

## Courses: Front-end overview

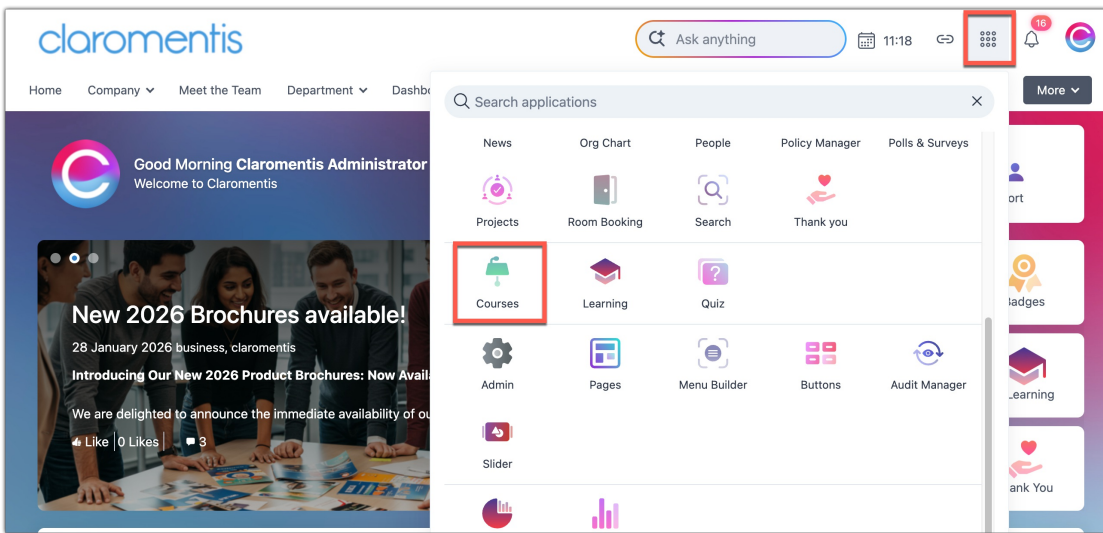
The front-end of Courses can be accessed in two ways.

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

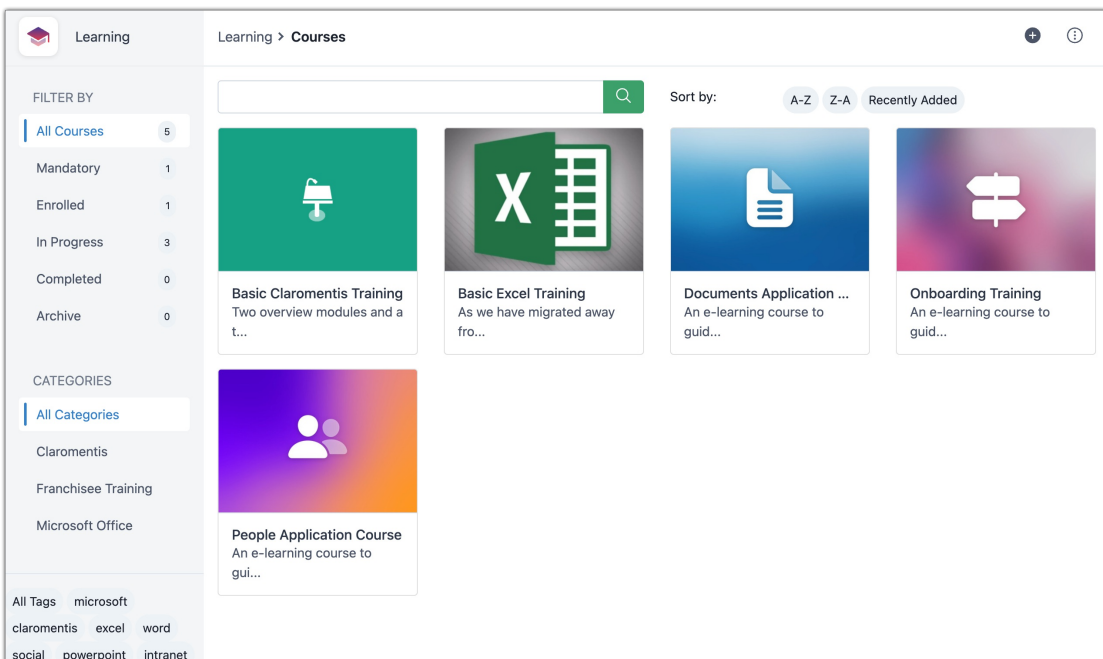
### 1. Applications > Learning > Courses

A screenshot of the Claromentis Learning dashboard. The top navigation bar includes the Claromentis logo, a search bar with the text "Ask anything", and various utility icons. The main content area is titled "Learning" and features several tiles: "Training Records" (yellow), "Learning Paths" (red), "Quizzes" (blue), "Courses" (green, highlighted with a red border), and "Events" (teal). On the right side, there is a user profile for "Claromentis Administrator" with buttons for "Add New Record" and "Add Certificate", and a "Latest progress" section showing "Microsoft Office 365 for Beginner" with a progress bar at 0%.

### 2. Applications > Courses



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



## 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.

The screenshot shows the 'Learning > Courses' interface. On the left is a sidebar with 'FILTER BY' options: All Courses (5), Mandatory (1), Enrolled (1), In Progress (3), Completed (0), and Archive (0). Below this are 'CATEGORIES' (All Categories, Claromentis, Franchisee Training, Microsoft Office) and 'All Tags' (microsoft, claromentis, excel, word, social, powerpoint, intranet). The main area displays a grid of course cards: 'Basic Claromentis Training', 'Basic Excel Training', 'Documents Application ...', 'Onboarding Training', and 'People Application Course'. At the top right of the main area, there is a search bar and 'Sort by' options: A-Z, Z-A, and Recently Added.

### - 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.

The screenshot shows the 'Onboarding Training' course detail page. The breadcrumb is 'Learning > Courses > Onboarding Training'. On the left, there is a course card with a 'Live' badge and an 'Enrol on this course' button. Below the card, details are listed: 'Expected duration' with a clock icon, 'Category' as 'Claromentis, Franchisee Training', and 'Tags' with a tag icon. The main content area features two modules: 'Site Build' and 'Fundamentals'. Each module includes an icon, a title, a description of the content, and a 'Length: 30 minutes' indicator.

### - 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 titled 'FILTER BY' is highlighted with a red box. It contains a list of filters with their respective counts: 'All Courses' (5), 'Mandatory' (1), 'Enrolled' (1), 'In Progress' (3), 'Completed' (0), and 'Archive' (0). Below this, there are 'CATEGORIES' (All Categories, Claromentis, Franchisee Training, Microsoft Office) and 'All Tags' (microsoft, claromentis, excel, word, social, powerpoint, intranet). The main content area displays a grid of course cards, including 'Basic Claromentis Training', 'Basic Excel Training', 'Documents Application ...', 'Onboarding Training', and 'People Application Course'. The 'Sort by' options are A-Z, Z-A, and Recently Added.

- **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 first one, but the 'CATEGORIES' section of the sidebar is highlighted with a red box. The 'All Categories' option is selected, and the rest of the interface remains the same.

### - 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.

The screenshot shows the 'Learning > Courses' interface. On the left, there is a sidebar with 'FILTER BY' and 'CATEGORIES' sections. The 'All Tags' section at the bottom of the sidebar is highlighted with a red box and contains the following tags: microsoft, claromentis, excel, word, social, powerpoint, and intranet. The main content area displays a grid of course cards, including 'Basic Claromentis Training', 'Basic Excel Training', 'Documents Application ...', 'Onboarding Training', and 'People Application Course'. At the top right of the main area, there is a search bar and a 'Sort by:' dropdown menu with options 'A-Z', 'Z-A', and 'Recently Added'.

## 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](#).

### 3 dot menu

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Created on 7 May 2026 by [Hannah Door](#)

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