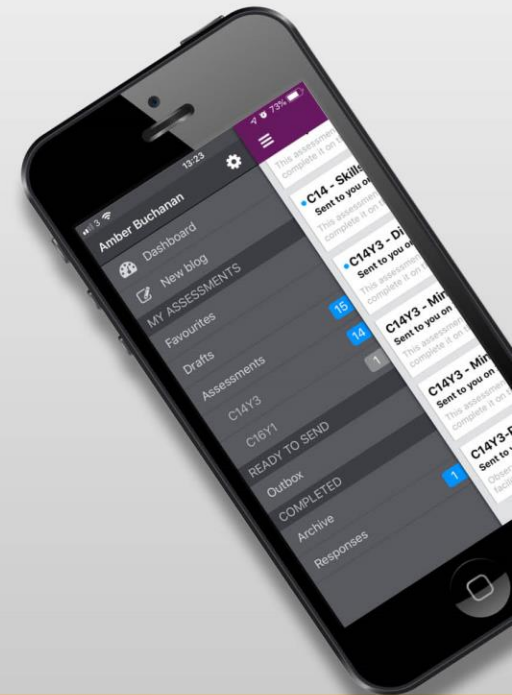
- You have the ability to ‘withdraw the assessment when the assigned groups reach their end date’ – The end date that is set against the group in the system.
  - ‘Withdraw the assessment when users leave their assigned groups’, if a user leaves a group they will be automatically removed, prevents the manual task of withdrawing assessments individually from students that leave/finish.



# Scheduled

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Allows assessments to have staggered deployments, rather than deploying all on one date. Scheduled course templates are a great way of setting up deployments prior to a new cohort commencing their course.



Step  
1

Set up the basic details.

**Create a new course template**

**Course template details**

Template name:  \*

25 characters maximum.

Template type:  ▼

If selection is scheduled, the groups will be added via manage groups.

Administrator email:

If you require deployment alerts, please enter a recipient email address.



## Step 2

Add the relevant assessments you wish to deploy as part of this course template.

Edit course template & manage course templates

Template name:

Administrator email:

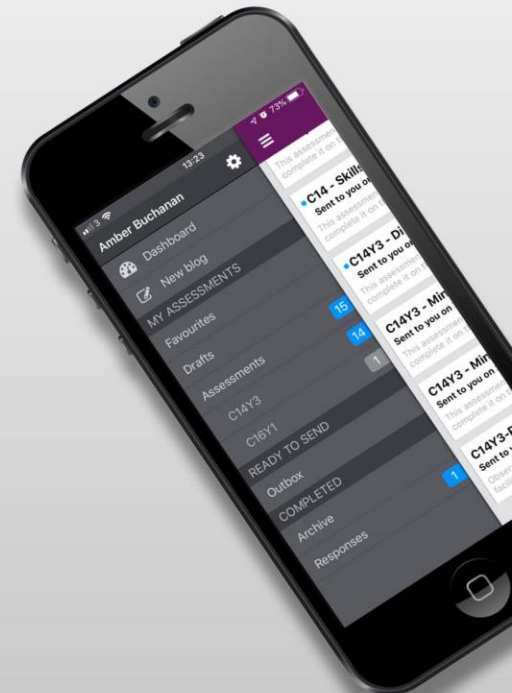
This is a scheduled template.

Assessments

**Add**

Assessment	Type	Status	Actions
This profile doesn't contain any assessments yet			
<a href="#">Add an assessment to this profile</a>			

[Back](#) [✓ Apply all changes](#)



When adding assessments into the course template there are some additional options on each workflow different to that of an immediate course template.

On general assessments you have the ability to:

- Choose the number of days to deploy from group start date
- Role to receive assessment = Students or Tutors – Allows tutors to do a general assessment themselves if required
- Send recipients emails on deployment = Once the assessment is deployed whoever the chosen recipient is will get an email to notify them of the assessments that need to be completed

Step 3

**Add assessments to your template**

You are adding Many interaction types Preview Change

Assessment workflow General assessment

Assessment deployed → User accepts agreement → User selects placement → User responds to assessment → User must answer all questions → User can respond multiple times → User can edit responses online → User selects tutors to share with → Response is shared → Response is graded

Apply an assessment deadline

Days to deploy from group start date:

Role to receive assessment: Students

Send recipient emails on deployment:

Responses should be shared with students Immediately

Withdraw this assessment when assigned groups reach their end date

Withdraw this assessment when users leave assigned groups


Add

For all other workflows the additional options are all available apart from the 'role to receive assessment' (see below).

### Add assessments to your template

You are adding Many interaction types Preview Change

Assessment workflow Observational assessment

Recipient: 

Apply an assessment deadline

Days to deploy from group start date:

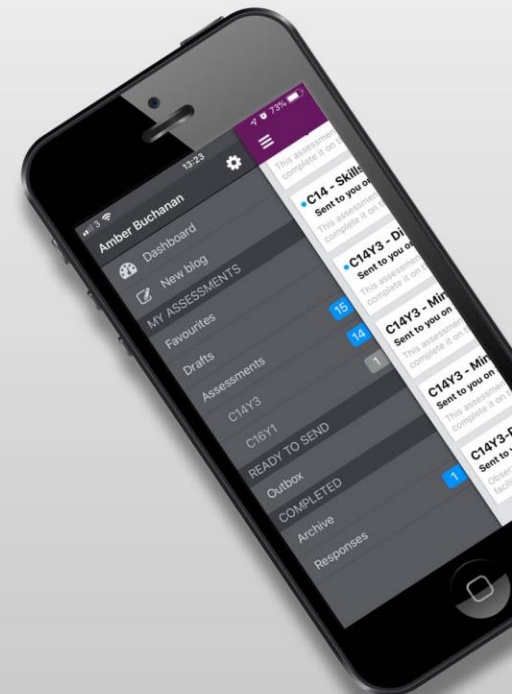
Send recipient emails on deployment:

Responses should be shared with students Immediately

Withdraw this assessment when assigned groups reach their end date

Withdraw this assessment when users leave assigned groups

Add



## Step 4

For a schedule course template the one notable different is that you will see when you are selecting the assessments to add to this course template, there isn't a tab to select the groups you wish to deploy these assessments too.

Edit course template & manage course templates

Template name:

Administrator email:

This is a scheduled template.

Assessments

Assessment	Type	Status	Actions
Many interaction types	Observational assessment (to assessee)	Pending	<input type="button" value="edit"/> <input type="button" value="delete"/>

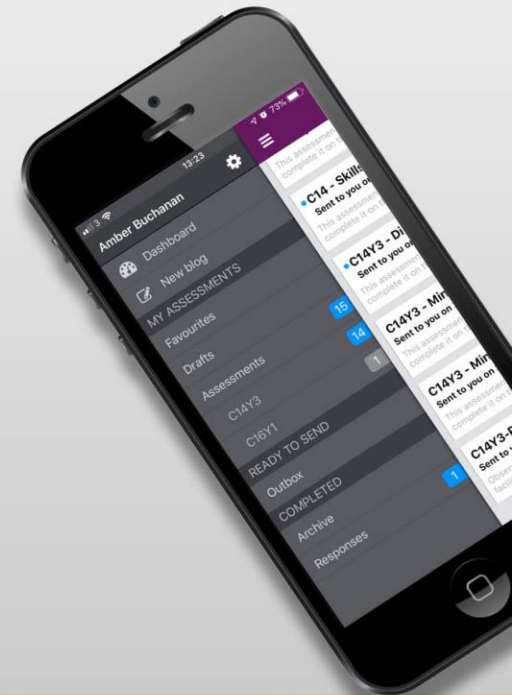
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When associating groups to a scheduled course template this is done a different area of the system.

**\*\*PLEASE NOTE THE COURSE TEMPLATE MUST BE LIVE BEFORE BEING ABLE TO ASSOCIATE A GROUP TO IT\*\***

You need to go to:

- Manage groups
- Select a group you wish to associate this course template to
  - Click 'scheduled profiles'
    - Select the + sign
  - Select the release date for each assessment
    - Click add



# General Areas

After the course template is live the status will change (see below) and although you can no longer edit this, you can use the blue eye icon to preview how this assessment was setup, e.g. workflow used, functionality types used (user agreement, user can respond multiple times), any deadlines set, how responses are shared with students.

Course template updated.

**Edit course template & manage course templates**

Template name:  Trigger on:

Administrator email:

Assessments **Groups**

Assessment	Type	Status	Actions
Other questions	General Assessment	Live	
Signature - all variations	Observational assessment (to assessee)	Live	

Back

# General Areas

For scheduled course templates, once a group has been added to that course template you can either edit the scheduled deployment date for each assessment by selecting the eye icon or remove the group from that course template by selecting the red 'x'.






**Edit group**

Year 3

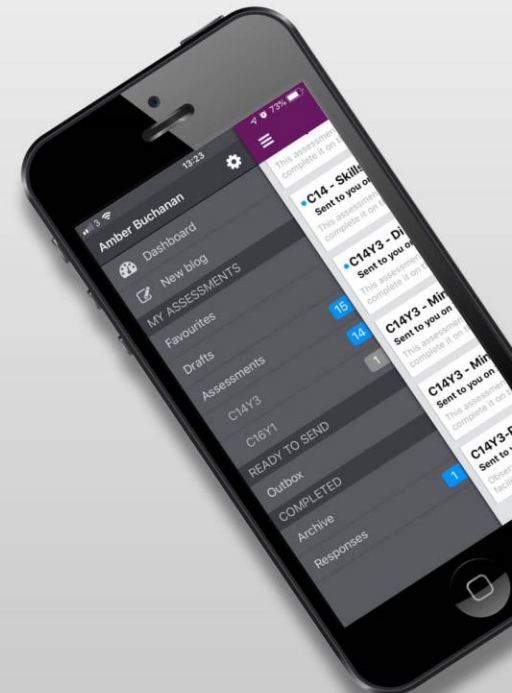
Edit group details Manage users Manage frameworks Scheduled profiles Group actions

**Scheduled profiles**

Please assign, unassign the scheduled profiles for this group

Profile name	Status	# assessments	Actions
Scheduled template	Live	2 Assessments	 
TEST 2	Live	2 Assessments	 
Year 4 forms	Live	1 Assessments	

Back



# General Areas

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Under the course templates main menu you will see the full list of course templates. There will be different icons next to each template and these mean different things.



Allows you to remove a course template.



Allows you to copy a course template, so you can use the same assessments but edit it to have different factors, e.g. workflows, options chosen for that workflow, deadlines.



Allows you to preview what workflow and options have been selected for that template. This icon will be present if the course template is live and cannot be edited.



Allows you to edit that course template, the status of this template will be pending and editing is possible as it hasn't yet been deployed to live.





If you have any further questions regarding this area of MyProgress please feel free to send an email to the below address or submit a ticket via the helpdesk.

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