





# Learner/Student User Guide

This Guide applies only to Enterprise Model  
MyKademy

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# Version Control

Version	Date	Changes	Author
<b>0.1</b>	30-08-2020	Current Features added	Boney Alex, Aswathy SR, Gokul Vijay
<b>0.2</b>	30-09-2020	Removed profile dashboard Updated event Calendar Virtual classroom	Boney Alex, Aswathy SR, Gokul Vijay
<b>0.3</b>	20-1-2021	Learner dashboard	Boney Alex, Aswathy SR, Gokul Vijay
<b>0.4</b>	7-5-2021	Learner Time Zone, Newsfeed	Athulya, Abraham, Ashly, Alan, Susan
<b>0.5</b>	02-07-2021	Localization, Course Preview, Survey	Susan, Jeeva, Devika
<b>0.6</b>	20-8-2021	Zoom Integration	Susan, Jeeva, Devika

<b>0.7</b>	11-10-2021	New Sign up policy, Coupon Code	Susan
<b>0.8</b>	03-03-22	Cart Enabled flow	Kishore, Susan
<b>0.9</b>	04-03-22	Bulk Enrollment in Cart, Events Self-transfer, Events Self-cancel, Credit Note, Enquiry Settings	Susan
<b>7</b>	16-03-22	Recurring Live, Hiding Buy Now/Enroll Now Buttons and Free/Price labels in Products	Susan
<b>8.0</b>	05-04-22	Quiz Timer to Turn Off, Optional Assignment Due Date	Susan

<b>10.1</b>	15-01-23	Sales management	Anandhu,sibi,gayathri
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## V10.1 Change Log

**Sales management:** As per the new release the admin has the ability to arrange the position of the course by drag and drop as per the order admin has configured.

## V8.0 Change Log

**Quiz Timer to Turn On:** As per the new update, Quiz timer can be enabled or disabled from the admin side. The learner has unlimited time to attend the test when disabled by the admin side.

**Optional Assignment Due Date:** The Assignment due date can be enabled or disabled so that the learner will not have an assignment due date for submission. The learner has unlimited time to submit the assignment when disabled by the admin side.

## V7.0 Change Log

**Recurring Live:** The recurring live feature is a new feature on Olive VLE Live on. This feature should allow the admin to create daily, weekly or custom recurring lives. The created lives will be listed as different live sessions and can be managed by the admin. Mail will be sent only once to the respective users.

**Hiding Buy Now/Enroll Now Buttons and Free/Price labels in Products:**

This feature allows the admin to make only the enquiry now button available for courses, bundles and events. For this, the admin can disable the free course label and course price option.

## V0.9 Change Log

**Bulk Enrollment in Cart:** The enhanced cart functionality allows the user to add multiple courses/bundle/event into the cart. It also allows the user to buy different products for others as well. User can explore various other cart features by the release of this feature.

**Credit Note:** The credit note feature of the Olive VLE system is developed so the amount will be refunded to the user under certain conditions.

## V0.8 Change Log

**Cart Enabled Flow:** The cart feature allows the user to add multiple items in the cart, enabling them to buy more than one course, bundle or event at a time. The user has two options, either to buy the course right away or to add it to the cart. An option for applying coupons is also available.

## V0.7 Change Log

**New Sign up policy:** The new Sign up policy as per the new release allows the learner to log into the platform only after the approval from the admin side. When the user signs up to the platform, an approval message will be sent to the admin from the user side. If approved by the admin, the user can sign into Olive VLE platform.

**Coupon Code:** The Coupon System in the platform enables the admin to create the necessary coupons for the upselling of the products. Admin creates and controls specific coupons and the different parameters of a coupon. The learner can use this coupon code to buy Courses and Bundles availing it so that the price will be reduced.

## V0.6 Change Log

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

## V0.5 Change Log

**Localization:** With this release, the learner will have the option to change the default language to the desired language in the Olive VLE platform so that the changes will be reflected in the learners page except in system defined data such as Bundle Name, Course Name etc. The learner can also change the language in the Course Overview page.

**Survey:** Once the learner login to Olive VLE platform, learners can view and can attend the Survey from the Course Curriculum page in the form of the lecture along with the lectures of the corresponding course.

**Course Preview:** The unregistered learners can see the glimpse of youtube/vimeo videos from the Course Curriculum of the particular course without any time restrictions and also in full screen.

## **V0.4 Change Log**

**Learner Time Zone :** When a learner logs into Olive VLE for the first time, the platform will automatically detect the local timezone and a pop-up (as shown in the image) will appear on screen. This is a mandatory field, and the learner should either confirm this time zone or manually choose another one to proceed further.

**Newsfeed :** News Feed is a feature that will help you to engage more with your end-users. The learners(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).

## **V0.3 Change log**

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

## **V0.2 Change Log**

**Virtual classroom program :** Once the user login into the app, they will be able to join into the live session from My courses page. Once the moderator/ Tutor starts the live , only then can the user join the live. In mobile app there will be no push notification

**Event calendar :** The event calendar in My Subscription page helps the learner to understand the upcoming events

**Virtual classroom :** The user can access the virtual classroom from the mail notification / profile.

## **Chapter 1 – Introduction**

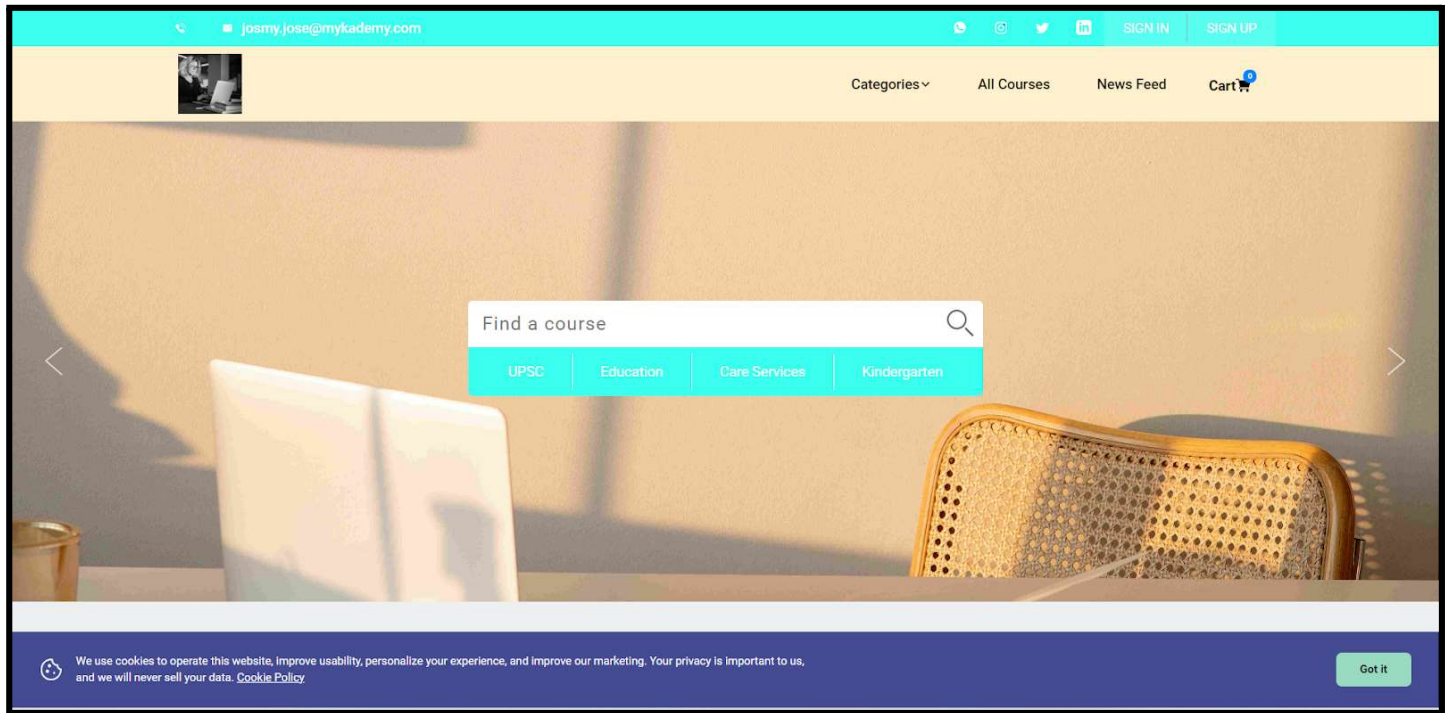
Olive VLE provides an eLearning platform where you can register as new users, self-enroll to the learning courses (if the course allows the self-enrolling facility), and start learning by accessing the course contents online.

As learners, you are the end-users of the system and will have your own profile.

### **How to Sign Up as a New User**

If you are a new user, please sign up to the system using the following procedure:

1. Go to the site URL.



2. Click on **Sign Up**. The **Sign Up** screen appears.



3. Specify the following details:

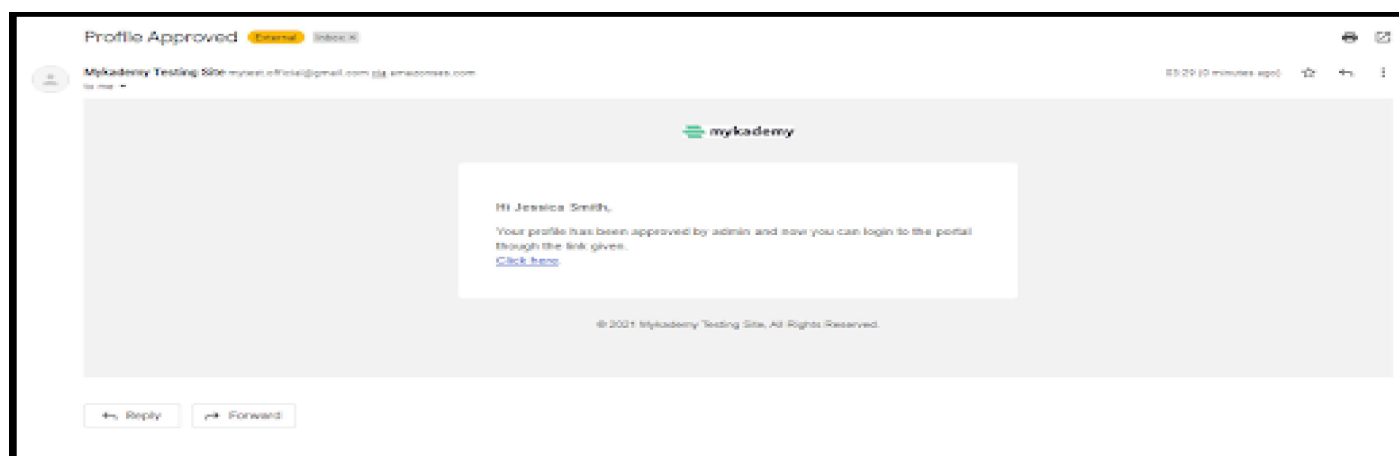
- **Full Name** – Type your full name.
- **Email** – Type the email address you want to register for your account.
- **Password** – Type a strong password for your account.
- **Password** should satisfy the following requirements:
  - Minimum 10 Characters long.
  - At least one Number or symbol
  - Uppercase
  - Lowercase
- **Phone Number** and **Country code** – Type your telephone/mobile phone number and country code.
- **Member ID** – Enter Member ID.

4. Click on the Sign Up button.

5. If the Allow user login only after admin approval is enabled, You will get a message stating '*Your request is still under review process, We'll notify you when it is approved.*' Else, the user can directly sign in to the platform.



6. When the admin approves the access request, you will receive an email regarding the approval.



**Note:** Once you receive the email, you can sign in to your account and start learning the courses online.

## How to Sign in to Your Account

Signing into your Olive VLE account is very easy. Use the following procedure to sign in to the application to start learning the courses.

1. Go to the site URL.
2. Type your login credentials.
3. Click on the Sign In button.



### Login

[Forgot Password?](#)

Don't have an account ? [Signup](#)

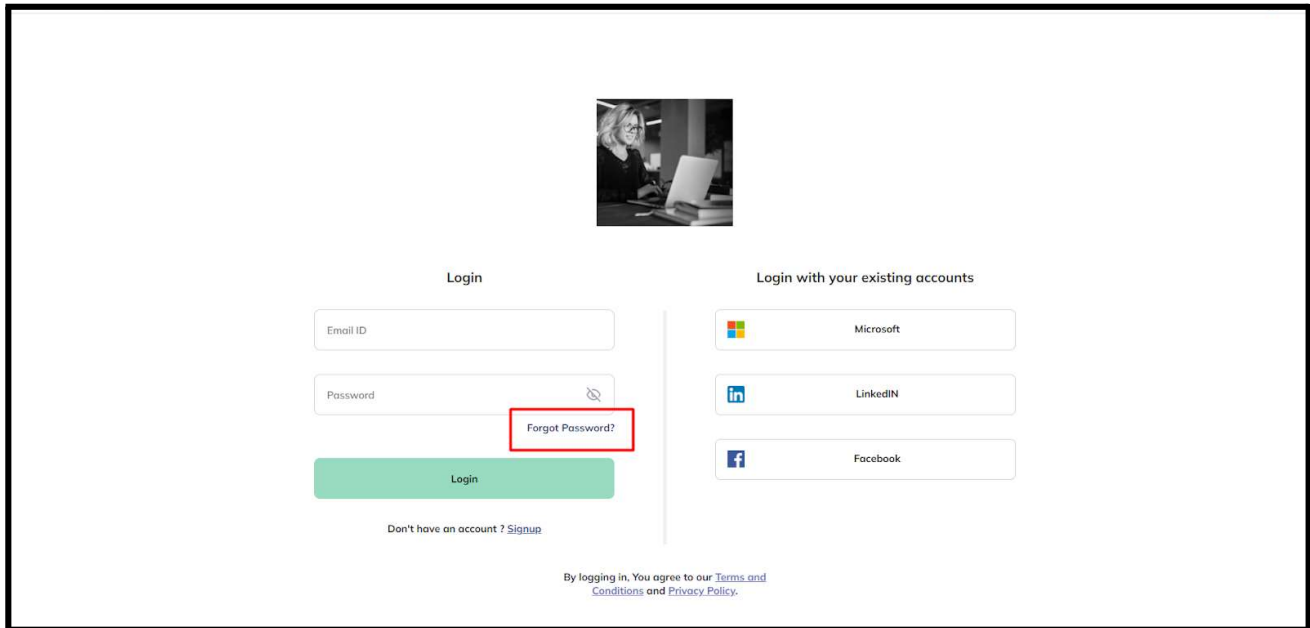
### Login with your existing accounts

By logging in, You agree to our [Terms and Conditions](#) and [Privacy Policy](#).

## How to login if the Learner forgets the passwords


To reset password to your account,

1. From the login page, click on the **Forgot Password**.



The screenshot displays a login interface. At the top center is a small image of a person working on a laptop. Below this, the page is divided into two main sections. The left section, titled 'Login', contains an 'Email ID' input field, a 'Password' input field with a toggle icon, a 'Forgot Password?' link (highlighted with a red box), a green 'Login' button, and a link for users who 'Don't have an account ? [Signup](#)'. The right section, titled 'Login with your existing accounts', features three buttons for 'Microsoft', 'LinkedIn', and 'Facebook'. At the bottom center, a disclaimer states: 'By logging in, You agree to our [Terms and Conditions](#) and [Privacy Policy](#).'


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



**Forgot Password?**

Please enter your email address, We will send you an email about how to reset your password.

[Continue](#)



**Forgot Password?**

We have sent you a password reset link to [sibi.varughese+332@mykademy.com](mailto:sibi.varughese+332@mykademy.com)  
Please check your email.

[Login](#)

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

Hi sibi 332,

Need to reset your password? No worries!

Just click the button below and you will be redirected to the page where you can type in your new password. If you did not make this request, kindly ignore this email.

[Reset Password](#)

Thanks and Regards,  
Team v2ru

\*Please do not reply to this email as this is a system-generated email\*

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



#### Reset Password



Set Password and Continue

5. Once the learner enters the new password, click on **Change Password**.



#### Reset Password

Create Password  
Password@123

Confirm Password  
\*\*\*\*\*

Set Password and Continue



#### Forgot Password?

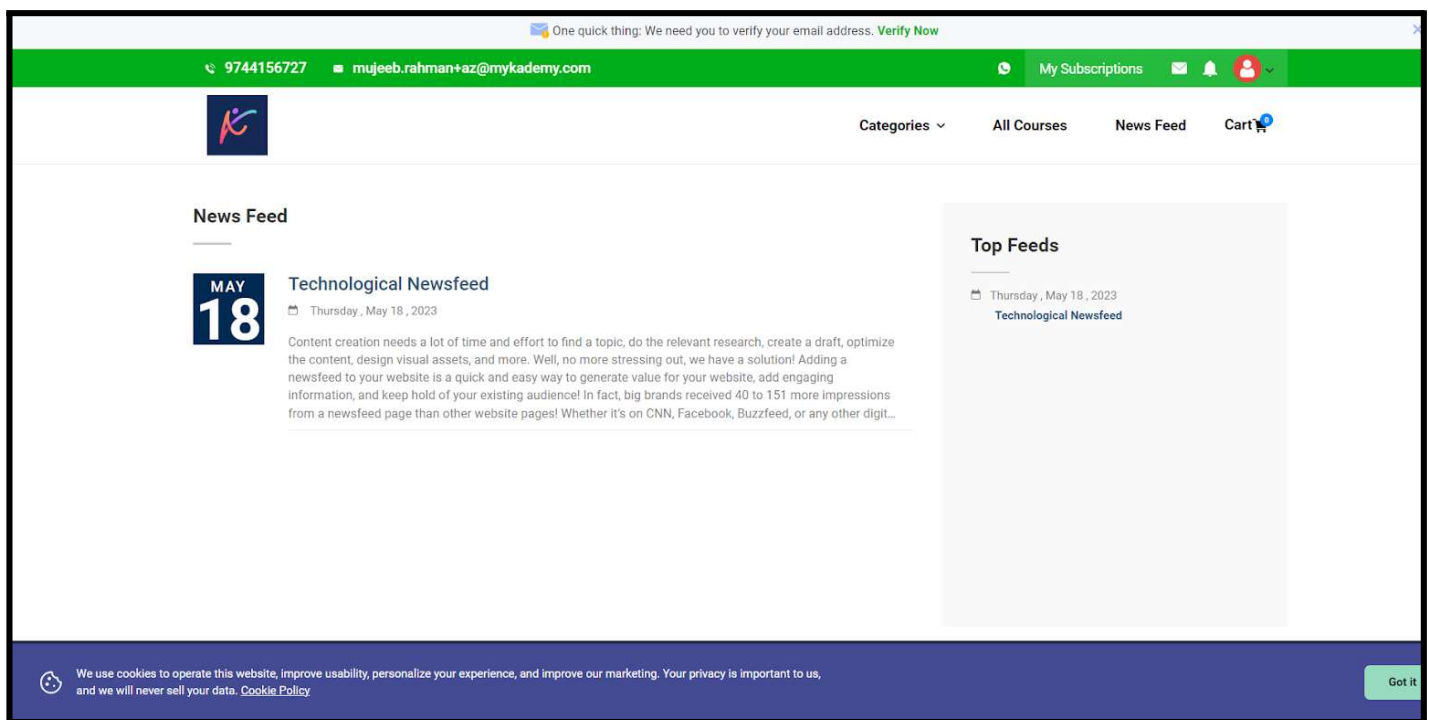
Password Changed Successfully.

Login

## Newsfeed

News Feed is a feature that will help you to engage more with your end-users. The learners(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. 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.





## How to Update Learner Time zone

When a learner logs into Olive VLE for the first time, the platform will automatically detect the local timezone and a pop-up (as shown in the image) will appear on screen

This is a mandatory field, and the learner should either confirm this time zone or manually choose another one to proceed further.

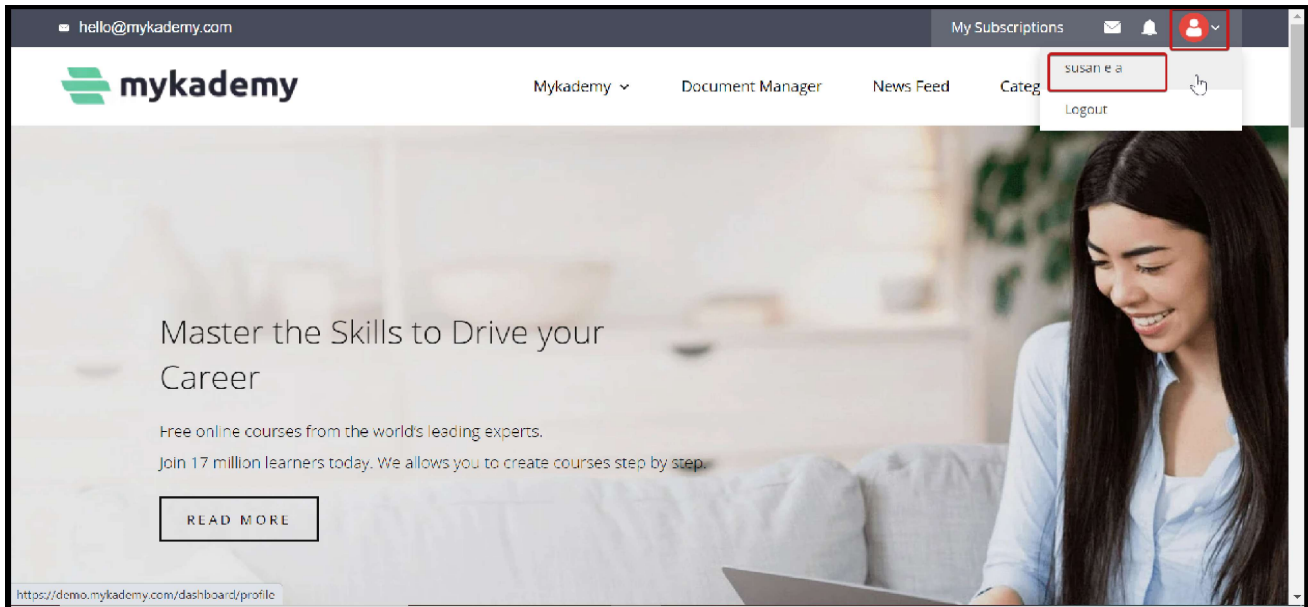
The screenshot shows the MyKademy learner profile page. The top navigation bar includes the MyKademy logo, a phone number (+353 1 9125760), an email (hello@mykademy.com), and links for News Feed, Document Manager, Hello Mykademy, Categories, and All Courses. The user's name, Emily, is displayed next to a profile picture icon, with buttons for Change Password and Edit Profile. The main content area is titled 'Overview' and contains two panels: 'About' and 'Qualification details'. The 'About' panel lists personal information: Email (emily+1@yopmail.com), Phone (+919856321477), and a note about address usage. It also lists Address 1 (13), Address 2 (KTM), City / Town (kottayam), Province / County / State (kerala), Postcode / Zipcode (985632), and Country (India). The 'Time Zone' field is highlighted with a red box and shows 'Asia/Kolkata | GMT +05:00'. The 'Qualification details' panel shows 'Education details' as 'MCA'.

## Chapter 2 – Learner Profile

Your profile displays the following information:

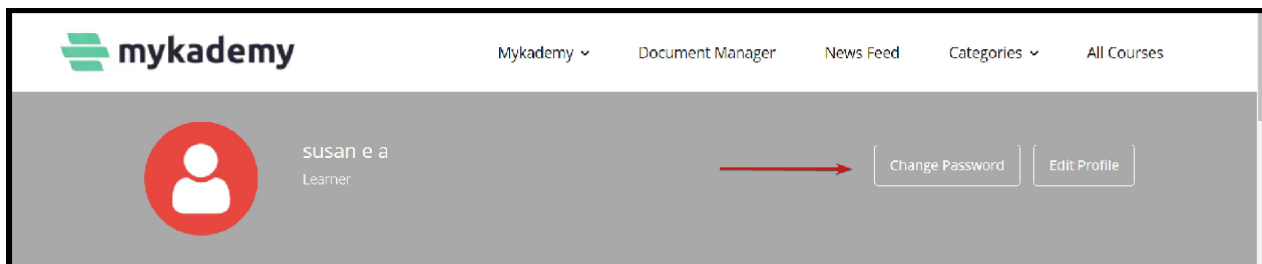
- Your profile picture
- Your email address
- Your phone number
- Your overall report score (points and grade)
- Scheduled events (if it is a live event, you can attend the same)
- The calendar on the right side of the screen

## How to Edit Your Profile



- After signing in to the application, point your cursor to your profile picture thumbnail located at the top right corner of the screen, then click on your name in the drop-down menu

## How to Reset your Password



Login using the credentials.

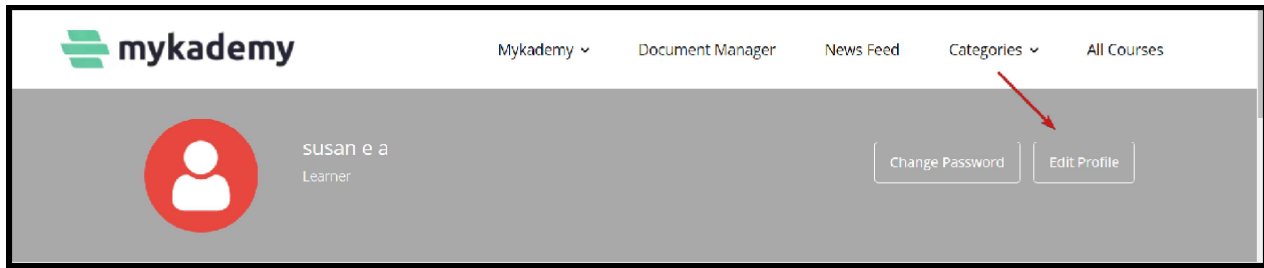
Click on profile picture thumbnail at the top right corner.

Select **Change Password**.

Type the old password, new password, retype the new password to confirm it, and click **Submit**.

Click **OK** upon successful completion of resetting the password

## How can a Learner change the Name and Profile picture



1. Login using the credentials.
2. Click on profile picture thumbnail at the top right corner.
3. Select **Edit Profile**
4. Clicking this button enables you to change your profile picture and your name.
5. After making the required changes, click **Save Changes**.

## How to Fill the Overview details

- In the main **Overview** screen, click the icon  in the **About** page to edit your profile details.
- After editing them as required, click on **Save**.


### Overview

#### About

Username / Email	sibi.varughese+333@mykademy.com
Phone	+91 963985236
Address 1	N/A
Address 2	N/A
City / Town	N/A
Province / County / State	N/A
Postcode / Zipcode	N/A
Country	N/A
Time Zone	America/Antigua

#### TEST1

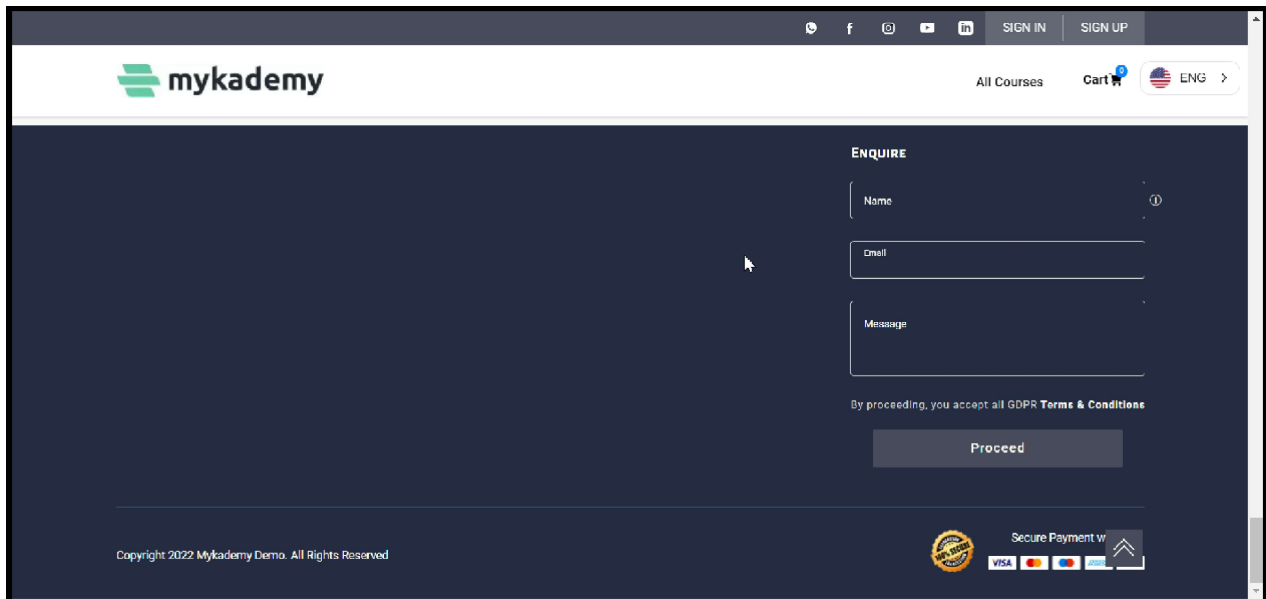
Disability description ⓘ	FD
Driver License ⓘ	No
FORS ID (If you do not have a FORS ID, email us at training@fors-online) ⓘ	SDF
TEST ⓘ	SDFD
phone number ⓘ	DFSDF
Date of Birth	SDF
Text ⓘ	SDF

 We use cookies to operate this website, improve usability, personalize your experience, and improve our marketing. Your privacy is important to us, and we will never sell your data. [Cookie Policy](#)

Got it

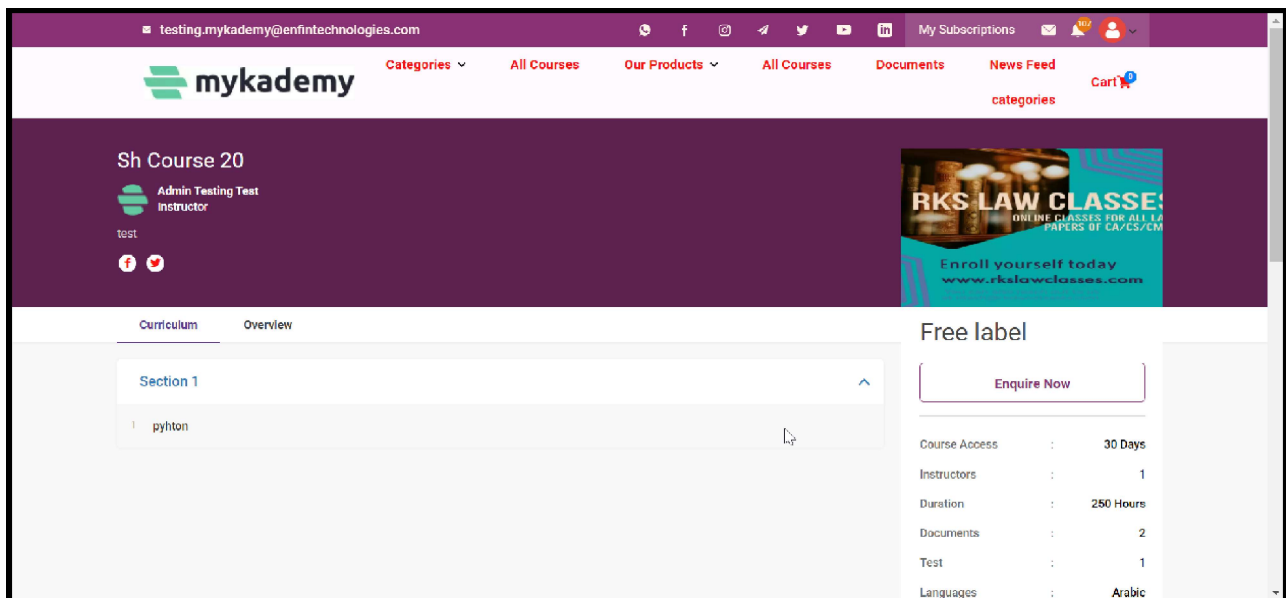
## How to Fill the Enquire Now form

1. Open the URL
2. Scroll down to the footer side and the learner can see option as shown below.



The screenshot shows the MyKademy website with a dark blue background. At the top, there is a navigation bar with the MyKademy logo, 'All Courses', 'Cart', and language options 'ENG'. Below the navigation bar, there is a large 'ENQUIRE' form. The form has three input fields: 'Name', 'Email', and 'Message'. Below these fields, there is a line of text: 'By proceeding, you accept all GDPR Terms & Conditions'. At the bottom of the form is a 'Proceed' button. In the footer, there is a copyright notice: 'Copyright 2022 Mykademy Demo. All Rights Reserved' and a 'Secure Payment w' logo with various payment icons.

3. Type the Name, Email and Enquiry Message.
4. The notification will be sent to the admin side about the enquiry done.
5. In some cases, the course price will not be visible for the learners when the admin disables the course price option as shown below.



The screenshot shows the MyKademy website with a purple header. The header contains the MyKademy logo, a search bar, and navigation links: 'Categories', 'All Courses', 'Our Products', 'All Courses', 'Documents', 'News Feed', and 'Cart'. Below the header, there is a course card for 'Sh Course 20' by 'Admin Testing Test' (Instructor). The course card has a 'test' button and social media icons. To the right of the course card is an advertisement for 'RKS LAW CLASSES' with the text 'Enroll yourself today' and 'www.rkslawclasses.com'. Below the course card, there is a 'Curriculum' tab and an 'Overview' tab. The 'Overview' tab is active, showing a 'Section 1' with a 'python' item. To the right of the curriculum, there is a 'Free label' section with an 'Enquire Now' button. Below the 'Enquire Now' button is a table with course details:

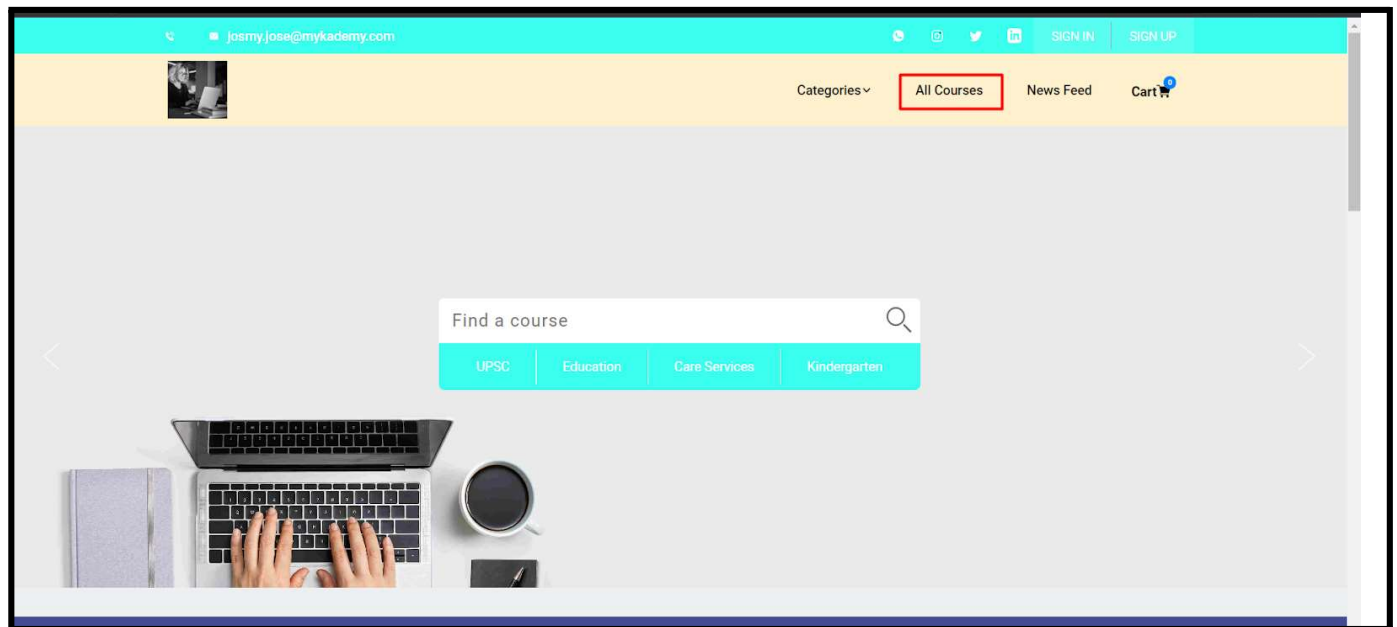
Course Access	: 30 Days
Instructors	: 1
Duration	: 250 Hours
Documents	: 2
Test	: 1
Languages	: Arabic

6. In those cases, you can directly click on the **Enquire Now** button and can ask the admin about the course

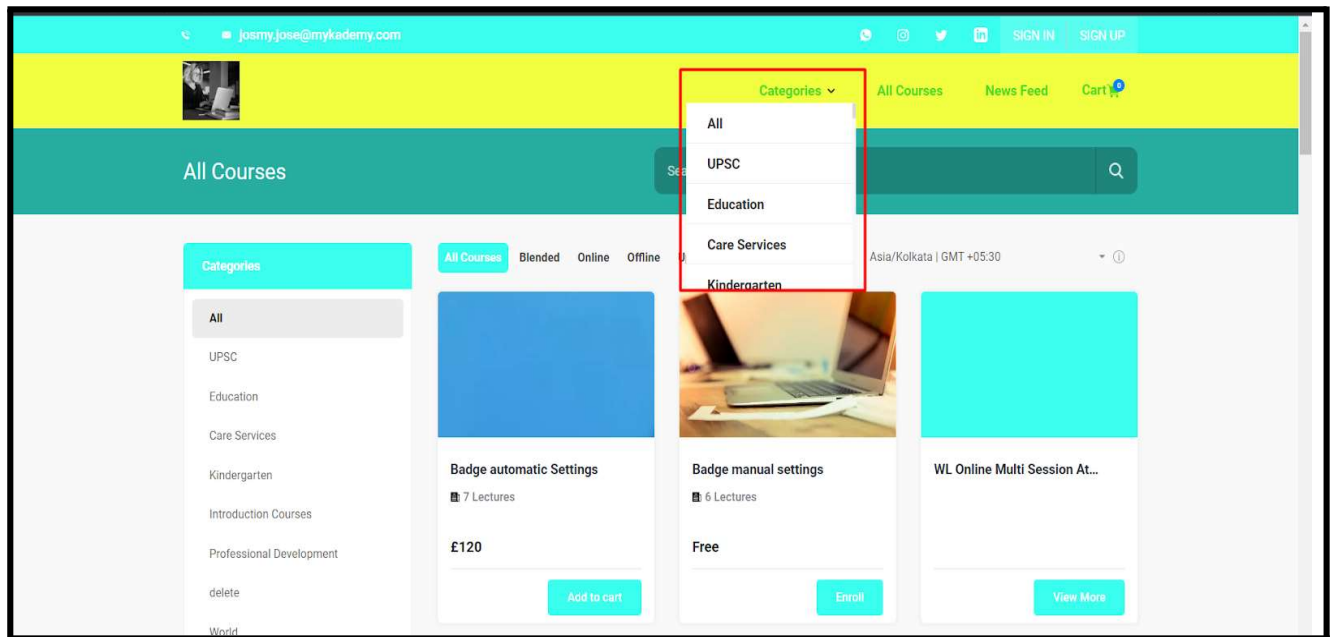
## Chapter 3 - All Courses

### How to search for a new Course

- With or without signing in, you can click **All Courses** at the top of the system.
- The **All Courses** page displays a list of the available courses (which are not yet purchased by the learner) as course cards.



- You can search a course by typing its course name in the **Search Courses** bar at the top of the page (as highlighted in the following image).
- You can also filter the list of the displayed course cards by choosing the required **Course Categories** from the drop-down menu on the top-left corner of the page (as highlighted in the following image).

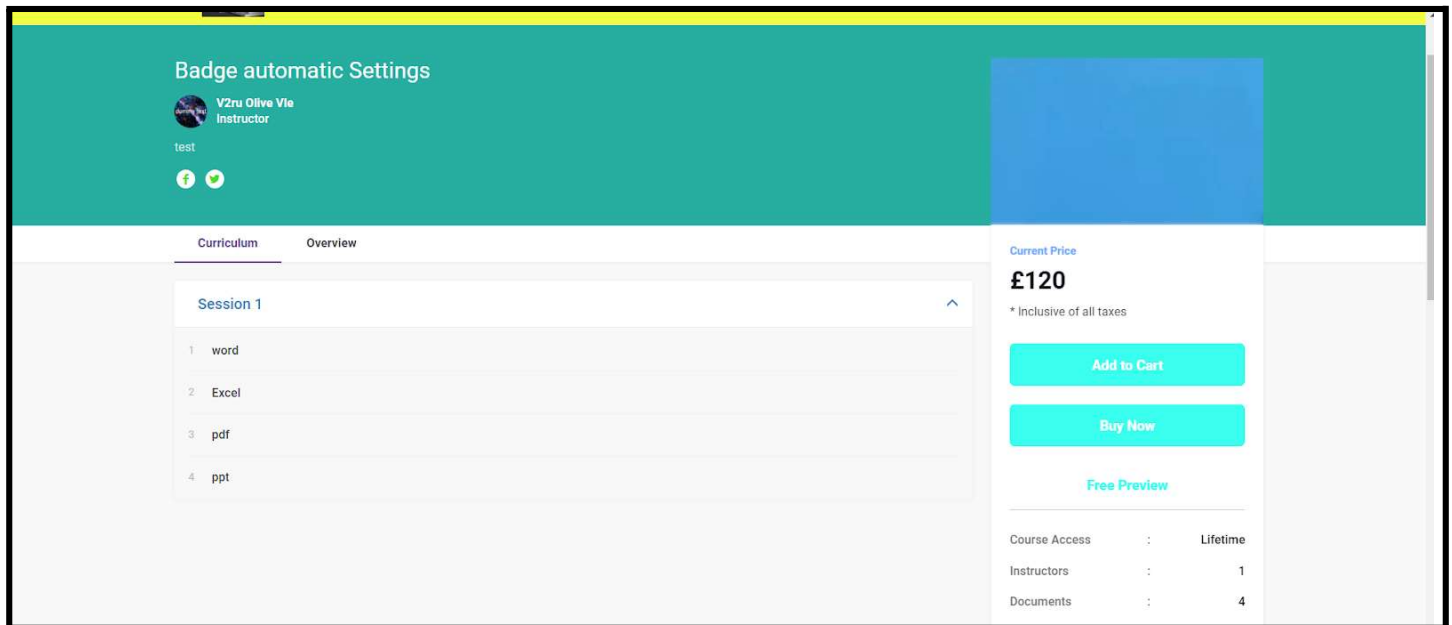


## How to view the course details

Before purchasing a course, the learner can go through the course contents and information to get the prior knowledge about the course. Based on the given information, the learner can decide whether to purchase the course or not.

1. Login using the credentials.
  2. Click on **All Courses**.
  3. Choose any course card which you would like to purchase
  4. By default, the learner will be redirected to the **Course Curriculum** page.
- The course name along with a description and Facilitator's name will be listed on top.
  - The curriculum shows the sections and lectures listed within the course, where the Sections will be marked with a light blue color and each **Lecture** under the section with black color.
  - Before purchase, the learner access is limited to the lecture title and are not allowed to view the lecture content.

The course image is provided on the right side along with the price.



**Course Access:** It displays the validity of the course. Thereafter learners won't be able to purchase the course.

**Instructor:** The number of Facilitators connected with the course. The name of the Facilitator will also be visible to the learner.

**Duration:** The preferred completion time for the course.

**Documents:** It lists out the number of pdf/word/pptx lecture documents that are included in the course.

**Videos:** The number of video lectures included. The duration of each video will also be listed with respect to the lecture.

**Language:** The common language used in the course.

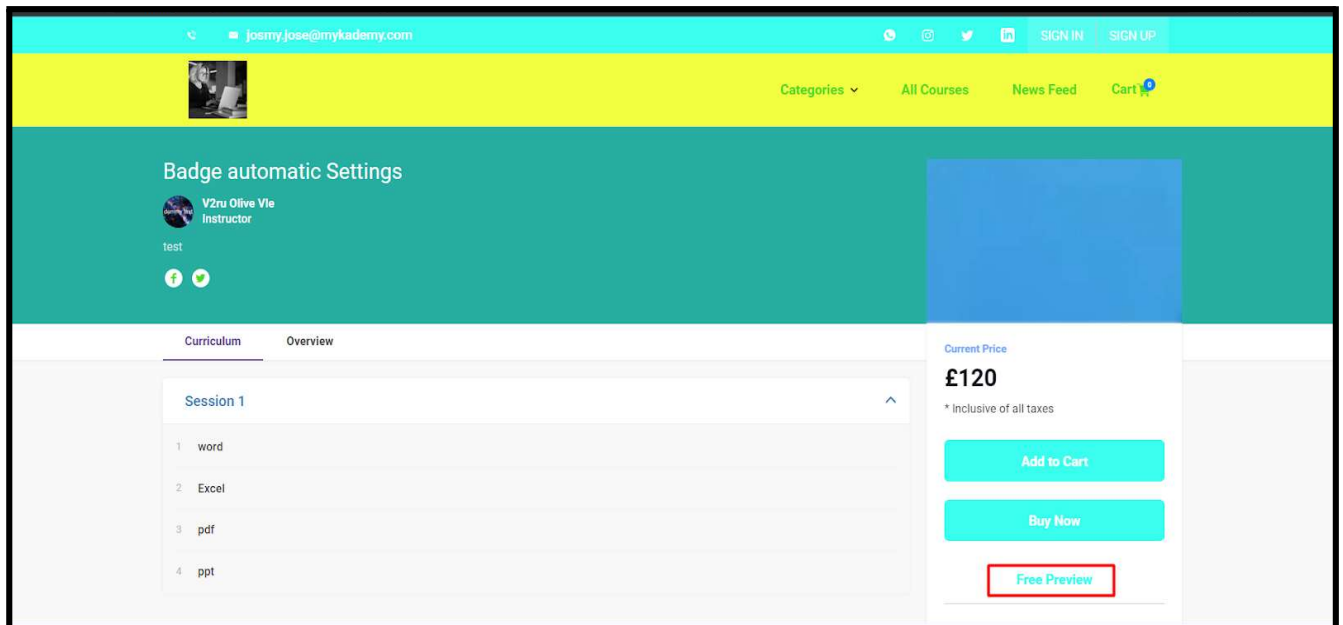
**Discount Price:** The discount price given to each course can also be seen while viewing the course/course details.



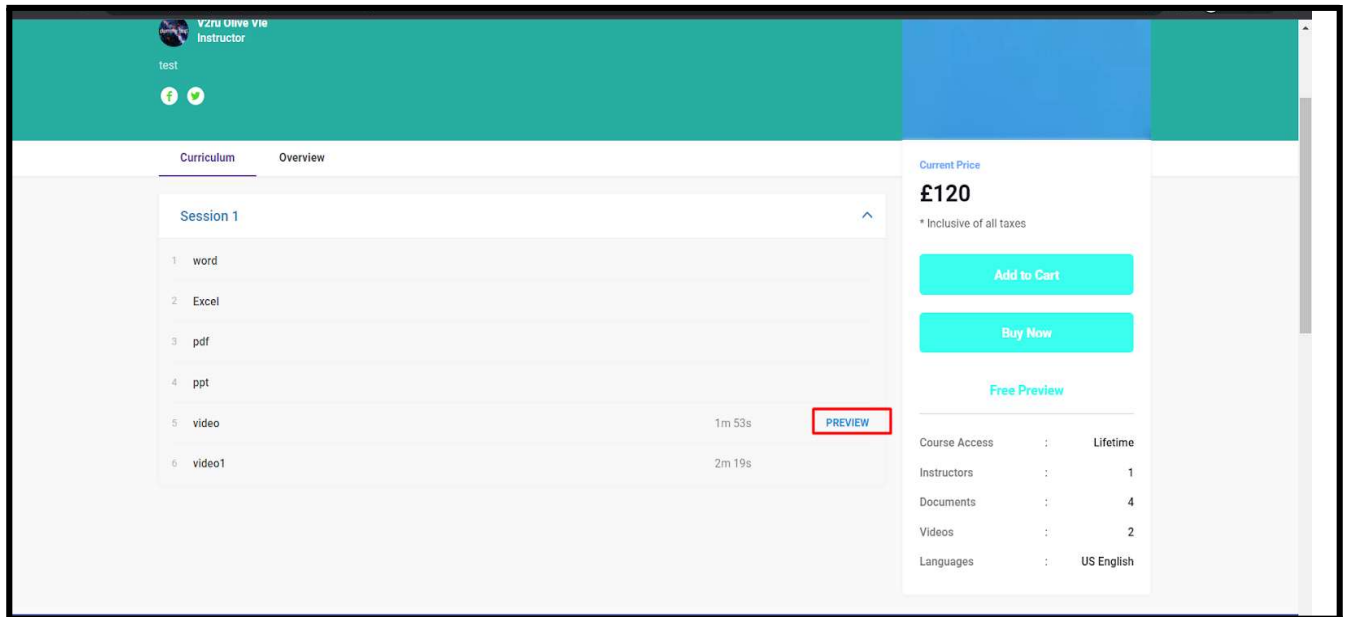
## How to check the Free preview of the course

**Free Preview** helps the learners to access the lecture contents for a short period of time. Learners will get to know regarding the course details and can decide whether to purchase the course or not.

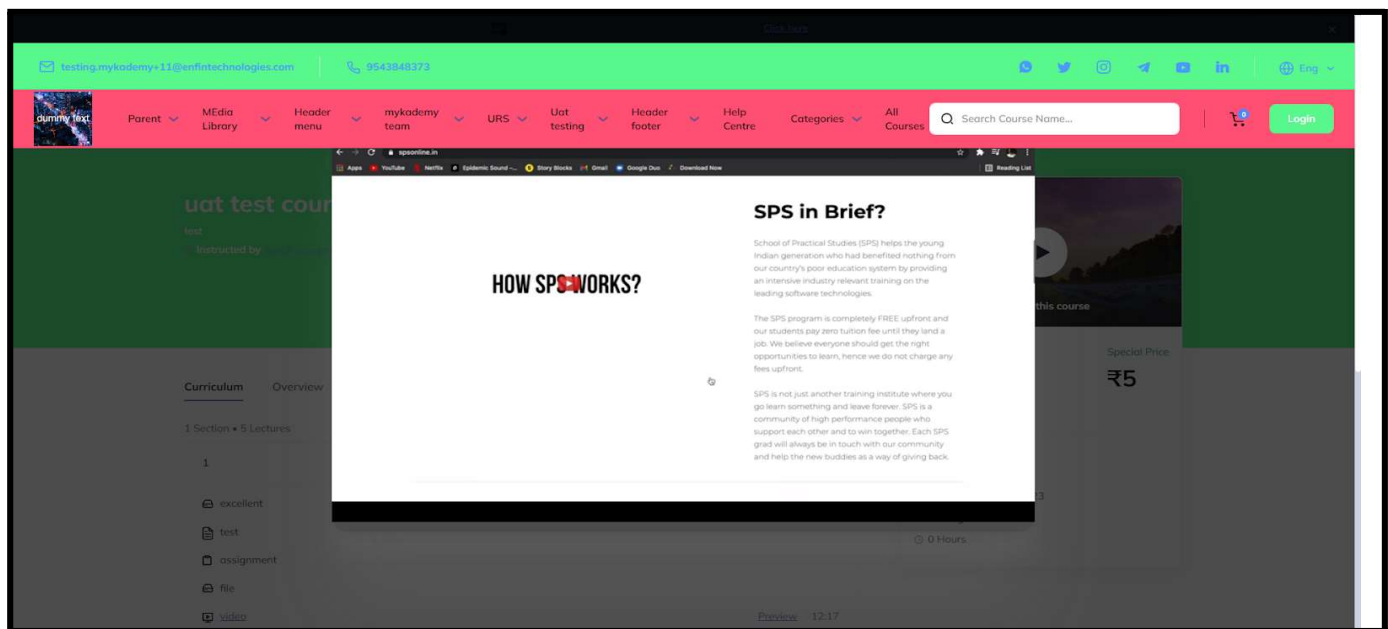
1. Login using the Credentials.
2. Click on **All Courses**.
3. Click on the course which you are interested in.
4. Click on the **Free preview** button.



5. By clicking on the **Free Preview** button, the learner will be redirected to the first lecture.
6. But learners have the option to move to the **Next** or **Previous** lecture as they wish.
7. On the youtube/vimeo links, you can see a **PREVIEW** option corresponding to youtube/vimeo links.
8. Click on the **PREVIEW** option
9. The video opens as a small new tab so that the learner can watch the video without any time restrictions.



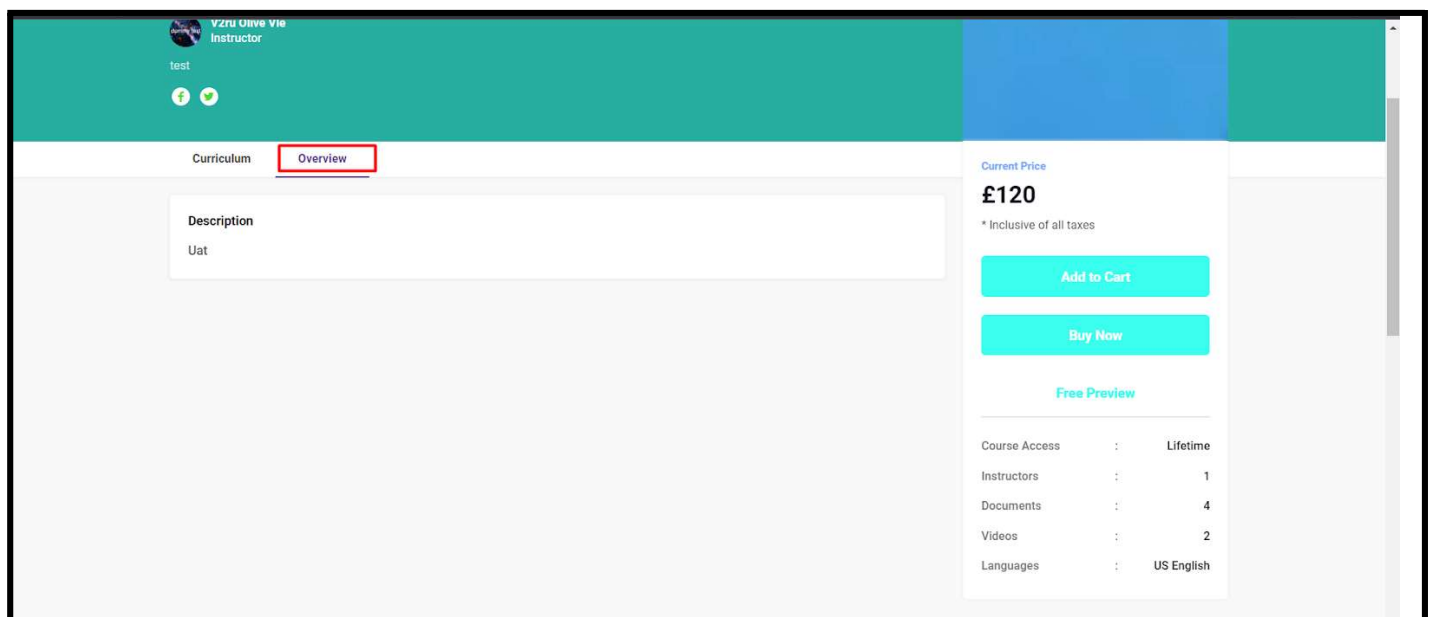
This is the tab that opens when you click on the PREVIEW button of youtube/vimeo links.



10. On the left side of each lecture's Free Preview, the **Time left** for the free preview will be notified and it won't restart no matter how many times you click on the free preview.
11. Assessments can not be previewed before purchasing the course.

## How to check the Overview of a course

1. Login using the Credentials.
2. Click on the **Course Card**.
3. By default, the learners will be redirected to the **Curriculum Page**.
4. Click on the Next button which is near to Curriculum ie, **Overview**.



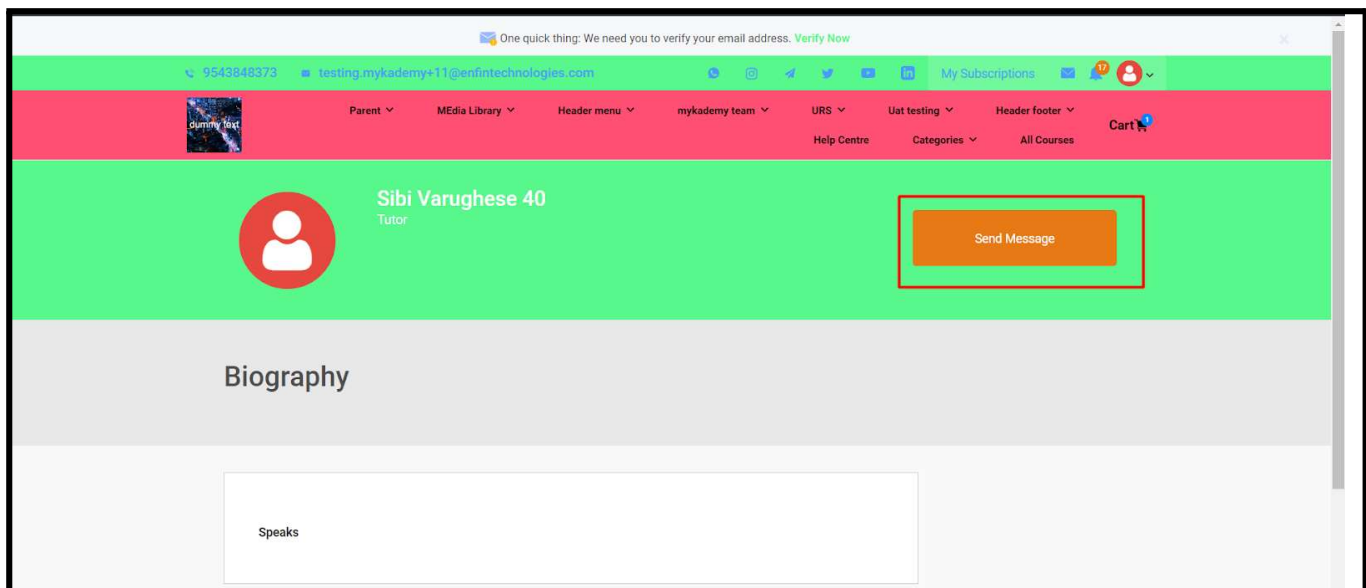
**What you will get:** After the successful completion of the course, the learners will be familiar with those mentioned skills.

**Requirements:** The Qualification for the course, necessary items will be listed.

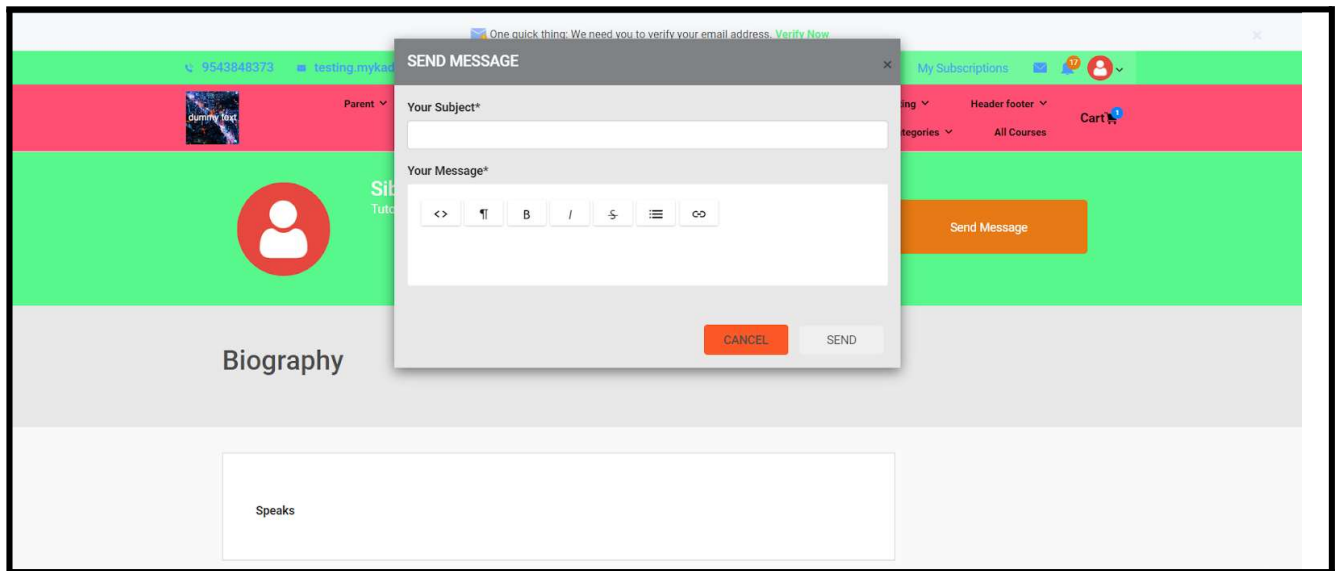
**Description:** Displays the course description

## How to send message to a facilitator

1. Click on the facilitator's name.
2. Select the **Send message** button.



3. Enter the message content and click on **Send**.



4. The learner will be notified in the dashboard when the facilitator replies back.

**Note:** If the facilitator has initiated the message, that too will be notified to the learner via the above message icon.

## Usage of sales management

In order to access Sales Management, choose Websites, followed by Sales Management.

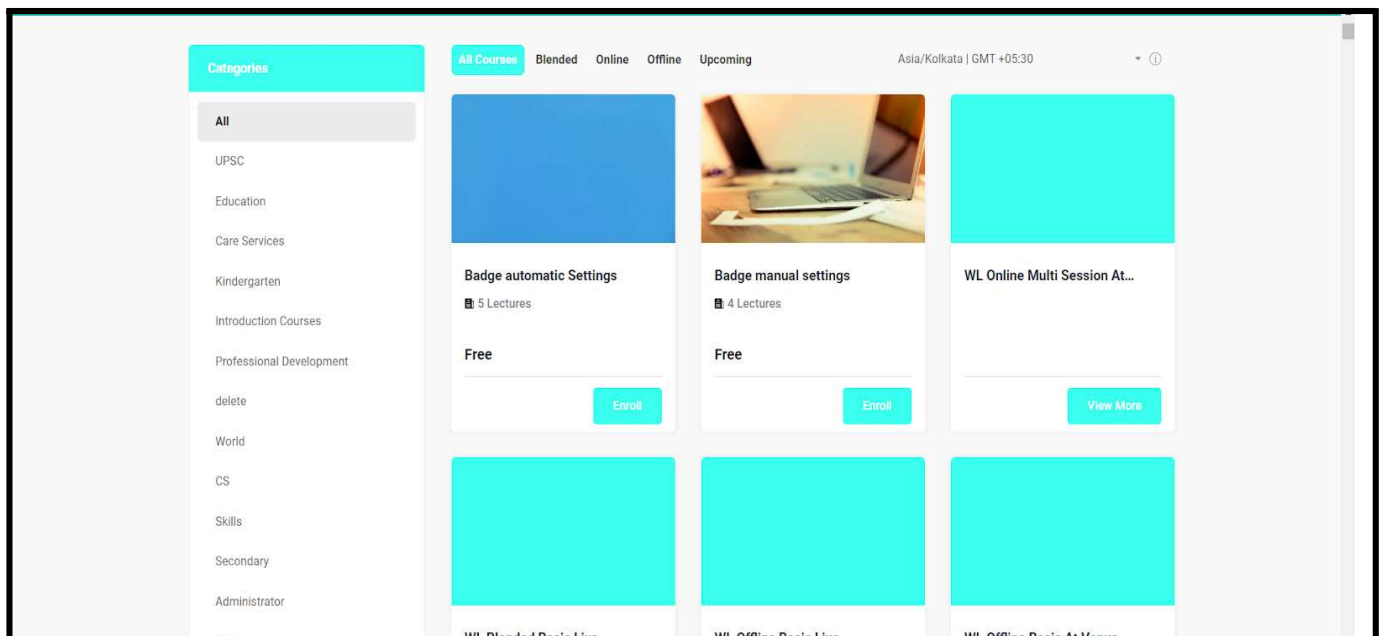
 A screenshot of the 'Sales Management' dashboard. The left sidebar shows a navigation menu with 'Website', 'Customization', 'Pages', 'SEO', 'Category Manager', 'News Feed', and 'Sales Management' (highlighted). The main area displays a table of products. The table has columns for product name, rating, price, and checkboxes for 'Popular' and 'Featured'. The products listed are:
 

Product Name	Rating	Price	Popular	Featured
1 Badge automatic Settings	★★★★★	Free	<input type="checkbox"/>	<input type="checkbox"/>
2 Badge manual settings	★★★★★	Free	<input type="checkbox"/>	<input type="checkbox"/>
3 WL Online Multi Session At Venue		Free	<input type="checkbox"/>	<input type="checkbox"/>
4 WL Blended Basic Live		Free	<input type="checkbox"/>	<input type="checkbox"/>
5 WL Offline Basic Live		Free	<input type="checkbox"/>	<input type="checkbox"/>
6 WL Offline Basic At Venue		Free	<input type="checkbox"/>	<input type="checkbox"/>
7 Blended Multi Session At Venue		Free	<input type="checkbox"/>	<input type="checkbox"/>
8 'session'		Free	<input type="checkbox"/>	<input type="checkbox"/>
9 testcert_course		Free	<input type="checkbox"/>	<input type="checkbox"/>

In addition to courses and bundles, training courses are also added to sales management. The Admin is able to arrange the position of the course by dragging and dropping them.

The Sales Management menu is a common side menu in Olive VLE and Training Management System.

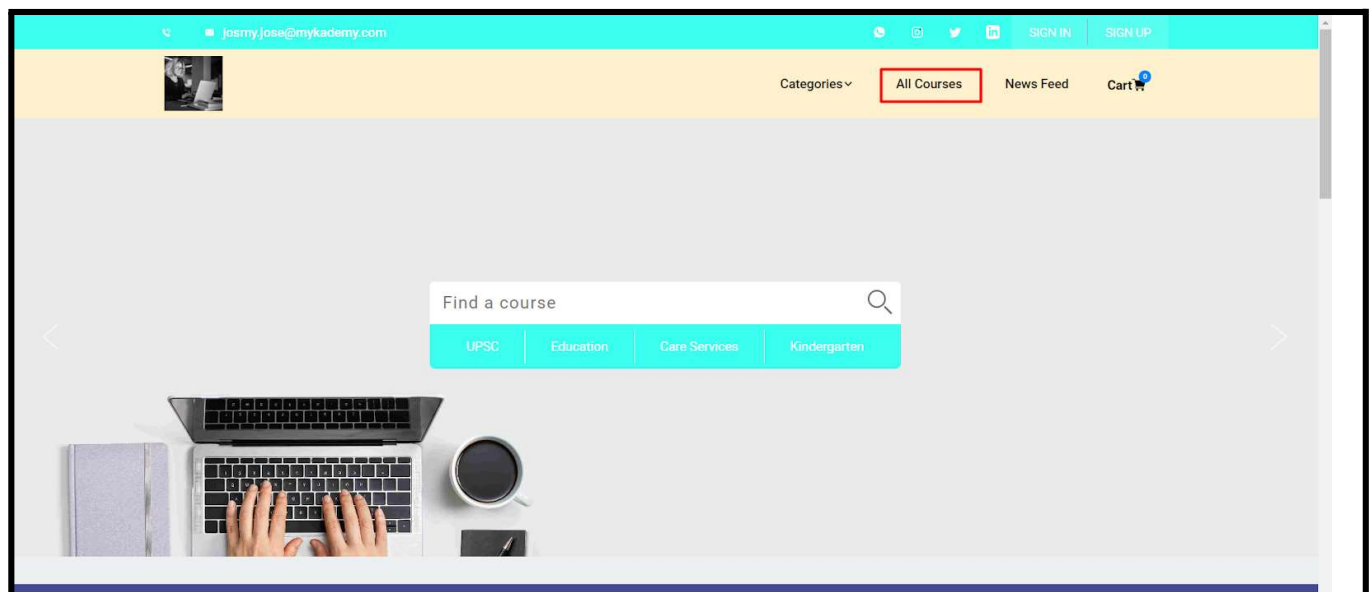
It will display on the front end according to the admin side sales management course listing order.



# Chapter 4 - Purchase a new course

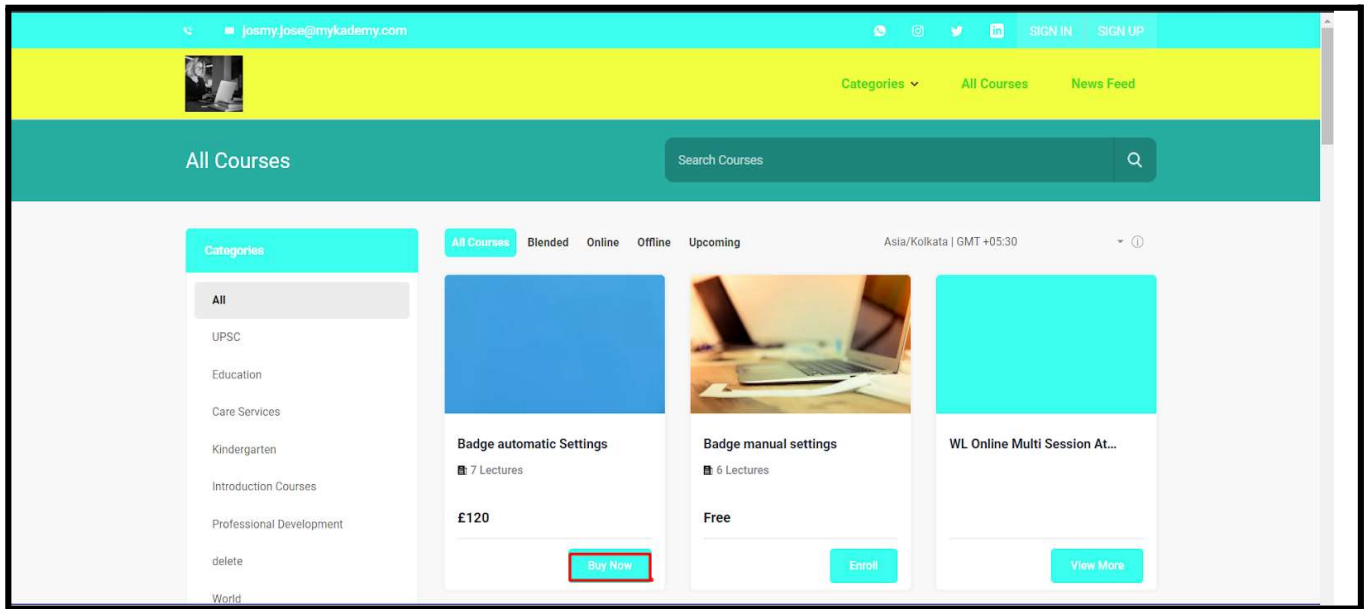
## How to enroll in a course

- Sign in to the application with your credentials.
- Click **All Courses** at the top of the page.

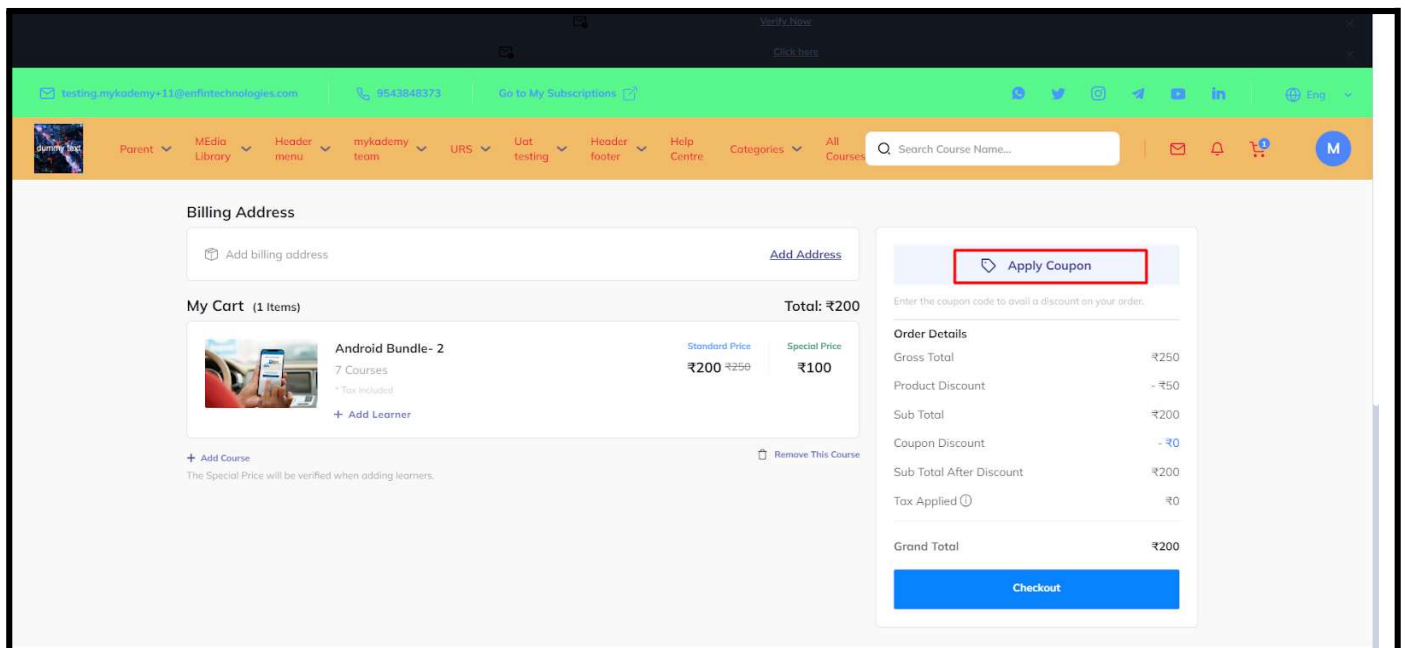


- You can also search for the particular course by typing the name on the Search bar on the top.
- Click on the **Buy Now** option of the corresponding course that you want to purchase.
- You can see the original price as well as the discount given to the corresponding course.





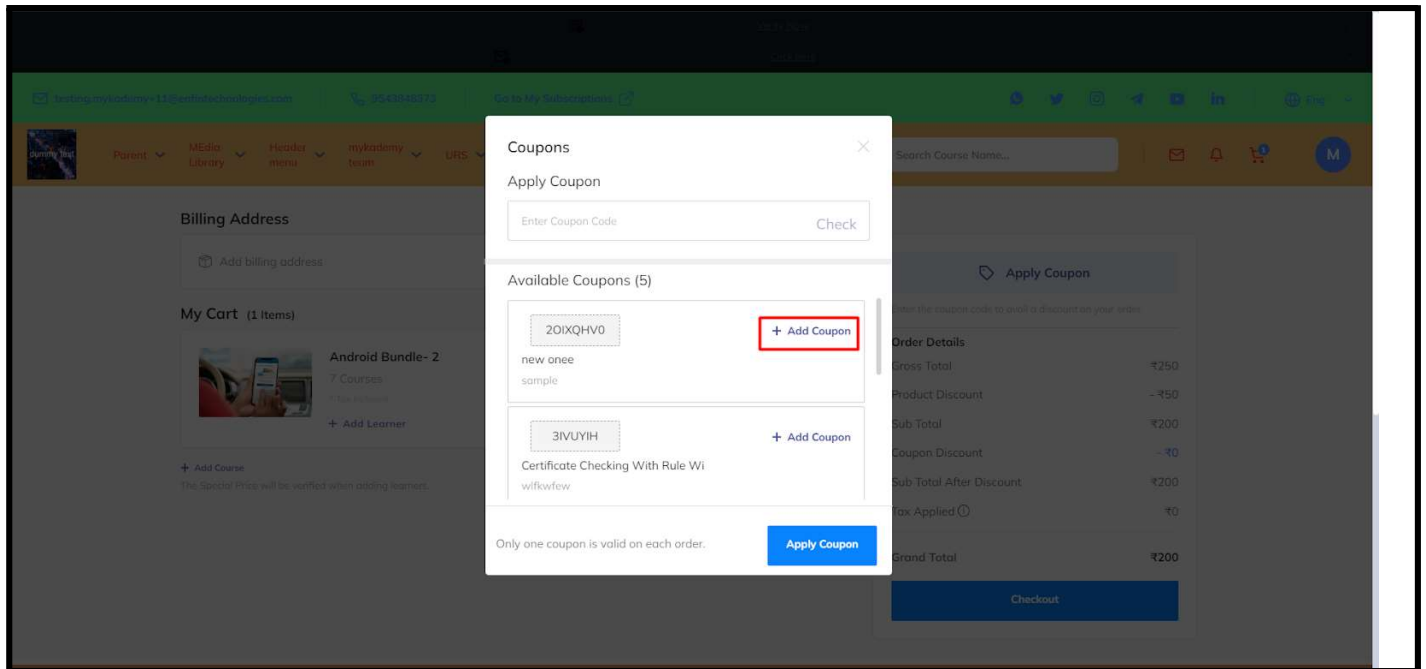
- On clicking on **Buy Now** option, you will be redirected to the Order Summary page as shown below.
- In this page, the learner can see details such as the price associated with the course, whether the tax is included or not etc.,



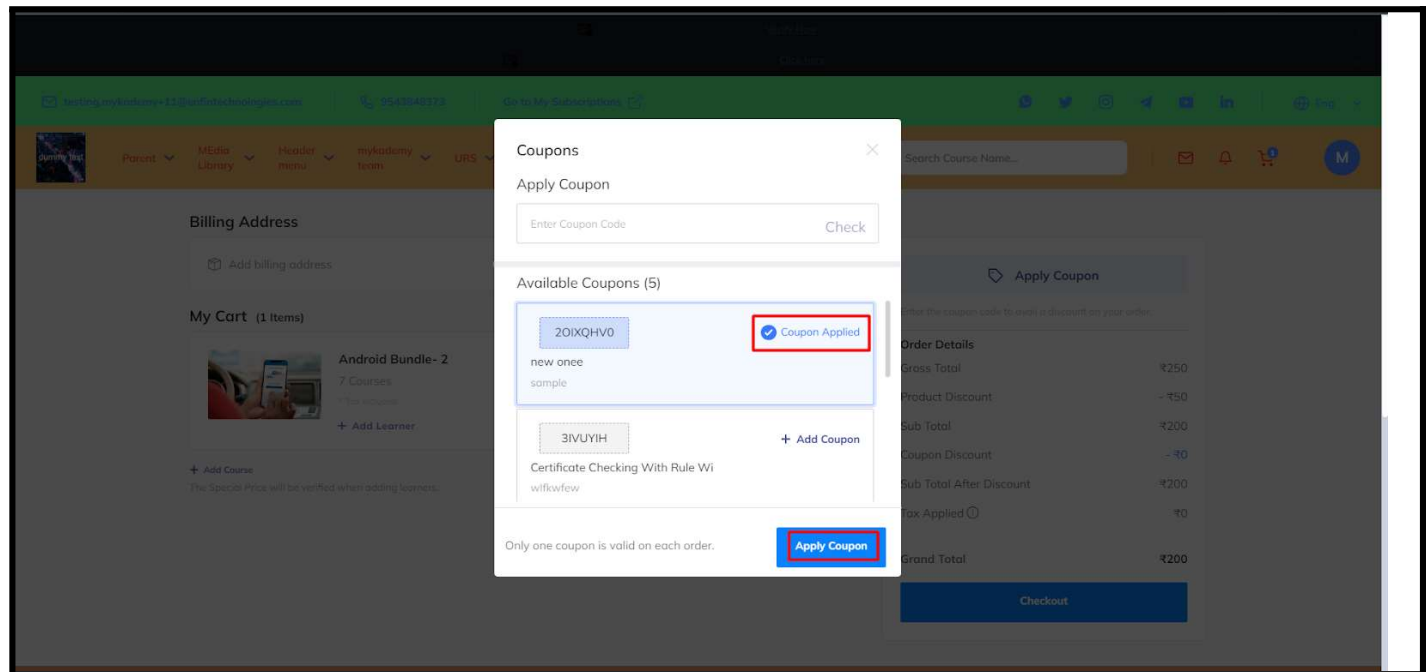
- To apply coupon for the purchase, click on **Apply Coupon**. This will list all

the coupons associated with the corresponding course.

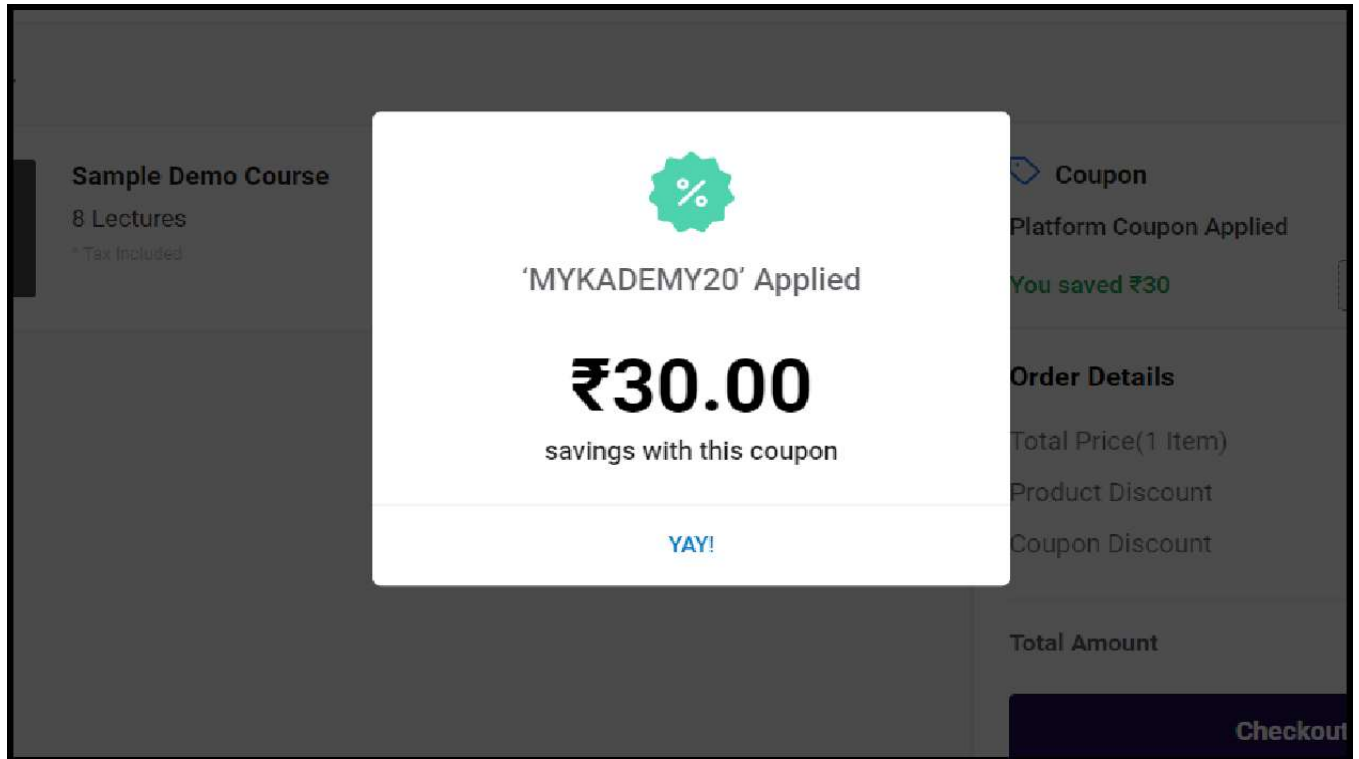
- The coupons that the learner avail for discount can be Public or Course associated.
- All public coupons will be listed along with the Public associated coupons.



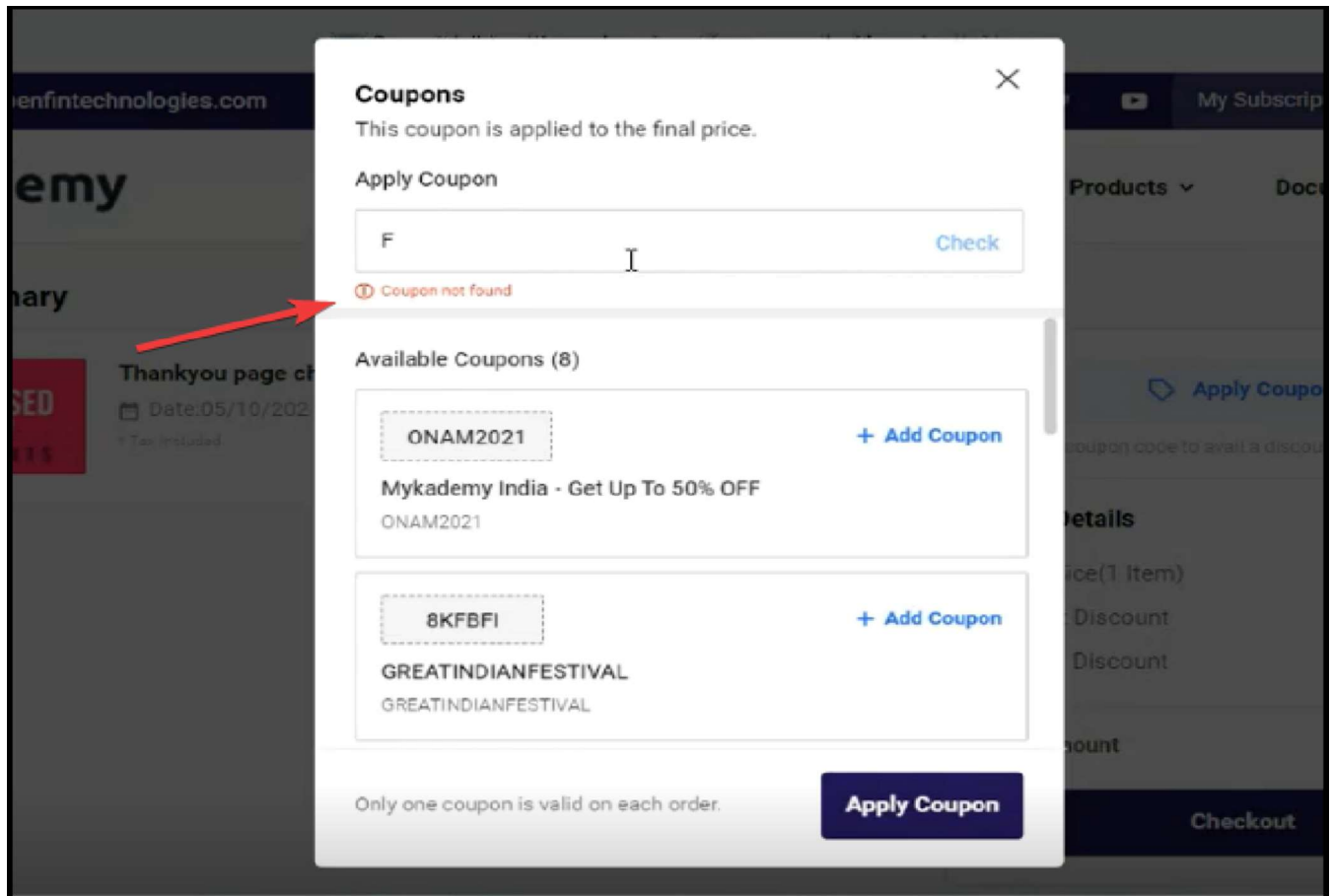
- The learner can either enter the Coupon code under **Apply Coupon** or can manually select the coupon required by clicking on the **Add Coupon** button available across the coupon required.



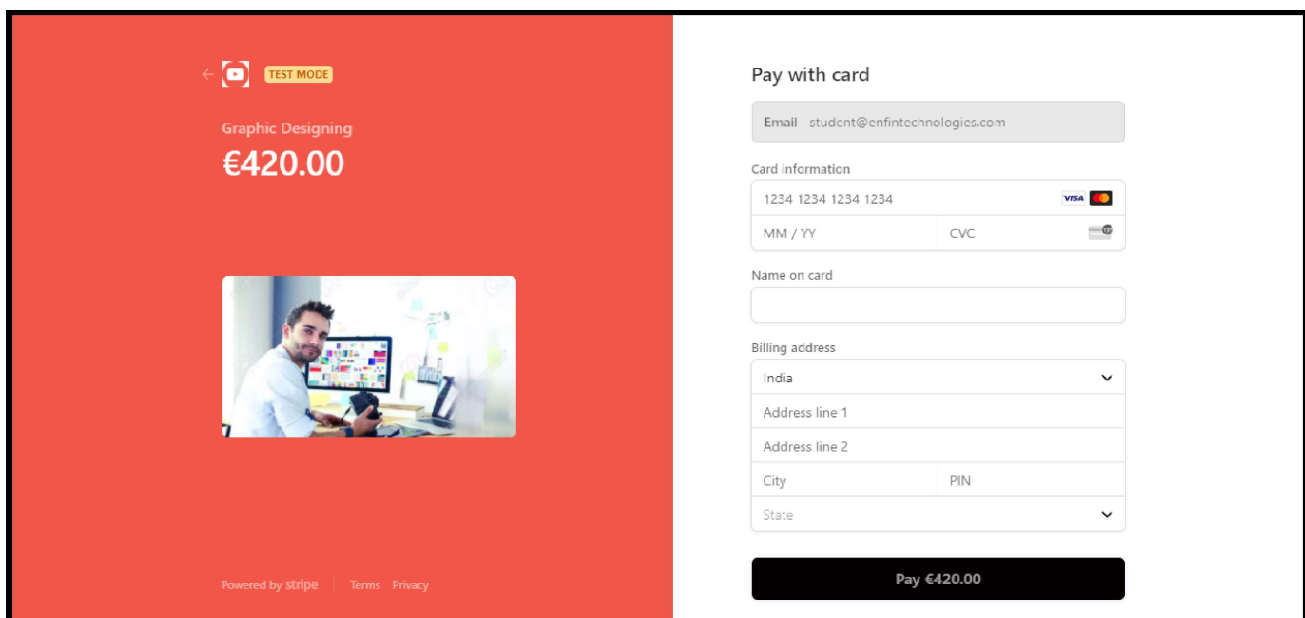
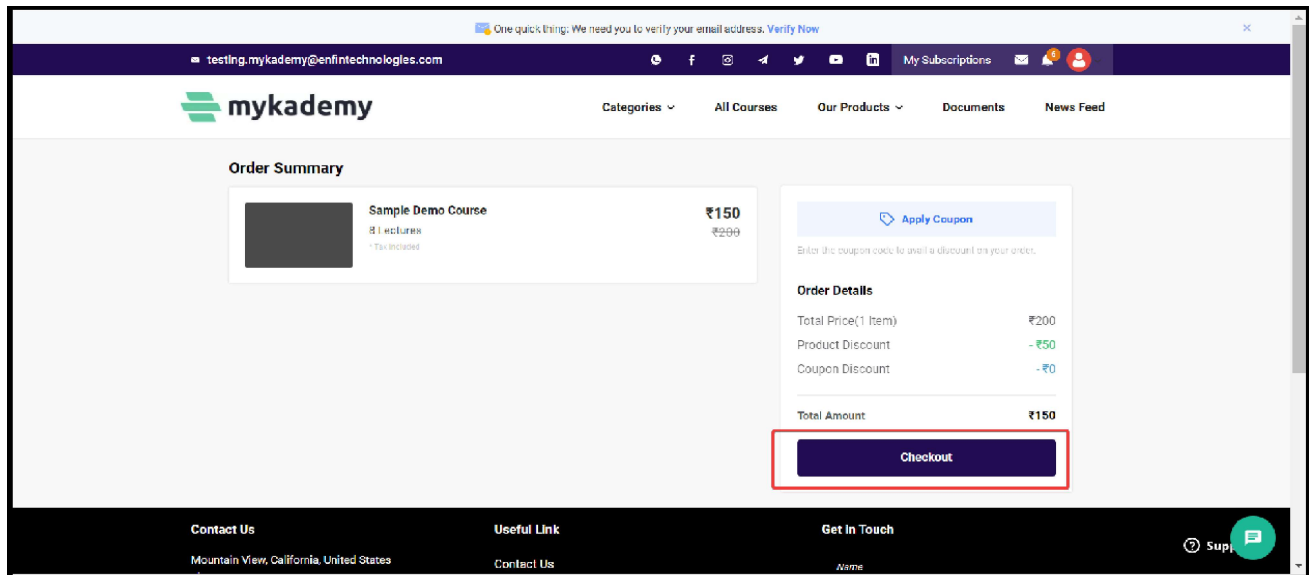
- Click on **Apply Coupon** and thus the coupon is applied to the payment as shown below.



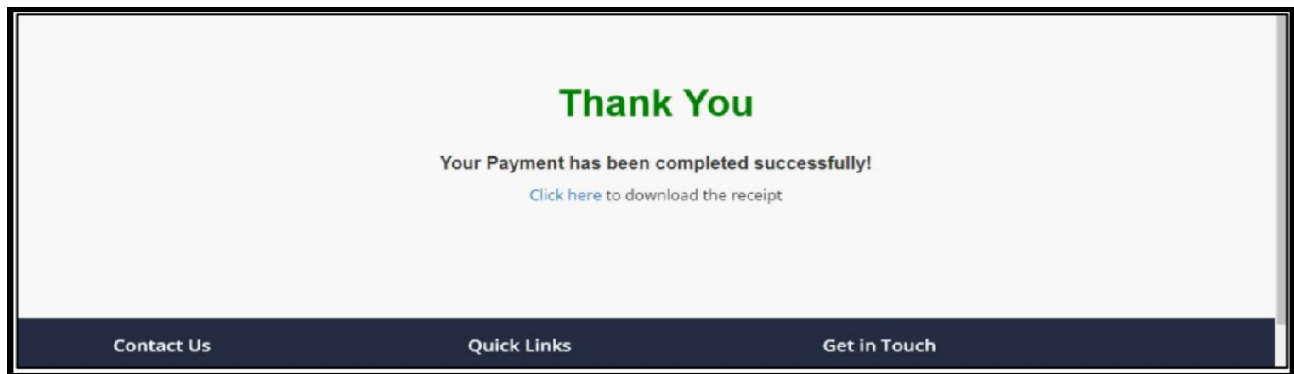
Note: If the learner enters a coupon code that is not associated with the course, it will be shown as invalid.



- Once the coupon code is applied, the learner can proceed to Buy the course by clicking on Checkout.



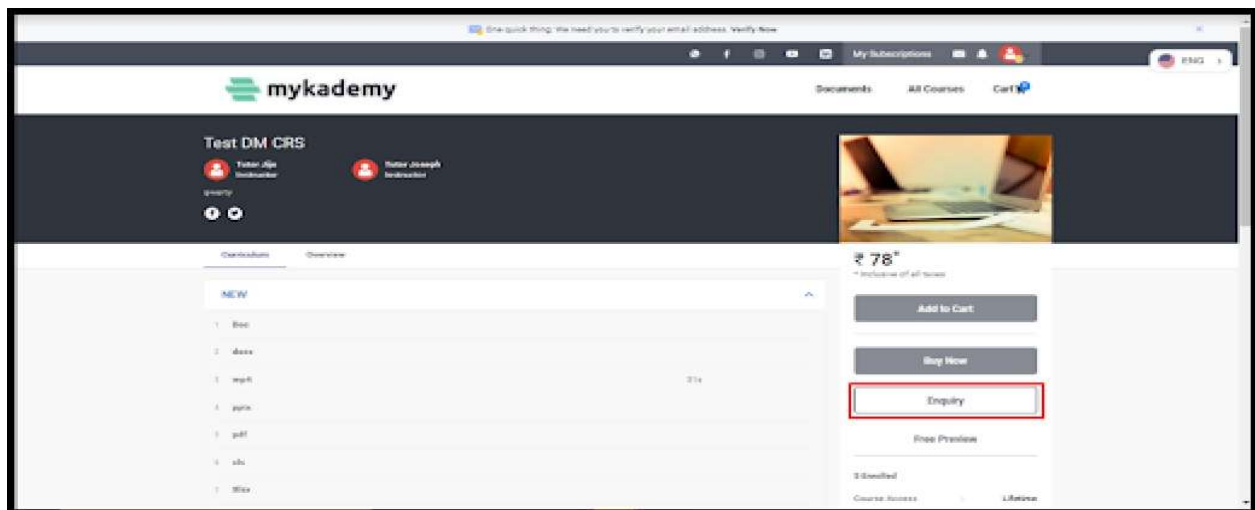
- Enter the payment method such as Card/Netbanking/UPI etc.
- Once the payment is completed, the learner receives a message as given below.



- Learners can download the **Receipt** if needed.

## How to enquire about a course before buying

1. Click on **All Courses**.
2. Once you find the desired course, to know more about the course, click on **View More** Option
3. On clicking on **View More**, you will be taken to a detailed page of the course where you can see various details.



4. Enquiry field is available for courses where the enrollment is done from the admin side.
5. Click on the **Enquiry** option and you will be redirected to the page shown below.

The screenshot shows the 'mykademy' website interface. At the top, there is a navigation bar with links for 'DOCUMENTS', 'ALL COURSES', and 'CART'. A language selector shows 'ENG'. The main content area features a form titled 'Enquire Course' for a course named 'Test 3M-CRS' with '13 LECTURES' and a price of '₹70'. The form includes input fields for 'Name', 'Email' (pre-filled with 'testuser123@mykademy.com'), 'Message', and 'Plus Text Mark'. Below the form, a small note states 'By proceeding you accept all our Terms & Conditions'. A dark 'Proceed' button is at the bottom of the form.

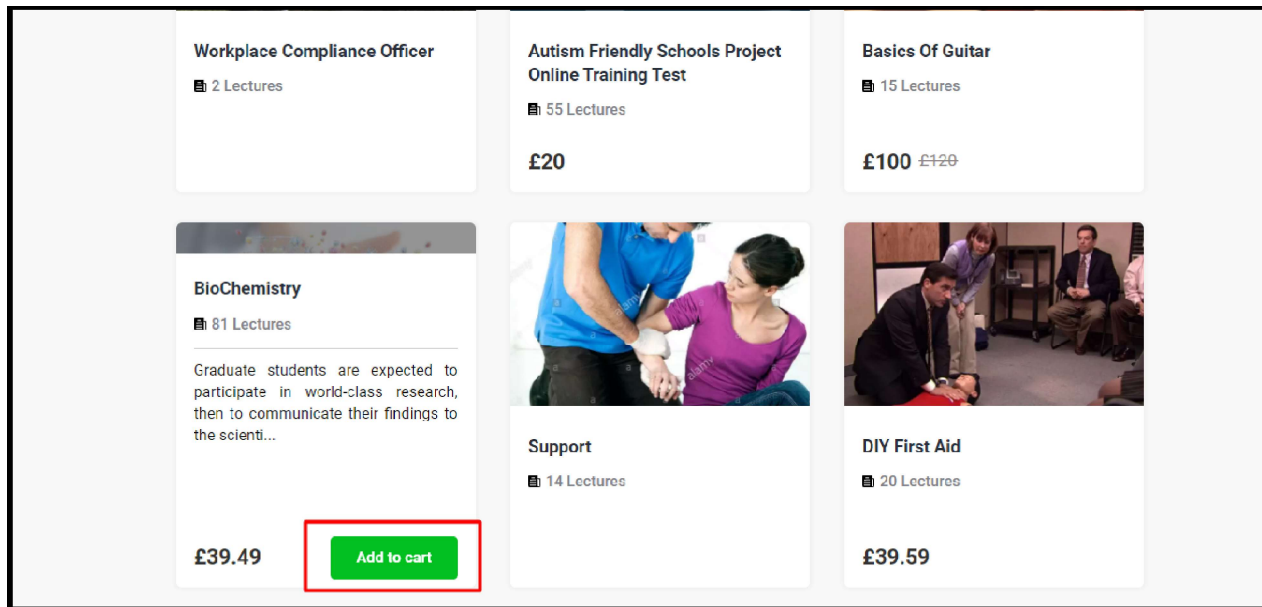
6. Fill the corresponding details and then click on **Proceed**.
7. The notification will be sent to the admin side about the enquiry done.

## How to add courses to your cart and purchase them

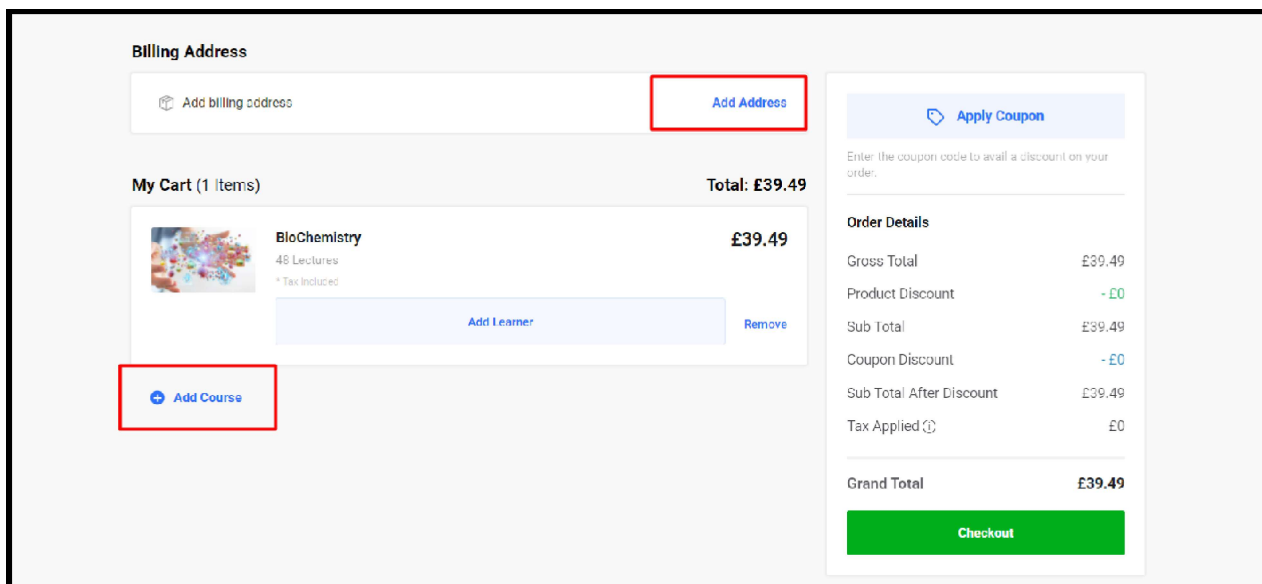
The cart feature allows the user to add multiple items in the cart, enabling them to buy more than one course, bundle or event at a time. The user has two options, either to buy the course right away or add it to the cart. An option for applying coupons is also available.

1. Browse the courses and once you find your desired course listed, Click on **Add to Cart**





2. Click **Go to Cart** to view your course on the cart. You will be redirected to your course cart with your course added. Click on **Add address** to fill in your Billing Address.
3. By clicking on **Add course** , multiple courses can be added to your cart.



4. Inorder to purchase the courses for your learners/delegates, Click **Add Learner** and enter the required information of your learners/delegates.

Learner Details

Enter the specific details of the new learner in the column below. Click the checkbox to add the new learner.

Full Name

Email Address

Code  
+91

Phone Number

Organisation

Add Learner

Enter the specific details of the new learner in the column below. Click the checkbox to add the new learner.

Full Name	Email Address
<div>Code <b>+91</b></div> Phone Number	Organisation

Add Learner

- If the User Guest checkout is enabled from the admin side, then the learner can directly purchase the course without logging in by clicking on the Buy **Now** button and can enter the details of the learner.

testing mykademystudent.com

0543818377

Parent

MyEdin Library

Header menu

mykademysteam

Billing Address

Mykademystudent12

My Cart (1 Items)

Android Bundle-2

7 Courses

12 Months

+ Add Learner

+ Add Course

The Special Price will be verified when adding learners.

Learner Details

Enter the specific details of the new learner in the column below. Click the checkbox to add the new learner.

Full Name

Email Address

Code +91

Phone Number

Special Price (If You Don't Have An ID...)

Special Price field

Dynamic Field Select a Dynamic Field

FORS ID

Dynamic Field Select a Dynamic Field

FORSID (FORS ID/FORS ID/FORS ID)

...ating list

Select a aiting list

waiting list check

You must have a desktop computer or a laptop with a working camera and microphone in order to undertake this training.

☐ Please tick to confirm

If you are booking this training on behalf of someone else, please inform them of this equipment requirement. If you are booking this training on behalf of someone else, please inform them of this equipment requirement.

+ Add Learner

Enter the specific details of the new learner in the column below. Click the checkbox to add the new learner.

Full Name	Email Address
Code +91	Special Price (If You Don't Have An ID...)
Phone Number	Special Price field
FORS ID	Dynamic Field Select a Dynamic Field
FORSID (FORS IDFORS IDFORS ID)	
aiting list Select a aiting list	

You must have a desktop computer or a laptop with a working camera and microphone in order to undertake this training.

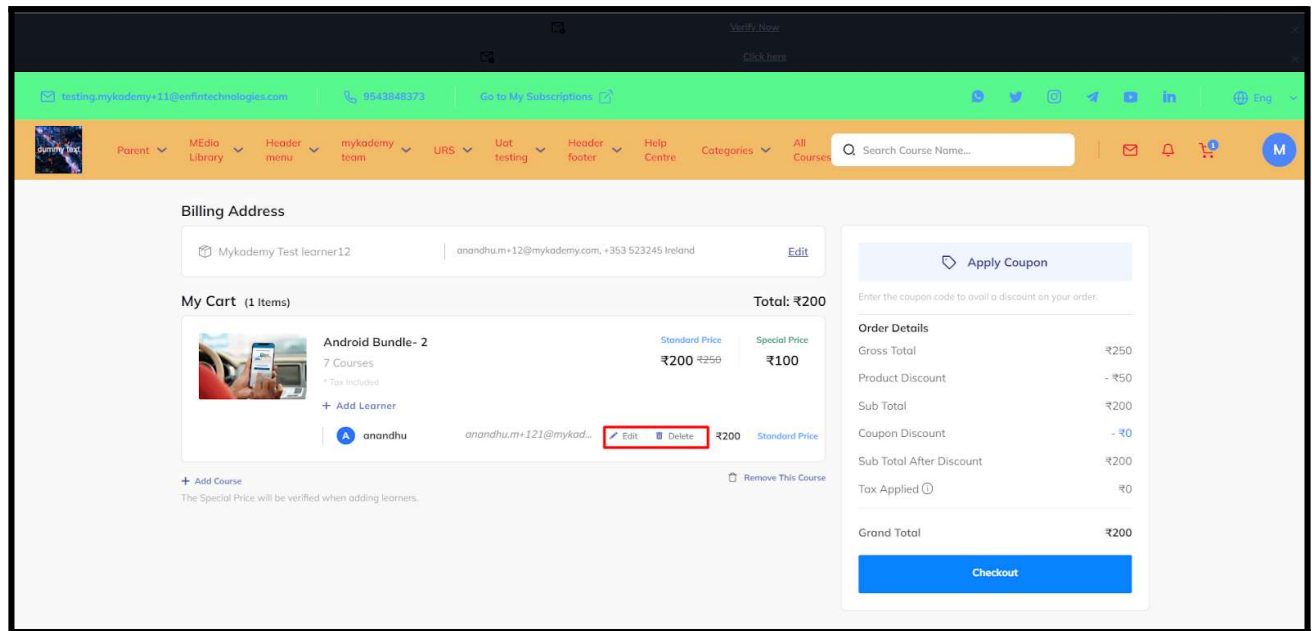
☐ Please tick to confirm

If you are booking this training on behalf of someone else, please inform them of this equipment requirement. If you are booking this training on behalf of someone else, please inform them of this equipment requirement.

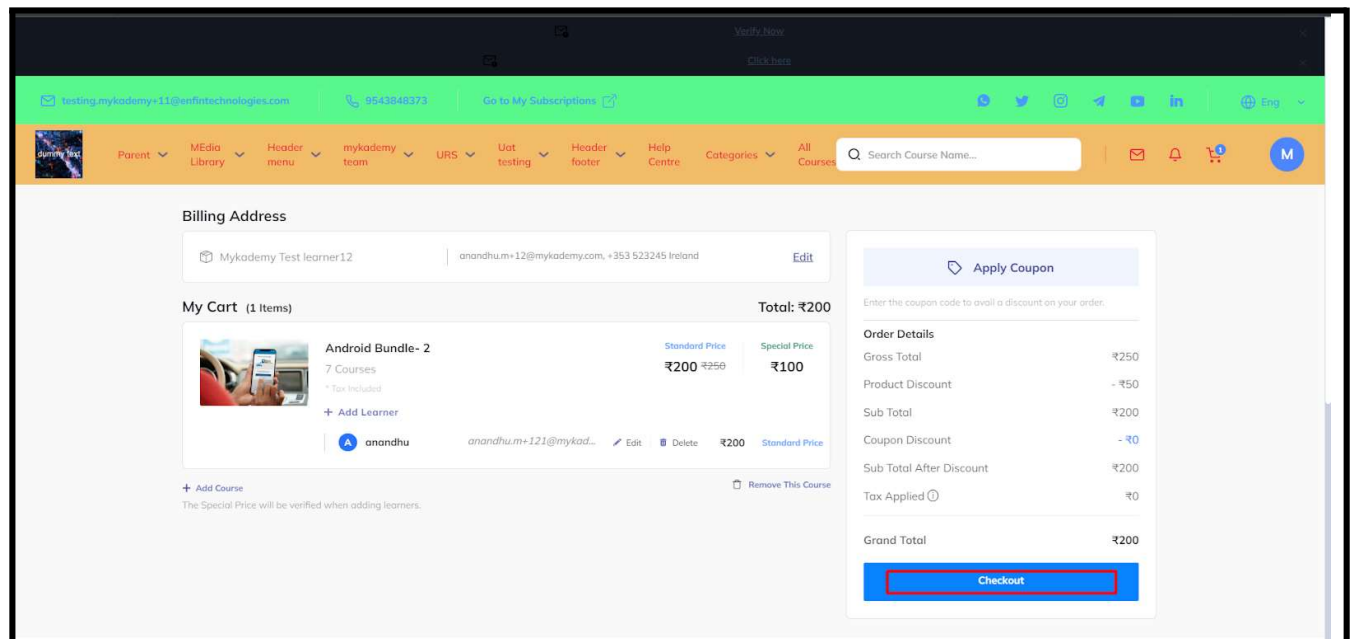
If you are hosting this training on behalf of someone else please inform them of this

Add Learner

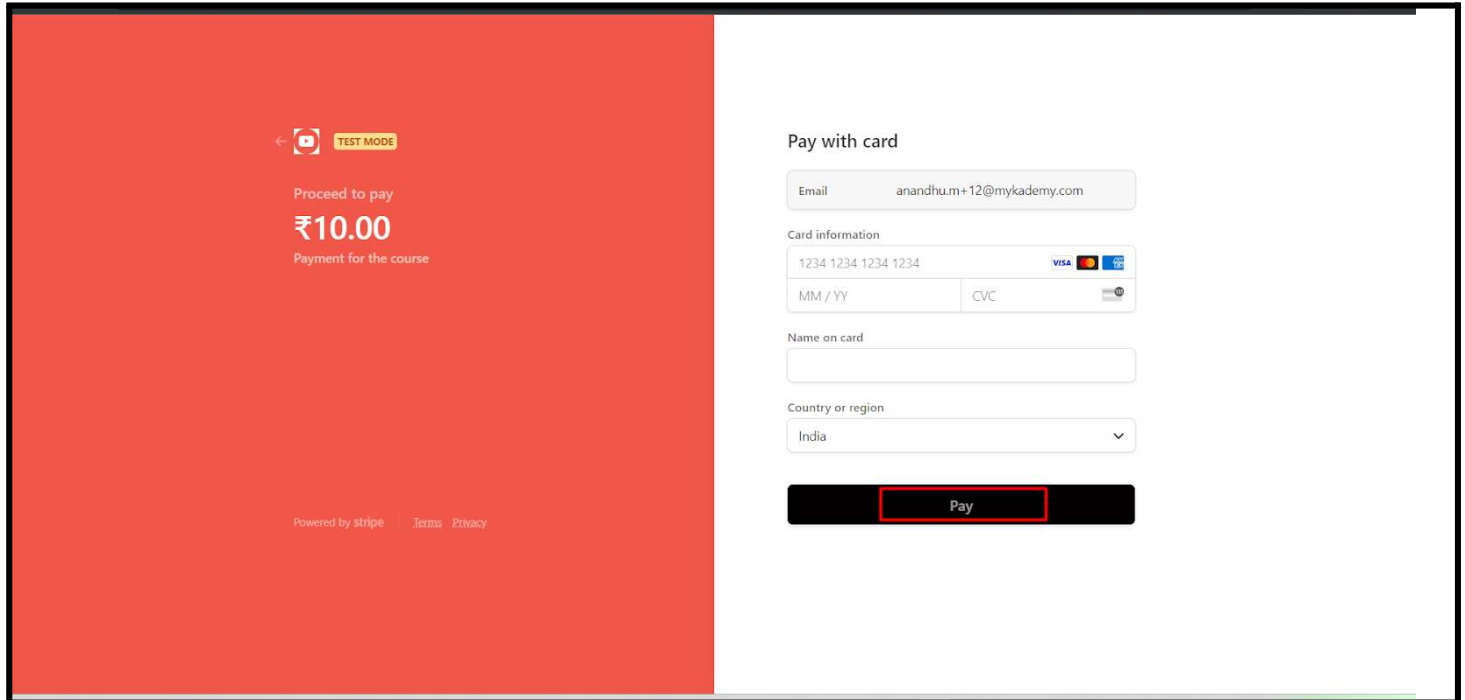
6. You can **edit** your learner details by clicking the **pen** button, In order to **remove** your learner click on the **bin** button.



7. Once you have reviewed your learner information click on the **Checkout** button to move to the payment page.

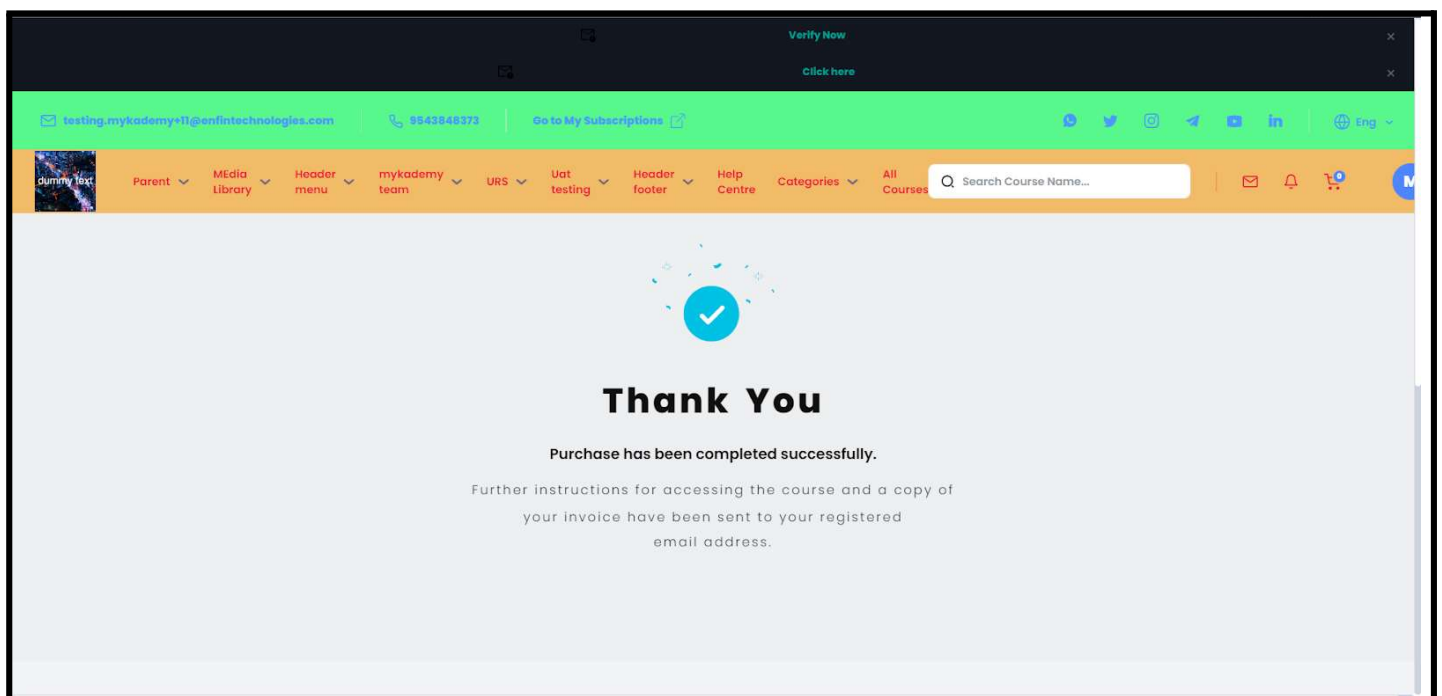


8. You can enter your card details on the payment page and Click on **Pay**.



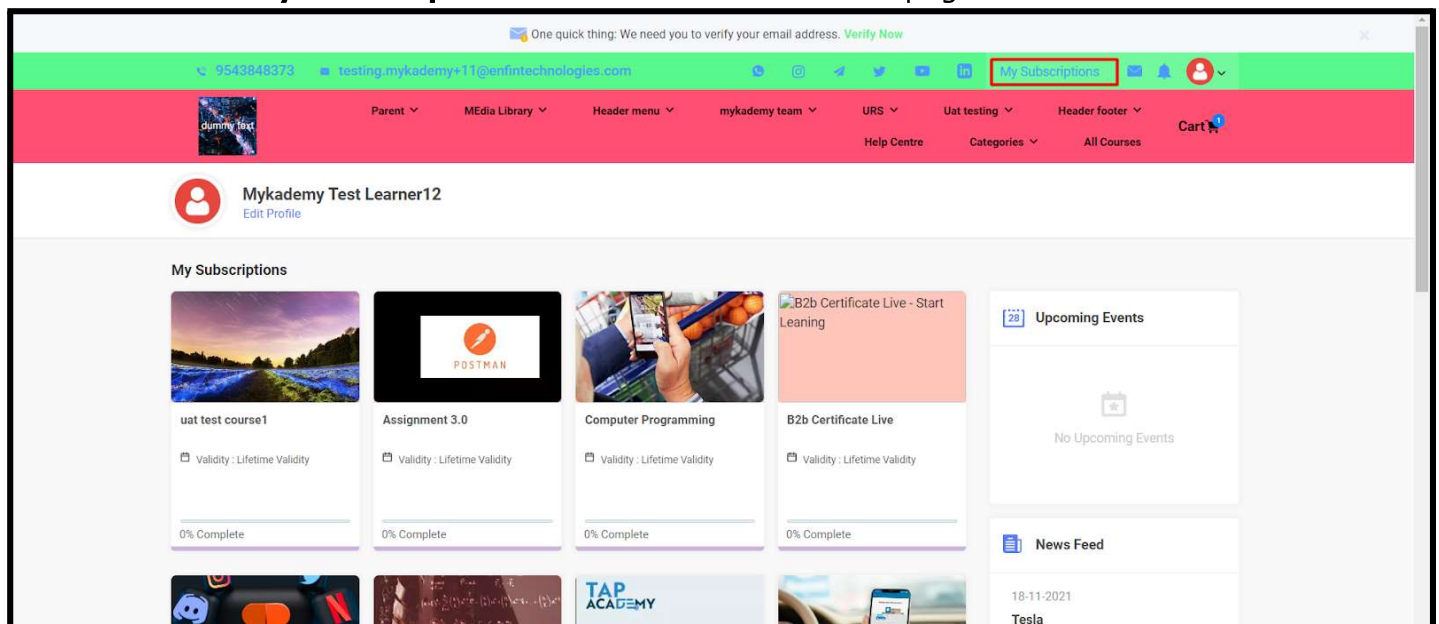
The screenshot displays a payment interface. On the left, a red sidebar contains a back arrow, a 'TEST MODE' button, the text 'Proceed to pay', the amount '₹10.00', and 'Payment for the course'. At the bottom of the sidebar, it says 'Powered by stripe' with links to 'Terms' and 'Privacy'. The main white area is titled 'Pay with card' and includes an email field with 'anandhu.m+12@mykademy.com'. Below this is the 'Card information' section with a card number field (1234 1234 1234 1234), a dropdown for 'MM / YY', a 'CVC' field, and logos for Visa, Mastercard, and American Express. The 'Name on card' field is empty. The 'Country or region' dropdown is set to 'India'. At the bottom, a black 'Pay' button is highlighted with a red border.

9. Once the payment is complete you will be redirected to a confirmation page.
10. The Order invoice and the Login details for your learners will be shared to the respective email address.



## Chapter 5 – My Subscription Page

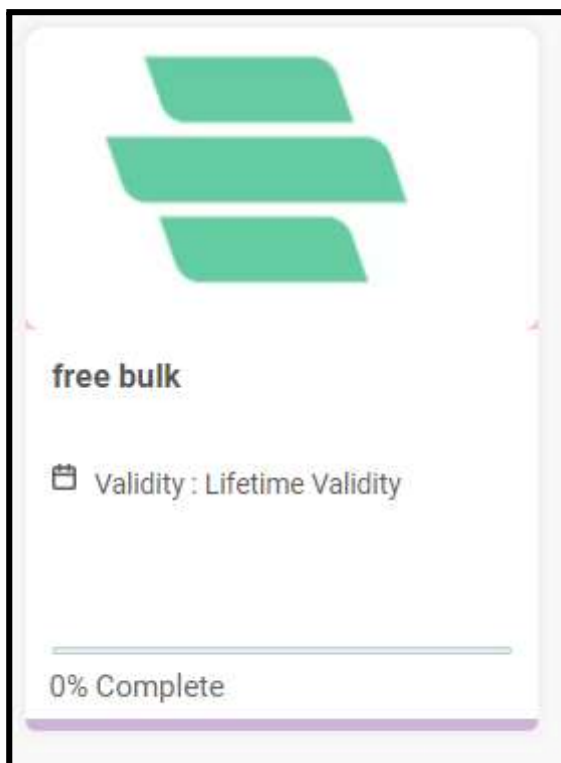
- Click on the **My Subscriptions** tab from the Dashboard page.



- **My Subscriptions** page displays the course cards of your enrolled courses.
- Each course card displays a course image, course name, assigned facilitator, course completion percentage, and the validity period of the course.

## Course Card in the All Courses and My subscription Page

In the **All Courses** page and the **My Subscription** page, a course card has a course image on the top segment of the card, and the course details like the course name, instructor name, course completion percentage, course validity period below the course image.

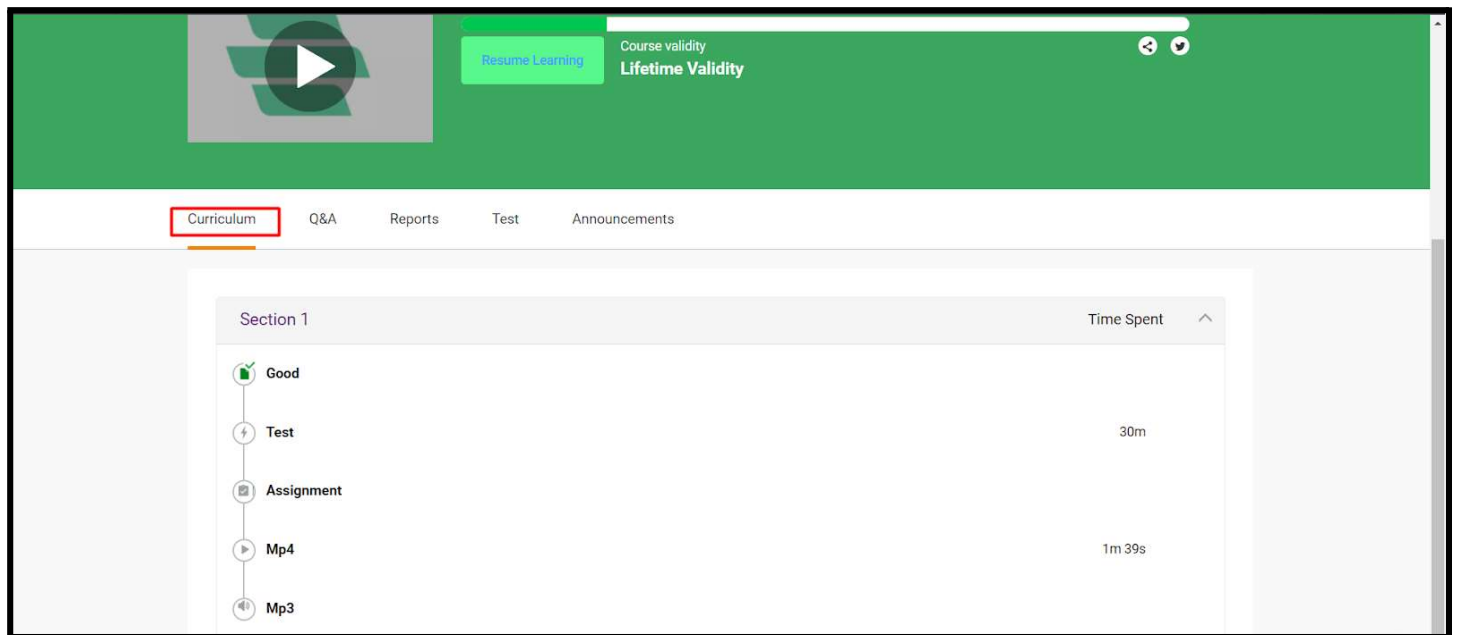


- If you are not enrolled in any course, you can click **All courses** on the top of the application and purchase the desired course.
- If you have enrolled in a course, you can click on the course card to start/resume learning on the content delivery page.

# Chapter 5 - Content Delivery Page

## How to manage Course Curriculum

1. If you are enrolled in a course, clicking the on the course image (play button) redirects you to the content delivery page.
2. Click on the lecture.



3. You can launch the course curriculum by clicking the icon (as shown in the following image) on the top-left corner of the page and browse through the course contents and start/resume learning online anytime.
4. At the bottom-right corner of the page, you can click the **Next** button to navigate through the course contents.

Course Curriculum

Exit

Section 1

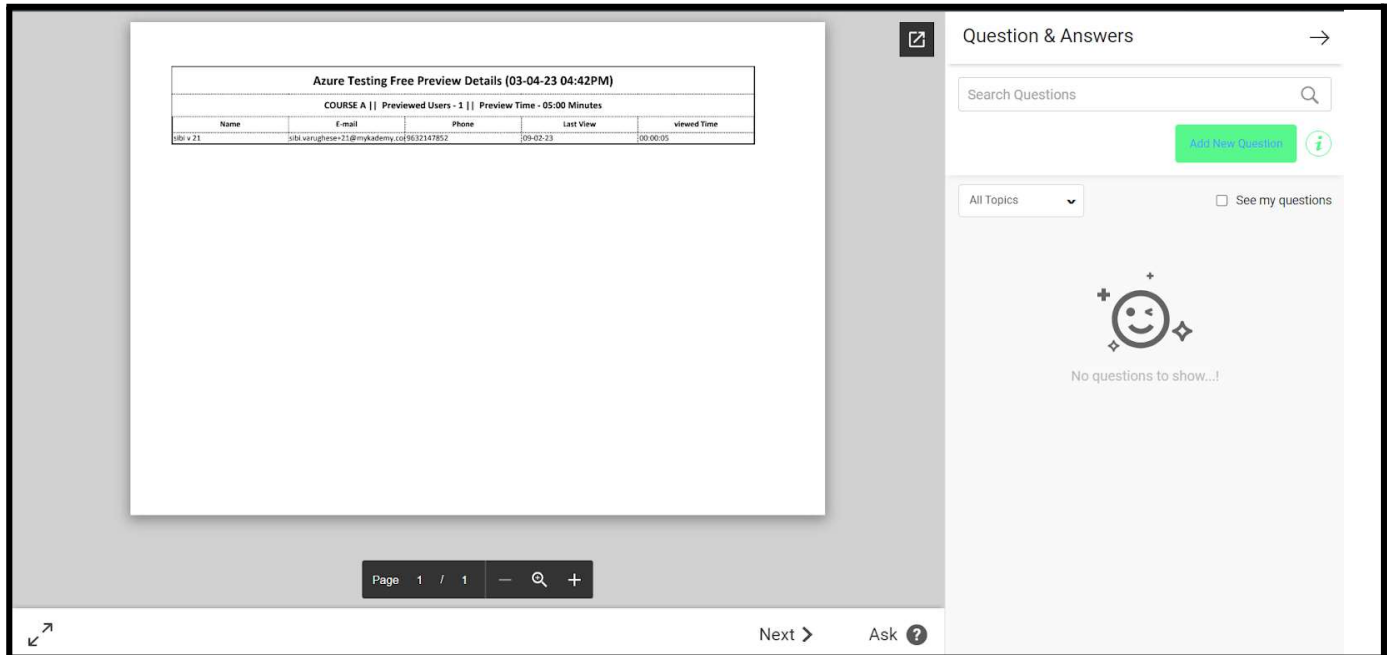
- Good
- Test
- Assignment
- Mp4 01:39
- Mp3

Azure Testing Free Preview Details (03-04-23 04:42PM)				
COURSE A    Previewed Users - 1    Preview Time - 05:00 Minutes				
Name	E-mail	Phone	Last View	viewed Time
idb v 21	idb.vam@gmail+21@mykademy.co	9632147852	03-03-23	00:00:05

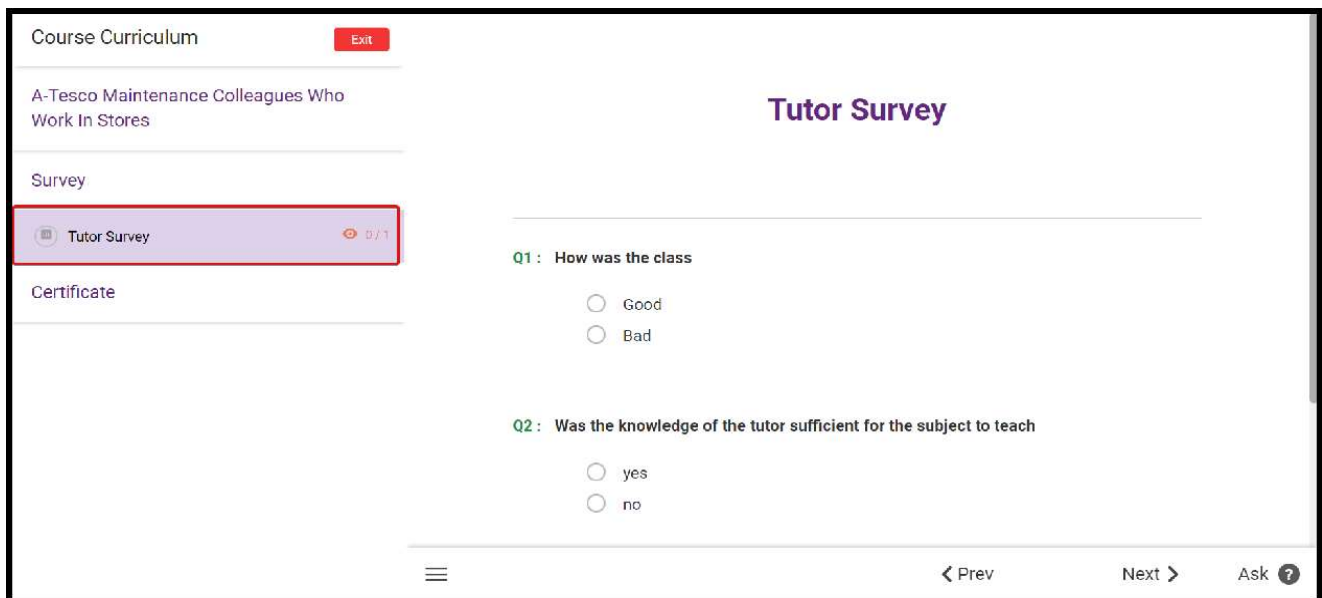
Next > Ask ?

5. Click **Ask** to get answers to the questions from our Support Team. A right panel pops up enabling you to view/post questions.





6. The learners as well as the facilitators can reply back to the questions asked.
7. The Survey is available for you in Curriculum page so that you can submit the survey along with the courses from the Course Curriculum page

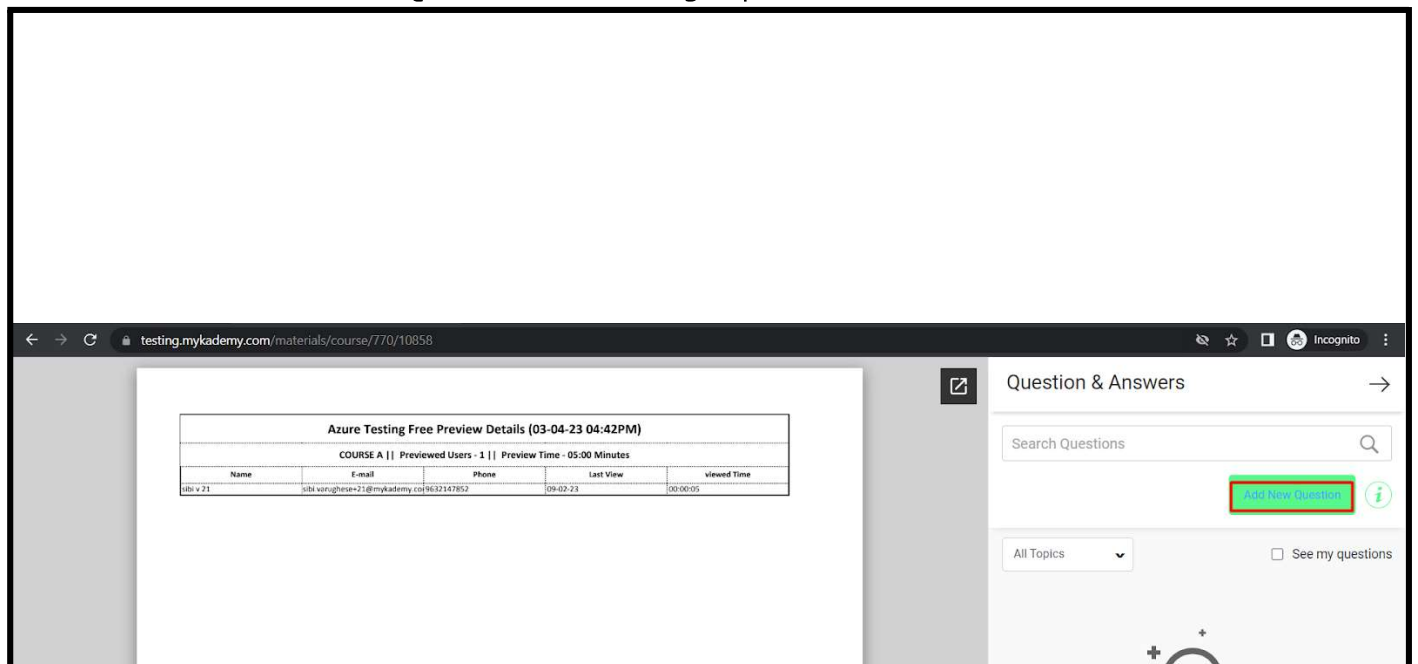


## How to add questions regarding course contents

1. Click on **Ask**.



2. Select **Add New Question** on the right panel.




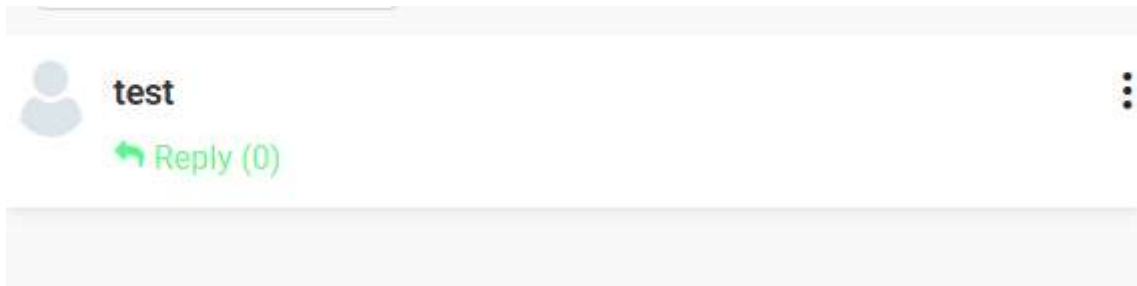
3. Type a question title and description in the respective fields and click **Post Question**.

4. You can view all questions/discussions posted by other learners related to the course.
5. To filter and view only the questions posted by *you* from the list, select the option **See my questions** (as highlighted in the image below).

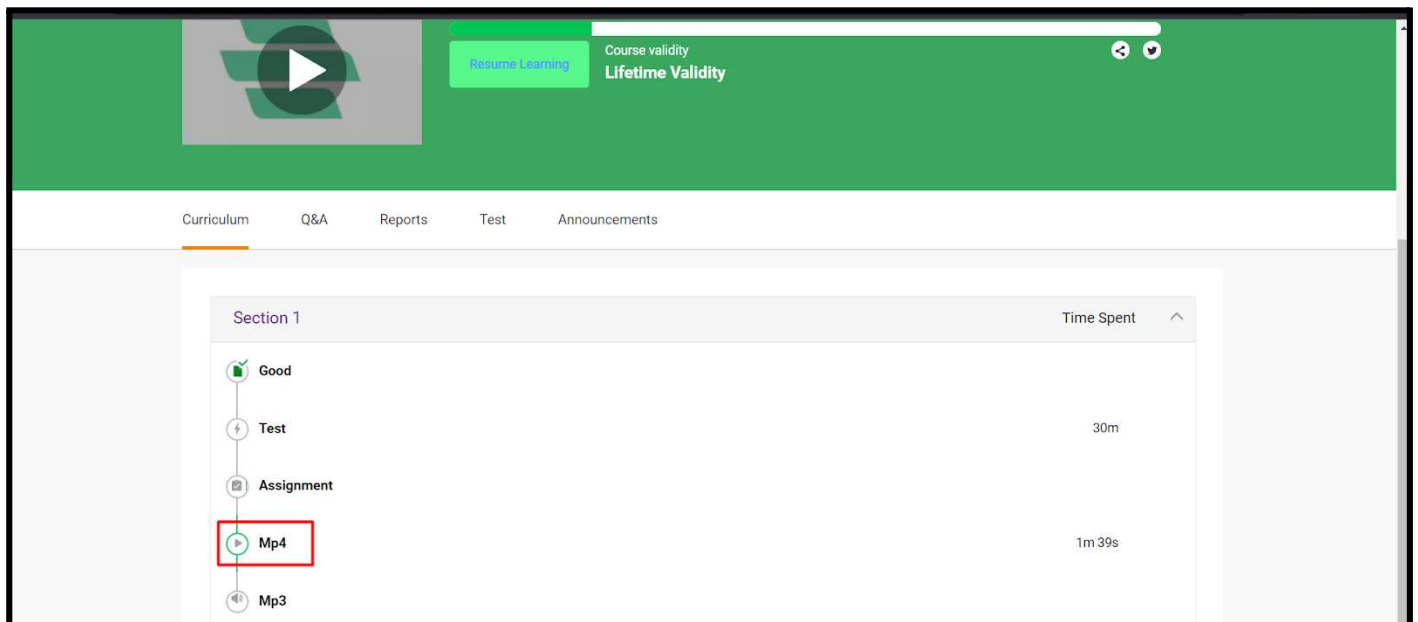
The top screenshot shows a course page with a table titled 'Azure Testing Free Preview Details (03-04-23 04:42PM)'. The table has columns for Name, E-mail, Phone, Last View, and viewed Time. The data row shows 'sibi v 21', 'sibi.vanugheese+21@mykademy.com', '9632147852', '09-02-23', and '00:00:05'. The 'Question & Answers' section on the right has a text input field with 'testing' and a 'Post Question' button highlighted in red.

The bottom screenshot shows the same course page. The 'Question & Answers' section has a search bar, a dropdown menu for 'All Topics', and a checkbox labeled 'See my questions' highlighted in red. Below the search bar, there is a question titled 'test' with a 'Reply (0)' button.

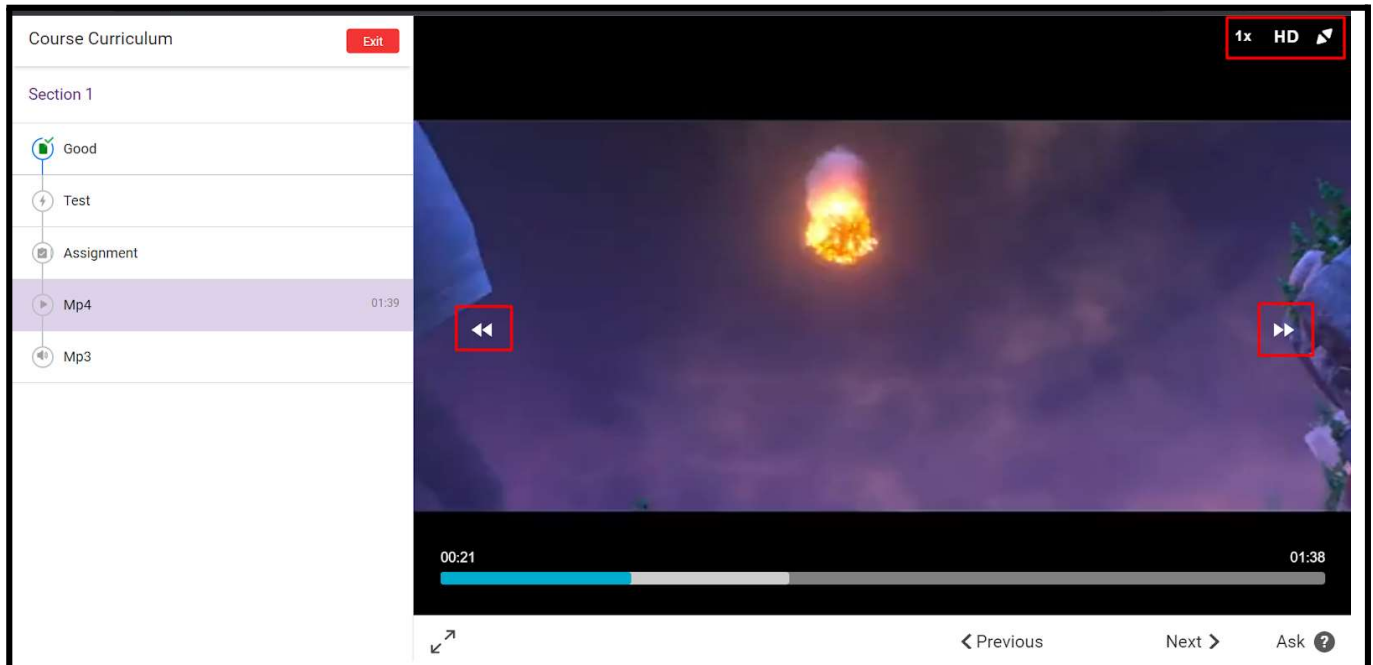
**Note:** You can click the  icon corresponding to your question and use the **Edit** or **Delete** options to update or remove that question as shown below.




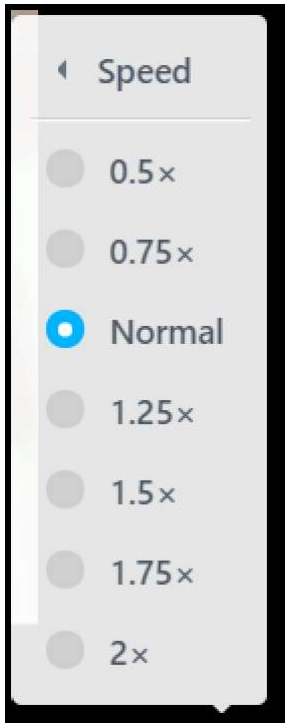
## How to view a video lecture



1. Click on the Course Card.
2. From the **Curriculum**, select the Video lecture which you want to watch.
3. Click on the play button.



4. The video can be forwarded / backward to 10 seconds.
5. You can close the video from the top right corner.
6. The **speed of the video** can be changed by clicking on the  button from the bottom right corner.
7. Click on **Speed** and adjust the speed as required.



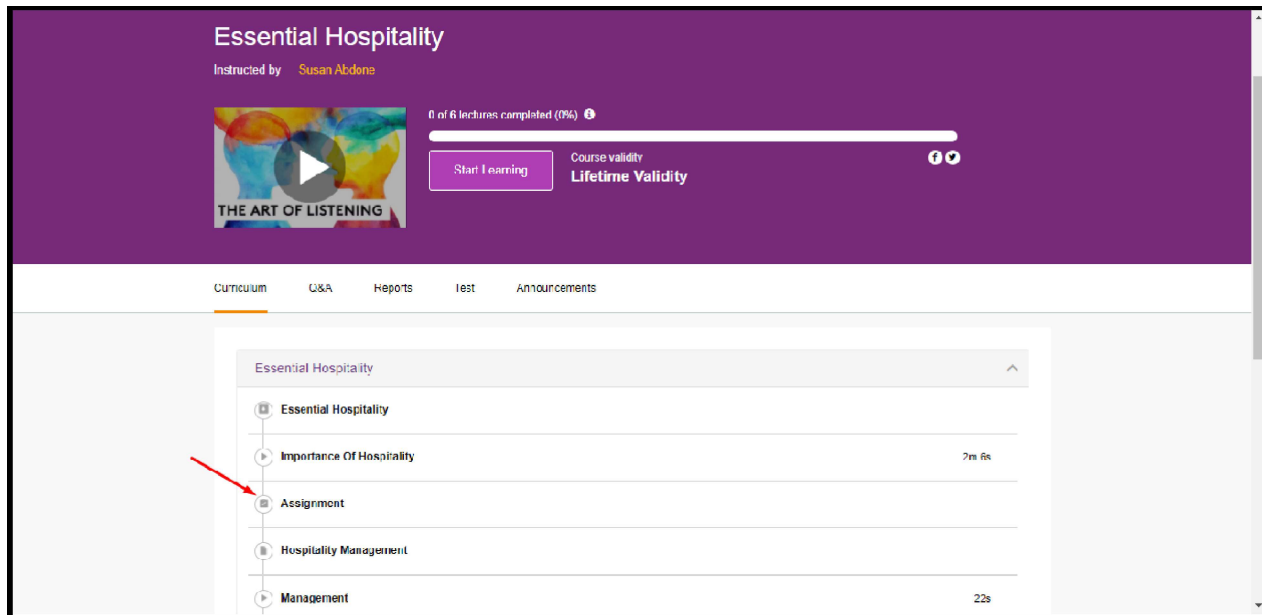
8. Video can be set to **Full Screen**.



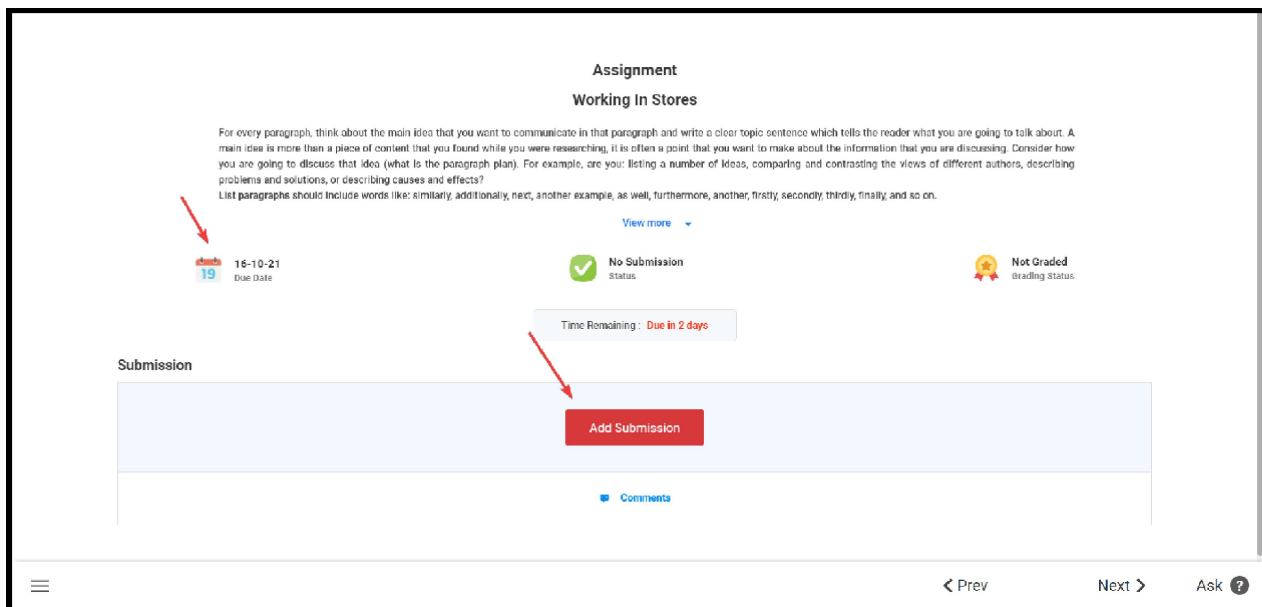
## How to submit an assignment

The lecture content may also have assignments that you have to submit on a specific date based on the knowledge they have gained.

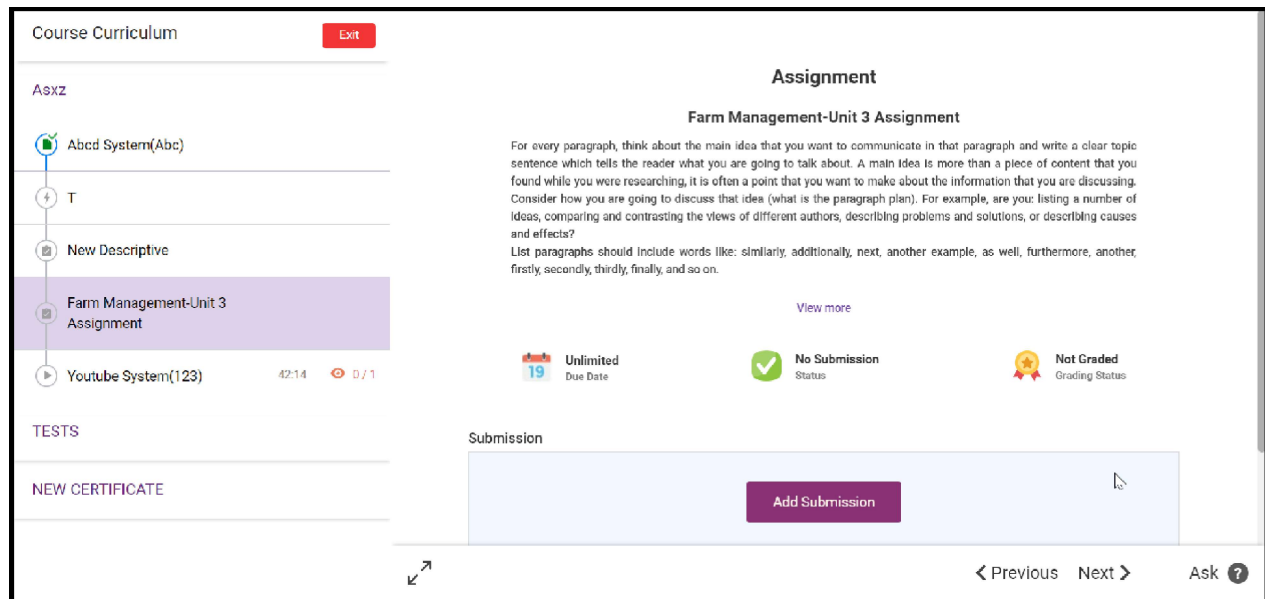
1. Login into the platform using the credentials.
2. Select the course
3. Click on the Assignment Lecture.



4. The initial page shows *General Instructions* which includes the Last Submission date as well.



5. If the Assignment due date is not disabled by the admin, then the assignment submission page is shown as below without the Assignment due date.

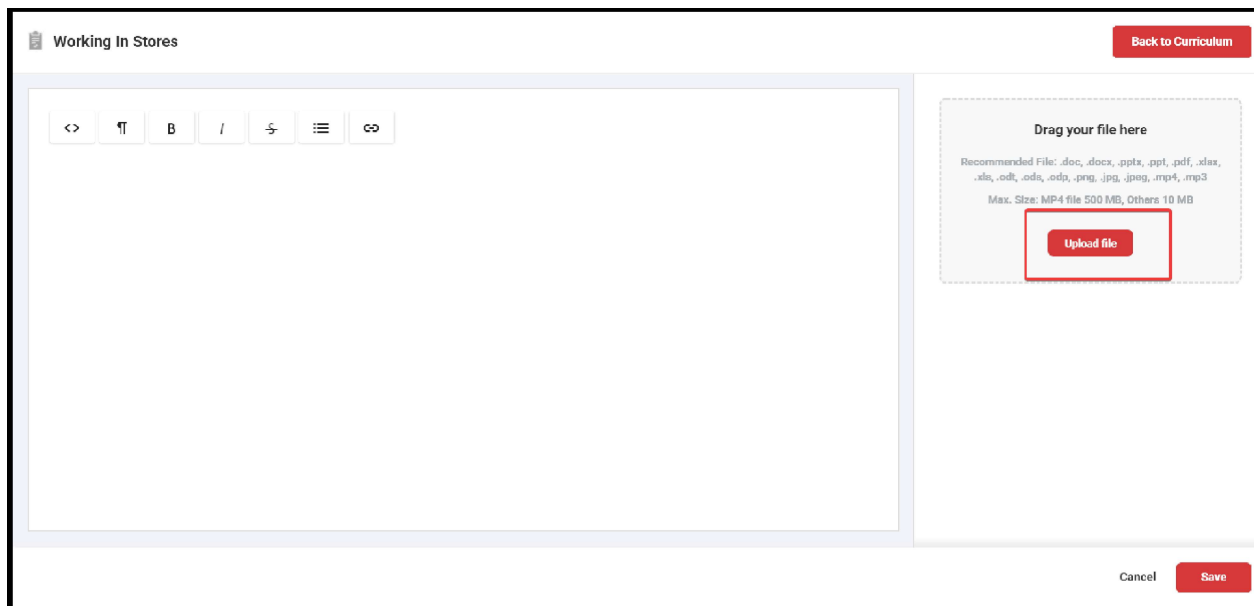


6. Click on **Add Submission**

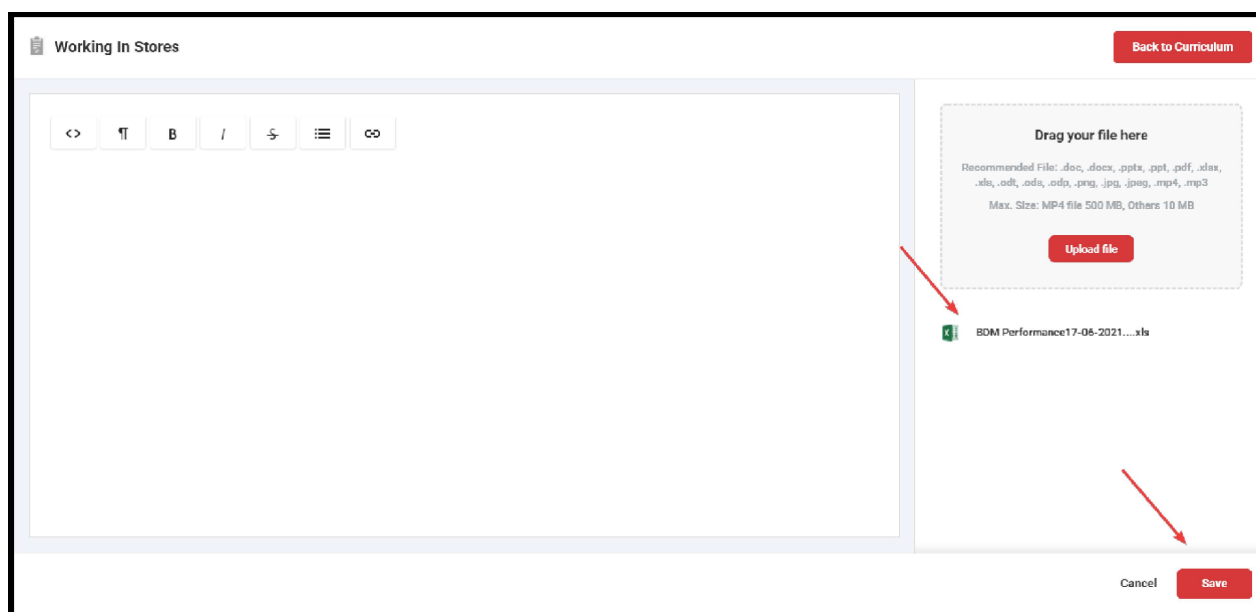


7. You can insert a link by clicking on the button shown above.
8. You have to type the assignment in a word or pdf document and should upload the doc using the **Upload file** option.





9. By clicking on the **Upload file** option, you will be redirected to the desktop to upload the document.

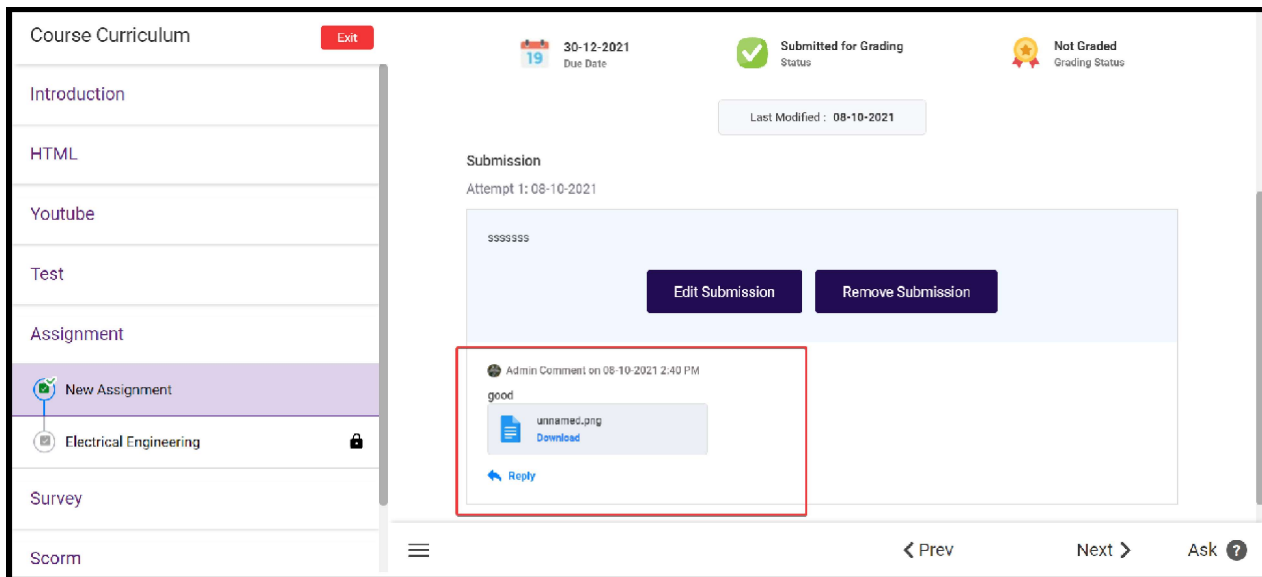


10. Once the file is uploaded, click on the **Save** button.
11. The assignment will be forwarded to the facilitator and once it is evaluated, you will receive a notification in the dashboard.

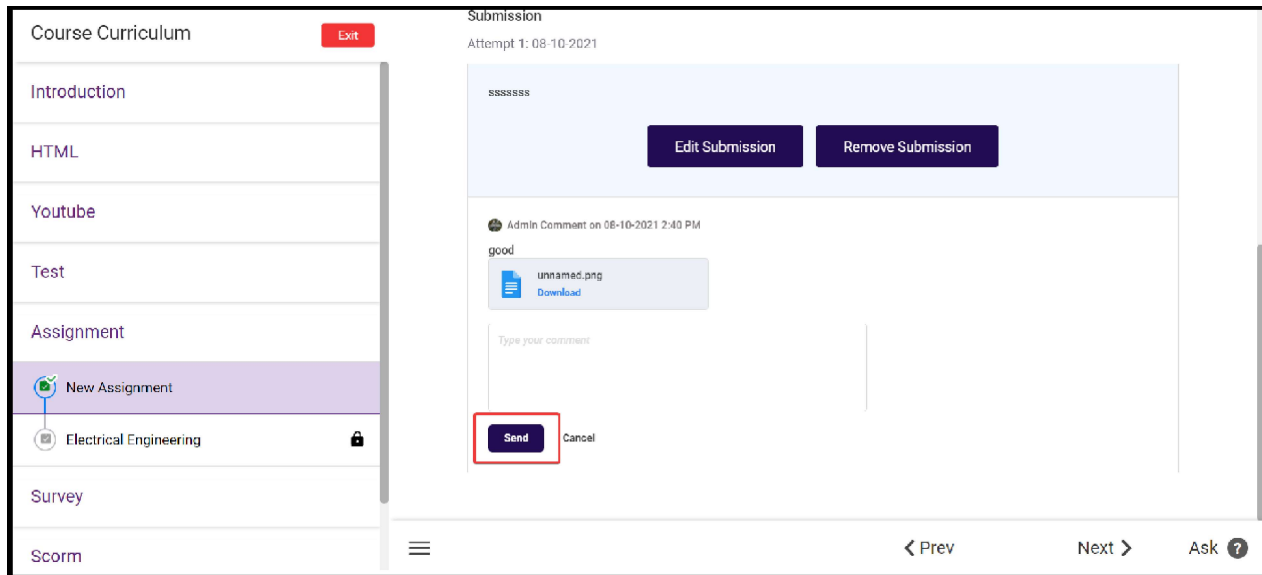
## How to check the assignment feedback given by the admin/tutor

The learner can see the Assignment feedback and attachment submitted by the admin/tutor if any as shown below.

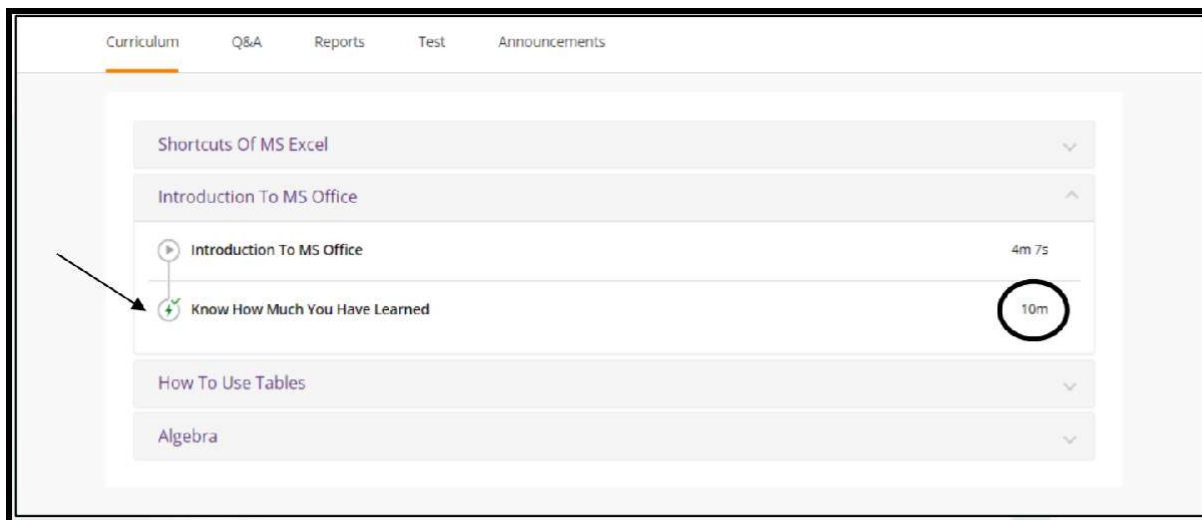
The learner can download the attachment sent from the admin/tutor side if required.



The learner can reply back to the feedback by clicking on the **Reply** button and then click on **Send**.

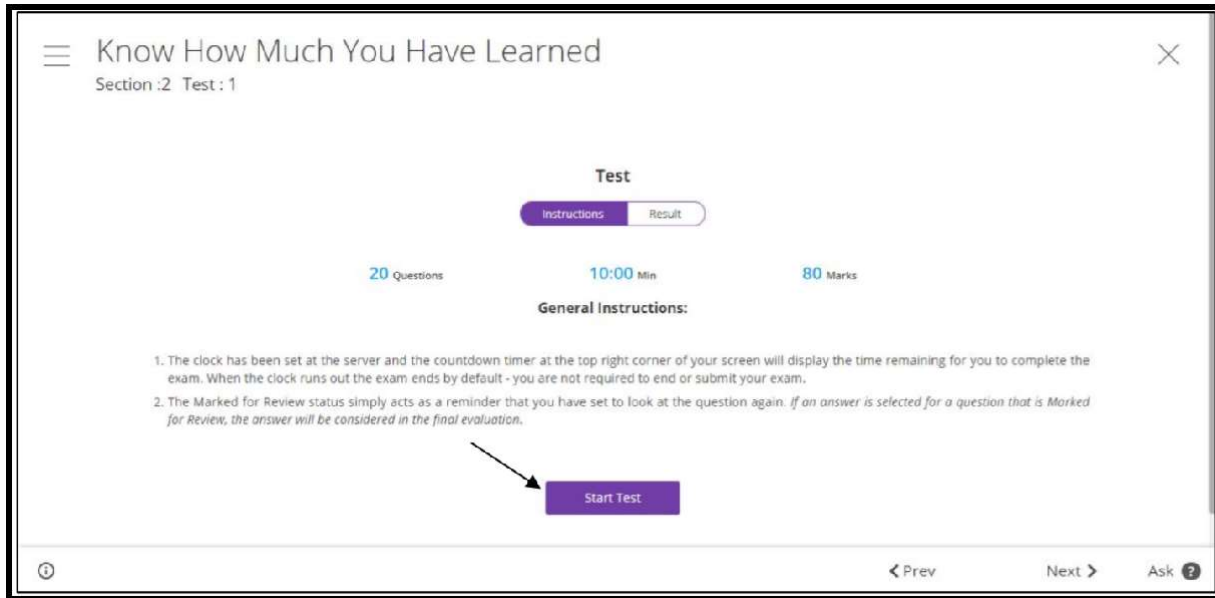


## How to attend an Online Test

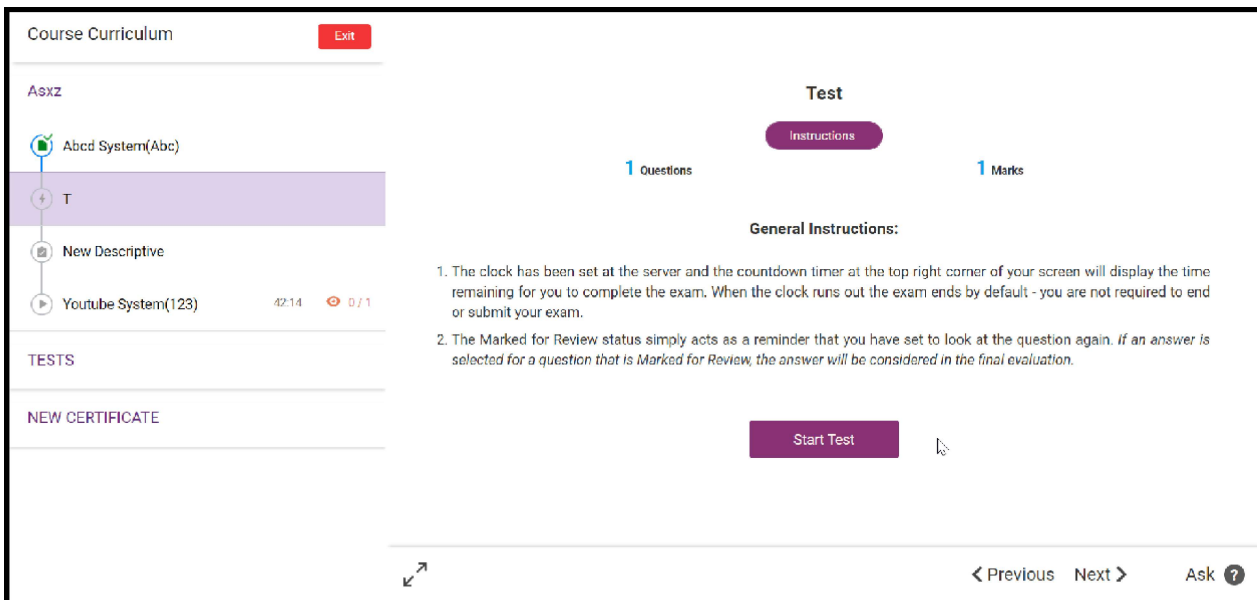


1. Facilitators can conduct online tests based on a particular section or based on the whole contents of a course.
2. Login using the credentials.

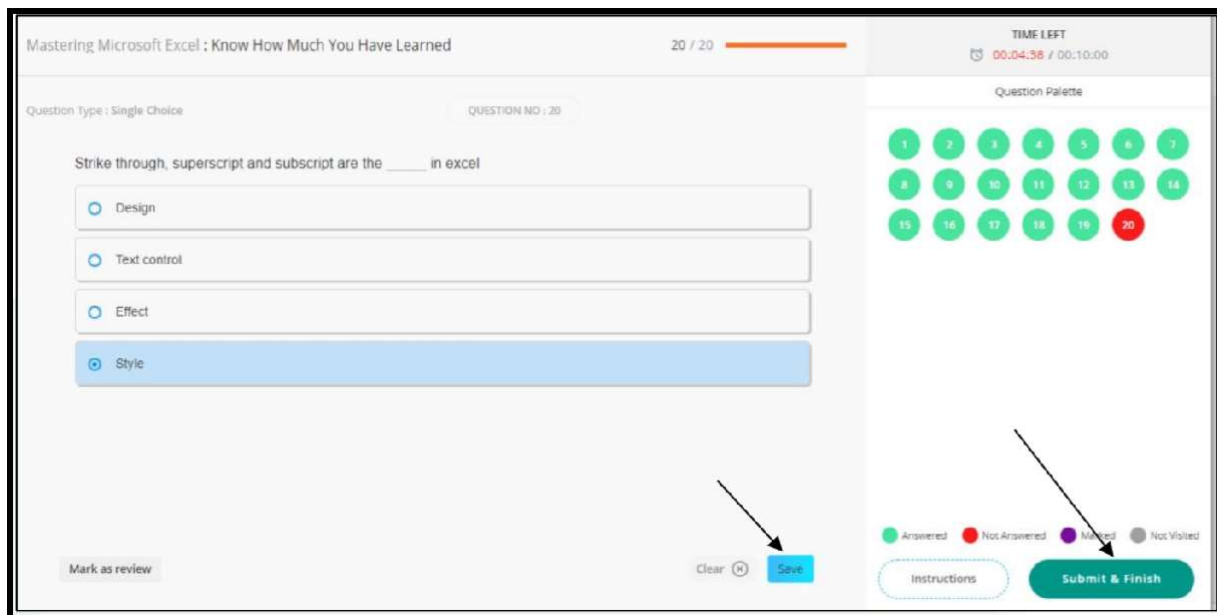
3. Select the course
4. Click on the **Online Test**.
5. The **duration** of the Test will also be shown on the right side.



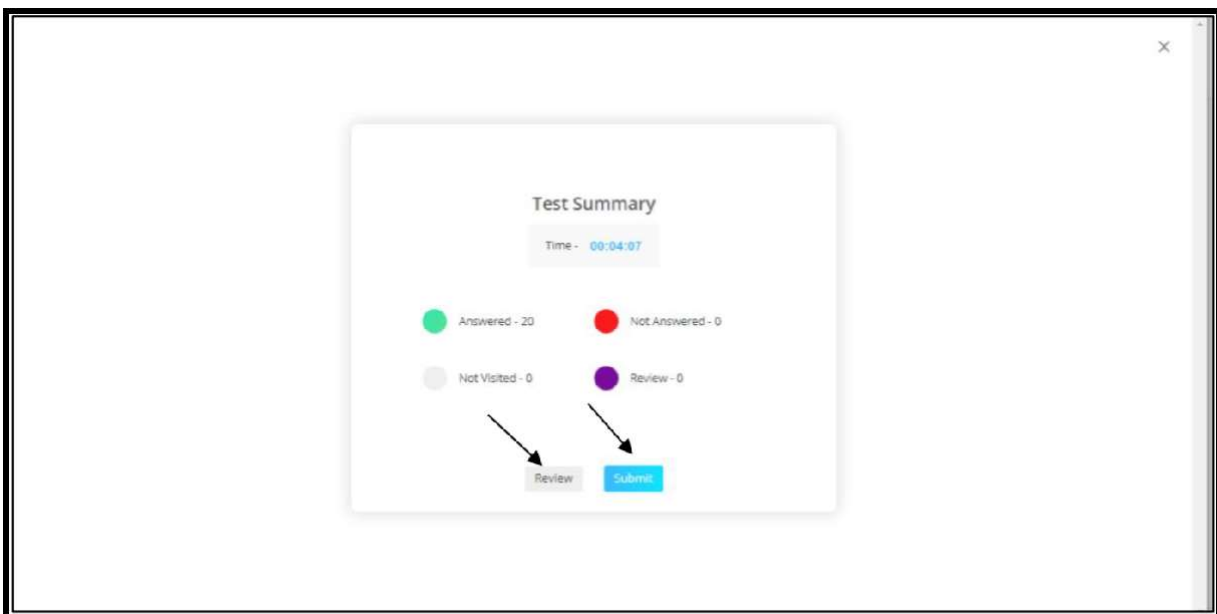
6. If the Quiz duration is not given by the admin, then the test page is shown as below without the test duration.



7. The **General Instruction** will be shown on the first page.
8. Click on **Start Test**.

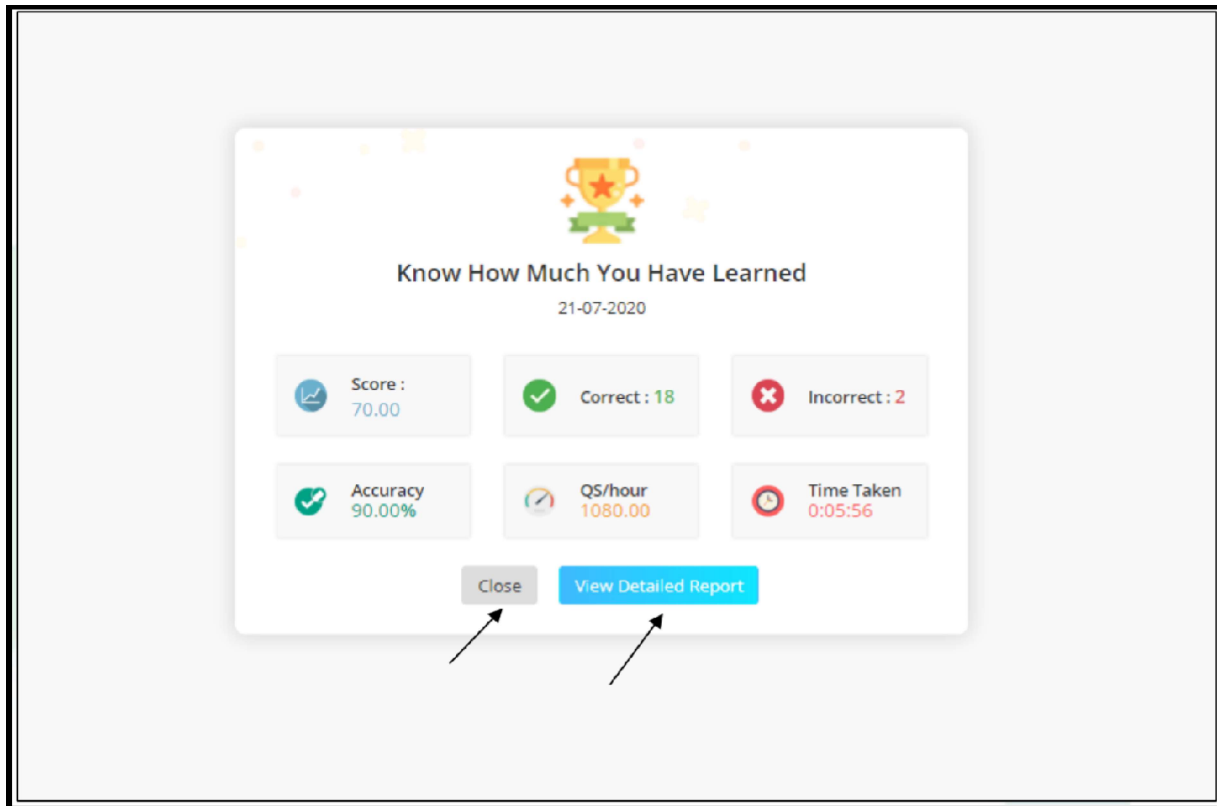


9. Select the right answer for each question and click on **Save and Next**.
10. After the last question, Do not forget to click on the **Save** button.
11. After saving the answers, click on **Submit and Finish**.
12. A pop-up window shows the number of **attempted and non attempted** questions.

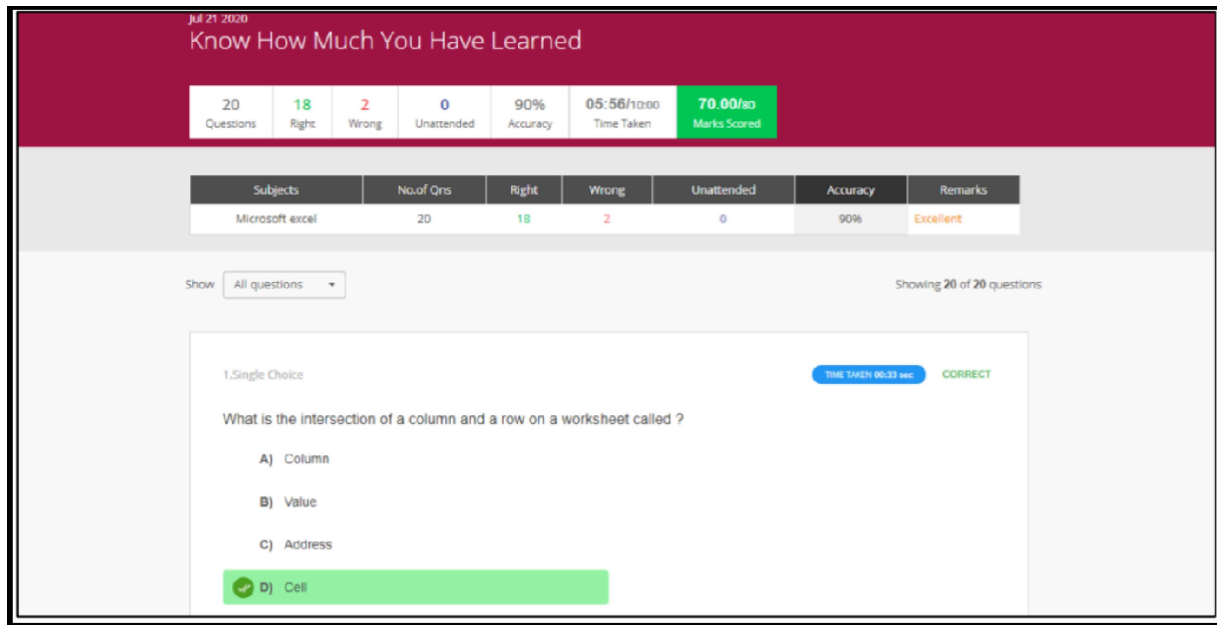


**13. Changes/ Edit to any of the answers can be brought through the Review button before the final submission.**

14. Just after the submission, the learner gets a report of the number of right and wrong answers.



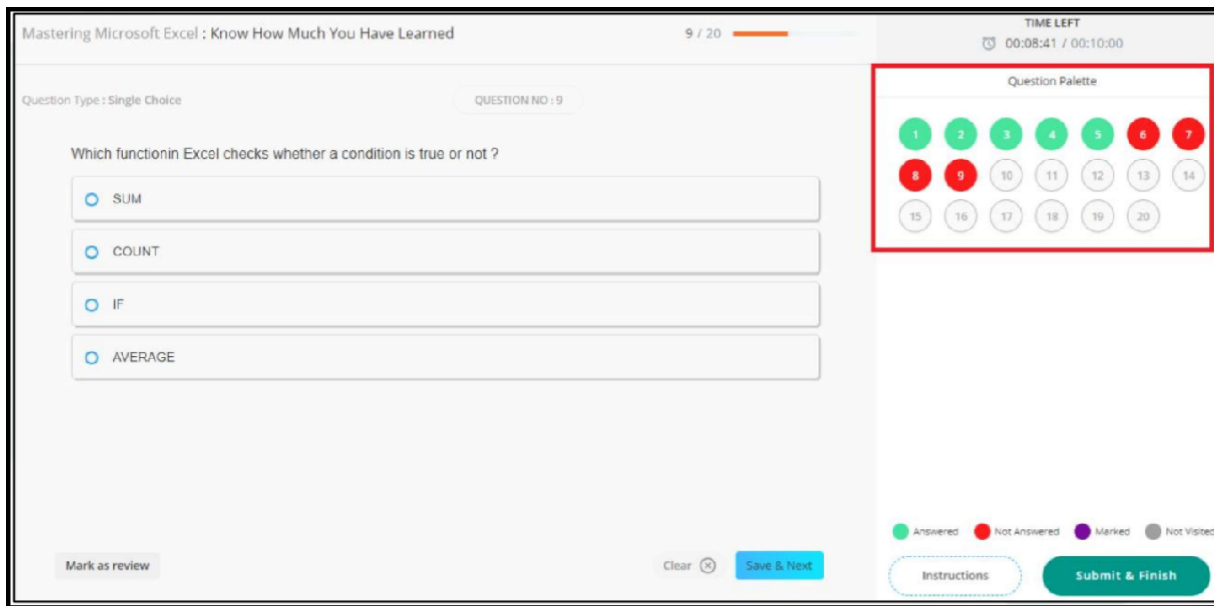
15. Either you can close the Report or can view the detailed report which shows all the right and wrong answers, time taken, etc.



**Note:** If there are subjective type/ fill in the blanks questions in the test, the status will be shown as 'Pending' since it requires manual correction from the Facilitator. Once the test is evaluated you will be notified in the notification bar.

## Question palette

- The **Question Palette** displays the total number of questions in the test.
- If the Learner wants to skip a question and move to the next question, it is possible through **Palette**.
- The **Green** color button shows the attempted one and **Red** color mentions the skipped one.
- Learners can move across the **Question Palette** and start the test from any question.



- The learner can also edit the attempted one with the help of a palette.

## How to submit a survey.

- The learners can submit **surveys** based on the course contents and facilitator's knowledge transfer.
- The survey won't be listed in the lecture title.
- Usually, surveys are included in the last session.
- After attending the last lecture, when the learner clicks on the Next button, the survey page opens up.
- After attending the survey, click on the **Submit** button.



## Course Feedback Survey

Q1: How you rate this course content? \*

- ☒ Extremely Good
- ☐ Good
- ☐ Average
- ☐ Below Average

Q2: Is the trainer has enough knowledge on the subject? \*

- ☒ Yes
- ☐ No

Q3: Is your learning purpose achieved?

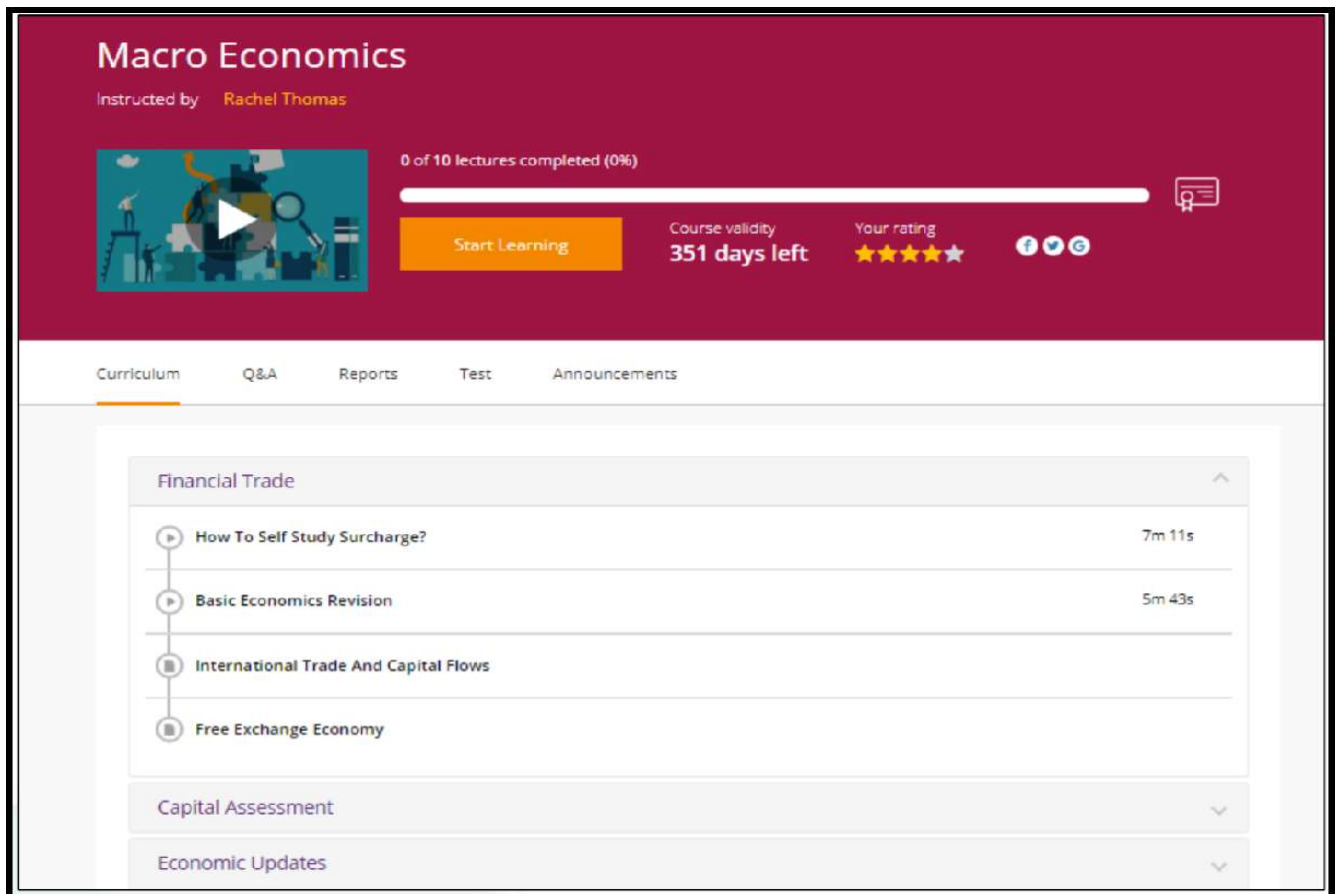
- ☒ Yes
- ☐ No

Q4: Your valuable suggestions and feedback to improve the course contents.

Include more videos. Videos helps to understand the concept very easily.

Submit

# Chapter 6- Course details Page



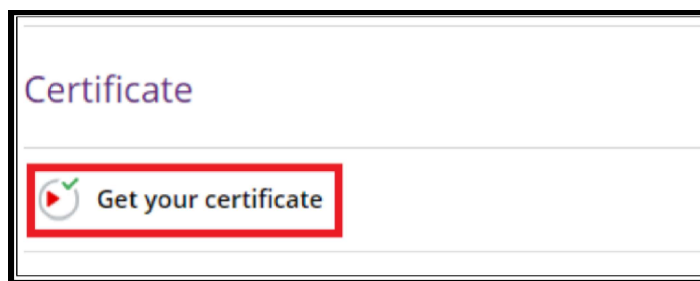
This page displays the basic information of the course such as course name, Facilitator's name, course image, course completion percentage, **Start Learning** button (**Resume Learning** button if you have already started the course), course validity period, course rating (the Learner will rate the course from here) and the certificate symbol (if it is a certificate course).

When you scroll down further on this page, you find 4 tabs namely:

- Curriculum
- Q&A
- Report
- Test
- Announcement

## Curriculum

- This tab lists all the active sections and lectures of the course. There can be many sections in a course and each section contains lectures which can be MP4 videos, Pdf doc Word doc, pptx, etc..
- On the right side of Videos lectures, the duration will be mentioned.
- A learner can click on each lecture one by one and start learning.
- The status of the lectures is distinguished by different color codes. The completed lecture icon will have a green check and the lecture that has not been started is grey (as highlighted in the image).
- Upon clicking a lecture on this page, you are redirected to the content delivery page displaying the content of that lecture.
- The learner can also have a view of recurring live sessions scheduled by the admin in the calendar.
- For a certified course, after completing the course, you can click the certificate lecture and view/download the certificate. After generating the certificate, its corresponding lecture icon will have a green check.
- Learners can download the certificate once the course is completed or the learner should satisfy all the requirements(conditions applied by admin) for the certificate.

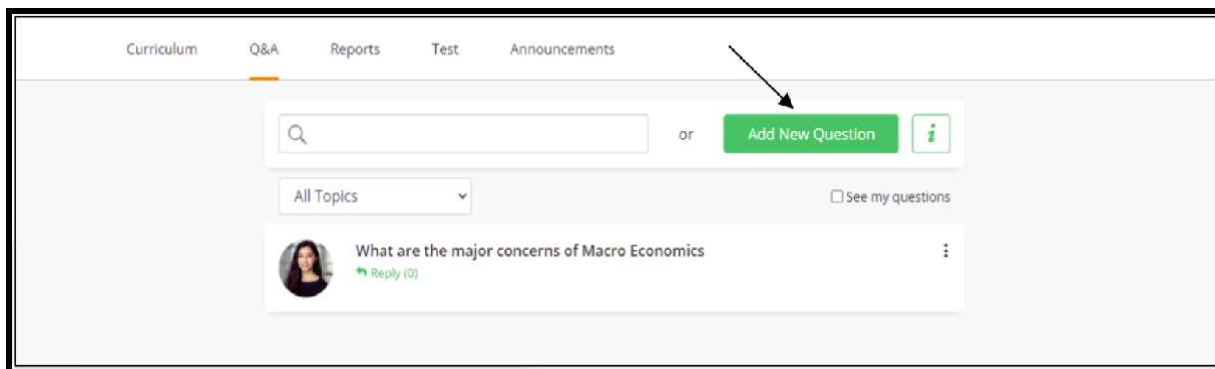


## Q&A

- This tab displays a discussion forum. You can see a list of discussions that are already started.
- You can search for questions as well as filter them according to the topics from the drop-down menu.
- This tab displays a discussion forum. You can see a list of discussions that are already started. You can search for questions as well as filter them according to the topics from the drop-down menu.

You can initiate a discussion using the following procedure:

1. Click the **Add New Question** button.



2. Type a question title and a brief description.
3. Click **Post Question**.

Curriculum Q&A Reports Test Announcements

Have a technical issue? Our Support Team can help.

Macro economics

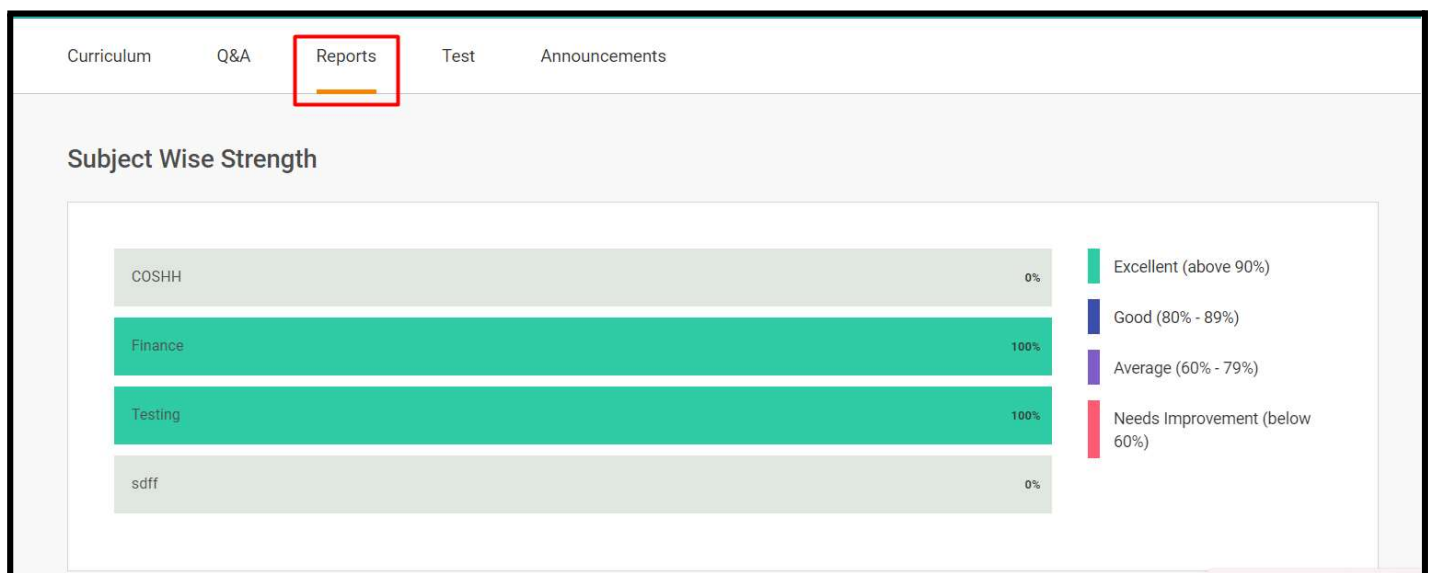
What are the major concerns of Macro Economics

\* Title and content are required to post a question.

Cancel Post Question

## Reports

This tab displays the statistical report of the learner's subject-wise strength with respect to their performance in the test.



## Test

- Courses may contain Test/Exam to know how much the learner was able to acquire based on the online lectures.


- After each test, a report will be collected and stored in the **Test** section

The screenshot displays the 'Test' section of a learning management system. At the top, a navigation bar includes 'Curriculum', 'Q&A', 'Reports', 'Test' (highlighted with a red box), and 'Announcements'. Below this, a central orange banner reads 'Test Journey'. A vertical timeline labeled 'Session1' shows a test taken on '15-05-2023'. To the left of the timeline, a box titled 'Online Test' (with a lightning bolt icon) shows '5 Questions', '30:00 Min', and '14 Marks'. It includes a 'View Report' link and a green 'Retry' button. To the right of the timeline, the results for 'Session1' are shown: a green checkmark icon, '7.00/14 Marks Scored', and a clock icon with '01:26/30:00 Time Taken'. At the bottom right, a star icon and 'E Grade' are displayed.

## Announcements

This tab lists the announcements sent from the Facilitator to the learners.

[Curriculum](#) [Q&A](#) [Reports](#) [Test](#) [Announcements](#)



V2ru olive vle

posted an announcement - 15-05-2023

Online Test

An Online Test will be conducted on tommorrow 10.00am.

The slide features a grayscale background image of a classroom. A teacher is standing at the front, gesturing towards a whiteboard, while a group of students sits in rows of desks, facing the front. The text 'mykademy' is positioned on the left, with a pink lightning bolt graphic integrated into the 'y'. To its right, the words 'Thank You' are displayed in a clean, sans-serif font, separated by a thin vertical line.

**my** kademy | Thank  
You

V0.1  
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