



Learning Module

User Guide

Create multimedia courses and assign them to the right employees across the organization.

1

Open

Access the Learning module

2

Create

Add a new course

3

Build

Include video, PPT, PDF, images, or links

4

Assign

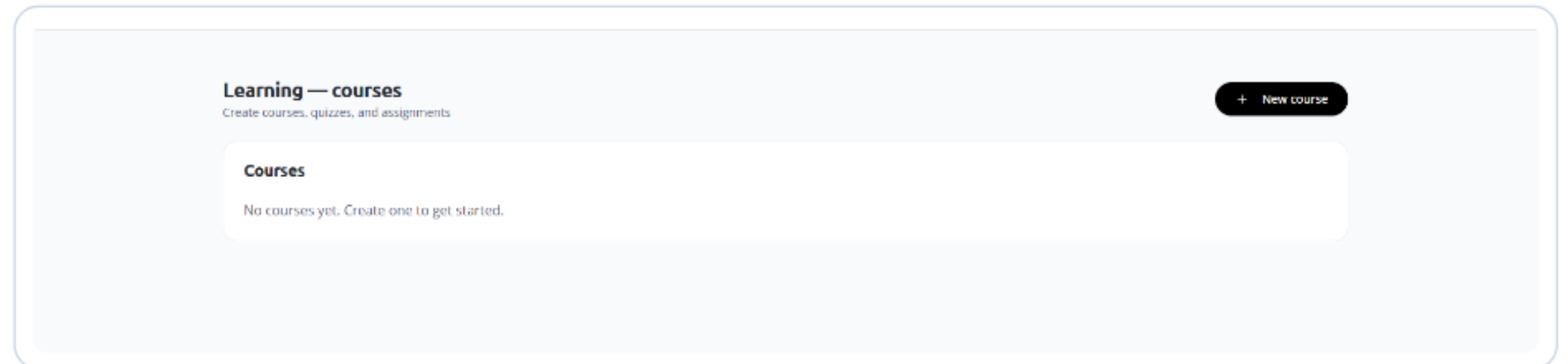
Send it to the company, a department, or an employee

STEP 1

Open the Learning module

Access the course library to review existing training or create new content.

- 1 **Select Learning from the platform navigation.**
- 2 Review the courses already available in the library.
- 3 Click New course in the upper-right corner.



The course list becomes the central place to manage and distribute training.

STEP 2

Create the course

Add the core information employees will use to identify and understand the training.

- 1 **Enter the course title.**
- 2 Add a clear description of the objective and content.
- 3 Set the estimated duration in minutes.
- 4 Keep the course active when it is ready to be assigned.

[Back to course list](#)[Save](#)

Course details

Title

Description

Content type

video

Duration (minutes)

30

Content URL

☒ Active

STEP 3

Add the learning content

Choose the format that best supports the course and attach or link the training material.

[Back to course list](#)[Save](#)

Course details

Title

Description

Content type

video

Duration (minutes)

30

Content URL

☒ Active

Supported course materials

- 1 Video**
Link to hosted training or recorded instruction
- 2 Presentation**
Add PowerPoint or slide-based material
- 3 Document**
Include PDF guides or reference files
- 4 Image or other media**
Use visual material or another supported resource

Select the content type, add its URL or file reference, and click **Save**.

STEP 4

Assign the saved course

After saving, select the audience that should receive the course.

Choose one assignment scope

01

Entire company

Assign the course to every active employee.

02

Department

Send the course only to employees in a selected department.

03

Individual employee

Assign the training directly to one selected employee.

Once assigned, the selected employees can access the course from their Learning area.