udemy business

# Group Admin Quick Start Guide

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This Quick Start Guide is meant to assist Admins and Group Admins in engaging learners using some of Udemy's key functionalities!!!

One of the most important things for learners is making it easy for them to locate what they are looking for! In addition to entering keywords/phrases into the search bar and browsing "Explore", there are other things you can do to drive adoption to see results!
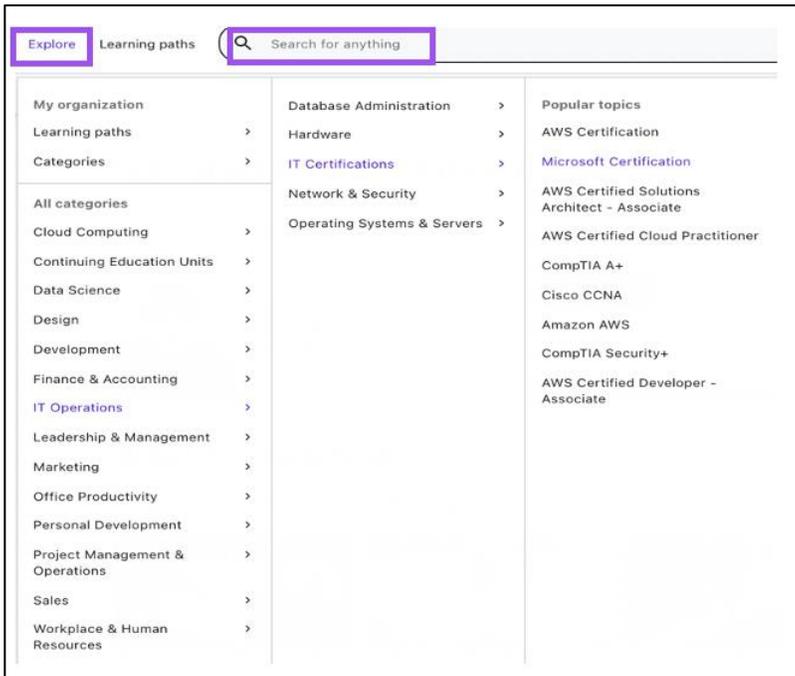

Create Custom Categories

While Udemy has already curated content into "Browse" categories, you can create your own categories to align to your specific business needs. For example, onboarding courses for new employees, or courses pertaining to a specific topic or initiative. To create your own categories:

1. In the upper right-hand corner of your screen click **Manage/ Manage Courses**.
2. On the left side of the screen click **New Category** and enter the name of your category and click **Create Category.**
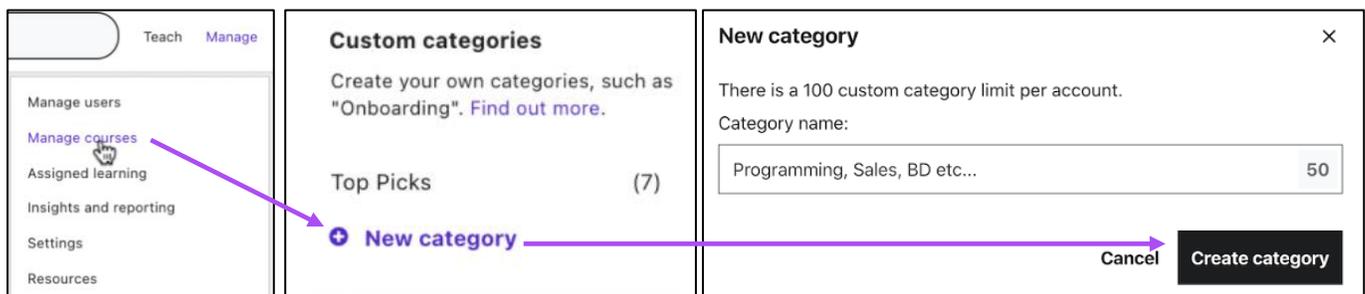
3. To add courses to a category simply click on the ellipsis and choose **Add to custom category**. A list of your custom categories will appear so you can choose the category you would like to add the course to.
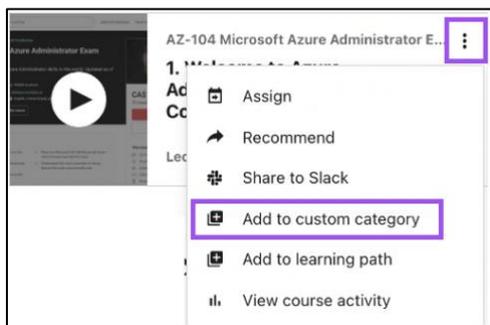

Learning Paths

Learning Paths enable you to "group" courses as well as other resources into targeted paths. For example, you can create paths for onboarding new employees, career pathing, competencies, or new training initiatives. Learning paths may contain:

- Udemy Business courses
- Internal and external links to podcasts, articles, internal Wikis, shared documents, etc. Basically, anything with a URL!

To create a Learning Path:

1. In the upper left-hand corner of the screen click **Learning Paths/Create Path.**
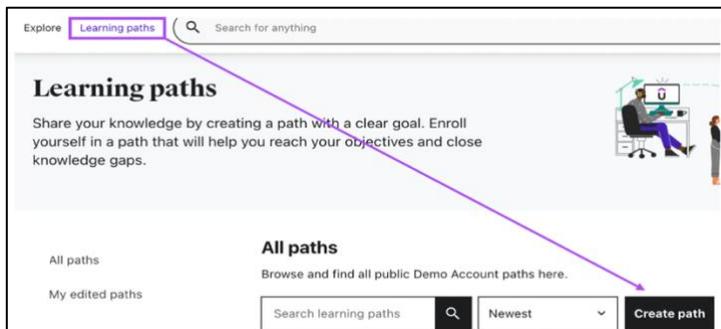
2. Enter a **Name** and description (optional) and click **Add content**. You can then choose to organize your content into sections, or simply begin adding content.
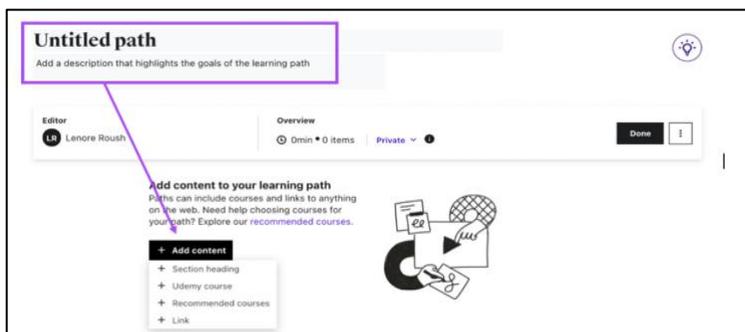

3. To add Udemy courses click on **Udemy course** and search for a specific course or click **Recommended courses** to browse categories or click **Link** to add links to other resources.

4. If you only want to include certain sections of a Udemy course, after adding the course to the Learning Path click **course content**. You can then select certain sections, or just parts of a section.
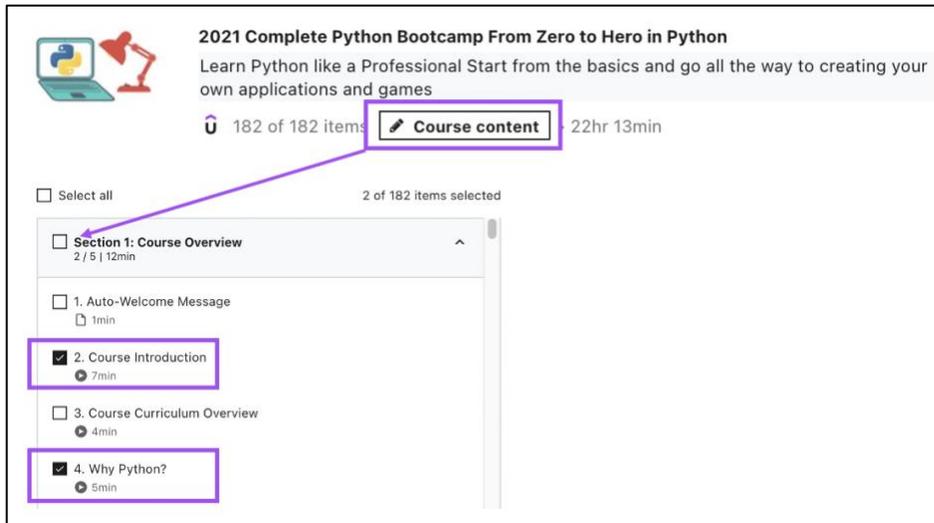
5. The learning path will remain "Private" while it is being created, so once you are finished click the drop-down arrow and choose **Public**. The Learning Path will now appear under Learning Paths for
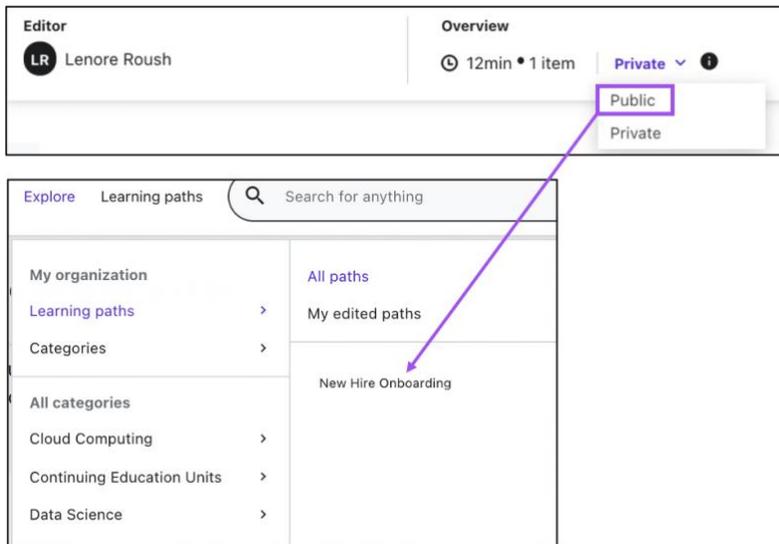
Assign Training to Users or Groups

While learners have access to ALL Udemy Business content, assigning content is a great way to encourage learners to complete a certain course or learning path.

1. Locate the course or Learning Path you wish to assign and click **Share/Assign**

2. You can then select a specific user or group, and you can even assign a due date if you wish.

NOTE: *If you assign to a group, you can check "**Automatically assign this to new users added to your account**" and any new users added to that particular group with "inherit" that assignment.

Reporting

Udemy reporting is a valuable resource that can be used to track adoption, course usage, learner feedback, and more! It consists of easy to view **Dashboards** as well as **Data Export** reports if you would prefer to download a csv. file and do your own sorting and filtering. Reports can be run for your entire organization, or just for specific **Groups** or **Sections.**

1. To access Reporting click the **Manage** link in the upper right-hand corner of your screen and choose **Insights and Reporting.** You will then see the list of options on the left side of your screen.
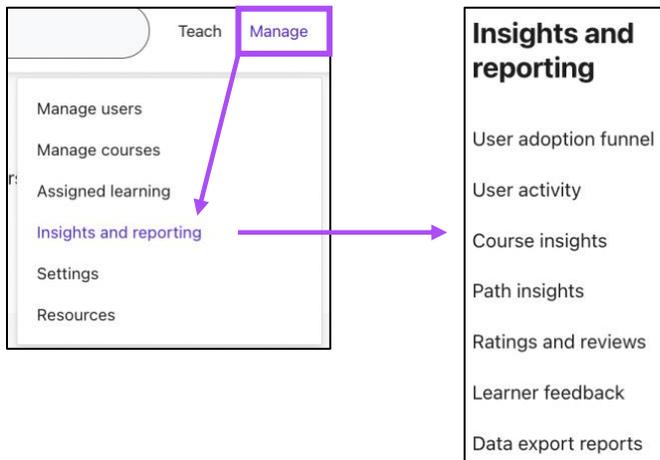
Below is a list of the various reports and dashboards and links to detailed information on each:

1. **User Adoption Funnel:** This dashboard will allow you to see how many and which users in your organization have adopted the Udemy Learning account and have started using it. The dashboard is also available to Team plan admins. Learn more about the User Adoption Funnel.

2. **User Activity:** This dashboard will help you understand more about user activity within your Udemy Learning account. Learn more about the User Activity dashboard.

3. **Course Insights:** This dashboard will help you to understand more about what users are learning within the Udemy Learning account. Learn more about the Course Insights dashboard.

4. **Path Insights:** this dashboard provides details on users enrolled in a learning path, their progress and if they were assigned or self-enrolled. You can also download this report directly from the dashboard. Learn more about the Path Insights page.

5. **Ratings and Reviews:** Through the ratings and review dashboard you can see how your users have rated courses they've taken in Udemy Business, and any reviews they've left on the course. Learn more about the Ratings and Reviews Admin dashboard.

6. **Learner Feedback:** To empower our Udemy Business admins with actionable insights to optimize their learning programs, the Learner Feedback feature helps admins better understand employee sentiment towards Udemy Business. Learn more about the Learner Feedback feature.

7. **Data Export Reports:** If you would prefer to download data rather than viewing a dashboard there are three reports that can be run and exported:

   a. **User Activity Report:** Select this report to get information at the user level such as how many courses each user has enrolled in.

   b. **User Course Activity Report:** Select this report to get information at the course level such as users enrolled in specific courses and the number of minutes consumed per user.

   c. **User Progress Report**: Select this report to get information at the most granular level such as quiz results and completed lectures per user.

Slack Integration

We believe that social learning is essential to building and maintaining a learning culture. Social sharing leverages the expertise and recommendations of colleagues who are on the same team as your employees or share similar interests. Employees can easily share Udemy Business courses with their Slack channels and colleagues. **Click here** to see how!!!