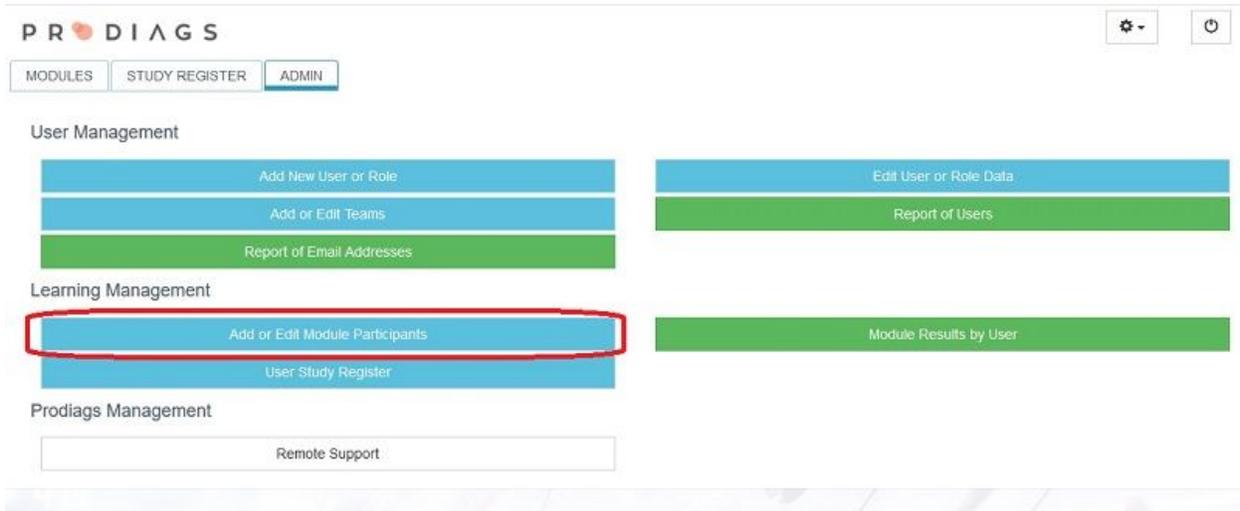


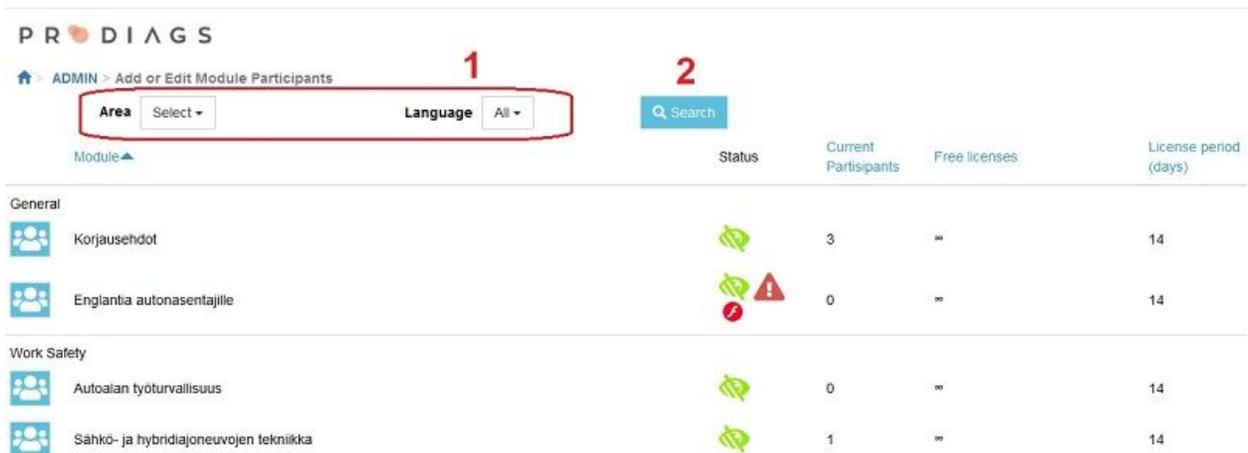
Add or Edit Module Participants



Select: Admin, Learning Management, Add or Edit Module Participants

With this function the teacher can add new learning modules to the students, edit participants or change users validity dates in the modules.

The teacher can also manage module tasks and final exam starting and ending dates using this function.



You can search for a Learning Module by **Area** (eg Chassis and Brakes) or **Language** (1). Once you have made a search restriction, press the **Search** (2) button.

PRODIAGS

ADMIN > Add or Edit Module Participants

Area Language

Module	Status	Current Participants	Free licenses	License period (days)
General				
 Korjausehdot		3	∞	14
 Englantia autonasantajille		0	∞	14
Work Safety				
 Autoalan työturvallisuus		0	∞	14
 Sähkö- ja hybridiajoneuvojen tekniikka		1	∞	14

When the teacher has found the suitable module, he must add the participants. Click the button that's pointed out in the picture in order to add or edit users in the module.

PRODIAGS

ADMIN > Add or Edit Module Participants > Participants

1

Team

Current participants

No Participants yet ...

Start Date	Assessment Date	Final Exam Date	Expiry Date	Licensed to

Add participants

Select All 3 Selected: 0 Free licenses: ∞

Start Date	Assessment Date	Final Exam Date	Expiry Date	License Period
04.09.2018			17.09.2018	14*

-  Teacher
-  Group Admin
-  Teacher
-  Teacher
-  Teacher
-  Teacher
-  Teacher
-  Teacher

3

1. Module name
2. Participants in the module
3. Select the users you want to add this module.
After the selection, scroll down and remember to click Save – button.

PRODIAGS

licences used ×

ADMIN > Add or Edit Module Participants > Participants

Autoalan työturvallisuus

Team Select ▾

Current participants

	Start Date	Assessment Date	Final Exam Date	Expiry Date	Licensed to
  Teacher	04.09.2018			17.09.2018	17.09.2018

Add participants

Select All Selected: 0 Free licenses: ∞

	Start Date	Assessment Date	Final Exam Date	Expiry Date	License Period
<input type="checkbox"/>	04.09.2018 <input type="text"/>	<input type="text"/>	<input type="text"/>	17.09.2018 <input type="text"/>	14*
<input type="checkbox"/>  Teacher					
<input type="checkbox"/>  Group Admin					

After saving, all the chosen users will be transferred to the **Current participant(s)** list. The teacher can adjust the user(s) valid date, dates for tasks and final exams by clicking the pencil – button.

Admin View Functions and Symbols

PRODIAGS

ADMIN > Add or Edit Course Module Participants

		Used	Free		Max Period
A) 	Automotive Oscilloscope	B) 	6	∞	E)  365
	Common Rail Fuel System		6	0	D)  365
	Diesel Exhaust Gas Technology		3	∞	365
	Rengaspainevalvonta - TPMS		1	∞	365
	Sähkö- ja hybridiajoneuvojen tekniikka	C) 	3	∞	365

In the function main view you can see all available modules for your group.

A) Participant edit management

B) Module status



Global version. Different language versions of module are equivalent by content and standards.



Regional version which meets local standards and language or marketing needs.

C) Admin note

Admin Note highlights if the module requires attention.

By clicking on the notification you'll get more information.

D) Warning of license amount

This warning appears when all your licences are used.

E) Maximum length of module license period in days

After a participant is added this value determines the end date of the module license.

Example: If you want to activate a longer module license than maximum period, it can be done, but this will spend multiple licenses. Also notice that licenses are single use. (one time – one user) and removing participants does not increase amount of free module licenses.

Participants

At the top of participant edit view you can see all the current participants.

A) Select all participants to be added with checkboxes.

Date settings (**B...E**) for all new users.

B) Valid from is date when module license begins and the module is visible.

C) Assessment date function allows you to choose when the assessment appear in the module. If the field is empty the assessments are in use from the **Valid from** date.

D) If the module has a separate Final Exam, the visibility can be adjusted with this **Certification date** setting. With this function you can determinate the earliest date when the Final Exam is available.

E) Valid to is the module license end date. The default value is the modules license period counted from the **Valid from** date. You can shorten or extend the period if wanted.

Tip:

From a student point of view it's not advisable to extend the module license period longer than needed, even if the licence would enable it. This adds load to the students startpage and it might be hard for the student to manage all the different modules.

F) Edit current participant date settings

G) View summary. With the default settings this function lists all users of this group.

You can also sort the list by different teams.