



Benchmark Analytics®

Training Management System

FEATURE UPDATE

What's New

Registration Approval Settings

Managing a course's availability and other registration restrictions can be overwhelming. The combination of settings across several areas made it difficult to know whether you had applied everything correctly as an Administrator. We've simplified a couple of settings to make this easier.



Release Date: September 30, 2024

REGISTRATION APPROVAL SETTINGS

Registration Options

Previously, requiring all registrations to be approved by an administrator was managed in a different area than other registration restrictions, such as marking the course as mandatory or requiring an access code.

Before:

CancelDeleteClone

PublishedSave

Edit External Link

(Fields marked below are required)

TitlePost Assessment and EvaluationID: 1000392441

Content

Description

Common Information

Thumbnail

Training Categories

Assessment & Evaluation

Price

Languages

Certificate

Review Notifications

Student Notifications

Registration Restrictions

Completion Options

Supporting Resources

Prerequisite Courses

Availability

Registration Expiration

Registration Restrictions

All new registrations will be marked as Mandatory

Access code required

CancelDeleteClone

PublishedSave

Edit External Link

(Fields marked below are required)

TitlePost Assessment and EvaluationID: 1000392441

Content

Description

Common Information

Thumbnail

Training Categories

Assessment & Evaluation

Price

Languages

Certificate

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Availability

Registration Expiration

Availability

Add

Benchmark Management System/Demo Police Department

Requires Approval

Benchmark Management System/Sunny Police Department

Requires Approval

If you had selected several groups on this tab, you then had to individually mark "Requires Approval" down the entire list, too. We moved the approval requirement to be with other registration restrictions, which apply to all users and groups.

REGISTRATION APPROVAL SETTINGS

Availability

Before: "Requires Approval" was configured where you limited availability to select groups.

The screenshot shows the 'Edit External Link' form for a course titled 'Post Assessment and Evaluation' (ID: 1000379336). The left sidebar contains a menu with options: Content, Description, Common Information, Thumbnail, Training Categories, Assessment & Evaluation, Price, Languages, Certificate, Review Notifications, Student Notifications, Registration Restrictions, Completion Options, Supporting Resources, Prerequisite Courses, and Availability (highlighted in blue). The main area is titled 'Availability' and contains a table with two rows of group information. Each row has a checkbox labeled 'Requires Approval' which is checked.

Group	Requires Approval
Sunny Police Department/Field Training Officer	<input checked="" type="checkbox"/>
Sunny Police Department/Officer	<input checked="" type="checkbox"/>

After: Availability now controls which groups have access to view and request a course.

The screenshot shows the 'Edit External Link' form for a course titled 'Post Assessment and Evaluation' (ID: 1000430839). The left sidebar is identical to the previous screenshot, with 'Availability' highlighted in blue. The main area is titled 'Availability' and contains a table with two rows of group information. Each row has a checkbox labeled 'Requires Approval' which is unchecked.

Group	Requires Approval
Sunny Police Department/Field Training Officer	<input type="checkbox"/>
Sunny Police Department/Officer	<input type="checkbox"/>

REGISTRATION APPROVAL SETTINGS

Registration Options

Before: Registration Restrictions did not include the setting to require administrator approval.

The screenshot shows the 'Edit Survey' interface. At the top, there are buttons for 'Cancel', 'Delete', 'Clone', 'Publish', and 'Save'. The title is 'Survey Test' and the ID is '1000374344'. A sidebar on the left lists various settings, with 'Registration Restrictions' highlighted. The main content area shows the 'Registration Restrictions' section with two checkboxes: 'All new registrations will be marked as Mandatory' and 'Access code required', both of which are currently unchecked.

After: This area is now called “Registration Options” and includes all settings pertaining to how learners can register for a course. These settings apply to all groups. As always, administrators can override registration restrictions by adding learners directly to a roster.

The screenshot shows the 'Edit External Link' interface. At the top, there are buttons for 'Cancel', 'Delete', 'Clone', 'Publish', and 'Save'. The title is 'Post Assessment and Evaluation' and the ID is '1000430839'. A sidebar on the left lists various settings, with 'Registration Options' highlighted. The main content area shows the 'Registration Options' section. It includes a checkbox for 'All new registrations will be marked as Mandatory' (unchecked). Below this is the 'Registration method' section with three radio button options: 'No approval required' (selected), 'Approval required' (with a note 'Registrations must be approved by "Sunny Police Department"'), and 'Registration code required'.

REGISTRATION APPROVAL SETTINGS

Registration Codes

Administrators still have the option to create a code that they can provide at any time to learners. For example, an exam proctor can ensure that learners open their exam at the same time by withholding the code until start time.

Before: This setting was called "Access code" in configuration, but learners saw "Registration code" in their on-screen prompt.

The image shows two overlapping UI elements. The background element is a configuration panel titled "Registration Restrictions". It contains a checkbox "All new registrations will be marked as Mandatory" which is unchecked, and another checkbox "Access code required" which is checked. Below the second checkbox is a text input field with the placeholder "Enter an Access Code" and a red error message "Access code is required" below it. The foreground element is a modal dialog titled "Registration" with a close button (X) in the top right. It contains a text input field with the placeholder "Enter your Registration Code *" and two buttons at the bottom: "Cancel" (yellow) and "Register" (green).

After: This setting is now called "Registration code" in configuration too, for consistency.

The image shows a configuration panel titled "Registration Options". It contains a checkbox "All new registrations will be marked as Mandatory" which is unchecked. Below this is a section titled "Registration method" with three radio button options: "No approval required", "Approval required" (with a subtext "Registrations must be approved by 'Sunny Police Department'"), and "Registration code required" (which is selected). Below the radio buttons is a text input field with the placeholder "Enter a registration code" and a red error message "Registration code is required." below it.