



LEARN'IN STELLANTIS  
ADMINISTRATOR GUIDE



## 9. LEARN'IN STELLANTIS SUPPORTING TOOLS



9.1 LEARN'IN STELLANTIS  
SUPPORTING TOOLS :  
COURSE CODE CREATION  
CENTRAL PROCESS

Chapter	Category	Title	Content prompt
9.1	LiS : User Management	<a href="#">9.1 Learn'in Stellantis supporting tools : Course Code Creation Central Process</a>	Course Code Creation Process
9.1.1	LiS : User Management	<a href="#">9.1.1 Learn'in Stellantis supporting tools : Course Code Creation new tool in Learning Portal</a>	The new tool and the Learning portal
9.1.2	LiS : User Management	<a href="#">9.1.2 Learn'in Stellantis supporting tools : COURSE CODE CREATION PROCESS – NEW CODE</a>	Course Code Creation Master/Bespoke Codes
9.1.3	LiS : User Management	<a href="#">9.1.3 Learn'in Stellantis supporting tools : Course Code Creation Localized Codes</a>	Course Code Creation Localized Codes

## INTRODUCTION

- The Stellantis course code naming convention has been in place since **01 January 2023**.
- Courses created before this date retain their original codification until a new version is created.**
- This course code naming convention applies to all courses developed from 2023 onwards.
- Initially the course code generator has been hosted in Infodoc.
- Before the end of 2025, a new course code generator tool will soon replace the initial system to be added to the new [Stellantis Learning Portal](#)

The move to the new portal does not change the objectives and benefits set in place with the naming convention.

### **OBJECTIVES**

- Introduction of the Course Code Governance
- Creation of the Standardized Processes
- Assignment of the Process Owners
- Improvement of the Course Catalogue Reporting

### **BENEFITS**

- Standardization of the training codification
- Improvement of the data quality
- Incrementation of the Course Catalogue efficiency
- Improvement of the reports' accuracy

## COURSE CODE GENERATOR

- The course code must follow the naming convention
- The course must be created with the course Code Generator tool
- The course code must be set up at the beginning of the title of the learning object
- The central Reference must always be used in the Central Reference Field in LIS
- **The Local Reference must be used in the Local Reference Field in LIS**

[Dashboard](#)

### Course code generator

- Find or create a course code
- Create WBTs, Materials and LO variations
- Create Master and local versions
- Change/assign Providers as validator

Show

### Course upload request manager

- Advanced search with filters
- Edit / confirm / mark as error your WBTs and Materials
- Status monitor

Show

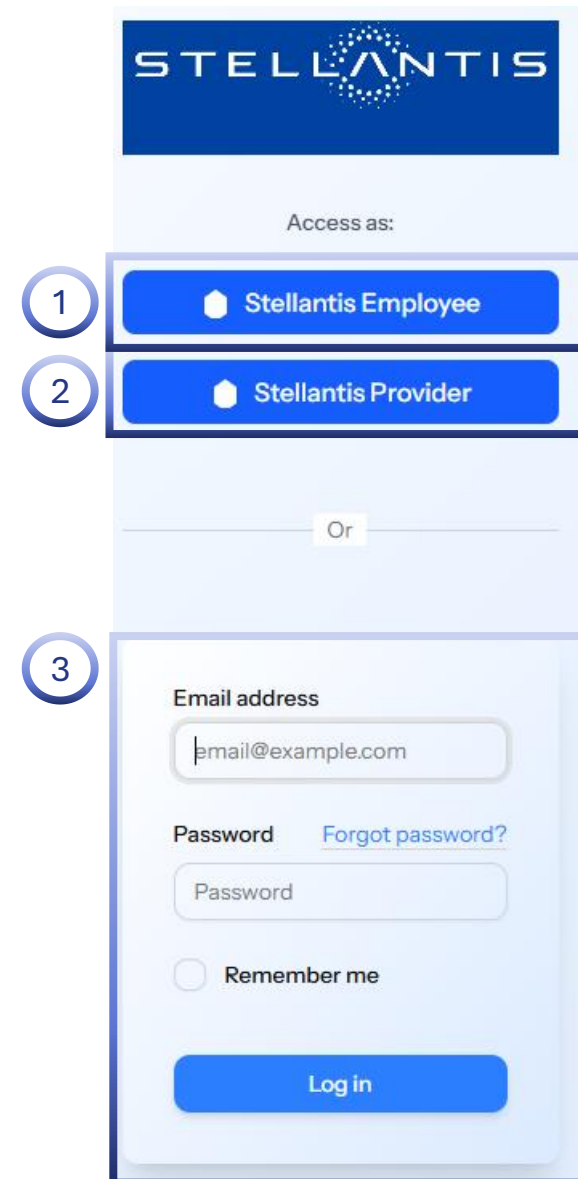
### Video to Scorm 1.2

Upload and convert your videos to SCORM files

My videos

Access the new Learning Portal with your SSO Login :  
<https://stellantis-training.aktivecloud.com/dashboard>

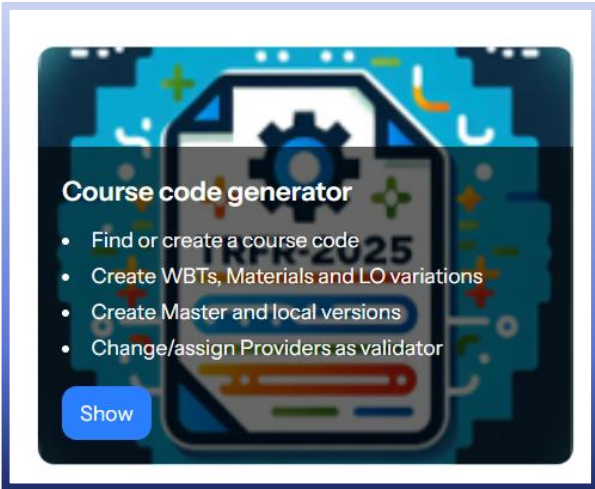
1. If you have a **Stellantis Login** you may access via Stellantis employee button
2. If you're an **external provider**, you may access via the Stellantis Provider button
3. If you have been given a specific **email access** you may type it in on the lower part of the screen



The screenshot shows the login interface for the Stellantis Learning Portal. At the top is the Stellantis logo. Below it, the text "Access as:" is followed by two buttons: "Stellantis Employee" (callout 1) and "Stellantis Provider" (callout 2). Below these buttons is the word "Or" with a horizontal line. At the bottom, callout 3 points to a login form containing an "Email address" field (with placeholder text "email@example.com"), a "Password" field (with a "Forgot password?" link), a "Remember me" checkbox, and a "Log in" button.



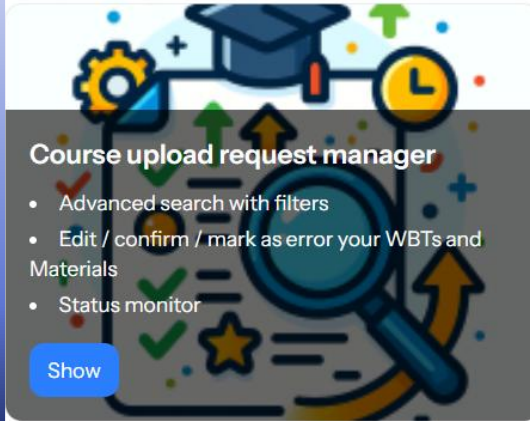
9.1.1 LEARN'IN STELLANTIS SUPPORTING TOOLS :  
COURSE CODE CREATION  
NEW TOOL IN LEARNING PORTAL



**Course code generator**

- Find or create a course code
- Create WBTs, Materials and LO variations
- Create Master and local versions
- Change/assign Providers as validator

Show



**Course upload request manager**

- Advanced search with filters
- Edit / confirm / mark as error your WBTs and Materials
- Status monitor

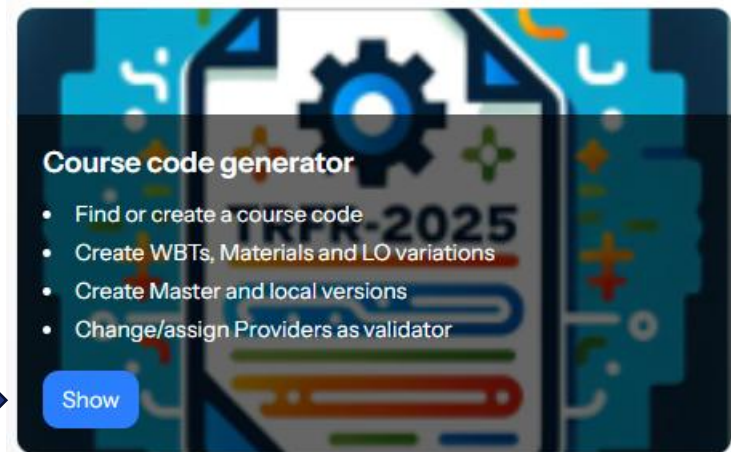
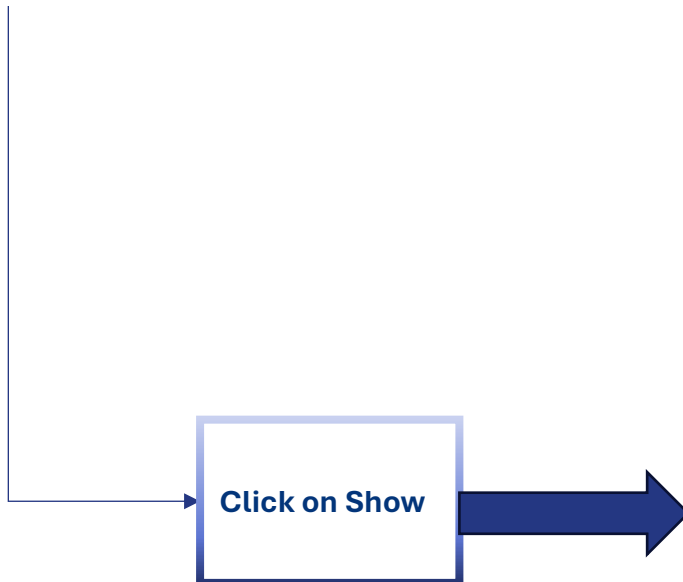
Show



**Video to Scorm 1.2**

Upload and convert your videos to SCORM files

My videos

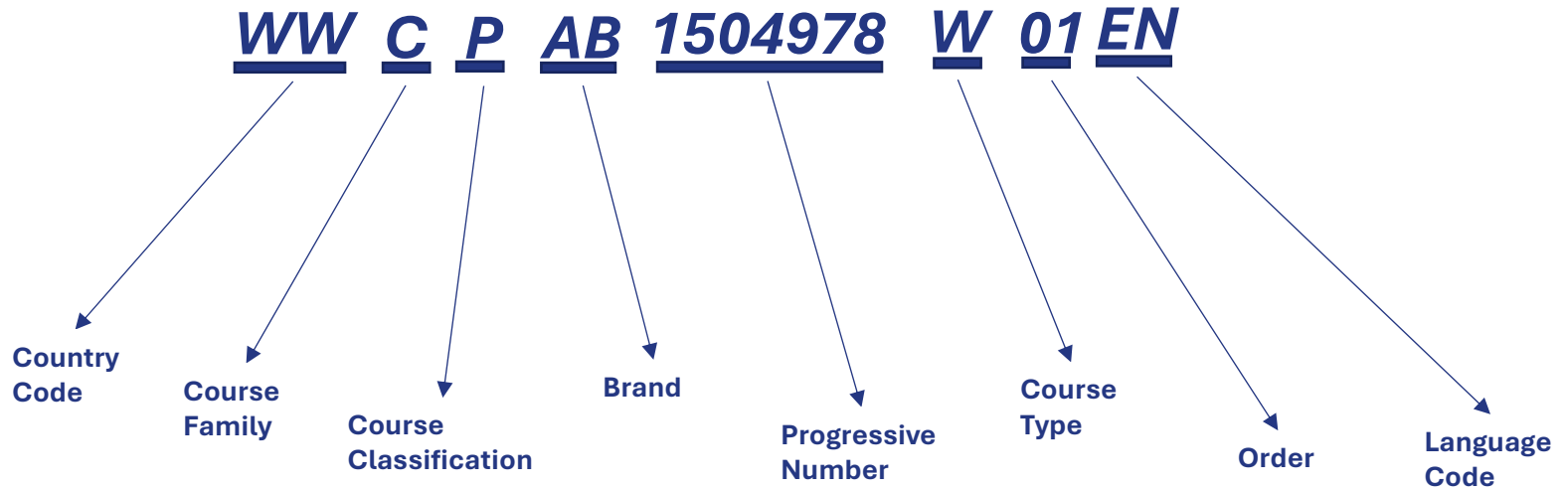


**Course code generator**

- Find or create a course code
- Create WBTs, Materials and LO variations
- Create Master and local versions
- Change/assign Providers as validator

Show

## COURSE CODE CREATION CODIFICATION



## CHECK THE COURSE CODE AVAILABILITY

Before creating your Course Code you may check if it has already been created centrally.

To do so, search for it using all the filters you see below:

Title, Project Manager, Country, Reference Code, Linked to (Reference)

Filter Course Codes
Docs

**Filters**
Advanced ▼

Title

Project Manager

Country

Reference Code

Linked from/to (reference)

Apply Filters
Reset Filters

Generate
Courses

Page 1 of 846

		Title	Project Manager	Created At	Country	C	Actions
+	<input type="checkbox"/>	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:44:40	Global Master	Sa	<span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">+</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">↺</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">+</span> <sup>1</sup> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">↻</span>
+	<input type="checkbox"/>	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:41:45	Global Master	Sa	<span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">+</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">↺</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">+</span> <sup>2</sup> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">↻</span>



## CHECK THE COURSE CODE AVAILABILITY

Click on Advanced to find more filters in addition to the ones listed on the previous page :

Course Family, Classification, Brand, Type, Language & Created by me

### Filter Course Codes Docs

**Filters** Advanced ^

Title	Project Manager	Country	Reference Code	Linked from/to (reference)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Family	Classification	Brand	Type	Language
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	To Date	<input type="checkbox"/> Created by me		
<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="dd/mm/yyyy"/> 			

Apply Filters Reset Filters

Generate Courses



9.1.2 LEARN'IN STELLANTIS  
SUPPORTING TOOLS :  
COURSE CODE CREATION PROCESS  
– NEW CODE

## GENERATE YOUR COURSE CODE:

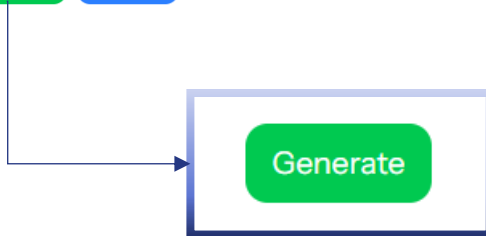
If your course code has never been created, you may proceed to create a brand new one.

To start generating the course code, simply click on the Generate button

**Filter Course Codes** [? Docs](#)

**Filters** Advanced ^

Title	Project Manager	Country	Reference Code	Linked from/to (reference)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Course Family	Classification	Brand	Type	Language	From Date	To Date	<input type="checkbox"/> Created by me
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>	



## GENERATE YOUR COURSE CODE:

1. Fill in all the required fields
2. Click preview to check your course code
3. Submit



### Create Course Code

[Docs](#)

[Open ticket](#)

\* Title

Central reference code

\* Country

\* Language

[Preview](#)

The masked 6 digits will be calculated once the request is submitted.

\* Brand

\* Course Family

\* Classification

\* Learning Object Type

- Title
- Country
- Language
- Brand
- Course Family
- Classification
- Learning object type

[Submit](#)

[Cancel](#)

When you select WBT as the Learning Object type, a validation option will appear, asking whether validation is required.

This option determines whether a third party is expected to

- either create the master or localized version directly in the Pilot platform,
- and or validate the accuracy and proper functioning of the WBT already uploaded to the Pilot LMS.

For example, this can be used when an external agency with provider access is required to review and validate the content.

## Create Course Code

[Docs](#)

[Open ticket](#)

\* Title

TEST MD

Validation

Yes  No

\* Country

Global Master (WW)

\* Language

English (en)

Central reference code

\* Brand

Stellantis group (XX)

\* Course Family

Transversal / Sales And Service (X)

Preview

The masked 6 digits will be calculated once the request is submitted.

\* Classification

Job related (J)

\* Learning Object Type

WBT (W)

Submit

Cancel

If you Select Yes for validation, you will be requested to select the Provider before you can click on Submit.

### Create Course Code

[? Docs](#) [Open ticket](#)

\* Title

\* Country

\* Language

\* Brand

\* Course Family

\* Classification

\* Learning Object Type

Validation

Yes  No

By selecting an agency user, a validation on the Test environment will be required before publishing the related WBT to Production

Provider

- Select
- Course Provider ITA FN Course Provider ITA LN – ID: course.provider.ita
- Local Provider – Username: localprovider
- Provider – Username: provider
- Studente Koinè – ID: Studente\_Koinè
- Studente Koinè – ID: StudenteKoinè

The masked 6 digits will be calculated once the request is submitted.

# COURSE CODE CREATION PROCESS – VALIDATION (ONLY FOR WBT) – PROVIDER VIEW



If you choose to get a provider to validate and/or publish the content (content will take up to 2 hours, and it will only be published into the Pilot LMS, not Production).

They will only have a restricted view, as they can only either validate or set to error the course you assign to them at the validation stage.

As a PM/Country admin, you may publish the content and only assign validation to the 3<sup>rd</sup> party or even skip the validation altogether if it doesn't apply.

The screenshot displays the 'WBT & Materials Requests' interface. At the top, there is a blue header with the 'STELLANTIS' logo. Below the header, a blue bar contains the title 'WBT & Materials Requests' and a 'Docs' button. A 'Filters' section allows users to filter by 'Request type' (set to 'All'), 'Central Reference Code' (set to 'MPCPXX506356W01EN'), 'Language' (set to 'all'), and 'Status'. There are 'Apply Filters' and 'Reset Filters' buttons. Below the filters, a 'Codes' button is visible. The main content is a table with the following data:

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions	
1	wbt	Provider	WWCPXX506356W01EN - wbt-test-validation-001 - 12/2025	MPCPXX506356W01EN	-	English	(Aftersales) Bodywork (Aftersales) Gearbox and Transmission	18/12/2025 15:48	created	master	

An orange arrow points from the 'Validate' icon in the 'Actions' column of the table to a 'Validate WBT' dialog box. The dialog box has the following options:

- Validated (validation succeeded)
- Error (validation failed)

At the bottom of the dialog box are 'Cancel' and 'Save' buttons.

If you select No Validation and click on Submit, you'll be prompted with a confirmation screen. It's important you use it to check for any errors before you click on Submit, since **this is your last chance before the course code gets generated.**

### Create Course Code

[Docs](#) [Open ticket](#)

\* Title  
TEST MD

\* Country  
Global Master (WW)

\* Brand  
Stellantis group (XX)

\* Classification  
Job related (J)    WBT (W)

Reference code  
XX\*\*\*\*\*W01EN

[Preview](#)

digits will be calculated once the request

[Submit](#) [Cancel](#)




#### Confirm submission

Do you want to proceed with these values?

Title: TEST MD  
Country: Global Master  
Language: English  
Brand: Stellantis group  
Course family: Transversal / Sales And Service  
Classification: Job related  
Learning object type: WBT

[Cancel](#) [Submit](#)

Once you click on Submit, the course code will be added to the list below and you will have Action Icons on the right had side :

-  1. Create Master : to create a Master LO in the LMS
-  2. Change Provider/Validation : To modify the provider
-  3. Create & Link (LO->LO) : To link a local LO to its central Master

**Filter Course Codes** ? Docs









**Filters** Advanced ▾

Title	Project Manager	Country	Reference Code	Linked from /to (reference)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Filters
Reset Filters

Generate
Courses

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	□	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Re	Actions
	□	TEST MD	MARIA DEMEYER	2025-12-08 16:23:24	Global Master	Transversal / Sales And Service	Job related	Stellantis group	WBT	English	IMX:	   
+	□	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:44:40	Global Master	Sales	Product	DS	Material	English	IMCF	   



9.1.3 LEARN'IN STELLANTIS  
SUPPORTING TOOLS :  
COURSE CODE CREATION  
LOCALIZED CODES

## CHECK THE COURSE CODE AVAILABILITY

Before creating your Course Code, you may check if it has already been created centrally. If you are creating a localized version, chances are that it does!

To do so, search for it using all the filters you see below:

Title, Project Manager, Country, Reference Code, Linked to (Reference)

Filter Course Codes ? Docs

**Filters**
Advanced ▼

Title

Project Manager

Country

Reference Code

Linked from/to (reference)

Apply Filters
Reset Filters

Generate
Courses

Page 1 of 846

	<input type="checkbox"/>	Title	Project Manager	Created At	Country	C	Actions
+	<input type="checkbox"/>	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:44:40	Global Master	Sa	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">+</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↺</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↻</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↺</span>
+	<input type="checkbox"/>	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:41:45	Global Master	Sa	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">+</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↺</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↻</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">↺</span>



## CHECK THE COURSE CODE AVAILABILITY

Click on Advanced to find more filters in addition to the ones listed on the previous page :

Course Family, Classification, Brand, Type, Language & Created by me

### Filter Course Codes Docs




**Filters** Advanced ^

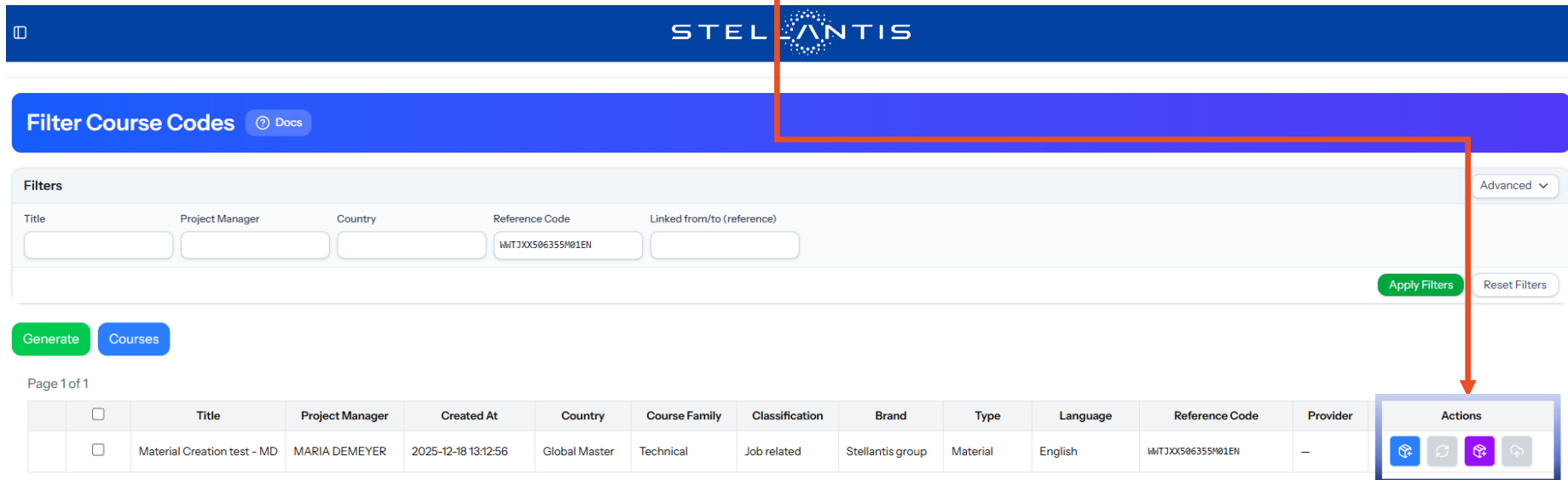
Title	Project Manager	Country	Reference Code	Linked from/to (reference)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Family	Classification	Brand	Type	Language
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	To Date	<input type="checkbox"/> Created by me		
<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="dd/mm/yyyy"/> 			

Apply Filters Reset Filters

Generate Courses

Once you find the central code/reference, you will see a screen like the one below with the following action buttons.

1.  Create Master : to create a Master LO in the LMS
2.  Change Provider/Validation : To modify the provider
3.  Create & Link (LO->LO) : To link a local LO to its central Master



**Filter Course Codes** Docs





**Filters** Advanced

Title  Project Manager  Country  Reference Code  Linked from/to (reference)

Apply Filters Reset Filters

Generate Courses

Page 1 of 1

	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Reference Code	Provider	Actions
<input type="checkbox"/>	Material Creation test - MD	MARIA DEMEYER	2025-12-18 13:12:56	Global Master	Technical	Job related	Stellantis group	Material	English	lWTJXX506355M01EN	-	   

To create a localized code attached to a central one, you need to click on the purple button :



- Create & Link (LO->LO) : To link a local LO to its central Master

**Filter Course Codes** Docs

**Filters** Advanced

Title  Project Manager  Country  Reference Code  Linked from/to (reference)

Apply Filters Reset Filters

Generate Courses

Page 1 of 846

	<input type="checkbox"/>	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Re	Action
	<input type="checkbox"/>	TEST MD	MARIA DEMEYER	2025-12-08 16:23:24	Global Master	Transversal / Sales And Service	Job related	Stellantis group	WBT	English	MXC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
+	<input type="checkbox"/>	Test Automation 001 - WBT Master xPSA	ANDREA PALUMBO	2025-12-05 12:44:40	Global Master	Sales	Product	DS	Material	English	MXC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

On the Link from existing LO page, please fill in the needed information as seen below and click on Create & Link

## Link from Existing LO

? Docs
🎫 Open ticket

**\* Title**

**\* Country**

**\* Language**

**\* Brand**

**\* Course Family**

**\* Classification**

**\* Learning Object Type**

Order (optional, 2 digits)

**Fixed 6-digit ID**  
506355

The new code will keep this 6-digit id unchanged.

Central reference code

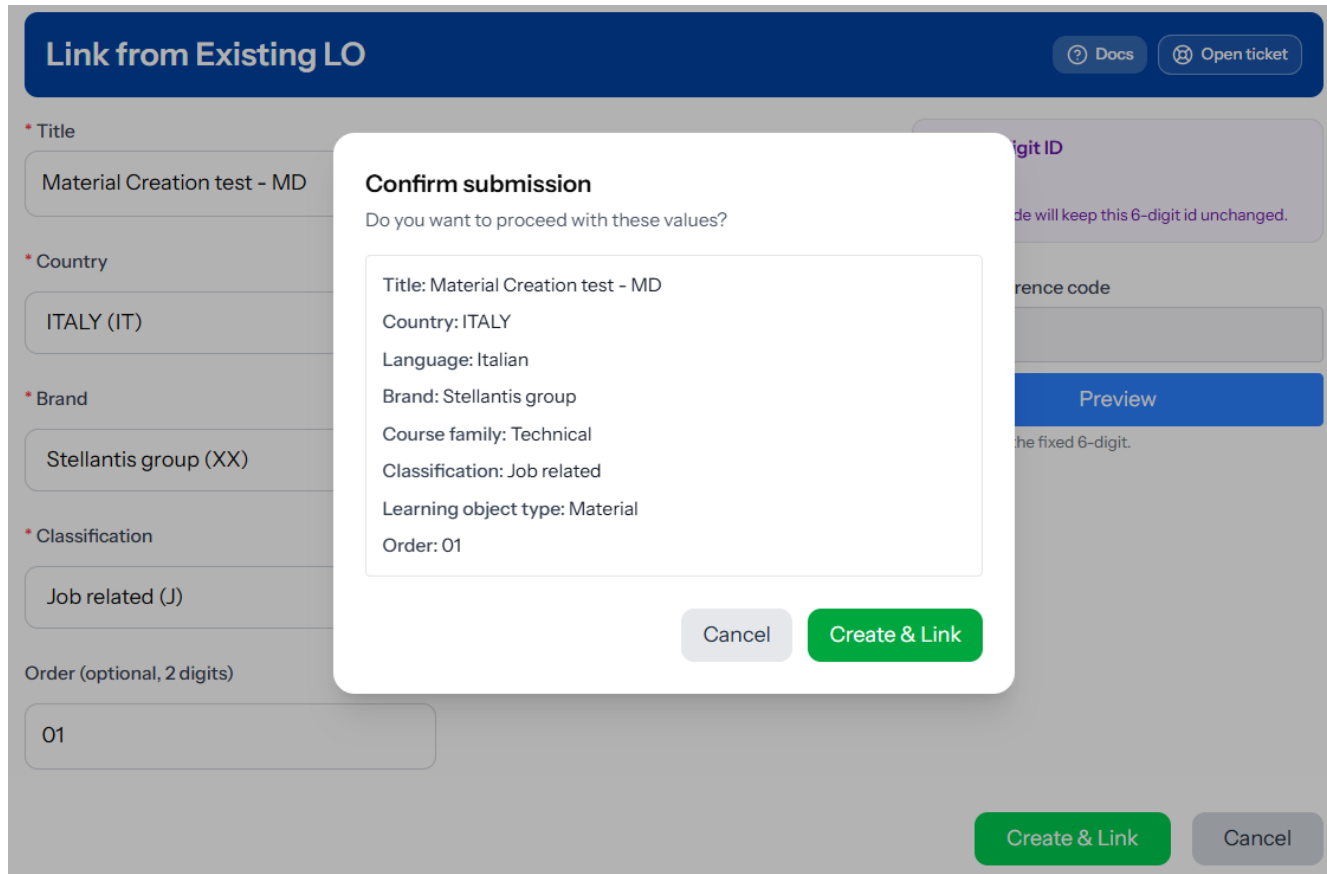
Preview

Preview uses the fixed 6-digit.

Create & Link

Cancel

Once you click on Create & Link you will be prompted with a summary page, use it, this is your last chance to check the data before you create the course code!



The screenshot shows a web form titled "Link from Existing LO" with a dark blue header. In the top right corner of the header are two buttons: "Docs" and "Open ticket". The form contains several input fields with red asterisks indicating required fields:

- Title:** Material Creation test - MD
- Country:** ITALY (IT)
- Brand:** Stellantis group (XX)
- Classification:** Job related (J)
- Order (optional, 2 digits):** 01

A modal dialog box titled "Confirm submission" is centered over the form. It asks "Do you want to proceed with these values?" and lists the following details:

- Title: Material Creation test - MD
- Country: ITALY
- Language: Italian
- Brand: Stellantis group
- Course family: Technical
- Classification: Job related
- Learning object type: Material
- Order: 01

The modal dialog has two buttons at the bottom: "Cancel" and "Create & Link". The "Create & Link" button is highlighted in green. In the background, a "Preview" button is also visible on the form.

Once you create the localized code, you will see

1. That a + sign appears on the central code line: you may click it to see more details
2. On the actions side, you will see a little number over the purple icon, signifying that a linked code exists for that master code

## Filter Course Codes

Docs

## Filters

Advanced ▾

Title Project Manager Country Reference Code Linked from/to (reference)

WMTJXX506355M01EN

Apply Filters

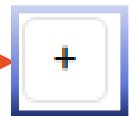
Reset Filters

Generate

Courses

Page 1 of 1

	<input type="checkbox"/>	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Reference Code	Provider	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Material Creation test - MD	MARIA DEMEYER	2025-12-18 13:12:56	Global Master	Technical	Job related	Stellantis group	Material	English	WMTJXX506355M01EN	—	   







*THANK YOU FOR YOUR TIME AND ATTENTION.*

*SEE YOU AROUND THE LEARN'IN STELLANTIS UNIVERSE  
FOR MORE LEARNING ADVENTURES.*