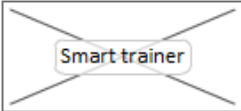


Smart Trainer Admin



Skill

Language



[Dashboard > Course > ...](#)

Course list [+ Add](#) [Import](#)

Course title
Duration
Number of Module
Created date

Export csv file
Active
Inactive
Delete



Bulk action ☐

Same as course refresh

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

Sort by

Course status

Clear

About 78 results

Viewing options

Course image	Course title	Duration (hours)	Number of Modules	Created date	Status	Action
	Email Marketing for Beginner	100	8	20/09/2017	Active	Edit Clone Delete <input type="checkbox"/>
	Email Marketing for Beginner	100	8	20/09/2017	Active	Edit Clone Delete <input type="checkbox"/>
	Email Marketing for Beginner	100	8	20/09/2017	Active	Edit Clone Delete <input type="checkbox"/>
	Email Marketing for Beginner	100	8	20/09/2017	Active	Edit Clone Delete <input type="checkbox"/>
	Email Marketing for Beginner	100	8	20/09/2017	Active	Edit Clone Delete <input type="checkbox"/>

<< Previous 1 2 3 4 100 Next >>

View all course

Add new course

Import new course

Run course report

Recently Viewed

Setting

Course

Department Manager

Report

Recently Added

Course 1

Course 2

Course 3

Course 4

Skill

▼

Language

▼

Smart trainer

[Dashboard > Course > ...](#)

- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

Course list

+ Add

Import

COURSE SETTING

Course image

course.image.jpg

Course title*

3/50

Course description

B

I

U

S

style

▼

0/1000

Libraries*

Select multiple libraries to place course in

▼

You can select one or multiple libraries under which you want to place this course.

Course status*

Auto active course

EXAM SETTINGS

Exam enable ==> Below fields turn to required

Enable exam for course*

☐ Check if you want to enable exam for course

Run from 0 --> 5 attempts

Allow exam attempts*

Number of attempts trainee can perform to pass the exam

▼

Only number available

Number of questions*

Number of questions trainee need to attempt in exam

Passing percentage*

%

-Set passing percentage-

▼

Show results after finish exam

☐ Check if you want to show results after trainee finish exam

COURSE COMPETION SETTINGS

Day to complete

How many days allowed to complete

▼

Allow retake

☐ Check if you want to let trainee retake this course after mentioned duration

Allow retake after

Retake after mentioned days of completion

▼

Allow certificate

☐ Check if you want to give certificate on completion and achievement

Cancel

Add this

Add this & another

- View all course
- Add new course
- Import new course
- Run course report

Recently Viewed

Setting
Course
Department Manager
Report

Recently Added

Course 1
Course 2
Course 3
Course 4

Smart Trainer Admin

Skill

Language

Smart trainer

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

Dashboard > Course >> Create new course > ...

Course list

+ Add

Import

Import Guide

Download sample import file

Open downloaded file.

1. View detail example in tab "Import Guide"

2. Copy data in each individual column in tab "Import"

3. Save your file and Import !

Import file to system

Import

Choose file from Computer:

C://Computer/....

Start importing

! Import status

1. Total record : 2

2. Successfully imported : 0

3. Duplicate records : 2

Import user/location/department error: Row ..., column ...

Please check your import file again !

All of the imported data will be removed from the system.

Import successful

Import successful

View all course

Add new course

Import new course

Run course report

Recently Viewed

Setting

Course

Department Manager

Report

Recently Added

Course 1

Course 2

Course 3

Course 4

Smart Trainer Admin

Skill

▼

Language

▼

Smart trainer

Dashboard > User >> User Management >> User Listing > ...

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

All Course List Export

Q search

Filter by added at:

View all

Today

Yesterday

Last 7 days

Last 30 days

Custom

Libraby

▼

Certificate status

▼

Course status

▼

Clear

About 78 results

Show/ hide column

Run report

File type:
Pdf, Excel, Csv

Viewing options

10

Course title	Allow quiz attempts	Total modules	Total course assignment	Total course request	Under review request	Total exam attempts made	Created date	Course status
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	
Email Marketign for Beginner	8	10	20	39	4	7	29/08/2018	

<<

Previous

1

2

3

4

....

100

Next

>>

Smart Trainer Admin

Skill

▼

Language

▼

Smart trainer

Dashboard > User >> User Management >> User Listing > ...

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

All Course List Export

Q search

Filter by added at:

View all

Today

Yesterday

Last 7 days

Last 30 days

Custom

Libraby

▼

Certificate status

▼

Course status

▼

Clear

About 78 results

Show/ hide column

Run report

File type:
Pdf, Excel, Csv

Viewing options

10

#

Course title

Libraries

Course du
(hours)

Allow quiz attempts

Total modules

Total course assignment

Total course request

Under review request

Total exam attempts made

Created date

Course status

EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100		10	20	39	4	7	29/08/2018		
EM-567	Email Marketign for Beginner	Email Marketing	100	Enable	8	10	20	39	4	7	29/08/2018	

Course ID

Course title

Libraries

Course duration

Certificate status

Allow quiz attempts

Total modules

Total course assignment

Total course request

Under review request

Total exam attempts made

Created date

Course status

<<

Previous

1

2

3

4

....

100

Next


>>

 Skill  Language 



[Dashboard](#) > [Course](#) >> [Course list](#) >> [Course detail](#) > ...

Course detail: "ITBC - Business Ethics for the Office"

 [Back to Course list](#)

Course Information

[Request & Assignment](#)

[Module & Content](#)

[Exam](#)

- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

Course Information

Active



Course title:

ITBC - Business Ethics for the Office

Course description:

Course duration:

100 hours

Libraries:

[Human Resource](#), [Technical solution](#), [Microsoft Developer](#)

Course ID:

ITBC686

Added time:

29/08/2016
(2 months ago)

By

Adam Smith

Allow retake:

Allowed retake after 2 days/ No

Allow certifica

Yes

Smart Trainer Admin

Skill

Language

Smart trainer

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

Dashboard > Course >> Course list >> Course detail > ...

Course detail: "ITBC - Business Ethics for the Office"

Back to Course list

Course Information

Request & Assignment

Module & Content

Exam

Attendance list

Requested

Assignment

Q search

Sort by

Location

Department

Status

Clear

User ID

User fullname

Location

Department

Requested date

Status

Bulk action

Export csv file

Waiting

Accept

On-hold

Reject

Delete

About 78 results

Viewing options 10

User fullname	Location	Department	Email	Requested date	Status
John Smth	Western Europe	Marketing Department	john@gmail.com	17/29/2016	Waiting
John Smth	Western Europe	Marketing Department	john@gmail.com	17/29/2016	Waiting
John Smth	Western Europe	Marketing Department	john@gmail.com	17/29/2016	Waiting
John Smth	Western Europe	Marketing Department	john@gmail.com	17/29/2016	Waiting
John Smth	Western Europe	Marketing Department	john@gmail.com	17/29/2016	Waiting

Waiting

Accept

On-hold

Reject

Delete

<< Previous 1 2 3 4 ... 100 Next >>

Smart Trainer Admin
Skill
Language

Smart trainer
Dashboard > Course >> Course list >> Course detail > ...

Course detail: "ITBC - Business Ethics for the Office"

Back to Course list
Course Information
Request & Assignment
Module & Content
Exam

Attendance list
Requested
Assignment

Assign course

By individual:

Location:

About 78 results

User fullname					
John Smith					
John Smith					
John Smith					
John Smith					
John Smith					
John Smith					
John Smith	Western Europe	Marketing Department	admin@smartrainer.com	New	
John Smith	Western Europe	Marketing Department	admin@smartrainer.com	New	

Cancel
Assign course to user

Confirm assign course to users
Enter your assign title here
Assign message:
0/1000

Cancel
Assign course to user

<< Previous 1 2 3 4 ... 100 Next >>

Cancel
Assign course to user

Only reject user has to show pop up confirm

Confirm reject users request

✕

Reject reason *

Enter your reason here

Reject message:

B I U S [dropdown] [list icon] [link icon] [image icon] [emojis icon]

Cancel

Reject users

Smart Trainer Admin

Skill

Language

Smart trainer

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

Dashboard > Course >> Course list >> Course detail > ...

Course detail: "ITBC - Business Ethics for the Office"

Back to Course list

Course Information

Course Request & Assignment

Module & Content

Exam

Module

Add

Document

search

+ Add more module

Bulk action

Export csv file
Active
Inactive
Delete

About 78 results

Viewing options

10

Module image	Module title	Module description	Number of Quiz	Created date	Status	Action	
<div><div>ITBC3782</div><div>Module image</div></div>	Guideline	Introduction	2	29/07/2016	Active	Edit Clone Delete	<input checked="" type="checkbox"/>
<div><div>ITBC3782</div><div>Module image</div></div>	Guideline	Introduction	2	29/07/2016	Active	Edit Clone Delete	<input checked="" type="checkbox"/>
<div><div>ITBC3782</div><div>Module image</div></div>	Guideline	Introduction	2	29/07/2016	Active	Edit Clone Delete	<input checked="" type="checkbox"/>

Module image:
image of module
content

<<

Previous

1

2

3

4

....

100

Next

>>



Skill 


Language 



[Dashboard](#) > [Course](#) >> [Course list](#) >> [Course detail](#) > ...

Module detail: "Introduction"

- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

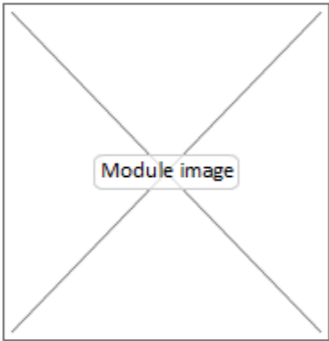
 Back to Module list

Module Information

Quiz

Module information

Active



Module image

Module title

ITBC - Business Ethics for the Office

Module description

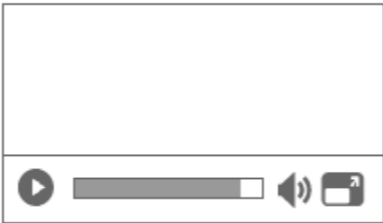
[Redacted description text]

Content

Business.doc

View file

Video:



Module ID ITBC686
Added time: 29/08/2016
(2 months ago)
By Adam Smith

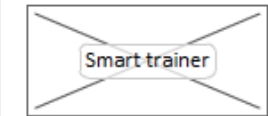


Edit module



Skill 


Language 



[Dashboard > Course >> Course list >> Course detail > ...](#)

Module detail: "Introduction"

- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

 Back to Module list

Module Information


Quiz







Module Edit

Module title*

Module description


B**I****U****S**

style 



0/1000

Upload content*



[Upload file from Computer](#)

File tye: .doc, .ppt, .excel,

Maximum size: ...


Embed video:


Module completion


☐ With a check-box


☐ Please type your message here ...

☐ After a period of time

 Set passing time


- Hours - 

- Minutes - 

- Second - 

☐ With some quiz

Maximum quiz

- Select maximum quiz - 

Cancel

Add this

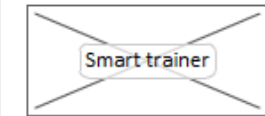
Add this & another

Run from 1 --> 20



Skill 


Language 



[Dashboard > Course >> Course list >> Course detail > ...](#)

Module detail: "Introduction"


- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

 Back to Module list

Module Information

Quiz

Quiz list Add quiz

 Add more quizzes

Question 1:

Question 2:

- ☐ This is option 1
- ☐ This is option 2
- ☐ This is option 3

Question 3:

Question 4:

Reorder to make a complete sentence/ paragraph:

This

four

cat

legs.

Smart Trainer Admin

Skill

▼

Language

▼

Smart-trainer

[Dashboard > Course >> Course list >> Course detail > ...](#)

Module detail: "Introduction"

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO

REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

Back to Module list

Module Information

Quiz

Quiz list

Add quiz

Multiple Choice

Question's type

- Choose question type -

▼

+

Question's type

Multiple Choice

▼

Question:

B I U S

style

▼

≡≡≡

↶ ↷

🖼️ 😊

0/1000

Answer 1:

Correct answer

☐

Answer 2:

☐

Answer 3:

☐

+

Add more answer

Fill in the gap
==> The number of fill text area = the number of answer

Question's type

Fill in the gap

▼

Question:

B I U S

style

▼

≡≡≡

↶ ↷

🖼️ 😊

0/1000

Add:

Fill text area

Example:

Cat have

fill text

legs.

Answer 1:

Import file

Question's type

Import file

▼

Requirement

B I U S

style

▼

≡≡≡

↶ ↷

🖼️ 😊

0/1000

Cancel

Save and back to module list

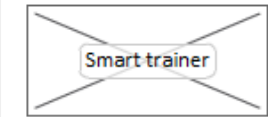
Save and create new module

Smart Trainer Admin



Skill 

Language 



[Dashboard](#) > [Course](#) >> [Course list](#) >> [Course detail](#) > ...

Course detail: "ITBC - Business Ethics for the Office"

DASHBOARD

COURSE

USER

DEPARTMENT

TASK TO DO


REPORT

SETTING

LIBRARIES

ACCOUNT

LOG OUT

 Back to Course list


Course Information


Request & Assignment

Module & Content












Exam

Module listDocument

 search

 Add more documents

About 78 results

Document image	Document title	Description	Module	Created date	Status	Action	
	Guideline	Introduction	Photoshop Basic	29/07/2016	Active	Edit Clone Delete	
	Guideline	Introduction	Photoshop Basic	29/07/2016	Active	Edit Clone Delete	
	Guideline	Introduction	Photoshop Basic	29/07/2016	Active	Edit Clone Delete	
	Guideline	Introduction		29/07/2016	Active	Edit Clone Delete	
	Guideline	Introduction	Photoshop Basic	29/07/2016	Active	Edit Clone Delete	

<<

Previous

1

2

3

4

....

100

Next

>>



Skill 


Language 



[Dashboard > Course >> Course list >> Course detail > ...](#)

Course detail: "ITBC - Business Ethics for the Office"

- DASHBOARD
- COURSE
- USER
- DEPARTMENT
- TASK TO DO
- REPORT
- SETTING
- LIBRARIES
- ACCOUNT
- LOG OUT

 Back to Course list

Course Information

Request & Assignment

Module & Content


Exam

Module list Document

Document for

☐ Specific module

- Select module for document -




List all available modules in this course







☒ The whole course

Document title*


Document description

B **I** **U** **S**

style 

Upload content*

 [Upload file from Computer](#)

File tye: .doc, .ppt, .excel,

Maximum size: ...

Embed video:

Cancel

Save and back to document list

Save and add new document

Smart Trainer Admin

Skill

Language

Smart trainer

Dashboard > Course >> Course list >> Course detail > ...

Course detail: "ITBC - Business Ethics for the Office"

DASHBOARD

COURSE

USER

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TASK TO DO

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SETTING

LIBRARIES

ACCOUNT

LOG OUT

Back to Course list

Course Information

Request & Assignment

Module & Content

Exam & Certification

Exam

Certification

Case 1: Create exam feature enable

Create exam for course

Case 2: Create exam feature disable

You can not create exam for this course.

Let's go to course edit & enable create exam function !

Go to course edit

Smart Trainer Admin

Skill

Language

Smart trainer

Dashboard > Course >> Course list >> Course detail > ...

Course detail: "ITBC - Business Ethics for the Office"

DASHBOARD

COURSE

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LOG OUT

Back to Course list

Course Information

Request & Assignment

Module & Content

Exam & Certification

Exam information

Edit

Certification

Exam information

Exam title*

Exam description

Exam settings

Exam content

Upload file question

Multiple choice question

Fill in the gap question

Ordering question

Allow exam attempts

3 attempts

Number of questions

12 questions

Passing percentage

70%

Show results after finish exam

Yes

Allow review

Yes

>> Change Exam Settings

Question 1:

Question 2:

Question 3:

Question 4:

Cancel

Save exam

Add new question to exam

Question's type

Multiple Choice

Question:

Answer 1:

Answer 2:

Answer 3:

Correct answer

Add more answer

Cancel

Add question to exam



Add certificate for this course

Photoshop Basic for Beginners

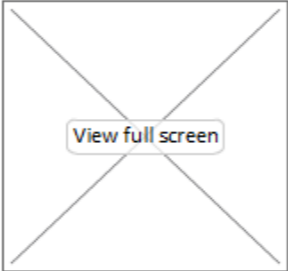
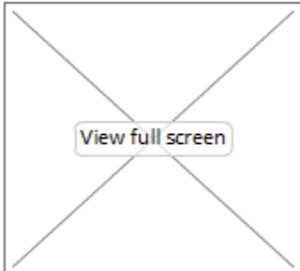


Certificate title*	
--------------------	--

Receive certificate after: - Select condition -

Finish course
Pass exam

Select certificate template



Certificate content

[Edit course content](#)

Drag & drop source code to custom content

Course title
Author
Trainee fullname
Email
Finish date
Location
Department

Add certificate

Add certificate