Lessons

Introduction

1. **A lesson** is an educational module used to build **courses** and **programs**.

> A lesson can only be part of a course or program. If a ourse consists of one lesson, create the lesson first, then add it to the course.

2. Lessons can be in the following formats (only one option):

- Video Lesson (pre-uploaded to YouTube, Vimeo, VK Video, Rutube, or any other video hosting platform);
- SCORM;
- pdf (e.g., presentations, instructions, and other materials in PDF format));
- Longread. A Longread can consist of a single element or combine all these formats:
  - video,
  - audio,
  - image,
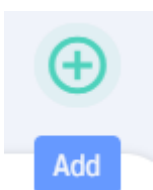 - text.

For example, to create an audio course:

- create a lesson in longread formata,
- add an audio file to the longread
- create a course based on the lesson.

3. Unlimited additional materials and links can be added to a lesson.

> The Lessons section is only available to the application moderator.

Adding a lesson

1. To add a Lesson, click the plus sign:

2. Fill in the fields:

- Lesson name (required);
- Lesson description;
- Image;
- Catalog section;
- Select lesson format:
    - video - pre-upload to any video hosting platform.
    - SCORM package – can be uploaded directly to the lesson using the upload button.
    - PDF – can be uploaded directly to the lesson in the lesson PDF field.
    - longread - created directly within the lesson using a special editor.

3. f needed, add:

- Additional materials in any format.
- Links. To internal or external sources.
- Score. The number of points awarded upon completing the lesson. Points contribute to the overall rating.

> Additional materials will be downloaded to the user's device.

Actions with a lesson

1. A lesson can be **edited, deleted, exported** or **copied**.

2. After creating a copy, the lesson is created with the same name and the word Copy before the name. The lesson is created in the Draft status.

3. Lesson export is used to save or transfer a Lesson from one portal to another. A lesson can be exported in excel format (text content only) or UDATA format (all lesson content). The export format is set in settings - application settings - other - export format.

Lesson statuses

Lessons have the following statuses:

- **Publication** status: published; draft (saved without publication).
- **Completion** statuses: passed; not passed. passed – the complete button is clicked. Not passed – the complete button is not clicked.

> Until the complete button in the lesson is clicked, the lesson will be displayed as not passed in the system.

FAQ Section

> What file sizes can be uploaded to lessons?

Answer: There are no file size restrictions. Consider your network and available disk space in the application.

> ❝ Can video or PDF files resume from where the user stopped and closed the lesson?

Answer: Currently, this feature is unavailable. We recommend:

- Creating smaller content for one-time completion;
- Advising users to note their stopping point to continue later.

> ❝ How to expand the screen when viewing a lesson?

Answer: To enlarge the visible area, collapse the menu by clicking the element . The menu can be collapsed in the application and CRM system.

> ❝ How to resize video or PDF files? Why don't videos or PDF files auto-scale?

Answer.

Video. When embedded from a video hosting platform, it auto-scales. When added to a longread, manually adjust the size; video in longread does not auto-scale.

PDF. PDF files do not auto-scale. Built-in tools allow resizing and rotating. Users can open PDFs in a separate window if needed.

> ❝ Can we upload and play videos stored on our disk in a lesson?

Answer: No. Video files can be uploaded:

- To a video lesson by pre-uploading to any video hosting platform.
- To a longread, where videos are stored on our server.
- To additional materials, where videos are stored on our server and downloaded to the user's device when opened.

> " How to insert video, audio, image into a longread?

Answer: To insert an image, click insert - image. For video/audio, click insert - multimedia. In the dialog box, select the file and click Save.

For large files, use the upload element. The system will show upload progress. After uploading, insert the link into the embedded code field when selecting insert - multimedia.

Upload File and Get Link for Insertion   ⬆ Upload