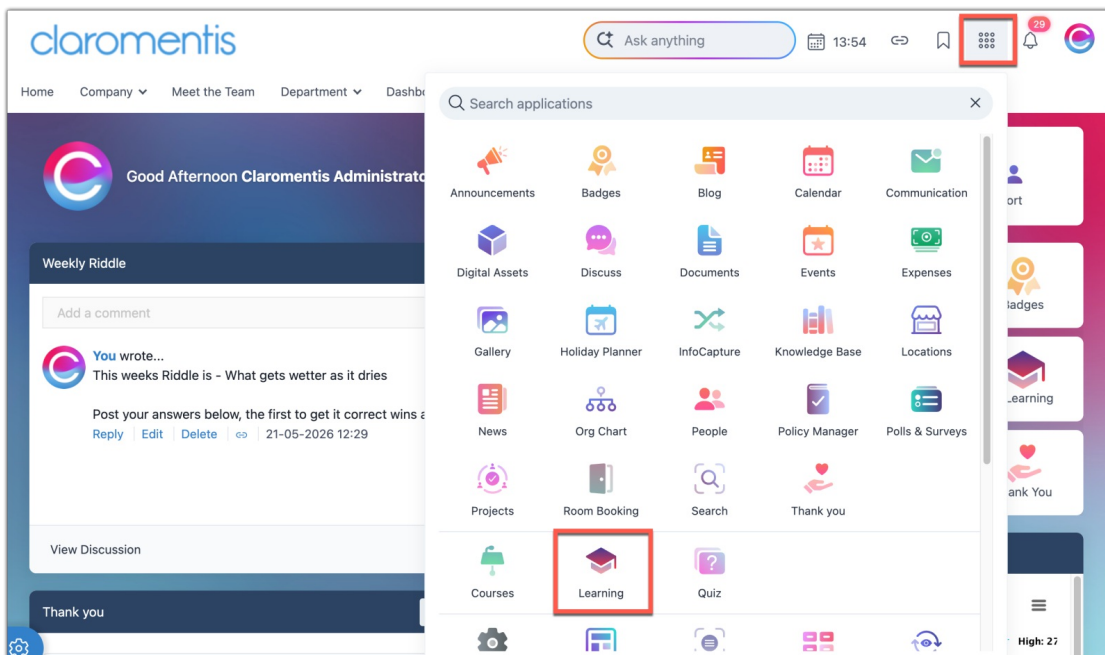


Courses: Front-end overview

The front-end of Courses can be accessed in two ways.

The pathway available will depend on which icons your team have decided to make visible to users in their [application lists](#).

1. Applications > Learning > Courses



claromentis

Ask anything 11:14

Home Company Meet the Team Department Dashboards E-Form Examples Learning SAGE Projects Book a Demo Pricing More

Learning

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 reports

Quizzes
Take quizzes and test your knowledge on a given subject

Courses
Learn via online courses and modules

Events
Training Events, Workshop, Online Training, Webinar, Seminar

Claromentis Administrator
System Administrator

+ Add New Record + Add Certificate

Latest progress

Microsoft Office 365 for Beginner
Points: 0/70 0%

2. Applications > Courses

claromentis

Ask anything 11:18

Home Company Meet the Team Department Dashboards

Search applications

News Org Chart People Policy Manager Polls & Surveys

Projects Room Booking Search Thank you

Courses Learning Quiz

Admin Pages Menu Builder Buttons Audit Manager

Slider

Regardless of how they get there, users will be shown the Courses landing page:

Learning Learning > Courses

FILTER BY

All Courses 5

Mandatory 1

Enrolled 1

In Progress 3

Completed 0

Archive 0

CATEGORIES

All Categories

Claromentis

Franchisee Training

Microsoft Office

All Tags microsoft claromentis excel word social powerpoint intranet

Sort by: A-Z Z-A Recently Added

Basic Claromentis Training
Two overview modules and a t...

Basic Excel Training
As we have migrated away fro...

Documents Application ...
An e-learning course to guid...

Onboarding Training
An e-learning course to guid...

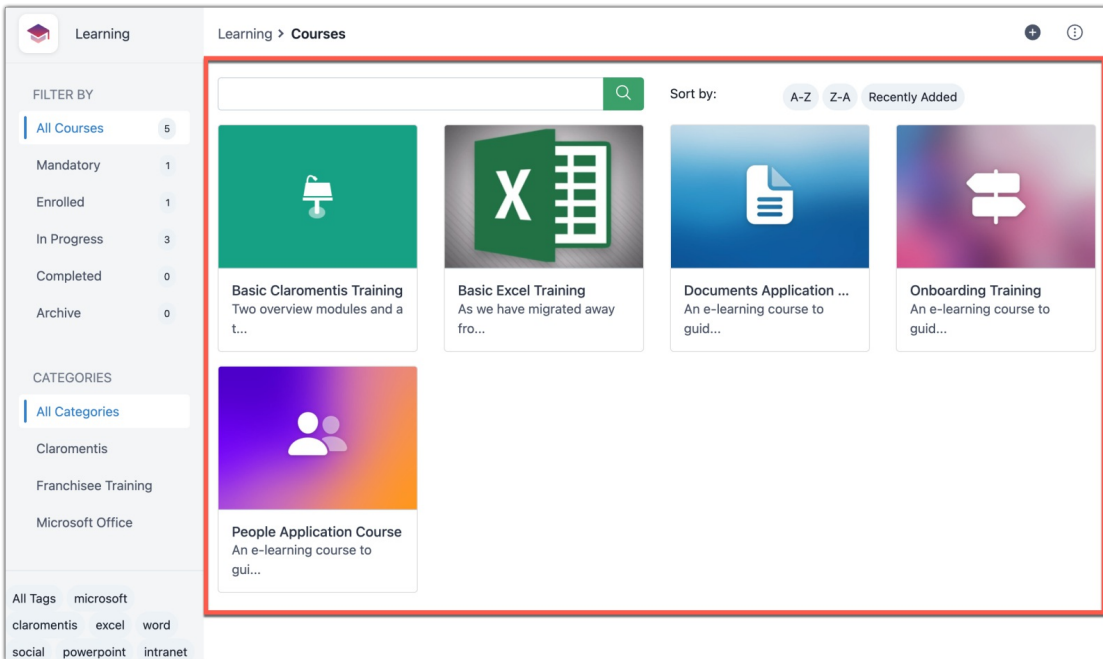
People Application Course
An e-learning course to gui...

Main courses list

- Browsing Courses

A search bar in the middle of the screen allows a user to search within the Courses they have permissions for.

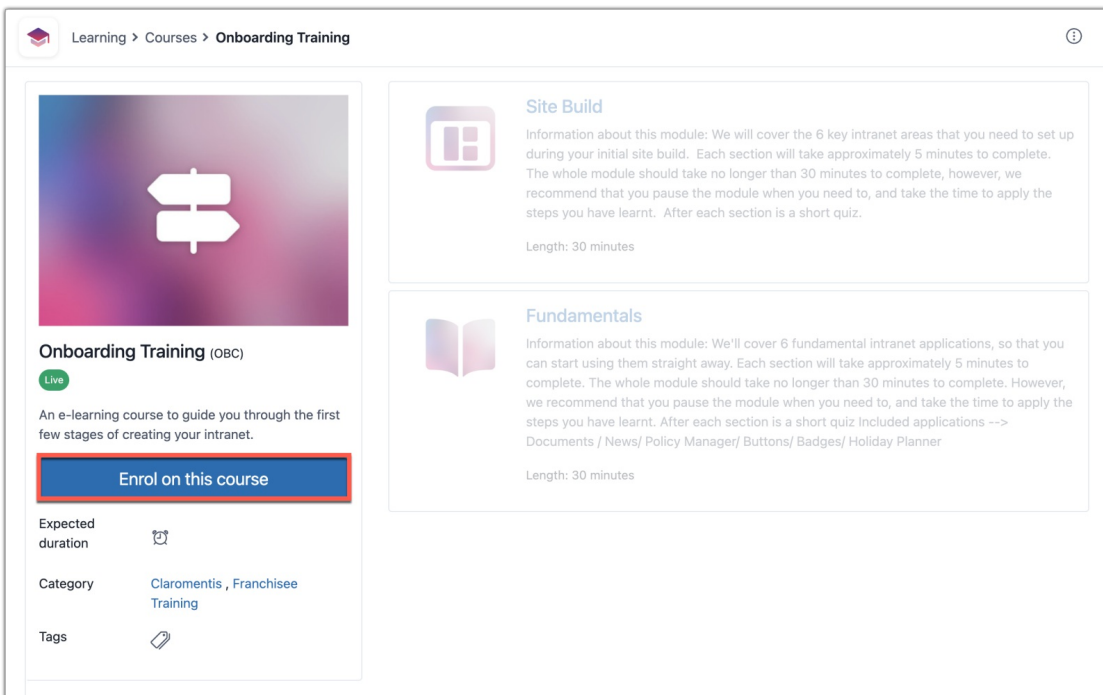
The buttons on the right allow the user to curate the view to their liking - Sort by name or last modified.



- Opening Courses

Users can click into the Course to see its information, the modules within and enrol if necessary.

Once enrolled, they will be able to complete the modules to obtain overall [Course completion](#).



- Filters

Change the Courses listed based on the corresponding filter.

A user will only see Courses they have permissions for.

The screenshot shows the 'Learning > Courses' interface. On the left, a sidebar contains a 'FILTER BY' section with a red border. This section includes a search bar, a 'Sort by' dropdown (set to 'A-Z'), and a list of filters: 'All Courses' (5), 'Mandatory' (1), 'Enrolled' (1), 'In Progress' (3), 'Completed' (0), and 'Archive' (0). Below this is a 'CATEGORIES' section with 'All Categories' selected, and a list of categories: 'Claromentis', 'Franchisee Training', and 'Microsoft Office'. At the bottom of the sidebar are 'All Tags' including 'microsoft', 'claromentis', 'excel', 'word', 'social', 'powerpoint', and 'intranet'. The main content area displays a grid of course cards: 'Basic Claromentis Training', 'Basic Excel Training', 'Documents Application ...', 'Onboarding Training', and 'People Application Course'.

- **All Courses:** List all courses a user has permissions for
- **Mandatory:** Show courses for which a user has been given the 'Mandatory to enrol' permission
- **Enrolled:** Show courses the user has enrolled in but not yet started any modules
- **In progress:** Show courses the user has started the modules for
- **Archive:** Show Courses that have been put into archived status (likely by an administrator)

- Categories

Change the Courses shown in the list by applying a category.

Categories are created and managed by application administrators of Courses on the admin side.

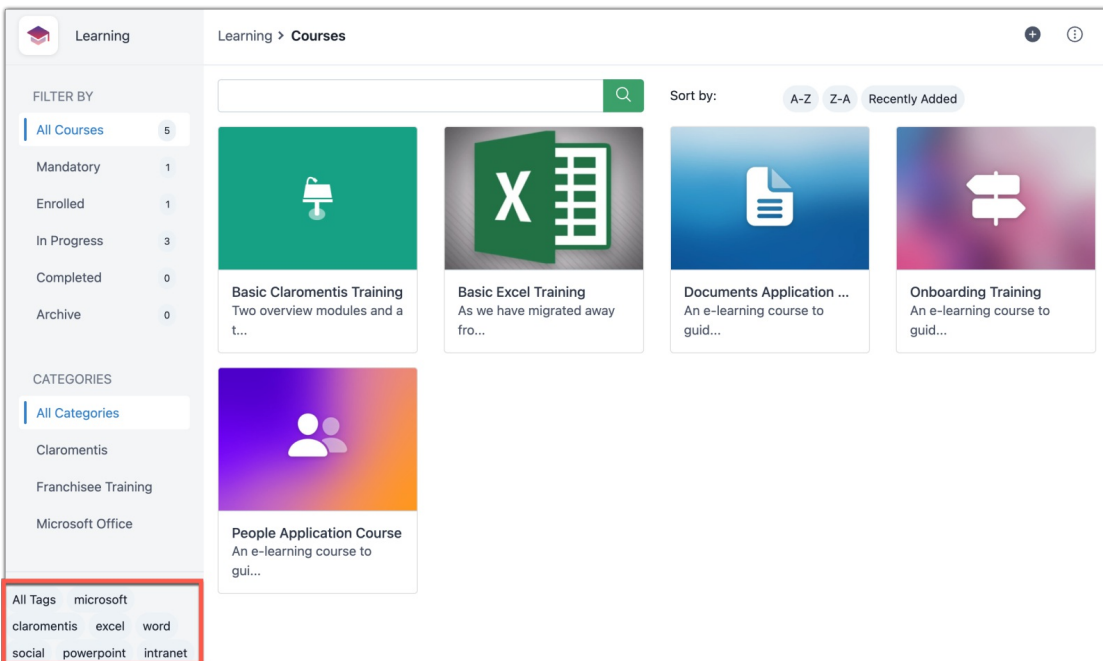
A category is applied to a Course when it is [being created or edited](#).

This screenshot is identical to the one above, but the 'CATEGORIES' section in the sidebar is highlighted with a red box. The 'All Categories' option is selected, and the list of categories ('Claromentis', 'Franchisee Training', 'Microsoft Office') is visible.

- Tag cloud

The words here are generated from tags entered across Courses when they were [created or edited](#).

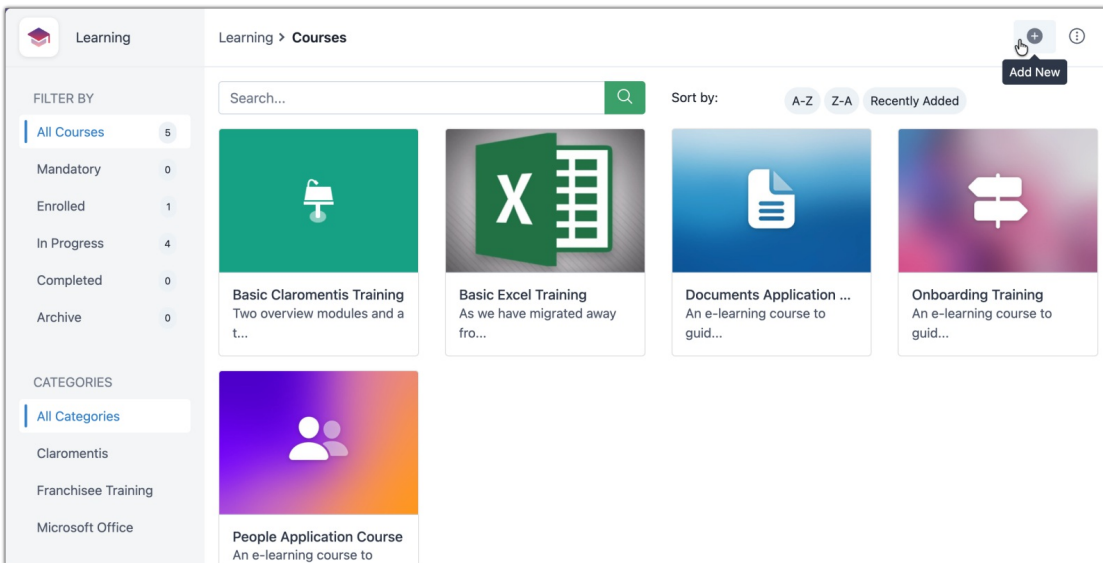
Words can be clicked on to filter the Course list by content tagged with that phrase.



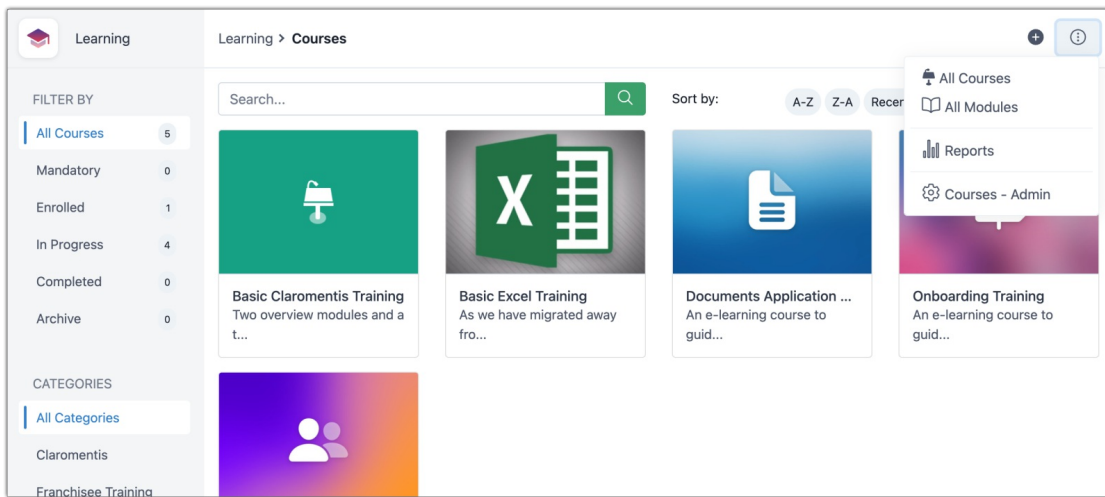
Add new course button

This will only appear for users with 'Add Course' permissions, as given by an application administrator on the [admin side of Courses](#).

On the next screen, [a new Course](#) can be created.



3 dot menu



Under the 3-dot menu are several options.

- **All Courses:** Opens the list of all Courses
- **All Modules:** Opens a list of all modules
- **Reports:** Only accessible to users with
- **Courses admin:** Opens the admin side of the application (only appears to application administrators)

Created on 7 May 2026 by [Hannah Door](#). Last modified on 28 May 2026

Tags: [learning](#), [lms](#), [user guide](#)