

How to Assign Course Descriptions to a Course Set

To assign course descriptions, first open the Learnexify dashboard and navigate to the user menu. Click on Programs, then select Manage Course Sets. You will see a list of all available course sets.

Select the course set in which you want to add course descriptions, then click on the Course Description icon.

Program Management > Manage Course Sets

Manage Course Sets

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

IDNUMBER	NAME ↓	DESCRIPTION	PROGRAMS	COURSE DESCRIPTIONS	DISPLAY PRIORITY	
DCS	DCS Program	This course set includes all 8 courses of the Diploma in Computer Science (DCS) program. It covers programming, databases, data structures, operating systems, web development.	0	8	1	  
CS20	Elective Group A		2	3	1	  

After opening the **Course Description** tab, you will see the **already assigned course descriptions**. To add a new one, click on the **Available to Assign** button.

DCS Program: Assign Programs

Detail Edit Programs **Course Descriptions** Roles

Currently Assigned **Available To Assign**

+ Save search

Filters: Name: Any X ID Number: Any X + Add

NAME	ID NUMBER	ACTIONS
Programming Basics	11101	
Math	11102	

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A list of available course descriptions will appear. Click on the arrow icon next to the course description you want to assign, then confirm the selection by clicking the green tick (?).

DCS Program: Assign Programs

Detail Edit Programs **Course Descriptions** Roles

Currently Assigned **Available To Assign**

+ Save search

Filters: Name: Any X ID Number: Any X + Add

Name	ID Number	Actions
Test Course Description	Test Course Description	
You are about to assign this course description to the course set, proceed?		
Windows	Win_001	

View Assigned Course Descriptions

Go to the Currently Assigned section to verify that the course description has been successfully assigned to the course set.

Using Filters to Search Course Descriptions

If the required course description is not available in the list, you can use filters to find it more easily. Click on the Add button and apply the following filters:

- **Name:** Search by course name
- **ID Number:** Search using a unique identifier
- **Credits:** Filter by required or assigned credit hours
- **Completion Grade:** Filter by the grade required to complete the course
- **Cost:** Filter by course or program fee
- **Creation Time:** Filter by when the course was created
- **Pre-Test:** Displays courses that include a pre-test (used to assess learner knowledge before starting the course)
- **Post-Test:** Displays courses that include a post-test (used to evaluate learner progress after course completion)

[Program Management](#) > [Manage Course Sets](#) > [DCS Program](#)

DCS Program: Assign Programs

[Detail](#) [Edit](#) [Programs](#) [Course Descriptions](#) [Roles](#)

[Currently Assigned](#) [Available To Assign](#)

[+ Save search](#)

Filters:

Name: Any x

Name

Test Course Description

Soft Skill/Communication

Google Slides

+ Add

Credits

Completion grade

Cost

Creation time

Pre-test

Post-test

Soft Skill

ID Number

ID Number	Actions
Test Course Description	↻
Soft Skill/Communication Skill	↻
Google Slides_001	↻

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Once the **required course description appears**, click the **arrow icon** and assign it using the **green tick (?)**. It will then be added to the Currently Assigned list.

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