Aziksa Getting Started User Guide

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Table of Contents

1. ABOUT AZIKSA 3

2. ABOUT THIS GUIDE 4

2.1 Introduction 4

2.2 Audience 4

2.3 Organization 4

3. THE BASICS 5

3.1 Login 5

3.2 Security and Back-up 5

3.3 Roles 5

3.4 Modules 5

3.5 Environment 5

3.6 System Requirements 5

3.7 Navigation 6

4. THE FUNCTIONALITY 7

4.1 Login 7

4.2 Logout 8

4.3 Create your Organization 9

4.4 Upload your company logo 13

4.5 Create self-paced course 15

4.6 Create live virtual classes 24

4.7 Create users 26

4.8 Create Instructors 30

4.9 Enroll users in self-paced courses 33

4.10 Enroll users in live classes 36

4.11 Assign instructors to live virtual classes 39

4.12 Setup notifications 41

4.13 Send emails to users 44

4.14 Create custom certificate 46

4.15 Setup price 49

4.16 Run reports 52

4.17 Manage question bank 64

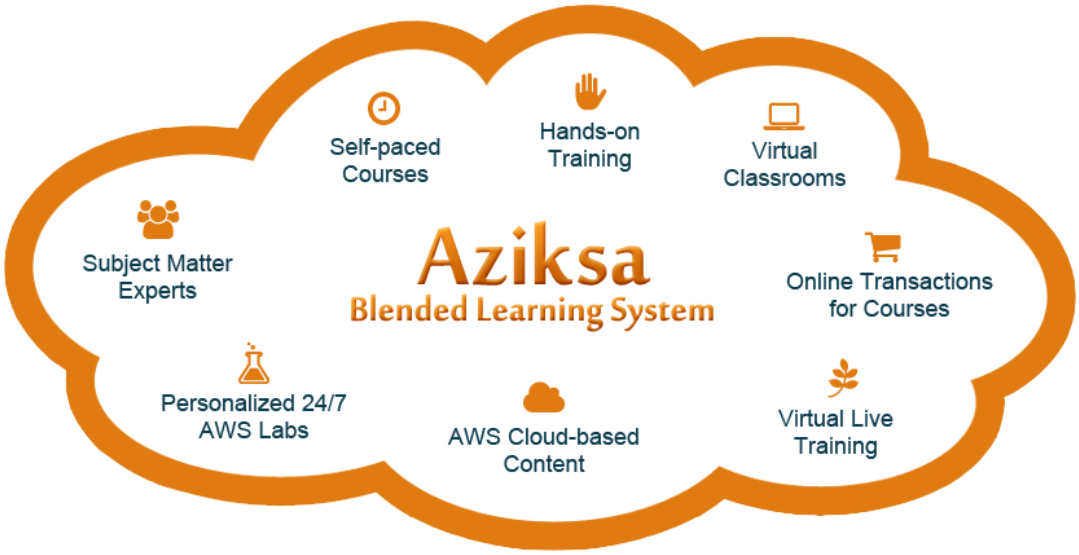
4.18 Manage media library 66

5. CONTACT SUPPORT 67

1. ABOUT AZIKSA

Aziksa is a global company specializing in the business of learning solutions. We provide a strategic training platform developed from the ground-up so you can to deliver state-of-the-art language training programs to your employees. Managers can improve training results, streamline programs and reduce implementation costs. Employees can self-register, connect to classrooms to attend virtual ILT and do self-paced learning.

Aziksa offers you a cloud-based blended learning system with an integrated platform for end-to-end training delivery and hands-on exercises.



- Cloud platform with SaaS model on Amazon AWS
- Sound pedagogy based on mastery learning
- Instructors can reach a global audience
- Training videos are available via the Internet
- Cloud-based, personalized 24/7 labs
- Live virtual classes
- Course management tools

2. ABOUT THIS GUIDE

2.1 Introduction

The guide is written to help users of Aziksa blended learning system understand how the software works so that they can build their online learning academy.

2.2 Audience

The guide is targeted at the following users:

- Any educator who intends to build their learning academy using with Aziksa software
- Aziksa employees who have been tasked with supporting user.
- Any individual interested in understanding how the application works

2.3 Organization

The Guide is organized into 3 key sections

The Basics

This section goes through system basics, including its operating system and log-on procedures.

Navigation

This section covers how you can find your way around the system. It includes explanations of how a Rich Internet Application works and the menus within the application.

Functionality

The functionality section is the real “how to” focus of the user guide.

3. THE BASICS

This section gives a general orientation to the software and how it works.

3.1 Login

Every user of the system has an individual username (consisting of their email address) and password, and is required to login. This procedure establishes the user's roles and licenses and determines which Programs the user has access to.

3.2 Security and Back-up

The system is hosted on a dedicated server in the **Error! Reference source not found.** and as such is backed up regularly to prevent data loss. The system has the ability to send new passwords automatically to users who have forgotten theirs.

3.3 Roles

Software has many roles. Example of roles are end user (student), administrator, instructor and department administrator.

3.4 Modules

Aziksa blended learning system has multiple modules to support your need. Examples of modules are live classroom, virtual lab, e-commerce etc.

3.5 Environment

Aziksa blended learning system has been developed using ruby on rails. It is a cloud based SaaS solution available 24 X 7.

3.6 System Requirements

Any modern browser, optimized for Google Chrome.

3.7 Navigation

The system has traditional web page or desktop application navigation.

In-Browser Navigation

You can move between the pages by using menu bar.

Dashboard link in the menu bar will bring to the list of courses. You can toggle between getting started mode and expert mode.

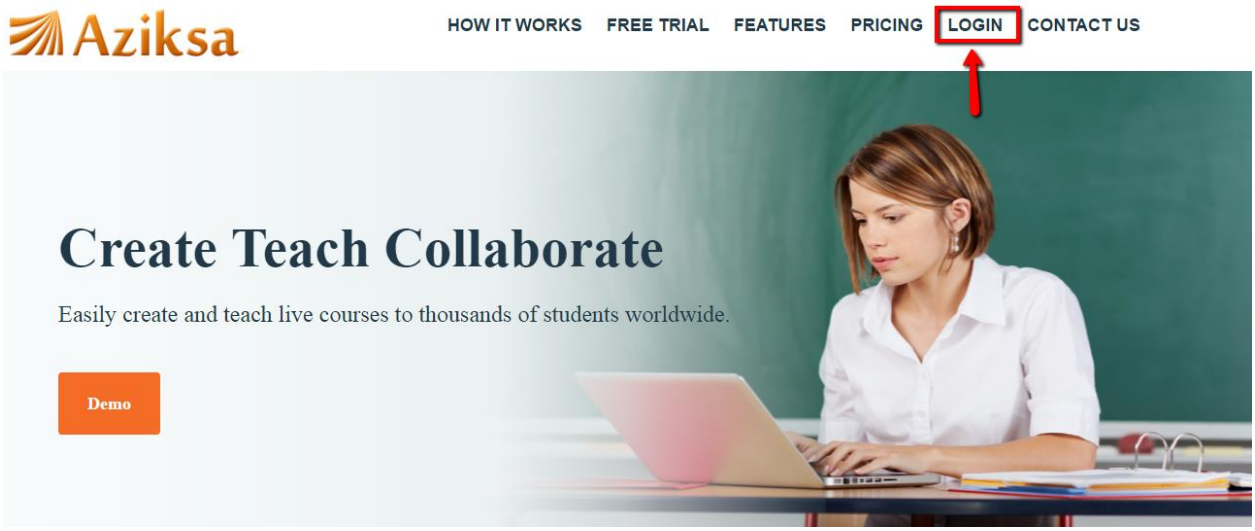
You may use the back button of the browser navigation to move away from your current page.

4. THE FUNCTIONALITY

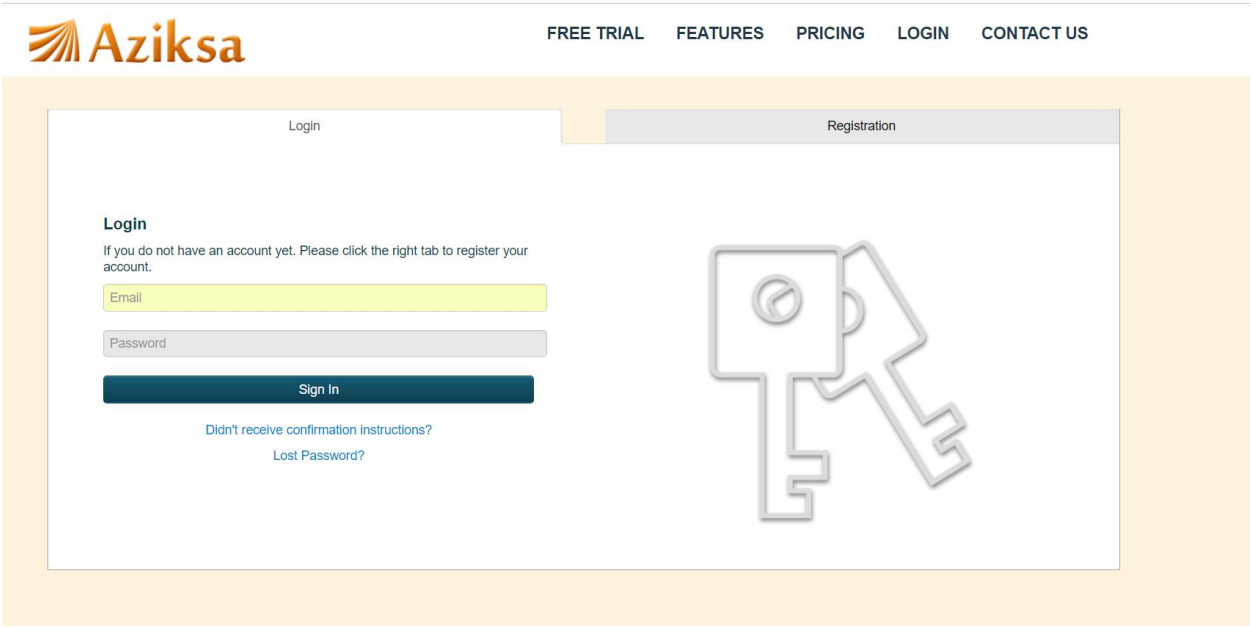
4.1 Login

There are many ways to register at Aziksa website. You can do self-registration or your administrator can create one for you.

Once you have your user id and password, you can click on the login link and follow thru the prompts.



Enter your user id and password. Click Sign-In button.

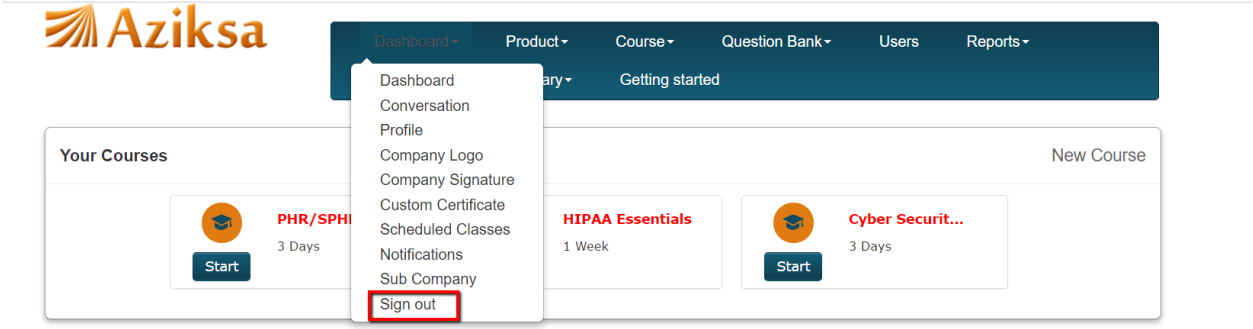


Now you will see your personalized dashboard. Aziksa provides personalized dashboard for every role such as admin, end user and teacher.

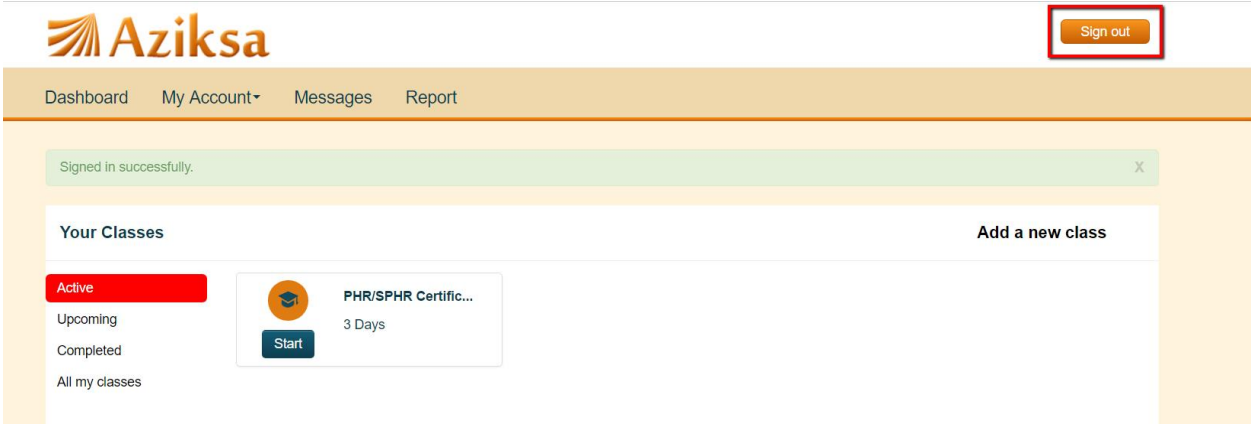
4.2 Logout

Aziksa provides personalized dashboard for every role such as admin, end user and teacher.

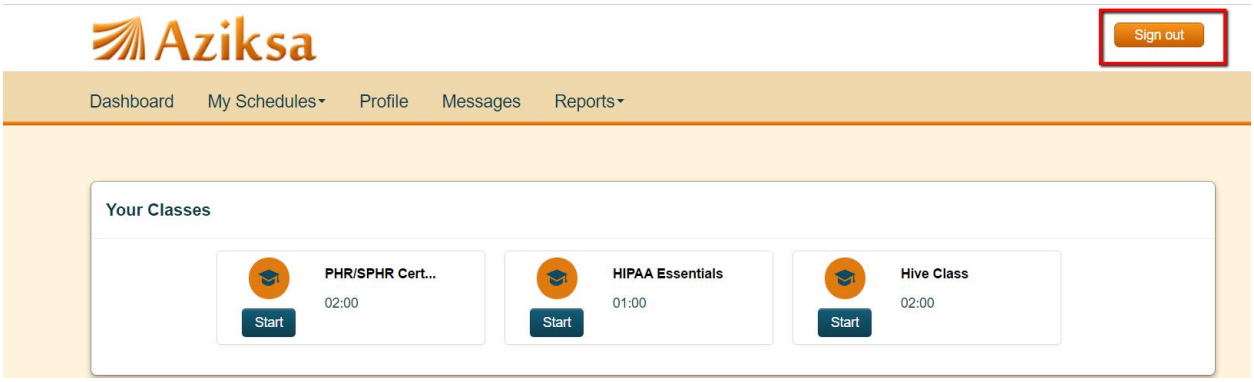
For admin dashboard, click on dashboard menu and then sign out.



For end user dashboard, click on sign out button.

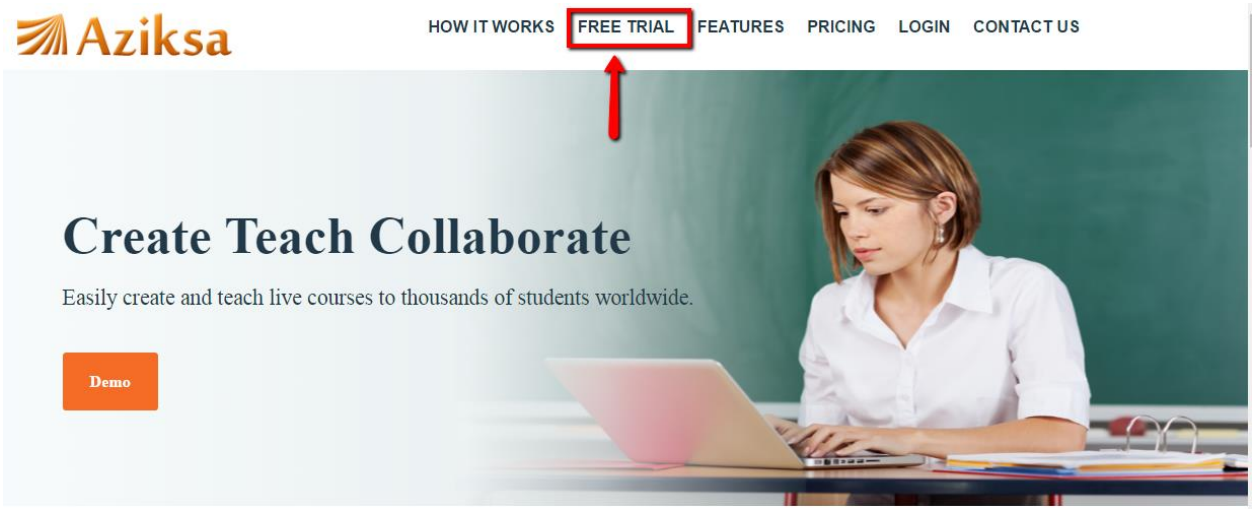


For Instructor dashboard, click on sign out button.

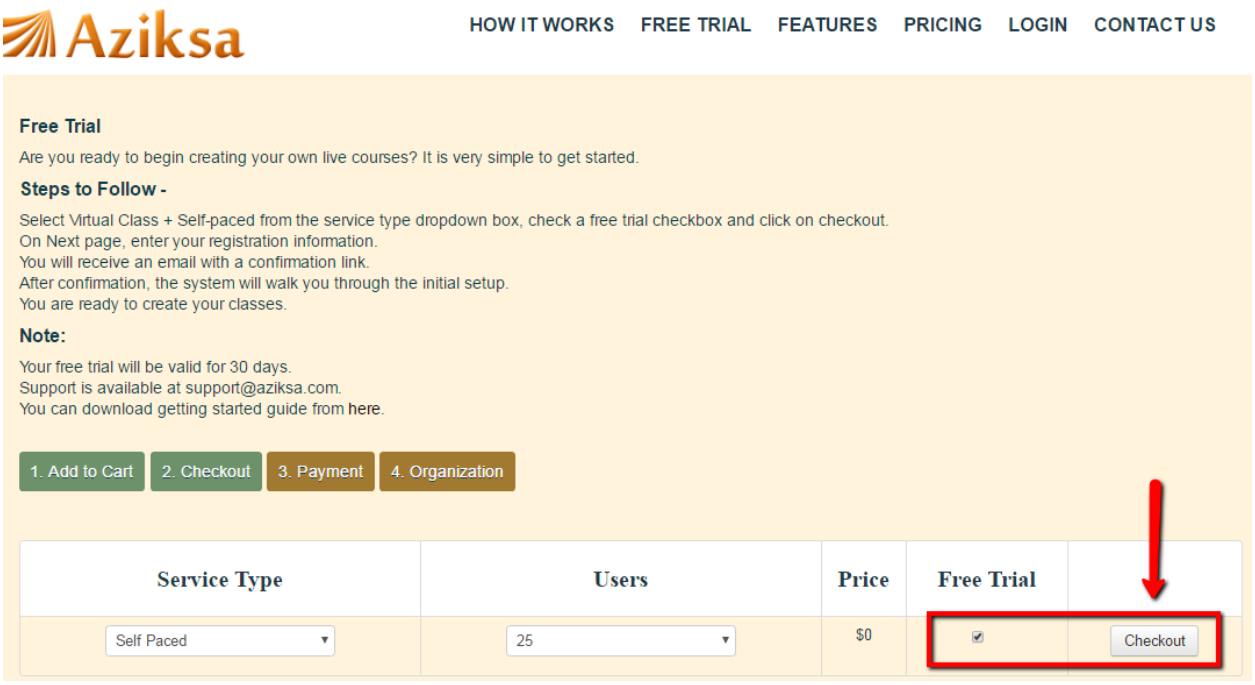


4.3 Create your Organization

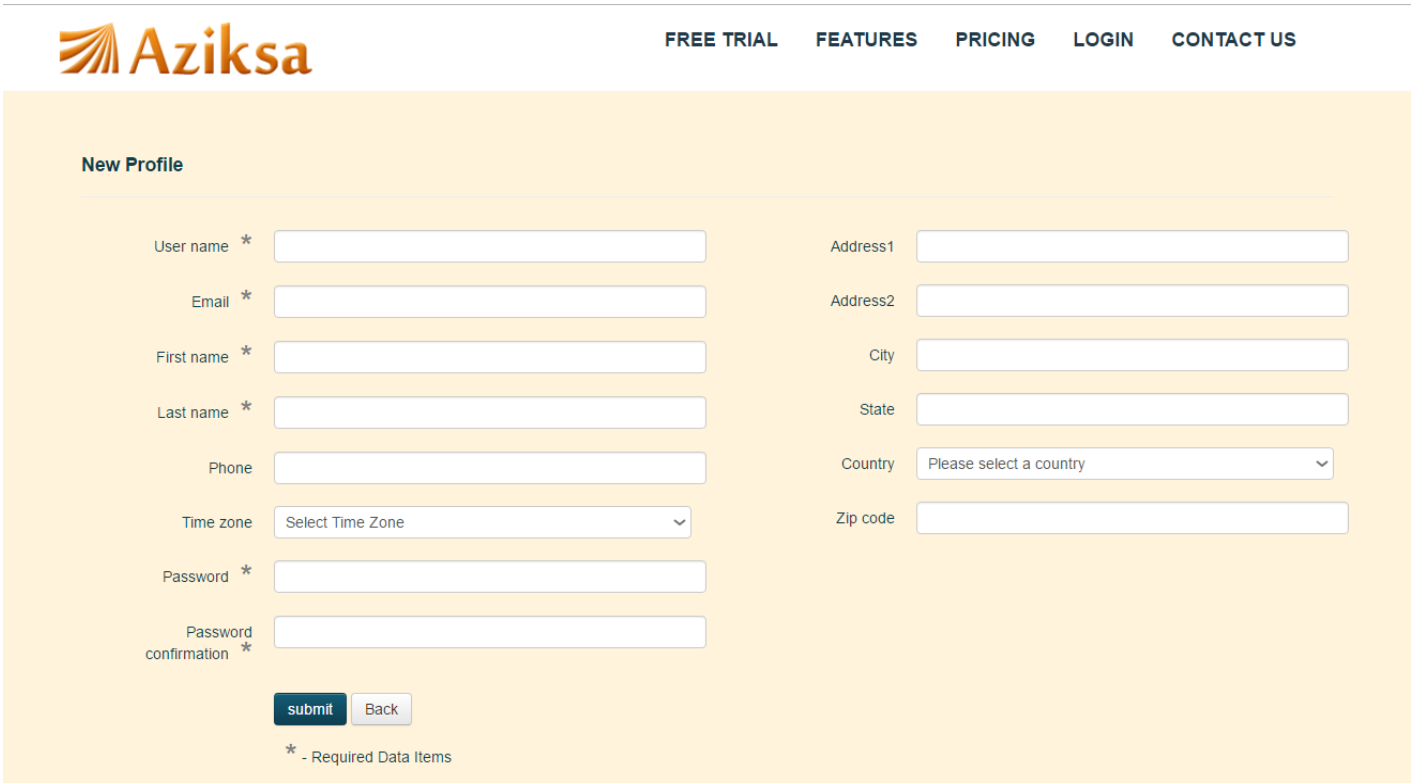
You create your organization during your organization registration. Click on free trial link from home page and/or pricing page.



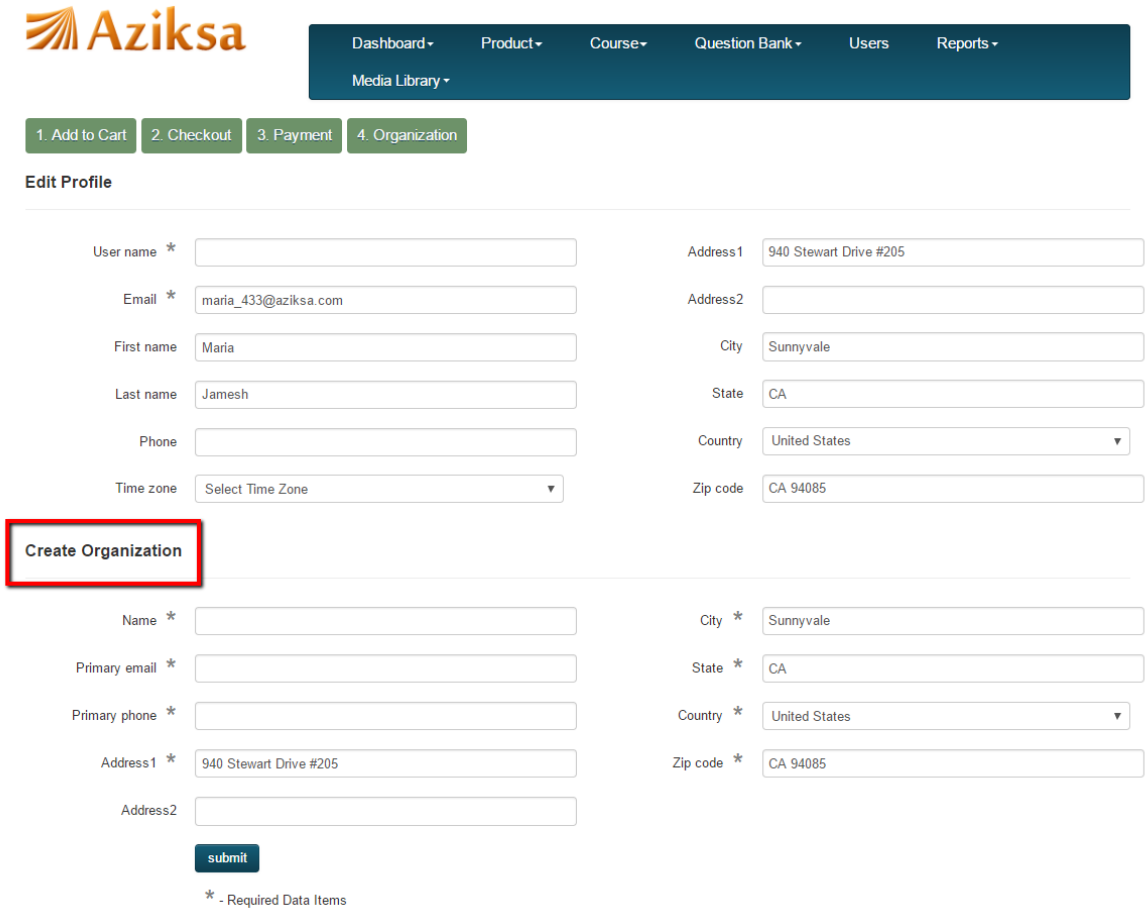
On free trial page, select the Service Type and Number of Users.



Enter all required details then click Submit button.

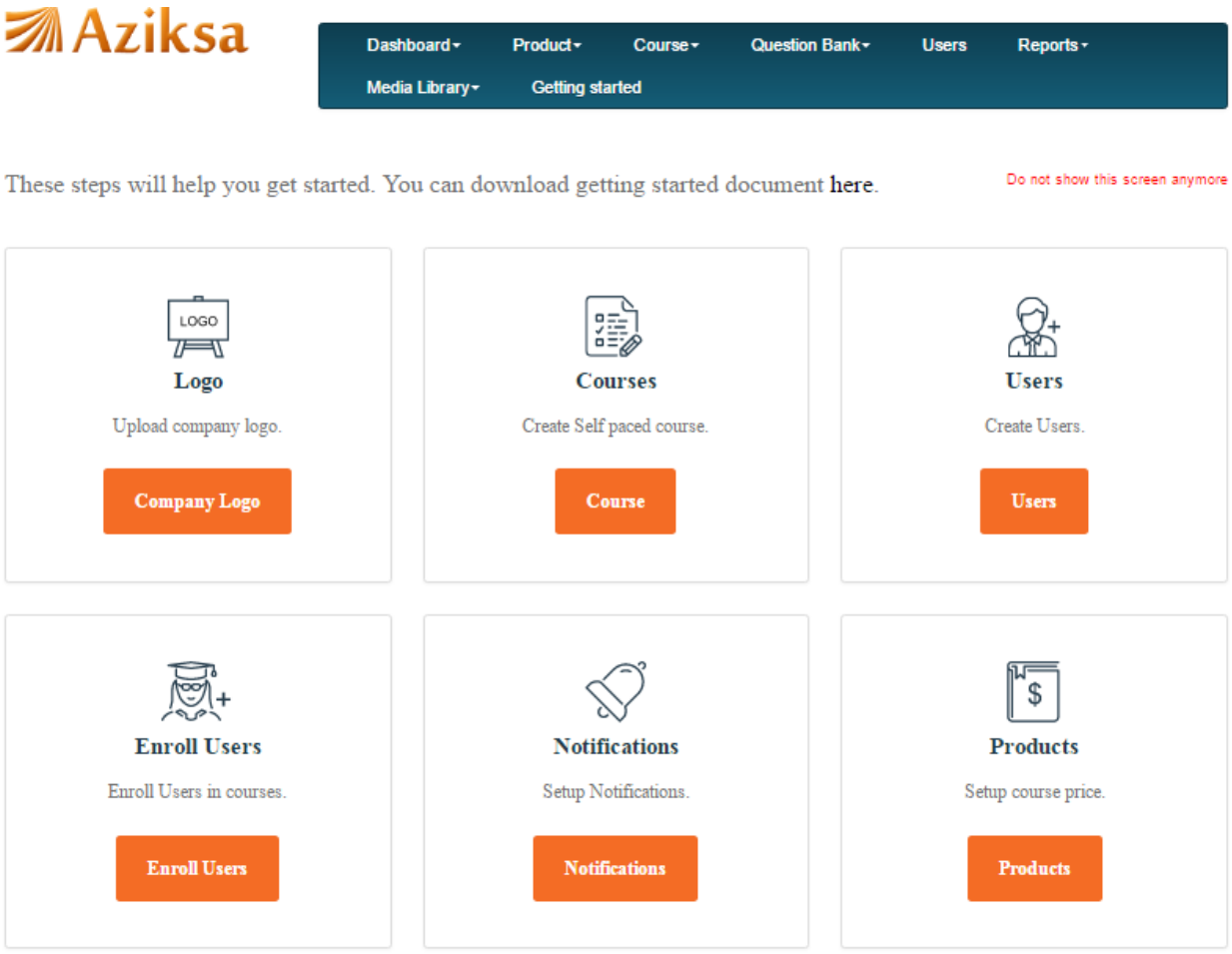


You will get a confirmation e-mail. Open your email and click confirm. It will take you Edit Profile & Create your organization page. Enter all required details then click Submit button.

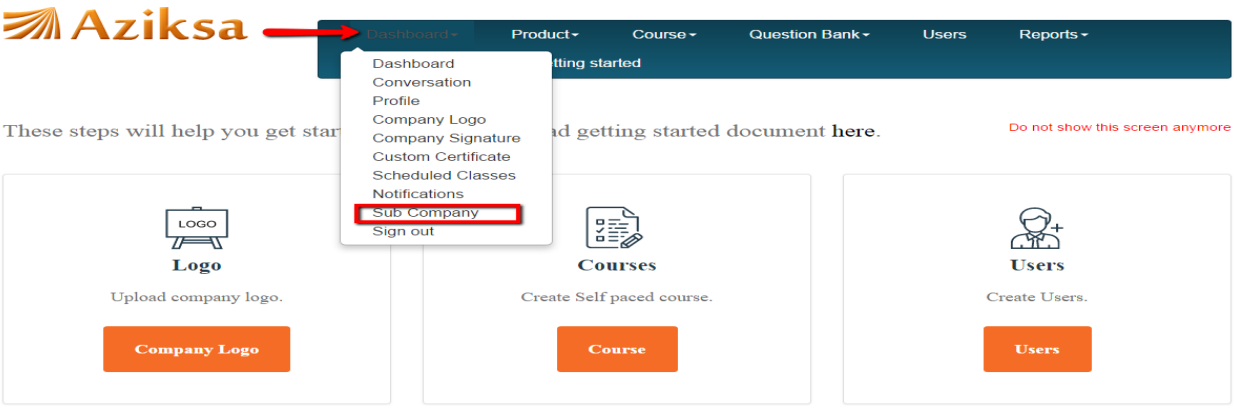


You have completed creating your organization. Now you can start your setup by uploading logo, creating courses, registering your users to name a few.

Getting Started Page.

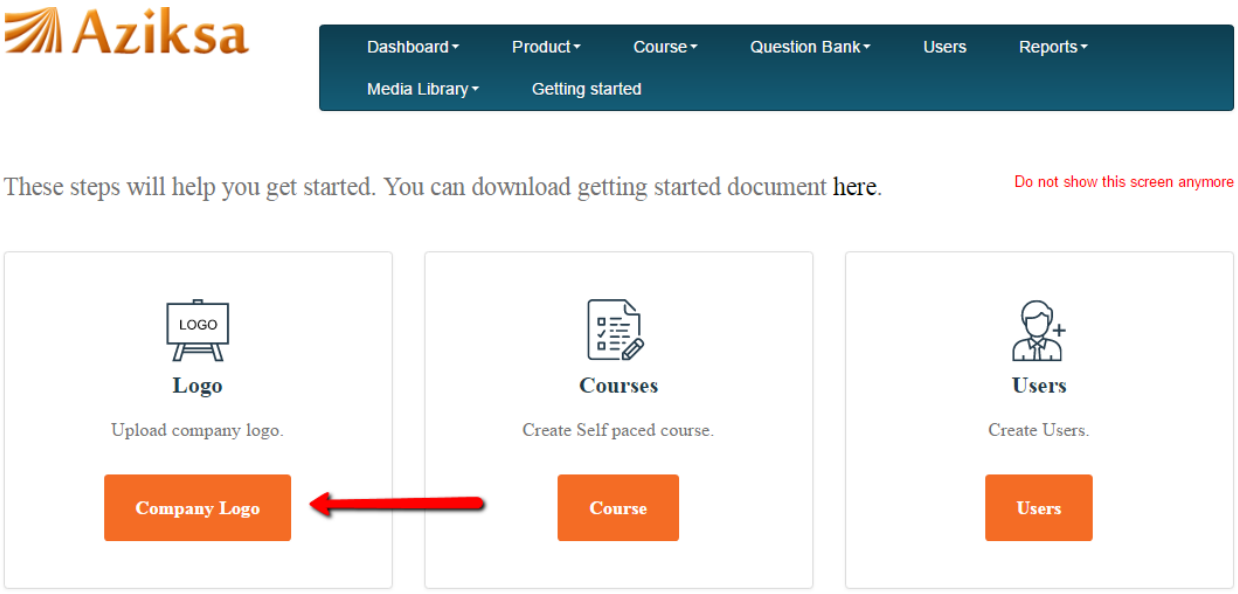


You can edit your company information by clicking on dashboard and sub company as shown here.

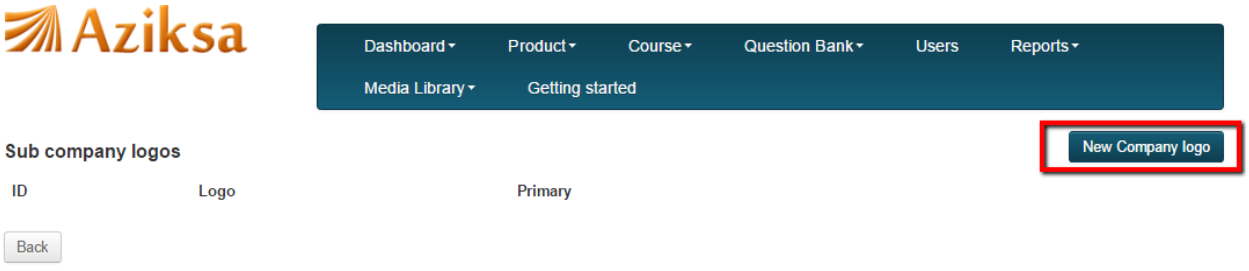


4.4 Upload your company logo

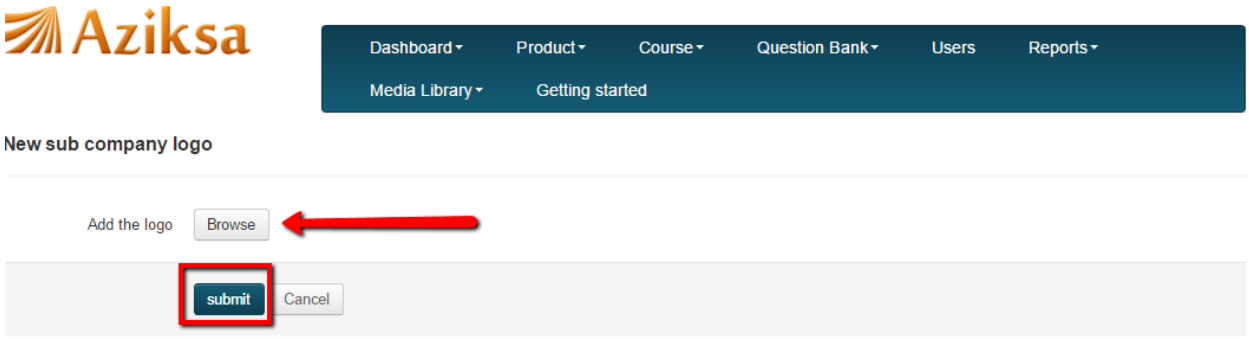
Click on upload button on getting started page and follow the prompt.



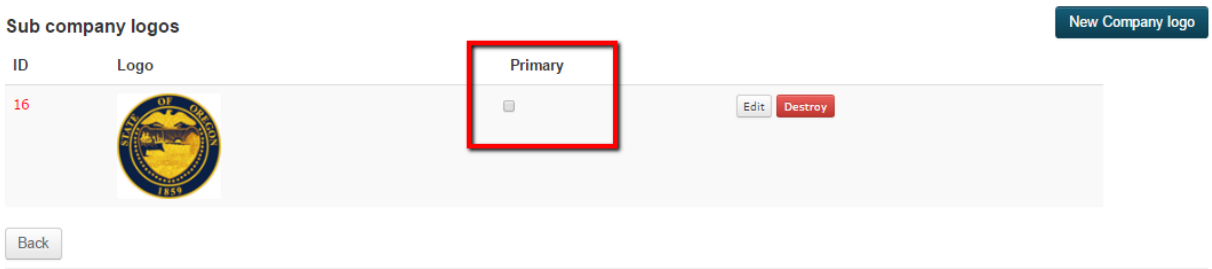
Click on new company logo button.



On this page click browse to pick your logo image file from your desktop.

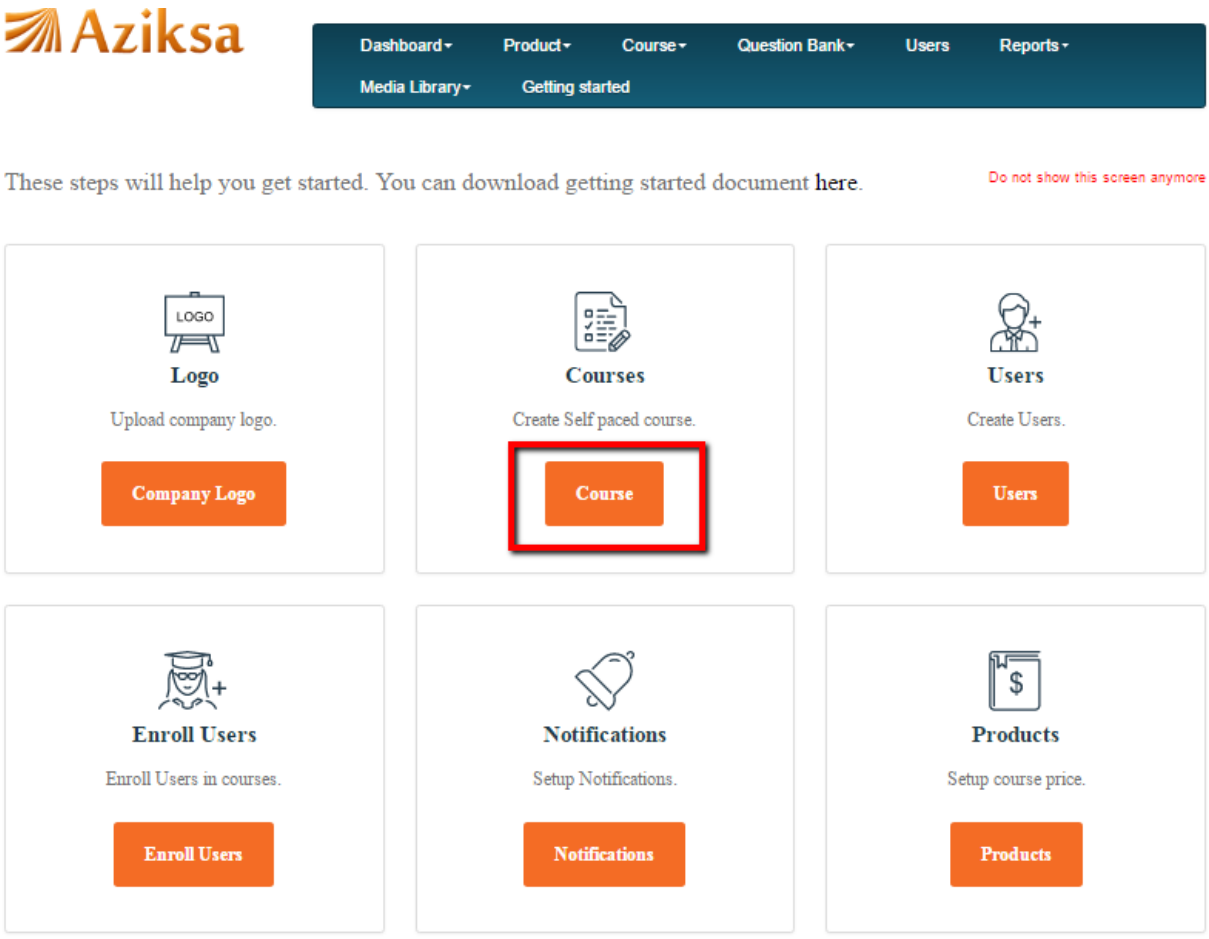


On this page, select the Primary Checkbox, Now, it will change the company logo.

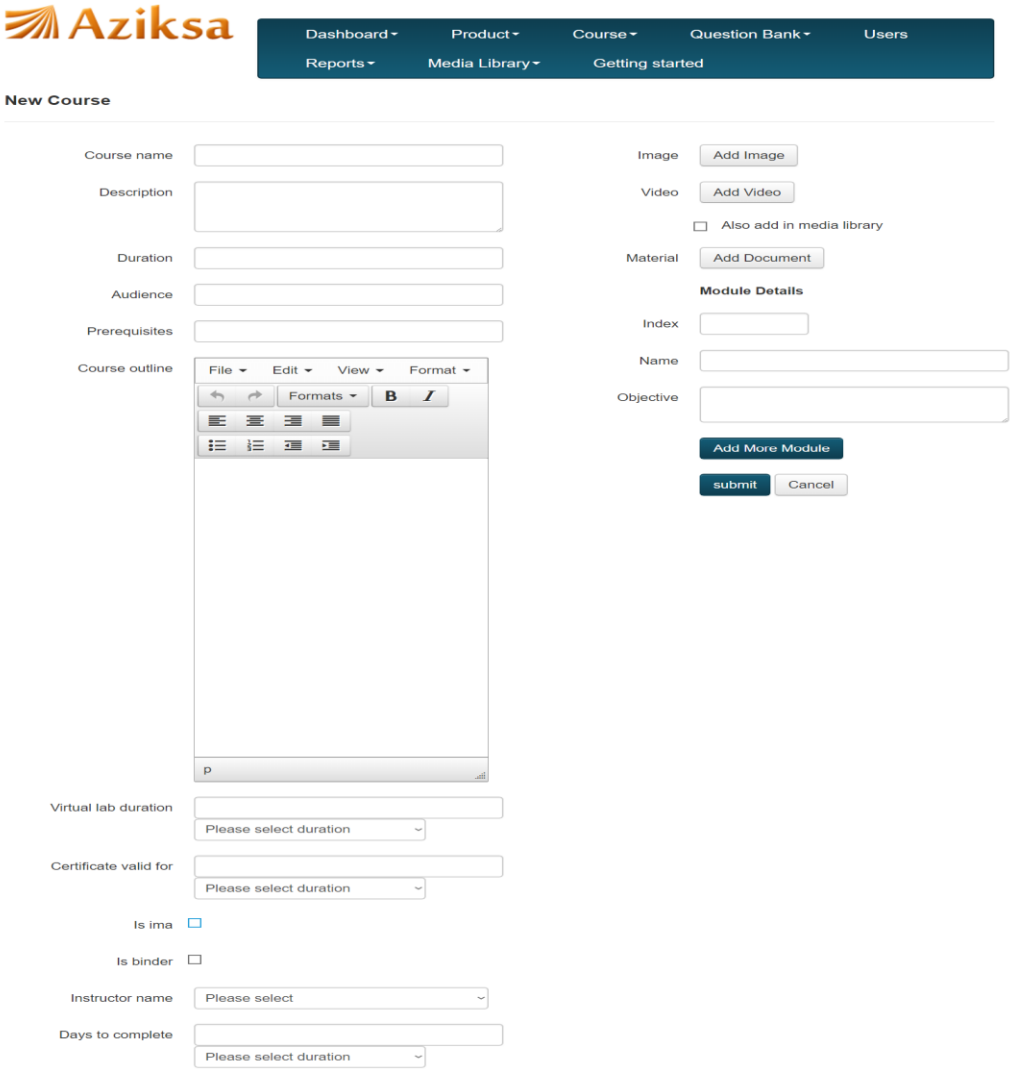


4.5 Create self-paced course

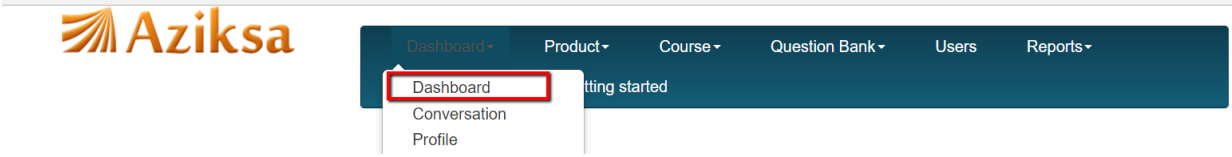
To create a course, click on course button as shown below and follow the prompt.



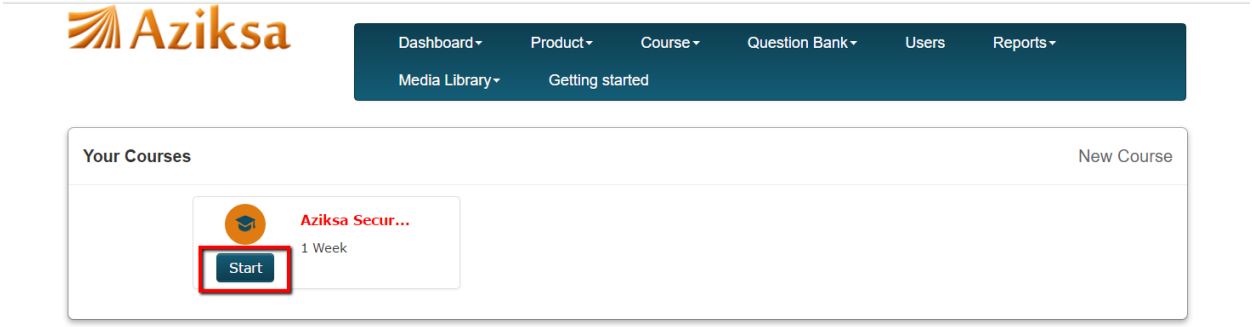
Here you can upload videos, image, document and more to attach these to your course. Later you will learn about media library for reusing them. On Click submit, it will take to you Getting Started page.



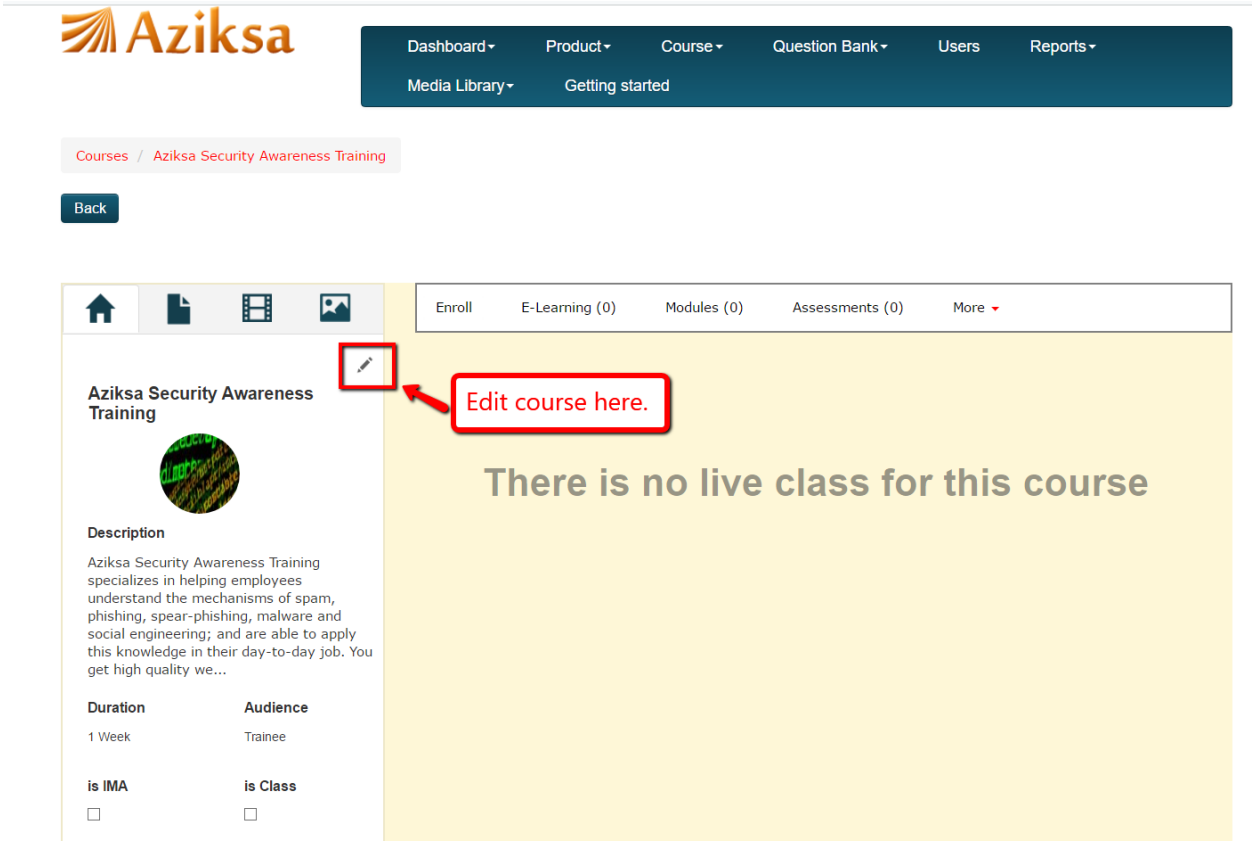
On Getting Started page, click on “Dashboard” , it will take to your Dashboard page.



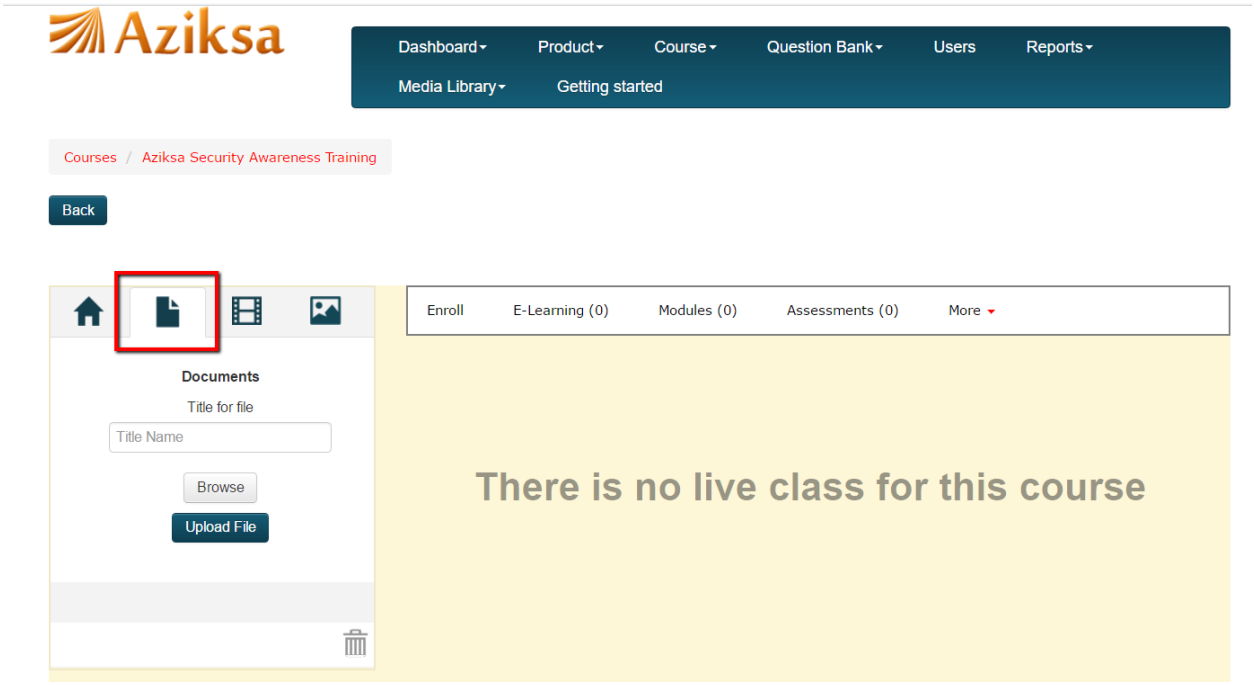
On dashboard, click on “Start” button, it will take you to Course details page.



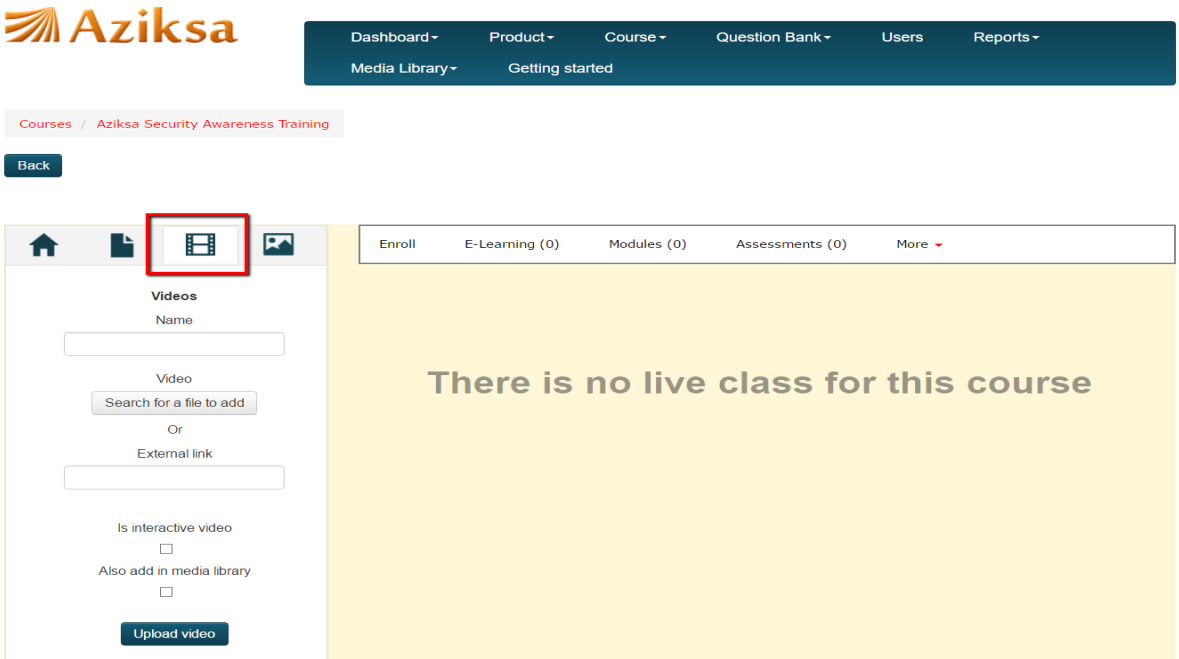
Click on Edit icon as shown below to change any course outline.



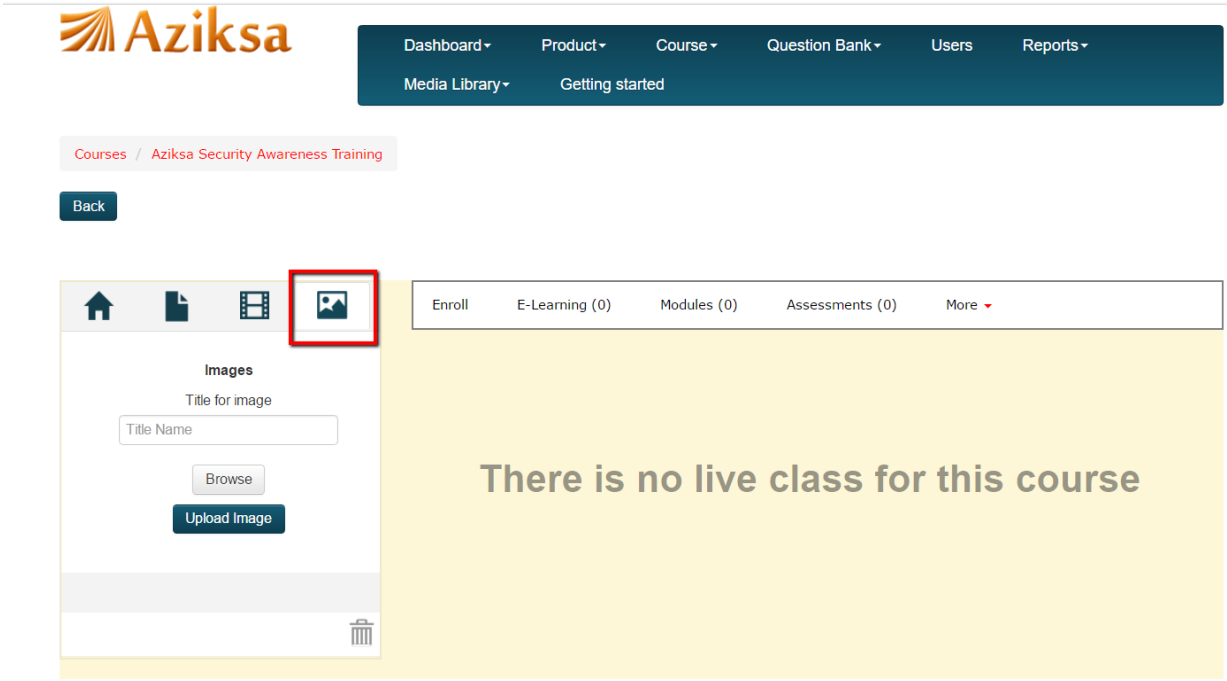
Add documents



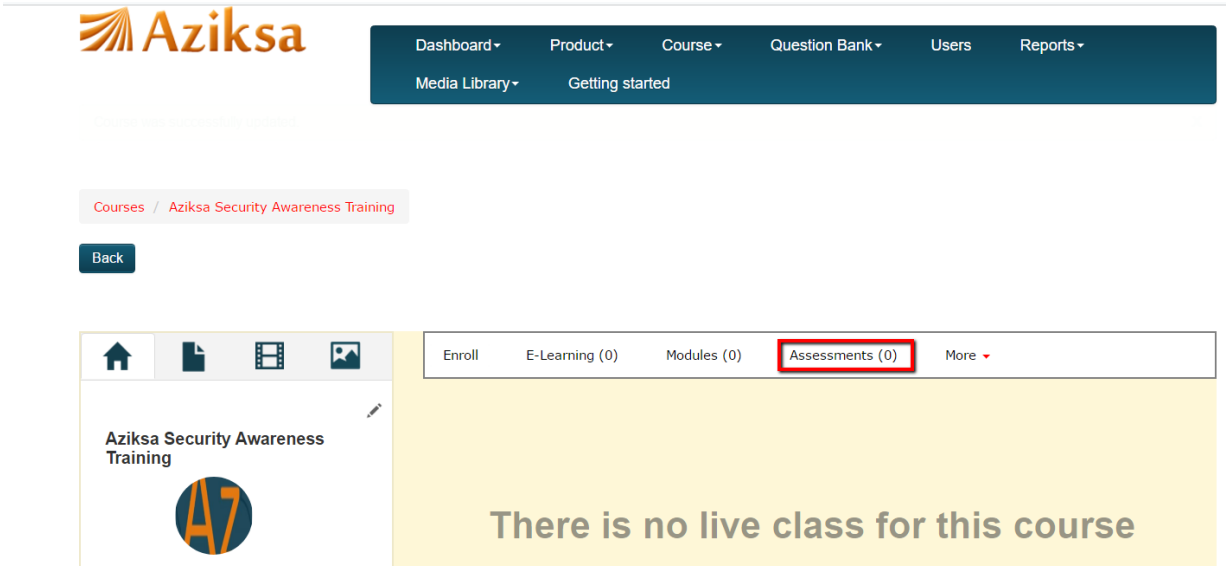
Add Videos.



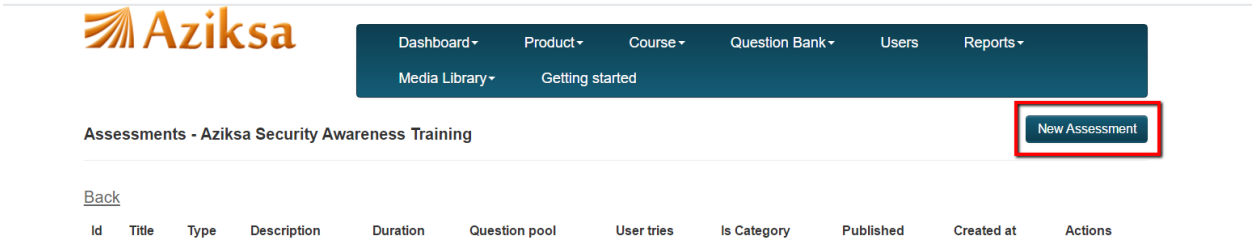
Add Images



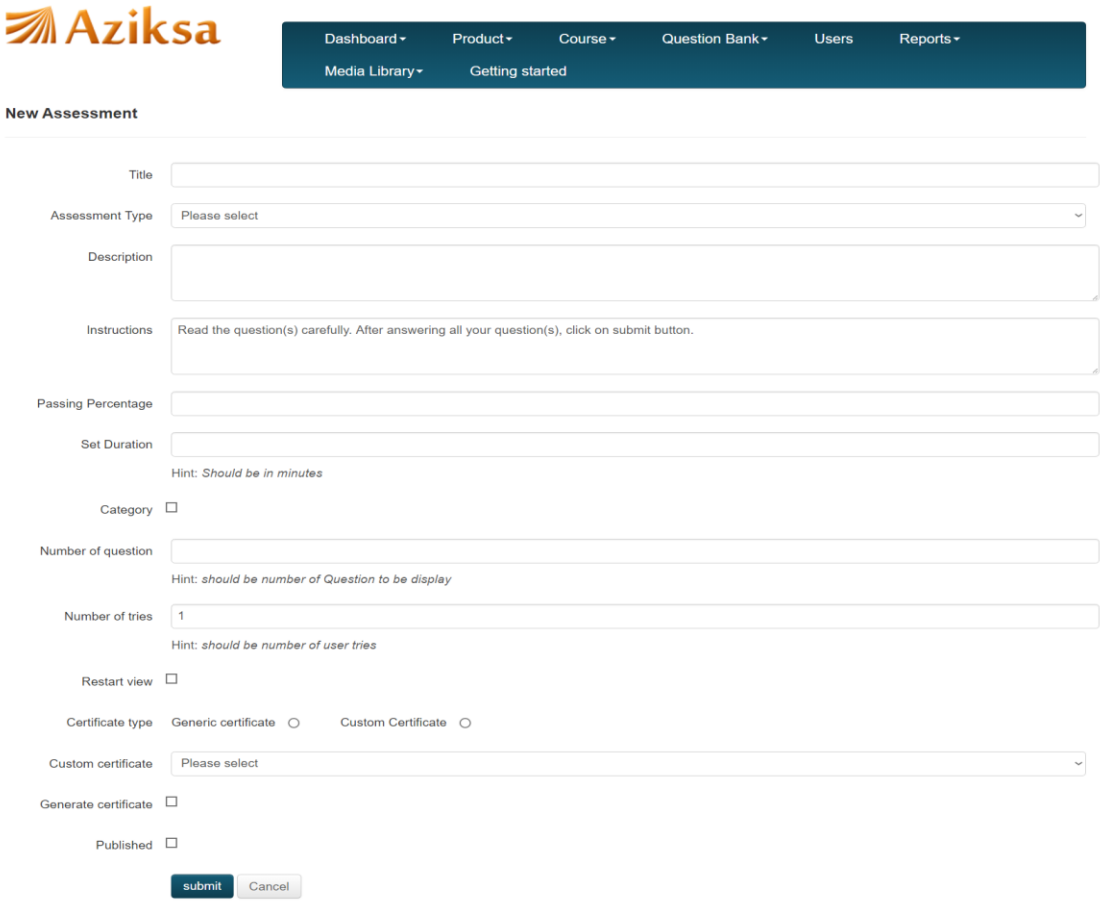
Click Assessments to create assessment for your course.



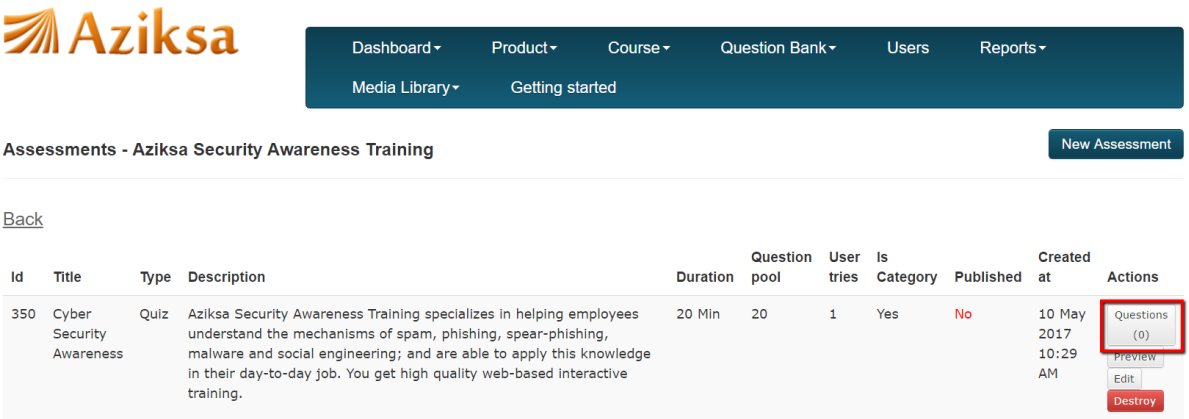
Click “New Assessment”.



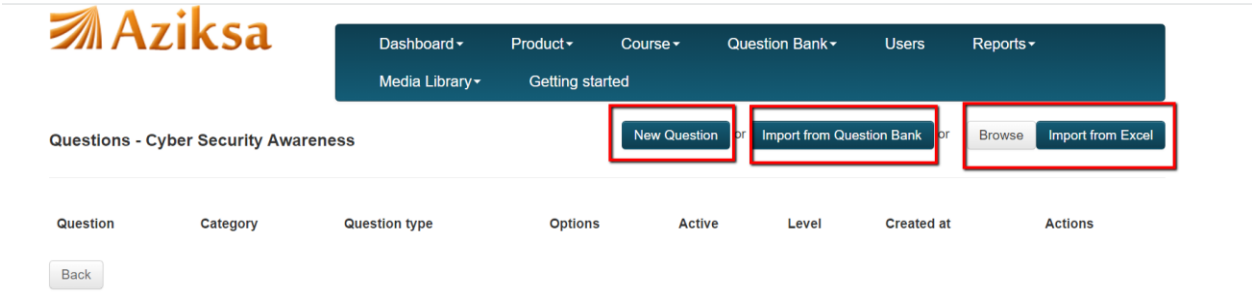
Enter/Select all the required data. Then Click Submit button.



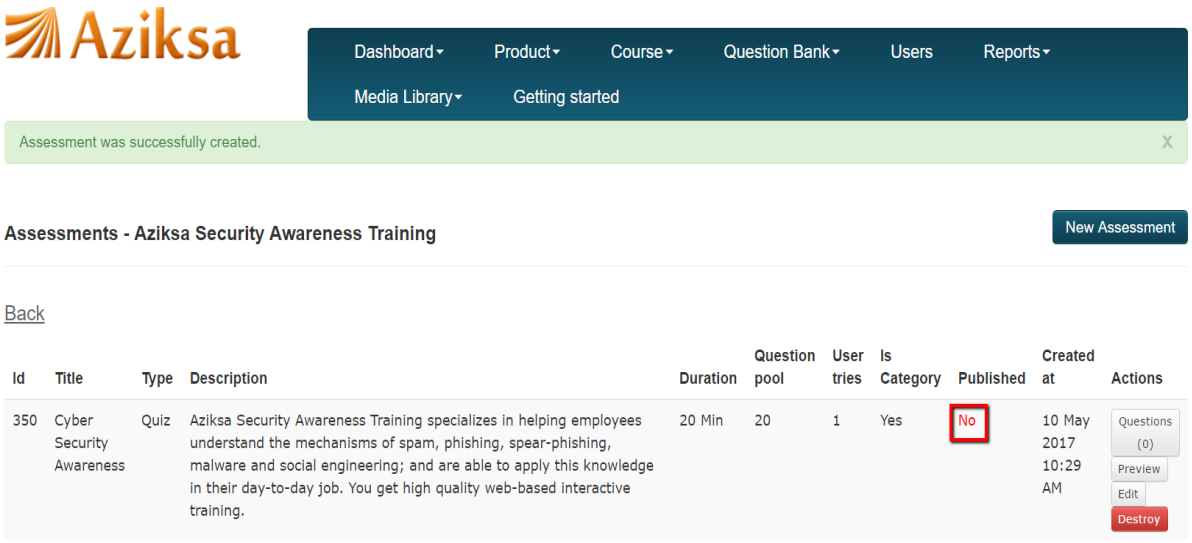
Click “Questions” to Create/Upload Questions for the assessment.

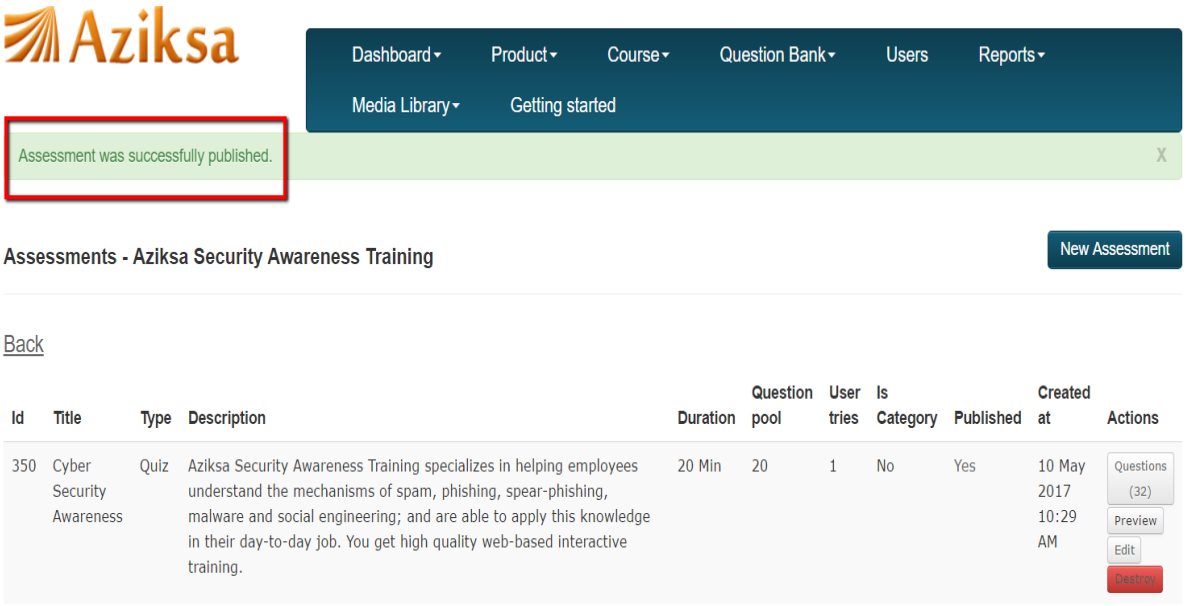


You can create one question at a time or import questions from an excel file. You can also import questions from your questions bank.

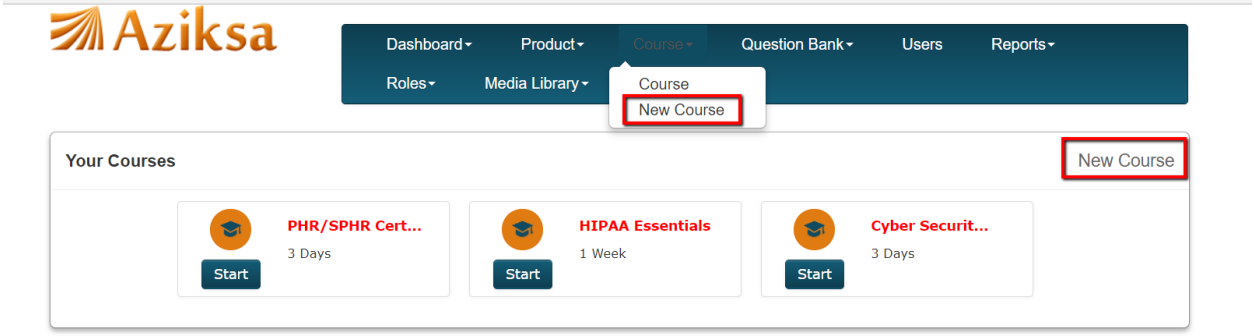


To make assessment available to your users, change published to Yes.

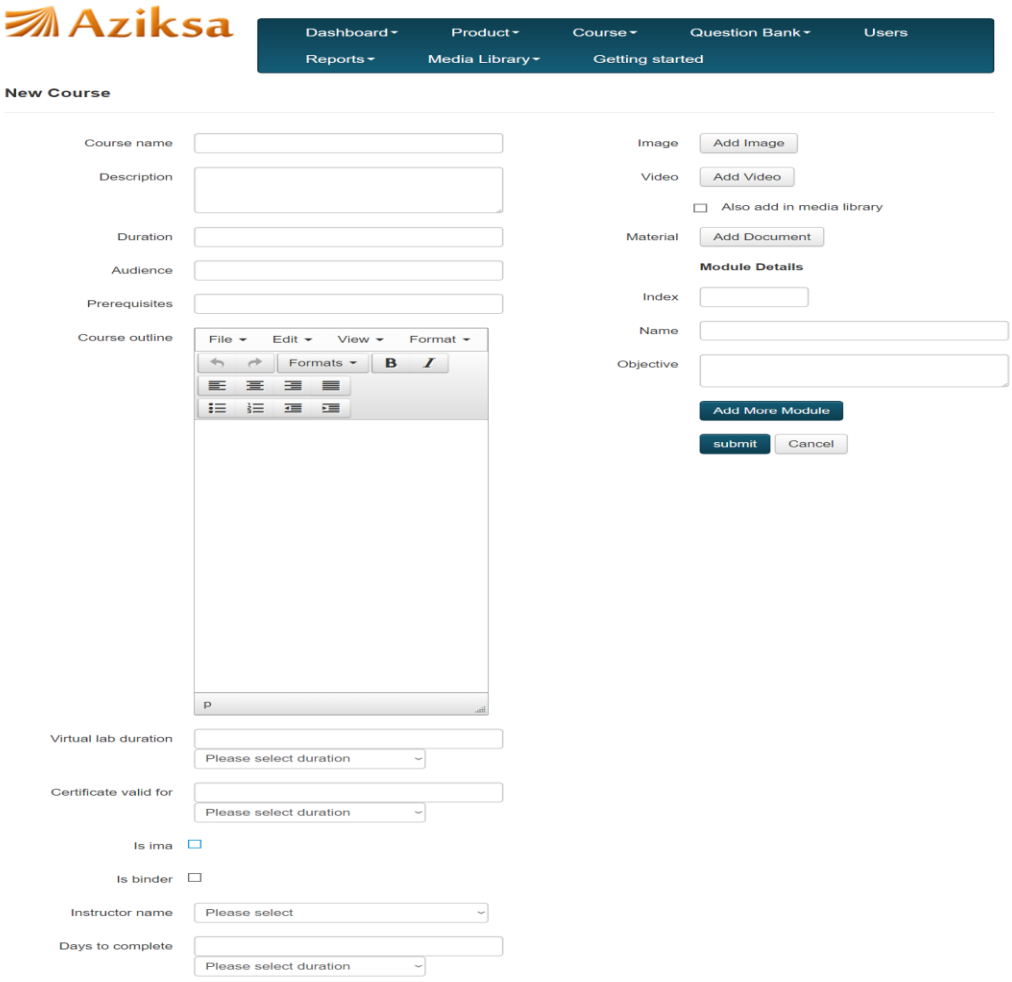




You can also create a self-placed course by Clicking “New Course” link from course dropdown on dashboard page if Getting Started page is not active. It will take you to Create New Course Page.



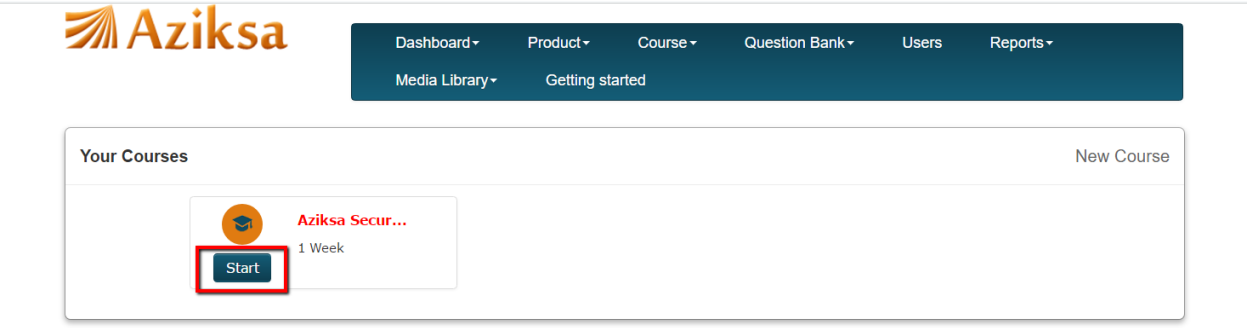
Here you can upload videos, image, document and more for your course. Submit will take you to your dashboard page.



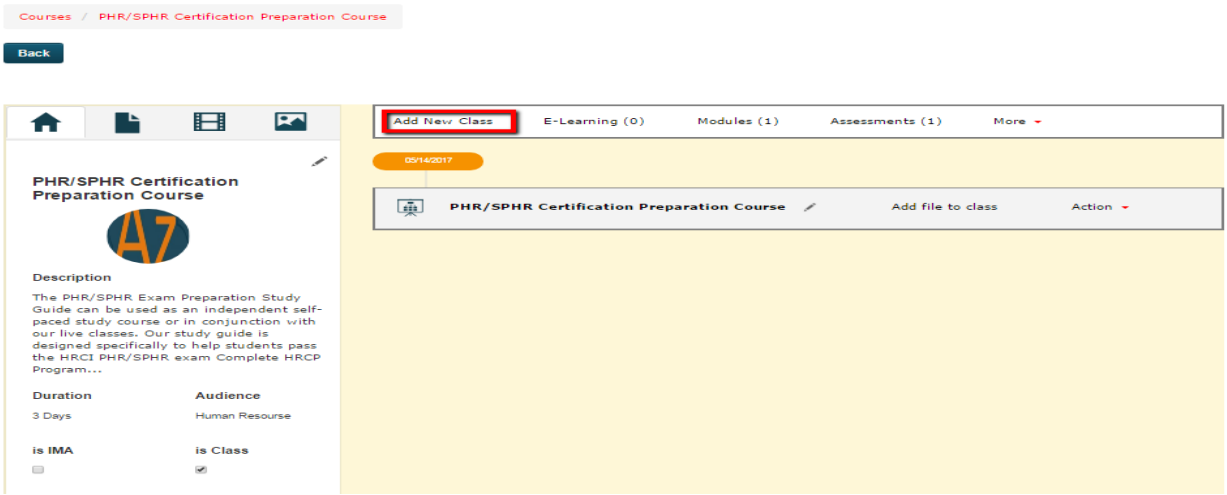
4.6 Create live virtual classes

To create a virtual class, you need to create a course first by following the instructions in the previous section. After you have created your courses, click on dashboard.

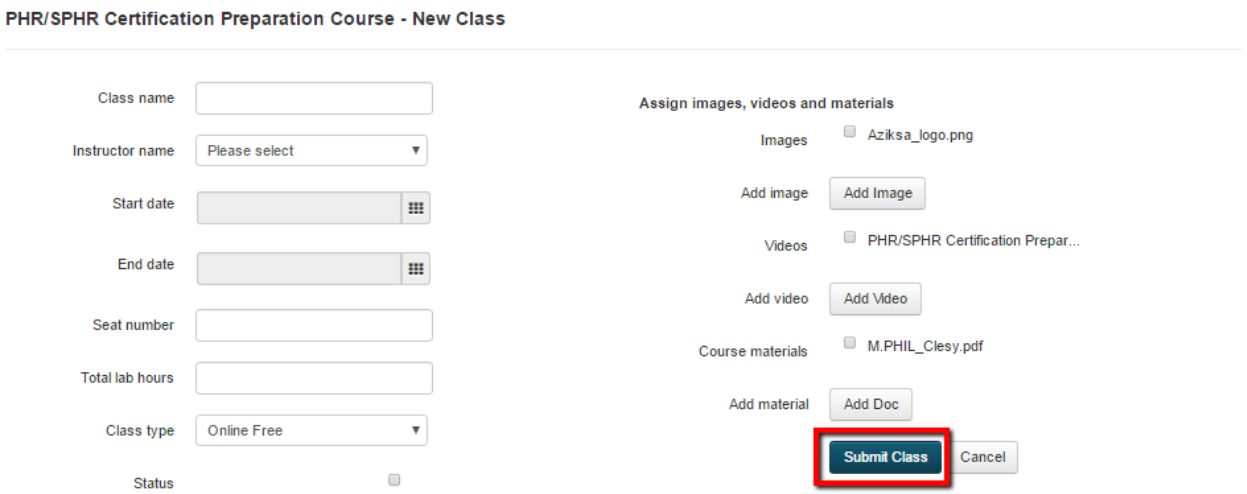
On dashboard choose your course, where you want to add a live virtual class and click “Start”



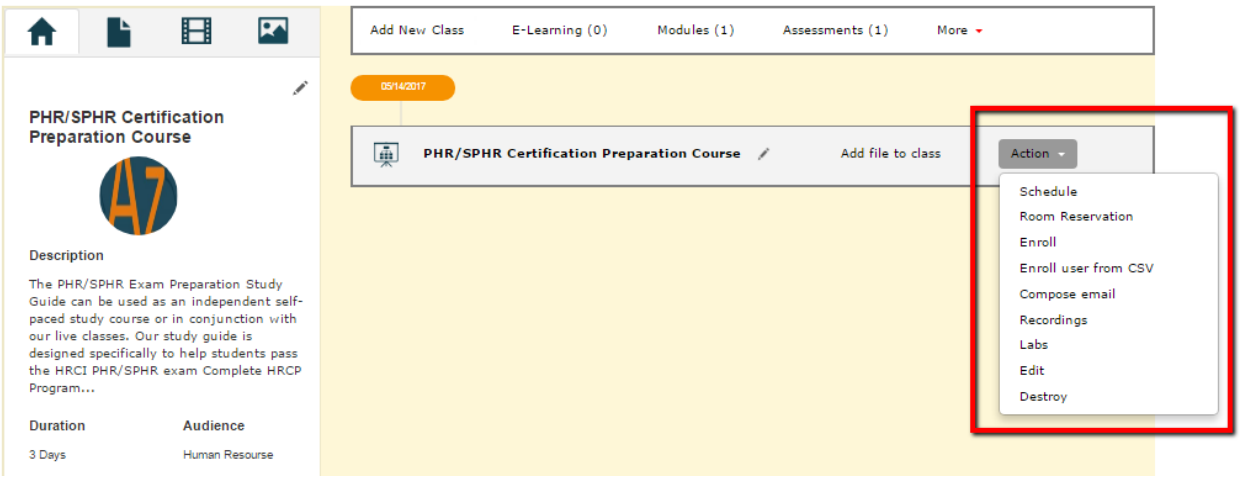
Click on Add new class.



Fill-in the class information and click submit. If you have not created an Instructor earlier, the dropdown box will not show any name. Once you create an instructor profile, you can come back and assign the Instructor to the class.



Now you can many functions such as add schedule to your class, enroll your students, send emails to name a few.

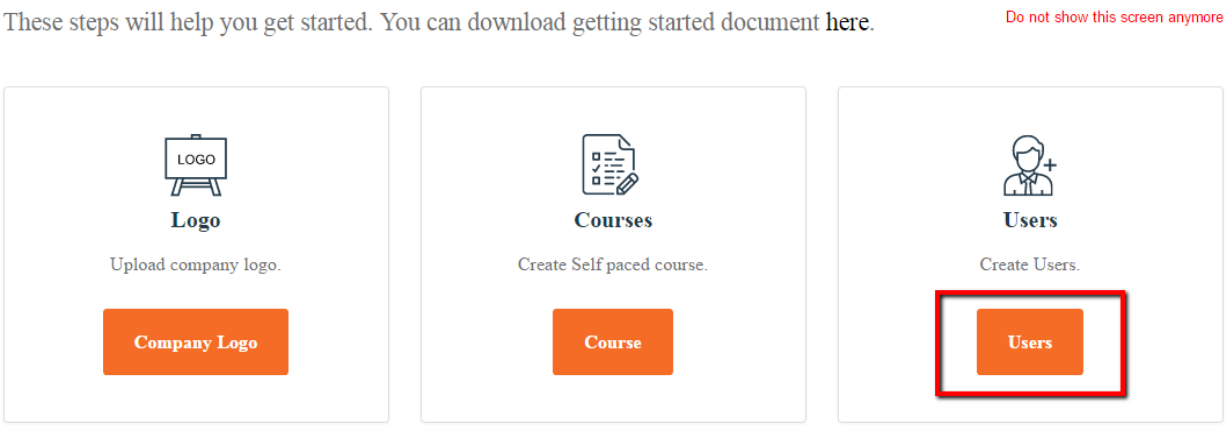


4.7 Create users

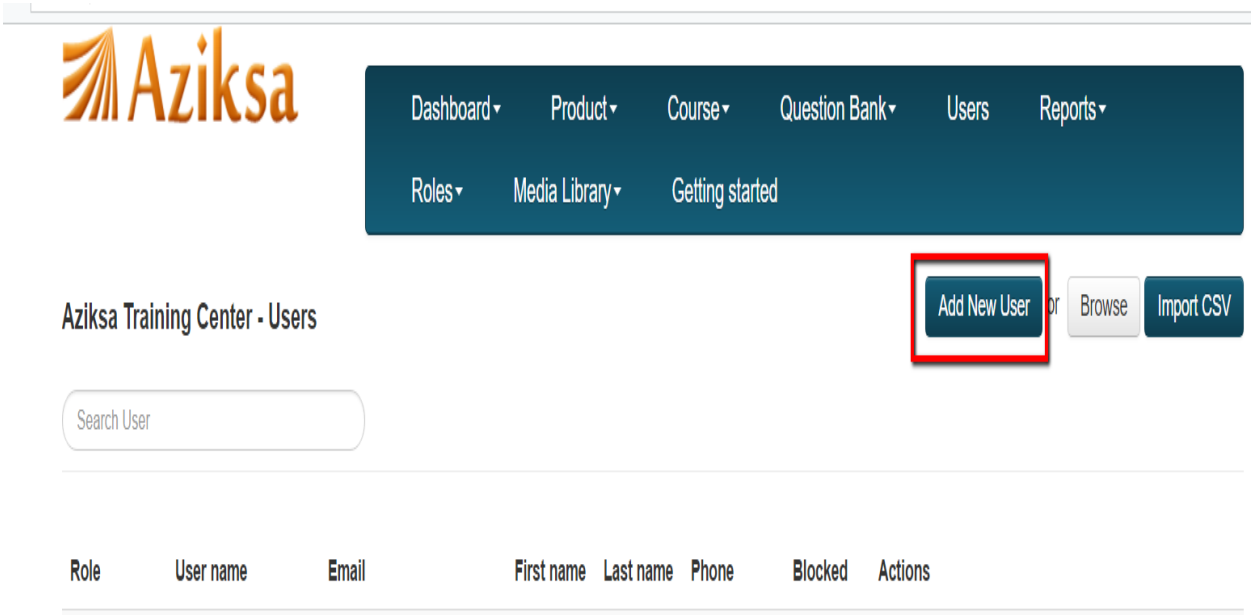
There are multiple ways to create user in Aziksa by admin. You can create users by uploading an excel file with user data or you can use the form to create one user at a time. When you use form, the system will send an email to the user with a confirmation link. All users created by uploading excel file are confirmed users. They do not get emails to confirm their account.

Anyone, who buys a course on site is self-registered and enrolled in the course with no admin task.

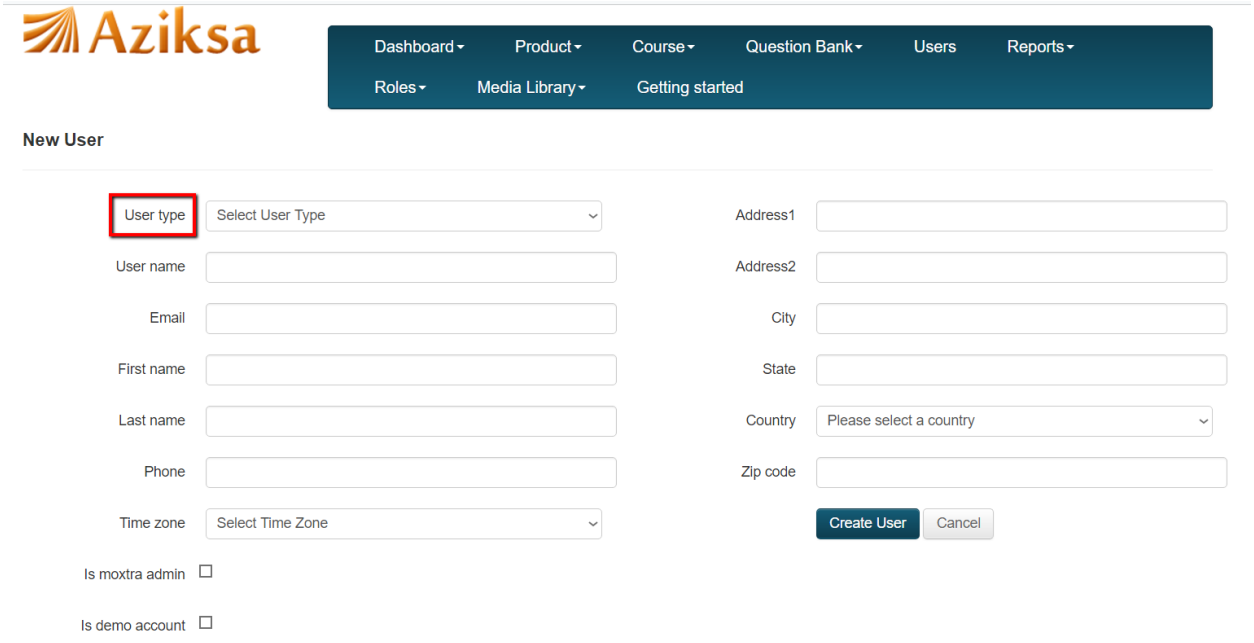
To create user, click on Users button.



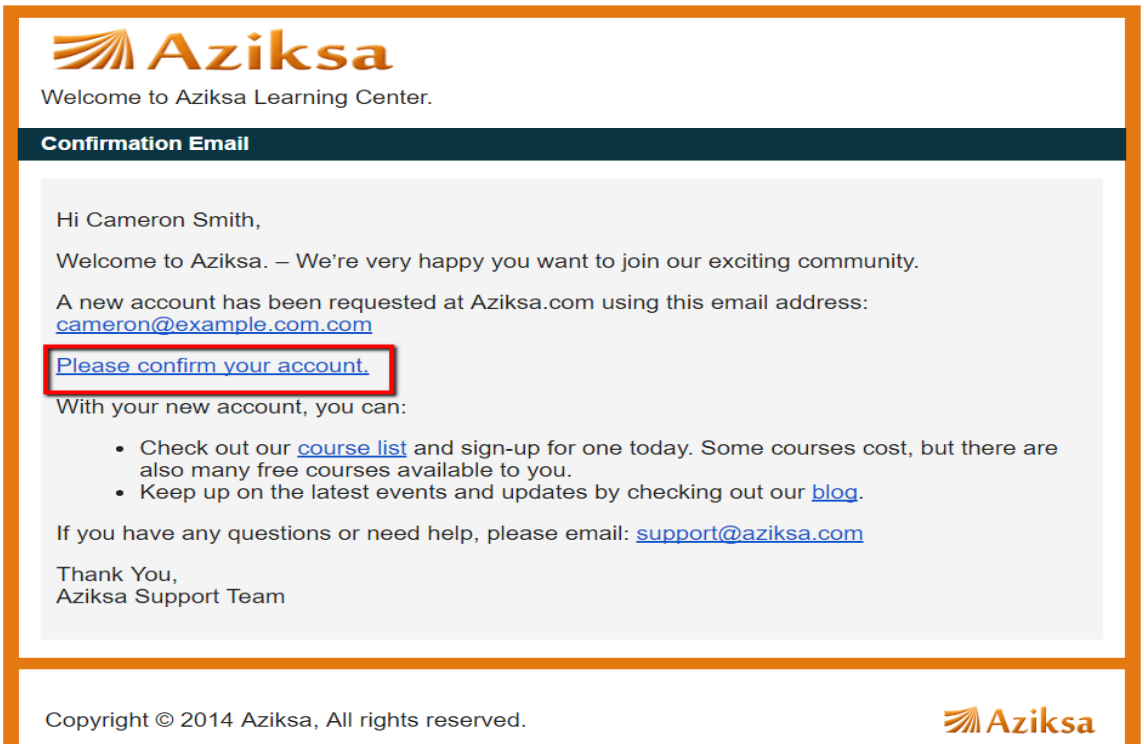
Click on “Add New User” to create one user at a time.



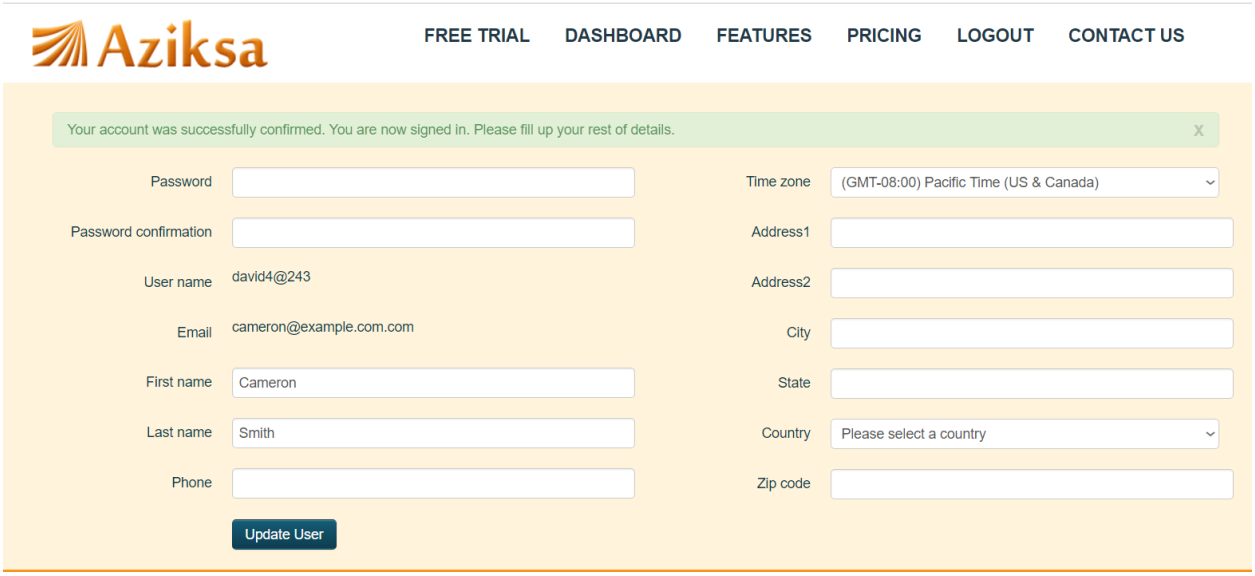
Select Company Trainee from User Type dropdown and enter all other information. Click Create User button. System will send an email to user with confirmation link.



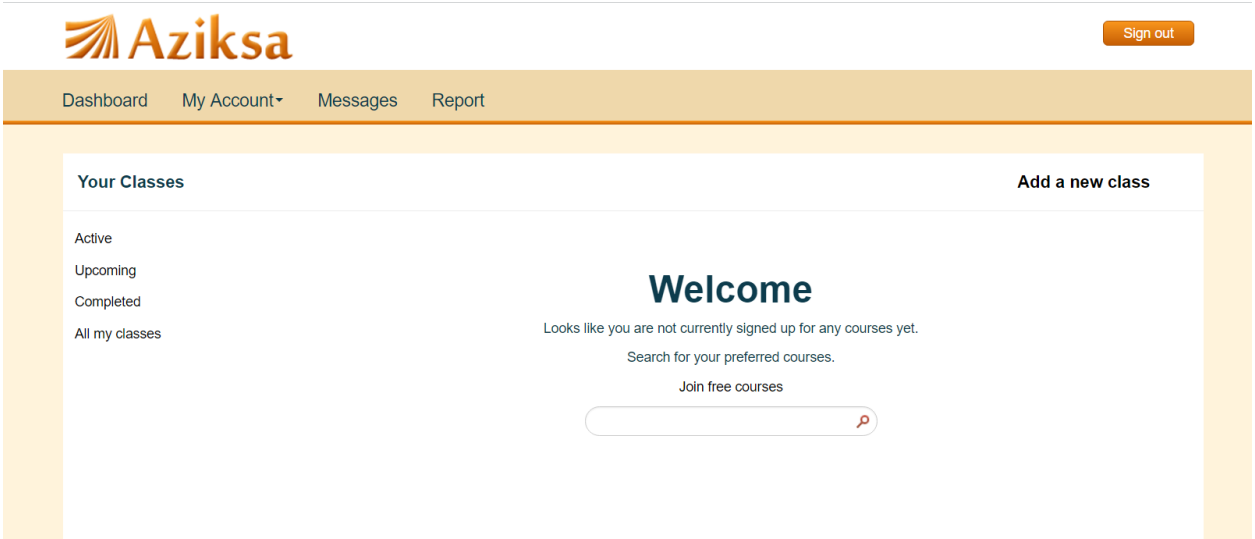
Here is sample confirmation email to the user.



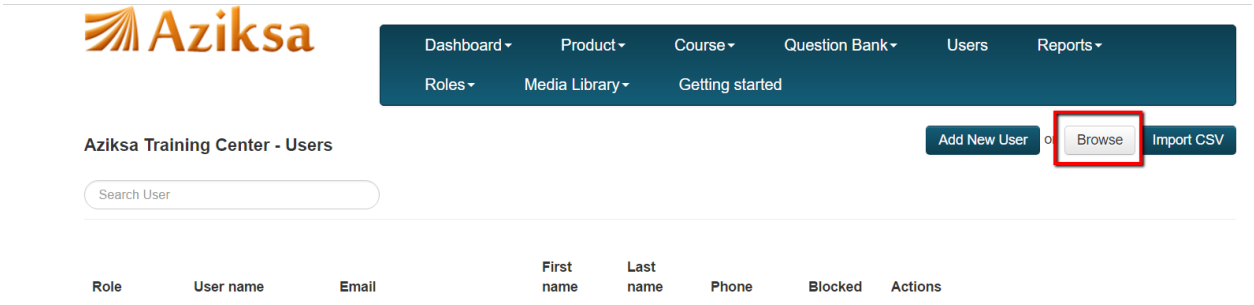
Once user clicks of the confirmation link in the email, system will present this page to update any missing information and choose a password.



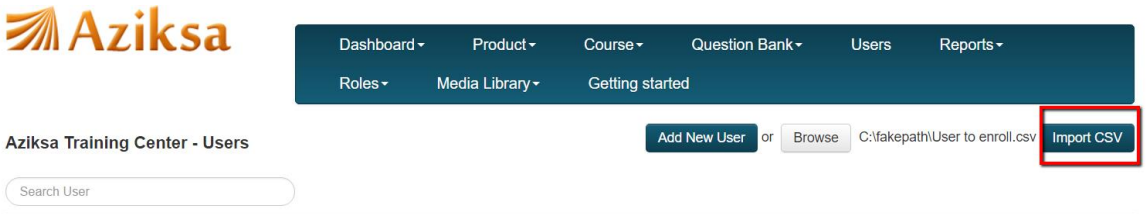
Here is a sample user Dashboard.



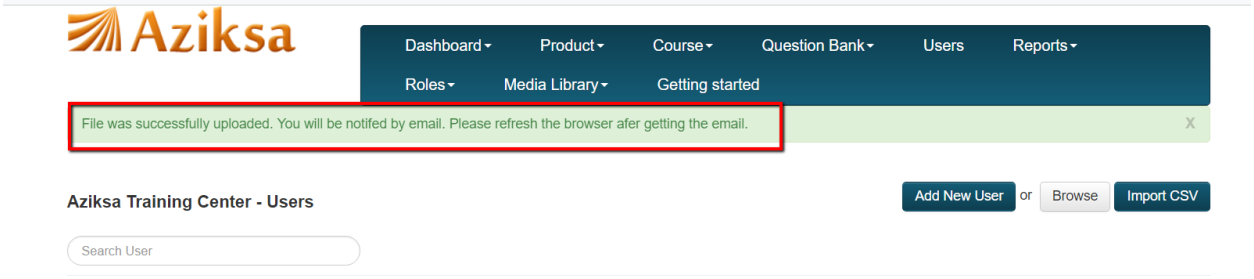
To create multiple confirmed users, click “Browse” and select CSV file with user data.



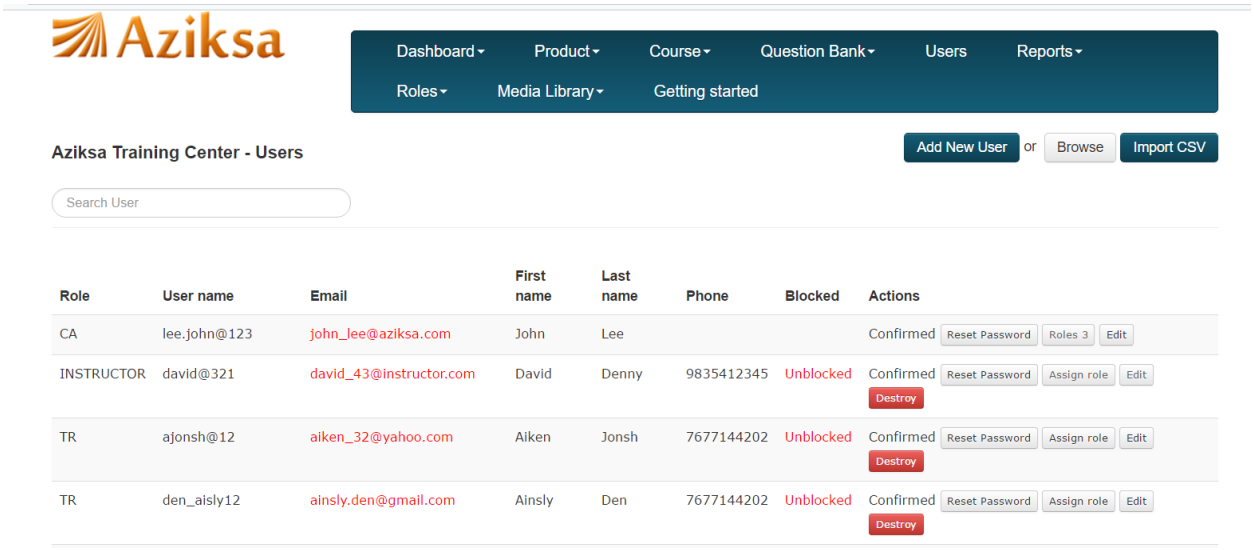
Click on Import CSV button and follow the prompt.
You can send an email to support@aziksa.com to get a sample template for csv file.



After successful file import, you will see this message.

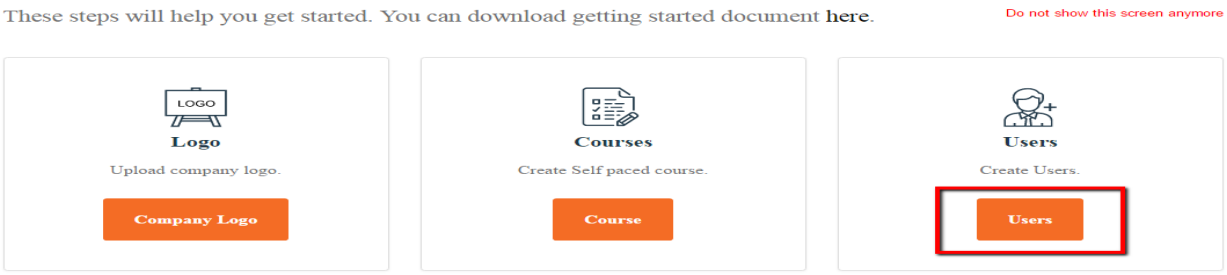


After refreshing the page, you can see the created users.

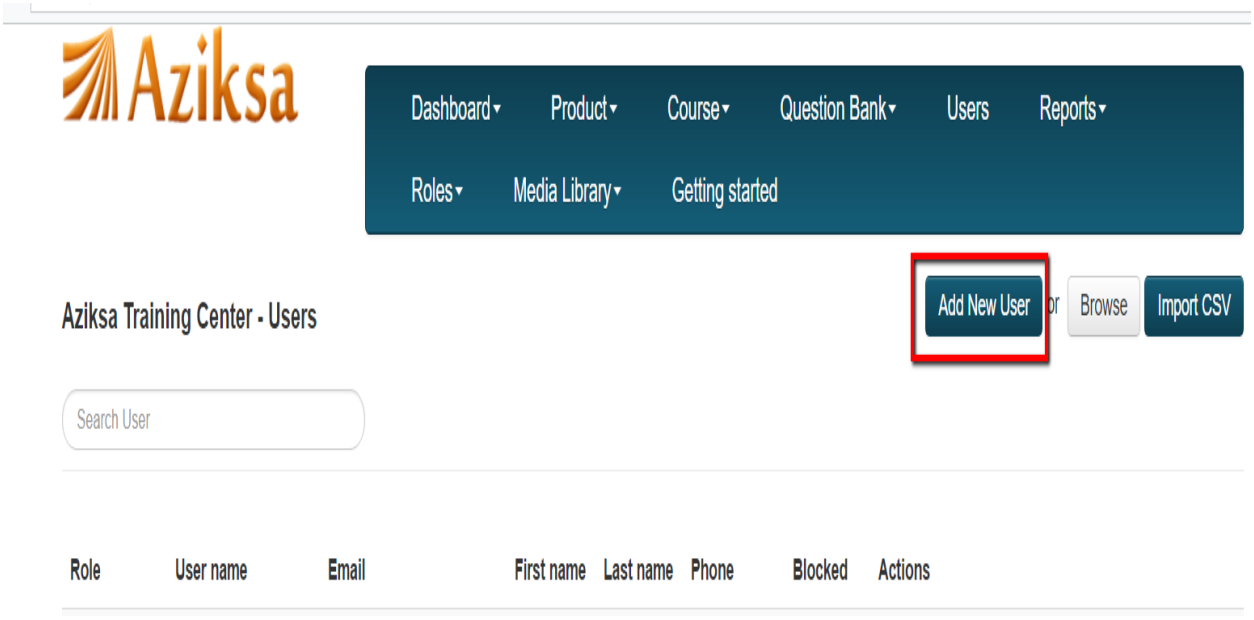


4.8 Create Instructors

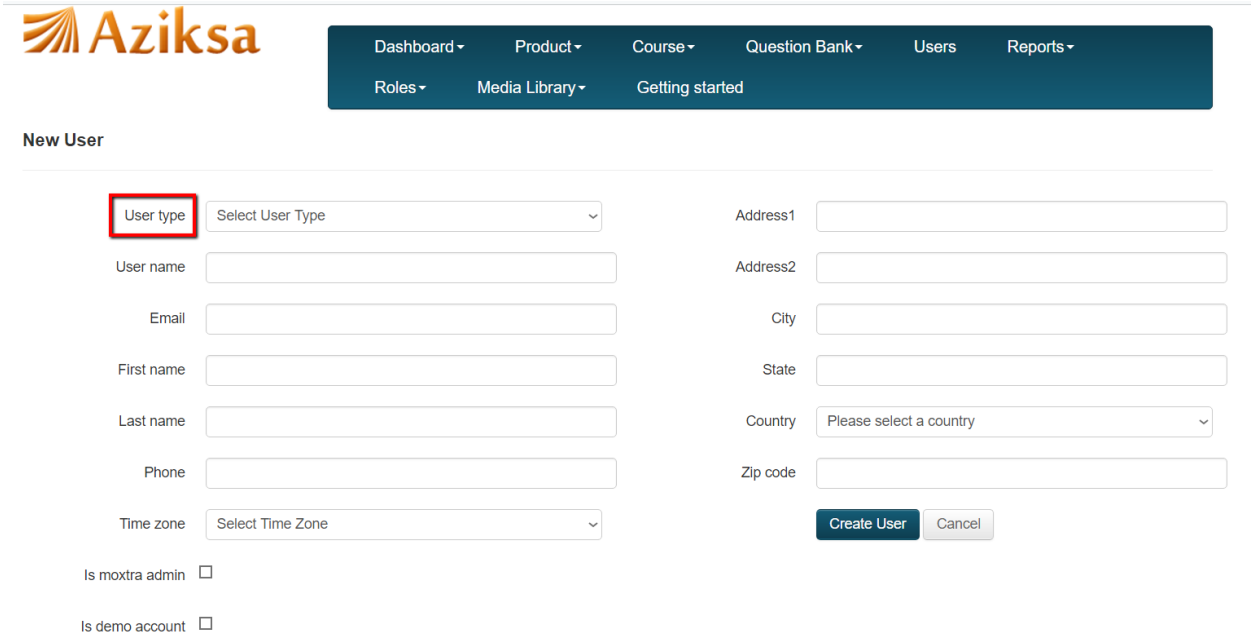
To create Instructor, click on Users button.



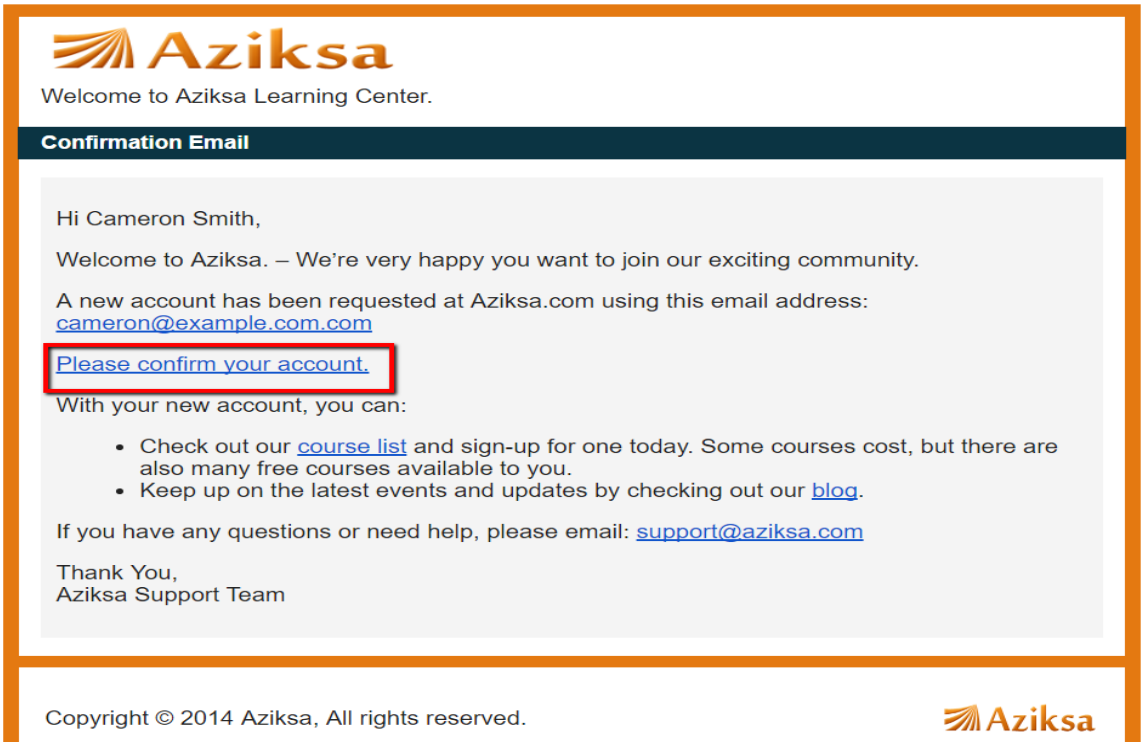
Click on “Add New User” to create an Instructor.



Select Instructor from User Type dropdown and enter all other information. Click Create User button. System will send an email to the user with a confirmation link.



Here is sample confirmation email to the Instructor.



Aziksa

Welcome to Aziksa Learning Center.

Confirmation Email

Hi Cameron Smith,

Welcome to Aziksa. – We're very happy you want to join our exciting community.

A new account has been requested at Aziksa.com using this email address: cameron@example.com.com

Please confirm your account.

With your new account, you can:

- Check out our course list and sign-up for one today. Some courses cost, but there are also many free courses available to you.
- Keep up on the latest events and updates by checking out our blog.

If you have any questions or need help, please email: support@aziksa.com

Thank You,
Aziksa Support Team

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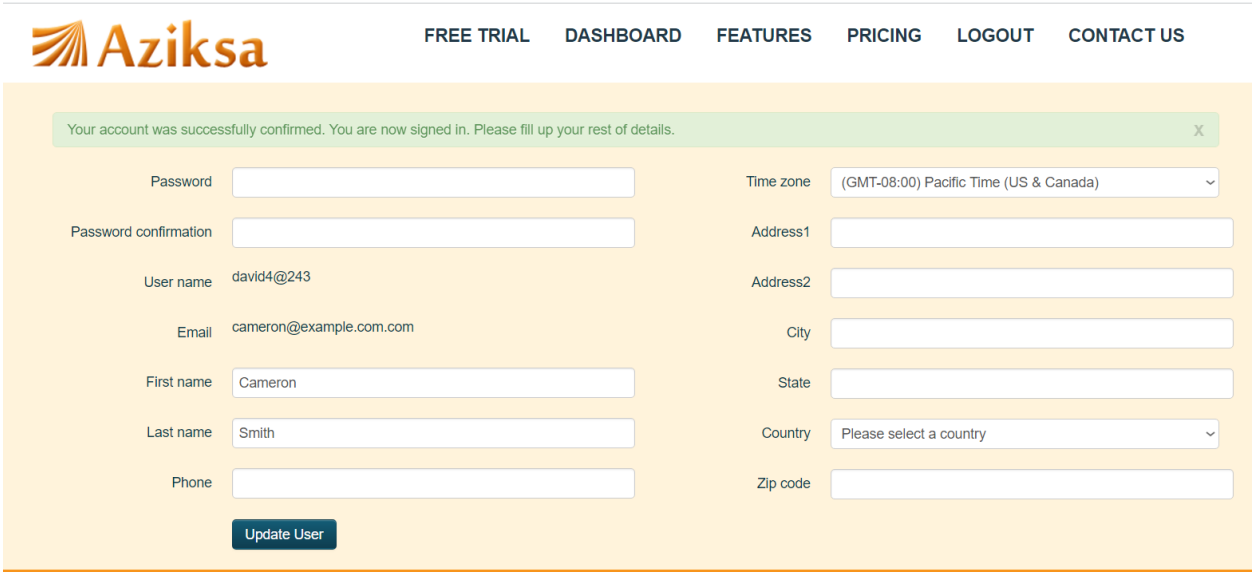
Once Instructor clicks of the confirmation link in the email, system will present this page to update any missing information and choose a password.



Aziksa

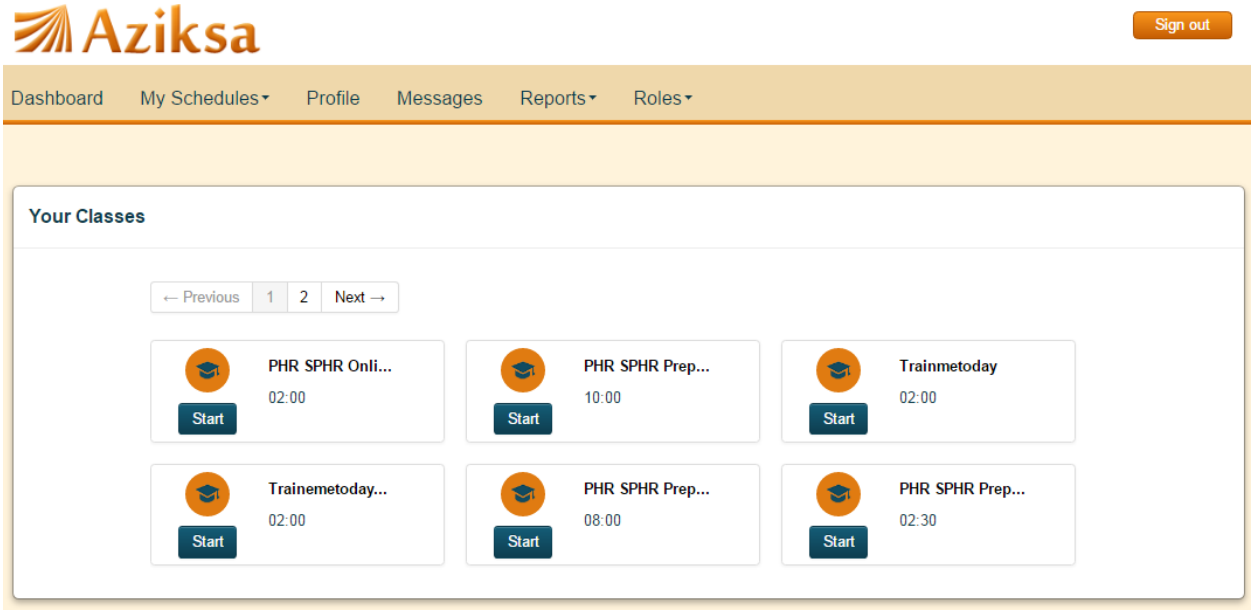
FREE TRIAL DASHBOARD FEATURES PRICING LOGOUT CONTACT US

Your account was successfully confirmed. You are now signed in. Please fill up your rest of details. X

Password		Time zone	(GMT-08:00) Pacific Time (US & Canada)
Password confirmation		Address1	
User name	david4@243	Address2	
Email	cameron@example.com.com	City	
First name	Cameron	State	
Last name	Smith	Country	Please select a country
Phone		Zip code	

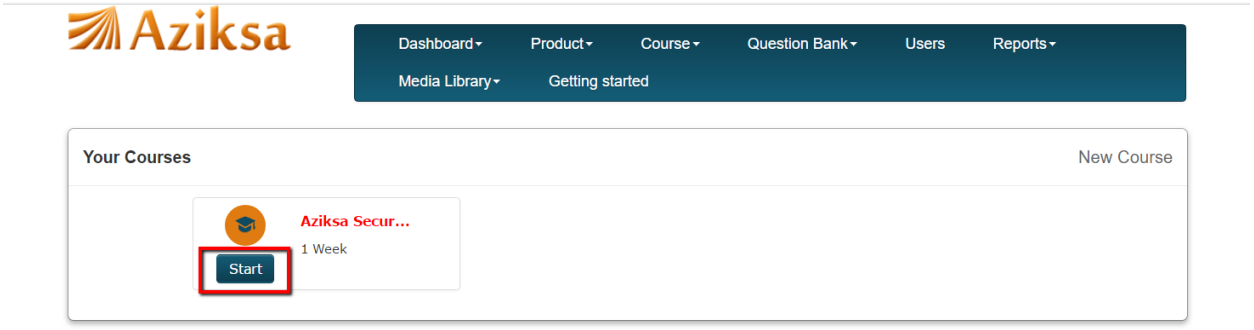
Update User

Sample Instructor dashboard.

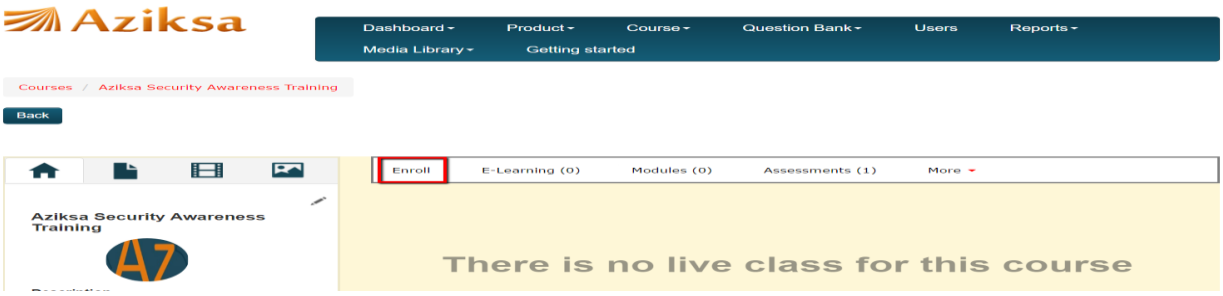


4.9 Enroll users in self-paced courses

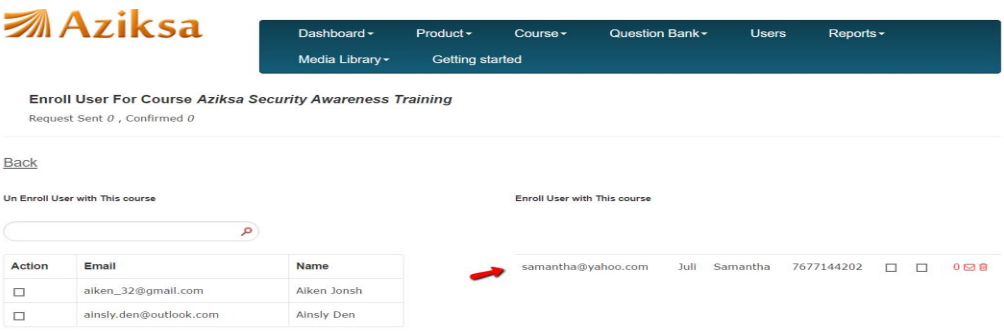
On dashboard, click on “Start” button, it will take you to Course details page.



You will see the following course detail page. To enroll one user at a time, click on enroll.

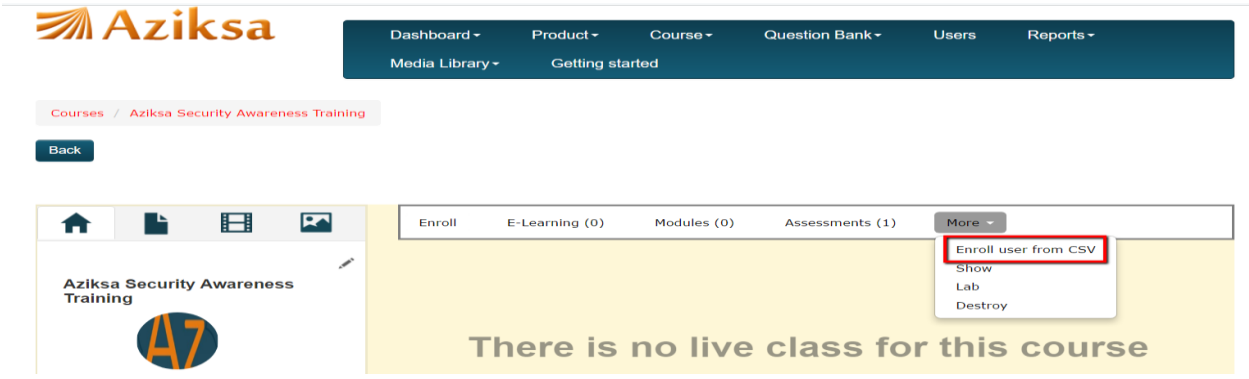


Next it will present you a list of unenrolled users (left column) and enrolled users (right column). Click the checkbox next to unenrolled user and system will move the user to enrolled column.

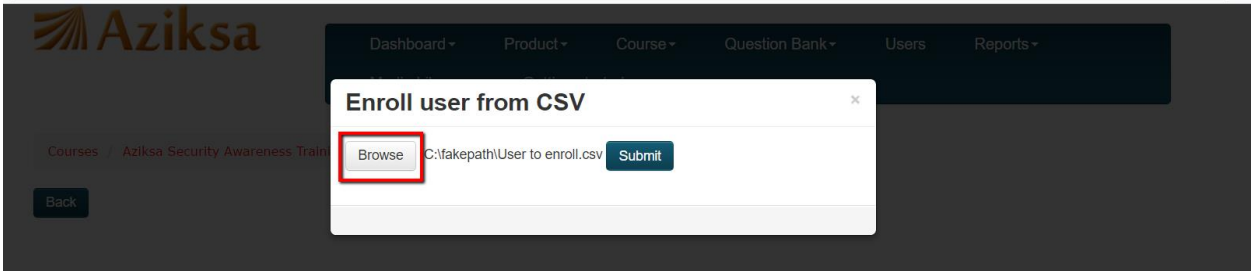


Back button will take you to course detail page.

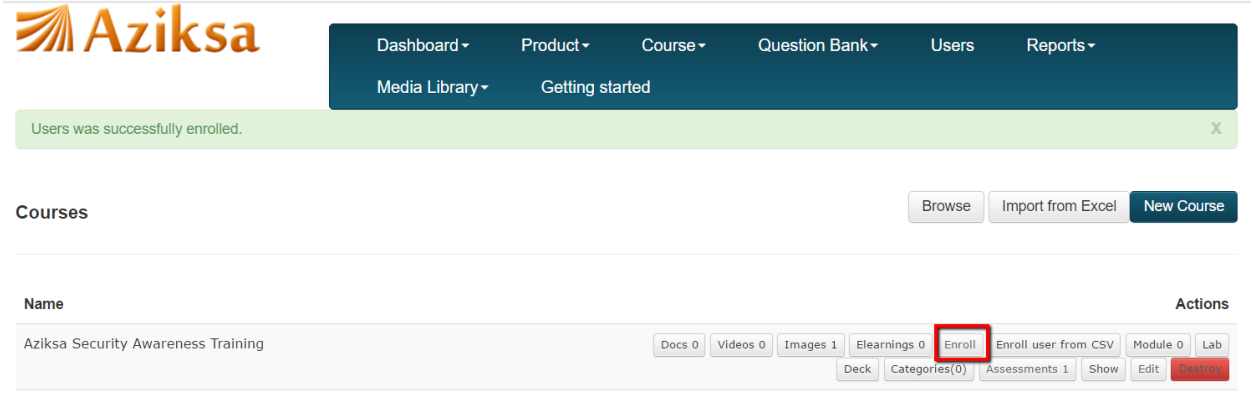
To enroll multiple users from a CSV file, click on More menu and select “Enroll user from CSV”.



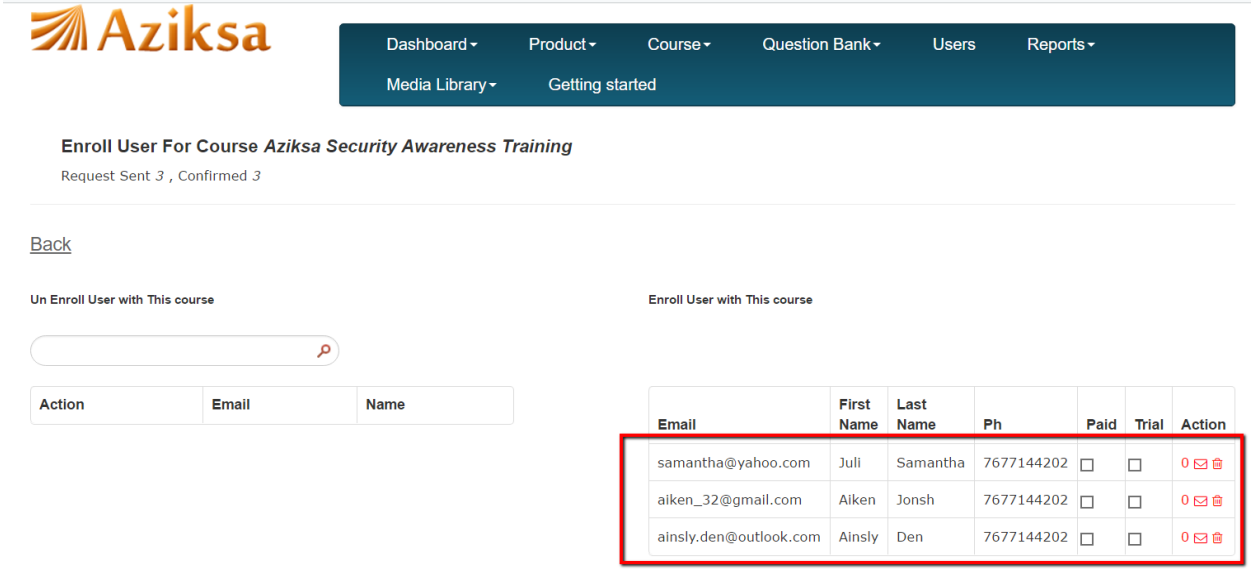
Click on Browse button to select the CSV file from your system. Click Submit after CSV file selection. It will take you Courses summary page.



To see your enrolled users, click on enroll button for your course.

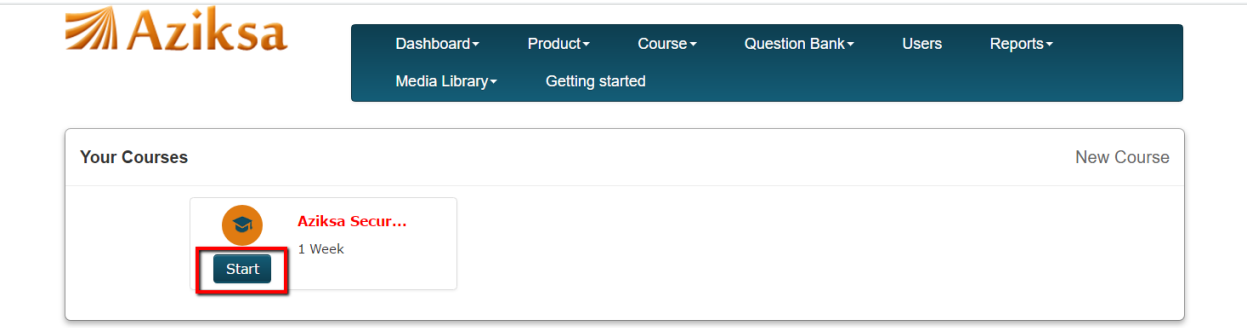


Sample course enrollment page.

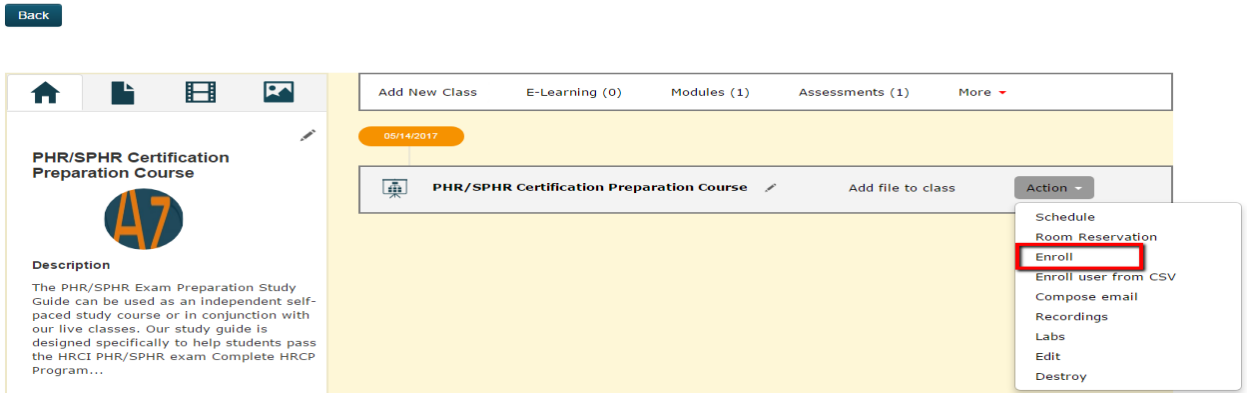


4.10 Enroll users in live classes

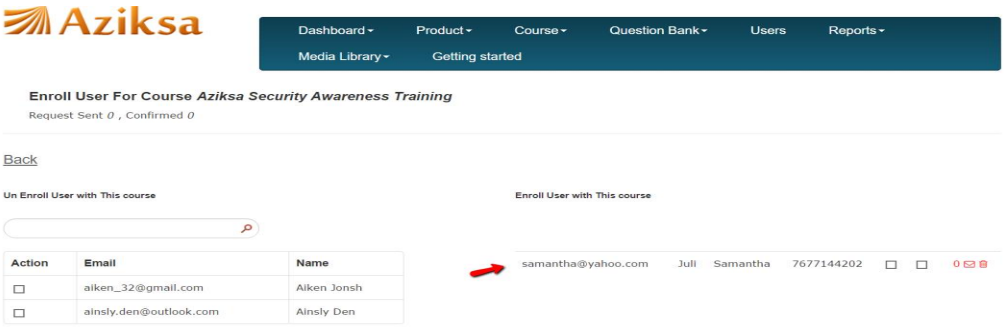
On dashboard, click on “Start” button, it will take you to Course details page.



You will see the following course detail page. To enroll one user at a time, click on enroll.

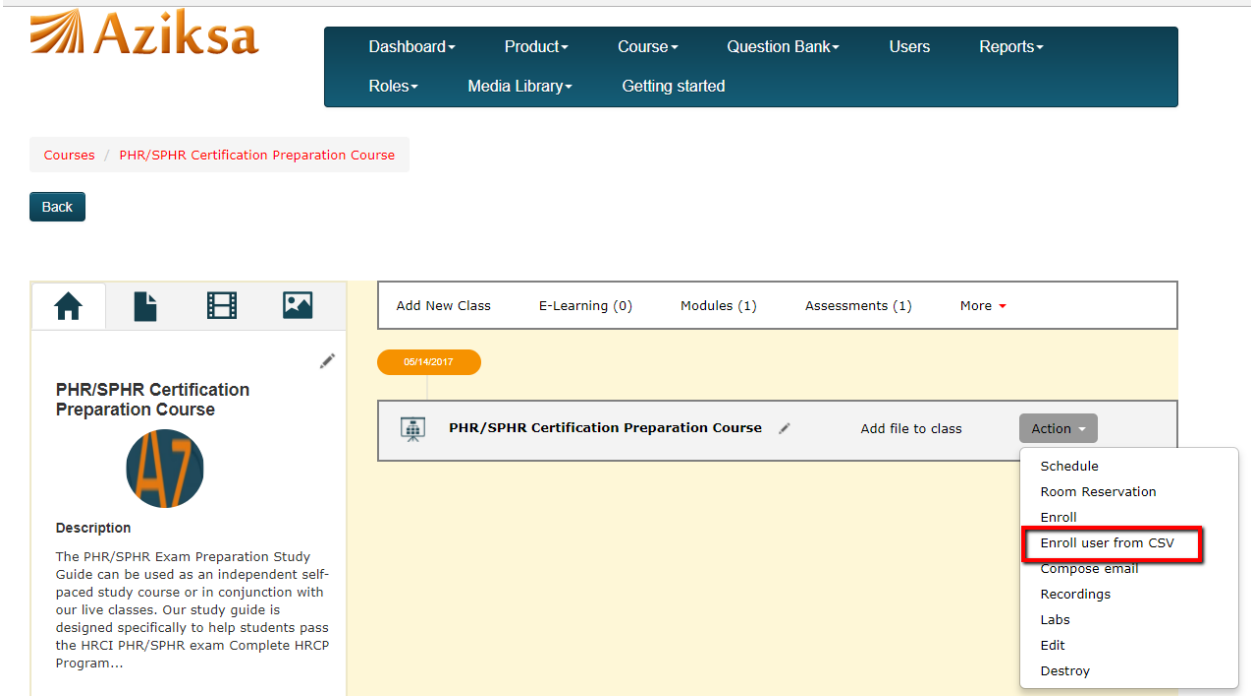


Next it will present you a list of unenrolled users (left column) and enrolled users (right column). Click the checkbox next to unenrolled user and system will move the user to enrolled column. If a class has already started then it will ask you to change class dates, before you can enroll the users.

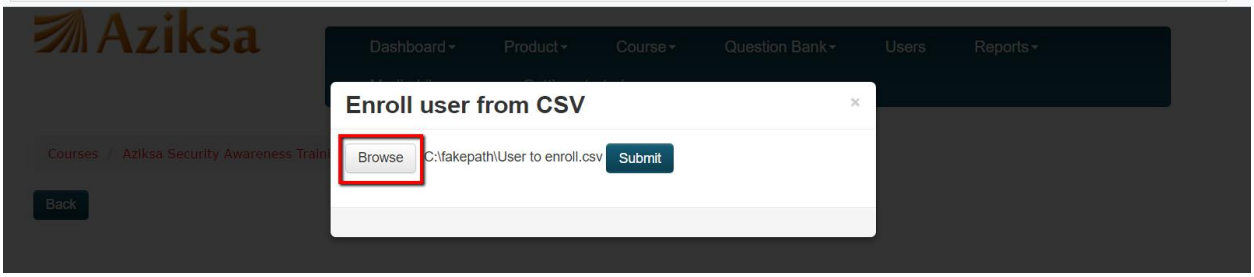


Click back button. It will take you course details page.

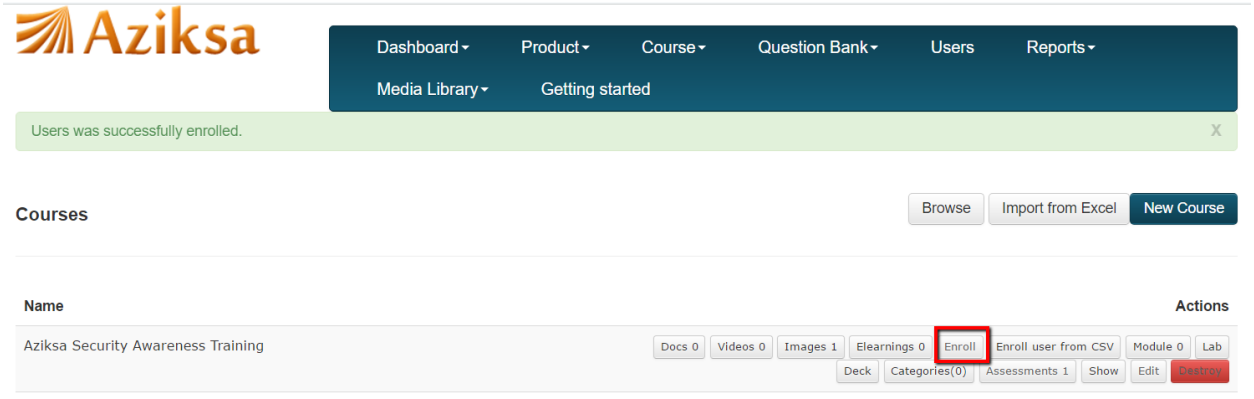
You can enroll multiple users from a CSV file. Click Enroll user from CSV link menu as shown here.



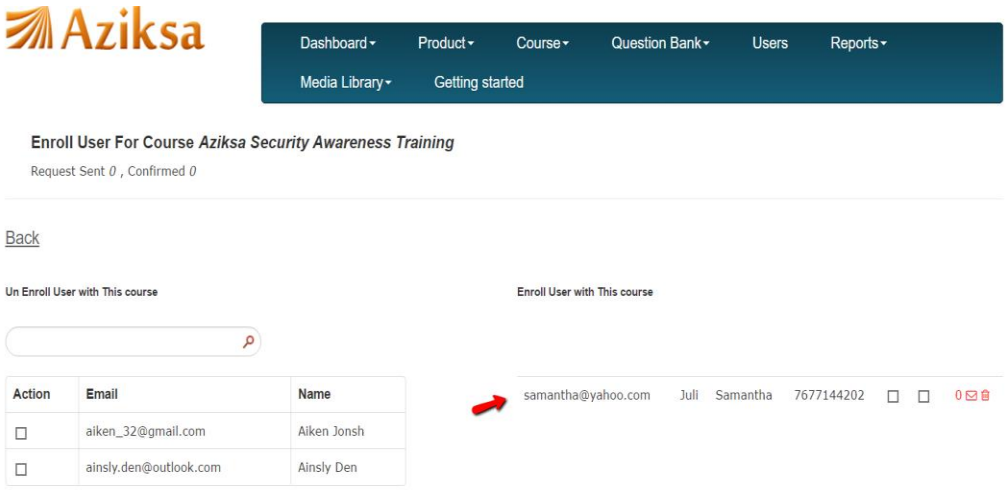
Browse the CSV file from your desktop. Click Submit



It will display a successful message. Click on Enroll button.



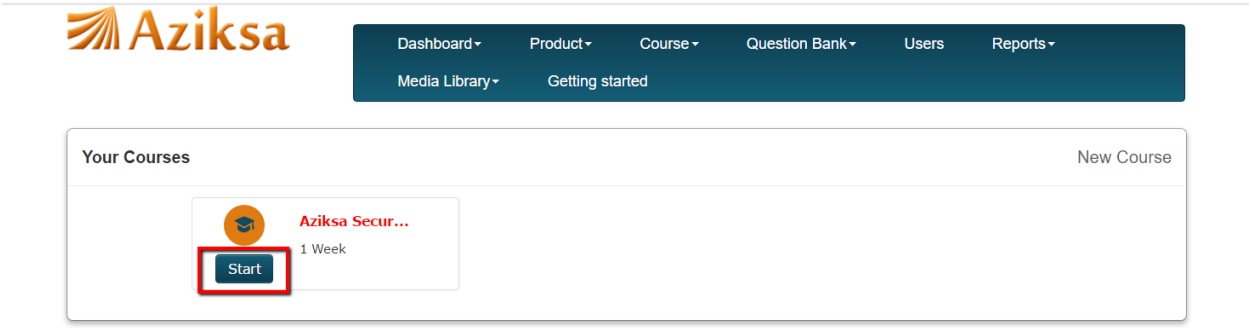
Next it will present you a list of unenrolled users (left column) and enrolled users (right column). Click the checkbox next to unenrolled user and system will move the user to enrolled column. If a class has already started then it will ask you to change class dates, before you can enroll the users.



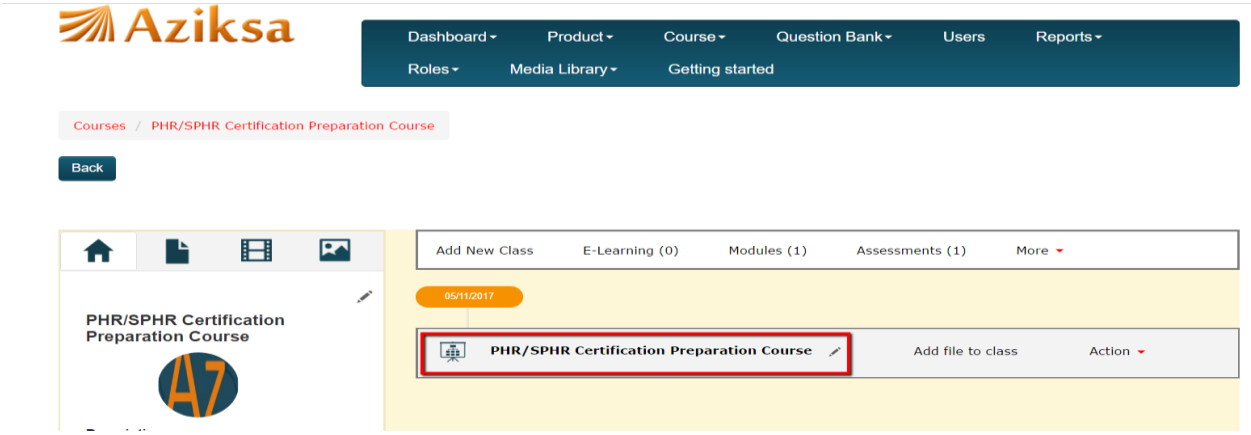
Click back button. It will take you course details page.

4.11 Assign instructors to live virtual classes

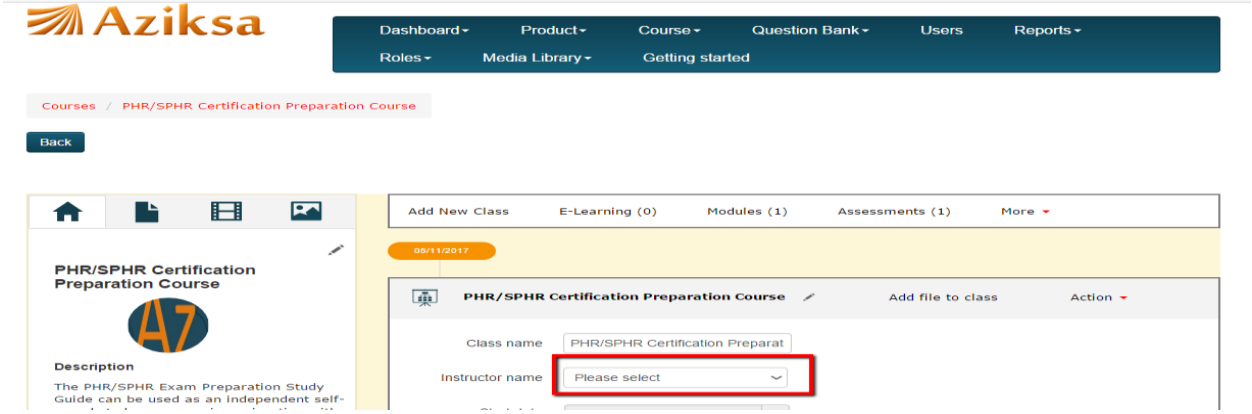
On dashboard, click on “Start” button, it will take you to Course details page.

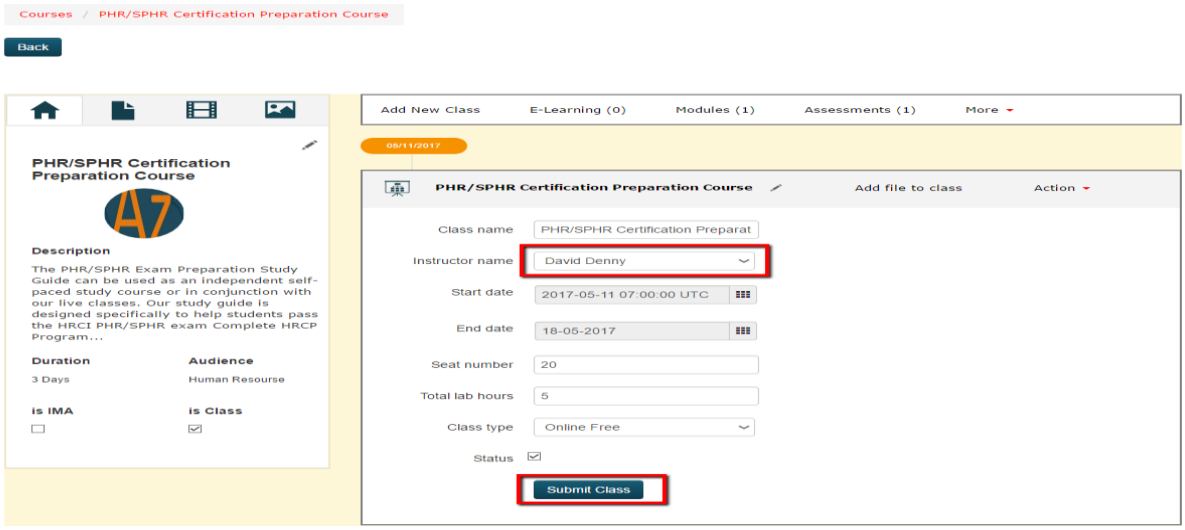


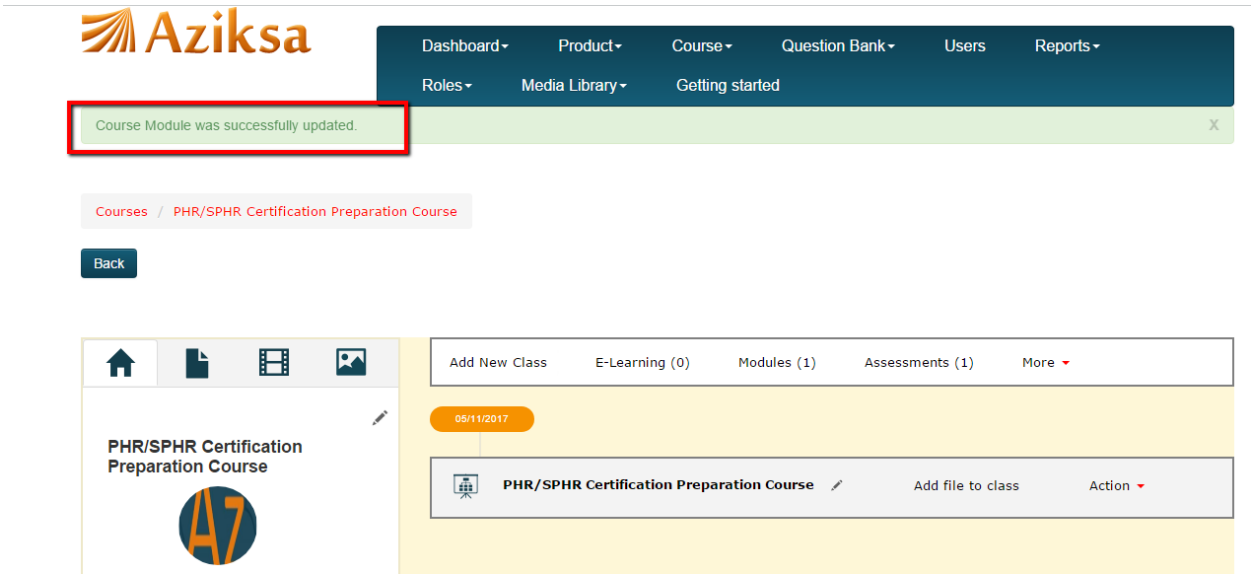
Click Class name, it will display class details.



Select instructor from dropdown menu and click Submit. It will take you Course details page and the system displays a successful message.

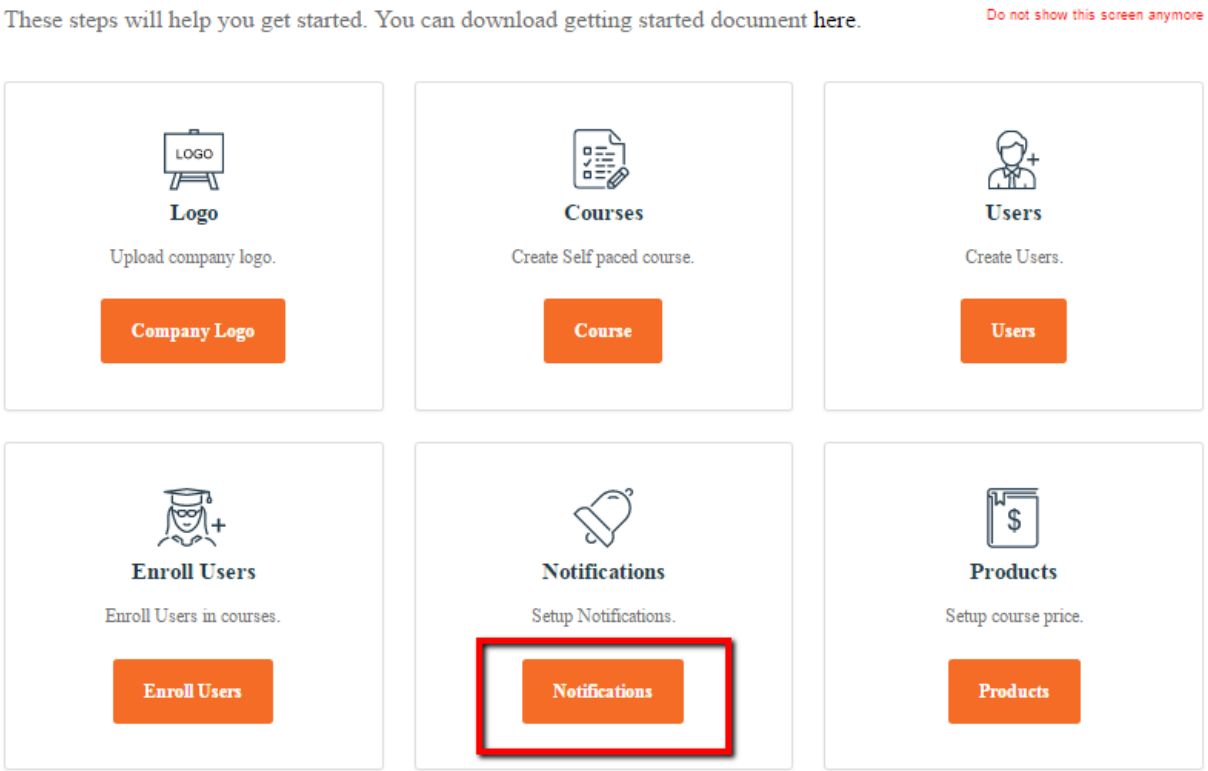






4.12 Setup notifications

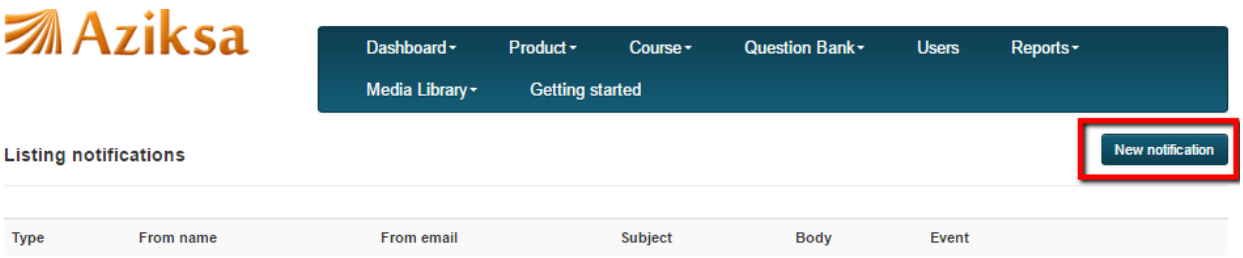
Click Notification as shown here.



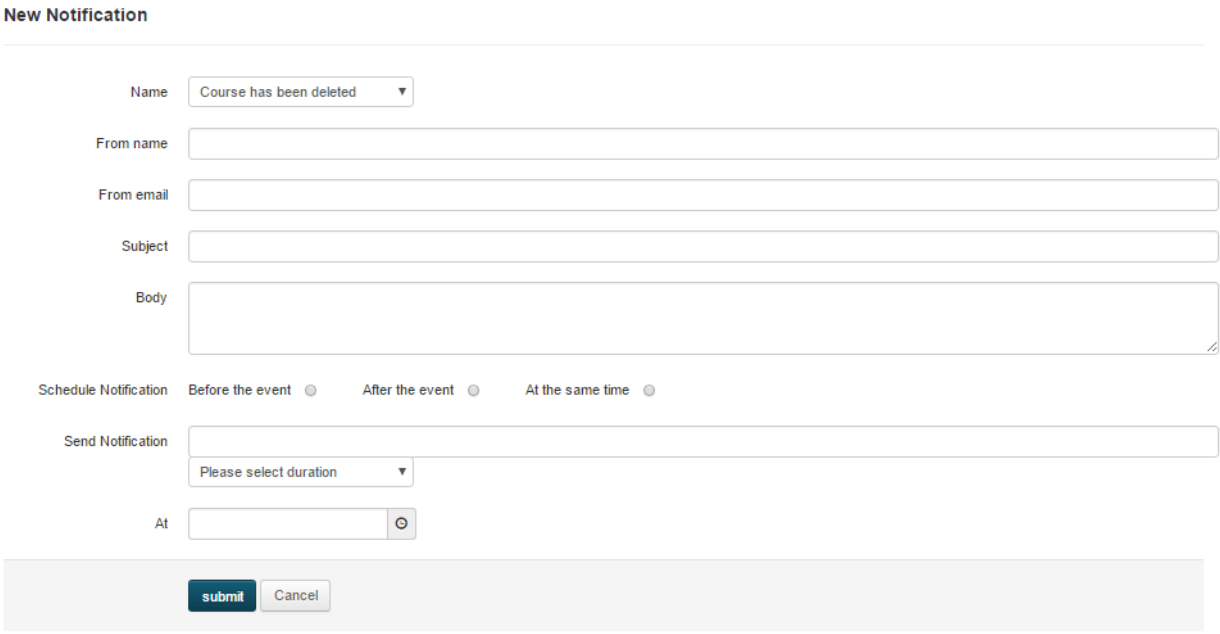
Aziksa provides you the notification for the following events.

- Course has been deleted
- Course has expired
- ILT Session Changed
- ILT Session Deleted
- ILT Session Today
- User Enrollment
- User Un-enrollment
- User Deleted
- Certification Issued
- Certification Expired

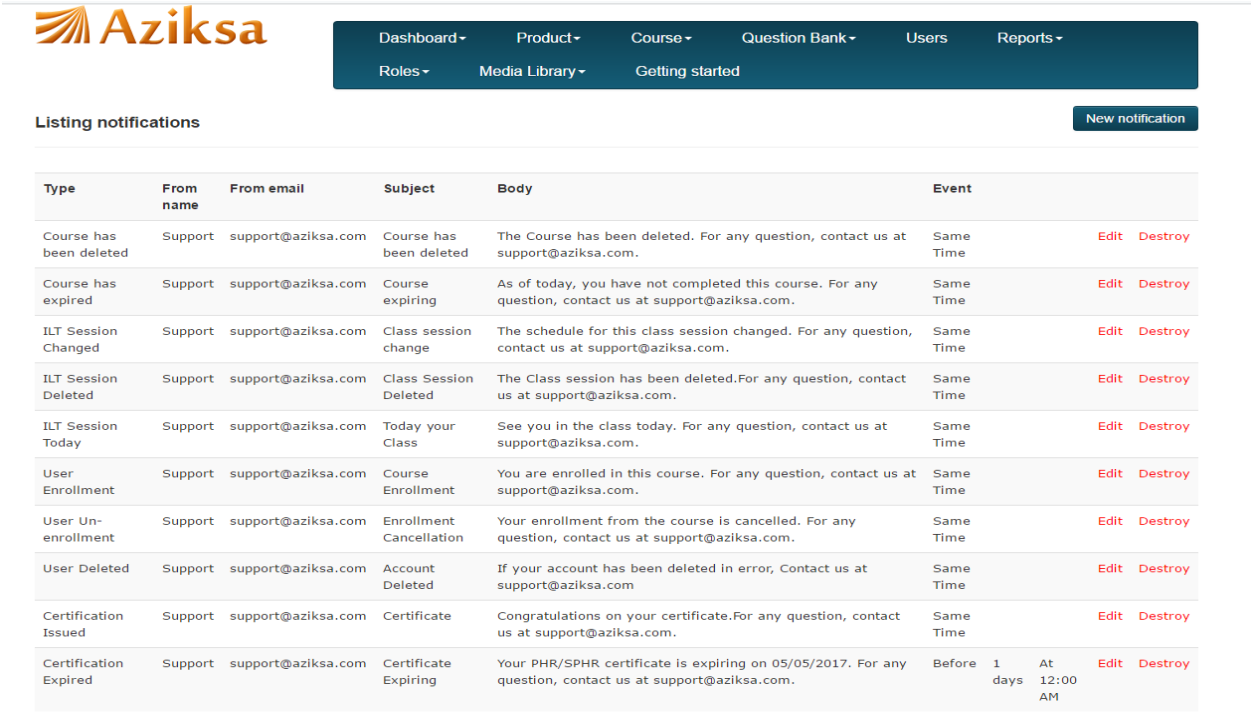
Click New Notification



Select the notification type from drop down box, type-in the information and click submit button.

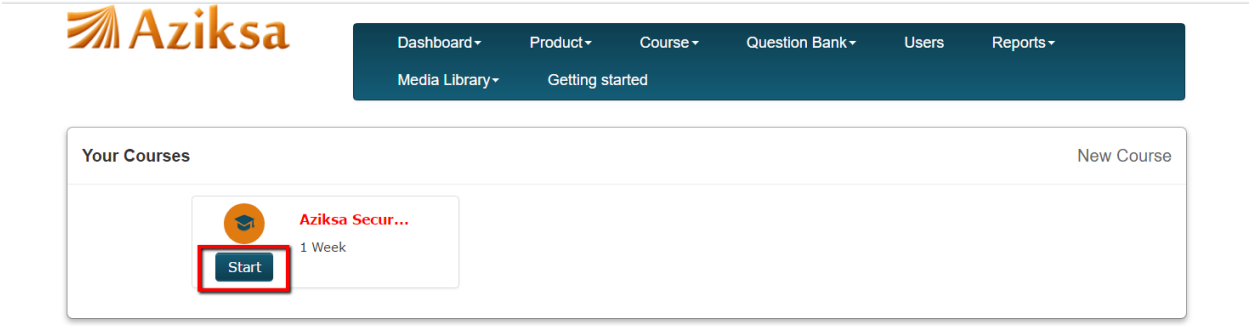


Sample listing of Notifications.

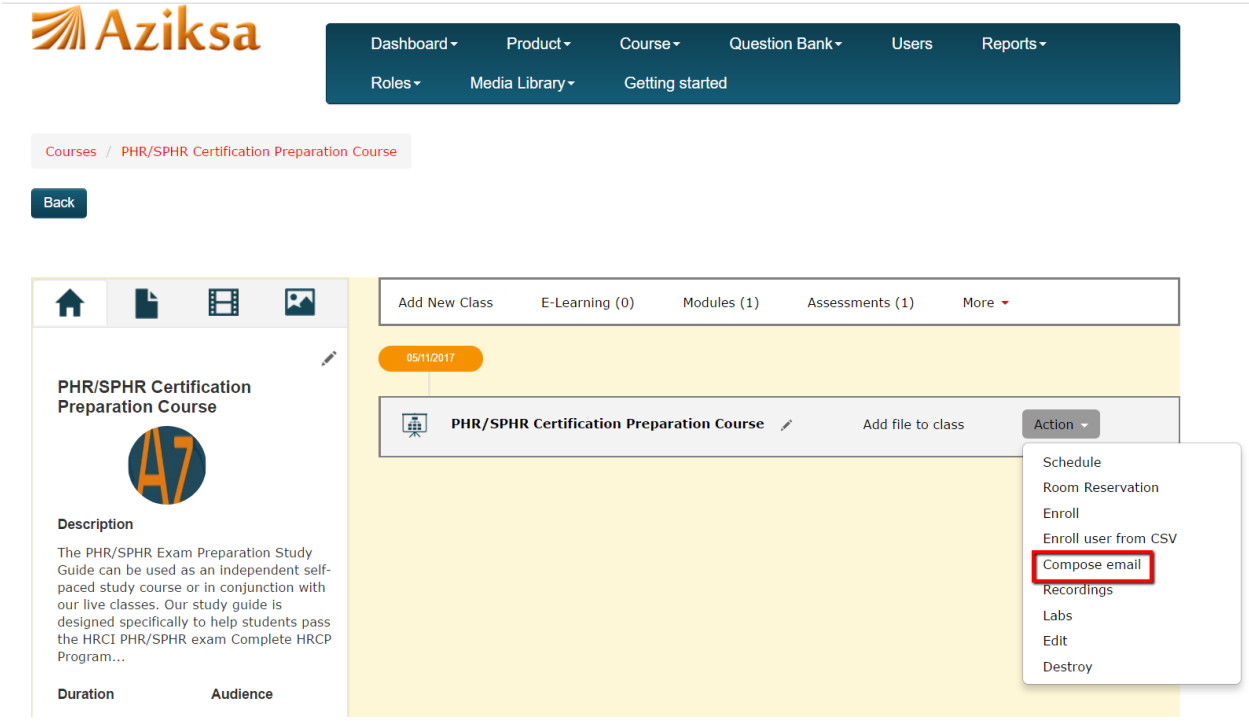


4.13 Send emails to users

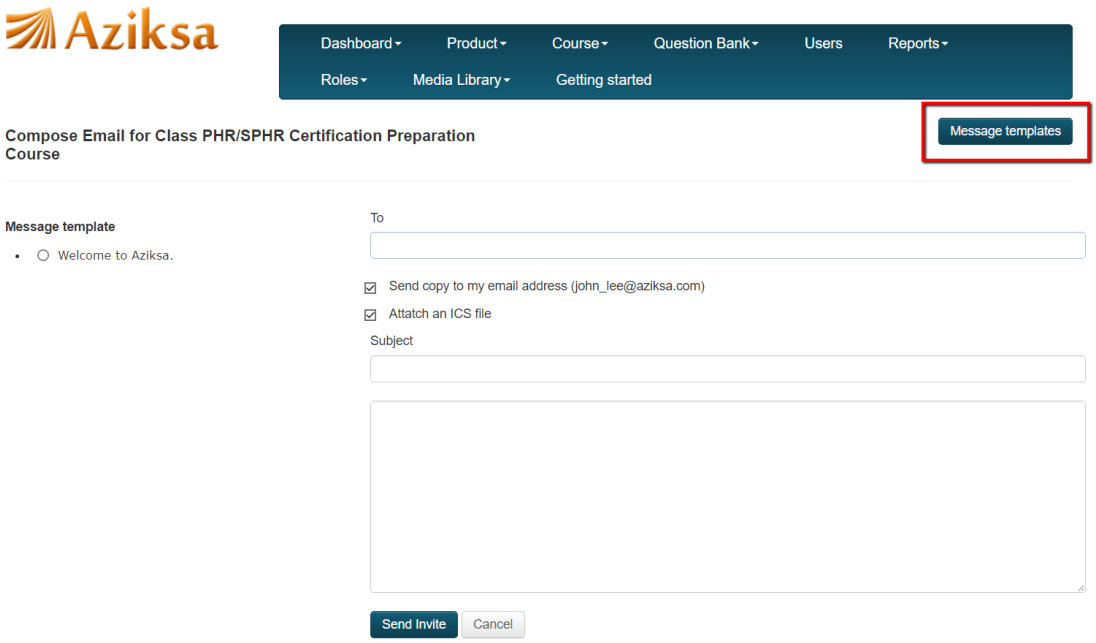
On dashboard, click on “Start” button for your course, it will take you to Course details page.



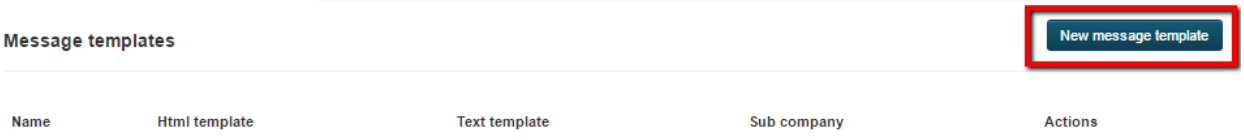
There could be multiple classes for the same course. Select the class, click on action menu to see the Compose Email link.



On this page, you can create a new message template or select one from the list.

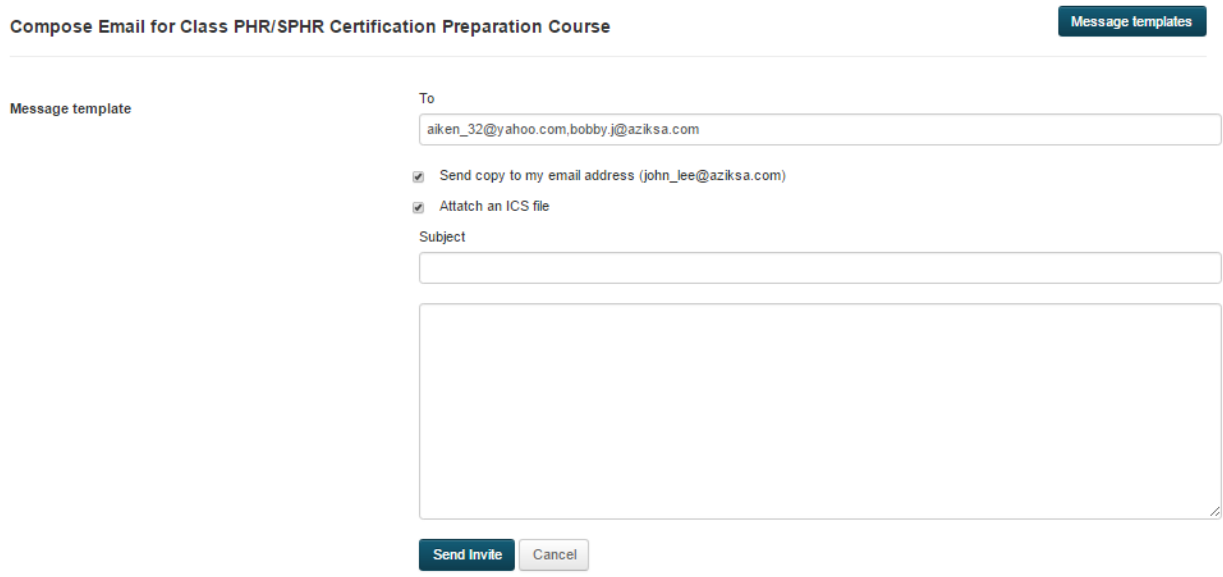


Click on new message template.



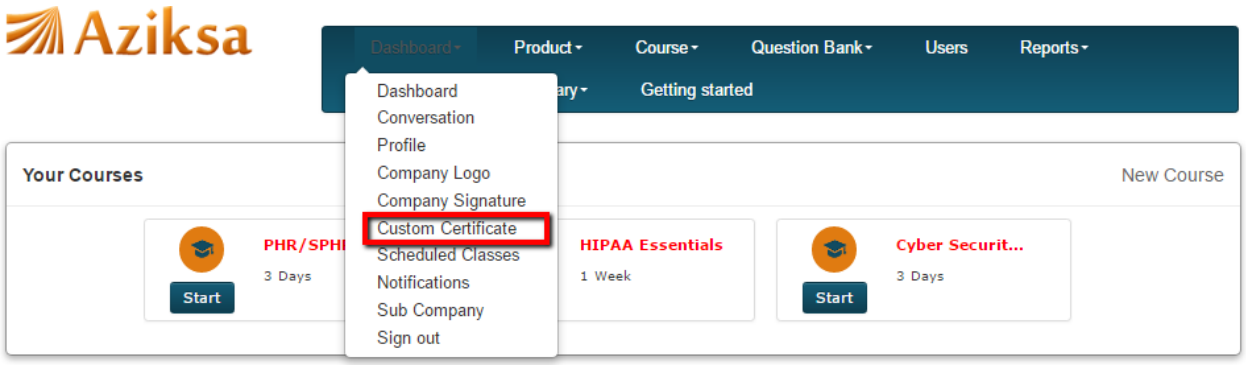
On message template page, enter all the required data then click submit. It will create a new message template for you. Now you can select your newly created message template and send the email to your class.

Aziksa provides you the option to attach your class schedule with your email. This attachment can be saved locally inside your end user mail client such as outlook, Gmail etc.

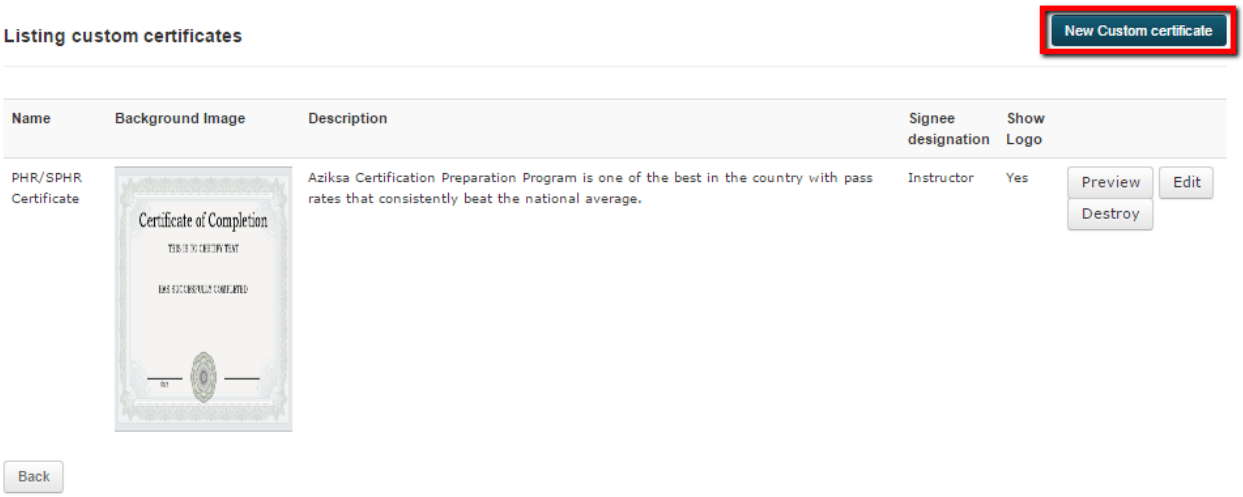


4.14 Create custom certificate

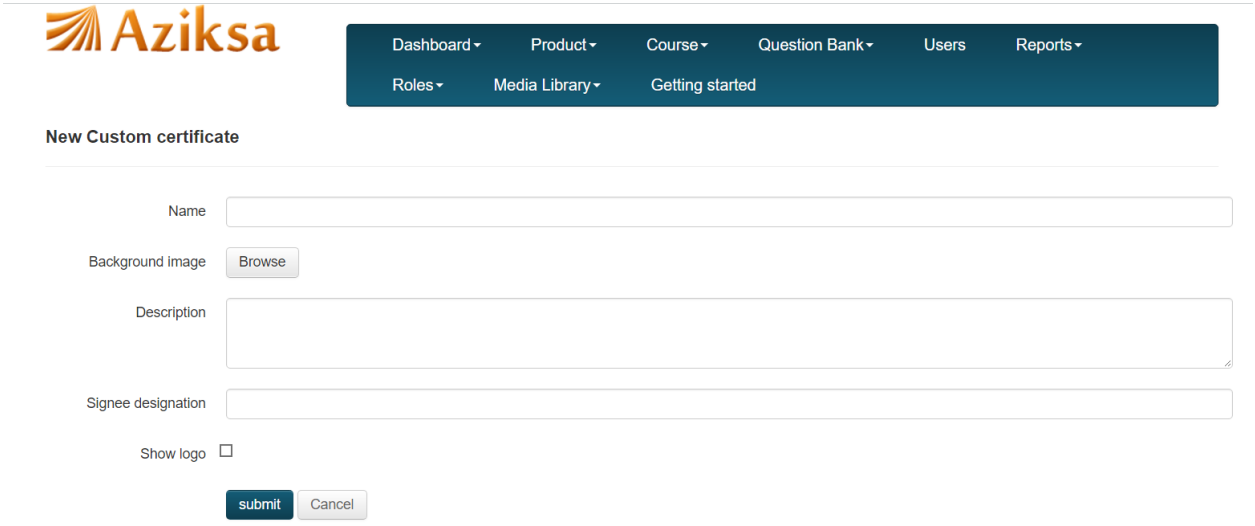
Click dashboard menu and select custom certificate.



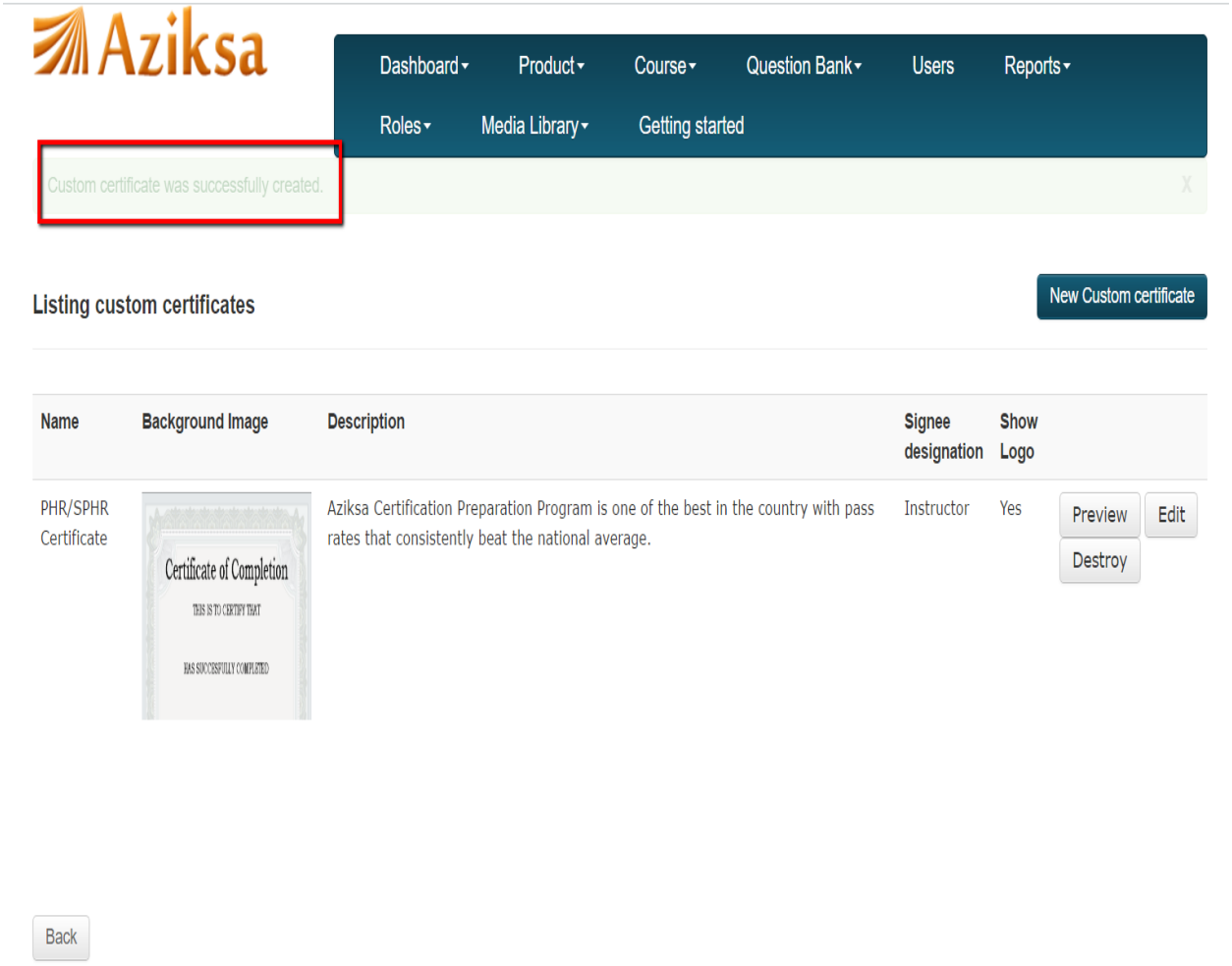
On this page, you see the list of previously created custom certificate and button to create new certificate. Click on New Custom Certificate button.



Enter the certificate data, then click Submit button.

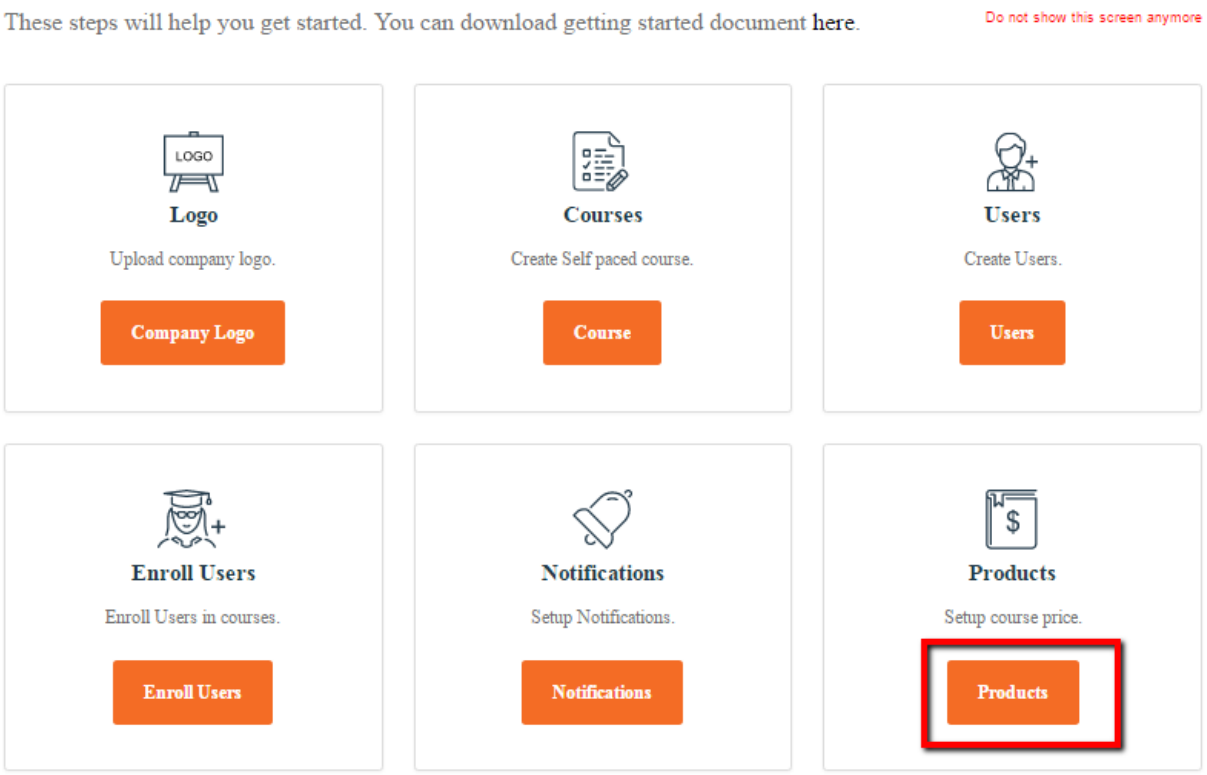


It will display a successful message and list the certificate you just created.



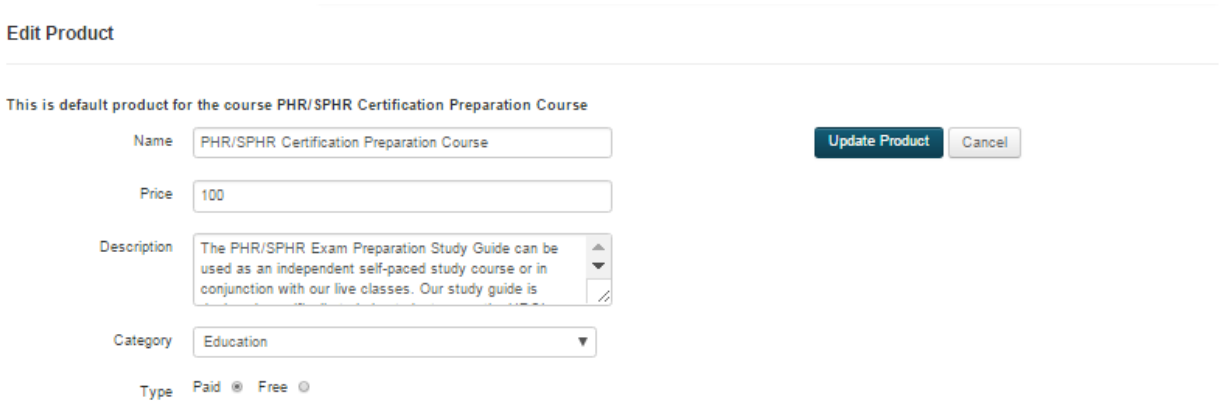
4.15 Setup price

Click “Products”, It will take you Product page.

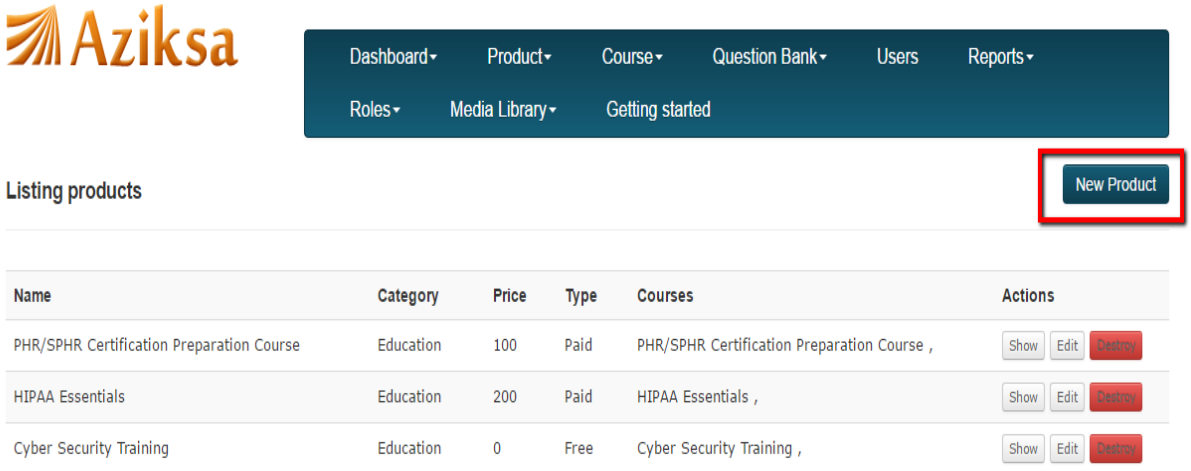


System creates a product by itself for every course, you create. To set a price for your course, just select the edit button of the product with same name as of your course.

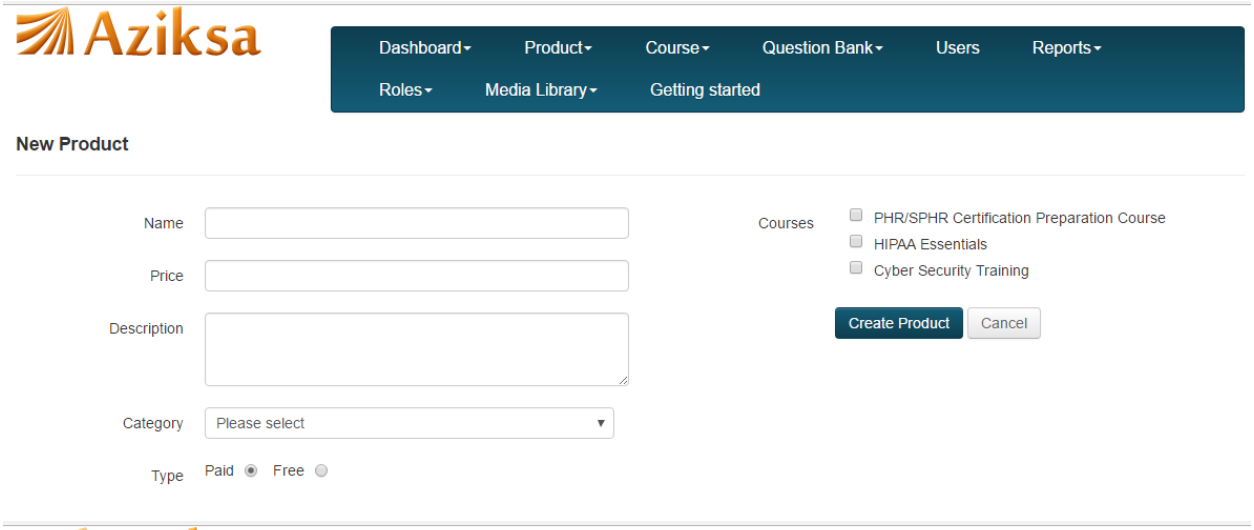
Select paid or free for the product type and type in your price for the paid course. Cli.ck update product button to save the changes

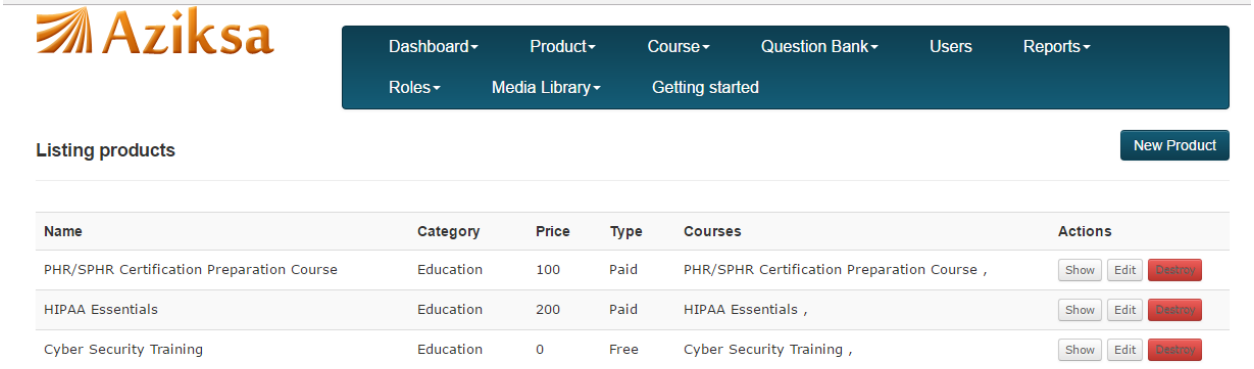


Aziksa allows you to create a certification product by combining multiple courses. Click “New Product”.



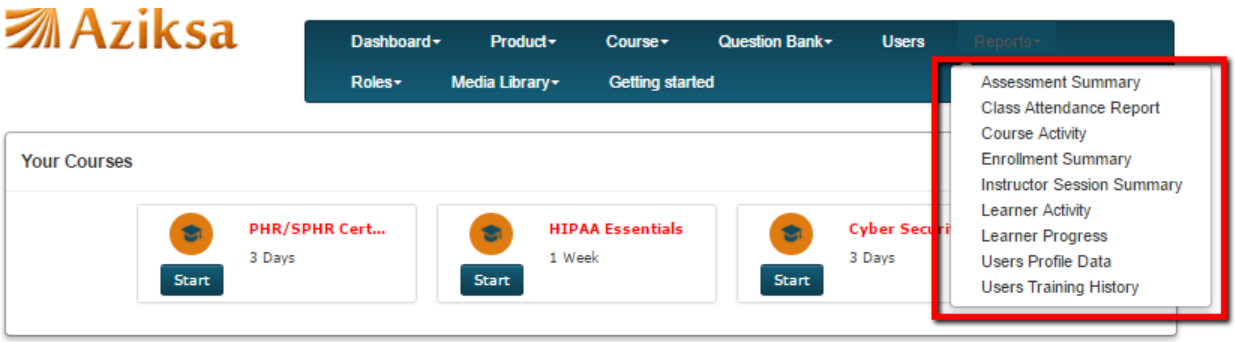
Enter data, select the list of courses you want to include in your product Click Submit.





4.16 Run reports

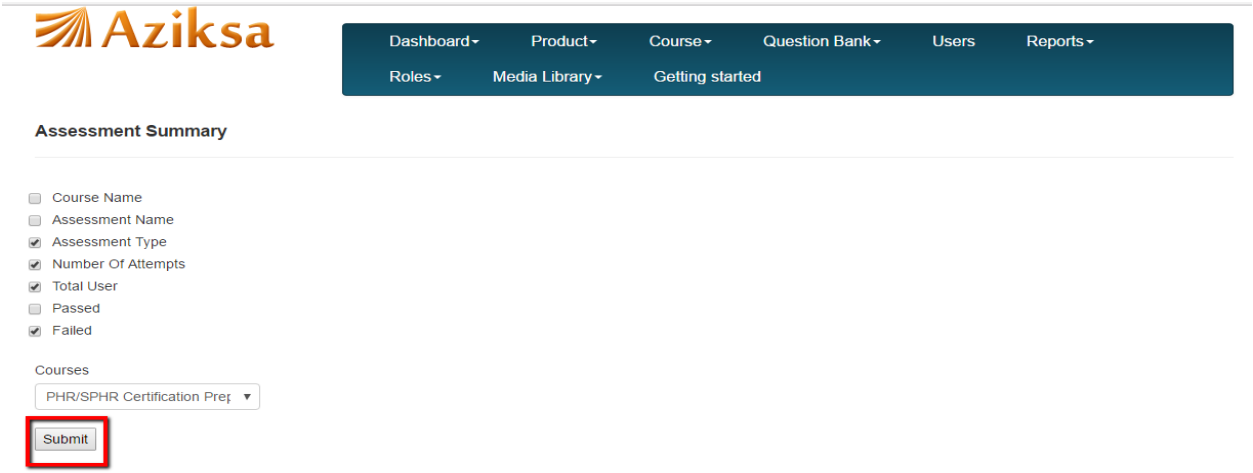
Click “Reports” It will show you all the reports in dropdown. Click the report name that you want to run.

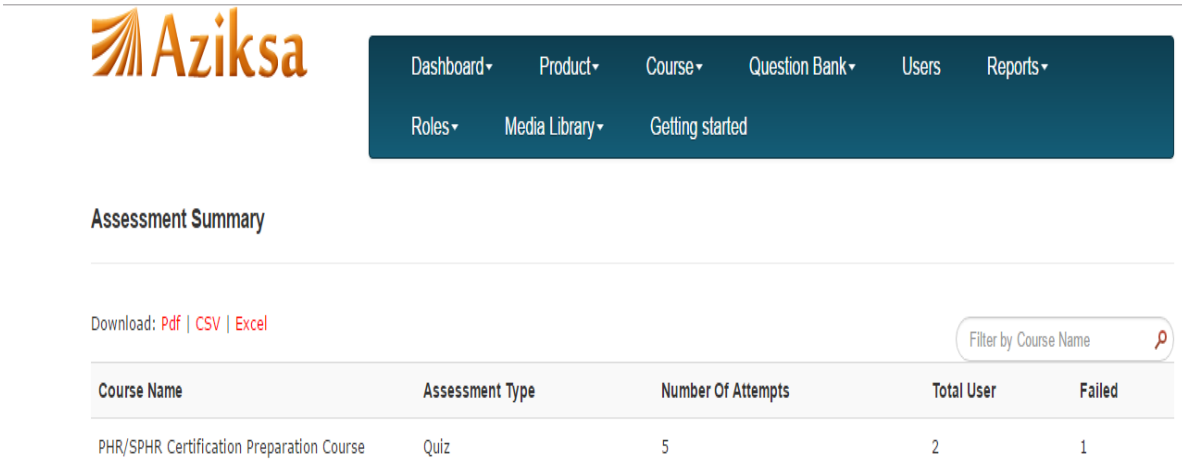


Next it will give you options to select your report columns and limit the data by selecting course, date etc.

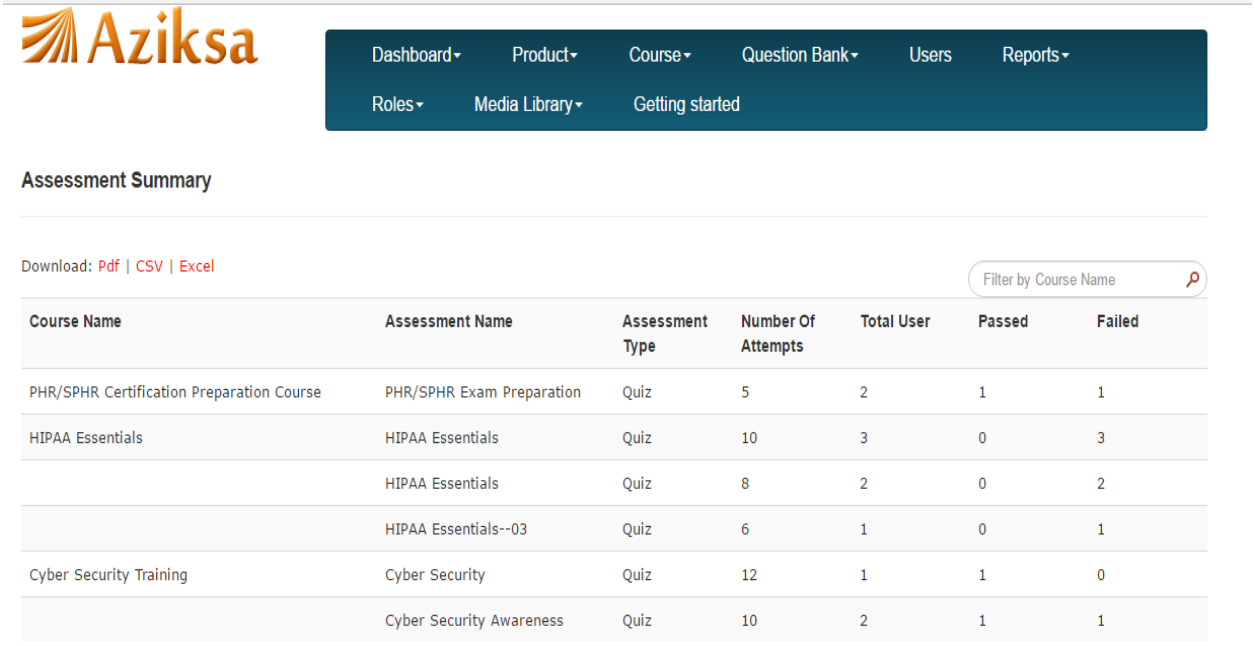
Report Name: Assessment Summary

Select the report columns, course and click submit button.





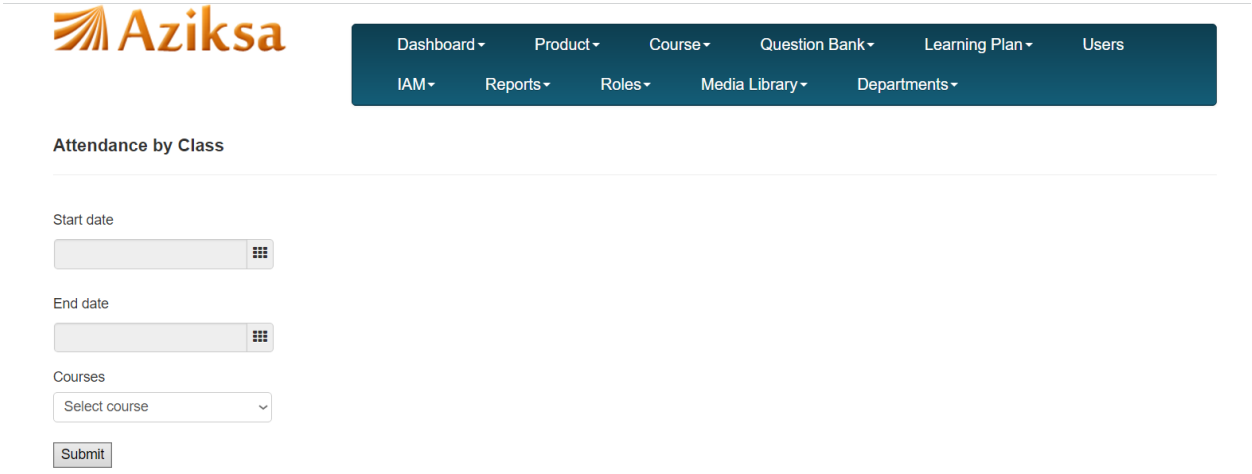
If you do not select a course and report columns. It will display you all the courses assessment summary.

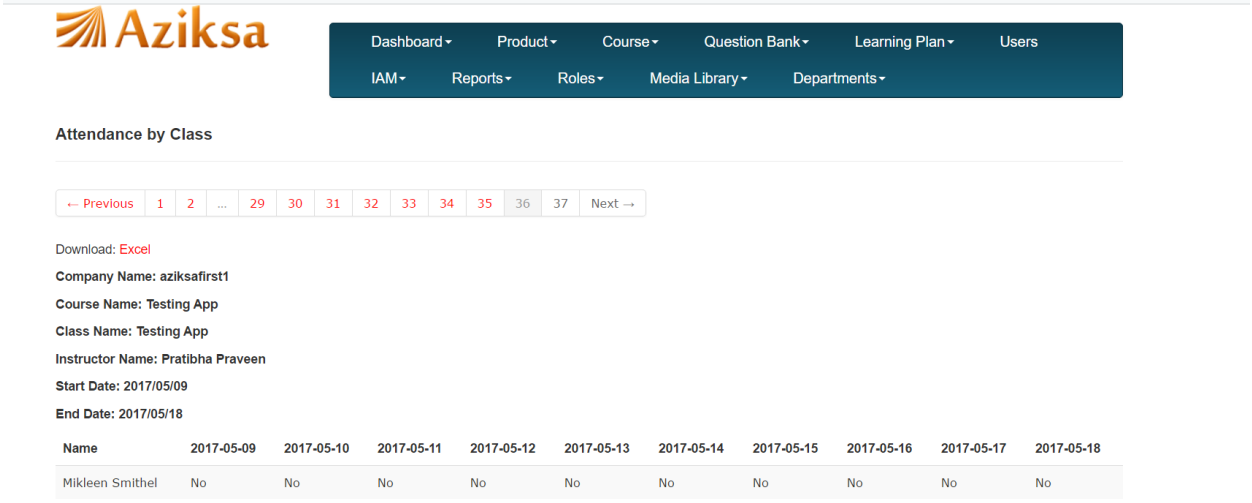


Click on Pdf/CSV/Excel file link to download the Assessment Report.

Report Name: Class Attendance

Select the start date, end date and name of the class. Click submit.

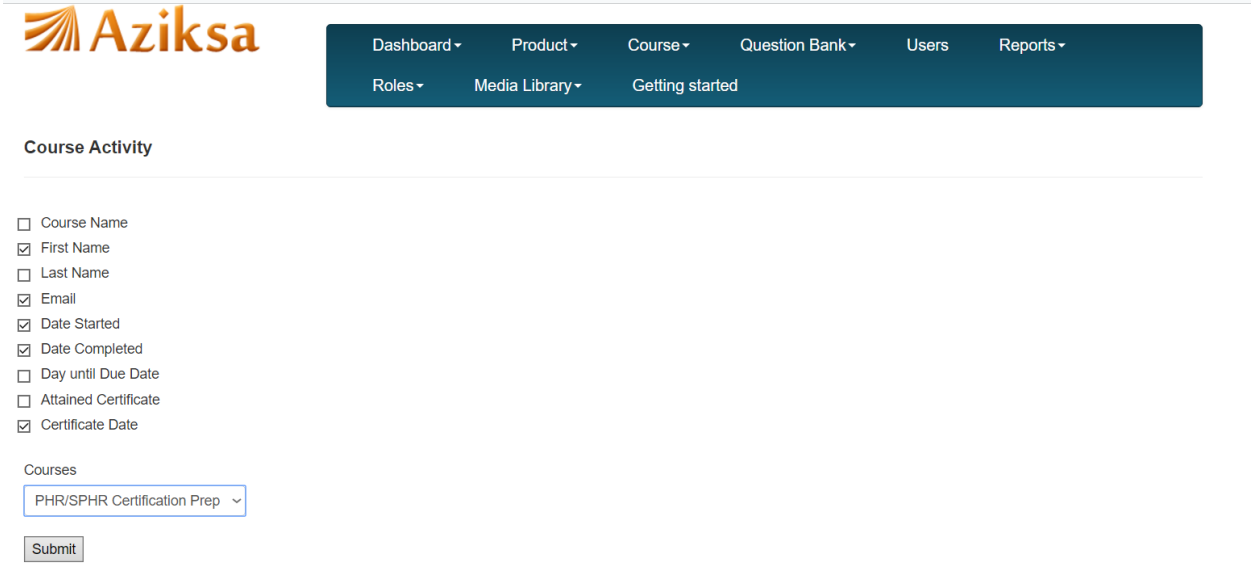


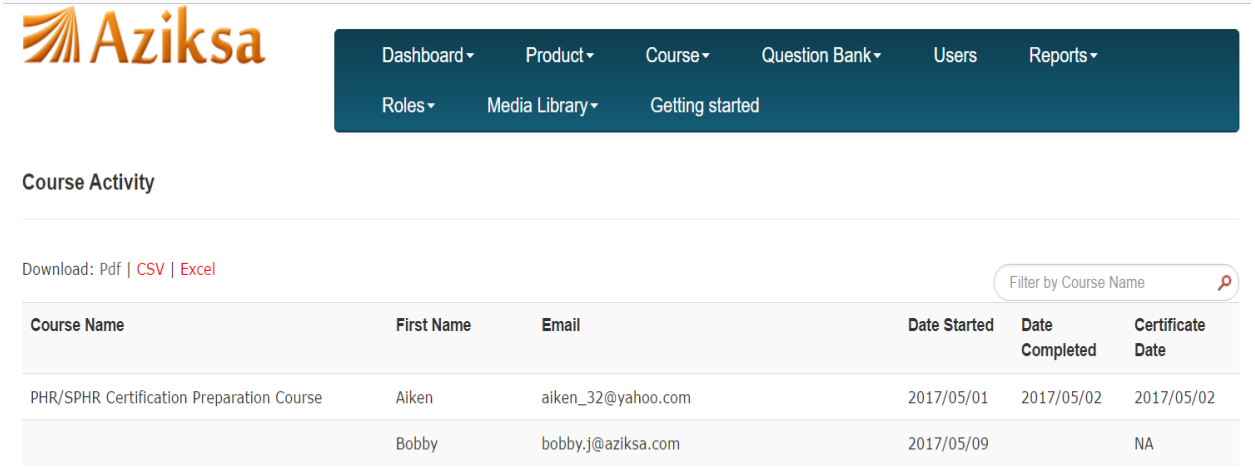


Click on Excel file link to download the Attendance Report.

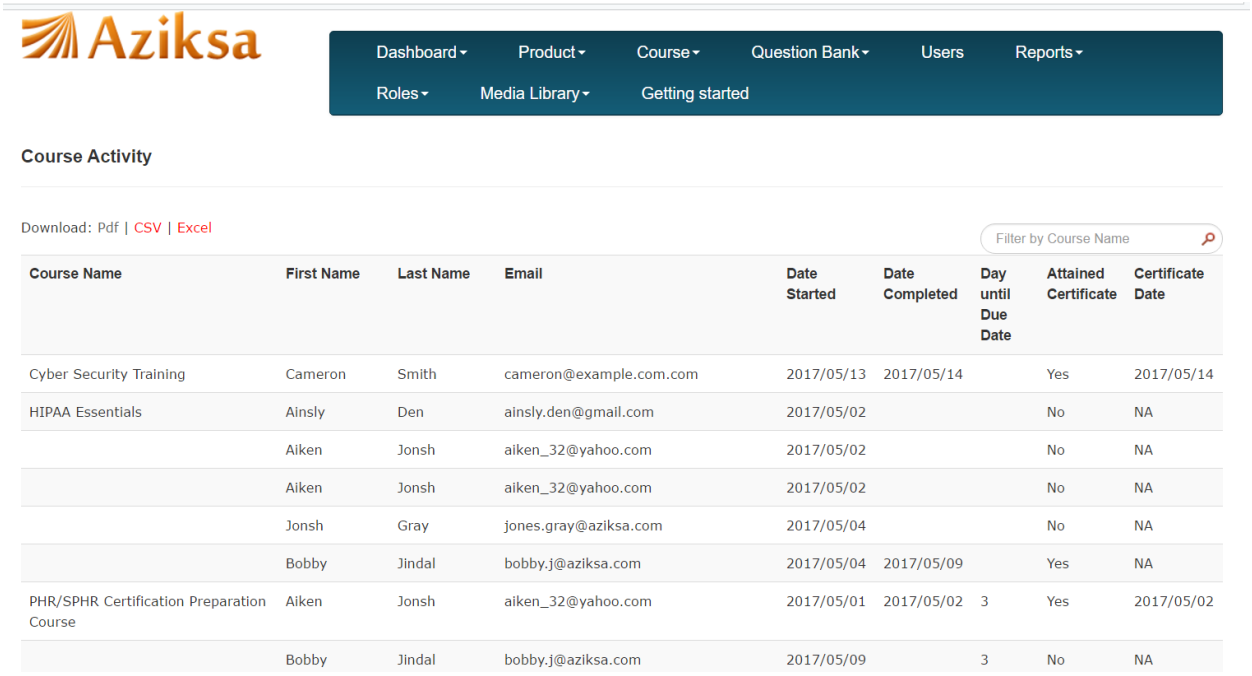
Report Name: Course Activity.

Select report columns and course. Click Submit.





If you do not select any report columns or course, it will display all courses.

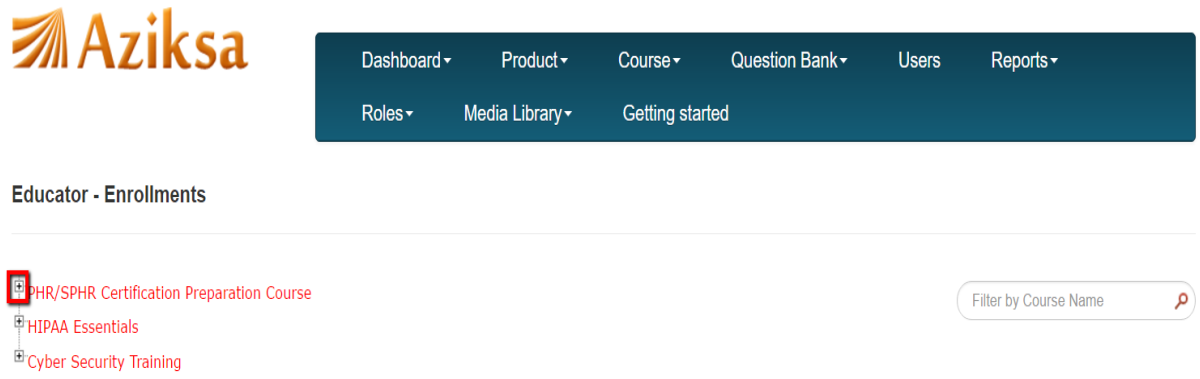


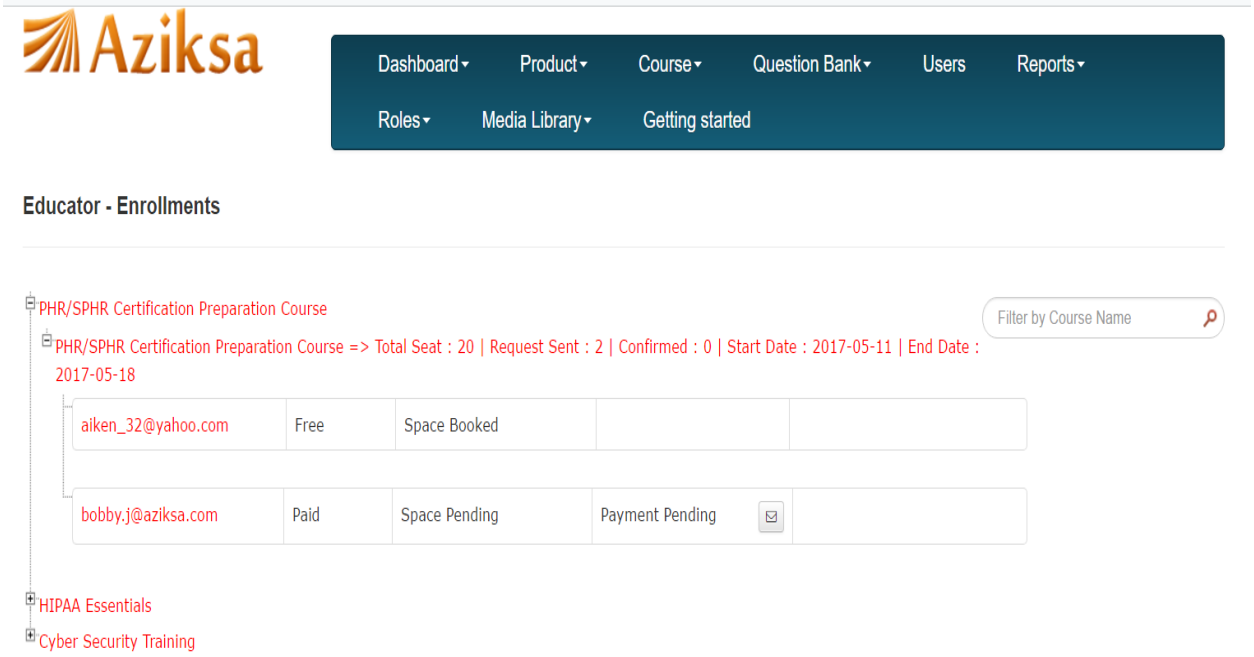
Course Name	First Name	Last Name	Email	Date Started	Date Completed	Day until Due Date	Attained Certificate	Certificate Date
Cyber Security Training	Cameron	Smith	cameron@example.com.com	2017/05/13	2017/05/14		Yes	2017/05/14
HIPAA Essentials	Ainsly	Den	ainsly.den@gmail.com	2017/05/02			No	NA
	Aiken	Jonsh	aiken_32@yahoo.com	2017/05/02			No	NA
	Aiken	Jonsh	aiken_32@yahoo.com	2017/05/02			No	NA
	Jonsh	Gray	jones.gray@aziksa.com	2017/05/04			No	NA
	Bobby	Jindal	bobby.j@aziksa.com	2017/05/04	2017/05/09		Yes	NA
PHR/SPHR Certification Preparation Course	Aiken	Jonsh	aiken_32@yahoo.com	2017/05/01	2017/05/02	3	Yes	2017/05/02
	Bobby	Jindal	bobby.j@aziksa.com	2017/05/09		3	No	NA

Click on Pdf/CSV/Excel file link to download the Course Activity Report.

Report Name: Enrollment Summary

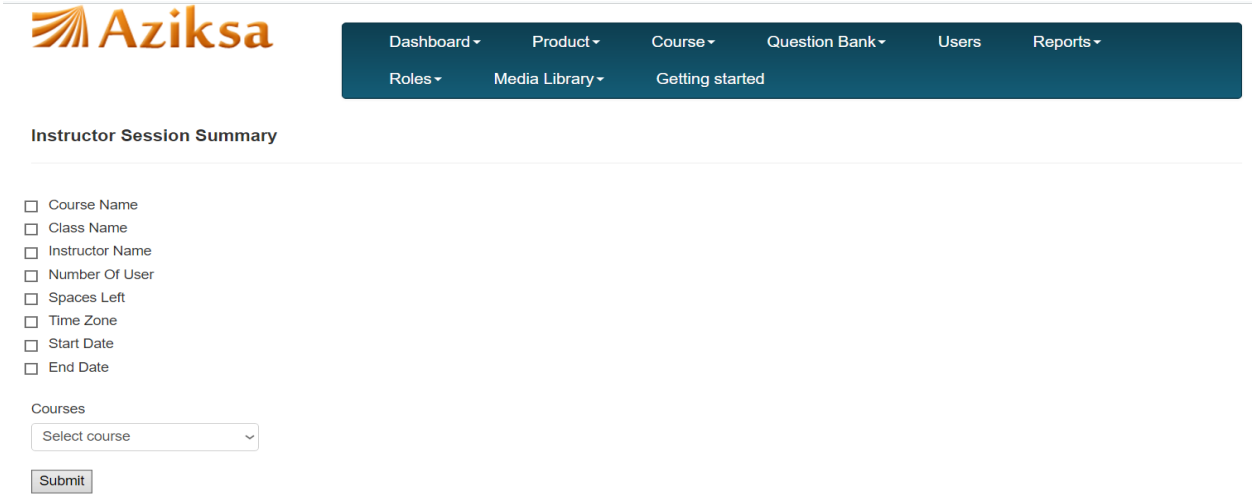
Click + sign as shown here to see the enrollment detail for the course.

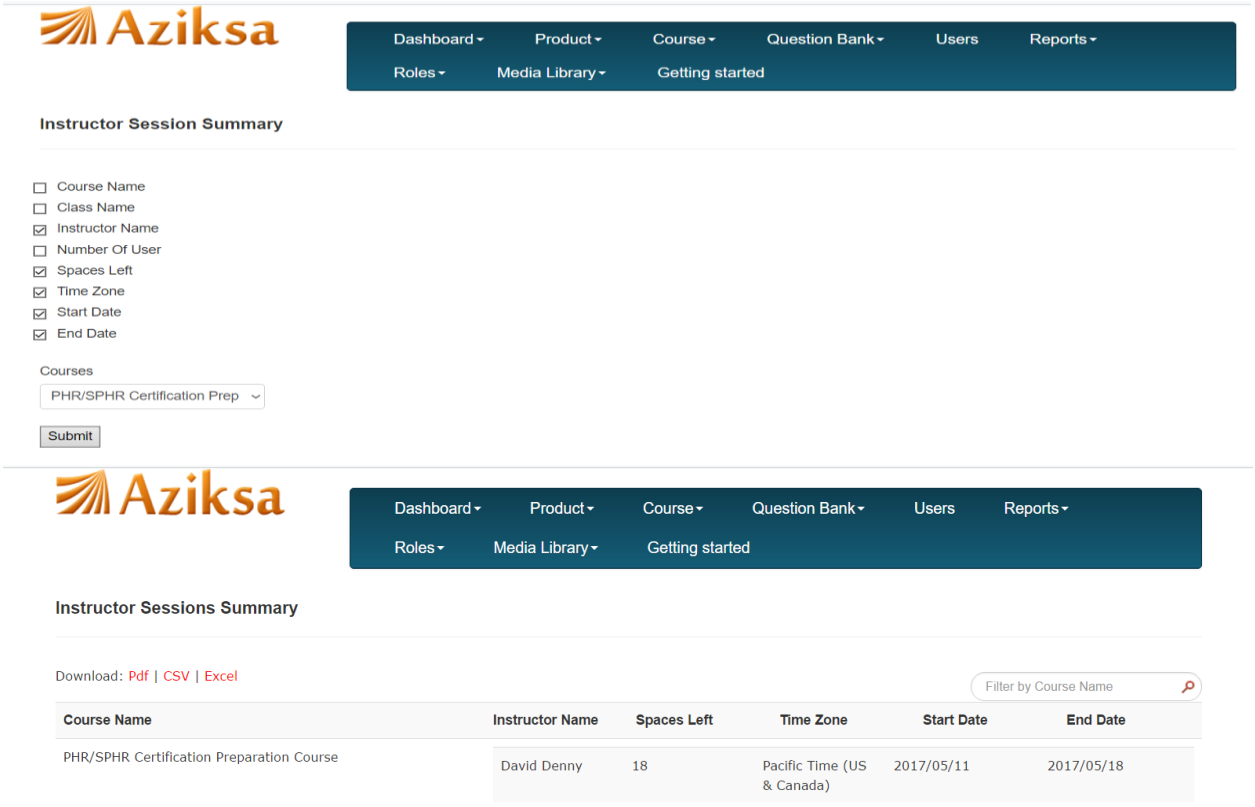




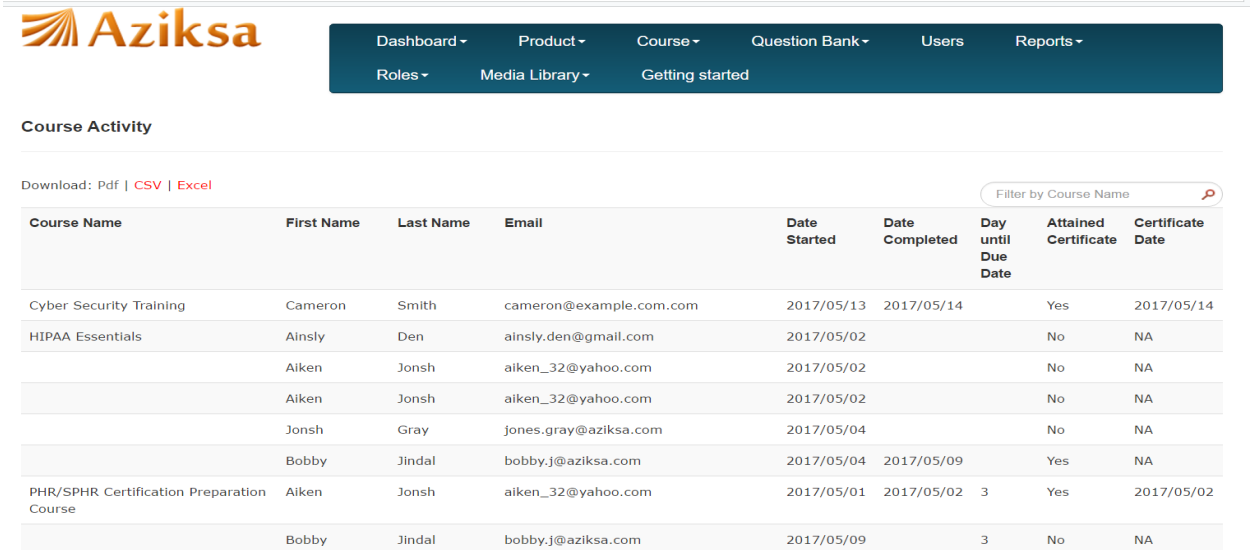
Report Name: Instructor Session Summary

Select the report columns, course and click submit button.





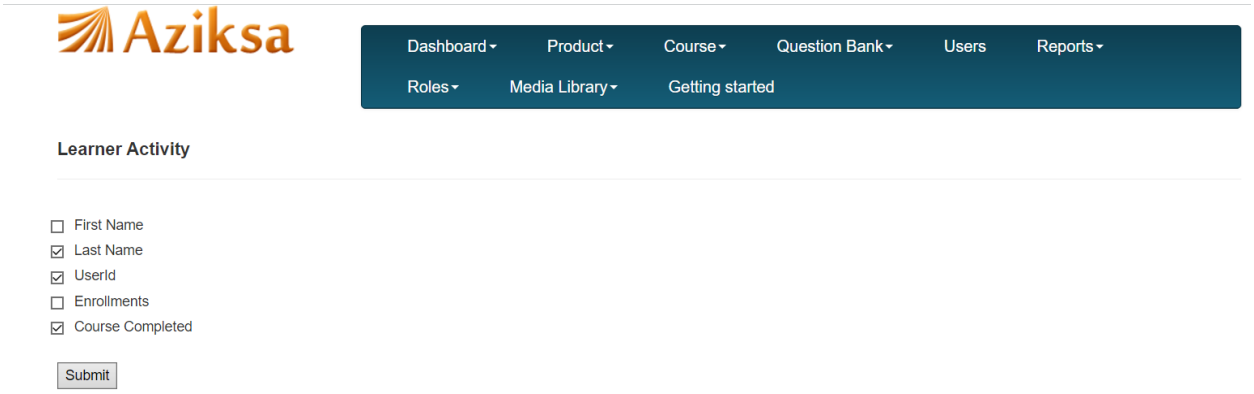
If you do not select any report columns and course, it will display the summary for all courses.

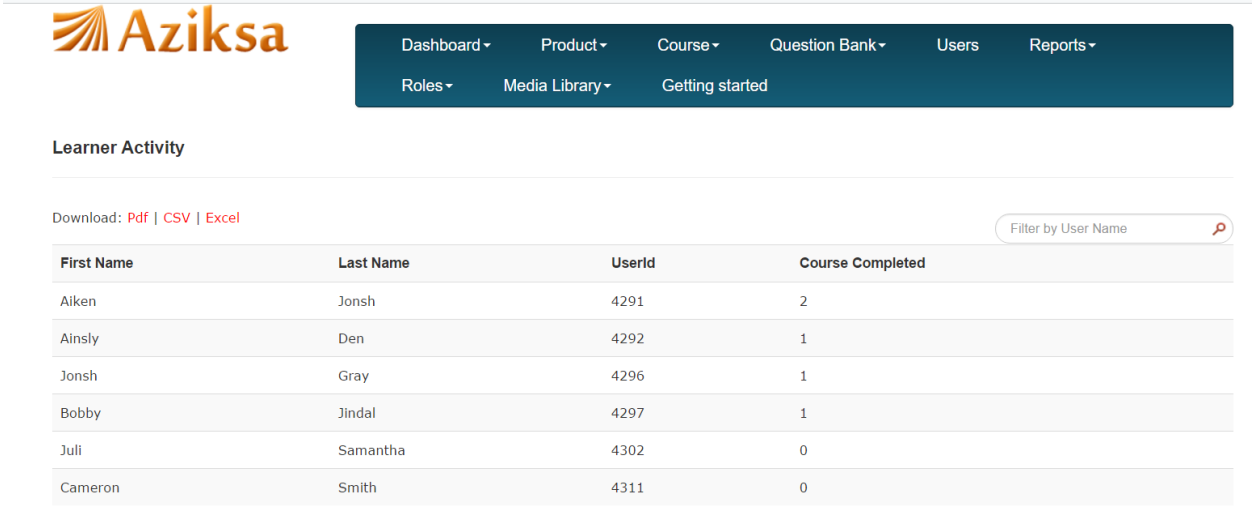


Click on Pdf/CSV/Excel file link to download the Instructor Session Summary Report.

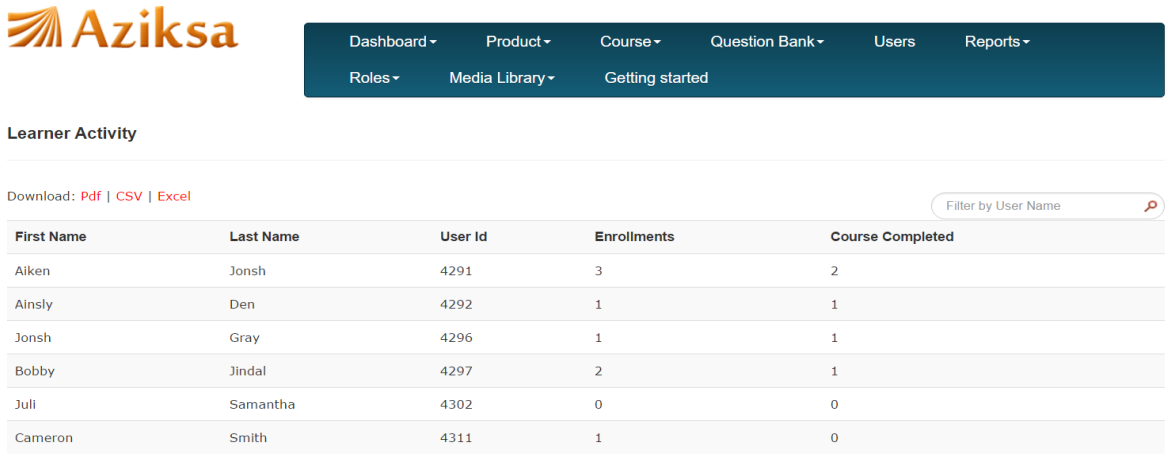
Report Name: Learner Activity

Select the report columns, course and click submit button.





If you do not select report columns and course, it will show learner activity summary for all courses.

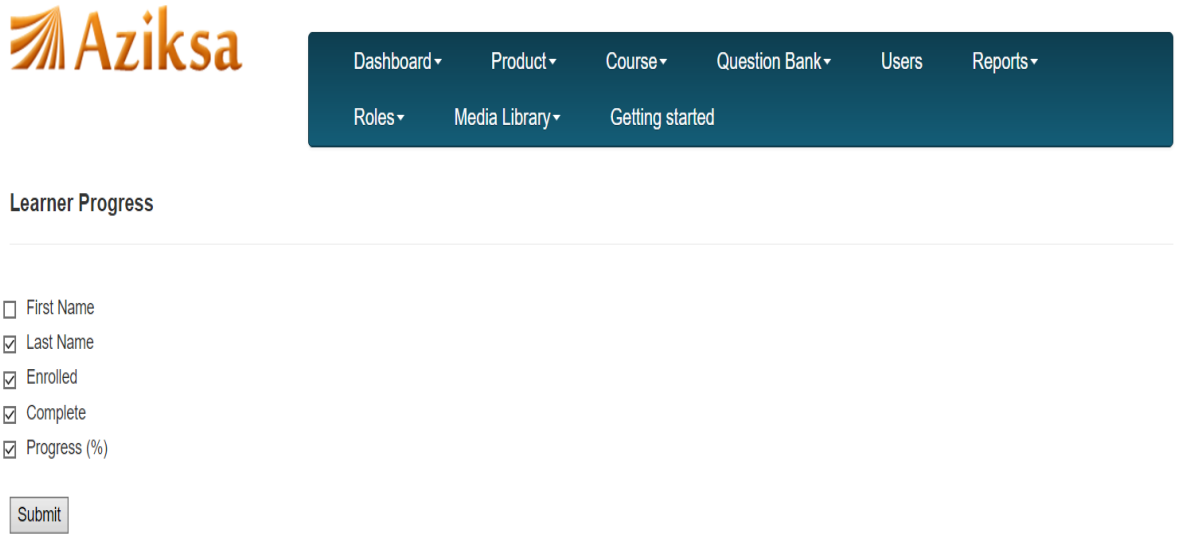


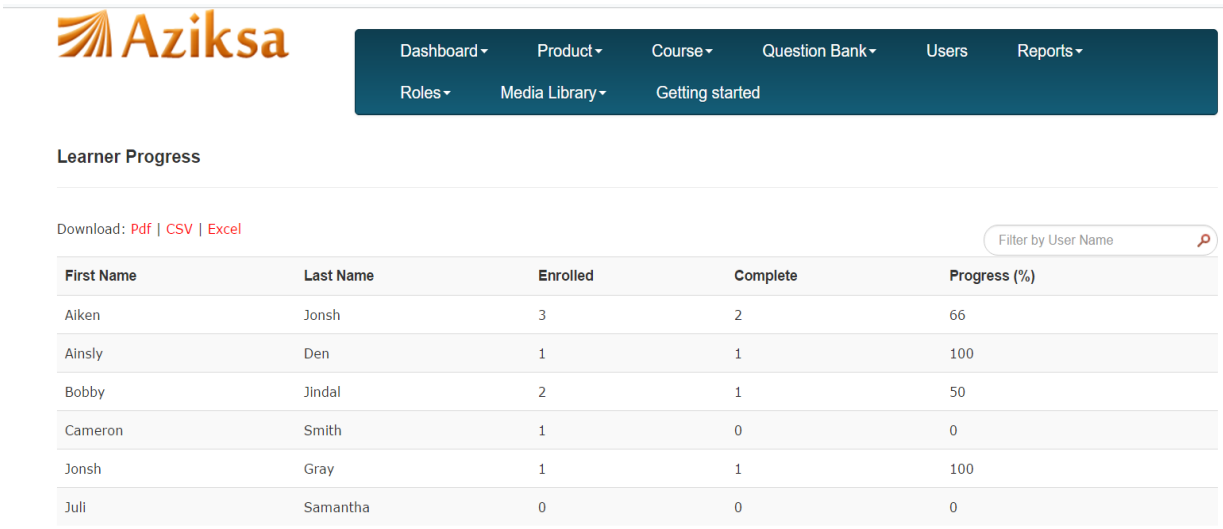
First Name	Last Name	User Id	Enrollments	Course Completed
Aiken	Jonsh	4291	3	2
Ainsly	Den	4292	1	1
Jonsh	Gray	4296	1	1
Bobby	Jindal	4297	2	1
Juli	Samantha	4302	0	0
Cameron	Smith	4311	1	0

Click on Pdf/CSV/Excel file link to download the Instructor Learner Activity Report.

Report Name: Learner Progress

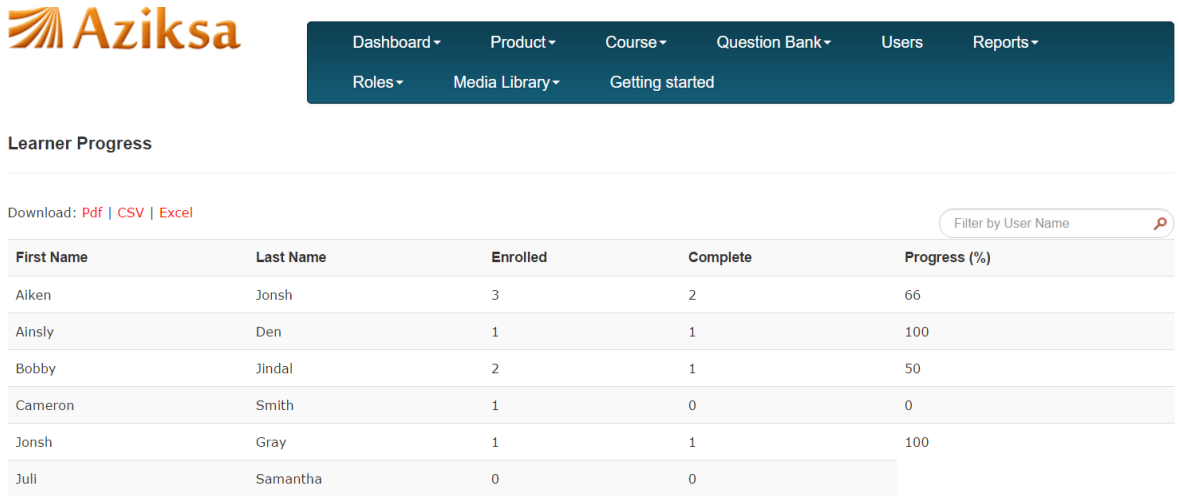
Select the report columns, course and click submit button.





First Name	Last Name	Enrolled	Complete	Progress (%)
Aiken	Jonsh	3	2	66
Ainsly	Den	1	1	100
Bobby	Jindal	2	1	50
Cameron	Smith	1	0	0
Jonsh	Gray	1	1	100
Juli	Samantha	0	0	0

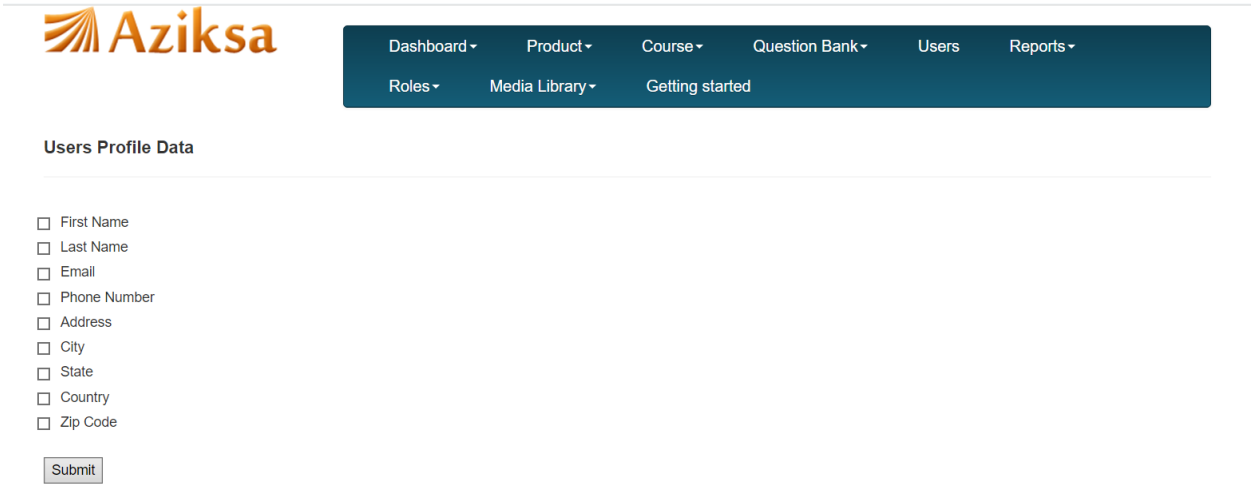
If you do not select report columns and course, it will show learner progress for all courses.

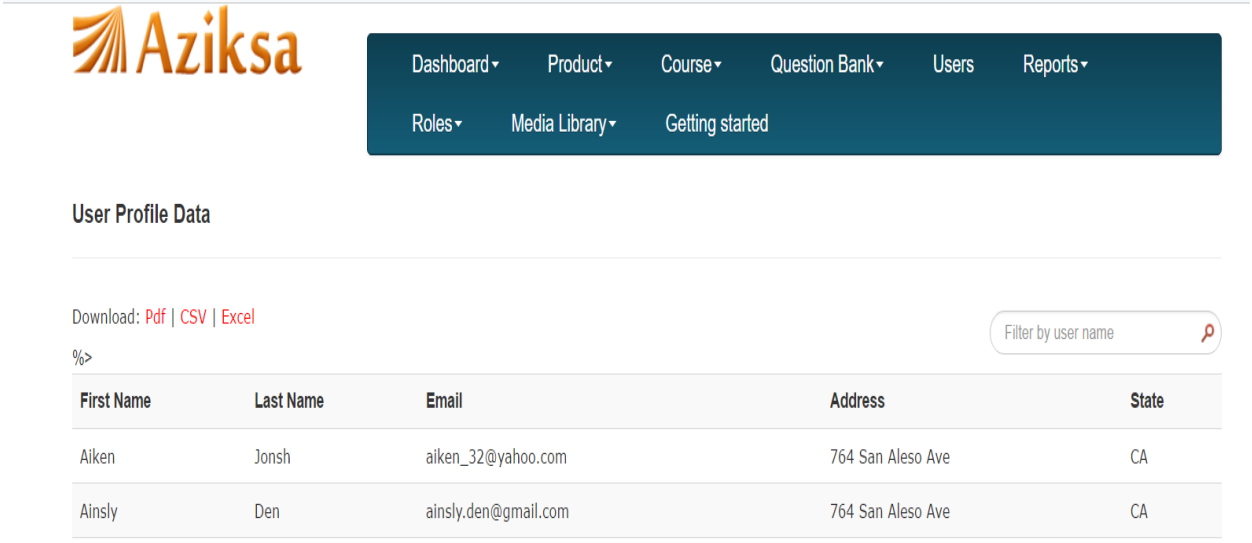


First Name	Last Name	Enrolled	Complete	Progress (%)
Aiken	Jonsh	3	2	66
Ainsly	Den	1	1	100
Bobby	Jindal	2	1	50
Cameron	Smith	1	0	0
Jonsh	Gray	1	1	100
Juli	Samantha	0	0	

Report Name: User profile data

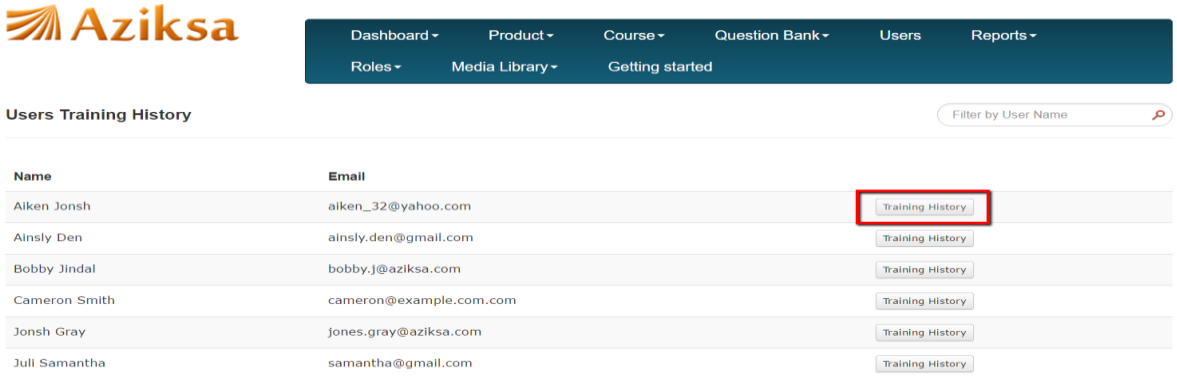
Select the report columns and click submit button.

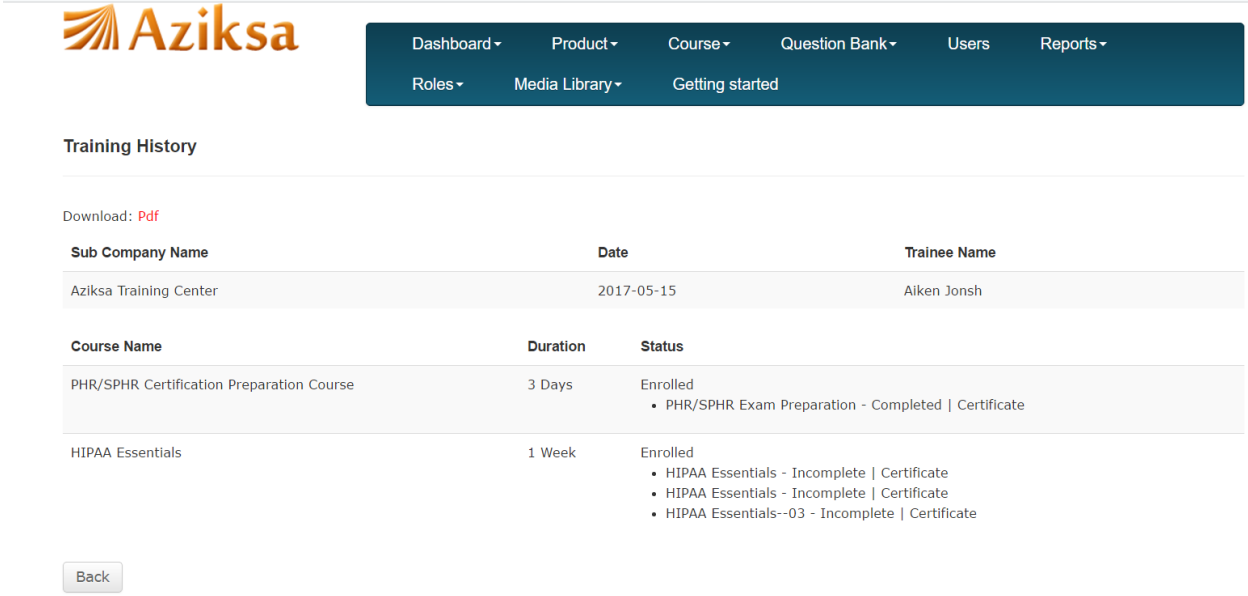




Report Name: User training history

The report will list all your users and a training history button for each user. Click on training history button to see the training details of each user.

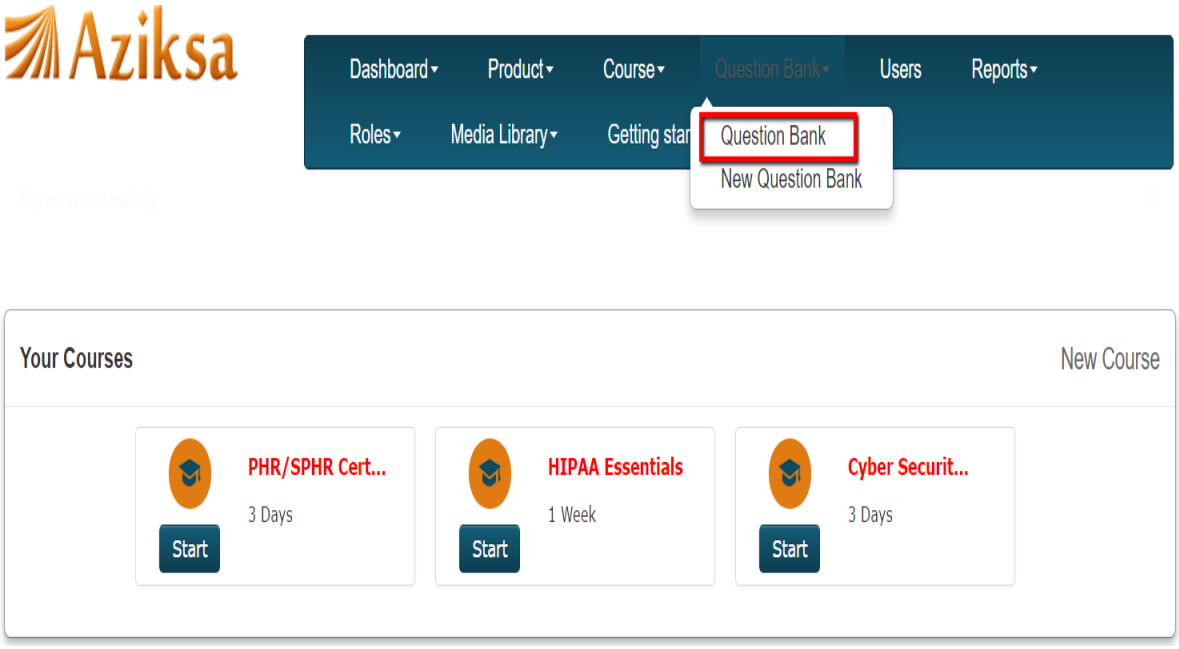




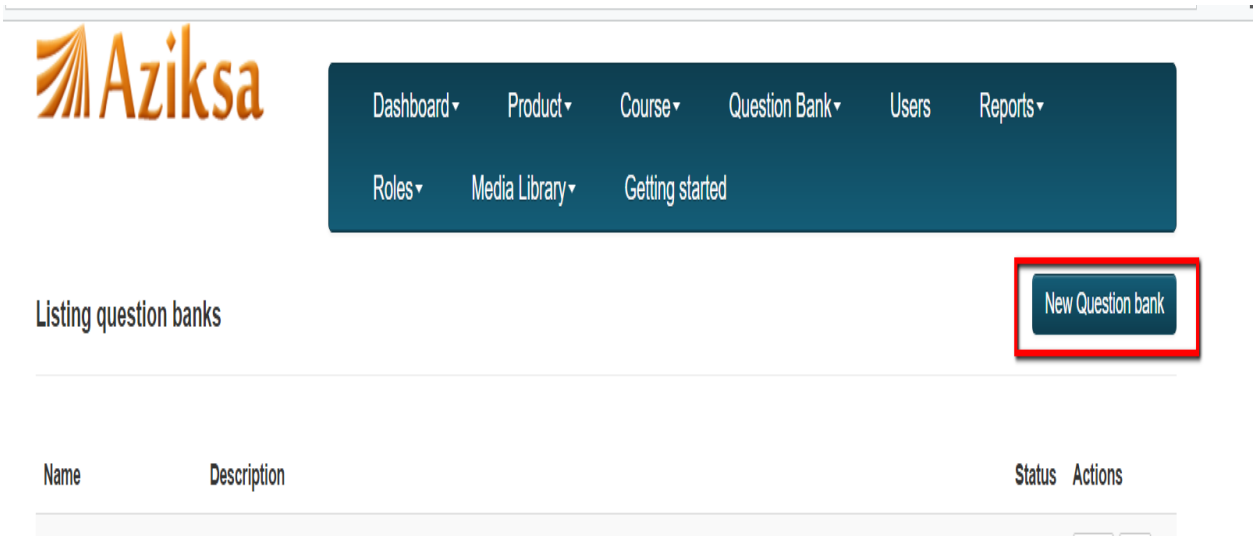
Click “Pdf” to download the Training History of a user.

4.17 Manage question bank

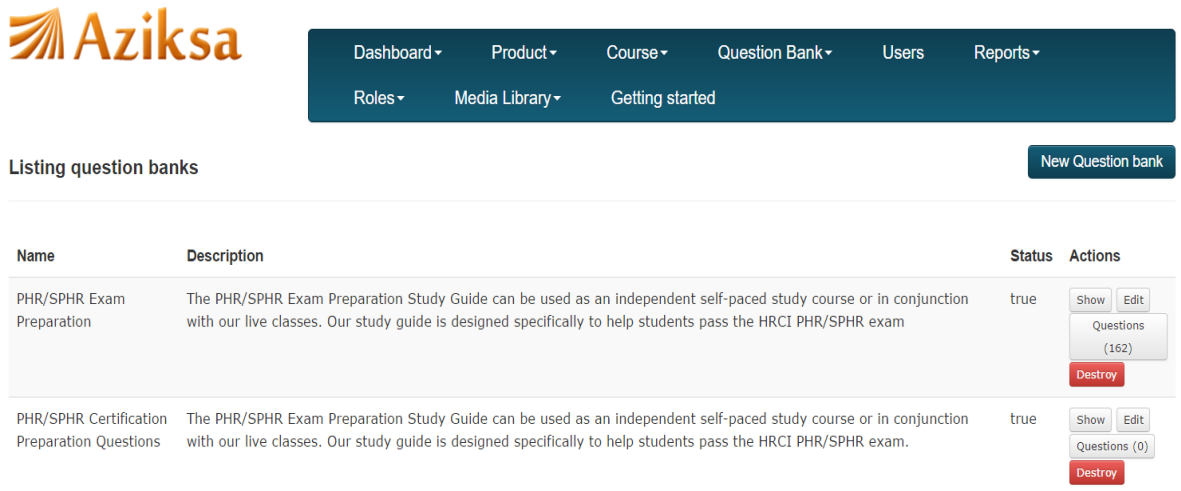
Click Question Bank in the menu bar.



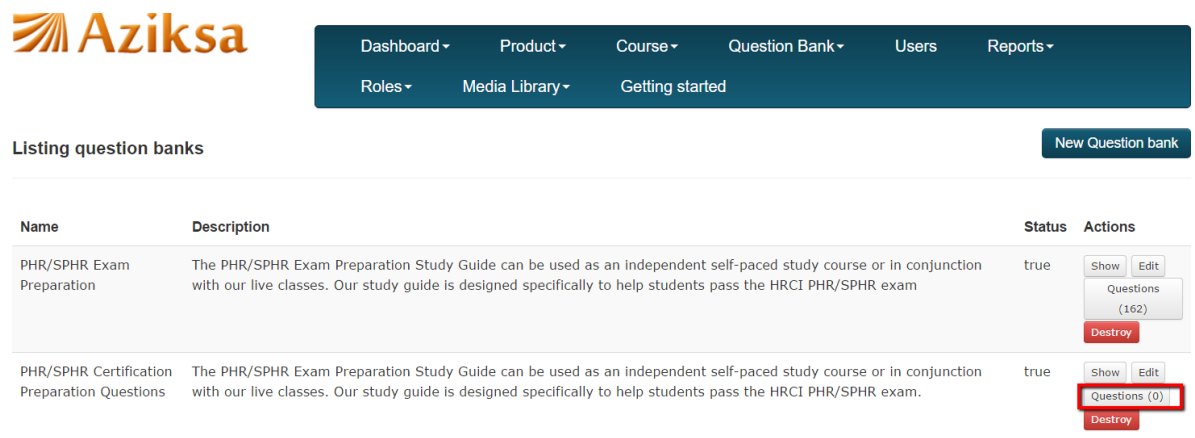
Click New Question Bank to create a new question bank.



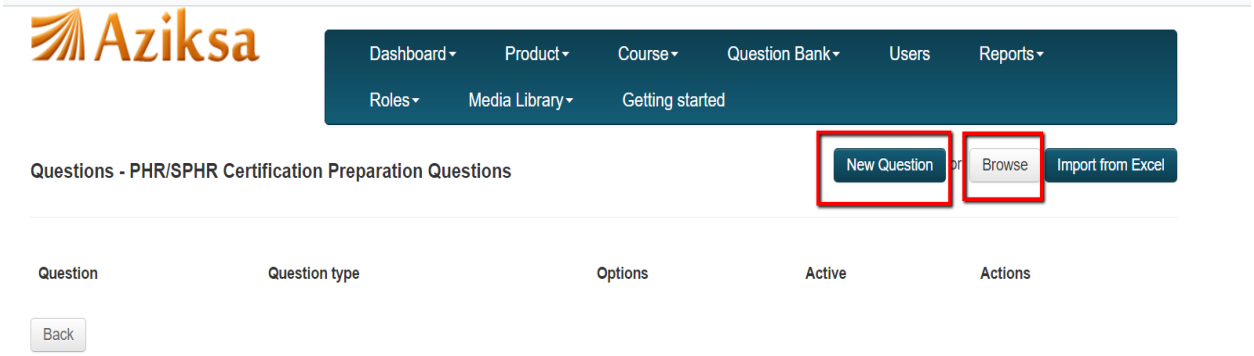
Enter information and click Create Question bank.



Click on questions as shown here to add questions to your question bank.

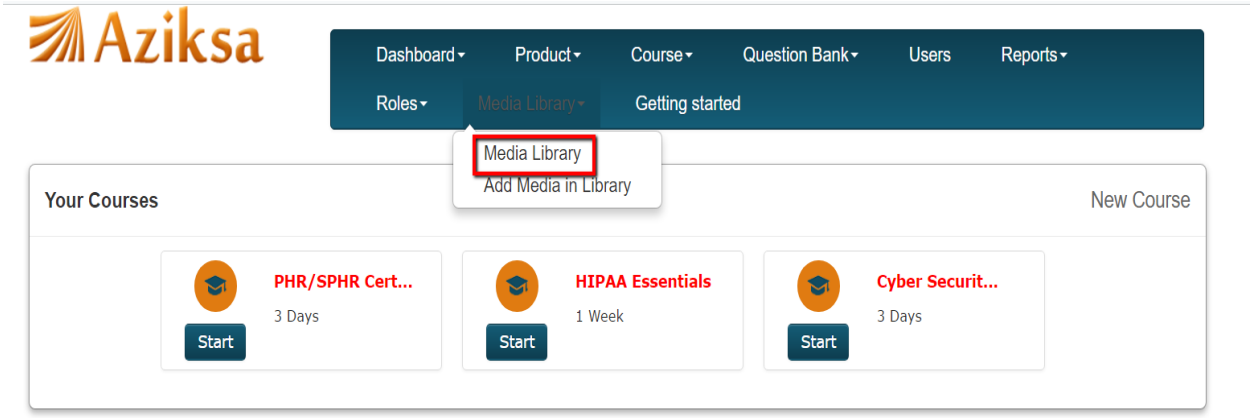


Click New Question to create one question or Click browse to upload mass questions from excel file.

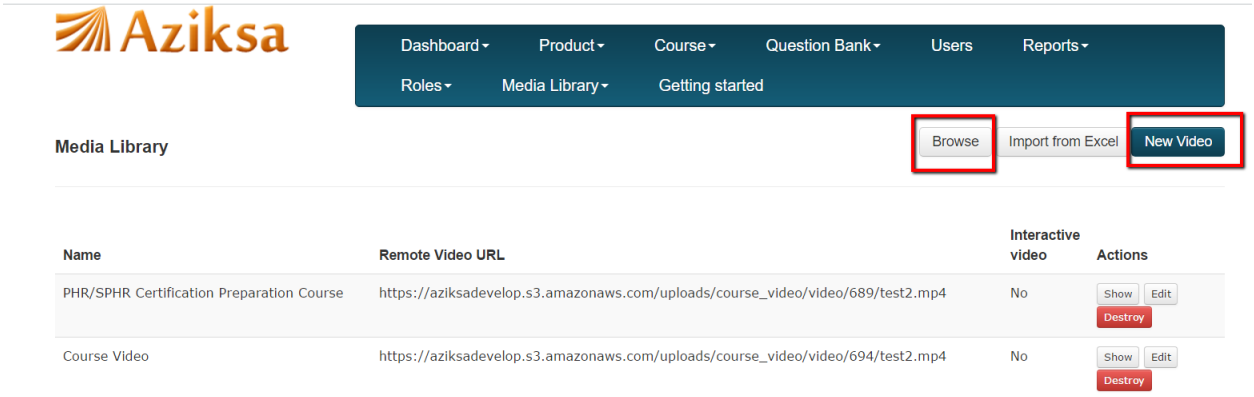


4.18 Manage media library

Click Media Library.

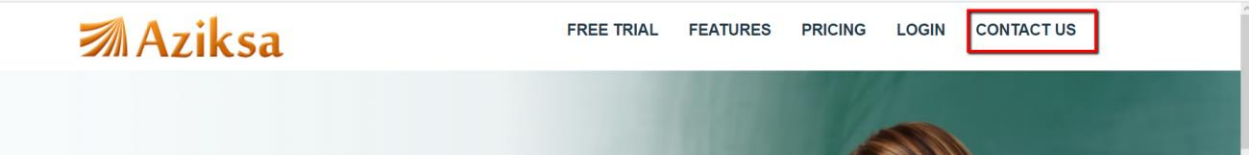
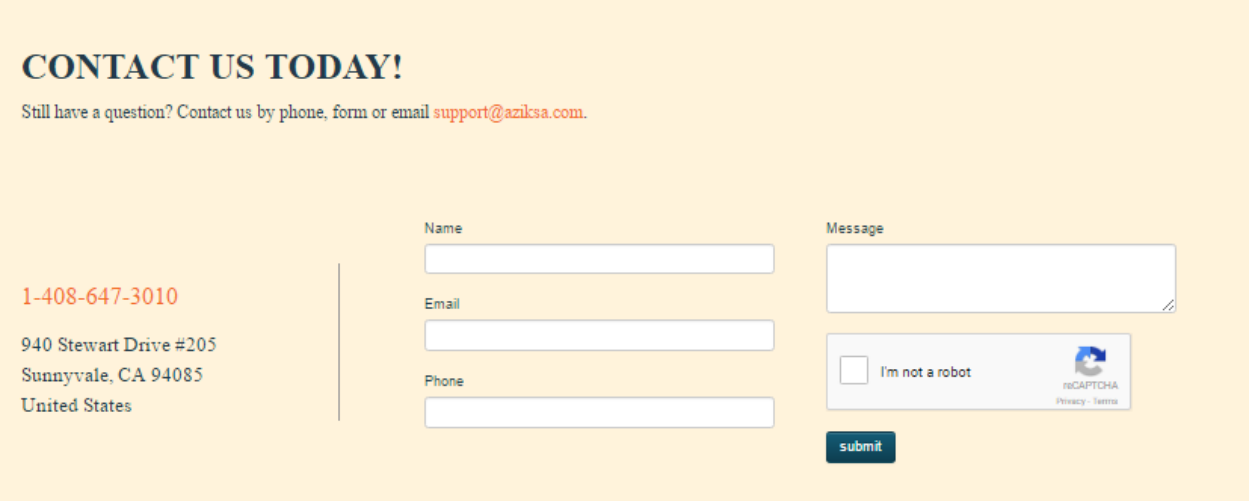


Click Browse to upload the multiple videos or Click New video to upload the single video in Media Library.



5. CONTACT SUPPORT

Click contact us.



Enter your contact information and click submit.