

Managers - How to create content in YouGrow

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A step by step guide on how to proceed to create courses, classes, certifications, courses, regist people in classes etc.

INTRODUCTION

When you need to create courses or any other kind of learning event in YouGrow, and you don't have access as Admin to it, the first thing is to open a ticket to the People Services team and choose the option that better suits your request and it will lead you to fill in a Google Form regarding the type of action that you need to perform.

Differences between Course, Classes, Certifications, Curricula

Certification:

A certification is a credential that a person earns by demonstrating mastery in the credential's subject area. A credential is similar to a competency, but is more formal. The Certification requires several paths and have to re-certify every a certain time.

For example, eSecurity certification for Syensqo users (re-certify every year)

Curriculum:

A curriculum is a set of courses in a hierarchical structure of components. It differentiates from a Certification as it will have no expiration date, and therefore, once acquired, will not have to be renewed in the future.

As per this, a Curriculum is to be used if there is the need to aggregate different courses in a Program but there is no need to renew any training in the future.

Course:

A course is the highest level in the learning class hierarchy. It represents a learning subject that can be delivered in a variety of forms.

Class:

A learning class is an instance of a course delivered in one of a variety of formats known as delivery types. Each class is an instance of a delivery type, where each class inherits the properties of its parent delivery type.

- Instructor-led (scheduled) - A face-to-face training is a course Instructor-led (scheduled) where trainers and participants will meet "physically". Example: a fire extinguisher training with exercises
- Virtual classrooms (scheduled) - Virtual classes are delivered to learners through a Web browser (Google meeting, saba classroom or other browser).
- Web-based training (self-paced) - A web-based training / elearning is a course with only digital content. Example: a course with a power point, video, link.
- On-the-job training (self-paced) - An on job training is a training that takes place in field. This training can't be launched, it records only the training hours.

Vendor Creation

Use the [Vendor Creation](#) form to request the creation of a learning vendor.

A learning vendor is an external provider that :

- is a trainer: delivers the training
- is a digital content creator: an external company responsible for the creation of the digital content

The vendor is mandatory information for creating a learning event.

In case your course will be provided by a Syensqo employee, then this information needs to be provided on the course creation form as "**Internal Provider**"

Course & Class Creation

Use the [Course & Class](#) creation form when you need to create any type of course, whether it is face to face, web based or virtual classroom. Also, if you need to create a class within an existing course.

- **Face to face** - for courses where trainers and participants will meet on site.
- **Web-based/e-learning** - for courses where you want to create a course with only digital content.
- **Virtual Classroom** - for when you need to create a course for people to be able to register themselves or be registered for Google meetings, or another meeting platforms.

Certification Creation

A certification is a credential that a person earns by demonstrating mastery in the credential's subject area. A credential is similar to acquiring a skill but in a formal. The Certification requires several paths and has to be re-certified from time to time. For example, the eSecurity certification for Syensqo users (re-certify every year)
To submit the [Certification Creation](#) form, the course must be already created in YouGrow.

Curriculum Creation

A curriculum is a set of courses structured in a program. Is different from Certification since it is just needed to be done once.

Find here the [Curriculum Creation](#) form.

Participant Management

Use the [Participation Management](#) form for:

- Assign courses, Certifications, Curricula.
- Regist person in classes
- Create rules to assign courses automatically (or another learning event) regarding some criteria (for example: assign a course automatically for all newcomers from the Carnaxide Site)
- Upload a list of specific people you want to assign a course or another learning event.

You can always request help from any member of the People Services Team for any additional support, opening a request.