

Rajan Suri's Pointers on How to Create Your "Coggno University" And Distribute Training Modules to Your Users For Online QRM Training

Notes:

1. These instructions may appear to be long, but actually they are simple and straightforward, and easy to use. They are only long because they include detailed screenshots on each page.
2. The best way to use these instructions is to print them out, and have them next to you as you follow through with each of the steps and the screens.
3. Please have these instructions on hand before you start the purchase of your courses from Coggno.
4. NOTE: If you have purchased some courses previously for your own use, and already have created a Login with Coggno, we strongly recommend that you create a new Login for your Coggno University, as this will make the distribution and administration of the courses more clear. Please see the next page for details.

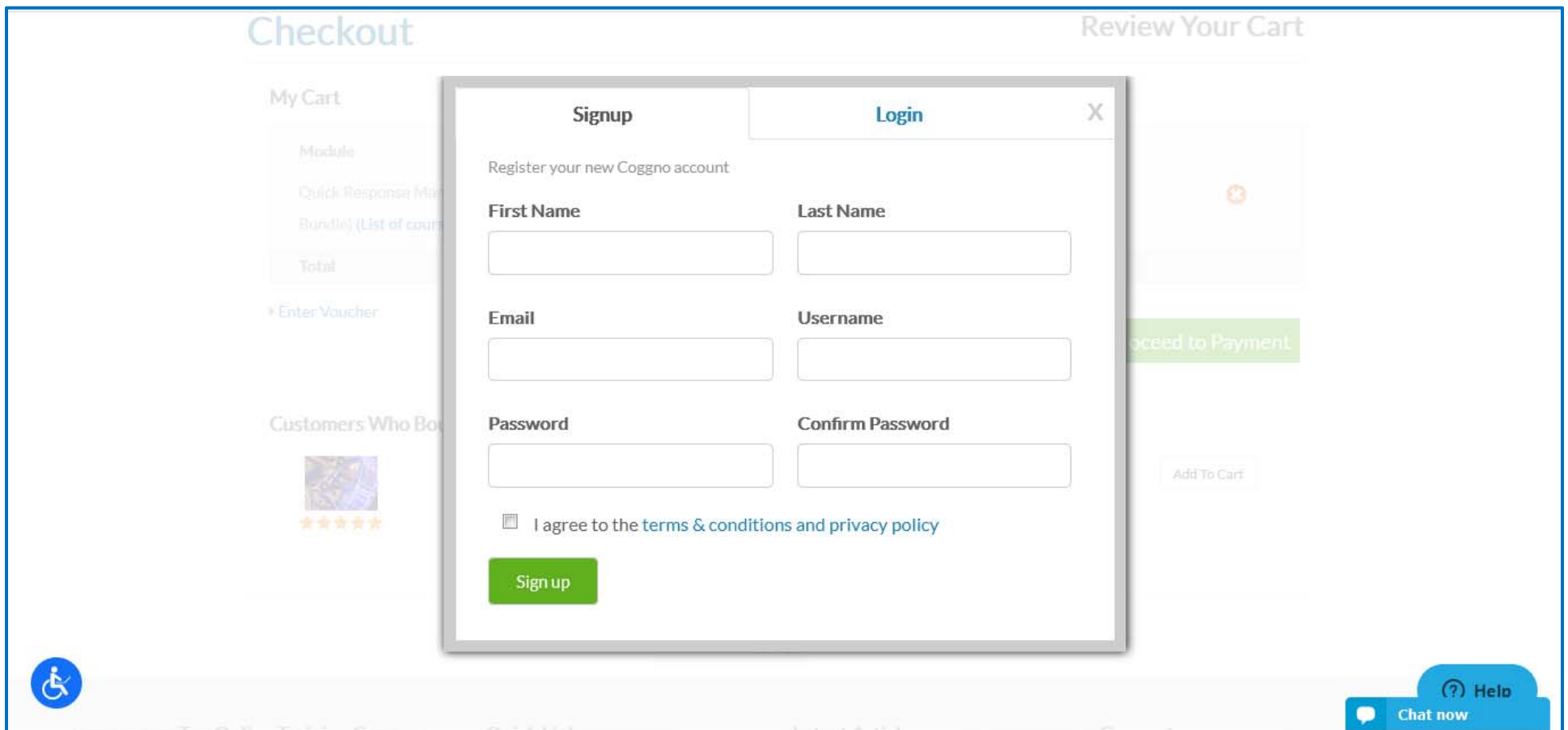
Begin by purchasing the course(s) and initial quantity that you need

- Please go to the website <https://quickresponsemanufacturing.coggno.com>
- Scroll down and click on the title of the course that you would like to purchase – for example, you could click on:
"Quick Response Manufacturing (Employee Training Bundle)"
- You will see a page with a full description of the course, as well as detailed pricing (left sidebar).
- Purchase copies of the course by selecting how many copies you would like to purchase, and clicking on the "Add to Cart" button (at the bottom), and then proceed with the checkout – see the next page in this document for instructions about what to do during the checkout.

How to proceed at the checkout

1. At the checkout, first you will get a “Signup” window asking you to create your profile, and in particular, a Username (for logging in) and a Password, as shown in this screenshot. Fill in the details and click on “Signup”.

** Note: If you have purchased some courses previously for your own use, and already have a Login with Coggnio, we strongly recommend that you Signup and create a new Login for your Coggnio University. This will provide a clear and separate Login for distributing courses, and (for example) this Login could be used by your HR person or Training Coordinator that is responsible for distributing the courses and monitoring people’s progress.



2. You will come to the following screen. Check the box next to “Buying this course for someone else?” as shown in the circled item below

Coggnno
Training. Simplified

Logged in as SCSu2 [MY COGGNO](#) [LOGOUT](#)

[What we're about](#)

Checkout

Order Details

My Cart

Item name	Price	Qty	Total
Quick Response Manufacturing (Employee Training Bundle)	\$35.00	2	\$70.00
Total			\$70.00

Buying this course for someone else? (A business account will be enabled so you can assign the training.)

Payment Information

[Pay using Credit Card](#)

[Pay using Purchase Order](#)

[Help](#)
Chat now

3. Go ahead and fill out the payment info and click on "Place your order". You will come to this screen next. Click on "Continue" as shown in the circled item below

Coggnno
Training. Simplified

Logged in as SCSu2 | MY COGGNO | LOGOUT

What we're about

Order successfully submitted 32584.

Thank you! Your order is complete

Item name	Price	Qty	Total
Quick Response Manufacturing (Employee Training Bundle)	\$35.00	2	\$70.00
Total			\$70.00

(Continue)

Top Online Training Courses | Quick Links | Latest Articles | Connect | Help | Chat now

4. You will now come to the “Home Screen” for your Cogno University site, with the main drop down menu already showing. Your first step is to create a Group (explained further below). Click on the option to Create a Group from this menu, as in the circled item below

The screenshot displays the Cogno University interface. At the top, there is a navigation bar with links for Home, Messages, My Receipts, My Web Site (Setup), and Archive. A notification for a new Employee Engagement App is visible. A blue button labeled 'SHOP OUR TRAINING' is in the top right. The main header features the Cogno logo and the tagline 'Training, Simplified'. Below this is a user profile for 'Suri2 Consulting2' with a 'Set Up My Account Now' button. A progress bar shows 11% completion. A checklist of 9 steps is displayed, with the first step, '1) CREATE A GROUP TO ADD YOUR USER', circled in red. Below the checklist is a blue button that says 'Start Training, Create Group'. The background shows a 'Modules and Courses' section with a course titled 'Quick Response Manufacturing, Part 1: Realizing the Power of T...'. A 'Help' button is located in the bottom right corner.

5. You will come to the following screen. Close the drop-down menu by clicking on the “X” as shown in the circled item below

The screenshot displays the Coggnio web application interface. At the top, there is a navigation bar with links for Home, Messages, My Receipts, My Web Site (Setup), and Archive. A promotional banner for an Employee Engagement App is also visible. The main header includes the Coggnio logo and the tagline 'Training. Simplified'. Below this, there are tabs for Modules, University, Users (which is selected), Accounting, Discussions, and Activity. A user profile dropdown menu is open for 'Suri2 Consulting2', showing a progress bar at 11% and a list of 9 steps for setting up a group. A red circle highlights an 'X' icon in the top right corner of the dropdown menu, which is used to close it. The 'Create new group' form is visible in the background, with fields for Group Name and Icon, and a 'Create' button. A 'Help' button is located in the bottom right corner.

6. Create your first user group here. The purpose of the “Groups” is for you to separate your users into different categories for administrative purposes. For example, typical groups you could create could be:
- New Employees
 - Manufacturing Supervisors
 - Engineering Department
 - and so on.

Just pick one group name for now, in order to proceed. It’s easy to modify and even delete groups, so just start with one for now: Enter the group name and click on “Create” (see the screenshot) below

The screenshot shows the Coggnno user interface. At the top, there are navigation tabs: Home, Messages, My Receipts, My Web Site (Setup), and Archive. A promotional banner for an Employee Engagement App is visible. The main header includes the Coggnno logo and the tagline 'Training. Simplified'. On the right, there are icons for Guide, Settings, and Certificates, along with a 'SHOP OUR TRAINING' button. Below the header, a navigation bar shows 'Users' as the active tab. The main content area features a 'Create new group' form with a 'Group Name' field (containing 'Trial users') and an 'Icon' field (with a 'Browse...' button and the text 'No file selected.'). The 'Create' button is highlighted with a red circle. To the right of the form is a yellow 'User Groups' information box. The footer contains a help icon, the text 'Powered by Coggnno - English (US)', and a 'Help' button.

7. A screen will appear showing your new group (see the example circled below). This screen will also have a button to create additional groups if you wish to do that (also circled below).

[Note: listed above your new group, you will see several other “default” groups that are already defined by Coggnio, just ignore these for now, they are for advanced use later.]

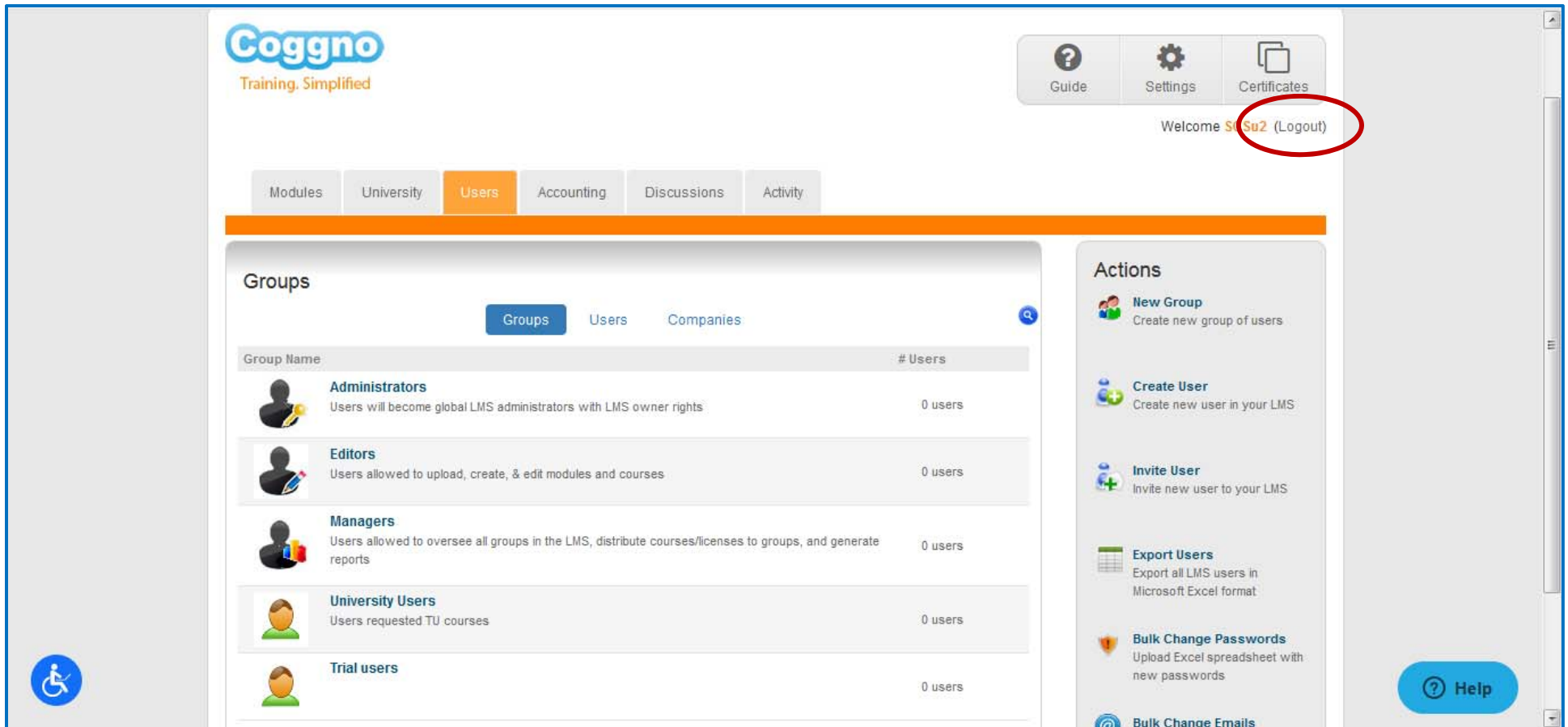
The screenshot displays the Coggnio Groups management interface. The main content area shows a list of groups with the following details:

Group Name	# Users
Administrators Users will become global LMS administrators with LMS owner rights	0 users
Editors Users allowed to upload, create, & edit modules and courses	0 users
Managers Users allowed to oversee all groups in the LMS, distribute courses/licenses to groups, and generate reports	0 users
University Users Users requested TU courses	0 users
Trial users	0 users

The 'Trial users' group is circled in red. On the right sidebar, the 'Actions' menu includes a 'New Group' button, also circled in red, with the description 'Create new group of users'. Other actions include 'Create User', 'Invite User', 'Export Users', 'Bulk Change Passwords', and 'Bulk Change Emails'. The top navigation bar includes 'Modules', 'University', 'Users', 'Accounting', 'Discussions', and 'Activity'. The Coggnio logo and 'Training, Simplified' tagline are visible at the top left.

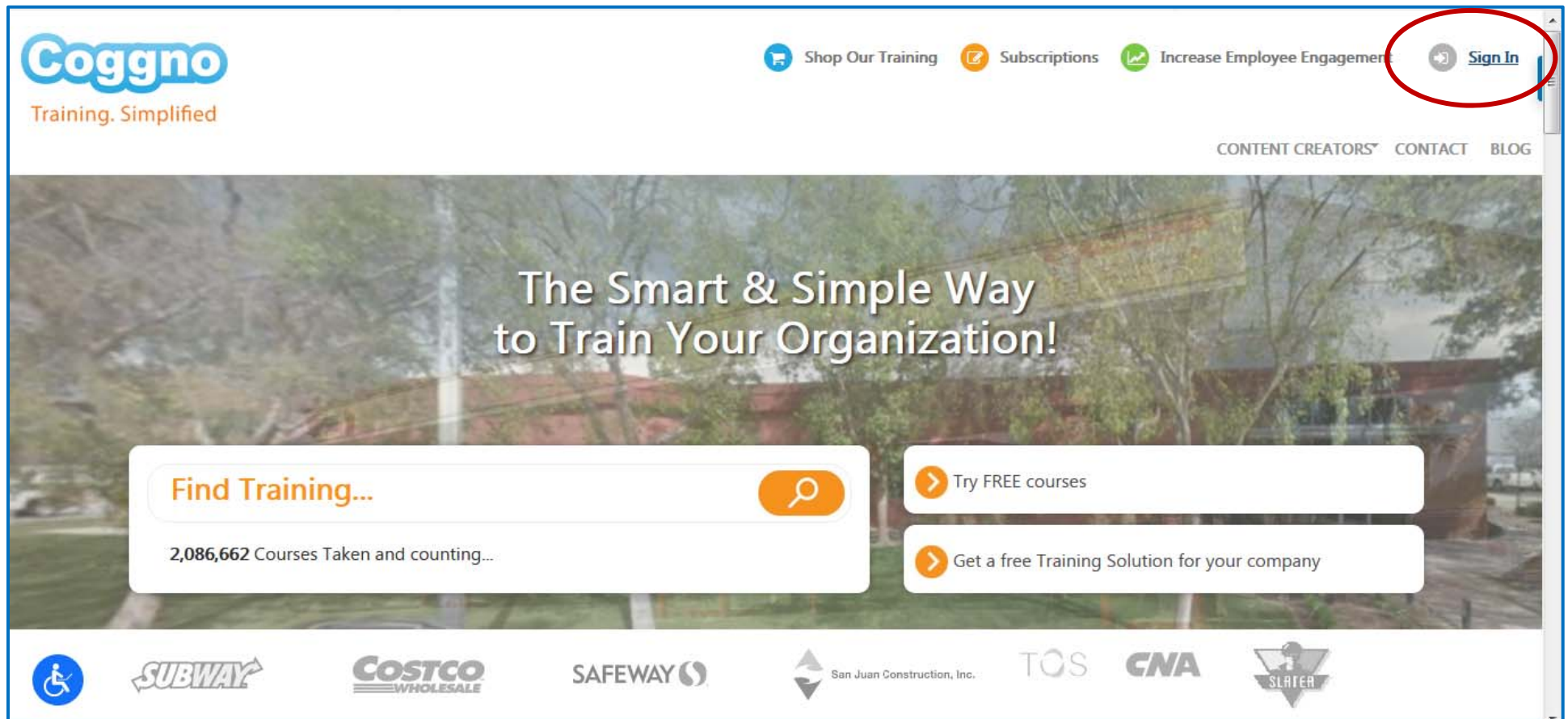
8. The next step is for you to add users to your group(s). But before we do that, it's useful to know that you can take a break, and return any time later to complete these activities. Let's show you how to Logout and Log back in to your Coggno University at any time.

- To Logout and return later, simply click on the "(Logout)" icon as shown in the circled item below



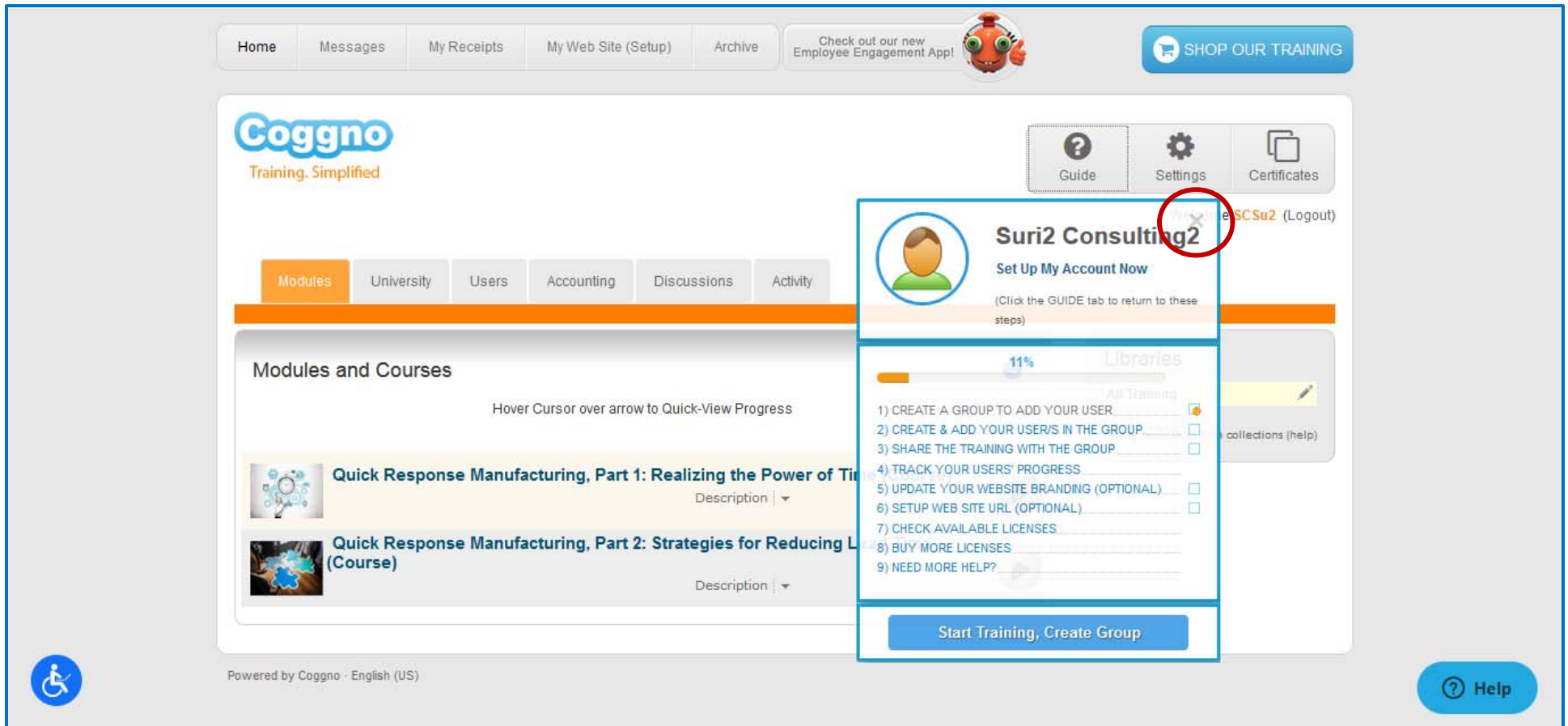
9. To log back in to your account, simply go to <https://coggnoc.com/>

You will get the screen below. Click on the “Sign In” button and you will get a screen where you can Login with your Username and Password that you created at the checkout time.



10. This will bring you to the Home Screen for your Coggnio University account, as shown below.

Once again, close the drop-down menu by clicking on the “X” as shown in the circled item below



Next we provide instructions for creating users in your group(s) and distributing training to those users.

Instructions for creating a New User and distributing a Training Module to the user

1. Note: Before adding a user, you need to have a Group where this user will reside, so you need to have done that as above, to create a relevant Group. The instructions below assume you have already created this Group.
2. Click on the Tab “Users” (see circled item below), this will bring up the screen below.
3. Click on “Create User” in the right panel (also circled on the screenshot), this will bring up the screen on the next page.

The screenshot displays the Coggnno LMS interface. At the top left is the Coggnno logo with the tagline "Training, Simplified". On the top right, there are navigation icons for Guide, Settings, and Certificates, along with a welcome message for "SCSuniversity" and a Logout link. Below the header is a navigation bar with tabs for Modules, University, Users, Accounting, Discussions, and Activity. The "Users" tab is circled in red. The main content area is divided into two panels. The left panel, titled "Groups", has sub-tabs for Groups, Users, and Companies. It lists several groups: Administrators (0 users), Editors (0 users), Managers (0 users), University Users (0 users), and Complimentary Review Copies (2 users). The right panel, titled "Actions", lists several actions: New Group, Create User (circled in red), Invite User, Export Users, Bulk Change Passwords, and Bulk Change Emails. A blue "Help" button is located in the bottom right corner.

4. Fill in the User details in the screen shown below – you need to have a Group to assign them to, so do create your group(s) first!
5. For users with emails, enter their email address, and they can (if you want) receive an invitation from Coggno with their Login and Password (as assigned by you). However, the Coggno email is rather generic and your Users may not know what it's about, so we recommend the option of checking the box “Do not send invitation email” (see circled item below), and then you can send an explanatory email (see more on our suggested wording below) and you can also convey their Login/Password to them in this email or, if you prefer, in a written note.
6. For users without emails, put in a dummy email address, e.g. dummy@yourcompany.com – and then check the box “Do not send invitation email” (see circled item below), and you can convey their Login/Password to them with a written note.
7. Be sure to save a copy of the Login/Password you assigned for everyone, just as a backup!

Create New User

First Name:
Required

Last Name:

Login:
Login name must be 5 or more characters long

Email:
E-mail address must be confirmed

Password:
Secret password (5 or more characters)

Confirm Password:

Generate password

Groups:
Select Group
Add user to group

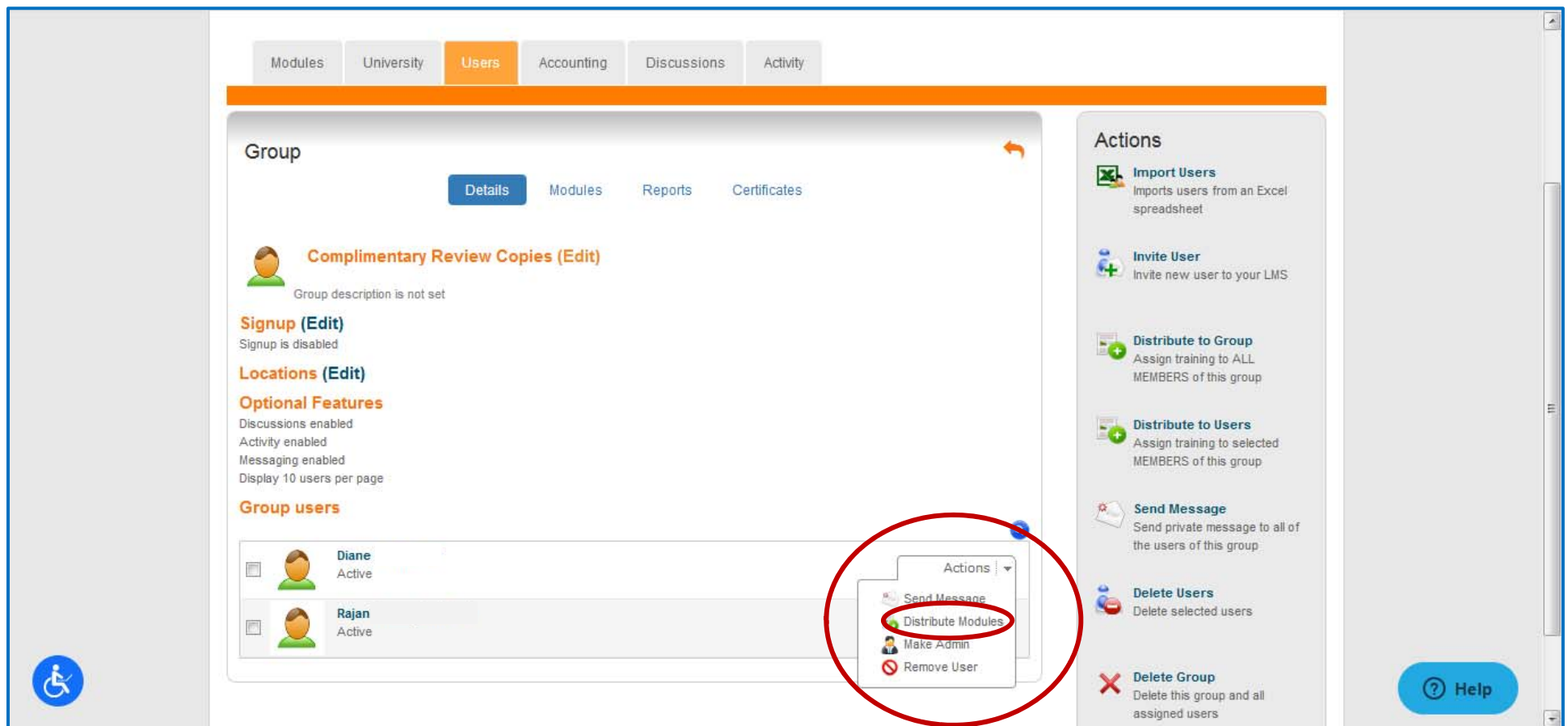
Signup text
 Do not send invitation email

[? Help](#)

8. To distribute training to a user:

- Click on the Users tab
- Then click on the name of the Group where that user resides
- Next, find your user in the list, and click on the Actions button for that user

You will see the drop down menu (shown below) from which you can select “Distribute Modules”. The menus that follow will give you choices for which modules you would like to distribute.



9. It's easy to delete groups/users if you change your mind (as long as you haven't distributed training to them, it doesn't matter), see the circled items below.

The screenshot displays the 'Users' section of the Cogno University interface. At the top, there are navigation tabs for 'Modules', 'University', 'Users' (which is highlighted), 'Accounting', 'Discussions', and 'Activity'. Below these tabs, the main content area is titled 'Group' and includes sub-tabs for 'Details', 'Modules', 'Reports', and 'Certificates'. The 'Details' tab is active, showing information for a group named 'Complimentary Review Copies (Edit)'. The group description is 'Group description is not set'. Other options listed include 'Signup (Edit)' (disabled), 'Locations (Edit)', and 'Optional Features' (Discussions, Activity, and Messaging are enabled). A 'Group users' section lists two active users: Diane and Rajan. An 'Actions' dropdown menu is open over the user list, showing options: 'Send Message', 'Distribute Modules', 'Make Admin', and 'Remove User'. On the right side, there is an 'Actions' panel with several options: 'Import Users', 'Invite User', 'Distribute to Group', 'Distribute to Users', 'Send Message', 'Delete Users', and 'Delete Group'. The 'Delete Users' and 'Delete Group' options are circled in red. A 'Help' button is located in the bottom right corner.

Reminder about which Browsers to use when starting the training modules

** One final Heads-up -- Please make sure that your users do not use Internet Explorer when they actually start the training modules. Please have people use one of these browsers when they Login and start the courses:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge

** This completes the setup of your Coggnio University and how to distribute training modules to your users.**

Sending Instructions to Your Users

The next step is for you to send instructions to your Users as to how they can access and proceed with the training.

To help you with this step, we have provided some suggested wording in a template in the accompanying file:

Suri suggestions for instructions to send Users taking Online Training

Please use this template to compose your instructions as suited to your particular situation.

Next Steps

There are many more things you can do with your Coggnio University site including:

- Tracking who has started and/or completed any training module
- Reminding users that have not started their training
- Uploading training from other sources into your Coggnio University site
(essentially, this allows you to turn Coggnio into your in-house Learning Management System)
- And a lot more...

For more on these and other capabilities, visit

<https://support.coggnio.com>

and explore the various information files and videos available there.