

Trainer User Guide

Takamol Academy Platform

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Takamol Academy

Takamol Academy was established by a group of experts across multiple fields. It collaborates with local and international partners to deliver training programs aligned with the highest global standards.

academy provides innovative training and educational solutions tailored to labor market needs, enabling human capital to achieve comprehensive positive behavioral and skill development, contributing sustainably to individual, institutional, and societal growth while supporting economic and social transformation.

Takamol Academy Platform:

Takamol Academy Platform is a digital training platform designed to manage and organize training content and courses in an interactive and efficient manner.

[Click here to visit the website](#)



Trainer User Guide:

Trainer User Guide in Takamol Academy Platform

The trainer is fully responsible for supervising the training program through the platform, including uploading learning materials, creating assessments, and managing trainee satisfaction surveys.



1. Platform Access:



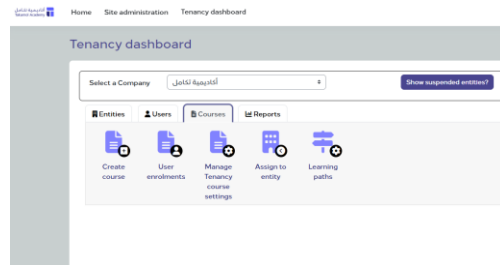
- **Login:** Using the trainer's username and password.



- **Select the company or training program** from the Select a Company list.



2. Training Course Management:



Through the Course menu, trainers can access key tools:

- **Create course**

1. Create a new course and define its details (title, description, duration, objectives).
2. Upload Learning Content: PDF files, presentations, videos, and links.

- **User enrolments:**

1. Add trainees to the course.
2. Confirm their appearance in the participants list.

- **Manage course settings**

1. Define course start and end dates.
2. Create pre-assessment and final-assessment.
3. Define passing criteria and progression rules.

- **Assign to entity**

Link the course to the responsible entity.

- **Learning paths**

1. Create structured learning paths including multiple courses.
2. Pre-assessment → Training content → Final assessment → Satisfaction Survey.

3. Assessment Setup:



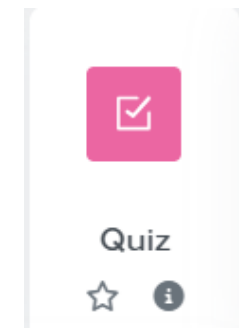
- **Upload pre-assessment** To measure trainee level before course start.



- **Prepare final-assessment** after content completion.



- **Define number of allowed attempts** and test duration.



4. Trainee Satisfaction Surveys:



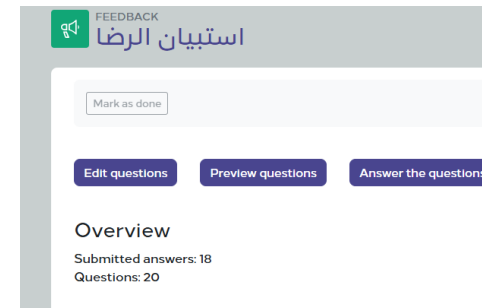
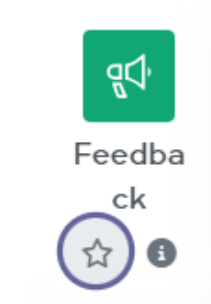
- **Crare an electronic survey** to measure trainee satisfaction.



- **Upload the survey** within the training course.



- **Monitor responses** and analyze results.



5. Performance Reports:

Through the Reports menu, trainers can:



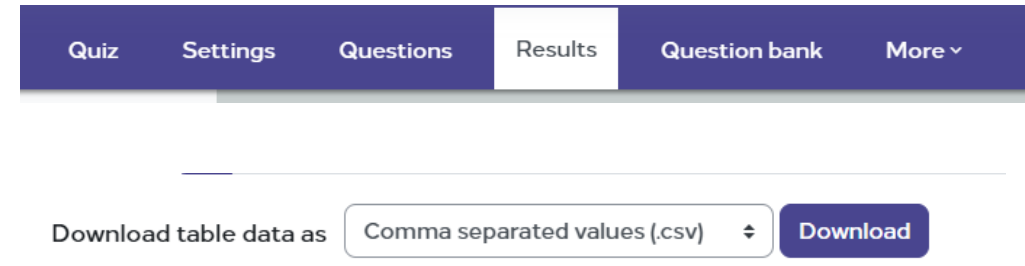
- **Extract** reports on trainee completion rates.



- **Review** pre-assessment and final-assessment results.



- **Analyze** satisfaction survey data.



Thank you