



## What is in the Learning application?

The Learning application is made up of different parts, all of which are optional to use.

Generally, a company will want to use eLearning content to create Courses, but there are a few Claromentis extras that can further diversify the experience for your team to consider.

## What makes up the Learning application?

Opening the front end of the Learning application (Applications > Learning), its elements are displayed:

A screenshot of the 'Learning' application dashboard. The dashboard is titled 'Learning' and shows a user profile for 'Claromentis Administrator System Administrator'. There are two buttons: '+ Add New Record' and '+ Add Certificate'. Below these are two sections: 'Latest progress' showing 'Microsoft Office 365 for Beginner' with 'Points: 0/70' and a progress bar at 0%. The main area contains five colored tiles: 'Training Records' (yellow), 'Learning Paths' (red), 'Quizzes' (blue), 'Courses' (green), and 'Events' (teal). Each tile has an icon and a brief description of the feature.

**Courses:** Its own application, where modules can be created and put into Courses for users to take and pass/fail (most commonly SCORM content, but there are other [asset types](#) available for modules)

**Quizzes:** Also, it's own application. Quizzes can be used in modules or standalone assessments

**Events:** Another standalone application, events can be marked as a training event and used in Courses or Learning Paths.

**Training records:** An option within the Learning application allows Courses, Events, Quizzes, Learning paths, certificates, etc. to appear in a user's training record on completion. This builds a history of their achievements over time, which can be viewed on user profiles or by those [with permissions](#).

**Learning Paths:** A claromentis construct, this allows multiple Courses, events or Quizzes to be chained together to create an overarching sequence a user can complete.

## How is best to approach this?

A lot of moving parts can seem daunting at first, but once your Intranet management team start to use them, the way they fit together becomes more familiar.

We recommend starting by setting up the [Courses application](#) and creating a test course as a fundamental.

In this course, you can test out adding in an Event or Quiz as a module to see how this works, as well as the option to mark this is the user's training record on completion.

Once this makes sense, test creating a Learning path using those test courses to understand how this fits together and works in practice.

Alternatively or as well as, your team can [import user training records](#) in bulk using a CSV, so that their achievement history is still in the Intranet even if the content needed to achieve it was not.

## How do I get started?

The admin side of each application you wish to use will need to be set up first. Use these links to open the relevant guide for each area: [Learning](#), [Courses](#), [Events](#), and [Quiz](#).

A [sysadmin](#) can make your account/other users [application administrators](#) for each application, so they can set up the admin side and permissions for each, ready for content to be created.

Once completed, the [users/roles/groups](#) with permissions can start creating test Courses or other content.