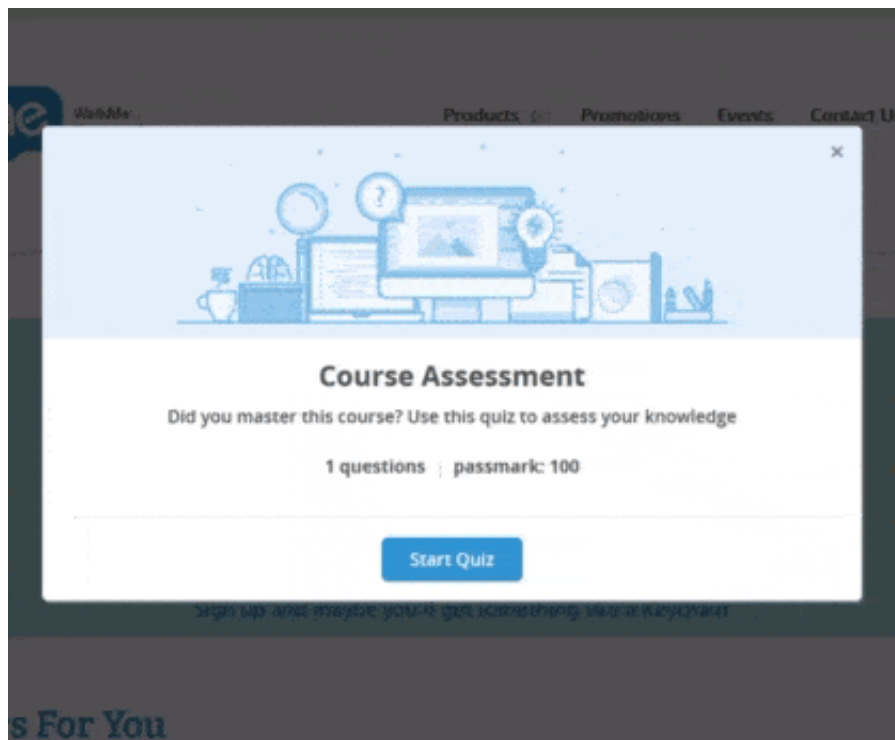


# Create TeachMe Courses in the WalkMe Editor

## Brief Overview

TeachMe (Courses) is an App that lets you package your WalkMe experiences into learning modules and complete courses. Unlike other learning platforms, TeachMe allows users to learn your site system as they use it, without having to go back and forth between systems and screens. Learning is available to them in your application when it's most relevant to them.



## Custom Feature

TeachMe is a custom-made learning environment. If you would like to offer multiple courses in a central portal for your user, TeachMe may be right for you. Contact your Account Manager to learn more.

## Building TeachMe

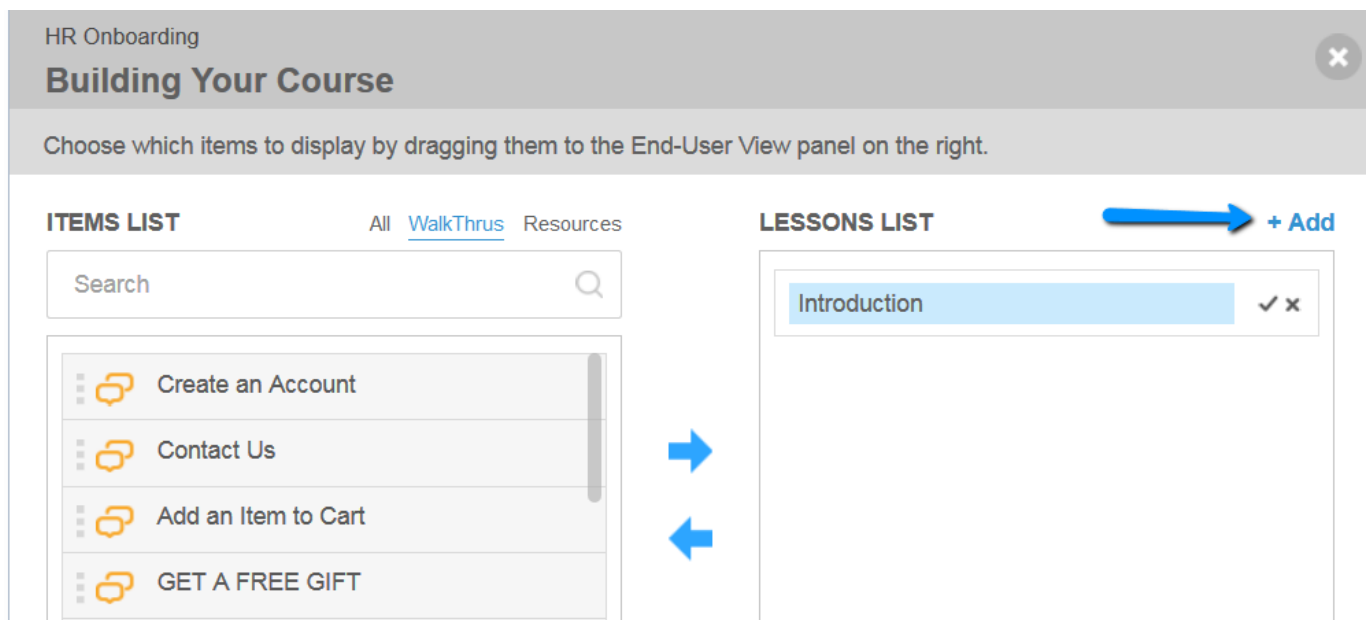
You can build courses for TeachMe in the WalkMe Editor, or in the TeachMe Dashboard at [teachme.walkme.com](https://teachme.walkme.com). You will also be able to view your TeachMe Analytics there.

We recommend using the dashboard to build TeachMe courses, as it provides a better, more intuitive user experience. However, the data is fully synced between both platforms so it is possible to build in the TeachMe Dashboard, WalkMe Editor, or both.

Below we will outline the process in the WalkMe Editor, you can find instructions for using the Dashboard [here](#).

### Creating Courses

After creating and naming a course in the Courses App, click the Course Outline icon to open the course panel. Click +Add and name your Lesson.



Drag the desired Walk-Thrus and Resources you have already created from the Items List on the left, to the Lesson List on the right.

Once added, the new item will appear indented underneath the lesson title:



## Building Your Course

Choose which items to display by dragging them to the End-User View panel on the right.

### ITEMS LIST

All WalkThrus Resources

- Create an Account Added
- Contact Us Added
- Add an Item to Cart Added
- GET A FREE GIFT Added
- Login to employee portal
- Fill Personal Information
- Add Work Experience



### LESSONS LIST

[+ Add](#)

- Introduction
  - Welcome to ShopMe ✓ ⌵
  - Create an Account ✓ ⌵
  - Add an Item to Cart ✓ ⌵
- Lesson 1
  - Contact Us ✓ ⌵
  - GET A FREE GIFT ✓ ⌵

Courses can be made to be completed in a specific order using the Learning Path settings of the course. Turn both toggles ON to enforce a specific course order.

## Learning Path

Allow users to take the course only when previous one is completed

ON

Enforce order for course outline

ON

## Adding Quizzes



Once you are ready with the course content, you can add a quiz to your course

A Quiz is comprised of 3 parts:

- Welcome page - This page will appear as the opening banner of the quiz. You can customize the quiz title and a short description (i.e. the purpose of the quiz, estimated time, total number of questions etc.), as well as the quiz action button;
- Questions - Choose from Single Selection or Multiple Selection question types;
- Summary - Customize separate messages for pass and fail that will display as a popup message after the user submits the final question.

In the Quiz settings, configure the required score to pass, whether all course work must be completed before taking the quiz, randomize question order, randomize answers order, and allow users to view correct answers after taking the quiz.

## Quiz Settings



### Passmark

Please add passmark for your quiz

%

### Minimal Course Progress Limitation



Enable quiz after all course work is completed

### Randomize

Randomize Questions Order  OFF

Toggling this option on will randomize the questions in the quiz for every quiz attempt

Randomize Answers Order  OFF

Toggling this option on will randomize the answers of each question in the quiz for every quiz attempt

### Full Quiz Results View



Toggle on to allow users to view the correct answers and compare them to the answers they selected

Discard

Done

### Tip

The quiz is an integral part of the course and is published along with the rest of the course modules. You can keep the quiz in draft mode by keeping the Final Quiz switch on OFF. When you are ready to publish the quiz, turn the switch to ON.

Course quiz

ON



Set up a quiz to assess learning effectiveness



## Launching the TeachMe Menu

To increase user engagement with TeachMe you can use a Launcher to open the TeachMe menu.

Place the Launcher on a strategic place on your site. In the Launcher Options window, choose Open courses menu from the Action drop-down menu:

TeachMe Launcher  
**Launcher Options** ✕

**Interaction**

- Appearance
- Behavior
- Precision
- Notes

**Interaction**

Name:

Tooltip:

Launcher:

Preview:

Action:

Display Style:

Display Segment:

## Segmentation

It's important to add your courses to only to the relevant Segment of users. Making only

applicable items visible to users reduces confusion for other users by providing them with the most relevant results. Segment Courses using the Segmentation Center. Segmentation Rules will apply to all the items within the course. Courses can be Segmented using any of the standard rules in the Rule Engine.

Segmentation for TeachMe items within a Course is set by the Segment originally applied to the Walk-Thru or Resource.

## Goals and Progress

Goal Rules are checked once a course is opened. Goal completion is monitored after the user clicks on the specific learning item (i.e. the Walk-Thru or Resource has been launched). Goals can be set to measure the completion or use of a Walk-Thru or Resource, or use the Main Goal assigned to those items. Unlike Onboarding goal rules, TeachMe goal rules will be checked only after the user has engaged with the item.

### Tip

Any changes to Goals or Segmentation require that you re-publish your courses.

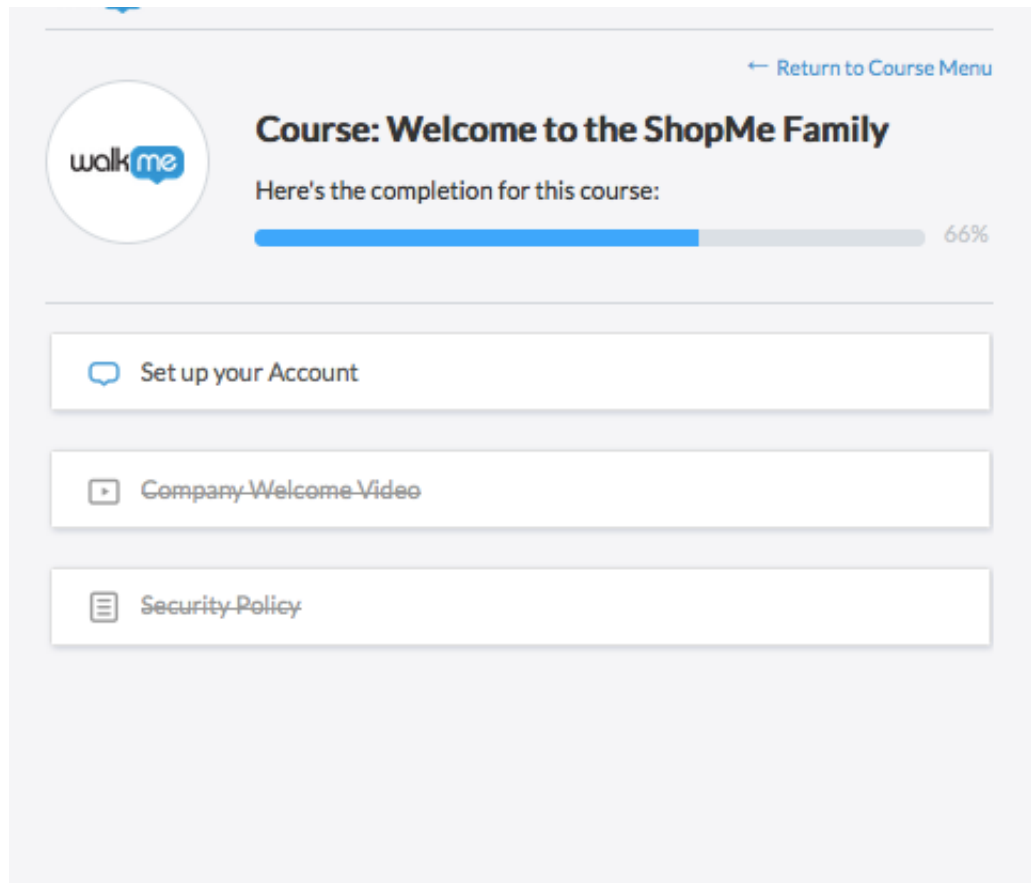
The progress bar provides a visual indicator of a user's movement through lessons. Items are considered complete when the goal set in the associated Walk-Thru or Resource has been reached. Goals will also be tracked in Insights in order to measure if the content in TeachMe helps enhance performance.

## Calculating Completion

There are three separate progress indicators in TeachMe:

Items crossed off in course's lesson list: Items will be crossed off as completed either when the item was completed (i.e. Walk-Thru ended or Resource opened), or as defined by the Goal set to the item. The struck out items remain visible within the lesson list view. The course Progress Bar indicates the percent of the items completed in the Course. Course progress is displayed beneath the course icon in the main TeachMe view and under the course header in the course lesson list view;





← Return to Course Menu

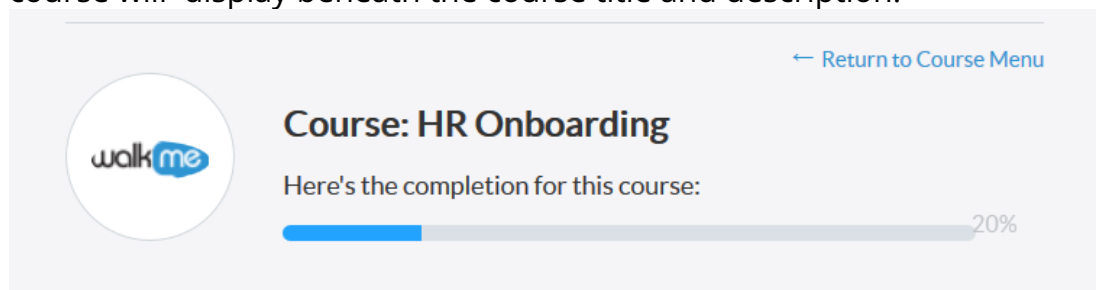
**Course: Welcome to the ShopMe Family**

Here's the completion for this course:

66%

- Set up your Account
- Company Welcome Video
- Security Policy

Course completion progress bar: The course Progress Bar indicates the percent of the items completed in the Course. Course progress for each course will display beneath the course title and description.



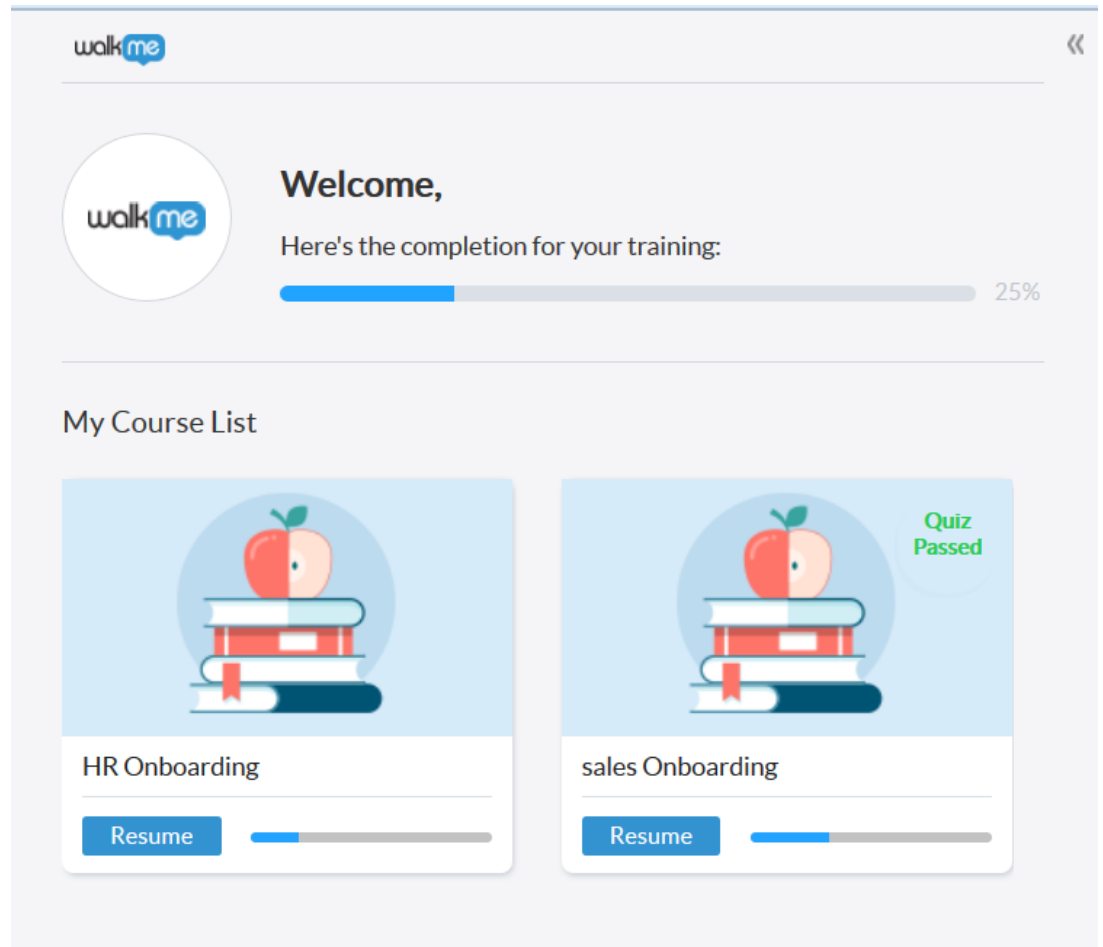
← Return to Course Menu

**Course: HR Onboarding**

Here's the completion for this course:

20%

The Overall Training progress bar: Overall progress through all assigned courses is indicated in the overall training course progress bar in the header of the TeachMe main view. It represents the percent of all completed Courses (where 100% completion is the completion of all Courses).



## Tracking Users

TeachMe requires setting up Unique User Settings. Once enabled, TeachMe will load and track user progress and Course completion. Talk to your Account Manager about the best variables to use for your site.

## Related Resources

- Read about [TeachMe](#);
- Read about [How to Create & Edit TeachMe Courses in the Dashboard](#);
- Read about [Unique User Settings](#);
- Read about the [Rule Engine](#);
- Read the [Segmentation Article](#).