Version Control

Version	Date	Changes	Author
0.1	30-08-2020	Current features added	Boney Alex, Aswathy SR, Gokul Vijay
0.2	30-09-2020	Live Classes added to the Course Structure Multi Payment Gateway and Stripe Integration Multi-Currency Options added Zapier Integration	Boney Alex, Aswathy SR, Gokul Vijay
0.3	28-10-2020	Website branding, Random question pooling, Support chat, and Knowledge base in the admin dashboard	Boney Alex, Aswathy SR, Gokul Vijay
0.4	14-12-2020	Localization, Live classroom, SCORM	Boney Alex, Aswathy SR, Allen Paulson
0.5	07-01-2021	Tutor dashboard, Learner dashboard, organizational structure, Scorm 2.0	Boney Alex, Aswathy

5.1	07-05-2021	Advanced website builder, Image cropping, notification and resubmission for assignments, News Feeds, Live Session- Adding third-party links,Field Management, Database Backup.	Athulya,Abraham, Ashly, Alan, Susan
5.2	02-07-2021	Mail Tracker, Certificates,Multi Currency settings, Course Preview, Question Types, Banner Image in Sign in Page, Localization	Susan,Jeeva,Devika
5.3	20-08-2021	Zoom Integration, Sales enhancement in B2B	Susan,Jeeva,Devika
5.4	11-10-2021	Badges	Susan

V5.4 Change Log

Badges: Admin can issue a badge to the course so that once the learner completes the course, a badge will be earned.

V5.3 Change Log

Sales Enhancement in B2B : With this release, Admin from the Course Settings can choose their B2B sales option on whether the course is editable or non - editable. The admin has an option to choose the B2B Access Type as Locked/Partially Locked/Unlocked.

Zoom Integration: With this release, now the Admin can schedule live sessions using Zoom. When a live session is scheduled in Mykademy, automatically a session must be scheduled in the Zoom account as well. In general, the admin can log into the Mykademy portal and schedule a meeting in Zoom, pull recording from Zoom, and pull the attendance as well

V5.2 Change Log

Mail Tracker: With this release,SuperAdmin of Mykademy will have a log of all the emails that have been sent from the system so that the admin can track all the emails. All emails should be in the listed view. Admins can filter the data accordingly and export the information as a .csv file. They can also check the email content that was sent from the system as well.

Certificates: Admin can access the certificate of the learners from the admin side.As the new update,certificates have five actions: *Generate,Download,Send,Reset* and *Preview* Certificates.You also have the *Preview* and *Delete* option in Certificate Settings.

Multi Currency Settings: The payment gateway has been revamped to include new currency options- *Canadian Dollar* and *Australian Dollar*. You can change these settings in the Set Currency option under the payment settings.Once currency mode is changed in the Settings, the system will not perform a currency conversion rate. The amount of the course remains the same, only the currency code will change. It will be reflected in all courses, bundles, and discount coupons.

Course Preview: Course preview will be available for users without sign-in. There will be an option for the admin to upload a preview video(Youtube / Vimeo / Uploaded videos) from the course content builder and to enable the Lecture Preview content for the unregistered learners.

Question Types: With this release,apart from single-choice, multiple-choice, subjective-type and fill in the blanks, two additional question types have been added to the platform and they are *Match the following* and *True or False.*These can be selected from the dropdown while creating the test in the course builder or while creating one from the question pool.

Banner Image in Sign In Page: Admin should be able to change the banner image on the sign-in page by changing the image. Admin can upload a banner image through pages option in the website builder.

Localization:Localisation is an option where the learner has the privilege to change language from English to other available languages.

V5.1 Change Log

Advanced Website Builder: One of the most premium features of this release is the redefined website builder. A host of new capabilities have been added to the website builder, that gives admins way more control over the aesthetics of the platform. With this update, Mykademy

offers a feature-rich page builder that is on par with some of the dedicated website-building services in the market.

The major settings like color scheme, the tabs on the header, the type of buttons used, the layout of the page, course-card templates, the footer can be edited and customized to get the perfect look for your platform. There are numerous templates to choose from and if required, templates can be customized.

Image Cropping: With this release, the option to crop images will be available to admins, so that there are no size restrictions anymore. Once an image is uploaded, an admin can crop the image to their desired size and save it. This is also possible wherever there is an image upload option (except for favicon and logo upload options).

Additional Features in Assignments: Admins (and any other users who have been allocated the privilege), while creating assignments within a course, have control over more than just the due date now. The user can also configure other settings like *cut-off date* (assignment cannot be submitted after this date) and *enable resubmission* (the number of resubmissions allowed).

Newsfeed: With this release, Mykademy will help you engage more with your end-users using the newly-added News Feed feature. The admins(or users who have the privilege) will be able to post content or share notifications using this. This feed can be public, in which case, any information posted will be visible to everyone(even to those who do not login).

Also, tutors will be able to post information pertaining to their assigned courses using the *Announcement* button. These announcements will be only visible to the learners who are enrolled into the course. On the learner side, the Announcement page will be within the course content page and all the learners who visit this page will be able to see the announcements with one click.

Live Session (Adding Third-Party Links): This release will introduce to Mykademy the option of adding more third-party links to facilitate live sessions (in the previous version only Zoom, Youtube and Vimeo links were accepted). In the *Live Classes* page, when creating a session, the drop-down menu will now list *Others* as an option within the *Live Class Integration* menu. If this is selected, the users can simply paste any link of a third-party video conferencing solution

and schedule these sessions through Mykademy.

Additional Features- Phone Number & Address Fields: This feature allows admins to have control over the information collected from the learners and can decide the mandatory fields while filling the user information. This can be accessed within the settings by clicking on the *Field Management* tab as given in the image.

APIs for AI Chatbots: The following APIs have been made available within the platform , which will augment the below report generation capabilities of AI Chatbot:

- Sales and Finance Report
- Learner Reports
- Course Preview Report
- Log Activity Report
- Course Listing (with category ID as input)
- Events List for User

Samba OEM Integration: With this release, we have prepared the platform for integration with the Samba OEM plan. This allows Mykademy Live accounts to be created with the admins of the individual Mykademys as owner.

Database Backup: The release will allow an admin to manually create a backup for the platform whenever required. This backup will be available for download. A client will have the

option of keeping up to a maximum of three backups in the server at any given time (the last three backups will be retained by the system).

This backup can be used to restore the system to a previous setting with the help of the development team (additional service).

V5.0.5 Change log

Admin / Tutor Dashboard – Admin will have a calendar view in daily, weekly, or monthly of all the scheduled live sessions. Admin will be able to create a live session from the dashboard. Also, they have an option to modify each live session's date and availability from the dashboard. Admin dashboard will have the widgets displaying tests and assignments submitted by students for review. A message widget displaying the latest messages sent by the students is another major update on the dashboard. Dashboard will display courses assigned to the admin/ tutor. Admin can customize the dashboard by adding or deleting the widgets.

Learner Dashboard- Learners will be able to have a calendar view on a daily, weekly, or monthly basis of all the scheduled live sessions. The Learner dashboard will have a widget displaying the upcoming events. The dashboard will display all the courses subscribed by the learner.

B2B Structure - Organisation will be able to sell courses to other organisations using custom links. An organisation selling the purchased course to the learners can only sell in relation to the number of licenses purchased. Admins will have the privilege to change the pricing of the purchased courses as well as to modify the date and time settings of the live session in the purchased course. Reports can be generated by the organisation for the number of licenses sold through each course.

Scorm 2.0- Admin will be able to view the status of each learner's scorm completion in the course report.

V5.0.4 Change Log

Localisation : Admin will be able to change the date formats either to US or UK formats. •
Phone area codes will be displayed based on the learner's default country location. A grade set
has been updated as the admin can customize the grade scales. Also in the localisation, the
admin will have the option to change the default VCP time from Ireland to the desired time
zone. On the Course settings page, the list of languages can be changed from Indian languages
to international languages. In the learner profile page, the district, state, pin code has been
changed to province/ county, city/town, and postcode.

Live classroom : Admin will be able to add agenda, description and also be able to add support
documents needed for the session on the live session details page. Admin can copy and share
the link of the live session as a backup and will be able to enable and disable the breakout room
from the live session details page. Duplication of the existing live session with the same
information inside and outside the course is possible. Admin can now add multiple tutors into
the live session classroom and also change the preassigned tutor in the live session. Admin can
view the list of all learners enrolled in the live classroom. The addition or deletion of members
into the live classroom is enabled. Admin will be able to record and download the live session.

SCORM : Scorm cloud feature has been integrated into the platform. Admin/privileged users
can upload Scorm lectures in the course. Uploading capacity of Scorm courses will be 500 MB

V5.0.3 Change Log

Website branding: The Settings page includes a new feature known as website branding. The
theme of the website can be updated based on the admin's desire. Admin has to point the exact
color from the color box and by clicking on Save, the same color will be displayed on the
login/Home page. Similarly, the footer theme can also be updated along with text color.

Random question pooling : By enabling random question pooling, if the admin uploads 100 questions and if the total number of random questions is set as 10, then each learner will get 10 random questions. The system automatically shuffles the questions among the learners. Even if the learner attends the test for the second time, he/she will be facing the same questions which were present in the first test.

Support chat and knowledge base : The admin can seek help from the dashboard if there are any platform-related queries. By clicking on support chat, a pop-up appears and one has to fill in the name, email id along with content/question inside the box. Admin can also include attachments while raising a question. After filling in all the details, then click on send so that the question will be forwarded to the helpdesk and the solution will be received in the mail. The Knowledge base button takes the admin to the user guide page of Mykademy where there are three main categories such as Admin, Learner, and Live session. Each category contains a set of frequently asked questions and one can clear their doubts by accessing them**.** Along with the knowledge base document, explanation videos for each session are also included so that administrators can clarify their queries either by going through the document or by watching the video. There is also an option to raise a new request so that, by filling in the email address, subject, and description, one can submit a new query to the help desk and seek help from them.

V5.0.2 Change Log

Virtual classroom program : Once the user login into the app, they will be able to join into the live session from the My courses page where the tutor can join into the live session either from the schedule page or from the email itself Once the moderator/ Tutor start the live., There will be no push notification available in the mobile app.

Multi payment gateway: In this version, two payment gateways are integrated Paypal and Stripe. At a time only one payment gateway is kept as default. The decimal point in the currency will not be supported in the android application.
 Paypal - In the Paypal payment gateway, Only USD is supported in the mobile app and for other currencies, custom currency conversion is used. Later, it is to replace Paypal with Brain tree which supports all other currencies.

Stripe - In Stripe payment gateway, all currencies are accepted. Admin can configure the Payment Settings from the dashboard. Help links are enabled in order to fetch the credentials.

Multi currency : In this release, the default currency can be selected by Admin through the Settings which will be applicable to all the courses. Once currency mode is changed in the Settings, the system will not perform a currency conversion rate. The amount of the course remains the same, only the currency code will change. It will be reflected in all courses, bundles, and discount coupons. The following currencies are supported Euro (EUR) United Kingdom Pound (GBP)   US Dollar, (USD) Indian Rupee (INR)

Chapter 1 - Introduction

MyKademy provides you an eLearning platform for creating learning courses that can be taken up by Learners affiliated to educational Branches. Our intuitive course maker enables you to create and upload the learning courses using simple procedures. We support uploading multiple file formats (such as .docx, .pdf, .html, YouTube videos, and so on).

Additionally, you can view and manage data of the learners, batches, Facilitators, and their related reports through our user-friendly interface.

How to Sign Into Your Account

Signing into your MyKademy account is very easy. Use the following procedure to sign in to MyKademy and start your online eLearning venture.
1.   Go to the site URL.
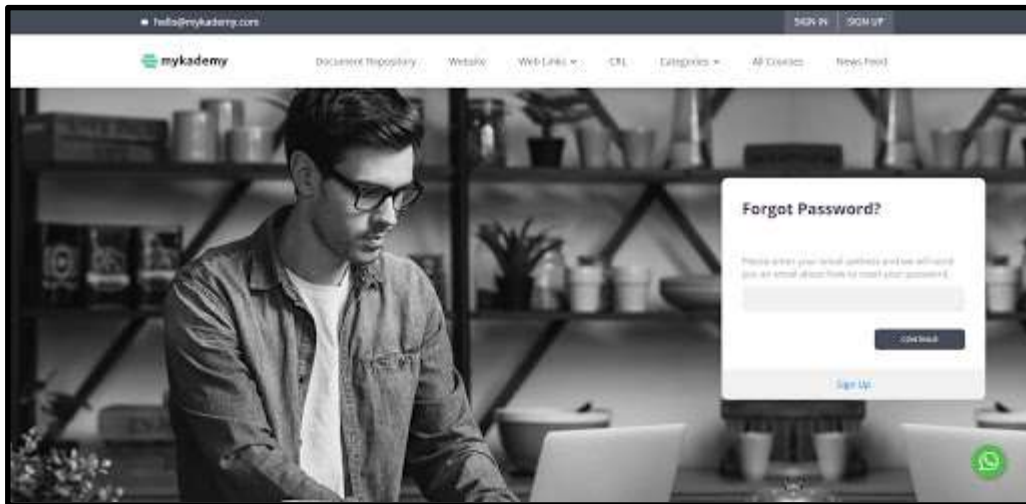2.   Type your administrator login credentials and click on Sign In.
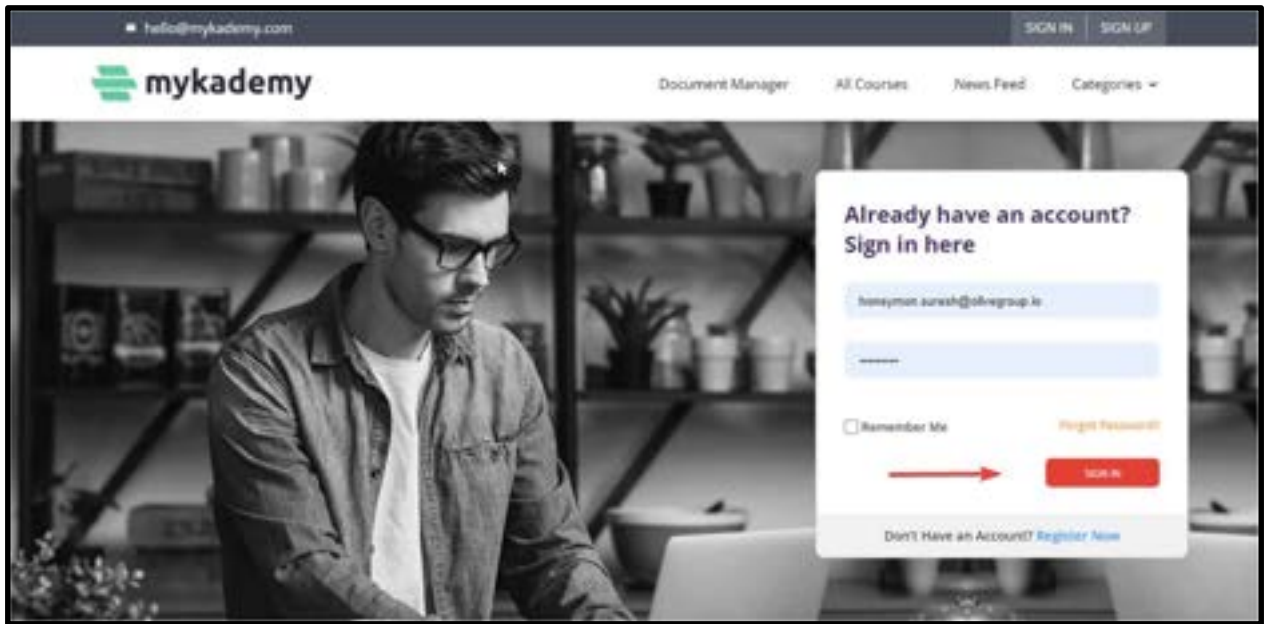
Note: There can be only one Super Administrator account per Organization

How to Login if you have forgotten your password
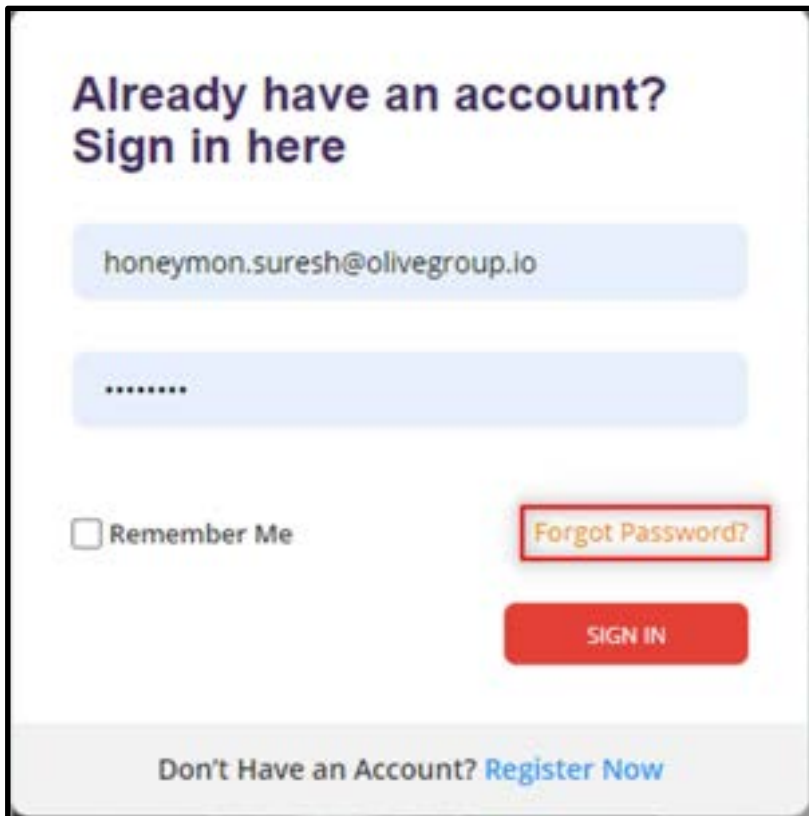
1. Click on Forgot Password

2. Enter the email address you used during the registration.

3. Fill in your registered email address and click Continue.

4. You will receive an email with a password reset link.

5. Click on the Reset Password, the admin will be redirected to a page where they can reset a new password.

6. Once the admin enters the new password, click on **Change Password.**
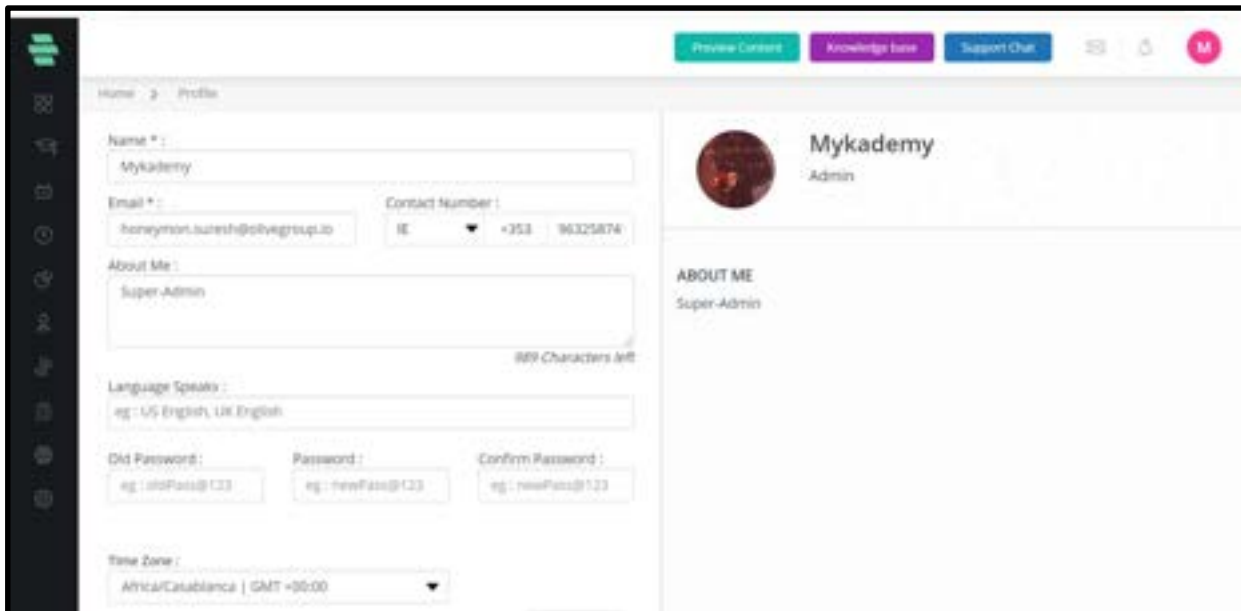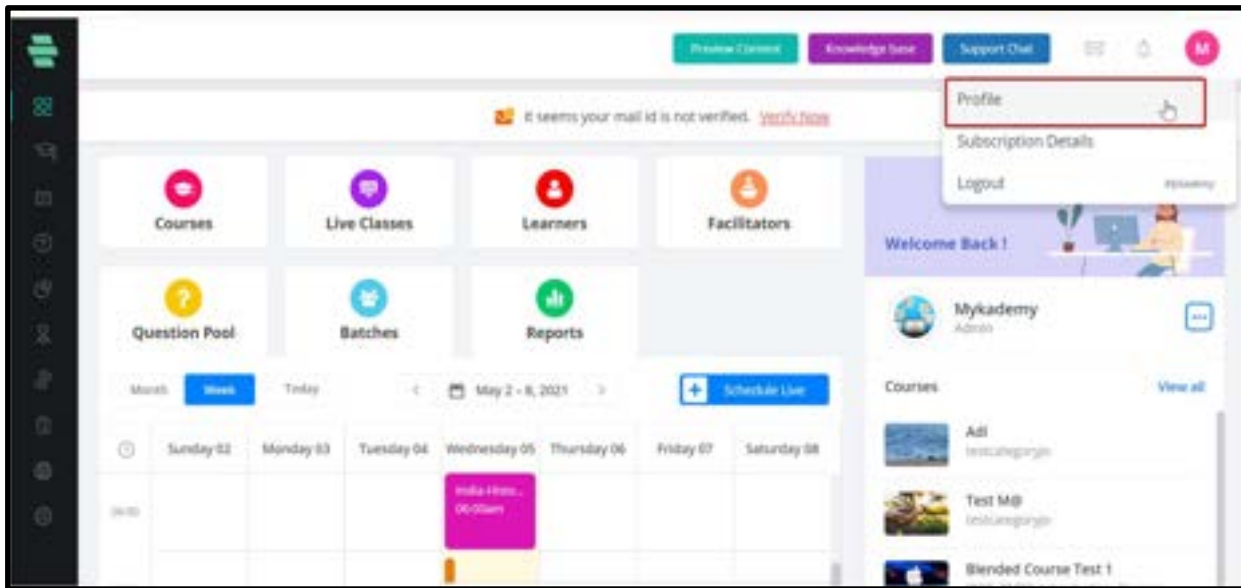
7. The password has been set successfully and now the user can login with the newly created password.
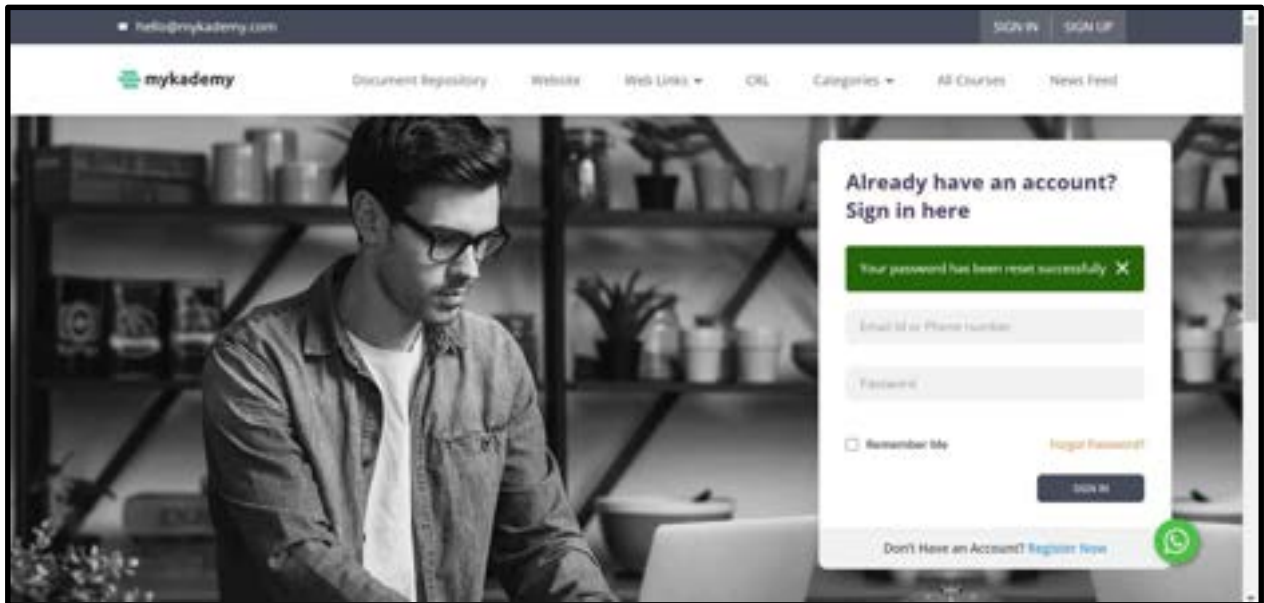
How to Update your Profile

You can update your profile anytime using the following procedure

1. Click on the profile icon on the right top of the page and click **Profile**

2. Update your basic details in the left panel as required

Note: Fields with an asterisk (*) symbols are mandatory.

3. Click on **Save**.

Understanding User Roles

You can have various user roles that are important to run your online learning businesses. Here are some of the common user roles and their responsibilities:

Roles	Description
Administrator	● Core users of the web application with power over the entire system. ● Can add new users to the system and permit them to access various resources. ● The Administration module in this application comprises of entities that enable the administrators/privileged users to manage: ○ learners in the system, courses, and bundles ○ learner batches ○ Courses and their contents ○ Question Pools ○ Facilitators ○ Events / announcements / surveys / reports ○ Basic system settings ○ Course categories ○ email templates ○ User roles ○ CMS pages
Sub-Administrator	● Created by the administrator. ● Has almost similar rights as the administrator and can manage various modules such as: ○ Learners in the system, courses, and bundles

|	
	○ Learner batches
	○ Courses and their contents
	○ Question Pools
	○ Facilitators
	○ Events / announcements / surveys / reports
	○ CMS pages
	○ Basic system settings
	○ Course Categories
Tutor	● Users who will be adding their courses to the web application. ● The administrator will assign the login credentials to the tutors. ● Each tutor/teacher will have his or her own profile on the application and can manage: ○ Course (assigned as well as created by a tutor) ○ Learners under the assigned course ○ Learner batches ○ Question Pools ○ Reports ○ Course categories ○ Event
Content Editor	● Has access to the content management system and other functionalities that require application updates on a daily basis. ● Can manage: ○ Course (assigned as well as created) ○ Question Pools ○ Course categories ○ Event
Learners	● End users of the system.

	● Users who would access the course contents on the system.
	● Can self-enroll to courses and start learning if the course allows self-enrolling facility.
	● Have course level discussion forums for clarifications within the system.
	● Would be able to attend an online Test.
	● Each learner will have their own profile.
	● Will be able to login to the system using their email ID and password.
	● Once the learner purchases or is enrolled in a course, they can start accessing the course.

Chapter 2 - Manage Your Dashboard

Dashboard display tools (or clickable icons) will allow you to use the product features. Alternatively, you can use the icons on the left navigation bar of the system to use the product features.
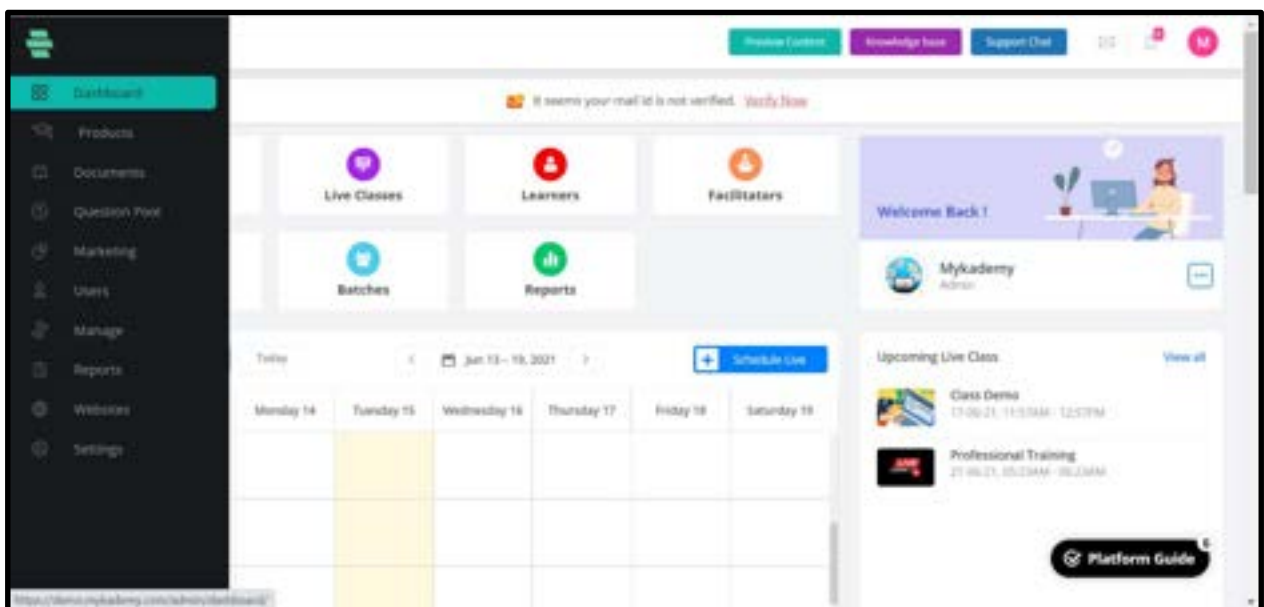
1.   **Dashboard**:This is the default screen that displays all the tools of the system as clickable icons. Clicking each icon takes you to the respective page.

2.   **Products:** This section will take you to Courses,Bundles and Live Classes.

3.   **Documents**: From here,you can go to the document manager where you can access the documents.

4.   **Question Pool:** This icon takes you to the Question Pool page, where you can add any type of questions to specific course categories, subjects, and topics.

5.   **Marketing**:You can create push notifications,flash messages,discount coupons,email templates.

6.   **Users:** This section will help you to createLearners,Facilitators and Role Management.

7.   **Manage**:This section will help you to create Branches and Batches.You can also have a database backup in this section.

8.   **Reports**:This icon takes you to the Report page where you can generate and view reports related to Learner's grades, Test marks, assignment grades, courses, tutor performance, etc.

9.   **Websites:**This is one of the most premium features of mykademy, the redefined website builder. A host of new capabilities have been added to the website builder that gives admins way more control over the aesthetics of the platform. Mykademy offers a feature-rich page builder that is on par with some of the dedicated website-building services in the market.

10.   **Settings:**This will help you to create Branding,Social media settings,Profile field settings,Loginsettings,Payments.
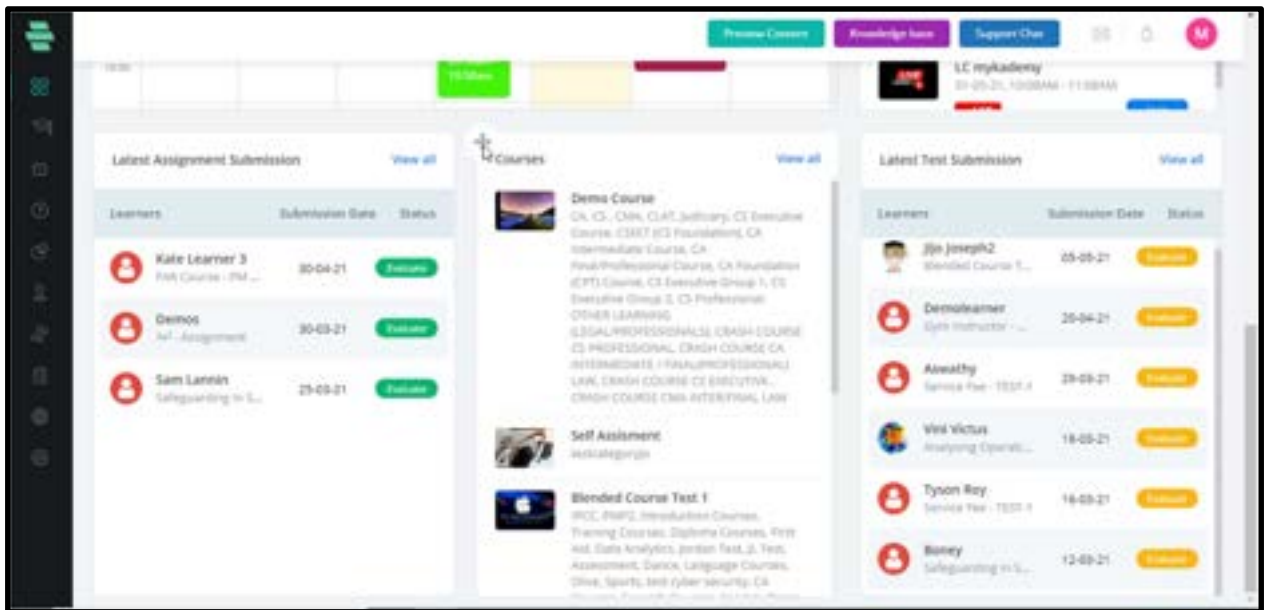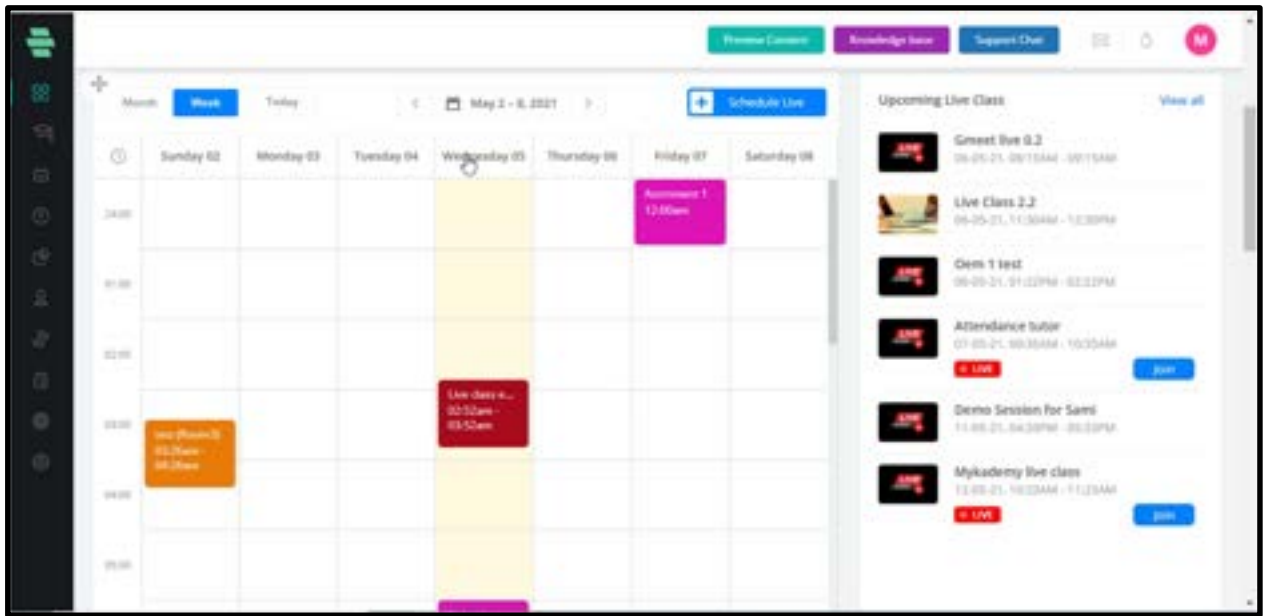
1.   **Dashboard –** This is the default screen of the system that displays all the tools of the system as clickable icons. Clicking on each icon takes you to the respective page.

2.   **Course –** This icon takes you to the Course page where you can create and manage your course names.

3.   **Live session**- The live session helps the facilitator and learners to communicate with each other along with the knowledge transfer. The live session can be created from within the course or from outside the course.

4.   **Learners**– This icon takes you to the Manage Learners page where you can add and manage your Learners data.

5.   **Facilitators –** This icon takes you to the Manage Facilitators page where you can add and manage Facilitators for the courses and classify them based on their roles.

6.   **Batches –** This icon takes you to the Manage Batches page, where you can create and manage the batches of the Branch based on their academic year. You can also assign Learners to particular batches on this page.

7.   **Question pool –** This icon takes you to the Question Pool page , where you can add any type of questions to specific course categories, subjects, and topics.

8.   **Reports –**This icon takes you to the Report page where you can generate and view reports related to Learner's grades, Test marks, assignment grades, courses, tutor performance, etc.

9.   **Message and notification icon –** Any message sent from the learner side will be notified to the admin by the message icon. Activities performed by the Learners (assignment submission, Test submission, etc.) will be received to the admin by the notification button.

10.   **Calendar -** Using calendar, we can view all the schedules and deadlines of live classes,tests and assignments.

11.   **Latest Test Submission** - Any newly submitted test will be shown in this tab with the submission date and status of the test whether to be evaluated or not.

12.   **Latest Assignment Submission** - Any newly submitted assignment will be shown in this tab with the submission date and status of the assignment whether to be evaluated or not.

13.   **Support chat** : The admin can seek help from the dashboard if there are any platform-related queries. By clicking on support chat, a pop-up appears and one has to fill the name, email id along with the content/question inside the box. Admin can also include attachments while raising a question. After filling all the details, click on send so that the question will be forwarded to the helpdesk and the solution will be received in the mail.

14.   **Knowledge Base** : The Knowledge base button takes the admin to the user guide page of Mykademy where there are three main categories such as Admin, Learner, and Live session. Each category contains a set of frequently asked questions and one can clear their doubts by accessing them**.** Along with the knowledge base document, explanation videos for each session are also included so that administrators can clarify their queries either by going through the document or by watching the video. There is also an option to raise a new request so that by

filling in the email address, subject, and description, one can submit a new query to the help desk and seek help from them.

Chapter 3 – Manage Your Courses

This chapter provides detailed instructions on creating and managing your online learning courses.

Prerequisite: Create the course categories, subject, and topic names before creating a new course. Refer to the chapter [How to Use the Category Manager](#) for detailed instructions.
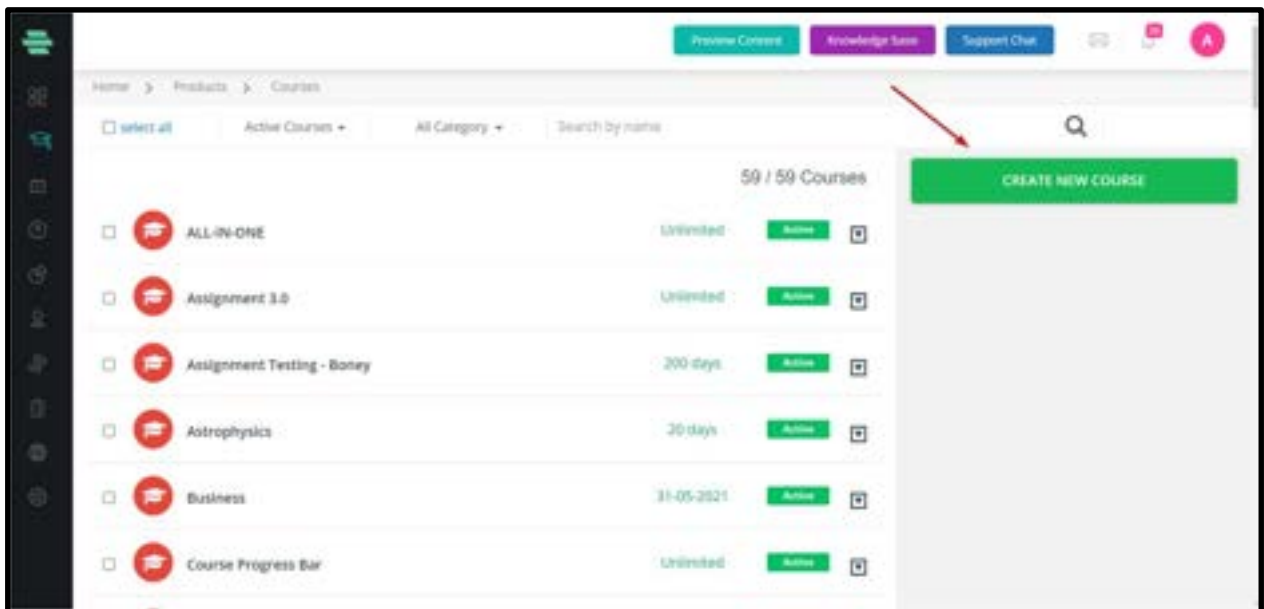
How to Create a New Course Name

I. Click on the **Course** icon icon on the dashboard or From the left navigation panel, click on Products followed by Courses.
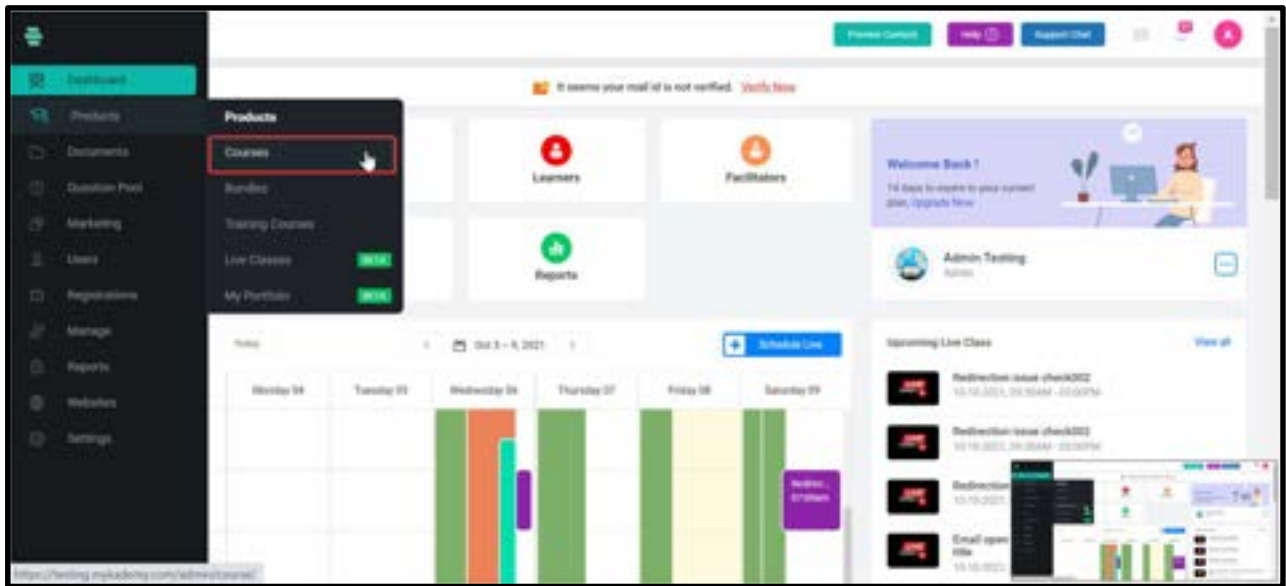
 II.The **Course** page appears listing all active learning courses.

III.Click **CREATE NEW COURSE** on the right panel. The **CREATE NEW COURSE** window pops up.

IV.Type your **Course Name**.
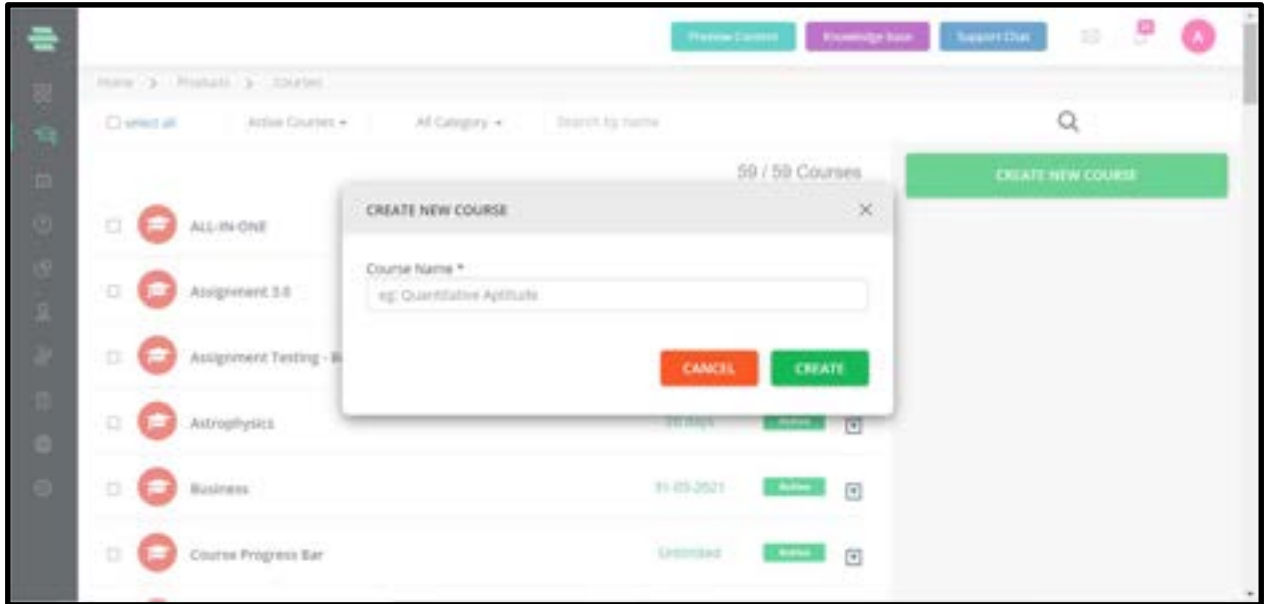
V. Click on **CREATE**. The **Overview** page appears, displaying the **COURSE STATUS** and step-by-step instructions for new users to create and launch courses
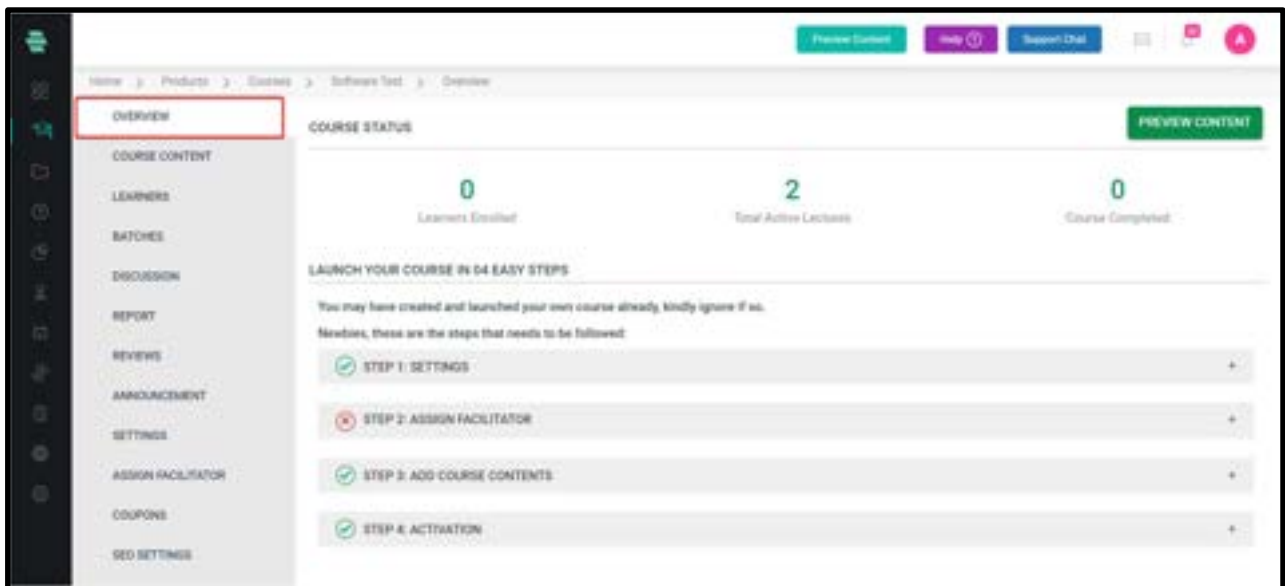
How to manage course filters

In the top of course lists, there's a filter to list all courses.

1.   **All courses**: This option allows you to list all courses including active, inactive and purchased courses.

2. **Active courses**: This option allows you to display active courses, that is the courses which are visible.

3. **Inactive courses**: This option allows you to display inactive courses. Inactive courses means the courses which are not published or visible.

4. **Published courses**: This option allows you to display B2B sale courses.
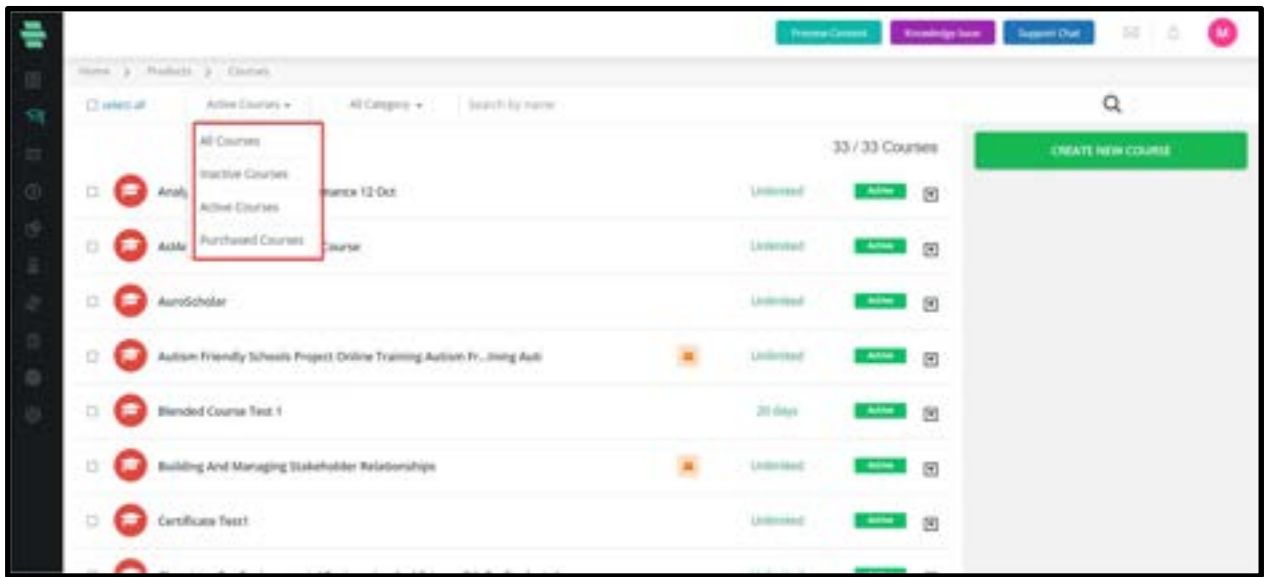
How to Configure Basic Settings for the Course

I.Click on **Settings** from the left menu. The **Settings** page appears with the **Course Name** appearing by default.
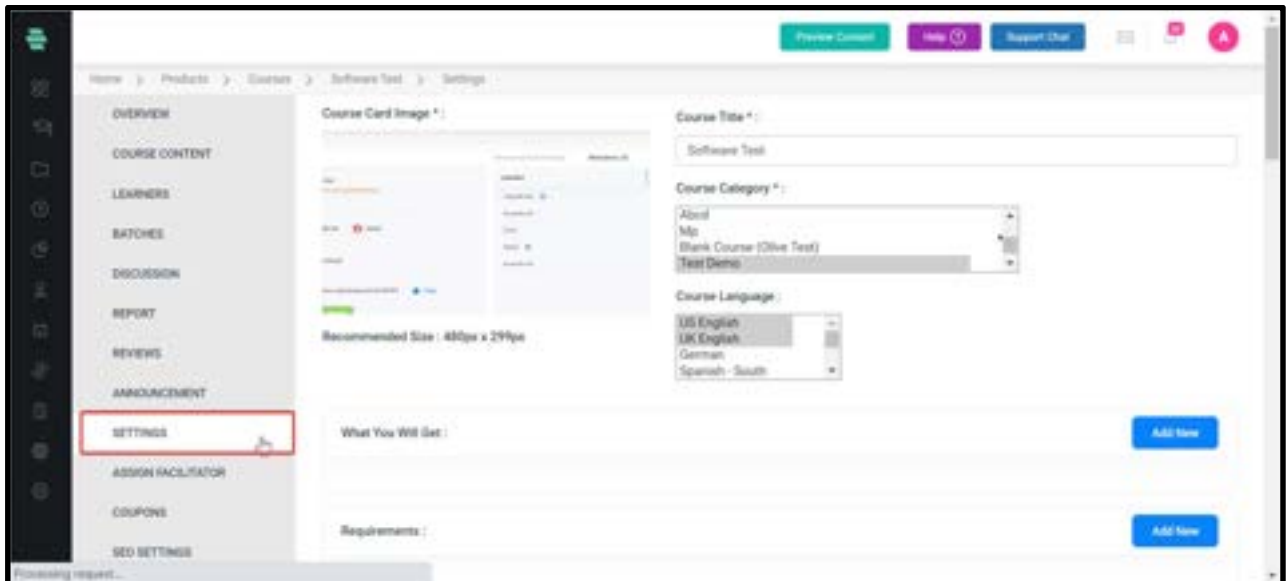
II.Click on **Course Card Image** to upload a new image for your course.

III.Specify the following basic details for the course:

A. **Course Category –** From the drop-down menu, choose the category for your course as an outline.

B. **Course Language –** Choose the language in which the course is delivered. International languages are available in the course language section.

C. **Course Description –** Give a detailed description of your course. You can use the available tools in the text box for presenting information in a more organized manner.

D. **Course Access Validity –** Choose one of the options to set the validity time for the course until which the Learners have access to the course:

1. **Unlimited:** Choosing this option makes the course accessible for an unlimited number of days.

2. **Limited By Days:** Choosing this option allows you to limit the course to a specific number of days.

3. **Limited By Date:** Choosing this option allows you to limit the course until a particular date.

E. **Learners Self Enrollment to Course –** Choose Disabled or Enabled option to disable or allow Learners to enroll to the course by themselves respectively. If you select Enable, you can set a due date for self-enrollment.

F. **Course Certificate –** Choose Disabled or Enabled option to disable or allow Learners to get the electronic course completion certificates respectively.

G. **Course Preview –** Choose the Disabled or Enabled option to disable or allow Learners to get the preview of the course before enrolling. If you select Enable, you can set a time (in minutes) until which the Learners can watch the preview.

H. **Price and discount price:** Set the course price in the price column and if the admin decides to give the discount, the discounted price (final price) can be entered in the discount price column.

Note: Fields with an asterisk (*) symbols are mandatory

IV.Click on **Save.**

Note: If you are well aware of the next step, you can click on **Save & Next** and click on **OK** to directly move to the next step of assigning Facilitators to your course.

How to do Sales Enhancement in B2B

Admin from the Course Settings can choose their B2B sales option on whether the course is editable or non - editable. The admin has an option to choose the B2B Access Type as Locked/Partially Locked/Unlocked.

When admin enables the course B2B,a B2B sharable link will appear as shown below.
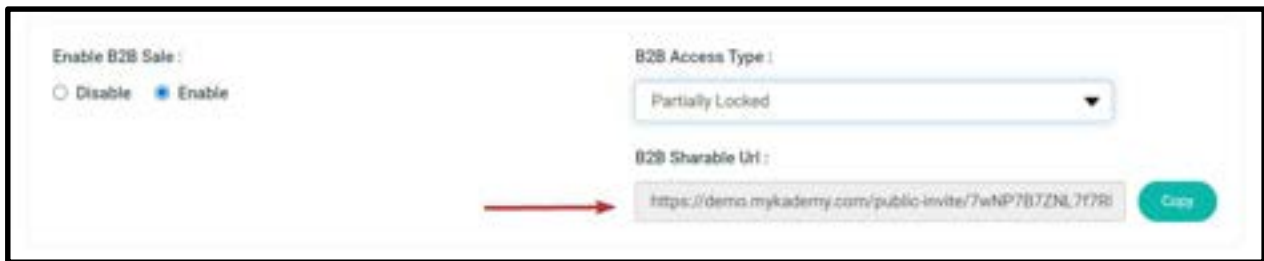
Along with that, the B2B Access type option pops up with three types of access as follows.

● **Locked** - The buyer will not be able to modify the content of the course or add new content.

● **Partially Locked** - The buyers can add new content to the course but are restricted to modify existing content.

● **Unlocked** - Buyers can modify existing content of the course and add new content.
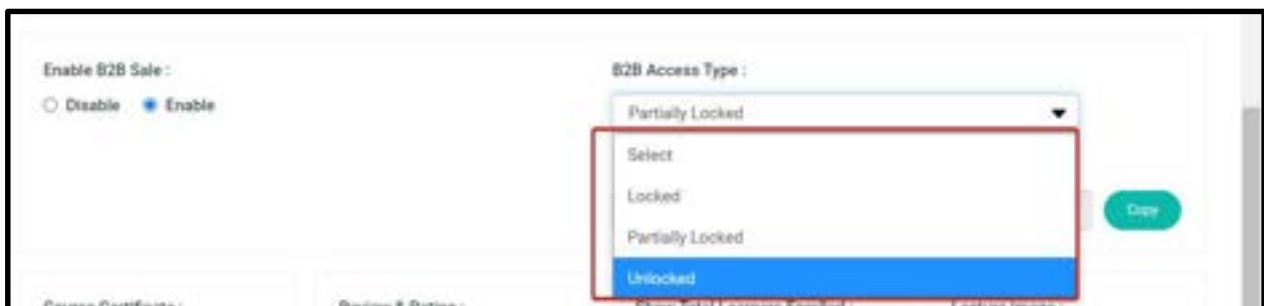
When the buyer purchases the course after the payment, the buyer can manipulate the course content based on the privilege given for them. The changes done on the main course by the parent who sells the course will not be reflected in the buyer's course and vice versa. The admin can change the access type whenever they want and thus will be reflected for the new buyers. The access type cannot be changed in the buyer's account.

How to Crop an Image
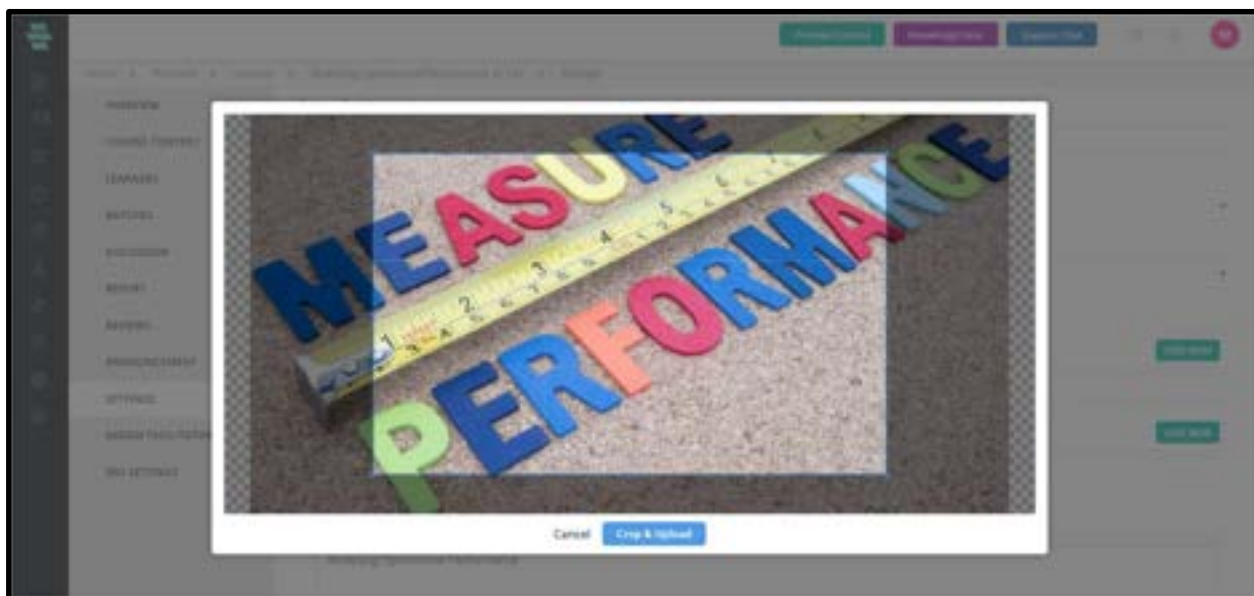
The option to crop images will be available to admins, so that there are no size-related restrictions anymore. Once an image is uploaded, an admin can crop the image to a desired size and save it. In this scenario, course images can be cropped and uploaded into the platform.

How to add learners into a course

Learners can either purchase the course via online or even the admin or tutor can map the learners into the course.

1. Login as an admin
2. Click on the course name
3. From the course overview page, select the **Learner** button
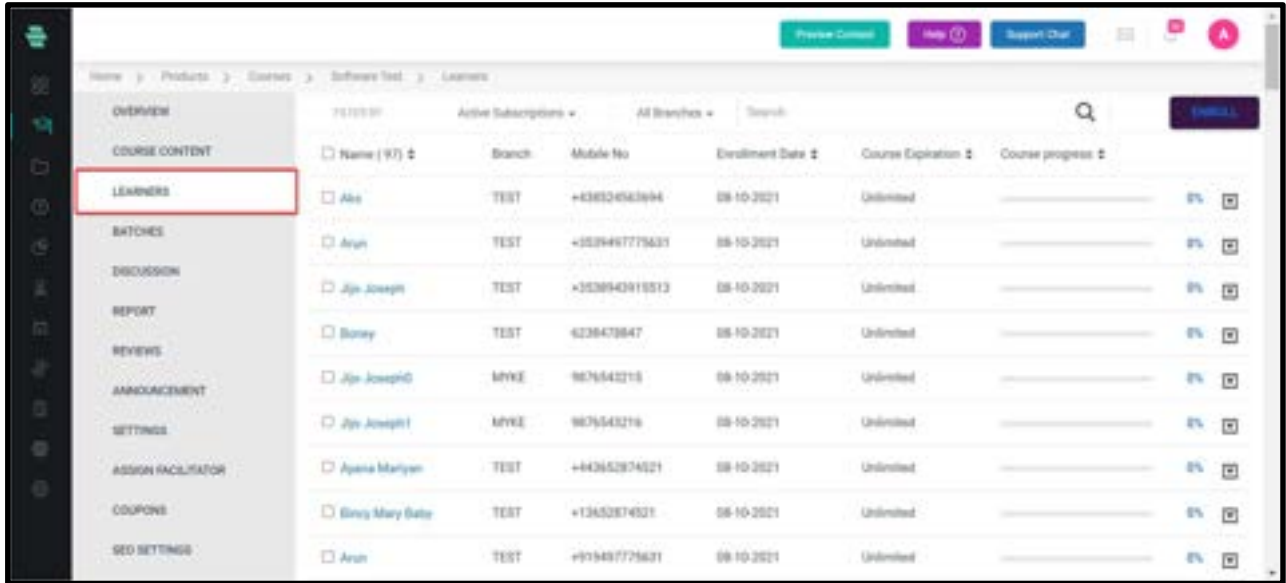
If there are learners who have already purchased the course, they will be listed in the course enrolled learner page.

4.   Click on the **Enroll** button to add more learners into the course.
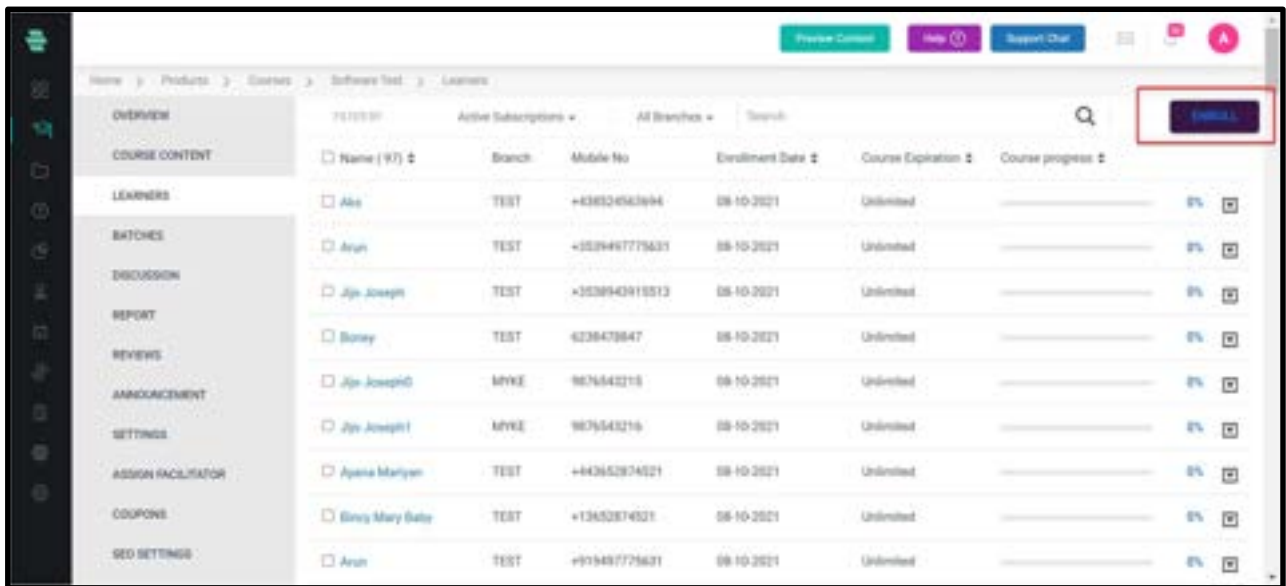
You will be taken to the total learner page.

5.   Select the checkbox to add more learners
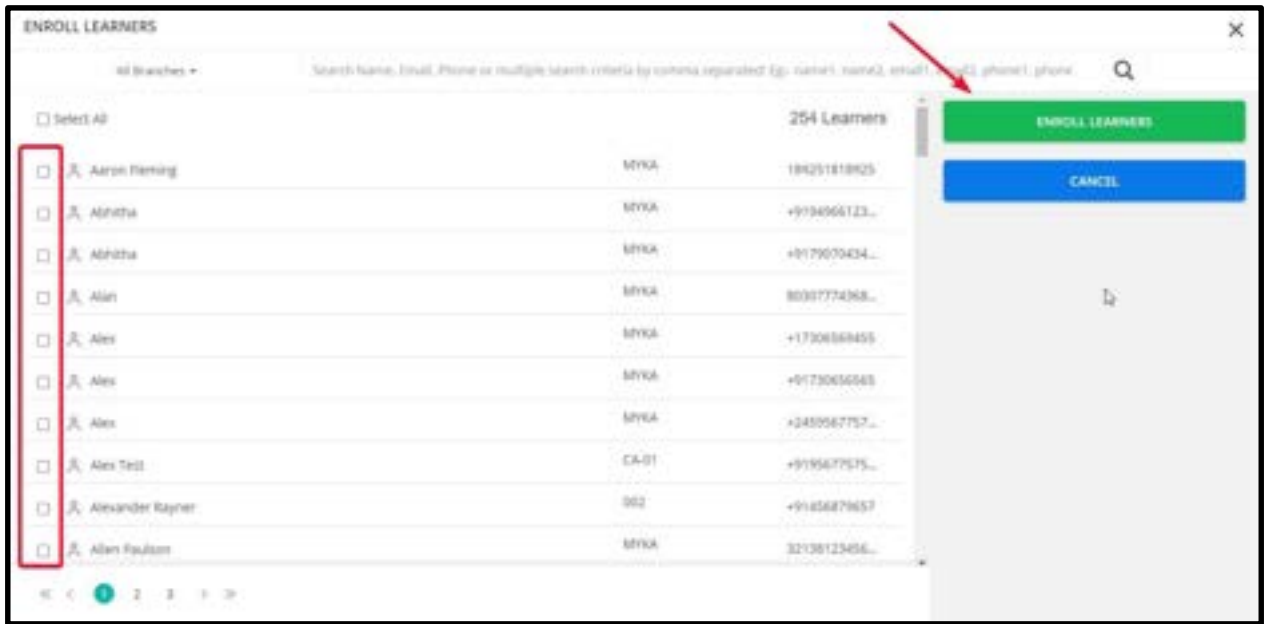
6. Click on **Enroll,** so that learners will be mapped to this course.

How to manage the advanced filters in Learners page inside the course

1. Login as an admin
2. Click on the course name
3. From the course overview page, select the **Learner** button
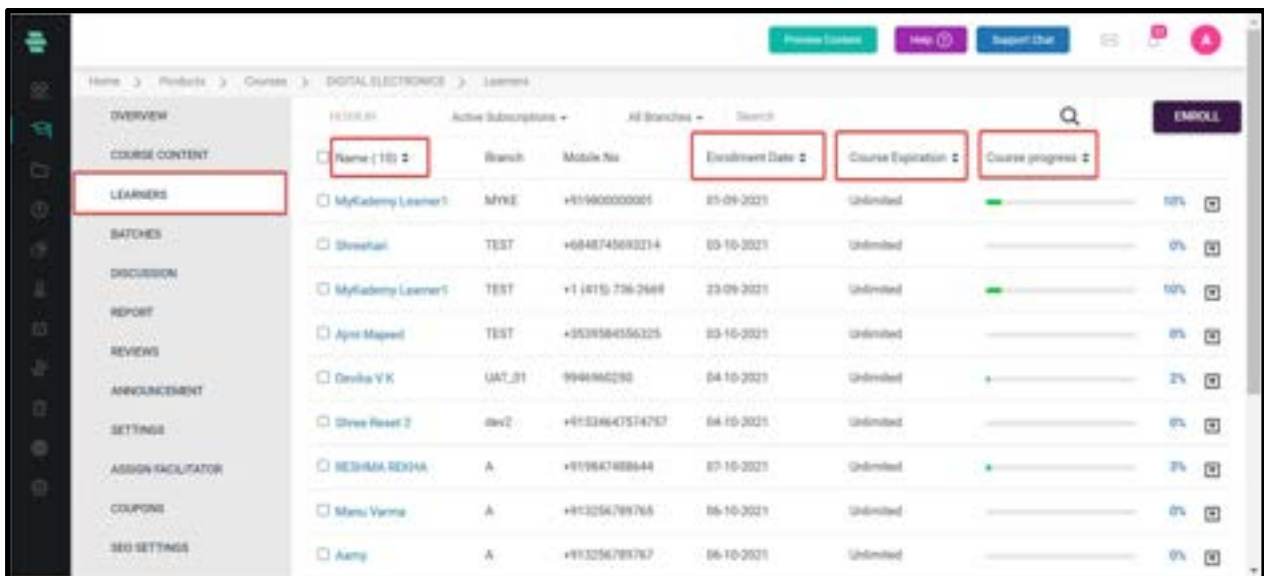
4. You can see the list of learners along with the learner details such as *Branch*, *Mobile No.*, *Enrollment Date*, *Course Expiration*.(Click on the up arrow and down arrow to see the whole list)

How to Assign Facilitators for Your Course
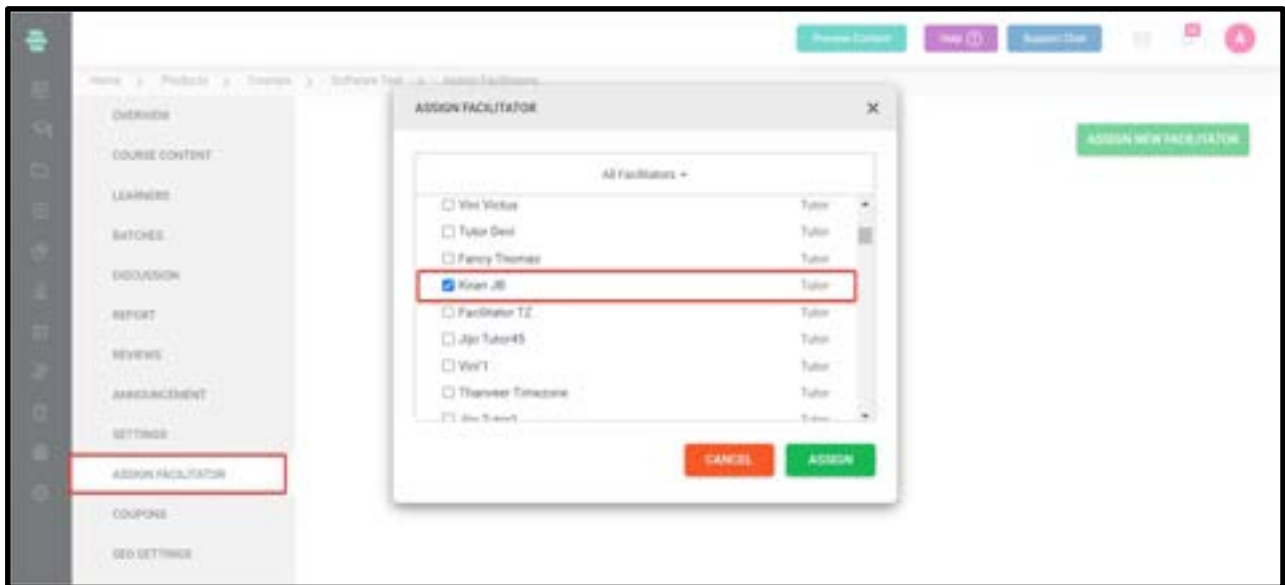
I. Click on **ASSIGN FACILITATOR** from the left menu.

II. Click on **ASSIGN NEW FACILITATOR** from the right top of the page. The **ASSIGN FACILITATOR** window pops up.

III. Choose the Facilitator from the drop-down menu. In this example, I am choosing **Tutor** as the Facilitator.

IV. Select the tutor(s) for your course.

V. Click on **ASSIGN.**

How to manage coupons inside the course

This section displays the coupon associated with each course.

1. On the dashboard, click on the **Course** icon or the ⬚ icon on the left navigation bar. Click on a course for which you want to configure advanced settings. The **OVERVIEW** page of the course appears.

2. Click on **Coupons** on the left panel.

3. This will display all the coupons associated with the corresponding course along with the *Coupon Discount, Description* and the *Coupon link.*

4. You can also search for the coupon by the code or name on the search bar available on the top.
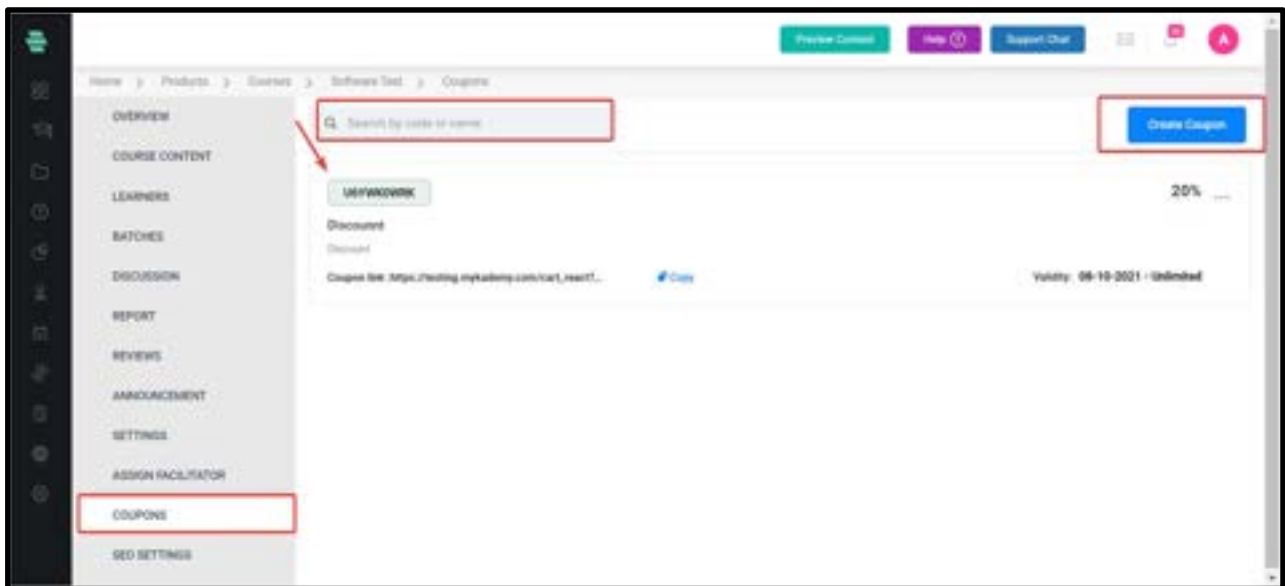
5. A new coupon can also be created associated with the course by clicking on Create Coupon option on the top right.

6. Fill the details and click on Create Coupon and thus the coupon gets created.

How to Configure SEO Settings for a Course
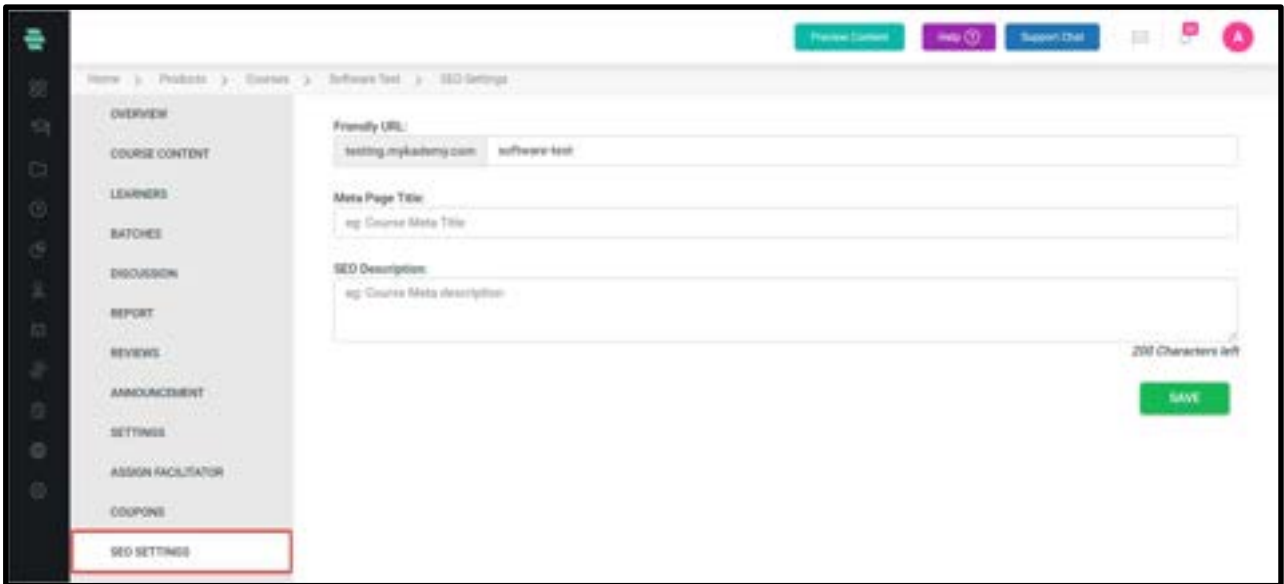
You can configure the advanced SEO settings for a course through the following procedure:

7.   On the dashboard, click on the **Course** icon or the icon on the left navigation bar. Click on a course for which you want to configure advanced settings. The **OVERVIEW** page of the course appears.

8.   Click on **SEO SETTINGS** on the left panel.

9.   Specify a friendly URL for the course, meta page title and SEO description for your course.

10.   Click on **SAVE**.

How to Add Discussion Instructions

You can manage the discussion forums of courses, where the Learners post their questions or ideas.

1.   On the dashboard, click on the **Course** icon or the icon on the left navigation bar. Click on a course you want to manage by adding instructions to the discussion forums. The **OVERVIEW** page of the course appears.

2.   Click on **DISCUSSION>DISCUSSION INSTRUCTION**. The Discussion Instruction page appears.

3.   Add the instruction that you want displayed to the Learners involved in the discussions.

4.   Click on **SAVE.**

5.   Click on **OK.**

How to Manage Discussions
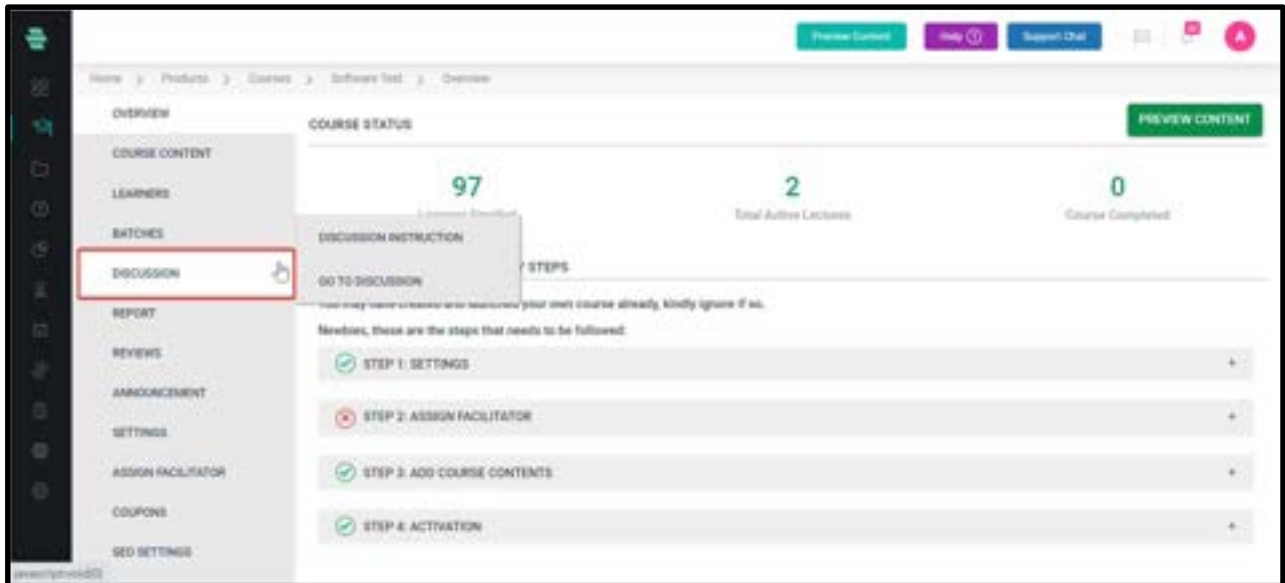
Once a learner starts accessing the course, they may have queries related to the lectures present in the course. An admin/Tutor can reply back to their queries using the discussion forum.

1.   From the dashboard, click on the **Course** icon.

2.   Select the course you want to manage by adding instructions to the discussion forums. The **OVERVIEW** page of the course appears.

3.   Click on **DISCUSSION** and select **GOTO DISCUSSION**. A list of existing discussions is displayed that includes a question and replies.
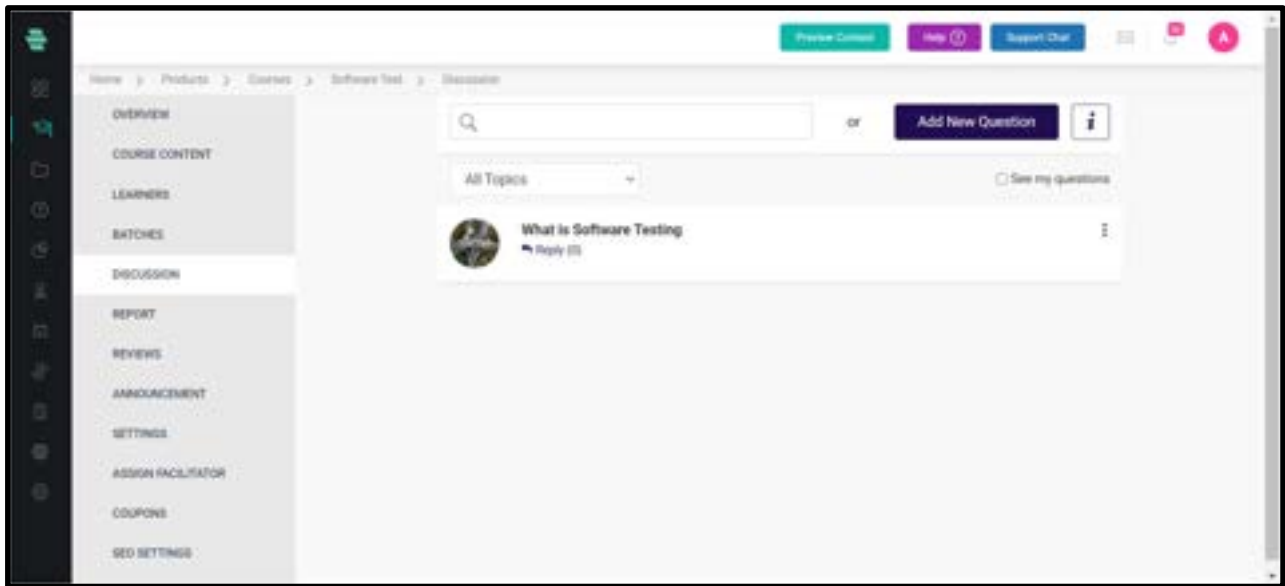
4.   Click on a discussion. You will be redirected to a page with questions and replies of that discussion.
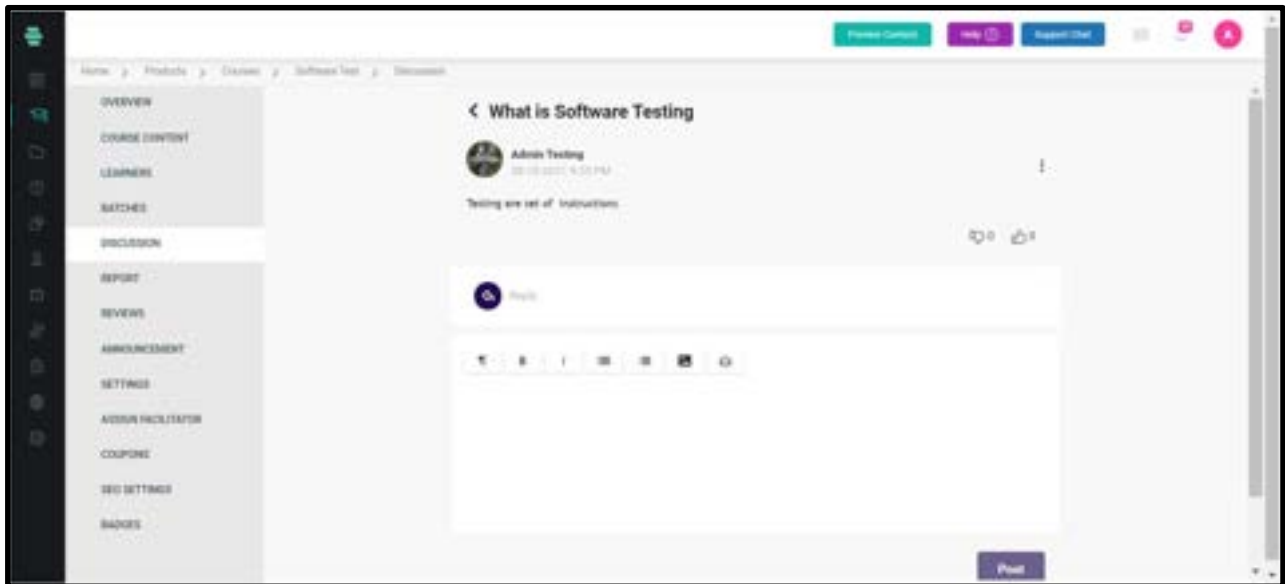
5.   Enter the message and click on the **Send** button

6.   The three dots button helps the admin/tutor to edit or delete the discussion.

7.   **Adding a new question** helps the admin/tutor to upload a question from the admin side.

How to review a course

This page displays a list of reviews given by the participants to the course.

1.   On the dashboard, click on the **Course** icon from the dashboard or the icon ![icon] on the left navigation bar.

2.   Click on a course for which you want to see the reviews.

3.   Click on **REVIEWS** from the left panel. You can see the participant names who reviewed the course, date of review, feedback comments (optional) given by the participant and a star rating for the course.

4.   Reviews need admin approval to be published as well as the admin can reply to a review.
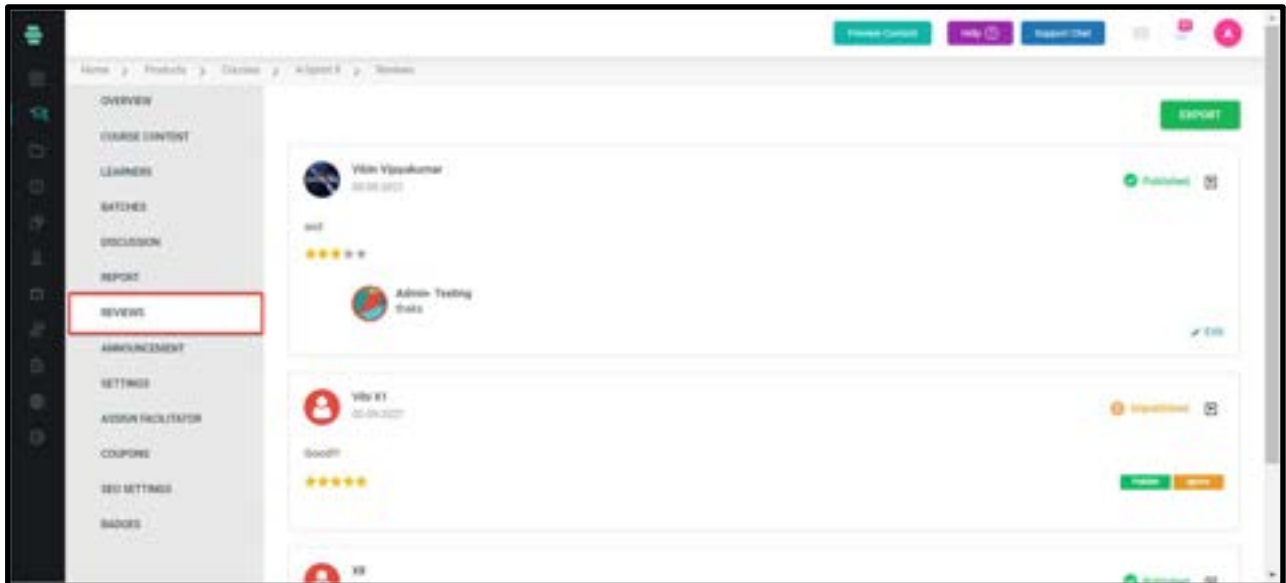
How to make an Announcements

You can make any new announcements about a course and notify them to the participants.

1.   On the dashboard, click on the **Course** icon from the dashboard or the icon on the left navigation bar.

Click on a course on which you want to make an announcement.

2.   Click on **ANNOUNCEMENT** on the left panel.

3.   Click on **ADD ANNOUNCEMENT** from the top-right corner of the page. The **ANNOUNCEMENT** window pops up.

4.   Type a title and a brief description for the announcement.

5.   Click on **CONTINUE**. The **ANNOUNCEMENT** window pops up enabling you to select the participants to send the announcement. You can choose one of the following participants:

○   **All Learners –** Choosing this option sends an announcement to all Learners registered to the system.

○   **Branches –** Choosing this option enables you to select the Branches to which you want to send the announcement.

○   **Batch -** Choosing this option enables you to select the Learners batches to which you want to send the announcement.

6.   Click on **SEND.**

7.   Click on **OK.** The announcement is posted on the ANNOUNCEMENT page with the user name, title, description and date of the announcement.

Note: Click on the icon ▣ corresponding to the announcement, which you want to edit or remove from the page and use the **Edit** or **Delete** options respectively

How to manage Badges inside a course

Admin can issue a badge to the course so that once the learner completes the course, a badge will be earned.
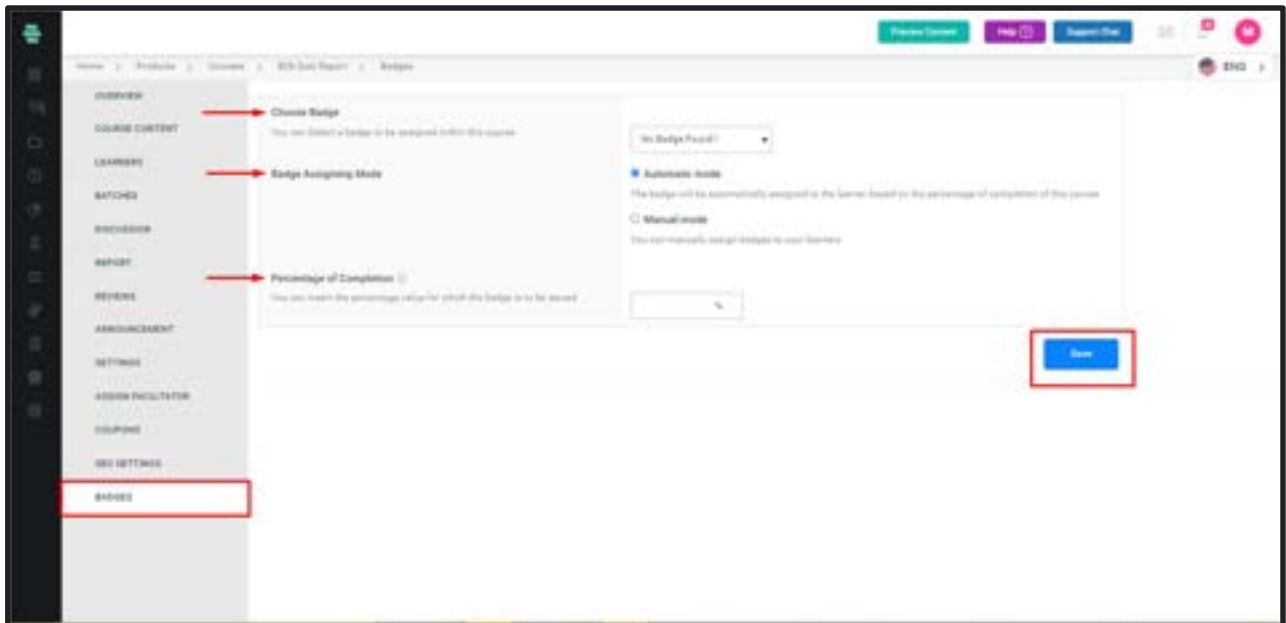
- ● The admin can set the Percentage of Course Completion to earn the badge.
- ● Badge Assigning Mode can be Manual or Automatic.
- ● If the mode is Automatic, once the percentage mentioned by the admin is acquired by the learner, the badge will be automatically generated for the learner.
- ● If the mode is Manual, once the percentage mentioned by the admin is acquired by the learner, the admin have to manually assign badges to the learner.

How to Add Sections as Course Contents
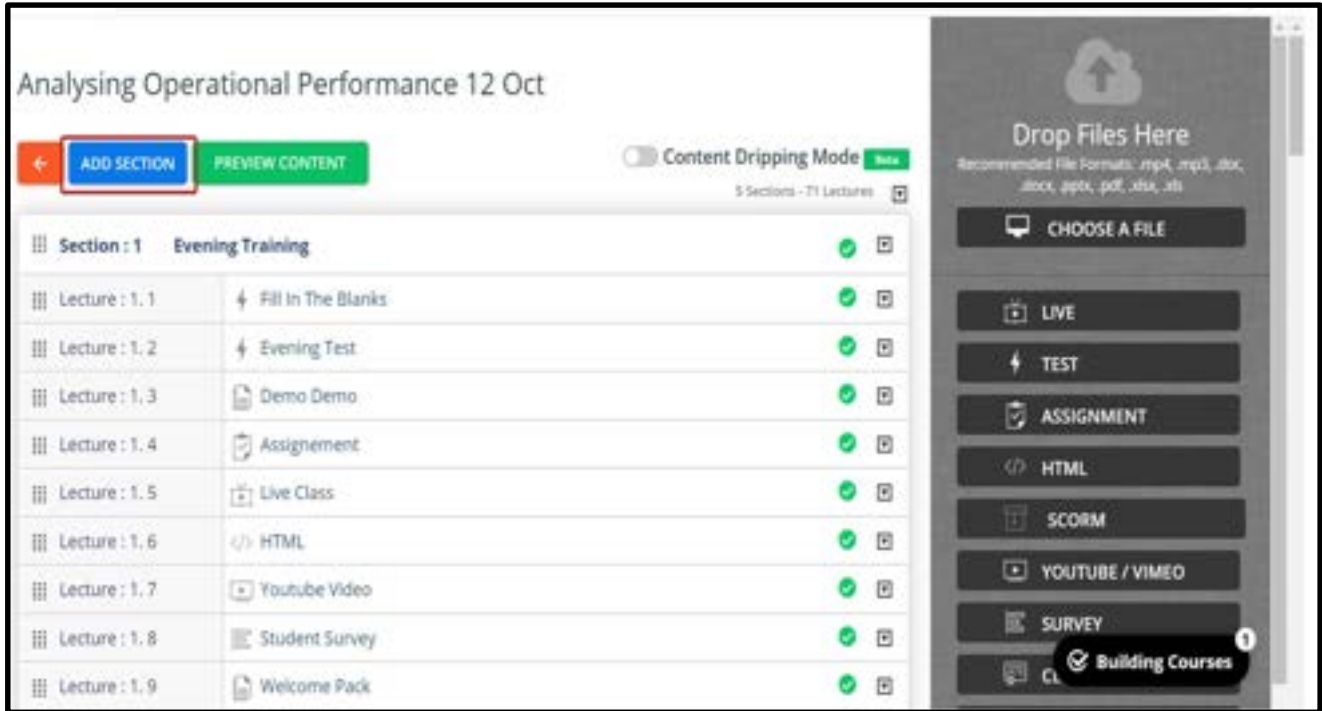
I. Click on **COURSE CONTENT** from the left menu. A blank page appears with the course title where you can add the course content in the form of sections and lectures.

II. Click on **ADD SECTION** to begin adding your first section. The **CREATE NEW SECTION** window pops up.

III. Enter a meaningful title for the section.
For example, Introduction

IV. Click on **CREATE**. The title **Introduction** is displayed as the first section with **Inactive** status, by default.

V. Add lectures to this section by using the options in the right panel. For detailed, step-by-step instructions on adding lectures (files, assignments, live lectures, HTML content, YouTube videos, recorded videos, surveys, and import content), see the following sections in this chapter.

VI. Click ▣ corresponding to a section and choose **Activate all**, then click on **ACTIVATE** and click on **OK** to activate all the lectures belonging to that section. To activate each lecture one at a

time, click ▣ corresponding to that lecture and choose Activate, click on **ACTIVATE,** and click on **OK**. Alternatively, you can activate the entire course at once by clicking the ACTIVATE button on the top right corner of the screen.

VII. Repeat Step II to Step VI to add more sections and more lectures to your course and activate them.

How to Add Files to a Section
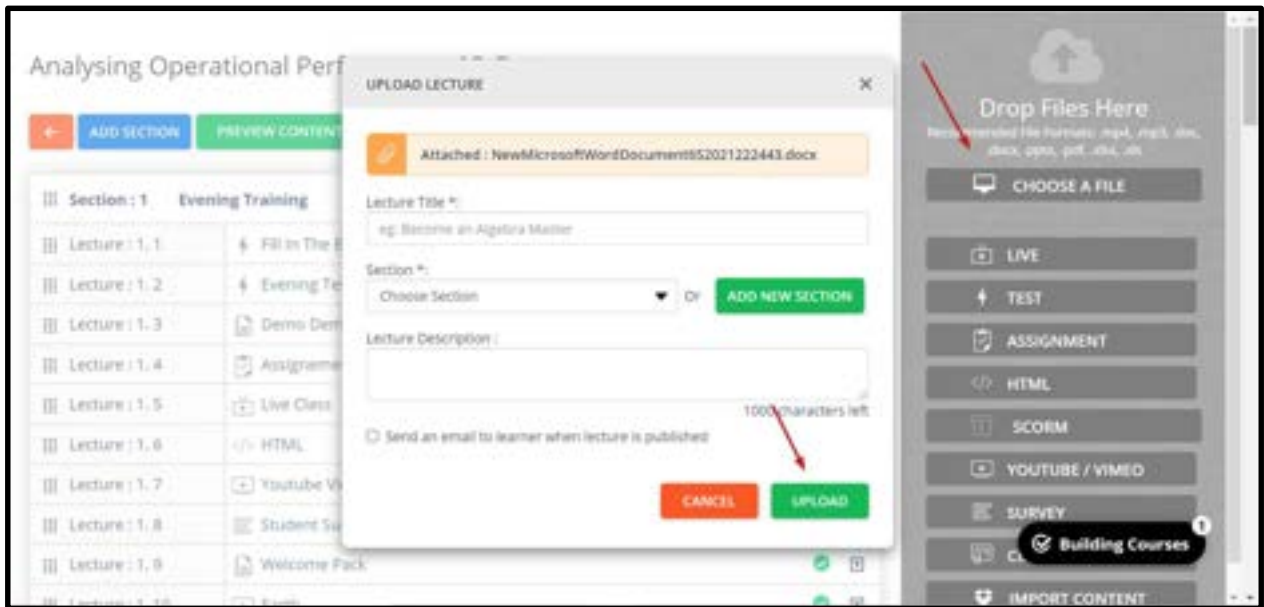
Each section can have multiple sub-topics inside them known as lectures. Lectures can be uploaded in the form of files. Recommended file formatsare.mp4, .mp3, .doc, .docx, .pptx, .pdf, .xlsx, and scorm package (.zip)

1.   In the **COURSE CONTENT** page, click on **CHOOSE A FILE** from the right panel.

2.   Select a file of the recommended file format from your local system and click on **Open**.

The **UPLOAD LECTURE** window pops up.

3.   Enter a title for the lecture. Choose the section in which you want to place the lecture.

Note: You can add a new section on this page and then choose it to place the lecture.

4.   Enter a brief description for the lecture. This step is optional.

5.   Click on **UPLOAD.** The file is uploaded and the contents of the file appear on the left panel. The basic settings and access restriction options appear on the right panel.

6.   Edit the basic settings and access restriction options as required and click SAVE.

Note: For instructions, refer to the section How to activate content dripping after Uploading Files to a Section.

7.   To add more files to the section, click on **BACK** to go back to the Course Content page.

Note: Repeat this procedure to upload all supported file formats to the sections.

How to activate content dripping after Uploading Files to a Section
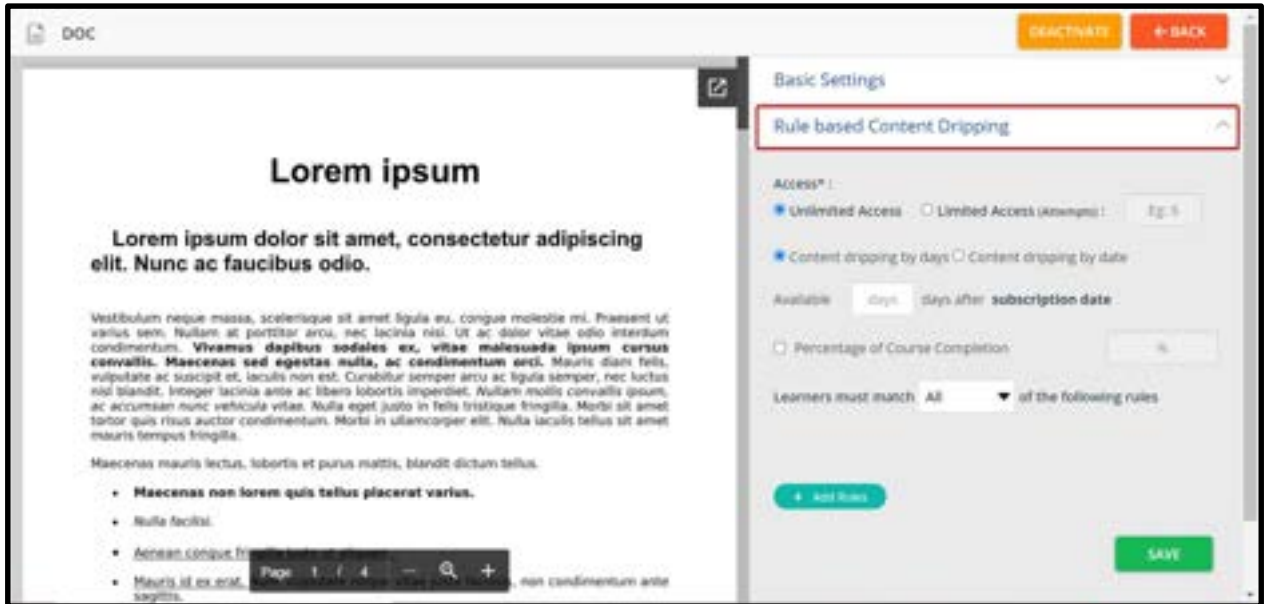
After a file is uploaded, the contents of the file appear on the left panel. The basic settings and the content dripping options appear on the right panel.

1.   Review the **Basic Settings** of the files. Edit them if required, else retain the existing values.

2.   Click on **Rule-based content dripping** to expand and view its options.

3.   The lecture access can be made unlimited or limited

4.   This lecture/content can be made visible up to a certain day/date and later can be made inactive/dripped.

5.   Admin has also the privilege to make the learners attend this lecture after the desired percentage of course completion.

6.   Content can be made available up to a certain date or days

7.   In **Learners must match the following rules,** choose an option from the drop-down to specify rules:

a.   **All** – Choose this option to restrict Learners to match all rules seen below this option.

b.　　**Anyone –** Choose this option to restrict Learners to match anyone rule seen below this option.

8.　　Specify the following rules:

a.　　**Percentage of Course Completion –** Select this option and specify the percentage of the course that the Learners must complete.

9.　　To add a new rule to the lecture (file), click on **ADD RULES.**

10.　　Choose the lecture and a rule for it from the available drop-down menus.

11.　　To add more rules, repeat step 5 and step 6 in this procedure.

12.　　Click on **SAVE.** The lecture is uploaded with the specified rules and displays **Inactive** status, by default.

Note: Repeat this procedure if you want to specify access restrictions to all supported file formats that you upload to a section.

How to add support files into a lecture

We can add Support files like pdf,png,mp3,etc. By the following steps:

● 　　Click on Support files bar

● 　　Click on 'Browse' button to add files

● 　　Save option allows you to make the changes

How to Create a Test and add it to a Section

You can upload Tests as lectures to the section of a course.
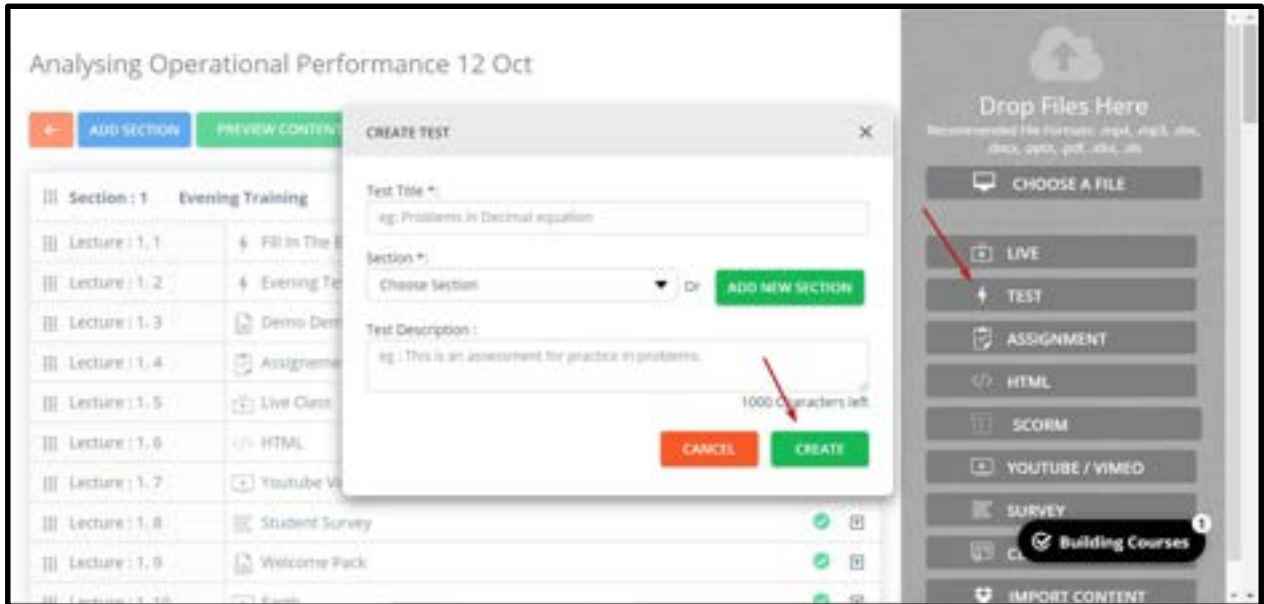
1.   In the **Overview** page, click on **COURSE CONTENT** on the left panel and then click on **TEST** from the right panel. The **CREATE TEST** window pops up.

2.   Type a title for the Test, choose a section in which you want to add the Test, and add a brief description for the Test.

Note: If it is not created yet, you can create a new section on this popup by clicking **ADD NEW SECTION**, and choose that section to place the Test.

3.   Click on **CREATE**. The **STEP 1 CREATE NEW TEST** page appears

4. Specify the following details:

○ **Test Name** – Appears by default, as specified in step 2 (Test Title). However, you can change it here if you wish.

○ **Duration (In Min.)** – Specify the time by which the Test must be completed.

○ **Total Marks** – Enter the total marks for the Test

○ **Random question pooling** - If the admin clicks Yes, then the total number of random questions, positive mark and negative mark should be entered.

○ By enabling **random question pooling**, if the admin uploads 100 questions and if the total number of random questions is set as 10, then each learner will get 10 random questions. The system automatically shuffles the questions among the learners.

○ Even if the learner attends the test for the second time, he/she will be facing the same questions which were present in the first test.

○ **Default Instruction** – Specify detailed instructions required to take up the Test

5. Click on **SAVE & NEXT** and then click on **CONTINUE** to go to the next screen.

6. Click on **OK**. The **ADD QUESTIONS** page appears.
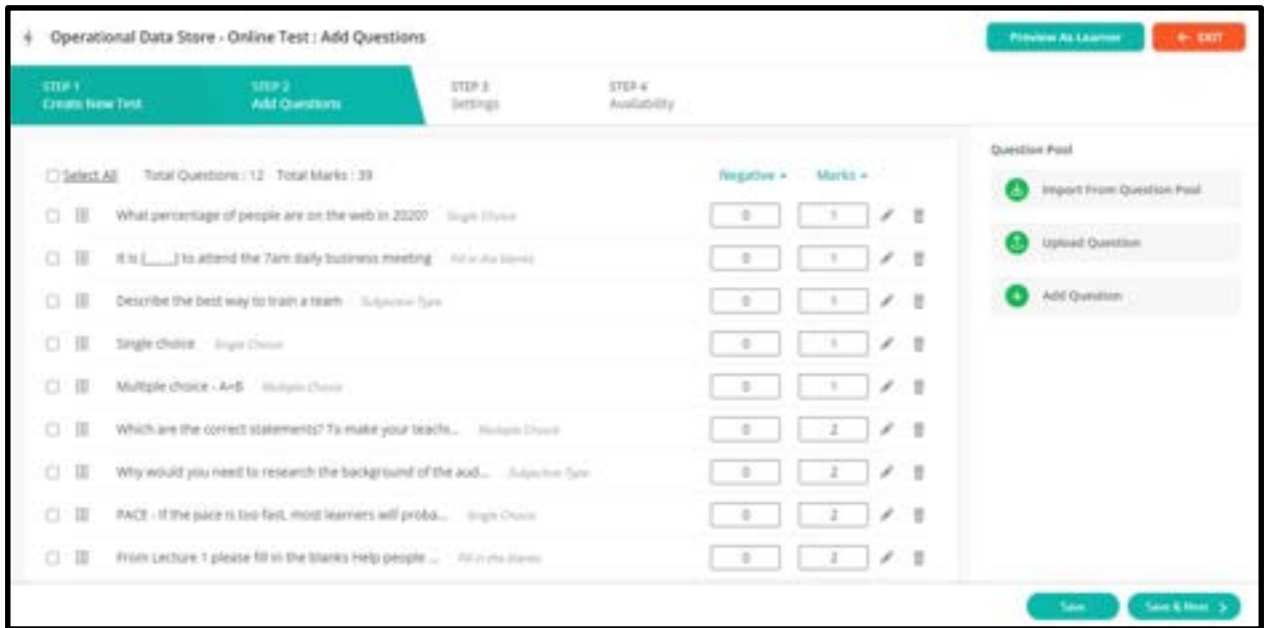
7.   Add questions to the Test using any options available in the right panel. Options available are:

○   Import From Bank

○   Upload Question

○   Add Question

Note: For detailed instructions on adding questions using these options, refer to their corresponding linked sections.

8.   Click on **Save and Next**

9.   Specify the following settings for the Test:

○   **Arrangement & Grouping** – Select the desired option(s) if you want to group questions based on subjects and/or shuffle them.

○   **Test Options** – Select the desired options if you want to display marks for each question in the Test, restrict Learners from navigating in the question palette and/or mandate Learners to attempt all questions.

○   **End Test Settings** – Select this option to give a completion message to the Learners after completing and submitting the Test. Type the message that the Learners can view after the Test submission.

○ **Evaluation Settings** – Select the option to specify the passing percentage of the Test and to specify the passing and failing feedback message to the Learners after the Test is submitted.

○ **Candidate Reports Settings** – Select the options to display overall result reports, immediate results after submitting each question or result reports after submitting the entire Test.

10. Click on **SAVE & NEXT** and then click on **OK** to go to the next screen. The **Step 4 TEST AVAILABILITY** screen appears.

11.   Choose one of the following options:

○   **Unlimited Access –** Choose this option if the Learners can attempt the course any number of times.

○   **Limited Access –** Choose this option if you want to set a limit on the number of times the Learners can attempt the course. Specify the number of times in the corresponding text box.

○   **Percentage of completion –** Set the desired percentage of course completion in order to attend the test.

○   **Content dripping –** The test can be made available to a certain day/date.

12.   **Learners must match the following rules,** choose an option from the drop-down to specify rules:

○   **All –** Choose this option to restrict Learners to match all rules seen below this option.

○   **Anyone –** Choose this option to restrict Learners to match anyone rule seen below this option.

13.   To add a new rule to the Test, click on **ADD NEW RULE.**

14.   Choose the lecture (Test) and a rule for it from the available drop-down menus.

15.   To add more rules, repeat step 12 and step 13 in this procedure.

16.   Click on **EXIT** to see the Test added to the section in the **COURSE CONTENT** page.

How to Import Questions from the Question Pool

A question pool is a list of questions that can be managed in the system. These questions can directly be imported to your Test questions from within the system. Questions can be of easy, medium, or hard level, and can be of the type - single choice, multiple-choice, subjective or fill in the blanks.

1.   While creating a new Test to add to a section, complete configuring **Step 1 CREATE NEW TEST** and click on **SAVE & NEXT.** The **Step 2 Add Questions** screen appears.
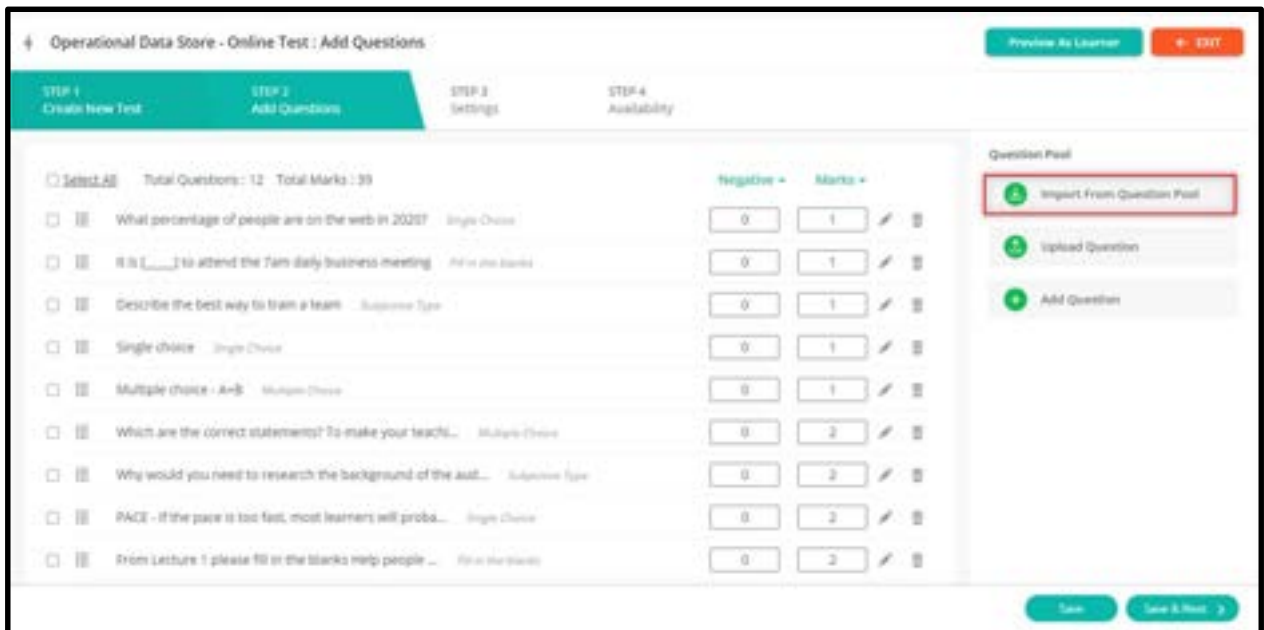
2.   Click on **Import from the question pool** from the right panel. The **IMPORT QUESTIONS FROM POOL** page appears.

3.   Select the complexity, type, category, subject and topic of the questions from the drop-down menus at the top of the screen to filter the questions display.

a.   Questions according to your selections are displayed on the screen below.

b.   **Note:** The questions appearing here were added to the Question Pool by using the procedure in the How to Add Test Questions section.

4.	Select the desired questions you want to import to the Test by selecting their respective checkboxes.

Note: To select all the questions from the Question Pool, click on Select All.
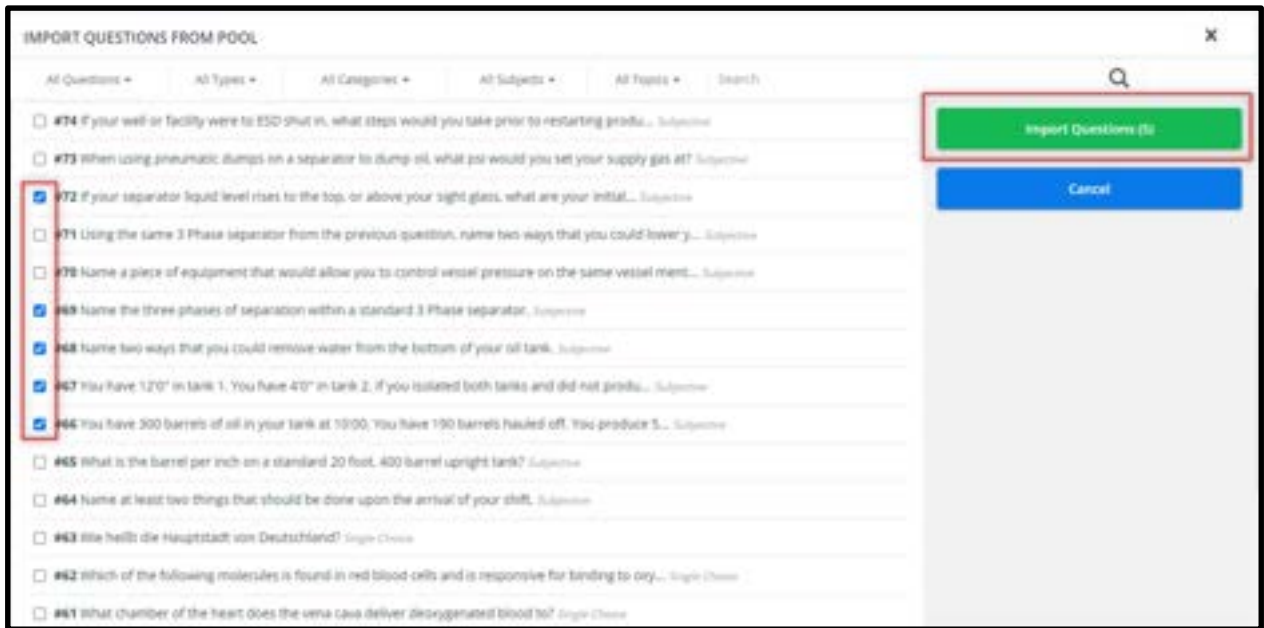
5.	Click on **Import Questions.**

6.	Click on **OK.**

Note: By default, each question appears with the marks that were entered while uploading questions to the question pool. You can change them for each question by typing these marks individually in their corresponding text boxes.

To apply the same marks for all questions, click on the **Marks** drop-down menu located at the top of the marks, enter the desired marks and click on **APPLY**. Follow the same method by using the **Negative** drop-down menu for applying the same negative marking for all questions.

To edit or delete a particular question, use its and icons respectively.

How to Upload Test Questions
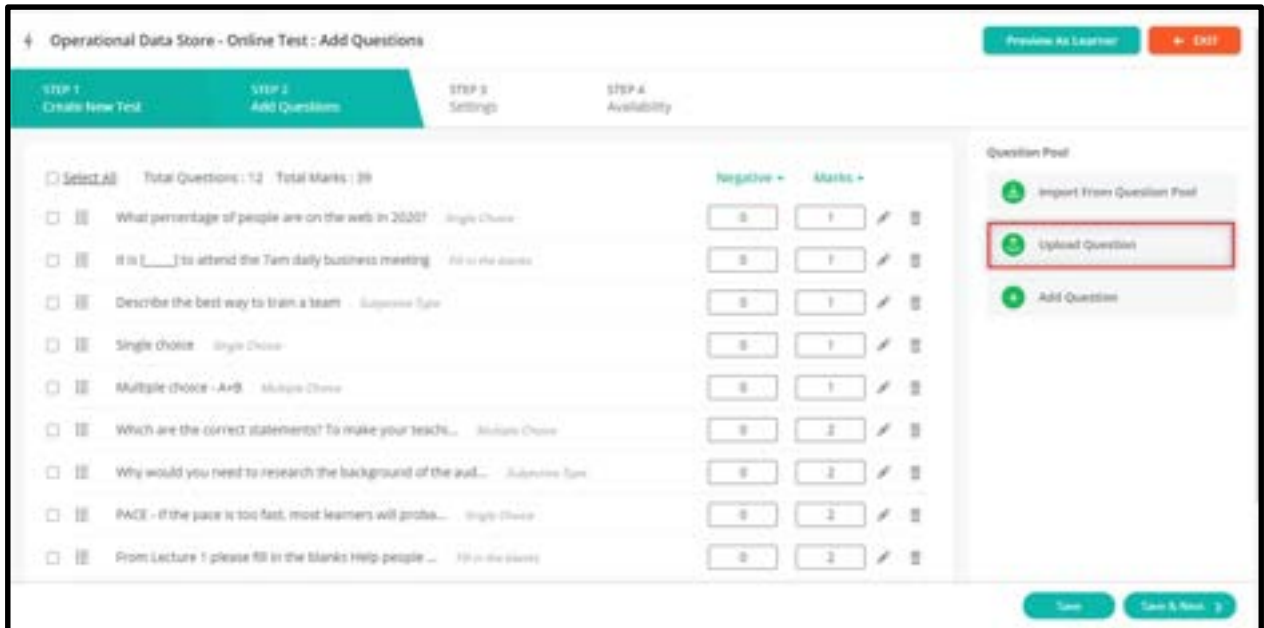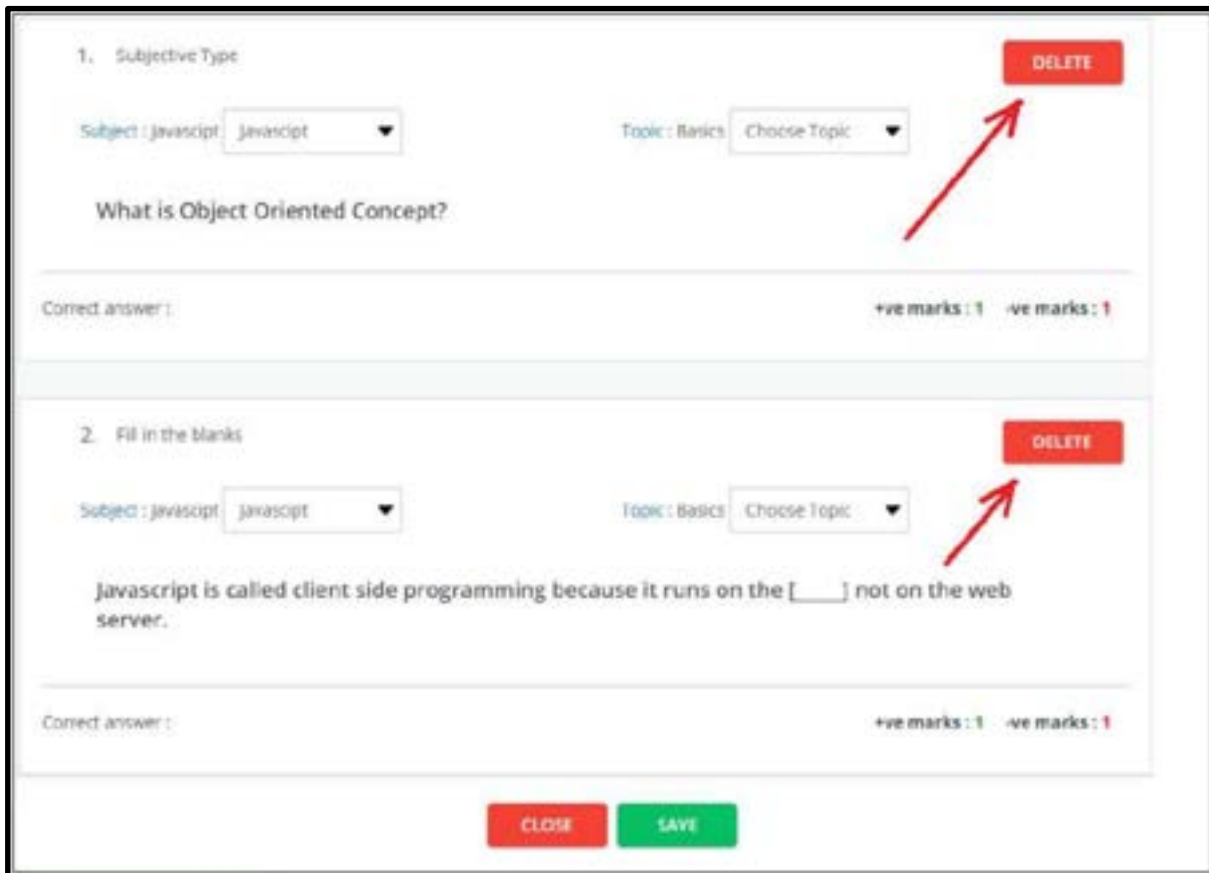
You can upload your own questions to your Test based on a predefined question template.

1.   While creating a new Test to add to a section, complete configuring **Step 1 CREATE NEW TEST** and click on **SAVE & NEXT**. The Step 2 Test Questions page appears.

2.   Click on **Upload Question** on the right panel. The **UPLOAD QUESTION** window pops up.
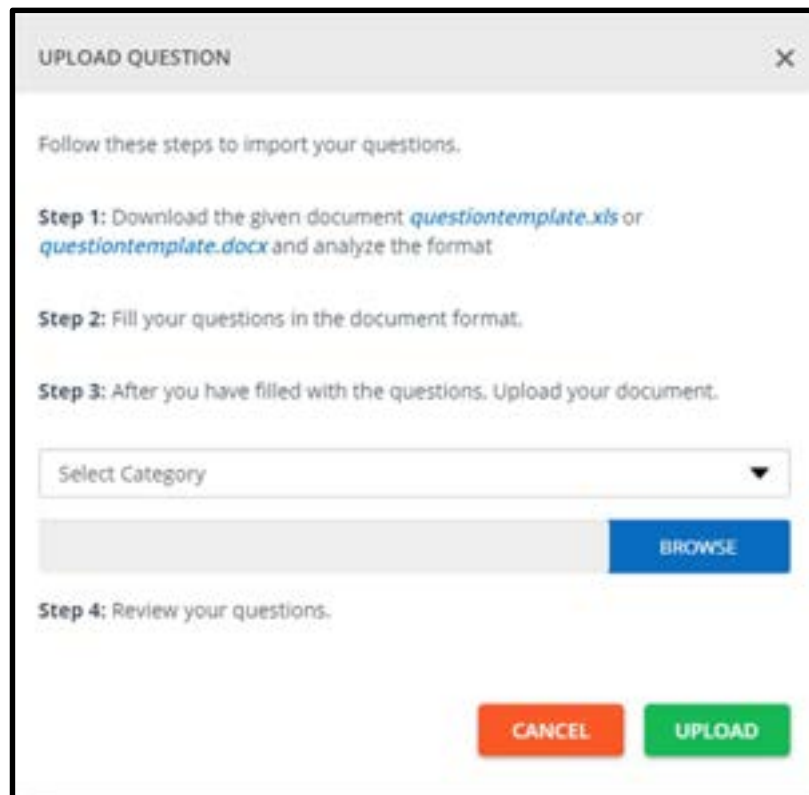
3.   Follow the steps mentioned on this popup.

4.   Download the *questiontemplate.xls* or *questiontemplate.docx* file to your local system and fill the required questions in this file in a similar format.

5.   Select the course category from the drop-down menu to which you want to add the Test

6.   Click on **BROWSE** to locate and attach the saved Microsoft Excel document.

7.   Click on **UPLOAD** and review your questions in the Questions Preview screen.

Note: To delete a question at this stage, click DELETE seen at the top-right corner of that question

8.   Click on **SAVE**. Your questions are uploaded to the Test and appear on the **Step 2 Test Questions** page.

Note: To delete all questions from this page at once, click on the Select **All** checkbox located at the top of the questions and click on **Bulk Action**, then select **Delete Selected** and click on **CONTINUE**.

How to Add Test Questions

You can add your own questions by simply typing them into the system. Questions can be of easy, medium or hard level, and can be single choice questions, multiple-choice questions, and subjective type questions or fill in the blanks.

1. While creating a new Test to add to a section, complete configuring **Step 1 CREATE NEW TEST** and click on **SAVE & NEXT**. The **Step 2 Test Questions** page appears.

2. Click on **Add Question** from the right panel. The **ADD QUESTION** window pops up.
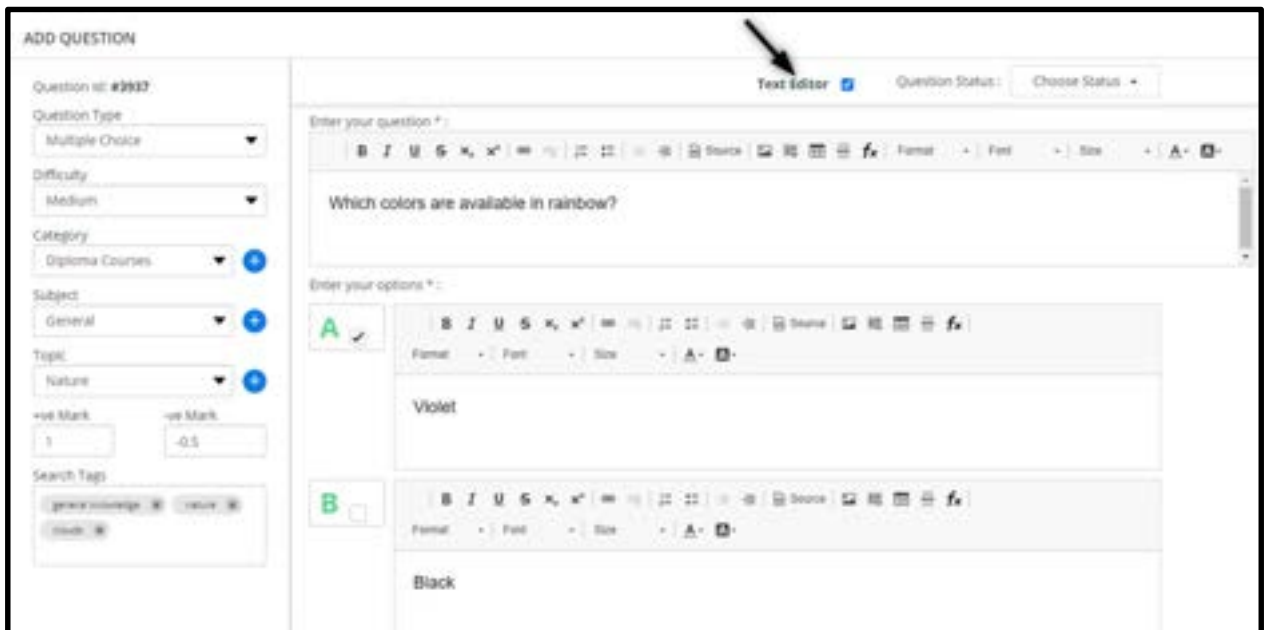
3. By enabling the **Text editor**, the question text format can be modified (Bold/ underline etc…)

4. from the left panel, select one of the **Question Type** from the drop-down menu:

○ **Single choice –** Select this option to add a multiple choice question that has only one correct answer.

○ **Multiple choice –** Select this option to add a multiple choice question where Learners can select more than one answer by selecting the checkboxes.

○ **Subjective type –** Select this option to add a question that needs answers in the form of detailed explanations.

○ **Fill in the blanks –** Select this option to add a question with a blank space that the Learners can answer by providing the missing word(s).

5. Select the **Difficulty** of the question from the drop-down menu – **Easy, Medium,** or **Hard.**

6. Select the **Category, Subject** and **Topic** to which you want to add the Test question.

7. Specify the **+ve Mark** and **-ve Mark** for the question by typing them or using the incrementing/decrementing arrows built in the system.

8. Specify tags for the question, which can be later used for searching questions.

9. Type the question and options/answers in the provided fields.

○ Click on **SAVE** and then **OK**. To save the question and add another question immediately, click on **SAVE & NEW**.

○ For single choice and multiple-choice questions, click **+ Add New Option** to add more choices/options to your question.

○ You can click on **ADD EXPLANATION** to give an additional explanation to the single choice, multiple choices and fill in the blanks answers.

○ For subjective type answers, click on **ADD EXPLANATION** and type the answer.

○ Click on **Reset** to clear the current question, answers, and explanations completely and type a new one.

How to manage new Question Types

Match the Following

1. From the question type, select **Match the following**
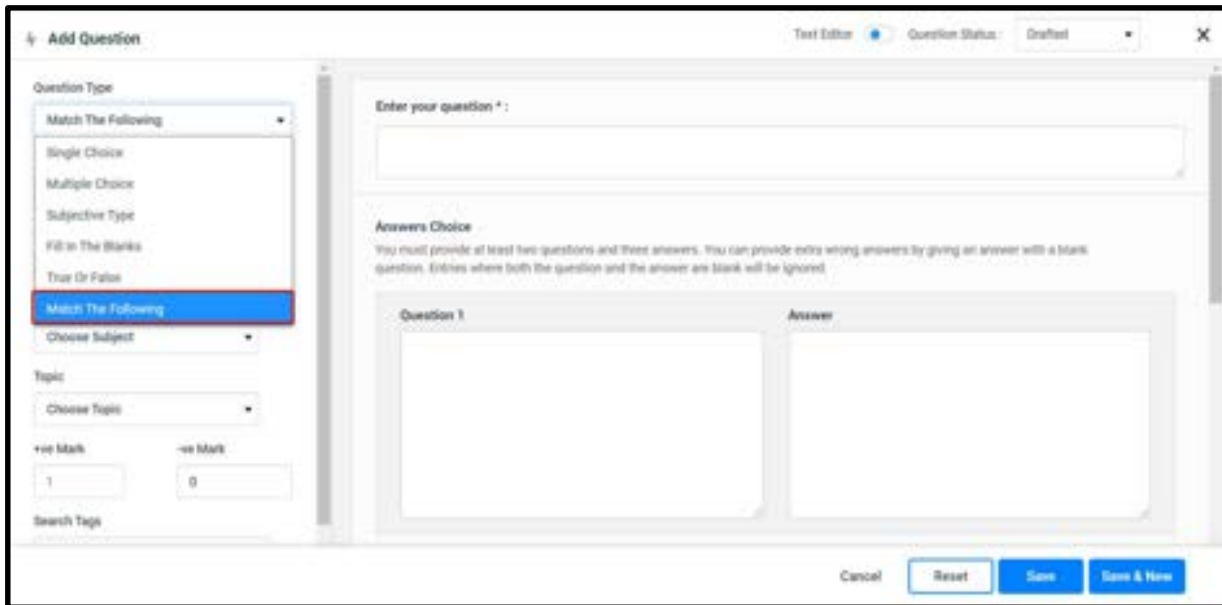
  2.Once you have added the question, add the respective pairs in their respective
text boxes.
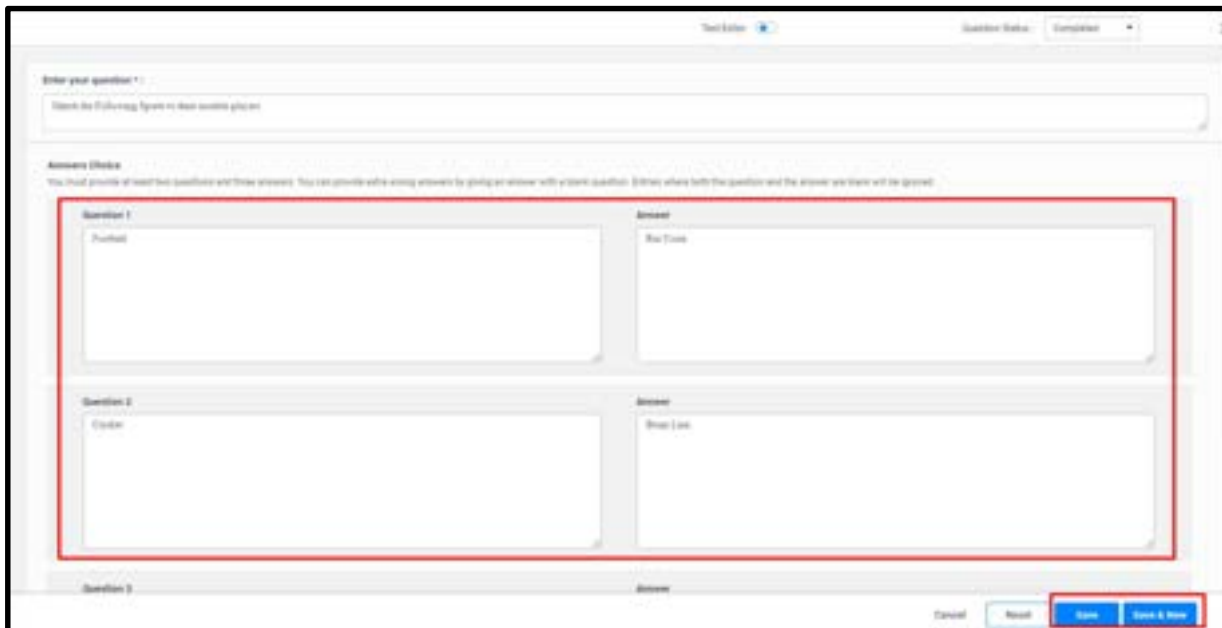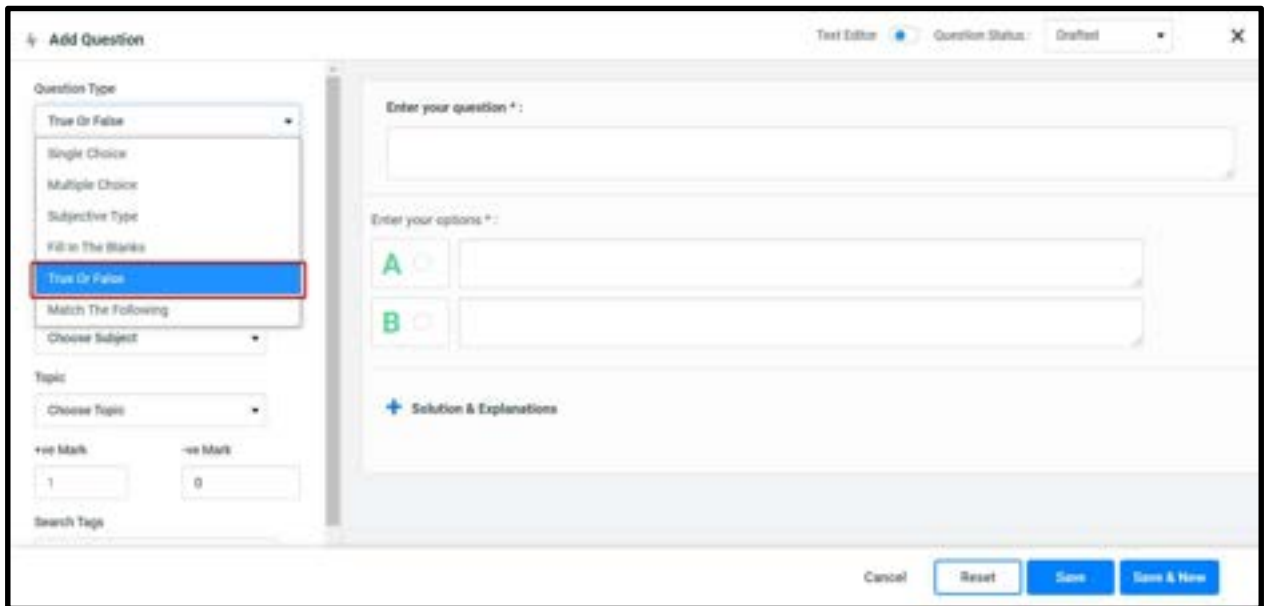
3.Click on **Save & New** to save the current question and go to the next
window.

4.Once you add all the questions, click on **Save**.

True or False

1. .From the question type,select **True or False**

2. Enter your question and add in two choices
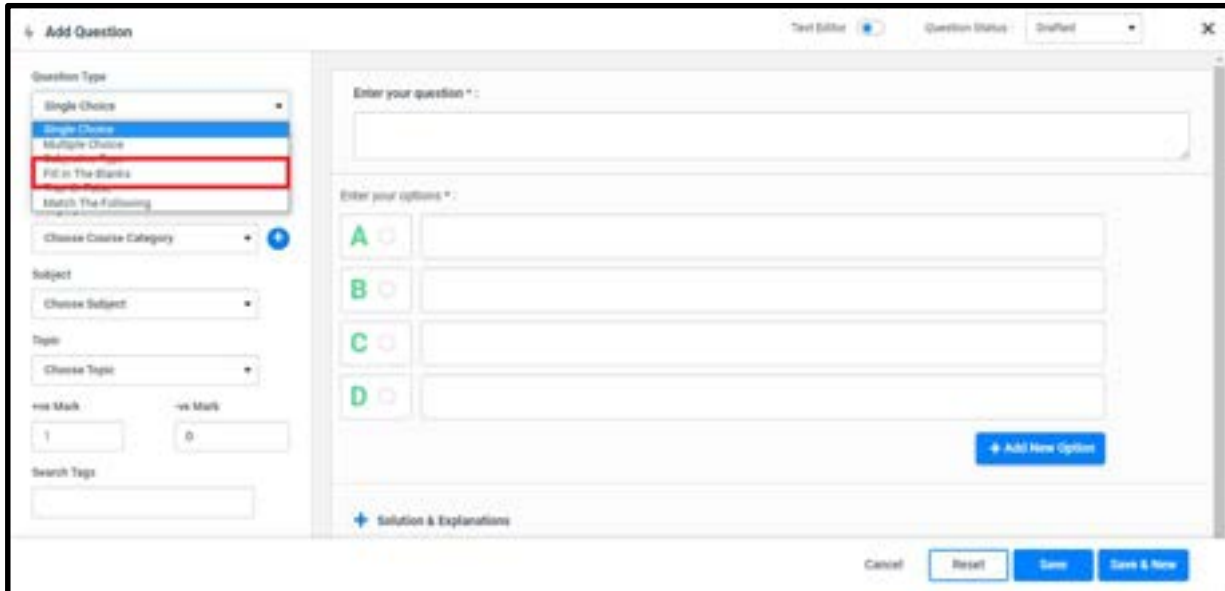
3. Click on **Save & New** to save the current question and go to the next window.

4. Once you add all the questions, click on **Save**.
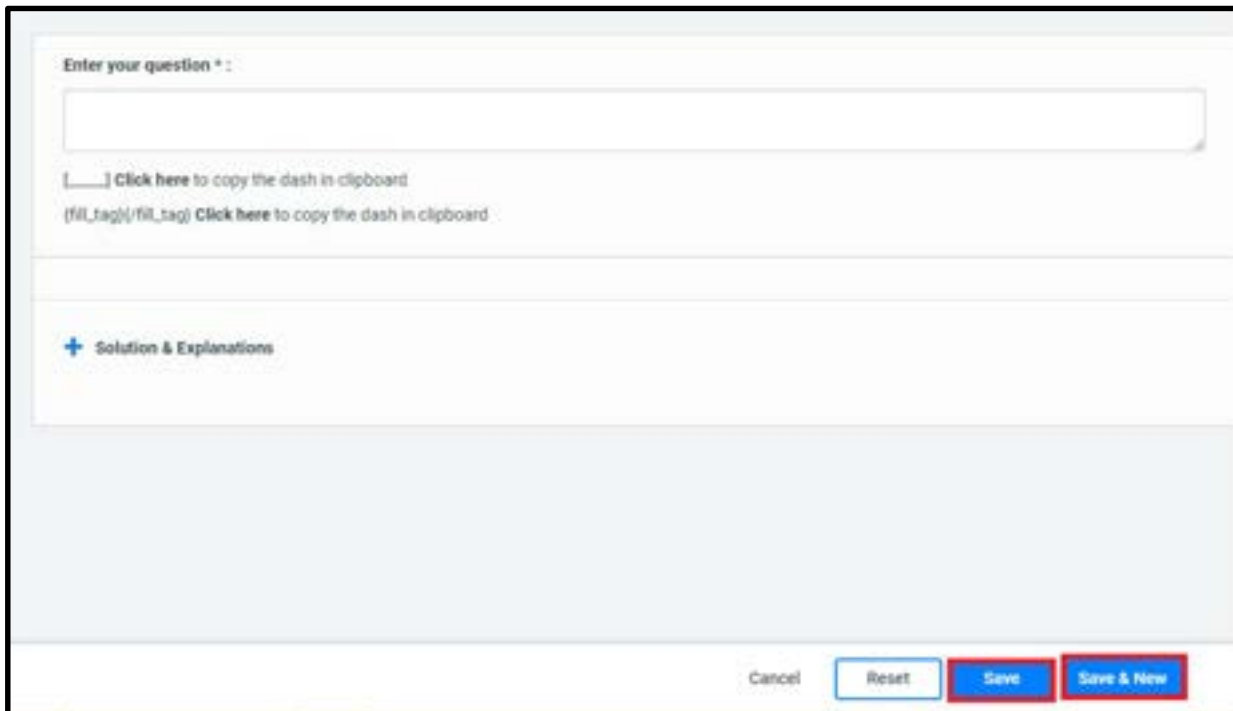
Fill in the blanks

1.From the question type,select **Fill in the blanks**

2.Add the question

3.Click on **Save & New** to save the current question and go to the next window.

4.Once you add all the questions, click on **Save**.

Subjective Type

1.   From the question type,select **Fill in the blanks.**
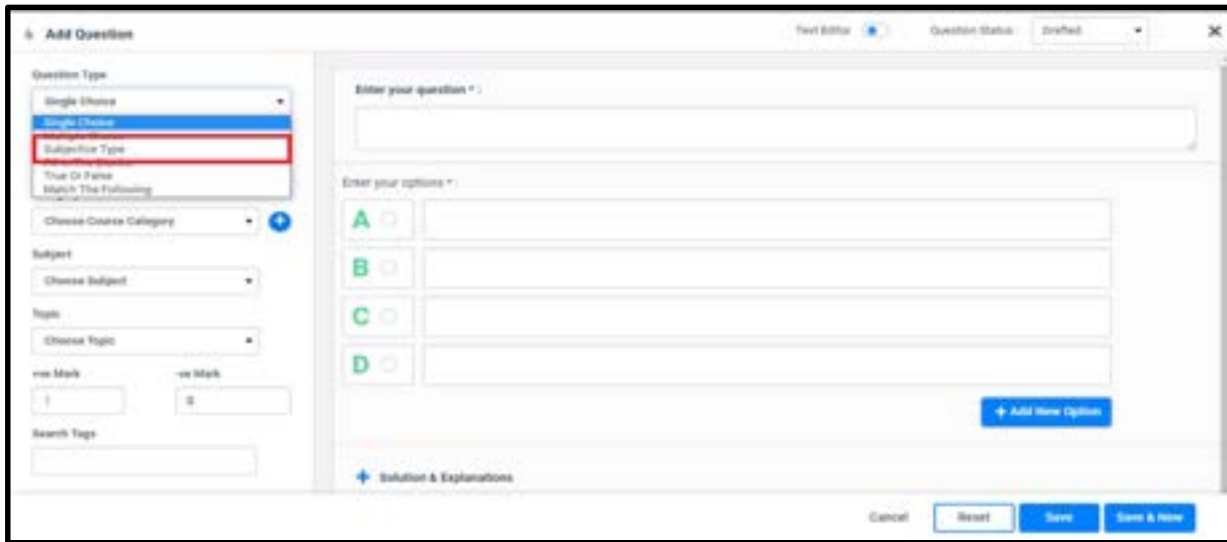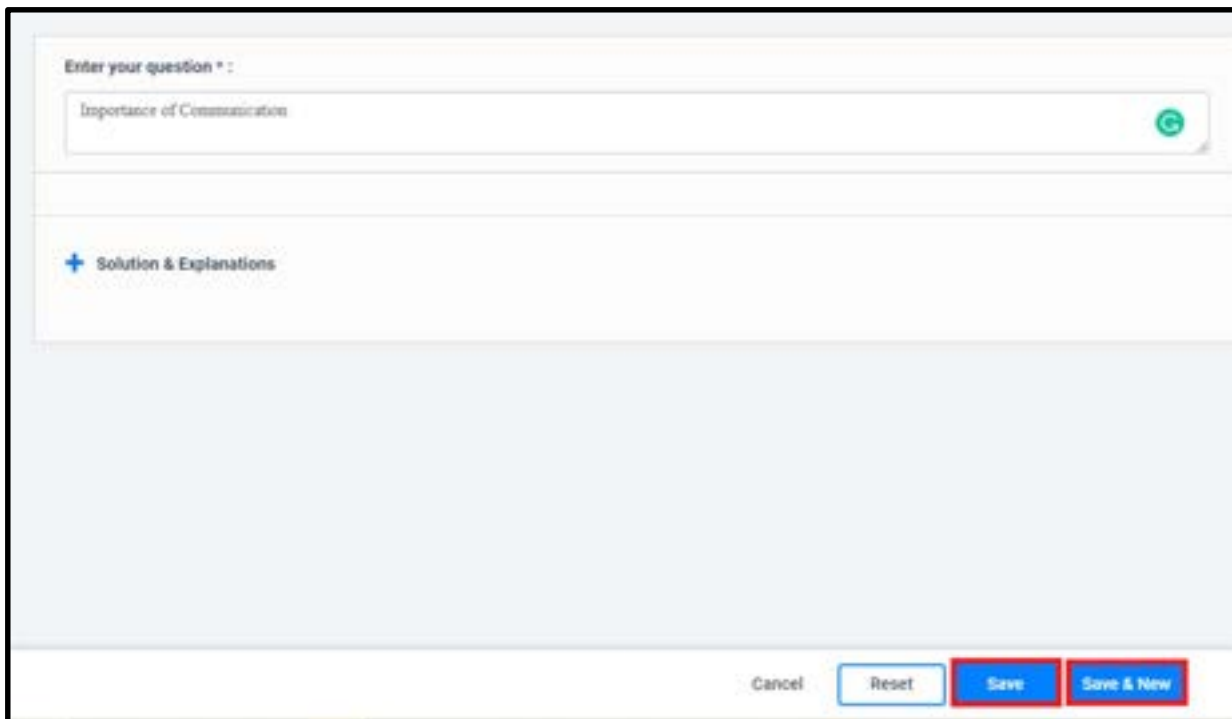
 2.Add the question

3.Click on **Save & New** to save the current question and go to the next window.

4.Once you add all the questions, click on **Save**.

Single Choice

1.   From the question type,select **Single Choice.**

2.Add the question .

3.Click on **Save & New** to save the current question and go to the next window.

4.Once you add all the questions, click on **Save**.

Multiple Choice

1. From the question type, select **Multiple Choice.**

2. Add the question .

3. Click on **Save & New** to save the current question and go to the next window.

4.Once you add all the questions, click on **Save**.

How to Create an Assignment and add it to a Section

You can upload assignments as lectures to the section of a course.
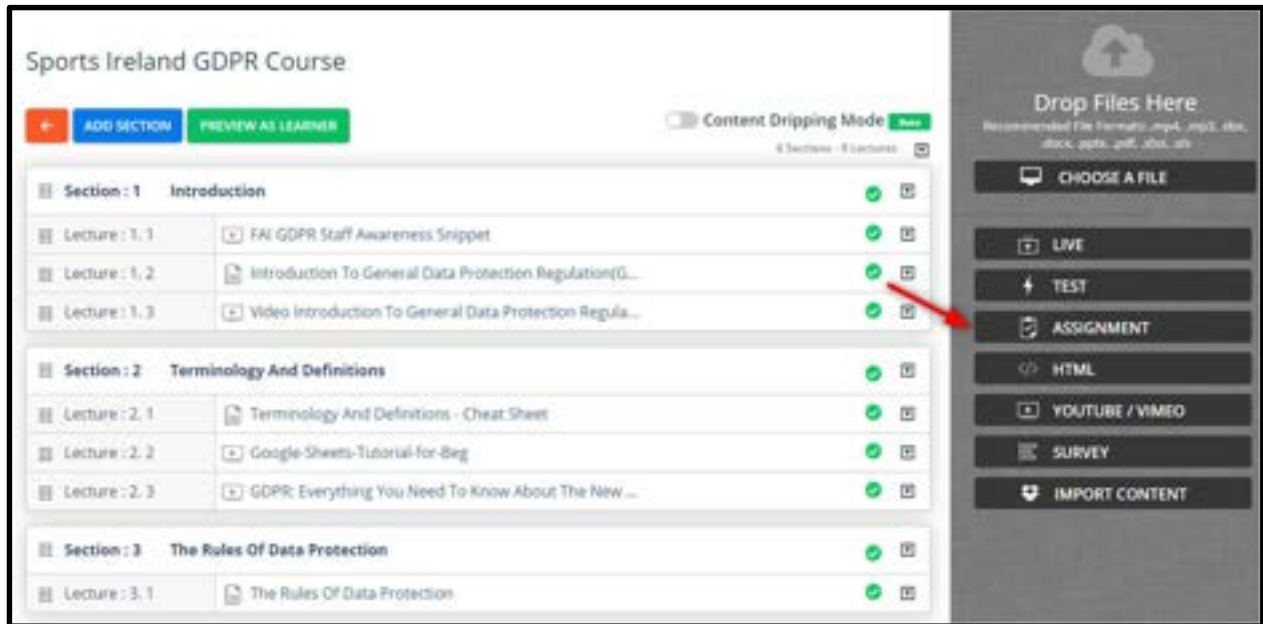
1.   In the **COURSE CONTENT** page, click on **ASSIGNMENT** in the right panel. The **CREATE ASSIGNMENT** window pops up.

2.   Type a title for the assignment, choose a section in which you want to add the assignment, and add a brief description for the assignment.

3.   Add the total marks of the assignment, the last date for submitting the assignment and the maximum number of words the assignment can contain.
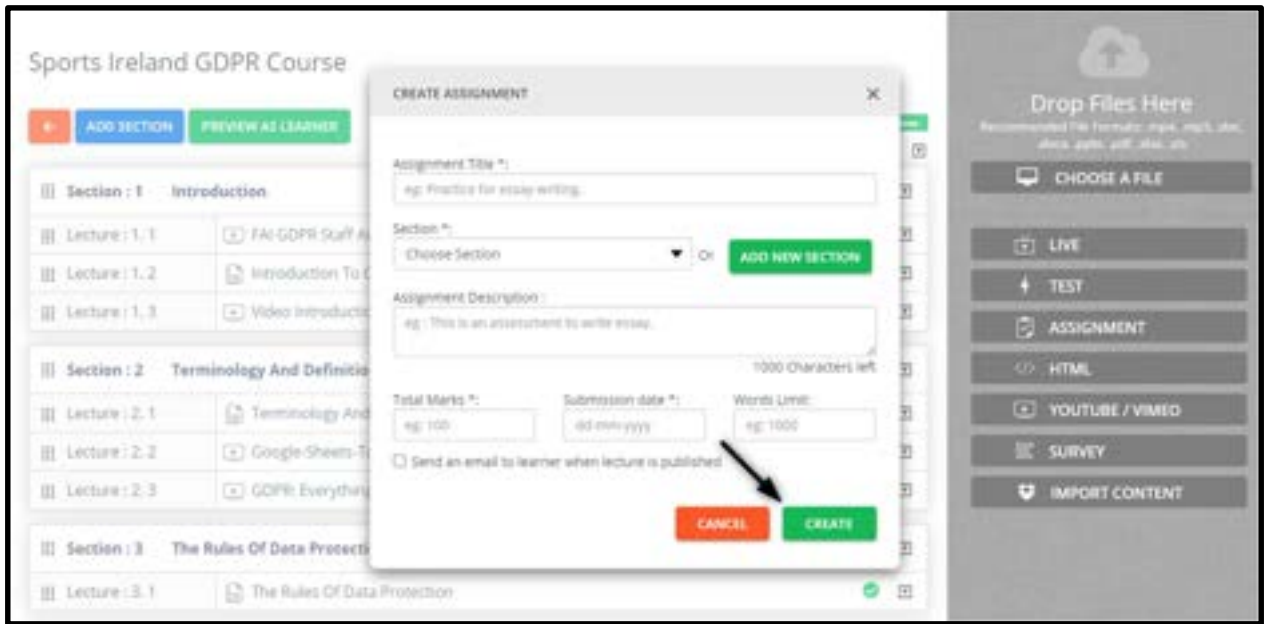
4.   Click on **CREATE**. The following page appears.
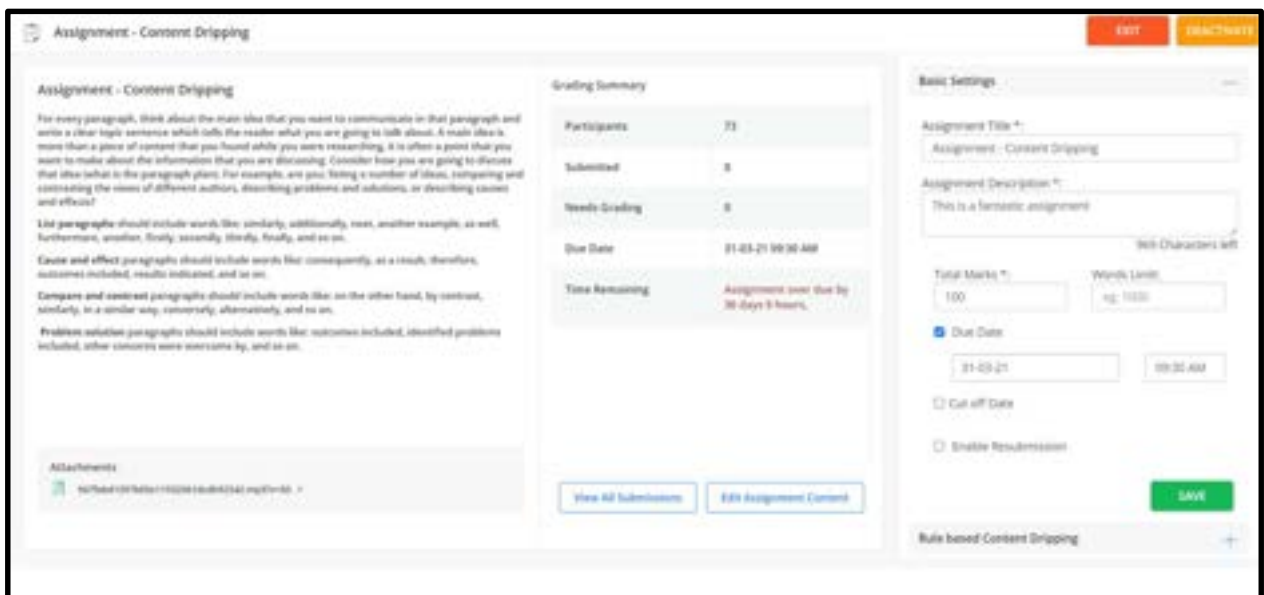
Admins (and any other users who have been allocated the privilege), while creating assignments within a course, have control over more than just the due date now. The user can also configure other settings like cut-off date (assignment cannot be submitted after this date) and enable resubmission (the number of resubmissions allowed).

The system will be able to list all the submitted assignments in a single page. Admin (or user with privilege) can grade the submission and give feedback. Also, when an assignment is created or a submission is graded, the system will send a notification to the enrolled learners

(learners who are enrolled in the course). Admin (or user with privilege) can change the grade of a learner's submission at any time.

Even from the learner point of view, the layout of the assignment page has been changed, with information like time remaining for submission, submission status, grading status, etc. Learners can also post any relevant comments along with their submission by clicking on the comments button.

We can add Support files like pdf,png,mp3,etc. By the following steps:

● Click on Support files bar

● Click on 'Browse' button to add files

● Save option allows you to make the changes
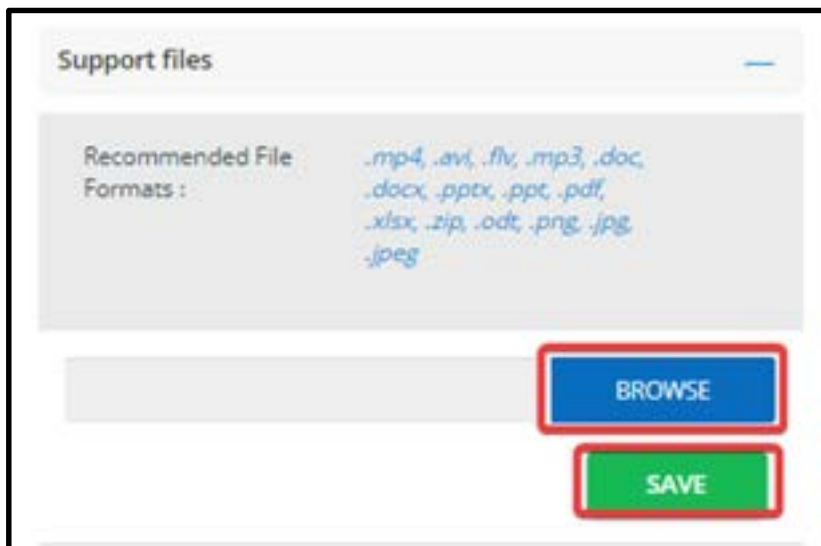
5. In the next popup window, specify the last date for completing the assignment. You can also choose to specify a grace period (in days) for the assignment completion.

6. Click on **SAVE**.

7. Click [← BACK] to see the assignment added to the section in the **COURSE CONTENT** page.

How to manage Assignment submitted by learners

The admin/tutor can evaluate the assignment submitted by the learners from the admin side.

1.Clicking on the drop down associated with the corresponding assignment.

2.   Select **Report**
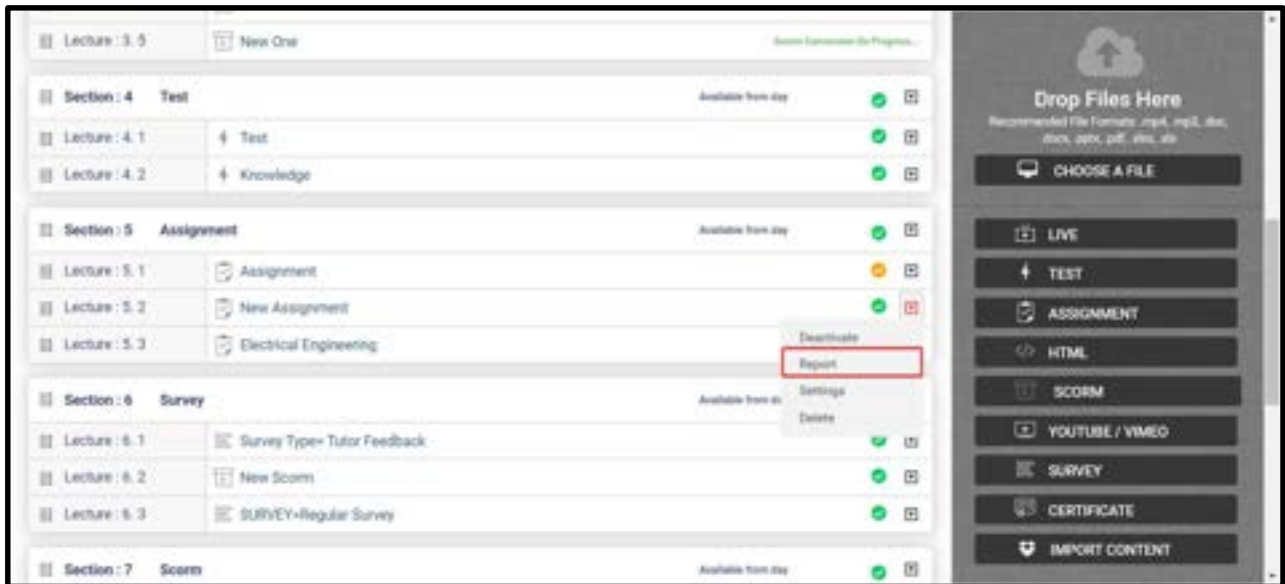
3.   This will take you to the page shown below.

4.   Click on **Evaluate** for the evaluation of the submitted assignment
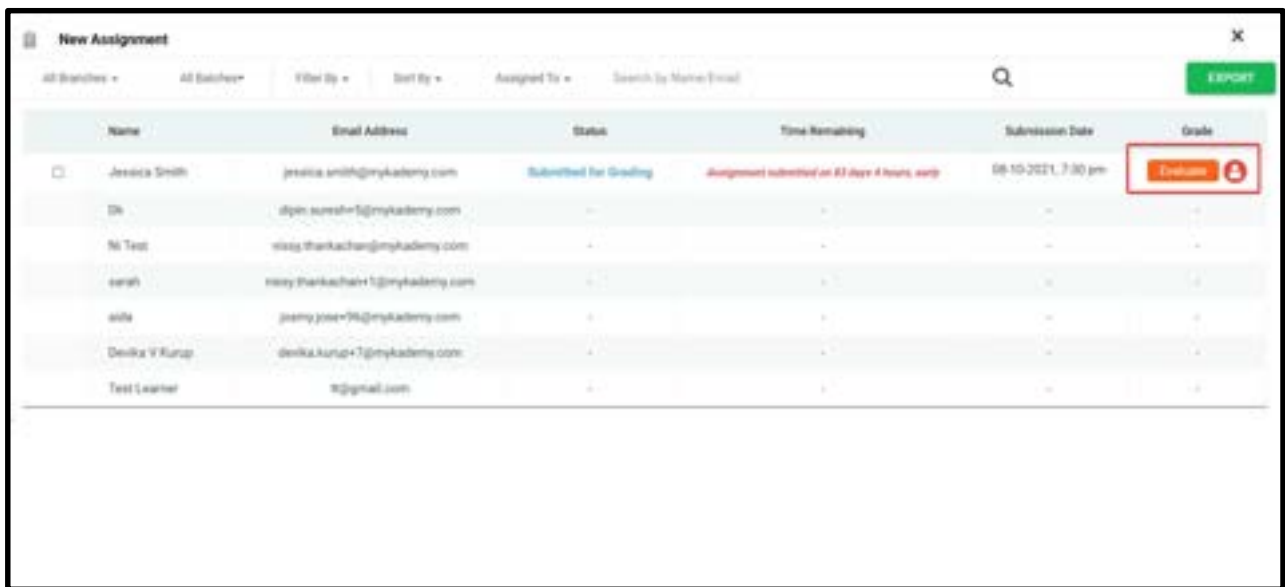
5.   By clicking on the **Evaluate** button will redirect the admin to a more detailed page as shown below.

6.   In this page, the admin can give the assignment mark, assignment grade, assignment feedback etc.,

7.   In addition to that, the admin/tutor can **Add Attachment** if required.
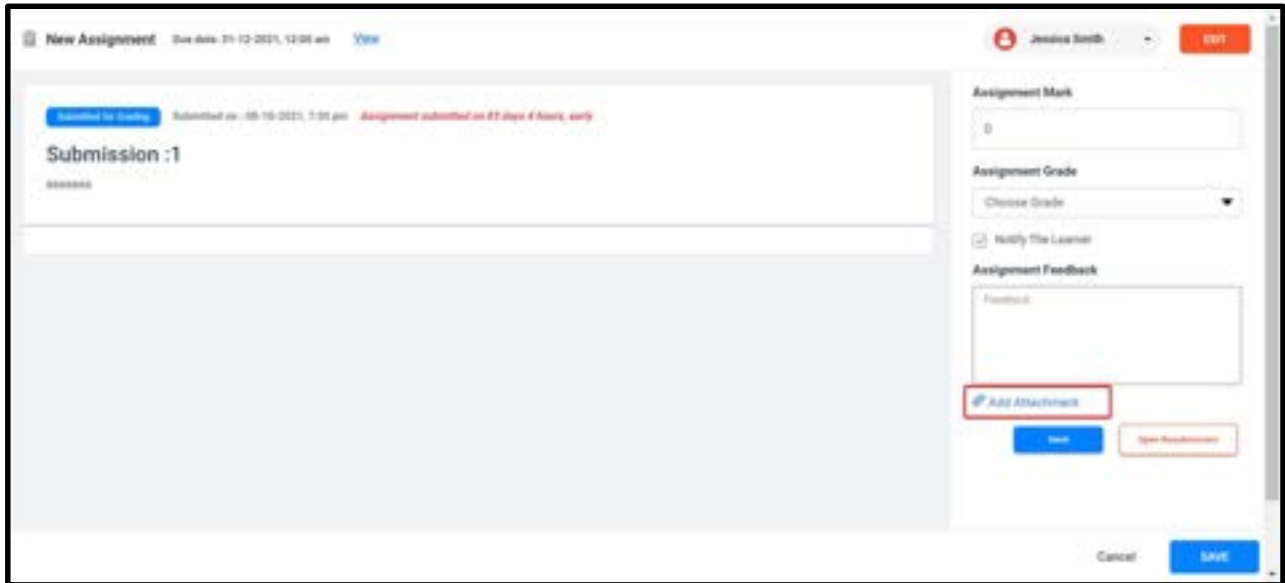
8. The admin can download as well as remove the submitted attachment if required.

How to Create HTML Content and Add it to a Section

You can upload HTML content as lectures to the section of a course.

1.   In the **COURSE CONTENT** page, click on **HTML** from the right panel. The **CREATE HTML CONTENT** window pops up.

2.   Type a title for the HTML content lecture, choose a section in which you want to add the content lecture and add a brief description for the lecture

Note: If it is not created yet, you can create a new section on this popup by clicking on **ADD NEW SECTION**, and choose that section to place the lecture.
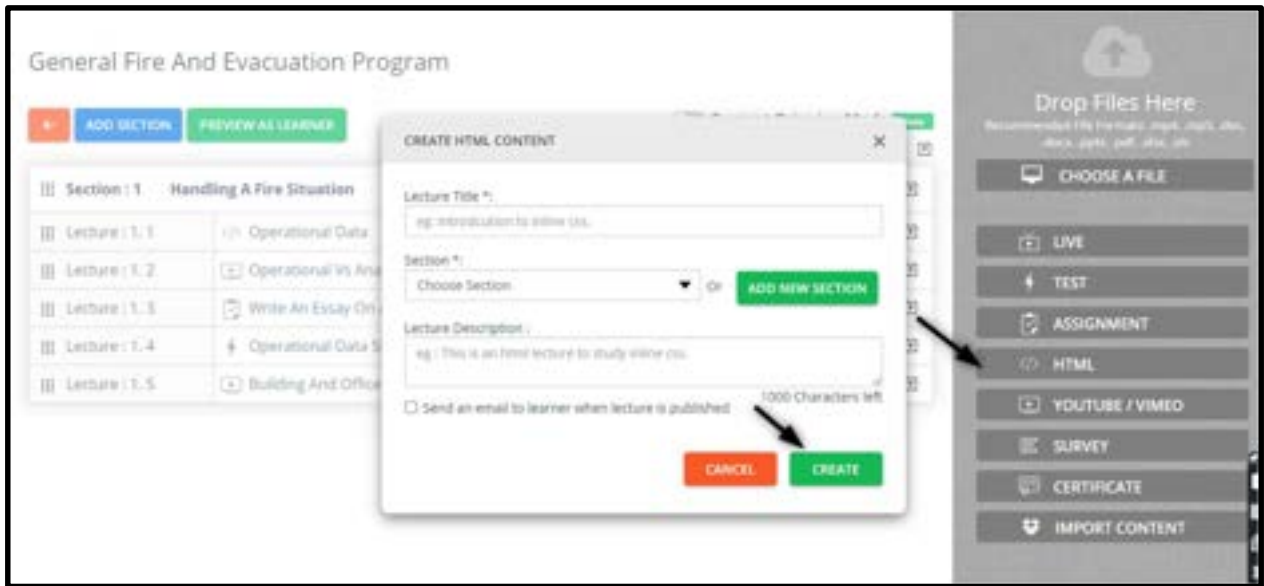
3. Click on **CREATE**. On the next page, click the from the top-left corner of the screen to type the HTML content in the space provided using the HTML tags.

4. Click on **SAVE** or to view the content in plain text format.
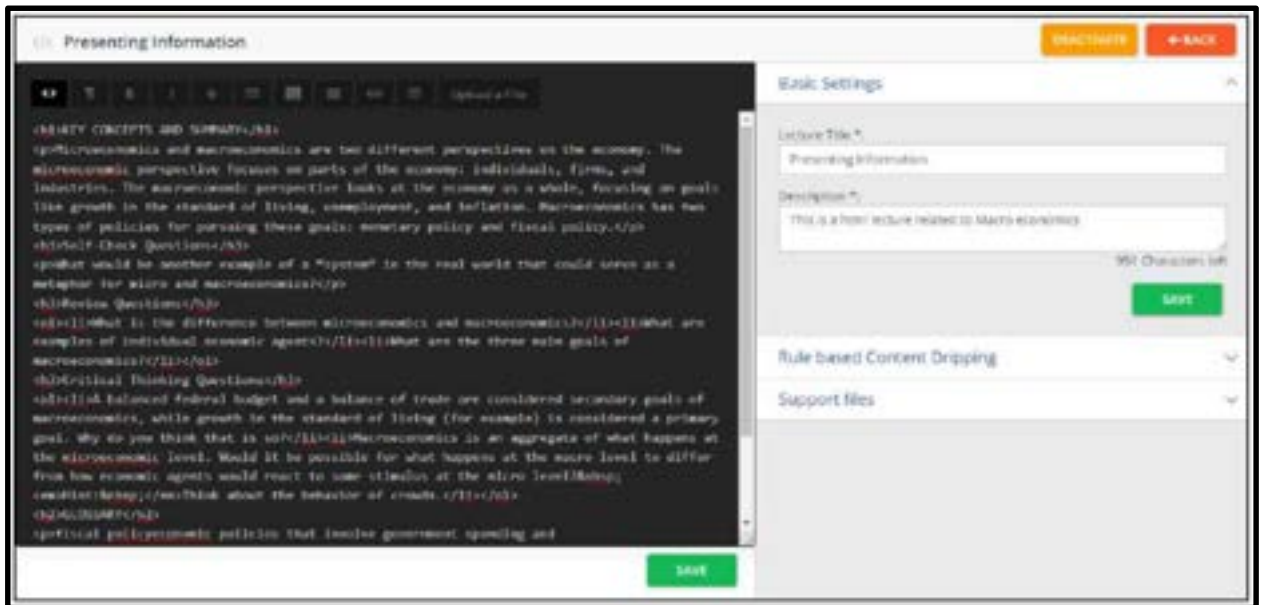
5. In the right panel, review the **Basic Settings** of the HTML content lecture. Edit them if required, and click on **SAVE**, else retain the existing values.

6. 6. Click on **Access Restriction** on the right panel to expand its view and specify the Learner's access restriction parameters for the lecture as required and click on **SAVE.**

7. 7. Click to see the HTML content added to the section in the **COURSE CONTENT** page.

How to upload a SCORM File
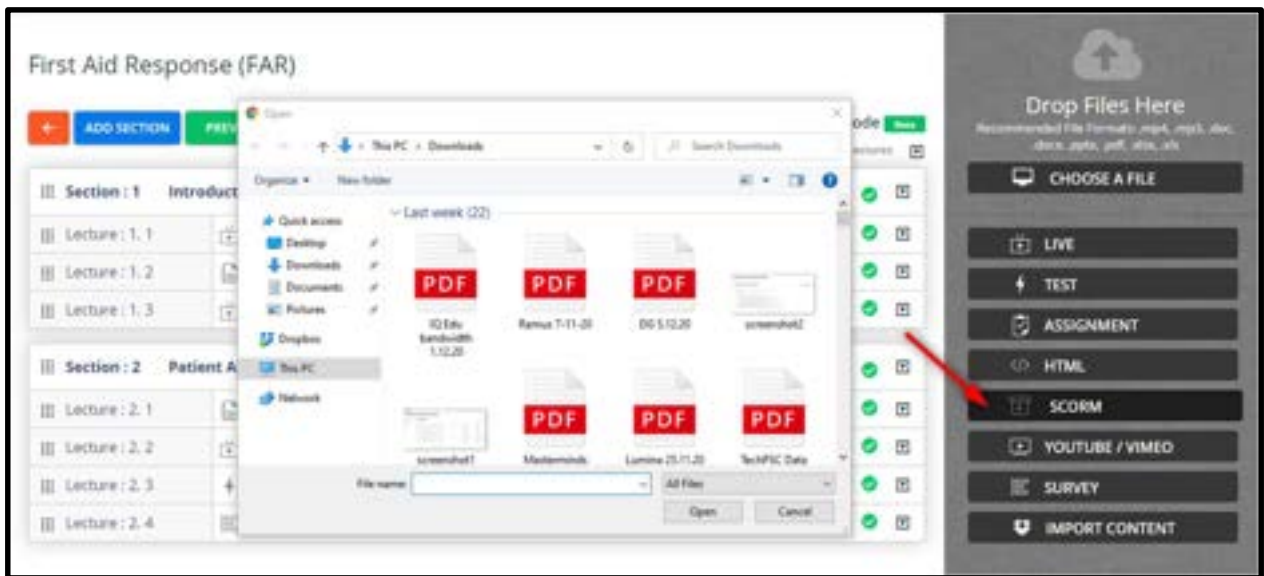
SCORM, which stands for Shareable Content Object Reference Model, is an interactive educational package in the form of a zip file.

1.   Click on Scorm and select the Scorm file from the desktop.

2.   Click on **upload,** so that the Zip file will be uploaded as a Scorm lecture.

3.   There can be several sections and lectures within a Scorm file.

4.   Once uploaded, the Scorm file will be displayed as given above.

How to Import YouTube Videos to a Section

You can import YouTube videos as lectures to the section of a course by specifying its URL.

1.   On the **COURSE CONTENT** page, click on **YOUTUBE** on the right panel. The **IMPORT FROM YOUTUBE** window pops up.

2.   Type a title for the YouTube video lecture, then choose a section in which you want to add the video lecture and add a brief description for the lecture.

Note: If it is not created yet, you can create a new section on this popup by clicking **ADD NEW SECTION**, and choose the section to place the lecture.

3.   Paste the URL of the YouTube video.
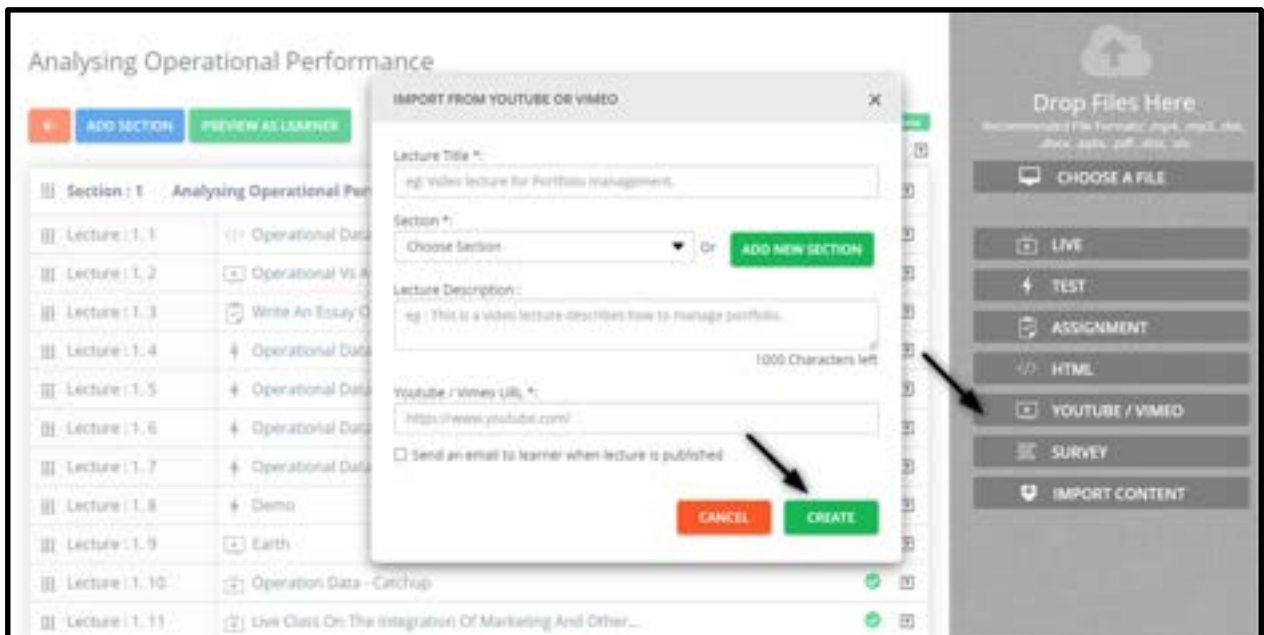
4.   Click on **CREATE**. The imported YouTube video will appear on the left panel of the screen.
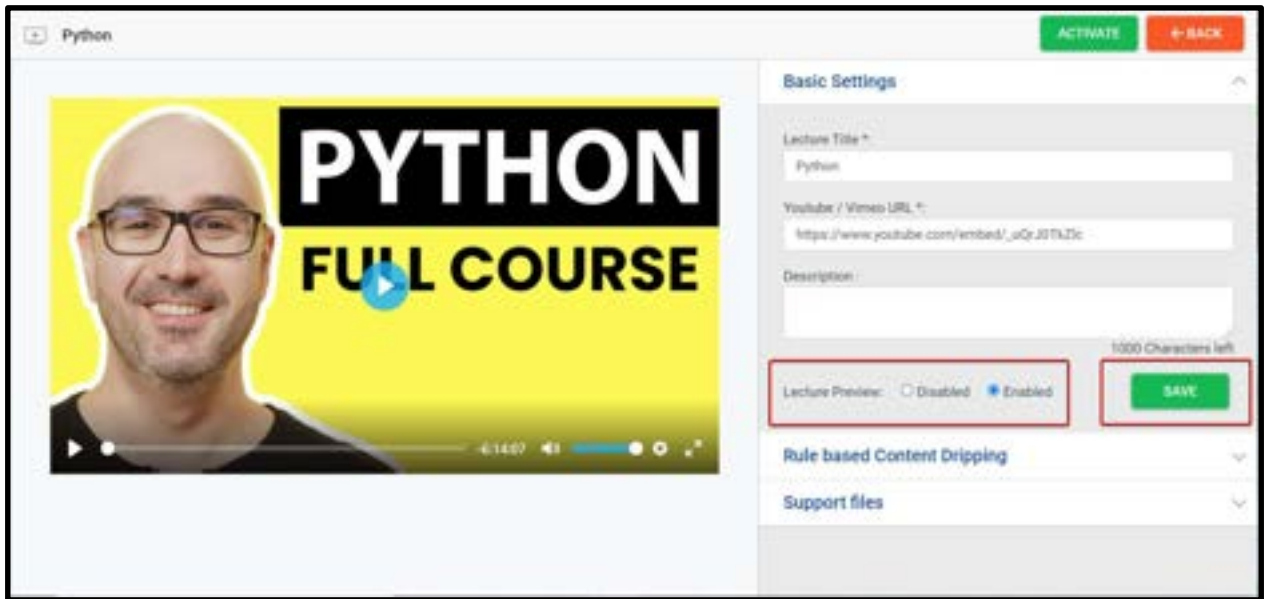
5.   In the right panel, the **Basic Settings** of the video lecture is visible. Edit them if required and click on **SAVE**, else retain the existing values.

6.   If you want to enable **Lecture Preview** for the learners click on Enabled and therefore the lecture preview is enabled in the learner side for youtube/vimeo videos lectures without any time restrictions before purchasing the course.

7.   Click on **SAVE.**

8.   Click to see the YouTube video added to the section in the **COURSE CONTENT** page.

How to Create a Survey and add it to a Section

You can add survey questions or feedback forms for the course tutors as the section of a course.

1.   On the **COURSE CONTENT** page, click on **SURVEY** from the right panel. The **CREATE SURVE**Y window will pop up.

2.   Add a title for the survey and choose a section in which you want to add the survey lecture, and add a brief description for the lecture.

Note: If it is not created yet, you can create a new section on this popup by clicking **ADD NEW SECTION**, and choose the section to place the lecture.
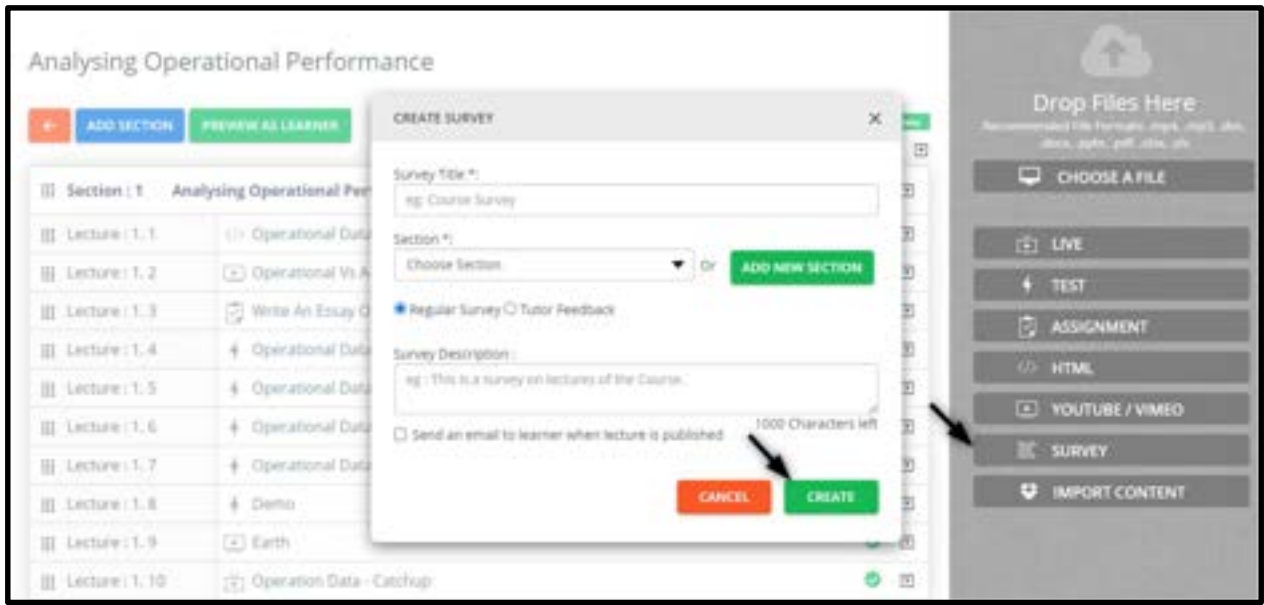
3.   Click on **CREATE**. A preview of the course survey appears, which enables you to add survey/feedback questions.

NOTE: Click on **VIEW LEARNERS RESPONSES** to view the survey responses/feedback given by the Learners.

4.   Click on **ADD QUESTION**. You will now be able to add a question in any of the following forms (see the following image where Question 3 is being added):

○   **Single Choice –** Select this option to add a multiple-choice survey question that can have only one correct answer.

○   **Multiple Choice –** Select this option to add a survey question where Learners can select more than one answer by selecting the checkboxes.

○   **Drop Down –** Select this option to add a survey question so that the Learners can choose an answer from the drop-down menu.

○   **Paragraph –** Select this option to add a survey question to which the Learners can provide explanation/feedback in the form of paragraphs.

○   **Linear Choice –** Select this option to add a survey question to which the Learners can provide answers/feedback in the form of rating 1 to 10 (as per Question 2 in the image).

Note: For **Single Choice, Multiple Choice** and **Drop Down** questions, click **ADD MORE OPTION** to add further choices to a question (highlighted in Question 3 in the image).
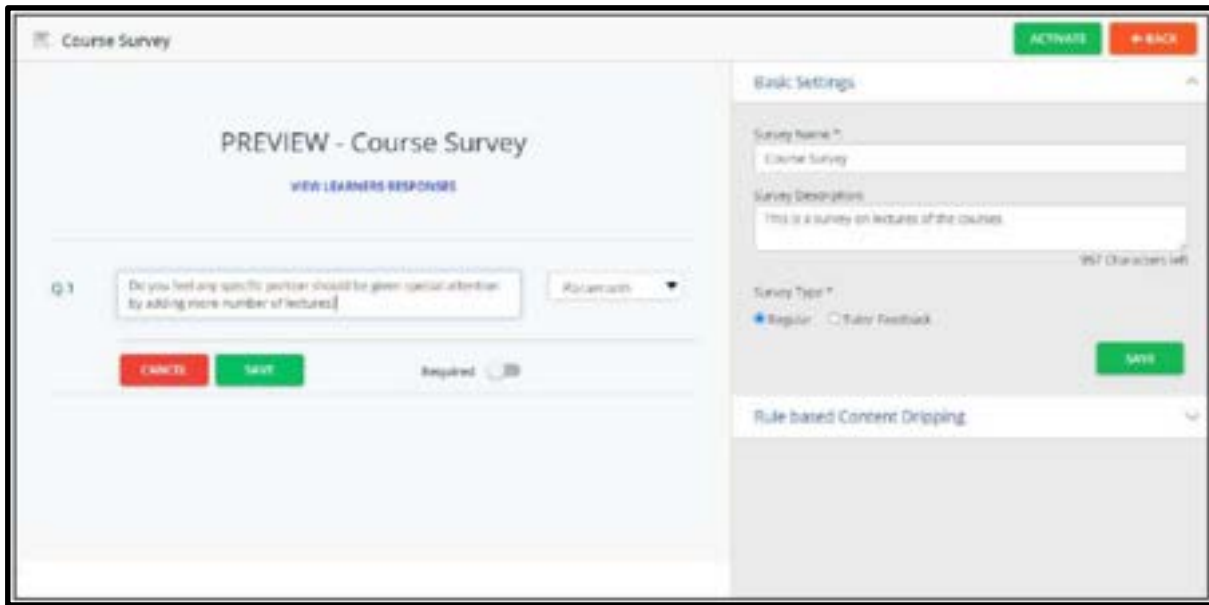
5.	After saving a survey question, click on **ADD QUESTION** to add further questions to your survey.

Note:

○	(See Question 1 in the image).

You can edit a survey question at this stage by pointing your cursor to that question and clicking the EDIT option corresponding to that question, making the necessary changes, and then click on **SAVE.**

○	To copy a survey question, point to that question and click corresponding to that question.

○	To delete a survey question, point to the question and click on corresponding to that question. Click on **DELETE** to confirm deletion of the question.
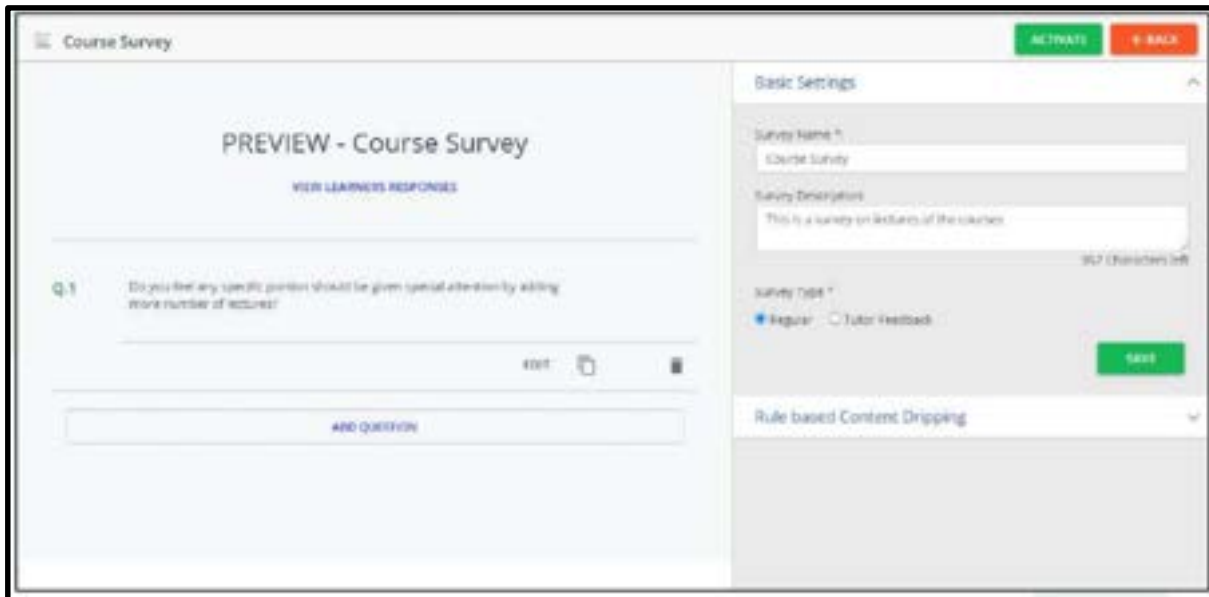
6. After adding all survey questions, in the right panel, review the **Basic Settings** of the survey. Edit them if required, else retain the existing values.

7. Choose one of the following Survey Type:

○ **Regular –** Select this option to enable Learners to take up a regular survey on the course.

○ **Tutor Feedback –** Select this option to enable Learners to provide feedback to the tutor of the course. If you choose this option, choose a tutor from the drop-down menu.
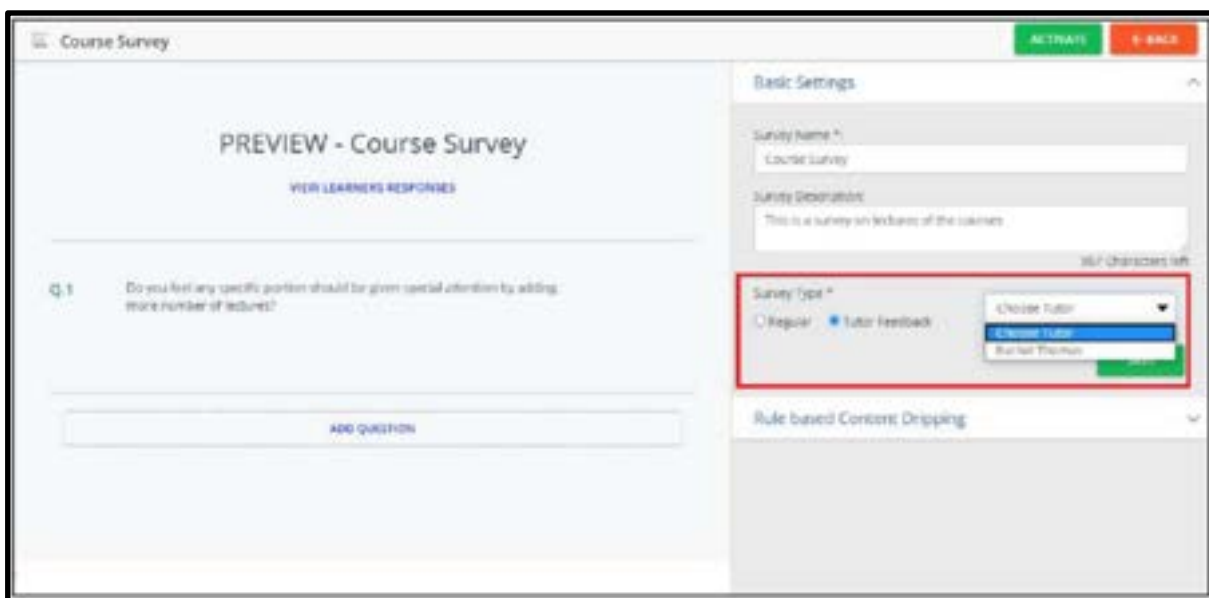
8. Click on **SAVE.**

9.   In the right panel, review the **Basic Settings** of the survey lecture. Edit them if required and click on **SAVE,** else retain the existing values.

10.   Click on **Access Restriction** on the right panel to expand its view and specify the Learner's access restriction parameters for the survey lecture as required and click on **SAVE.**

11.   Click [← BACK] to see the survey added to the section on the **COURSE CONTENT** page.

How to Add a Certificate to a Course

You can add course completion certificates to the section of a course.

1.   In the **COURSE CONTENT** page, click on **CERTIFICATE** from the right panel (Only if certificate option is enabled from the setting page). The **NEW CERTIFICATE** window pops up.

2.   Type a title for the certificate, choose a section in the course in which you want to add the certificate, and add a brief description for the certificate.

Note: If it isn't created yet, you can create a new section on this popup by clicking on **ADD NEW SECTION**, and choose that section to place the certificate.
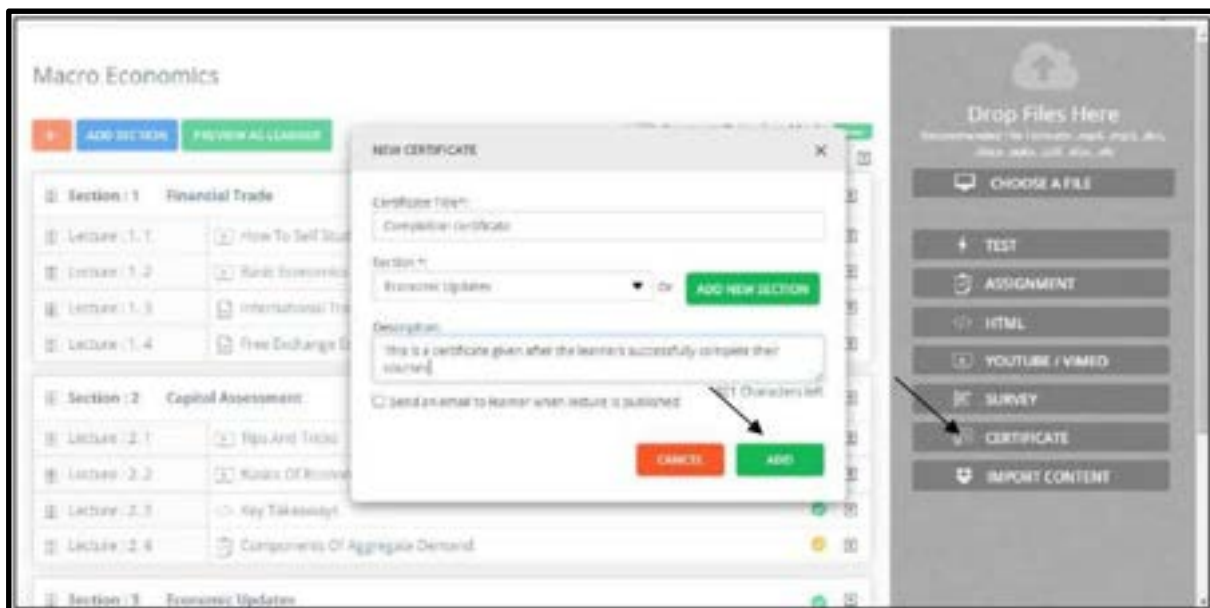
3.   Click on **ADD**. A preview of the certificate template appears.

4.   Click on **UPLOAD CERTIFICATE** and follow the steps mentioned in the **IMPORT CERTIFICATE TEMPLATE** popup window.
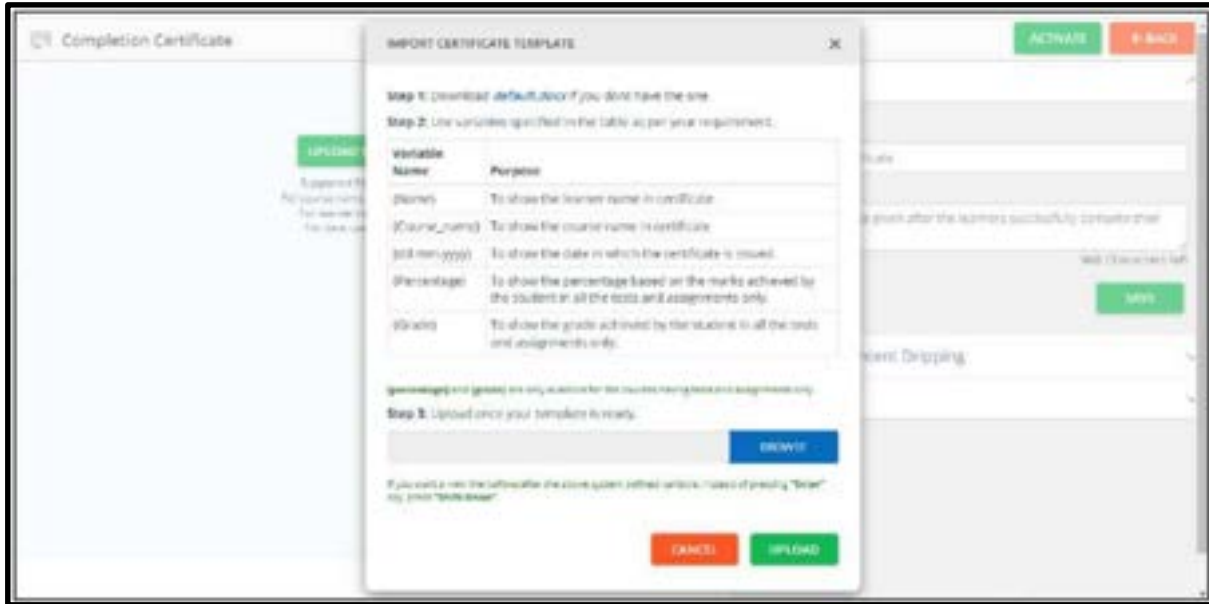
5.   Download the *default.docx* document linked on the popup window.

6.   In this document, edit the variables in curly brackets to reflect the Learners name, course name, percentage, and grade achieved by the Learners for completing the course, and date of the course with your signature.

7.   Save the document on your local system.

8.   Click on **BROWSE** on the popup window to locate and attach the edited Microsoft Word document.

9.   Click on **UPLOAD.** After the uploading process is complete, close the popup window. A preview of the certificate is displayed on the screen.

CERTIFICATE OF COURSE COMPLETION

This certificate is awarded to

Mr. /Mrs. {Name}

For successfully completing the following course

{Course_name}

with {Percentage}% and {Grade} grade

on {dd-mm-yyyy}

Signature: _____

10.   In the right panel, review the **Basic Settings** of the certificate. Edit them if required and click on **SAVE**, else retain the existing values.

11.   Click on **Access Restriction** from the right panel to expand its view and specify the Learners access restriction parameters for the certificate as required and click on **SAVE**.

12.   Click to see the certificate added to the section on the COURSE content page.
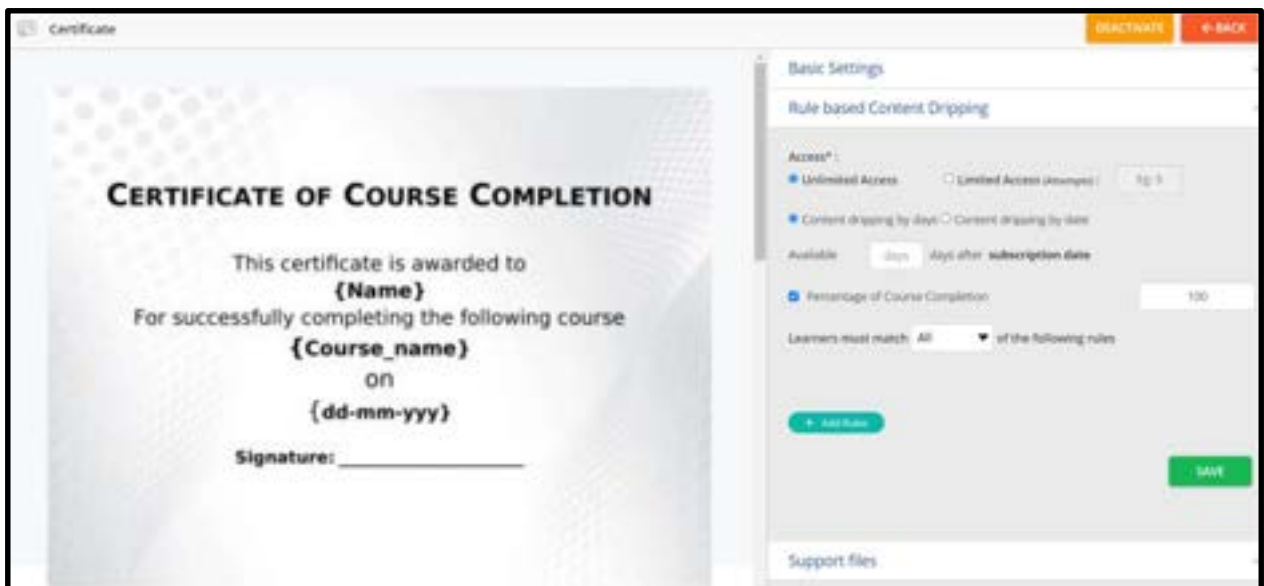
How to manage certificate

1.   From the Course Overview page,select **Learners**
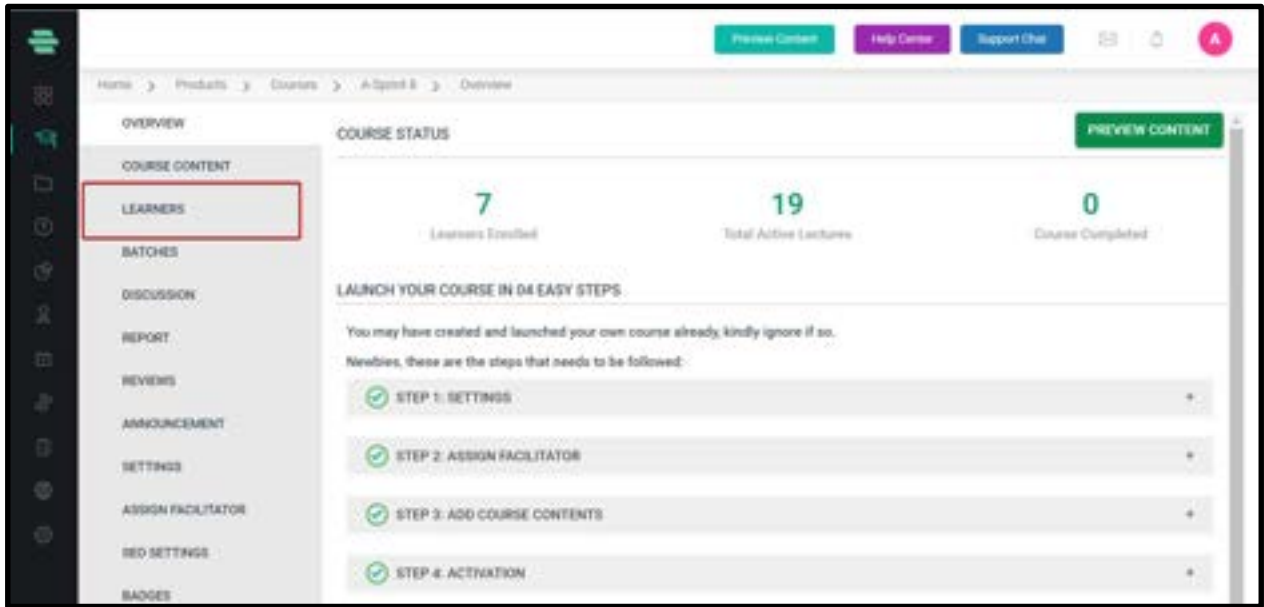
2.   Click on the drop down button alongside your learner's name

3.   Select **Certificates** and choose your action.
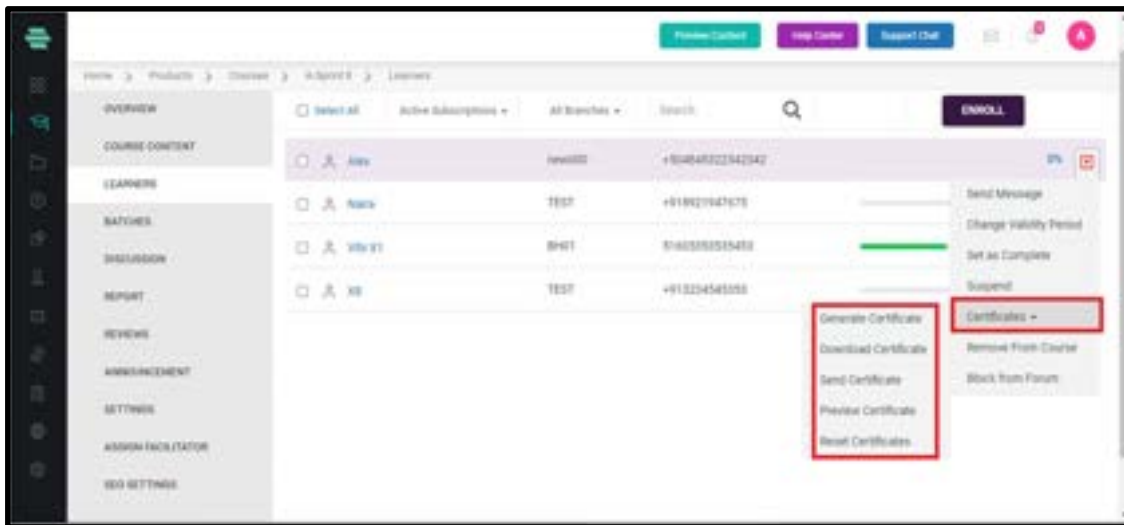
4.   Admin gets the privilege to

i.Generate

ii.Download

iii.Send

iv.Reset

v.**Preview certificates** of a student who is enrolled in a course.

5.   To download a certificate, click on **Download** certificate.

6.   Choose the certificate from the drop down menu and the preferred file
type(JPEG or PDF) for the same.

7.   Click on **Download**.
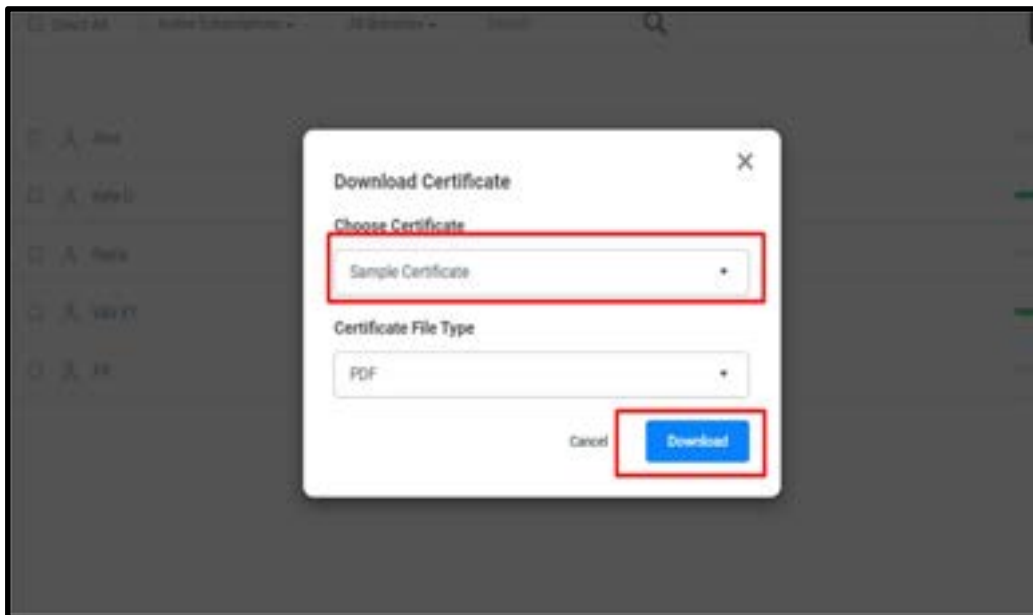
8.   Certificates can also be sent to the learner via email by clicking the **Send
Certificate** option.

How to Import Content to a Section
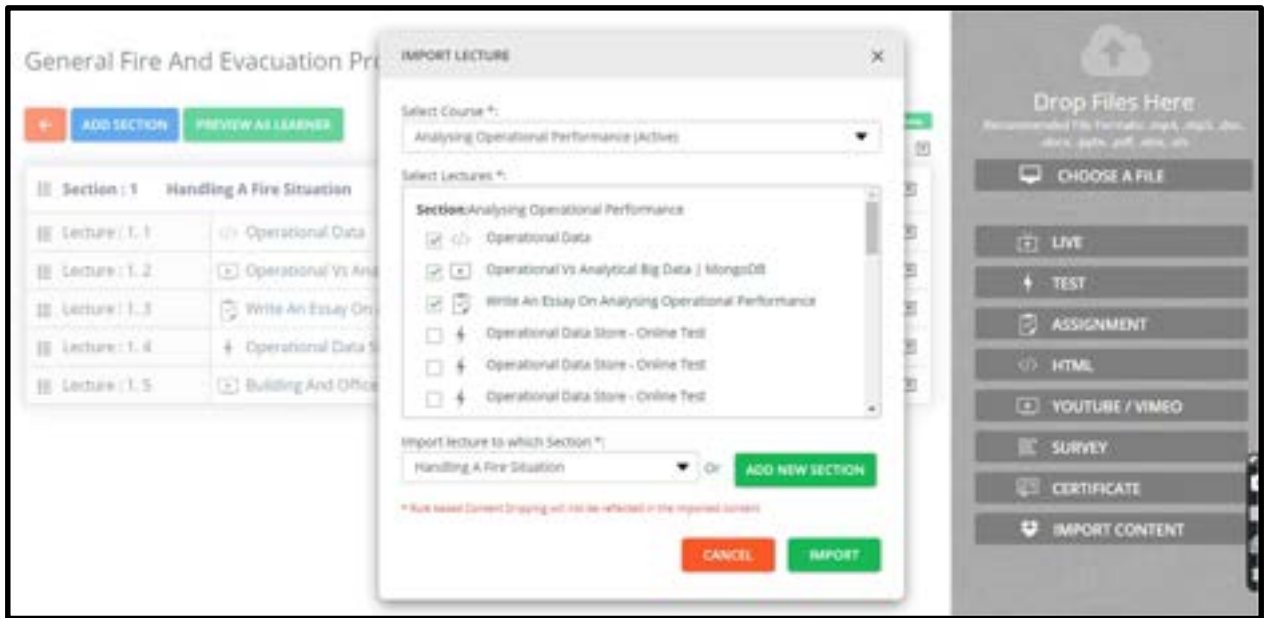
You can import content from another course to this course via using this feature.

1.   In the **COURSE CONTENT** page, click on **IMPORT CONTENT** from the right panel. The **IMPORT LECTURE** window pops up.

2.   Users can select the course from the dropdown and accordingly lectures are displayed from which they can select the lectures that need to be imported.

3.   After selecting lectures, users can create new sections or add these lectures to existing sections.

4.   Click on **IMPORT**

5.   Added lectures will be visible in the course content in an inactive state

6.   SCORM files can be imported from one course to another and the file will be available right after importing it.

How to Activate the Lectures and Sections

At least one active lecture is required to activate the course!

Upon building your course completion, the content in the course that includes all sections and their respective lectures are **Inactive** by default. You can activate them by performing any **ONE** of the following tasks on the **COURSE CONTENT** page:

- Click on ⊞ corresponding to each lecture and choose Activate from the drop-down menu to activate each lecture one by one.

- Click on ⊞ corresponding to each section and choose Activate all from the drop-down menu to activate all lectures in that section.

Note: You can also activate each lecture after creating it and specifying its Access Restriction settings on the right panel. There will be a [ACTIVATE] button on the top-right corner of each lecture page.

How to Activate a Course
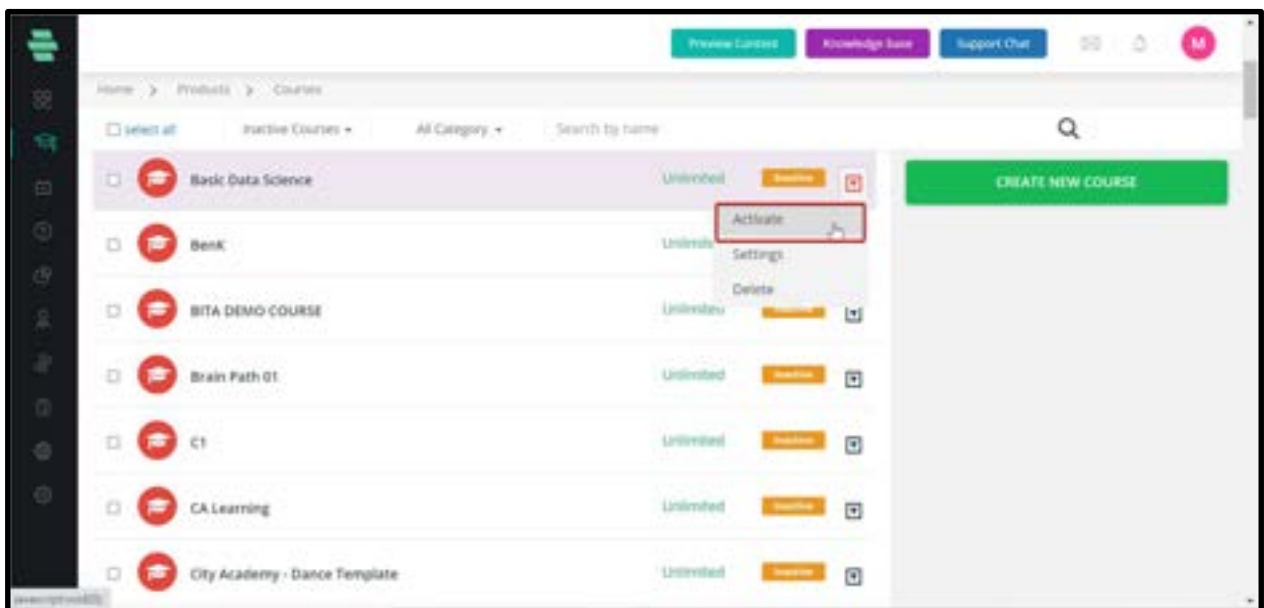
After activating all lectures and sections, you can activate the entire course.

- By default, only active courses will be listed on the courses page.

- Select All courses which include active, inactive, and deleted courses.

- Click on [ACTIVATE] at the top-right corner of the page and then click Activate to confirm the activation of the entire course at once.

- Click the drop-down 🔲 icon located at the top-left corner of the page next `Inactive` to the button to activate the entire course at once.

Once the entire course is activated, Learners will be able to use the course for developing their skills.

How to deactivate a course
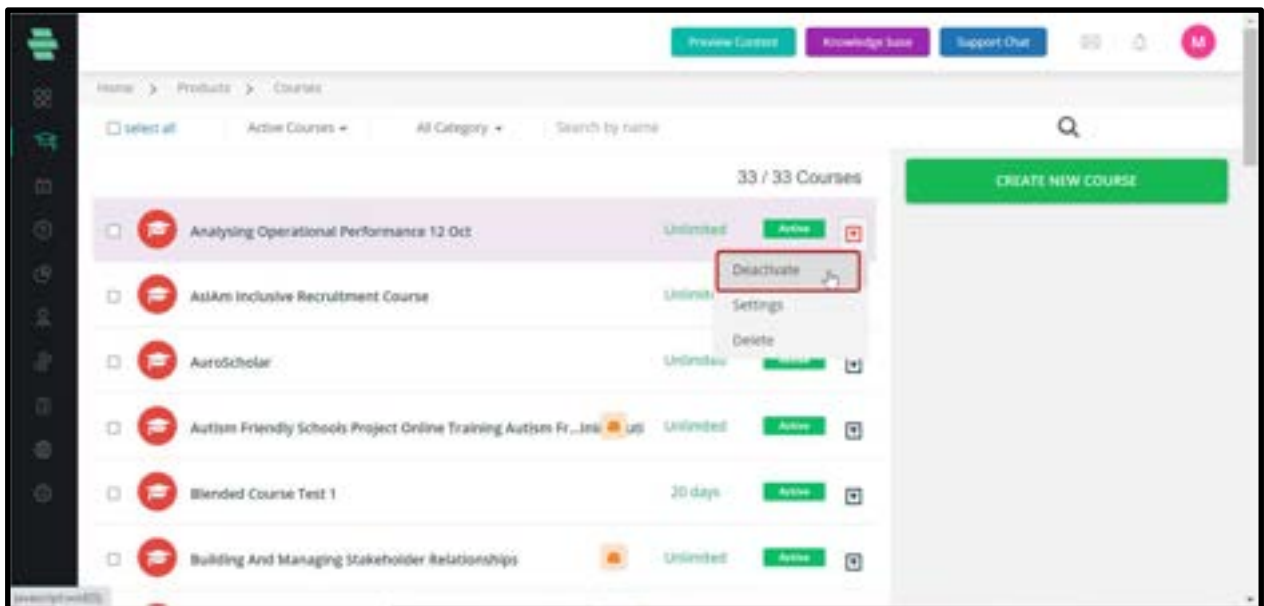
1. From the dashboard, click on **Courses.**

2. A list of active courses appears.

3. Each course have a drop-down on the right end which has three options such as

a. **Deactivate :** Make a course inactive so that it won't be visible in public.

b. **Settings :** Which redirects to the course settings page

c. **Delete :** Delete the course

How to View All Courses Created
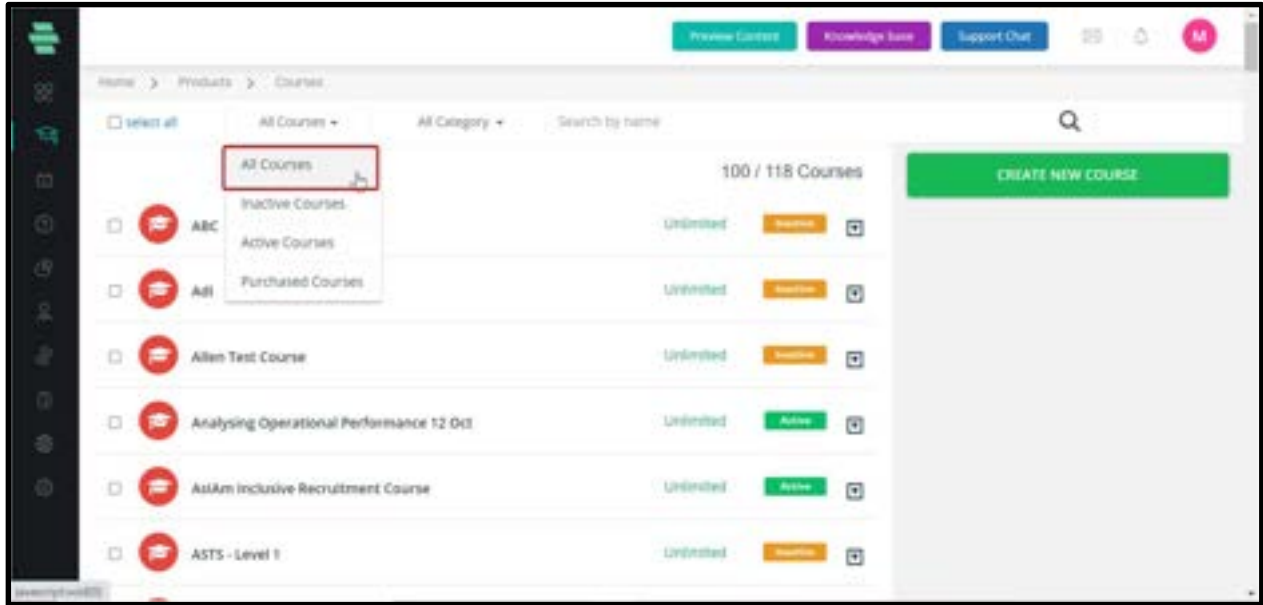
When you click on the course icon, by default it shows those courses which are **Active.**

There can be **Inactive/Deleted** courses that you may have created earlier.

To view all the courses on a page, click on **All Courses.**

All Active, Inactive and Deleted courses will be visible.

Chapter 4– Bundle management

To access the Bundles, First, click on **Products** and choose **Bundles.**
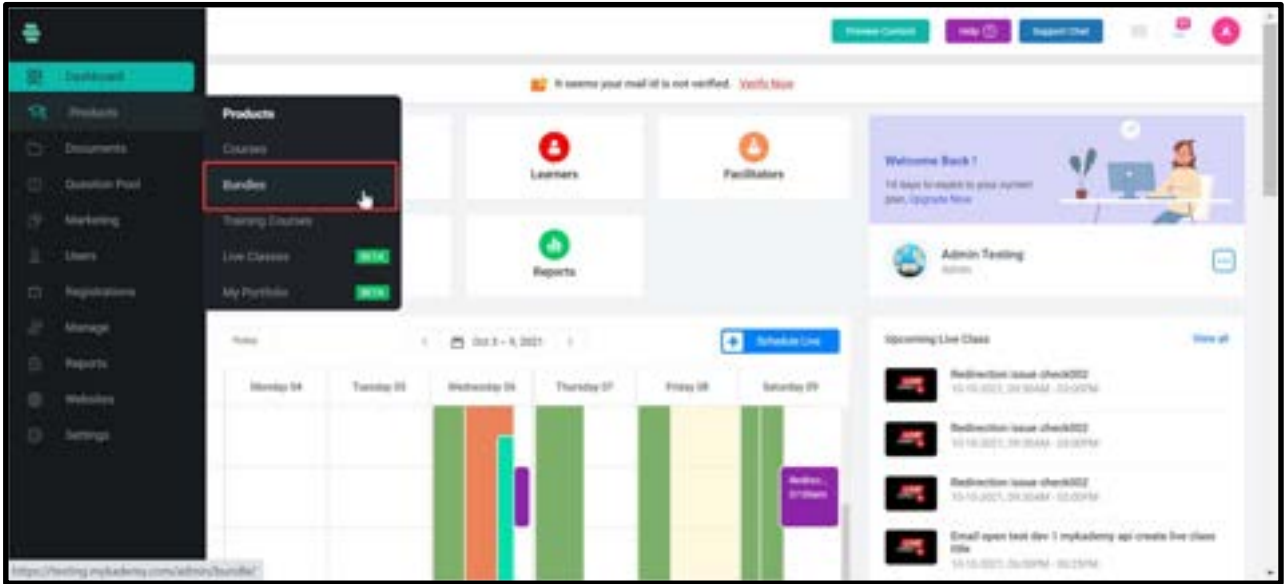
The following page appears which shows all the bundles

How to create bundles
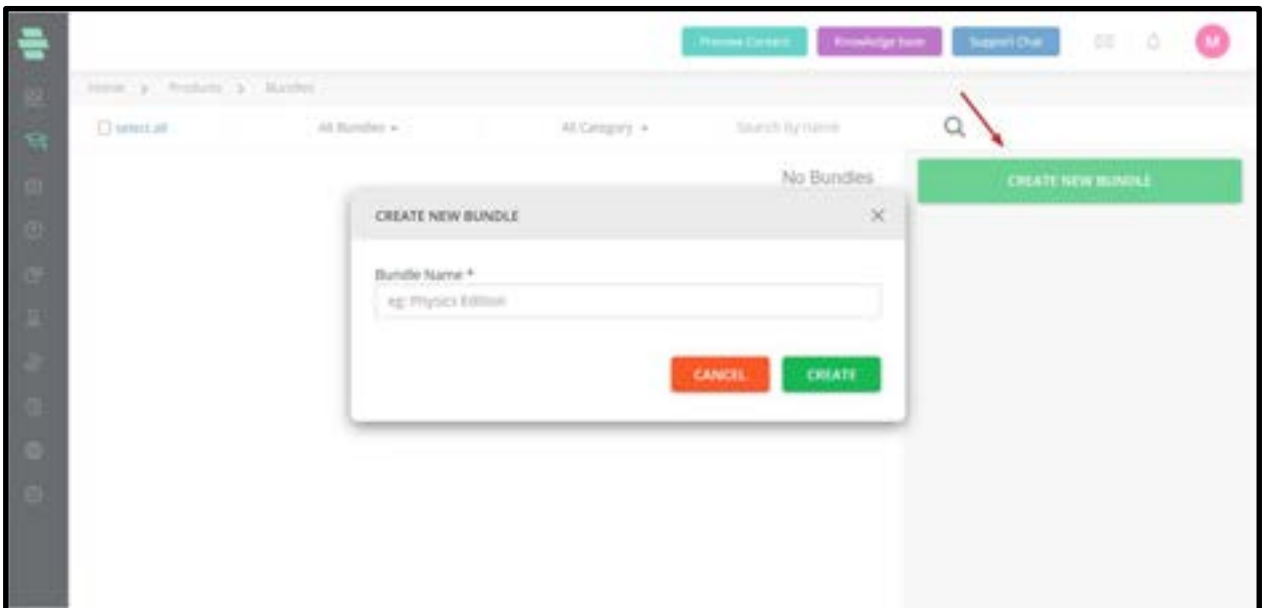
Click on **Create new Bundle button**

Enter the **Bundle code** and **Bundle name**, then click on **Create** button

How to make the Bundle Public or Private
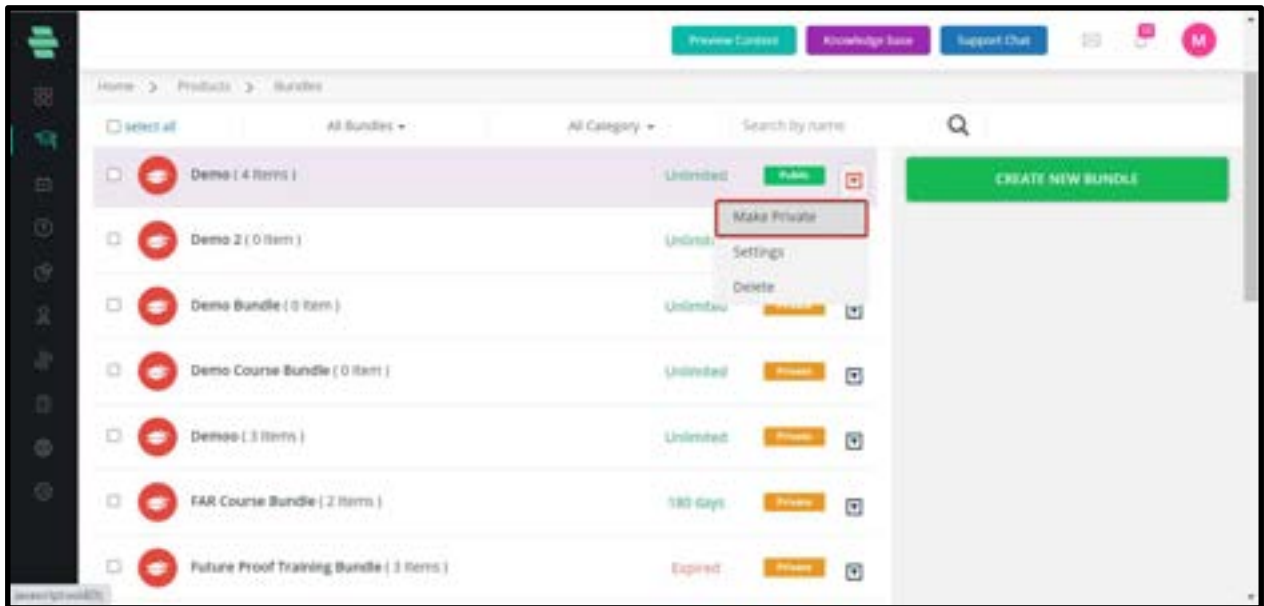
The bundle can be made public or private.

Private : If the bundle is private, only those learners who are being enrolled by the admin or those learners who purchased the bundle before making it private will have the access.

Public : Everyone will have access to the bundle.

How to add courses into bundles
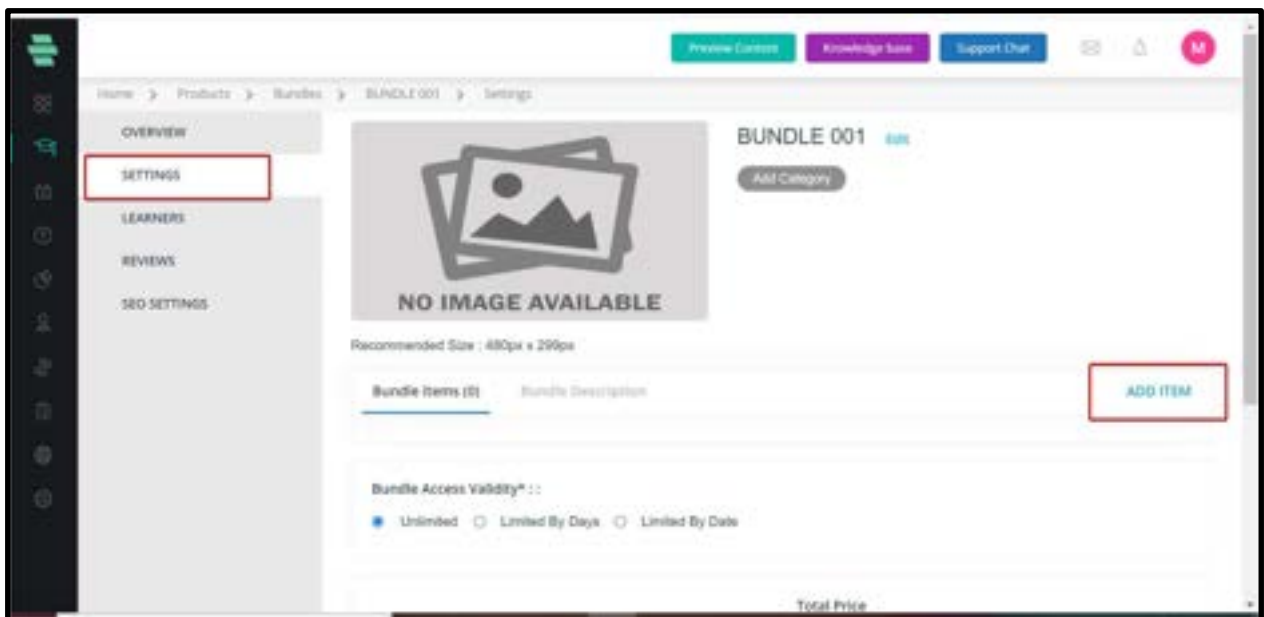
1.   Select the bundle by clicking the bundle name.

2.   Click on **Settings** on the left panel

3.   All the details of the bundle will be visible there.

4.   By clicking on "Add Item", the courses will be added to the bundle.

5.   Even after adding a set of courses, the admin has the privilege to assign the bundle into a new category.

How to add learners to Bundles
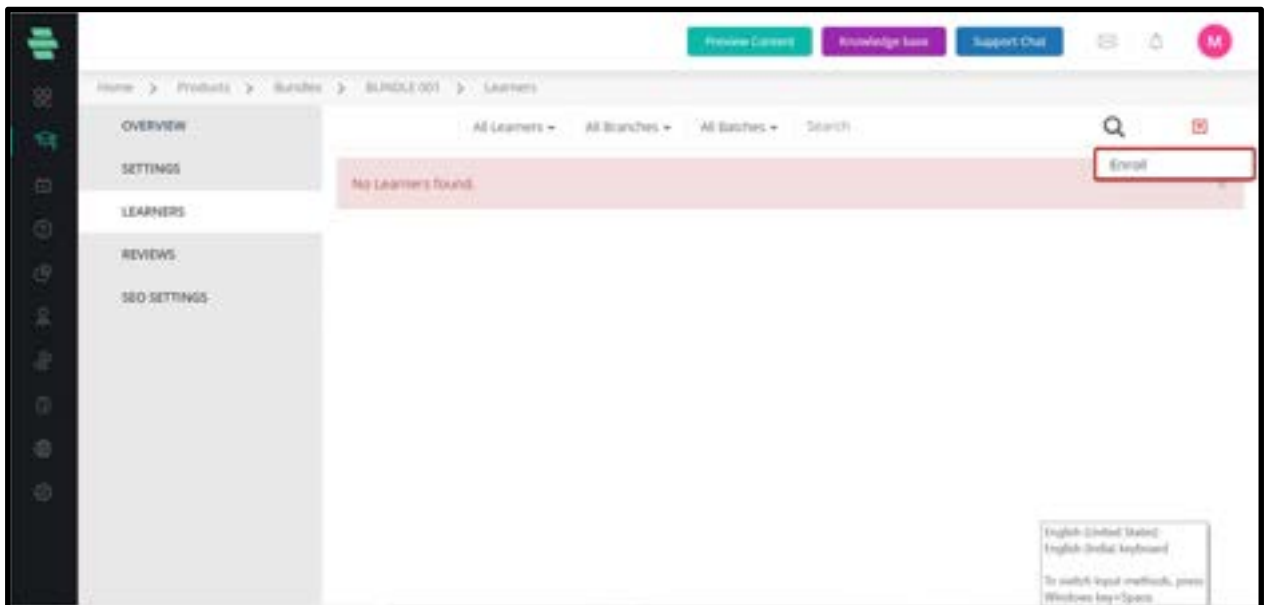
1.   Click on Learners on the left panel

2.   The list of total learners will be visible

3.   Click on the checkbox of those learners who should be enrolled.

4.   Click on **Add**.

5.   Notification can be sent to the learners when they are enrolled. (optional)

How to manage the advanced filter in Learner side inside Bundles

1.   Click on **Learners** on the left panel
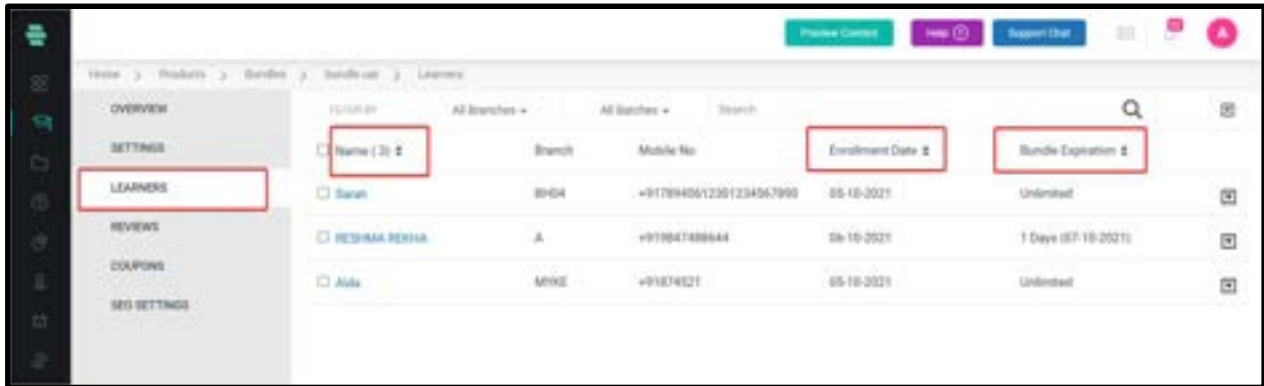
2.   The list of total learners will be visible

3.   You can the list of learners along with the learner details such as Branch, Mobile No., Enrollment Date, Course Expiration.(Click on the up arrow and down arrow to see the whole list)

How to Assign Facilitators for Your Bundle

1.Click ASSIGN FACILITATOR in the left menu.
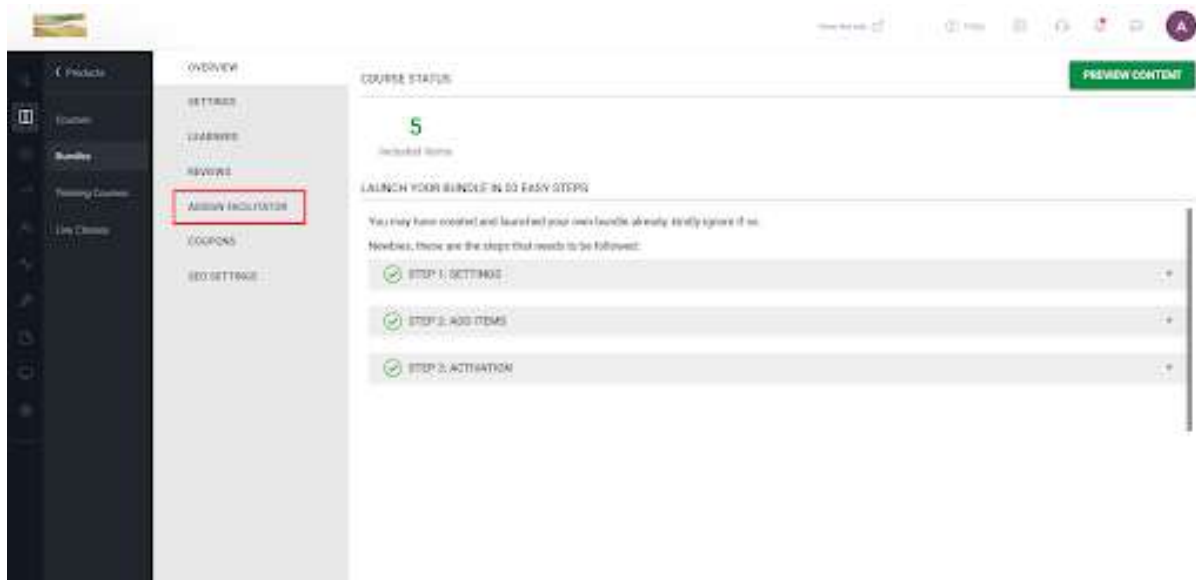
2.Click ASSIGN NEW FACILITATOR on the top right corner of the page. The ASSIGN FACILITATOR window pops up.
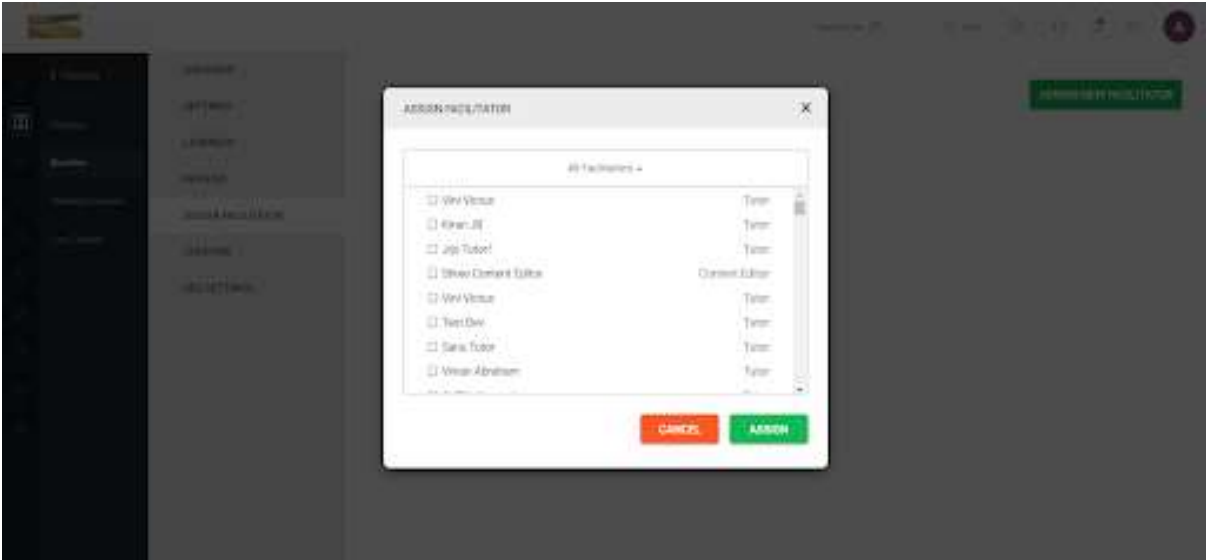
3.Choose the Facilitator from the drop-down menu. In this example, I am choosing Tutor as the Facilitator.

4.Select the tutor(s) for your Bundle
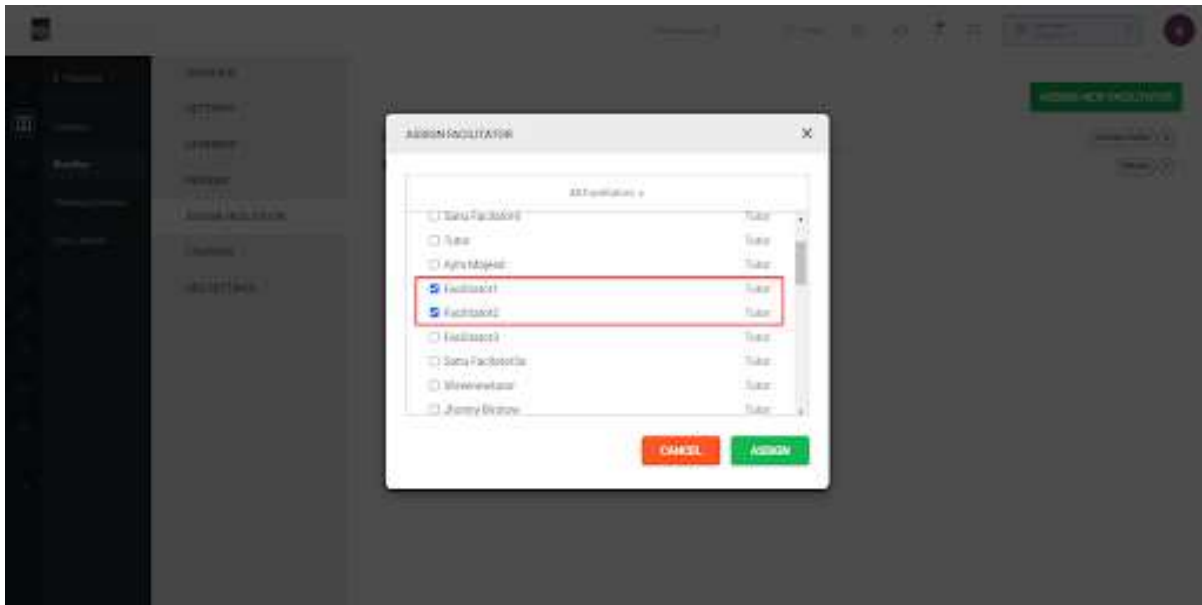
5. Click ASSIGN.
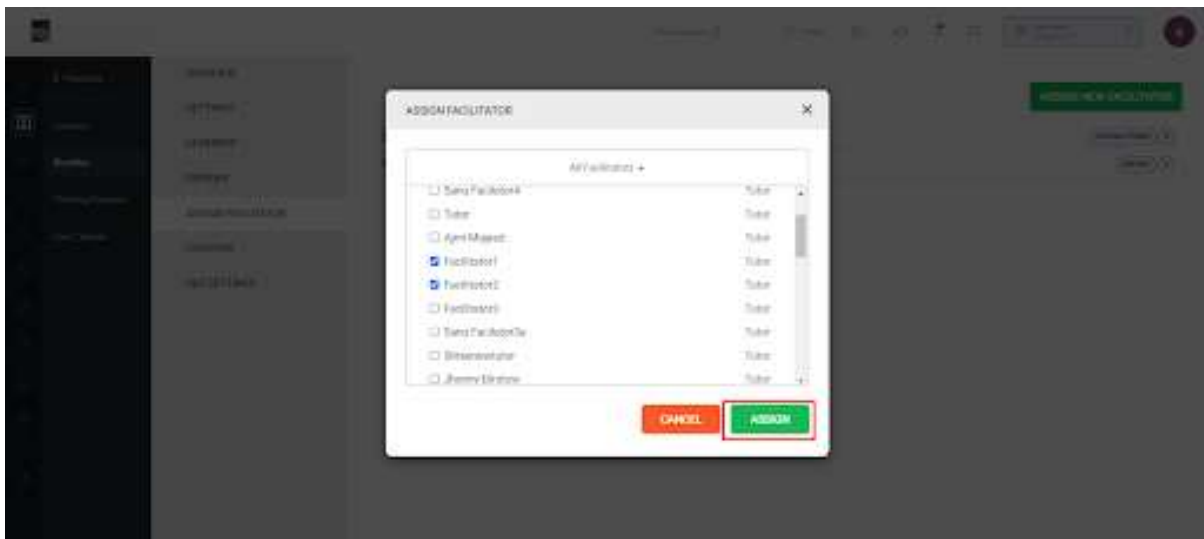
How to Remove Facilitators from Your Bundle

1.Click ASSIGN FACILITATOR in the left menu.

2.Click the CLOSE button seen along with the added facilitators
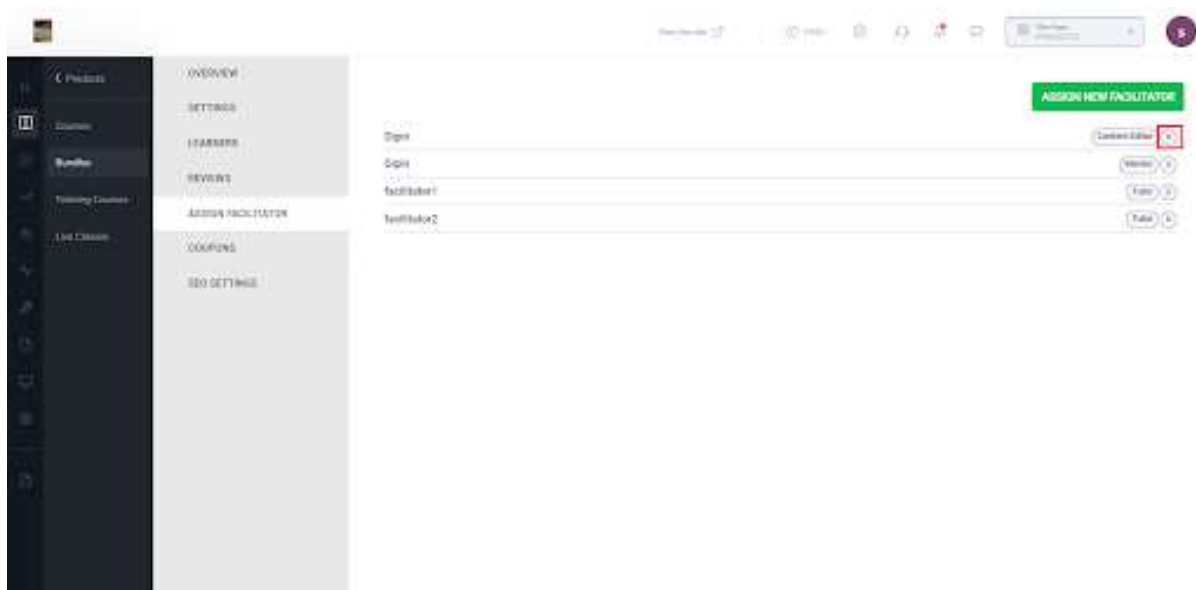
3.Click UNASSIGN
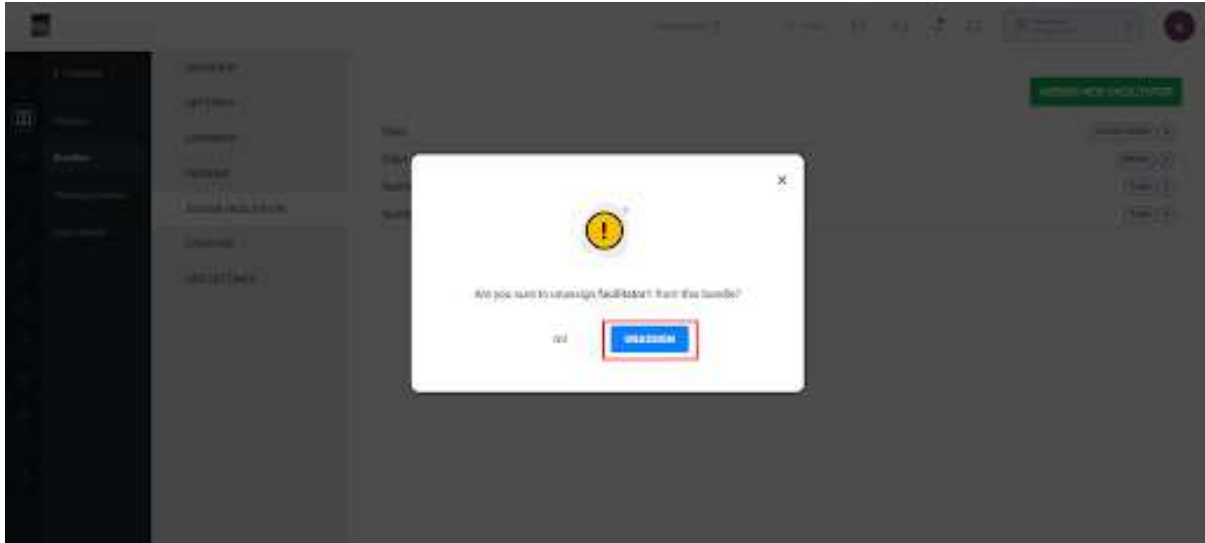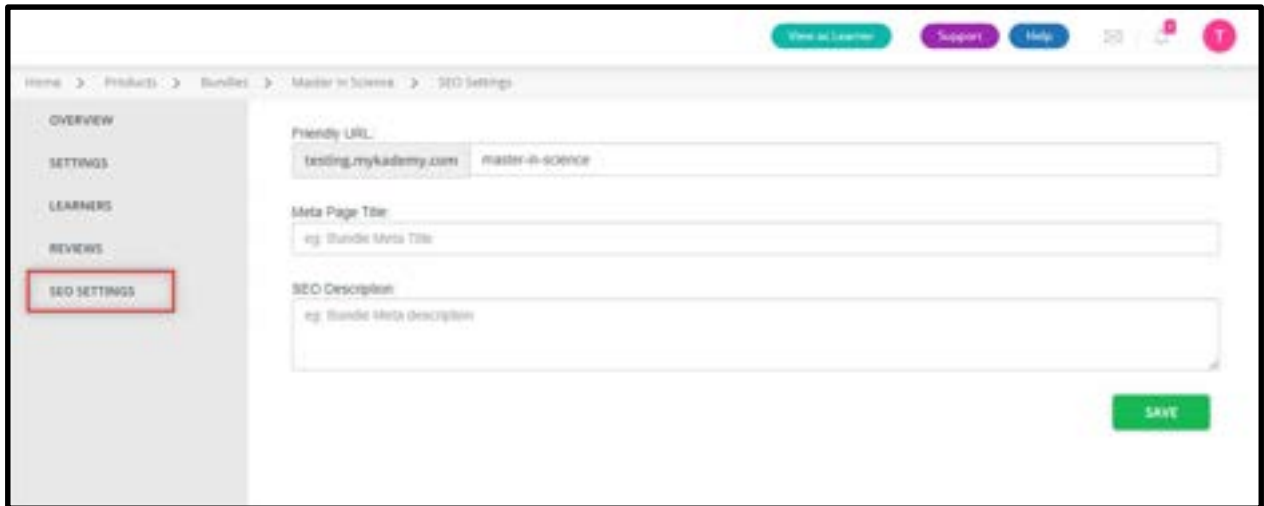
Review the Bundle
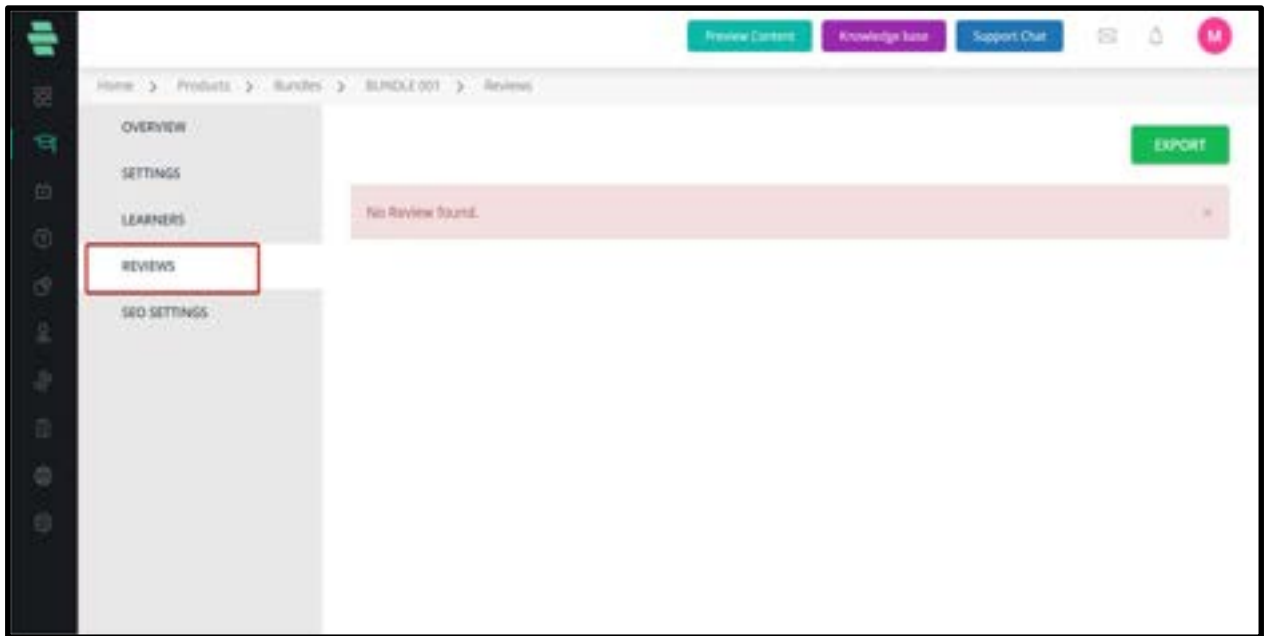
Learners will be able to review the bundle based on the content quality and total delivery.

Admin will have the provision to reply back to the review message.

SEO Settings

1.   Click on **SEO SETTINGS** on the left panel.

2.   Specify a friendly URL for the bundle, meta page title, and SEO description for the bundle.

3.   Click on **SAVE.**

Chapter 5 -Live Session

How to create a Live session

The live session helps the facilitator and learners to communicate with each other along with the knowledge transfer. The live session can be created from within the course or outside the course.

Outside the course
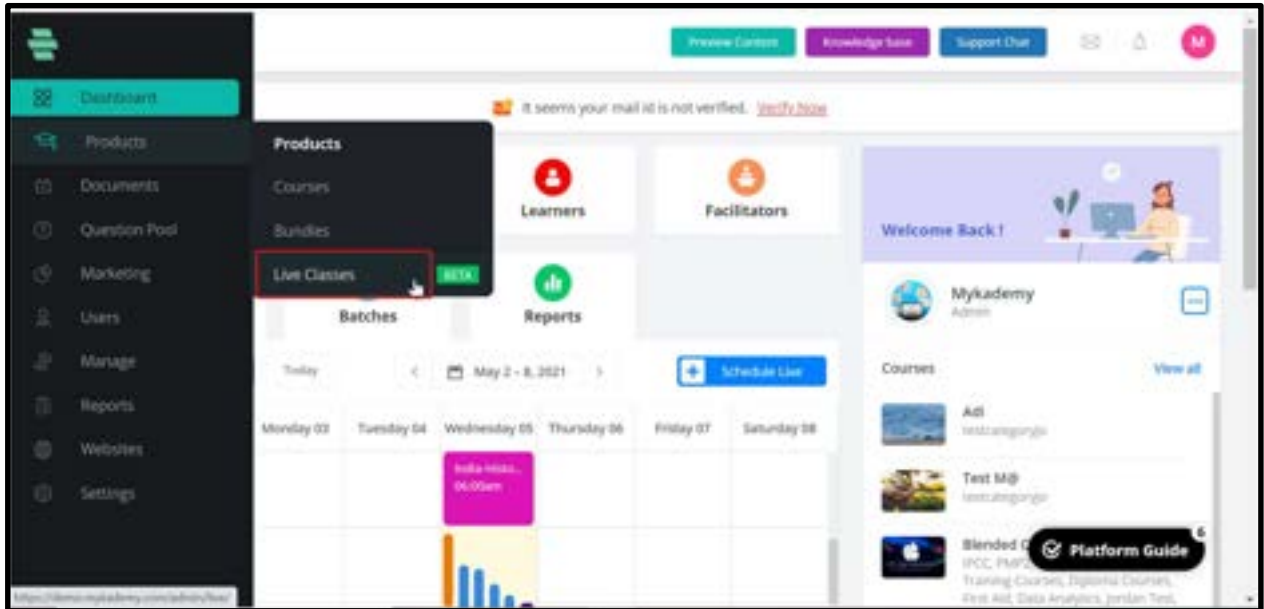
The live classrooms can be accessed through the following way from the admin panel.

Dashboard ->Product->Live class ->Create live class.
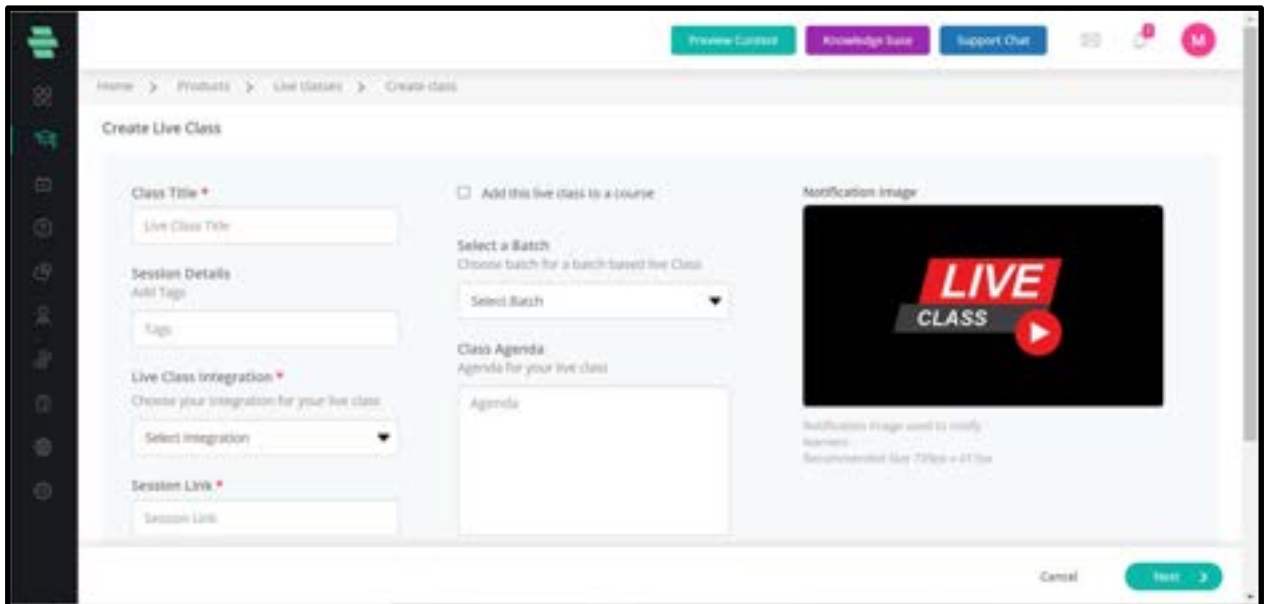
1. Enter the title name for the live session

2. Batch name or the purpose of the live session can be mentioned.

3. Select the live class integration.

4. It includes various options like MyKademy Live /YouTube/Zoom/Vimeo.

5. If Mykademy Live is chosen, select the room size.

6. Select the start date, start time, and duration.

7.   Select the **Time Zone**.

8.   Enter the **Class Agenda** and **Description**.

9.   There is also an option to add the same live session to the course.
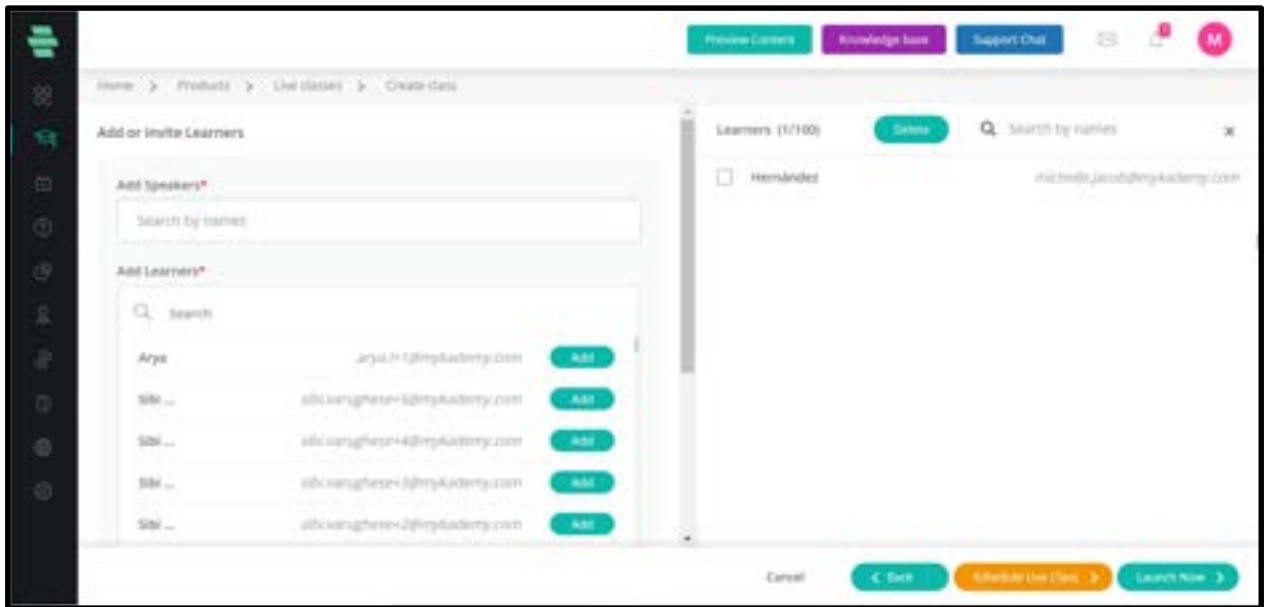
10. Add speakers and learners by enabling the checkbox.

11. There is also an option to add learners as bulk.

12. After adding learners, Schedule the Live class.

13. Admin or Tutor can join by clicking on the Join button.

Inside the course :

1. Login using the admin/Tutor credentials.

2. Click on the **courses** icon.

3. From the active courses page, select the course in which the live session to be created.

4. Click on **LIVE** located at the right end.

5. Enter the Title, section, Batch, speaker, Live room, and Date & time along with duration.

6. Notifications can be sent to the learner about this live session if needed.

7. Click on **Schedule**
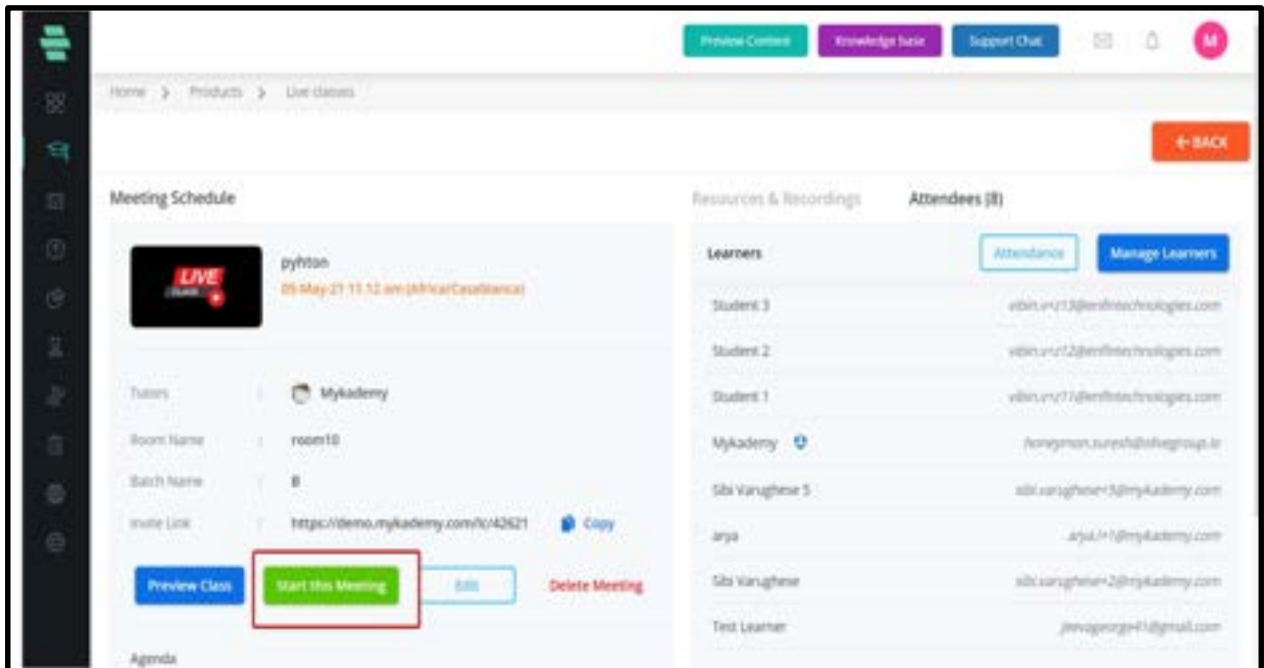
8. By clicking on schedule, they will be redirected to the above-displayed page which shows the preview of the live session created.

9. The session link can be copied from the admin side and can be shared with any Tutor or other faculties who were not included while creating the session.

10. The agenda and description of the live session will be displayed at the bottom.

11. On the right side, all those learners who are enrolled in the live session will be displayed.

12. When a live session is created within a course, all those learners who are enrolled in the course will be included in the live session.

13. If any additional learner is to be added or removed from the session, then the admin can click on **Manage learners** and the learner list can be edited.

14. The presenter/Tutor can start the live session from this page by clicking on **Start this meeting.**

15. If the session has already commenced, a message will be displayed to the left of **Start this meeting** which indicates the **live ongoing**.

16. They can also **delete or edit** the live session from this page if the session has not yet commenced.

17. After the live session, the admin/tutor can download the **recordings** which will be available near the **Attendees** button.

How to add resources or support files into a live session.
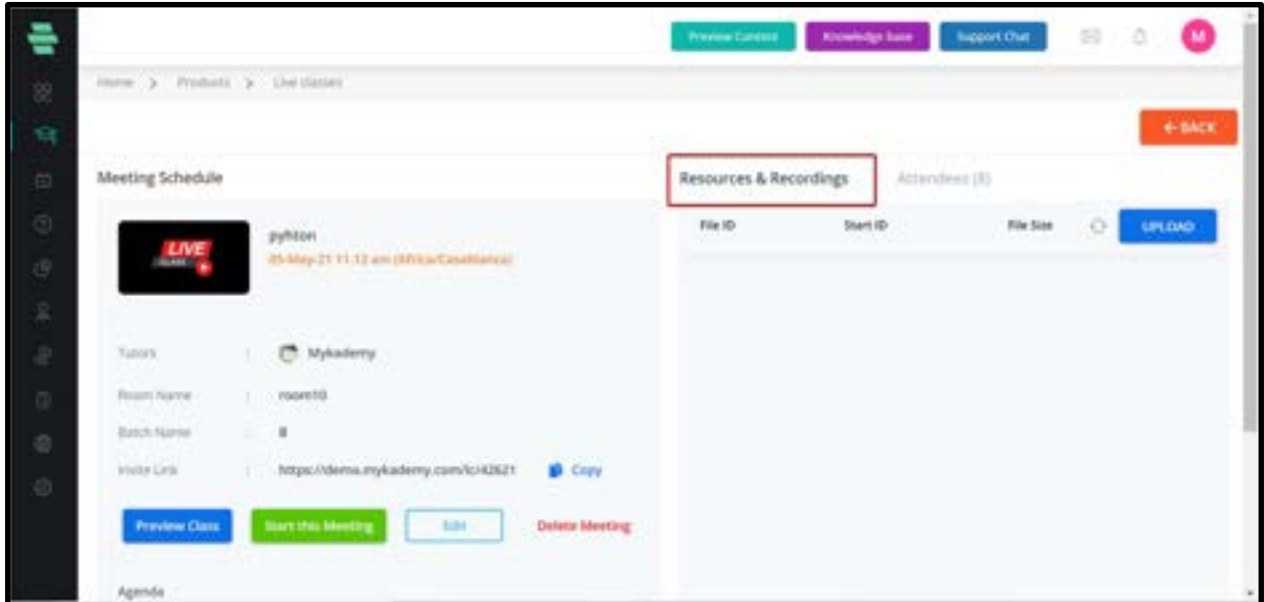
1.   Login as an admin

2.   Create a live session as mentioned above

3.   Click on **Resources & Recordings**

4.   By clicking on the **Upload** button, the admin can attach a document as a resource/support file.

How to add Live Session via third party links

This feature provides the option of adding more third-party links to facilitate live sessions (in the previous version only Zoom, Youtube and Vimeo links were accepted). In the Live Classes page, when creating a session, the drop-down menu will now list Others as an option within the Live Class Integration menu. If this is selected, the users can simply paste any link of a third-party video conferencing solution and schedule these sessions through Mykademy.

The following are the list of new video conferencing platforms that can be added using the feature:

● Skype

- TeamViewer
- Google Meet
- Webex
- GoToMeeting
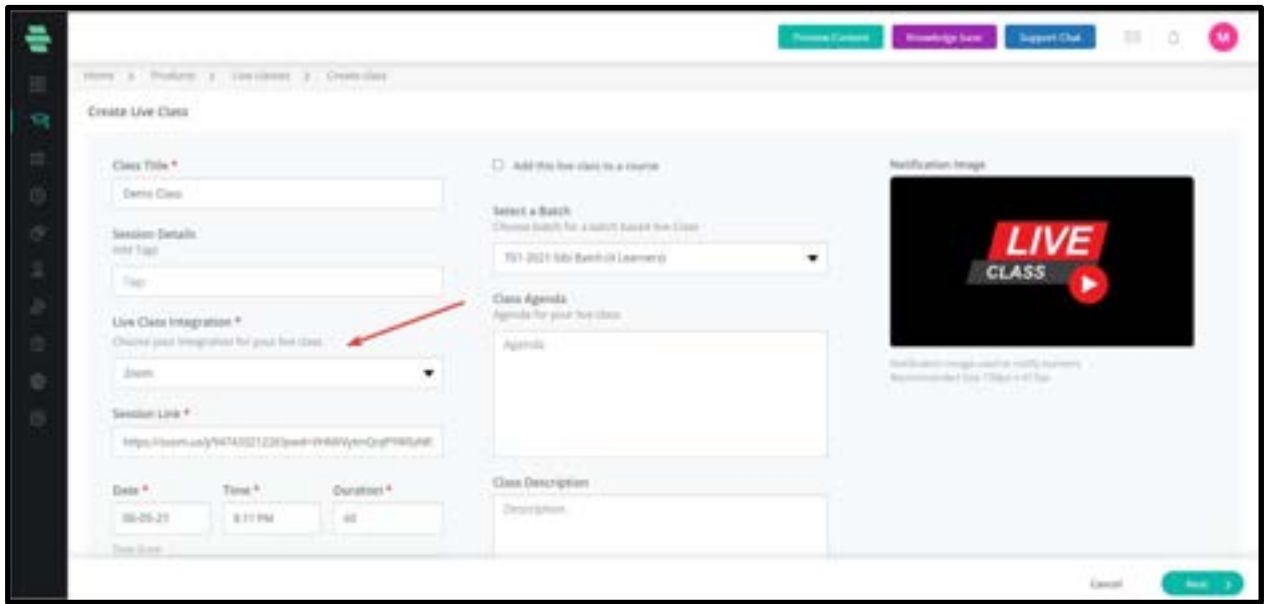
How to give broadcast access to learners

1. When the learner clicks on the broadcast button,the request is sent to the speaker.
2. Click on the three dots across the learner whom you want to give the broadcast access.
3. Select 'Give Broadcast permission'.

Move to Speaker:It allows the Speaker to switch the selected audience from audience to speaker.

Give presentation permission:Allows the speaker to give access to the learner for presentation.

Ban Participant:Allows the speaker to remove participants from the ongoing live session due to abuse or any such things.

Remove Participant:Gives access to the speaker to remove participants from further attending the live session.
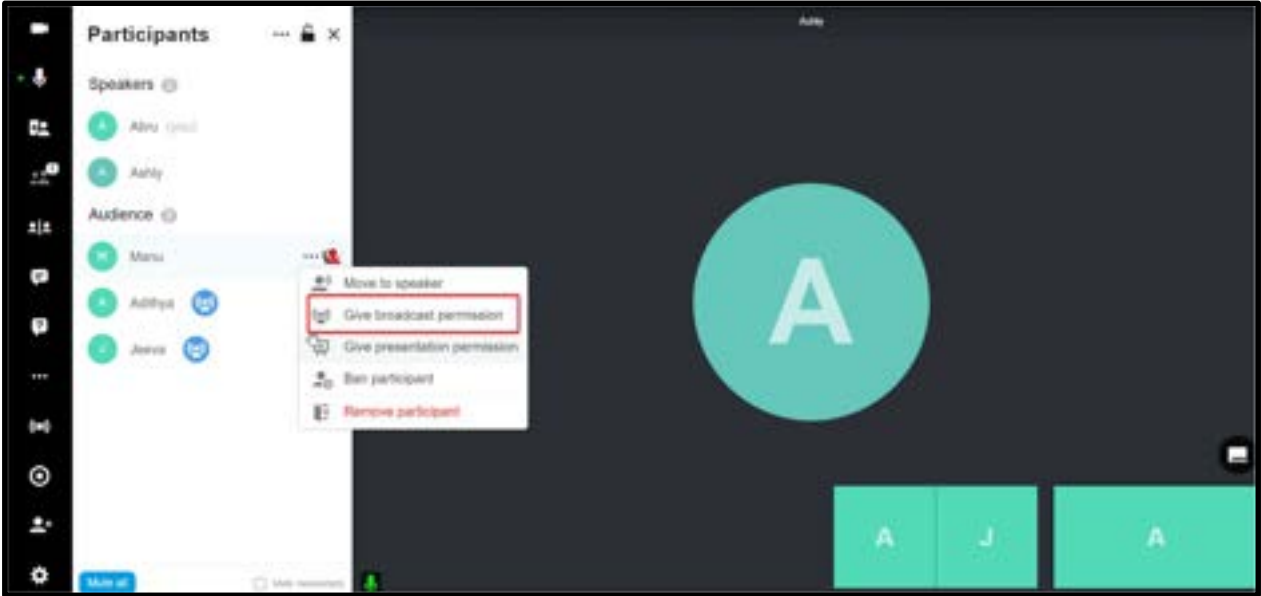
How to duplicate a session

You can duplicate a live session from the Scheduled live page.

1.   Login as admin/ privileged user.
2.   From **Products,** select **Live classes**
3.   Click on the three dots available on the right side of each scheduled live session.
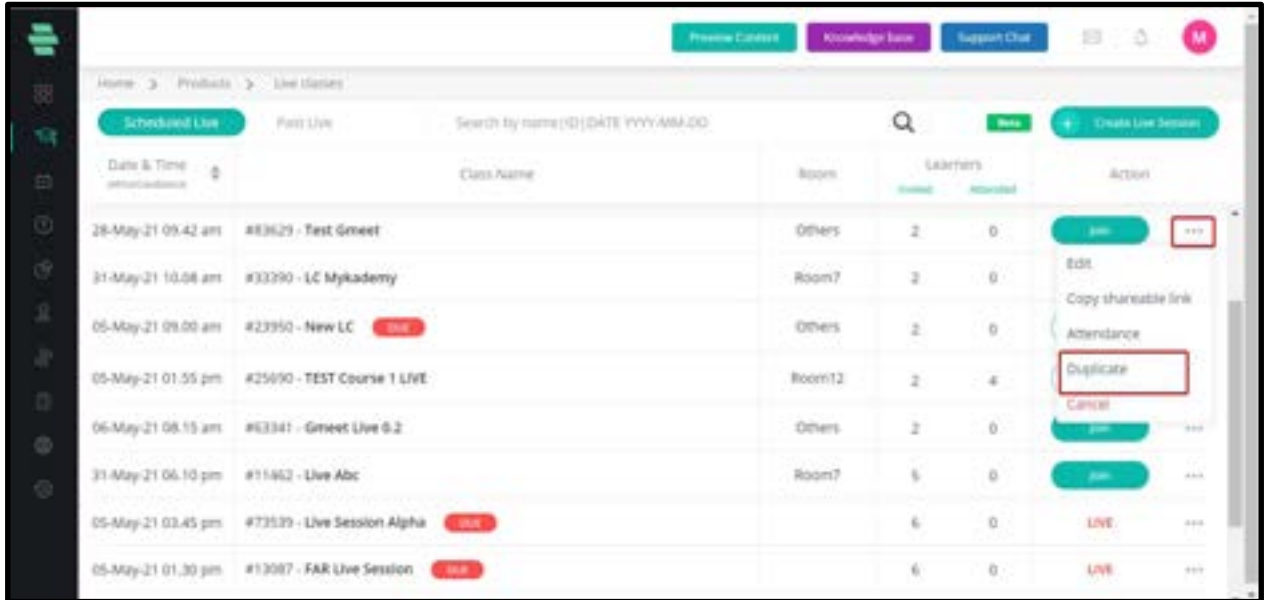
4.   Select **Duplicate**.

Those learners who are enrolled in the course after the creation of the first live session will not be included in the duplicated live session.

How to save & add the recordings to a course
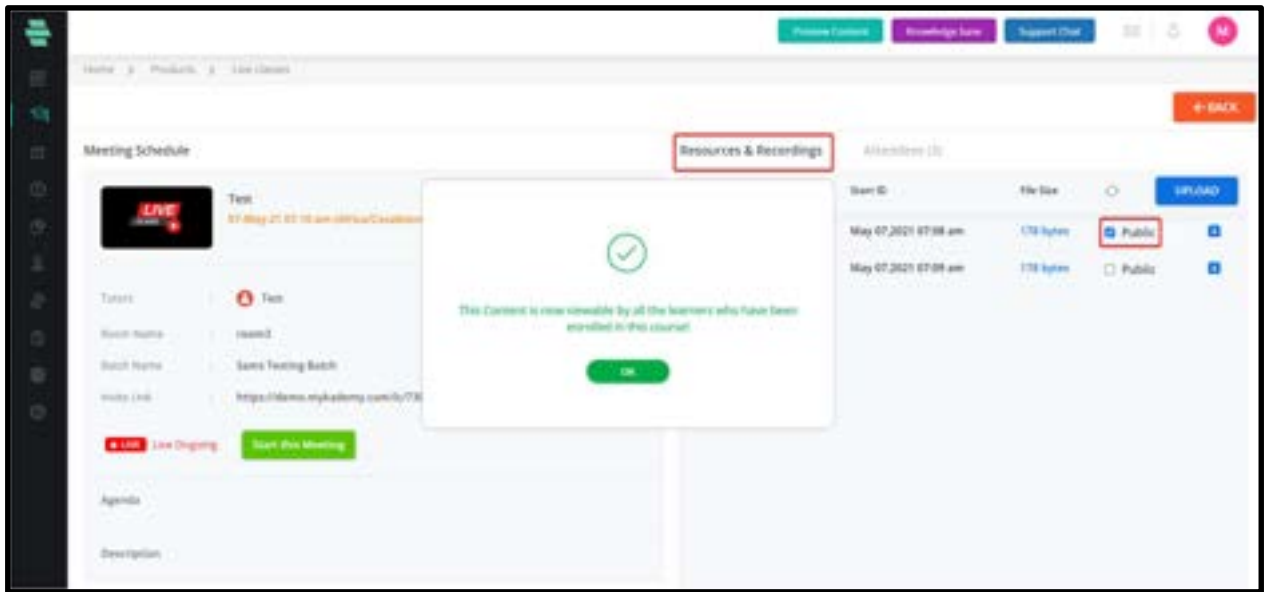
To save the recording of a live class, a record option is available in the live class dashboard. After recording the live session, the respective recording files will be present in Resources & Recordings.

By making it public, learners can access recordings from the folder for future reference.

Recordings can also be saved to course content by enabling 'Add this live class to a course' while creating the live class so that after recording the session, by making it public, it goes to the course content. We can also choose which course and section to be added.
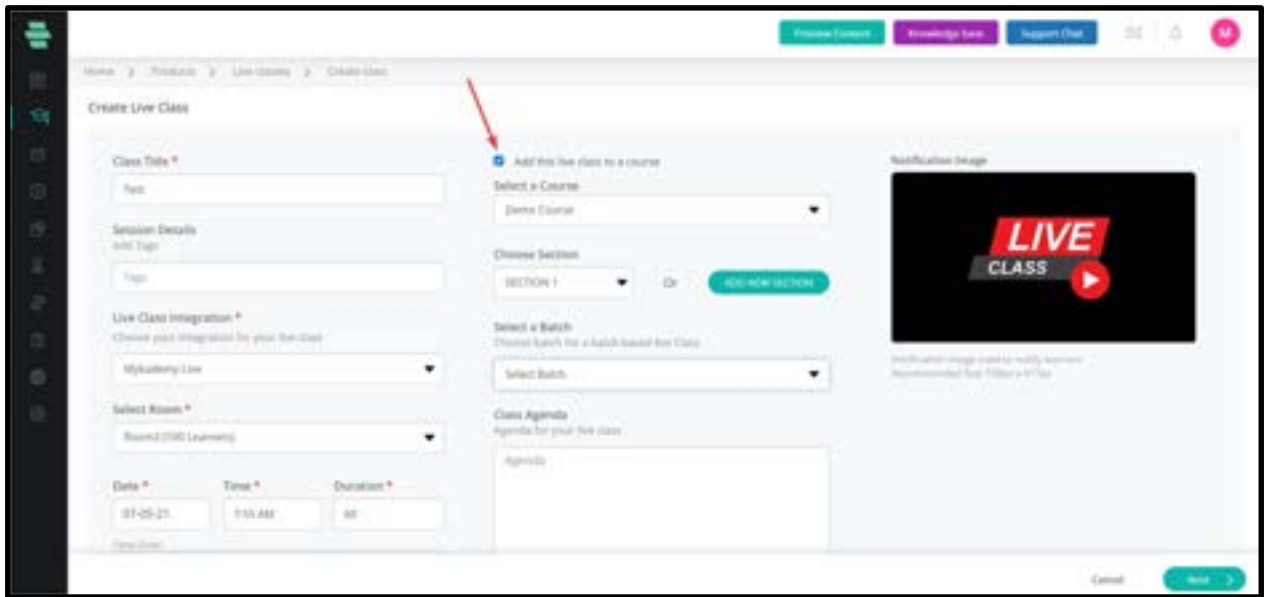
How can a Tutor join the Live session?

1.   Once a tutor is added as a speaker to the live session, they will be receiving a notification as given below.
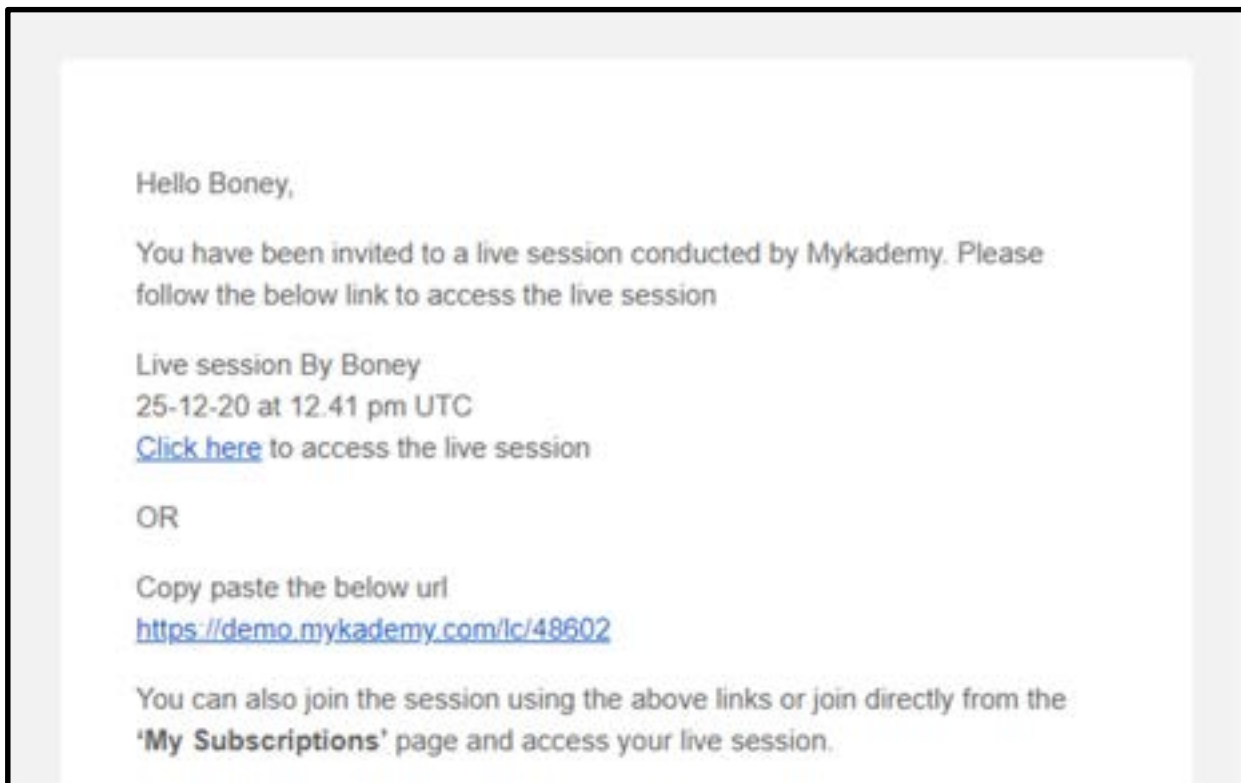
They can either join using the link given in the mail notification or the tutor can log in into the dashboard using the credential and by clicking on Live class

How to enable and disable Breakout rooms

The platform can support up to 40 breakout rooms. In order to create a breakout room within the Live session,

1. Login as admin/privileged user
2. Enter the live session by clicking on the **Join** button.
3. Click on **create breakout rooms** and choose the option.
4. Select whether the learners should be added automatically or manually
5. Click create breakout rooms and name it.
6. Speakers can automatically jump within breakout rooms.
7. By selecting Broadcast messages they can also notify the members regarding a message as well.
8. Clicking on **stop breakout rooms** brings back everyone to the normal live session
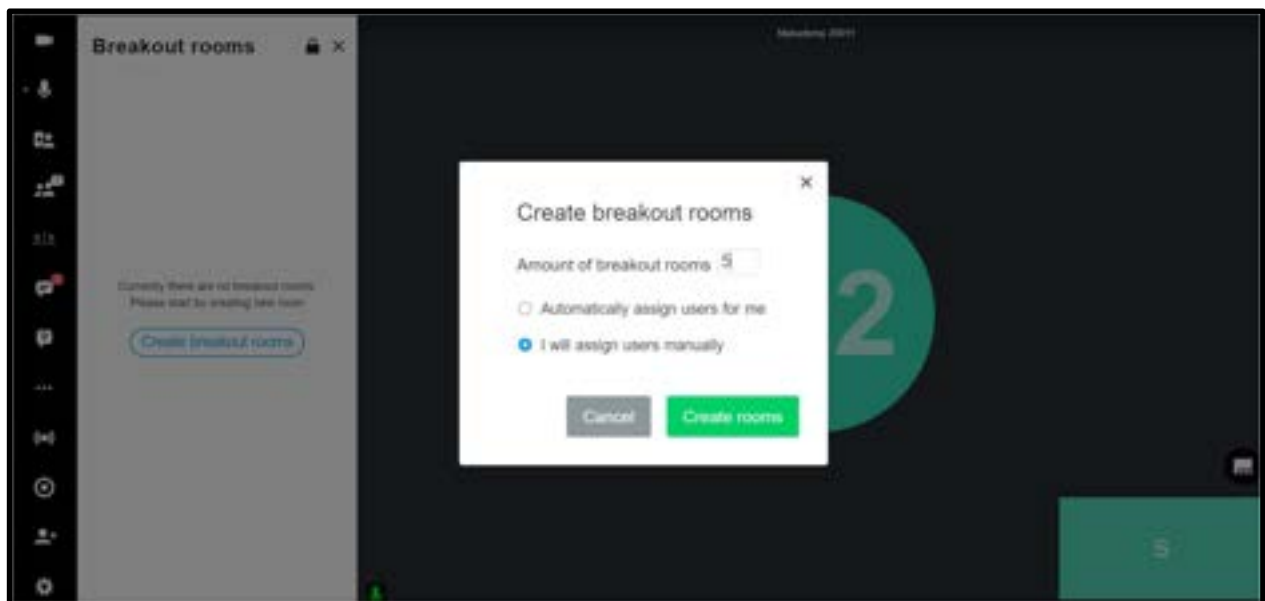
How to add participants to breakout rooms

After creating a breakout room, we can add participants additionally as shown in the screenshot.

How to add multiple speakers into the live session
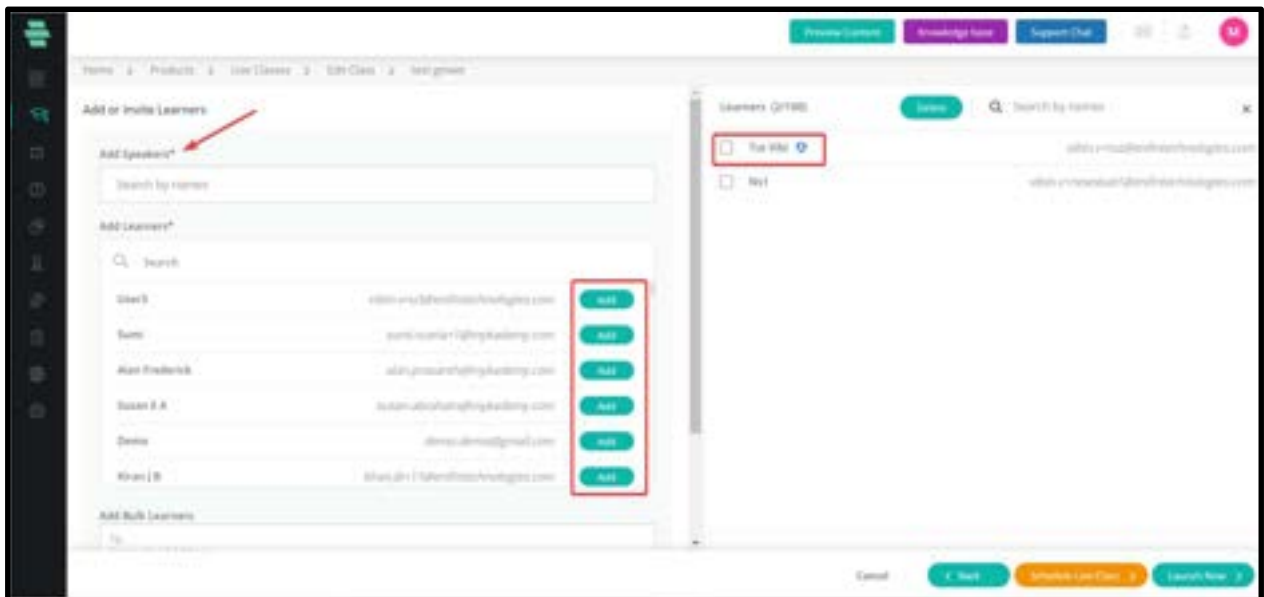
1.   From **Products**, select the **Live session.**

2.   Enter the title, date, etc for the live session.

3.   Click on **Next**

4.   From the add speaker button, select the **speakers** needed for the live session.

5.   On the right side, a preview will be shown which includes all the tutors and learners added into the session.

6.   Speakers will be differentiated with a blue icon from the learners.

7.   If the session is already created, by clicking on the **Edit** button you can add multiple learners into the session.

How to reschedule a live session
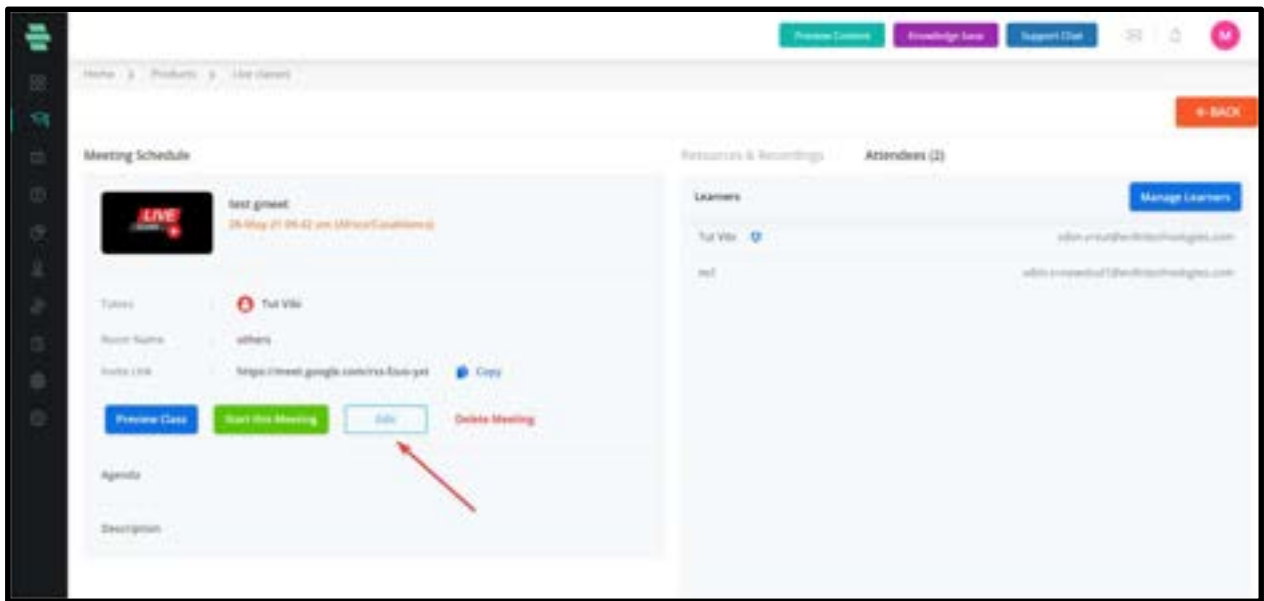
1.   Login as an admin/privileged user

2.   Select Live session from products

3.   The list of scheduled live page appears

4.   Click on **Edit**

5.   Change the date and time of the session and schedule again.

Chapter 6 – Manage Your Question Pools

The Question Pool includes questions that can be added to the Test as part of the learning courses. Questions can be of easy, medium, or hard level, and can either be a single choice question, multiple-choice question, subjective type, or fill in the blanks. You can add and manage questions, import them from your local system and categorize questions based on subjects and topics.

How to Add Questions

You can add your own questions by simply typing them into the system.

1.   Click on the **Question Pool** icon from the dashboard. The **Question Pool** page appears displaying questions based on the selected filters at the top of the page.

Note: Default filters available are **All Questions, All Types, All Categories, All Subjects, and All Topics.**
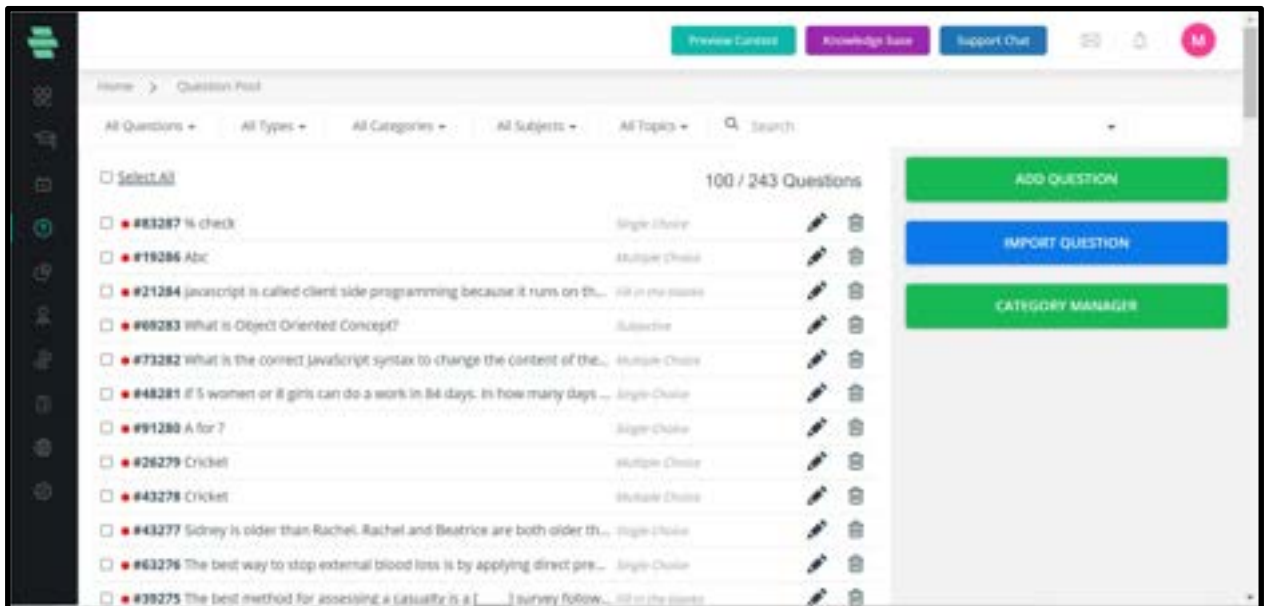
2.   Click on **ADD QUESTION** from the right panel. The **ADD QUESTION** window pops up.

3.   from the left panel, select one of the Question Type from the drop-down menu:

○   **Single choice –** Select this option to add a multiple choice question that has only one correct answer.

○   **Multiple choice –** Select this option to add a multiple choice question where Learners can select more than one answer by selecting the checkboxes.

○   **Subjective type –** Select this option to add a question that needs answers in the form of detailed explanations.

○   **Fill in the blanks –** Select this option to add a question with a blank space that the Learners can answer by providing the missing word(s).

4.   Select the Difficulty of the question from the drop-down menu – **Easy, Medium** or **Hard.**

5.   Select the **Category, Subject,** and **Topic** to which you want to add the Test question.

6.   Specify the **+ve Mark** and **-ve Mark** for the question by typing them or using the incrementing/decrementing arrows built in the system.

7.   Specify tag for the question.

8.   Type the question and options/answers in the provided fields.

9.	Click on **SAVE** and then **OK**. To save the question and add another question immediately, click on **SAVE & NEW.**

○	For single choice and multiple-choice questions, click to add more

○	choices/options to your question.

○	You can click on **ADD EXPLANATION** to give an additional explanation to the single choice, multiple-choice, and fill in the blanks answers.

○	For subjective type answers, click on **ADD EXPLANATION** and type the answer.

○	You can use the Text Editor tool for your question and answers by selecting the checkbox on the top-right corner of the page.

○	Click on Reset to clear the current question, answers, and explanations completely and type a new one.

○	Use the or icons corresponding to a question to edit or delete the question respectively.

How to Upload Questions

You can upload your own questions to the Question Pool based on a predefined question template.

1.   Click on the **Question Pool** icon from the dashboard. The **Question Pool** page appears.

2.   Click on the IMPORT QUESTION from the right panel. The **IMPORT QUESTION** window pops up.

3.   Follow the steps mentioned on this popup.

4.   Download the *questiontemplate.xl*s file to your local system and fill the required questions in this file in a similar format.

5.   Select the course category from the drop-down menu to which you want to add the Test.

6.   Click on **BROWSE** to locate and attach the saved Microsoft Excel document.
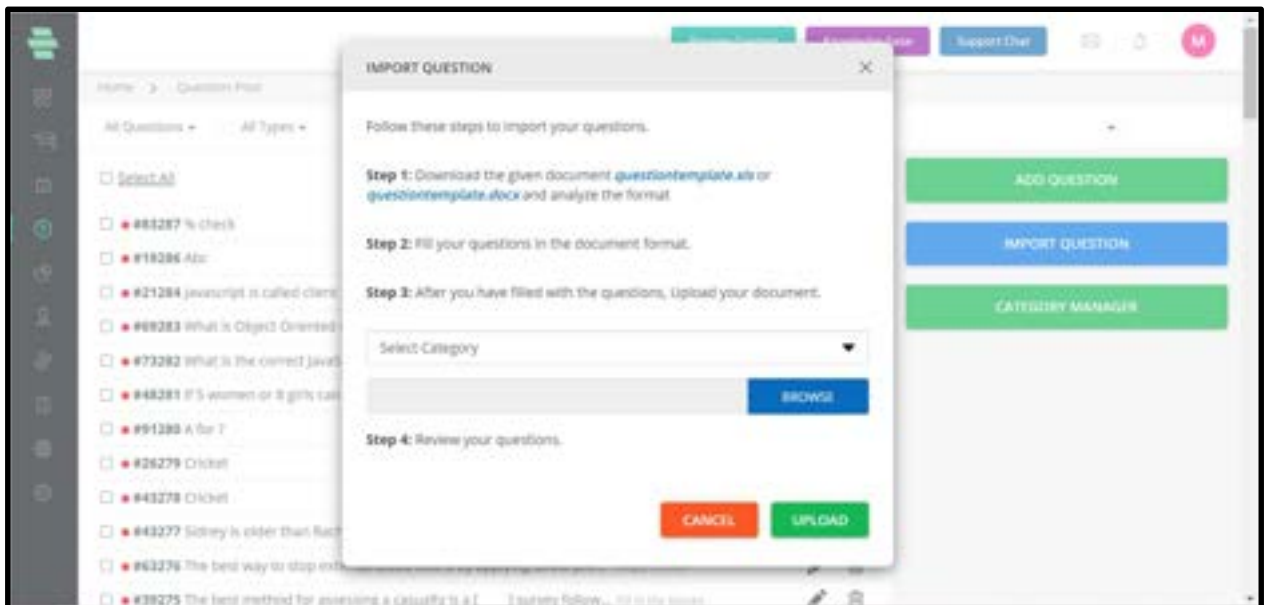
7.   Click on **UPLOAD** and review your questions in the **Questions Preview** screen.

Note: To delete a question at this stage (on the **Questions Preview** screen), click on ![DELETE] seen at the top-right corner of that question.

8.   8. Click on **SAVE**. Your questions are uploaded to the Test and appear in the Question pool.

Note: To delete all questions from this page at once, click on **Select All** checkbox located at the top of the questions and click on **Bulk Action** on the top-right corner of the page, then click on **Delete** and **CONTINUE.**

How to Use the Question Manager

Question Manager is a tool that enables us to create a skeleton for your course called Course Category. It also helps you categorize questions based on subjects and topics. You can have multiple subjects inside a course category and each subject can further be divided into topics.

How to Add a New Course Category

1.   Click on the **Question Pool** icon on the dashboard. The **Question Pool** page appears.

2.   Click on **QUESTION MANAGER** from the right panel. The **Category Manager** page appears.

3.   Click on**ADD CATEGORY** from the left panel to add a new course category. The **ADD CATEGORIES** window pops up.

4.   Type the category name(s) for your course.

5.   Click on **Save.** Your new course category name appears in the left **Course Category** panel.
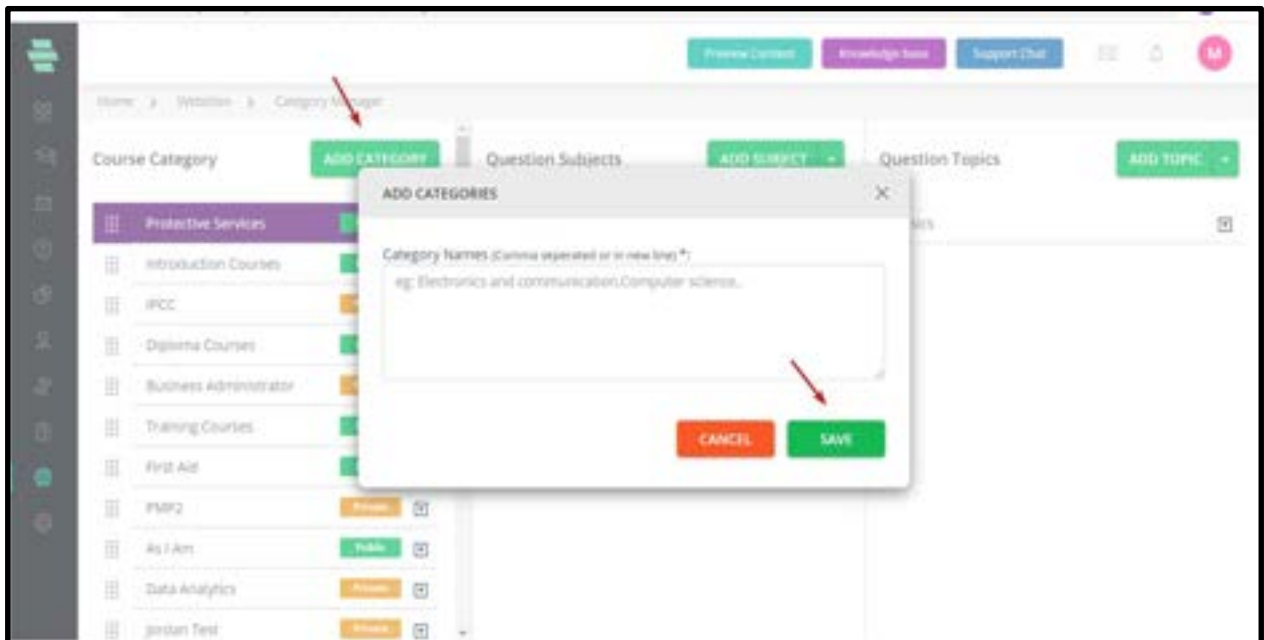
How to Add a Subject

1.   Click on the **Question Pool** icon from the dashboard. The **Question Pool** page appears.

2.   Click on **QUESTION MANAGER** from the right panel. The **Category Manager** page appears.

3.   In the middle panel of the **Category Manager** screen, click on **ADD SUBJECT.** The **ADD SUBJECTS** window pops up.

4.   Type the subject name(s) for your course category.

Note: You can add multiple subjects by separating each subject using a comma or by typing each subject name in a separate line.

5.   Click on **SAVE.** Your new subject name appears in the middle **Question Subjects** panel.
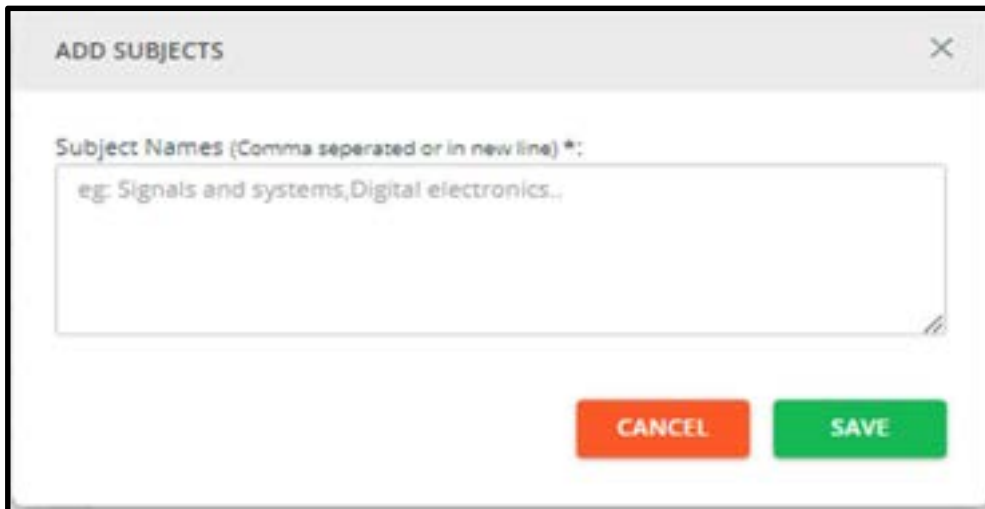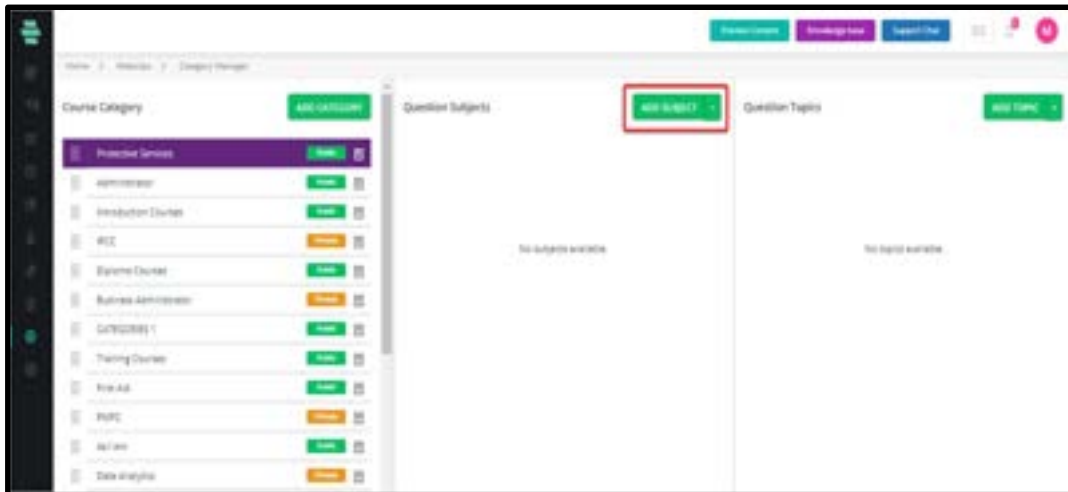
How to Add a Topic

1.   Click on the course category and its subject under which you want to create topics.

2.   In the right panel of the **Category Manager** screen, click on **ADD TOPIC.** The **ADD TOPICS** window pops up.

3.   Type the topic name(s) for your subject.

Note: You can add multiple topic names by separating each topic using a comma or by typing each topic name in a separate line.

4.   Click on **SAVE**. Your new topic name appears in the right **Question Topics** panel.
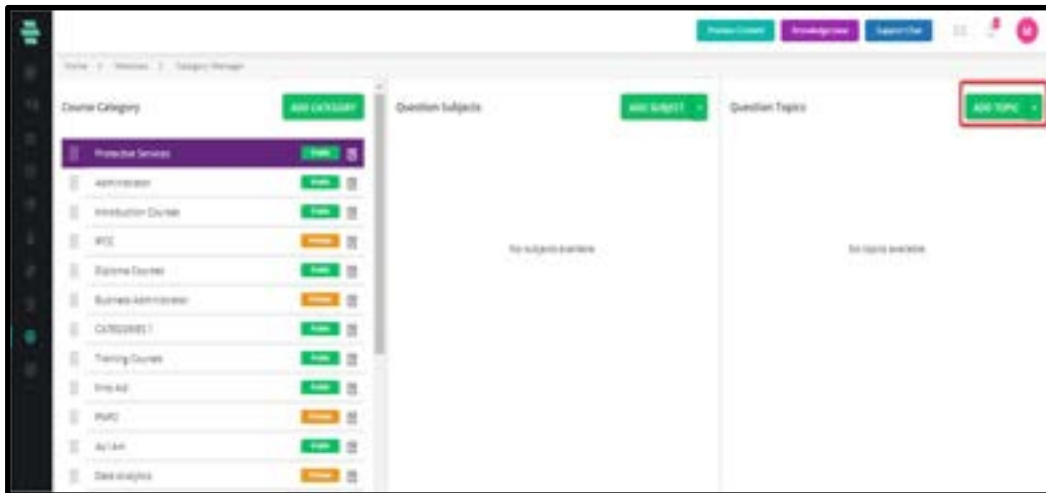
Other Options

For instructions on using other options in the **Category Manager** page, refer to the following sections:

-
-
-
-
-
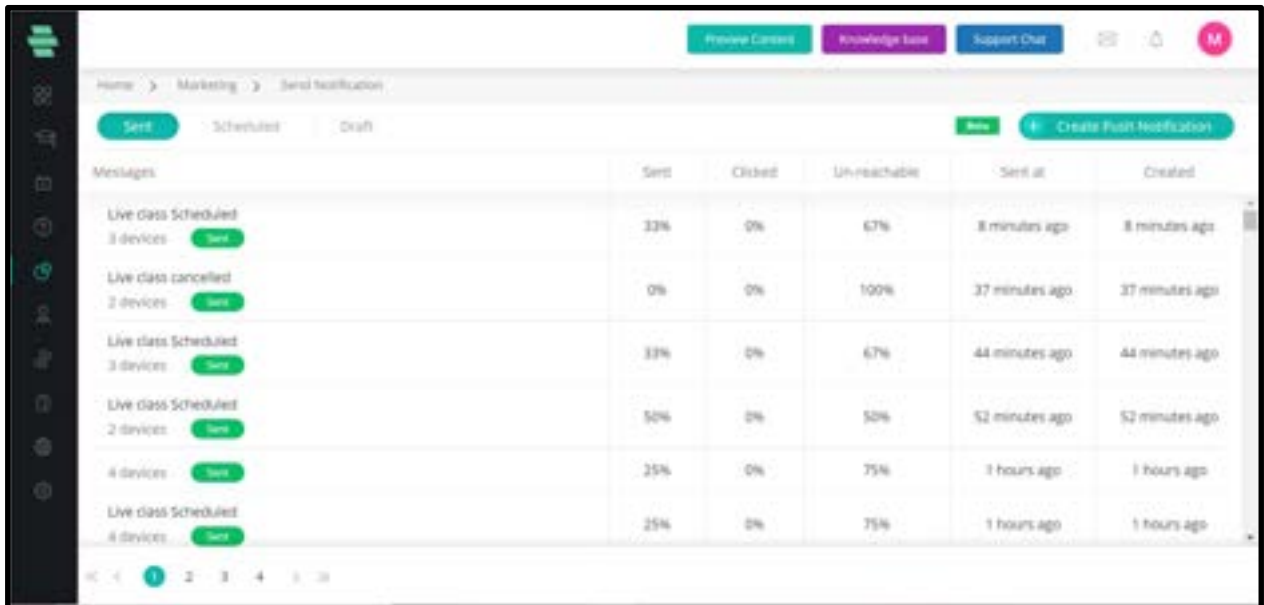
Chapter 7 - Marketing

How to create a Push notification

Push notifications can be accessed by clicking on Marketing followed by Send notifications.

1. Click on **Create push notification**

2. Enter the title for the message.

3. Type the message content

4. A preview of the message will be visible on the right side.

5. Images can be included with a push message

6. Insert deep link if any. Separate deep links can be inserted for Android, IOS, and web applications.

7. **Deep-link:** The learners will have the provision to click on the push message by which they will be redirected to the course/session, the link corresponds to.

8.   Click on Save and next.

A push notification will be classified into 3 categories.

A. **Sent:** All those messages which are already sent to the learners will be displayed here. This also includes the percentage of students who clicked the message, unreachable, sent time, and created time.

B. **Scheduled:** Those messages which are yet to be forwarded in the future are displayed in this section.

C. **Draft:** messages which may be edited in the future will be listed here.

How to create a Flash message
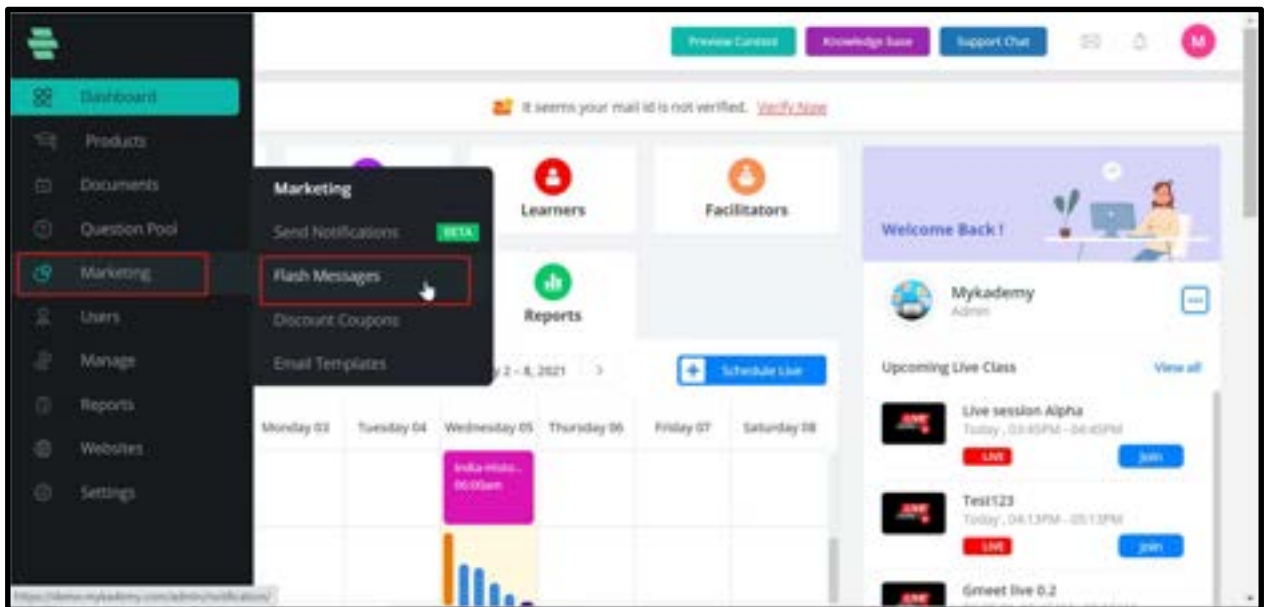
The admin user shall be able to create a dynamic information bar from the admin panel which shall be visible in the front end. Follow the steps to create a new information bar:

A. Login as an Admin.

B. Click on **Marketing** followed by **Flash message**

C. Click on **create Flash message**

D. Enter the title of the message
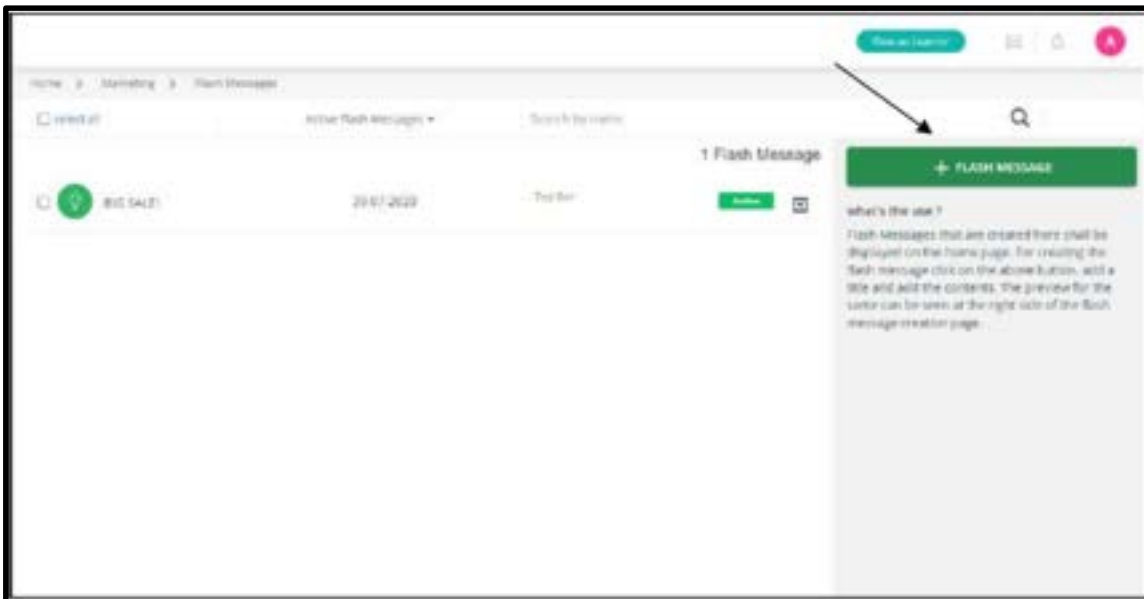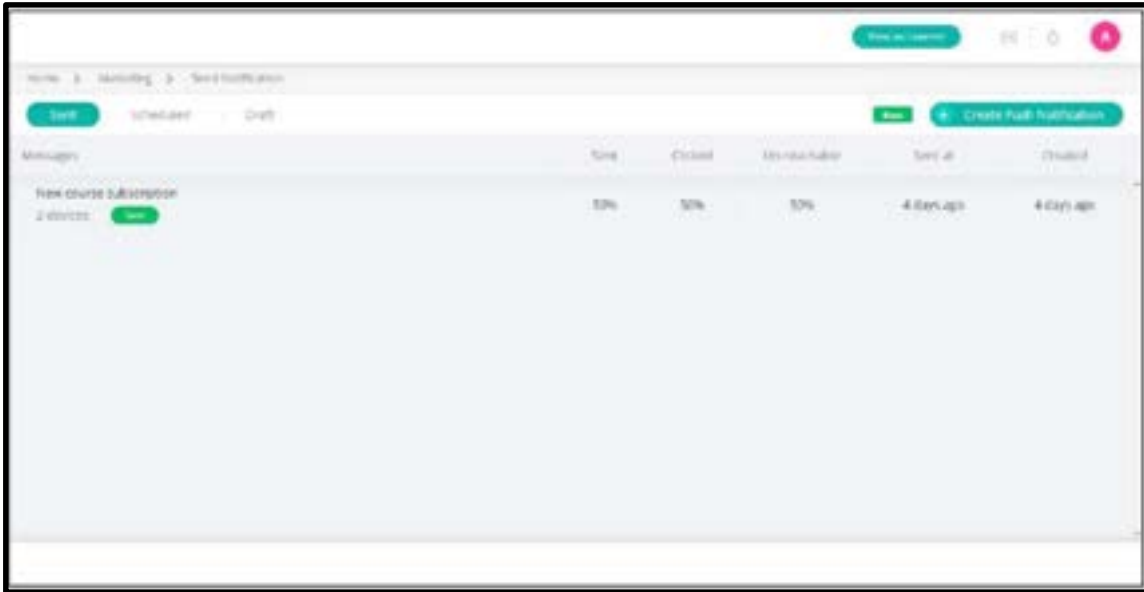
E.   Add the contents as given in the screenshot and **Save**
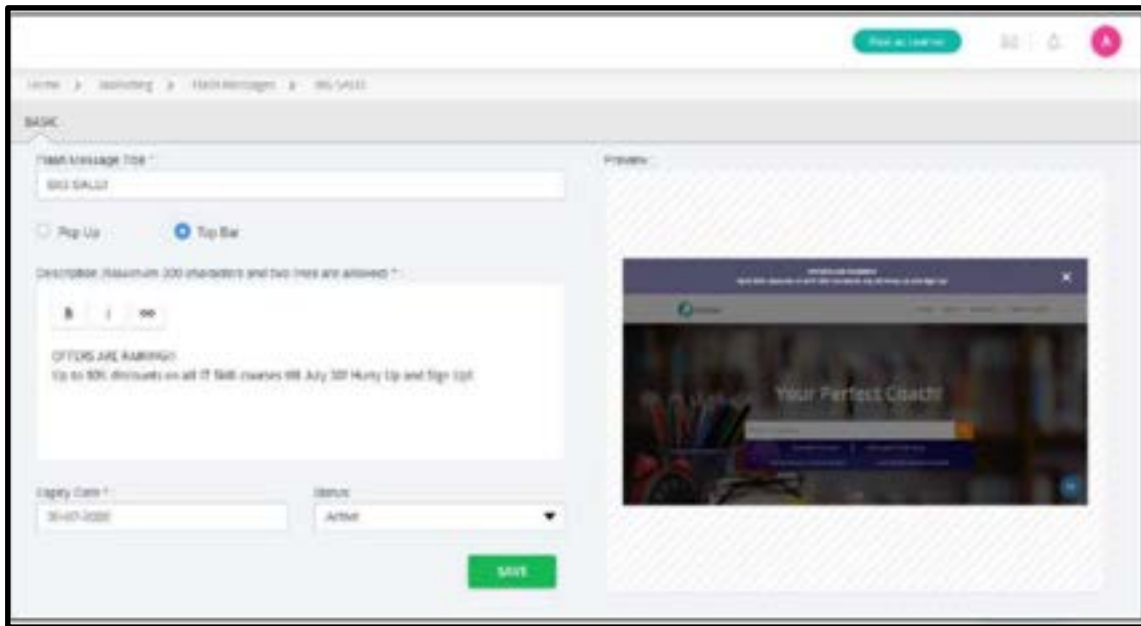
On the home page, the changes will be displayed as shown below:
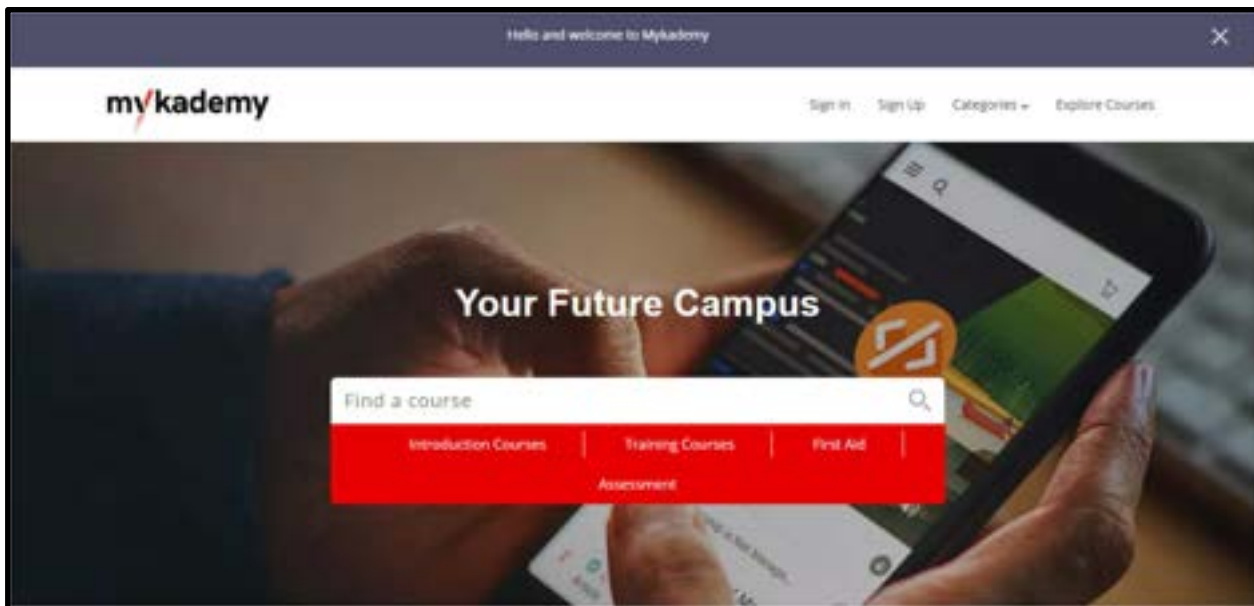
How to create new Discount coupons

In the admin panel, the bulk discount coupon option has been omitted and integrated in the create discount coupon pop-up itself. Discount coupon option displays all the existing coupons in the platform.Also, on clicking the coupon, the code gets copied.

To access Discount coupons, click on **Marketing** followed by discount coupons.
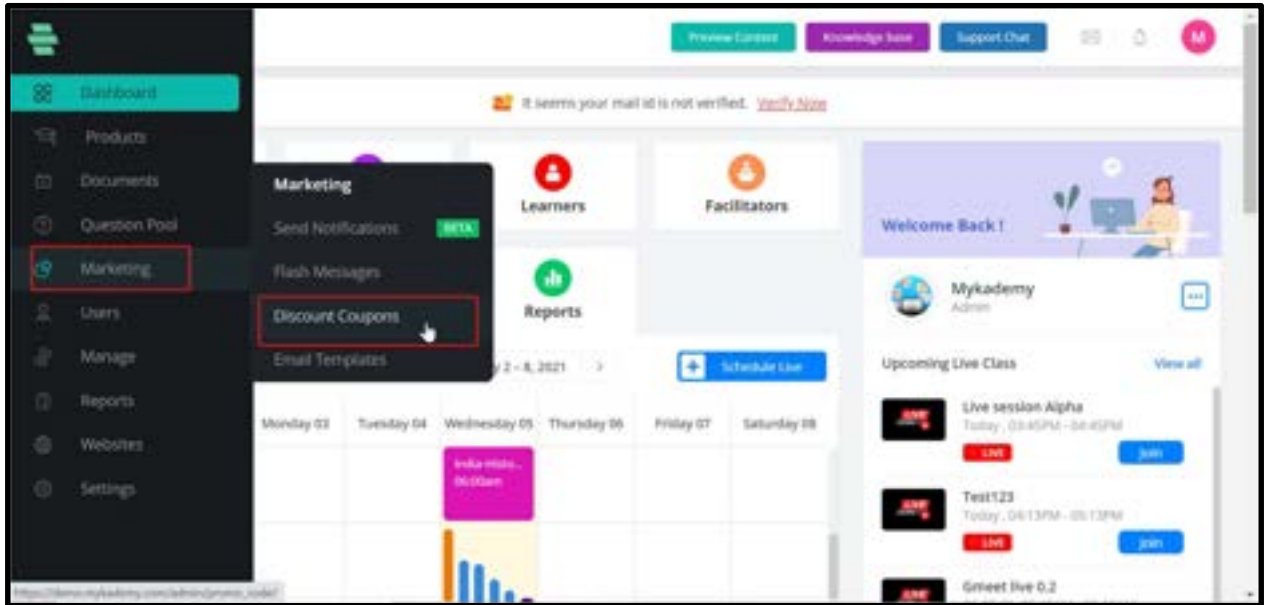
A.   Click on the **Discount coupon** so that a new coupon can be created.

B.   Enter the name of the coupon

C.   Enter the Coupon Code. You can also generate the coupon code by clicking on the Generate Code option.

D.   Enter the Coupon Description.

E.   The coupon can be made Public or Private based on the requirement.

F.   The Discount can be made by Percentage or by amount.

G.   You can give the Maximum Discount value
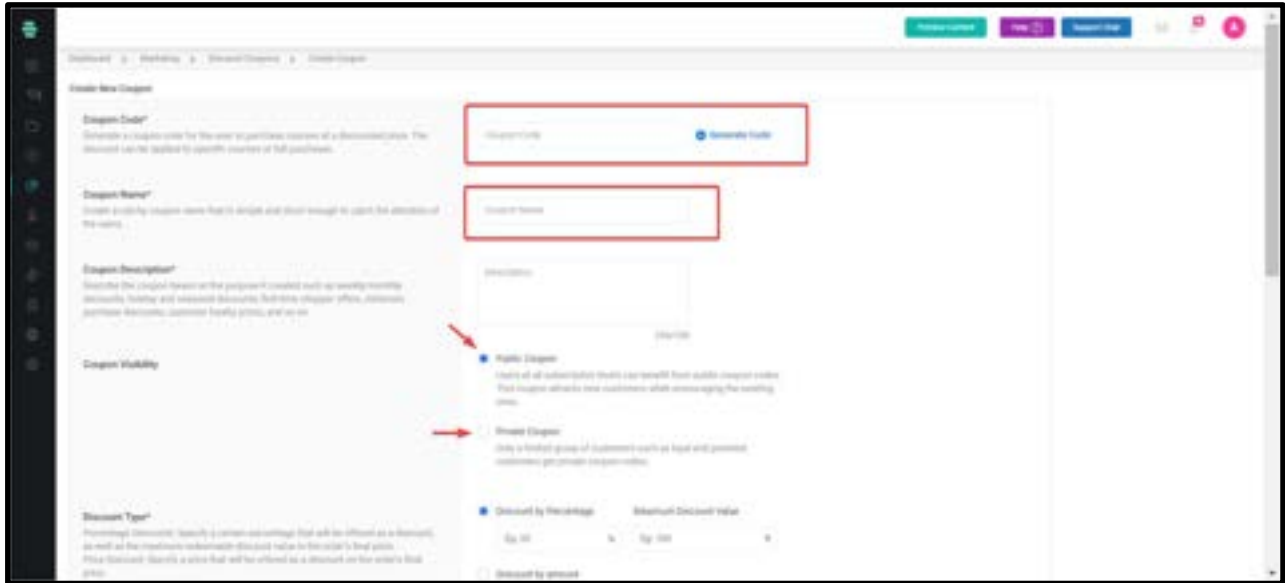
H. The discount type can also be chosen as All Platform or Customized

-All Platform Discount is aimed at giving a discount to all users on their total order price, regardless of the courses they have added.It is applicable to all the items in the platform.

-Custom Discounts are tailored to a certain selection of courses, bundles, or events. Choose the course, bundle, or event to which the discount should be applied.

I. Enter the coupon validity date by entering the Start Date and End Date.

J. The User can be limited based on the requirement.

K. The admin can also enable whether the coupon can be used multiple times or not by enabling the Yes(for the coupon to be used multiple times) or No(to not use the coupon multiple times)

L. After entering all the details, click on **Create Coupon** and thus the Discount Coupon will be created.
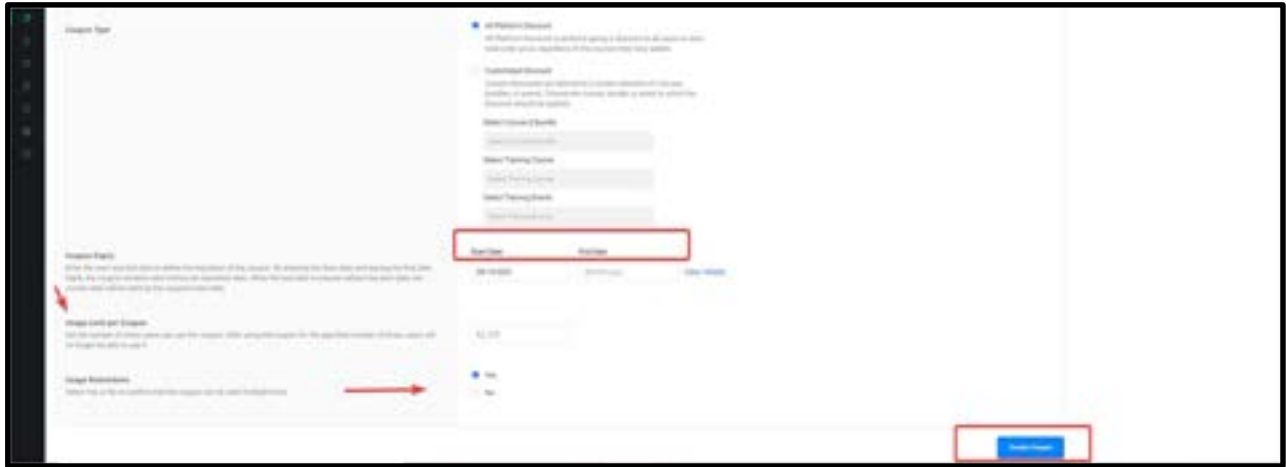
By clicking on the **Copy** option available near a coupon code, the code gets copied.

You can also **Deactivate, Edit** or **Delete** the coupon if required by clicking on the three dots across the corresponding coupon and then selecting the respective option required as shown below.

How to Edit Email Templates

We offer you the standard set of templates for system-generated notification emails. You can edit the text in these templates as required, so the emails display your edited content.

1.   Click on marketing followed by email templates
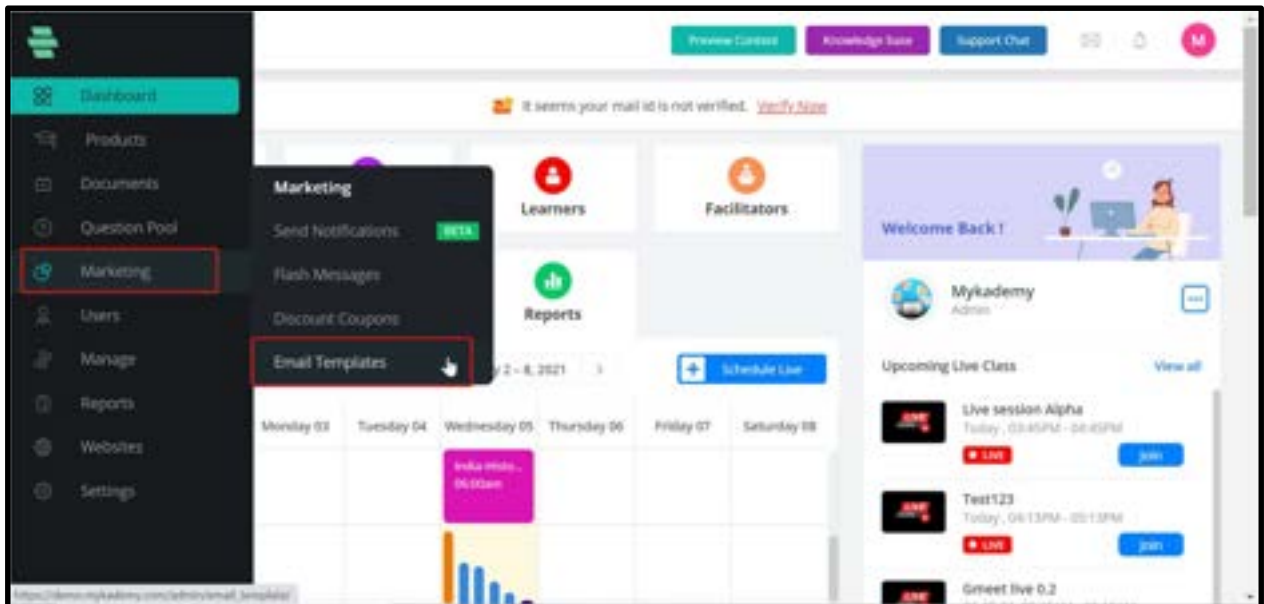
2.   Click ⬚ corresponding to the email template for which you want to edit the content and click on **Settings.**

The email template content appears.
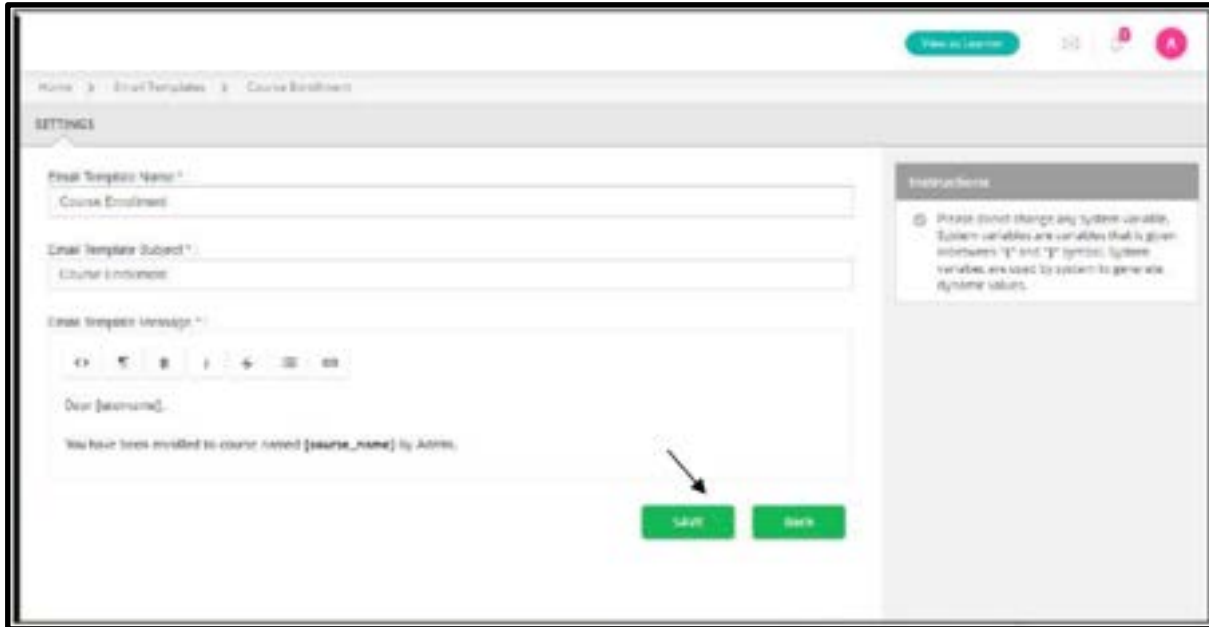
3.   Edit the text as required.

Note: Do not edit the text or the system values inside the curly braces {}.

Click on **SAVE**

Types of email templates

1.   **Approvals pending notification :** This is a message received to the admin regarding the pending learner registration. When a learner registers themselves, a notification will be received by the admin regarding the registration and by clicking on the message, the details will be visible to the admin.

2.   **Bundle enrolled** : A set of courses is known as Bundles. This email template notifies the admin that a new learner is being enrolled into a bundle.

3.   **Bundle enrollment** : An admin will be able to attach a learner into a bundle and bundle enrollment email template comprising the message that is being received by the learner when they get attached/enrolled into a Bundle.

4.   **Contact mail** : Each account has a Get in Touch option present at the footer side. When a new learner arrives on the platform and if they have any query they can directly type their

message in the get in touch option by filling out the name, email id and the message. This will be notified to the admin using the contact mail email template.

5.   **Course enrolled** : When a learner subscribes to a course by purchasing via online, a notification will be sent to the admin using Course enrolled email template

6.   **Course enrollment** : When an admin attaches a learner to a course, the learner will be notified using this email template. It contains the course name, site URL, and a few steps which guide the learner to access the course if they are logging in for the first time.

7.   **Domain registration admin** : When a new account is created, the admin receives a welcome message from the super admin and also shares a helpline number in case of any query. This email is being sent using the Domain registration admin email template.

8.   **Domain registration super admin** : This template notifies the super admin regarding the newly created account in the Mykademy domain. The mail notification includes Domain name, username and email address.

9.   **Faculty welcome message** : Admin has the privilege to create a new Faculty role and assign a respected person to the role. When a person is assigned to a faculty role, they receive an email message which consists of email id, password and URL. Using these credentials they will be able to login into the platform.

10.   **Forgot password message** : If a student forgets their login password, they can click on Forgot password and by entering their email address, a reset password mail will be sent to their email address and the learner will be able to update their password.

11.   **Grade assign** : Admin / Tutor can create assignments for the learners and they will be able to submit their assignment via document, image, or by typing. Once a learner submits the assignments, it will be informed to the tutor and the tutor can evaluate the assignment. Once the assignment is evaluated, the learner will be notified along with the Grade for the assignment. This notification is being sent using Grade assign email template.

12. **Institute welcome message** : When a new Branch/institute is created from the admin side, the institute admin receives an email notification along with URL, user id and password using the institute welcome message.

13. **Live session invitation message** : When a learner is attached to a live session, they will be informed about the session via email. This email message contains a link by which the learners can join into the session which is handled by live session invitation email template.

14. **Live session cancellation message :** The session created from the admin side may be cancelled in certain situations and in this scenario, the learners will be notified regarding the cancellation via live session cancellation email template.

15. **Profile Activation** : Admin has the privilege to activate and deactivate a learner. The profile activation template contains a link by which the learner can login into the platform.

16. **Profile approved** : When an admin approves the learner profile, the learner will be notified using the profile approved email template.

17. **Profile deactivation** : When the learner profile is being deactivated from the admin side, they receive the notification using the profile deactivation email template.

18. **Profile deletion** : When the learner profile is being deleted from the admin side, they receive the notification using the profile deactivation email template.

19. **Quiz submission reminder** : This email template informs the learner regarding the upcoming assessment test which should be submitted. It includes the last submission date and total days remaining.

20. **Quiz Submitted Successfully :** This email will be sent to the learner when they submit the assessment successfully.

21. **Reverify email id** : When a learner updates their email address, this email template helps them to verify their email address to get future updates.

22. **Registration Message** : When a learner registers themselves, they can verify their email address and login into the platform using this email template.

23. **Registration Message with Otp :** This is a message being received to the mobile number in order to check the phone number validity.

24. **Student invoice** : When a student purchases a course via online payment, they can download the invoice using the student invoice email which they receive after the purchase.

25. **Password reset** : By clicking on the forgot password, a learner can rest the new password and once they update the password, they receives a mail regarding the confirmation for the new password and the learners can log in using the link provided in this email.

26. **Student registered** : When a new learner gets enrolled into the platform, the admin will be notified using student registered email template. It contains the details of the learner so that the admin can contact them to build an admin- learner relationship.

27. **Students verify their email** : when a student verifies their email address, it will be notified to the admin using this email template.

28. **Student welcome message** : An initial message that a learner receives when an admin creates a new learner into the platform. This email message contains the Account credentials along with URL so that they can login and get familiarized with the platform

29. **Validity extended** : Admin can extend the course validity for a particular learner and the same will be notified to them as well.

Chapter 8 – Manage Your Learners

Learners of the educational Branches are the end-users of the system, who would access the course contents and take up the online learning courses that are available on the system. Each learner will have an own profile and can log in to the system using their email address and password.

After you approve the Learner's registration account and enroll them in the courses, Learners will be able to start learning the online courses.

How to manage the newly Signed up accounts

When a learner registers to the application through the sign-up page, the admin needs to get a notification regarding the same. The Users Can Log Into Their Accounts Only After The Admin's Approval.

1. When a learner Signs up to the platform, they will receive a notification regarding that the learner's approval status is pending.

2. On the other side, the admin will receive a notification regarding the new Signed up user as shown below.
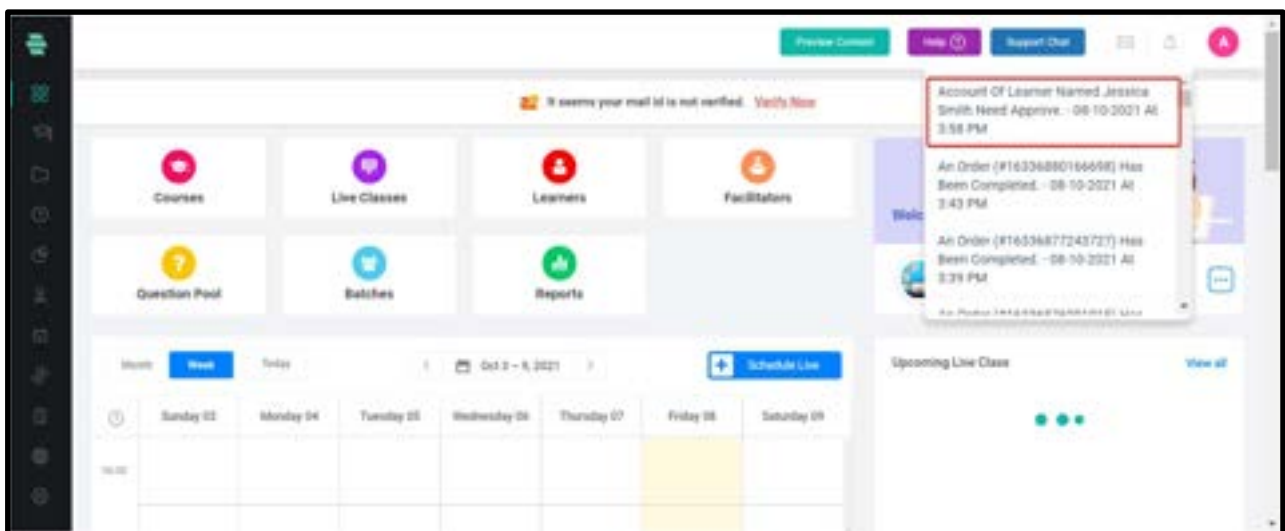
3.   By clicking on the corresponding notification, the admin will be taken to the learner dashboard when the admin can see the list of learners that are not yet approved.
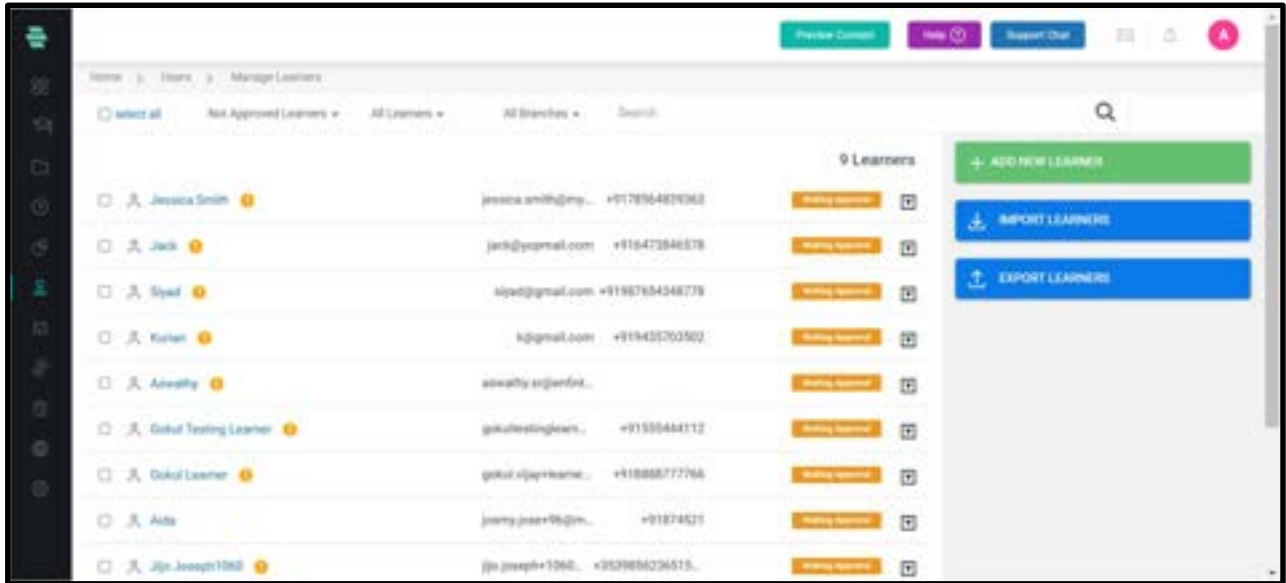
4. Click on the dropdown across the corresponding learner that the admin wants to approve.

5. Select **Approve**
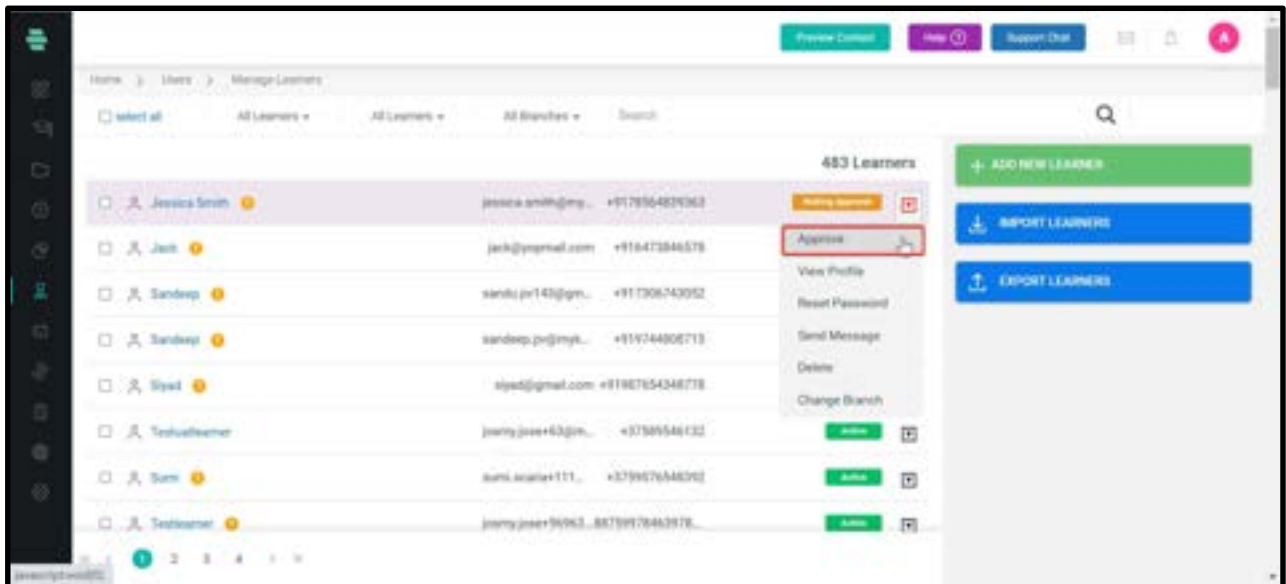
6.   Therefore a window pops up where the admin will be asked for the confirmation of the learner approval.

7.   Click **Approve**
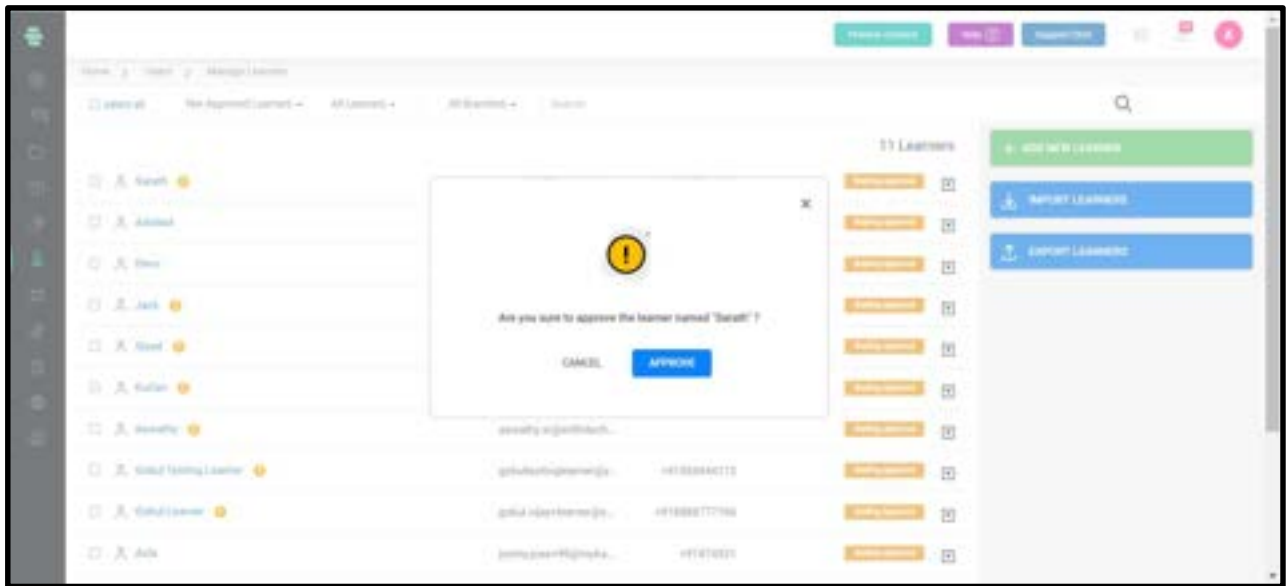
8.   Thus the learner is approved and can log in to the platform

Also, the privileged user should be able to switch off the "sign up" part of the website through settings.

1.From the dashboard, click on **Settings**
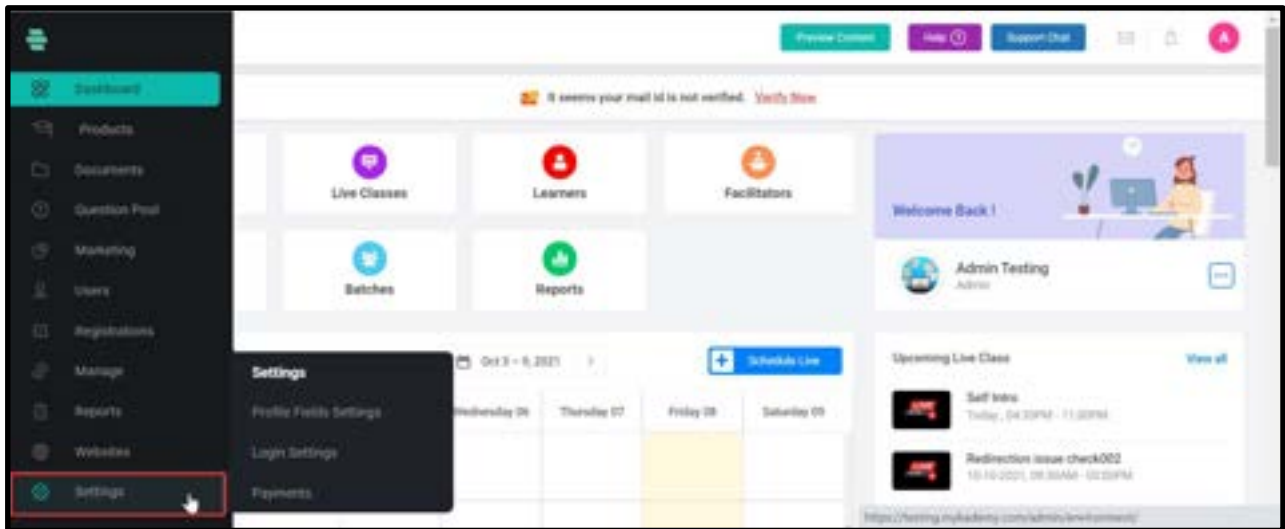
2.   Select **Login Approve**
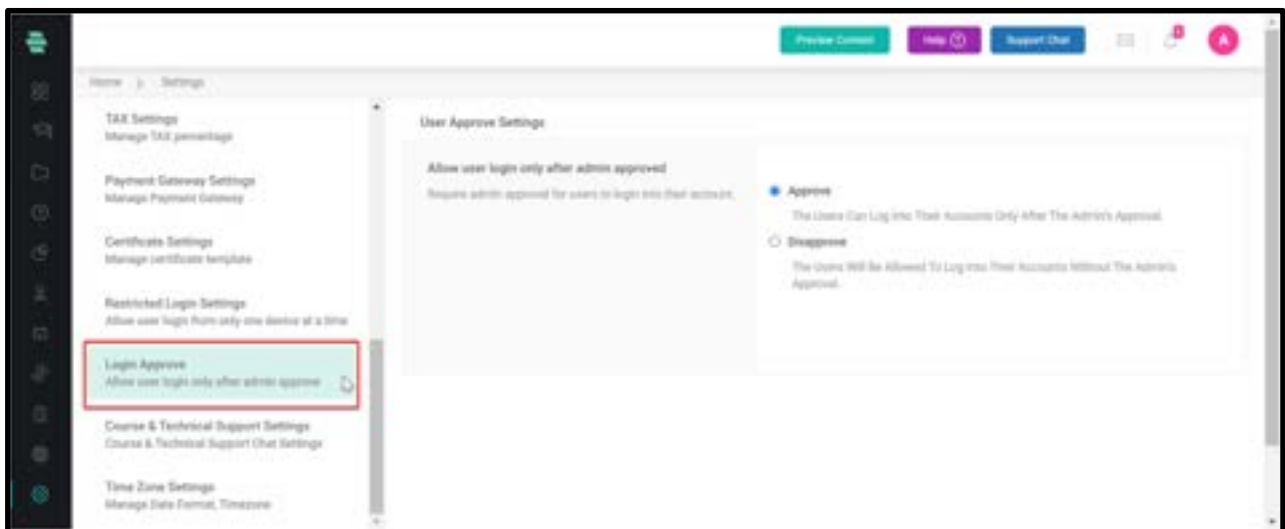
3.   Privileged user when enabling **Approve** option, *The Users Can Log Into Their Accounts Only After The Admin's Approval.*

4.   If the **Disapprove** option is enabled, *The Users Will Be Allowed To Log Into Their Accounts Without The Admin's Approval.*

How to Add Learners

You can add a Learner account to the application by filling in the basic details of the Learners.
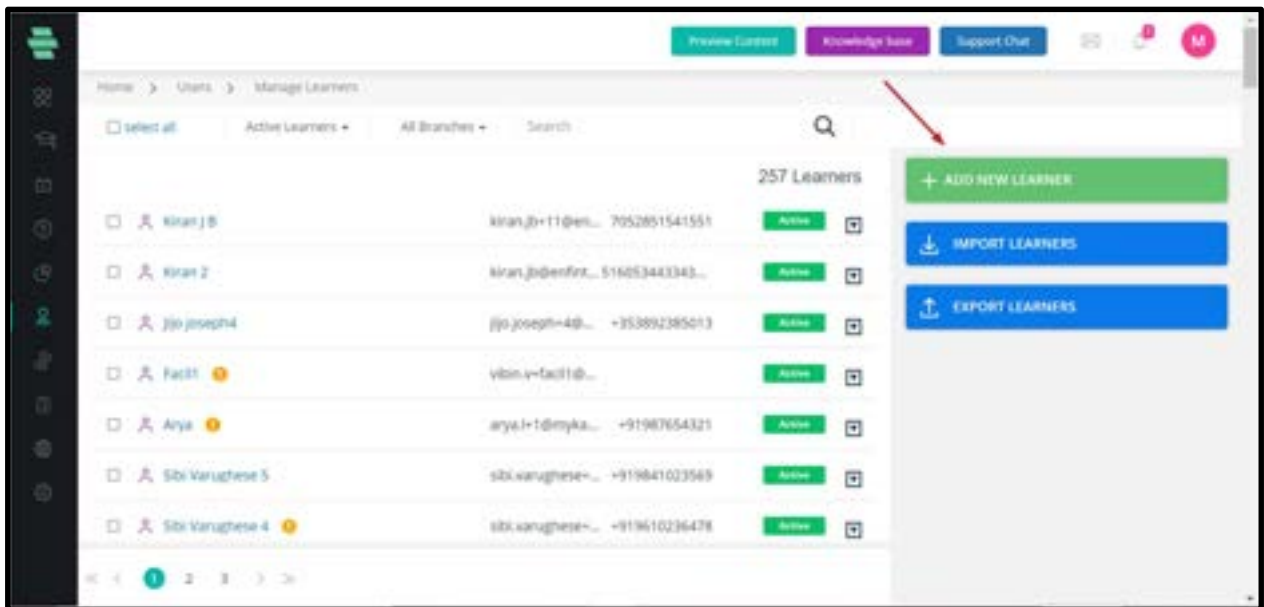
1.   Click on the Learner icon ⚇ on the dashboard or the icon on the left navigation bar. The Manage Learner page appears.

Note: By default, only active Learners of all Branches and all branches are displayed on the screen.

However, you can display the Learners list as desired, by applying filters (choosing the drop-down menu options at the top section of the page).

For example, you can choose to display Learners who are inactive, whose account is pending approval by the administrator, Learners belonging to a particular branch or Branch, and so on.

2.   Click on **ADD NEW LEARNER** from the right panel. The **ADD NEW LEARNER** window pops up.

3.   Specify the following details of the Learners:

○   **Learner name –** Enter the full name of the Learner

○   **Learner email –** Enter the email address of the learner

○   **Phone –** Enter the phone number of the learner

○ **Password –** Enter a password that the learner can use to log in to his profile, or click GENERATE

○ **Password** should satisfy the following requirements:

-Min 8 characters and Max 20 characters.

-Numbers

-Special characters

-Uppercase

-Lowercase

○ **PASSWORD** to get a system-generated password.

○ **Choose Branch –** Choose a Branch name from the drop-down menu.

○ **Send an email to Learners –** Select this option to send the profile details to the learner's email address.

4. The learner is created from the admin side and if the admin wants to give the option to reset the password for the learner, the admin can enable the checkbox shown below so that the learner can reset the password during the login time.
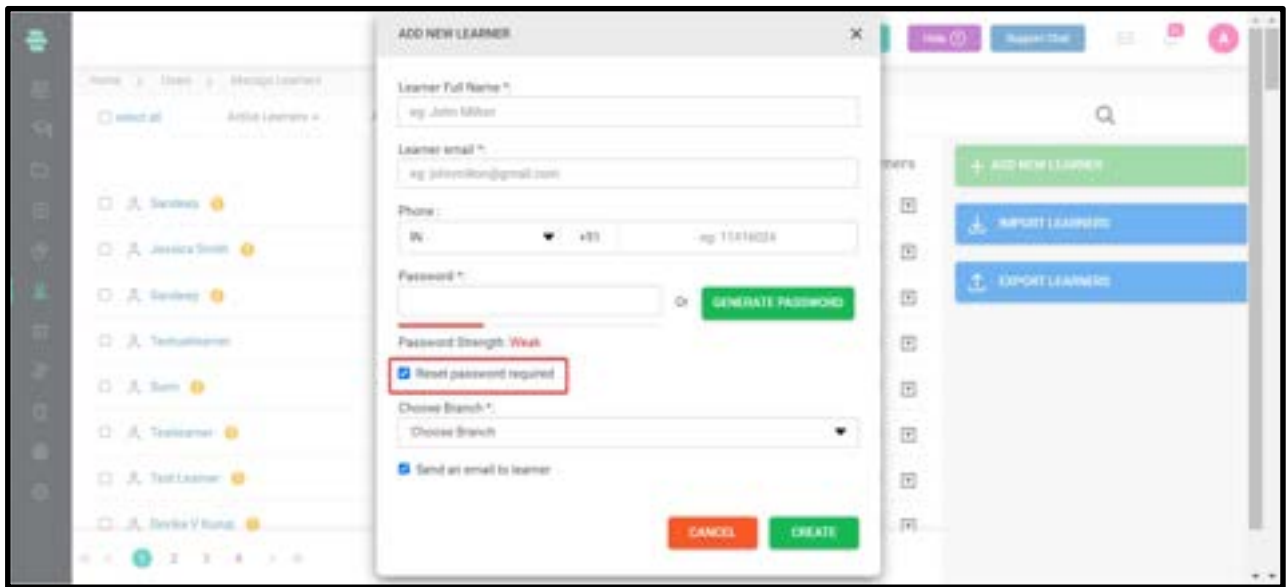
5. Click on **CREATE**.

6. Note: You can search for a learner by typing the partial or full name of the learner in the Search box and then clicking 🔍 at the top right corner of the page.

How to Import Learners

You can import Learners' accounts by filling a pre-defined . CSV file template.

1.   Click on the **Learners** icon on the dashboard or the 👤 icon on the left navigation bar.

The **Manage Learners** page appears.

2.   Click on **IMPORT LEARNERS** on the right panel. The **IMPORT LEARNER** window pops up.
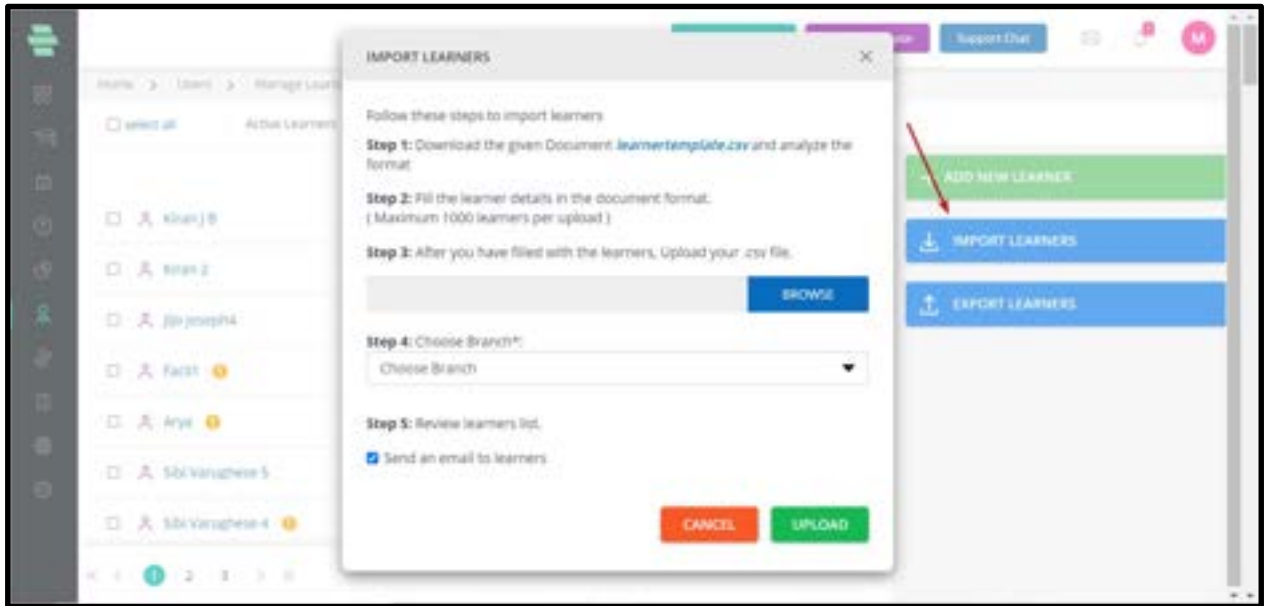
3.   Follow the steps mentioned on this popup.

4.   Download the *usertemplate.csv* file to your local system and fill the Learner's details as per the given format.

Note: You can add a maximum of 1000 learners per upload.

5.   Clickb on **BROWSE** to locate and attach the updated . CSV file.

6.   Choose the Branch name of the learners from the drop-down menu.

7.   Click on **UPLOAD**. You get a message stating that the import was successful.

Export Learners
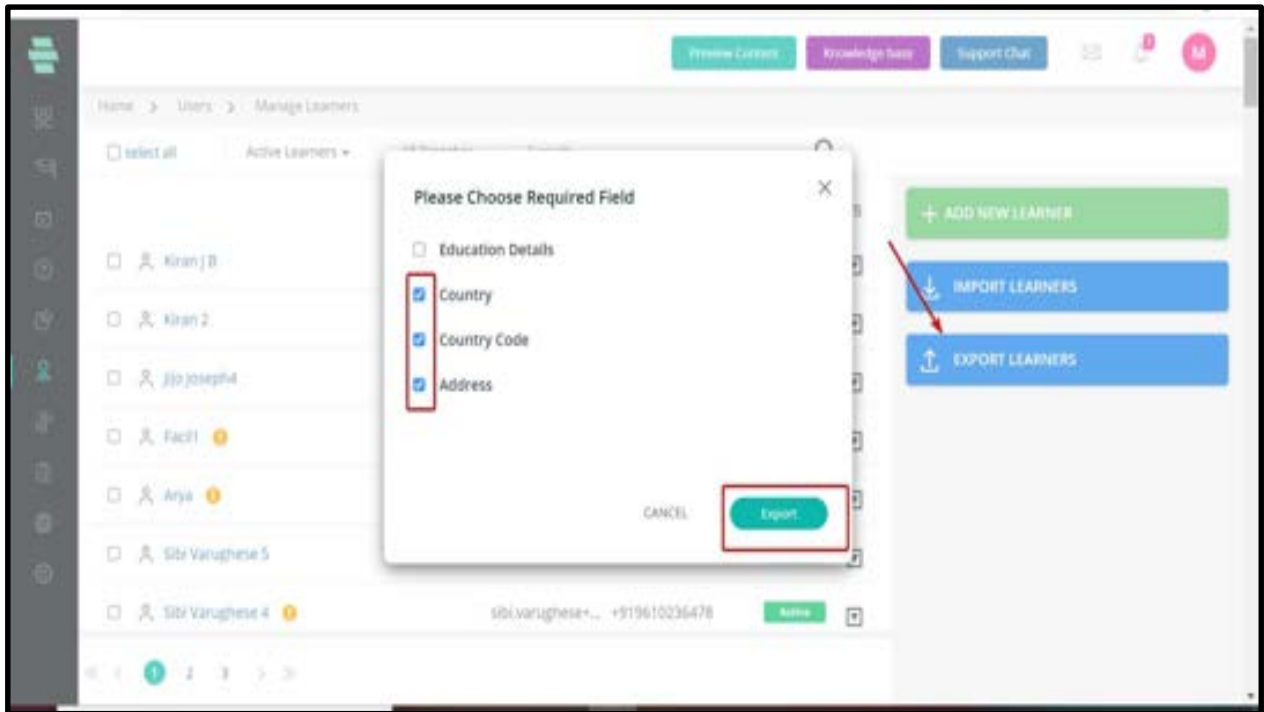
1.   Click on the **Learner** icon in the dashboard

2.   Select **Export Learners**

3.   Choose the required field which should be displayed in the sheet

4.   Click on **Export**

5.   The complete list of learners who are enrolled in the platform will be exported.

Manage Learners

Once the learner's accounts are added to the application, you can manage them easily using the options available on our user-interface,

How to View Learners Profile

1. On the **Manage learners** page, click 🖻 corresponding to learners whose profile is to be viewed.

2. Click on **View Profile.**
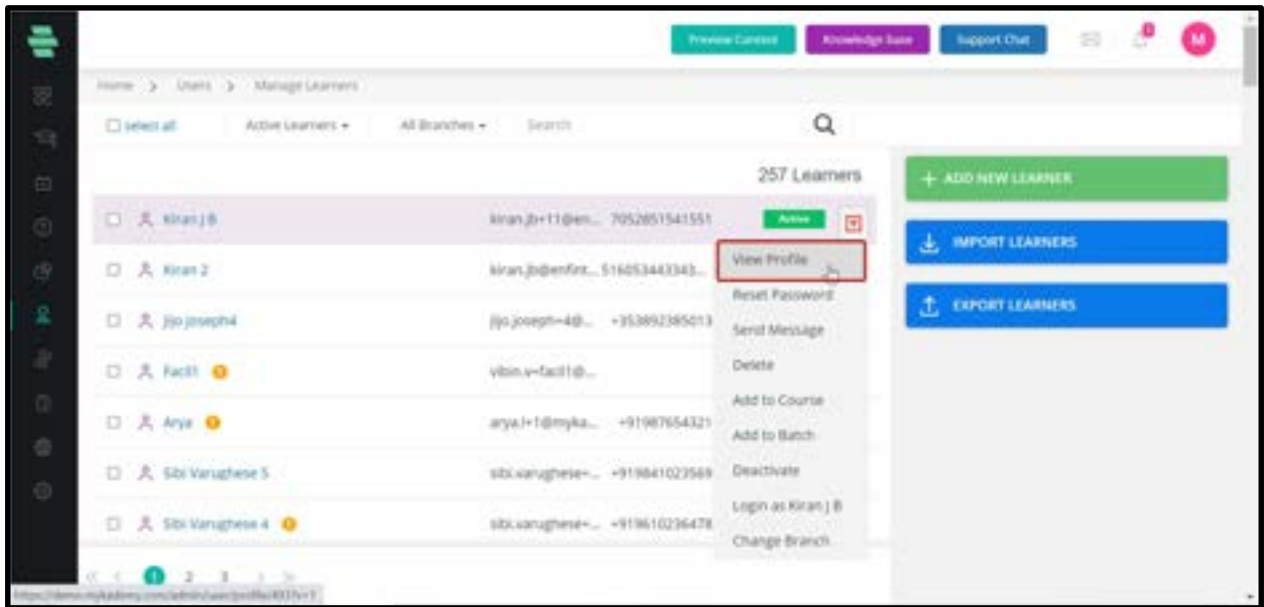
The profile page of the Learners appears with their profile image, basic details that can be edited by clicking ✏️ and the courses to which the Learners are enrolled.
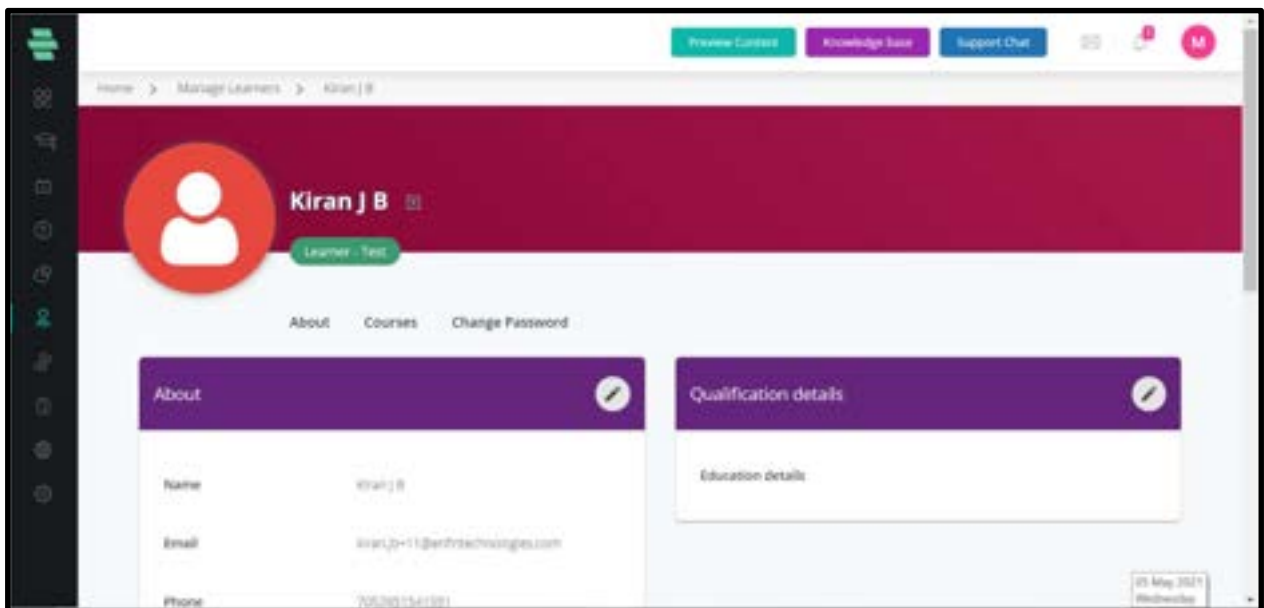
Clicking 🔲 next to the learner header name enables you to send an instant message to the learner, reset the password for the learner account, delete the learner account from the records and deactivate the learner account temporarily

How to Reset Password for the Learner Account
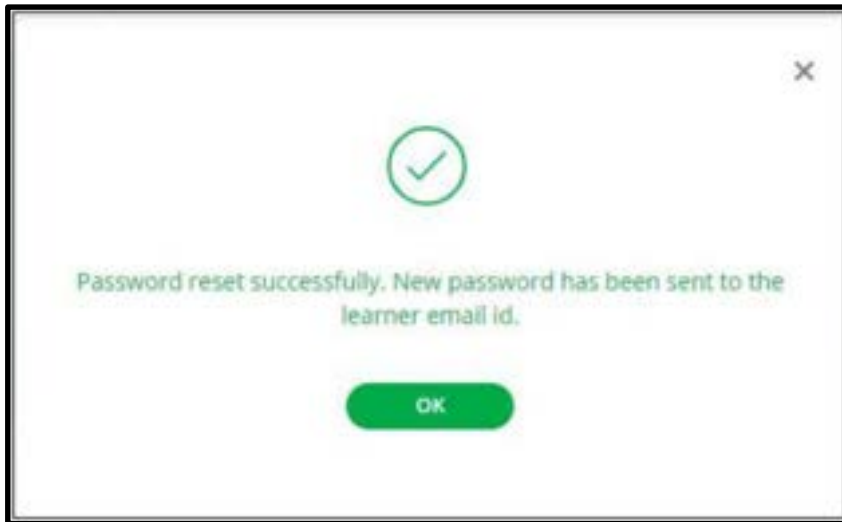
1.   On the **Manage learner** page, click ▣ corresponding to the Learners for whom you want to change the password.

2.   Click on Reset Password.

3.   Click on **RESET** again to confirm the task. The following success message pops up.

4.   Clickon **OK**

How to Send Message to a Learner

1.   On the **Manage Learner** page, click ▣ corresponding to the Learners to whom you want to send a message.

2.   Click on **Send Message**. The **SEND MESSAGE** window pops up.

3.   Type a subject for the message you want to send to the learner.

4.   Type the message.
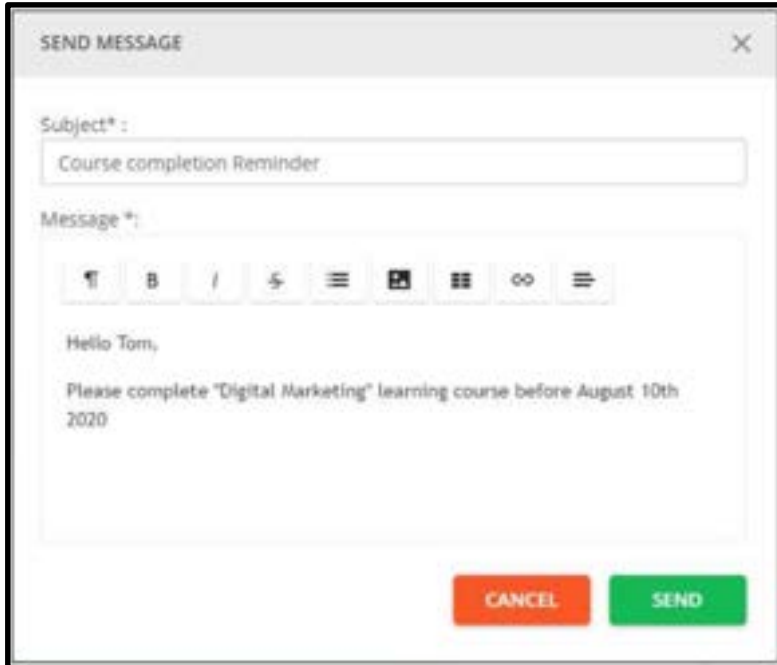
5.   Click on **SEND**. The message is sent to the Learners successfully.

6.   Click on **OK**.

Delete a Learner Account

1.   On the **Manage learner** page, click ⊡ corresponding to the learner you want to delete.

2.   Click on **Delete**.

3.   Click on **DELETE** again to confirm the task.
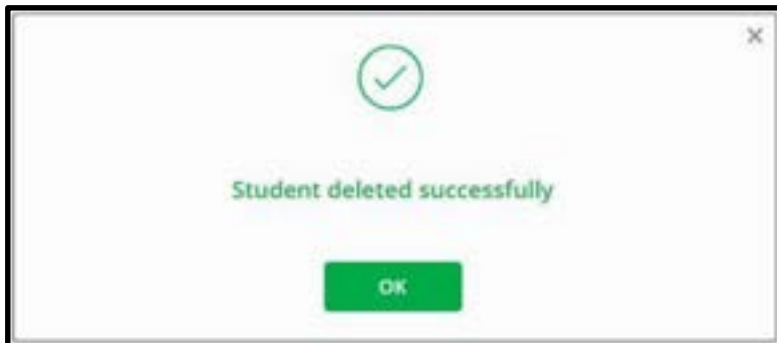
4.   Click on **OK**.

Adding a Learner to Course(s)

1.   On the **Manage learner** page, click ⊡ corresponding to the Learners you want to add to one or more courses.

2.   Click on **Add to Course**. The **ADD LEARNER TO COURSE** window pops up.

3.   Select the course(s) to which you want to enroll the Learner.
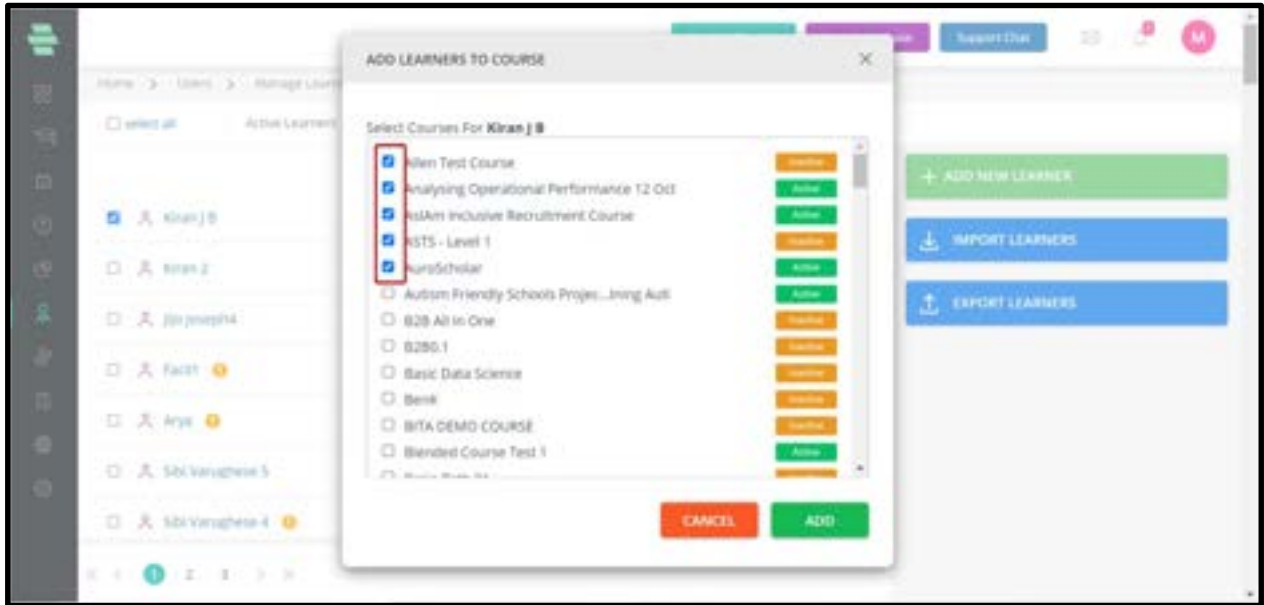
4.   Click on **ADD** and then click on **OK**.

Adding a Learner to a Batch

1.   On the **Manage Learner** page, click 🔲 corresponding to the Learners you want to add to a batch.

2.   Click on **Add to Batch**. The **ADD TO BATCH** window pops up.

3. Here MyKademy is the Branch to which Benny is categorized and those 3 batches come under MyKademy.

4. Select the batch (es) to which you want to add the learner.

5. Click on **ADD** and then click on **OK**.

How to Deactivate a Learner Account

1. 1. From The **Manage learner** page, click 🔲 corresponding to the learner you want to add to a batch.

2. 2. Click on **Deactivate**.

3. 3. Click on **DEACTIVATE** again to confirm the task.
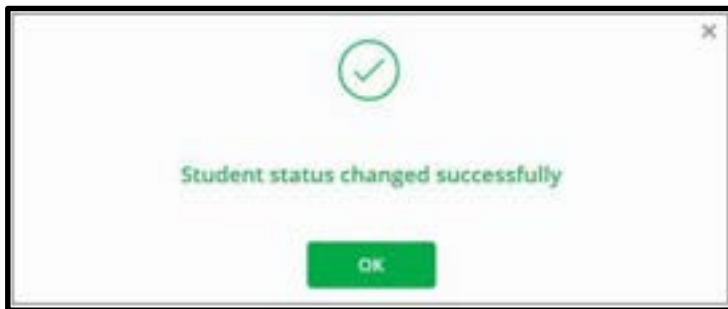
4. Click on **OK**.

Note: To activate this account again, click the icon 🔲 of this account and click **Activate**. Click on **ACTIVATE** again to confirm the activation.

How to Manage Learner from Within a Course

Apart from using the dashboard to manage learner accounts, you can also manage them from within a course.
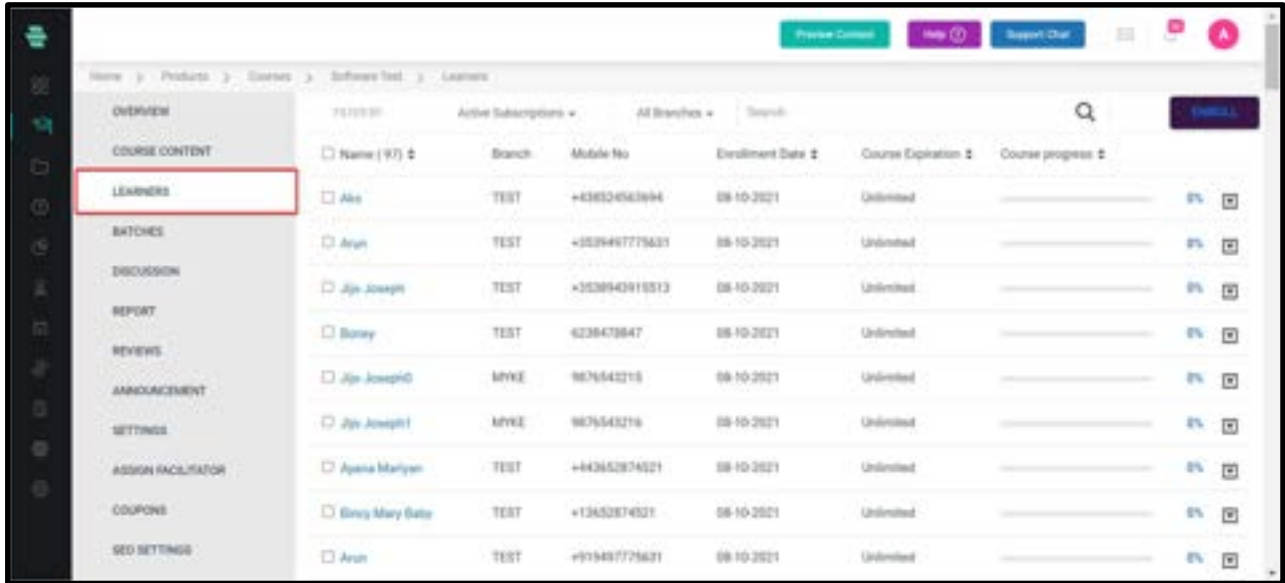
1.   From the dashboard, click on the **Course** icon on the dashboard or the icon on the left navigation bar.

Click on a course to which the learner is enrolled. The **OVERVIEW** page of the course appears.

2.   Click on **LEARNER** on the left panel.

A list of learner accounts enrolled in that course is displayed based on the filters you select at the top of the page. Default filters are **Active Users** and **All Branches**.

Note: You can search for a learner by typing the partial or full name of the Learners in the

Search box and then clicking at the top right corner of the page.

3.   Click the icon corresponding to the Learner account you wish to manage. A list of the following drop-down options appears enabling you to manage the Learners account.

○   **Send Message –** Enables you to send an instant message to the Learners. For instructions, refer to the How to Send Message to a section.
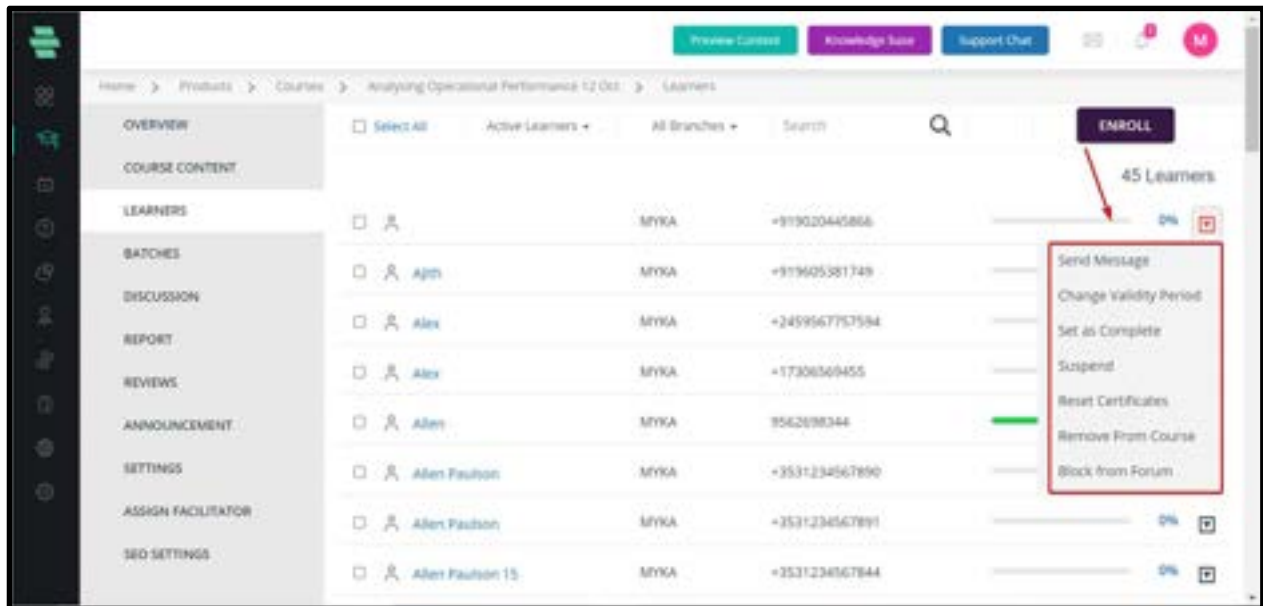
○ **Change Validity Period** – Enables you to change the validity period of the course to the Learners.

○ **Set as Complete** – Enables you to set a course as complete for the Learners. Click on **OK** when prompted.

○ **Reset Result** –Enables you to reset the course result back to zero for that particular Learner who has started the course. This option is visible for only those Learners whose course completion is more than zero.

○ **Suspend** - Enables you to suspend the learner's account subscription so that they cannot access the course. Click on **OK** when prompted.

○ **Reset Certificates** – Enables you to reset course completion certificates for the learner. Click OK when prompted.

○ **Remove From Course** – Enables you to remove the learner from a course. Click **OK** when prompted.

○ **Block from Forum** – Enables you to block a learner from the system. Click **CONTINUE** and then click on **OK**. You can unblock the Learners by clicking the **Unblock from forum** option. Click on **CONTINUE** and Click **OK** to proceed with the task.

4. To enroll learners in the course from this page, click on **ENROLL** at the top-right corner of the page.

5. Select the Learners you want to enroll and click on **ENROLL LEARNERS.**

6. Click on **OK.**

Chapter 9 – Manage Your Facilitators

Facilitators include people who are managed by the Administrator. They include sub-administrators, Branch managers, course tutors, content editors, and other roles created by the administrator. You can assign one of these roles to the Facilitators based on their responsibilities and manage them on the system.

Default facilitators: It is noted the platform contains 4 default facilitator types (Sub-admin, Tutor, Content Editor, Institute Manager) which can be chosen via the dropdown menu. The respective authorizations of these facilitators cannot be viewed or changed using the role management settings tool.

How to Add a Facilitator
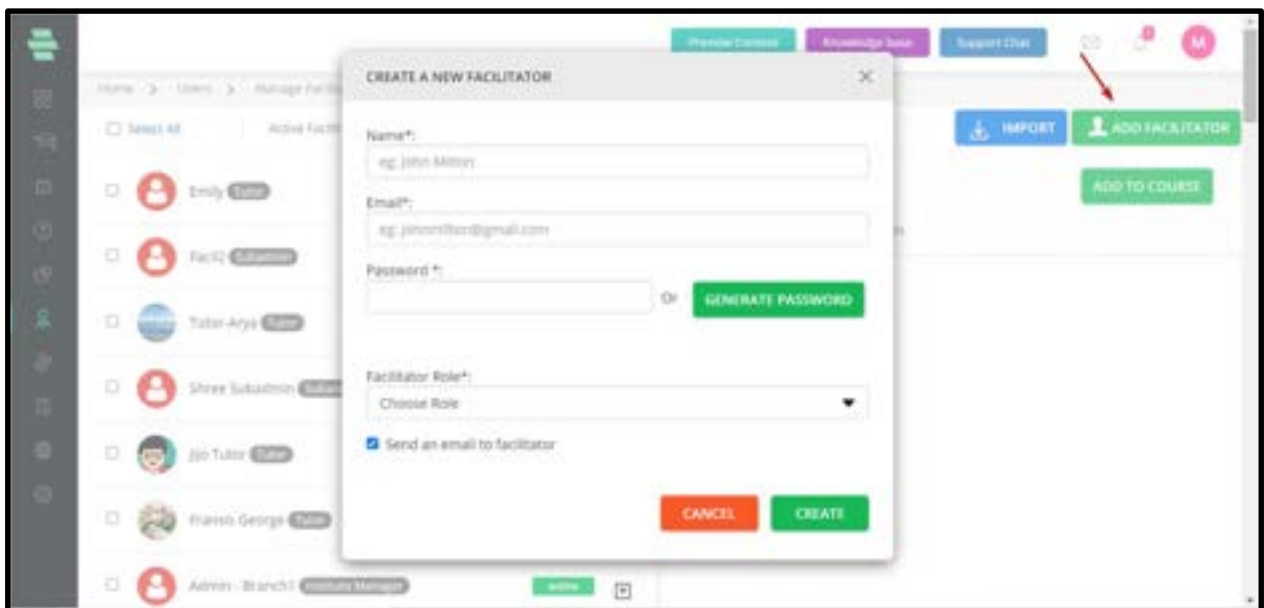
1. Click on the **Facilitators** icon from the dashboard. The **Manage Facilitators** page appears displaying all **Active Facilitators** on the left panel, by default and the details of the first Facilitator on the right panel.

2. Click on **ADD FACILITATOR** on the top-right corner of the screen.

3. On the **CREATE A NEW FACILITATOR POPUP**, type the name and email address of the facilitator. Type a password. You can click **on GENERATE PASSWORD** to fill it with a system-generated password.

4. Choose a role from the drop-down menu.

Note: The roles reflecting here are the ones created using the Manage Roles option. For your reference, see the instructions in Chapter 9 – Role management

5.   If you choose the **Branch Manager** role, specify the branch name from the drop-down menu. Select the option to **send an email to the facilitator** to notify them about their addition to the system.

6.   Click on **CREATE.** The new facilitator is added at the top of the list on the left panel with Active status, by default.

Note: You can search for a facilitator by typing the partial or full name in the Search box and then clicking [Q] at the top of the page

How to Import Facilitator
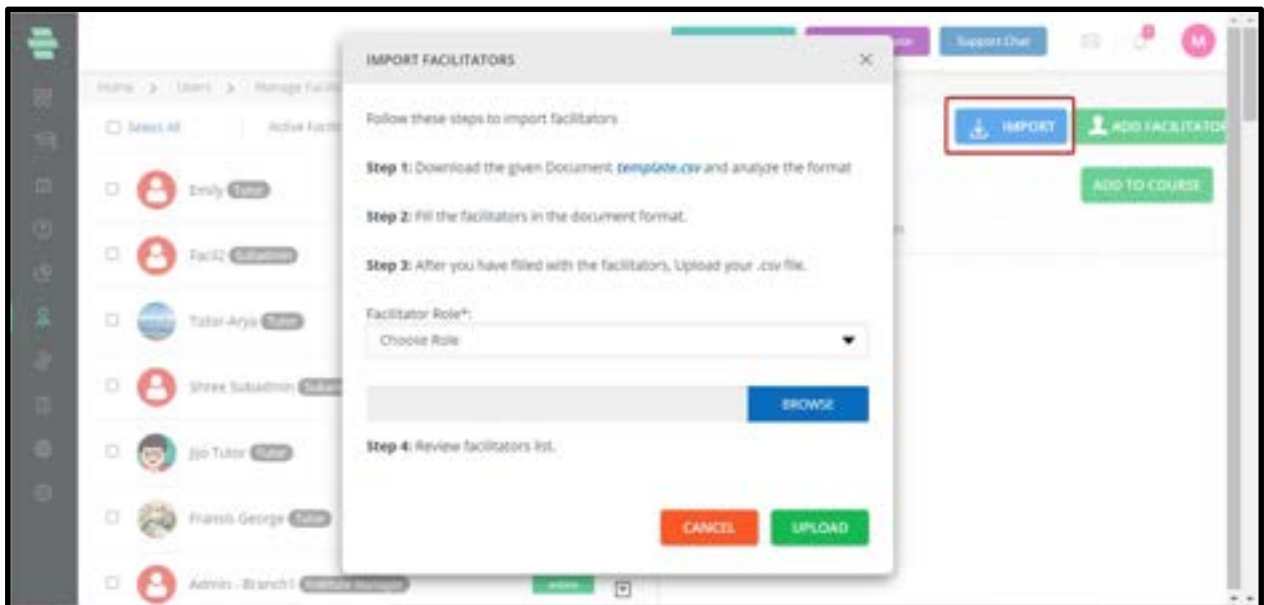
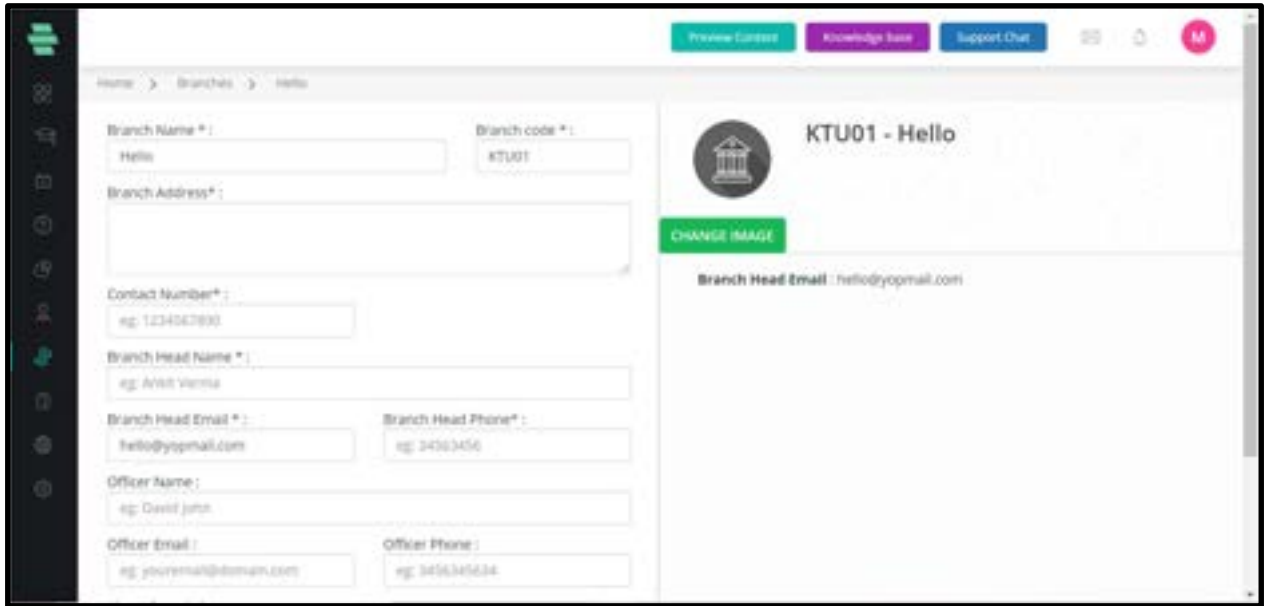You can import the facilitator to the system by filling in a pre-defined . CSV file template.

1.   Click on the **Facilitator** icon from the dashboard. The **Manage facilitator** page appears.

2.   Click **IMPORT**. The **IMPORT FACILITATOR** window pops up.

3.   Download the *template.csv* file to your local system and fill in the details of the Facilitator as per the given format.

4.   Select the **Facilitator Role** from the drop-down based on the roles you want to upload.

5.   Click on **BROWSE** to locate and attach the updated . CSV file.

6.   Click on **UPLOAD**. You get a message stating that the import was successful.

7.   Click on **OK**. The facilitator details are updated in the system on the **Manage Facilitator**
page.

Assign Facilitator to a Course

After adding Facilitators and their roles, must assign them to their respective course(s).

1.   On the dashboard, click on the **Course** icon from the dashboard or the icon on the
left navigation bar.

Click on the course to which you want to assign the Facilitator. The **OVERVIEW** page of the
course appears.

2.   Click on **ASSIGN FACILITATOR** on the left panel and then click on **ASSIGN NEW**
FACILITATOR from the top-right corner of the page.
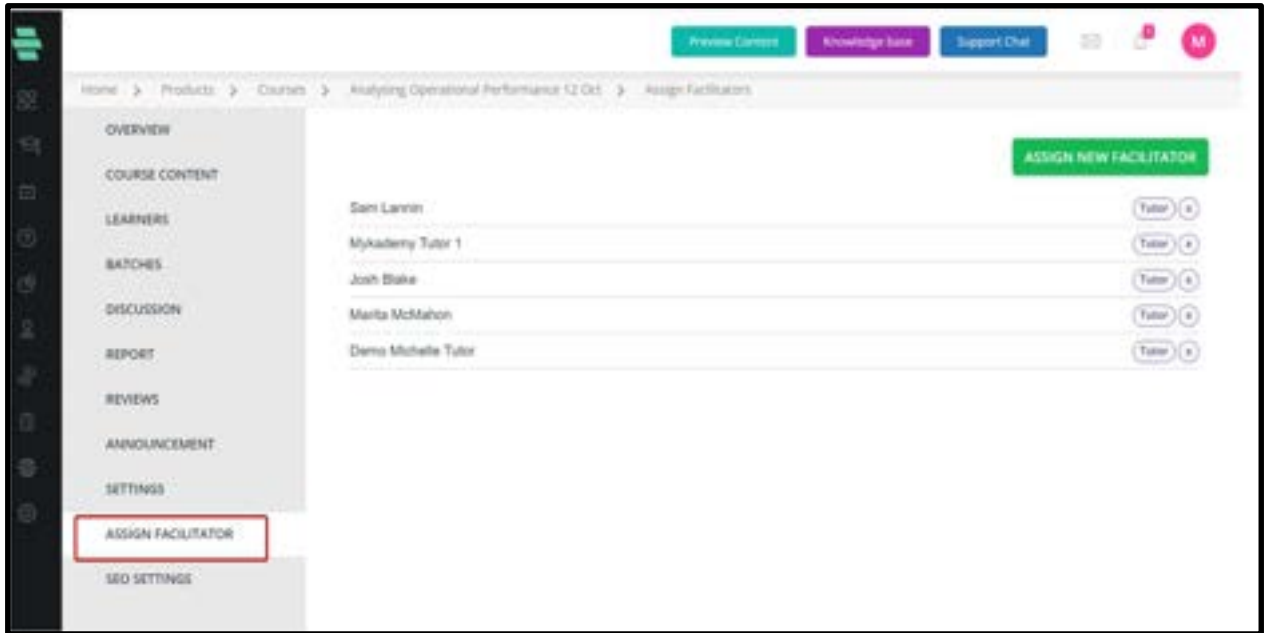
3.   On the **ASSIGN FACILITATOR** popup, choose the Facilitator role from the **ALL**
FACILITATOR drop-down menu and select the Facilitators required for this course.
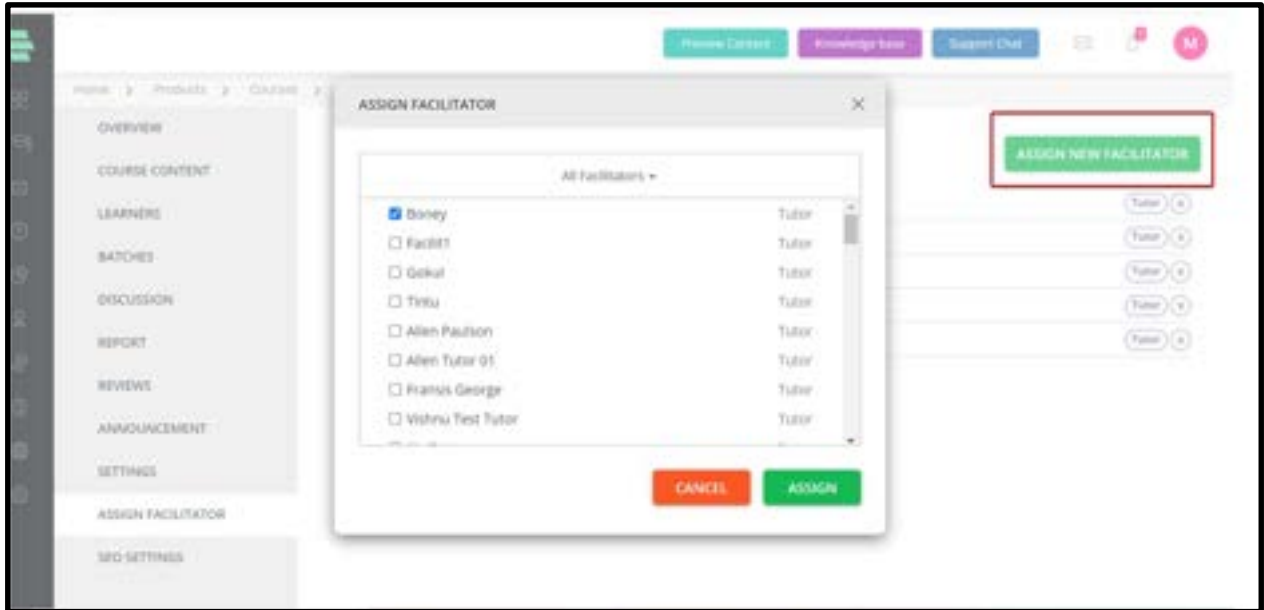
4.   Click on **ASSIGN**. Selected Facilitators are assigned to the course.

Manage Facilitators

Once the Facilitators are added to the application, you can manage them easily using the options available on our user-interface.

How to Edit Facilitator Details

1.   On the **Manage Facilitator** page, click ⬜ corresponding to the facilitator for which you want to edit details.

2.   Click on **Edit**.
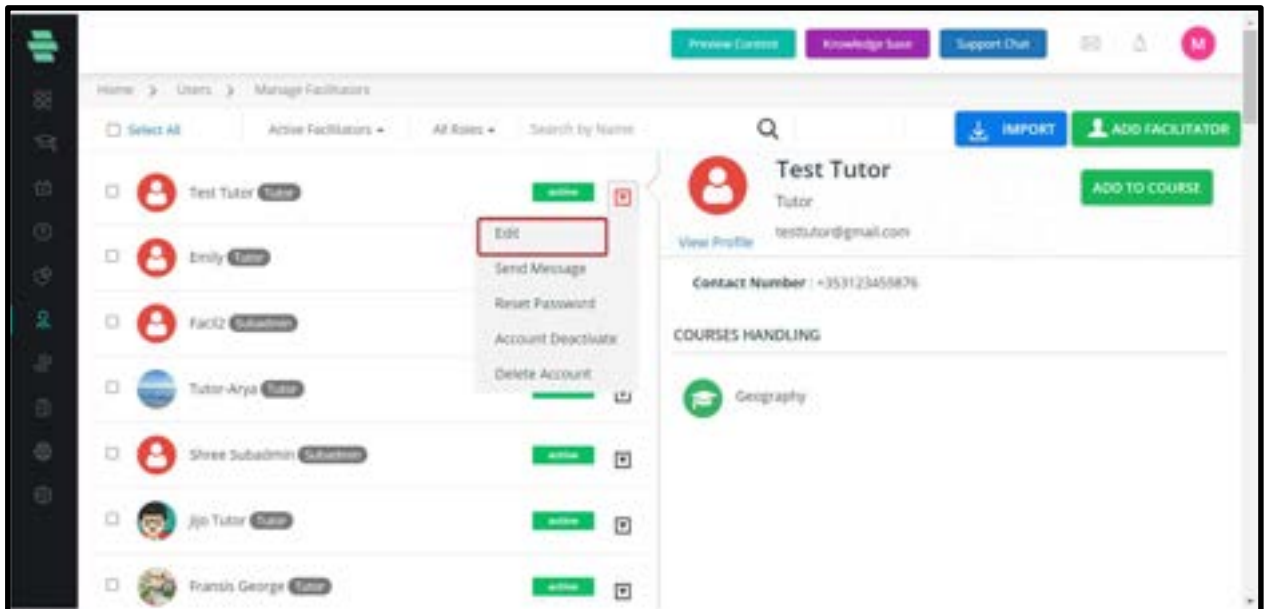
3. On the left panel, edit the Facilitator details as required.

4. On the right panel, click on **ADD TO COURSE** to assign the Facilitator to the required courses.

Note: Click ![x] corresponding to a course to unassign it from the Facilitator. Click **UN-ASSIGN** to proceed and then click on **OK**.

5.   Click on **SAVE** after editing the basic details of the Facilitator on the left panel and assigning/unassigning courses on the right panel.

Facilitator details are updated.

How to Send Message to the Facilitator

1. On the **Manage Facilitator** page, click ![icon] corresponding to the facilitator to send a message.

2. Click on **Send Message**. The **SEND MESSAGE** window pops up.

3. Type a subject and the message you want to send to the Facilitator.
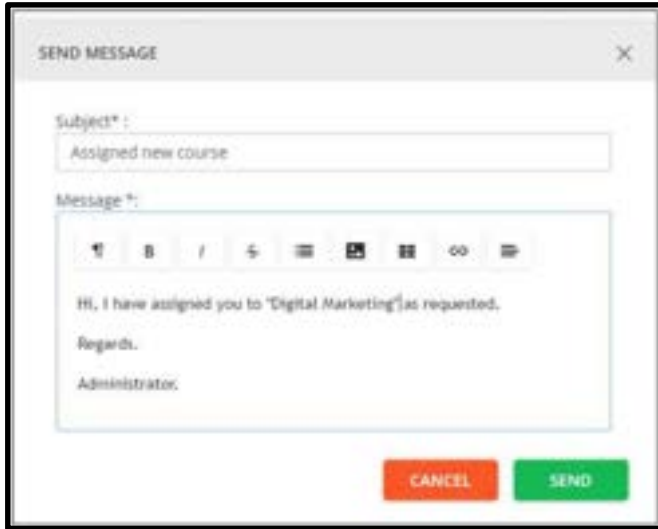
4.   Click on **SEND**. The message is sent to the Facilitator successfully.

5.   Click on **OK**.

How to Reset Password for the Facilitator Account

1.   On the **Manage Facilitator** page, click ⊞ corresponding to the Facilitator to whom you want to reset the password.

2.   Click on **Reset Password**.

3.   Click on **RESET** to confirm the task.

4.   Click on **OK**.

How to Deactivate the Facilitator

1.   On the **Manage Facilitator** page, click ⊞ corresponding to the Facilitator whose account you want to deactivate.

2.   Click on **Account Deactivate.**

3.   Click on **DEACTIVATE** to confirm the task.

4.   Click on **OK.**

Note: Click ⊞ corresponding to this Facilitator, if you want to activate the account in the future, and click on **Account Activate**. Click on **ACTIVATE** again to confirm the task and click on **OK**.

How to Delete the Facilitator Account from the System

1.   On the **Manage Facilitator page**, click on corresponding ▣ to the Facilitator whose account you want to delete.

2.   Click on **Delete Account**.

3.   Click on **DELETE** to confirm the task.

4.   Click on **OK**.

How to Restore the Deleted Facilitator Account

1.   On the **Manage Facilitator** page, select **Deleted Facilitator** as the filter to display all Facilitators whose accounts were removed from the system.
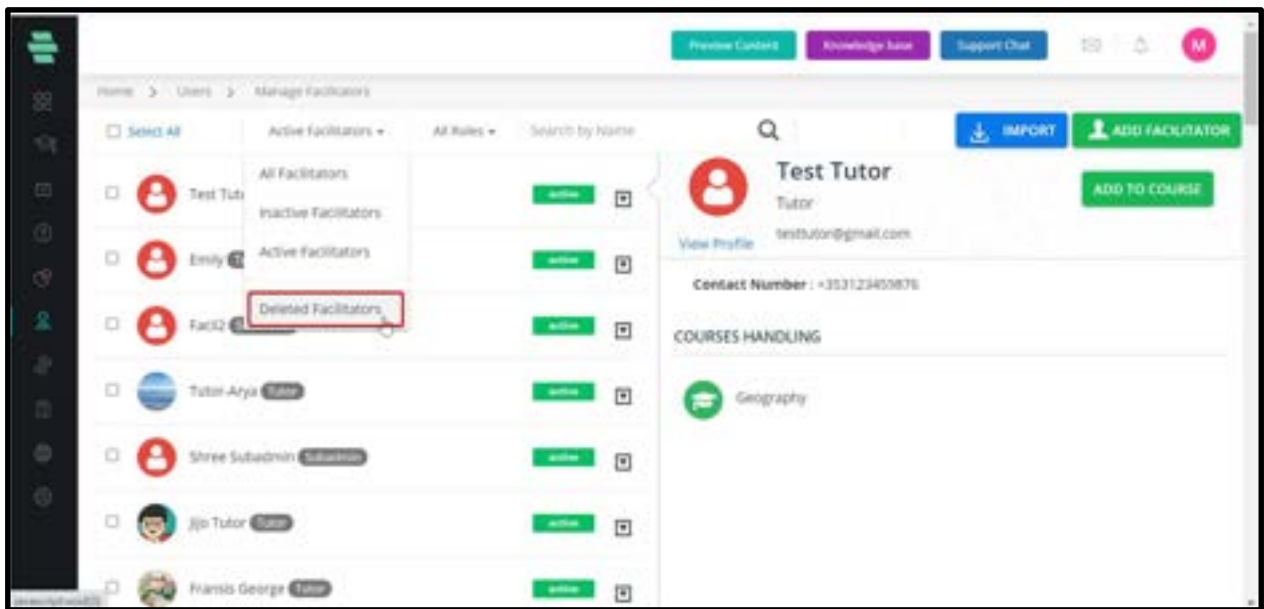
2.   Click on ▣ corresponding to the Facilitator you want to restore.

3.   Click on **Restore** to confirm the task.

4.   Click on **OK**.

5.   Click on **RESTORE** again to confirm the task.

6.   Click on **OK**.

Chapter 10 – Role management

How to Create a New Role

You can add any new user role as per your organizational requirement. These roles can vary from an administrator to a tutor (or a trainer) who manages particular online courses. These roles can further be assigned to users on the Facilitators page to categorize them based on their roles and responsibilities.

1. Click on **USERS** and then select the **ROLE MANAGEMENT.**
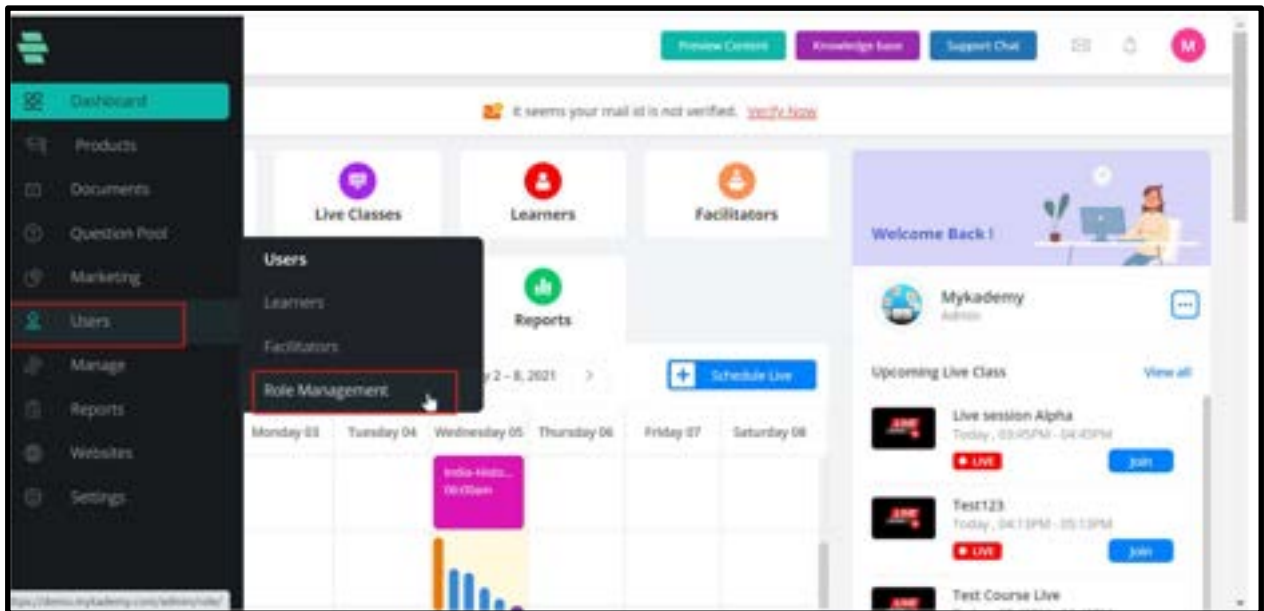
2. Click on **CREATE NEW ROLE** on the right panel. The **CREATE NEW ROLE** window pops up.

3. Type a suitable role title and click on**CREATE.**
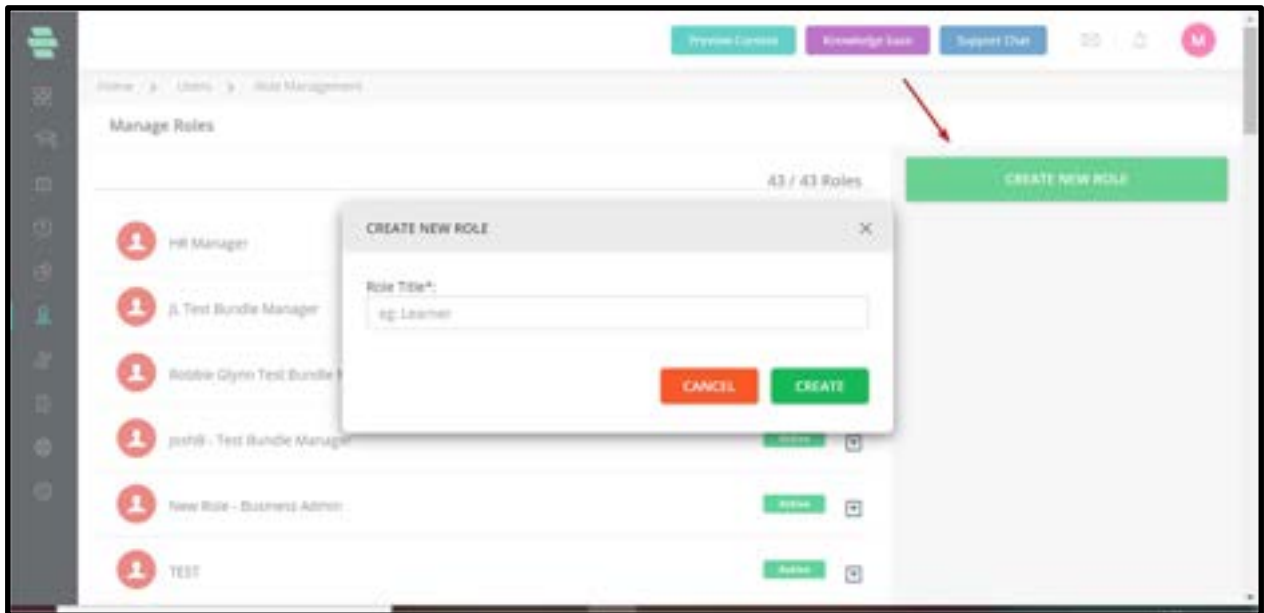
How to Assign Permissions to User Roles

1.   Click on the user role you created. Alternatively, you can click on ▣ corresponding to the role to which you want to assign permissions. The **Role Settings** page for that role appears.
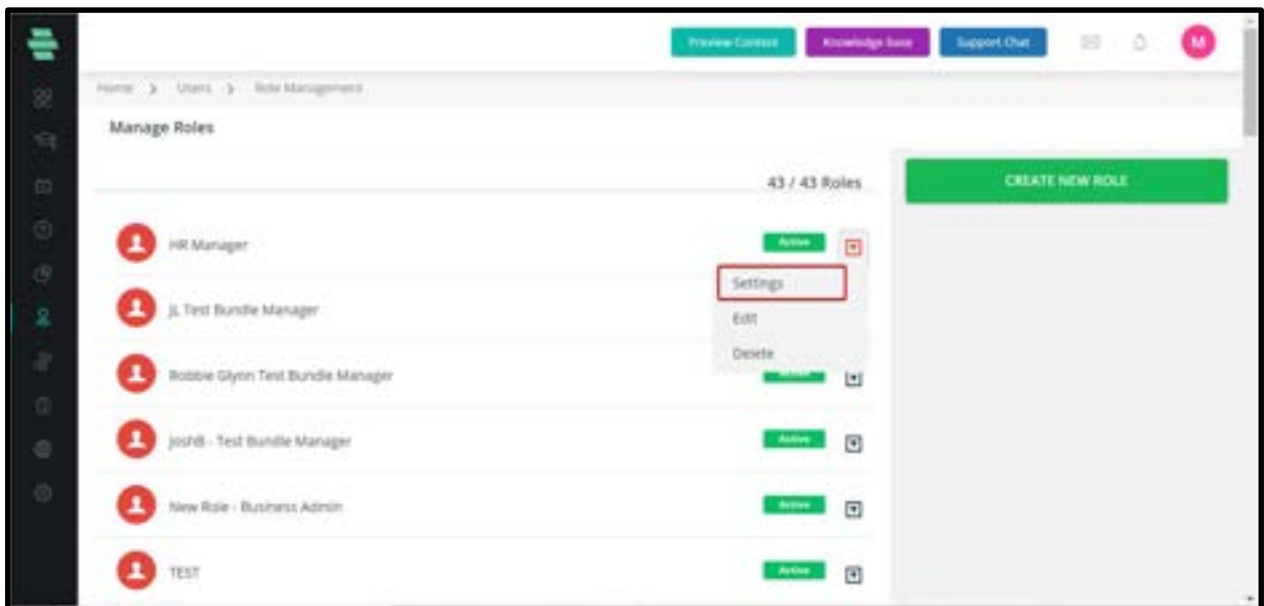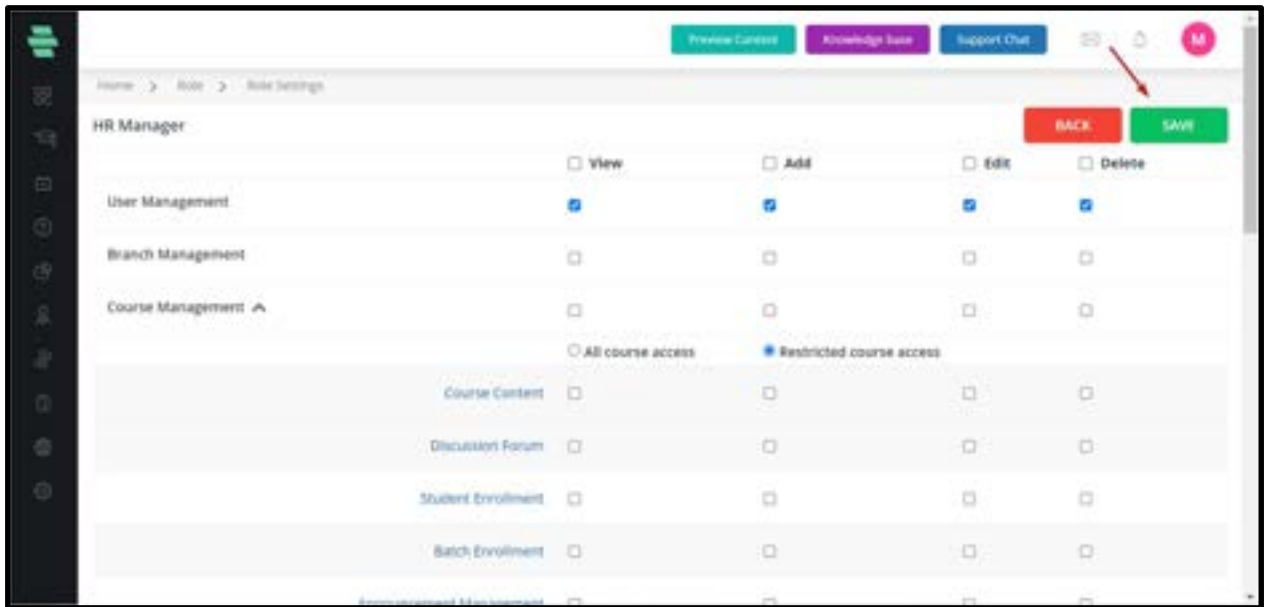
2.   Select the options in the **View, Add, Edit,** and **Delete** columns corresponding to the managing tasks for which you want to assign the rights.

3.   Click on **SAVE** at the top-right corner of the page.

Chapter 11 - Manage Your Branches

Branches can be two or more colleges or Branches associated with the platform. Each Branch will have an Administrator or the Branch Manager who can manage Learners' data of their own Branch and view reports of Learners belonging to their Branches only.

How to Add Branches
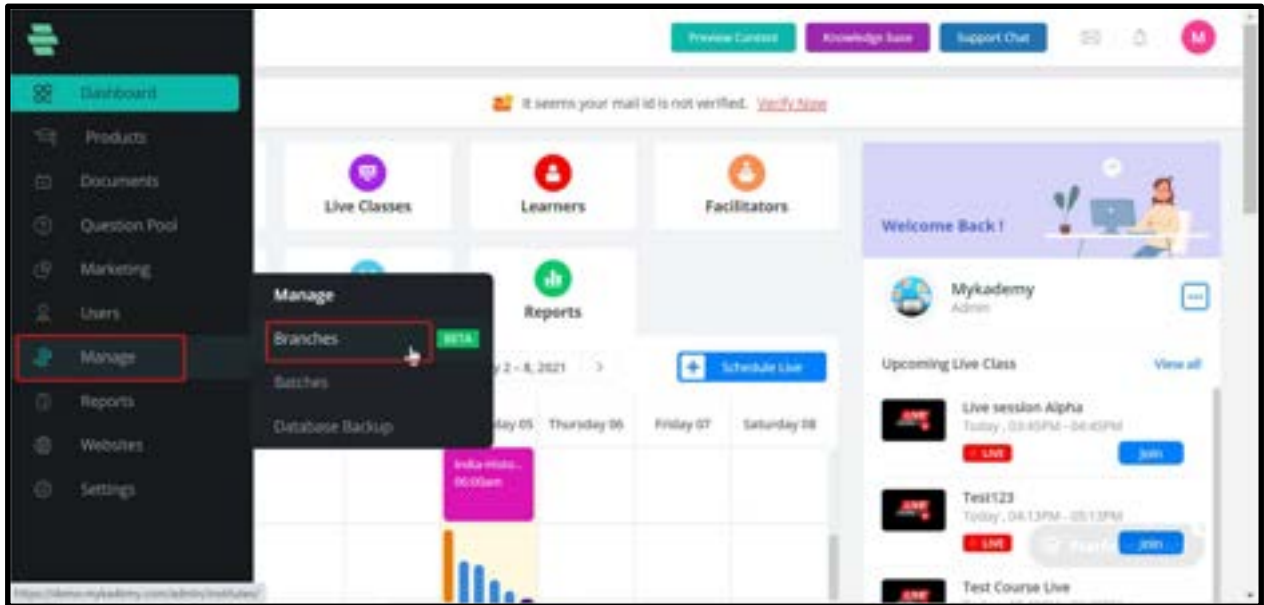
1.   Click on the **Branches** icon on the dashboard or click on **Manage** followed by **Branches** which displays all **Active Branches** on the left panel, by default, and the details of the first Branch on the right panel.

2.   Click on **ADD BRANCHES** on the top-right corner of the screen.
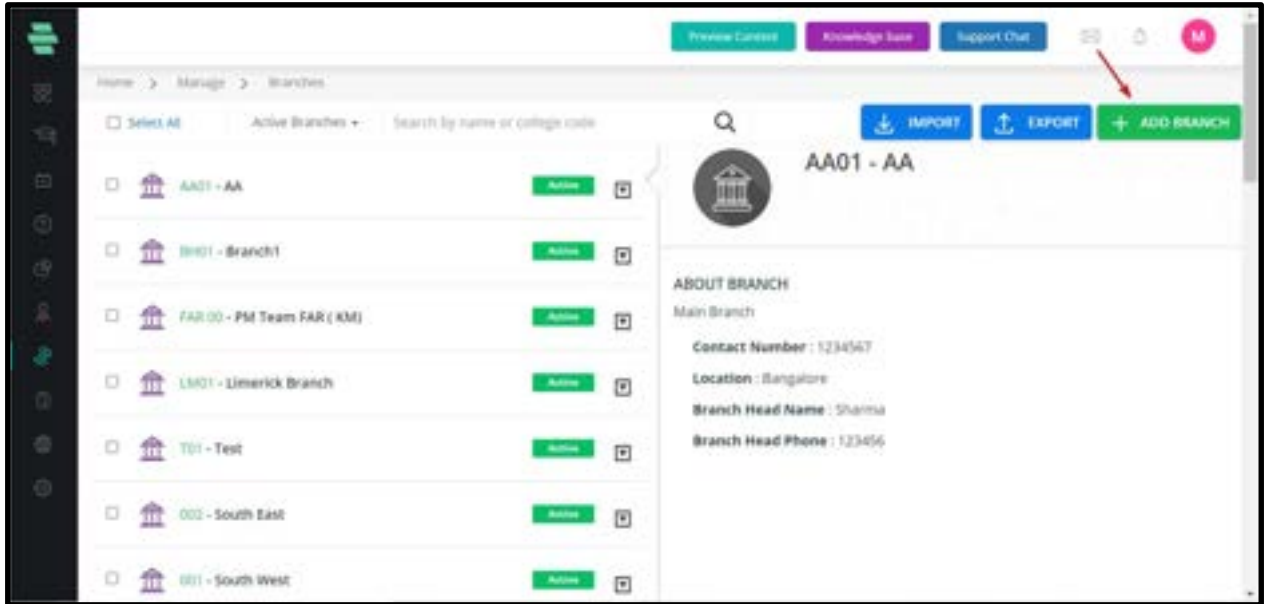
3.   On the **ADD BRANCH** popup, specify the basic details of the Branch that includes the name of the Branch, Branch code, email address of the administrator and a password. You can click on **GENERATE PASSWORD** to fill it with a system-generated password.
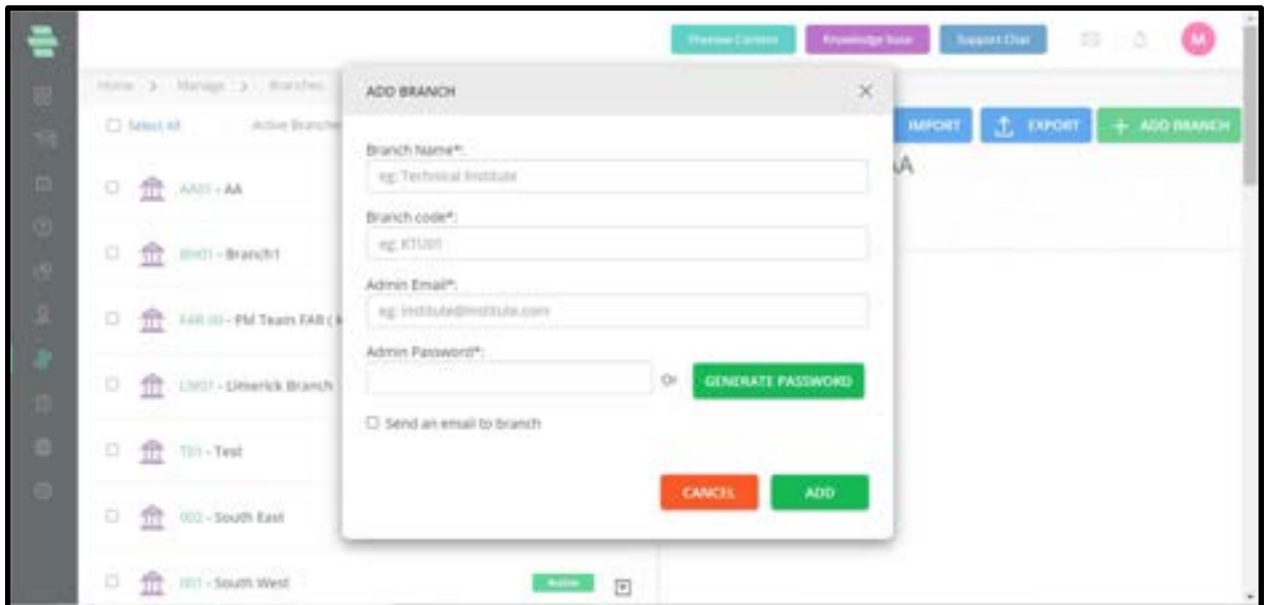
4.   Select the option to send an email to the Branch to notify the administrator about the addition of the Branch to the system.

5.   Click on **ADD**. The specified details of the Branch appear enabling you to add more details of the Branch that includes:

○   Address, phone number, and the state and district of the branch

○   Name, email address and phone number of the branch Head/Manager

○   Name, email address and phone number of the branch Officer

○   Description/overview of the branch

○   Code and strength of the classroom

6.   Click on **SAVE** after specifying these details. The Branch details are updated in the system successfully and a summary of the Branch appears on the right panel.

How to Import Branches

You can import Branches to the system by filling a pre-defined .CSV file template.

1.   Click on the **Branches** icon on the dashboard. The **Manage Branches** page appears.

2.   Click on **IMPORT**. The **IMPORT BRANCHES** window pops up.
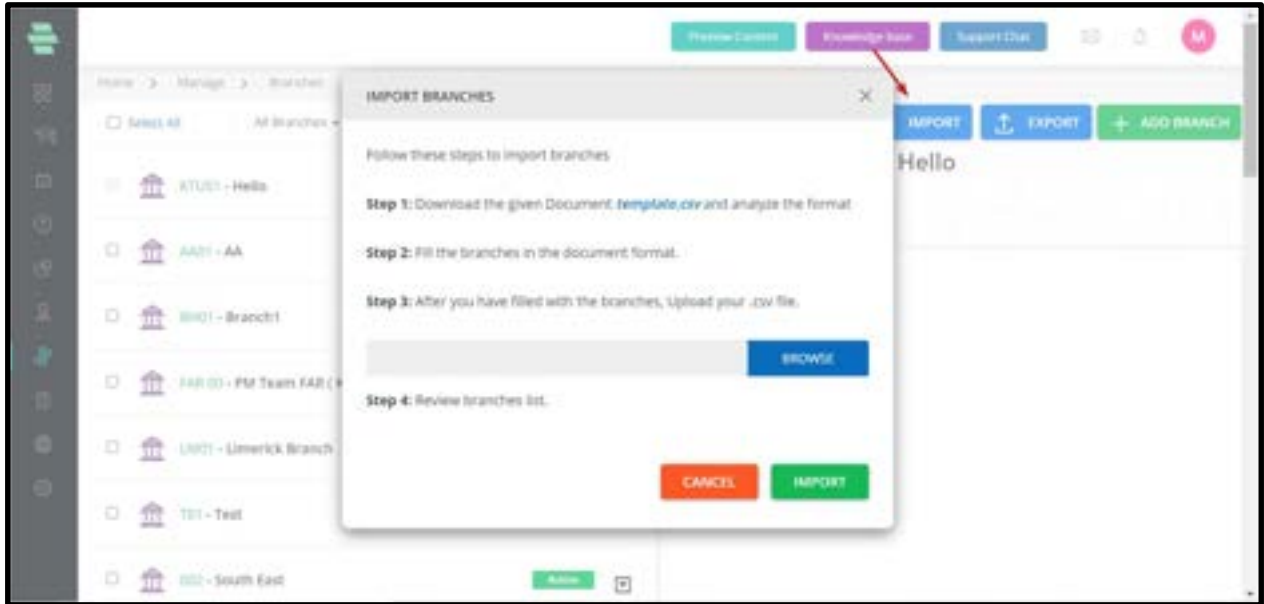
3.   Download the *template.csv* file to your local system and fill in the details of the

Branches as per the given format.

4.   Click on **BROWSE** to locate and attach the updated .CSV file.

5.   Click on **IMPORT**. You get a message stating that the import was successful. The Branch

details are updated in the system on the Manage Branches page.

How to Export Branches

1.   Click on the **Branches** icon on the dashboard. The Manage Branches page appears.

2.   Click on **EXPORT**. A list of Branches added in the application will be downloaded to your

local system as a Microsoft Excel document.

How to Edit Branch Information
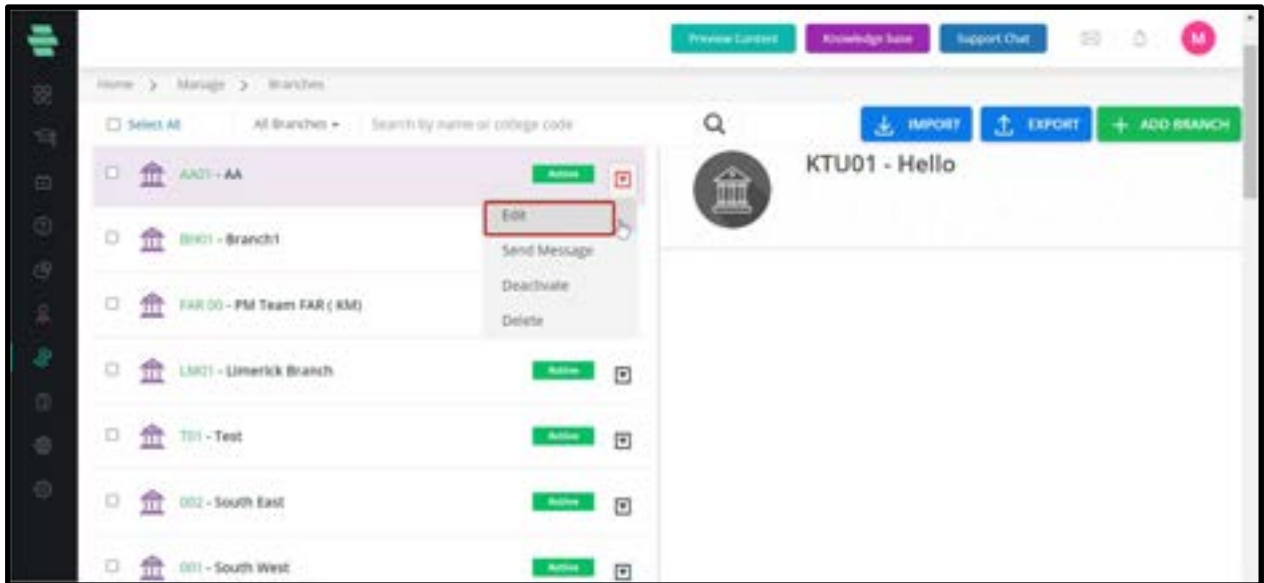
1.   On the **Manage Branch** page, click on ▣ corresponding to the Branch of which you want to edit details.

2.   Click on **Edit**.

3.   Edit the Branch details as required and click on **SAVE**. The updated details reflect on the right panel.

How to Send Message to the Branch Manager
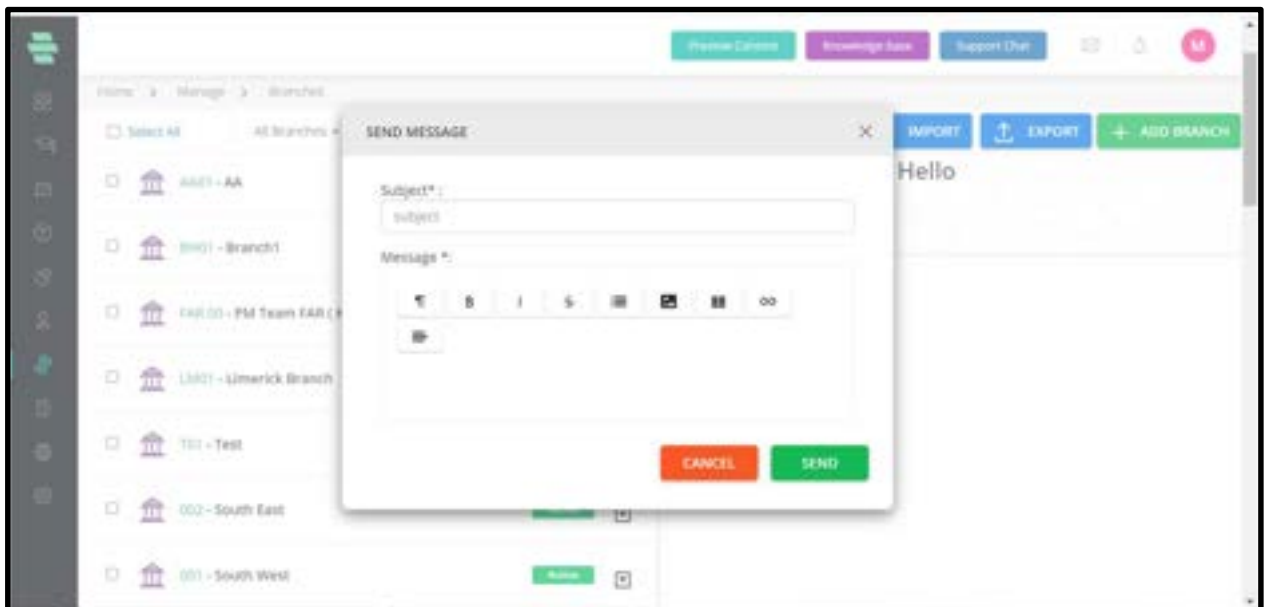
1.	On the **Manage Branch** page, click 🔲 corresponding to the Branch to send a message to its manager.

2.	Click on **Send Message**. The **SEND MESSAGE** window pops up.

3.	Type a subject for the message you want to send to the manager.

4.	Type the message.

5.	Click on **SEND**. The message is sent to the manager successfully.

6.	Click on **OK**.

How to Deactivate the Branch
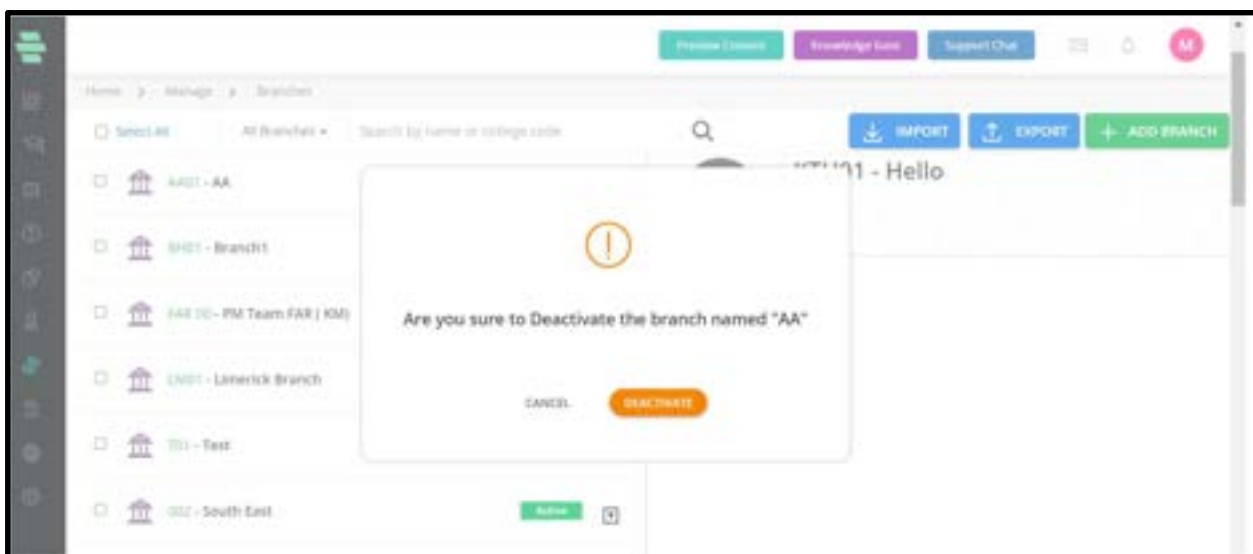
1.	On the **Manage Branch** page, click 🔲 corresponding to the Branch you want to deactivate.

2.	Click on **Deactivate**.

3.	Click on **DEACTIVATE** again to confirm the task.

4.	Click on **OK**.

Note: Click corresponding to this Branch if you want to activate it in the future, and click on**Activate**. Click on **ACTIVATE** again to confirm the task and click on **OK**.

How to Delete the Branches from the System
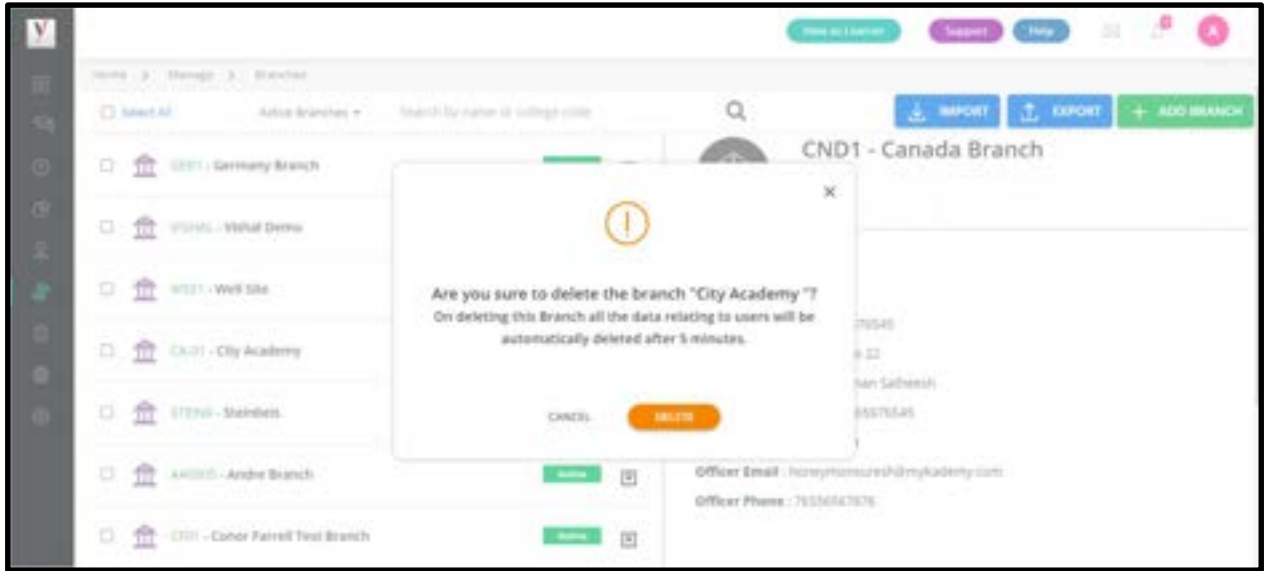
1. On the **Manage Branches** page, click on ▣ corresponding to the Branch you want to delete.

2. Click on **Delete**.

3. Click on **DELETE** again to confirm the task.

4. Click on **OK**.

How to Restore the Deleted Branches
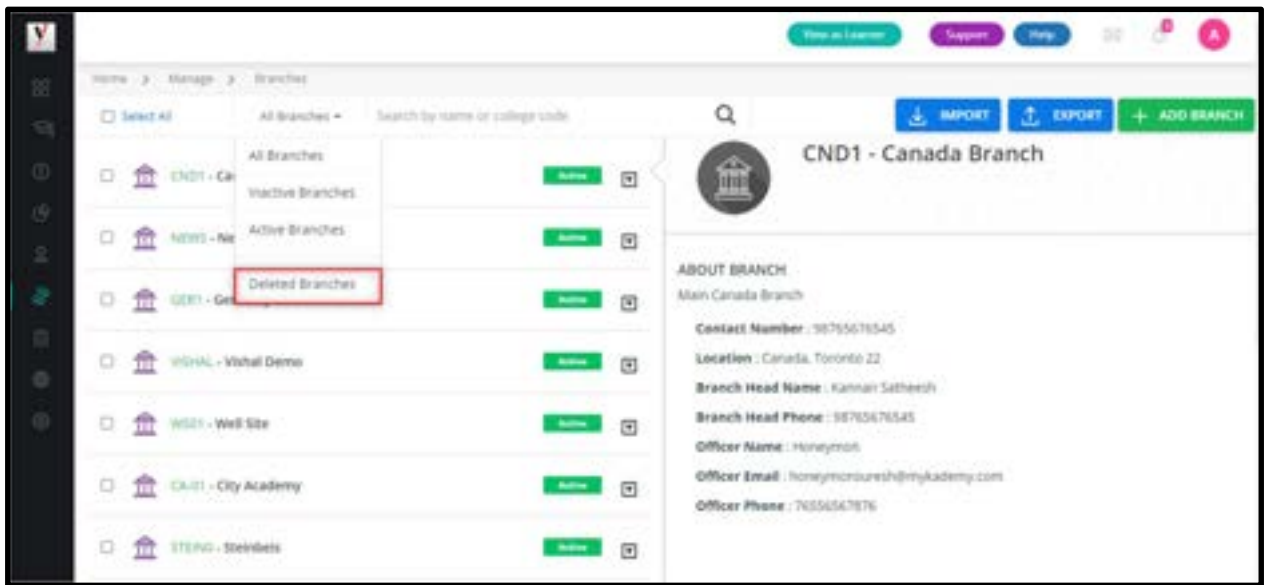
1. On the **Manage Branch** page, select Deleted Branch as the filter to display all Branches that were removed from the system.

2. Click on ⊡ corresponding to the Branch you want to restore.

3. Click on **Restore**.

4. Click on **RESTORE** again to confirm the task.

5. Click on **OK**.

Chapter 12 – Manage Your Batches

Batches in a Branch categorize Learners mainly based on their year of joining and the branch to which they belong.

How to Create a Batch

1.　　Click on the **Batches** icon on the dashboard or go to **Manage** followed by **Batches** on the left navigation bar.

The **Manage Batches** page appears.
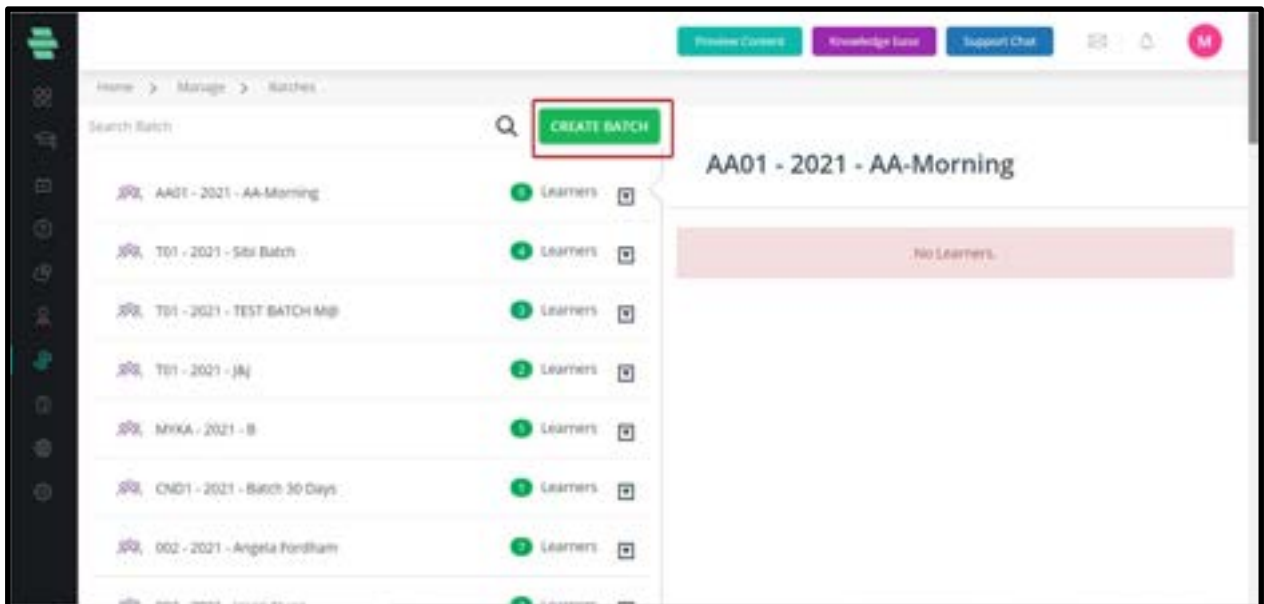
2.　　Click on **CREATE BATCH** to add the new batch details into the system. The **CREATE NEW BATCH** popup appears.

3.　　Type the batch name, choose a Branch from the drop-down menu, and specify the year of the batch.
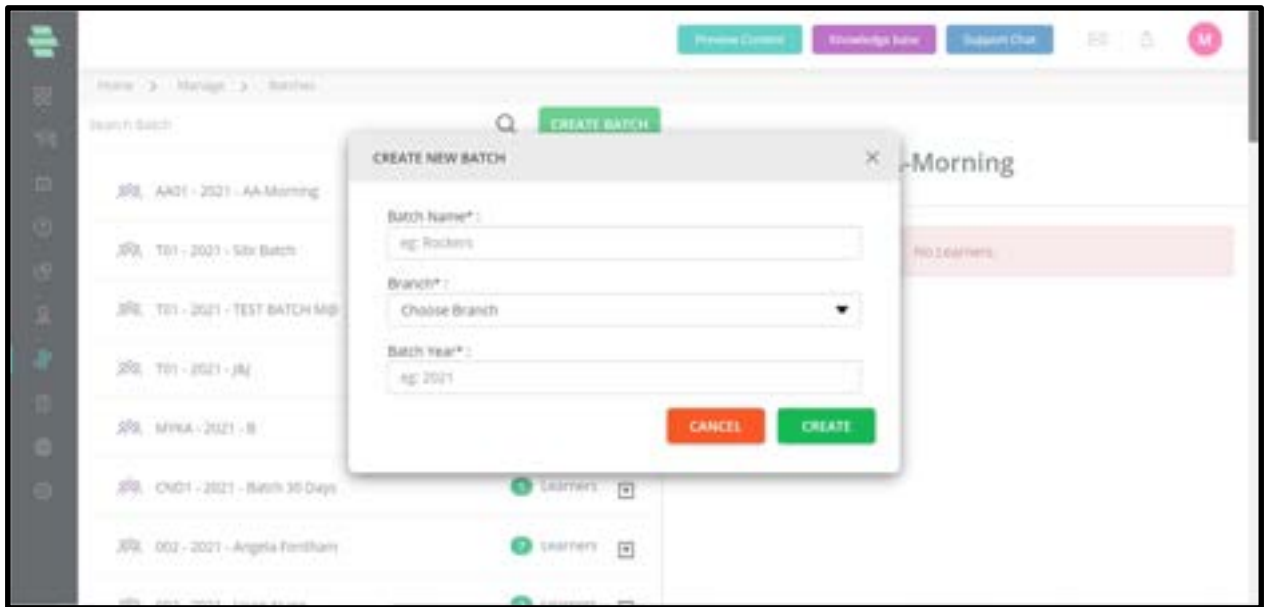
4. Click on **CREATE**.

5. From the **ATTACH LEARNERS TO BATCH** popup , select the learners to attach to the new batch and click on **ATTACH.**
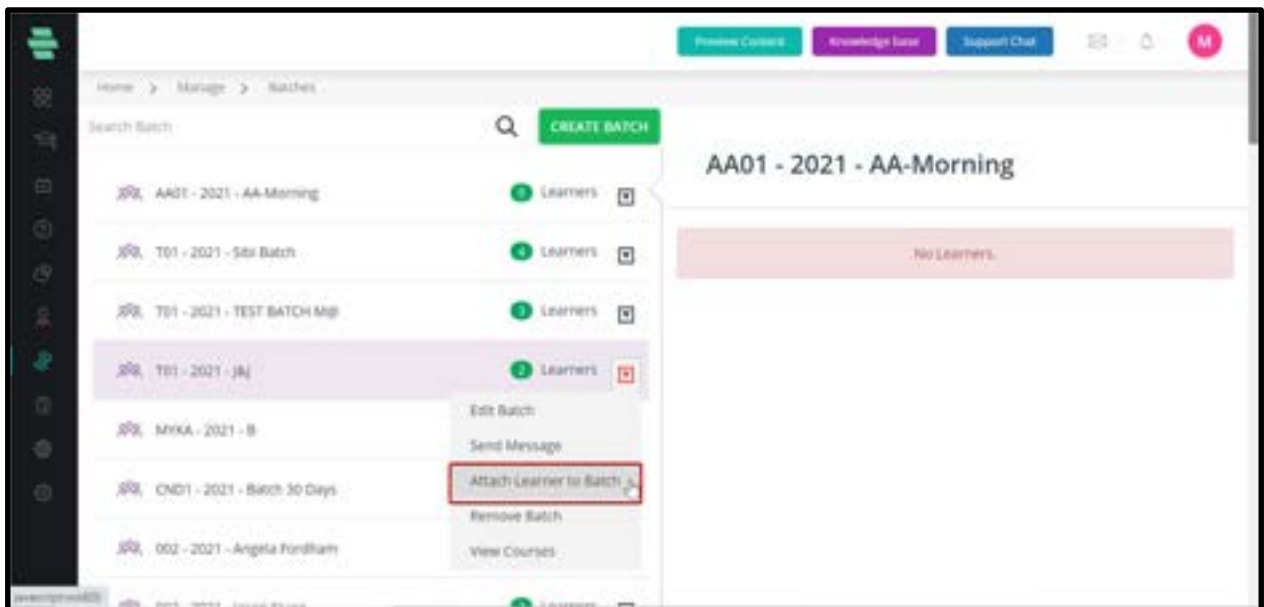
6. Click on **OK** on the successful addition of the batch and its learners. The batch is added at the top left panel with its details and Learners on the right panel.

How to Edit Batch Details
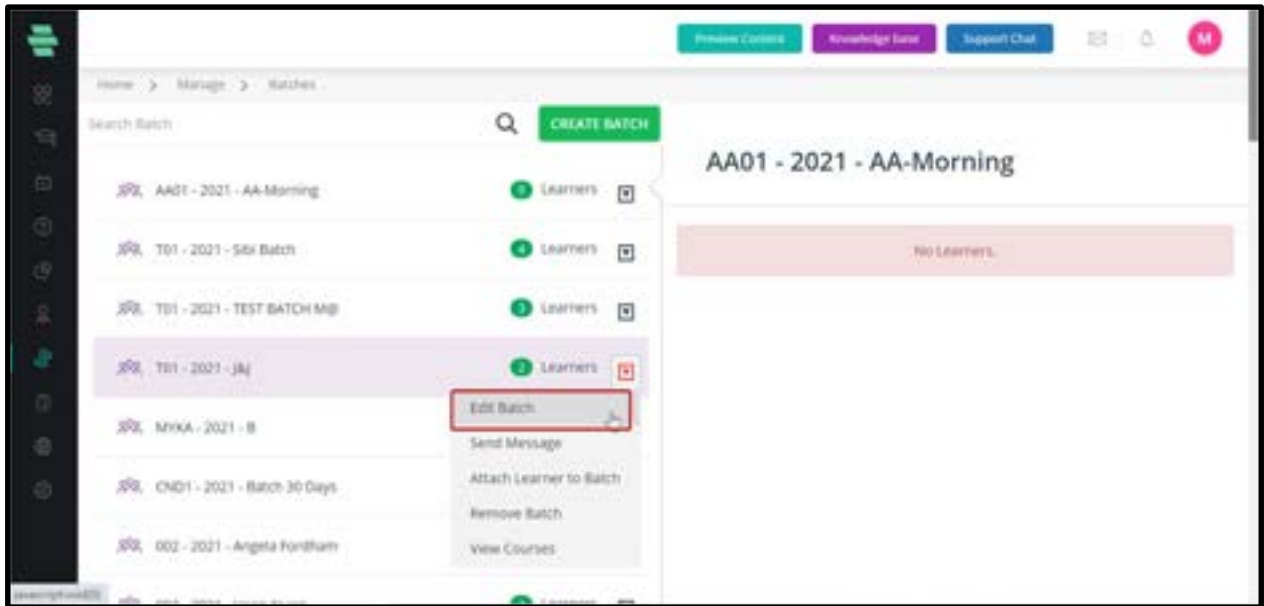
1.   On the **Manage Batches** page, click on ⊡ corresponding to a batch you want to edit.

2.   Click on **Edit Batch**.

3.   Edit the batch name or year as required and click on **UPDATE**.

4.   Click on **OK** on the successful update of the batch.

How to Send Message to Learners in a Batch
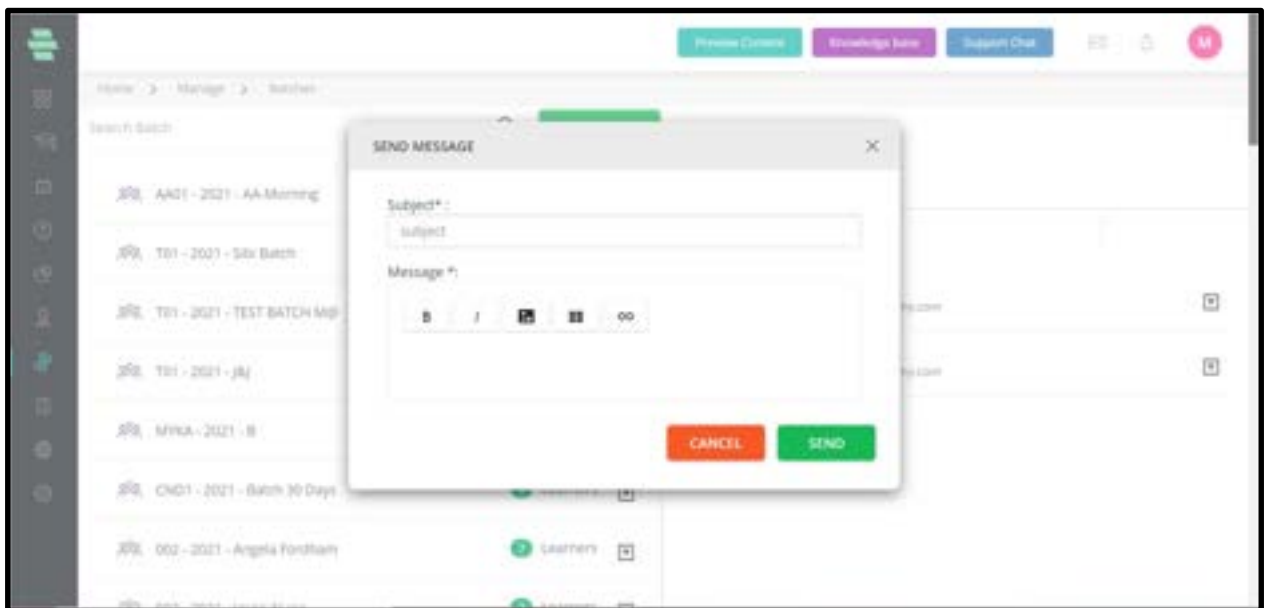
1.   On the **Manage Batches** page, click on ⊡ corresponding to the batch to whom you want to send a message.

2.   Click on **Send Message**. The **SEND MESSAGE** window pops up.

3.   Type a subject for the message you want to send to the Learners.

4.   Type the message.

5.   Click on **SEND**. The message will be sent to the batch successfully.

6.   Click on **OK.**

How to Attach Learner to Batch
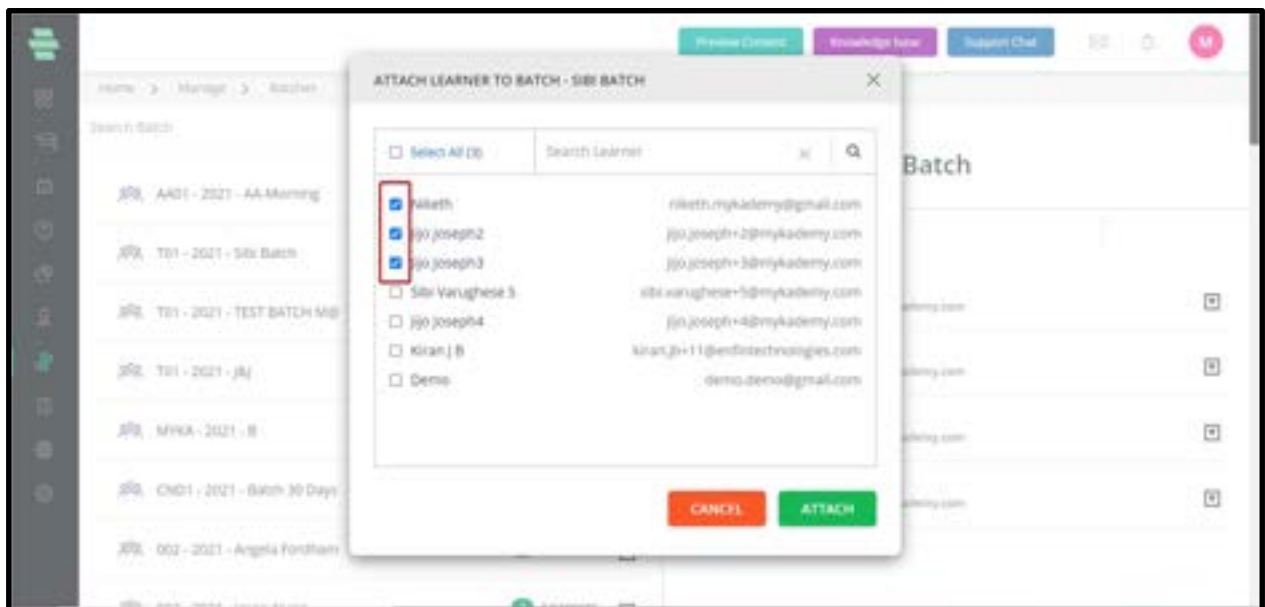
1.   After creating a batch, if you skipped adding Learners to that batch, you can add them using this option.

2.   On the **Manage Batche**s page, click ⊡ corresponding to the batch in which you want to add Learners.

3.   Click on **Attach Learners to Batch.**

4.   From the **ATTACH LEARNER TO BATCH** popup, select the Learner to attach to the batch and click on **ATTACH.**

5.   Click on **OK** after a successful attachment of the Learner to the batch.

Note: You can search for a batch by typing the partial or full name of the batch in the **Search** box and then clicking on 🔍 at the top of the page.

How to send message to a Learner in a batch individually
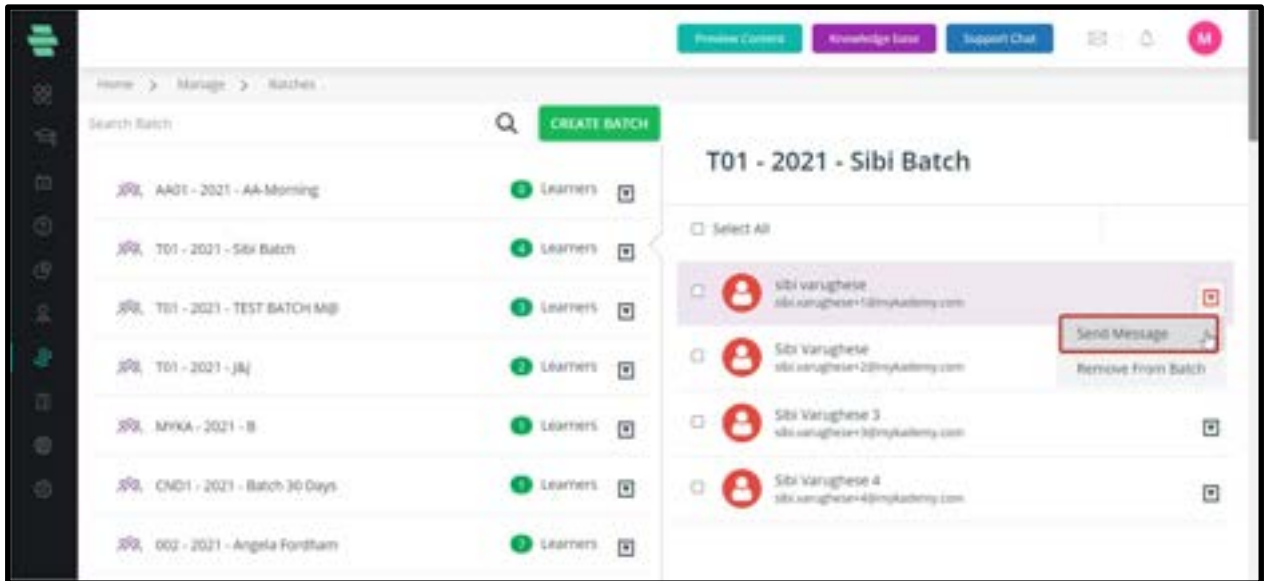
You can send messages to specific Learners in a batch or remove them individually from the batch.

1.   On the **Manage Batches** page, click on a batch in which you want to send an individual message to a Learner. All the Learner's names of that batch appear on the right panel.

2.   Click on ▣ corresponding to the learner you want to send the message and click on **Send Message.**

Note: To send messages to all learners in the batch, you can click on **Select All.**

3.   On the **SEND MESSAGE** popup, type a subject for the message you want to send to the learner.

4.   Type the message.

5.   Click on **SEND.** The message will be sent to the learner successfully.

6.   Click on **OK.**

How to remove a learner from a Batch

1.   On the **Manage Batches** page, click on a batch from which you want to remove a learner. All the Learner's names of that batch appear on the right panel.

2.   Click on ▣ corresponding to the Learners you want to remove from the batch and click on **Remove.**

3.   Click on **REMOVE** again to confirm the task.

4.   Click on **OK**.

How to Manage Batches from Within a Course

Apart from using the dashboard to manage learners' accounts, you can also manage them
From within a course.
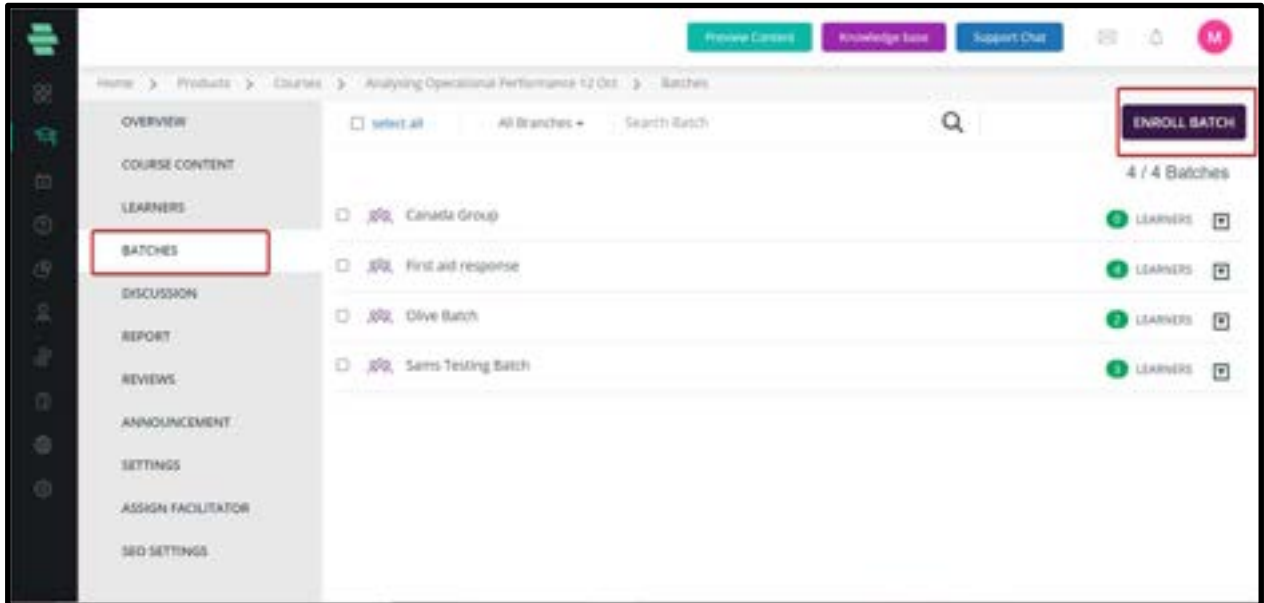
1.   On the dashboard, click on the **Course** icon or the icon on the left navigation bar.
Click on a course to which a Learners batch is enrolled. The **OVERVIEW** page of the course
appears.

2.   Click on **BATCHES** on the left panel.

A list of batches enrolled in that course will be displayed based on the filter you select at the
top of the page.

The default filter is **All Branches**

Note: You can search for a batch by typing the partial or full name of the batch in the **Search**

box and then clicking at the top right corner of the page.

3.   Click on the icon corresponding to the batch you wish to manage. A list of the
following drop-down options appears enabling you to manage the batch.
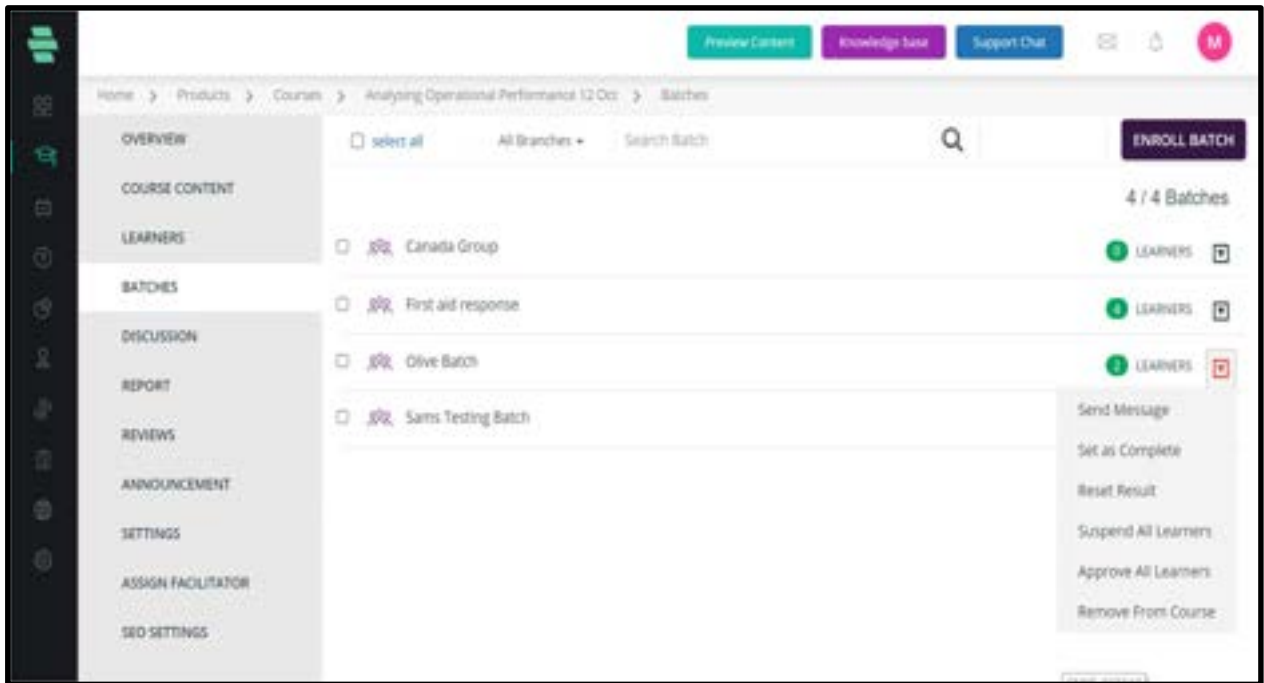
○ **Send Message** – Enables you to send an instant message to the learners batch. For instructions, refer to the How to Send Message to Learners in a Batch section.

○ **Set as Complete** – Enables you to set a course as complete for the learners in this batch. Click on **OK** when prompted.

○ **Reset Result** – Enables you to reset the course results for Learners in this batch. Click on **OK** when prompted.

○ **Suspend all learners** – Enables you to suspend the account subscription of all Learners in this batch so that the Learners cannot access the course. Click on **OK** when prompted.

○ **Approve All Learners** - Enables you to approve the account subscription activation of all learners in this batch so that the Learners can access the course. Click on **OK** when prompted.

○ **Remove From Course** – Enables you to remove the entire batch from this course. Click on **REMOVE** and **OK** when prompted.

4. To enroll Learners from this batch to the course from this page, click on **ENROLL BATCH** at the top-right corner of the page, select the batches you want to enroll and click on **Enroll Batches.**

5. Click on **OK**.

Chapter 13 - Manage Your Reports

You can view and export reports that provide a summary of the grade, performance and logging activities of the Learners, performance of tutors and consolidated reports of Test, assignments and courses.
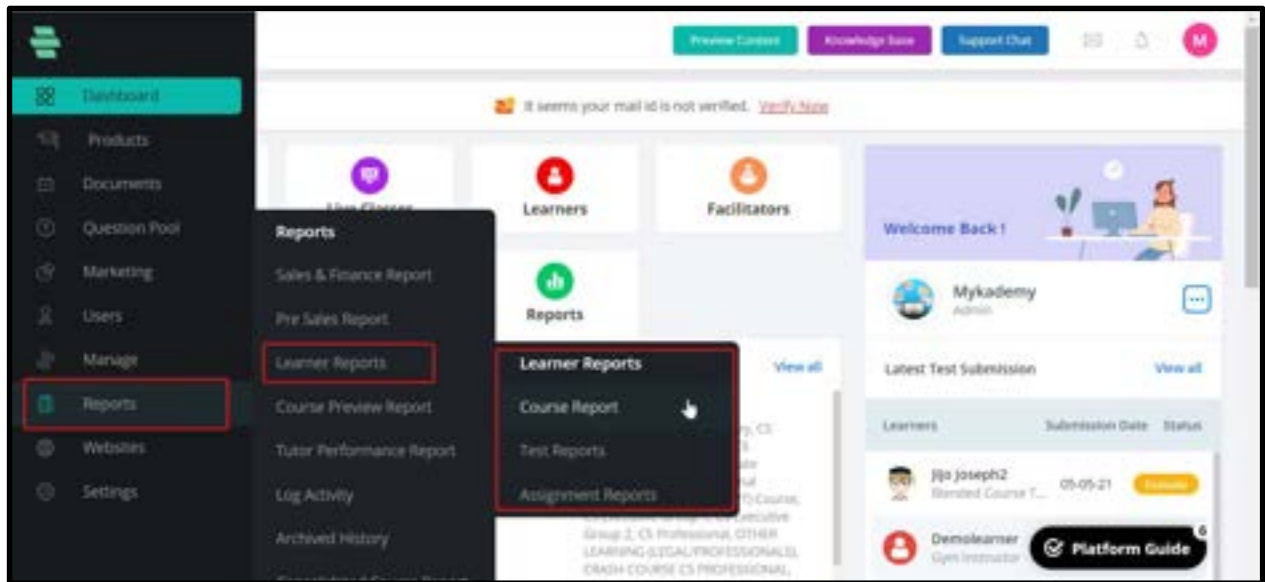
How to Generate Grade Report

1.   Click on the **Report** icon on the dashboard or the ![icon] icon on the left navigation bar. The **Reports** page appears displaying filters on the right panel for generating the **GRADE REPORT,** by default.

2.   Choose the filters from their respective drop-down menus.

For example: Course Name – Digital Marketing, Branch – KTU01- CET, Batch – KTU01 - 2019 - Innovators, Filter By – Report on Learners who haven't yet started the course (as highlighted in the following image).
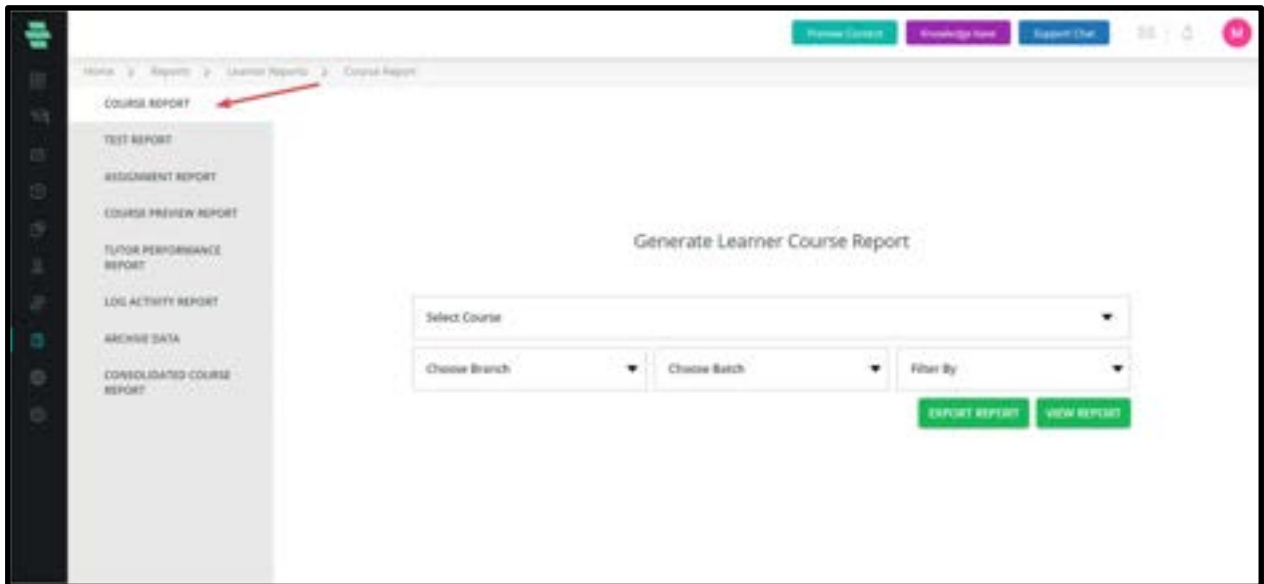
3. Click on **VIEW REPORT.** The grade report for the selected course, Branch, batch and selected status/grades filter is displayed.

4. **Note:** You can choose other filtering options in the report using the drop-down menus (as highlighted above) and view their respective grade reports too. Use the **Search** box to locate a specific learner and generate his reports by typing partial/full name of the learner.

How to Generate Test Report

1. Click the Report icon on the dashboard or the icon on the left navigation bar. The Reports page appears.

2. Click on **TEST REPORT** on the left menu.
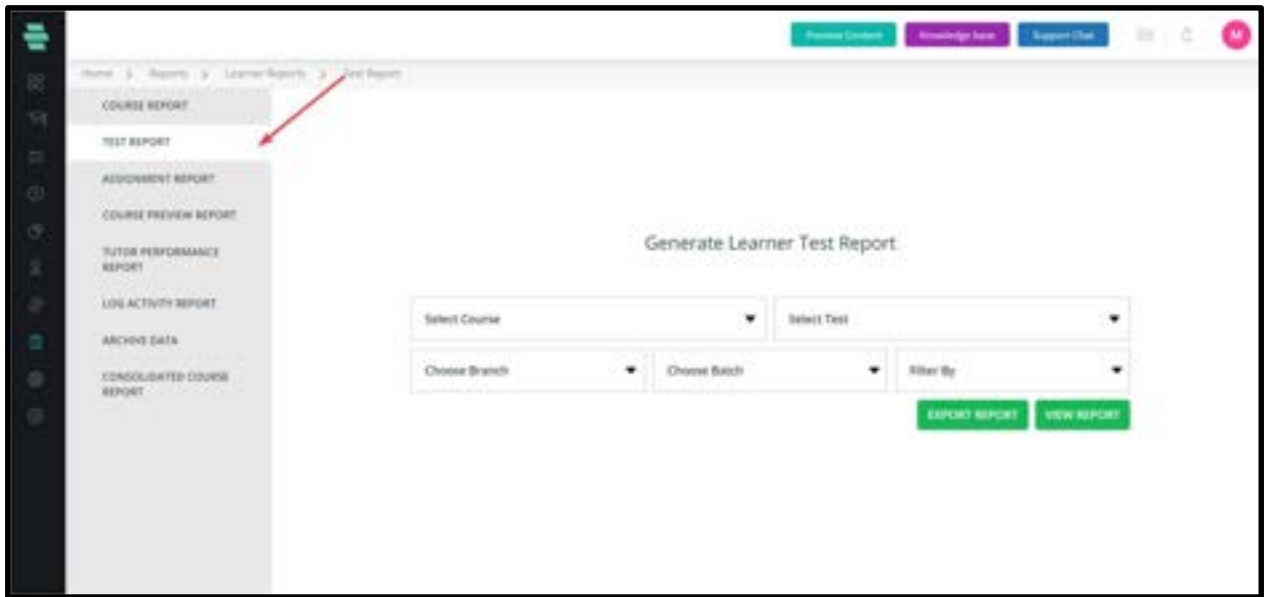
3.   On the right menu, choose the filters from their respective drop-down menus.

For example: Course Name – Digital Marketing, Test – Digital Thinking, Branch – KTU01 - CET,

Batch – KTU01 - 2019 - Innovators, Filter By – Report on all Learners

4.   Click on **VIEW REPORT.**

The Test report for the selected course, Test, Branch, batch and grade/status filter is

displayed.

How to Generate Assignment Report

1.   Click on the **Report** icon on the dashboard or the icon [icon] on the left navigation bar. The

Reports page appears.

2.   Click on **ASSIGNMENT REPORT** on the left menu.
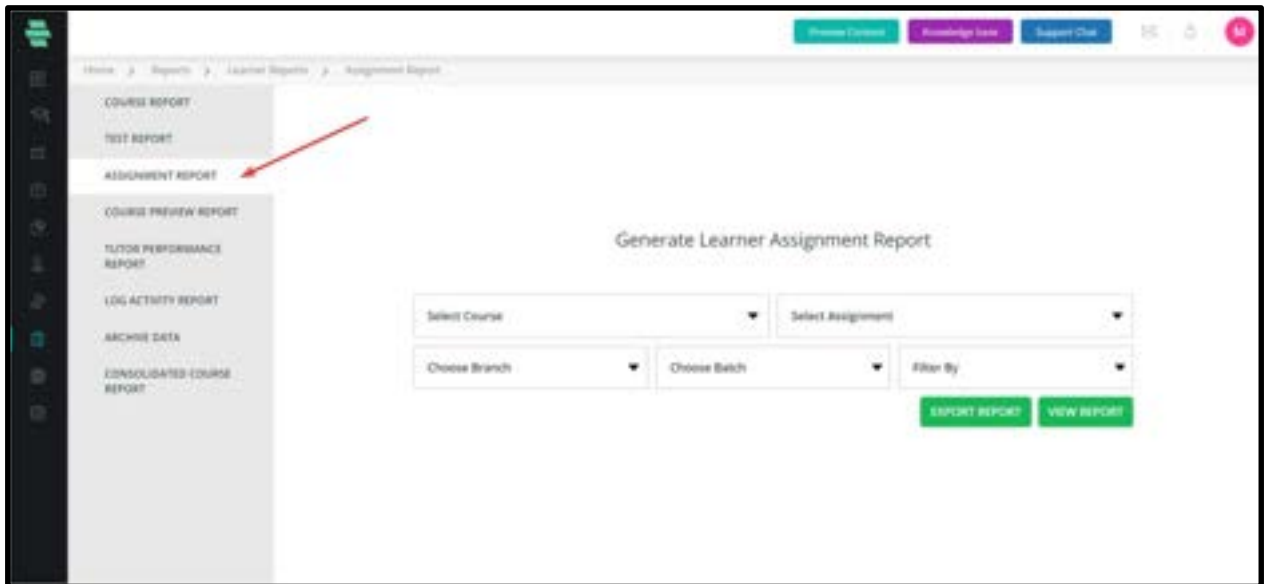
3.   Choose the filters from their respective drop-down menus.

For example: Course Name – Technical Writing, Branch – KTU01 - CET, Batch – KTU01 - 2019 – Electric Vibes, Filter By – Report on Learners who submitted the assignment.

4.   Click on **VIEW REPORT.**

The assignment report for the selected course, Test, Branch, batch and grade/status filter is displayed.

How to Generate Course Preview Report
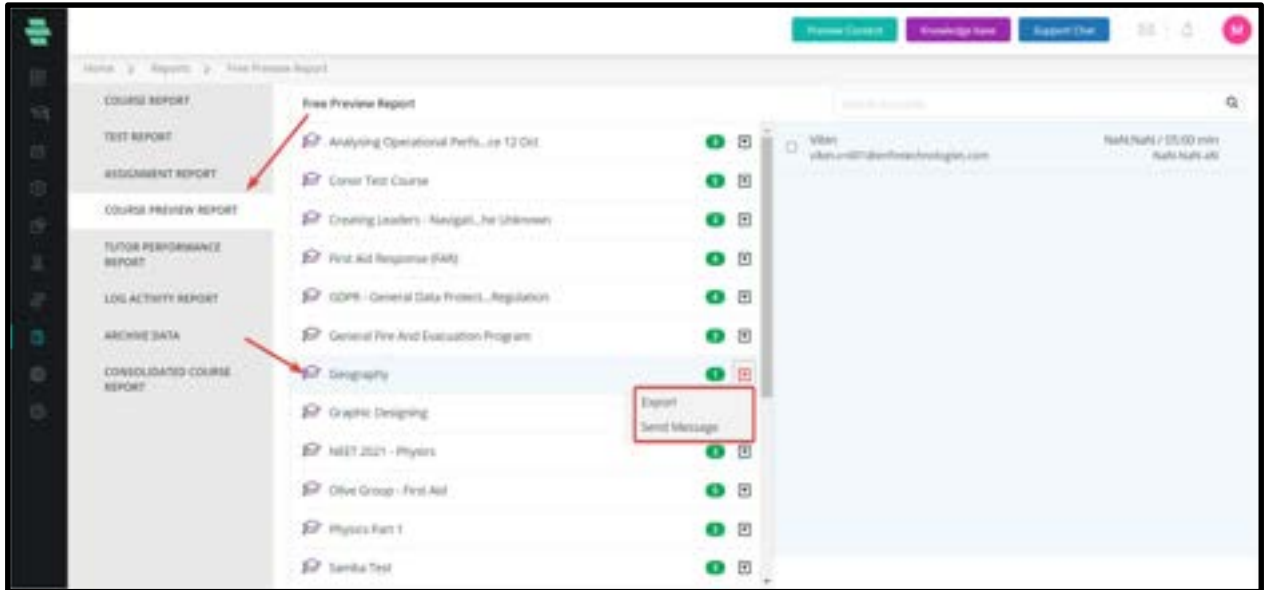
Course preview report lists the number and time duration each Learner's watch preview video on each course.

1.   Click on the **Report** icon on the dashboard. The **Reports** page appears.

2.   Click on **COURSE PREVIEW REPORT** on the left menu to view the report.

3.   Click on **SEND MESSAGE** in the drop down menu for sending messages to all Learners.

How to Generate Badge Report

Admins should also be able to generate a badge report with the details of learners who earned their badges.

The learner will have the visibility of the badges provided to them in their profile.

How to Generate Tutor Performance Report

Tutor performance report displays the feedback given by the Learners to the course tutors through surveys. On giving the above inputs to the system and on clicking "Export Report" the system will export the tutor performance report in .csv format.

How to Generate Log Activity Report

Log activity report displays a report of overall activities that occur in the system.

1. Click on the **Report** icon on the dashboard. The **Reports** page appears.

2. 2. Click on **LOG ACTIVITY REPORT** on the left menu. A report of all user activities appears listing the user name involved in the activity, user role, short description of the activity, and the date and time of the activity in a tabular form.

Note: You can use filters as highlighted above to narrow down your report to specific user type (role) and/or by specifying the date and time of the activity. You can also use the search box at the top of the page to generate specific user reports by typing the partial/full name of the user or the register number. You can use page navigation highlighted at the bottom of the page to navigate across pages.

How to Generate Consolidated Course Report

You can view a consolidated course report downloaded as a Microsoft Excel document, which displays the course name, total number of Learners enrolled in the course, total number of Learners who have completed the course and the expiry date of the course in a tabular form. The Excel document will display reports course-wise and Branch-wise as separate tabs.

Note: Click on **EXPORT** on the top-right corner of each report on the system to download any of these reports to your local system as a Microsoft Excel document.

How to Generate Reports from Within a Course

Apart from using the dashboard to generate reports, you can also generate them from within a course.

1. On the dashboard, click on the **Course** icon . Select a course for which you want to generate reports. The **OVERVIEW** page of the course appears.

2. Click on **REPORT** on the left panel

You can view the grade report, Test report, assignment report, and course performance report for that course by clicking the respective options.

How to access Pre-sales Report

Pre-sales Report consists of leads that can be later paid to Learners of the application.

In the presales report page the list of Learners who opened some courses but left without buying will be displayed. The admin directly calls those Learners and gets to know the reason and make them their new paid users.

The admin user shall be able to see the report of sold products (whose status is complete) from the admin panel which shows all the order details. The sales report shall consist of the purchases done and its invoice.

To access Pre Sales report,

1. Click on **REPORT**

2. Select **PRE SALES REPORT**

3. You can see the details of All the orders along with Submitted date,Order Id etc.,

4. By clicking on the Export option,the sales report will be downloaded to your system in excel format.

5. On clicking on any particular order,a pop up comes which consist of their details and their invoice as shown below.

6. By clicking on **Send Invoice**, you can send an invoice link to the learner.

7. By clicking on **Action**,you can see the following options as shown below.

8. Select **Add payment.**

9. Add Payment shows the amount to be paid.

10. A pop up appears where you have to provide the payment date,amount and bank information.

11. Click on **Save**

12. By clicking on the **Pay by Credit Card** option, you will be taken to the payment gateway page

13. Enter the email id and password and click on Login

14. Using the **Copy Payment Link**,you can share the link via any other medium.

15. The **Send Payment Link** will help you to share the payment link via mail.

16. You can download the invoice using the **Download** option available on the dropdown.

17. Payment can be canceled using the **Cancel Order** option.

How to access Sales and Finance Report

The admin user shall be able to see the report of sold products (whose status is complete) from the admin panel which shows all the order details. The sales report shall consist of the purchases done and its invoice.

To access sales report,

1.   Click on **REPORT**

2.   Select **SALES AND FINANCE REPORT**

3.   You can see the details of All the orders along with Submitted date,Order Id etc.,

4.   By clicking on the Export option,the sales report will be downloaded to your system in excel format.

5.   On clicking on any particular order,a pop up comes which consist of their details and their invoice as shown below.

6.   By clicking on **Send Invoice**, you can send an invoice link to the learner.

7.   By clicking on **Action**,you can see the following options as shown below.

8.   Select **Add payment.**

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15. The **Send Payment Link** will help you to share the payment link via mail.

16. You can download the invoice using the **Download** option available on the dropdown.

17. Payment can be cancelled using the **Cancel Order** option.

How to Generate Archived History

The Archived History report displays the list of learners who are currently suspended and are not able to access the courses.

1.   Click the **Report** icon on the dashboard. The **Reports** page appears.
2.   Click **Archived History** on the left menu.
3.   A full Archived History report will appear listing the **User name**, **Course**, **Subscription Start Date** and **Subscription End Date** in a tabular form.

How to access mail tracker

In the Reports section of Mykademy, Admins will be able to see a full report of mails that have been sent from the system, this can also be tracked if the email has been opened/not received or unopened.

You can filter the date and see the emails sent between the specific date range.

Admin can view all the,

● Subject

● Receiver

● Content

● Email body.

We can also export the mailtracker reports as a .csv file.

To access the Mail Tracker,

1. From the dashboard, go to **Reports**

2. Select **Mail Tracker**
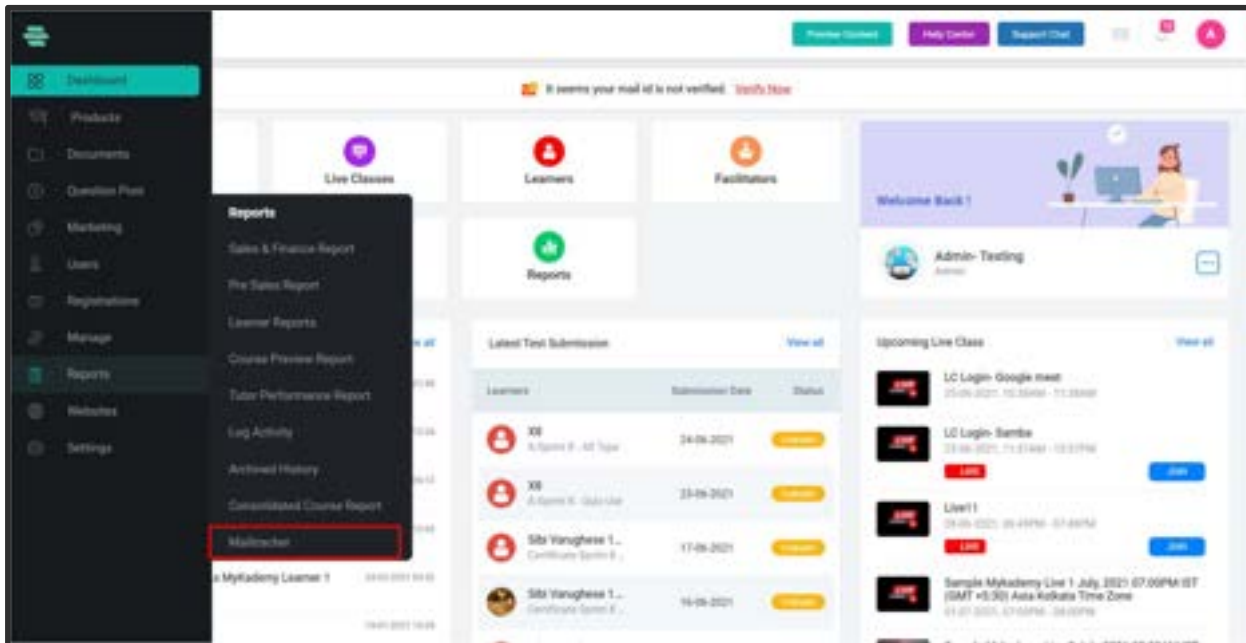
3.   The following page opens when you select **Mail Tracker**.

4.   In this page, you can select the mail subject to filter down your result based on your relevant email subject.

5.   Likewise, Mail statuses can be differentiated with the help of tick marks given along with the emails

a.   **Blue ticks** denoting Opened emails

b.   **Grey ticks** denoting delivered ones

c.   **single tick** denotes sent emails

d.   denoting bounced emails.

6.   You can view all the emails according to your applied date range.

7.   You can also categorize mails based on the Mail Subject and Mail

Status(Open,Send,Delivered,Delivery Delay,Bounced)
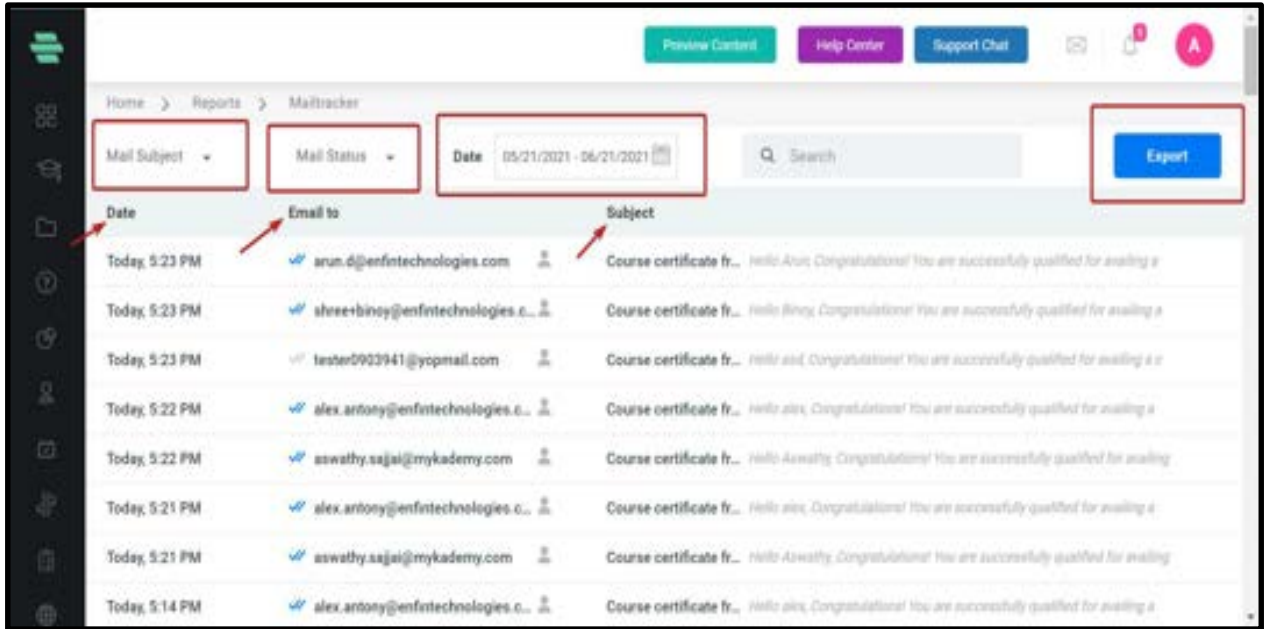
8.   The mail tracker report can be exported in excel format by clicking on

Export option.

Chapter 14 – Website management

One of the most premium features of mykademy is the redefined website builder. A host of new capabilities have been added to the website builder that gives admins way more control over the aesthetics of the platform. Mykademy offers a feature-rich page builder that is on par with some of the dedicated website-building services in the market.

How to customize banner image in Sign In Page

Admin can now change the banner image on the sign-in page.

1.   From the dashboard, go to **Websites**

2.   Select **Pages**.
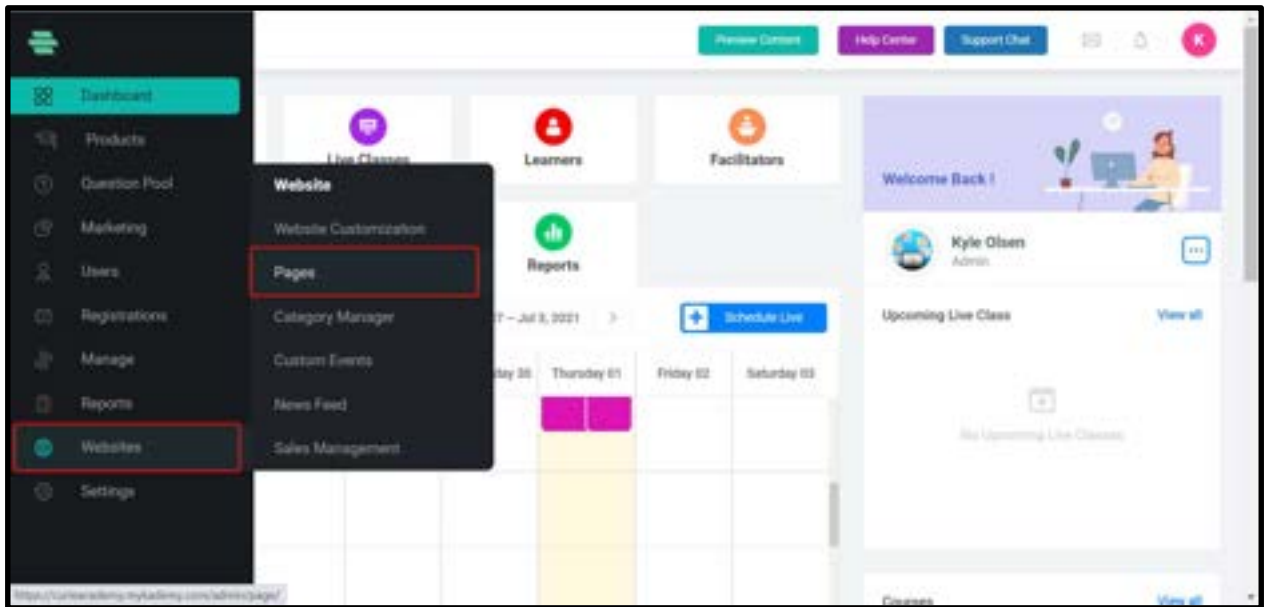
3. Find the Sign-in page from the list of Page

4. Click on **Customize option**
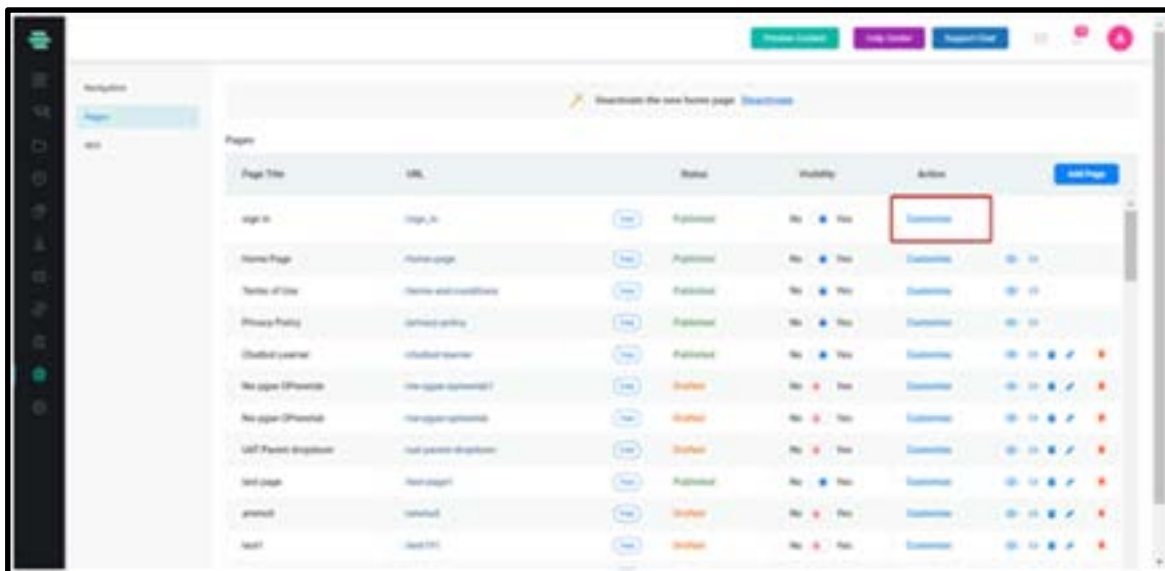
5. A new page opens where you can set the background banner image.

6. Inorder to upload the image,click on **Upload File** (Recommended size for the image is 1380px401px)

7. Once you choose the image, click on **Save**
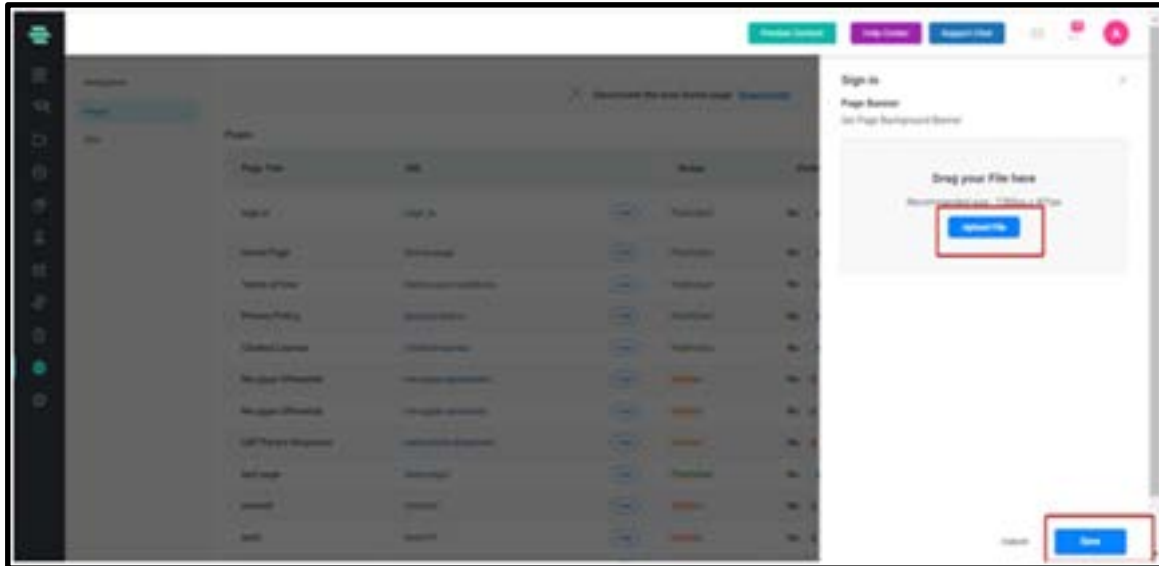
How to customize our website

The color scheme, the tabs on the header, the type of buttons used, the layout of the page, course-cards template, the footer- all this and more can be edited and customized to get the perfect look for your platform. There are numerous templates to choose from and if required, other custom templates can be created.

A.   Login As **Admin**
B.   From the dashboard, Click on **Website Customization**
C.   Click on **'Navigation'.**

From the navigation bar, we can customize our website using the options like Header theme, Header colour, Text colour. We can also change the visibility of the pages by choosing the **Visibility Option**.
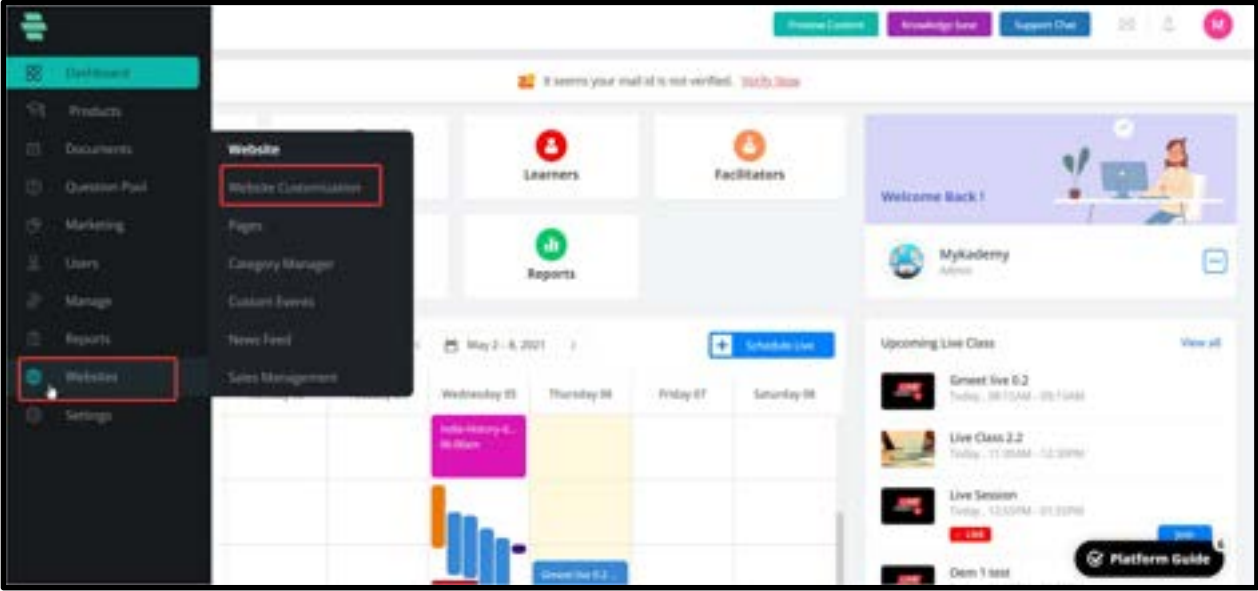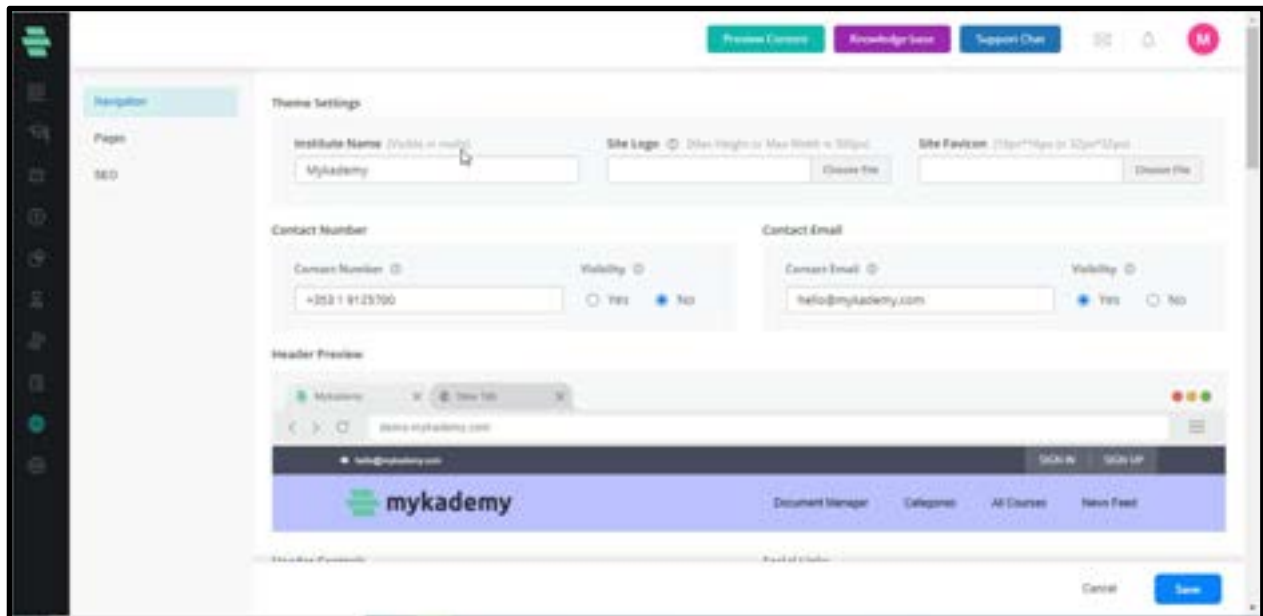
We can integrate social media websites (Eg:Facebook,Twitter etc.) and we also have the option to set its visibility.

Note:- In the Header menu, Delete and Edit options are only available to those pages that we have created.

We can also customize our website footer options by choosing the **Footer controls**, **Footer**
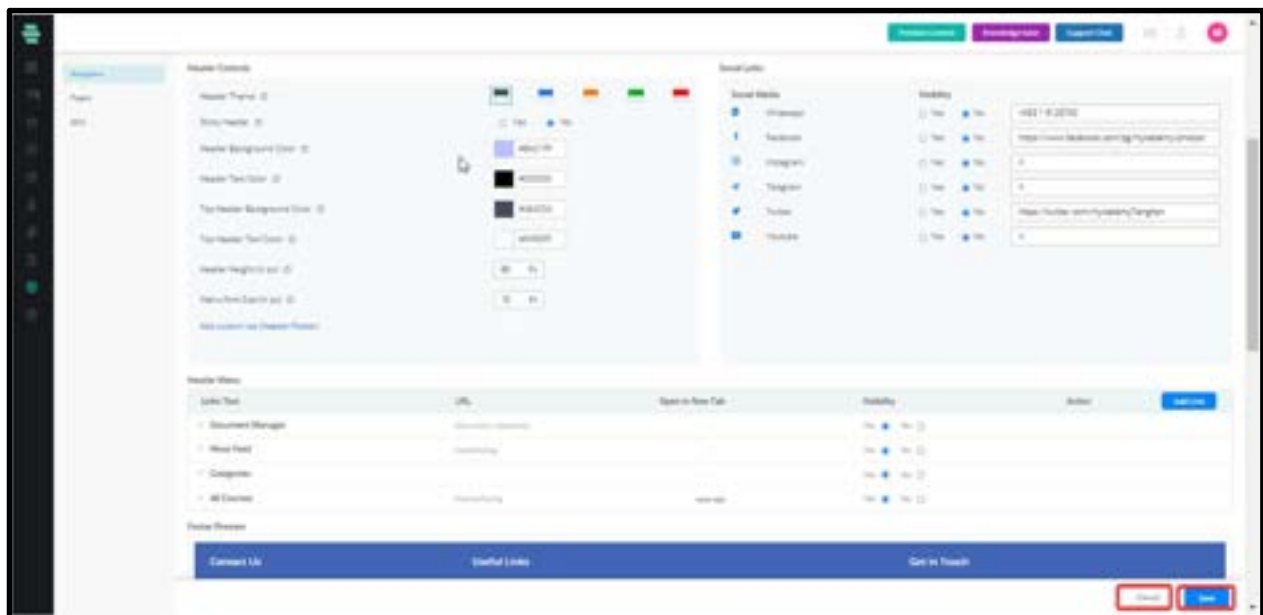
address, Footer menu and **Get in touch form.**

Note:- In the **Footer menu**, **Delete** and **Edit** options are only available to those pages that we have created.
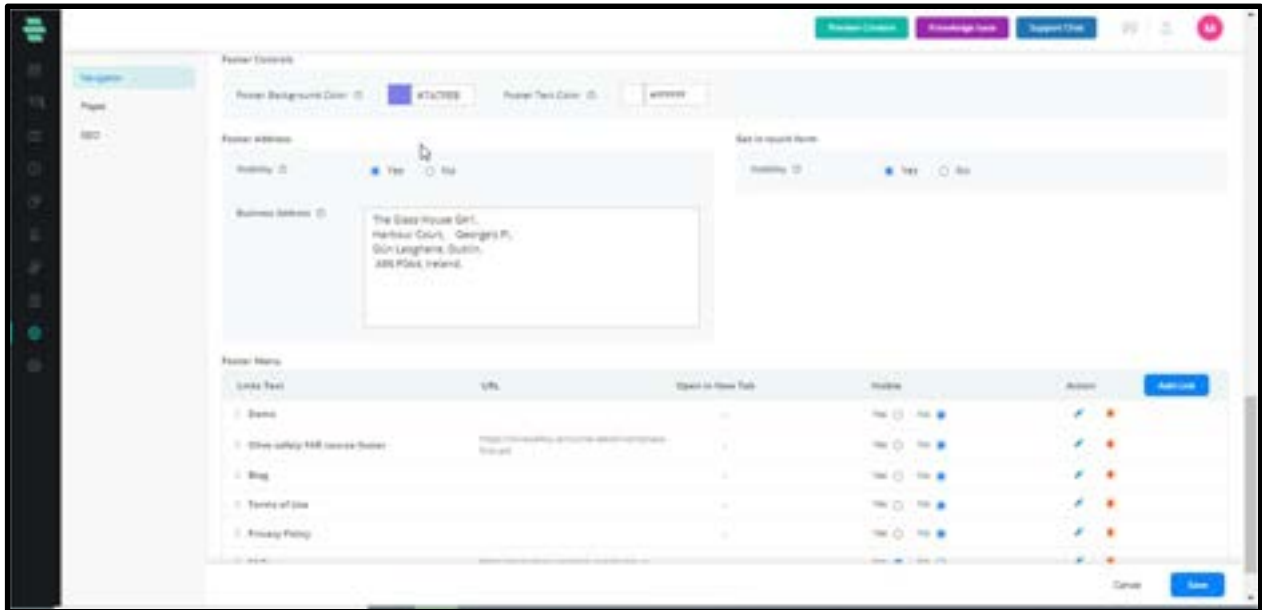
On the home page the changes will be displayed as shown below:

On clicking the menu, the system shall display that particular page (refer screenshot).

How to Configure Social Media Settings
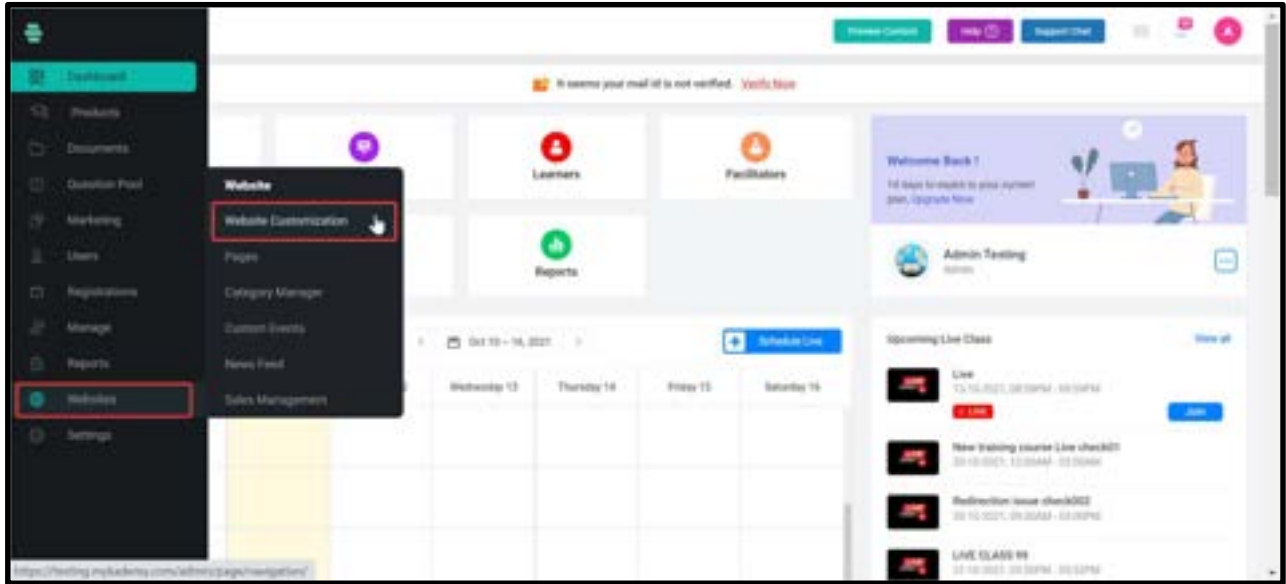
1.   From the dashboard, click on **Websites.**

2.   Select **Website Customization.**

3.   You will be taken to the Website customization page as shown below.
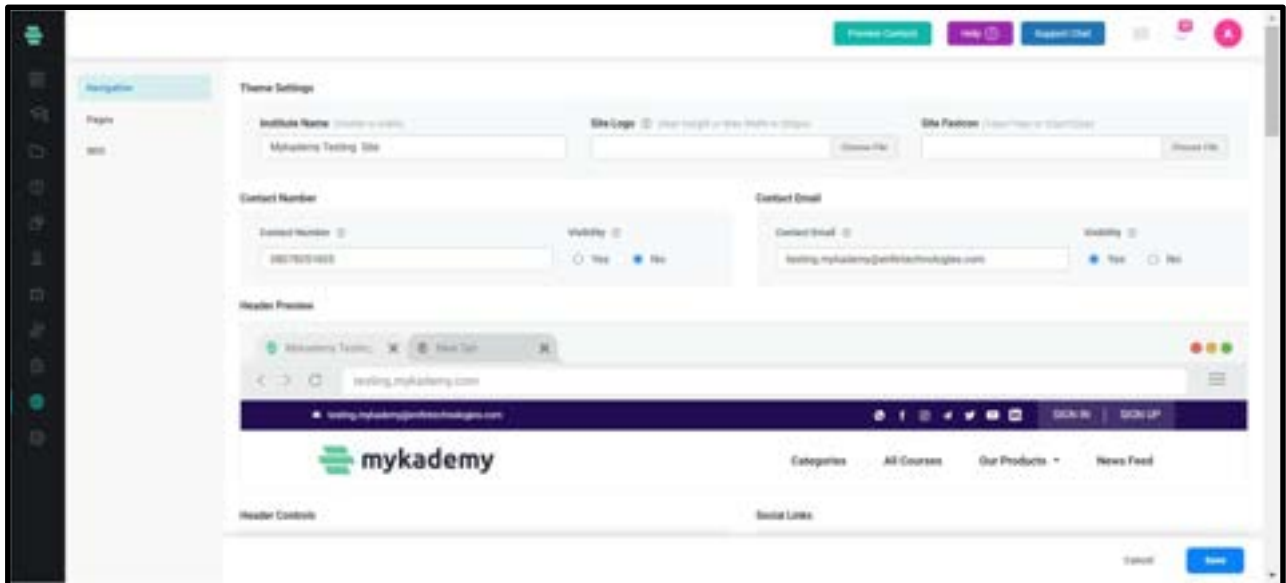
5.

6. If the user wants to give any one social media link, he/she can paste the particular link in the bar and then give the **Visibility** status as **Yes** so that the changes can be displayed in the home page.
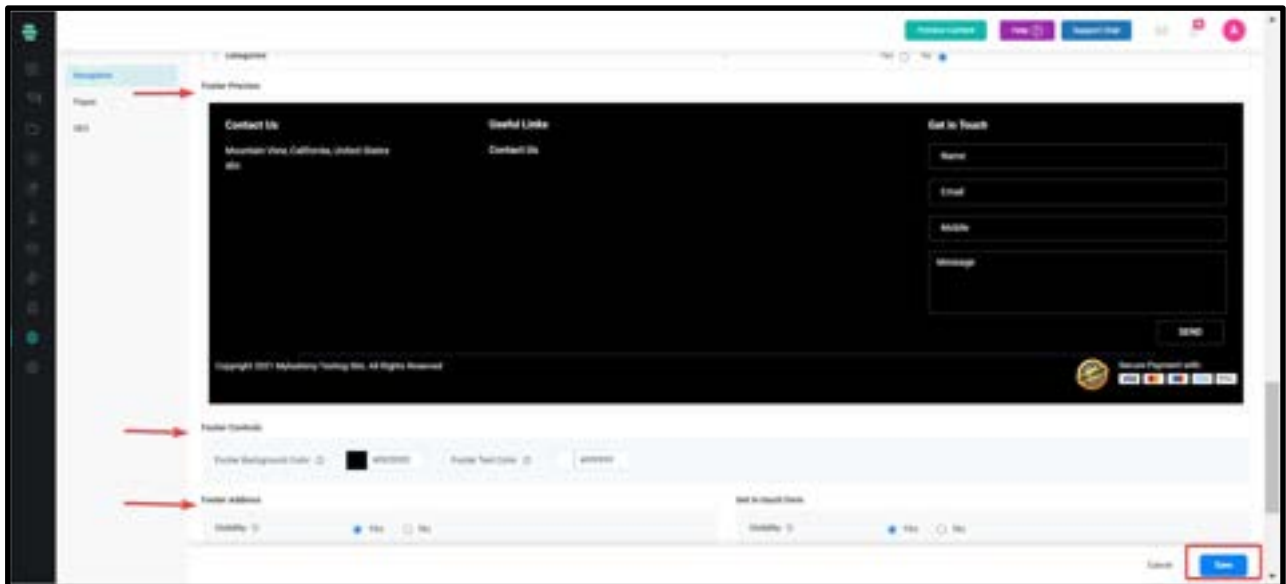
7. Click **SAVE**

In the home page the changes will be displayed as shown below:
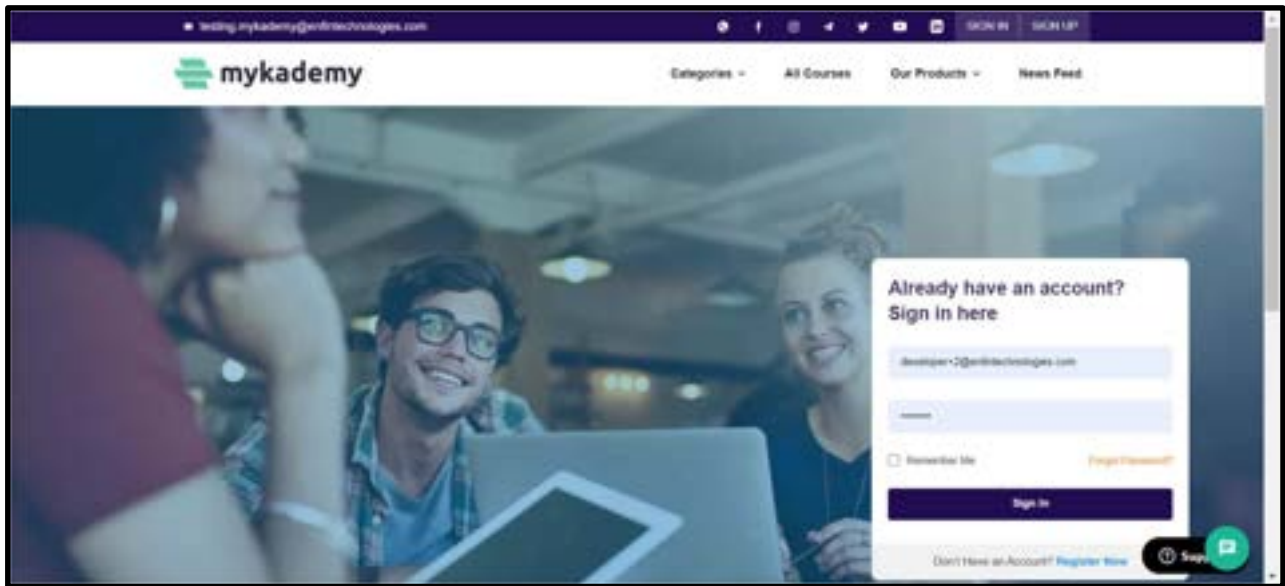
How to Configure footer Settings for the Application
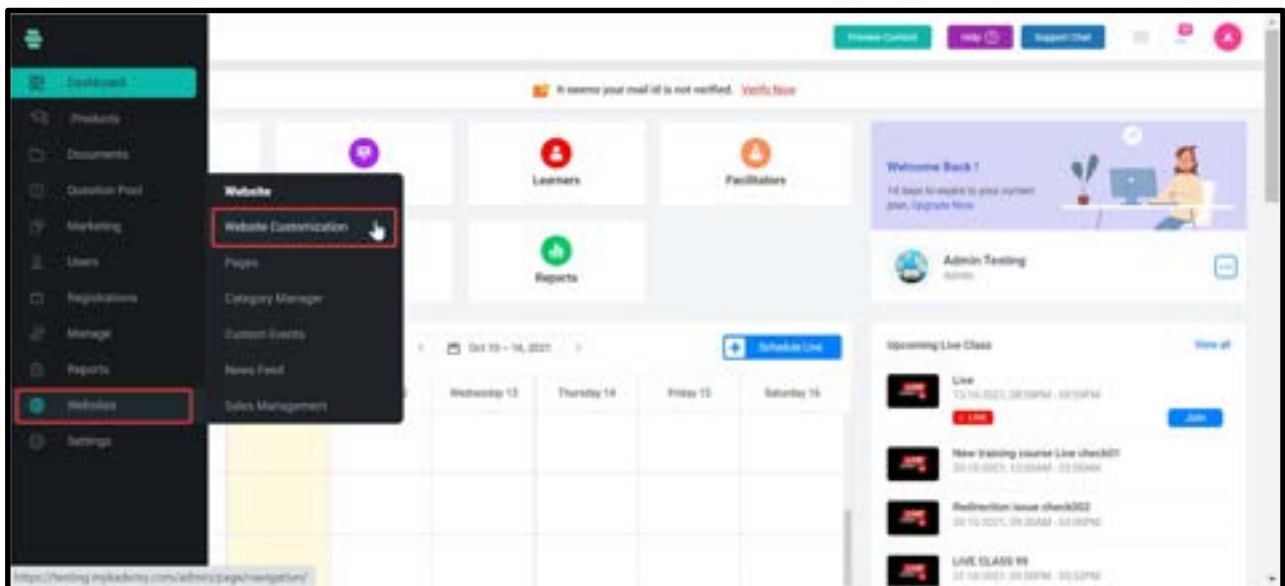
1. From the dashboard, click on **Websites.**

2. Select **Website Customization.**

3. You will be taken to the Website customization page as shown below.
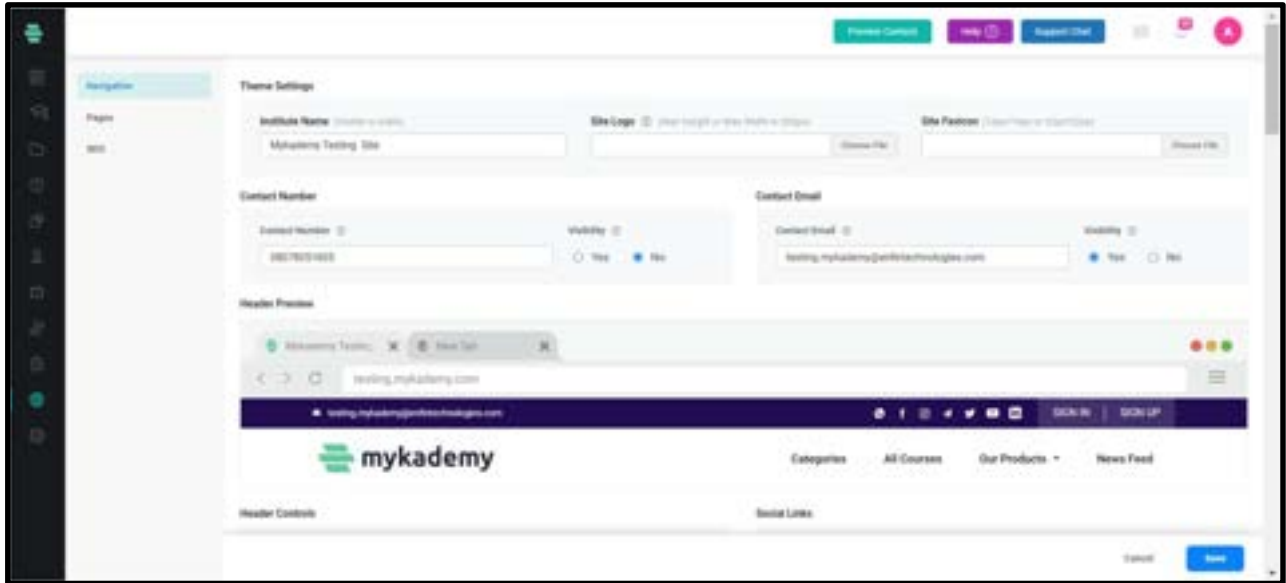
4. On scrolling down,you can see **Footer Preview,Footer Controls** and **Footer Address** as shown below.

5. **Footer Preview**: This is where the preview of the footer can be seen.

6. **Footer Controls**:Here, you can adjust the **Footer Background Color** and **Footer Text Color.**

7. **Footer Address:**This is where you can enter the address and other links that can be seen on the footer side.

8.   Once added, turn the **Visibility** status as **Yes** so that it will be visible in the home page.

9.   Once you have made the changes, click on **Save.**

10.   Configured contact settings are visible in the home page as a footer that has the address and contact details of the organization.

How to create a new page

We can create a new page using **website customization**. The newly created page will appear on header or footer based on the requirement.

A.   Login as admin

B.   From the dashboard, Click on **Websites**

C.   Click on **Website Customization**

D.   Go to '**Pages**' bar

E.   Click on **'Add Page**' to create new page

F.   Fill in the details with page title, URL and position of page (header or footer).
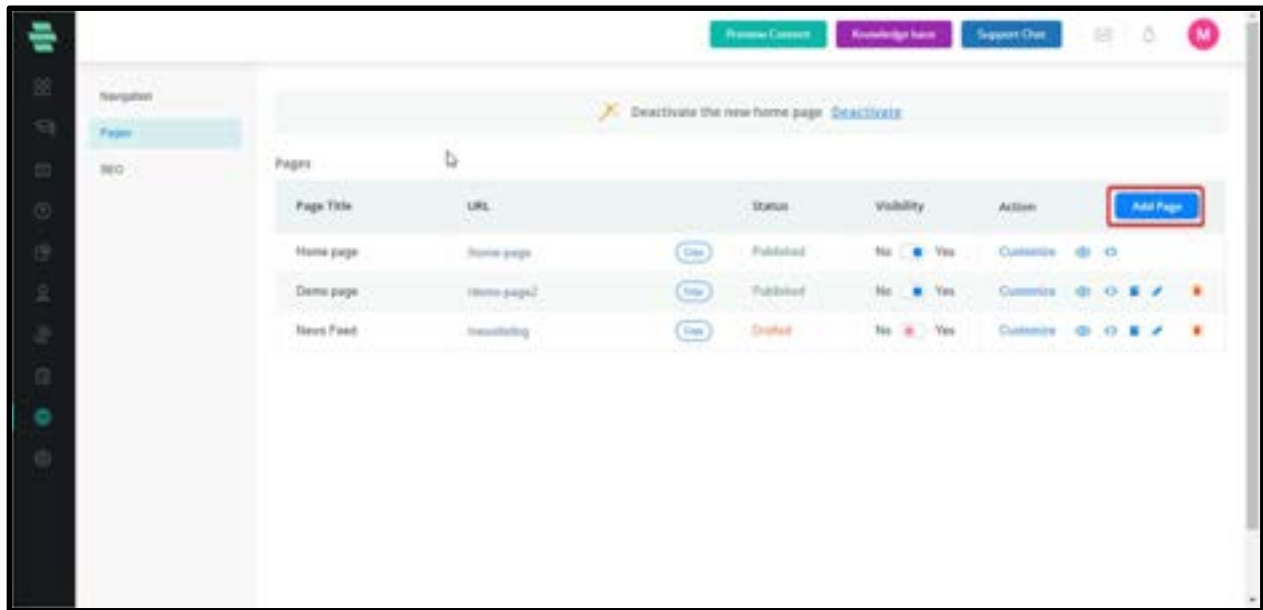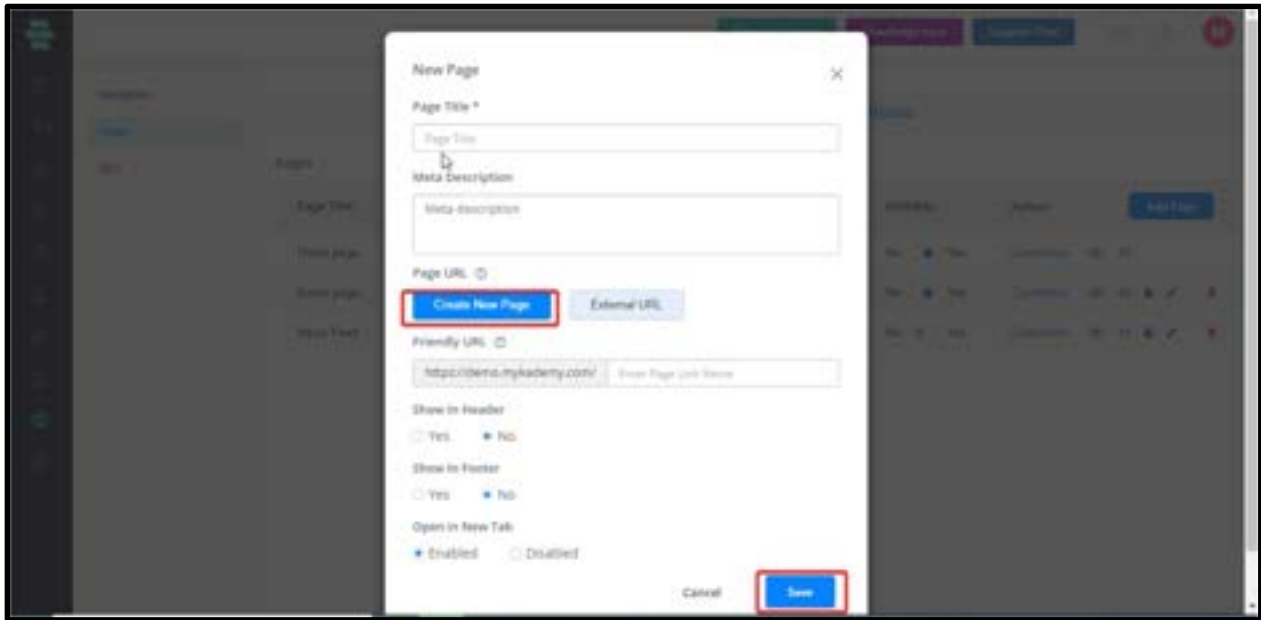
By clicking on **"Add Page"** ,we can create a new page with a page link. There is an option to open the newly created page in another tab.

There is an option to create a new page via external URL as well.
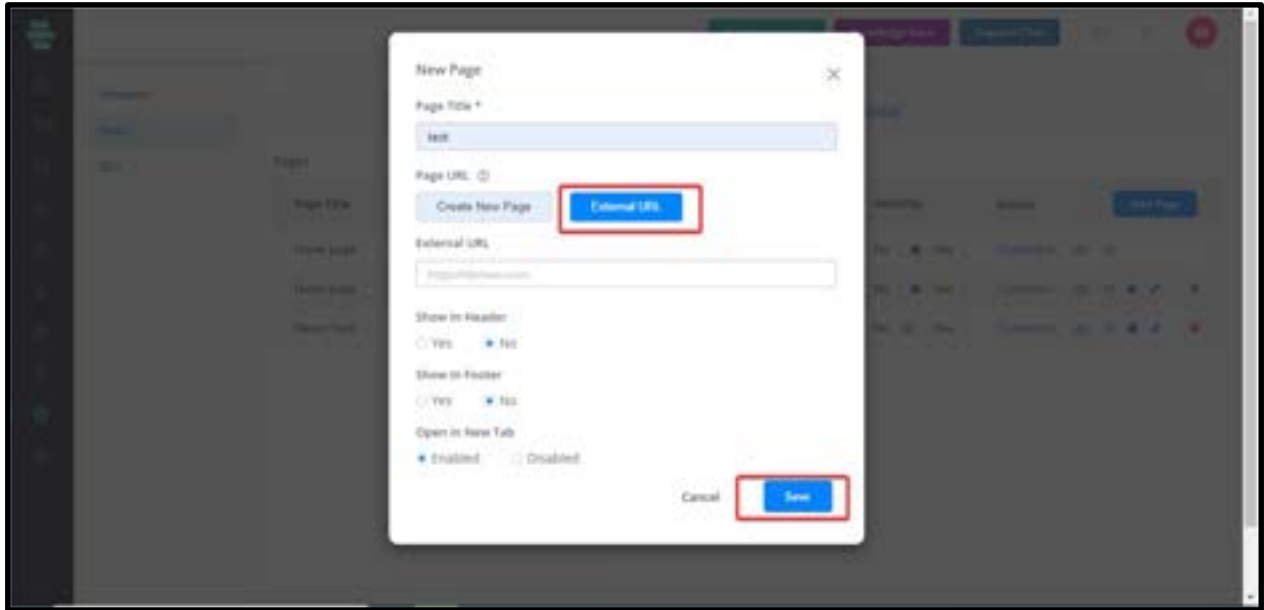
How to manage SEO

SEO means the process of improving your site visibility for relevant searches. The better visibility your pages have in search results, the more likely you are to garner attention and attract prospective and existing customers to your courses.
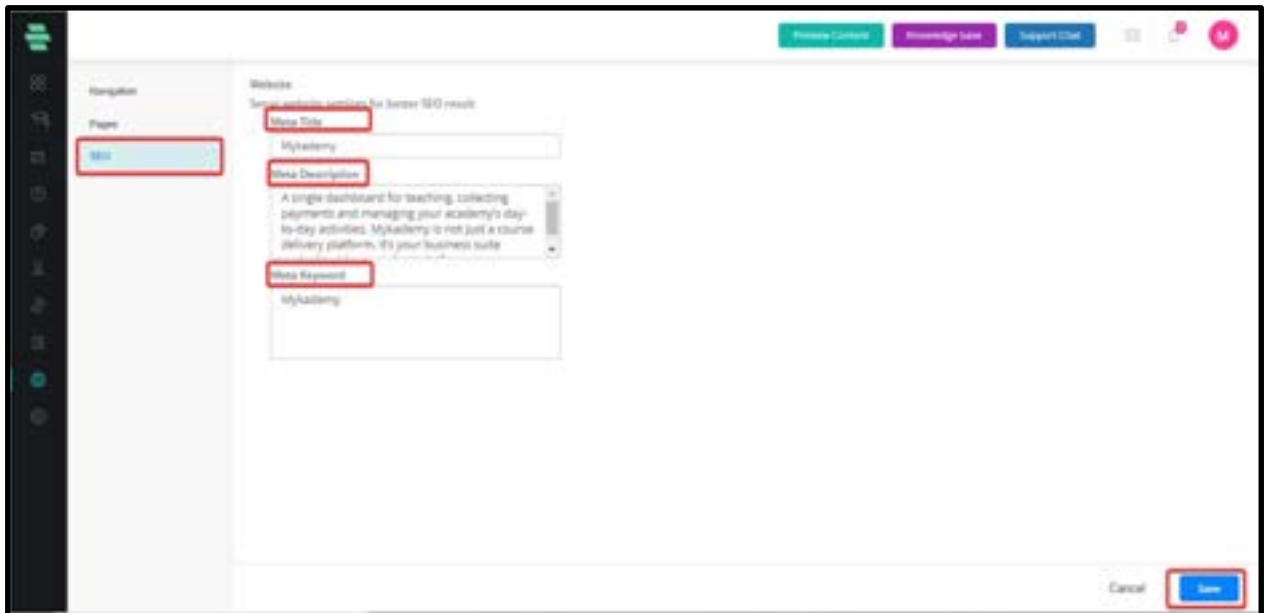
Meta Title: Meta titles are the singular line of text you see in the search engine results, when bookmarking a page and on a tab in your browser bar (similar to book titles).

Meta Description: Meta descriptions are short descriptions of a page, similar to the summary in the back of a book. They summarize the content you will find when you click on the link of a page on a search engine's results page.

Meta Keywords: Meta keywords are keywords that define a set of words that are likely to be searched by users.

These titles, descriptions & keywords are reflected in search engine results as shown below:
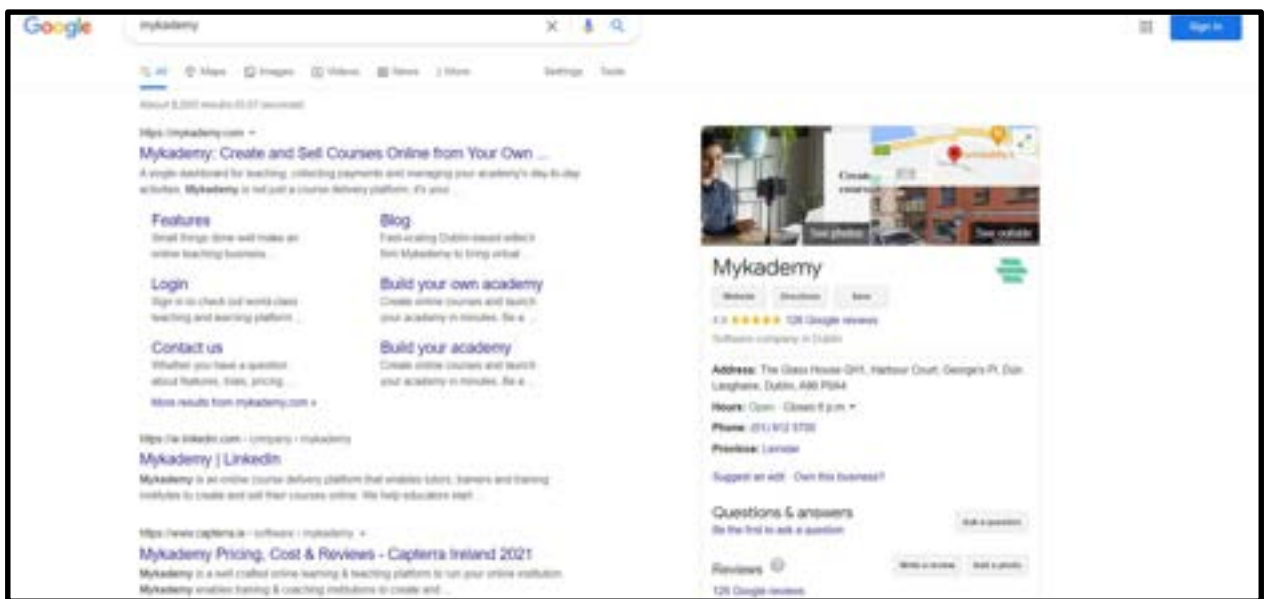
How to add Testimonials to your Website
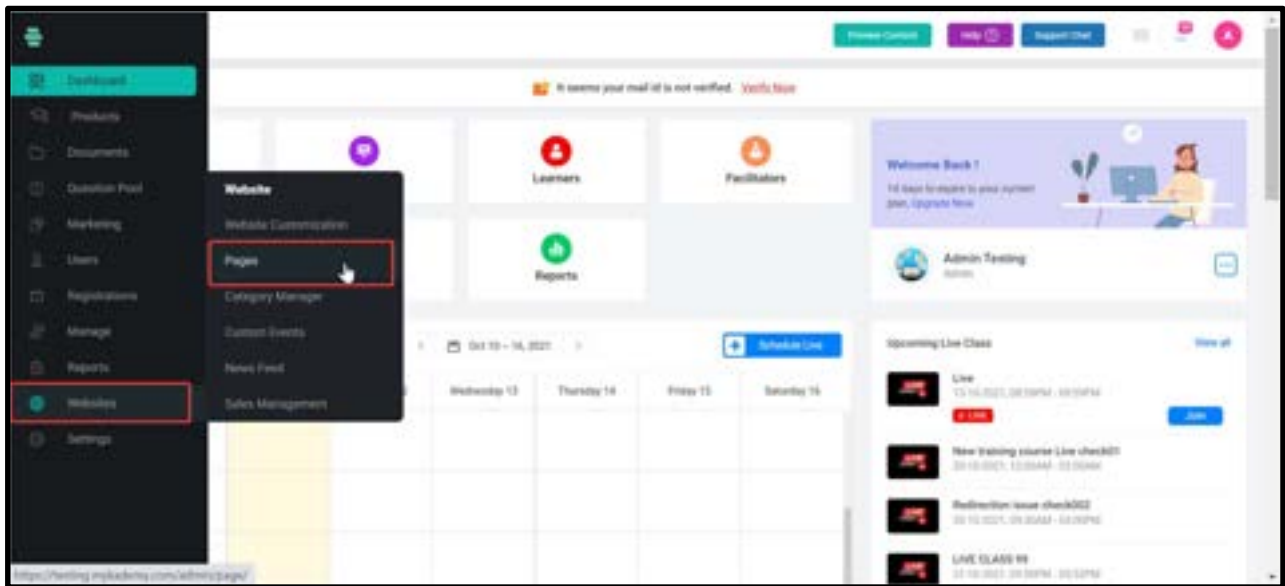
By adding testimonials, it shall be visible in the front end and give more genuinity to the website. For adding the testimonials follow the below steps:
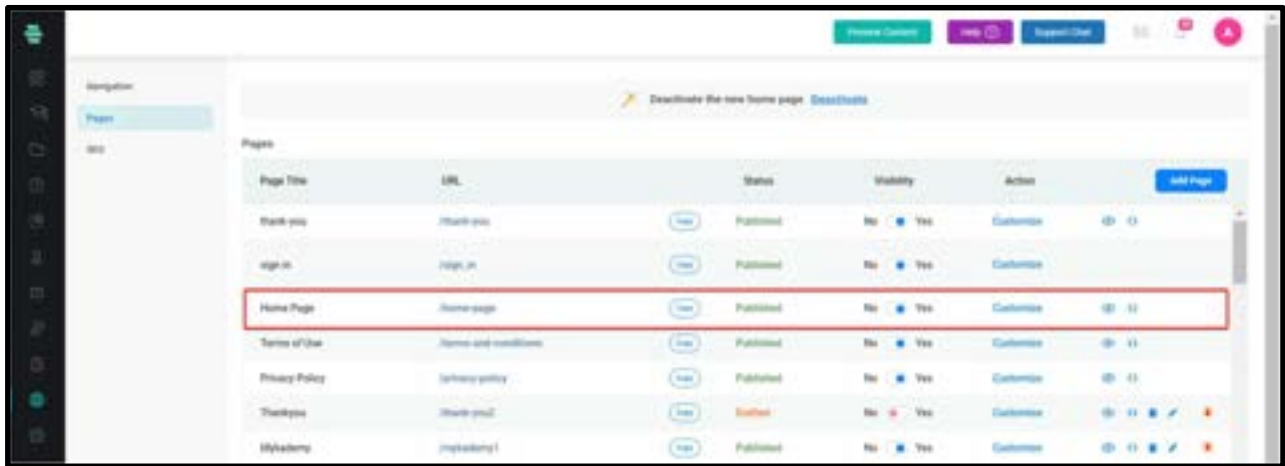
A.   Go to the admin panel

B.   Go to **Websites**.

C.   Click on **Pages**.
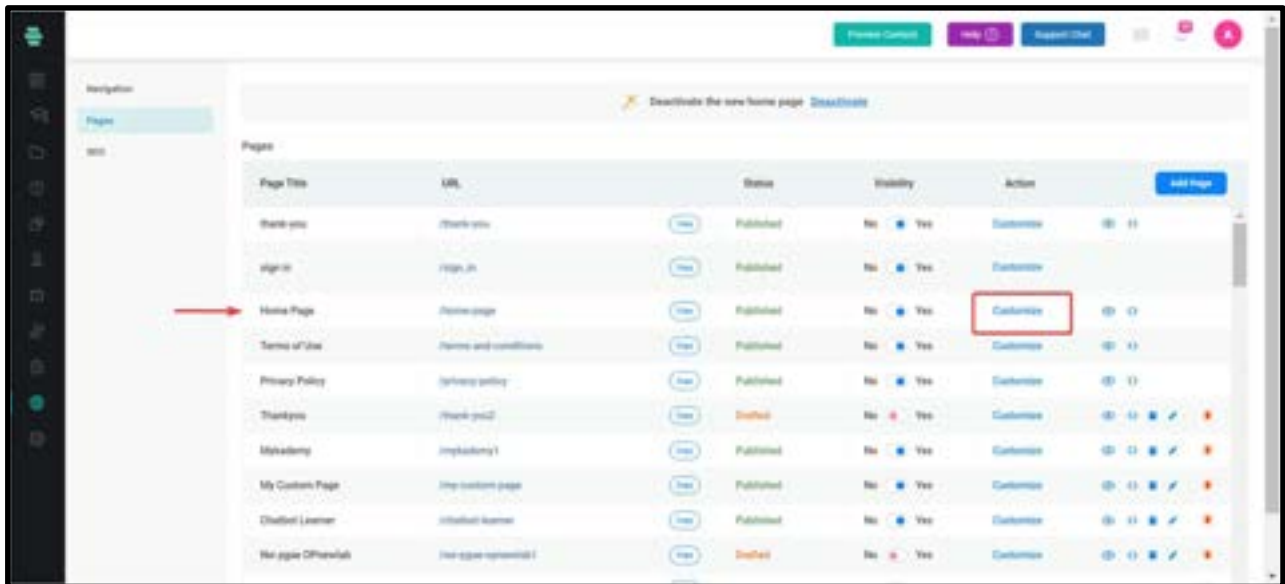
D.   Click on **Customize.**

E.   You will be redirected to the page shown below.

F.   Make the changes and click on **Save Changes** and therefore everything will be saved.
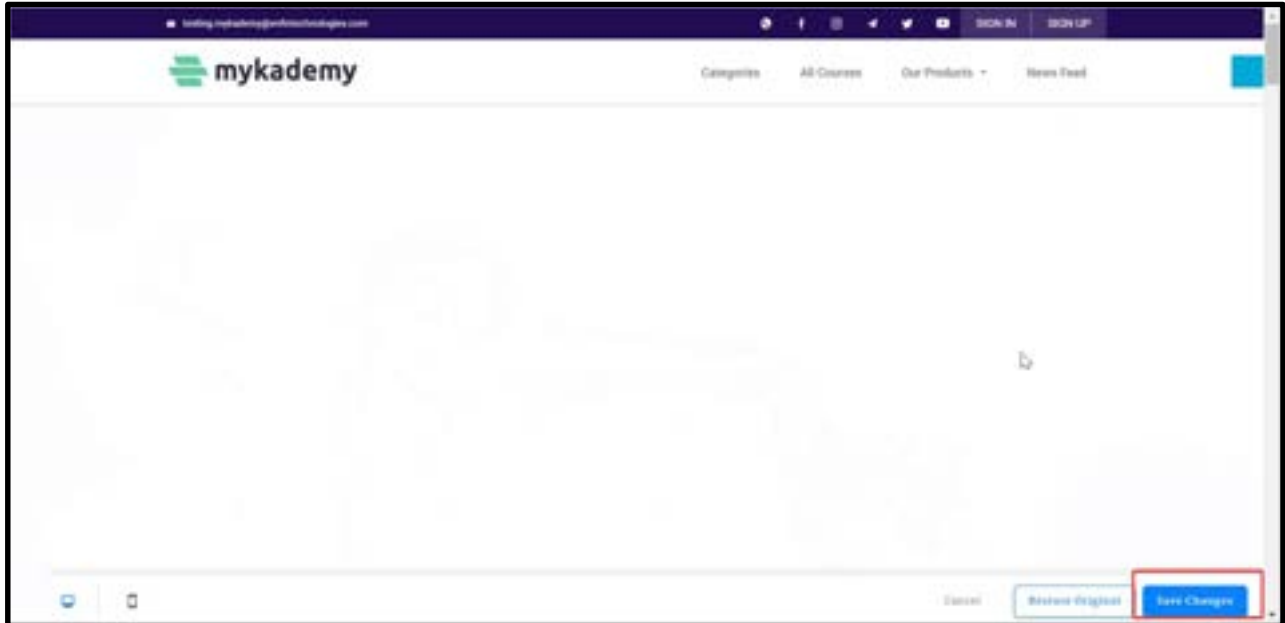
G.   Close the current window and come back to the original page.

H.   In this page, turn the **Visibility** status to **Yes** so that the changes will be visible in the home page.

How to Create a Custom Event

1.   Click on the **WEBSITE** followed by **Custom Events**

2.   Click on **CREATE EVENT.** The **SCHEDULE NEW EVENT** window pops up.

3.   Type the event name, description, date and time of the event.

4.   Click on **CREATE**.
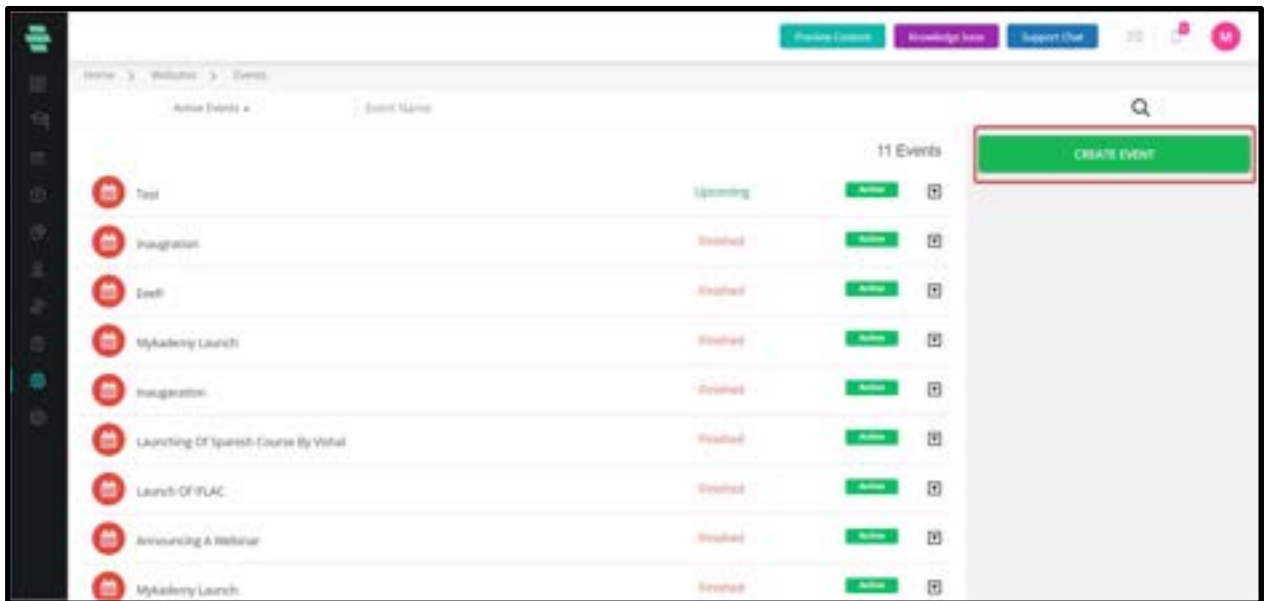
We can send the event invitation to Courses, Branches and Batches accordingly.

How to Deactivate an Event

1.   On the Events page, click on corresponding to an event that you want to deactivate.

2.   Click on **Deactivate.**

3.   Click on **DEACTIVATE** to complete the task.

4.   Click on **OK.**

Note: Click corresponding to a deactivated event if you want to activate it in future, and click on **Activate.**

Click on **ACTIVATE** again to confirm the task and click on **OK.**
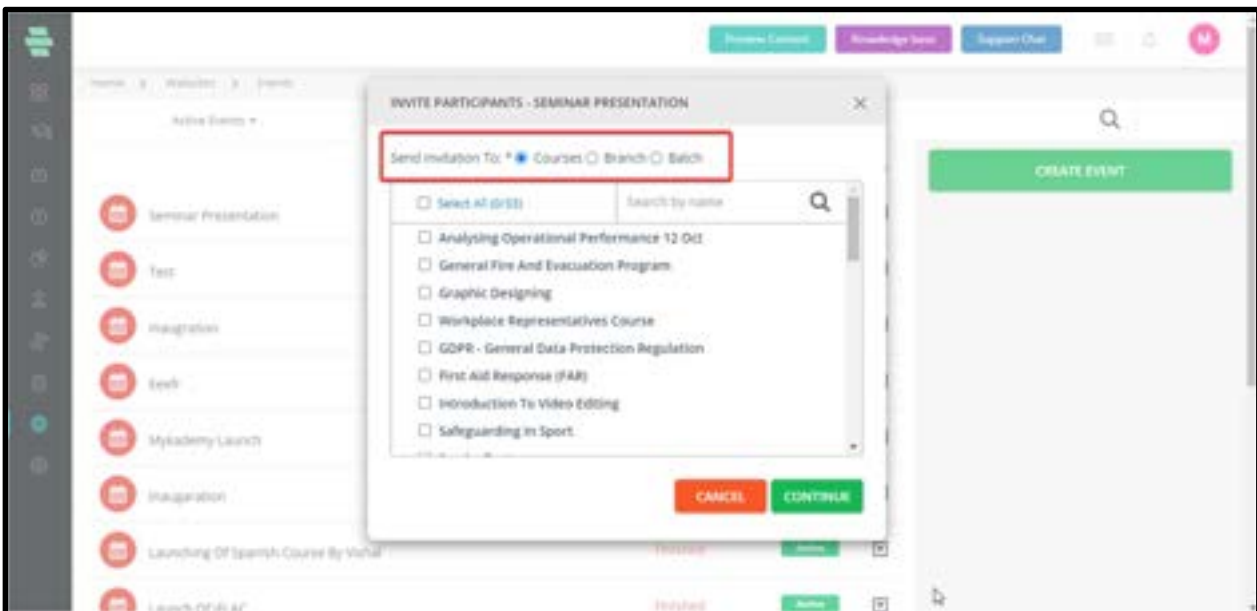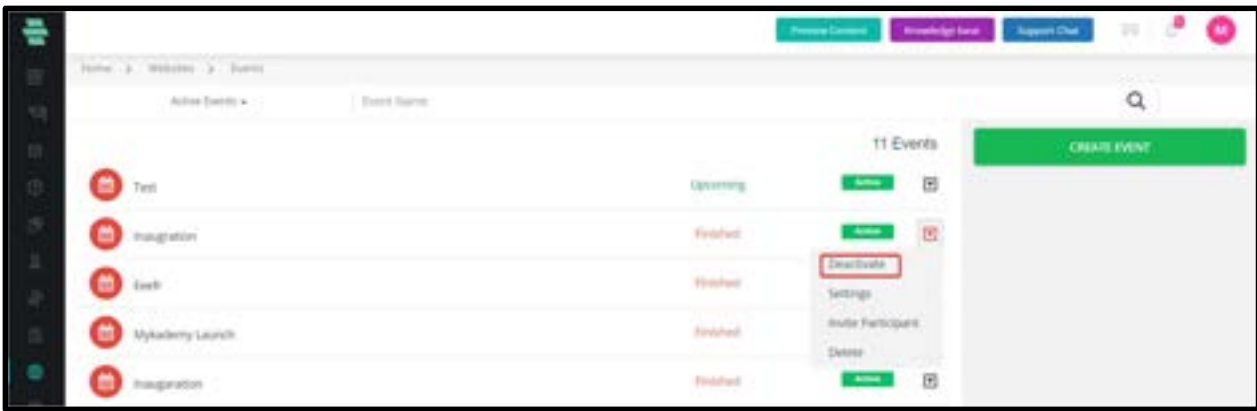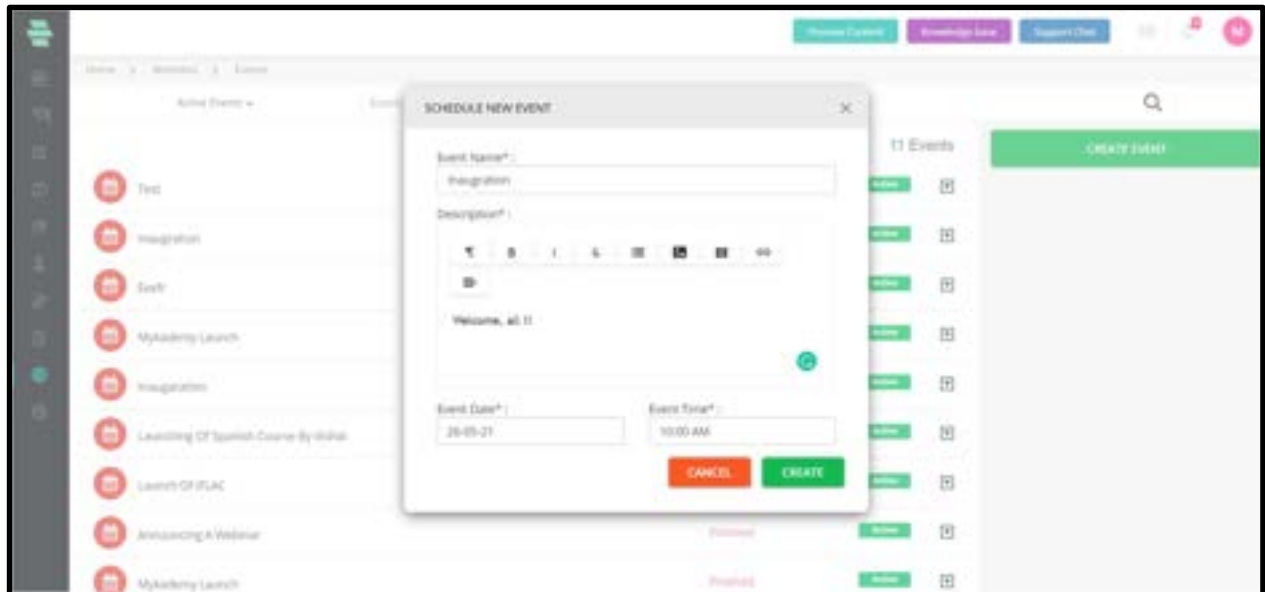
How to Edit Event Details

1. On the **Events** page, click on 🔲 corresponding to an event that you want to edit.

2. Click on **Settings.**

3. Edit the details as required and click on **SAVE.**

4. Click on **OK** to complete the task.

How to Invite Participants to an Event

1.   On the **Events** page, click corresponding to an event to which you want to invite participants.

2.   Click on **Invite Participant.**

3.   Choose to send the invitation for one of the following participants:

○   **Courses –** Select the course(s) and click on **CONTINUE** to invite Learners of the courses. Click on **OK.**

○   **Branch –** Select the Branch(s) and click on **CONTINUE.** Click on **OK.**

○   **Batch –** Select Branches from the drop-down menu and select the required batch (es) of that Branch and click on **CONTINUE.** Click on **OK.**

How to Delete an Event from the System

1.   On the **Events** page, click on corresponding 🔲 to an event that you want to delete.

2.   Click on **Delete.**

3.   Click on **DELETE** again to confirm the task.

4.   Click on **OK.**

News Feed

News Feed is a feature that will help you to engage more with your end-users. The admin(or users who have the privilege) will be able to post content or share notifications using this. This feed can be public, in which case, any information posted will be visible to everyone(even to those who do not login).

Tutors will be able to post information pertaining to their assigned courses using the *Announcement* button. These announcements will be only visible to the learners who are enrolled into the course. On the learner side, the Announcement page will be within the course content page and all the learners who visit this page will be able to see the announcements with one click.
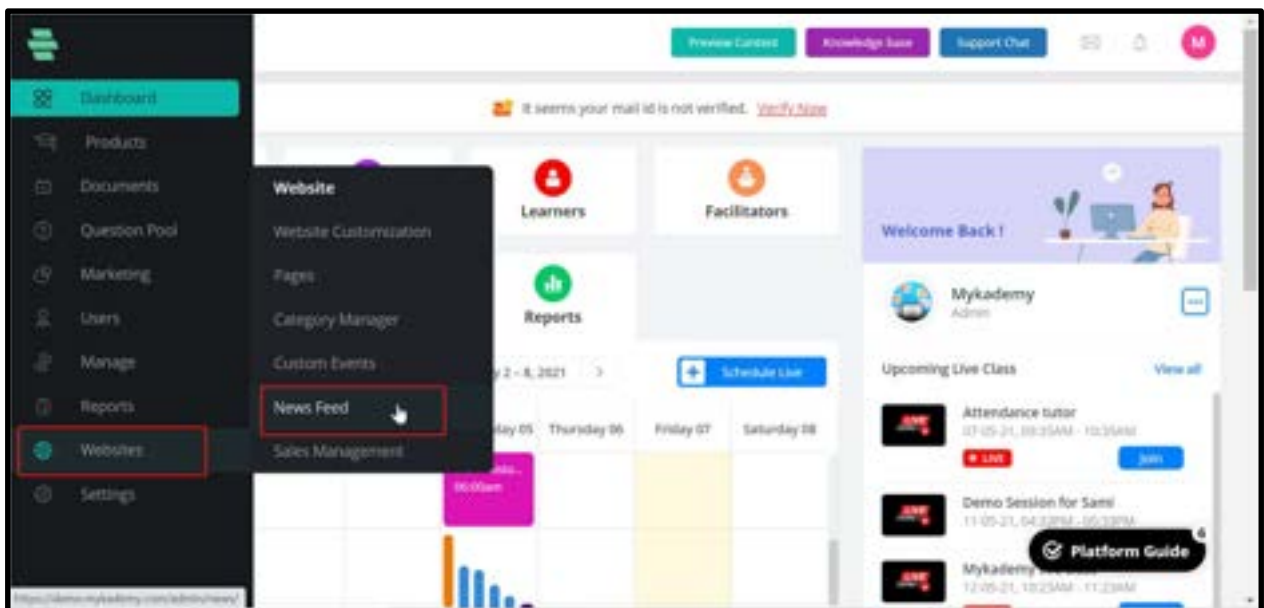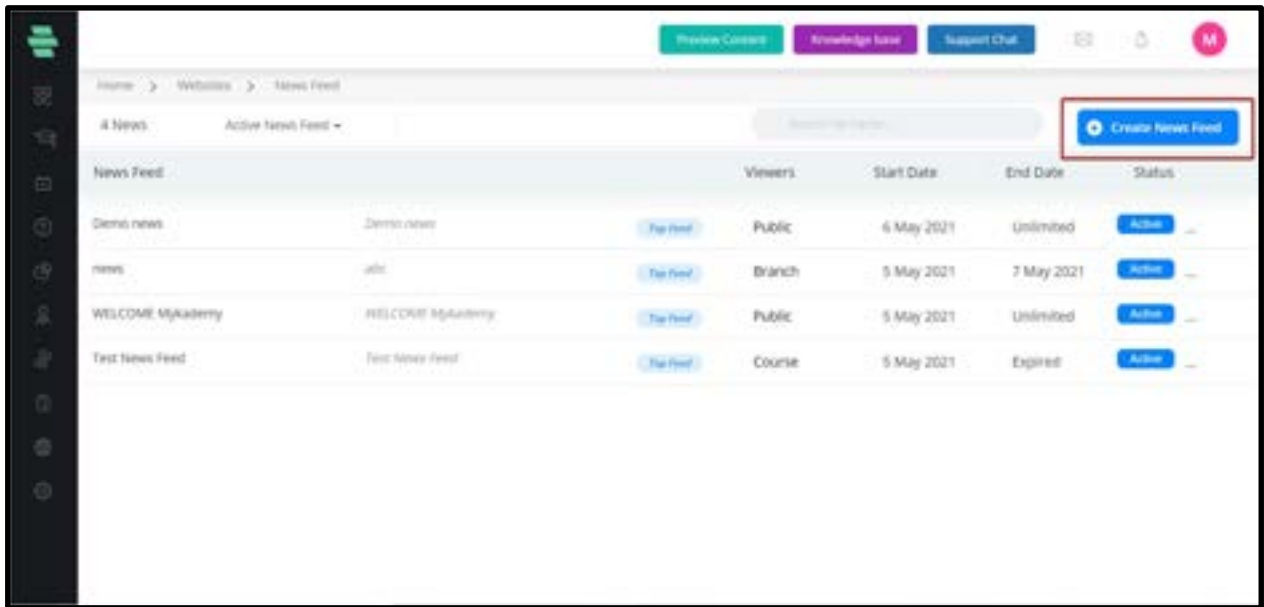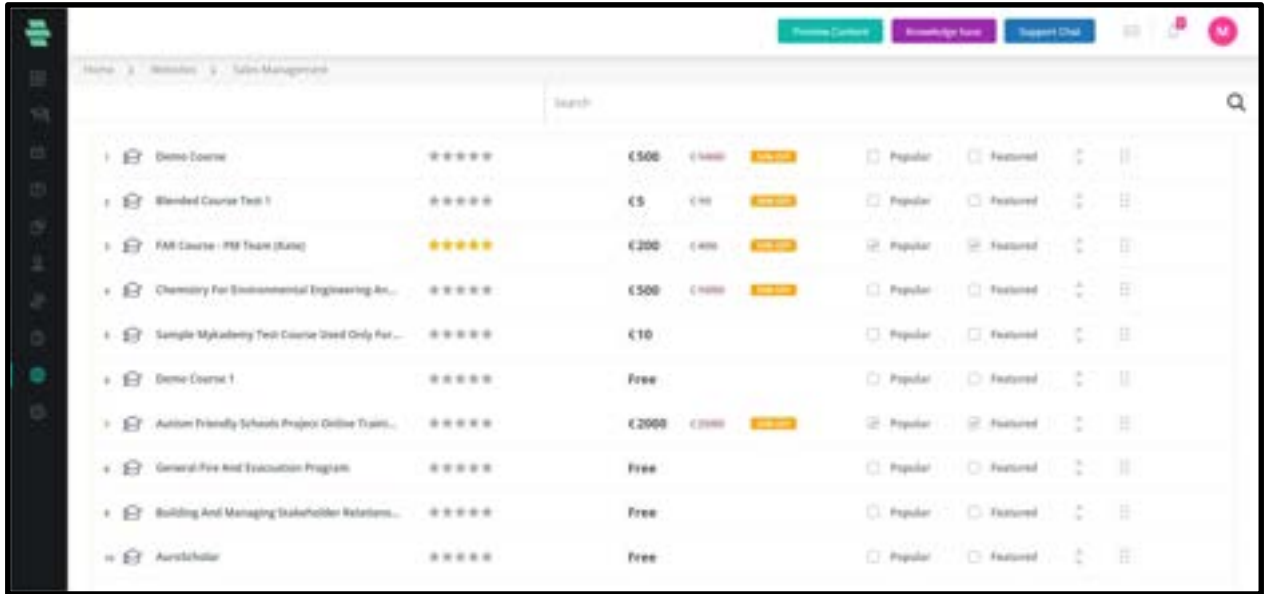
Usage of Sales Management

In order to access the sales management, Choose **WEBSITE** followed by **SALES MANAGEMENT**
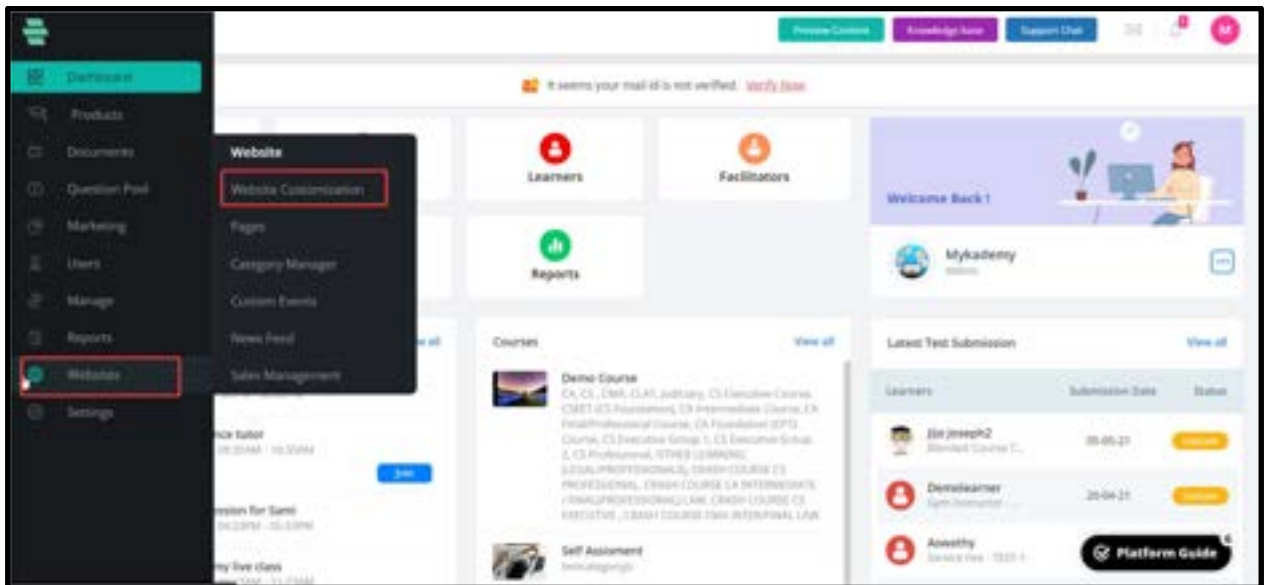
The admin shall be able to arrange the course position and select if the course or bundle is a featured or popular course (which is required for the mobile app).

Drag and drop to set the position or click on the up arrow or down arrow to move one step up or down respectively.

If there are a lot of items in the list the admin shall be able to search the file and drag it for positioning. On the sales management page the search functionality will work as depicted below:

1.   On clicking the search bar and typing a keyword, all the courses/ bundles related to that keyword shall be listed in the dropdown.

2.   On clicking on any course/ bundle from the dropdown, that particular course/ bundle shall get highlighted (as shown in the above image course number 8).

Chapter 15 - Category Manager

This chapter gives you detailed instructions on creating and managing the basic framework of the learning courses before creating and publishing a new course.

How to Use the Category Manager

Before creating a course, you must create an outline for categorizing the course. This outline is called **Course Category** (or simply, category) and can be created using the **Category Manager** tool in the system.
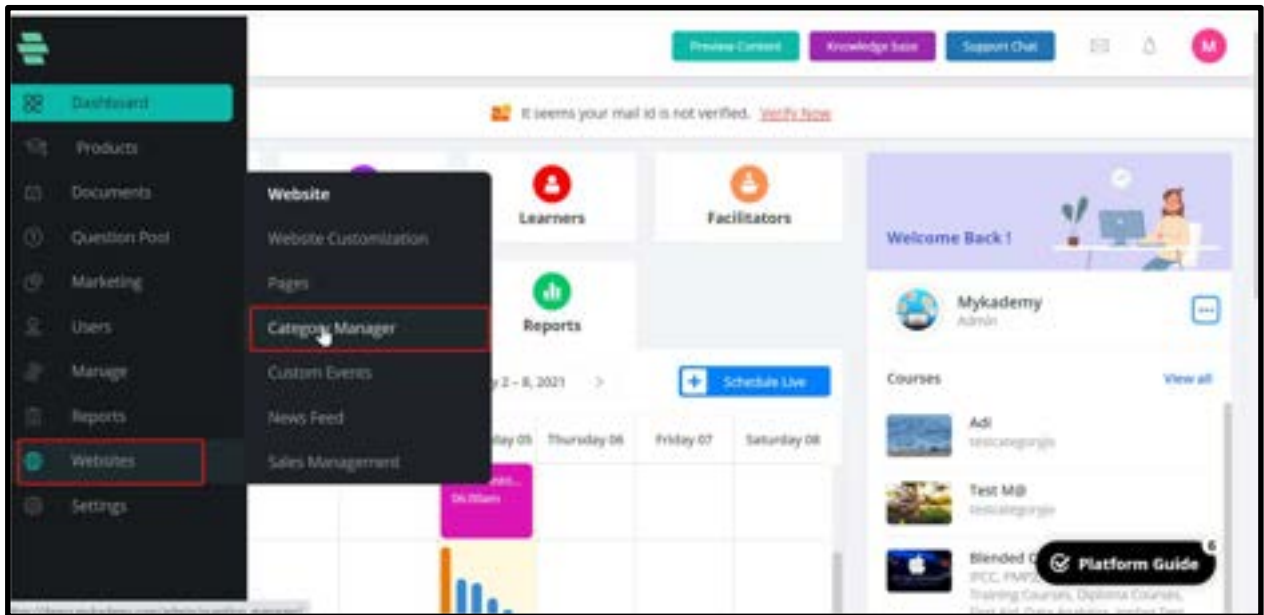
The **Category Manager** screen is divided into the following 3 panels:

- **Course Category** in the left panel
- **Question Subjects** in the middle panel
- **Question Topics** in the right panel.
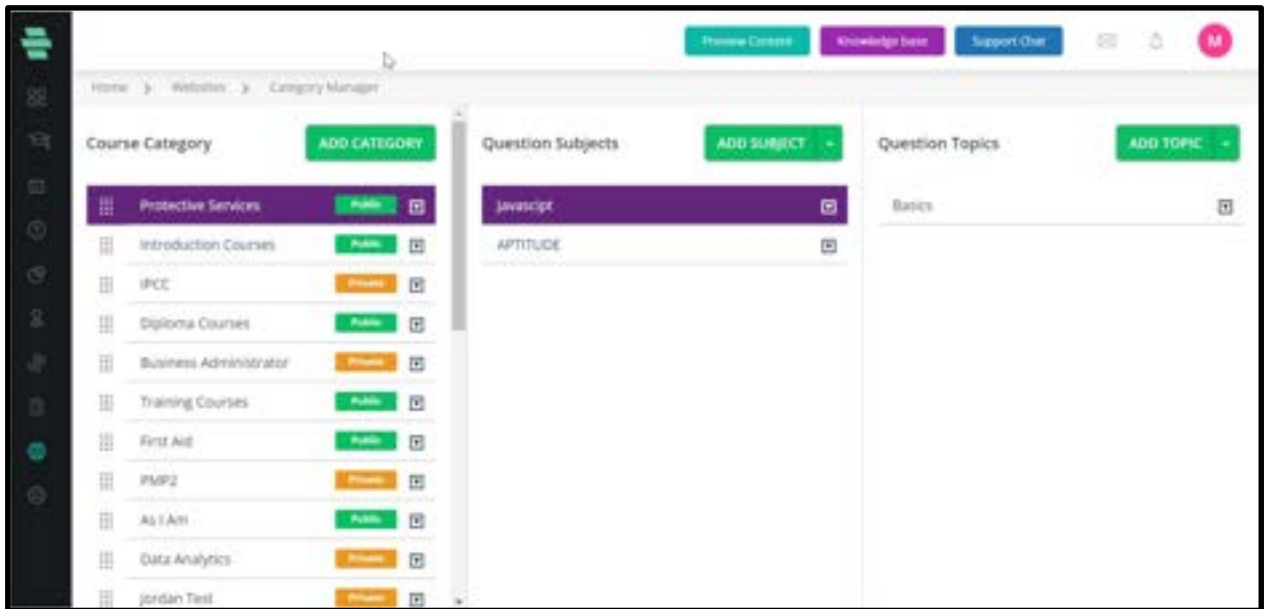
Question Subjects and **Questions Topics** are used to classify the test questions in a course. You can have multiple "Subjects" in a category and each subject can further be divided into multiple "Topics".

How to Add a New Course Category

I.Click on **Add category**. Enter the desired category name and save it.
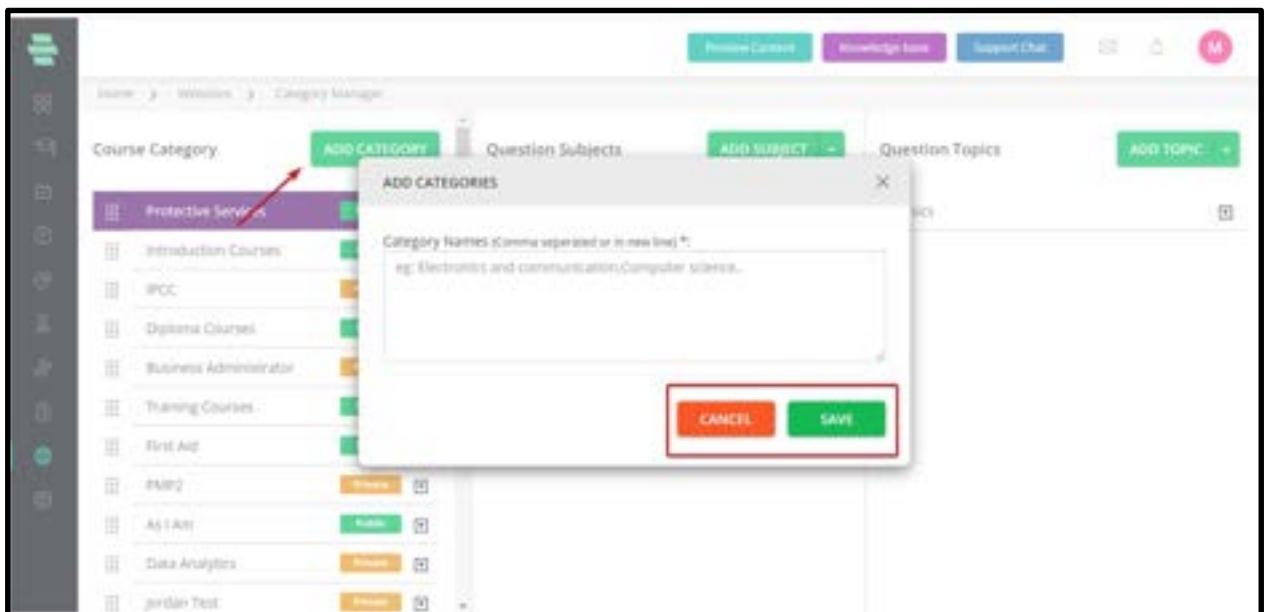
How to Add a Subject

I. In the middle panel of the **Category Manager** screen, click on **ADD SUBJECT**. The **ADD SUBJECTS** window pops up.

II. Type the subject name(s) for your course category.

Note: You can add multiple subjects by separating each subject using a comma or by typing each subject name in a separate line.

III. Click on **SAVE**. Your new subject name appears in the middle **Question Subjects** panel.

How to Add a Topic

I. In the right panel of the **Category Manager** screen, click on **ADD TOPIC**. The **ADD TOPICS** window pops up.

II. Type the topic name(s) for your subject.

Note: You can add multiple topic names by separating each topic using a comma or by typing each topic name in a separate line.

III. Click on **SAVE**. Your new topic name appears in the right **Question Topics** panel.
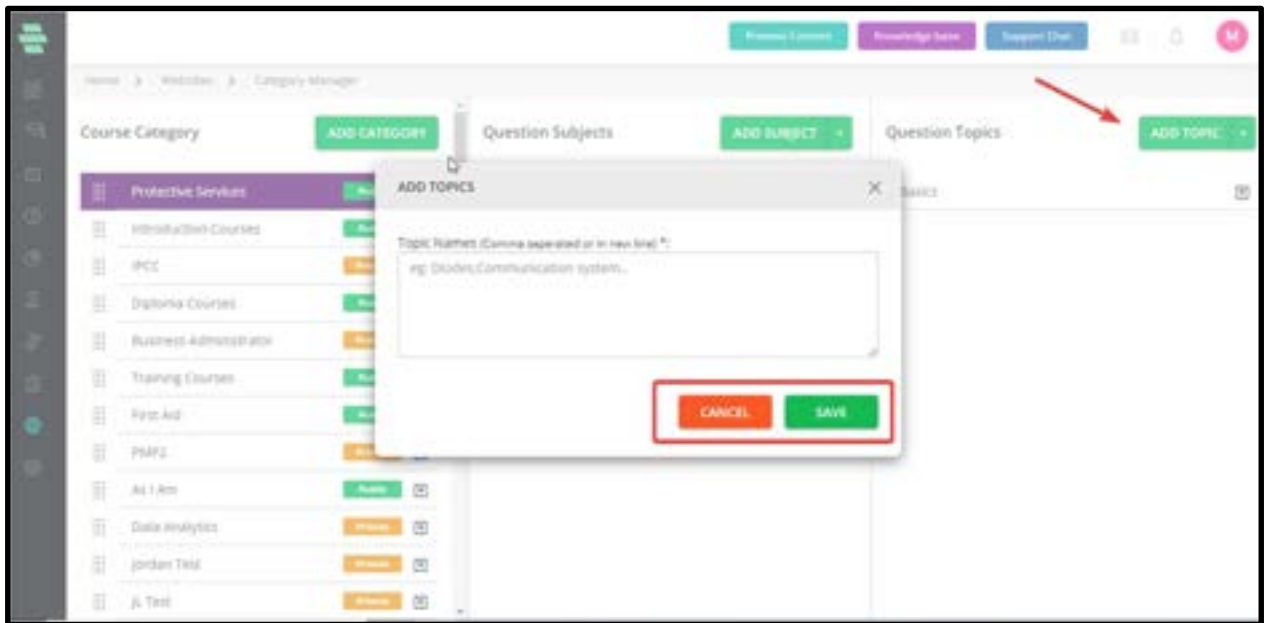

# How to Migrate Subjects and Topics between Categories

You can move the subject name(s) and its topic name(s) from one-course category to another category by using the following procedure.

For example: Let us consider to migrate the subject names and topic names associated with the category name CAT to another category name called SMP

In the left panel of the **Category Manager** screen, click on ▣ corresponding to the source category **Programming**.
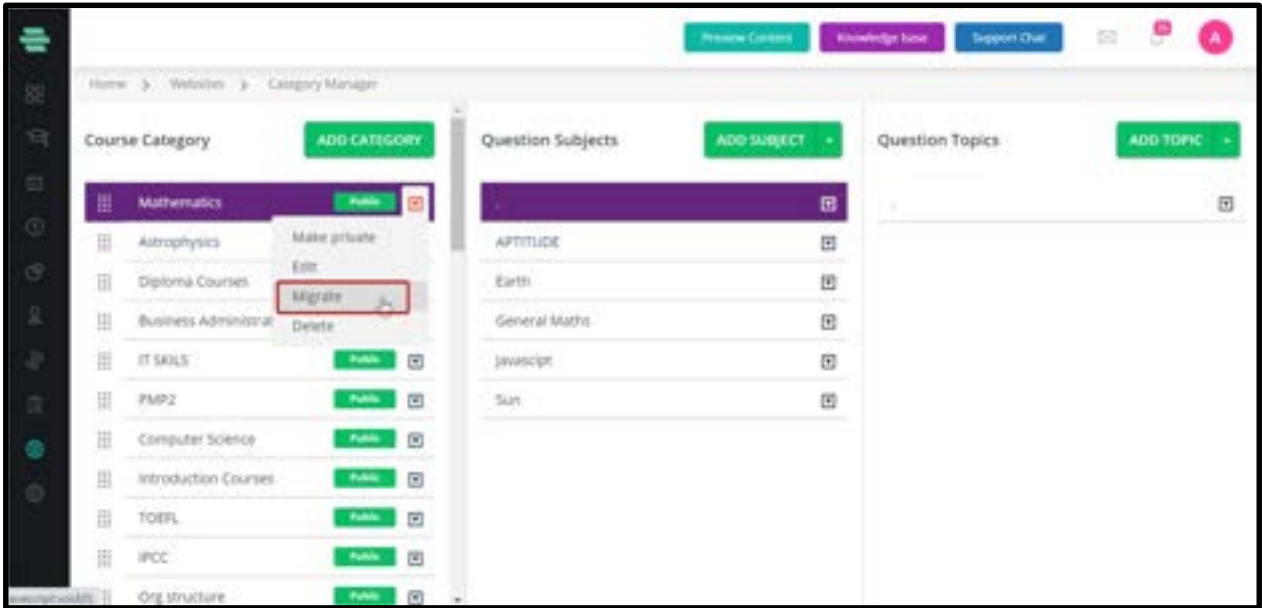
1. Click on **Migrate.** The **MIGRATE CATEGORY** window pops up.
2. From the second drop-down menu **(To),** choose the destination category **SMP** to which you want to move the subject and topic names.
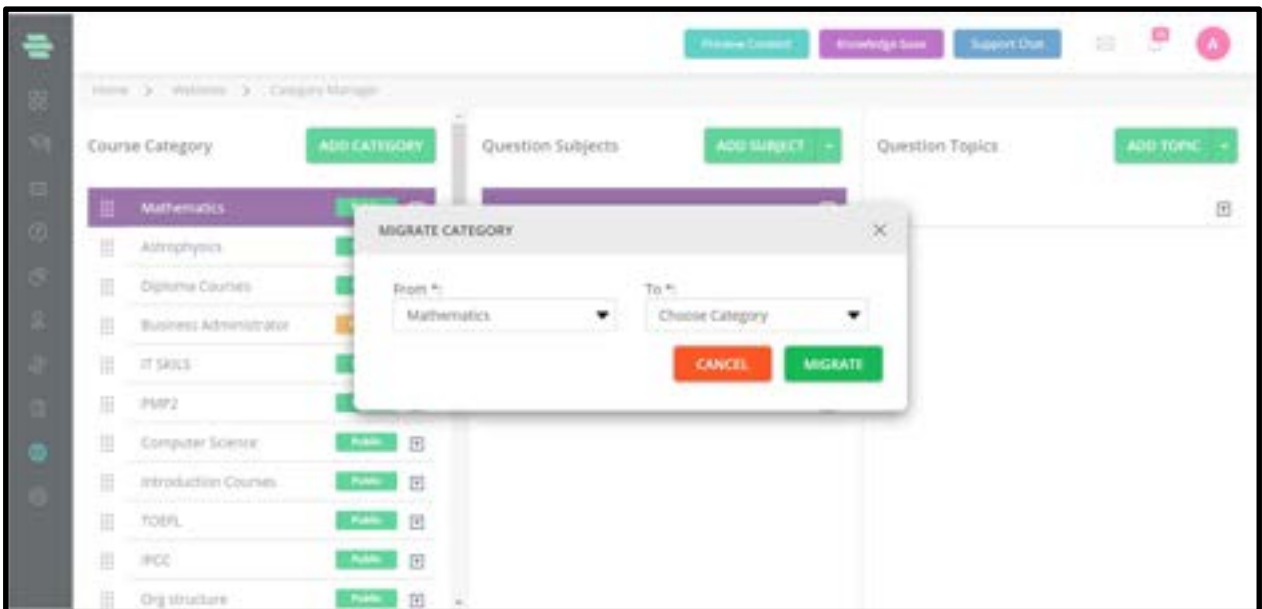
3.   Click on **MIGRATE**. You can see that the subject and topic names associated with the category **CAT** are migrated to the **SMP** category.
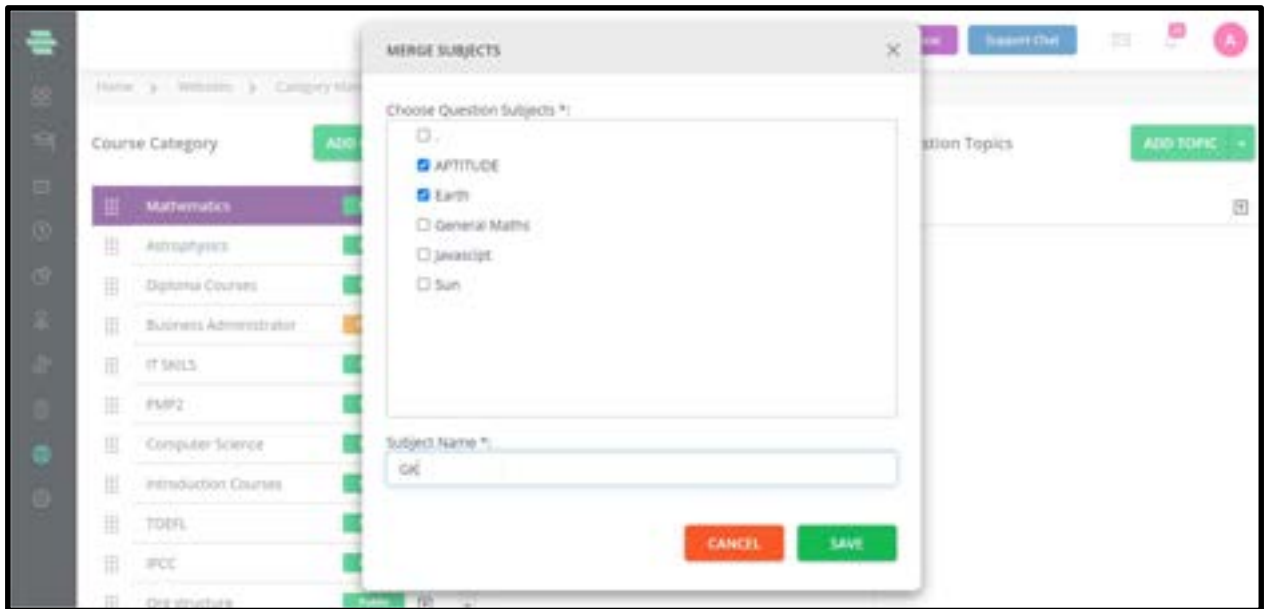
How to Merge Multiple Subjects

You can merge two or more related subject names and place them in a new subject using the following procedure:

1.   In the middle panel of the Category Manager screen, click the drop-down arrow symbol next to **ADD SUBJECT** and click on **Merge**.
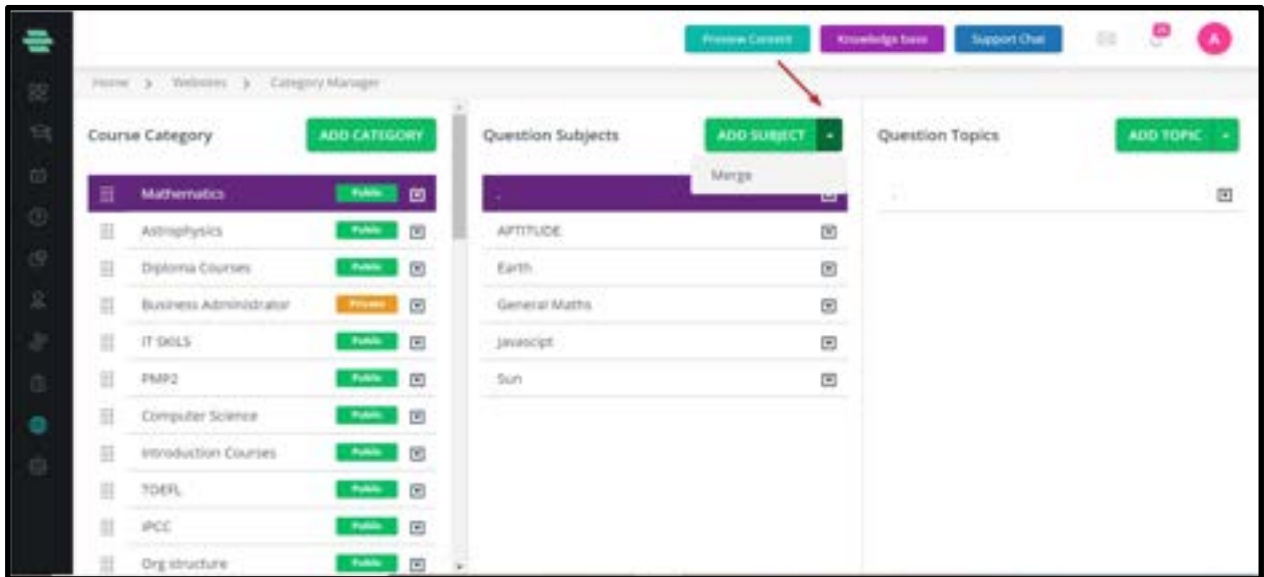
2.   In the **MERGE SUBJECTS** popup, select the subjects you want to merge.

3.   In **Subject Name**, type a new subject name into which you want to merge the subjects.

4.   Click on **SAVE**. The subjects are merged inside the new subject

How to Merge Multiple Topics

You can merge two or more related topic names and place them in a new topic using the
following procedure:

1.   In the right panel of the **Category Manager** screen, click the drop-down arrow symbol
next to **ADD TOPIC** and click on **Merge.**
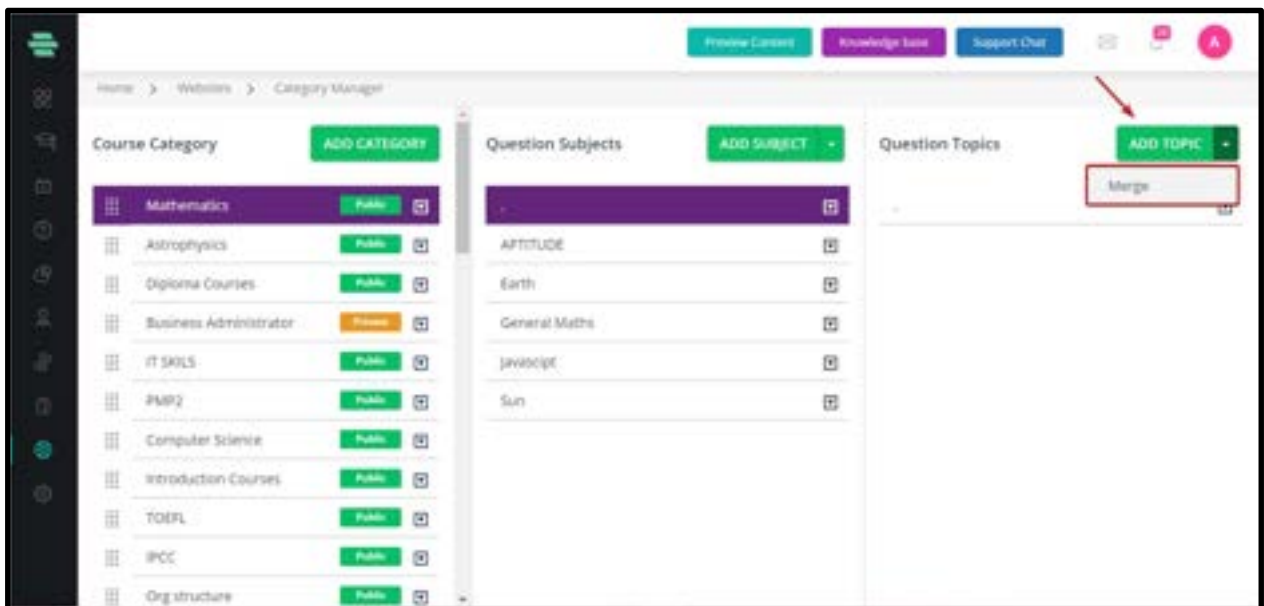
2.   In the **MERGE TOPICS** popup, select the topics you want to merge.

3.   In **Topic Name**, type a new topic name into which you want to merge the topics.
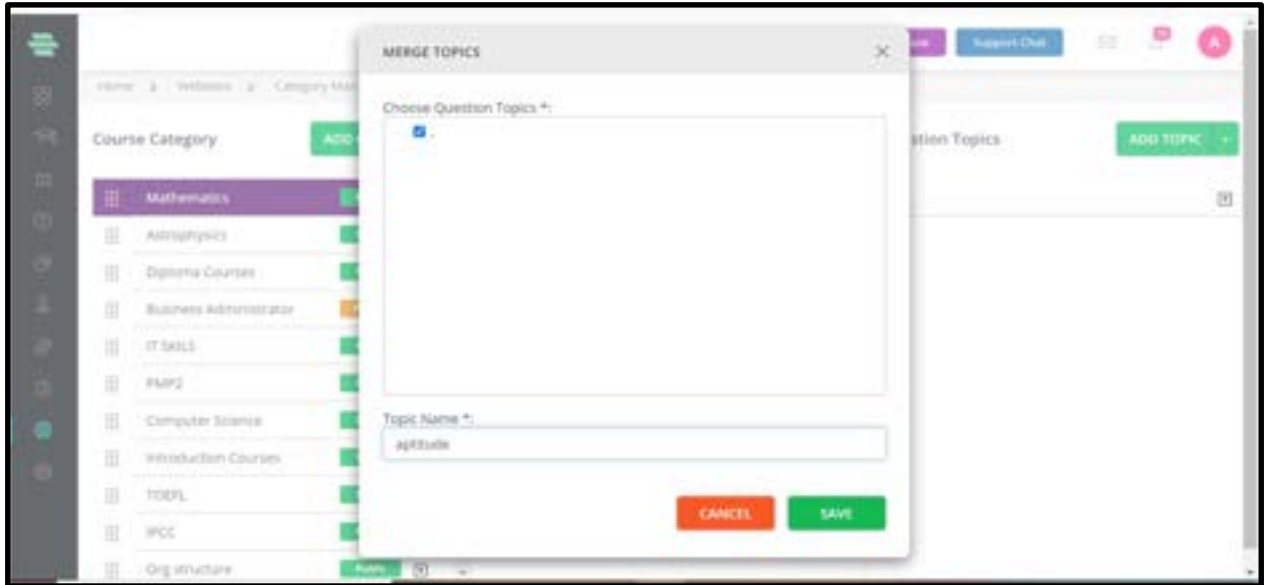
4. Click on **SAVE**. The topics are merged inside the new topic.

5. You can edit or delete category names as required.

Note: Please follow a similar procedure for editing or deleting subject and topic names.

How to Edit a Category Name

1. Click on the ⊡ button corresponding to the category name you want to change and click on **Edit**. The **EDIT CATEGORY** window pops up.

2. Edit the category name as required and click on **SAVE.**
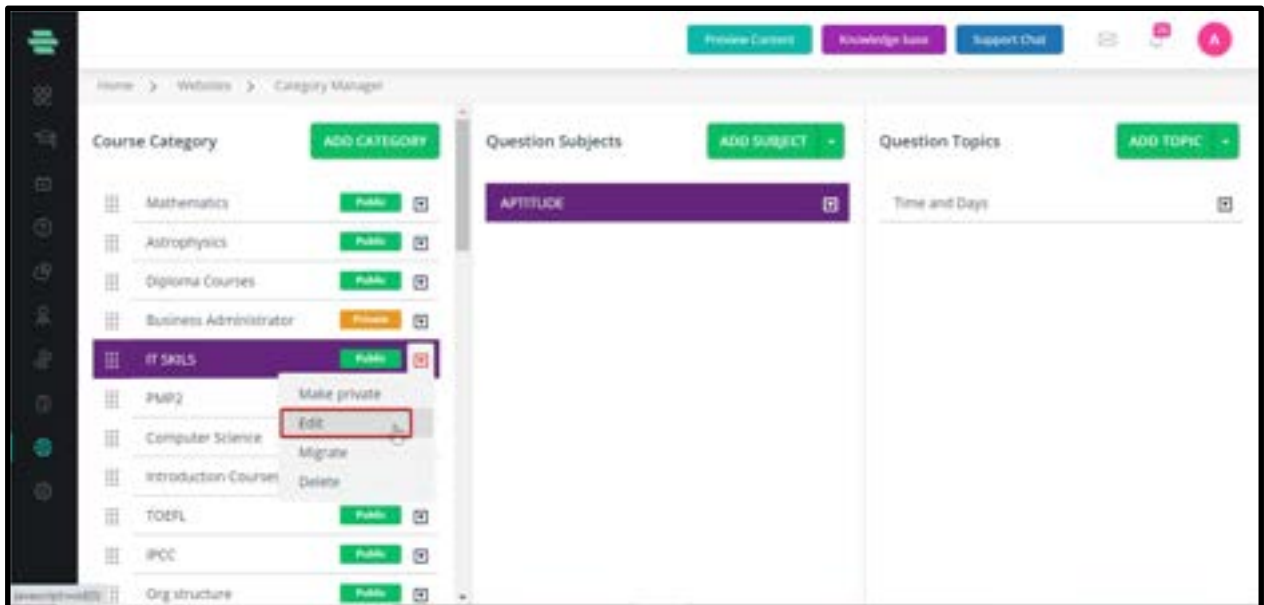
How to Remove a Category Name

1.   Click on the ⊡ button corresponding to the category name you want to remove from your system and click on **Delete.** A warning window pops up asking you to migrate /reassign its associated subjects and topics to another category.
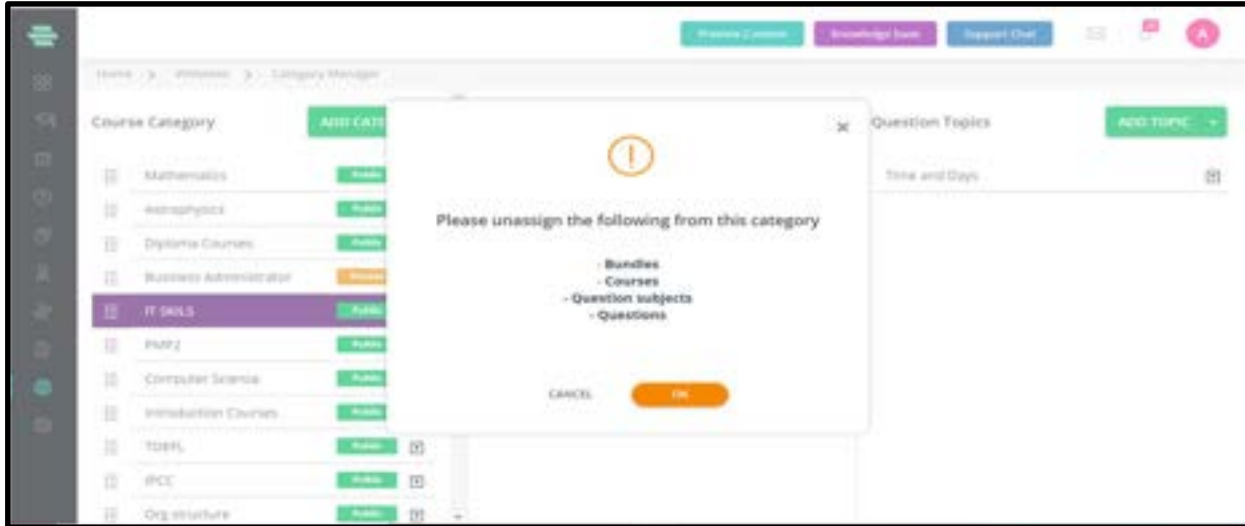
2.   Follow the procedure given in the section

3.   *How to Migrate Subjects and Topics between Categories* to migrate the subject and topic names to another category.

4.   Once its contents are empty, click on its corresponding ⊡ button and click on **Delete.**

5.   Click on **CONTINUE** to confirm the deletion of this category and then click on **OK.**

# Chapter 16 – Application Settings

How to access Mobile Banner Settings
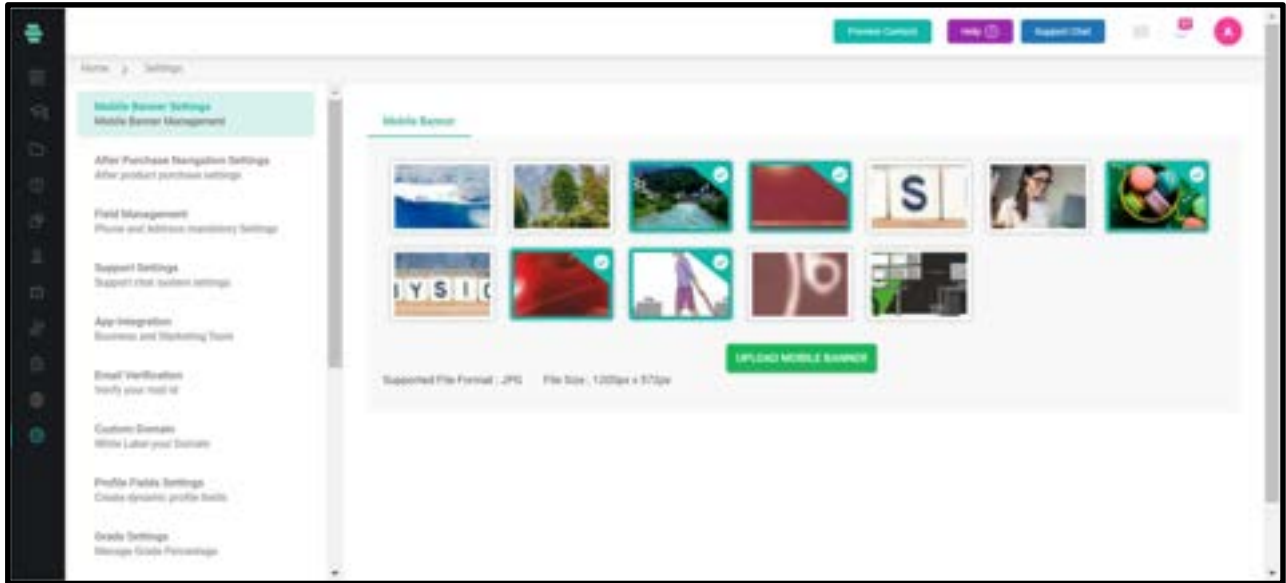
1.   Click on the **Settings** icon on the dashboard or the ⚙ icon on the left navigation bar.

The **Settings** page appears.

2.   Click on **Mobile Banner Settings.**

3.   Click on **UPLOAD MOBILE BANNER** and click on **SAVE.**

How to access After Purchase Navigation Settings

In this section, you can redirect the user to the selected page after purchasing the course as shown below.
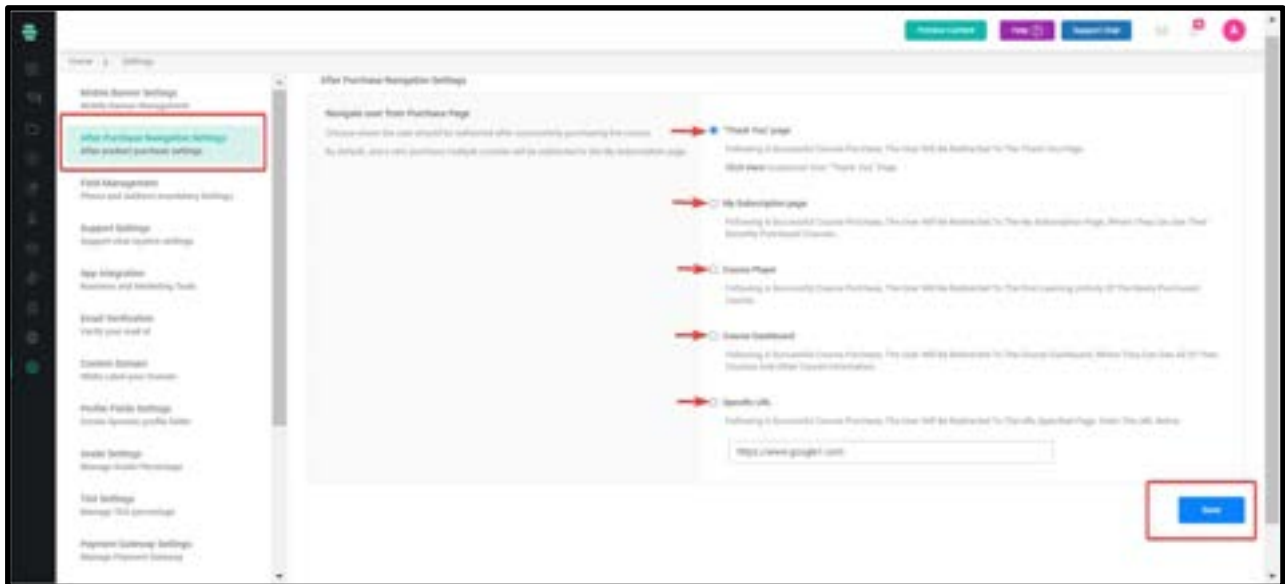
- If Thank You is selected and saved, the user will be redirected to the Thank You page after purchasing the course.
- Likewise, the user can be redirected to the My Subscription page,Course Player,Course Dashboard as well as to a Specific URL.
- If the user is redirected to the Course Player after the purchase,the Content Delivery page will be showcased.Also, the first lecture of the corresponding course will be automatically selected and the learner can start learning the course if desired.
- Note:If the user purchases a bundle, the user will not be redirected to Course player. Therefore, My Subscription page will be the default page.

## How to access Field Management
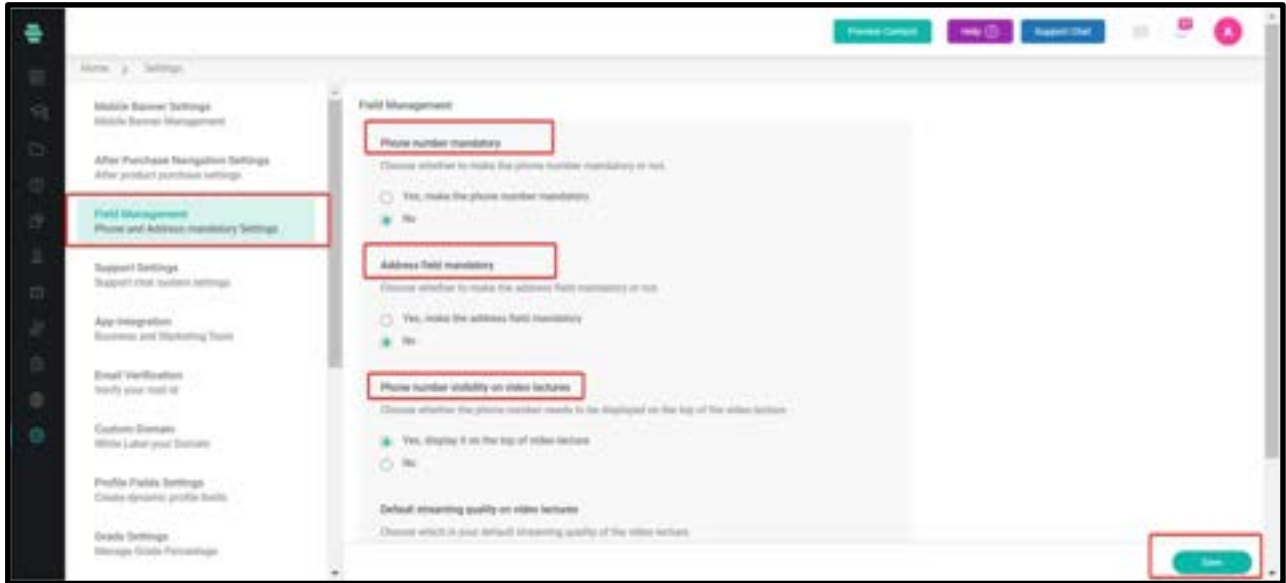
This will allow admins to have control over the information collected from the learners and can decide which are the fields that are mandatory while filling in the user information. This can be accessed within settings by clicking on the Field Management tab as given in the image.

The following are some of the possible settings:

- Display the purpose of the mandatory fields for learner
- Option for admin to make the phone number not mandatory
- Option for admin to make the address field mandatory
- Option to configure whether the phone number need to be displayed at the top of video lecture

Default streaming quality on video lectures

● Here the admin can choose a default video streaming quality in which the video lectures will be previewed.
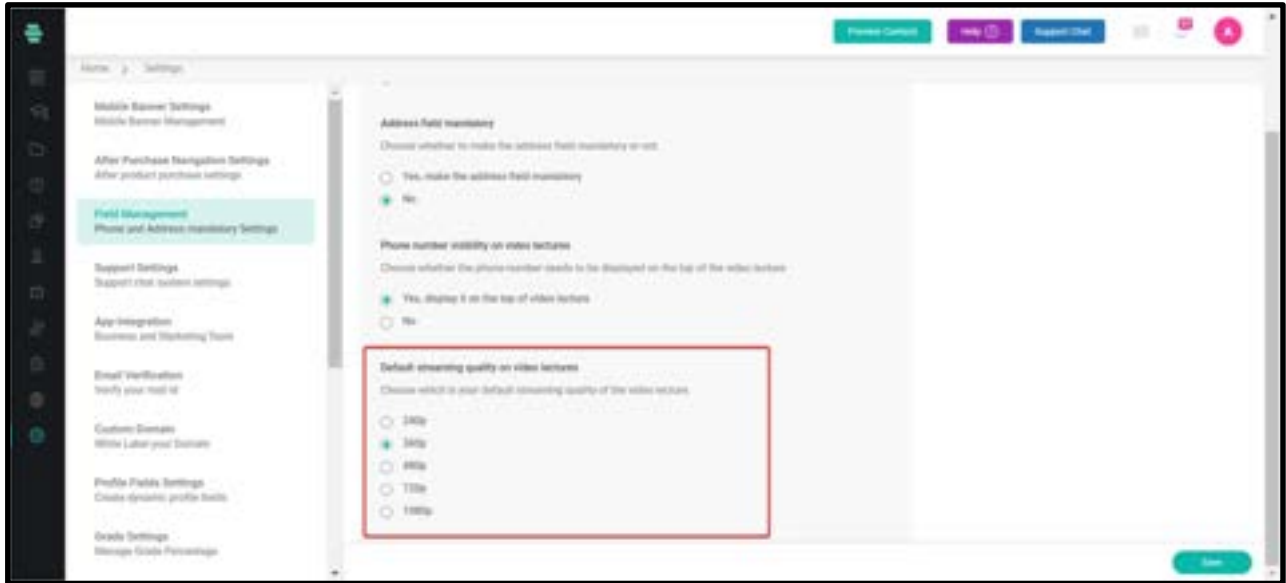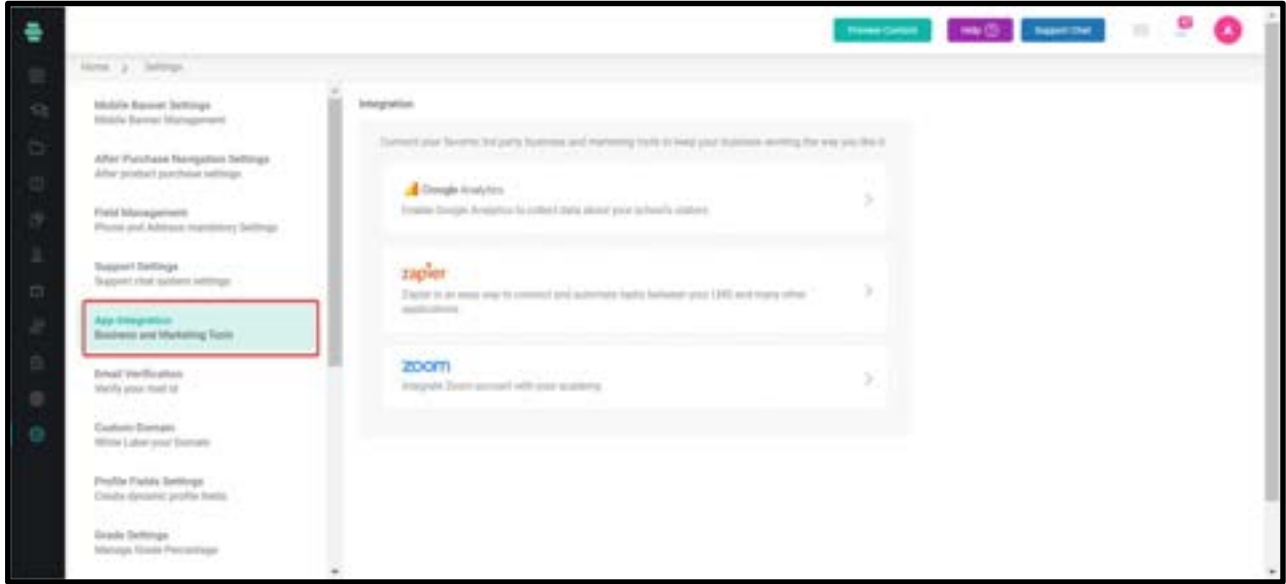
How to Configure Support Chat System Settings
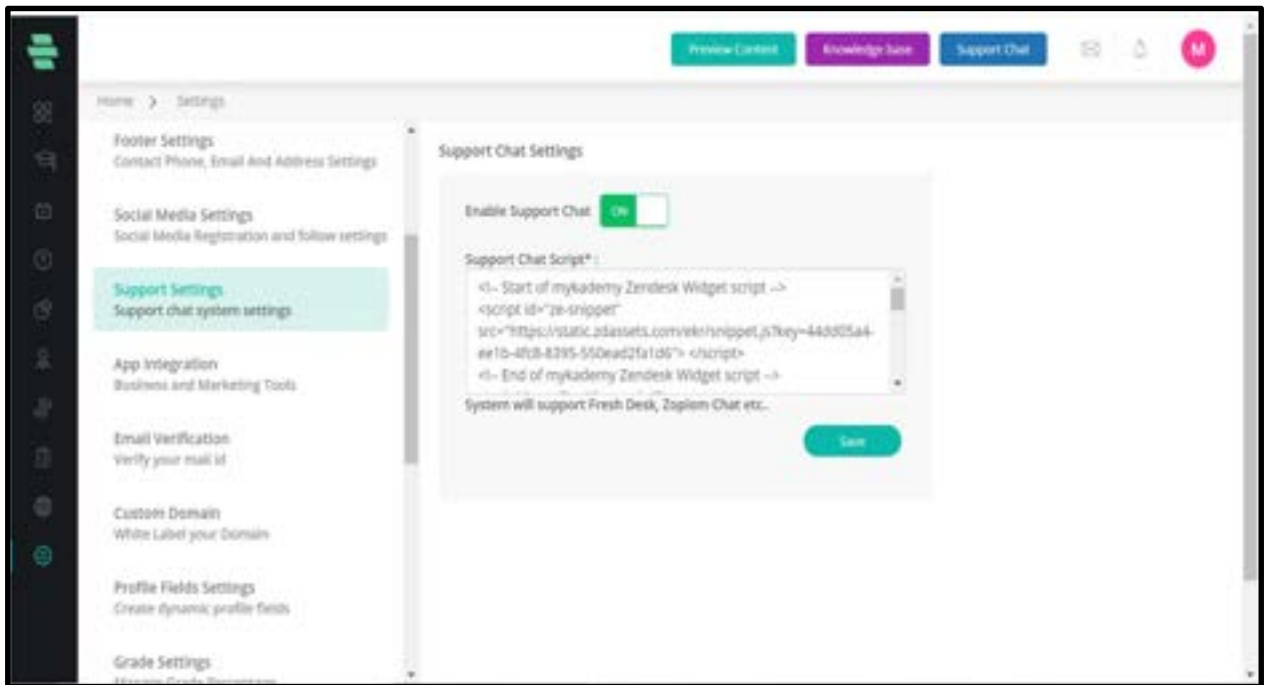
1. Click on **Settings** icon on the dashboard or the ⬚ icon on the left navigation bar. The **Settings** page appears.

2. Click on **Support Settings** on the left panel to configure live support chat settings directly from your website.

3. Toggle **Enable Support Chat** to **ON.**

4.   Specify the **Support Chat Script.**

5.   Click on **SAVE.**

## How to configure app integration

Google Analytics tools let you measure website, app, digital and offline data to gain customer insights.

1.   Click on **Settings** icon on the dashboard or the ⚙ icon on the left navigation bar. The **Settings** page appears.

2.   Click on **app integration** on the left panel to integrate the Analytics tool.

3.   Click on **Google analytics**.

4.   Enter the analytics script and URL and make the status ON.

5.   Click on **SAVE.**

Zapier can connect two or more apps to automate repetitive tasks without coding or relying on developers to build the integration. Mykademy gives options for customers(admin) to track Learner registration, Course, and Bundle purchases to their desired medium such as Google Sheets, mail, and much more. To integrate Zapier,
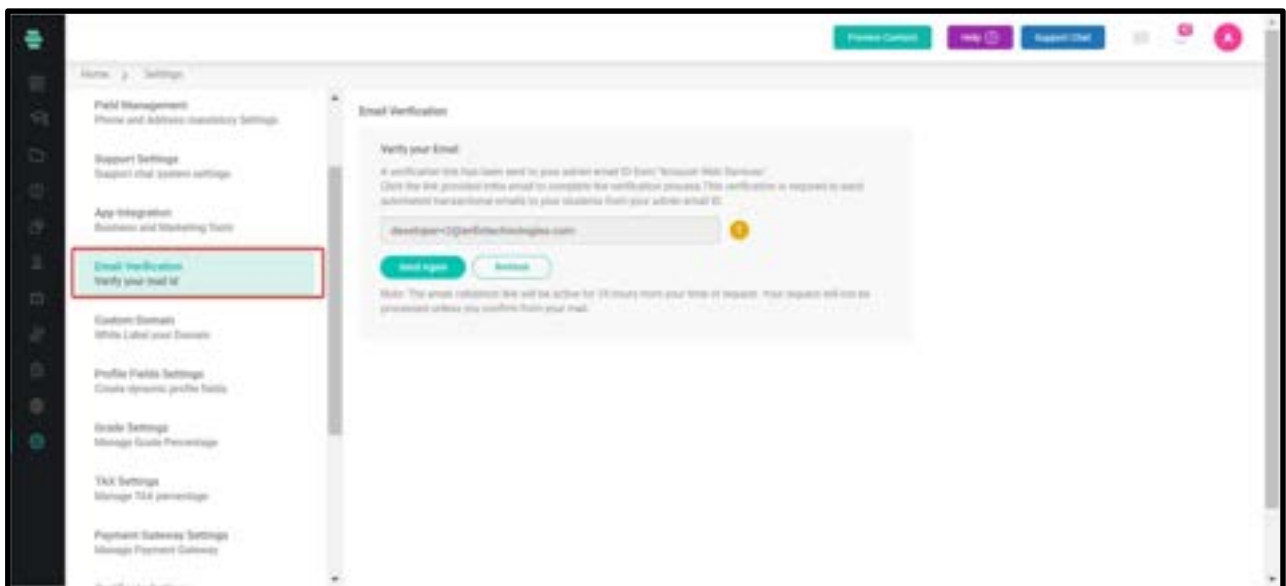
1.   Click on **Settings** icon on the dashboard or the ⚙ icon on the left navigation bar. The **Settings** page appears.

2. Click on **app integration** on the left panel to integrate the Analytics tool.

3. Click on **Zapier**.
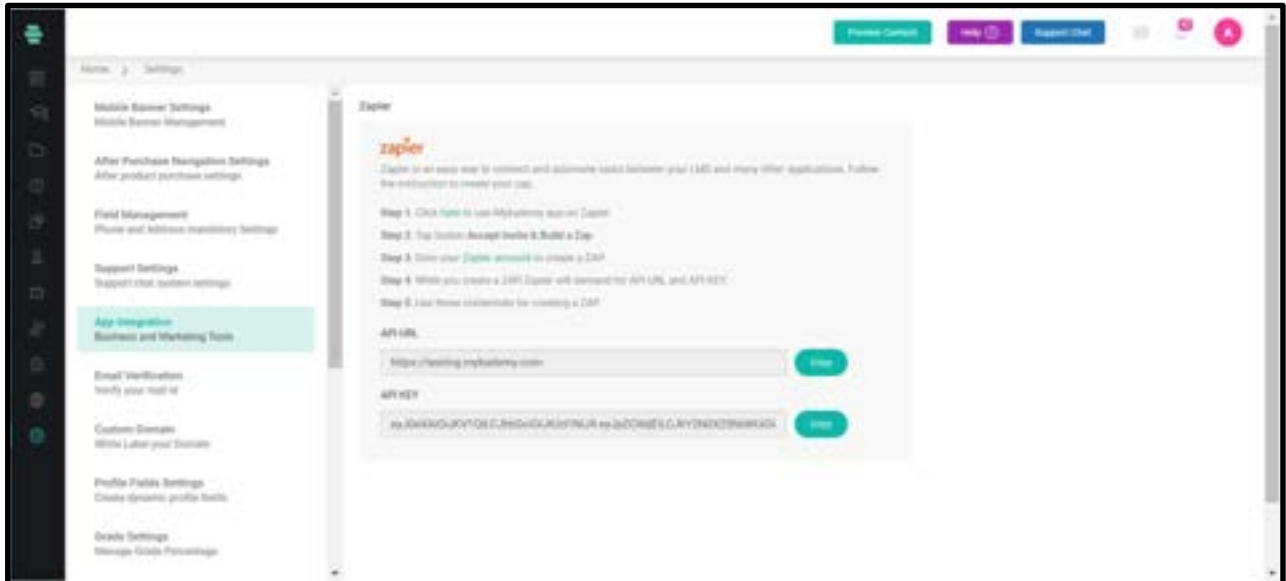
4. Follow the steps given in to create a Zap

5. Click on Generate to get the API Key

6. Use API URL and API Key to create a Zap

## How to configure email verification.

1.   Learners will be receiving a lot of emails from the admin side.

2.   Amazon web service makes sure that the email id provided by the admin is a valid one.

3.   A verification mail will be received by the admin from AWS and by clicking and logging into it, the mail id will be verified.

How to manage the custom domain
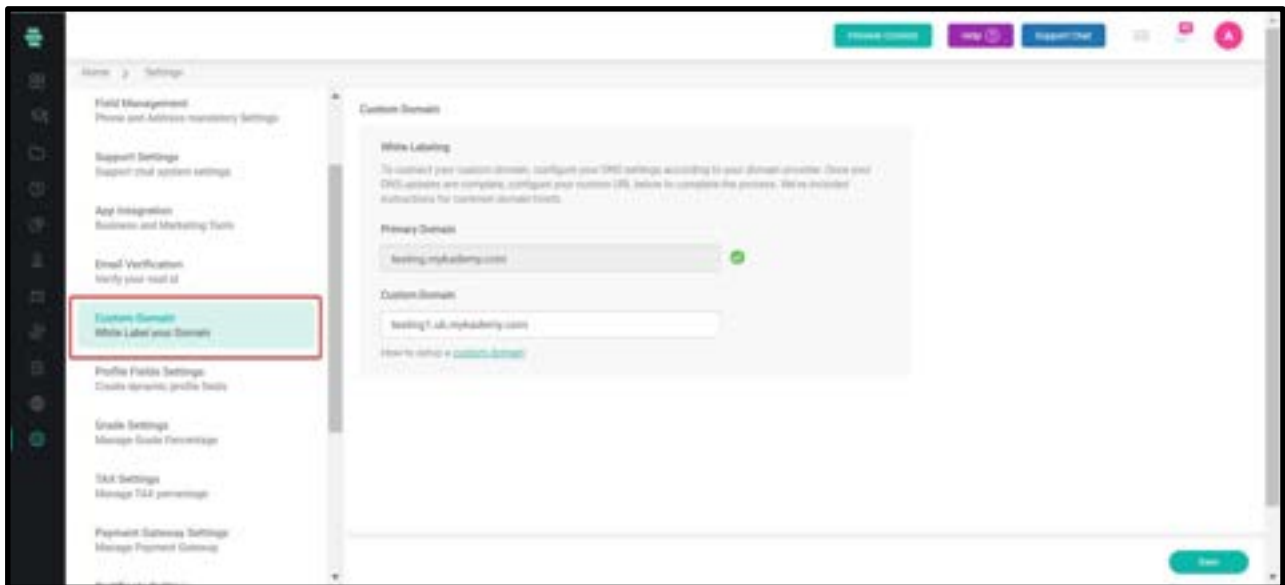
1.   Custom domains are used to mask the primary domain so that the custom made domain name can be shared with everyone.

2.   After the domain migration (using Cloudflare, Godaddy) enter your desired domain name in the custom domain box.

3.   Click on **Save.**

How to Configure Profile Fields Settings
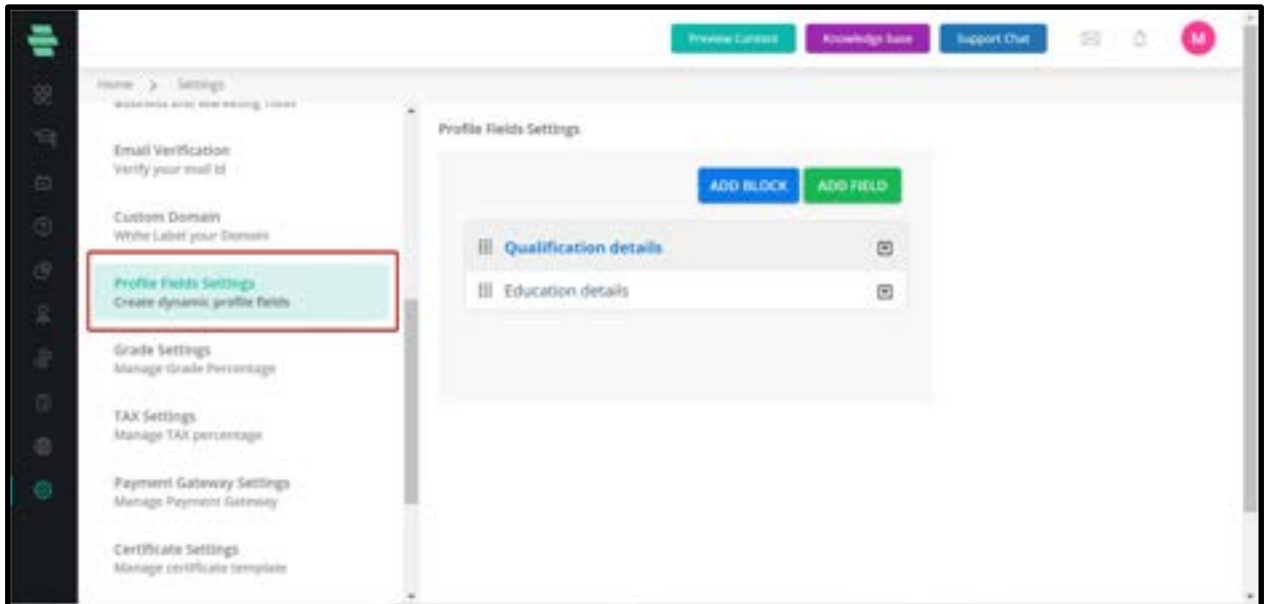
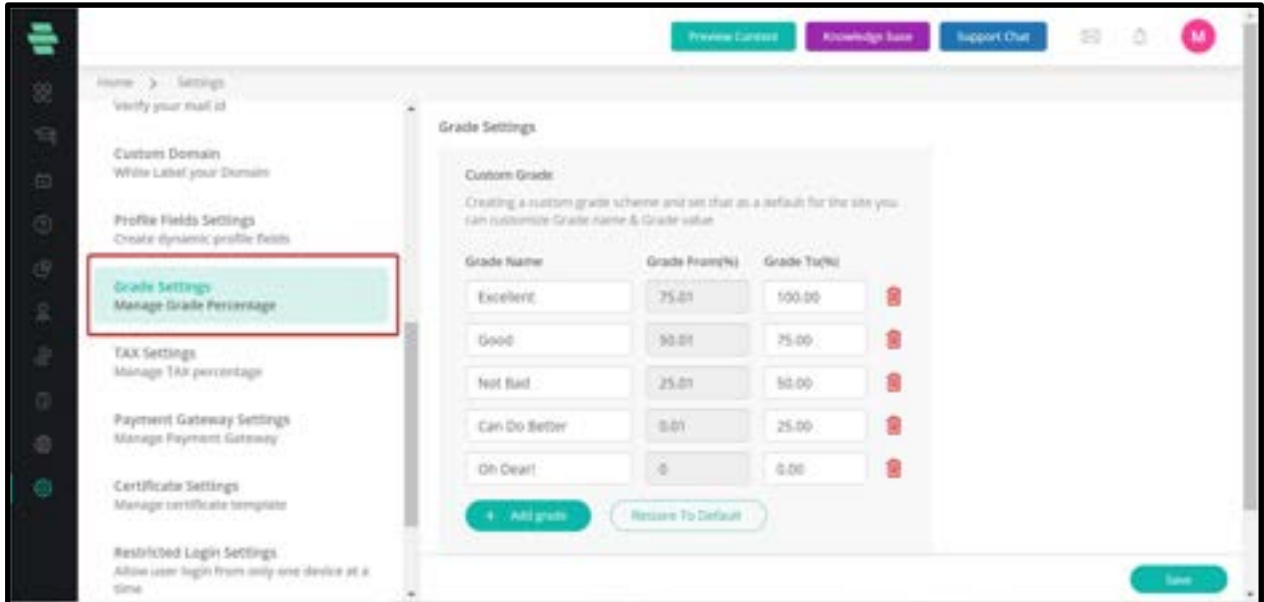You can create dynamic fields to be specified in the user profile details.

1.	Click on **Settings** icon on the dashboard or the ⬚ icon on the left navigation bar. The **Settings** page appears.

2.	Click on **Profile Fields Settings** on the left panel.

3.	Click on **ADD FIELD** on the top-right corner of the page. The **PROFILE FIELD FORM** window pops up.

4.	Type the field label, specify the field type, and the block for the field. You can choose an existing block or add a new block in which the field has to be placed.

Note: If the **Field Type** is **Text Input**, type the placeholder text for the input. If you choose **Dropdown** as the **Field Type**, type the default values in a sequence.

5.	Select the following checkboxes:

○	**Is this field mandatory –** To make the field mandatory.

○	**Enable auto suggestion –** To enable automatic suggestion of text as you type.

6.	Click on **SAVE.** The added block and field appear on the right panel.

Note: Click the icon corresponding to the block or fields added and use their respective options to rename, edit or delete them.

How to configure Grade settings.

1. By default, the given above grading system will be visible to the admin.

2. Grades can be used for Online test and assignments

3. Customization can be brought into the grading system.

4. Grade names can be changed from A+ to Excellent or Very Good.

5. The topmost grade should be 100.

How to Configure Tax Settings
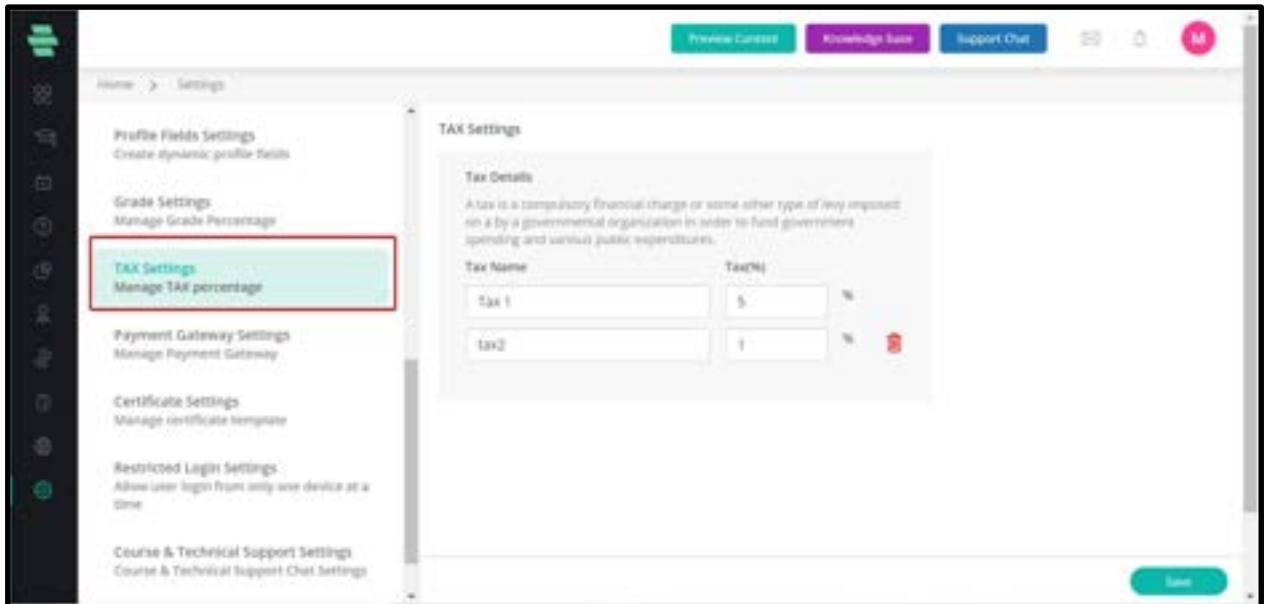
You can manage the tax percentage both CGST and SGST

1.   Click on **Settings** icon on the dashboard or the ![icon] icon on the left navigation bar. The **Settings** page appears.

2.   Click on **Tax Settings** on the left panel.

3.   Give the appropriate CGST and SGST percentage in the field. Click on **SAVE.**

How to Configure multi currency settings

As of the new update,we can now add *Australian (AUD)* or *Canadian Dollars (CAD)* as your preferred currency type from the **Payment Gateway Settings.**
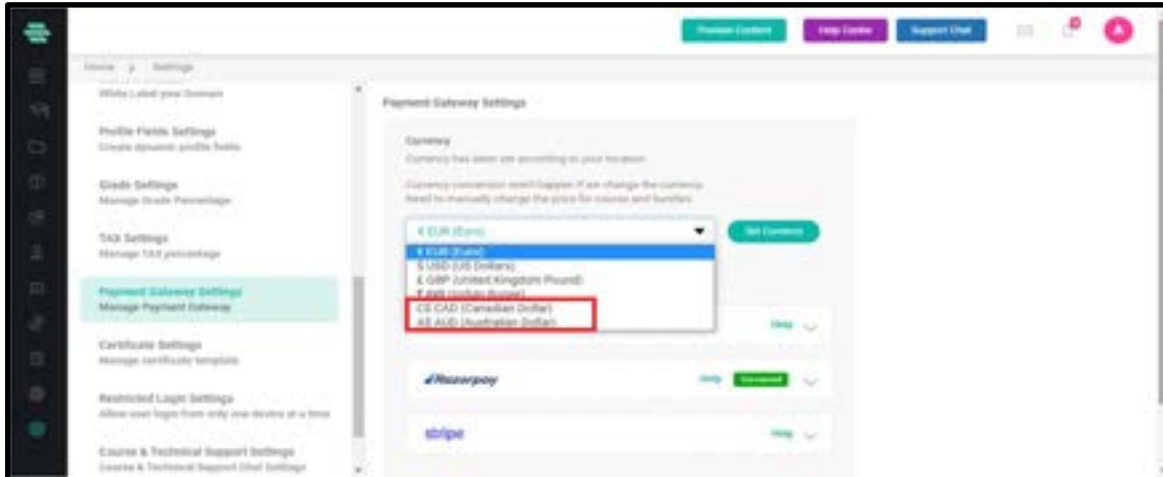
1.   Click on **settings** and select the **Payment Gateway Settings**

2.   Choose the exact currency according to your Location

3.   Change the price for courses and Bundles according to the currency

4.   Once currency mode is changed in the Settings, the system will not perform a currency conversion rate.

5.   The amount of the course remains the same, only currency code will change.

6.   Once you choose the currency,click on **Set Currency.**

How to Configure Payment Gateway Settings

The Mykademy platform has been integrated into three payment gateways and they are Paypal, Stripe, and Razorpay. At a time only one payment gateway can be integrated with Mykademy.

Paypal

In order to activate PayPal as a payment gateway, from the admin navigation panel, go to Settings. Scroll down to find **Payment Gateway Settings**.

Select the required currency from the dropdown menu. Click on the **PayPal** button and enter your registered PayPal email address to connect to PayPal.
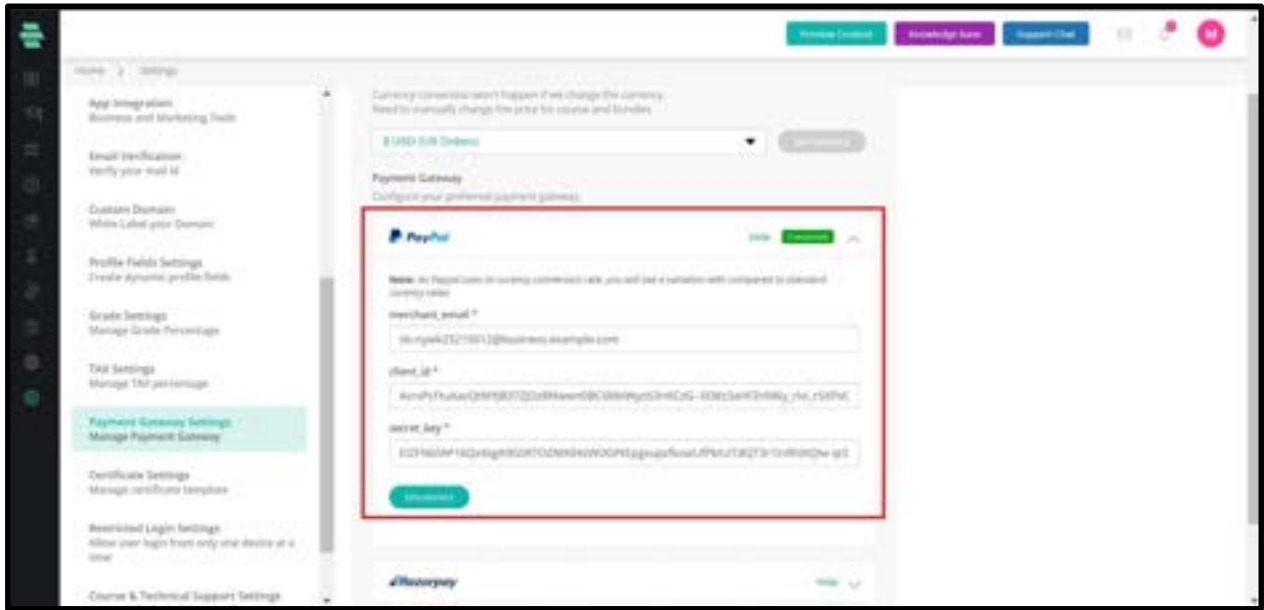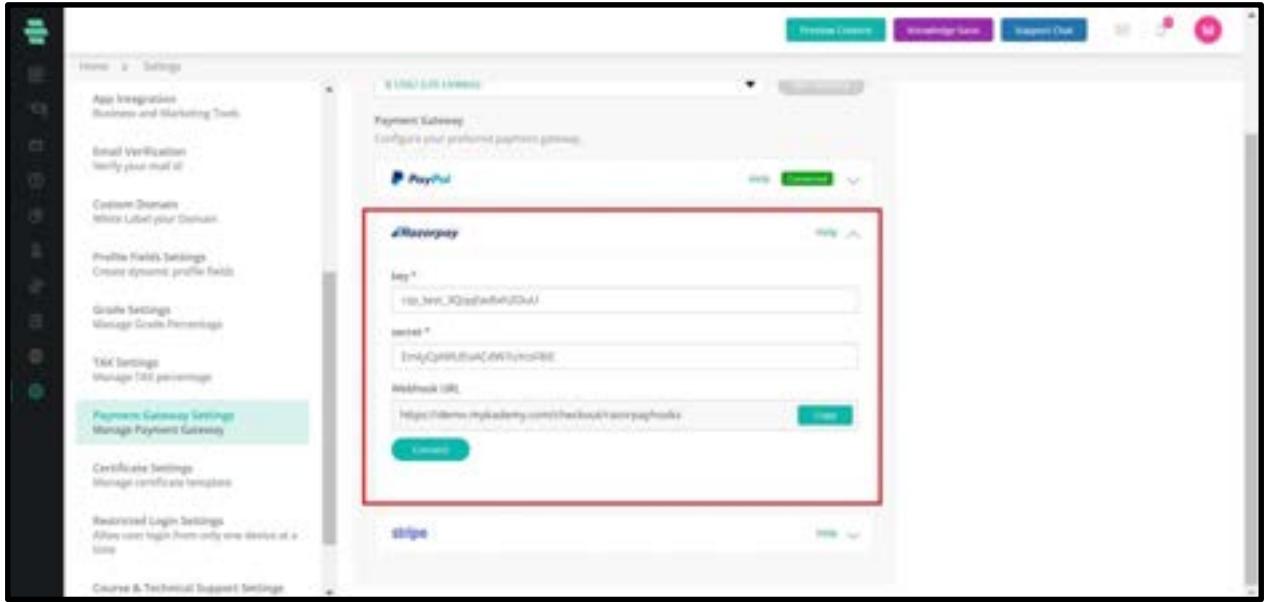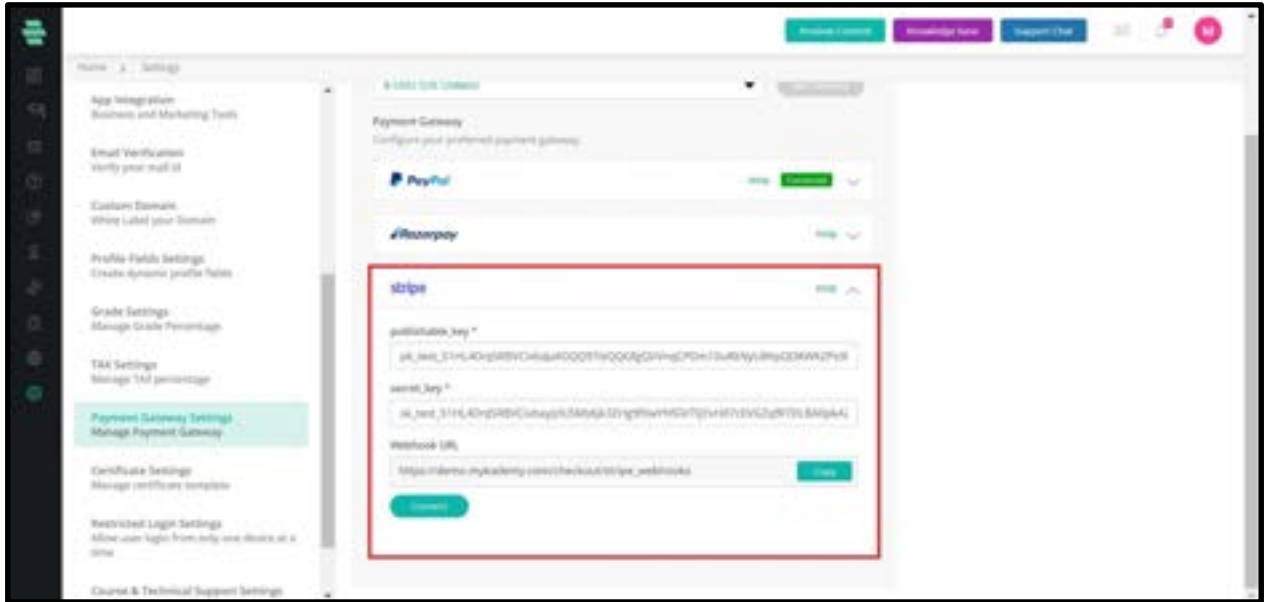
Create an account in Paypal and login to the Paypal Account . From the **Settings** page you can collect the merchant email, client id, and secret key. Copy and paste the same in the Mykademy platform so that the Paypal and platform will be connected.

Razorpay

In order to activate Razorpay as payment gateway, from the admin navigation panel, go to Settings. Scroll down to find **Payment Gateway Settings.**

Select the required currency from the dropdown menu. Click on the **Razorpay** button.

Create an account in Razorpay and login to the Razorpay Account . From the **Settings** page you can collect the key, secret key, and Webhook URL. Copy and paste the same in the Mykademy platform so that the Razorpay and platform will be connected.

Stripe

In order to activate Stripe as a payment gateway, from the admin navigation panel, go to Settings. Scroll down to find **Payment Gateway Settings**.

Select the required currency from the dropdown menu. Click on the **Stripe** button.

Create an account in Stripe and login to the Stripe Account . From the Settings page you can collect the key, secret key, and Webhook URL. Copy and paste the same in the Mykademy platform so that the Stripe and platform will be connected.

How to Configure Certificate Settings

Admin can access the certificate of the learners from the admin side.The admin should be able to download the certificate of each learner in pdf or jpg format.
You can create and manage certificate templates that can be used to provide course completion certificates for the Learners.

1. Click on **Settings** icon on the dashboard or the [icon] icon on the left navigation bar. The **Settings** page appears.
2. Click on **Certificate Settings** on the left panel.
3. Click on **UPLOAD CERTIFICATE** and to browse and attach the certificate template that can be used for the Learners.
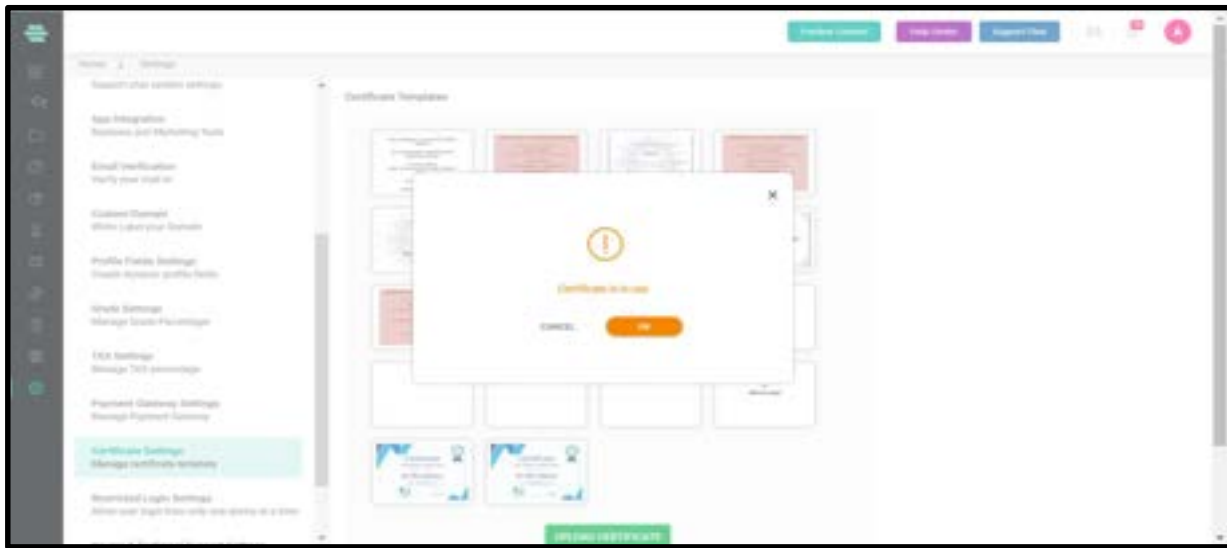
4.   As shown below, you can see two options: **Preview and Delete.**
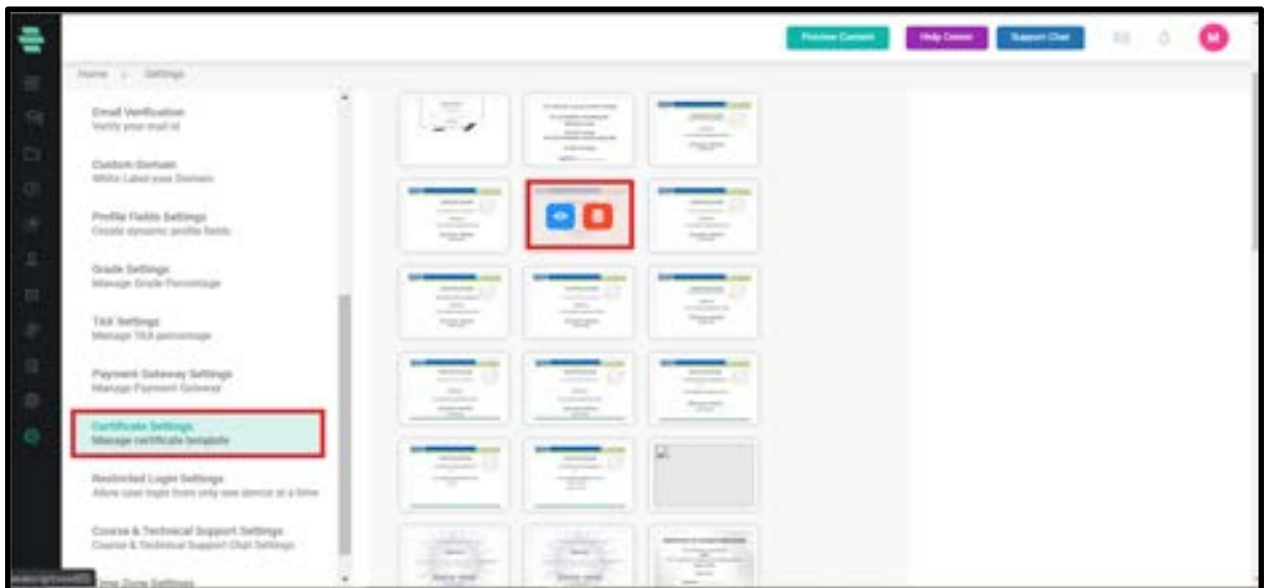
5.   The certificates can be previewed and deleted by the admin if it is not in use.

6.   If the admin tries to delete a certificate that is already in use, a pop up appears as shown below.

7.   Therefore the certificates that are already in use cannot be deleted.

How to Manage the Restricted Login Settings


You can allow user login from only one device at a time.

1.   Click on **Settings** icon on the dashboard or the ⚙ icon on the left navigation bar. The

Settings page appears.

2.   Click on **Restricted Login Settings** on the left panel. By default, they are turned to **OFF**
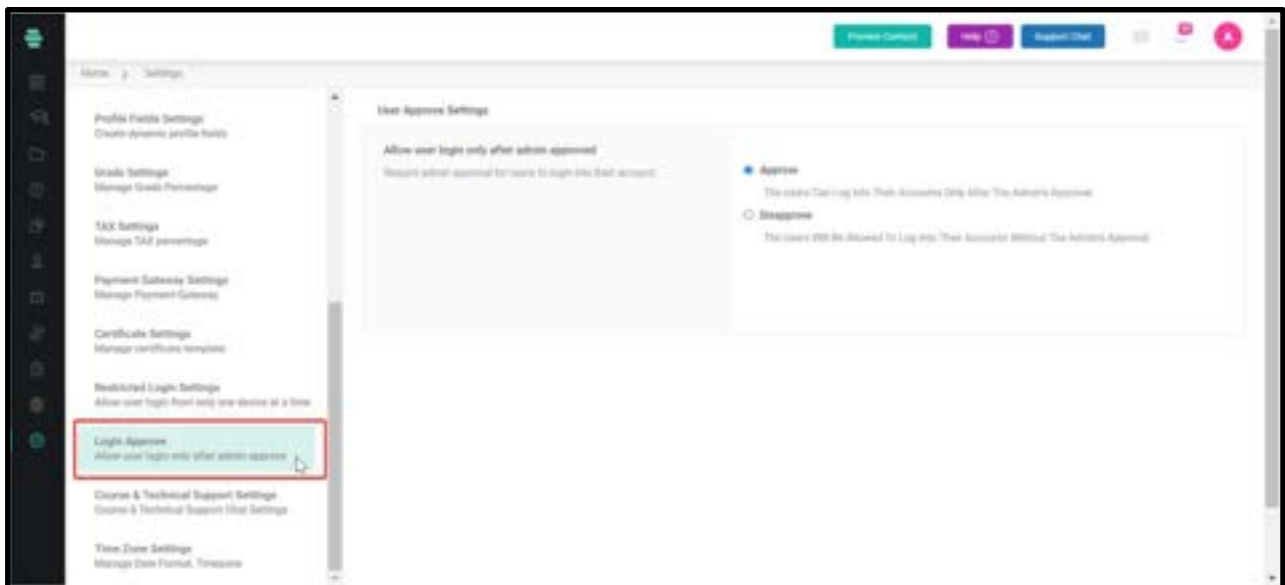
3.   Toggle the options to **ON.**

How to manage Login Approve settings

Login Approve allow user login only after admin approve

1.   From the dashboard, go to **Settings.**
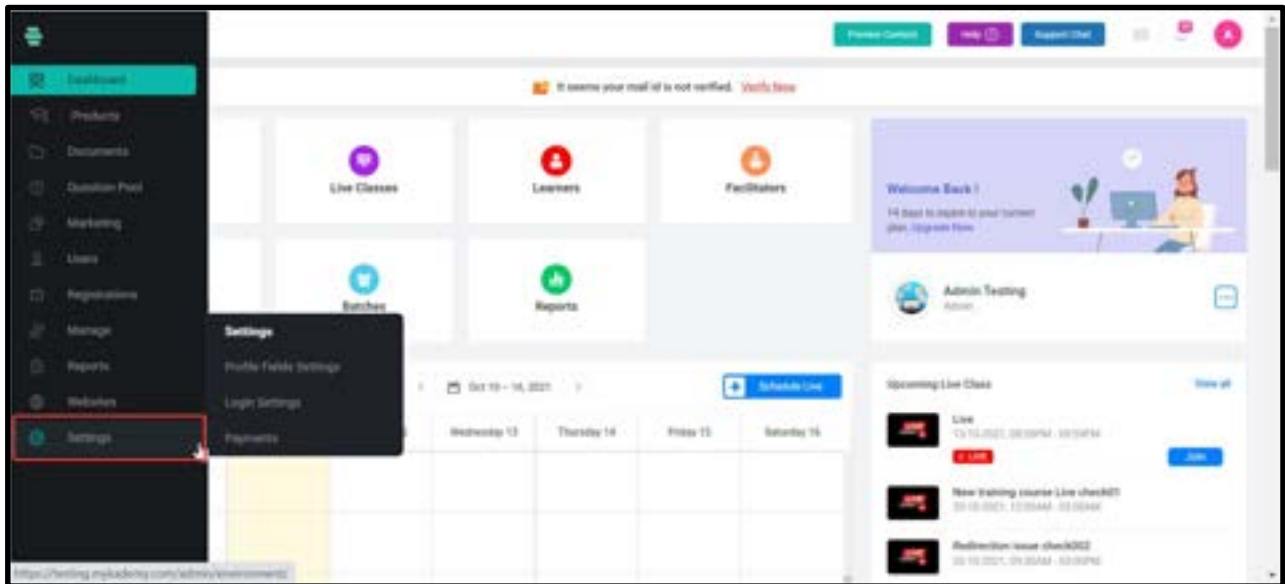

2.   Click on **Login Approve**

3.   If the **Approve** button is turned ON,the Users Can Log Into Their Accounts Only After The Admin's Approval.

4.   If the **Disapprove** button is turned ON,the Users Will Be Allowed To Log Into Their Accounts Without The Admin's Approval.

How to enable course & technical support

Admin can change the Time zone based on their countries.

1.   Login as admin

2.   Go to **settings**

3.   Click on **Course & Technical Support Settings**
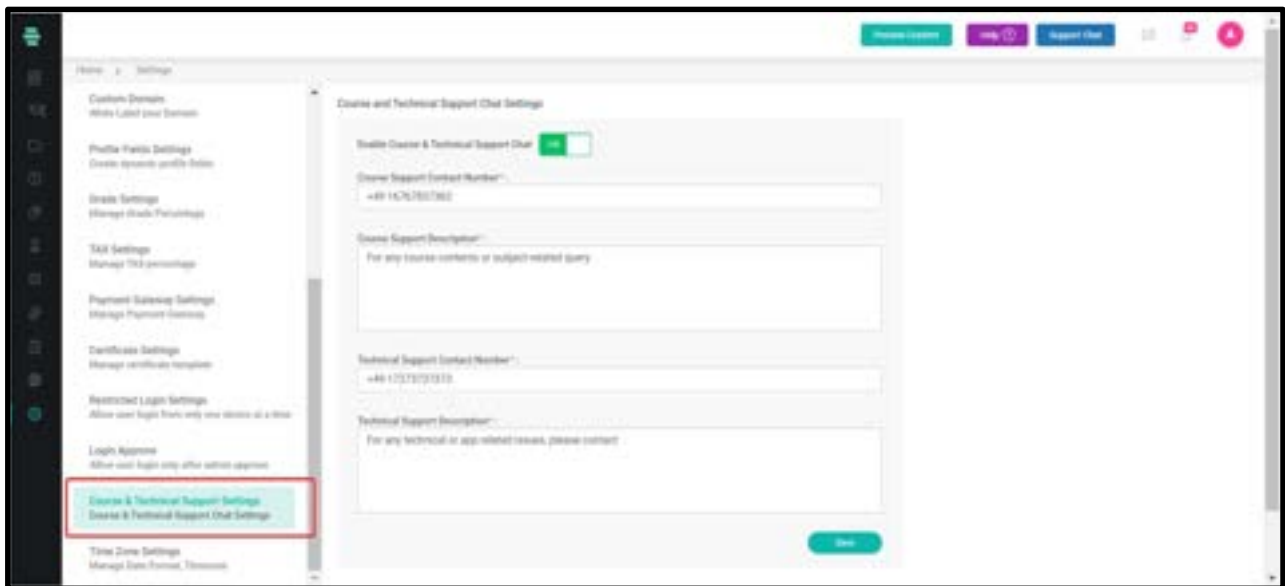
How to configure Time Zone settings

Admin can change the Time zone based on their countries.

4.   Login as admin

5.   Go to **settings**

6.   Click on **Time Zone settings**
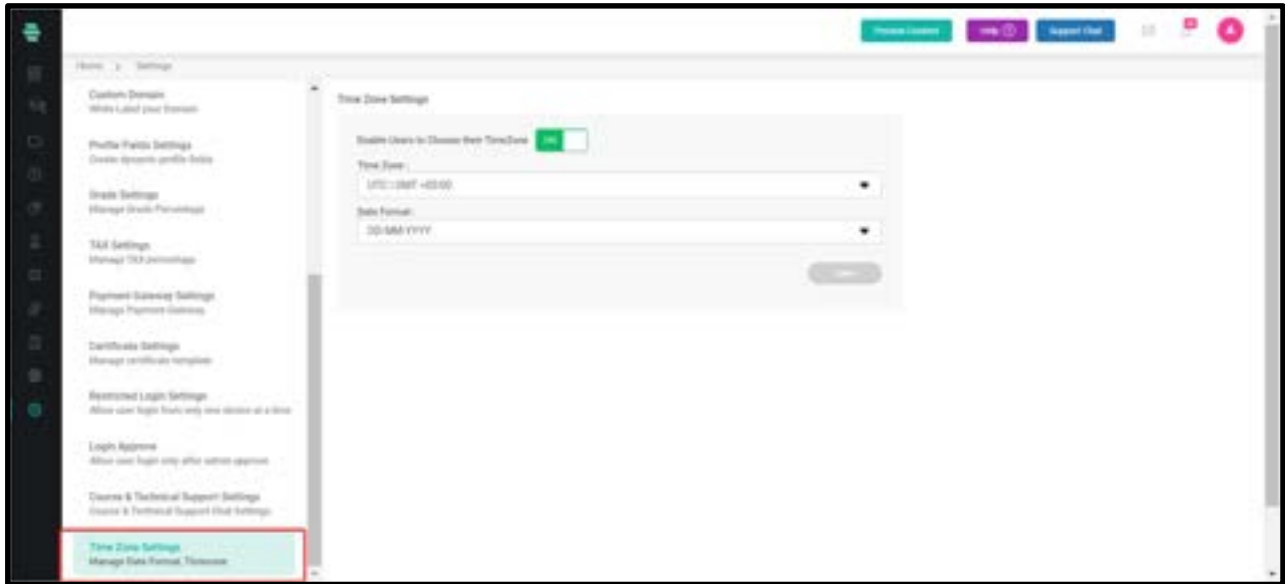
7.   Select the Time zone based on the continent

8.   Select the **date format**

9.   Click on **Save**

Localization

Localization is an option where the admin has the privilege to change language from English to other languages. The data created by the admin (system-defined datas) such as course name, bundle name, learner name will not be converted.

The page shown below shows the language switching option in **admin** sign in page
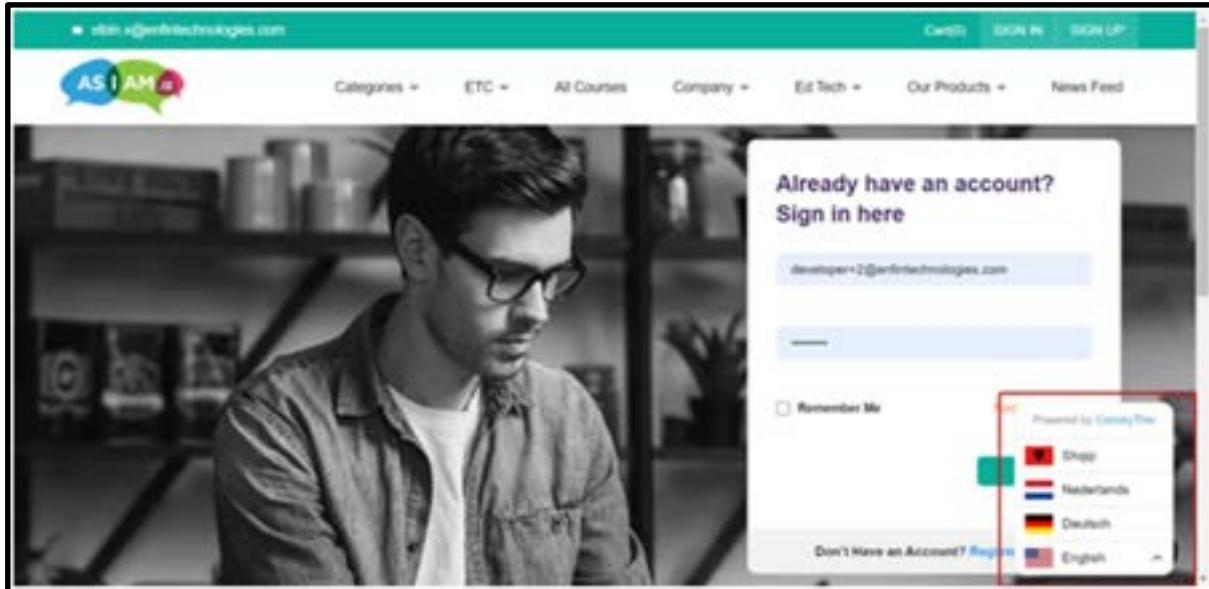
Database Backup

This will allow an admin to manually create a backup of the platform whenever required. This backup will be available for download. A client will have the option of keeping up to a maximum of three backups in the server at any given time (the last three backups will be retained by the system).

This backup can be used to restore the system to a previous setting with the help of the development team (additional service).
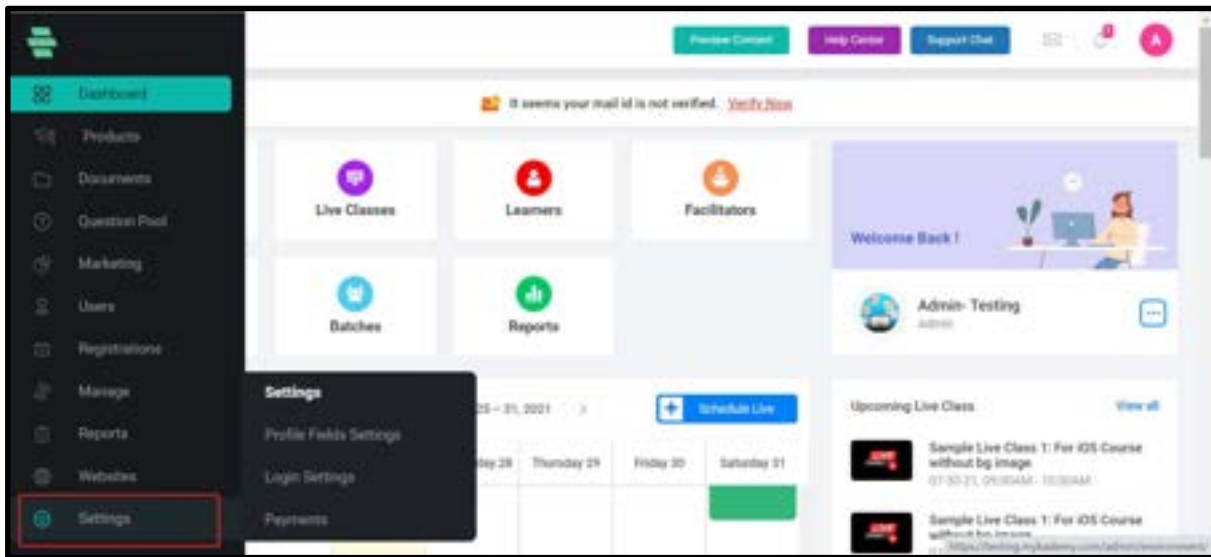
Chapter 17-Zoom Integration

Zoom integration

The live session helps the facilitators and learners to communicate with each other along with the knowledge transfer. The given steps below provide the guidelines for creating a zoom session.

1.   Login into the dashboard using the credentials

2.   From the dashboard,go to **Settings**
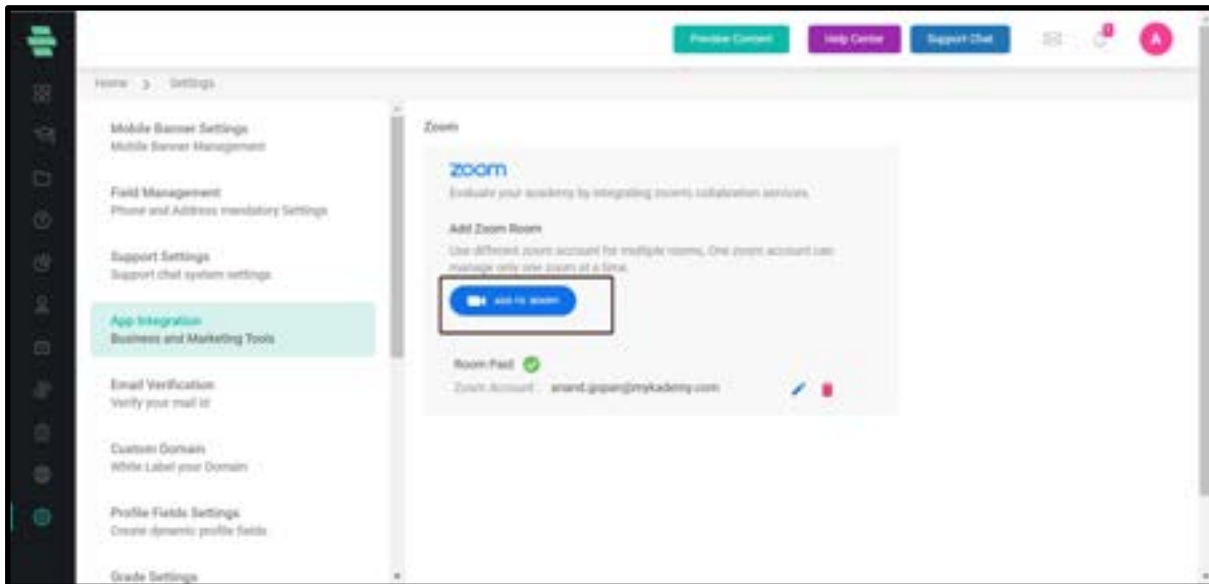

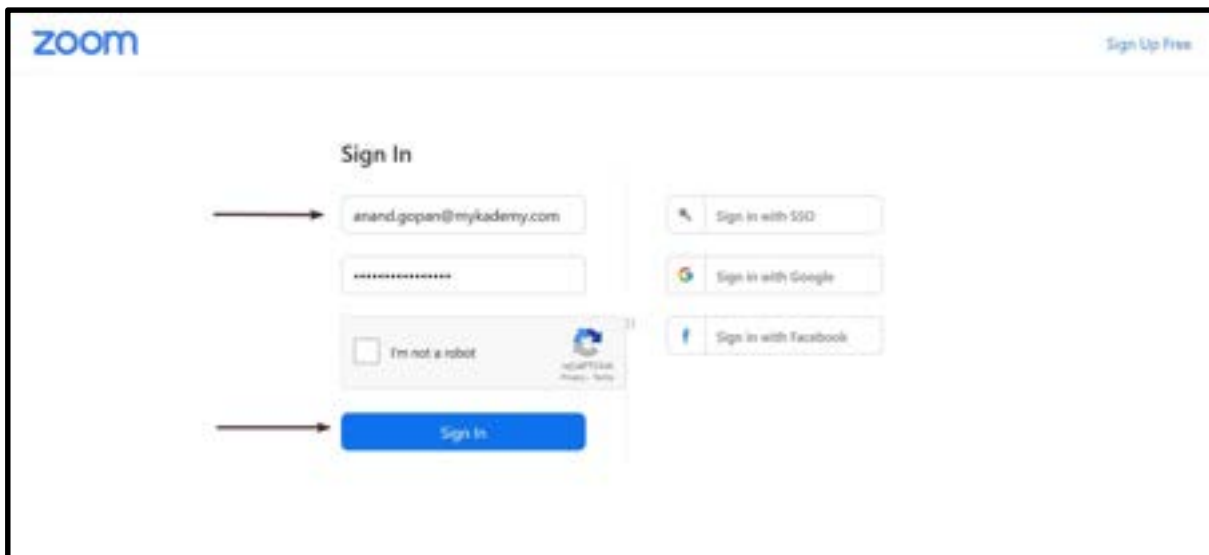3.   Select **App Integration**
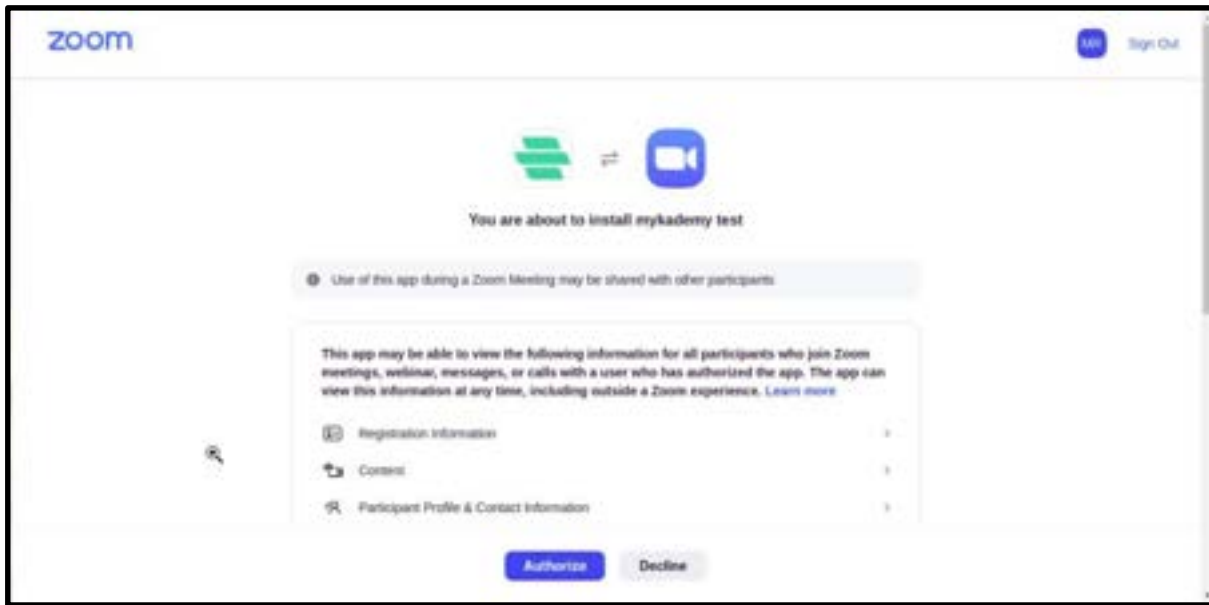
4.   Choose **Zoom**
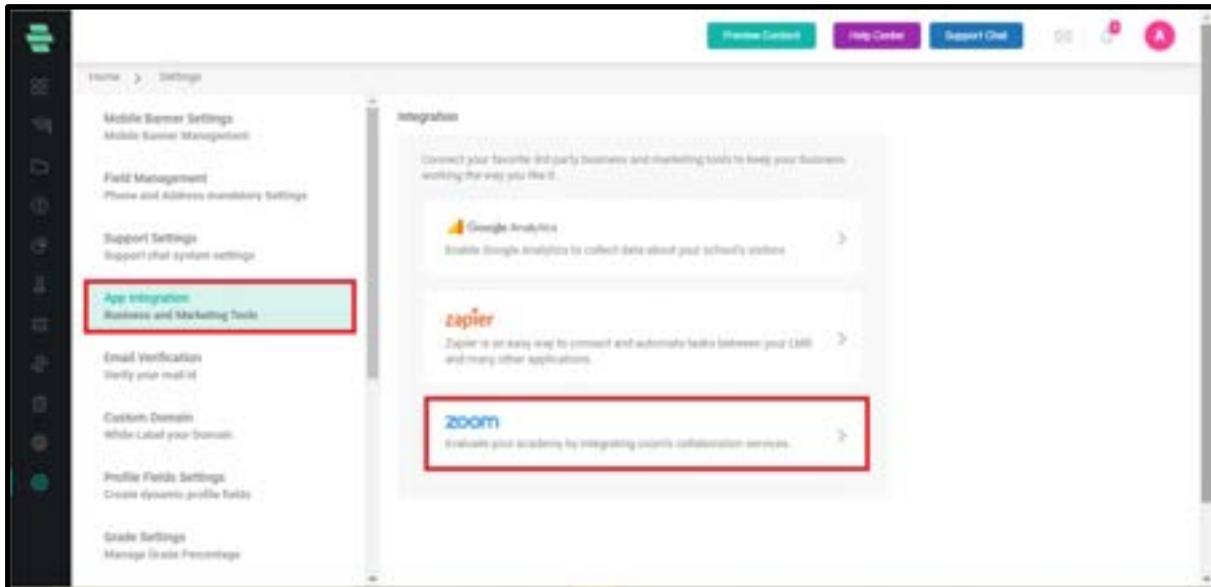
5.   Click on **Add to Zoom**

6. You will be taken to a page where you have to type the email id and password of your Zoom account.

7. Enter the credentials and select ' **I am not a robot**'.

8. Click on **Sign In**

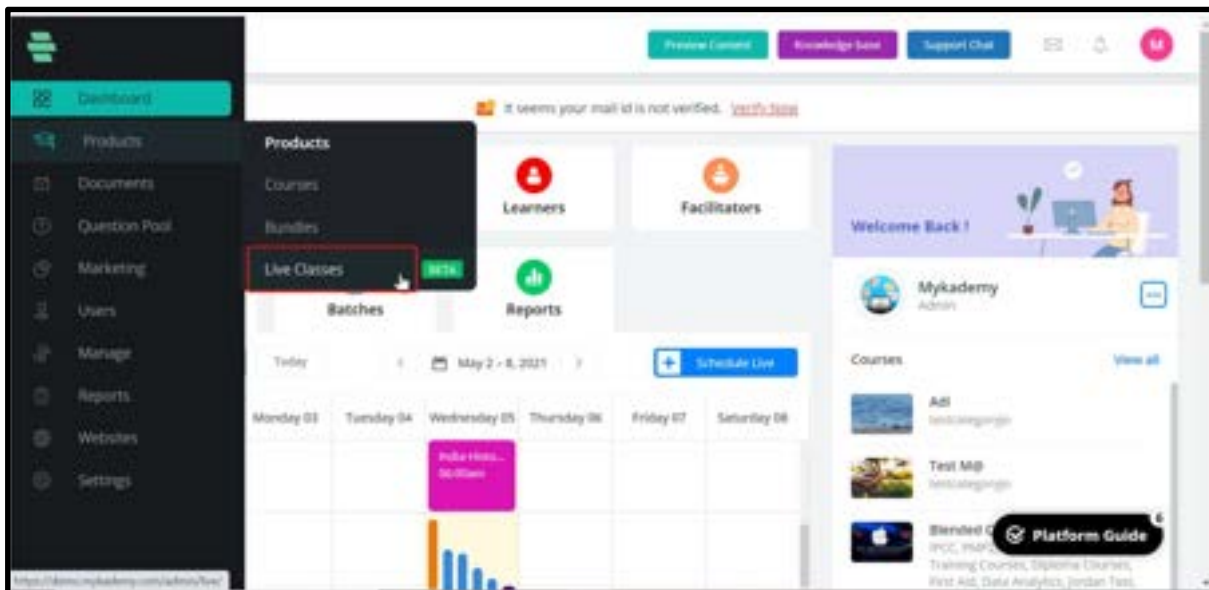9. You can also sign in using the SSO/Google/Facebook.


10. You will be taken to a page as shown below.

11.   Click on Authorize so that the Mykademy platform and the Zoom account will be connected.

How to schedule a Zoom Live Session outside the course

1.   From the dashboard, go to **Products**
2.   Select **Live Classes**

3.   You will be taken to the page to Create live class

4.   Enter the title name for the live session

5.   Select **Zoom** as **Live Class Integration**

6.   Select the room.

7.   Choose whether the session is a **Meeting** or **Webinar**

8.   Meeting is an interactive live session whereas Webinar is a one way communication session.

9.   Select the start date, start time, and duration.

10.   Select the **Time Zone**.

11.   **Break out Session** can be enabled if needed. If enabled, the tutor can split the learners into different rooms for any activities.

12.   **Add live class into a course** should not be checked since we are planning to schedule the session outside the course.

13.   Batches can be mapped to this live session if needed.Batches include a set of students which are grouped by the admin/tutor.

14.   Enter the **Class Agenda** and **Description**(optional).

15.   Click on the **Next** button located at the right bottom corner.
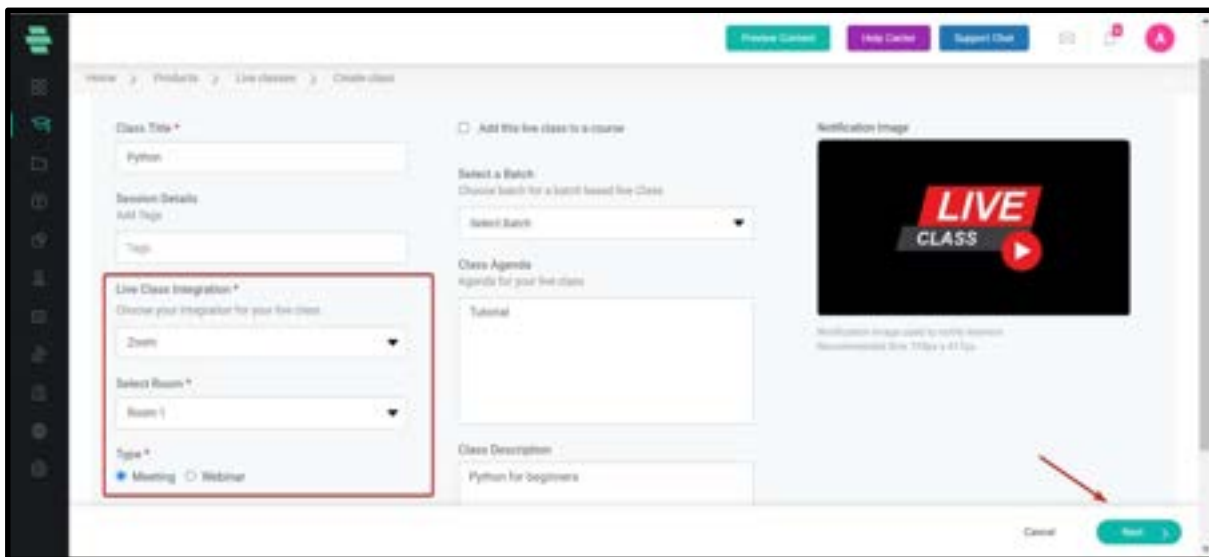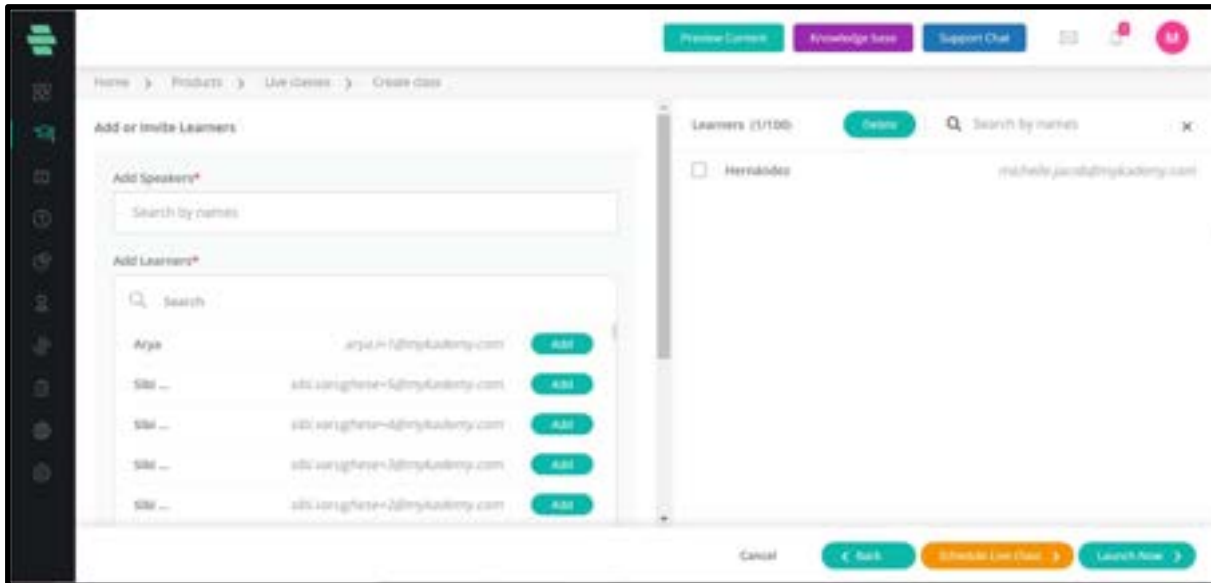

16.   In this page you can search for the speakers and learners and add them as attendees to the live session.

17.   There is also an option to add learners as bulk by giving their name and email address(Name,Email address and click on Enter).
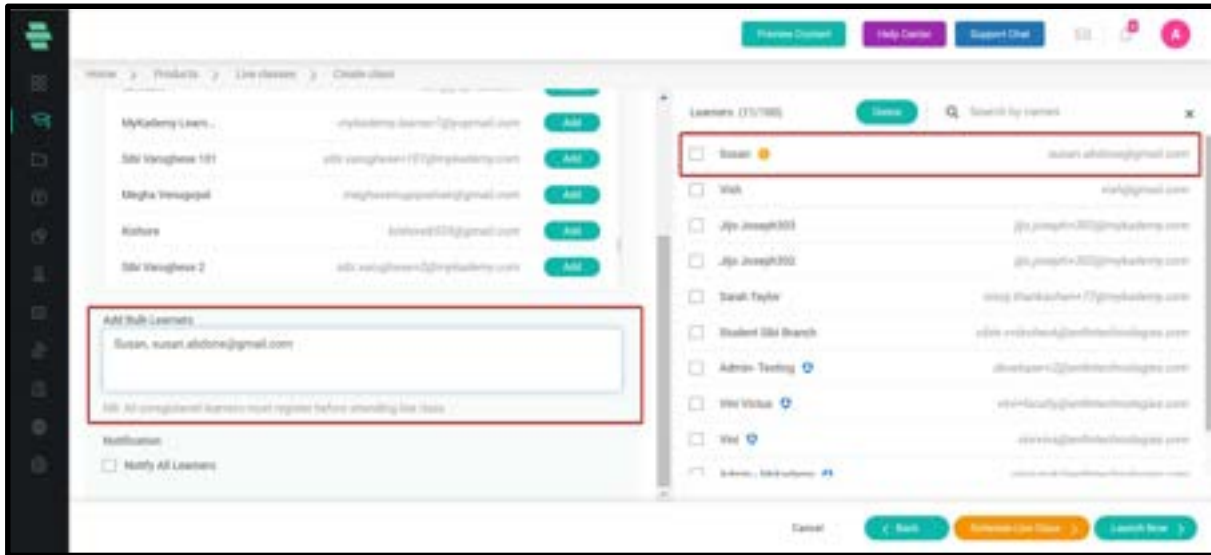

18.   After adding learners, click on **Schedule Live Class** to schedule the live

19.   Once you Schedule the Live, a sharable link will appear in a pop up window that can be shared by the admin to other facilitators who are not added into the live session.
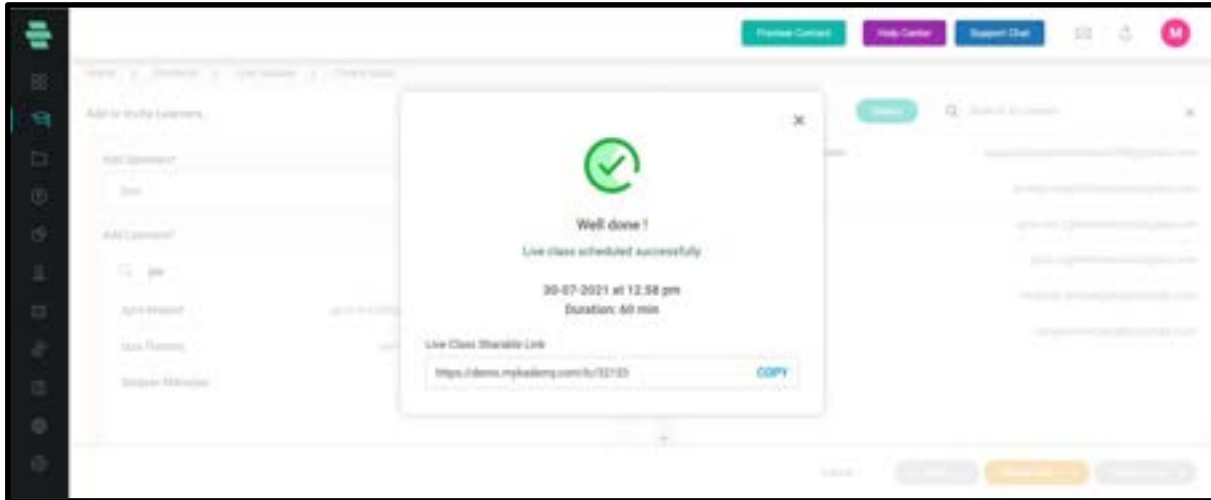
20.   The tutors can copy the link and share it via any other medium.

21.   Close the pop up so that you will be taken to the section detailing page.
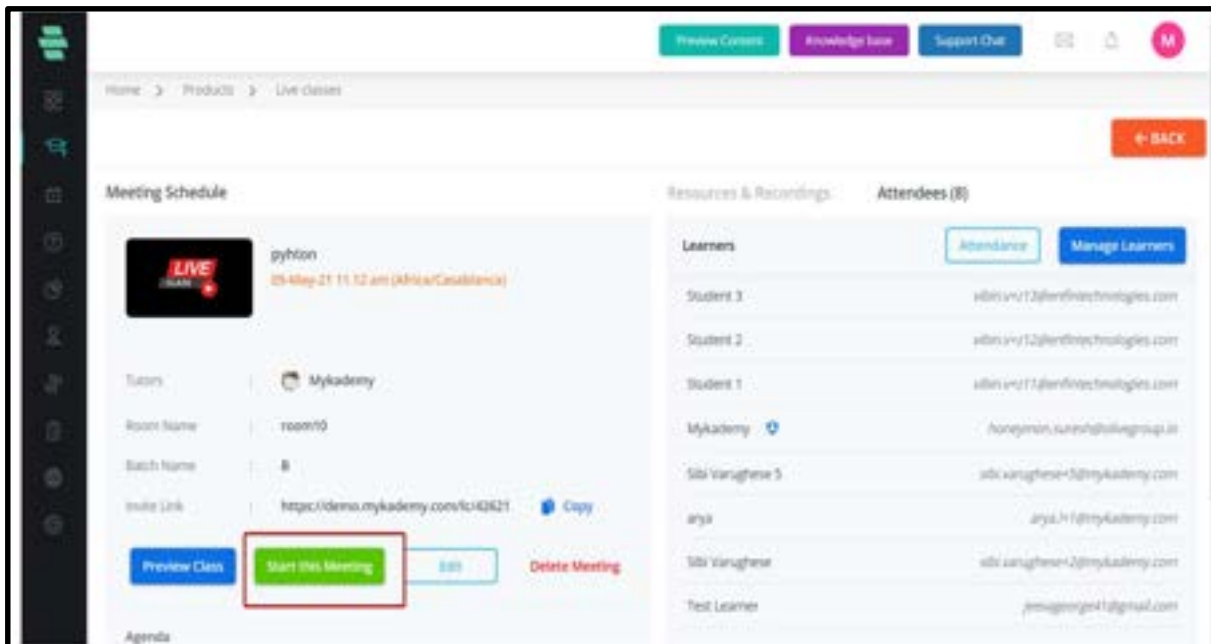
22.   Admin or Tutor can join the session by clicking on **Start this Meeting**.

23.   By clicking on the **Back** button, the tutor will be taken to the scheduled live session list as shown below.

24. Once a session is scheduled, various operations can be performed using the three dots button located at the right side for each session.


25. **Edit** : The live session details can be edited

26. **Copy sharable link** : The session link will be copied and can be shared via any other medium

27. **Attendees** : The speakers and learners who are being invited to the session will be reflected.

28.   **Duplicate** : The scheduled session will be duplicated.

29.   **Cancel** : The scheduled session will be cancelled.

30.   Once the session is over, it automatically moves to the **past live** session.

31.   From the past live, the admin/tutor can download the recordings which will be
available under the **Resources & Recordings** button.
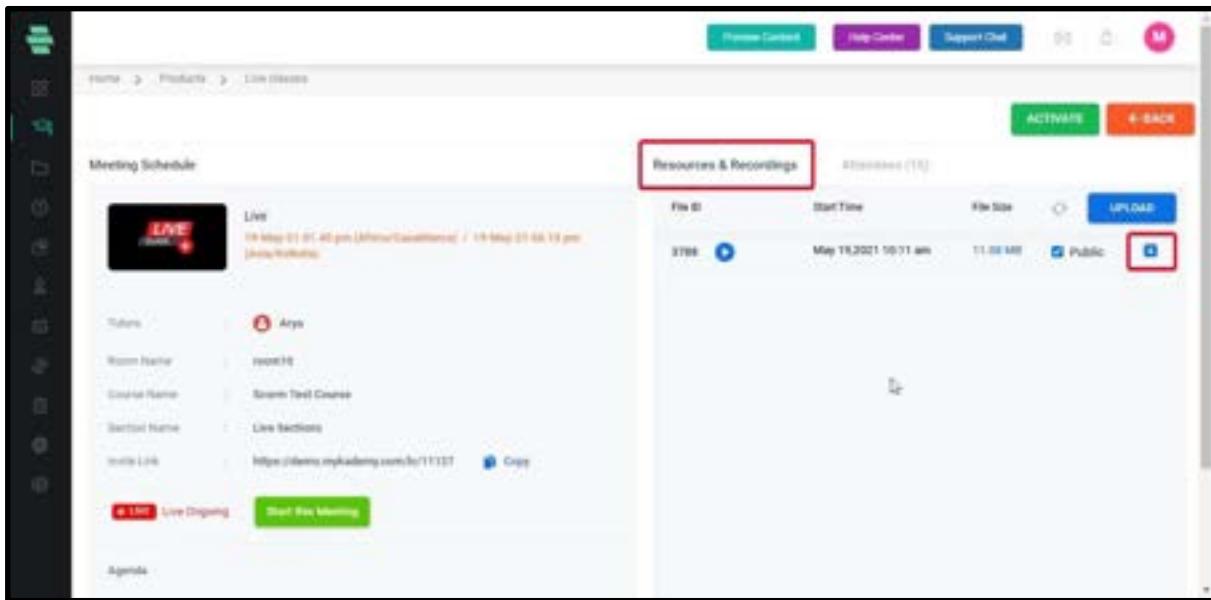
## How to schedule a Zoom Live Session inside the course

1.   Login using the admin/Tutor credentials.

2.   Click on the **Courses** icon or from the dashboard,go to **Products**

3.   Select **Courses**
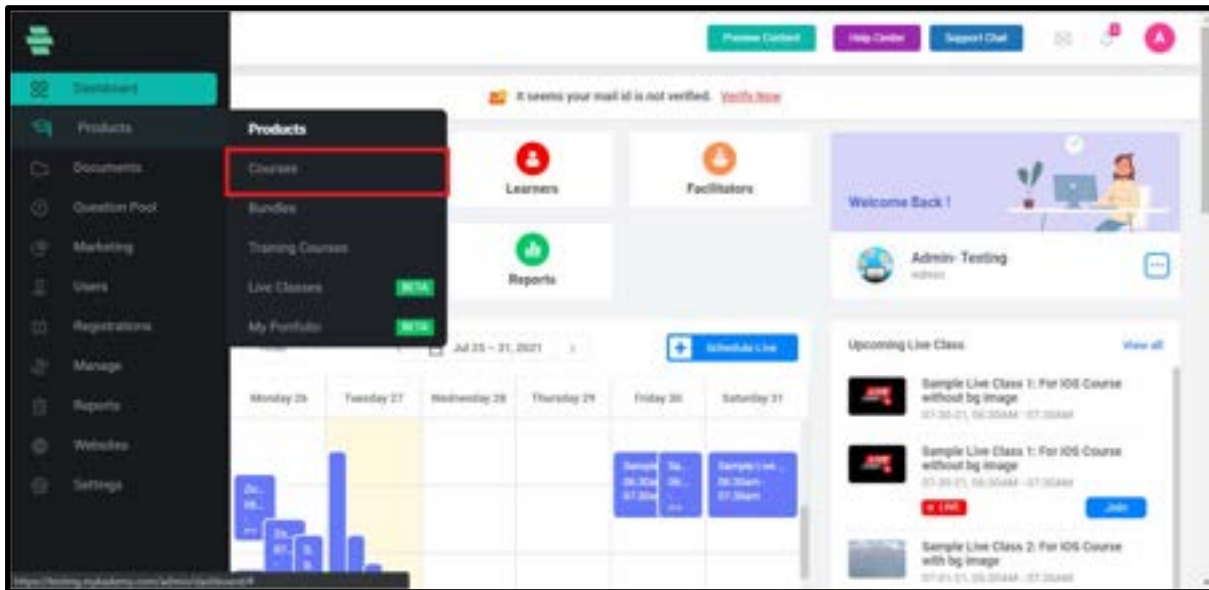
4. You will be taken to the course dashboard where you can see the list of active courses.

5. From the active courses page, select the course in which the live session is to be created.

6. Click on **LIVE** located at the right end.

7. Enter the Title, section, Batch and Date & time along with duration.

8. Notifications can be sent to the learner about this live session if needed.

9. Click on the **Schedule** button.
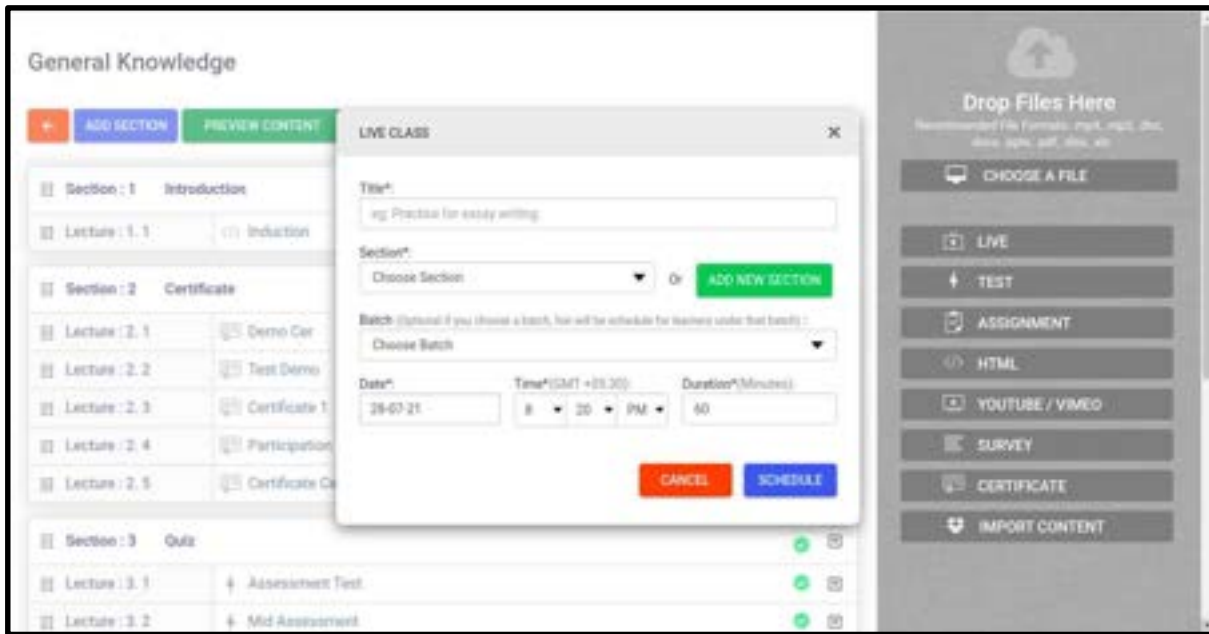
10.   By clicking on schedule, tutor will be redirected to the page where live session details can be entered.
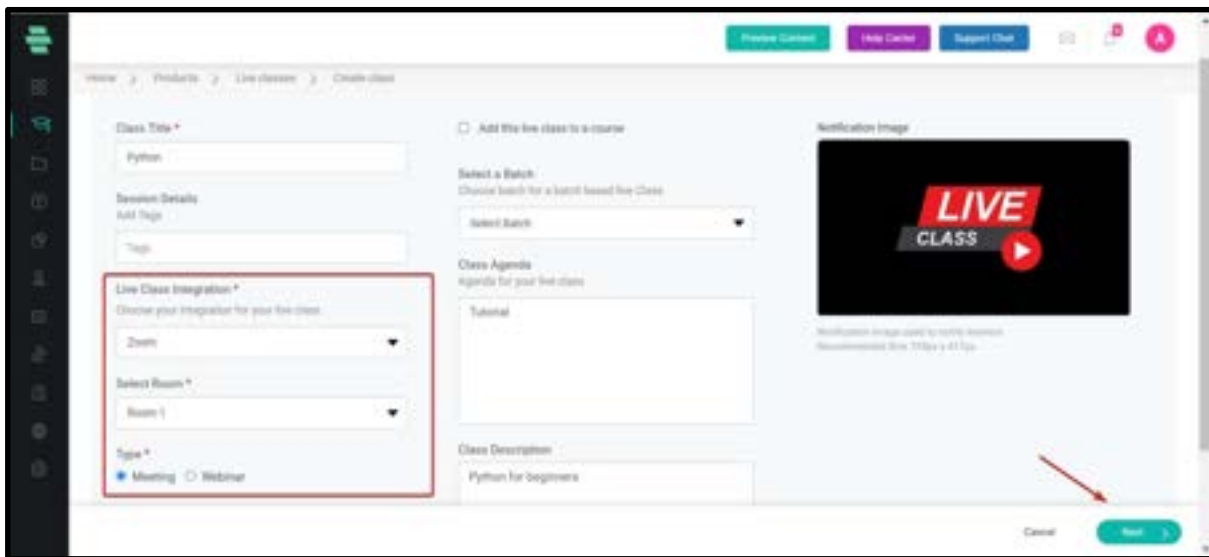

11.   Select **Zoom** as **Live Class Integration**

12.   Select the room.

13.   Select the start date, start time, and duration.

14.   Select the **Time Zone**.

15.   Enter the **Class Agenda** and **Description**.

16.   The agenda and description of the live session will be displayed at the bottom.

17.   Click on **Next** Button.

18.   In this page you can search for the speakers and learners and add them as attendees to the live session.

19.   There is also an option to add learners as bulk by giving their name and email address. (name,email address and click on Enter)
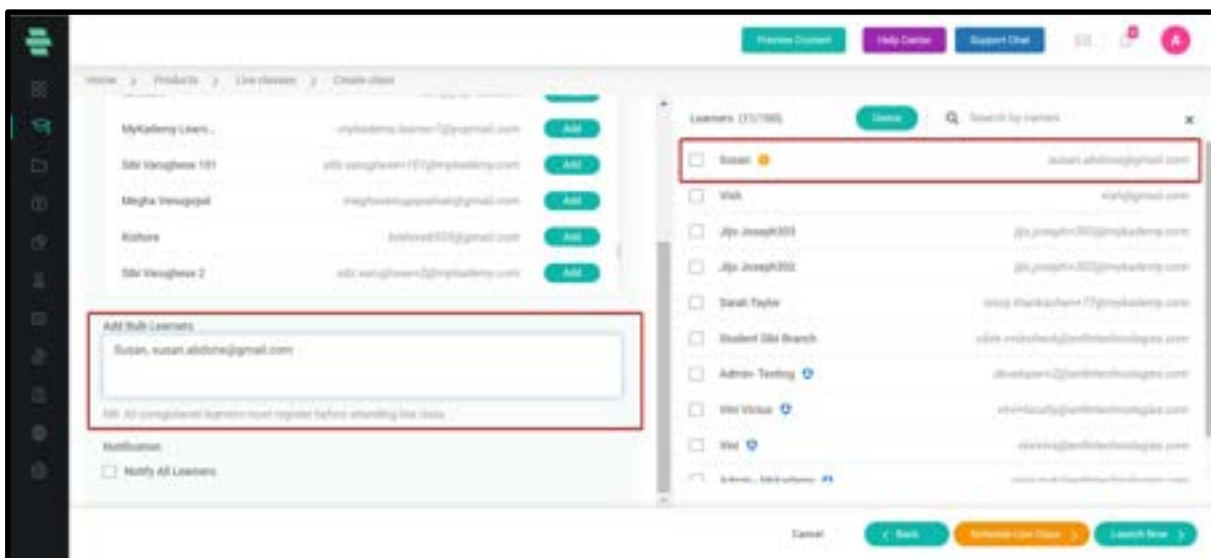
20.   On the right side, all those learners who are enrolled in the live session will be displayed.

21.   When a live session is created within a course, all those learners who are enrolled in the course will be included in the live session.

22.   If any learner is to be removed from the session, then the admin can click on the
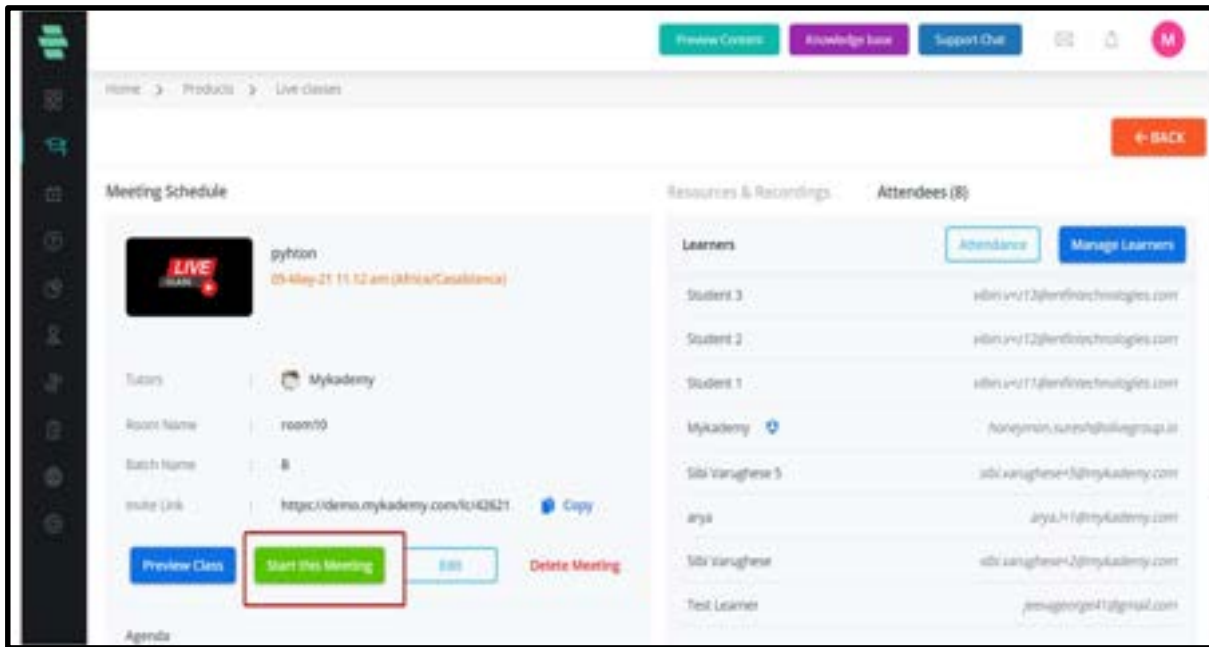checkbox corresponding to the learner and click on the **Delete** button.
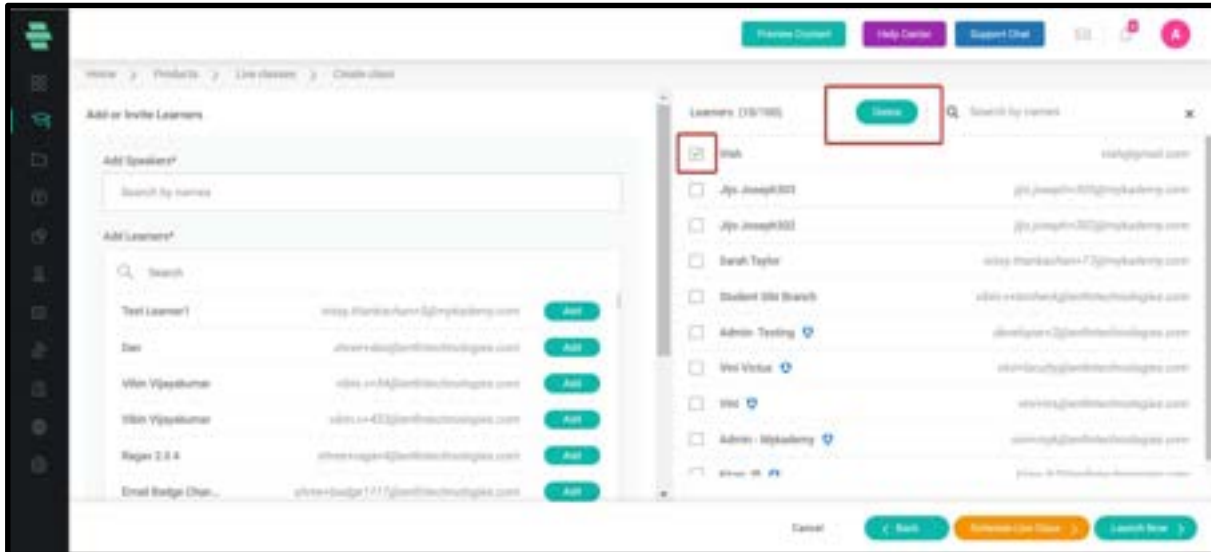
23.   Once the learners and speakers are added, click on **Schedule Live Class.**
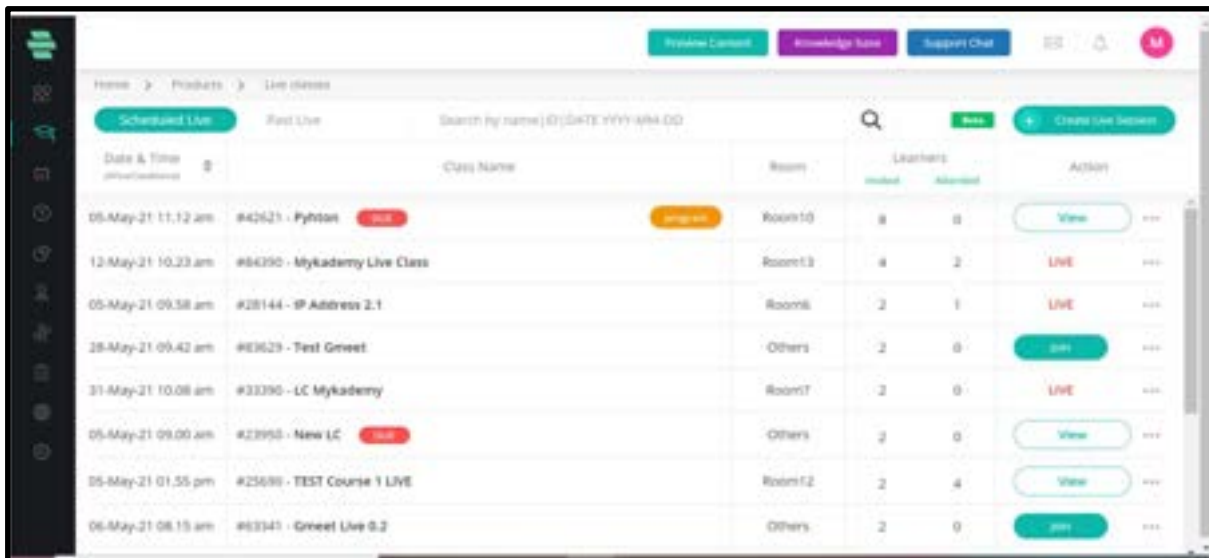

24.   The tutors can copy the link and share it via any other medium
25.   Close the pop up so that you will be taken to the section detailing page.

26. Tutors can start the session by clicking on the **Start this Meeting** button.

27. By clicking on the **Back** button, the tutor will be taken to the scheduled live session page.

28. Once a session is scheduled, various operations can be performed using the three dots button located at the right side.
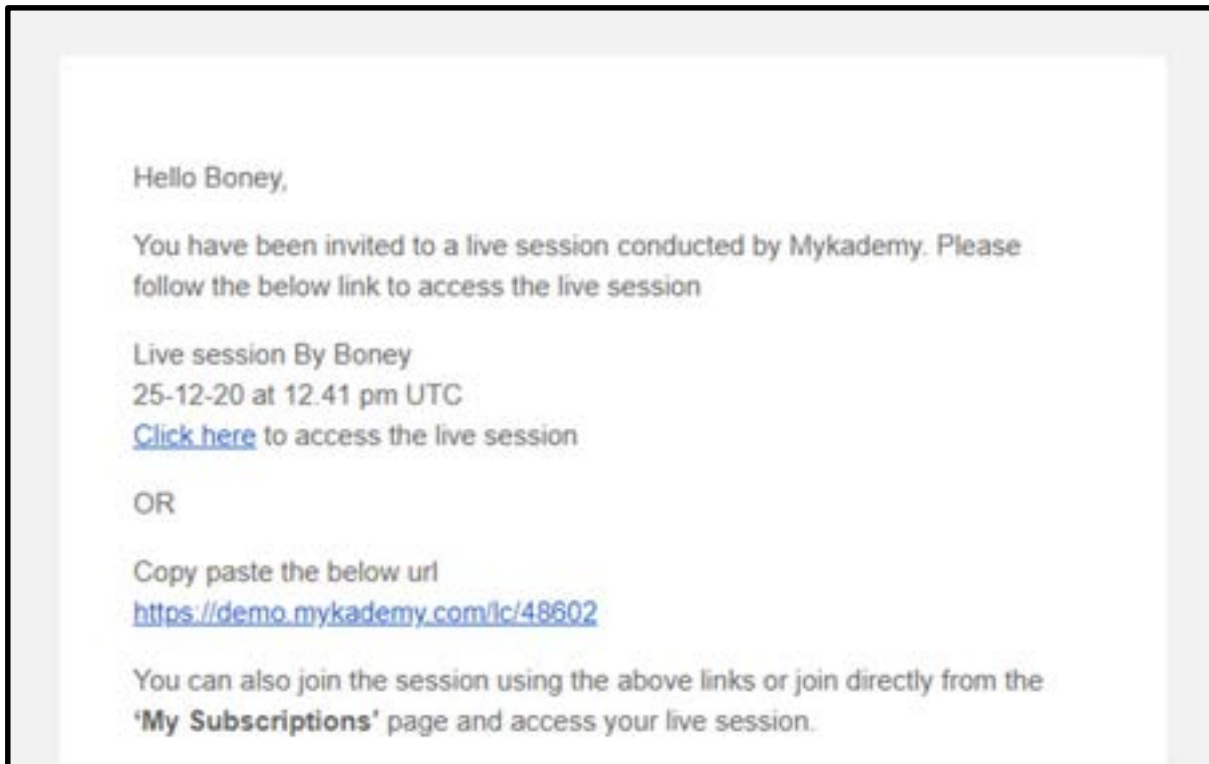
29. **Edit** : The live session details can be edited

30. **Copy sharable link** : The session link will be copied and can be shared via any other medium

31. **Attendees** : The speakers and learners who are being invited to the session will be reflected.

32. **Duplicate** : The scheduled session will be duplicated.

33. **Cancel** : The scheduled session will be cancelled.

34. Once the session is over, it automatically moves to the **past live** session.

35. From the past live, the admin/tutor can download the recordings which will be available under the **Resources & Recordings** button.
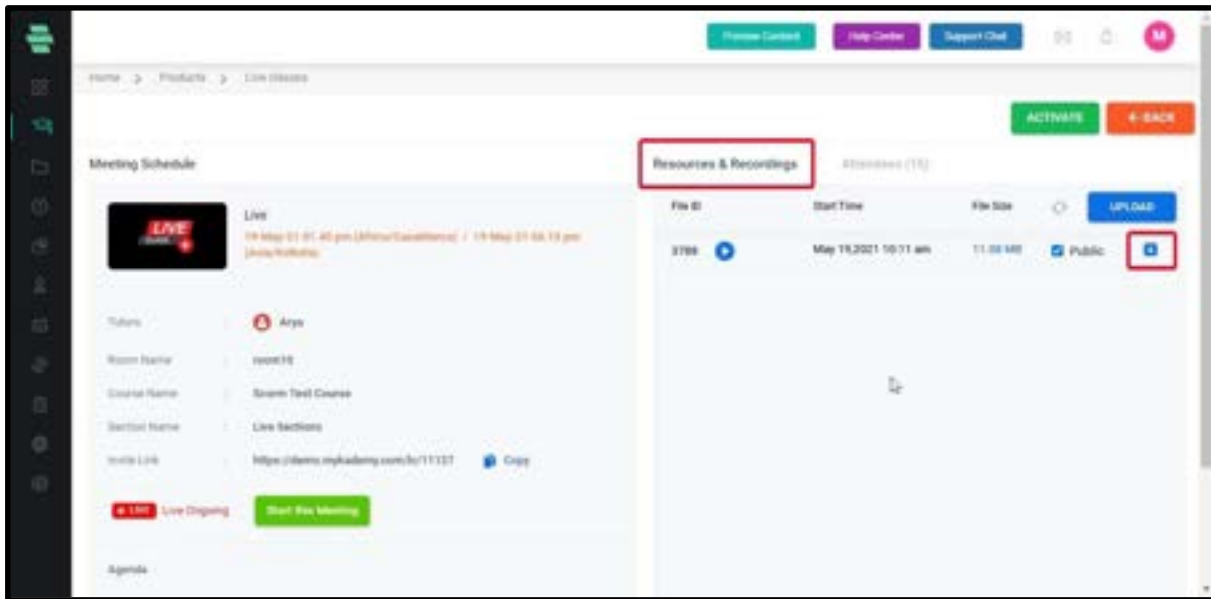
36.   By selecting the Public checkbox, the live session recordings will be displayed as a lecture of a selected course.

How a learner can join into the Zoom Live Session

1.   When a learner is added into the live session,the learner will get notified in the email as shown below.

Hello Boney,

You have been invited to a live session conducted by Mykademy. Please follow the below link to access the live session

Live session By Boney
25-12-20 at 12.41 pm UTC
Click here to access the live session

OR

Copy paste the below url
https://demo.mykademy.com/lc/48602

You can also join the session using the above links or join directly from the **'My Subscriptions'** page and access your live session.

2.   The learner can enter into the live session by clicking on the link provided in the email.
3.   By clicking on the link,the learner will be taken to the lobby page.
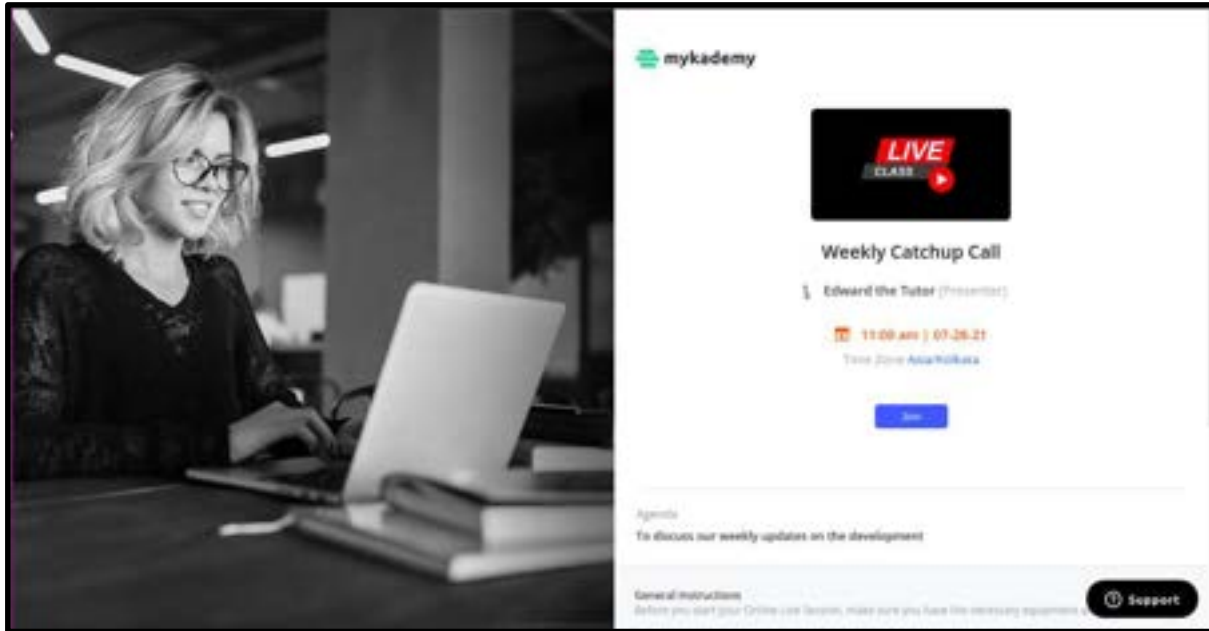
4. In the lobby pager,click on the **Join** button so that the learner can join the Zoom live session.

How to uninstall the Mykademy app from the Zoom account
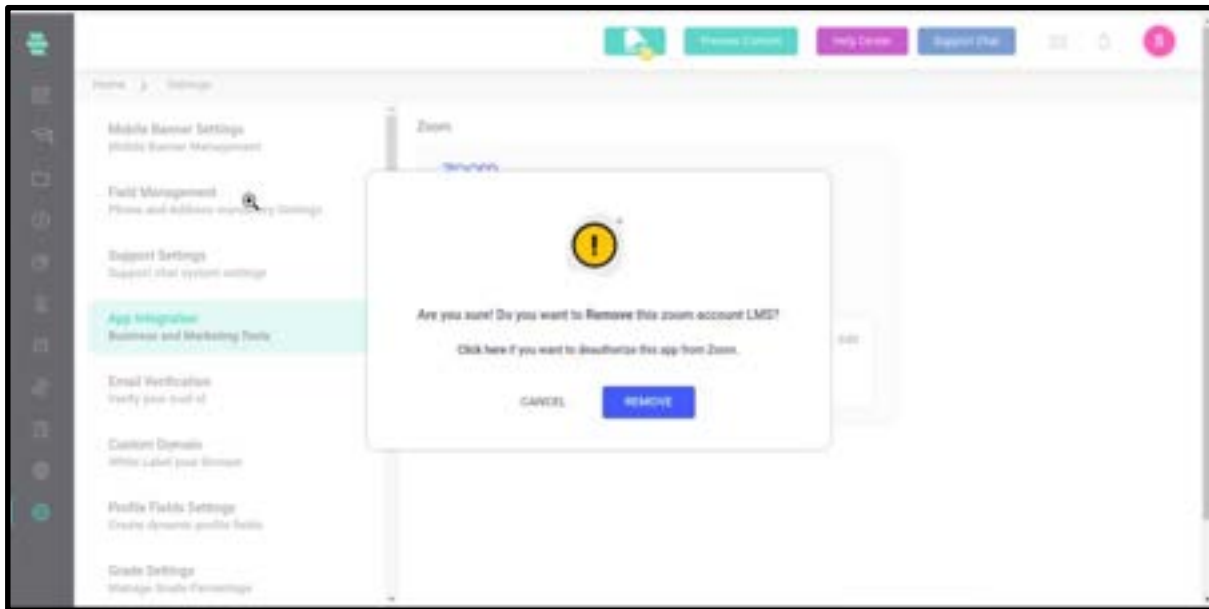
1. From the dashboard, go to **Settings**
2. Select **App integration.**
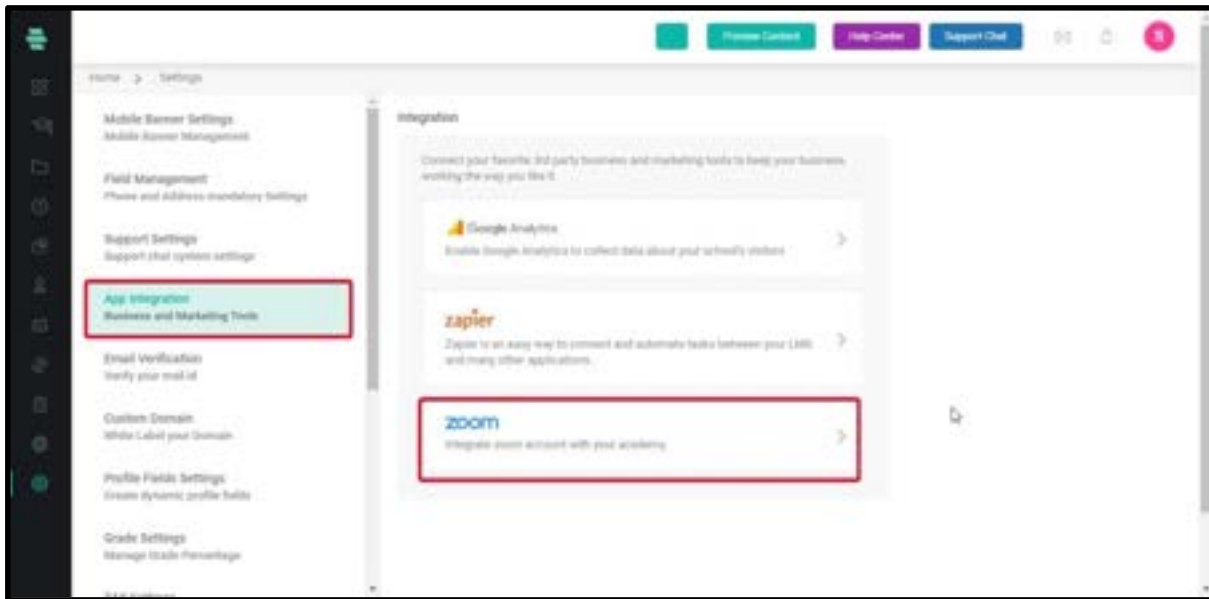
3.   Click on **Zoom**.

4.   The Zoom account which is already linked with the platform will be displayed.

5.   Click on **Remove account.**
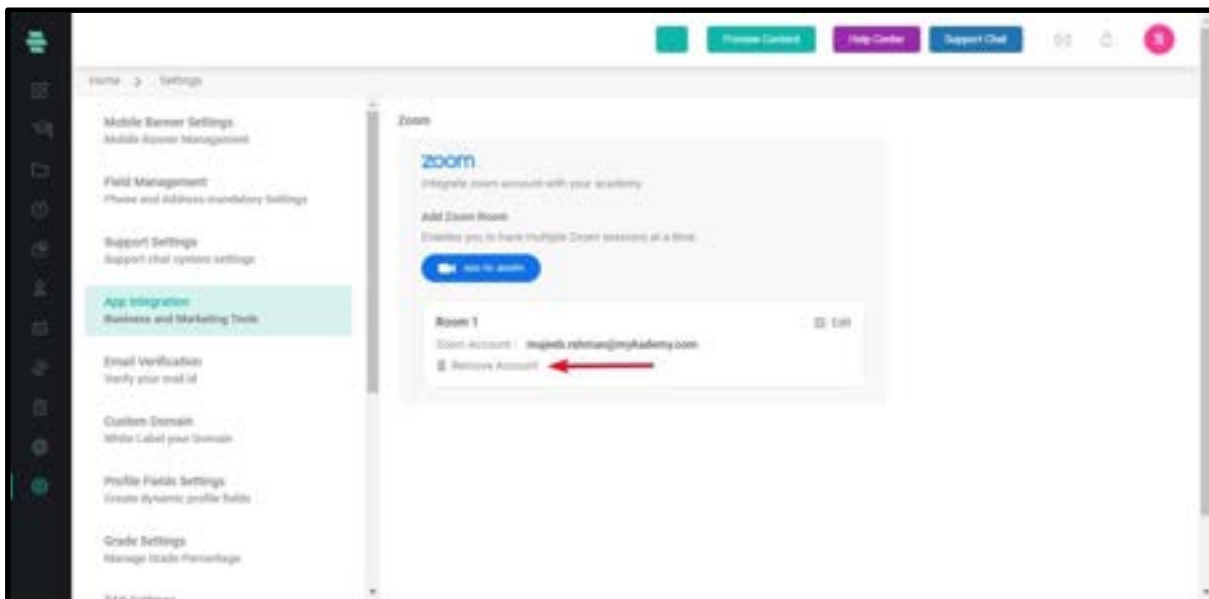
6.   A confirmation pop up appears.

7.   Click on **Remove** so that the Zoom account will be removed from the LMS platform.

8.   If the user needs to de authorize the Mykademy app from customer's Zoom account, click on the message displayed in the pop up (*Click here if you want to deauthorize the app from zoom)*

9.   So by clicking on the message, the user will be taken to the page as displayed below.

10.   A user can also get redirected to the uninstallation page from here

11.   Click on the **Uninstall** button so that the Mykademy app will be removed from the customer's zoom account.