

kaspersky

Kaspersky Adaptive Online Training

Instruction for Administrators

07.12.2020

Document:	Kaspersky Adaptive Online Training Instruction for administrators
Prepared for:	All users who have Educator rights in Kaspersky Adaptive Online Training
Version:	V2.0

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What is KAOT

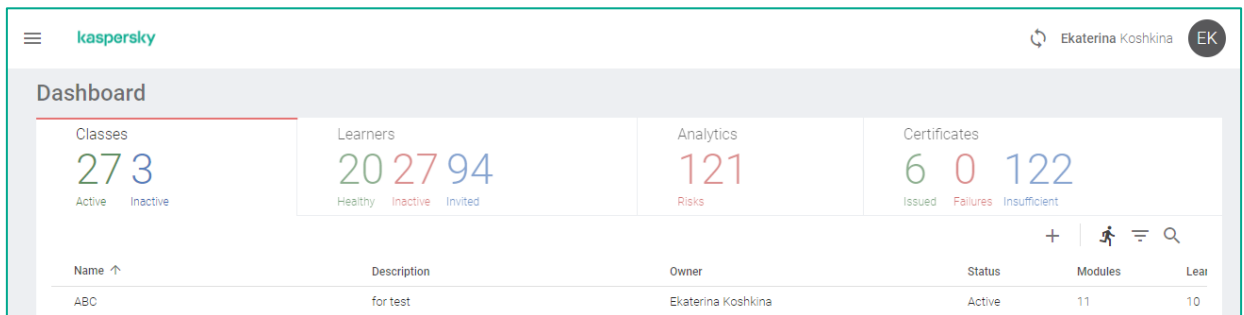
Kaspersky Adaptive Online Training is the perfect solution for corporate instructors to manage personalized security awareness learning.

Educator is the role for administrators that allows you to create and assign training for your users. This role includes following capabilities:

- Management of all assignments and classes
- Individual assignments for each learner
- Advanced analytics
- Early warning technology to highlight at-risk learners.

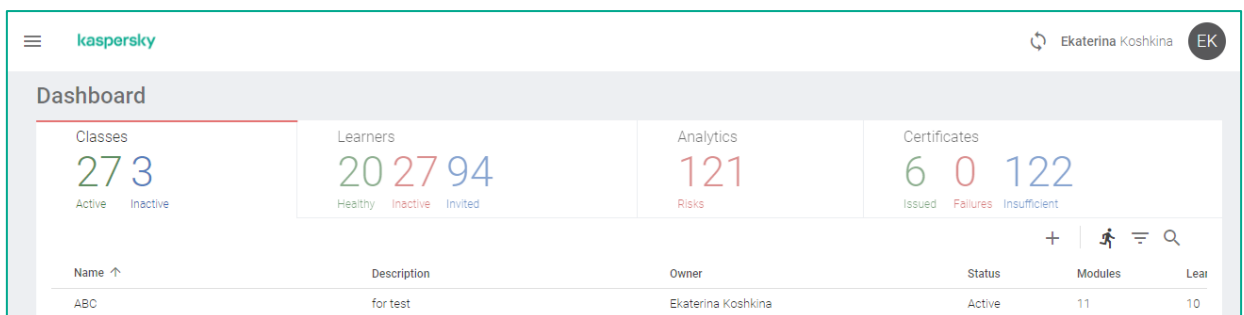
Educator Dashboard

As you can see, the main Educator dashboard has several sections like Classes for the classes you have access to, Learners for a list of all the learners in those classes, Analytics, and Certificates.



Class

The Class page is used for managing your classes and creating new ones.



Adding class

To add class click on the '+' button.

Then type a name for the class and its brief description.

Rhapsode Class

! Name

Name cannot be empty

Description

Invitation Settings

Select class invitation language:

Start typing

Language cannot be empty

Skin from URL will be used

Access Code Code COMX6RJ2Y61E [COPY LINK](#)

Allow Self Registration

! Max Learners 0

! Allowed learner email domains e.g. "example.com, exa...

Allow Learners to Discover Each Other

Allow Shared Educators Access to Learner's Personal Data

Current Owner: ekaterina.koshkina@kaspersky.com

Second Owner: Start typing

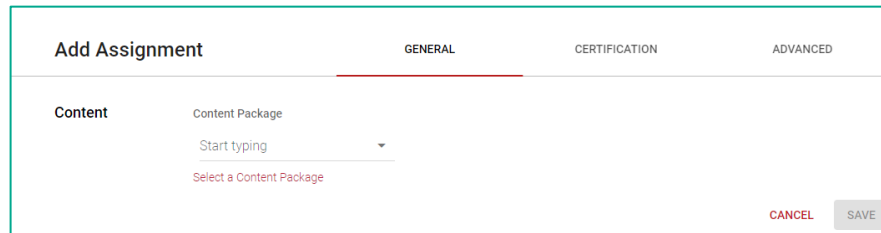
CANCEL SAVE

Here you also can choose language for the invitation to the class, enable or disable self-registration, set the Max number of learners and set list of domains that will be allowed to the course. There is setting to enable Learners to discover each other in Communcator – not available for KAOT. You can enable hiding learners personal data if you would not like that people with access to the course could see users' personal data. Also, you can add the second owner to this class.

If you check the Access Code check box, the system generates the Access Code and the link, which will allow your users to access the Learner's console.

Adding Class content

On the next step you should add the content to the class. In order to do it, you go to the class and click Assignments tab. To add content you press “Add content” or “+” on the right side of the page.



Add Assignment GENERAL CERTIFICATION ADVANCED

Content Content Package

Start typing

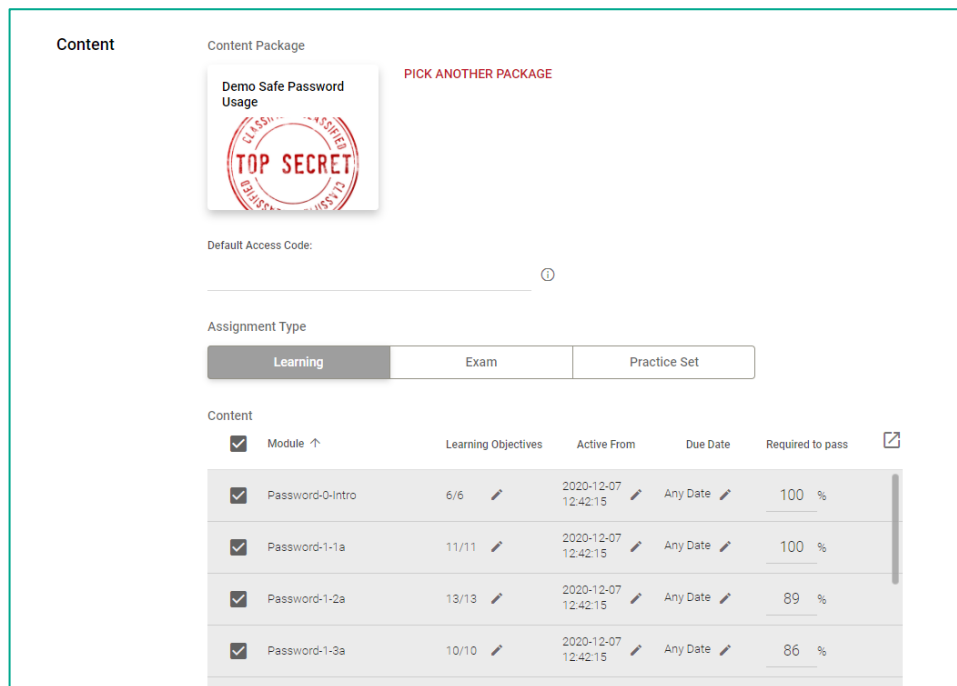
Select a Content Package

CANCEL SAVE

Start typing and select needed package from the drop down menu.

In the opened window you can add Default Access Code (which is Content Package Access code from the delivery form) so that Learner can access the training without adding the code. It is also possible not to add Access Code here, then Learner will be asked to enter Access Code before starting the training. It should be done only once, during first entry to the training.

Note: It is not available for SCORM/LTI. When SCORM/LTI is used, Learner will be asked to enter Access Code before starting the training. It should be done only once, during first entry to the training.



Content Content Package

Demo Safe Password Usage

PICK ANOTHER PACKAGE

TOP SECRET

Default Access Code:

Assignment Type

Learning Exam Practice Set

Content

<input checked="" type="checkbox"/>	Module ↑	Learning Objectives	Active From	Due Date	Required to pass	
<input checked="" type="checkbox"/>	Password-0-Intro	6/6	2020-12-07 12:42:15	Any Date	100 %	
<input checked="" type="checkbox"/>	Password-1-1a	11/11	2020-12-07 12:42:15	Any Date	100 %	
<input checked="" type="checkbox"/>	Password-1-2a	13/13	2020-12-07 12:42:15	Any Date	89 %	
<input checked="" type="checkbox"/>	Password-1-3a	10/10	2020-12-07 12:42:15	Any Date	86 %	

When Learning mode is chosen, the following settings become available:

Knowledge refreshment, possibility to keep previous progress, choice on whom to assign this content, date when the content becomes available to Learners and Due Date.

Assignment & Learners

Assignment Title
Demo Safe Password Usage

Refresh Knowledge

Required
Optional
Not Available

Previous Progress

Copy from Previous Period
Ignore Previous Periods

of of Year

Assign To

All Learners in the Class
Selected Learners

Notify Learners

Availability & Deadlines

Availability Date

Immediately
Fixed Date

Timezone: Date: Time:

Allow Learner to Access Early

Due Date

Fixed Date
After Start Date In
No Due Date

When Exam mode is chosen, the following settings become available:

Time limit and passing score for the exam, review mode (once the Learner reviews correct answers, further attempts, if any, on exam become unavailable), pause mode which allows to put exam to the pause and possibility to choose all or particular Learners for the class. It is also possible to set Availability Date and Due Date.

Assignment & Learners

Assignment Title
Demo Safe Password Usage

Exam Settings

Time Limit, min

Passing Score (%)

Review Mode

Pause Mode

Limited Number of Attempts

Assign To

All Learners in the Class
Selected Learners

Notify Learners

Availability & Deadlines

Availability Date

Immediately
Fixed Date

Timezone: Date: Time:

Allow Learner to Access Early

Due Date

Fixed Date
After Start Date In
No Due Date

In the settings there is also Practice set module – not available for KAOT at the moment.

There are also some other useful options:

If you enable the Issue certificate for this course option, you can:

- set learner progress for achievement the certificate (from 0 to 100%),
- set a validity period for the certificate
- select ways for certificates' delivery

- edit certificate template. (How to do it we will see later.)

Add Assignment GENERAL CERTIFICATION ADVANCED

Certificate Issue Issue Certificate for This Course

Learner's Progress Level, % 100

Validity Period

Unlimited Fixed Period

Certificate Delivery

Learner Application

Send Link by Email

PKPASS File

Preview [EDIT TEMPLATE](#)

Certificate of Completion

This is to certify that
Waylon Dalton
 Has successfully completed the course on the topic of
Demo Safe Password Usage
 a course offered by **Company name**

Issued on **December 07, 2020**
 Expires at unlimited

You also have advanced settings for Learning Mode:

Add Assignment GENERAL CERTIFICATION ADVANCED

Learning Assignment Include in Assignment Group

Functionality

Open Assignment Automatically

Interface

Hide Coach Panel

Hide Self-Assessment Tile

New Content Policy

Newly Created Modules

Do not Assign Automatically Assign

Notify Me About New Modules

Completed Modules Updates

Keep in Sustain Return to Todo

Refresh Notifications Remind Learner to Refresh

Tags [ADD TAG](#)

Options [ADD OPTION](#)

Satisfaction Questionnaire Display When Assignment is Completed

And advanced settings for Exam mode:

Add Assignment
GENERAL
CERTIFICATION
ADVANCED

Exam Assignment

Assignment Group Include in Assignment Group

Functionality

Reference Panel

Skip Start-Up Screen ⓘ

Display Report Dashboard on Exam Score Screen

Forfeit Attempts Before Review

Learner Selects Number of Questions

Open Assignment Automatically

Interface

Hide 'Mark' option

Hide Page Numbers

Hide Coach Panel

New Content Policy

Newly Created Modules

Notify Me About New Modules

Completed Modules Updates

Refresh Notifications

Remind Learner to Refresh

Tags

ADD TAG

Options

ADD OPTION

Also, there you can add some tags for better filtering and set some additional options to the course (see the list below).

- Assignment Difficulty
- Assignment Picture
- Assignment Self Assessment Default Value
- Copy previous progress to this assignment
- Assignment Research
- Assignment Exam Included Questions

Once all settings are set, click “Save” and the content package will be saved.

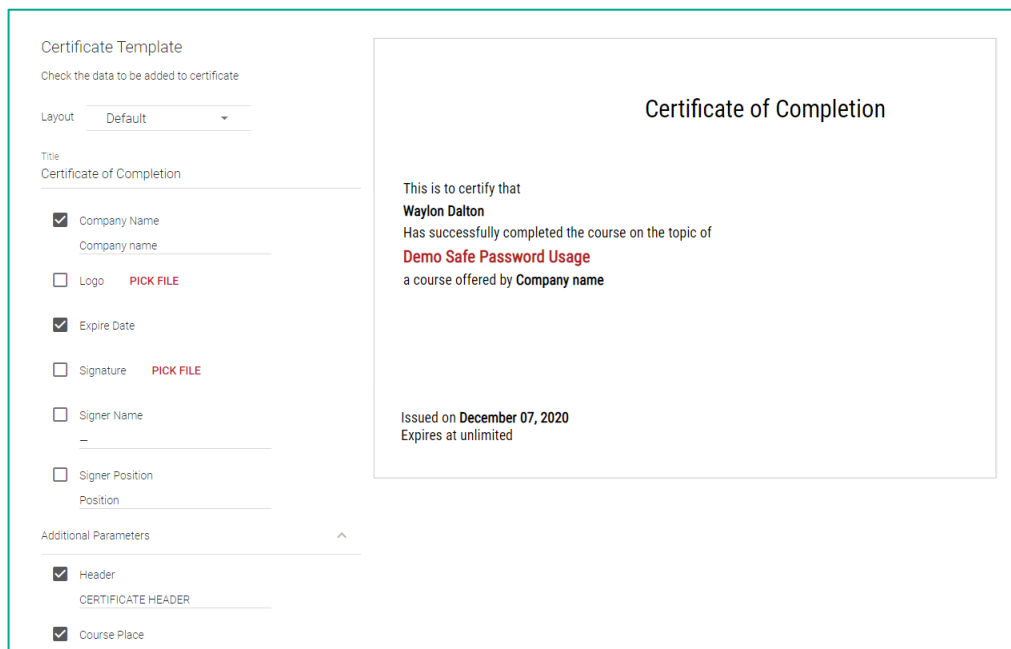
Creating certificate

When you add new content to the class, you can enable the Issue certificate for this course option.

As you have done it, you can edit certificates template by clicking the Edit template button.



In the opened editor you can edit your certificate template.



On the left part of the window, you can find some options that can be changed like Company name, company logo (image), signature (image), signer name and position.

Class Learners

The next step is adding your learners.

For this, you should go to the Learners tab and click the Add learner button or “+” on the right side of the page. Fill the form, indicating the email addresses, name and last name.

You can choose to send notification to Learner’s email address right away. If you choose not sending notifications, you can then generate a Class Access Code in Class Settings, send the corresponding link and let users self-register for the class.

Here you can also choose the language for notifications.

Another way is to add learners using a CSV file.

Add Learner

test@test.eu

test

test

Send Notification to Email Address

Invitation Settings

Select class invitation language:

English (USA)

Select class invitation skin:

Skin by ID / Default

Copy ID Here (Leave Empty for Default)

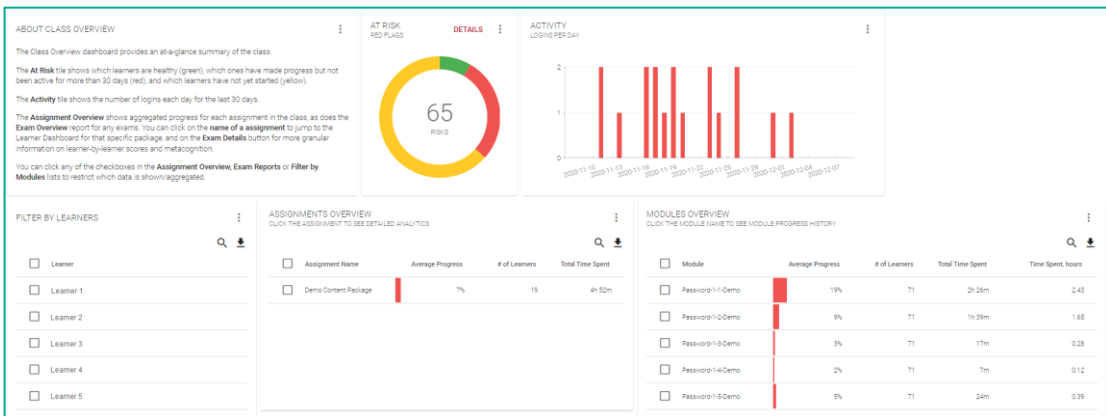
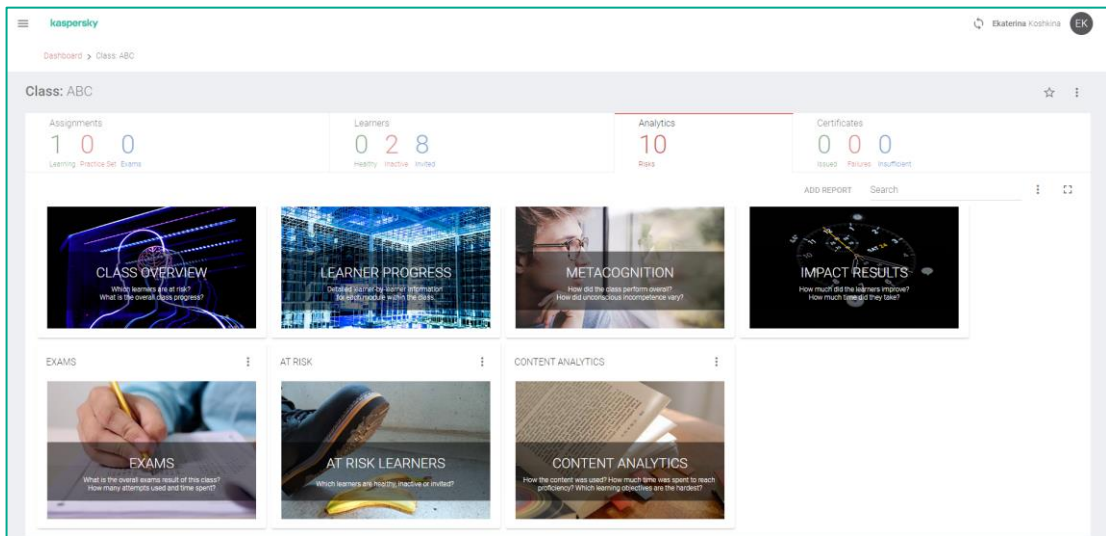
I Have Reviewed the Invitation Settings

Invite via CSV file: + ?

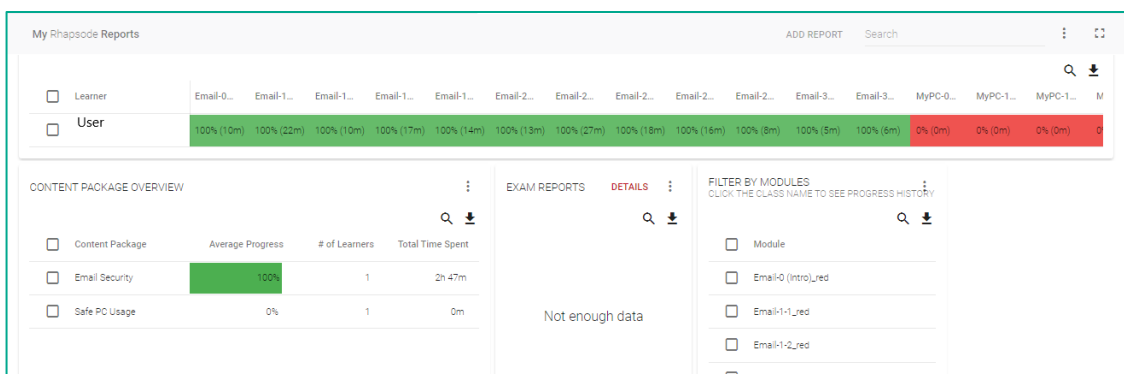
CANCEL SAVE

Analytics

This tab will show your users progress in different charts, show learners activity, learners who are at risk, and meta-cognition pie chart.




Here you also can see some analytics for separate users.



You can also download reports by using small arrow at the top right corner of the report.

MODULES OVERVIEW
CLICK THE MODULE NAME TO SEE MODULE PROGRESS HISTORY



<input type="checkbox"/>	Module	Average Progress	# of Learners	Total Time Spent	Time Spent, hours
<input type="checkbox"/>	Password-1-1-Demo	<div style="width: 19%;"></div> 19%	71	2h 26m	2.43
<input type="checkbox"/>	Password-1-2-Demo	<div style="width: 9%;"></div> 9%	71	1h 39m	1.65
<input type="checkbox"/>	Password-1-3-Demo	<div style="width: 3%;"></div> 3%	71	17m	0.28
<input type="checkbox"/>	Password-1-4-Demo	<div style="width: 2%;"></div> 2%	71	7m	0.12
<input type="checkbox"/>	Password-1-5-Demo	<div style="width: 5%;"></div> 5%	71	24m	0.39

Certificates

Here you see who from you learners have obtained certificated, see the date, status and user progress.

My Kaot Dashboard

Classes: 2 Active, 1 Inactive | Learners: 6 Active, 0 Inactive, 35 Invited | Analytics: 35 Risks | Reviews: 0 Not submitted, 0 To Do, 0 Completed | Certificates: 0 Issued, 0 Failures, 43 Insufficient

First name ↑	Last name	E-mail	Class	Content Package	Assignment name	Average Progress	Certification status	Issue date
Al	D	ziv@kaspersky.c...	Kaspersky Demo S...	Demo Content Pac...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
A	D	lo.ksp@gmail...	Kaspersky Demo S...	Demo Content Pac...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
Ar	Si	ri@kaspersky.com	Kaspersky Demo S...	Demo Content Pac...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
A	Ji	a@kaspersky.com	Kaspersky Demo S...	Demo Content Pac...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
A	Si	a	les@gmail.c...	Marketing Depart...	Demo Content Pac...	6%	Insufficient progress	ISSUE NOW
Al	S	an	s@gmail.c...	Kaspersky Demo S...	Demo Content Pac...	7%	Insufficient progress	ISSUE NOW
Ar	Di	an	es@gm...	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
Ar	Ni	an	ersonal@...	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
A	De	ann	ser@gma...	Kaspersky Demo S...	Demo Content Pac...	6%	Insufficient progress	ISSUE NOW
A	Fi	a	rsky.com	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
B	Ei	ba	y.com	Kaspersky Demo S...	Demo Content Pac...	7%	Insufficient progress	ISSUE NOW
Bi	Ma	mi	n	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
D	Me	die	iky.com	Kaspersky Demo S...	Demo Content Pac...	7%	Insufficient progress	ISSUE NOW
D	Cr	dr	aspersky.co...	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
Ei	Me	e	kaspersky.c...	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
Ei	Ki	el	persky.com	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW
Er	H	er	sky.com	Kaspersky Demo S...	Demo Content Pac...	0%	Insufficient progress	ISSUE NOW

You can also check the certificate itself by clicking on the VIEW link.

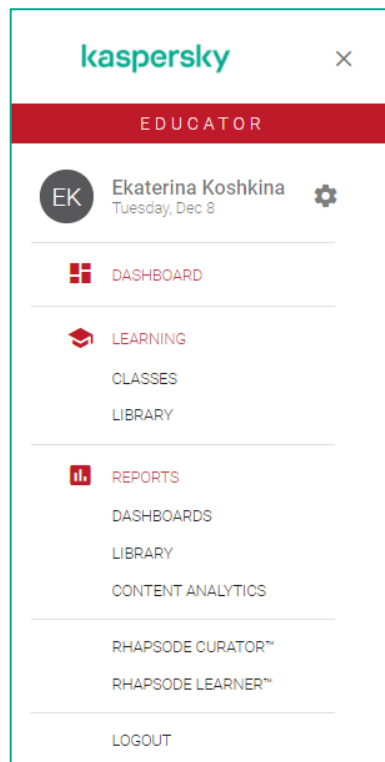
Educator menu

In the upper left you can find Educator's menu where you can configure the profile, have a look at available trainings and its content, and access to main Educator's functionality.

Dashboard

Classes: 27 Active, 3 Inactive | Learners: 20 Healthy, 27 Inactive, 94 Invited | Analytics: 121 Risks | Certificates: 6 Issued, 0 Failures, 122 Insufficient

Name ↑	Description	Owner	Status	Modules	Lea
ABC	for test	Ekaterina Koshkina	Active	11	10



Profile settings

If you click on the Gear sign the window with administrator's profile, the configuration will open. Here you can change name, last name, profile picture, language and also change your password.

Dashboard

Clicking to this section will return you to the Dashboard.

Learning

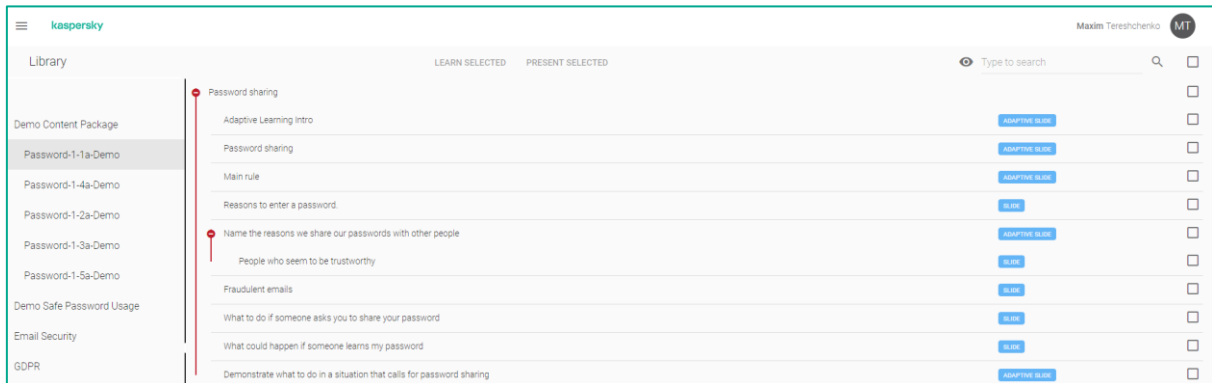
In this section you will find everything referring to the studying materials.

Classes

This item leads you to the Classes section on the Dashboard

Library

In Library section you can find all the materials in the available content package, have a look at the module structure and open separate slides using the buttons in the right part of the screen.



Reports

In this section you can find different reports.

Dashboards

This item leads to the page of dashboard reports

My Kaot Dashboards

Report Dashboards

+ ≡ 🔍

Name	Created	Project Team	Connected Reports	
ANALYTICS	2018-11-06 13:45:52		Learners and classes, Performance	✎ 🗑️ 🗑️
LEARNER	2019-02-05 14:01:44		PROGRESS OVERVIEW, PROGRESS DETAIL...	✎ 🗑️ 🗑️
Content Package Details	2019-03-18 15:40:10		--	✎ 🗑️ 🗑️
Project activity	2019-07-05 16:56:03		--	✎ 🗑️ 🗑️
ANALYTICS BY ASSIGN...	2019-05-07 15:04:41		AVERAGE PROGRESS BY ASSIGNMENT TY...	✎ 🗑️ 🗑️
BIG CLASSES	2019-08-02 12:29:04		--	✎ 🗑️ 🗑️
LEARNER APP DASHBO...	2019-02-05 14:01:44		PROGRESS - NLT with Emails	✎ 🗑️ 🗑️
Thieme Educator Progr...	2019-10-18 18:39:09		Average Validated Proficiency, Average Vall...	✎ 🗑️ 🗑️
Thieme Educator Meta...	2019-10-20 23:42:59		Average Metacognition	✎ 🗑️ 🗑️
Thieme Learner	2019-10-21 00:03:52		--	✎ 🗑️ 🗑️
Thieme Learner Progress	2019-10-21 00:32:09		Progress, Performance	✎ 🗑️ 🗑️
Thieme Learner Metaco...	2019-10-21 00:36:20		Metacognition, Metacognition	✎ 🗑️ 🗑️
CONTENT ANALYTICS	2019-10-24 14:02:49		--	✎ 🗑️ 🗑️
Content Package Overvi...	2019-10-28 18:27:39		CONTENT PACKAGE OVERVIEW	✎ 🗑️ 🗑️
Module Overview	2019-10-28 18:29:00		MODULE CONTENT REPORT	✎ 🗑️ 🗑️
NEJM LEARNER APP D...	2019-10-29 15:46:55		--	✎ 🗑️ 🗑️
EXAMS REPORTING	2019-11-05 20:43:30		EXAM OVERVIEW, EXAM OVERVIEW	✎ 🗑️ 🗑️
Progress by Modules	2019-12-26 11:26:31		--	✎ 🗑️ 🗑️
Thieme Learner Proficie...	2020-01-02 18:39:36		Validated Proficiency	✎ 🗑️ 🗑️

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Library

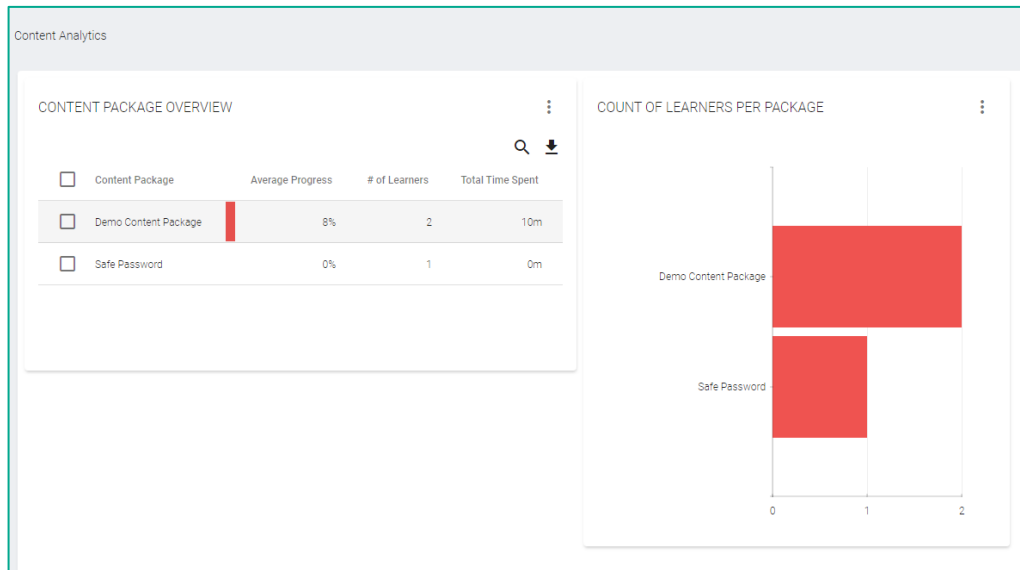
This section will show you all available information about reports.

My Reports Library

REPORTS		EXTRA REPORTS			
Name	Description	Created	Project Team	Presentation Type	Connections
Confidence and Performance	View how aware you are of whether or not you know...	2020-05-22 11:47:16		Rich text	
FILTER BY PROJECTS		2020-03-06 16:43:02		Data table	
ABOUT IMPACT ESTIMATE		2020-05-19 14:17:25		Rich text	
ABOUT METACOGNITION		2020-05-08 20:37:34		Rich text	
ABOUT PROGRESS		2020-05-08 19:34:46		Rich text	
ABOUT CLASS OVERVIEW		2020-05-18 20:17:25		Rich text	
COMPLETED LEARNERS		2020-04-29 16:33:38		Data table	
ALL REGISTRANTS		2020-04-29 16:31:00		Data table	
HEATMAP legend		2020-05-07 17:15:42		Rich text	
HEATMAP PERFORMANCE BY LEARNING OBJECT...	IMPACT	2020-03-26 21:11:12		Data table	
HEATMAP	LEARNERS PERFORMANCE BY LEARNING OBJECT...	2020-03-26 21:56:59		Rich text	
ACCURACY	HOW OFTEN WERE THEY RIGHT WHILE STUDYING?	2020-04-29 18:34:20		Bar chart	
TIME TO PROFICIENCY WITH MEDIAN VALUE		2020-04-29 17:18:40		Column chart	
TOTAL LEARNERS	CLICK DETAILS TO SEE LEARNERS PROGRESS DATA	2020-04-10 17:21:18		Pie chart	Impact Results by Lear...
CLASS OVERVIEW		2020-05-08 16:48:51		Rich text	
LEARNER PROGRESS		2020-05-08 16:47:14		Rich text	
METACOGNITION		2020-05-08 16:48:51		Rich text	
IMPACT RESULTS		2020-05-08 16:48:51		Rich text	

Content analytics

This item will show you content analytics.



System Requirements

Browsers

In general, we support the two latest versions of major browsers:

- IE11
- Edge
- Chrome (Recommended for best performance)
- Firefox
- Safari

Systems Requirements

- Win8+ with 4GB+ RAM
- macOS 10.13+ with 4GB+ RAM
- Android 9+ with 2GB+ RAM
- iOS 12+ with 2GB+ RAM

Internet connection speed: Recommended 1Mbit/s+ for best experience, but depends on content

Screen Sizes

While the system will run in smaller screen sizes, these are the recommended minimum sizes for the best experience:

For Educator - 10" (tablet) or higher

For Learner - 4.5" (mobile) or higher

Contact Us

For technical support please contact kaot-support@kaspersky.com

For other queries please contact awareness@kaspersky.com