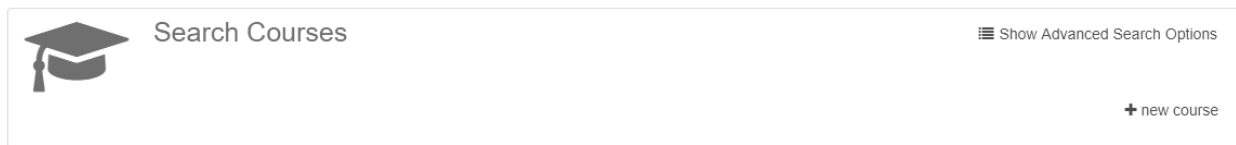# Offero Learning Management

The Offero learning management module allows admins to develop courses for the public as well as volunteers. Courses can be denoted as required before a volunteer can sign up for an assignment.
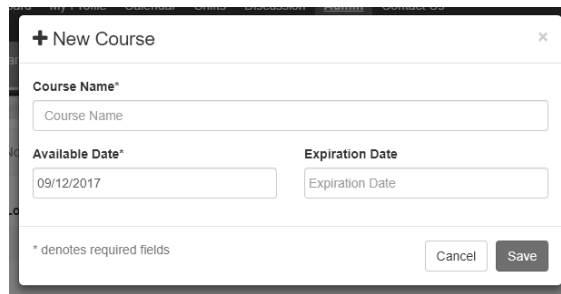
Available from the admin Navigation → More → Courses.
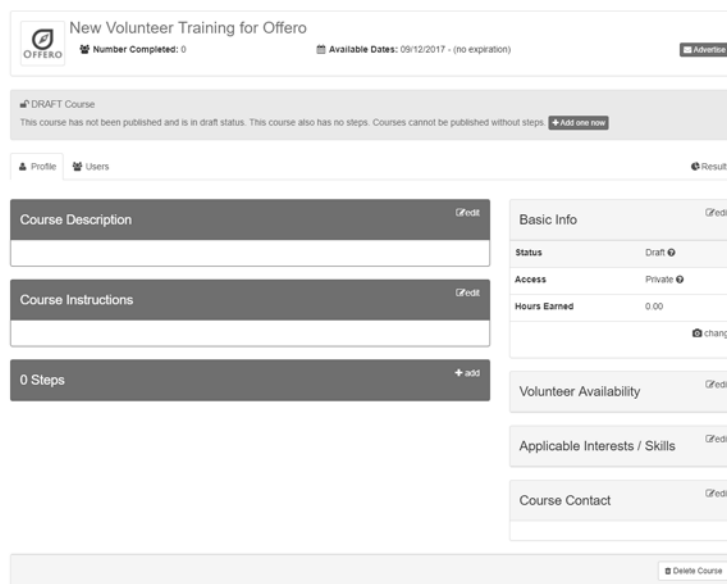
Create a new Course

1. From the courses screen click on new course

2. Enter the name and date available:

3. After the course has been saved, you will be directed to the course profile. The course will be in a DRAFT status to allow you to make changes before publishing to users.

Course Profile

The course profile displays information about the course, its steps, volunteer requirements and the users that have taken the course.

New Volunteer Training for Offero

👥 **Number Completed:** 0   📅 **Available Dates:** 09/12/2017 - (no expiration)   ✉ Advertise

No Stats

There are no statistics yet for this course, check back in a few days.

🔒 **Course is Approved** This course is currently active and approved. To edit the steps you must first unlock the course.   🔓 Unlock Course

👤 Profile   👥 Users   🌐 Results

Course Description   📝edit

This course was designed to teach you more about the Offero System. We will learn how to volunteer for assignments, record feedback and hours, and update your profile.

Course Instructions   📝edit

Complete the steps below and verify your understanding.

5 Steps   👁 preview steps

Type	Title	Completion Type	Est Time	
Content	Welcome to Offero	Next	2 mins	👁
Document	Volunteer Code of Conduct	Checkbox	5 mins	👁
Content	Editing your Profile	Next	2 mins	👁
Website	Try Editing your profile	Next	5 mins	👁
Video	Watch a Video about the Dashboard	Questions	4 mins	👁

Basic Info   📝edit

Status	Approved
Access	Private ❓
Hours Earned	1.00

📷 change

Volunteer Availability   📝edit

FC Volunteer

Applicable Interests / Skills   📝edit

Course Contact   📝edit

Cora Coordinator

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Fort Collins, CO 80525
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Office: 970.377.0077
Fax: 970.377.8488

🗑 Delete Course

Course Status

Courses have 3 different statuses. Draft, Approved, and Unpublished Changes.

A course goes into **Draft** status when it is first created. After the admin has the course ready for users, they will **publish** the course and it becomes **Approved**. If changes are needed for the course the admin can **unlock** the course and make changes. The course will need to be published again. Admins can then decide if they want to end all in-progress courses, forcing users to complete the new version or publish to all new users taking the course.

Course Access & Volunteer Availability

These settings are editing by clicking the edit button in each panel from the course profile.

Access:

- **Public** – Accessible by all users
- **Private –** Accessible by users with the link to the course or volunteers in a group with the position assigned to the course.

Volunteer Availability

Allows active volunteers access to the course.

Add a position and set if the course is required. If the course is required then Volunteers will be required to complete the course prior to volunteering for that position.

Course Steps

There are 6 different **types of steps** that you can add to a course:

- Content – Contains a WYSIWYG editor allowing you to enter content.
- Document – documents can be uploaded
- Exam – Enter questions with answers and feedback to validate understanding
- Survey – Gather feedback from users about the course and process
- Video – Upload a video or provide a YouTube link
- Website – Enter a complete URL for the user to visit (http://www.offero.com)

The Document, Video and Website types can be completed with a Next button, a checkbox with text, or question(s).

Add a Step

1. To add a step, click the add button in the steps panel
2. Pick a type and enter a title
3. Each step has
   a. Type – Cannot be changed after selected.
   b. Title – Displayed to users on the course intro screen. and on the step
   c. Instructions – Displayed on the step
   d. Estimated completion time - Displayed to users on the course intro screen. and on the step
   e. Completion Type
4. Enter the associated information for the step

Preview a Course

The course can be previewed before it is published for users, as well as after its been published. Click on the preview steps link in the Step section of the Course Profile.

Publish Course

Publishing the course will make it available to users to take. To publish the course, click on the publish course button.
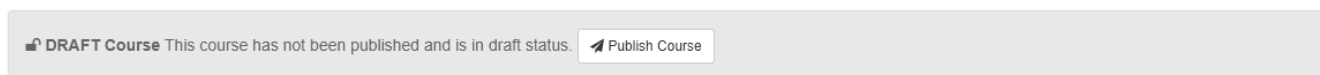
Course Stats

Course stats will start accumulating after a user has completed the course.

Public Course Intro

The course intro displays information about the course, its steps, the users progress on the course and the course contact.

New Volunteer Training for Offero

This course was designed to teach you more about the Offero System. We will learn how to volunteer for assignments, record feedback and hours, and update your profile.

Instructions

Complete the steps below and verify your understanding.

There are 5 steps in this course:

Status	Title	Est. Time
	Welcome to Offero	2 minutes
	Volunteer Code of Conduct	5 minutes
	Editing your Profile	2 minutes
	Try Editing your profile	5 minutes
	Watch a Video about the Dashboard	4 minutes

This course is **0%** complete.

Questions about this course?

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This course will take approximately 18 minutes to complete.

Start