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# Course templates

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In this article, we'll go through why you should use course templates and the different ways to do it.

Available from: Professional

Note

- Why use course template?
- Creating a course template from scratch
- Create a template from a project
- Updating materials in course templates

#### Why use course templates?

Course templates are useful if you have several courses with similar structures. If you update content blocks such as images, videos, quizzes, surveys, and HTML-text blocks in the course template by clicking the "Edit button" all courses that use the course template will be updated. However, if you add something new to the course template, this will only affect future courses based on the template. Remember, if you update normal text blocks, this will also only affect future courses based on the template.

#### Create a course template from scratch

1. Go to Library  $\rightarrow$  Course Templates

Ł	Carnifier Dashboard Projects Users -		Automations Settings 🕶	Go To 👻	Q	۰	•	Demo 🕶
	New Project Get started with a new project by following the simp instructions. Add Project	Materials Email templates Ole Course templates						
	Favorite Projects							
	Click the star next to a project to add it as a favorite View All Projects	2.						
	Invite an administrator							
Invite additional administrators to manage projects from this porta		from this portal.						
								•
tne-//d	mn learnifier se/client/site/listDesinns/898							$\bigcirc$

1. Click on "Add Template"

Cour	se Templates				Add Te	mplate
Search	course templates			/		
	NAME	†↓ ORIGIN				
	Generic course template	Client co	ourse			
15	Introduction course (EN) template	Client co	ourse			
Introduktionskurs (SE) template			Client course			
Q.	Introduktionskurs för deltagare, chefer, och instruktörer template	Client course				
	Learnifier - A Style Guide template	Client co	ourse			
44	Life at Learnifier template	Client co	ourse			
Showing	to 6 of 6 entries					

1. Set a name, description, language and (not mandatory) an expiration and click "Save course design".

Learnifier Dashboard Projects Users - Library - Reports Automations Settings -	Go To 🔻	۹	A 🎝	🛕 Demo 🕶
Course design settings				
Name				
Introduction course				
Description				
This is a course template of an introduction course.				
Language				
Swedish				~
Expiration (Number of days)				
30				
	Cance	el	Save cours	se design

1. Click "Edit Course Template".

Learnifier	Dashboard Projects Users 🕶 Library 🕶 Reports Automations Settings 🕶	Go To 🔻	Q	A 9	Demo 🕶
Ľ	COURSE TEMPLATE Introduction course UPDATED Demo Ester Monday, May 29, 2023 Preview Copy to New Copy t				
Description	This is a course template of an introduction course.				
Origin	Customized course				
Expiration limit	30				
					Ð

1. Create your course template!

🗲 Back	Introduction course	り C ぼ
	INTRO ACTIVITIES RESOURCES SETTINGS COMMUNICATIONS	
Module 1  New Activity  New Module	Get started building now Get started building now by adding your first activity. When you have added your first add additional ones by clicking the button "New activity" in the left menu.	+ New activity
		0

## Create a template from a project

- 1. Go to the project you want to copy.
- 2. Click on the triangle pointing down at the right side of the "Create copy"
- 3. Choose "Create template". You will automatically be redirected to the new course template.



### Updating materials in course templates

If you update content blocks such as images, videos, quizzes, surveys, and HTML-text blocks in the course template by clicking the "Edit" button (see below), all courses that use the course template will be updated. However, if you add something to the course template, this will only affect future courses based on the template.

🗲 Back		Introduction course (EN) template	り C <sup>el</sup> ぼ の Undo Redo Save Preview
		INTRO ACTIVITIES RESOURCES SETTINGS COMMUNICATIONS	
	Introduction V Welcome!	<ul> <li>(2) Settings</li> <li>(2) All Components  ☐ 33%   66% ▼</li> </ul>	- <b>C Segment</b>
	Tip from Erika + New Activity •	The admin portal	Edit 🖉 🔶
	Let's get started  Portals and roles The admin portal The instructor portal	You who have the role of administrator have the permission to create, edit and delete projects, invite other administrator, and so on. An administrator has access to all courses in the client.	
	The learner portal + New Activity	want to know more about exactly what privileges a default administrator has.	
	Create and administrate What does a course consist of? Add a new project The course builder		e

This is an example of how a generic course template can look:

You are previewing the	urse "Introduction to Learnifier".	습 Unlock activitie
Introduction to Learnifier In progress	Tip from Erika	Completed: 0 of 0
Introduction	In this activity, we have summarized the practical advice to instead of watching a video, this one's for you!	hat Erika shared previously. So to those of you who prefer to read
Welcome!	<ul> <li>You will have access to the introduction course for or year. It is very easy to go back and repeat parts of o</li> </ul>	
• Tip from Erika	<ul> <li>Some activities are structured so that you can choose</li> </ul>	materials available. This is something we really
• Let's get started	how you want to complete the activity, either by watching a video or reading. Choose what suits you	need inspiration or guidance when you start creating your first course.
Create and administrate	<ul> <li>best!</li> <li>Our tool works in most browsers, but we recommend</li> </ul>	<ul> <li>Download our app to complete the introduction course on your mobile phone. This may be appropriate if, for</li> </ul>
Video editor	> that you use Google Chrome for the best learning experience.	example, you want to go through or review certain parts of the course to or from work.
Communication	The quality of the video varies depending on your internet connection. If a video has poor resolution, you	
<ul> <li>Invite participants</li> </ul>	can change the quality to improve the experience! Cl the gear at the bottom right of the video to adjust th	
Follow up progress	> settings.	
<ul> <li>Support</li> </ul>	>	Completed: 0 of 0
✓ Thank you!	Previous	Next