

# Equal SciTech Learning Platform

## User Manual



## **Preface**

Welcome to the Equal SciTech Learning Platform — an important step toward building more inclusive and gender-equitable STEM classrooms.

This platform is part of the Equal SciTech initiative, which supports educators in developing teaching practices that are fair, inclusive, and responsive to gender-related issues in STEM education. The platform features eight interactive learning modules, each with four structured sessions, designed to help users better understand and apply gender-equitable approaches in their teaching and learning.

Whether you are an instructor facilitating sessions or a student participating in the training, this User Manual is here to guide you. It provides clear, step-by-step instructions on how to use the platform — from logging in and accessing modules to navigating lessons and tracking your progress.

No matter your role, this manual will help ensure that your learning experience is smooth, effective, and meaningful. Together, we can create learning spaces where every student feels valued, included, and empowered to thrive in STEM.

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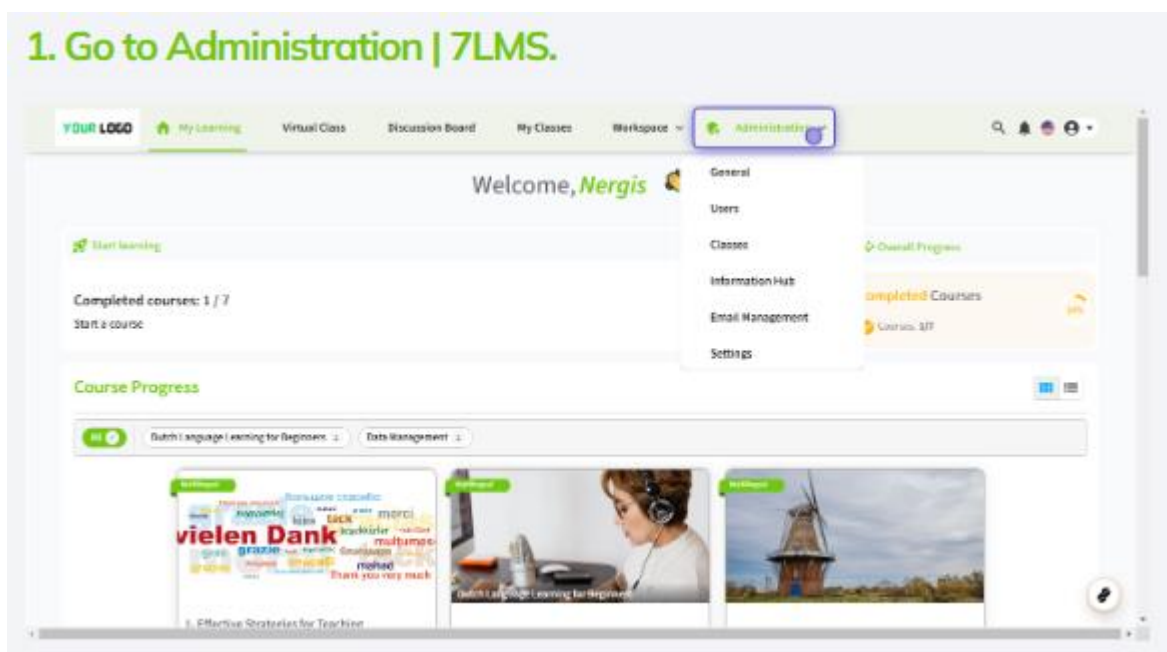
# Administration /Users

## How to Create a New User (Student, Instructor, or Admin)

Need to add a new user to your platform? Whether you're creating an account for a student, instructor, or admin, follow these simple steps to get started. The new user will receive their login credentials via email within 30 minutes.

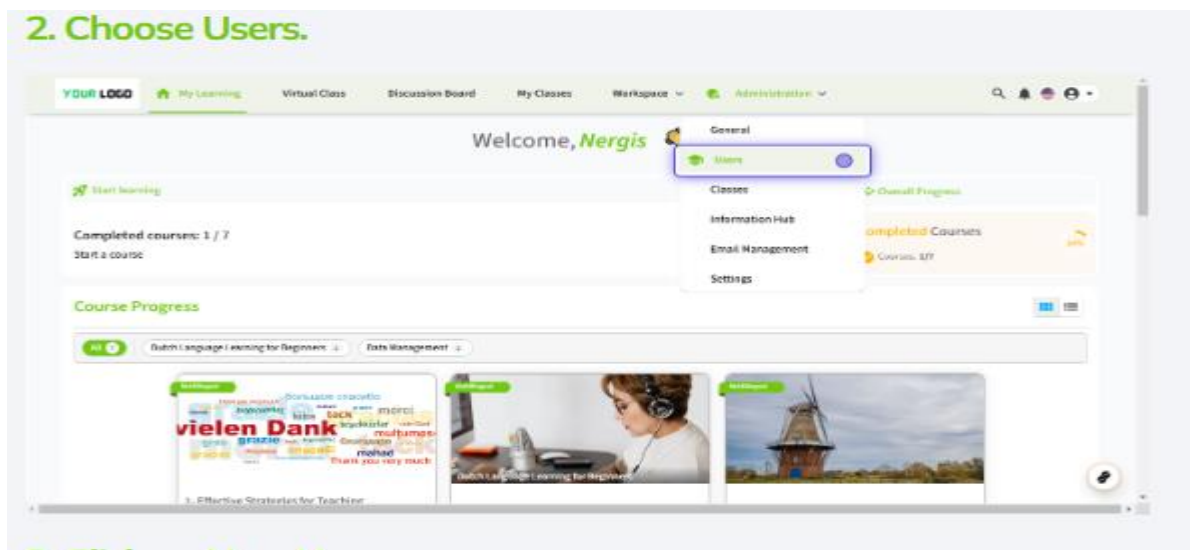
### Step 1: Go to Administration Panel

- Log in to your account.
- From the main dashboard, go to the Administration section.



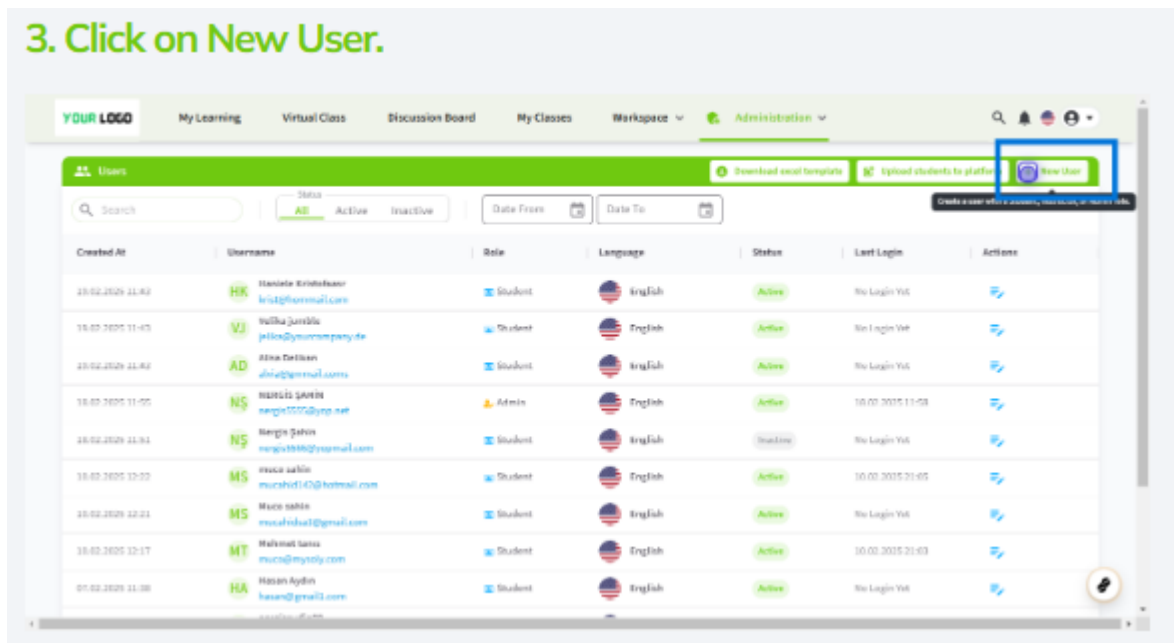
### Step 2: Select "Users"

- In the Administration menu, click on Users to manage user accounts.



### Step 3: Click on “New User”

- On the Users page, click the New User button to create a new account.



### Step 4: Fill in Identity Details

- Enter the user's name, email address, and other required identity information.

### 4. Fill in the identity details.

The screenshot shows the 'New User' form. A blue box highlights the 'Identity' section, which includes fields for Email, New Password, First Name, Middle Name, Last Name, Phone, Birth Year, Gender, Nationality, and Role. The form also has a 'Send information email' checkbox at the bottom.

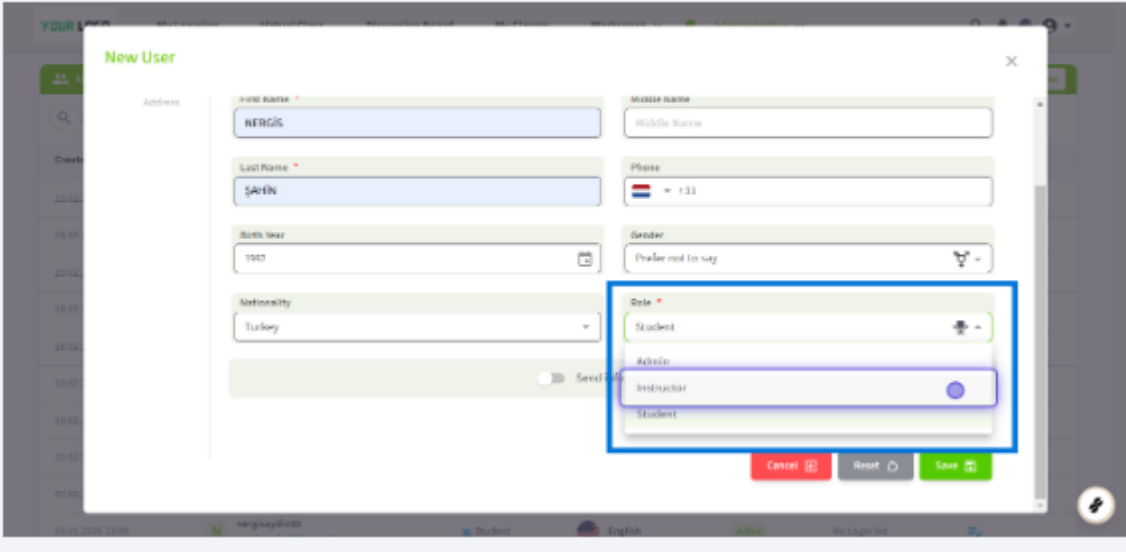
**Identity Details:**

- Email: nergisaydin30@gmail.com
- New Password: [masked]
- First Name: NERGIS
- Middle Name: [empty]
- Last Name: SAYIN
- Phone: +31 [empty]
- Birth Year: 2002
- Gender: Prefer not to say
- Nationality: Turkey
- Role: Student

☐ Send information email

- Select the correct user role from the dropdown menu:
  - *Student*
  - *Instructor*
  - *Admin*

## 5. Choose the role.



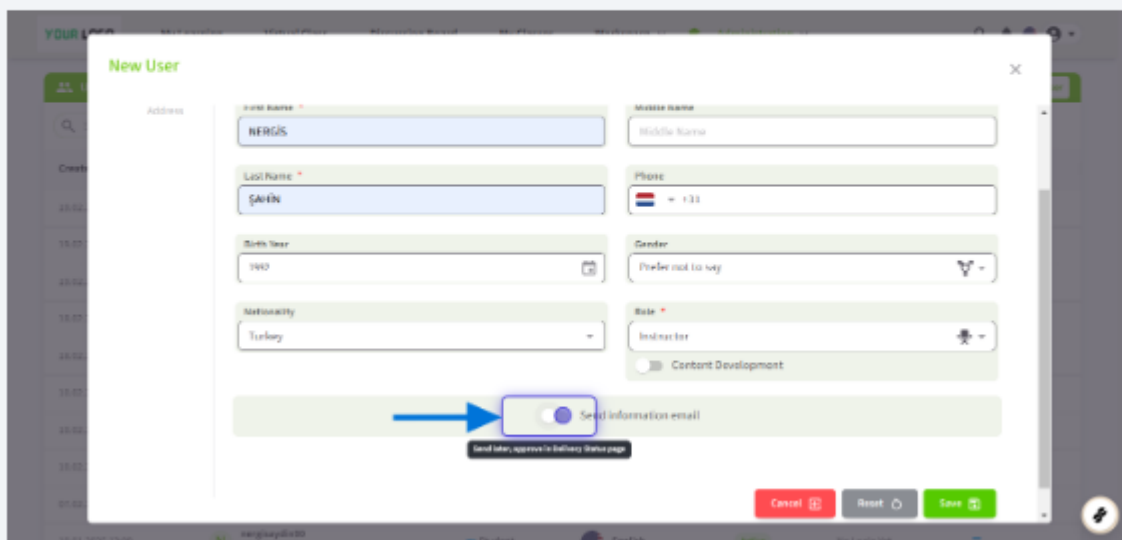
The screenshot shows the 'New User' form with the following fields filled: First Name (NERGIS), Last Name (SARIN), Birth Year (1997), Nationality (Turkey), and Phone (+33). The 'Role' dropdown menu is open, showing options: Student, Instructor, and Student. The 'Instructor' option is highlighted with a blue box. At the bottom of the form, there are buttons for 'Cancel', 'Reset', and 'Save'.

## Step 6: Send Login Information via Email

## 6. Click on send information email icon.

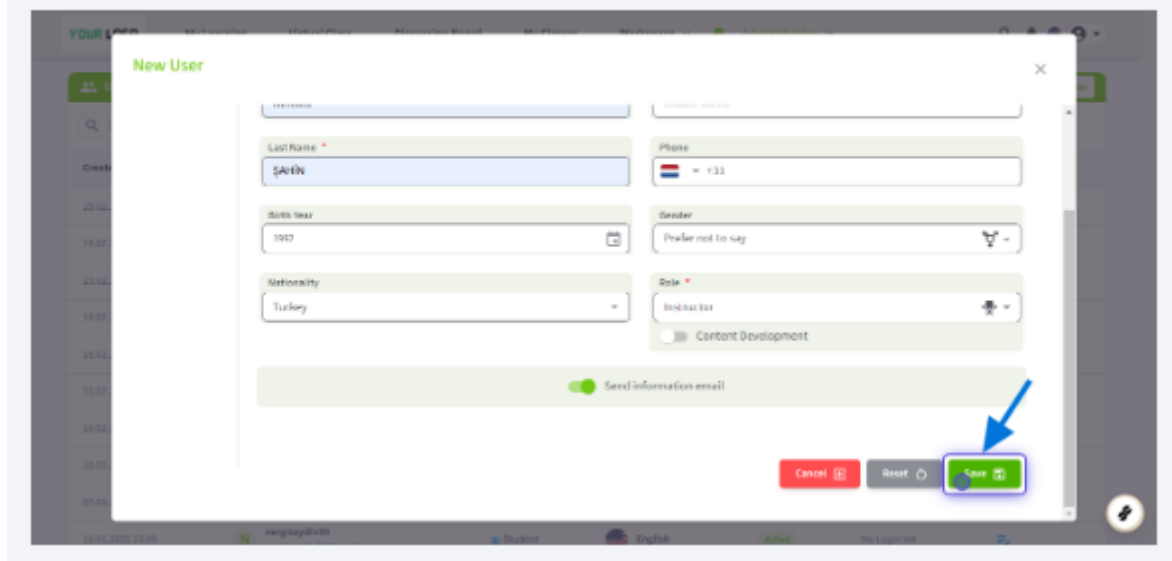
When you click this icon, the user will receive an email within **30 minutes** containing their **login details (username and password)**.

St



The screenshot shows the 'New User' form with the 'Send information email' toggle checked. A blue arrow points to the toggle switch. Below the toggle, there is a small text box that says 'Send later, approve in Delivery Status page'. At the bottom of the form, there are buttons for 'Cancel', 'Reset', and 'Save'.

## 7. Click on Save.



The screenshot shows a 'New User' form with the following fields and values:

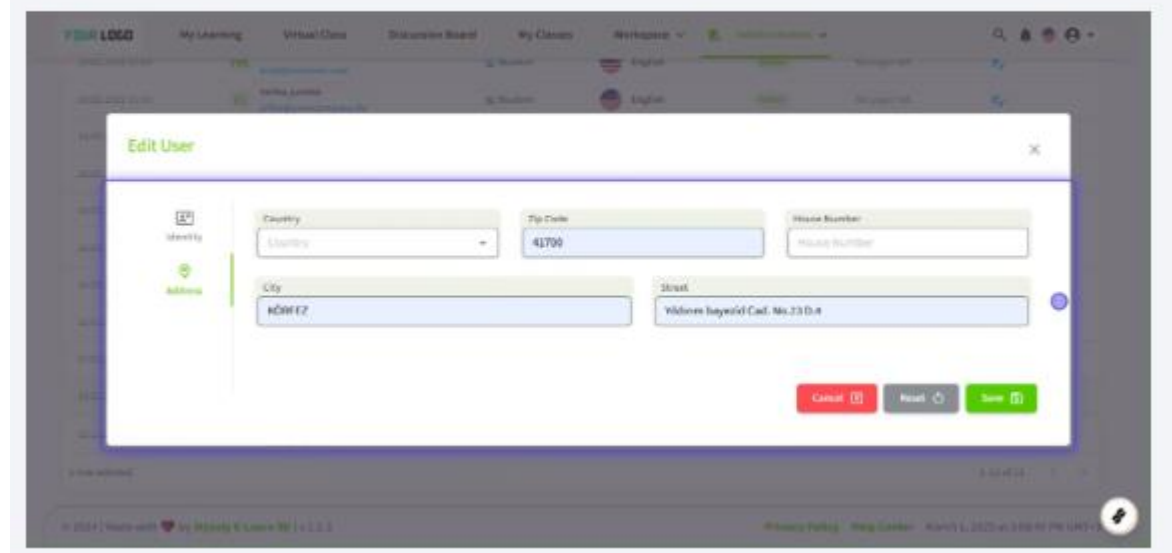
- Last Name: SAREN
- Phone: +33
- Birth Year: 1997
- Gender: Please not to say
- Nationality: Turkey
- Role: Instructor
- Content Development: ☐
- Send information email: ☒

The 'Save' button is highlighted with a blue arrow.

## Step 8: Add Address Details

- Fill in the **address information** as needed.

## 8. Next, write address details.



The screenshot shows an 'Edit User' form with the following address details filled in:

- Country: Turkey
- Zip Code: 41700
- House Number: House Number
- City: KIRSEZ
- Street: Yildirim Bayezid Cad. No.23 D.4

The 'Save' button is highlighted with a blue circle.

### Step 9: Click “Save” Again

- After completing the address section, click **Save** to finalize.

### 9. Click on Save.

The screenshot shows a web application interface with a navigation bar at the top containing links like 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', and 'Administration'. Below the navigation bar is a table listing users. Overlaid on this is a modal window titled 'Edit User'. The modal has two main sections: 'Identity' and 'Address'. The 'Identity' section contains a 'Country' dropdown menu, a 'Zip Code' field with the value '41799', and a 'House Number' field. The 'Address' section contains a 'City' field with the value 'H08F7' and a 'Street' field with the value 'Wilhelm Hugewald Carl. No. 23 D.4'. At the bottom right of the modal, there are three buttons: 'Cancel', 'Reset', and 'Save'. The 'Save' button is highlighted with a green border and a blue arrow points to it. The footer of the application shows '© 2024 | Made with ❤️ by Wpsaty E-Learn BV | v.1.1.2', 'Privacy Policy', 'Help Center', and the date 'March 1, 2025 at 3:08:42 PM GMT+3'.

### Step 10: User Created Successfully!

- The new user is now added to the system and will receive their login credentials shortly.



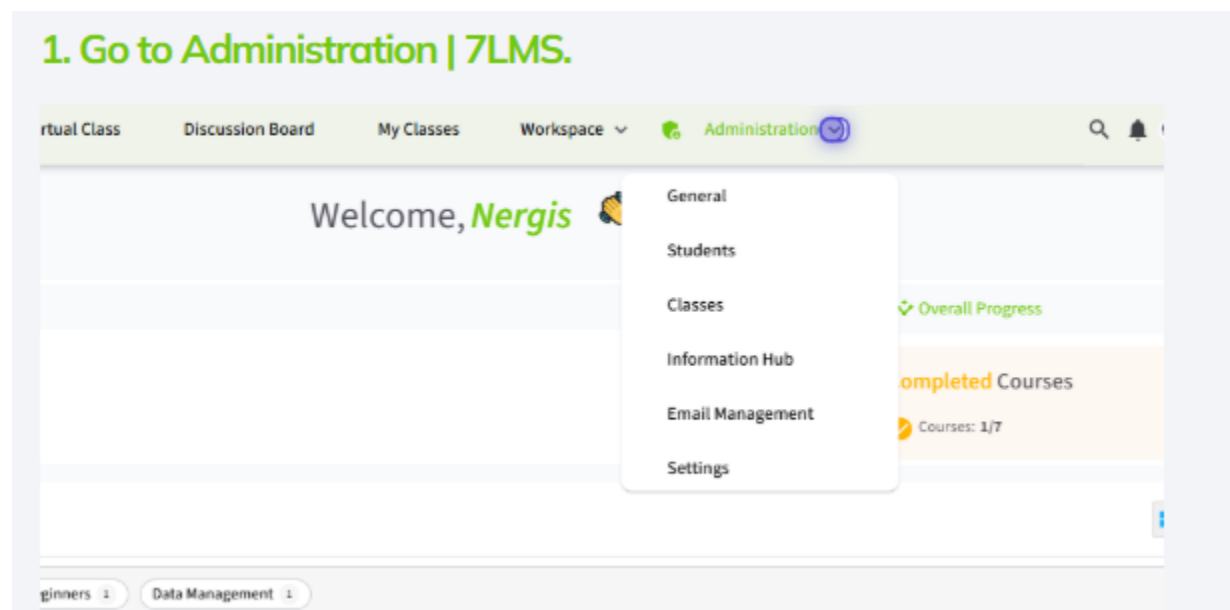
# Administration /Classes

## How to Edit an Existing Class

Need to update a class you've already created? You can easily modify class details, change assigned courses, or manage student members in just a few steps. Follow the instructions below to make quick updates to your class.

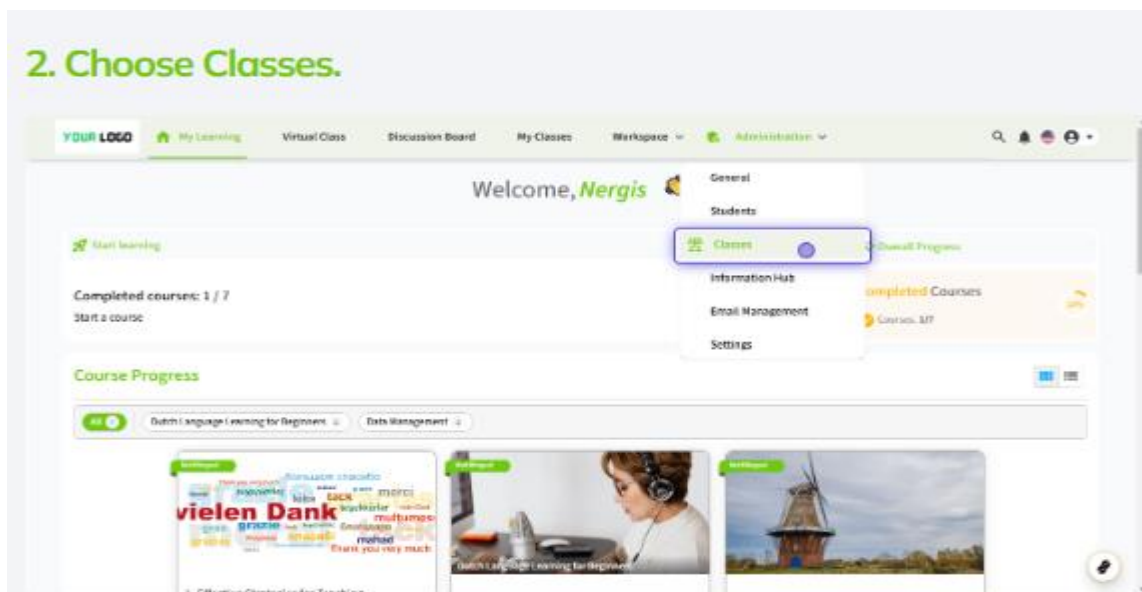
### Step 1: Go to Administration Panel

- Log in to your account.
- Navigate to the Administration section from the dashboard



### Step 2: Choose “Classes”

- In the Administration menu, click on **Classes** to view your existing class list.



### Step 3: Click the “Modify Class Details and Courses” Icon

- Find the class you want to edit.
- Click the edit icon (usually a pencil or gear) to update class information or rearrange courses.

### 3. Click on Modify class details and courses icon to update your class..

The screenshot shows a web application interface for managing classes. At the top, there is a navigation bar with links: YOUR LOGO, My Learning, Virtual Class, Discussion Board, My Classes, Workspace, and Administration. Below this is a 'Classes' section with a search bar and filters for 'Start At' and 'Expires At'. A table lists several classes, including 'English Language Teaching - 1', 'Working culture in European Countries', 'Stress Management for Healthcare Staff', 'Resume', 'School Time', 'About Family', 'At the Park', 'Food Fun!', and 'Explore the Seasons'. Each row has columns for Class Name, Start At, Expires At, Status, Courses, Instructors, Students, and Actions. An arrow points to the 'Actions' column for the first class, which contains icons for editing, deleting, and other actions.

### Step 4: Click the “Manage Class Members” Icon

- To update student enrollment, click on the **manage members** icon.
- Add or remove students as needed.

### 4. Click on Manage class members icon to update students.

This screenshot is identical to the one above, showing the 'Classes' management interface. However, the arrow now points to the 'Manage class members' icon (a person with a plus sign) in the 'Actions' column for the first class, 'English Language Teaching - 1'. A tooltip above this icon reads 'Manage class members: students, instructors'.

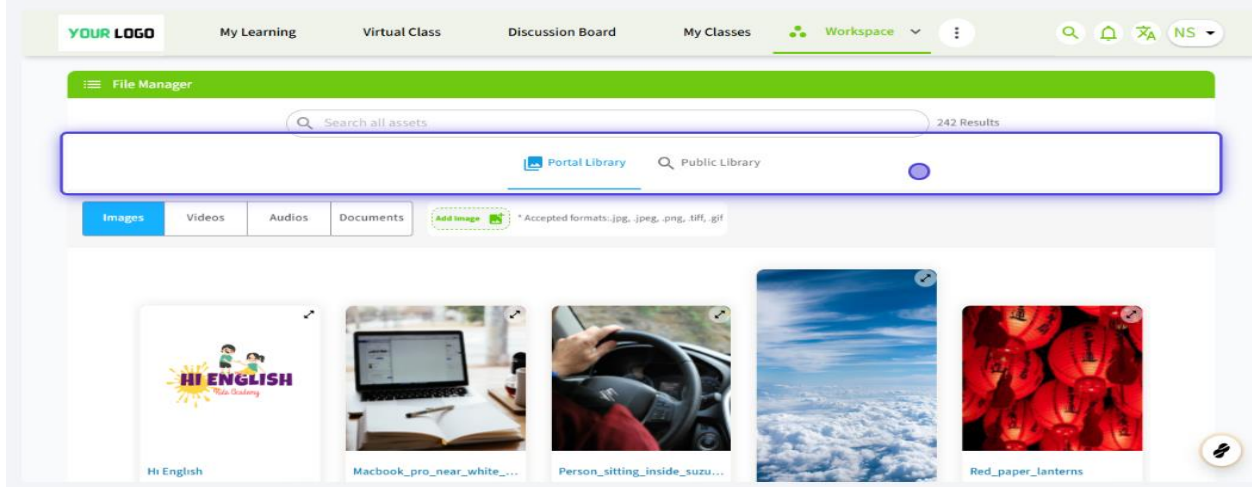
# Administration/Information Hub

## Delete a file in the File Manager

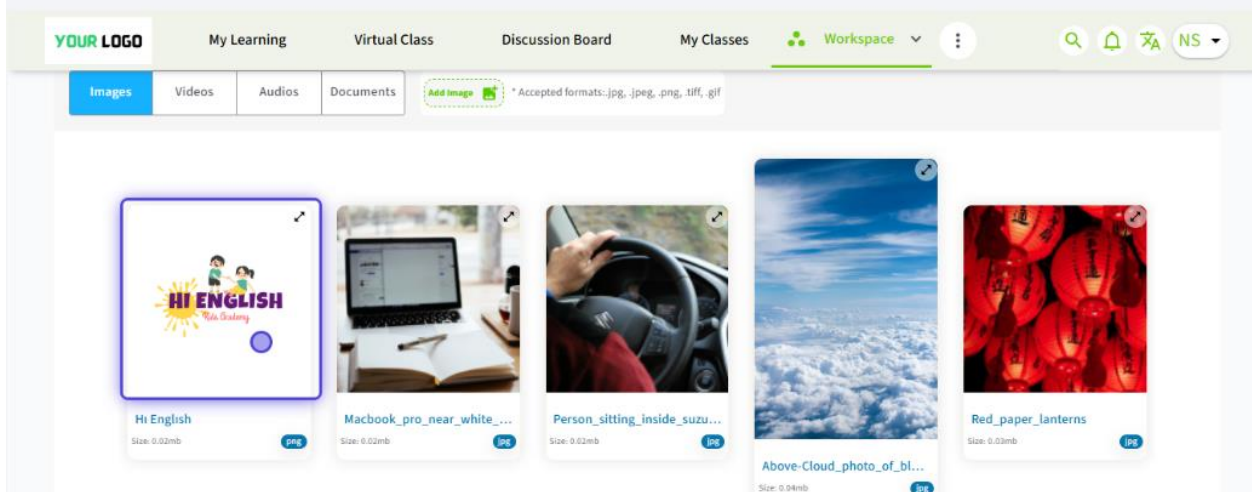
If you no longer need a file, you can remove it from the File Manager to keep your storage organized. Simply find the file you want to delete, click on it, and select the “Delete” option. Confirm your action, and the file will be permanently removed.

Deleting unused files helps keep your workspace clean and ensures you only store relevant materials for your courses.

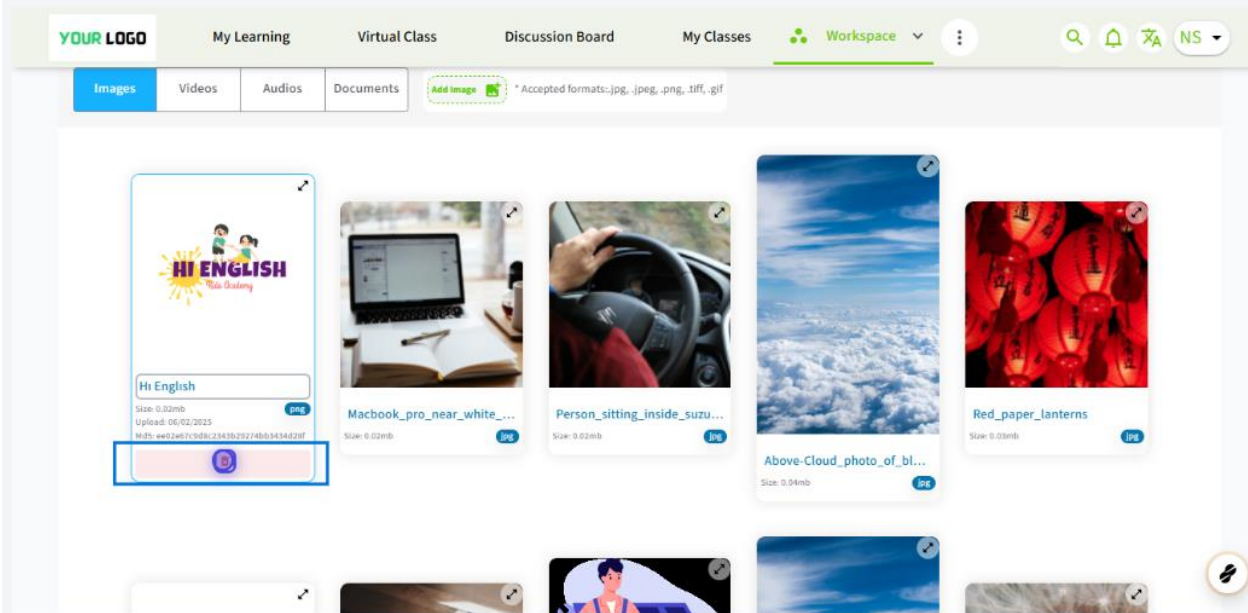
### 1. Go to File Manager | 7LMS.



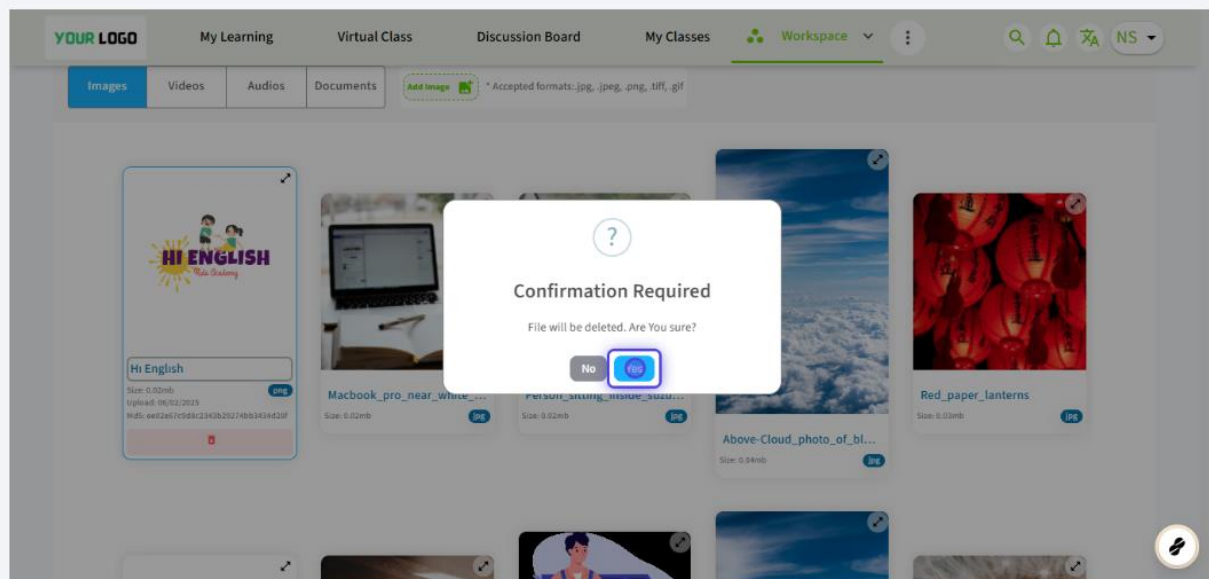
### 2. Click on the file that you want to delete.



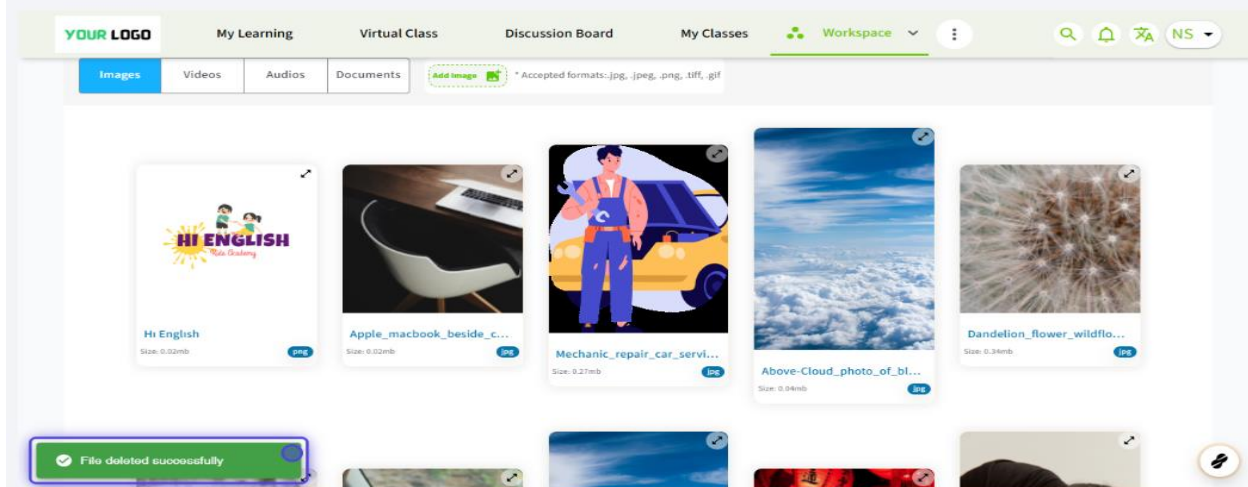
### 3. Click on the Delete icon.



### 4. Confirm your request by clicking “Yes”.



### 5. Your file is deleted successfully.



# Discussion Board

## How to create a new virtual class?

A virtual class is essential for delivering live, interactive training and discussions. Creating a new session in the platform allows instructors to:

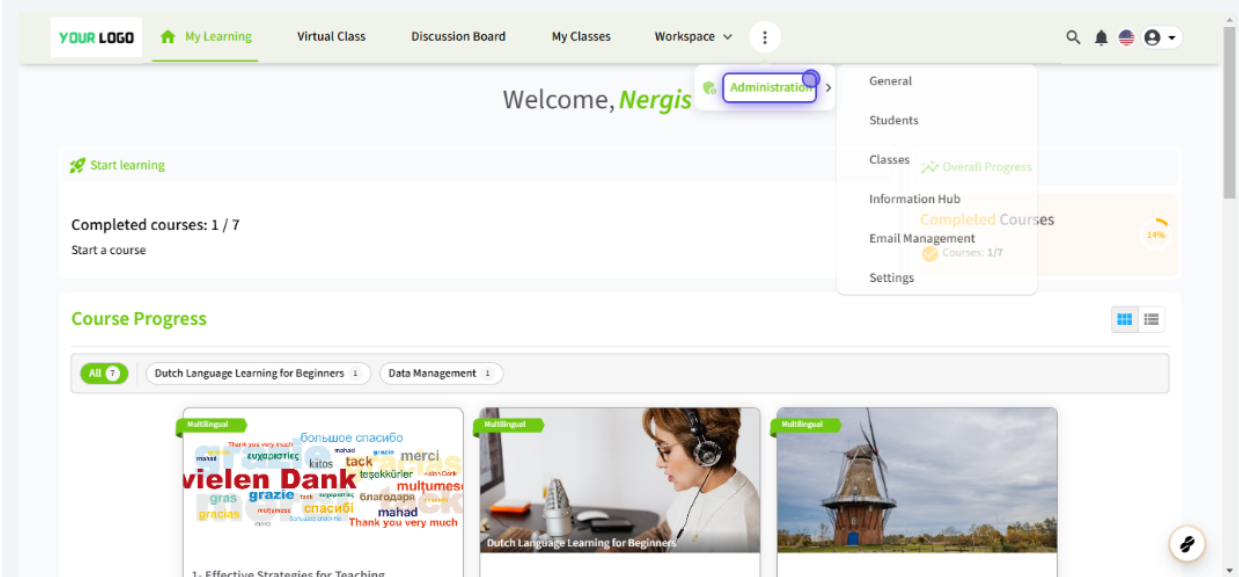
- Conduct real-time lessons with learners, no matter where they are.
- Share presentations, videos, and resources to enhance engagement.
- Facilitate discussions using chat, polls, and interactive whiteboards.
- Monitor learner participation and progress through built-in tracking tools. This feature is widely used for corporate training, educational programs, and professional development sessions. You can only create a virtual class as an administrator or an instructor.

## Administration/ E-mail Management

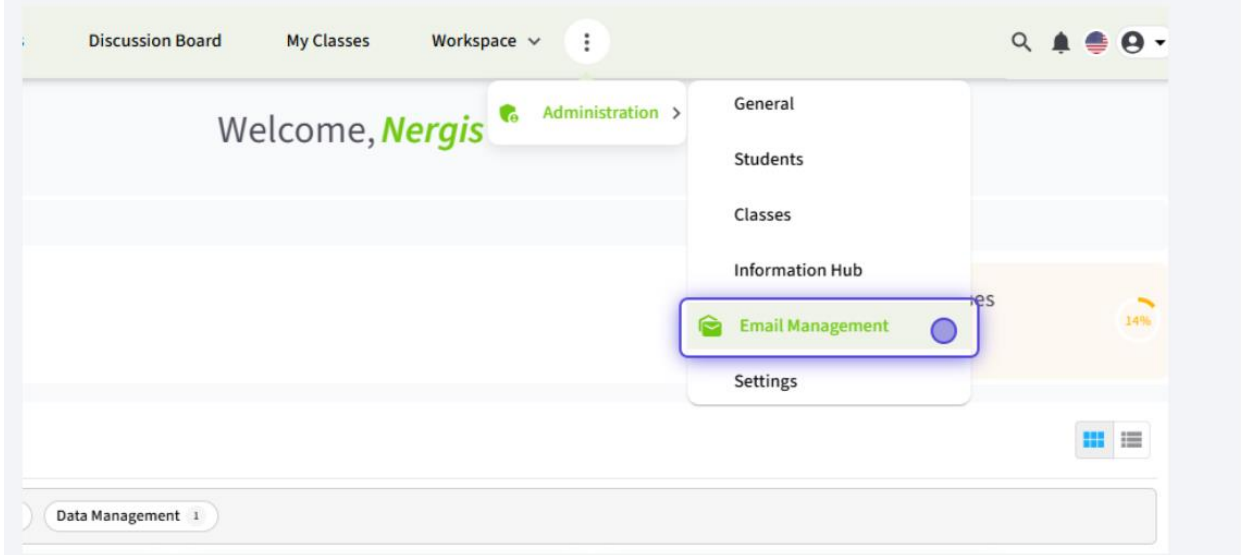
### How to monitor emails and check their status

You can verify whether the emails automatically sent by the platform have reached users.

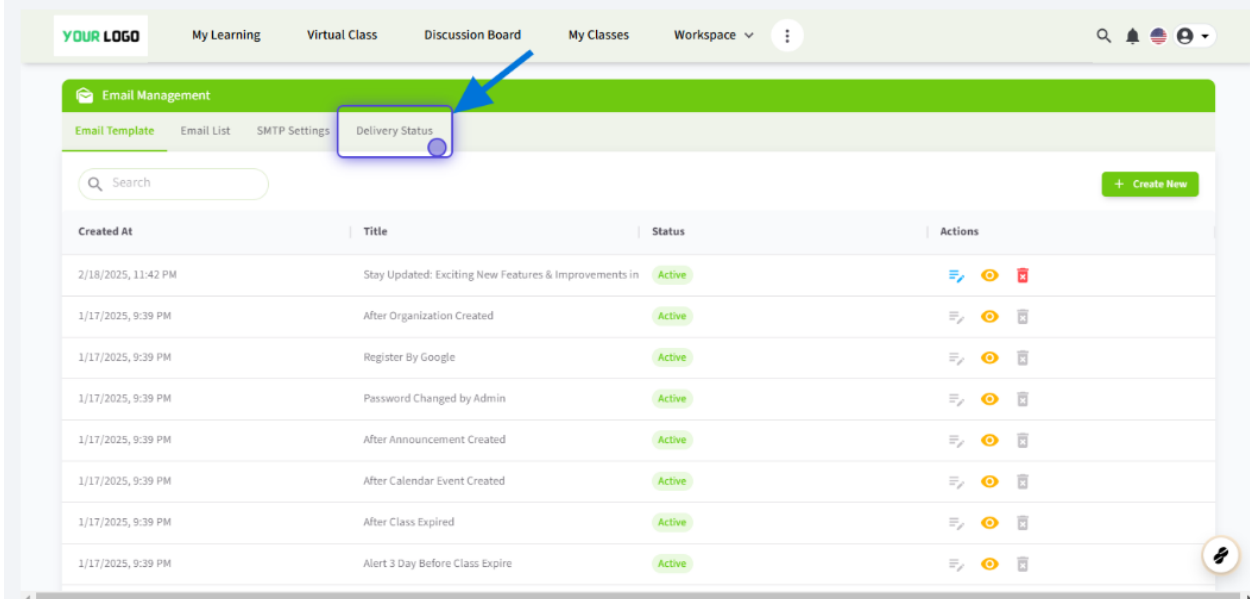
### 1. Go to Administration | 7LMS.



## 2. Choose Email Management.

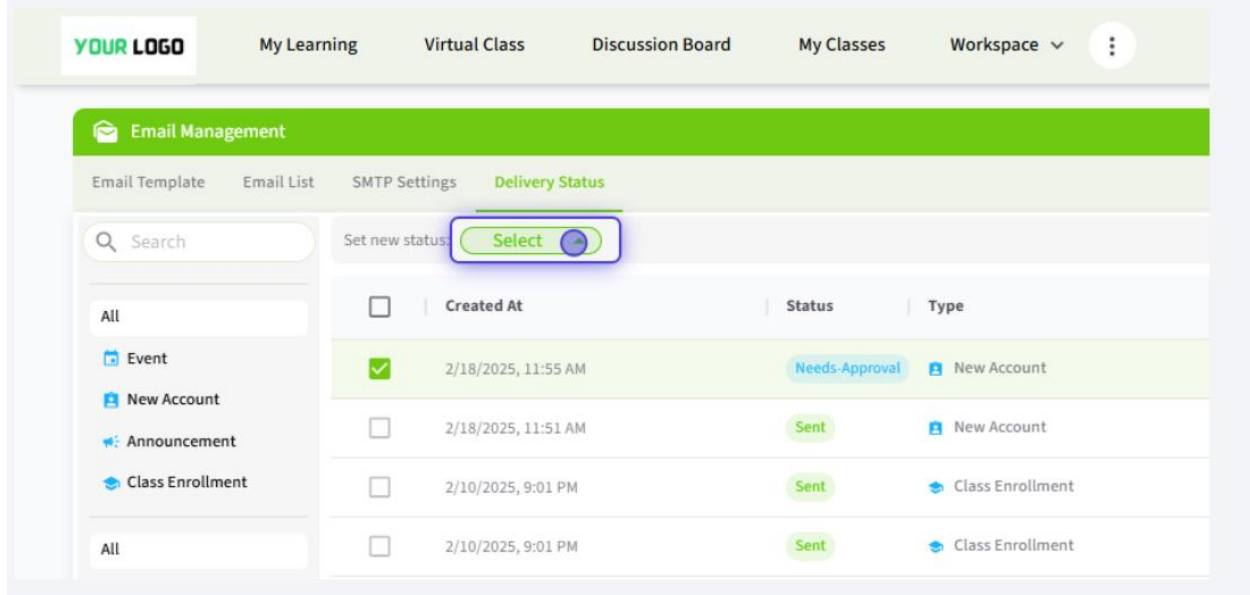


## 3. Click on Delivery Status.





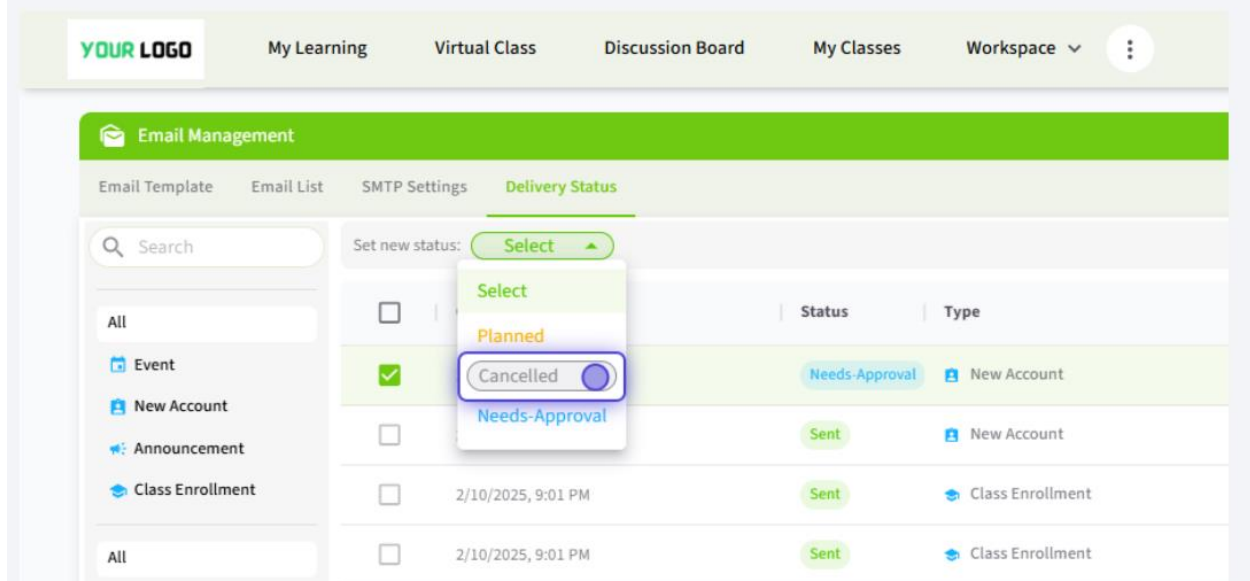
## 4. Select the email you want to take action on.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. The 'Set new status' dropdown is open, and the 'Select' option is highlighted. The table below shows a list of emails with their status and type.

|                                     | Created At          | Status         | Type             |
|-------------------------------------|---------------------|----------------|------------------|
| <input checked="" type="checkbox"/> | 2/18/2025, 11:55 AM | Needs-Approval | New Account      |
| <input type="checkbox"/>            | 2/18/2025, 11:51 AM | Sent           | New Account      |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |

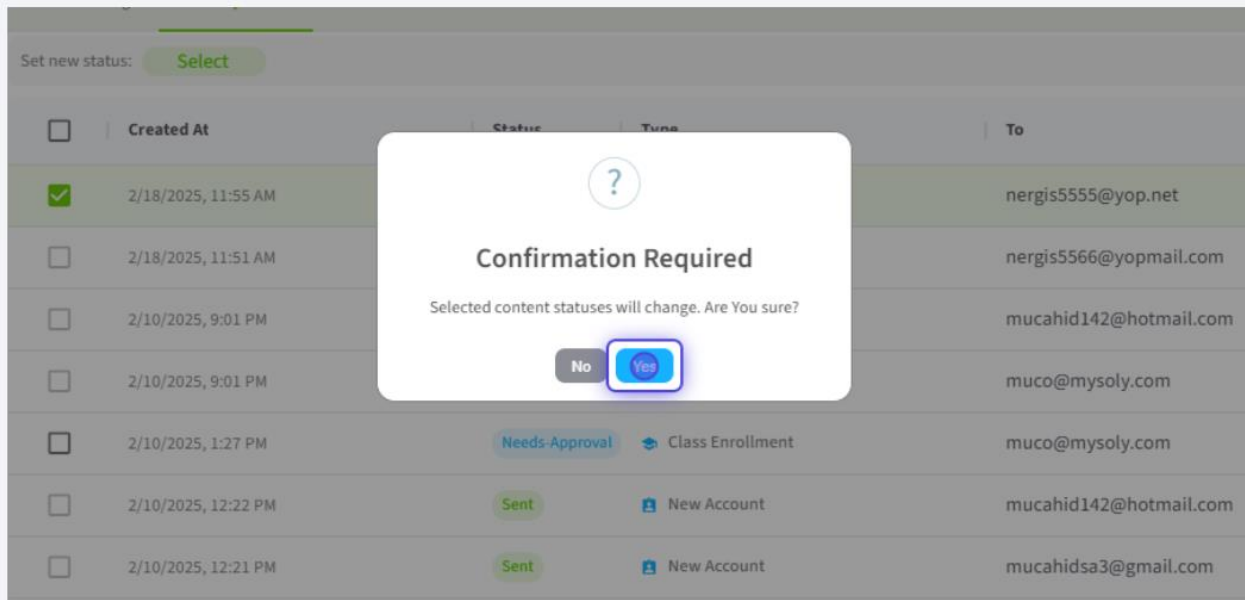
## 5. Update the email status.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. A dropdown menu is open, showing options to update the status of the selected email. The 'Cancelled' option is highlighted.

|                                     | Created At          | Status         | Type             |
|-------------------------------------|---------------------|----------------|------------------|
| <input checked="" type="checkbox"/> | 2/18/2025, 11:55 AM | Needs-Approval | New Account      |
| <input type="checkbox"/>            | 2/18/2025, 11:51 AM | Sent           | New Account      |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |

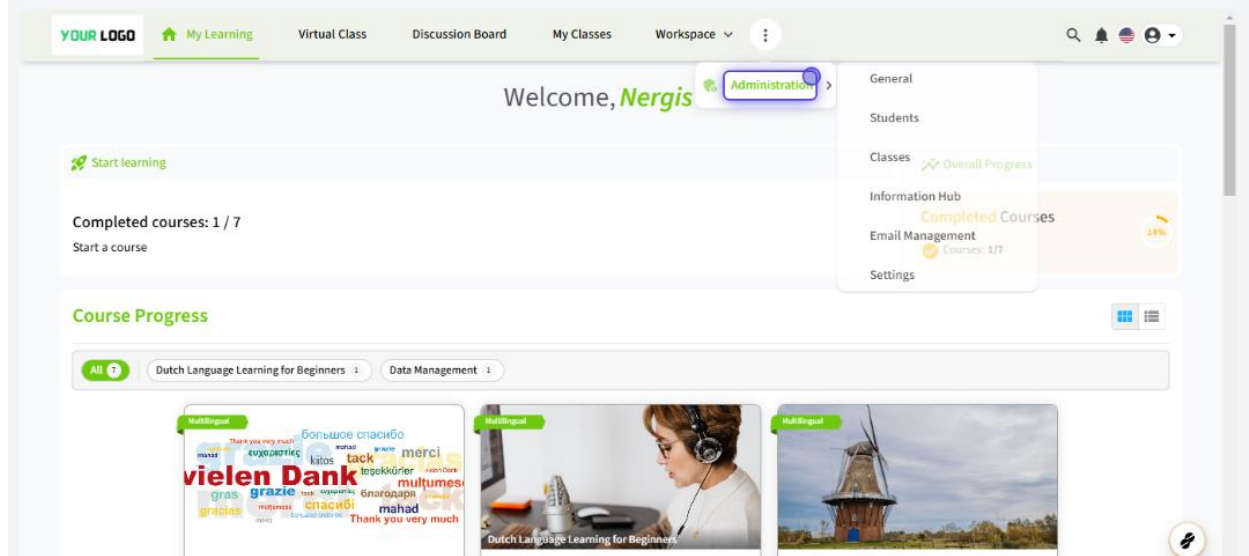
## 6. Confirm the update by clicking Yes.



## My Classes

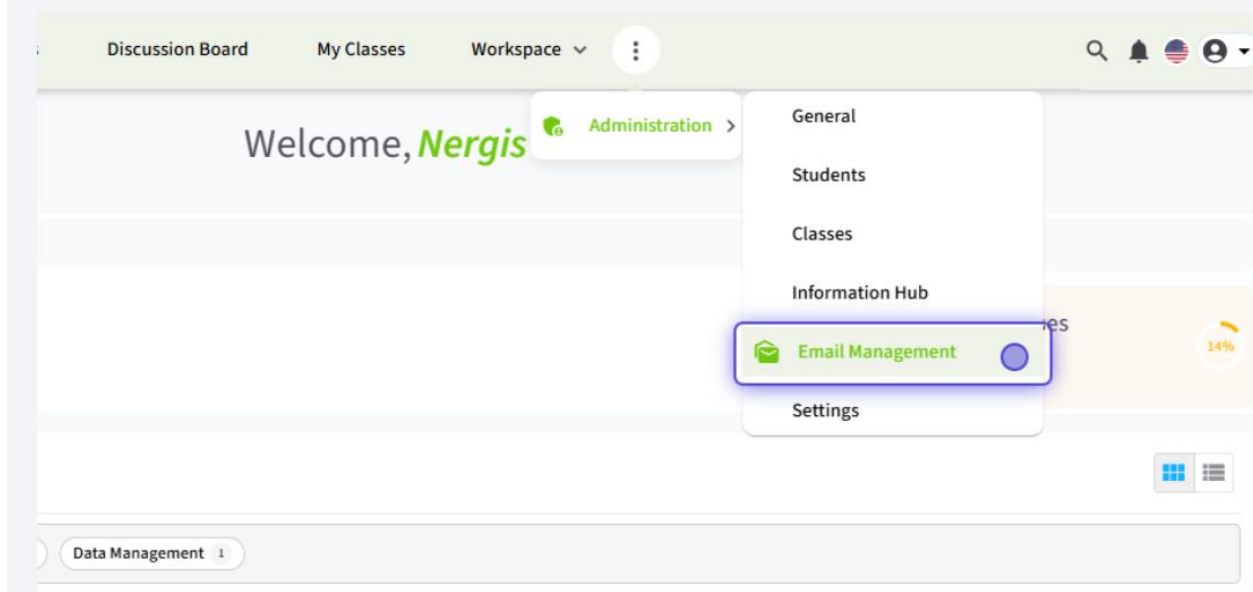
How to monitor emails and check their status

### 1. Go to Administration | 7LMS.

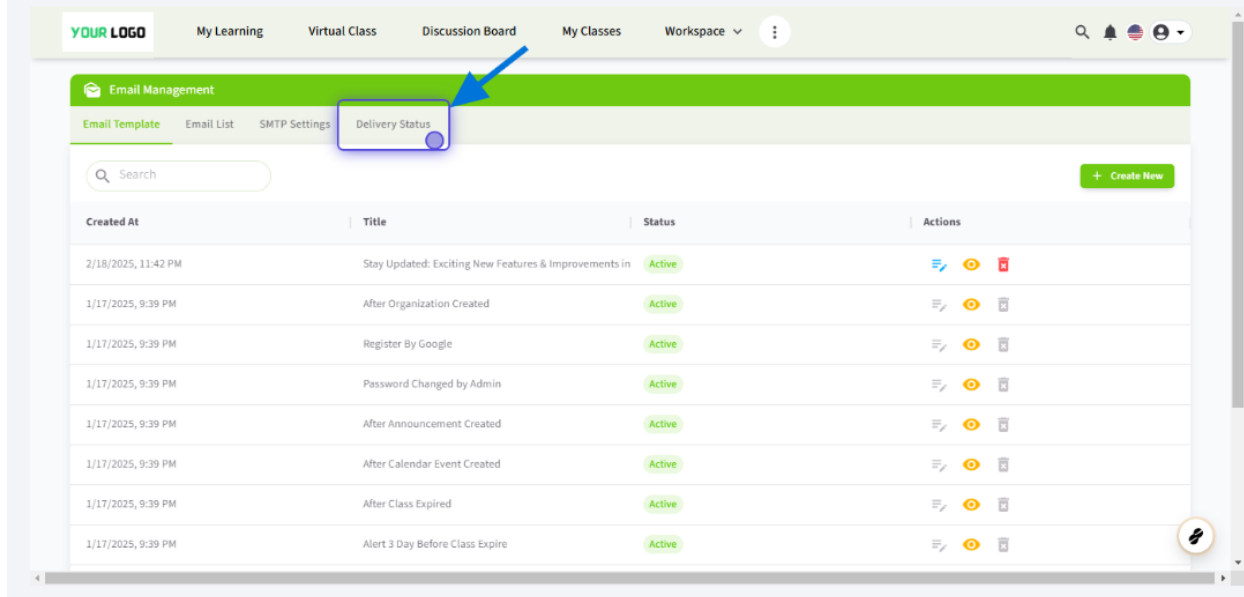




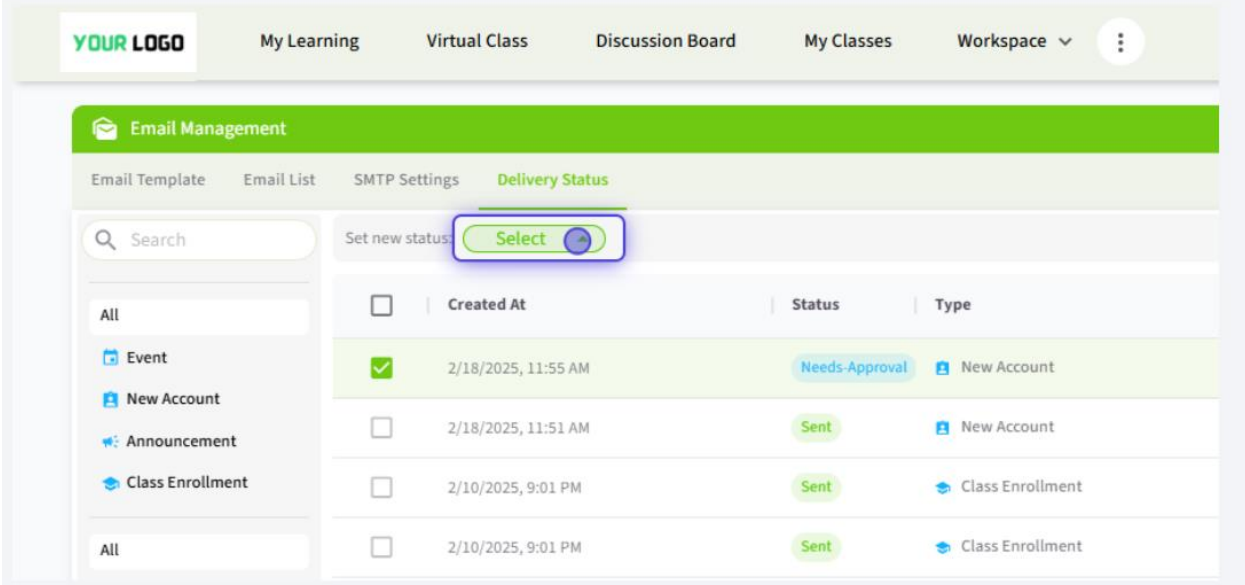
## 2. Choose Email Management.



## 3. Click on Delivery Status.



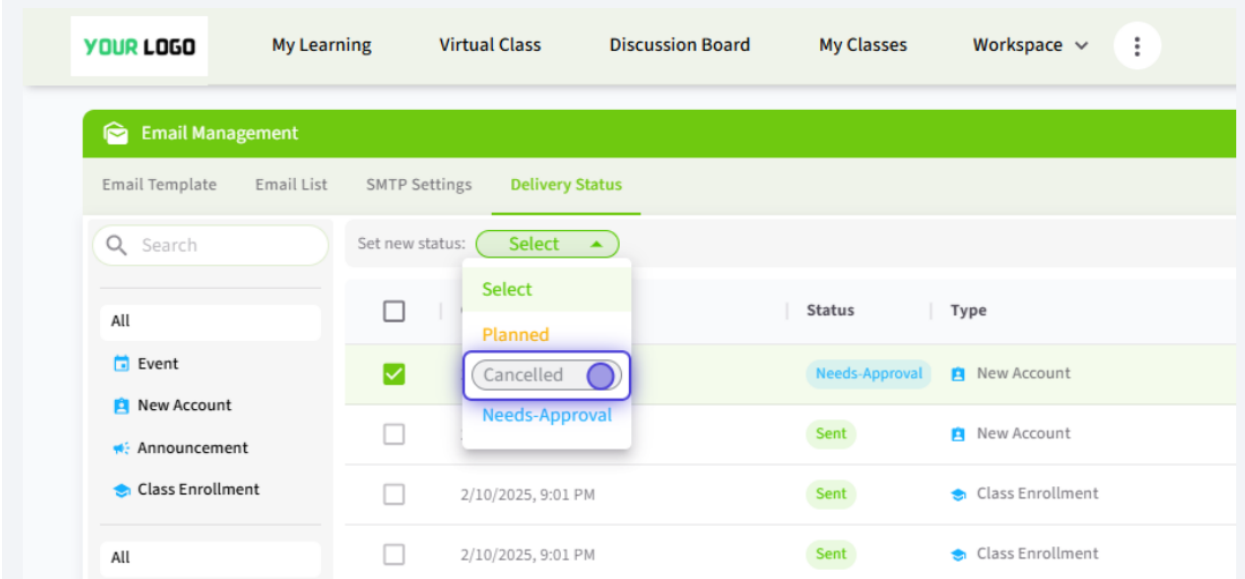
## 4. Select the email you want to take action on.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. A 'Set new status' dropdown menu is open, showing the 'Select' option. The table below lists emails with their status and type.

|                                     | Created At          | Status         | Type             |
|-------------------------------------|---------------------|----------------|------------------|
| <input checked="" type="checkbox"/> | 2/18/2025, 11:55 AM | Needs-Approval | New Account      |
| <input type="checkbox"/>            | 2/18/2025, 11:51 AM | Sent           | New Account      |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent           | Class Enrollment |

## 5. Update the email status.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. A 'Set new status' dropdown menu is open, showing the 'Cancelled' option selected. The table below lists emails with their status and type.

|                                     | Created At          | Status    | Type             |
|-------------------------------------|---------------------|-----------|------------------|
| <input checked="" type="checkbox"/> | 2/18/2025, 11:55 AM | Cancelled | New Account      |
| <input type="checkbox"/>            | 2/18/2025, 11:51 AM | Sent      | New Account      |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent      | Class Enrollment |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  | Sent      | Class Enrollment |

## 6. Confirm the update by clicking Yes.

Set new status: Select

| <input type="checkbox"/>            | Created At          | Status         | Type             | To                     |
|-------------------------------------|---------------------|----------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | 2/18/2025, 11:55 AM |                |                  | nergis5555@yop.net     |
| <input type="checkbox"/>            | 2/18/2025, 11:51 AM |                |                  | nergis5566@yopmail.com |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  |                |                  | mucahid142@hotmail.com |
| <input type="checkbox"/>            | 2/10/2025, 9:01 PM  |                |                  | muco@mysoly.com        |
| <input type="checkbox"/>            | 2/10/2025, 1:27 PM  | Needs-Approval | Class Enrollment | muco@mysoly.com        |
| <input type="checkbox"/>            | 2/10/2025, 12:22 PM | Sent           | New Account      | mucahid142@hotmail.com |
| <input type="checkbox"/>            | 2/10/2025, 12:21 PM | Sent           | New Account      | mucahidsa3@gmail.com   |

?

**Confirmation Required**

Selected content statuses will change. Are You sure?

No Yes

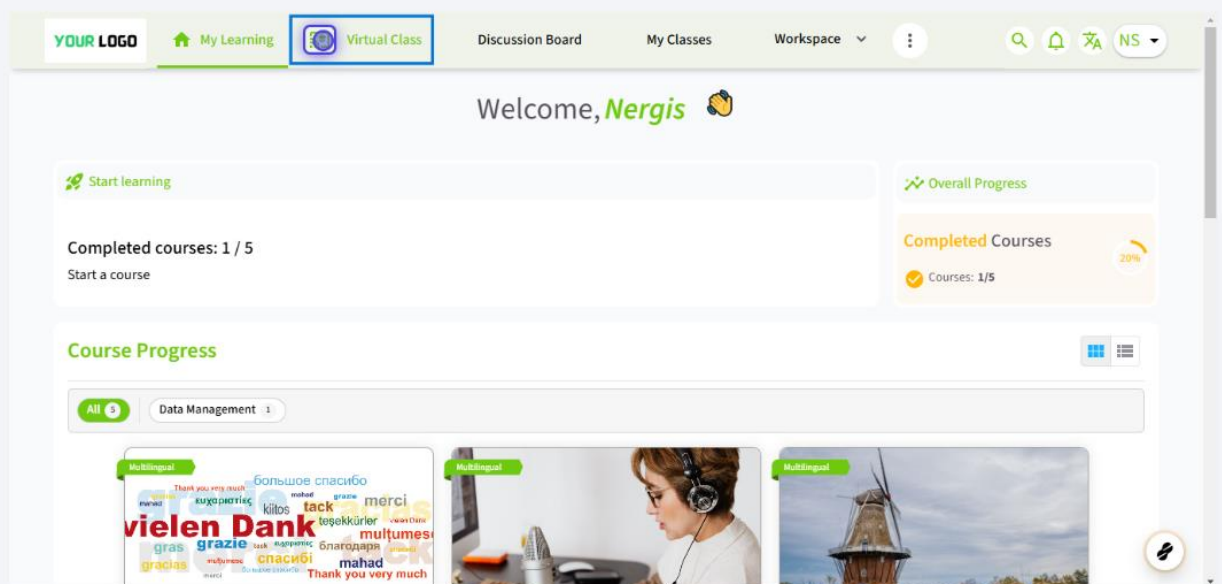
# Virtual Class

## How to create a new virtual class?

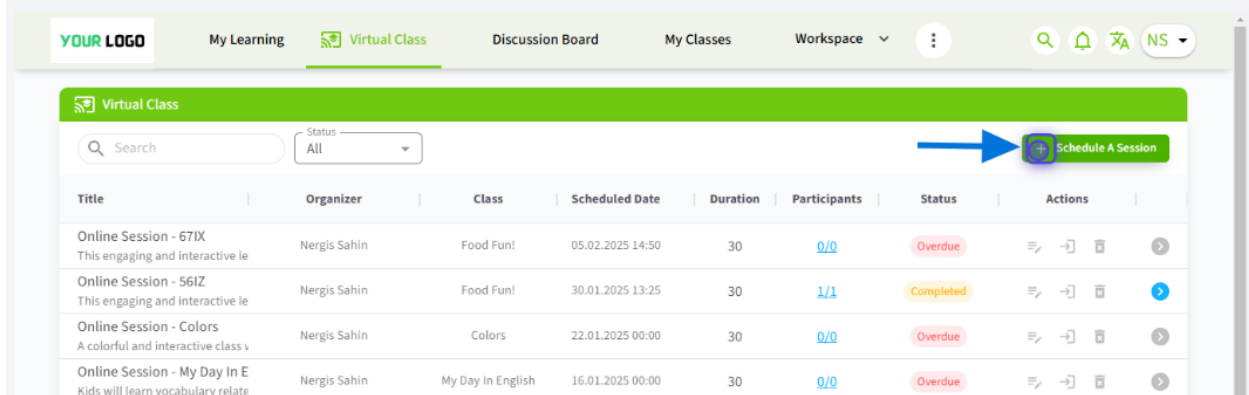
A virtual class is essential for delivering live, interactive training and discussions. Creating a new session in the platform allows instructors to:

- Conduct real-time lessons with learners, no matter where they are.
- Share presentations, videos, and resources to enhance engagement.
- Facilitate discussions using chat, polls, and interactive whiteboards.
- Monitor learner participation and progress through built-in tracking tools. This feature is widely used for corporate training, educational programs, and professional development sessions. You can only create a virtual class as an administrator or an instructor.

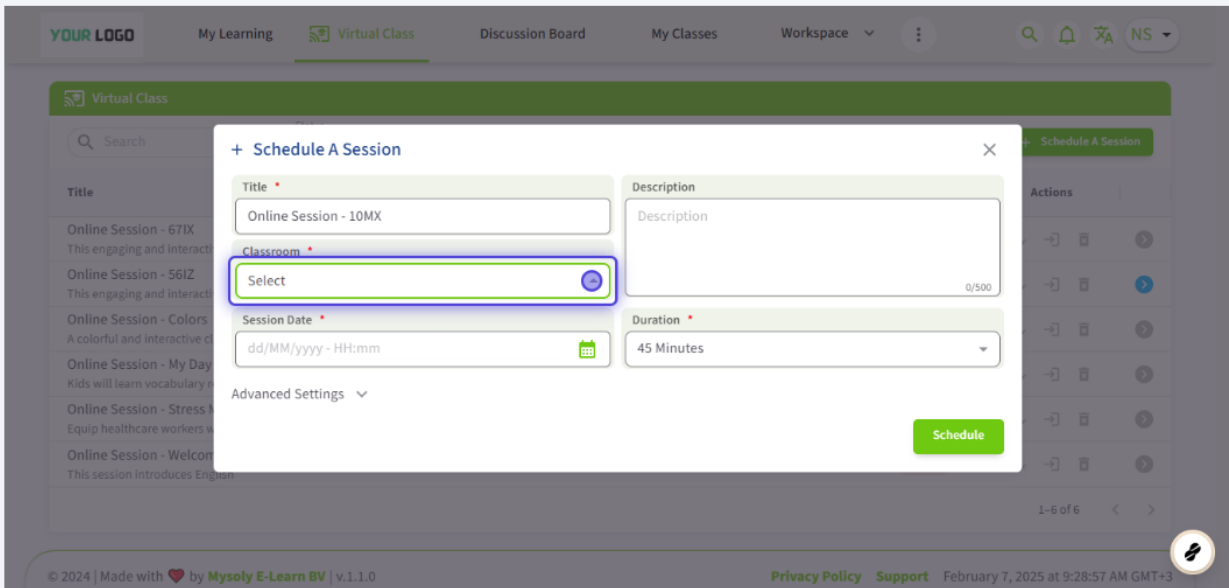
### 1. Go to Virtual Class.



### 2. Click on Schedule a Session.



### 3. Choose classroom.

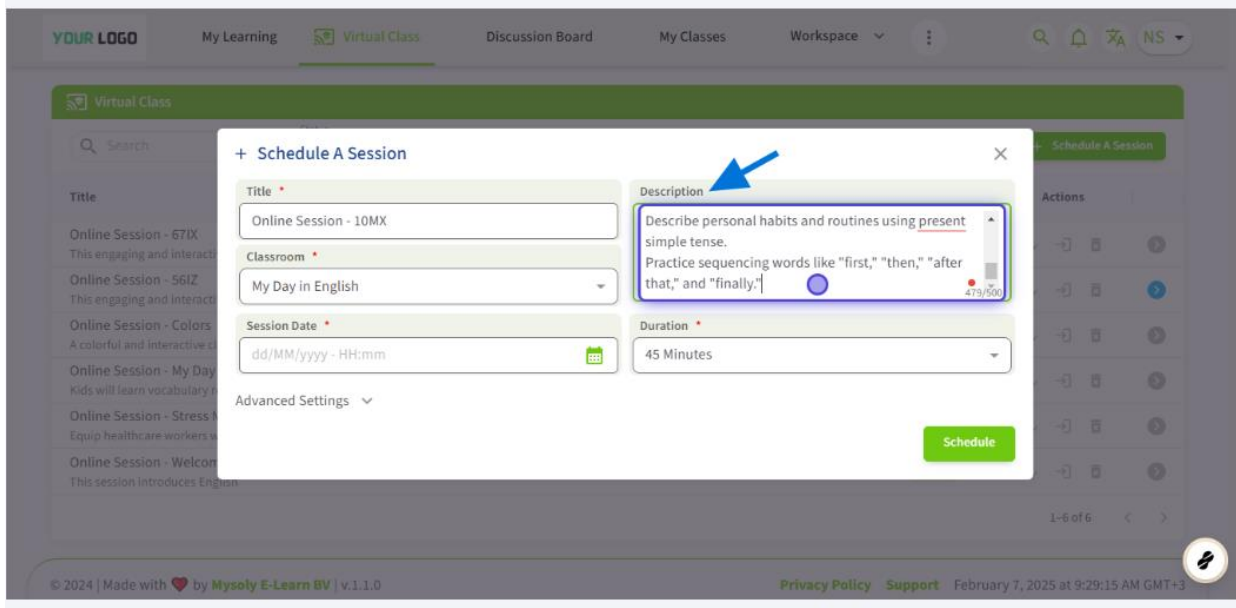


The screenshot shows the 'Schedule A Session' modal form. The 'Classroom' dropdown menu is highlighted with a blue border and a blue arrow pointing to it. The form contains the following fields:

- Title:** Online Session - 10MX
- Description:** (empty text area)
- Classroom:** Select (dropdown menu)
- Session Date:** dd/MM/yyyy - HH:mm (calendar icon)
- Duration:** 45 Minutes (dropdown menu)
- Advanced Settings:** (expandable section)
- Schedule:** (green button)

The background shows a list of sessions on the left and actions on the right. The footer includes copyright information and a date/time stamp.

### 4. Write description of the class.



The screenshot shows the 'Schedule A Session' modal form. The 'Description' text area is highlighted with a blue border and a blue arrow pointing to it. The form contains the following fields:

- Title:** Online Session - 10MX
- Description:** Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally."
- Classroom:** My Day in English (dropdown menu)
- Session Date:** dd/MM/yyyy - HH:mm (calendar icon)
- Duration:** 45 Minutes (dropdown menu)
- Advanced Settings:** (expandable section)
- Schedule:** (green button)

The background shows a list of sessions on the left and actions on the right. The footer includes copyright information and a date/time stamp.

## 5. Choose Session Date.

The screenshot shows the 'Virtual Class' interface with the '+ Edit The Session' modal open. The modal contains the following fields:

- Title:** Online Session - 10MX
- Description:** This lesson helps learners describe their daily routines and activities in English using simple sentences and structured vocabulary. By the end of the lesson, participants will be able to: (479/500)
- Classroom:** My Day in English
- Session Date:** 21/02/2025 - 10:10 (highlighted with a blue box and a calendar icon)
- Duration:** 45 Minutes
- Advanced Settings:** (dropdown menu)
- Schedule:** (green button)

The background shows a list of sessions and a table with session details.

## 6. Choose Duration.

The screenshot shows the 'Virtual Class' interface with the '+ Schedule A Session' modal open. The modal contains the following fields:

- Title:** Online Session - 10MX
- Description:** Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally." (479/500)
- Classroom:** My Day in English
- Session Date:** 21/02/2025 - 10:10
- Duration:** (dropdown menu open, showing options: 45 Minutes, 20 Minutes, 30 Minutes (highlighted with a blue box), 45 Minutes, 60 Minutes, 120 Minutes)
- Advanced Settings:** (dropdown menu)
- Schedule:** (green button)

The background shows a list of sessions and a table with session details.

## 7. Click on Schedule.

The screenshot shows the 'Schedule A Session' modal form. The form has the following fields:

- Title \***: Online Session - 10MX
- Description**: Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally."
- Classroom \***: My Day in English
- Session Date \***: 21/02/2025 - 10:10
- Duration \***: 30 Minutes
- Advanced Settings**: (dropdown menu)
- Schedule**: (button, highlighted with a blue box)

The background shows a list of virtual classes with titles like 'Online Session - 670X', 'Online Session - 56IZ', 'Online Session - Colors', 'Online Session - My Day In E', 'Online Session - Stress Man', and 'Online Session - Welcome'.

## 8. Your online session is ready-to-start!

When you create a Virtual Class , all students enrolled in that class will be automatically invited. There is no need to manually invite participants, as they will receive access automatically. This ensures a seamless setup, allowing students to join the session without additional steps.

The screenshot shows the 'Virtual Class' interface with a list of sessions. A blue arrow points to the 'Class' column, which contains the text 'My Day In English'.

| Title   | Organizer    | Class             | Scheduled Date   | Duration | Participants | Status    | Actions                |
|---|--------------|-------------------|------------------|----------|--------------|-----------|------------------------|
| Online Session - 10MX<br>This lesson helps learners descr         | Nergis Sahin | My Day In English | 21.02.2025 10:10 | 30       | 0/0          | Scheduled | [Edit] [Delete] [More] |
| Online Session - 67IX<br>This engaging and interactive le         | Nergis Sahin | Food Fun!         | 05.02.2025 14:50 | 30       | 0/0          | Overdue   | [Edit] [Delete] [More] |
| Online Session - 56IZ<br>This engaging and interactive le         | Nergis Sahin | Food Fun!         | 30.01.2025 13:25 | 30       | 1/1          | Completed | [Edit] [Delete] [More] |
| Online Session - Colors<br>A colorful and interactive class v     | Nergis Sahin | Colors            | 22.01.2025 00:00 | 30       | 0/0          | Overdue   | [Edit] [Delete] [More] |
| Online Session - My Day In E<br>Kids will learn vocabulary relate | Nergis Sahin | My Day In English | 16.01.2025 00:00 | 30       | 0/0          | Overdue   | [Edit] [Delete] [More] |
| Online Session - Stress Man<br>Equip healthcare workers with t    | Nergis Sahin | Stress Managem... | 13.01.2025 17:35 | 45       | 0/0          | Overdue   | [Edit] [Delete] [More] |

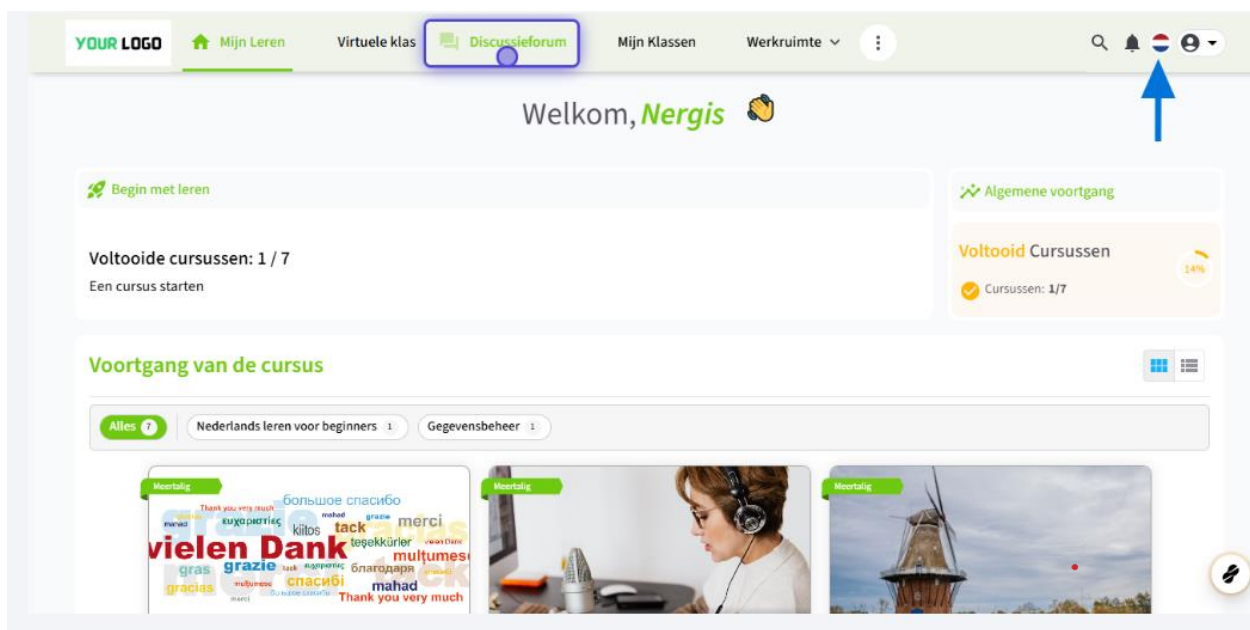
# Discussion Board

How to see your message in your native language in discussion board?

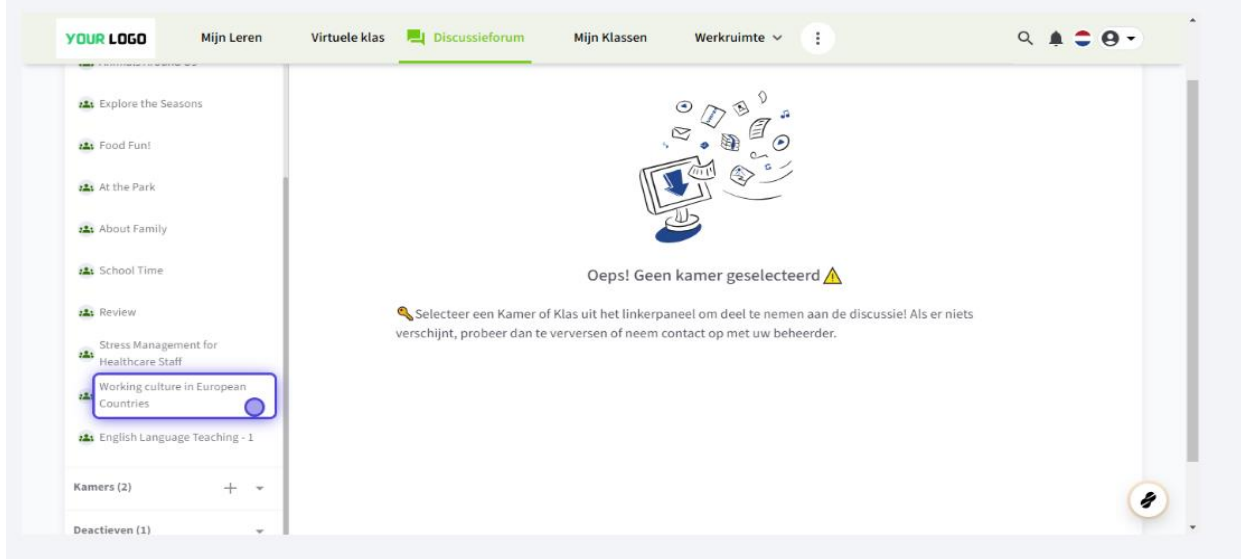
## 1. Go to Discussion Board | 7LMS

To test this feature, first click on the language icon in the top right corner and change the platform language.

In this example, we choose the Dutch language.



## 2. Choose the class.





### 3. Click on **Bekijk de vertaling** to translate the message.

The screenshot shows a virtual classroom interface. The top navigation bar includes 'YOUR LOGO', 'Mijn Leren', 'Virtuele klas', 'Discussieforum', 'Mijn Klassen', and 'Werkrumte'. The left sidebar lists various topics under 'Discussieforum'. The main content area shows a discussion titled 'Working culture in European Countries'. A message from 'muco sahin' dated 10/02/2025 - 21:05 with the text 'hi everyone' is highlighted with a blue box. A purple button labeled 'Bekijk de vertaling' is visible next to the message. Other messages in the thread include 'helloo' from 'muco sahin', a task announcement from 'Nergis Sahin', and 'thanks' from 'muco sahin' and 'Mehmet tanis'.

### 4. The message is successfully translated!

The screenshot shows the same virtual classroom interface. The message from 'muco sahin' now displays the translated text 'hallo allemaal'. The purple button next to the message is now labeled 'Bekijk het oorspronkelijke bericht'. The rest of the interface remains the same, showing the same discussion thread and navigation elements.

# Workspace / Survey

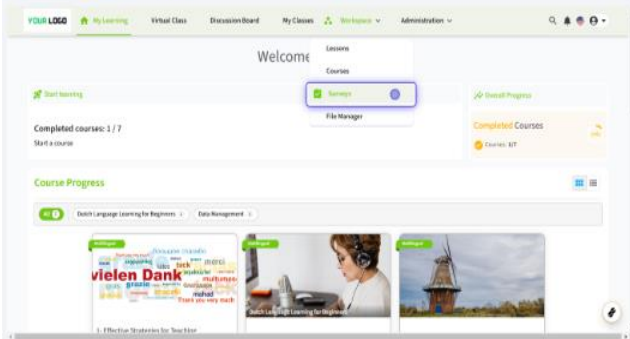
## How to share a survey?

You can share surveys via link, discussion boards, or platform-specific options. Different share modes (private, limited, public) allow control over who can participate.

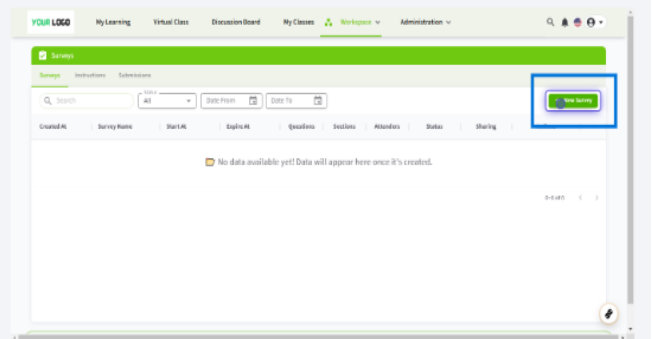
### 1. Go to Workspace | 7LMS.



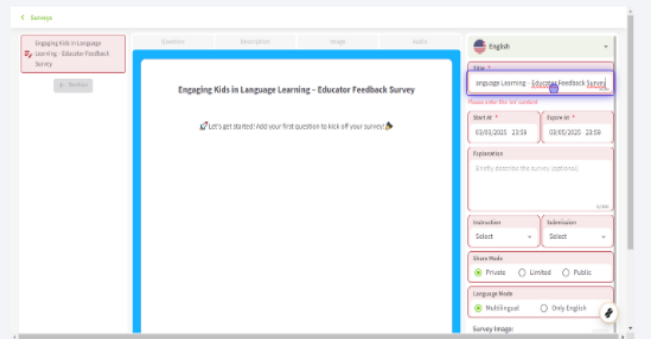
### 2. Choose Surveys.



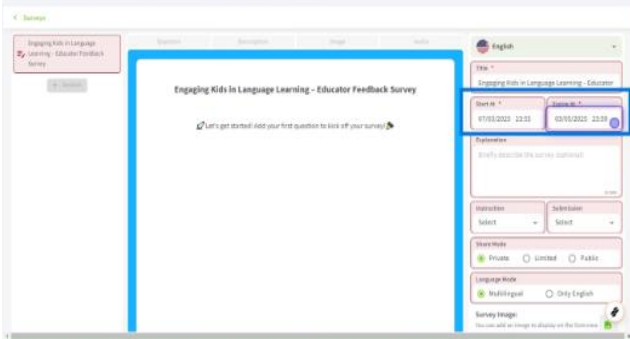
### 3. Click on New Survey.



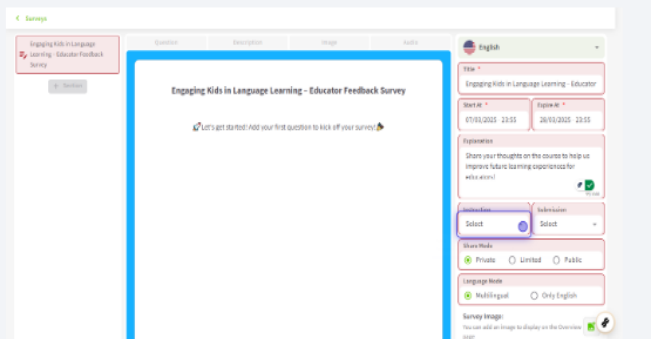
### 4. Write a title for the survey.



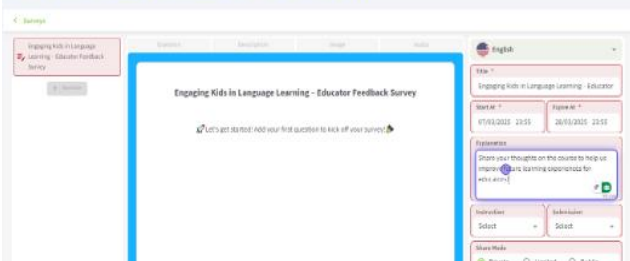
### 5. Select a start and expiry date.



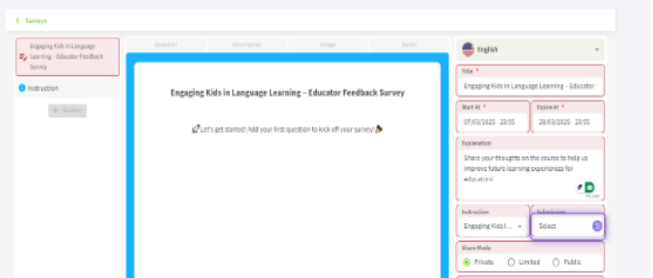
### 7. Choose an instruction.



### 6. Write an explanation to the survey.

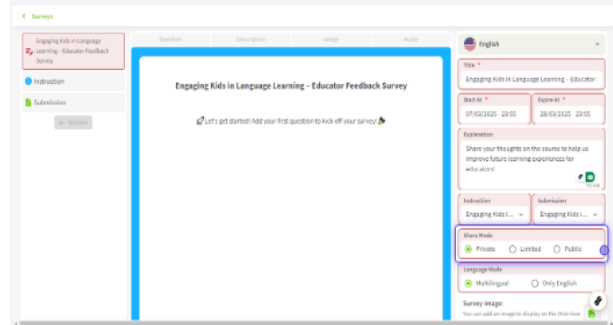


### 8. Choose a submission.



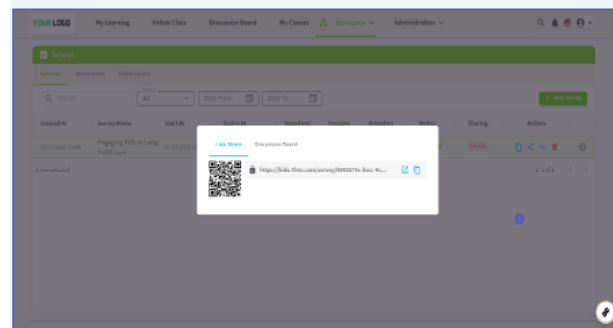
### 9. Choose a Share Mode.

You can share via link or discussion board . If you choose to share via link, there are three options:



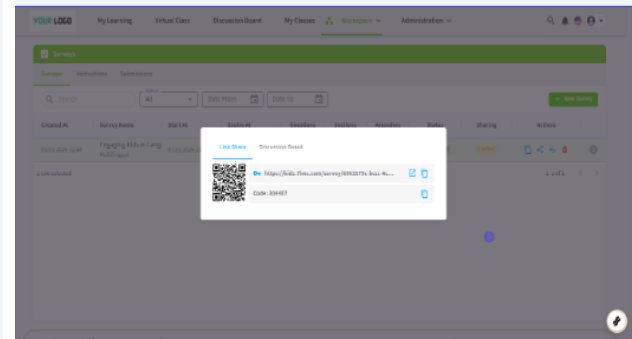
### 10. Choose Private.

The survey can be shared with participants using a link or QR code.



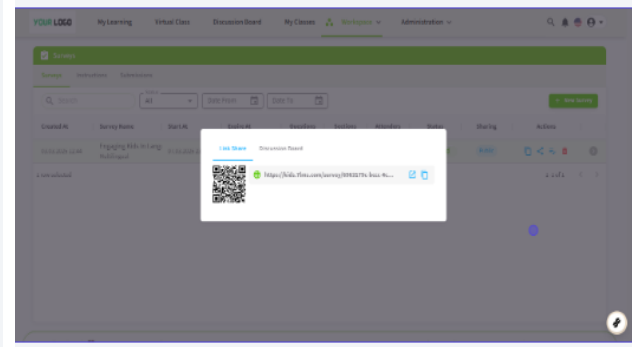
### 11. Choose Limited.

The survey can only be shared with specific users on the platform using a code .



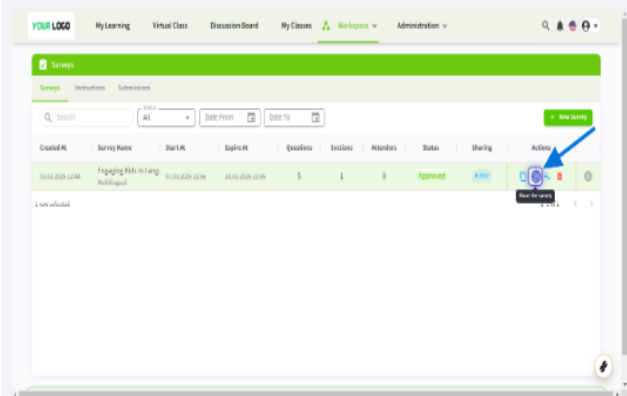
### 12. Choose Public.

The survey is accessible to everyone on the platform via a link .

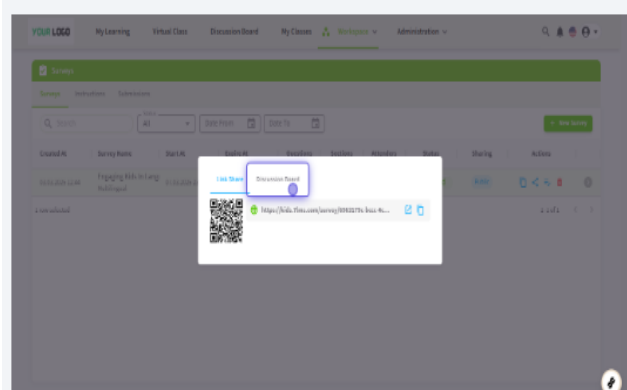


## How to share a survey via Discussion Board ?

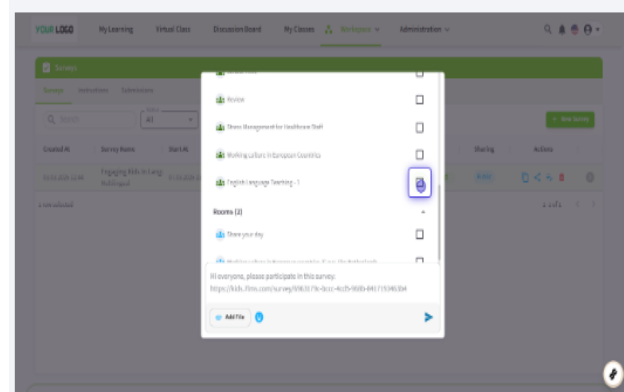
### 13. Click on Share the survey.



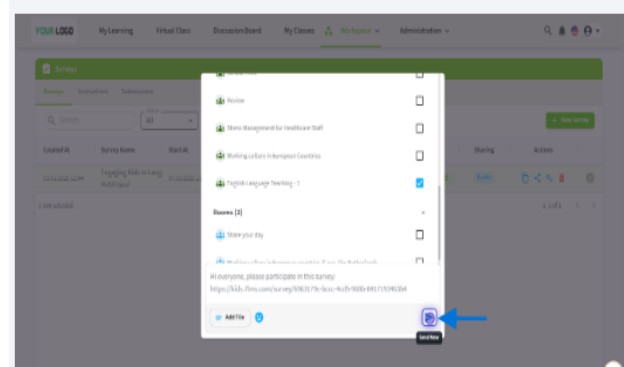
### 14. Click on Discussion Board.



### 15. Choose the class.



### 16. Click on the Send Now and send the survey to the class.



# Workspace / Courses / Instructor

In this platform, courses have three different statuses that determine their availability and editing permissions. Understanding these statuses helps ensure smooth course management.

## Processing – Course in progress

- The course is still being created or updated.
- It is not visible to learners.
- Before publishing, make sure all content is finalized.
- If you want to update an existing course, you must first switch it to Processing .

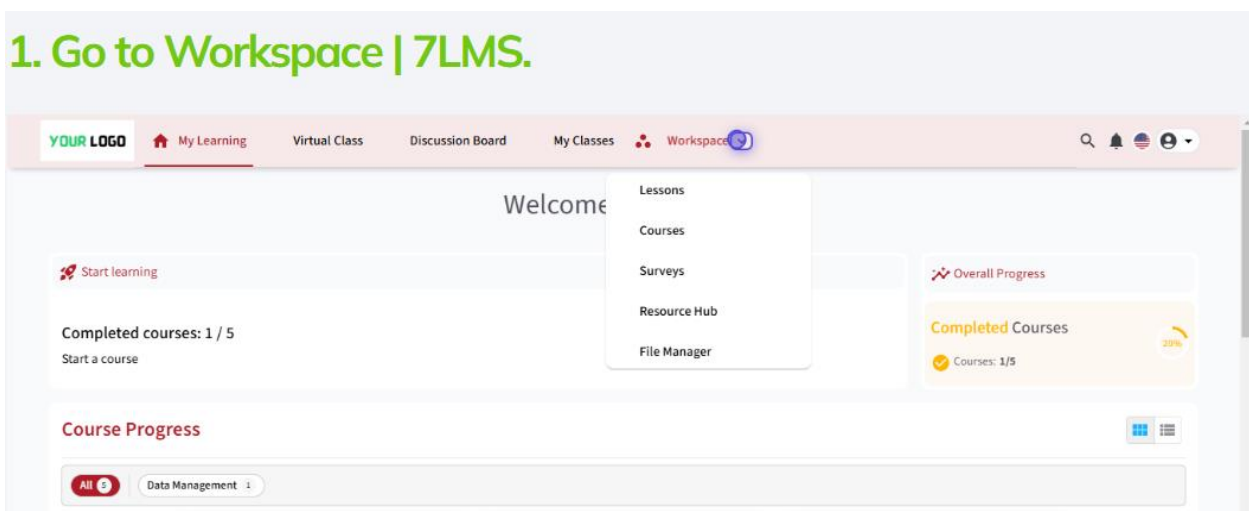
## Approved – Course is live

- The course is published and available to assigned learners.
- Once a course is approved , it cannot be edited unless its status is changed back to processing .
- This ensures that learners always access a finalized version of the course.

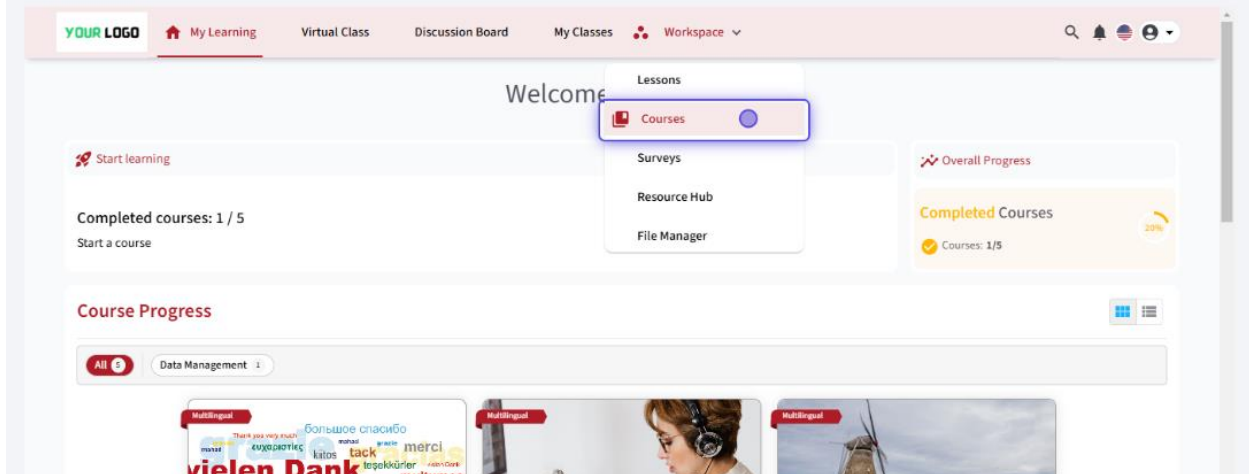
## Archive – Course is inactive

- The course is no longer active but remains stored in the system.
- Learners cannot access archived courses.
- An archived course can be reactivated by changing its status back to processing or approved .

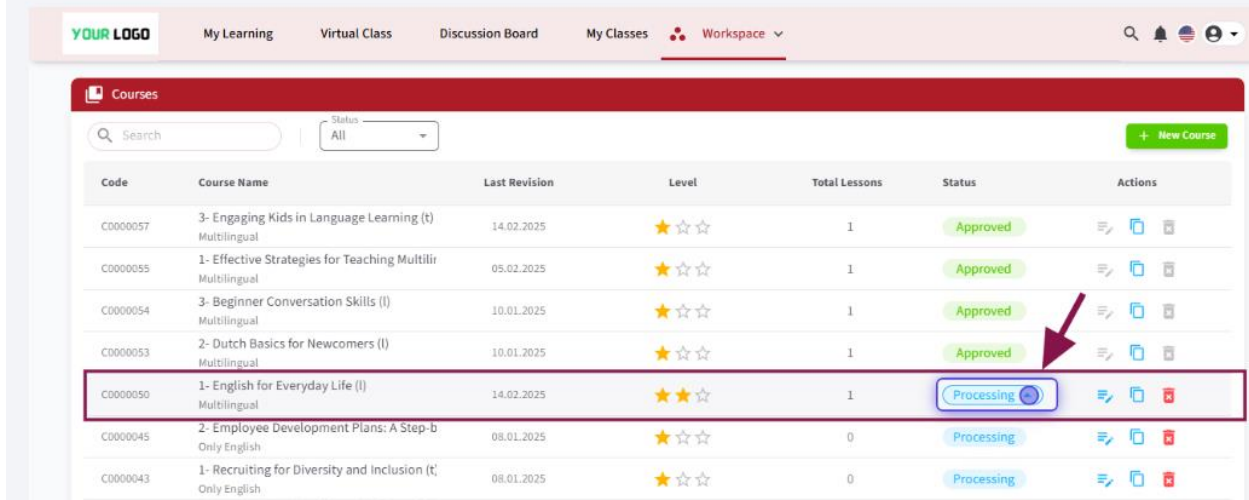
Here is how to approve a course:



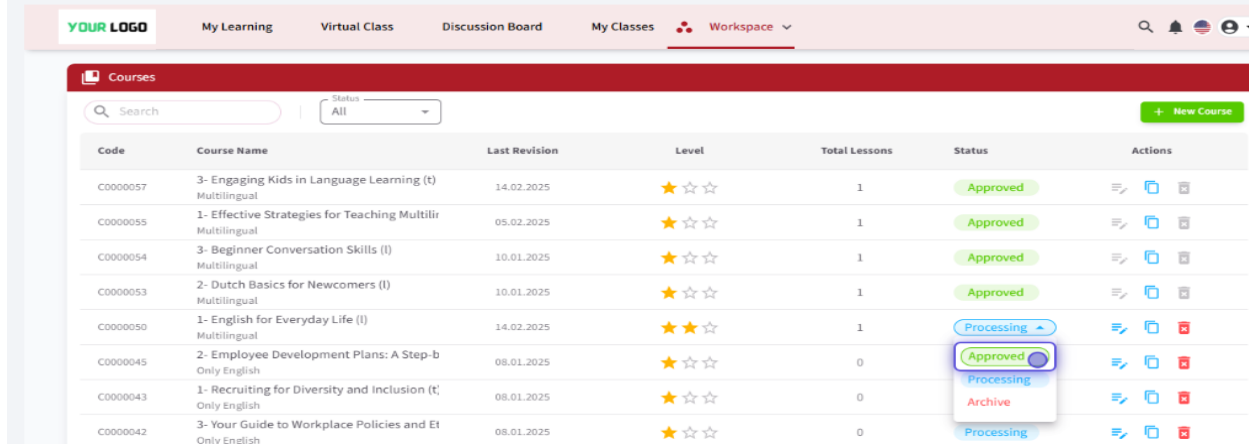
## 2. Click on Courses.



## 3. Choose a processing course to change its status and click on "Processing".



## 4. Click on Approved.



## 5. Your lesson is successfully approved.

The screenshot shows a web application interface for managing courses. At the top, there's a navigation bar with 'YOUR LOGO' and links to 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', and 'Workspace'. Below this is a 'Courses' section with a search bar and a status filter set to 'All'. A table lists courses with columns: Code, Course Name, Last Revision, Level, Total Lessons, Status, and Actions. The course '1- English for Everyday Life (I)' is highlighted in red, and its 'Approved' status is circled in blue. A green notification bar at the bottom left says 'Course edited successfully'.

| Code     | Course Name  | Last Revision | Level | Total Lessons | Status     | Actions |
|----------|--|---------------|-------|---------------|------------|---------|
| C0000057 | 3- Engaging Kids in Language Learning (t) Multilingual     | 14.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000055 | 1- Effective Strategies for Teaching Multilir Multilingual | 05.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000054 | 3- Beginner Conversation Skills (I) Multilingual           | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000053 | 2- Dutch Basics for Newcomers (I) Multilingual             | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000050 | 1- English for Everyday Life (I) Multilingual              | 14.02.2025    | ★★★☆☆ | 1             | Approved   | ✎ 📄 🗑️  |
| C0000045 | 2- Employee Development Plans: A Step-b Only English       | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000043 | 1- Recruiting for Diversity and Inclusion (t) Only English | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000042 | 3- Your Guide to Workplace Policies and Et Only English    | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000040 | 1- Effective Workplace Communication (e) Only English      | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |

## Would you like to make updates in an approved course?

If you want to change the status of an Approved course back to Processing , you need to follow the same process.

Simply go to the Course List , select the course with the Approved status, and change it to Processing . This allows you to make updates or modifications before publishing the course again.

## 6. Choose the course you want to update and click Approved.

The screenshot shows the same 'Courses' page as before. The course '1- English for Everyday Life (I)' is highlighted in red, and its 'Approved' status is circled in blue. The 'Processing' status for other courses is also visible.

| Code     | Course Name  | Last Revision | Level | Total Lessons | Status     | Actions |
|----------|--|---------------|-------|---------------|------------|---------|
| C0000057 | 3- Engaging Kids in Language Learning (t) Multilingual     | 14.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000055 | 1- Effective Strategies for Teaching Multilir Multilingual | 05.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000054 | 3- Beginner Conversation Skills (I) Multilingual           | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000053 | 2- Dutch Basics for Newcomers (I) Multilingual             | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑️  |
| C0000050 | 1- English for Everyday Life (I) Multilingual              | 14.02.2025    | ★★★☆☆ | 1             | Approved   | ✎ 📄 🗑️  |
| C0000045 | 2- Employee Development Plans: A Step-b Only English       | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000043 | 1- Recruiting for Diversity and Inclusion (t) Only English | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000042 | 3- Your Guide to Workplace Policies and Et Only English    | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000041 | 2- Onboarding in a Multicultural Workplac Only English     | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |
| C0000040 | 1- Effective Workplace Communication (e) Only English      | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑️  |



## 7. Click on Processing.

YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace

Courses

Search Status All + New Course

| Code     | Course Name   | Last Revision | Level | Total Lessons | Status     | Actions |
|----------|---|---------------|-------|---------------|------------|---------|
| C0000057 | 3- Engaging Kids in Language Learning (t)<br>Multilingual     | 14.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000055 | 1- Effective Strategies for Teaching Multilir<br>Multilingual | 05.02.2025    | ★☆☆   | 1             | Processing | ✎ 📄 🗑   |
| C0000054 | 3- Beginner Conversation Skills (l)<br>Multilingual           | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000053 | 2- Dutch Basics for Newcomers (l)<br>Multilingual             | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000050 | 1- English for Everyday Life (l)<br>Multilingual              | 14.02.2025    | ★★★   | 1             | Approved   | ✎ 📄 🗑   |
| C0000045 | 2- Employee Development Plans: A Step-b<br>Only English       | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000043 | 1- Recruiting for Diversity and Inclusion (t)<br>Only English | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000042 | 3- Your Guide to Workplace Policies and Et<br>Only English    | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000041 | 2- Onboarding in a Multicultural Workplac<br>Only English     | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000040 | 1- Effective Workplace Communication (e)<br>Only Swedish      | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |

## 8. Course is now processing!

YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace

Courses

Search Status All + New Course

| Code     | Course Name   | Last Revision | Level | Total Lessons | Status     | Actions |
|----------|---|---------------|-------|---------------|------------|---------|
| C0000057 | 3- Engaging Kids in Language Learning (t)<br>Multilingual     | 14.02.2025    | ★☆☆   | 1             | Processing | ✎ 📄 🗑   |
| C0000055 | 1- Effective Strategies for Teaching Multilir<br>Multilingual | 05.02.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000054 | 3- Beginner Conversation Skills (l)<br>Multilingual           | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000053 | 2- Dutch Basics for Newcomers (l)<br>Multilingual             | 10.01.2025    | ★☆☆   | 1             | Approved   | ✎ 📄 🗑   |
| C0000050 | 1- English for Everyday Life (l)<br>Multilingual              | 14.02.2025    | ★★★   | 1             | Approved   | ✎ 📄 🗑   |
| C0000045 | 2- Employee Development Plans: A Step-b<br>Only English       | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000043 | 1- Recruiting for Diversity and Inclusion (t)<br>Only English | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000042 | 3- Your Guide to Workplace Policies and Et<br>Only English    | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000041 | 2- Onboarding in a Multicultural Workplac<br>Only English     | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |
| C0000040 | 1- Effective Workplace Communication (e)<br>Only Swedish      | 08.01.2025    | ★☆☆   | 0             | Processing | ✎ 📄 🗑   |

Course edited successfully

7

# Workspace / Lesson

## How to delete a lesson?

Deleting a lesson helps keep your course content organized and up to date. Removing outdated or unnecessary lessons prevents confusion and ensures learners access only the most relevant materials. This also helps maintain a structured and efficient learning environment, making it easier to manage your content library.

### 1. Go to Lesson List | 7LMS.

The screenshot shows the 7LMS Lesson List interface. The top navigation bar includes 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', and 'Administration'. The 'Workspace' tab is selected. Below the navigation bar, there is a search bar and filters for 'Status' (All) and 'Type' (All). The main table lists lessons with the following columns: Code, Lesson Name, Type, Last Revision, Status, and Actions. The first lesson, 'Providing Culturally Sensitive Healthcare (Copy)', is highlighted in green and has a status of 'Processing'. The Actions column for this lesson shows a red 'X' icon, which is the delete button.

| Code     | Lesson Name                                      | Type  | Last Revision    | Status     | Actions |
|----------|--|-------|------------------|------------|---------|
| L0000173 | Providing Culturally Sensitive Healthcare (Copy) | Slide | 05.02.2025 19:29 | Processing |         |
| L0000075 | Exploring the World Through Language             | Slide | 05.02.2025 13:43 | Processing |         |
| L0000072 | Providing Culturally Sensitive Healthcare        | Slide | 05.02.2025 13:32 | Processing |         |
| L0000074 | Helping Diverse Learners Succeed                 | Slide | 05.02.2025 13:15 | Processing |         |
| L0000172 | Cycling in the Netherlands                       | Slide | 05.02.2025 12:22 | Processing |         |
| L0000165 | Exploring the Wonders of the Animal Kingdom      | Slide | 04.02.2025 22:01 | Processing |         |
| L0000167 | The Fascinating World of Farm Animals            | Slide | 04.02.2025 19:26 | Processing |         |
| L0000183 | Fun and Engaging Language Learning (Copy)        | Slide | 01.02.2025 21:56 | Processing |         |
| L0000076 | Fun and Engaging Language Learning               | Slide | 01.02.2025 21:55 | Approved   |         |
| L0000073 | Dutch for Beginners                              | Slide | 10.01.2025 12:45 | Approved   |         |
| L0000071 | Essential English Phrases for Daily Life         | Slide | 08.01.2025 22:11 | Approved   |         |
| L0000069 | Navigating Daily Life in English                 | Slide | 08.01.2025 16:08 | Approved   |         |

### Change lesson status to “Processing”

To delete a lesson first you should change the lesson status to “processing”. An approved lesson can not be deleted directly.

### 2. Choose the lesson and click on the icon “Delete the lesson”.

The screenshot shows the 7LMS Lesson List interface, similar to the previous one. A blue arrow points to the 'Delete the lesson' icon (a red 'X' in a circle) in the Actions column of the first lesson, 'Providing Culturally Sensitive Healthcare (Copy)'. The status of this lesson is 'Processing'.

| Code     | Lesson Name                                      | Type  | Last Revision    | Status     | Actions |
|----------|--|-------|------------------|------------|---------|
| L0000173 | Providing Culturally Sensitive Healthcare (Copy) | Slide | 05.02.2025 19:29 | Processing |         |
| L0000075 | Exploring the World Through Language             | Slide | 05.02.2025 13:43 | Processing |         |
| L0000072 | Providing Culturally Sensitive Healthcare        | Slide | 05.02.2025 13:32 | Processing |         |
| L0000074 | Helping Diverse Learners Succeed                 | Slide | 05.02.2025 13:15 | Processing |         |
| L0000172 | Cycling in the Netherlands                       | Slide | 05.02.2025 12:22 | Processing |         |
| L0000165 | Exploring the Wonders of the Animal Kingdom      | Slide | 04.02.2025 22:01 | Processing |         |
| L0000167 | The Fascinating World of Farm Animals            | Slide | 04.02.2025 19:26 | Processing |         |
| L0000183 | Fun and Engaging Language Learning (Copy)        | Slide | 01.02.2025 21:56 | Processing |         |
| L0000076 | Fun and Engaging Language Learning               | Slide | 01.02.2025 21:55 | Approved   |         |
| L0000073 | Dutch for Beginners                              | Slide | 10.01.2025 12:45 | Approved   |         |
| L0000071 | Essential English Phrases for Daily Life         | Slide | 08.01.2025 22:11 | Approved   |         |



### 3. Confirm your request.

The screenshot shows the 'Lessons' page in a web application. A confirmation dialog box is centered on the screen, asking 'Confirmation Required' and 'Lesson will be deleted. Are You sure?'. The dialog has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a blue border. In the background, a table of lessons is visible, with the first few rows partially obscured by the dialog.

| Code     | Lesson Name                                      | Type  | Last Revision    | Status     | Actions |
|----------|--|-------|------------------|------------|---------|
| L0000173 | Providing Culturally Sensitive Healthcare (Copy) | Slide | 05.02.2025 19:29 | Processing |         |
| L0000075 | Exploring the World Through Language             | Slide | 05.02.2025 13:43 | Processing |         |
| L0000072 | Providing Culturally Sensitive Healthcare        | Slide | 05.02.2025 13:32 | Processing |         |
| L0000074 | Helping Diverse Learners Succeed                 | Slide | 05.02.2025 13:15 | Processing |         |
| L0000172 | Cycling in the Netherlands                       | Slide | 05.02.2025 12:22 | Processing |         |
| L0000165 | Exploring the Wonders of the Animal Kingdom      | Slide | 04.02.2025 22:01 | Processing |         |
| L0000167 | The Fascinating World of Farm Animals            | Slide | 04.02.2025 19:26 | Processing |         |
| L0000163 | Fun and Engaging Language Learning (Copy)        | Slide | 01.02.2025 21:56 | Processing |         |
| L0000076 | Fun and Engaging Language Learning               | Slide | 01.02.2025 21:55 | Approved   |         |
| L0000073 | Dutch for Beginners                              | Slide | 10.01.2025 12:45 | Approved   |         |
| L0000071 | Essential English Phrases for Daily Life         | Slide | 08.01.2025 22:11 | Approved   |         |
| L0000069 | Navigating Daily Life in English                 | Slide | 08.01.2025 16:08 | Approved   |         |
| L0000067 | Quiz - Hello, My Name Is!                        | Quiz  | 08.01.2025 16:08 | Approved   |         |

### 4. Your lesson is deleted successfully!

The screenshot shows the 'Lessons' page after a lesson has been successfully deleted. A green notification box in the bottom left corner displays a checkmark icon and the text 'Lesson Deleted Successfully'. The table of lessons is updated, showing the remaining lessons. The lesson 'Providing Culturally Sensitive Healthcare (Copy)' is now the first in the list.

| Code     | Lesson Name                                 | Type  | Last Revision    | Status     | Actions |
|----------|---|-------|------------------|------------|---------|
| L0000075 | Exploring the World Through Language        | Slide | 05.02.2025 13:43 | Processing |         |
| L0000072 | Providing Culturally Sensitive Healthcare   | Slide | 05.02.2025 13:32 | Processing |         |
| L0000074 | Helping Diverse Learners Succeed            | Slide | 05.02.2025 13:15 | Processing |         |
| L0000172 | Cycling in the Netherlands                  | Slide | 05.02.2025 12:22 | Processing |         |
| L0000165 | Exploring the Wonders of the Animal Kingdom | Slide | 04.02.2025 22:01 | Processing |         |
| L0000167 | The Fascinating World of Farm Animals       | Slide | 04.02.2025 19:26 | Processing |         |
| L0000163 | Fun and Engaging Language Learning (Copy)   | Slide | 01.02.2025 21:56 | Processing |         |
| L0000076 | Fun and Engaging Language Learning          | Slide | 01.02.2025 21:55 | Approved   |         |
| L0000073 | Dutch for Beginners                         | Slide | 10.01.2025 12:45 | Approved   |         |
| L0000071 | Essential English Phrases for Daily Life    | Slide | 08.01.2025 22:11 | Approved   |         |
| L0000069 | Navigating Daily Life in English            | Slide | 08.01.2025 16:08 | Approved   |         |
| L0000067 | Quiz - Hello, My Name Is!                   | Quiz  | 08.01.2025 16:08 | Approved   |         |