

# 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 training, testing;
- Has access to reporting on all employees.
- Please note that the moderator has more advanced rights in the application than the Bitrix24 portal Administrator.

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

2.1. [Lesson](#). The basic element from which educational 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. 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 tests, then the program, in addition to lessons and tests, can contain courses and events. 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.

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](#) through the test adding interface, gradually adding questions and answers to them.

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 examiners in open questions (if any) are not selected;

After publishing, the test will be available for assignment and testing.

### 4. Visibility restrictions

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 (it will only be available to group members);
- By setting it up when creating it (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 through the settings and assign it at the same time, those to whom it is assigned will see it through their personal account. Everyone else will still not see it.

### 5. Assignments

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

You can create:

- One-time assignment;
- Assignment for all those newly added to the Bitrix24 portal;
- Assignment for a group (when adding new members to the group, the application will assign it);
- Periodic assignment (the application will make an assignment according to 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 and testing. Reports are available to the following roles:

- Moderator. Can build any reports on any employees and has full access to the application and settings.
- Moderator with limited rights. Has access only to the reports section. Can build any reports on 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 levels in accordance with the company structure in Bitrix24).

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