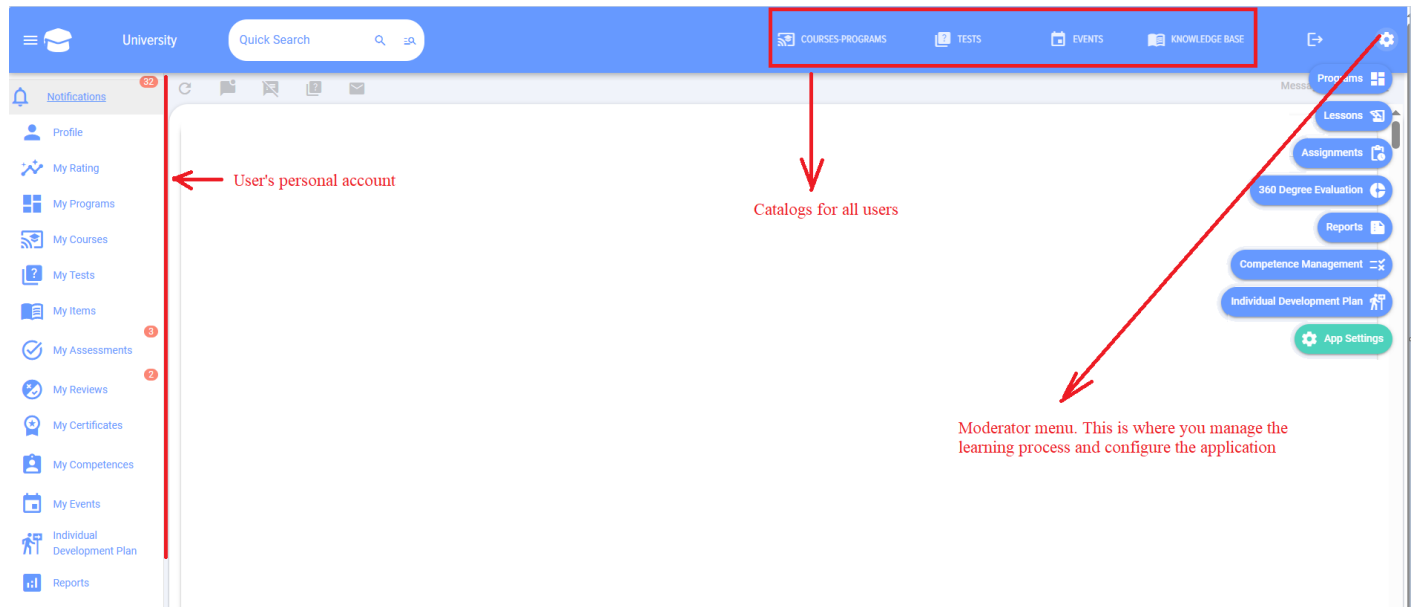


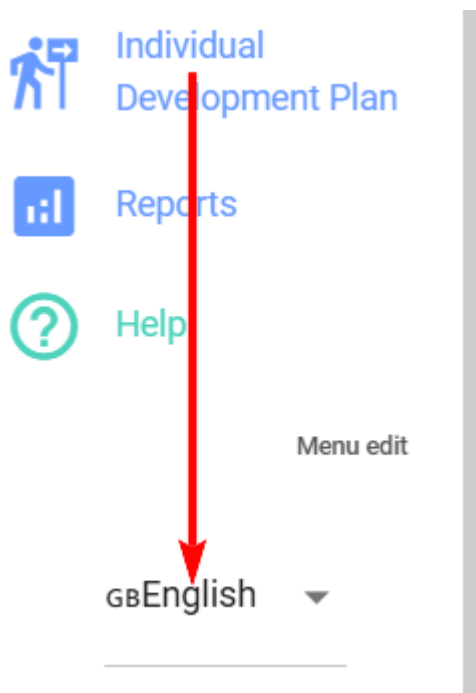
Where to start

1. Application navigation



2. Changing the application language

The application language can be changed in the lower left corner.



3. Adding a moderator

After the first installation/launch of the application, add a moderator.

Moderator:

- Performs general application settings;
- Populates the application with learning content and tests;
- Assigns learning, testing;
- Has access to reports for all employees.

Note that the moderator has more extensive rights in the application than the Portal Administrator.

4. How to launch learning. How courses, programs are structured

1. Create lessons

- Lessons are created by the moderator in the Lessons section (Settings, gear icon at the top right – Lessons). Click on the plus sign, enter the lesson name.
- Add lesson materials. Lessons can be created in the following formats: PDF, video (inserted as a link from any video hosting platform), SCORM. Ready-made materials are uploaded into the lesson.
- You can create a lesson in the Longread format within the application – there is a built-in editor. Longread allows adding text, images, videos, and audio.
- Additional materials can be added to the lesson, and links can be attached.

2. Assemble courses based on lessons

- In the Courses section, click on the plus sign and fill in the basic Course parameters.
- Using Drag&Drop technology – drag and drop published lessons from the list.
- Publish the course. That's it. It will be available in the course catalog and open for self-assignment.
- IMPORTANT! Only published lessons are available in the lessons list.

3. Assign courses to employees

- If necessary, courses can be assigned to employees in the Settings section, the gear icon on the top right – Assignments – Assignments Tab. Click on the plus.
- Create an assignment:
 - enter the assignment name,
 - select employees,
 - course,
 - assignment dates.
- Click Save. That's all.
- The system will assign the course to employees, they will receive notifications, and the course will appear in the My Courses/Assigned section. The moderator can monitor the learning completion process through the Reports section.

4.1. [Lesson](#)

The 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 platform**;
- SCORM;
- PDF;
- Longread. A longread can consist of only one element: **video, audio file, image, text**. Or it can **combine** all these formats.

To each lesson, you can add (unlimited number):

- Links (to any external or internal resources);
- Materials (any formats, they will be downloaded to the learner's device).

Important! 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.

4.2. [Course](#)

A course is assembled from published lessons and/or tests. Even if materials need to be provided in one lesson, you must create a lesson, then a course based on that single 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). A course can be saved without publishing, making it visible only to the moderator.

A course can be assembled from lessons, materials, and/or tests in any sequence.

A course cannot be created solely from a test.

4.3. [Program](#)

If a course consists only of lessons and/or tests in a sequential completion order, a program can additionally include courses, events, and materials. For example, an event could be a meeting with a mentor or an external webinar.

Furthermore, modules (lessons, courses, tests, events, materials) in a program can be grouped into stages/levels of completion. Add any number of modules to each stage. This allows creating complex learning programs:

- Stage 1
 - Module 1.1.1., Module 1.1.2...
 - Module 1.2.1., Module 1.2.2., Module 1.2.3....
- Stage 2
 - Module 2.1
 - Module 2.2
 - Module 2.3

etc.

Programs are suitable for creating complex, long-term learning programs. For example, for onboarding newcomers or training talent pools.

5. How to launch testing

Tests can be standalone, part of a course, or a program.

[Create a test](#) via the test addition interface, fill in test settings, and sequentially add questions and answers.

If the Publish button is inactive in a test, possible reasons are:

- One of the mandatory fields is not filled in;
- Correct answers are not selected;
- Weights are set incorrectly (if there are questions with weights);
- Checkers are not selected in open questions (if any);
- A test with the same name exists in the catalog.

After publishing, the test becomes available for assignment and completion.

6. Visibility restrictions

All courses and tests are by default available to everyone for self-assignment in the course and test catalogs upon publication. Self-assignment means an employee opens a course/test and completes it without moderator assignment.

Each course/test can be restricted in availability:

- By adding it to a group (if the functionality is available, it will be accessible only to group members);
- Via settings during creation (can be hidden from everyone, made available to specific departments, or hidden from extranet).

If a course/test is hidden via settings but assigned, those assigned will see it via their Personal Account. Others will still not see it.

7. Assignments

After creating a course/test/program, they can be assigned for completion. Assignments are made in the separate "Assignments" module by the moderator.

You can create:

- One-time assignment;
- Assignment for all new additions;
- Assignment for a group (if the functionality is available, the application will assign it to new group members);

- Periodic assignment (the application will assign according to the specified period).

8. Reporting

The application offers many standard reports. They allow tracking the status and progress of learning and testing. Reports are available to the following roles:

- Moderator. Can generate any reports for any employees and has full access to the application and settings.
- Moderator with limited rights. Has access only to the reporting section. Can generate any reports for any employees. For example, a department responsible who collects progress data and provides it to a manager.
- Manager. Can generate any reports for their subordinates (first and second levels according to the company structure).

9. How to launch 360 assessment of employees

“ The application allows creating two- or three-level competency models.

Level 1 - competence. Example: "teamwork".

Level 2 - Manifestation indicator. Example for "teamwork": "Interested in colleagues' opinions", "quickly establishes contact and maintains partnerships", etc.

Level 3 - assessment. It can be any, 1, 2, 3, 4, 5, or shows, does not show, etc.

Thus, competency models can be:

- competence and rating scale;
- competence - manifestation indicators and rating scale.

General assessment process:

1. In the competence management module:

- Create a competency [model](#);
- Add a rating [scale](#) for evaluated individuals.

2. Create the assessment itself in the Settings - 360 Assessment section

[Assessment setup](#)

- Selection of evaluated and evaluators. Evaluated are always added by the moderator. Evaluators can be formed in two ways:
 - Moderator forms the evaluated list, adding each evaluator to each evaluated individually. Can pull from the subordinate structure or managers.
 - Evaluators form the list themselves. Activate this option, then evaluated individuals receive a task in their personal account under My assessments to form their evaluator list and select a coordinator for approval.
- Selection of competences and rating scale. Competences can be pulled from the competence profile. Profiles, competences, and scales are pre-entered in the competence management module.

3. The status of list formation and the assessment itself can be viewed in the results tab.

4. After completing the assessment, results are available in the results tab.

Revision #8

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