



Learning Management System (LMS)

Table of Contents

1. Getting Started	3
2. Forgot Password	4
3. Dashboard Overview:	5
4. Navigating Courses	6
5. Course Content.....	10
6. Taking Quizzes	11
7. Grades and Feedback.....	14
8. Forums and Communication.....	15
9. Technical Support.....	16

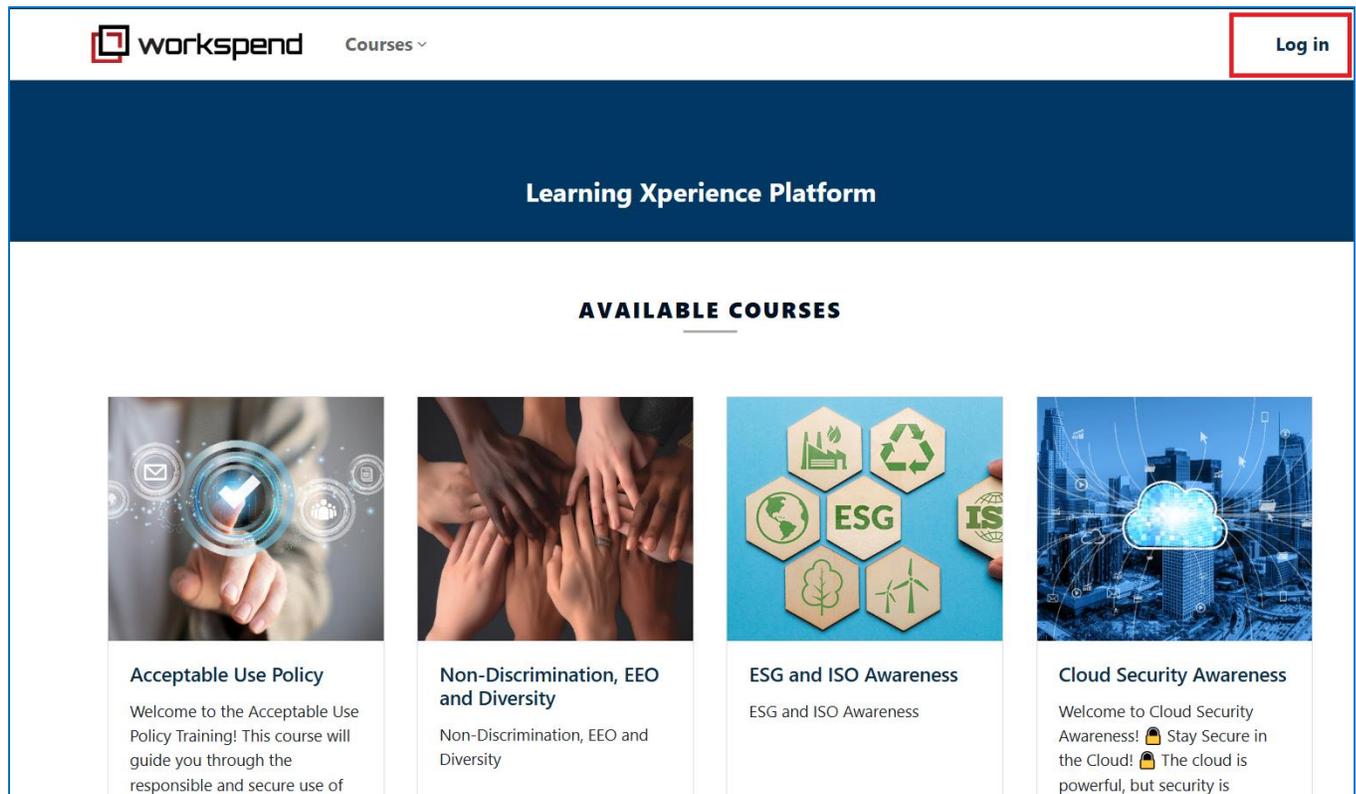
1. Getting Started

Login:

1. Visit the LMS site (<https://lms.workspend.com/>).

Launch the URL and click on Log in

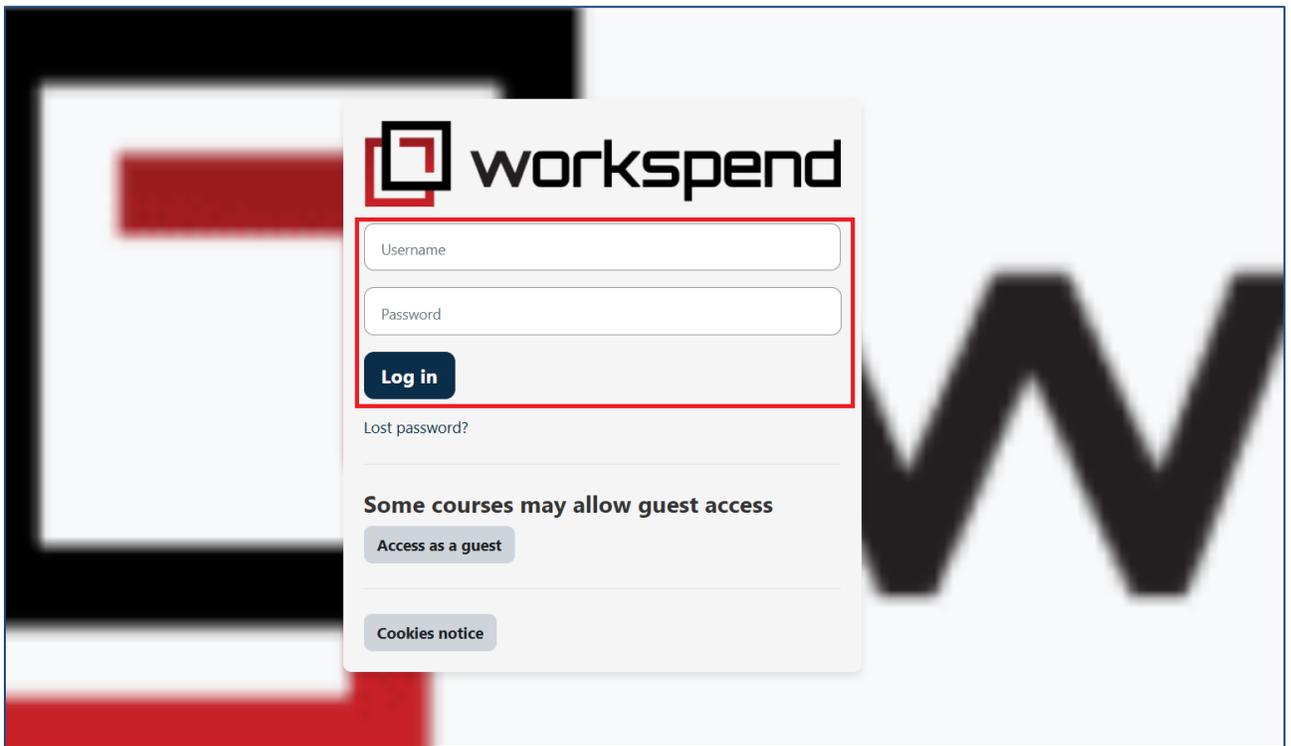
Refer below image



The screenshot shows the Workspend Learning Xperience Platform homepage. At the top left is the Workspend logo and a 'Courses' dropdown menu. At the top right is a 'Log in' button. Below the navigation bar is a dark blue header with the text 'Learning Xperience Platform'. Underneath is a section titled 'AVAILABLE COURSES' with four course cards:

Course Title	Description
Acceptable Use Policy	Welcome to the Acceptable Use Policy Training! This course will guide you through the responsible and secure use of
Non-Discrimination, EEO and Diversity	Non-Discrimination, EEO and Diversity
ESG and ISO Awareness	ESG and ISO Awareness
Cloud Security Awareness	Welcome to Cloud Security Awareness! Stay Secure in the Cloud! The cloud is powerful, but security is

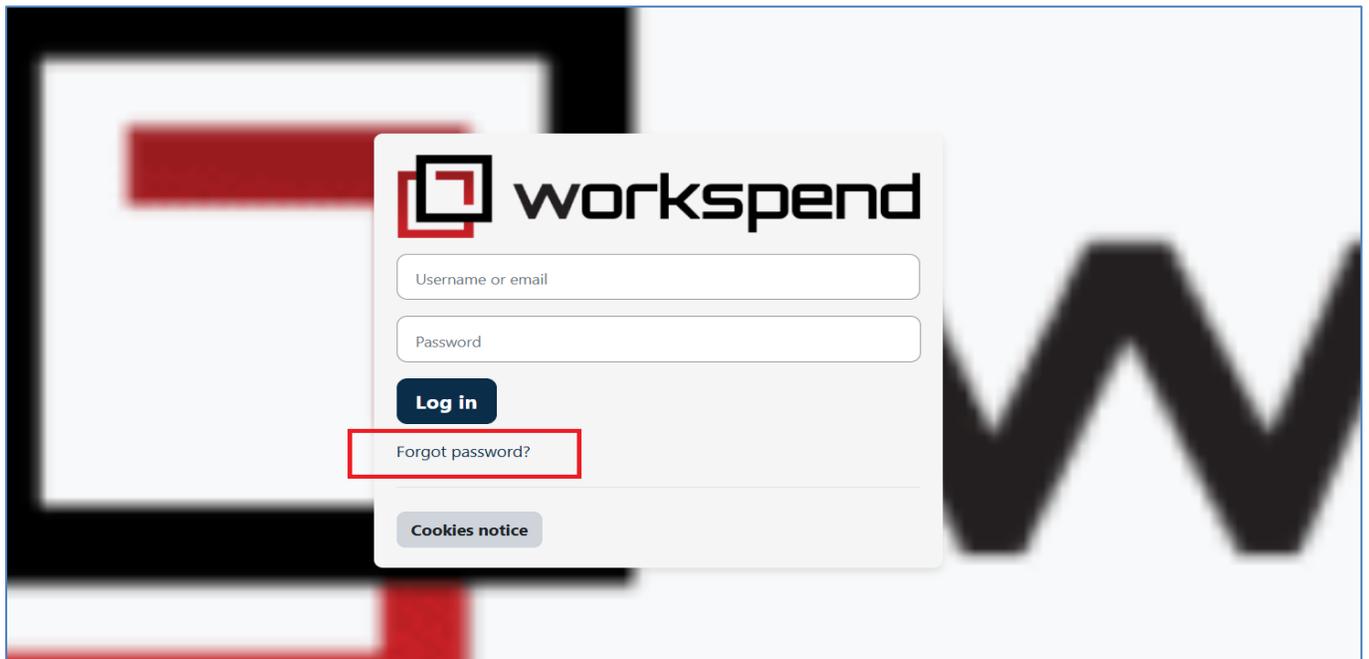
2. Enter your username and password.



The screenshot shows the workspend login interface. At the top is the workspend logo. Below it are two input fields: 'Username' and 'Password'. A dark blue 'Log in' button is positioned below the password field. Underneath the button is a link for 'Lost password?'. Further down, there is a section titled 'Some courses may allow guest access' with an 'Access as a guest' button. At the bottom of the form is a 'Cookies notice' button. A red rectangular box highlights the 'Username', 'Password', and 'Log in' button area.

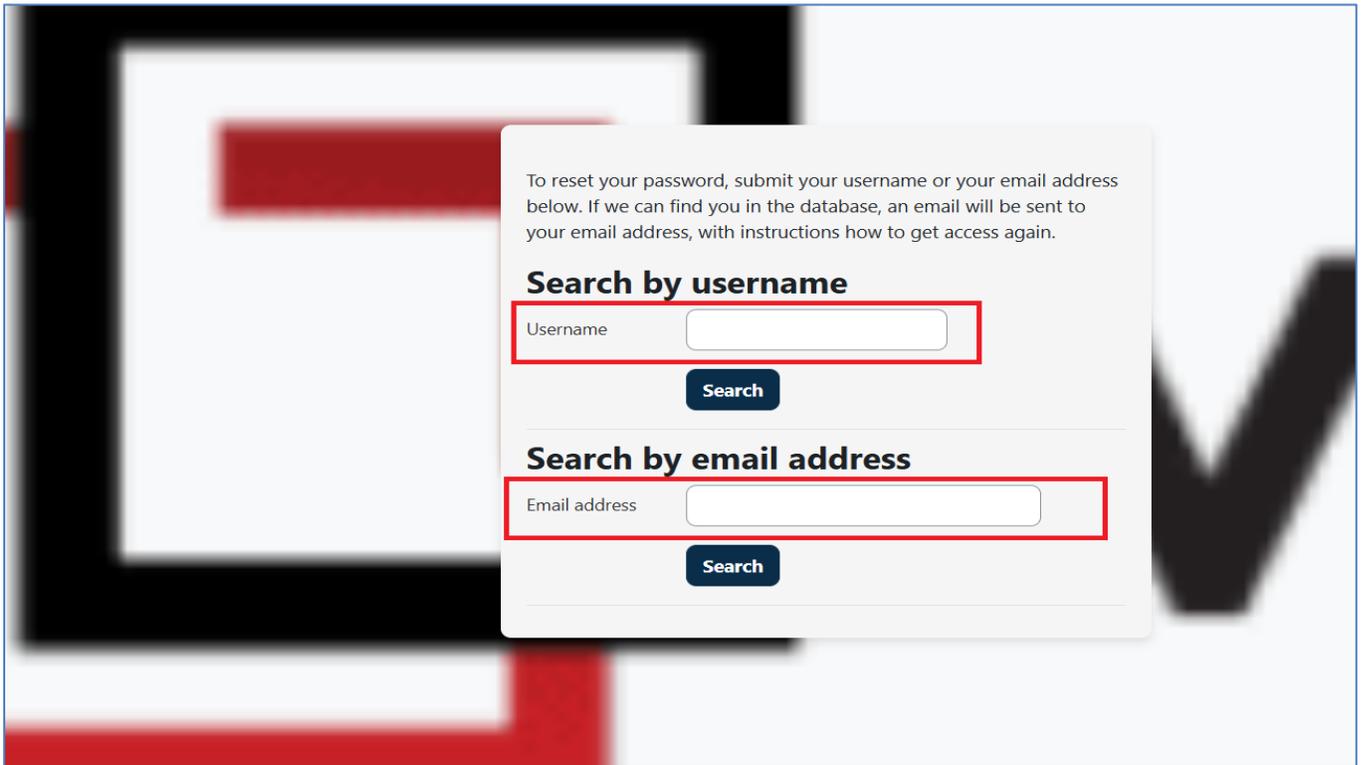
2. Forgot Password

1. Click on 'Forgot password' to navigate to the 'Reset Password' page.



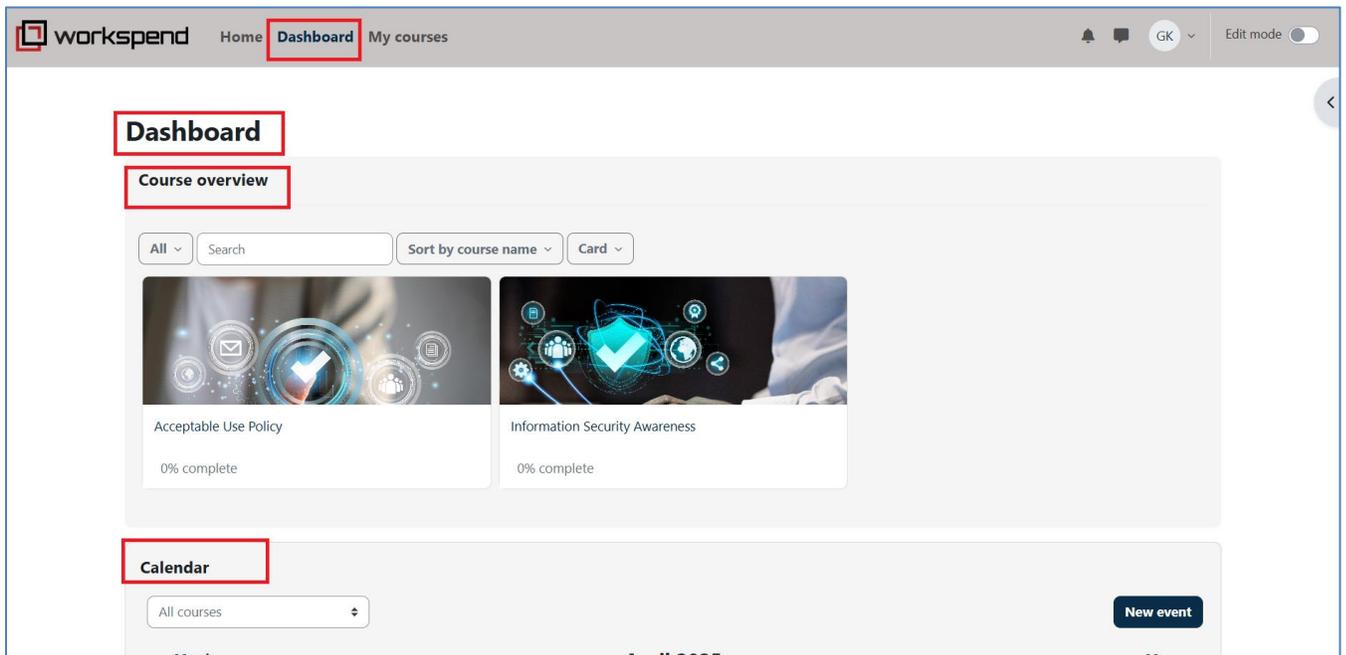
This screenshot shows the same workspend login interface as above. The 'Forgot password?' link, located below the 'Log in' button, is highlighted with a red rectangular box. The rest of the page, including the logo, input fields, and other buttons, remains the same.

2. Enter your username or email address, then click the search button. You will receive an email to reset your password.



3. Dashboard Overview:

- See your enrolled courses, Access calendar, event and site news.



4. Navigating Courses

- Once you are enrolled in courses you will see them on your My courses page

workspend Home Dashboard **My courses** 🔔 💬 GK

My courses

Course overview

All Search Sort by course name Card

Acceptable Use Policy
0% complete

Information Security Awareness
0% complete

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Select the course you want to complete.

workspend Home Dashboard My courses 🔔 💬 GK Edit mode

x

Online Training

Web Training

Dashboard / My courses / Acceptable Use Policy

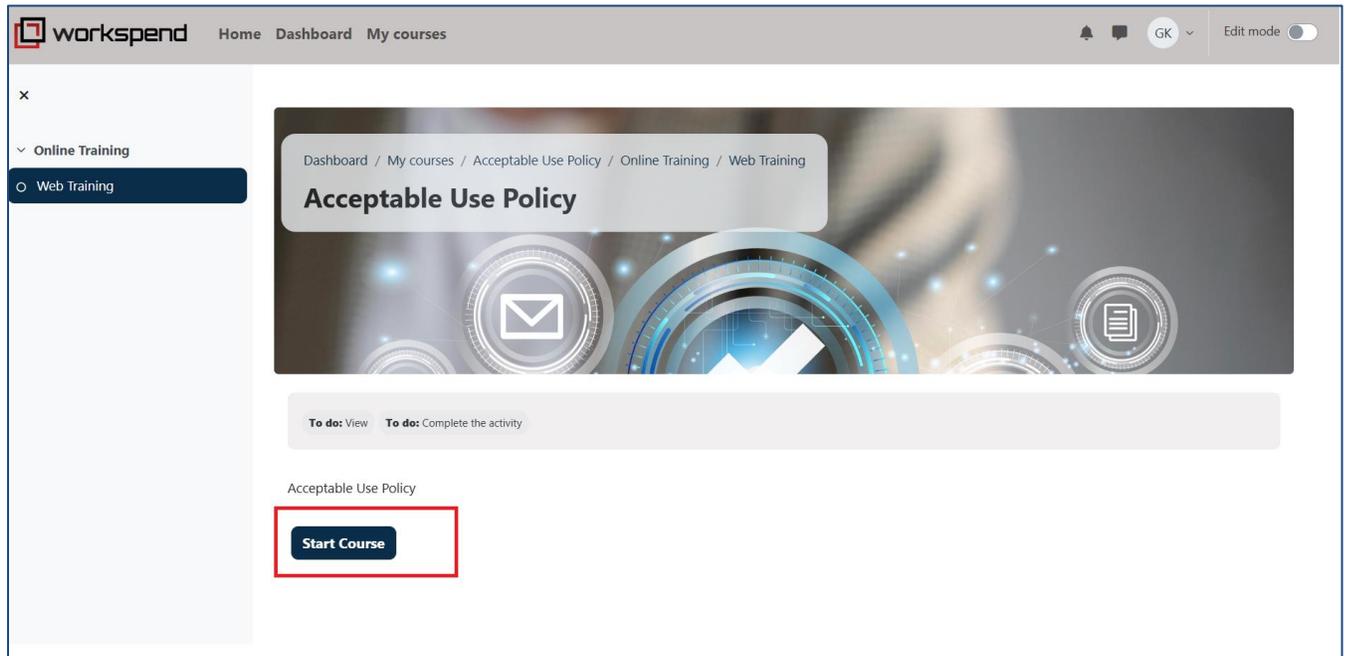
Acceptable Use Policy

Course Grades Competencies

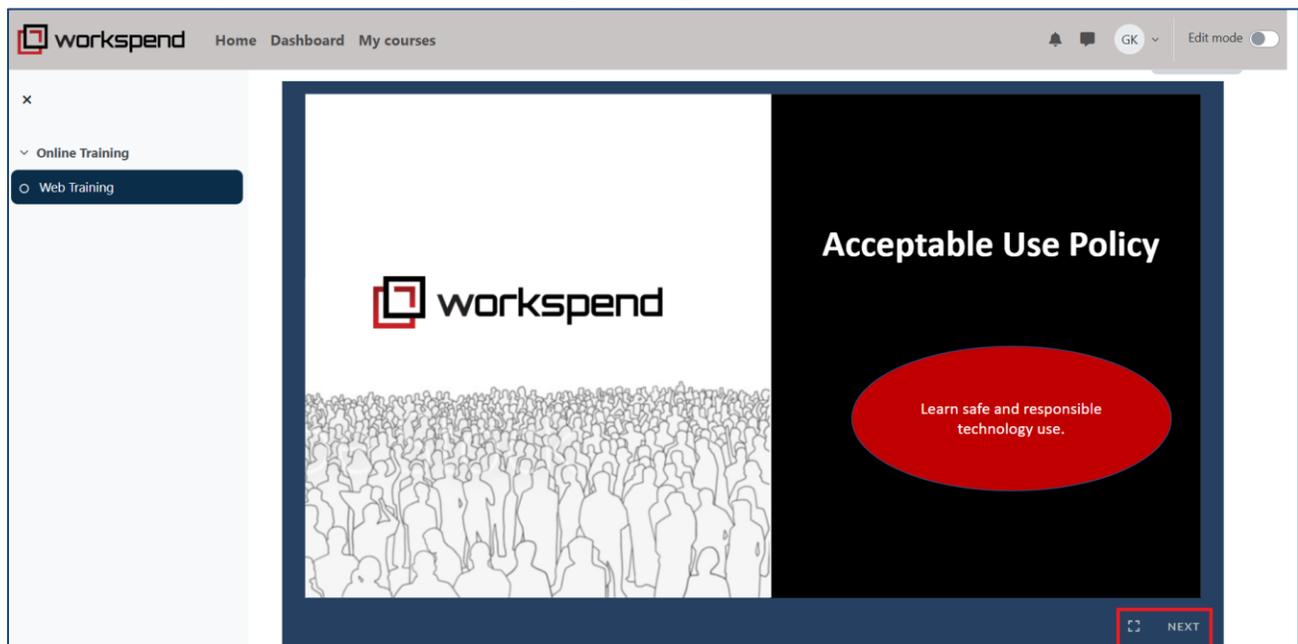
Online Training →

Web Training To do

Click on the web Training title and click on “Start Course”.
See below image.



After clicking on “Start Course” button, you will access the training material and in below image you see some content navigation control. Click on the Next button, to navigate to the next page. Also, you can maximize/minimize the window clicking on icon [].



On page 2, Click on previous “PREV” button to go to previous slide.

The screenshot shows a presentation slide titled "Program Objective" with a red header. On the left, there is a table of contents with the following items:

- Overview
- Purpose
- Scope
- References ISO 27001:2022
- Policy
- Applicability of Other Policies
- Enforcement
- Definitions

To the right of the list is an image of a blue target with an arrow hitting the bullseye. At the bottom right of the slide, there are navigation buttons: a square icon, "PREV", and "NEXT". The "PREV" button is highlighted with a red box. The slide also features a small cartoon character in the bottom left corner and the text "workspend.com" and "Proprietary and Confidential" at the bottom.

At last page, you will see 2 buttons “**Discussion Forum** and **Assessment**”. Select the **Discussion Forum** button, it will land on the team discussion page and select the **Assessment** button, to start the quiz.

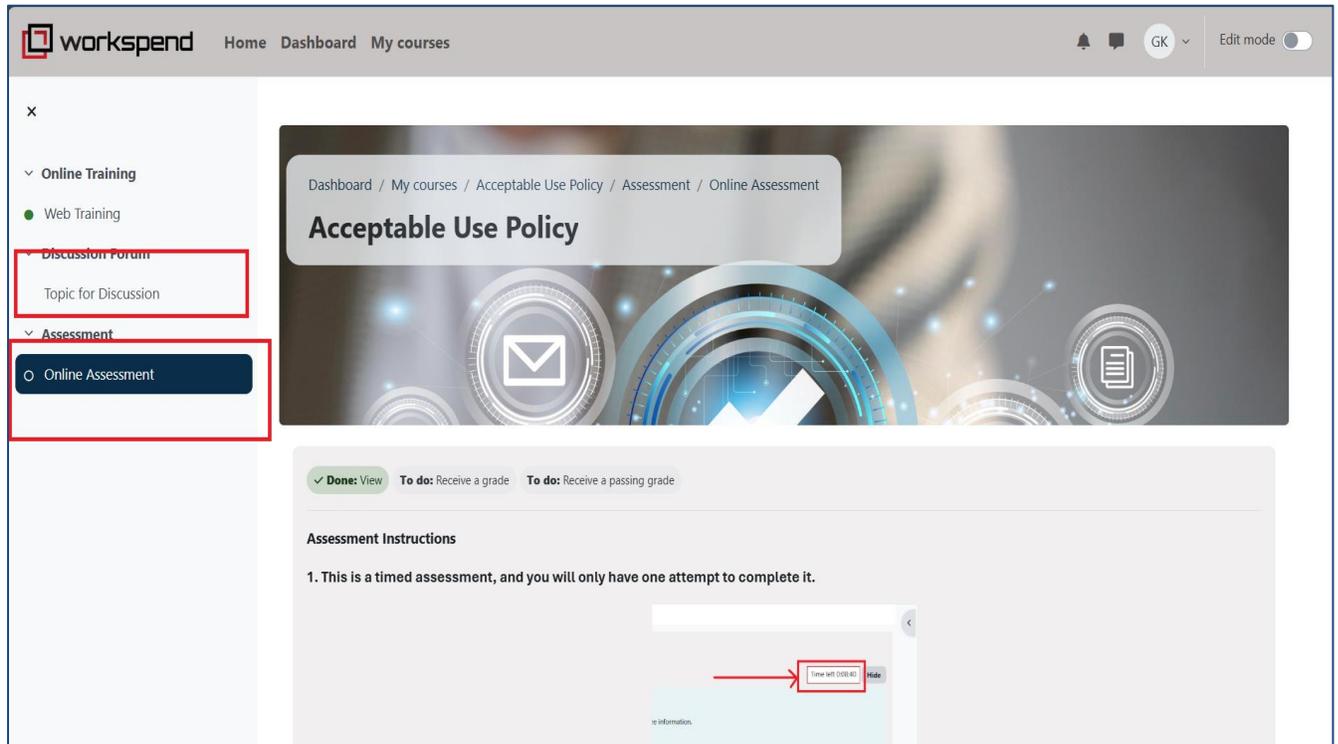
The screenshot shows a "CONGRATULATIONS!" slide with a dark blue background. The text on the slide reads:

CONGRATULATIONS!
You have completed the Acceptable Use Policy Course!
You may now go to the Discussion forum by selecting the 'Discussion Forum' button and ask/discuss any questions that you may have.
If you don't have any questions you may go to the assessment by selecting the 'Assessment' button.

At the bottom of the slide, there are two red buttons: "Discussion Forum" on the left and "Assessment" on the right. Both buttons are highlighted with red boxes. The slide also features the workspend logo in the top right corner, the text "workspend.com" and "Proprietary and Confidential" at the bottom, and a "PREV" button in the bottom right corner.

You will be able to unlock the next sections like Quiz/Assessment, and discussion forum etc. only after completing web training

See below image.



The screenshot shows the Workspend user interface. At the top, there is a navigation bar with the Workspend logo, 'Home', 'Dashboard', and 'My courses'. On the right side of the navigation bar, there are icons for notifications, a user profile 'GK', and an 'Edit mode' toggle.

The left sidebar contains a navigation menu with the following items:

- Online Training
 - Web Training
 - Discussion Forum (highlighted with a red box)
 - Topic for Discussion
- Assessment
 - Online Assessment (highlighted with a red box)

The main content area displays the breadcrumb path: Dashboard / My courses / Acceptable Use Policy / Assessment / Online Assessment. Below this is a large banner image with the title 'Acceptable Use Policy' and a background of blue circular graphics.

Below the banner, there are status indicators: 'Done: View', 'To do: Receive a grade', and 'To do: Receive a passing grade'. The section is titled 'Assessment Instructions' and contains the following text:

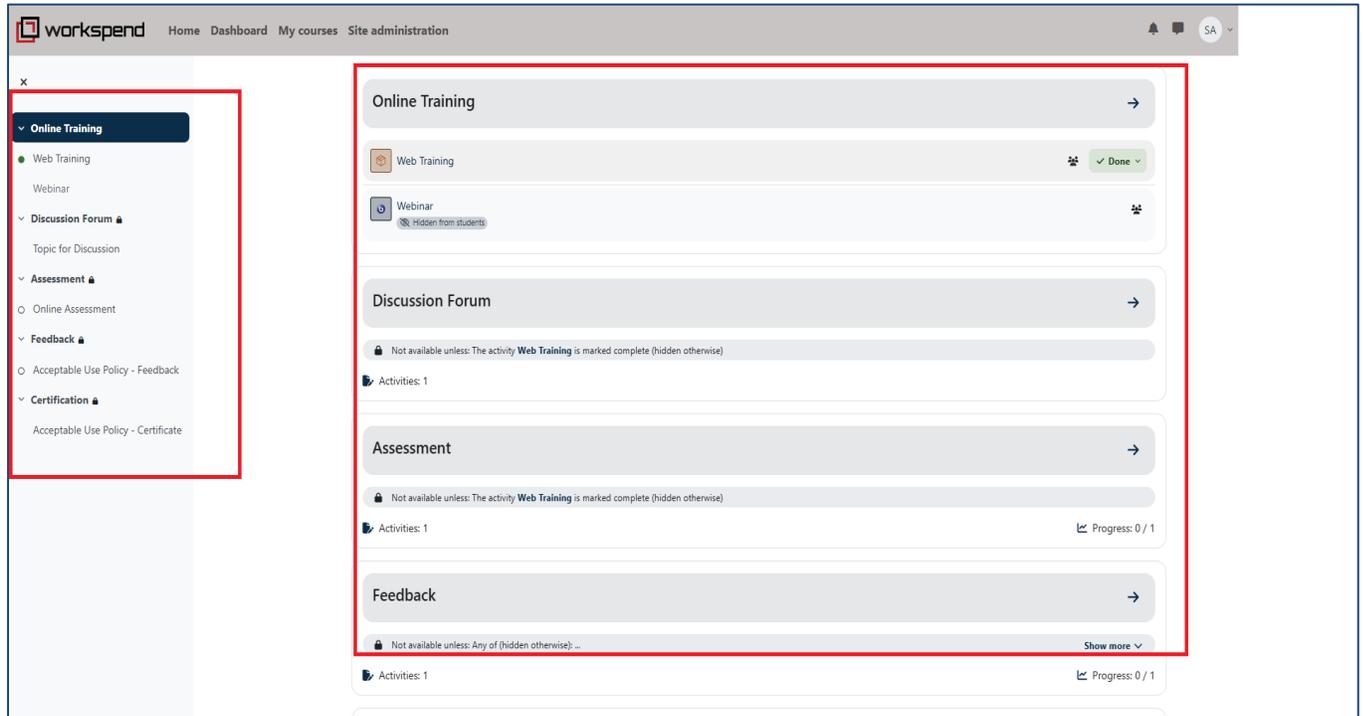
1. This is a timed assessment, and you will only have one attempt to complete it.

Below the text, there is a light blue box containing a 'Time left 00:00' indicator, which is highlighted with a red box and an arrow pointing to it from the left. A 'Hide' button is also visible next to the timer.

5. Course Content

Activities:

- Content, Quizzes, Forums, Feedback, and Certification etc.



The screenshot shows the Workspend course content interface. The left sidebar contains a navigation menu with the following items:

- Online Training (selected)
- Web Training
- Webinar
- Discussion Forum
 - Topic for Discussion
- Assessment
 - Online Assessment
- Feedback
 - Acceptable Use Policy - Feedback
- Certification
 - Acceptable Use Policy - Certificate

The main content area displays four sections, each with a progress indicator and a 'Show more' link:

- Online Training**: Contains 'Web Training' (marked 'Done') and 'Webinar' (marked 'Hidden from students').
- Discussion Forum**: Not available unless the activity 'Web Training' is marked complete (hidden otherwise). Activities: 1.
- Assessment**: Not available unless the activity 'Web Training' is marked complete (hidden otherwise). Activities: 1. Progress: 0 / 1.
- Feedback**: Not available unless: Any of (hidden otherwise): ... Show more. Activities: 1. Progress: 0 / 1.

Note: - You will unlock each section one by one after completing the previous section. If you are trying to skip any section, you will not be able to access the next section.

6. Taking Quizzes

- Click on the quiz activity.

workspend Home Dashboard My courses

Dashboard / My courses / Acceptable Use Policy / Assessment / Online Assessment

Acceptable Use Policy

Done: View To do: Receive a grade To do: Receive a passing grade

Assessment Instructions

1. This is a timed assessment, and you will only have one attempt to complete it.

Time left: 00:00:00 Hide

- Read instructions and start the attempt. Click on “Attempt Quiz” button.

workspend Home Dashboard My courses

From here, you can:
Review your entire assessment.
Quickly locate flagged questions, which are marked with a red dot on their question number.
Navigate between questions by clicking on any question number you'd like to review.

Time left: 00:00:00 Hide

Good luck, and all the best!

Attempt quiz

Attempts allowed: 3
Time limit: 30 mins
Grading method: Highest grade
Grade to pass: 85.00 out of 100.00

-Flag questions which you want to review.

The screenshot shows the Workspend interface during a quiz. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The left sidebar has 'Online Training', 'Discussion Forum', and 'Assessment' sections, with 'Online Assessment' selected. The main content area displays 'Question 1' with the text 'What is typically the consequence of violating an AUP?' and four multiple-choice options: a. A warning or notification of the violation, b. A raise in salary, c. Immediate promotion, and d. Public recognition. A 'Remove flag' button is highlighted with a red box. A 'Time left 0:29:44' timer and a 'Hide' button are also visible. The right sidebar shows a 'Quiz navigation' panel with buttons for questions 1 through 10, with question 1 highlighted.

-Review the questions.

The screenshot shows the Workspend interface displaying a list of quiz questions. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area shows a list of questions numbered 4 through 10, each with the status 'Answer saved'. A 'Review Assessment' button is highlighted with a red box. A 'Time left 0:24:36' timer and a 'Hide' button are also visible. The right sidebar shows the 'Quiz navigation' panel with buttons for questions 1 through 10, with question 1 highlighted.

- Answer all questions and click "Submit all and finish."

After completing the quiz, Give Feedback:

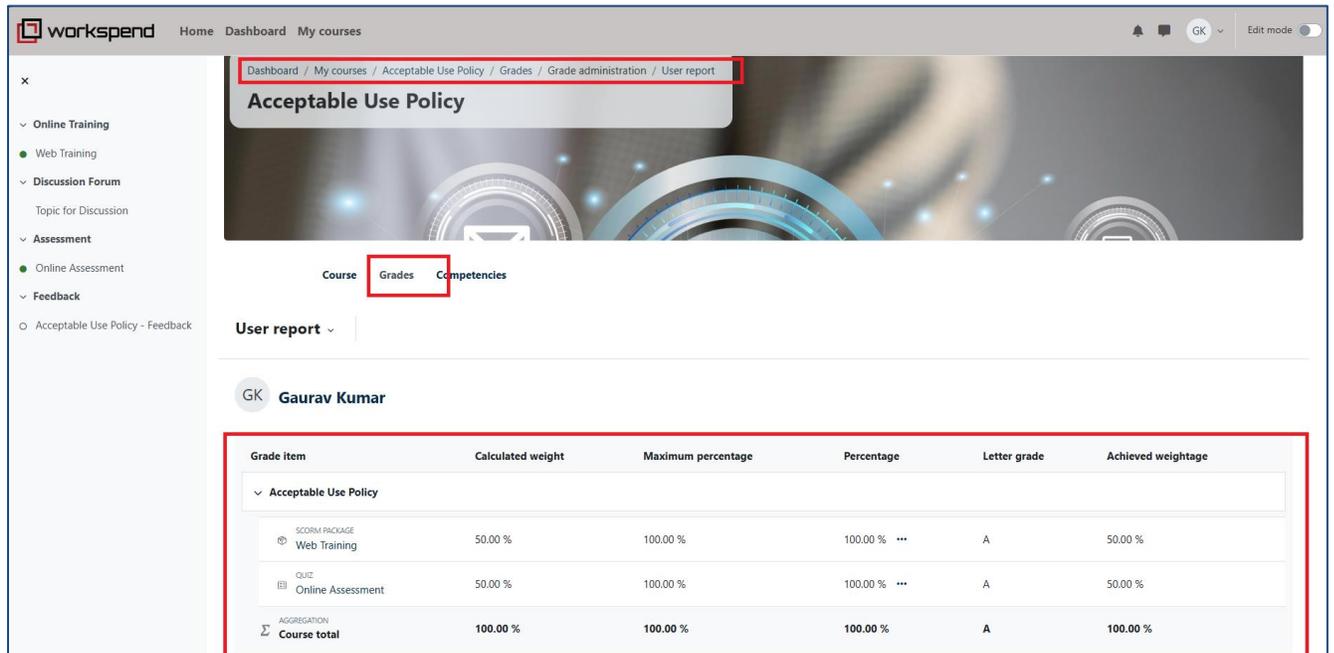
Your attempts	
Attempt 1	
Status	Finished
Started	Wednesday, 30 April 2025, 12:49 PM
Completed	Wednesday, 30 April 2025, 12:56 PM
Duration	7 mins 6 secs
Grade	100.00 out of 100.00
Feedback	Congratulations! You have passed the exam! To receive your certificate, First submit your feedback by clicking on "Submit Feedback". Once your feedback is submitted, option for Certificate will be unlocked for you in the left panel.

Note: if you get 85% or more in the assessment to pass the assessment and complete the feedback form to get a certificate. You have 3 attempts to attempt a quiz. If you score 85% or higher, the 'Certification' option in the left panel will be unlocked.

To achieve 100% course completion, you must download the certificate. Otherwise, the course will not be marked as complete.

7. Grades and Feedback

- Navigate to the Grades section.



Dashboard / My courses / Acceptable Use Policy / Grades / Grade administration / User report

Acceptable Use Policy

Course **Grades** Competencies

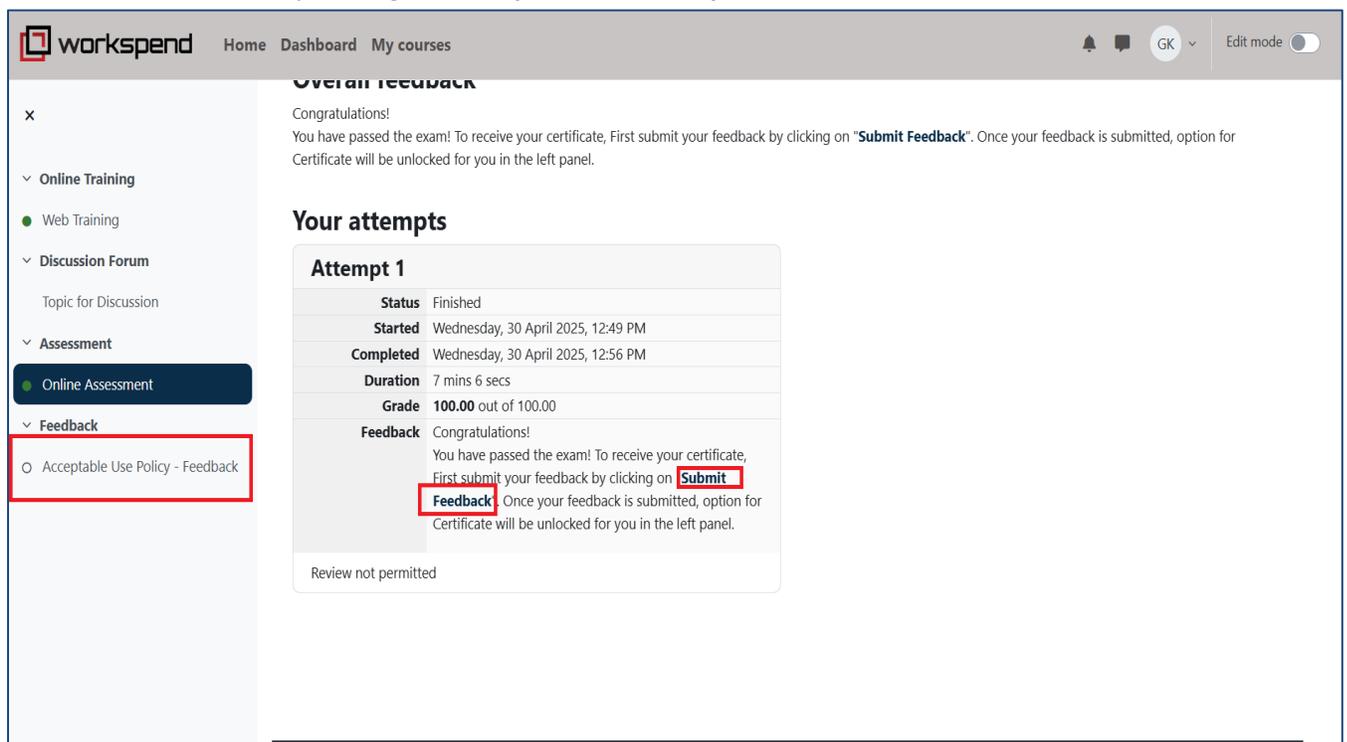
User report

GK **Gaurav Kumar**

Grade item	Calculated weight	Maximum percentage	Percentage	Letter grade	Achieved weightage
Acceptable Use Policy					
SCORM PACKAGE					
Web Training	50.00 %	100.00 %	100.00 %	A	50.00 %
QUIZ					
Online Assessment	50.00 %	100.00 %	100.00 %	A	50.00 %
AGGREGATION					
Course total	100.00 %	100.00 %	100.00 %	A	100.00 %

- Take feedback.

You can access the feedback form by clicking on the “**Submit Feedback**” link or using the left content’s tree window by clicking on “**Acceptable Use Policy - Feedback**” link.



workspend Home Dashboard My courses

Overall feedback

Congratulations!
You have passed the exam! To receive your certificate, First submit your feedback by clicking on "**Submit Feedback**". Once your feedback is submitted, option for Certificate will be unlocked for you in the left panel.

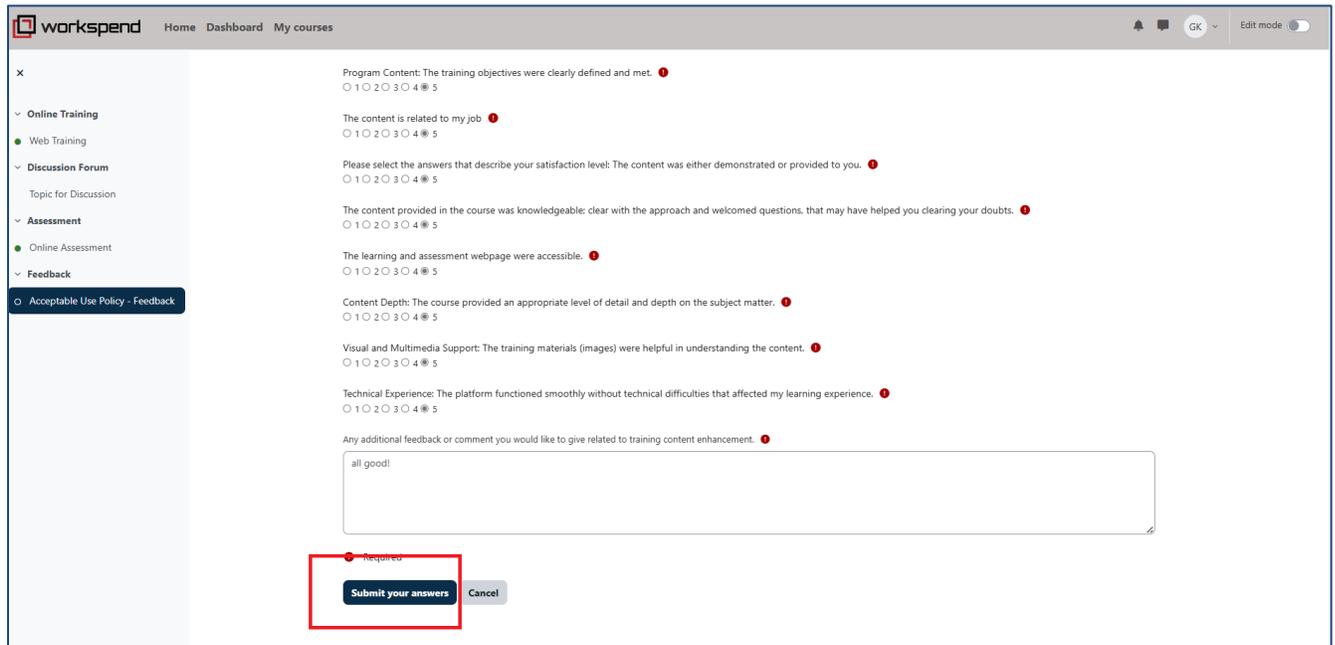
Your attempts

Attempt 1

Status	Finished
Started	Wednesday, 30 April 2025, 12:49 PM
Completed	Wednesday, 30 April 2025, 12:56 PM
Duration	7 mins 6 secs
Grade	100.00 out of 100.00
Feedback	Congratulations! You have passed the exam! To receive your certificate, First submit your feedback by clicking on Submit Feedback . Once your feedback is submitted, option for Certificate will be unlocked for you in the left panel.

Review not permitted

After selecting feedback, you will redirect the feedback page and click on “Answer the questions” button, you will get few feedback questions. Answer the questions and submit.



workspend Home Dashboard My courses

Program Content: The training objectives were clearly defined and met. 1 2 3 4 5

The content is related to my job 1 2 3 4 5

Please select the answers that describe your satisfaction level: The content was either demonstrated or provided to you. 1 2 3 4 5

The content provided in the course was knowledgeable; clear with the approach and welcomed questions, that may have helped you clearing your doubts. 1 2 3 4 5

The learning and assessment webpage were accessible. 1 2 3 4 5

Content Depth: The course provided an appropriate level of detail and depth on the subject matter. 1 2 3 4 5

Visual and Multimedia Support: The training materials (images) were helpful in understanding the content. 1 2 3 4 5

Technical Experience: The platform functioned smoothly without technical difficulties that affected my learning experience. 1 2 3 4 5

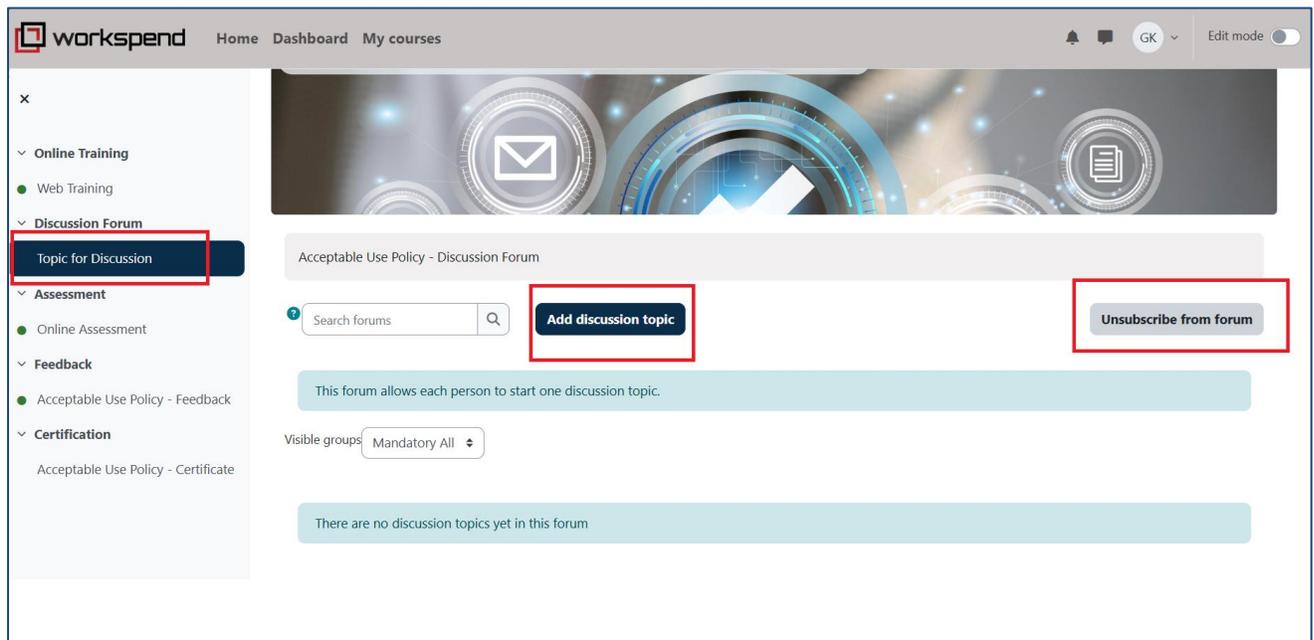
Any additional feedback or comment you would like to give related to training content enhancement.

all good!

Submit your answers Cancel

8. Forums and Communication

- If you are part of any Visible groups, you can join forum by clicking on “Subscribe to forum” button. Participate in forums by replying to posts or starting a new discussion.



workspend Home Dashboard My courses

Acceptable Use Policy - Discussion Forum

Search forums

This forum allows each person to start one discussion topic.

Visible groups: Mandatory All

There are no discussion topics yet in this forum

9. Technical Support

- For login or site issues, contact LMS support team at lms.helpdesk@workspend.com anytime.