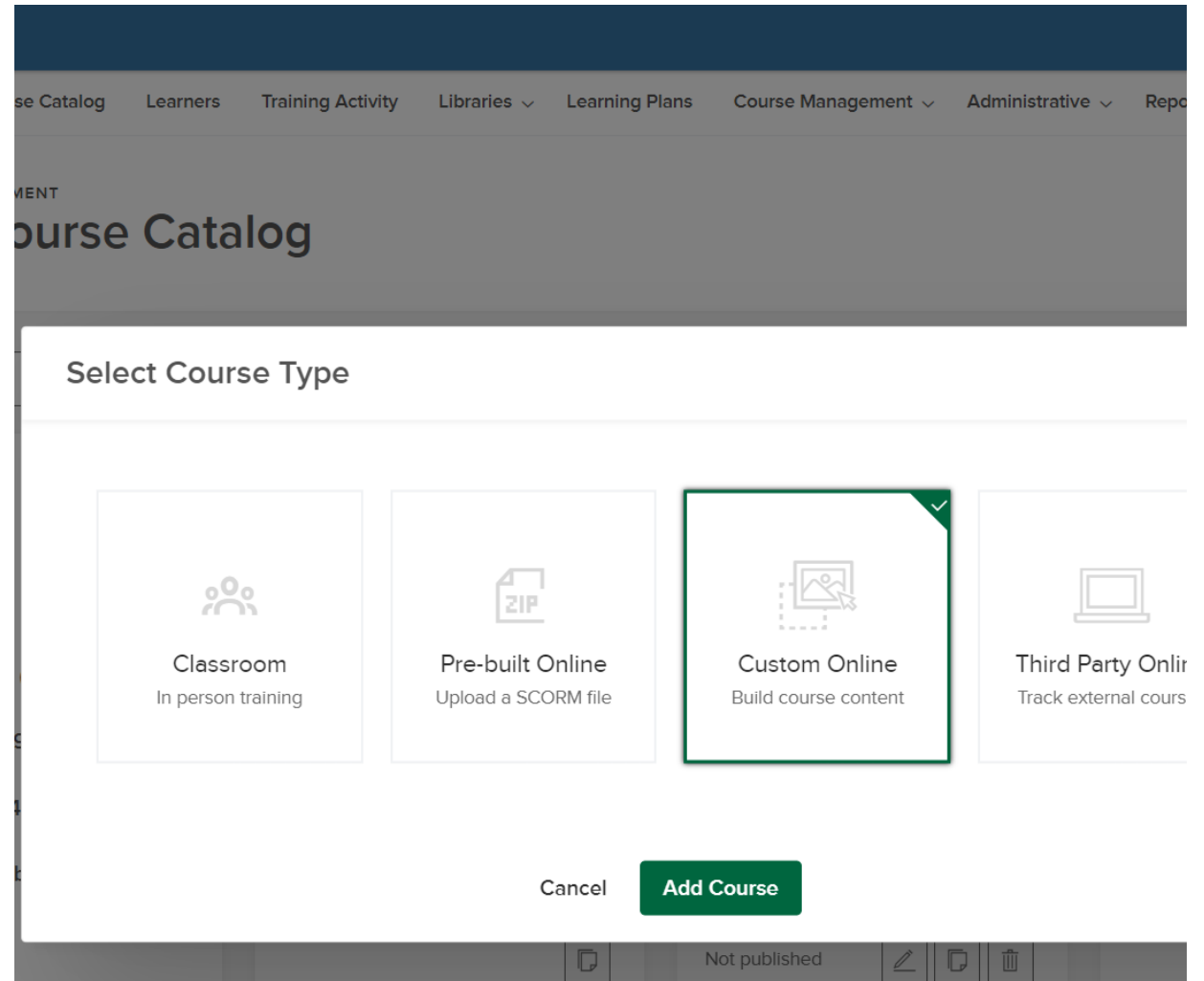JEANNE SHADARAM

NeoGov Learn Overview

Creating A Course In NeoGov Learn- LMS

- Prepare the presentation

- Save prepared presentation as a pdf

- List any questions to be added

- Save any images to be added to the lesson as jpg or png files.

ADDING A COURSE

Select "Custom Online"

Click on the "Add Course" Button

ADDING A COURSE

Complete the Custom Online Course form

Add a Custom Online Course

Cancel   Add this course

* fields are required

* Course Name

* Course Code

* Course Category

Select one ▼

Description

Additional Course Categories

Add Additional Course Categories ▼

Duration

00h 00m ▼

Credit Hours

0.00

Course Image

Drag and drop files to attach   Upload from computer

Pass Required

OFF ⬤ ON

Passing Score

80   %

Is Required

OFF ⬤ ON

Enrollment Approval Required

OFF ⬤ ON

Gated ⓘ

OFF ⬤ ON

Self-Enrollment

OFF ⬤ ON

Enrollment Approver(s)

Add up to 3 Approvers and configure whether all Approvers must approve in order (AND) or if only one of the Approvers needs to approve (OR).

1 ▲▼   Select Approver ▼

Add approver

Relative Due Date

⬤ None
○ Relative to enrollment
○ Due on a specific date

Recurring Enrollment

OFF ⬤ ON

Recurring Enrollment applies to:

○ All Learners in Roster
○ Only Learners in Associations

ADDING A COURSE

Once the course is created, it will appear in the course search.

COLLEGE OF
...NCY
...CH

Required

PUBLIC SAFETY COMMUNICATIONS

"You Know What a
Leading Questions I ...

🕐 1H 00M

🌐 CUSTOM ONLINE

ADDING A COURSE

Once the course is assigned, it appears in the "My Courses" list

My Courses

- A list view is also available that shows courses assigned, as well as the status of the course.

ADDING A COURSE