

Tutorial on Using the Course Product Collections



I. Function Introduction

The Course Marketplace collaborates with top instructors and training institutions in various fields to provide enterprises with high-quality courses in different industries and sub-categories. Enterprises can purchase courses as needed and allocate them to employees for use.

After purchasing a course, users can study it permanently within the platform's validity period. However, when the college's subscription expires, course access will be restricted due to limited platform usage. In this case, users can resume learning by renewing the platform subscription.

II. Purpose of Use

When enterprises conduct internal training, they need to purchase or introduce external courses. The Course Marketplace can meet these needs.

III. Usage Scenarios

Courses are essential for enterprise internal training. However, developing internal courses can be costly and requires high - level internal instructors. Therefore, enterprises can purchase high - quality courses through the Course Marketplace and make them available to employees in their college.

IV. Operation Path

Path: Courses → Course Marketplace → Courses → Purchase Courses

V. Usage Tutorial

1.png

Click to enter the Course Marketplace.

2.png

View course details: Enter the course details page. Administrators can learn about the course through the course introduction, syllabus, and trial preview, and decide whether to purchase it.

3.png

Select the purchase mode: The courses support two subscription models: purchase by quantity/enterprise buy - out.

a. If purchasing by quantity, administrators need to select the number of courses to buy. Generally, the more courses an enterprise purchases, the greater the discount. After

purchase, administrators need to allocate learning quotas to employees.

b. For enterprise buy - out, there is no limit on the number of learning quotas for the purchased courses. Enterprises can allocate them to all employees for learning.

c. Free courses have no limit on learning quotas.

Confirm the course purchase order

After clicking 'Order Now', you will enter the course order details page. After confirming that the order information is correct, click 'Pay Now'.

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Confirm payment

Currently, two payment methods are supported: WeChat Pay, offline transfer [Manual adjustment required]

For WeChat Pay, simply scan the QR code with WeChat to complete the payment.

5.png

For offline transfer, first obtain the elink collection account. After completing the transfer, find the ordered product in 'My Orders' and click 'Submit Remittance Certificate' to submit the corresponding remittance information. elink will have a dedicated team for review. After the review is approved, you can view the purchased courses in the 'Course Management - Purchased Courses' module.

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