Getting Started

Welcome to Kinsips, your one-stop platform for building vibrant communities around shared passions! Whether you're a brand owner, channel admin, instructor, or enthusiastic member, we empower you to connect, collaborate, and grow. This Getting Started guide will provide you with everything you need to jump in and start building your amazing community.

Kinsips

Kinsips

What is Kinsips?

Kinsips is a comprehensive community building platform designed to foster meaningful connections and collaboration. We offer a user-friendly interface and powerful features to create, manage, and participate in thriving online communities.

How to Use Kinsips: Quick Start

Ready to dive right in? Here's a quick overview of how to get started with Kinsips depending on your role:

- **Brand Owner:** Create a brand profile, customize your community space, and invite your audience to join.
- **Channel Admin:** Manage and moderate discussions within your assigned channels, fostering a positive and engaging environment.
- **Instructor:** Share your knowledge and expertise by creating engaging content, hosting live events, and interacting with members.
- **Member:** Explore diverse communities, connect with like-minded individuals, and participate in discussions, events, and activities.

Understanding Your Actions in Kinsips

Kinsips provides a variety of features to facilitate communication and engagement within your community. Here's a quick breakdown of some key actions:

- **Posting:** Share text, images, videos, and links to spark conversations and share knowledge.
- **Commenting:** Engage in discussions by replying to posts and adding your thoughts.
- **Liking & Reacting:** Show appreciation and express your opinion on other members' posts.
- **Chatting:** Connect with other members in real-time through private functionalities.
- **Events & Activities:** Participate in scheduled events, workshops, and other activities.

Glossary

Familiarize yourself with some key terms used within the Kinsips platform:

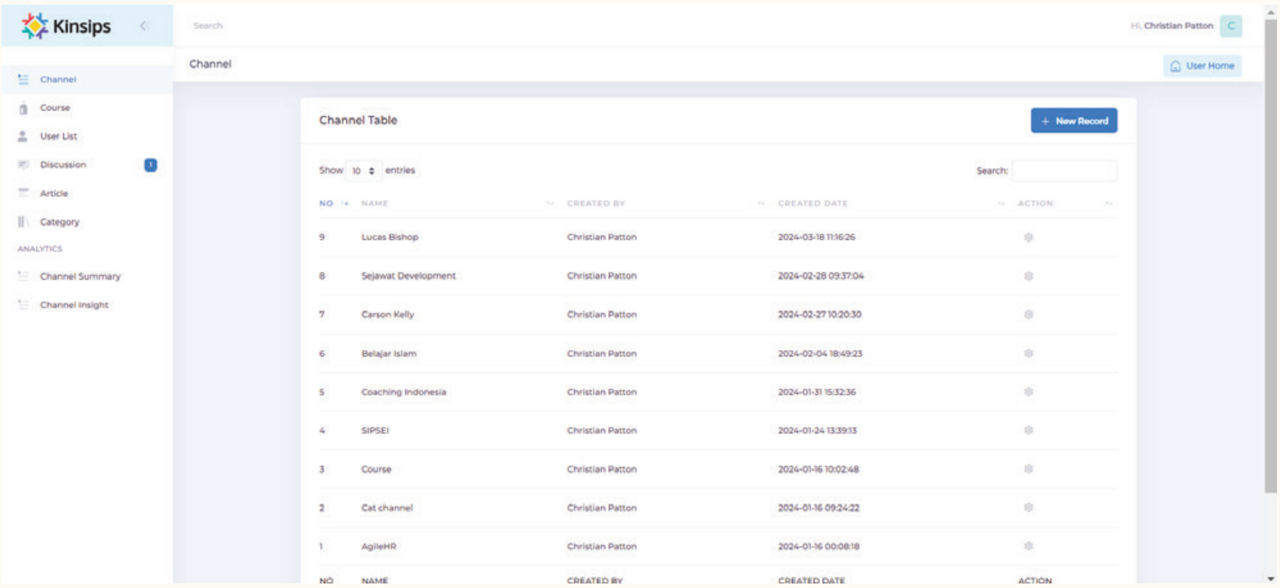
Getting Started as

Brand Owner

Full Access & Manage All Features

As a Brand Owner, you hold the Primary User Role. This role grants you complete access and management of all features and settings within your community, such as:

- **Creating and managing channels**
- **Inviting and assigning roles to admins and moderators**
- **Accessing detailed community analytics (e.g., member demographics, content performance)**
- **Customizing the community branding and layout**



+ Create Channel

Channels are the building blocks of your Kinsips, allowing you to organize discussions and content around specific topics or areas of interest. As a Brand Owner, you have the power to create and manage channels within your community. Here's how to get started:

1. Accessing the Channel Creation Feature:

Navigate to the **"Channel"** section within your Kinsips dashboard. You'll typically find a button labeled **"New Record."**

2. Defining Your Channel:

- **Channel Name:** Choose a clear and descriptive name that reflects the topic or purpose of the channel.
- **Channel Description:** Provide a brief overview of the channel's purpose and what type of content and discussions will take place there.

3. Optimizing Your Channel:

- **Industry:** Assign a relevant Industry to your channel for better organization within the community.
- **Specialty:** Assign a specific topic as a theme for your channel
- **Channel Image:** Upload a visually appealing image that represents the channel's theme.

4. Launching Your Channel:

Once you've filled in the necessary details, review and finalize your channel creation. Your new channel will be live within your community, ready for members to join and engage!

Manage Channel Admin

After creating your channel, you can invite or manage your admin by following these steps:

1. Access Channel Management and Navigate to the management section for your desired channel within Kinsips
2. Select icon and you'll find **'Manage Admin'**
3. Select **+invite** to invite an admin by email.
4. Review your selections and send the invitation

Getting Started as

Channel Admin

As a Channel Admin, you play a vital role in maintaining a thriving and productive environment within your assigned channel. Here are some key aspects of your responsibility:

- **Maintaining a Healthy Environment:** Ensure adherence to community guidelines and promote respectful interactions amongst members.
- **Driving Engagement:** Spark conversations through thought-provoking questions, highlight valuable member content, and encourage active participation within the channel.
- **Content Curation:** Identify and promote high-quality resources aligned with the channel's theme, ensuring a rich and informative experience for members.
- **Member Support:** Address member inquiries and concerns promptly and professionally, fostering a sense of community and belonging.
- **Member Management:** View member profiles, track activity levels, and assign special roles like moderators when needed.
- **Channel Analytics:** Gain valuable insights into your channel's performance. Analyze member demographics, engagement patterns, and content effectiveness to tailor your approach.

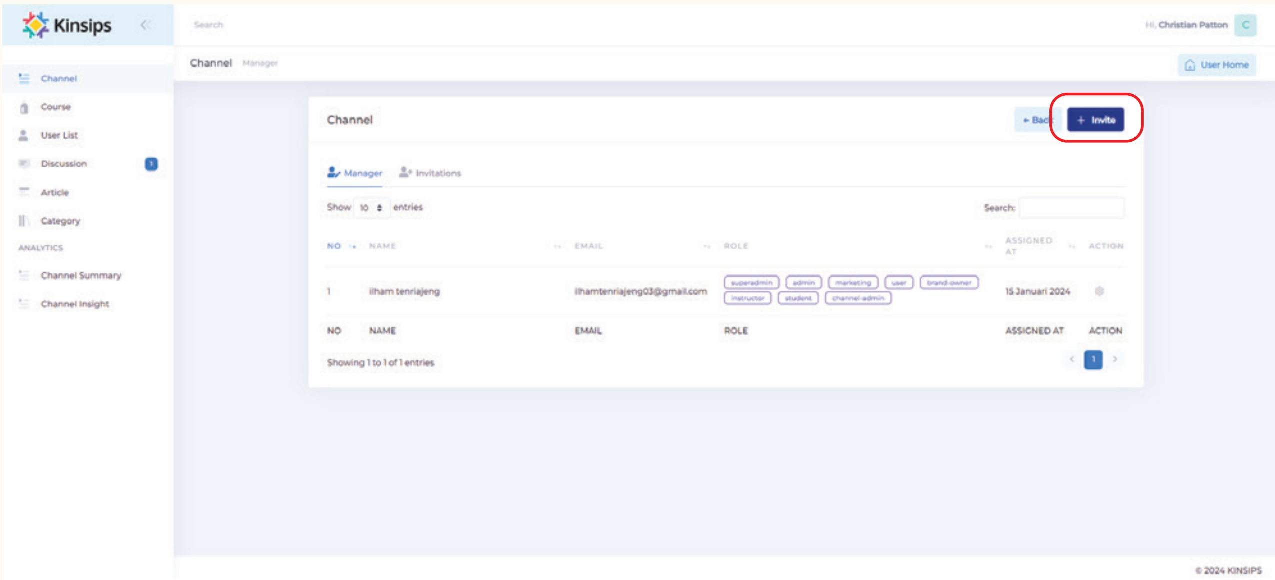
Start Your Role

1. Accepting the invitation. You'll receive an invitation to become a Channel Admin via email or directly from Brand Owner
2. Creating an Account. Click the link provided in the invitation. Fill out the registration form with your basic information and choose a secure password. Once you submit the form, your account will be created.
3. Access and Explore Your Channel. Upon successful registration, you'll be automatically logged in to the Kinsips platform. Explore the platform and get acquainted with the functionalities available to you.

+ Inviting Instructors

Expand your channel's offerings by inviting instructors to lead courses or workshops. Instructors can bring valuable expertise and create a dynamic learning environment for your members. Here's a step-by-step guide on how to invite instructors to your channel:

1. Access the Instructor Menu. On the Kinsips dashboard sidebar, locate the **"Instructor"** menu.
2. Click on **"Manage Invitations"**
3. Click the **"+"** Invite button
4. Enter the email address of the instructor you wish to invite and submit



Getting Started as

Instructor

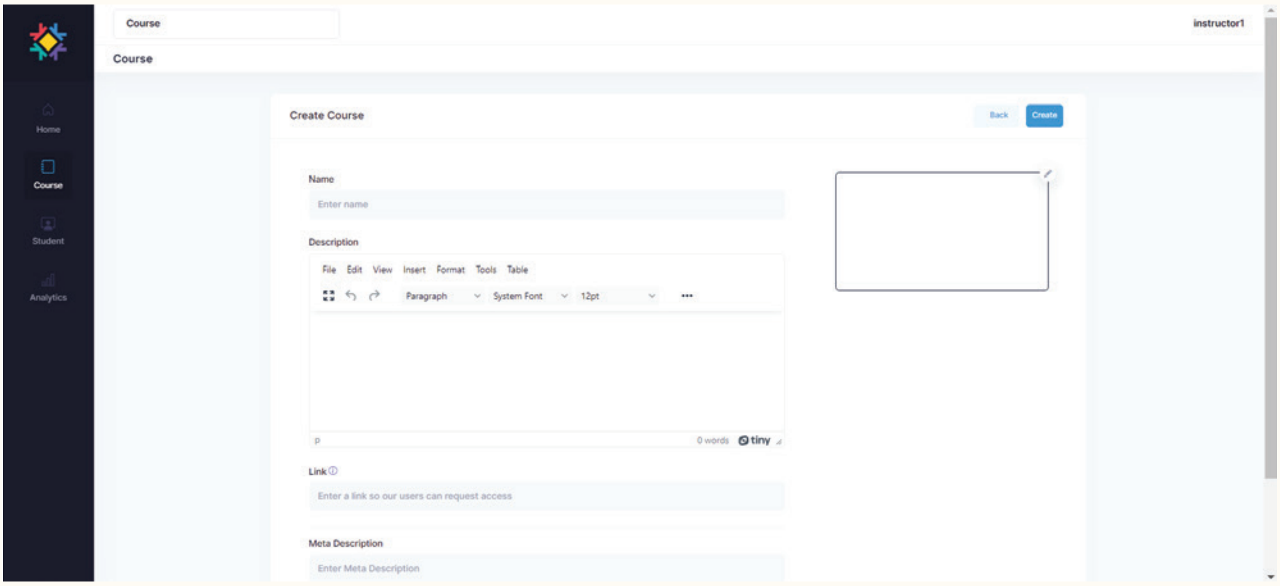
Kinsips provides a platform for you to share your knowledge and passion with a dedicated community. This guide will equip you with the tools and information to navigate your role as an instructor.

1. Accepting Your Invitation. You've received an invitation by email to become an instructor
2. Click the link provided in the invitation.
3. Fill out the registration form with your basic information and choose a secure password.
4. Explore the Channel. Take some time to familiarize yourself with the channel's purpose, audience, and existing content.

Instructor's Toolkit

1. **Content Management Tools:** Upload presentations, videos, or other relevant resources directly to the channel.
2. Penilaian
3. Member Management
4. **Discussion Forums:** Facilitate discussions and answer member questions within the channel, fostering a collaborative learning environment.

Your tool to create learning content:



Getting Started as

Member

This exciting platform allows you to connect with like-minded individuals, explore new topics, and expand your knowledge. This guide will equip you with the essentials to navigate your journey as a member on Kinsips.

Step 1: Accepting Your Invitation

You'll receive an invitation to join the SIPS community via email or a link directly shared with you.

Step 2: Creating Your Account

- Click the invitation link.
- Fill out the registration form with your basic information and choose a secure password.
- Once you submit the form, your account will be created, granting you full access to the community.

Step 3: Get Ready to Learn and Connect!

Kinsips offers a variety of features to support your learning and engagement:

- Follow Learning Paths: Explore curated pathways designed to guide you through specific topics or skill development journeys.
- Discover Engaging Courses: Enroll in courses led by experts, delving deeper into subjects that pique your interest.
- Join the Conversation: Participate in ongoing discussions within the channel, share your thoughts, and learn from others.
- Interact with Fellow Learners: Connect with other members through the activity feed, send private messages.

Enriching the Community

Your active participation is vital for a thriving and dynamic learning environment:

- Share Your Knowledge: Contribute to discussions by offering insights, experiences, or asking insightful questions.
- Welcome Newcomers: Be approachable and help new members feel comfortable joining conversations.
- Celebrate Successes: Encourage fellow learners and acknowledge their achievements within the community.

Using Kinsips

Channel

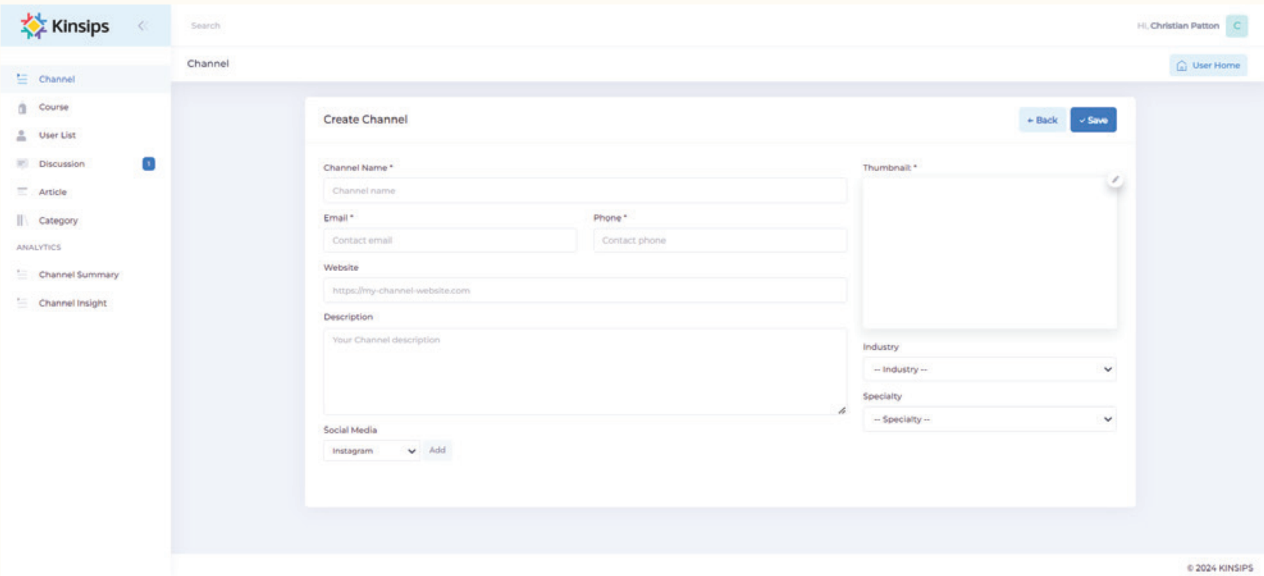
Channels are dedicated spaces within Kinsips focused on specific topics, interests, or skill sets. They function as your learning hubs, brimming with engaging content, discussions, and opportunities to connect with like-minded individuals. Each channel caters to a particular theme, fostering focused exploration and in-depth learning within that domain.

+ Create a Channel

Who can use this feature?

Brand Owner

1. Access Channel menu on the sidebar
2. Click '**New Record**' Button
3. Fill in the appropriate columns.
4. After all columns are filled in completely, click save to launch your channel.



Add Channel Admin

1. Access Channel Management and Navigate to the
2. management section for your desired channel within Kinsips
3. Select ⚙ icon and you'll find 'Manage Admin'
4. Select **+invite** to invite an admin by email. Click Invite

Delete Channel Admin

1. Access Channel Management and Navigate to the management section for your desired channel within Kinsips.
2. Select icon and you'll find Manage Admin.
3. Select Invitations tab
4. Click icon and delete

Edit Channel

1. Access Channel Menu on the sidebar. This section will display a list of your existing channels.
2. Within the channel list, find the channel you wish to edit. Click icon and then 'update'
3. A window or form will appear displaying your channel's current details. Change information/details as needed.
4. Click Save to update your channel

Notes:

To Edit Channel as Channel Admin, open the Settings menu on the sidebar and then follow steps number 3 and 4 above.

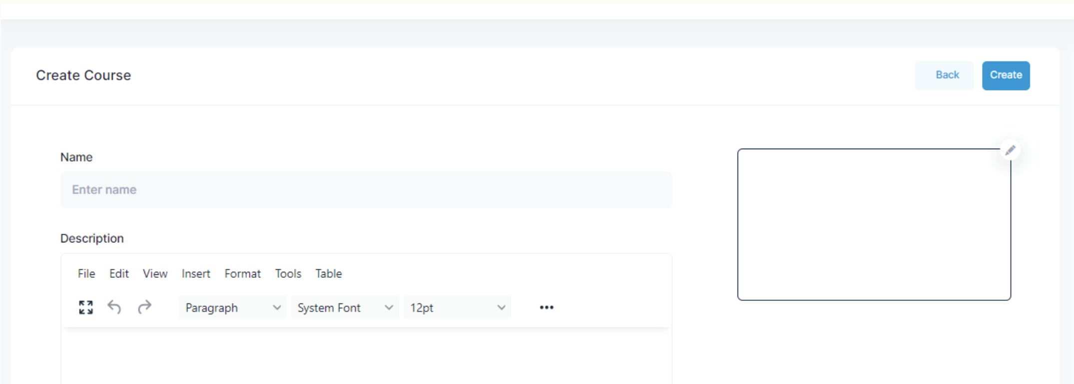
Delete Channel

1. Access Channel Menu on the sidebar. This section will display a list of your existing channels.
2. Click the icon on the channel you want to delete
3. Click delete

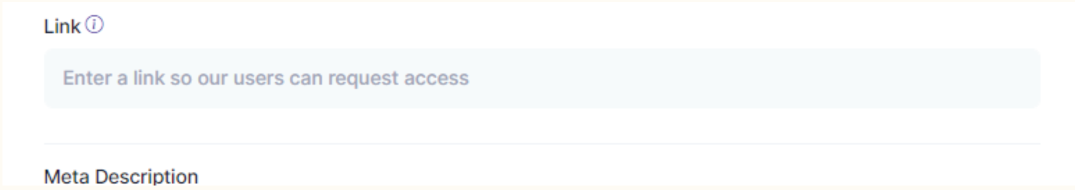
Course

+ Create a Channel

1. Access Course Menu on the sidebar, click +New Record button.
2. Fill in the appropriate columns.



3. Add your own link (contact/payment/etc). This allows members to request access, giving you control over who participates and fostering a more organized learning environment.



4. Don't forget to choose an instructor that suits your course. After all columns are filled in completely, click 'Create' to post your Course.

Edit Course

1. Navigate to the Course menu.
2. Identify the course you want to edit and click icon.
3. After that, an interface for editing courses will appear and you can change and modify every element in the course that you choose to update.

Ban/Unban

This feature empowers you to control the visibility of courses within the channel. You can use it to ban a course, effectively removing it from the member view and preventing enrollment, allowing you to curate the learning experience and potentially address concerns about specific courses. Alternatively, you can unban a course, restoring its visibility and allowing members to access and enroll in it again.

To Ban/Unban a course, navigate to the **Course** menu and Identify the course for which you want to set visibility. click the ⊘ icon to ban/unban

Delete Course

You can delete courses that you have created, whether they are still in draft or already published. However, keep in mind that this will delete your course permanently. So, make sure to do it with great care.

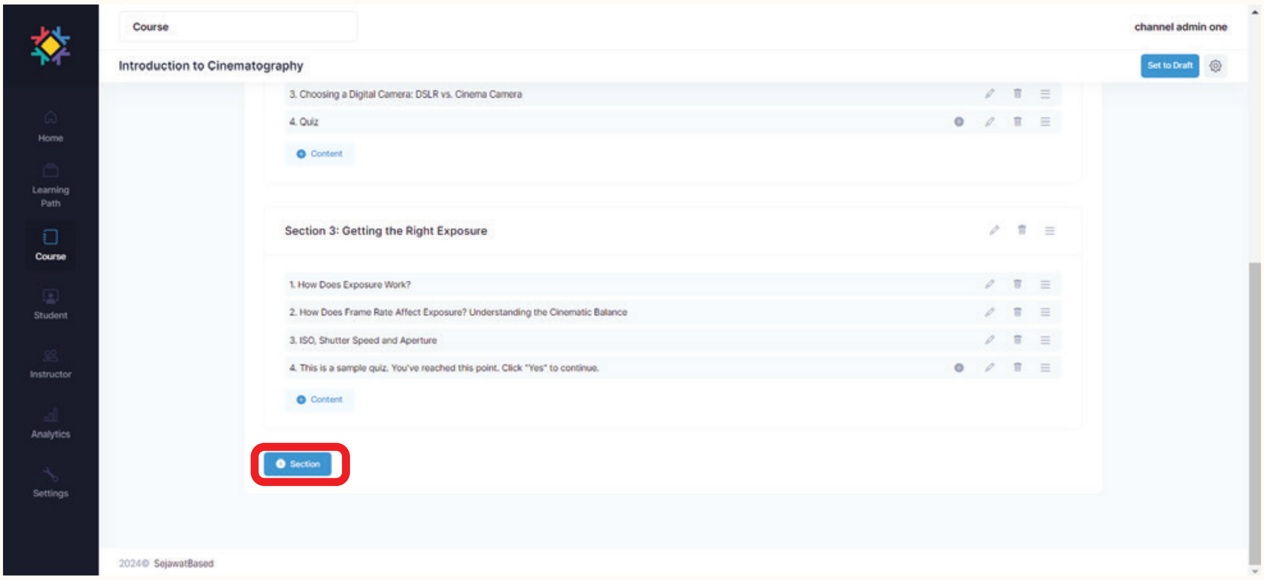
To delete a course, navigate to the Course menu and Identify the course you want to delete. click the icon to delete the course permanently.

Manage Curriculum

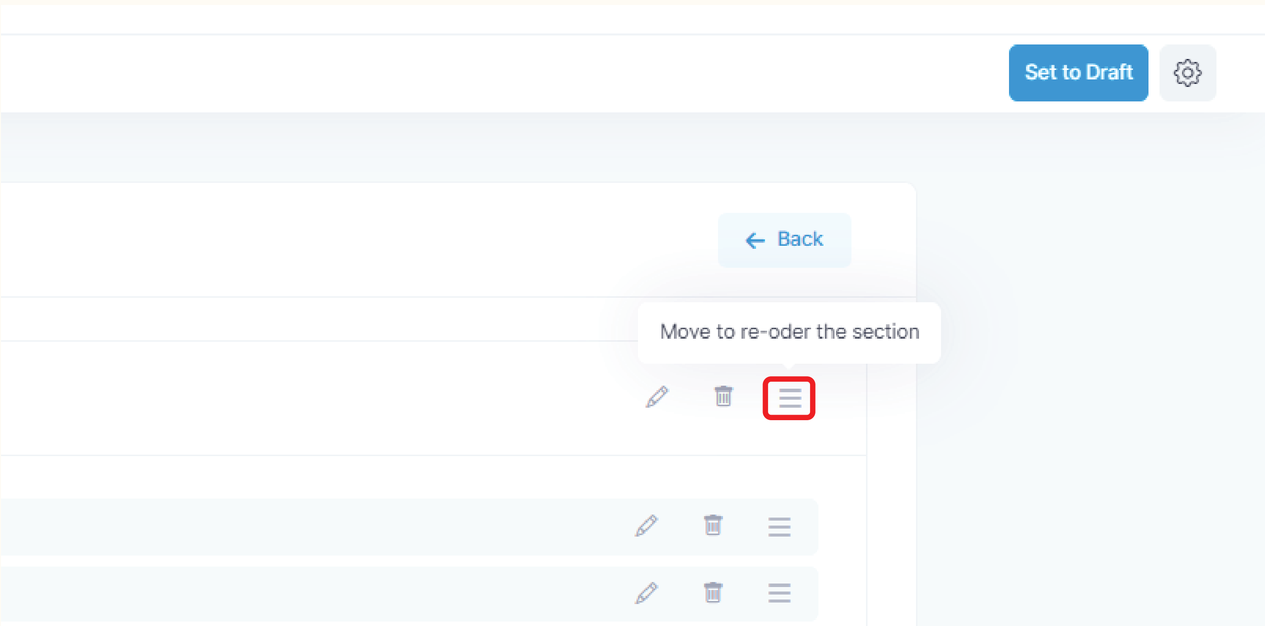
Manage Section

A well-structured curriculum is essential for guiding your members through a logical learning progression. Here, we'll explore the steps involved in managing your course curriculum on Kinsips:

1. Locate the 'Course' section. Identify the course you wish to manage its curriculum and click on it to enter the course editing interface.
2. Structuring your course's sections. Click '+section' to add section

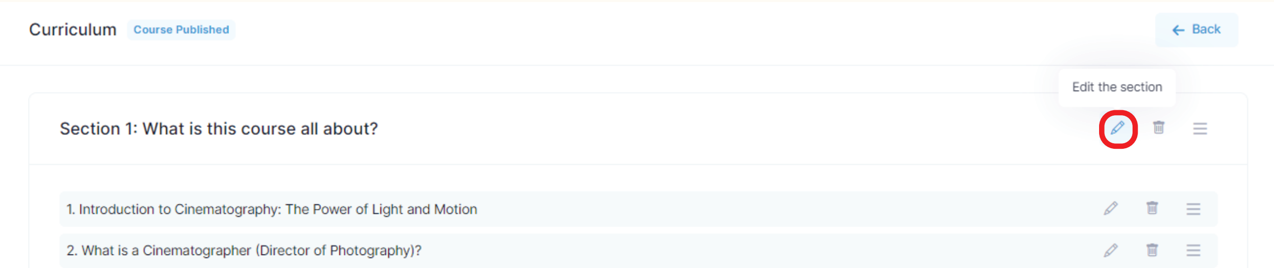


Or you can arrange your sections by dragging them



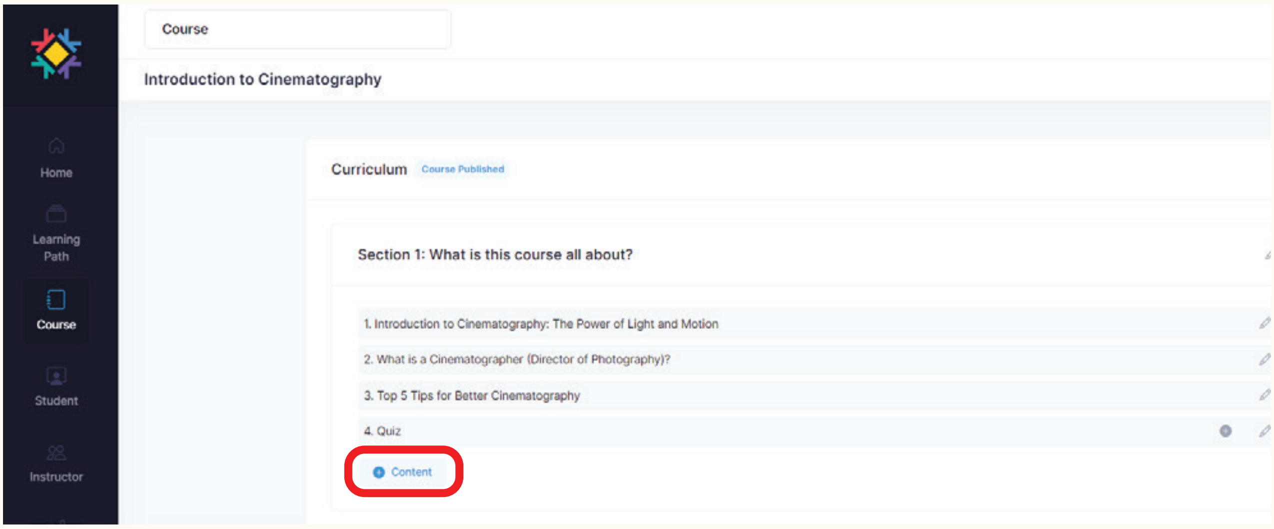
Edit and Delete Section

To change the title or delete a section, click the appropriate icon on the side

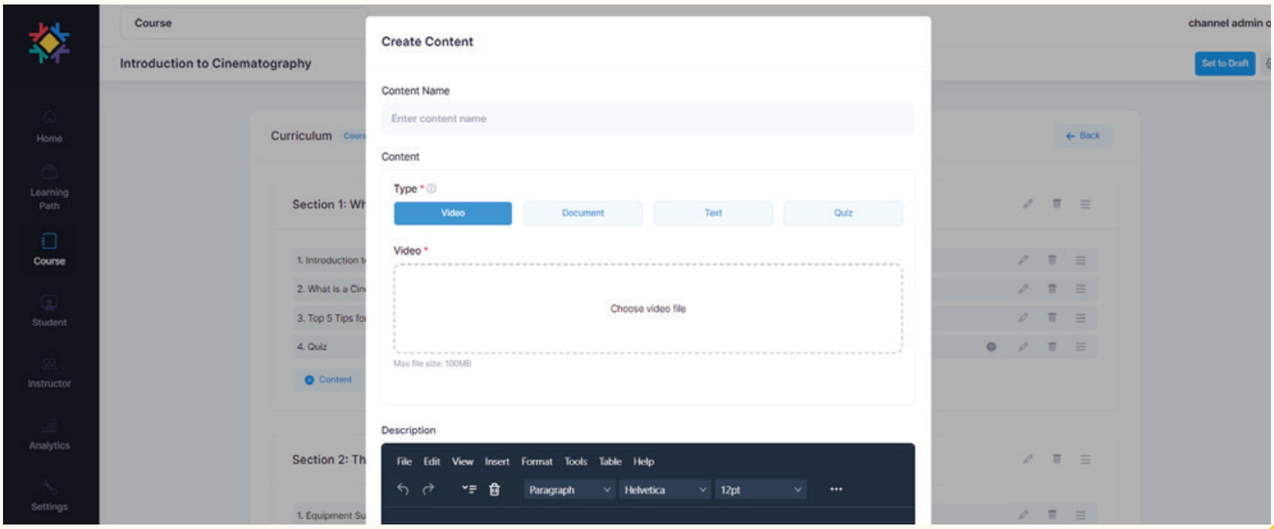


Create Content

Within each section, you can incorporate various elements to deliver your course content effectively. To create content, click the '+Content' button.



After that, the content editing interface will appear where you can create content. Fill in the appropriate columns, you can also add videos, documents and quizzes.

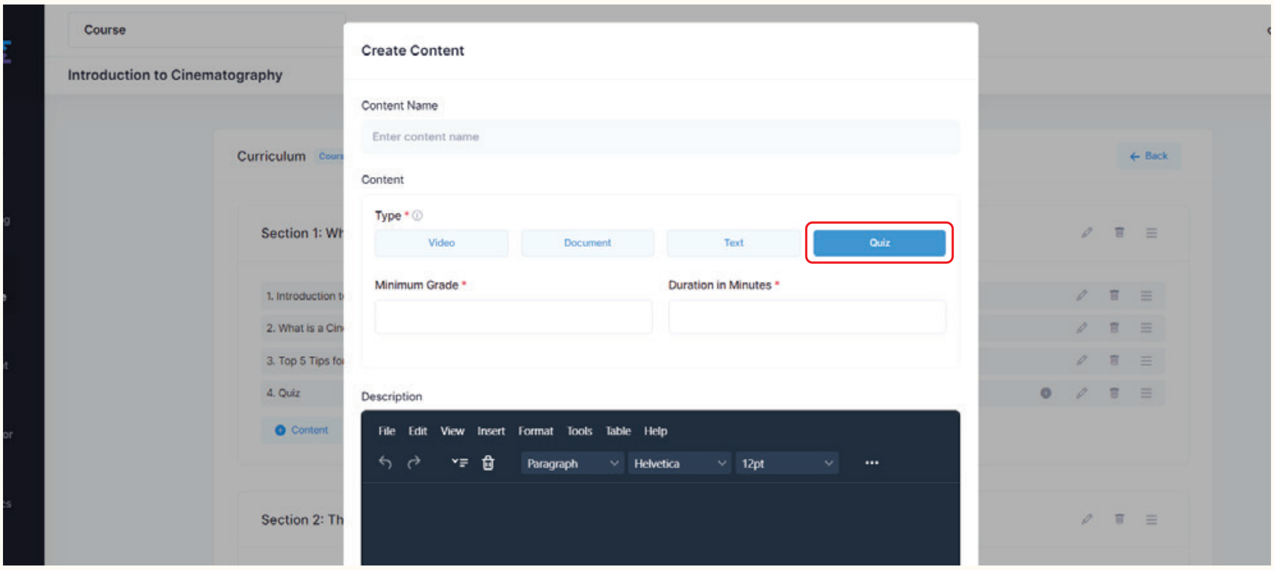


Edit, Delete, and Rearrange Your Contents

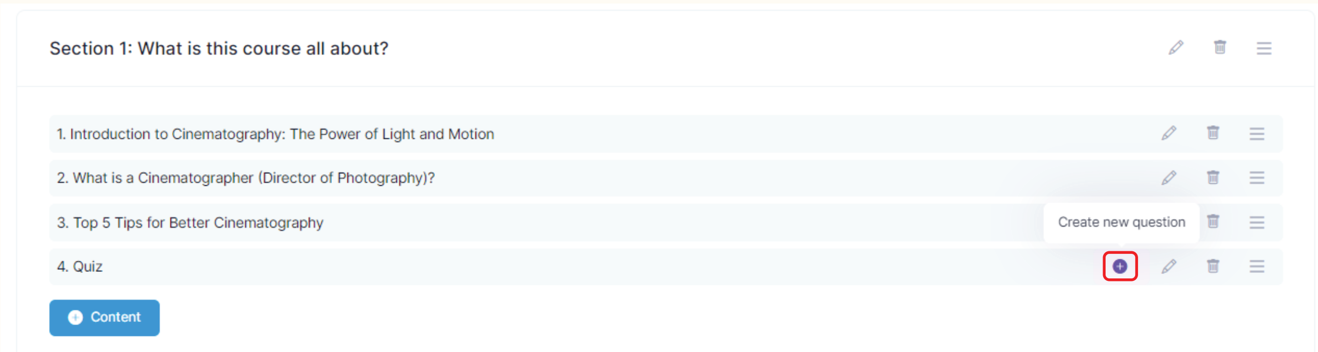
To Edit, Delete, or Rearrange the contents, Click the appropriate icon on the side.

Add/manage Quiz

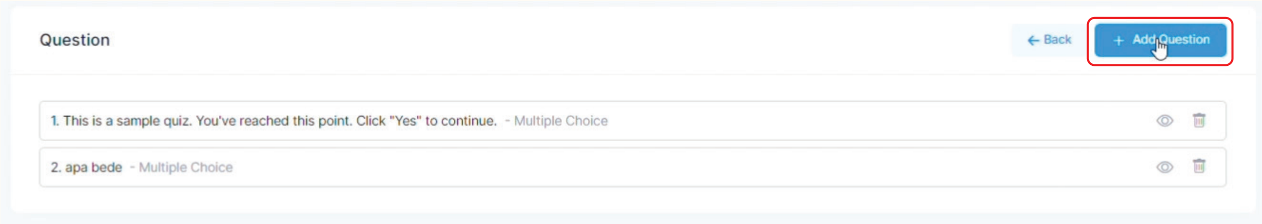
1. To incorporate Quiz into your course content, navigate to the content editing interface. Look for a designated tab for the quiz and select it to create a quiz section.



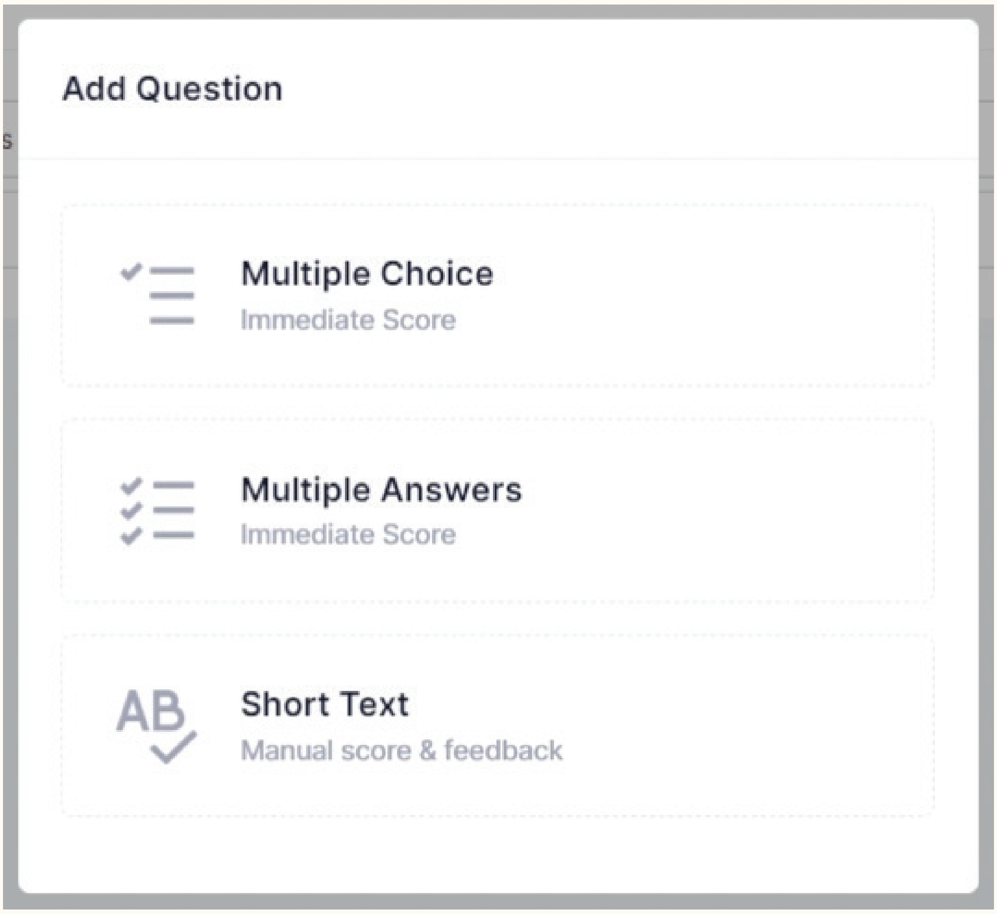
2. To add quiz questions, click the ⊕ icon in the quiz section.



After that, a new tab will appear, where you can add quiz questions.



Click the **+ Add Question** button and select your quiz question type.



Then a column will appear to fill in the question. In the **'Multiple Choice & Multiple Answer'** question type, click **+Add** in the 'Item Choice' section to add answer choices

Once everything is complete, click create to add questions to the Quiz section

Quiz Submissions & Assessment

1. Access the ‘Course’ menu and you’ll see the list of courses.
2. Look for the ‘Action’ tab and click on the Gradebook icon (it is also show the number of ungraded submissions)
3. The gradebook will present a list of members who have submitted quizzes or assessments. You'll see their submission times and an indicator highlighting submissions requiring grading. Click the ‘Grade Now’ icon on the Action tab.
4. Within the grading interface, evaluate the member’s work, award a score, and provide constructive feedback. Once complete, submit your grading decisions.

Set to Draft and Set to Publish

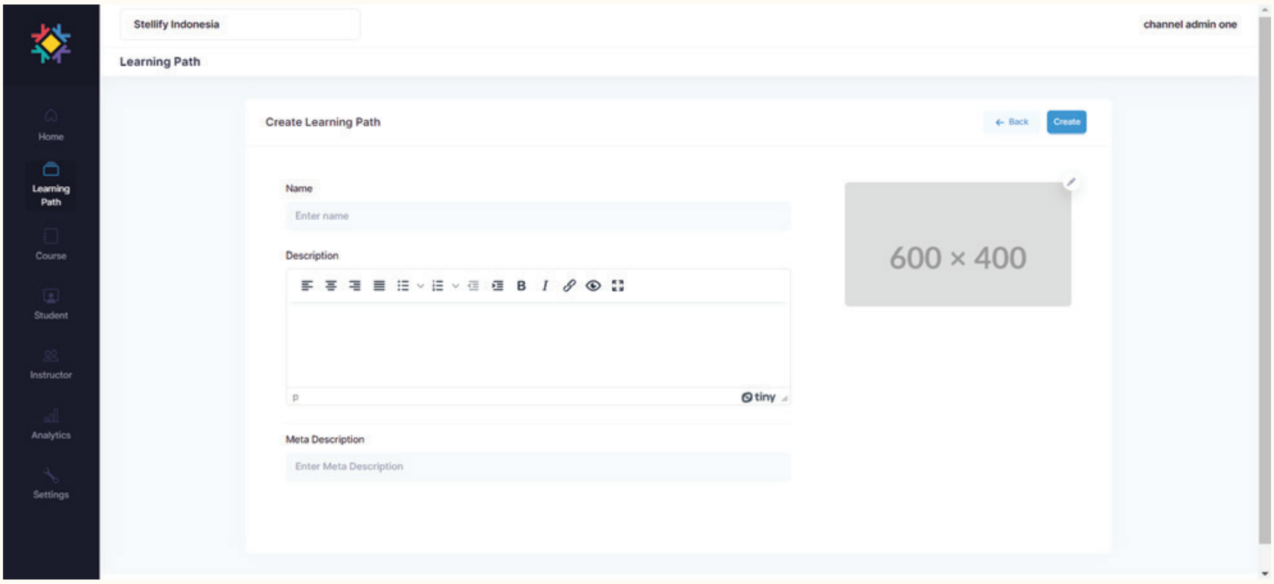
Once you have completed all the requirements for creating a course, click 'set to draft' to include it in the draft list or if you are sure, continue by clicking 'set to publish' to launch the course.

Learning Path

Learning Path guides members through a sequence of courses designed to achieve specific learning objectives. Here's a step-by-step guide to creating a learning path on Kinsips:

Create Learning Path

1. Locate the section dedicated to managing learning paths
2. Click +New Record button to create a new Path. Fill in the appropriate columns to provide the Name/Title,
3. Description, and Image of the Learning Path that you will create



After that, a list of the Learning Paths that you have created will appear. Click the learning Path name/title and select Manage Course to organize courses in the learning path.

Click Click **'Save as Draft'** to save it so you can update it in the future or Click 'Save and Publish' to launch your Learning Path

Edit, Manage Topics, and Delete Learning Path

Click ••• icon to access Edit, Manage Topics, and Delete menu. The manage topics menu functions to delete and organize the arrangement of courses in the Learning Path.

Profile

Manage Account

Login

1. Use the same email registered by another user role, then, visit <URL login address>.
2. Enter your email and password in the appropriate columns
3. Click the **Login** button

Reset Password

1. From the dashboard homepage, locate your account name in the top right corner, click it and open My Account. This will lead you to your account management page.
2. Once you've entered your account management page, locate a tab labeled Password
3. Enter your Current Password and New Password, then click Save

Forgot Password

1. Locate the Sign In Page
2. Find the Forgot Password Option then click it.
3. Enter your email address associated with your account.
4. We will send a password reset link to your email address
5. In your email inbox, click the reset password link that we have sent. You will be directed to the new password setup form.
6. Fill in your new password then click Reset Password

Sign Out

You can Sign Out from two different locations: Homepage and Dashboard in the same way. Navigate to your account name in the top right corner, then click Sign Out.

Preferences

Edit Profile

You can edit your profile directly, either from the Homepage or Dashboard by doing the following steps:

1. Navigate to your account name in the top right corner, then click Account.
2. After your account page appears, select the Profile tab.
3. Change or modify the item profile (Name, Gender, Age, Address, etc) in the appropriate column.

Note:
Fill in your profile with actual data, this will help us in the future development of this platform, as well as help you smoothly use its various features and services

Upload Profile Photo

On the Account page, access the Profile Tab and following the instructions:

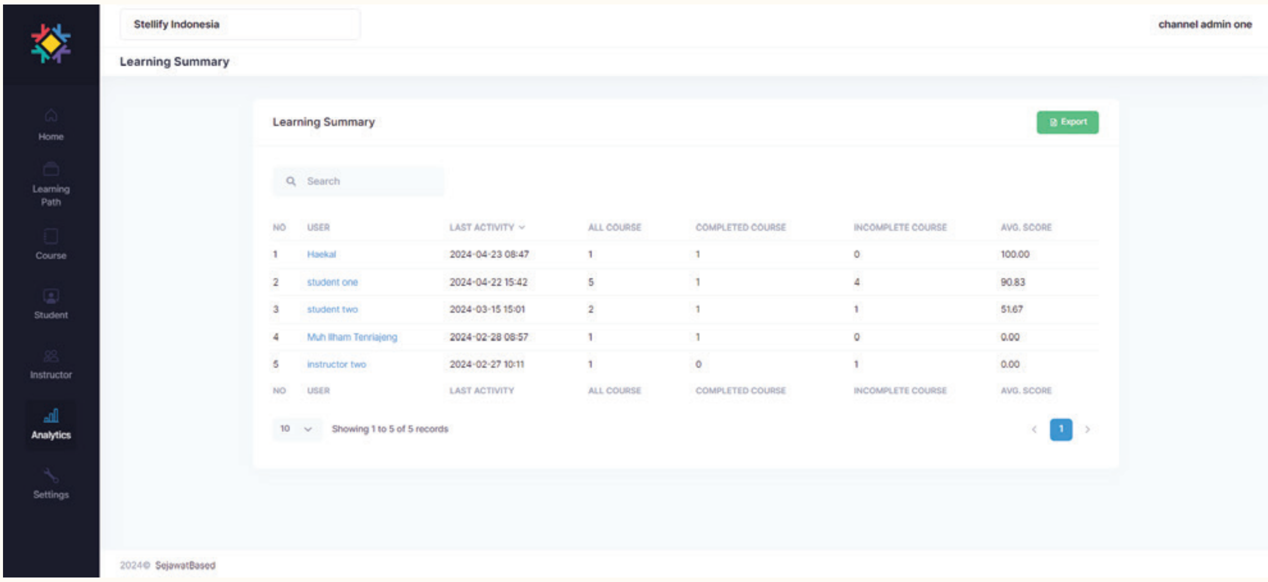
1. Navigate to the very bottom and click the Select An Image button.
2. After the window appears to select a photo from your device, choose the appropriate profile photo (Max. 2 MB).
3. Click SAVE and your profile photo has been uploaded.

Data & Analytics

Member Summary

Overall Data

Access the **Analytics menu > Student Summary** to gain a comprehensive overview of member performance data. This includes details like total courses enrolled in (completed and incomplete), average scores achieved, and more. By analyzing this data, you can gain valuable insights into your members' overall success rates and tailor your teaching approach accordingly.



Export Data

To gain deeper insights into member performance, you can export their data for further analysis. Navigate to the "Student Summary" tab and locate the "Export" button. Clicking this button will initiate the export process, and the member data will be downloaded to your device in a designated format.

View Individual Member's data

To access individual member data, locate the member's name within the member list and click on it. This will likely display detailed information about their activity, including their last activity date/time, course progress details, their learning/quiz history, and average score achieved.

Course Insight

Enrollment and Accessed

provides a valuable snapshot of your course's overall activity. Here's a breakdown of the data you'll typically find in this section:

1. Total Enrollment:

This metric displays the total number of members who have registered for your course. This provides a quick overview of the course's reach and popularity.

2. Total Access:

This metric indicates the total number of times members have accessed your course content. It doesn't necessarily reflect completion, but gives you a sense of member engagement with the course materials.

To access it, open the Course Insight menu in the sidebar. You will immediately see a list of courses and the number of enrollments as well as the total number of members who access them.

Insights by Date Range

You can see the number of enrollments and the number of members who accessed each course within a certain time period.

Access 'Course Insight' then set the calendar according to the time period you want to view. This feature allows you to easily monitor member engagement and identify any potential enrollment or participation dips.

Course Summary

Overall Course Data

This section provides valuable insight into your course' performance. Here's a step-by-step guide to help you access and understand this data:

1. Navigate to the **Course Summary** menu.
2. You'll see the list of courses with their performance about: course completion rate, total number of members who have successfully completed course, average score, and average time completed.

Learning Progress

To see a member's learning progress based on a particular course, access 'Course Summary' then determine which course you want to see, continue to the Action tab and click View Learning Progress.

You'll be able to see their progress details, completion status, average score achieved on assessments, and the total time they spent on the course content.

Demography

You can also analyze a course based on the demographics of the members who access it. Access the Action tab in the Course Summary, then click demographics. then data will appear such as: age, area of expertise, gender, and education level.

Analyzing member demographics helps tailor course content, identify knowledge gaps, and improve engagement for a more effective learning experience.

Kinsips