



Knowledge  
anywhere

# LMS Quick Start Guide

[www.knowledgeanywhere.com](http://www.knowledgeanywhere.com)

# What This Guide Will Cover

- 1 Training Assignment Structure
- 2 Creating groups
- 3 Creating online, classroom, and self-study courses
- 4 Creating learning paths
- 5 Assigning learning paths to groups
- 6 Adding Learners to the LMS
- 7 Other things to know as a new learner

# 1. Training Assignment Structure

**User  
Attributes**

User attributes are characteristics that distinguish users from each other within a company, such as location and job role



**Group**

A group is a set of users that share the same user attributes



**Learning  
Path**

A learning path is assigned to a group and comprises a defined curriculum of related training courses that have been added to the LMS



**Courses**

Courses are assigned to learning paths and include online, classroom, and self-study courses that you create and upload to the LMS

## Good to know!

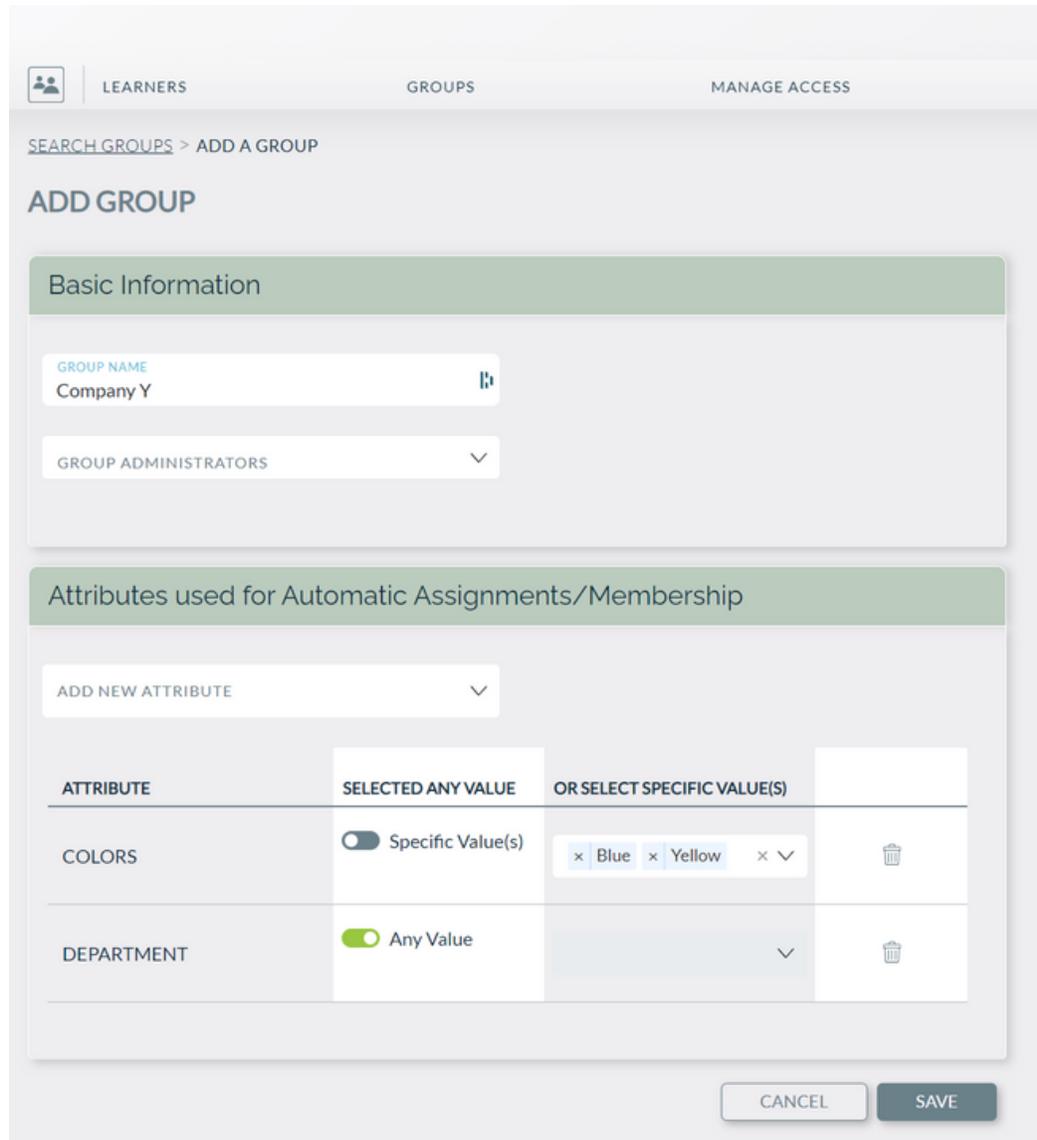
A user's learning path with assigned training courses is dependent upon which group they are in, and which group they are in is dependent upon the user attributes assigned to that user.

## 2. Creating Groups

A **group** is a set of learners that share the same user attributes, such as country, state, employee status, or job role. During organization setup, you'll create several groups to define the various sets of employees in your company.



# To create a new group



LEARNERS      GROUPS      MANAGE ACCESS

[SEARCH GROUPS](#) > ADD A GROUP

## ADD GROUP

Basic Information

GROUP NAME  
Company Y

GROUP ADMINISTRATORS

Attributes used for Automatic Assignments/Membership

ADD NEW ATTRIBUTE

ATTRIBUTE	SELECTED ANY VALUE	OR SELECT SPECIFIC VALUE(S)	
COLORS	<input type="radio"/> Specific Value(s)	x Blue x Yellow x	
DEPARTMENT	<input checked="" type="radio"/> Any Value		

CANCEL      SAVE

1. Open the Administrative Dashboard
2. From the **Learners** sidetab, select **Groups** in the upper menu
3. On the dropdown that appears, select **Add Group**

# To create a new group

LEARNERS    GROUPS    MANAGE ACCESS

SEARCH GROUPS > GROUP DETAILS

## Company X

Learners: 0  
Learning Paths: 0

CONFIGURATION

LEARNING PATHS

### Basic Information

GROUP NAME  
Company X

GROUP ADMINISTRATORS  
Jamila Johnson

### Attributes used for Automatic Assignments/Membership

ADD NEW ATTRIBUTE

ATTRIBUTE	SELECTED ANY VALUE	OR SELECT SPECIFIC VALUE(S)	
COLORS	<input checked="" type="checkbox"/> Specific Value(s)	Blue	🗑️
DEPARTMENT	<input checked="" type="checkbox"/> Specific Value(s)	Development IT	🗑️
SEASON	<input type="checkbox"/> Any Value		🗑️

CANCEL
SAVE

4. On the Manage Groups page that appears, enter group information that applies

5. Select **Save**

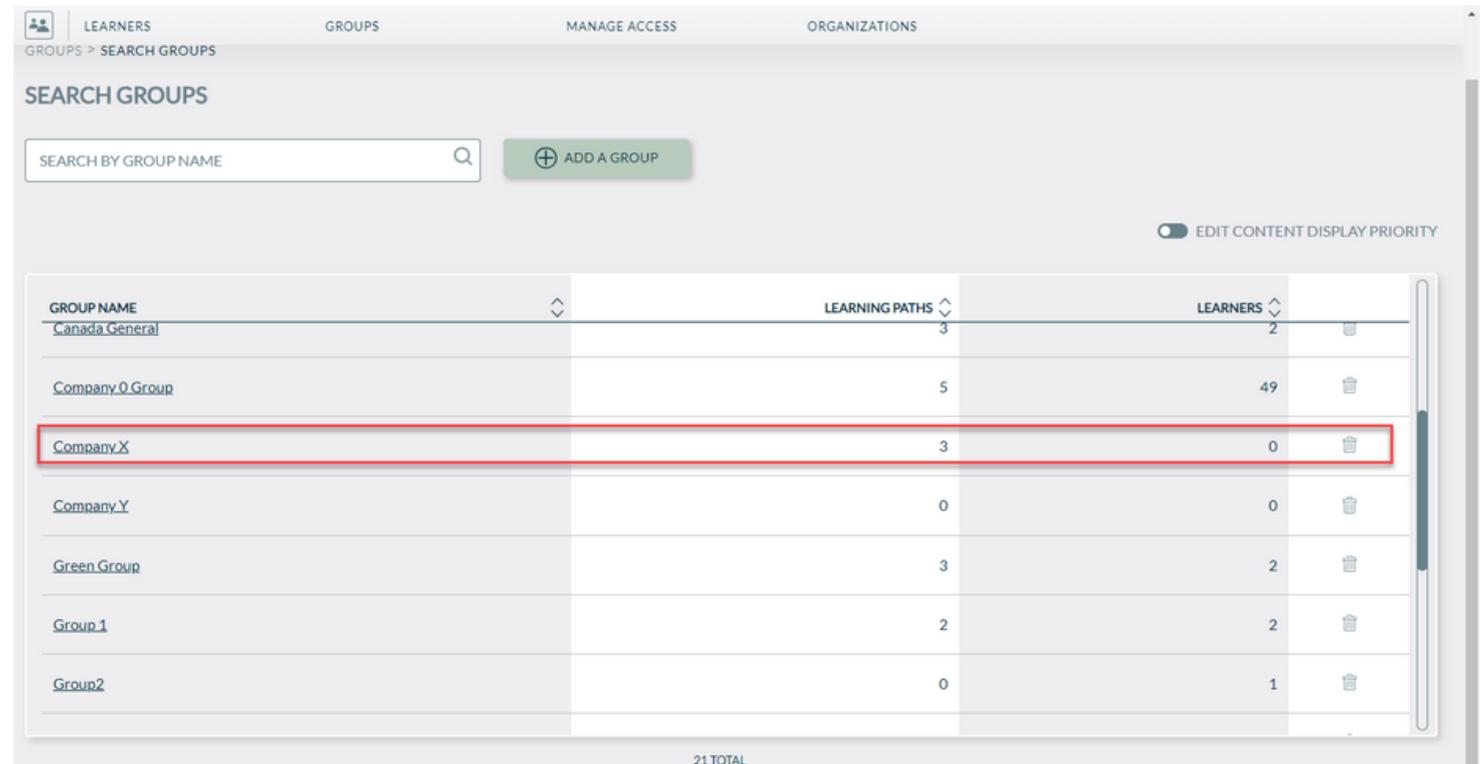
# To create a new group

6. The Manage Groups page reappears and displays the new group in the list.

Repeat this process for each group that you want to create.

For more in-depth information about creating groups, check out:

- [How is training structured in the LMS?](#)
- [How is training assigned in the LMS?](#)
- [Managing Learner Groups](#)



GROUPS > SEARCH GROUPS

SEARCH BY GROUP NAME

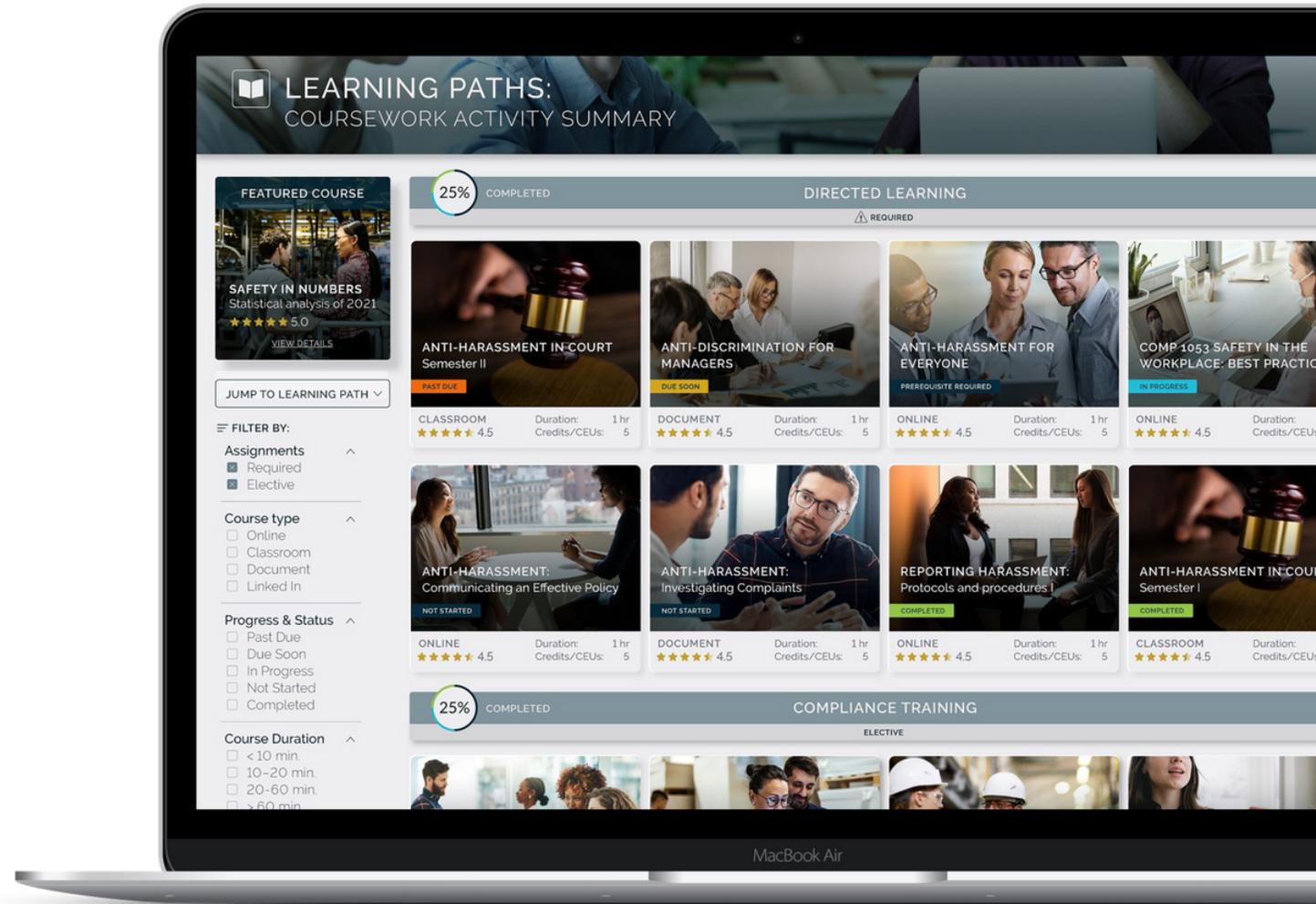
EDIT CONTENT DISPLAY PRIORITY

GROUP NAME	LEARNING PATHS	LEARNERS	
<a href="#">Canada General</a>	3	2	
<a href="#">Company 0 Group</a>	5	49	
<a href="#">Company X</a>	3	0	
<a href="#">Company Y</a>	0	0	
<a href="#">Green Group</a>	3	2	
<a href="#">Group 1</a>	2	2	
<a href="#">Group 2</a>	0	1	

21 TOTAL

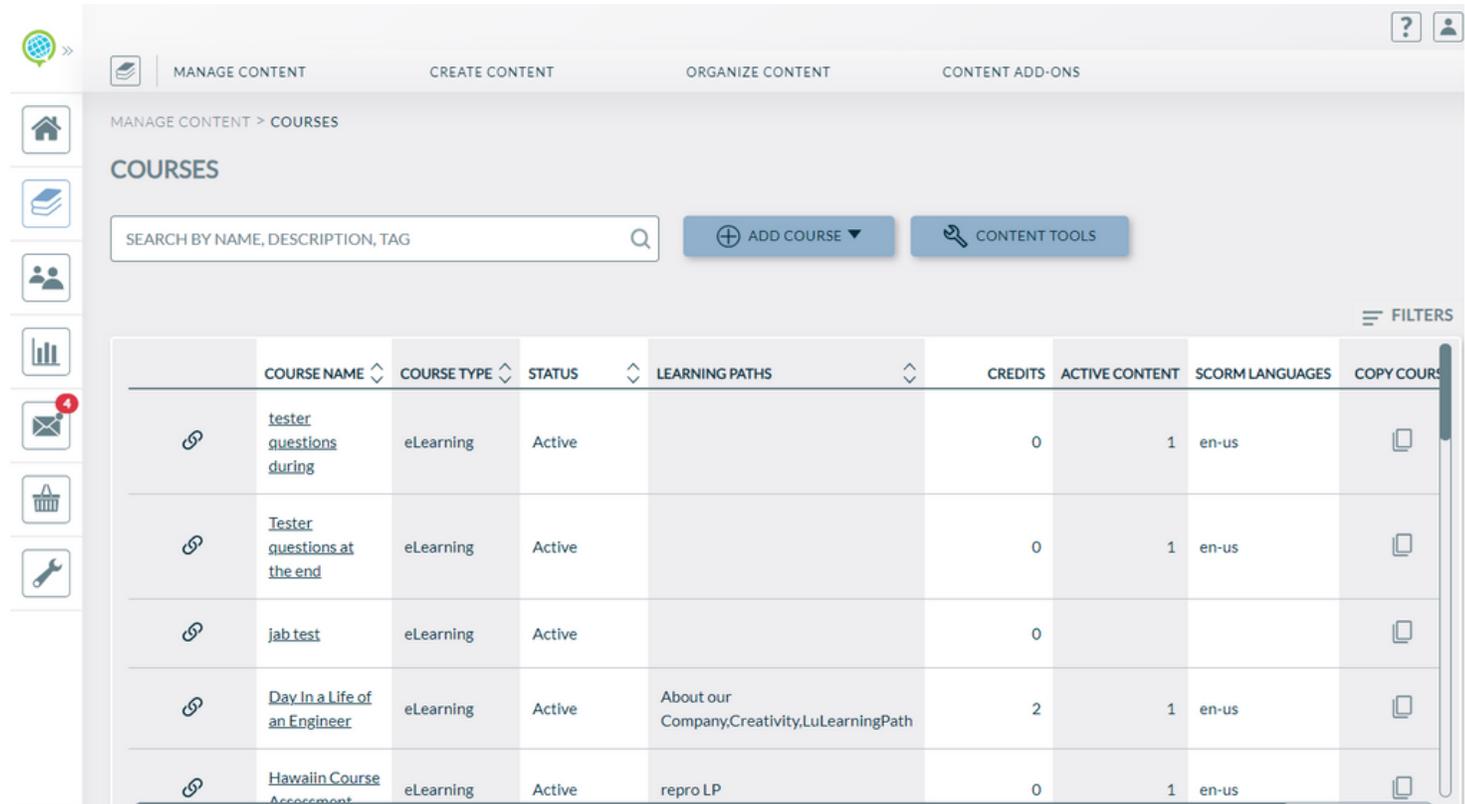
# 3.1 Creating Online Courses

Learn how to create a SCORM-compliant online course for anywhere-anytime learning



# To create an online course

1. Open the Administrative Dashboard
2. Select **Courses** in the sidebar menu
3. From the Courses page, select **Add Course**
4. Choose the type of course you want to create



MANAGE CONTENT > COURSES

COURSES

SEARCH BY NAME, DESCRIPTION, TAG

ADD COURSE

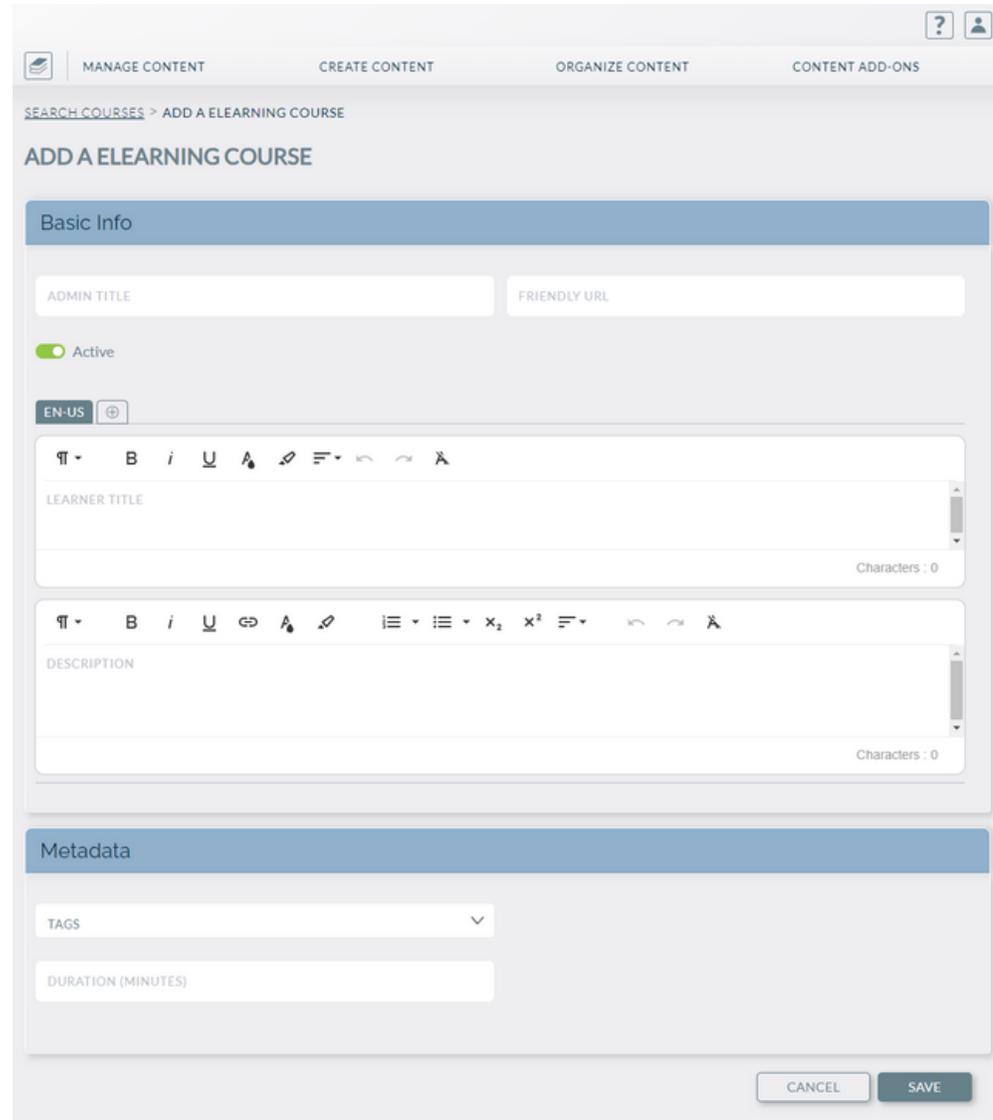
CONTENT TOOLS

FILTERS

	COURSE NAME	COURSE TYPE	STATUS	LEARNING PATHS	CREDITS	ACTIVE CONTENT	SCORM LANGUAGES	COPY COURSE
<a href="#">tester questions during</a>	tester questions during	eLearning	Active		0	1	en-us	
<a href="#">Tester questions at the end</a>	Tester questions at the end	eLearning	Active		0	1	en-us	
<a href="#">job test</a>	job test	eLearning	Active		0			
<a href="#">Day In a Life of an Engineer</a>	Day In a Life of an Engineer	eLearning	Active	About our Company,Creativity,LuLearningPath	2	1	en-us	
<a href="#">Hawaii Course Assessment</a>	Hawaii Course Assessment	eLearning	Active	repro LP	0	1	en-us	

# To create an online course

4. Enter all necessary course details, select **Save & Continue**.



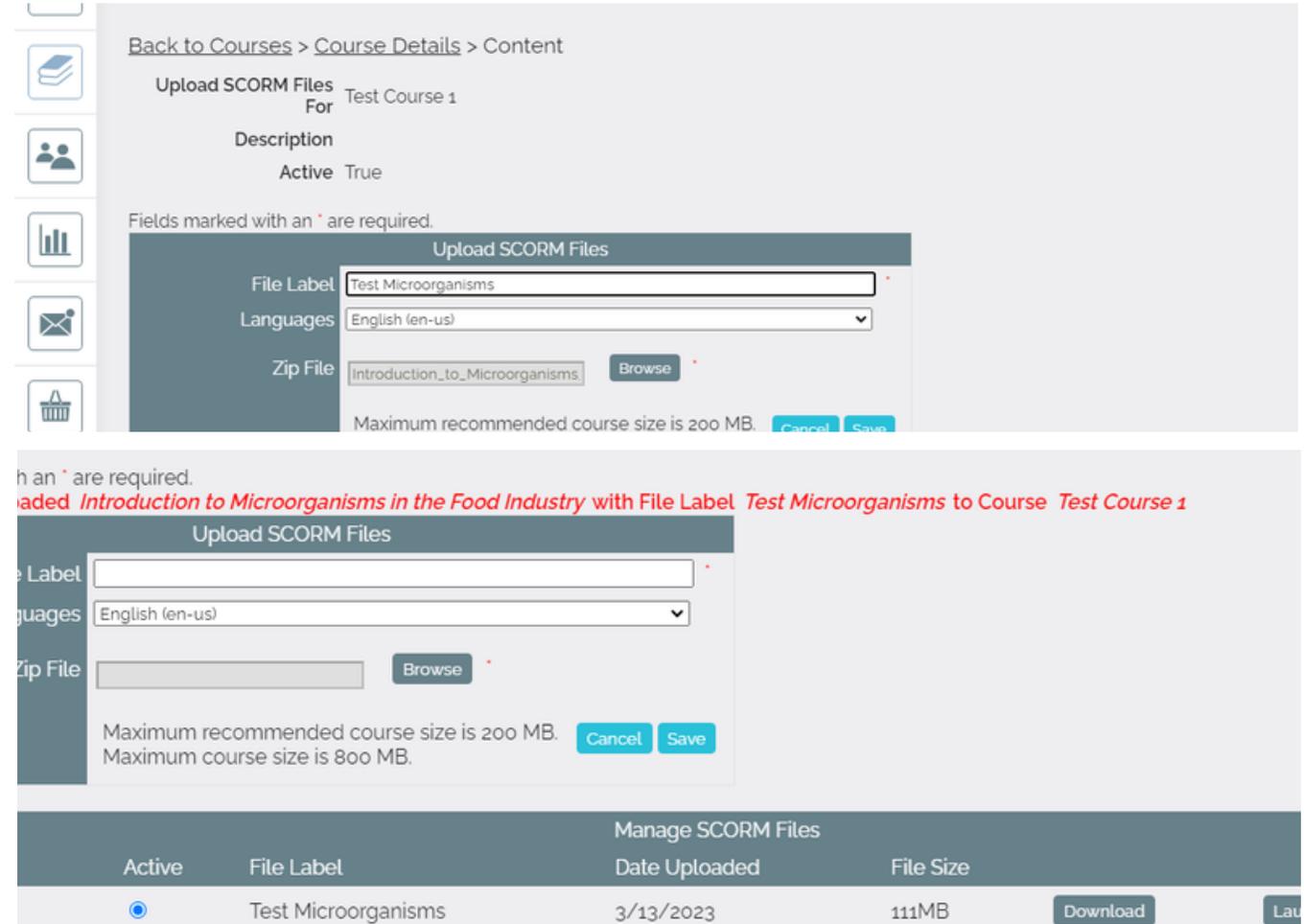
The screenshot shows a web interface for adding a new e-learning course. At the top, there are navigation tabs: 'MANAGE CONTENT', 'CREATE CONTENT', 'ORGANIZE CONTENT', and 'CONTENT ADD-ONS'. Below these is a breadcrumb trail: 'SEARCH COURSES > ADD A ELEARNING COURSE'. The main heading is 'ADD A ELEARNING COURSE'. The form is divided into two main sections: 'Basic Info' and 'Metadata'.  
 In the 'Basic Info' section, there are two input fields: 'ADMIN TITLE' and 'FRIENDLY URL'. Below these is a toggle switch labeled 'Active' which is currently turned on. There is also a language selector showing 'EN-US'.  
 The 'Basic Info' section contains two rich text editors. The first is labeled 'LEARNER TITLE' and the second is labeled 'DESCRIPTION'. Both editors have a toolbar with various formatting options like bold, italic, underline, link, and list. Character counts are shown at the bottom right of each editor: 'Characters : 0'.  
 The 'Metadata' section contains a 'TAGS' dropdown menu and a 'DURATION (MINUTES)' input field.  
 At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'.

# To create an online course

6. On the Upload SCORM Files page that appears, enter SCORM zip file information.

7. Select **Save**.

8. After the LMS successfully uploads the SCORM file, select **Launch** if you'd like to preview the new online course on the Administrative side



Back to Courses > Course Details > Content

Upload SCORM Files  
For Test Course 1

Description  
Active True

Fields marked with an \* are required.

Upload SCORM Files

File Label  \*

Languages

Zip File   \*

Maximum recommended course size is 200 MB.

Fields marked with an \* are required.

Added *Introduction to Microorganisms in the Food Industry* with File Label *Test Microorganisms* to Course *Test Course 1*

Upload SCORM Files

File Label

Languages

Zip File   \*

Maximum recommended course size is 200 MB.

Maximum course size is 800 MB.

Manage SCORM Files				
Active	File Label	Date Uploaded	File Size	
<input checked="" type="radio"/>	Test Microorganisms	3/13/2023	111MB	<input type="button" value="Download"/> <input type="button" value="Launch"/>

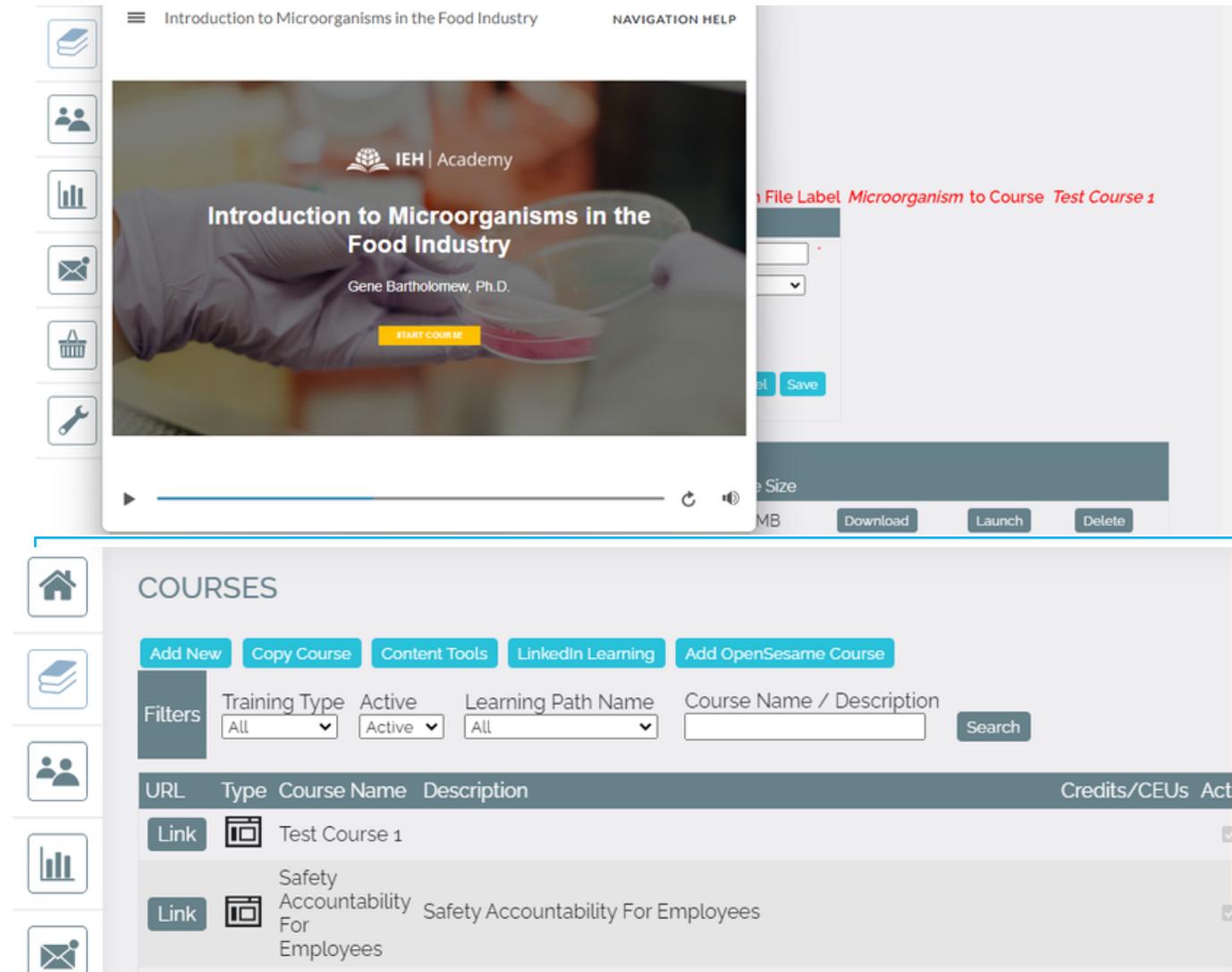
# To create an online course

9. Preview the new online course by selecting **Launch**.

10. On the Courses page, the new online course that you just created appears in the list.

For more in-depth information about creating an online course, check out:

- [How do I create a course?](#)
- [What is a SCORM file?](#)
- [How many courses can I have on my LMS?](#)
- [How do I preview an online course before making it public?](#)



The screenshot displays the LMS interface. The top section shows a course preview for "Introduction to Microorganisms in the Food Industry" by Gene Bartholomew, Ph.D. The preview includes a video player with a "START COURSE" button. Below the preview is a "COURSES" table with the following data:

URL	Type	Course Name	Description	Credits/CEUs	Act
<a href="#">Link</a>		Test Course 1			
<a href="#">Link</a>		Safety Accountability For Employees	Safety Accountability For Employees		

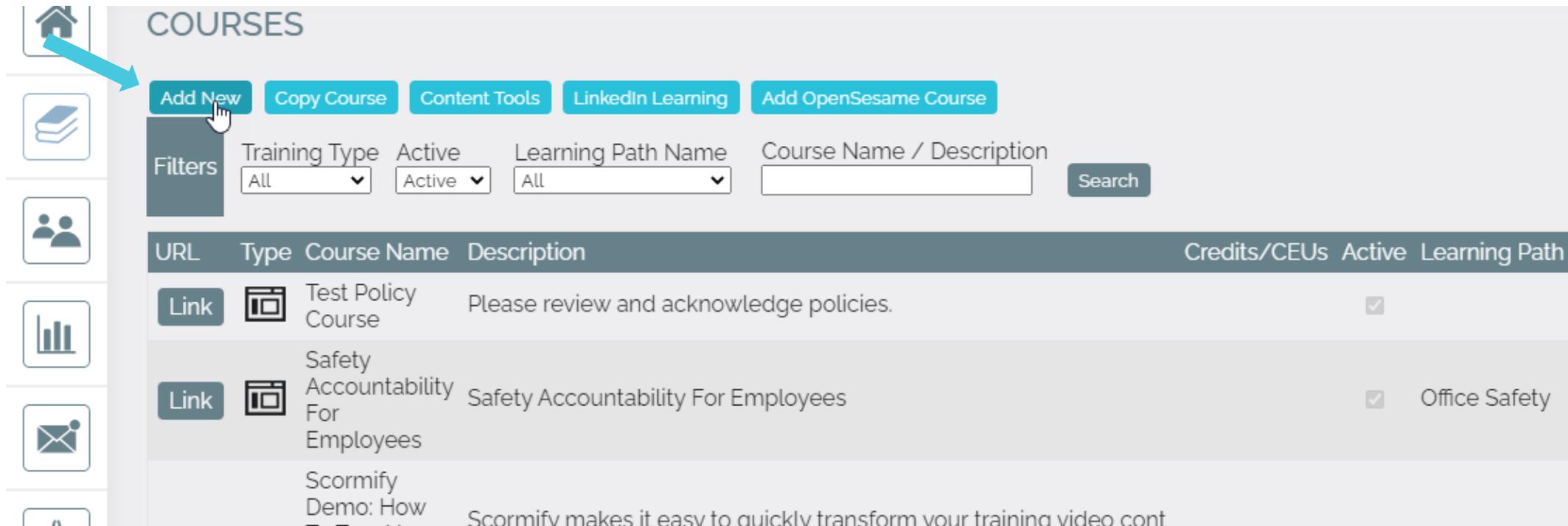
## 3.2 Creating Classroom Courses

Learn how to create a classroom course for in-person instructor-led learning



# To create a classroom course

1. Open the Administrative Dashboard
2. From the **Content** sidetab, select **Courses**
3. From the Courses page, select **Add New**



**COURSES**

[Add New](#)
[Copy Course](#)
[Content Tools](#)
[LinkedIn Learning](#)
[Add OpenSesame Course](#)

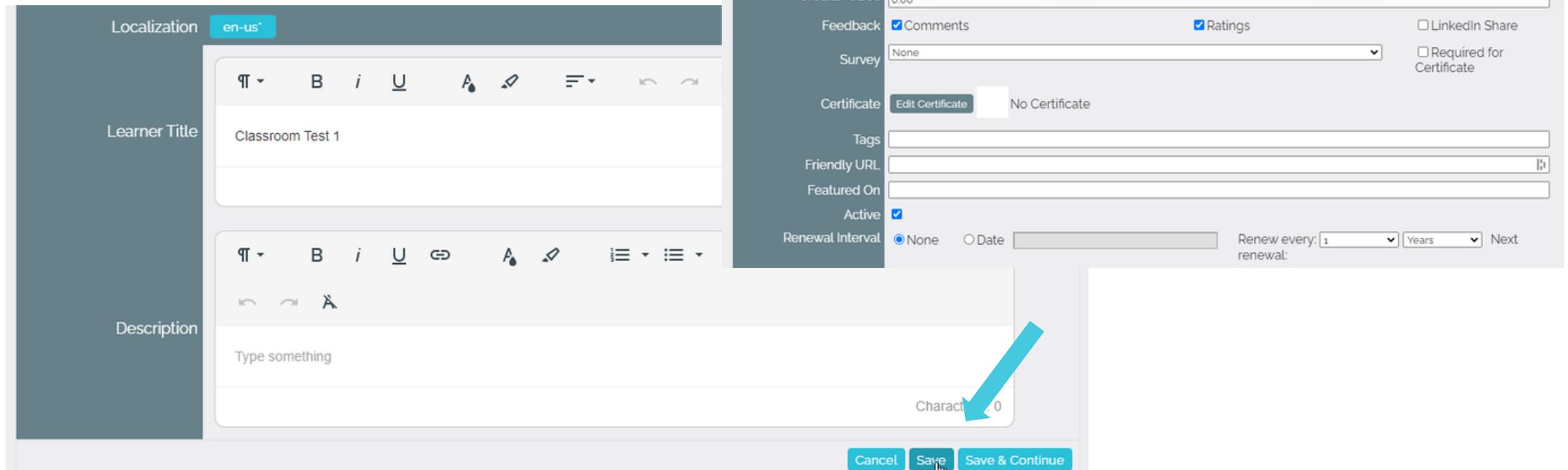
**Filters**
 Training Type: 
 Active: 
 Learning Path Name: 
 Course Name / Description:

URL	Type	Course Name	Description	Credits/CEUs	Active	Learning Path
<a href="#">Link</a>		Test Policy Course	Please review and acknowledge policies.		<input checked="" type="checkbox"/>	
<a href="#">Link</a>		Safety Accountability For Employees	Safety Accountability For Employees		<input checked="" type="checkbox"/>	Office Safety
		Scormify Demo: How	Scormify makes it easy to quickly transform your training video cont			

# To create a classroom course

4. In the upper and lower sections of the Course Details page that appears, enter course details.

5. Select **Save** or **Save & Continue** (If you want to upload documents with the Classroom).



The image shows a composite view of the course creation interface. On the left is the course editor, and on the right is the 'Add/Update Course' form.

**Course Editor (Left):**

- Localization:** en-us
- Learner Title:** Classroom Test 1
- Description:** Type something
- Character Count:** 0

**Add/Update Course Form (Right):**

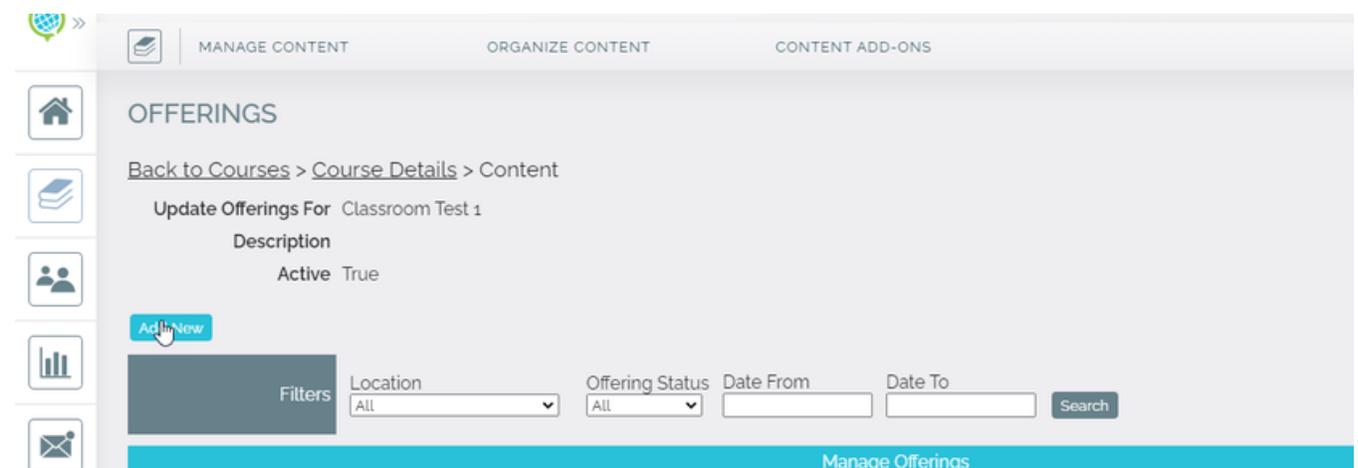
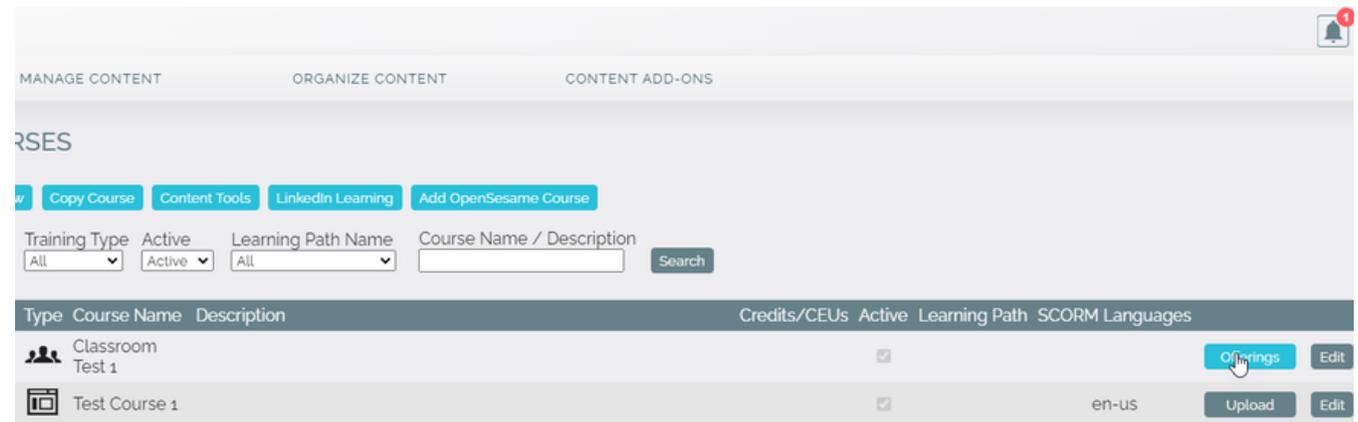
- Type:** eLearning (dropdown menu open, showing options: eLearning, Classroom, Self Study)
- Admin Title:** eLearning
- Duration (minutes):** [Empty field]
- Credits/CEUs:** 0.00
- Feedback:**  Comments,  Ratings,  LinkedIn Share
- Survey:** None (dropdown menu)
- Certificate:**  Edit Certificate,  No Certificate
- Tags:** [Empty field]
- Friendly URL:** [Empty field]
- Featured On:** [Empty field]
- Active:**
- Renewal Interval:**  None,  Date [Empty field]
- Renew every:** 1 [Empty field] Years
- Next renewal:** [Empty field]

Buttons at the bottom: Cancel, Save, Save & Continue

# To create a classroom course

6. The Courses page reappears and displays the new classroom course at the top of the list. To add a course offering to the new classroom course, select **Offerings**.

7. On the Course Offerings page that appears, select **Add New**.



# To create a classroom course

8. On the Add/Update Course Offering page that appears, enter classroom course offering information.

9. Select **Save**. The Course Offerings page reappears with the offering you just added in the list. Select **Add New** to add another course offering, if desired.

Fields marked with an \* are required.

### Add/Update Course Offering

Start Date/Time: 04/19/2023 1:00 PM \* (e.g. 1P, 1:30 PM)

End Date/Time: 04/19/2023 2:00 PM \* (e.g. 1P, 1:30 PM)

Time zone: United States Pacific Time \*

Last Enrollment Date: \*

Instructor: Luke Dalton \*

Location: Seattle Office - Seattle, Washington \*

Webinar Type: Select Webinar Type \*

Webinar URL: \*

Max Seats: 40 \*

Min. Seats: 20 \*

Offering Status:

Internal Cost: \*

Back to Courses > Course Details > Content

Update Offerings For Classroom Test 1

Description

Active True

Filters: Location: All Offering Status: All Date From: Date To:

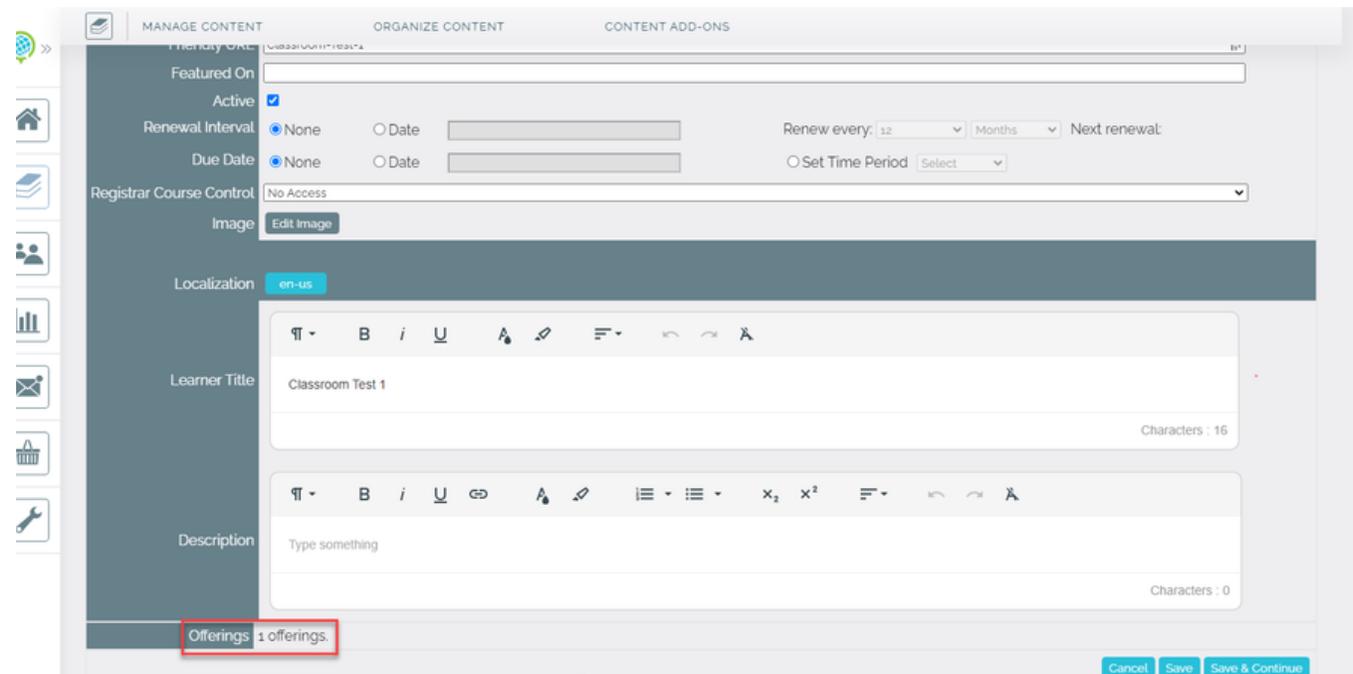
Manage Offerings									
Location	Start Date	Instructor	Status	Min. Seats	Enrolled Seats	Max Seats			
Seattle Office	4/19/2023	Luke Dalton	Open	20	0	40	<input type="button" value="Roster"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

# To create a classroom course

10. Back on the Course Details page, note that your new classroom course now indicates that there is a course offering

For more in-depth information about creating a classroom course, check out:

- [How do I create a classroom course?](#)
- [How do I add locations for classroom courses?](#)
- [How do I use an LMS classroom course to host a webinar?](#)



# 3.3 Creating Self-study Courses

Learn how to create a self-study course from documents that you upload to the LMS

Hello, Charlie!  
 Monday, Jan 3, 2022

- 3 PAST DUE
- 1 DUE SOON
- 11 IN PROGRESS
- 2 ENROLLED EVENTS
- 7 COMPLETED
- 6 BADGES EARNED
- 1 BADGES AVAILABLE
- 5 CEUs EARNED



## WELCOME TO OUR NEW LEARNING SYSTEM!

We're excited to unveil our new training platform, robust with valuable content.

Our main goal is for your training to run smoothly, while teaching you new skills and allowing you to excel in your professional development. Your courses should get you up to speed on your role, as well as increase your competency level.

Make sure you complete all mandatory training before your assigned due date. Explore the features of this system using this [Getting Started Video](#) or reach out to our support team with questions or problems you may encounter.

## RECENT COURSES

**COMP 1053 ASSISTANT MANAGER ONBOARDING CHECKLIST**  
 IN PROGRESS

ONLINE ★★★★★ 4.5      Duration: 1 hr  
 Credits/CEUs: 5

## LEARNING PATHS

[VIEW ALL \(24\)](#)

DIRECTED LEARNING <sup>1</sup>	COMPLIANCE TRAINING	ONBOARDING	SAFETY
REQUIRED	ELECTIVE	REQUIRED	ELECTIVE
25% COMPLETED	100% COMPLETED	50% COMPLETED	50% IN PROGRESS
VIEW DETAILS 2 PAST DUE   0 DUE SOON 2 COMPLETED   6 NOT STARTED	VIEW DETAILS 0 PAST DUE   0 DUE SOON 2 COMPLETED   0 NOT STARTED	VIEW DETAILS 1 PAST DUE   0 DUE SOON 4 COMPLETED   2 NOT STARTED	VIEW DETAILS 2 PAST DUE   0 DUE SOON 4 COMPLETED   4 NOT STARTED
SCG - PRODUCT KNOWLEDGE	COMPLIANCE TRAINING	KEYSTONE SCORING	ADDITIONAL COURSES
REQUIRED	ELECTIVE	REQUIRED	ELECTIVE
25% COMPLETED	50% IN PROGRESS	50% COMPLETED	100% COMPLETED
VIEW DETAILS 2 PAST DUE   0 DUE SOON 1 COMPLETED   3 NOT STARTED	VIEW DETAILS 0 PAST DUE   0 DUE SOON 2 COMPLETED   2 NOT STARTED	VIEW DETAILS 1 PAST DUE   0 DUE SOON 2 COMPLETED   2 NOT STARTED	VIEW DETAILS 2 PAST DUE   0 DUE SOON 4 COMPLETED   0 NOT STARTED

## MESSAGES

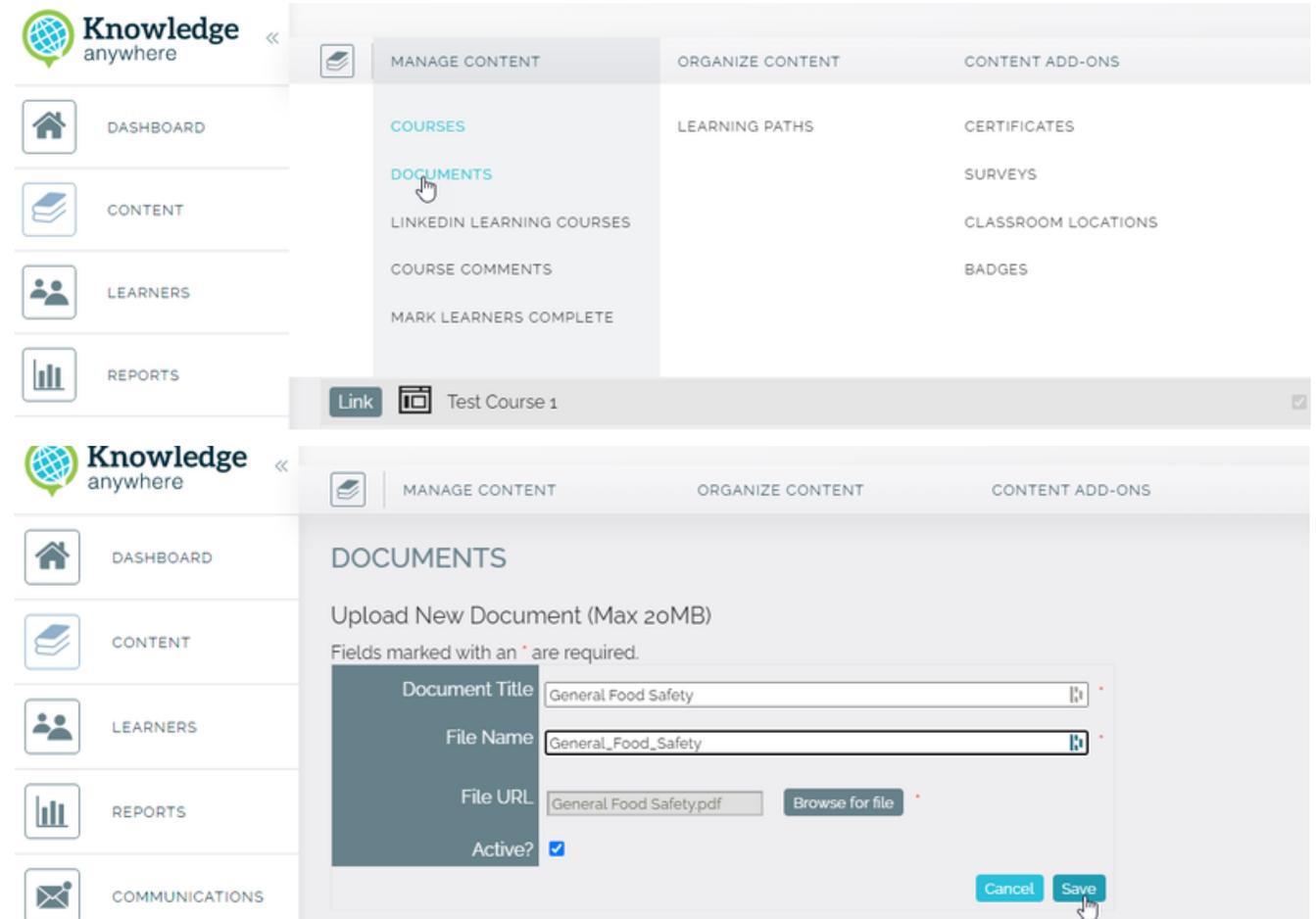
[VIEW ALL \(14\)](#)

- Dec 11, 2021 New courses have been added to your Required Courses List. [\(Go to My Courses.\)](#)
- Nov 15, 2021 Download the current syllabus for your upcoming Safety Protocols and Regulations course [here](#). Your course starts on Nov 17, 2021.
- Nov 1, 2021 Reminder: You have courses that are **past due**. Please click the link to jump to your learning paths the need your attention.
- Oct 25, 2021 Trick or treat! Get extra credits for completing this month's CE Halloween Challenge! [Learn more.](#)
- Sep 17, 2021 Reminder: You have courses that are **past due**. Please click the link to jump to your learning paths the need your attention.
- Sep 3, 2021 New Fall courses have been added to your Required Courses List. [\(Go to My Courses.\)](#)

# To create a self-study course

## Part 1: Upload self-study documents

1. Open the Administrative Dashboard
2. From the **Content** tab, Hover over **Manage Content** and select **Documents** in the dropdown menu
3. From the Documents page, select **Upload New Document**
4. On the Upload New Document page that appears, enter a title and file name, and then select **Browse** for file to browse for the document on your computer that you wish to upload
5. Select **Save** to save the document to the LMS. Repeat for all self-study documents that you want to upload.



The image shows two screenshots of the Knowledge anywhere administrative dashboard. The top screenshot displays the 'MANAGE CONTENT' dropdown menu, where 'DOCUMENTS' is highlighted. The bottom screenshot shows the 'DOCUMENTS' page with the 'Upload New Document (Max 20MB)' form. The form includes the following fields:

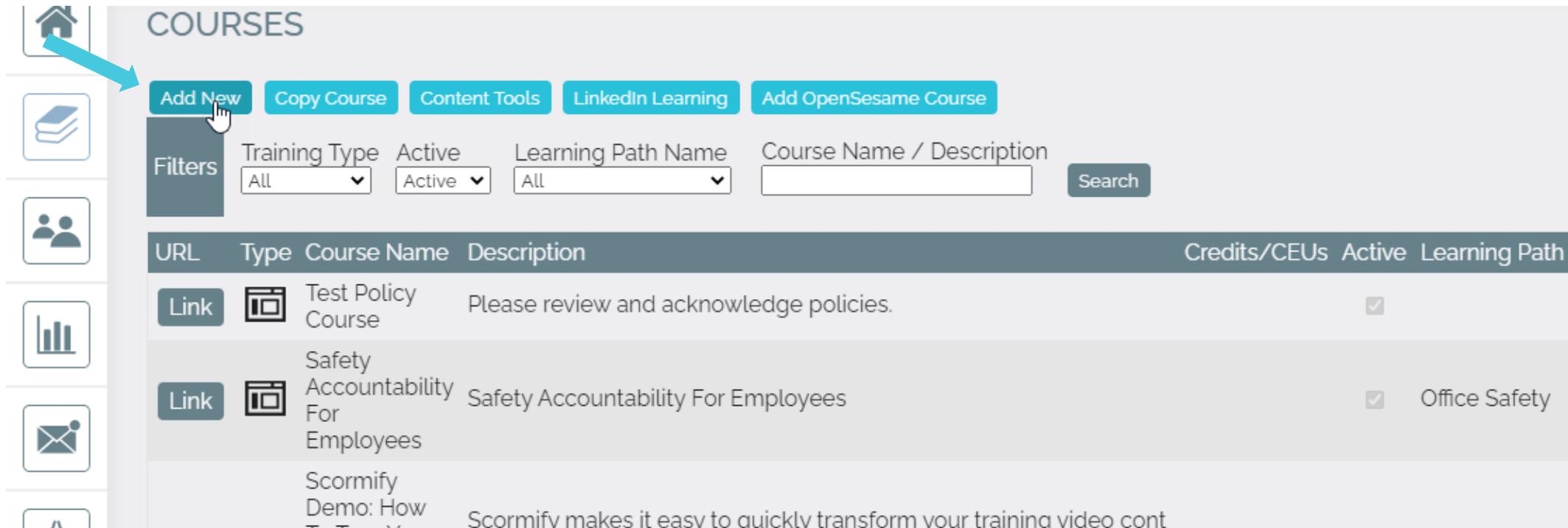
- Document Title:** General Food Safety
- File Name:** General\_Food\_Safety
- File URL:** General Food Safety.pdf (with a 'Browse for file' button)
- Active?:**

Buttons for 'Cancel' and 'Save' are visible at the bottom right of the form.

# To create a self-study course

## Part 2: Create the self-study course

1. Open the Administrative Dashboard
2. From the **Content** tab, select **Courses** in the sidebar menu
3. From the **Courses** page, select **Add New**



**COURSES**

[Add New](#)
[Copy Course](#)
[Content Tools](#)
[LinkedIn Learning](#)
[Add OpenSesame Course](#)

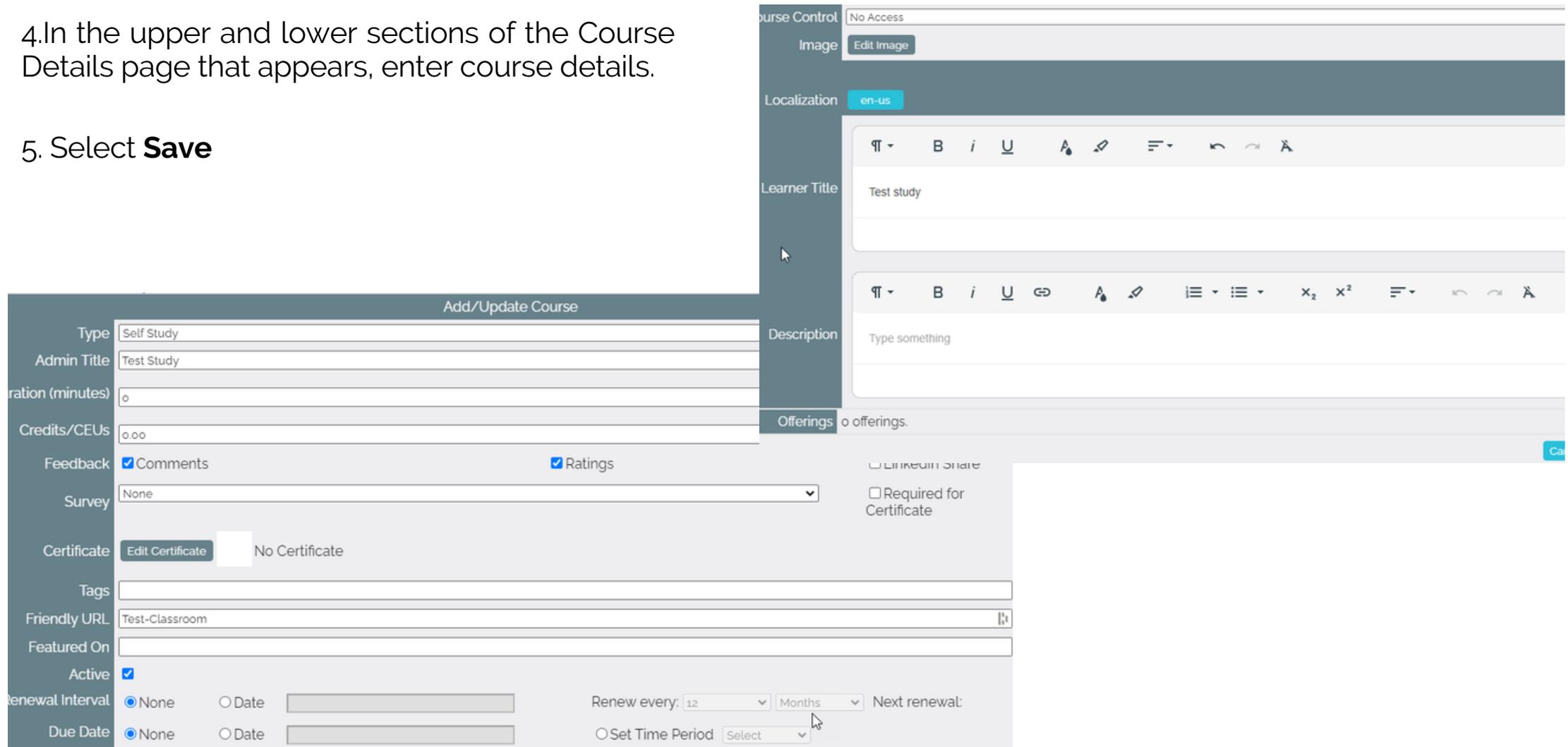
**Filters**
 Training Type: 
 Active: 
 Learning Path Name: 
 Course Name / Description:

URL	Type	Course Name	Description	Credits/CEUs	Active	Learning Path
<a href="#">Link</a>		Test Policy Course	Please review and acknowledge policies.		<input checked="" type="checkbox"/>	
<a href="#">Link</a>		Safety Accountability For Employees	Safety Accountability For Employees		<input checked="" type="checkbox"/>	Office Safety
		Scormify Demo: How	Scormify makes it easy to quickly transform your training video cont			

# To create a self-study course

4. In the upper and lower sections of the Course Details page that appears, enter course details.

5. Select **Save**



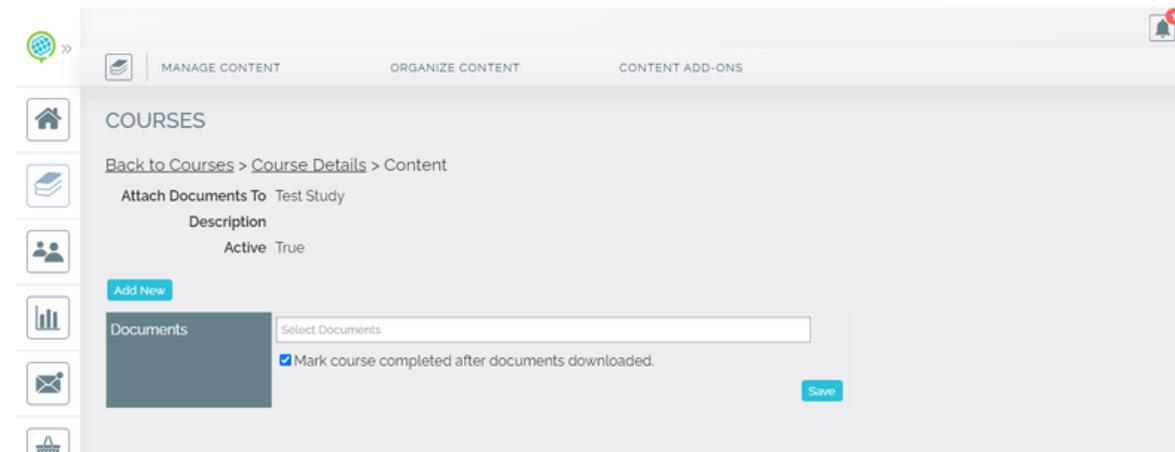
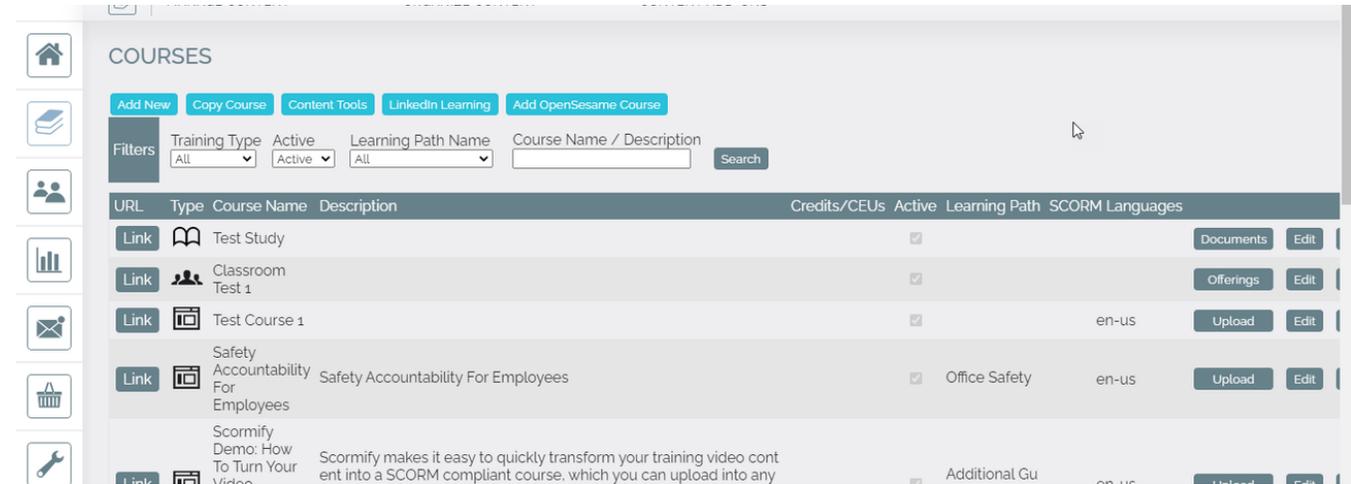
The screenshot shows the 'Add/Update Course' form with the following fields and options:

- Type:** Self Study
- Admin Title:** Test Study
- Duration (minutes):** 0
- Credits/CEUs:** 0.00
- Feedback:**  Comments,  Ratings
- Survey:** None
- Certificate:**  Edit Certificate,  No Certificate
- Tags:** (empty field)
- Friendly URL:** Test-Classroom
- Featured On:** (empty field)
- Active:**
- Renewal Interval:**  None,  Date [ ]
- Renew every:** 12 Months
- Next renewal:** (empty field)
- Due Date:**  None,  Date [ ]
- Offerings:** 0 offerings.
- Localization:** en-us
- Learner Title:** Test study
- Description:** Type something

# To create a self-study course

6. The Courses page reappears with the new self-study course at the top of the list. Select **Documents** next to the new self-study course.

7. On the Add New Documents page that appears, select inside the Documents dropdown box

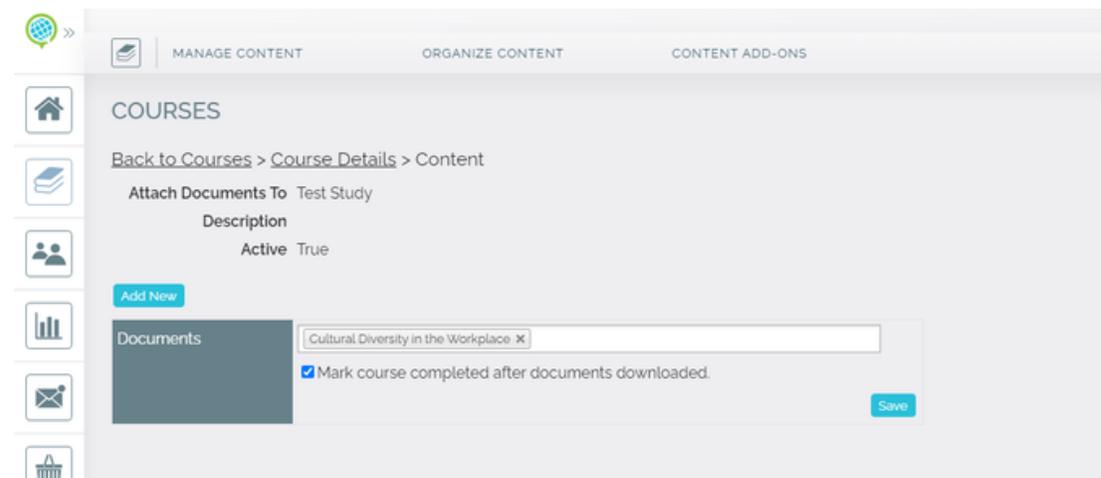
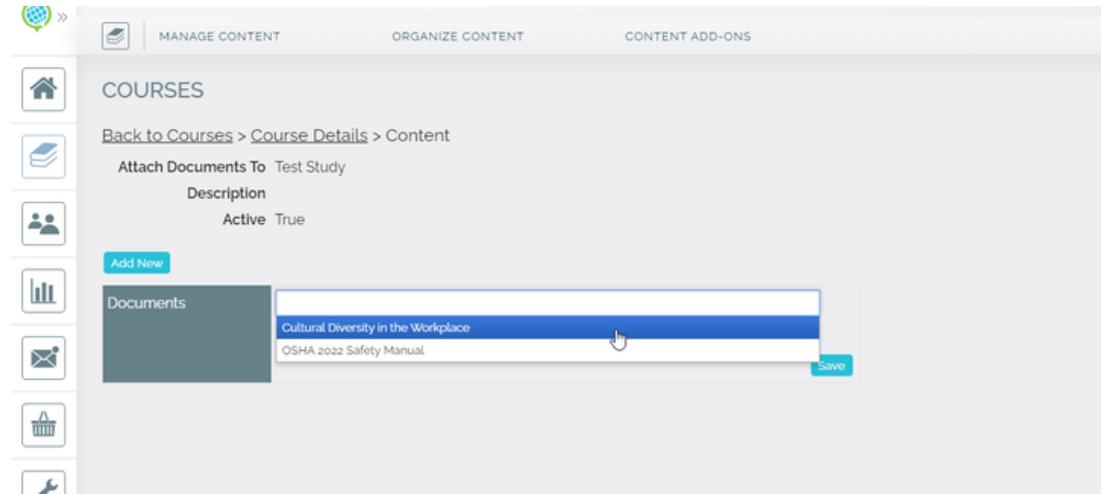


# To create a self-study course

8. A dropdown list of previously uploaded documents appears. Select the document you want to associate with the self-study course.

**Note:** You can select multiple files from the list. You can also select **Add New** to upload a new document.

9. Select **Save**

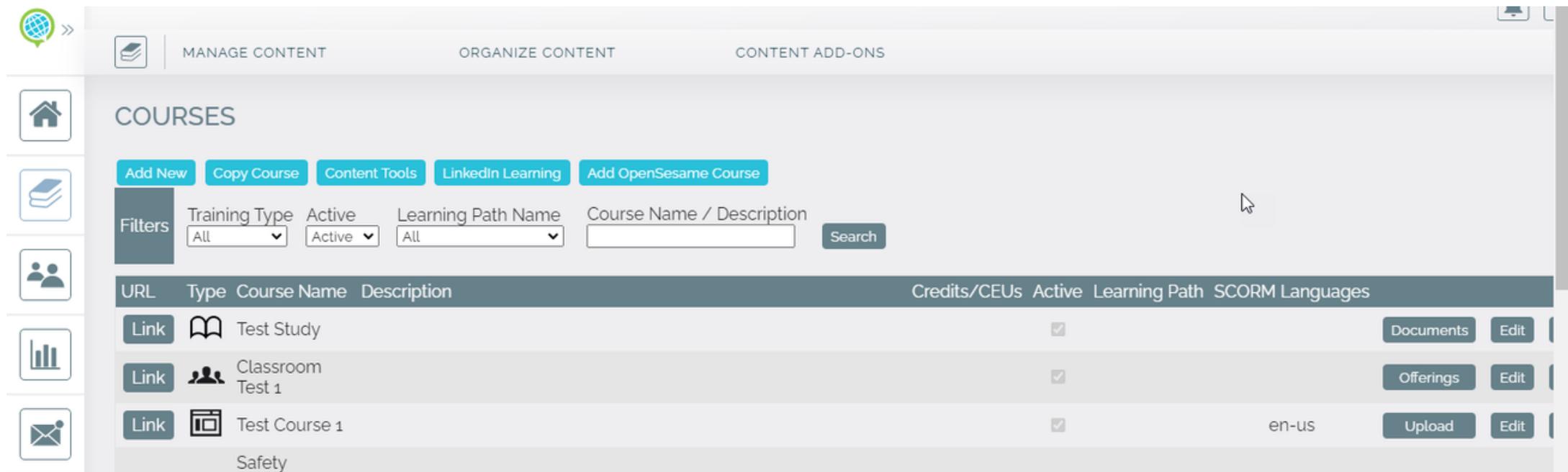


# To create a self-study course

10. The Courses page reappears with the new self-study course at the top of the list

For more in-depth information about creating a self-study course, check out:

[How do I create a self study course?](#)



**COURSES**

MANAGE CONTENT    ORGANIZE CONTENT    CONTENT ADD-ONS

[Add New](#)   [Copy Course](#)   [Content Tools](#)   [LinkedIn Learning](#)   [Add OpenSesame Course](#)

**Filters**   Training Type: All   Active: Active   Learning Path Name: All   Course Name / Description:    [Search](#)

URL	Type	Course Name	Description	Credits/CEUs	Active	Learning Path	SCORM Languages	
<a href="#">Link</a>		Test Study			<input checked="" type="checkbox"/>			<a href="#">Documents</a> <a href="#">Edit</a>
<a href="#">Link</a>		Classroom Test 1			<input checked="" type="checkbox"/>			<a href="#">Offerings</a> <a href="#">Edit</a>
<a href="#">Link</a>		Test Course 1			<input checked="" type="checkbox"/>		en-us	<a href="#">Upload</a> <a href="#">Edit</a>
		Safety						

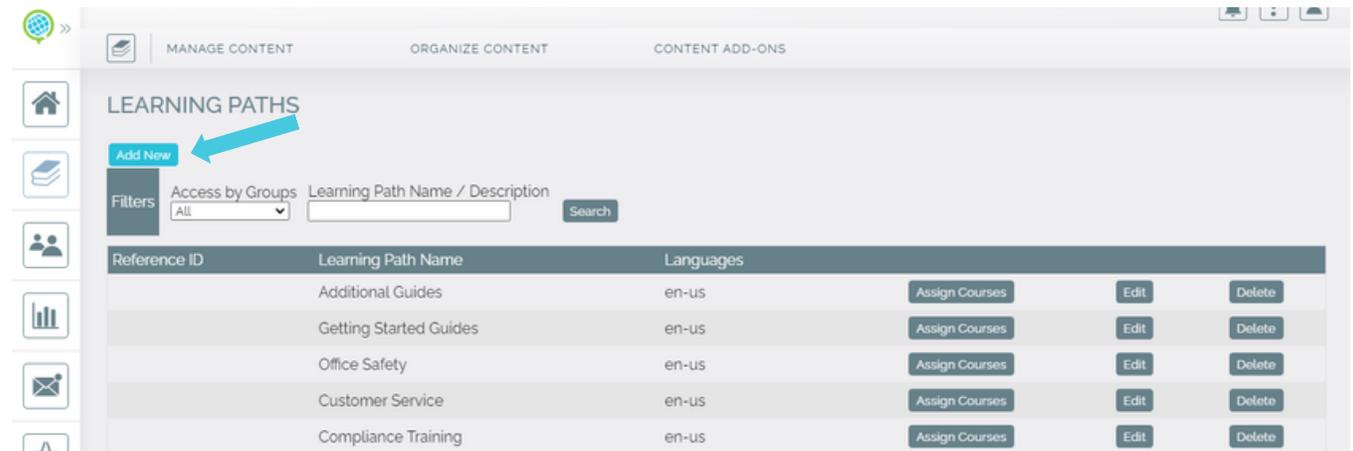
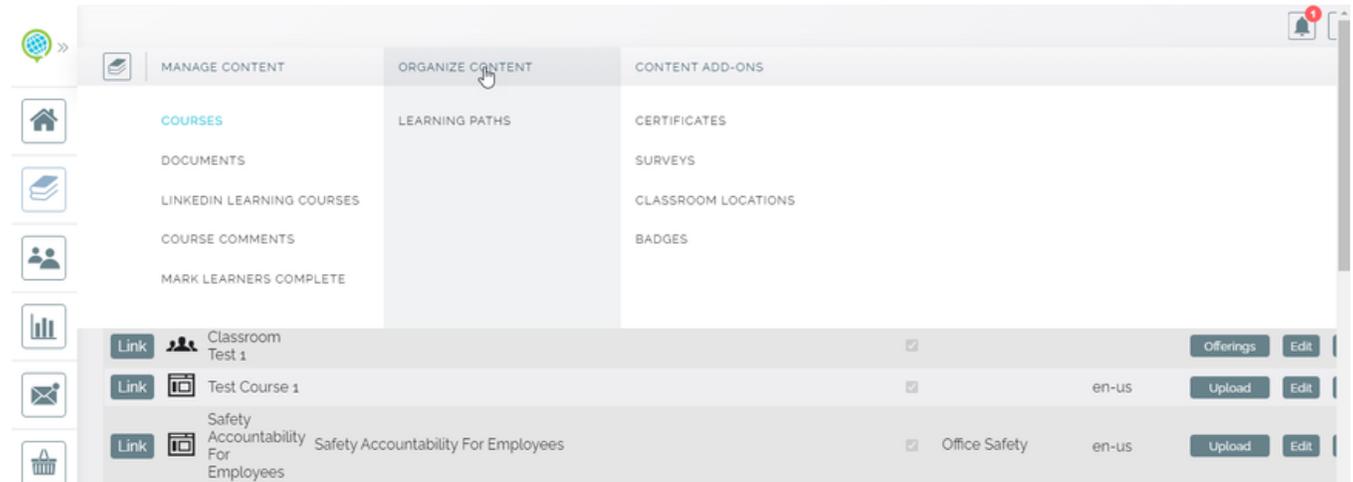
## 4. Creating Learning Paths

A Learning Path is a defined curriculum that contains a set of related training courses that have been added to the LMS



# To create a learning path

1. Open the Administrative Dashboard
2. From the **Content** tab, hover over **Organize Content** in the top menu
3. From the Learning path page, select **Add New**

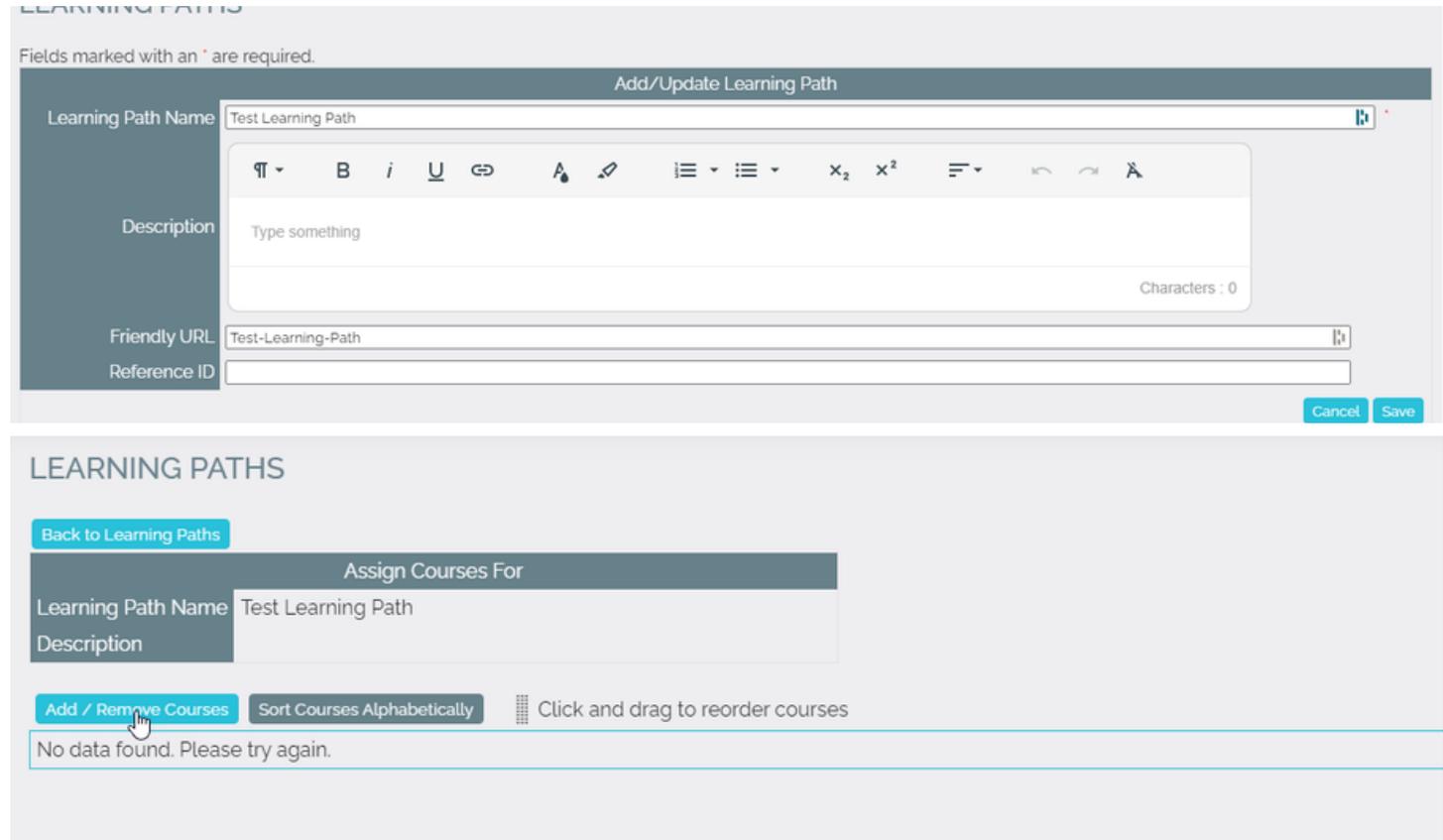


# To create a learning path

4. On the Add/Update Learning path page that appears, enter a learning path name and a description and then select Save

5. On the Course Set page that reappears, the new learning path appears in the list. To assign courses to the learning path, select **Assign Courses**

6. On the Assign Courses page that appears, select **Add/Remove Courses**



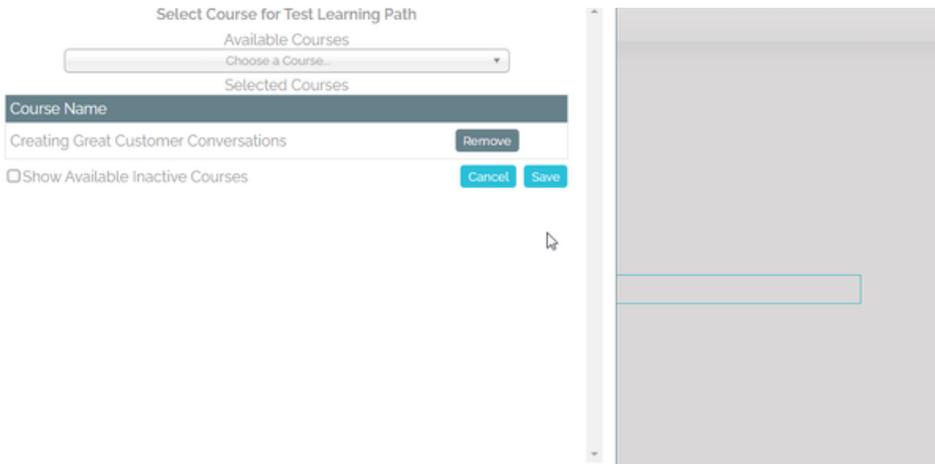
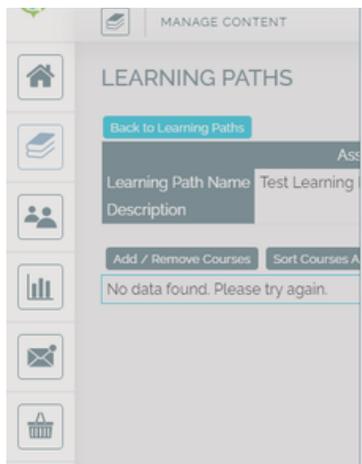
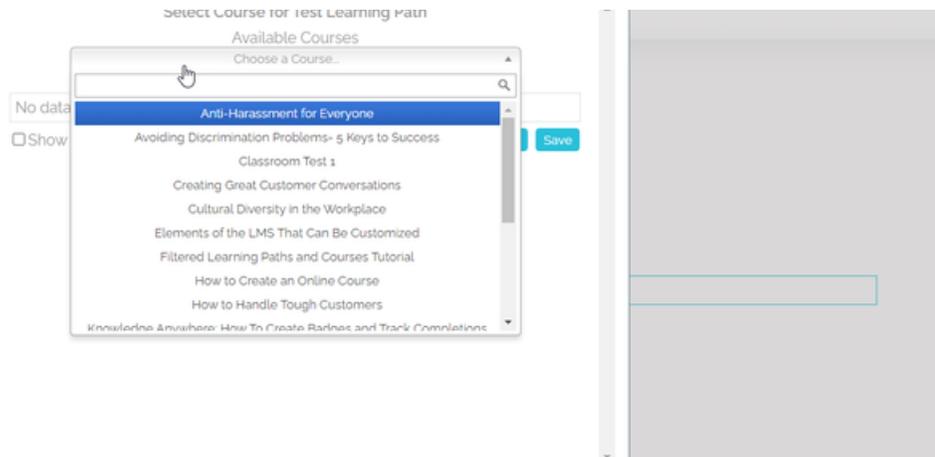
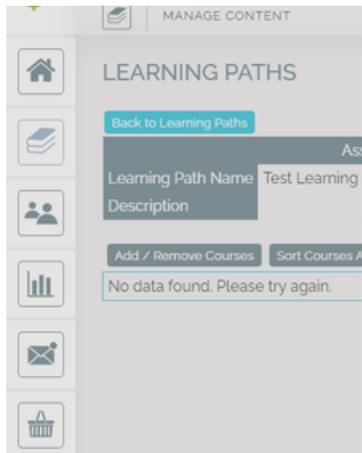
The image shows two screenshots from a web application. The top screenshot is the 'Add/Update Learning Path' form. It has a title bar 'Add/Update Learning Path' and a note 'Fields marked with an \* are required.' The form contains:
 

- 'Learning Path Name' field with the value 'Test Learning Path'.
- 'Description' field with the placeholder text 'Type something' and a character count of 'Characters : 0'.
- 'Friendly URL' field with the value 'Test-Learning-Path'.
- 'Reference ID' field which is empty.
- 'Cancel' and 'Save' buttons at the bottom right.

 The bottom screenshot is the 'Assign Courses For' page. It has a title bar 'Assign Courses For' and shows:
 

- 'Learning Path Name' field with the value 'Test Learning Path'.
- 'Description' field which is empty.
- 'Add / Remove Courses' button with a hand cursor over it.
- 'Sort Courses Alphabetically' button.
- 'Click and drag to reorder courses' instruction with a vertical bar icon.
- A message box at the bottom that says 'No data found. Please try again.'

# To create a learning path



7. On the Add/Remove Course Set Courses modal that appears, select the **Choose Course** dropdown arrow, scroll to the course you want to add, and then select the course

8. The selected course appears in the **Course Name** list

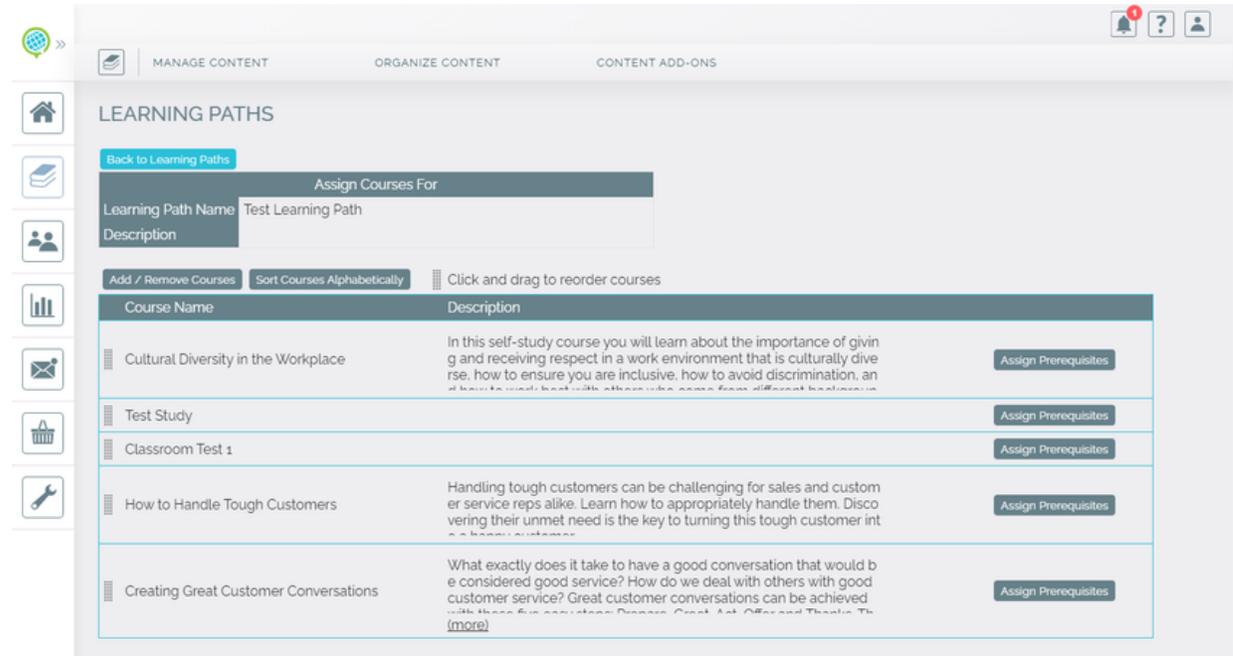
# To create a learning path

9. Repeat this process for each course you want to add to the learning path and then select **Save**

10. The Assign Courses page reappears and displays the list of courses added to the new learning path

For more in-depth information about creating a learning path, checkout:

- [How do I manage a learning path, and add courses to it?](#)
- [Managing Learner Groups and Assigning Learning Paths to Groups](#)
- [How do I use the Directed Learning feature to assign a course to an individual learner instead of a learning path?](#)

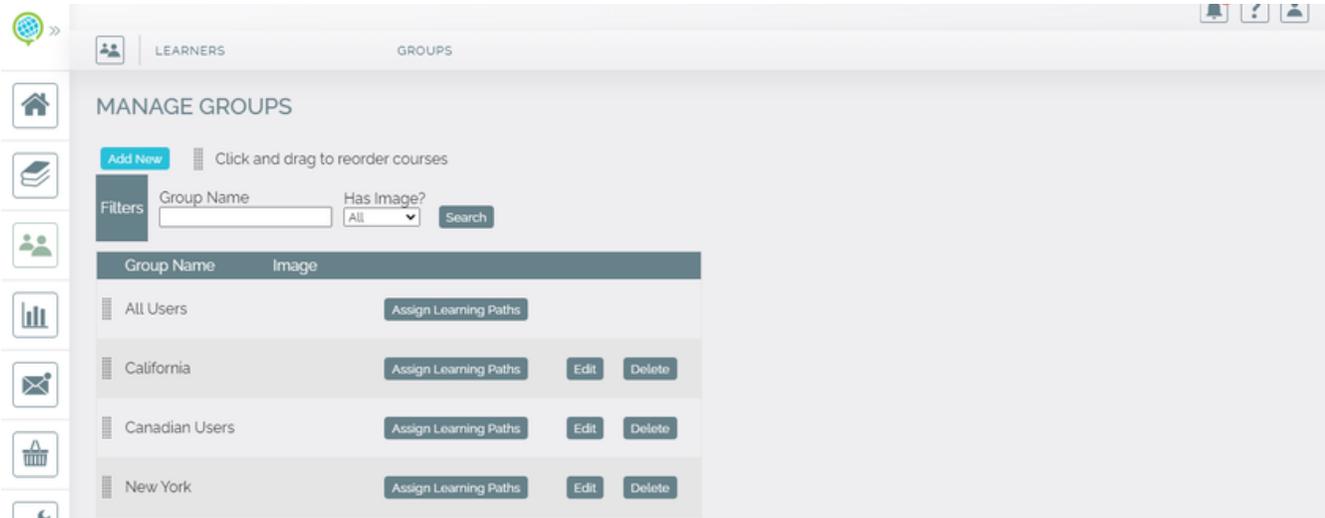


## 5. Assigning Learning Paths to Groups

Learning paths are assigned to groups. This ensures that all members of a group are assigned the same training curriculum they need to master a competency.



# To assign a learning path to a group

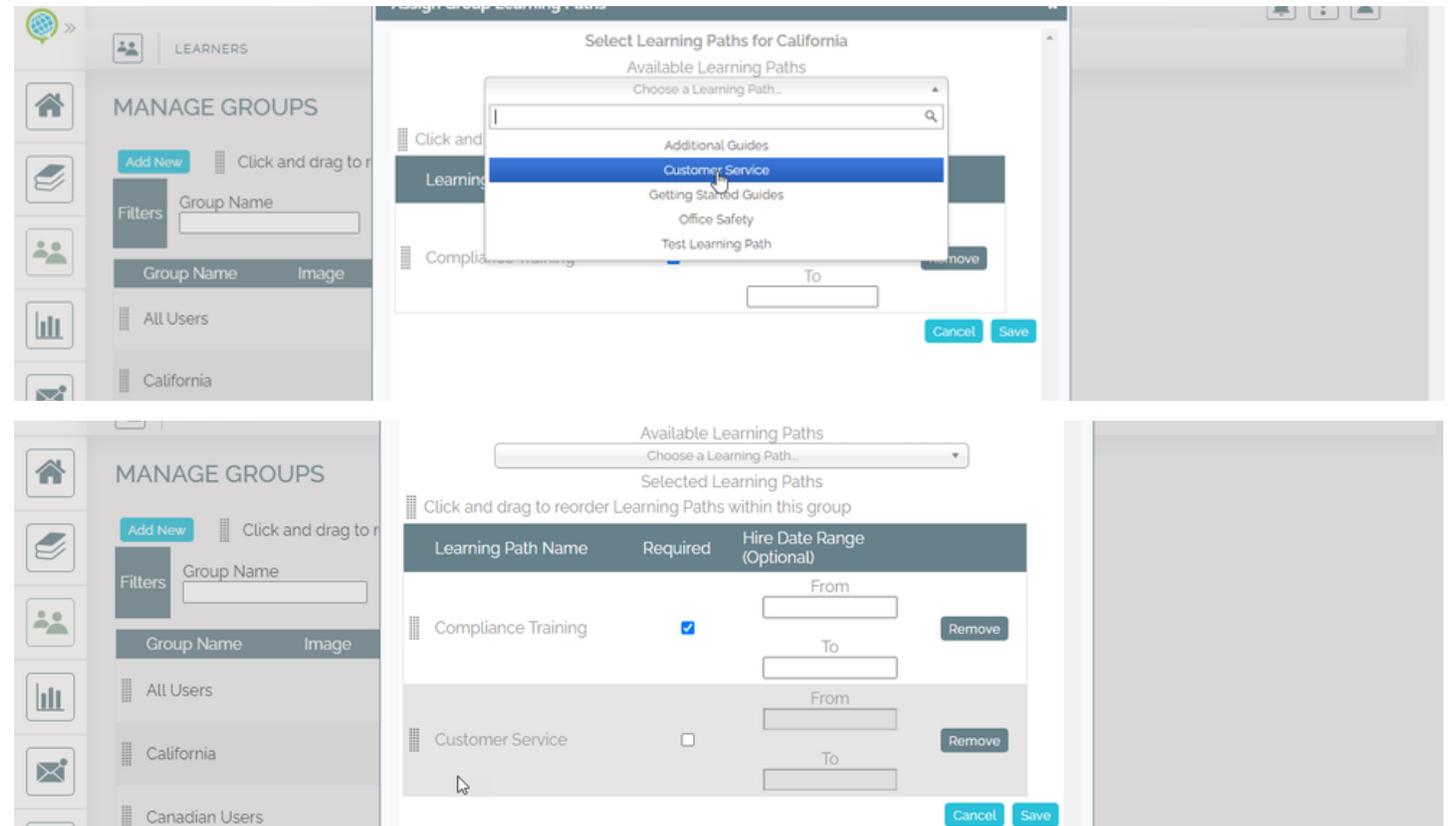


1. Open the Administrative Dashboard
2. From the **Users** section, select **Search Groups** in the top menu under **Groups**
3. From the **Manage Groups** page that appears, enter the name of the group to which you want to assign a learning path, and then select **Search**
4. Next to the selected group that appears, select **Assign Learning Paths**

# To assign a learning path to a group

5. On the Assign Group Course Sets modal that appears, select the **Choose a Course Set** dropdown arrow, scroll to learning path that you want to assign, and then select the learning path

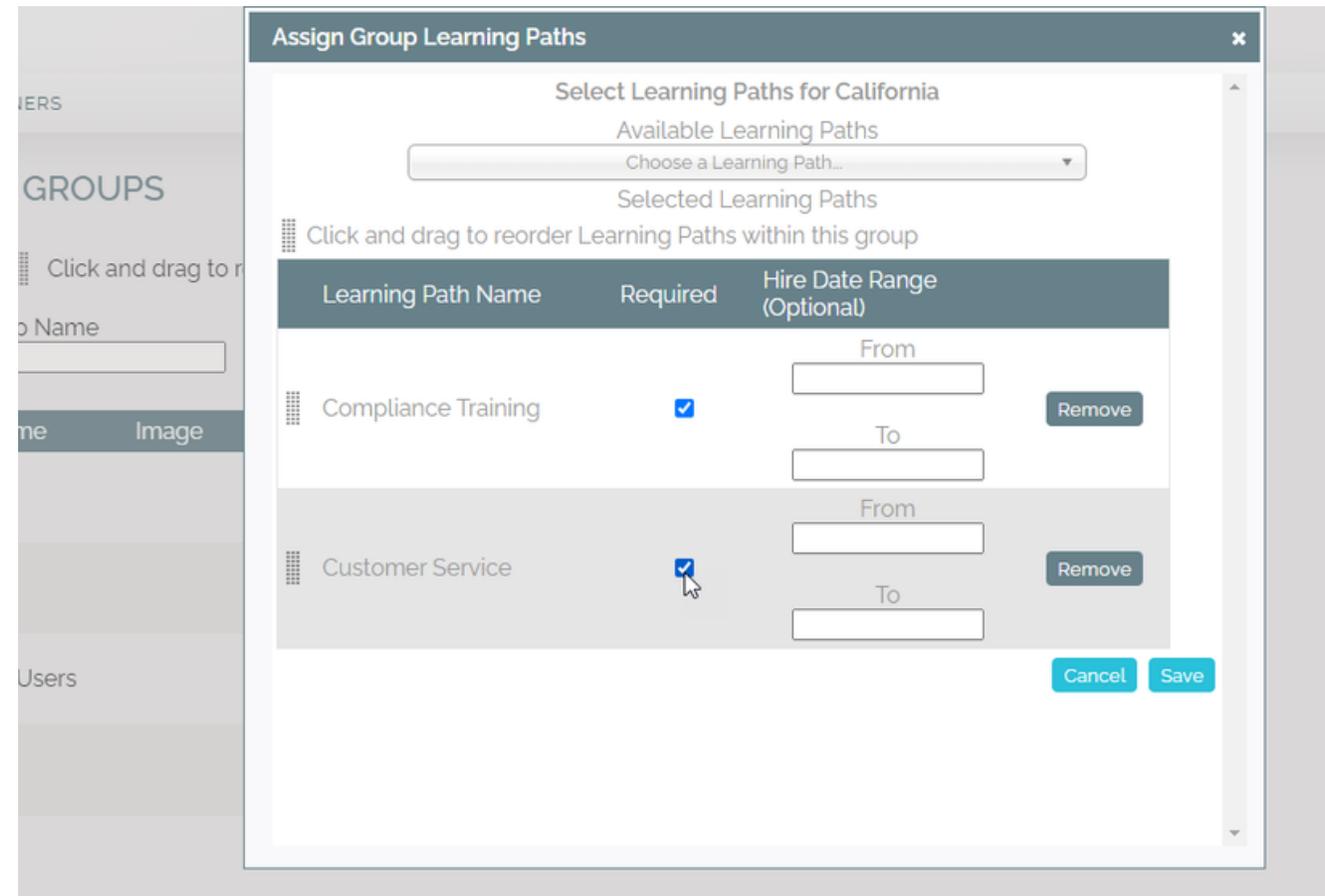
6. The selected learning path now appears in the Course Set Name list



# To assign a learning path to a group

7. To make courses within the learning path required, select the **Required** check box

8. Repeat these steps for all learning paths that you want to assign to the selected group, and then select **Save**



**Assign Group Learning Paths**

Select Learning Paths for California

Available Learning Paths  
Choose a Learning Path...

Selected Learning Paths

Click and drag to reorder Learning Paths within this group

Learning Path Name	Required	Hire Date Range (Optional)	
Compliance Training	<input checked="" type="checkbox"/>	From: <input type="text"/> To: <input type="text"/>	Remove
Customer Service	<input checked="" type="checkbox"/>	From: <input type="text"/> To: <input type="text"/>	Remove

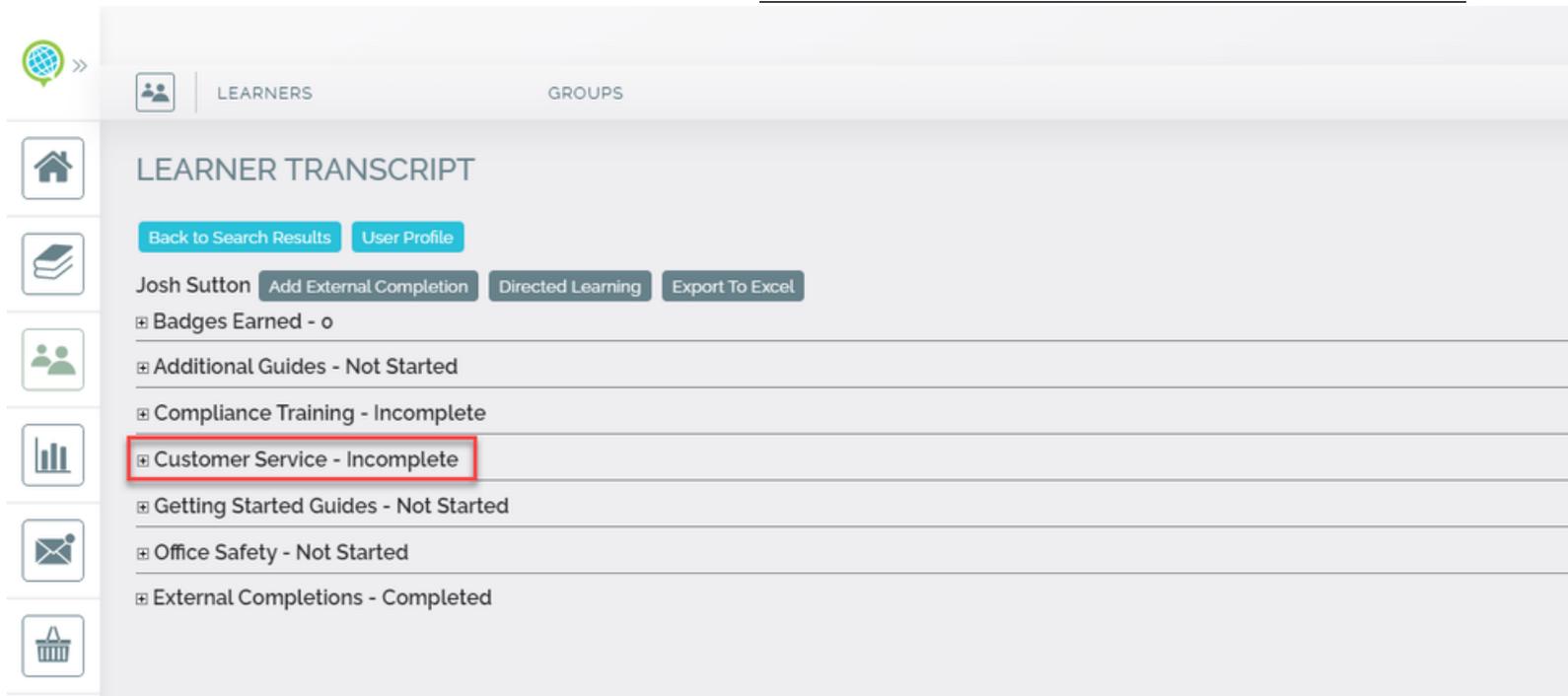
Cancel Save

# To assign a learning path to a group

9. All users who are members of the selected group have now been assigned to the learnings paths assigned to this group

For more in-depth information about assigning a learning path to a group, check out:

[How do I assign a learning path to a group?](#)



The screenshot shows a user interface for a learning management system. At the top, there are tabs for 'LEARNERS' and 'GROUPS'. Below this is a 'LEARNER TRANSCRIPT' section for 'Josh Sutton'. The transcript includes several learning paths with their completion status:

- Badges Earned - 0
- Additional Guides - Not Started
- Compliance Training - Incomplete
- Customer Service - Incomplete** (highlighted in a red box)
- Getting Started Guides - Not Started
- Office Safety - Not Started
- External Completions - Completed

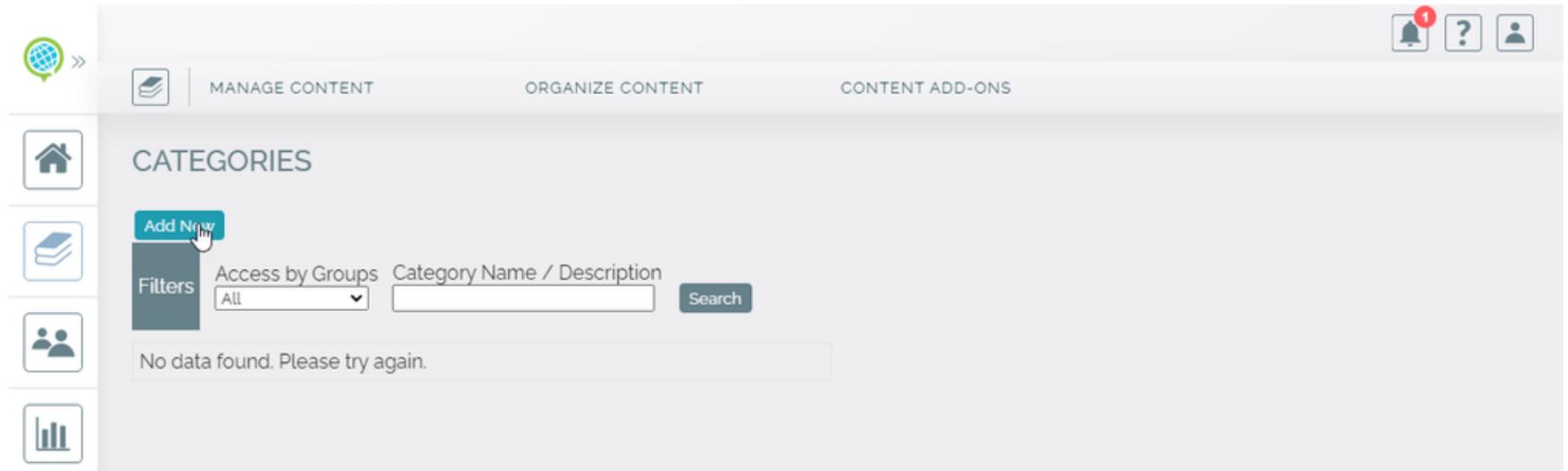
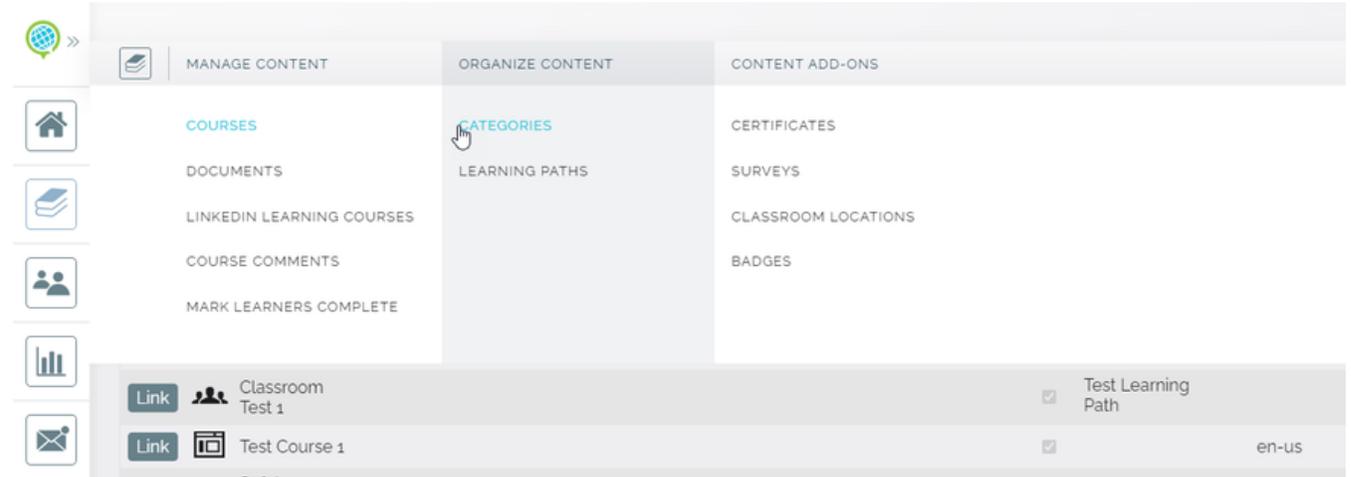
## 6. Adding Categories to Learning Paths

Categories are a subsection of learning paths that can help organize your courses even further



# Adding Categories to learning paths

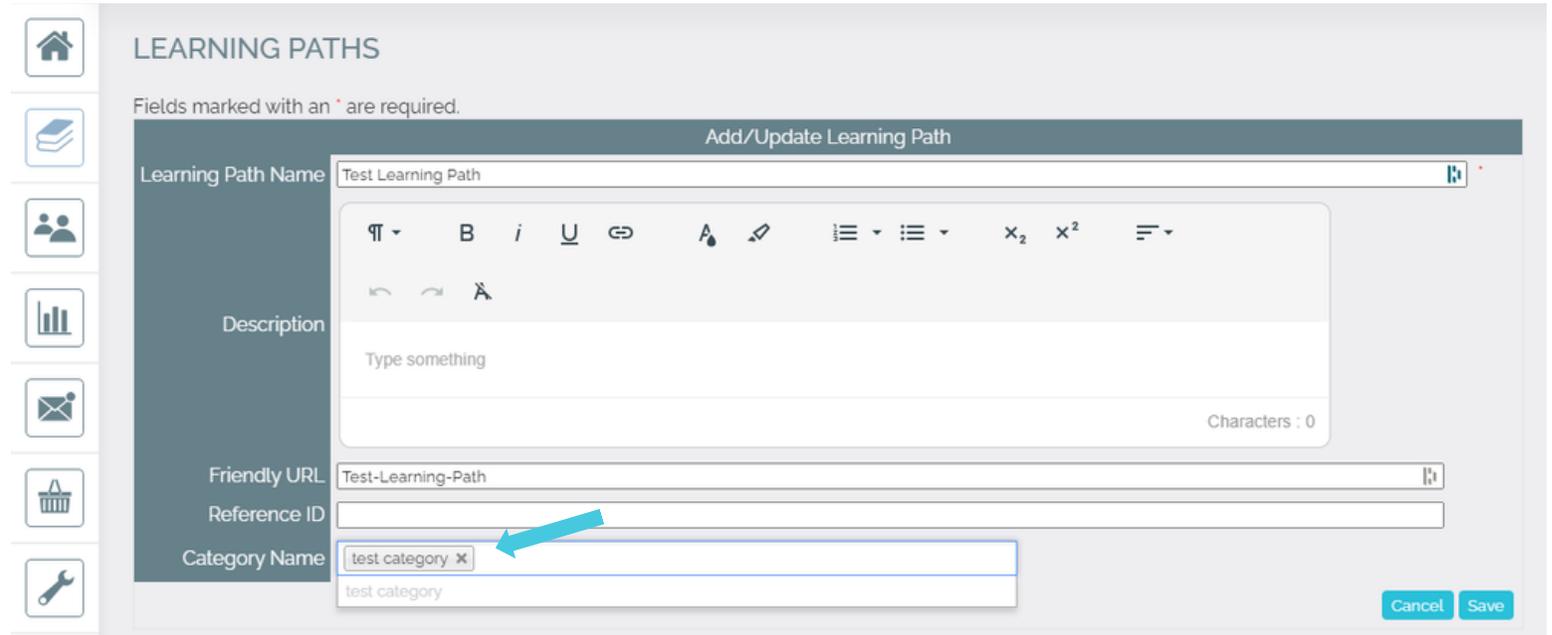
1. Contact your Knowledge Anywhere Sales Rep or Customer Support to get **Categories** enabled in the Site Personalization settings
2. In the content tab under **Organize Content**, select **Categories**
3. Select "add new" and give your category a name and optional description



# Adding Categories to learning paths

4. Go back to the **Learning Paths** section and edit the Learning Path you want to set the category for. You'll see a "Category Name" option at the bottom

5. The Category will now be visible to the learner, along with a **Narrow by Category** option being visible.



The screenshot displays the 'LEARNING PATHS' management interface. On the left is a vertical sidebar with icons for home, documents, users, analytics, email, shopping cart, and settings. The main content area is titled 'LEARNING PATHS' and contains a sub-header 'Add/Update Learning Path'. A note states 'Fields marked with an \* are required.' The form fields are as follows:

- Learning Path Name:** 'Test Learning Path' (required, marked with a red asterisk).
- Description:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, list, subscript, superscript, indent) and a text area containing 'Type something'. A character count shows 'Characters : 0'.
- Friendly URL:** 'Test-Learning-Path'.
- Reference ID:** An empty text field.
- Category Name:** 'test category \*' (required, marked with a red asterisk). A dropdown menu is open, showing 'test category' as the selected option. A red arrow points to this dropdown.

At the bottom right of the form are 'Cancel' and 'Save' buttons.

# Adding Categories to learning paths

6. The Category will now be visible to the learner, along with a **Narrow by Category** option being visible. Your learners can now further parse down to the courses they'd want to take.

The screenshot displays a learning path interface. On the left, a sidebar contains a 'JUMP TO LEARNING PATH' button, a 'NARROW BY CATEGORY' dropdown menu, and a 'FILTER BY' section with expandable options for 'ASSIGNMENT TYPE', 'COURSE TYPE', 'COURSE STATUS', 'COURSE DURATION', and 'COURSE CREDITS'. A 'CLEAR FILTERS' button is located below the filters. The main content area shows a progress bar at the top with '0% COMPLETED' and a 'Test Learning Path' header. Below the progress bar, a blue arrow points to a 'TEST\_CATEGORY' label. The course cards are arranged in a grid:

- CLASSROOM TEST 1**: NOT ENROLLED, CLASSROOM
- CREATING GREAT CUSTOMER CONVERSATIONS**: NOT ENROLLED, CLASSROOM, Duration: 1hr
- CULTURAL DIVERSITY IN THE WORKPLACE**: NOT STARTED, SELF STUDY
- HOW TO HANDLE TOUGH CUSTOMERS**: PAST DUE, ELEARNING, Duration: 20min
- TEST STUDY**: NOT STARTED, SELF STUDY

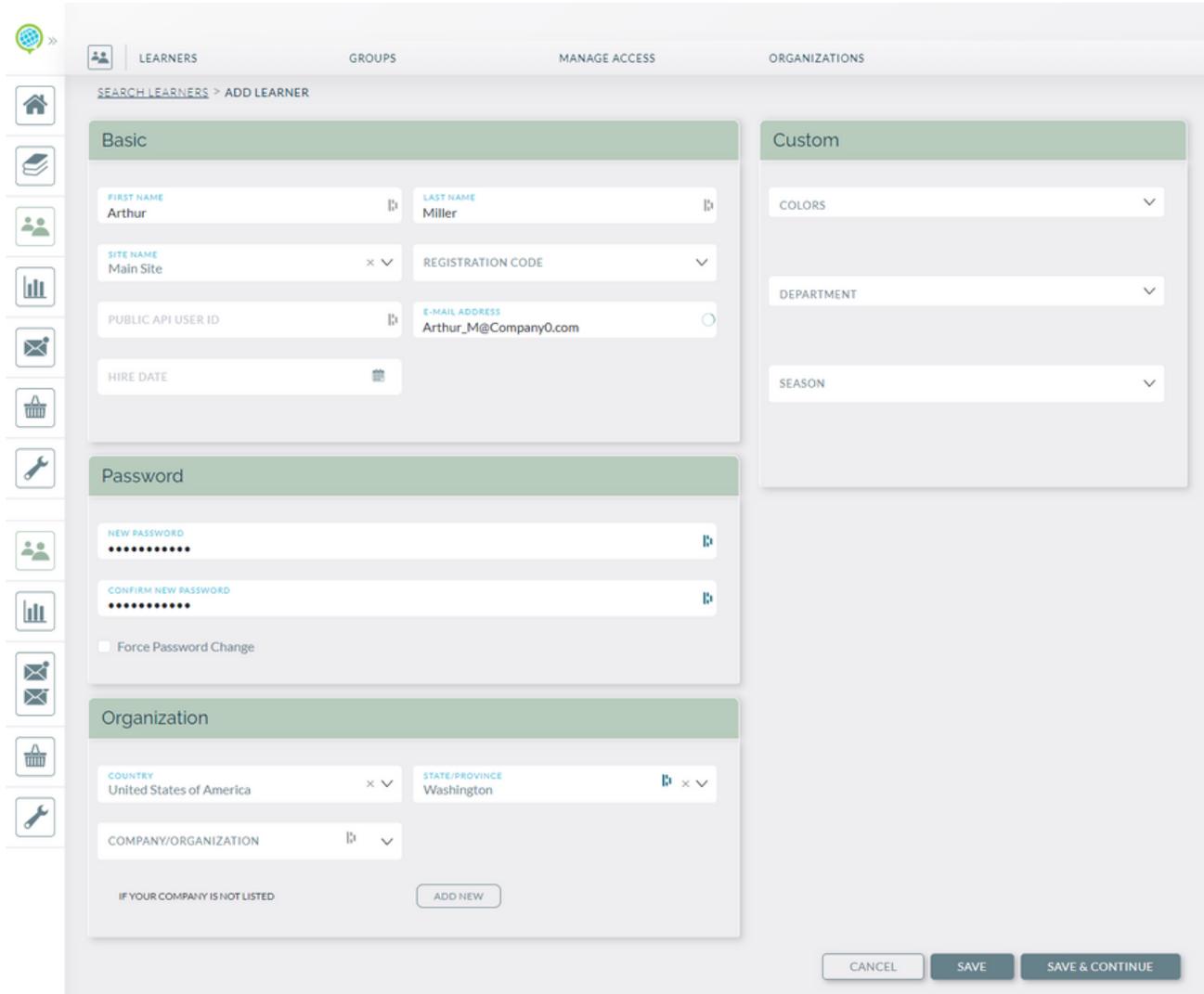
A URL is visible at the bottom left: <https://edgemywhere.com/Cultural-Diversity-in-the-Workplace>

# 7. Adding Users to the LMS

When users are added to the LMS, they are automatically assigned to a group based on the user attributes that are entered on the user's profile page



# To add a new user



LEARNERS    GROUPS    MANAGE ACCESS    ORGANIZATIONS

SEARCH LEARNERS > ADD LEARNER

### Basic

FIRST NAME: Arthur    LAST NAME: Miller

SITE NAME: Main Site    REGISTRATION CODE: [dropdown]

PUBLIC API USER ID: [dropdown]    E-MAIL ADDRESS: Arthur\_M@Company0.com

HIRE DATE: [calendar icon]

### Password

NEW PASSWORD: [password field]

CONFIRM NEW PASSWORD: [password field]

Force Password Change

### Organization

COUNTRY: United States of America    STATE/PROVINCE: Washington

COMPANY/ORGANIZATION: [dropdown]

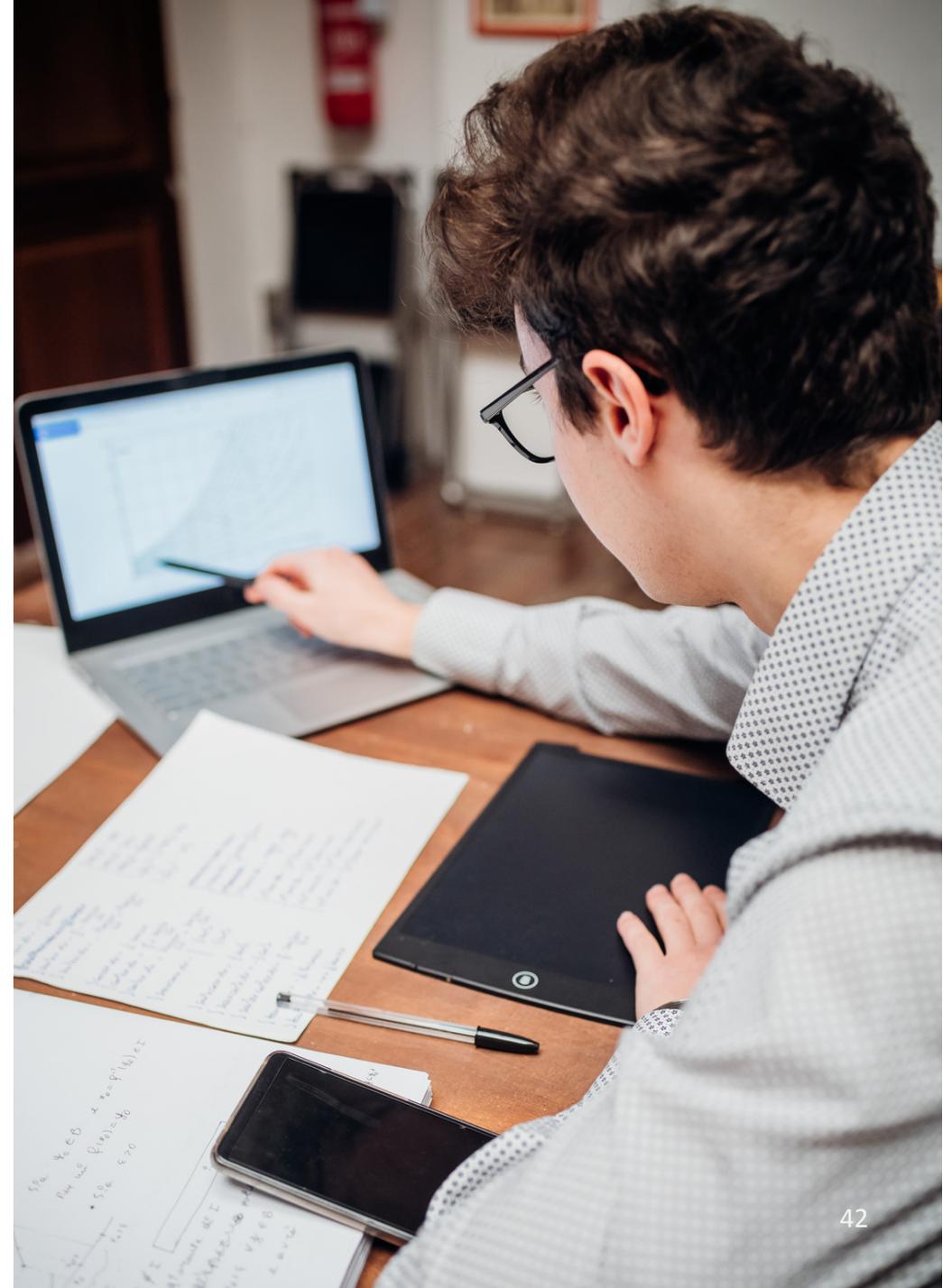
IF YOUR COMPANY IS NOT LISTED   

1. Open the Administrative Dashboard  
From the **Learners** tab, select **Add Learner** to the right the search section
2. On the User Profile page that appears, enter user data and attributes.
3. Select **Save**

# 7. Things to Know as New User

Helpful tips and resources as you get started with your LMS



# Helpful Tips



- Administrators have two views of the LMS: an **Administrative** view and a **Learner** view. The Admin view is accessed by entering the domain of your LMS and adding /admin (e.g. www.yourcompany.knowledgeanywhere.com/admin)
- From Admin view, administrators can create courses, learning paths, surveys, and group messages; add users; view and download reports; and more.
- Learners do not have access to Admin view. In Learner view, learners can preview courses, take and register for courses, view transcripts and certificates earned, and more.
- Administrators are eligible for first-tier support through our Help Center. To submit a support request, select **Support Center** in the footer of any LMS page while in Admin view.
- Select the Forgot your password? link on the login page if you need to reset your password.

# Helpful Resources



## Video Tutorials

<http://www.knowledgeanywhere.com/resources/videos>



## Help Center

<https://help.knowledgeanywhere.com/>



## Articles + Guides

<http://www.knowledgeanywhere.com/resources>