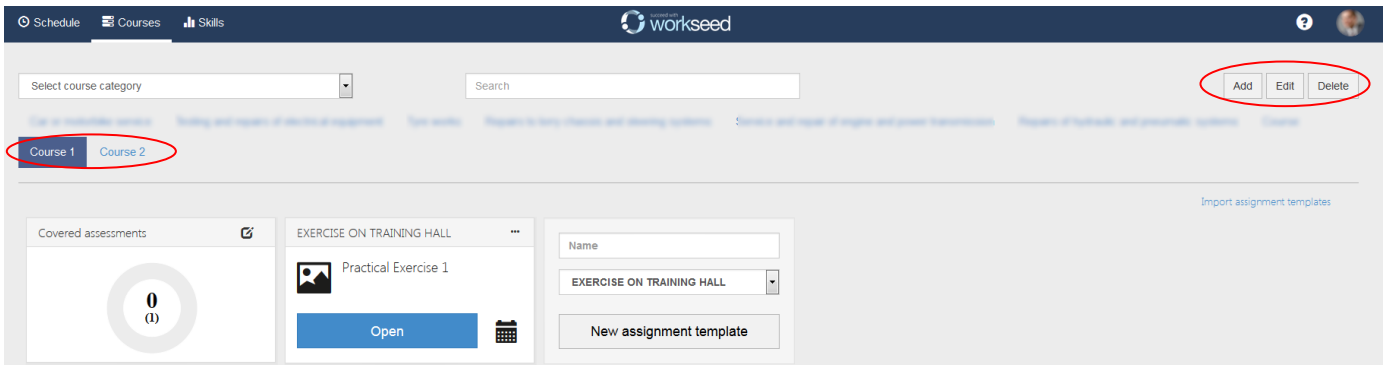


1 CREATING NEW COURSE

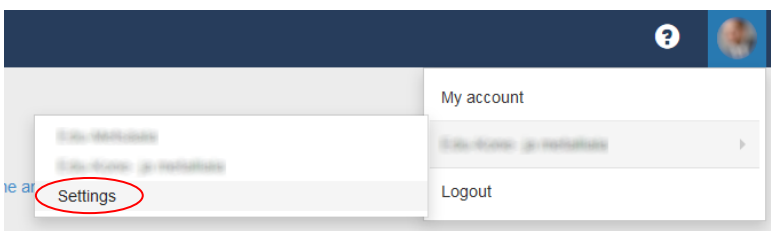
By selecting *Courses* in the navigation menu you can create and manage your Workseed content (professional exercises, training diaries etc.) based on the course structure. On the right hand side, you find buttons for adding, editing and deleting course folders.

NOTE In case of a need for customizing GUI terminology, please contact us at support@workseed.fi

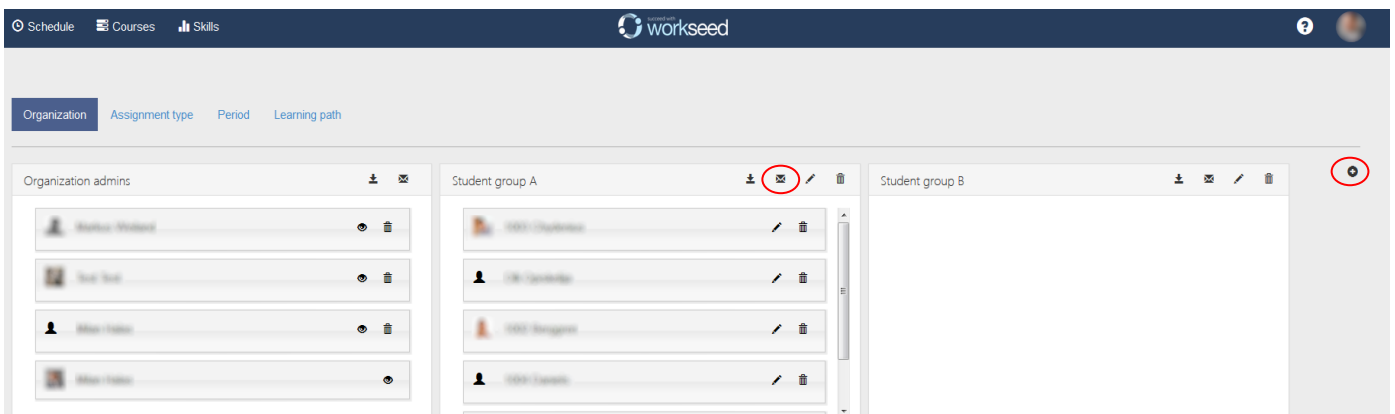


2 CREATING USER ACCOUNTS

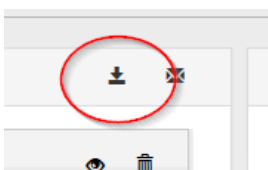
You can create user groups by navigating to *Settings* and selecting *Organization*.



You may invite participants to a user group by selecting the envelope button and filling user's name and email address on the opened invitation dialog.



If your Workseed environment is connected to your organization's Active Directory / LDAP directory service, you can select users to your groups using the *Import* function.



NOTE If you wish to connect your organization's Active Directory / LDAP to Workseed, take contact to support@workseed.fi









3 ASSIGNMENT TYPES

You can define assignment types at the *Assignment type* section. You can define the types according to the prevailing pedagogical practices and terminologies in your organization. After defining the assignment type *name* and optional *short name*, you need to select the documentation type: *Report*, *Diary* or *Assessment minutes* used in the assignment.

Reports offer a traditional way for students to produce a document from practical assignments and works. The student can complete the report once or in case of long duration assignments the student can save and continue later on.





Diaries are meant for students to report a fixed information content regularly e.g. daily or weekly basis. Diaries are like logbooks typically used for documenting student's tasks and feedback for example during the on-the-job training.

Assessment minutes are completed by a teacher. Typically the minutes are used in special assignments like skill tests when the student is not capable of producing the required documentation. Assessment minutes can contain multi-media attachments.

Organization	Assignment type	Period	Learning path
+			
	DR ON-THE-JOB TRAINING DIARY		 
	EX EXERCISE ON TRAINING HALL		 
	FT FINAL SKILL TEST		 
	TEST NEW CUSTOMER SPECIFIC TEST		 

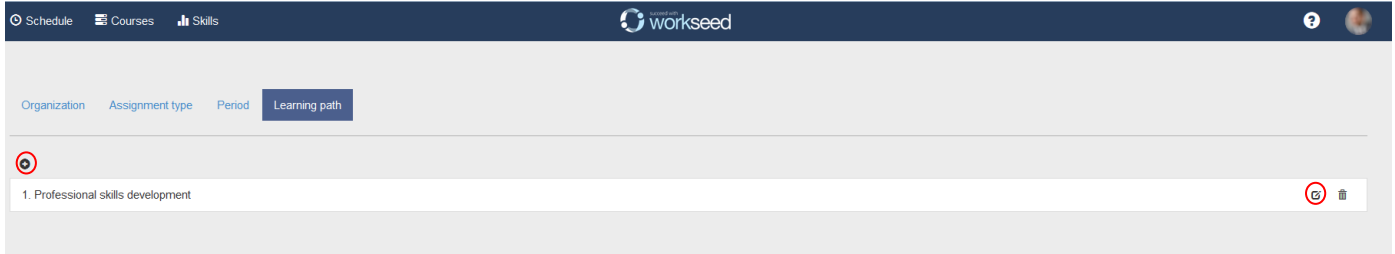
4 PERIODS

Periods of the academic year can be set at *Period* section. You can define any number of periods by entering the *Period* name, *Start date* and *End date*.

Organization	Assignment type	Period	Learning path
+			
	Fall 17-18 (01.08.2017 - 31.12.2017)		 
	Spring 17-18 (01.01.2018 - 30.06.2018)		 

5 DEFINING LEARNING PATHS



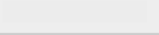

You can define a common learning path structure on your organization by selecting *Learning Path*. You may define multiple learning paths according to your organization's pedagogical principles or by the study plan. By structuring course to separate learning paths you may pay attention to the learning process for example by defining the content by the learning curve phases: Beginner, Intermediate and Advanced levels. Each of them can be configured with specific assessment targets (skill objectives to be assessed).

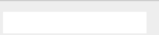
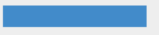



6 THEME



You may customize your Workseed appearance to follow your organization's visual guidelines. You may edit the default background and font color settings and freely select logos on the login page and on the navigation bar.

Colors

Menu background		#273d5c
Button selected		#425e93
Background		#ecec
Login background		#425e93

Text		#ffffff
Selected text		#428bca
Text on background		#428bca

Logos

Menu and login	
Browser tab	

[Save](#)