Classroom Administration

1. Overview

The Classroom module enables administrators to create, manage, and organize instructor-led training programs. Admins can configure course details, upload learning materials, assign trainers, and publish courses for learners.

2. When to Use

Use Classroom Administration when you want to:

- Create instructor-led training courses
- Upload learning materials
- Assign trainers to courses
- Configure course information
- Publish or archive courses
- Manage classroom training

3. Concepts

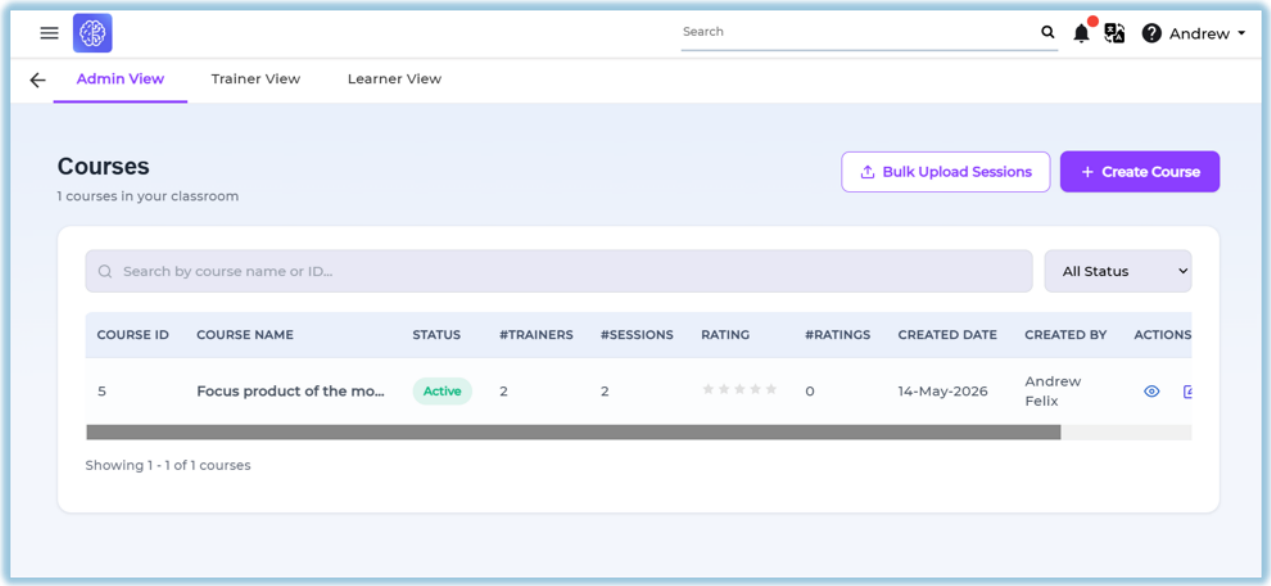
- **Classroom** – A module used to manage instructor-led training programs.
- **Course** – A training program that contains learning materials, trainers, and sessions.
- **Course Information** – Basic details such as course name, description, skills, and product information.
- **Documents** – Learning materials uploaded to a course, including PDFs, videos, Learnbee, quizzes, and polls.
- **Trainer Assignment** – Process of assigning trainers to conduct classroom sessions.
- **Course Status** – Indicates whether a course is Draft, Active, or Archived.

4. Set Up Guide

Access Classroom

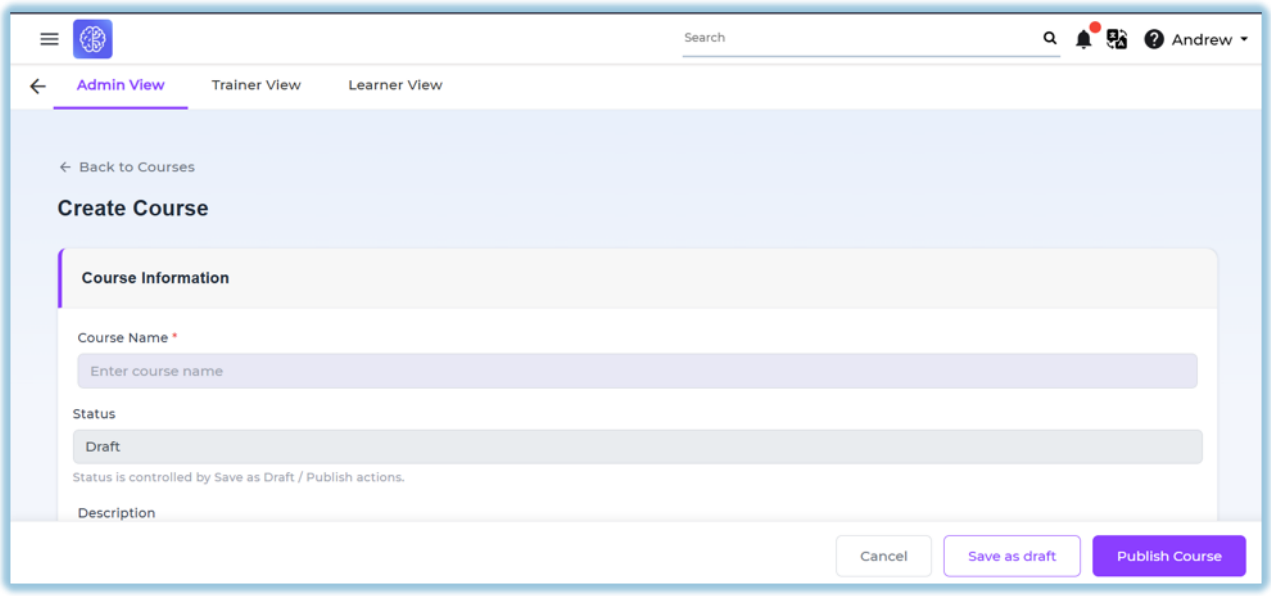
1. Open the **Main Menu**.
2. Click **Classroom**.

3. Select **Admin View**.



Create a Course

1. Click **+ Create Course**.

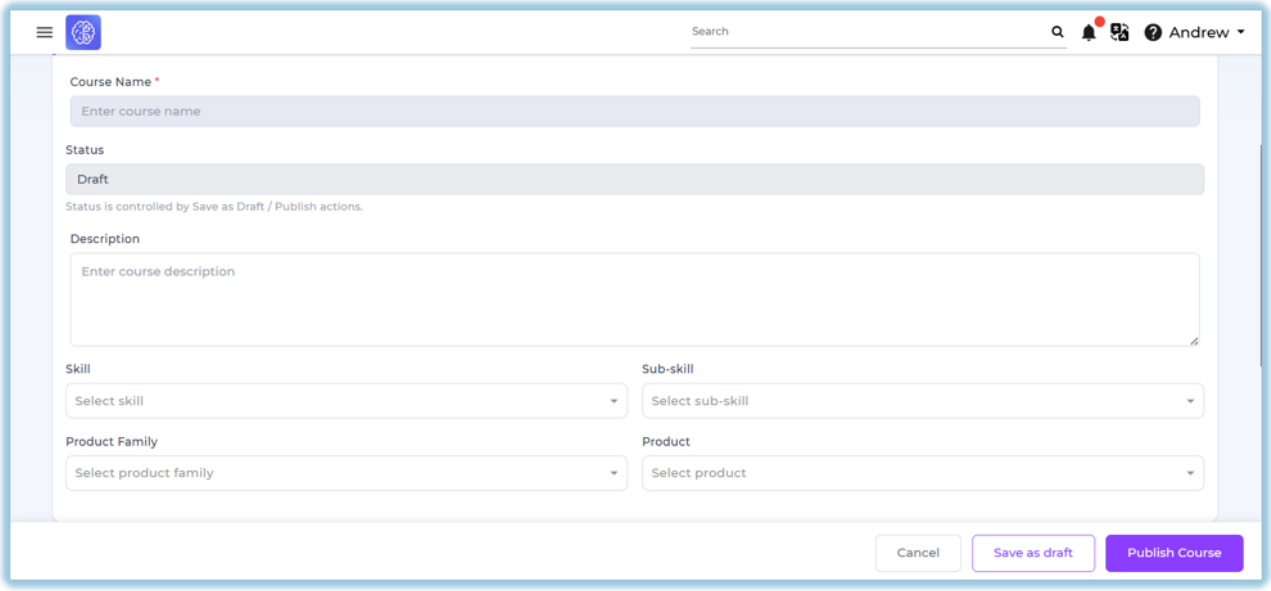


2. Enter the Course Name.
3. Review the system-generated Course ID.
4. Enter the Course Description.

Configure Course Information

Enter the required course details:

- Skill
- Sub-skill
- Product Family
- Product



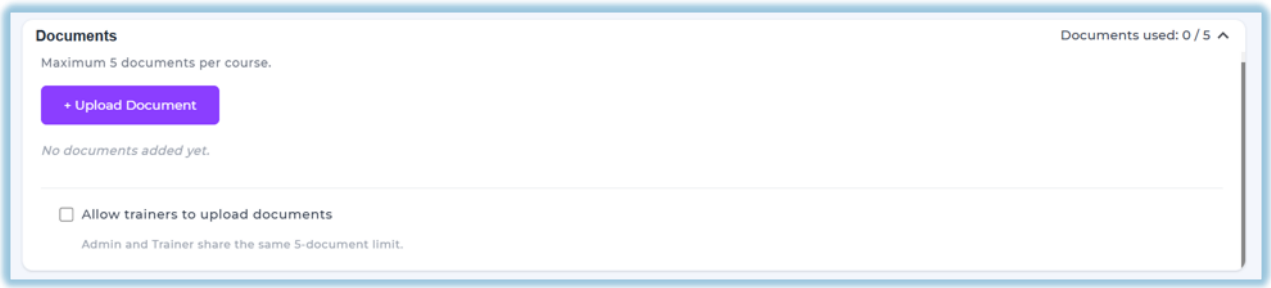
Upload Learning Materials

Navigate to **Documents**.

Click **+ Upload Document**.

Supported document types include:

- PDF
- Video
- Learnbee
- Quiz
- Poll

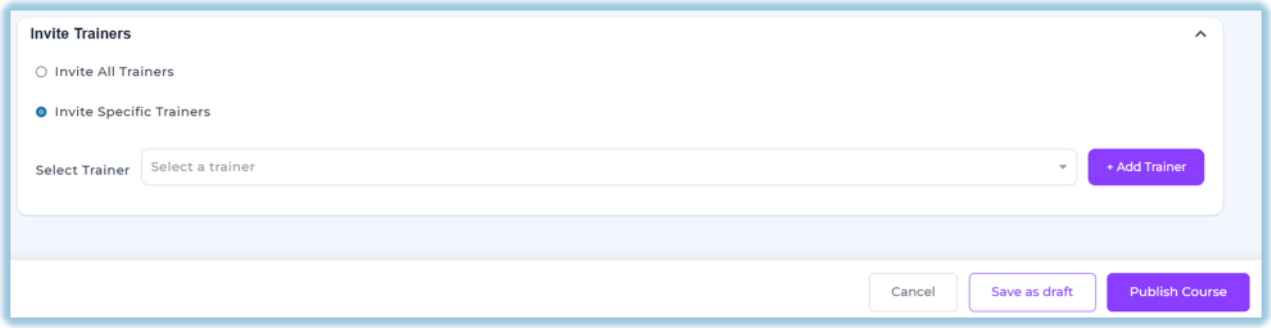


Review uploaded documents before publishing the course.

Configure Trainer Access

Choose one of the following options:

- Invite All Trainers
- Invite Specific Trainers



Review the selected trainers before saving the course.

Save or Publish

Choose one of the following:

- Save as Draft
- Publish Course

Published courses become available for trainer session creation.

Archive or Restore Course

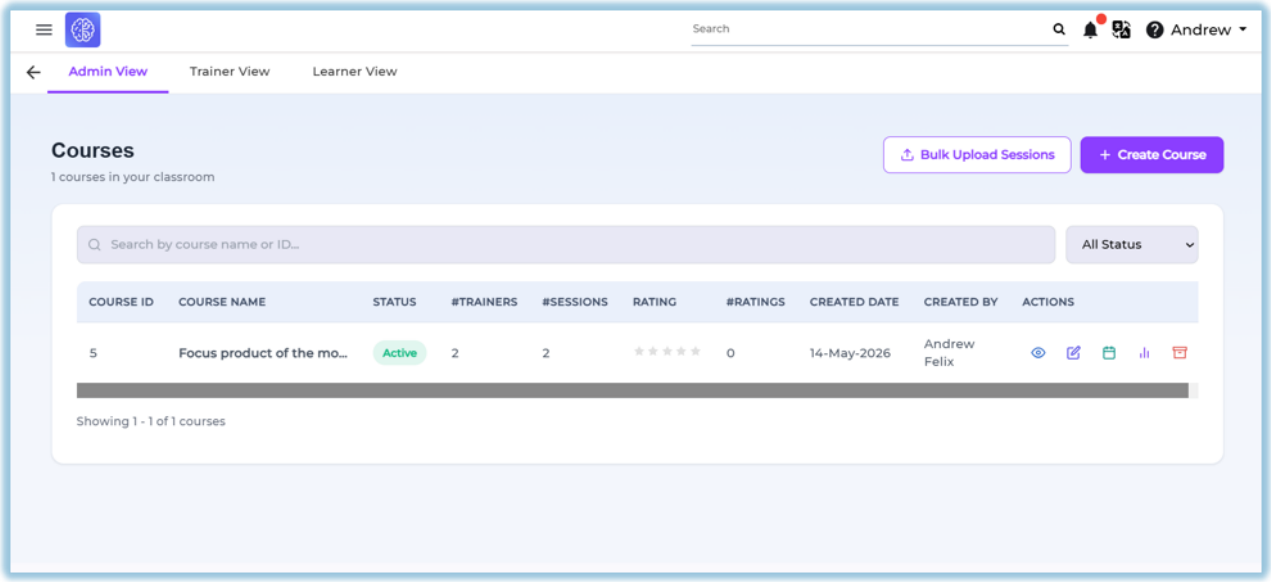
Admins can archive completed or inactive courses.

Archived courses can be restored whenever required.

5. User View

The Admin Dashboard displays:

- Courses
- Course Status
- Assigned Trainers
- Documents
- Session Count
- Ratings



Admins can:

- Edit courses
- Publish courses
- Archive courses
- Manage documents
- Manage trainer assignments

6. Reporting

Admins can monitor:

- Total Courses
- Published Courses
- Draft Courses
- Assigned Trainers
- Course Ratings
- Session Count

Detailed reporting is available through the Classroom Reports section.

7. Best Practices

- Complete all course details before publishing.
- Upload all required learning materials.
- Assign trainers before scheduling sessions.
- Review course information regularly.
- Use Draft status while configuring incomplete courses.
- Archive inactive courses instead of deleting them.

8. Troubleshooting & FAQs

Q. Where can I access Classroom?

A. Main Menu → Classroom.

Q. Which document types are supported?

A.

- PDF
- Video
- Learnbee
- Quiz
- Poll

Q. Can multiple trainers be assigned to a course?

A. Yes. Admins can invite all trainers or select specific trainers.

Q. Can trainers upload documents?

A. Yes. Admins can enable trainer document uploads for the course.

Q. Can a course be saved without publishing?

A. Yes. Use **Save as Draft** to save the course before publishing.

Q. Can archived courses be restored?

A. Yes. Archived courses can be unarchived whenever required.

9. Version Notes

Last Updated: 06 Aug 2026

Revision #3
Created 6 August 2026 11:12:32 by Manjula Jagadish
Updated 7 August 2026 10:22:35 by Manjula Jagadish