**Documentation Purpose**

This documentation is designed to help Staff and Managers effectively utilize the training video management and viewing functionalities. Continuous feedback on the system’s usability and effectiveness in meeting learning objectives is encouraged to ensure it remains a valuable resource for the organization.

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# Training Video Documentation for Managers

## Managing Training Videos (ManageCourses.js)

This part of the platform enables managers to upload, update, and delete training videos, and assign them to specific roles within the organization.

## Accessing the Page

**Note:** Permissions are set for MANAGERS ONLY.

1. Log in with the proper credentials.
2. Navigate to the Training Management page using the navigation bar at the top of the application.

## Features

### Uploading a New Video

1. Find the "Upload Training Video" form at the top of the page.
2. Enter the title of the training video in the "Video Title" field. Be specific!
   1. **Alternately:** If the title already exists, you will be prompted with an error message directing you to retry with a new title.
3. Not 100% sure how we will upload the videos so this part will be blank for the time being. At the moment its currently storing the link to a video.
4. Select the appropriate role from the "Assign to Role" dropdown to assign the video.
5. Click "Upload Video" to save the video and make it available for the selected role.

### Updating Existing Videos

1. Find the “Training Videos” section below the "Upload Training Video" form.
2. Using the dropdown menu, select the specific role in which the video is under.
3. Scroll through the list of currently available videos.
4. Click "Edit" next to the video you wish to update. The video details will populate in the form at the top of the page.
5. Modify the title, URL, or assigned role as needed.
6. Click "Update Video" to save the changes.

### Deleting Videos

1. Find the “Training Videos” section below the "Upload Training Video" form.
2. Using the dropdown menu, select the specific role in which the video is under.
3. Scroll through the list of currently available videos. Find the video you want to remove in the "Training Videos" list.
4. Click "Delete" next to the video.
5. Confirm the deletion in the popup to permanently remove the video.

## Best Practices

* Ensure that video titles clearly indicate the content and purpose to make them easily searchable.
* Regularly update and review video assignments to ensure they are relevant to the current roles and responsibilities.

# Training Video Documentation for Staff

## Viewing Assigned Training Courses (MyCourses.js)

This part of the platform provides staff with access to training videos that are specifically tailored to their roles.

## Accessing the Page

**Note:** Permissions are set for STAFF ONLY.

1. Log in with the proper credentials.
2. Navigate to the "My Training Courses" section from the top navigation bar.

## Features

## Viewing Training Videos

1. Upon accessing the "My Training Courses" page, a list of videos assigned to your specific role will be displayed.
2. Due to some auth and DB stuff I wasn’t able to get this one done… I’ll need to touch back on the rest of the instructions once we have a working result.

## Best Practices

* Set aside regular intervals to complete training videos as recommended by your manager.
* Take notes and be prepared to discuss the content in staff meetings or training sessions.

# Feedback and Support

If you encounter any issues accessing the videos or if a video relevant to your role is missing, please contact your manager or the IT support team.