

# Getting started

## 1. Adding a moderator

After installing/launching the application, the first thing you need to do is [add a moderator](#).

Moderator:

- Makes general settings for the application;
- Fills the application with educational content and tests;
- Assigns learning, testing;
- Has access to reporting on all employees.

Please note that the moderator has more advanced rights in the application than the Portal Administrator.

## 2. How to start learning. How courses and programs are built.

2.1. Lesson. The basic element from which educational courses and programs are built is a lesson.

A lesson can be in the following formats (one option):

- [Video](#), pre-uploaded to Youtube, Vimeo, VK Video, Rutube or any other video hosting;
- [SCORM](#);
- [PDF](#);
- [Longread](#). A longread can consist of only one element: video, audio file, picture, text. Or it can combine all of these formats.

You can add to each lesson (an unlimited number):

- Links (to any external and internal resources);
- Materials (of any format, they will be downloaded to the student's device).

**Important! Please note that only the application moderator can see the lesson catalog. If a lesson is created and published, only the moderator can see it in the catalog.**

2.2. [Course](#). The course is made up of lessons and/or tests. Even if it is necessary to provide materials in one lesson, it is necessary to create a lesson, then a course based on one lesson.

The course catalog is available to all employees. After publishing a course, it becomes available to all employees in the catalog (if the course and catalog are not hidden). The course does not have to be published, but saved, then it will be available only to the moderator.

The course can be made up of lessons and tests in any order.

2.3. [Program](#). If the course consists only of lessons and/or tests, then the program, in addition to lessons and tests, can contain courses and events. That is, the program can consist of the following modules: course, lesson, test, event. For example, an event can be a meeting with a mentor or an external webinar.

In addition, modules (lessons, courses, tests, events) in the program can be arranged by stages of completion. Adding any number of modules to each stage. That is, to create a complex training program:

- Stage 1
  - Module 1.1
  - Module 1.2
- Stage 2
- Module 2.1
- Module 2.2
- Module 2.3
- etc.

The programs are suitable for creating complex, long-term training programs. For example, for the adaptation of newcomers, training of personnel reserves.

### **3. How to start testing**

Create a [test](#) via the test adding interface, fill in the test settings and add questions and answers to them step by step.

If the Publish button is not active in the test, then it is likely that:

- One of the required fields is not filled in;
- The correct answers are not selected;
- The weights are not set correctly (if there are questions with weights);
- The assessors in open questions (if any) are not selected;
- There is a test with the same name in the catalog.
- After publishing, the test will be available for assignment and testing.

### **4. Restriction visibility**

All courses and tests are available to everyone for self-assignment in the course and test catalog by default when published. Self-assignment means that an employee opens a course/test and takes it without being assigned by a moderator.

You can restrict the availability of each course/test:

- By adding it to a group (if the functionality is available, it will only be available to group members);
- By setting it up when creating (you can hide it completely from everyone, make it available to specific departments or hide it from the extranet).

If you hide a course/test via settings and assign it, those assigned to it will see it via their personal account. Everyone else will still not see it.

## 5. Assignments

After creating a course/test/program, you can assign them for completion. [Assignments](#) are made in a separate module "Assignments" by the moderator.

You can create:

- One-time assignment;
- Assignment for all newly added;
- Assignment for a group (if there is functionality, when adding new participants to the group, the application will make an assignment to it);
- Recurring assignment (the application will make an assignment in accordance with the specified period).

## 6. Reporting

The application has a large number of standard reports. They allow you to track the status and dynamics of training, testing. [Reports](#) are available to the following roles:

- Moderator. Can build any reports for any employees and has full access to the application, settings.
- Moderator with limited rights. Has access only to the section with reports. Can build any reports for any employees. For example, this could be a person responsible in a department who collects information on progress and provides it to the manager.
- Manager. Can build any reports on his subordinates (first and second level in accordance with the company structure).

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Revision #1

Created 4 February 2025 07:55:04 by Maria

Updated 5 February 2025 11:37:03 by Maria