

# How to use Classroom?

## 1. Overview

The Classroom module allows organizations to manage instructor-led training through Admin and Learner views. It supports course creation, trainer assignment, document sharing, session management, learner participation, and training progress tracking within the Converse platform.

## 2. When to Use

- When creating and managing classroom-based training programs.
- When assigning trainers and uploading course-related documents.
- When learners need to attend scheduled training sessions and review completed sessions.
- When tracking classroom sessions, attendance, and learner participation.

## 3. Concepts

- **Classroom** – A training management module used to organize courses, sessions, trainers, and learners.
- **Admin View** – The section where admins create and manage courses and trainers.
- **Learner View** – The section where learners can view and access their training sessions.
- **Courses** – Training programs created and managed within the Classroom module.
- **Course Information** – Basic course details such as name, description, and status.
- **Documents** – Learning materials uploaded for a course, such as PDFs and videos.
- **Trainer Invitations** – Options used to assign trainers to a course.
- **Scheduled Sessions** – Upcoming training sessions assigned to learners.
- **Completed Sessions** – Sessions that learners have already attended.
- **Missed Sessions** – Sessions that learners did not attend.
- **Session Reports** – Reports showing attendance, participation, and learner performance details.
- **Course Status** – The current state of a course, such as Draft, Active, or Completed.

## 4. Set Up Guide

## Access Classroom

1. Open the **Menu** from the left navigation panel.
2. Select **Classroom**.
3. Open the **Admin View** tab.

## Create a Course

4. Click **+ Create Course**.
5. Enter the **Course Name**.
6. Review the system-generated **Course ID**.
7. Enter the **Description**.

## Configure Course Details

8. Select the required **Skill**.
9. Select the required **Sub-skill**.
10. Select the required **Product Family**.
11. Select the required **Product**.

## Upload Documents

12. Navigate to the **Documents** section.
13. Click **+ Upload Document**.
14. Upload the required course documents.

Supported documents shown in the UI include:

- PDF documents

15. Review uploaded documents in the document list.

## Configure Trainer Access

16. Enable **Allow trainers to upload documents** if trainer uploads are required.
17. Navigate to the **Invite Trainers** section.
18. Select one of the following options:

- **Invite All Trainers**
- **Invite Specific Trainers**

19. Click **Add All Trainers** if inviting all trainers.
20. Review trainers under the **Selected Users** table.

## Save or Publish the Course

21. Click **Save as Draft** to save the course without publishing.

22. Click **Publish Course** to make the course active.

## Access Learner View

23. Open the **Learner View** tab.

24. Review learner session categories:

- Scheduled Sessions
- Completed Sessions
- Missed Sessions

25. Click **View Session** to open a session.

26. Click **View Reports** to access learner reports.

## 5. User View

Admins can view all created courses, trainer assignments, uploaded documents, session counts, ratings, and course status from the Classroom dashboard.

Learners can access sessions through the **Learner View** tab, where sessions are grouped under:

- Scheduled Sessions
- Completed Sessions
- Missed Sessions

Each session displays:

- Course Name
- Session Name
- Date & Time
- Trainer Name
- Session Status
- Invite Status

Learners can open sessions using the **View Session** option.

## 6. Reporting

The Classroom module includes reporting access through the **View Reports** option available in the Learner View.

The source also specifies the following report types:

- Session-level reports
- Trainer-level reports

- Detailed session reports

These reports include:

- Learner participation
- Attendance information
- Document engagement
- Learner scores

## 7. Best Practices

- Upload all required course documents before publishing the course.
- Verify trainer assignments before scheduling sessions.
- Use Draft status while configuring incomplete courses.
- Review learner session categories regularly to track participation.
- Keep course information updated for accurate reporting.

## 8. Related Links / FAQs

**Q: Where can Classroom be accessed?**

A: Classroom can be accessed from **Menu → Classroom**.

**Q: What are the available Classroom tabs?**

A: The module includes:

- Admin View
- Learner View

**Q: Can trainers upload documents?**

A: Yes. Admins can enable **Allow trainers to upload documents**.

**Q: What session categories are visible in Learner View?**

A: Learners can view:

- Scheduled Sessions
- Completed Sessions
- Missed Sessions

**Q: Can courses be saved without publishing?**

A: Yes. Courses can be saved using **Save as Draft**.

# 9. Version Notes

**Last Updated:** 22 May 2026

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Revision #2

Created 13 May 2026 11:53:30 by Manjula Jagadish

Updated 22 May 2026 09:50:40 by Manjula Jagadish