Manage Courses

Within PinPoint, you can create courses for users to complete. This feature can be used to implement your specific learning procedures (courses, training programs, etc.) for administrative tracking and reporting.

From the menu on the left-side of the screen, click Admin, then Fileroom > Courses.

Add Course

1. Begin by clicking the Add Course button.
2. In the pop-up window, enter the Course Name.
    - (optional) Enter the Duration in minutes.
    - (optional) Enter the From/To dates you want the course to be active for.
    - (optional) Enter the course Description.
3. Click the Save button when finished.

Add/Edit Questions

1. Under the Action column next to the course, click the Add/Edit Questions icon.
2. A pop-up window will appear where you can either add or edit a course question.
3. When you are finished with your question, click the Save button.

View Training Material

1. Under the Action column next to the course, click the View Training Material icon.
2. A pop-up window will appear where you will see the documents assigned to the course.

Assign Users

1. Under the Action column next to the course, click the Assign Users icon.
2. A pop-up window will appear where you can select a user to assign the course to.
3. When you are ready, click the Assign button.
4. You can then assign another user or close the window.

Ongoing Courses

1. Click the Ongoing Users button at the top of the page.
2. Here, you can search and review your assigned courses.

Delete Course

Please note, a course cannot be deleted if there are incomplete courses still assigned to users.

1. Under Manage Courses, click the Delete Icon next to the course you want to delete.
2. Click Yes to confirm.