



User handbook



Hi, and welcome to TalentLMS.

Your organization has chosen this platform to provide you with training. Here, you'll learn how to navigate your account and manage your experience.

<p>Your learning experience is based on the specific courses and choices your Instructor makes.</p> <p>You may not be able to see all the features explained in this handbook.</p>	<p>Contents:</p> <ul style="list-style-type: none">• How to log in to the platform• How to enroll in courses• How to navigate courses• How to view your progress• How to engage with other users• FAQs
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In TalentLMS, you are referred to as a **Learner**. As a **Learner**, you can view, select and complete courses, check your own progress and engage with your Instructors from your computer or mobile

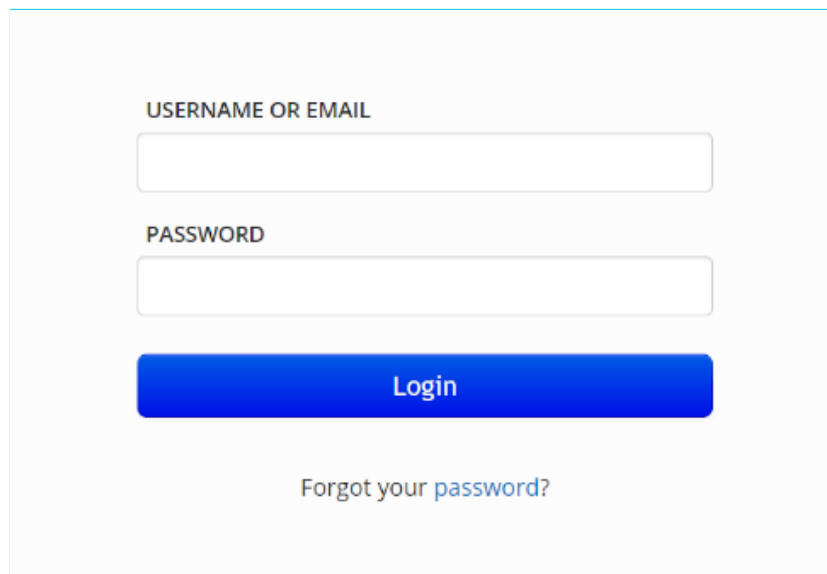


Logging in to your account

There are two different ways your administrator asked you to join the platform: you were invited to log in, or you were asked to create an account.

IF YOU WERE INVITED TO LOG IN:

1. Your login details are usually shared by email.
Check your inbox and/or spam folder for it.
2. Open that email and use the link that leads to the training portal.
3. On the homepage, click **Login** and fill in the username and password that was shared in the email.



USERNAME OR EMAIL


PASSWORD

Login

[Forgot your password?](#)

IF YOU WERE INVITED TO CREATE YOUR OWN ACCOUNT


1. Visit the training portal URL that was shared with you.
2. On the homepage, click **Sign up** and fill in the required details.
3. Once your profile is activated, you can log in to your account.



Use a unique username and email address.

Pro tip

Bookmark the URL of your training site, so you always have easy access to log in.

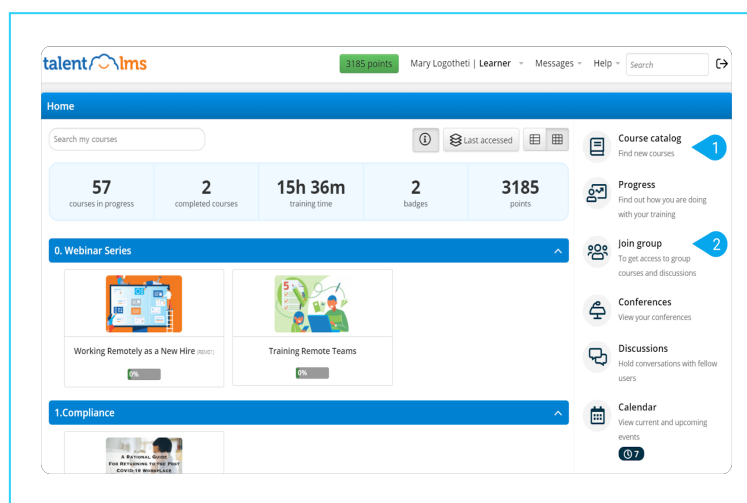


Enrolling in courses

You can enroll in courses on your own, or someone in your organization will enroll you in training.

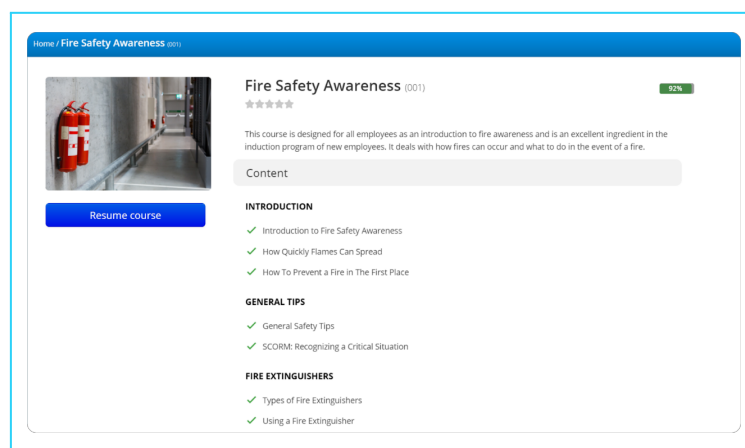
ENROLLING IN COURSES ON YOUR OWN

1. Browse the **Course catalog** for courses made available by your organization and take any you'd like.
2. Use the group key that has been shared with you to join the group and enroll in all courses automatically.



ENROLLED BY SOMEONE IN YOUR ORGANIZATION

1. Your dashboard shows all the courses you've been enrolled in by your organization.
2. Click on a course to find more information about it. From here, you can also start or resume the specific course.





Navigating courses

To complete a full course, you'll typically need to complete different types of units, like live training, tests, or assignments.

HOW TO COMPLETE GENERAL UNITS

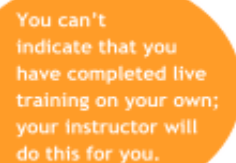
Typically, a course will consist of different units.
To complete a unit you might need to:

- Click the **Complete** button.
- Answer a question. If correct, you'll move to the next unit.
- Race against the clock. Your instructor has set a time limit for you to complete the unit — the unit auto-completes when time is up.

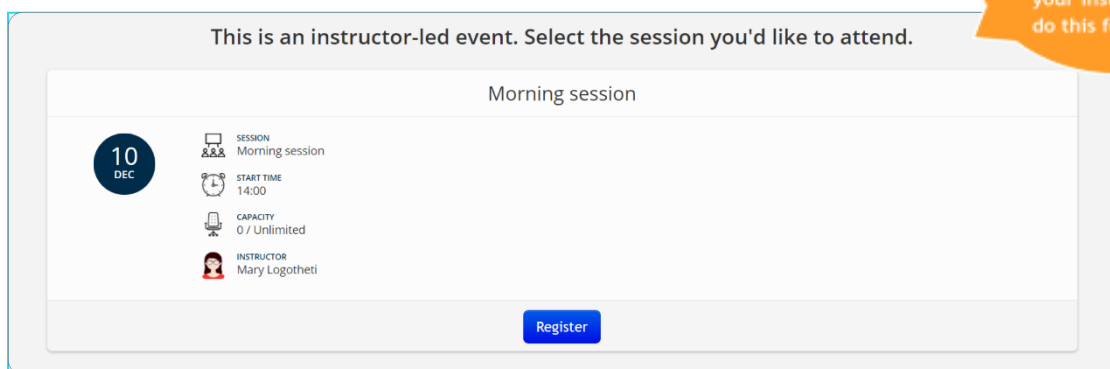
LIVE TRAINING

Some courses might include live sessions scheduled by your instructor. These can be held in classrooms or via a webinar tool.

To enroll in a session, click **Register**.



You can't indicate that you have completed live training on your own; your instructor will do this for you.



This is an instructor-led event. Select the session you'd like to attend.

Morning session

10 DEC

SESSION Morning session

START TIME 14:00


CAPACITY 0 / Unlimited

INSTRUCTOR Mary Logotheti

Register

Note:

You can join a live training session 15 minutes before its start time and only once the instructor launches the meeting.



NAVIGATING TESTS & ASSIGNMENTS

Tests	Assignments
You'll need to answer all questions to move on.	You'll be prompted to submit a reply.
Graded automatically. You'll immediately know if your attempt was successful or unsuccessful.	Might need to be graded by an Instructor. Keep an eye out for feedback from your training team.

COMPLETING A COURSE

Once you have completed all units of a course successfully, a pop-up window will appear indicating you have completed the course.

If the course has been set up to lead to a certification, you'll be prompted to download the certificate.

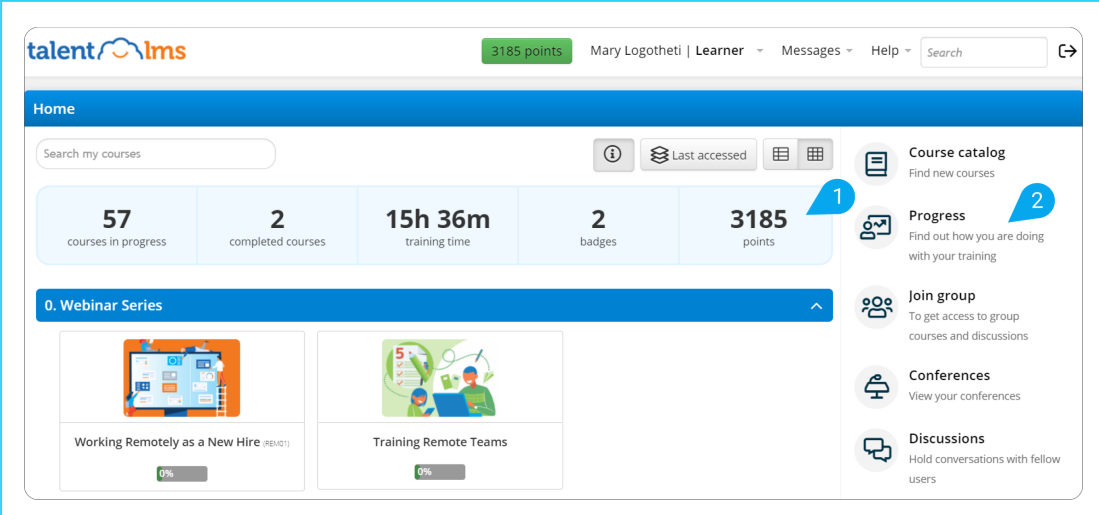
You can easily navigate through units and revisit Completed ones from the top menu.

The screenshot shows a user interface for a course titled "Working Remotely as a New Hire". At the top right, there are buttons for "View as Instructor", "1075 points", and a menu with "Quiz", "Files", and "More". A progress bar indicates 67% completion. Below the progress bar, a list of completed items is shown: "3 Ways to Onboard Remotely" and "Asking the Right Questions", both with checkmarks, followed by "Quiz". In the center, there is a graphic with a lightbulb and icons labeled A, B, and C. Below the graphic, the text reads: "The test contains 3 questions" and "You have 30 minutes to complete it". At the bottom, there is a "Start test" button.

Viewing your progress

You can keep track of your training from two different spots on the platform.

1. On your dashboard, you'll find the **micro-stat bar** showing some general stats.
2. From your dashboard, go to **Progress** on the right panel to access more detailed reports.



The screenshot shows the talentlms dashboard for user Mary Logotheti. The top navigation bar includes the logo, a green '3185 points' badge, and user information. The main content area features a 'Home' header with a search bar and a 'micro-stat bar' displaying: 57 courses in progress, 2 completed courses, 15h 36m training time, 2 badges, and 3185 points. Below this is a '0. Webinar Series' section with two cards: 'Working Remotely as a New Hire (REM01)' and 'Training Remote Teams', both at 0% completion. The right sidebar contains a 'Course catalog' section with links to 'Course catalog', 'Progress', 'Join group', 'Conferences', and 'Discussions'. Blue callout boxes with numbers 1 and 2 highlight the '3185 points' stat and the 'Progress' link respectively.

HERE YOU'LL FIND:

- **Overview** - your training progress at a glance
- **Courses** - stats about your progress in each course you are enrolled in
- **Certifications** - all the certifications you have received, and the option to download them
- **Badges** - all the gamification rewards you have earned
- **Timeline** - a detailed log of all the actions related to your profile

Communicating with other users

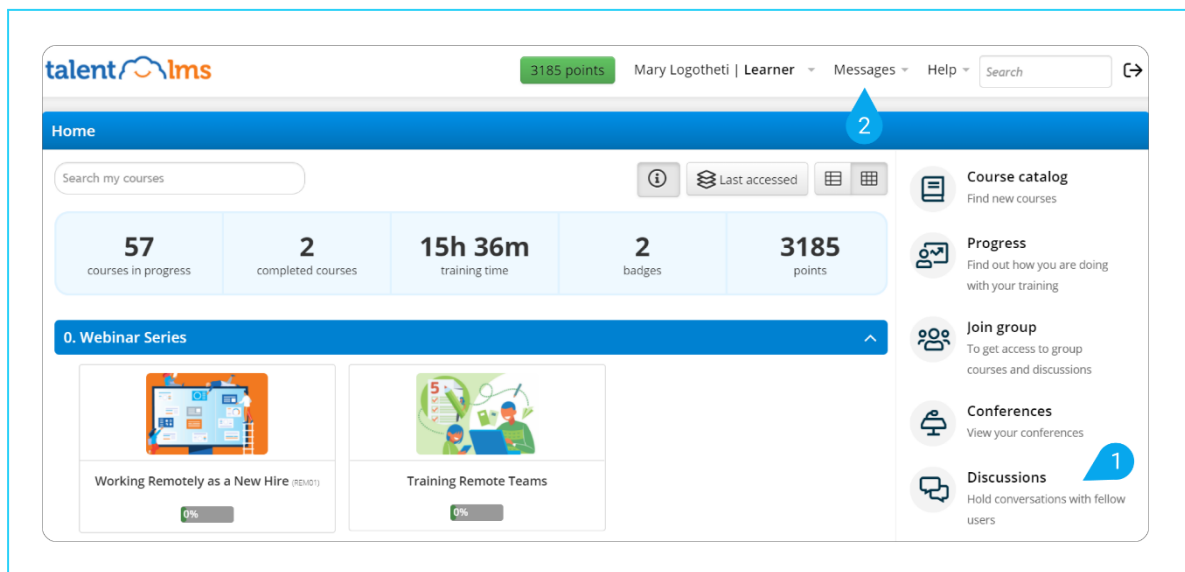
Different ways to engage with your training team and other learners

1. DISCUSSIONS:

This feature is a forum-like tool where you can connect with other learners or Instructor/s by posting comments. You can also like and comment on the posts of others.

2. MESSAGES:

You can send direct (and private) messages to other learners, as well as your Instructor/s or Administrator/s.





Frequently Asked Questions

- **How do I reset my password?**

To reset your password, you will need to use your username or email as an identifier. Click [here](#) for a step-by-step guide.

- **What type of email notifications will I receive?**

You can expect to receive emails related to actions your instructor has taken and would like to communicate with you.

For example, when they have enrolled you in a new course, or they're reminding you about a webinar that is about to start, or an alert that feedback from your submitted assignments is ready.

The email address you'll see is noreply@talentlms.com. If these emails end up in your Spam folder, mark this email address as 'safe' in your email provider.

Where do I access files that have been shared with me?


There are two places to look for files shared with you:

- a) From the course you are viewing. Click on **Files** at the top right to access files shared.
- b) From your user profile. Hover over your name at the top of the page, click **My files** and view any files shared directly with you.

- **What happens if my computer shuts down or my connection is lost while I'm completing a course?**

You can abandon and resume a course at any point. Just return to the course, click **Resume**, and you'll be able to continue from the last unit you accessed. If you were in the middle of a test, you'd be able to resume from the last pending question.

If the test has a timer, the answers of that attempt will be submitted to the point that they have been completed.



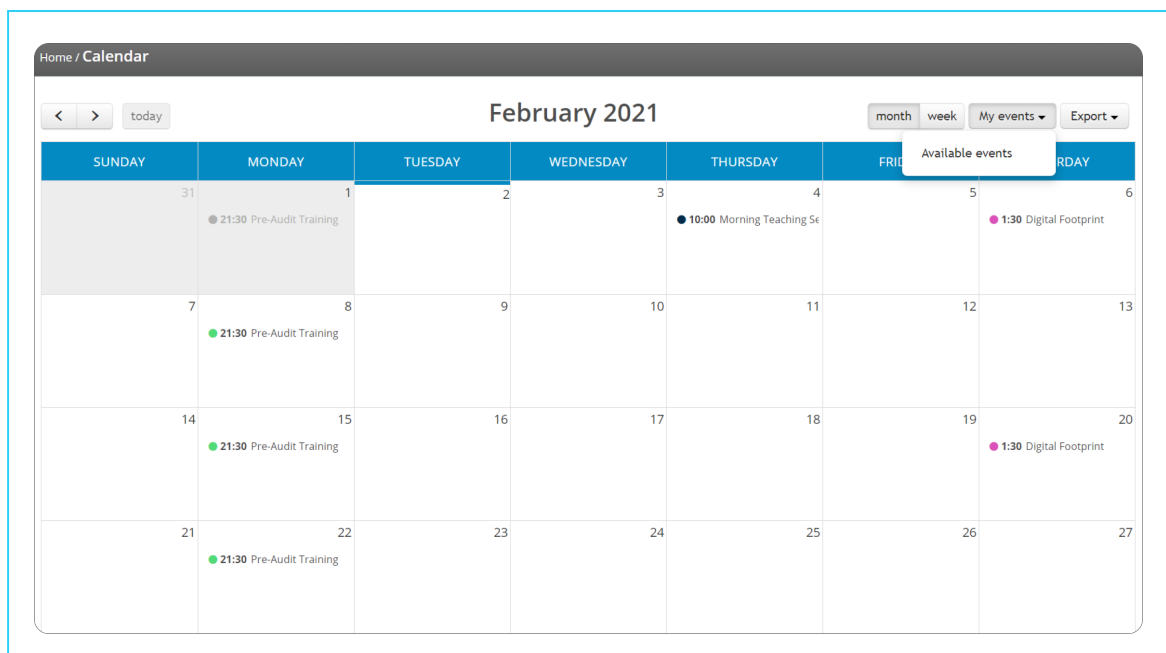
- **Can I see my TalentLMS calendar on the calendar app that I use?**

Yes, you can find more details [here](#).

- **Which events are displayed on my calendar?**

You can switch between two views in your calendar to see different events. (Events are typically live training, webinars, or meetings)

- My events:** “My events” is selected by default. Here, you see all events you are already registered for.
- Available events:** Click on **My events** to switch the view to **Available events**. Here, you see sessions that are available as part of your assigned courses but that you have not yet registered for, as well as other single events or conferences (that are not part of a course) that your organization has set up and you are allowed to register for.



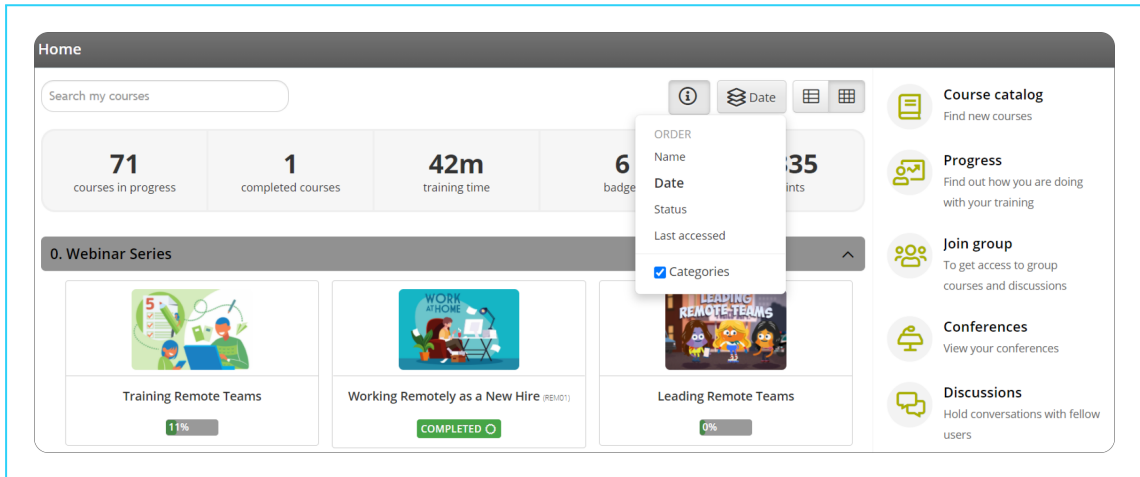
- **How can I see the portal in my preferred language?**

Navigate to the top of the page, hover over your name to reveal the dropdown options, and click **My Info**. You will be able to change your language and the timezone if needed.

- **Can I change the order in which my courses are displayed?**

Yes! From your dashboard, click on the **Date** icon (above your micro-stats bar) and select how you prefer to view your courses.

From here, you can also choose if the **Category** will be visible or hidden.



You can also display your completed courses separately from courses still in progress. Click on the **completed courses** tab of the micro-stat bar, and you'll only see those. Click on the **completed courses** tab again to return to the default view with all courses.

