Educator Guide: Building a Session

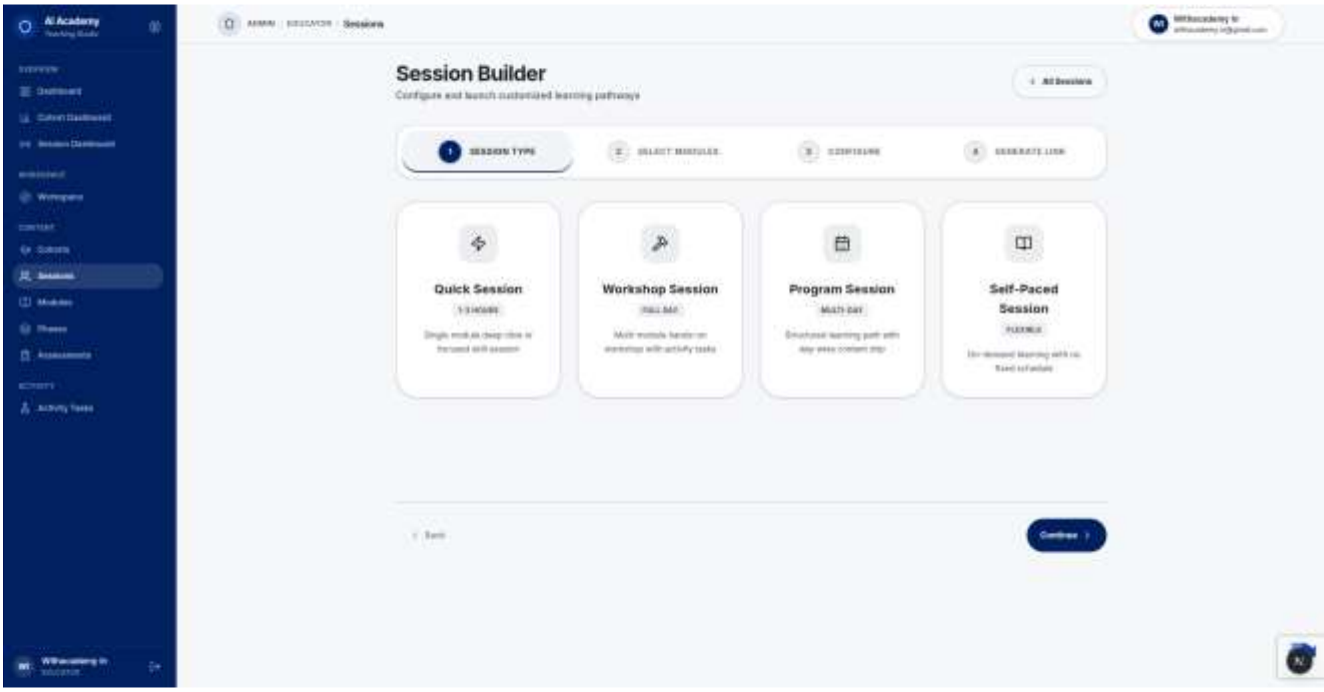
A **Session** is the highest level of your curriculum hierarchy. It represents the actual course, workshop, or program that learners will enroll in. A session acts as a container for your Modules, bringing everything together into a deliverable learning experience.

This guide will walk you through the 4-step **Session Builder**.

Step 1: Session Type

The first step is choosing the structural format of your session. The platform offers four distinct session types tailored to different learning lengths and delivery styles:

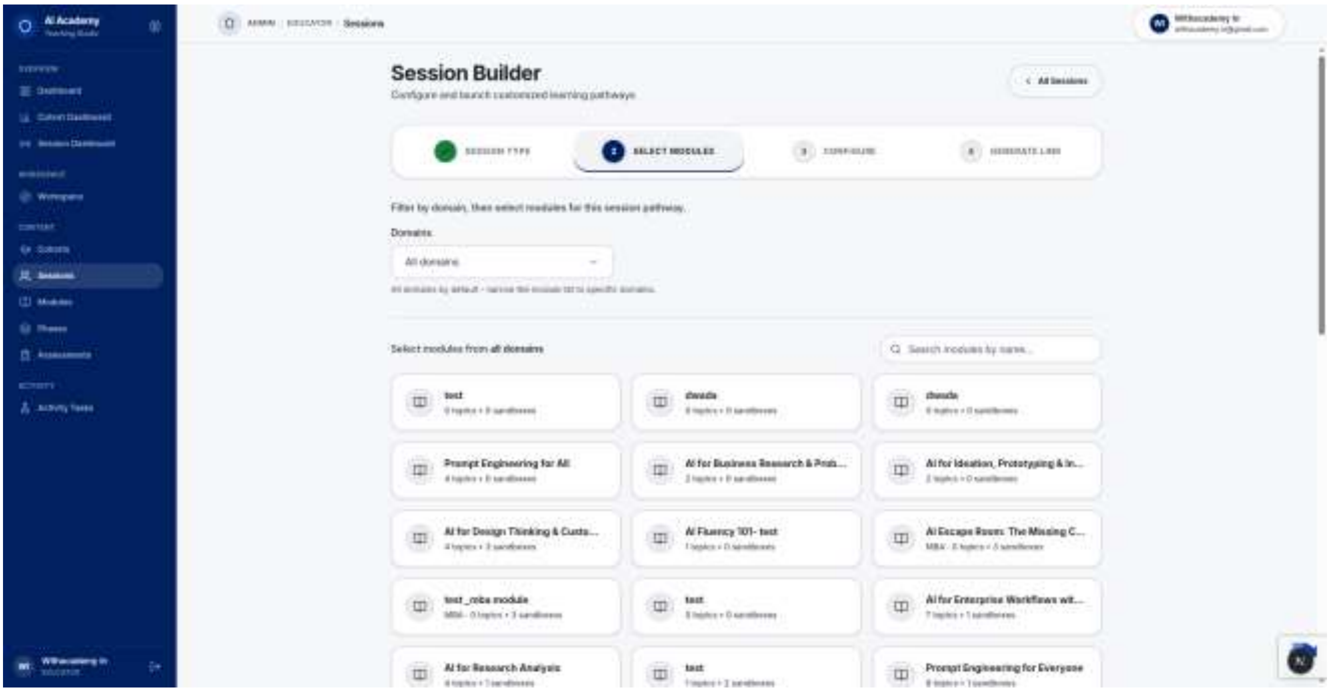
- **Quick Session (1-3 Hours)**
  - *Best for*: A single module deep-dive or a highly focused skill session.
- **Workshop Session (Full Day)**
  - *Best for*: Multi-module, hands-on workshops heavily focused on activity tasks and live interaction.
- **Program Session (Multi-Day)**
  - *Best for*: Structured, longer-term learning paths. Supports day-wise content dripping to pace the learners.
- **Self-Paced Session (Flexible)**
  - *Best for*: On-demand learning where learners can enter and complete the curriculum on their own schedule without live synchronous dependencies.



Step 2: Select Modules

Once your session type is defined, you must choose the content. In this step, you will see a grid of all available Modules (both your own and global modules).

- **Filtering**: You can filter the catalog by **Domain** to narrow down the topics.
- **Selection**: Click on the modules you want to include in this session pathway. The session will inherit all the phases and activity tasks that were built into those modules.



Step 3: Configure

This is the most detailed step. Here, you define the logistics, access controls, and gamification aspects of the session.

Basic Information

- **Session Name**: What the learners will see (e.g., *Audit Leaders – AI Foundations*).
- **Max Learners**: Set a capacity limit for the session.
- **Open to Public**: A toggle that allows anyone with the link to join without an invite code.
- **Description**: Explain what learners will achieve.
- **Start Date & Time**: Schedule when the session goes live (optional for self-paced).

Level Labels

Tag the session with specific role levels (e.g., *1st Year, Analyst, Manager, Partner*). This helps learners identify if the session is appropriate for their career stage.

Achievement Badge

Gamify completion by offering a badge when a learner reaches 100% completion. You can define the **Badge name**, **Badge color**, **Badge description**, and optionally provide a custom **Badge Image URL**.

Unlock Mode

Control how learners progress through the phases (like Pre-read, Learn, Playground):

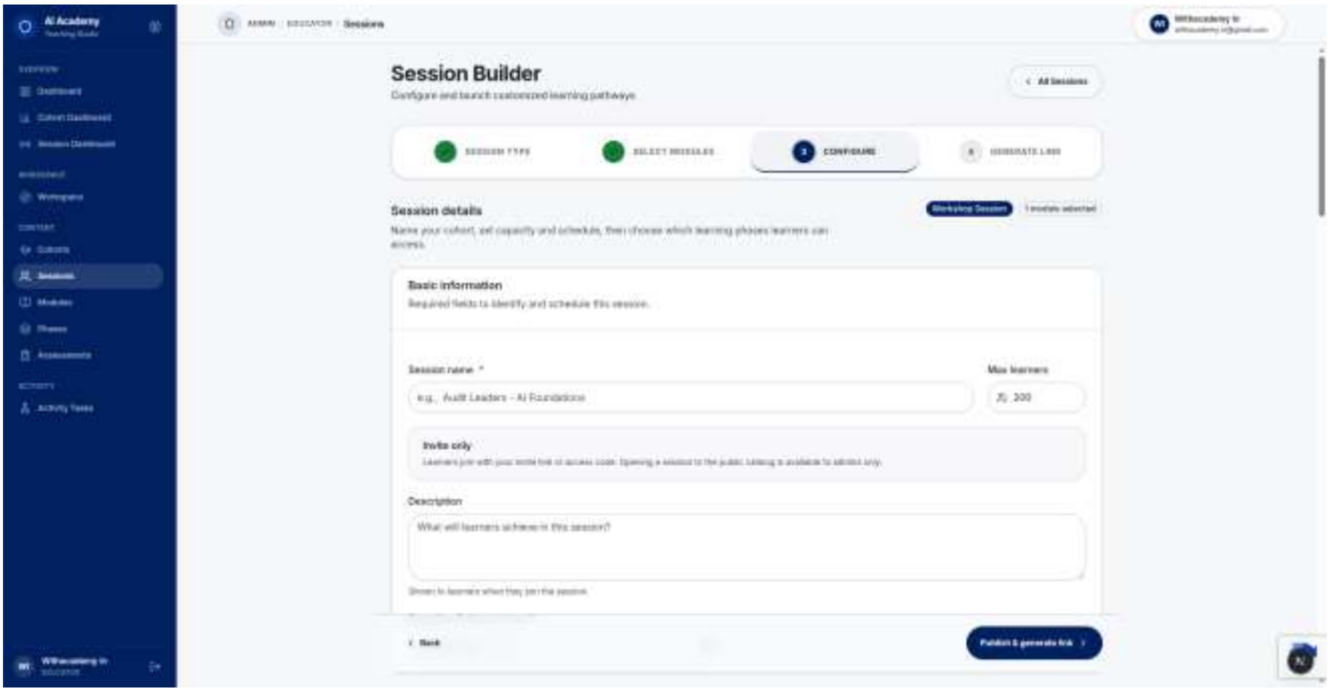
- **Manual**: The educator acts as a facilitator and manually unlocks phases in real-time. (Great for live workshops).
- **Progression**: The system automatically unlocks the next phase as soon as the learner completes the current one. (Standard for self-paced).

Learning Phases & Peer Review

- **Learning Phases Overview**: A read-only view confirming which phases (and capabilities like Attachments or Meet links) are attached to your selected modules.
- **Peer Review Tasks**: You can optionally select one activity task per module to undergo peer review. Once a learner finishes the task and receives their AI evaluation, they will be paired with a peer to review each other's work.

Educator Notes

A private scratchpad for you or co-facilitators (e.g., "Remind learners to use the VPN before starting the Sandbox"). These notes are never visible to learners.



Step 4: Generate Link

Once the configuration is complete, clicking **Publish & generate link** will finalize the session. You will be provided with a direct URL and/or invite code that you can distribute to your learners to grant them access to the platform and begin their journey.