

Quick Start Guide Smap3D Academy

Welcome to the Smap3D Academy.

Before you start, please read through this document. We have put together the most important information for you when using the Smap3D Academy

Design of the organisation

The Smap3D Academy is based on the e-learning platform of our accompanying company Linius Technologies GmbH. Your organisation is also setup as an own client on this platform. The design of your interface can vary. In most cases you will take over the design of the

Smap3D Academy for your organisation. However, if you are already a direct customer of Linius Technologies GmbH, the previous Linius design or – if you have already decided on your own design – your individual design will be retained.

User types

Your organisation has three different types of users with different roles:

1. Organisation manager

This user type has the most extensive rights. People with this user type can create, manage and shut down departments and users, assign users to a department or assign another role, as well as upload and download users in bulk. This user type can also complete courses assigned to him/her.

If you also want to create your own content or obtain courses from Linius or third-party providers, additional functions are available, but these are not presented in this quick start guide. Feel free to contact the Linius team if you would like more information on this.

Note:

We recommend not deleting created users, just shutting them down. Deleted users can only be created again with great effort.

2. Department manager

This user type can create, manage and shut down users within its department. To do this, the department manager must be assigned to a department in advance by the organisation manager. Of course, he/she can also complete courses assigned to him/her.

3. User

This user type has no administration rights. He/she can only complete the courses assigned to him/her.

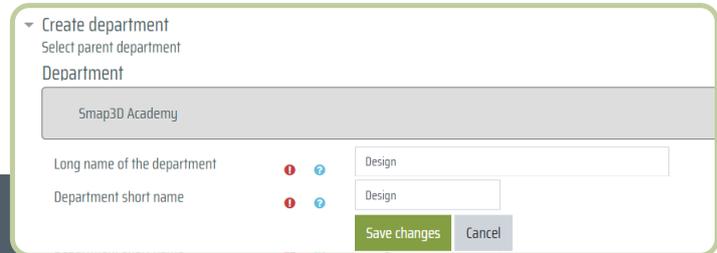
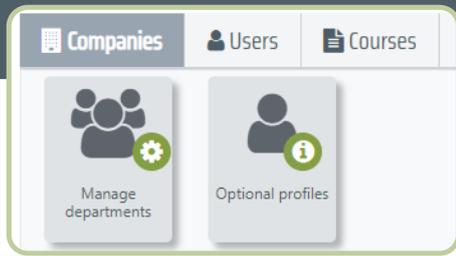
Generate departments

Departments can be created optionally in order to get a better overview, especially in larger companies.

This is possible in the „**Organisations**“ tab and there under the menu item „**Manage departments**“.

Click on „**Create department**“, then enter a full and a

short name for the department (note: both entries can also be the same) and then click on „**Save changes**“.

A screenshot of the 'Create department' form. It has a dropdown for 'Department' with 'Smap3D Academy' selected. Below are two input fields: 'Long name of the department' and 'Department short name', both containing the text 'Design'. At the bottom right are 'Save changes' and 'Cancel' buttons.

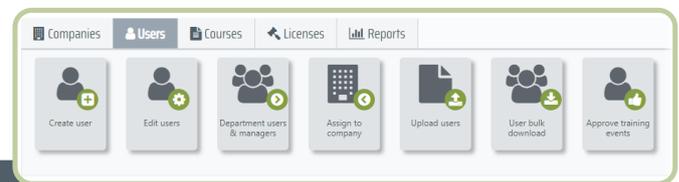
The new department has been created. You can now create more departments.

A screenshot of the 'Company departments for Smap3D Academy' section. It shows a dropdown for 'Department' with 'Smap3D Academy Design' selected. Below the dropdown are four buttons: 'Create department', 'Edit department', 'Delete departments', and 'Export department structure'.

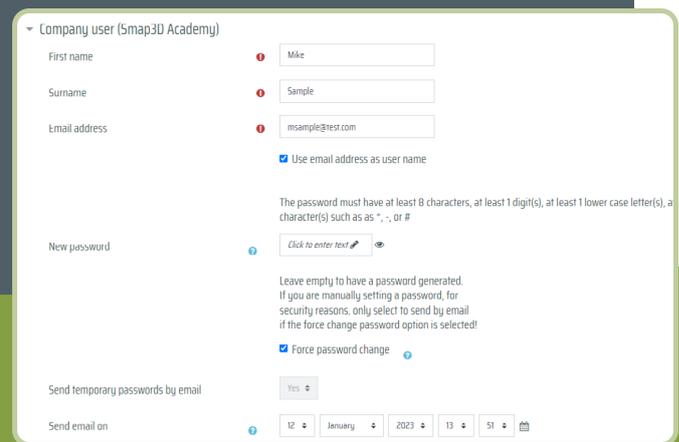
If you want to edit or delete a department or create a subdepartment for this department, click on the relevant department before you continue. This procedure also allows more complex departmental structures to be mapped.

Generate users

Switch to the „**User**“ tab in the menu and then click on the „**Create user**“ button.

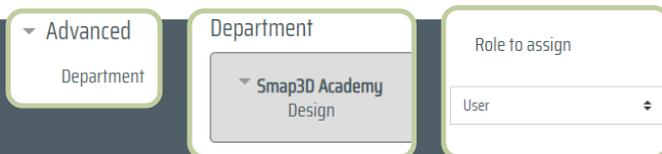


Fill out the required fields: first name, last name and e-mail address. We recommend that the username is the user's email address. You can click on this in the menu. You don't have to enter a password, just leave the „**Require password change**“ checked. The system thus creates a temporary start password that the user must change when logging in for the first time.

A screenshot of the 'Company user (Smap3D Academy)' form. It has input fields for 'First name' (Mike), 'Surname' (Sample), and 'Email address' (msample@test.com). There is a checkbox for 'Use email address as user name' which is checked. Below is a 'New password' field with a 'Click to enter text' button. There is a note about password requirements. At the bottom, there is a checkbox for 'Force password change' which is checked, and a 'Send temporary passwords by email' dropdown set to 'Yes'. At the very bottom, there is a 'Send email on' field with a date picker set to '12 January 2023'.

Important note

Users receive e-mails from the sender „Linus Campus“, not from the „Smap3D Academy“, since your organization has its own instance on the Linus Campus. Please inform your users about this in order to avoid ambiguities and queries.

A screenshot of the 'Advanced' tab in the user creation form. It shows three sections: 'Department' with a dropdown set to 'Smap3D Academy Design', and 'Role to assign' with a dropdown set to 'User'.

You can now assign a department and role to the new user under the “Advanced” tab, if this is necessary.

By default, a user is not assigned a department and is assigned the „**User**“ role. Further settings are not necessary here. Click on „**Save and create another user**“ or on „**Save and return to dashboard**“. The new user then automatically receives an e-mail from the system and can register.

Under the menu item „**Edit user**“ you can edit existing users, send system messages repeatedly and shut down users. To do this, click on „**Action**“ on the far right in the user overview and select the desired process.

User controls ▾

Note: Each user can only be assigned to one user type, but to multiple departments.

Assign courses

The courses provided by the Smap3D Academy do not have to be assigned to the users.

Every user will find the courses under „**My courses**“ and „**New courses**“ when they log in for the first time. The handling of own courses or courses obtained from Linius or third-party providers do not fall under this scheme. The procedure for such courses is not part of this quick start guide.

Start courses

You can enroll yourself in any course of the Smap3D Academy. To do this, click on the appropriate course and enroll yourself. Courses that have started can be found in the „**Courses in progress**“ tab. Completed courses can be found in the „**Completed courses**“ tab.

▶ Smap3D Academy

User ▾

Under the menu item „**Assign department and role to users**“ you can assign departments and roles if you have not already done so or change these assignments. To do this, either select the desired department and then use the „**Add**“ button to add the user to this department or remove him/her from the department, or select the desired user type from the dropdown and proceed in the same way as for the department.

My courses

Available courses

Courses in progress

Completed courses



Smap3D P and ID (DE)



Smap3D P and ID (EN)



Smap3D Piping - Inventor (DE)

Enrolment options

Smap3D P and ID (EN)

Basic training for Smap3D P&ID

▾ Self enrolment (Student)

No enrolment key required.

Enrol me

We wish you a lot of fun and success with the courses of the Smap3D Academy. If you have any questions, please contact our Smap3D Support.