ODILO



User's Guide

Improve your skills and become the best version of yourself through the unlimited learning ecosystem

Introduction

Welcome to the user guide of your unlimited learning ecosystem. This guide will show you how to use the ecosystem step by step.

As access and discover Online and Offline content, in addition to using accessibility tools and personalizing your experience to the maximum.

The main objective of your ecosystem is to promote **corporate strategies** and ensure the success of learning objectives through the implementation of personalized itineraries and/or developed by your company, and focused exclusively on the corporate community.

From this moment on, we want you to be the driver of the best version of yourself, **increasing your competencies and skills** through the path towards information and training that will allow your intellectual, professional and personal development.

For this reason, the ecosystem is based on three important pillars that will help you learn effectively and efficiently.

- Technology: Explore and enjoy the content of your interest with one click. You'll see how simple it is!
- Resources: The ecosystem offers resources leading suppliers worldwide, in multiple formats and languages.
- People: The platform has a **team of people** committed to helping you become your best version.

Important: On the next page, you can access the interactive index. By clicking on any title, the document will take you directly to the page where you will find the information.

Click on the titles to navigate through the areas quickly and easily.

Index

Introduction	2
Index	4
1. <u>Discover your unlimited learning ecosystem</u>	5
1.1. <u>Log in</u>	5
1.2. <u>Support Service</u>	5
1.3. Download the App	7
2. <u>Discover multi-format content</u>	11

Index

Introduction	2
Index	4
1. Discover your unlimited learning ecosystem	5
1.1. <u>Log in</u>	5
1.2. <u>Support Service</u>	5
1.3. <u>Download the App</u>	7
2. <u>Discover different format content</u>	11
2.1. <u>Through themed carousels</u>	11
2.2. <u>Explore the full catalog</u>	13
3. <u>Learn through different format content</u>	13
3.1. <u>Content interaction</u>	16
3.2 Accessibility and navigation module	16
3.3. <u>Customize content</u>	18
3.3.1. <u>Personalize the reading experience</u>	18
3.3.2. <u>Bookmarks and notes</u>	19
3.4. <u>Organize content into lists</u>	19
3.5. <u>E-readers Reading</u>	24
4. <u>Discover Learning Experiences</u>	28
4.1. Access the content of experiences	31
4.2. <u>Exercises</u>	32
4.3. Track your progress and achievements	33
Grades	33
Certificates	35
5. <u>User area</u>	35
• <u>My collection</u>	36
Learning experiences	36
• <u>Lists</u>	36
<u>Challenges</u>	36
<u>Ranking and badges</u>	36
Learning Passport	36
• Learning habit	36
<u>My suggested content</u>	36
• <u>Search history</u>	36
• <u>My account</u>	36
Learning profile	36
<u>Device management</u>	36
6. <u>Frequently Asked Questions</u>	37

1. Discover your unlimited learning ecosystem

1.1. Log in

Once your organization has provided you with access credentials, you can access it from different devices.

- **Through the APP:** If your ecosystem has the application download option mobile, you just have to insert your credentials in the *"Log in"* section.
- From the web browser: click the "Log in" button, located at the top right of the browser and enter your credentials.

Keep in mind that, in some cases, you may be taken directly to the login area to enter your credentials.



1.2. Support Service

You will have a support button where you can communicate directly with the technical team to help you in case of login problems or any difficulty while navigating the ecosystem.

To use this support service, simply click on the button at the bottom left, enter your question or comment, and provide a contact email. You can also attach screenshots if needed.



Customer Support	t	
Type a message here		



1.3. Download the App

Your learning ecosystem adapts to your pace of life so you can enjoy reading anytime, anywhere.



Through the aplication, you will be able to download your resources with an active loan period onto your app, and then access them without the need of an internet connection.

If your organization has the option to download the application, to initiate the download process from the browser, you must click on the download buttons, at the bottom of your screen. Make sure to select the operating system that matches your mobile device or tablet.

Important: If you cannot see the download buttons, it means that your organization does not have a mobile application download option.



If your learning ecosystem is associated with the Odilo Unlimited Learning, after downloading, proceed to choose your organization's name from the *"Select Library"* box.

15:54				
		Cancel Q	Select Library	Accept
	1	Odilo Busir	ness School English	
Select Library		Odilo Corp	orate orate Brasil	
I have read and accept the <u>privacy policy</u> and the terms and conditions of use.		Odilo Scho	ol English	
		Odilo Scho	ol España	
Log in		Odilo Unive	ersity	
About		Odilo Unive Odilo Work	ersity Asia xplace	
Support >		ADEX Instit	uto	
		ALUMNI & E Academic L	EMPLOYABILITY .ibrary	
		Academy M	lortgage	
		Acciona		
		Adrian Diate	int Library	

When you enter your app, you will find the following buttons at the bottom.

88	Q	日	=⊗	\equiv
Home	Search	Bookshelf	Lists	More

- **Home:** Allows you to browse carousels and content just as you would from the web. By clicking on the cover of a content you will be able to access it.
- **Search:** Allows you to search for content by name, author, language, and more. Use the filters at the top.
- **Bookshelf:** Allows you to access your resources that are currently on an active loan period. From this section, you can download the content to your app bookshelf for offline access during the loan period.



Important: If you wish to access your app without an internet connection, you will only have access to your bookshelf and previously downloaded loans.

- Lists: Allows you to create, view, edit, and share lists, as well as access the lists and authors you follow.
- **More:** Corresponds to the user area of your learning ecosystem. From here, you can access your account and download settings of your app to set your download preferences. Go to "Settings" and click on "Automatic downloads". From this area, you will be able to configure the content downloads you make from your bookshelf.



Important: Keep in mind that each download will increase the size of your app on your mobile device.

You can log in using your credentials on up to 6 different devices. If you want to monitor your devices and deactivate any of them, you can do it from "*Device management*" in the user area from your computer.



ODIL	Workplace		ሬ 🛱 4 😝 0	م
₽				
ß				
≣⊳				
æ				
8	Ranking and badges			
3	Learning Passport	CPH2219	ODILO	
		OPPO CPH2219		
	My suggested content	Activated Nov 6. 2022 - 5:44 PM		
۵ ۵	Notifications	DEACTIVATE	DEACTIVATE	
2	My account			
6	Device management			

2. Discover different format content

2.1. Through themed carousels

The ecosystem offers you a first-class user experience when discovering content through themed carousels constantly updated. It offers a wide variety of formats, from **podcasts**, **audiobooks**, **magazines**, **courses**, **summaries**, **articles**, **newspapers to ebooks**, easily accessible, that adapt to the learning preferences and individual needs of all users.



If your ecosystem has the learning profile option, you will be able to personalize your experience within the ecosystem to the maximum, and make the carousels adjust to your interests.

You can adapt it, accessing the user area, by clicking on the colored circle at the top right, and, by clicking *"Learning profile"*, select the role of interest or department to which you belong.



O Leadership, Vision & Strategy

- O Management, Operations & Logistics
- O Strategic Planning & Finance
- O HR, Company Culture, Learning & Development
- O Innovation & Entrepreneurship
- O Product
- O Programming & Computer Engineering
- O Marketing & Communication
- Sales & Business Development
- O Customer Satisfaction

SAVE CHANGES

Important: The learning profile can be edited as many times as you consider, helping you adjust your profile to have recommendations adjusted to your preferences.

2.2. Explore the full catalog

For a greater discovery experience, access the entire catalog and perform a specific **search** from the search icon which you will find in your upper right corner.



You will navigate through all unlimited content that make up the ecosystem, you can also establish filters in your search, such as format, author, language, publisher, etc., to make it more concrete and limited.

3. Learn through different format content

Once you have selected the content you want to access, you simply have to click on "Access". Once you have accessed the resource you can click on "Open" for an online reading.



III Making requests assertively	Making requests	Sassertively	do you make timid, vague r how to ask gently but firr	requests? Are you sometimes upset about not having nly, without fear of refusal!
skila	Assertiveness, motivation Publisher Skilla	self-esteem and positive mental attitude Publication year 2022	Communication Skills Language English	Simultaneous use ISIIN PLOSEN00003
	Size 0:20:00			

Important: To read online, be sure to keep the "Open in Nubereader" setting (from the dropdown menu arrow). Click "Open" and access the resource in a different tab.



When you choose the *"Download for Adobe Digital Editions"* option, the content is downloaded to your computer as a DRM file, and you will be able to read it through an e-reader device compatible with this type of files.

Important: For e-reader reading, you must download the Adobe Digital Editions application before downloading the content to your computer.

Users will have an established accessibility policy, so they will be able to have a limited number of content on simultaneous loan.

When this limit is exceeded, your library will notify you with the message "You have exceeded the loan limit", you only have to return one of your active resources to release a new slot.

ODILO Corporate	ଜ 🛱 🗘 🔞 ଦ
🕻 GO BACK	
Blockchain Basics Are the the the the the the the	Blockchain Basics: A Non-Technical Introduction in 25 Steps Daviel Drescher FOLLOW AUTHOR *****
Total collection Visits 2 10	focused books. It does so by explaining both the technical concepts that make up the blockchain and their role in business-relevant applications. What the blockchain is Why It is needed and what problem it solves Databases Simultaneous use

From the web, you will find all the content you have accessed in the section "*My collection*" which is located in the user area.

From the app, you will find the accessed content in the "*Bookshelf*" section. Within this section of the app, you can download the selected resource for offline consumption simply by clicking on the download arrow \bigcirc located in the lower right corner of the resource. A check mark \bigcirc will let you know that the content is ready to be accessed offline.

Important: To browse the catalog and access content for the first time, as well as to download selected resources, Internet connection is required.



3.1. Content interaction

You will be able to interact with the content from its information area once you access 'View More"

- "Follow author" will notify you when new content related to that author is added to the catalog.
- Rate and give feedback **** •
- Add to favorites to later access the content \heartsuit
- Create or add content to a list.
- Share the content. <
- Report a problem, such as incorrect data, incorrect cover page, problem reading/playing a resource. Please consider that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible. 🔱

Important: Please consider that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible.

3.2. Accessibility and navigation module

With the objective that all users adapt the content to their needs, the ecosystem offers: the accessibility module.

From this section you can personalize and adapt the content to your preferences and reading needs.

Automatic narration (Text to speech): Pressing the play button by you will convert text into speech.



Typography adapted to dyslexia (OpenDyslexic): Clicking on settings located in the upper right corner of the screen and selecting *"Readability settings"* you will be able to access the font type **OpenDyslexic** which has been specially designed for readers with dyslexia.



Voice control: By enabling the microphone, you can interact with the reading, for example, using the following commands:

- "Play"
- "Pause"
- "Continue"



3.3. Customize content

3.3.1. Personalize the reading experience

You can personalize your reading experience and adapt ebooks to your preferences. When selecting *"Readability settings"* from the menu located in the upper right corner of the screen you can modify:

- Type of font
- Font size
- Line spacing
- Background color
- Pages



Important: All interactions made with your content will only affect the resource that is being personalized under your user. Personalization will not be reflected on other resources, other users or other resources from the same user.

3.3.2. Bookmarks and notes

If you want quick access to a piece of content, you can create a bookmark in the desired section by clicking the icon shown below.



You will find all the marked pages and notes made in the option "Bookmarks and notes" from the drop-down menu in the upper right corner.

For adding notes within content is as simple as selecting the text in which want to add it and click on the **add note** icon.

Important: The notes you add are visible only to you, other users will not be able to see them.



3.4. Organize content into lists

You will be able to create specific content lists that can be useful to have the content organized and quickly accessible.

You can create as many lists as you want in 2 formats: **Private list** (for personal use) and **Public list** (visible to all users and can be shared via link).

There are two options for creating lists to organize content.

• From your User Area: Click on "Create List" in the lists section and add the content you want.





• From Content: To create a list, go to the content information area of any content, click on the "list" icon and select the option "new list".

ARTIFICIAL INTELLIGENCE IN PRACTICE	Artificial Intelligence in Pract Artificial Intelligence to Solve Bernard Marr FOLLOW AUTHOR ***** ©	tice: How SU Successful Companies C e Problems	Jsed
Acceleration Visits	ACCESS + New List Data Unleashed: Wei Data Unleashed: Wei Susses faced by busines research labs and comp Artificial intelligence in is used in areas ranging innovative solutions to wide range of cases littue preferences. Computers / Enterprise	aving Agile Insights through Visual Tales rr. The Power of Teamwork, Relationships, and Networking Quest n Day nce rowed habits	iolve Itions to Ied beyond ment. ve success. It is to provide k explores a market
Control of the second secon	Contraction	 Contents for my vacation 	

Then check the option you want, *"Private list"* or *"Public list"* and fill in the marked fields: title and description (optional).



<	New List		
	PARLO REARCO FINTECH BANKING Minimum M		
Add a description	to the list (optional)		
		0/300	
Public list			J
Cancel		Save	
Home Sear	ch Bookshelf	♥	

From this moment on, you can include as much content as you wish, for example, creating lists by topics in which you would like to develop.

Access all your created lists through the user area, clicking on *"Lists"*, from here you will reach the contents directly.

Share lists on browser

If you have created a public list and want to share it, click on the three dots on the right, click on *"Copy link"* and share it with other users (if sharing from the web).



Share lists on app

Click on *"Lists"* on the bottom menu, then access the list you wish to share and click on the share button on the top right corner.



Important: To add new content to any type of list (whether public or private) you must access the tab of the new content you want to include, click on the icon of "*List*" and click on the name of the list you want to update. The content will be added automatically.

Follow lists

If you wish to follow a list of content, access any public list from your catalog, or through a link sent by another user and click on the *"Follow"* button at the top right of any list.

ODILO ^{Corporate}			é 🛱 L ⁱ 😐 🛛 🤉
DATA A Public list- 71	NALYTICS 7items	_	
Data Science Machine Learning Python Market Parket Barket Parket	Data Science and Machine Learning Interview Questions Using Python: A Complete Vidwanathan Narayanan ***** © Access	BIG ANALTICS BIG A	Big Data, Big Analytics: Emerging Business Intelligence and Analytic Trends for 11 Midwel Mirell ★★★★★ It ♡ ACCESS Unique perspective on the big data analytics phenomenon for both business and IT professionals.
Aperio Spant 2 Data Processing and Real Time Analytics	Apache Spark 2: Data Processing and Real-Time Analytics: Master complex big data pr Romen Kinnler * * * * * * *	The product policital	Intro to Data Analytics with EA's Director of Product Bertram Chan *** * * * ©

This action will allow you to be fully informed, through the notifications that you will receive every time the author of the list adds new content to it.

3.5. E-readers Reading

You will be able to download e-books to your computer to read them using an e-reader device.

To access this option, you must download Adobe Digital Editions to your computer, before downloading the resource, and then transfer it to your e-reader.

What is Adobe Digital Editions?

Adobe Digital Edition - (ADE): It is a program used to transfer the e-book that is borrowed and downloaded from your Learning Ecosystem, onto your computer, and then, your E-reader. As it decodes the borrowed resource, it also allows you to read the e-book directly on your computer. <u>Only through Adobe Digital Editions, you will be able to access your ebooks and enjoy the material on your e-reader.</u>

Important: Adobe digital editions is the only program that will allow access to the content. If you try to use other Adobe products (Adobe acrobat, Adobe reader, or any other), your Learning Ecosystem will block access to the resource due to security and copyright policies.

Download Adobe Digital Editions to your computer. Install the program.



Other applications such as Adobe Reader, Adobe Acrobat, etc. Will not be compatible with files downloaded from your Learning Ecosystem.

Open Adobe Digital Editions for authorization

Open Adobe Digital Editions, click on the "Help" menu and select the option "Authorize computer".

🖸 Adobe Digit	al Editions				
le Library H	ielp				
lookshelv	Authorize Computer	Ctrl+Shift+U			Sort by Title
All Iten	Erase Authorization Authorization Information	Ctrl+Shift+D Ctrl+Shift+I	with Adobe D		
Not Re	Adobe Digital Editions Help Adobe Privacy Policy Adobe Digital Editions Privacy Polic	F1 Cy	s Incorporated 2023 8:27 AM		
Purcha	About Digital Editions	•			
Recently	Read Added				

From the dropdown "eBook Vendor" menu, select "Odilo".

Computer Authorization
Adobe Digital Editions
Authorize Your Computer
Authorizing your computer enables you to:
- Easily transfer Adobe DRM protected items between multiple computers and mobile devices.
- Read Adobe DRM-protected items on computers or mobile devices (up to six).
- Restore your content from backup whenever you need to re-install the OS.
Select eBook vendor, then enter your login ID and password below
eBook Vendor: Odilo *
Vendor Login ID:
Vendor Password:
Used to a discuss ou consultantitient as ID
I want to authorize my computer without an io
Cancel Authorize

Insert the same credentials that you use to access your Learning Ecosystem, in the "Vendor login ID" and "Vendor password".

Click on the *"Authorize"* button, Adobe Digital Edition will check your details and, if correct, a confirmation message will be displayed, indicating the Adobe ID account to which the device has been linked.

nputer Authorization Adobe Digital Editions			
Authorize Your Computer			
autorize rour computer			
uthorizing your computer enables you to	c		
 Easily transfer Adobe DRM 	I protected items between	multiple computers and mobile devices.	
 Read Adobe DRM-protect 	ed items on computers or	mobile devices (up to six).	
 Restore your content from 	backup whenever you ne	ed to re-install the OS.	
elect eBook vendor, then enter your lo	gin ID and password bel	ow	
eBook Vendor:	Odilo	v	
Vendor Login ID:	USERTEST		
Vendor Password:	•••••		
I want to authorize my computer with	out an ID	<u> </u>	
Cancel		Authorize	

omputer Authorization	
Adobe Digital Editions	
Your Computer Has Been Authorized	
This computer has been successfully authorized to MCRUZ with a Vendor ID.	
You are now ready to read Adobe DRM protected items on this machine, and easily transfer them betwee	n devices.
• • • • • • • • • • • • • • • • • • •	
	OK

Download the resource to your computer

From your computer, enter your Learning Ecosystem.

Choose an eBook and click "Access".



Click the arrow that appears next to the "Open" button and choose "Download for Adobe Digital Editions".



The download process, of a file in ACSM format, will start.

When the download process is complete, open the file and it will automatically open in Adobe Digital Editions.

st Read	Bookshelves - All Items (2)		+		Sort by Title	
Elbuen padre Sentinge Diar Rend Okshelves O All terns Not Read	Exemplate the sense of the sen	Reconscience Addre Digital 19. Allies System Reconstruct La Fage Mag. Advised On: MC5/2023 514 PM	Ŧ			
Economic Economic Economics Economice Economics Economics Economics Economics Economics Economic		Diptal Editions Fulfilling Testing in Metaverse				
Estante sin titulo 1		Downloading Content				
			Canod			
be Digital Editions brany Help Read	Bookshelves - All Items (3)		Canod		- C Sort by Title ≺	, F
be Digital Editions bray Help Read Ing Tegin Metaverse Approxision schelves C. 4 All Items	Bookshelves - All Items (3) Busen pade By Simpo Obsection Langup Rads 1 of 348 Adee On: 101/0223 325 FM	Introducción a Adobe Digital. Ig. Adobe fythem incorporated Ladrey d'ne: Adore d'n 10:5/2823 514 PM	Centrel Tating In Metaware In May Mady Tating In Metaware In May Mady Added On: 12(27)2023 103 MM		− C Son by Tite ♥) E
be Digital Editions bray 166p Read Testing in Metavense way handry Read Schelvers 0. 4 All Rems	Bookshelves - All Items (2) Example 10 All Items (2) E Buen pade By Strange Otto LarPape Mail Tol 243 Asset On: 150/0223 S25 FM	Recoductión a Adobe Digital. RecAdo System Incorporate Later On: 10:5/2023 514 FM	Centel Tating in Metaware Y May Mada Y A Mark Date 1 H1 Tating And And H1 And H2 And H		– c Sort by Tite ▼	, E
ee Dignal Editions Brang - Heip Read Station of Markense Any Frankry Schelves O. 4 Alternis Not Read Sorowed	Bookshelves - All Items (3) E been paire Gr Samago Der Lar Pape Nact. Tol 348 Ader dire. Nacional 328 SM.	Introducción a Adobe Digital. Iga Adobe fythem incorporated Laft opt water Adoed On 10:0:0223 514 PM	Cend Tating In Melaware to Jay Protor Lar Nya Rast 1411 Andrew Con Up27/2023 108 PM		– c SortyTer *	2
er Digital (ditions Jarry Hop Arry Hop Arry Hop Arry Hong Arry Hon	Bookshelves - All Items (3) E ben parte F Sentago Dat La Page Mast. 14 Jai And On: 19(2)(223 235 PM	Introduction a Adobe Digital. Mr. Adobe Systems Incorporated Lant Ager Need. Added On: 10:07:0223 514 JPM	Centel Tasting in Metherere Tr. Any Incom Er. Any Incom Er	4	– c SortyTak v	2 :
ke Doptel Editoria Johnny Help Read Terring in Metwerne May Parking Read All Items Nor Read Borrowed Parkhaed Recently India	Bookshelves - All Items (3)	Introduction a Adobe Digital. Me. Adobe Systems Incorporate Let Page Teads Added on 10:0;2023 3:14 PD	Centel Tasting in Metaware Kr. Aly Panday Lark Page Nasal. 1 of 111 Accelered Accelere	4	- c	2 :

Transfer the resource to your e-reader device

Open Adobe Digital Edition and connect your e-reader to your computer. The device name will appear in the left panel.

Select the title of the book you want to transfer to the e-Reader, right-click and choose the option *"Copy to device"*.

ile Library Help			
Last Read	Bookshelves - All Items	(2)	Sort by Date Added 💌 📰
Beach Timer 1984 Crwell, George Read	Betternets By: Orware Last Page Added O	ell, George e Read: 1 of 275 r:: 6/18/2015 1:17 PM	Getting Started with Adobe D By: Adobe Systems Incorporated Last Page Read: 2 of 8 Added On: 6/11/2015 448 PM
HT118RX04123		Read	
Bookshelves 🗱 🕇		Conv to Rookshelf	
All Items		Copy to Computer/Device	
Not Read	7	Item Info	
Borrowed		Show File in Explorer	
Purchased		Return Borrowed Item	
Recently Read		Remove from Bookshelf	
B Recently Added		Remove from Library	

Disconnect the device from your computer to read it.

Return of the resource

Access Adobe Digital Editions from your computer.

Right-click on the resource and choose the option "Return borrowed item".

Adobe Digital Editions		- 0 ×
Last Read	Bookshelves - All Items (3)	Sort by Title 👻 🔳
Bi metaverso. Un viaje Sangkyun Kim Read	B buen gadre By Santago Diaz Lait Ngoritasz 1 of 346 Adado On 105/2023 535 PM	
Bookshelves Ø. +	Read Copy to Bookshelf >	
Not Read	Item Info Show File in Exclorer	
Purchased	Return Borrowed Item	
Recently Read	Reliave itom Ladary	
Estante sin titulo 1		

Important: Kindle devices are compatible only with files downloaded from Amazon. Files from your Learning Ecosystem will not be compatible with Kindle due to Amazon's own restrictions.

4. Discover Learning Experiences

A Learning Experience is a personalized and structured proposal that may include external content free from copyright, or even your own content, related to the industry they belong to or the professional topics relevant to organizations.

Additionally, these experiences have the potential to incorporate a wide range of resources, such as exercises, lectures, manuals, forum, chat and internal organizational content, designed to enhance your skills and competencies.

To discover Learning Experiences, you simply need to access the *"Browse learning experiences"* section through the **search icon** located in the top right corner of your ecosystem.

	ଜ	ß	¢ . W	@ Q
Getting started with AI and Metaverse	, e	₽		
🛓 🛓 Discover these new technologies 💿 💿 💿				
Get started in AI and Metaverse			VI	WMORE



Below, you will find the different types of experiences available in your ecosystem.

You can access any Learning Experience simply by clicking on it and clicking on the button "Open".

CONCOREAT COLOMATION CONCOREATION COLOMATION CONCOREATION COLOMATION CONCOREATION COLOMATION CONCOREATION COLOMATION CONCOREATION COLOMATION CONCOREATION	COTO-	Al for productivity: Research and Data Analysis
A for Productivity: Research analysis		ODILOCREATE FOLLOW AUTHOR
All for Productivity: Conta Analysis Conta Analysis Conta Analysis Conta Analysis Conta Analysis Conta Analysis Conta Analysis Conta Analysis Conta Conta Conta Conta Conta Conta And Its applications in research and data analysis. Conta Conta		***** 🗢 🖬 🧲 🗉 🤫
Welcome to this Learning Experience on AI and its applications in research and data analysis. Welcome to this Learning Experience consists of text and video, with activities that will be the typor knowledge. It is intended for anyone interested in understanding the applications of Articical Intelligence in the fields of Research and Otals Analysis. Mene, you will discover the fundamentals of the AI field, as well as tools to enhance your productivity as a researcher or data analyst. Nonever, it's essential to know that the AI tools and applications you'll find in this Learning Experience are not the only ones, and their number grows every disc. Conduct your own research. Welcome to this Learning Experience in today's world. Meney on the applications of AI in productivity.	Al for Productivity: Research and	
 A state of the second state of th	Data Analysis	. Welcome to this Learning Evolutions on Al and its applications in research and data analysis
Here, you will discover the fundamentals of the AI field, as well as tools to enhance your productivity as a researcher or data analyst. However, it's essential to know that the AI tools and applications you'll find in this Learning Experience are not the only ones, and their number grows every day. Conduct your own research Gonce you complete this Learning Experience, you will be able to: Derine Articlai Intelligence and its importance in today's world. Identity the applications of AI in productivity:		It This Learning Experience consists of text and video, with activities that will text your knowledge. It is intended for anyone interested in understanding the applications of Artificial Intelligence in the fields of Research and Data Analysis.
grows every day. Conduct your own research! 3 Once you complete this Learning Experience, you will be able to: Define Artificial Intelligence and Its importance in today's world. Identify the applications of AI in productivity.	e	Here, you will discover the fundamentals of the AI field, as well as tools to enhance your productivity as a researcher or data analyst. However, it's essential to know that the AI tools and applications you'll find in this Learning Experience are not the only ones, and their number
Once you complete this Learning Experience, you will be able to: Define Articla Intelligence and its importance in today's world. Identify the applications of AI in productivity.		grows every day. Conduct your own research!
Define Artificial Intelligence and its importance in today's world. Identify the applications of AI in productivity.		Once you complete this Learning Experience, you will be able to:
		Define Artificial Intelligence and its importance in today's world.

Once inside the Experience, click on the *"Start Experience"* button and then on *"Begin"* to start it.

	٤	
ChatGPT and Large Language Models	Experience details	
Welcome to this Learning Experience "Chat GPT and Large Language Models".		
This Learning Experience is multi-format, so you will find books, summaries and activities that will test your k	wiedge.	.a=
This experience is basic level and is aimed at anyone who wants to discover the real potential of Chat GPT (G	erative pretrained	Comments - 12
ansformer).	Cha	GPT and e Language
Once you finish this Learning Experience, you will be able to:	- Marc	eb
Describe the general operation of ChatGPT		
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLM)		
Describe the general operation of ChatGPT identify the main features of a Large Language Model (LLM) Design effective prompts that exploit the potential of the tool lab of photff the more the more destination with an effective pro-		
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLM) Design effective promotes that explosite the potential of the tool Use ChatGPT results to create simple web applications.	7	art experience
Describe the general operation of OutGPT identify the main features of a Large Language Model (LLM) Deaign effective prompts that exploit the potential of the tool Usu CONLETT results to crarks simple we applications. PTIS Learning Experience is Individual, you can complete it at your own pace and review the content as many	mes as you want.	irt experience
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLK) Design effective prompts that exploit the potential of the tool Use ChatGPT results to create simple web applications. This Learning Experience is individual, you can complete it at your own pace and review the content as many wave more the contention the Language Experience with the use incomplete the Association of the user.	mes as you want.	ut experience
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLK) Design effective prompts that exploit the potential of the tool Use ChatGPT results to create simple web applications. This Learning Experience is individual, you can complete it at your own pace and review the content as many We estimate that completing this Learning Experience will take you approximately 1 heur .	mes as you want.	urt experience Standard Unit
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LM) Design effective prompts that exploit the potential of the tool Use ChatGPT results to create simple we applications. This Learning Experience is Individual, you can complete it at your own pace and review the content as many We estimate that completing this Learning Experience will take you approximately 1 hour .	mes as you want.	at experience
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLM) Design effective prompts that exploit the potential of the tool Use ChatGPT results to create simple web applications. This Learning Experience is Individual, you can complete it at your own pace and review the content as many We estimate that completing this Learning Experience will take you approximately 1 hour .	mes as you want.	nt experience Standard Unit
Describe the general operation of ChatGPT Identify the main features of a Large Language Model (LLM) Design effective prompts that exploit the potential of the tool Use ChatGPT reveals to create simple we applications. This Learning Deperience is individual, you can complete it at your own pace and review the content as many We estimate that completing this Learning Deperience will take you approximately 1 hour. Ontained in this experience	mes as you want.	et experience Standard Unit

		iotes Survey 🥐		
ChatGPT and Large Language Mode	els	\heartsuit	Experience details	
Welcome to this Learning Experience "Chat GPT and Large Lan	guage Models".			
This experience is basic level and is aimed at anyone who wan ransformer).	s to discover the real potential of Chat GPT (Gene	rative pretrained	ChatGPT and Large Language Models	
 Describe the reperal operation of ChatGPT 				
- percente che general operation or charter i				
Identify the main features of a Large Language Model (LLM				
 Identify the main features of a Large Language Model (LLM Design effective prompts that exploit the potential of the to Lise ChatGBT results to create a simple web social size.) of		Begin	
Identify the main features of a Large Language Model (LLM Design effective prompts that exploit the potential of the ts Use ChatGPT results to create simple web applications.	ol		Begin	
Identify the main features of a Large Language Model (LLM Design effective prompts that exploit the potential of the to Use ChatGPT results to create simple web applications. This Learning Experience is Individual, you can complete it at y) ol our own pace and review the content as many tim	es as you want.	Begin	ience
Identify the main features of a Large Language Model (LLM Design effective prompts that exploit the potential of the te Use Chuldff* results to create simple web applications. This Learning Experience is Individual, you can complete it at y We estimate that completing this Learning Experience will take) el pur own pace and review the content as many tim you approximately 1 hour .	es as you want.	Begin Leave exper	ience
Mentoff Marmain Neutries of a Large Language Model (LU) Design Hottes works that regold the experiation of the ta- Date DutGPT results to create simple web applications. This Learning Department is individual, you can complete it at y We estimate that completing this Learning Department will Like) ol our own pace and review the content as many tim you approximately 1 hour .	es as you want.	Begin Leave exper	Tence Standard Unit
sterright the main features of a Large Language Model (LL) Dragen Herber womens that resolve the control of the Dragen Herber womens that resolve the control of the Use Charloff results to create simple web applications. Umb Learning Dupriment is Individual, you can complete it ally Owned that completing this Learning Experience will take Contained in this experience) of our own pace and review the content as many tim you approximately 1 heur .	es as you want.	Eggin Lawe exper É Experience Type & Followers	ience Standard Unit

As you go through the content of the experience you will be able to see your progress percentage and the lessons in the side panel.

Bac	to th	e Course Home	
Aode	ls	and targe tangange	Module 1: How GPT Chat works
	1	Module 1: How GPT Chat works	1.3 Let's remember the limitations
	0	1.1 The power of language	₩ We already know three things about ChatGPT:
	0	1.2 Training the machine	As a tool it is quite powerful
		1.3 Let's remember the limitations	It is pre-trained Lots and lots of data has been loaded to boost its results.
	2	Module 2: Introduction to prompts in Chat ~	Bul, as she tool us hersen at the beginning, there are imitations.
		GPT	a
	3	Module 3: Let's get to	•

Important: Certain experiences offer certification, this information can be found within the *"Experience details"* on the right side.

	Lessons	Forum	Quotes S	urvey 🕧		
hatGPT and Large Language M	lodels			\heartsuit	Experience details	
Welcome to this Learning Experience "Chat GPT and La	rge Language Models".					
This Learning Experience is multi-format, so you will fin This experience is basic level and is aimed at anyone wi	d books, summaries and activities	s that will test you ential of Chat GPT	ur knowledge. T (Generative pretrain	rd		
unsformer).					ChatGPT an Large Large	d
Once you finish this Learning Experience, you will be ab	le to:				Models	a financia de la constancia de
					and the second se	and the second se
 Describe the general operation of ChatGP1 Identify the main features of a Large Language Mod 	el 0.1 M					
Design effective prompts that exploit the potential of	f the tool					
· Use ChatGPT results to create simple web application	ns.				Continu	e lesson
This Learning Experience is Individual, you can complete	e it at your own pace and review!	the content as m	any times as you wan			
	,		.,,		(Leave ex	perience)
We estimate that completing this Learning Experience	vill take you approximately 1 hou	if.				
					😫 Experience Type	Standard Unit
ontained in this experience			Com	pleted 20%	Certificate	
1 Module 1: How GPT Chat works				~	🕺 Followers	2
? Module 2: Introduction to prompt:	in Chat GPT			~		

4.1. Access the content of experiences

The Experiences are organized by tabs located at the top. You can navigate through them with a simple click.

To begin completing the Experience, click on the first section or module and you will be able to navigate through the areas in the side panel. Once the section is complete, click **"Complete and continue"** to go to the next section.

< Baci	to th	e Course Home		
Chat Mode 20% co	GPT els mplet	and Large Language	Module 1: How GPT Chat works	
	1 0 0	Module 1: How GPT Chat works 1.1 The power of language 1.2 Training the machine 1.3 Let's remember the Immations Module 2: Introduction to prompts in Chat	1.3 Let's remember the limitations (************************************	
	3	GPT Module 3: Let's get to work! Before you leave ~	ChatGPT tells it all	
			1 Outdated information My training was completed in September 2021, so I have no knowledge of events or developments after that date. I am unable to provide real-time information and do not have access to updated information.	
Ø	Supp	oort	C Previous Co	mplete and continue

In order to access the content you must click on the button "Access". Then click "Open" and access directly.



4.2. Exercises

Throughout the experience, you will come across exercises designed to assess the new knowledge you've acquired. To complete them, simply click on the exercise and answer the questions.

iew r	pleta	nager 1do	Module '	1: Unde	erstanding	ourself/	
	1 0 0	Module 1: Understanding A yourself 1.1. Self-Discovery 1.2. Emotional Intelligence and Energy Management 1.3. New role, new habits!	1.4. Learnii	ng check			
	2	1.4. Learning check Module 2: Transitioning to Management Module 3: Building			LEARNING CHECK 1 N° de intentos: 0/3		
	4	trust v					

Important: If the exercise is structured with more than 1 attempt, you must make the final submission by clicking the button *"Send"* or if you want to try again, press *"Try again"*.

Exercises configured with more than one attempt may also have a minimum grade requirement. You must reach that score in order to submit the exercise; otherwise, the *"Send"* button will not be available.

Your current score is:	10	Minimum grade: 5
Attempts remaining: 2	Try	again Send

Once the exercise is successfully submitted, you will see it marked as "*Completed*". If the exercise is not marked as "*Completed*", your experience will not meet the requirements to be successfully completed.

com	Mai	nager ^{Id}	Module 2: Transitioning to	
C	1	Module 1: Understanding ~ yourself	Management	
			2.4. Learning Check	
C	2	Module 2: Transitioning to ^ Management	▲ Test your knowledge!	
		2.1. The Art of Delegation		
		2.2. Managing High Performers		
		2.3. Fostering a Collaborative Team Environment		
		2.4. Learning Check	Ø	
			LEARNING CHECK 2	
	3	Module 3: Building	Grade: 10 N° of attempts: 1/3	

4.3 Track your progress and achievements

Once you successfully complete Learning Experiences, you will have access to your grades and certificates.

Grades

If you want to keep track of your work, you can access the grades area and consult at any time. Head to the user area and select the option *"Learning Experiences"*.

DDILO ^{workplace}					<u>م ۲</u> ۵	• •
				تم ڬ	My collection Learning Experiences	•
	Start a <mark>Lea</mark>	rning Expe	rience today	/! 『	e Usts	
					L Challenges	
	Hybrid Class,	Case Study Metho	d, Open Module,	ξ	Ranking and badges	
	Onb	oarding Plan, Care	er Path	T.	Learning Passport	
				4	Ecorning habit	
		0 0 •		<	My suggested content	
💼 New content alert! 💼				E	Search history	/MORE
	THE AUTOMOTY SHOULD	Table State Scientific sector	The same second	\$	My account	
CONFIDENT	RESILIENCE IN BUSINESS	MASTERING THE ART OF		<u>*</u> 6	Learning Profile	
STRATEGIC	5.65	TEAM COACHING		Ch: (Device management	
And the second s	(Marine		LOYALTY TO LIFE	**	Moderador Your last access was Nov 27, 2023, 9:53:53 AM	2
0	ACRES HILLS	Georgina Mandalina 🔛		0) Logast	0
Strategic: The Skill to Set Confident UX: The Essential Direction, Create Skills for User Experi-	The Authority Guide to Emotional Resilience	Mastering The Art of Team Coaching: A compress	Bringing Loyaley To Life: C How to earn, build :::	DMIGPT For U	Well at Work: Dra Wellbeing in any	ione Sup wit

From this area, you can click on "Grades" and search for the Learning Experience you want to consult.



Important: Here you will see all the Learning Experiences that you began to follow or the mandatory training that has been assigned to you by your organization.

Certificates

If the Learning Experiences you have completed grant certification, you can find and download them in this section.

Head to the user area and select the option *"Learning Experiences"*, click on *"Certificates"* and download the certificate obtained.



ct experience		
	Q	
CREINCARE	CAMPIGNIE	COMPACAN
101 Power BI Q2 2023-05/06 EXAMPLE You cannot download your certificate. The course is not overyet.	418 PL-300: Microsoft Power BI Data Analyst Q2 2023 PUE - ESP You cannot download your certificate. The course is not over yet.	BDR - Storystelling You cannot download your certificate. Making exercises to solve.
Gazarichá	CAMPGLI	CARTINGAN
Become a Business Analytics Expert	C&G Role	Cal Downland until until
You cannot download your certificate.	You cannot download your certificate.	Add certificate to Linkedin

To find out if your experience grants certification, you can check it in the *"Experience Details"* area that you will find when you enter your experience.

5. User area

To access this area, you just have to click on the user area (top right), and different options will be displayed as a drop down menu.





• My collection

Show resources which you have accessed. You can also check the remaining access time and return the content. Through the app, this section is called *"Bookshelf"*.

• Learning experiences

From this option it will be possible to directly access the Learning Experiences.

• Lists

In this section, you can create lists, as well as access the public and/or private lists you have created.

• Challenges

You will be able to design personal challenges for the long or short term through this section. To create one, simply click on *"Monthly Challenge"* or *"Daily Challenge"*. In both cases, a menu will open where you can set the frequency you wish to consume content.

• Ranking and badges

If your ecosystem has the Ranking and Medals option, this section will allow you to know the result of your achievements and positioning in your organization.

• Learning Passport

Shows the layout of titles that you have accessed throughout your time in the ecosystem.

• Learning habit

You can access data about the use you have had in each of the contents.

• My suggested content

From this section you can suggest the acquisition of a specific title.

• Search history

The terms you have been using in your searches appear.

• My account

You will be able to verify information related to your account and set preferences.

• Learning profile

If your organization has a learning profile option, you will be able to select an area of interest so that your Learning Ecosystem can recommend suggestions according to your preferences.

• Device management

You will have the possibility of having up to 6 active devices per user. From here you can also deactivate a device if necessary.

6. Frequently Asked Questions

1. Which devices can I access the content from?

You will be able to enjoy the digital content through the browser from your computer or from mobile devices or tablets through the app.

2. How to access the ecosystem through mobile devices?

You will find the direct download buttons at the bottom of your Learning Ecosystem. Download the app to access it on your smartphone or tablet. This allows you to consult any resource available in the catalog and enjoy it on your mobile device with a single click.

In order to enjoy your content without an internet connection, you must follow these steps:

- Access the App and go to the "Bookshelf" section (button located at the bottom of your screen)
- Download resources for offline use by clicking the download arrow () in the lower right corner.
- A check mark 🕢 will let you know that the content is ready to be accessed offline.

Important: To access and browse the catalog, as well as download selected resources, an internet connection is required.

See section 3

3. Can I access a resource from more than one device?

Yes, it is possible to use up to 6 devices with the same account. These can be computers or mobile devices (if your organization has the app download option).

4. How much content can I access simultaneously?

Generally, you can have up to 15 active resources simultaneously, although this number may vary depending on each organization's policy. If in doubt, you can consult the policy established by your organization.

5. How long can I access the resource?

Generally, you have 21 days to consume the resource. Once that time has passed, it will be returned automatically.

If you wish, you can renew it 3 days before the end of access, as a warning message will be activated in the notifications icon.

*You will generally have one day to consume magazines and may renew access.

6. Can I return the resources early?

Yes. Additionally, the resources are returned automatically when the access period ends, so it is not necessary to return the contents manually.

Important: If the resource was downloaded in Adobe Digital Editions, it must be returned manually from Adobe Digital Editions from the computer you have downloaded the resource.

7. Are there late fees for returning resources?

Never! The content will be returned automatically after 21 days of access.

8. Can I print the e-book pages or print my bookmarks?

Due to copyright, there is no option to print Odilo content. However, you can always enjoy an offline version through the app.

9. Is there content in other languages?

Yes. There are resources in various languages. To find them, you just have to access the catalog and filter by the language you want.

10. If I have a technical problem, where can I contact Support?

You can open the support chat (bottom left of the screen) to report the incident. If you have problems with content, on its cover, you will find the option to report a problem.

11. How can I suggest a resource that does not appear in the catalog?

You can go to your user area and then go to *"My suggested content"* to add those resources that do not appear in the catalog (these suggestions must go through a review process before being accepted).

12. Where do I find the experiences I participate in?

From your user area, clicking on *"Learning Experiences"*. In this section several carousels will appear:

- **Mandatory training:** It is about the training that your organization assigns you.
- **Discover:** Self-motivated learning you can access.
- **Self-Learning:**These are the Learning Experiences you are currently participating in.

13. How do I download the certificate granted by a Learning Experience?

If the Learning Experience you have completed grants certification, head to the user area and select the option *"Learning Experiences"*, click on *"Certificates"* and download the certificate obtained. **See section 4.2**

14. How do I download a resource to my e-reader?

To download content to your e-reader, click on this link to follow the step-by-step instructions.

прани пписисс



Growing Influence: A Stor of How to Lead with



Empathy



Activity Kit: 50 Easy



Fearless Leadership:



ow to Supervise People

oday



