

CoursePlan

The course administration software which saves time and simplifies your work!

Web based

User-friendly

Time saving



There are many advantages with CoursePlan

Overview

Participants get a great overview of the courses and can register or unregister via the public interface – which in turn means less administration.

Automatic mailings

By using templates e-mails with, for example, booking information can be pre-defined – a function which saves a lot of time for the administrator.

Reports

Different reports let you extract detailed data about participants and courses – in order for you to be able to quickly gather information.

Templates simplify the work

New courses are created from pre-defined course templates, which make the work of the administrator easier.

Easy login

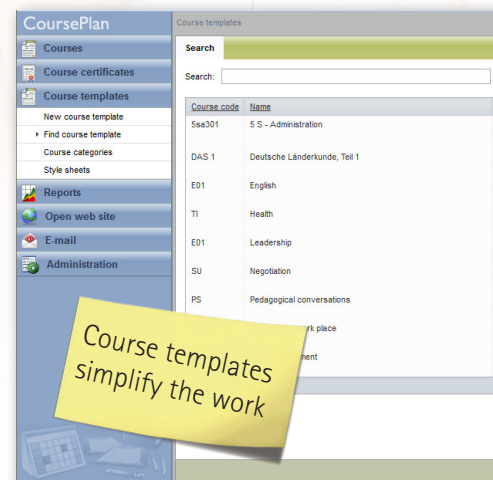
The SAML2 protocol makes it possible to create an environment with single-sign-on. This way you can say goodbye to any double administration of participants.

Web based

Since CoursePlan is web based you can reach it wherever you are as long as you have an internet connection.

Rent the software

When you rent the software from Artisan Global Media, no installation of your own is required.





COURSEPLAN FOR PARTICIPANTS

- Course catalogue via the public web site of the software.
- Participants find courses and events via a calendar or by doing a search.
- A coordinator can in an easy way register and un-register co-workers to courses and events.
- Individual participants can also register to courses, see which courses they are registered to and, if needed, unregister.
- The coordinator can attest the applications.
- Participants and coordinators get an overview of all courses to which a participant has registered.
- Coordinators can import their co-workers via an import file.

CoursePlan Statistics

Date: 01/01/2014 - 31/01/2014

Course: All

Course overview

Course template	Courses	Meetings	Applications	Participants	Cancelled applications	Denied
5 S - Administration	1	1	1 (100%)	0 (0%)	0 (0%)	0 (0%)
Deutsche Länderkunde, Teil 1	2	1	1 (50%)	0 (0%)	0 (0%)	0 (0%)
English	1	1	1 (100%)	0 (0%)	0 (0%)	0 (0%)
Work environment	2	2	2 (100%)	0 (0%)	0 (0%)	0 (0%)
Total	6	5	5 (83%)	0 (0%)	0 (0%)	0 (0%)

Active courses

Course template	Courses	Meetings	Applications	Participants	Cancelled applications	Denied
5 S - Administration	1	1	8	0 (0%)	0 (0%)	0 (0%)
Deutsche Länderkunde, Teil 1	1	2	1	0 (0%)	0 (0%)	0 (0%)
English	1	2	3	3 (100%)	0 (0%)	0 (0%)
Work environment	2	2	7	6 (86%)	1 (14%)	0 (0%)
Total	5	7	19	9 (47%)	1 (5%)	0 (0%)

Completed courses

Course template	Courses	Meetings	Participants	Attendance	Not approved	Approved	Well approved

Back Export Print

Reports for follow-up and evaluation

COURSEPLAN FOR ADMINISTRATORS

- A completely web based system for administering courses and events.
- An efficient way of working where you first set the templates and from these create different courses in an easy way.
- A big selection of flexible reports, for example statistics grouped on courses, organisations or gender, or what is to be invoiced per participant, course occasion and organisation.

• Time saving since participants search for information, register and unregister directly via the web, participants can be imported by their coordinator instead of the administrator and so on ...

• Easy import and export of participants. Each participant belongs to an organisation which makes it possible to perform follow-ups on, for example, company or department level.

• Information is automatically sent to participants via e-mail according to pre-defined templates which you in an easy way set up in CoursePlan. This saves a lot of time for the administrator.

• Give course coordinators limited authorisation, as for example seeing participant lists, report attendance and create certificates.

• Rent the completely web based system from Artisan, no installation of your own is required.

Course categories: All Search

Course categories

- Quality [Edit Delete](#)
- Economy [Courses Change .ico](#)
- Languages [Edit Delete](#) [Courses Change .ico](#)
- Languages [Edit Delete](#) [Courses Change .ico](#)
- Economy [Edit Delete](#) [Courses Change .ico](#)
- Work environment [Edit Delete](#) [Courses Change .ico](#)
- Learning [Edit Delete](#) [Courses Change .ico](#)
- Leadership and organisational development [Edit Delete](#) [Courses Change .ico](#)

Back New course template with wizard New course template

"CoursePlan is safe, stylistically pure and user-friendly, with many electable functions to choose from. It is practically self-driven for administrators.

At Artisan they are always involved and perceptive, no matter the wishes or needs from the customer. The support is very fast, personal and have an exceptional ability to guide the customer in the right direction."

Barbro Österman, Luleå municipality

General information about the program

Technical requirements

We recommend that you rent the software and let us manage it. The software will then be on our servers and all you need is a web browser. If you wish to purchase a licence, please see the technical requirements on www.astrakan.net.

Web browser

In order to be able to apply for courses, Windows Internet Explorer 9 or 10 (PC), Google Chrome or Mozilla Firefox (PC and Mac) is required.

Prices

Rent CoursePlan

A rental licence includes free technical support and updates.

Starting fee:	1 000 EUR
Price per course occasion:	30 EUR

All prices are shown excluding VAT. All prices are subject to alteration.

For an updated price list, please see www.astrakan.net.

Training

Astrakan CoursePlan is a user-friendly and intuitive software, but in order to be able to use all functions in the best possible way some training might be required. Read more about our training and prices on www.astrakan.net.

Full day

Our full day training includes lecture and practical training. We do a thorough walk through the software and the participants get to work in the software themselves.

Half day

The half day training gives an introduction to the software and we go through the parts which constitutes its foundation, so that users on a slightly lower level can start working in CoursePlan.

Training online

For those who prefer training online, we offer training via Adobe Connect Pro where the participants and the course leader share screen. Our online training is charged by the hour and it is you who decide where the focus of the training should be – maybe there is a special function which you would like to learn more about?

Support and warranty

Astrakan CoursePlan is easy to use, but in spite of this questions might arise. If you encounter technical problems which concern the software itself, you can report this to our helpdesk on <http://helpdesk.artologik.net>. You can also call our support line on +46 470 53 85 85. The support staff answer calls weekdays between 8 a.m. to 5 p.m. (CET).

Service agreement

When you rent an Astrakan software the service agreement is included. With the service agreement you get:

- free access to the latest version
- free access to technical support over the phone
- free access to technical online support
- free technical assistance via our helpdesk within one working day
- warranty for promised functions

Would you like to learn more?

On our web site www.astrakan.net you can find further information about the software. There you can also order a free trial site.

Astrakan[®]
SYSTEM SOFTWARE

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