Schaeffler Group's Training Portal

Information for Users

Contents

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1 Access

You can use the Schaeffler Group's training portal to access useful knowledge and learning resources from a single platform.

What information will you find in this section?

■ How to start the training portal

■ How to log in and log out

■ What items are included on the homepage

1.1 Starting and Logging in to the Training Portal

The vision of a learning organization can be efficiently put into practice with the training portal.

To access the training portal, proceed as follows:

1. Open your browser (designed for Internet Explorer) and enter the following address in the address window:

   http://schaeffler-ext.bitmedia.cc

   The training portal homepage will open.

Homepage for logging In to the training portal

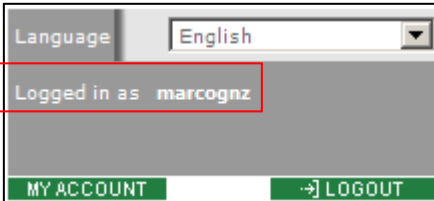On the top right side of the learning portal's home page you will find a box for registring or logging in.

2. If you are a new user to the platform, you must register by clicking on the "Register" button. You will receive shortly an e-mail with your user name and password.

3. If you are a registered user, just enter your user name and password in the log-in field (grey backround) and confirm by clicking the "**LOGIN**" button.

    You can confirm the successful log-in on the top right side of the home page

Tip   After you have logged in for the first time, you will be asked to specify a new personal password. **(Please do not use special characters)**

Tip   If you wish to set another language, switch to the
my account directory/settings directory *(see section "User Settings /"Directory Settings")*.

1.2 Logging out of the Training Portal

If you wish to leave the training portal, click the **LOGOUT** button under your user name in the field marked "Logged in as" on the top right side of the homepage.
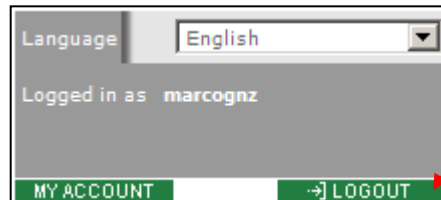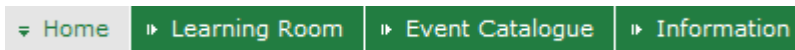

1.3 The Items Available on the Home Page after Logging in

The homepage has a main menu bar at the top – center area. The directory tabs are used to navigate to the different areas in the learning platform.

Menu bar

The directory tabs are used to navigate to the corresponding areas.
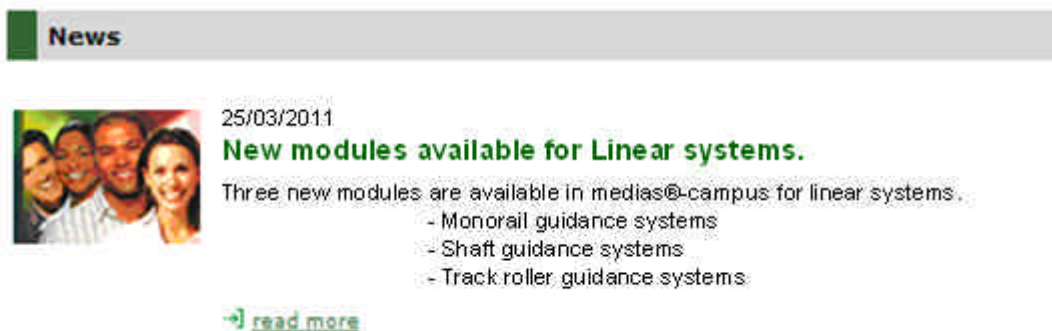

Directory tabs

<u>Note</u>: The button "Learning room" is only visible when the user is logged in.

HOMEPAGE:	You can see current information (News) and also log in and log out here.
LEARNING ROOM	You can gain access to the individual learning material via this page. You must be logged in to do this.
EVENT CATALOGUE	Here you will find the list of trainings offered by the Schaeffler Group. You can create a watch list from the various events for further processing.
INFORMATION	You will find user information for this training portal in this directory

Center of page (News)

If we would like to inform our users about something in particular, a "News" banner will appear in our homepage. For example, if we would offer new modules, you would visualize this under the "News" banner

Additional information is displayed by clicking on the respective links "read more".

"News" on the training portal homepage

2 The Learning Room

*The **LEARNING ROOM** directory tab offers access to learning material. In this section, you will find out how to move around the virtual learning room and what features are available to you during learning.*

What information will you find in this section?

- How to access learning material

- How to set a bookmark

- How to mark a lesson as "done"

- The information displayed in the learning progress field

The Learning Room

2.1 Accessing Learning Material

By clicking on the learning room directory, you will be provided with a display of all the courses to which you have access with your user name.

To open a particular lesson, proceed as follows:

1. The courses are clearly indicated in a tree structure. Further content is displayed by a click on the ⊞ symbol in front of a folder.

    When you have chosen a training module, select the module by clicking on it.

Tree structure in the Learning Room

3. Once the module has been selected, a short description about the lesson will be displayed under "Information" on the right-hand side of the window.

4. Click on the **START LESSON** button to start the training module.

Tip   After you have started a lesson at least once, it will be displayed in the tree structure with the 📖 symbol. However, the symbols of higher-level folders (e.g. sections) will change from **UNOPENED** 📁 to **OPENED** 📂.

2.2 The "Bookmark" and "Done" Functions

You can make personal notes about courses, sections or lessons using this function.

Setting a bookmark

1. Click on the desired lesson (or section or course) in the tree structure.

2. You will find two "Information" fields on the right-hand side of the window. Now click on the **BOOKMARK** 🔖 symbol in the lower information field.

3. A window will open where you can enter your personal notes about the selected lesson (or section or course).
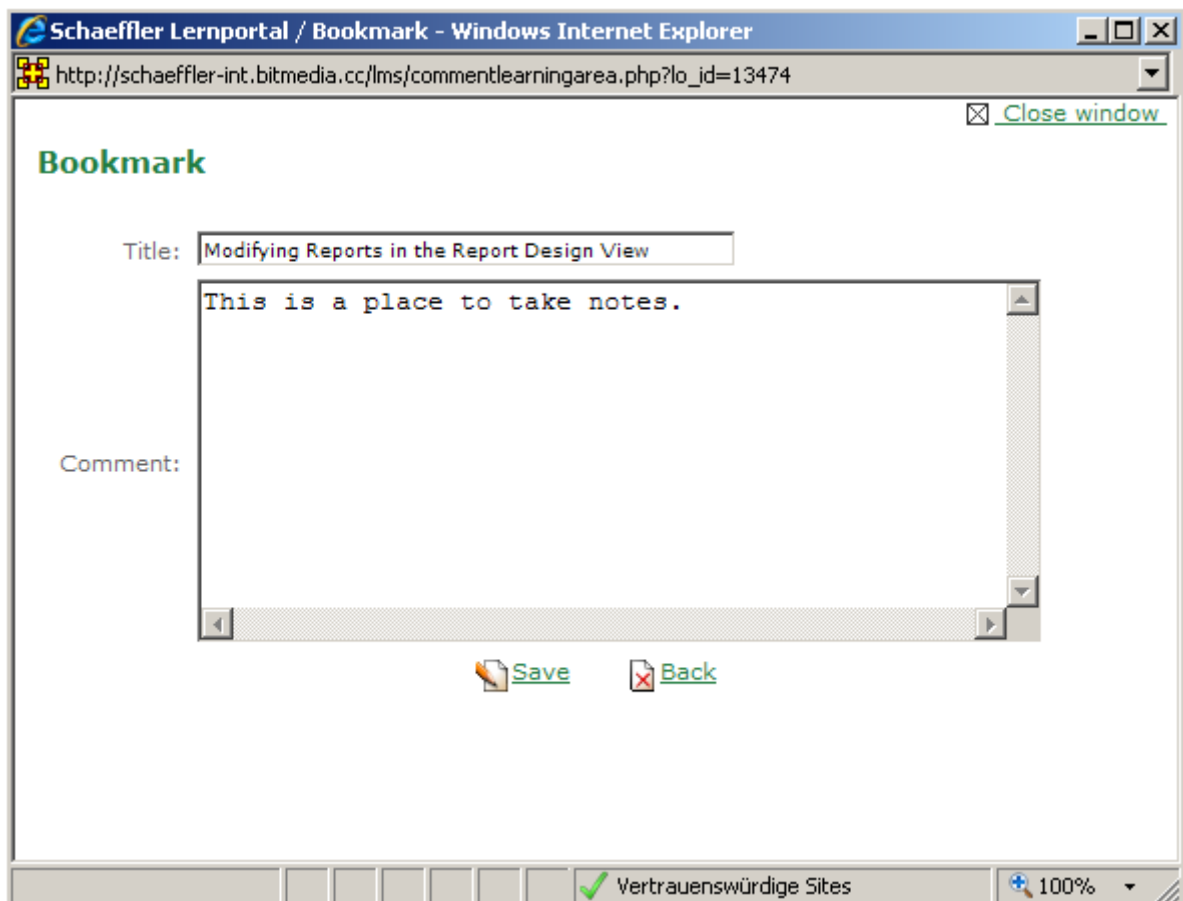
Bookmark for a lesson

4. After entering your notes, click on **SAVE**.

Changing a bookmark

After you have made a bookmark, you can, of course, also change or delete it.
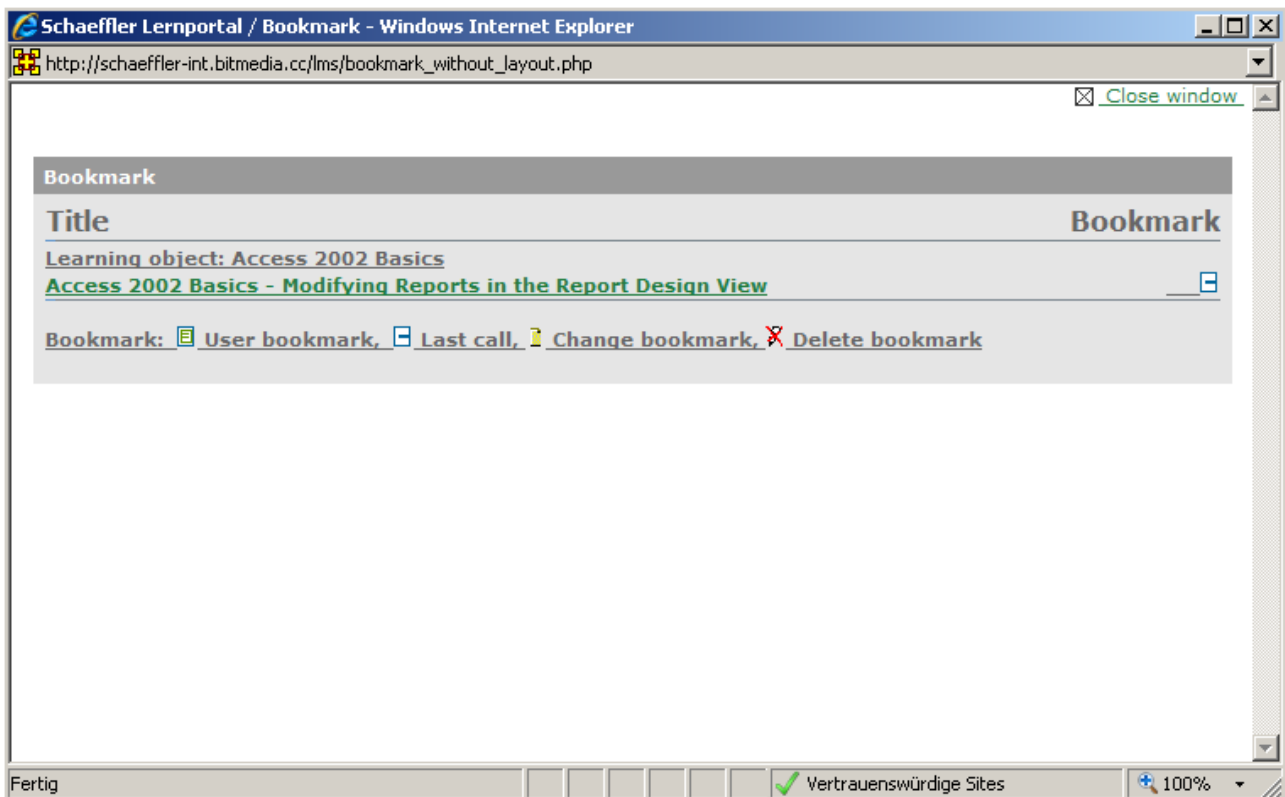
1. Click on the **CHANGE BOOKMARK** symbol in the bottom right-hand information field in the desired lesson (or section or course).

2. The "Bookmark" window will open once again. You can now carry out the desired changes to the text in this window.

3. Save your changes.

> **Tip**   Click on the **DELETE BOOKMARK** symbol in the bottom information field of the applicable lesson (or section or course) to remove the bookmark (your notes).

Displaying all bookmarks

If you have already made one or more bookmarks, you can simply display these in a list. Click on the link **MY BOOKMARKS**.

Overview of all bookmarks

■ You will see the legend for the symbols in the bottom of the window next to the "Bookmark".

- Click on a linked entry (e.g. lesson title). The window will then close automatically and you will jump to the linked entry (e.g. lesson) in the tree structure. You can change or delete the bookmark here as described above.

Marking a lesson (or section or course) as "done"

You can mark entries (e.g. lessons, sections, courses) in the tree structure as "done" using this function. This offers you a clearer overview during learning.

> Before you can mark a lesson as DONE, it must have been started at least once. If you would like to mark a section as DONE, all lower level lessons must be "opened" and "done". The sections must be "done" in order to mark a course as "done".

1. Mark a lesson (or section or course) in the tree structure in order to mark it as "done".

2. Click on the DONE control box in the bottom right-hand information field.

Information

Bookmark ✐
done: ◉
● My Bookmarks

Communication

Advanced functions
● FAQs
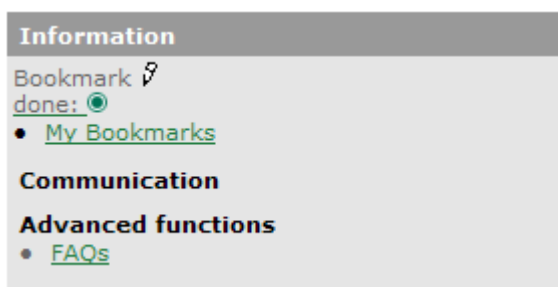
Bottom right-hand information field

3. The lesson will now be displayed with the DONE ☑ symbol in the tree structure.

☐ 🗀 Reports
　📄 Creating Reports with the Report Wizard
　☑ Modifying Reports in the Report Design View
　📄 Formatting Reports
　📄 Creating Page Headers and Footers
　📄 Grouping Reports
　📄 Calculated Fields in Reports

Part of the seminar tree structure with a lesson that has been completed

2.3 Learning Progress

A learning object in the training portal (e.g. a lesson, a document etc.) can be tracked. Tracking means that certain data such as

- The status (e.g. "booked", "started", "done")

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- The number of calls

- The date of the first and the last call

- The total learning time

- The points scored in one lesson

can be saved. The current data is displayed every time a course or a lesson is called up. This means that you can assess for yourself what proportion of a "course" you have already completed or which material you have viewed frequently and which material you have not viewed at all.

The learning progress is displayed after selecting the applicable lesson (or section or course) on the right-hand side of the window (center).
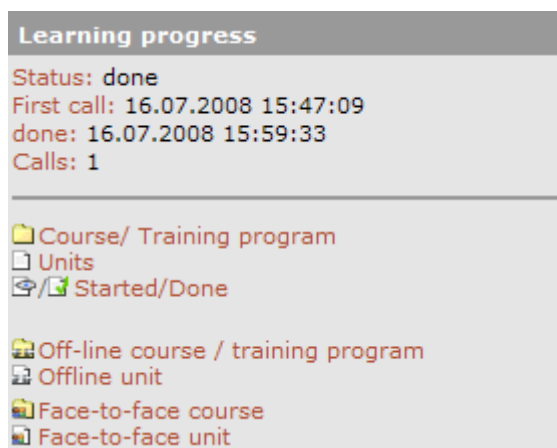
Learning progress for a lesson

3 My Account

The **MY ACCOUNT** *directory tab offers access to your personal data in the training portal. You will learn how to record and process this data in this section.*

What information will you find in this section?

- How to display the training portal in another language

- How to change your password

3.1 Directory Settings

You can set

- Another language (e.g. English)
-
- The design of action triggers (e.g. links, buttons, picture buttons)

using the dropdown menu on this directory tab. Click on the **SAVE** button to accept the changes.

User account - "Settings" directory

3.2 Password Directory

You should change your password at regular intervals, but particularly after you have logged in for the first time. The Password directory in the user account is available to do this. Enter your old and new passwords. Enter your new password once again and click on **SAVE**.

Settings

Settings	Business card	**Password**

Old password [   ]

New password [   ]

Re-enter password [   ]

📝 Save

User account – "Password" directory

Support – e-mail address:

Please contact the Schaeffler Training centre if you have any technical questions.

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