

User Guide for Learners in Visma Academy

The goal with this user guide is to help *Learners* (partners and employees) understand how to navigate in the Visma Academy, find their certifications, search for courses, see their progress, etc.

A *Learner* is one of the user roles which is available in the Visma Academy. Other roles are Administrator and Instructor. The *Learner* user role can see the courses that they have been assigned to, sign up for more courses through the course catalogue and view their progress.

As a Learner, you can access Visma Academy by logging into the Visma Support Community and then choose the tab *Learning Center*. Note: There is a separate section for Visma employees. The flags will then redirect to the correct URL and you will log in with your Visma Connect credentials.

Where to find information

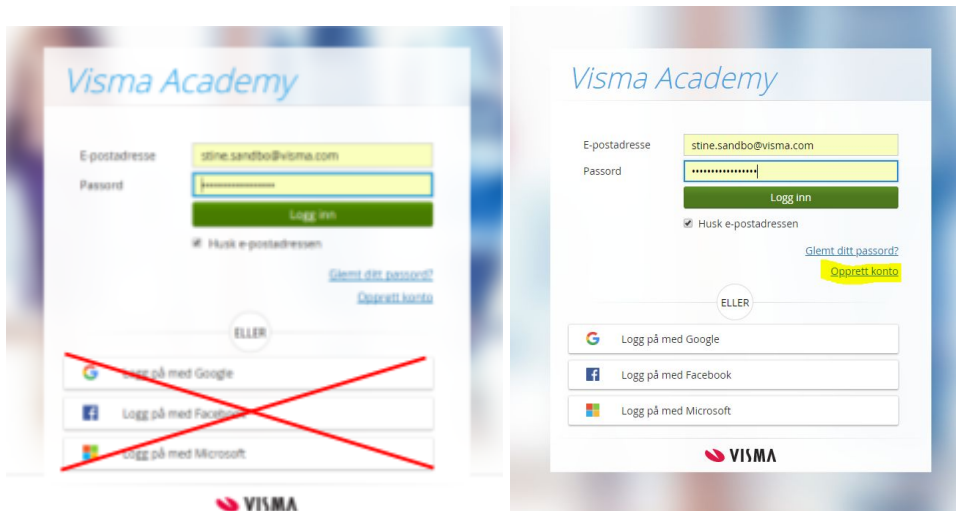
- **Learning Center:** Relevant information about the Partner Certification Program. You will also find information about important deadlines, prices, course calendar, about the certification, upcoming events.
- **Visma Academy:** Courses, course catalogue, points, badges and certificates.

Getting Started

This guideline will help Learners get started with Visma Academy. The guideline provides basic knowledge like how to get started and where to find information.

How to log in

1. Log in to the Visma Support Community
2. Choose the tab *Learning Center*
3. Select your country
4. Log in to your Visma Academy account with the same email address registered in the Visma Support Community. **Do not use Google, Facebook or Microsoft to log in.**



If you do not have a user, click here:

An overview

Dashboard



After entering the Visma Academy, you will see the courses he has completed or are in progress. You will find the courses on your dashboard.

You can change the look for the dashboard (to see categories) here:



View your progress and certifications here:

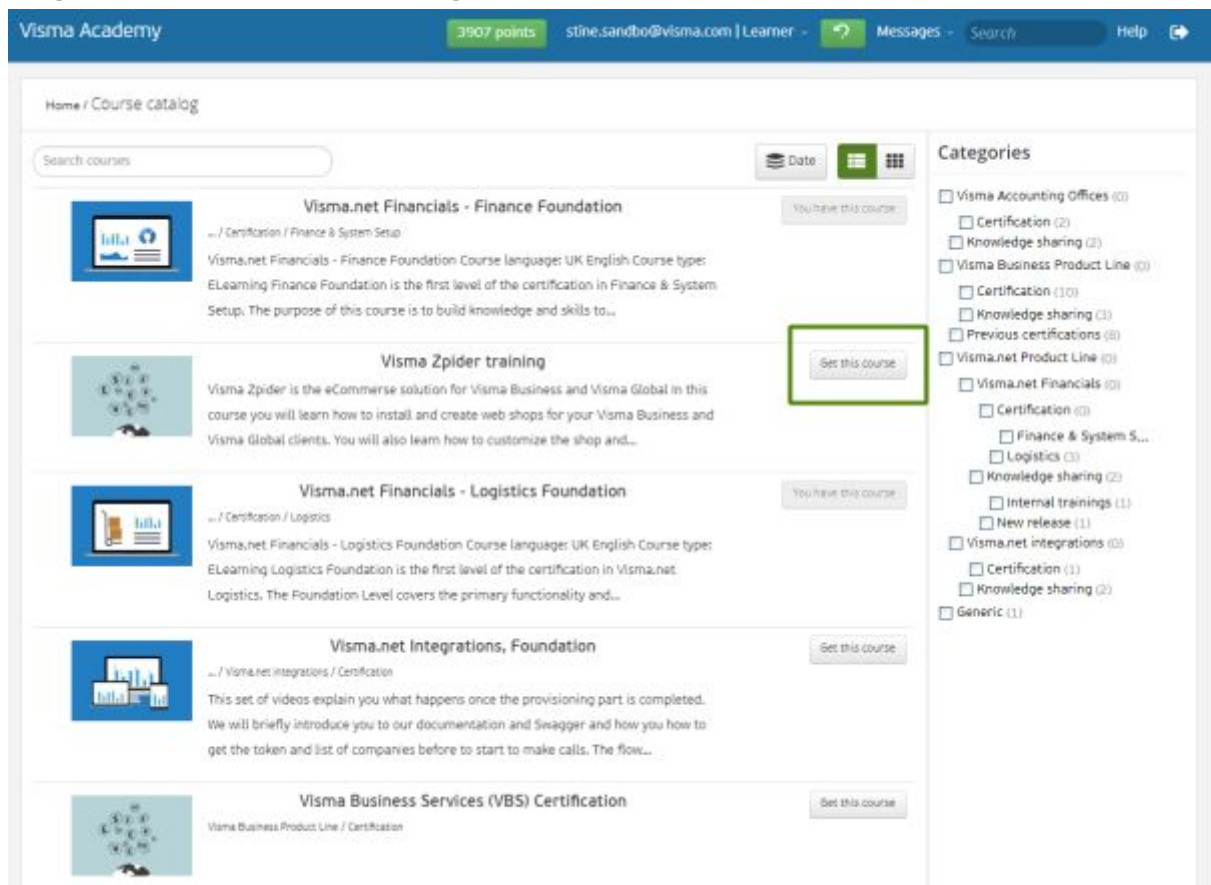


Course Catalog

The course catalog contains additional courses that are available. You can find the course catalog on the right side of your dashboard.



Assign yourself to a course by clicking *Get this course*.

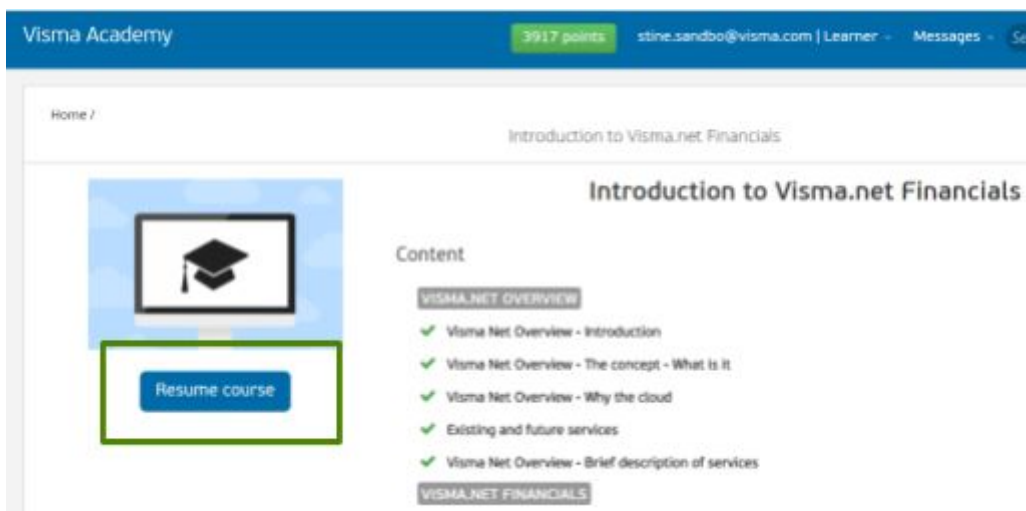


Some courses will be assigned to you, such as yearly updated courses, while the rest will be available through the course catalog.

Choose the course you would like to start by clicking the play button:



And then *Resume course*



Or from the course catalog:

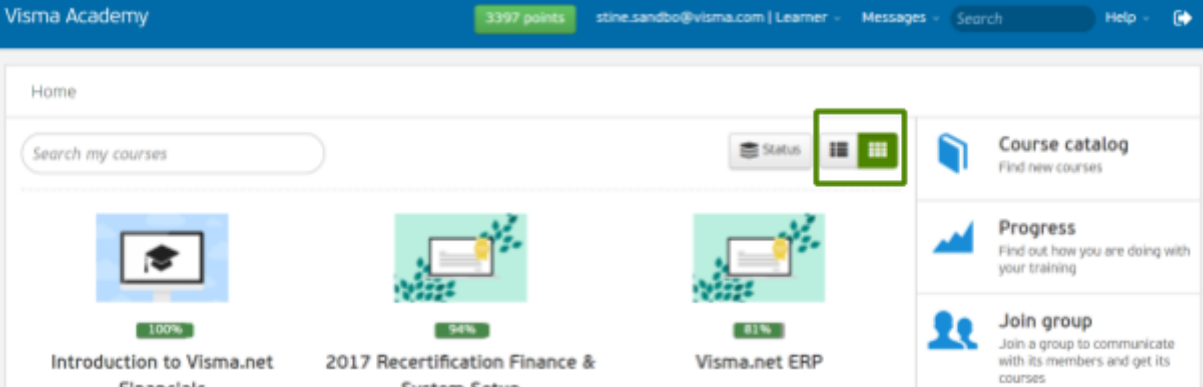


How to search and find courses and content units

You will always find your assigned courses on your dashboard.

To find the specific course you are looking for:

- Either find it by using **categories**. You will find what categories the courses are under here:



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Home

Search my courses

Status

Course catalog
Find new courses

Progress
Find out how you are doing with your training

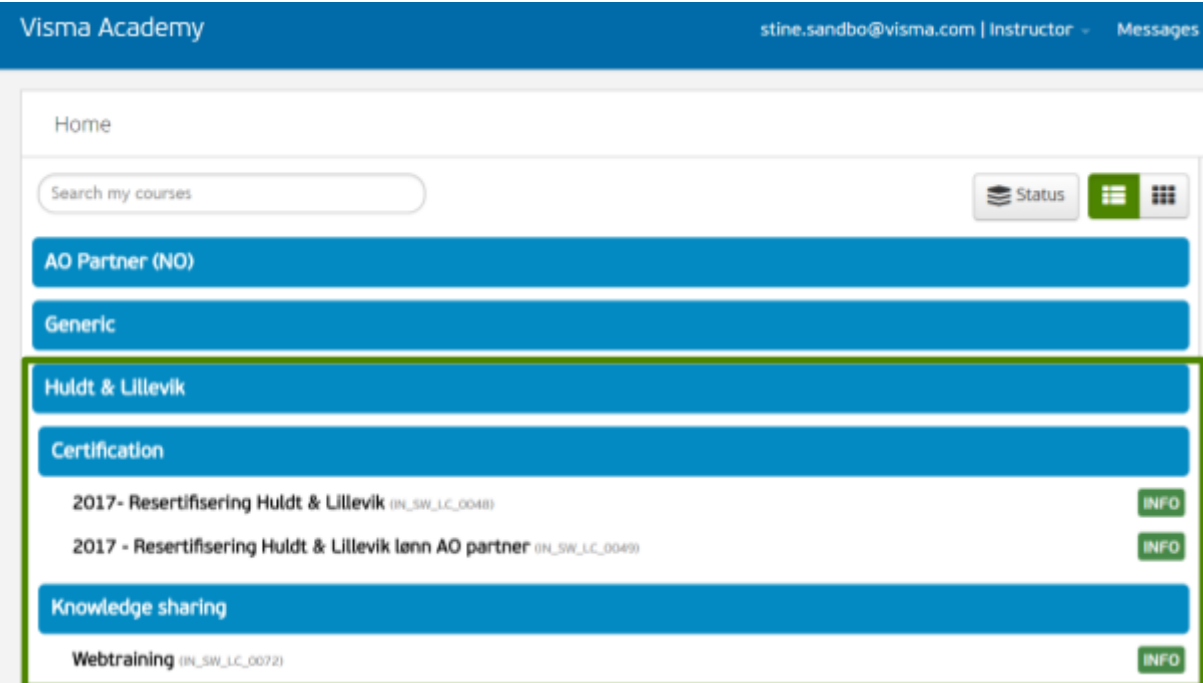
Join group
Join a group to communicate with its members and get its courses

100% Introduction to Visma.net Financials

94% 2017 Recertification Finance & System Setup

81% Visma.net ERP

And then either choose a certification course (course with an exam, yearly update) or a knowledge sharing course (without exam, often web trainings etc.):



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Home

Search my courses

Status

AO Partner (NO)

Generic

Huldt & Lillevik

Certification

2017- Resertifisering Huldt & Lillevik (IN_SW_LC_0048) INFO

2017 - Resertifisering Huldt & Lillevik lønn AO partner (IN_SW_LC_0049) INFO

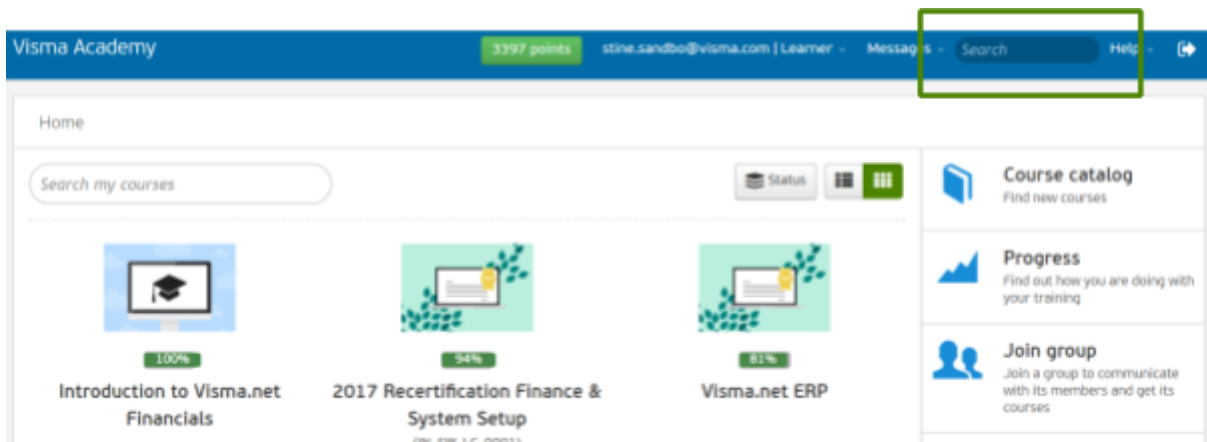
Knowledge sharing

Webtraining (IN_SW_LC_0072) INFO

- You can also **search** for a specific course that you are assigned to here:



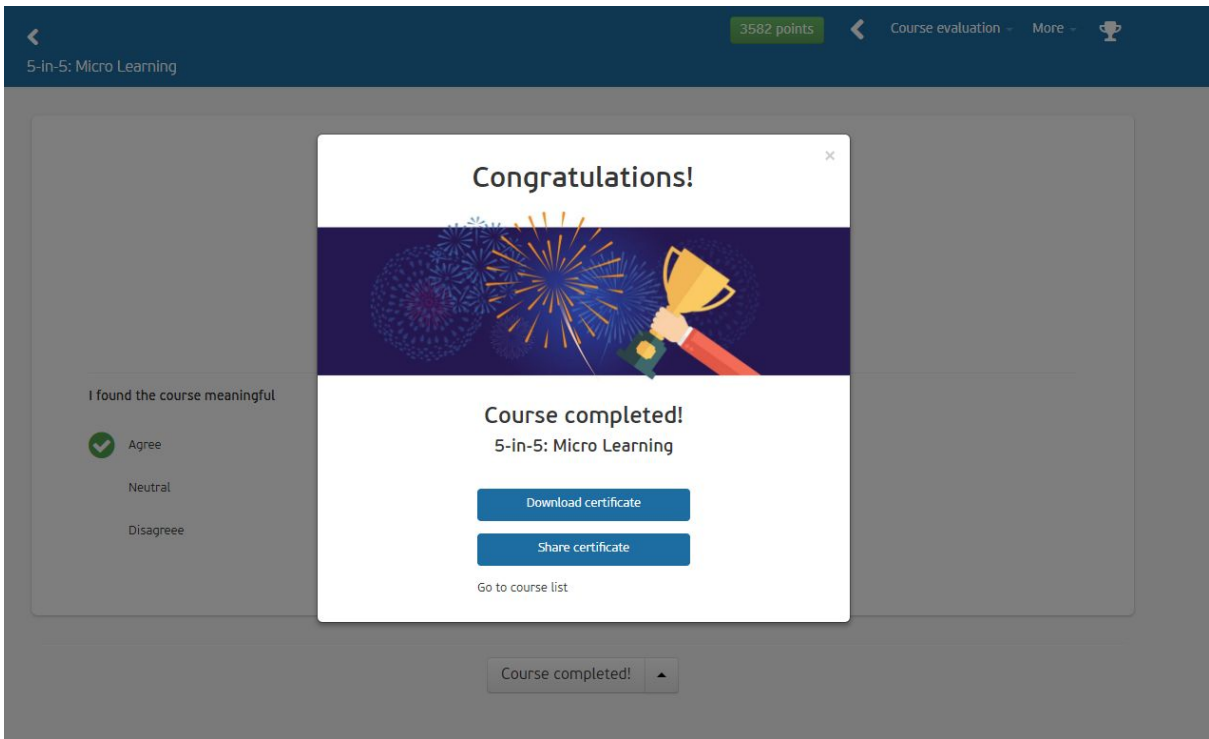
You can also search here to find both courses and specific content units inside a course you have been assigned to:



Certificates

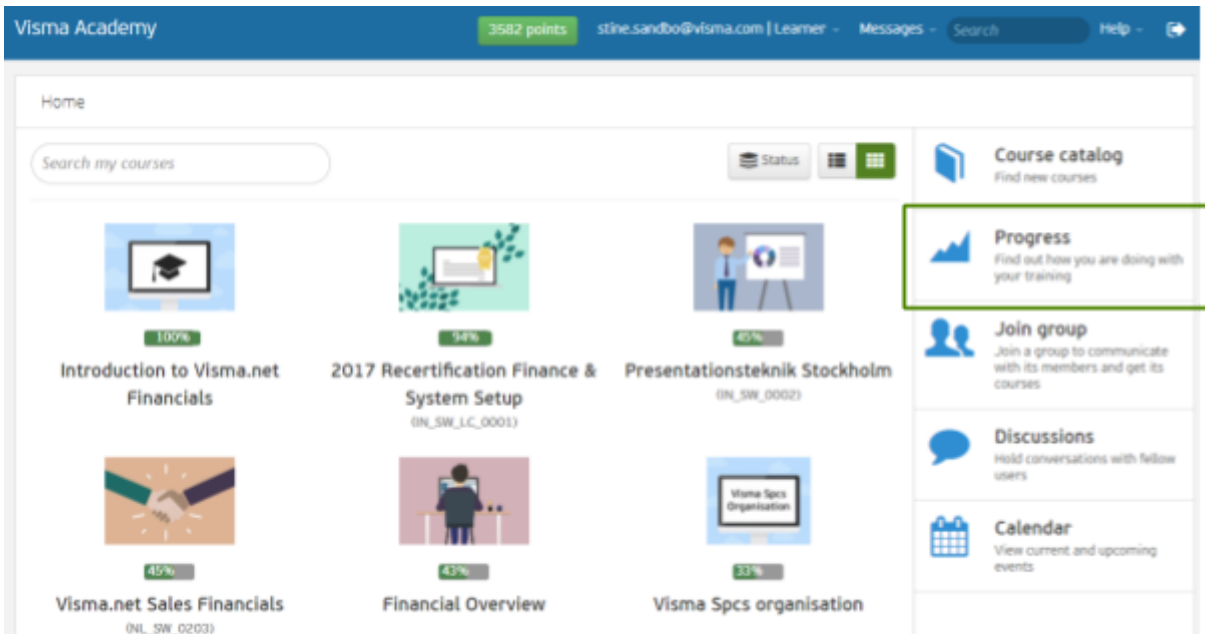
You will receive a certificate for certification -and recertification courses. You will not receive a certificate for knowledge sharing courses.

You will receive the certificate after you have completed a certification course.



You can either download the certificate or share it on your LinkedIn-profile.











You will also always find all of your completed certificates here:



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Overview Courses Tests Assignments **Certifications** Badges Timeline Info Progress Infographic

Certification	Issued date	Expiration date	Operations
2017 - Visma Document ... <small>(R,S,K,L,C,2018)</small>	04/12/2017	10/02/2019	 
5-in-5: Micro Learning	10/01/2018	10/01/2019	 
Visma Internal Trainings	29/09/2017	Never	 
Visma VAF Technical ce... <small>(R,S,K,L,C,2018)</small>	04/12/2017	04/12/2018	 
Webinar: Ansettelse <small>W0,S0,R0,D0</small>	25/08/2017	25/08/2018	 

1 to 5 of 5 Search

Badges and points

Visma Academy offers points and badges throughout the courses.

Points:

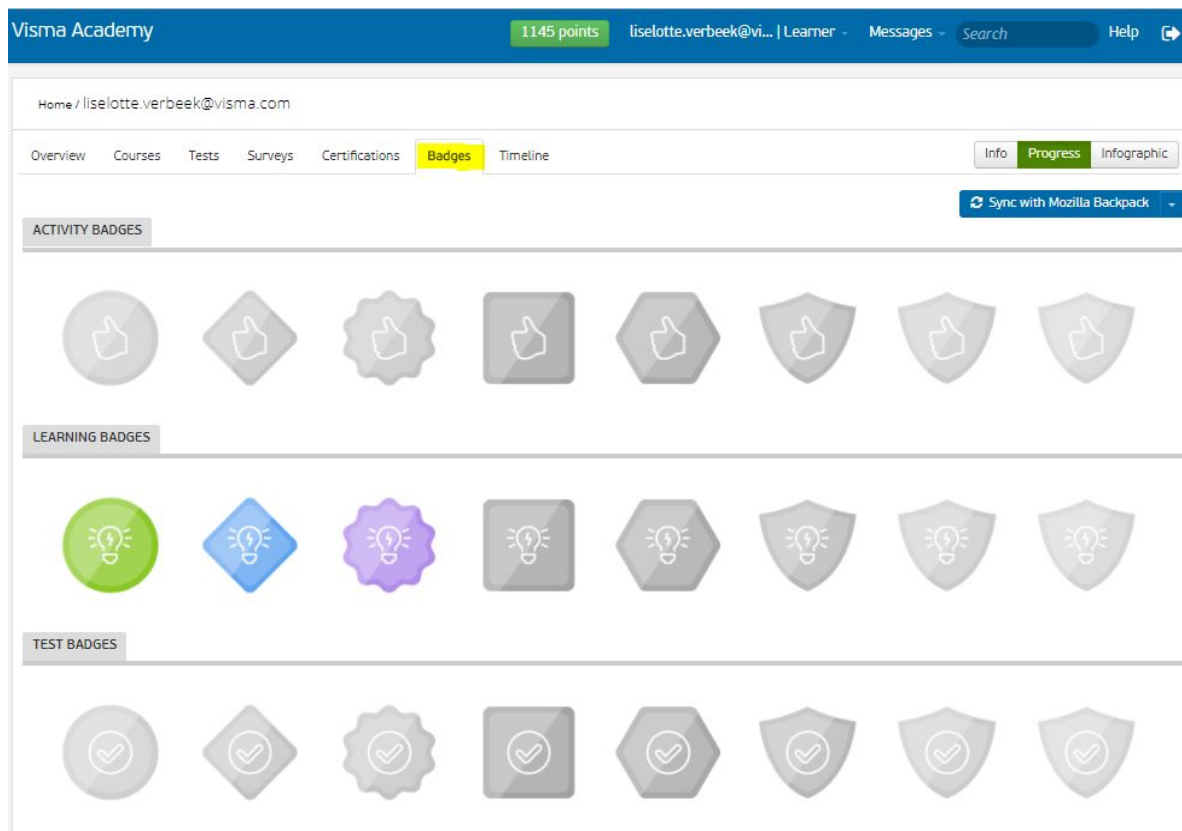
- Each login gives 1 point
- Each unit completion gives 10 points
- Each course completion gives 25 points
- Each certification gives 50 points
- Each successful test completion gives 1 point
- Each successful assignment completion gives 1 point
- Each successful instructor led training completion gives 1 point

You will always see your points on your learner dashboard:

Badges:

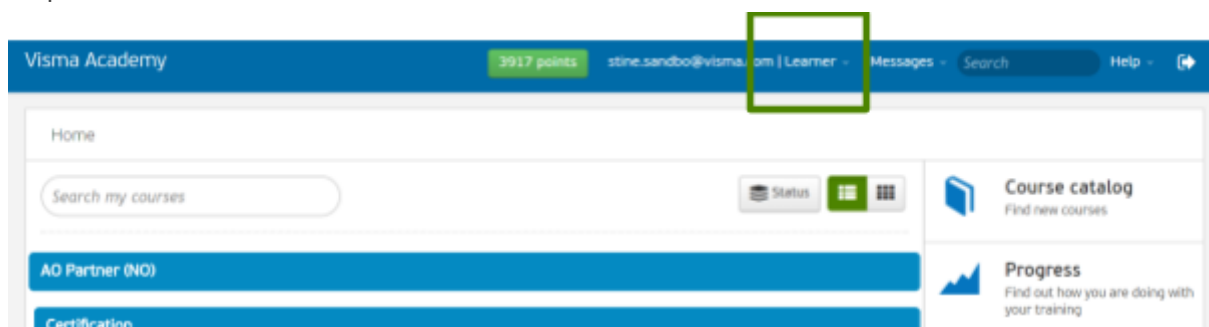
- Activity badges (4, 8, 16, 32, 64, 128, 256, 512 logins)
- Learning badges (1, 2, 4, 8, 16, 32, 64, 128 completed courses)
- Test badges (2, 4, 8, 16, 32, 64, 128, 256 passed tests)
- Assignment badges (1, 2, 4, 8, 16, 32, 64, 128 passed assignments)
- Survey badges (1, 2, 4, 8, 16, 32, 64, 128 completed surveys)
- Certification badges (1, 2, 4, 8, 16, 32, 64, 128 certifications)

You will always see your badges under “your progress”



How to unenroll from a course

It is possible to unenroll yourself from a course. You do so by clicking “my courses” from the dropdown menu next to the “learner”:



And then you unenroll yourself from the course by clicking “unenroll” under operations:

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Info Courses Groups Branches Info Progress Infographic

Course	Role	Enrolled on	Completion date	Operations
Welcome to our LMS	INSTRUCTOR	18/01/2018	-	[-] [↶]
Visma.net Financials - ...	INSTRUCTOR	9 minutes ago	-	[-] [↶]
Visma Zpider training	INSTRUCTOR	9 minutes ago	-	[-] [↶]
Web Training 2018	INSTRUCTOR	9 minutes ago	-	[-] [↶]
VBPL Advanced Finance/...	INSTRUCTOR	9 minutes ago	-	[-] [↶]
VBPL Advanced Logistic...	INSTRUCTOR	9 minutes ago	-	[-] [↶]
VBPL Advanced Finance	INSTRUCTOR	9 minutes ago	-	[-] [↶]

Learning paths

Some courses are in a learning path. A learning path is a sequence of courses, where you will have to complete the first course to be able to continue. They will be marked like this:

Visma Accounting Offices

Certification

Visma Accounting Offices Introduction 0%

Visma Accounting Offices Foundation 0% RESTRICTED

You will be able to see what course you first need to complete at the bottom of the course page:

- Invoicing
- Advisor Invoice basis
- Invoicing eAccounting
- Resource planning
- Reports
- Support panel
- Exam Visma Accounting Offices Foundation

Completion rules

- All units must be completed
- Leads to a certification with a duration: 1 year

Prerequisites

Visma Accounting Offic...

