

Create a New Course

To create a new course, open the Courses Module Home Page from the Main Menu.

The Courses Module is for the creation and management of courses only. For a user to access a course, create a Certification in the People Module with a required activity set to "Course - KAStack".

○

Manage Courses

Courses > Home

New Course

Title
Company Onboarding - SEBWND ...
Welcome to SEBWND ...

The Courses Module is for the creation and management of courses only. For a user to access a course, create a Certification in the People Module with a required activity set to "Course - KAStack."

Click the “New Course” button beneath the Manage Courses header opening the New Course modal.

New Course

Title *

Tags

Select Some Options

Maximum Attempts (Blank for unlimited)

☐ This course is graded

Note: A course that is not graded is the equivalent of needing a passing grade of 0%. Thus, the options to mark a question or question group as counting towards the passing grade and showing non-graded questions during review can be ignored.

☐ Allow the student to navigate freely

Show the correct answers on the review page at the end of the course *

Only when Passed ▾

☐ Show non-graded questions in the review

SaveCancel

Input the desired course title and add tags for desired permissive/restrictive filters.

Input the maximum number of attempts an individual can take the course. Leave this field blank to allow for unlimited attempts.

A course that is not graded is the equivalent of needing a passing grade of 0%. Thus, options to mark a question or question group as counting towards the passing grade and showing non-graded questions during review can be ignored.

If the new course is to be graded, select the "This course is graded" checkbox. The modal will expand requiring you to input a grade that will qualify as passing the course.

☒ This course is graded

Passing Grade ? *

% ▾

A passing grade can be calculated as the percentage or an absolute number of correctly answered eligible questions or question groups. Each question group has its own passing grade, and can be set to be part of the passing grade.

Select the "Allow the student to navigate freely" checkbox to give permission to navigate the entire course freely.

If you do not select this checkbox, you will have the ability to customize navigation options on each individual page in the course.

A dropdown menu requires you to customize the review options for the review page after course completion. Select “Only When Passed,” “Always,” or “Never” from the drop-down list to indicate your preference.

Selecting the “Show non-graded questions in the review” checkbox will include any non-graded questions in the posttest review.

Click “Save” at the bottom of the modal to create the new course. The new course is now added to the table on the Course homepage.

Revision #3

Created 2025-12-05 17:04:38 UTC by Mitzi Orkus

Updated 2026-06-16 20:46:09 UTC by Mitzi Orkus