



# **Language**

## **MANUAL DOCUMENT**

### **(Manager)**

**Version 0.1**

**21/06/2024**



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# Language - Manual Document (Manager)





## 1. Login

<https://demo2.everlms.com/user/login>

Account: Lisa/Abcd1234



[Courses](#) [Memberships](#) [News](#) [Forums](#) [Contact Us](#)



## Log in

Log in


Create new account

Reset your password

Username

Password

Log in



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## 2. Manage Courses

<https://demo2.everlms.com/manage/courses>

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Lisa

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EverLMS

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### Manage Courses

Add Course Item











Displaying 1 - 10 of 26

Title

Category

- Any -

Apply


Image	Title	Chapter	Category	Total Lessons	Total Quizzes	Operations
	American English Pronunciation	1. Chapter Video 2. Chapter Zoom Class 3. Chapter SCORM 4. Chapter HSP	Listening	6 lessons	1 quizzes	Edit
	Written Communication: Improve Your Business Writing Skills	1. Basic Rules of Business Writing 2. Editing and Proofreading 3. How to Write a Professional Email	Writing	9 lessons	1 quizzes	Edit
	English Writing: Perfect Your English Writing and Grammar	1. Introduction 2. Mastering English Sentence Structure 3. Building Strong Paragraphs 4. Academic and Formal Writing Skills	English Grammar	11 lessons	7 quizzes	Edit
	Basic information in different categories of English	1. Passive Voice 2. Science and Tehcnology	English Grammar	4 lessons	1 quizzes	Edit
	Master English Sentence Structure   Better Grammar, Writing	1. Building a strong foundation for English! 2. BONUS LECTURE   FULL COURSE DISCOUNTS	Writing	6 lessons	1 quizzes	Edit
	How to have fluent listening skills in English	1. Introduction	English Grammar	4 lessons	1 quizzes	Edit
	Freelance Online English Teaching with LessonSpeak	1. Teaching Tools 2. Teaching English	Teaching Online	5 lessons	1 quizzes	Edit
	English Speaking Course for Beginners	1. Learn Greetings 2. Learn Personal Information	English Conversation	5 lessons	1 quizzes	Edit
	How to speak to anyone & be fearless - in less than 55 min	1. Building Blocks 2. Break Fear and Take Control of the Room 3. What Really Matters 4. Beyond the Basics - Ninja Skills	Listening	7 lessons	1 quizzes	Edit
	How to book more Public Speaking Opportunities - Mini Course	1. Testimonials 2. QnA Workshops 3. Sales & Lead generation workshop 4. Marketing Workshop 5. Extra topics 6. Expert Interviews 7. Course Outro	Speaking	8 lessons	1 quizzes	Edit

1

2

3

»



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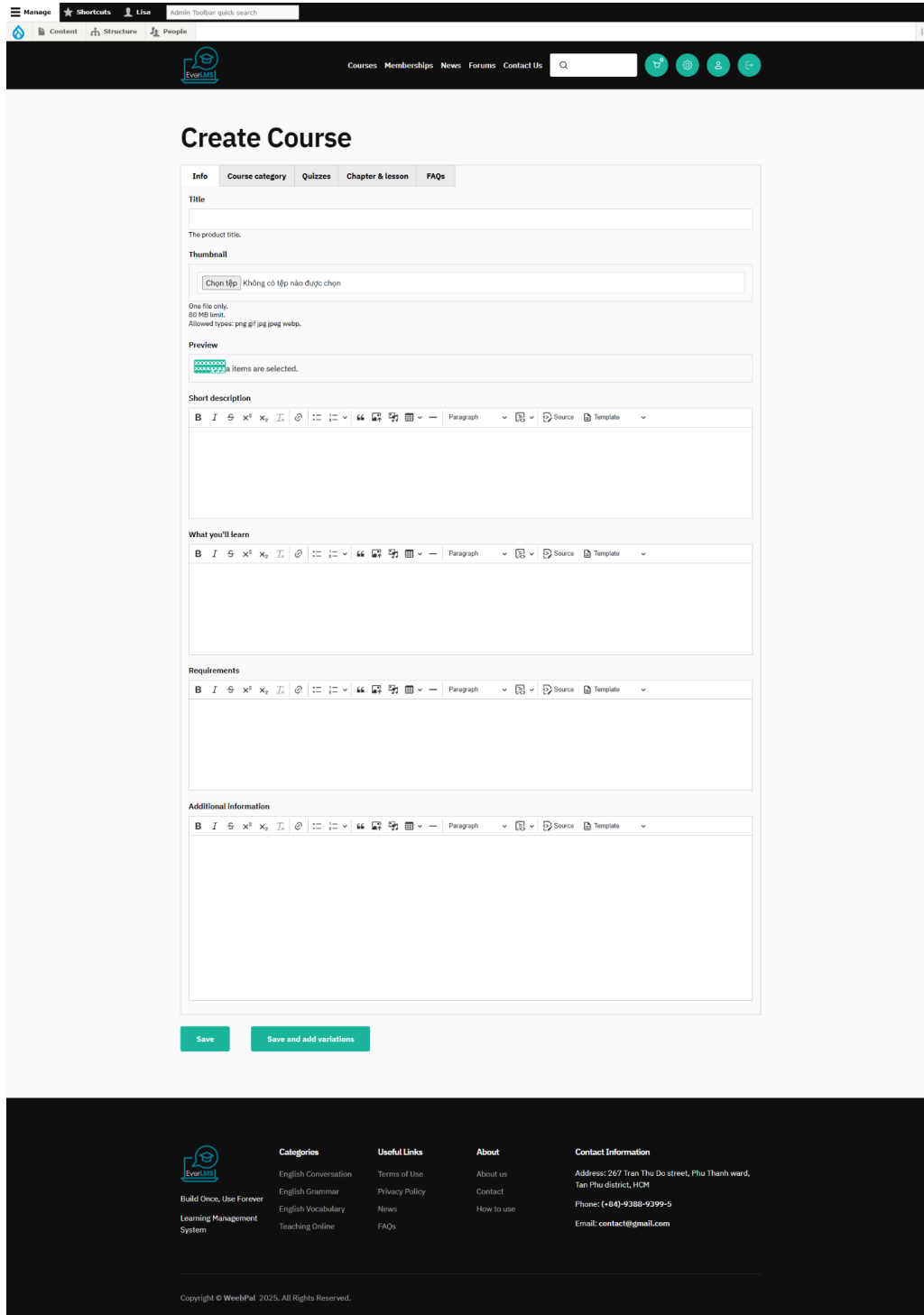
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## 3. Add Courses

<https://demo2.everlms.com/lms/course/add>



The screenshot shows the 'Create Course' form in the EverLMS interface. The form is titled 'Create Course' and has several tabs: 'Info', 'Course category', 'Quizzes', 'Chapter & lesson', and 'FAQs'. The 'Info' tab is currently selected. The form contains the following fields and sections:

- Title:** A text input field.
- The product title:** A text input field.
- Thumbnail:** A file upload area with a button 'Chọn tệp' (Choose file) and a message 'không có tệp nào được chọn' (no files selected).
- Preview:** A section showing a preview of the thumbnail with a message 'Items are selected.'
- Short description:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, paragraph, source, template).
- What you'll learn:** A rich text editor with the same toolbar as the short description.
- Requirements:** A rich text editor with the same toolbar as the short description.
- Additional Information:** A rich text editor with the same toolbar as the short description.

At the bottom of the form, there are two buttons: 'Save' and 'Save and add variations'.

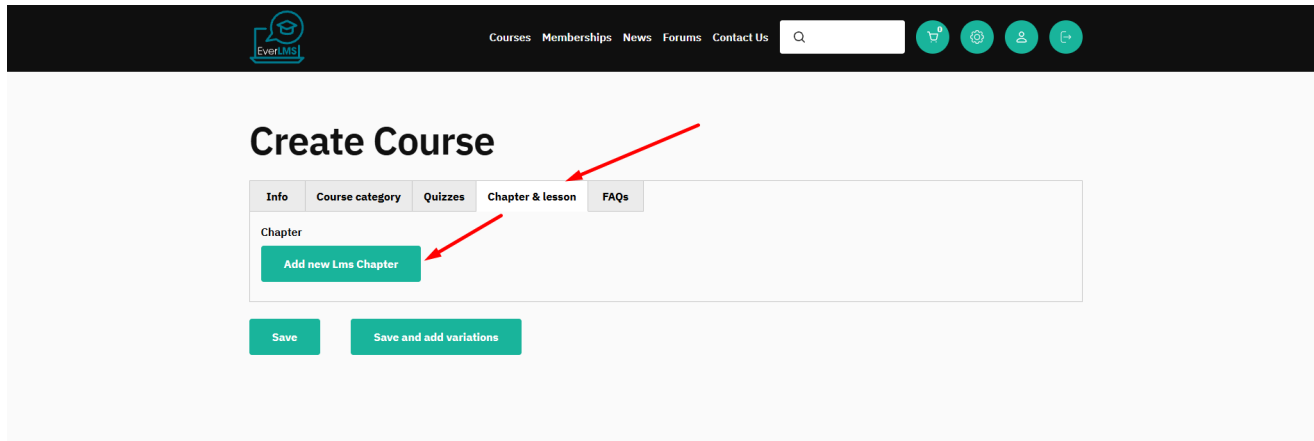
The footer of the page contains the following information:

- EverLMS logo** and the text 'Build Once, Use Forever Learning Management System'.
- Categories:** English Conversation, English Grammar, English Vocabulary, Teaching Online.
- Useful Links:** Terms of Use, Privacy Policy, News, FAQs.
- About:** About us, Contact, How to use.
- Contact Information:** Address: 267 Tran Thu Do street, Phu Thanh ward, Tan Phu district, HCM; Phone: (+84)-9388-9399-5; Email: contact@gmail.com.

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### 4. Add Chapter

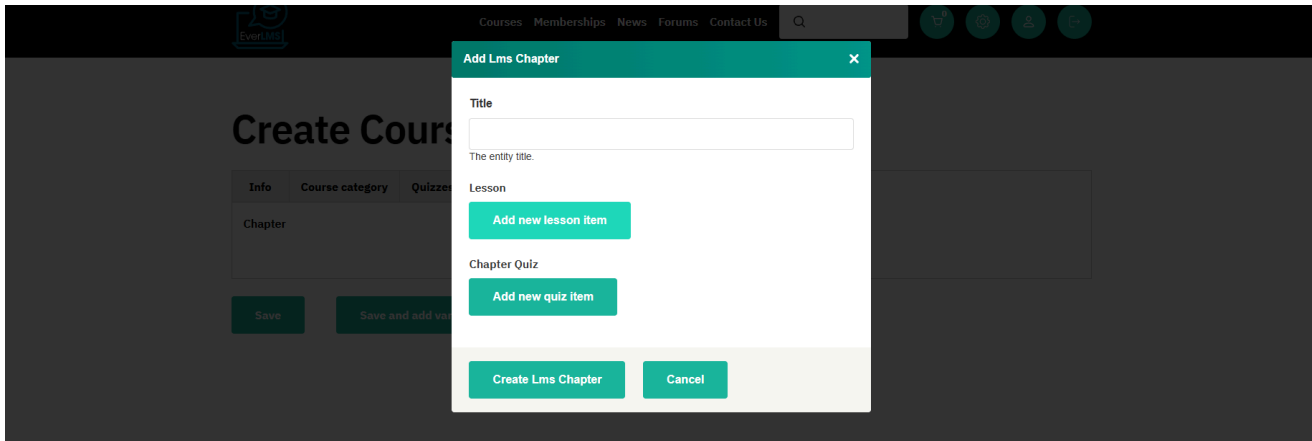
Choose the tab Chapters and click Add



The screenshot shows the 'Create Course' page in the EverLMS interface. The top navigation bar includes the EverLMS logo, a search bar, and links for Courses, Memberships, News, Forums, and Contact Us. The main content area is titled 'Create Course' and features a tabbed interface with five tabs: Info, Course category, Quizzes, Chapter & lesson, and FAQs. The 'Chapter & lesson' tab is currently selected. Below the tabs, there is a section labeled 'Chapter' containing a green button labeled 'Add new Lms Chapter'. A red arrow points to this button. At the bottom of the page, there are two green buttons: 'Save' and 'Save and add variations'.

## 5. Add Lesson

Input the title of the chapter and add a new lesson



**Add Lms Chapter**

Title

The entity title.

Lesson

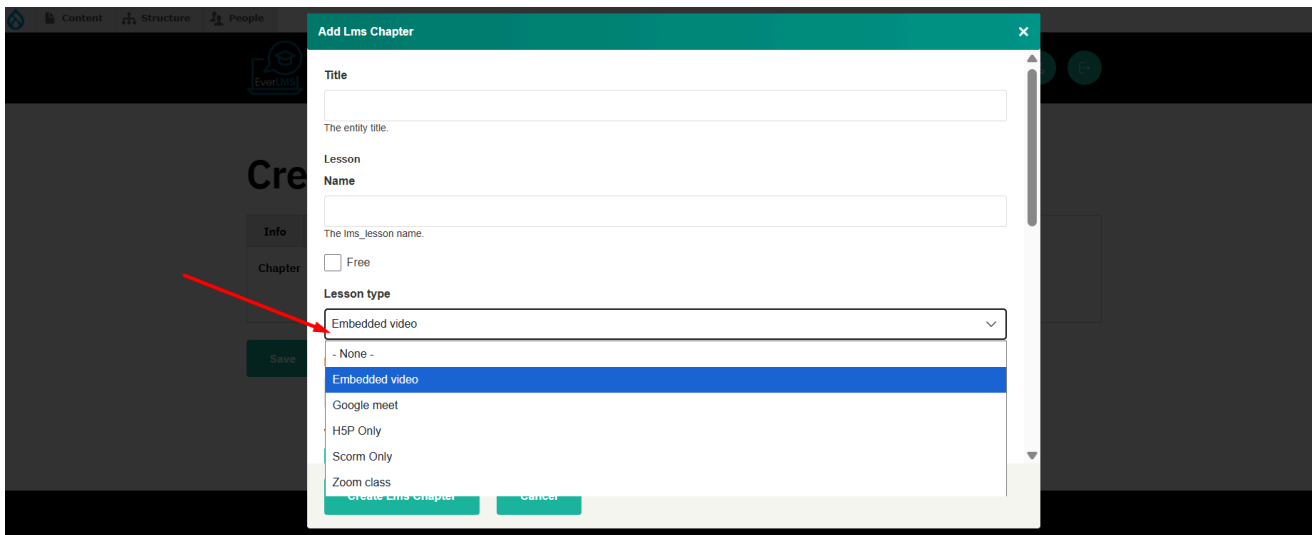
Add new lesson item

Chapter Quiz

Add new quiz item

Create Lms Chapter Cancel

Choose type lesson you want to add



**Add Lms Chapter**

Title

The entity title.

Lesson

Name

The lms\_lesson name.

☐ Free

Lesson type

Embedded video

- None -

Embedded video

Google meet

H5P Only

Scorm Only

Zoom class

Create Lms Chapter Cancel

<https://demo2.everlms.com/lms/course/45/edit>

8



## 7. Manage Course Categories

<https://demo2.everlms.com/manage/course-categories>

Manage
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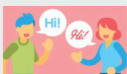

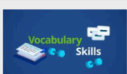
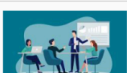
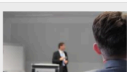
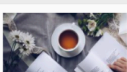
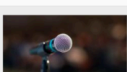

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EverLMS
Courses
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### Manage Course Categories

Add Course Category

Name
Top Category
- Any -
Apply

Image	Name	Description	Operations
	Teaching Online	Our highly qualified English teachers are by your side and provide you with the right tools to be	Edit
	English Conversation	Regular English lessons contain key sentences for many different scenarios that are used in every	Edit
	English Grammar	English grammar is a grammatical structure in English that refers to placing sentences in the cor	Edit
	English Vocabulary	Revise and practise your grammar to help you increase your confidence and improve your language l	Edit
	Presentation Skills	Presentation skills are a set of skills that professionals require for delivering effective and e	Edit
	Listening	Listening practice to help you understand familiar words and basic phrases when people speak slow	Edit
	Reading	Reading practice to help you understand simple information, words and sentences about known topic	Edit
	Speaking	Speaking practice to help you learn useful language for everyday communication.	Edit
	Writing	Writing practice to help you write short, simple texts about known topics and fill in forms.	Edit



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**Categories**

- English Conversation
- English Grammar
- English Vocabulary
- Teaching Online

**Useful Links**

- Terms of Use
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## 8. Add Course category

<https://demo2.everlms.com/lms/course-category/add>

Manage

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



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### Create Course category

**Name**

**Image**










Chọn tệp

Không có tệp nào được chọn

One file only.  
80 MB limit.  
Allowed types: png gif jpg jpeg.

**Description**

**B****I****I****S****x<sup>2</sup>****x<sub>2</sub>****I<sub>x</sub>**



Paragraph

Source

Template

**Text format**

Full HTML

☐ Top Category

☒ Published

Relations

**Revision information**

No revision

**Revision log message**

Briefly describe the changes you have made.

Save



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## 10. Manage User Certificates

<https://demo2.everlms.com/manage/user-certificates>

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



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### Manage User Certificates

Add User certificate

ID	Name	Holder	Get Time	Link	Operations links
123	student pass Grammatical Quiz	student	07/10/2025 - 03:32	View certificate	Edit
122	Alice pass Test for School	Alice	07/09/2025 - 09:27	View certificate	Edit



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## 11. Manage Certificate Templates

<https://demo2.everlms.com/manage/certificate-templates>

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


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### Manage Certificate Templates

Add certificate templates

Name	Body	Created	Operations
Intermediate certificate	You will receive a certificate at the end of the course if you meet the completion criteria to yo	3 September, 2023	Edit
Primary certificate	A certificate of completion is awarded to participants who complete all the tasks on the course t	6 September, 2023	Edit
Professional english certificate	Professional english certificate description	20 September, 2023	Edit



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## 12. Manage Zoom Class

<https://demo2.everlms.com/manage/zoom-class>

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


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## Manage Zoom Class

Add zoom class

Zoom class name	Host	Created	Operations
Room zoom class 2	abc01.testar	15 February, 2024	Edit
Room zoom class 1	hainn	15 February, 2024	Edit



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## 13. Manage Quizzes

<https://demo2.everlms.com/manage/quizzes>

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

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## Manage Quizzes

Add Quiz


Quiz Name

Difficulty

- Any -

Apply

Name	Owner	Question count	Time limit (minutes)	Difficulty	Threshold (%)	Certificate	Operations
Grammatical Quiz	Alex	30	45	Normal	70.00	Primary certificate	Edit
General English	Lisa	25	30	Easy	75.00	Professional english certificate	Edit
Test for School	admin	25	30	Normal	80.00	Intermediate certificate	Edit



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## 14. Add Quizz

<https://demo2.everlms.com/lms/quiz/add>

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## Create Quiz

Info

Quiz Settings

Quiz Questions

Name

The lms\_quiz name.

Body

B

I

U

X<sup>2</sup>

X<sub>2</sub>

*I*

Paragraph

Source

Template

Save

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### 15. Manage Quiz Results

<https://demo2.everlms.com/manage/quiz-results>

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## Manage Quiz Results

Quiz Results Name

Quiz Name

Result

- Any -

Apply

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## 16. Manage Content

<https://demo2.everlms.com/admin/content>

Back to siteManageShortcutsLisaAdmin Toolbar quick search

ContentStructurePeople

HomeAdministrationContentBlocks

+ Add content

TitleContent typePublished statusLanguageFilterReset

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">Home</a>	Basic page	<a href="#">admin</a>	Published	06/24/2025 - 07:51	Edit
<input type="checkbox"/>	<a href="#">About us</a>	Basic page	<a href="#">admin</a>	Published	03/20/2025 - 07:05	Edit
<input type="checkbox"/>	<a href="#">Terms of Use</a>	Basic page	<a href="#">admin</a>	Published	03/19/2025 - 07:42	Edit
<input type="checkbox"/>	<a href="#">Test Interactive Video</a>	Basic page	<a href="#">admin</a>	Published	09/30/2024 - 08:31	Edit
<input type="checkbox"/>	<a href="#">Test</a>	Basic page	<a href="#">admin</a>	Published	11/28/2023 - 08:00	Edit
<input type="checkbox"/>	<a href="#">Newsletter</a>	Basic page	<a href="#">admin</a>	Published	10/25/2023 - 06:35	Edit
<input type="checkbox"/>	<a href="#">Careers</a>	Basic page	<a href="#">admin</a>	Published	09/22/2023 - 09:20	Edit
<input type="checkbox"/>	<a href="#">Affiliate</a>	Basic page	<a href="#">admin</a>	Published	09/22/2023 - 09:20	Edit
<input type="checkbox"/>	<a href="#">Privacy Policy</a>	Basic page	<a href="#">admin</a>	Published	09/22/2023 - 08:08	Edit
<input type="checkbox"/>	<a href="#">Accessibility Statement</a>	Basic page	<a href="#">admin</a>	Published	09/22/2023 - 08:08	Edit

No items selectedAction: - Select -Apply to selected items



# Language - Manual Document (Manager)



## 17. Manage Users

<https://demo2.everlms.com/admin/people>

Back to site

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People

Home > Administration

People

+ Add user

Name or email contains

Status

Role

Permission

- Any -

- Any -

- Any -

Filter

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	Muller	Active	• Customer	2 weeks 6 days	2 days 19 hours ago	Edit
<input type="checkbox"/>	santiv	Active	• Customer	2 months 2 weeks	2 months 2 weeks ago	Edit
<input type="checkbox"/>	vinhthai	Active	• Customer	3 months	2 months 2 weeks ago	Edit
<input type="checkbox"/>	john	Active	• Teacher	3 months 2 weeks	2 months 3 weeks ago	Edit
<input type="checkbox"/>	Lisa	Active	• Manager	3 months 3 weeks	3 minutes 9 seconds ago	Edit
<input type="checkbox"/>	phatth.weebpal_	Active	• Customer	8 months 3 weeks	8 months 2 weeks ago	Edit
<input type="checkbox"/>	toannm123	Active	• Customer	8 months 3 weeks	8 months 3 weeks ago	Edit
<input type="checkbox"/>	khongle	Active	• Student	9 months 1 week	8 months 3 weeks ago	Edit
<input type="checkbox"/>	Kevin	Active	• Student	1 year 4 months	1 year ago	Edit
<input type="checkbox"/>	abc01.testter	Active	• Host zoom class	1 year 4 months	1 year ago	Edit
<input type="checkbox"/>	hainn	Active	• Host zoom class	1 year 4 months	9 months 4 weeks ago	Edit
<input type="checkbox"/>	James	Active	• Student	1 year 7 months	1 year 4 months ago	Edit
<input type="checkbox"/>	membership01	Active	• Membership	1 year 8 months	1 year ago	Edit
<input type="checkbox"/>	Thomas	Active	• Student	1 year 9 months	2 months 3 weeks ago	Edit
<input type="checkbox"/>	toannm	Active	• Student	1 year 9 months	1 year 9 months ago	Edit
<input type="checkbox"/>	Alex	Active	• Teacher	1 year 9 months	23 minutes 17 seconds ago	Edit
<input type="checkbox"/>	student	Active	• Student	1 year 9 months	33 minutes 19 seconds ago	Edit
<input type="checkbox"/>	Alice	Active	• Customer • Student	1 year 10 months	44 minutes 3 seconds ago	Edit
<input type="checkbox"/>	admin	Active	• Administrator	1 year 10 months	39 minutes 39 seconds ago	Edit

No items selected

Action: - Select -

Apply to selected items

## 18. Add User

<https://demo2.everlms.com/admin/people/create>

Back to site

Manage

Shortcuts

Lisa

Admin Toolbar quick search

Content

Structure

People

Home > Administration > People

### Add user

This web page allows administrators to register new users. Users' email addresses and usernames must be unique.

**Email address**

The email address is not made public; it will only be used if you need to be contacted about your account or for opted-in notifications.

**Username \***

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**Password \***

Provide a password for the new account in both fields.

**Status**

☐ Blocked


☐ Active

☐ Notify user of new account

Picture

Add a new file

Chọn tệp | Không có tệp nào được chọn



Your virtual face or picture.  
One file only.  
80 MB limit.  
Allowed types: png gif jpg jpeg.


**First name**

**Last name**

**Gender**

- None - ▾

**Date of Birth**

dd/mm/yyyy 

**Address**

**Country**

- None - ▾

Save