



LEARN'IN STELLANTIS ADMINISTRATOR GUIDE



5. LEARN'IN STELLANTIS: LEARNING OBJECTS

The Catalogue contains all training objects available to the learners.

The learning objects are:

- ✓ E-learning (WBT)
- ✓ Videos
- ✓ Materials or documents
- ✓ Events and sessions
- ✓ Curriculum
- ✓ Tests / Assessments

Chapter	Category	Title	Content prompt
5.	LiS : learning objects	5. Learn'in Stellantis: Learning objects	All about Learning objects and how to create them
5.1	LiS : learning objects	5.1 Learn'in Stellantis: E-learning/Web Based Training WBT	WBTs : web-based trainings / online trainings
5.1.1	LiS : learning objects	5.1.1 Learn'in Stellantis: E-learning/Web Based Training (WBT) The NEW TRAINING PORTAL	What can you find on the Learning Portal?
5.1.2	LiS : learning objects	5.1.2 Learn'in Stellantis: E-learning/Web Based Training (WBT) Course upload request manager	How to upload aa WBT via the Course Upload Request Manager
5.1.2.1	LiS : learning objects	5.1.2.1 Learn'in Stellantis: E-learning/Web Based Training (WBT) start an upload request Master COURSE	How to upload aa WBT via the Course Upload Request Manager : Master Course
5.1.2.2	LiS : learning objects	5.1.2.2 Learn'in Stellantis: E-learning/Web Based Training (WBT) start an upload request LOCALIZED COURSE	How to upload aa WBT via the Course Upload Request Manager : Localized Course
5.1.3	LiS : learning objects	5.1.3 Learn'in Stellantis: E-learning/Web Based Training (WBT) Editing in the LMS	How to edit a training once published in the LMS



5.1 LEARN'IN STELLANTIS: E-LEARNING/WEB BASED TRAINING (WBT)



5.1.1 LEARN'IN STELLANTIS: E-LEARNING/WEB BASED TRAINING (WBT) THE NEW TRAINING PORTAL

A new tool is available to publish WBTs to the LMS at both central and local levels.

To upload a WBT in the [Stellantis Learning Portal](#) , start by defining if you already have the course codes you need :

- **Central reference created** for central or bespoke local trainings as well as for localized trainings

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](#)

1. Course Code Generator

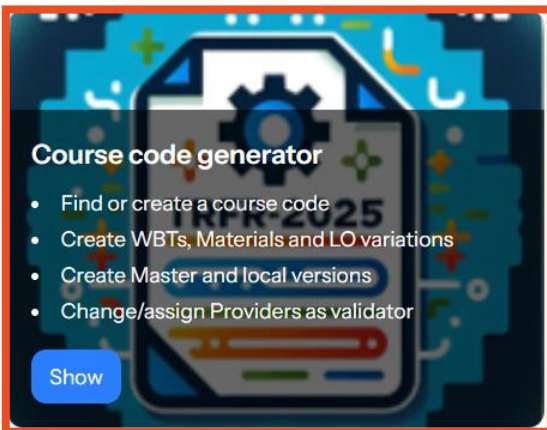
Use this option to create a new course code or search for an existing one.

You will need the course code to be able to use the Course Upload request Manager, make sure you start here before you go to request an upload

2. Course Upload Request Manager

Use this option to manage WBT upload requests, edit, confirm, publish, or mark as an error to cancel publication.

A Provider can also be validated at this stage (or later if you prefer).

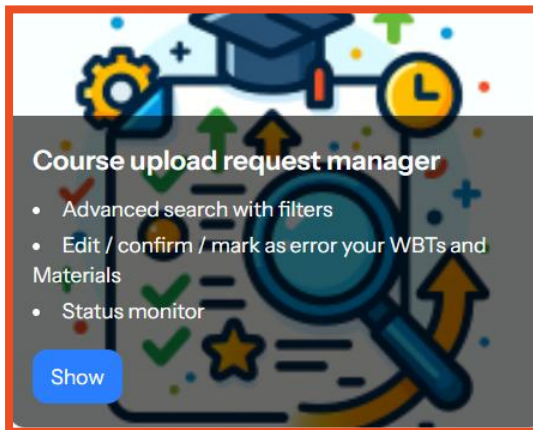



Course code generator

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

Show

1



Course upload request manager

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

Show

2



Video to Scorm 1.2

Upload and convert your videos to SCORM files

My videos



5.1.2 LEARN'IN STELLANTIS:
E-LEARNING/WEB BASED TRAINING (WBT)
COURSE UPLOAD REQUEST MANAGER

To start a new upload request, you need to :

1. start by defining if you already have the course codes you need, if not please refer to the [Course code Generator Guide](#) to create one, or locate an existing one.

Reminder: you will need :

- **Central reference created** for central or bespoke local trainings as well as for localized trainings
2. Go to the Course upload request manager

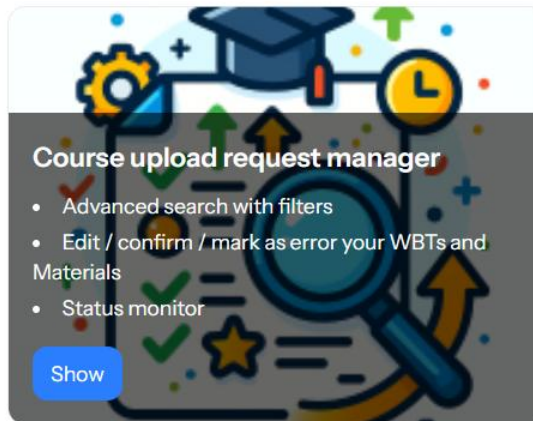


Course code generator

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

Show

1



Course upload request manager

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

Show

2



Video to Scorm 1.2

Upload and convert your videos to SCORM files

My videos

Since you now have the course codes you need, start by clicking on the **Codes** button to locate the reference you want to upload for.

WBT & Materials Requests Docs

Filters Advanced

Request type: All
 Central Reference Code:
 Language:
 Status: all

Apply Filters Reset Filters

Codes

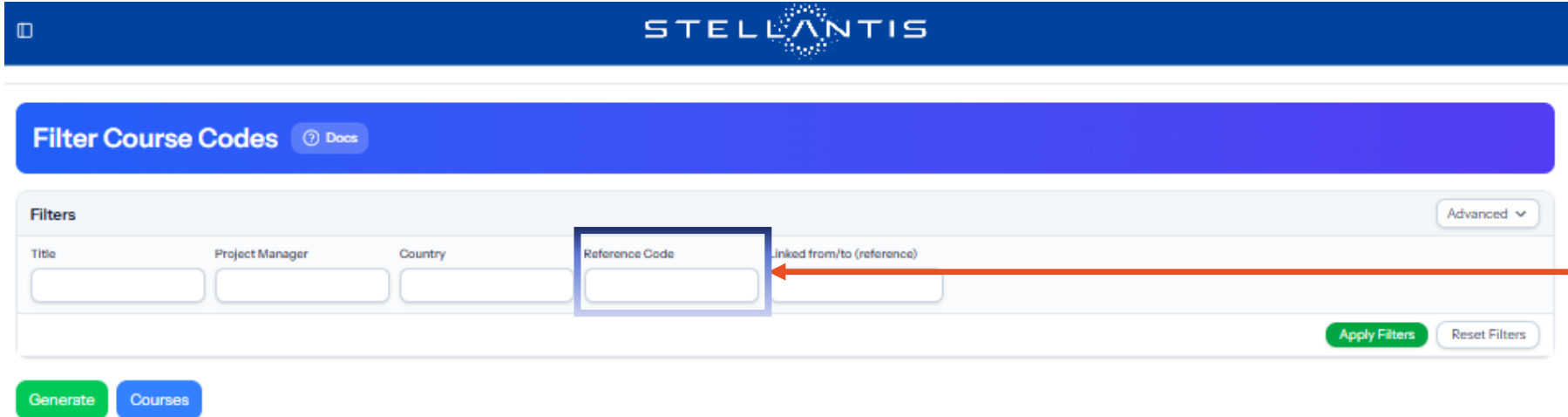
Total: 18 Page 1 of 2

Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions
Maria Demeyer	WWXJXX506349W01EN - TEST MD - 12/2025	WWXJXX506349W01EN	-	English	(NV/UV/B2B) NV Job Skills	11/12/2025 07:28	error	master	

To get started **look for the central reference of the course you want to upload :**

For Central Master courses, it will start by WW.

For a Bespoke training, it will start with your country code (IT for Italy, FR for France, DZ for Algeria, etc.)



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

Click on Advanced to find more filters to help you locate the Reference Code

The screenshot shows the 'Filter Course Codes' interface. At the top, there is a blue header with the 'STELLANTIS' logo. Below this is a blue bar containing the text 'Filter Course Codes' and a 'Docs' button. The main area is titled 'Filters' and contains two rows of filter fields. The first row includes 'Title', 'Project Manager', 'Country', 'Reference Code', and 'Linked from/to (reference)'. The second row includes 'Course Family', 'Classification', 'Brand', 'Type', 'Language', 'From Date', 'To Date', and a 'Created by me' checkbox. The 'From Date' and 'To Date' fields have a date format 'dd/mm/yyyy' and a calendar icon. At the bottom right, there are 'Apply Filters' and 'Reset Filters' buttons. A red box highlights the 'Advanced' dropdown menu in the top right corner, and a red arrow points from the instruction text to this dropdown. Another red arrow points from the 'Advanced' dropdown to the 'Course Family' field in the second row of filters.



5.1.2.1 LEARN'IN STELLANTIS:
E-LEARNING/WEB BASED TRAINING (WBT)
START A MASTER COURSE UPLOAD REQUEST

Filter Course Codes Docs

Filters Advanced ^

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

Course Family Classification Brand Type Language From Date To Date Created by me

Apply Filters Reset Filters

Generate Courses

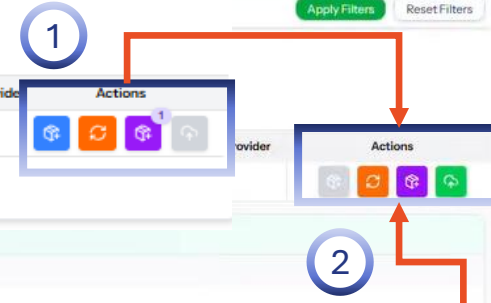
Page 1 of 1

	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Reference Code	Provider
<input type="checkbox"/>	Local Master TEST	MARIA DEMEYER	2025-12-16 10:15:39	FRANCE	Sales	Job related	Stellantis group	WBT	French	FRC30X506353M01FR	-

Page 1 of 1

WBTs for WCPXX506354W01EN View details

REF CODE	LOCAL REF	LANGUAGE	STATUS	CREATED AT	TYPE
WCPXX506354W01EN	-	English	publishing (prod)	17/12/2025 15:17	master



Once you locate the Reference Code, you will see that some action buttons have appeared on the right-hand side.



• Create Master : Use to start the Master uploading process (1)



• Use to Assign/Modify the provider



• Create & Link (LO - LO) This will create a variation of the original code with the same identifying 6 digits (to do that refer to the [Course code Generator Guide](#))



• Create a Local Version (2) : this is grayed out until the master is published, this is where you go to upload a local version of the central training

Provider

Select

Select

- Course Provider ITA FN Course Provider ITALN - ID: course.provider.ita
- Local Provider - Username: localprovider
- Provider - Username: provider
- Studente Koiné - ID: Studente_Koiné
- Studente Koiné - ID: StudenteKoiné



To get started uploading a master, click on the blue icon

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"/>	FRCJXX586353M01FR	<input type="text"/>			
Course Family	Classification	Brand	Type	Language	From Date	To Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	dd/mm/yyyy	
						<input type="checkbox"/> Created by me	
						<input type="button" value="Apply Filters"/>	<input type="button" value="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"/>	Local Master TEST	MARIA DEMEYER	2025-12-16 10:15:39	FRANCE	Sales	Job related	Stellantis group	WBT	French	FRCJXX586353M01FR	-	



Create Master WBT

Docs

Open ticket

* Central Reference Code

WWXJXX506349W01EN

CENTRAL REFERENCE CODE DATA

COUNTRY	Global Master	LANGUAGE	English
COURSE FAMILY	Transversal / Sales And Service	BRAND	Stellantis group
LEARNING OBJECT TYPE	WBT	CLASSIFICATION	Job related
TITLE	TEST MD	PROJECT MANAGER	MARIA DEMEYER
TRAINING DOMAIN	—	SUBJECT	—

SCORM Upload Type

SCORM (ZIP Archive) URL (Direct Access)

SCORM File *

Choose file No file chosen

Allowed formats: .zip — limit: 1 GB (1,024,000 KB)

Choose .zip...

On the WBT creation page, you will find :

1. A recap section of all the data filled in at course code creation.
2. A section where you can select your SCORM package or input a Link (ex : DAMS) to create the WBT.

1

2

3

Thumbnail

Use a custom thumbnail

Course Details

Training Domain *

Retail (retail)

Title *

(translation for "en-US")

TEST MD

Preview title (ref + title + MM/YYYY) 37/500

WWXJXX506349W01EN - TEST MD - 12/2025

Duration * (minutes number)

Subject *

Select Subject

Keywords — Separate each keyword with a semicolon ;

(translation for "en-US")

TEST MD

💡 If Keywords match the title, the formatted title preview will be used instead during export.

TEST MD

Description *

(translation for "en-US")

TEST MD

💡 If Description matches the title, the formatted title preview will be used instead during export.

On the WBT creation page, you will find :

3. Upload the thumbnail for the WBT. This is only for master or bespoke local trainings. Localized trainings will inherit this from the master.
4. Training Domain (Retail vs Corporate).
5. Title in master language.
6. Subject.
7. Keywords in master language.
8. Description in master language.
9. Duration.
10. This field lets you preview the title as you add the information. Use it to ensure the data is accurate!

Translations

Default for English : "en-US"

This translation is controlled by the **Title/Description/Keywords** fields above and does not appear in the list

Required: en-GB, en-AU *

Export formatting for each language:
 Title is automatically formatted as "REF - TITLE - MM/YYYY".
 Description and Keywords will receive the same formatting only if their content matches the title exactly; otherwise, they are exported as entered.

Language	Field	Text
en-GB (en-GB)	Title	Translation...
en-GB (en-GB)	Description	Translation...
en-GB (en-GB)	Keywords	Translation...
en-AU (en-AU)	Title	Translation...
en-AU (en-AU)	Description	Translation...
en-AU (en-AU)	Keywords	Translation...

Translations into other languages may be required.

- If the master language is English, **English (US), the LMS default, must be included**, and additional English variants may be requested.
- If the master language is not English, an **English (US) translation is mandatory**, as it is the LMS default language.

Make sure you fill them all in, changes may be implemented in the future to simplify the usage.

The page ends with a recap of the data provided for the course code creation

You can also click on Add subjects to add extra subjects

Click **Create** to proceed.

Inherited from Central Reference

Country *	Global Master (WW) ▼	Language *	English (en) ▼
Brand	Stellantis group (XX) ▼	Course Family	Transversal / Sales And Service (X) ▼
Classification	Job related (J) ▼	Local Reference Code	WWXJXX506349W01EN

Extra subjects (optional) + Add subjects

Back Create

Confirmation required

Are you sure you want to create this Master WBT?

Close Confirm

Extra subjects (optional) Close

(Aftersales) Electric and Hybrid Motorization × (Aftersales) Gearbox and Transmission × (Aftersales) Bodywork ×

Default
(Aftersales) Aftersales Warranty
(Aftersales) Gearbox and Transmission
(Aftersales) Bodywork
(Aftersales) Air Conditioning
(Aftersales) Diagnostic
(Aftersales) Electricity
(Aftersales) Equipment

Select one or more items in the list to add them.
The **main subject** stays the one selected in the form. Here you can add *additional* subjects (optional).

Once the SCORM package has been processed you may use the action buttons on the right-hand side of the course line to :



1. **Edit** : to modify the data of the WBT



2. **Publish** : to request the final publication in the LMS (within a couple of hours)



3. **Mark as ERROR** : to cancel the publication process



WBT & Materials Requests

[Docs](#)

Filters

Advanced ▼




Request type: ▼ Central Reference Code: Language: Status: ▼

Apply Filters

Reset Filters

Codes

Total: 1 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Actions
1 wbt	Maria Demeyer	WWXJXX506349W01EN - TEST MD - 12/2025	WWXJXX506349W01EN	-	English	(NV/UV/B2B) NV Job Skills	11/12/2025 07:28	validated	  

To complete the WBT publication, click the green icon.



A background process will then start, which may take up to 2 hours. During this time, the WBT will remain in progress and will be published once the process is complete.

While the process is ongoing and after publication, you may mark the request as an error by clicking the red icon :



If the publication was not yet done, then this will cancel the publication process.

If the WBT was already published, this will deactivate the course in the LMS.



WBT & Materials Requests Docs




Filters Advanced

Request type: Central Reference Code: Language: Status:

Apply Filters Reset Filters

Codes

Total: 1 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Actions
1 wbt	Maria Demeyer	WWXJXX506349W01EN - TEST MD - 12/2025	WWXJXX506349W01EN	-	English	(NV/UJ/B2B) NV Job Skills	11/12/2025 07:28	validated	  

Once you set the upload as error, the attempt will show as on the screen :

1. Mark as ERROR : to cancel the process



WBT & Materials Requests Docs

Filters Advanced ▾

Request type: All ▾ Central Reference Code: WWXJXX506349W01EN Language: Status: all ▾

Apply Filters
Reset Filters

Codes

Total: 1 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions
1 wbt	Maria Demeyer	WWXJXX506349W01EN - TEST MD - 12/2025	WWXJXX506349W01EN	-	English	(NV/UV/B2B) NV Job Skills	11/12/2025 07:28	error	master	



5.1.2.2 LEARN'IN STELLANTIS:
E-LEARNING/WEB BASED TRAINING (WBT)
START A LOCALIZED COURSE UPLOAD REQUEST

To get started uploading a localized course,

1. Look for the central course code as previously shown.
2. once you find the central course code, click on the green icon (Upload Localization)



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 847

<input type="checkbox"/>	Title	Project Manager	Created At	Country	Course Family	Classification	Brand	Type	Language	Reference Code	Provid	Actions
<input type="checkbox"/>	wbt-test-title-001	PM	2025-12-17 15:09:08	Global Master	Sales	Product	Stellantis group	WBT	English	WMCPIX506354W01EN	-	
WBTs for WMCPIX506354W01EN View details												
REF CODE	LOCAL REF	LANGUAGE	STATUS	CREATED AT	TYPE							
WMCPIX506354W01EN	-	English	publishing (prod)	17/12/2025 15:17	master							

Create Localized WBT

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

*Central Reference Code
WWCPXX506354W01EN

CENTRAL REFERENCE CODE DATA

COUNTRY	Global Master	LANGUAGE	English
COURSE FAMILY	Sales	BRAND	Stellantis group
LEARNING OBJECT TYPE	WBT	CLASSIFICATION	Product
TITLE	wbt-test-title-001	PROJECT MANAGER	PM
TRAINING DOMAIN	Retail	SUBJECT	(Aftersales) Gearbox and Transmission

SCORM Upload Type

SCORM (ZIP Archive) URL (Direct Access)

SCORM File *

Sfoggia... Nessun file selezionato.

Allowed formats: .zip – limit: 1 GB (1,024,000 KB)

[Choose .zip...](#)

On the WBT creation page you will find :

1. A recap section all the data filled in at course code creation

Note that Training domain and subject have been inherited from the master.

2. A section where you can select your SCORM package or input a Link (ex : DAMS) to create the WBT

Thumbnail

Use a custom thumbnail

Course Details

Country *

3 Select Country

Language *

5 Select Language

Title *

(translation for "--")

4 wbt-test-title-001

Keywords – Separate each keyword with a semicolon ;

(translation for "--")

6 wbt-test-title-001

If Keywords match the title, the formatted title preview will be used instead during export.

wbt-test-title-001

Preview title (ref + title + MM/YYYY) 44/500

8 CPXX506354W01 - wbt-test-title-001 - 12/2025

Description *

(translation for "--")

7 wbt-test-title-001

If Description matches the title, the formatted title preview will be used instead during export.

Duration * (minutes number)

[Empty input field for duration]

On the WBT creation page, you will find :

3. Country for the localized training
4. Title in the localized language (translation will be requested further down)
5. Select the local language
6. Keywords in localized language
7. Description in localized language
8. This field lets you preview the title as you add the information. Use it to ensure the data is accurate!

Note that the Thumbnail, Domain and duration are not seen in this area anymore simply because they have been inherited from the master.

Translations

Default for French : "fr-FR"

This translation is controlled by the **Title/Description/Keywords** fields above and does not appear in the list

Required: en-US *

Export formatting for each language:
 Title is automatically formatted as "REF - TITLE - MM/YYYY".
 Description and Keywords will receive the same formatting only if their content matches the title exactly; otherwise, they are exported as entered.

Language	Field	Text
en-US (en-US) ▾	Title ▾	wbt-test-title-001

Language	Field	Text
en-US (en-US) ▾	Description ▾	wbt-test-title-001

Language	Field	Text
en-US (en-US) ▾	Keywords ▾	wbt-test-title-001

Once you select your local language, you will see the Translation section appear:

- If the master language is English, **English (US), the LMS default, must be included**, and additional English variants may be requested.
- If the master language is not English, an **English (US) translation is mandatory**, as it is the LMS default language.

Make sure you fill them all in!

Inherited from Central Reference

Brand	Course Family
Stellantis group (XX) ▾	Sales (C) ▾
Classification	Local Reference Code
Product (P) ▾	CPXX506354W01FR

Inherited from Master WBT

Duration (minutes)	Training Domain *
1	Retail (retail) ▾
Subject *	
(Aftersales) Gearbox and Transmission (538) ▾	

Extra Subjects (inherited)

(Aftersales) Aftersales Warranty (Aftersales) Electricity (Aftersales) Bodywork

Editing is disabled for localized WBTs – values are inherited from the Master.

Back

Create

Confirmation required

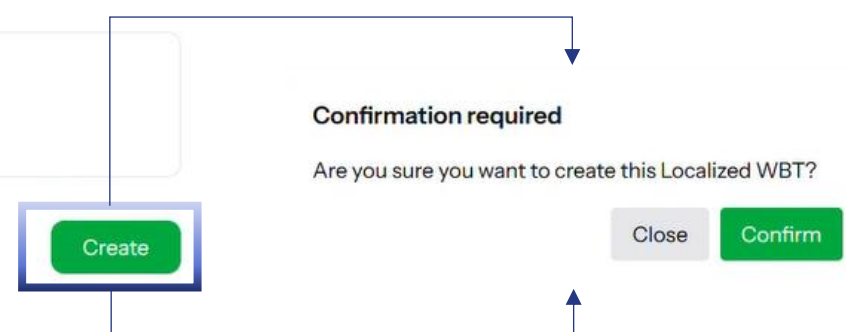
Are you sure you want to create this Localized WBT?

Close

Confirm

The page ends with a recap of the inherited data from both the central reference and the Master WBT.

Click **Create** to proceed.



Once the SCORM has been processed you may use the action buttons on the right-hand side of the course line to :



1. **Edit** : to modify the data of the WBT



2. **Publish** : to request the final publication in the LMS (within a couple of hours)



3. **Mark as ERROR** : to cancel the publication process

WBT & Materials Requests Docs

Filters Advanced ▾

Request type	Central Reference Code	Language	Status
All ▾	IMCPXX506354W01EN		all ▾

Apply Filters
Reset Filters

Codes

Total: 2 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions	
1	wbt	PM	FRCPXX506354W01FR - wbt-test-title-001 - 12/2025	IMCPXX506354W01EN	FRCPXX506354W01FR	French	(Aftersales) Gearbox and Transmission (Aftersales) Aftersales Warranty (Aftersales) Electricity +1	17/12/2025 16:34	validated	local	
2	wbt	PM	WWCPXX506354W01EN - wbt-test-title-001 - 12/2025	IMCPXX506354W01EN	-	English	(Aftersales) Gearbox and Transmission (Aftersales) Aftersales Warranty (Aftersales) Electricity +1	17/12/2025 15:17	publishing (prod)	master	

Note that on this landing page you will find:

1. Your localized copy with the action buttons detailed on the previous slide
2. The master that shows underneath
3. Note that on the localized version we now see the local course code

☰
STELLANTIS

WBT & Materials Requests Docs

Filters Advanced ▾

Request type	Central Reference Code	Language	Status
<input type="text" value="All"/>	<input type="text" value="WPCPXX506354W01EN"/>	<input type="text"/>	<input type="text" value="all"/>

Apply Filters
Reset Filters

Codes

Total: 2 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions	
1	wbt	PM	FRCPPX506354W01FR - wbt-test-title-001 - 12/2025	WPCPXX506354W01EN	FRCPPX506354W01FR	French	(Aftersales) Gearbox and Transmission (Aftersales) Aftersales Warranty (Aftersales) Electricity	17/12/2025 16:34	validated	local	✎ 🔄 ⚠
2	wbt	PM	WWCPXX506354W01EN - wbt-test-title-001 - 12/2025	WPCPXX506354W01EN	-	English	(Aftersales) Gearbox and Transmission (Aftersales) Aftersales Warranty (Aftersales) Electricity	17/12/2025 15:17	publishing (prod)	master	⚠

To complete the WBT publication, click the green icon. 

A background process will then start, which may take up to 2 hours. During this time, the WBT will remain in progress and will be published once the process is complete.

While the process is ongoing and after publication, you may mark the request as an error by clicking the red icon : 

If the publication was not yet done, then this will cancel the publication process.

If the WBT was already published, this will deactivate the course in the LMS.



WBT & Materials Requests [Docs](#)




Filters Advanced ▾

Request type: ▾ Central Reference Code: Language: Status: ▾

[Apply Filters](#) [Reset Filters](#)

[Codes](#)

Total: 1 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Actions
1 wbt	Maria Demeyer	WWXJXX506349W01EN - TEST MD - 12/2025	WWXJXX506349W01EN	-	English	(NV/UJ/B2B) NV Job Skills	11/12/2025 07:28	validated	  

Once you set the upload as error, the attempt will show as on the screen :

1. Mark as ERROR : to cancel the process

WBT & Materials Requests Docs

Filters Advanced ▾

Request type: Central Reference Code: Language: Status:

Apply Filters Reset Filters

Codes

Total: 2 Page 1 of 1

Request type	Creator	Title	Central Reference Code	Local Reference Code	Language	Subjects	Created At	Status	Course Type	Actions
1	wbt	PM	FRCPPX506354W01FR - wbt-test-title-001 - 12/2025	WCPXX506354W01EN	FRCPPX506354W01FR	French	<div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px; display: inline-block; margin-bottom: 2px;">(Aftersales) Gearbox and Transmission</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px; display: inline-block; margin-bottom: 2px;">(Aftersales) Aftersales Warranty</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px; display: inline-block; margin-bottom: 2px;">(Aftersales) Electricity</div> <div style="font-size: 8px; margin-top: 2px;">+1</div>	17/12/2025 16:34	error	local



5.1.3 LEARN'IN STELLANTIS: E-LEARNING/WEB BASED TRAINING (WBT) EDITING IN THE LMS

To edit **your market's localized copy of a WBT**, you need to go directly to the LMS and find it in Admin / Catalogue

The drop-down menu provides 3 options :

1. Edit: allows you to edit the WBT settings
2. Assign: allows you to add the training to the learner's transcript
3. View as user shows the details of the course as seen by the learner.

Course catalogue

All Training ▼
Search

Refine search

Published ▼
Active ▼
By Title ▼
 Show courses with recurrence

☑	Title	Vendor	Version	Language	Date created	Modified Date	Actions
☑	3008 (T84) - APRĪKOJUMS - (TA1508W02 - FadSpeed-[818_lv])	Central Training	1.0	Latvian (Latvia)	17/04/2015	09/01/2017	▼
☑	3008 (T84) - BODYWORK - AP - TA1508W03 EN FadSpeed_2010	Central Training	1.0	English (UK)	21/04/2016		
☑	3008 (T84) - EQUIPMENT - AP - TA1508W02 EN FadSpeed_2010	Central Training	1.0	English (UK)	21/04/2016		

1

2

3

Edit

Assign

View as user

When you click on edit you may modify the course settings using the different tabs:

- General
- Prerequisites
- Topic
- Availability

Note : unless you're working on a Bespoke course, the metadata should already be populated based on Master metadata (**do not modify subject/topic**).

The screenshot shows the course settings interface with three tabs highlighted: General (1), Subjects (2), and Availability (3). The interface includes the following fields and sections:

- General (1):**
 - Course Title:** CG503255W01 - Let's discover the Stellantis Operating Standards - ENI
 - Keywords:** CG503255W01 - Let's discover the Stellantis Operating Standards
 - Description:** <p>GOOGLE CHROME OR MICROSOFT EDGE RECOMMENDED. SOME CONTENT NOT COMPATIBLE WITH INTERNET EXPLORER.
Understand WHY the Stellantis Operating Standards (SOS) are essential to provide a best in class customer experience.
• Identify WHO is involved in the Stellantis Operating Standards (SOS) implementation and follow-up.

 - Subscriptions:** N/A
 - Content Source:** N/A
 - Resources:** + Add Attachment (No attachments have been uploaded for this Online Class)
 - Available Languages:** English (UK), English (US)
- Subjects (2):** (This tab is currently empty in the screenshot).
- Availability (3):**
 - Thumbnail Image:** Choose file (No file chosen) Upload
 - Original Title:** CG503255W01 - Let's discover the Stellantis Operating Standards - ENIN (03/2022)
 - Provider:** Central Training Online Remove
 - Type:** Online Class
 - Version:** 1.0
 - Learning Object Id:** c788aa91-a513-497a-9ae7-eb8d2e965834

See next for details on the 3 highlighted tabs

1 « General » TAB :

Edit ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

<
General
Prerequisites
Subjects
Competencies
Acknowledgement
Approval Workflow
Availability
Emails
Recommendations
>

* **Course Title**

Keywords

Description

NOTE :
Please do not remove or translate the English (US) title as it is needed for central reporting purposes.

Translate ✕

English (US):

Estonian (Estonia):

Finnish (Finland):

French (Canada):

French (France):

Cancel Save

- The title contains:
REFERENCE / TITLE / LANGUAGE CODE / DATE

Fill in the title in both English (US) and your language by clicking on the globe icon

1 « General » TAB :

Edit ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

<
General
Prerequisites
Subjects
Competencies
Acknowledgement
Approval Workflow
Availability
Emails
Recommendations
>

* **Course Title**

Keywords

Description

NOTE :
Please do not remove or translate the English (US) keywords as they are needed for central reporting purposes.

▪ **Keywords:**

This allows trainees to find the training easily using the “Search” function
Examples : central or local reference, brand, car model...

Fill them in both English (US) and your language by clicking on the globe icon

Translate ✕

English (US):

Estonian (Estonia):

Finnish (Finland):

French (Canada):

French (France):

1 « General » TAB :

Edit ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

General
 Prerequisites
 Subjects
 Competencies
 Acknowledgement
 Approval Workflow
 Availability
 Emails
 Recommendations

* Course Title

Keywords

Description

NOTE :
Please do not remove or translate the English (US) description as it is needed for central reporting purposes.

▪ Description:

Fill in the description in both English (US) and your language by clicking on the globe icon to allow trainees to find the training easily using the “search” function

Examples : central or local reference, brand, car model...

Translate ✕

English (US):

Estonian (Estonia):

Finnish (Finland):

French (Canada):

French (France):

1 « General » TAB :

Edit ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

- General
- Prerequisites
- Subjects
- Competencies
- Acknowledgement
- Approval Workflow
- Availability
- Emails
- Recommendations

* **Course Title**

Keywords

Description

Thumbnail Image

No file chosen **Upload**

Original Title

ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Provider

Type

Online Class

Version

1.0

Learning Object Id

0ae2234c-63c7-4cca-aebd-7e94dd3c1b9f



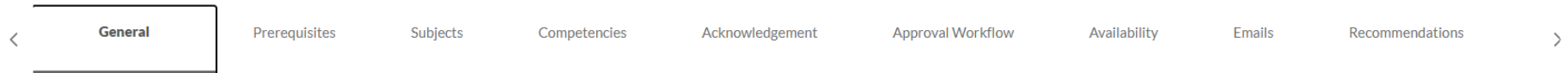
NOTE :

Provider / vendor :
Central Training online for all WBT

1 « General » TAB :

Edit ESXRX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.



Central Reference:

WWXRX505937W01EN



Local Reference:

ESXRX505937W01ES



NOTE :

Do not modify the central reference
It is needed for central reporting purposes.

A bespoke Training should contain the local reference in both fields

▪ Central and Local reference:

Fill them in both English (US) and your language by clicking on the globe icon to allow trainees to find the training easily using the search option

1 « General » TAB :

Edit ESXRXX505937W01ES - LET'S DISCOVER THE STELLANTIS OPERATING STANDARDS 2025 - ES (03/2025)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

<
General
Prerequisites
Subjects
Competencies
Acknowledgement
Approval Workflow
Availability
Emails
Recommendations
>

Available Languages

Default Language **English (US)**
 This is the language shown to the user if the course is not localized in their language.

Proficiency Level:

Points

Badge [Add Badge](#)

Credits

Max Score
 If this value is set to 0 then no score will be displayed on the user's transcript. This field shows the points possible for the course.

NOTE :

It's recommended that you fill in the languages to facilitate locating training

▪ **Max Score**

Leave it 100 if you want scores to be picked up by the system in reporting.

Recurrence When a curriculum active for recurrence is re-requested or re-assigned, the internal learning objects will be reset.

Allow users to request this training more than once.

Allow this training to be assigned to the same user more than once

Allow subsequent instances of training to be approved based on original approval. Leave unmarked to apply approval workflow for every request.

Available Offline Allow download for offline consumption (NOTE: Materials uploaded with a source that is: a .zip file, a YouTube URL, or a URL requiring authentication cannot be downloaded)

Language Equivalents If a training item is available in the user's portal display language, the language equivalent training will be displayed to the user by default. Do not exceed one training item per language.

Add Language Equivalents [↗](#)

Training Equivalents User who completes one of the following training items will acquire a completed (equivalent) status for the current training item on transcript.

Add Training Equivalents [↗](#)

Name	Type	Available Languages	Bidirectional	Apply Retroactively	
Cancel and Replace (with ESXRXX505937W01ES) CG503255W01 – Nuevos Estándares Operacionales Stellantis – ES (02/2022)	Online Class	Spanish (Spain)	No	<input type="checkbox"/>	Remove

One Player Allow this training to open in One Player

Exclude from Course Recommendations When selected, this training will not be recommended to users via Course Recommendations.

Active When selected, this training is active

Deactivate this course on

Mobile Allow this training to be viewed via the Cornerstone Learn App.

- **Recurrence** : recurrence would reset completion status, **central has specifically requested for this option not to be used.**
- **Active** : the online course is active and visible. If it's deactivated, the training won't be accessible;
- **Mobile** can be activated if you wish

2

« Subjects » Tab :

To add the subject of your online course, you can click on « add subject » from the « Subjects » tab. The LBC is responsible for all Metadata, not the local market, so be sure you provide all the information.

Edit HUCPOP505690W02HU - Connected_Services_2024_Exp - WBT - OPEL - HU (10/2024)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

The screenshot shows a navigation bar with tabs: General, Prerequisites, **Subjects**, Competencies, Acknowledgement, Approval Workflow, Availability, Emails, and Recommendations. Below the tabs, the 'Subjects' section is active, displaying a breadcrumb trail: xPSA > Sales & Marketing Academy > Trade and Marketing Product. A 'Remove' button is visible next to the breadcrumb. At the bottom right of this section, there are 'Cancel' and 'Save' buttons. A blue box highlights the 'Add Subject' button in the top right corner of the 'Subjects' section.

A list of subjects will Pop-up.
 Select a topic by clicking on the cross.

The pop-up window has a search bar at the top with the text 'Search for a Subject' and a magnifying glass icon. Below the search bar, the title 'Subjects' is displayed. Underneath, there is a section for 'Subject Name' with a list of subjects: Customer Relationships, SLH0004, SLH0012, SLH0014, SLH0124, Stellantis Learning Hub, xPSA, Aftersales, Corporate Academy, Help Learn'in PSA, and Industrial Academy. A blue box highlights the entire pop-up window.



3 « Availability » tab:

You can set up availability using groups, positions, locations, users,...

Note:

Primary Position can be used for xPSA that haven't yet migrated to MyPeople. If you are xFCA or have already migrated, you should use the job role instead.

Edit HUCPOP505690W02HU - Connected_Services_2024_Exp - WBT - OPEL - HU (10/2024)

Select any of the tabs below to edit course information. Moving to a different tab will automatically save the information on the previous page.

[General](#)
[Prerequisites](#)
[Subjects](#)
[Competencies](#)
[Acknowledgement](#)
[Approval Workflow](#)
Availability
[Emails](#)
[Recommendations](#)

Availability

Criteria	Include Subordinates	Pre-Approved	Register Upon Approval	Availability Type	Training Request Form	
All users in Group: ATN1 (ATN1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	Please select a Request Form	Remove
All users in Group: CEC Admin group (CEC Admin group)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	Please select a Request Form	Remove
Palossy, Zita (DL36207)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	Please select a Request Form	Remove

A pop-up displays. Choose the targeted position and click on « done ».

Availability

Primary Position	▼	Select	Create New Group			
Criteria		Include Subordinates	Pre-Approved	Register Upon Approval	Availability Type	Training Request Form
All users in Group: ATN1 (ATN1)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None ▼	Please select a Request Form ▼
All users in Group: CEC Admin group (CEC Admin group)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None ▼	Please select a Request Form ▼
Palossy, Zita (DL36207)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None ▼	Please select a Request Form ▼

Select Primary Position

Name	ID	Owner	
<input type="text" value="Enter Name"/>	<input type="text" value="Enter ID"/>	<input type="text" value="Enter Owner"/>	<input type="button" value="Search"/>

Primary Position

Title	ID	
Corporate Internal Employee	UNIV	Add >
Entreprise étendue	EE_UNIV	Add >
LeapMotor	LeapMotor	Add >
Network	RESEAU	Add >

Warning:
an availability on a position may take up to 24h to take effect



Availability

Primary Position

Criteria	<input checked="" type="checkbox"/> Include Subordinates	<input checked="" type="checkbox"/> Pre-Approved	<input checked="" type="checkbox"/> Register Upon Approval	Availability Type	Training Request Form	
All users in Group: ATN1 (ATN1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="text"/>	Please select a Request Form <input type="text"/>	<input type="button" value="Remove"/>
All users in Group: CEC Admin group (CEC Admin group)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="text"/>	Please select a Request Form <input type="text"/>	<input type="button" value="Remove"/>
Palossy, Zita (DL36207)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None <input type="text"/>	Please select a Request Form <input type="text"/>	<input type="button" value="Remove"/>

- « **Include direct reports** » if you want all subordinates of the selected group have access to the online course;
- « **Pre-approved** » in order to the online course be available without hierarchy validation. The trainee is registered as soon as he requests it.
- « **Register upon approval** » in order to the registration be automatic.

>>> For online courses we recommend you tick theses three boxes.

Don't forget to click on « save »

If you need to reassign an online course to trainees who have already completed it, use the **Learning Assignment Tool** (you can find a link to this tool in the Index under the relevant chapter).

Note: The **LAT** automatically excludes users who have previously completed the training. If you want to reassign the course regardless, be sure to select “**Allow New Occurrence**” during the assignment setup. This ensures the LAT will assign the learning object to all users, including those who have already completed it.

After retaking the training, the trainee’s transcript will display **only their most recent score**. Previous scores remain accessible through Reporting 2.0.

**Warning:**

Reassign training with caution, especially if it is part of a Certification Path, as this action overwrites prior completion statuses and **can disrupt central reporting accuracy**.

LAUNCH AN E-LEARNING (WBT) – XPSA LAYOUT



- To launch an e-learning (WBT/FAD), you can either :
1. Browse for it by clicking on **Launch an E-Learning** link
 2. Go to your **transcript** by clicking on the **My training** link
- Then click on the **Launch button**

WELCOME
Maria Demeyer
TO LEARN IN PSA

REGISTER FOR A FACE TO FACE TRAINING

1 LAUNCH AN E-LEARNING

USERS GUIDE

2 MY TRAINING

SEARCH A TRAINING

MY PROFILE

Browse for Training 4215 Results

Training clear

- Top Picks for Maria
- Newest
- Suggested
- Featured
- Popular

Subject clear

- XPSA

Sort By Most Recent

- All
- Online Classes

- Stellantis Electric Vehicles (CORP_NA_EV101-2)**
Online Class · CORP_Region Unique Training_NA ★★★★★ (0)
- [SPWA] Team Leader Coaching Grid**
Online Class · CORP_Manufacturing SPW ★★★★★ (1)
This course is offered by the SPW Academy.

Maria Demeyer Bio Feedback **3 Transcript** Actions Snapshot User Record

Maria Demeyer Transcript

Transcript: Maria Demeyer

Use the transcript to manage all active training.

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (9)

- WWXJXX505918W01EN - PPT Local Drive Your Business Q2-2025 April**
Due: No Due Date | Status: In Progress | Training Type: Material | Training Status: Active | Mark Complete
- AECOXX506087W01EN - Stellantis Service Process - GCC (04/2025)**
Due: No Due Date | Status: Registered | Training Type: Online Class | Training Status: Active | **Launch**

To launch an e-learning (WBT/FAD), you can go to the Hamburger menu and either :

1. Browse for it by clicking on **Launch an E-Learning** link
2. Go to your **transcript** by clicking on the **My training** link

Then click on the **Launch button**

The image shows a composite of two screenshots from an LMS interface. On the left is a user profile for Paolo Cavicchi, Administrator Pays LMS / Lms Country ... Below this is a hamburger menu with the following items: Learning (expanded), Homepage studente, Visualizza curriculum formativo (circled with a '2'), Sfoglia formazione (circled with a '1'), Calendario eventi, Visualizza sessioni, Interessi e liste di attesa, Traccia esenzione, and Home. On the right, the top screenshot shows the 'Browse for Training' page with 4215 results. It lists two courses: 'Stellantis Electric Vehicles (CORP_NA_EV101-2)' and '[SPWA] Team Leader Coaching Grid'. The bottom screenshot shows the 'Transcript: Maria Demeyer' page. It features filters for Training Status (Active), Date Added, and Training Type (All Types). There are two search results: 'WWXJXX505918V01EN - PPT Local Drive Your Business Q2-2025 April' and 'AECOXX506087W01EN - Stellantis Service Process - GCC (04/2025)'. The 'Launch' button for the second result is circled in blue. Blue arrows indicate the flow from the menu items to the corresponding pages and the 'Launch' button.



THANK YOU FOR YOUR TIME AND ATTENTION.

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