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Add/modify About content by clicking Edit adjacent to it. Captivate Prime supports private content folders. An Administrator can configure private content folders and provide its access to specific custom-authors using Custom Roles. Login methods Administrators can choose the mode using which your internal or external users can access the account. Internal users: For internal users, you can set Adobe ID or Single Sign-On as a log in mode. External users: For external users, you can set Adobe ID or Single Sign-On or Captivate Prime ID. If you choose, Captivate Prime ID, external users can log into this account after creating their Captivate Prime username and password. In coloumn B, choose the name you want to assign to the respective object. When the Show Ratings section is enabled, the option Star rating will be enabled by default. Multiple Attempts If enabled, Author can configure multiple attempts for course modules. If the feature is enabled, then: The Admin can enable and modify the Digest Email option. To update your organization's account settings, click Settings on the left pane. Basic info (Company info) Click Change on the page and edit country, timezone, locale, and financial year settings. Configure contact admin If you want to add or change the support administrators email addresses for your organization , you can configure by clicking General on the left pane. This feature is only for available for courses. You can see a pop-up message confirming the change. Content Folders can be configured by Administrators. If the option Enable Extended features of Learning Path is enabled, Admins will be able to include Learning Paths inside Learning Paths, and combine those Learning Paths with Courses. How to create different folders for content library? Click Add More, enter the name, and the URL or email id in the fields specified. As an Administrator, click Settings > General > Product Terminology. The product terminology option opens. Product terminology Changes can be made by uploading a modified product terminology template by downloading the sample CSV file. Therefore, editing content will reflect in all the associated folders. A learner cannot see the user setting for digest email subscription. The option is irreversible. The Administrator should enable them. Show Catalog Listing If enabled, Learners can see a list of all Catalogs available to them. Additionally, Captivate Prime uses explicit and implicit information gathered from individual learners to further personalize recommendations. To customize the links on the footer, perform the following steps: 1. Captivate Prime includes a brand-new learner homepage, which is modern, more content-driven, and personalized according to a learner's preferences. An Admin can control access to folders as part of defining roles only for custom admins. Click the Language drop-down list, select the language, and add the Name and URL in the specified fields. Content can be associated with multiple folders at the time of creation, which will also be possible by a copy operation All folder names must be unique within the account, otherwise there will be an error in naming a folder. The options are as follows: Catalogs Type Format Duration Skills Skill Levels Tags When the learner launches the learner app, in the My Learning and Catalog sections, the learner can see the filters in their respective panels. For trial accounts, the option for digest emails will remain disabled and the Admin cannot enable the option. Badgr Integration If enabled, the learners will be able to upload their badges to the Badgr website. Additionally, you can: Click the Reset icon to reset the default values in the Help and Contact Admin fields. Folders only control visibility of content and don't create copies of content. For example, if login type is Adobe ID, all profiles have to login using Adobe ID only. To download the sample CSV file, click on the Download here option. From the Profile Settings on the learber app, a learner (not in the DND list) can opt to subscribe/unsubscribe to the digest email. To save the changes, click Save. This configuration is not mandatory for the organization. NOTE: Folders can be deleted when all of its associated content is also associated with other folders. If there is content that is linked with only the folder being deleted, first move the content to another folder, and then delete the folder. The converse also holds true. Note: There is no change expected in the Learner Transcript by default immediately after the release. Captivate Prime refreshes reflecting your changes. Update your company info, set up log in methods for users, and set up connect integration through account settings. If the feature is disabled, then: The option Digest Email will be disabled. Captivate Prime Learning Programs are renamed to Learning Paths. This change happens immediately after the October 2021 release and the terminology of Learning Path is reflected for all roles. In Settings > Basic Info, click Change. This restriction does not apply to migration workflows. Private folder Any folder created by an Admin is a private folder. By default, users must be registered manually before they can start using Captivate Prime. The configuration is required at your organization level and at Captivate Prime application. Module Course Learning Program Certification Learning Plan Job Aid Catalog Skill Badge Announcement My Learning Leaderboard Effectiveness Prerequisite Prework Core Content Testout Self Paced Blended Classroom Virtual Classroom Activity To rename the terminologies, follow these steps. Auto-delete Internal Users If enabled, Internal users get deleted automatically if they do not access the system for specified number of days. Modify the terminology to match your organization's needs. Each profile cannot have its individual login type. Learner Dashboard From the left pane, click Learner Dashboard. Enable/ Disable multi attempts Course Moderation Click General from the left pane, and select the Course Moderation option to enable the Course Moderation functionality. Prefix the URL with http:// or https://. After you save the changes, the updated links appear on the footer. Email is sent to these administrators when learner clicks Contact Admin at the footer of the page. Add additional email-ids with semi-colon as a separator. You can either retain the non-modified rows or remove them from the CSV file before uploading them. Customize the file for all languages. Only once configured, content folders become visible to authors and they get an ability to place the content in one or multiple folders. For more information, see the section on Content Folder. The recommendation algorithm is designed to take in multiple sources of input including Industry data on Job roles, titles and descriptions that Adobe has sourced from its partners. Digest Email An Administrator can enable or disable sending an email to learners. Unique Learning Object Ids If enabled, an Author or an Author can add a unique id for each Learning Object. Any content that is a part of a public folder, cannot be part of any other folder. If you choose to use SSO, contact Adobe support to receive configuration instructions Feedback Click Feedback on the left pane to set up the questionnaire to get feedback from learners after completing a course. All users having the instructor privileged can only be assigned as an instructor to any session. Explore Skills Option If enabled, Learners can explore Peer and Leadership Skills, and subscribe to the Skills of their choice. You can change your Administrator profile settings and update your Account settings. Show Catalog Labels If enabled, Administrators and Authors can set Catalog Labels and values and link them to Learning Objects. For active accounts, digest emails will be disabled by default, which the Admin can enable it manually. Learn about the Captivate Prime account settings that you can configure as an administrator. This then becomes one input to the recommendation algorithm Captivate Prime then uses topic modeling algorithms to analyze the training content within an account and map them to the skills. AI-based learning recommendations aim to enhance learner engagement and identify and address gaps in learning. Report Timezone Set an account level preference to export the Learning Transcript in the following time zones: UTC (Default behavior) Account-level time zone preference The Learner Transcript downloaded using Jobs API also downloads the data in the selected timezone. Note: The filters Format and Duration are switched off by default and do not appear to the learners immediately after the release. Note: This change affects the learner app only. In all other apps (admin, author, manager, custom admin, custom author), changes in the settings (star rating/course effectiveness/disabling show rating) will not have any affect. For new accounts, the Show Ratings section will have the option Star rating enabled by default. Enable this setting to restrict the list of instructors which can be selected while creating classroom/virtual classroom sessions. 2, 3. After you click OK, the footer gets populated with the newly added links. Administrators can now rename Learning Objects in Captivate Prime. The widgets that are not selected will not appear on the Learners page. Adobe Connect Click Adobe Connect on the left pane to configure Adobe Connect account to host virtual classroom sessions. Note: If there are multiple external profiles set, all profiles can have any one type of login. Star rating is not supported for Learning Programs or Certificates. Footer Links Add links or email ids that appear as footers. Learners can use this to refine how the Learning Objects are displayed. Administrators can configure this setting from Admin > Settings > General > Report Timezone. Click Settings > Content Folder. To cascade the change across all locales, click Replicate. To start with, all content will be associated with the Public folder, which can later be changed. If the option Star rating is enabled, learners will be able to view only the average star rating and the number of learners who have rated the course. Show Filter Panels Control which filter panels are available to users in the Learner application for refining their search results. For more information, refer to Adobe Connect feature help. Enable or disable the following settings: Name Description Show Course Effectiveness If enabled, Learners can see current Course Effectiveness on the Course tile. Public folder A public folder is always present in an account and initially, all content will be part of this folder. Only once configured, content folders become visible to authors and they get an ability to place the content in one or multiple folders. To add a content folder, in the Administrator app, click Settings > Content Folder. For existing accounts, if the account previously had the option Course effectiveness enabled, then the Show Ratings section will be enabled with the option Course effectiveness selected. If the option Course effectiveness is disabled, then the Show Ratings section will also be disabled. This ensures that all languages get the name and the url. Learners can view their scores If enabled, the learners can view their scores in the learner transcript. A public folder has the following properties: All content associated with this folder will be accessible to all types of authors, by default. Folder operations Add a folder To add a folder, click Add on the upper-right corner of the window. Manage content folders A folder is a repository of content, which is a subset of the entire content library available in an account with the following properties: Only an Admin can create, edit, or delete a folder. From the pop-up dialog, you can add/change a photo by hovering the mouse and by clicking Edit in the profile photo area. The settings can be modified for each content from the course page. To restore the access, users must contact the Administrator. View your profile information, add/change profile photo, and modify About me content. To add a folder, click Add on the upper-right corner, and in the dialog, enter the name and description of the folder. Click Change adjacent to Support Email ID and add the email ids. Upload the modified CSV file and click Save. Select the widgets that you want to enable in the Learners Page. Content must at all times, be associated with at least one folder. Hence Full Authors have access to all folders and all the content. Content Folders can be configured by Administrators. You can add a maximum of three footer links. Later, authors can move content out of this folder into other folders. Module Version Update Configure the default setting to update content. This folder cannot be part of configurable role definition. Product Terminology Captivate Prime has a standard terminology that is used across the product. In customer education scenarios, organizations want to be able to "certify" their customers and give them an opportunity to display those credentials over social media. You can choose to modify one or more rows. Refer to courses feature help content on creating L1 and L3 feedback. Multi attempts Select Settings > General > Multiple Attempts. If you enable the 'Multi Attempts' check box, then the Authors can set 'Multiple attempts' for interactive e-learning courses or modules .On selecting the second checkbox, administrators can set 'Infinite attempts' by default for any newly created interactive e-learning courses. Skills/Tags Visibility Display all Skills and tags to Learners. If your organization has SAML 2.0 based SSO provider, you can use it to configure Captivate Prime application. To know more about this feature, see Course Moderation. Captivate Prime uses peer activity data as another signal to drive the recommendation algorithm in a personalized manner. The downloaded CSV file contains the name of the objects in coloum A. Discussion Board If you enable the Discussion Board check box, then the learners and instructors can post comments for courses using the Discussion tab from the Courses page in the Learners App. The Admin will also be able to control the frequency of the emails sent. Enable Training Card Icons If enabled, icons will be seen on Training Cards on the Learner app. To reset to default terminologies, click Reset Product Terminology. Consequently, not having a public folder in configurable role definition doesn't restrict access to a public folder. A learner will be able to indicate their areas of interest explicitly through enrollments and Captivate Prime will receive this information implicitly based on how the Learner ends up taking up the trainings. Activities like enrollment, completion and any explicit feedback provided by learners is used here. Delete a folder You can also delete a folder. Select the folder to delete, click the Actions menu, and click Delete Folder. Reset product terminology Click the drop-down arrow at the upper-right corner, adjacent to your photo/account and choose Profile Settings. However, if course level settings indicate that this feature is not selected, then the course level settings take precedence over administrator settings. This data is then used to train Adobe's AI algorithms so that Captivate Prime can come up with a map that connects industry aligned skills to job titles and/or designations. Discussion Board If you enable the Discussion Board check box, then the learners and instructors can post comments for courses using the Discussion tab from the Courses page in the Learners App. Course Moderation If enabled, all changes to Courses must need Admin approval before the courses visible to the learners. You can either show all skills and tags or show skills and tags that are assigned, or those that are part of the Catalogs visible to the Learner. From the Financial year starts from drop-down list, select the month. Note that Standard Authors (also called as Full Authors) continue to have access to all the content in the account. Finally, the Admin will also be able to influence the recommendation algorithm using learner attributes that Captivate Prime should look at when defining peer groups, and also by actually highlighting Trainings for specific user groups. Renaming Learning objects This feature is only available in English language. You can access Captivate Prime application using Adobe ID or by using Single Sign-On. Single sign-on is a mechanism that allows a user to authenticate once and gain access to multiple applications many number of times. Frequently Asked Questions 1. The following are the terminologies that can be renamed. This feature is applicable to users who only have the role Learner. 2. How to add financial year for the account? Note that you need to update the singular and plural form of the name separated by a (|). This motivates the learner to take a training and share his/her achievements with others. Show rating If the option Course Effectiveness is enabled, learners will be able to see only the value of the course effectiveness.

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