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.

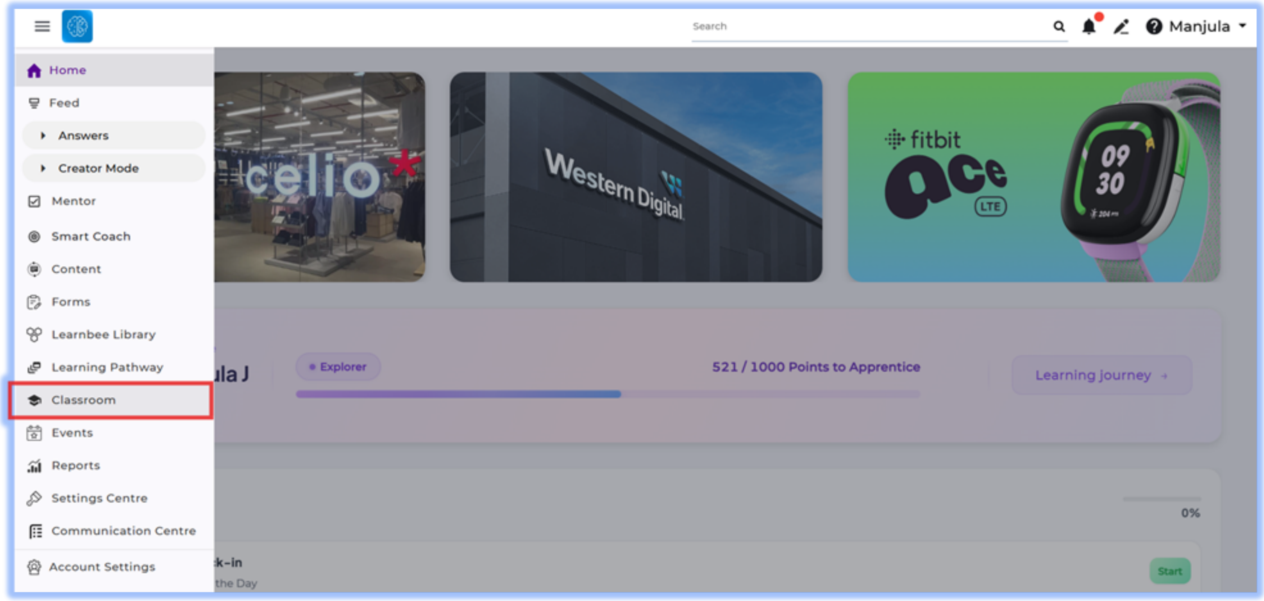
3. Concepts

- **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

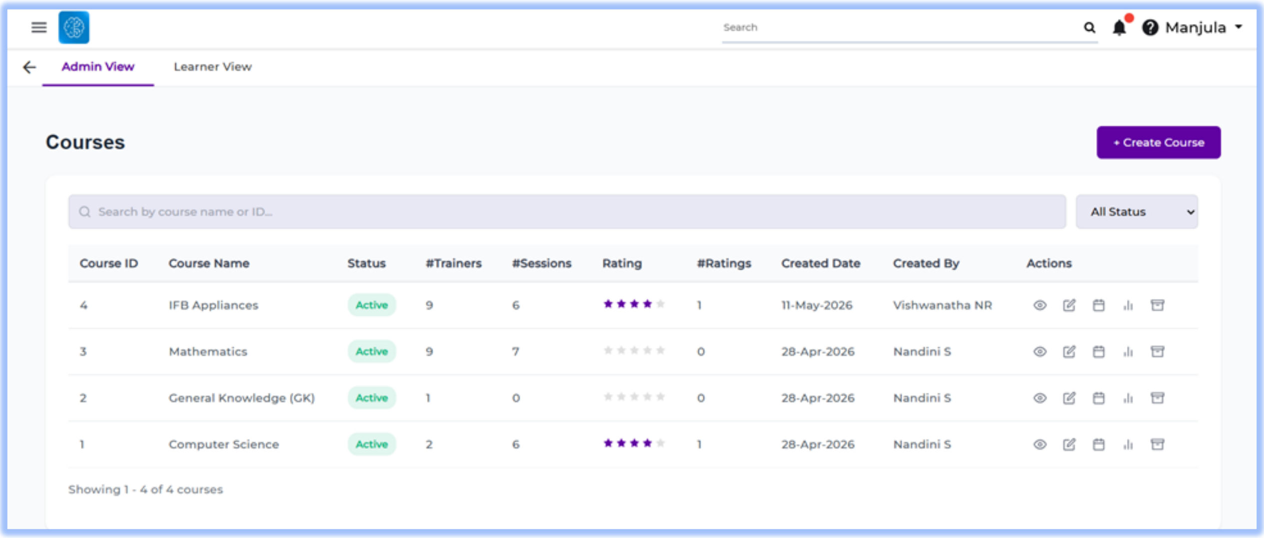
1. Open the **Menu** from the left navigation panel.
2. Select **Classroom**.



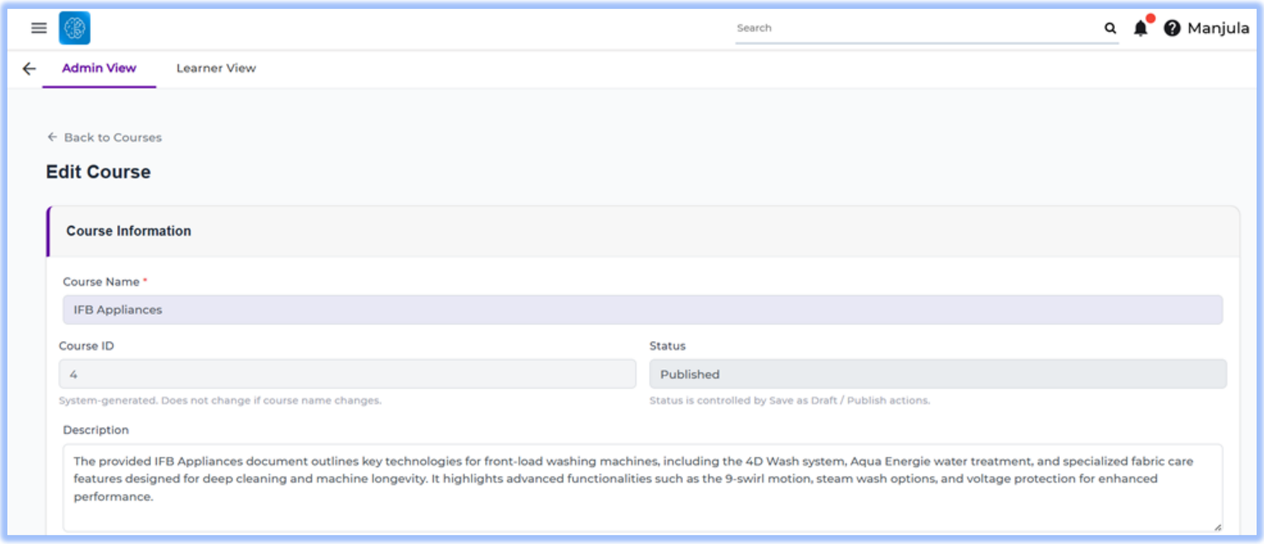
3. Open the **Admin View** tab.

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

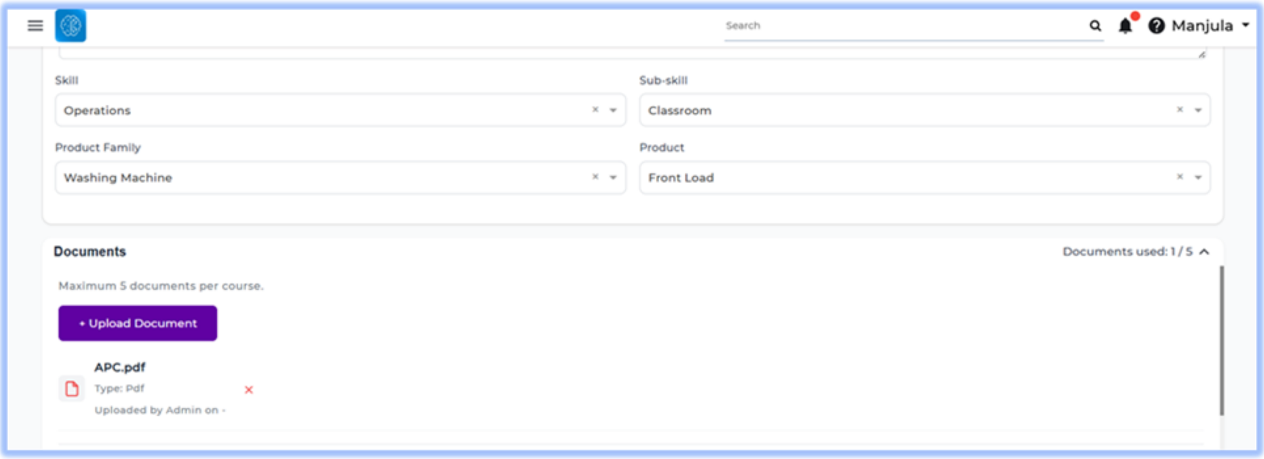
8. Select the required **Skill**.
9. Select the required **Sub-skill**.
10. Select the required **Product Family**.
11. Select the required **Product**.

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



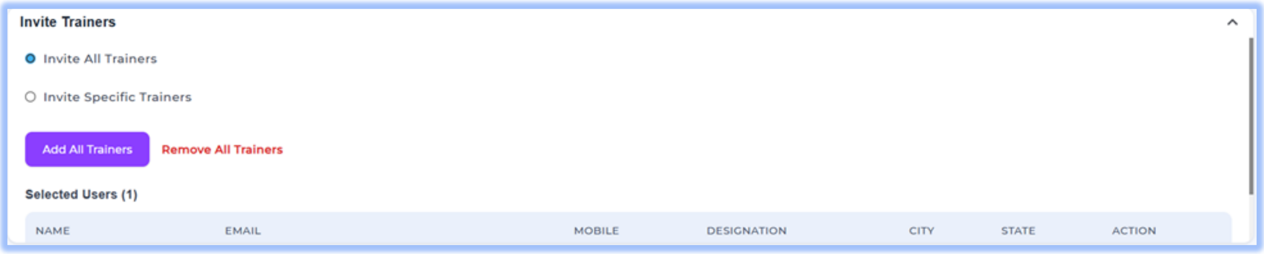
15. Review uploaded documents in the document list.

Configure Trainer Access

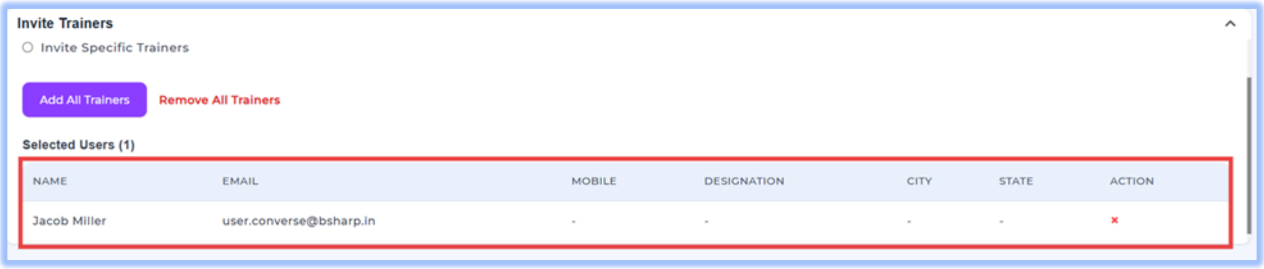
16. Enable **Allow trainers to upload documents** if trainer uploads are required.

17. Navigate to the **Invite Trainers** section.
18. Select one of the following options:

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

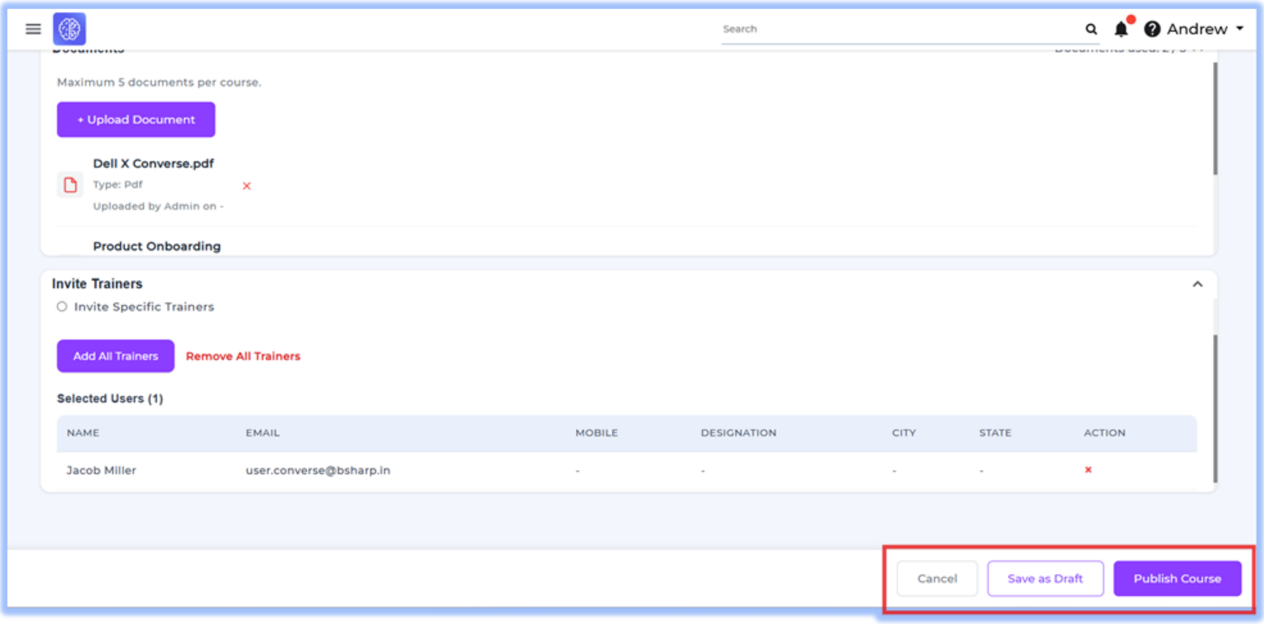


19. Click **Add All Trainers** if inviting all trainers.
20. Review trainers under the **Selected Users** table.



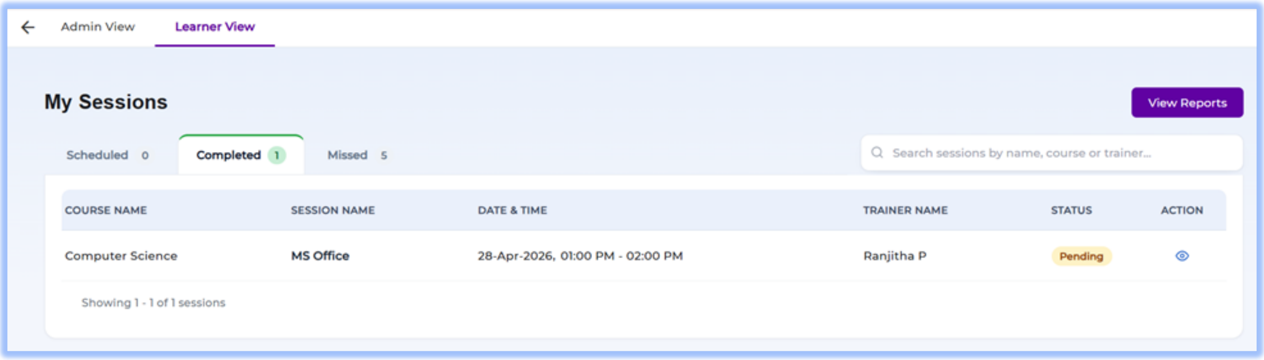
Save or Publish the Course

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

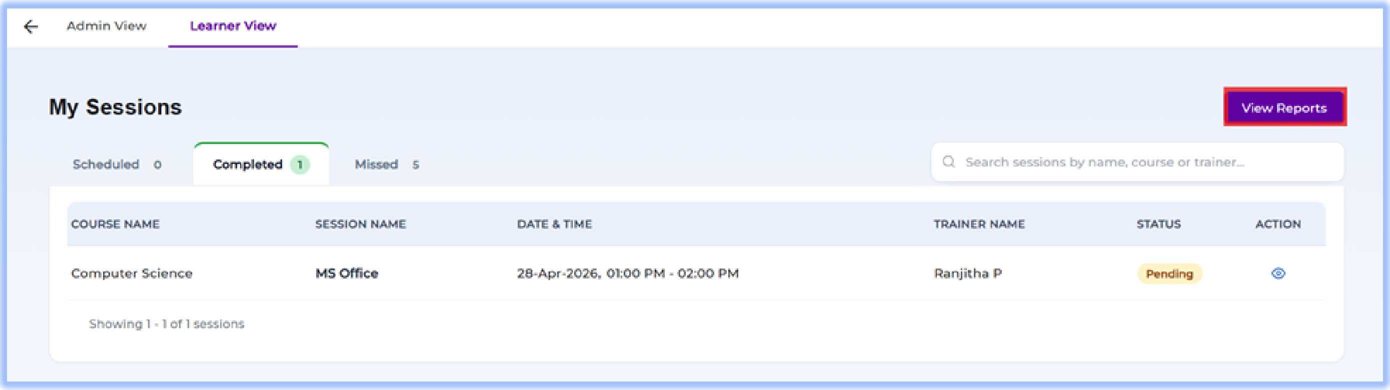
Each session displays:

- 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

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