Creating a New Course on WILMa using the Course Template

A draft course template has been created in the Template category in WILMa to ensure there is consistency with the way courses are set up in WILMa.

Before using the template each administrator will need to perform a backup of the template to enable them to restore it.

To use the backed up template please follow the Restore guidelines below. The template will need to be restored for each new course.

NB: If any updates are made to the Master Copy a backup will need to be performed again.

Backup

To backup the template:

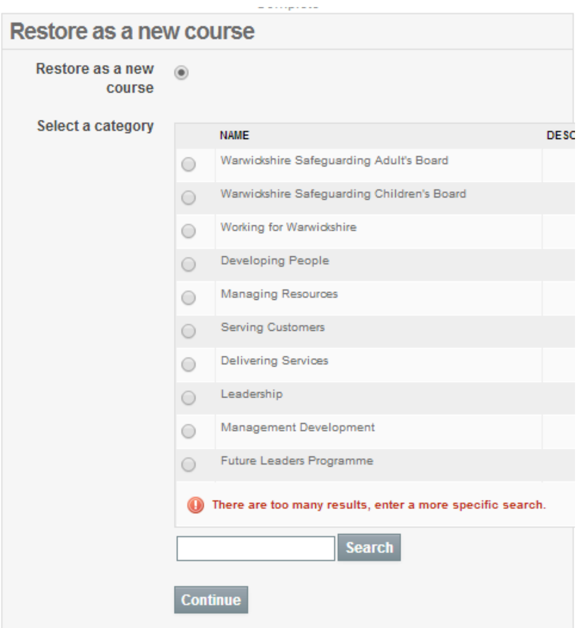
- Search for the course template using the Course Search box
- Click into the Homepage of the template to be restored
- In the Administration Menu click ‘Backup’
- In the next screen - click to box include the blocks; keep the ticks in the boxes that already have them. Click ‘Next’
- In the next screen - click ‘Next’ as no changes need to be made
- Click ‘Perform Backup’ - this can be found at the bottom of the screen
- A message will appear to show you have successfully backed up the template
- Click ‘Continue’

Restoring Template

To use the template for creating a new course:

- Go to the WILMa Home Page
- In the Administration Block, click ‘Restore’
- In the User private backup area, click ‘Restore’ next to the template that you want to use

- In the next screen click ‘Continue’
- If the category is shown in the list select the category you want the course to sit in – click continue



- If the category isn't showing enter it into the Search box, click search, select the category and then click 'Continue'
- In the next screen click 'Next'
- In the Course Settings screen add the course name and the course short name (Please refer to the WILMA Category and Naming Convention for Classroom Connect document on Google Drive for course codes) Link to Naming Convention
- Click 'Next'
- In the next screen click 'Perform Restore'
- A message will appear to show the course was successfully restored
- Click 'Continue' and update the details as applicable for the new course

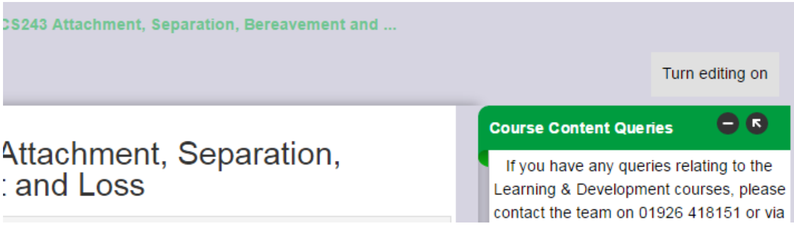
Once a copy has been made the course can be updated with the details shown on the L&D Plan in Google Drive.

Adding Activities and Restrictions

DO NOT ADD ANY RESTRICTIONS INTO THE SUMMARIES. RESTRICTIONS ARE TO BE ADDED WITHIN THE ACTIVITY

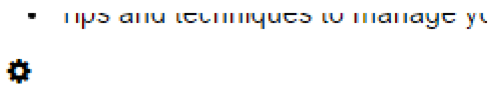
To make any updates to the course and Homepage the editing function will need to

be turned on. To do this in the Homepage click the 'Turn editing on' button.

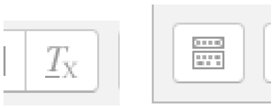


General Summary on course HomePage

- In the General Course Summary click into the cog shown below



- Add the course summary under Programme Brief, also add Learning Outcomes, Target Group and Contact Details. Leave the 'Use default section name' ticked
- The format in this section may need changing. To do this, highlight the text that needs changing and then click the button below left to remove any formatting. (You may need to click the button shown on the right for the clear formatting button to show)



- Click 'Save Changes'

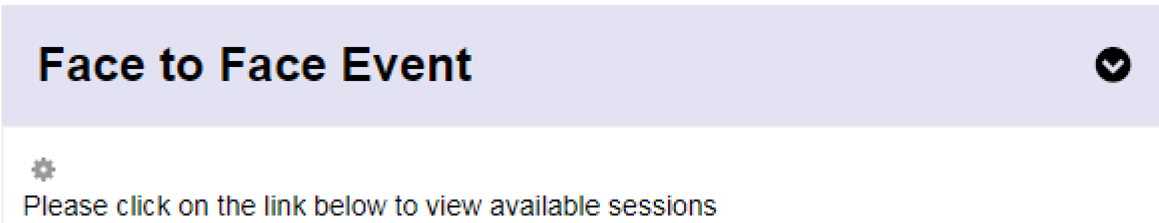
General Summary on the main course page

- Click into 'Edit Setting' in the Administration Block
- Add the programme brief into the Course Summary box
- Add the course code to the Course ID Number box
- Check that the course is visible by selecting 'Show' from the drop down box
- Check icon and, if the first session took place more than 3 months ago, change from "New" to the correct category icon. Link to category icons

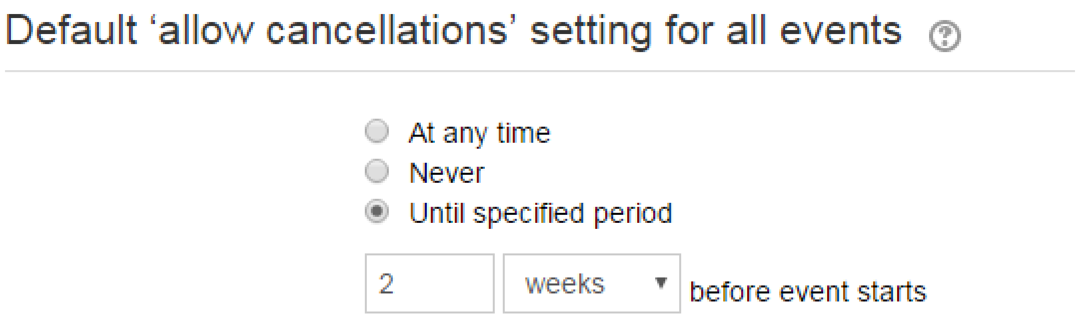
- Click 'Save Changes'

Seminar (This can be found in the Face to Face Event topic on the course HomePage)

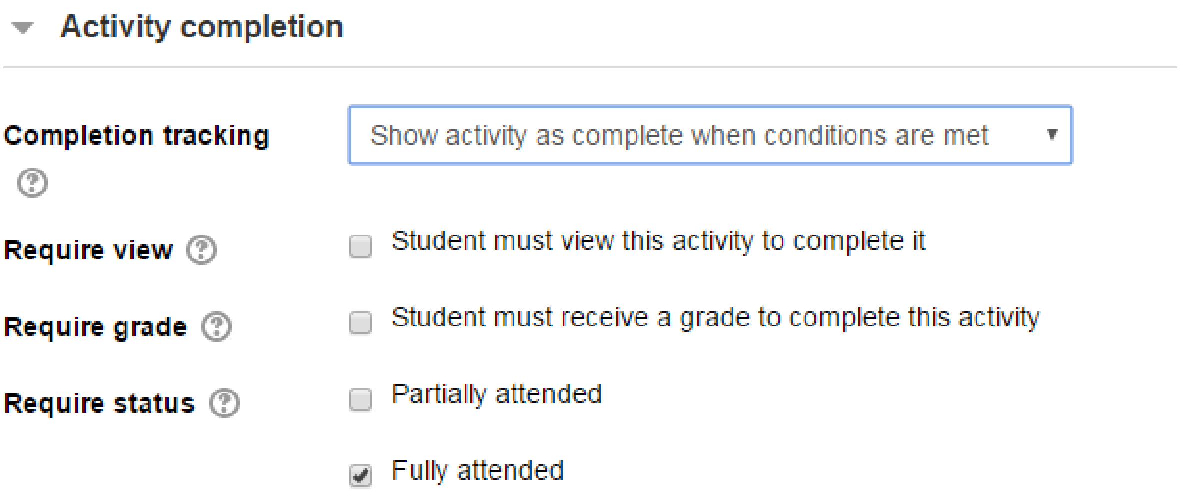
- Access the activity by clicking into the grey section



- Add the name of the course by clicking the pencil next to ‘Add Course Name’ - you will need to press the return key for this to save
- Click into the Edit and then select Edit Settings next to the course name
- Keep ‘Available sessions’ in the Description box unless the Consultant has asked for other wording
- Change events displayed on course page to 0
- Keep cancellation settings as shown below



- Tick the ‘Users can sign-up to multiple events’ box
- Select the correct approval requirements. For courses with two stage approval you will need to add your course admin as an approver by clicking Add Approver and adding your course admin details
- Activity Completion - select the option below

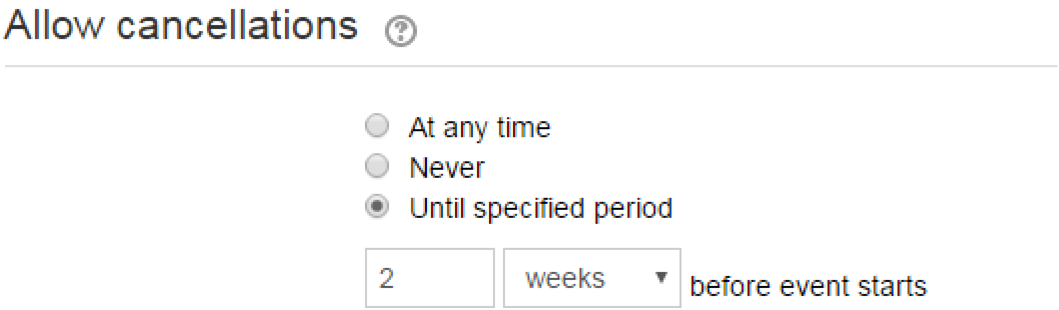


- Click ‘Save and return to course’

Adding Sessions

- In Seminar click ‘View All Events’ and then click ‘Add a New Event’
- Add session dates and times
- Add the venue and trainer (asset) details
- Add the sign up details – these are the advertising start date and closing date for this session. Change advertising end time to 23:55 (You will need to click the ‘Enable’ box to be able to enter these details)

- Add the capacity, keep Minimum places at 0 (this is to stop the session from being cancelled automatically if minimum numbers aren't reached)
- Keep 'Enable Waitlist' box unticked
- Ensure the Allow Cancellation is as shown below



- Click 'Save Changes'

Public Template (Initial Feedback Form) (This can be found in the Initial Feedback Form (Evaluation Level 1) topic on the course HomePage)

- Click into the section and click 'Add an activity or resource'
- Select Questionnaire
- Add the Name 'Initial Feedback Form'
- In Response Options change the type to 'respond once'
- In the submission grade change from no grade to 100
- In Content Options select the Public Template applicable to the course
- In the Restrict Access Section select the Course Name from the Activity Completion Condition drop down box and select 'must be marked complete'
- Activity Completion - Completion tracking – ensure this is set at 'Show activity as complete when conditions are met
- Tick the box shown below

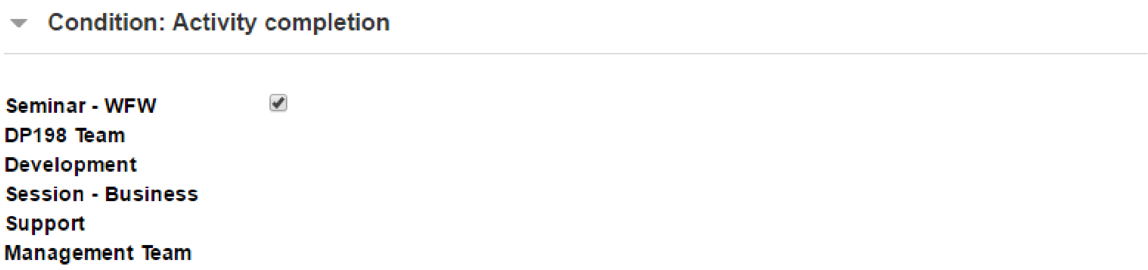
- Click 'Save and return to course'

Certificates (This can be found in the Certificate topic on the course HomePage)

- Click into the section and click 'Add an activity or resource'. Select Certificate
- Add the Name 'Certificate' in Certificate Name section
- In Text Options select Course Completion in the Print Date box
- In Design Options the Certificate Type should be A4 Non-Embedded; select 'Portrait' for Orientation and 'warwick cert new portrait' in the Border Image box. ***All other options should be set as 'No'***
- In the Restrict Access Section select the Initial Feedback Form from the Activity Completion Condition drop down box and select 'must be marked complete'.
- Activity Completion - Completion tracking – ensure this is set at 'Do not indicate activity completion'

- Click ‘Save and return to course’

Activity Completion
Once the activities have been added, click onto Course Completion which can be found in the Administration block on the Home Page. In the ‘Condition: Activity Completion’ tab tick the box of all the activities that have restrictions against them. See below**.** Click ‘Save Changes’.

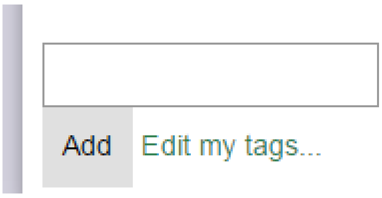


If any changes are made to the courses please check that the restrictions that were originally set are still in place.

Keywords/Tags Block

To make it easier to search for the course please add any keywords, (previously added to the main course page) into the Tags block which can be found on the right hand side of the course HomePage. To add a tag to this block:

- Enter your keyword into the box shown below



- Click ‘Add’

Please also refer to the WILMa Handbook for creating new courses.

If the course is a re-commission please check the current course on WILMa and amend to reflect the above setup and restrictions etc.

Blocks

Any blocks that aren’t needed can be deleted by clicking on the red and white cross on the block that needs to be removed