



Aziksa Getting Started User Guide



CONTACT INFORMATION:

Aziksa
940 Stewart Drive # 205
Sunnyvale, CA 94085
United States

Phone: 408-647-3010
Email: support@aziksa.com

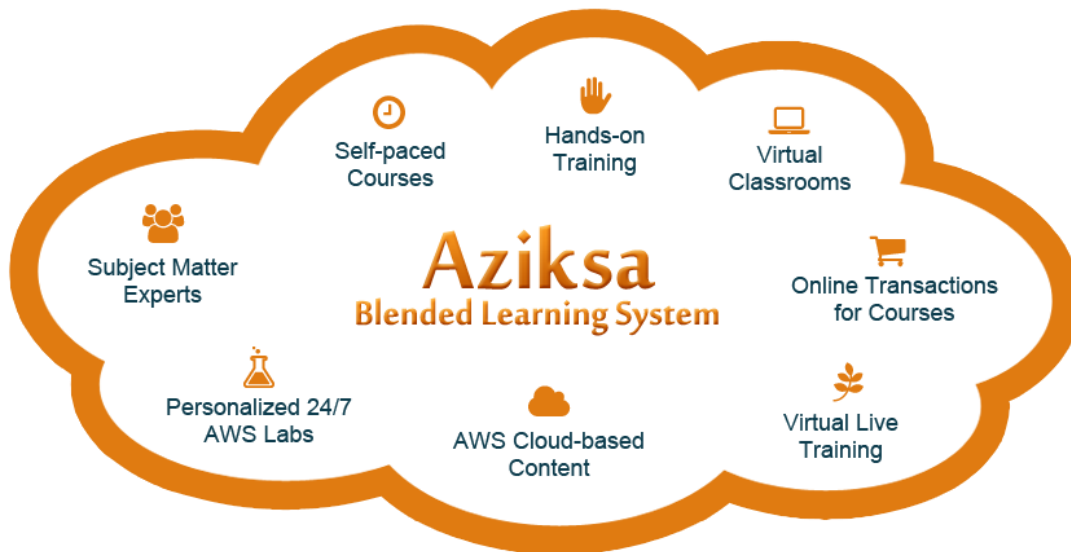
Table of Contents


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.

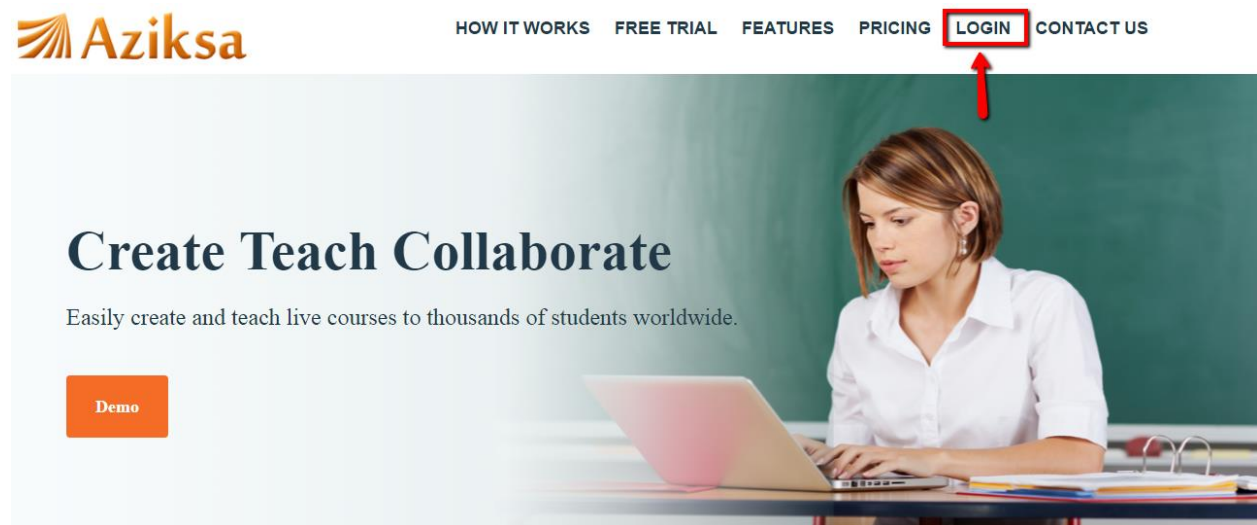
You may use the back button of the browser navigation to move away from your current page.

4. THE FUNCTIONALITY

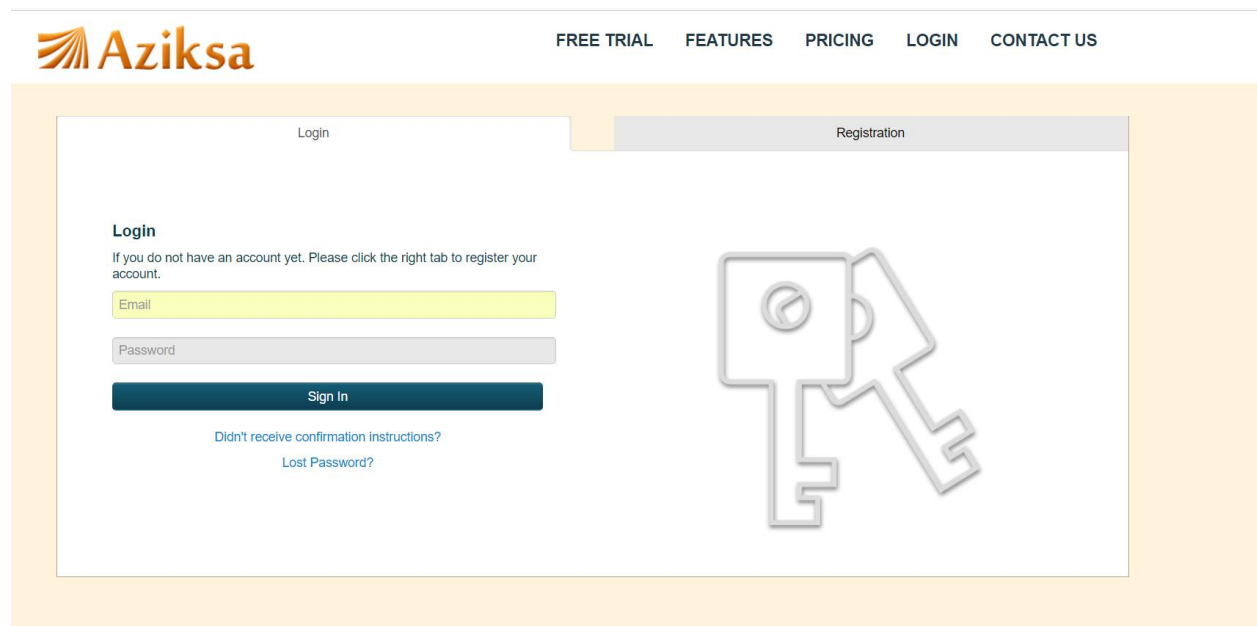
4.1 Login

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.

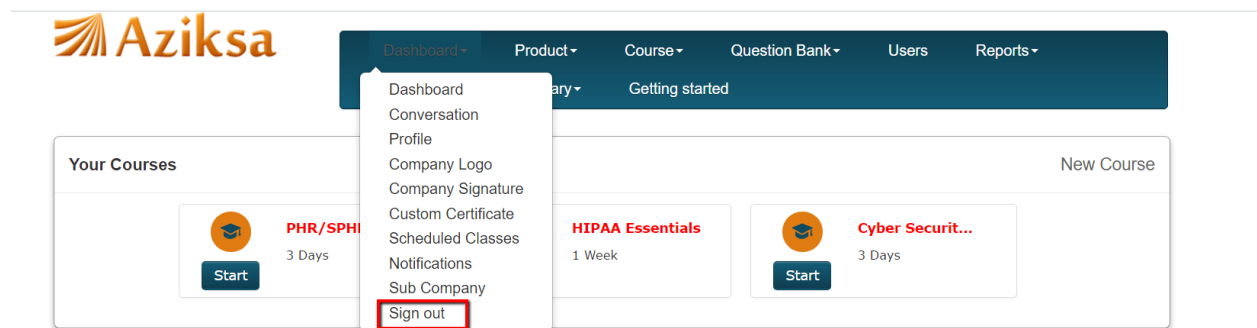


Now you will see your personalized dashboard. Aziksa provides personalized dashboard for every role such as admin, end user and teacher.

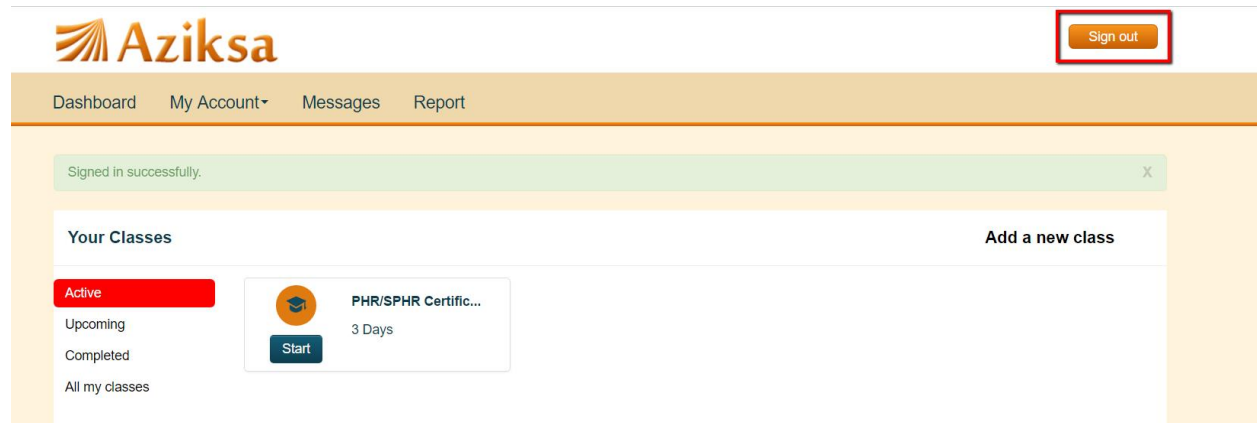
4.2 Logout

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.

Your Classes



PHR/SPHR Cert...

02:00

Start



HIPAA Essentials

01:00

Start



Hive Class

02:00

Start

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.



Create Teach Collaborate

Easily create and teach live courses to thousands of students worldwide.

Demo

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

Free Trial

Are you ready to begin creating your own live courses? It is very simple to get started.

Steps to Follow -

Select Virtual Class + Self-paced from the service type dropdown box, check a free trial checkbox and click on checkout.

On Next page, enter your registration information.

You will receive an email with a confirmation link.

After confirmation, the system will walk you through the initial setup.

You are ready to create your classes.

Note:


Your free trial will be valid for 30 days.

Support is available at support@aziksa.com.

You can download getting started guide from [here](#).

- 1. Add to Cart
- 2. Checkout
- 3. Payment
- 4. Organization

Service Type	Users	Price	Free Trial	
Self Paced	25	\$0	<input checked="" type="checkbox"/>	<input type="button" value="Checkout"/>



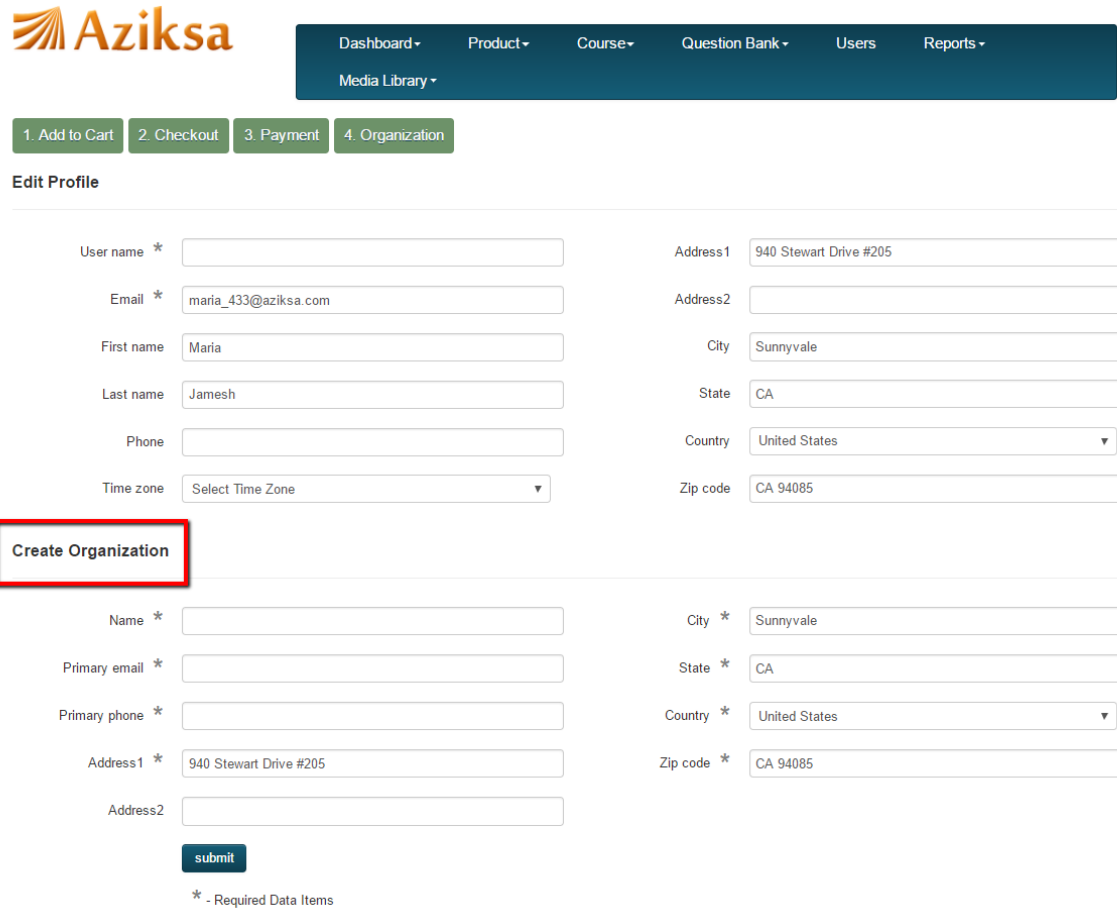
Enter all required details then click Submit button.

New Profile

User name *	<input type="text"/>	Address1	<input type="text"/>
Email *	<input type="text"/>	Address2	<input type="text"/>
First name *	<input type="text"/>	City	<input type="text"/>
Last name *	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Country	<input type="text" value="Please select a country"/>
Time zone	<input type="text" value="Select Time Zone"/>	Zip code	<input type="text"/>
Password *	<input type="text"/>		
Password confirmation *	<input type="text"/>		

* - Required Data Items

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.



The screenshot displays the Aziksa user interface. At the top left is the Aziksa logo. A dark blue navigation bar contains links for Dashboard, Product, Course, Question Bank, Users, Reports, and Media Library. Below this is a progress bar with four steps: 1. Add to Cart, 2. Checkout, 3. Payment, and 4. Organization. The 'Edit Profile' section contains two columns of input fields: User name, Email (filled with maria_433@aziksa.com), First name (filled with Maria), Last name (filled with Jamesh), Phone, Time zone (dropdown), Address1 (filled with 940 Stewart Drive #205), Address2, City (filled with Sunnyvale), State (filled with CA), Country (dropdown, filled with United States), and Zip code (filled with CA 94085). A red box highlights the 'Create Organization' section, which includes fields for Name, Primary email, Primary phone, Address1 (filled with 940 Stewart Drive #205), Address2, City (filled with Sunnyvale), State (filled with CA), Country (dropdown, filled with United States), and Zip code (filled with CA 94085). A 'submit' button is located below these fields, followed by a note: '* - Required Data Items'.

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.



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Media Library ▾
- Getting started

These steps will help you get started. You can download getting started document [here](#).

Do not show this screen anymore

 Logo Upload company logo. Company Logo	 Courses Create Self paced course. Course	 Users Create Users. Users
 Enroll Users Enroll Users in courses. Enroll Users	 Notifications Setup Notifications. Notifications	 Products Setup course price. Products

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



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Media Library ▾
- Getting started

These steps will help you get started. You can download getting started document [here](#).

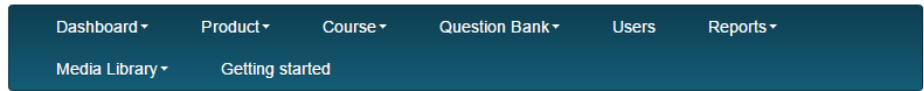
Do not show this screen anymore

 Logo Upload company logo. Company Logo	 Courses Create Self paced course. Course	 Users Create Users. Users
--	--	---

- Dashboard
- Conversation
- Profile
- Company Logo
- Company Signature
- Custom Certificate
- Scheduled Classes
- Notifications
- Sub Company**
- Sign out

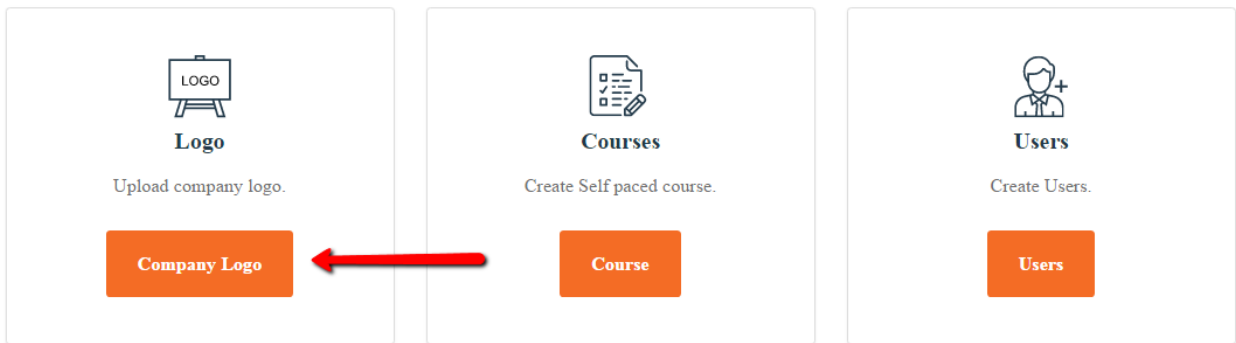
4.4 Upload your company logo

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



These steps will help you get started. You can download getting started document [here](#).

Do not show this screen anymore

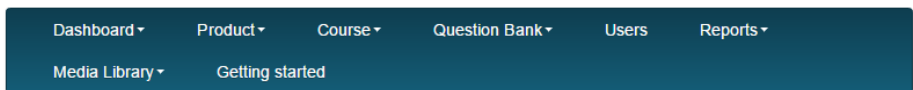


The image shows three steps in a row:

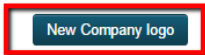
- Logo**: Upload company logo. Button: Company Logo
- Courses**: Create Self paced course. Button: Course
- Users**: Create Users. Button: Users

A red arrow points from the 'Course' button to the 'Company Logo' button.

Click on new company logo button.



Sub company logos




ID Logo Primary

Back

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


- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Media Library ▾
- Getting started

New sub company logo

Add the logo 

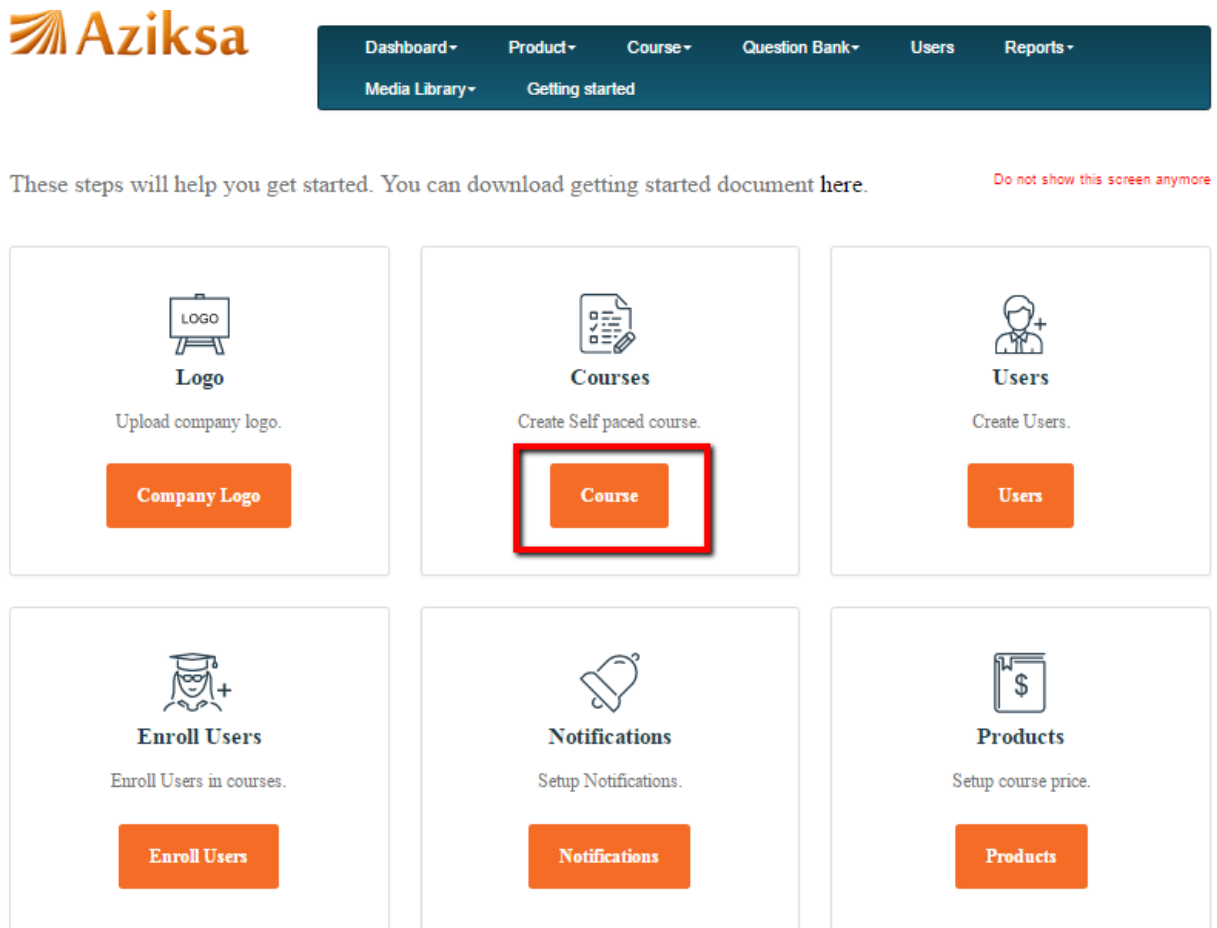
On this page, select the Primary Checkbox, Now, it will change the company logo.

Sub company logos







ID	Logo	Primary	
16		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Destroy"/>

4.5 Create self-paced course

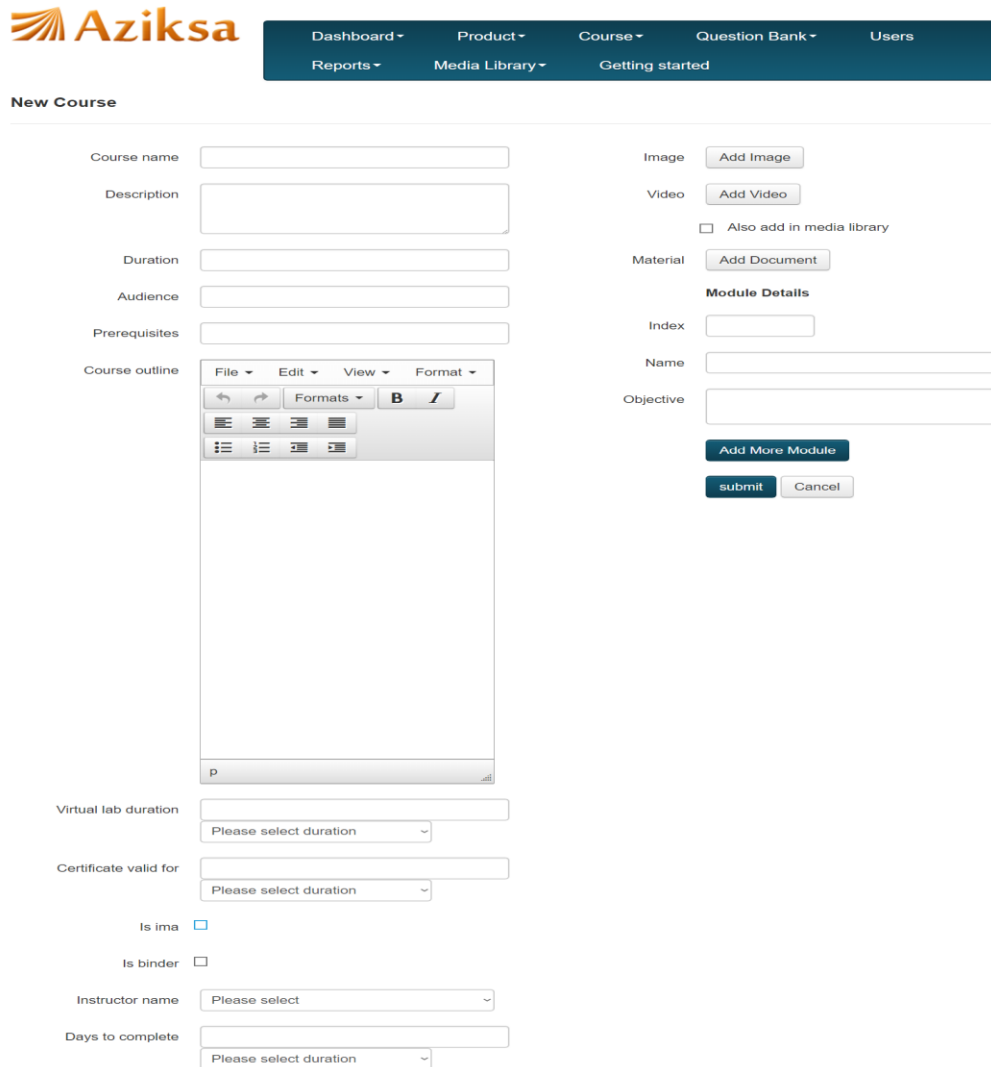
To create a course, click on course button as shown below and follow the prompt.



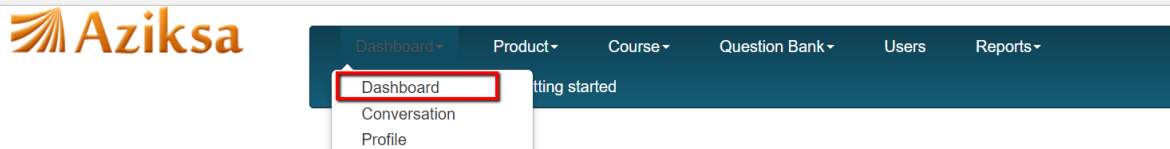
The screenshot shows the Aziksa dashboard with a dark blue navigation bar at the top. The navigation bar contains the following items: Dashboard, Product, Course, Question Bank, Users, Reports, Media Library, and Getting started. Below the navigation bar, there is a message: "These steps will help you get started. You can download getting started document [here](#)." followed by a link "Do not show this screen anymore". Below the message, there are six cards arranged in a 2x3 grid. Each card has an icon, a title, a description, and an orange button. The 'Course' button is highlighted with a red border.

Icon	Title	Description	Button
	Logo	Upload company logo.	Company Logo
	Courses	Create Self paced course.	Course
	Users	Create Users.	Users
	Enroll Users	Enroll Users in courses.	Enroll Users
	Notifications	Setup Notifications.	Notifications
	Products	Setup course price.	Products

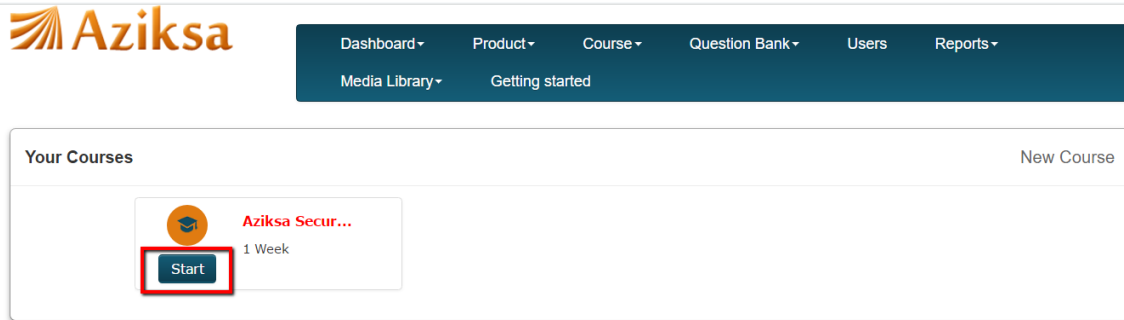
Here you can upload videos, image, document and more to attach these to your course. Later you will learn about media library for reusing them. On Click submit, it will take to you Getting Started page.



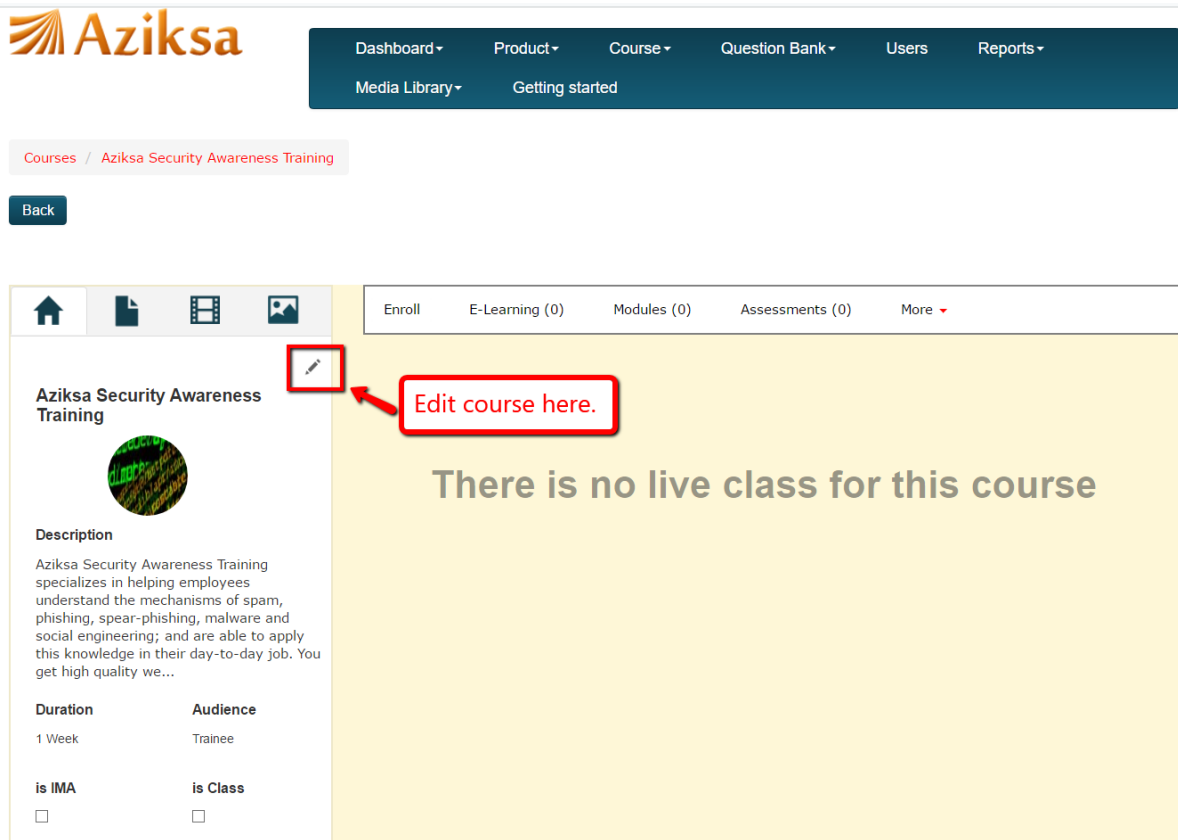
On Getting Started page, click on “Dashboard” , it will take to your Dashboard page.



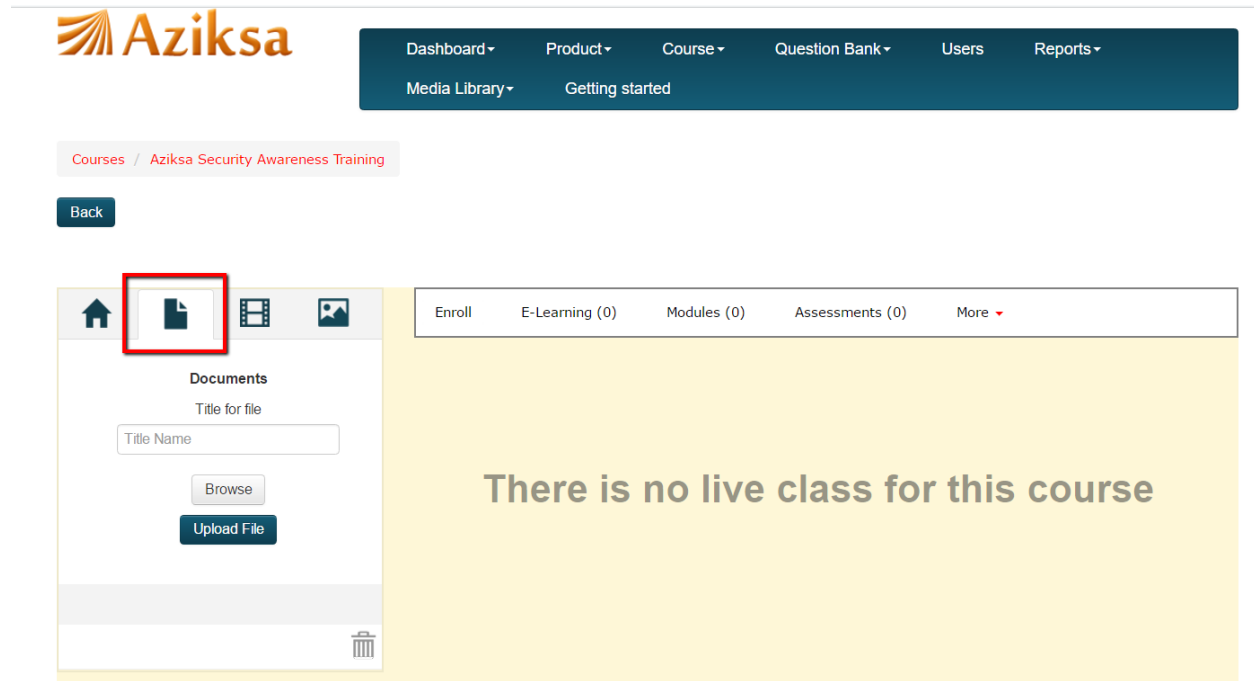
On dashboard, click on “Start” button, it will take you to Course details page.



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



Add documents



Aziksa

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Courses / Aziksa Security Awareness Training

Back

Home Documents Videos Images

Documents

Title for file

Title Name

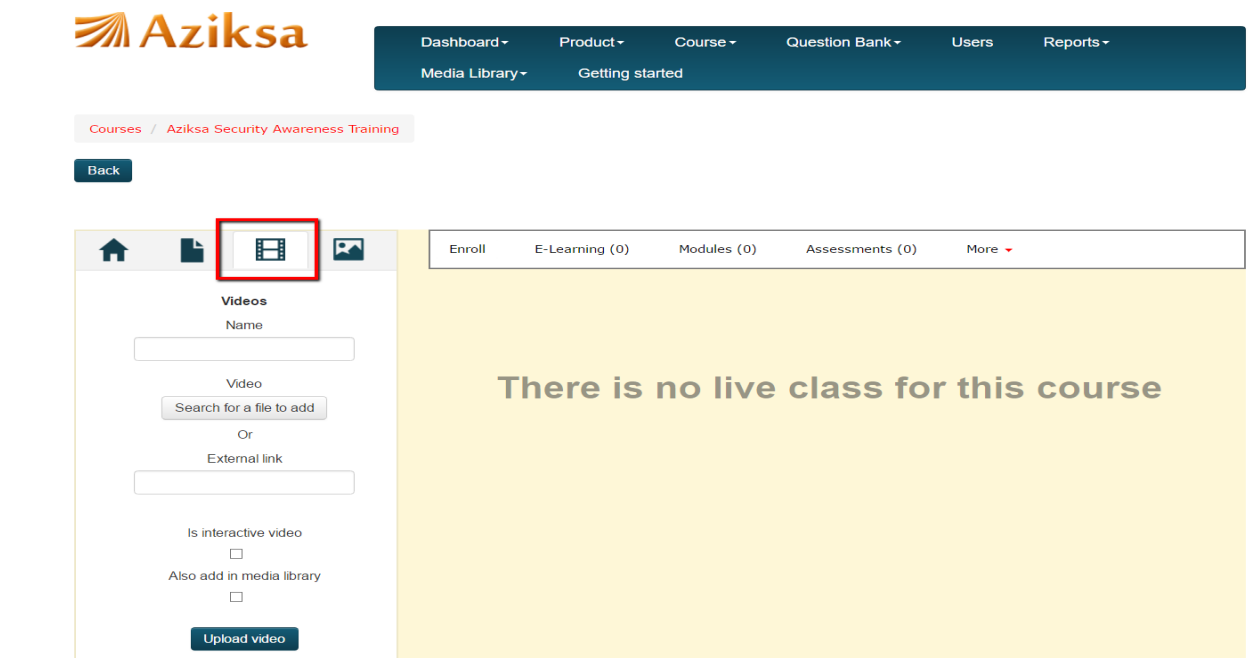
Browse

Upload File

Enroll E-Learning (0) Modules (0) Assessments (0) More ▾

There is no live class for this course

Add Videos.



Aziksa

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Courses / Aziksa Security Awareness Training

Back

Home Documents Videos Images

Videos

Name

Video

Search for a file to add

Or

External link

Is interactive video

Also add in media library

Upload video

Enroll E-Learning (0) Modules (0) Assessments (0) More ▾

There is no live class for this course

Add Images

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Courses / Aziksa Security Awareness Training

Back

Enroll E-Learning (0) Modules (0) Assessments (0) More ▾

Images
Title for image
Title Name
Browse
Upload Image

There is no live class for this course

Click Assessments to create assessment for your course.

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Courses / Aziksa Security Awareness Training

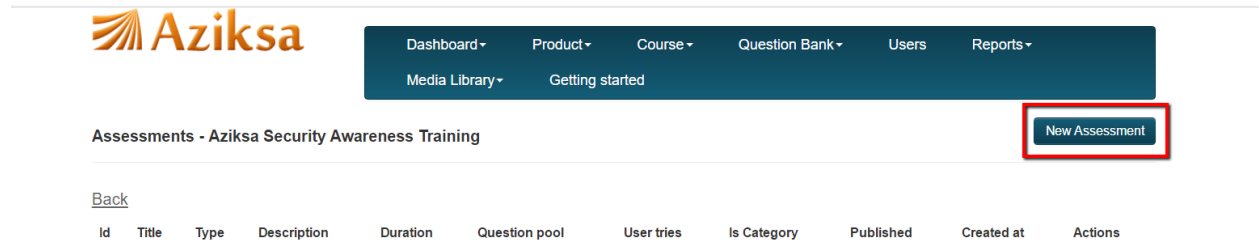
Back

Enroll E-Learning (0) Modules (0) Assessments (0) More ▾

Aziksa Security Awareness Training
A7

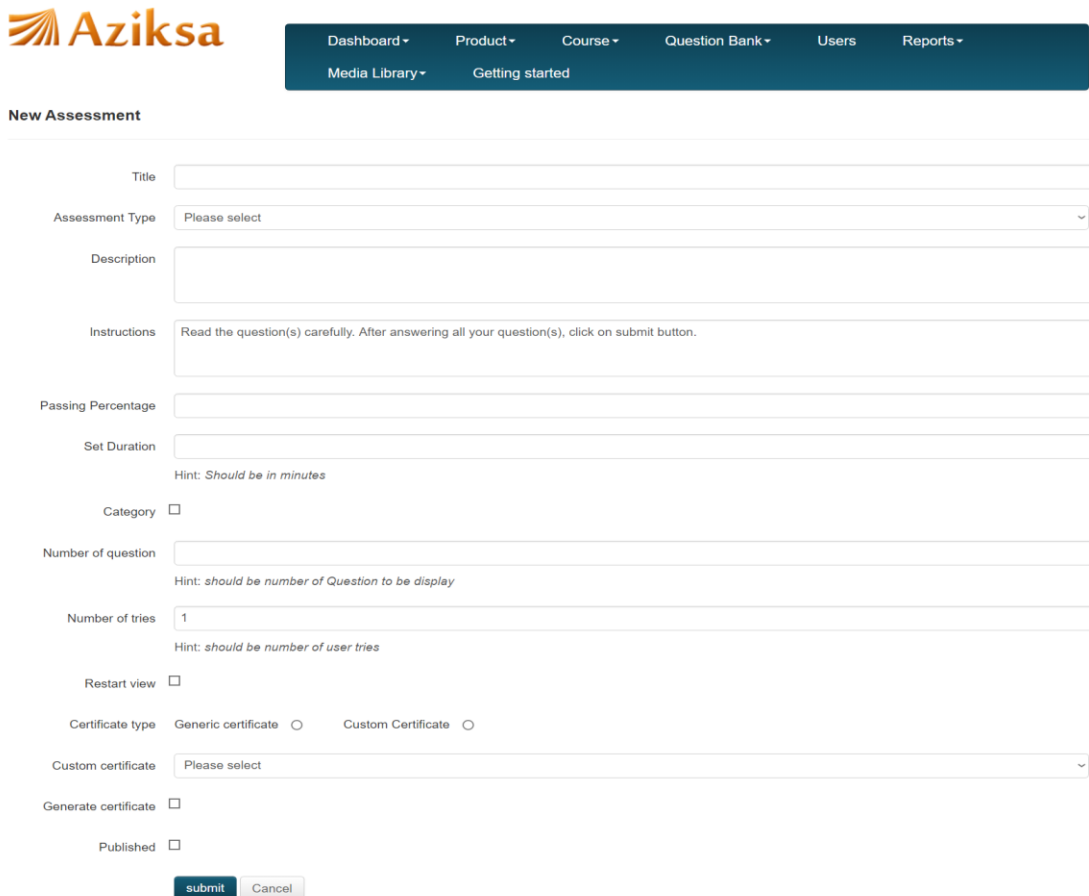
There is no live class for this course

Click “New Assessment”.



The screenshot shows the Aziksa dashboard with a dark blue navigation bar containing links for Dashboard, Product, Course, Question Bank, Users, Reports, Media Library, and Getting started. Below the navigation bar, the page title is "Assessments - Aziksa Security Awareness Training". A "New Assessment" button is highlighted with a red rectangular box. Below the title, there is a "Back" link and a table header with columns: Id, Title, Type, Description, Duration, Question pool, User tries, Is Category, Published, Created at, and Actions.

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



The screenshot shows the "New Assessment" form. It includes the following fields and options:

- Title: Text input field.
- Assessment Type: Dropdown menu with "Please select" as the current selection.
- Description: Text area.
- Instructions: Text area containing the text "Read the question(s) carefully. After answering all your question(s), click on submit button."
- Passing Percentage: Text input field.
- Set Duration: Text input field with a hint: "Hint: Should be in minutes".
- Category: Checkmark box.
- Number of question: Text input field with a hint: "Hint: should be number of Question to be display".
- Number of tries: Text input field with the value "1" and a hint: "Hint: should be number of user tries".
- Restart view: Checkmark box.
- Certificate type: Radio buttons for "Generic certificate" and "Custom Certificate".
- Custom certificate: Dropdown menu with "Please select" as the current selection.
- Generate certificate: Checkmark box.
- Published: Checkmark box.

At the bottom of the form, there are two buttons: "submit" (dark blue) and "Cancel" (light grey).

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

[Back](#)

Id	Title	Type	Description	Duration	Question pool	User tries	Is Category	Published	Created at	Actions
350	Cyber Security Awareness	Quiz	Aziksa Security Awareness Training specializes in helping employees understand the mechanisms of spam, phishing, spear-phishing, malware and social engineering; and are able to apply this knowledge in their day-to-day job. You get high quality web-based interactive training.	20 Min	20	1	Yes	No	10 May 2017 10:29 AM	Questions (0) Preview Edit Destroy

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

Question	Category	Question type	Options	Active	Level	Created at	Actions
----------	----------	---------------	---------	--------	-------	------------	---------

[Back](#)

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

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Assessment was successfully created. X

Assessments - Aziksa Security Awareness Training

New Assessment

[Back](#)

Id	Title	Type	Description	Duration	Question pool	User tries	Is Category	Published	Created at	Actions
350	Cyber Security Awareness	Quiz	Aziksa Security Awareness Training specializes in helping employees understand the mechanisms of spam, phishing, spear-phishing, malware and social engineering; and are able to apply this knowledge in their day-to-day job. You get high quality web-based interactive training.	20 Min	20	1	Yes	No	10 May 2017 10:29 AM	Questions (0) Preview Edit Destroy

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Media Library ▾ Getting started

Assessment was successfully published. X

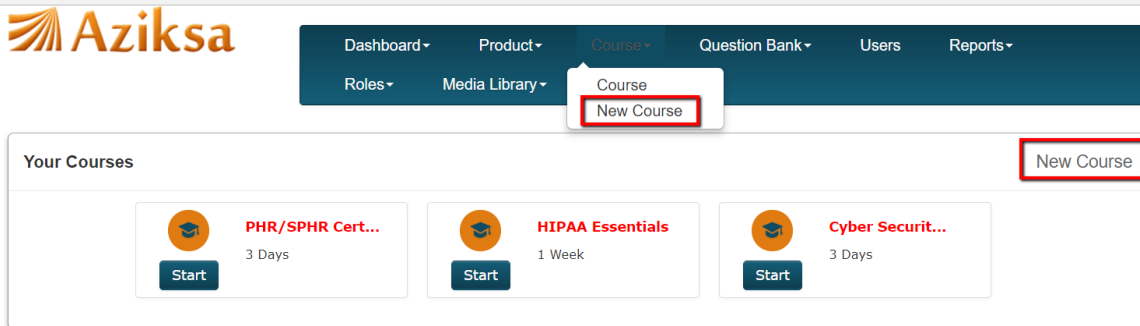
Assessments - Aziksa Security Awareness Training

New Assessment

[Back](#)

Id	Title	Type	Description	Duration	Question pool	User tries	Is Category	Published	Created at	Actions
350	Cyber Security Awareness	Quiz	Aziksa Security Awareness Training specializes in helping employees understand the mechanisms of spam, phishing, spear-phishing, malware and social engineering; and are able to apply this knowledge in their day-to-day job. You get high quality web-based interactive training.	20 Min	20	1	No	Yes	10 May 2017 10:29 AM	Questions (32) Preview Edit Destroy

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.



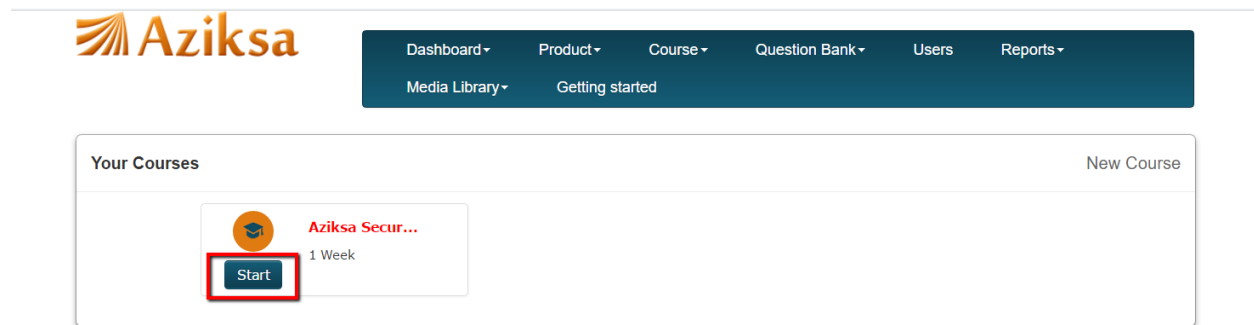
Here you can upload videos, image, document and more for your course. Submit will take you to your dashboard page.

The screenshot shows the 'New Course' form. The form is divided into two columns. The left column contains the following fields: Course name, Description, Duration, Audience, Prerequisites, and Course outline (with a rich text editor). The right column contains the following fields: Image (Add Image), Video (Add Video), Also add in media library (checkbox), Material (Add Document), Module Details (Index, Name, Objective), Add More Module, submit, and Cancel. At the bottom of the form, there are additional fields: Virtual lab duration, Certificate valid for, Is ima (checkbox), Is binder (checkbox), Instructor name, and Days to complete.

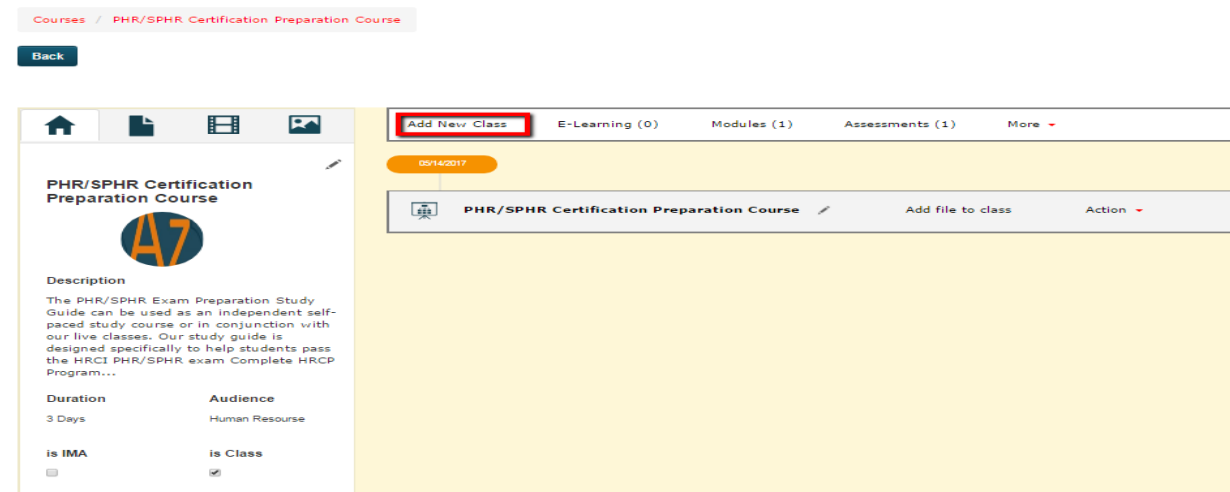
4.6 Create live virtual classes

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”

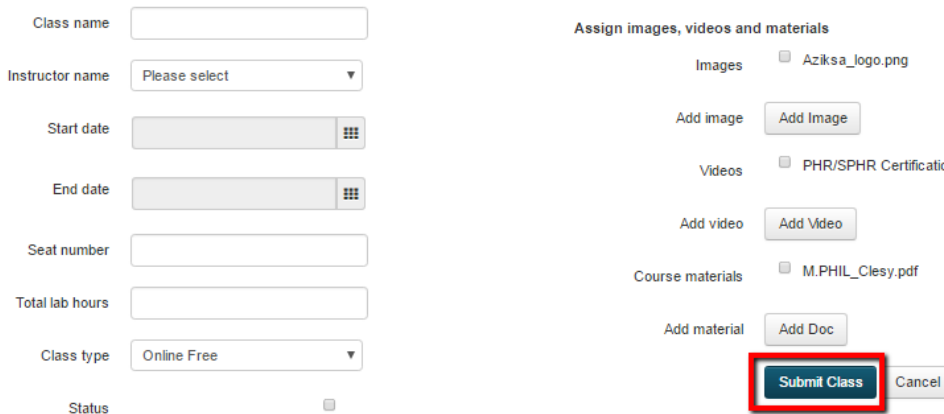


Click on Add new class.

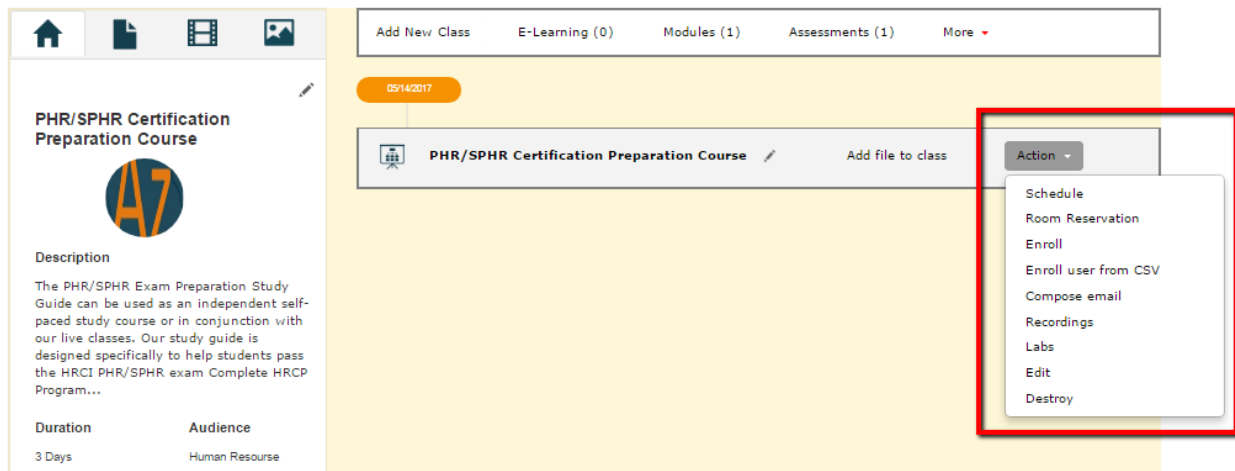


Fill-in the class information and click submit. If you have not created an Instructor earlier, the dropdown box will not show any name. Once you create an instructor profile, you can come back and assign the Instructor to the class.

PHR/SPHR Certification Preparation Course - New 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

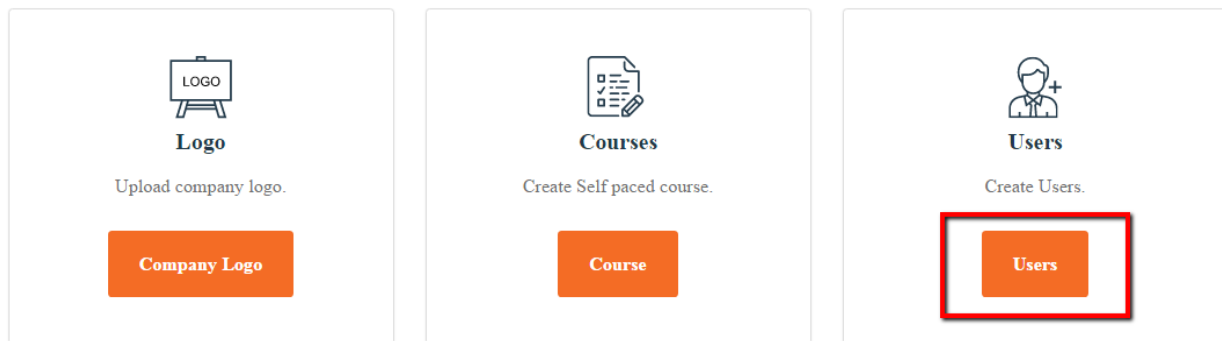
There are multiple ways to create user in Aziksa by admin. You can create users by uploading an excel file with user data or you can use the form to create one user at a time. When you use form, the system will send an email to the user with a confirmation link. All users created by uploading excel file 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.

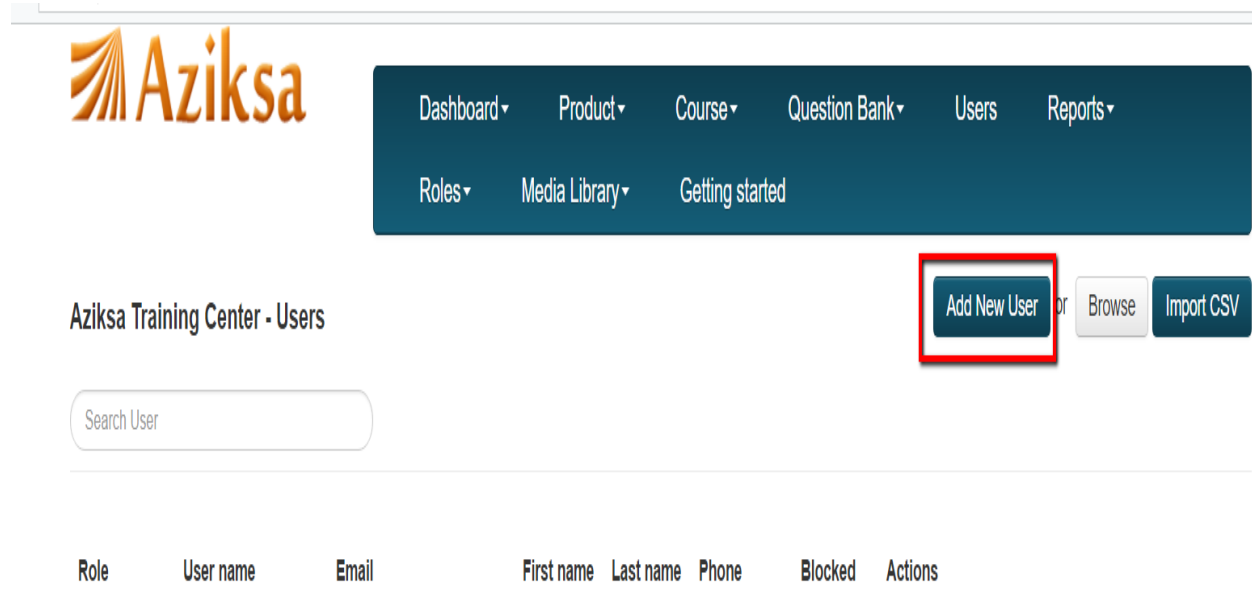
These steps will help you get started. You can download getting started document [here](#).

[Do not show this screen anymore](#)




The image shows three cards in a row. The first card is titled 'Logo' with a subtext 'Upload company logo.' and a 'Company Logo' button. The second card is titled 'Courses' with a subtext 'Create Self paced course.' and a 'Course' button. The third card is titled 'Users' with a subtext 'Create Users.' and a 'Users' button. The 'Users' button and its surrounding area are highlighted with a red border.

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



The screenshot shows the Aziksa dashboard. At the top left is the Aziksa logo. To its right is a dark blue navigation bar with menu items: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation bar, the page title is 'Aziksa Training Center - Users'. To the right of the title are three buttons: 'Add New User' (highlighted with a red border), 'Browse', and 'Import CSV'. Below the buttons is a search bar labeled 'Search User'. At the bottom, there is a table header with columns: Role, User name, Email, First name, Last name, Phone, Blocked, and Actions.

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.




- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

New User

User type	Select User Type ▾	Address1	<input type="text"/>
User name	<input type="text"/>	Address2	<input type="text"/>
Email	<input type="text"/>	City	<input type="text"/>
First name	<input type="text"/>	State	<input type="text"/>
Last name	<input type="text"/>	Country	Please select a country ▾
Phone	<input type="text"/>	Zip code	<input type="text"/>
Time zone	Select Time Zone ▾		

Is moxtra admin
 Is demo account

Here is sample confirmation email to the user.



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

Copyright © 2014 Aziksa, All rights reserved. 


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

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

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

Here is a sample user Dashboard.

Sign out

Dashboard My Account ▾ Messages Report

Your Classes

Add a new class

Active

Upcoming

Completed

All my classes

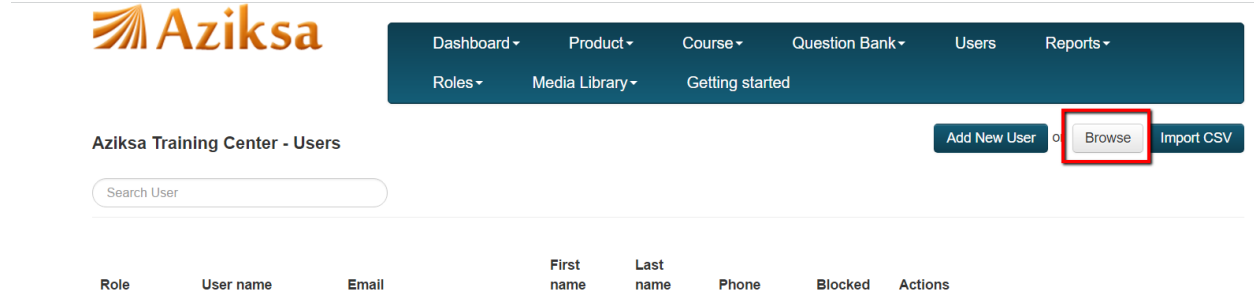
Welcome

Looks like you are not currently signed up for any courses yet.

Search for your preferred courses.

Join free courses

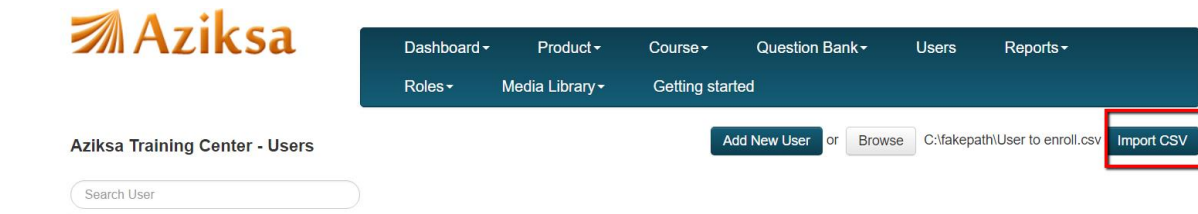
To create multiple confirmed users, click “Browse” and select CSV file with user data.



The screenshot shows the Aziksa Training Center - Users page. At the top, there is a navigation menu with options: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation, there are three buttons: Add New User, Browse (highlighted with a red box), and Import CSV. A search bar labeled 'Search User' is present. Below the search bar, a table header is visible with columns: Role, User name, Email, First name, Last name, Phone, Blocked, and Actions.

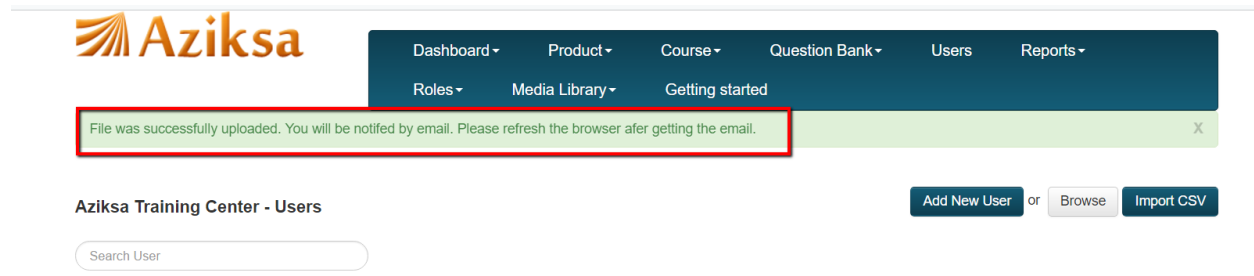
Click on Import CSV button and follow the prompt.

You can send an email to support@aziksa.com to get a sample template for csv file.



The screenshot shows the Aziksa Training Center - Users page. The 'Browse' button is disabled and shows the file path 'C:\fakepath\User to enroll.csv'. The 'Import CSV' button is highlighted with a red box. A search bar labeled 'Search User' is present.

After successful file import, you will see this message.



The screenshot shows the Aziksa Training Center - Users page. A green success message box is highlighted with a red box, containing the text: 'File was successfully uploaded. You will be notified by email. Please refresh the browser after getting the email.' Below the message, the 'Import CSV' button is visible. A search bar labeled 'Search User' is present.

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

Role	User name	Email	First name	Last name	Phone	Blocked	Actions
CA	lee.john@123	john_lee@aziksa.com	John	Lee		Confirmed	Reset Password Roles 3 Edit
INSTRUCTOR	david@321	david_43@instructor.com	David	Denny	9835412345	Unblocked	Confirmed Destroy Reset Password Assign role Edit
TR	ajonsh@12	aliken_32@yahoo.com	Aliken	Jonsh	7677144202	Unblocked	Confirmed Destroy Reset Password Assign role Edit
TR	den_aisly12	ainsly.den@gmail.com	Ainsly	Den	7677144202	Unblocked	Confirmed Destroy Reset Password Assign role Edit

4.8 Create Instructors

To create Instructor, click on Users button.

These steps will help you get started. You can download getting started document [here](#).

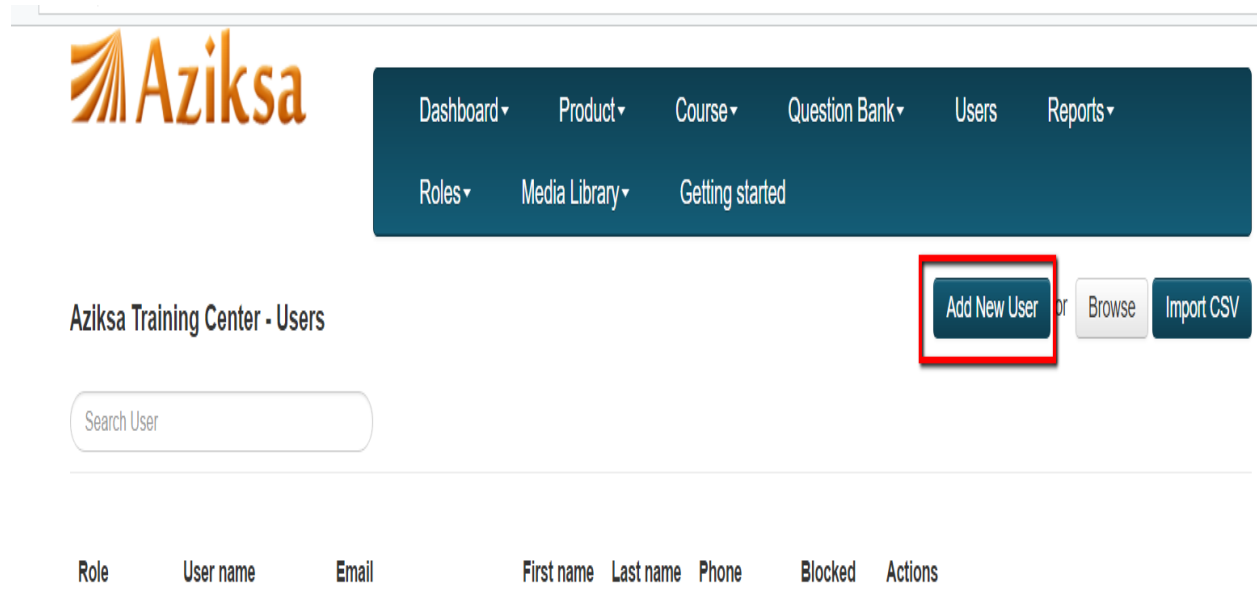
Do not show this screen anymore

Logo
Upload company logo.
[Company Logo](#)

Courses
Create Self paced course.
[Course](#)

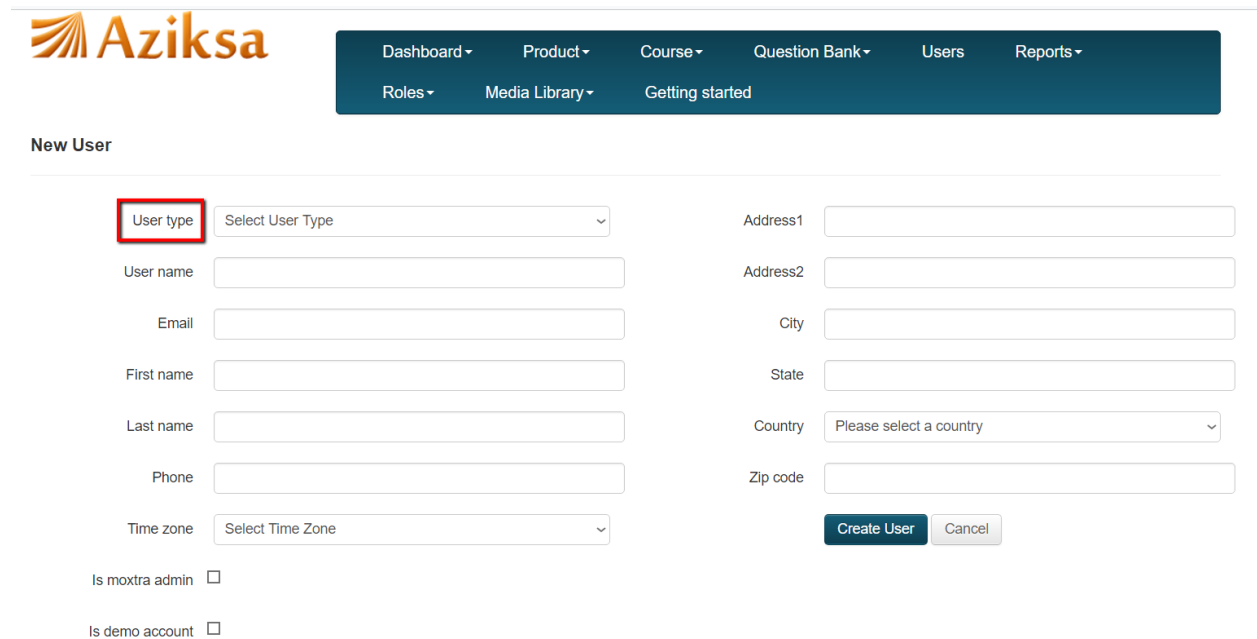
Users
Create Users.
[Users](#)

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




The screenshot shows the Aziksa interface. At the top left is the Aziksa logo. To its right is a dark blue navigation bar with the following items: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation bar, the page title is "Aziksa Training Center - Users". To the right of the title are three buttons: "Add New User" (highlighted with a red box), "Browse", and "Import CSV". Below the title is a search box labeled "Search User". At the bottom of the page is a table header with the following columns: Role, User name, Email, First name, Last name, Phone, Blocked, and Actions.

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.



The screenshot shows the "New User" form in the Aziksa interface. At the top left is the Aziksa logo. To its right is a dark blue navigation bar with the following items: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation bar, the page title is "New User". The form contains the following fields: "User type" (dropdown menu, highlighted with a red box), "User name", "Email", "First name", "Last name", "Phone", "Time zone" (dropdown menu), "Address1", "Address2", "City", "State", "Country" (dropdown menu), and "Zip code". At the bottom right of the form are two buttons: "Create User" and "Cancel". At the bottom left of the form are two checkboxes: "Is moxtra admin" and "Is demo account".

Here is sample confirmation email to the Instructor.



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

Copyright © 2014 Aziksa, All rights reserved. 

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

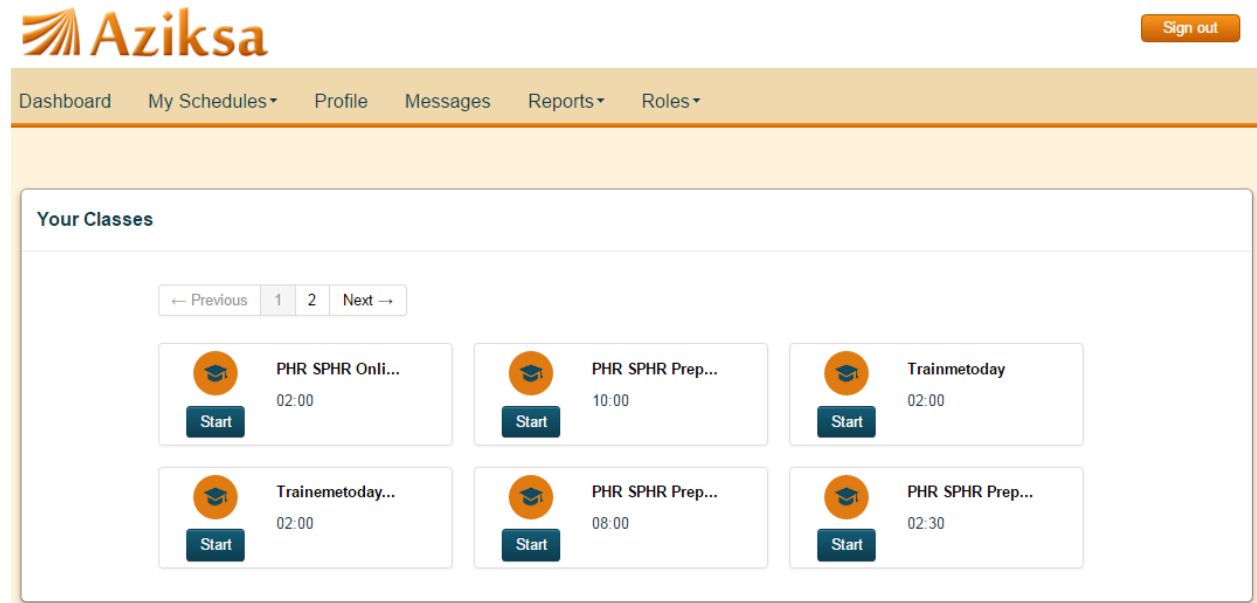


FREE TRIAL DASHBOARD FEATURES PRICING LOGOUT CONTACT US

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

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

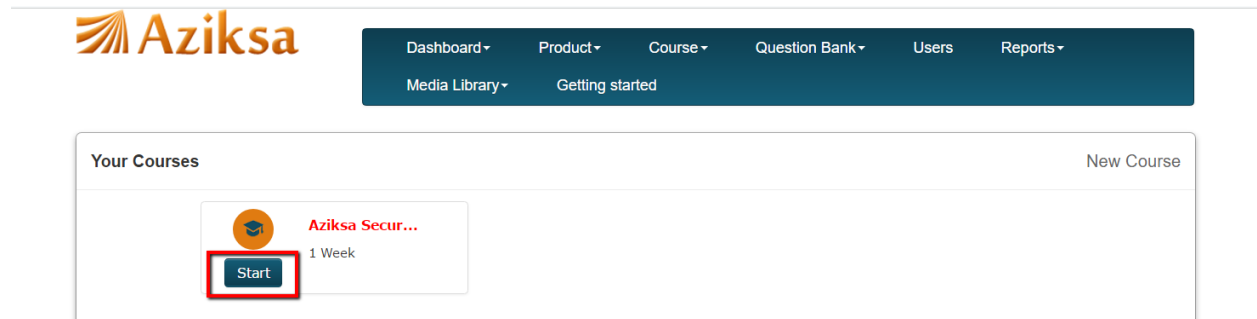
Sample Instructor dashboard.



The screenshot shows the Aziksa Instructor Dashboard. At the top left is the Aziksa logo. To the right is a "Sign out" button. Below the logo is a navigation bar with links: Dashboard, My Schedules, Profile, Messages, Reports, and Roles. The main content area is titled "Your Classes" and features a pagination control with "Previous", "1", "2", and "Next" buttons. Below the pagination are six class cards arranged in a 2x3 grid. Each card contains a graduation cap icon, a course title, a start time, and a "Start" button. The courses are: PHR SPHR Onli... (02:00), PHR SPHR Prep... (10:00), Trainmetoday (02:00), Trainmetoday... (02:00), PHR SPHR Prep... (08:00), and PHR SPHR Prep... (02:30).

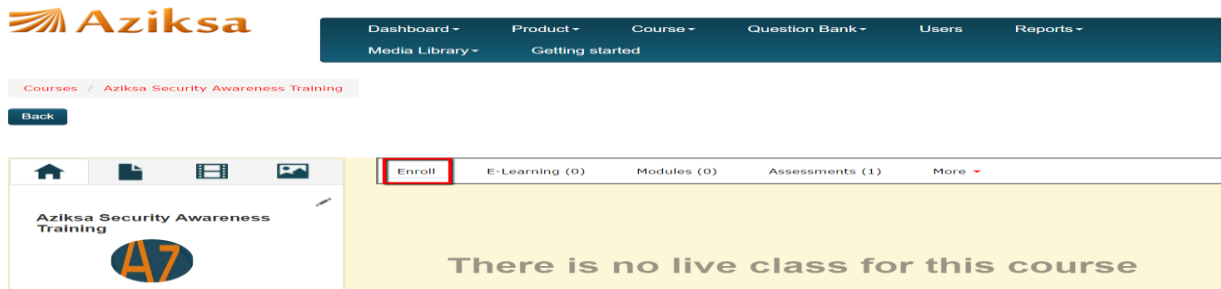
4.9 Enroll users in self-paced courses

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

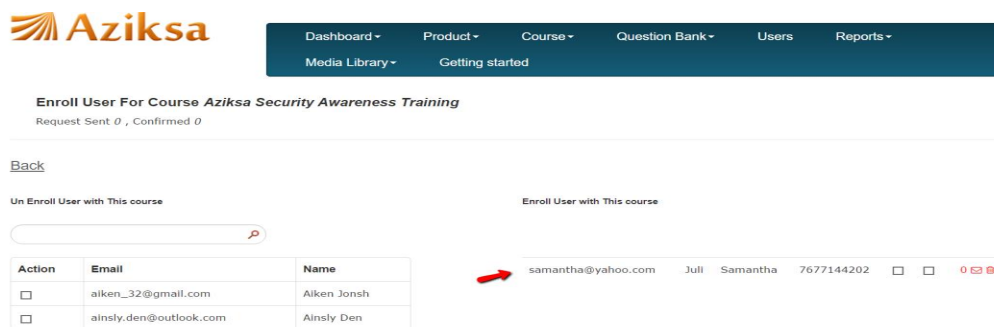


The screenshot shows the Aziksa Course Dashboard. At the top left is the Aziksa logo. To the right is a dark blue navigation bar with links: Dashboard, Product, Course, Question Bank, Users, and Reports. Below this bar are two more links: Media Library and Getting started. The main content area is titled "Your Courses" and has a "New Course" link on the right. Below the title is a single course card for "Aziksa Secur..." with a duration of "1 Week". The "Start" button on this card is highlighted with a red rectangle.

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

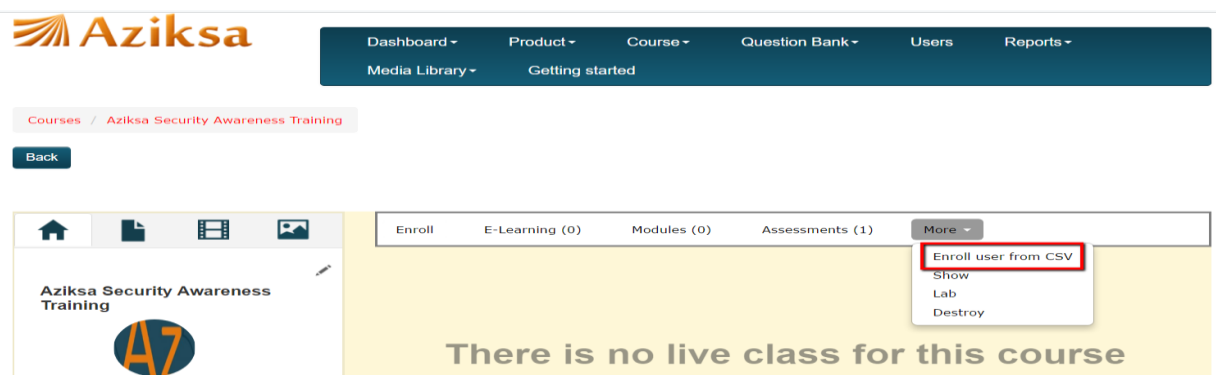


Next it will present you a list of unenrolled users (left column) and enrolled users (right column). Click the checkbox next to unenrolled user and system will move the user to enrolled column.

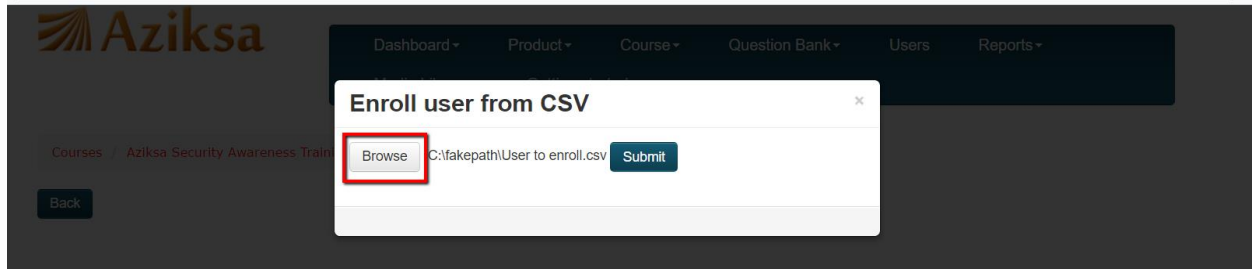


Back button will take you to course detail page.

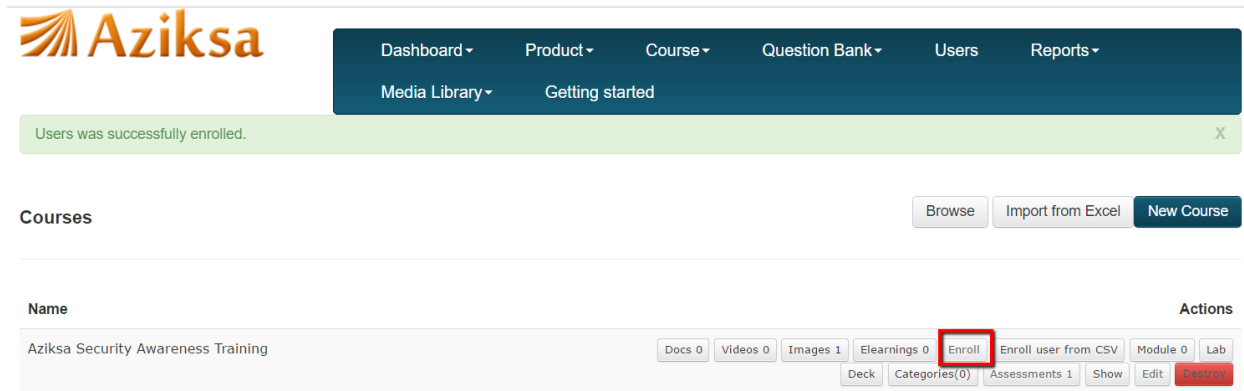
To enroll multiple users from a CSV file, click on More menu and select “Enroll user from CSV”.



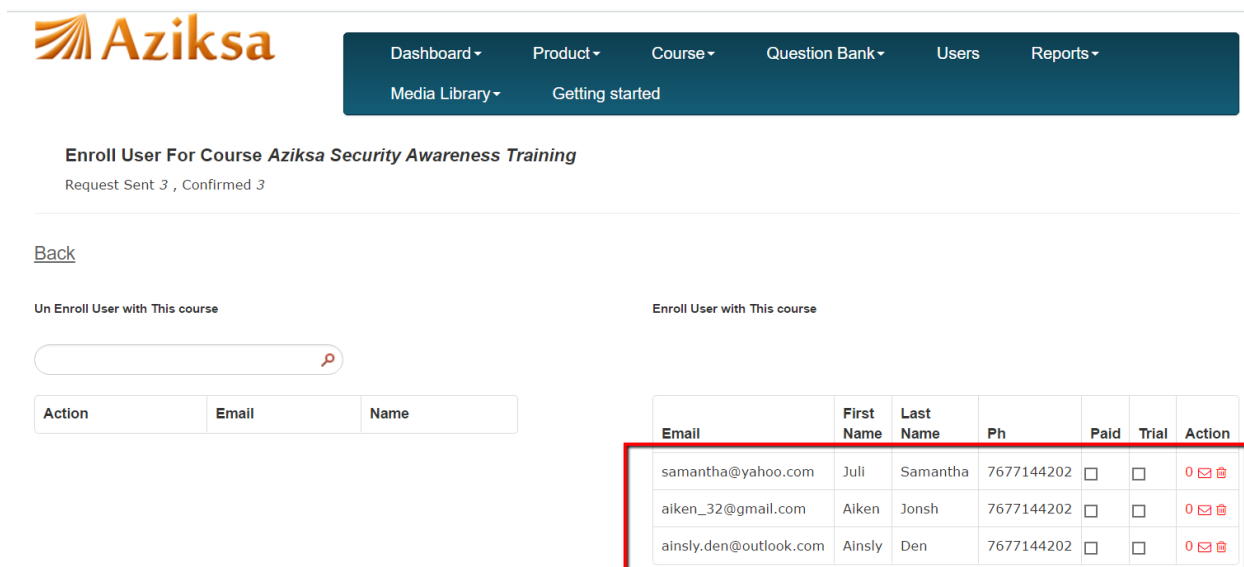
Click on Browse button to select the CSV file from your system. Click Submit after CSV file selection. It will take you Courses summary page.



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

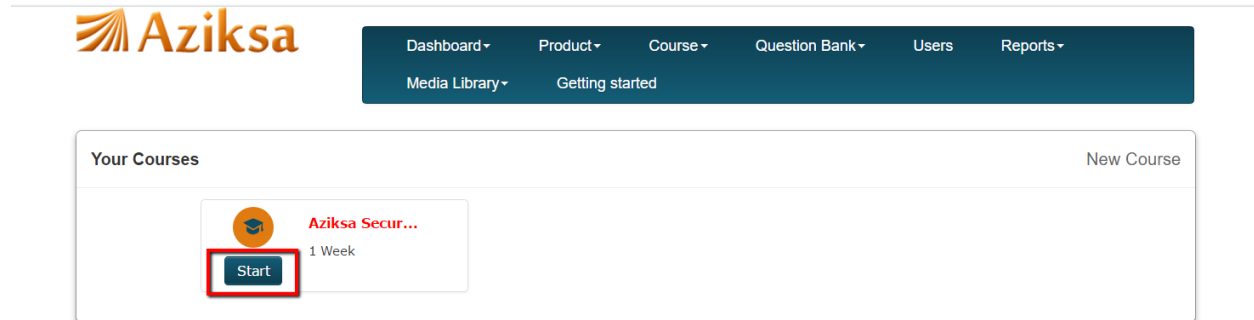


Sample course enrollment page.

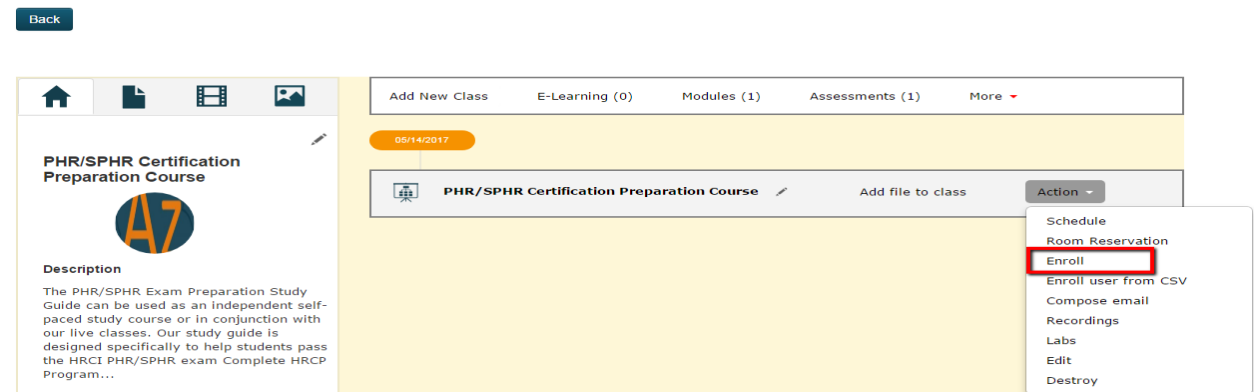


4.10 Enroll users in live classes

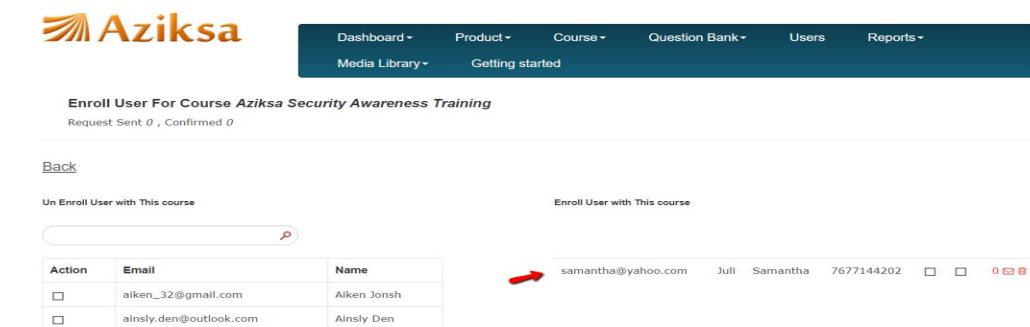
On dashboard, click on “Start” button, it will take you to Course details page.



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

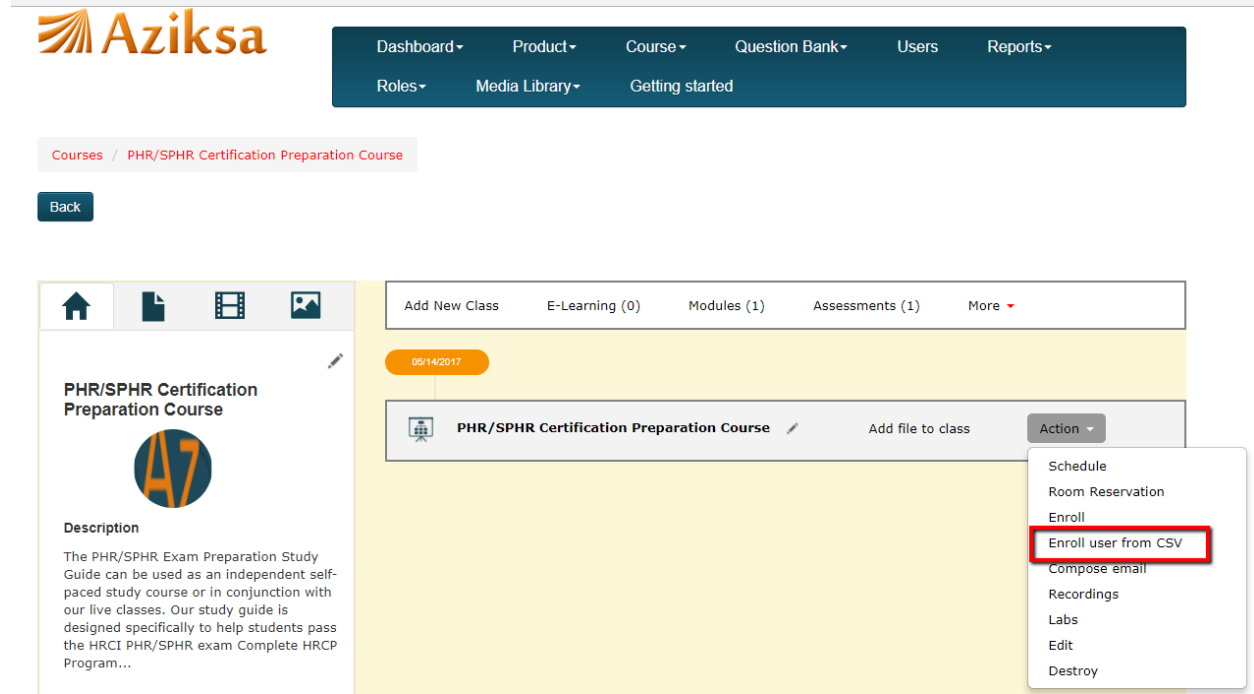


Next it will present you a list of unenrolled users (left column) and enrolled users (right column). Click the checkbox next to unenrolled user and system will move the user to enrolled column. If a class has already started then it will ask you to change class dates, before you can enroll the users.

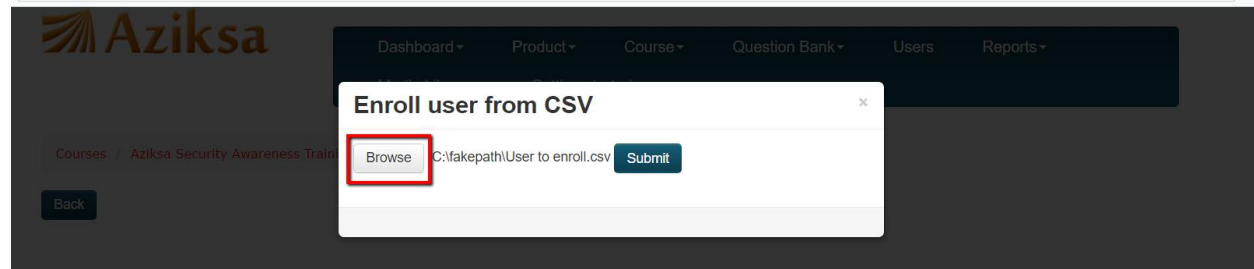


Click back button. It will take you course details page.

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.

Users was successfully enrolled. X

Courses Browse Import from Excel **New Course**

Name	Actions
Aziksa Security Awareness Training	Docs 0 Videos 0 Images 1 Elearnings 0 Enroll Enroll user from CSV Module 0 Lab Deck Categories(0) Assessments 1 Show Edit Unenroll

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.

Enroll User For Course *Aziksa Security Awareness Training*




Request Sent 0 , Confirmed 0

[Back](#)

Un Enroll User with This course

Action	Email	Name
<input type="checkbox"/>	aiken_32@gmail.com	Aiken Jonsh
<input type="checkbox"/>	ainsly.den@outlook.com	Ainsly Den

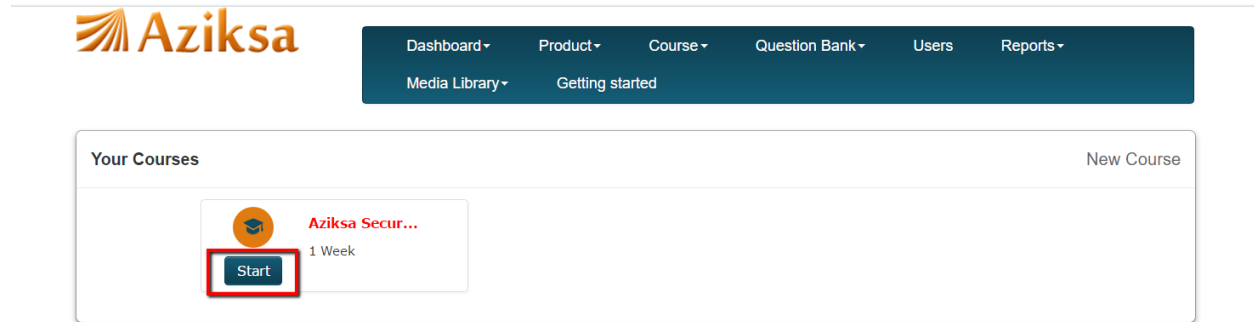
Enroll User with This course

 samantha@yahoo.com Juli Samantha 7677144202 0  

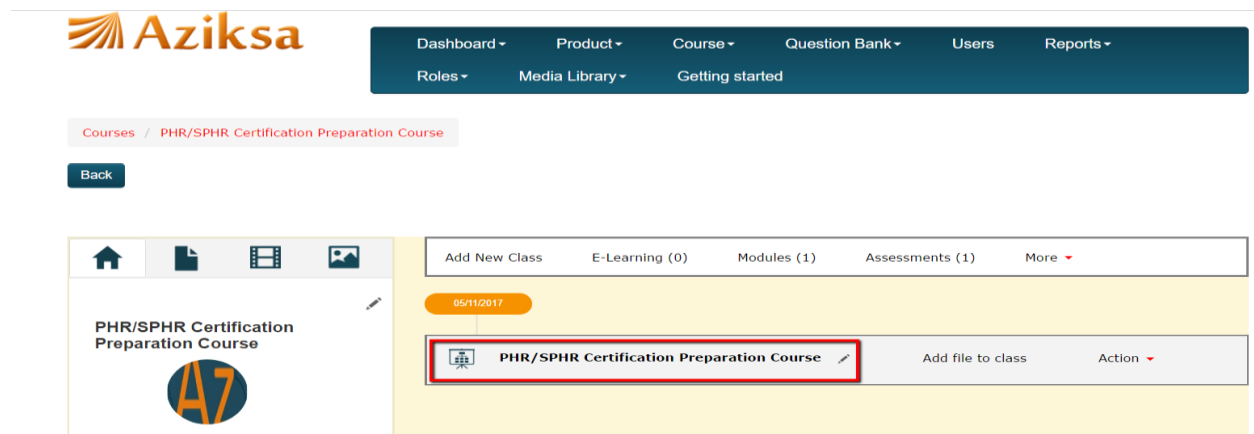
Click back button. It will take you course details page.

4.11 Assign instructors to live virtual classes

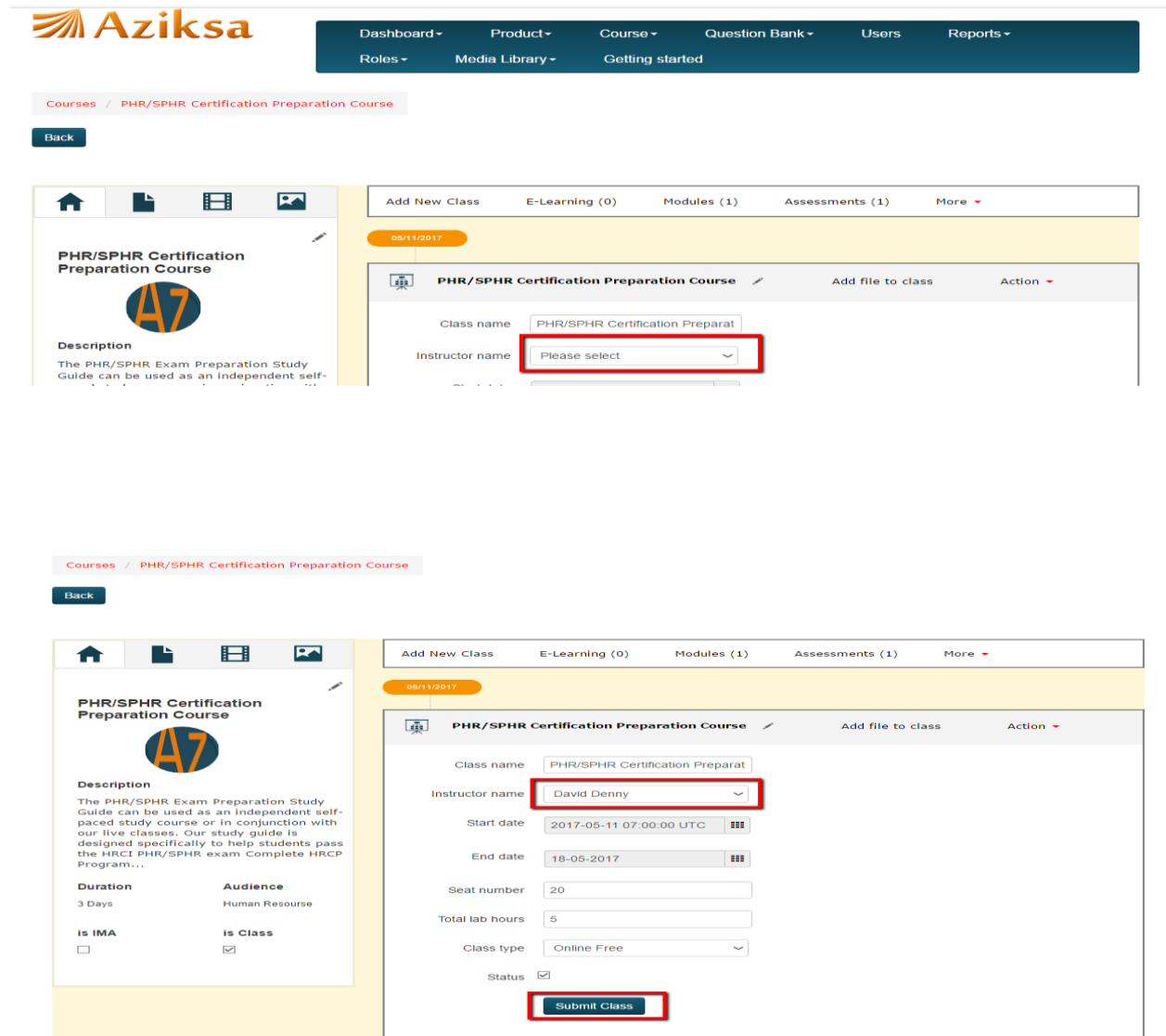
On dashboard, click on “Start” button, it will take you to Course details page.



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.



The screenshot shows the Aziksa web application interface. At the top, there is a navigation menu with options: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation, the breadcrumb trail reads 'Courses / PHR/SPHR Certification Preparation Course'. A 'Back' button is visible.

The main content area is divided into two columns. The left column displays the course details for 'PHR/SPHR Certification Preparation Course', including a description: 'The PHR/SPHR Exam Preparation Study Guide can be used as an independent self-paced study course or in conjunction with our live classes. Our study guide is designed specifically to help students pass the HRCI PHR/SPHR exam Complete HRCP Program...'. It also lists 'Duration' as 3 Days, 'Audience' as Human Resource, and 'is IMA' as unchecked and 'is Class' as checked.

The right column shows the 'Add New Class' form for the selected course. The form includes the following fields and options:

- Class name: PHR/SPHR Certification Preparat
- Instructor name: A dropdown menu with 'Please select' as the current selection.
- Start date: 2017-05-11 07:00:00 UTC
- End date: 18-05-2017
- Seat number: 20
- Total lab hours: 5
- Class type: Online Free
- Status:

A 'Submit Class' button is located at the bottom of the form.

Course Module was successfully updated. X

Courses / PHR/SPHR Certification Preparation Course

Back

The screenshot shows the course management interface. On the left, there is a sidebar with a home icon, a document icon, a video icon, and a photo icon. Below these icons, the course name 'PHR/SPHR Certification Preparation Course' is displayed with a circular logo containing the number '47'. The main content area has a header with 'Add New Class', 'E-Learning (0)', 'Modules (1)', 'Assessments (1)', and a 'More' dropdown. Below the header, there is a date '05/11/2017' and a table with one row containing the course name, an edit icon, 'Add file to class', and an 'Action' dropdown.

4.12 Setup notifications

Click Notification as shown here.

These steps will help you get started. You can download getting started document [here](#).

Do not show this screen anymore

The image shows a grid of six setup cards, each with an icon, a title, a description, and an orange button. The 'Notifications' card is highlighted with a red border.

- Logo**: Upload company logo. Button: Company Logo
- Courses**: Create Self paced course. Button: Course
- Users**: Create Users. Button: Users
- Enroll Users**: Enroll Users in courses. Button: Enroll Users
- Notifications**: Setup Notifications. Button: Notifications
- Products**: Setup course price. Button: Products

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

Listing notifications

[New notification](#)

Type	From name	From email	Subject	Body	Event
------	-----------	------------	---------	------	-------

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

New Notification

Name

From name

From email

Subject


Body

Schedule Notification Before the event After the event At the same time

Send Notification

At

Sample listing of Notifications.



Dashboard
Product
Course
Question Bank
Users
Reports

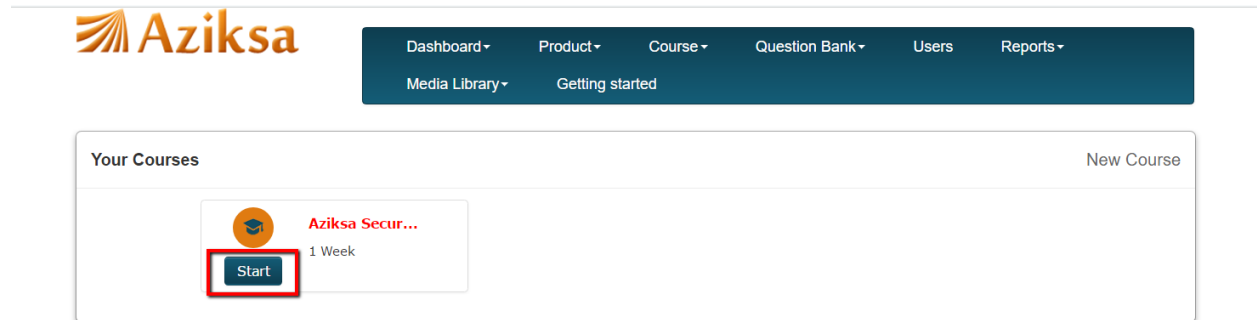
Roles
Media Library
Getting started

Listing notifications

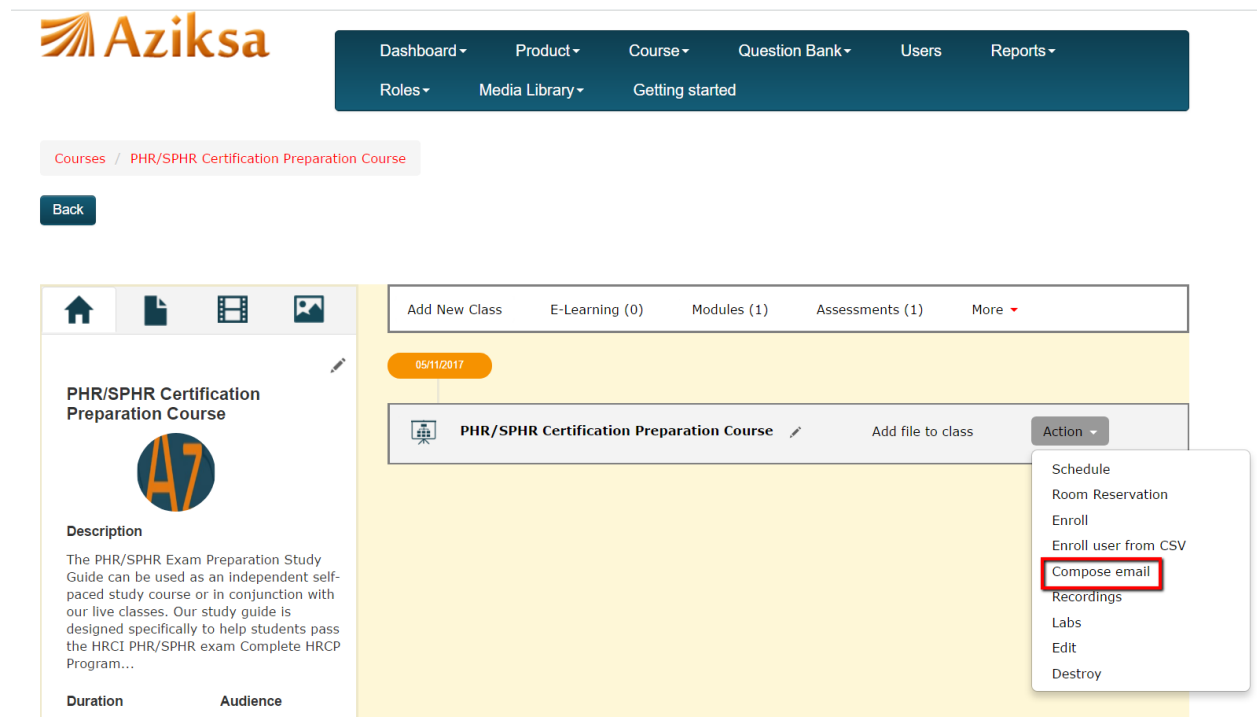
Type	From name	From email	Subject	Body	Event	
Course has been deleted	Support	support@aziksa.com	Course has been deleted	The Course has been deleted. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
Course has expired	Support	support@aziksa.com	Course expiring	As of today, you have not completed this course. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
ILT Session Changed	Support	support@aziksa.com	Class session change	The schedule for this class session changed. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
ILT Session Deleted	Support	support@aziksa.com	Class Session Deleted	The Class session has been deleted. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
ILT Session Today	Support	support@aziksa.com	Today your Class	See you in the class today. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
User Enrollment	Support	support@aziksa.com	Course Enrollment	You are enrolled in this course. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
User Un-enrollment	Support	support@aziksa.com	Enrollment Cancellation	Your enrollment from the course is cancelled. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
User Deleted	Support	support@aziksa.com	Account Deleted	If your account has been deleted in error, Contact us at support@aziksa.com	Same Time	Edit Destroy
Certification Issued	Support	support@aziksa.com	Certificate	Congratulations on your certificate. For any question, contact us at support@aziksa.com.	Same Time	Edit Destroy
Certification Expired	Support	support@aziksa.com	Certificate Expiring	Your PHR/SPHR certificate is expiring on 05/05/2017. For any question, contact us at support@aziksa.com.	Before 1 days At 12:00 AM	Edit Destroy

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.

Compose Email for Class PHR/SPHR Certification Preparation Course

Message templates

Message template

- Welcome to Aziksa.

To

Send copy to my email address (john_lee@aziksa.com)

Attatch an ICS file

Subject

Send Invite Cancel

Click on new message template.

Message templates

New message template

Name	Html template	Text template	Sub company	Actions
------	---------------	---------------	-------------	---------

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.

Message template

To
aiken_32@yahoo.com,bobbyj@aziksa.com

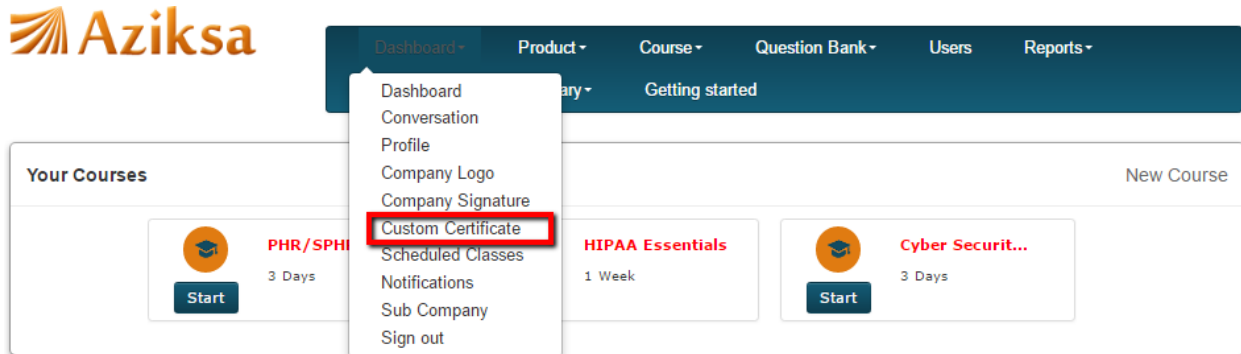
Send copy to my email address (john_lee@aziksa.com)
 Attach an ICS file

Subject
[Empty text box]

[Empty email body text area]

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.

Listing custom certificates

[New Custom certificate](#)

Name	Background Image	Description	Signee designation	Show Logo	
PHR/SPHR Certificate		Aziksa Certification Preparation Program is one of the best in the country with pass rates that consistently beat the national average.	Instructor	Yes	Preview Edit Destroy

[Back](#)

Enter the certificate data, then click Submit button.

- Dashboard
- Product
- Course
- Question Bank
- Users
- Reports
- Roles
- Media Library
- Getting started

New Custom certificate

Name


Background image

Description

Signee designation

Show logo


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



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

Custom certificate was successfully created. X

Listing custom certificatesNew Custom certificate

Name	Background Image	Description	Signee designation	Show Logo	
PHR/SPHR Certificate		Aziksa Certification Preparation Program is one of the best in the country with pass rates that consistently beat the national average.	Instructor	Yes	<div style="display: flex; gap: 5px;">PreviewEditDestroy</div>

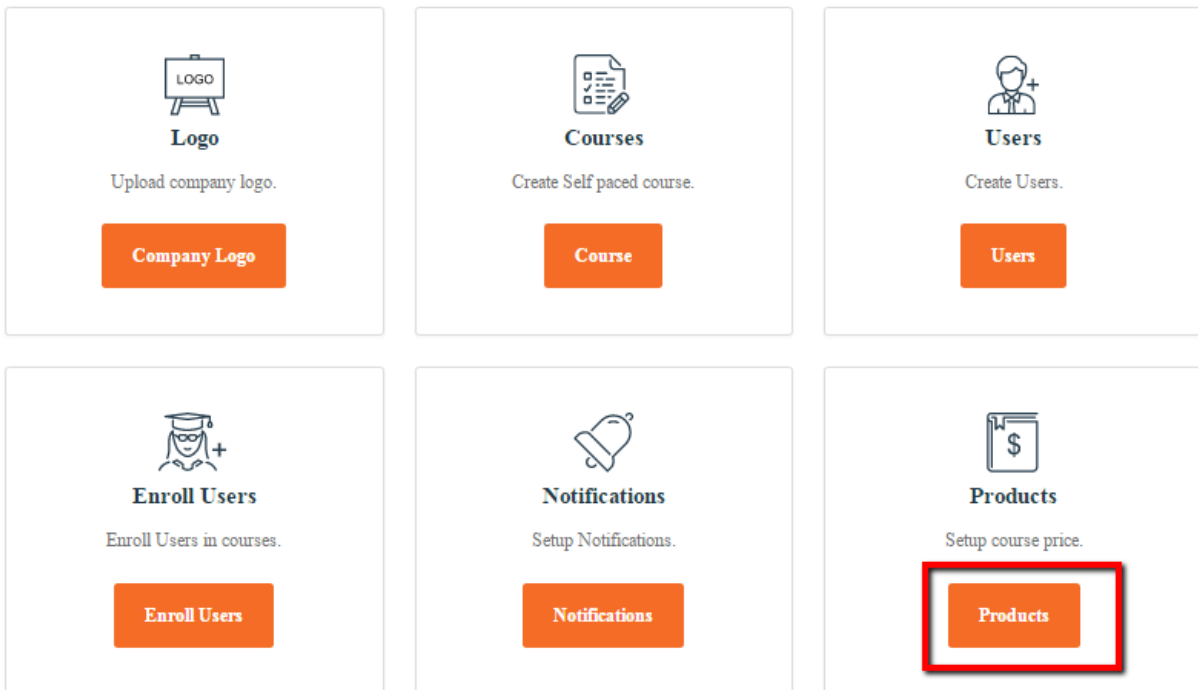
Back







4.15 Setup price

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

These steps will help you get started. You can download getting started document [here](#).

[Do not show this screen anymore](#)



 Logo Upload company logo. Company Logo	 Courses Create Self paced course. Course	 Users Create Users. Users
 Enroll Users Enroll Users in courses. Enroll Users	 Notifications Setup Notifications. Notifications	 Products Setup course price. Products

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.

Listing products [New Product](#)

Name	Category	Price	Type	Courses	Actions
PHR/SPHR Certification Preparation Course	Education	100	Paid	PHR/SPHR Certification Preparation Course ,	Show Edit Destroy
HIPAA Essentials	Education	200	Paid	HIPAA Essentials ,	Show Edit Destroy
Cyber Security Training	Education	0	Free	Cyber Security Training ,	Show Edit Destroy

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

Edit Product

This is default product for the course PHR/SPHR Certification Preparation Course

Name Update Product Cancel

Price

Description

Category

Type Paid Free


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

Listing products

[New Product](#)

Name	Category	Price	Type	Courses	Actions
PHR/SPHR Certification Preparation Course	Education	100	Paid	PHR/SPHR Certification Preparation Course ,	Show Edit Destroy
HIPAA Essentials	Education	200	Paid	HIPAA Essentials ,	Show Edit Destroy
Cyber Security Training	Education	0	Free	Cyber Security Training ,	Show Edit Destroy

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



Dashboard ▾
Product ▾
Course ▾
Question Bank ▾
Users
Reports ▾

Roles ▾
Media Library ▾
Getting started

New Product

Name

Price

Description

Category Please select ▾

Type Paid Free


Courses

PHR/SPHR Certification Preparation Course

HIPAA Essentials

Cyber Security Training

Create Product
Cancel



Dashboard ▾
Product ▾
Course ▾
Question Bank ▾
Users
Reports ▾

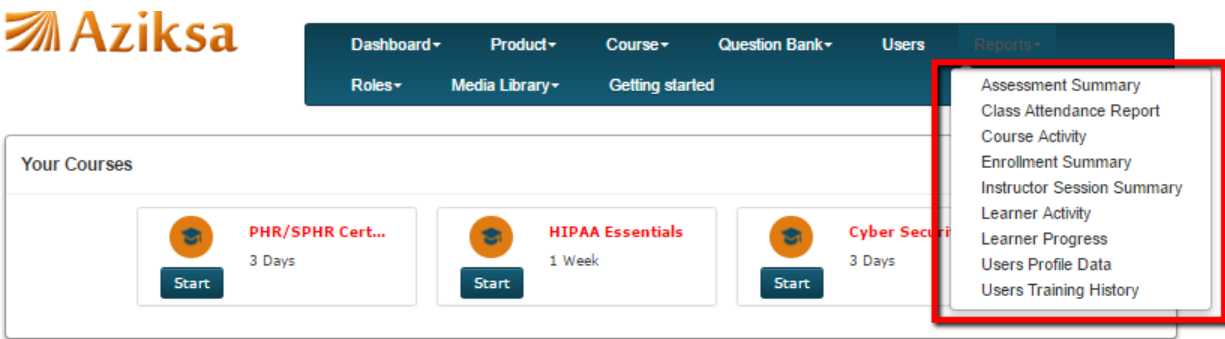
Roles ▾
Media Library ▾
Getting started

Listing products New Product

Name	Category	Price	Type	Courses	Actions
PHR/SPHR Certification Preparation Course	Education	100	Paid	PHR/SPHR Certification Preparation Course ,	Show Edit Destroy
HIPAA Essentials	Education	200	Paid	HIPAA Essentials ,	Show Edit Destroy
Cyber Security Training	Education	0	Free	Cyber Security Training ,	Show Edit Destroy

4.16 Run reports

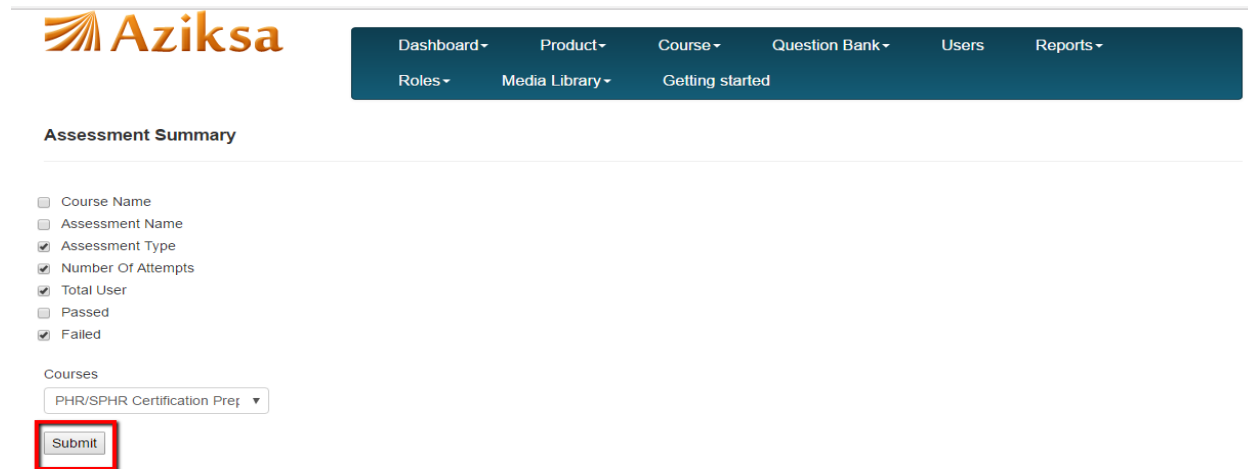
Click “Reports” It will show you all the reports in dropdown. Click the report name that you want to run.



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.



Assessment Summary

Download: [Pdf](#) | [CSV](#) | [Excel](#)

Filter by Course Name

Course Name	Assessment Type	Number Of Attempts	Total User	Failed
PHR/SPHR Certification Preparation Course	Quiz	5	2	1

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

Assessment Summary

Download: [Pdf](#) | [CSV](#) | [Excel](#)


Filter by Course Name

Course Name	Assessment Name	Assessment Type	Number Of Attempts	Total User	Passed	Failed
PHR/SPHR Certification Preparation Course	PHR/SPHR Exam Preparation	Quiz	5	2	1	1
HIPAA Essentials	HIPAA Essentials	Quiz	10	3	0	3
	HIPAA Essentials	Quiz	8	2	0	2
	HIPAA Essentials--03	Quiz	6	1	0	1
Cyber Security Training	Cyber Security	Quiz	12	1	1	0
	Cyber Security Awareness	Quiz	10	2	1	1

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.




- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Learning Plan ▾
- Users
- IAM ▾
- Reports ▾
- Roles ▾
- Media Library ▾
- Departments ▾

Attendance by Class

Start date

End date

Courses



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Learning Plan ▾
- Users
- IAM ▾
- Reports ▾
- Roles ▾
- Media Library ▾
- Departments ▾

Attendance by Class

← Previous 1 2 ... 29 30 31 32 33 34 35 36 37 Next →

Download: [Excel](#)

Company Name: aziksafirst1
Course Name: Testing App
Class Name: Testing App
Instructor Name: Pratibha Praveen
Start Date: 2017/05/09
End Date: 2017/05/18

Name	2017-05-09	2017-05-10	2017-05-11	2017-05-12	2017-05-13	2017-05-14	2017-05-15	2017-05-16	2017-05-17	2017-05-18
Mikleen Smithel	No	No	No	No	No	No	No	No	No	No

Click on Excel file link to download the Attendance Report.

Report Name: Course Activity.

Select report columns and course. Click Submit.

Course Activity

- Course Name
- First Name
- Last Name
- Email
- Date Started
- Date Completed
- Day until Due Date
- Attained Certificate
- Certificate Date


Courses

PHR/SPHR Certification Prep ▾

Submit

Course Activity

Download: Pdf | [CSV](#) | [Excel](#)

Filter by Course Name 

Course Name	First Name	Email	Date Started	Date Completed	Certificate Date
PHR/SPHR Certification Preparation Course	Aiken	aiken_32@yahoo.com	2017/05/01	2017/05/02	2017/05/02
	Bobby	bobby.j@aziksa.com	2017/05/09		NA

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

Course Activity

Download: Pdf | [CSV](#) | [Excel](#)

Filter by Course Name

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
PHR/SPHR Certification Preparation Course	Bobby	Jindal	bobby.j@aziksa.com	2017/05/04	2017/05/09		Yes	NA
	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.

Educator - Enrollments


-  PHR/SPHR Certification Preparation Course
-  HIPAA Essentials
-  Cyber Security Training

Filter by Course Name

Educator - Enrollments

PHR/SPHR Certification Preparation Course Filter by Course Name 

PHR/SPHR Certification Preparation Course => Total Seat : 20 | Request Sent : 2 | Confirmed : 0 | Start Date : 2017-05-11 | End Date : 2017-05-18

aiken_32@yahoo.com	Free	Space Booked		
bobby.j@aziksa.com	Paid	Space Pending	Payment Pending	

HIPAA Essentials
Cyber Security Training

Report Name: Instructor Session Summary

Select the report columns, course and click submit button.

Instructor Session Summary

- Course Name
- Class Name
- Instructor Name
- Number Of User
- Spaces Left
- Time Zone
- Start Date
- End Date

Courses

Select course ▾

Instructor Session Summary

- Course Name
- Class Name
- Instructor Name
- Number Of User
- Spaces Left
- Time Zone
- Start Date
- End Date


Courses

PHR/SPHR Certification Prep ▾

Submit

Instructor Sessions Summary

Download: Pdf | CSV | Excel


Filter by Course Name 

Course Name	Instructor Name	Spaces Left	Time Zone	Start Date	End Date
PHR/SPHR Certification Preparation Course	David Denny	18	Pacific Time (US & Canada)	2017/05/11	2017/05/18

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

Course Activity

Download: Pdf | CSV | Excel


Filter by Course Name 

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
PHR/SPHR Certification Preparation Course	Bobby	Jindal	bobby.j@aziksa.com	2017/05/04	2017/05/09		Yes	NA
	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 Instructor Session Summary Report.

Report Name: Learner Activity


Select the report columns, course and click submit button.



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

Learner Activity

First Name
 Last Name
 UserId
 Enrollments
 Course Completed



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

Learner Activity

Download: Pdf | CSV | Excel

Filter by User Name


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

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

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Roles ▾ Media Library ▾ Getting started

Learner Activity

Download: Pdf | CSV | Excel

Filter by User Name 

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.

Dashboard ▾ Product ▾ Course ▾ Question Bank ▾ Users Reports ▾
Roles ▾ Media Library ▾ Getting started

Learner Progress

- First Name
- Last Name
- Enrolled
- Complete
- Progress (%)

Submit

Learner Progress

Download: Pdf | CSV | Excel


Filter by User Name 

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.

Learner Progress


Download: Pdf | CSV | Excel

Filter by User Name 

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

Report Name: User profile data


Select the report columns and click submit button.



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

Users Profile Data

- First Name
- Last Name
- Email
- Phone Number
- Address
- City
- State
- Country
- Zip Code



- Dashboard ▾
- Product ▾
- Course ▾
- Question Bank ▾
- Users
- Reports ▾
- Roles ▾
- Media Library ▾
- Getting started

User Profile Data

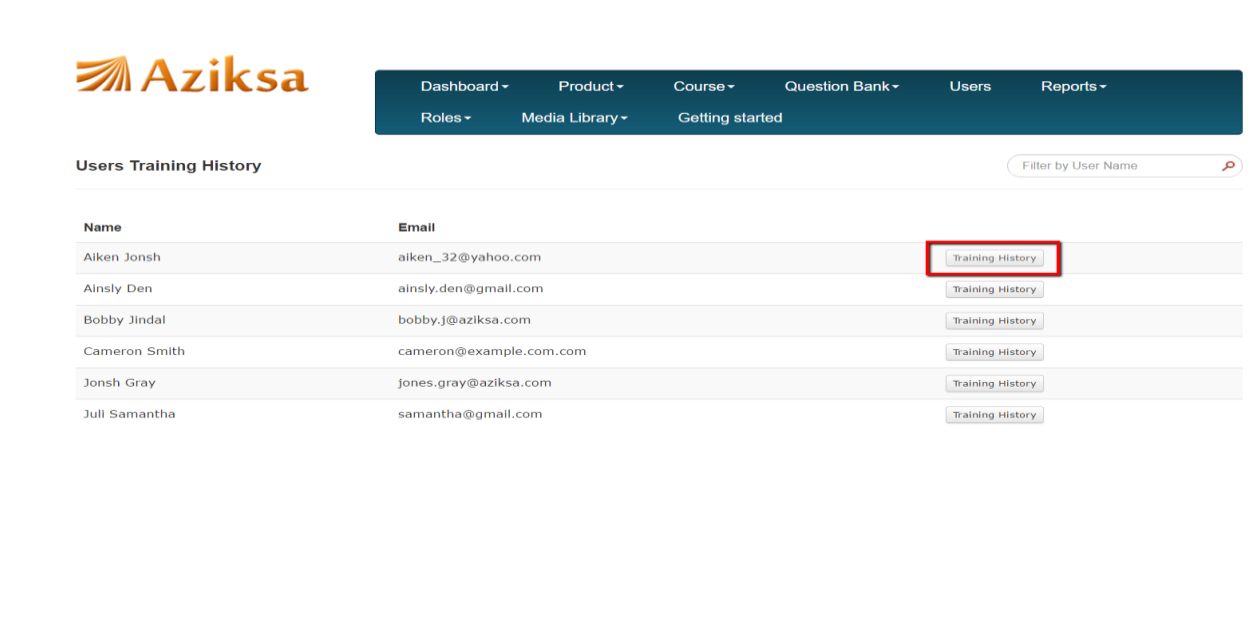
Download: Pdf | CSV | Excel

%>

First Name	Last Name	Email	Address	State
Aiken	Jonsh	aiken_32@yahoo.com	764 San Aleso Ave	CA
Ainsly	Den	ainsly.den@gmail.com	764 San Aleso Ave	CA

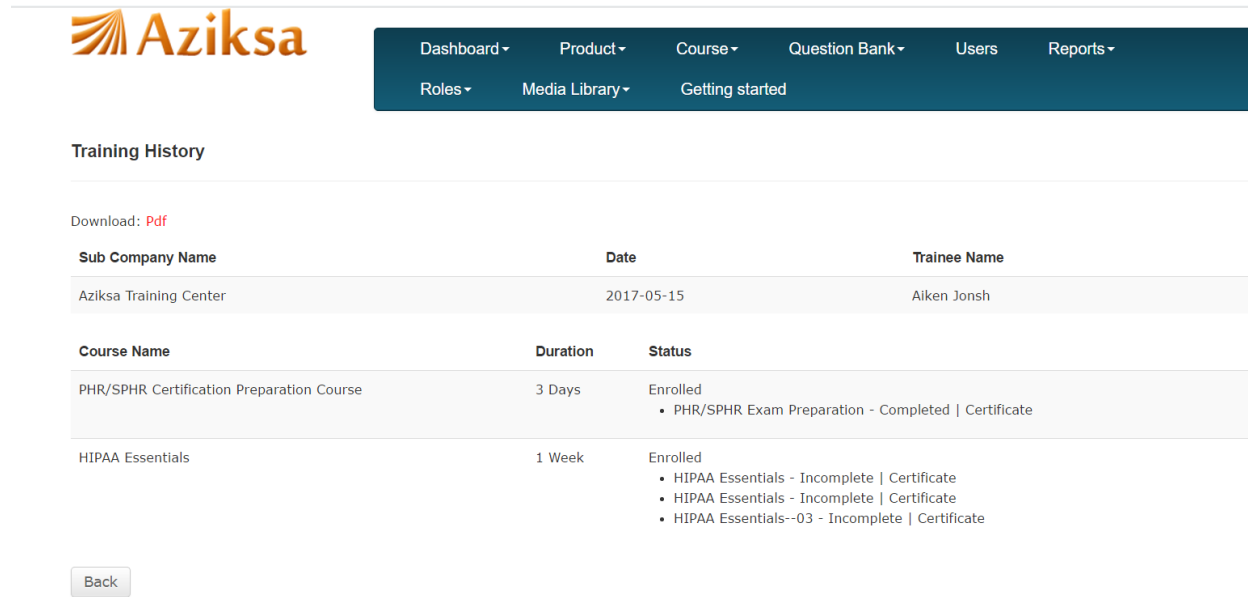
Report Name: User training history

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.



Users Training History Filter by User Name

Name	Email	
Aiken Jonsh	aiken_32@yahoo.com	Training History
Ainsly Den	ainsly.den@gmail.com	Training History
Bobby Jindal	bobby.j@aziksa.com	Training History
Cameron Smith	cameron@example.com.com	Training History
Jonsh Gray	jones.gray@aziksa.com	Training History
Jull Samantha	samantha@gmail.com	Training History



Training History

Download: [Pdf](#)

Sub Company Name	Date	Trainee Name
Aziksa Training Center	2017-05-15	Aiken Jonsh

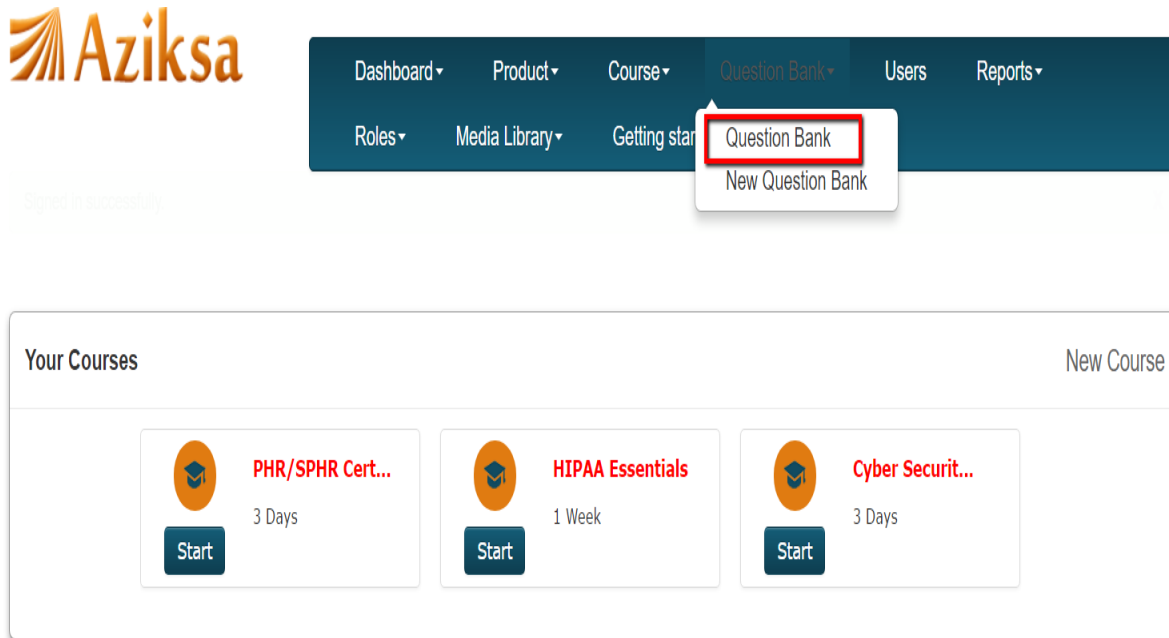
Course Name	Duration	Status
PHR/SPHR Certification Preparation Course	3 Days	Enrolled <ul style="list-style-type: none"> PHR/SPHR Exam Preparation - Completed Certificate
HIPAA Essentials	1 Week	Enrolled <ul style="list-style-type: none"> HIPAA Essentials - Incomplete Certificate HIPAA Essentials - Incomplete Certificate HIPAA Essentials--03 - Incomplete Certificate

[Back](#)

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

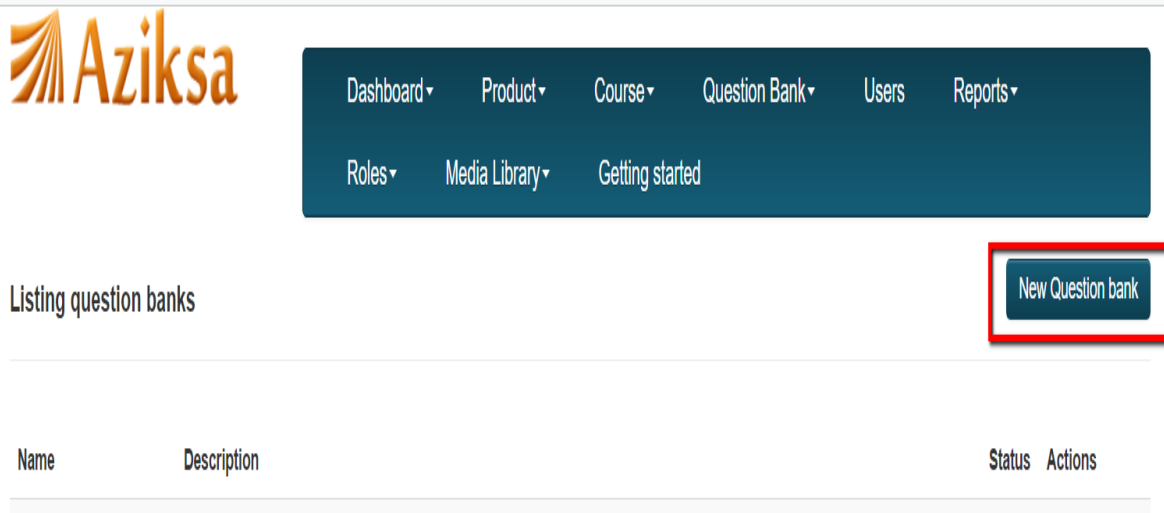
4.17 Manage question bank

Click Question Bank in the menu bar.



The screenshot shows the Aziksa dashboard. The top navigation bar is dark blue with white text. The 'Question Bank' menu item is highlighted with a red rectangular box. Below the navigation bar, there is a 'Your Courses' section with three course cards: 'PHR/SPHR Cert...' (3 Days), 'HIPAA Essentials' (1 Week), and 'Cyber Securit...' (3 Days). Each card has a 'Start' button. The 'New Course' link is visible in the top right of the 'Your Courses' section.

Click New Question Bank to create a new question bank.



The screenshot shows the Aziksa dashboard with the 'Question Bank' menu item selected in the top navigation bar. Below the navigation bar, there is a 'Listing question banks' section. A 'New Question bank' button is highlighted with a red rectangular box. Below the button, there is a table with the following columns: 'Name', 'Description', 'Status', and 'Actions'.

Name	Description	Status	Actions
------	-------------	--------	---------

Enter information and click Create Question bank.

Listing question banks

[New Question bank](#)

Name	Description	Status	Actions
PHR/SPHR Exam Preparation	The PHR/SPHR Exam Preparation Study Guide can be used as an independent self-paced study course or in conjunction with our live classes. Our study guide is designed specifically to help students pass the HRCI PHR/SPHR exam	true	Show Edit Questions (162) Destroy
PHR/SPHR Certification Preparation Questions	The PHR/SPHR Exam Preparation Study Guide can be used as an independent self-paced study course or in conjunction with our live classes. Our study guide is designed specifically to help students pass the HRCI PHR/SPHR exam.	true	Show Edit Questions (0) Destroy

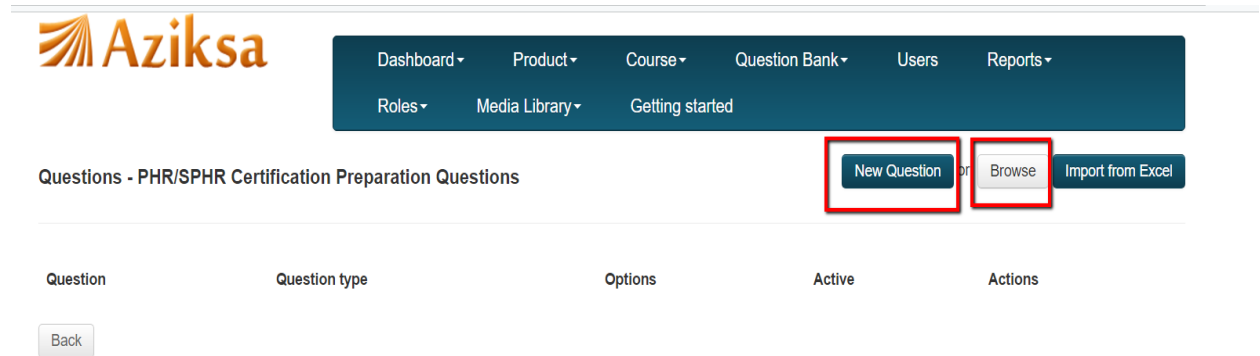
Click on questions as shown here to add questions to your question bank.

Listing question banks

[New Question bank](#)

Name	Description	Status	Actions
PHR/SPHR Exam Preparation	The PHR/SPHR Exam Preparation Study Guide can be used as an independent self-paced study course or in conjunction with our live classes. Our study guide is designed specifically to help students pass the HRCI PHR/SPHR exam	true	Show Edit Questions (162) Destroy
PHR/SPHR Certification Preparation Questions	The PHR/SPHR Exam Preparation Study Guide can be used as an independent self-paced study course or in conjunction with our live classes. Our study guide is designed specifically to help students pass the HRCI PHR/SPHR exam.	true	Show Edit Questions (0) Destroy

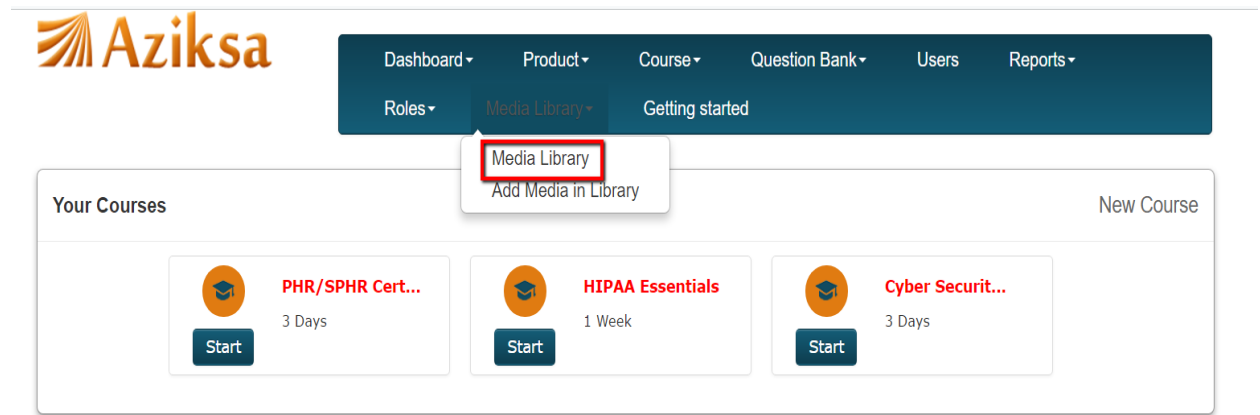
Click New Question to create one question or Click browse to upload mass questions from excel file.



The screenshot shows the Aziksa dashboard with a dark blue navigation bar containing: Dashboard, Product, Course, Question Bank, Users, Reports, Roles, Media Library, and Getting started. Below the navigation bar, the page title is "Questions - PHR/SPHR Certification Preparation Questions". To the right of the title are three buttons: "New Question" (highlighted with a red box), "Browse" (highlighted with a red box), and "Import from Excel". Below the buttons is a table header with columns: Question, Question type, Options, Active, and Actions. A "Back" button is located below the "Question" column.

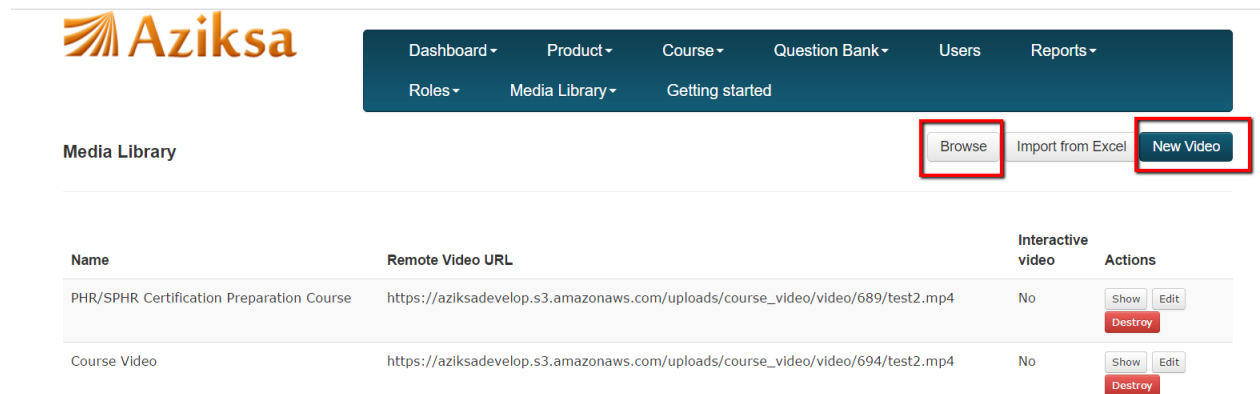
4.18 Manage media library

Click Media Library.



The screenshot shows the Aziksa dashboard with the "Media Library" option highlighted in the navigation bar. Below the navigation bar, a dropdown menu for "Media Library" is open, showing "Media Library" and "Add Media in Library" (both highlighted with red boxes). The main content area is titled "Your Courses" and contains three course cards: "PHR/SPHR Cert..." (3 Days), "HIPAA Essentials" (1 Week), and "Cyber Securit..." (3 Days). Each card has a "Start" button. A "New Course" button is located to the right of the course cards.

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

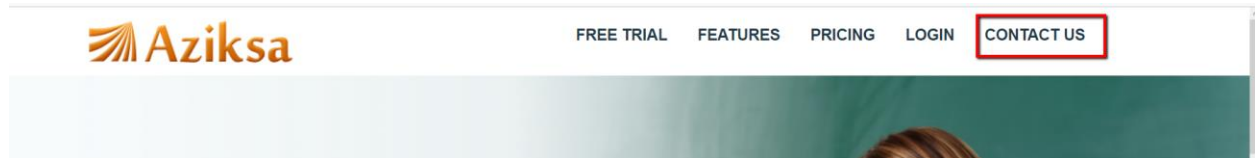


The screenshot shows the Aziksa Media Library page. The navigation bar is the same as in the previous screenshots. Below the navigation bar, the page title is "Media Library". To the right of the title are three buttons: "Browse" (highlighted with a red box), "Import from Excel", and "New Video" (highlighted with a red box). Below the buttons is a table with the following columns: Name, Remote Video URL, Interactive video, and Actions.

Name	Remote Video URL	Interactive video	Actions
PHR/SPHR Certification Preparation Course	https://aziksadevelop.s3.amazonaws.com/uploads/course_video/video/689/test2.mp4	No	Show Edit Destroy
Course Video	https://aziksadevelop.s3.amazonaws.com/uploads/course_video/video/694/test2.mp4	No	Show Edit Destroy

5. CONTACT SUPPORT

Click contact us.



Enter your contact information and click submit.

CONTACT US TODAY!

Still have a question? Contact us by phone, form or email support@aziksa.com.

1-408-647-3010


940 Stewart Drive #205
Sunnyvale, CA 94085
United States

Name

Email

Phone

Message

I'm not a robot  reCAPTCHA
Privacy - Terms