

VTT Academy Manual

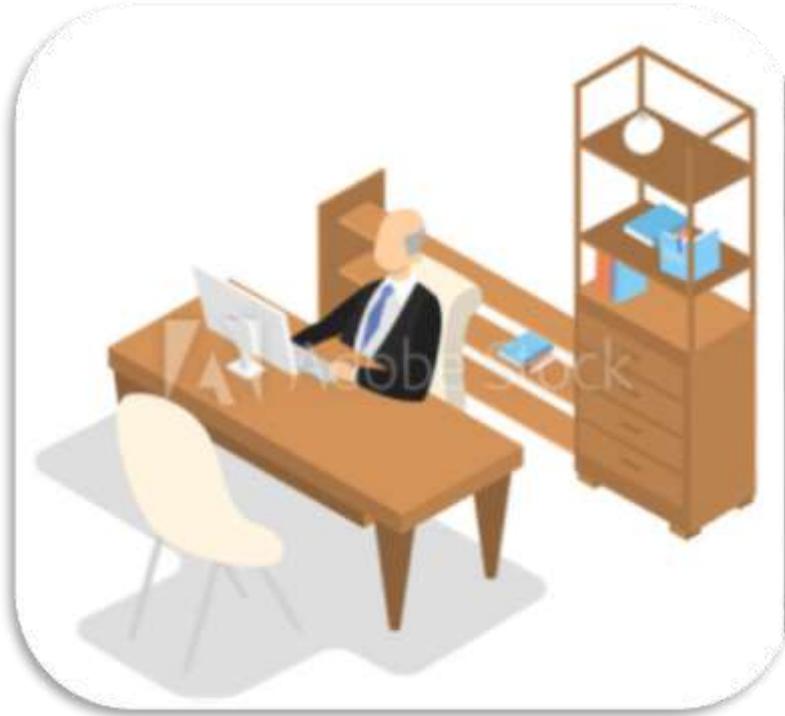


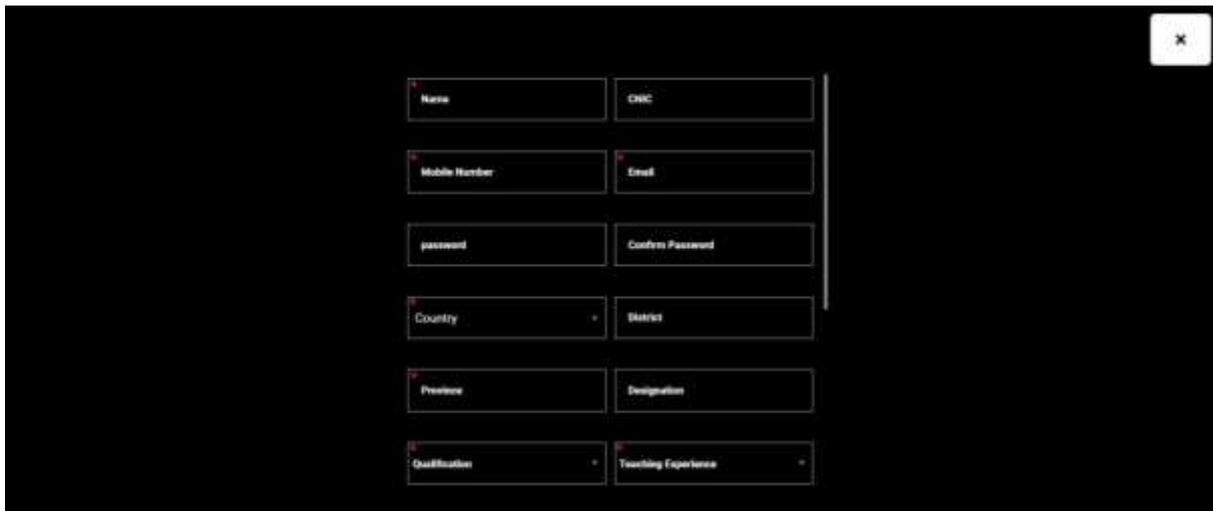
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Signing Up for the VTT

As a new user who would like to sign up for the VTT Academy.

1. Click **Sign Up**, and the **Sign Up** dialog box opens.
2. Fill in the required data to complete your sign-up process.



A screenshot of a sign-up dialog box with a dark background. The dialog box contains several input fields arranged in a grid. The fields are: Name, CNIC, Mobile Number, Email, Password, Confirm Password, Country (dropdown), District (dropdown), Province (dropdown), Designation (dropdown), Qualification (dropdown), and Teaching Experience (dropdown). A close button (X) is located in the top right corner of the dialog box.

Logging in

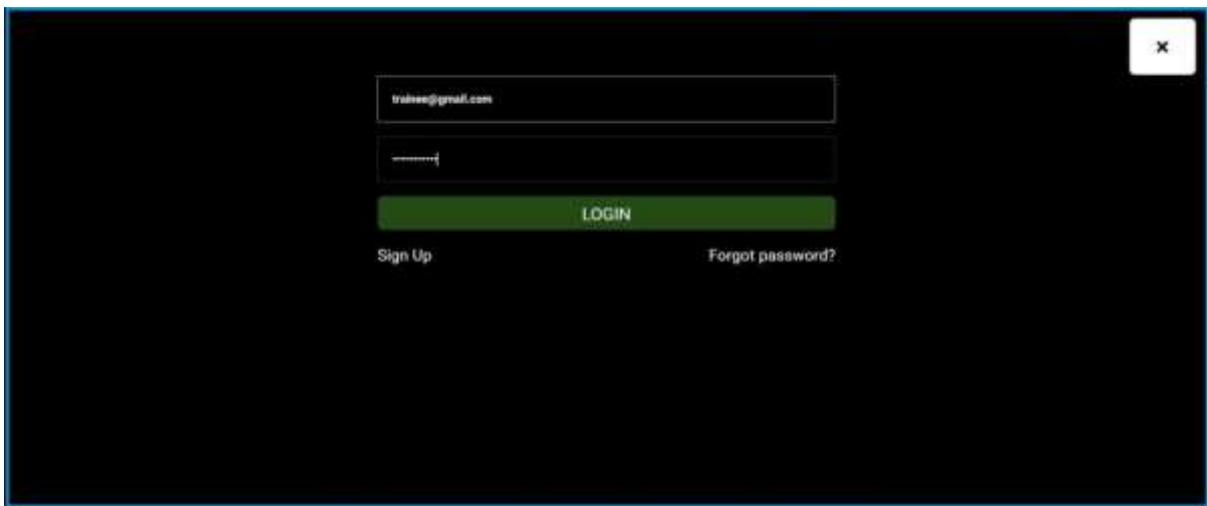
You can log in to the academy using any electronic device using the provided email and password and check your inbox for further details. This is an important process to keep your information secure. Here, you will be shown how to log into the platform provided using a computer or a smartphone.



To Log in to Classera Academy:

1. Google VTT Academy if you have the domain already. If not, check with your administrator.
2. Click the **Lock** icon on the top right of the screen.
3. Type your email.
4. Type your password.
5. Click the **Login** button, and you are in!
6. In case you forgot your password, click **Forgot Password** to receive an email to reset your password or change it. This requires that you add your email to your profile earlier.

Note: If this is your first time on the Academy, you can create a new account by following steps 1 and 2 and then clicking the **Sign-Up** button.



Home Page

The **Home Page** is the page you typically first encounter on the academy platform and usually contains links to the other site pages.



Homepage Contents:

- **The top bar**

It includes your profile, notifications, emails, a switch language option, and a search box allowing users to look up anything by simply typing it down. It also has a logo icon where users can browse courses and packages.

- **The side menu**

It gives you direct access to any of the general tools, **your course**, **certificates**, and **home**.

- **The top pane**

It contains the Courses tab, where you can view all courses and their settings.



Note:

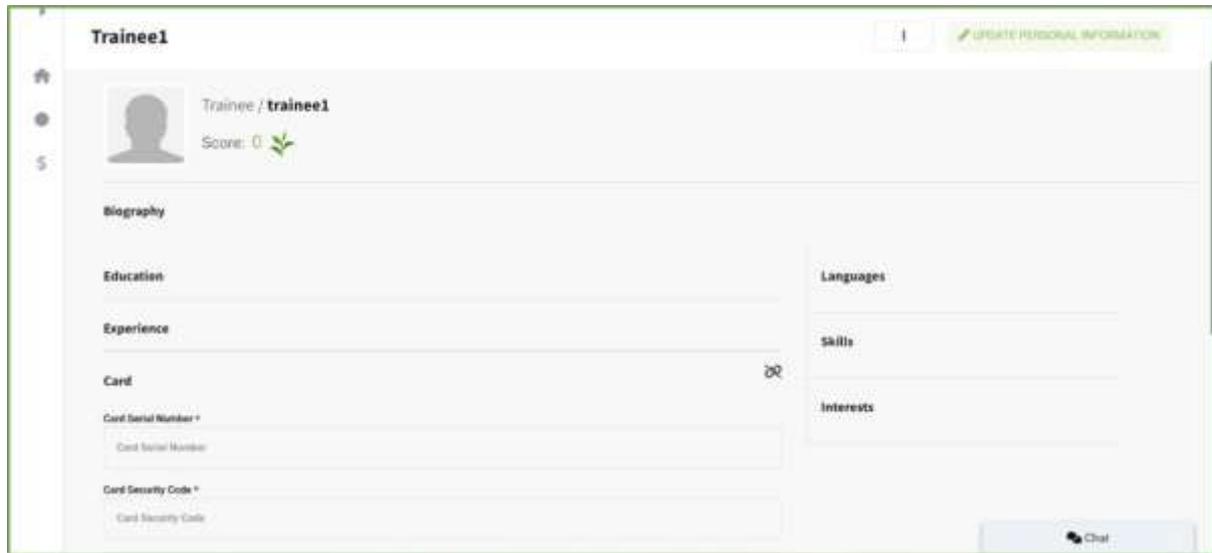
You can see the status of the task, highlighted in yellow if the task is pending and green if it has already been approved.

Personal Profile

The personal bar is a list of tabs containing all the user information to help you access and edit any of your data. Click the photo icon at the top right of your homepage to look deeper into your items.

Personal Bar

- 1 - The **user's profile**, where you can find all your account's personal information and settings.
- 2 - **User Manual** to transfer you to the academy user manual.
- 3 - **Log Out** button to log out from your account in the Academy.



Edit Profile

This is the main page on which you can edit your profile information, Click the **update personal information** button.

The **Update Personal Information** button, where you can add/update your profile photo, education information, experience, languages, skills, face for exam monitoring, and interests by clicking the + button next to the corresponding fields.

-The five dots button that contains:

- 1 – The **Update Personal Information** button, where you can add/update your name, email, gender, and bio.
- 2- The **Add face (take a picture)** button, where you can update your picture.
- 3- The **Update Password** button, where you can update your current password.

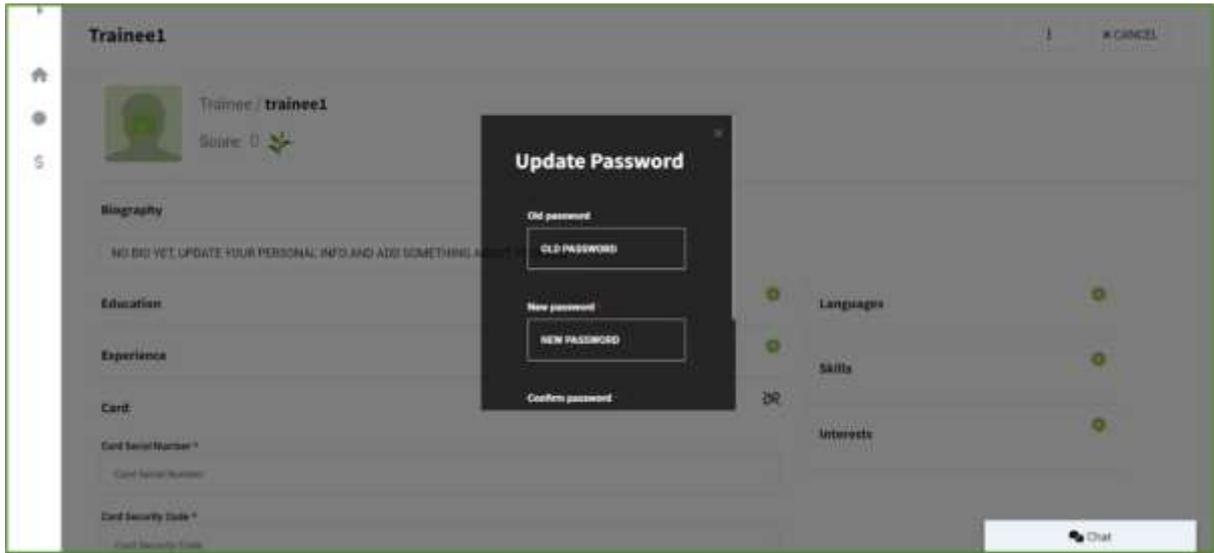


- 4- The **User Manual** button to transfer you to the academy user manual.
- 5- The **Logout** button to log out from your account in the Academy.

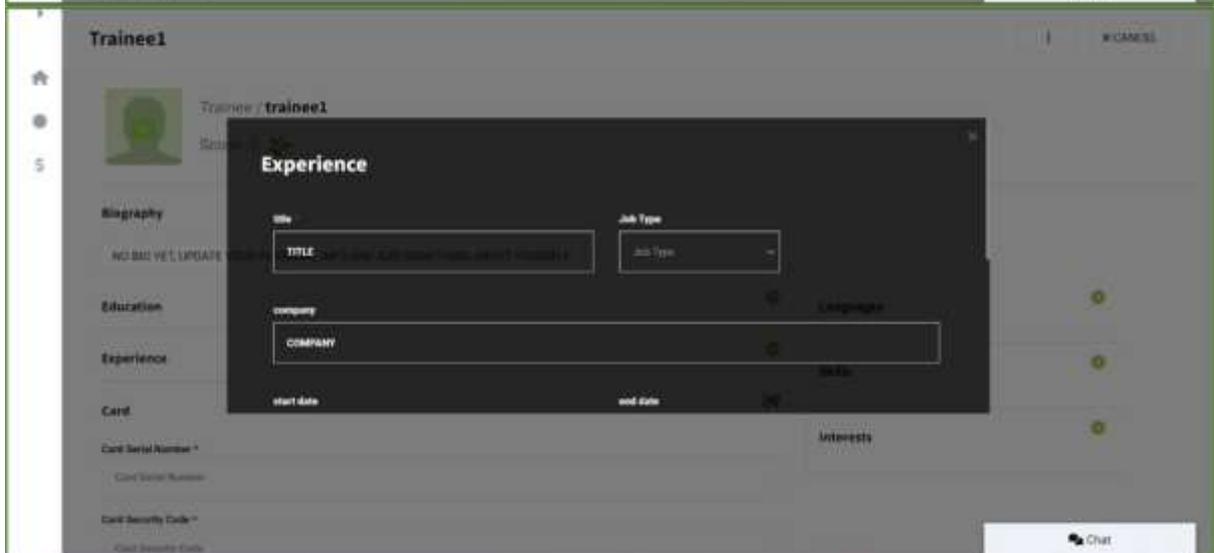
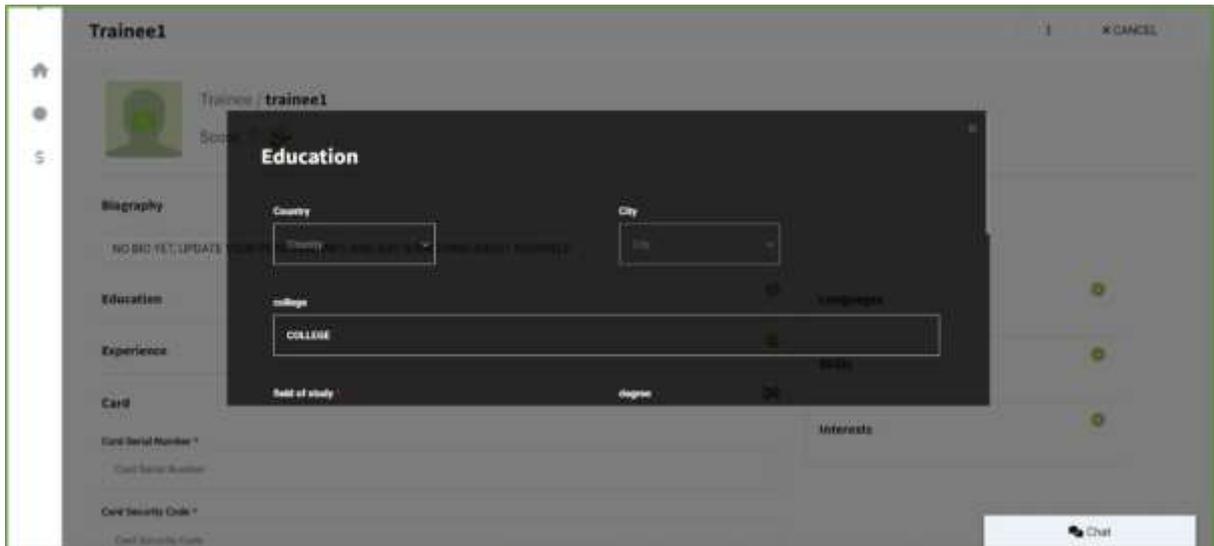
Update Personal Information

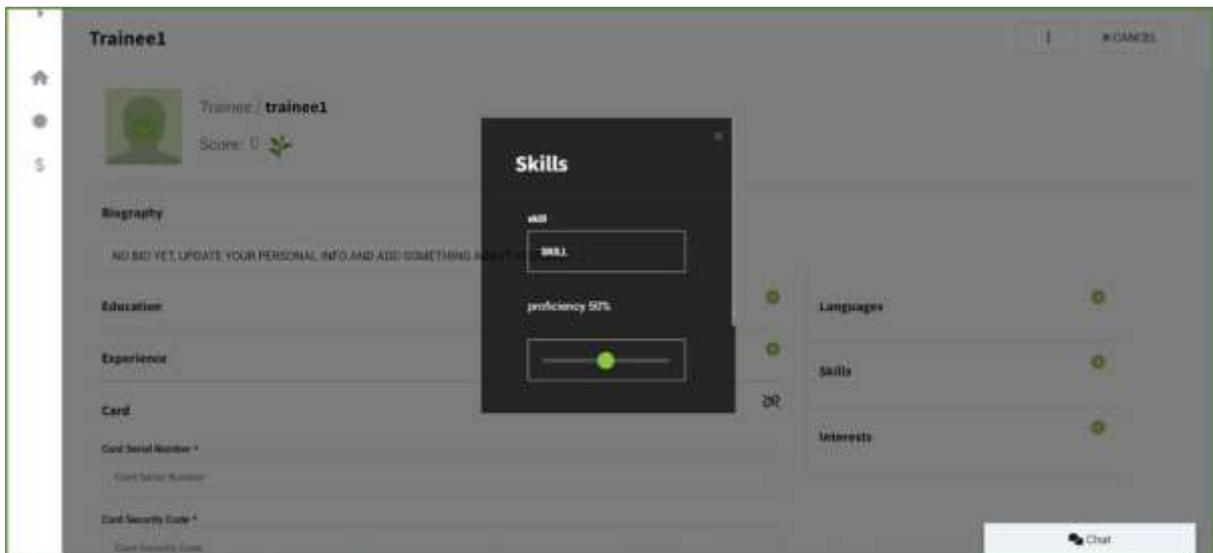
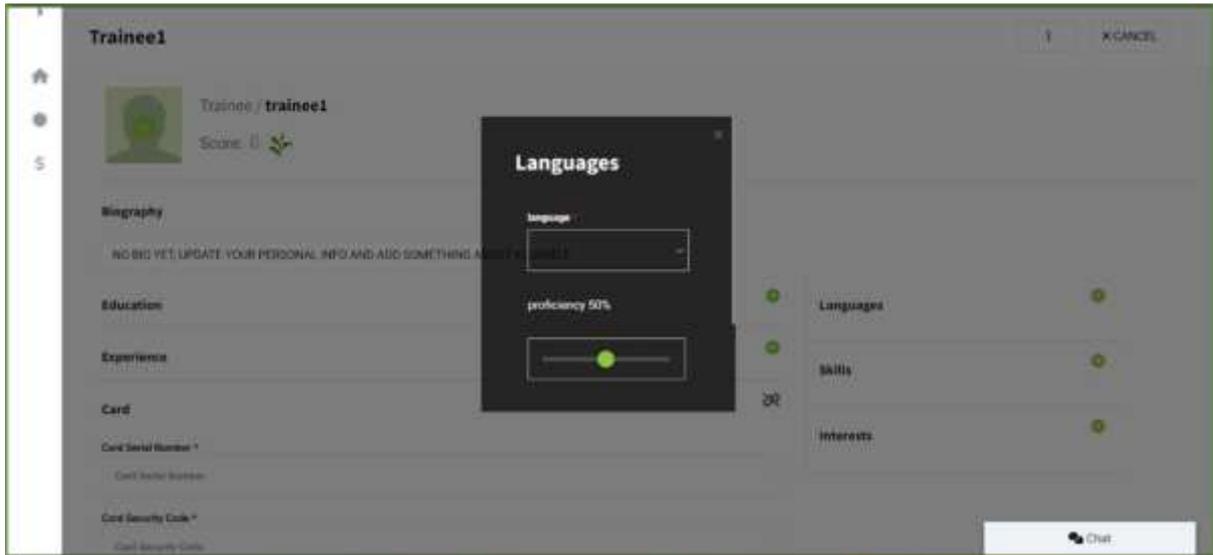
To update your personal information, do as follows:

1. **Update the password**, write down your **old password**, then the **new password**, and **confirm the password**.
- 2- Add your education, fill in the **college** field; then choose your field of study and your degree.
- 3- Add your experience, the **title**, and the **job type**, then the company name in the corresponding field.
- 4- Click the **language** button and choose your preferred language.
5. Click the **Skills** button to add your skills.



Now you updated/added your profile information successfully.





The Dashboard

1. The main section of the home page is an information management tool that monitors and analyses. It gives you a visual display of all your academy users and contains a **chat tab** to contact any academy users.

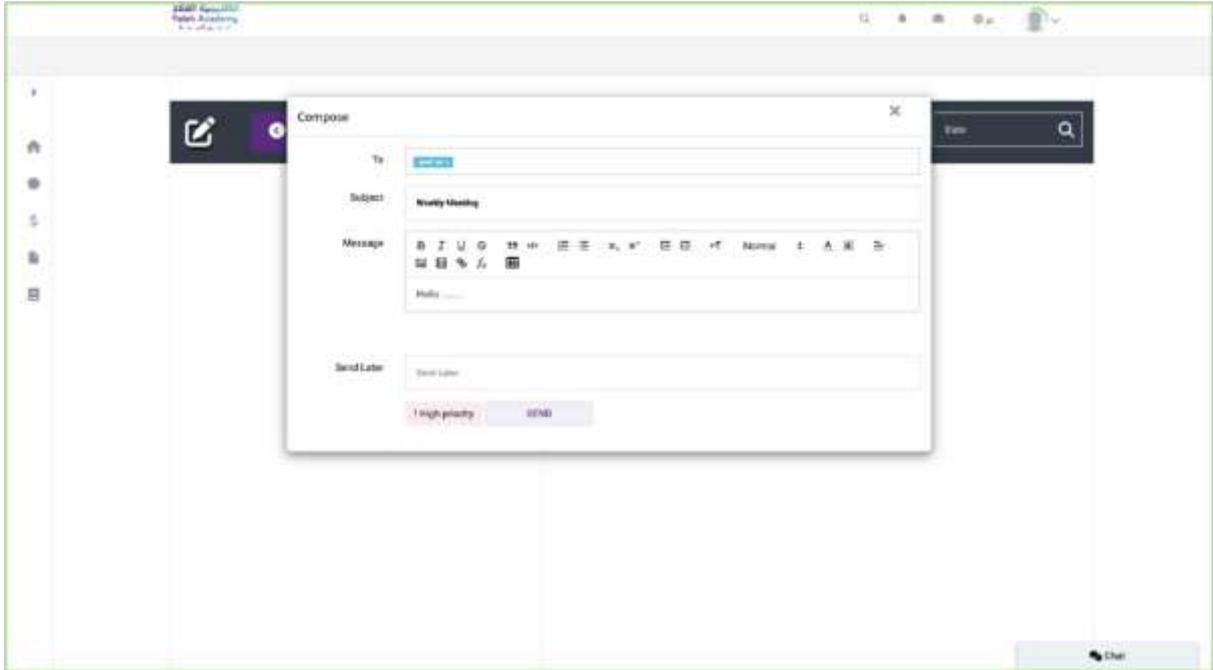


2: The Courses table shows on the dashboard **PACKAGES**, **RECORD COURSE**, **LIVE COURSE**, **ARCHIVES**, and **WORKFLOW**, and you can click + to **enroll in a new course**.

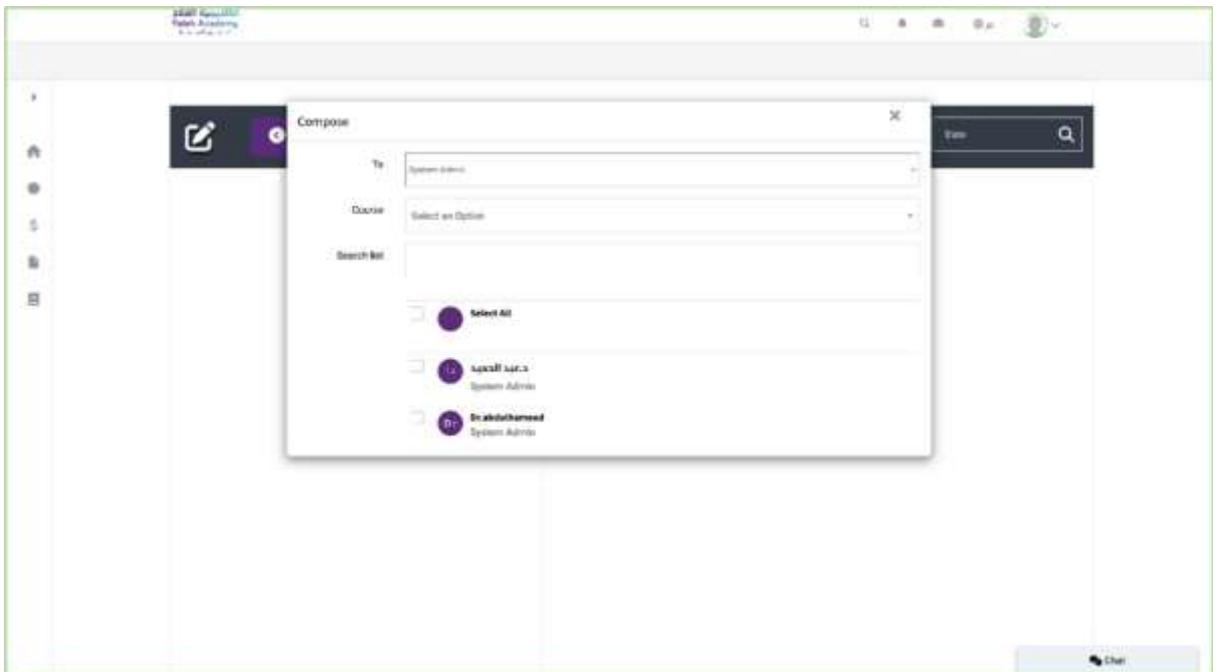
Mailbox

To compose a new message:

1. Click the **mailbox** icon on the top bar of the home page.
2. Type in the recipient's email address or the name of the user.
3. Add a **subject** line.
4. Write the content of the **message**.
5. Add an inline or attached image.
6. Attach a file or link to it within the message.
7. Specify The **Date** and The **Time** for sending a message later.



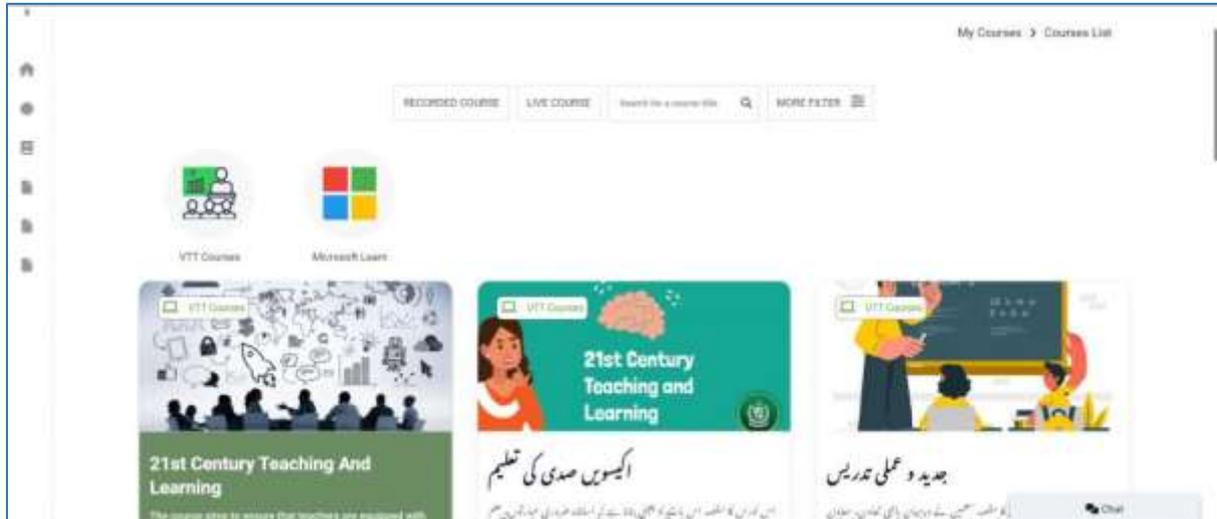
The first screen appears when you open your mailbox, The inbox displays the list of messages you have received, along with their subject lines, senders, and the date and time they were received, and you can search for any messages from search boxes.



To compose a new message to any course, select a user and course,

Enroll in a new course

On the **My Courses** page, click the **Enroll in a New Course** button, and a page with the same name opens.



2. Select the course you want to enroll in. The course data page opens. You can select recorded or live courses to filter your course list. Also, you can search the name of the course in the **Search** field. However, you can use more filters to limit your search.

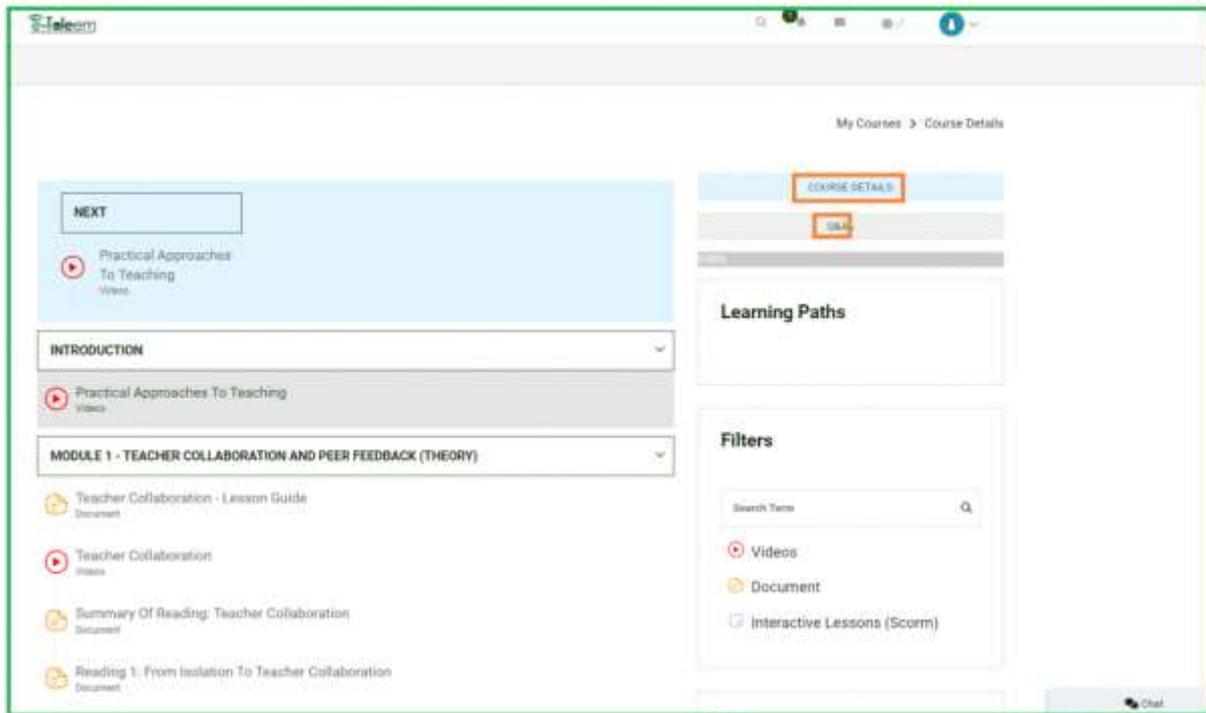


3. Click the **Enroll** button to enroll, you will be enrolled automatically, or click the **Add to Wishlist** button to take later.

Course Content

The course consists of the number of modules, module number, lecturer name/specialization, and lecture duration (hours or minutes).

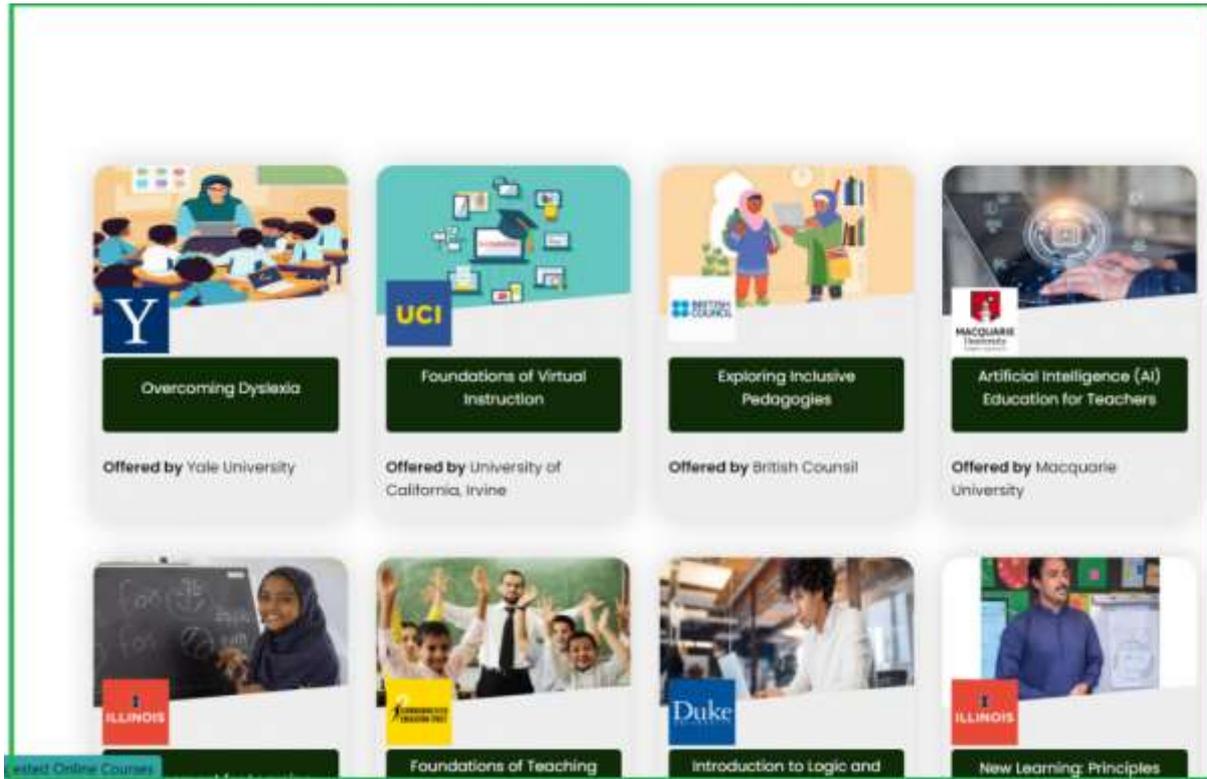
1. Hover over the course on your **Courses** page, and all the details of the course are displayed.



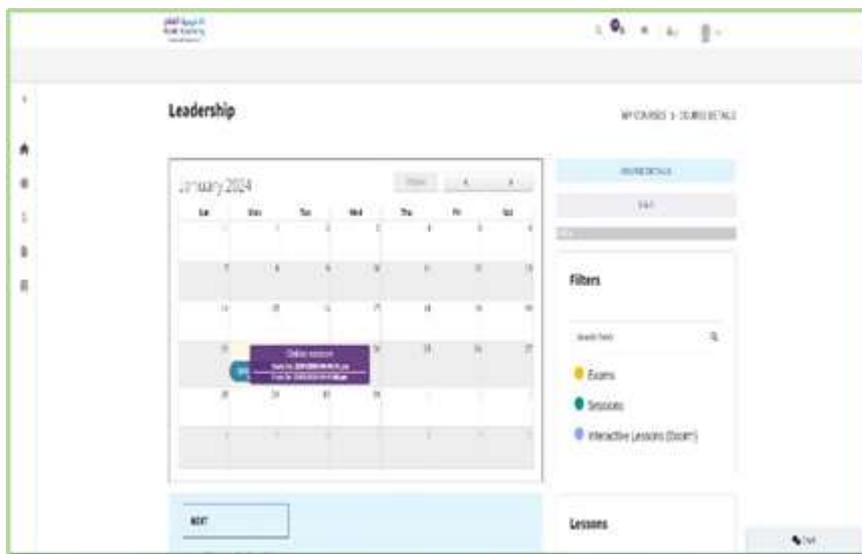
2. Click the **Course Details** button, to open the details of the course.
3. Click the **Q&A** button for the common questions and answers on the selected course.
 - a. You can add your own questions to the selected course, by filling out the Add Question dialog box with details; filling in the title of the question, and selecting the lesson to which the question is related.
4. Type any search term in the **Filters** text box and click the search lens. You can search for all the videos, documents, and interactive lessons.

Suggested Online Courses

From the main menu, click Suggested Online Courses to open more suggested courses that may enrich your information and help you on your career path.



VIRTUAL CLASSROOMS

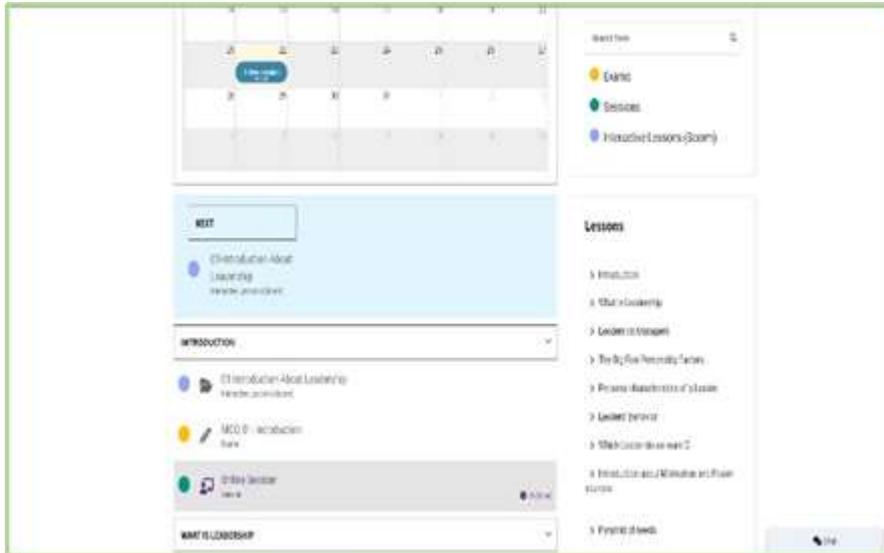


Virtual Classrooms are online lectures/sessions created by the teacher to gather live with his students, LMS provides two virtual vendors; Microsoft Teams and Zoom.

When opening a Virtual Classroom using Microsoft Teams, for example, you can either:

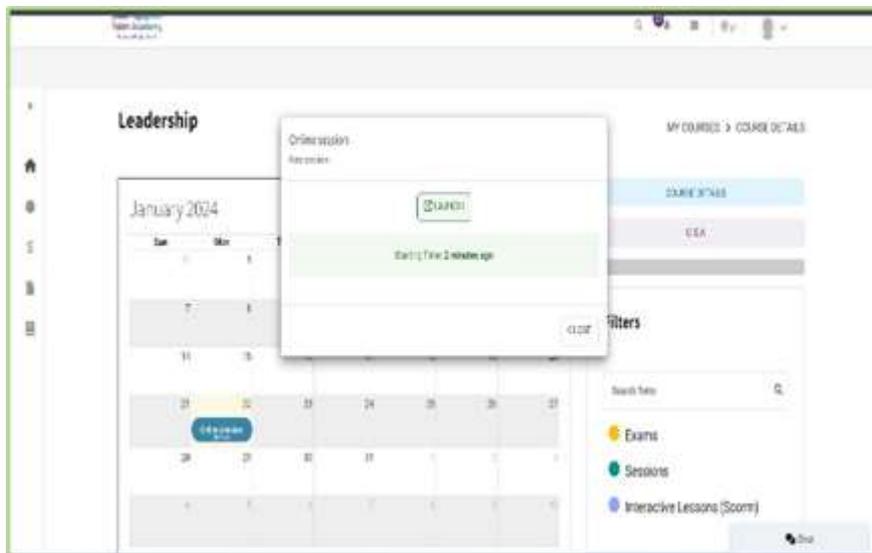
- a. Click **Continue on this browser** to launch the virtual classroom using the MS Teams web application.

- b. Or, click **Open Microsoft Teams** to launch the virtual classroom using the MS Teams desktop application.



- When it is time for the virtual Class, teachers should attend first to let the students in.

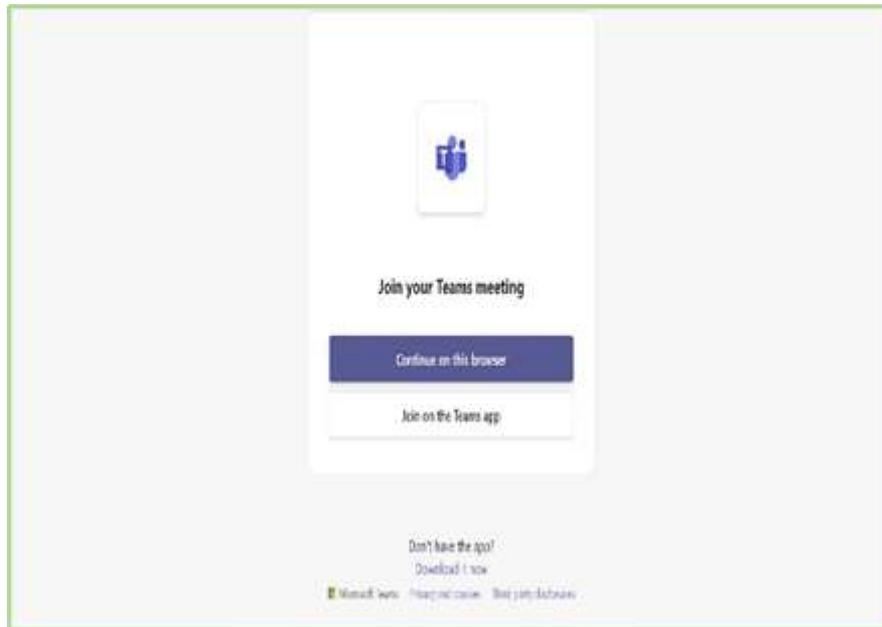
JOINING THE CLASSROOM



To Join a Virtual Classroom:

1. From the **Virtual Classrooms** page, click the eye icon next to the classroom required.
2. Choose one of the following options: * **Continue on this browser.** * **Open Microsoft Teams.**
3. Click the camera icon and the mic icon to open the camera and connect the microphone before joining the classroom.

4. Choose a background filter if you want.
5. Click **Join now**.



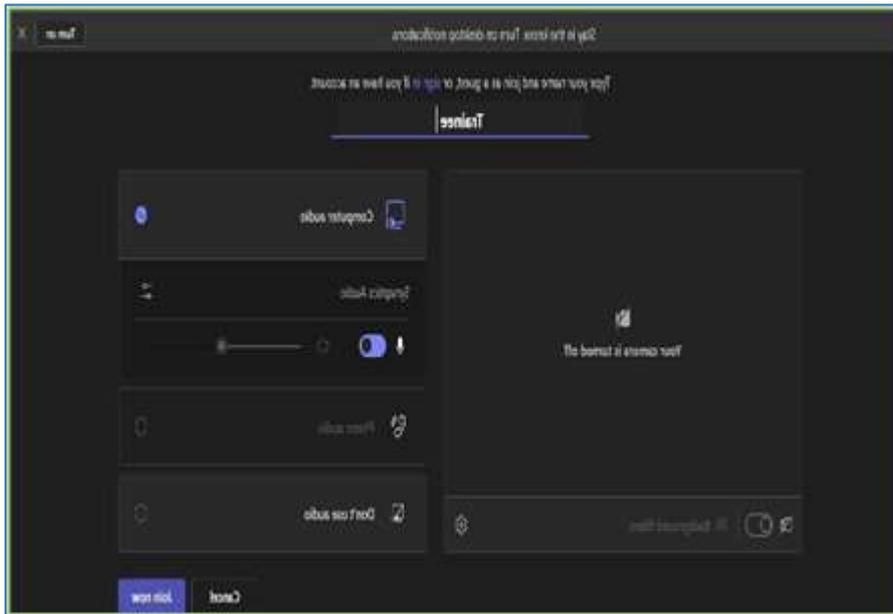
CLASSROOM CONVERSATION

In the classroom chat, you can type a message, insert emojis, attach files, make your message important, etc.

MORE ACTIONS

Microsoft Teams offers more actions to make your experience with virtual classrooms easier.

- Change your device's audio and camera settings.
- Manage session permissions.
- Take session notes and present them to the attendees.
- View meeting information.
- View your participants in three ways while the class is running.
- Change your environment background while your camera is turning on.
- Start recording your session.

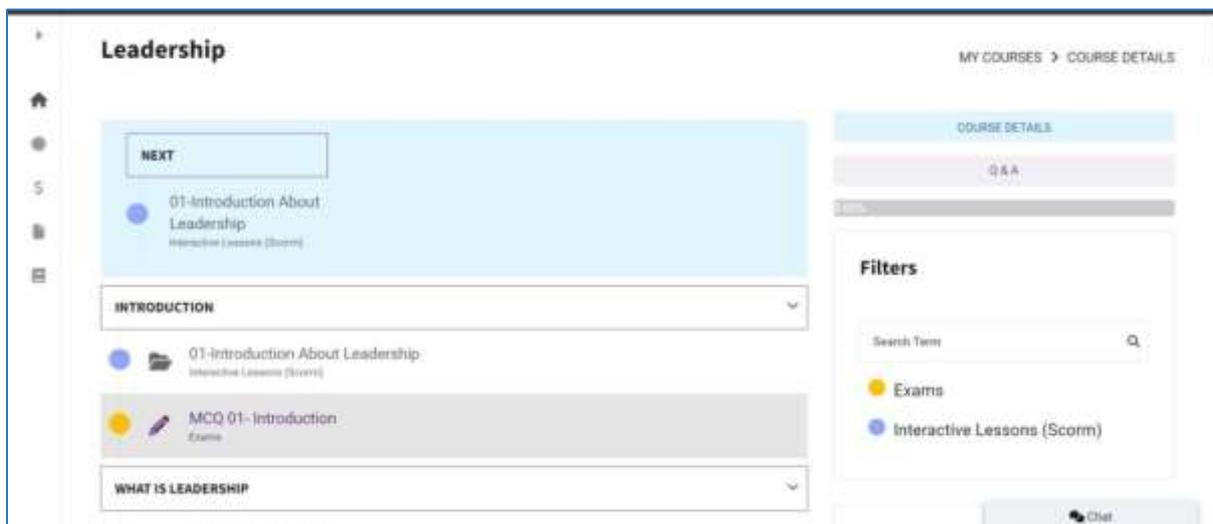


EXAMS AND ASSIGNMENTS

To Take Your Exam and assignment

1. On the **Homepage**, a new notification appears.
2. Click the exam name.
3. Choose the type of questions.
4. Click **Start**.
5. Answer all the questions carefully.
6. After finishing, click **Submit**.

Note: The exam grades appear automatically to the trainee, except for the essay questions, which require grading from the trainer.



Results

100.00
60.00
60.00%

Total Mark Submissions Mark Percentage

Questions and answers

When you discuss leadership, we mean:

- 1 Leadership within political structures.
- 2 Leadership in companies and institutions from an economic perspective.
- 3 Leadership among individuals within social terms.
- 4 All of the above. ✔

Questions List

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5

Related Dates

Published: 4 months ago

Last Date: 2 years

Chat

MCQ 01- Introduction

MY COURSES > LEADERSHIP > SOLVE EXAM

4

Question 4 of 5

It is well known that the modern administrative thought, which was originated in the West reflects the culture of the West and their orientations, which is a bit logical. So, when we read about their experiences, we:

Do not force ourselves to embrace all that they have reached, but we follow things as appropriate in our own contexts.

Oblige ourselves to embrace everything they have reached.

Follow them in the same manner we embrace laws of physics and chemistry.

d) Find very little to benefit from.

Answers

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5

Exam name: MCQ 01- Introduction

Time limit (min): 10

Full Mark: 100

Chat

MCQ 01- Introduction

MY COURSES > LEADERSHIP > SOLVE EXAM

Exam name: MCQ 01- Introduction

Time limit (min): 10

Full Mark: 100

Submissions: 1 time

START

< 01-INTRODUCTION AB...
02-WHAT IS LEADERSH...

LEADERSHIP

Chat

MCQ 01- Introduction

MY COURSES > LEADERSHIP > SOLVE EXAM

Exam name: MCQ 01- Introduction

Time limit (min): 10

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Submissions: 1 time

START

< 01-INTRODUCTION AB...
02-WHAT IS LEADERSH...

LEADERSHIP

Chat

CERTIFICATES

a document serving as evidence or as written testimony, of status, qualifications, privilege, and completing a course.

The My **Certificates** page includes the certificates issued to the user.

You can have access to them by clicking the My **Certificates** button.

