



# MEQuest Learn

**Run any program, from day one to graduation**

Training, professional development, mentorship, or a personal learning track - for a weekend or a whole year. Follow one program from an empty plan to a room full of graduates on MEQuest Learn: set up, onboard, teach, engage, assess, track, certify, and offboard - with every stage built in.

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## THE MEQUEST LEARN JOURNEY

Set up · Onboard · Teach · Assess · Engage · Community · Track

## OVERVIEW

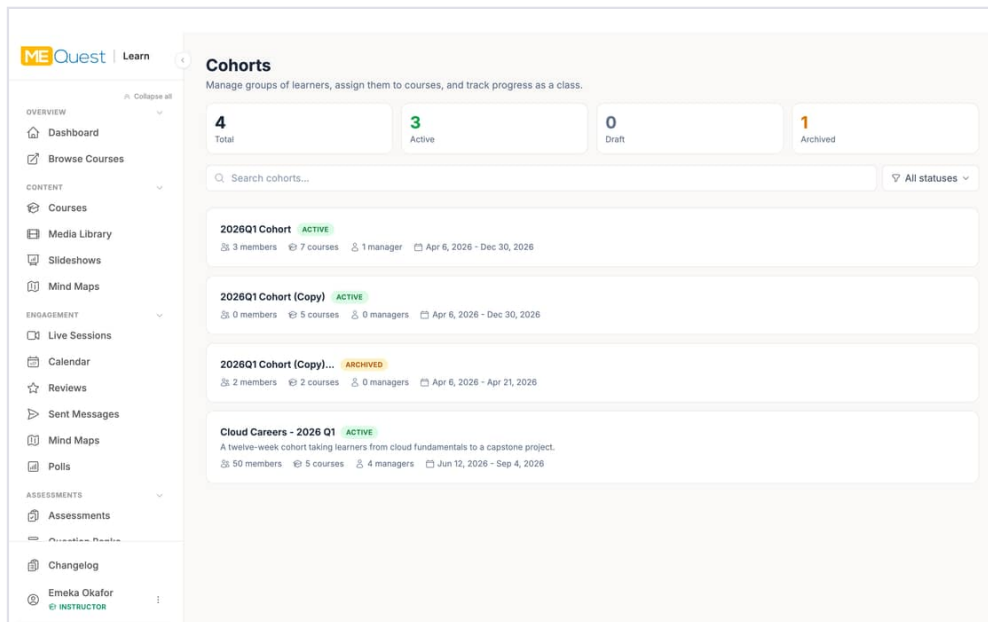
# The journey at a glance

MEQuest Learn takes a program through eight connected stages. Each stage is designed so the next one falls into place - from an empty plan to a room full of certified graduates. Here is the whole arc before we walk through it, chapter by chapter.

|   |                                                                                                           |                |
|---|-----------------------------------------------------------------------------------------------------------|----------------|
| 1 | <b>Set up</b><br>Stand up a program and shape its structure - people, courses, phases, and schedule.      | Chapters 01-05 |
| 2 | <b>Onboard</b><br>Bring every learner in the same confident way, and plan a graceful finish from day one. | Chapters 06-07 |
| 3 | <b>Teach</b><br>Deliver your courses live and hands-on, with sessions, assignments, and study tools.      | Chapters 08-11 |
| 4 | <b>Assess</b><br>Measure what learners have truly mastered with secure, flexible assessment.              | Chapters 12    |
| 5 | <b>Engage</b><br>Keep the room energised with live polls, quizzes, and instant interaction.               | Chapters 13    |
| 6 | <b>Community</b><br>Turn a roster into a real community - and see who is driving it.                      | Chapters 14-15 |
| 7 | <b>Track</b><br>See progress across the whole cohort and certify achievement automatically.               | Chapters 16    |
| 8 | <b>The learner</b><br>Everything the program offers, gathered into one motivating place for the learner.  | Chapters 17    |

## SET UP · CHAPTER 01

## Create the program and assign a lead



Every program starts here. Spin up a cohort for any kind of learning - a training course, a professional programme, a mentorship, or a personal learning track - and hand it to a lead who will run it end to end.

*The result: a program with a clear owner and the right people in the right roles from the very first day.*

- Create a cohort for any program, of any size
- Assign a lead manager to own the program
- Add instructors and learner assistants by role
- Give each person exactly the right permissions

## SET UP · CHAPTER 02

## Set the dates and the ground rules

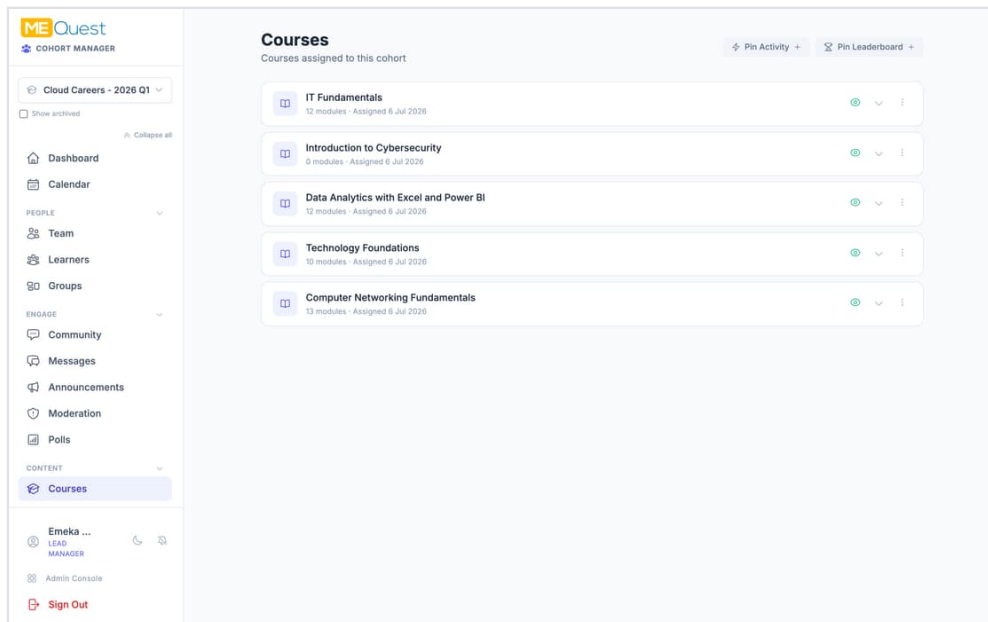
The screenshot shows the MEQuest interface. On the left is a sidebar with navigation links: Dashboard, Calendar, Team, Learners, Groups, Community, Messages, Announcements, Moderation, Polls, and Courses. The main content area is titled 'Settings' with the subtitle 'Manage cohort configuration'. It shows the cohort is 'Active'. There are three tabs: 'General', 'Team', and 'Quick Access'. The 'General' tab is selected and contains the following fields: 'Cohort Name' (Cloud Careers - 2026 Q1), 'Description' (A twelve-week cohort taking learners from cloud fundamentals to a capstone project.), 'Start Date' (12/06/2026), 'End Date' (04/09/2026), and 'Max Learners' (Unlimited). A 'Save Changes' button is at the bottom right of the form. Below the form is a toggle switch for 'Let learners link their own emails', which is currently turned off. A note explains that when enabled, learners can add extra email addresses to their profile for attendance tracking.

The lead sets the start and end dates, so the program can run for a weekend or a whole year. Enrolment, access, and community rules are all configured in one place.

*The result: enrolment, access, and community rules are decided once - not renegotiated every week.*

- Set start and end dates for any duration
- Invite with magic links or access codes
- Choose public, open, or invite-only access
- Toggle features and community settings per cohort

## Assign the courses



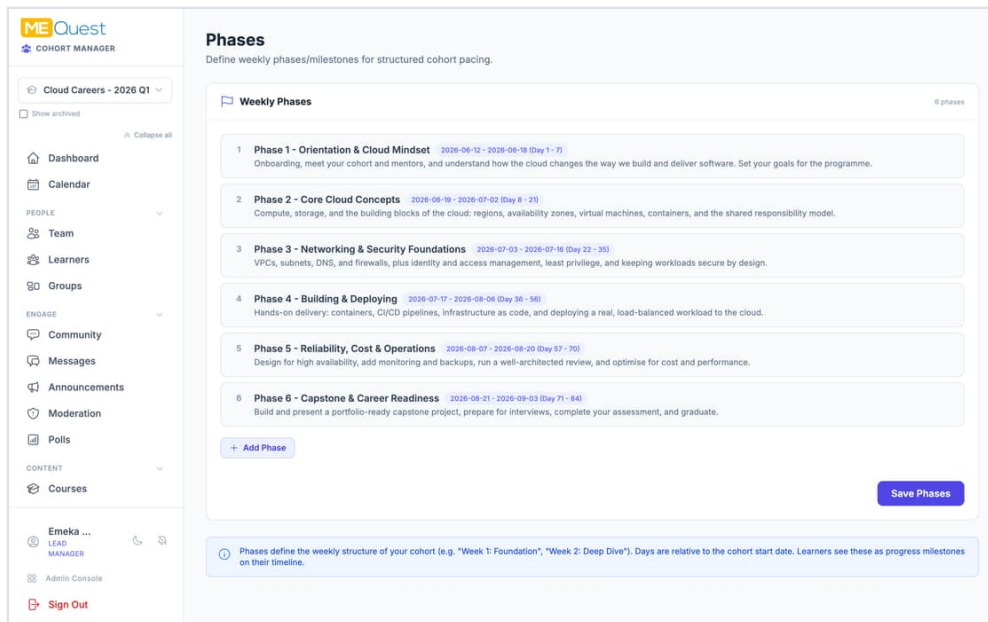
Attach one or many courses to the program. Build them yourself with our Course Creator, then choose exactly what this cohort should learn.

*The result: each cohort learns exactly the right material, drawn from content you fully control.*

- Assign one or several courses to the cohort
- Author courses with the MEQuest Course Creator
- Organise content into modules with smart locking
- Control which courses are visible to learners

## SET UP · CHAPTER 04

## Map the journey into phases



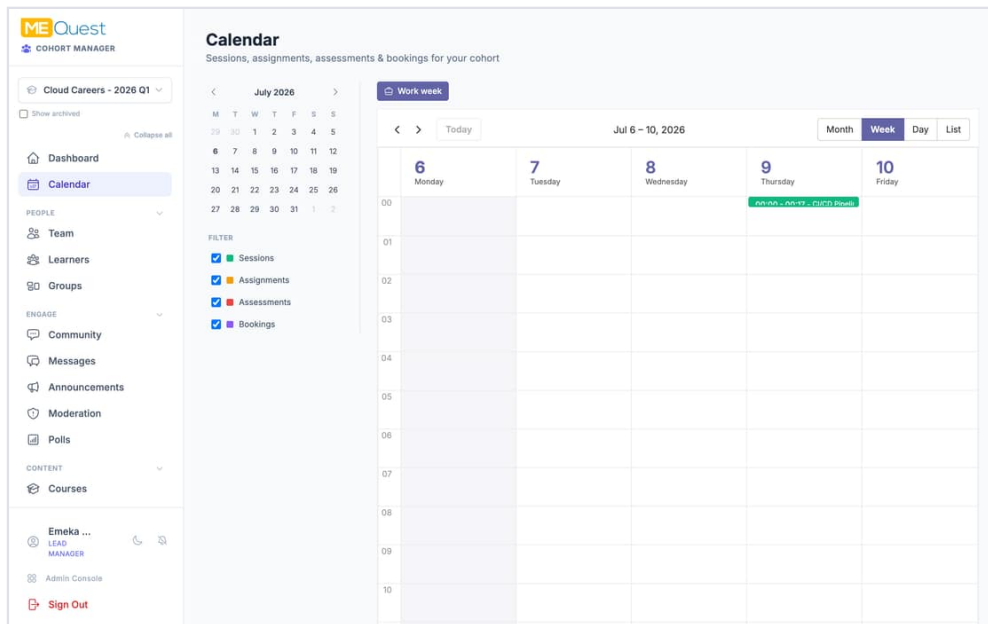
Break the program into phases and milestones, then link each phase to its courses so content unlocks automatically the moment that phase begins. Nobody races ahead or falls behind.

*The result: content unlocks on schedule, so the whole cohort moves together - no one lost, no one racing ahead.*

- Divide the program into time-boxed phases
- Link phases to courses so they unlock on schedule
- Content becomes available when its phase starts
- Give learners a clear map of what comes next

## SET UP · CHAPTER 05

## Schedule the whole timeline



See the entire program at a glance. Phases, live sessions, assessments, and deadlines all land on one shared calendar so the team and learners always know what is happening.

*The result: a single source of truth for dates that keeps staff and learners perfectly aligned.*

- One calendar for phases, sessions, and deadlines
- Plan the rhythm of the whole program
- Keep everyone aligned on key dates
- Adjust the schedule and the cohort follows along

## ONBOARD · CHAPTER 06

# Welcome every learner

The screenshot shows the MEQuest Onboarding configuration page. The left sidebar contains navigation links: Dashboard, Calendar, PEOPLE (Team, Learners, Groups), ENGAGE (Community, Messages, Announcements, Moderation, Polls), and CONTENT (Courses). The main area is titled 'Onboarding' with a subtitle 'Create a guided onboarding flow for new cohort members.' It has two tabs: 'Setup' (active) and 'Progress'. The 'Onboarding Configuration' section is 'Enabled'. It includes fields for Title ('Welcome Onboarding'), Welcome Message (optional) ('Welcome to Cloud Careers - 2026 Q1! 🎉'), Welcome Video Title (optional) ('Welcome to Cloud Careers'), Welcome Video URL (optional) ('https://www.youtube.com/watch?v=GZ93JXGRNRQ'), and a Deadline (optional) ('17/06/2026, 11:35'). There is a checkbox for 'Auto-assign to new members' which is checked. Below these are 'Onboarding Steps' (6 steps total): 1. Read the welcome message (Required), 2. Upload a picture of you as your avatar (Required), and 3. Accept the terms and conditions (Required).

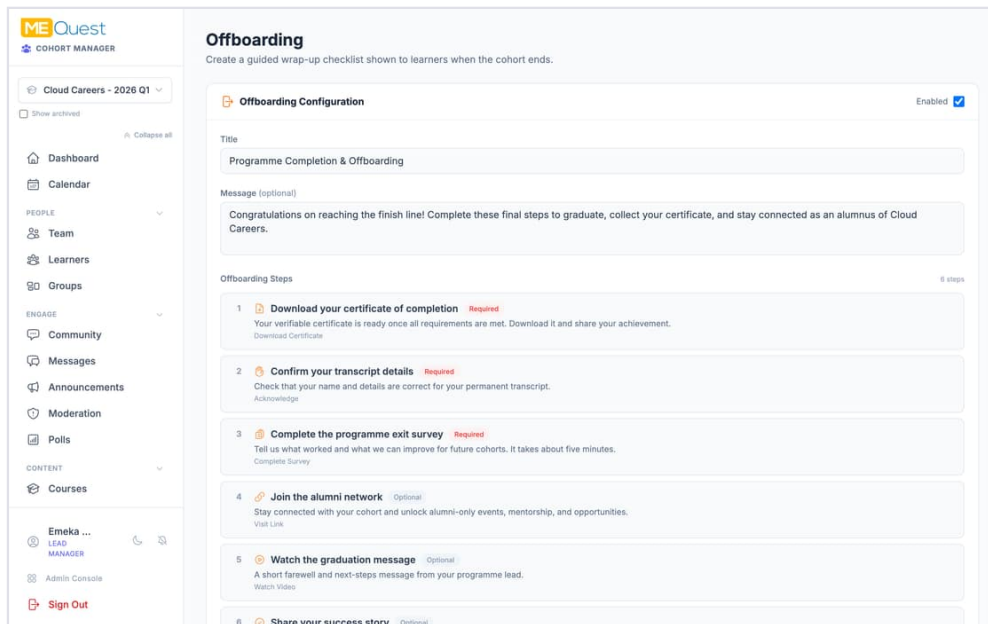
Set up a guided onboarding that every new member completes: watch a welcome video, upload an avatar, accept the terms and code of conduct, and introduce themselves in the community.

*The result: every learner starts the same confident, consistent way - profile complete and expectations set.*

- Greet learners with a welcome message and video
- Ask them to upload an avatar and complete a profile
- Require accepting the terms and code of conduct
- Prompt an introduction in the community

## ONBOARD · CHAPTER 07

## Plan a graceful finish

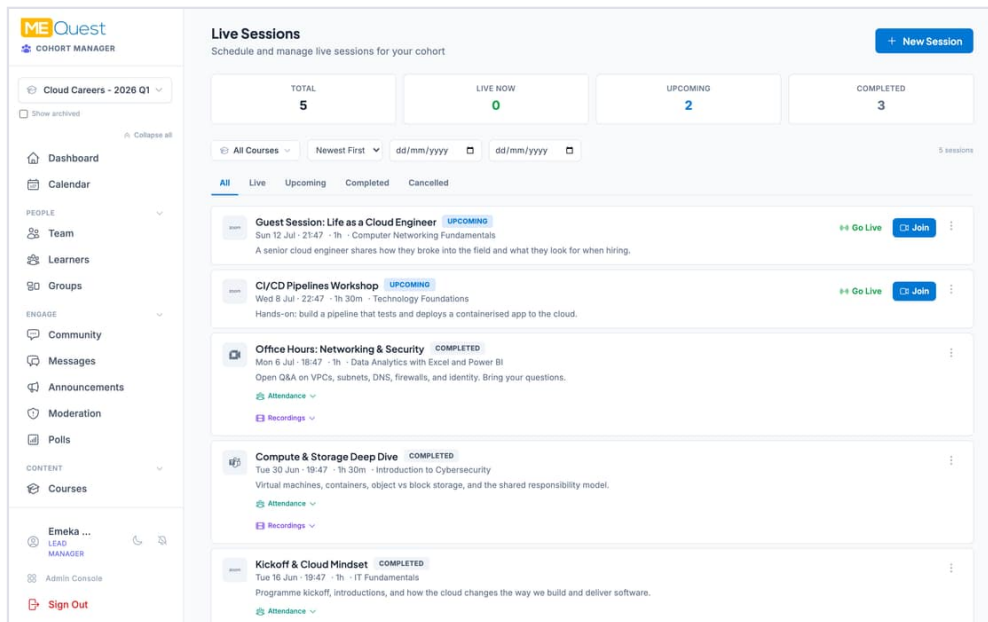


Design the exit from day one. Offboarding guides graduates through downloading their certificate, confirming their transcript, sharing feedback, and joining the alumni network.

*The result: graduation is a designed moment, not an afterthought - certificates, feedback, and alumni all handled.*

- Guide learners to download their certificate
- Confirm transcript details before graduation
- Collect an exit survey and success stories
- Invite graduates into the alumni network

## Teach live and present

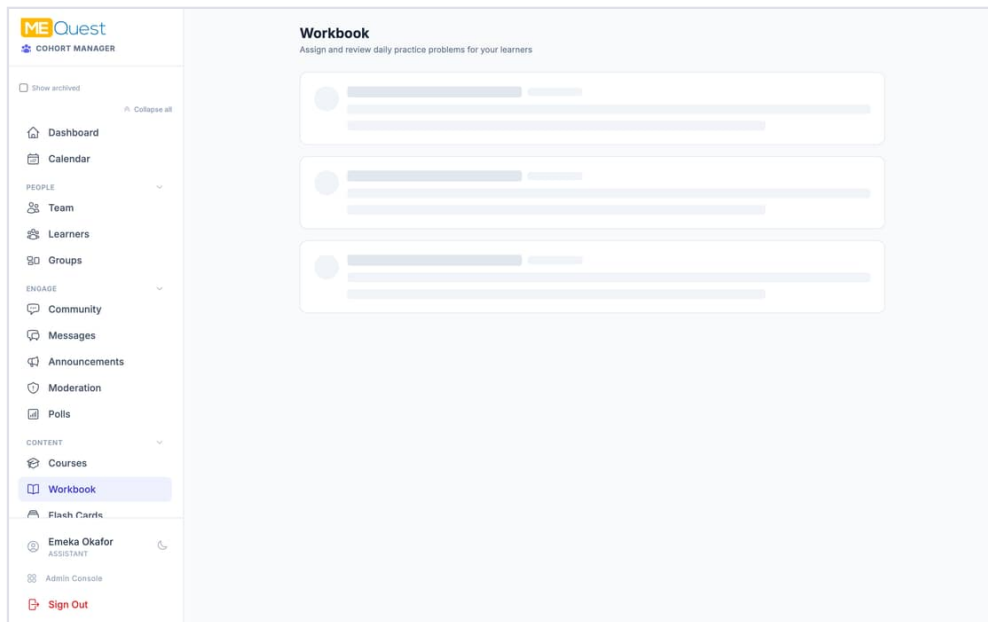


Run the program as it unfolds. Present your courses as an instructor, schedule and host live sessions on Zoom, Teams, or Meet, share recordings, and track attendance.

*The result: live teaching, recordings, and attendance live in one place instead of scattered across tools.*

- Present course modules live to your cohort
- Host sessions on Zoom, Teams, or Google Meet
- Share recordings for anyone who missed it
- Track attendance automatically

## Set assignments and give feedback

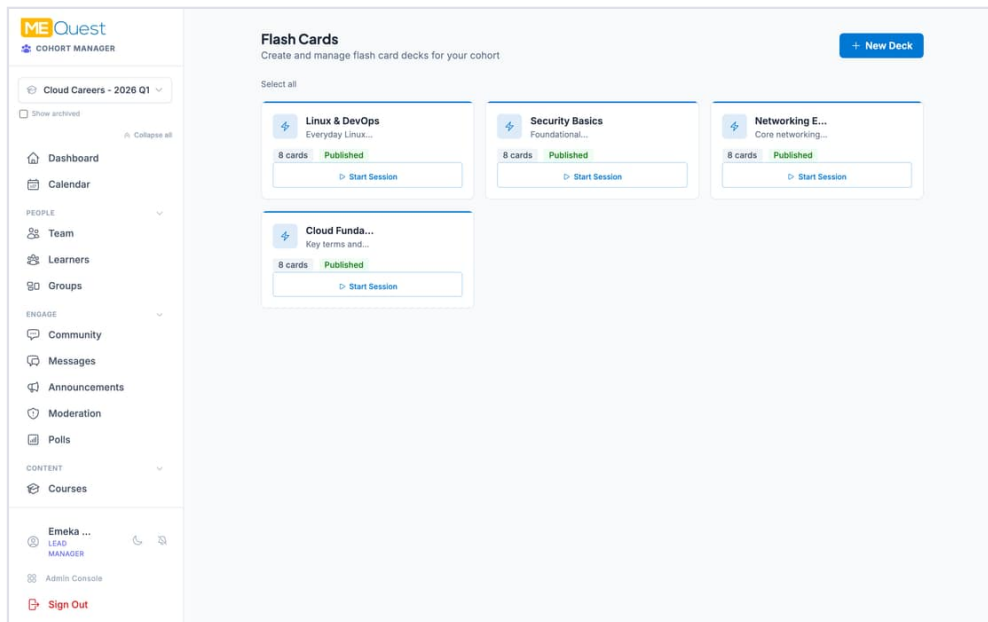


Give learners real work to do. The workbook lets you set problems and assignments, collect submissions, and return marks and written feedback so progress is hands-on.

*The result: learning is hands-on, and every learner gets personal feedback that moves them forward.*

- Set assignments and practical problems
- Collect learner submissions in one place
- Return marks and written feedback
- Watch each learner improve over time

## Reinforce with flash cards

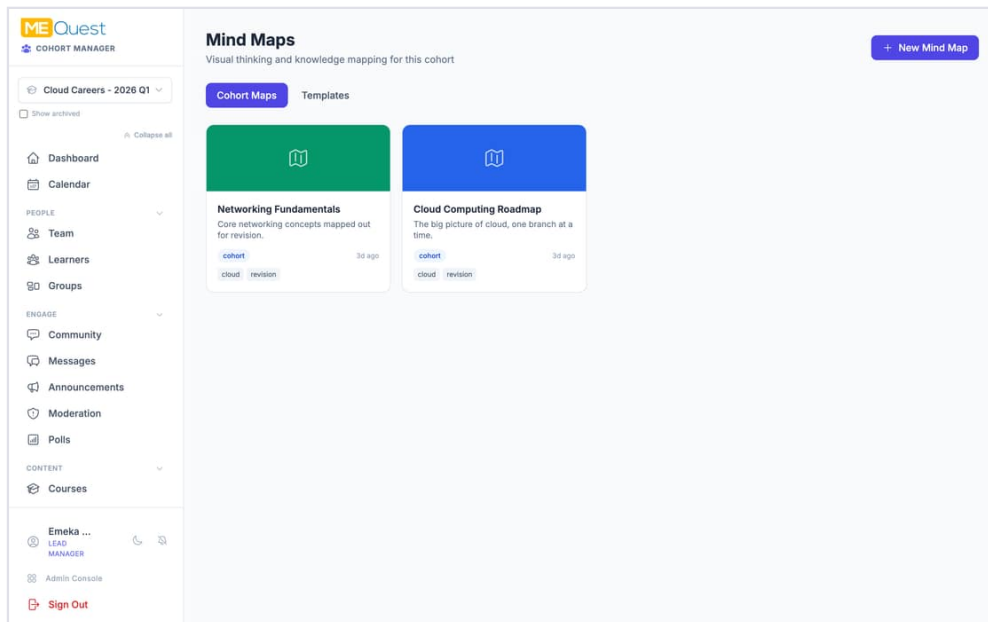


Make knowledge stick. Build flash card decks for the cohort, with spaced repetition and offline study, so learners can revise anywhere, any time.

*The result: knowledge sticks through spaced repetition - on any device, online or off.*

- Create shared flash card banks and decks
- Spaced repetition helps knowledge stick
- Study offline on any device
- Track study progress per learner

## Map ideas with mind maps

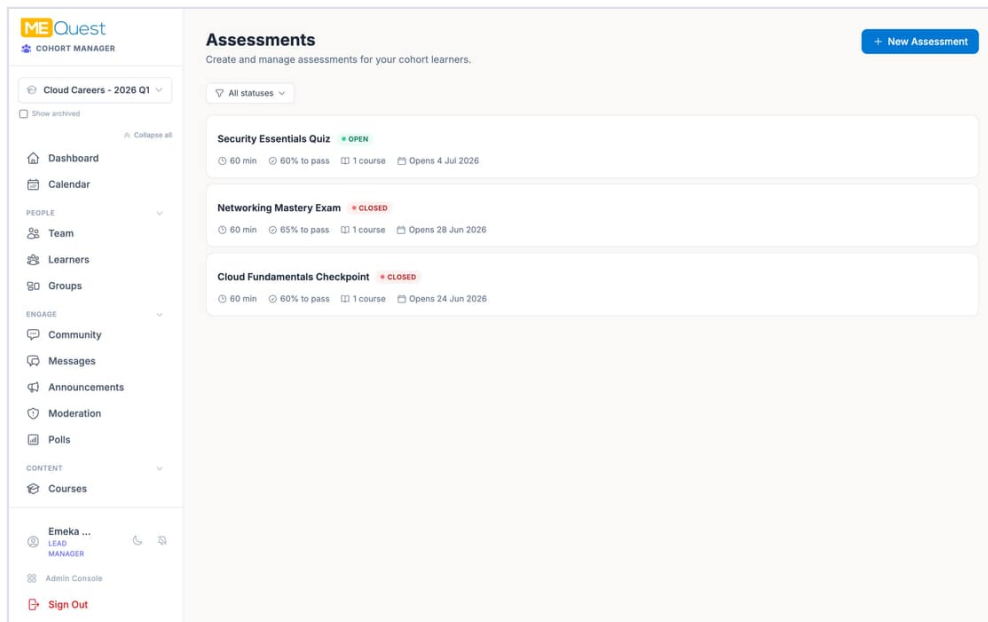


Turn complex topics into a clear picture. Build collaborative mind maps to visualise a syllabus, a roadmap, or how ideas connect, and share them with the cohort.

*The result: complex topics become a clear, shareable picture the whole cohort can follow.*

- Build visual mind maps of topics and roadmaps
- Themes and layouts make them presentation-ready
- Share maps across the whole cohort
- Fork a template to make it your own

## Quiz and assess



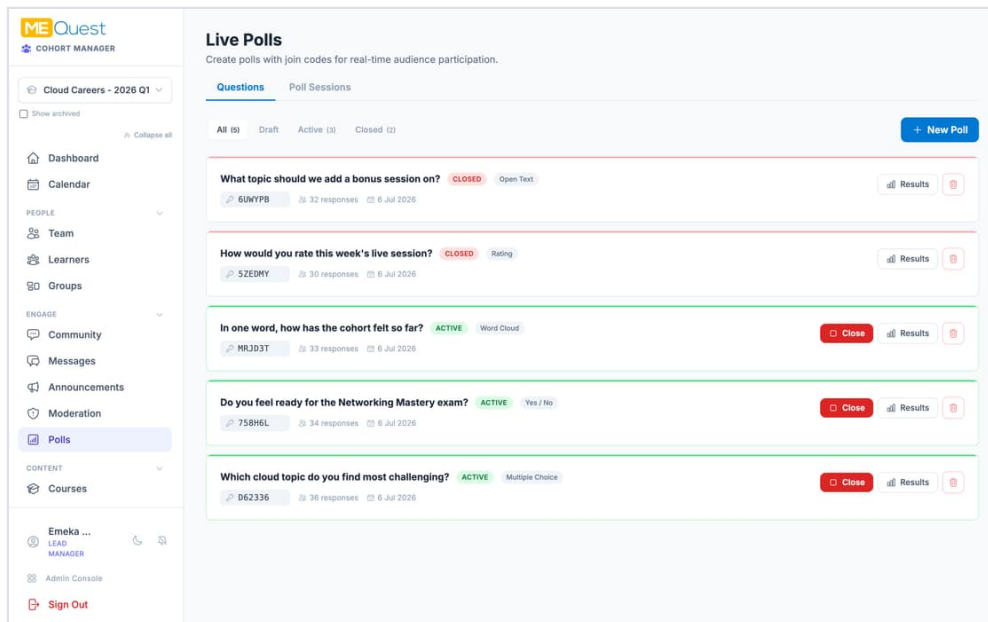
Prove what learners have mastered. Run knowledge checks, timed quizzes, and secure exams drawn from reusable question banks, with proctoring and flexible grading.

*The result: credible, secure assessment that proves mastery, with grading and results fully under your control.*

- Draw from reusable question banks
- Run timed quizzes and secure exams
- Auto-grade answers and streamline marking
- Control exactly when results are revealed

## ENGAGE · CHAPTER 13

# Run live polls and quizzes



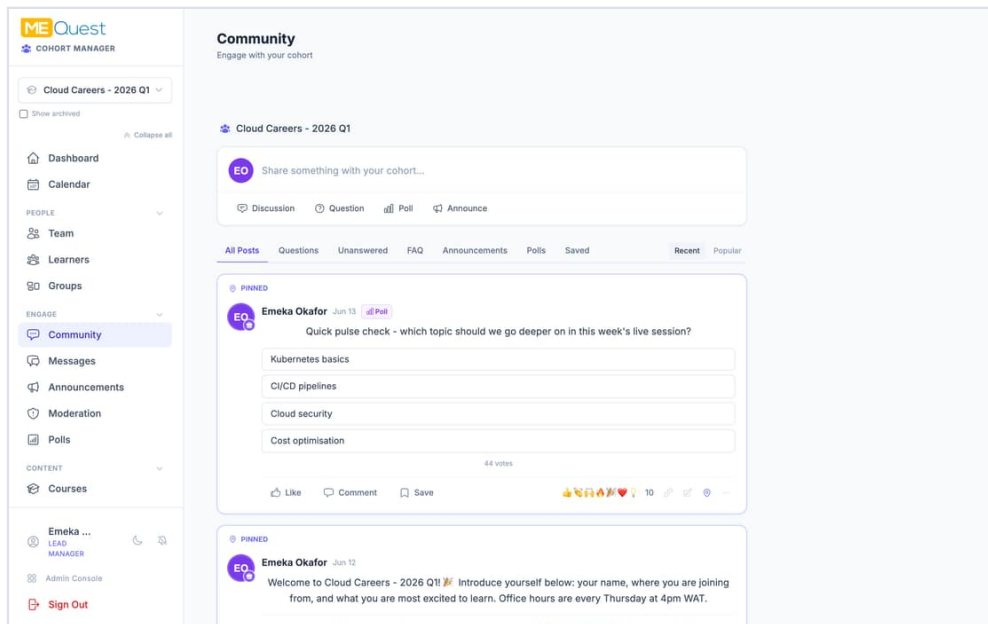
Read the room in real time. Launch polls with join codes - multiple choice, word clouds, ratings, and more - or run a full live quiz session with a leaderboard.

*The result: sessions stay interactive and you can read the room the moment it matters.*

- Live polls with join codes for instant responses
- Multiple choice, word cloud, rating, and open text
- Run live quiz sessions with a leaderboard
- Project results live during a session

## COMMUNITY · CHAPTER 14

## Build a real community



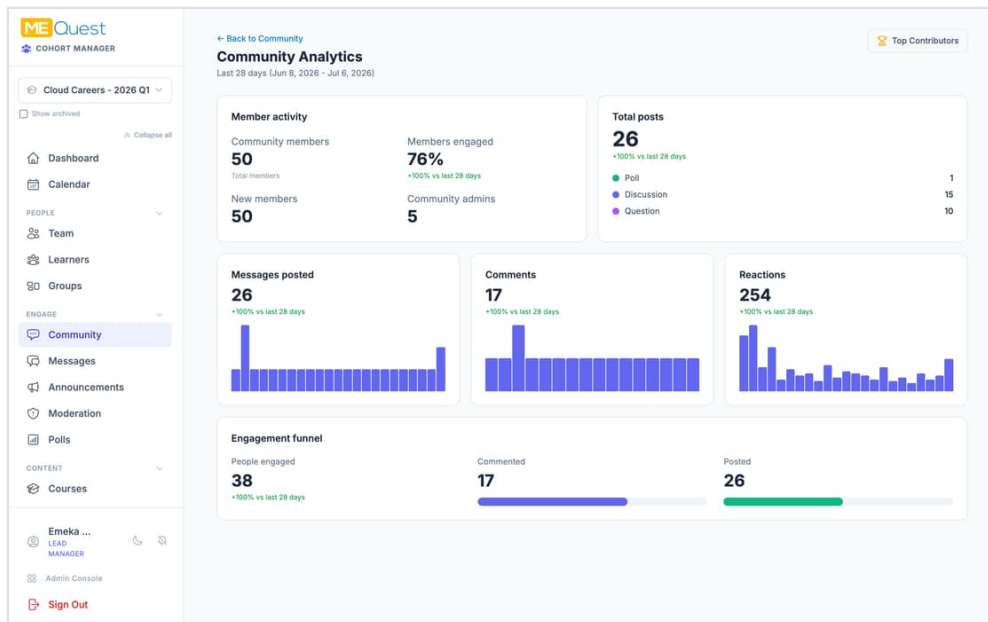
A roster becomes a community. Spark discussions, answer questions, react and reply, run announcements, and let learners help each other with accepted answers and FAQs.

*The result: a cohort that helps itself, with knowledge captured for everyone who follows.*

- Discussions, questions, reactions, and replies
- Mark accepted answers and build a FAQ
- Pin and schedule cohort announcements
- Group learners and message them directly

## COMMUNITY · CHAPTER 15

## See who is contributing



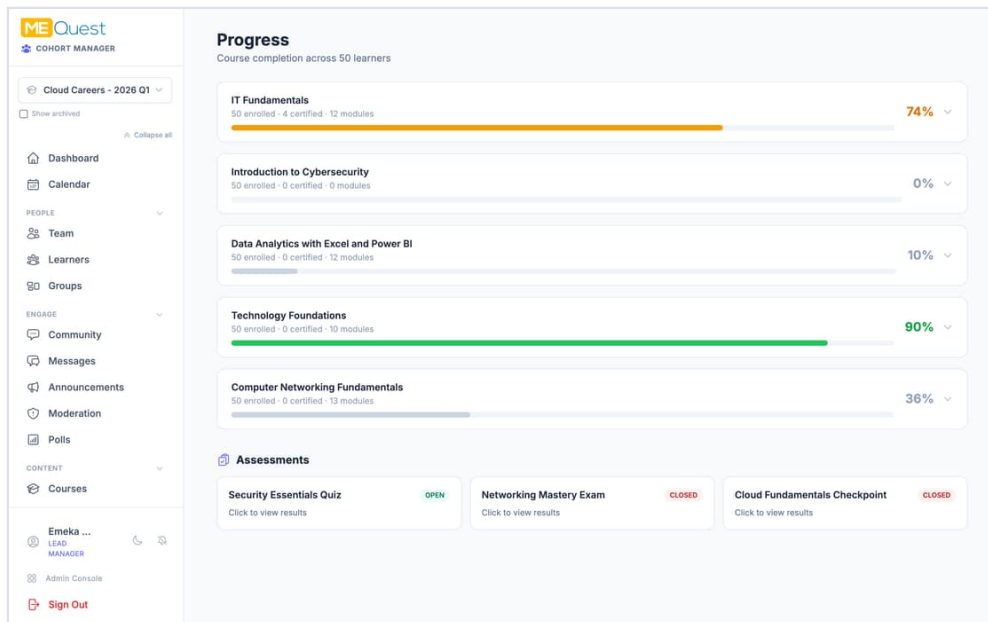
Understand your community at a glance. Engagement analytics and a top-contributor leaderboard show who is active, what sparks conversation, and where to give a nudge.

*The result: you always know who is thriving, who is quiet, and where to focus your energy.*

- Engagement analytics for posts and reactions
- A top-contributor leaderboard
- See an engagement funnel across the cohort
- Spot who to celebrate and who needs support

## TRACK · CHAPTER 16

## Track progress and certify

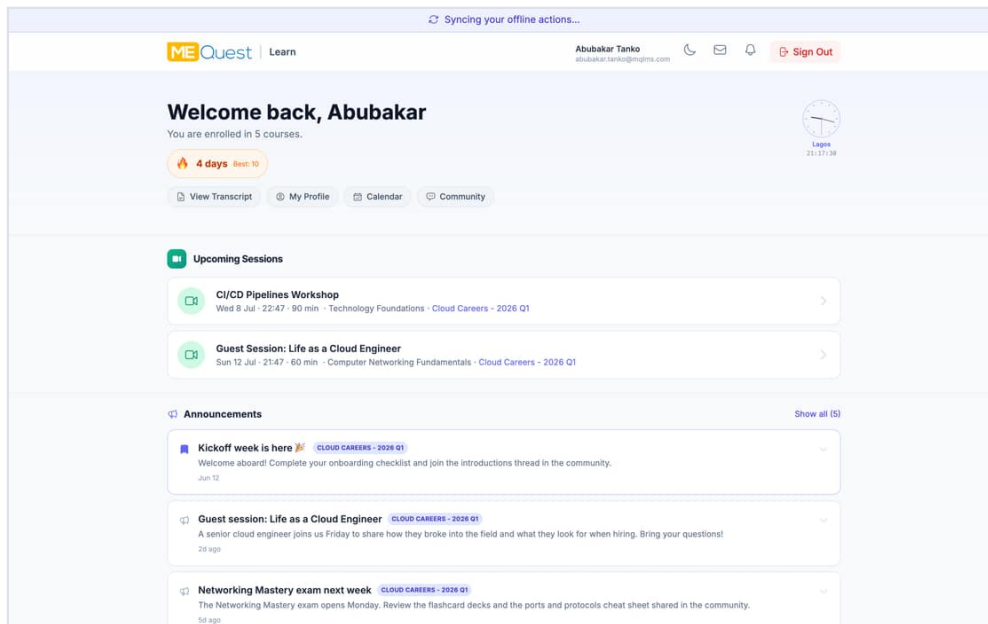


See everything, support anyone. Live dashboards show course completion and assessment results across the cohort, and the moment a learner meets every requirement they earn a verifiable certificate.

*The result: nothing is hidden - progress is visible and achievement is certified automatically.*

- Per-course and per-learner completion tracking
- Assessment results at a glance
- Auto-issue branded, verifiable certificates
- Capture permanent transcript records

## The learner experience



And this is how it all looks from the other side. Learners get a personal home with their courses, streaks, announcements, and progress - everything the program has to offer, in one place.

*The result: learners get one motivating home for everything, on the web or installed as an app.*

- A personal home with every enrolled course
- Streaks and progress keep learners motivated
- Announcements and phase progress front and centre
- Works on the web and installs as an app

### BEHIND EVERY CHAPTER

## The platform that runs it all

Throughout the journey, a secure, role-aware platform keeps your team in control - with the MEQuest Course Creator, admin tooling, and safeguards working quietly in the background.

- **Course authoring**  
The MEQuest Course Creator and Slideshow Generator help you build rich content fast.
- **Admin dashboard**  
Real-time metrics on courses, learners, and media.
- **People management**  
Learners, registrants, instructors, viewers, and admins with roles and invites.

- **Media library**

Organise images, video, and files with course scoping and reusable snippets.

- **Audit logs**

A searchable, filterable trail of every admin action.

- **Security by design**

Rate limiting, soft-delete filtering, and privacy-preserving proctoring by default.

## Ready to run your program on MEQuest Learn?

Start a program or request a guided walkthrough at [mequest.org](https://mequest.org)

Set up · Onboard · Teach · Assess · Engage · Community · Track · Certify