

Schaeffler Group's Training Portal

Information for Users

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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.

The screenshot shows the homepage for logging in to the training portal. At the top, there is a header with the Schaeffler Group logo (INA FAG) and navigation links: Home, Contact, Impressum, Privacy, Terms of use. Below the header is a large image of a bearing. On the right side, there is a login form with fields for Language (English), User, and Password, and a LOGIN button. The main content area is titled 'medias@-campus - Online-training' and contains a welcome message: 'Welcome to the Schaeffler Group training portal. Rolling bearings do not have to be a closed book. Our on-line training platform: medias@-campus will give you all the insights you need into rolling bearings in easy to follow learning units. With e-learning, you can gain the rolling bearing knowledge you need, using your time as you wish and to a large extent deciding on the sequence in which you work. Flexibility and support to our customers are our main targets for this platform.' Below this, there is a section for 'e-learning modules available' and a section for 'If bearings should be replaced'. The right sidebar contains 'Additional Links' with links to medias@ and medias@ Interchange, and 'Further Information' with contact details for the INA/FAG Technical Training Centre.

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 registering or logging in.

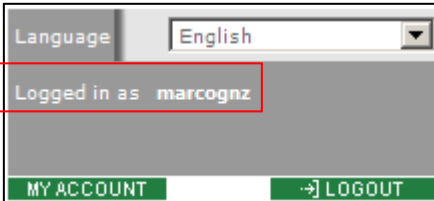
2. If you are a new user to the platform, you must register by clicking on the "Register" button. You will receive shortly an e-mail with your user name and password.



A screenshot of a user registration and login form. At the top, there is a language dropdown menu set to "English". Below it are two input fields labeled "User" and "Password". At the bottom of the form are two green buttons: "REGISTER" and "LOGIN". A red arrow points from the left towards the "REGISTER" button.

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

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



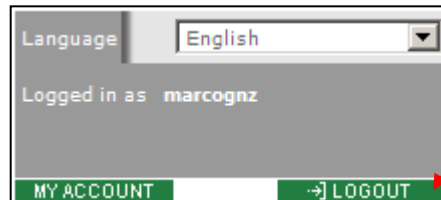
A screenshot of the user account confirmation area. At the top, there is a language dropdown menu set to "English". Below it, a grey box displays the text "Logged in as marcognz". At the bottom are two green buttons: "MY ACCOUNT" and "LOGOUT". A red arrow points from the left towards the "Logged in as marcognz" text.

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.



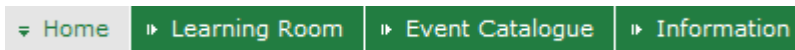
1.3 The Items Available on the Home Page after Logging in

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.

A screenshot of the Schaeffler Group homepage. The top header includes the 'SCHAEFFLER GRUPPE' logo on the left and the 'INA FAG' logo on the right. A navigation bar below the header contains links for 'Home', 'Contact', 'Impressum', 'Privacy', and 'Terms of use'. A secondary navigation bar features tabs for 'Home', 'Event Catalogue', 'Learning Room', and 'Information'. The main content area is titled 'medias@-campus - Online-training' and includes a 'Welcome to the Schaeffler Group training portal.' section with introductory text and a 'CONTACT' section for the 'INA/FAG Technical Training Centre'. A sidebar on the left contains links for 'FAQs', 'News', and 'Forums'. A sidebar on the right contains 'Additional Links' and 'FURTHER INFORMATION'. A red arrow points to the 'Information' tab in the secondary navigation bar.

Menu bar

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



Directory tabs

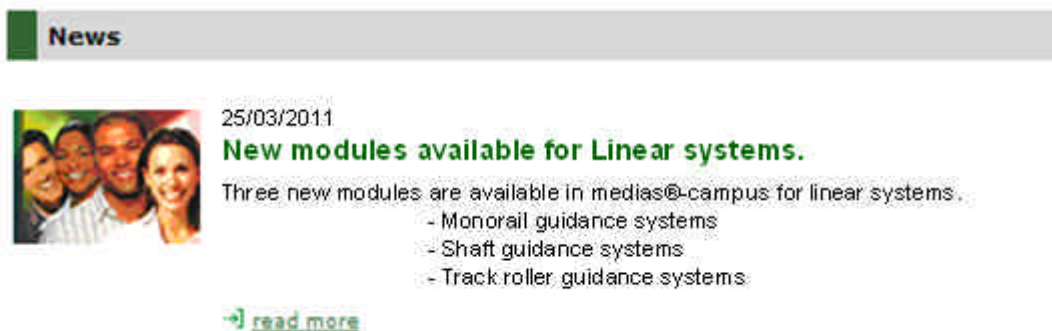
Note: The button “Learning room” is only visible when the user is logged in.

HOME PAGE:	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

ESS Employee Self Service

You can find your personal watchlist at ESS. You can also request bookings and courses there.

Navigation: Home | Learning Room | Event Catalogue | Information

Your position: > Access 2002 Basics > Database Planning > Determining the Tables

- [-] Sprachkurse
- [-] Access 2002 Basics
 - [-] Database Basics
 - [-] The Basics
 - [-] Working With Databases
 - [-] Database Planning
 - [-] Basic Planning
 - [-] **Determining the Tables**
 - [-] Determining the Fields
 - [-] Determining the Relationships
 - [-] Creating and Editing Tables
 - [-] Queries
 - [-] Forms
 - [-] Indexes and Relationships
 - [-] Reports
 - [-] Printing
 - [-] Integration with other Programs
 - [-] Final quiz
- [-] Excel 2002 Basics
- [-] Internet Basics (V3)
- [-] Basics of Information Technology (V3)
- [-] PowerPoint 2002 Basics
- [-] Word 2002 Basics

Information

Title: **Determining the Tables**
 ID: ac03be88
Description
 Determining the tables of a database is one of the most complicated database design tasks. The output of a database does not always provide clues about the underlying structure. When determining the tables of a database it is better to start on paper and enter only the finalised design in the database program.

[START LESSON](#)

Learning progress

Status: booked

- [-] Course/ Training program
 - [-] Units
 - [-] Started/Done
- [-] Off-line course / training program
 - [-] Offline unit
 - [-] Face-to-face course
 - [-] Face-to-face unit

Information

Bookmark

- My Bookmarks

Communication

Advanced functions


- [FAQs](#)

The Learning Room

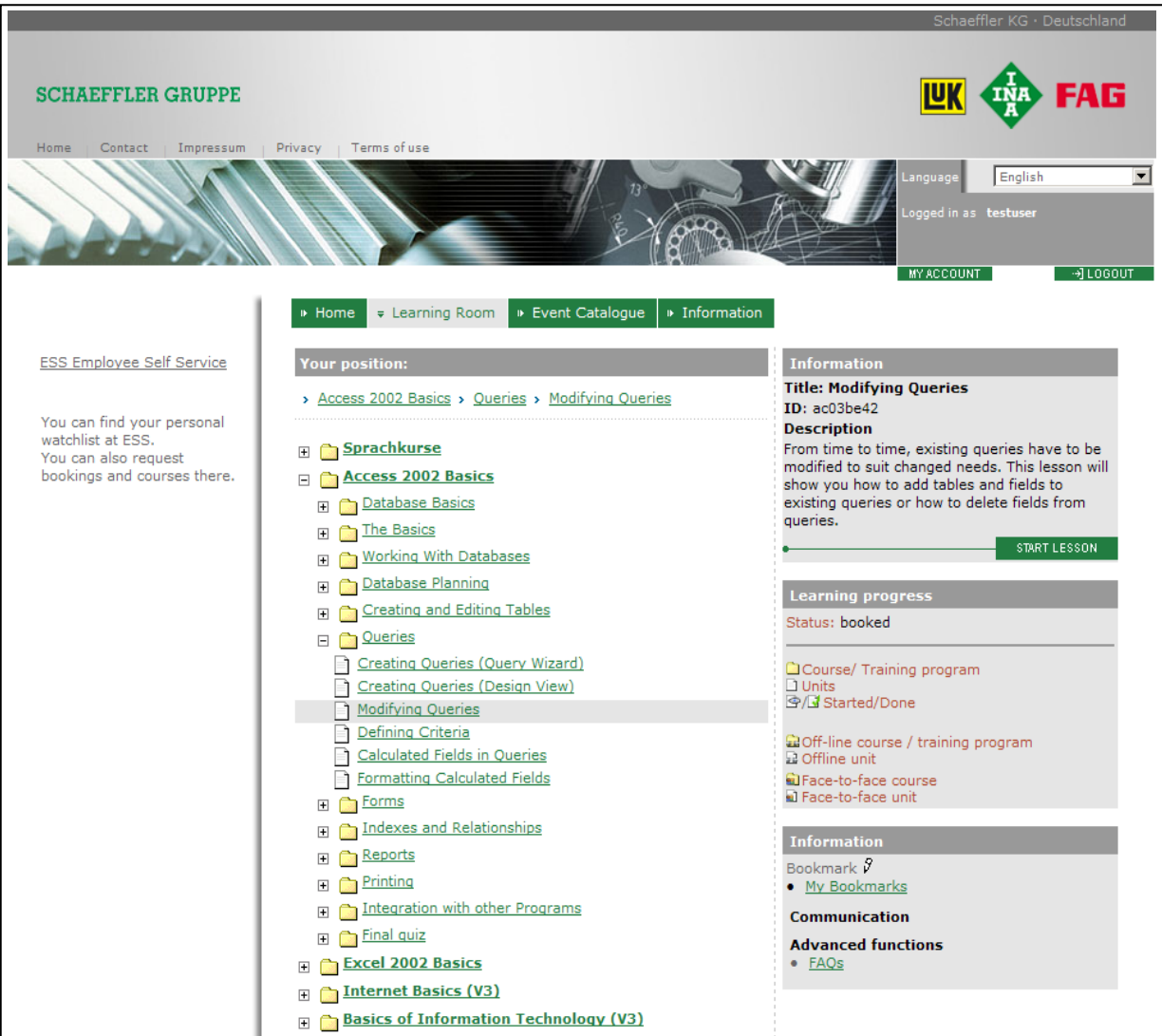
2.1 Accessing Learning Material

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.



The screenshot displays the Schaeffler Group Learning Room interface. At the top, there is a header with the Schaeffler Group logo and navigation links. The main content area is divided into three sections:

- Left Sidebar:** Contains the 'ESS Employee Self Service' section, which provides information about personal watchlists and course bookings.
- Center Panel:** Shows a breadcrumb trail: 'Home > Learning Room > Event Catalogue > Information'. Below this is a 'Your position:' section with the path '> Access 2002 Basics > Queries > Modifying Queries'. A tree structure of folders and documents is displayed, with 'Modifying Queries' selected. The tree includes folders like 'Sprachkurse', 'Access 2002 Basics', and 'Excel 2002 Basics', and documents like 'Creating Queries (Query Wizard)' and 'Modifying Queries'.
- Right Panel:** Provides details for the selected lesson 'Modifying Queries'. It includes the title, ID (ac03be42), and a description: 'From time to time, existing queries have to be modified to suit changed needs. This lesson will show you how to add tables and fields to existing queries or how to delete fields from queries.' A 'START LESSON' button is visible. Below this is a 'Learning progress' section showing the status as 'booked' and a legend for course types. At the bottom, there are sections for 'Information' (bookmark), 'Communication' (my bookmarks), and 'Advanced functions' (FAQs).

Tree structure in the Learning Room




- 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.

The screenshot shows the Schaeffler Group Learning Room interface. At the top, there is a header with the Schaeffler Group logo and navigation links. Below the header, there is a navigation menu with options like Home, Learning Room, Event Catalogue, and Information. The main content area is divided into three sections:

- Your position:** A breadcrumb trail showing the current location: > Access 2002 Basics > Reports > Modifying Reports in the Report Design View.
- Course Structure:** A tree view of the course content. The 'Reports' folder is expanded, and 'Modifying Reports in the Report Design View' is selected, indicated by a blue icon.
- Information:** A detailed view of the selected lesson. It includes the title, ID, and a description. A 'START LESSON' button is visible at the bottom of this section.
- Learning progress:** A section showing the user's progress, including status, first call date, and number of calls.

Red arrows in the image point to the 'Information' tab and the 'START LESSON' button.


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

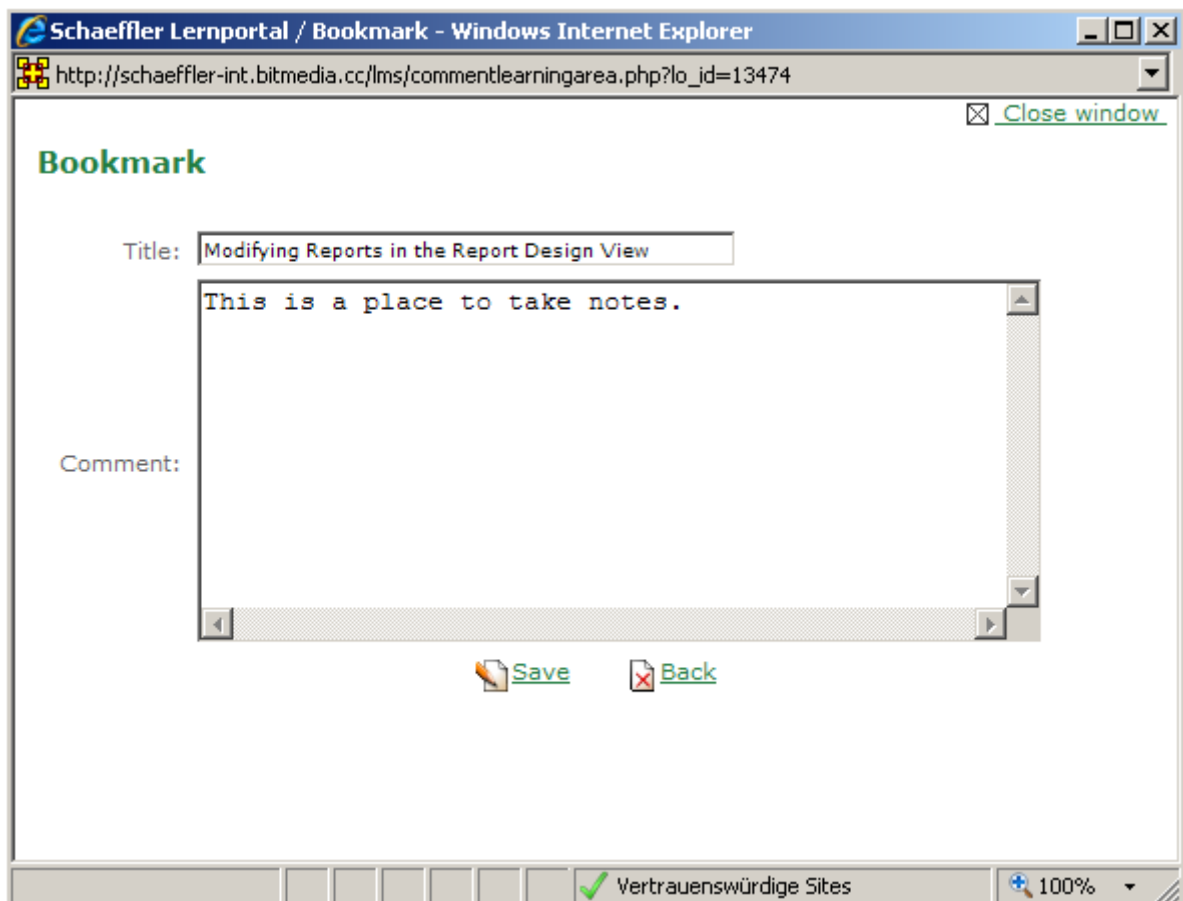
Tip After you have started a lesson at least once, it will be displayed in the tree structure with the  symbol. However, the symbols of higher-level folders (e.g. sections) will change from **UNOPENED**  to **OPENED** .

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).

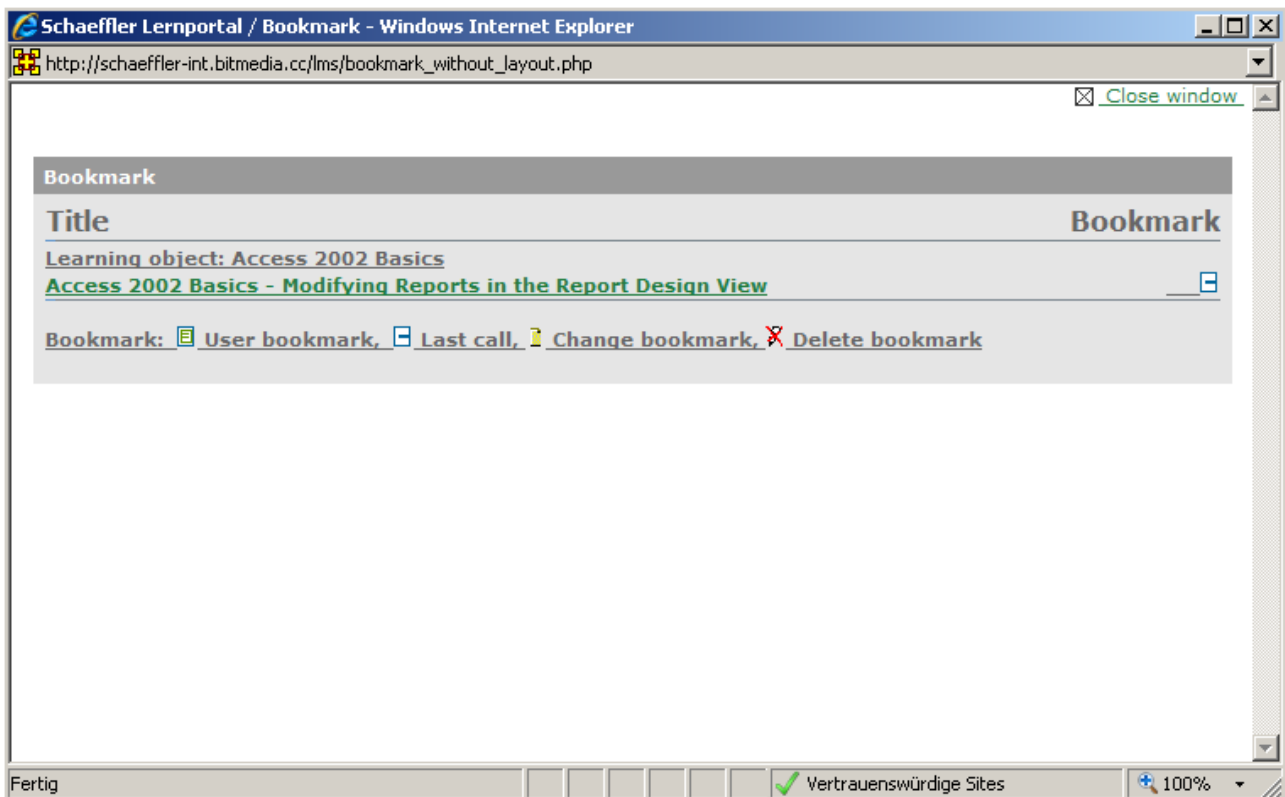



Bookmark for a lesson

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.

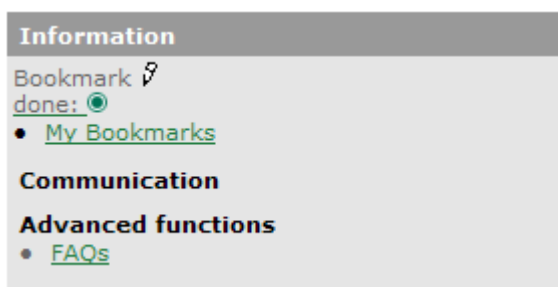
Marking a lesson (or section or course) as “done”

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.



Bottom right-hand information field

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



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

2.3 Learning Progress

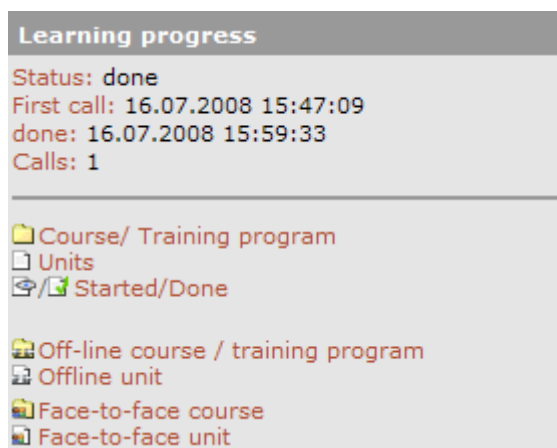
A learning object in the training portal (e.g. a lesson, a document etc.) can be tracked. Tracking means that certain data such as

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

- 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.


The screenshot shows the user account settings page in the Schaeffler Group training portal. At the top, there is a header with the Schaeffler Group logo and navigation links. The main content area is titled "Settings" and contains three tabs: "Settings", "Business card", and "Password". The "Settings" tab is active and shows a dropdown menu for "Language" set to "English" and a dropdown menu for "Action trigger" set to "Links". Below these settings are two buttons: "Save" and "Use default settings".

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	<input type="text"/>	
New password	<input type="text"/>	
Re-enter password	<input type="text"/>	
 Save		

User account – “Password” directory

Support – e-mail address:

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

Schulungszentrum.Hirschaid@schaeffler.com