



## Learning: Front end Overview

This guide will cover all the options and actions available when on the front end of the learning application (Applications > Learning)

A screenshot of the Learning application front end interface. The interface 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 five main sections: "Training Records" (Historic view of your training records, certifications and to run reports), "Learning Paths" (Set of learning activities curated for you to achieve your goal), "Quizzes" (Take quizzes and test your knowledge on a given subject), "Courses" (Learn via online courses and modules), and "Events" (Training Events, Workshop, Online Training, Webinar, Seminar). On the right, there is a "Latest progress" section showing "Microsoft Office 365 for Beginner" with "Points: 0/70" and a progress bar at 0%.

### Linked areas

Click on each square to open the corresponding content.

**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 appear in Courses or user training records.

**Training records:** An option within the Learning application allows Courses, certificates, events, etc. to be set to appear in a user's training record on completion, building up a history of their achievements over time, which is viewable from their profile and to administrators.

**Learning Paths:** A Claromentis construct, this allows multiple Courses, events, quizzes, etc. to be chained together to create an overarching sequence a user can follow to complete all the content within and gain overall completion of the path.

### Add a new record or certificate buttons

On the admin side of Learning in the 'Training record' tab, administrators decide who can update this and for whom.

It's possible to allow users to update their own training record or only allow administrators to do this.

Users with permissions will see these buttons and can add new training records or certificates.

More information in our guide [here](#).

## Learning Path progress

If the user is enrolled on [Learning Paths](#), their progress will be shown visually in this area for each path.

The screenshot shows the Learning dashboard with a 'Latest progress' section highlighted in red. The dashboard includes sections for Training Records, Learning Paths, Quizzes, Courses, and Events. The user is identified as Claromentis Administrator, System Administrator, with buttons for '+ Add New Record' and '+ Add Certificate'.

| Item                              | Points | Progress |
|-----------------------------------|--------|----------|
| test2                             | 10/10  | 100%     |
| test                              | 10/10  | 100%     |
| Microsoft Office 365 for Beginner | 0/70   | 0%       |

## 3 dot menu

This lists quick access links that will appear to users with the appropriate permissions.

The screenshot shows the Learning dashboard with the 3-dot menu open. The menu items are: Learning Home, Learning Paths, Training Records, Training Record Reports, and Learning - Admin. The 'Latest progress' section shows 'Microsoft Office 365 for Beginner' with 0% progress (0/70 points).

- **Learning home:** Returns the user to the Learning front end
- **Learning Paths:** Opens the Learning Paths area
- **Training records:** Opens the user's own training record
- **Training record reports:** Will only appear to a user with the 'view training record reports' permission, given on the [admin side of Learning](#).
- **Learning admin:** Will only appear to application administrators of Learning; it's a shortcut to open its admin side.